



IGNACIO TOWN BOARD MEETING AGENDA

Monday, February 8, 2021 – 6:30 PM

Remote Public Meeting

This remote meeting is hosted by Zoom and requires Attendees to login to the Zoom meeting website at the following address: <https://zoom.us/j/92286921430>, or Attendees wishing to participate by phone shall call: 346-248-7799 and key in Webinar ID Number: 922 8692 1430.

*There is a Zoom Etiquette file on the Town website that details how Zoom meetings work and what is expected of Attendees. All Attendees will be able to hear and/or see the Town Board meeting. Attendees will be muted until the Mayor takes Attendee comments. Attendees wanting to comment must click on the "Raised Hand" tab at the bottom of the screen, or callers will have to enter *9. The Mayor will acknowledge which Attendee is to speak (by name or phone number) and the meeting host will allow them to speak. The meeting host will unmute the Attendee (or notify the Attendee if they need to unmute themselves by entering *6). The Attendee shall first provide their name and address before they begin their comments. Failure to follow directions or maintain meeting decorum will result in the muting of your connection.*

- I. **CALL REGULAR MEETING TO ORDER:** Moment of Silence, Moment of Gratitude, Reflection of Hope
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS:** *The Town Board values public comment and allows this time for citizens to voice their thoughts and concerns. The Mayor will open the comment period and prior to addressing the Board, state your name and address, and limit your comments to five (5) minutes. Meeting decorum will be maintained and failure to maintain composure and respect will result in the closure of your comment period. The Town Board and/or staff may respond to your comments or take your comments under advisement. Please do not comment on items listed on the Agenda as opportunity will be given to comment during these discussions. Thank you.*
- IV. **CONSENT AGENDA**
 - A. Regular Town Board Meeting Minutes from January 11, 2021
 - B. Financial Records – January Check Register and Budget to Actual Reports
- V. **UNFINISHED BUSINESS**
 - A. Rock Creek Housing Plan Update
 - B. Broadband Plan Update
 - C. Board Strategic Plan Update
- VI. **NEW BUSINESS**
 - A. Tracks Across Borders Board Appointment - Edward Box III
 - B. Liquor fee waivers for 2021
 - C. COVID-19 Update
- VII. **STAFF REPORTS**
 - A. Police Department
 - B. Public Works
 - C. Clerk / Treasurer
 - D. Town Manager
 - E. Attorney
- VIII. **TRUSTEE REPORTS**
- IX. **MISCELLANEOUS**
- X. **EXECUTIVE SESSION:** For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.
- XI. **ADJOURNMENT**

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 1/21

Claim Checks

[illegible]

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 1/21

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99043	E	1187 Cardmember Service (TBK Bank)	48.58	01/20/21	1/21	CL 13985	48.58
-99042	E	1187 Cardmember Service (TBK Bank)	188.00	01/20/21	1/21	CL 13986	188.00
-99041	E	1187 Cardmember Service (TBK Bank)	307.00	01/20/21	1/21	CL 13987	307.00
-99040	E	1187 Cardmember Service (TBK Bank)	225.00	01/20/21	1/21	CL 13988	225.00
-99039	E	1187 Cardmember Service (TBK Bank)	35.25	01/20/21	1/21	CL 13989	35.25
-99038	E	1187 Cardmember Service (TBK Bank)	5.40	01/20/21	1/21	CL 13990	5.40
-99037	E	1187 Cardmember Service (TBK Bank)	19.16	01/20/21	1/21	CL 13991	19.16
-99036	E	1187 Cardmember Service (TBK Bank)	1214.37	01/20/21	1/21	CL 13992	1214.37
-99035	E	1187 Cardmember Service (TBK Bank)	75.00	01/20/21	1/21	CL 13993	75.00
-99034	E	1187 Cardmember Service (TBK Bank)	265.50	01/20/21	1/21	CL 13994	265.50
-99033	E	1187 Cardmember Service (TBK Bank)	796.00	01/20/21	1/21	CL 13995	796.00
-99032	E	1187 Cardmember Service (TBK Bank)	129.00	01/20/21	1/21	CL 13996	129.00
-99031	E	1187 Cardmember Service (TBK Bank)	48.76	01/20/21	1/21	CL 13997	48.76
-99030	E	1187 Cardmember Service (TBK Bank)	31.75	01/20/21	1/21	CL 13998	31.75
-99029	E	1187 Cardmember Service (TBK Bank)	28.50	01/20/21	1/21	CL 13999	28.50
-99028	E	1187 Cardmember Service (TBK Bank)	25.54	01/20/21	1/21	CL 14000	25.54
-99027	E	1187 Cardmember Service (TBK Bank)	35.70	01/20/21	1/21	CL 14001	35.70
-99026	E	1187 Cardmember Service (TBK Bank)	45.25	01/20/21	1/21	CL 14002	45.25
-99025	E	1187 Cardmember Service (TBK Bank)	35.40	01/20/21	1/21	CL 14003	35.40
-99024	E	1187 Cardmember Service (TBK Bank)	33.56	01/20/21	1/21	CL 14004	33.56
-99023	E	1187 Cardmember Service (TBK Bank)	39.80	01/20/21	1/21	CL 14005	39.80
-99022	E	1187 Cardmember Service (TBK Bank)	22.49	01/20/21	1/21	CL 14006	22.49
-99021	E	1187 Cardmember Service (TBK Bank)	28.58	01/20/21	1/21	CL 14007	28.58
-99020	E	1187 Cardmember Service (TBK Bank)	29.67	01/20/21	1/21	CL 14008	29.67

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 1/21

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99019	E	1187 Cardmember Service (TBK Bank)	46.42	01/20/21	1/21	CL 14009	46.42
-99018	E	1187 Cardmember Service (TBK Bank)	30.00	01/20/21	1/21	CL 14010	30.00
-99017	E	1187 Cardmember Service (TBK Bank)	30.50	01/20/21	1/21	CL 14011	30.50
-99016	E	1187 Cardmember Service (TBK Bank)	24.06	01/20/21	1/21	CL 14012	24.06
-99015	E	1187 Cardmember Service (TBK Bank)	25.27	01/20/21	1/21	CL 14013	25.27
-99014	E	1187 Cardmember Service (TBK Bank)	29.98	01/20/21	1/21	CL 14014	29.98
-99013	E	1187 Cardmember Service (TBK Bank)	36.19	01/20/21	1/21	CL 14015	36.19
-99012	E	1187 Cardmember Service (TBK Bank)	28.25	01/20/21	1/21	CL 14016	28.25
-99011	E	1187 Cardmember Service (TBK Bank)	27.50	01/20/21	1/21	CL 14017	27.50
-99010	E	1187 Cardmember Service (TBK Bank)	31.00	01/20/21	1/21	CL 14018	31.00
-99009	E	1187 Cardmember Service (TBK Bank)	40.00	01/20/21	1/21	CL 14019	40.00
-99008	E	1187 Cardmember Service (TBK Bank)	27.33	01/20/21	1/21	CL 14020	27.33
-99007	E	1187 Cardmember Service (TBK Bank)	23.82	01/20/21	1/21	CL 14021	23.82
-99006	E	1187 Cardmember Service (TBK Bank)	22.69	01/20/21	1/21	CL 14022	22.69
-99005	E	1187 Cardmember Service (TBK Bank)	46.36	01/20/21	1/21	CL 14023	46.36
-99004	E	1187 Cardmember Service (TBK Bank)	17.82	01/20/21	1/21	CL 14024	17.82
-99003	E	1187 Cardmember Service (TBK Bank)	24.79	01/20/21	1/21	CL 14025	24.79
-99002	E	1187 Cardmember Service (TBK Bank)	26.27	01/20/21	1/21	CL 14026	26.27
-99001	E	1187 Cardmember Service (TBK Bank)	15.97	01/20/21	1/21	CL 14027	15.97
-99000	E	1187 Cardmember Service (TBK Bank)	33.69	01/20/21	1/21	CL 14028	33.69
-98999	E	1187 Cardmember Service (TBK Bank)	38.40	01/20/21	1/21	CL 14029	38.40
-98998	E	1187 Cardmember Service (TBK Bank)	11.99	01/20/21	1/21	CL 14030	11.99
-98997	E	1187 Cardmember Service (TBK Bank)	24.34	01/20/21	1/21	CL 14031	24.34
-98996	E	1187 Cardmember Service (TBK Bank)	35.20	01/20/21	1/21	CL 14032	35.20

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-98995	E	1187 Cardmember Service (TBK Bank)	10.00	01/20/21	1/21		
-98994	E	1187 Cardmember Service (TBK Bank)	523.00	01/20/21	1/21	CL 14033	10.00
-98993	E	1187 Cardmember Service (TBK Bank)	264.00	01/20/21	1/21	CL 14034	523.00
-98992	E	1187 Cardmember Service (TBK Bank)	134.75	01/20/21	1/21	CL 14035	264.00
-98991	E	1187 Cardmember Service (TBK Bank)	40.00	01/20/21	1/21	CL 14036	134.75
-98990	E	1187 Cardmember Service (TBK Bank)	74.77	01/20/21	1/21	CL 14037	40.00
-98989	E	1187 Cardmember Service (TBK Bank)	84.90	01/20/21	1/21	CL 14038	74.77
-98988	E	1187 Cardmember Service (TBK Bank)	102.81	01/20/21	1/21	CL 14039	84.90
-98987	E	845 HOME DEPOT CREDIT SERVICES	105.05	01/20/21	1/21	CL 14040	102.81
-98986	E	845 HOME DEPOT CREDIT SERVICES	61.97	01/20/21	1/21	CL 14041	105.05
5176 *	S	728 AXIS HEALTH SYSTEMS	690.63	01/05/21		CL 14042	61.97
5177	S	99 C & J GRAVEL PRODUCTS INC	292.26	01/05/21		CL 13921	690.63
5178	S	121 CIRSA	9967.81	01/05/21		CL 13917	292.26
5179	S	976 CIRSA WC	9241.25	01/05/21		CL 13931	8148.81
5180	S	1119 DUB'S AUTO BODY	237.50	01/05/21		CL 13932	1819.00
5181	S	975 DURANGO PARTS SOURCE INC	328.92	01/05/21		CL 13930	9241.25
5182	S	873 IGNACIO CHAMBER OF COMMERCE	55.00	01/05/21		CL 13924	237.50
5183	S	1130 IMAGENET CONSULTING LLC	301.23	01/05/21		CL 13916	328.92
5184	S	885 INTERMOUNTAIN SWEEPER	5004.25	01/05/21		CL 13934	55.00
5185	S	894 KRISTIN ROEHRS	325.00	01/05/21		CL 13925	301.23
5186	S	1035 LEXIPOL LLC	2305.00	01/05/21		CL 13923	5004.25
5187	S	1087 MARK GARCIA - GOV-PLUS LLC	8640.00	01/05/21		CL 13928	325.00
5188	S	730 SOUTHWEST AG	111.96	01/05/21		CL 13918	2305.00
						CL 13933	8640.00
						CL 13926	111.96

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 1/21

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
5189	S	650 TOWN OF IGNACIO	535.56	01/05/21		CL 13920	535.56
5190	S	1174 United Rentals (North America), Inc.	327.60	01/05/21		CL 13922	327.60
5191	S	675 UTILITY NOTIFICATION CENTER OF CO	29.80	01/05/21		CL 13929	29.80
5192	S	695 WCA WASTE CORP	2672.68	01/05/21		CL 13927	2672.68
5197 *	S	53 AUTO PARTS INC	306.98	01/20/21		CL 13952	306.98
5198	S	728 AXIS HEALTH SYSTEMS	446.88	01/20/21		CL 13953	446.88
5199	S	65 BASIN COOP	59.00	01/20/21		CL 13949	59.00
5200	S	77 BLACK MOUNTAIN SOFTWARE	1396.00	01/20/21		CL 13961	1000.00
						CL 13962	396.00
5201	S	91 BRENNAN OIL COMPANY	138.69	01/20/21		CL 13950	138.69
5202	S	99 C & J GRAVEL PRODUCTS INC	553.68	01/20/21		CL 13946	553.68
5203	S	921 CASCADE WATER	55.92	01/20/21		CL 13939	20.97
						CL 13956	34.95
5204	S	121 CIRSA	12.14	01/20/21		CL 13937	12.14
5205	S	976 CIRSA WC	306.73	01/20/21		CL 13936	306.73
5206	S	791 COLORADO RURAL WATER ASSOC	275.00	01/20/21		CL 13935	275.00
5207	S	1148 Community Connections CO	2500.00	01/20/21		CL 13960	2500.00
5208	S	869 DRUG & ALCOHOL TESTING ASSOC	200.00	01/20/21		CL 13947	200.00
5209	S	975 DURANGO PARTS SOURCE INC	58.98	01/20/21		CL 13943	58.98
5210	S	971 FASTTRACK COMMUNICATIONS INC	253.90	01/20/21		CL 13940	253.90
5211	S	848 FERGUSON ENTERPRISES INC #421	203.63	01/20/21		CL 13964	203.63
5212	S	981 HI PERFORMANCE CARWASH LLC	13.69	01/20/21		CL 13942	13.69
5213	S	999999 IGNACIO COMMUNITY LIBRARY	2830.00	01/20/21		CL 13948	2830.00
5214	S	1130 IMAGENET CONSULTING LLC	339.84	01/20/21		CL 13954	339.84
5215	S	1019 LA PLATA ECONOMIC ALLIANCE	1400.00	01/20/21		CL 13938	1400.00

02/04/21
12:56:53

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 1/21

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
5216	S	1172 Short Elliott Hendrickson, Inc.	6806.25	01/20/21	_____	CL 13957	4213.75
						CL 13958	2592.50
5217	S	600 SOUTHERN UTE UTILITIES DIVISION	71131.39	01/20/21	_____	CL 13955	71131.39
5218	S	1068 STATEWIDE INTERNET PORTAL AUTHORITY	1540.00	01/20/21	_____	CL 13963	1540.00
5219	S	690 WACI-CI TRADING COMPANY	472.91	01/20/21	_____	CL 13941	472.91
5220	S	692 WALKER DO IT BEST HARDWARE	106.63	01/20/21	_____	CL 13965	106.63

Total for Claim Checks **144091.93**
Count for Claim Checks 123

* denotes missing check number(s)

of Checks: 123 Total: 144091.93

02/04/21
12:56:54

TOWN OF IGNACIO
Fund Summary for Claim Check Register
For the Accounting Period: 1/21

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Report ID: AP110

Fund/Account	Amount
100 GENERAL FUND	
110230	\$62,469.07
300 CAPITAL IMPROVEMENT FUND	
110230	\$6,806.25
610 WATER FUND	
110230	\$9,799.84
620 GAS FUND	
110230	\$30,479.52
630 SEWER FUND	
110230	\$34,506.42
640 IRRIGATION FUND	
110230	\$30.83
Total:	\$144,091.93



Summary Statement

January 31, 2021

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Investor ID: CO-01-0721

0000471-0002333 PDF 961648

Town of Ignacio
PO Box 459
Ignacio, CO 81137-0459

COLOTRUST

PLUS+ Average Monthly Yield: 0.1055%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0721-8001	GENERAL FUND	690,287.13	0.00	0.00	61.87	61.87	690,321.57	690,349.00
CO-01-0721-8002	WATER FUND	14,727.10	0.00	0.00	1.33	1.33	14,727.84	14,728.43
CO-01-0721-8004	GAS FUND	73,955.48	0.00	0.00	6.61	6.61	73,959.16	73,962.09
CO-01-0721-8005	IRRIGATION FUND	10,362.06	0.00	0.00	0.91	0.91	10,362.56	10,362.97
CO-01-0721-8006	CAPITAL IMPROVEMENT FUND	316,204.05	0.00	0.00	28.31	28.31	316,219.81	316,232.36



Summary Statement

January 31, 2021

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Investor ID: CO-01-0721

Town of Ignacio
PO Box 459
Ignacio, CO 81137-0459

PLUS+ - (continued)

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0721-8007	CONSERVATION TRUST FUND	69,162.44	0.00	0.00	6.22	6.22	69,165.90	69,168.66
CO-01-0721-8010	ECONOMIC DEVELOPMENT FUND	60,663.40	0.00	0.00	5.40	5.40	60,666.41	60,668.80
TOTAL		1,235,361.66	0.00	0.00	110.65	110.65	1,235,423.25	1,235,472.31



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8001

GENERAL FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	690,287.13	0.00	0.00	61.87	61.87	690,321.57	690,349.00

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			690,287.13	
01/31/2021	Income Dividend Reinvestment	61.87			
01/31/2021	Ending Balance			690,349.00	



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8002

WATER FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	14,727.10	0.00	0.00	1.33	1.33	14,727.84	14,728.43

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			14,727.10	
01/31/2021	Income Dividend Reinvestment	1.33			
01/31/2021	Ending Balance			14,728.43	



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8004

GAS FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	73,955.48	0.00	0.00	6.61	6.61	73,959.16	73,962.09

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			73,955.48	
01/31/2021	Income Dividend Reinvestment	6.61			
01/31/2021	Ending Balance			73,962.09	



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8005

IRRIGATION FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	10,362.06	0.00	0.00	0.91	0.91	10,362.56	10,362.97

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			10,362.06	
01/31/2021	Income Dividend Reinvestment	0.91			
01/31/2021	Ending Balance			10,362.97	



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8006

CAPITAL IMPROVEMENT FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	316,204.05	0.00	0.00	28.31	28.31	316,219.81	316,232.36

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			316,204.05	
01/31/2021	Income Dividend Reinvestment	28.31			
01/31/2021	Ending Balance			316,232.36	



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8007

CONSERVATION TRUST FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	69,162.44	0.00	0.00	6.22	6.22	69,165.90	69,168.66

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			69,162.44	
01/31/2021	Income Dividend Reinvestment	6.22			
01/31/2021	Ending Balance			69,168.66	



Account Statement

January 31, 2021

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Account Number: CO-01-0721-8010

ECONOMIC DEVELOPMENT FUND

Account Summary

Average Monthly Yield: 0.1055%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
PLUS+	60,663.40	0.00	0.00	5.40	5.40	60,666.41	60,668.80

Transaction Activity

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/01/2021	Beginning Balance			60,663.40	
01/31/2021	Income Dividend Reinvestment	5.40			
01/31/2021	Ending Balance			60,668.80	



COLOTRUST

PLUS+

Date	Dividend Rate	Daily Yield
01/01/2021	0.000000000	0.1179%
01/02/2021	0.000000000	0.1179%
01/03/2021	0.000000000	0.1179%
01/04/2021	0.000003153	0.1151%
01/05/2021	0.000003268	0.1193%
01/06/2021	0.000003197	0.1167%
01/07/2021	0.000003154	0.1151%
01/08/2021	0.000009627	0.1171%
01/09/2021	0.000000000	0.1171%
01/10/2021	0.000000000	0.1171%
01/11/2021	0.000003153	0.1151%
01/12/2021	0.000003153	0.1151%
01/13/2021	0.000002997	0.1094%
01/14/2021	0.000002910	0.1062%
01/15/2021	0.000011644	0.1063%
01/16/2021	0.000000000	0.1063%
01/17/2021	0.000000000	0.1063%
01/18/2021	0.000000000	0.1063%
01/19/2021	0.000002884	0.1052%
01/20/2021	0.000002880	0.1051%
01/21/2021	0.000002879	0.1051%
01/22/2021	0.000007818	0.0951%
01/23/2021	0.000000000	0.0951%
01/24/2021	0.000000000	0.0951%
01/25/2021	0.000002604	0.0951%
01/26/2021	0.000002390	0.0872%
01/27/2021	0.000002533	0.0924%
01/28/2021	0.000002347	0.0857%
01/29/2021	0.000007281	0.0886%
01/30/2021	0.000000000	0.0886%
01/31/2021	0.000000000	0.0886%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

TOWN OF IGNACIO

*mark & dee prefer this way - our budget reflects this

2020			2021	331310		% up/down			% up/down
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Difference	from PYM	Year-To-Date	Difference	from PYT
Jan	32,498.91	32,498.91	1 Jan	39,505.29	7,006.38	21.56%	39,505.29	7,006.38	21.56%
Feb	30,883.13	63,382.04	2 Feb		-30,883.13	-48.73%	39,505.29	-23,876.75	-37.67%
Mar	29,756.06	93,138.10	3 Mar		-29,756.06	-31.95%	39,505.29	-53,632.81	-57.58%
Apr	29,891.22	123,029.32	4 Apr		-29,891.22	-24.30%	39,505.29	-83,524.03	-67.89%
May	38,046.33	161,075.65	5 May		-38,046.33	-23.62%	39,505.29	-121,570.36	-75.47%
June	37,833.96	198,909.61	6 Jun		-37,833.96	-19.02%	39,505.29	-159,404.32	-80.14%
July	39,765.51	238,675.12	7 July		-39,765.51	-16.66%	39,505.29	-199,169.83	-83.45%
Aug	38,659.53	277,334.65	8 Aug		-38,659.53	-13.94%	39,505.29	-237,829.36	-85.76%
Sept	44,580.08	321,914.73	9 Sept		-44,580.08	-13.85%	39,505.29	-282,409.44	-87.73%
Oct	38,046.92	359,961.65	10 Oct		-38,046.92	-10.57%	39,505.29	-320,456.36	-89.03%
Nov	37,617.48	397,579.13	11 Nov		-37,617.48	-9.46%	39,505.29	-358,073.84	-90.06%
Dec	36,860.79	434,439.92	12 Dec		-36,860.79	-8.48%	39,505.29	-394,934.63	-90.91%
2020 City Total	434,439.92		2021 City Total	39,505.29					-68.68%
2021 BUDGET							330,000.00		

2020			2021	331330		% up/down			% up/down
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Difference	from PYM	Year-To-Date	Difference	from PYT
Jan	74,268.00	74,268.00	1 Jan	77,691.00	3,423.00	4.61%	77,691.00	3,423.00	4.61%
Feb	83,760.00	158,028.00	2 Feb		-83,760.00	-53.00%	77,691.00	-80,337.00	-50.84%
Mar	67,251.00	225,279.00	3 Mar		-67,251.00	-29.85%	77,691.00	-147,588.00	-65.51%
Apr	63,809.00	289,088.00	4 Apr		-63,809.00	-22.07%	77,691.00	-211,397.00	-73.13%
May	92,195.00	381,283.00	5 May		-92,195.00	-24.18%	77,691.00	-303,592.00	-79.62%
June	65,965.00	447,248.00	6 June		-65,965.00	-14.75%	77,691.00	-369,557.00	-82.63%
July	76,727.00	523,975.00	7 July		-76,727.00	-14.64%	77,691.00	-446,284.00	-85.17%
Aug	86,975.00	610,950.00	8 Aug		-86,975.00	-14.24%	77,691.00	-533,259.00	-87.28%
Sept	94,258.00	705,208.00	9 Sept		-94,258.00	-13.37%	77,691.00	-627,517.00	-88.98%
Oct	92,253.00	797,461.00	10 Oct		-92,253.00	-11.57%	77,691.00	-719,770.00	-90.26%
Nov	97,837.00	895,298.00	11 Nov		-97,837.00	-10.93%	77,691.00	-817,607.00	-91.32%
Dec	87,221.00	982,519.00	12 Dec		-87,221.00	-8.88%	77,691.00	-904,828.00	-92.09%
2020 County Total	982,519.00		2021 County Total	77,691.00					-73.52%
2021 BUDGET							820,000.00		

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TOWN OF IGNACIO
Cash Report
For the Accounting Period: 1/21

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
100 GENERAL FUND						
110100 Petty Cash	100.00	0.00	0.00	0.00	0.00	100.00
110230 Operating Account	-11,830.07	147,333.03	0.00	116.92	165,972.71	-30,586.67
110250 Savings Account	225,049.73	26.82	0.00	0.00	0.00	225,076.55
110270 Investment Account	690,287.13	61.87	0.00	0.00	0.00	690,349.00
Total Fund	903,606.79	147,421.72		116.92	165,972.71	884,938.88
300 CAPITAL IMPROVEMENT FUND						
110230 Operating Account	-28,769.29	19,752.65	0.00	25,000.00	6,806.25	-40,822.89
110270 Investment Account	316,204.05	28.31	0.00	0.00	0.00	316,232.36
Total Fund	287,434.76	19,780.96		25,000.00	6,806.25	275,409.47
400 CONSERVATION TRUST FUND						
110230 Operating Account	0.01	0.00	0.00	0.00	0.00	0.01
110270 Investment Account	69,162.44	6.22	0.00	0.00	0.00	69,168.66
Total Fund	69,162.45	6.22				69,168.67
500 ECONOMIC DEVELOPMENT FUND						
110230 Operating Account	51,933.89	0.00	0.00	0.00	0.00	51,933.89
110270 Investment Account	60,663.40	5.40	0.00	0.00	0.00	60,668.80
Total Fund	112,597.29	5.40				112,602.69
610 WATER FUND						
110230 Operating Account	712.61	17,991.18	0.00	0.00	9,799.84	8,903.95
110270 Investment Account	14,727.10	1.33	0.00	0.00	0.00	14,728.43
Total Fund	15,439.71	17,992.51			9,799.84	23,632.38
620 GAS FUND						
110230 Operating Account	42,400.54	40,460.50	0.00	0.00	30,479.52	52,381.52
110270 Investment Account	73,955.48	6.61	0.00	0.00	0.00	73,962.09
Total Fund	116,356.02	40,467.11			30,479.52	126,343.61
630 SEWER FUND						
110230 Operating Account	-516,267.13	59,859.91	0.00	0.00	34,506.42	-490,913.64
640 IRRIGATION FUND						
110230 Operating Account	-1,160.19	422.63	0.00	0.00	30.83	-768.39
110270 Investment Account	10,362.06	0.91	0.00	0.00	0.00	10,362.97
Total Fund	9,201.87	423.54			30.83	9,594.58
910 PAYROLL CLEARING FUND						
110230 Operating Account	31,581.30	0.00	103,593.64	100,199.30	0.00	34,975.64
930 CLAIMS CLEARING FUND						
110230 Operating Account	559,495.56	0.00	144,091.93	11,617.24	0.00	691,970.25
Totals	1,588,608.62	285,957.37	247,685.57	136,933.46	247,595.57	1,737,722.53

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 21

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Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
100 GENERAL FUND	143,646.56	143,646.56	1,647,512.00	1,503,865.44	9 %
300 CAPITAL IMPROVEMENT FUND	19,780.96	19,780.96	818,320.00	798,539.04	2 %
400 CONSERVATION TRUST FUND	6.22	6.22	79,500.00	79,493.78	0 %
500 ECONOMIC DEVELOPMENT FUND	5.40	5.40	220.00	214.60	2 %
610 WATER FUND	1.33	1.33	365,970.00	365,968.67	0 %
620 GAS FUND	1,629.99	1,629.99	257,400.00	255,770.01	1 %
630 SEWER FUND	25,000.00	25,000.00	536,050.00	511,050.00	5 %
640 IRRIGATION FUND	0.91	0.91	40,510.00	40,509.09	0 %
Grand Total:	190,071.37	190,071.37	3,745,482.00	3,555,410.63	5 %

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 21

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100 GENERAL FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
331000 TAXES/UNRESTRICTED COUNTY-STATE REV.					
331100 Property Tax	0.00	0.00	37,179.00	37,179.00	0 %
331120 Tribe Pmt In Lieu Of Property Tax	0.00	0.00	450.00	450.00	0 %
331200 Specific Ownership Tax	0.00	0.00	3,000.00	3,000.00	0 %
331310 City Sales Tax	39,505.29	39,505.29	360,000.00	320,494.71	11 %
331330 County Sales Tax	77,691.00	77,691.00	850,000.00	772,309.00	9 %
331420 Cigarette Tax	390.68	390.68	1,800.00	1,409.32	22 %
331510 CO HUTF - Highway Users	0.00	0.00	22,857.00	22,857.00	0 %
331520 LP County Motor Vehicle License	0.00	0.00	5,000.00	5,000.00	0 %
331530 LP County Road & Bridge	28.81	28.81	3,000.00	2,971.19	1 %
331810 Severence Tax	0.00	0.00	12,000.00	12,000.00	0 %
331820 Franchise tax	0.00	0.00	500.00	500.00	0 %
331830 CO Fed Mineral Dist Tax	0.00	0.00	10,000.00	10,000.00	0 %
Account Group Total:	117,615.78	117,615.78	1,305,786.00	1,188,170.22	9 %
332000 LICENSES / PERMITS					
332100 Business License Fee	245.00	245.00	2,200.00	1,955.00	11 %
332110 Liquor License Fee	0.00	0.00	2,500.00	2,500.00	0 %
332210 Building Permit & Inspection Fee	642.00	642.00	4,000.00	3,358.00	16 %
332250 Vendor Permit Fee	0.00	0.00	200.00	200.00	0 %
332260 Animal License Fee	110.00	110.00	300.00	190.00	37 %
332270 Business Service License	50.00	50.00	2,250.00	2,200.00	2 %
332275 Excavation Permit Fee	0.00	0.00	150.00	150.00	0 %
Account Group Total:	1,047.00	1,047.00	11,600.00	10,553.00	9 %
333000 GRANTS / RESTRICTED FUNDS					
333158 HIDTA	24,895.08	24,895.08	100,440.00	75,544.92	25 %
333400 LGGF	0.00	0.00	46,016.00	46,016.00	0 %
333405 DS Monies	0.00	0.00	5,000.00	5,000.00	0 %
333530 Snow Removal	0.00	0.00	2,000.00	2,000.00	0 %
Account Group Total:	24,895.08	24,895.08	153,456.00	128,560.92	16 %
334000 FINES & FEES					
334110 Court Costs, Fines & Citations	0.00	0.00	1,000.00	1,000.00	0 %
334130 Plan/Zone Fee	0.00	0.00	1,500.00	1,500.00	0 %
334140 Reproduction Fee	0.00	0.00	20.00	20.00	0 %
334160 NSF Fee	0.00	0.00	100.00	100.00	0 %
334170 Notary Public Fee	0.00	0.00	100.00	100.00	0 %
334240 VIN Inspection	0.00	0.00	150.00	150.00	0 %
334400 Residential Trash	0.00	0.00	40,000.00	40,000.00	0 %
334401 Recycle	0.00	0.00	2,400.00	2,400.00	0 %
Account Group Total:	0.00	0.00	45,270.00	45,270.00	0 %
336000 Other Income					
336050 Misc Income	0.01	0.01	100.00	99.99	0 %
336060 Police Department Reimbursement	0.00	0.00	4,000.00	4,000.00	0 %
336061 Resource Officer - School District	0.00	0.00	126,000.00	126,000.00	0 %
336100 Interest Income	88.69	88.69	1,200.00	1,111.31	7 %
336300 Building Space Rental	0.00	0.00	100.00	100.00	0 %
Account Group Total:	88.70	88.70	131,400.00	131,311.30	0 %

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 21

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100 GENERAL FUND

Account		Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
Fund Total:		143,646.56	143,646.56	1,647,512.00	1,503,865.44	9 %

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300 CAPITAL IMPROVEMENT FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
333000 GRANTS / RESTRICTED FUNDS					
333415 Capital Improvement - Sales Tax	19,752.65	19,752.65	818,000.00	798,247.35	2 %
Account Group Total:	19,752.65	19,752.65	818,000.00	798,247.35	2 %
336000 Other Income					
336100 Interest Income	28.31	28.31	320.00	291.69	9 %
Account Group Total:	28.31	28.31	320.00	291.69	9 %
Fund Total:	19,780.96	19,780.96	818,320.00	798,539.04	2 %

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TOWN OF IGNACIO
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400 CONSERVATION TRUST FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
333000 GRANTS / RESTRICTED FUNDS					
333100 GoCo Grant	0.00	0.00	72,000.00	72,000.00	0 %
333580 Lottery Income	0.00	0.00	7,200.00	7,200.00	0 %
Account Group Total:	0.00	0.00	79,200.00	79,200.00	0 %
336000 Other Income					
336100 Interest Income	6.22	6.22	300.00	293.78	2 %
Account Group Total:	6.22	6.22	300.00	293.78	2 %
Fund Total:	6.22	6.22	79,500.00	79,493.78	0 %

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500 ECONOMIC DEVELOPMENT FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
336000 Other Income					
336100 Interest Income	5.40	5.40	220.00	214.60	2 %
Account Group Total:	5.40	5.40	220.00	214.60	2 %
Fund Total:	5.40	5.40	220.00	214.60	2 %

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
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610 WATER FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
334000 FINES & FEES					
334120 Late Fee	0.00	0.00	5,000.00	5,000.00	0 %
334419 Reconnect Fee	0.00	0.00	1,500.00	1,500.00	0 %
334420 Metered Water Sales	0.00	0.00	318,795.00	318,795.00	0 %
334430 Tap Fee	0.00	0.00	7,600.00	7,600.00	0 %
334440 Ready To Serve Fee	0.00	0.00	8,000.00	8,000.00	0 %
Account Group Total:	0.00	0.00	340,895.00	340,895.00	0 %
336000 Other Income					
336100 Interest Income	1.33	1.33	75.00	73.67	2 %
Account Group Total:	1.33	1.33	75.00	73.67	2 %
339000 In House Transfer					
339100 Transfer In	0.00	0.00	25,000.00	25,000.00	0 %
Account Group Total:	0.00	0.00	25,000.00	25,000.00	0 %
Fund Total:	1.33	1.33	365,970.00	365,968.67	0 %

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
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620 GAS FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
334000 FINES & FEES					
334412 Gas Residential	1,623.38	1,623.38	160,000.00	158,376.62	1 %
334413 Gas Commercial	0.00	0.00	75,000.00	75,000.00	0 %
334415 Gas Stand By Fee	0.00	0.00	5,000.00	5,000.00	0 %
334470 Gas Tax	0.00	0.00	17,000.00	17,000.00	0 %
Account Group Total:	1,623.38	1,623.38	257,000.00	255,376.62	1 %
336000 Other Income					
336100 Interest Income	6.61	6.61	400.00	393.39	2 %
Account Group Total:	6.61	6.61	400.00	393.39	2 %
Fund Total:	1,629.99	1,629.99	257,400.00	255,770.01	1 %

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
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630 SEWER FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
334000 FINES & FEES					
334430 Tap Fee	0.00	0.00	2,500.00	2,500.00	0 %
334460 Sewage Collection	0.00	0.00	508,550.00	508,550.00	0 %
Account Group Total:	0.00	0.00	511,050.00	511,050.00	0 %
339000 In House Transfer					
339100 Transfer In	25,000.00	25,000.00	25,000.00	0.00	100 %
Account Group Total:	25,000.00	25,000.00	25,000.00	0.00	100 %
Fund Total:	25,000.00	25,000.00	536,050.00	511,050.00	5 %

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TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
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640 IRRIGATION FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
334000 FINES & FEES					
334430 Tap Fee	0.00	0.00	500.00	500.00	0 %
334480 Irrigation Water	0.00	0.00	40,000.00	40,000.00	0 %
Account Group Total:	0.00	0.00	40,500.00	40,500.00	0 %
336000 Other Income					
336100 Interest Income	0.91	0.91	10.00	9.09	9 %
Account Group Total:	0.91	0.91	10.00	9.09	9 %
Fund Total:	0.91	0.91	40,510.00	40,509.09	0 %
Grand Total:	190,071.37	190,071.37	3,745,482.00	3,555,410.63	5 %

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TOWN OF IGNACIO
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 21

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL FUND	165,954.15	165,954.15	1,998,408.00	1,998,408.00	1,832,453.85	8 %
300 CAPITAL IMPROVEMENT FUND	31,806.25	31,806.25	925,000.00	925,000.00	893,193.75	3 %
400 CONSERVATION TRUST FUND	0.00	0.00	120,000.00	120,000.00	120,000.00	0 %
610 WATER FUND	9,799.84	9,799.84	314,457.00	314,457.00	304,657.16	3 %
620 GAS FUND	30,479.52	30,479.52	255,382.00	255,382.00	224,902.48	12 %
630 SEWER FUND	34,506.42	34,506.42	541,034.00	541,034.00	506,527.58	6 %
640 IRRIGATION FUND	30.83	30.83	45,344.00	45,344.00	45,313.17	0 %
Grand Total:	272,577.01	272,577.01	4,199,625.00	4,199,625.00	3,927,047.99	6 %

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TOWN OF IGNACIO
Statement of Expenditure - Budget vs. Actual Report
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100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
411000	Legislative						
411000	Legislative						
1150	Town Board Salaries	600.00	600.00	7,200.00	7,200.00	6,600.00	8 %
2200	FICA	37.20	37.20	446.00	446.00	408.80	8 %
2250	Medicare	8.72	8.72	104.00	104.00	95.28	8 %
2500	Unemployment Insurance	1.83	1.83	22.00	22.00	20.17	8 %
5800	Travel, Training & Meetings	0.00	0.00	3,000.00	3,000.00	3,000.00	%
5810	Hosting Joint Meetings	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	Account Total:	647.75	647.75	12,272.00	12,272.00	11,624.25	5 %
	Account Group Total:	647.75	647.75	12,272.00	12,272.00	11,624.25	5 %
412000	Judicial						
412000	Judicial						
3200	Professional Service - Judge	0.00	0.00	3,000.00	3,000.00	3,000.00	%
5800	Travel, Training & Meetings	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	%
	Account Group Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	%
415000	ADMINISTRATION SALARIES & BENEFITS						
415000	ADMINISTRATION SALARIES & BENEFITS						
1100	Manager Salaries	0.00	0.00	83,200.00	83,200.00	83,200.00	%
1101	Clerk/Treasurer Salaries	4,630.40	4,630.40	60,195.00	60,195.00	55,564.60	8 %
1102	Deputy Clerk/Treasurer Salaries	3,057.60	3,057.60	39,749.00	39,749.00	36,691.40	8 %
1103	Admin Assist/Fin Coordinator Salaries	3,563.87	3,563.87	83,000.00	83,000.00	79,436.13	4 %
1200	Overtime	0.00	0.00	1,987.00	1,987.00	1,987.00	%
2100	Health Insurance	1,101.54	1,101.54	15,292.00	15,292.00	14,190.46	7 %
2101	Life Insurance	5.60	5.60	67.00	67.00	61.40	8 %
2102	Dental Insurance	42.00	42.00	504.00	504.00	462.00	8 %
2103	Vision Insurance	6.00	6.00	72.00	72.00	66.00	8 %
2104	Aflac	405.30	405.30	3,924.00	3,924.00	3,518.70	10 %
2200	FICA	700.57	700.57	16,624.00	16,624.00	15,923.43	4 %
2250	Medicare	163.84	163.84	3,888.00	3,888.00	3,724.16	4 %
2300	Retirement	384.40	384.40	9,157.00	9,157.00	8,772.60	4 %
2500	Unemployment Insurance	33.99	33.99	430.00	430.00	396.01	8 %
	Account Total:	14,095.11	14,095.11	318,089.00	318,089.00	303,993.89	4 %
	Account Group Total:	14,095.11	14,095.11	318,089.00	318,089.00	303,993.89	4 %
416000	ADMINISTRATION OPERATING						
416000	ADMINISTRATION OPERATING						
2600	Workers Comp	9,547.98	9,547.98	38,974.00	38,974.00	29,426.02	24 %
2700	Insurance	9,979.95	9,979.95	34,414.00	34,414.00	24,434.05	29 %
3000	Contract Work	8,640.00	8,640.00	10,000.00	10,000.00	1,360.00	86 %
3201	Legal Service - Attorney	0.00	0.00	10,000.00	10,000.00	10,000.00	%
3203	Professional Service - Audit	0.00	0.00	14,250.00	14,250.00	14,250.00	%
4110	Utilities - Water	149.69	149.69	3,300.00	3,300.00	3,150.31	5 %
4120	Utilities - Sewer	111.35	111.35	2,500.00	2,500.00	2,388.65	4 %
4130	Utilities - Electric	734.95	734.95	8,200.00	8,200.00	7,465.05	9 %
4150	Utilities - Gas	274.52	274.52	2,200.00	2,200.00	1,925.48	12 %
4160	Telephone	253.90	253.90	5,912.00	5,912.00	5,658.10	4 %
4162	Cell Phone	560.35	560.35	7,100.00	7,100.00	6,539.65	8 %
4164	IT Services & Maintenance	2,936.00	2,936.00	11,769.00	11,769.00	8,833.00	25 %

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4165	Internet Line	145.80	145.80	2,315.00	2,315.00	2,169.20	6 %
4166	IT Equipment & Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4191	Recording fees	0.00	0.00	200.00	200.00	200.00	%
4304	Building R & M	29.28	29.28	2,500.00	2,500.00	2,470.72	1 %
4444	Intergovernmental Payments	2,500.00	2,500.00	23,008.00	23,008.00	20,508.00	11 %
4950	Misc Expense	0.00	0.00	1,200.00	1,200.00	1,200.00	%
4951	Community Christmas	0.00	0.00	200.00	200.00	200.00	%
4952	Community Support	0.00	0.00	1,500.00	1,500.00	1,500.00	%
5400	Advertising/Public Notice	0.00	0.00	2,500.00	2,500.00	2,500.00	%
5420	Cleaning Service	276.25	276.25	3,500.00	3,500.00	3,223.75	8 %
5430	Office equipment L & M	0.00	0.00	1,452.00	1,452.00	1,452.00	%
5500	Printing Service	641.07	641.07	4,000.00	4,000.00	3,358.93	16 %
5550	Bank Service Charge	116.92	116.92	800.00	800.00	683.08	15 %
5600	Office Supplies	0.00	0.00	4,000.00	4,000.00	4,000.00	%
5650	Operating Supplies	27.95	27.95	4,000.00	4,000.00	3,972.05	1 %
5800	Travel, Training & Meetings	0.00	0.00	3,000.00	3,000.00	3,000.00	%
5820	Special Events	0.00	0.00	1,000.00	1,000.00	1,000.00	%
6150	Postage	0.00	0.00	4,500.00	4,500.00	4,500.00	%
6260	Gas & Oil	31.18	31.18	1,500.00	1,500.00	1,468.82	2 %
6450	Membership Fees	1,455.00	1,455.00	8,250.00	8,250.00	6,795.00	18 %
	Account Total:	38,412.14	38,412.14	219,044.00	219,044.00	180,631.86	18 %
	Account Group Total:	38,412.14	38,412.14	219,044.00	219,044.00	180,631.86	18 %
419000	COMMUNITY DEVELOPMENT						
419000	COMMUNITY DEVELOPMENT						
2501	Professional Service - Consulting	0.00	0.00	20,000.00	20,000.00	20,000.00	%
5650	Operating Supplies	0.00	0.00	500.00	500.00	500.00	%
5800	Travel, Training & Meetings	0.00	0.00	500.00	500.00	500.00	%
6450	Membership Fees	0.00	0.00	250.00	250.00	250.00	%
	Account Total:	0.00	0.00	21,250.00	21,250.00	21,250.00	%
	Account Group Total:	0.00	0.00	21,250.00	21,250.00	21,250.00	%
420000	PUBLIC SAFETY SALARIES & BENEFITS						
420000	PUBLIC SAFETY SALARIES & BENEFITS						
1106	Chief Salaries	8,620.80	8,620.80	112,070.00	112,070.00	103,449.20	8 %
1107	Sergeant Salaries	7,620.15	7,620.15	85,675.00	85,675.00	78,054.85	9 %
1108	Officers Salaries	29,918.40	29,918.40	337,750.00	337,750.00	307,831.60	9 %
1110	Resource Officer	4,350.40	4,350.40	103,215.00	103,215.00	98,864.60	4 %
1180	P/T Clerk Salaries	174.72	174.72	2,000.00	2,000.00	1,825.28	9 %
1200	Overtime	5,180.41	5,180.41	52,664.00	52,664.00	47,483.59	10 %
2100	Health Insurance	6,130.22	6,130.22	81,600.00	81,600.00	75,469.78	8 %
2101	Life Insurance	20.58	20.58	269.00	269.00	248.42	8 %
2102	Dental Insurance	555.00	555.00	4,032.00	4,032.00	3,477.00	14 %
2103	Vision Insurance	82.00	82.00	576.00	576.00	494.00	14 %
2104	Aflac	0.00	0.00	9,600.00	9,600.00	9,600.00	%
2130	Legal Insurance	0.00	0.00	2,100.00	2,100.00	2,100.00	%
2200	FICA	10.83	10.83	124.00	124.00	113.17	9 %
2250	Medicare	744.10	744.10	9,290.00	9,290.00	8,545.90	8 %
2350	Police Pension	3,138.32	3,138.32	44,764.00	44,764.00	41,625.68	7 %
2450	Death & Disability	1,366.28	1,366.28	17,884.00	17,884.00	16,517.72	8 %
2500	Unemployment Insurance	167.62	167.62	1,916.00	1,916.00	1,748.38	9 %

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Account Total:		68,079.83	68,079.83	865,529.00	865,529.00	797,449.17	8 %
Account Group Total:		68,079.83	68,079.83	865,529.00	865,529.00	797,449.17	8 %
421000	PUBLIC SAFETY OPERATING						
421000	PUBLIC SAFETY OPERATING						
	3415 Clinic & Hospital	0.00	0.00	500.00	500.00	500.00	%
	4306 Vehicle R & M	911.98	911.98	7,000.00	7,000.00	6,088.02	13 %
	4444 Intergovernmental Payments	1,137.51	1,137.51	15,163.00	15,163.00	14,025.49	8 %
	4950 Misc Expense	0.00	0.00	300.00	300.00	300.00	%
	4980 Animal Control	0.00	0.00	300.00	300.00	300.00	%
	5420 Cleaning Service	48.75	48.75	585.00	585.00	536.25	8 %
	5650 Operating Supplies	711.04	711.04	10,000.00	10,000.00	9,288.96	7 %
	5800 Travel, Training & Meetings	1,000.00	1,000.00	3,000.00	3,000.00	2,000.00	33 %
	6110 Uniforms	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	6160 Dispatch (Radio) Service	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	6230 Firearms & Supplies	-90.00	-90.00	1,500.00	1,500.00	1,590.00	-6 %
	6260 Gas & Oil	1,180.78	1,180.78	17,000.00	17,000.00	15,819.22	7 %
	6450 Membership Fees	2,305.00	2,305.00	4,930.00	4,930.00	2,625.00	47 %
	8400 Contribution	0.00	0.00	200.00	200.00	200.00	%
	9000 Capital Outlay	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	9010 Capital - Vehicles	921.75	921.75	36,000.00	36,000.00	35,078.25	3 %
Account Total:		8,126.81	8,126.81	139,478.00	139,478.00	131,351.19	6 %
Account Group Total:		8,126.81	8,126.81	139,478.00	139,478.00	131,351.19	6 %
430000	PUBLIC WORKS SALARIES & BENEFITS						
430000	PUBLIC WORKS SALARIES & BENEFITS						
	1109 Public Works Director Salaries	5,429.48	5,429.48	62,400.00	62,400.00	56,970.52	9 %
	1111 Foreman Salaries	3,704.86	3,704.86	42,598.00	42,598.00	38,893.14	9 %
	1112 Maintenance Worker I Salaries	5,681.81	5,681.81	71,198.00	71,198.00	65,516.19	8 %
	1200 Overtime	1,275.32	1,275.32	5,690.00	5,690.00	4,414.68	22 %
	2100 Health Insurance	2,220.00	2,220.00	35,041.00	35,041.00	32,821.00	6 %
	2101 Life Insurance	11.20	11.20	134.00	134.00	122.80	8 %
	2102 Dental Insurance	84.00	84.00	1,512.00	1,512.00	1,428.00	6 %
	2103 Vision Insurance	12.00	12.00	216.00	216.00	204.00	6 %
	2104 Aflac	270.14	270.14	3,000.00	3,000.00	2,729.86	9 %
	2200 FICA	993.97	993.97	10,924.00	10,924.00	9,930.03	9 %
	2250 Medicare	232.45	232.45	2,555.00	2,555.00	2,322.55	9 %
	2300 Retirement	677.68	677.68	8,810.00	8,810.00	8,132.32	8 %
	2500 Unemployment Insurance	48.82	48.82	529.00	529.00	480.18	9 %
Account Total:		20,641.73	20,641.73	244,607.00	244,607.00	223,965.27	8 %
Account Group Total:		20,641.73	20,641.73	244,607.00	244,607.00	223,965.27	8 %
431000	PUBLIC WORKS OPERATING						
431000	PUBLIC WORKS OPERATING						
	3000 Contract Work	0.00	0.00	12,500.00	12,500.00	12,500.00	%
	3415 Clinic & Hospital	200.00	200.00	500.00	500.00	300.00	40 %
	3910 Residential Trash	2,672.68	2,672.68	32,000.00	32,000.00	29,327.32	8 %
	3911 Recycle	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	4130 Utilities - Electric	21.50	21.50	300.00	300.00	278.50	7 %
	4225 Rental Equipment & Supplies	327.60	327.60	1,000.00	1,000.00	672.40	33 %
	4300 Equipment R & M	5,039.73	5,039.73	8,000.00	8,000.00	2,960.27	63 %

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4306	Vehicle R & M	217.66	217.66	5,000.00	5,000.00	4,782.34	4 %
4308	Building & Property R & M	0.00	0.00	500.00	500.00	500.00	%
4309	Mosquito Control	0.00	0.00	9,560.00	9,560.00	9,560.00	%
4313	Street Repairs	845.94	845.94	50,000.00	50,000.00	49,154.06	2 %
4316	Street Lights - Electric	1,378.00	1,378.00	20,000.00	20,000.00	18,622.00	7 %
4318	Street Signs	0.00	0.00	2,000.00	2,000.00	2,000.00	%
4365	Seasonal Decorations	0.00	0.00	500.00	500.00	500.00	%
4950	Misc Expense	2,830.00	2,830.00	0.00	0.00	-2,830.00	%
5800	Travel, Training & Meetings	0.00	0.00	500.00	500.00	500.00	%
6003	Supplies R & M	921.90	921.90	4,000.00	4,000.00	3,078.10	23 %
6004	Tools	0.00	0.00	500.00	500.00	500.00	%
6110	Uniforms	597.55	597.55	3,000.00	3,000.00	2,402.45	20 %
6260	Gas & Oil	710.22	710.22	5,000.00	5,000.00	4,289.78	14 %
	Account Total:	15,762.78	15,762.78	156,860.00	156,860.00	141,097.22	10 %
	Account Group Total:	15,762.78	15,762.78	156,860.00	156,860.00	141,097.22	10 %
452000	PARKS						
452000	PARKS						
1114	Seasonal Worker Salaries	0.00	0.00	15,080.00	15,080.00	15,080.00	%
2200	FICA	0.00	0.00	935.00	935.00	935.00	%
2250	Medicare	0.00	0.00	219.00	219.00	219.00	%
2500	Unemployment Insurance	0.00	0.00	45.00	45.00	45.00	%
6003	Supplies R & M	188.00	188.00	1,000.00	1,000.00	812.00	19 %
	Account Total:	188.00	188.00	17,279.00	17,279.00	17,091.00	1 %
	Account Group Total:	188.00	188.00	17,279.00	17,279.00	17,091.00	1 %
	Fund Total:	165,954.15	165,954.15	1,998,408.00	1,998,408.00	1,832,453.85	8 %

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300 CAPITAL IMPROVEMENT FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
930000	CAPITAL IMPROVEMENT						
930000	CAPITAL IMPROVEMENT						
	3204 Professional Services - Engineer /	0.00	0.00	25,000.00	25,000.00	25,000.00	%
	6454 CIP Transfer Out	25,000.00	25,000.00	50,000.00	50,000.00	25,000.00	50 %
	9202 Project/Labor Match	6,806.25	6,806.25	750,000.00	750,000.00	743,193.75	1 %
	9230 Professional Service - Capital	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Total:	31,806.25	31,806.25	925,000.00	925,000.00	893,193.75	3 %
	Account Group Total:	31,806.25	31,806.25	925,000.00	925,000.00	893,193.75	3 %
	Fund Total:	31,806.25	31,806.25	925,000.00	925,000.00	893,193.75	3 %

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400 CONSERVATION TRUST FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700000							
700452	CONSERVATION TRUST						
	9000 Capital Outlay	0.00	0.00	120,000.00	120,000.00	120,000.00	%
	Account Total:	0.00	0.00	120,000.00	120,000.00	120,000.00	%
	Account Group Total:	0.00	0.00	120,000.00	120,000.00	120,000.00	%
	Fund Total:	0.00	0.00	120,000.00	120,000.00	120,000.00	%

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610 WATER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
610000							
610416	WATER OPERATIONS						
3000	Contract Work	0.00	0.00	7,500.00	7,500.00	7,500.00	%
3204	Professional Services - Engineer /	0.00	0.00	25,000.00	25,000.00	25,000.00	%
5800	Travel, Training & Meetings	102.81	102.81	500.00	500.00	397.19	21 %
5901	Enterprise Salary & Benefit Allocation	0.00	0.00	92,886.00	92,886.00	92,886.00	%
5902	Enterprise General Services Allocation	0.00	0.00	16,296.00	16,296.00	16,296.00	%
6003	Supplies R & M	203.63	203.63	1,500.00	1,500.00	1,296.37	14 %
6004	Tools	0.00	0.00	500.00	500.00	500.00	%
6025	Water Tests	0.00	0.00	3,000.00	3,000.00	3,000.00	%
6100	Purchased Water	9,218.40	9,218.40	167,000.00	167,000.00	157,781.60	6 %
6450	Membership Fees	275.00	275.00	275.00	275.00	0.00	100 %
	Account Total:	9,799.84	9,799.84	314,457.00	314,457.00	304,657.16	3 %
	Account Group Total:	9,799.84	9,799.84	314,457.00	314,457.00	304,657.16	3 %
	Fund Total:	9,799.84	9,799.84	314,457.00	314,457.00	304,657.16	3 %

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620 GAS FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
620000							
620416	GAS OPERATIONS						
3000	Contract Work	29.80	29.80	6,000.00	6,000.00	5,970.20	%
3410	CDOT Physicals & Drug Tests	0.00	0.00	500.00	500.00	500.00	%
4300	Equipment R & M	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4306	Vehicle R & M	0.00	0.00	500.00	500.00	500.00	%
4950	Misc Expense	0.00	0.00	500.00	500.00	500.00	%
5800	Travel, Training & Meetings	1,214.37	1,214.37	1,500.00	1,500.00	285.63	81 %
5901	Enterprise Salary & Benefit Allocation	0.00	0.00	92,886.00	92,886.00	92,886.00	%
5902	Enterprise General Services Allocation	0.00	0.00	16,296.00	16,296.00	16,296.00	%
6003	Supplies R & M	307.00	307.00	2,000.00	2,000.00	1,693.00	15 %
6210	Natural Gas Purchase	27,406.57	27,406.57	115,000.00	115,000.00	87,593.43	24 %
6220	Gas Sales Tax	1,521.78	1,521.78	15,500.00	15,500.00	13,978.22	10 %
6250	Energy Outreach Colorado	0.00	0.00	1,500.00	1,500.00	1,500.00	%
6260	Gas & Oil	0.00	0.00	2,000.00	2,000.00	2,000.00	%
6450	Membership Fees	0.00	0.00	200.00	200.00	200.00	%
	Account Total:	30,479.52	30,479.52	255,382.00	255,382.00	224,902.48	12 %
	Account Group Total:	30,479.52	30,479.52	255,382.00	255,382.00	224,902.48	12 %
	Fund Total:	30,479.52	30,479.52	255,382.00	255,382.00	224,902.48	12 %

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630 SEWER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
630000							
630416	SEWER OPERATIONS						
	3000 Contract Work	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	3204 Professional Services - Engineer /	0.00	0.00	25,000.00	25,000.00	25,000.00	%
	5800 Travel, Training & Meetings	0.00	0.00	500.00	500.00	500.00	%
	5901 Enterprise Salary & Benefit Allocation	0.00	0.00	84,886.00	84,886.00	84,886.00	%
	5902 Enterprise General Services Allocation	0.00	0.00	8,148.00	8,148.00	8,148.00	%
	6003 Supplies R & M	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	6004 Tools	0.00	0.00	500.00	500.00	500.00	%
	6240 SUIT - Treatment	34,506.42	34,506.42	415,000.00	415,000.00	380,493.58	8 %
	Account Total:	34,506.42	34,506.42	541,034.00	541,034.00	506,527.58	6 %
	Account Group Total:	34,506.42	34,506.42	541,034.00	541,034.00	506,527.58	6 %
	Fund Total:	34,506.42	34,506.42	541,034.00	541,034.00	506,527.58	6 %

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640 IRRIGATION FUND

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640000	IRRIGATION SALARIES & BENEFITS						
640416	IRRIGATIONS OPERATIONS						
3000	Contract Work	0.00	0.00	2,000.00	2,000.00	2,000.00	%
3204	Professional Services - Engineer /	0.00	0.00	500.00	500.00	500.00	%
4315	Water Rights	0.00	0.00	3,000.00	3,000.00	3,000.00	%
5901	Enterprise Salary & Benefit Allocation	0.00	0.00	34,585.00	34,585.00	34,585.00	%
5902	Enterprise General Services Allocation	0.00	0.00	3,259.00	3,259.00	3,259.00	%
6003	Supplies R & M	30.83	30.83	2,000.00	2,000.00	1,969.17	2 %
	Account Total:	30.83	30.83	45,344.00	45,344.00	45,313.17	%
	Account Group Total:	30.83	30.83	45,344.00	45,344.00	45,313.17	%
	Fund Total:	30.83	30.83	45,344.00	45,344.00	45,313.17	%
	Grand Total:	272,577.01	272,577.01	4,199,625.00	4,199,625.00	3,927,047.99	6 %

02/04/21
13:09:19

TOWN OF IGNACIO
Payroll Summary For Payrolls from 01/01/21 to 01/31/21

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee -----	Employer -----	Amount -----
COMA HOURS (Comp Time Accumulated)	21.00		
COMP HOURS (Comp Time Used)	1.00		19.11
HOL HOURS (Holiday Pay)	301.50		9,003.20
J004 HOURS (CELL PHONE ALLO)	0.00		147.68
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
J015 HOURS (IN LIEU OF INSU)	0.00		426.62
OVER HOURS (Overtime)	131.50		6,455.73
REG HOURS (Regular Time)	2,273.25		66,779.04
VACA HOURS (Vacation Time Used)	40.00		1,383.20
GROSS PAY	84,214.58	0.00	
NET PAY	58,579.86	0.00	
NET PAY (CHECKS)	3,095.94		
NET PAY (DIRECT DEPOSIT)	55,483.92		
AFLAC-AFTERTAX	231.48	625.12	
AFLAC-PRETAX	1,000.78	50.32	
CEBT DENTAL	0.00	681.00	
CEBT HEALTH	3,730.38	9,174.62	
CEBT LIFE	86.56	37.38	
CEBT VISION	0.00	100.00	
EMPL WEAPONS AD	90.00	0.00	
FIT	7,865.82	0.00	
FPPA	4,246.00	3,138.32	
FPPA DROP	991.40	0.00	
FPPA-457	804.52	0.00	
FPPA-AD&D	0.00	1,366.28	
GARNISHMENT2	46.14	0.00	
ICMA RET 401	829.96	1,062.08	
MEDICARE	1,149.11	1,149.11	
SIT	2,820.00	0.00	
SOCIAL SECURITY	1,742.57	1,742.57	
UNEMPL. INSUR.	0.00	252.26	
1ST SOUTHWEST	100.00	0.00	
BANK 4	4,345.72	0.00	
BANK 5	5,472.65	0.00	
BANK 8-SAVINGS	3,138.42	0.00	
COMM BANK OF CO	4,058.10	0.00	
FIRST NATIONAL	69.26	0.00	
SANDIA LAB FCU	75.00	0.00	
USAA	4,687.67	0.00	
WELLS FARGO	31,294.53	0.00	
WELLS FARGO N.A	69.26	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	2,104.05	0.00	
FIT/SIT BASE	72,377.30	0.00	
MEDICARE BASE	79,249.18	0.00	
SOC SEC BASE	28,105.94	0.00	
UN BASE	84,066.90	0.00	

02/04/21
13:09:19

TOWN OF IGNACIO
Payroll Summary For Payrolls from 01/01/21 to 01/31/21

Page: 2 of 2
Report ID: P130

Total 19,379.06
Total Payroll Expense (Gross Pay + Employer Contributions): 103,593.64

Check Summary

Payroll Checks Prev. Out. \$10,224.12
Payroll Checks Issued \$3,142.08
Payroll Checks Redeemed \$0.00
Payroll Checks Outstanding \$13,366.20
Electronic Checks \$100,199.30

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security 3485.14		3485.14		221700
Medicare 2298.22		2298.22		221710
Unempl. Insur. 252.26			252.26	221760
FIT 7865.82		7865.82		221720
SIT 2820.00		2820.00		221730
FPPA 7384.32		7384.32		221742
AFLAC-PRETAX 1051.10		1051.10		221757
EMPL WEAPONS AD 90.00		90.00		221782
FPPA-457 804.52		804.52		221742
FPPA-AD&D 1366.28		1366.28		221743
ICMA RET 401 1892.04		1892.04		221741
AFLAC-AFTERTAX 856.60		856.60		221757
CEBT DENTAL 681.00		681.00		221754
CEBT HEALTH 12905.00		12905.00		221751
CEBT LIFE 123.94		123.94		221755
CEBT VISION 100.00		100.00		221756
GARNISHMENT2 46.14		46.14		221781
FPPA DROP 991.40		991.40		221742
Total Ded. 45013.78	0.00	44761.52	252.26	

**** Carried Forward column only correct if report run for current period.

Ignacio Police Department

Monthly Report – February 2021

A handwritten signature in black ink, appearing to be 'KE' or similar, written over the end of the title.

****Board Action Requested****

The Department of Justice has opened the Justice Assistance Grant (JAG). My intent is to apply for grant monies to replace our portable/handheld 800 mHz radios. The 8 radios we have are 15 years old and are no longer supported by Motorola. The cost to replace these radios is \$35,000. I am requesting the Board's permission to proceed with the grant application.

I have been assisting School Superintendent Fuschetto in developing a plan for a "Radio Frequency Bridge" system that will, in times of an emergency, allow school radios to talk with police and fire radios. The process is ongoing.

If you have questions or concerns, please call me at 563-4206, ext. 3001. Thanks.



Town of Ignacio Public Works and Building Division

January

Staff Report

Gas System

- Monthly meter reads.
- Ordered parts for middle school gas meter.
- No issues.

Water System

- Monthly meter reads.
- No issues.

Sewer System

- Flushed south end of Town.
- No issues.

Parks & Recreation

- Park inspection of equipment (Campbell, Shoshone)
- Sprinkler systems has already been winterized.
- Rebuild Shoshone park irrigation pump.

Irrigation System & Storm Drains

- Irrigation system has already been winterized.
- Storm drains were flushed for the year.

Streets & Right of Way

- Working with Mark on the street light install (Hwy 172 & Becker)
- Trimming trees.
- Removed a dead pine tree 255 Pioneer.
- Trash containers maintenance thru out the CBD.

- Continue to plow snow.
- Removed 225 cubic yards of snow from around Town.
- Problem resolved with historical lights on Goddard.

Equipment

- Bucket truck fixed and running properly.
- Start to look at replacing the bucket truck.
- Start to look for a hyrovac truck.
- All equipment ready for winter snow.

Building

- Final inspection 75 Browning



Sweeper blower wheel.



Guys putting new housing and blower wheel back on sweeper.



Sweeper back together.



Town Clerk / Treasurer Report

February 2021

Honorable Mayor and Trustees,

The following is a report on my activities during the month of January.

Utility Billing:

I updated the utility billing program with our new 2021 rates. We have about 20 people signed up for email bills, which will provide the Town savings in postage and printing costs. I am hoping that a lot more people will sign up as this option spreads via word of mouth and through our newsletter.

Licensing:

Animal: 49 current, 6 overdue

Business: 55 current, 11 overdue

Business Service: 55 current, 1 overdue

Town of Ignacio Online:

The new website platform is now live. With all the other transitions this past month, I did not complete the website links as I had hoped. This will continue in the month ahead.

Town of Ignacio Phone System:

RealTime Networks no longer supports the phone system server we have been using for the past few years, due to the age of the system. I have completed the transition to the new Mitel phones.

Liquor Licensing:

This item is on the agenda as an action item, per your request from the January meeting. As a reminder, the Liquor Enforcement Division is waiving all renewal fees from December 7, 2020 through December 7, 2021. If the Board opted to waive the fees paid to the Town of Ignacio for the same time period, the total anticipated revenue loss would be either \$300.00 or \$367.50, depending on whether or not you want to waive the fees for our 3 retail establishments.

Treasurer:

The finance reports for the month of January 2021 were included in the consent agenda.

Meetings Attended:

I attended an Ignacio Creative District Board Meeting, a Chamber of Commerce Board Meeting, the Region 9 Quarterly Board Meeting, and the Chamber Meeting.

Events:

The first scheduled 2021 Joint Work Session with the La Plata Board of County Commissioners is scheduled for March 11 at 6:00 PM. Carly DeLong will send Webinar invitations directly to each of you. I will be working with her to put an agenda together; please let me know of anything you would like on that agenda. Thanks.

Attached to my report is a publication from CML with Tips for Professionalism in Remote Public Meetings. Also attached is a Thank-You Note from Pine River Shares for the donation support that you voted to give them in December 2020.

I would be happy to answer any questions you may have. Thank you.

Tuggy



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LEAGUE

January 2021

TIPS FOR Enhancing professionalism during virtual meetings of local government

Robert (Bob) Widner¹ | 2020-2021 CML Executive Board president | Widner Juran LLP | Attorneys & Counselors at Law | Centennial, Colorado



Empowered cities and towns, united for a strong Colorado

Tips for enhancing professionalism during virtual meetings of local government

To reduce the risk of person-to-person transmission of the COVID-19 virus, nearly all Colorado local governments at least occasionally resort to alternative meeting platforms to conduct what we now call “virtual meetings.” Common alternatives to in-person public meetings are web-based virtual meeting platforms such as Zoom, Go to Meeting, RemotePC, and Microsoft Teams. It is likely that the use of these platforms will continue into the future as an option for the conduct of public meetings.

Local governments readily recognize that public meetings are a primary means by which citizens observe and judge the conduct of government. To ensure a higher level of efficiency and professionalism during in-person meetings, most local governments employ uniform practices and impose rules on the conduct of the public meetings. These practices and rules are tailored to instill public confidence in government decision making through procedures that promote efficiency and professionalism.

Should the nature of virtual meetings lessen the concern that open meetings be efficient and professional and foster ongoing efforts to instill confidence in government? Assuredly, no.

This article offers tips and suggestions to local government elected officials and staff to help ensure that virtual public meetings maintain the same formality, efficiency, and professionalism as an in-person meeting.

Although there are many similarities between in-person and virtual meetings, there is at least one important difference. An attendee observing an in-person meeting will view the meeting within a much larger context. That is, during an in-person meeting, an attendee’s attention is diverted to a significantly greater number of visual points of interest within the meeting room. Within this larger view of the room, the attendee observes the workings of the staff meeting members, the comings and goings of other attendees, the displays from monitors, screens, and handouts, and a host of other actions and activities that can absorb and divert the attendee’s attention. Moreover, attendees are often seated at a significant distance from the decision-making body and the attendees’ views may be obscured in part by computer monitors, the dais, and other attendees seated in the meeting room.

In contrast to the in-person meeting, the virtual meeting focuses the attendee’s view to a much more limited, and much closer, visual display of the faces of the members of the decision-making body. In effect, the meeting members’ images are made available for a high level of scrutiny not commonly available during an in-person meeting.



Bob Widner is a founding partner of the Colorado local government law firm of Widner Juran LLP in Centennial, Colorado. During his more than 32 years of representing local governments, Bob has served as the city, town, or county attorney for communities throughout Colorado and has served as the City Attorney for Centennial, Colo, since 2004. Bob served as president of the Colorado Municipal League (2020-21), is a recipient of the Marvin J. Glink Award conferred upon the nation’s outstanding municipal attorney in private practice and is one of fewer than 120 attorneys worldwide to be appointed as a Fellow with the International Municipal Lawyers Association (IMLA). More about Bob can be found at lawwj.com.

It is therefore important that the meeting member remember to consistently project an image of engagement, attention, and professionalism perhaps even more so than during an in-person meeting. The following suggestions provide ways to facilitate that trust-invoking representation.

Prepare for the virtual meeting

Preparing for a virtual meeting is no different than preparing for an in-person meeting. Preparation is always necessary to allow the meeting member to effectively participate. However, a meeting member's lack of preparation may be more observable during a virtual meeting. Due to the closer view of a meeting member's face and the ability to observe where the meeting member's attention is diverted during the meeting, the meeting member's consistent or frequent reading of materials and sorting through the meeting packet can project to a greater degree a disconnection with the meeting that can appear to viewers as the member being underprepared.

An overlooked aspect of preparation for a virtual meeting is the need to practice and understand the proper operation of the virtual meeting software program. Practice may oftentimes enable you to troubleshoot problems more efficiently during the meeting. For example, knowing where to locate and manipulate the application's controls for microphone volume, speakers, and camera will enable the member to cure a problem without interrupting or delaying the meeting in order to seek assistance.

Ensure you have the meeting invitation or access link in advance

An important, and often avoidable, disruption in any meeting is a meeting member's tardiness. Assuredly, unforeseeable problems arise at times that will result in a late arrival, but late arrivals often delay the start of the meeting while the body awaits the tardy meeting member's arrival and may disrupt the meeting while the tardy meeting member takes a seat or logs in. For virtual meetings, tardiness due to an inability to locate the meeting invitation or access link may be largely avoidable. Much like knowing "where the car is parked and the car keys are located" to avoid a late arrival to an in-person meeting, the virtual meeting member must know how to easily access the meeting link.

Log into the meeting in advance

Armed with the meeting invitation or access link, the meeting member should always make the effort to log in early enough to ensure that the link is correct and to remedy any problem should the link prove defective or there be a need to adjust the camera and volume level. It is not uncommon that one or more meeting members disrupt the timely commencement of the meeting with panicked texts and emails to staff and other meeting members seeking help in gaining access. Because the solution to fix a defective link or the inability to access is often simple, the best time to seek assistance in finding the remedy is before the meeting is scheduled to begin and not after.

Set up your camera in advance

The meeting member's relationship to the camera is significant in importance during a virtual meeting. It is through the camera that the meeting member will engage the public and project an image that is both professional and representative of the importance and decorum of the public meeting.

Room lighting. It is necessary to ensure that the room lighting for the time of the meeting is appropriate. Room lighting varies throughout the day and what worked wonderfully and rendered an image not unlike a movie star at 2 p.m. may project a dark, shadowed, and indecipherable face at the time of the public meeting. Too often, a meeting member will spend the beginning of the meeting adjusting their camera and the lighting, which can be distracting to other meeting members.

Camera angle. Perhaps overlooked too often is the image displayed by the camera angle. The camera should be located to afford a direct front view of the meeting member's face at a level substantially similar to the angle desired during one-on-one in-person discussion. The goal is to position the camera to allow an image of direct eye contact with the viewer and simulate the same attentive view that is afforded when speaking one-on-one with another person. Any other camera angle risks projecting an image that the meeting member is disconnected or disinterested in the meeting. Angles that project the side of the meeting member's face while the member views a monitor located to the side of the camera can present the appearance that the meeting member is conducting other business unrelated to the meeting. Camera angles that position the eyes of the meeting member either above or below the camera will present a disinterested view, much like the view provided during a one-on-one discussion when the meeting member is talking with someone yet looking away or out the window.

Critically consider your choice of camera background

The most common background associated with a meeting member's camera image is the member's home or office setting. When this is the case, consider taking a critical view of your background to ensure you are projecting a professional image. Simple camera adjustments can remove from view what might otherwise be a distraction for other viewers.

Some virtual meeting platforms allow the use of virtual backgrounds or full screen images of pictures and patterns projected behind the speaker. Although virtual backgrounds can be an entertaining option, some consideration should be given to the appropriateness of the virtual background that is projected. Obviously, images that display political or commercial messages may detract from the decorum and the purpose of the public meeting. Images that are unrelated to the business at hand or unrelated to the community, such as images of federal or state capitals, exotic island beaches, or personal images of children or family, can create an image that may be viewed as inconsistent with the importance and purpose of the meeting.

Some communities require the use of uniform or standardized virtual backgrounds for elected officials and administrative staff. These backgrounds may, for example, project the logo of the community, the community's civic center, or another image that is representative of the community and that advances the professionalism, purpose, and decorum of the meeting.

Check audio settings - volume and speakers

Not uncommonly, meeting members are unable to hear other attendees or are unable to be heard. The reason is often due to misadjusted microphone volume or speaker levels. By logging into the virtual meeting early, the meeting member is afforded the opportunity to check volume and speaker levels.

During the meeting, remain aware that some headsets and wired in-line microphones can produce gaps in sound and make it difficult for listeners to hear your comments. Some headsets and in-line microphones have noise cancelling features that can cause the microphone to "cut-out" when the speaker's voice projects harshly into the microphone or when the in-line microphone rubs against the speaker's shirt.

Be aware of the potential for the broadcast of pre-meeting comments

Once logged into the virtual meeting, use caution when greeting others in the meeting room and engaging in pre-meeting banter. Because virtual meetings make it difficult to "see" all the persons who are "standing next to you in the room," meeting members may be lulled into a feeling of privacy akin to the casual, and often private, conversation that precedes an in-person meeting. Unfortunately, the virtual meeting microphones may be active, and the public may hear pre-meeting conversations. This is not to say that "hello" and "how are you" banter is unacceptable, but more substantive discussion about matters on the agenda and, at times, efforts at humor such as "I am not ready for this meeting because I couldn't find my vodka" can unintentionally project an unprofessional view to the general public.

Remove nearby phones or electronics

As you would during an in-person meeting, remove or silence all telephones and other electronic devices from the area near your camera and microphone. A ringing mobile phone is amplified in volume during virtual meetings and can create a disruption far more alarming than the same phone ringing during an in-person meeting. Remove, silence, or unplug other noise producing devices such as landline telephones in the room during the meeting.

Remain aware of the potential for meeting confusion from multiple speakers talking over each other

Some meeting platforms allow more than one speaker to speak at a time. Such cross-talk leads to an inability for attendees to hear and understand the discussion. It is important that the meeting's chairperson continuously manage the speakers' opportunities to speak in order to ensure a clear and understandable meeting. Nothing is more unprofessional and frustrating to those seeking to participate in a meeting than to be unable to hear the conversation and understand the comments.

Befriend the mute button

A common but avoidable disruption during virtual meetings stems from background noise caused by a live microphone. Rustling papers, a squeaking chair, a barking dog, or the inflective utterance of disapproval or disgust during the meeting are exceedingly common. The mute button can be your best friend when seeking to avoid such disruptions or, at times, embarrassments. Diligence in reactivating the microphone when you wish to speak is also necessary and, with practice, becomes regular or routine. Unfortunately, due to the relative novelty of conducting virtual meetings, few meetings fail to include the announcement that “your mute button is on.”

Observe common in-person meeting etiquette

Perhaps due to being physically alone during a virtual meeting, some members may engage in activities that would be deemed unacceptable during an in-person meeting. These activities range from leaving the room frequently, using the telephone, evident multitasking, and a host of other actions too numerous to mention. During a typical in-person meeting, you would not cover your face for extended periods of time and then uncover your face only when you desired to speak, so shutting off your video during the virtual meeting should be avoided unless that practice is established as part of the meeting's rules.

Especially for meetings where the public is in attendance, meeting professionalism can be enhanced by dressing appropriately for the meeting. Proper dress can display a level of respect for the meeting and its purpose.

Follow established rules for motions and procedures

There should be little difference between procedures followed during an in-person meeting and a virtual meeting. The same rules of procedure for making motions, requiring seconds, and considering agenda items should apply. A primary purpose of local rules of procedure is to ensure fairness and equity among participants. Virtual meetings do not alter the need for fairness and equity. Follow the rules of procedure whenever possible.

Log off and then double check the microphone and camera are off

During in-person meetings, you are visible and audible to the other participants in the meeting room until you completely exit the room. For virtual meetings, the same is true. Until such time that you turn off your access, your camera, and your microphone, you remain “live” to any remaining meeting participants. Make the effort to doublecheck your exit in order to avoid the types of embarrassing examples of meeting errors available through YouTube (search *youtube.com* with the search words “embarrassing video meetings”). Remember, the meeting is not over until you have exited the room.

Local governments expend considerable effort to ensure that in-person meetings project professionalism and efficiency in pursuit of the important and laudable goal of instilling confidence in government. Because the virtual nature of a public meeting does not diminish this goal, members of local governments should always strive to ensure the same attentiveness to professionalism and efficiency for the virtual meeting.



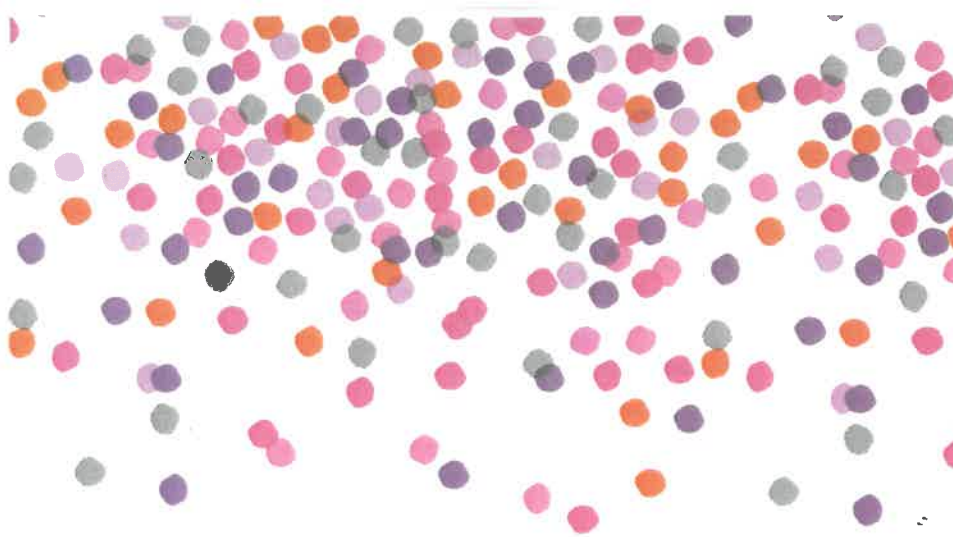
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Thank You

Thank
you so
much
Jim.

Thank you
Kamrach

Thank you
-J

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is being matched.

Ignacio's Friends.

We are deeply honored
for your support. Thank
you. We are feeding
50 Ignacio families every
week.

Tom