



IGNACIO TOWN BOARD MEETING AGENDA
Monday, September 9, 2024 – 6:00 PM
Abel F. Atencio Community Room, 570 Goddard Avenue
or via Remote Public Meeting

Zoom login info: <https://us06web.zoom.us/j/84837735429>

Attendees wishing to participate by phone shall call: [346-248-7799](tel:346-248-7799) and key in Webinar ID Number: [848 3773 5429](https://us06web.zoom.us/j/84837735429)

- I. CALL REGULAR MEETING TO ORDER: Pledge of Allegiance**
- II. OATH OF OFFICE FOR RECENTLY ELECTED TOWN BOARD MEMBER, AUDREY ATENCIO**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA – Action Item**
- V. PUBLIC COMMENTS**
- VI. CONSENT AGENDA – Action Item**
 - A. Regular Town Board Meeting Minutes from August 12, 2024
 - B. Special Town Board Meeting Minutes from August 26, 2024
 - C. August 2024 Accounting Reports
- VII. STAFF REPORTS**
 - A. Police Department
 - B. Public Works
 - C. Clerk / Treasurer
 - D. Town Manager
 - E. Attorney
- VIII. UNFINISHED BUSINESS**
 - A. Rock Creek Housing Update
- IX. NEW BUSINESS**
 - A. 1776 Bar & Grill New Liquor License Application – Public Hearing & Action Item
 - B. Rock Creek Housing Project PUD Plat Review
 - C. Ordinance 364 - Rock Creek Housing Project Land Dedication to Ignacio Housing Authority – Action Item
- X. TRUSTEE REPORTS**
- XI. MISCELLANEOUS**
- XII. ADJOURNMENT**

OATH OF OFFICE

State of Colorado
County of La Plata
Town of Ignacio



OATH OF AFFIRMATION FOR PUBLIC OFFICE

I, Audrey Atencio, 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 Board Member of the Ignacio Housing Authority upon which I am about to enter to the best of my ability.

SIGNATURE

DATE

ATTEST:

Tuggy Dunton, Town Clerk

09/05/24
13:32:28

TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 8/24

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-97544	E	845 HOME DEPOT CREDIT SERVICES	755.62	08/01/24	8/24	CL 17719	755.62
-97543	E	737 PITNEY BOWES INC	91.29	08/01/24	8/24	CL 17724	91.29
-97542	E	737 PITNEY BOWES INC	560.18	08/01/24	8/24	CL 17736	560.18
-97541	E	385 LPEA	2306.59	08/01/24	8/24	CL 17744	2306.59
-97540	E	143 STATE OF COLORADO-SALES TAX	708.38	08/15/24	8/24	CL 17757	708.38
-97539	E	1187 Cardmember Service (TBK Bank)	232.94	08/15/24	8/24	CL 17780	232.94
-97538	E	1187 Cardmember Service (TBK Bank)	38.18	08/15/24	8/24	CL 17781	38.18
-97537	E	1187 Cardmember Service (TBK Bank)	433.07	08/15/24	8/24	CL 17782	433.07
-97536	E	1187 Cardmember Service (TBK Bank)	74.83	08/15/24	8/24	CL 17783	74.83
-97535	E	1187 Cardmember Service (TBK Bank)	333.23	08/15/24	8/24	CL 17784	333.23
-97534	E	1187 Cardmember Service (TBK Bank)	385.82	08/15/24	8/24	CL 17785	385.82
-97533	E	1187 Cardmember Service (TBK Bank)	40.05	08/15/24	8/24	CL 17786	40.05
-97532	E	1187 Cardmember Service (TBK Bank)	29.60	08/15/24	8/24	CL 17787	29.60
-97531	E	1187 Cardmember Service (TBK Bank)	3017.95	08/15/24	8/24	CL 17788	3017.95
-97530	E	1187 Cardmember Service (TBK Bank)	386.48	08/15/24	8/24	CL 17789	386.48
-97529	E	1187 Cardmember Service (TBK Bank)	2375.55	08/15/24	8/24	CL 17790	2375.55
-97528	E	1187 Cardmember Service (TBK Bank)	403.83	08/15/24	8/24	CL 17791	403.83
-97527	E	1187 Cardmember Service (TBK Bank)	906.64	08/15/24	8/24	CL 17792	906.64
-97526	E	1187 Cardmember Service (TBK Bank)	515.49	08/15/24	8/24	CL 17793	515.49
-97525	E	1187 Cardmember Service (TBK Bank)	1241.64	08/15/24	8/24	CL 17794	1241.64
-97524	E	1187 Cardmember Service (TBK Bank)	186.68	08/15/24	8/24	CL 17795	186.68
-97523	E	737 PITNEY BOWES INC	59.70	08/30/24	8/24	CL 17811	59.70
-97522	E	385 LPEA	2284.05	08/30/24	8/24	CL 17814	2284.05
-97521	E	840 DELUXE FOR BUSINESS	738.81	08/01/24	8/24	CL 17817	738.81

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TOWN OF IGNACIO
Check Register for Checking
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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7527 *	S	53 AUTO PARTS INC	159.92	08/01/24	_____	CL 17715	159.92
7528	S	220 BALLANTINE COMMUNICATIONS INC	230.82	08/01/24	_____	CL 17716	222.24
						CL 17718	8.58
7529	S	1227 CJB Auto Supply	359.40	08/01/24	_____	CL 17726	359.40
7530	S	1131 CROSSFIRE AGGREGATE SERVICES LLC	114.62	08/01/24	_____	CL 17740	114.62
7531	S	1285 Dancing Spirit	17726.49	08/01/24	_____	CL 17738	17726.49
7532	S	1119 DUB'S AUTO BODY	1988.12	08/01/24	_____	CL 17730	1988.12
7533	S	1295 ESRI	1160.00	08/01/24	_____	CL 17733	1160.00
7534	S	240 ESSCO PIPE & SUPPLY	1439.80	08/01/24	_____	CL 17731	1439.80
7535	S	1298 Fantasia Gallegos	16.75	08/01/24	_____	CL 17737	16.75
7536	S	848 FERGUSON ENTERPRISES INC #421	389.28	08/01/24	_____	CL 17728	389.28
7537	S	255 FOUR CORNERS MATERIALS	2247.31	08/01/24	_____	CL 17734	2247.31
7538	S	279 GREEN ANALYTICAL LABORATORIES	289.00	08/01/24	_____	CL 17729	289.00
7539	S	991 HINTON BURDICK CPA & ADVISORS	3400.00	08/01/24	_____	CL 17713	3400.00
7540	S	760 IGNACIO SCHOOL DISTRICT	250.00	08/01/24	_____	CL 17714	250.00
7541	S	326 INTL INSTITUTE OF MUNICIPAL CLERKS	125.00	08/01/24	_____	CL 17722	125.00
7542	S	1031 JUST CLICK PRINTING INC	78.88	08/01/24	_____	CL 17709	78.88
7543	S	894 KRISTIN ROEHRS	600.00	08/01/24	_____	CL 17732	600.00
7544	S	1274 La Plata County	160.00	08/01/24	_____	CL 17712	160.00
7545	S	1046 LAW OFFICE OF DAVID LIBERMAN	1876.21	08/01/24	_____	CL 17741	1876.21
7546	S	1228 Lawn Slingers & the Works	4520.00	08/01/24	_____	CL 17739	4520.00
7547	S	990 REAL TIME NETWORKS	49.00	08/01/24	_____	CL 17725	49.00
7548	S	600 SOUTHERN UTE UTILITIES DIVISION	48205.13	08/01/24	_____	CL 17710	48205.13
7549	S	1230 Virtual Academy	621.00	08/01/24	_____	CL 17721	621.00

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TOWN OF IGNACIO
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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7550	S	690 WACI-CI TRADING COMPANY	159.98	08/01/24	_____	CL 17735	159.98
7551	S	705 WES CRUME	40.00	08/01/24	_____	CL 17711	40.00
7556 *	S	1283 4 Rivers Equipment	182.14	08/15/24	_____	CL 17773	182.14
7557	S	728 Axis Health System	453.27	08/15/24	_____	CL 17748	453.27
7558	S	91 BRENNAN OIL COMPANY	143.93	08/15/24	_____	CL 17746	143.93
7559	S	99 C & J GRAVEL PRODUCTS INC	50.82	08/15/24	_____	CL 17772	50.82
7560	S	921 CASCADE WATER	55.00	08/15/24	_____	CL 17751	55.00
7561	S	999999 CHERYL LYNN	250.00	08/15/24	_____	CL 17762	250.00
7562	S	1227 CJB Auto Supply	125.39	08/15/24	_____	CL 17752	125.39
7563	S	999999 DAN LYNN	250.00	08/15/24	_____	CL 17761	250.00
7564	S	1119 DUB'S AUTO BODY	983.10	08/15/24	_____	CL 17779	983.10
7565	S	240 ESSCO PIPE & SUPPLY	1439.80	08/15/24	_____	CL 17767	1439.80
7566	S	971 FASTTRACK COMMUNICATIONS INC	402.97	08/15/24	_____	CL 17747	402.97
7567	S	1240 Ferguson Waterworks #1116	435.90	08/15/24	_____	CL 17764	435.90
7568	S	1130 IMAGENET CONSULTING LLC	2207.03	08/15/24	_____	CL 17750 CL 17758	482.03 1725.00
7569	S	1286 La Plata County Public Health Dept.	38.50	08/15/24	_____	CL 17745	38.50
7570	S	1019 La Plata Economic Development Alliance	4519.61	08/15/24	_____	CL 17768	4519.61
7571	S	394 LEWIS TRUE VALUE MERCANTILE	461.40	08/15/24	_____	CL 17775	461.40
7572	S	999999 PAUL ROMERE	250.00	08/15/24	_____	CL 17760	250.00
7573	S	1307 Pens.com	374.40	08/15/24	_____	CL 17778	374.40
7574	S	1306 PIPELINE ASSOCIATION FOR PUBLIC AWARENES	405.00	08/15/24	_____	CL 17776	405.00
7575	S	1305 PIPELINE TESTING CONSORTIUM, INC	65.00	08/15/24	_____	CL 17771	65.00
7576	S	990 REAL TIME NETWORKS	49.00	08/15/24	_____	CL 17777	49.00

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TOWN OF IGNACIO
Check Register for Checking
For the Accounting Period: 8/24

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7577	S	600 SOUTHERN UTE UTILITIES DIVISION	48473.25	08/15/24	_____	CL 17769	48473.25
7578	S	730 SOUTHWEST AG	1099.99	08/15/24	_____	CL 17749	1099.99
7579	S	626 SUMMIT SUPPLY	549.99	08/15/24	_____	CL 17763	549.99
7580	S	1147 TDL RECYCLING, LLC	500.00	08/15/24	_____	CL 17756	500.00
7581	S	650 TOWN OF IGNACIO	1020.38	08/15/24	_____	CL 17754 CL 17755	920.38 100.00
7582	S	969 USA BLUE BOOK	72.90	08/15/24	_____	CL 17765	72.90
7583	S	675 UTILITY NOTIFICATION CENTER OF CO	132.87	08/15/24	_____	CL 17774	132.87
7584	S	1100 VECTOR DISEASE CONTROL	2120.56	08/15/24	_____	CL 17753	2120.56
7585	S	1238 Vermeer Colorado	398.07	08/15/24	_____	CL 17766	398.07
7587 *	S	1272 Canyon Construction Company	155022.66	08/19/24	_____	CL 17797	155022.66
7590 *	S	65 BASIN COOP	167.80	08/30/24	_____	CL 17807	167.80
7591	S	1083 CDPHE	175.00	08/30/24	_____	CL 17806	175.00
7592	S	121 CIRSA	9445.84	08/30/24	_____	CL 17799 CL 17801	923.98 8521.86
7593	S	1102 DANA SAFETY SUPPLY INC	2524.95	08/30/24	_____	CL 17798	2524.95
7594	S	1285 Dancing Spirit	22191.66	08/30/24	_____	CL 17809	22191.66
7595	S	237 ENERGY OUTREACH COLORADO	339.75	08/30/24	_____	CL 17802	339.75
7596	S	1294 KimBall Midwest	157.41	08/30/24	_____	CL 17805	157.41
7597	S	1046 LAW OFFICE OF DAVID LIBERMAN	2590.00	08/30/24	_____	CL 17812	2590.00
7598	S	1305 PIPELINE TESTING CONSORTIUM, INC	205.00	08/30/24	_____	CL 17803	205.00
7599	S	1172 Short Elliott Hendrickson, Inc.	5211.25	08/30/24	_____	CL 17800	5211.25
7600	S	1215 Southwestern Systems, Inc.	61067.05	08/30/24	_____	CL 17813	61067.05
7601	S	1117 TUGGY DUNTON	30.42	08/30/24	_____	CL 17810	30.42
7602	S	969 USA BLUE BOOK	2251.75	08/30/24	_____	CL 17804	2251.75

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Check Register for Checking
For the Accounting Period: 8/24

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
7605 *	S	1308 Matt Buffington	316.00	09/04/24		CL 17819	316.00
Total for Claim Checks			433520.12				
Count for Claim Checks			94				

* denotes missing check number(s)

of Checks: 94 Total: 433520.12

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TOWN OF IGNACIO
Fund Summary for Claim Check Register
For the Accounting Period: 8/24

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Fund/Account	Amount
100 GENERAL FUND	
110230	64,609.05
300 CAPITAL IMPROVEMENT FUND	
110230	160,233.91
500 ECONOMIC DEVELOPMENT FUND	
110230	39,918.15
610 WATER FUND	
110230	34,420.56
620 GAS FUND	
110230	6,405.41
630 SEWER FUND	
110230	127,411.77
640 IRRIGATION FUND	
110230	521.27
Total:	433,520.12

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TOWN OF IGNACIO
Detail Ledger Query
For the Accounting Periods: 8/24 - 8/24

Page: 1 of 2
Report ID: L091

Objects 3200-9500, AND Fund=300,500

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
300 CAPITAL IMPROVEMENT FUND						
930000 CAPITAL IMPROVEMENT						
9232 Capital Project - Rock Creek Subdivision						
CL 17797 1	ROCK CREEK SUBDIVISION	Canyon Construction	8/24	155,022.66		
CL 17800 1	472292 ROCK CREEK INFRASTRUCTUR	Short Elliott	8/24	5,211.25		
JV 080524 2	ACH to Fading West per RC supp		8/24	250,000.00		
	Object Total:	1,342,286.29 DB		410,233.91		1,752,520.20 DB
	Account Total:	1,342,286.29 DB		410,233.91		1,752,520.20 DB
	Fund Total:			410,233.91	0.00	

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TOWN OF IGNACIO
Detail Ledger Query
For the Accounting Periods: 8/24 - 8/24

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Report ID: L091

Objects 3200-9500, AND Fund=300,500

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
500 ECONOMIC DEVELOPMENT FUND						
500463 ECONOMIC DEVELOPMENT						
9155 Pass-through Account						
CL 17738 1	DANCING SPIRIT REDI 22-307 RFR	Dancing Spirit	8/24	17,726.49		
CL 17809 1	REDI 22-307 RFR#6	Dancing Spirit	8/24	22,191.66		
Object Total:			79,095.70 DB	39,918.15		119,013.85 DB
Account Total:			79,095.70 DB	39,918.15		119,013.85 DB
Fund Total:				39,918.15	0.00	
Grand Total:				450,152.06	0.00	

TOWN OF IGNACIO

2023			2024	331310		% up/down			% up/down
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Difference	from PYM	Year-To-Date	Difference	from PYT
			<i>hit bank</i>						
		-	1 Jan	52,435.76					
Jan	59,491.23	59,491.23	2 Feb	60,498.68	1,007.45	1.69%	60,498.68	1,007.45	1.69%
Feb	46,445.64	105,936.87	3 Mar	61,998.32	15,552.68	14.68%	122,497.00	16,560.13	15.63%
Mar	44,651.23	150,588.10	4 Apr	45,384.66	733.43	0.49%	167,881.66	17,293.56	11.48%
Apr	48,413.47	199,001.57	5 May	49,614.44	1,200.97	0.60%	217,496.10	18,494.53	9.29%
May	48,118.71	247,120.28	6 Jun	47,109.70	-1,009.01	-0.41%	264,605.80	17,485.52	7.08%
Jun	51,416.18	298,536.46	7 Jul	51,993.28	577.10	0.19%	316,599.08	18,062.62	6.05%
Jul	47,069.92	345,606.38	8 Aug			0.00%	316,599.08		0.00%
Aug	51,249.72	396,856.10	9 Sep			0.00%	316,599.08		0.00%
Sep	50,337.91	447,194.01	10 Oct			0.00%	316,599.08		0.00%
Oct	52,000.17	499,194.18	11 Nov			0.00%	316,599.08		0.00%
Nov	60,980.48	560,174.66	12 Dec			0.00%	316,599.08		0.00%
Dec	52,435.76	612,610.42	Jan			0.00%	316,599.08		0.00%
City Sales Tax Total	612,610.42		City Total	369,034.84					4.27%
2023 BUDGET	500,000.00		2024 BUDGET	500,000.00					

2023			2024	331330		% up/down			% up/down
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Difference	from PYM	Year-To-Date	Difference	from PYT
			<i>hit bank</i>						
		-	1 Jan	99,970.00					
		-	2 Feb	117,151.00					
Jan	87,867.00	87,867.00	3 Mar	94,745.00	6,878.00	7.83%	94,745.00	6,878.00	7.83%
Feb	89,282.00	177,149.00	4 Apr	90,192.00	910.00	0.51%	184,937.00	7,788.00	4.40%
Mar	98,894.00	276,043.00	5 May	97,916.00	-978.00	-0.35%	282,853.00	6,810.00	2.47%
Apr	93,396.00	369,439.00	6 Jun	95,508.00	2,112.00	0.57%	378,361.00	8,922.00	2.42%
May	105,714.00	475,153.00	7 Jul	108,172.00	2,458.00	0.52%	486,533.00	11,380.00	2.40%
Jun	118,127.00	593,280.00	8 Aug	117,603.00	-524.00	-0.09%	604,136.00	10,856.00	1.83%
Jul	119,823.00	713,103.00	9 Sep			0.00%	604,136.00		0.00%
Aug	118,596.00	831,699.00	10 Oct			0.00%	604,136.00		0.00%
Sep	115,270.00	946,969.00	11 Nov			0.00%	604,136.00		0.00%
Oct	110,432.00	1,057,401.00	12 Dec			0.00%	604,136.00		0.00%
Nov	99,970.00	1,157,371.00	Jan			0.00%	604,136.00		0.00%
Dec	117,151.00	1,274,522.00	Feb						
County Total	1,274,522.00		County Total	821,257.00					1.94%
2023 BUDGET	1,100,000.00		2024 BUDGET	1,100,000.00					

09/05/24
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TOWN OF IGNACIO
Cash Report
For the Accounting Period: 8/24

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
100 GENERAL FUND						
110100 Petty Cash	100.00	0.00	0.00	0.00	0.00	100.00
110230 Operating Account	-12,471.84	1,354,090.38	0.00	310,407.17	196,926.90	834,284.47
110250 Savings Account	100,049.33	310,007.21	0.00	310,000.00	0.00	100,056.54
110270 Investment Account	1,407,666.46	4,106.87	0.00	802,000.00	0.00	609,773.33
Total Fund	1,495,343.95	1,668,204.46		1,422,407.17	196,926.90	1,544,214.34
300 CAPITAL IMPROVEMENT FUND						
110230 Operating Account	-411,305.49	307,444.20	0.00	250,000.00	160,233.91	-514,095.20
110270 Investment Account	238,541.65	1,553.30	0.00	0.00	0.00	240,094.95
Total Fund	-172,763.84	308,997.50		250,000.00	160,233.91	-274,000.25
400 CONSERVATION TRUST FUND						
110230 Operating Account	29,312.00	0.00	0.00	0.00	0.00	29,312.00
110270 Investment Account	85,296.81	391.33	0.00	0.00	0.00	85,688.14
Total Fund	114,608.81	391.33				115,000.14
500 ECONOMIC DEVELOPMENT FUND						
110230 Operating Account	-73,926.53	17,726.49	0.00	0.00	39,918.15	-96,118.19
110270 Investment Account	22,959.76	214.71	0.00	0.00	0.00	23,174.47
Total Fund	-50,966.77	17,941.20			39,918.15	-72,943.72
610 WATER FUND						
110230 Operating Account	65,262.23	28,127.42	0.00	0.00	34,420.56	58,969.09
110270 Investment Account	48,887.40	224.31	0.00	0.00	0.00	49,111.71
Total Fund	114,149.63	28,351.73			34,420.56	108,080.80
620 GAS FUND						
110230 Operating Account	205,705.30	18,191.52	0.00	0.00	6,405.41	217,491.41
110270 Investment Account	150,236.18	689.31	0.00	0.00	0.00	150,925.49
Total Fund	355,941.48	18,880.83			6,405.41	368,416.90
630 SEWER FUND						
110230 Operating Account	283,996.71	45,969.04	0.00	0.00	127,411.77	202,553.98
110270 Investment Account	211.18	0.93	0.00	0.00	0.00	212.11
Total Fund	284,207.89	45,969.97			127,411.77	202,766.09
640 IRRIGATION FUND						
110230 Operating Account	6,936.28	7,007.01	0.00	0.00	521.27	13,422.02
110270 Investment Account	11,366.66	52.15	0.00	0.00	0.00	11,418.81
Total Fund	18,302.94	7,059.16			521.27	24,840.83
910 PAYROLL CLEARING FUND						
110230 Operating Account	13,039.07	0.00	132,317.85	125,462.47	0.00	19,894.45
930 CLAIMS CLEARING FUND						
110230 Operating Account	8,726.85	0.00	433,520.12	18,106.60	0.00	424,140.37
Totals	2,180,590.01	2,095,796.18	565,837.97	1,815,976.24	565,837.97	2,460,409.95

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

09/05/24
13:48:23

TOWN OF IGNACIO
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

Page: 1 of 1
Report ID: B110F

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
100 GENERAL FUND	241,835.18	1,473,231.62	2,206,447.00	733,215.38	67 %
300 CAPITAL IMPROVEMENT FUND	308,997.50	855,432.78	2,477,874.00	1,622,441.22	35 %
400 CONSERVATION TRUST FUND	391.33	8,749.58	39,500.00	30,750.42	22 %
500 ECONOMIC DEVELOPMENT FUND	17,941.20	72,151.88	1,714,567.00	1,642,415.12	4 %
610 WATER FUND	224.31	186,273.55	330,235.00	143,961.45	56 %
620 GAS FUND	689.31	204,697.67	946,900.00	742,202.33	22 %
630 SEWER FUND	250.93	312,136.38	619,982.00	307,845.62	50 %
640 IRRIGATION FUND	52.15	22,735.87	45,058.00	22,322.13	50 %
Grand Total:	570,381.91	3,135,409.33	8,380,563.00	5,245,153.67	37 %

09/05/24
13:48:53

TOWN OF IGNACIO
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL FUND	197,234.07	1,770,960.55	2,697,137.00	2,697,137.00	926,176.45	66%
300 CAPITAL IMPROVEMENT FUND	410,233.91	1,758,820.15	2,437,338.00	2,437,338.00	678,517.85	72%
400 CONSERVATION TRUST FUND	0.00	0.00	42,000.00	42,000.00	42,000.00	0%
500 ECONOMIC DEVELOPMENT FUND	39,918.15	331,956.85	2,231,560.00	2,231,560.00	1,899,603.15	15%
610 WATER FUND	34,420.56	110,511.49	326,214.00	326,214.00	215,702.51	34%
620 GAS FUND	6,405.41	108,591.63	1,144,339.00	1,144,339.00	1,035,747.37	9%
630 SEWER FUND	127,411.77	288,000.37	564,497.00	564,497.00	276,496.63	51%
640 IRRIGATION FUND	521.27	16,359.28	46,730.00	46,730.00	30,370.72	35%
Grand Total:	816,145.14	4,385,200.32	9,489,815.00	9,489,815.00	5,104,614.68	46%

09/05/24
13:49:51

TOWN OF IGNACIO
Payroll Summary For Payrolls from 08/01/24 to 08/31/24

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee -----	Employer -----	Amount -----
CCMA HOURS (Comp Time Accumulated)	99.00		
COMP HOURS (Comp Time Used)	136.00		4,370.04
J004 HOURS (CELL PHONE ALLO)	0.00		138.45
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
J015 HOURS (IN LIEU OF INSU)	0.00		420.34
OVER HOURS (Overtime)	40.00		1,938.97
REG HOURS (Regular Time)	2,635.75		93,292.46
SICK HOURS (Sick Time)	39.00		1,328.65
VACA HOURS (Vacation Time Used)	53.00		1,913.07
GROSS PAY	103,401.98	0.00	
NET PAY	69,511.80	0.00	
NET PAY (CHECKS)	6,602.71		
NET PAY (DIRECT DEPOSIT)	62,909.09		
AFLAC-AFTERTAX	673.66	159.00	
AFLAC-PRETAX	838.52	0.00	
CEBT DENTAL	688.00	306.00	
CEBT HEALTH	5,641.00	14,845.00	
CEBT LIFE	46.45	42.70	
CEBT VISION	86.00	46.00	
FIT	8,372.12	0.00	
FPPA	6,543.16	5,452.64	
FPPA-457	1,049.10	0.00	
FPPA-AD&D	0.00	1,663.42	
GARNISHMENT2	46.14	0.00	
LOAN MICKEY	109.60	0.00	
MEDICARE	1,391.49	1,391.49	
MISSIONSQUARE/I	2,065.32	1,959.12	
MONTTOYA LOAN	124.03	0.00	
SIT	3,371.62	0.00	
SOCIAL SECURITY	2,843.97	2,843.97	
UNEMPL. INSUR.	0.00	206.53	
BANK 4	4,371.06	0.00	
BANK 8-SAVINGS	2,957.82	0.00	
BANK COLORADO	1,682.29	0.00	
COMM BANK OF CO	8,597.47	0.00	
CU OF COLORADO	3,836.66	0.00	
SANDIA LAB FCU	200.00	0.00	
TEK BANK	7,129.06	0.00	
USAA	5,893.38	0.00	
VECTRA BANK CO	69.26	0.00	
WELLS FARGO	26,986.72	0.00	
WELLS FARGO N.A	138.52	0.00	
WELLS FARGO OR	1,046.85	0.00	
FIT/SIT BASE	86,305.98	0.00	
MEDICARE BASE	95,963.56	0.00	
SOC SEC BASE	45,871.04	0.00	
UN BASE	103,263.53	0.00	

09/05/24
13:49:51

TOWN OF IGNACIO
Payroll Summary For Payrolls from 08/01/24 to 08/31/24

Page: 2 of 2
Report ID: P130

Total 28,915.87
Total Payroll Expense (Gross Pay + Employer Contributions): 132,317.85

Check Summary

Payroll Checks Prev. Out. \$3,992.01
Payroll Checks Issued \$6,648.85
Payroll Checks Redeemed \$0.00
Payroll Checks Outstanding \$10,640.86
Electronic Checks \$125,462.47

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security	5,687.94	5,687.94		221700
Medicare	2,782.98	2,782.98		221710
Unempl. Insur.	206.53		317.12	221760
FIT	8,372.12	8,372.12		221720
SIT	3,371.62	3,371.62		221730
FPPA	11,995.80	11,995.80		221742
AFLAC-PRETAX	838.52	838.52		221757
FPPA-457	1,049.10	1,049.10		221742
FPPA-AD&D	1,663.42	1,663.42		221743
MISSIONSQUARE/I	4,024.44	4,024.44		221741
AFLAC-AFTERTAX	832.66	832.66		221757
CEBT DENTAL	994.00	994.00		221754
CEBT HEALTH	20,486.00	20,486.00		221751
CEBT LIFE	89.15	89.15		221755
CEBT VISION	132.00	132.00		221756
GARNISHMENT2	46.14	46.14		221781
LOAN MICKEY	109.60	109.60		221741
MONTOYA LOAN	124.03	124.03		221741
Total Ded.	62,806.05	62,599.52	317.12	

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

TO: Ignacio Board of Trustees

From: Wes Crume Police Chief

Date: 9-5-2024

.....

Ignacio PD has been involved in some On-Line Training along with “Hands On” Training sessions too.

On Saturday (9-7-2024) we will be assisting SUPD with their annual Southern Ute Tribal Fair Parade.

This month we also have Range training with our handguns/rifles. And we have an updated Shoot-No Shoot computer generated video system to engage.

We will also have updates on Taser system usage.



Town of Ignacio

P.O. Box 459
540 Goddard Ave
Ignacio, CO 81137

970/563-9494 
townofignacio.com 

Public works Department Staff Report

9/4/2024

Natural Gas System

Monthly meter reads, re-reads and Shut offs.

Leak Survey

Mercaptan Testing

Energy World Net operator qualification Compliance for D.O.T. compliance

State compliance and filing.

DOT training

OQ training

System maintenance and repair

Sewer and Storm Drain System

Monthly line flushing

System maintenance and repair

State compliance training and filing.

8" inch sewer replacement in progress

Drinking Water system

Monthly meter reads, re-reads and shut offs.

Monthly water sampling

System maintenance and repair

State compliance training and filing.

New water meter install and pit repairs.

Meter inventory and leak survey

Lead and Copper water sampling.

Valve maintenance.





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Irrigation System

System maintenance and repair

Monitor irrigation pond levels.

Repair 6 inch and 12-inch mains as well as 2inch services

Parks

Event prep and sprinkler repair

Roadways and Alleys

Drainage maintenance and repair

Street sweeping

Pothole repair

General Maintenance

UNCC locates completed filed and reported.

Daily and weekly trash collection

Daily Utilities issues and complaint call outs addressed.

Tree removal

Daily maintenance

Monthly maintenance

Repair vehicles and equipment.

Mowing operations complete





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Building code enforcement

Subject:

Town of Ignacio Building Construction / Inspection Cross Connection Control Program

From: Garry Montoya

To: Jeremy Mickey

- 610 Browning Exterior panel and window replacement. Permit issued and approved on 4/24/2022 Estimated completion Oct. 2022 (Owner: Luis Valenzuela) Note: Pending investigation (IPD -CBI) 10/05/23 No c 3/27/24 Safegard Properties (Diana Finlon) is representing This property for remodel and is working with building inspection for contracting vendor application approval. No change 8/01/24
- 110 Maple Ave Jordan Larsen (Owner) New rear attached cover patio. The building permit approved and issued on 11/15/22. Contacted owner 3/13/2023 waiting on weather to improve to continue. 5/01/23 No change. Status has not changed 7/01/24 **Project completed on 7/02/24.**
- 455 Shoshone Butch Gomez (Owner) Residence remodel. Building Permit Issued on 1/26/23. Contractor Gary Hansen. Remodel work is in process. Sewer was filmed on 10/04/23 awaiting results. Sewer line damaged, needs replacement 1/02/24 Sewer and water line replacement scheduled on the first week of February 2/01/24. Water, gas, sewer and electric all new meters installed as well. Remodel is currently in process. Rough plumbing and electricity have been inspected and approved. Ready for Drywall inspection 3/27/24 Remodel is near complete. New flooring installed on 5//03/24. Needs bathrooms completed., electrical outlets and fixtures installed. No change 8/01//24
- 465 Goddard Dancing Spirit. Build plans are final and approved as of 6/01/20/23 Excavation permit issued on 5/24/23. Building permit issued on 6/1/23 Concrete footing inspected on 6/27/23 Stem wall form inspected on



Town of Ignacio

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6/28/23. Framing in process 10/05/23. No work performed as of 1/02/24
Construction wall framing is currently in process 2/01/24. Roof deck capped
and nail pattern inspected. Complete framing near completion. All sheer
walls have been firewall installed and inspected. MEP contractors will start
instillation material on the first week of April. 3/27/24 Framing complete,
rough in plumbing and mechanical passed inspection, rough in electrical
passed inspection. Insulation passed fire and commercial inspection.
Drywall installation started on 6/04/24. A drywall completed, gas and water
meters have been installed. Needs plumber to connect service to the
building. 8/01/24

- 515 Burns Ave. Roger Kimsey contractor. Remodel and renovation. Building permit and excavation permit were issued on 7/20/23. No progress 2/01/24 Awaiting annexation to continue remodel 3/27/24. No change 8/01/24
- 117 Piedra Ave. Laura Sanchez (owner) Paul Lee Contractor. Porch entrance addition. Excavation and building permit issued on 11/20/23 Project near completion, waiting on electrical installation 1/02/24. Waiting on contractor to complete construction 2/01/24 near completion. No progress as of 3/27/24. **Project completed on 7/02/24.**
- 518 Tranquilo ct. Southern Ute Growth Fund. Single Family Home. Contractor S&D Do It All. Excavation and Building permit issued on 11/20/23 Foundation was poured and inspected on 12/14/24. Inspected 7/02sewer install on 1/29/24 Stem wall was rejected (not per print) cold joint report is scheduled 2nd week of march. Stem wall cold joint repair completed. Framing is in process. 3/27/24. The driveway is scheduled to pour 6/07/24. The driveway poured and complete. Detailed miscellaneous work needs to be completed. 7/01/24
- 521 Tranquilo ct. Southern Ute Growth Fund. Single Family Home. Contractor S&D Do It All. Excavation and building permit issued on 11/20/23. Foundation dig was complete and base complete, compacted on 12/13/24 Foundation form inspected on 1/30/24 Concrete pour scheduled on 1/31/24. Stem wall formed and poured. Framing is in process 3/27/24.



Driveway scheduled to pour on 6/10/24. The driveway poured and complete. Detailed miscellaneous work needs to be completed. 8/01/24

- 1001 Williams St. Ignacio Post Office. Remodel damaged wall. Contractor Servpro, Contact Reina Tempelton. Building permit approved on 02/06/24. Revised estimate approval pending 3/27/24. The front window has been replaced. Exterior bricks need replacement. 7/01/24 **Project completed on 7/21/24.**
- 630 & 640 Goddard KP pawn Roof replacements. Structure replacement. Building permit issued on 4/11/24 Build in process. 6/04/24, 630 roofs have been replaced and completed 7/01/24 640 is in the completion process.

Cross Connection Control Program

CDPHE Regulation 11.39 (3) Cross Connection Control

Meeting with CDPHE. Water Quality control Division. KC Kay (Environmental Protection Specialist). The meeting in general was an audit for the Back Flow Cross Connection contamination control program. Overall, the audit comprised of compliance issues, monitoring schedule, Test results, Commercial customer compliance within the scope of the regulation. Survey results. There are non-compliance issues that must be rectified.

All assemblies that are not in compliance have been recognized and the owners have been notified. 14 Assemblies of 14 not tested in 2022 have been tested. 6 business remain non-compliant. A date has been established. All business owners that are non-compliant have 30 days (March,31) for compliance. (Ray Sanchez)

Note: Testing compliance ratio has been achieved 100%. Acceptable per CDPHE Requirements, goal is to achieve 100% compliance. (Ray Sanchez) 7/01/24

Two customers are out of compliance for cross connection violation and have been notified on several attempts. Registered letters have been issued for non-compliance. Water service will be disconnected until non-compliance is resolved. Water service shutdown is scheduled for 2/29/24.

Note: All information has been submitted to CDPHE on 6/2/23.

UPDATE: All required business for back flow valve installations are 100 % in compliance and testing is up to date.





Town Clerk / Treasurer Report

September 2024

Honorable Mayor and Trustees,

Following is my report of activities since the last Town Board Meeting. This report addresses items on the agenda for this meeting on September 9, as well as upcoming events.

Clerk:

- The minutes from the August 12, 2024 Regular Town Board Meeting and the August 26, 2024 Special Town Board Meeting are on the drive for your review.
- The first two items attached to my report are for your information and consideration, in light of the first Natural Medicine licenses being issued by the State in January of 2025. The only regulations that the local authority may impose have to do with the “time, place and manner” of healing centers; there is no local license process and the local authority cannot prohibit a center within their community.

Treasurer:

- The Accounting Reports for August 2024 are included in the consent agenda.

Licenses:

- Animal: 48 current licenses
- Business: 71 current licenses
- Business Service Licenses: 73 current licenses
- Liquor Licenses:
 - 1776 Bar & Grill is requesting a new liquor license. This has been published as a Public Hearing, and the notice was placed on the establishment per the requirements in Statute.

Events:

- Tuesday, September 24 – CML Fall District 9 Meeting at Dancing Spirit Community Art Center – I will be asking for confirmation from each of you whether or not you will attend.
- Monday, October 14 – Next regularly scheduled Board Meeting

Meetings Attended:

- Ignacio Creative District Board Meeting
- Chamber of Commerce Board Meeting and General Membership Meeting
- Served as Vendor Coordinator for the 8th Annual Green Chile Fest, the largest one so far. This event has taken off, and continues to grow each year.
- Effective Governance on the Road in Durango. Because none of the Board was able to attend, I have attached the slide presentations and other information that was sent out after the fact.

Miscellaneous:

- The Regular Town Board Meeting in November falls on the 11th, which is Veteran’s Day. Do you want to move it to the 4th or the 18th?
- The next Joint Work Session with the La Plata Board of County Commissioners needs to be scheduled; they would like the Town Board to select either November 7 or 14. Please let me know your preference.
- The annual Holiday Party, traditionally on the second Friday in December at the Casino, needs to be contracted if you desire to host this event this year.
- The Women’s Resource Center wrote a thank-you note to the Board for your support of their 2024 Get Your Girl Power program. It is attached to my report.

Please contact me with any questions. Thank you.

Tuggy

CML LEGAL CORNER



‘Natural medicine’ rules leave broad room for local regulation

By Robert Sheesley,
CML general counsel

In 2022, Colorado voters approved Proposition 122 that legalized “natural medicine,” or plant- or fungus-based psychedelic substances, for personal use and cultivation as well as state-licensed businesses. The law permitted some local regulation of the “time, place, and manner” of healing centers but otherwise substantially restricted local regulation.

Few municipalities have modified local laws to address healing centers or otherwise regulate natural medicine. Most have waited for state rulemaking that would allow for facilitator and business licensing to begin at the end of 2024. These rules, recently adopted by the Colorado Department of Regulatory Agencies, appear to provide sufficient flexibility for reasonable local regulation consistent with the Colorado Natural Medicine Code.

THE NATURAL MEDICINE CODE & RULES

The General Assembly cleaned up Proposition 122 in the 2023 legislative session. The resulting Colorado Natural Medicine Code continued the broad limitations on local authority. The Code preempts local laws that would conflict with its provisions and expressly prohibits local governments from prohibiting licensed facilitators and licensed entities from operating in their jurisdictions. Local governments continue to be able to regulate the time, place, and manner of the operation of licensed entities.

The new Regulated Natural Medicine Rules, 1 CCR 213-1 (available at bit.ly/naturalmedicinerules), implement that code by establishing standards for healing centers and other facility licenses (including cultivation, storage, testing, and manufacturing). Separate regulations, the

Natural Medicine Licensure Rules and Regulations, 4 CCR 755-1 (available at bit.ly/facilitatorrules), establish facilitator training and licensing standards.

The rules address many of the same areas often covered by state and local licensing standards for other regulated substances, like marijuana and alcohol. These include areas like applications, renewals, location changes, disciplinary action, record retention, advertising and marketing, sanitary requirements, waste disposal, and security standards. The rules also address product safety, packaging, and transport. Application requirements include age and criminal history standards, financial disclosures, tax compliance, premises details, and security information.

The rules prohibit the operation of a natural medicine business at the same location as a licensed alcohol or marijuana business. However, natural medicine businesses with the same owner can share locations with other natural medicine businesses (with some limitations). The rules implement the law’s permission for healing centers to co-locate with other types of health-care facilities.

ROOM FOR LOCAL REGULATION

The new rules suggest local governments can at least regulate the facilities from which natural medicine businesses operate, as well as the underlying use of land. For example, Rule 2110.E requires that all applications for state licensure “must comply with Local Jurisdiction requirements.” An application must also demonstrate that the proposed premises “is permitted under the Local Jurisdiction’s zoning laws” for the type of natural medicine business proposed (see Rule 2125.A.2.b). Businesses must grant access to fire, building, and code enforcement officials “to inspect for compliance

with state law, local ordinances or rules ...” (see Rule 3130).

Municipalities working on “time, place, and manner” regulations may focus on locations, zoning districts, and hours of operation. Healing centers may be considered a land use like medical offices and treated similarly in terms of location and hours. Licenses for cultivation or manufacturing may create impacts and involve activities that are more like existing industrial uses. As the law already prohibits healing centers within 1,000 feet of schools and childcare facilities, setback requirements from other sensitive locations may be appropriate. Keep in mind, however, that licensed facilitators can offer administration sessions at health-care facilities, private residences, and other locations.

Local regulations, of course, cannot prohibit facilitators, healing centers, and other licensed businesses. A local regulation that conflicts with the Natural Medicine Code or the administrative regulations may be deemed unreasonable or otherwise found to be preempted by the comprehensive state scheme. Regulating the “manner” of operation of healing centers and other facilities probably presents a higher risk of conflict given the detailed state regulation of their operation.

Due to the novelty of this area, the full scope of local authority to regulate natural medicine businesses and the administration of natural medicine will remain uncertain for some time. When passing regulations, municipalities should consider whether the state regulations expressly prohibit local regulation or address a subject matter fully, leaving no room for local standards.

This column is not intended and should not be taken as legal advice. Municipal officials are always encouraged to consult with their own attorneys.



Tuggy Dunton <tdunton@townofignacio.com>

[CLERKSLIST] Natural Medicine laws

Marisa Stoller <000000775acc10c8-dmarc-request@list.cml.org>
Reply-To: CML Municipal Clerks Listserv <CLERKSLIST@list.cml.org>
To: CLERKSLIST@list.cml.org

Thu, Jul 11, 2024 at 4:33 PM

Hello all,

I want to bring your attention to the upcoming rulemaking and changes surrounding Natural Medicine, which includes the legalization of treatment facilities that provide psilocybin, psilocyn, ibogaine, mescaline, and dimethyltryptamine. It also allows natural medicine businesses for the cultivation, manufacturing, and testing of these substances.

Currently, the way the law stands, municipalities will have no opportunity to ban these medical treatment facilities outright. The only opportunity is for municipalities to limit the time, place, and manner. Zoning restrictions are an option to this end, and we may also potentially be able to require local licensing (though I will leave that interpretation up to the attorneys). Business hours can also be limited.

It seems likely that there will be a challenge to this law due to the federal illegality and the requirement that home rule jurisdictions be unable to prevent them from setting up shop in the community.

The City of Boulder is currently contemplating treating healing centers as medical office uses and cultivations, product manufacturers, and testing facilities as light manufacturing uses. The city may prohibit the uses in residential zones or within 1,000 feet of residential uses. Local licensing is not recommended at this time. This approach will be presented to the City Council on Aug. 1st and may change.

The City of Castle Rock is looking to limit natural medicine businesses and healing centers to light and general industrial-zoned areas and require they be at least 1,000 feet from schools, childcare facilities, or residences. The town of Parker has passed similar restrictions already. Parker also put elements of the state statute into their code with penalties regarding personal cultivation, so if someone was growing a patch larger than the 12 by 12 foot state requirement, their local police can enforce the law.

The state is required to begin accepting applications for licensing on December 31, 2024, and expect to begin issuing licenses for these facilities potentially in January 2025. If your municipality would like to put any zoning restrictions or other requirements into the code, I would recommend you ensure they are put into place before that date so the state can take those requirements into consideration when they evaluate any licenses looking to set up in your municipality.

If your municipality has no concerns, you are all set! I just want to make sure clerks are getting this information because there is no expectation of a dual licensing program as with Marijuana as there is no local licensing requirement as it stands.

<https://dnm.colorado.gov/2023-legislation-summary>

<https://dnm.colorado.gov/rulemaking>

Marisa Stoller, MMC

City Clerk | City of Pueblo

(719) 553-2669

mstoller@pueblo.us



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Visit www.cml.org for information on the Colorado Municipal League, including products, services and events

CML

EFFECTIVE GOVERNANCE

On the road!



**Your Role
as an Elected
Official or a
Municipal
Employee**



COLORADO
MUNICIPAL
LEAGUE

What is CML?

- Nonprofit, non-partisan association of 271 Colorado municipalities
- Established in 1923
- Governed by a 21-member Executive Board
- CML exists for its members and because of our members



COLORADO
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CML EFFECTIVE GOVERNANCE ON THE ROAD

CML's Strategic Plan



**COLORADO
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LEAGUE**

Major policies of CML are established by the membership at the annual business meeting and by the CML Executive Board and various committees. Daily operations of the League are carried out by a 17-member staff. CML also has a variety of professional sections and 14 regional districts that give CML depth and breadth in its understanding of municipal needs.



MISSION

Advocacy, information, and training supporting exceptional municipal governance.



VISION

Empowered cities and towns, united for a strong Colorado



VALUES

Commitment, service, collaboration

CML EFFECTIVE GOVERNANCE ON THE ROAD

Your role as an elected official or municipal employee

Two Basic Features

- An elected official decides policy questions, and;
- A professionally trained manager, hired by council, governs municipal administration

In Practice

- The Council/Board paints the big picture, and;
- Entrusts the details of the administration and implementation to direct reports/municipal staff

Your role as an elected official or municipal employee

There are differences in the roles, AND similarities.

The public expects and deserves your best, including:

- Honesty
- Accountability
- Personal character
- Lawful, ethical conduct
- Making decisions that put the community first
- Open and fair decision-making processes
- Respect for individuals and the community
- Decorum and professionalism

As you embrace your role, keep in mind:

- You've gone from citizen to city representative and official - you are now the ultimate insider!
- You now represent the whole, not just one issue or opinion - make decisions in the best interests of entire community as that is who it impacts
- Collaboration and consensus-building must be intentionally practiced
- Misunderstanding your role can reduce your effectiveness AND increase the risk of liability for your municipality
- You set the tone in your community!

CML

EFFECTIVE GOVERNANCE

On the road!



CML.org

1144 Sherman St.

Denver, Colorado 80203

303-831-6411

866-578-0936



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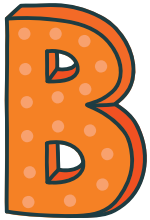
The A B C s of de-escalation

COLORADO MUNICIPAL LEAGUE



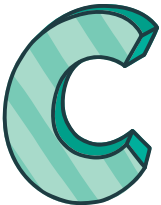
ATTEND TO YOUR EMOTIONS

Successful de-escalation starts with self-awareness. Recognizing your triggers (whether it's raised voices or dismissive shrugs) is key to remaining calm under pressure. Learn calming techniques like deep breathing and mindfulness and maintain a respectful demeanor even when provoked. Your composure sets a positive tone for the interaction and encourages others to engage constructively.



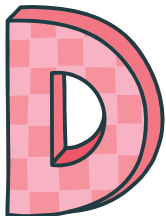
BECOME AN ACTIVE LISTENER

Give the person your full, undivided attention. Make eye contact, avoid interrupting, and reflect back their concerns to demonstrate understanding. Active listening, a cornerstone of police de-escalation, validates feelings and helps people feel heard — a crucial step in diffusing anger. Also, pay attention to nonverbal cues — yours and theirs — like body language and tone of voice.



CAREFULLY VALIDATE FEELINGS

Acknowledge the person's emotions without endorsing their behavior. Phrases like "I can see why you're upset" or "I understand your frustration" demonstrate empathy. Validating someone's feelings doesn't mean you agree with their position. It simply opens the door for a more constructive dialogue. Remember, treat the other person with dignity and respect, avoiding language that could be perceived as insulting or taunting.



DISCOVER COMMON GROUND

Despite strong feelings, nearly every conflict has an underlying area of shared interest. Seek common goals, like identifying the core issue at hand. Finding a shared purpose helps shift the situation from adversarial to problem-solving solutions that can address various perspectives and concerns. Focus on "we" language to promote collaboration ("How can we work together...").



EMPLOY "I" STATEMENTS

When stating your perspective, use "I" statements to express how the situation affects you. For example, "I feel hesitant to continue the discussion when voices are raised ..." avoids blame and models respectful communication. Offer alternatives or choices to empower the other person and foster cooperation where possible.

How to Respond When the Media Contacts You

Step One: The Call

- Ask for the reporter's name and media outlet.
- Ask what the reporter is looking for and what the story is about.
- Ask about his or her deadline.
- If needed, ask for some time to gather your information and call them back.
- When in doubt about a reporter, feel free to respond in writing over e-mail.

Step Two: Preparation

- Please contact communication staff (if you have, if not – the designated public information officer) to let them know you were contacted and/or to find out if talking points already exist for the topic in question.
- Anticipate questions, including questions you hope the reporter doesn't ask.
- Develop your talking points or key messages that you would want the public to know about your topic.
- Consider potential referrals or other staff members who might have more firsthand information.
- Let colleagues know if you have or plan to refer the reporter to them.

Step Three: The Interview

- Tell the truth.
- Limit your comments to known facts.
- Don't exaggerate.
- Don't speculate.
- Ask for clarification if you don't understand a question.
- Explain omissions; avoid "no comment" (see handout below).
- Transition to what YOU want to say (see handout below).
- Avoid "off the cuff" remarks and using jargon, slang or colloquialisms/aphorisms.
- Beware of the void. Don't fill silence with more information than you intended just to avoid an awkward pause.
- Stay "on the record."
- Be aware of nonverbal communication.
- Be confident and cool; don't argue no matter how inflammatory the question.
- Don't ask to see the story before it's published.
- Avoid sarcasm; stick to the facts.
- Give short, clear answers.
- Emphasize key points first.
- Remember that you are a representative not just of yourself, but also for your department and the municipality as a whole.

Tips for responding to classic style media questions

Question Type	Problem	Solution
False Facts	Incorrect information	Do not repeat false information, they might use that as the sound bite. Say information is incorrect and bridge to a positive point.
Hypothetical	Asks you to forecast a reaction	"That's a hypothetical question: there is no way I can respond to that." Bridge to what you can respond to.
Phantom Authority/ Absent Party	No real source for comment- "Someone said..."	Do not answer a blind charge. Don't repeat charge or question. Don't talk for competition or other sources. "I'm not aware of that information but what I do know is..."
Omniscient Authority	Expects you to know everything	"That is not my area of expertise, but I can get the information to you..."
The Machine Gun	Multipart questions	Answer the one you want or answer the issue raised by the questions
The Interrupter	A person who does not let you complete your thought	1) Ignore the interruption and come back to answer that question later, or 2) Stop, listen patiently to new question and say you'll address it in a moment, then go on. "As I was saying..."
The Paraphrase	Unfairly and incorrectly restates what you say	Don't get angry, restate position carefully. "I may not have made myself clear, but..."
The Dart Thrower	Negative implications are buried in questions	Keep making positive points, and don't repeat the negative.

Question Type	Problem	Solution
Silence	Awkward pauses provide the reporter an opportunity to get you to go off message	Don't feel you have to fill voids. Once you have answered the question, it's okay to not say anything at all.
A or B	Reporter only gives you two options for answers	Address the larger issue behind the questions or identify a third option. "Actually, it's both..." or "It's neither... the focus is..."
Charged Words	Question that has negative language	Don't repeat negative language. "To the contrary..."
Proprietary Questions	Asks for secrets or nondisclosure information	Stick to nondisclosure rules, and bridge to related public information. "What I can tell you is this..."
Yes or No	Typically only asks for a yes or no answer	Use this as an opportunity to bridge to the key messages.

Bridging Language

Use these bridging options to redirect the conversation to your key messages.

- But what I can tell you is...
- But the facts are...
- From my perspective...
- I have heard that too, but the real focus should be...
- I would describe it differently...
- If I may, let me pick a more important point...
- Looking ahead...
- Let's talk about something I'm even more familiar with...
- Let's use another perspective...
- Opinions can differ, but I believe...
- Our goal is...
- That's one view, mine is...
- The critical issue is...
- The question should be...
- What concerns me even more...
- What's more important is...
- Yes, but...

From: Schenkein Public Relations

Other ways to say “no comment”

Never say “no comment.” It makes it seem as if you are avoiding the question. Instead, try one of these:

- “I can't answer that, as it is still under investigation.”
- “It would be inappropriate to comment on any aspect of the case while the investigation is still in progress.”
- “As this issue and the options are still being evaluated, we cannot provide additional details or speculate about what a staff recommendation or council direction might be.”
- “So that the legal rights of the individual are properly protected, we cannot answer that question.”
- “It's simply too early to determine what the next step or the outcome will be.”
- “I wouldn't want to speculate on the outcome.”
- “I'm sorry, that's all I can provide at this time.”
- “There are no additional details available on that.”
- “I've answered all I can at this time.”
- “Should additional information be made available on that, I'll give you a call.” (If you say this, be sure you or another appropriate person makes good on this promise)
- “That's a great question. But I can't provide an answer right now because it's still under investigation.”
- “I understand where you are coming from, but it would be inappropriate for me to speculate.”



Self-care for public servants

COLORADO MUNICIPAL LEAGUE

UPHOLD BOUNDARIES

Protect yourself by clearly and firmly communicating what behavior is unacceptable to you. Also, while serving your community is important, it is equally vital to carve out time for yourself and your loved ones by defining life and work boundaries.

AVOID INTERNALIZING NEGATIVITY

Public-facing roles come with the territory of occasional negativity. Remember, frustrated constituents often react by expressing feelings and opinions about a situation directed at the role you have, not you as a person. (How cognitive distortions fuel your stressors, Elizabeth Scott, PhD, Verywell Mind, 2023)

FOCUS ON SUCCESSES

Make sure to take time to celebrate your positive impact on those constituents you have successfully served. This practice can help counter any negative bias or narrative that may overtake your brain.

BUILD A SUPPORT SYSTEM

According to Harvard Health Publishing, there is a direct correlation between stress levels and human connections. Surround yourself with people you trust who can boost you during tough times. Cultivate relationships with colleagues who understand the challenges of your role.

IMPROVE YOUR CONFLICT MANAGEMENT SKILLS

Seek training on handling conflict and difficult communication geared toward public servants, like active listening, empathy, and assertiveness techniques.

PRIORITIZE SELF-CARE

Take time for activities that reduce stress and improve your mood, such as hobbies, getting creative, exercising, or spending time in nature.

DON'T HESITATE TO ASK FOR HELP

Consider seeking support from a therapist or counselor who can provide guidance for you to develop coping mechanisms that support your mental health and well-being.

PRACTICE FORGIVENESS

Holding onto anger and resentment can negatively impact your mental health. Practice forgiveness, not for the other person's benefit, but to reclaim your own peace. (The effects of forgiveness on mental and physical health: a meta-analysis, Frederic Luskin, Journal of Counseling and Development, 2016)

REFRAME AND SET REALISTIC EXPECTATIONS

We cannot please everyone all the time. Set realistic expectations and learn to recognize valid criticism while choosing not to internalize unwarranted negative encounters.

FIND WHAT WORKS FOR YOU

Much like the challenges we face, your self-care and well-being routine is specific to what works for you. However you choose to take time for yourself, make sure it is on your terms. Do not focus on what it should look like. Do what works for you.

PRIORITIZE YOUR SAFETY

If you ever feel physically threatened, remove yourself from the situation as quickly as possible and seek help if needed.

Municipal Finance & Budgeting 101 – CML Conference June 2024

<https://youtu.be/dxUZ5qpatjg?si=CNhu0LQSn806aOdd>

Municipal Finance & Budgeting 101 for Elected Officials

Presented by Jeff Hansen, Finance Director
City of Golden



**2024 ANNUAL
CONFERENCE**
LOVELAND • COLORADO



COLORADO
MUNICIPAL
LEAGUE

Today's Objectives

- Keep you awake
- Make this interactive
 - Ask Questions!!!
- Hopefully you learn something
 - Either from me or each other

Polling Question – Who's here?

- New to Council/Board
- 2-5 Years on Council/Board
- 5-10 Years on Council/Board
- 10+ Years on Council/Board
- Staff
- Other (???)

Polling Results

[Link to polling results goes here]



If you would like to do a poll, please send polling questions to Karen Rosen at krosen@cml.org.

Attendees will answer poll through conference app.

CML will insert a link on this slide.

You can refresh the link multiple times to update poll information.

CML 2024 ANNUAL CONFERENCE

Outline

- Finance
 - Basics of Governmental Accounting
- Budget
 - Budget Basics
 - Typical Budget Process
 - Budget Oversight
 - Other types of Budget Processes

Basics of Governmental Accounting

- Not-for-profit perspective
 - Accountable to Council/Board, citizens, bondholders
 - Relationship between the charge for a service and the cost to provide it

Basics of Governmental Accounting

- Rule Making/Oversight
 - GAAP (Generally Accepted Accounting Principles)
 - GASB (Government Accounting Standards Board)
 - GFOA (Government Finance Officers Association)
 - State Statutes
 - City Charter/Municipal Code

Basics of Governmental Accounting

- Fund Accounting
 - “Separate Checkbooks”
 - Each Fund needs to balance
- Fund Types
 - Governmental
 - General, Special Revenue, Capital Projects, Permanent
 - Proprietary
 - Enterprise, Internal Service
 - Fiduciary
 - Trust, Agency, Pension



Fund - Defined

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Some funds are required to be established by State law (i.e. Conservation Trust Fund) or bond covenants. However, the Council/Board may establish other funds to help control and manage spendable resources for particular purposes (i.e. Recreation Center Fund). All of the municipality's funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

City of Golden Fund Structure

➤ General Fund

➤ Primary Revenues

- Sales & Use Tax, Property Tax

➤ Primary Functions

- Public Safety/Police
- Public Works (Streets)
- Parks & Rec (Outdoor Rec, Parks, Forestry, RV Park, Bldg Maintenance)
- General Administration (Council, Manager, Clerk, Communications, Finance, HR, Court, Planning, Economic Development)
- Social/Environmental (Affordable Housing, Homelessness, Sustainability)



City of Golden Fund Structure

➤ Special Revenue Funds

➤ Conservation Trust Fund

➤ Lottery Funds

➤ Fire Department Fund

➤ Dedicated Property Tax

➤ Lodging Excise Tax

➤ Marijuana Excise Tax

➤ GDGID Fund

➤ Dedicated Property Tax



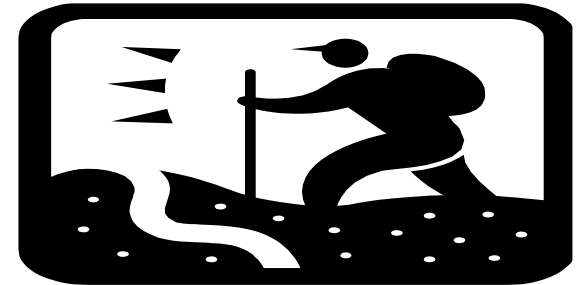
City of Golden Fund Structure

- Capital Projects Funds
 - Sales & Use Tax Fund
 - Dedicated Sales & Use Tax (1%)
 - Infrastructure, Facilities, Capital Equip
 - Curb, Gutter, Sidewalks
 - Traffic Calming, Major Street Projects
 - Public Art Program
 - Community Center Equipment/Capital Improvements
 - Capital Related Debt Service



City of Golden Fund Structure

- Capital Projects Funds (cont.)
 - Capital Programs Fund
 - State Highway Users Tax, Fund Transfers
 - Used for Street Improvements
 - Open Space Fund
 - County Open Space Tax
 - Open Space Purchases, Trail Development



City of Golden Fund Structure

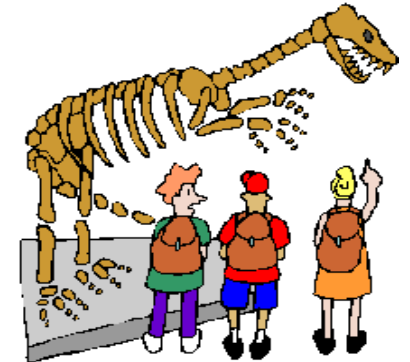
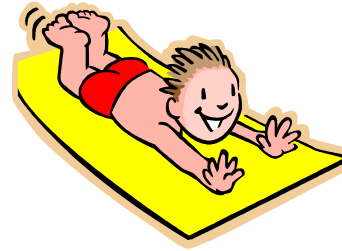


- Enterprise Funds
 - Water Fund
 - Environmental Quality, Treatment, Maintenance, Water Rights, Storage, Capital, Debt Service
 - Wastewater Fund
 - Environmental Quality, Maintenance, Treatment, Capital
 - Drainage Fund
 - Maintenance, Capital



City of Golden Fund Structure

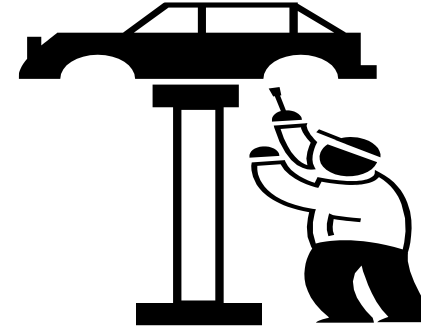
- Enterprise Funds (cont.)
 - Community Center Fund
 - Splash Aquatic Park Fund
 - Fossil Trace Golf Course Fund
 - Cemetery Operations Fund
 - Rooney Rd Sports Complex Fund
 - Museums Fund



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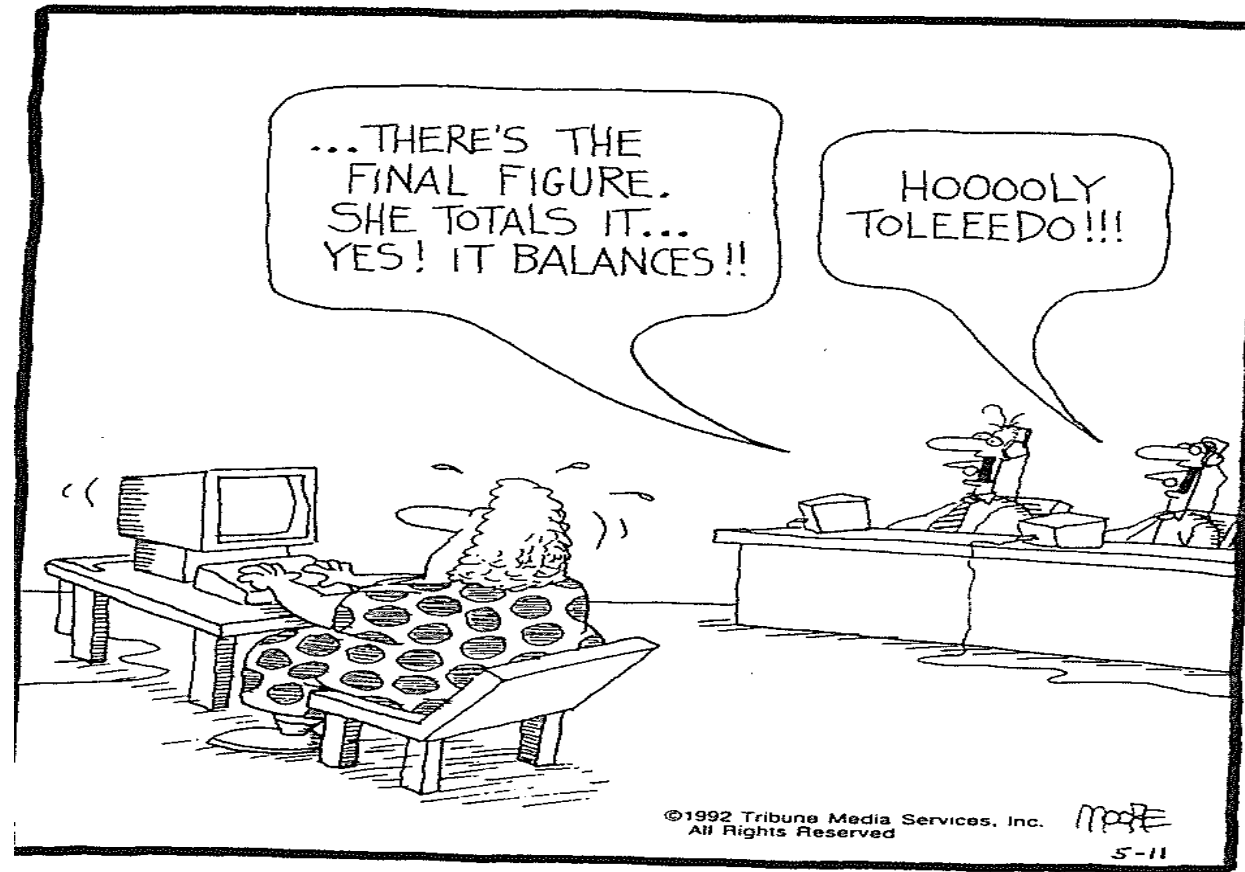
City of Golden Fund Structure

- Internal Service Funds
 - Fleet Management Fund
 - Information Technology Fund
 - Insurance Fund
 - Medical Benefit Fund
 - Workers Comp & Unemployment Ins Fund
- Fiduciary Funds
 - Volunteer FF Pension Alternative
- Permanent Fund
 - Cemetery Perpetual Care Fund



IN THE BLEACHERS

By Steve Moore



Accounting play-by-play

CML 2024 ANNUAL CONFERENCE

Budget Basics

Balanced Budget:

Sources of Funds = Uses of Funds

Sources: Beginning Projected Reserves plus Budgeted Revenues

Uses: Budgeted Expenditures plus Ending Projected Reserves

Budget Basics

- Reserve Philosophy
 - Policy on Ending Reserves
 - How much
 - Course of action if over/under
- Varies by Entity and Fund/Fund Type

Polling Question – What is your entity's budgetary legal level of control?

- Fund Level
- Department Level
- Line Item Level
- Not Sure
- What does that mean?

Polling Results

[Link to polling results goes here]



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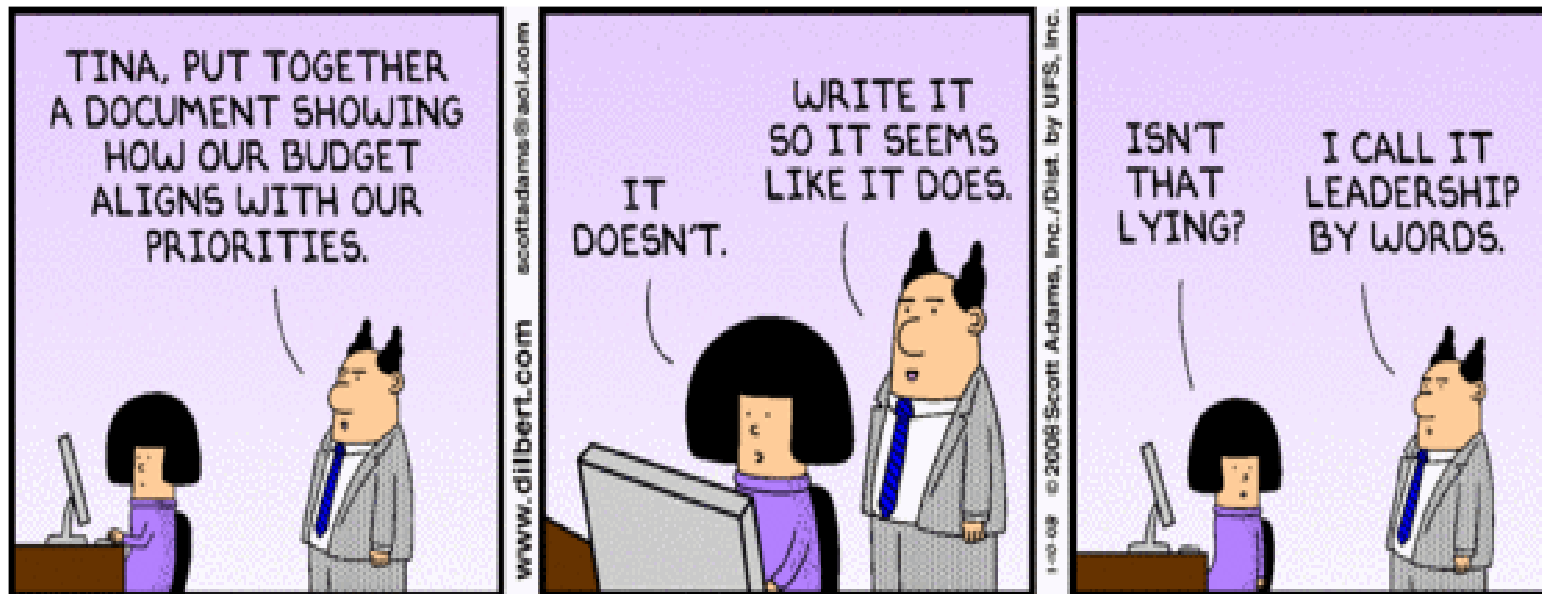
Budget Basics

- Legal Level of Control
 - Fund, Department, or Line Item
 - Most efficient is Fund level

Typical Budget Process

- Council Goals/Priorities
- Revenue Projections
- Operating Budget
- Capital Planning & Budget
- Council Review
- Public Input (throughout the process)
- Adoption

Council Goals/Priorities



Council Goals/Priorities

**Best and most important time for Council
involvement and input**

- General goals/direction
- Specific projects
- Community needs

Revenue Projections

- Needs to be a separate, independent part of the process
 - Initial draft early in the process
 - Adjust only if justified based on current year trends or proposed fee increase

**DO NOT ARTIFICIALLY INCREASE REVENUE PROJECTIONS
TO BALANCE THE BUDGET!!!!!!!!!!!!**

Revenue Projections

- Current Year Projections
- Budget Year Projections
 - Trends
 - Assumptions
 - Inflation
 - Rate/Fee increases?
 - One Time Revenues
- Revenue Manual

SALES TAX REVENUE

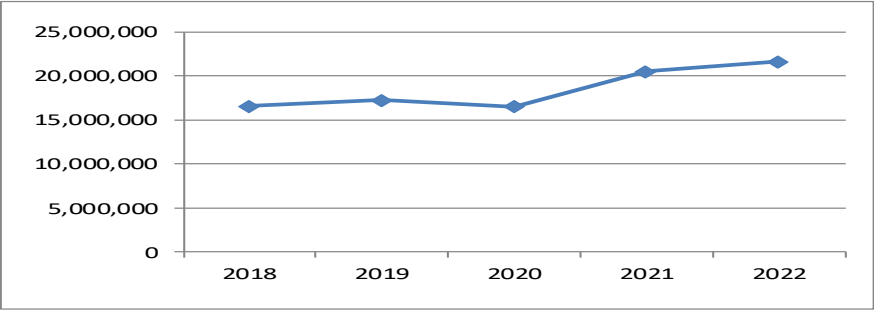
Distribution: General Fund 66.7%
Sales and Use Tax Capital Improvement (SUT) Fund 33.3%

Source: Visitors, residents and employees in Golden.

Collection: In 1979, the citizens of Golden voted to install a 2% sales and use tax. In 1991, the citizens voted to increase the sales and use tax rate to 3%, with the extra 1% to be earmarked for capital improvements. Sales tax is charged on certain services and all retail purchases including food.

AS A HOME RULE CITY, GOLDEN COLLECTS AND ADMINISTERS ITS OWN SALES AND USE TAX. BUSINESSES REMIT TAX TO GOLDEN ON A MONTHLY, QUARTERLY OR ANNUAL BASIS. TAXES COLLECTED ARE DUE TO THE CITY BY THE 20TH OF THE MONTH FOLLOWING COLLECTION. TAXPAYERS CAN REMIT PAYMENT AT CITY HALL, THROUGH THE CITY’S LOCKBOX, ON-LINE THROUGH THE CITY’S WEBSITE, OR THROUGH A COLORADO DEPARTMENT OF REVENUE PORTAL. THE CITY UTILIZES A NUMBER OF ENFORCEMENT PROCEDURES TO COLLECT FROM DELINQUENT ACCOUNTS INCLUDING TAXPAYER EDUCATION, DELINQUENCY NOTICES, PERSONAL PHONE CONTACT AND VISITS, AUDITS, SUMMONS TO MUNICIPAL COURT AND SEIZURES.

Five Year Trend:



Year	General Fund	SUT Fund	Total
2018	11,051,169	5,520,344	16,571,513
2019	11,466,870	5,747,109	17,213,979
2020	11,010,270	5,518,001	16,528,271
2021	13,656,202	6,842,112	20,498,314
2022	14,400,000	7,200,000	21,600,000

Other than 2020 due to Covid-19, sales tax revenues have shown strong, continued annual growth. In 2021, revenues rebounded nicely, aided by the increased remittances from on-line vendors. Projections for 2022 are 16.5% over budget, a reflection of inflation and increased volume for local businesses.

Forecast: **2023 \$22,680,000 2024 \$23,814,000**

Rationale: Sales tax revenues are projected to see growth from increased inflation, small population increases, and continued increased remittances from on-line vendors. The forecast anticipates a 5% growth in Sales Tax for both 2023 and 2024.

Operating Budget

- Current Year Projected Spending
- Subsequent Year Requests
 - Additional Staff
 - New/Different Programs
- Justifications
- Council should stay out of the minutia unless/until the situation dictates they need to get into the minutia.

	GENERAL FUND						
	FINANCE & ADMINISTRATIVE SERVICES						
	Account Description	Actual 2022	Actual 2023	Original Budget 2024	Actual Jan-Apr 2024	Projected Actual 2024	Proposed Budget 2025
01-3031							
	<u>SALARIES & BENEFITS</u>						
40100	Salaries, Full-Time	\$ 789,376	\$ 863,093	\$ 900,135	\$ 251,630		
40110	Overtime	1,760	1,722	2,000	169		
40130	Salaries, Part-Time	-	18,104	28,350	8,368		
40150	Employee Assistance	457	457	561	114		
40170	Social Security - FICA	56,230	63,249	66,506	19,242		
40180	Health Insurance	122,825	123,297	142,812	42,520		
40190	Worker's Comp	767	1,363	2,794	932		
40200	Retirement	39,730	43,084	45,007	12,493		
40210	401(a) Match	21,609	22,657	23,730	6,472		
40220	Life, AD&D, LTD	8,517	11,623	9,721	4,253		
40240	Vantage Care	6,579	9,668	-	413		
40270	Employee Allowances	840	840	840	940		
40290	Dental Insurance	3,886	4,065	5,408	1,350		
40310	Unemployment Comp	3,836	4,498	4,647	1,548		
	Subtotal - Salaries & Benefits	1,056,412	1,167,720	1,232,511	350,444	-	-
	<u>SUPPLIES & SERVICES</u>						
51900	Office Supplies	1,940	3,089	2,000	141		
52555	Employee Engagement	1,350	1,607	1,300	256		
53100	Cash Over/Short - Bad Debt	-	30	-	-		
60400	Professional Services	169,997	157,976	120,300	20,384		
60401	UB Printing & Mailing Service	28,569	30,369	34,000	5,149		
60403	Treasurer Fees	90,623	78,427	110,000	38,723		
60406	Merchant Fees	183,121	230,564	200,000	68,652		
60700	Training & Travel	4,372	7,739	9,900	1,450		
62200	Dues & Subscriptions	2,435	16,189	2,500	75		
63400	Postage	7,397	9,886	11,000	6,148		
63700	Telecom/Data Services	749	-	600	-		
64300	Rentals & Leases	5,772	5,387	5,800	962		
64500	IT Lease	251,976	284,712	312,710	104,236		
64600	Printing/Advertising	9,750	5,651	9,700	3,139		
	Subtotal - Supplies & Services	758,051	831,626	819,810	249,315	-	-
	<u>CAPITAL</u>						
90150	Office Furniture/Equipment	290	1,239	4,500	171		
	TOTAL	\$1,814,753	\$2,000,585	\$2,056,821	\$ 599,930	\$ -	\$ -

CML 2024 ANNUAL CONFERENCE

Capital Budget

- Should have a 5-year Capital Improvement Plan (CIP) at minimum
 - Need for future fee increases or debt issuances?
- Identify impact on operating expenses

CITY OF GOLDEN			
CONSERVATION TRUST SPECIAL REVENUE FUND CAPITAL PROGRAMS (LOTTERY)			
TEN YEAR CAPITAL IMPROVEMENT PLAN			
2023-2032			

6/23/2024

DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	AMENDED	YTD	Projected	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL
	2020	2021	2022	2023	BUDGET	ACTUAL												2023
REVENUES:																		
Colorado State Lottery	211,272	251,418	257,398	260,500	260,500	197,990	280,000	285,000	290,000	292,900	295,829	298,787	301,775	304,793	307,841	310,919	314,028	3,001,873
Interest	5,679	4,574	12,707	7,500	7,500	16,149	20,000	20,000	16,000	12,000	10,000	8,000	6,000	6,000	6,000	6,000	6,000	96,000
TOTAL REVENUES	216,951	255,992	270,105	268,000	268,000	214,139	300,000	305,000	306,000	304,900	305,829	306,787	307,775	310,793	313,841	316,919	320,028	3,097,873
EXPENDITURES:																		
Creek/White Water Course R&M	5,760	27,589	49,850	50,000	50,000	45,764	50,000	60,000	-	60,000	-	60,000	-	60,000	-	60,000	-	300,000
Park Repair & Maintenance	-	-		60,000	60,000	-	60,000	-	-	-	-	-	-	-	-	-	-	-
Lions Park Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Peak-to-Plains Trail Collaboration	-	-		200,000	200,000	200,000	200,000	-	-	-	-	-	-	-	-	-	-	-
Trees	-	-		20,000	20,000	20,000	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Misc Recreation Improvements	29,050	-	-	30,000	30,000	-	30,000	195,000	-	-	-	-	-	-	-	-	-	195,000
Park Improvements	-	5,666	84,803	70,000	70,000	30,699	70,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	1,300,000
Trails Repair & Maintenance	-	-	-	30,000	30,000	5,073	30,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	350,000
Trail Signage	-	-	-	20,000	20,000	-	-	20,000	-	-	-	-	-	-	-	-	-	20,000
Splash Improvements	-	-	96,540	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P&R Master Plan	-	-	-	150,000	150,000	-	-	150,000	-	-	-	-	-	-	-	-	-	150,000
TOTAL	34,810	33,255	231,193	630,000	630,000	301,536	460,000	615,000	190,000	250,000	190,000	250,000	190,000	250,000	190,000	250,000	190,000	2,565,000
(Use)/Accumulation of Surplus Funds	182,141	222,737	38,912	(362,000)	(362,000)	(87,397)	(160,000)	(310,000)	116,000	54,900	115,829	56,787	117,775	60,793	123,841	66,919	130,028	
ENDING FUND BALANCE	589,641	812,378	851,290	222,378	489,290	763,893	691,290	381,290	497,290	552,190	668,019	724,806	842,581	903,374	1,027,215	1,094,134	1,224,163	

CML 2024 ANNUAL CONFERENCE


 Completed by:
Department Road Services

 City Review:
Job Title:

 Recommended by:
Fund:

Project Name:	White Water Course Repair & Maintenance				
Right Owner:	Aurigen Technology Corporation of the City of Golden, CO				
Funding Source:	Existing Grant Funds Identified for Project	Potential Grant Funds Identified	Funds Identified From Capital Project Fund	Funds Identified From Other Fund (Name)	No Identified Funding
New/Additional Revenue Generated:	Significant Ongoing Revenue Source	Small Ongoing Revenue Source	One-time Revenue Generated	No New/Additional Revenue Generated	
Legally Mandated:	Court Decision	Regulatory Requirement	Permit Legislation	Potential Legal Action	Verbal Liability
Public Health & Safety:	Existing Severe Hazard	Existing Minor Hazard	Potential Severe Hazard	Potential Minor Hazard	No Health or Safety Issue
Operating Budget Impact:	Increases Operating and/or Personnel Costs	Minimal or No Impact on Operating and/or Personnel Costs	Slight Increase in Operating and/or Personnel Costs	Significant Increase in Operating and/or Personnel Costs	
Environment and Sustainability:	Enhances Environment and/or Sustainability	Benefits Environment and/or Sustainability	No Environmental Impact	Minor or Negative Environmental Impact	Degrades Environment
A. Of Population Served:	100% of Population Served by Project	Majority of Population Served	Approximately 25% of Population Served	Less than 25% of the Population Served	
Preservation of Facility:	Loss of Facility Investment without Project Completion	Additional Damage Likelihood without Project Completion	Project Completion Normal Major Maintenance	Project Completion Normal Minor Maintenance	New Facility/ Safety Issue
Project Useful Life:	20+ Years With Normal Maintenance	20+ Years With Normal Maintenance	10-20 Years With Normal Maintenance	5-10 Years With Normal Maintenance	1-5 Years With Normal Maintenance
Conformity to Strategic Plans & Department Goals:	On track to accomplishing Established Plans / Goals	Ahead in Accomplishing Established Plans / Goals	Well Ahead or Well Ahead Accomplishing Plans / Goals	Recommended by City Council	Recommended by Staff
Recreational or Aesthetic Value:	Major Value	Medium Value	No Value	Possibly Deterioral	
Estimated Frequency of Use:	Every Day	Several Times per Week	Several Times per Month	Once per Month or Less	

Victor 2030 Guiding Principles Priority - (Choose One Best Fit)

☐ (A) Safe and Reliable Public Infrastructure
 ☐ (B) Economic Vitality and Community Amenities that Improve Quality of Life
 ☐ (C) Public Safety
 ☐ (D) Culture

Category of Capital Expenditures - (Choose One Best Fit)

☐ Land Improvement
☐ Building Improvement
☐ Equipment
☐ Vehicle
☐ Technology
☐ Infrastructure

Financial Impact - Expenses											
Life-to-Date*	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Project Costs	12,000		12,000		12,000		12,000		12,000		72,000
Ongoing Maintenance											
Total Project Costs	12,000		12,000		12,000		12,000		12,000		72,000

Basis for Project Cost Estimate

☐ (A) (Basis) Property
☐ (C) (Basis) Engineering Estimate
☐ (D) (Basis) Purchasing Co. Op
☐ (E) (Basis) Staff Estimate

Financial Impact - Revenues											
Life-to-Date*	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Revenue Estimate											

*Life-to-date includes any and all revenue from previous years up to and including the year of the project start date.

Council Review

- Reviews at various stages in the process
 - Revenues, Rate & Fee increases, CIP, Operating Expenditures
- Draft Budget should already be balanced
 - Staff's final recommendation
 - Discussions at Council Study Sessions
- Any changes at this point still need to balance

Public Input

- Social Media Solicitation
- Formal Public Hearings
 - Schedule at each major stage of the process
- Informal
 - Boards and Commissions
 - One on one with Councilors
- Don't expect much input
 - Other than special interests

Budget Oversight

- Annual Comprehensive Financial Report (ACFR)
 - Transmittal Letter, MD&A, Auditor's Opinion
- Interim Reports
 - At least quarterly
 - Review revenues and expenditures
 - Compare to budget
 - Compare to prior year

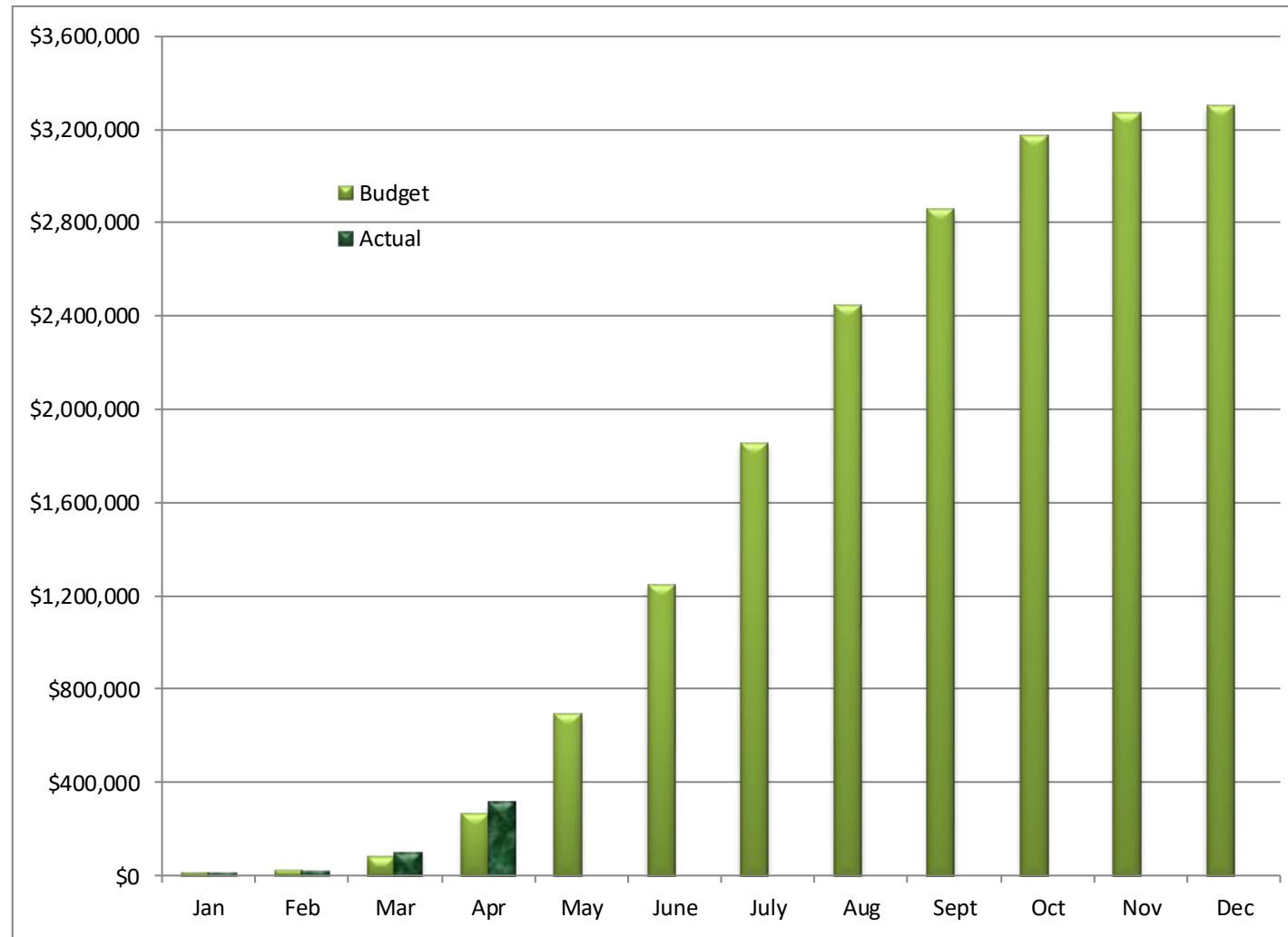
CITY OF GOLDEN
Revenues and Expenditures
Budget to Actual - 1st Quarter 2024
Cash Basis, Interim & Unaudited

Prior Year Budget	Prior YTD Actual	Description	Current Year Budget	Current YTD Actual	% of Budget	Diff. Current to Prior Actual	% Change Current to Prior
		FOSSIL TRACE GOLF CLUB REVENUES:					
2,850,000	79,705	Greens Fees	3,300,000	100,356	3%	20,651	26%
825,000	26,594	Cart Fees	900,000	35,480	4%	8,886	33%
142,000	17,785	Driving Range	142,000	13,629	10%	(4,156)	-23%
775,000	43,854	Merchandise	900,000	35,389	4%	(8,465)	-19%
240,000	6,345	Lessons	260,000	7,630	3%	1,285	20%
215,000	1,595	Food & Beverage	225,000	0	0%	(1,595)	-100%
165,000	17,351	Miscellaneous Revenue	190,000	15,329	8%	(2,022)	-12%
27,000	9,030	Interest	30,000	9,032	30%	2	0%
0	0	Gain/(Loss) on Sale of Equipment	160,000	0	0%	0	-
5,239,000	202,259	Total Fossil Trace Revenues	6,107,000	216,845	4%	14,586	7%
		FOSSIL TRACE GOLF CLUB EXPENSES:					
		MAINTENANCE:					
949,030	184,477	Salaries/Benefits	929,711	209,342	23%	24,865	13%
522,680	68,979	Operating Supplies & Services	457,451	96,409	21%	27,430	40%
220,000	0	Capital	345,000	112,459	33%	112,459	-
1,691,710	253,456	Total Maintenance	1,732,162	418,210	24%	164,754	65%
		PRO SHOP:					
1,141,211	147,699	Salaries/Benefits	1,311,787	117,619	9%	(30,080)	-20%
1,154,758	224,080	Operating Supplies & Services	1,313,562	193,499	15%	(30,581)	-14%
717,000	0	Capital	600,200	246,209	41%	246,209	-
3,012,969	371,779	Total Pro Shop	3,225,549	557,327	17%	185,548	50%
		TRANSFERS:					
700,000	0	Transfers to Rec Campus Debt Service	700,000	0	0%	0	-
5,404,679	625,235	Total Fossil Trace Expenses	5,657,711	975,537	17%	350,302	56%

CML 2024 ANNUAL CONFERENCE

CITY OF GOLDEN
Budget to Actual Comparison
(adjusted for seasonality)
2024 Green Fees

<u>Month</u>	<u>YTD Budget</u>	<u>YTD Actual</u>
Jan	\$14,796	\$11,858
Feb	22,551	17,800
Mar	78,648	100,356
Apr	266,553	313,553
May	692,590	
June	1,244,075	
July	1,853,790	
Aug	2,442,142	
Sept	2,854,704	
Oct	3,173,568	
Nov	3,272,734	
Dec	3,300,000	

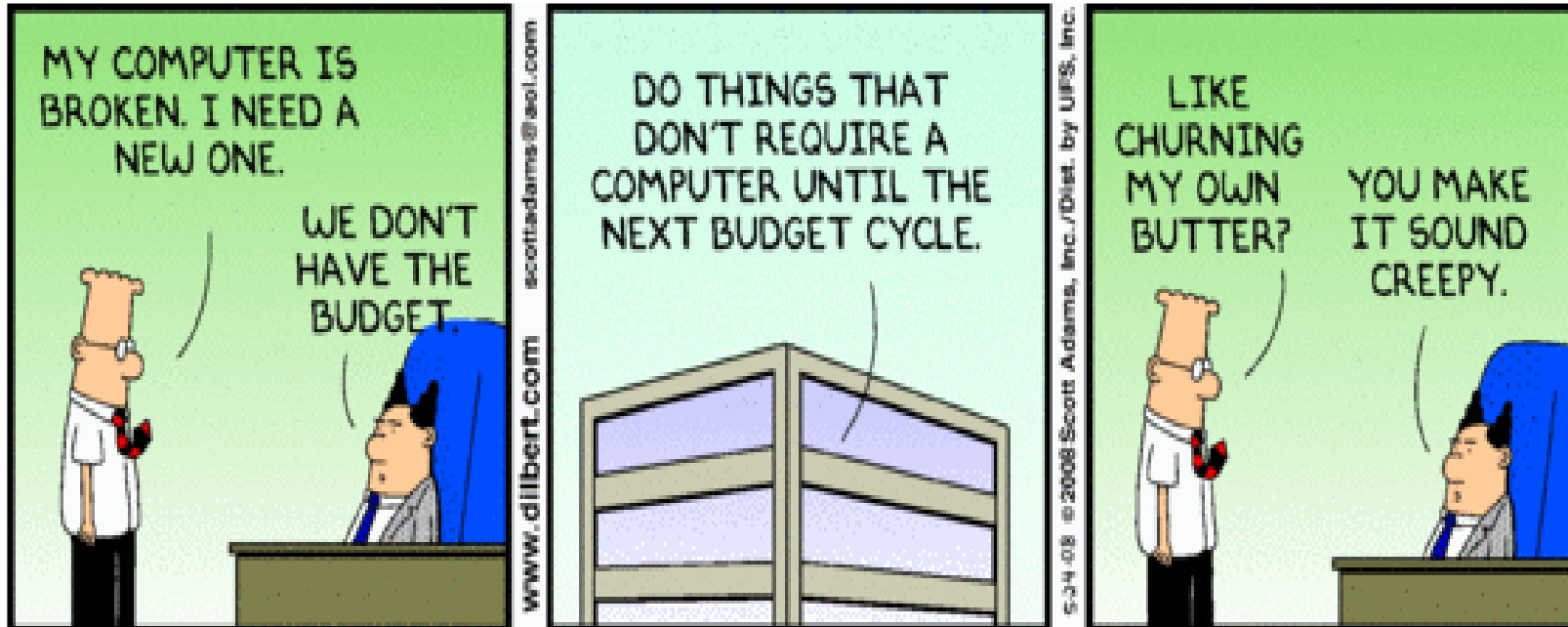


CML 2024 ANNUAL CONFERENCE

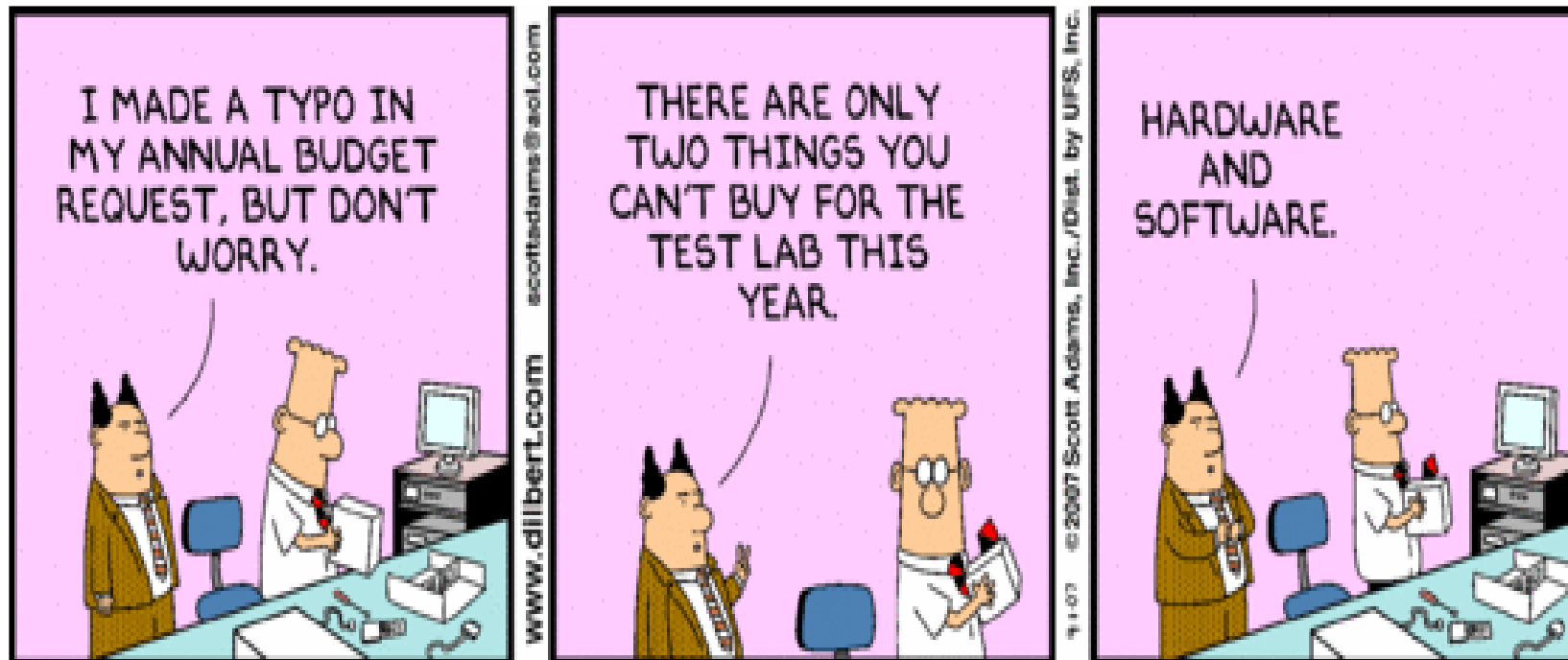
Budget Oversight

- Budget Sub-Committees
 - Councilors
 - Citizen group
 - Combination
- Budget Amendments
 - Why?
 - When?

Budget Amendments



Budget Amendments



CML 2024 ANNUAL CONFERENCE

Polling Question – What budgeting process does your entity use?

- Zero Based
- Incremental
- Priority Based
- Outcome Based
- Not Sure

Polling Results

[Link to polling results goes here]



If you would like to do a poll, please send polling questions to Karen Rosen at krosen@cml.org.

Attendees will answer poll through conference app.

CML will insert a link on this slide.

You can refresh the link multiple times to update poll information.

CML 2024 ANNUAL CONFERENCE

Types of Budget Processes

- Annual vs Biennial
- Zero Based
- Incremental
- Priority Based
- Outcome Based

Annual vs Biennial Budgets

- Annual – Entire process every year
 - Time consuming and labor intensive
- Biennial – majority of process every other year
 - Adopt budget for both years
 - Likelihood of formal budget amendments in year 2
 - Adopt budget for current year only
 - Year 2 adjustments for significant changes

Zero Base Budgeting

- Start from scratch each year
 - “Justify your entire existence”
- Pros – includes prepared alternative levels of service/funding
- Cons – labor intensive and time-consuming process, information overload, not amenable to fixed mandates, encourages dog & pony shows – who wins/loses?

Incremental Budgeting

- Start with prior year budget
 - Allowance for \$ or % increases without justification
- Add new staff, capital and/or programs as funds allow

Incremental Budgeting

- Pros – efficient use of time, not labor intensive, easy to calculate new budget, avoid conflict/competition between departments
- Cons – allocates budget where it may not be needed, takes budget away from other areas of need, doesn't always work well with changing Council goals/priorities, may promote use it or lose it mentality

Priority Based Budgeting

- Focus on programs and services, not departments
- Public Process
 - Community priorities
 - Competitive process

Priority Based Budgeting

➤ Prioritize Services

Police

Patrol

Traffic Enforcement

School Resource

SWAT

Drug Task Force

Public Works

Snow Plowing

Street Sweeping

Traffic/Street Signs

Street Maintenance

Street Lights

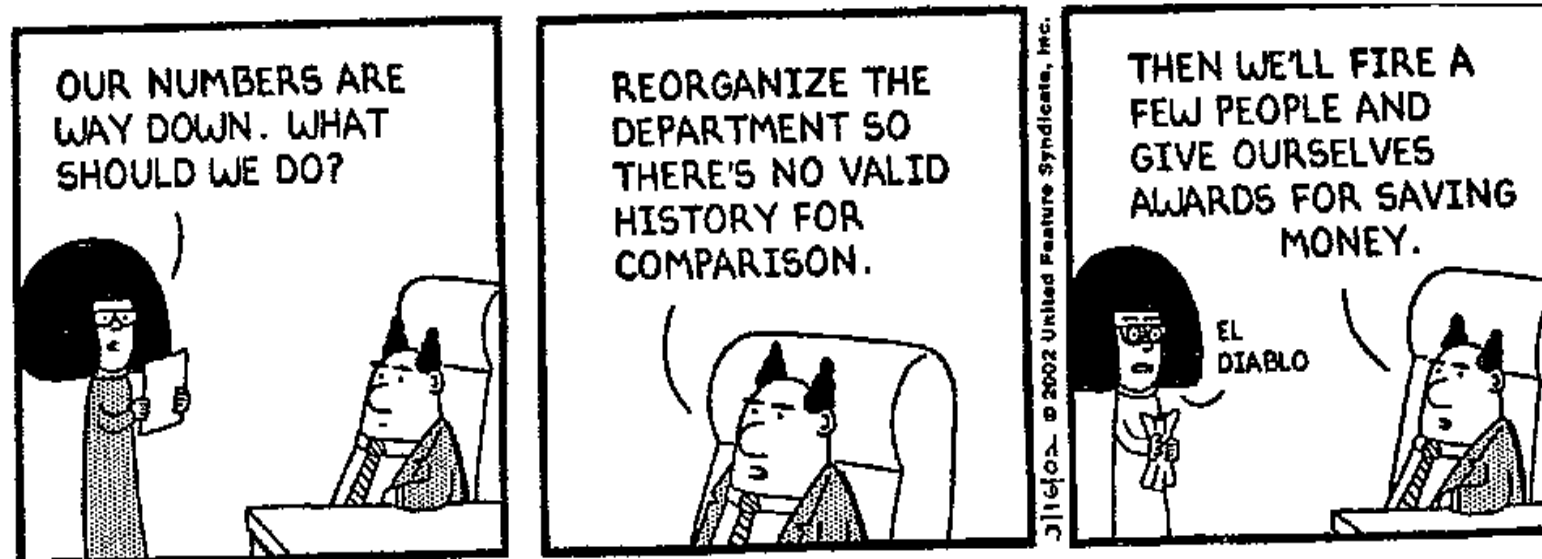
Priority Based Budgeting

- Pros – Effective in flat/declining revenues, true cost of doing business, transparency, accountability
- Cons – Mandates may not be community priorities, subsequent years, changing priorities, uncertainty in workforce, support services

Outcome Based Budgeting

- Desired Outcomes identified
- Costs provided to achieve outcomes
- Pros – allows for private sector to bid on certain outcomes, works well with sufficient revenues
- Cons – line-item detail not provided, costs could be inflated

**So, what's the best method of
budgeting???**



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Thank you for attending!



Please don't forget to rate this session in the CML conference app.

In the app, navigate to this session and click on **SURVEY**.

We appreciate your feedback!

CML 2024 ANNUAL CONFERENCE



Thank You!

- Jeff Hansen
- Finance Director
- City of Golden
- 303-384-8020
- jhansen@cityofgolden.net



**2024 ANNUAL
CONFERENCE**
LOVELAND • COLORADO



COLORADO
MUNICIPAL
LEAGUE



Our Mission

The Women's Resource Center advocates for the personal empowerment and economic self-sufficiency of women and families in La Plata County.

Tammy Tyner

Executive Director

679 E. Second Ave, Unit 6

Durango, CO 81301

E-mail: director@wrcdurango.org

Phone: 970.247.1242

FAX: 970.247.8722

Tax ID: 74-2483766

August 20, 2024

Dear Town of Ignacio Board:

On behalf of Women's Resource Center and Ignacio Elementary School, I want to thank you for your support of our Get Your Girl Power program in 2024!

We have been privileged with tremendous support from Town of Ignacio, and your generosity truly made a difference in providing critical programming to children right here in La Plata County. We would like to partner with you again, and we are requesting \$1,500 for our *Get Your Girl Power* (GYGP) program to be held in the spring of 2025.

Women's Resource Center recognizes that a foundational education is the best way to avoid a life of poverty. Next year will be the third year our organization has helped Ignacio fifth-grade girls, and our 11th year of helping Bayfield fifth-grade girls, with their transition into middle school through our GYGP program held each spring. In preparing for next year's GYGP, we will learn from school counselors what the greatest needs are among Ignacio youth, and we will gear our programming to suit those needs.

During the one-day conference, Ignacio youth learn from peers and adult community members about negotiating the challenges that often interfere with completing a high school education. The conference includes workshops and time spent with peers and female professionals in our community. In addition, the workshops are designed to complement the Colorado Health Standards, a requirement for each school. The conference covers workshops in three tracks; advocacy, healthy relationships, and positive self-image. The girls' program shows the importance of self-esteem and building self-confidence, identifying one's strengths, all-encompassing healthy living, communication skills, cyber and social media awareness, quick and easy tools that cut through stress, worries and anxiety, and the importance of staying in school. The goal of the conference is to teach girls the skills they'll need to successfully negotiate life's trials and tribulations, so that those challenges don't interfere with their education and ultimate career goals.



Community Partner

The objectives of the *Get Your Girl Power* program are:

- show girls the importance of eating healthy and living a healthy lifestyle,
- show girls how to identify bullying behaviors, intervene on behalf of others, embrace diversity, and accept others,
- discuss and roleplay the keys to good communication and healthy relationships, with an emphasis on the impact of cyber awareness,
- reiterate the importance of staying in school and how with an education, any dream is attainable,
- make sure that the girls know that every girl can grow up to become a self-confident, self-sufficient leader in her community, and
- help the girls understand that leaders are real people who believe in themselves and can do anything they set their minds to accomplish.

Please help us provide skills and tools to our youth so they can embrace diversity, develop independence, stay in school, and become self-confident, self-sufficient leaders within the community.

With just \$1,500 from the Town of Ignacio, this program will be made available at Ignacio Elementary School.

Together we can make a difference!

Thank you,



Tammy Tyner
Executive Director

Mission Statement: Women's Resource Center advocates for the personal empowerment and economic self-sufficiency of women and girls in La Plata County.

EIN: 74-2483766



Community Partner



Town Managers Report

DATE: September 06, 2024

REPORT PERIOD: August 12, 2024 – September 06, 2024

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

VII. STAFF REPORTS:

D. Town Manager:

Town Storm Drainage Project: The Town is prepared to begin this project and is completing some other project commitments (i.e. sewer line replacements) which are delaying the start. Please contact Jeremy or me with any questions.

Natural Gas Pipeline Replacement Project: This project is being prepared for bid on BidNet and should be out for bid in September. Hopefully we will have a number of interested bidders and can begin this project this year. This work will take place in dedicated easements that do have some encroachments and we will be notifying property owners of this work and need to remove private property from various easements. Please contact Jeremy or me with any questions.

Safe Routes To School Grant: The Town has initiated design and grant work on multiple sidewalk sections in Town that are needed for pedestrian movements between schools and Town neighborhoods. The Safe Routes To School Grant (SRTS) is a federally funded grant which is now accepting applications and entails a lot of requirements for approved grant funding. We have identified several areas lacking sidewalks and connectivity to all schools and these will be designed and detailed in the grant application along with project cost estimates. The SRTS grant requires a 20% match and we will include this in the 2025 Capital Improvements budget. I will provide more details on this grant during the meeting.

Grants: Work on contract amendments and supplemental grant documentation for both the IHOI and LPC Tribal Consistency grants is ongoing along with grant administration. Work has also been completed on the Limited Gaming Grant and JAG grant work has begun with the Police Department. Work on Prop 123 grant funding for Phase 2 of Rock Creek has also occurred and will continue. Other grant discussions are ongoing for the ELHI property and other planning related grants. Please contact me with any questions.

VIII. UNFINISHED BUSINESS:

A. Rock Creek Housing Project Update: Canyon Construction (CC) has completed curb and gutter and asphalt work and is completing the remaining sidewalks. They should be complete in

approximately a week with concrete work and will work on final grading. We will complete a final punch list and wrap up the project. We are still working with LPEA on temporary electrical service for the Phase 1 lots and not sure what their schedule is on this work.

Fading West has completed the five Shavano units and they delayed the Antero work due to a FEMA order. I'm in discussions with them on this and they have agreed to assist us with added costs for our set crew mobilization costs. Shipping and setting coordination is needed for these five units. Additionally, final details on the foundation, garage, porch and final grading plan are being completed. A construction service contract will be completed once a final cost estimate is completed from the final construction plans.

Construction loans are now progressing under the Ignacio Housing Authority (IHA) and we will discuss these items during the IHA meeting. Work is also continuing on the utilization of HomesFund and other development professionals that are needed for the sale phase of the project. An RFP is out seeking real estate professional services and we are also in discussion with 1st mortgage lenders who will work with qualified borrowers. I also have a proposal from Elevation Community Land Trust who is interested in establishing a land trust and processing the sale of our units. Their proposal looks good and I have asked for more details that I will bring to you once I have a complete proposal for our review. This project has a lot of momentum and I'm excited to move it to the next level.

IX. NEW BUSINESS:

- A. 1776 Liquor License – Tuggy has information in her packet on this agenda item.
- B. Rock Creek Housing Project PUD Plat: This is the final plat for the Rock Creek Housing Project. The Town Board approved the Preliminary Plat in 2023 and the Final Plat is now ready for final review and recording. No major changes have occurred since the Preliminary Plat was reviewed and approved. Per the Land Use and Development Code, the Final Plat is to be approved by the Administrator and upon the Town Boards review I will approve the plat and prepare it for recording. I will go over a few details during the meeting. Please contact me with any questions.
- C. Ordinance 364 – Rock Creek Housing Project Land Dedication to the IHA: The formation of the IHA allowed for the IHA to borrow funds for housing development and specifically for the Rock Creek Housing Project (RCHP). The developed land associated with the RCHP is needed to secure construction financing needed for Phase 1 and 2 housing improvements and this action will officially transfer the RCHP land to the IHA. The Town Attorney has prepared these documents and the IHA Attorney is reviewing them for acceptance. The transfer of land will be conveyed by a Bargain and Sale Deed which is included in your packet. Please review these documents and contact me with any questions.

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

Colorado Liquor Retail License Application

* Note that the Division will not accept cash ☐ Paid by Check Date Uploaded to Movelt

☐ Paid Online

☒ New License ☐ New-Concurrent ☐ Transfer of Ownership ☐ State Property Only ☐ Master file

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: SBG.Colorado.gov/Liquor

Applicant is applying as a/an ☐ Individual ☒ Limited Liability Company ☐ Association or Other
☐ Corporation ☐ Partnership (includes Limited Liability and Husband and Wife Partnerships)

Applicant Name If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation

Ryellaina LLC

FEIN Number

99-4001055

State Sales Tax Number

96378322

Trade Name of Establishment (DBA)

1776 Bar & Grill

Business Telephone

970-442-6600

Address of Premises (specify exact location of premises, include suite/unit numbers)

85 Goddard Ave

City

ignacio

County

La Plata

State

CO

ZIP Code

81137

Mailing Address (Number and Street)

City or Town

State

CO

ZIP Code

81137

Email Address

bargrill1776@yahoo.com

If the premises currently has a liquor or beer license, you **must** answer the following questions.

Present Trade Name of Establishment (DBA)

Present State License Number

Present Class of License

Present Expiration Date

Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Items submitted, please check all appropriate boxes completed or documents submitted

I. Applicant information

- ☒ Applicant/Licensee identified
- ☒ State sales tax license number listed or applied for at time of application
- ☒ License type or other transaction identified
- ☒ Return originals to local authority (additional items may be required by the local licensing authority)
- ☐ All sections of the application need to be completed
- ☐ Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application

II. Diagram of the premises

- ☒ No larger than 8½" X 11"
- ☒ Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)
- ☐ Separate diagram for each floor (if multiple levels)
- ☒ Return originals to local authority (additional items may be required by the local licensing authority)
- ☒ Kitchen - identified if Hotel and Restaurant
- ☒ Bold/Outlined Licensed Premises

III. Proof of property possession (One Year Needed)

- ☐ Deed in name of the applicant (or) (matching Applicant Name provided on page 1) date stamped / filed with County Clerk
- ☒ Lease in the name of the applicant (or) (matching Applicant Name provided on page 1)
- ☐ Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant
- ☐ Other agreement if not deed or lease. (matching Applicant Name provided on page 1)

IV. Background information (DR 8404-I) and financial documents

- ☒ Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members)
- ☒ Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State
Do not complete fingerprint cards prior to submitting your application.
The Vendors are as follows:
IdentoGO
Appointment Scheduling Website: <https://uenroll.identogo.com/workflows/25YQHT>
Phone: 844-539-5539 (toll-free)
IdentoGO FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>
State Liquor Code for IdentoGO: 25YQHT
Colorado Fingerprinting
Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/>
Phone: 720-292-2722 833-224-2227 (toll free)
State Liquor Code for Colorado Fingerprinting: C030LIQI

- ☐ Purchase agreement, stock transfer agreement, and/or authorization to transfer license
- ☒ List of all notes and loans (Copies to also be attached)

V. Sole proprietor/husband and wife partnership (if applicable)

- ☐ Form DR 4679 Lawful Presence Affidavit
- ☐ Copy of State issued Driver's License or Colorado Identification Card for each applicant

VI. Corporate applicant information (if applicable)

- ☐ Certificate of Incorporation
- ☐ Certificate of Good Standing
- ☐ Certificate of Authorization if foreign corporation (out of state applicants only)

VII. Partnership applicant information (if applicable)

- ☐ Partnership Agreement (general or limited).
- ☐ Certificate of Good Standing

VIII. Limited Liability Company applicant information (if applicable)

- ☒ Copy of articles of organization
- ☒ Certificate of Good Standing
- ☐ Copy of Operating Agreement (if applicable)
- ☐ Certificate of Authority if foreign LLC (out of state applicants only)

IX. Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application

- ☐ \$30.00 fee
- ☐ If owner is managing, no fee required

- ** If applicant is owned 100% by a parent company, please list the designated principal officer on above.
- ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)
- ** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

☒ Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

Oath Of Applicant

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. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Printed Name

Title

Peter T Lee

Owner

Authorized Signature

Date (MM/DD/YY)

9/6/2024

Report and Approval of Local Licensing Authority (City/County)

Date application filed with local authority

Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)

07/31/2024

09/09/2024

For Transfer Applications Only - Is the license being transferred valid?..... ☐ Yes ☐ No

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

☒ Fingerprinted

☐ Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

(Check One)

☐ Date of inspection or anticipated date

☒ Will conduct inspection upon approval of state licensing authority

☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000? ☐ Yes ☒ No

☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000? ☐ Yes ☒ No

NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

☐ Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period? ☐ Yes ☒ No

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

Local Licensing Authority for

Town of Ignacio

Telephone Number

970-563-9494

☒ Town, City

☐ County

Printed Name

Clark Craig

Signature

Title

Mayor

Date (MM/DD/YY)

Printed Name

Tuggy Dunton

Signature

Title

Clerk / Treasurer

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I, Peter T Lee

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
"Waiver") on behalf of

(the "Applicant/Licensee")

Ryellaina LLC dba..1776 Bar & Grill

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)

Ryellaina LLC dba..1776 Bar & Grill

Social Security Number/Tax Identification Number

99-4001055

Home Phone Number

Business/Work Phone Number

970-442-6600

Street Address

85 Goddard Ave

City

Ignacio

State

CO

ZIP Code

81137

Printed name of person signing on behalf of the Applicant/Licensee

Peter T Lee

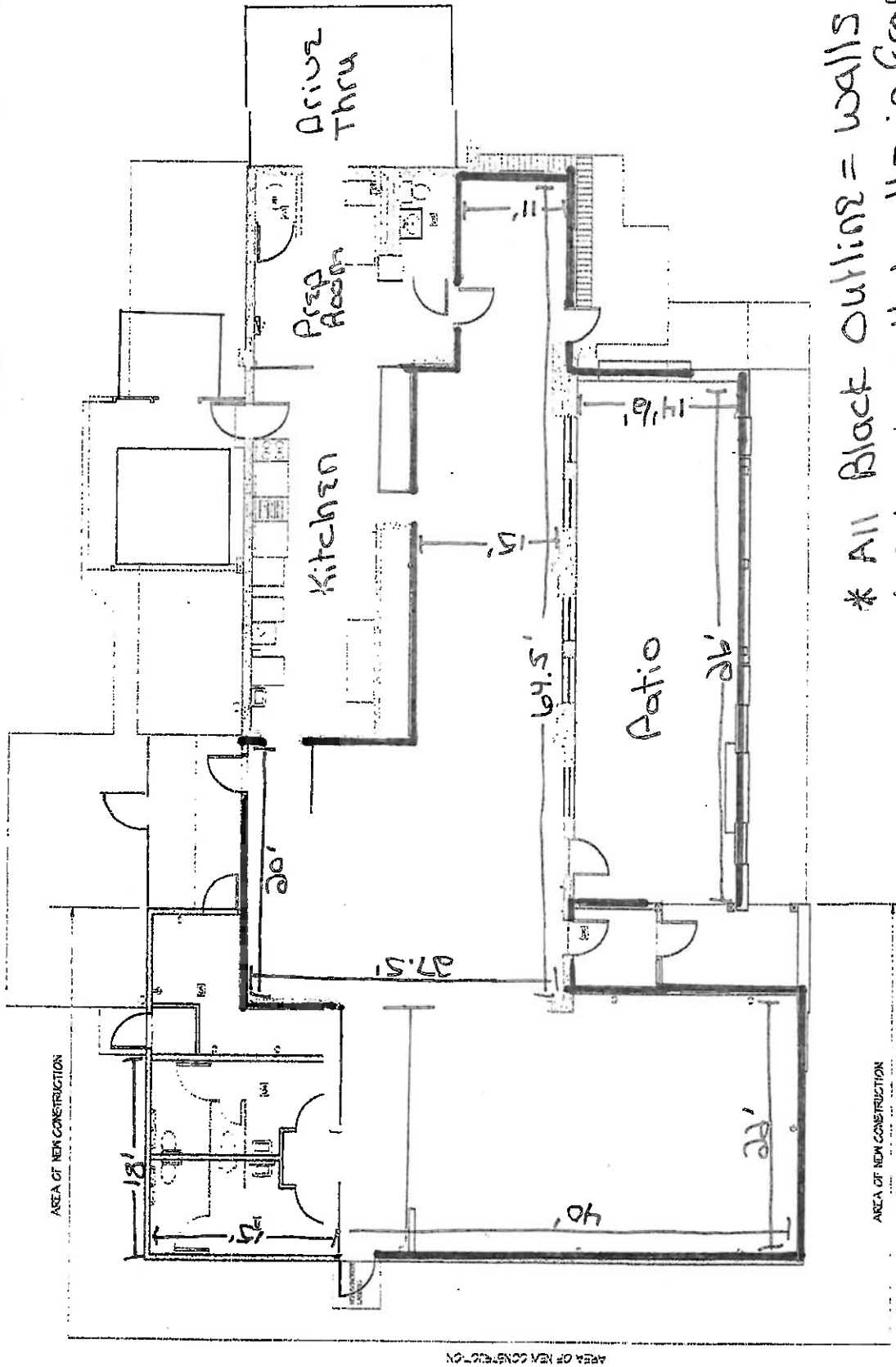
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

Date Signed

8/6/2024

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).

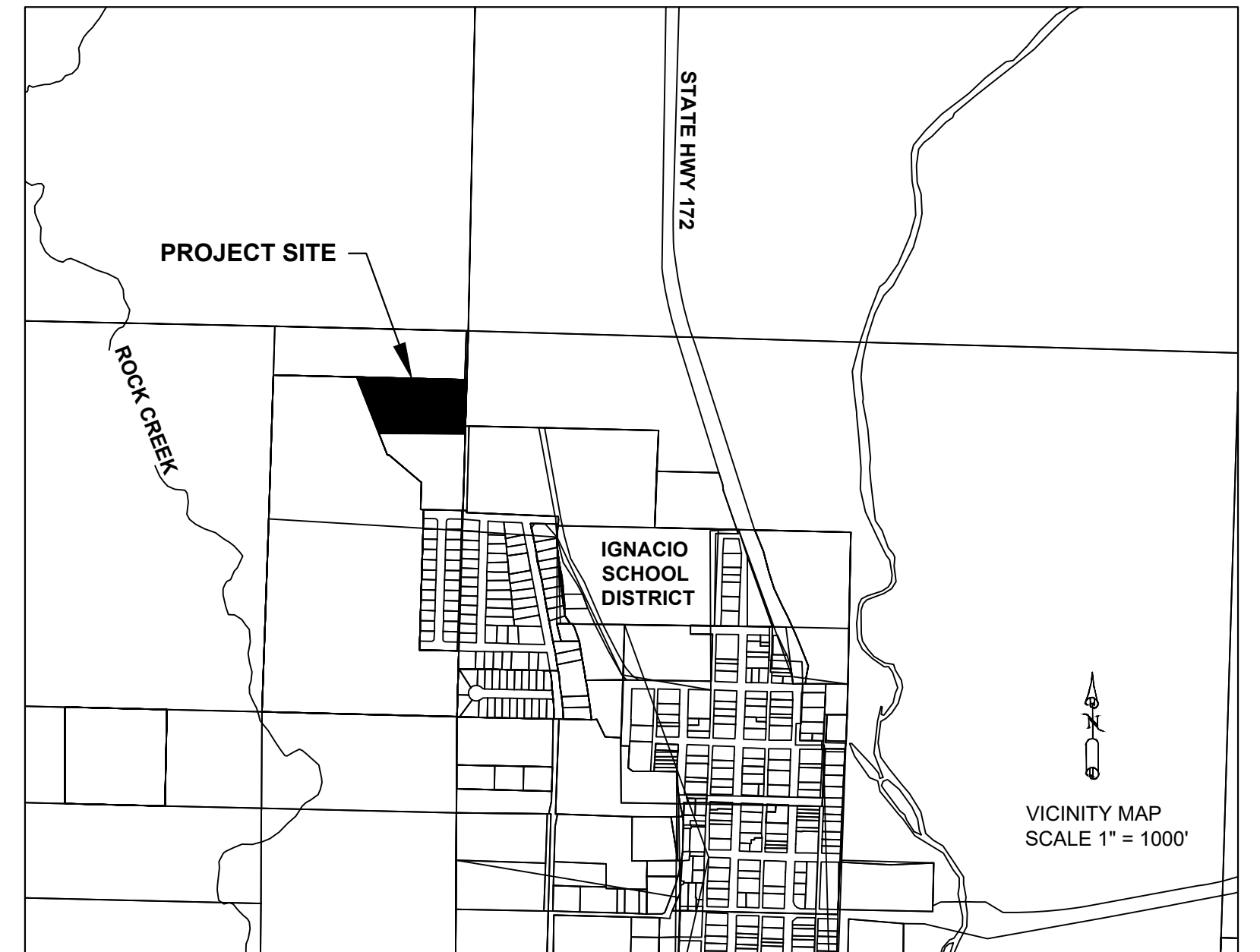


- * All Black Outline = walls
- * Patio has 12 walls in front
- * Signs will be posted @ exit
- * "No Alcohol beyond this point"

ROCK CREEK HOUSING PROJECT PUD PLAT

A Resubdivision of Tract 2,
of the Rock Creek III Subdivision (Rec. No. 1035568)

Located in Section 7, Township 33 North, Range 7 West, N.M.P.M.
Town of Ignacio, La Plata County, Colorado



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N85°48'33"W	10.11'
L2	N03°28'05"E	20.08'
L3	N18°48'07"W	26.05'
L4	N80°00'49"E	5.96'

CURVE TABLE				
CURVE	DELTA	RADIUS	LENGTH	CHORD
C1	110°00'35"	24.14'	46.35'	N 36°20'28" E 39.55'
C2	75°34'38"	23.90'	31.52'	N 53°36'58" E 29.29'
C3	90°16'57"	16.50'	26.00'	S 43°30'44" E 23.39'
C4	85°28'57"	11.50'	17.16'	N 48°36'19" E 15.61'
C5	89°43'04"	16.50'	25.84'	S 46°29'15" W 23.28'
C6	73°45'11"	24.08'	30.99'	N 51°43'49" W 28.90'
C7	110°02'41"	29.15'	55.99'	N 36°21'31" E 47.77'
C8	74°28'15"	24.11'	31.34'	S 36°00'16" E 29.18'

LAND USE TABLE	
Acreage:	TOTAL
Right-of-Way	5.772 Acres
Lot Area	1.46 Acres
Open Space	3.59 Acres
	0.72 Acres
Single Family Lots /Duplex	21 (Lots 1-21) - (Excludes ADU's if approved by Town)
Multifamily Lots	Tract A - (Density determined at major site plan)

PLAT NOTES & GENERAL DEDICATIONS:

- RESEARCH FOR RECORDED EASEMENTS AND RIGHTS OF WAY WAS CONDUCTED BY LAND TITLE GUARANTEE COMPANY AND THIS PROPERTY MAY BE SUBJECT TO THE EASEMENTS, RIGHTS AND RESTRICTIONS AS LISTED IN THEIR TITLE POLICY ORD. NO. DUR 18111446.
- ROAD RIGHT-OF-WAYS AS SHOWN ARE HEREBY DEDICATED TO THE TOWN OF IGNACIO FOR PUBLIC RIGHT-OF-WAY.
- THE UTILITY EASEMENTS, AS SHOWN HEREON, ARE HEREBY DEDICATED TO LA PLATA ELECTRIC ASSOCIATION, INC., ALL PUBLIC UTILITIES, AND PRIVATE UTILITIES, FOR THE PURPOSE OF INGRESS AND EGRESS, INSTALLATION, OPERATION, MAINTENANCE, RECONSTRUCTION, REPLACEMENT, IMPROVEMENT AND REMOVAL OF UNDERGROUND ELECTRIC DISTRIBUTION LINES, TELECOMMUNICATIONS FACILITIES, CABLE TV, GAS LINES, WATER LINES AND SEWER LINES, TOGETHER WITH THEIR RELATED EQUIPMENT.
- THE FIFTEEN (15) FOOT WIDE AND TWENTY-SIX (26) FOOT WIDE DRAINAGE AND UTILITY EASEMENTS, AS SHOWN HEREON, ARE HEREBY DEDICATED TO THE TOWN OF IGNACIO FOR THE PURPOSE OF INGRESS AND EGRESS, INSTALLATION, OPERATION, MAINTENANCE, RECONSTRUCTION, REPLACEMENT, IMPROVEMENT AND REMOVAL OF THE RAW WATER LINE AND CONSTRUCTION AND MAINTENANCE OF DRAINAGE FEATURES.
- TRACTS B AND C ARE HEREBY RESERVED FOR PUBLIC OPEN SPACE, PARKS, AND RECREATION USES AS APPROVED BY THE TOWN OF IGNACIO.
- THIS PROPERTY IS SUBJECT TO THE PROVISIONS OF THE ROCK CREEK PLANNED UNIT DEVELOPMENT DESIGNATION AS RECORDED UNDER RECEPTION NO. . THE DESIGNATION ESTABLISHES ALL LAND USE RESTRICTIONS FOR THE PROPERTY INCLUDED SETBACKS AND LAND USES.

SURVEY NOTES:

- The source of the property description, easement, right-of-way research, and title research was conducted by Land Title Guarantee Company per Title Commitment Number DUR18111446. Effective Date: May 04, 2023 at 5:00pm, and not from researched conducted by SEH, Inc. This property may be subject to easements, right-of-way and restrictions listed in the aforementioned Title Commitment.
- Basis of Bearings: Bearings are based on the east line of the northeast one-quarter (NE 1/4) of Section 7, T33N, R7W, N.M.P.M. which is assumed to bear S01°39'56"W, being monumented at the northeast corner by a 3.5" BLM cap (1992) and at the east quarter corner by a 3.5" BLM cap (1995).

Certificate of Survey:

I hereby state that this survey plat was prepared from field notes of an actual survey performed by me or under my direct responsibility, supervision and checking, and that, in my professional opinion, they are true and correct to the best of my knowledge, belief and is in accordance with applicable standards of practice. This certification is not a guaranty or warranty, either expressed or implied.

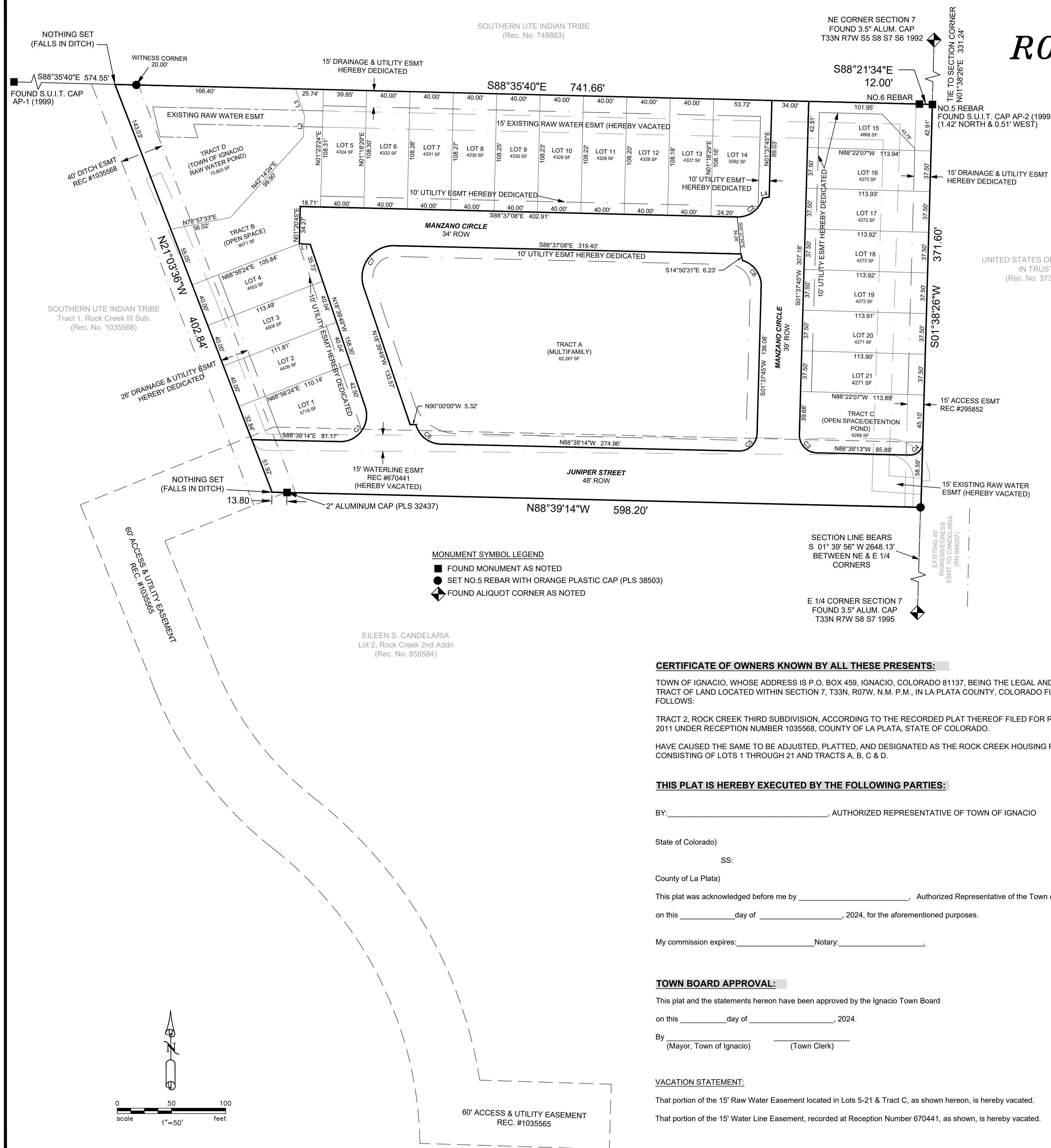


Notice: According to Colorado State Law you must commence any legal action based upon any defect in this survey within three (3) years after you first discovered such defect. In no event may any action based upon any defect within this survey be commenced more than ten (10) years from the date of the certification shown hereon.

Rock Creek PUD Plat
Owner: Town of Ignacio
Surveyor: Monte Sudbeck
Plat Prepared: 08/30/2024
S 7 T: 33N, R: 7W, N.M.P.M



934 Main Avenue
Unit C
Durango, Colorado 81301
Phone: 970-385-4546
www.sehinc.com
Project #: IGNAC-172526



CERTIFICATE OF OWNERS KNOWN BY ALL THESE PRESENTS:

TOWN OF IGNACIO, WHOSE ADDRESS IS P.O. BOX 459, IGNACIO, COLORADO 81137, BEING THE LEGAL AND RECORD OWNER OF THE TRACT OF LAND LOCATED WITHIN SECTION 7, T33N, R7W, N.M. P.M., IN LA PLATA COUNTY, COLORADO FURTHER DESCRIBED AS FOLLOWS:

TRACT 2, ROCK CREEK THIRD SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF FILED FOR RECORD SEPTEMBER 8, 2011 UNDER RECEPTION NUMBER 1035568, COUNTY OF LA PLATA, STATE OF COLORADO.

HAVE CAUSED THE SAME TO BE ADJUSTED, PLATTED, AND DESIGNATED AS THE ROCK CREEK HOUSING PROJECT PUD PLAT CONSISTING OF LOTS 1 THROUGH 21 AND TRACTS A, B, C & D.

THIS PLAT IS HEREBY EXECUTED BY THE FOLLOWING PARTIES:

By: _____, AUTHORIZED REPRESENTATIVE OF TOWN OF IGNACIO

State of Colorado)

SS:

County of La Plata)

This plat was acknowledged before me by _____, Authorized Representative of the Town of Ignacio,

on this _____ day of _____, 2024, for the aforementioned purposes.

My commission expires: _____ Notary: _____

TOWN BOARD APPROVAL:

This plat and the statements hereon have been approved by the Ignacio Town Board

on this _____ day of _____, 2024.

By

(Mayor, Town of Ignacio)

(Town Clerk)

VACATION STATEMENT:

That portion of the 15' Raw Water Easement located in Lots 5-21 & Tract C, as shown hereon, is hereby vacated.

That portion of the 15' Water Line Easement, recorded at Reception Number 670441, as shown, is hereby vacated.

TOWN OF IGNACIO

ORDINANCE 364

AN ORDINANCE PURSUANT TO C.R.S. SECTION 31-15-713(1)(b) APPROVING TRANSFER OF LOTS 1-21 INCLUSIVE OF THE ROCK CREEK HOUSING PROJECT PUD PLAT, A RESUBDIVISION OF TRACT 2 OF THE ROCK CREEK III SUBDIVISION (REC. NO. 1035568) LOCATED IN SECTION 7, TOWNSHIP 33 NORTH, RANGE 7 WEST, N.M.P.M, CITY OF IGNACIO, LA PLATA COUNTY, COLORADO, ACCORDING TO THE OFFICIAL PLAT THEREOF FILED FOR RECORD ON _____ AS RECEPTION NO. _____ OF THE LA PLATA COUNTY RECORDS OWNED BY THE TOWN OF IGNACIO TO THE IGNACIO HOUSING AUTHORITY

WHEREAS, the Town of Ignacio owns certain real property known as LOTS 1-21 INCLUSIVE OF THE ROCK CREEK HOUSING PROJECT PUD PLAT, A RESUBDIVISION OF TRACT 2 OF THE ROCK CREEK III SUBDIVISION (REC. NO. 1035568) LOCATED IN SECTION 7, TOWNSHIP 33 NORTH, RANGE 7 WEST, N.M.P.M, CITY OF IGNACIO, LA PLATA COUNTY, COLORADO, ACCORDING TO THE OFFICIAL PLAT THEREOF FILED FOR RECORD ON _____ AS RECEPTION NO. _____ OF THE LA PLATA COUNTY RECORDS (“the Real Property”);

WHEREAS, the Town of Ignacio has not used or held the Real Property for any governmental purpose;

WHEREAS, C.R.S. Section 31-15-713(1)(b) authorizes municipalities to sell and dispose of by ordinance real estate not used or held for any governmental purpose upon such terms and conditions as the governing body may determine at a regular or special meeting;

WHEREAS, the Town of Ignacio Board of Trustees has determined that the terms and conditions for sale of the Real Property as set forth in the deed from the Town of Ignacio to the Ignacio Housing Authority, attached hereto as Exhibit A (the “Deed”) are proper with regard to the conveyance of the Real Property, and would benefit the Town of Ignacio;

NOW THEREFORE BE IT ORDAINED by the Board of Trustees of the Town of Ignacio, that the Real Property should be conveyed to the Ignacio Housing Authority pursuant to the terms and conditions of the Deed, which is specifically approved by the Board of Trustees of the Town of Ignacio.

BE IT FURTHER ORDAINED that the Mayor of the Town of Ignacio is hereby authorized and directed for and on behalf of the Town of Ignacio to execute and deliver the Deed in substantially the form and with substantially the same contents as are on file with the Town Clerk, provided that such documents may be completed, corrected or revised as deemed necessary or appropriate by the parties thereto in order to carry out the purposes of this Ordinance. The execution of the Deed by the Mayor shall be conclusive evidence of the approval by the Board of Trustees of the Deed in accordance with the terms hereof and thereof.

THIS ORDINANCE PASSED ON FIRST AND FINAL READING HELD on the ____ Day of _____, 2024, at the hour of 7:00 p.m. at the Town Hall in Ignacio, Colorado, and shall become effective 30 days after publication.

TOWN OF IGNACIO, COLORADO

Clark Craig, Mayor

ATTEST:

Tuggy Dunton, Clerk/Treasurer

PUBLISHED THE ____ DAY OF _____, 2024 BY THE AUTHORITY OF THE TOWN
CLERK OF IGNACIO, COLORADO.

ATTEST:

Tuggy Dunton, Clerk/Treasurer

Reception No. _____ Recorder _____
Recorded at _____ O'clock _____ M., _____

Bargain and Sale Deed

The TOWN OF IGNACIO, a Colorado Statutory Town [Grantor], whose address is 540 Goddard Avenue, Ignacio, CO 81137, for the consideration of ONE HUNDRED DOLLARS (\$100.00 U.S.), in hand paid, AND OTHER GOOD AND VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, hereby sells and conveys to the **IGNACIO HOUSING AUTHORITY, a corporate body organized in accordance with the provisions of C.R.S. 29-4-201, et seq.,** [Grantee], whose street address is 540 Goddard Avenue, Ignacio, CO 81137, the following real property in the County of La Plata, State of Colorado:

**LOTS 1-21 INCLUSIVE of the ROCK CREEK HOUSING PROJCT PUD PLAT, A
Resubdivision of Tract 2 of the Rock Creek III Subdivision (Rec. No. 1035568) Located in
Section 7, Township 33 North, Range 7 West, N.M.P.M, City of Ignacio, La Plata County,
Colorado, according to the official plat thereof filed for record on _____ as Reception
No. _____ of the La Plata County Records.**

Subject to: easements, rights-of-way, and restrictions identified in Schedule B, Part II (exceptions to title insurance) found in Title Commitment provided by Land Title Guarantee Company per Title Commitment Number DUR 18111446, effective date May 4, 2023, a copy of which is attached hereto and incorporated herein by reference as Exhibit A.

Signed the ____ day of September, 2024.

Clark Craig, Mayor, authorized commissioner to sell real estate on behalf of the Town of Ignacio, a Colorado statutory town.

State of COLORADO)
) ss
County of LA PLATA)

The above instrument was acknowledged before me on September __, 2024 by Clark Craig, Mayor of the Town of Ignacio, who certifies that pursuant to C.R.S. Section 38-30-141 he was ordered on September __, 2024 by the Board of Trustees of the Town of Ignacio during a public meeting of the Board of Trustees of the Town of Ignacio to sell and convey the above described real property heretofore belonging to the Town of Ignacio to the Ignacio Housing Authority.

Witness my hand and official seal.

Notary Public and Town Clerk, Tuggy Dunton

DRAFT

EXHIBIT A TO BARGAIN AND SALE DEED

ALTA COMMITMENT

Old Republic National Title Insurance Company

Schedule B, Part II

(Exceptions)

Order Number: DUR18111446

This commitment does not republish any covenants, condition, restriction, or limitation contained in any document referred to in this commitment to the extent that the specific covenant, conditions, restriction, or limitation violates state or federal law based on race, color, religion, sex, sexual orientation, gender identity, handicap, familial status, or national origin.

1. Any facts, rights, interests, or claims thereof, not shown by the Public Records but that could be ascertained by an inspection of the Land or that may be asserted by persons in possession of the Land.
2. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records.
4. Any lien, or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
5. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date of the proposed insured acquires of record for value the estate or interest or mortgage thereon covered by this Commitment.
6. (a) Taxes or assessments that are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; (b) proceedings by a public agency that may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
7. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water.
8. PATENT RESERVATIONS AS SHOWN IN UNITED STATES PATENT STORED IN OUR RECORDS AS IMAGE [59915969](#).
9. OIL AND GAS LEASE BETWEEN RUBY BRYAN MCJUNKIN, LESSOR, AND STANOLIND OIL AND GAS COMPANY, LESSEE, RECORDED FEBRUARY 01, 1946 IN BOOK 253 AT PAGE [558](#), AND ANY AND ALL ASSIGNMENTS THEREOF OR INTERESTS THEREIN. (PRIMARY TERM: 10 YEARS)
10. RIGHT OF WAY FOR BRYAN IRRIGATION DITCH AS DESCRIBED IN DEED FROM THOMAS A. GOODNIGHT TO GEORGE W. BRYAN RECORDED JULY 21, 1910 IN BOOK 114 AT PAGE [493](#).
11. EASEMENT FOR PUBLIC ROADWAY ACROSS THE EAST 12 FEET OF THE N1/4NE1/4NE1/4 AS SET FORTH IN DEED RECORDED MARCH 10, 1919 IN BOOK 159 AT PAGE [439](#).
12. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN AGREEMENT BETWEEN FRANCIS M. JONES AND BENNIE L. VALENCIA RECORDED FEBRUARY 23, 1960 IN BOOK 420 AT PAGE [66](#).
13. EASEMENT AND RIGHT OF WAY FOR PIPELINE PURPOSES GRANTED TO WESTERN SLOPE GAS COMPANY IN INSTRUMENT RECORDED DECEMBER 14, 1961 IN BOOK 442 AT PAGE [276](#).
14. OIL AND GAS LEASE BETWEEN FRANCIS M. JONES, LESSOR, AND STANOLIND OIL AND GAS COMPANY, LESSEE, RECORDED JANUARY 12, 1948 IN BOOK 268 AT PAGE [125](#), AND ANY AND ALL ASSIGNMENTS THEREOF OR INTERESTS THEREIN.
15. EASEMENT AND RIGHT OF WAY FOR PIPELINE PURPOSES GRANTED TO AMOCO PRODUCTION COMPANY IN INSTRUMENT RECORDED OCTOBER 05, 1988 UNDER RECEPTION NO. [568966](#).

ALTA COMMITMENT
Old Republic National Title Insurance Company
Schedule B, Part II
(Exceptions)

Order Number: DUR18111446

16. TERMS, AGREEMENTS, PROVISIONS, CONDITIONS AND OBLIGATIONS AS CONTAINED IN PIPELINE AGREEMENT, BETWEEN JAKE CANDELARIA AND EILEEN CANDELARIA AND THE TOWN OF IGNACIO, RECORDED JUNE 17, 1994 UNDER RECEPTION NO. [670441](#).
17. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN GRANT OF EASEMENT RECORDED DECEMBER 6, 1995 UNDER RECEPTION NO. [698206](#).
18. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN GRANT OF EASEMENT RECORDED DECEMBER 6, 1995 UNDER RECEPTION NO. [698207](#).
19. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN GRANT OF EASEMENT RECORDED DECEMBER 6, 1995 UNDER RECEPTION NO. [698209](#).
20. EASEMENT AND RIGHT OF WAY FOR WATERLINE PURPOSES GRANTED TO SOUTHERN UTE INDIAN TRIBE IN INSTRUMENT RECORDED MAY 19, 2000 UNDER RECEPTION NO. [786678](#).
21. THAT PART OF SUBJECT PROPERTY WHERE A CONFLICT IN PROPERTY LINES MAY OCCUR, RESULTING FROM FENCELINE NOT BEING ON THE TRUE OR CORRECT PROPERTY LINE AS HEREIN DESCRIBED, AS REFLECTED ON THE SURVEY OF CANDELARIA BOUNDARY SURVEY, AMENDED PLAT RECORDED SEPTEMBER 1, 1995 UNDER RECEPTION NO. [692920](#) AND EASEMENTS, RESTRICTIONS, PLAT NOTES, NOTICES, GENERAL DEDICATIONS AND ALL OTHER MATTERS AS SHOWN AND SET FORTH ON PLAT RECORDED JUNE 6, 2003 UNDER RECEPTION NO. [858584](#) AND RECORDED SEPTEMBER 8, 2011 UNDER RECEPTION NO. [1035568](#).
22. ALL OIL, GAS, MINERALS AND OTHER MINERAL RIGHTS AS RESERVED IN INSTRUMENT RECORDED JUNE 19, 2003, UNDER RECEPTION NO. [859756](#), AND ANY AND ALL ASSIGNMENTS THEREOF OR INTERESTS THEREIN.
23. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN ORDINANCE NO. 201 RECORDED JUNE 6, 2003 UNDER RECEPTION NO. [858585](#) AND CORRECTION RECORDED JUNE 16, 2003 UNDER RECEPTION NO. [859348](#).
24. EASEMENT GRANT AS SET FORTH IN INSTRUMENT RECORDED AUGUST 22, 2008 UNDER RECEPTION NO. [982395](#).
25. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN RESOLUTION NO. 295 RECORDED AUGUST 11, 2011 UNDER RECEPTION NO. [1034333](#).
26. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS, OBLIGATIONS AND EASEMENT AS CONTAINED IN WATER LINE EASEMENT AGREEMENT RECORDED SEPTEMBER 8, 2011 UNDER RECEPTION NO. [1035567](#).
27. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS, OBLIGATIONS AND EASEMENT AS CONTAINED IN ACCESS EASEMENT AGREEMENT RECORDED SEPTEMBER 8, 2011 UNDER RECEPTION NO. [1035565](#) AND RECORDED SEPTEMBER 8, 2011 UNDER RECEPTION NO. [1035566](#).
28. TERMS, CONDITIONS, PROVISIONS, RESTRICTIONS AND OBLIGATIONS AS CONTAINED IN DECLARATION RECORDED FEBRUARY 21, 2013 UNDER RECEPTION NO. [1061015](#). (AFFORDABLE HOUSING)

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is executed effective _____ by and between the Town of Ignacio (“Town”), whose address is 540 Goddard Avenue Ignacio, CO 81137 (mailing address is PO Box 459 Ignacio, CO 81137) and HomesFund, (“HF”), whose address is 150 E 9th Street, Suite 207, Durango, CO 81301. The Town and HF shall collectively be referred to herein as the “Parties” or individually as a “Party.”

RECITALS

A. HF is a Colorado non-profit corporation whose purpose is to support the creation and provision of housing affordable to low- and moderate-income households in La Plata County and surrounding communities.

B. The Town wishes to facilitate the creation of housing in the Rock Creek Subdivision that is affordable for low- and moderate-income households.

C. HF is willing to provide services to the Town on the terms and conditions as set forth in this Agreement.

D. The Rock Creek Subdivision, located within the Town of Ignacio, is a proposed development of homes set-aside for low- and moderate-income members of the workforce of La Plata County.

E. To assist with the creation and management of the Rock Creek Subdivision, HF has agreed to provide administrative services to the Town of Ignacio to assist in the creation of procedures and documents to ensure that the homes in Rock Creek are sold to Qualified Buyers, and HF has also agreed to provide ongoing administrative activities related to ensuring that the homes in the Rock Creek Subdivision remain owner-occupied, affordable homes for homebuyers, upon the terms and conditions set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. *HF’s Duties.* HF shall furnish the Services to Town as described in Exhibit A, Scope of Services, attached hereto and by reference incorporated herein. HF warrants that the quality of its Services under this Agreement shall conform to the level of professional quality performed by experts regularly rendering this type of service.

2. *Compensation and Invoices.* Upon execution of this agreement, the Town shall pay HF \$2,600 for the creation of procedures and documents related to the creation

of the Rock Creek Subdivision affordability program. Additionally, the Town shall pay HF for Services described in Exhibit B according to the schedule described in Exhibit C.

3. *Term of Agreement.* Unless terminated earlier by either Party hereto, the period during which HF shall provide services to Town under this Agreement shall be from **January 1, 2024** until **December 31, 2025** (the “Term”). The Term of this Agreement shall be automatically extended for up to two additional three-year terms unless otherwise terminated as provided herein.

4. *Termination.* The Parties may terminate this Agreement prior to the expiration of the Term as hereinafter provided:

a. *Termination for Lack of Appropriation.* If the Term of this Agreement exceeds one year, this Agreement shall be subject to annual appropriation by the Town and is contingent upon continued availability of funds for payment of the Services called for herein. The obligations of the Parties shall not constitute a general obligation, indebtedness or multi-year direct or indirect debt, or other financial obligation whatsoever within the meaning of the constitution or the laws of the State of Colorado. Therefore, the Town may terminate this Agreement in the event of non-appropriation by providing HF at least thirty days prior notice of such termination. In the event this Agreement is terminated for non-appropriation, the Town shall compensate HF for all Services performed prior to termination. HF shall not be responsible for providing any Services following receipt of notice by the Town of termination for non-appropriation.

b. *Termination for Cause.* Either Party may terminate this Agreement for cause upon ten days written notice to the other Party, and the notified Party’s failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the notifying Party, within thirty days of the receipt of said notice. In the event this Agreement is terminated for cause, the Town shall compensate HF for all Services performed prior to termination. HF shall provide Services up to the date of termination.

c. *No Waiver.* Town’s approval of any Services or any payment hereunder shall not in any way relieve HF of the responsibility for the accuracy and completeness of the services, or for compliance with the terms, requirements, and specifications applicable thereto; and no such approval shall constitute a waiver of any rights of Town under this Agreement, or of any cause of action arising out of or in any way connected with this Agreement.

5. *Agreement to Perform Services as an Independent Contractor.* The Parties hereto acknowledge that HF is an independent contractor according to the IRS definition. It is understood through this Agreement that HF is contracting with the Town to provide specific services, and this Agreement should in no way be interpreted that HF is an employee of the Town.

6. *Autonomy.* HF shall, at all times, maintain independent decision-making authority and autonomy over its activities and the fulfillment of its obligations hereunder; provided, however, that in those instances where HF is assisting the Town in the fulfillment of the Town's obligations under contracts with third parties, HF shall perform its duties in strict compliance with the terms and conditions of such third-party agreements. HF shall perform said services in its own way in the pursuit of independence and not as an employee of Town and shall be solely responsible for the means and methods and the proper performance of the services in compliance with the terms, requirements, and specifications of this Agreement.

7. *W-9 and Licensing.* HF's Federal employer I.D. number or social security number is 800266636. HF shall maintain all required business licenses during the term of this Agreement.

8. *Records.* HF shall maintain records that indicate the dates and nature of the services rendered. HF shall make available for inspection by the Town or its auditors all records, books of account, memoranda, and other documents pertaining to the Town upon reasonable request. The Town, or a duly authorized representative from the Town shall until three years after final payment under this Agreement, have access to and the right to examine any of HF's directly pertinent books, documents, papers, or other records involving transactions related to this Agreement.

If a contract is being funded in whole or in part by assistance from a federal agency, then the contractor or subcontractor at any tier are required to maintain for three years from the date of the final payment, or as required by the grantor, all books, documents, papers, and records pertinent to the contract; and to provide to the Town, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives access to such books, documents, papers, and records for the purposes of examining, auditing, and copying them.

9. *Indemnification and Release.* HF agrees to indemnify and hold harmless the Town, and its officers and its employees, from and against any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arise out of or are in any manner connected HF's provision of Services as provided in this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, or other fault of HF, any subcontractor of HF, or any officer, or agent of HF. Nothing in this Agreement shall be construed as creating any liability on the part of HF or responsibility for the actual construction of the Rock Creek Subdivision, its infrastructure, buildings, structures, or any activity related thereto.

10. *Notices.* Any notice this Agreement requires must be in writing and shall be deemed received when mailed by U.S. Certified mail, return receipt requested, to the receiving Party at the address listed above.

11. *Assignment.* Neither Party may assign this Agreement without the express written consent of the other Party, which consent shall not be unreasonably withheld.

12. *Enforceability.* If any term or provision of this Agreement shall be adjudicated to be invalid, illegal or unenforceable, this Agreement shall be deemed amended to delete therefrom the term or provision thus adjudicated to be invalid, illegal or unenforceable and the validity of the other terms and provisions of this Agreement shall not be affected thereby so long as the purposes of this Agreement can be met.

13. *Execution.* This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute but one and the same original instrument. Faxed or electronic images of signatures shall have the same force and effect as original signatures.

14. *Governing Law.* The terms and conditions of this Agreement shall be construed, interpreted and enforced in accordance with the applicable laws of the State of Colorado. If any legal action is necessary to enforce the terms and conditions of this Agreement, the Parties agree that the jurisdiction and venue for bringing such action shall be in the appropriate court in La Plata County, Colorado.

15. *Entire Agreement.* The Parties agree that this Agreement constitutes the entire Agreement between the Parties and supersedes any and all prior oral representations, promises, covenants, understandings and other agreements, if any, between the Parties and their agents and may not be modified in any manner except by an instrument in writing executed by both Parties.

16. *Waiver.* No failure by either Party to exercise any right it may have shall be deemed to be a waiver of that right or of the right to demand exact compliance with the terms of this Agreement.

17. *Construction.* This Agreement's final form resulted from review and negotiations among the Parties and/or their attorneys and no part of this Agreement shall be construed against any Party on the basis of authorship.

18. *Signatory's Authority.* Each person signing this Agreement in a representative capacity expressly represents that the signatory has the subject Party's authority to so sign and that the subject Party will be bound by the signatory's execution of this Agreement.

19. *Third Party Beneficiaries.* The Parties to this Agreement do not intend to benefit any person, not a Party to this Agreement. No person or entity, other than the Parties to this Agreement shall have any right, legal or equitable, to enforce any provision of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this agreement effective as of the date first listed above.

TOWN OF IGNACIO

Attest:

By: _____

Clerk to the Board

By: _____

Mark Garcia, Town Manager

HOMESFUND

By: _____
Pamela Moore, Executive Director

EXHIBIT A: SCOPE OF SERVICES – INITIAL SERVICES

Rock Creek Subdivision

HF will provide the following services for the Town of Ignacio to facilitate the development and sale of homes affordable to low- and moderate-income homebuyers in the Rock Creek Subdivision:

1. Review Rock Creek proforma including cost and sale projections, and advise the Town regarding feasibility, marketability, and sales projections for the Rock Creek homes. (Completed)
2. Provide the Town with information about area median incomes (AMIs), interest rates, home financing programs and products (including first mortgage programs and mortgage/downpayment assistance programs), and other variables that impact housing affordability and financing. (Completed)
3. If requested, meet with Town staff and Trustees to determine restriction parameters for the Rock Creek homes.
4. Create procedures and a review process that will limit the sale and occupation of the homes in Rock Creek to low- and moderate-income buyers that meet the requirements mutually agreed upon by the Town and HF. (Completed)
5. Provide potential Deed Restriction templates and draft documents to the Town that preserves affordability of each Rock Creek home. The Town is responsible for reviewing, adapting, approving and adopting the final Deed Restriction. (Completed)

EXHIBIT B: SCOPE OF SERVICES – ONGOING SERVICES

Rock Creek Subdivision

HF will provide the following services for the Town of Ignacio to facilitate the development and sale of homes affordable to low- and moderate-income homebuyers in the Rock Creek Subdivision. The following services will be provided on an ongoing basis:

1. HF staff will provide information about the Rock Creek homes in the HF Homebuyer Education Classes and Housing Counseling sessions.
2. HF will provide the Town, or its representative, names and contact information for households who have registered on the HF Workforce Housing Interest List for housing projects in Ignacio.
3. HF staff will develop a method for reviewing potential buyers and issuing a written Qualified Buyer Letter for households wanting to make an offer to purchase. This shall include verification of household income, residency, employment and other factors that impact eligibility to purchase a unit in the Rock Creek Subdivision.
4. HF staff will determine and certify homebuyer eligibility through:
 - a. Collecting and evaluating all income and asset information from homebuyers to determine eligibility to purchase a Rock Creek home.
 - b. Providing credit and budget information and guidance to ensure that homebuyers are ready to purchase a Rock Creek home.
 - c. Running financing scenarios that include modeling of various first mortgage programs, Mortgage/Downpayment Assistance programs, homebuyer/borrower financial contribution, etc.
 - d. Working with first mortgage lenders to assist homebuyers/borrowers in obtaining financing for the purchase of Rock Creek homes.
 - e. Filling financial gaps with Mortgage/Downpayment Assistance when available and the homebuyer/borrower is eligible.
5. HF staff will provide a thorough review of the Deed Restriction, and all restrictions and requirements associated with the Rock Creek homes to buyers of Rock Creek homes.

HF will serve as Designee for the Town under the Rock Creek Deed Restriction and as the Designee HF will:

6. HF staff will work with title companies to ensure that Deed Restrictions and other documents are recorded in public records that ensure that the homes in Rock Creek are sold to and occupied by low- and moderate-income buyers that meet the requirements mutually agreed upon by the Town and HF.
7. Provided that HF is notified of a subsequent sale of a Deed Restricted Unit, HF will work with title companies and other parties involved in the subsequent sale of the Deed Restricted unit to ensure that the deed restriction remain enforced and filed against the property through the subsequent sale and issuance of a new Qualified Buyer Letter.
8. HF will calculate the Maximum Resale Price for the Deed Restricted units, according to the maximum Resale Price calculation noted in the Deed Restriction.
 - a. The Maximum Resale Price, along with the methodology for calculating the Maximum Resale Price, will be provided in writing to the Town, the Owner, and/or Owners Agents.
9. HF staff will ensure ongoing compliance with the Deed Restriction through conducting annual compliance audits of all owners and occupants of the Rock Creek homes.
10. The HF scope of work will include working with and in conjunction with Real Estate Brokers, but will not act as a Real Estate Broker, including any services related to listing a property, negotiating with parties, acting as a representative of a buyer or seller, showing properties, arranging for services at the property, or any other duties customarily performed by a licensed real estate broker/agent.
 - a. HF will not develop or build Deed Restricted Properties
 - b. HF will not guarantee that Qualified Buyers finalize a purchase of Deed Restricted unit, or that a certain number of households provide information or complete the process to obtain a Qualified Buyer letter.
 - c. HF will not guarantee that a Deed Restricted Unit will sell for the Maximum Resale Price outlined in the Deed Restriction
 - d. HF will not provide legal advice to developers, buyers, sellers, or any other party involved in the creating or the sale of deed restricted properties.
 - i. HF will not interpret contracts or program requirements that HF is not a direct party to.

- e. HF will not establish or operate a homeowner's association.
- f. HF will not enforce any municipal codes, or participate in a homeowner's association or enforce any violation of rules of the subdivision or homeowners' association.
- g. HF will not enforce any Deed Restriction violations; however, HF will notify the Town of any violation of the Deed Restriction that is known by HF.
- h. HF will not purchase a Deed Restricted Unit and will not be a party to any right or option to purchase a Deed Restricted Unit.

EXHIBIT C: PAYMENT SCHEDULE FOR ONGOING SERVICES

Rock Creek Subdivision

The Town of Ignacio will pay HF \$500 per unit in Rock Creek for all activities in Exhibit B that are conducted prior to closing on the sale of each Rock Creek unit. The \$500 shall be paid to HF at or before closing on each Rock Creek unit.

For compliance and monitoring services that are provided on an ongoing basis, the Town of Ignacio will pay HF \$100 per unit per year for each completed, sold, and occupied unit/home in Rock Creek. The total number of completed, sold, and occupied units/homes in Rock Creek, including both newly completed units and units completed in prior years, will be determined annually on the first business day in January, and the Town will pay HF \$100 per unit for compliance and monitoring of every unit that was in Rock Creek the prior calendar year.