



## IGNACIO TOWN BOARD MEETING AGENDA

Monday, June 15, 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/91420344469>, or Attendees wishing to participate by phone shall call: **669-900-6833** and key in Webinar ID Number: **914 2034 4469***

*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. **ROLL CALL**
- III. **PUBLIC COMMENTS:** *The Town Board values public comment and allows this time for citizens to voice their thoughts and concerns. The Mayor will open the comment period and prior to addressing the Board, state your name and address and limit your comments to five (5) minutes. Meeting decorum will be maintained and failure to maintain composure and respect will result in the closure of your comment period. The Town Board and/or staff may respond to your comments or take your comments under advisement. Please do not comment on items listed on the Agenda as opportunity will be given to comment during these discussions. Thank you.*
- IV. **CONSENT AGENDA**
  - A. Regular Town Board Meeting Minutes from May 18, 2020
  - B. Financial Records – Check Register and May Budget to Actual Report
- V. **UNFINISHED BUSINESS**
  - A. None
- VI. **NEW BUSINESS**
  - A. Banking Recommendations
  - B. COVID-19 Update – Town Facilities Reopening
- VII. **STAFF REPORTS**
  - A. Police Department
  - B. Public Works
  - C. Town Clerk/Treasurer
  - D. Town Manager
  - E. Town Attorney
- VIII. **TRUSTEE REPORTS**
- IX. **ADJOURNMENT**

06/11/20  
16:41:27

TOWN OF IGNACIO  
Check Register for Wells Fargo - Checking  
For the Accounting Period: 5/20

Page: 1 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99201	E	517 PURCHASE POWER	503.50	05/05/20		CL 13095	503.50
-99200	E	845 HOME DEPOT CREDIT SERVICES	153.31	05/20/20		CL 13111	153.31
-99199	E	143 STATE OF COLORADO-SALES TAX	720.92	05/20/20		CL 13114	720.92
-99198	E	974 LA PLATA ELECTRIC ASSN INC	1857.54	05/20/20		CL 13120	1857.54
-99197	E	893 AT&T	935.72	05/20/20		CL 13163	935.72
41149 *	S	921 CASCADE WATER	27.96	05/05/20		CL 13096	27.96
41150	S	976 CIRSA WC	4708.00	05/05/20		CL 13087	4708.00
41151	S	1119 DUB'S AUTO BODY	804.23	05/05/20		CL 13091	804.23
41152	S	971 FASTTRACK COMMUNICATIONS INC	269.19	05/05/20		CL 13090	269.19
41153	S	1130 IMAGENET CONSULTING LLC	304.24	05/05/20		CL 13083	304.24
41154	S	894 KRISTIN ROEHRS	325.00	05/05/20		CL 13092	325.00
41155	S	1046 LAW OFFICE OF DAVID LIBERMAN	795.60	05/05/20		CL 13088	795.60
41156	S	1087 MARK GARCIA - GOV-PLUS LLC	9120.00	05/05/20		CL 13094	9120.00
41157	S	1172 Short Elliott Hendrickson, Inc.	10517.25	05/05/20		CL 13082	1518.75
						CL 13084	5573.50
						CL 13085	3425.00
41158	S	675 UTILITY NOTIFICATION CENTER OF CO	32.78	05/05/20		CL 13093	32.78
41159	S	695 WCA WASTE CORP	2632.06	05/05/20		CL 13089	2632.06
41168 *	S	728 AXIS HEALTH SYSTEMS	690.62	05/20/20		CL 13113	690.62
41169	S	1179 Blue360 Media	94.38	05/20/20		CL 13161	94.38
41170	S	91 BRENNAN OIL COMPANY	247.57	05/20/20		CL 13118	247.57
41171	S	903 FIRESTONE OF DURANGO	787.39	05/20/20		CL 13106	787.39
41172	S	259 FOUR STATES TIRE & SERVICE INC	783.58	05/20/20		CL 13162	783.58
41173	S	278 GRAND JUNCTION PIPE & SUPPLY #1116	106.26	05/20/20		CL 13164	106.26
41174	S	279 GREEN ANALYTICAL LABORATORIES	275.00	05/20/20		CL 13112	275.00

06/11/20  
16:41:27

TOWN OF IGNACIO  
Check Register for Wells Fargo - Checking  
For the Accounting Period: 5/20

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
41175	S	981 HI PERFORMANCE CARWASH LLC	55.76	05/20/20		CL 13117	55.76
41176	S	1178 Sagebrush Limited	1500.00	05/20/20		CL 13119	1500.00
41177	S	590 SAN JUAN BASIN HEALTH DEPARTMENT	35.00	05/20/20		CL 13116	35.00
41178	S	1172 Short Elliott Hendrickson, Inc.	1122.50	05/20/20		CL 13165	637.50
						CL 13166	485.00
41179	S	600 SOUTHERN UTE UTILITIES DIVISION	51418.11	05/20/20		CL 13115	51418.11
41180	S	650 TOWN OF IGNACIO	385.20	05/20/20		CL 13109	385.20
41181	S	692 WALKER DO IT BEST HARDWARE	284.15	05/20/20		CL 13121	284.15
41182	S	980 WELLS FARGO PAYMENT REMITTANCE CENTER	1200.67	05/20/20		CL 13097	4.59
						CL 13098	58.19
						CL 13099	61.72
						CL 13100	60.56
						CL 13101	7.54
						CL 13102	33.44
						CL 13103	53.90
						CL 13104	10.00
						CL 13105	67.90
						CL 13107	50.00
						CL 13110	199.50
						CL 13122	25.00
						CL 13123	65.00
						CL 13124	54.10
						CL 13125	13.10
						CL 13127	36.27
						CL 13128	41.67
						CL 13129	39.85
						CL 13130	43.35
						CL 13131	41.15
						CL 13132	47.65
						CL 13133	23.00
						CL 13134	39.60
						CL 13135	39.50
						CL 13136	37.50
						CL 13137	26.30
						CL 13138	
						CL 13139	
						CL 13140	
						CL 13141	
						CL 13142	
						CL 13143	
						CL 13144	
						CL 13145	20.29
						CL 13146	
						CL 13147	

06/11/20  
16:41:27

TOWN OF IGNACIO  
Check Register for Wells Fargo - Checking  
For the Accounting Period: 5/20

Page: 3 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period		Claim #	Claim Amount
					Redeemed			
							CL 13148	
							CL 13149	
							CL 13150	
							CL 13151	
							CL 13152	
							CL 13153	
							CL 13154	
							CL 13155	
							CL 13156	
							CL 13157	
							CL 13158	
							CL 13159	
							CL 13160	

Total for Claim Checks 92693.49  
Count for Claim Checks 31

\* denotes missing check number(s)

# of Checks: 31 Total: 92693.49

06/11/20  
16:41:28

TOWN OF IGNACIO  
Fund Summary for Claim Check Register  
For the Accounting Period: 5/20

Fund/Account	Amount
100 GENERAL FUND	
110230	\$32,011.51
300 CAPITAL IMPROVEMENT FUND	
110230	\$6,211.00
610 WATER FUND	
110230	\$10,142.15
620 GAS FUND	
110230	\$6,414.26
630 SEWER FUND	
110230	\$37,884.15
640 IRRIGATION FUND	
110230	\$30.42
Total:	\$92,693.49

# Bank Account Changes

## Town of Ignacio

To: Town Board  
From: Dee Wesner  
Date: 6/12/2020

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**Comments:** For the last 1.5 years, our bank fees with Wells Fargo (WF) have continually increased. We began looking at other banking and saving options months ago, but halted our effort as a result of COVID-19 developments, federal rate drops, and the spring stock market drop.

We have since resumed our effort exploring available options not only with Wells Fargo, but also with other banks including Bank of Colorado, TBK Bank, and COLOTRUST.

After further review, I would like to recommend opening a Commercial Checking account with TBK Bank, and closing our account with Wells Fargo. In general, TBK charges less in fees, offers higher earnings credit, is located in Bayfield, and motivated to work with us to earn our business.

Wells Fargo is currently giving us an earnings credit of .25pbs on our average monthly bank balance, which is consistently over \$1m (1.0-1.3.) Their recommendation to offset our monthly bank charges would require opening another WF account called a Sweep Account while also maintaining a minimum \$1 million balance and requiring a .097% interest rate minimum in the sweep to break even.

TBK Bank has a tiered earnings allowance rate model. Currently their top tier is .75pbs on balances of \$500k or higher, and their bank fees are lower than WF's bank fees requiring a lower monthly bank balance to offset fees AND leaving a significantly higher dollar amount to invest in an interest-bearing option of our choice.

Both Wells Fargo and TBK offer money market savings accounts. Both banks quoted the same rate on those money market accounts within the last couple of months. At that time, the rate was .15%.

As you remember, we have already opened an account with COLOTRUST who created sub-accounts for each of our funds. Those

# Bank Account Changes

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accounts are each open with a zero balance at this time. Currently the daily yield interest rate for their prime account is .24% and for their plus account is .51%. These are reflective of how low the market is, and yet they are higher rates than traditional banks like Wells Fargo and TBK offer.

Lastly I will add that TBK Bank has offered the following in addition to what I have already shared:

- A check scanner to be installed in our office at no charge
- 5 free locking bags for night deposit drops
- Free accounts for our employees
- Financial education seminars to customers

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

**BY: Kirk Phillips** 

It is time to update the Southwest Regional Communications Memorandum of Understanding. Enclosed is a copy of the MOU that authorizes other law enforcement agencies in the region to utilize the Town of Ignacio's Talk Groups. This MOU also allows IPD to utilize other agency's talk groups, when needed.

**\*\* I am requesting that the Mayor sign the MOU.**

For your information, the San Ignacio Fiesta celebration has been cancelled for 2020.

During this time, where even in our region, there have been protests on police use of force and the deaths of unarmed citizens in our country. These events remind us of our core values to "Serve and Protect." The Department as a whole, have discussed this national topic and taken time to review our policies regarding Use of Force, First Amendment Assemblies, Public Recording of Law Enforcement Activity, Control Devices and the Use of Social Media.

What you saw on TV, that of a police officer kneeling on a subject's upper back and neck area is something we DO NOT teach nor do use as an objective way to take someone into custody. We also go over the treatment of persons that have been taken into custody. If they need medical treatment, we get that to them as soon as possible. When someone says, "I can't breath." We take that very serious and move quickly to get that person medical help.

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



Exhibit A – Southwest Regional Communications Memorandum of Understanding

Town of Ignacio Police Department Communications

Talk groups and frequencies authorized to share on the Southwest Regional Communications Memorandum of Understanding.

- 800MHz Talk Groups to share on the MOU

<u>Display Name</u>	<u>Description</u>
IPD	Ignacio Police Department Primary repeated
IGN PWRKS	Ignacio Public Works Primary repeated

- VHF Frequencies to share on the MOU

<u>Display Name</u>	<u>Frequency</u>				<u>Description</u>
	Receive	PL	Transmit	PL	
IPD	155.520	179.9	154.710	179.9	Primary rep.

\_\_\_\_\_  
Kirk Phillips, Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stella Cox, Mayor

\_\_\_\_\_  
Date

Town of Ignacio Public Works Department  
June Staff Report  
6-15-20

Town of Ignacio received and completed 19 one call/811 tickets in the month of May.

Gas System

- PW reports 0 incidents in the month of May.

Water System

- PW reports 0 incidents in the month of May.
- PWD will start installing new water meters once we can receive some training on the new laptop system and drive by system, we are scheduled to start training the week of June 22nd. Tuggy and the Public Works Department will all be attending this training.

Sewer System

- PW reports 0 incidents in the month of May.

Parks & Recreation

- Completed monthly inspections of Shoshone & Campbell parks.
- Playground equipment has been opened back up for recreation and play, we will be sanitizing the equipment once a day to insure safety.
- Trash at both parks will be checked once a week.
- Sprinkler systems are up and running at both Shoshone Park and Campbell Park, mowing and weed eating will continue once a week all summer.

Irrigation System & Storm Drains

- Towns irrigation system is running and will be monitored throughout the summer.
- I am waiting to start up the new pump house until everyone in town has had a few solid weeks of water and a chance to get their gardens and lawns established. I will work on lowering the pressure to hopefully avoid any leaks or breaks on our main lines this year. I will also put in the Town newsletter when we will be starting up the pump house so everyone in town is aware of the start date. If there are any questions until then please feel free to contact me directly.
- PWD will continue to clean out storm drains and monitor the Browning Ave pipes for root infiltration.

Streets & ROW

- Street Sweeping will continue all summer.
- PWD will continue to fill potholes in all of the alleys weather permitting.
- Trash cans on Goddard Ave and Browning Ave will be checked once a week.
- PW Director is working with Mark, and Darren from SEH on the new stop light intersection to be installed on HWY 172 and Becker.
- PWD has been spraying weeds along all of the sidewalk/ROW and streets.

PWD Equipment & Maintenance

- I have purchased two new front tires for the backhoe. I also purchased new brushes for our street sweeper.

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" went well this year, we filled a total of 5 dumpsters which I believe is a new record for the Town.
- Stan Cox put in his retirement with the Town and his last day was June 12th. Mark and I will be discussing how we want to proceed and what we want to do with a replacement.



# Town Clerk / Treasurer Report

June 2020

Honorable Mayor and Trustees,

## **Utility Billing:**

I have now completed all the annual reports that were due to the Public Utilities Commission and the Colorado State Department of Revenue. The Water Quality Reports are now available on our website and have been posted at Town Hall, the Library, and the Post Office.

## **Audit:**

We are waiting to hear from the auditors regarding the 2019 audit. They have not requested any more information from us in about two weeks, so we anticipate getting the report from them soon.

## **Licensing:**

Animal: 55 current; 3 that still need to renew, and Ocianna has called them again

Business: 66 current; none outstanding from last year

Business Service: 55 current

## **Events:**

**July 3:** Town Hall will be closed in observance of Independence Day. Happy Fourth of July!

## **Town of Ignacio Online:**

I continue to update the website with calendar events, newsletters, and other items of interest. I have given the Facebook page updates back to Ocianna now that she is back in the office for a few hours daily.

## **Record Keeping:**

Nothing new to report in this area.

## **Liquor Licensing:**

Joyce Guzman from The Rose Café submitted her liquor license application on June 11; we need to schedule a Public Hearing on this not less than 30 days after the date she submitted it. Her application will be included in the packet that goes out for the Public Hearing.

## **Treasurer:**

The finance reports for the month of May 2020 were included in the consent agenda.

I would be happy to answer any questions you may have. 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	29,891.22	59,647.28	3,413.65		6.07%
Mar	26,204.27	82,437.90	3 May/Mar	38,046.33	97,693.61	15,255.71		18.51%
Apr	20,846.68	103,284.58	4 June/Apr	37,833.96	135,527.57	32,242.99		31.22%
May	28,741.86	132,026.44	5 July/May		135,527.57	3,501.13		2.65%
June	29,647.83	161,674.27	6 Aug/June		135,527.57	-26,146.70		-16.17%
July	32,704.63	194,378.90	7 Sept/July		135,527.57	-58,851.33		-30.28%
Aug	29,752.38	224,131.28	8 Oct/Aug		135,527.57	-88,603.71		-39.53%
Sept	29,400.34	253,531.62	9 Nov/Sept		135,527.57	-118,004.05		-46.54%
Oct	31,591.63	285,123.25	10 Dec/Oct		135,527.57	-149,595.68		-52.47%
Nov	33,782.92	318,906.17	11 Jan '20/Nov		135,527.57	-183,378.60		-57.50%
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>135,527.57</b>				-16.40%
				<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	92,195.00	223,255.00	41,927.00		23.12%
Apr	62,553.00	243,881.00	4 June/Apr		223,255.00	-20,626.00		-8.46%
May	68,842.00	312,723.00	5 July/May		223,255.00	-89,468.00		-28.61%
June	80,602.00	393,325.00	6 Aug/June		223,255.00	-170,070.00		-43.24%
July	86,270.00	479,595.00	7 Sept/July		223,255.00	-256,340.00		-53.45%
Aug	79,001.00	558,596.00	8 Oct/Aug		223,255.00	-335,341.00		-60.03%
Sept	79,784.00	638,380.00	9 Nov/Sept		223,255.00	-415,125.00		-65.03%
Oct	77,745.00	716,125.00	10 Dec/Oct		223,255.00	-492,870.00		-68.82%
Nov	74,268.00	790,393.00	11 Jan '20/Nov		223,255.00	-567,138.00		-71.75%
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>223,255.00</b>				-32.17%
				<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	29,891.22	2,368.29	2.02%	123,029.32	5,541.69	4.72%
May	26,204.27	143,691.90	5 May	38,046.33	11,842.06	8.24%	161,075.65	17,383.75	12.10%
June	20,846.68	164,538.58	6 Jun	37,833.96	16,987.28	10.32%	198,909.61	34,371.03	20.89%
July	28,741.86	193,280.44	7 July		-28,741.86	-14.87%	198,909.61	5,629.17	2.91%
Aug	29,647.83	222,928.27	8 Aug		-29,647.83	-13.30%	198,909.61	-24,018.66	-10.77%
Sept	32,704.63	255,632.90	9 Sept		-32,704.63	-12.79%	198,909.61	-56,723.29	-22.19%
Oct	29,752.38	285,385.28	10 Oct		-29,752.38	-10.43%	198,909.61	-86,475.67	-30.30%
Nov	29,400.34	314,785.62	11 Nov		-29,400.34	-9.34%	198,909.61	-115,876.01	-36.81%
Dec	31,591.63	346,377.25	12 Dec		-31,591.63	-9.12%	198,909.61	-147,467.64	-42.57%
<b>2019 City Total</b>	<b>346,377.25</b>		<b>2019 City Total</b>	<b>198,909.61</b>					-7.46%
<b>2020 BUDGET</b>							<b>330,000.00</b>		

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	92,195.00	27,625.00	8.69%	381,283.00	63,267.00	19.89%
June	62,553.00	380,569.00	6 June		-62,553.00	-16.44%	381,283.00	714.00	0.19%
July	68,842.00	449,411.00	7 July		-68,842.00	-15.32%	381,283.00	-68,128.00	-15.16%
Aug	80,602.00	530,013.00	8 Aug		-80,602.00	-15.21%	381,283.00	-148,730.00	-28.06%
Sept	86,270.00	616,283.00	9 Sept		-86,270.00	-14.00%	381,283.00	-235,000.00	-38.13%
Oct	79,001.00	695,284.00	10 Oct		-79,001.00	-11.36%	381,283.00	-314,001.00	-45.16%
Nov	79,784.00	775,068.00	11 Nov		-79,784.00	-10.29%	381,283.00	-393,785.00	-50.81%
Dec	77,745.00	852,813.00	12 Dec		-77,745.00	-9.12%	381,283.00	-471,530.00	-55.29%
<b>2019 County Total</b>	<b>852,813.00</b>		<b>2019 County Total</b>	<b>381,283.00</b>					-12.53%
<b>2020 BUDGET</b>							<b>820,000.00</b>		

06/11/20  
16:41:48

TOWN OF IGNACIO  
Cash Report  
For the Accounting Period: 5/20

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	840,440.72	141,010.09	595.31	212.56	125,953.01	855,880.55
Total Fund	840,540.72	141,010.09	595.31	212.56	125,953.01	855,980.55
300 CAPITAL IMPROVEMENT FUND						
110230 WF Checking	191,241.11	19,023.17	0.00	0.00	6,211.00	204,053.28
400 CONSERVATION TRUST FUND						
110230 WF Checking	63,469.14	0.00	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	40,968.87	18,863.57	45.00	0.00	10,187.15	49,690.29
620 GAS FUND						
110230 WF Checking	142,822.72	20,971.83	0.00	0.00	6,414.94	157,379.61
630 SEWER FUND						
110230 WF Checking	-25,651.92	37,561.24	0.63	0.00	37,884.15	-25,974.20
640 IRRIGATION FUND						
110230 WF Checking	8,976.98	0.00	0.00	0.00	30.42	8,946.56
910 PAYROLL CLEARING FUND						
110230 WF Checking	10,446.60	0.00	93,436.24	88,786.69	0.00	15,096.15
930 CLAIMS CLEARING FUND						
110230 WF Checking	29,461.40	0.00	92,693.49	0.00	0.00	122,154.89
Totals	1,412,938.37	237,429.90	186,770.67	88,999.25	186,680.67	1,561,459.02

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

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 20

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Fund	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
100 GENERAL FUND	141,206.48	866,289.33	2,034,550.00	1,168,260.67	43 %
300 CAPITAL IMPROVEMENT FUND	19,023.17	80,537.84	165,000.00	84,462.16	49 %
400 CONSERVATION TRUST FUND	0.00	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	26,656.14	216,768.52	435,100.00	218,331.48	50 %
620 GAS FUND	16,054.26	135,283.86	263,500.00	128,216.14	51 %
630 SEWER FUND	36,823.06	183,077.77	577,500.00	394,422.23	32 %
640 IRRIGATION FUND	6,578.00	6,458.00	50,500.00	44,042.00	13 %
Grand Total:	246,341.11	1,490,188.96	3,596,160.00	2,105,971.04	41 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 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	4,778.25	27,655.14	35,558.00	7,902.86	78 %
331120 Tribe Pmt In Lieu Of Property Tax	0.00	450.24	0.00	-450.24	** %
331200 Specific Ownership Tax	218.13	1,336.12	3,000.00	1,663.88	45 %
331310 City Sales Tax	38,046.33	161,075.65	330,000.00	168,924.35	49 %
331330 County Sales Tax	92,195.00	381,283.00	820,000.00	438,717.00	46 %
331420 Cigarette Tax	235.96	703.87	1,800.00	1,096.13	39 %
331510 CO HUTF - Highway Users	0.00	7,978.72	25,478.00	17,499.28	31 %
331520 LP County Motor Vehicle License	334.33	1,821.99	3,000.00	1,178.01	61 %
331530 LP County Road & Bridge	0.00	1,069.48	3,000.00	1,930.52	36 %
331810 Severence Tax	0.00	0.00	12,000.00	12,000.00	0 %
331820 Franchise tax	0.00	120.01	500.00	379.99	24 %
331830 CO Fed Mineral Dist Tax	0.00	0.00	10,000.00	10,000.00	0 %
Account Group Total:	135,808.00	583,494.22	1,244,336.00	660,841.78	47 %
332000 LICENSES / PERMITS					
332100 Business License Fee	90.00	742.50	2,200.00	1,457.50	34 %
332110 Liquor License Fee	975.00	975.00	1,700.00	725.00	57 %
332210 Building Permit & Inspection Fee	0.00	4,294.00	3,000.00	-1,294.00	143 %
332250 Vendor Permit Fee	0.00	75.00	200.00	125.00	38 %
332260 Animal License Fee	0.00	140.00	300.00	160.00	47 %
332270 Business Service License	50.00	1,000.00	2,250.00	1,250.00	44 %
332275 Excavation Permit Fee	10.00	10.00	150.00	140.00	7 %
Account Group Total:	1,125.00	7,236.50	9,800.00	2,563.50	74 %
333000 GRANTS / RESTRICTED FUNDS					
333158 HIDTA	0.00	45,247.09	93,000.00	47,752.91	49 %
333400 LGGF	0.00	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:	0.00	183,702.09	238,455.00	54,752.91	77 %
334000 FINES & FEES					
334110 Court Costs, Fines & Citations	300.00	542.52	1,000.00	457.48	54 %
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	0.00	15.00	100.00	85.00	15 %
334240 VIN Inspection	0.00	10.00	150.00	140.00	7 %
334400 Residential Trash	3,328.10	16,471.60	40,000.00	23,528.40	41 %
334401 Recycle	220.00	1,014.00	2,400.00	1,386.00	42 %
Account Group Total:	3,848.10	18,313.12	45,270.00	26,956.88	40 %
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	425.38	425.38	10,000.00	9,574.62	4 %
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 %



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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 20

100 GENERAL FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
Account Group Total:	425.38	73,543.40	496,689.00	423,145.60		15 %
Fund Total:	141,206.48	866,289.33	2,034,550.00	1,168,260.67		43 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
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300 CAPITAL IMPROVEMENT FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
333000 GRANTS / RESTRICTED FUNDS						
333415 Capital Improvement - Sales Tax	19,023.17	80,537.84	165,000.00	84,462.16		49 %
Account Group Total:	19,023.17	80,537.84	165,000.00	84,462.16		49 %
Fund Total:	19,023.17	80,537.84	165,000.00	84,462.16		49 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 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	0.00	1,773.64	0.00	-1,773.64	** %
Account Group Total:	0.00	1,773.64	20,000.00	18,226.36	9 %
Fund Total:	0.00	1,773.64	20,000.00	18,226.36	9 %

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TOWN OF IGNACIO  
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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: 5 / 20

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	800.00	2,500.00	1,700.00	32 %
334420 Metered Water Sales	25,920.14	98,314.05	340,000.00	241,685.95	29 %
334430 Tap Fee	0.00	0.00	7,600.00	7,600.00	0 %
334440 Ready To Serve Fee	736.00	3,744.00	8,000.00	4,256.00	47 %
Account Group Total:	26,656.14	104,938.05	368,100.00	263,161.95	29 %
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:	26,656.14	216,768.52	435,100.00	218,331.48	50 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 20

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620 GAS FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
334000 FINES & FEES					
334412 Gas Residential	11,348.47	84,190.86	150,000.00	65,809.14	56 %
334413 Gas Commercial	2,759.27	38,494.14	100,000.00	61,505.86	38 %
334415 Gas Stand By Fee	973.75	4,868.75	3,500.00	-1,368.75	139 %
334470 Gas Tax	972.77	7,730.11	10,000.00	2,269.89	77 %
Account Group Total:	16,054.26	135,283.86	263,500.00	128,216.14	51 %
Fund Total:	16,054.26	135,283.86	263,500.00	128,216.14	51 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 20

630 SEWER FUND

Account		Received		Estimated Revenue	Revenue	%
		Current Month	Received YTD		To Be Received	Received
334000 FINES & FEES						
334430	Tap Fee	0.00	0.00	2,500.00	2,500.00	0 %
334460	Sewage Collection	36,823.06	183,077.77	550,000.00	366,922.23	33 %
Account Group Total:		36,823.06	183,077.77	552,500.00	369,422.23	33 %
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:		36,823.06	183,077.77	577,500.00	394,422.23	32 %

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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 20

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	6,578.00	6,458.00	50,000.00	43,542.00	13 %
Account Group Total:	6,578.00	6,458.00	50,500.00	44,042.00	13 %
Fund Total:	6,578.00	6,458.00	50,500.00	44,042.00	13 %
Grand Total:	246,341.11	1,490,188.96	3,596,160.00	2,105,971.04	41 %



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TOWN OF IGNACIO  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 20

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL FUND	125,570.31	718,922.90	1,874,222.00	1,874,222.00	1,155,299.10	38 %
200 IMPACT FEES FUND	0.00	0.00	4,077.00	4,077.00	4,077.00	0 %
300 CAPITAL IMPROVEMENT FUND	6,211.00	28,142.03	200,000.00	200,000.00	171,857.97	14 %
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	10,142.15	44,291.99	444,331.00	444,331.00	400,039.01	10 %
620 GAS FUND	6,414.26	70,419.29	285,256.00	285,256.00	214,836.71	25 %
630 SEWER FUND	37,884.15	189,420.75	582,944.00	582,944.00	393,523.25	32 %
640 IRRIGATION FUND	30.42	2,966.07	49,697.00	49,697.00	46,730.93	6 %
Grand Total:	186,252.29	1,054,163.03	3,580,527.00	3,580,527.00	2,526,363.97	29 %

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TOWN OF IGNACIO  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 20

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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	3,000.00	7,200.00	7,200.00	4,200.00	42 %
	2200 FICA	37.20	186.00	446.00	446.00	260.00	42 %
	2250 Medicare	8.72	43.60	104.00	104.00	60.40	42 %
	2500 Unemployment Insurance	1.83	9.15	22.00	22.00	12.85	42 %
	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	3,603.02	12,272.00	12,272.00	8,668.98	29 %
	Account Group Total:	647.75	3,603.02	12,272.00	12,272.00	8,668.98	29 %
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	1,000.00	1,000.00	1,000.00	0.00	100 %
	4600 Election Supplies	163.52	852.56	1,000.00	1,000.00	147.44	85 %
	Account Total:	163.52	1,852.56	2,000.00	2,000.00	147.44	93 %
	Account Group Total:	163.52	1,852.56	2,000.00	2,000.00	147.44	93 %
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	22,048.00	57,325.00	57,325.00	35,277.00	38 %
	1102 Deputy Clerk/Treasurer Salaries	1,997.32	10,261.68	37,856.00	37,856.00	27,594.32	27 %
	1103 Admin Assist/Fin Coordinator Salaries	3,727.10	20,280.33	51,376.00	51,376.00	31,095.67	39 %
	1200 Overtime	0.00	0.00	1,893.00	1,893.00	1,893.00	%
	2100 Health Insurance	1,428.92	6,637.26	21,012.00	21,012.00	14,374.74	32 %
	2101 Life Insurance	5.82	26.18	101.00	101.00	74.82	26 %
	2102 Dental Insurance	42.00	189.00	1,008.00	1,008.00	819.00	19 %
	2103 Vision Insurance	6.00	27.00	384.00	384.00	357.00	7 %
	2104 Aflac	315.44	1,454.72	1,608.00	1,608.00	153.28	90 %
	2200 FICA	652.66	3,382.37	14,362.00	14,362.00	10,979.63	24 %
	2250 Medicare	152.64	791.03	3,359.00	3,359.00	2,567.97	24 %
	2300 Retirement	376.50	1,884.09	8,919.00	8,919.00	7,034.91	21 %
	2500 Unemployment Insurance	31.57	163.66	689.00	689.00	525.34	24 %
	Account Total:	13,145.57	67,145.32	283,092.00	283,092.00	215,946.68	24 %
	Account Group Total:	13,145.57	67,145.32	283,092.00	283,092.00	215,946.68	24 %
416000 ADMINISTRATION OPERATING							
416000 ADMINISTRATION OPERATING							
	2600 Workers Comp	4,708.00	23,449.94	37,604.00	37,604.00	14,154.06	62 %
	2700 Insurance	0.00	16,383.84	29,130.00	29,130.00	12,746.16	56 %
	3000 Contract Work	9,120.00	36,360.00	10,000.00	10,000.00	-26,360.00	364 %
	3201 Legal Service - Attorney	795.60	4,239.11	10,000.00	10,000.00	5,760.89	42 %
	3203 Professional Service - Audit	0.00	0.00	14,250.00	14,250.00	14,250.00	%

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4110	Utilities - Water	173.94	822.94	2,700.00	2,700.00	1,877.06	30 %
4120	Utilities - Sewer	110.85	726.60	3,500.00	3,500.00	2,773.40	21 %
4130	Utilities - Electric	484.49	2,945.29	8,000.00	8,000.00	5,054.71	37 %
4150	Utilities - Gas	100.41	1,999.92	3,000.00	3,000.00	1,000.08	67 %
4160	Telephone	269.19	1,727.04	2,000.00	2,000.00	272.96	86 %
4162	Cell Phone	1,101.86	2,706.99	5,500.00	5,500.00	2,793.01	49 %
4164	IT Services & Maintenance	0.00	1,949.94	12,000.00	12,000.00	10,050.06	16 %
4165	Internet Line	77.90	1,665.50	3,000.00	3,000.00	1,334.50	56 %
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	-32.25	17,500.39	2,500.00	2,500.00	-15,000.39	700 %
4444	Intergovernmental Payments	0.00	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	0.00	1,434.18	1,000.00	1,000.00	-434.18	143 %
5400	Advertising/Public Notice	0.00	17.16	2,000.00	2,000.00	1,982.84	1 %
5420	Cleaning Service	276.25	1,360.00	3,315.00	3,315.00	1,955.00	41 %
5430	Office equipment L & M	0.00	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	304.24	1,660.51	4,000.00	4,000.00	2,339.49	42 %
5550	Bank Service Charge	212.56	866.02	800.00	800.00	-66.02	108 %
5600	Office Supplies	94.88	1,133.04	4,000.00	4,000.00	2,866.96	28 %
5650	Operating Supplies	13.98	431.78	4,000.00	4,000.00	3,568.22	11 %
5800	Travel, Training & Meetings	1,500.00	1,668.41	3,000.00	3,000.00	1,331.59	56 %
5820	Special Events	0.00	0.00	1,000.00	1,000.00	1,000.00	%
6150	Postage	503.50	1,535.90	4,800.00	4,800.00	3,264.10	32 %
6260	Gas & Oil	0.00	398.50	1,500.00	1,500.00	1,101.50	27 %
6450	Membership Fees	0.00	7,349.42	8,000.00	8,000.00	650.58	92 %
	Account Total:	19,815.40	148,919.42	207,259.00	207,259.00	58,339.58	72 %
	Account Group Total:	19,815.40	148,919.42	207,259.00	207,259.00	58,339.58	72 %
9000	COMMUNITY DEVELOPMENT						
419000	COMMUNITY DEVELOPMENT						
1104	Planner Salaries	0.00	0.00	15,000.00	15,000.00	15,000.00	%
2200	FICA	5.80	75.55	930.00	930.00	854.45	8 %
2250	Medicare	1.36	17.69	218.00	218.00	200.31	8 %
2500	Unemployment Insurance	0.28	3.67	45.00	45.00	41.33	8 %
2501	Professional Service - Consulting	3,425.00	9,285.00	20,000.00	20,000.00	10,715.00	46 %
3205	Building Inspections	93.60	1,218.60	0.00	0.00	-1,218.60	%
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:	3,526.04	10,600.51	37,443.00	37,443.00	26,842.49	28 %
	Account Group Total:	3,526.04	10,600.51	37,443.00	37,443.00	26,842.49	28 %
00000	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	45,152.80	106,725.00	106,725.00	61,572.20	42 %
1107	Sergeant Salaries	6,276.80	32,560.90	81,598.00	81,598.00	49,037.10	40 %
1108	Officers Salaries	23,806.40	127,841.78	313,154.00	313,154.00	185,312.22	41 %
1110	Resource Officer	3,990.40	19,952.00	81,089.00	81,089.00	61,137.00	25 %
1180	P/T Clerk Salaries	166.40	832.00	2,000.00	2,000.00	1,168.00	42 %
1200	Overtime	4,092.06	18,260.42	39,475.00	39,475.00	21,214.58	46 %
2100	Health Insurance	4,943.16	22,505.00	80,076.00	80,076.00	57,571.00	28 %
2101	Life Insurance	20.58	92.61	286.00	286.00	193.39	32 %
2102	Dental Insurance	555.00	2,497.50	4,284.00	4,284.00	1,786.50	58 %
2103	Vision Insurance	82.00	369.00	612.00	612.00	243.00	60 %
2104	Aflac	1,116.36	5,023.62	918.00	918.00	-4,105.62	547 %
2130	Legal Insurance	0.00	0.00	2,000.00	2,000.00	2,000.00	%
2200	FICA	10.32	51.60	124.00	124.00	72.40	42 %
2250	Medicare	607.92	3,249.58	8,476.00	8,476.00	5,226.42	38 %
2350	Police Pension	2,725.92	13,630.34	38,067.00	38,067.00	24,436.66	36 %
2450	Death & Disability	1,183.94	5,919.96	16,312.00	16,312.00	10,392.04	36 %
2500	Unemployment Insurance	139.62	734.54	1,748.00	1,748.00	1,013.46	42 %
	Account Total:	57,926.48	298,673.65	776,944.00	776,944.00	478,270.35	38 %
	Account Group Total:	57,926.48	298,673.65	776,944.00	776,944.00	478,270.35	38 %
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	2,430.96	3,358.77	7,000.00	7,000.00	3,641.23	48 %
4444	Intergovernmental Payments	690.62	13,253.10	16,989.00	16,989.00	3,735.90	78 %
4950	Misc Expense	0.00	159.26	300.00	300.00	140.74	53 %
4980	Animal Control	0.00	0.00	300.00	300.00	300.00	%
5420	Cleaning Service	48.75	240.00	585.00	585.00	345.00	41 %
5650	Operating Supplies	176.36	5,215.09	10,000.00	10,000.00	4,784.91	52 %
5800	Travel, Training & Meetings	-541.47	1,155.00	3,000.00	3,000.00	1,845.00	39 %
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	-90.00	1,190.00	1,500.00	1,500.00	310.00	79 %
6260	Gas & Oil	1,135.71	6,421.00	17,000.00	17,000.00	10,579.00	38 %
6450	Membership Fees	50.00	3,037.00	4,800.00	4,800.00	1,763.00	63 %
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:	3,900.93	36,563.99	113,174.00	113,174.00	76,610.01	32 %
	Account Group Total:	3,900.93	36,563.99	113,174.00	113,174.00	76,610.01	32 %
430000 PUBLIC WORKS SALARIES & BENEFITS							
430000 PUBLIC WORKS SALARIES & BENEFITS							
1109	Public Works Director Salaries	4,215.26	21,076.30	54,558.00	54,558.00	33,481.70	39 %
1111	Foreman Salaries	3,744.00	19,000.80	48,672.00	48,672.00	29,671.20	39 %
1112	Maintenance Worker I Salaries	7,904.00	40,309.48	102,586.00	102,586.00	62,276.52	39 %
1200	Overtime	0.00	0.00	7,563.00	7,563.00	7,563.00	%
2100	Health Insurance	3,047.82	13,724.76	42,324.00	42,324.00	28,599.24	32 %
2101	Life Insurance	13.78	62.02	168.00	168.00	105.98	37 %
2102	Dental Insurance	213.00	958.50	2,016.00	2,016.00	1,057.50	48 %

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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	139.50	288.00	288.00	148.50	48 %
2104	Aflac	299.40	1,347.42	1,200.00	1,200.00	-147.42	112 %
2200	FICA	933.32	4,757.52	12,761.00	12,761.00	8,003.48	37 %
2250	Medicare	218.30	1,112.74	2,984.00	2,984.00	1,871.26	37 %
2300	Retirement	781.82	3,907.51	10,291.00	10,291.00	6,383.49	38 %
2500	Unemployment Insurance	47.56	240.99	617.00	617.00	376.01	39 %
	Account Total:	21,449.26	106,637.54	286,028.00	286,028.00	179,390.46	37 %
	Account Group Total:	21,449.26	106,637.54	286,028.00	286,028.00	179,390.46	37 %
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	0.00	420.00	500.00	500.00	80.00	84 %
3910	Residential Trash	2,632.06	13,086.22	32,000.00	32,000.00	18,913.78	41 %
3911	Recycle	0.00	782.00	2,000.00	2,000.00	1,218.00	39 %
4130	Utilities - Electric	22.63	108.63	0.00	0.00	-108.63	%
4225	Rental Equipment & Supplies	0.00	126.45	1,000.00	1,000.00	873.55	13 %
4300	Equipment R & M	0.00	3,689.88	8,000.00	8,000.00	4,310.12	46 %
4306	Vehicle R & M	199.50	432.85	5,000.00	5,000.00	4,567.15	9 %
4308	Building & Property R & M	0.00	168.50	500.00	500.00	331.50	34 %
4309	Mosquito Control	0.00	0.00	9,010.00	9,010.00	9,010.00	%
4313	Street Repairs	263.21	11,948.51	50,000.00	50,000.00	38,051.49	24 %
4316	Street Lights - Electric	1,320.00	6,648.00	20,000.00	20,000.00	13,352.00	33 %
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	338.13	500.00	500.00	161.87	68 %
6003	Supplies R & M	174.25	1,644.26	4,000.00	4,000.00	2,355.74	41 %
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	277.45	2,603.58	5,000.00	5,000.00	2,396.42	52 %
	Account Total:	4,889.10	44,570.63	151,010.00	151,010.00	106,439.37	30 %
	Account Group Total:	4,889.10	44,570.63	151,010.00	151,010.00	106,439.37	30 %
452000	PARKS						
452000	PARKS						
6003	Supplies R & M	106.26	106.26	1,000.00	1,000.00	893.74	11 %
	Account Total:	106.26	106.26	1,000.00	1,000.00	893.74	11 %
	Account Group Total:	106.26	106.26	1,000.00	1,000.00	893.74	11 %
	Fund Total:	125,570.31	718,922.90	1,874,222.00	1,874,222.00	1,155,299.10	38 %

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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	Committed	Original	Current	Available	%
		Current Month	YTD	Appropriation	Appropriation	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	6,211.00	28,142.03	150,000.00	150,000.00	121,857.97	19 %
	Account Total:	6,211.00	28,142.03	200,000.00	200,000.00	171,857.97	14 %
	Account Group Total:	6,211.00	28,142.03	200,000.00	200,000.00	171,857.97	14 %
	Fund Total:	6,211.00	28,142.03	200,000.00	200,000.00	171,857.97	14 %

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400 CONSERVATION TRUST FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700000							
700452	CONSERVATION TRUST						
	9000 Capital Outlay	0.00	0.00	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	485.00	485.00	2,500.00	2,500.00	2,015.00	19 %
3204	Professional Service - Engineer	1,518.75	1,518.75	25,000.00	25,000.00	23,481.25	6 %
5800	Travel, Training & Meetings	-45.00	384.00	500.00	500.00	116.00	77 %
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	310.00	775.00	3,000.00	3,000.00	2,225.00	26 %
6100	Purchased Water	7,873.40	40,672.00	220,000.00	220,000.00	179,328.00	18 %
6450	Membership Fees	0.00	410.00	275.00	275.00	-135.00	149 %
9000	Capital Outlay	0.00	0.00	84,000.00	84,000.00	84,000.00	%
	Account Total:	10,142.15	44,291.99	444,331.00	444,331.00	400,039.01	10 %
	Account Group Total:	10,142.15	44,291.99	444,331.00	444,331.00	400,039.01	10 %
	Fund Total:	10,142.15	44,291.99	444,331.00	444,331.00	400,039.01	10 %

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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	32.78	96.85	1,000.00	1,000.00	903.15	10 %
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	5,660.56	63,997.47	115,000.00	115,000.00	51,002.53	56 %
6220	Gas Sales Tax	720.92	4,854.44	10,000.00	10,000.00	5,145.56	49 %
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:		6,414.26	70,419.29	285,256.00	285,256.00	214,836.71	25 %
Account Group Total:		6,414.26	70,419.29	285,256.00	285,256.00	214,836.71	25 %
Fund Total:		6,414.26	70,419.29	285,256.00	285,256.00	214,836.71	25 %

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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	189,420.75	453,564.00	453,564.00	264,143.25	42 %
	Account Total:	37,884.15	189,420.75	582,944.00	582,944.00	393,523.25	32 %
	Account Group Total:	37,884.15	189,420.75	582,944.00	582,944.00	393,523.25	32 %
	Fund Total:	37,884.15	189,420.75	582,944.00	582,944.00	393,523.25	32 %

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	0.00	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	30.42	152.34	3,000.00	3,000.00	2,847.66	5 %
9000	Capital Outlay	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	30.42	2,966.07	49,697.00	49,697.00	46,730.93	6 %
	Account Group Total:	30.42	2,966.07	49,697.00	49,697.00	46,730.93	6 %
	Fund Total:	30.42	2,966.07	49,697.00	49,697.00	46,730.93	6 %
	Grand Total:	186,252.29	0.00	1,054,163.03	3,580,527.00	3,580,527.00	2,526,363.97 29 %

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TOWN OF IGNACIO  
Payroll Summary For Payrolls from 05/01/20 to 05/31/20

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Total for Payroll Checks  
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	Employee	Employer	Amount
	-----	-----	-----
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)	85.50		4,092.06
REG HOURS (Regular Time)	2,509.75		67,815.34
SICK HOURS (Sick Time)	40.00		1,167.60
VACA HOURS (Vacation Time Used)	4.00		139.08
GROSS PAY	73,792.86	0.00	
NET PAY	50,808.67	0.00	
NET PAY (CHECKS)	4,382.55		
NET PAY (DIRECT DEPOSIT)	46,426.12		
AFLAC-AFTERTAX	0.00	452.40	
AFLAC-PRETAX	50.32	1,278.80	
CEBT DENTAL	0.00	810.00	
CEBT HEALTH	5,272.28	9,025.72	
CEBT LIFE	86.56	40.18	
CEBT VISION	0.00	119.00	
EMPL WEAPONS AD	90.00	0.00	
FIT	6,272.91	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	988.94	988.94	
SIT	2,112.00	0.00	
SOCIAL SECURITY	1,639.30	1,639.30	
UNEMPL. INSUR.	0.00	220.86	
BANK 4	3,863.26	0.00	
BANK 5	786.92	0.00	
BANK 7	2,912.00	0.00	
FIRST NATIONAL	69.26	0.00	
SANDIA LAB FCU	20.00	0.00	
USAA	3,831.87	0.00	
VECTRA BANK CO	3,080.82	0.00	
WELLS FARGO	29,950.60	0.00	
WELLS FARGO AZ	69.26	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	1,772.87	0.00	
FIT/SIT BASE	61,773.36	0.00	
MEDICARE BASE	68,199.10	0.00	
SOC SEC BASE	26,440.56	0.00	
UN BASE	73,608.26	0.00	

Total 19,643.38  
Total Payroll Expense (Gross Pay + Employer Contributions): 93,436.24

Check Summary  
-----

Payroll Checks Prev. Out.	\$0.00
Payroll Checks Issued	\$4,428.69
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$4,428.69
Electronic Checks	\$88,786.69

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----		-----	-----	-----	-----
Social Security	3278.60		3278.60		221700
Medicare	1977.88		1977.88		221710
Unempl. Insur.	220.86	237.18		458.04	221760
FIT	6272.91		6272.91		221720
SIT	2112.00		2112.00		221730
FPPA	6474.00		6474.00		221742
AFLAC-PRETAX	1329.12		1329.12		221757
EMPL WEAPONS AD	90.00		90.00		221782
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	14298.00		14298.00		221751
CEBT LIFE	126.74		126.74		221755
CEBT VISION	119.00		119.00		221756
GARNISHMENT2	46.14		46.14		221781
FPPA DROP	903.06		903.06		221742
Total Ded.	42627.57	237.18	42406.71	458.04	

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



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## Town Managers Report

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**DATE:** June 11, 2020

**REPORT PERIOD:** May 16, 2020 – June 10, 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**

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

- A. Banking Recommendations: Dee, staff and I have been working on our Wells Fargo banking fees which have been noticeably high. Upon contacting Wells about these fees they responded with a different program which helped reduce fees. As we reported previously, we shopped banking services with TBK Bank and Bank of Colorado being they have a banking presence in Bayfield, and TBK submitted a comprehensive proposal for our services. Bank of Colorado was not interested in our account. Dee has reviewed the current Wells program and TBK's proposal and has submitted a memo on her findings and a recommendation. We will discuss this during the meeting, however feel free to contact her or I on Monday if you have any questions in advance.
- B. COVID-19 Update – Town Facility Reopening Discussion: Town staff have implemented the desired changes for the re-opening of Town Hall and staff scheduling in the Public Works Department. Things have been proceeding as planned and again services are being met. Ocianna has been tending phones from 10:00 – 2:00 and we had 56 calls the first week and 44 calls the second week. Calls are mostly for utility billing and some on building permit questions. Public Works staff are performing their duties on staggered shifts and work is being met. The Police Department has remained open and fully staffed and functional. Appointments to meet with staff are ongoing and is working well. We would suggest keeping the current operations and continue to monitor the number of COVID positive tests. Arizona has seen a significant spike in cases since opening up and reports that they are in “surge” capacity in hospital cases. The SUIT is still in “Stay at Home” orders and will remain in that capacity until further notice. We can discuss this further during our meeting and receive direction from you at that time. and feel free to contact me with any questions.

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

Staff Work: Staff continue to work remotely and around Town and Town Hall with staggered crews and shifts, all with the intention of reducing contact and maintaining social distancing. We continue to communicate through various channels and maintain regular communications. Stan Cox has finished his work with the Town effective June 15<sup>th</sup> and is now enjoying the golden years along with Stella. We do not plan to hire additional Public Works staff with this vacancy. Moral



continues to remain steady with no visible problems. We will continue to work through this changed environment and the issues as they present themselves.

Audit Work: Work on the audit appears to be complete with no new questions or requests for information being received by the auditor. The auditor has reported a need for more work in certain areas and we are in discussions on these added work items which stem from changes in personnel and associated responsibilities.

Planning Commission: The Planning Commission has not met since the closure of Town Hall and no new planning items have been submitted requiring PC review. The final draft Land Use and Development Code (LUDC) is complete and awaiting PC review. A summary of changes document has also been prepared and details on changes that have occurred between the old and new draft LUDC. The PC Chairman and I will schedule a meeting sometime in June to resume PC work and activities.

Building Code Adoption: The NORESO state office has offered technical support for the adoption of new International Code Conference codes and we have begun initial work on the adoption of the 2018 codes. This work will entail Morgan, Shane and I and we will utilize the Planning Commission for preliminary review and public meetings on the draft code language which is in Chapter 5 of the municipal code. The Town currently uses the 2003 code which is old and not commonly used these days.

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 – 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.
- Entry Signage work is complete and we are still working on lighting support for this project. The contractor has not responded on this matter and we are taking the work on ourselves. We anticipate using nearby electricity on a couple of signs and will utilize solar on one of the sign installations.
- Becker/Goddard Intersection – SEH is continuing work on the intersection design and we have been communicating with CDOT. We hope to have a preliminary design complete however we are still trying to determine what is needed for a culvert that is spanning the intersection on the north side. We have tried to hydro excavate the culvert but was unsuccessful with the truck we had and will try a different truck next week. We will film the culvert once cleaned and determine what will be needed for this portion of the project. Also, we have a work session scheduled with the School Board on July 23 which I would like to get on your calendar. This meeting will be to discuss financial participation in this project. Please contact me on any questions you may have.
- Water Service Extension – We are working with Mr. Walker and SEH to determine the best source of water for the lots associated with the Walker First and Second Addition Subdivisions. We have identified an alignment and I'm currently working on issues associated with the CR 320A road segment that is associated with the water easement. The CR 320A issue is complicated due to prior Quit Claims from property owners to the County and no formal road dedications. Please contact me if you have any questions.

- Broadband Planning Grant – I have submitted a broadband planning grant application to DOLA for this project and are awaiting information on this grant. Funding is allocated in the budget for this project. Please contact me with any questions.
- Rock Creek Development Planning Grant – I have submitted a grant application for this planning grant for the Rock Creek property and are awaiting information on this grant. Funding is allocated in the budget for this project. Please contact me with any questions.

Strategic Planning and Organizational Assessment: Sandhya Tillotson has completed all here one-on-one sessions with you all and is working on her report which will be ready for our July meeting. Once the report is presented we can plan for a retreat to further this work.

Planning/Building: Requests for building permits and associated information has increased over the last month and Morgan, Shane and I are working to keep all the information flowing smoothly. Work on code enforcement began last month and we will continue to stay on top of this issue and work towards compliance with all parties. 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.

Zito Media License Agreement: The cable franchise agreement with Zito is set to expire on June 20<sup>th</sup>, and we have been reviewing a new draft agreement. The original agreement was approved in 1987 and has been amended and extended multiple times since then. We hope to have a new draft agreement ready for Town Board review in 30-60 days, and we will operate under the current agreement until that time.

Raw Water Irrigation Easement: No work has been expended on the irrigation easement.

Jurisdiction Agreement: We are prepared to meet with you to discuss the latest draft agreement and will coordinate this once we resume some sort of meeting norm. We will get to this when circumstances permit.

MEETINGS ATTENDED – I continue to have numerous 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 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!