



## IGNACIO TOWN BOARD MEETING AGENDA

Tuesday, April 21, 2020 – 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/92793207939>, or Attendees wishing to participate by phone shall call: 669-900-6833 and key in Webinar ID Number: 927 9320 7939*

*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 unmute the Attendee who 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. This meeting is being recorded.*

- I. **CALL REGULAR MEETING TO ORDER:** Moment of Silence, Moment of Gratitude, Reflection of Hope
- II. **SWEARING IN OF NEWLY ELECTED TOWN BOARD MEMBERS**
- III. **ROLL CALL**
- IV. **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.*
- V. **CONSENT AGENDA**
  - A. Special Town Board Meeting Minutes of March 26, 2020
  - B. Regular Town Board Meeting Minutes of April 6, 2020
  - C. Financial Records – Check Register for March 2020
  - D. TP Lounge Liquor License Renewal
- VI. **UNFINISHED BUSINESS**
  - A. Resolution 07-2020 COLOTRUST Investment Authorization
- VII. **NEW BUSINESS**
  - A. Organizational Assessment and Retreat Proposal Review and Discussion
  - B. Utility Payment and Fee Discussion
  - C. COVID-19 Update
- VIII. **STAFF REPORTS**
  - A. Town Clerk/Treasurer
  - B. Police Chief
  - C. Public Works Director
  - D. Town Manager
  - E. Town Attorney
- IX. **TRUSTEE REPORTS**
- X. **ADJOURNMENT**

# OATH OF OFFICE

State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, Edward Box III, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Town Trustee upon which I am about to enter to the best of my ability.

Edward Box III  
SIGNATURE

Edward Box III  
Print Name

ATTEST:

Tuggy Dunton  
Tuggy Dunton, Town Clerk

# OATH OF OFFICE

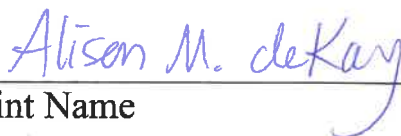
State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, Alison deKay, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Town Trustee upon which I am about to enter to the best of my ability.

  
SIGNATURE

  
Print Name

ATTEST:

  
Tuggy Dunton, Town Clerk

# OATH OF OFFICE

State of Colorado  
County of La Plata  
Town of Ignacio



## OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, Sandra Maez, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Colorado, the laws of the State of Colorado, and the Ordinances of the Town of Ignacio, Colorado, and will faithfully perform the duties of the office of Town Trustee upon which I am about to enter to the best of my ability.

Sandra Maez  
SIGNATURE

Sandra Maez  
Print Name

ATTEST:

Tuggy Dunton  
Tuggy Dunton, Town Clerk

16:10:13

Report ID: AP300

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99210	E	845 HOME DEPOT CREDIT SERVICES	130.36	03/05/20	3/20		
-99209	E	737 PITNEY BOWES INC	363.00	03/05/20	3/20	CL 12833	130.36
-99208	E	517 PURCHASE POWER	503.50	03/05/20	3/20	CL 12834	363.00
-99207	E	893 AT&T	472.46	03/05/20	3/20	CL 12835	503.50
-99206	E	974 LA PLATA ELECTRIC ASSN INC	2012.89	03/20/20	3/20	CL 12837	472.46
41064 *	S	873 IGNACIO CHAMBER OF COMMERCE	55.00	03/03/20		CL 12852	2012.89
41065	S	999999 SCOTT BISHOP	500.00	03/03/20		CL 12830	55.00
41066	S	53 AUTO PARTS INC	47.92	03/05/20		CL 12831	500.00
41067	S	999999 BLUE 360 MEDIA	103.50	03/05/20		CL 12836	47.92
41068	S	921 CASCADE WATER	13.98	03/05/20		CL 12846	103.50
41069	S	1040 COLORADO ASPHALT SERVICES INC	1163.00	03/05/20		CL 12838	13.98
41070	S	1148 Community Connections CO	1200.00	03/05/20		CL 12841	1163.00
41071	S	999999 IGNACIO CREATIVE DISTRICT	600.00	03/05/20		CL 12842	1200.00
41072	S	999999 JOHN WALSH	186.53	03/05/20		CL 12844	600.00
41073	S	894 KRISTIN ROEHRS	325.00	03/05/20		CL 12843	186.53
41074	S	1087 MARK GARCIA - GOV-PLUS LLC	9630.00	03/05/20		CL 12840	325.00
41075	S	624 SoCoCAA, INC.	15000.00	03/05/20		CL 12848	9630.00
41076	S	675 UTILITY NOTIFICATION CENTER OF CO	23.84	03/05/20		CL 12845	15000.00
41077	S	920 VANDEGRIFT DIESEL	626.24	03/05/20		CL 12839	23.84
41078	S	999999 SCOTT BISHOP	4692.00	03/09/20		CL 12847	626.24
41084 *	S	999999 CHRIS VALDEZ	200.00	03/10/20		CL 12849	4692.00
41085	S	999999 JUSTA WHITT	200.00	03/10/20		CL 12851	200.00
41086	S	728 AXIS HEALTH SYSTEMS	690.62	03/20/20		CL 12850	200.00
41087	S	66 BASIN PRINTING & IMAGING	200.53	03/20/20		CL 12859	690.62
						CL 12861	200.53

## Claim Checks

[illegible]

Page: 3 of 5  
Report ID: AP300

[illegible]

04/17/20  
16:10:13

TOWN OF IGNACIO  
Check Register for Wells Fargo - Checking  
For the Accounting Period: 3/20

Claim Checks

			Period		Claim #	Claim Amount
Check #	Type	Vendor #/Name	Check Amount	Date Issued		
					CL 12919	30.59
					CL 12920	32.80
					CL 12921	29.08
					CL 12922	28.46
					CL 12923	31.79
					CL 12924	34.51
					CL 12925	13.00
					CL 12926	31.00
					CL 12927	48.40
					CL 12928	43.00
					CL 12929	43.03
					CL 12930	49.85
					CL 12931	55.54
					CL 12932	47.12
					CL 12933	47.87
					CL 12934	40.12
					CL 12952	26.34
					CL 12953	32.00
					CL 12954	43.04
					CL 12955	0.99
Total for Claim Checks			127802.04			
Count for Claim Checks			41			

\* denotes missing check number(s)

# of Checks: 41                      Total: 127802.04



04/17/20  
16:10:22

TOWN OF IGNACIO  
Fund Summary for Claim Check Register  
For the Accounting Period: 3/20

Page: 5 of 5  
Report ID: AP110

Fund/Account	Amount
100 GENERAL FUND	
110230 WF Checking	\$58,200.49
300 CAPITAL IMPROVEMENT FUND	
110230 WF Checking	\$9,373.75
610 WATER FUND	
110230 WF Checking	\$7,930.40
620 GAS FUND	
110230 WF Checking	\$11,568.85
630 SEWER FUND	
110230 WF Checking	\$37,884.15
640 IRRIGATION FUND	
110230 WF Checking	\$2,844.40
Total:	\$127,802.04

**Submit to Local Licensing Authority**

**T P LOUNGE  
PO BOX 422  
Ignacio CO 81137-0422**

Fees Due		
Renewal Fee		500.00
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

**Retail Liquor or Fermented Malt Beverage License Renewal Application**

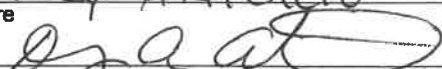
**Please verify & update all information below**

**Return to city or county licensing authority by due date**

Licensee Name <b>ATENCIO JOEY A</b>			Doing Business As Name (DBA) <b>T P LOUNGE</b>	
Liquor License # <b>13-16695-0000</b>	License Type <b>Tavern (city)</b>	Sales Tax License # <b>13166950000</b>	Expiration Date <b>05/08/2020</b>	Due Date <b>03/24/2020</b>
Business Address <b>170 PINE ST Ignacio CO 81137</b>				Phone Number <b>3035634276</b>
Mailing Address <b>PO BOX 422 Ignacio CO 81137-0422</b>			Email <b>BigJelly5@hotmail.com</b>	
Operating Manager <i>[Signature]</i>	Date of Birth <b>3-12-53</b>	Home Address <b>170 Pine St.</b>	Phone Number <b>970-769-9900</b>	
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

**Affirmation & Consent**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business	Title
Jaey A. Atencio	Owner
Signature	Date
	4-14-20

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For		Date
Signature	Title	Attest

## Tax Check Authorization, Waiver, and Request to Release Information

I, Joey A Atencio am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Joey A Atencio (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.


The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Joey A Atencio T.P Lounge</u>		Social Security Number/Tax Identification Number <u>522-78-9927</u>	
Address <u>170 Pine St PO 422</u>			
City <u>Ignacio</u>		State <u>CO</u>	Zip <u>81137</u>
Home Phone Number <u>970-769-9900</u>		Business/Work Phone Number <u>970-563-4276</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Joey A Atencio</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Joey A Atencio</u>			Date signed <u>4/17/20</u>

### Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

**TO:** Ignacio Town Board of Trustees  
**FROM:** Kirk Phillips, Chief of Police   
**DATE:** April 15, 2020  
**RE:** Tee Pee Lounge Liquor License Renewal

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There have been no liquor law violations at the above referenced establishment in the last year.

## **RESOLUTION NO. 07-2020**

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF IGNACIO, COLORADO AUTHORIZING THE PARTICIPATION IN THE COLORADO LOCAL GOVERNMENT LIQUID ASSET TRUST (COLOTRUST)**

WHEREAS, pursuant to Part 7, Article 24 Colorado Revised Statutes (CRS), it is lawful for any local government to pool any moneys in its treasury that are not immediately required to be disbursed with the same such moneys in the treasury of any other local government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Colorado Local Government Liquid Asset Trust (the Trust) is a statutory trust formed under the laws of the state of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the CRS regarding the investing, pooling for investment, and protection of public funds; and

WHEREAS, after further review of the potential investment benefits provided by the Trust, the Board of Trustees desires to become a Participant in the Trust.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF IGNACIO, COLORADO AS FOLLOWS:

- 1) The Town of Ignacio hereby approves, adopts, and thereby joins as a Participant with other local governments pursuant to Part 7, Article 75, Title 24 of the CRS that certain Amended and Restated Indenture of Trust entitled the Colorado Liquid Government Asset Trust dated April 1, 2019, as amended from time to time, the terms of which are incorporated herein by this reference; and
- 2) The Designee and Authorized Signatories shall be the Town Manager, Finance Coordinator, and Mayor, and their names shall be listed on the Trust Registration Form submitted to COLOTRUST. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds.
- 3) The Designee and Authorized Signatories may be changed from time to time by written notice to COLOTRUST; and
- 4) The Trust has two investment portfolios: COLOTRUST PRIME which is comprised of U.S. Treasury securities; and COLOTRUST PLUS+ which is comprised of U.S. Treasury securities, U.S. agency securities, and the highest rated commercial paper. The Designee is hereby authorized to invest in either or both portfolios.

**ADOPTED THIS 20<sup>th</sup> DAY OF APRIL, 2020.**

TOWN OF IGNACIO, COLORADO

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Stella Cox, Mayor

*Attest:*

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Tuggy Dunton, Town Clerk



April 16, 2020

## Proposal prepared for:

**Mark Garcia**

**Town of Ignacio**

## Executive Summary & Project Overview

Sandhya Tillotson, Sagebrush Ltd., (“consultant”, “contractor”) proposes conducting board and organizational assessments for the Town of Ignacio (“organization”, “client”) through 1:1 phone calls /video conferencing with Board Members, Interim Town Manager, and key Department Heads and providing a follow up report based on these discussions (Phase I); and facilitating a full-day strategic planning retreat to identify key priorities and multi-year strategies with the Town Board.

Sagebrush Ltd. guides leadership teams through high-stakes decision-making to develop shared vision for the future with clear results and transformational change. We are committed to authentically strengthening organizations to achieve the greatest community impact. Our goal is to support you from behind the scenes, to draw out and refine your greatest visions and to enable your organization to shine!

Has your team been circling back to the same discussion topics again and again without gaining traction and moving forward? Often, retreats and meetings involve circular discussions and ineffective results, leaving board members feeling their time wasn’t used productively, and directors feeling they still don’t have a clear direction forward. Our highly skilled facilitator and founder, Sandhya Tillotson, uses ToP Facilitation and Strategic Planning methods to ensure all meetings are collaborative and exceptionally productive.

### ***Our facilitation style is:***

- Inspiring & Effective
- Highly Participatory & Personable
- Logical & Creative
- Fun & Accountable
- Deep, Dynamic & Down to Earth
- Collaborative & Committed to your Success

With years of experience in nonprofit leadership and strategic planning, we employ the dialogue and decision making mechanisms necessary to keep meetings on task. Your leaders will leave feeling a sense of accomplishment, clarity on the path forward, and shared commitment for the strategies developed together.



## Scope of Work

### **Phase I - Board & Organizational Assessment**

#### ***Description:***

Sagebrush Ltd proposes conducting 1:1 phone calls /video conferencing with Board Members, Interim Town Manager, and key Department Heads and providing a follow up report based on these discussions.

We will focus on identifying each individual's priority areas for the Town of Ignacio in the next several years, which will help guide strategic planning efforts as part of a cohesive, group-facilitated process in Phase 2.

The Board & Organizational Assessments will also seek to illuminate the highest and best use of individuals' passions and expertise, how they envision engaging with and furthering key strategies, and the tools and resources they need to be most effective in their roles.

#### ***Timeline:***

Starting consulting calls in May 2020, and to be completed ideally in May and June, as individual's schedules allow. Sandhya is also available to provide ongoing consulting.

#### ***Scheduling:***

Board Members and Staff may schedule directly in Sandhya's calendar here:

<https://calendly.com/sagebrushltd/60min-call>

1:1 Consulting Calls are offered via phone or video conferencing on Zoom.

#### ***Quote:***

##### ***Town of Ignacio - Scope***

7 hrs - 1:1 Consulting Calls with Board Members (1 hr per member)

2 hrs - 1:1 Consulting Calls with Interim Town Manager

3 hrs - 1:1 Consulting Call with three Department Heads

8 hrs - Documentation of discussion notes from all calls & compilation of final report

3 hrs - Follow up emails and scheduling with individuals & assisting with Zoom tech as necessary

2 hrs - Discussion/ presentation of final report with Interim Town Manager & any Board Members

Total: 25 hrs time

Phase I: 25 hours @ \$125/hr:

\$3,125

**Preferred Client Discount \$125:**

**\$3,000**

**Phase I Flat Rate**

## **Phase II - Strategic Planning Retreat**

### ***Description:***

Sagebrush Ltd proposes facilitating a full-day Multi-Year Strategic Planning Retreat with Town Board Members, Interim Town Manager and any key staff. Your team will build energy and group consensus around your big picture vision for the coming years and will leave feeling inspired to engage at a higher level.

You're a fit if: Your organization seeks to develop a multi-year plan that lays out a shared vision for the future and deals with underlying obstacles. Through a courageous and respectful process, we will identify the internal and external forces that are working for and against the organization's vision, and together develop key strategies to move the organization forward.

Your team will feel that they participated in deep and significant work that will allow your organization to authentically move forward with your new, multi-year strategic plan. This retreat can feel transformational for those involved!

### ***Timeline & Scheduling:***

Phase II will be contingent on satisfactory work and connectivity in Phase I. The date, time and place for Phase II is TBD.

Sagebrush Ltd will coordinate logistics directly with the Interim Town Manager on scheduling the full-day retreat. In light of the COVID-19 situation, this retreat will likely be scheduled when in-person meetings and events are made possible. If the situation continues longer than anticipated, Sagebrush is able to facilitate successful and engaging virtual strategic planning sessions through video conferencing and technology.

### ***Quote:***

#### ***Town of Ignacio - Scope***

8 hrs - Facilitation of Retreat

4 hrs - Preparation of agenda & session plan

4 hrs - Comprehensive summary notes upon completion (for documenting your strategic plan)

3 hrs - Meeting/calls with leadership in advance to design agenda & provide context

All facilitation materials included

Total: 19 hrs

Phase II: 19 hours @ \$125/hr:

\$2,375

**Preferred Client Discount \$125:**

**\$2,250**

**Phase II Flat Rate**

### ***Client provides:***

Meeting space; food & beverages; organization specific materials; a leadership team to help design the session agenda and goals in advance with Sagebrush Ltd

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

[www.sagebrush.ltd](http://www.sagebrush.ltd) PO Box 1576, Durango, CO 81302

## Contract

To accept this proposal, please sign and return the contract below. Please Sandhya via phone: 970-317-1732, or email: [sandhya@sagebrush.ltd](mailto:sandhya@sagebrush.ltd), with any questions, concerns or updates. Thanks!

**This proposal remains valid through May 1st, 2020.**



## Contractor Background

**Sandhya Tillotson** is the Founder/Principal of Sagebrush Ltd., providing nonprofit consulting, leadership coaching, strategic planning, meeting and retreat facilitation to organizations and coalitions in the Southwest. Sandhya has lived in CO since 2005 and Durango since 2010. She has served as a local leader in the nonprofit sector, including as the Executive Director of The Garden Project of Southwest Colorado for over five years.

Sandhya is certified in ToP Facilitation and Strategic Planning methods, and is a graduate of the Community Resource Center's Nonprofit Leadership & Management program. She is a member of the International Association of Facilitators and regularly pursues professional development opportunities to continue to expand her diverse skill sets in service to her local community.

*"Sandhya has been extremely valuable to our organization. Offering objective reasoning skills, input and guidance along the way, she has helped further develop Dancing Spirit's mission and vision through executive coaching and leadership development and has been a valuable asset in helping us focus on the community needs and how we can meet them. I would highly recommend her to any organization."*

— KASEY CORREIA, EXECUTIVE DIRECTOR, DANCING SPIRIT COMMUNITY ARTS CENTER

## Memberships and Affiliations

- Certified in: ToP Facilitation Methods, ToP Strategic Planning, ToP Environmental Scanning, ToP Designing for Change
- International Association of Facilitators member
- Colorado Nonprofit Association member
- SW CO Small Business Development Center - Nonprofit Consultant
- Durango Chamber of Commerce member
- Community Resource Center - Nonprofit Leadership & Management alumni



Member  
promoting the power  
of facilitation worldwide



Sandhya Tillotson    Founder / Principal    [sandhya@sagebrush.ltd](mailto:sandhya@sagebrush.ltd)    970.317.1732  
[www.sagebrush.ltd](http://www.sagebrush.ltd)    PO Box 1576, Durango, CO 81302

## References

*“For the past 13 years, I have been the Director of the Durango Chamber of Commerce. During my tenure I have had the privilege of working with numerous facilitators. When Sandhya Tillotson agreed to facilitate the chamber’s retreat this year, I was skeptical we would be able to accomplish all the agenda items. Fortunately, Sandhya was the right person for the job. Through her strategic planning, we were able to engage, reflect and set our goals with those responsible for obtaining them.*

*Sandhya was professional and made sure we stayed on task. Her preparation was impressive as she “did her homework” maximizing our time together. After the retreat, her follow through was as impressive. The board, staff and chamber membership will greatly benefit from a professionally facilitated retreat. I look forward to working with Sandhya as we develop our 3-5 year strategic plan.”*

— JACK LLEWELLYN, EXECUTIVE DIRECTOR, DURANGO CHAMBER OF COMMERCE

### ***Sagebrush Ltd. has implemented these methods successfully through:***

- **ELHI Community Center** - Stakeholder Feedback and Engagement, Board and Organizational Development Consulting (Ignacio, January - present)
- **Montezuma School to Farm Project** - Board and Organizational Development Consulting (Mancos, March - present)
- **La Plata Economic Development Alliance** - monthly Planning Process Improvement Committee meetings (Durango, February 2020 - present)
- **The Garden Project of Southwest Colorado** - Organizational Consulting (Durango, February 2020 - present)
- **Pueblo Community College Southwest** - community stakeholder feedback meetings for Ag Program (Mancos, February 2020)
- **Bear Smart Durango** - Quarterly Bear Working Group Meetings, Steering Committee Strategic Planning Retreat, Organizational Consulting (Durango, March 2019 - present)
- **Mancos Valley Dragonfly Preschool** - Half-Day Board Retreat (Mancos, February 2020)
- **iAM Music** - Half-Day Board Retreat (Durango, January 2020)
- **Durango Chamber of Commerce** - 1- Year Action Planning Board Retreat (Durango, December 2019)
- **Durango Natural Foods** - Multi-Year Strategic Planning Board Retreat (Durango, November 2019)
- **Shanta Foundation** - Multi-Year Strategic Planning Board Retreat (Durango, October 2019)
- **Onward! A Legacy Foundation** - Multi-Year Strategic Planning Retreat Plus Action Plan (Cortez, May & June 2019)
- **Women’s Resource Center** - Full-Day Strategic Planning Board Retreat (Durango, February 2019)
- **Southwest Colorado Multiple Sclerosis Society** - Comprehensive Board and Organizational Development Consulting (Durango, February 2019 - present)
- **Animas Valley District, County Land Use** - Community Planning Meetings (Hermosa, January - May 2019)

Sandhya Tillotson    Founder / Principal    sandhya@sagebrush.ltd    970.317.1732

[www.sagebrush.ltd](http://www.sagebrush.ltd)    PO Box 1576, Durango, CO 81302

# Independent Contractor Agreement - PHASE I

Organization Town of Ignacio and Contractor Sandhya Tillotson, Sagebrush Ltd, in consideration of mutual covenants and promises, made by each to the other, agree:

1. This Independent Contractor Agreement establishes the lack of employer-employee relationship between the parties.
2. Organization and Contractor established their Independent relationship by: May 1, 2020
3. Contractor performs services starting in May 2020
4. Organization shall pay Contractor by the flat-rate agreed upon: \$3,000 for Phase I
5. Organization shall pay the Contractor **50% up front, and 50% upon project completion** to be invoiced by the Contractor.
6. Organization shall not provide for a drawing account or advances.
7. Organization shall not withhold any taxes from Contractor, who shall be liable for its own withholding, Social Security, self-employment, and other applicable taxes.
8. Organization shall not provide Contractor with, or reimburse for, hospital, medical, business liability or Workers Compensation Insurance, sick or vacation pay, a work vehicle, bonuses, gas allowances, uniforms, special clothing, pensions, etc. Contractor need not wear uniforms or special clothing while doing work for Organization, except as local law may require.
9. Organization shall not cover Contractor with its insurance policies or be liable for injuries incurred doing work. This shall not bar negligence claims due to the Organization employees or facilities. Contractor shall hold Organization harmless from actions brought by others, for taxes or otherwise, due to its work. If the Contractor occupation requires any form to make this Agreement effective then the Contractor shall attach it.
10. Contractor did not complete an application to establish this relationship.
11. Contractor shall pay for advertising, carry business cards, or maintain a business phone. Its gain or loss is independent of Organization gain or loss.
12. Contractor may do similar work for others any time it wishes, including on the same day it does work for Organization. Organization shall not have a priority on Contractor time and effort. The Contractor need not work during any set hours.
13. Contractor shall decide the time, place, manner, methods, and order of work, including whether the nature of the work, this Agreement, or local law requires it to perform services during regular Organization working hours. Organization may not change these items or restrict Contractor to a specific territory.
14. Organization shall not supervise Contractor, though it may inspect work completed pursuant to this Agreement. Contractor will work in a professional manner, having represented that it has necessary special skills to do this.
15. The Contractor need not report to the Organization in any way. Submitting bills and contacting other Contractors or the Organization, if necessary for Contractor, shall not be reporting for this purpose.
16. Organization shall advise Contractor about when it can begin work and the job details.
17. Organization shall provide Contractor with access to all necessary information and access to communicate with stakeholders, staff, and board members as necessary to complete the work. The Contractor will expect cooperation from the Organization's personnel.
18. Contractor need not meet a minimum quota. It will work for the time needed to do the work.
19. Contractor may stop work at any time, without liability to Organization. Organization may stop the work at any time, but shall be responsible for paying for all work done to that point.
20. Organization shall not supply Contractor with tools, or rent or lease tools, equipment or regular space to Contractor for work (except meeting or facilitation space). Contractor shall provide and maintain tools, equipment, supplies or other items needed. It is solely liable for loss, damage or theft of its property on

*Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732*

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Organization locations. This includes storage at such locations or en route to them. Contractor shall protect its property and shall take it with it when it leaves.

21. Contractor agrees that any and all products or services developed pursuant to this Agreement shall be the sole and exclusive property of the Organization, excepting the use of pre-existing works and materials that are the property of the Contractor.
22. As much as possible, project expenses will be paid directly by the Organization for project marketing, mailing, copying, etc. If the Contractor incurs any project-related expenses, they will be included in the monthly invoice.
23. The Contractor may incur mileage expenses for the project, which must be documented for reimbursement. Project mileage will be billed at the Federal Rate for mileage outside of Durango City limits. The Contractor will communicate with an officer of the Organization before any major mileage expenses are incurred. Travel time may be billed, depending upon the project.
24. Contractor agrees to hold harmless and indemnify the Organization, its officers, agents and employees, from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services hereunder.
25. Contractor agrees not to disclose or communicate, in any manner, either during or after Contractor's agreement with Organization, proprietary information about Organization, its operations, clientele, or any other proprietary information that relate to the business of Organization including, but not limited to, the names of its clients and donors, its marketing strategies, operations, or any other information of Organization. Contractor acknowledges that the above information is material and confidential and that it affects the success of Organization. Contractor understands that any breach of this provision, or that of any other Confidentiality and Non-Disclosure Agreement, is a material breach of this Agreement. To the extent Contractor feels they need to disclose confidential information, they may do so only after obtaining written authorization from an officer of the Organization.
26. This Agreement and any attachments are the entire exclusive agreement between the Organization and the Contractor. The parties make no express or implied representations, warranties, promises or guarantees about this Agreement, except as it expressly provides. In the Agreement, the masculine includes the feminine and the singular the plural. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

Independent Contractor \_\_\_\_\_ Sandhya Tillotson \_\_\_\_\_

Independent Contractor Signature  \_\_\_\_\_

Title \_\_\_\_\_ Founder/Principal \_\_\_\_\_ Date 4/16/20 \_\_\_\_\_

Organization \_\_\_\_\_ Town of Ignacio \_\_\_\_\_

Organization Representative \_\_\_\_\_

Organization Representative Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_





## Sandhya Tillotson

Founder / Principal

[sandhya@sagebrush.ltd](mailto:sandhya@sagebrush.ltd)

PO Box 1576, Durango, CO 81302

970.317.1732

[www.sagebrush.ltd](http://www.sagebrush.ltd)

### About

Sagebrush Ltd. guides leadership teams through high-stakes decision-making to develop shared vision for the future with clear results and transformational change. We are committed to authentically strengthening organizations to achieve the greatest community impact. Our goal is to support you from behind the scenes, to draw out and refine your greatest visions and to enable your organization to shine!

With years of experience in nonprofit leadership and strategic planning, we employ the dialogue and decision-making mechanisms necessary to keep meetings on task. Your leaders will leave feeling a sense of accomplishment, clarity on the path forward, and shared commitment for the strategies developed together.

*"Sandhya's calm and well-organized facilitation really helped us get a set of specific, actionable, measurable goals and indicators targeted for the coming year."*

— BOARD MEMBER, DURANGO CHAMBER OF COMMERCE

### Bio

**Sandhya Tillotson** is the Founder/Principal of Sagebrush Ltd., providing strategic planning, meeting and retreat facilitation, and consulting to organizations and coalitions in the Southwest. Sandhya has lived in Colorado since 2005 and Durango since 2010. She has served as a local leader in the nonprofit sector, including as the Executive Director of The Garden Project of Southwest Colorado for over five years.

Sandhya is certified in ToP Facilitation and Strategic Planning methods, and is a graduate of the Community Resource Center's Nonprofit Leadership & Management program. She is a member of the International Association of Facilitators and the Colorado Nonprofit Association. Sandhya regularly pursues professional development opportunities to continue to expand her diverse skill sets in service to her local community.

Sandhya is a nonprofit consultant with the SW Colorado Small Business Development Center, and a regular speaker on board governance, succession planning and nonprofit management at regional conferences. She looks forward to working with you and seeing your organization thrive! **Contact Sandhya today! 970.317.1732** [sandhya@sagebrush.ltd](mailto:sandhya@sagebrush.ltd)



### SPECIALTIES

Strategic Planning  
Retreat & Meeting Facilitation  
Leadership & Board Development  
Nonprofit Consulting  
Community Needs Assessment  
Board Governance  
Succession Planning



**Member**  
promoting the power  
of facilitation worldwide



**Colorado  
NONPROFIT  
Association**



**ToP®**  
TECHNOLOGY OF  
PARTICIPATION



**COMMUNITY RESOURCE CENTER**  
SUCCESS STRATEGIES FOR COLORADO NONPROFITS

**thechamber**  
DURANGO CHAMBER of COMMERCE

*"Sandhya's processes were tightly organized and engaging, and she guided us gracefully forward through what can be an extremely challenging process. As a non-profit consultant myself, I feel like I am a discerning critic. If your organization needs some structure and assistance figuring out where to focus next, I highly recommend Sandhya and Sagebrush Limited."*

— CATHY COWLES, BOARD OF DIRECTORS, DURANGO NATURAL FOODS

## Success

***Sagebrush Ltd. has implemented these methods successfully through:***

- **iAM Music** - Half-Day Board Retreat (Durango, January 2020)
- **Durango Chamber of Commerce** - 1- Year Action Planning Board Retreat (Durango, December 2019)
- **Durango Natural Foods** - Multi-Year Strategic Planning Board Retreat (Durango, November 2019)
- **Shanta Foundation** - Multi-Year Strategic Planning Board Retreat (Durango, October 2019)
- **Bear Working Group** - Quarterly Working Group Meetings (Durango, 2019)
- **Onward! A Legacy Foundation** - Multi-Year Strategic Planning Retreat Plus Action Plan (Cortez, May & June 2019)
- **Women's Resource Center** - Full-Day Strategic Planning Board Retreat (Durango, February 2019)
- **Animas Valley District, County Land Use** - Community Planning Meetings (Hermosa, January - May 2019)

**Contact me today!**

*I'd love to find out what support you need and how I can be of service!*

*Initial consultations are always free!*

**Call: 970.317.1732**

**Email:**

**[sandhya@sagebrush.ltd](mailto:sandhya@sagebrush.ltd)**

## Reference

### ***Local References:***

Jack Llewellyn, Executive Director, Durango Chamber of Commerce

[jack@durangobusiness.org](mailto:jack@durangobusiness.org) 970.749.4548

Cathy Cowles, Board Member, Durango Natural Foods

[cathycowles@gmail.com](mailto:cathycowles@gmail.com) 970.799.0986

### ***About this method:***



The Institute of Cultural Affairs (ICA) strengthens the capacities of individuals, organizations, and communities to build and implement innovative plans of action that draw upon assets and social capital in a collaborative manner. ICA is known globally and locally for its participatory methods for community and organizational development, the Technology of Participation (ToP)<sup>®</sup>. ToP training provides structured facilitation methods to help groups think, talk and work together. Sandhya is certified in ToP Strategic Planning and Facilitation.

### **Our facilitation style is:**

- *Inspiring & Effective*
- *Highly Participatory*
- *Personable*
- *Logical & Creative*
- *Fun & Accountable*
- *Deep & Dynamic*
- *Down to Earth*
- *Collaborative*
- *Committed to your Success*





## Executive Summary

Sagebrush Ltd. guides leadership teams through high-stakes decision-making to develop shared vision for the future with clear results and transformational change. We are committed to authentically strengthening organizations to achieve the greatest community impact. Our goal is to support you from behind the scenes, to draw out and refine your greatest visions and to enable your organization to shine!

Has your team been circling back to the same discussion topics again and again without gaining traction and moving forward? Often, retreats and meetings involve circular discussions and ineffective results, leaving board members feeling their time wasn't used productively, and directors feeling they still don't have a clear direction forward. Our highly skilled facilitator and founder, Sandhya Tillotson, uses ToP Facilitation and Strategic Planning methods to ensure all meetings are collaborative and exceptionally productive.

Our facilitation style is:

- *Inspiring & Effective*
- *Highly Participatory & Personable*
- *Logical & Creative*
- *Fun & Accountable*
- *Deep, Dynamic & Down to Earth*
- *Collaborative & Committed to your Success*

With years of experience in nonprofit leadership and strategic planning, we employ the dialogue and decision making mechanisms necessary to keep meetings on task. Your leaders will leave feeling a sense of accomplishment, clarity on the path forward, and shared commitment for the strategies developed together.

Rural serving rural: Based in Southwest Colorado, we understand the unique challenges and opportunities facing rural organizations today, because we've stood in your shoes. We understand that no organization ever has all their ducks in a row at once, and it can feel intimidating to bring in an outside consultant or facilitator, especially from the big city, who tells you everything you're doing "wrong". Thankfully, that's not us.

We live in your community, and bring all the best nonprofit practices, effective tried-and true and innovative strategies and professionalism to the table, minus the gloss. We're not afraid of rolling up our sleeves or getting our boots muddy with you. We believe YOU are the expert in the work you do every day, and our role is to help guide your team through the sticky spots with deep respect. Real change takes real guts, and we are here to support you through this transformational process.

We provide services and options for any budget and timeframe. Read below to determine which package is best for your team. Custom packages are also available upon request!

## Facilitation Options

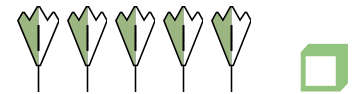
Flat rates include:

- Meeting with leadership in advance
- Developing the session agenda and plan
- All facilitation materials
- Additional resources
- Preparation time
- Comprehensive summary notes upon completion (for documenting your strategic plan)

Client provides:

- Meeting Space
- Food & Beverages
- Organization specific materials
- A leadership team to help design the session agenda and goals in advance with Sagebrush Ltd

## What are you looking to accomplish?



### A) Multi-Year Strategic Planning Retreat -

#### Plus First Year Action Plan

*Your team will leave feeling inspired to engage at a higher level, knowing where the organization is headed and exactly how they can plug in and have an impact.*

*10 - 12 hrs (2-Day Retreat) or (Full-Day Retreat and 2 Follow-Ups)*

- You're a fit if: Your organization seeks to develop a multi-year plan that lays out a shared vision for the future, deals with underlying obstacles, and identifies several main strategies to emphasize as a team moving forward.
- We will increase group and individual accountability and clarity on next steps by creating an Implementation/Action Plan with a First-Year Calendar that includes specific goals and action items for various team members and committees. This retreat builds energy, commitment, and group consensus around your big picture vision for the coming years.
- Through a courageous and respectful process, we will spend time determining the organization's current situation and may address crucial elephants in the room.
- Your team will feel that they participated in deep and significant work that will allow your organization to authentically move forward with your new, multi-year strategic plan. This retreat can feel transformational for those involved!

*"Sandhya recently facilitated an exceptional Strategic Planning Retreat for Durango Natural Foods' Board of Directors and management. Sandhya's processes were tightly organized and engaging, and she guided us gracefully forward through what can be an extremely challenging process."*

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

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*She did her homework, and brought new information to the table. The resulting Strategic Plan gives us the tools to create both specific and broad action items, which will keep us on track towards our vision.*

*As a nonprofit consultant myself, I feel like I am a discerning critic. If your organization needs some structure and assistance figuring out where to focus next, I highly recommend Sandhya and Sagebrush Limited."*

— CATHY COWLES, BOARD OF DIRECTORS, DURANGO NATURAL FOODS



## **B) Multi-Year Strategic Planning Retreat**

*Your team will build energy and group consensus around your big picture vision for the coming years.*

*6 - 7 hrs (Full-Day Retreat) or (Half-Day Retreat & Follow-Up)*

- You're a fit if: Your organization seeks to develop a multi-year plan that lays out a shared vision for the future, deals with underlying obstacles, and identifies several main strategies to emphasize as a team moving forward.
- Through a courageous and respectful process, we will spend time understanding the organization's current situation and may address crucial elephants in the room.
- We will dive deeply into the three main topics above during our session, so your team will be responsible after the retreat for creating an Implementation/Action Plan, specific goals, and action items for various team members and committees. Sagebrush is happy to assist with this process through Facilitation Follow-Ups during Board and/or Committee Meetings.
- Works well as a Full-Day Retreat, or as a Half-Day with a Follow-Up session.

*"Thanks so much Sandhya for your excellent skills in facilitating our retreat. I will be, and have, recommended you to others! We are doing a Community Needs Assessment and hope to have it completed by end of year. This came out of our strategic plan with you."*

— CHRISTY SCHAEERER, EXECUTIVE DIRECTOR, WOMEN'S RESOURCE CENTER



## **C) 1-Year Action Planning Retreat**

- *Teams feel a strong sense of accomplishment and energy to charge into the coming year through participating in this retreat.*  
*6 - 7 hrs (Full-Day Retreat)*
- You're a fit if: Your organization needs to make key decisions as a group on where to focus your efforts in the coming year. Your organization and team members generally have a good idea of your organization's overall vision and purpose and demonstrate group cohesion.

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

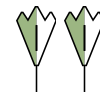
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- This retreat will focus on outlining victories one year from now, engaging in dialogue on the current status of your organization, developing key strategies, building commitment and accountability from team members and committees, and creating your 1-Year Calendar and Action Plan.
- Add on Facilitation Follow-Ups for increased accountability & effectiveness for your team!

*"For the past 13 years, I have been the Director of the Durango Chamber of Commerce. During my tenure I have had the privilege of working with numerous facilitators. When Sandhya Tillotson agreed to facilitate the chamber's retreat this year, I was skeptical we would be able to accomplish all the agenda items. Fortunately, Sandhya was the right person for the job. Through her strategic planning, we were able to engage, reflect and set our goals with those responsible for obtaining them.*

*Sandhya was professional and made sure we stayed on task. Her preparation was impressive as she "did her homework" maximizing our time together. After the retreat, her follow through was as impressive. The board, staff and chamber membership will greatly benefit from a professionally facilitated retreat. I look forward to working with Sandhya as we develop our 3-5 year strategic plan."*

— JACK LLEWELLYN, EXECUTIVE DIRECTOR, DURANGO CHAMBER OF COMMERCE



## D) Annual Retreat

*Have divergent viewpoints or lack group cohesion? This retreat will help bring your team closer together, and you will leave feeling re-energized with greater clarity for the coming year.*

*4 - 5 hrs (Half-Day Retreat)*

- This is a great starting place for those with a limited budget and timeframe!
- You're a fit if: You want to go retreat-light, build consensus around the overall vision for the future as needed, make key decisions for the coming year on topics with which your board/team members are already somewhat familiar, and build team cohesion.
- Works great with Facilitation Follow-Ups!

*"On behalf of the iAM Board of Directors, I wanted to thank you again for your excellent work yesterday. It was a fun and very helpful experience beginning to end and you are AMAZING at what you do. We all left feeling very positive about the meeting and iAM, and appreciate you VERY much.*

*Thank you!!"*

— ALISSA WOLF, EXECUTIVE DIRECTOR, IAM MUSIC



## E) Facilitation Follow-Ups

*Help your team adapt to constantly changing realities throughout the year to carry out your “living” strategic plan.*

*2 - 3 hrs per Follow-Up (Board or Committee Meeting)*

- Or, consider 4 Follow-Up Quarterly Action Planning sessions with your team.
- You're a fit if: You've had Sagebrush facilitate a Half-, Full- or 2-Day Retreat, and you'd like some help keeping your organization accountable to the strategic plan you worked so hard to develop together.
- We can facilitate Quarterly Action Planning meetings with your board or committees to keep your strategic plan steadily moving forward.
- We will guide your team as you adapt to constantly changing internal and external conditions and adjust strategies and timeframes appropriately in your “living strategic plan”.

*“Great progression of process. I get alienated by mission/ vision/ strategic planning lingo, but this changed the game for me... This was really valuable. We have committees. We have action steps and accountability... Going from visioning all the way through implementation was great... Very nice retreat summary notes... Thank you very much for helping Onward!”*

— BOARD OF DIRECTORS, ONWARD! A LEGACY FOUNDATION



## F) Community Needs Assessment / Stakeholder Engagement

*Keep your organization relevant to those you serve and help inform your strategic plan!  
Custom project pricing available upon request.*

- Wonder how your stakeholders and the community feel about your organization, programs, and services? Want to engage them in helping chart your future?
- This can be a great way to collect data prior to your strategic planning retreat to inform your board's decision on your future.
- Confused about what your participants want to see from your organization?
- We are available to coordinate and facilitate focus group sessions, stakeholder interviews, surveys, reporting and more!

*"Sandhya has been extremely valuable to our organization. Offering objective reasoning skills, input and guidance along the way, she has helped further develop Dancing Spirit's mission and vision through executive coaching and leadership development and has been a valuable asset in helping us focus on the community needs and how we can meet them. I would highly recommend her to any organization."*

— KASEY CORREIA, EXECUTIVE DIRECTOR, DANCING SPIRIT COMMUNITY ARTS CENTER



## G) Board Training

*Engage your Board as never before through specific training to suit your organization's needs and your board members' professional development objectives.*

1.5 hrs per group training

- Or, consider 4 professional trainings with your board.
- Topics may include:
  - Best Practice Board Responsibilities
  - Life Cycles of a Nonprofit Organization
  - Fundraising & Development
  - Types of Boards & Governance Structure
  - Succession Planning
  - Other

*"Sandhya has been instrumental in helping us cultivate and better utilize partnerships, expand our reach, and as a result, becoming a far more effective nonprofit. I highly recommend Sandhya and Sagebrush Ltd."*

— BRYAN PETERSON, EXECUTIVE DIRECTOR, BEAR SMART DURANGO



## H) Custom Package

*Not seeing exactly what you're looking for, or want to combine options?*

Contact us for a custom package.

## What your organization needs

A \_\_\_\_\_

E \_\_\_\_\_

B \_\_\_\_\_

F \_\_\_\_\_

C \_\_\_\_\_

G \_\_\_\_\_

D \_\_\_\_\_

H \_\_\_\_\_

Total: \$ \_\_\_\_\_

Sandhya Tillotson Founder / Principal sandhya@sagebrush.ltd 970.317.1732

[www.sagebrush.ltd](http://www.sagebrush.ltd) PO Box 1576, Durango, CO 81302

## Contact

Please contact us via phone: 970-317-1732, or email: [sandhya@sagebrush.ltd](mailto:sandhya@sagebrush.ltd), with any questions, concerns or updates. We are happy to adjust this proposal to fit your needs.

**Together we will discuss rates, coordinate dates, times, location, and meeting in advance with you or your leadership team to develop the agenda and goals together.**

## Contractor Background



**Sandhya Tillotson** is the Founder/Principal of Sagebrush Ltd., providing strategic planning, meeting and retreat facilitation, and consulting to organizations and coalitions in the Southwest. Sandhya has lived in CO since 2005 and Durango since 2010. She has served as a local leader in the nonprofit sector, including as the Executive Director of The Garden Project of Southwest Colorado for over five years.

Sandhya is certified in ToP Facilitation and Strategic Planning methods, and is a graduate of the Community Resource Center's Nonprofit Leadership & Management program. She is a member of the International Association of Facilitators and regularly pursues professional development opportunities to continue to expand her diverse skill sets in service to her local community.



## References

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- **iAM Music** - Half-Day Board Retreat (Durango, January 2020)
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- **Women's Resource Center** - Full-Day Strategic Planning Board Retreat (Durango, February 2019)
- **Animas Valley District, County Land Use** - Community Planning Meetings (Hermosa, January - May 2019)

## Memberships and Affiliations

- Certified in: ToP Facilitation Methods, ToP Strategic Planning, ToP Environmental Scanning, ToP Designing for Change
- International Association of Facilitators member
- Colorado Nonprofit Association member
- SW CO Small Business Development Center - Nonprofit Consultant
- Durango Chamber of Commerce member
- Community Resource Center - Nonprofit Leadership & Management alumni



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# SOUTHERN UTE UTILITIES DIVISION MEMORANDUM



**TO:** Town of Ignacio

**FROM:** Hayes Briskey, Manager & Julian Baker, Assistant Manager

**DATE:** March 25, 2020

**SUBJECT:** Temporary Suspension of Utility Disconnections and Late Fees

Due to the current COVID-19 pandemic, the Southern Ute Utilities Division Management has decided that, effective immediately, there will be a temporary suspension of utility disconnections, including a waiver of late fees for the following bulk utility services provided to the Town of Ignacio:

- Water
- Sewer
- Natural Gas

We will NOT shut off any utility services for the Town's utility accounts with past due balances during the billing periods of April and May 2020. This timeframe may be extended dependent on COVID-19 circumstances—official notification will be released at a later date.

If the Town is able to make payments for the referenced bulk utility services on time, we strongly encourage you to do so using the processes normally used. Payment can also be made as follows:

- Wells Fargo Bank (Ignacio Branch) (have your account number and/or your utility bill readily available), or
- Payment by mail (please mail statement stub with your check or money order (made payable to *Southern Ute Utilities Division*) to PO Box 1137, Ignacio, CO 81137

It is our highest priority to provide and maintain critical services to the Utilities Division's customers and the community during this pandemic.

Safety is our number one priority for our employees and our customers.

Contact Information: Hayes Briskey, Utilities Manager (970) 563-5502  
Julian Baker, Assistant Manager (970) 563-5515  
Emergency – SUPD (970) 563-4401



# Town Clerk / Treasurer Report

April 2020

Honorable Mayor and Trustees,

## **Utility Billing:**

While it seems that most people now have an understanding of how their bills are calculated, we still are getting questions from a few citizens, mostly those who are new to a particular residence. During the office closure, Morgan has been answering all the voicemail messages. When she needs to, she will email me and I will call the citizen. I appreciate Morgan handling this for me, especially during the elections!

## **Election:**

Congratulations to the winning candidates! I am so pleased with all the community participation! We had 169 voters during this election. I want to give a shout-out to my four elections judges (Morgan Allred, Ocianna Davis, Stacy Hamer, and Misti Witt), who not only did a great job, but also had fun doing it and made it fun for others! I also want to acknowledge the work that the Public Works guys did in setting up and tearing down the tents. Thanks also to the Chamber for allowing the Town to use one of their tents to provide a space for the Election Watchers, who stayed all the way through to the end of the counting of the ballots. Mark Garcia and Dee Wesner served as the other two canvassers (besides myself) who certified the judge's count. As always, Tiffany Parker (La Plata County Clerk) and Karen Goldman (CML) were great resources for me. I could not have been successful in my duties as the Designated Election Official without all these individuals helping and supporting me. Thanks to each of them!

## **Licensing:**

With the COVID-19 Pandemic, there has not been much activity in license renewals. Once the office is re-opened, I will report again on the number of licenses in each area (Animal, Business, and Business Service).

## **Events:**

**May 14** Joint Work Session with La Plata Board of County Commissioners at 6:00 PM. You should each receive an invitation via email to a webinar; I will post the webinar information on the notice of the meeting on our website and at the physical locations within the Town.

## **Town of Ignacio Online:**

I continue to update the website and Facebook page with information regarding the Corona Virus and links to resources.

## **Record Keeping:**

Nothing new to report in this area.

## **Liquor Licensing:**

**TP Lounge:** This is a standard renewal and is on the consent agenda; per Chief's memo, there are no violations.

**Porky's Smokehouse:** There is a public hearing scheduled for the May 4 Board Meeting for Mr. Goetz's application for a new liquor license. This public hearing has been noticed in the newspaper. and he has posted the required sign on his business.

## **Treasurer:**

Attached are the finance reports for the month of March 2019; please let me know if you have any questions.

Thank you,

Tuggy

# TOWN OF IGNACIO

\*auditor prefers this way - 2 mos arrears

2019			2020			331310		% up/down from PY
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Year-To-Date	Difference		
Jan	28,710.70	28,710.70	1 Mar/Jan	29,756.06	29,756.06	1,045.36		3.64%
Feb	27,522.93	56,233.63	2 Apr/Feb		29,756.06	-26,477.57		-47.08%
Mar	26,204.27	82,437.90	3 May/Mar		29,756.06	-52,681.84		-63.90%
Apr	20,846.68	103,284.58	4 June/Apr		29,756.06	-73,528.52		-71.19%
May	28,741.86	132,026.44	5 July/May		29,756.06	-102,270.38		-77.46%
June	29,647.83	161,674.27	6 Aug/June		29,756.06	-131,918.21		-81.60%
July	32,704.63	194,378.90	7 Sept/July		29,756.06	-164,622.84		-84.69%
Aug	29,752.38	224,131.28	8 Oct/Aug		29,756.06	-194,375.22		-86.72%
Sept	29,400.34	253,531.62	9 Nov/Sept		29,756.06	-223,775.56		-88.26%
Oct	31,591.63	285,123.25	10 Dec/Oct		29,756.06	-255,367.19		-89.56%
Nov	33,782.92	318,906.17	11 Jan '20/Nov		29,756.06	-289,150.11		-90.67%
Dec	30,883.13	349,789.30	12 Feb '20/Dec					
<b>2019 City Total</b>	<b>349,789.30</b>		<b>2020 City Total</b>	<b>29,756.06</b>				-70.68%
				<b>2020 BUDGET</b>	<b>330,000.00</b>			

2019			2020			331330		% up/down from PY
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Year-To-Date	Difference		
Jan	61,061.00	61,061.00	1 Mar/Jan	67,251.00	67,251.00	6,190.00		10.14%
Feb	55,697.00	116,758.00	2 Apr/Feb	63,809.00	131,060.00	14,302.00		12.25%
Mar	64,570.00	181,328.00	3 May/Mar		131,060.00	-50,268.00		-27.72%
Apr	62,553.00	243,881.00	4 June/Apr		131,060.00	-112,821.00		-46.26%
May	68,842.00	312,723.00	5 July/May		131,060.00	-181,663.00		-58.09%
June	80,602.00	393,325.00	6 Aug/June		131,060.00	-262,265.00		-66.68%
July	86,270.00	479,595.00	7 Sept/July		131,060.00	-348,535.00		-72.67%
Aug	79,001.00	558,596.00	8 Oct/Aug		131,060.00	-427,536.00		-76.54%
Sept	79,784.00	638,380.00	9 Nov/Sept		131,060.00	-507,320.00		-79.47%
Oct	77,745.00	716,125.00	10 Dec/Oct		131,060.00	-585,065.00		-81.70%
Nov	74,268.00	790,393.00	11 Jan '20/Nov		131,060.00	-659,333.00		-83.42%
Dec	83,760.00	874,153.00	12 Feb '20/Dec					
<b>2019 County Total</b>	<b>874,153.00</b>		<b>2020 County Total</b>	<b>131,060.00</b>				-51.83%
				<b>2020 Budget</b>	<b>820,000.00</b>			

# TOWN OF IGNACIO

\*mark prefers this way - our budget reflects this

2019			2020			% up/down from PYM	Year-To-Date	Difference	% up/down from PYT
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Difference				
Jan	30,815.72	30,815.72	1 Jan	32,498.91	1,683.19	5.46%	32,498.91	1,683.19	5.46% nov
Feb	30,438.28	61,254.00	2 Feb	30,883.13	444.85	0.73%	63,382.04	2,128.04	3.47%
Mar	28,710.70	89,964.70	3 Mar	29,756.06	1,045.36	1.16%	93,138.10	3,173.40	3.53%
Apr	27,522.93	117,487.63	4 Apr		-27,522.93	-23.43%	93,138.10	-24,349.53	-20.73%
May	26,204.27	143,691.90	5 May		-26,204.27	-18.24%	93,138.10	-50,553.80	-35.18%
June	20,846.68	164,538.58	6 Jun		-20,846.68	-12.67%	93,138.10	-71,400.48	-43.39%
July	28,741.86	193,280.44	7 July		-28,741.86	-14.87%	93,138.10	-100,142.34	-51.81%
Aug	29,647.83	222,928.27	8 Aug		-29,647.83	-13.30%	93,138.10	-129,790.17	-58.22%
Sept	32,704.63	255,632.90	9 Sept		-32,704.63	-12.79%	93,138.10	-162,494.80	-63.57%
Oct	29,752.38	285,385.28	10 Oct		-29,752.38	-10.43%	93,138.10	-192,247.18	-67.36%
Nov	29,400.34	314,785.62	11 Nov		-29,400.34	-9.34%	93,138.10	-221,647.52	-70.41%
Dec	31,591.63	346,377.25	12 Dec		-31,591.63	-9.12%	93,138.10	-253,239.15	-73.11%
<b>2019 City Total</b>	<b>346,377.25</b>		<b>2019 City Total</b>	<b>93,138.10</b>					-39.28%
2020 BUDGET							330,000.00		

2019			2020			% up/down from PYM	Year-To-Date	Difference	% up/down from PYT
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Difference				
Jan	62,622.00	62,622.00	1 Jan	74,268.00	11,646.00	18.60%	74,268.00	11,646.00	18.60%
Feb	74,066.00	136,688.00	2 Feb	83,760.00	9,694.00	7.09%	158,028.00	21,340.00	15.61%
Mar	61,061.00	197,749.00	3 Mar	67,251.00	6,190.00	3.13%	225,279.00	27,530.00	13.92%
Apr	55,697.00	253,446.00	4 Apr	63,809.00	8,112.00	3.20%	289,088.00	35,642.00	14.06%
May	64,570.00	318,016.00	5 May		-64,570.00	-20.30%	289,088.00	-28,928.00	-9.10%
June	62,553.00	380,569.00	6 June		-62,553.00	-16.44%	289,088.00	-91,481.00	-24.04%
July	68,842.00	449,411.00	7 July		-68,842.00	-15.32%	289,088.00	-160,323.00	-35.67%
Aug	80,602.00	530,013.00	8 Aug		-80,602.00	-15.21%	289,088.00	-240,925.00	-45.46%
Sept	86,270.00	616,283.00	9 Sept		-86,270.00	-14.00%	289,088.00	-327,195.00	-53.09%
Oct	79,001.00	695,284.00	10 Oct		-79,001.00	-11.36%	289,088.00	-406,196.00	-58.42%
Nov	79,784.00	775,068.00	11 Nov		-79,784.00	-10.29%	289,088.00	-485,980.00	-62.70%
Dec	77,745.00	852,813.00	12 Dec		-77,745.00	-9.12%	289,088.00	-563,725.00	-66.10%
<b>2019 County Total</b>	<b>852,813.00</b>		<b>2019 County Total</b>	<b>289,088.00</b>					-24.37%
2020 BUDGET							820,000.00		

2020 Cap Improv #s

sales	Jan	16,249.46	48,748.37
	Feb	15,441.57	46,324.70
	Mar	14,878.03	44,634.09
	Apr		-
	May		-
	Jun		-
	July		-
	Aug		-
	Sept		-
	Oct		-
	Nov		-
	Dec		-
		<hr/>	
		46,569.06	

04/17/20  
16:10:40

TOWN OF IGNACIO  
Cash Report  
For the Accounting Period: 3/20

Page: 1 of 1  
Report ID: L160

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 WF Checking	758,136.19	246,957.01	0.00	136.57	152,788.90	852,167.73
Total Fund	758,236.19	246,957.01		136.57	152,788.90	852,267.73
300 CAPITAL IMPROVEMENT FUND						
110230 WF Checking	170,791.22	14,878.03	0.00	0.00	9,373.75	176,295.50
400 CONSERVATION TRUST FUND						
110230 WF Checking	61,695.50	1,773.64	0.00	0.00	0.00	63,469.14
500 ECONOMIC DEVELOPMENT FUND						
110230 WF Checking	110,662.75	0.00	0.00	0.00	0.00	110,662.75
610 WATER FUND						
110230 WF Checking	18,939.13	18,569.60	0.00	0.00	7,930.40	29,578.33
620 GAS FUND						
110230 WF Checking	116,337.41	30,625.93	0.00	0.00	11,568.85	135,394.49
630 SEWER FUND						
110230 WF Checking	-20,641.47	33,972.87	0.00	0.00	37,884.15	-24,552.75
640 IRRIGATION FUND						
110230 WF Checking	11,881.67	40.00	0.00	0.00	2,844.40	9,077.27
910 PAYROLL CLEARING FUND						
110230 WF Checking	17,071.02	0.00	94,588.41	90,466.06	0.00	21,193.37
930 CLAIMS CLEARING FUND						
110230 WF Checking	204,128.78	0.00	127,802.04	3,482.21	0.00	328,448.61
Totals	1,449,102.20	346,817.08	222,390.45	94,084.84	222,390.45	1,701,834.44

\*\*\* 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.

04/17/20  
16:09:24

TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
100 GENERAL FUND	243,759.57	587,870.48	2,034,550.00	1,446,679.52	29 %
300 CAPITAL IMPROVEMENT FUND	14,878.03	46,569.06	165,000.00	118,430.94	28 %
400 CONSERVATION TRUST FUND	1,773.64	1,773.64	20,000.00	18,226.36	9 %
500 ECONOMIC DEVELOPMENT FUND	0.00	0.00	50,010.00	50,010.00	0 %
610 WATER FUND	0.00	152,235.43	435,100.00	282,864.57	35 %
620 GAS FUND	0.00	83,720.66	263,500.00	179,779.34	32 %
630 SEWER FUND	0.00	73,030.27	577,500.00	504,469.73	13 %
640 IRRIGATION FUND	0.00	-120.00	50,500.00	50,620.00	0 %
Grand Total:	260,411.24	945,079.54	3,596,160.00	2,651,080.46	26 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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100 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
331000 TAXES/UNRESTRICTED COUNTY-STATE REV.					
331100 Property Tax	5,307.79	12,580.13	35,558.00	22,977.87	35 %
331200 Specific Ownership Tax	262.36	890.02	3,000.00	2,109.98	30 %
331310 City Sales Tax	29,756.06	93,138.10	330,000.00	236,861.90	28 %
331330 County Sales Tax	67,251.00	225,279.00	820,000.00	594,721.00	27 %
331420 Cigarette Tax	139.21	372.86	1,800.00	1,427.14	21 %
331510 CO HUTF - Highway Users	1,911.88	6,087.09	25,478.00	19,390.91	24 %
331520 LP County Motor Vehicle License	171.27	1,189.41	3,000.00	1,810.59	40 %
331530 LP County Road & Bridge	0.00	23.44	3,000.00	2,976.56	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:	104,799.57	339,560.05	1,244,336.00	904,775.95	27 %
332000 LICENSES / PERMITS					
332100 Business License Fee	60.00	652.50	2,200.00	1,547.50	30 %
332110 Liquor License Fee	0.00	0.00	1,700.00	1,700.00	0 %
332210 Building Permit & Inspection Fee	0.00	4,182.00	3,000.00	-1,182.00	139 %
332250 Vendor Permit Fee	0.00	75.00	200.00	125.00	38 %
332260 Animal License Fee	25.00	140.00	300.00	160.00	47 %
332270 Business Service License	200.00	700.00	2,250.00	1,550.00	31 %
332275 Excavation Permit Fee	0.00	0.00	150.00	150.00	0 %
Account Group Total:	285.00	5,749.50	9,800.00	4,050.50	59 %
333000 GRANTS / RESTRICTED FUNDS					
333158 HIDTA	0.00	23,523.01	93,000.00	69,476.99	25 %
333400 LGGF	138,455.00	138,455.00	138,455.00	0.00	100 %
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:	138,455.00	161,978.01	238,455.00	76,476.99	68 %
334000 FINES & FEES					
334110 Court Costs, Fines & Citations	205.00	240.00	1,000.00	760.00	24 %
334130 Plan/Zone Fee	0.00	0.00	1,500.00	1,500.00	0 %
334140 Reproduction Fee	0.00	85.00	20.00	-65.00	425 %
334160 NSF Fee	0.00	175.00	100.00	-75.00	175 %
334170 Notary Public Fee	15.00	15.00	100.00	85.00	15 %
334240 VIN Inspection	0.00	10.00	150.00	140.00	7 %
334400 Residential Trash	0.00	6,545.90	40,000.00	33,454.10	16 %
334401 Recycle	0.00	394.00	2,400.00	2,006.00	16 %
Account Group Total:	220.00	7,464.90	45,270.00	37,805.10	16 %
336000 Other Income					
336040 Equipment Sales	0.00	0.00	3,000.00	3,000.00	0 %
336050 Misc Income	0.00	11,598.02	12,000.00	401.98	97 %
336060 Police Department Reimbursement	0.00	0.00	10,000.00	10,000.00	0 %
336061 Resource Officer - School District	0.00	61,500.00	120,000.00	58,500.00	51 %
336300 Building Space Rental	0.00	20.00	1,000.00	980.00	2 %
336500 Enterprise Salary & Benefit Allocation	0.00	0.00	309,242.00	309,242.00	0 %
336501 Enterprise General Services Allocation	0.00	0.00	41,447.00	41,447.00	0 %



04/17/20  
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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

100 GENERAL FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
Account Group Total:	0.00	73,118.02	496,689.00	423,570.98		15 %
Fund Total:	243,759.57	587,870.48	2,034,550.00	1,446,679.52		29 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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Report ID: B110

300 CAPITAL IMPROVEMENT FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
333000 GRANTS / RESTRICTED FUNDS					
333415 Capital Improvement - Sales Tax	14,878.03	46,569.06	165,000.00	118,430.94	28 %
Account Group Total:	14,878.03	46,569.06	165,000.00	118,430.94	28 %
Fund Total:	14,878.03	46,569.06	165,000.00	118,430.94	28 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

400 CONSERVATION TRUST FUND

Account	Received			Revenue	%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
333000 GRANTS / RESTRICTED FUNDS					
333100 GoCo Grant	0.00	0.00	20,000.00	20,000.00	0 %
333580 Lottery Income	1,773.64	1,773.64	0.00	-1,773.64	** %
Account Group Total:	1,773.64	1,773.64	20,000.00	18,226.36	9 %
Fund Total:	1,773.64	1,773.64	20,000.00	18,226.36	9 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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Report ID: B110

500 ECONOMIC DEVELOPMENT FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
333000 GRANTS / RESTRICTED FUNDS					
333851 DOLA DCI Plan Grant	0.00	0.00	50,000.00	50,000.00	0 %
Account Group Total:	0.00	0.00	50,000.00	50,000.00	0 %
336000 Other Income					
336100 Interest Income	0.00	0.00	10.00	10.00	0 %
Account Group Total:	0.00	0.00	10.00	10.00	0 %
Fund Total:	0.00	0.00	50,010.00	50,010.00	0 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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Report ID: B110

610 WATER FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
333000 GRANTS / RESTRICTED FUNDS					
333449 Infrastructure DOLA Grant	0.00	111,830.47	0.00	-111,830.47	** %
Account Group Total:	0.00	111,830.47	0.00	-111,830.47	** %
334000 FINES & FEES					
334120 Late Fee	0.00	2,080.00	10,000.00	7,920.00	21 %
334419 Reconnect Fee	0.00	400.00	2,500.00	2,100.00	16 %
334420 Metered Water Sales	0.00	36,388.96	340,000.00	303,611.04	11 %
334430 Tap Fee	0.00	0.00	7,600.00	7,600.00	0 %
334440 Ready To Serve Fee	0.00	1,536.00	8,000.00	6,464.00	19 %
Account Group Total:	0.00	40,404.96	368,100.00	327,695.04	11 %
339000 In House Transfer					
339100 Transfer In	0.00	0.00	67,000.00	67,000.00	0 %
Account Group Total:	0.00	0.00	67,000.00	67,000.00	0 %
Fund Total:	0.00	152,235.43	435,100.00	282,864.57	35 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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Report ID: B110

620 GAS FUND

Account	Received			Revenue	%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
334000 FINES & FEES					
334412 Gas Residential	0.00	52,724.07	150,000.00	97,275.93	35 %
334413 Gas Commercial	0.00	24,800.40	100,000.00	75,199.60	25 %
334415 Gas Stand By Fee	0.00	1,971.25	3,500.00	1,528.75	56 %
334470 Gas Tax	0.00	4,224.94	10,000.00	5,775.06	42 %
Account Group Total:	0.00	83,720.66	263,500.00	179,779.34	32 %
Fund Total:	0.00	83,720.66	263,500.00	179,779.34	32 %

04/17/20  
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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

630 SEWER FUND

Account		Received			Revenue	%
		Current Month	Received YTD	Estimated 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	73,030.27	550,000.00	476,969.73	13 %
Account Group Total:		0.00	73,030.27	552,500.00	479,469.73	13 %
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:		0.00	73,030.27	577,500.00	504,469.73	13 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 20

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Report ID: B110

640 IRRIGATION FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
334000 FINES & FEES					
334430 Tap Fee	0.00	0.00	500.00	500.00	0 %
334480 Irrigation Water	0.00	-120.00	50,000.00	50,120.00	0 %
Account Group Total:	0.00	-120.00	50,500.00	50,620.00	0 %
Fund Total:	0.00	-120.00	50,500.00	50,620.00	0 %
Grand Total:	260,411.24	945,079.54	3,596,160.00	2,651,080.46	26 %



04/17/20  
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TOWN OF IGNACIO  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 20

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL FUND	152,847.89	447,693.81	1,874,222.00	1,874,222.00	1,426,528.19	24 %
200 IMPACT FEES FUND	0.00	0.00	4,077.00	4,077.00	4,077.00	0 %
300 CAPITAL IMPROVEMENT FUND	9,373.75	21,931.03	200,000.00	200,000.00	178,068.97	11 %
400 CONSERVATION TRUST FUND	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
500 ECONOMIC DEVELOPMENT FUND	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
610 WATER FUND	7,930.40	26,116.44	444,331.00	444,331.00	418,214.56	6 %
620 GAS FUND	11,568.85	53,005.13	285,256.00	285,256.00	232,250.87	19 %
630 SEWER FUND	37,884.15	113,652.45	582,944.00	582,944.00	469,291.55	19 %
640 IRRIGATION FUND	2,844.40	2,905.36	49,697.00	49,697.00	46,791.64	6 %
Grand Total:	222,449.44	665,304.22	3,580,527.00	3,580,527.00	2,915,222.78	19 %

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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	1,800.00	7,200.00	7,200.00	5,400.00	25 %
2200	FICA	37.20	111.60	446.00	446.00	334.40	25 %
2250	Medicare	8.72	26.16	104.00	104.00	77.84	25 %
2500	Unemployment Insurance	1.83	5.49	22.00	22.00	16.51	25 %
5800	Travel, Training & Meetings	0.00	60.10	3,000.00	3,000.00	2,939.90	2 %
5810	Hosting Joint Meetings	0.00	304.17	1,500.00	1,500.00	1,195.83	20 %
	Account Total:	647.75	2,307.52	12,272.00	12,272.00	9,964.48	19 %
	Account Group Total:	647.75	2,307.52	12,272.00	12,272.00	9,964.48	19 %
412000 Judicial							
412000 Judicial							
3200	Professional Service - Judge	0.00	250.00	3,000.00	3,000.00	2,750.00	8 %
5800	Travel, Training & Meetings	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	250.00	4,000.00	4,000.00	3,750.00	6 %
	Account Group Total:	0.00	250.00	4,000.00	4,000.00	3,750.00	6 %
414000 Elections							
414000 Elections							
1105	Election Judges	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4600	Election Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	Account Group Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	%
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	4,409.60	13,228.80	57,325.00	57,325.00	44,096.20	23 %
1102	Deputy Clerk/Treasurer Salaries	2,045.16	6,446.44	37,856.00	37,856.00	31,409.56	17 %
1103	Admin Assist/Fin Coordinator Salaries	3,870.43	12,896.33	51,376.00	51,376.00	38,479.67	25 %
1200	Overtime	0.00	0.00	1,893.00	1,893.00	1,893.00	%
2100	Health Insurance	1,431.40	3,776.40	21,012.00	21,012.00	17,235.60	18 %
2101	Life Insurance	5.81	14.54	101.00	101.00	86.46	14 %
2102	Dental Insurance	42.00	105.00	1,008.00	1,008.00	903.00	10 %
2103	Vision Insurance	6.00	15.00	384.00	384.00	369.00	4 %
2104	Aflac	315.32	823.84	1,608.00	1,608.00	784.16	51 %
2200	FICA	664.52	2,092.52	14,362.00	14,362.00	12,269.48	15 %
2250	Medicare	155.41	489.37	3,359.00	3,359.00	2,869.63	15 %
2300	Retirement	376.50	1,131.09	8,919.00	8,919.00	7,787.91	13 %
2500	Unemployment Insurance	32.16	101.27	689.00	689.00	587.73	15 %
	Account Total:	13,354.31	41,120.60	283,092.00	283,092.00	241,971.40	15 %
	Account Group Total:	13,354.31	41,120.60	283,092.00	283,092.00	241,971.40	15 %
416000 ADMINISTRATION OPERATING							
416000 ADMINISTRATION OPERATING							
2600	Workers Comp	0.00	9,401.00	37,604.00	37,604.00	28,203.00	25 %
2700	Insurance	0.00	9,101.41	29,130.00	29,130.00	20,028.59	31 %
3000	Contract Work	9,630.00	18,120.00	10,000.00	10,000.00	-8,120.00	181 %
3201	Legal Service - Attorney	596.70	1,874.42	10,000.00	10,000.00	8,125.58	19 %
3203	Professional Service - Audit	0.00	0.00	14,250.00	14,250.00	14,250.00	%

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## 100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4110	Utilities - Water	149.69	454.31	2,700.00	2,700.00	2,245.69	17 %
4120	Utilities - Sewer	110.85	504.90	3,500.00	3,500.00	2,995.10	14 %
4130	Utilities - Electric	628.72	1,883.07	8,000.00	8,000.00	6,116.93	24 %
4150	Utilities - Gas	650.24	1,727.59	3,000.00	3,000.00	1,272.41	58 %
4160	Telephone	253.90	511.95	2,000.00	2,000.00	1,488.05	26 %
4162	Cell Phone	638.60	1,438.99	5,500.00	5,500.00	4,061.01	26 %
4164	IT Services & Maintenance	0.00	0.00	12,000.00	12,000.00	12,000.00	%
4165	Internet Line	77.90	1,509.70	3,000.00	3,000.00	1,490.30	50 %
4166	IT Equipment & Supplies	0.00	0.00	5,000.00	5,000.00	5,000.00	%
4191	Recording fees	0.00	116.00	500.00	500.00	384.00	23 %
4304	Building R & M	15,912.03	16,412.03	2,500.00	2,500.00	-13,912.03	656 %
4444	Intergovernmental Payments	16,200.00	18,008.00	19,008.00	19,008.00	1,000.00	95 %
4950	Misc Expense	0.00	100.00	0.00	0.00	-100.00	%
4951	Community Christmas	0.00	0.00	200.00	200.00	200.00	%
4952	Community Support	1,000.00	1,434.18	1,000.00	1,000.00	-434.18	143 %
5400	Advertising/Public Notice	0.00	0.00	2,000.00	2,000.00	2,000.00	%
5420	Cleaning Service	276.25	552.50	3,315.00	3,315.00	2,762.50	17 %
5430	Office equipment L & M	363.00	363.00	1,452.00	1,452.00	1,089.00	25 %
5440	Publication Legal Notice	0.00	0.00	500.00	500.00	500.00	%
5500	Printing Service	483.32	1,201.81	4,000.00	4,000.00	2,798.19	30 %
5550	Bank Service Charge	136.57	514.06	800.00	800.00	285.94	64 %
5600	Office Supplies	207.16	657.00	4,000.00	4,000.00	3,343.00	16 %
5650	Operating Supplies	20.97	371.57	4,000.00	4,000.00	3,628.43	9 %
5800	Travel, Training & Meetings	17.81	168.41	3,000.00	3,000.00	2,831.59	6 %
5820	Special Events	0.00	0.00	1,000.00	1,000.00	1,000.00	%
6150	Postage	503.50	1,018.50	4,800.00	4,800.00	3,781.50	21 %
6260	Gas & Oil	106.88	329.67	1,500.00	1,500.00	1,170.33	22 %
6450	Membership Fees	-22.58	5,949.42	8,000.00	8,000.00	2,050.58	74 %
	Account Total:	47,941.51	93,723.49	207,259.00	207,259.00	113,535.51	45 %
	Account Group Total:	47,941.51	93,723.49	207,259.00	207,259.00	113,535.51	45 %
419000	COMMUNITY DEVELOPMENT						
419000	COMMUNITY DEVELOPMENT						
1104	Planner Salaries	0.00	0.00	15,000.00	15,000.00	15,000.00	%
2200	FICA	20.46	44.64	930.00	930.00	885.36	5 %
2250	Medicare	4.78	10.45	218.00	218.00	207.55	5 %
2500	Unemployment Insurance	1.00	2.17	45.00	45.00	42.83	5 %
2501	Professional Service - Consulting	930.00	5,860.00	20,000.00	20,000.00	14,140.00	29 %
3205	Building Inspections	330.00	720.00	0.00	0.00	-720.00	%
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:	1,286.24	6,637.26	37,443.00	37,443.00	30,805.74	18 %
	Account Group Total:	1,286.24	6,637.26	37,443.00	37,443.00	30,805.74	18 %
420000	PUBLIC SAFETY SALARIES & BENEFITS						

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100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
420000 PUBLIC SAFETY SALARIES & BENEFITS							
1106	Chief Salaries	8,209.60	24,628.80	106,725.00	106,725.00	82,096.20	23 %
1107	Sergeant Salaries	6,276.80	20,007.30	81,598.00	81,598.00	61,590.70	25 %
1108	Officers Salaries	24,178.57	77,999.18	313,154.00	313,154.00	235,154.82	25 %
1110	Resource Officer	3,990.40	11,971.20	81,089.00	81,089.00	69,117.80	15 %
1180	P/T Clerk Salaries	166.40	499.20	2,000.00	2,000.00	1,500.80	25 %
1200	Overtime	3,798.91	11,293.16	39,475.00	39,475.00	28,181.84	29 %
2100	Health Insurance	4,943.16	12,357.90	80,076.00	80,076.00	67,718.10	15 %
2101	Life Insurance	20.58	51.45	286.00	286.00	234.55	18 %
2102	Dental Insurance	555.00	1,387.50	4,284.00	4,284.00	2,896.50	32 %
2103	Vision Insurance	82.00	205.00	612.00	612.00	407.00	33 %
2104	Aflac	1,116.36	2,790.90	918.00	918.00	-1,872.90	304 %
2130	Legal Insurance	0.00	0.00	2,000.00	2,000.00	2,000.00	%
2200	FICA	10.32	30.96	124.00	124.00	93.04	25 %
2250	Medicare	609.17	1,955.65	8,476.00	8,476.00	6,520.35	23 %
2350	Police Pension	2,725.92	8,178.50	38,067.00	38,067.00	29,888.50	21 %
2450	Death & Disability	1,183.94	3,552.08	16,312.00	16,312.00	12,759.92	22 %
2500	Unemployment Insurance	139.86	439.17	1,748.00	1,748.00	1,308.83	25 %
	Account Total:	58,006.99	177,347.95	776,944.00	776,944.00	599,596.05	23 %
	Account Group Total:	58,006.99	177,347.95	776,944.00	776,944.00	599,596.05	23 %
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	208.18	661.20	7,000.00	7,000.00	6,338.80	9 %
4444	Intergovernmental Payments	690.62	11,871.86	16,989.00	16,989.00	5,117.14	70 %
4950	Misc Expense	0.00	135.00	300.00	300.00	165.00	45 %
4980	Animal Control	0.00	0.00	300.00	300.00	300.00	%
5420	Cleaning Service	48.75	97.50	585.00	585.00	487.50	17 %
5650	Operating Supplies	519.63	3,630.67	10,000.00	10,000.00	6,369.33	36 %
5800	Travel, Training & Meetings	0.00	1,696.47	3,000.00	3,000.00	1,303.53	57 %
6110	Uniforms	0.00	822.70	3,000.00	3,000.00	2,177.30	27 %
6140	Other DS Costs	0.00	1,661.05	0.00	0.00	-1,661.05	%
6160	Dispatch (Radio) Service	0.00	0.00	10,000.00	10,000.00	10,000.00	%
6230	Firearms & Supplies	0.00	480.00	1,500.00	1,500.00	1,020.00	32 %
6260	Gas & Oil	1,268.19	4,170.89	17,000.00	17,000.00	12,829.11	25 %
6450	Membership Fees	0.00	2,987.00	4,800.00	4,800.00	1,813.00	62 %
8400	Contribution	0.00	51.02	200.00	200.00	148.98	26 %
9010	Capital - Vehicles	0.00	0.00	38,000.00	38,000.00	38,000.00	%
	Account Total:	2,735.37	28,265.36	113,174.00	113,174.00	84,908.64	25 %
	Account Group Total:	2,735.37	28,265.36	113,174.00	113,174.00	84,908.64	25 %
430000 PUBLIC WORKS SALARIES & BENEFITS							
430000 PUBLIC WORKS SALARIES & BENEFITS							
1109	Public Works Director Salaries	4,215.26	12,645.78	54,558.00	54,558.00	41,912.22	23 %
1111	Foreman Salaries	3,884.40	11,512.80	48,672.00	48,672.00	37,159.20	24 %
1112	Maintenance Worker I Salaries	8,323.58	24,501.48	102,586.00	102,586.00	78,084.52	24 %
1200	Overtime	0.00	0.00	7,563.00	7,563.00	7,563.00	%
2100	Health Insurance	3,050.94	7,626.54	42,324.00	42,324.00	34,697.46	18 %
2101	Life Insurance	13.79	34.46	168.00	168.00	133.54	21 %
2102	Dental Insurance	213.00	532.50	2,016.00	2,016.00	1,483.50	26 %

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100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2103	Vision Insurance	31.00	77.50	288.00	288.00	210.50	27 %
2104	Aflac	299.52	748.62	1,200.00	1,200.00	451.38	62 %
2200	FICA	968.04	2,890.88	12,761.00	12,761.00	9,870.12	23 %
2250	Medicare	226.40	676.14	2,984.00	2,984.00	2,307.86	23 %
2300	Retirement	781.82	2,343.87	10,291.00	10,291.00	7,947.13	23 %
2500	Unemployment Insurance	49.23	145.87	617.00	617.00	471.13	24 %
	Account Total:	22,056.98	63,736.44	286,028.00	286,028.00	222,291.56	22 %
	Account Group Total:	22,056.98	63,736.44	286,028.00	286,028.00	222,291.56	22 %
431000	PUBLIC WORKS OPERATING						
431000	PUBLIC WORKS OPERATING						
3000	Contract Work	0.00	0.00	7,500.00	7,500.00	7,500.00	%
3415	Clinic & Hospital	165.00	420.00	500.00	500.00	80.00	84 %
3910	Residential Trash	2,613.54	7,831.36	32,000.00	32,000.00	24,168.64	24 %
3911	Recycle	0.00	390.00	2,000.00	2,000.00	1,610.00	20 %
4130	Utilities - Electric	21.50	64.50	0.00	0.00	-64.50	%
4225	Rental Equipment & Supplies	0.00	126.45	1,000.00	1,000.00	873.55	13 %
4300	Equipment R & M	626.24	3,689.88	8,000.00	8,000.00	4,310.12	46 %
4306	Vehicle R & M	38.24	233.35	5,000.00	5,000.00	4,766.65	5 %
4308	Building & Property R & M	0.00	0.00	500.00	500.00	500.00	%
4309	Mosquito Control	0.00	0.00	9,010.00	9,010.00	9,010.00	%
4313	Street Repairs	1,163.00	11,685.30	50,000.00	50,000.00	38,314.70	23 %
4316	Street Lights - Electric	1,332.00	4,002.00	20,000.00	20,000.00	15,998.00	20 %
4318	Street Signs	0.00	112.00	2,000.00	2,000.00	1,888.00	6 %
4365	Seasonal Decorations	0.00	58.15	500.00	500.00	441.85	12 %
5800	Travel, Training & Meetings	0.00	100.00	500.00	500.00	400.00	20 %
6003	Supplies R & M	216.64	1,362.79	4,000.00	4,000.00	2,637.21	34 %
6004	Tools	0.00	1,091.57	500.00	500.00	-591.57	218 %
6110	Uniforms	0.00	1,311.90	3,000.00	3,000.00	1,688.10	44 %
6260	Gas & Oil	642.58	1,825.94	5,000.00	5,000.00	3,174.06	37 %
	Account Total:	6,818.74	34,305.19	151,010.00	151,010.00	116,704.81	23 %
	Account Group Total:	6,818.74	34,305.19	151,010.00	151,010.00	116,704.81	23 %
452000	PARKS						
452000	PARKS						
6003	Supplies R & M	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Group Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Fund Total:	152,847.89	447,693.81	1,874,222.00	1,874,222.00	1,426,528.19	24 %

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200 IMPACT FEES FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
828000							
828452	PARK IMPACT						
	4522 Park Impact	0.00	0.00	4,077.00	4,077.00	4,077.00	%
	Account Total:	0.00	0.00	4,077.00	4,077.00	4,077.00	%
	Account Group Total:	0.00	0.00	4,077.00	4,077.00	4,077.00	%
	Fund Total:	0.00	0.00	4,077.00	4,077.00	4,077.00	%

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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							
6454	CIP Transfer Out	0.00	0.00	50,000.00	50,000.00	50,000.00	%
9202	Project/Labor Match	9,373.75	21,931.03	150,000.00	150,000.00	128,068.97	15 %
	Account Total:	9,373.75	21,931.03	200,000.00	200,000.00	178,068.97	11 %
	Account Group Total:	9,373.75	21,931.03	200,000.00	200,000.00	178,068.97	11 %
	Fund Total:	9,373.75	21,931.03	200,000.00	200,000.00	178,068.97	11 %

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400 CONSERVATION TRUST FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
7000000							
700452	CONSERVATION TRUST						
	9000 Capital Outlay	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Group Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Fund Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%



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500 ECONOMIC DEVELOPMENT FUND

Account	Object	Committed	Committed	Original	Current	Available	%
		Current Month	YTD	Appropriation	Appropriation	Appropriation	Committed
500000							
500463	ECONOMIC DEVELOPMENT						
	3207 DCI Grant	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Group Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Fund Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%

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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	2,500.00	2,500.00	2,500.00	%
3204	Professional Service - Engineer	0.00	0.00	25,000.00	25,000.00	25,000.00	%
5800	Travel, Training & Meetings	237.00	429.00	500.00	500.00	71.00	86 %
5901	Enterprise Salaray & Benefit	0.00	0.00	91,705.00	91,705.00	91,705.00	%
5902	Enterprise General Services Allocation	0.00	0.00	15,351.00	15,351.00	15,351.00	%
6003	Supplies R & M	0.00	0.00	1,500.00	1,500.00	1,500.00	%
6004	Tools	0.00	47.24	500.00	500.00	452.76	9 %
6025	Water Tests	35.00	430.00	3,000.00	3,000.00	2,570.00	14 %
6100	Purchased Water	7,658.40	24,935.20	220,000.00	220,000.00	195,064.80	11 %
6450	Membership Fees	0.00	275.00	275.00	275.00	0.00	100 %
9000	Capital Outlay	0.00	0.00	84,000.00	84,000.00	84,000.00	%
	Account Total:	7,930.40	26,116.44	444,331.00	444,331.00	418,214.56	6 %
	Account Group Total:	7,930.40	26,116.44	444,331.00	444,331.00	418,214.56	6 %
	Fund Total:	7,930.40	26,116.44	444,331.00	444,331.00	418,214.56	6 %

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TOWN OF IGNACIO  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 20

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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	23.84	41.72	1,000.00	1,000.00	958.28	4 %
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	0.00	0.00	1,500.00	1,500.00	1,500.00	%
5901	Enterprise Salaray & Benefit	0.00	0.00	91,705.00	91,705.00	91,705.00	%
5902	Enterprise General Services Allocation	0.00	0.00	15,351.00	15,351.00	15,351.00	%
6003	Supplies R & M	0.00	1,414.15	2,000.00	2,000.00	585.85	71 %
6004	Tools	0.00	56.38	0.00	0.00	-56.38	%
6210	Natural Gas Purchase	11,545.01	51,492.88	115,000.00	115,000.00	63,507.12	45 %
6220	Gas Sales Tax	0.00	0.00	10,000.00	10,000.00	10,000.00	%
6250	Energy Outreach Colorado	0.00	0.00	2,000.00	2,000.00	2,000.00	%
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	%
9140	Transfers Out	0.00	0.00	42,000.00	42,000.00	42,000.00	%
	Account Total:	11,568.85	53,005.13	285,256.00	285,256.00	232,250.87	19 %
	Account Group Total:	11,568.85	53,005.13	285,256.00	285,256.00	232,250.87	19 %
	Fund Total:	11,568.85	53,005.13	285,256.00	285,256.00	232,250.87	19 %

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TOWN OF IGNACIO  
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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						
3204	Professional Service - Engineer	0.00	0.00	27,000.00	27,000.00	27,000.00	%
5800	Travel, Training & Meetings	0.00	0.00	500.00	500.00	500.00	%
5901	Enterprise Salaray & Benefit	0.00	0.00	91,705.00	91,705.00	91,705.00	%
5902	Enterprise General Services Allocation	0.00	0.00	7,675.00	7,675.00	7,675.00	%
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	37,884.15	113,652.45	453,564.00	453,564.00	339,911.55	25 %
	Account Total:	37,884.15	113,652.45	582,944.00	582,944.00	469,291.55	19 %
	Account Group Total:	37,884.15	113,652.45	582,944.00	582,944.00	469,291.55	19 %
	Fund Total:	37,884.15	113,652.45	582,944.00	582,944.00	469,291.55	19 %

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640 IRRIGATION FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
640000 IRRIGATION SALARIES & BENEFITS							
640416 IRRIGATIONS OPERATIONS							
	3000 Contract Work	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	3204 Professional Service - Engineer	0.00	0.00	500.00	500.00	500.00	%
	4315 Water Rights	2,813.73	2,813.73	3,000.00	3,000.00	186.27	94 %
	5901 Enterprise Salaray & Benefit	0.00	0.00	34,127.00	34,127.00	34,127.00	%
	5902 Enterprise General Services Allocation	0.00	0.00	3,070.00	3,070.00	3,070.00	%
	6003 Supplies R & M	30.67	91.63	3,000.00	3,000.00	2,908.37	3 %
	9000 Capital Outlay	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	2,844.40	2,905.36	49,697.00	49,697.00	46,791.64	6 %
	Account Group Total:	2,844.40	2,905.36	49,697.00	49,697.00	46,791.64	6 %
	Fund Total:	2,844.40	2,905.36	49,697.00	49,697.00	46,791.64	6 %
	Grand Total:	222,449.44	0.00				
			665,304.22	3,580,527.00	3,580,527.00	2,915,222.78	19 %

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TOWN OF IGNACIO  
Payroll Summary For Payrolls from 03/01/20 to 03/31/20

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Total for Payroll Checks  
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	Employee	Employer	Amount
	-----	-----	-----
COMP HOURS (Comp Time Used)	21.50		432.10
J004 HOURS (CELL PHONE ALLO)	0.00		184.60
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
J015 HOURS (IN LIEU OF INSU)	0.00		394.18
OVER HOURS (Overtime)	102.25		4,649.81
REG HOURS (Regular Time)	2,390.00		65,278.36
SICK HOURS (Sick Time)	78.00		1,320.80
VACA HOURS (Vacation Time Used)	88.00		2,599.58
GROSS PAY	74,859.43	0.00	
NET PAY	51,729.24	0.00	
NET PAY (CHECKS)	4,545.96		
NET PAY (DIRECT DEPOSIT)	47,183.28		
AFLAC-AFTERTAX	0.00	452.40	
AFLAC-PRETAX	50.32	1,278.80	
CEBT DENTAL	0.00	810.00	
CEBT HEALTH	5,272.32	9,031.32	
CEBT LIFE	77.30	40.18	
CEBT VISION	0.00	119.00	
FIT	6,384.35	0.00	
FPPA	3,748.08	2,725.92	
FPPA DROP	903.06	0.00	
FPPA-457	779.32	0.00	
FPPA-AD&D	0.00	1,183.94	
GARNISHMENT2	46.14	0.00	
ICMA RET 401	995.28	1,158.32	
MEDICARE	1,004.48	1,004.48	
SIT	2,169.00	0.00	
SOCIAL SECURITY	1,700.54	1,700.54	
UNEMPL. INSUR.	0.00	224.08	
BANK 4	3,867.67	0.00	
BANK 5	1,006.75	0.00	
BANK 7	2,912.00	0.00	
FIRST NATIONAL	69.26	0.00	
SANDIA LAB FCU	20.00	0.00	
USAA	3,548.23	0.00	
VECTRA BANK CO	3,080.82	0.00	
WELLS FARGO	30,731.36	0.00	
WELLS FARGO AZ	69.26	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	1,808.67	0.00	
FIT/SIT BASE	62,849.15	0.00	
MEDICARE BASE	69,274.89	0.00	
SOC SEC BASE	27,428.11	0.00	
UN BASE	74,674.83	0.00	

Total 19,728.98  
Total Payroll Expense (Gross Pay + Employer Contributions): 94,588.41

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TOWN OF IGNACIO  
Payroll Summary For Payrolls from 03/01/20 to 03/31/20

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Check Summary

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Payroll Checks Prev. Out.       \$6,391.85  
Payroll Checks Issued       \$4,592.10  
Payroll Checks Redeemed       \$0.00  
Payroll Checks Outstanding   \$10,983.95  
Electronic Checks       \$90,466.06

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security       3401.08		3401.08		221700
Medicare       2008.96		2008.96		221710
Unempl. Insur.       224.08	469.89	693.83	0.14	221760
FIT       6384.35		6384.35		221720
SIT       2169.00		2169.00		221730
FPPA       6474.00		6474.00		221742
AFLAC-PRETAX       1329.12		1329.12		221757
FPPA-457       779.32		779.32		221742
FPPA-AD&D       1183.94		1183.94		221743
ICMA RET 401       2153.60		2153.60		221741
AFLAC-AFTERTAX       452.40		452.40		221757
CEBT DENTAL       810.00		810.00		221754
CEBT HEALTH       14303.64		14303.64		221751
CEBT LIFE       117.48		117.48		221755
CEBT VISION       119.00		119.00		221756
GARNISHMENT2       46.14		46.14		221781
FPPA DROP       903.06		903.06		221742
 Total Ded.       42859.17	 469.89	 43328.92	 0.14	

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

**Ignacio Police Department  
Monthly Report – April 2020**

Congrats to the Board Members that were re-elected. I also want to thank you and the other members of the Town Board for your time and commitment to our town.

Officers continue to work normal hours during the COVID 19 pandemic. We've been careful and fortunate that none of our officers have been infected with the virus. We currently have enough PPE (personal protective equipment) to last through May. We have additional equipment ordered and using a "Burn Rate" formula, we should be okay.

In your packets is a memo regarding the Tee Pee Lounge liquor license renewal. There have been no violations there in the last year and no issues to report.

I am currently working on and plan to submit the Limited Gaming Grant for approximately \$160,000 and another federal grant, the Edward Byrne Memorial Justice Assistance Grant (JAG) to help pay for the replacement of our 800MHz. radios, for approximately \$30,000. Both of these grant submissions require knowledge and approval of the Town Board to submit. **\*\* Therefore, I am requesting your approval to submit both grants within the next 45 days. \*\***

During this last month, which coincides with the "Stay at Home Order" we have seen an increase in family disturbances. Last year at this time, we had 3 family disturbances. This same time frame for 2020, we've had 8. Most people are intoxicated or under the influence of other substances.

I and Mark are currently participating in numerous Zoom or Go to Meetings weekly. Currently, I participate in the Emergency Operations Centers, the Stakeholders, Public Health Order Enforcement and the Executive Policy Group web-based meetings and we've averaged 10 of these weekly.

If you have any questions or concerns, please call at 563-4206, ext. 301. Thanks.



Town of Ignacio Public Works Department  
April Staff Report  
4-20-20

Town of Ignacio received and completed 11 one call/811 tickets in the month of March.

Gas System

- PW reports 0 incidents in the month of April.

Water System

- PW reports 1 incident in the month of April.
- PWD responded to one small water leak at 123 Romero, one of the unions on the water meter was not tightened properly and it was fixed and repaired on site immediately.
- PWD will start installing new water meters in the month of May once we receive the proper training on how to use the new system and laptop.

Sewer System

- PW reports 0 incidents in the month of April.
- PWD flushed sewer lines on 4/9/20 and will continue to flush as needed. We are currently flushing more frequently due to the fact there is a toilet paper shortage and there have been a lot of non-flushable items found in our sewer mains.

Parks & Recreation

- Completed monthly inspections of Shoshone & Campbell parks.
- Playground equipment has been caution taped off for the safety of our kids with this COVID-19 pandemic.
- Trash at both parks will be checked once a week.

Irrigation System & Storm Drains

- Towns irrigation system has been completely winterized at this point.
- PWD will turn on irrigation as soon as we receive water from the BIA ditch, and once the river elevation has risen enough to flow into our intake pipe. I drove down to the river inlet on 4/14/20 and it was not at a high enough elevation yet to reach our intake. I will monitor this closely.

Streets & ROW

- Street Sweeping will be done more frequently now that the weather is getting nicer.
- Snow plowing will continue as needed.
- PWD will continue to fill potholes in all of the alleys weather permitting and as needed.
- Trash cans on Goddard Ave and Browning Ave will be checked once a week.

PWD Equipment & Maintenance

- PWD worked on three oil changes within the last two weeks on Police cars and one Town vehicle.

Staff & Administration

- PW Director has all staff working on "rotation" type shifts, and no more than 2 guys working together at a time. As far as the on-call goes there has been no change and we are all taking turns with the on-call phone. With this shortage of PPE and face masks especially, all of my department have been wearing either hunting masks or bandanas as a form of protection on the face. If any of my staff show any signs of being sick they will be sent home to self-quarantine for 14 days as a precaution.
- "Spring Clean up" has been postponed for now. We will reschedule at a later date.



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## Town Managers Report

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**DATE:** April 16, 2020

**REPORT PERIOD:** April 6, 2020 – April 15, 2020

This report focuses on items within the Town Board Meeting Agenda and also on work completed during the report period listed above.

### **TOWN BOARD MEETING AGENDA ITEMS**

#### **V. UNFINISHED BUSINESS:**

- A. Resolution 07-2020 COLOTRUST Investment Authorization – Enclosed is a resolution authorizing the establishment of a COLOTRUST account that will be used for depositing Town funds into interest bearing accounts. We have discussed the advantages of gaining better returns on our funds currently within our checking accounts. Dee and I are continuing to review which options are best for the Town, which includes options with our current accounts with Wells Fargo. Approval of this resolution will allow us to proceed with account setup but we won't transfer funds until we present our recommendations to the Town Board. Please contact Dee or I with questions.

#### **VI. NEW BUSINESS:**

- A. Organizational Assessment and Retreat Proposal Review – During the budget workshop back in the fall of 2019, we discussed the need for a retreat and time spent on strategic planning. We concurred that this would be best timed after the elections. As such, I have been working with Sandhya Tillotson who is the founder and principal of Sagebrush Limited. Information on her and associated work is included in your packet for your review. Sandhya has been working in Ignacio and has successfully written grants for the Creative District and also completed work for the ELHI Board of Directors. I think she has a solid understanding of our community, and has strong skills and experience that will be instrumental in leading us through our work and desired objectives. I discussed a plan with Sandhya that would begin with her visiting with each of you and department heads and gaining a full understanding of issues, priorities, interests that are important to all involved. She will have some specific questions on items that she and I have discussed, but it will also be a free-flowing conversation where you can add things of importance or areas of concern. These conversations can occur via Zoom individually and commence in May. This work and effort is essentially an Organizational Assessment that will delve into current and future organization needs and/or issues that provide critical information and understanding that is essential for strategic planning. Once she's completed all the calls she will synthesize this into a report that we will review and analyze. This is Phase I in her proposal. If this work is useful and meaningful, we will then plan on Phase II, which is the retreat itself and it will be structured using the findings in Organizational Assessment report. Phase II retreat timing

will be determined once we have a better idea of the local virus conditions. The intended end-result from the two phases of work will be a Strategic Plan for our organization, which will be for a period of time that is to be selected following the Phase I work. The planning period could be 2-5 years depending on the tasks and desired outcomes. I will report on this work in more detail during the meeting, but feel free to contact me in advance with any questions.

- B. Utility Payment and Fee Discussion – In March, the Mayor and I decided to waive late utility fees in conjunction with the closure of Town Hall and associated services. We need to discuss this and determine what the Board desire is for the current (April) and future billing periods. We have been notified by SUUD that they will not be charging late fees, and the correspondence is enclosed in your packet. We are working with Black Mountain (i.e. utility billing software) on a report that will provide information on current payment status and we will share this once we have it. We can discuss this in more detail during our meeting.
- C. COVID-19 Update – We will provide any new or relevant information on the current state of affairs in Ignacio and within the region. Staff is regularly updating the Town of Ignacio website and our Facebook page with information as it is received. Please check it out and contact Tuggy or I with any questions.

#### **VII.D TOWN MANAGER REPORT**

Staff Work: Staff are working remotely and around Town and Town Hall with staggered crews and shifts, all with the intention of reducing contact and maintaining social distancing. We've have been communicating through various channels as well. Work has been ongoing with the 2019 audit and Dee and Tuggy have been the lead on this effort and work with our auditor. All immediate tasks are being handled and we're working on other items if possible. Moral seems to be steady with no visible problems. We will continue to work through this and the issues as they present themselves.

Rate Work: Staff are working together to complete utility meter reading and billing. Additionally, changes have been made to utility bills to denote the gas rate. We are working on a new water billing software configuration that is associated with our new water meters. This will take some time and effort to coordinate this interface and staff is working on it.

Planning Commission: The Planning Commission has not met since the closure of Town Hall. We have a final draft and summary of changes completed on the new draft. These have been forwarded to the PC for review and we are considering conducting a remote meeting in April to review these items. Again, I have put in some time to review this draft and the summary of changes.

Project/Grant Work: Work on all grants continues including grant administration work. Details are listed below on each specific grant:

- Water Infrastructure Project/EIAF Grant – This project is complete and a final reimbursement request will be processed now that water meters have been ordered and delivered. Work is needed on the billing coordination that will be required with the new meter and meter reading system. Chris will report on the water meter installation plans.

- Code Update Grant – The Planning Commission continues work on the LUC and details are provided above. This grant has been finalized and the draft code was forwarded as a project deliverable. This project is approximately \$17,000 over budget.
- Entry Signage work has progressed with the installation of three signs. Work is nearing completion on the rock bases and work has not begun on the interior lighting. The contractor continues to be slow on this project and we are again waiting on these final items to be complete. Grant reimbursements have been completed and received for this project.
- Becker/Goddard Intersection – At the April 6<sup>th</sup> meeting the Town Board approved the IGA with CDOT detailing all the associated work and responsibilities, and all required funding commitments. The Town Board also approved the conceptual design and SEH is working on the final design. The Mayor has signed the IGA documents and they are submitted with CDOT. We need to coordinate a meeting with the school district at some point to work on securing a funding commitment from them on this project. The school districts cost share on this project was detailed in the annexation agreement that was approved in the recent annexations. However, the current remote nature of our meetings is a challenge and I will continue to work with the superintendent on scheduling this joint meeting. Please contact me with any questions.
- Water Service Extension – The new lots associated with the Walker First and Second Addition Subdivisions are going to require new water services and we are working with Mr. Walker on the best design that will provide service and keep costs down. The Annexation Agreement associated with the annexation of these lots defines that Walker is responsible for all utility extensions and water is the only challenge at this time. Natural gas and sewer services already serve the subject properties. We believe we've identified a route and our engineer is working on design and flow analysis. We will report more on this once we have an engineer's report.
- Broadband Planning Grant – I had a video conference call with Miriam (SWCCOG) and Diane Kruse from NEO Connect to discuss a broadband plan for Ignacio. The plan would look at using our abandoned natural gas steel pipe as conduit for fiber optics, and will also look at other fiber logistics. The plan will aid us in seeking other grant funding from DOLA and USDA and lay the backbone for future public/private ventures that will bring fiber to Ignacio homes. We accomplished a lot in our call and I hope to have a scope of work and cost proposal by next week and will get this grant out by the end of April. We have budgeted funds for this project and we should be able to get this project done quickly and be poised for USDA grant funding for the next phase of the project. Miriam unfortunately contracted the virus and has been in recovery mode.
- Rock Creek Development Planning Grant – I had a video conference call with the SEH team that is working on a development proposal for the Rock Creek Development Plan. We discussed the work and deliverables that are associated with our desired scope of work. They are preparing a proposal and cost estimate for this project, which when complete will provide 2-3 different development scenarios that accommodate housing on this site. This Development Plan will be used for future development grants and potential public/private development ventures for this site. I will use the SEH proposal in our grant request to DOLA and specifically for a DOLA administrative grant. Ideally this project can move quickly with the current circumstances. We have \$25,000 budgeted for our match share

for this grant. I plan to have this grant out by the end of April. Fortunately, we can have more than one grant out with DOLA and we will proceed with both.

Planning/Building: Work has slowed due to the virus impacts but we still are meeting with customers and businesses on building and planning issues/questions. I have been in communication with our Building Inspector on building and code enforcement issues and we are on top of matters within the Town. We are also taking this time to look at updating our building code and a webinar is scheduled next week for review of the 2018 building code, which may be the code we move towards vs. the 2015 code. I am also in discussions with SEH on some planning work but haven't committed to this work just yet.

Raw Water Irrigation Easement: The Town has not received any feedback from the Tribe on this issue and in particular the letter we sent previously. We will report on anything we hear.

Jurisdiction Agreement: We are prepared to meet with you to discuss the latest draft agreement but this will require an executive session and I don't think we should try to do a remote meeting exec. session at this time. We have conveyed to Chairman Sage that this is a low priority for us at this time, and she concurred. We will get to this when circumstances permit.

MEETINGS ATTENDED – I have had many daily conference calls and webinars regarding the local and state response to the COVID-19 crisis. I am also exchanging multiple emails and phone calls on related town matters and projects. The Mayor and I had a remote meetings Chairman Sage and vice Chairman Frost, and we will continue to meet remotely as scheduled.

Please contact me with any questions on the above material or if in need of anything. Thanks!