Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

AGENDA

Town Council Meeting
Tuesday, March 18, 2025 @ 5:00 PM

1. REMOTE PARTICIPATION

A Zoom link is made available, however, the Town does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as the public meeting will continue in person regardless of the Town's broadcast capability.

Join Zoom Meeting By Computer - https://zoom.us/j/87497387458
Dial by Phone - 1-669-900-6833 US - Meeting ID: 874 9738 7458

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. DISCLOSURES AND/OR CONFLICT OF INTEREST

V. PUBLIC COMMENT

Please sign in to make public comment

VI. CONSENT AGENDA

1. Approval of the March 4, 2025 Meeting Minutes

Town Council - 04 Mar 2025 - Minutes - Pdf

2. February Financial Statement and Payments

Agenda Brief - February Financial Statement and Payments - Pdf

3. Resolution 2025-07, Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests

Agenda Brief - Resolution 2025-07, Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests - Pdf

4. Proclamation In Support of Arbor Day

Agenda Brief - Proclamation In Support of Arbor Day - Pdf

VII. REPORTS TO COUNCIL

1. Sales Tax Brief

Sales Tax Report - January 2025

Agenda Brief - Sales Tax Report - January 2025 - Pdf

2. Other Department Reports

Administration Report

Agenda Brief - Administration - Pdf

Development Department Reports-March 2025

Agenda Brief - Development Department Reports-March 2025 - Pdf

Lodging Tax Report

Agenda Brief - Lodging Tax Report - Pdf

Public comment and agenda comment item sign-up sheets are available at the meeting
Copies of proposed Ordinances and Resolutions are available to the public from the Town Clerk

Municipal Court Report

Agenda Brief - Municipal Court Department Report - Pdf

Parks and Recreation Report

Agenda Brief - Parks and Recreation Department Monthly Report - Pdf

Police Department Report

Agenda Brief Police Department Head Report - Pdf

Public Works Department Brief

Agenda Brief - Public Works Department Brief - Pdf

VIII. UNFINISHED BUSINESS

1. Ordinance 1011, Second Reading, Dedicating an Easement to La Plata Electric Association on Town-owned property located at 2140 County Road 500 (Trujillo Rd)

Agenda Brief - Ordinance 1011, Second Reading, Dedicating an Easement to La Plata Electric Association on Town-owned property located at 2140 County R - Pdf

2. Ordinance 1012, Second Reading, Creating a Community Infrastructure and Economic Development (CIED) Account

Agenda Brief - Ordinance 1012, Second Reading, Creating a Community Infrastructure and Economic Development (CIED) Account - Pdf

IX. NEW BUSINESS

1. Allocation of 2025 Early Childcare and Education Funding

Agenda Brief - Allocation of 2025 Early Childcare and Education Funding - Pdf

2. 2025 Event Funding and Discussion

Agenda Brief - 2025 Event Funding and Discussion - Pdf

3. Authorizing an Agreement with CDOT for reconstruction reimbursement of Town facilities in the US 160 project and appropriating funds

Agenda Brief - Authorizing an Agreement with CDOT for reconstruction reimbursement of Town facilities in the US 160 project and appropriating funds - Pdf

4. Possible Sales Tax Election in November 2025

5. An Agreement Engaging Stradling, Yocca, Carlson, & Rauth as Bond Counsel in connection with the Town of Pagosa Springs, Colorado, Certificates of Participation, Series 2025 and November 2025 Election

Agenda Brief - An Agreement engaging Stradling, Yocca, Carlson, & Rauth as Bond Counsel in connection with the Town of Pagosa Springs, Colorado, Certi - Pdf

X. PUBLIC COMMENT

XI. MAYOR, COUNCIL, TOWN MANAGER COMMENTS/UPCOMING AGENDA ITEMS

XII. EXECUTIVE SESSION

1. Executive session pursuant to C.R.S. 24-6-402(4)(a), Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest near or around Hot Springs Blvd.

XIII. UPCOMING COUNCIL MEETINGS

- March 24, 2025: Joint Town-County Board Meeting
- April 1, 2025: Regular Council Meeting
- April 15, 2025: Regular Council Meeting
- April 21, 2025: Joint Town-County Board Meeting

Public comment and agenda comment item sign-up sheets are available at the meeting
Copies of proposed Ordinances and Resolutions are available to the public from the Town Clerk

- May 6, 2025: Regular Council Meeting
- May 19, 2025: Joint Town-County Board Meeting
- May 20, 2025: Regular Council Meeting
- June 3, 2025: Regular Council Meeting

XIV. ADJOURNMENT

Shari Pierce
Mayor

Public comment and agenda comment item sign-up sheets are available at the meeting
Copies of proposed Ordinances and Resolutions are available to the public from the Town Clerk

Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

MINUTES

Town Council Meeting
March 4, 2025 @ 5:00 PM

A regular meeting of the Pagosa Town Council was called to order on March 4, 2025, at 5:00 PM in the Town Hall 551 Hot Springs Blvd.

COUNCIL PRESENT: Mayor Pierce, Council Member Bergon, Council Member deGraaf, Council Member DeGuise, Council Member Martinez, and Council Member Williams

COUNCIL ABSENT: Council Member Lindner

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. DISCLOSURES AND/OR CONFLICT OF INTEREST – None

V. PUBLIC COMMENT – Ms. Mary Jo Coulehan said the staging of the 4th of July parade on Hermosa Street will affect the Park to Park event in Town Park. She said it will be a hardship for the vendors and affect future participation.
Mr. Brian Collabolletta said the closure of Hermosa Street affects the neighborhood residents. He said staging the 4th of July parade will be a nightmare. He said a party at Yamaguchi Park sounds like the best option.

VI. CONSENT AGENDA

1. Approval of the February 18, 2025 Meeting Minutes

2. Proclamation in Support of International Dark Sky Week

Council Member deGraaf moved to approve the consent agenda, Council Member Martinez seconded.

Carried.

VII. UNFINISHED BUSINESS

1. Fourth of July Celebration

Mr. Darren Lewis, Parks and Recreation Director, provided the Town Council with options for this year's celebration. The parade along Hot Springs Blvd brings traffic congestion, parking limitations, and safety concerns. If a parade is not selected, a celebration at Yamaguchi Park could be an option. The parade could be staged on the five acres leased on Hot Springs Blvd and open the street from the post office to Hwy 160.

Council Member deGraaf said he is not in favor of a parade. Council Member Williams said he is not in favor of a parade and would like a fair at Yamaguchi Park. Council Member DeGuise said he is not in favor of a parade. Council Member Bergon said the Yamaguchi Park celebration is a better option to get volunteers involved to foster relationships for later parade participation. Council Member Martinez said he is in favor of a parade. Mayor Pierce said a parade probably isn't feasible this year because of the construction and lack of parking. She said Yamaguchi Park could include a small parade for the youth. Staff will work on a celebration in Yamaguchi Park.

2. Ordinance 1011, First Reading, Dedicating an Easement to La Plata Electric Association on Town-owned property located at 2140 County Road 500 (Trujillo Rd)

Council Member Martinez said he is on the LPEA roundup committee. The Council does not believe this is a conflict.

Ordinance 1011 allows La Plata Electric Association (LPEA) to enter into an easement agreement with the Town to utilize approximately five acres for a new electrical substation at 2140 County Road 500 (Trujillo Rd) for $135,000. Staff is recommending the payments be put into a Community Infrastructure and Economic Development (CIED) account in the Town's Trust Fund for uses to benefit the community, expand the economy, and other purposes. If LPEA ceases to use the property it will revert back to the Town.

Council Member Martinez said economic development is needed in our community due to the high cost of living in Pagosa. He said there needs to be diversity of the Town's income and a partnership with LPEA is part of this diversity. Council Member Bergon said she is glad the Town and LPEA were able to come to an agreement. Council Member Williams said he appreciates what LPEA does for the Town and the interconnectedness of the goals. He said reducing the visual impacts of the substation would be supported by the Town.

Council Member deGraaf moved to approve Ordinance 1011, first reading, authorizing the granting of an easement encumbering Town property for the LPEA Trujillo Substation, Council Member Martinez seconded.

Carried.

3. Ordinance 1012, First Reading, Creating a Community Infrastructure and Economic Development (CIED) Account

Ordinance 1012 creates a Community Infrastructure and Economic Development (CIED) account in the Town's Trust Fund to be used for the benefit of the community, to expand the economy, and for other purposes the Town Council may, in its determination, supports economic activity or infrastructure improvements in the Town of Pagosa Springs.

Council Member DeGuise moved to approve Ordinance 1012, first reading, creating a Community Infrastructure and Economic Development (CIED) Account, Council Member Williams seconded.

Carried.

VIII. NEW BUSINESS

1. Potential November Bond Election Discussion

Mr. Joey McLiney, the Town's Municipal Advisor, provided options for a possible ballot question on the November election. He said the sanitation engineering report estimates an additional $149 per month per EU rate increase to afford the major amount of work that is needed for the sanitation system. He said if a sales tax increase was approved the 1/2 cent sales tax could be used for several items including roads, sewer, and other capital improvements. He said a bond issue ballot question could come later to an election of the voters. Council Member Bergon said a November election may be rushed. Town Manager Harris said the quote to reverse the pipeline would be $60 million. He said if the price could be lowered, the Town could take on PAWSD customers and reduce their rates. Council Member deGraaf said it is important to get a message out to the voters. Mr. McLiney said the 1/2 cent sales tax would be used to help pay the sewer rates. Mayor Pierce said the Town residents are on a fixed income and she likes this option to help those sewer ratepayers. Council Member Martinez said the rates are too high for a lot of our town residents. He said a sunset should not be included to protect the Town's future needs. He said the tourists who help to solve our problems is a great message to voters. Council Member deGraaf said he is in support of asking for a sales tax question. Town Council will discuss the

details during the council planning work session.

2. Potential Project Financing for the Town's portion of the US 160 Reconstruction Project

The Town's Municipal Advisor, Joey McLiney, provided options for the Town should the Town Council decide to apply for a bond to pay for the $3 million Main Street reconstruction project. He said the Town should spend the cash on hand until the cost is too much and then bring forward a potential bond. A reimbursement resolution will be brought forward as an option for the council.

3. Yamaguchi South River Improvement Project – 95% Design Approval

The Yamaguchi South River Improvement Project design is mostly completed and agreements with five property owners along the east side of the river have been secured. Permitting is expected by June 2025 and project completion is anticipated in November 2025. The project is funded through grants from the Colorado Water Conservation Board (CWCB), Southwest Water Conservation District, Archuleta County, and Town matching funds.

Council Member Williams moved to approve the Yamaguchi South River Improvement Project 95% design plans as presented,
Council Member deGraaf seconded.

Carried.

4. Time Restricted Public Parking During Reconstruction Project

Staff is recommending time restrictions on designated public parking areas in the downtown area during the Main Street reconstruction project. Businesses are encouraged to direct their staff to park in more remote parking areas and walk or use the MET bus to access Main Street. The Town Manager is authorized to restrict the parking areas as deemed necessary. Chief of Police Rockensock said that offering permit parking in neighborhoods will become an animal we can't feed. He said there are first come first serve parking spots and the police will not move a vehicle because someone with a parking permit cannot find a spot. Council Member Williams said there needs to be adaptability to the problem and change if needed. Mayor Pierce said perhaps the teachers could park at the high school and take a bus to the middle school. Council Member deGraaf said some sort of parking restrictions should be in place and perhaps later meters can be installed. Council Member Martinez said the churches along Lewis Street will need flexibility if there is a funeral.

5. Street Light Purchase for Reconstruction Project

The Town is removing existing cobra head style street lights and adding the standard street light poles and fixtures throughout the Main Street reconstruction project. The Town will order 62 Town light fixtures and poles and 14 CDOT light fixtures and poles with CDOT reimbursing the Town approximately $65,000. The cost estimate with Mountain States Lighting for all poles and fixtures is $310,000 including delivery, to be received within 24 weeks.

Council Member Williams moved to approve the exclusive service purchase of street light fixtures and poles in an amount not to exceed $310,000, Council Member DeGuise seconded.

Carried.

6. Gravel Purchase for Temporary Parking

The Town will utilize the vacant land at the Ruby M. Sisson Memorial Library and the Springs Resort for temporary parking locations during the Main Street reconstruction project. Gravel is needed for these parking areas along with signage. The cost is approximately $217,000 with possible alternatives to reduce costs. Strohecker has a portable crusher that could crush the materials that are already on site and can truck some of the material from the Strohecker yard to save a bit. Mayor Pierce said she does not want to crush within the town.

Council Member Bergon moved to approve staff to use up to $20,000 to hire local contractor to crush material onsite at Springs Resort, and up to $151,800 to haul the remainder of material needed for the Springs lot and Library lot plus purchase signage, Council Member DeGuise seconded.

Carried.

IX. PUBLIC COMMENT – None

X. MAYOR, COUNCIL, TOWN MANAGER COMMENTS/UPCOMING AGENDA ITEMS – Town Manager reminded the Town Council about the planning session on Thursday and Friday at the hospital. He said there are quite a few fire hydrants that have not been charged on a regular schedule. He said the fire district will be working out details to charge those hydrants. He said the Main Street construction will begin March 24.

XI. EXECUTIVE SESSION

1. Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice from counsel about pending water rights applications

Council Member deGraaf moved to enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice from counsel about pending water rights applications, Council Member Martinez seconded.

Carried.

Town Council entered executive session at 7:30 pm. Mayor Pierce called the meeting back into regular session at 7:54 pm.

XII. UPCOMING COUNCIL MEETINGS –

- March 17, 2025: Joint Town-County Board Meeting
- March 18, 2025: Regular Council Meeting
- April 1, 2025: Regular Council Meeting
- April 15, 2025: Regular Council Meeting

XIII. ADJOURNMENT – Mayor Pierce adjourned the meeting at 7:55 pm.

Shari Pierce
Mayor

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: April Hessman, Town Clerk

PROJECT:	February Financial Statement and Payments
ACTION:	Council information

PURPOSE/BACKGROUND:
Staff provides Town Council monthly financial information including the payments made each month. The attachments represent February's financial statement to date with actual expenditures in comparison to the 2025 budget as well as the payments made during February.

Staff is working to apply payments to the correct department and GL code, causing some items to be applied to unbudgeted general ledger codes. We believe it is best to show the true costs as suggested by GFOA. Staff has completed updating the revenue GL codes for use in 2025.

Staff has been able to move several vendors to ACH payment saving time and money in printing and mailing checks. The vendor receives their payments faster with less chance of errors through the postal system.

ATTACHMENTS:
February 2025 Financial Stmt
February 2025 Payments

RECOMMENDATIONS:
Council information only

TOWN OF PAGOSA SPRINGS
COMBINED CASH INVESTMENT
FEBRUARY 28, 2025

COMBINED CASH ACCOUNTS

01-10300	CASH IN CHECKING FSWB	20,270.10
01-10310	BANK OF THE SAN JUANS CHECKING	942.45
01-10320	BANK OF THE SAN JUANS SAVINGS	4,526,885.56
01-10330	BANK SAN JUANS GEN WKG SAVINGS	1,748,585.42
01-10450	FSWB ESCROW ACCT	490.00
01-10500	CASH - XPRESS DEPOSIT ACCOUNT	142,628.70
01-10550	CASH - COLOTRUST PLUS INVEST	5,607,547.98
01-10700	UTILITY CASH CLEARING ACCOUNT	(285.00)
	TOTAL COMBINED CASH	12,047,065.21
	TOTAL UNALLOCATED CASH	12,047,065.21

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,231,624.07
21	ALLOCATION TO CONSERVATION TRUST FUND	80,811.72
31	ALLOCATION TO TRUST/IMPACT FUND	1,073,068.96
41	ALLOCATION TO LODGERS TAX FUND	1,649,227.52
51	ALLOCATION TO CAPITAL IMPROVEMENT FUND	3,910,887.63
53	ALLOCATION TO SANITATION FUND	804,049.73
55	ALLOCATION TO GEOTHERMAL FUND	297,395.58
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,047,065.21
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(12,047,065.21)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

GENERAL FUND

	ASSETS			
10-10100	CASH IN COMBINED CASH FUND		4,231,624.07	
10-10275	ROAD CUT FSWB 558761984		12,888.63	
10-10500	PETTY CASH		300.00	
10-10530	ACCTS RECEIVABLE - GEN FUND		12,348.90	
10-10701	ADVANCE TO SANITATION		59,587.17	
10-10900	LEASE RECEIVABLE		1,222,133.07	
10-11500	PROPERTY TAX		132,644.00	
10-11510	SALES TAX		778,817.32	
10-11511	MARIJUANA TAX		15,581.42	
	TOTAL ASSETS			6,465,924.58
	LIABILITIES AND EQUITY			
	LIABILITIES			
10-20100	ACCOUNTS PAYABLE		(19,377.96)	
10-21000	WAGES PAYABLE		(430.98)	
10-21300	FEDERAL INCOME TAX WITHHELD		205.71	
10-21500	FICA TAXES WITHHELD		(1,044.10)	
10-21550	SUTA PAYABLE		1,511.43	
10-21600	CAFETERIA PLAN		(50.61)	
10-21610	MASA INSURANCE		(7.00)	
10-21615	VISION INSURANCE		914.65	
10-21620	DENTAL INSURANCE		2,549.85	
10-21630	LIFE INSURANCE		444.24	
10-21635	VOLUNTARY LIFE INSURANCE		1,657.50	
10-21645	SHORT TERM DISABILITY		54.28	
10-21650	AFLAC PAYABLE		(554.04)	
10-21655	SUPP INSURANCE		419.54	
10-21700	POLICE PENSION, 8%		(.09)	
10-21800	CCOERA PENSION FUND		7,945.09	
10-21900	HEALTH INSURANCE		(5,407.67)	
10-21910	ESCROW ACCOUNT		40.00	
10-22100	ROAD CUT BONDS		13,197.11	
10-22210	UNEARNED REVENUE		(2,315.00)	
10-22250	DEFERRED INFLOW-LEASES		1,180,361.55	
10-22260	DEFERRED INFLOW-PROPERTY TAXES		134,959.00	
	TOTAL LIABILITIES			1,315,072.50
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
10-29800	FUND BALANCE	4,864,046.54		
10-29810	FUND BALANCE - ASSIGNED	107,364.73		
	REVENUE OVER EXPENDITURES - YTD	179,440.81		
	BALANCE - CURRENT DATE		5,150,852.08	

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

GENERAL FUND

TOTAL FUND EQUITY	5,150,852.08
TOTAL LIABILITIES AND EQUITY	6,465,924.58

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAXES					
10-31-101	PROPERTY TAX	3,845.07	3,845.07	132,644.00	128,798.93	2.9
10-31-102	SPECIFIC OWNERSHIP/MVL TAX	1,575.12	2,888.80	18,000.00	15,111.20	16.1
10-31-103	SALES TAX	422,882.84	779,228.12	4,594,359.00	3,815,130.88	17.0
10-31-104	CIGARETTE TAX	775.97	2,210.10	15,150.00	12,939.90	14.6
10-31-105	MARIJUANA TAX	8,412.39	15,581.42	105,000.00	89,418.58	14.8
10-31-106	SEVERANCE TAX	.00	.00	10,000.00	10,000.00	.0
10-31-310	SALES TAX	.00	(410.80)	.00	410.80	.0
10-31-420	CIGARETTE TAX	.00	(1,434.13)	.00	1,434.13	.0
10-31-600	GAS FRANCHISE	.00	(7,821.24)	.00	7,821.24	.0
10-31-750	CABLE TV FRANCHISE	.00	(296.72)	.00	296.72	.0
10-31-770	GROUND LEASE	240.00	480.00	.00	(480.00)	.0
	TOTAL TAXES	437,731.39	794,270.62	4,875,153.00	4,080,882.38	16.3
	LICENSES AND PERMITS					
10-32-200	LIQUOR LICENSES	1,672.50	1,821.25	11,275.00	9,453.75	16.2
10-32-201	MARIJUANA LICENSES	4,000.00	4,000.00	18,000.00	14,000.00	22.2
10-32-202	VACATION RENTAL LICENSES	1,350.00	51,850.00	56,000.00	4,150.00	92.6
10-32-203	BUSINESS LICENSES	3,010.00	6,725.00	40,000.00	33,275.00	16.8
10-32-206	BUILDING PERMITS	.00	5,685.00	75,000.00	69,315.00	7.6
10-32-207	PLANNING PERMITS	1,015.00	1,365.00	11,000.00	9,635.00	12.4
	TOTAL LICENSES AND PERMITS	11,047.50	71,446.25	211,275.00	139,828.75	33.8
	INTERGOVERNMENTAL REVENUES					
10-33-304	ARCHULETA COUNTY	.00	.00	153,265.00	153,265.00	.0
10-33-305	STATE OF COLORADO GRANTS	.00	9,851.77	.00	(9,851.77)	.0
	TOTAL INTERGOVERNMENTAL REVENUES	.00	9,851.77	153,265.00	143,413.23	6.4
	CHARGES FOR SERVICES					
10-34-400	DEPT. SPECIFIC SVC. CHARGE FEE	.00	.00	21,000.00	21,000.00	.0
10-34-402	DEPARTMENT SPEC. CHG FOR SVC	450.00	1,745.00	5,000.00	3,255.00	34.9
10-34-403	PROGRAM/EVENT FEES	3,875.00	6,130.00	109,000.00	102,870.00	5.6
10-34-410	CHGS FOR ADDED SERVICES-POLICE	12,668.90	24,067.11	105,000.00	80,932.89	22.9
	TOTAL CHARGES FOR SERVICES	16,993.90	31,942.11	240,000.00	208,057.89	13.3

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	FINES, FEES & FORFEITURES					
10-35-500	DEPARTMENT SPECIFIC FINES	4,800.00	10,000.00	48,000.00	38,000.00	20.8
10-35-501	DEPARTMENT SPECIFIC SURCHARGES	627.25	1,365.31	8,000.00	6,634.69	17.1
10-35-502	CONVENIENCE/CC FEES	366.60	846.48	9,000.00	8,153.52	9.4
10-35-509	DEPT. SPEC. SURCHARGES-POLICE	20.00	20.00	.00	(20.00)	.0
	TOTAL FINES, FEES & FORFEITURES	5,813.85	12,231.79	65,000.00	52,768.21	18.8
	MISCELLANEOUS REVENUES					
10-36-601	MISCELLANEOUS REVENUE	383.17	2,809.80	18,000.00	15,190.20	15.6
10-36-602	DEPARTMENT SPECIFIC MISC	340.00	365.00	10,000.00	9,635.00	3.7
10-36-603	INTEREST INCOME	16,717.19	37,916.05	191,365.00	153,448.95	19.8
	TOTAL MISCELLANEOUS REVENUES	17,440.36	41,090.85	219,365.00	178,274.15	18.7
	CONTRIBUTIONS & OTHR GRANT REV					
10-37-701	PRIVATE/NON-PROFIT COLLABORAT.	1,000.00	1,000.00	.00	(1,000.00)	.0
10-37-702	SCHOLARSHIP FUNDING	765.45	2,377.53	32,000.00	29,622.47	7.4
	TOTAL CONTRIBUTIONS & OTHR GRANT REV	1,765.45	3,377.53	32,000.00	28,622.47	10.6
	LEASES & RENTS					
10-38-802	GROUND LEASE REVENUE	1,022.78	41,008.29	101,235.00	60,226.71	40.5
10-38-803	MINERAL LEASING REVENUE	.00	.00	800.00	800.00	.0
10-38-805	FRANCHISE FEES-CABLE TV	.00	296.72	1,500.00	1,203.28	19.8
10-38-806	FRANCHISE FEES-GAS	.00	7,821.24	22,330.00	14,508.76	35.0
10-38-812	DEPT. SPEC. LEASES-P&R ADMIN	3,135.76	6,675.52	36,477.00	29,801.48	18.3
10-38-813	DEPT. SPEC. RENT FEES-P&R ADMN	4,296.00	10,606.00	25,000.00	14,394.00	42.4
	TOTAL LEASES & RENTS	8,454.54	66,407.77	187,342.00	120,934.23	35.5
	INTERFUND TRANSFERS					
10-39-906	TRANSFER FROM TRUST FUND	.00	.00	7,500.00	7,500.00	.0
	TOTAL INTERFUND TRANSFERS	.00	.00	7,500.00	7,500.00	.0
	TOTAL FUND REVENUE	499,246.99	1,030,618.69	5,990,900.00	4,960,281.31	17.2

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	COURTS					
10-41-401	SALARIES	21,561.22	42,681.30	274,561.00	231,879.70	15.6
10-41-402	PART TIME	7,107.79	7,107.79	10,587.00	3,479.21	67.1
10-41-403	OVERTIME	.00	.00	750.00	750.00	.0
10-41-411	FICA	2,128.66	3,692.98	21,814.00	18,121.02	16.9
10-41-412	EMPLOYEE INSURANCE	3,689.27	7,363.79	43,890.00	36,526.21	16.8
10-41-413	PENSION	1,495.76	2,991.52	19,434.00	16,442.48	15.4
10-41-423	WORKERS COMPENSATION INSURANCE	.00	33.36	265.00	231.64	12.6
10-41-501	OFFICE SUPPLIES	145.96	179.96	2,150.00	1,970.04	8.4
10-41-503	MAINTENANCE & CLEANING SUPPLIE	.00	.00	150.00	150.00	.0
10-41-504	POSTAGE/SHIPPING	292.00	292.00	1,200.00	908.00	24.3
10-41-505	COPY/PRINTING	122.01	193.13	5,800.00	5,606.87	3.3
10-41-511	FUEL/OIL/OPERATING FLUIDS	.00	.00	250.00	250.00	.0
10-41-521	DEPARTMENT MATERIALS	.00	.00	800.00	800.00	.0
10-41-551	FURNISHINGS & FIXTURES	54.78	54.78	4,437.00	4,382.22	1.2
10-41-581	SMALL EQUIPMENT	.00	.00	150.00	150.00	.0
10-41-583	COMPUTER/IT EQUIPMENT	55.48	1,265.48	1,200.00	(65.48)	105.5
10-41-584	SOFTWARE SUBSCRIPTIONS	1,162.35	4,522.20	25,279.00	20,756.80	17.9
10-41-621	TELEPHONE SERVICE-UTILITY	148.58	148.58	2,153.00	2,004.42	6.9
10-41-622	TELEPHONE-EE ISSUED CELL PHONE	.00	40.68	512.00	471.32	8.0
10-41-632	LAUNDRY/CLEANING SERVICES	.00	.00	200.00	200.00	.0
10-41-646	R&M-OTHER	.00	.00	70.00	70.00	.0
10-41-691	DISPOSAL/RECYCLING/SHREDDING	73.37	73.37	650.00	576.63	11.3
10-41-702	ATTORNEY	.00	.00	40,000.00	40,000.00	.0
10-41-704	CONTRACTED SERVICES (OTHER PRO	47.70	824.33	22,190.00	21,365.67	3.7
10-41-705	IT SERVICES	.00	908.17	11,292.00	10,383.83	8.0
10-41-707	SECURITY	.00	.00	4,500.00	4,500.00	.0
10-41-708	TRANSLATION SERVICES	25.42	25.42	1,500.00	1,474.58	1.7
10-41-711	TRAVEL-TRANSPORTATION	.00	.00	600.00	600.00	.0
10-41-712	TRAVEL-MEALS	.00	.00	3,309.00	3,309.00	.0
10-41-713	TRAVEL-LODGING	1,100.00	1,100.00	6,000.00	4,900.00	18.3
10-41-722	MEETING-REGISTRATION	.00	.00	2,250.00	2,250.00	.0
10-41-731	RENTAL-EQUIPMENT	115.03	115.03	2,600.00	2,484.97	4.4
10-41-751	BOOKS & SUBSCRIPTIONS	.00	.00	800.00	800.00	.0
10-41-761	INSURANCE & BONDS	53.56	118.96	250.00	131.04	47.6
10-41-792	DUES & MEMBERSHIPS	150.00	681.00	565.00	(116.00)	120.5
10-41-794	TEAM BUILDING	35.29	47.79	500.00	452.21	9.6
10-41-796	BOARD EXPENSES/VOLUNTEER APPRE	.00	.00	2,000.00	2,000.00	.0
	TOTAL COURTS	39,564.23	74,461.62	514,658.00	440,196.38	14.5

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	POLICE					
10-49-401	SALARIES	63,776.05	125,987.13	903,513.00	777,525.87	13.9
10-49-402	PART TIME	1,833.44	3,454.70	115,775.00	112,320.30	3.0
10-49-403	OVERTIME	1,895.17	3,880.19	18,413.00	14,532.81	21.1
10-49-406	ADDED DUTY/BILLABLE OT/GRANTS	2,502.72	4,932.56	41,887.00	36,954.44	11.8
10-49-411	FICA	1,358.92	2,712.38	26,373.00	23,660.62	10.3
10-49-412	EMPLOYEE INSURANCE	13,075.13	26,149.00	167,097.00	140,948.00	15.7
10-49-413	PENSION	9,599.80	18,916.82	136,330.00	117,413.18	13.9
10-49-423	WORKERS COMPENSATION INSURANCE	.00	3,087.07	26,863.00	23,775.93	11.5
10-49-501	OFFICE SUPPLIES	3.74	106.58	1,420.00	1,313.42	7.5
10-49-502	OPERATING SUPPLIES	909.79	2,317.79	14,022.00	11,704.21	16.5
10-49-503	MAINTENANCE & CLEANING SUPPLIE	.00	.00	125.00	125.00	.0
10-49-504	POSTAGE/SHIPPING	14.25	14.25	1,065.00	1,050.75	1.3
10-49-505	COPY/PRINTING	773.98	773.98	6,425.00	5,651.02	12.1
10-49-506	LOGO WEAR	.00	.00	5,500.00	5,500.00	.0
10-49-511	FUEL/OIL/OPERATING FLUIDS	1,135.54	2,065.50	35,000.00	32,934.50	5.9
10-49-521	DEPARTMENT MATERIALS	.00	.00	100.00	100.00	.0
10-49-543	SMALL TOOLS	.00	.00	500.00	500.00	.0
10-49-551	FURNISHINGS & FIXTURES	.00	.00	1,300.00	1,300.00	.0
10-49-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	5,000.00	5,000.00	.0
10-49-581	SMALL EQUIPMENT	.00	.00	500.00	500.00	.0
10-49-582	EQUIPMENT	.00	.00	11,151.00	11,151.00	.0
10-49-583	COMPUTER/IT EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
10-49-584	SOFTWARE SUBSCRIPTIONS	228.81	1,351.81	17,824.00	16,472.19	7.6
10-49-621	TELEPHONE SERVICE-UTILITY	267.84	267.84	4,263.00	3,995.16	6.3
10-49-622	TELEPHONE-EE ISSUED CELL PHONE	1,005.02	1,005.02	13,000.00	11,994.98	7.7
10-49-642	R&M-EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-49-691	DISPOSAL/RECYCLING/SHREDDING	48.37	48.37	650.00	601.63	7.4
10-49-704	CONTRACTED SERVICES (OTHER PRO	285.00	110,074.14	462,026.00	351,951.86	23.8
10-49-705	IT SERVICES	.00	2,573.15	36,494.00	33,920.85	7.1
10-49-708	TRANSLATION SERVICES	37.10	37.10	342.00	304.90	10.9
10-49-711	TRAVEL-TRANSPORTATION	.00	.00	1,000.00	1,000.00	.0
10-49-712	TRAVEL-MEALS	.00	580.00	6,200.00	5,620.00	9.4
10-49-713	TRAVEL-LODGING	.00	.00	10,000.00	10,000.00	.0
10-49-721	MEETING & TRAINING-SUPPLIES	.00	.00	1,000.00	1,000.00	.0
10-49-751	BOOKS & SUBSCRIPTIONS	5.00	5.00	2,244.00	2,239.00	.2
10-49-761	INSURANCE & BONDS	17,433.16	17,433.16	68,846.00	51,412.84	25.3
10-49-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	.00	500.00	500.00	.0
10-49-792	DUES & MEMBERSHIPS	220.00	860.00	1,135.00	275.00	75.8
10-49-793	TRAINING & SCHOOLS	950.77	950.77	24,000.00	23,049.23	4.0
10-49-794	TEAM BUILDING	65.29	85.58	900.00	814.42	9.5
	TOTAL POLICE	117,424.89	329,669.89	2,173,783.00	1,844,113.11	15.2

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PARKS & REC. ADMIN					
10-54-401	SALARIES	11,880.19	23,760.37	154,434.00	130,673.63	15.4
10-54-411	FICA	850.18	1,729.99	11,851.00	10,121.01	14.6
10-54-412	EMPLOYEE INSURANCE	3,528.79	7,058.37	35,036.00	27,977.63	20.2
10-54-413	PENSION	1,069.20	2,138.40	13,891.00	11,752.60	15.4
10-54-414	PHONE STIPEND	40.00	60.00	480.00	420.00	12.5
10-54-423	WORKERS COMPENSATION INSURANCE	.00	18.02	144.00	125.98	12.5
10-54-501	OFFICE SUPPLIES	62.99	62.99	500.00	437.01	12.6
10-54-502	OPERATING SUPPLIES	.00	.00	200.00	200.00	.0
10-54-505	COPY/PRINTING	.00	.00	500.00	500.00	.0
10-54-584	SOFTWARE SUBSCRIPTIONS	68.68	161.08	448.00	286.92	36.0
10-54-601	GAS-UTILITY	3,251.05	3,251.05	13,618.00	10,366.95	23.9
10-54-602	ELECTRIC-UTILITY	2,125.77	2,125.77	23,411.00	21,285.23	9.1
10-54-603	WATER-UTILITY	374.23	374.23	6,509.00	6,134.77	5.8
10-54-604	SEWER-UTILITY	.00	712.50	8,550.00	7,837.50	8.3
10-54-621	TELEPHONE SERVICE-UTILITY	228.72	228.72	1,253.00	1,024.28	18.3
10-54-705	IT SERVICES	.00	302.72	3,764.00	3,461.28	8.0
10-54-731	RENTAL-EQUIPMENT	128.73	257.46	2,081.00	1,823.54	12.4
10-54-732	RENTAL-MISC.	.00	.00	350.00	350.00	.0
10-54-742	CONVENIENCE (CREDIT CARD PROCE	197.11	715.73	6,000.00	5,284.27	11.9
10-54-761	INSURANCE & BONDS	43.94	43.94	.00	(43.94)	.0
10-54-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	10,000.00	10,000.00	.0
10-54-794	TEAM BUILDING	125.98	125.98	200.00	74.02	63.0
10-54-796	BOARD EXPENSES/VOLUNTEER APPRE	650.03	656.04	3,800.00	3,143.96	17.3
10-54-812	FURNITURE & FIXTURES	.00	.00	1,500.00	1,500.00	.0
	TOTAL PARKS & REC. ADMIN	24,625.59	43,783.36	298,520.00	254,736.64	14.7

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	RECREATION					
10-55-401	SALARIES	18,472.30	36,944.59	240,141.00	203,196.41	15.4
10-55-402	PART TIME	195.00	195.00	80,000.00	79,805.00	.2
10-55-411	FICA	1,377.12	2,757.44	18,371.00	15,613.56	15.0
10-55-412	EMPLOYEE INSURANCE	4,109.77	8,219.63	40,937.00	32,717.37	20.1
10-55-413	PENSION	1,662.54	3,325.08	20,181.00	16,855.92	16.5
10-55-423	WORKERS COMPENSATION INSURANCE	.00	598.21	2,741.00	2,142.79	21.8
10-55-501	OFFICE SUPPLIES	53.95	53.95	500.00	446.05	10.8
10-55-502	OPERATING SUPPLIES	1,699.02	1,699.02	36,500.00	34,800.98	4.7
10-55-505	COPY/PRINTING	.00	.00	2,000.00	2,000.00	.0
10-55-506	LOGO WEAR	.00	.00	900.00	900.00	.0
10-55-511	FUEL/OIL/OPERATING FLUIDS	.00	.00	1,000.00	1,000.00	.0
10-55-543	SMALL TOOLS	327.76	327.76	1,500.00	1,172.24	21.9
10-55-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	16,600.00	16,600.00	.0
10-55-581	SMALL EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-55-584	SOFTWARE SUBSCRIPTIONS	137.36	6,937.16	7,835.00	897.84	88.5
10-55-621	TELEPHONE SERVICE-UTILITY	.00	.00	1,497.00	1,497.00	.0
10-55-622	TELEPHONE-EE ISSUED CELL PHONE	.00	40.68	504.00	463.32	8.1
10-55-632	LAUNDRY/CLEANING SERVICES	.00	.00	3,500.00	3,500.00	.0
10-55-704	CONTRACTED SERVICES (OTHER PRO	.00	35.00	15,400.00	15,365.00	.2
10-55-705	IT SERVICES	.00	605.45	7,528.00	6,922.55	8.0
10-55-711	TRAVEL-TRANSPORTATION	.00	.00	2,500.00	2,500.00	.0
10-55-712	TRAVEL-MEALS	.00	.00	700.00	700.00	.0
10-55-713	TRAVEL-LODGING	.00	.00	3,000.00	3,000.00	.0
10-55-721	MEETING & TRAINING-SUPPLIES	.00	.00	200.00	200.00	.0
10-55-722	MEETING-REGISTRATION	.00	.00	1,000.00	1,000.00	.0
10-55-732	RENTAL-MISC.	.00	.00	3,400.00	3,400.00	.0
10-55-761	INSURANCE & BONDS	192.11	316.11	597.00	280.89	53.0
10-55-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	4,500.00	4,500.00	.0
10-55-782	KIDS CAMP-TRAINING/CERTIFICATI	.00	.00	2,400.00	2,400.00	.0
10-55-783	KIDS CAMP-STAFF UNIFORMS	.00	.00	1,000.00	1,000.00	.0
10-55-784	KIDS CAMP-SUPPLIES & SNACKS	.00	.00	7,500.00	7,500.00	.0
10-55-785	KIDS CAMP-CONTRACTED ACTIVITIE	.00	.00	3,000.00	3,000.00	.0
10-55-786	KIDS CAMP-ADVERTISING	.00	.00	750.00	750.00	.0
10-55-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	.00	3,700.00	3,700.00	.0
10-55-792	DUES & MEMBERSHIPS	700.00	700.00	.00	(700.00)	.0
10-55-793	TRAINING & SCHOOLS	.00	.00	500.00	500.00	.0
10-55-794	TEAM BUILDING	.00	.00	600.00	600.00	.0
	TOTAL RECREATION	28,926.93	62,755.08	535,482.00	472,726.92	11.7

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	COMM. DEVEL. ADMIN					
10-62-401	SALARIES	8,208.94	16,417.88	106,716.00	90,298.12	15.4
10-62-411	FICA	599.10	1,197.05	8,201.00	7,003.95	14.6
10-62-412	EMPLOYEE INSURANCE	757.25	1,514.47	9,114.00	7,599.53	16.6
10-62-413	PENSION	738.80	1,477.60	9,599.00	8,121.40	15.4
10-62-414	PHONE STIPEND	40.00	60.00	480.00	420.00	12.5
10-62-423	WORKERS COMPENSATION INSURANCE	.00	12.45	99.00	86.55	12.6
10-62-501	OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
10-62-505	COPY/PRINTING	.00	.00	1,700.00	1,700.00	.0
10-62-511	FUEL/OIL/OPERATING FLUIDS	46.00	46.00	200.00	154.00	23.0
10-62-581	SMALL EQUIPMENT	205.32	205.32	.00	(205.32)	.0
10-62-584	SOFTWARE SUBSCRIPTIONS	68.68	3,939.88	13,766.00	9,826.12	28.6
10-62-621	TELEPHONE SERVICE-UTILITY	246.77	246.77	340.00	93.23	72.6
10-62-705	IT SERVICES	.00	302.72	3,764.00	3,461.28	8.0
10-62-708	TRANSLATION SERVICES	.00	.00	200.00	200.00	.0
10-62-711	TRAVEL-TRANSPORTATION	.00	.00	400.00	400.00	.0
10-62-712	TRAVEL-MEALS	.00	.00	400.00	400.00	.0
10-62-713	TRAVEL-LODGING	.00	.00	1,200.00	1,200.00	.0
10-62-722	MEETING-REGISTRATION	.00	.00	1,000.00	1,000.00	.0
10-62-761	INSURANCE & BONDS	129.67	129.67	93.00	(36.67)	139.4
10-62-792	DUES & MEMBERSHIPS	.00	50.00	1,030.00	980.00	4.9
	TOTAL COMM. DEVEL. ADMIN	11,040.53	25,599.81	158,602.00	133,002.19	16.1

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	BUILDING					
10-63-401	SALARIES	7,782.45	12,592.04	152,931.00	140,338.96	8.2
10-63-402	PART TIME	2,531.78	4,597.86	35,225.00	30,627.14	13.1
10-63-411	FICA	725.44	1,209.16	14,431.00	13,221.84	8.4
10-63-412	EMPLOYEE INSURANCE	1,796.70	3,587.08	26,846.00	23,258.92	13.4
10-63-413	PENSION	696.61	1,098.99	13,756.00	12,657.01	8.0
10-63-414	PHONE STIPEND	60.00	80.00	480.00	400.00	16.7
10-63-423	WORKERS COMPENSATION INSURANCE	.00	416.42	3,501.00	3,084.58	11.9
10-63-501	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
10-63-504	POSTAGE/SHIPPING	.00	.00	100.00	100.00	.0
10-63-505	COPY/PRINTING	.00	.00	250.00	250.00	.0
10-63-506	LOGO WEAR	.00	.00	450.00	450.00	.0
10-63-507	PERSONAL PROTECTIVE EQUIP.	.00	.00	150.00	150.00	.0
10-63-583	COMPUTER/IT EQUIPMENT	.00	.00	200.00	200.00	.0
10-63-584	SOFTWARE SUBSCRIPTIONS	137.36	275.96	1,398.00	1,122.04	19.7
10-63-621	TELEPHONE SERVICE-UTILITY	.00	.00	1,301.00	1,301.00	.0
10-63-622	TELEPHONE-EE ISSUED CELL PHONE	.00	101.36	1,277.00	1,175.64	7.9
10-63-705	IT SERVICES	.00	605.45	7,528.00	6,922.55	8.0
10-63-711	TRAVEL-TRANSPORTATION	135.66	135.66	600.00	464.34	22.6
10-63-712	TRAVEL-MEALS	644.00	644.00	700.00	56.00	92.0
10-63-713	TRAVEL-LODGING	.00	.00	1,800.00	1,800.00	.0
10-63-721	MEETING & TRAINING-SUPPLIES	.00	.00	700.00	700.00	.0
10-63-722	MEETING-REGISTRATION	.00	.00	1,000.00	1,000.00	.0
10-63-792	DUES & MEMBERSHIPS	31.33	31.33	800.00	768.67	3.9
10-63-793	TRAINING & SCHOOLS	663.30	663.30	3,000.00	2,336.70	22.1
	TOTAL BUILDING	15,204.63	26,038.61	268,924.00	242,885.39	9.7

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PLANNING					
10-64-401	SALARIES	5,211.60	10,522.56	196,701.00	186,178.44	5.4
10-64-402	PART TIME	3,576.94	7,054.52	.00	(7,054.52)	.0
10-64-411	FICA	616.68	1,245.89	15,048.00	13,802.11	8.3
10-64-412	EMPLOYEE INSURANCE	2,191.63	4,383.58	47,547.00	43,163.42	9.2
10-64-413	PENSION	790.98	1,581.96	22,427.00	20,845.04	7.1
10-64-423	WORKERS COMPENSATION INSURANCE	.00	22.95	183.00	160.05	12.5
10-64-501	OFFICE SUPPLIES	.00	.00	600.00	600.00	.0
10-64-504	POSTAGE/SHIPPING	.00	.00	750.00	750.00	.0
10-64-505	COPY/PRINTING	.00	.00	500.00	500.00	.0
10-64-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	400.00	400.00	.0
10-64-583	COMPUTER/IT EQUIPMENT	.00	.00	150.00	150.00	.0
10-64-584	SOFTWARE SUBSCRIPTIONS	871.71	6,518.79	7,085.00	566.21	92.0
10-64-621	TELEPHONE SERVICE-UTILITY	.00	.00	1,325.00	1,325.00	.0
10-64-704	CONTRACTED SERVICES (OTHER PRO	110.00	110.00	2,000.00	1,890.00	5.5
10-64-705	IT SERVICES	.00	756.81	9,410.00	8,653.19	8.0
10-64-711	TRAVEL-TRANSPORTATION	.00	.00	800.00	800.00	.0
10-64-712	TRAVEL-MEALS	.00	.00	1,000.00	1,000.00	.0
10-64-713	TRAVEL-LODGING	.00	.00	2,200.00	2,200.00	.0
10-64-722	MEETING-REGISTRATION	.00	.00	2,000.00	2,000.00	.0
10-64-743	RECORDING FEES	352.00	352.00	750.00	398.00	46.9
10-64-751	BOOKS & SUBSCRIPTIONS	.00	.00	335.00	335.00	.0
10-64-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	.00	1,000.00	1,000.00	.0
10-64-792	DUES & MEMBERSHIPS	.00	.00	1,200.00	1,200.00	.0
10-64-793	TRAINING & SCHOOLS	.00	.00	600.00	600.00	.0
10-64-794	TEAM BUILDING	.00	.00	200.00	200.00	.0
10-64-796	BOARD EXPENSES/VOLUNTEER APPRE	650.03	933.24	12,877.00	11,943.76	7.3
	TOTAL PLANNING	14,371.57	33,482.30	327,088.00	293,605.70	10.2

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HOUSING					
10-65-401	SALARIES	6,715.00	13,430.00	87,295.00	73,865.00	15.4
10-65-411	FICA	477.86	966.58	6,678.00	5,711.42	14.5
10-65-412	EMPLOYEE INSURANCE	2,012.68	4,025.64	9,075.00	5,049.36	44.4
10-65-413	PENSION	604.36	1,208.72	7,852.00	6,643.28	15.4
10-65-423	WORKERS COMPENSATION INSURANCE	.00	10.19	81.00	70.81	12.6
10-65-501	OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
10-65-584	SOFTWARE SUBSCRIPTIONS	34.35	80.55	548.00	467.45	14.7
10-65-603	WATER-UTILITY	398.30	398.30	4,378.00	3,979.70	9.1
10-65-604	SEWER-UTILITY	.00	570.00	6,840.00	6,270.00	8.3
10-65-622	TELEPHONE-EE ISSUED CELL PHONE	.00	40.68	512.00	471.32	8.0
10-65-704	CONTRACTED SERVICES (OTHER PRO	.00	.00	25,000.00	25,000.00	.0
10-65-705	IT SERVICES	.00	151.36	1,882.00	1,730.64	8.0
10-65-711	TRAVEL-TRANSPORTATION	.00	.00	190.00	190.00	.0
10-65-712	TRAVEL-MEALS	.00	.00	160.00	160.00	.0
10-65-713	TRAVEL-LODGING	.00	.00	400.00	400.00	.0
10-65-722	MEETING-REGISTRATION	.00	.00	500.00	500.00	.0
10-65-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	7,500.00	7,500.00	.0
10-65-793	TRAINING & SCHOOLS	.00	.00	500.00	500.00	.0
	TOTAL HOUSING	10,242.55	20,882.02	159,691.00	138,808.98	13.1
	PROJECTS					
10-66-401	SALARIES	6,336.12	12,672.24	82,370.00	69,697.76	15.4
10-66-411	FICA	482.26	965.75	6,338.00	5,372.25	15.2
10-66-412	EMPLOYEE INSURANCE	713.26	1,426.56	8,731.00	7,304.44	16.3
10-66-413	PENSION	570.26	1,140.52	5,614.00	4,473.48	20.3
10-66-414	PHONE STIPEND	40.00	60.00	480.00	420.00	12.5
10-66-423	WORKERS COMPENSATION INSURANCE	.00	9.61	77.00	67.39	12.5
10-66-501	OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
10-66-504	POSTAGE/SHIPPING	.00	.00	200.00	200.00	.0
10-66-505	COPY/PRINTING	.00	.00	200.00	200.00	.0
10-66-584	SOFTWARE SUBSCRIPTIONS	34.35	80.55	548.00	467.45	14.7
10-66-621	TELEPHONE SERVICE-UTILITY	.00	.00	340.00	340.00	.0
10-66-705	IT SERVICES	.00	151.36	1,882.00	1,730.64	8.0
10-66-711	TRAVEL-TRANSPORTATION	.00	.00	200.00	200.00	.0
10-66-712	TRAVEL-MEALS	.00	.00	200.00	200.00	.0
10-66-713	TRAVEL-LODGING	.00	.00	600.00	600.00	.0
10-66-722	MEETING-REGISTRATION	.00	.00	600.00	600.00	.0
10-66-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	.00	100.00	100.00	.0
10-66-792	DUES & MEMBERSHIPS	.00	.00	150.00	150.00	.0
10-66-793	TRAINING & SCHOOLS	.00	.00	400.00	400.00	.0
10-66-812	FURNITURE & FIXTURES-CAPITAL A	.00	.00	200.00	200.00	.0
	TOTAL PROJECTS	8,176.25	16,506.59	109,430.00	92,923.41	15.1

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	ADMIN. SERVICES ADMIN					
10-80-403	OVERTIME	.00	.00	8,000.00	8,000.00	.0
10-80-405	ADDED PAY	.00	.00	6,500.00	6,500.00	.0
10-80-411	FICA	.00	.00	920.00	920.00	.0
10-80-423	WORKERS COMPENSATION INSURANCE	.00	.91	500.00	499.09	.2
10-80-501	OFFICE SUPPLIES	133.58	136.15	2,650.00	2,513.85	5.1
10-80-502	OPERATING SUPPLIES	.00	.00	1,000.00	1,000.00	.0
10-80-503	MAINTENANCE & CLEANING SUPPLIE	9.94	9.94	.00	(9.94)	.0
10-80-504	POSTAGE/SHIPPING	292.00	292.00	2,500.00	2,208.00	11.7
10-80-505	COPY/PRINTING	.00	37.79	2,800.00	2,762.21	1.4
10-80-521	DEPARTMENT MATERIALS	.00	.00	3,300.00	3,300.00	.0
10-80-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	1,100.00	1,100.00	.0
10-80-583	COMPUTER/IT EQUIPMENT	.00	.00	26,400.00	26,400.00	.0
10-80-584	SOFTWARE SUBSCRIPTIONS	.00	3,879.60	15,666.00	11,786.40	24.8
10-80-601	GAS-UTILITY	1,598.75	1,598.75	7,476.00	5,877.25	21.4
10-80-602	ELECTRIC-UTILITY	1,179.51	1,179.51	16,047.00	14,867.49	7.4
10-80-603	WATER-UTILITY	338.31	338.31	3,147.00	2,808.69	10.8
10-80-604	SEWER-UTILITY	.00	285.00	3,420.00	3,135.00	8.3
10-80-621	TELEPHONE SERVICE-UTILITY	177.90	247.07	804.00	556.93	30.7
10-80-691	DISPOSAL/RECYCLING/SHREDDING	48.38	48.38	650.00	601.62	7.4
10-80-702	ATTORNEY	7,611.50	11,606.50	120,000.00	108,393.50	9.7
10-80-706	EVENT SERVICES	.00	.00	17,000.00	17,000.00	.0
10-80-731	RENTAL-EQUIPMENT	.00	91.00	1,250.00	1,159.00	7.3
10-80-732	RENTAL-MISC.	.00	.00	1,750.00	1,750.00	.0
10-80-741	FEES	53.24	71.28	2,500.00	2,428.72	2.9
10-80-742	CONVENIENCE (CREDIT CARD PROCE	304.19	606.31	4,500.00	3,893.69	13.5
10-80-743	RECORDING FEES	.00	.00	1,200.00	1,200.00	.0
10-80-751	BOOKS & SUBSCRIPTIONS	.00	.00	150.00	150.00	.0
10-80-761	INSURANCE & BONDS	432.24	565.29	9,354.00	8,788.71	6.0
10-80-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	.00	150.00	150.00	.0
10-80-792	DUES & MEMBERSHIPS	.00	7,332.00	9,180.00	1,848.00	79.9
	TOTAL ADMIN. SERVICES ADMIN	12,179.54	28,325.79	269,914.00	241,588.21	10.5

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CLERK					
10-81-401	SALARIES	17,907.40	35,814.80	232,799.00	196,984.20	15.4
10-81-411	FICA	1,271.84	2,558.88	17,809.00	15,250.12	14.4
10-81-412	EMPLOYEE INSURANCE	2,986.58	5,973.56	35,957.00	29,983.44	16.6
10-81-413	PENSION	1,611.66	3,223.32	20,940.00	17,716.68	15.4
10-81-423	WORKERS COMPENSATION INSURANCE	.00	27.15	217.00	189.85	12.5
10-81-584	SOFTWARE SUBSCRIPTIONS	26,053.70	62,666.38	60,168.00	(2,498.38)	104.2
10-81-621	TELEPHONE SERVICE-UTILITY	.00	.00	1,021.00	1,021.00	.0
10-81-703	AUDIT	2,000.00	2,000.00	15,720.00	13,720.00	12.7
10-81-704	CONTRACTED SERVICES (OTHER PRO	.00	.00	5,000.00	5,000.00	.0
10-81-705	IT SERVICES	.00	756.83	9,410.00	8,653.17	8.0
10-81-711	TRAVEL-TRANSPORTATION	.00	.00	1,150.00	1,150.00	.0
10-81-712	TRAVEL-MEALS	.00	.00	1,500.00	1,500.00	.0
10-81-713	TRAVEL-LODGING	.00	.00	4,600.00	4,600.00	.0
10-81-721	MEETING & TRAINING-SUPPLIES	20.20	20.20	.00	(20.20)	.0
10-81-722	MEETING-REGISTRATION	.00	.00	2,675.00	2,675.00	.0
10-81-741	FEES	76.89	76.89	2,500.00	2,423.11	3.1
10-81-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	19.81	.00	(19.81)	.0
10-81-792	DUES & MEMBERSHIPS	.00	.00	430.00	430.00	.0
10-81-793	TRAINING & SCHOOLS	.00	.00	350.00	350.00	.0
	TOTAL CLERK	51,928.27	113,137.82	412,246.00	299,108.18	27.4

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HR					
10-82-401	SALARIES	11,511.56	23,002.50	145,929.00	122,926.50	15.8
10-82-411	FICA	799.14	1,615.87	11,164.00	9,548.13	14.5
10-82-412	EMPLOYEE INSURANCE	3,455.00	6,910.46	41,551.00	34,640.54	16.6
10-82-413	PENSION	1,036.04	2,070.22	11,551.00	9,480.78	17.9
10-82-421	EMPLOYEE ENRICHMENT	108.52	108.52	21,800.00	21,691.48	.5
10-82-422	EMPLOYEE EDUCATION-TUITION REI	.00	.00	4,500.00	4,500.00	.0
10-82-423	WORKERS COMPENSATION INSURANCE	.00	17.03	136.00	118.97	12.5
10-82-501	OFFICE SUPPLIES	56.09	56.09	.00	(56.09)	.0
10-82-504	POSTAGE/SHIPPING	.00	4.40	.00	(4.40)	.0
10-82-505	COPY/PRINTING	19.30	19.30	.00	(19.30)	.0
10-82-506	LOGO WEAR	.00	.00	500.00	500.00	.0
10-82-584	SOFTWARE SUBSCRIPTIONS	68.68	161.08	9,649.00	9,487.92	1.7
10-82-621	TELEPHONE SERVICE-UTILITY	.00	.00	680.00	680.00	.0
10-82-704	CONTRACTED SERVICES (OTHER PRO	282.58	582.58	3,050.00	2,467.42	19.1
10-82-705	IT SERVICES	.00	302.72	3,764.00	3,461.28	8.0
10-82-711	TRAVEL-TRANSPORTATION	.00	.00	450.00	450.00	.0
10-82-712	TRAVEL-MEALS	.00	.00	600.00	600.00	.0
10-82-713	TRAVEL-LODGING	.00	.00	1,950.00	1,950.00	.0
10-82-722	MEETING-REGISTRATION	.00	.00	1,650.00	1,650.00	.0
10-82-741	FEES	.00	.00	250.00	250.00	.0
10-82-761	INSURANCE & BONDS	272.07	272.07	.00	(272.07)	.0
10-82-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	219.50	3,500.00	3,280.50	6.3
10-82-792	DUES & MEMBERSHIPS	.00	.00	620.00	620.00	.0
10-82-793	TRAINING & SCHOOLS	.00	.00	250.00	250.00	.0
10-82-794	TEAM BUILDING	.00	.00	250.00	250.00	.0
	TOTAL HR	17,608.98	35,342.34	263,794.00	228,451.66	13.4

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TOWN MANAGER					
10-83-401	SALARIES	12,166.00	24,332.00	158,158.00	133,826.00	15.4
10-83-411	FICA	863.16	1,735.08	12,099.00	10,363.92	14.3
10-83-412	EMPLOYEE INSURANCE	1,456.48	2,913.19	17,549.00	14,635.81	16.6
10-83-413	PENSION	1,094.94	2,189.88	14,226.00	12,036.12	15.4
10-83-423	WORKERS COMPENSATION INSURANCE	.00	18.45	147.00	128.55	12.6
10-83-584	SOFTWARE SUBSCRIPTIONS	68.68	114.88	976.00	861.12	11.8
10-83-621	TELEPHONE SERVICE-UTILITY	.00	.00	340.00	340.00	.0
10-83-622	TELEPHONE-EE ISSUED CELL PHONE	.00	40.68	512.00	471.32	8.0
10-83-704	CONTRACTED SERVICES (OTHER PRO	2,375.00	2,375.00	25,000.00	22,625.00	9.5
10-83-705	IT SERVICES	.00	302.72	3,764.00	3,461.28	8.0
10-83-711	TRAVEL-TRANSPORTATION	.00	.00	1,500.00	1,500.00	.0
10-83-712	TRAVEL-MEALS	41.41	41.41	500.00	458.59	8.3
10-83-713	TRAVEL-LODGING	616.48	616.48	1,700.00	1,083.52	36.3
10-83-721	MEETING & TRAINING-SUPPLIES	.00	.00	750.00	750.00	.0
10-83-722	MEETING-REGISTRATION	370.00	370.00	1,000.00	630.00	37.0
10-83-751	BOOKS & SUBSCRIPTIONS	.00	.00	350.00	350.00	.0
10-83-792	DUES & MEMBERSHIPS	.00	220.00	1,400.00	1,180.00	15.7
	TOTAL TOWN MANAGER	19,052.15	35,269.77	239,971.00	204,701.23	14.7
	COUNCIL					
10-84-401	SALARIES	1,500.00	3,000.00	18,000.00	15,000.00	16.7
10-84-411	FICA	114.75	229.50	1,377.00	1,147.50	16.7
10-84-412	EMPLOYEE INSURANCE	3.00	6.00	36.00	30.00	16.7
10-84-423	WORKERS COMPENSATION INSURANCE	.00	12.71	17.00	4.29	74.8
10-84-505	COPY/PRINTING	29.08	29.08	.00	(29.08)	.0
10-84-584	SOFTWARE SUBSCRIPTIONS	.00	.00	1,523.00	1,523.00	.0
10-84-711	TRAVEL-TRANSPORTATION	.00	.00	300.00	300.00	.0
10-84-712	TRAVEL-MEALS	.00	.00	400.00	400.00	.0
10-84-713	TRAVEL-LODGING	616.48	616.48	1,500.00	883.52	41.1
10-84-721	MEETING & TRAINING-SUPPLIES	23.05	23.05	15,000.00	14,976.95	.2
10-84-722	MEETING-REGISTRATION	.00	.00	900.00	900.00	.0
10-84-761	INSURANCE & BONDS	.00	.00	6,686.00	6,686.00	.0
10-84-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	203,000.00	203,000.00	.0
10-84-796	BOARD EXPENSES/VOLUNTEER APPRE	1,671.51	2,006.06	2,500.00	493.94	80.2
	TOTAL COUNCIL	3,957.87	5,922.88	251,239.00	245,316.12	2.4
	TOTAL FUND EXPENDITURES	374,303.98	851,177.88	5,983,342.00	5,132,164.12	14.2
	NET REVENUE OVER EXPENDITURES	124,943.01	179,440.81	7,558.00	(171,882.81)	2374.2

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

CONSERVATION TRUST FUND

	ASSETS			
21-10100	CASH IN COMBINED CASH FUND		80,811.72	
	TOTAL ASSETS			80,811.72
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
21-29800	FUND BALANCE	65,546.56		
	REVENUE OVER EXPENDITURES - YTD	15,265.16		
	BALANCE - CURRENT DATE		80,811.72	
	TOTAL FUND EQUITY			80,811.72
	TOTAL LIABILITIES AND EQUITY			80,811.72

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	INTERGOVERNMENTAL REVENUES					
21-33-301	INTERGOVERNMENTAL TAX SHARING	.00	.00	85,000.00	85,000.00	.0
21-33-303	COLORADO LOTTERY/CTF	.00	.00	20,000.00	20,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	105,000.00	105,000.00	.0
	MISCELLANEOUS REVENUES					
21-36-603	INTEREST INCOME	233.51	265.16	500.00	234.84	53.0
	TOTAL MISCELLANEOUS REVENUES	233.51	265.16	500.00	234.84	53.0
	INTERGOVERNMENTAL REVENUES					
21-37-700	COUNTY LOTTERY	15,000.00	15,000.00	.00	(15,000.00)	.0
	TOTAL INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	.00	(15,000.00)	.0
	TOTAL FUND REVENUE	15,233.51	15,265.16	105,500.00	90,234.84	14.5

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	FUND ADMINISTRATION-CTF					
21-50-992	TRANSFER TO CAPITAL FUND	.00	.00	99,500.00	99,500.00	.0
	TOTAL FUND ADMINISTRATION-CTF	.00	.00	99,500.00	99,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	99,500.00	99,500.00	.0
	NET REVENUE OVER EXPENDITURES	15,233.51	15,265.16	6,000.00	(9,265.16)	254.4

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

TRUST/IMPACT FUND

	ASSETS			
31-10100	CASH IN COMBINED CASH FUND		1,073,068.96	
	TOTAL ASSETS			1,073,068.96
	LIABILITIES AND EQUITY			
	LIABILITIES			
31-23410	EAST END TRAIL DONATIONS		5,000.00	
31-23520	HEALTH ACCOUNT		194,125.20	
31-23585	CEMETERY MAINTENANCE FEE		23,478.77	
31-23586	VACATION RENTAL SURCHARGE		108,564.50	
31-23590	RESERVOIR HILL TICKET FEE		53,202.81	
31-23624	SUNRIDGE OF PAGOSA TOWNHOMES		24,505.00	
31-23626	WORKFORCE HOUSING FEE		62,000.00	
31-23627	TOURISM EVENT VENUE		524,878.28	
31-23628	PLASTIC BAG FEES LIABILITY		26,652.11	
31-23629	RIVER DOMES TRAIL IN LIEU FEE		16,848.75	
31-23630	OH PAGOSA 7TH ST BOND		1,000.00	
31-23631	ADA PROGRAM PAYMENT IN LIEU		1,000.00	
	TOTAL LIABILITIES			1,041,255.42
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
31-29800	FUND BALANCE	(20,444.10)		
	REVENUE OVER EXPENDITURES - YTD	52,257.64		
	BALANCE - CURRENT DATE		31,813.54	
	TOTAL FUND EQUITY			31,813.54
	TOTAL LIABILITIES AND EQUITY			1,073,068.96

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

TRUST/IMPACT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	FINES, FEES & FORFEITURES					
31-35-504	DEPARTMENT SPECIFIC FEES	.00	.00	10,000.00	10,000.00	.0
31-35-506	WORKFORCE HOUSING FEES	1,000.00	51,500.00	57,500.00	6,000.00	89.6
31-35-507	CEMETERY FEES	.00	450.00	3,000.00	2,550.00	15.0
	TOTAL FINES, FEES & FORFEITURES	1,000.00	51,950.00	70,500.00	18,550.00	73.7
	MISCELLANEOUS REVENUES					
31-36-419	PLASTIC BAG FEE	.00	(9,646.02)	.00	9,646.02	.0
31-36-603	INTEREST INCOME	1,862.90	2,115.36	.00	(2,115.36)	.0
31-36-604	PASS THROUGH REVENUE	.00	.00	40,000.00	40,000.00	.0
	TOTAL MISCELLANEOUS REVENUES	1,862.90	(7,530.66)	40,000.00	47,530.66	(18.8)
	CONTRIBUTIONS & OTHR GRANT REV					
31-37-704	PLASTIC BAG PROGRAM	.00	9,646.02	3,000.00	(6,646.02)	321.5
	TOTAL CONTRIBUTIONS & OTHR GRANT REV	.00	9,646.02	3,000.00	(6,646.02)	321.5
	TOTAL FUND REVENUE	2,862.90	54,065.36	113,500.00	59,434.64	47.6

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

TRUST/IMPACT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HEALTH ACCOUNT					
31-43-421	EMPLOYEE ENRICHMENT	.00	.00	9,115.00	9,115.00	.0
31-43-424	TOWN FUNDED BENEFITS	903.12	1,807.72	15,753.00	13,945.28	11.5
	TOTAL HEALTH ACCOUNT	903.12	1,807.72	24,868.00	23,060.28	7.3
	FUND ADMINISTRATION-TRUST/IMP.					
31-50-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	48,000.00	48,000.00	.0
31-50-666	R&M-RESERVOIR HILL PARK	.00	.00	5,000.00	5,000.00	.0
31-50-991	TRANSFER TO GENERAL FUND	.00	.00	7,500.00	7,500.00	.0
	TOTAL FUND ADMINISTRATION-TRUST/IMP.	.00	.00	60,500.00	60,500.00	.0
	TOTAL FUND EXPENDITURES	903.12	1,807.72	85,368.00	83,560.28	2.1
	NET REVENUE OVER EXPENDITURES	1,959.78	52,257.64	28,132.00	(24,125.64)	185.8

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

LODGERS TAX FUND

	ASSETS			
41-10100	CASH IN COMBINED CASH FUND		1,649,227.52	
41-11500	LODGERS TAX		231,471.73	
	TOTAL ASSETS			1,880,699.25
	LIABILITIES AND EQUITY			
	LIABILITIES			
41-21211	ACCRUED WAGES		12,200.90	
	TOTAL LIABILITIES			12,200.90
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
41-29800	FUND BALANCE	1,644,077.68		
	REVENUE OVER EXPENDITURES - YTD	224,420.67		
	BALANCE - CURRENT DATE		1,868,498.35	
	TOTAL FUND EQUITY			1,868,498.35
	TOTAL LIABILITIES AND EQUITY			1,880,699.25

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

LODGERS TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAXES					
41-31-108	LODGERS TAX	65,019.09	146,825.25	950,000.00	803,174.75	15.5
41-31-510	VISITOR CENTER REVENUE	.00	204.20	.00	(204.20)	.0
	TOTAL TAXES	65,019.09	147,029.45	950,000.00	802,970.55	15.5
	INTERGOVERNMENTAL REVENUES					
41-33-301	INTERGOVERNMENTAL TAX SHARING	.00	.00	525,000.00	525,000.00	.0
41-33-304	ARCHULETA COUNTY	149,630.77	149,630.77	.00	(149,630.77)	.0
41-33-305	STATE OF COLORADO GRANTS	49,999.00	49,999.00	50,000.00	1.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUES	199,629.77	199,629.77	575,000.00	375,370.23	34.7
	MISCELLANEOUS REVENUES					
41-36-603	INTEREST INCOME	5,041.99	10,009.19	40,000.00	29,990.81	25.0
41-36-604	PASS THROUGH REVENUE	249.45	249.45	1,500.00	1,250.55	16.6
	TOTAL MISCELLANEOUS REVENUES	5,291.44	10,258.64	41,500.00	31,241.36	24.7
	LEASES & RENTS					
41-38-800	DEPT. SPECIFIC RENTAL REVENUE	.00	500.00	5,000.00	4,500.00	10.0
	TOTAL LEASES & RENTS	.00	500.00	5,000.00	4,500.00	10.0
	TOTAL FUND REVENUE	269,940.30	357,417.86	1,571,500.00	1,214,082.14	22.7

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

LODGERS TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TOURISM ADMIN.					
41-71-401	SALARIES	12,708.68	25,417.36	161,329.00	135,911.64	15.8
41-71-411	FICA	942.92	1,900.49	12,342.00	10,441.51	15.4
41-71-412	EMPLOYEE INSURANCE	2,665.90	5,332.19	30,244.00	24,911.81	17.6
41-71-413	PENSION	1,143.78	2,287.56	10,365.00	8,077.44	22.1
41-71-423	WORKERS COMPENSATION INSURANCE	.00	7.33	150.00	142.67	4.9
41-71-584	SOFTWARE SUBSCRIPTIONS	59.99	728.39	752.00	23.61	96.9
41-71-622	TELEPHONE-EE ISSUED CELL PHONE	.00	81.36	1,025.00	943.64	7.9
41-71-703	AUDIT	.00	.00	3,277.00	3,277.00	.0
41-71-711	TRAVEL-TRANSPORTATION	51.99	639.93	5,000.00	4,360.07	12.8
41-71-712	TRAVEL-MEALS	28.51	28.51	.00	(28.51)	.0
41-71-713	TRAVEL-LODGING	1,022.28	1,022.28	7,500.00	6,477.72	13.6
41-71-722	MEETING-REGISTRATION	.00	3,495.00	7,000.00	3,505.00	49.9
41-71-741	FEES	48.84	104.47	800.00	695.53	13.1
41-71-742	CONVENIENCE (CREDIT CARD PROCE	29.05	(48.10)	375.00	423.10	(12.8)
41-71-761	INSURANCE & BONDS	163.55	163.55	.00	(163.55)	.0
41-71-792	DUES & MEMBERSHIPS	.00	.00	1,500.00	1,500.00	.0
41-71-796	BOARD EXPENSES/VOLUNTEER APPRE	650.03	650.03	6,100.00	5,449.97	10.7
	TOTAL TOURISM ADMIN.	19,515.52	41,810.35	247,759.00	205,948.65	16.9
	TOURISM					
41-72-401	SALARIES	4,834.09	9,668.18	62,835.00	53,166.82	15.4
41-72-411	FICA	356.02	723.81	4,807.00	4,083.19	15.1
41-72-412	EMPLOYEE INSURANCE	1,226.32	2,021.35	9,230.00	7,208.65	21.9
41-72-413	PENSION	435.06	870.12	5,652.00	4,781.88	15.4
41-72-423	WORKERS COMPENSATION INSURANCE	.00	18.82	58.00	39.18	32.5
41-72-584	SOFTWARE SUBSCRIPTIONS	1,322.39	1,368.59	980.00	(388.59)	139.7
41-72-622	TELEPHONE-EE ISSUED CELL PHONE	.00	50.68	544.00	493.32	9.3
41-72-659	R&M-WAYFINDING & SIGNAGE	.00	.00	5,000.00	5,000.00	.0
41-72-704	CONTRACTED SERVICES (OTHER PRO	.00	45,321.40	67,791.00	22,469.60	66.9
41-72-705	IT SERVICES	.00	151.36	1,882.00	1,730.64	8.0
41-72-706	EVENT SERVICES	.00	212.00	116,000.00	115,788.00	.2
41-72-711	TRAVEL-TRANSPORTATION	.00	.00	750.00	750.00	.0
41-72-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	418,796.00	418,796.00	.0
41-72-791	ADVERTISING/PUBLIC NOTIFICATIO	934.83	17,434.83	438,410.00	420,975.17	4.0
41-72-793	TRAINING & SCHOOLS	.00	.00	450.00	450.00	.0
41-72-796	BOARD EXPENSES/VOLUNTEER APPRE	.00	6.01	1,200.00	1,193.99	.5
	TOTAL TOURISM	9,108.71	77,847.15	1,134,385.00	1,056,537.85	6.9

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

LODGERS TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	VISITOR CENTER					
41-73-401	SALARIES	43.68	446.98	68,687.00	68,240.02	.7
41-73-402	PART TIME	3,738.30	7,816.72	48,844.00	41,027.28	16.0
41-73-411	FICA	289.32	632.17	8,991.00	8,358.83	7.0
41-73-412	EMPLOYEE INSURANCE	7.57	16.54	15,013.00	14,996.46	.1
41-73-413	PENSION	.00	.00	4,413.00	4,413.00	.0
41-73-423	WORKERS COMPENSATION INSURANCE	.00	13.71	109.00	95.29	12.6
41-73-501	OFFICE SUPPLIES	45.96	45.96	3,900.00	3,854.04	1.2
41-73-502	OPERATING SUPPLIES	6.98	6.98	1,000.00	993.02	.7
41-73-504	POSTAGE/SHIPPING	2,906.54	2,906.54	4,000.00	1,093.46	72.7
41-73-505	COPY/PRINTING	27.99	27.99	12,500.00	12,472.01	.2
41-73-543	SMALL TOOLS	355.49	355.49	.00	(355.49)	.0
41-73-551	FURNISHINGS & FIXTURES	.00	.00	1,500.00	1,500.00	.0
41-73-583	COMPUTER/IT EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
41-73-584	SOFTWARE SUBSCRIPTIONS	34.35	172.95	316.00	143.05	54.7
41-73-601	GAS-UTILITY	279.59	279.59	1,266.00	986.41	22.1
41-73-602	ELECTRIC-UTILITY	219.30	219.30	2,110.00	1,890.70	10.4
41-73-603	WATER-UTILITY	51.44	51.44	3,794.00	3,742.56	1.4
41-73-604	SEWER-UTILITY	.00	71.25	855.00	783.75	8.3
41-73-621	TELEPHONE SERVICE-UTILITY	48.38	48.38	764.00	715.62	6.3
41-73-622	TELEPHONE-EE ISSUED CELL PHONE	.00	38.09	512.00	473.91	7.4
41-73-704	CONTRACTED SERVICES (OTHER PRO	.00	.00	7,000.00	7,000.00	.0
41-73-705	IT SERVICES	.00	151.36	1,882.00	1,730.64	8.0
41-73-761	INSURANCE & BONDS	13.45	38.25	146.00	107.75	26.2
41-73-796	BOARD EXPENSES/VOLUNTEER APPRE	.00	.00	250.00	250.00	.0
	TOTAL VISITOR CENTER	8,068.34	13,339.69	189,352.00	176,012.31	7.0
	TOTAL FUND EXPENDITURES	36,692.57	132,997.19	1,571,496.00	1,438,498.81	8.5
	NET REVENUE OVER EXPENDITURES	233,247.73	224,420.67	4.00	(224,416.67)	56105

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

	ASSETS			
51-10100	CASH IN COMBINED CASH FUND		3,910,887.63	
51-10200	SERIES 2019 INTEREST ZIONS		.44	
51-10201	SERIES 2019 PRINCIPAL ZIONS		.30	
51-10202	SERIES 2019 CONSTRUCTION FUND		.12	
51-10530	ACCTS RECEIVABLE - CAP IMPROV		21,222.00	
51-11510	SALES TAX		778,817.32	
	TOTAL ASSETS			4,710,927.81
	LIABILITIES AND EQUITY			
	LIABILITIES			
51-21000	WAGES PAYABLE		34,339.01	
51-22212	UNEARNED REVENUE		11,553.00	
	TOTAL LIABILITIES			45,892.01
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
51-29800	FUND BALANCE	4,224,823.60		
	REVENUE OVER EXPENDITURES - YTD	440,212.20		
	BALANCE - CURRENT DATE		4,665,035.80	
	TOTAL FUND EQUITY			4,665,035.80
	TOTAL LIABILITIES AND EQUITY			4,710,927.81

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAXES					
51-31-100	HIGHWAY USERS TAX	.00	(7,421.98)	.00	7,421.98	.0
51-31-103	SALES TAX	422,882.84	779,228.11	4,594,359.00	3,815,130.89	17.0
51-31-107	HIGHWAY USER TAX (HUTF)	7,096.85	14,518.83	74,057.00	59,538.17	19.6
51-31-109	ROAD MILL TAX	.00	.00	20,000.00	20,000.00	.0
51-31-310	SALES TAX	.00	(410.79)	.00	410.79	.0
	TOTAL TAXES	429,979.69	785,914.17	4,688,416.00	3,902,501.83	16.8
	LICENSES AND PERMITS					
51-32-208	ROAD CUT PERMITS	.00	150.00	.00	(150.00)	.0
51-32-210	ROAD CUT PERMIT	150.00	150.00	.00	(150.00)	.0
	TOTAL LICENSES AND PERMITS	150.00	300.00	.00	(300.00)	.0
	INTERGOVERNMENTAL REVENUES					
51-33-305	STATE OF COLORADO GRANTS	.00	.00	906,579.00	906,579.00	.0
51-33-307	CDOT GRANTS	.00	.00	1,111,000.00	1,111,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	2,017,579.00	2,017,579.00	.0
	CHARGES FOR SERVICES					
51-34-409	EV CHARGING STATION REVENUES	2,123.29	3,900.83	13,000.00	9,099.17	30.0
	TOTAL CHARGES FOR SERVICES	2,123.29	3,900.83	13,000.00	9,099.17	30.0
	FINES, FEES & FORFEITURES					
51-35-504	DEPARTMENT SPECIFIC FEES	.00	.00	18,000.00	18,000.00	.0
51-35-507	CEMETERY FEES	.00	1,900.00	7,000.00	5,100.00	27.1
	TOTAL FINES, FEES & FORFEITURES	.00	1,900.00	25,000.00	23,100.00	7.6
	MISCELLANEOUS REVENUES					
51-36-601	MISCELLANEOUS REVENUE	.00	5,783.05	22,000.00	16,216.95	26.3
51-36-603	INTEREST INCOME	13,065.95	27,558.76	120,000.00	92,441.24	23.0
	TOTAL MISCELLANEOUS REVENUES	13,065.95	33,341.81	142,000.00	108,658.19	23.5

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	CONTRIBUTIONS & OTHR GRANT REV					
51-37-701	PRIVATE/NON-PROFIT COLLABORAT.	.00	.00	3,000.00	3,000.00	.0
	TOTAL CONTRIBUTIONS & OTHR GRANT REV	.00	.00	3,000.00	3,000.00	.0
	LEASES & RENTS					
51-38-801	DEPT. SPECIFIC LEASE REVENUE	.00	.00	11,655.00	11,655.00	.0
51-38-810	DEPT. SPEC. RENTAL FEES-PARKS	1,390.00	2,610.00	.00	(2,610.00)	.0
51-38-811	DEPT. SPEC. LEASES-F&F	977.40	1,954.80	.00	(1,954.80)	.0
	TOTAL LEASES & RENTS	2,367.40	4,564.80	11,655.00	7,090.20	39.2
	INTERFUND TRANSFERS					
51-39-904	TRANSFER FROM CTF	.00	.00	99,500.00	99,500.00	.0
	TOTAL INTERFUND TRANSFERS	.00	.00	99,500.00	99,500.00	.0
	TOTAL FUND REVENUE	447,686.33	829,921.61	7,000,150.00	6,170,228.39	11.9

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	POLICE-CAPITAL					
51-49-582	EQUIPMENT	16,231.26	16,231.26	17,017.00	785.74	95.4
51-49-641	R&M-VEHICLES	1,403.57	5,036.45	18,000.00	12,963.55	28.0
51-49-642	R&M-EQUIPMENT	.00	.00	100.00	100.00	.0
51-49-761	INSURANCE & BONDS	26.93	26.93	.00	(26.93)	.0
51-49-830	EQUIPMENT-CAPITAL OUTLAY	.00	13,610.00	.00	(13,610.00)	.0
51-49-832	VEHICLES	.00	.00	179,125.00	179,125.00	.0
	TOTAL POLICE-CAPITAL	17,661.76	34,904.64	214,242.00	179,337.36	16.3
	PARKS & REC ADMIN-CAPITAL					
51-54-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	20,000.00	20,000.00	.0
51-54-791	ADVERTISING/PUBLIC NOTIFICATIO	96.00	96.00	.00	(96.00)	.0
	TOTAL PARKS & REC ADMIN-CAPITAL	96.00	96.00	20,000.00	19,904.00	.5
	RECREATION-CAPITAL					
51-55-812	FURNITURE & FIXTURES-CAPITAL A	1,882.56	1,882.56	.00	(1,882.56)	.0
	TOTAL RECREATION-CAPITAL	1,882.56	1,882.56	.00	(1,882.56)	.0

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PARKS-CAPITAL					
51-58-401	SALARIES	26,162.16	51,392.61	380,280.00	328,887.39	13.5
51-58-402	PART TIME	1,294.65	2,562.77	26,915.00	24,352.23	9.5
51-58-403	OVERTIME	255.03	255.03	5,988.00	5,732.97	4.3
51-58-404	ON-CALL	.00	.00	9,120.00	9,120.00	.0
51-58-411	FICA	2,017.35	3,999.06	32,007.00	28,007.94	12.5
51-58-412	EMPLOYEE INSURANCE	9,215.27	17,538.02	119,841.00	102,302.98	14.6
51-58-413	PENSION	2,244.08	4,429.12	30,771.00	26,341.88	14.4
51-58-414	PHONE STIPEND	.00	.00	322.00	322.00	.0
51-58-415	UNIFORM STIPEND	200.08	400.16	2,877.00	2,476.84	13.9
51-58-423	WORKERS COMPENSATION INSURANCE	.00	1,173.15	9,494.00	8,320.85	12.4
51-58-501	OFFICE SUPPLIES	15.99	15.99	125.00	109.01	12.8
51-58-502	OPERATING SUPPLIES	872.13	2,611.12	33,000.00	30,388.88	7.9
51-58-503	MAINTENANCE & CLEANING SUPPLIE	.00	.00	125.00	125.00	.0
51-58-506	LOGO WEAR	.00	.00	2,000.00	2,000.00	.0
51-58-507	PERSONAL PROTECTIVE EQUIP.	35.75	35.75	750.00	714.25	4.8
51-58-511	FUEL/OIL/OPERATING FLUIDS	13.98	558.70	14,000.00	13,441.30	4.0
51-58-521	DEPARTMENT MATERIALS	.00	.00	5,000.00	5,000.00	.0
51-58-543	SMALL TOOLS	55.24	95.69	2,500.00	2,404.31	3.8
51-58-544	TOOLS	.00	1,500.00	4,000.00	2,500.00	37.5
51-58-551	FURNISHINGS & FIXTURES	966.00	966.00	11,500.00	10,534.00	8.4
51-58-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	400.00	400.00	.0
51-58-582	EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
51-58-583	COMPUTER/IT EQUIPMENT	450.06	450.06	2,800.00	2,349.94	16.1
51-58-584	SOFTWARE SUBSCRIPTIONS	34.35	403.95	547.00	143.05	73.9
51-58-601	GAS-UTILITY	234.54	234.54	1,248.00	1,013.46	18.8
51-58-602	ELECTRIC-UTILITY	1,741.57	1,741.57	20,261.00	18,519.43	8.6
51-58-603	WATER-UTILITY	1,757.59	1,757.59	44,631.00	42,873.41	3.9
51-58-604	SEWER-UTILITY	.00	427.50	5,130.00	4,702.50	8.3
51-58-621	TELEPHONE SERVICE-UTILITY	25.30	25.30	304.00	278.70	8.3
51-58-622	TELEPHONE-EE ISSUED CELL PHONE	.00	40.68	512.00	471.32	8.0
51-58-623	INTERNET SERVICE	.00	.00	2,800.00	2,800.00	.0
51-58-642	R&M-EQUIPMENT	.00	2,335.64	15,000.00	12,664.36	15.6
51-58-658	R&M-PARKS & TRAILS	.00	.00	41,200.00	41,200.00	.0
51-58-670	R&M-TOWN PARK	370.21	370.21	.00	(370.21)	.0
51-58-672	R&M-TRAILS/SIDEWALKS	.00	.00	13,500.00	13,500.00	.0
51-58-701	ENGINEERING & MODELING (NON CI	.00	.00	15,000.00	15,000.00	.0
51-58-704	CONTRACTED SERVICES (OTHER PRO	.00	.00	18,500.00	18,500.00	.0
51-58-705	IT SERVICES	.00	151.36	1,882.00	1,730.64	8.0
51-58-711	TRAVEL-TRANSPORTATION	.00	.00	1,000.00	1,000.00	.0
51-58-712	TRAVEL-MEALS	.00	.00	500.00	500.00	.0
51-58-713	TRAVEL-LODGING	.00	.00	3,000.00	3,000.00	.0
51-58-722	MEETING-REGISTRATION	.00	.00	750.00	750.00	.0
51-58-731	RENTAL-EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
51-58-732	RENTAL-MISC.	.00	270.00	2,100.00	1,830.00	12.9
51-58-761	INSURANCE & BONDS	2,951.81	2,951.81	10,176.00	7,224.19	29.0
51-58-793	TRAINING & SCHOOLS	.00	.00	2,500.00	2,500.00	.0
51-58-794	TEAM BUILDING	.00	.00	500.00	500.00	.0
51-58-812	FURNITURE & FIXTURES-CAPITAL A	.00	.00	30,900.00	30,900.00	.0
51-58-821	IMPROVE. OTHER THAN BUILDINGS	.00	.00	1,988,579.00	1,988,579.00	.0
51-58-830	EQUIPMENT-CAPITAL OUTLAY	.00	25,300.00	38,000.00	12,700.00	66.6
51-58-853	CAPITAL ENGINEERING	9,490.16	9,490.16	96,000.00	86,509.84	9.9

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TOTAL PARKS-CAPITAL	60,403.30	133,483.54	3,054,335.00	2,920,851.46	4.4
	COMM. DEVEL. ADMIN.-CAPITAL					
51-62-561	COMMUNITY ENGAGEMENT/COMMUNITY	.00	.00	10,000.00	10,000.00	.0
51-62-761	INSURANCE & BONDS	15.12	15.12	.00	(15.12)	.0
	TOTAL COMM. DEVEL. ADMIN.-CAPITAL	15.12	15.12	10,000.00	9,984.88	.2
	PROJECTS-CAPITAL					
51-66-704	CONTRACTED SERVICES (OTHER PRO	2,120.00	2,120.00	.00	(2,120.00)	.0
51-66-753	PRE-PROJECT ADVERTISING	.00	.00	300.00	300.00	.0
51-66-754	PRE-PROJECT CONSULTING	.00	.00	15,000.00	15,000.00	.0
51-66-755	PRE-PROJECT ENGINEERING/DESIGN	.00	.00	15,000.00	15,000.00	.0
51-66-853	CAPITAL ENGINEERING	2,447.56	2,447.56	105,000.00	102,552.44	2.3
	TOTAL PROJECTS-CAPITAL	4,567.56	4,567.56	135,300.00	130,732.44	3.4
	ADMIN. SERVICES ADMIN-CAPITAL					
51-80-583	COMPUTER/IT EQUIPMENT	149.55	149.55	23,500.00	23,350.45	.6
51-80-584	SOFTWARE SUBSCRIPTIONS	.00	.00	300.00	300.00	.0
51-80-761	INSURANCE & BONDS	13.98	13.98	.00	(13.98)	.0
51-80-771	INITIATIVES & ECONOMIC DEVELOP	.00	.00	110,000.00	110,000.00	.0
51-80-944	LEASE PAYMENTS	.00	.00	521.00	521.00	.0
	TOTAL ADMIN. SERVICES ADMIN-CAPITAL	163.53	163.53	134,321.00	134,157.47	.1

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PUBLIC WORKS ADMIN.					
51-90-401	SALARIES	15,536.11	28,295.31	220,615.00	192,319.69	12.8
51-90-411	FICA	1,135.79	2,084.63	16,877.00	14,792.37	12.4
51-90-412	EMPLOYEE INSURANCE	2,687.06	5,369.24	46,026.00	40,656.76	11.7
51-90-413	PENSION	1,398.24	2,546.56	18,752.00	16,205.44	13.6
51-90-423	WORKERS COMPENSATION INSURANCE	.00	25.74	205.00	179.26	12.6
51-90-501	OFFICE SUPPLIES	298.42	298.42	2,000.00	1,701.58	14.9
51-90-502	OPERATING SUPPLIES	.00	.00	360.00	360.00	.0
51-90-503	MAINTENANCE & CLEANING SUPPLIE	.00	.00	300.00	300.00	.0
51-90-504	POSTAGE/SHIPPING	.00	.00	50.00	50.00	.0
51-90-505	COPY/PRINTING	541.87	541.87	1,618.00	1,076.13	33.5
51-90-511	FUEL/OIL/OPERATING FLUIDS	.00	.00	2,500.00	2,500.00	.0
51-90-561	COMMUNITY ENGAGEMENT/COMMUNITY	1,900.00	1,900.00	18,000.00	16,100.00	10.6
51-90-583	COMPUTER/IT EQUIPMENT	44.98	44.98	225.00	180.02	20.0
51-90-584	SOFTWARE SUBSCRIPTIONS	137.36	7,054.76	13,204.00	6,149.24	53.4
51-90-601	GAS-UTILITY	3,413.26	3,413.26	16,990.00	13,576.74	20.1
51-90-602	ELECTRIC-UTILITY	769.51	769.51	8,690.00	7,920.49	8.9
51-90-603	WATER-UTILITY	171.45	171.45	14,213.00	14,041.55	1.2
51-90-604	SEWER-UTILITY	.00	71.25	855.00	783.75	8.3
51-90-621	TELEPHONE SERVICE-UTILITY	53.61	53.61	949.00	895.39	5.7
51-90-622	TELEPHONE-EE ISSUED CELL PHONE	66.11	66.11	1,585.00	1,518.89	4.2
51-90-623	INTERNET SERVICE	330.00	330.00	350.00	20.00	94.3
51-90-701	ENGINEERING & MODELING (NON CI	.00	.00	4,000.00	4,000.00	.0
51-90-703	AUDIT	.00	.00	14,482.00	14,482.00	.0
51-90-704	CONTRACTED SERVICES (OTHER PRO	.00	.00	5,000.00	5,000.00	.0
51-90-705	IT SERVICES	.00	605.45	7,528.00	6,922.55	8.0
51-90-711	TRAVEL-TRANSPORTATION	.00	.00	550.00	550.00	.0
51-90-712	TRAVEL-MEALS	.00	.00	150.00	150.00	.0
51-90-713	TRAVEL-LODGING	.00	.00	332.00	332.00	.0
51-90-722	MEETING-REGISTRATION	.00	.00	460.00	460.00	.0
51-90-732	RENTAL-MISC.	.00	.00	350.00	350.00	.0
51-90-741	FEES	.74	.74	.00	(.74)	.0
51-90-751	BOOKS & SUBSCRIPTIONS	.00	.00	35.00	35.00	.0
51-90-761	INSURANCE & BONDS	430.03	430.03	250.00	(180.03)	172.0
51-90-791	ADVERTISING/PUBLIC NOTIFICATIO	.00	.00	1,000.00	1,000.00	.0
51-90-792	DUES & MEMBERSHIPS	.00	100.00	500.00	400.00	20.0
51-90-794	TEAM BUILDING	89.13	89.13	1,889.00	1,799.87	4.7
51-90-853	CAPITAL ENGINEERING	810.00	810.00	50,000.00	49,190.00	1.6
51-90-941	DEBT SERVICE-PRINCIPAL	.00	.00	307,000.00	307,000.00	.0
51-90-942	DEBT SERVICE-INTEREST	.00	.00	126,569.00	126,569.00	.0
51-90-943	DEBT SERVICE-FEES	.00	2,500.00	4,000.00	1,500.00	62.5
	TOTAL PUBLIC WORKS ADMIN.	29,813.67	57,572.05	908,459.00	850,886.95	6.3

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	STREETS					
51-91-401	SALARIES	26,399.33	51,869.06	381,855.00	329,985.94	13.6
51-91-403	OVERTIME	.00	.00	17,183.00	17,183.00	.0
51-91-404	ON-CALL	.00	.00	18,250.00	18,250.00	.0
51-91-411	FICA	1,949.05	3,864.61	31,049.00	27,184.39	12.5
51-91-412	EMPLOYEE INSURANCE	6,177.13	12,353.39	75,270.00	62,916.61	16.4
51-91-413	PENSION	2,375.94	4,668.22	34,348.00	29,679.78	13.6
51-91-414	PHONE STIPEND	80.00	120.00	960.00	840.00	12.5
51-91-415	UNIFORM STIPEND	169.29	323.19	2,407.00	2,083.81	13.4
51-91-423	WORKERS COMPENSATION INSURANCE	.00	2,089.73	18,852.00	16,762.27	11.1
51-91-501	OFFICE SUPPLIES	46.29	46.29	500.00	453.71	9.3
51-91-502	OPERATING SUPPLIES	2,153.42	4,550.56	56,000.00	51,449.44	8.1
51-91-503	MAINTENANCE & CLEANING SUPPLIE	.00	.00	1,000.00	1,000.00	.0
51-91-506	LOGO WEAR	.00	.00	2,400.00	2,400.00	.0
51-91-507	PERSONAL PROTECTIVE EQUIP.	53.26	53.26	2,000.00	1,946.74	2.7
51-91-511	FUEL/OIL/OPERATING FLUIDS	.00	321.70	30,000.00	29,678.30	1.1
51-91-521	DEPARTMENT MATERIALS	1,225.48	1,225.48	50,000.00	48,774.52	2.5
51-91-541	VEHICLE PARTS	.00	.00	4,000.00	4,000.00	.0
51-91-542	EQUIPMENT PARTS	120.84	120.84	.00	(120.84)	.0
51-91-543	SMALL TOOLS	506.28	506.28	3,500.00	2,993.72	14.5
51-91-544	TOOLS	.00	.00	1,000.00	1,000.00	.0
51-91-581	SMALL EQUIPMENT	1,340.01	1,340.01	2,000.00	659.99	67.0
51-91-582	EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
51-91-584	SOFTWARE SUBSCRIPTIONS	114.35	391.55	1,461.00	1,069.45	26.8
51-91-602	ELECTRIC-UTILITY	3,620.76	3,620.76	43,379.00	39,758.24	8.4
51-91-621	TELEPHONE SERVICE-UTILITY	25.30	25.30	304.00	278.70	8.3
51-91-622	TELEPHONE-EE ISSUED CELL PHONE	169.23	169.23	2,800.00	2,630.77	6.0
51-91-642	R&M-EQUIPMENT	.00	.00	58,000.00	58,000.00	.0
51-91-671	R&M-CEMETERY	.00	.00	10,000.00	10,000.00	.0
51-91-672	R&M-TRAILS/SIDEWALKS	.00	.00	20,000.00	20,000.00	.0
51-91-682	R&M-STREETS	.00	.00	334,000.00	334,000.00	.0
51-91-683	R&M-DRAINAGE	.00	.00	20,000.00	20,000.00	.0
51-91-684	R&M-STREET LIGHTS	477.21	477.21	.00	(477.21)	.0
51-91-685	R&M-ALLEYS	.00	.00	30,000.00	30,000.00	.0
51-91-704	CONTRACTED SERVICES (OTHER PRO	.00	.00	600.00	600.00	.0
51-91-705	IT SERVICES	.00	151.36	1,882.00	1,730.64	8.0
51-91-711	TRAVEL-TRANSPORTATION	.00	.00	425.00	425.00	.0
51-91-712	TRAVEL-MEALS	.00	.00	875.00	875.00	.0
51-91-713	TRAVEL-LODGING	.00	.00	1,900.00	1,900.00	.0
51-91-721	MEETING & TRAINING-SUPPLIES	.00	.00	2,400.00	2,400.00	.0
51-91-722	MEETING-REGISTRATION	.00	.00	4,625.00	4,625.00	.0
51-91-761	INSURANCE & BONDS	953.64	953.64	3,794.00	2,840.36	25.1
51-91-792	DUES & MEMBERSHIPS	.00	.00	225.00	225.00	.0
51-91-793	TRAINING & SCHOOLS	.00	.00	2,000.00	2,000.00	.0
51-91-794	TEAM BUILDING	.00	.00	1,000.00	1,000.00	.0
51-91-822	SIDEWALKS, CROSSINGS, CURB & G	.00	.00	30,000.00	30,000.00	.0
51-91-830	EQUIPMENT-CAPITAL OUTLAY	.00	.00	39,000.00	39,000.00	.0
51-91-861	ROAD CONSTRUCTION-NEW OR REPLA	.00	.00	246,000.00	246,000.00	.0
51-91-931	DEBT SVC. DUE-GENERAL FUND	.00	.00	84,720.00	84,720.00	.0
	TOTAL STREETS	47,956.81	89,241.67	1,672,964.00	1,583,722.33	5.3

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	FACILITIES & FLEET					
51-94-401	SALARIES	10,049.41	20,098.82	171,112.00	151,013.18	11.8
51-94-403	OVERTIME	35.45	35.45	5,879.00	5,843.55	.6
51-94-404	ON-CALL	600.00	1,300.00	18,250.00	16,950.00	7.1
51-94-411	FICA	818.39	1,650.26	14,007.00	12,356.74	11.8
51-94-412	EMPLOYEE INSURANCE	1,646.40	3,293.15	49,503.00	46,209.85	6.7
51-94-413	PENSION	904.44	1,808.88	14,584.00	12,775.12	12.4
51-94-414	PHONE STIPEND	80.00	120.00	1,282.00	1,162.00	9.4
51-94-415	UNIFORM STIPEND	61.56	123.12	1,072.00	948.88	11.5
51-94-423	WORKERS COMPENSATION INSURANCE	.00	557.94	6,022.00	5,464.06	9.3
51-94-501	OFFICE SUPPLIES	.00	.00	150.00	150.00	.0
51-94-502	OPERATING SUPPLIES	15.39	15.39	3,000.00	2,984.61	.5
51-94-503	MAINTENANCE & CLEANING SUPPLIE	.00	.00	17,000.00	17,000.00	.0
51-94-506	LOGO WEAR	.00	.00	600.00	600.00	.0
51-94-507	PERSONAL PROTECTIVE EQUIP.	.00	.00	200.00	200.00	.0
51-94-511	FUEL/OIL/OPERATING FLUIDS	.00	119.96	2,500.00	2,380.04	4.8
51-94-521	DEPARTMENT MATERIALS	.00	.00	1,000.00	1,000.00	.0
51-94-541	VEHICLE PARTS	1,707.95	1,717.17	.00	(1,717.17)	.0
51-94-542	EQUIPMENT PARTS	.00	.00	3,100.00	3,100.00	.0
51-94-543	SMALL TOOLS	.00	.00	1,500.00	1,500.00	.0
51-94-544	TOOLS	188.99	188.99	.00	(188.99)	.0
51-94-551	FURNISHINGS & FIXTURES	998.00	998.00	2,500.00	1,502.00	39.9
51-94-581	SMALL EQUIPMENT	966.91	966.91	1,500.00	533.09	64.5
51-94-582	EQUIPMENT	769.00	769.00	1,500.00	731.00	51.3
51-94-583	COMPUTER/IT EQUIPMENT	139.99	139.99	200.00	60.01	70.0
51-94-584	SOFTWARE SUBSCRIPTIONS	103.03	2,741.63	3,088.00	346.37	88.8
51-94-602	ELECTRIC-UTILITY	1,093.98	1,093.98	11,802.00	10,708.02	9.3
51-94-621	TELEPHONE SERVICE-UTILITY	25.30	25.30	304.00	278.70	8.3
51-94-631	JANITORIAL SERVICES	.00	10,178.88	138,000.00	127,821.12	7.4
51-94-641	R&M-VEHICLES	.00	18.00	25,000.00	24,982.00	.1
51-94-643	R&M-ART	.00	.00	2,000.00	2,000.00	.0
51-94-646	R&M-OTHER	.00	.00	9,000.00	9,000.00	.0
51-94-651	R&M-BUILDING	46.57	46.57	.00	(46.57)	.0
51-94-652	R&M-TOWN HALL	876.56	1,643.08	27,000.00	25,356.92	6.1
51-94-653	R&M-MAINTENANCE FACILITY	520.46	520.46	5,000.00	4,479.54	10.4
51-94-654	R&M-VISITOR CENTER	28.28	28.28	12,000.00	11,971.72	.2
51-94-655	R&M-COMMUNITY CENTER	1,183.13	3,925.37	18,000.00	14,074.63	21.8
51-94-656	R&M-GEO BUILDING	.00	.00	500.00	500.00	.0
51-94-657	R&M-MUSEUM	12.49	12.49	.00	(12.49)	.0
51-94-658	R&M-PARKS & TRAILS	.00	.00	10,000.00	10,000.00	.0
51-94-659	R&M-WAYFINDING & SIGNAGE	.00	.00	2,000.00	2,000.00	.0
51-94-660	R&M-YAMAGUCHI NORTH PARK	.00	.00	4,500.00	4,500.00	.0
51-94-661	R&M-SOUTH PAGOSA PARK	291.86	291.86	500.00	208.14	58.4
51-94-663	R&M-BELL TOWER PARK	.00	.00	300.00	300.00	.0
51-94-664	R&M-RIVER CENTER PARK	.00	.00	300.00	300.00	.0
51-94-669	R&M-MARY FISHER PARK	.00	.00	500.00	500.00	.0
51-94-670	R&M-TOWN PARK	455.86	455.86	1,000.00	544.14	45.6
51-94-692	ALARM MONITORING	.00	540.00	2,300.00	1,760.00	23.5
51-94-704	CONTRACTED SERVICES (OTHER PRO	529.00	529.00	5,150.00	4,621.00	10.3
51-94-705	IT SERVICES	.00	454.09	5,646.00	5,191.91	8.0
51-94-707	SECURITY	.00	.00	7,450.00	7,450.00	.0
51-94-741	FEES	11.10	11.10	.00	(11.10)	.0
51-94-761	INSURANCE & BONDS	11,363.76	11,363.76	42,109.00	30,745.24	27.0

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-94-793	TRAINING & SCHOOLS	.00	.00	900.00	900.00	.0
51-94-811	BUILDING IMPROVEMENTS	.00	.00	142,775.00	142,775.00	.0
51-94-812	FURNITURE & FIXTURES-CAPITAL A	.00	.00	1,000.00	1,000.00	.0
51-94-832	VEHICLES	.00	.00	110,000.00	110,000.00	.0
	TOTAL FACILITIES & FLEET	35,523.26	67,782.74	904,585.00	836,802.26	7.5
	TOTAL FUND EXPENDITURES	198,083.57	389,709.41	7,054,206.00	6,664,496.59	5.5
	NET REVENUE OVER EXPENDITURES	249,602.76	440,212.20	(54,056.00)	(494,268.20)	814.4

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

SANITATION FUND

	ASSETS			
53-10100	CASH IN COMBINED CASH FUND		804,049.73	
53-10500	PETTY CASH		100.00	
53-11000	PLANT/SYSTEM		12,637,126.13	
53-11100	EQUIPMENT		1,421,915.45	
53-11250	WORK IN PROGRESS		216,473.25	
53-11400	PROPERTY TAX RECEIVABLE		58,148.00	
53-11500	ACCTS RECEIVABLE - SANITATION		117,502.70	
53-11550	ACCTS RECEIVABLE - TREAS LIENS		9,808.03	
53-11600	ALLOWANCE FOR DOUBTFUL ACCTS		(8,035.43)	
53-11700	RIGHT OF WAYS		16,376.00	
53-11800	ACCUMULATED DEPRECIATION		(3,596,825.88)	
	TOTAL ASSETS			11,676,637.98
	LIABILITIES AND EQUITY			
	LIABILITIES			
53-20310	INTEREST PAYABLE		9,761.81	
53-21400	PIPELINE LOAN WPCRF		1,120,859.09	
53-21800	ACCRUED VACATION		7,454.52	
53-21850	ACCRUED WAGES		6,236.58	
53-22210	UNEARNED REVENUE		58,148.00	
53-22215	LONG TERM LIABILITY PAWSD		1,828,646.49	
53-22221	LEASE PAYABLE GEN FUND VACUUM		(19,861.61)	
53-23000	ADVANCE TO GENERAL FUND		79,447.30	
	TOTAL LIABILITIES			3,090,692.18
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
53-29800	RETAINED EARNINGS-UNRESERVED	7,482,639.05		
53-29850	CONTRIBUTED CAPITAL	965,626.24		
	REVENUE OVER EXPENDITURES - YTD	137,680.51		
	BALANCE - CURRENT DATE		8,585,945.80	
	TOTAL FUND EQUITY			8,585,945.80
	TOTAL LIABILITIES AND EQUITY			11,676,637.98

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

SANITATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAXES					
53-31-101	PROPERTY TAX	1,354.63	1,354.63	58,148.00	56,793.37	2.3
53-31-102	SPECIFIC OWNERSHIP/MVL TAX	433.83	787.08	4,500.00	3,712.92	17.5
	TOTAL TAXES	1,788.46	2,141.71	62,648.00	60,506.29	3.4
	INTERGOVERNMENTAL REVENUES					
53-33-306	DOLA GRANTS	.00	.00	200,000.00	200,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	200,000.00	200,000.00	.0
	CHARGES FOR SERVICES					
53-34-400	DEPT. SPECIFIC SVC. CHARGES	490.13	1,974.17	9,600.00	7,625.83	20.6
53-34-401	CHARGES FOR ADDED SERVICES	.00	.00	3,500.00	3,500.00	.0
53-34-404	UTILITY CONNECTION FFES	6,209.00	6,209.00	97,800.00	91,591.00	6.4
53-34-405	UTILITY BILLING	.00	.00	1,368,000.00	1,368,000.00	.0
	TOTAL CHARGES FOR SERVICES	6,699.13	8,183.17	1,478,900.00	1,470,716.83	.6
	FINES, FEES & FORFEITURES					
53-35-503	LATE FEES (PENALTIES & INT.)	.00	.00	5,000.00	5,000.00	.0
	TOTAL FINES, FEES & FORFEITURES	.00	.00	5,000.00	5,000.00	.0
	MISCELLANEOUS REVENUES					
53-36-601	MISCELLANEOUS REVENUE	.00	663.42	6,500.00	5,836.58	10.2
53-36-603	INTEREST INCOME	2,302.55	6,924.03	50,000.00	43,075.97	13.9
	TOTAL MISCELLANEOUS REVENUES	2,302.55	7,587.45	56,500.00	48,912.55	13.4
	LEASES & RENTS					
53-38-100	SANT MONTHLY COLLECTIONS	111,963.43	223,932.86	.00	(223,932.86)	.0
53-38-600	INTEREST	148.83	254.97	.00	(254.97)	.0
53-38-900	PENALTY	638.41	1,068.90	.00	(1,068.90)	.0
	TOTAL LEASES & RENTS	112,750.67	225,256.73	.00	(225,256.73)	.0
	TOTAL FUND REVENUE	123,540.81	243,169.06	1,803,048.00	1,559,878.94	13.5

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

SANITATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SANITATION					
53-92-401	SALARIES	16,835.11	33,018.42	217,240.00	184,221.58	15.2
53-92-403	OVERTIME	750.18	1,197.91	19,552.00	18,354.09	6.1
53-92-404	ON-CALL	1,400.00	2,800.00	18,249.00	15,449.00	15.3
53-92-411	FICA	1,424.25	2,787.25	18,471.00	15,683.75	15.1
53-92-412	EMPLOYEE INSURANCE	4,407.33	6,354.48	54,122.00	47,767.52	11.7
53-92-413	PENSION	1,178.18	2,356.36	19,541.00	17,184.64	12.1
53-92-415	UNIFORM STIPEND	76.95	169.29	1,204.00	1,034.71	14.1
53-92-423	WORKERS COMPENSATION INSURANCE	.00	478.87	4,269.00	3,790.13	11.2
53-92-501	OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
53-92-502	OPERATING SUPPLIES	234.98	3,300.78	5,000.00	1,699.22	66.0
53-92-503	MAINTENANCE & CLEANING SUPPLIE	55.70	55.70	.00	(55.70)	.0
53-92-504	POSTAGE/SHIPPING	9.68	9.68	4,000.00	3,990.32	.2
53-92-506	LOGO WEAR	.00	.00	900.00	900.00	.0
53-92-507	PERSONAL PROTECTIVE EQUIP.	.00	85.21	3,500.00	3,414.79	2.4
53-92-511	FUEL/OIL/OPERATING FLUIDS	206.93	585.86	14,000.00	13,414.14	4.2
53-92-521	DEPARTMENT MATERIALS	75.95	75.95	3,500.00	3,424.05	2.2
53-92-541	VEHICLE PARTS	134.97	134.97	4,000.00	3,865.03	3.4
53-92-542	EQUIPMENT PARTS	143.63	143.63	.00	(143.63)	.0
53-92-543	SMALL TOOLS	913.08	1,186.77	4,500.00	3,313.23	26.4
53-92-544	TOOLS	.00	.00	4,800.00	4,800.00	.0
53-92-551	FURNISHINGS & FIXTURES	.00	.00	1,800.00	1,800.00	.0
53-92-581	SMALL EQUIPMENT	389.98	1,127.34	2,800.00	1,672.66	40.3
53-92-582	EQUIPMENT	.00	1,436.16	1,000.00	(436.16)	143.6
53-92-583	COMPUTER/IT EQUIPMENT	.00	.00	4,100.00	4,100.00	.0
53-92-584	SOFTWARE SUBSCRIPTIONS	171.71	1,856.51	2,152.00	295.49	86.3
53-92-602	ELECTRIC-UTILITY	8,808.27	8,808.27	105,295.00	96,486.73	8.4
53-92-603	WATER-UTILITY	68.58	68.58	1,423.00	1,354.42	4.8
53-92-621	TELEPHONE SERVICE-UTILITY	28.31	28.31	340.00	311.69	8.3
53-92-622	TELEPHONE-EE ISSUED CELL PHONE	137.21	137.21	1,200.00	1,062.79	11.4
53-92-623	INTERNET SERVICE	330.00	2,834.77	3,293.00	458.23	86.1
53-92-641	R&M-VEHICLES	.00	.00	14,500.00	14,500.00	.0
53-92-674	R&M-INFRASTRUCTURE/LINES	.00	1,606.50	40,000.00	38,393.50	4.0
53-92-675	R&M-LIFT & PUMP STATIONS	.00	.00	7,500.00	7,500.00	.0
53-92-676	R&M-APACHE LS	.00	.00	8,000.00	8,000.00	.0
53-92-677	R&M-KOA LS	.00	.00	7,500.00	7,500.00	.0
53-92-678	R&M-CHAMBER LS	.00	.00	7,500.00	7,500.00	.0
53-92-679	R&M-5TH STREET PS	3,527.67	3,527.67	45,000.00	41,472.33	7.8
53-92-680	R&M-TIMBER RIDGE PS	.00	.00	65,000.00	65,000.00	.0
53-92-681	R&M-PIPELINE ODOR SYSTEM	.00	.00	500.00	500.00	.0
53-92-691	DISPOSAL/RECYCLING/SHREDDING	40.30	40.30	.00	(40.30)	.0
53-92-701	ENGINEERING & MODELING (NON CI	.00	.00	400,000.00	400,000.00	.0
53-92-702	ATTORNEY	4,278.00	4,278.00	3,000.00	(1,278.00)	142.6
53-92-703	AUDIT	.00	.00	3,771.00	3,771.00	.0
53-92-704	CONTRACTED SERVICES (OTHER PRO	16,935.17	18,334.17	230,000.00	211,665.83	8.0
53-92-705	IT SERVICES	.00	756.81	9,410.00	8,653.19	8.0
53-92-711	TRAVEL-TRANSPORTATION	.00	.00	500.00	500.00	.0
53-92-712	TRAVEL-MEALS	.00	.00	150.00	150.00	.0
53-92-713	TRAVEL-LODGING	.00	.00	3,500.00	3,500.00	.0
53-92-721	MEETING & TRAINING-SUPPLIES	.00	.00	50.00	50.00	.0
53-92-722	MEETING-REGISTRATION	.00	.00	2,600.00	2,600.00	.0
53-92-741	FEES	687.21	1,207.72	2,800.00	1,592.28	43.1
53-92-742	CONVENIENCE (CREDIT CARD PROCE	486.27	1,036.17	9,600.00	8,563.83	10.8

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

SANITATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
53-92-761	INSURANCE & BONDS	3,524.36	3,524.36	13,283.00	9,758.64	26.5
53-92-792	DUES & MEMBERSHIPS	.00	.00	700.00	700.00	.0
53-92-793	TRAINING & SCHOOLS	69.94	69.94	10,000.00	9,930.06	.7
53-92-794	TEAM BUILDING	68.63	68.63	500.00	431.37	13.7
53-92-931	DEBT SVC. DUE-GENERAL FUND	.00	.00	20,606.00	20,606.00	.0
53-92-941	DEBT SERVICE-PRINCIPAL	.00	.00	236,655.00	236,655.00	.0
53-92-942	DEBT SERVICE-INTEREST	.00	.00	51,002.00	51,002.00	.0
53-92-944	LEASE PAYMENTS	.00	.00	1,320.00	1,320.00	.0
53-92-991	TRANSFER TO GENERAL FUND	.00	.00	20,000.00	20,000.00	.0
	TOTAL SANITATION	67,398.53	105,488.55	1,735,448.00	1,629,959.45	6.1
	TOTAL FUND EXPENDITURES	67,398.53	105,488.55	1,735,448.00	1,629,959.45	6.1
	NET REVENUE OVER EXPENDITURES	56,142.28	137,680.51	67,600.00	(70,080.51)	203.7

TOWN OF PAGOSA SPRINGS
BALANCE SHEET
FEBRUARY 28, 2025

GEOTHERMAL FUND

	ASSETS			
55-10100	CASH IN COMBINED CASH FUND		297,395.58	
55-11500	ACCTS RECEIVABLE - GEOTHERMAL		13,117.49	
55-16000	PLANT/SYSTEM		80,527.01	
55-16210	WELL AND SYSTEM		1,182,419.00	
55-16300	EQUIPMENT		30,199.02	
55-16900	ACCUMULATED DEPRECIATION		(1,039,783.51)	
	TOTAL ASSETS			563,874.59
	LIABILITIES AND EQUITY			
	LIABILITIES			
55-23000	ADVANCE TO GENERAL FUND		(.26)	
55-25000	CONTRIBUTED CAPITAL		690,420.12	
	TOTAL LIABILITIES			690,419.86
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
55-29800	RETAINED EARNINGS-UNRESERVED	(140,094.44)		
	REVENUE OVER EXPENDITURES - YTD	13,549.17		
	BALANCE - CURRENT DATE		(126,545.27)	
	TOTAL FUND EQUITY			(126,545.27)
	TOTAL LIABILITIES AND EQUITY			563,874.59

TOWN OF PAGOSA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GEOTHERMAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	INTERGOVERNMENTAL REVENUES					
55-33-305	STATE OF COLORADO GRANTS	.00	.00	140,390.00	140,390.00	.0
	TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	140,390.00	140,390.00	.0
	CHARGES FOR SERVICES					
55-34-405	UTILITY BILLING	.00	.00	57,000.00	57,000.00	.0
55-34-407	ENERGY USER REVENUES (GEO)	.00	.00	30,500.00	30,500.00	.0
55-34-408	MINERAL USER REVENUES (GEO)	.00	.00	24,500.00	24,500.00	.0
	TOTAL CHARGES FOR SERVICES	.00	.00	112,000.00	112,000.00	.0
	MISCELLANEOUS REVENUES					
55-36-603	INTEREST	986.54	1,123.49	.00	(1,123.49)	.0
	TOTAL MISCELLANEOUS REVENUES	986.54	1,123.49	.00	(1,123.49)	.0
	LEASES & RENTS					
55-38-100	GEOTHERMAL BILLINGS	12,042.69	25,555.38	.00	(25,555.38)	.0
	TOTAL LEASES & RENTS	12,042.69	25,555.38	.00	(25,555.38)	.0
	TOTAL FUND REVENUE	13,029.23	26,678.87	252,390.00	225,711.13	10.6

TOWN OF PAGOSA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GEOTHERMAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	GEOTHERMAL					
55-93-502	OPERATING SUPPLIES	234.79	234.79	.00	(234.79)	.0
55-93-503	MAINTENANCE & CLEANING SUPPLIE	33.66	33.66	.00	(33.66)	.0
55-93-504	POSTAGE/SHIPPING	.00	.00	55.00	55.00	.0
55-93-543	SMALL TOOLS	77.36	77.36	.00	(77.36)	.0
55-93-581	SMALL EQUIPMENT	298.01	298.01	.00	(298.01)	.0
55-93-582	EQUIPMENT	.00	.00	9,000.00	9,000.00	.0
55-93-602	ELECTRIC-UTILITY	658.16	658.16	3,709.00	3,050.84	17.7
55-93-603	WATER-UTILITY	531.29	531.29	8,245.00	7,713.71	6.4
55-93-642	R&M-EQUIPMENT	.00	.00	167,500.00	167,500.00	.0
55-93-656	R&M-GEO BUILDING	.00	.00	16,000.00	16,000.00	.0
55-93-674	R&M-INFRASTRUCTURE/LINES	.00	6,721.73	50,000.00	43,278.27	13.4
55-93-701	ENGINEERING & MODELING (NON CI	.00	.00	2,500.00	2,500.00	.0
55-93-702	ATTORNEY	4,274.00	4,274.00	2,000.00	(2,274.00)	213.7
55-93-761	INSURANCE & BONDS	300.70	300.70	1,072.00	771.30	28.1
55-93-821	IMPROVE. OTHER THAN BUILDINGS	.00	.00	50,000.00	50,000.00	.0
55-93-865	SEWER/WATER SYSTEM CONST-NEW O	.00	.00	3,000.00	3,000.00	.0
55-93-991	TRANSFER TO GENERAL FUND	.00	.00	1,000.00	1,000.00	.0
	TOTAL GEOTHERMAL	6,407.97	13,129.70	314,081.00	300,951.30	4.2
	TOTAL FUND EXPENDITURES	6,407.97	13,129.70	314,081.00	300,951.30	4.2
	NET REVENUE OVER EXPENDITURES	6,621.26	13,549.17	(61,691.00)	(75,240.17)	22.0

Report Criteria:
Detail report type printed

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
ACCUSOURCEHR INC						
#120154	01/31/2025	HR-Background check PW new admin asst	36.58	36.58	20625128	02/06/2025
119605	11/30/2024	HR-Background Check Visitor Center Staff	46.62	46.62	22025128	02/20/2025
Total ACCUSOURCEHR INC:			83.20	83.20		
ADVANCE AUTO PARTS						
15238-293317	12/12/2024	F&F-Key Fob Battery	7.79	7.79	1910	02/20/2025
15238-294977	01/07/2025	Sanit.-Innova Automotive Code Reader/Scanner	349.99	349.99	1887	02/06/2025
15238-294977	01/07/2025	Sanit.-Rain X Cleaner	9.74	9.74	1887	02/06/2025
15238-295855	01/21/2025	F&F-Headlight	9.22	9.22	1887	02/06/2025
Total ADVANCE AUTO PARTS:			376.74	376.74		
ADVANCE FIRE SYSTEMS INC						
25016	01/21/2025	F&F-Replace Check 1 & Check 2 On Fire System Backflow	2,738.00	2,738.00	20625112	02/06/2025
Total ADVANCE FIRE SYSTEMS INC:			2,738.00	2,738.00		
ADVANCED INFOSYSTEMS INC						
16672	02/06/2025	Sanit.-Sewer/GEO Billing Dept	256.27	256.27	22025105	02/20/2025
Total ADVANCED INFOSYSTEMS INC:			256.27	256.27		
AFLAC						
037511	02/11/2025	HR-EE Paid Premium February	474.40	474.40	2202500	02/20/2025
Total AFLAC:			474.40	474.40		
ALERT/SAM						
2025	01/01/2025	PD-Wennerlund Yearly Membership Fee	100.00	100.00	1880	02/06/2025
Total ALERT/SAM:			100.00	100.00		
AMAZON CAPITAL SERVICES						
13Y7-L743-GFXG	08/03/2024	Tourism-Keyboard for Casey	39.99	39.99	20625118	02/06/2025
14WM-9MHX-G7RF	01/31/2025	VC-Bins for Brochure Closet Organization (12)	124.96	124.96	20625118	02/06/2025
1633-D3TW-P3FL	02/01/2025	Streets-Cleaning Duster Comp Air (6pk)	25.50	25.50	22025114	02/20/2025
1CG1-TXMJ-1PNV	02/06/2025	VC-Bins and label maker for VC storage closet organization	107.98	107.98	22025114	02/20/2025
1CG1-TXMJ-1PNV	02/06/2025	VC-Address labels for Visitor Guide mailing (3750)	44.15	44.15	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-Truck Phone Holders (2)	33.38	33.38	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-24" Dell Monitor (1), 27" Dell Monitor (1)	309.98	309.98	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-Kitchen Faucet For Town Hall Breakroom & Corner Protectors	175.98	175.98	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-PCB Plug-In Relay For Town Shop	24.16	24.16	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-Dyson Exhaust Pre-Filter Seal & Soleplate Wheel Kit For Visitor	28.28	28.28	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-Handicap Parking Stickers For Community Center	8.99	8.99	22025114	02/20/2025
1DFR-JMVY-QQKX	02/01/2025	F&F-Epoxy For Museum	12.49	12.49	22025114	02/20/2025
1QXJ-GDH6-V3RP	02/01/2025	F&F-24" Computer Monitor	169.99-	169.99-	22025114	02/20/2025
Total AMAZON CAPITAL SERVICES:			765.85	765.85		
ARCHULETA COUNTY SOLID WASTE						
78444	02/03/2025	Sanit.-Trash pickup at PS1	35.00	35.00	1905	02/20/2025
Total ARCHULETA COUNTY SOLID WASTE:			35.00	35.00		
ARCHULETA COUNTY TREASURER						
021025	02/11/2025	Admin-December Aviation tax	654.33	654.33	22025100	02/20/2025

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
021025	02/11/2025	Admin-December Aviation tax	654.33	654.33	22025100	02/20/2025
R018944	02/13/2025	TC-Goodman Property taxes half 2024 credited at closing	952.96	952.96	22025100	02/20/2025
Total ARCHULETA COUNTY TREASURER:			2,261.62	2,261.62		
AT&T MOBILITY						
287296307139 0125	01/20/2025	PD-Cellphone Bill January	1,005.02	1,005.02	1889	02/06/2025
287298047432 012025	01/20/2025	Sanit.-Employee Cell Phones	137.21	137.21	1911	02/20/2025
287298047432 012025	01/20/2025	PW-Public Works Director Cell Phone	66.11	66.11	1911	02/20/2025
287298047432 012025	01/20/2025	Streets-Supervisor Cell Phone & employee iPads (3)	169.23	169.23	1911	02/20/2025
Total AT&T MOBILITY:			1,377.57	1,377.57		
BANK OF SAN JUANS VISA						
2-1-25 PARKS AND REC	02/01/2025	Rec.-Basketball Jerseys and Shipping Costs (35)	1,699.02	1,699.02	2032501	02/03/2025
2-1-25 PARKS AND REC	02/01/2025	Rec.-NRPA Membership Registration	700.00	700.00	2032501	02/03/2025
2-1-25-CC ADMIN SERVIC	02/01/2025	HR-Office SuppliesNotary Stamp & Binders	56.09	56.09	2032501	02/03/2025
2-1-25-CC COMMUNITY C	01/31/2025	P&R Admin.-File Boxes	62.99	62.99	2032501	02/03/2025
2-1-25-CC COMMUNITY C	01/31/2025	Rec.-Exercise Room Treadmill and disposable wipes	1,882.56	1,882.56	2032501	02/03/2025
2-1-25-CC COMMUNITY C	01/31/2025	Rec.-Roller storage unit and bluetooth speaker	327.76	327.76	2032501	02/03/2025
2-1-25-CC COMMUNITY C	01/31/2025	P&R Admin.-Coffee, creamer, tissues	125.98	125.98	2032501	02/03/2025
2-1-25-CC COMMUNITY C	01/31/2025	Rec.-Notary Stamp	53.95	53.95	2032501	02/03/2025
2-1-25-CC COURTS	01/28/2025	Courts-Postage Stamps	292.00	292.00	2032501	02/03/2025
2-1-25-CC COURTS	01/28/2025	Courts-Walmart Console Table for Judges' Chambers	54.78	54.78	2032501	02/03/2025
2-1-25-CC COURTS	01/28/2025	Courts-Sonnenalp Lodging Deposits (5 rooms) for 2025 CMJA Sprin	1,100.00	1,100.00	2032501	02/03/2025
2-1-25-CC COURTS	01/28/2025	Courts-2025 CAMCA Annual Dues for Dzielak, Remmert, Rivera	150.00	150.00	2032501	02/03/2025
2-1-25-CC DEVELOPMEN	02/01/2025	Bldg.-ICC Training Danielle	465.30	465.30	2032501	02/03/2025
2-1-25-CC DEVELOPMEN	02/01/2025	Bldg.-IECC Virtual Training Kevin	198.00	198.00	2032501	02/03/2025
2-1-25-CC DEVELOPMEN	02/01/2025	Bldg.-TOPS Colorado ICC Membership	31.33	31.33	2032501	02/03/2025
2-1-25-CC DEVELOPMEN	02/01/2025	CD Admin.-Dark Sky Light Meter	39.33	39.33	2032501	02/03/2025
2-1-25-CC DEVELOPMEN	02/01/2025	CD Admin.-Town Car Fuel	46.00	46.00	2032501	02/03/2025
2-1-25-CC DEVELOPMEN	02/01/2025	CD Admin.-Dark Sky Sky Quality Meter	165.99	165.99	2032501	02/03/2025
2-1-25-CC PLANNING	02/01/2025	Plng.- ESRI Subscription for the department	700.00	700.00	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-USPS Postage with Tracking	59.70	59.70	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-TLO TransUnion, LE Search Engine Software Subscription	75.00	75.00	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-CDW.GOVT, Xerox Toner for C315	429.98	429.98	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-Walmart, MS Wide WLN	12.79	12.79	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-UPS, Shipping Label Postage	14.25	14.25	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-Pro Force Law Enforcement, Three Tasers with Cartridges	5,771.85	5,771.85	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-L.E.A.D. Inc Leadrugs.org, Training for Officer Bishop	395.00	395.00	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-CDIT FAA Drone Zone, Matrice 30T Drone Registration	5.00	5.00	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-Walmart, Shipping Boxes	3.74	3.74	2032501	02/03/2025
2-1-25-CC POLICE EXPE	01/28/2025	PD-TBL Pilot Institute Teachable.com, Drone Training for Officer Lee	160.77	160.77	2032501	02/03/2025
2-1-25-CC POLICE TRAVE	01/28/2025	PD-Blue to Gold, Proof Writing Training Class for Officer Calavan	395.00	395.00	2032501	02/03/2025
2-1-25-CC PW ADMIN	02/01/2025	PW-Coffee, Creamer, Candy, Soda for Town Shop	80.77	80.77	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-Carbon Steel Blind Flange(2)	112.04	112.04	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-Direct Spark Ignition 24 VAC	155.30	155.30	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-Gasket, Spud Gasket, Full Open Flush Valve Spud, Reducing S	710.56	710.56	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-Hvy Duty 15-drawer Workbench Tool Chest	998.00	998.00	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-1/2" Drive SAE 6 Pt Impact Socket Set, 1/2" Metric Deep Well 6	188.99	188.99	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-18V Dual Bay Rapid Battery Charger w/batteries, Cordless Strin	966.91	966.91	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-Cordless 21" Mower	769.00	769.00	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-BR Faucets w/Valve Kits	291.86	291.86	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-BR Faucets 2/Valve Kits	291.86	291.86	2032501	02/03/2025
2-1-25-CC PW FACILITIES	02/01/2025	F&F-Dump Trailer Registration Fee	11.10	11.10	2032501	02/03/2025
2-1-25-CC PW STREET	02/01/2025	Streets-Truck Bed Liner	176.89	176.89	2032501	02/03/2025
2-1-25-CC PW STREET	02/01/2025	Streets-12V Battery Pk, 18V Battery Pk, Saw Blade Pk, 60 grit HP Fl	317.72	317.72	2032501	02/03/2025
2-1-25-CC PW STREET	02/01/2025	Streets-Cordless Grinder Kit, Cordless Hammer Drill Kit, Cordless R	1,340.01	1,340.01	2032501	02/03/2025
2-1-25-CC PW STREET	02/01/2025	Streets-Pipe Fitting brush, 12pc Diamond Tip screw, Scissor Full Met	192.91	192.91	2032501	02/03/2025
2-1-25-CC PW STREET	02/01/2025	Streets-41" Swivel Caster	67.98	67.98	2032501	02/03/2025
2-1-25-CC SANITATION	02/01/2025	Sanit.-Tractor Supply Utility Mat, 174 Piece Terminal Kit, Acetone, Pa	170.86	170.86	2032501	02/03/2025

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
2-1-25-CC SANITATION	02/01/2025	F&F-Tractor Supply Truck Bed Liner Coating, Fuel Transfer Tank, Fu	1,312.95	1,312.95	2032501	02/03/2025
2-1-25-CC SANITATION	02/01/2025	Sanit.-Tractor Supply Multi-Purpose Broom, Laser Measure, Spring L	226.95	226.95	2032501	02/03/2025
2-1-25-CC SANITATION	02/01/2025	Sanit.-Tractor Supply Workbench Heater for PS2	39.99	39.99	2032501	02/03/2025
2-1-25-CC SANITATION	02/01/2025	Sanit.-Tractor Supply Extension Cord (25 ft) for PS2	9.99	9.99	2032501	02/03/2025
2-1-25-CC SANITATION	02/01/2025	Sanit.-CDL Permit Tests (Ty Schofield-Missing Rec. & Justin Haag)	69.94	69.94	2032501	02/03/2025
2-1-25-CC SANITATION	02/01/2025	Sanit.-City Hall Cafe Employee Appreciation Lunch (Detailed Rec. N	68.63	68.63	2032501	02/03/2025
2-1-25-CC TOURISM	02/01/2025	Tourism-Marketing-Google Ads	813.69	813.69	2032501	02/03/2025
2-1-25-CC TOURISM	02/01/2025	Tour Admn.-Go West Summit Cab and Uber Fare	51.99	51.99	2032501	02/03/2025
2-1-25-CC TOURISM	02/01/2025	Tour Admn.-Go West Summit Breakfast	28.51	28.51	2032501	02/03/2025
2-1-25-CC TOURISM	02/01/2025	Tour Admn.-Go West Summit Lodging	1,022.28	1,022.28	2032501	02/03/2025
2-1-25-CC TOURISM	02/01/2025	Tourism-Subscriptions for Dropbox, Vertical Response, Visit Widget	1,193.00	1,193.00	2032501	02/03/2025
2-1-25-CC TOURISM	02/01/2025	Tour Admn.-Adobe Subscription	59.99	59.99	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	TC-Vistaprint G. Wms. Bus Cards	29.08	29.08	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart Coffee	11.98	11.98	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Parks-Amazon Fire Max 11 Tablet	199.99	199.99	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart Sugar	21.36	21.36	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart Dawn Refills (2)	9.94	9.94	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart Batteries (56 AAA)	60.80	60.80	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart Liq Training Class Chocolates & Water	20.20	20.20	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	HR-Vistaprint K Harker Bus Cards	19.30	19.30	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	PD-Speedway Gas Unit 131	19.03	19.03	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	TC-New LPEA CEO C. Hansen Juice & Cups	17.69	17.69	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart All Staff Team Bldg Supplies	108.52	108.52	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-Walmart TC Mtg Supplies	5.36	5.36	2032501	02/03/2025
2-1-25-CC TOWN CLERK	01/28/2025	Admin.-USPS Stamps for Admin	292.00	292.00	2032501	02/03/2025
2-1-25-CC TOWN MANAG	02/01/2025	TM-Hotel-CAST	616.48	616.48	2032501	02/03/2025
2-1-25-CC TOWN MANAG	02/01/2025	TC-Hotel-Council-CAST	616.48	616.48	2032501	02/03/2025
2-1-25-CC TOWN MANAG	02/01/2025	Parks-Tablet & 2 Cases	250.07	250.07	2032501	02/03/2025
2-1-25-CC TOWN MANAG	02/01/2025	TM-Lunch with KJ	41.41	41.41	2032501	02/03/2025
2-1-25-CC TOWN MANAG	02/01/2025	TM-Conf Reg-CCCMA	370.00	370.00	2032501	02/03/2025
2-1-25-CC VISITOR CENT	02/01/2025	VC-Printing ink	27.99	27.99	2032501	02/03/2025
2-1-25-CC VISITOR CENT	02/01/2025	Tourism-Adobe and Apple Subscriptions	95.04	95.04	2032501	02/03/2025
2-1-25-CC VISITOR CENT	02/01/2025	Tourism-Visit Pagosa Springs Magnets for Vacation Rentals (50)	121.14	121.14	2032501	02/03/2025
2-1-25-CC VISITOR CENT	02/01/2025	VC-Contact Paper for VC Table, Block Toys for VC, Bins for VC Closet Organization and Holiday Decorations	122.55	122.55	2032501	02/03/2025
2-1-25-CC VISITOR CENT	02/01/2025	VC-Duct Tape	5.97	5.97	2032501	02/03/2025
2-1-25-CC VISITOR CENT	02/01/2025	VC-Kleenex	6.98	6.98	2032501	02/03/2025
2-2-25-CC PARKS	01/31/2025	Parks-Parks dripworks 1"super hose filter for Irrigation Supplies	199.95	199.95	2032501	02/03/2025
2-2-25-CC PARKS	01/31/2025	Parks-PPE Rain Jacket	35.75	35.75	2032501	02/03/2025
2-2-25-CC PARKS	01/31/2025	Parks-Two-hole paper punch	15.99	15.99	2032501	02/03/2025
2-2-25-CC PARKS	01/31/2025	Parks-Marking Paint (24), lamp holder light bulbs (For Pkg Lot Light	222.58	222.58	2032501	02/03/2025
Total BANK OF SAN JUANS VISA:			30,778.46	30,778.46		
BLACK HILLS ENERGY						
01-25	01/30/2025	Admin.-TH Gas	1,598.75	1,598.75	1886	02/06/2025
01-25	01/30/2025	PW Admin-Maint. Fac. Gas	3,413.26	3,413.26	1886	02/06/2025
01-25	01/30/2025	Parks-Gazebo Gas	234.54	234.54	1886	02/06/2025
01-25	01/30/2025	VC-VC Gas	279.59	279.59	1886	02/06/2025
01-25	01/30/2025	P&R Admin.-CC Gas	3,251.05	3,251.05	1886	02/06/2025
Total BLACK HILLS ENERGY:			8,777.19	8,777.19		
BROWNS HILL ENGINEERING & CONTROLS LLC						
29436	12/05/2024	Sanit.-Ethernet From Apache Lift Station To PS1	648.00	648.00	22025111	02/20/2025
29692	01/16/2025	Sanit.-Troubleshoot Low Level Alarm Function At Apache Lift Station	1,344.00	1,344.00	20625115	02/06/2025
Total BROWNS HILL ENGINEERING & CONTROLS LLC:			1,992.00	1,992.00		
CAPITAL BUSINESS SYSTEMS INC						
38597932	02/18/2025	P&R Admin-Copier Lease	128.73	128.73	22025122	02/20/2025

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total CAPITAL BUSINESS SYSTEMS INC:			128.73	128.73		
CASCADE WATER/COFFEE SERVICE						
815304	02/04/2025	PD-Water (8)	65.29	65.29	20625109	02/06/2025
815305	02/04/2025	Courts-Water Delivery (4)	35.29	35.29	20625109	02/06/2025
Total CASCADE WATER/COFFEE SERVICE:			100.58	100.58		
CASELLE INC						
139050	02/04/2025	Admin-Caselle annual support, maint, upgrades	26,426.00	26,426.00	20625107	02/06/2025
41138	02/04/2025	Admin-Caselle credit for miExcel cancelation	114.00-	114.00-	20625107	02/06/2025
Total CASELLE INC:			26,312.00	26,312.00		
CENTURYLINK						
300899699 0125	01/19/2025	Sanit.-PS DSL	67.99	67.99	1876	02/06/2025
300899699 0125	01/19/2025	Admin.-TH Elevator Phone	69.17	69.17	1876	02/06/2025
Total CENTURYLINK:			137.16	137.16		
CHUCK'S EXPERT SERVICES LLC						
03997	11/22/2024	Sanit.-Repair HVAC Unit At PS1	1,151.70	1,151.70	1914	02/20/2025
04112	01/24/2025	F&F-Troubleshoot Town Shop A/C Unit Leaking From Evaporator (W	782.50	782.50	1890	02/06/2025
04113	01/24/2025	F&F-Replaced Evaporative Coils On Town Shop A/C (Work Done In	3,465.61	3,465.61	1890	02/06/2025
04130	01/29/2025	F&F-CC Walk-In Freezer replace Condenser	1,226.06	1,226.06	1914	02/20/2025
04134	01/30/2025	Sanit.-Repair HVAC Unit At PS1	3,527.67	3,527.67	1914	02/20/2025
Total CHUCK'S EXPERT SERVICES LLC:			10,153.54	10,153.54		
CIRSA						
250312	01/01/2025	Admin.-Qtrly Ins Pmnt	432.24	432.24	20625101	02/06/2025
250312	01/01/2025	CD Admin-Qtrly Ins Pmnt	129.67	129.67	20625101	02/06/2025
250312	01/01/2025	PD-Qtrly Ins Pmnt	17,433.16	17,433.16	20625101	02/06/2025
250312	01/01/2025	Rec.-Qtrly Ins Pmnt	43.94	43.94	20625101	02/06/2025
250312	01/01/2025	Tour Admin-Qtrly Ins Pmnt	163.55	163.55	20625101	02/06/2025
250312	01/01/2025	F&F-Qtrly Ins Pmnt	11,363.76	11,363.76	20625101	02/06/2025
250312	01/01/2025	Streets-Qtrly Ins Pmnt	953.64	953.64	20625101	02/06/2025
250312	01/01/2025	Parks-Qtrly Ins Pmnt	2,951.81	2,951.81	20625101	02/06/2025
250312	01/01/2025	Sanit.-Qtrly Ins Pmnt	3,524.36	3,524.36	20625101	02/06/2025
250312	01/01/2025	GEO-Qtrly Ins Pmnt	300.70	300.70	20625101	02/06/2025
250312	01/01/2025	TC-Qtrly Ins Pmnt (Boards)	1,671.51	1,671.51	20625101	02/06/2025
250312	01/01/2025	Plng.-Qtrly Ins Pmnt (Board)	650.03	650.03	20625101	02/06/2025
250312	01/01/2025	P&R Admin.-Qtrly Ins Pmnt (Board)	650.03	650.03	20625101	02/06/2025
250312	01/01/2025	HR-Qtrly Ins Pmnt	272.07	272.07	20625101	02/06/2025
250312	01/01/2025	PW Admin.-Qtrly Ins Pmnt	430.03	430.03	20625101	02/06/2025
250312	01/01/2025	P&R Admin.-Qtrly Ins Pmnt	192.11	192.11	20625101	02/06/2025
250312	01/01/2025	VC-Qtrly Ins Pmnt	13.45	13.45	20625101	02/06/2025
250312	01/01/2025	PD-Qtrly Ins Pmnt	26.93	26.93	20625101	02/06/2025
250312	01/01/2025	Courts-Qtrly Ins Pmnt	53.56	53.56	20625101	02/06/2025
250312	01/01/2025	CD-Qtrly Ins Pmnt	15.12	15.12	20625101	02/06/2025
250312	01/01/2025	Admin.-Qtrly Ins Pmnt	13.98	13.98	20625101	02/06/2025
250312	01/01/2025	Tour Admin-Qtrly Ins Pmnt (Board)	650.03	650.03	20625101	02/06/2025
INV1001029	01/28/2025	Rec-2025 Rec and CC volunteers insurance liability costs	124.00	124.00	20625101	02/06/2025
INV1001029	01/28/2025	Admin-2025 Parade volunteers & rangers insurance liability	133.05	133.05	20625101	02/06/2025
INV1001029	01/28/2025	VC-2025 VC volunteers & events liability insurance	24.80	24.80	20625101	02/06/2025
INV1001104	01/29/2025	Courts-2025 Insurance, Community Service Workers	65.40	65.40	20625101	02/06/2025
Total CIRSA:			42,282.93	42,282.93		

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
CIVICPLUS LLC						
#325542	01/01/2025	Rec-Annual subscription fee	6,615.00	6,615.00	20625122	02/06/2025
Total CIVICPLUS LLC:			6,615.00	6,615.00		
COLLINS COLE FLYNN WINN & ULMER						
7310	02/10/2025	Admin-January Attorney fees	7,611.50	7,611.50	22025124	02/20/2025
7310	02/10/2025	Sanit.-January Attorney fees	4,278.00	4,278.00	22025124	02/20/2025
Total COLLINS COLE FLYNN WINN & ULMER:			11,889.50	11,889.50		
CORDANT HEALTH SOLUTIONS						
FS-980013125	01/31/2025	Courts-Drug Testing and Monitoring January 2025	27.70	27.70	20625100	02/06/2025
Total CORDANT HEALTH SOLUTIONS:			27.70	27.70		
DANIELLE MILBURN						
CD-02-12-25	02/12/2025	Bldg.-Per Diem request for ICC Conference Loveland, CO	322.00	322.00	1917	02/20/2025
Total DANIELLE MILBURN:			322.00	322.00		
DAVID J MURREY PLS						
25037	02/17/2025	Proj.-Due diligence. Elevation Cert. 1040 US 160	1,085.00	1,085.00	1908	02/20/2025
Total DAVID J MURREY PLS:			1,085.00	1,085.00		
DAVIS ENGINEERING SERVICE INC						
17111	01/31/2025	PW-South 5th Street Improvements Engineering Design, Calculation	810.00	810.00	22025101	02/20/2025
17117	01/31/2025	Parks-1st St Ped Bridge engineering.	812.20	812.20	22025101	02/20/2025
17128	01/31/2025	Parks-TTLT 10th to GW engineering PayReq #7	8,677.96	8,677.96	22025101	02/20/2025
17145	01/31/2025	Proj-RAISE Grant cost estimate	35.00	35.00	22025101	02/20/2025
Total DAVIS ENGINEERING SERVICE INC:			10,335.16	10,335.16		
DELTA DENTAL OF COLORADO						
1864003	01/10/2025	HR-Dental Premiums February	3,522.36	3,522.36	2062500	02/06/2025
Total DELTA DENTAL OF COLORADO:			3,522.36	3,522.36		
DIGITCOM ELECTRONICS INC						
120000541-1	02/10/2025	PD-Programming 3 Radios	285.00	285.00	1919	02/20/2025
Total DIGITCOM ELECTRONICS INC:			285.00	285.00		
DRONE NERDS INC						
I260774843	01/16/2025	PD-Drone Searchlight & Broadcasting System & Batteries (6)	3,973.00	3,973.00	1895	02/06/2025
I260774904	01/17/2025	PD-Drone DJI Matrice 30T M30T	9,637.00	9,637.00	1895	02/06/2025
Total DRONE NERDS INC:			13,610.00	13,610.00		
ECHO CONNECTIVITY SOLUTIONS						
129	02/10/2025	Sanit.-Jan - June '25 Fiber line Internet PS1	330.00	330.00	22025115	02/20/2025
129	02/10/2025	PW Admin-Jan - June '25 Fiber line Internet Maint. Fac.	330.00	330.00	22025115	02/20/2025
Total ECHO CONNECTIVITY SOLUTIONS:			660.00	660.00		
ECHO IT CONSULTING						
112600	01/10/2025	Clerk-IT Software	85.92	85.92	22025108	02/20/2025
112600	01/10/2025	TM-IT Software	34.37	34.37	22025108	02/20/2025
112600	01/10/2025	HR-IT Software	34.37	34.37	22025108	02/20/2025
112600	01/10/2025	CD Admin.-IT Software	34.37	34.37	22025108	02/20/2025

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
112600	01/10/2025	Plng.-IT Software	85.93	85.93	22025108	02/20/2025
112600	01/10/2025	Bldg.-IT Software	68.74	68.74	22025108	02/20/2025
112600	01/10/2025	Proj.-IT Software	17.19	17.19	22025108	02/20/2025
112600	01/10/2025	Hsg.-IT Software	17.19	17.19	22025108	02/20/2025
112600	01/10/2025	Courts-IT Software	103.12	103.12	22025108	02/20/2025
112600	01/10/2025	PD-IT Software	292.16	292.16	22025108	02/20/2025
112600	01/10/2025	P&R Admin.-IT Software	34.37	34.37	22025108	02/20/2025
112600	01/10/2025	Rec.-IT Software	68.74	68.74	22025108	02/20/2025
112600	01/10/2025	Parks-IT Software	17.19	17.19	22025108	02/20/2025
112600	01/10/2025	F&F-IT Software	51.56	51.56	22025108	02/20/2025
112600	01/10/2025	PW Admin.-IT Services	68.74	68.74	22025108	02/20/2025
112600	01/10/2025	Streets-IT Software	17.19	17.19	22025108	02/20/2025
112600	01/10/2025	Sanit.-IT Software	85.93	85.93	22025108	02/20/2025
112600	01/10/2025	VC-IT Software	17.19	17.19	22025108	02/20/2025
112600	01/10/2025	Tourism-IT Software	17.19	17.19	22025108	02/20/2025
112655	02/01/2025	Clerk-IT Software	85.78	85.78	22025108	02/20/2025
112655	02/01/2025	TM-IT Software	34.31	34.31	22025108	02/20/2025
112655	02/01/2025	HR-IT Software	34.31	34.31	22025108	02/20/2025
112655	02/01/2025	CD Admin.-IT Software	34.31	34.31	22025108	02/20/2025
112655	02/01/2025	Plng.-IT Software	85.78	85.78	22025108	02/20/2025
112655	02/01/2025	Bldg.-IT Software	68.62	68.62	22025108	02/20/2025
112655	02/01/2025	Proj.-IT Software	17.16	17.16	22025108	02/20/2025
112655	02/01/2025	Hsg.-IT Software	17.16	17.16	22025108	02/20/2025
112655	02/01/2025	Courts-IT Software	102.94	102.94	22025108	02/20/2025
112655	02/01/2025	PD-IT Software	291.65	291.65	22025108	02/20/2025
112655	02/01/2025	P&R Admin.-IT Software	34.31	34.31	22025108	02/20/2025
112655	02/01/2025	Rec.-IT Software	68.62	68.62	22025108	02/20/2025
112655	02/01/2025	Parks-IT Software	17.16	17.16	22025108	02/20/2025
112655	02/01/2025	F&F-IT Software	51.47	51.47	22025108	02/20/2025
112655	02/01/2025	PW Admin.-It Software	68.62	68.62	22025108	02/20/2025
112655	02/01/2025	Streets-IT Software	17.16	17.16	22025108	02/20/2025
112655	02/01/2025	Sanit.-IT Software	85.78	85.78	22025108	02/20/2025
112655	02/01/2025	VC-IT Software	17.16	17.16	22025108	02/20/2025
112655	02/01/2025	Tourism-IT Software	17.16	17.16	22025108	02/20/2025
112693	02/01/2025	Admin.-Phone	177.90	177.90	22025108	02/20/2025
112693	02/01/2025	CD Admin.-Phones	246.77	246.77	22025108	02/20/2025
112693	02/01/2025	Courts-Phone	148.58	148.58	22025108	02/20/2025
112693	02/01/2025	PD-Phones	267.84	267.84	22025108	02/20/2025
112693	02/01/2025	Rec-Phones	228.72	228.72	22025108	02/20/2025
112693	02/01/2025	Parks-Phone	25.30	25.30	22025108	02/20/2025
112693	02/01/2025	F&F-Phone	25.30	25.30	22025108	02/20/2025
112693	02/01/2025	PW Admin-Phones	53.61	53.61	22025108	02/20/2025
112693	02/01/2025	Streets-Phone	25.30	25.30	22025108	02/20/2025
112693	02/01/2025	Sanit.-Phone	28.31	28.31	22025108	02/20/2025
112693	02/01/2025	VC-Phones	48.38	48.38	22025108	02/20/2025
112768	12/31/2024	Parks-Security Camera installation Mary Fisher Park approved by To	15,582.00	15,582.00	20625113	02/06/2025
112803	02/11/2025	Admin-Server hard drive upgrades	149.55	149.55	22025108	02/20/2025
127	12/11/2024	Sanit.-Monthly Fiber Lease for PS1 Interconnect & Town Shop Interc	660.00	660.00	20625113	02/06/2025
Total ECHO IT CONSULTING:			19,968.48	19,968.48		
ELITE RECYCLING & DISPOSAL						
141603	12/31/2024	PW-Roll Off Dumpsters For Community Cemetery Clean Up	9,500.00	9,500.00	1894	02/06/2025
158661	01/31/2025	Tourism-Trash service for Skijor	212.00	212.00	1894	02/06/2025
158703	02/01/2025	Sanit.-PS1 1X Weekly Trash Service & Disposal	5.30	5.30	1918	02/20/2025
177734	01/31/2025	PW-Hilltop Cemetery Cleanup/Container Removal(2)	1,900.00	1,900.00	1918	02/20/2025
177734	01/31/2025	PW-Late Fee #1004 $145.23-Removed Per Heidi & MC	.00			
Total ELITE RECYCLING & DISPOSAL:			11,617.30	11,617.30		

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
FERGUSON WATERWORKS						
WW015260	01/30/2025	F&F-Town Park BR Faucet Parts (4)	164.00	164.00	1902	02/20/2025
Total FERGUSON WATERWORKS:			164.00	164.00		
FERGUSON WATERWORKS #1116						
1573279	01/15/2025	Sanit.-Repair Clamps (12)	2,694.36	2,694.36	20625102	02/06/2025
1578177	01/15/2025	Sanit.-Sewer Caps (4)	318.80	318.80	20625102	02/06/2025
1578177	01/15/2025	Sanit.-Water Resistant Gloves (3 Pairs)	31.50	31.50	20625102	02/06/2025
1578177	01/15/2025	Sanit.-Tower Light	229.00	229.00	20625102	02/06/2025
1578177	01/15/2025	Sanit.-17 Piece Hole Saw Set & Grinding Wheel	434.93	434.93	20625102	02/06/2025
1578177	01/15/2025	Sanit.-Concrete Saw	1,436.16	1,436.16	20625102	02/06/2025
WW015260	01/30/2025	Parks-Stem Part	164.00	164.00	20625102	02/06/2025
Total FERGUSON WATERWORKS #1116:			5,308.75	5,308.75		
FLYERS ENERGY LLC						
CFS-4129151	01/15/2025	PD-Fuel Patrol Vehicles	929.96	929.96	20625120	02/06/2025
CFS-4141819	01/31/2025	PD-Fuel	1,116.51	1,116.51	22025117	02/20/2025
Total FLYERS ENERGY LLC:			2,046.47	2,046.47		
FORREST CONST-BEARFOOT GARAGE LLC						
34362231	02/05/2025	F&F-Maint. Fac. Garage Door Repair (2 Brackets & Labor)	341.00	341.00	1907	02/20/2025
Total FORREST CONST-BEARFOOT GARAGE LLC:			341.00	341.00		
GEORGE T SANDERS COMPANY						
15807671-00	06/28/2024	Parks-Irrigation Supplies	10.57	10.57	20625116	02/06/2025
15821790-00	07/23/2024	Parks-PVC Pipe	26.90	26.90	20625116	02/06/2025
15862631-00	10/21/2024	Parks-PVC Primer	28.30	28.30	20625116	02/06/2025
15934265-00	01/22/2025	GEO-Tubing Cutter Kit w/battery	298.01	298.01	22025112	02/20/2025
15934265-00	01/22/2025	GEO-Rechargeable Flashlight w/Magnet, 1" Shark Bite Disconnect T	77.36	77.36	22025112	02/20/2025
15934265-00	01/22/2025	GEO-1" Shark Bite Ball Valve w/Drain, 1"x100" Aquapex Clear Pipe	210.36	210.36	22025112	02/20/2025
15934265-00	01/22/2025	GEO-2"x10 Yards Sand Cloth open mesh	17.78	17.78	22025112	02/20/2025
15938019-00	01/28/2025	GEO-PVC Cement, Single Flint Striker	15.88	15.88	22025112	02/20/2025
15938019-00	01/28/2025	GEO-1-1/2" 90 Elbow, 2" PVC X MIP Adapter, 2" PVC Sanitary Tee,	24.43	24.43	22025112	02/20/2025
15941713-00	02/03/2025	Sanit.-Rev Hex Driver 5/16"&1/4", 9L Carbide Blade (3pk), 9" 7TPI T	50.37	50.37	22025112	02/20/2025
15941713-00	02/03/2025	Sanit.-4" Clayx Cast Iron Steel Strong Back Coupling	75.95	75.95	22025112	02/20/2025
15943086-00	02/05/2025	Parks-Town Park Irrigation	128.45	128.45	20625116	02/06/2025
Total GEORGE T SANDERS COMPANY:			964.36	964.36		
GREATAMERICA FINANCIAL SERVICES						
38469075	02/03/2025	Courts-Xerox 7020 Lease Agreement	115.03	115.03	20625111	02/06/2025
38469075	02/03/2025	Courts-Xerox 7020 Printing and Copying	37.14	37.14	20625111	02/06/2025
38469076	02/03/2025	Rec.-Copy Images (2024)	134.34	134.34	22025107	02/20/2025
Total GREATAMERICA FINANCIAL SERVICES:			286.51	286.51		
HINTONBURDICK						
317050	01/31/2025	Admin-Audit 2024 progress billing	2,000.00	2,000.00	1909	02/20/2025
Total HINTONBURDICK:			2,000.00	2,000.00		
HWY 160 AUTO WASH						
2024-DEC-13	12/13/2024	PD- Car Washes from July 1, 2024 through December 13, 2024	164.93	164.93	20625131	02/06/2025
Total HWY 160 AUTO WASH:			164.93	164.93		

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
INTERNATIONAL ASSOC OF CHIEFS OF POLICE						
0387989	01/22/2025	PD-Rockensock Membership 01/01/25-12/31/25 International Associ	220.00	220.00	1893	02/06/2025
Total INTERNATIONAL ASSOC OF CHIEFS OF POLICE:			220.00	220.00		
JESSE JAMES CREATIVE						
JJ6166B	12/30/2024	Tourism-Website and CMS Maintenance and Updates Q2-4 2024	3,135.00	3,135.00	20625103	02/06/2025
JJ6214A	12/30/2024	Tourism-2025 website license fee for integrated search engine	1,500.00	1,500.00	20625103	02/06/2025
Total JESSE JAMES CREATIVE:			4,635.00	4,635.00		
KIMBALL MIDWEST						
103039461	02/05/2025	Streets-Cap Screws (275), Washers(650), Hex Nuts (175), Nuts (50)	785.61	785.61	22025110	02/20/2025
103039461	02/05/2025	Streets-Reamer	58.24	58.24	22025110	02/20/2025
Total KIMBALL MIDWEST:			843.85	843.85		
LA PLATA ELECTRIC ASSOCIATION						
01-25	01/23/2025	Admin.-TH Electric	1,179.51	1,179.51	1883	02/06/2025
01-25	01/23/2025	Streets-Electric	3,620.76	3,620.76	1883	02/06/2025
01-25	01/23/2025	Parks-Electric	1,741.57	1,741.57	1883	02/06/2025
01-25	01/23/2025	Sanit.-Electric	8,808.27	8,808.27	1883	02/06/2025
01-25	01/23/2025	GEO-Electric	658.16	658.16	1883	02/06/2025
01-25	01/23/2025	VC-Electric	219.30	219.30	1883	02/06/2025
01-25	01/23/2025	P&R Admin.-CC Electric	2,125.77	2,125.77	1883	02/06/2025
01-25	01/23/2025	F&F-EV Charging Station	1,093.98	1,093.98	1883	02/06/2025
01-25	01/23/2025	PW Admin.-Maint. Fac. Electric	769.51	769.51	1883	02/06/2025
Total LA PLATA ELECTRIC ASSOCIATION:			20,216.83	20,216.83		
LANGUAGE LINE SOLUTIONS						
11510577	01/31/2025	Courts-Translation and Interpretation Services January 2025	25.42	25.42	20625121	02/06/2025
11516143	01/31/2025	PD-Translation Services for January	37.10	37.10	22025118	02/20/2025
Total LANGUAGE LINE SOLUTIONS:			62.52	62.52		
LAW ENFORCEMENT SYSTEMS INC						
224026	02/04/2025	PD-Parking Tickets 500 with envelopes	344.00	344.00	1903	02/20/2025
Total LAW ENFORCEMENT SYSTEMS INC:			344.00	344.00		
LAWS						
25317	02/06/2025	PD-Patrol Vehicle Red and Blue Tail Lights (Freight Only)	28.71	28.71	22025121	02/20/2025
Total LAWS:			28.71	28.71		
LUCERO TIRE						
426614	01/14/2025	Sanit.-Tire Rotation & Balance For Unit 124	50.00	50.00	1877	02/06/2025
426637	01/27/2025	F&F-Repair Tire On Unit #303	18.00	18.00	1877	02/06/2025
426642	01/30/2025	Sanit.-Tire Repair	20.00	20.00	1900	02/20/2025
Total LUCERO TIRE:			88.00	88.00		
MBE CPAS LLP						
#INV1682067	01/31/2025	HR-FSA Administrative Fees January 2025	77.00	77.00	1920	02/20/2025
Total MBE CPAS LLP:			77.00	77.00		
MEDICAL AIR SERVICES ASSOCIATION						
2040281	02/01/2025	HR-EE Paid Premiums February	559.00	559.00	22025125	02/20/2025

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total MEDICAL AIR SERVICES ASSOCIATION:			559.00	559.00		
MELISSA DAVIS						
23MT213-1	02/04/2025	Courts-Uriah Tetpon Restitution Payment	500.00	500.00	165	02/06/2025
Total MELISSA DAVIS:			500.00	500.00		
MERCY HOSPITAL						
700000195 120124	01/31/2025	PD-Forensic Exam and Collection on 12/12/2024	750.00	750.00	1916	02/20/2025
Total MERCY HOSPITAL:			750.00	750.00		
MOTOROLA SOLUTIONS INC						
8282064037	01/12/2025	PD-3 Motorola Portable Police Radios	10,459.41	10,459.41	22025116	02/20/2025
Total MOTOROLA SOLUTIONS INC:			10,459.41	10,459.41		
MOUNTAIN HOME SECURITY						
2320	01/01/2025	F&F-Alarm Monitoring For Community Center 01/2025 through 03/2025	180.00	180.00	20625130	02/06/2025
2399	01/01/2025	F&F-Alarm Monitoring For Visitor Center 01/2025 through 03/2025	120.00	120.00	20625130	02/06/2025
2400	01/01/2025	F&F-Alarm Monitoring For Town Shop 01/2025 through 03/2025	120.00	120.00	20625130	02/06/2025
Total MOUNTAIN HOME SECURITY:			420.00	420.00		
NET X IT SOLUTIONS						
369604MUNI	02/01/2025	Courts-Xerox 6515 Service Agreement	20.00	20.00	1892	02/06/2025
369604MUNI	02/01/2025	Courts-Disposal of HP Multifunction Copier	25.00	25.00	1892	02/06/2025
369604MUNI	02/01/2025	Courts-Xerox 6515 Printing and Copying	84.87	84.87	1892	02/06/2025
369604MUNI	02/01/2025	Courts-Cabling to install and relocate multifunction copiers	10.99	10.99	1892	02/06/2025
Total NET X IT SOLUTIONS:			140.86	140.86		
NEW YORK LIFE						
012725	01/27/2025	HR-EE Paid Premiums	70.00	70.00	1891	02/06/2025
021025	02/10/2025	HR-EE Paid Premium	70.00	70.00	1915	02/20/2025
Total NEW YORK LIFE:			140.00	140.00		
ODP BUSINESS SOLUTIONS						
400739359001	12/06/2024	Bldg-Organizers, Cprrection Tape, Binder Supplies, Highlighters, Mis	194.03	194.03	20625105	02/06/2025
400890660001	12/05/2024	Bldg.-Index Tabs (3 sets of 15) 2024	20.38	20.38	20625105	02/06/2025
407908049001	01/21/2025	Courts-Binder	11.89	11.89	20625105	02/06/2025
407908916002	01/22/2025	Courts-Copier/Printer Paper	54.14	54.14	20625105	02/06/2025
408390495001	01/28/2025	Courts-USB Drives (4)	72.36	72.36	20625105	02/06/2025
408390495002	01/29/2025	Courts-Accordion File	19.79	19.79	20625105	02/06/2025
408391072002	02/12/2025	Courts-Computer Keyboard and Mouse	44.49	44.49	22025103	02/20/2025
409202562001	02/03/2025	Courts-Ink Pens (24)	40.22	40.22	20625105	02/06/2025
409203126001	02/03/2025	Courts-Ink Pens (50)	13.59	13.59	20625105	02/06/2025
Total ODP BUSINESS SOLUTIONS:			470.89	470.89		
O'REILLY AUTO PARTS						
5878-326961	11/21/2024	Sanit.-QT 2 cycle	9.99	9.99	22025123	02/20/2025
5878-328468	12/03/2024	Sanit.-Bulb for Truck 126 (Box)	89.99	89.99	22025123	02/20/2025
5878-328809	12/06/2024	Sanit.-1 GAL Antifreeze	22.99	22.99	22025123	02/20/2025
5878-328809	12/06/2024	Sanit.-Marker Light (7), Belt Dressing	64.12	64.12	22025123	02/20/2025
5878-332602	01/07/2025	Sanit.-Oil Treatment & Fuel Additive	46.98	46.98	22025123	02/20/2025
5878-332774	01/08/2025	Sanit.-6QT Jug, Garage Guard Absorbent Pads (2), 200 Sheet Shop	45.96	45.96	22025123	02/20/2025
5878-332774	01/08/2025	Sanit.-2.5 Gal Motor oil (2)	126.97	126.97	22025123	02/20/2025
5878-332774	01/08/2025	Sanit.-Oil Filter, Aux Cable	44.98	44.98	22025123	02/20/2025

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
5878-336902	02/11/2025	Sanit.-Battery for Backhoe	143.63	143.63	22025123	02/20/2025
Total O'REILLY AUTO PARTS:			595.61	595.61		
ORKIN GENERAL PEST CONTROL						
273997381	02/03/2025	F&F-Pest Control Standard (Community Center)	303.00	303.00	22025102	02/20/2025
273997400	02/03/2025	F&F-Pest Control Standard (Town Hall)	226.00	226.00	22025102	02/20/2025
Total ORKIN GENERAL PEST CONTROL:			529.00	529.00		
PAGOSA AREA WATER & SAN						
01-25	01/31/2025	Admin.-TH & Hwy 84 Water 01/25	338.31	338.31	1901	02/20/2025
01-25	01/31/2025	Hsg.-Water Availability 01/25	398.30	398.30	1901	02/20/2025
01-25	01/31/2025	Parks-Water 01/25	1,689.01	1,689.01	1901	02/20/2025
01-25	01/31/2025	Sanit.-Water 01/25	68.58	68.58	1901	02/20/2025
01-25	01/31/2025	GEO-Water 01/25	531.29	531.29	1901	02/20/2025
01-25	01/31/2025	PW Admin.-Maint. Fac. Water 01/25	171.45	171.45	1901	02/20/2025
01-25	01/31/2025	VC-Water 01/25	51.44	51.44	1901	02/20/2025
01-25	01/31/2025	P&R Admin.-CC-Water 01/25	374.23	374.23	1901	02/20/2025
01-25	01/31/2025	Parks-Cemetery Water 01/25	68.58	68.58	1901	02/20/2025
01-25	01/31/2025	Sanitation-Sewage Processing 01/25	16,658.90	16,658.90	1901	02/20/2025
INVOICE #6	01/29/2025	Sanit.-design for Vista Plant upgrades	29,012.10	29,012.10	1878	02/06/2025
Total PAGOSA AREA WATER & SAN:			49,362.19	49,362.19		
PARTS AUTHORITY LLC						
406-264287	01/10/2025	Streets-Switch	4.36	4.36	22025113	02/20/2025
406-265271	01/29/2025	Streets-Blk Rust Prev Coating (2)	119.98	119.98	22025113	02/20/2025
Total PARTS AUTHORITY LLC:			124.34	124.34		
PETTY CASH						
0125	01/29/2025	HR-Cert. Mailing Dept of Treasury	2.20	2.20	1879	02/06/2025
0125	01/29/2025	HR-Cert. Mailing Dept. of Treasury	2.20	2.20	1879	02/06/2025
0225	02/03/2025	Admin.-Cert. Mailing J. Gilbert	9.68	9.68	1879	02/06/2025
0225	02/03/2025	Plng.-Cty Clerk Amend 2024-04 (Recording)	352.00	352.00	1879	02/06/2025
Total PETTY CASH:			366.08	366.08		
PIEDRA AUTOMOTIVE LLC						
77452	01/15/2025	PD-Oil Change, R&R Starter, Relay & Coolant Hose	978.17	978.17	20625108	02/06/2025
77459	01/15/2025	PD-C27 Oil Change, Windshield Wiper Blades	131.82	131.82	20625108	02/06/2025
77581	02/10/2025	PD-2023 Ford Interceptor R&R Rear Control Arm & Bent Wheel, Alig	792.87	792.87	22025104	02/20/2025
77589	02/03/2025	PD-C28 Battery and Wiper Blades	355.55	355.55	20625108	02/06/2025
77590	02/04/2025	PD-129 LOF and Inverter Installation	226.44	226.44	20625108	02/06/2025
Total PIEDRA AUTOMOTIVE LLC:			2,484.85	2,484.85		
PONDEROSA LUMBER CO						
STMT 013125 JOB 7	01/31/2025	Parks-Grease	13.98	13.98	1882	02/06/2025
STMT 013125 JOB 7	01/31/2025	Parks-Fasteners, tape, Flagging	20.53	20.53	1882	02/06/2025
STMT 013125 JOB 7	01/31/2025	Parks-Hammer, Drill Bits, Extension, Bungees	55.24	55.24	1882	02/06/2025
Total PONDEROSA LUMBER CO:			89.75	89.75		
PROCOM LLC						
137577	01/31/2025	HR-Random drug screening	246.00	246.00	22025127	02/20/2025
Total PROCOM LLC:			246.00	246.00		

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
QUILLER ELECTRIC LLC						
4590	01/30/2025	Streets-Labor to troubleshoot street lights	367.50	367.50	22025109	02/20/2025
Total QUILLER ELECTRIC LLC:			367.50	367.50		
REAL PICKY MAMA						
1132025	01/13/2025	Rec.-Contracted Services Momma Yoga Class	35.00	35.00	20625132	02/06/2025
Total REAL PICKY MAMA:			35.00	35.00		
RECLA METALS LLLP						
60754	01/23/2025	Streets-Welding Supplies	1,034.90	1,034.90	20625123	02/06/2025
61419	02/10/2025	Streets-Welding Materials	1,225.48	1,225.48	22025120	02/20/2025
Total RECLA METALS LLLP:			2,260.38	2,260.38		
RON SUTCLIFFE						
25 CS 01	01/15/2025	Plng.- 462 S 6th Plat Review	110.00	110.00	1912	02/20/2025
Total RON SUTCLIFFE:			110.00	110.00		
SALT LAKE WHOLESALE SPORTS						
100613	10/11/2024	PD-Ammunition 2024	838.00	838.00	22025129	02/20/2025
102372	01/28/2025	PD-Ammunition	1,408.00	1,408.00	20625129	02/06/2025
102624	02/11/2025	PD-Ammunition 10 S&W GR FMJ Blazer Qty 3	897.00	897.00	22025129	02/20/2025
Total SALT LAKE WHOLESALE SPORTS:			3,143.00	3,143.00		
SAN JUAN REDMIX						
4261	01/22/2025	Sanit.-Flowfill (10 Yards)	1,606.50	1,606.50	20625125	02/06/2025
4300	02/06/2025	Parks-Concrete sidewalk pad replacement to expose PAWS meter	241.76	241.76	20625125	02/06/2025
Total SAN JUAN REDMIX:			1,848.26	1,848.26		
SEAN CARTER						
120424	12/04/2024	PD-Per Diem Sean Carter CSI & Forensic Investigation (2/17-2/21)	258.00	258.00	1896	02/06/2025
Total SEAN CARTER:			258.00	258.00		
SLATE COMMUNICATIONS LLC						
3254	02/10/2025	TM-January Public Affairs	2,375.00	2,375.00	22025119	02/20/2025
Total SLATE COMMUNICATIONS LLC:			2,375.00	2,375.00		
SMART MOBILITY LLC dba FORD PRO						
INV31781788	01/31/2025	Streets-Telematics Vehicle Tracking/Monitoring (3)	80.00	80.00	1913	02/20/2025
Total SMART MOBILITY LLC dba FORD PRO:			80.00	80.00		
SOUTHWEST AG INC						
60534WG	01/24/2025	Parks-Snow Blower Budgeted Item	13,500.00	13,500.00	20625104	02/06/2025
60534WG	01/24/2025	Parks-Pallet Forks Budgeted Item	1,500.00	1,500.00	20625104	02/06/2025
Total SOUTHWEST AG INC:			15,000.00	15,000.00		
SOUTHWEST WATER AND PROPERTY LAW LLC						
3082	02/04/2025	Geo-January attorney fees	4,274.00	4,274.00	20625119	02/06/2025
Total SOUTHWEST WATER AND PROPERTY LAW LLC:			4,274.00	4,274.00		

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STAPLES						
6023668936	02/03/2025	Admin.-Highlighters	6.87	6.87	20625126	02/06/2025
6023668936	02/03/2025	Admin.-File Folder Labels	32.57	32.57	20625126	02/06/2025
Total STAPLES:			39.44	39.44		
SUMRALL LAW OFFICE						
450	01/26/2025	Courts-Court Appointed Counsel January	776.63	776.63	1888	02/06/2025
Total SUMRALL LAW OFFICE:			776.63	776.63		
TERRY'S ACE HARDWARE						
JOB 9 012625	01/10/2025	Parks-Oil	20.89	20.89	1884	02/06/2025
JOB 9 012625	01/10/2025	Parks-Electronic Cleaners & Totes (3), Keys & Key Tags, Paint Mark	128.19	128.19	1884	02/06/2025
JOB 9 012625	01/10/2025	Parks-Street Mater Main Key, Socket Reducer	40.45	40.45	1884	02/06/2025
STMT 022625 JOB9	02/10/2025	Parks-Nuts, Bolts, Spray Paint, Misc. Supplies	265.07	265.07	1906	02/20/2025
Total TERRY'S ACE HARDWARE:			454.60	454.60		
THE PAGOSA SPRINGS SUN						
401154	01/30/2025	Admin.-Public Notice 2 Chicks & A Hippie Liquor License	19.81	19.81	20625127	02/06/2025
401212	01/31/2025	HR-Job posting for Public Works Admin Asst	36.50	36.50	20625127	02/06/2025
401213	01/31/2025	HR-Job posting Streets Equipment Operator	80.00	80.00	20625127	02/06/2025
401214	01/31/2025	HR-Job posting Building Code Official	103.00	103.00	20625127	02/06/2025
401215	01/31/2025	P&R Admin- Public Art Call Advertising	96.00	96.00	20625127	02/06/2025
Total THE PAGOSA SPRINGS SUN:			335.31	335.31		
THOMSON REUTERS - WEST						
851447373	02/01/2025	Courts-Legal Research Subscription January 2025	1,386.29	1,386.29	20625114	02/06/2025
Total THOMSON REUTERS - WEST:			1,386.29	1,386.29		
TIM HATCH						
CD-02-13-2025	02/13/2025	Bldg.-ICC Annual Conference Mileage Per Diem	135.66	135.66	1921	02/20/2025
CD-02-13-2025	02/13/2025	Bldg.-ICC Annual Conference Meal Per Diem	322.00	322.00	1921	02/20/2025
Total TIM HATCH:			457.66	457.66		
TOWN OF PAGOSA SPRINGS						
PSSGID 0125	01/30/2025	Hsg-Housing Sewer Avail.	570.00	570.00	1885	02/06/2025
PSSGID 0125	01/30/2025	PW Admin-Maint.	71.25	71.25	1885	02/06/2025
PSSGID 0125	01/30/2025	Admin.-TH Sewer	285.00	285.00	1885	02/06/2025
PSSGID 0125	01/30/2025	Parks-Sewer	427.50	427.50	1885	02/06/2025
PSSGID 0125	01/30/2025	VC-VC Sewer	71.25	71.25	1885	02/06/2025
PSSGID 0125	01/30/2025	P&R Admin.-CC Sewer	712.50	712.50	1885	02/06/2025
Total TOWN OF PAGOSA SPRINGS:			2,137.50	2,137.50		
TRAVIS RUSS						
25MP007-1	02/04/2025	Courts-Return Funds, Overpayment of Parking Ticket	20.00	20.00	1897	02/06/2025
Total TRAVIS RUSS:			20.00	20.00		
UPPER SAN JUAN WATERSHED ENHANCEMENT						
1024	02/17/2025	Proj.-WEP admin fee.	1,000.00	1,000.00	22025126	02/20/2025
1024	02/17/2025	Proj.-PGP engineering/permitting.	2,447.56	2,447.56	22025126	02/20/2025
Total UPPER SAN JUAN WATERSHED ENHANCEMENT:			3,447.56	3,447.56		

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date
US POSTAL SERVICE						
020125	02/01/2025	VC-USPS Bulk Mailing Fee Renewal	350.00	350.00	1904	02/20/2025
021925	02/19/2025	VC-USPS Funds for Visitor Guide Bulk Mailing Postage	2,500.00	2,500.00	1904	02/20/2025
Total US POSTAL SERVICE:			2,850.00	2,850.00		
VAL'S VIP CLEANING LLC						
164B	02/07/2025	F&F-Parks Bathrooms Cleaning 1/17/25-1/26/25	1,644.51	1,644.51	20625124	02/06/2025
186	02/07/2025	F&F-Town Buildings Cleaning 1/20/25-1/31/25	3,450.50	3,450.50	20625124	02/06/2025
Total VAL'S VIP CLEANING LLC:			5,095.01	5,095.01		
VERIZON WIRELESS						
6104341182	01/23/2025	Tourism-Staff Cell Phone	50.68	50.68	1881	02/06/2025
6104341182	01/23/2025	TM-Staff Cell Phone	40.68	40.68	1881	02/06/2025
6104341182	01/23/2025	Bldg.-Staff Cell Phone	101.36	101.36	1881	02/06/2025
6104341182	01/23/2025	Courts-Staff Cell Phone	40.68	40.68	1881	02/06/2025
6104341182	01/23/2025	Rec.-Staff Cell Phone	40.68	40.68	1881	02/06/2025
6104341182	01/23/2025	Parks-Staff Cell Phone	40.68	40.68	1881	02/06/2025
6104341182	01/23/2025	Hsg.-Staff Cell Phone	40.68	40.68	1881	02/06/2025
6104341182	01/23/2025	VC-Staff Cell Phone	38.09	38.09	1881	02/06/2025
6104341182	01/23/2025	Tourism Admin-Staff Cell Phones	81.36	81.36	1881	02/06/2025
Total VERIZON WIRELESS:			474.89	474.89		
VITAL RECORDS HOLDINGS LLC						
4710320	01/31/2025	Admin.-Shredding	48.38	48.38	22025106	02/20/2025
4710320	01/31/2025	Courts-Destruction of Court Documents	48.37	48.37	22025106	02/20/2025
4710320	01/31/2025	PD-Shredding	48.37	48.37	22025106	02/20/2025
Total VITAL RECORDS HOLDINGS LLC:			145.12	145.12		
WAGNER EQUIPMENT CO						
P01C0332661	01/09/2025	Parks-Tire for Kubota	2,176.14	2,176.14	20625106	02/06/2025
S01W0807603	12/31/2024	F&F-2,000 Hour Maintenance Service On Mini Excavator (Unit 275)	3,189.56	3,189.56	20625106	02/06/2025
Total WAGNER EQUIPMENT CO:			5,365.70	5,365.70		
WESTERN PAPER DISTRIBUTORS						
5066615	01/22/2025	Parks-Box of exam gloves (10)	55.60	55.60	20625110	02/06/2025
Total WESTERN PAPER DISTRIBUTORS:			55.60	55.60		
WORLD FUEL SERVICES INC						
3058328-41525	01/10/2025	F&F-Equipment Fuel For Week Of 01/10/25	63.68	63.68	20625117	02/06/2025
3058328-41525	01/10/2025	Parks-Equipment Fuel For Week Of 01/10/25	262.88	262.88	20625117	02/06/2025
3058328-41525	01/10/2025	Sanit.-Equipment Fuel For Week Of 01/10/25	80.25	80.25	20625117	02/06/2025
3058328-41525	01/10/2025	Streets-Equipment Fuel For Week Of 01/10/25	94.37	94.37	20625117	02/06/2025
3064221-41525	01/17/2025	Parks-Equipment For Week Of 1/17/25	202.27	202.27	20625117	02/06/2025
3064221-41525	01/17/2025	Sanit.-Equipment For Week Of 1/17/25	100.35	100.35	20625117	02/06/2025
3064221-41525	01/17/2025	Streets-Equipment For Week Of 1/17/25	100.32	100.32	20625117	02/06/2025
Total WORLD FUEL SERVICES INC:			904.12	904.12		
Grand Totals:			367,795.22	367,795.22		

Invoice Number	Invoice Date	Description	Invoice Amount	Check Amount	Check Number	Check Issue Date

Report Criteria:
Detail report type printed

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Kathy Harker, Administrative Services Manager

PROJECT:	Resolution 2025-07, Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests
ACTION:	Council discussion and possible action

PURPOSE/BACKGROUND:
As a general housekeeping action and on the recommendation of the Town Attorney, we are presenting Resolution 2025-07 Designating the Official Custodian of Records and adopting a policy on responding to open records requests. This action will ensure that our policy is up-to-date with the state's rules and regulations for open records requests and reaffirm the designation of the Town Clerk as the Official Custodian of Records.

ATTACHMENTS:
Resolution 2025-07 Open Records

FISCAL IMPACT:
None

RECOMMENDATIONS:
Approval of the consent agenda is approval of Resolution 2025-07

TOWN OF PAGOSA SPRINGS, COLORADO

RESOLUTION NO. 2024-07

RESOLUTION DESIGNATING THE OFFICIAL CUSTODIAN OF RECORDS AND ADOPTING A POLICY ON RESPONDING TO OPEN RECORDS REQUESTS

WHEREAS, the Town of Pagosa Springs ("Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003, as amended (the "Charter"); and

WHEREAS, pursuant to Section 1.4.1 of the Town of Pagosa Springs Municipal Code (the "Municipal Code"), the Town Council of the Town ("Town Council") may, by resolution, set the amount of a fee for the given activity referenced in the Municipal Code; and

WHEREAS, the Town Council has determined that it is appropriate to designate an official custodian of the Town's records for the protection of such records and in order to permit their inspection by persons entitled to examine and copy such records in an orderly fashion; and

WHEREAS, the Town Council has determined that it is appropriate to adopt a policy on responding to open records requests; and

WHEREAS, the Town Council fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of Town records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. ("CORA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and

WHEREAS, it is the policy of the Town that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and

WHEREAS, public records are defined by CORA as all writings made or maintained by the Town, regardless of the format or medium of the records, subject to certain exceptions and public records expressly include e-mail communications.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, as follows:

1. Official Custodian.

(a) The Town Clerk is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records of the Town, except as provided herein.

(b) The Official Custodian shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

2. Policy on Responding to Open Records Request. The following are general policies concerning the release of records:

(a) All public records of the Town shall be open for inspection at the times designated herein, unless prohibited by the provisions of CORA or policies adopted by the Town Council in conformance with CORA.

(b) Every request to inspect and/or copy any Town record (a "Records Request") shall be submitted to the Town's Official Custodian in writing and be specific as to the information desired. If not submitted to the Official Custodian, any Town employee or Town Council Member that receives the Records Request shall immediately send the Records Request to the Official Custodian. To assist the Official Custodian in responding to requests in a timely and complete manner, the Official Custodian may require records requests to be submitted on a form developed by the Official Custodian.

(c) If any question arises as to the propriety of fully complying with a Records Request, the Official Custodian shall immediately forward it to the Town's legal counsel.

(d) The Town's legal counsel shall determine the Town's obligations under the applicable Federal and/or State law(s). If the Town is permitted to make records available for inspection in whole or in part, the Town's legal counsel will so notify the Town's Official Custodian, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.

(e) If the Town's legal counsel determines the Town is not permitted by Federal or State law to make records available for inspection in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

(f) Following the denial of a request for record, upon receipt of the required written notice from the requesting individual that he or she will seek relief from the Town Court, the Official Custodian will attempt to meet in-person or speak by telephone with the requesting individual. Town personnel are encouraged to utilize all means to attempt to resolve the dispute during this time period and will provide a written summary of the Town's position at the end of that period to the requestor and to the Town's Town Council. No phone or in-person conference

is required if the written notice indicates that the requestor needs access to the record on an expedited basis.

(g) Pursuant to CORA, all records must be made available for inspection within three (3) working days from the Official Custodian's receipt of the request, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within three (3) working days of the Official Custodian's receipt of the request. The Official Custodian may set the time, which shall be during normal office hours, and the place for records to be inspected, and require that the Official Custodian or a delegated employee be present while the records are examined.

(h) Any public record that is stored in a digital format will be provided in a digital format. A public record stored in a digital format that is searchable will be provided in searchable format and a public record stored in sortable format will be provided in sortable format. A public record that is in a searchable or sortable format shall not be produced if:

(i) producing the record in the requested format would violate the terms of any copyright or licensing agreement between the Town and a third party;

(ii) producing the record would result in the release of a third party's proprietary information; or

(iii) after making reasonable inquiries:

(1) it is not technologically or practically feasible to permanently remove information that the custodian is required or allowed to withhold within the requested format;

(2) it is not technically or practically feasible to provide a copy of the record in a searchable or sortable format; or

(3) the Official Custodian would be required to purchase software or create additional programming or functionality in its existing software to remove the information required or allowed to be withheld.

(iv) A public record stored in digital format shall be provided in digital format by electronic mail, unless the size prevents email transmission, in which case they shall be transmitted by another method, as agreed on by the requesting individual and the Official Custodian.

(v) Altering an existing digital public record, or excising fields of information that the Official Custodian is either required or permitted to withhold under this subsection, does not constitute the creation of a new public record under Section (2)(i)(iv) of this Resolution.

(i) The Custodian may charge the following fees (collectively, the "Fees") for responding to a Records Request:

(i) Printouts, photographs, and copies, when requested, will be provided at a cost of twenty-five cents ($0.25) per standard page, and at the actual costs of production for any non-standard page (the "Copying Fee"), except that no per-page fee will be charged for providing records in a digital or electronic format. A standard page shall mean an 8.5-inch by 11-inch black and white copy.

(ii) When it is impractical to make the copy, printout, or photograph of the requested record at the place where the record is kept, the Official Custodian may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities and the cost of providing the requested records will be paid by the person making the request (the "Outside Copying Fee").

(iii) If a copy, printout or photograph of a public record is necessary or requested to be provided in a format other than a standard page, the costs will be assessed at the actual cost of production (the "Production Fee").

(iv) If data must be manipulated in order to generate a record in a form not otherwise used by the Town, such data manipulation will be assessed at the actual costs to the Town (the "Manipulation Fee"); however, the Town is in no way obligated to generate a record that is not otherwise kept, made, or maintained by the Town.

(v) The cost for transmitting the requested records will be charged at the actual cost of such delivery (the "Transmission Fee"). Transmission Fees will not be charged for transmitting any record via electronic mail, when requested.

(vi) When the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed forty-one dollars and thirty-seven cents ($41.37) per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council, whichever is greater (the "Research and Retrieval Fee").

(vii) If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the Town may charge the actual costs of creating a privilege log identifying the privileged records (the "Privilege Fee"). If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

(j) If the estimated Fees to produce the records will exceed $100.00, the Town may require a fifty percent (50%) deposit of the estimated Fees prior to commencing work to produce the records. Payment of the deposit is required before the request is deemed complete so as to begin the time periods noted in subsection (g) of this section. Payment of the remainder of the Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies. All payments of Fees, including deposits, may be made via cash, check, credit card, debit card, or electronic payment.

(k) No person shall be permitted to inspect or copy any records of the Town if, in the opinion of the Official Custodian after consultation with the Town's legal counsel, such

inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

(l) Except as required by Section 24-72-204(3.5)(g), C.R.S. and except when a requested record is confidential and accessible only on the basis that the requester is the person in interest, no form of identification shall be required to request or inspect public records.

3. Public Inspection. The full text of this Resolution, with any amendments, is available for public inspection at the office of the Town Clerk.

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

5. Effective Date. This Resolution shall take effect and be enforced immediately upon adoption.

The foregoing Resolution was approved and adopted this 18th day of March, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

Attest:

_____
April Hessman, Town Clerk

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Darren Lewis, Parks & Recreation Director

PROJECT:	Proclamation In Support of Arbor Day
ACTION:	Council action

PURPOSE/BACKGROUND:
Staff requests that Town Council read the attached Arbor Day proclamation in support of Arbor Day. Town staff plans to plant trees on National Arbor Day, which is Friday, April 25th, at Centennial Park at 10 a.m. In 2021, the Town was recognized for the first time as a Tree City USA and continues to uphold that designation each year. The Tree Board is the Combined Parks and Recreation Board.

ATTACHMENTS:
Arbor Day Proclamation 2025

RECOMMENDATIONS:
Read the proclamation supporting April 25th as National Arbor Day.

A Proclamation by the Town Council of the Town of Pagosa Springs

PROCLAMATION IN SUPPORT OF ARBOR DAY

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the United States and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in the Town of Pagosa Springs, Colorado increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, in 2021, the Town of Pagosa Springs, Colorado was recognized as a Tree City USA for the first time by The National Arbor Day Foundation and desires to continue its tree-planting practices; and

WHEREAS, the State of Colorado will celebrate Arbor Day on the fourth Friday of April; and

WHEREAS, the Town of Pagosa Springs will celebrate Arbor Day on April 25th, which is National Arbor Day, by planting trees in Centennial Park.

NOW THEREFORE, This Town Council of the Town of Pagosa Springs, Colorado, hereby proclaim, **ARBOR DAY,** in the Town of Pagosa Springs, Colorado, and we urge all Pagosa Springs citizens to support our Town's efforts to protect our trees and woodlands. Further, we urge all Pagosa Springs citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

GIVEN under my hand and seal this ____ day of March, 2025.

Attest:

_____
April Hessman, Town Clerk

Signed:

_____
Mayor

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: David Harris, Town Manager

PROJECT:	Sales Tax Report - January 2025
ACTION:	Council Information

ATTACHMENTS:
Sales Tax Report - Mar 2025

Sales Tax Revenue Report
Town of Pagosa Springs
January 2025

	Jan-25	Jan-24	Δ	% Δ
Total Town & County	1,405,815	1,338,250	67,565	5.05%

Industry breakdown

Categories	Difference	%
Construction	5,740	▲31.38%
Manufacturing	1,031	▲1.76%
Retail Trade	(8,906)	▼1.20%
Information	(1,985)	▼7.32%
Finance and Insurance	377	▲28.34%
Real Estate and Rental and Leasing	(1,425)	▼4.95%
Professional, Scientific and Technical Services	(3,706)	▼30.76%
Accommodation and Food Services	34,816	▲14.71%
Other Services (except Public Administration)	(1,299)	▼5.98%
Miscellaneous	42,923	▲22.58%
Total	67,565	▲5.05%

Town distribution

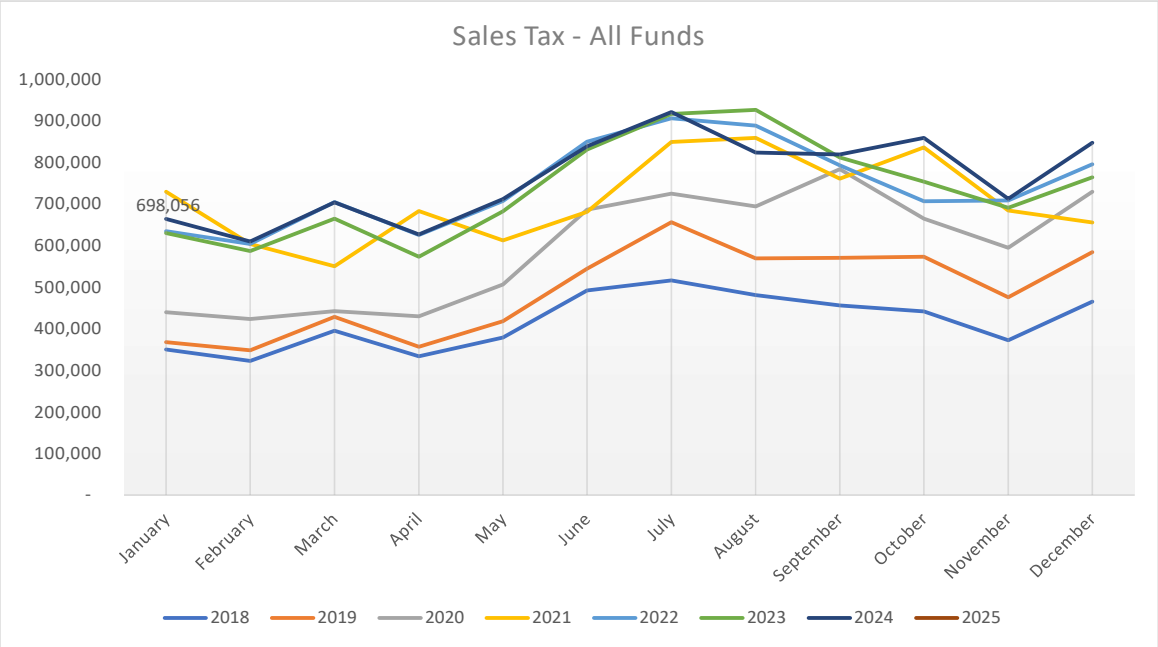
The County and Town split the total sales tax 50/50 with an adjustment made for aviation sales tax which is credited to the County-run airport. Below are actual sales tax funds deposited with the Town. It does not include Marijuana Tax which is listed below. The Town's portion is split evenly between the General Fund and the Capital Improvement Fund.

	Jan-25	Jan-24	Δ	% Δ
General Fund	349,028	332,023	17,005	
Capital Improvement Fund	349,028	332,023	17,005	
TOTAL	**698,056**	**664,047**	**34,010**	**5.12%**

Sales tax collections for the Town for the past three years has steadied.

	January	
2022	634,691	
2023	629,643	-0.80%
2024	664,047	5.46%
2025	698,056	5.12%

The six year history of the Town's Sales Tax collections is reflected in the chart below, reflecting the stabilization of receipts over the past three years.

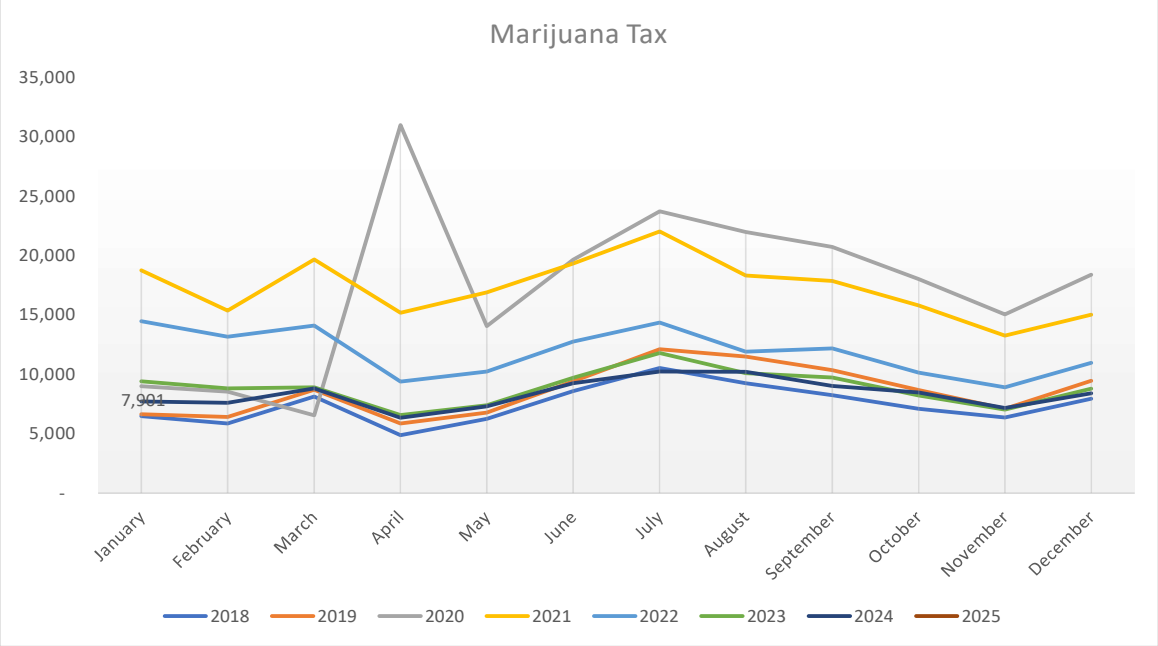


The 2025 change to the 2-year average remains flat. No changes in operations are anticipated.

	2023	2024	2025	% Δ
January	629,643	664,047	698,056	5.1%
February	587,117	610,161	-	3.9%
March	664,583	703,873	-	5.9%
April	573,226	626,539	-	9.3%
May	682,779	712,247	-	4.3%
June	831,354	839,367	-	1.0%
July	916,135	921,473	-	0.6%
August	926,641	823,879	-	-11.1%
September	811,673	818,895	-	0.9%
October	753,851	859,248	-	14.0%
November	690,953	712,691	-	3.1%
December	764,524	847,074	-	10.8%
TOTAL	**8,832,478**	**9,139,494**	**698,056**	

Marijuana Tax

The six year history of the Town's Marijuana Tax collections is reflected in the chart below. This tax is not longer combined in the Sales Tax numbers above.



The 2025 change to the 2-year average remains flat. No changes in operations are anticipated.

	2023	2024	2025	% Δ
January	9,425	7,726	7,901	2.3%
February	8,807	7,616	-	-13.5%
March	8,924	8,817	-	-1.2%
April	6,584	6,355	-	-3.5%
May	7,408	7,329	-	-1.1%
June	9,708	9,257	-	-4.6%
July	11,789	10,233	-	-13.2%
August	10,108	10,223	-	1.1%
September	9,722	9,023	-	-7.2%
October	8,242	8,470	-	2.8%
November	7,040	7,169	-	1.8%
December	8,793	8,412	-	-4.3%
TOTAL	**106,549**	**100,630**	**7,901**	

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: April Hessman, Town Clerk

PROJECT:	Administration Report
ACTION:	Update and Discussion

PURPOSE/BACKGROUND:
Staff is expecting the auditors with Hinton Burdick CPAs to be onsite in mid-April for the 2024 audit review. The audit is expected to be complete by the end of June. The administration department spends a great deal of time providing documentation for the auditors and having easily accessible items is preferred.

Staff created new general ledger revenue accounts for use in 2025. Once the 2024 audit is complete, the old accounts will merge with the new ones.

Staff continues to have monthly gatherings to celebrate birthdays, work anniversaries, and new employees. The core values team works hard to provide opportunities to focus on the Town's core values and put them into action.

Business License Process and MuniRevs:
Staff continues to work on processing business licenses and sending out renewal notices through the new iWorq system. There are 925 active business licenses issued within the Town and 9 new business license applications under review. Currently, there are 102 issued vacation rental licenses, five currently in the application and approval stage, and nine (9) on the waitlist. Staff is in the process of renewing vacation rental licenses for 2025.

Personnel/Recruitment:
The Town is actively recruiting for the following positions:

- Day Camp Staff - Seasonal Kids Camp (Parks & Recreation)
- Planning Manager (Development Department)
- Police Officer (Police)
- Projects Manager (Development Department)
- Utility Operator (Sanitation)

The following positions have been recently filled:

- Community Service Officer (Police)

Current Staffing Numbers:

- 59 Full-time Positions - 55 Filled, 4 Open
- 10 Part-time Positions - 10 Filled, 0 Open

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: James Dickhoff, Development Director

PROJECT:	Development Department Reports-March 2025
ACTION:	Council information

ATTACHMENTS:
Development Department Reports - March 2025

DEVELOPMENT DEPARTMENT MONTHLY REPORT

MARCH 2025

FROM: JAMES DICKHOFF, DEVELOPMENT DEPARTMENT DIRECTOR

BUILDING DIVISION / PLANNING DIVISION / PROJECTS DIVISION / HOUSING DIVISION

RECENT HIGHLIGHTS

Project Manager Opening

David Hilborn has submitted his resignation. He will remain on the payroll for a period of time to help with the transition period. David excelled in this position and had written and been awarded numerous grants that have activated important town projects, developed an ADA compliance plan for the Town, coordinated numerous efforts or multiple important Town projects, and worked with all Town departments. David proved how valuable this position is for the Town. He will be missed.

CDOT Hwy Reconstruction Project Scheduled to Begin March 24, 2025

CDOT has awarded the awarded the reconstruction of Pagosa Street and San Juan Street between 1st and 10th Streets to WW Clyde. CDOT has also awarded the project management to RockSol who will be CDOT's on site manager, public information officer and CDOT representative. Town staff have been meeting with WW Clyde to discuss the coordination of Town infrastructure improvements that will occur in conjunction with the CDOT project. The project will be sequenced from 1st to 8th street on the north side of the road during 2025.

The Main Street Board's Cone Zone Committee will continue to work with our downtown businesses for creative solutions to reduce the impacts of the project. The Town has secured public parking agreements with the Springs Resort and the Library to accommodate public parking needs during the reconstruction project, which is expected to last at least two years. **On March 24th**, WW Clyde will begin placing traffic control barricades along Hwy 160 (Pagosa Stret and San Juan Street) between 1st and 8th Street to close the north ¾ of the roadway width. This will remove all on-street parking for the duration of the project.

GOCO Grant Awarded

The Town received notification of a $420,000 GOCO grant award on December 6th towards the purchase of 1040 E. Hwy 160. The Project Manager presented our second grant application to the Land and Water Conservation Fund (LWCF) grant review committee on Thursday, December 12th and we recently received confirmation of a successful $490,000 grant award, contingent on completing a few requirements. It currently does not appear that this federal funding is jeopardy.

Gateway River improvement Project

Staff applied for an additional $296,000 from the Colorado Water Conservation Board to accommodate increased costs and additional improvements that were identified during the public engagement process. Award notification is expected in March, and there is no additional local match required. There is currently enough state funding to complete the 100% final design Plans.

Planning Manager and Building Official Positions Advertised
The Development Department is currently advertising to fill the vacant Planning Manager Position.

Town Zoning Map
We are currently developing a more comprehensive ARC GIS Town Zoning Map. The intent is to structure the data and information so that it is much more user friendly with the typically public information being sought readily available. We expect to roll out the new map in mid-March that will be followed by notifying the public and seeking their input on the functionality and information provided.

GENERAL INFORMATION

DOLA More Housing Now Grant
We received Grant Award notification on November 15, officially awarding $1,989,000 towards required public infrastructure to serve the proposed Pagosa Peaks Housing apartment development east of the Hospital. The development proposes up to 96 units serving middle income housing needs in the 60%-140% of AMI range, with the entire project averaging below 100% of AMI with a 30-year deed restriction. The developer is expected to begin their Major Subdivision and Development application processes in the 1st quarter of 2025.

Upper San Juan Water Shed Enhancement Partnership (WEP)
The Town's Development Department Director serves on the Board as a Town Representative. WEP has recently identified a grant opportunity to benefit an agricultural related water conservation project that can benefit from the current available state funding, specifically the Park Ditch diversion structure, which needs substantial structural and efficiency improvements. Additionally, WEP continues to effectively manage the Town's Gateway River Improvement Project which is currently in the final Design Phase of the project.

FEMA and Colorado Water Conservation Board (CWCB) Phase Two – Floodplain Mapping Updates
The Colorado Water Conservation Board (CWCB) will begin notifying property owners along the portions of waterways that they intend to re-map in April, for conducting surveying and data collection to inform the re-mapping process.

In 2022, FEMA and the CWCB completed phase one of a flood hazard mapping project that started at the south end of Town boundaries south through Archuleta County. The Town's Development Director serves as the Town's Floodplain Manager, and has activity advocated that phase two include remapping of the San Juan River and McCabe Creek above and through Town, as well as adding Rumbaugh Creek (Horse Gulch) and West McCabe Creek to Great West Ave. The new mapping technology uses Light Detection and Ranging (LIDAR) equipment that collects data for more accurate mapping for ground and water elevations. Over the years, there have been multiple circumstances in which the current FEMA Flood Hazard map seemed inaccurate in portions of the community for the purposes of determining 100 year flood elevations to inform development approvals through a Certificate of Elevation application process.
Phase two is about to begin, and recently the Development Director convened a meeting of stakeholders, who work with the FEMA Flood Hazard maps on a regular basis, to review the proposed scope of mapping for phase two. Stakeholders included local Engineers, Surveyors, CDOT Hydraulic Engineer, and the County's Floodplain Manager, who also met with State and FEMA staff to discuss our local preferences of areas that needed to be included in phase two. Our efforts were very successful,

and phase two now includes the areas of our community identified by the stakeholders as high priorities for remapping or including in the flood hazard maps.
The full phase two mapping process is expected to take 18-24 months, with a public review period prior to final adoption by the State and FEMA.

BUILDING DIVISION, PLANNING DIVISION, PROJECTS DIVISION AND HOUSING DIVISION REPORTS FOLLOW

BUILDING DIVISION
MONTHLY REPORT

MARCH 2025
Community Development Department

Building Code Official Hired
The Town has hired Tim Hatch as our new Building Code Official. Mr. Hatch started on February 10th and has been becoming familiar with our active building permit projects and processes.

Training
Building Division staff attended the annual International Code Council training conference March 3rd-7th. This conference provides informative sessions on current trends, building code updates and many subject specific sessions. The conference is also important for required education credits for maintaining building code certifications.

Building Division Activity:
Please note: Due to the staff transition in the Building Division, the following information has yet to be updated for February 2025.

During November, the Building Division processed three building applications, conducted 28 building inspections, and issued 3 building permits – 2 residential and 1 commercial. As of 12/12/24, one commercial permit application is pending review and approval. Year to date, 71 building permits have been issued and the Division maintains an active caseload of 86 building permits. Twelve (12) building permits expired through November– owner contacts are in the process.

	September	October	November	Year to Date
Building - Plan Review/Permits	10	1	3	75
Building – Inspections	28	19	28	268
Building Permits - Commercial	2	0	1	19
Building Permits - Residential	8	1	2	52
Contractor/Property Service Providers	4	8	2	266
New In-Town Businesses	0	5	2	35
Vacation Rental – Inspections	3	7	10	23

Building Permit Summary:

		Year to Date	Jan – December Year Ending		
	November	2024	2023	2022	2021
Commercial Addition	0	7	3	4	4
Commercial New	0	1	8	7	2

Commercial Other (Demo/Mech)	1	5	12	20	14
Commercial Repair/Remodel	1	6	17	17	14
Residential Addition	1	18	7	5	7
Residential New	0	10	11	21	26
Residential Other (Demo/Mech)	0	17	16	21	10
Residential Repair/Remodel	0	7	5	6	10
Total Building Permit	3	71	79	101	87
Total Project Valuations	35,000	22,731,900	55,459,731	13,822,049	16,333,056

Commercial/Multifamily Building Permits Issued During November:

- Pagosa Mill RV Park (Contractor-Redstone), 1647 W Hwy 160, commercial demolition of laundry, shower and toilet building permit issued 11/18/24. The owner is in the process of applying for a new/remodeled building.

Commercial/Multifamily Active Building Permits:

- The Springs Resort's new hotel is in the process of completing final building construction and is expected to receive a Certificate of Occupancy before the first week of April to accommodate their soft opening. – three story hotel, spa, lounge, and restaurant (85,000 sq. ft). Building permit was issued 5/26/23. Projects foundation and framing are complete with insulation, drywall and mechanical in process on all floors. First floor is competed; fixtures are in process. Second and Third floors are framed, and drywall is in process. Drywall, tape and mud in process on Level 3 as well as metal framing and insulation on-going. Aluminum storefront windows in progress at the stairways.

- A&M Marijuana, 84 Goldmine Drive, commercial building interior remodel for retail store building permit issued during August. Framing is complete. It is planned to finalize the project during January.

- Archuleta Country Transit Facility (Contractor -Buildings by Design), 83 Harman Drive, new commercial building - 2,652 sq. ft. transit facility and 3,262 sq. ft. bus bay. Groundbreaking took place on April 15, 2024, and it is planned to complete the project in January 2025. An onsite pre-construction meeting took place between the Town, County and Buildings by Design representatives during May. The foundation footers, stem walls and piers are complete. Wall framing has begun. Project changes include groundwork and underground plumbing which do not affect the value of the project. Building staff met with contractor BBD and reviewed the exterior sheathing and new metal stud framing. Fasteners are approved where installed. Metal stud framing is 90% completed. Fasteners are complete at roof sheathing onto TJI's above the lobby. Interior wood backing is in process.

- Best Western [Lodge] (Contractor-Patel), 3505 W. Hwy 160, pool building reconstruction building permit was issued May 2021 extended, and expired September 2024. The exterior is complete except for snow racks on roof. Interior framing is in process. Staff is working with owner and contractor to extend the respective building permit.

- Casas at Two Doves- Boutique Hotel Phase 1 (Contractor-McMullen), 320 Hot Springs Blvd, approved 6 living units on 5/10/23, expires 5/10/25. Foundations, framing, and roofs are complete. Windows, doors and siding are in process. Rock veneer is complete.

- Parish Hall (Contractor-Dutton Creek), 451 Lewis Street, interior remodel, roof demolition permit issued 11/17/23. Roof demo and remodel is complete. An additional Interior remodel application was submitted. Fire district approval was received. The Planning Division received and approved the plat amendment and mechanical screening during December 2024. Work is in process.

- Quality Inn (Contractor-Patel/Alley), 174 Hot Springs Blvd., lobby addition, building permit issued March 2020. The project is nearly complete, interior items needed flooring, bathroom, and fixtures. Staff is working with contractor and owner to address items to complete the project.

- Springs Resort (Contractor-FCI Constructors), 323 Hot Springs Blvd., Food and Beverage Building (1500 sq. ft) non-sprinkled to include commercial kitchen, mechanical equipment rooms, restrooms and covered outdoor seating area. The foundation is complete. The roof and walls are complete, interior work has begun.

- Exterior stucco work is on-going at the East side of building. Staff reviewed drywall fasteners on the walls of main lobby area. VRP heating and cooling units being installed at Level 2. Reviewed metal stud framing at Level 3 Kitchen and restaurant areas. Drop-ceiling on-going at Level 2 main hallway. Drywall at Units 334-336 in progress.

- Springs Resort (Contractor FCI Constructors) 165 Hot Springs Blvd., commercial addition of 707 square feet freestanding cabana and trellis structures. The building permit was issued 9/11/24.

- Sunridge of Pagosa (Contractor-Z-Carpenters), 480 Boulder Drive, 10 townhome units, in 5 buildings building permit issued October 2022, expires October 2024. Two buildings – four units are complete, and Certificate of Occupancies issued. The remining three buildings' foundation and framing are complete. Exterior sheathing is in the process. The owner/contractor plans to complete the building project by January 2025.

- Timberline/FCBMD at Pagosa Springs (Contractor-Watermark Commercial Contractors), 135 Legacy, Multi-Family Residential Complex (50 dwellings, leasing office and clubhouse within two buildings). The building permit was issued 7/25/24. During November, the perimeter foundation and Building A. Foundation for Building B was completed, staff confirmed that the contractor had installed plastic chairs to support the welded wire mesh. Insulated blankets are on-site. Trautner Geo-Tech is taking regular samples.

- Timberline/FCBMD at Pagosa Springs (Contractor-Watermark Commercial Contractors), 135 Legacy, Multi-Family Residential Complex plan changes to siding, addition of trash enclosure roof, interior fire barrier, roofing details and A/C condenser. Landscape and screen plans changes were exempt for final review by CD Director. The building permit was issued 9/30/24.

- Quality Inn (Contractor-Whispering Pines) 174 Hot Springs Blvd., commercial repair - install drywall fasteners (screws) and vertical jigs to attach ceiling to rafters in all second-floor rooms. Safeguards are installed at the front entry and access to the second floor during construction activity. Building permit was issued on 5/28/24. The last ceiling is in process and Staff is working with owner and contractor to finalize the project.

- Upper San Juan Hospital District (Contractor-Nunn Construction), 95 S Pagosa Blvd, Oxygen generator enclosure to be located on the west side of the building, permit issued 5/9/24.

Foundation, framing, insulation and roof are complete. Final electrical and site items are in process, it is anticipated the project will finish during January.

Completed Commercial Projects (February):

- *None.*

New Contractor/Commercial Businesses:

Two new contractor/property service provider business licenses were issued during November – a total of 266 contractor licenses are on file.

The following seven new businesses opened within the Town during October and November. Year to date, the Town has approved 35 new business operations within the town limits.

- Black Bart's Brunch, 274 Pagosa Street, formally Riff Raff, retail food establishment serving waffles, fried chicken, coffee, boba, alcoholic beverages, pizza, and brunch foods.
- 7Five Spice Co, 84 Goldmine Drive, manufacture and sell hot sauce.
- Pagosa Peak Restaurant, 230 Country Center Dr., formally Chato's Restaurante, full-service restaurant.
- Abundant Wellness, 729 San Juan., Ste E, healing center and energy therapy.
- Les Schwab Tire Centers of Colorado, 3087 Country Center, Existing business with new owner - retail sales of new car and truck tires in combination with automotive related services.
- Time Out Restaurant, 729 San Juan, formally The Den, full-service restaurant.
- Pagosa Hat Bar, 458 Pagosa Street, retail specializing in clothing and semi-custom hats.

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PLANNING DIVISION MONTHLY REPORT

MARCH 2025

FROM: JAMES DICKHOFF/KATELYN TUNNELL

Planning Commission Meetings
The upcoming scheduled PC meeting is March 25, 2025. The Planning Commission will be considering the Pagosa West 100-acre Subdivision Sketch Plan.
The Planning Commission will determine their regular meeting schedule and Chair and Co-chair elections on March 25th.

New Online Town Zoning Map
Planning staff has been working on a new online Town Zoning map that will provide links to information to help answer frequent we receive. The property information has been structured to be clear and user friendly.

The Planning Division has recently conducted several pre-application conferences for proposed developments. We are expecting a busy start to 2025 with several expected development applications to be submitted in the 2nd quarter.

The Town Planning Division has issued 2 Outdoor Commercial Establishment (OCE) permits for food trucks/trailers for the 2025 season thus far. There have been 3 sign permits approved for 2025 (1 temporary sign permit and 2 regular sign permits).

Two Town Development Department Staff Members will be attending the National Planning Conference the end of March, which is being held in Denver this year.

The Town is currently seeking applications to fill an alternate member seat on the Planning Commission. This advertisement is open until April 2, 2025. Applications will be presented to the following Planning Commission meeting.

CURRENT DEVELOPMENT PROPOSAL UPDATES:

Pagosa West Sketch Major Subdivision Application
Staff has received a complete Sketch Major Subdivision application for the 100 acre vacant land located on the SE corner of S. Pagosa Blvd and Hwy 160. The vacant land is comprised of 3 total parcels. The applicant proposes commercial and residential housing. The application will be considered at the March 25, 2025 Planning Commission meeting.

811 San Juan Street, Ruby Sisson Library Expansion
The library has submitted a Final Design Review application which was approved by the Design Review Board on December 10, 2024. The proposed project includes a renovation of the existing facility along with a 3,300 SF building addition, exterior facade upgrades, and full site improvements. The site improvements will include reconfiguring the existing parking lot, a large community reading garden and a smaller children's garden.

232 Pagosa Street, Eagle Mountain Mixed Use Project: The applicant has submitted a request for extension of their Final Design Review approval by July 2026 due to the potential conflict with the Main Street reconstruction project. The Planning Commission approved the requested extension on December

10th. No changes to the previously approved development are proposed.

2737 Cornerstone Drive, Pagosa Peak Family Dentistry
New proposed development of a vacant parcel for a two-story 4,932 S.F. (4,058 S.F. first floor and 865 S.F. second floor) Dental office/clinic facility. A building permit application has been submitted and is now under review. The Design Review Board approved the Final Design Review application on Tuesday, October 22nd.

140 Hot Springs Blvd. The Healing Waters Spa Resort and Spa have submitted a Sketch Major Design Review application for the phased redevelopment of the entire property. The Design Review Board approved the sketch concept plan on July 23rd.

Town's Enclave Workforce Housing Project: Council conducted a work session on July 25, 2024, and supported continuing to work on a means to pencil the project out with Servitas. The Housing Coordinator is working with Servitas to identify a path forward for this project, with plans to bring the matter to Town Council in the coming months.

2911 Cornerstone Drive, Circle K Stores: Town staff recently conducted a meeting with the project design team to review the numerous outstanding submittals needed to complete the building permit and Major Design Review conditions of approval. It is uncertain when the outstanding items will be received and when the project intends to break ground.

600 W. Highway 160, Pagosa Views PUD: The applicant is now expected to move forward with their subdivision application process in the 2nd Q of 2025, for consideration by the Planning Commission and subsequently by the Town Council. The recorded PUD agreement for the 80 acres just west of the Elementary School includes a mix of up to 675 housing units, to include 78 deed-restricted workforce units, along with 144 lodging units and recreational and commercial level amenities. Subsequent applications would include Major Design Review for each phase.

400 Hot Springs Blvd. Mixed-Use: The Planning Commission granted a one-year approval extension for this Sketch MDR proposal (to January 10, 2025) to submit a complete Final MDR application for consideration.

PAGOSA SPRINGS COLORADO

PROJECT DIVISION MONTHLY REPORT

MARCH 2025

FROM: DAVID HILBORN, PROJECT MANAGER

Middle School Sidewalk Improvement

The Town has been granted the Revitalizing Main Street (RMS) grant for the proposed sidewalk enhancements along Pagosa Street, adjacent to the Middle School. This grant allocates $250,000, requiring a 10% contribution from the applicant. The project aims to encompass the replacement of the sidewalk spanning from the middle school to the Hwy. 160 curbside, alongside the incorporation of various amenities including benches, a bus stop, trash receptacles, and a solar bike repair station.

Due to the delay in the CDOT Mainstreet Reconstruction project staff has requested a grant extension through the end of April 2026. Preliminary engineering and design phases have already been completed.

400 Block Sidewalk Reconstruction

The reconstruction of the 400 block sidewalk is planned to coincide with CDOT's Main Street Reconstruct Project. The Town will assume the financial responsibility for the demolition and reconstruction of the sidewalk on the 400 block, in addition to the installation of new street trees with 4'x4' flush-mounted tree grates and standard Town streetlights. Three public meetings have convened by staff with property and business owners along the 400 block to outline the tentative placement of the street trees and lights, offering an avenue for input.

The sidewalk design is complete. Staff will hold a meeting with the chosen contractor for the CDOT Mainstreet Reconstruction Project to discuss the project details and the contractor’s ability to complete the sidewalk project in coordination with the Mainstreet Reconstruction.

Main Street Reconstruction Project

The Town's scope of work within the project includes sidewalk replacements, storm drainage improvements, landscaping, geothermal line relocation and replacement, sanitary sewer upgrades, crosswalks, side street tie-ins, and street lighting. Additionally, the Piedra Road/Hwy 160 crosswalk project will be incorporated into the broader Main Street Reconstruction Project. Other necessary add-ons in coordination with the Colorado Department of Transportation (CDOT) project include the 400-block sidewalk, middle school sidewalk, sewer main tie-in replacement, fire hydrant installation, various intersection improvements, and 2nd Street drainage improvements.

The awarded contractor, WW Clyde, has begun mobilizing project management staff in preparation for a 24 March start. Town staff has met with WW Clyde to evaluate their capacity to undertake the Town’s add-on projects. Contractor estimates are expected in the first half of April, after which staff will present recommendations to the Town Council. Staff is expecting an overall estimate in excess of $7 million to accomplish all of the add-on work. Construction is scheduled for 2025–2026, with the possibility of extending into 2027.

First Street Pedestrian Bridge – Design/Engineering Phase
Multiple iterations of the bridge design and alignment have been conducted to evaluate the feasibility of accommodating future waterlines. However, the project team has determined that incorporating waterlines into this project is not the most effective approach for advancing its progress. Consequently, the decision has been made to exclude the waterlines, significantly reducing the overall structural weight and enabling a return to the original Pratt Truss design.

BCS is currently in the process of updating the draft bridge design. Upon finalization of the design and engineering phases, BCS Fabrication will require a 25% down payment to initiate the fabrication process. This expenditure is anticipated to occur early to mid-2025, with project completion projected for fall 2025.

Gateway River project
The Gateway project, aimed at enhancing the river ecosystem and improving water quality, is progressing under the oversight of the Watershed Enhancement Partnership (WEP). Thus far, FlyWater, the contractor, has completed a riparian health assessment, river surveys, endangered species surveys, identified and pre-ordered a portion of the required containerized plantings, organized meetings with all property owners along the project reach, and concluded two public comment periods. Two public meetings have occurred for this project and comments received were used to inform the design progression. The Town has expended the obligated $54,000 match for this project.

The project design currently includes improvements that create a $140,000 shortfall in the construction budget. In an effort to include these design concepts without creating a shortfall, Town staff has collaborated with the WEP to submit a CWCB grant. The award results are anticipated on March 19th. If the funds are not awarded, the scope outlined within the current design will be reduced to align with the current project budget. The project is advancing according to its outlined schedule with final design expected to be in-hand in April 2025 and construction expected to be completed by the end of 2025, pending the availability of the awarded federal funding for the project construction.

Yamaguchi South River Improvements Project and Grant
The Yamaguchi South River Improvement Project aims to enhance stream and river access for recreational and ecological purposes. The Town has secured funding for this project through grants from the Colorado Water Conservation Board (CWCB), Southwest Water Conservation District, Archuleta County, and Town matching funds.

Surveys, biological assessments, 95% designs plans, and project cost estimates have been completed to-date. Two public meetings have taken place and comments received have been used to inform the final design. The project is advancing as scheduled with final design and permitting expected to be completed in June and project completion expected in November of 2025.

Town-to-Lakes: 10th St to Great West Ave
The Town was awarded Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds for the design and construction of the Town to Pagosa Lakes Trail segment, spanning from 10th St to Great West Ave. These funds were granted as part of the last available funding through the CMAQ program in late 2019, as the CMAQ program no longer exists. The Town was awarded $662,320 in funding with a local match obligation of $137,680. This project involves the design and construction of a ten-foot-wide asphalt or concrete non-motorized shared-use path between 10th Street and Great West Ave.

In alignment with the Pagosa Views Planned Development set to proceed in 2025-26, the development bears the responsibility of constructing the trail along their frontage. The Town's role is to finalize engineered construction plans and execute the connections to the Pagosa Views property from 10th St and Great West Ave. The awarded CMAQ funds are expected to cover the expenses associated with the Town's portion of the project.

Site surveys are completed, and trail design is currently on schedule for 2025 completion. The engineered construction plans are scheduled to be finalized in 2025, with construction set to commence during the 2026 construction season. This project is funded with federal funding, thus progress will be determined on the continued availability of the awarded federal funds.

East Gateway River Park Project
Town staff has submitted funding applications to the Great Outdoors Colorado (GOCO) and the Land & Water Conservation Fund (LWCF) programs to support the purchase of the property located at 1040 E. Highway 160 (Basin Coop). This funding will facilitate the initial phase of the East Gateway River Park Project, focusing on the strategic acquisition and development of 4.315 acres adjacent to the San Juan River. Upon acquiring the property, the first phase will include conducting an environmental assessment, site cleanup, refining park improvement designs, enhancing parking areas, and installing a boat ramp to provide public river access.

On December 6, 2024, the Town was awarded $420,000 through GOCO's Community Impact grant program. In late February, staff received a pre-award notification for the LWCF funds in the amount of $462,098. Additionally, the Archuleta County Commissioners have committed $30,000 from their 2025 Conservation Trust Fund, and the Town has pledged $50,000 from its 2025 Conservation Trust Fund, bringing the total funding amount to $962,098. It is important to note that while the LWCF funds are recommended for award, the release of funds will be contingent on the successful completion of NEPA process and all applicable permitting, including an access permit and ACOE Nationwide Permit. The final contract and release of funds is expected to occur in October 2025.

The Town has entered into a contract to purchase the property, contingent upon the successful award of both the LWCF and GOCO grants. the Town plans to finalize the purchase in April 2025 and commence project design in May 2025.

Town of Pagosa Springs ADA Accessibility Grant Program
Staff has established an ADA working group consisting of key departmental personnel. The purpose of this working group is to establish the required ADA standards for Title II entities (includes municipal facilities, parks, programs, and employment). Some of these standards include acceptable grievance procedures, employee accommodation request procedures, facility and program self-assessments, and accessibility transition plans. To date, the working group has conducted six meetings and has established a plan to complete the ADA self-assessment and transition plans for all applicable Town facilities and parks by the middle of 2025. Additionally, staff has completed seven ADA inspection checklists and has generated self-assessments for Town Hall, the Community Center, the Visitor Center, and the Public Works Facility.

Town Hall Remodel
The Safety Committee has identified the security of the Town Hall building as a significant concern for staff. In response, a minor remodel aimed at limiting uninterrupted public access to the entire Town Hall has been included in the 2025 budget. Archis Architects has finalized the construction documentation for this project. Town staff has solicited bids with the goal of selecting and contracting the winning bidder by March 31, 2025.

Regional Workforce Center
The Town of Pagosa Springs has been awarded $600,000 in Community Development Block Grant funds through the Department of Local Affairs to support the construction of a Regional Workforce and Technical Training Center. This new facility will be located on property owned by the Archuleta School District and will serve as a resource for the school district and regional partners. It will be equipped to provide technical training in a variety of trades, contributing to the development of the future workforce. The design phase of the project is set to commence in mid-2025, with completion anticipated by December 2026.

CALSTART Clean Energy Strategic Plan
Staff has been approached by the non-profit organization Four Corners Office for Resource Efficiency (4CORE) to collaborate on the development of a zero-emissions mobility plan for the greater Pagosa Springs area. This initiative aims to deliver an actionable clean transportation and mobility plan for the community, serving as a valuable resource for pursuing future funding opportunities related to sustainable transportation in the greater Archuleta County region.

4CORE has secured a $135,000 grant to support the creation of this plan and is seeking Community-Based Organizations (CBOs) to assist with current condition inventories and community outreach efforts. The Town, Archuleta County, and Pagosa Springs Community Development Corporation (PSCDC) have been identified as potential CBO partners to coordinate these efforts. Compensation for participation will be provided through the grant funding, with $50,000 in revenue to be shared equally among the Town, Archuleta County, and PSCDC.

HOUSING DIVISION MONTHLY REPORT

MARCH 2025

FROM: JEFF SAMS, HOUSING COORDINATOR

Housing Needs Assessment (HNA)

Continue to work with Emily Lashbrooke, James Dickhoff and Pam Flowers including biweekly meetings with ECONorthwest. We presented an initial report with EcoNorthwest presenting to the joint work session between Town Council and the County on February 25th. They were able to provide survey results and some findings from that. The final draft of the report is due at the end of March and will be presented to both the Town Council and Board of County Commissioners for review and adoption in April

Phase 1 CDC Chris Mountain Work Force Ownership Housing

Continued contact with buyers that have applied to purchase. The first two houses closed on February 20th. The CDC completed another open house on February 13, 2025. It was well attended and had some good conversations with buyers that were ready to move forward. Currently have 4 or 5 moving towards the final stage to purchase.

The RFP for the Workforce Housing Guidelines was awarded to Jennifer Kermode of Kermode Consulting, LLC. We are on target for a completion time in April. The Guidelines will provide deed restriction guidelines to be referenced by Town and County officials, Other Government Agencies (including state agencies and those working on Prop 123), Developers, those looking for housing, etc. We have our Work Sessions scheduled for March 17th and 18th and have staff, elected officials and other organizations involved in housing attending to help direct the final Guidelines.

Completed the Land Banking application to purchase 11 lots currently owned by the County in Chris Mountain II. We had received an initial approval to formally apply, so I am optimistic that it will be approved. Expect to hear back mid-March. Looking at several different options and timing to build on these lots. Land Banking is designed to hold land to build affordable housing so we will have 5 years to build on them.

Potential Developments

- Pagosa Views is still working towards submitting subdivision applications for getting their project built.
- Town's Enclave property with a development agreement with Servitas is on hold as they look at other financial and construction options. I have connected them with a Modular Construction Company, Vederra. They have been working on pricing for the project and reviewing options to build . These meetings have continued and hoping to have a final project to present to Town Council after the strategic plan is completed.

- Colorado Outdoors, LLC is moving forward with a proposed middle income (60-140% of AMI) apartment rental project east of the Pagosa Springs Medical Center. At this point we are waiting for their major subdivision development application. Once that is submitted, we will have a better idea of what steps will be needed for the proposed workforce housing apartments. The Town received a $2 million DOLA More Housing Now grant that will be used towards the costs of the public infrastructure needed to serve the housing project. I have had recent meetings with them to review the ratio of apartment sizes as well as rental ranges to consider.
- Timberline Apartment LITCH project next to Walmart is making good progress on the 50 units. They are planning on submitting for a second project of 50 units as well. The projected rental range is broad, which helps us hit multiple income ratios in the lower income brackets, with units serving 30%-80% of AMI. The target is to have occupancy late 2025, but could move into 2026.
- Looking at other construction options for Single Family homes in Chris Mountain. Meetings with Vederra Modular to review options and pricing to see how that would fit for us. Working towards some final pricing to give a full review of the project and compare it to traditional construction.

Other Work in Progress

I have also been attending several meetings with Region 9, DOLA and other Prop 123 groups and updates. It helps to keep up with changes and helps me understand what is going on in the industry.

Continued attending C.A.S.T. (Colorado Area Ski Towns) Housing Task Force Meetings. This group has had a big focus on Workforce Housing.

Continue to review alternative construction methods, mostly focused on modular construction. Met with Higher Purpose homes that does panelized construction and will continue to look at other companies.

Started working towards Phase 2 of the Chris Mountain Workforce housing project. Many buyers that have inquired are looking at purchasing in 2025. Will be working to get them qualified. Grant approval was received for Phase 2 at the end of February.

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Jennifer Green, Tourism Director

PROJECT: Lodging Tax Report

ACTION: Update and Discussion

PURPOSE/BACKGROUND:

UPCOMING MEETINGS

The Tourism Board held their most recent regular meeting on Wednesday, March 5th at 4pm at Town Hall. The next regularly scheduled meeting is Wednesday, April 2nd at 4pm at Town Hall. A special meeting might be scheduled to consider funding requests that were tabled during the March meeting. Adopted minutes from February and draft minutes from March have been included for review.

LODGERS TAX FINANCIAL REPORT

Town lodging tax collections are due on the 20th of each month, following the month of collections. Reports from the Town are usually available at the beginning of each month. County collections are received quarterly from the State and are typically received about two months after the last month of the quarter.

For Town collections, 2024 saw increases compared to 2023. YTD 2024 showed a 10.72% increase over 2023, or $85,808. County lodging tax collections showed an 8.01% increase over 2024, or $39,357. Combined, lodging tax collections in 2024 were up 9.7%, or $125,166. January 2025 shows a 4.75% increase over January of 2024, or $2,942.

The full detailed report is available through google drive:
https://drive.google.com/drive/folders/1VCvv4F3PFIixRkzwkXxmdAMoVS-9Ksrp?usp=sharing

BLUE ROOM RESEARCH

The most recent report through Blue Room is in the 2025 data folder on google drive: https://drive.google.com/drive/folders/1BhAKSC8LD5zdX2ZogJX1oJK17RSDZm9o?usp=sharing. We are working with the website vendor to get better GA4 info. Everything is implemented correctly, but we do not yet know where the disconnect is occurring.

VISITOR CENTER UPDATE

The Visitor Center lobby is open 7 days per week from 10am - 4pm. We aim to be open 362 day a year, closed only on Thanksgiving, Christmas and New Years. However, we do adjust the schedule and hours based on inclement weather, power outages, town staff trainings, if needed. We remain able to seamlessly switch to virtual operations if needed. Continuous promotion of the app across all channels helps complete the virtual operations.

STAFFING UPDATE

Director is evaluating staffing needs, given recent change. The Tourism Department currently has three (3) full time employees: Director, Marketing Manager and Administrative Assistant, plus 2 part time visitor center employees and one bonus very part time person to help fill in weekends, holidays and summer (full time teacher). All employees report to the Director and the Director oversees all activities, projects and manages visitor center operations. We do not anticipate adding any staff given ongoing discussions about uses of lodging tax, however we will utilize an intern during the summer through the CDC program, if that is an option for 2025.

Staff compiled a list of tasks handled in February for review (in packet). Staff has stepped up, continued to handle all tasks and provide all of the services expected and requested. However, staff is overwhelmed. Director is working at least 60 hours each week, with at least 20 hours each week of meetings while trying to keep staff from getting too overwhelmed and overloaded and also trying to get all tasks completed as expected. Director is concerned about staff and huge expectations from business community.

CONSTRUCTION PLANNING / MESSAGING

Director has been involved in most construction meetings and updates in recent months. Staff is actively working towards developing programs to implement as soon as construction begins currently scheduled for March 24th. A few areas that staff is working on:

- Re-launching bike planter scavenger hunt - more scavenger hunts will be added in the next few months.
- Prize wheel at visitor center (for rewards of all hunts, etc) - completed full inventory of swag and ordered new pieces. The prize wheel will have a mix of branded prizes - keychains, soft sided coolers, koozies with caribeaner, bucket hats, fanny packs, tumblers, insulated water bottles, earbuds, camp chairs, beach towels, duffel bags and back up options of sunscreen / chapstick and pens if needed.
- Construction-themed stress balls will be handed out to visitors that mention "frustration" with construction (Director will work with CDOT contractor team to expand this program if helpful)
- Hotel lobby signage, pedestrian routes with sidewalk decals will be considered once barricades are in place - staff is prepared to be nimble and react quickly as needs are identified
- Leveraging Glenwood Springs plan for more ideas
- Distribute magnets, stickers and / or table tent options to area lodgers
- Downtown parking "tour" will be added to app, the same way we led visitors to public restrooms during COVID
- Development of landing pages with tracking in place
- New MET signs designed to assist bus route options during construction - once approved, signs will be printed and MET team will install (hopefully by early May)

SOCIAL MEDIA UPDATE

- Facebook - www.facebook.com/visitpagosasprings: 38,534 followers
- Instagram - www.instagram.com/visitpagosa: 25,900 followers
- Twitter / X - www.twitter.com/visitpagosa - 2,202 followers
- Youtube - www.youtube.com/visitpagosa - 1,540+ subscribers; 298,334 video views
- TikTok @visitpagosa - 3,687 followers, 19,200+ likes

All detailed social media data can be reviewed in the google drive by month:
https://drive.google.com/drive/folders/1U7dqMzDtkH4YsLLSVySGWHeQqe1Qb1Fw?usp=sharing

TOURISM BOARD INFORMATION

The google drive folder featuring all materials related to the Tourism Board continues to be updated. The folder includes a variety of information, such as meeting minutes, contact information, brand overview, marketing plan, budget, research, bylaws, data, statewide research, mission statement and much more.
https://drive.google.com/drive/folders/12Cy6vSyq_8oF5_nEMsG0tfe8aZgPV3Hu?usp=sharing

RECENT & UPCOMING PROMOTIONS

The 2025 Marketing Plan was presented to the Tourism Board during the December meeting. The plan can be reviewed at: https://docs.google.com/presentation/d/1ySwY7ZRPgoS3vWGk1Lv2C06wOBMGj1tqMa-i4weK9wU/edit?usp=sharing
Spring advertising is underway. Orange 142 Spring campaign launched February 26th and will run through the end of May. The final pieces of the Atlas Obscura campaign are launching soon. Materials for March OOS CTO enewsletter were submitted February 21st.

Additionally, final 2024 CTO grant report was submitted (and approved). The final report took Director approximately 30 hours of time to complete...for a $40,000 grant. The results were very positive:
https://drive.google.com/drive/folders/1jspGVTBS4XGtzRe4_5l-rodqT90oVNW0?usp=sharing

EMAIL VENDOR UPDATE

Staff is in the process of transitioning email vendors for weekly email to stakeholders and monthly newsletter to our subscriber base. Staff has selected mailchimp as the new platform, with onboarding being conducted on March 3rd. We will be carefully monitoring open rates and other metrics, but we are optimistic the switch will improve existing stats.

PRESS & MEDIA RELATIONS

All media tracking can be found at: https://docs.google.com/spreadsheets/d/1d1pXYOK_IUk6dxSps9b9GRvNJ2_-4UNh5XLrVzFIs2g/edit?usp=sharing. 2025 requests have begun.

DESTINATION BLUEPRINT

Director is working with Dave Santucci on the Destination Blueprint deliverables. We have a meeting every two weeks to review and address needs. His team is currently evaluating our Visitor Education assets.

ATTACHMENTS:

February 2024 Staff Updates
Minutes_020525
Minutes_030525

February 2025 Staff Updates

General Tourism

- Completed February meeting minutes
- Compiled report for Town Council
- Town and County approval of Chamber of Commerce seat to Tourism Board
- Process invoices for payment
- Attended weekly Department Head meetings
- Weekly Tourism staff meetings and project review / collaboration
- Continued to work with CTO Consultant on Destination Blueprint Workplan
- Worked with Blue Room Research on draft monthly report
- Organized Blue Room Workshop
- Completed financial paperwork for 2025 CTO Marketing Grant
- Staff completed monthly required Town trainings
- Prepared packet for monthly board meeting
- Weekly Events Newsletter with updates / info for local business and stakeholders (200+ subscribers)
- Compiled meeting space overview to add to website
- Completed 2024 CTO final report
- Finalized new bus stop signage with MET staff; will be printed with direction from BoCC and County Admin

Marketing / PR

- Submitted ad materials to CTO for March out of state e-newsletter
- Worked with Orange 142 to develop and launch Spring campaign (launched end of Feb and runs through end of May)
- Sent monthly email to visitors (75,000 subscribers), updated design to be mobile-friendly
- Evaluated new email platform tools and completed onboarding with Mailchimp
- Created Refrigerator Magnet with QR code to direct visitors to key information - to distribute to area vacation rentals and other properties; with new landing page for upcoming important info ie construction, fire restrictions, etc
- Assisted Rocky Mountain PBS on upcoming Pagosa / Geothermal feature to air in Fall 2025
- Assisted Beth Bueller with photos and information for Pagosa Springs feature in Colorado Meetings + Events Magazine
- Worked with Emily Pennington on recent article "The Ultimate Guide to Colorado's Best Hot Springs" for Outside online, with a readership of 3.5M
- Create / Plan monthly social calendar with posts and reels for Facebook, Instagram, TikTok, and YouTube Shorts
- Monitor social media platforms daily, reply to comments, answer questions, provide resources/links as needed
- Evaluated additional AI options for website trip planning enhancement
- Worked with website vendor on site fixes / enhancements
- Submitted 2-page spread for the Pagosa Springs SUN Summer Visitor Guide

- Film original reels - involves planning, traveling locally to film outdoor locations or collaborate with businesses (ie PSCA), and editing
- Call with Crowdriff to review assets, galleries, issues, learn new tactics and more ways to use the platform
- Google Ads meeting, learn new performance max and ways to optimize ads
- Review Colorado.com PS pages and report updates/changes

Events

- Compile weekly Events & Live Music
- Add events to website
- Met with Event Organizers to brainstorm event ideas to help fill in gaps
- Assisted event organizers in Event Funding Process
- Worked with Event Organizers to reserve event services (trailer, stage, trash, recycling)
- Compiled comprehensive overview of 2025 events in downtown area for CDOT contractors
- Began building Spring/Summer Events poster

Visitor Center

- Organized storage unit at Town Shop, brochure room and completed inventory accounting
- Continued to organize closets, drawers, etc at Visitor Center
- Compiled weekly Events & Live Music
- Processed leads and mailed Travel Planners
- Update restaurant hours on spreadsheet shared with businesses and visitors
- Staffed visitor center and assisted visitors 10am-4pm daily
- Developed new inventory tracking system for entire team
- Re-launching bike planer scavenger hunt and summer “prize wheel” to run hunts and tours

Data Analysis

- Worked within Placer.AI platform to set up and organize Point of Interests (POIs) for all key summer / winter trailheads for PARC efforts
- Met with other Town staff to provide overview of POIs for their uses
- Met with Placer.AI to review POIs and understand data irregularities
- Monthly Analytics reporting and review to inform content calendar
- Working with website vendor on GA4 misfiring for new and unique visitors on website
- Compiled monthly data

Town Hall - 551 Hot Sptings Blvd.
Pagosa Springs, CO 81147

MINUTES

Pagosa Springs Area Tourism Board Meeting
February 5, 2025 @ 4:00 PM

A regular meeting of the Pagosa Springs Area Tourism Board was called to order on February 5, 2025, at 4:00 PM in the Town Hall - 551 Hot Sptings Blvd. .

BOARD PRESENT: Board Member Johnson, Board Member Lucero, Board Member Maez, Board Member Dufour, Council Member Williams, Shane Prince, and Sarah Mashue

BOARD ABSENT: Lance Thornton

I. CALL MEETING TO ORDER

II. PUBLIC COMMENT – *Please sign in to make public comment*

1. There was no public comment.

III. CONSENT AGENDA

1. Approval of the December 17th Meeting Minutes.

IV. REPORTS TO BOARD

1. Director Report

Director provided an update. For Town collections, 2024 has seen increases compared to 2023. YTD 2024 (through November) shows a 11.79% increase over 2023, or $86,456. November was up 27.45% over 2023. Director will work with the finance team to have the amounts applied to the months they were due, versus when they were paid. However, given the number of payments, we are going to wait to review all of 2024 for a more accurate end of year report.

Director asked if anyone had any questions about anything in the Director Report. Board Member Lucero thanked Director for the Blue Room Research Workshop earlier in the day and other members agreed it was a good workshop. Board Member DuFour asked for Director's thoughts on the Blue Room Research presentation regarding International Tourism knowing that the Director spends a fair amount of time on that endeavor. Director explained she had a conversation with Steve from Blue Room Research after the workshop. He explained unless you're working with receptives we're not going to see any of that market. The dollars we're spending for International is covered by the grant through the Colorado Tourism office. We have spent quite a few years focused on international. We did take a break during the pandemic. In December Director got an email from the CEO of Rocky Mountain holiday tours, which is a receptive tour operator. They hold the inventory for the tour operators to book through. International travelers are unlikely to book directly through a property. We did not have any properties with inventory and now we have 4. We are on itineraries that are being sold to consumers in Europe specifically. Now that we have inventory that is bookable that will make a big difference. Anecdotally, most of the international visitors do come in through the Visitor Center. It's never going to be huge numbers, but we're also not spending much actual dollar amount on international. The Go West Summit is meeting with international and domestic tour operators and building relationships. The tour operators

do a lot of the marketing. Director also explained that an advantage to international tourists is they do not cancel their trips for fires, snowfall, etc. Director will have some marketing campaign results to review at the next meeting and this will include international.

2. Destination Blueprint - Dave Santucci

Dave Santucci was present via zoom to update the Board on Destination Blueprint. He reviewed the presentation in the packet with the Board. The key findings and priorities are promoting value of tourism management (visitor education) and promoting shoulder season. Dave would like the group to discuss and decide if they would like Dave to continue to focus on these priorities with the remaining consulting hours. Council Member Williams suggested Dave hold small group discussions with lodgers and other groups. Dave responded that could be an option or handouts or cards with a QR code to tell the story of what we are working on. For example, potentially interviewing firefighters to talk about the importance of fire safety education. That way the visitors and residents know the expectations and set the example for the visitors. We do want to have a professional online presence and email out to the businesses to engage with these stories. In Dave's experience it creates advocates for tourism. Then we can move forward and continue to grow tourism at a rate that works for the community. Council Member Williams thanked Dave for his efforts.

Director asked if anyone opposed to Director and staff moving forward working with Dave. There were no Board members that opposed.

V. NEW BUSINESS

1. 2025 Event Funding Process and Overview

Before starting interviews, Board Chair Lucero explained in the interest of time, if it is an existing event that they have already presented on and received funding in the past we're not going to ask them to present again. Event organizers can come to the table so the Board can ask questions. If it's a new event that hasn't been before the board before then they can present the highlights of the event trying to keep it under 5 min, and then the Board will ask questions.

After interviews and Board discussion Council Member Williams moved to approve a total of $50,750 in event funding with $1,500 for Farmers Market, $10,000 for Reggae in the Park, $5,000 for Big Picture Classic, $3,000 for Life at Chimney Rock, $10,000 for Sunrise Fest, $10,000 for Sundown Fest, $1,250 for Pagosa Paddle, $5,000 for Brews for Rescues, and $5,000 for Barktoberfest. Board Member Prince seconded. Carried.

2. 2025 Event Funding - Farmer Market

Pauline Benetti with Pagosa Farmers Market was present at the meeting. They are requesting $3,700 in funding. She explained the Tourism Board has been a supporter of the Farmers Market in the past and thanked them for that. She reported the one big development last year was the move from East Side Market to the Tennyson Sculpture Garden. The vendors were ecstatic with the results which means they made money. Other than that it is pretty much the same as in years past. She is a volunteer but has two employees, a Market Coordinator and a Market Administrator. Board Member Prince asked for clarification on attendance numbers for 2024. Pauline explained they did not take good attendance for 2024. They plan to improve the attendance process for 2025 but clarified attendance was not down, it was up. Board Member Mashue asked it the funds requested are for staffing. Pauline answered yes.

The Board approved funding the Pagosa Farmers Market $1,500 in 2025. The Board suggested in the future to not request funds for staffing. Quite a few of the new board members commented on that aspect of the request and offered other options to consider. The Community Development Corporation (Pagosa CDC) has a summer intern grant program; they suggested reaching out to the program coordinator Kat McFadden to participate in 2025. (In 2024, employers were reimbursed up to $4,500 per intern). Since the vendors did well in 2024 and the new location was deemed a success, consider increasing vendor fees.

3. 2025 Event Funding - Reggae in the Park

Jared Omas was present at the meeting. Four Corners Flyers is requesting $10,000 in funding. He explained this is an existing event. Board Member Lucero asked for clarification on the budget because in the application stated the $10,000 was 30% of the budget but the total budget showed $10,280 on what he was reviewing. Jared stated that was not correct, the entire budget is $30,000. Board Member Lucero also asked if they would be charging for admission this year as suggested by the board in the past. Jared stated yes, they will be charging admission this year. They don't have the rate set until they hire a band and see what the band will cost but they plan to charge under $20. Jared highlighted that Reggae in the Park is one of the largest if not the largest music event in Pagosa. It brings in a lot of people from out of town and out of state. People come specifically for the music and find out about the town. Board Member Lucero asked how they are tracking attendance. Jared explained they had two counters at the front gate and a counter at the beer line tracking out of state ID's. By selling tickets this year they will be able to better track attendance and out of state numbers.

There was general consensus for full funding of $10,000 in 2025.

4. 2025 Event Funding - Big Picture Classic

Dave Balina was present at the meeting. They are requesting $5,000 in funding. This is a repeat event but the Tourism Board did not fund this event in the past. It is a 2 day frisbee golf event. They bring in about 180 players to play at the park in Cloman which is known as Sneak a Peak Frisbee Golf Course. About 80% come from out of town around the 4corners area and some from further out. This is the 8th annual tournament and they have had good success. They ended up completing 90 concrete tee pads in town with funds from Tourism Board as well with the majority of the work completed last summer. Council Member Williams stated it encourages volunteers in town and helps the lodgers. Board Member DuFour asked why this if the first time they have asked for funds for this particular tournament. Dave responded that they are planning to take the event up a notch this year with payments to the participants. He clarified $400 is for the park rental, $800 for advertising, and the other $3,700 will go to the purse of the tournament. It is a rain or shine event now that they have the concrete tee pads. Board Member Mashue asked how they have funded the event in the past. Dave explained it is a non-profit event that was self funded in the past but they did not have cash payouts to the pros. They are hoping to have the event funded themselves with sponsors by 2027.

Board discussed, this event meets all of the criteria. There was general consensus for full funding of $5,000 in 2025.

5. 2025 Event Funding - Life at Chimney Rock

Rhonda McClure from CRIA was present at the meeting. CRIA is requesting $2,646 in funding. She explained Life at Chimney Rock is a free 2 day event with cultural and educational workshops to learn how the people of Chimney Rock did things, the tools they used, the natural resources. They bring in Native American Dancers on each day, vendors with Native American crafts. The whole monument is

open and so they continue to do tours. They bring in food trucks. Last year they had 12,080 in attendance that weekend. She explained there are some misconceptions about how they operate at Chimney Rock. They are in a participating agreement with the US Forest Service. One of the things they can't do is have sponsors. They can't advertise any sponsors or business name at the site. They can only advertise on their website, newspaper, and facebook page. The Forest Service tells them what programs they can have, what they can charge, what they can sell in the gift shop. When Chimney Rock became a National Monument they lost $100,000 in funding per year, the Forest Service took the gate fee. They don't get any money from the Forest Service. In fact this year they will pay three of their employees up front and they reimburse them. They have cut expenses, they don't have an executive director. Rhonda is the bookkeeper and has taken on additional responsibilities. Then they have an office manager and that is all. The volunteers put in over 9,000 hours last year at a value of $287,000 for the community. Attendance for the 2024 season was 22,308 people which was a 3% increase. Rhonda also mentioned a lot of people use the site year round for recreation. Board Member Lucero asked for clarification on sponsorship. Rhonda explained last year the event was funded by a donation of $1500 from one individual to cover the cost of the Native American dancers. They have stepped up their marketing and fund raising efforts as much as they can. They have reserves but they don't wat to operate off of the reserves. They want to protect the reserves knowing that the future is uncertain. Council Member Williams commented we think cultural tourism is very important and their funding problems may just be starting over the next 4 years.

The Board discussed the importance of cultural tourism and appreciated the conservative ask from CRIA. Council Member Williams suggested rounding up to $3,000 in funding. The rest of the Board agreed that they should fund them $3,000 for 2025.

6. 2025 Event Funding - NFA Productions Summer Concert Series

Matt Cottle with NFA Productions was present at the meeting. Director explained she has been talking to Matt about organizing the Halloween Hootenanny as well but they will bring that back to the Board in March. NFA Productions is requesting $10,000 in funding for Sunrise Fest, $15,000 for High Noon Fest, and $10,000 for Sundown Fest. Matt explained he is excited to be back in Pagosa. He has spent the last 3 years managing a non-profit in Boulder producing a concert series for the Cities of Boulder and Broomfield. He has worked with Jennie on the Hootenanny and thanked the board for making the process of putting on an event easier. Matt explained the reason for holding the events on Memorial Day, 4th of July, and Labor Day is because we have lost the Folk Festival and Bluegrass Festival. He has been talking to community members, council member, and going to meetings. These events are an attempt to encourage tourism and support events that are accessible and affordable to locals. He understands that Tourism encourages off season events but when it was brought to his attention that the other festivals were no longer taking place it seemed it was a need that needed to be filled. His goal is for these events to be recurring. He explained his budgets show 15% in talent, 15% in event staff on the day of the show, 20% in infrastructure that includes sound and equipment, licensing, 18% of marketing with marketing partnerships. The goal would be to target some outlying areas and towns, and do that through targeted ads as well as local marketing, 16% for administration cost which covers people that are going to be working on this, and then a small 10% contingency for some tents if needed. This is going to be a rain or shine event. What he's hoping to cover in sponsorships would be covering the hundreds of hours of administration work. The events will be ticketed events Memorial Day weekend and Labor Day weekend with tickets in the $10 to $15 range and have under 18 be free. So it's extremely encouraging towards a family event. Board Member Prince asked Matt to clarify the budget he submitted as far as income. Matt explained the income is estimated at $5,000 in revenue per event. He is asking for $15,000 for 4th of July because he would like the event to be free. His intention is to support the 4th of July festivities and not to draw people away from the others. There have been some

changes in the location of the Park to Park so his 4th of July event will be at Yamaguchi. Board Member Prince reminded the Board that on December 17th they discussed the funding criteria and agreed to continue to favor new events and new requests which will help during shoulder season specifically, events that were working with lodging partners, and events that attracted out of town audience. Board Member Lucero asked Matt what type of music will they have at these events. Matt explained they are planning to have mixed genres, diverse, folk, bluegrass, funk, Americana, blues, family friendly, danceable. He wants to encourage out of town musicians to give the people here something new and attract new people. Council Member Williams asked if Matt sees these events becoming self-sustaining in the future. Matt answered absolutely, after year 2 or 3 it should be self sufficient. The ticketing model and alcohol model will show that. Doing multiple shows helps attract sponsors, even sponsors outside of Pagosa once you have some data to show them.

The Board discussed each event separately. The general consensus from the Board is to approve $10,000 in funding for Sunrise Fest and $10,000 for Sundown Fest for 2025. Board Chair Lucero stated he would like to bring the 4th of July event back in March when we may have more information about construction, the parade, fireworks, etc. The Board agreed to table the 4th of July event until March.

7. 2025 Event Funding - Pagosa Paddle

Lindsey Kurt-Mason was present at the meeting. They are requesting $3,400 in funding. The Pagosa Paddle is an existing event. He has been running it for 3 years but it has been going for 7 or 8 years. This year the only changes is that it will be a 2 day event with sprint races and a white water rodeo event. The idea is to spread out the event in case of lightning and it encourages people to spend the night. Council Member Williams asked if Lindsey could please get his report in on time if they fund the event again. Lindsey agreed. Board Member Mashue asked how the event went last year with the new timing equipment. Lindsey answered they hired a professional timer. They had teams from other cities and towns as well as Pagosa. Board Member Lucero asked how many spectators came to the event. Lindsey answered about 450 with his own headcount. Council Member Williams commented it is a great event for defining Pagosa with the river and rugged outdoor activity.

The Board approved funding Pagosa Paddle $1,250 for 2025. The Board noted that the event had received $16,700 over the past 5 years, with 2025 being the 3rd year with the new event organizers. They indicated that they would not consider a funding request in 2026.

8. 2025 Event Funding - Brews for Rescues

Amy Wilson with Rugby's Rescue House was present at the meeting. They are requesting $5,000 in event funding. Brews for Rescues is an existing event. They are asking for funding for lodging for brewers and bands. Council Member Williams commented these events are fun to attend.

Board Member Lucero recused himself from the vote. The Board feels this is a successful shoulder season event that is always well attended. The general consensus was for full funding of $5,000 for 2025.

9. 2025 Event Funding - Barktoberfest (formerly Oktoberfest)

Amy Wilson with Rugby's Rescue House was present at the meeting. They are requesting $5,000 in event funding for this event. This is an existing event that they are rebranding from Oktoberfest to

Barktoberfest. They are asking for funding for lodging for brewers and bands.

Board Member Lucero recused himself from the vote. The general consensus was for full funding of $5,000 for 2025.

10. AI Solution for Website

This item was tabled until the March meeting. Director explained she is trying to figure out if this tool could integrate with our booking engine on our website and needs to take the information she just got right before this meeting from book direct back to Guide geek matador network and see if they can work with that. If there is an option she thinks that makes it more compelling. The Board agreed they are interested in this item and would like to discuss it more in March.

VI. OLD BUSINESS

1. Update on Multipurpose Pavilion - Brian Collabolletta

This item was tabled until March meeting. Director will meet with Brian before the March meeting to get more details.

2. Discussion on Reusable Cups for Events

Following discussion during the December Tourism Board meeting, staff has investigated reusable cup options. Aluminum cups seem cost prohibitive as a test effort. A quantity of 5000, for the least expensive aluminum option is $1.62/ cup. Whereas, a BPA free reusable hard plastic (with color changing effects) is $0.77 each. Director looked at the estimated attendance in the event funding applications received for the February meeting and 5000 seems like a reasonable number to see if this program will be embraced by event organizers. The reusable hard plastic will allow printing of logo on one side and QR code on the other side. The color changing (when cold liquid is added) will make it more appealing for event attendees to keep the cup. Board had discussion about reusable cups and whether or not attendees would actually take the cups with them. Board Member Lucero commented the sustainability message is important. Board Member Mashue mentioned the cups may give us an opportunity to promote tourism. Board Member DuFour mentioned she would like to see a trackable QR Code.

Board Member Lucero moved For Staff to move forward with ordering 5,000 reusable cups. Council Member Williams seconded.

Carried.

3. Visit Pagosa Springs Magnets for Vacation Rental Properties

Director presented a sample of the magnets staff has designed for Vacation Rental Properties with a trackable QR code to a Welcome landing page for visitors. The landing page will have information about construction, fire restrictions, and other updated and current information for visitors. Staff printed a small quantity as a test. Director consulted with Stuart Scull and Lance Thornton and they liked the idea. The biggest challenge will be figuring out how to contact Vacation Rental owners to get the magnets to them. Director is working on getting contact information from the Town and County so we can email them. Board Member DuFour suggested contacting the housekeeping services. Director will order 1,000 to start. Board Member Mashue commented she loved the idea and thinks the lodging businesses would also like the magnets.

VII. NEXT TOURISM BOARD MEETING MARCH 5TH AT 4:00 PM

VIII. ADJOURNMENT

Town Hall - 551 Hot Sptings Blvd.
Pagosa Springs, CO 81147

MINUTES

Pagosa Springs Area Tourism Board Meeting
March 5, 2025 @ 4:00 PM

A regular meeting of the Pagosa Springs Area Tourism Board was called to order on March 5, 2025, at 4:00 PM in the Town Hall - 551 Hot Sptings Blvd. .

BOARD PRESENT: Board Member Johnson, Board Member Lucero, Board Member Dufour, Council Member Williams, Lance Thornton, Shane Prince, Sarah Mashue, Board Member Marchand, and Board Member Ranson

BOARD ABSENT:

I. CALL MEETING TO ORDER – Meeting called to order at 4:02pm

II. PUBLIC COMMENT – There was no public comment.

III. CONSENT AGENDA

1. Motion to approve February 5th meeting minutes.

IV. REPORTS TO BOARD

1. Chair Report

Board Chair Lucero explained to the Board that we have a lot of funding requests to consider and the amount requested far exceeds the amount of available funds. We also have some uncertainty about 4th of July and fireworks and may get some requests from the Town to help with that. He asked the board to keep in mind that the Halloween Hootenanny and event cups comes out of this budget as well. Council Member Williams stated that last night Town Council decided to not have the 4th of July Parade because of the CDOT construction project and instead it will be an event at Yamaguchi Park.

2. Director Report

Director welcomed two new Board Members. John Ranson is our new County Commissioner Rep and Austin Marchand is our new Chamber of Commerce Rep.

Town Council and the Board of County Commissioners have mentioned possible uses of lodging tax in recent discussions. It is anticipated the two boards will include this topic, as well as possibly asking voters to increase Town and County lodging taxes, on an upcoming joint Town / County work session. The next joint work session is scheduled for Monday, March 17th at 5pm at Town Hall. Recent discussions have mentioned using lodging tax for Sports Tourism Infrastructure (baseball, soccer, etc), Recreation Center, Large competition-sized pool, Town to Lakes Trail, Multipurpose Pavilion, Event Venue / Conference Facilities, Sanitation, Housing, Early Childcare and miscellaneous Property Purchases.

Director showed the Board a sample of plastic color changing event cups that we have ordered for a trial. It turns out QR codes can't be printed on plastic or rounded surfaces, but we will have the URL with the logo instead.

Construction will now begin 3/24/25. Director has been involved in most planning meetings and has provided a list of items Tourism is working on in regards to construction in the Director Report.

Director asked if there were any questions about the Director Report. Board Member Mashue asked for an update on the Visit Pagosa Springs magnets that Director presented at the last meeting. Director stated she is still working on getting a list of vacation rental properties from the county but has not received a response. She knows she can get the list from the town and has reached out to some of the larger property management companies. The Wyndham is discussing getting a sticker they can put on check in information. Director would like feedback from Shane Prince on that. Director would like to get all of that in order and do a mass distribution. Board Member Thornton suggested a PDF that could be sent out and the page could go in the required binder at the STR's. Director stated she thinks the magnet will get more eyes on it. Board Member DuFour suggested reaching out to PLPOA for a list of STR's. Director stated she is hoping to have the first round of distribution done before construction begins.

V. NEW BUSINESS

1. 2025 Events & Funding Budget

Board Chair Lucero explained that there are several options the board could consider with the Event Funding today. There is a possibility the Director may be able to free up some other funds for events but would need to present this to Town Council since it is a change in the approved budget. The Board could move forward and consider the event funding applications today with the funds that are remaining or the board could table the event discussions and decisions until next month when there could possibly be more funding available. Board Member Thornton recapped that we had $100,000 budgeted for event funding, we have already approved $50,750, but we also have almost $30,000 we need to use to fund the Hootenanny and the event cups and other items we have already committed to. So that would only leave about $20,000 for all of the events to consider today. He suggests we wait to see if we have more funds available next month. Board Member Prince asked if anyone's events are critical to have a decision today. Mary with The Springs Resort Pints, Pools and Paddles stated they were hoping to have a decision today. They are asking for $5,000. Board Member Johnson asked where the additional funding would come from. Director explained she just got put on the agenda for the Town Council meeting on 3/18/25. There are a lot of unknowns right now but we did budget for a staff person that we don't intend to fill the position so there is potentially some room in the Tourism budget. We don't know if the CDC Internship program will get funded this year so we may have to hire another part time Visitor Center staff for the summer. This may require a budget amendment with Town Council. Town Council asked the Tourism Board to not spend any infrastructure funds this year. Director would like to ask if they would give us a portion of that to fund some of the events given the construction project and uncertainty with fire season this year. Director would have a more clear understanding of how much funding we have to work with for the April meeting. We may also have more clarity on 4th of July by then. Board Chair Lucero asked if it would be possible to schedule a special meeting just for event funding after the Town Council meeting to speed up the process. Director agreed that would be an option after March 20th. Staff will be in touch with the Board and applicants when Event Funding meeting has been scheduled.

Shane Prince moved A motion was made to table the event funding applications and decisions until after the March 18th Town Council meeting. Lance Thornton seconded.

Carried.

2. Event Funding Application - Pagosa Springs Artists Studio Tour

3. **Event Funding Application - Pickle in Pagosa**
4. **Event Funding Application - Spanish Fiesta**
5. **Event Funding Application - Chamber Grilling and Distilling**
6. **Event Funding Application - Pints, Pools & Paddles**
7. **Event Funding Application - Hot Springs Fest**
8. **Event Funding Application - Pagosa History Museum**
9. **Event Funding Application - Skis & Saddles Skijoring**

VI. OLD BUSINESS

1. **AI Trip Planning Tool for Website**

   Director stated she would like to delay this item as well because staff is unlikely to have time to move forward with this in the next month.

2. **Event Funding - 4th of July Summer Concert Series**

   Tabled.

3. **Other Discussion**

   Brian Calaboletta with Multi-Purpose Pavilion (MPP) will come to April meeting. Director and Town Manager have met with Brian and have a better understanding of his request to the board. He would like the board to commit funds for the MPP and they will also apply for more grants. There is a lot of uncertainty around grants at this time. The Town has bumped the MPP grants in order to pursue other grants. They need 3.5 million to do the MPP project so the $500,000 we have in the restricted fund would be a very small piece. Council Member Williams stated the Town has set aside land for the MPP at Yamaguchi Park. Board Chair Lucero explained the $500,000 the Board set aside was not earmarked for an ice rink project. It was earmarked for a larger event venue.

   Board Member DuFour asked for an update on Destination Blueprint. Director explained Dave is currently doing an audit on the education pieces and Director will have an update in April.

   Board Chair Lucero encouraged lodging reps to attend the joint work session coming up regarding lodging tax. Board Member Mashue explained she is trying to establish a community with the lodgers and hoping to build a quarterly meeting with lodgers, Director and David Harris. She asked for the Board's support on this and Board Member Prince stated he would be happy to help her with this. Board Member Mashue asked Director if she knows what is being proposed with the lodging tax increase. Director explained right now the county is under State statute is limited 2%. Dylan Roberts who proposed that House Bill 1117 is proposing allowing counties to go from 2% to 6%. She anticipates the county commissioners going to the voters in November to really expand use of lodging tax and also increase the lodging tax rate. County Commissioner John Ranson stated they are planning to discuss this at their meeting tomorrow. Everything they are hearing from CCI says it is expected to pass. Council Member Williams stated he was on a conference call today with 600 people, Hickenlooper, the Governor and counties and towns around the state. The state is short one-billion dollars and they don't know what the effect of the fed's funding freezes will be because it runs down all the way to the counties. Director added she sent a letter to the USDA requesting caution with Forest Service layoffs with the dry winter we had and upcoming fire season. She has not received a response to her letter.

Council Member Williams stated Veronica Medina and Warren Brown are in Washington DC now. John Ranson stated they will have an update from the commissioners in DC at their work session tomorrow.

Board Chair Lucero encouraged everyone on the board to look at our mission and funding parameters in regards to the event funding applications.

VII. NEXT TOURISM BOARD MEETING APRIL 2ND AT 4:00 PM

VIII. ADJOURNMENT – Meeting was adjourned at 4:35pm.

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Candace Dzielak, Court Administrator

PROJECT: Municipal Court Department Report

ACTION: Council Update

PURPOSE/BACKGROUND:

IN-COURT ACTIVITY UPDATE AND SUPERVISION CASELOAD UPDATE

COURT SESSIONS ~ Four (4) court sessions were conducted in February 2025.

- Please see attachment for Case Characteristics and Supervision Caseload.

COURT FILINGS -- YEAR TO DATE

	2025 (through February)	2024 (through February)
Traffic	68	55
Parking	62	46
Criminal Adult	8	15
Criminal Juvenile	3	2
Civil	0	0

DEBT RECOVERY REPORTS

- **UPDATE ~** During the last quarter of 2024, the Municipal Court Clerks resumed the referral process for delinquent client accounts. After court staff has exhausted all internal collection options, delinquent accounts will be referred for debt recovery.
- Please see the Debt Recovery Report included in the attachment.
- One hundred seventy-two (172) cases have been referred for debt recovery. Six (6) of the referred cases are traffic matters in which the defendant did not have sufficient insurance coverage at the time of an accident. The restitution owed, on these 6 traffic cases, is $23,948.89.
- Of the $58,192.69 remaining in collections, $28,546.69 (49%) is unpaid restitution owed to the victims of the original offenses. Since debt recovery started in 2018/2019, $2,009.00 has been recovered from referred accounts.

ATTACHMENTS:

Supervision Caseload and Case Characteristics for February 2025, Report to Council March 2025

Pagosa Springs Municipal Court
Report to Council
March 18, 2025

Pagosa Springs Municipal Court Activity February 2025	
Cases Docketed	39
Criminal	19
Adults	9
Juveniles	10
Traffic	20
Adults	20
Juveniles	0
Civil	0
Adults	0
Juveniles	0

Pagosa Springs Municipal Court Supervision Caseload March 7, 2025		
Cases Under Supervision	Total	Percentage of Caseload
Criminal	12	44.44%
Adults	9	
Juveniles	3	
Males	9	
Females	3	
Diversion	2	7.41%
Adults	0	
Juveniles	2	
Males	1	
Females	1	
Traffic	13	48.15%
Adults	13	
Juveniles	0	
Males	5	
Females	8	
Civil	0	0.00%
Adults	0	
Juveniles	0	
Males	0	
Females	0	

Pagosa Springs Municipal Court
Debt Recovery Report
February 28, 2025

	CRIMINAL			TRAFFIC		
Year Referred	Cases Referred	Amount Referred	Amount Recovered	Cases Referred	Amount Referred	Amount Recovered
2018	0	$0.00	$0.00	0	$0.00	$0.00
2019	11	$3,155.45	$35.00	2	$8,643.14	$0.00
2020	16	$3,438.72	$0.00	3	$1,680.00	$0.00
2021	10	$3,065.00	$328.00	4	$12,429.25	$0.00
2022	16	$2,425.00	$0.00	34	$8,721.50	$156.00
2023	11	$3,640.63	$135.00	20	$5,627.00	$823.00
2024	10	$1,435.00	$0.00	27	$5,065.00	$335.00
2025	8	$876.00	$0.00	0	$0.00	$197.00
TOTALS	82	$18,035.80	$498.00	90	$42,165.89	$1,511.00
	Criminal Restitution Owed $4,597.80			Traffic Restitution Owed $23,948.89		
	Amounts Unrecoverable $0.00			Amounts Unrecoverable $450.00		

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Darren Lewis, Parks & Recreation Director

PROJECT:	Parks and Recreation Department Monthly Report
ACTION:	Information

PURPOSE/BACKGROUND:

Recreation:

Since our last meeting, the community center's free programs have seen strong participation. In February 1127 people utilized the free programming, dance, volleyball, open gym, pickleball, and yoga.

For 2025, recreation registration has shifted from a monthly sign-up system to a more streamlined approach, now opening twice a year—once at the New Year and again in the fall. This change aims to simplify the process and encourage more consistent participation. Staff is also working on expanding program offerings, with family pickleball and flag football being introduced this year to provide more opportunities for kids and families.

Youth sports continue to grow, with recreation programs now divided into a smaller gap in age-based groups, leading to notable improvements in basketball skills and game understanding. This structured approach will carry over into baseball and other sports. Additionally, a new jersey program will launch with baseball this season. Instead of purchasing new jerseys for every sport, participants will pay a one-time $15 fee for a reusable jersey, reducing costs for families over time. We will roll out this program in the Spring and monitor how it goes.

The staff remains actively involved with the Pagosa Area Recreation Coalition (PARC) and has had productive discussions with task force members about the key impacts of recreation in our area, including access, infrastructure, and management. A community-wide survey is planned to go out in March through April to capture recreation wants and needs for the Pagosa Area.

Looking ahead, the staff is focused on developing new partnerships to expand recreation opportunities for both youth and adults. There is also a plan to enhance Arbor Day programming with more educational events, supporting our Tree City USA application. These ongoing efforts aim to strengthen community engagement and improve recreational offerings for all.

The KIDS Camp program is actively recruiting counselors for this year's camp. Registration for KIDS Camp opens April 1st.

Parks:

The Parks Department staff have been very busy the past few months with the unusually dry weather that we have been experiencing. Staff have been able to perform a "Fall cleanup" in all the Town Parks. Staff have continued trimming trees and brush from Mary Fisher Park, Centennial Park, Goodman Park, Reservoir Hill, and the area East of the Dog Park. The Pagosa Sun printed a letter from the community expressing gratitude for the work done at Centennial Park in their February 13 edition. Parks staff also cleaned up the Cottonwood tree in the Community Garden. Staff met with Mark from San Juan Arborist to assess the health of the tree. Staff removed 2 Russian olive trees located near the riverwalk and removed some Myrtle Spurge from the along the San Juan Riverbank. Staff have designed and installed a Labyrinth in the southern area of Yamaguchi Park. Staff removed a section of the Town Park concrete sidewalk and located the buried water meter pit. PASWD was able to install risers on the meter pit and Parks staff were able to set a new manhole and

repour the concrete slab. Parks staff were then able to dig up and repair the water line leak in the park. Parks staff created a mulch base for the planters at Town Park and Yamaguchi Park in the rock medians. Parks staff trenched for the installation of conduit for the "Hippy Dip" camera, through Mary Fisher Park. Staff are now looking at connecting the original backup conduit to the Mary Fisher Maintenance closet, by trenching from the electrical panel to the bathroom building and installing Conduit. Staff have purchased some of the budgeted equipment and have implemented them into service. Staff have been working with David Hilborn on ADA assessments and transition plans for all the Town Parks. The Parks Department filled a vacant position with Micheal Bear. He started on January 6th and has been a great addition to the staff. Staff will begin their training for the CO applicators license soon.

Staff is currently gathering quotes for budgeted projects for 2025. Staff has awarded a contractor for the vendor access project and outdoor fitness equipment at Yamaguchi Park. Staff is working to install bollard lighting on the river center trail behind the businesses.

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Bill Rockensock, Police Chief

PROJECT: Police Department Report

ACTION: Update and Discussion

PURPOSE/BACKGROUND:

POLICE DEPARTMENT INCIDENT REPORTING
The Pagosa Springs Police Department Statistics for February 2025.

Officers responded to 504 calls for service.
Officers completed 56 incident offense reports.
Officers completed 10 accident investigation reports.

https://docs.google.com/spreadsheets/d/1LwBAbaJgSCDfLOo56hpEQfl5DmyUWLie/edit?usp=drive_link&ouid=110596842914264149875&rtpof=true&sd=true

OFFICER TRAINING UPDATE
Training for February 2025.

Daily training bulletins are administered to each officer by Lexipol to keep current on police department policy.
All officers completed Defensive Tactics training.
Officer Civilletto completed missing and Exploited children training.
Officer Calvan completed Intoxilyzer certification training.

RECRUITING UPDATE
The police department has 1 position open - Patrol Officer
(two candidates in background investigation process)

COMMUNITY EVENTS UPDATE
The police department has increased foot patrol in the downtown area and the community policing effort.
The police department is participating in the statewide DUI Enforcement Campaign.
The police department has secured licensing for two family movie nights for 2025.
You can follow the police department's updated events and local information on Facebook.

CAPITAL IMPROVEMENTS UPDATE
The police department has submitted a Colorado POST in-service training grant for the 2025/2026 fiscal year.
The police department has submitted CIRSA Law Enforcement Endowment Fund grant for 2025.
The police department has submitted a CDOT Click it or Ticket grant for 2025.
The police department has received multiple regional POST scholarships for advanced training in multiple disciplines.
The Police Department has received the 2024 patrol F-150 from the dealer and it is being upfitted.

TOWN COUNCIL GOALS & OBJECTIVES:

Parking Enforcement: The police department is actively enforcing parking violations in the restricted areas.

Community Communications: The police department has an active online presence to provide information flow to the public through its use of Facebook.

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Karl Johnson, Public Works Director

PROJECT: Public Works Department Brief

ACTION: Council Information

PURPOSE/BACKGROUND:

Staffing/Other:

- Staff has been working on RFPs requests, reviews and placing orders.
- Public Works is completely staffed.
- Staff continues to review and edit the construction standards for work on public property including Streets, Sanitation, and Facilities.
- Staff has found additional language to continue updates to the Right of Way permit to better reflect Town's Municipal Code, and updates in industry standards, additional changes to verbiage under review.
- The Town continues to promote iWorq as a way for the community to bring maintenance items to the Town's attention.
- Staff has been in training for new Iworq modules including fleet, permitting, and cemetery.

PROJECTS/ADMINISTRATION:

Status of projects:

- 1 St Street Pedestrian Bridge Design continues to move forward with pre-design locating, verifications and investigations nearing completion. Initiation of outside agency approvals started with FEMA flood plain reviews and environmental impacts.
- Staff has been re-working 10 year Capital Plan to a more manageable 5 Year Plan for current budget and near future budget processes.

Streets Division:

- Finally plowing snow as needed.
- Staff has been working on temporary parking locations.
- Staff has been meeting with Utility providers to review updates to Right of Way permitting process.
- Staff has been preforming maintenance on equipment.
- Completed stands for V box sanders for easier loading and off loading between storms.
- Completed a Stand for the asphalt hot box.
- Staff has been making additions to heavy equipment for safety improvements.
- Staff has been working on converting an old V-box sander into a material spreader to improve should rehabilitation after paving operations.
- Staff has reviewed work completed by Black Hills energy's sub-contractor for satisfactory completion. Project areas are being monitored for warranty issues.
- Staff has received the 2025 proposed Black Hills steel pipe replacement project plans for review, and is developing a sequencing plan to minimize sanitary system and paving improvement conflicts.
- Staff has been removing holiday decorations.
- Staff assisted with the Old Fashion Christmas.
- Performing a sign inventory with inspection, repair and replacement.
- Staff has been requesting quotations for new equipment purchases.

Facilities/Fleet Division:

- Staff has been performing maintenance on heat units at all Town facilities.
- Staff has been working on office realignment at Town Hall.

- Staff has been working on safety upgrades at Town shop.
- Staff has ordered two new pickups with the Fleet/Facilities F150 being the electric Lightening version.
- Staff is assessing fleet vehicles to be auctioned off before end of 2024.
- Staff has serviced snow blowers for start Winter season.
- Completed repair and replacements at Town Hall of roof snow stops.
- Staff working on ADA compliance improvements.

Utilities Division:

- Staff has been Jetting and videoing for CDOT Hwy 160 reconstruct project.
- Staff has been working on water rights.
- Staff is monitoring Geothermal daily for heating loop efficiency with reduces flows.
- Staff working with asphalt contractor to improve N 3rd St asphalt patches.
- Staff worked with contractor to replace KOA lift station pumping equipment and controls. Working with :PEA on transformer upgrade.
- Worked with Contractor on 3rd St emergency replacement project. Approximately 650 lineal feet of sewer main replaced.
- Staff working with Municipal Advisor Joey McKliney.
- Jetting of trouble spots in PSSGID collection system.
- Repair and replace Manhole ring and covers during CCTV inspection project to ensure MH access.
- Geothermal grant award contract paperwork in final stages.
- Pump and Lift Station routine maintenance.
- Jetting of Category 4 areas before camera inspection.
- Staff is completed video inspection of all known Category 5 areas. Working on RFQ for replacement engineering and construction.
- Staff working on lagoon decommissioning budgetary numbers with contractors and Roaring Fork Engineering.
- Staff working on replacement budget for Category 5 and 4 location.
- Staff completed repairs of Category 4 segment on Rainbow.

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: David Harris, Town Manager

PROJECT:	Ordinance 1011, Second Reading, Dedicating an Easement to La Plata Electric Association on Town-owned property located at 2140 County Road 500 (Trujillo Rd)
ACTION:	Consideration and approval.

PURPOSE/BACKGROUND:
La Plata Electric Association (LPEA) approached the Town to utilize approximately 5 acres for a new electrical substation on the Town-owned property that contains the former landfill and current County Recycle and Transfer station located at 2140 County Road 500 (Trujillo Rd). Last year, Council discussed this topic at four meetings in June, July, and December.

At the June 4, 2024, meeting,
Council Member deGraaf moved to move forward with a lease agreement with LPEA, Council Member Williams seconded, motion failed with 3 nays (Council Members Bergon, DeGuise, and Martinez).
Council Member Williams moved to table the discussion until the July 2, 2024 town council meeting, Council Member deGraaf seconded. Carried with 2 nays (Mayor Pierce and Council Member Bergon)

At the July 2, 2024, meeting,
Council Member deGraaf moved to lease the 5.18 acres to LPEA at an interest rate of 5% with the revenues generated to be earmarked for community infrastructure investment and economic development for 30 years generating $8,700 per year with no CPI increase, Council Member Martinez seconded. Carried.

The item returned to Council at the July 25, 2024 meeting, with staff seeking clarification on the motion. Council then directed staff as follows:
Council Member deGraaf moved to direct staff to negotiate a lease amount with each party that is amicable and the Town retains ownership of the property, Council Member Martinez seconded. Carried with two nays (Council Members Bergon and DeGuise)

This item was discussed again at the December 19, 2024 meeting.

Staff met and discussed a potential lease with LPEA staff and attorneys including the following terms:

- Land price: $135,000
- Annual interest: 5%
- Term: 30 years
- Annual payments: $8,700
- Once the property becomes vacant, it will be restored to a natural state.

LPEA responded with the same terms but using an easement agreement. This route also allows for the Town to retain ownership and receive payment for its use.

Attached is a proposed easement agreement and promissory note that covers the negotiated terms.

In a companion agenda item, staff is recommending the creation of a Community Infrastructure and Economic Development (CIED) account in the Town's Trust Fund for the following uses:

1. To benefit the community and improve the quality of life of residents and/or businesses through the support of electric system and other infrastructure improvements that have a public safety or public welfare benefit, or
2. To expand the economy of the Town and thereby increase net revenues for the economic benefit of the Town, or
3. Any other purpose the Town Council may, in its determination, supports economic activity or infrastructure improvements in the Town of Pagosa Springs.

ATTACHMENTS:
Ordinance 1011 regarding Easement for Trujillo Substation 3.4.25

FISCAL IMPACT:
$261,000 over 30 years to the Community Infrastructure and Economic Development account.

RECOMMENDATIONS:
1. Move to approve second reading Ordinance 1011, authorizing the granting of an easement encumbering Town property for the LPEA Trujillo Substation
2. Move to approve second reading Ordinance 1011, authorizing the granting of an easement encumbering Town property for the LPEA Trujillo Substation with the following amendments...
3. Direct staff....

TOWN OF PAGOSA SPRINGS, COLORADO

ORDINANCE NO. 1011
(SERIES 2025)

AN ORDINANCE AUTHORIZING THE GRANTING OF AN EASEMENT ENCUMBERING TOWN PROPERTY FOR THE LPEA TRUJILO SUBSTATION

WHEREAS, the Town of Pagosa Springs ("Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003 as amended ("Charter"); and

WHEREAS, pursuant to Section 1.4 of the Charter, the Town has all the power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, pursuant to Section 12.19 of the Charter, the Town Council of the Town (the "Town Council") may by ordinance purchase, sell, exchange, receive by donation, enter into a lease for greater than two years, or dispose of any interest in real property including easements; and

WHEREAS, the LA PLATA ELECTRIC ASSOCIATION, INC., a Colorado Corporation ("LPEA") desires to acquire from the Town an easement interest over a certain 4.98 acre portion of Town property adjacent to County Road 500 ("Trujillo Road") Southeast Quarter of the Southwest Quarter of the Northeast Quarter (SEl/4 SWl/4 NEl/4) and the Northeast Quarter of the Northwest Quarter of the Southeast Quarter (NEl/4 NWl/4 SEl/4) Section 26, Township 35 North, Range 2 West, New Mexico Principal Meridian, (the "Property") more particularly described in Exhibit A to the LA PLATA ELECTRIC ASSOCIATION, INC. – ELECTRIC SUBSTATION EASEMENT AGREEMENT (the "Easement") attached as Exhibit A hereto; and

WHEREAS, in consideration of the grant of the Easement, LPEA shall execute a promissory note, with the Town as Payee, for the principal sum of One Hundred Thirty-Five Thousand Dollars ($135,000.00) (the "Promissory Note") attached hereto as Exhibit B; and

WHEREAS, the Town Council hereby finds and determines that grant of the Easement is appropriate and necessary to the function and operation of the Town and the Town wishes to grant the Easement and accept as consideration the Promissory Note.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, AS FOLLOWS:

Section 1. Incorporation of Recitals. The above Recitals are hereby incorporated into this Ordinance by this reference.

Section 2. Authorization of Easement. The Easement, in substantially the form attached as Exhibit A, is in all respects approved, authorized and confirmed.

Section 3. Acceptance of the Promissory Note. Acceptance of the Promissory Note in substantially the form attached as Exhibit B, is in all respects approved, authorized and confirmed.

Section 4. Execution of Miscellaneous Documents. The Town Manager and/or the Mayor are authorized and directed to execute the Easement, and any related documents necessary, in substantially the form attached, for and on behalf of the Town. The Town Clerk is hereby authorized and directed to attest all signatures and acts of any official of the Council or the Town on the Easement and Promissory Note.

Section 5. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 6. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

Section 7. Public Hearing. A public hearing on this Ordinance shall be held on the 4th day of March, 2025, at 7:00 p.m. at the Pagosa Springs Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado.

Section 8. Effective Date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 4TH DAY OF MARCH, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By:_____
Shari Pierce, Mayor

ATTEST:

By:_____
April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 18TH DAY OF MARCH, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By:_____
Shari Pierce, Mayor

ATTEST:

By:_____
April Hessman, Town Clerk

EXHIBIT A

LA PLATA ELECTRIC ASSOCIATION, INC. – ELECTRIC SUBSTATION
EASEMENT AGREEMENT

DESCRIPTION AUTHOR: J. NATHAN STRETTON, PLS 38415
AUTHOR ADDRESS: DAVIS ENGINEERING SERVICE, INC
188 S. 8TH STREET
PAGOSA SPRINGS, CO 81147

W.O. NO. 2024400021
LEGAL DESC : SEE ATTACHED EXHIBIT A – NOV. 12, 2024
DOCUMENT NO. N/A

NAME OF LINE: Trujillo Substation ROW AGENT: Fischer EASEMENT LOCATION | TOWNSHIP: 35N RANGE: 2W SECTION: 26

LA PLATA ELECTRIC ASSOCIATION, INC. – ELECTRIC SUBSTATION EASEMENT AGREEMENT

This Agreement effective the _____ day of _____, 2025 by and between TOWN OF PAGOSA SPRINGS, ("Grantor"), and LA PLATA ELECTRIC ASSOCIATION, INC., a Colorado Corporation whose address is P.O. Box 2750, Durango, Colorado 81302-2750, and its successors and assigns ("Grantee").

Grantor in consideration of Ten Dollars ($10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant unto Grantee, its successors and assigns a perpetual easement on, across, over, through and under Grantor's Property ("Grantor's Property") to: 1) enter upon Grantor's Property; and, 2) erect, construct and operate, use, patrol, maintain, replace, repair, alter, improve and upgrade on Grantor's Property, an electric substation together with related equipment and appurtenances for the transmission and distribution of electric energy ("Substation"); and, 3) cut down, clear and trim any trees, brush and shrubbery both within and immediately surrounding the Substation site, which in the opinion of Grantee, may interfere with safe operation and maintenance of the Substation and its related equipment and appurtenances.

The Easement for the Substation granted herein is described in Exhibit "A" attached hereto and made a part hereof.

Grantor agrees that all poles, towers, wires, Substation features and other facilities installed on Grantor's Property, at Grantee's expense, shall remain the property of Grantee and removeable at Grantee's option. Upon termination of this easement Grantee shall restore Grantor's Property to a natural state, including any environmental remediation of any condition caused by Grantee, and the planting of plants and trees unless mutually agreed in writing with Grantor. "Termination of this easement" shall mean either of the following: (1) permanent deactivation of the Substation by Grantee or its successors or assigns; or (2) the submission in writing of the voluntary termination of this easement from the Grantee, or its successors or assigns, to the Grantor, If the Grantee ceases to actively use the Substation for more than 365 consecutive days with an intention to re-energize it, the parties shall engage in good faith discussions on the timeline for reactivation of the Substation.

Grantor will not use the easements and rights-of-way herein granted for any purpose inconsistent with Grantee's full enjoyment of the rights herein granted to Grantee. Grantor will not construct any structures, cause any construction to take place, or drill or operate any well within the easements and rights-of-way herein granted without the written consent of Grantee.

Grantor and Grantee each agree that they will not use, generate, store or dispose of any Hazardous Material on, under, about or within Grantor's Property in violation of any law or regulation. Grantee agrees to defend and indemnify Grantor against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from any breach of any warranty or agreement contained in this paragraph. "Hazardous Material" shall mean any substance, chemical or waste identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation (including petroleum and asbestos). Grantor understands and agrees that notwithstanding anything contained in this Agreement to the contrary, in no event shall Grantee have any liability whatsoever with respect to any Hazardous Material that was on, about, adjacent to, under or near Grantor's Property prior to the effective date of this Agreement, or that was generated, possessed, used, stored, released, spilled, treated, transported, manufactured, refined, handled, produced or disposed of on, about, adjacent to, under or near the Grantor's Property by: (1) Grantor or, its agents, employees, contractors or invitees; or (2) any third party who is not an employee, agent, contractor or invitee of Grantee. Grantee warrants and represents that Grantee has inspected Grantor's Property to the extent Grantee, in Grantee's sole discretion, deems necessary, and to Grantee's actual knowledge, without duty of investigation, there are currently no Hazardous Materials on, in, or about Grantor's Property. The obligations of Grantee pursuant to this paragraph shall survive the release, termination or expiration of the Agreement and grant of easement.

This Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto. Grantee may grant to third-party utilities a license to use the Easement for purposes consistent with Grantee's use as provided herein.

In a reasonable time after termination of this easement, Grantee or its successors and assigns shall, execute and deliver to Grantor for recordation in the Official Records of Archuleta County, Colorado, a Quitclaim Deed sufficient to remove the encumbrance of the easement granted in this deed at Grantee's own expense.

The undersigned covenant that Grantor is the owner of Grantor's Property and has authorized the undersigned to grant the Easements herein without restriction.

This Easement constitutes the entire understanding of the parties. All understanding and agreements heretofore made between the parties whether written or oral are merged into this document.

Signed this _____ day of _____,2025

TOWN OF PAGOSA SPRINGS

By: _____
Title: Need signature authority name
Need signature authority title

AFTER RECORDING RETURN TO:
La Plata Electric Association, Inc.
Attn. Right of Way
PO Box 2750
Durango, CO 81302-2750

STATE OF _____)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,2025, by [NAME] as [TITLE] of TOWN OF PAGOSA SPRINGS.

WITNESS my hand and official seal this day.

_____

Notary Public

My commission expires _____

NAME OF LINE: Trujillo Substation ROW AGENT: Fischer EASEMENT LOCATION | TOWNSHIP: 35N RANGE: 2W SECTION: 26

AFTER RECORDING RETURN TO:
La Plata Electric Association, Inc.
Attn. Right of Way
PO Box 2750
Durango, CO 81302-2750

EXHIBIT A

SINCE 1948 DAVIS ENGINEERING SERVICE, INC.

November 12, 2024
Easement Description

An easement for an electrical sub station, being located within the Southeast Quarter of the Southwest Quarter of the Northeast Quarter (SE1/4 SW1/4 NE1/4) and the Northeast Quarter of the Northwest Quarter of the Southeast Quarter (NE1/4 NW1/4 SE1/4) Section 26, Township 35 North, Range 2 West, New Mexico Principal Meridian. Said easement being more particularly described as follows, to-wit:

Beginning at a point on the west line of said NE1/4 NW1/4 SE1/4, which point is on the westerly boundary of this easement, from whence the southwest corner of said NE1/4 NW1/4 SE1/4 bears S00°29'10"E, 593.97 feet distant;
Thence N00°29'10"W along the west line of said NE1/4 NW1/4 SE1/4 a distance of 21.63 feet;
Thence along the arc of a curve to the left with an arc length of 215.71 feet and a radius of 229.50 feet, the long chord of which bears N46°57'31"E a distance of 156.82 feet;
Thence S76°54'46"E a distance of 40.27 feet;
Thence S11°54'40"E a distance of 88.01 feet to a point on the north line of said NE1/4 NW1/4 SE1/4;
Thence N89°39'10"E along the north line of said NE1/4 NW1/4 SE1/4 a distance of 347.95 feet to the northeasterly corner of said easement, from whence the northeast corner of said NE1/4 NW1/4 SE1/4 bears N89°39'10"E, 100.00 feet distant:
Thence S45°24'45"E a distance of 113.27 feet
Thence S00°28'40"E a distance of 362.02 feet to the southeasterly corner of said easement;
Thence S89°31'20"W a distance of 283.45 feet to the southwesterly corner of said easement;
Thence N43°43'48"W a distance of 516.91 feet to the point of beginning;

Containing 4.98 Acres, more or less.

COLORADO LICENSED J. NATHAN STRETTON 38415 PROFESSIONAL LAND SURVEYOR 11/19/24

Prepared by J. Nathan Stretton—PLS 38415

188 S. 8th St. – P.O. Box 1208 - Pagosa Springs – CO - 81147 - Phone (970) 264-5055 – www.daveng.com

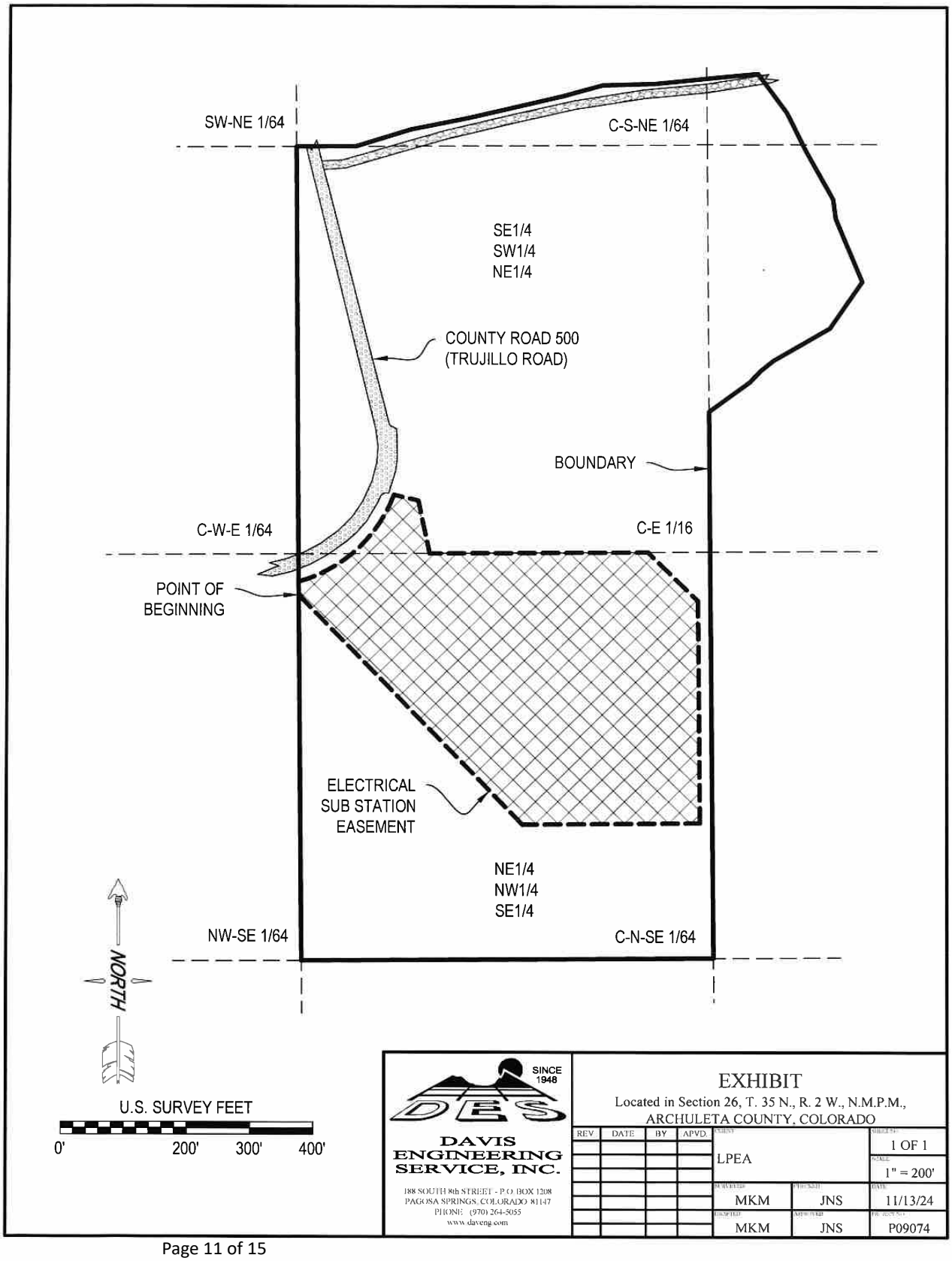

SW-NE 1/64
C-S-NE 1/64
SE1/4
SW1/4
NE1/4
COUNTY ROAD 500
(TRUJILLO ROAD)
BOUNDARY
C-W-E 1/64
C-E 1/16
POINT OF
BEGINNING
ELECTRICAL
SUB STATION
EASEMENT
NE1/4
NW1/4
SE1/4
NW-SE 1/64
C-N-SE 1/64
NORTH
U.S. SURVEY FEET
0'
200'
300'
400'
SINCE
1948
DES
DAVIS
ENGINEERING
SERVICE, INC.
188 SOUTH 8th STREET - P.O. BOX 1208
PAGOSA SPRINGS, COLORADO 81147
PHONE (970) 264-5055
www.daveng.com
EXHIBIT
Located in Section 26, T. 35 N., R. 2 W., N.M.P.M.,
ARCHULETA COUNTY, COLORADO
REV
DATE
BY
APVD.
LPEA
1 OF 1
1" = 200'
MKM
JNS
11/13/24
MKM
JNS
P09074

EXHIBIT B

PROMISSORY NOTE

PROMISSORY NOTE

$*135,000.00*
[Date of note]

FOR VALUE RECEIVED, upon the terms and conditions set forth herein, La Plata Electric Association, Inc., (the "Debtor"), hereby unconditionally promises to pay to the Town of Pagosa Springs (the "Payee") or order, the principal sum of One Hundred Thirty-Five Thousand Dollars ($135,000.00), with interest on the unpaid principal balance from _____, until paid, at the rate of five percent (5%) per annum. Principal and interest shall be payable in annual payments of Eight Thousand Six Hundred Ninety-Six Dollars and Fifty-One Cents (U.S. $ 8,696.51), due on the ____day of _____, beginning _____. Such payments shall continue until the entire indebtedness evidenced by this Note is fully paid; provided, however, the entire principal amount outstanding and accrued interest thereon, shall be due and payable on _____.

The principal amount of this Note may NOT be prepaid in whole or in part at any time unless upon the mutual agreement of the Parties to amend this Note. Acceptance by Payee of any payment in an amount less than the amount due shall be deemed partial payment only, and any unpaid amounts shall remain due and owing. Failure of Payee to exercise any of the remedies set forth herein, shall not constitute waiver of default.

The Payee shall NOT have the right to pledge or transfer this Note.

The Payee shall have the right, if this Note is due, to demand, sue for, collect or make any compromise or settlement it deems desirable.

An Event of Default shall occur if any payment required under this Note is not received by Payee within thirty (30) days after it becomes due.

Upon the occurrence of an Event of Default, at Payee's option, the outstanding principal balance of this Note, together with all other sums due hereunder shall be immediately due and payable without the necessity of any demand by the Payee. If Payee elects to accelerate the indebtedness pursuant to the provisions hereof, the unpaid principal balance shall bear interest at the maximum rate of interest permitted under applicable law, which shall begin to accrue upon the occurrence of an Event of Default.

Should the indebtedness evidenced by this Note or any portion thereof be collected by action at law, or in bankruptcy, receivership or other court proceedings, or should this Note be placed in the hands of attorneys for collection after default, the Debtor shall pay, upon demand by the Payee, in addition to principal and interest due and payable hereon, court costs, attorneys' fees and other collection charges and expenses whether or not incurred by trials, appeals or bankruptcy actions, unless prohibited by law.

The agreements made by Debtor with respect to this Note are expressly limited so that in no event shall the amount of interest received, charged or contracted for by Payee exceed the highest lawful amount of interest permissible under the laws applicable to this Note. If at any time performance of any provision of this Note results in the highest lawful rate of interest permissible under applicable laws being exceeded, then the amount of interest received, charged or contracted for by Payee shall automatically and without further action by any party be deemed to have been reduced to the highest lawful amount of interest then permissible under applicable laws. If Payee shall ever receive, charge or contract for, as interest, an amount which is unlawful, at Payee's election, the amount of unlawful interest shall be refunded to Debtor (if actually paid) or applied to reduce the then unpaid principal balance of this Note.

The Debtor waives (to the fullest extent allowed by law) all requirements of diligence in collection, presentment, notice of nonpayment, protest, notice of protest, suit and all other conditions precedent in connection with the collection and enforcement of this Note.

NEITHER THE DEBTOR NOR THE PAYEE NOR ANY ASSIGNEE, SUCCESSOR, HEIR OR LEGAL

REPRESENTATIVE OF ANY OF THEM SHALL SEEK A JURY TRIAL IN ANY LAWSUIT, PROCEEDING, COUNTERCLAIM OR OTHER PROCEEDING BASED UPON OR ARISING OUT OF THIS NOTE, ANY RELATED AGREEMENT OR INSTRUMENT. NO SUCH PARTY SHALL SEEK TO CONSOLIDATE ANY SUCH ACTION, IN WHICH A JURY TRIAL HAS BEEN WAIVED, WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED. THE PROVISIONS OF THIS PARAGRAPH HAVE BEEN FULLY NEGOTIATED BY THE PARTIES HERETO, AND THESE PROVISIONS SHALL BE SUBJECT TO NO EXCEPTIONS. NO PARTY HAS IN ANY WAY AGREED WITH OR REPRESENTED TO ANY OTHER PARTY THAT THE PROVISIONS OF THIS PARAGRAPH WILL NOT BE FULLY ENFORCED IN ALL INSTANCES. THIS PROVISION IS A MATERIAL INDUCEMENT FOR THE PAYEE TO MAKE THE LOAN OR EXTENSION OF CREDIT EVIDENCED BY THIS NOTE.

This Note shall be governed by and interpreted in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, this Promissory Note has been executed on this *[ordinal number of day]* day of *[name of month] [identification of year]*.

La Plata Electric Association, Inc.

By _____
President

Attest _____
Secretary

CERTIFICATE OF PUBLICATION

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1011 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the 4th day of March, 2025, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2025, which date was at least ten (10) days prior to the date of Town Council consideration on second reading.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1011 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the 18th day of March, 2025, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: David Harris, Town Manager

PROJECT:	Ordinance 1012, Second Reading, Creating a Community Infrastructure and Economic Development (CIED) Account
ACTION:	Consideration and approval.

PURPOSE/BACKGROUND:
Staff is recommending the creation of a Community Infrastructure and Economic Development (CIED) account in the Town's Trust Fund for the following uses:

1. To benefit the community and improve the quality of life of residents and/or businesses through the support of electric system and other infrastructure improvements that have a public safety or public welfare benefit, or
2. To expand the economy of the Town and thereby increase net revenues for the economic benefit of the Town, or
3. Any other purpose the Town Council may, in its determination, supports economic activity or infrastructure improvements in the Town of Pagosa Springs.

The first contribution to this fund will be associated with the La Plata Electric Association payments related to Ordinance 1011, an easement for the proposed LPEA Trujillo Road substation.

ATTACHMENTS:
PS Creation of CIED Fund ORD 022625

FISCAL IMPACT:
$261,000 over 30 years from the LPEA Trujillo Road substation easement promissory note

RECOMMENDATIONS:
1. Move to approve second reading of Ordinance 1012, creating a Community Infrastructure and Economic Development (CIED) Account
2. Move to approve second reading of Ordinance 1012, creating a Community Infrastructure and Economic Development (CIED) Account with the following amendments...
3. Direct staff.....

TOWN OF PAGOSA SPRINGS, COLORADO

ORDINANCE NO. 1012

(SERIES 2025)

AN ORDINANCE ADOPTING ARTICLE 6 OF CHAPTER 16 OF THE PAGOSA SPRINGS MUNICIPAL CODE ESTABLISHING THE COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT ACCOUNT

WHEREAS, the Town of Pagosa Springs ("Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003 as amended ("Charter"); and

WHEREAS, pursuant to Section 1.4 of the Charter, the Town has all the power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town, by virtue of its home rule status, may adopt such ordinances regarding both local and municipal matters and as are necessary to effectuate the purposes and intent of the powers granted to municipalities; and

WHEREAS, the Town has the authority to control the finances of the Town pursuant to § 31-15-502(a) C.R.S., including the creation of specific accounts to benefit the health and welfare of the residents within the Town; and

WHEREAS, the Town Council wishes to add Article 6, Chapter 16 to the Pagosa Springs Municipal Code, (the "Code") set forth below, to create a community infrastructure and economic development account (the "Community Infrastructure and Economic Development Account" or "CIED Account") within the existing Trust/Impact Fund, (the "Trust/Impact Fund") administered pursuant to Section 9.3 of the Charter; and

WHEREAS, Ordinance 1011, which is anticipated to be finally adopted on March 18, 2025, authorizes the Town to grant an easement to La Plata Electric Association, Inc., a Colorado corporation, for the construction and use of the Trujillo Road electric utility substation on Town-owned property at 2140 CR 500, also known as Trujillo Road (the "Easement"); and

WHEREAS, Ordinance 1011 also approves the Town, as payee, to hold that certain promissory note evidencing the indebtedness of La Plata Electric Association to the Town for the principal amount of One Hundred Thirty-Five Thousand dollars ($135,000.00) (the "Promissory Note"); and

WHEREAS, the Promissory Note is anticipated to generate payments totaling $260,895.30 over a term of 30 years; and

WHEREAS, the Town desires to deposit payments received as payee of the Promissory Note, and any other revenues deemed appropriate, into the Trust/Impact Fund, and applied to the CIED Account.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO:

Section 1. Incorporation of Recitals. The above Recitals are hereby incorporated into this Ordinance by this reference.

Section 2. Adoption of Article 6, Chapter 16 – Community Infrastructure and Economic Development Account. Chapter 16 of the Pagosa Springs Municipal Code is hereby amended by the addition of Article 6 as follows:

ARTICLE 6. – COMMUNITY INVESTMENT AND ECONOMIC DEVELOPMENT ACCOUNT GUIDELINES

Sec. 16.6.1. - Establishment of Community Infrastructure and Economic Development Account.

(1) The Town Council hereby establishes the Community Infrastructure and Economic Development Account within the existing Town Trust/Impact Fund.

Sec. 16.6.2. – Accounting of Funds into Community Infrastructure and Economic Development Account.

(1) The Town Finance Director shall, at direction of the Town Council, and consistent with the Charter and the Local Government Budget Law, Article 1, Title 29, C.R.S., deposit funds into the Town Trust/Impact Fund and account for said funds in the Community Infrastructure and Economic Development Account

Sec. 16.6.3. – Use of Community Infrastructure and Economic Development

Account funds.

(1) Funds from the Community Infrastructure and Economic Development Account shall be budgeted and appropriated for the following purposes:

(a) To benefit the community and improve the quality of life of residents and/or businesses through the support of the electrical system infrastructure and other infrastructure improvements that have a public safety or public welfare benefit, or

(b) To expand the economy of the Town and thereby increase net revenues for the economic benefit of the Town, or

(c) Any other purpose the Town Council may, in its determination, supports economic activity or infrastructure improvements in the Town of Pagosa Springs.

Section 3. Direction to Finance Director for Payments from Promissory Note. Town Council hereby directs the Town Finance Director to account for revenues from the Promissory Note in the CIED Account.

Section 4. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 5. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

Section 6. Public Hearing. A public hearing on this Ordinance shall be held on the 4th day of March, 2025, at 7:00 p.m. at the Pagosa Springs Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado.

Section 7. Effective Date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 4TH DAY OF MARCH, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By:_____
Shari Pierce, Mayor

ATTEST:

By:_____
April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 18TH DAY OF MARCH, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By:_____
Shari Pierce, Mayor

ATTEST:

By:_____
April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1012 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the 4th day of March, 2025, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2025, which date was at least ten (10) days prior to the date of Town Council consideration on second reading.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1012 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the 18th day of March, 2025, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: April Hessman, Town Clerk

PROJECT:	Allocation of 2025 Early Childcare and Education Funding
ACTION:	Council information and possible action

PURPOSE/BACKGROUND:
Council budgeted $88,000 for early childcare and education funding in the adopted 2025 budget in the General Fund. This includes funding for centers, in-home day cares, and other programs/services in this realm. Applications were due to the Town on March 7. A total of nine organizations are requesting funding totaling $211,185.

The Town asked that each of the funding requests respond to six questions. Council approved the application wording and the criteria for which it would consider funding as such:

Town of Pagosa Springs Early Childcare Funding Criteria
Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

The total amount of requests received is as follows (by category, in alphabetical order): **$211,185 total requested**

In Home Daycares: $4,000 total
- Teresa Mael (Teresa's Lil Blessings): $2,000
- Tiffany Wilkins (Tiff's Lil Cubs Childcare): $2,000

Early Childhood Centers: $160,631 total
- Pagosa Springs Head Start: $40,631
- Seeds of Learning: $75,000
- Wings Early Childhood Center: $45,000

Other Types/Services: $46,554 total
- Aspire Medical Services & Education: $10,000
- Audubon Rockies: $15,000
- Early Childhood Council of Archuleta County: $1,554
- Pagosa Community Initiative: $20,000

ATTACHMENTS:
Aspire

Audubon Rockies
Early Childhood Council of Archuleta
Head Start
Pagosa Community Initiative
Seeds of Learning
Teresa Mael Lil Blessings
Tiffany Wilkins
Wings Early Center

FISCAL IMPACT:
$88,000 is budgeted in the 2025 General Fund budget for this purpose.

TOWN COUNCIL GOALS & OBJECTIVES:
Early Childhood Care and Education: Support efforts to maintain and grow opportunities for early childhood care and education.

RECOMMENDATIONS:
Move to allocate a total of $_____ to the ECE organizations as awarded per the Town Council worksheet on March 18, 2025

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

___ In Home Daycare ___ ECE Center _X__ Other (describe below)

Name of Applicant Organization: Aspire Medical Services and Education_____

Name of Umbrella Organization (if applicable): _____
Property Location and Owner Name, if different than Applicant Organization:

Applicant Contact Person: Nicolle Cotts, Executive Director

Phone: 970-264-5963 ext 100 E-Mail Address: director@aspirepagosa.org

Mailing Address: PO Box 5437 City: Pagosa Springs

State: CO Zip: 81147

Status: _X___ non-profit Tax ID Number (if applicable): 84-1393680 ____ for profit

How many years has your organization been in existence? 25

Part 2: Contribution Request/Narrative **Cash Request: $** 10,000

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in- kind support, fee waivers, land, or other requests for support in addition to cash request.

Aspire's Mission Statement:

We empower men and women to make healthy life choices by providing prenatal medical services and education in a safe and supportive environment. One of our goals is to help children in Pagosa Springs thrive physically, emotionally, and socially. We do this by empowering parents with children ages 0-3 through parenting education and opportunities to build community. Success is measured by increased parent/child participation year over year.

At Aspire, we focus on supporting parents of children zero to three years old. Aspire is the primary source in Pagosa Springs for parenting education classes and parent/child enrichment classes for babies and toddlers. All of our classes are offered for free to parents of children in the zero to three age range. (Please see the attached Document outlining our organization's Goals and Objectives for 2025)

ATTACHMENT QUESTIONS:

#1: Many Pagosa Springs parents of young children feel isolated during the first few years. With a lack of childcare slots and the cost of childcare out of reach for many working families in Pagosa Springs, many families opt for one parent to stay at home with their children. Our classes not only provide children social interaction and boost the morale of parents as they are able to get out of the house and be around other parents, but they also empower parents as their child's first teacher. Our parent/child enrichment classes are led by Anette McInnis, a former Preschool Director. These classes include a Positive Parenting Program, Problem Solvers Math Readiness Class, Mommy & Me classes, Toddler Learning Class, Incredible Infants, Wonderful Ones, and Terrific Twos Classes in addition to many more. In 2025 Aspire will launch additional evening classes for couples with child care provided. Couples attending the evening Positive Parenting Class receive a $20 City Market gift card.

In addition, Aspire offers 328 online classes in English and 108 online Spanish classes. In 2024, 175 parents participated in these online classes. After completing an online or in-person class parents receive "boutique credits" that can be exchanged in Aspire's Boutique for diapers, wipes, clothing, toys, blankets, strollers, monitors and almost everything parents need to care for their child. With this, lower income families can get almost all of their child's supplies for free.

Aspire has one Education Coordinator and class sizes currently from 7 to 18 parents with a slightly larger number of children. Each parent serves as their child's teacher with instruction from the coordinator. Smaller classes are also given in Spanish.

#2: The 2025 budget for Aspire's Educational Services is $126,192 which is a 14% increase over 2024 spending. The amount requested from the Town of Pagosa is $10,000 or 7.9% of the Education budget. The funds will be used to sustain the growth Aspire had in the second half of 2024, to continue growing participation until capacity is reached, and to grow participation by working families in evening programs. Specifically, the funds will be expended as needed (some immediately) to add toddler learning stations, purchase educational materials, and to provide childcare and City Market gift cards for the evening programs.

The number of parent visits increased from 650 in 2023 to 903 in 2024, which is 39% annual growth. Thus far in 2025 (2 months) Aspire has had 30% growth over the same time period last year! This is validation of the need for parent education services in Pagosa Springs and how Aspire is meeting that need.

#3. The location of where the grant funds will be spent is at Aspire's facility at 602 8th Street, Pagosa Springs, near the high school and preschools. This is an area of lower income households, primarily non-white residents, and working families.

In the past year Aspire has had 39% growth in parent and child visits. Approximately 2/3 of Aspire parents are from inside town limits. The poverty rate in all of Pagosa Springs is 23% and Aspire's education and counselling services are free. No one has been turned away.

#4. Sources of funding, by percent	2025 budget	2024 actual
Individuals	50.7	56.2
Fundraising (2 main events)	27.0	24.3
Corporate Sponsors	12.3	11.5
Grants	8.0	5.8
Dept of Health Services	2.0	2.2

Aspire's doors have been open to all for 25 years with the generous support of our local donors. The Education budget for 2025 is $126,192 which is 14% higher than the 2024 actual spending. The budget also has a $17,593 shortfall. In order to continue our current level of education services, add more slots and introduce evening classes, additional grant funding (above the budget) is necessary.

#5. Aspire received an ECE grant in 2024 and the funds ($3,000) were used for new in person educational materials, tables/chairs, and supplies. An adult meeting room was completely transformed into a toddler classroom. Classes added were: Incredible Infants, Terrific Two's, Problem Solvers (math skills for Toddlers), Positive Parenting, Toddler Learning Activities and Café y Ninos. Grants awarded in previous years were used to purchase online curriculum and supplies and to enhance Aspire's boutique where parents can exchange class credits for essential items such as diapers, wipes and clothing.

#6. Aspire has shown 39% annual growth in its educational offerings and parent and child participation. This growth (existing slots) can be maintained with funding from the ECE grant and Aspire will be able to provide educational services at no cost. One of Aspire's goals for 2025 is to expand evening programs (new slots) so that working families can attend together.

The community of Pagosa Springs has valued and supported Aspire's services for over 25 years, demonstrating its sustainability.

Aspire has been committed to offering the town's Spanish-speaking community quality education with classes in Spanish and Spanish speaking educators. Aspire's one on one instruction has helped many Spanish speaking families. In 2024 the first group class was offered in Spanish.

2025 Goals and Objectives - Aspire Medical Services and Education

Goal #1: We will increase participation in our parenting education program by 20% through targeted outreach and community engagement.

Objectives:

1. We will communicate quarterly with our network of agencies regarding our class offerings.
2. We will make signups for our classes easy to find on our website and social media and easy to fill out.
3. We will be intentional about sending reminders to all who have signed up.
4. We will increase engagement on our social media by keeping it updated weekly and posting relevant, engaging content 3 times/week.

Goal #2: We will successfully plan & execute a capital campaign to expand our building achieving our fundraising targets and project milestones within the next 12 months.

Objectives:

1. We will develop a comprehensive fundraising strategy.
2. We will set realistic fundraising targets.
3. We will assemble a campaign committee who will develop and launch a public awareness campaign.
4. We will secure initial major gifts and commitments.
5. We will implement a multi-channel fundraising approach.
6. We will establish clear project milestones and ensure transparent financial reporting.

Goal #3: We will increase awareness and utilization of our free mental health counseling services by 20% over the next year through targeted outreach.

Objectives:

1. Implement regular touch points within our client cycle to remind and inform clients about our counseling services.
2. Introduce counseling services to parents in our Education Program.

Goal #4: We will strengthen our organizational infrastructure with targeted objectives completed in the next 12 months.

Objectives:

1. Implement Board training for all new Board Members
2. Execute a Strategic Plan for the next 3 years.
3. Update Policies & Procedures.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

___ In Home Daycare ___ ECE Center __X__ Other (describe below): Environmental/Outdoor Education Provider

Name of Applicant Organization: Audubon Rockies
Name of Umbrella Organization (if applicable): National Audubon Society
Property Location and Owner Name, if different than Applicant Organization:
Audubon Rockies Main Office:
320 East Vine Dr. Fort Collins, CO 80524
Applicant Contact Person: Keith Bruno
Phone: (503) 729-8196 E-Mail Address: keith.bruno@audubon.org
Mailing Address: Local: PO Box 2665 City: Pagosa Springs
State: CO Zip: 81147
Status: X non-profit Tax ID Number (if applicable): 13-1624102 ____ for profit
How many years has your organization been in existence? National Audubon Society was formed in 1905
Audubon Colorado was established as the regional office in 1999 and merged with Wyoming in 2012 to form Audubon Rockies.

Part 2: Contribution Request/Narrative **Cash Request: $** 15,000

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

These funds will allow Audubon Rockies to (1) design curriculum to stay relevant with current standards and build a new educator's manual for Four Mile Ranch educators and volunteers; (2) Assist with personnel capacity for both Audubon and SJMA; and (3) cover the cost of transportation, bathrooms, and educational materials.

Please include the following documentation with your submittal:

- Mission Statement: A clear and concise statement of the organization's Mission, Goals and Objectives, if available.

In a separate attachment, answer each of the following questions:

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

2. What is the purpose of the requested funds? How and when will the funds be expended?

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

Part 2: Town of Pagosa Springs 2025 Early Childcare and Education Funding Request

Mission Statement:

The National Audubon Society is a leading nonprofit conservation organization with 120 years of science-based, community-driven impact, dedicated to protecting birds and the places they need, today and tomorrow. Audubon Rockies is the regional office of the National Audubon Society for Colorado, Wyoming, and Utah. We are an inclusive, nonpartisan bird conservation organization that collaborates with diverse stakeholders in order to find solutions that better birds and communities. We believe that where birds thrive, people prosper.

Community Naturalist Program:

People will only conserve what they care about, but people are decreasingly connected to nature. Our Community Naturalists deliver in-person and virtual environmental education programs to people of all ages to create lasting connections with nature in their communities. To engage even more people in bird conservation, we develop trainings and resources for educators.

Grant Application Questions:

1. Describe your organization/center. How many children are currently served on a daily basis? What ages are accepted? What is the teacher/caregiver to child ratio? Include any relevant information about your center/organization's operations.

We are a mobile environmental education provider, and as such, don't operate out of a center. We provide educational opportunities for the students of Archuleta School District (ASD) throughout the year. This grant request pertains to improving our Four Mile Ranch educational program provided each fall at the Four Mile Ranch on Snowball Road. During fall months (August-October), we serve 800-1000 students from ASD district schools, Dulce Independent School(s), as well as faith and home-schooled groups that are based here in Pagosa Springs. Throughout the year, we reach another 500-1500 students through in-classroom education, birding tours along the San Juan Riverwalk, summer camp opportunities, and winter ecology field trips to Sonlight Camp and National Forest locations.

Personnel that lead field trip tours include paid staff by both Audubon Rockies and San Juan Mountains Association, as well as volunteers that are vetted with background checks and often have retired from a career in education or another associated ecological field. We typically have a 1 field guide to 8 students ratio with 1-2 parent(s) (or teacher) chaperones in each group.

2. What is the purpose of the requested funds? How and when will the funds be expended?

The purpose of these funds is to support our existing efforts providing educational programs and to improve our Four Mile Ranch K-4th grade curriculum starting in fall 2025. We are working both internally and consulting with San Juan Mountains Association (SJMA) to realign our programming with Colorado state standards, as well as Next Generation Science Standards

(NGSS). Our programs have historically followed a trajectory of introduction to place using the 5 senses in Kindergarten; Plants education in 1st grade; Insects and stream health education in 2nd grade; Water Cycle and watershed concepts in 3rd grade; and Habitats/Ecosystems education in 4th grade. These concepts have been great and will continue to be integrated in our work. However, standards alignment for each grade level has changed and it is time to realign our curriculum to modern standards.

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

These funds will be spent on educational output intended for programs at Four Mile Ranch. Our program provides field trips for 99% Archuleta County students (1% students from Dulce, Bayfield, Ignacio), hundreds of which live in town limits. In fact, parents of ASD students commonly accompany their students as chaperones to the ranch and routinely comment that they learn about our local environment through these field trips themselves. Thus, these field trips provide an enriching learning environment for an even greater number of Pagosa Springs' local residents than what's reflected solely in student numbers.

We believe that we are building a legacy of conservation and stewardship through our programming. ASD teachers routinely comment that this field trip (now 17 years in the running) provides teambuilding skills for students in the first month of school, as well as an invaluable opportunity to develop a sense of place and familiarity with the local environment.

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

Audubon Rockies funds its programs across our three-state (CO/WY/UT) region through fundraising, grants, and individual donations. Having multiple income sources helps us stay resilient and adapt to ups and downs in funding.

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

We have not received funds from the Town of Pagosa Springs in the last five years.

6. How will your organization utilize these funds to meet the Council criteria for ECE funding? Below sub-headers correspond to ECE Criteria listed in application:

a. In regards to ECE funding, Audubon has been providing early childcare education to the young learners of Archuleta County and beyond for 17 years. Though we don't operate in the format of an Early Childcare Center, we have provided a number of birding and environmental

education programs to pre-K learners at Seeds of Learning, Head Start, and Our Savior Lutheran School over the years. As part of our curriculum development and renewal, we're planning to build out expanded curriculum suitable for pre-K ages that could lead to Four Mile Ranch programs and/or be programming implemented onsite at pre-schools or on nearby Reservoir Hill. In aligning with shifting standards, pre-K content will focus on introduction to the 5 senses and how we can discern shapes, colors, textures, sounds and smells using them to inform us of our environment. We find that the opportunity for pre-K learners to work with our volunteer base in activities where collaborative play is a central focus is a great opportunity for interaction and learning. At the ranch we do a great job of introducing a sense of place through a variety of hands-on engagement strategies to include visual, tactile, and kinesthetic means of learning.

b. Our primary focus in educational output supported by these funds will support the educational enrichment to K-4 learners from Pagosa Springs Elementary School (PSES), Pagosa Peak Open School (PPOS), Pagosa Family School, Our Savior Lutheran School (OSLS), Valor Academy, Dulce Independent Schools, Rocky Mountain Academy, and home-school collectives from our greater community. Retention of these ECE "slots" is our primary goal with revising content, as well as reaching more pre-K learners and community members of Archuleta County and beyond.

c. In regards to answering how do our programs support or aid families in the local workforce, it's important to consider the high percentage of the Pagosa Springs workforce that is involved in natural resource careers. After all, our programs are aimed at building awareness of natural resource opportunities through a foundation of science and ecological concepts. Our hope is that we are building a conservation legacy capable of caretaking our locally remarkable natural resources. After all, these youth are the conservation leaders of tomorrow.

What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

e. Audubon Rockies offers programs at no cost to schools and community groups. That mindset has always been the same, but requires us to outsource for funding. Audubon has run the program at no charge to our community, initially funded locally by the Hershey Foundation. We are joining SJMA in efforts to continue that legacy of developing connections in the outdoors.

f. Our programs aim to reach every child, no matter their circumstance. To this end, we are reaching schools and groups in our region that are not part of the Archuleta School District to ensure that every young learner has the opportunity to learn about the environment and how to be a good steward of it. Additionally, we provide extra clothes and gear (warm layers, hats, gloves, backpacks, and water bottles) to any students that don't arrive at the ranch properly equipped for the field trip.

These funds will help Audubon Rockies to: (1) design curriculum to stay relevant with modern standards and build a new Educator's Manual for the ranch, (2) assist with personnel capacity for both Audubon and SJMA, and (3) cover the costs of transportation, bathrooms, and materials.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

___ In Home Daycare ___ ECE Center X Other (describe below):
The Early Childhood Council of Archuleta was established to support current ECE centers and home providers and boost expanding other ECE opportunities. In addition, we advocate to support families so young children may thrive.

Name of Applicant Organization: The Early Childhood Council of Archuleta County (ECCAC)
Name of Umbrella Organization (if applicable): The Community Foundation Serving SW Colorado
Property Location and Owner Name, if different than Applicant Organization:
765 E. College Dr. #1, Durango, CO 81301
Applicant Contact Person: Laura Mijares
Phone: 970-507-0127 E-Mail Address: director@eccarchuletacounty.org
Mailing Address: PO Box 1673 City: Durango
State: CO Zip: 81301
Status: X non-profit Tax ID Number (if applicable): 84-1474900 ____ for profit
How many years has your organization been in existence? 2.5

Part 2: Contribution Request/Narrative **Cash Request: $** 1,554.

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

The ECCAC is requesting funding support of $1,554.00 with no other request.

Please include the following documentation with your submittal:

- Mission Statement: A clear and concise statement of the organization's Mission, Goals and Objectives, if available.

In a separate attachment, answer each of the following questions:

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

2. What is the purpose of the requested funds? How and when will the funds be expended?

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence in located in town limits?

4. What other sources of funding do you have and/or are seeking?

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of NEW ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the variety of demographics of our community.

The Early Childhood Council of
Archuleta County
Laura Mijares, Director
director@eccarchuletacounty.org
970-507-0127

Vision, Mission, and Goals:

Vision: All young children and their families in Archuleta County grow, thrive, and meet their full potential.

Mission: Foster and sustain a comprehensive, high-quality, and accessible early childhood system that supports families and the community in order to prepare children for academic and personal success in life.

Goals: The Early Childhood Council of Archuleta County (ECCAC) is a regional non-profit operating to benefit young children and their families under the fiscal sponsorship of the Community Foundation Serving SW Colorado. We have been established for only 2.5 years but have made strides in listening to our community, understanding young families' challenges, and addressing their needs. As directed by our strategic plan, we work to build the infrastructure of early care and education (ECE) services in Archuleta. Examples include providing referrals for developmental screenings, coaching within the ECE centers, delivering professional development for ECE teachers, working with licensing and home providers, supporting the quality control required of state-level ECE grants, translating IEPs, publicizing Universal Pre-School (UPK), and assisting in community outreach regarding ECE services.

1. Describe your organization/center. How many children are currently served on a daily basis? What ages are accepted? What is the teacher/caregiver-to-child ratio? Include any other relevant information about your center/organization's operations.

ECCAC is a state-supported council created to promote best practices and quality improvement initiatives in Archuleta County. Ashley Wilson, Director of Archuleta Public Health, chairs our council. We have one part-time employee and one part-time contractor.

We support ECE by offering current and potential ECE providers professional development opportunities. We understand that quality, data-informed professional development helps promote essential skills, professionalism, and opportunities for career advancement within the ECE field. In the summer of 2024, we worked with Fort Lewis College and the Durango Adult Ed Center to offer two three-credit college classes to Pagosa Springs teachers.

2. What is the purpose of the requested funds? How and when will the funds be expended?

This money will pay the college tuition for two ECE teachers. The class will be held in Pagosa Springs during the summer of 2025.

Durango Adult Ed has previously supported tuition payments for all participants. However, they will only support eight teachers in the Pagosa Springs class this year. We have space and demand for 14 teachers and two high-school students interested in early childhood, but we do not have the required tuition funds. Hence, the money requested will pay for the tuition of two ECE teachers.

The Early Childhood Council of
Archuleta County
Laura Mijares, Director
director@eccarchuletacounty.org
970-507-0127

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

The funds will support tuition payments for two ECE teachers as they take the in-person college course in Pagosa Springs. Our participants come from 3 ECE centers and the public elementary school within the town limits. It is estimated that 40 children within the town limits will benefit from the professional development.

4. What other sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

We are collaborating with Fort Lewis College and the Durango Adult Education Center for this initiative.

In general, the Colorado Department of Early Childhood (CDEC) provides the financial support for the ECCAC operations. The CDEC has committed about $50,000 for the fiscal year ending June 2025, renewable annually. Most of this support is dedicated to quality improvement initiatives and a 10% flow-through to the Community Foundation serving SW Colorado as the fiscal agent. We have worked collaboratively with the Boettcher Foundation, the Early Childhood Council Leadership Alliance, the San Juan BOCES, the Buell Foundation, and the Ballantine Foundation to promote various initiatives that have proven impactful in Archuleta County.

In the future, we will direct grant writing towards the college course in Pagosa Springs, as ECE professional development is one of the most important things we can do to recruit and retain quality teachers.

5. Has your organization been awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

Yes. The ECCAC was awarded $1,000 in 2023 and $600 in 2024. These funds supported the general costs of the college courses offered in Pagosa Springs, such as insurance, rental fees, supplies, etc.

6. How will your organization utilize these funds to meet the Council criteria for early childcare ECE funding (see Criteria below)?

The ECCAC will use the funds to provide quality professional development to ECE providers in Pagosa Springs. ECCAC, while sustainable with state funding, believes that the ECE teachers in Pagosa Springs benefit from in-person professional development and the legitimacy of a college course. We support the teachers who teach the children of our Pagosa Springs workforce. In addition, the centers served by ECCAC accept the Colorado Child Care Assistance Program for Families (CCCAP). This is a subsidy for low-income families. We maintain that our initiative promotes the sustainability of early childcare and education services.

The Early Childhood Council of
Archuleta County
Laura Mijares, Director
director@eccarchuletacounty.org
970-507-0127

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

ECCAC promotes universal preschool (UPK), a state-funded program that provides every Coloradan with 10 hours of four-year-old schooling. I have promoted this through various community presentations, including at the local health fair, local events, the school district, Healthy Archuleta, and Círculo de Liderazgo y Aprendizaje Communitario (CLAC). ECCAC also serves as a translator for Spanish-speaking preschoolers' families and promotes CCCAP.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of NEW ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

___ In Home Daycare _X__ ECE Center ___ Other (describe below):
_____
_ _____

Name of Applicant Organization: __Pagosa Springs Head Start/Tri County Head Start_____

Name of Umbrella Organization (if applicable): Durango 4-C Council_____

Property Location and Owner Name, if different than Applicant Organization:
_____
_ Applicant Contact Person: _Nora Martinez_____
Phone: __(970)828-5909_____
E-Mail Address: __noram@tchs4c.org_____
Mailing Address: __PO Box 259_____
City: _____Durango_____ State: ___CO____ Zip: ____81302_____
Status: ____ non-profit Tax ID Number (if applicable): ____84-0615445 ____ for profit
How many years has your organization been in existence? _Pagosa Springs has had a Head Start program since 1965. This facility opened to Tri-County Head Start in 1973.

Part 2: Contribution Request/Narrative Cash Request: $ ___40,631_____

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in kind support, fee waivers, land, or other requests for support in addition to cash request.

_____
_
_____
_

Please include the following documentation with your submittal:

- **Mission Statement: A clear and concise statement of the organization's Mission, Goals and Objectives, if available.**

A. Mission Statement

The mission of Tri-County Head Start is to develop and provide quality, integrated, comprehensive early childhood development programs which offer a broad range of services and respond to the needs of eligible young children and their families for the purpose of preparing them for success in school and life.

B. Goals and Objectives

As an essential component of our federal grant, TCHS develops overarching program goals which incorporate objectives, identify program impact areas, and outline activities to focus on for each year of the 5 year grant cycle. New goals were created for our program year 2023-2024. Through our grant cycle, the progress in reaching the goals in continually assessed and necessary revisions or updates to the objectives or yearly activities are outlined. With approval from our governing Board and Policy Council, progress and updates are submitted each spring with our yearly continuation grant to Head Start Region VIII.

TCHS's goals and corresponding objectives are outlined below:

PROGRAM GOAL 1: Tri-County Head Start will maintain structured, financially sound management systems to support safe, high-quality, early learning programs.

OBJECTIVE 1.A: Launch a new HRIS/Payroll system to ensure accurate personnel activity reports and labor allocation, fewer human errors, streamlining between HR and Fiscal systems, improved employee user friendliness, and the ability to update personal information.

OBJECTIVE 1.B: Continue a successful highest audit rating of an unmodified option by effectively managing fiscal and policy procedures, including a team-approach to budgeting, updated contract tracking, user-friendly financial statements, and continuous improvement of internal controls.

OBJECTIVE 1.C: Ensure compliance with NFS (Non-Federal Share) through shared center-based NFS goals, and ongoing monitoring and training.

OBJECTIVE 1.D: Provide a reliable and secure technology infrastructure, supporting program staff with technology tools and resources, ensuring data privacy and security, fostering technology integration in the program, and evaluating and improving technology systems and processes. The I.T. the department will work closely with program leaders and staff to identify opportunities for technology integration, regularly evaluate system performance, and implement changes as needed to ensure that the technology infrastructure is meeting program needs.

PROGRAM GOAL 2: Tri-County Head Start will recruit, enroll, and serve families in greatest need, providing support, resources, and services to help families achieve their goals.

OBJECTIVE 2.A: To ensure that we find families with the highest needs in the communities we serve, TCHS will evaluate and revise our recruitment plans and strategies twice during the program year to

maintain funded enrollment and review the selection process annually.**OBJECTIVE 2.B:** Identify participants who fall below 85% Average Daily Attendance (ADA) within 60 days of the program year and identify barriers with families and provide additional support to improve attendance throughout the program year.

OBJECTIVE 2.C: Through the implementation of the Office of Head Start Parent, Family, and Community Engagement (PFCE) Framework, TCHS will provide families with the opportunity to create goals annually and identify the top 10% of families with the greatest need to provide additional support in reaching their goal.

PROGRAM GOAL 3: Tri-County Head Start will develop school readiness goals that are appropriate for the ages and development of all enrolled children to ensure optimal academic and social and emotional progress for all children, regardless of ability, race, place, income, language, and culture.

OBJECTIVE 3.A: To develop TCHS school readiness goals, TCHS will use the Head Start Early Learning Outcomes Framework (ELOF) and Parent, Family, and Community Engagement (PFCE) Framework, as well as data from child assessments, input from Head Start teachers and administrators, and local school districts' widely held expectations.

OBJECTIVE 3.B: Ensure children have equitable access to high quality and developmentally appropriate learning opportunities within programs and in transitions between educational programs.

PROGRAM GOAL 4 Tri-County Head Start will create and maintain a culture that attracts and retains top talent with qualified and nurturing educators.

OBJECTIVE 4.A: Attract top talent by offering hiring incentives, increasing teacher salaries, reintroducing an employee referral program, and increasing teacher recruitment activities. Improve the onboarding experience to prioritize efficiency through simplified processes, and promote an individualized and supportive environment through the first year of employment.

OBJECTIVE 4.B: Retain top talent by maintaining and sustaining an engaging culture through strong leadership, returning staff incentives, support for ongoing individualized professional development knowledge and skills development, and by collecting employee data on perceptions and engagement to identify areas that can be strengthened.

OBJECTIVE 4.C: Implement a new HRIS/Payroll system to improve internal procedures and reporting regarding compliance requirements of new hires, teacher qualifications, and ongoing licensing requirements.

PROGRAM GOAL 5 Tri-County Head Start will build and maintain collaborative relationships with local agencies to provide services and resources that engage and support families in their pursuit of health, nutrition, and overall well-being.

OBJECTIVE 5.A: Develop collaborative relationships with community partners through the Health Services Advisory Committee (HSAC), engaging with these partners to promote health, nutrition, wellness, and mental health with TCHS families through education, services, and resources.

OBJECTIVE 5.B: Improve safety practices within and outside the organization to reduce preventable, safety related accidents and injuries. TCHS will do this by continuously evaluating and improving our facilities, health and safety policies and procedures, and the education and resources we provide to families, including those related to mental health and overall well-being.

Pagosa Springs Head Start

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

Tri-County Head Start (TCHS) provides Head Start and Early Head Start services to low-income children and families in the region. The Head Start program supports children ages 3-5 in preparing for school, while Early Head Start serves children from birth to age 3 and focuses on improving health outcomes for infants and mothers.

TCHS operates four centers in Durango, Pagosa Springs, and Cortez, and partners with additional community centers in Montezuma and La Plata counties. Each year, over 300 children benefit from services that promote their mental, emotional, social, and physical development in safe, well-equipped environments. These services, including educational activities, health screenings, disability services, and family engagement, are offered at no cost.

For the 2023-2024 year, TCHS expanded services in Pagosa Springs by opening an EHS Toddler classroom and establishing a Head Start Preschool classroom in partnership with the Archuleta School District. The need for Early Head Start in Archuleta County, with an estimated 82 eligible children, has been recognized for the past five years. The Pagosa Springs Head Start Center is fully enrolled, serving 40 children with a 2:16 teacher-to-child ratio in preschool and a 2:8 ratio in the toddler classroom.

2. What is the purpose of the requested funds? How and when will the funds be expended?

Tri-County Head Start (TCHS) is requesting a total of **$40,631** from the Town of Pagosa Springs to fund several essential projects.

One of the key initiatives is to replace 3,300 square feet of deteriorating and unsafe flooring in the main entryways leading to the classrooms, gross motor room, and kitchen. These repairs are critical to ensure we meet licensing requirements and safety standards. Our goal is to maintain a safe and functional environment for our staff, families, and children. The cost for this project is **$26,000**.

All TCHS centers use the TS Gold Creative Curriculum, which was chosen over 10 years ago for its research-based approach. One of the key benefits of this curriculum is the range of tools it offers. We also incorporate various technology systems, including Ignite by Hatch (introduced in 209) and Teach Smart by Hatch smart boards (introduced in 2022). These systems, powered by TS Gold, provide valuable observations in specific learning domains as children engage and play within their individual profiles. The annual cost to support 51 Head Start students with this digital learning platform is **$4,513**, helping children make significant progress toward their school readiness goals.

TCHS takes pride in being a multigenerational program that supports not only the development and school readiness of children but also the well-being of parents and families. We follow the Head Start Parent, Family, and Community Engagement framework to guide our program and coordinate engagement activities with families to promote positive outcomes in various areas. To meet families where they are, we offer a range of accessible and simple ways for them to get involved. One such offering is Ready Rosie, a virtual, self-paced parenting curriculum that aligns with our curriculum and is free and accessible to every family. The total annual cost for this platform is **$2,625.**

We currently use TS GOLD Creative Curriculum for Toddlers and Preschoolers, which is fully aligned with our School Readiness Goals. This research-based curriculum supports 38 developmental objectives

across nine developmental domains, with an additional focus on English-language acquisition. TS GOLD offers Spanish language and literacy objectives to help teachers scaffold learning in these areas. Teachers design learning activities and environments tailored to the developmental needs of each child, appropriate to their age group. The funds requested from the Town of Pagosa will support 51 children at the center, with a total cost of **$558** for TS Gold slots.

We are also requesting **$5,000** to purchase educational materials for the science, literacy, music, art, math, dramatic play, and sensorimotor centers, which students use daily during both large and small group activities.

Early Head Start provides a 7-hour day for toddlers at no cost to families, regardless of income, while Head Start offers a 4-hour day for preschoolers at no cost. Families needing extended care beyond 4 hours can use UPK, CCAP, or pay tuition on a sliding scale, with monthly costs not exceeding $215. In comparison, equivalent care in the community can cost between $420 and $1,200 per month. Tuition assistance is based on family income and the need for a full-day program, and we ensure that families receiving assistance do so because they are not eligible for other tuition support programs like UPK or CCAP. We are requesting tuition support for one student for 9 months, totaling $**1,935.**

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

The funding received will be used exclusively within the town of Pagosa Springs. While our catchment area allows for the enrollment of children from across Archuleta County, the Pagosa Springs Head Start center is located within the town limits at 475 South 8th St. The center serves approximately 40 children and their families, and employs 10 staff members, all of whom will benefit from this project.

Since the early 1970s, TCHS has been preparing children for school and life, positively impacting thousands of families through our local community programs. This project will directly benefit town residents, as affordable childcare is essential for parents and guardians to work or attend school. We offer high-quality educational experiences in safe, well-equipped environments that provide a strong social and emotional foundation while promoting literacy and school readiness. All of the slots available are dedicated to families residing within the town limits of Pagosa Springs.

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

TCHS is requesting $40,631 from the Town of Pagosa Springs for this project, with additional funding sources, including federal funds, to offset the cost. As a federally funded program, TCHS relies on an 80% federal grant and 20% In-Kind contributions, sourcing the latter through donations and grants from local individuals, organizations, and partnerships, such as the Buell Foundation. Additionally, the Pagosa Springs Head Start program receives funding from the Universal PreK Program, which provides preschool for low-income and at-risk 3 and 4-year-olds.

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

TCHS has previously received funding from the Town of Pagosa Springs. However, we do not receive any other benefits from the Town. In 2021, we were awarded $7,500 for repairs to the children's bathroom at the center, ensuring the creation of safe and age-appropriate stalls. In 2022, we received $7,040 for a one-time facility project to pave the south entrance area, improving parking for staff and

facilitating winter maintenance.

In 2024, we received a total of $9,468 for several initiatives. One of these was for kitchen upgrades to help provide nutritious meals that support the healthy growth and development of the young children we serve. Additionally, the funds were used to provide a digital learning platform for 32 students, and Ready Rosie, a self-paced parenting curriculum that aligns with our program and is accessible to every family. The funds also supported 40 children at the center with a Teaching Strategies Gold curriculum slot and offered tuition assistance for two students for 9 months. All of these projects were successfully completed.

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

Funding this TCHS project aligns with the Town of Pagosa Springs' commitment to supporting early care and education. As a long-established childcare provider and 501(c)(3) nonprofit, TCHS addresses the critical need for quality early education in Pagosa Springs, where opportunities for families to enroll children aged 1-5 are limited. TCHS is one of the few programs available, focusing on vulnerable populations and serving children with disabilities, special needs, and health concerns. We embrace and celebrate the diverse cultures and languages of our families, ensuring an inclusive approach for all members of the Pagosa community.

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

To encourage applications from underserved community members, we are taking several key steps:

1. Outreach & Awareness: We conduct targeted outreach through local events, organizations, and social media, emphasizing the accessibility of our programs for all families.
2. Community Partnerships: We collaborate with local organizations like Healthy Archuleta, Early Childhood Council, and the Archuleta School District to reach individuals who may not typically seek educational opportunities.
3. Language & Accessibility: We provide materials in English and Spanish, and offer application assistance to families with language barriers or limited experience with formal education.
4. Financial Support: We offer tuition assistance and sliding scale fees to ensure cost is not a barrier for underserved families.
5. Inclusive Programming: Our programs are designed to be inclusive and tailored to meet the needs of diverse families, providing additional support where necessary.
6. Information Sessions: We host Open House and Orientation events to inform families about the benefits and long-term opportunities our programs offer, regardless of socioeconomic status.

These efforts aim to provide underserved families with access to quality education opportunities.

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

___ In Home Daycare ___ ECE Center _X_ Other (describe below): Ouf of School Time Childcare: After-school/summer

Name of Applicant Organization: Pagosa Community Initiative
Name of Umbrella Organization (if applicable): _____
Property Location and Owner Name, if different than Applicant Organization: 550B Hot Springs Blvd

Applicant Contact Person: Rebecca Tenpenny
Phone: 970-585-_____ E-Mail Address: director@pagosacommunityinitiative.org
Mailing Address: P.O.Box 5524 City: Pagosa Springs
State: CO Zip: 81147
Status: _X_ non-profit Tax ID Number (if applicable): 88-2891080 ____ for profit
How many years has your organization been in existence? 2.5 Years, however 4 years total, 1.5 years under another organization

Part 2: Contribution Request/Narrative **Cash Request: $** $20,000

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

We are requesting $20,000 for operating costs, four full summer program scholarships (value of $10,000), and the ability to hire more supervisors within our afterschool programming to expand and offer more spots for enrollment as well as interest based clubs to draw more participants.

Please include the following documentation with your submittal:

- Mission Statement: A clear and concise statement of the organization's Mission, Goals and Objectives, if available.

In a separate attachment, answer each of the following questions:

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

2. What is the purpose of the requested funds? How and when will the funds be expended?

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

Pagosa Community Initiative - Early Childcare and Education Funding Request 2025

Mission Statement: The Pagosa Community Initiative's mission is to create interactive opportunities that honor culture and diversity to provide Archuleta residents with services that increase wellness and engagement for a better quality of life.

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

Pagosa Community Initiative (PCI) is a 501(c)(3) nonprofit dedicated to supporting families and youth in Archuleta County, Colorado, and Dulce, New Mexico. Over the past year, PCI has served approximately 900 individuals, including 160 families through our Family Resource Center and 250 K-12 students in our youth development programs. The majority of the youth we serve (85%) are considered at-risk, with many experiencing multiple Adverse Childhood Experiences (ACEs). Additionally, 85% of our participants' families qualify for free and reduced lunch.

PCI provides vital out-of-school programming, mentorship, therapeutic services, and adventure-based learning to support working families and offer youth a safe, structured, and enriching environment. We serve approximately 80 kids daily, and 225 unique students throughout the year. Our programs ensure that underserved children have access to the support systems they need to thrive.

We maintain a teacher-to-child ratio of 1:15, excluding paid high school interns. This year, we expanded therapeutic services to provide one-on-one support to an additional 10 students. Licensed therapists are actively involved in all programs, providing on-site support. As a designated Family Resource Center, PCI connects families with critical services using the ACT (Advocacy, Community, Transformation) model—a strength-based approach focused on long-term stability.

2. What is the purpose of the requested funds? How and when will the funds be expended?

The requested funds will expand our afterschool programming for elementary and middle school students by hiring additional teachers and staff to create interest-based clubs. These clubs will align with student interests—such as STEM, art, music, outdoor adventure, and hands-on learning—providing opportunities for students to explore their passions in a supportive environment. This expansion will increase student engagement, strengthen social connections, and provide a safe and enriching space after school.

Additionally, these funds will allow us to provide four full scholarships for the entire summer program, covering tuition costs totaling $10,000. These scholarships will ensure that students from financially disadvantaged backgrounds can participate in our high-quality programming without barriers, reinforcing our commitment to equitable access to enrichment opportunities.

Funds will be expended immediately upon award to recruit and hire additional teachers and club facilitators, ensuring new programming is implemented as soon as possible. The goal

is to increase elementary school participation numbers by offering a diverse selection of activities. Smaller group settings will allow for individualized attention and stronger relationships with mentors. As more students join, we will track participation data and student feedback to continuously refine and expand offerings.

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

Funds will be expended in Pagosa Springs, Colorado, where PCI operates its afterschool programming and Family Resource Center. Our programs primarily serve elementary and middle school students within town limits, as well as families in the surrounding rural areas.

We anticipate that at least 250 town residents will directly benefit from this expansion, including elementary school students participating in new club-based programming, as well as their families who rely on PCI for safe, structured afterschool care.

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

PCI is funded through a diverse mix of revenue sources, including grants, government funding, private donations, and foundation support. We actively pursue state and federal grants, such as the 21st Century Community Learning Centers grant and Family Resource Center funding. Contributions from local businesses, community partnerships, and individual donors ensure a broad base of financial support.

To promote long-term sustainability, PCI employs a multi-faceted approach, continuously seeking new grant opportunities while maintaining strong relationships with existing funders. Since receiving the 21st Century Community Learning Centers grant, we provide afterschool programming free of charge, removing our sliding scale fees and have been pursuing new funding streams from foundations to counteract this loss. We also prioritize community engagement, fundraising efforts, and corporate sponsorships to diversify funding sources.

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

Over the past three years, PCI has used funding from the Town of Pagosa Springs to expand and enhance youth and family services. These funds have supported afterschool programming and summer camp scholarships, ensuring underserved children and families have access to critical services.

Funding has helped us hire and retain staff, allowing for smaller student-to-teacher ratios and more individualized support. It has also provided free and reduced-cost programming for families facing financial hardship. Additionally, funds have supported program supplies, enrichment activities, and therapeutic services, further strengthening the impact of our work. Each year, this support has enabled PCI to serve more students and families, address the childcare crisis, and create safe, structured learning environments.

6. How will your organization utilize these funds to meet the Council criteria for ECE funding?

PCI will utilize these funds to meet the Town Council's Early Childhood Education (ECE) funding criteria by:

- **Expanding ECE Slots:** Hiring additional teachers to expand afterschool programming for elementary students, increasing participation slots and new enrichment opportunities.
- **Retaining Existing Slots:** Ensuring that current afterschool slots remain available while enhancing program quality.
- **Supporting Working Families:** Providing parents with reliable childcare options, helping them stay engaged in the workforce.
- **Demonstrating Sustainability:** Maintaining diverse funding sources, including grants, private donations, and partnerships.
- **Increasing Accessibility for Underserved Populations:** Over 85% of the children we serve are at-risk, with many from low-income households. Free programming ensures cost is not a barrier to participation.

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

PCI ensures all families—especially those from underserved backgrounds—have access to high-quality education and support services. We remove barriers to participation through:

- **Targeted Outreach:** Partnering with schools, social service agencies, and local organizations to inform families of available resources.
- **Bilingual Communication:** Providing Spanish-language materials, interpretation services, and bilingual staff.
- **Community-Based Enrollment Assistance:** Offering in-person enrollment support for families facing barriers such as transportation or online applications.
- **School Partnerships:** Working directly with teachers, counselors, and social workers to identify and refer students in need of support.
- **Community Engagement:** Participating in cultural events, resource fairs, and local gatherings to raise awareness.

Through these efforts, PCI ensures that no family is left behind due to financial, cultural, or systemic barriers. Our inclusive, accessible, and high-quality programming helps families recognize that educational and enrichment opportunities are attainable for all children, regardless of background.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-264-4151 ext. 237

Part 1: Applicant Information

Type of ECE Organization:

___ In Home Daycare X ECE Center ___ Other (describe below): _____

Name of Applicant Organization: Seeds of Learning
Name of Umbrella Organization (if applicable): _____
Property Location and Owner Name, if different than Applicant Organization:
575 S. 7th Street, Pagosa Springs, CO 81147
Applicant Contact Person: Michelle Cusick
Phone: 970-264-5513 E-Mail Address: seedsoflearning@growingseeds.org
Mailing Address: P.O. Box 5831 City: Pagosa Springs
State: CO Zip: 81147
Status: X non-profit Tax ID Number (if applicable):84-1450521 ____ for profit
How many years has your organization been in existence? 27 years

Part 2: Contribution Request/Narrative **Cash Request:** $ 75,000

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

We are requesting $75,000 for operating and program expenses to help maintain our sliding scale tuition for 100% of families and keep tuition affordable for all community members.

Please include the following documentation with your submittal:

- Our mission at Seeds of Learning is providing a high quality, child-centered preschool education for our community with exceptional teachers facilitating the cognitive, social, emotional, and physical development of children in order to foster a solid foundation for success and a lifelong love of learning.

In a separate attachment, answer each of the following questions:

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

2. What is the purpose of the requested funds? How and when will the funds be expended?

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence in located in town limits?

4. What other sources of funding do you have and/or are seeking?

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers. Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

TOWN OF PAGOSA SPRINGS

2025 Early Childcare and Education Funding Request

Describe your organization/center. How many children are currently served daily. What ages are accepted? What is the current capacity and how many are on your waitlist? What is the teacher/caregiver to child ratio? Include any other relevant information about your center/organization's operations.

Seeds of Learning is a non-profit standalone preschool. We serve approximately 65 preschoolers year-round, ages 2.5 – 5 years old. Seeds has three classrooms and 9 full-time teachers, with a full-time director and part-time program director. Currently, 100% of our families are on a reduced tuition fee utilizing a sliding scale. All families pay a monthly rate ranging from $765 to $1280 per month, and our current expenses are approximately $1800 per child each month. We maintain 50-60 families on our waiting list year-round, and currently have 50. Our teacher/caregiver ratio is 1:7 in our young preschool class, and 1:9 in our two older classrooms, which is well below minimum regulations to encourage high quality environments. In August of 2011 Seeds of Learning became NAEYC accredited, an accomplishment less than 10% of America's early care and education centers achieve and we continue to maintain accreditation status. We still currently hold this accreditation along with only 88 other early childcare facilities in Colorado. This past summer, we were awarded a Level 5 for Colorado Shines, which is the highest quality rating a licensed preschool can achieve through the state of Colorado. We are very proud of this!

The vision at Seeds of Learning is to work in partnership with families to provide a learning community in a developmentally appropriate environment which promotes the growth of the young children. The target populations for Seeds of Learning are families from a variety of socioeconomic backgrounds with a *minimum* of 51% of our enrollment from at-risk and/or low-income children and their families.

Teachers design learning plans for each individual student. In addition, teachers create weekly lesson plans that incorporate the strengths, needs, and interests of each individual child. The center implemented the Creative Curriculum program in the preschool in 2005-6. We use *Creative Curriculum/Teaching Strategies Gold* resources to establish individualized plans that ensure success for each child as well as guide our program planning and decision-making. To complement the *Creative Curriculum* model, we also continue to offer the *Incredible Years – Dinosaur School* conflict resolution and problem-solving curriculum in all classrooms. *Creative Curriculum* also involves and supports our families. Through our cooperation with The San Juan Board of Certified Educational Services (BOCES), we provide services for children with special needs including hearing, sight, speech, developmental delays, etc. Our preschool implemented UPK in the 2023 and 2024 school year. We will continue this in 2025-2026.

What is the purpose of the requested funds? How and when will the funds be expended?

The requested $75,000 will be used to supplement our operating costs in 2025. Our food costs through our partnership with the Archuleta Senior Center, have increased extensively, and we provide a hot breakfast, lunch, and snack to all students everyday. We also continue to pay 100% of our teacher's health insurance premiums which have also risen each year. Our current capacity is 49 students per day, but we typically serve 60+ families. In our partnership with Archuleta schools, we currently serve 3-5 year olds who qualify for special education services as preschoolers and are placed on IEPs, Individualized Education Plans. In the 2024-2025 school year, we increased our capacity to add 8 additional preschool spots to meet the needs of the community.

These funds will be expended throughout the rest of the 2025 year to support our operating costs to retain existing high quality preschool spots and supplement our expenses for the food program and health insurance premiums.

What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence in located in town limits?

The funds will be expended here in Archuleta county in the town limits. We will serve approximately 65 families in Archuleta county in the 2025-2026 school year and into the following years with this funding. The large majority of our families are within town limits (approximately 80%) with a few residing outside, but all are in Archuleta county.

What other sources of funding do you have and/or are seeking?

We will be requesting funding from various foundations, including Anschutz, Ballentine, and LPEA.

Has your organization been awarded funds in the past five years from the Town of Pagosa Springs?

Yes, Seeds of Learning received $857 in 2020, $7,500 in 2021, $5,800 in 2022, $25,666 in 2023, and $19,531 in 2024. These funds from the Town of Pagosa Springs have been crucial to our financial success and sustainability in the community. We have utilized these funds to help close our financial gap each year, work on expansion ventures, and add additional ECE slots.

How will your organization utilize these funds to meet the Council criteria for early childcare and education funding (see Criteria below)?

Seeds of Learning will utilize the funds for "retention of existing ECE slots and increasing accessibility of ECE to lower income and underserved populations in our community." In 2022,

we established a long-term investment fund for which we plan specific fundraising campaigns to grow over the next few years to achieve a sounder financial position before incurring new operational debt. Our organization continues to explore additional ways to become financially sustainable. These funds will help us close our financial gap between expenses and income so we may continue to offer a reduced rate of tuition for families. This allows Seeds to provide high quality early childhood education to all families in the community.

What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

This will be our 3rd year to offer UPK in our program which provides a large discount and sometimes free services to all 4 year olds. We advertise this on the website, as well as in the community through the library, ECE stakeholders, and Archuleta early childhood council.

We recently had our website translated into Spanish so families can toggle over to Spanish if English is a second language. This allows some families to access our information more easily. We have also asked for assistance with a Spanish speaking translator when families have called to get on our waiting list or get enrolled and need this.

Seeds partners with the Department of Human Services to offer childcare tuition assistance to families in the community. We have applications at Seeds or families can go to DHS to apply. This is discussed during tours and orientations, so families are aware of this program.

We offer free parenting classes to all families in the community. This is advertised in the newspaper and online. We also advertise at the local elementary schools.

The current Executive Director at Seeds is serving as the Vice Chair of the Early Childhood Council of Archuleta county. This council provides an opportunity for different stakeholders in the ECE community to come together and share resources. Seeds continues to promote the program by sharing information with local doctors, mental health counselors, school officials, and county employees. This helps get the information out to possible families that may not be knowledgeable about opportunities.

The biggest effort we make is keeping our tuition as low as possible so that all families can afford to enroll their child at Seeds. Despite increasing costs in the economy, Seeds has maintained this lower cost to families while still providing a high-quality education.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

__X__ In Home Daycare ___ ECE Center ___ Other (describe below): _____

Name of Applicant Organization: Teresa's Lil Blessings Childcare
Name of Umbrella Organization (if applicable): _____
Property Location and Owner Name, if different than Applicant Organization:
Teresa Mael 161 Terrace Drive Pagosa Springs, CO 81147

Applicant Contact Person: Teresa Mael
Phone: 970-946-8692 E-Mail Address: bttdm87@yahoo.com
Mailing Address: 161 Terrace Drive City: Pagosa Springs
State: CO Zip: 81147
Status: ____ non-profit Tax ID Number (if applicable): 83-3130685 ___x___ for profit
How many years has your organization been in existence? 30

Part 2: Contribution Request/Narrative **Cash Request: $** 2000.00

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

An amount of $2000.00 is being requested. I am ever so grateful to The Town Of Pagosa for supporting our licensed childcares with the generous funding it has given in past years. The funding will go to providing educational materials as well as maintance, repairs and improvements to the facility.

With the increase to all utilities and cost of living with no cost of living raise to support income it has been a challenging last couple of years. Again, thank you for your support!
Teresa Mael

Please include the following documentation with your submittal:

- Mission Statement: A clear and concise statement of the organization's Mission, Goals and Objectives, if available.

In a separate attachment, answer each of the following questions:

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

2. What is the purpose of the requested funds? How and when will the funds be expended?

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

Teresa's Lil Blessings Childcare was born out of a dire need for childcare for my own children. I opened my Childcare in 2001 , then reopened in 2005 after leaving Seeds Of Learning due to lack of childcare for my own children.

Pagosa Springs has always been a "desert" for licensed childcare.

My children were in an unlicensed care setting, (due to lack of licensed providers) that was not healthy or safe, and is the reason I opened my childcare to somehow "pay it forward" and create a safe and rich environment for children to be loved, learn and thrive while their parents were at work.

I am licensed to keep 8 children ages infant through school age, and often submit appeals to the State of Colorado for extra children as there is only two licensed childcares in Pagosa.

I am the only teacher in my facility.

I provide breakfast, lunch and snacks for the children daily, as well as fun activities & cupcakes for birthdays.

I also teach preschool to my preschool age children and constantly provide a rich learning environment for children of all ages, through play, dance and art. I truly love and care for these children in my care as my own.I have raised many children in Pagosa Springs in the time I have had my childcare.

The families that I have been blessed to have in my care have truly become a part of our family. I pride myself in giving quality care and making my childcare setting a "second home" for the children that come. I still have many children that are in college and grown with their own families come back to see me. I feel that is the greatest accomplishment I could ever have. I love what I do and am blessed to be in this business as long as I have been. Therefore I do believe that I am serving our community well.

Any and all extra funding I get to add to the quality of my program is greatly appreciated.

The grant money given in years past has been a huge blessing to continually improve upon my program in various ways.

If granted the funds, I plan on improving our play yard with new outdoor toys as well as replacing areas for safety. As well as replacing the many educational supplies (toys, books preschool supplies, art supplies). Replacing a deck that is in need of repair for safety and meeting Colorado Licensing code and replacing fire extinguishers

I am located at 161 Terrace Drive Pagosa Springs Colorado 81147 and 100% of my families and their children will benefit from this funding as their children are here 10 hours a day. Monday through Thursday.

In the last several years the grant money awarded to my childcare was spent on improvements for safety, (inside the facility and outside) new cribs, sleep mats, sheets, area rugs for playroom, educational toys and PPE gear updating First Aid kits.

In childcare the use of all of our toys, mats, cribs, toys & supplies in general get quite a beating and there is always a need to constantly replace things.

With the high-cost rise of everything, and increase in utilities it is difficult to maintain all of our needs and it is so appreciated that The Town Of Pagosa has included licensed childcares for extra funding.

I welcome all families into my childcare! The issue is not welcoming them it is limited slots available and I am always full. I have not had openings for the last several years as siblings have taken the slots when their siblings go to school.

Thank You,

Teresa Mael

TOWN OF PAGOSA SPRINGS COLORADO

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

X In Home Daycare ___ ECE Center ___ Other (describe below): _____

Name of Applicant Organization: Tiff's Lil' Cubs Childcare
Name of Umbrella Organization (if applicable): _____
Property Location and Owner Name, if different than Applicant Organization:
206 Hummingbird Place Tiffany Wilkins
Pagosa Springs, CO 81147
Applicant Contact Person: Tiffany Wilkins
Phone: 970-731-0816 E-Mail Address: wilkinsmama@hotmail.com
Mailing Address: 206 Hummingbird Pl. City: Pagosa Springs
State: CO Zip: 81147
Status: ____ non-profit Tax ID Number (if applicable): 26-3811820 X for profit
How many years has your organization been in existence? 17 years (Oct. 2008)

Part 2: Contribution Request/Narrative **Cash Request: $** 2,000

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

Any amount will help with this years projected projects. We have lots of improvements to continue to make. Thank you so much! :)

To Whom It May Concern,

Thank you again for this amazing opportunity once again. I appreciate being considered for this grant and would love the opportunity to make more improvements to my childcare with your help. I have an ongoing list of improvements and wants to help enrich my space for the families I serve.

My name is Tiffany Wilkins and I am the owner and provider of Tiff's Lil' Cubs Childcare. I love caring for, learning from, and teaching children. I received my license to be a home child care provider by the state of Colorado in 2008, as well as expanded my license in 2013 to a Large Child Care Home to provide a couple more spots for the community. I have completed Pre-licensing Training Classes as well as CPR, First Aid, Medication Administration, and Universal Precautions, which have to be updated every couple years. I have also received A's in 2 college classes through Pueblo Community College that were Infant and Toddler Development and Guidance Strategies for Young Children. Yearly, I'm required to take an additional 15 hours of continuing education for the health and safety of children.

I am a Colorado Shines level 2 and working on getting up to a level 3. I am the only Family Childcare Home in our community that has taken that step so far and I am working with our local Early Childhood Council and other providers to help them take the steps as well for the benefit of our community and the children we all serve. I have also achieved the Early Childhood Professional Credential 3.0 level 3.

I believe that all children are different and learn in different ways and at different times. In my childcare home I want to encourage the children to learn new things, to help them to laugh and play with guidance, promote safety, instill healthy habits, provide well-balanced nutritional meals, encourage positive behavior techniques with good manners, self-confidence, and new skills while building friendships, respect, and love towards others. I encourage them to be themselves and support them in their own time and much more. Children are full of smiles, laughter, love, and lots of energy but they need positive direction and healthy boundaries to help guide them. I think the most important thing a child can receive is love and consistency and all the rest just falls into place. I provide them with a safe loving environment and hopefully give them a sense of being home. My home provides clean, well supervised play areas including a large fenced yard outside to run and burn some energy, and the structure, stability, and consistency to be themselves while figuring out this amazing world we live in and how they fit in it. I offer a preschool curriculum for the children 3 years and up. My main concern and goal in caring for children is to see them grow physically, intellectually, socially, and emotionally to the best of his/her ability.

I am licensed to have 8 children a day. I have full time and part time slots so I currently have 10 families and 12 children I provide care for. I take children from 6 weeks old to preschool. My families live all over Archuleta County as far as Arboles, to Hatcher, to downtown and out Highway 84 with several families in Aspen Springs. I am blessed to have the families I have and love sharing this journey with them. We are down to 2 licensed childcare homes.

If I was allotted money from your 2025 grant, I would use it to make more improvements to my playroom and/or play yard. This job is hard on our homes and there is always something that needs to be fixed or updated as you can imagine with little people constantly running toys into every wall, piece of furniture, and over every surface and the extra use in the homes, yards, and driveways. Last year with your help and another grant I was awarded I was able to change the flooring in the playroom to get rid of the carpet that holds germs and updated it to a better surface and waterproof floor to ensure I can thoroughly clean, sanitize, and disinfect it well. We are all very excited as getting more sanitary flooring will help enrich my program and the families, I serve to keep us as healthy as possible.

In the previous years I was awarded your grants and I appreciate it so, so much. I used the 2024 grant to help in the flooring cost and install. In 2023 the grant helped to improve the play yard space with padded tiles for

under the climbing toys and swings for a safer fall zone. In 2022 the grant helped with a new chain link fence. And in 2021 the grant covered gravel for the driveway/parking area which helped cut down the mud and made it safer for snow and ice removal in the winter. I am extremely grateful for the previous grants making it possible to continue to uphold quality standards and improve my space for the health and safety of the children I provide care for. I truly appreciate your time and effort to include the Licensed home providers as well in this process and promise to put the funds to good use once again if allotted.

Thank you for your time,

Tiffany Wilkins

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Applications must be completed in full to be considered. The application deadline is **March 7, 2025.** Please review the Funding Criteria on page 2 prior to submission. Submit the completed application and supporting documentation in one email to:

April Hessman, Town Clerk/Finance Director
Email: ahessman@pagosasprings.co.gov
Phone: 970-585-8449

Part 1: Applicant Information

Type of Early Childhood Education (ECE) Organization:

___ In Home Daycare __X__ ECE Center ___ Other (describe below): _____

Name of Applicant Organization: Wings Early Childhood Center
Name of Umbrella Organization (if applicable): Archuleta County Education Center
Property Location and Owner Name, if different than Applicant Organization:
74 Backswing Ct., Pagosa Springs, CO 81147
Applicant Contact Person: Sienna Hunter / Linda Williams
Phone: 970-731-2868 E-Mail Address: director@wingsearlychildhood.org / lwpagosa@comcast.net
Mailing Address: 74 Backswing Ct. City: Pagosa Springs
State: CO Zip: 81147
Status: __X__ non-profit Tax ID Number (if applicable): 841127328 ____ for profit
How many years has your organization been in existence? 4.5 yrs

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Part 2: Contribution Request/Narrative **Cash Request: $** $45,000

Indicate how much is being requested from the Town of Pagosa Springs in 2025. Include requests for in-kind support, fee waivers, land, or other requests for support in addition to cash request.

The $45,000 request included in this application is the only request from Wings Early Childhood in 2025.

Please include the following documentation with your submittal:

- Mission Statement: A clear and concise statement of the organization's Mission, Goals and Objectives, if available.

In a separate attachment, answer each of the following questions:

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

2. What is the purpose of the requested funds? How and when will the funds be expended?

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

6. How will your organization utilize these funds to meet the Council criteria for ECE funding (see Criteria below)?

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

PLEASE KEEP RESPONSES TO **THREE** PAGES MAXIMUM

Applicants may be asked to present their requests to Council on March 18, 2025 at 5 p.m. Please be prepared to provide a brief overview (max 10 minutes), with time for Council questions and answers.

Town of Pagosa Springs Early Childcare Funding Criteria

Council will prioritize the following criteria in evaluating requests:

1. Expansion or addition of new ECE slots; and
2. Retention of existing ECE slots; and
3. Support of organizations aiding families in our local workforce; and
4. Organizations or centers that have found other ways to be self-sufficient in their funding model.
5. Organizations demonstrating sustainability in provision of ECE services.
6. Organizations increasing accessibility of ECE to the lower income and underserved populations of our community.

TOWN OF PAGOSA SPRINGS
2025 Early Childcare and Education Funding Request

Wings Early Childhood Center

Mission Statement: Wings aims to deliver high-quality, inclusive, nature-based care and education to children ages 6 weeks – 5 years, to inspire learning through nature and to create life-long connections with themselves, others, and their world.

Vision Statement: Wings will be financially sustainable and continually offer high-quality, affordable early childcare and preschool education to meet the needs of the community.

Philosophy: Our philosophy is that all children are competent, curious, creative, and capable. By empowering their thoughts, questions, and interests, we will foster a lifelong love of learning. Teachers are aware of each child's potential and have a mission to help support and guide children throughout the journey of learning using open exploration and natural discovery.

1. Describe your organization/center. How many children are currently served on a daily basis. What ages are accepted? What is the teacher/caregiver to child ratio. Include any relevant information about your center/organization's operations.

Wings Early Childhood Center is a Colorado state licensed childcare center that is dedicated to providing nature-based care and education through a play-based approach. We are proud to be the only center in Pagosa Springs offering services for children ages 0-2. Currently, we serve 8 infants (ages 6 weeks to 1 year) with a teacher-to-infant ratio of 1:4, 10 children (ages 1-2) in our wobbler classroom with a teacher-to-child ratio of 1:5, 16 children (ages 2-3) in our toddler classroom with a ratio of 1:7, 16 children (ages 3-4) in our preschool classroom with a ratio of 1:8, and 21 children (ages 4-5) in our pre-kindergarten classroom with a ratio of 1:10. This brings our total enrollment to 71 children. Despite nearly doubling our capacity, we maintain a waitlist of over 70 children.

At Wings, we are committed to creating a welcoming, safe, and engaging environment for all children. We serve families from all walks of life and children with a varying degree of individualized needs. As a nature-based center, we emphasize fostering lasting connections through play-based learning and outdoor exploration. Weather permitting, each classroom spends much of the day learning outdoors. With a child-led approach, our teachers introduce new concepts and then observe to understand the children's interests and developmental needs. Our lesson plans and daily activities are thoughtfully tailored to these interests, as staff continuously observe and identify emerging learning topics.

2. What is the purpose of the requested funds? How and when will the funds be expended?

The purpose of the requested funds is to subsidize a significant portion of the care provided at Wings. The funds would directly impact and assist low-income families in our community. Since

October 2024, Wings has nearly doubled capacity, increasing our budgeted subsidies to $120,000 this fiscal year. Additionally, providing care for younger children is more expensive, as it requires meeting higher teacher qualifications and lower ratios. Many of these budgeted funds have been raised through contributions from our donors, and other grant opportunities. Our organization is committed to supporting any family in need of childcare, regardless of their ability to pay for services.

3. What is the geographical location of where funds will be expended? How many town residents will directly benefit from the project or service for which funds are requested? What percentage of the slots serve families whose residence is located in town limits?

All funds awarded to Wings through this opportunity would be used to subsidize the cost of childcare for working families in our community. Most of the families served at Wings would not be able to work without reliable childcare. It follows that many local businesses and the people served by these businesses benefit from the childcare services provided by Wings. Currently, Wings serves 71 families, with 89% of families residing in the county limits, and an estimated 70% of families residing in the town limits. There are a handful of families enrolled at Wings who reside in the Aspen Springs, Chimney Rock, and Dulce area. 80% of those families served receive tuition subsidies.

4. What are the sources of funding for your organization, and what are your strategies for addressing the sustainability of those sources?

A strong base of support has enabled us to offer uncapped subsidies to families in need. Our funding sources include the Town of Pagosa Springs, Colorado quality improvement grants, and grants from several foundations (Buell, El Pomar, Ballantine, Nonprofit Infrastructure, TBK Helping People Triumph), the Rotary Club of Pagosa Springs, and numerous community donors. Each year, Wings strives to connect with more donors who share our mission and are passionate about supporting early childhood education in our community. We also plan to incorporate an annual fundraising event to help meet the financial needs of the subsidies we provide.

5. If your organization was awarded funds in the past five years from the Town of Pagosa Springs, how were those funds spent?

In 2018, the Town of Pagosa Springs awarded Archuleta County Education Center $100,000 to develop a new early childhood center. These funds were used to leverage an additional approximately $700,000 to renovate an existing building. The property and renovated building had an appraised value of 1.3 million dollars in 2023.

In 2021, the Town of Pagosa Springs awarded Wings $7,500, which was half of the cost of adding air conditioning.

In 2023, the town of Pagosa Springs gave Wings $93,000 towards its expansion project. These funds served as seed money that leveraged enough funding from foundations and community donations to nearly complete this $800,000 project.

In 2024, the Town of Pagosa Springs awarded Wings $46,500 which was spent on our expansion project, bringing infant care to our community, and doubling the number of preschool spots offered at Wings. This also created 6 additional full-time positions that are currently filled by Pagosa residents.

6. How will your organization utilize these funds to meet the Council criteria for ECE funding?

In October 2024, Wings expanded by adding nearly 30 additional childcare slots. Our organization plans to utilize funds to meet the Town Council's criteria in 2025 by enrolling the few remaining available spots. Enrollment has come to a halt a few times since October due to staff retention challenges. However, our board of directors has been focused on improving retention and implementing new strategies to address these issues. Retaining our existing ECE slots is currently within reach for our organization, as each classroom feeds into the next as children age up. When slots become available, we reach out to the 70+ families on our waitlist. Similar to last year, the majority of Wings' families contribute to the local workforce, including but not limited to healthcare, education, construction, tourism, and restaurants. Lastly, Wings remains committed to enrolling any family in need of childcare services, particularly those facing additional challenges, whether financial, relational, or circumstantial. Currently, 80% of Wings families receive tuition assistance, with 69% of those families falling within the low-income threshold of 300% of the federal poverty level.

7. What efforts are you taking to encourage applications from underserved members of the community, including people who may believe that quality education opportunities are unattainable for them?

At Wings, our approach to serving families from underserved groups is rooted in our mission to provide high quality, affordable care, regardless of income, race, color, national origin, religion, gender, age, disability, marital status, and sexual orientation. Wings works closely with other community organizations such as human services, Healthy Archuleta and Pagosa Community Initiative to connect families in need to childcare services. Currently, we subsidize tuition for 57 out of the 71 children enrolled in our program. Approximately one-third of our children receive assistance from the Colorado Child Care Assistance Program (CCCAP). We strive to eliminate barriers that may prevent families from accessing our services. This may look like assisting families with the CCCAP application process and providing coordination and advocacy. Wings enrolls children on a first-come-first served basis and never passes a child on the waitlist in an attempt to balance our level of subsidies being offered. Our organization uses a sliding scale to determine tuition, which was updated in the summer of 2024 to account for inflation and increased cost of living. In certain cases, we offer scholarships for tuition assistance, which are determined by the director and the board of directors based on specific challenges a family may be facing that affect their ability to pay. At Wings, we are committed to ensuring that no family is turned away due to financial hardship.

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: Jennifer Green, Tourism Director

PROJECT: 2025 Event Funding and Discussion

ACTION: Discussion and Recommendations

PURPOSE/BACKGROUND:
The Tourism Board has $100,000 in the budget in 2025 for event funding. Applications are considered while funds remain during the calendar year. Additionally, the Tourism Board provides the following services for event organizers, budgeted at $8,045:

- **Trash Services** (provided through Elite): Budgeted for $3,600. Tourism pays Elite $300 to transport 10 yard trash container to venue and transport to landfill; event organizers over landfill fees. This service was added in 2024 in order to make it easier for event organizers to clean up properly after events.
- **Recycling Services** (provided through Elite): Budgeted for $300. New service for 2025. Tourism pays Elite to transport recycling containers to events. Event organizers can only recycle cardboard and aluminum cans.
- **Reusable Event Cups** (provided to event organizers at no cost): 5000 branded reusable color-changing cups cost $4,145. This is a pilot program for 2025 to see if we can reduce waste at events by providing cups to encourage attendees to take the cup home with them. Aluminum cups were considered, but were more than twice the cost per cup and deemed too expensive for a pilot program.

Staff also organizes Big Spring Clean, Holiday Lighting Contest and Old Fashioned Christmas. It has been recommended that Big Spring Clean not be held in 2025 due to needed work at the landfill. The landfill will be undergoing a 4-6 month project to free up more space, but isn't expected to be completed until late October / November 2025. For 2025, the remaining two events will cost $6,925, not including staff time. Additionally, the Tourism Board had directed staff in December to locate a 3rd party to organize the Halloween Hootenanny for 2025. Tourism staff had organized the Hootenanny for the first 3 years, at a cost of approximately $10k each year, not including staff time (or additional fireworks in 2nd year). An established event organizer has offered to organize the event (and keep it free of charge) and staff it for $15k in 2025.

The 2025 costs of the event services, Hootenanny, Old Fashioned Christmas and Holiday Lighting Contest totals $29,970. The Board reviewed the first round of applications for 2025 during their February 5th meeting and approved $50,750 for 9 different events. During the February meeting, they tabled a $15,000 request for the 4th of July "High Noon" Fest proposed, until Town Council made a determination for the parade. Since that time, 8 additional funding requests have been received. There may have been some confusion over the High Noon Fest. The Tourism Board requires a venue to be secured in order to reserve the portable event stage, which is handled on a first request, first served. The event organizer secured Yamaguchi, in order to secure the portable event stage. The free community event will not occur without funding.

The funding criteria for the Tourism Board, reviewed and determined prior to each year's funding applications, specify that funding considerations are given the following considerations:

1. New events and / or new requests will be weighted stronger than existing events.
2. Events held during shoulder season will be favored (please note that shoulder season typically includes October, November, December, January, February, April and May - excluding holidays, June - September, spring break, etc.).

3. Events that are working with lodging properties, either through a block of rooms or event room rate to attract overnight visitors; ideally event organizers will work with more than one lodging property. Written letters of support specifying what the lodging property is offering must be provided.
4. Events that attract an out of town audience to visit vs synergistic events that provide additional activities for visitors to do while already in town.

And, this is where the Tourism Board has an unexpected challenge. The Tourism Board understands the importance of events for 2025, given unknown impacts of the upcoming CDOT construction and heading into summer season after an extremely dry winter. Also, some of the funding requests, including the 4th of July event, do not fit the criteria. The Board tabled all funding requests during the March 5th to allow staff time to discuss the budget with Town Council and provide the Tourism Board direction on events that fall outside of the criteria scope.

Fireworks:
The Town has worked with the fireworks vendor for a few years and has a good working relationship. Director spoke with the vendor recently to understand required notification to provide in order to cancel fireworks for 2025. This conversation was precautionary, given the extremely dry conditions.

To cancel fireworks for 2025 and NOT incur any costs, the Town must notify the vendor by May 15th. To cancel fireworks for the 4th, but will be responsible for the $32,000 fee to the vendor, a week or two in advance will suffice. It had previously been determined if fireworks were canceled for 4th of July, the show would be held for the Halloween Hootenanny (which is why the event was first created).

Matt Cottle, NFA Productions, has reserved a laser light show for the High Noon 4th of July concert. The laser show would cost an additional $2,500 - $10,000 depending on scope.

Town Council is being asked to consider allowing the Tourism Board to spend up to an additional $40,000 in events in 2025. Additionally, if Town Council desires the 4th of July event, it is requested to direct the Tourism Board to approve the funds for the High Noon Fest. At this time, Town Council has asked the Board not spend the amount budgeted in infrastructure line item. Additionally, the 2025 budget includes a full time Visitor Center Manger position that we do not plan to fill in 2025. However, there is uncertainty with the summer internship program through the CDC and need for additional part time staff this summer to help manage increased visitor center traffic. Until we see impact of downtown construction, Director does not have a recommendation on personnel expenses. Basically, there is room in the approved 2025 budget to move some funds around.

To fund all remaining requests and to handle all tourism support expenses and all tourism events, the Board will exceed the 2025 budget by at least $40,000. While not all requests are guaranteed funding, the question remains does the Board fund events that do not align with stated criteria, or increase funding in order to accommodate as many events as possible, including those in the summer. The 4th of July event does not adhere to most criteria, but the Board knows that exceptions might need to be made in 2025, especially when a specific event needs funds to occur.

The Tourism Board asks Town Council to consider funding options to determine how best to proceed with so many questions. In order to fund tourism events (lighting contest, Old Fashioned Christmas), trash and recycling services, Hootenanny, 4th of July, laser light show and the event requests approved during the February meeting, it will cost $102,216. There are currently $63,500 in additional requests and it is only March.

Lastly, why the increases in 2025 compared to previous years? Thus far, we have 8 new events applying for funds in 2025, compared to 2024. While writing this brief, a new request for $25,000 has been received. Additionally, the costs to organize events are increasing and the requested amounts have increased accordingly. Tourism has also added event services to help event organizers with trash and recycling and with a new pilot program to help reduce event waste overall. Another change in recent years is tasking Tourism staff with organizing events. Staff organizes multiple events and the budget covers the costs. The Tourism Board has indicated they want to see the Hootenanny continue, but asked staff to locate a different event organizer. To have a 3rd party organize a free community event, staff and planning time

needs to be paid, whereas, in previous years it just added additional work to the tourism team. Lastly, the Director feels that the Board is being more generous with funding requests given concerns over the impacts of construction in 2025.

The meeting minutes for both February and March 2025 meetings have been included in the packet under the Lodging Tax report.

ATTACHMENTS:
Event Funding History_22-25

TOWN COUNCIL GOALS & OBJECTIVES:
There is no request for increasing the overall budget. The fiscal impact will be absorbed in other line items within the approved 2025 lodging tax fund.

RECOMMENDATIONS:

1. Approve reallocating funds within Lodging Tax Budget and allow Tourism Board to make recommendations on remaining requests
2. Approve reallocating funds within Lodging Tax Budget, direct Tourism Board to approve funds for 4th of July event, and to make recommendations on remaining requests
3. Deny increasing funds for events in 2025 and direct Tourism Board to determine how to handle all of the remaining requests

2025 Event Funding Requests

Event	Event Date(s)	Amount Requested	Marketing Level	2024 Final Report Submitted	Lodging Support Letters	Budget Provided	Stage Use	Event Trailer Use	Funds Requested For	# of Years Funding Granted	2024 Amount Funded (includes stage fees)	Historical Amount Funded (directly to organizer)	$$ Proposed	
Pagosa Farmers Market	Summer 2025 June-September	$3,700	Tier 1	Yes	N/A	Yes	No	No	See Job Descriptions Attachment	5+	$3,700	$15,700	1500	investigate CDC internship, increase booth fees
Big Picture Classic	5/18-5/19/2025	$5,000	Tier 2	N/A	Yes	Yes	No	No	Park Rental, Advertising, Cash Prizes	0	$0	$0	5000	
Reggae in the Park	6/21/2025	$10,000	Tier 2	Yes	Yes	Yes	Yes	Yes	Sound, Tent Rental, Advertising, Headliner Band	2	$7,500	$10,550	10000	
Life at Chimney Rock	6/7-6/8/2025	$2,646	Tier 1	N/A	N/A	Yes	No	No	Lodging in Pagosa Springs for two Native American Dance groups and art vendors.	5+	$0	$40,000	3000	
Pagosa Springs Summer Concert Series - Sunrise Fest	5/24/2025	$10,000	Tier 2	N/A	Yes	Yes	Yes	Yes	Infrastructure, Marketing and Communications, supplies and contingency funds, music/artist fees	0	N/A	$0	10000	
Pagosa Springs Summer Concert Series - Sundown Fest	8/30/2025	$10,000	Tier 2	N/A	Yes	Yes	Yes	Yes	Infrastructure, Marketing and Communications, supplies and contingency funds, music/artist fees	0	N/A	$0	10000	
Pagosa Paddle 2025	5/9-5/10/2025	$3,400	Tier 2	Yes	Yes	Yes	No	No	$1000 / Event Tee shirts $750 / Four 5W waterproof Walkie Talkie $210 / Event insurance $1000 / Professional Timing $400 / Marketing	5	$5,700	$16,700	1250	Last year of funding
Barktoberfest (formerly Oktoberfest)	10/4/2025	$5,000	Tier 2	Yes	Yes	Yes	Yes	Yes	Band and their lodging.	3	$0	$11,000	5000	
Brews for Rescues Beer Fest	4/26/2025	$5,000	Tier 2	Yes	Yes	Yes	Yes	Yes	Then money received will go to provide lodging for brewers and the band.	3	$5,000	$13,000	5000	
PS Artists Studio Tour	8/22-8/24/2025	$3,000	Tier 2	Yes	Yes	Yes	No	No	Print and social media ads in markets that target art collectors such as Santa Fe and Taos. As well as markets that have proven to draw tourists to Pagosa, for example Dallas and Phoenix. Funds will also be used for the design and printing of the tour map.	2	$1,500	$2,400		
Pickle in Pagosa	9/11/2025	$2,000	None	Yes	N/A	Yes	No	No	The money will be used to pay for supplies and online software support (Pickleball Brackets) for registering and running the tournament. "Profit" from the tournament is used to support the clubs efforts to promote and enhance pickleball in Pagosa Springs.	3	$2,500	$7,500		
Spanish Fiesta	6/14/2025	$2,000	Tier 2	Yes	Requested	Yes	Yes	Yes	Rental Fees, Band Contracts and Lodging, Advertising	1	$1,500	$1,500		
Grilling & Distilling	8/23/2025	$8,000	Tier 1	N/A	N/A	Yes	Yes	Yes	We will use this money to pay for lodging, infrastructure, in particular renting the fairgrounds facilities, security, marketing - boosting the event, printing,	0	$0	$0		
Pagosa Springs Summer Concert Series - High Noon Fest	7/4/2025	$15,000	Tier 2	N/A	Yes	Yes	Yes	Yes	Infrastructure, Marketing and Communications, supplies and contingency funds, music/artist fees, event staff	0	N/A	$0		
Pagosa Springs Summer Concert Series - High Noon Fest Laser Light Show (in lieu of Fireworks)	7/4/2025	$2,500	Tier 2	N/A	N/A	N/A	N/A	N/A	See attached proposal - cost range $2,500 - $10,000					
Pints, Pool, and Paddles Craft Beer Festival	5/9-5/11-2025	$5,000	Tier 2	N/A	Yes	Yes	Yes	Yes	The funds we receive will go towards lodging for our Brewers and for live music	0	$0	$0		
Hot Springs Fest	11/8/2025	$5,000	Tier 2	Yes	See Application	Yes	No	No	We intend to use $3000 of the funds for a targeted marketing initiative to secure a paid influencer. This will help with future marketing efforts for the annual event. We plan to use the remaining $2000 funds for all other marketing efforts for all three Hot Springs Locations.	1	$1,000	$1,000		
Pagosa Springs History Museum Reopening	5/26/2025	$3,500	Tier 1	N/A	N/A	Yes	No	No	Refreshments $300, visitor guide advertisement $1200, branded giveaways (small items for everyone) $2000	0	$0	$0		
Skis & Saddles Skijoring	1/17/26	$10,000	Tier 2	Yes	Yes	Yes	No	Yes	Fees, track building, snow removal and overall event costs	4	$10,000	$40,000		

Halloween Hootenanny	10/25/25	$15,000	Tier 2	N/A	N/A	Matt provided detailed budget to organize events	Yes	Yes	The budget of $15,000 is for the event to remain free and have NFA productions organize the 2025 event; to reduce costs, staff would have to organize event	3	N/A	N/A	
Trash, Recycling, Cups, Old Fashioned Christmas, Lighting Contest	Year Round	$14,970	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
Pagosa Springs Center for the Arts	Year Round	$25,000	Tier 2	Yes	No	Yes	No	No	$25,000 would cover the Royalties for the year's productions. Those are the rights to use the materials and produce the plays and musicals.	Many	$10,000	$44,000	
		$165,716											50750

2024 Event Funding Requests													
Event	Event Date(s)	Amount Requested	Marketing Level	2023 Final Report Submitted	Lodging Support Letters	Budget Provided	Stage Use	Event Trailer Use	Funds Requested For	# of Years Funding Granted	2023 Amount Funded (includes stage fees)	Historical Amount Funded (directly to organizer)	$$ Proposed
15 in 5K	5/19/2024	$1,276	Tier 1	New Event	N/A	Yes	No	No	Race insurance, t-shirts, food/drink, Advertising in Preview x 4 weeks, logo	0	$0	$0	$1,276
Pagosa Weather Displays	Spring event, 7/4/2024, 9/28/24	$2,000	Tier 1	Yes	N/A	Yes	No	No	Float, giveaways, educational booth at other events	1	$1,100	$1,100	$0
Kick Off to SummerFest And Art Festival of Pagosa Springs	6/29-6/30/2024	$5,000	Tier 2	New Event	Yes	Yes	Yes	Yes	Advertising-newspaper, radio, banners, posters	0	$0	$0	$0
Art Festival of Pagosa Springs (Previously Art Pagosa)	9/14-9/15/2024	$5,000	Tier 2	Yes	Yes	Yes	Yes	Yes	Advertising the event throughout the community and regionally. Our advertising will include radio stations, print and digital marketing including a national art magazine.	2	$6,100	$8,600	$5,000
Four Corners Flyers-Reggae in the Park	6/15/2024	$7,500	Tier 2	Yes	Yes	Yes	Yes	Yes	$3000 will be spent on sound and production, $500 on promotion/advertising of the event, and $4000 on more established well known bands	1	$3,050	$3,050	$7,500
Pagosa Open- Disc Golf Tournament	6/8-6/9/2024	$5,000	Tier 2	Yes	Yes	Yes	No	No	Paid Marketing of event through social media platforms, Park fees, Added cash to Professional payouts. Added merchandise to all the player packages. Added merchandise to the prizes and trophies to the top placing participants in the divisions.	2	$5,000	$10,000	$1,000
Pagosa Paddle	5/11/2024	$6,500	Tier 1	Yes	N/A	Yes	No	No	Professional Timer - $500 / Race Bibs - $750 / Pop up tent - $200 / Turtlebox waterproof sound system-$800 / ACA Insurance for Event Organizer-$40 / ACA Event Insurance-$25/ Event tee shirts-$600 / Awards-$2000 / Marketing (posters, Radio, Newspaper ads $1000 / MC $250 / Band $250	4	$3,500	$11,000	$5,700
CRIA-Life at Chimney Rock	6/1-6/2/2024	$5,450	Tier 1	Yes	N/A	Yes	No	No	Materials for activities $350 Travel stipends for artists $1,500 Travel stipends for dancers $1,000 Food vouchers for artists and dancers $400 New Life at Chimney Rock this Weekend banner for Hot Springs Blvd. $1,100 KWUF radio ad at non-profit rate $200 Print/Social Media advertising $300	5+	$7,500	$40,000	$0
CRIA-Plein Air at the Pinnacles	6/22/2024 - Four Saturday Sessions	$1,415	Tier 1	Yes	N/A	Yes	No	No	Art Supplies $715 Rent assistance for afternoon portion $400 Print/Social Media advertising $300	5+	$7,500	$40,000	$0
Thingamajig Theater 2024 Season	5/31-12/31/2024	$25,000	Tier 2	N/A	Yes	Yes	No	No	All of it would be spent on Marketing-brochures, posters, web design, Facebook, Insta, Snapchat, Tic Toc, X, Google, Artist Incentive, Backstage, Hot Springs banner, all the Graphic Design & Photography, email x promotion with Springs Resort, Lake	5+	$0	$34,000	$10,000
Pickle in Pagosa	9/13-9/15/2024	$2,500	Tier 1	Yes	No	Yes	No	Yes	The money received would go toward costs to market the event on the pickleball brackets website, prepare flyers to be distributed to other clubs and businesses, provide banners, the creation of player promotional gift bags and costs associated	2	$2,500	$5,000	$2,500
Winterfest 2024 & 2025	1/19/2024 & 1/17/2025	$1,500	Tier 2	N/A	N/A	Yes	Yes	Yes	We are needing to rent a large, commercial magnet and tractor to clean up all the nails at the burn site. The magenets that we have are not effective enough. Funding will help pay for the cost this year and rental of the facility which we will reserve and pay for the	0	$0	0	$1,500
Brews For Rescues Beer Fest	4/27/2024	$5,000	Tier 2	Yes	Yes	Yes	Yes	Yes	The money will be used primarily for lodging and for stage and event trailer.	2	$4,000	$8,000	$5,000
Pagosa Farmers Market	Saturdays 6/29/2024-9/26/2024	$3,700	Tier 1	Yes	N/A	Yes	No	No	Funding from PSATB will go toward paying staff. The attached job descriptions for Market Coordinator and Administrator and Support Manager tell the story of the work that goes into the production of a farmer's market. Supporting a 14-week farmer's market is a significant undertaking, one that requires TIME (and lots of it) to offer: --to our vendors an economical/pleasant venue and sales tax collection/remittance, --to SNAP recipients a source of free fresh food, --to the general public debit card transactions. All these programs require us to interface with and make arrangements with, at least, ten different entities. The Market itself requires approximately 80 hours of coordination time and then there is the marketing and financial work that goes on behind the scenes. The Market is an economic enterprise contributing to the economic vitality of the town and needs paid staff. The job description for Website Support Manager does not quite capture the amount of time that must be devoted to getting vendors online, most of whom are not technically savvy. This too is more work than volunteers are looking for.	5+	$2,500	$12,000	$3,700
Pagosa Springs Area Studio Tour	8/23-8/25/2024	$1,500	Tier 2	Yes	Yes	Yes	No	No	The tour seeks funding to produce and print the map professionally this year. Last year, an artist on tour volunteered to make the map. She did a fantastic job, but it was very time-intensive and took away from her time to prepare for the tour.	1	$900	$900	$1,500
2024 Event Trash Service	Large events	$4,500	NA	NA	NA	NA	NA	NA	In partnership with Elite. Tourism Board pays $300 for elite to haul container to event venue and transport to landfill. Event organizer pays Elite directly for landfill fees, which will be less than $50 per large event.	0	0	0	$4,500
Pagosa Pride Fest	6/2/24	$3,000	Tier 1	New Event	N/A	Yes	Yes	Yes	Money would be spent towards the stage and trailer rental, for purchasing liability insurance and for recouping personal start-up investment already made toward park permit, promotional materials and marketing.	0	2000	0	$2,000
Skis and Saddles Skijoring	1/18/25	$10,000	Tier 2	NA	Yes	Yes	No	Maybe	The money we receive would be spent on track building, snow removal, and overall event costs.	3	$3,500 from 2023 budget for 2022 event	$30,000	$10,000
Oktoberfest Pagosa	10/5/24	$5,000	Tier 2	Yes	Yes	Yes	Yes	Yes	The money received from the PSATB will be used to pay for the band and their lodging. If there is any remaining funds, it will go towards the tent, table and chair rentals.	3	$4,000	11,000	$5,000
22nd Annual Spanish Fiesta	7/27/24	$5,000	Tier 2	N/A	Yes	Yes	No	Yes	Funds will be used to offset expenses including fees for entertainment, Sheriff's fees for security, Tourism Board event trailer fee, marketing fees (radio spots, newspaper ads, flier expenses, banner fee, Spanish Fiesta float entree fee), supplies such as wristbands ice and liquor for bar, lodging for bands, sound management fees, dancer performance donation, liquor license fee, decorations, donation to San Juan Rangers	0	$1,500	$0	$1,500
4th of July Scavenger Hunt	7/4-7/7/24	$500 or more	NA	NA	NA	NA	No	No		0	$1,000	$0	$1,000

2024 Event Funding Requests													
Hot Springs Fest	11/8-11/10/24	$1,000	Tier 2	NA	N/A	Yes	No	No	We will use the funds for marketing and promoting Hot Springs Fest through digital campaigns, social media advertising, and potentially radio or print ads. Our strategy also includes displaying three large promotional banners, one at each participating hot springs property. These efforts aim to increase awareness and attendance for the event, targeting both local and out-of-town audiences interested in hot springs experiences.	0	$1,000	$0	$1,000
Main Street Giveaway OFC	12/21/24	$1,000	NA	N/A	N/A	No	No	No	Funds received from the Tourism Board will be used to purchase $1,000 worth of $100 gift cards from 10 downtown businesses. Combined with our $1,000 contribution, this would create a total of $2,000 in gift cards from 20 local businesses. These gift cards will be used as incentives in the Old Fashioned Christmas event giveaway, encouraging attendees to explore and support downtown Pagosa Springs during the holiday season.	0	$1,000	$1,000	$1,000
Totals		$107,841											**$70,676**
Amount Remaining													**$29,324**

2023 Event Funding Requests - Feb 2023														
Event	Event Date(s)	Amount Requested	Marketing Level	2022 Final Report Submitted	Lodging Support Letters	Budget Provided	Stage Use	Tourism Stage Costs ($550 per day)	Event Trailer Use	Funds Requested For	# of Years Funding Granted	2022 Amount Funded (includes stage fees)	Historical Amount Funded (directly to	$$ Proposed
2022 Skis & Saddles	1/21/2023	$3,500	Tier 1 - No lodging partners	Yes	NA	Yes	NA	$0	NA	Approved in 2022, however funds portion of funds were from 2023 budget	3	$6,500	$26,500	$3,500
Pickleball Grand Opening Tournament	9/9/2023	$2,500	Tier 1 - No lodging partners	$2019.00	NA	Yes	No	$0	Yes	Event expenses; total event costs expected to be $5,200	1	$0	$2,500	$2,500
Art! Pagosa	9/9/2023	$5,000	Tier 1 - No lodging partners	Yes	NA	Yes	Yes	$1,100	Maybe	Fundraiser - the proceeds from the event will be spent on public art, high school scholarships, and art education classes for artists and non-artists, both.	1	$4,100	$2,500	$5,000
Pagosa Paddle	5/13/2023	$3,500	Tier 1 - No lodging partners	Yes	NA	No	No	$0	No	Materials to build four movable Slalom gates and suspension system / $250 each. Paying Event Staff- Shuttle Drivers, DJ, Musicians, food and beverages for the volunteers and advertising	3	$2,500	$7,500	$3,500
Pagosa Folk n Bluegrass	6/9/2023	$2,500	None	Yes	NA	Yes	No	$0	Maybe	Funds would be utilized to support our advertising and marketing efforts including print and digital ads in regional newspapers and festival publications throughout Colorado,	3+	$5,000	$7,500	$2,500
Four Corners Folk Festival - KSUT	9/1/2023	$2,500	None	Yes	NA	Yes	No	$0	Maybe	Funds would be utilized to support our advertising and marketing efforts including print and digital ads in regional newspapers and festival publications throughout Colorado,	3+	$2,500	$5,000	$2,500
Pagosa Open	5/20/2023	$5,000	Tier 2 - lodging partners	Yes	Yes	Letter	No	$0	No	Player packages given to all participants, park fees, course cleaning and other infrastructure needs, social media advertising	1	$5,000	$5,000	$5,000
Pagosa Farmers Market	June - September	$2,500	Tier 1 - No lodging partners	Yes	NA	Yes	No	$0	No	Paid staff to assist the 14 week market	5+	$2,500	$9,500	$2,500
CRIA	5/15/2023	$40,000	Tier 1 - No lodging partners	Yes	NA	Yes	No	$0	No	These funds will support the contract with the photographer to live stream the event, we also will have the support of the forest service and where there are gaps CRIA will be filling in with Volunteers and staff. These funds will also support the large media	5+	$7,500	$32,500	$7,500
Loggerpalooza	3/4/2023	$5,000	Tier 1 - No lodging partners	Yes	NA	Yes	Maybe	$0	Yes	Will go to ensure the event is robust and give the town an event to be proud of by having live music, games, and great prizes	2	$4,100	$7,600	$2,500
Pagosa Springs High School "Beauty and the Beast"	3/14/2023	$3,000	Tier 1 - No lodging partners	NA	NA	Yes	No	$0	No	Money will be spent for production expenses, including costume rental, special effects and set construction	0	$0	$0	$3,000
Pagosa Weather	NA	$1,100	Tier 1 - No lodging partners	NA	NA	Yes	No	No	No	4th of July Parade, Business Cards for Displays, Tri-fold handouts for Displays, Entry for Farmer's Market, Entry for Chili	0	$0	$0	$1,100
Balloon Triathlon	3/26/2023	$5,000	Tier 2 - lodging partners	NA	NA	Yes	Maybe	$0	Maybe	Propane, Lift Tickets or lodging	0	$0	$0	$6,500
Mountain Chile Cha Cha	9/23/2023	$5,000	None	Yes	Yes	Yes	Maybe	$0	Maybe	Tents, Music, Supplies, Tables, Chairs	1	$3,300	$2,500	$1,500
Habitat for Humanity Caravanners	Summer 2023	$7,000.00	None	Yes	NA	Yes	No	No	No	Careavanners program - volunteers that help build Habitat houses	1	$7,000	$7,000	Infrastructure
Brews for Rescues	4/29/2023	$4,000.00	Tier 2 - lodging partners	Yes	Yes	Yes	Maybe	No	Maybe	One night lodging for attending brewers	1	$4,000	$4,000	$4,000
Tourism Events - Big Spring Clean, Hootenanny,	5/6/23, 10/28/23, 12/16/23	$20,000.00	Tier 2 - lodging partners	No	No	Yes	Maybe	TBD	Yes	100% of event costs	2	$25,000	$0	$20,000
Chamber of Commerce	All events	$6,500.00	None	NA	NA	Yes	No	$550.00	No	Adds internet in Town Park, Athletic Field and Lewis Street available to event organizers at	0	$0	$0	$6,500
Pagosa Springs Art Studio Tour	8/25/2023	$900.00	Tier 1 - No lodging partners	NA	NA		No	No	No	Banners at each artists studio that cost $27 each	0	$0	$0	$900
Archuleta County Fair	8/3/2023	$10,000.00	None	NA	NA	Yes	No	No	No	To provide entertainment for bands or carnival type experience	0	$0	$0	$0
Four Corners Flyers	6/24/2023	$9,570.00	Tier 1 - No lodging partners	NA	NA	Yes	Yes	$550.00	Yes	Bands, sounds, production, tent, marketing, etc.	0	$0	$0	$2,500
Oktoberfest	10/7/2023	$4,000.00	Tier 2 - lodging partners	Yes	Yes	Yes	No	$0	Yes	Funds used to cover costs of the band and provide lodging	2	$3,000	$6,000	$4,000
Hootenanny Fireworks	10/28/2023	$8,600.00	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	$8,600
Totals		$144,070						$2,200						$97,800
Total Remaining (including stage costs)														$0

2022 Event Funding Requests - Sept 2022									
Event	**Event Date(s)**	**Amount Requested**	**Marketing Level**	**Lodging Support Letters**	**Budget Provided**	**Stage Use**	**Funds requested for**	**Previous Amount Funded**	**$$ Proposed**
Pagosa Paddle	5/14/2022	$2,500.00	Tier 2 - lodging partners	No	Yes	No	Marketing, prizes, insurance, volunteer cost reimbursement.	$5,000	$2,500
Pagosa Folk n' Bluegrass	6/10/2022 - 6/12/22	$2,500.00	None	NA	Yes	No	Advertising and marketing	$5,000	$5,000
CRIA	May - September	$7,500.00	Tier 1 - no lodging partners	Yes	Yes	No	Miscellaneous expenses for organizing events - speakers, musicians, advertising, food and lodging, etc	$25,000	$7,500
Brews for Rescues Brew Fest (Pagosa Fun, LLC)	4/23/2022	$4,000.00	Tier 2 - Lodging partners	Yes	Yes	Yes	Lodging for Brewers and tent; requested $800 additional funds to cover rental fees	New Event; Pagosa Fun received $3000 for Oktoberfest in 2021	$4,000
Motel SOCO	2/12/2022	$3,500.00	None	No	Yes	No	Prize Money	$6,600	
Art! Pagosa	9/10/2022	$2,500.00	Tier 1 - no lodging partners	No	Yes	No	The Arts Initiative programs that benefit local artists, provide scholarships to high school students and pay for our free-of-charge after school arts program	New Event	$2,500
Mountain Chile Cha Cha	9/24/2022	$2,500.00	None	Yes	Yes	Maybe	Tents, Music, Supplies	$0	$2,500
Farmers Market	June - September	$2,500.00	Tier 1 - no lodging partners	No	Yes	No	Rental space at the East Side Market and then be used for marketing if there is excess. Hester Properties has increased the cost to the Market for a 10x10 booth space to $20 which we will pass on to the vendor (with scholarship assistance where needed) hence the Market will realize zero funding from vendors. Support must come from grant	$7,000	$2,500
Wolf Song Trail Running Series	6/18/22, 7/18/22, 8/13/22, 9/10/22	$4,880.99	Tier 2 - lodging partners	Yes	Yes	No	The money will be spent on needed equipment, such as a chip timing system, power generator, and A/V equipment, and other start-up costs to put on all the trail	New Event	$4,881
Conquer Pagosa Adventure	6/25/2022	$1,500.00	Tier 2 - lodging partners	Yes	Yes	No	Help with expenses of permits and prizes. Any profit will be kept to host the event next year.	$1,000; 2nd Year event - Pagosa Fun! assisting versus	$1,500
Four Corners Folk Festival - KSUT	9/2/22 - 9/4/22	$2,500.00	None	No	Yes	No	Advertising and marketing	$10,000 (includes $5,000 for 2022 Folk n' Bluegrass)	$2,500
Pagosa Open	9/10/2022	$5,000.00	Tier 2 - Lodging partners	No	Yes	No		New Event	$5,000
Holiday Festivities	12/17/2022	$15,000.00	In house	No	No	Maybe	$3500 Lighting Contest, Old Fashioned Christmas, additional $7500 Town holiday lighting decor, possible stage use, etc.	$7,000	$15,000
Cruise a Thong	7/16/2022	$800.00	Tier 1 - no lodging partners	No	Yes	Yes	Stage rental fee given no use of Town Park stage allowed	No recent funds (5+ years)	Stage fee
Food Coalition	7/23/2022	$800.00	None	No	Yes	Yes	Stage rental fee	New Event	$200
iRise Adventure	10/1/2022	$2,500.00	Tier 1 - no lodging partners	Yes	Yes	No	Advertising (Outside Magazine), social, media	New Event	$2,500
Oktoberfest (Pagosa Fun, LLC)	10/8/2022	$3,000.00	Tier 2 - lodging partners	Yes	Yes	Yes	Cost of band	$3,000	$3,000
Skis and Saddles 2023	1/21/2023	$10,000.00	Tier 1 - no lodging partners	No	Yes	Yes	Supplement track build expenses which were double what was anticipated at 2020 and 2022 events; Cover fixed expenses for this event should attendance be low due to weather, or shall any circumstances arise. Added prize money to keep out of town	$20,000	$10,000
Sundown Fest	8/20/2022	$5,000.00	Tier 1 - no lodging partners	No	Yes	Yes	Event productions costs - bands, stage, town fees, marketing, sounds, etc	New Event	$5,000
2023 Stage Use (approved)	Brews for Rescues, Cruise a Thong, Food	$2,400.00				3	Pay Town $800 for event organizers to use stage	New request for 2022	$2,400
2023 Stage Use (approved)	Mountain Chile Cha Cha, Art! Pagosa - 2 days, Oktoberfest, Sundown Fest, Skis and Saddles	$4,800.00				6	Pay Town $800 for event organizers to use stage; Skijor will come from 2023 budget	$2,400	$4,000
Halloween Hootenanny	10/29/2022	$13,000.00	Tier 2 - lodging partners	No	Yes	Maybe	Band / sound, stage, parking, decorations, porta potties, etc.	New Event	15000
Rotary Barn Dance	10/15/2022	$2,200.00	None	No	Yes	No	The money will be spent to pay for the Buckaroo rides and photographer	7th year fundraiser	2200
Total 2022 Requests		**$100,881**							
								Total Approved	**$99,681**
								Amount Remaining	**$319**

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: David Harris, Town Manager

PROJECT:	Authorizing an Agreement with CDOT for reconstruction reimbursement of Town facilities in the US 160 project and appropriating funds
ACTION:	Discussion and appropriate action

PURPOSE/BACKGROUND:
This item will consider approving a contract with the Colorado Department of Transportation to perform certain Town-related projects during the reconstruction of US 160 Downtown. This item will also appropriate $1,078,375 to fund this agreement. Funding will come from Capital Improvement Fund reserves. There is a companion agenda item that will authorize the staff to reimburse reserves should Council decide to finance this and other US 160 improvements. Staff is awaiting a bid from the CDOT contractor, WW Clark, for those other items.

Included in this contract are the following items:

Removal of light standard foundation
HMA Patching
Installation of electrical conduit
Installation of pull boxes
Installation of new light standard foundations

This contract contains the Town's pro rata share of shared construction costs including mobilization, survey, flagging, and traffic control management. Details of these costs are found in Exhibit B on page 54 of the attached document. A summary is listed below:

Construction bid items	632,750
Shared construction costs	111,470
Subtotal - construction cost	**$744,220**
CD and Indirect rate at 26%	193,497
Total - project cost	**$937,717**
Contingency at 15%	140,658
TOTAL	**$1,078,375**

ATTACHMENTS:
CDOT reimbursement contract 031824

FISCAL IMPACT:
$1,078,375 appropriated from the Capital Improvement Fund fund balance (reserves) though these funds may be replenished should Council decide to finance these improvements. Staff is including a typical 15% contingency should unexpected costs arise.

RECOMMENDATIONS:
1. Move approval of the contract with Colorado Department of Transportation and appropriate $1,078,375 from the Capital Improvement Fund fund balance.

2. Move approval of the contract with Colorado Department of Transportation and appropriate $1,078,375 from the Capital Improvement Fund fund balance with the following changes....

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E

OLA: 351002184
Routing No. 25-HA5-XE-00006

COLORADO DEPARTMENT OF TRANSPORTATION INCURRED COST CONTRACT (REIMBURSABLE) **SAP MOU:** 351002184 **Routing No.:** 25-HA5-XE-00006	**Project Sub-Account:** 21919 **Project Number:** NHPP 1602-165 **CO:** MP 142.84- 143.97 **Project Name:** US 160 Pagosa Reconstruction

THIS CONTRACT, made and entered into this day of _____, 2025, is by and between the State of Colorado for the use and benefit of the Colorado Department of Transportation ("CDOT" or "the State") and the Town of Pagosa Springs as ("Utility Owner").

WHEREAS:

The authority exists in the law and funds have been budgeted, appropriated and otherwise made available and a sufficient unencumbered balance thereof remains available for payment.

1. The required approval, clearance and coordination has been accomplished from and with all appropriate agencies.
2. The State anticipates performance of construction NHPP 1602-165, to be street lighting and fiber conduit work for the Utility Owner hereinafter referred to as "the Highway Project".
3. The Highway Project necessitates adjustment or relocation of Utility Owner's facilities, and/or affords the Utility Owner with the opportunity to construct improvements to its system, hereinafter referred to as the "Work", and is generally described in **Exhibit A**.
4. The **Utility Owner is responsible for the cost of the Work**, as more fully shown on the "Construction Costs Summary Breakdown" attached hereto as **Exhibit B – Part I** and the "Abbreviated Award Bid Tab" attached hereto as **Exhibit B Part II.**
5. The Utility Owner is willing to reimburse the State for all expenses incurred in performance of the Work.
6. The State's contractor can perform the Work in conjunction with construction of the Highway Project. It is in the public interest for the State and the Utility Owner to consolidate their respective responsibilities and activities so as to lessen the impact of the construction upon the general public.
8. The State and the Utility Owner desire to consolidate performance of the Work with the construction of the Highway Project and set forth their respective obligations and responsibilities with respect to the Work and funding thereof.
9. This contract is executed by the State under the authority of §43-1-110 and §43-1-114, C.R.S., as amended.

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OLA: 351002184
Routing No. 25-HA5-XE-00006

NOW THEREFORE, THE STATE AND THE UTILITY OWNER AGREE:

1. The State shall provide liaison with the Utility Owner through the State's Region Utilities Engineer (RUE), who is available at: *Kevin Walters – Address: 3803 N. Main, Ste. 300, Durango, CO 81301, telephone number: (970) 385-1407, and email: Kevin.Walters@state.co.us* and will coordinate all State activities under this contract.
2. The Work shall be depicted in detail in **Exhibit A** and and the costs associated for the above-referenced project set forth in **Exhibit B**, copies of which are attached hereto and made a part hereof.
3. The bid documents shall be prepared by the State and will include all bid items necessary for performance of the Work and shall be made a part of this contract by reference.
4. The State will award, or has already awarded, a construction contract for the Highway Project, including the Work, pursuant to the provisions of §24-92-101, C.R.S., *et seq*., as amended. The State shall be the sole authority for awarding said construction contract.
5. The Utility Owner shall give immediate written notification to the State if it desires any revision of the Work. The State shall then incorporate any mutually acceptable revisions into the Work, and the Utility Owner shall be responsible for all costs of the revised Work and shall pay such costs in accordance with the provisions of paragraph 8, below.
6. The State, through its construction contractor, shall perform and complete the Work in accordance with **Exhibit A** and **Exhibit B**. Both the State and the Utility Owner will jointly supervise the performance of the Work, which shall include, but not be limited to, field and office engineering, construction inspection and materials testing, and traffic control through the Work area.
7. The Utility Owner shall cooperate and coordinate with the State in the performance of the Work. During construction, a Utility Owner representative shall periodically observe the performance of the Work to ensure that the Utility Owner's interests with regard to the Work are being fulfilled. Upon completion of the Work, the utility Owner shall provide the State with final written approval and acceptance of the Work, which approval shall not be unreasonably withheld provided that performance of the Work has been completed in substantial conformance with **Exhibit A** and **Exhibit B**, and with the Highway Construction Plan Sheets. The Utility Owner's inspector shall communicate with the State's construction contractor only through the State's engineer and shall not be directly involved with the State's construction contractor.
8. The Utility Owner shall reimburse the State for the Work set forth in **Exhibit A**. Total Work costs shall include and be expressed as physical construction costs, as derived from the estimated quantities at the State's construction contractor's contract unit prices.

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9. **The Utility Owner's share of the this cost is estimated to be $937,716.89** as set forth in **Exhibit B** and shall be the maximum amount of the Utility Owner's obligation unless such amount is increased by a written amendment to the contract.
10. The Utility Owner has appropriated sufficient funds to pay for the costs of the Work that will be completed within the Utility Owner's current fiscal year. For Work to be completed in subsequent fiscal years, if any, the Utility Owner shall make all necessary good faith efforts to effectuate the availability of sufficient funds. In the event funds are not so appropriated by the Utility Owner, the Utility Owner shall promptly notify the State of such fact so that the additional Work can be deleted from the project.
11. The State will invoice the Utility Owner for the total amount to be reimbursed upon substantial completion of the Work. The Utility Owner will promptly pay the invoiced amount to the State no later than 30 days after the invoice date.
12. Contractor payments will be paid from project funds until the State is reimbursed for the Work.
13. The State agrees to make all project records available to the Utility Owner up to three (3) years after the substantial completion of the highway construction project in the event the Utility Owner desires to audit the same for cost verification purposes.
14. The term of this contract shall begin on the date signed by the State Controller or its authorized delegate and shall extend to the date which is three months after the date of the final payment or the final audit, whichever is pertinent to this contract, unless earlier terminated.
15. This contract shall inure to the benefit of and be binding upon the parties, their successors and assigns.
16. Either the State or the Utility Owner may terminate this contract at any time upon reasonable notice for cause, or convenience, or if funds become unavailable, provided that the Utility Owner shall reimburse the State for the incurred cost of actual Work performed for the benefit of the Utility Owner up to the termination date.
17. The Utility Owner represents and warrants that it has taken all necessary actions that are required by its procedures, bylaws, or applicable law, to legally authorize the undersigned signatory to execute this contract on behalf of the Utility Owner and to bind the Utility Owner to its terms.
18. If any signatory signs this agreement using a digital signature in accordance with the Colorado State Controller Contract, Grant and Purchase Order Policies regarding the use of digital signatures issued under the State Fiscal Rules, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Contract by reference.
19. COLORADO SPECIAL PROVISIONS (COLORADO FISCAL RULE 3-3) These Special Provisions apply to all contracts. Contractor refers to Utility Owner.

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OLA: 351002184
Routing No. 25-HA5-XE-00006

A. STATUTORY APPROVAL. §24-30-202(1), C.R.S.

This Contract shall not be valid until it has been approved by the Colorado State Controller or designee. If this Contract is for a Major Information Technology Project, as defined in §24-37.5-102(19), then this Contract shall not be valid until it has been approved by the State's Chief Information Officer or designee.

B. FUND AVAILABILITY. §24-30-202(5.5), C.R.S., applicable law, rule or regulation

Financial obligations of the Parties payable after the current State Fiscal Year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

C. GOVERNMENTAL IMMUNITY.

Liability for claims for injuries to persons or property arising from the negligence of the Parties, its departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State's risk management statutes, §§24-30-1501, et seq. C.R.S. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, contained in these statutes.

D. INDEPENDENT CONTRACTOR

Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any agent or employee of Contractor shall be deemed to be an agent or employee of the State. Contractor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. **Contractor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the State and the State shall not pay for or otherwise provide such coverage for Contractor or any of its agents or employees. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this Contract. Contractor shall (i) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (ii) provide proof thereof when requested by the State, and**
(iii) be solely responsible for its acts and those of its employees and agents.

E. COMPLIANCE WITH LAW.

Contractor shall comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

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OLA: 351002184
Routing No. 25-HA5-XE-00006

F. CHOICE OF LAW, JURISDICTION, AND VENUE.

Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. All suits or actions related to this Contract shall be filed and proceedings held in the State of Colorado and exclusive venue shall be in the City and County of Denver.

G. PROHIBITED TERMS.

Any term included in this Contract that requires the State to indemnify or hold Contractor harmless; requires the State to agree to binding arbitration; limits Contractor's liability for damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with this provision in any way shall be void ab initio. Nothing in this Contract shall be construed as a waiver of any provision of §24-106-109 C.R.S. Any term included in this Contract that limits Contractor's liability that is not void under this section shall apply only in excess of any insurance to be maintained under this Contract, and no insurance policy shall be interpreted as being subject to any limitations of liability of this Contract.

H. SOFTWARE PIRACY PROHIBITION.

State or other public funds payable under this Contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Contractor hereby certifies and warrants that, during the term of this Contract and any extensions, Contractor has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that Contractor is in violation of this provision, the State may exercise any remedy available at law or in equity or under this Contract, including, without limitation, immediate termination of this Contract and any remedy consistent with federal copyright laws or applicable licensing restrictions.

I. EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST. §§24-18-201 and 24-50-507, C.R.S.

The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this Contract. Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Contractor's services and Contractor shall not employ any person having such known interests.

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OLA: 351002184
Routing No. 25-HA5-XE-00006

THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT

*** Persons signing for the Utility Owner hereby swear and affirm that they are authorized to act on behalf of the Utility Owner and acknowledge that the State is relying on their representations to that effect and accept personal responsibility for any and all damages the State may incur for any errors in such representation.**

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed in triplicate by their respective officials thereto duly authorized.

UTILITY OWNER	**STATE OF COLORADO**
Town of Pagosa Springs	**Jared S. Polis, GOVERNOR** **Colorado Department of Transportation** **Shoshana M. Lew, Executive Director**
By: _____ David J. Harris, Town Manager	**By:** _____ Keith Stefanik, P.E., Chief Engineer Colorado Department of Transportation
Dated: _____	**Dated:** _____

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Exhibit A: Highway Construction Plan Sheets

PoDI / NHS	
FHWA PROJECT OF DIVISION INTEREST (PoDI)?	■ NO □ YES
NATIONAL HIGHWAY SYSTEM?	□ NO ■ YES

PROJECT DESCRIPTION

THIS PROJECT CONSISTS OF IMPROVEMENTS TO US 160 BETWEEN HARMAN HILL AND 1ST ST. RESTRIPING AND OVERLAY FROM 10TH TO WEST OF 8TH ST. CONCRETE RECONSTRUCTION FROM WEST OF 8TH ST TO EAST OF 3RD ST. UPGRADE CURB RAMPS AND SIDEWALKS TO MEET ADA STANDARDS. REPLACE STORM SEWER SYSTEM.

TABULATION OF LENGTH & DESIGN DATA

STATION	FEET ROADWAY U.S. 160	
BEGIN APPROACH TO PROJECT US 160 MP 139.70	16,526	
BEGIN NHPP 1602-165 STA. 78+00.00 US 160 MP 142.84		
END NHPP 1602-165 STA. 143+69.13 US 160 MP 143.97	6,569.13	
END APPROACH TO PROJECT US 160 MP 144.97	5,280	
TOTAL	28,375.13	
SUMMARY OF PROJECT LENGTH	FEET	MILES
PROJECT GROSS LENGTH	28,375	5.37

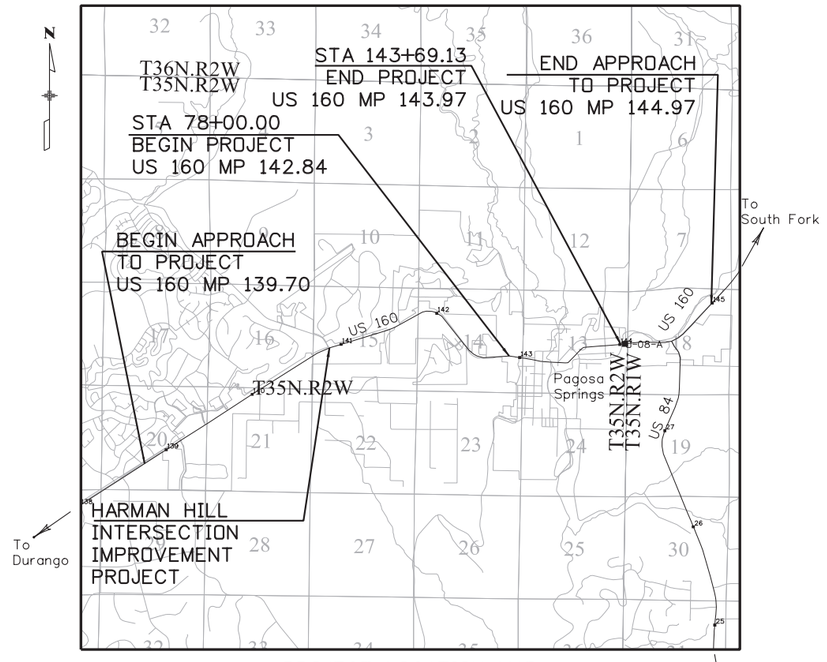
DESIGN DATA	U.S. 160
MINIMUM RADIUS OF CURVE	88.5
MAXIMUM GRADE	4.84%
MINIMUM S.S.D. HORIZONTAL	>200
MINIMUM S.S.D. VERTICAL	>200
MAXIMUM DESIGN SPEED	30 MPH
2023 DESIGN TRAFFIC	DHV = 11 ADT = 16,384
2043 DESIGN TRAFFIC	DHV = 11 ADT = 20,224
DHV TRUCK %	4.4%
CLEAR ZONE DISTANCE (TANGENT)	16 FT.

All seals for this set of drawings are applied to the cover page(s)

DEPARTMENT OF TRANSPORTATION
STATE OF COLORADO

AWARD SET

HIGHWAY CONSTRUCTION BID PLANS OF PROPOSED
FEDERAL AID PROJECT NO. NHPP 1602-165
US160 PAGOSA SPRINGS RECONSTRUCTION
ARCHULETA COUNTY
CONSTRUCTION PROJECT CODE NO. 21919R



PROJECT LOCATION MAP

Know what's below. Call before you dig.

Related Projects:	
P. E. UNDER PROJECT:	
Project Number	BR 1602-139
Project Code:	19263

R.O.W. Projects:
R.O.W. Project Description
N/A

INDEX OF SHEETS

SHEET NO.	
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2	STANDARD PLANS LIST
3 - 5	GENERAL NOTES
6 - 14	TYPICAL SECTIONS
15	MISCELLANEOUS DETAILS
16	MEDIAN CURB NOSE DETAIL
17 - 23	SUMMARY OF APPROXIMATE QUANTITIES
24	TABULATION OF EARTHWORK
25	TABULATION OF SURFACING
26	TABULATION OF CURB RAMPS,CURB AND GUTTER
27	TABULATION OF SIDEWALK AND DRIVEWAYS
28 - 31	TABULATION OF DRAINAGE PIPES
32	TABULATION OF REMOVAL, FENCE AND GUARDRAIL, CURB, AND LANDSCAPE WALL
33	TABULATION OF EROSION CONTROL
34	SURVEY TABULATION
35 - 37	SURVEY CONTROL DIAGRAM
38 - 48	US 160 REMOVAL PLAN
49 - 56	GEOMETRIC LAYOUT
57 - 74	US 160 PLAN AND PROFILE
75 - 79	US 160 PROFILE
80 - 89	INTERSECTION DETAILS
90 - 106	EDGE OF PAVEMENT GEOMETRIC DATA AND PROFILE
107	MID-BLOCK CROSSING DETAIL
108 - 109	DRIVEWAY DETAIL
110	8TH STREET SIDEWALK PLAN AND PROFILE
111	LANDSCAPE WALL PLAN AND PROFILE
112	LANDSCAPE WALL GEOMETRIC DATA
113 - 123	CURB RAMP DETAILS
124 - 138	PAVEMENT JOINT PLAN
139 - 141	DRAINAGE KEY MAP
142 - 161	STORM SEWER SECTION
162 - 168	INLET SPECIAL DETAILS
169 - 175	STORMWATER MANAGEMENT PLAN
176 - 187	EROSION CONTROL PLAN
188	IMPACT PLAN
189	US 160 SIGNING AND STRIPING LEGEND AND DETAILS
190	SUMMARY OF TRAFFIC QUANTITIES AND TABULATION OF RRFB
191 - 200	TABULATION OF SIGNS
201 - 210	TABULATION OF PAVEMENT MARKINGS
211	TRAFFIC SIGNAL PLAN US 160 AND 8TH STREET
212	TRAFFIC SIGNAL PLAN US 160 AND 5TH STREET
213	TRAFFIC SIGNAL PLAN US 160 AND 4TH STREET
214 - 229	US 160 SIGNING AND STRIPING PLAN
230 - 232	SPECIAL SIGN DETAILS
233	TABULATION OF CONSTRUCTION TRAFFIC CONTROL
234 - 259	US 160 PHASING PLAN
260 - 271	US 160 DETOUR PLAN
272	TABULATION OF UTILITIES
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296 - 298	UTILITY CONFLICT MATRIX - GEOTHERMAL, ELECTRIC
299 - 302	UTILITY CONFLICT MATRIX - SANITRY
303 - 304	UTILITY CONFLICT MATRIX - GAS
305	UTILITY DETAILS
306	PULL BOX DETAILS
307 - 316	UTILITY SUE PLAN
317	TOPS GEOTHERMAL LINE PLAN AND PROFILE
318	TOPS GEOTHERMAL LINE SURVEY DATA AND TYPICAL TRENCH DETAIL
319 - 342	LIGHTING PLAN
500 - 519	US 160 CROSS SECTIONS
G1-3 C1-9 C-900-901	PAWS 1ST TO 7TH STREET WATERLINE IMPROVEMENTS
601 - 625	20170342 HARMAN HILL INTERSECTION IMPROVEMENT PROJECT

Print Date: 8/23/2024	Sheet Revisions	Colorado Department of Transportation	As Constructed
File Name: 01_21919TitleSht.dgn	Date: Comments: Init.	1205 West Avenue, Alamosa, CO 81101	No Revisions:
Horiz. Scale: 1:1 Vert. Scale: As Noted	R-X	Phone: 719-589-4251	Revised:
Unit Information Unit Leader Initials		FAX: 719-587-6511	Void:
wsp Colorado Center Tower 2, 2000 S. Colorado Blvd Suite 2-1000, Denver, CO 80222		Region 5 AFM	

Contract Information	Project No./Code
Contractor:	NHPP 1602-165
Resident Engineer:	21919R
Project Engineer:	
PROJECT STARTED: / / ACCEPTED: / /	Sheet Number 1
Comments:	

D:\Projects\Transportation\CDOT 2015 Statewide NPS GEV\TO 27 - US 160 Pagosa Springs\9.0 CADD\9.1 Design\Drawings\01_21919TitleSht.dgn
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NEW BUSINESS IX.3.

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TABULATION OF UTILITIES

LOCATION	STATION, OFFSET	SIDE	202-00031 Removal of Fire Hydrant	202-00040 Removal of Electrical Conduit	202-00827 Removal of Pull Box	210-00050 Reset Fire Hydrant	210-00750 Reset Light Standard	210-04010 Adjust Manhole	210-04050 Adjust Valve Box	210-04060 Adjust Water Meter	613-00200 2 Inch Electrical Conduit	613-07000 Pull Box (Special)	613-07002 Type Two Pull Box	619-78048 6 Inch Fire Hydrant	REMARKS
		RT/LT	EACH	LF	EACH	EACH	EACH	EACH	EACH	EACH	LF	EACH	EACH	EACH	
US 160	96+77 TO 143+50	RT/LT									5760				
US 160	100+40.48, 21.04'	LT							1						
US 160	100+53.08, 76.68'	LT							1						
US 160	100+70.46, 71.46'	RT							1						
US 160	100+94.17, 62.07'	RT							1						
US 160	102+55.37, 34.71'	LT					1								
US 160	102+97.58, 39.19'	RT								1					
US 160	105+95.67, 36.32'	LT								1					
US 160	106+09.53, 42.05'	LT							1						
US 160	106+14.76, 26.83'	LT						1							
US 160	106+94.98, 26.46'	LT						1							
US 160	107+42.62, 34.63'	RT								1					
US 160	108+24.42, 51.79'	LT							1						
US 160	108+24.60, 40.49'	LT							1						
US 160	108+24.80, 17.76'	LT							1						
US 160	108+33.04, 58.07'	LT							1						
US 160	108+60.98, 44.50'	RT							1						
US 160	108+62.44, 12.29'	LT							1						
US 160	108+85.85, 38.54'	RT			1								1		
US 160	108+96.77, 48.05'	LT			1								1		
US 160	109+49.23, 35.87'	LT							1						
US 160	110+58.53, 18.98'	LT							1						
US 160	112+03.62, 34.83'	LT							1						
US 160	113+00.00	LT/RT		155											
US 160	113+28.75, 32.84'	LT	1												
US 160	113+50.00, 36.50'	LT												1	APPROXIMATE LOCATION
US 160	119+63.78, 43.40'	RT			1								1		
US 160	119+72.28, 36.76'	LT			1								1		
US 160	119+77.45, 37.02'	LT			1							1			
US 160	120+10.09, 92.43'	RT							1						
US 160	120+16.15, 39.59'	RT			1							1			
US 160	120+21.64, 37.70'	LT			1								1		
US 160	125+35.78, 35.47'	LT					1								
US 160	126+05.33, 18.89'	LT							1						
US 160	126+06.54, 19.95'	LT							1						
US 160	126+06.89, 35.09'	LT				1									
US 160	126+07.98, 18.74'	LT							1						
US 160	127+33.62, 34.32'	LT							1						
US 160	127+40.97, 17.61'	LT							1						
US 160	127+59.49, 34.07'	LT							1						
US 160	128+03.63, 34.36'	LT							1						
US 160	129+15.37, 33.65'	RT							1						
US 160	129+22.52, 34.46'	LT							1						
US 160	130+62.38, 33.72'	LT							1						
US 160	131+15.74, 33.91'	LT							1						
US 160	131+57.09, 34.51'	LT							1						
US 160	132+40.41, 34.71'	LT							1	1					
US 160	133+43.93, 33.77'	LT							1						
US 160	133+68.68, 34.01'	LT							1						
US 160	134+56.59, 35.72'	LT								1					
US 160	134+58.95, 35.26'	LT							1						
US 160	135+08.90, 33.75'	LT					1								
US 160	135+11.48, 41.87'	LT			1								1		
US 160	135+32.97, 38.16'	RT							1						
US 160	135+33.99, 47.98'	RT							1						
US 160	135+34.40, 19.65'	LT							1						
US 160	135+35.84, 39.72'	LT							1						
US 160	135+86.11, 34.01'	LT							1						
US 160	137+60.95, 34.23'	LT							1						
US 160	138+20.34, 34.81'	LT							1						
US 160	141+22.04, 33.71'	RT							1						
US 160	142+66.17, 41.68'	LT				1									
US 160	142+69.22, 41.24'	LT							1						
US 160	143+18.68, 37.54'	LT							1						
US 160	135+37.15, 45.93'	RT							1						
US 160	135+41.69, 48.16'	RT							1						
US 160	135+46.28, 48.69'	RT							1						
US 160	139+51.31, 33.54'	LT							1						
US 160	139+76.02, 33.86'	LT							1						
US 160	142+66.17, 41.68'	LT				1									
US 160	142+69.22, 41.24'	LT							1						
US 160	142+79.14, 39.23'	LT							1						
US 160	142+83.15, 15.80'	LT							2						
US 160	142+95.49, 59.28'	LT							1						
	TOTALS		1	155	8	3	3	2	51	5	5,760	2	6	1	

PAWSD Hwy Crossing Material Quantities

CDOT Pay Item	CDOT Pay Item Description	Unit	Material	Total Quantities
619-50080	1 Inch Plastic Pipe	LF	1" PEX (Service Line) (ft)	449
619-50240	3 Inch Plastic Pipe	LF	3" HDPE (Service Casing) (ft)	449
	*		8" x 1" DIP Tapping Saddle (Each)	7
619-77300	Corporation Stop	EACH	1" Corporation Stop (Each)	7
619-77400	Curb Stop and Box	EACH	1" Curb Stop (Each)	7
619-75048	6 Inch Gate Valve	EACH	6" Gate Valve (Each)	3
619-75096	12 Inch Gate Valve	EACH	12" Gate Valve (Each)	7
619-75100	12-Inch Valve Insertion	EACH	12" Insertion Gate Valve (Each)	3
619-06060	6 Inch Ductile Iron Pipe	LF	6" DIP Pipe (ft)	15
619-06100	10 Inch Ductile Iron Pipe	LF	10" DIP Pipe (ft)	6
619-50640	8 Inch Plastic Pipe	LF	8" HDPE Pipe (ft)	250
619-50960	12 Inch Plastic Pipe	LF	12" HDPE Pipe (ft)	605
	*		6" AC Pipe Cap (Each)	1
	*		6" x 12" MJ Reducer (Each)	6
	*		8" x 12" MJ Reducer (Each)	1
	*		10" x 12" MJ Reducer (Each)	2
	*		6" x 12" HDPE Reducer (Each)	1
	*		8" x 12" HDPE Reducer (Each)	0
	*		10" MJ 90 Elbow (Each)	1
	*		12" MJ Cross (Each)	1
	*		6" DIP to AC Pipe Coupling (Each)	1
	*		8" HDPE to AC Coupling (Each)	1
	*		10" MJ Coupling (Each)	1
	*		12" MJ Coupling (Each)	1
	*		6" HDPE 45 Elbow (Each)	2
	*		8" HDPE 45 Elbow (Each)	3
	*		12" HDPE 45 Elbow (Each)	2
	*		12" HDPE 90 Elbow (Each)	3
	*		6" (Branch) x 8" HDPE Tee (Each)	1
	*		12" HDPE Tee (Each)	1
	*		12" DIP Tee (Each)	1
619-78048	6 Inch Fire Hydrant	EACH	Fire Hydrant (Each)	3
	**		Thrust Block (Each)	15
203-01597	Potholing	HOUR	Potholing Allowance (Hrs)	80

*Water lines of the various types and sizes will be measured by the linear foot in place and shall include all fittings.

** The Cost of the concrete thrust blocks will be included in: 12", 8", or 6" pipes and shall be concrete Class D

NOTES

1. FOR REPLACEMENT OF SANITARY SEWER MANHOLE QUANTITIES, SEE TABULATION OF DRAINAGE QUANTITIES.

All seals for this set of drawings are applied to the cover page(s)

Print Date: 12/19/2023
File Name: 21919TAB_Utilities.dgn
Horiz. Scale: 1:1 Vert. Scale: As Noted
Unit Information Unit Leader Initials

WSP
Colorado Center Tower 2
2000 S. Colorado Blvd Suite 2-1000
Denver, CO 80222

Sheet Revisions

Date:	Comments	Init.

Colorado Department of Transportation
1205 West Avenue
Alamosa, CO 81101
Phone: 719-589-4251
FAX: 719-587-6511
Region 5 AFM

As Constructed
No Revisions:
Revised:
Void:

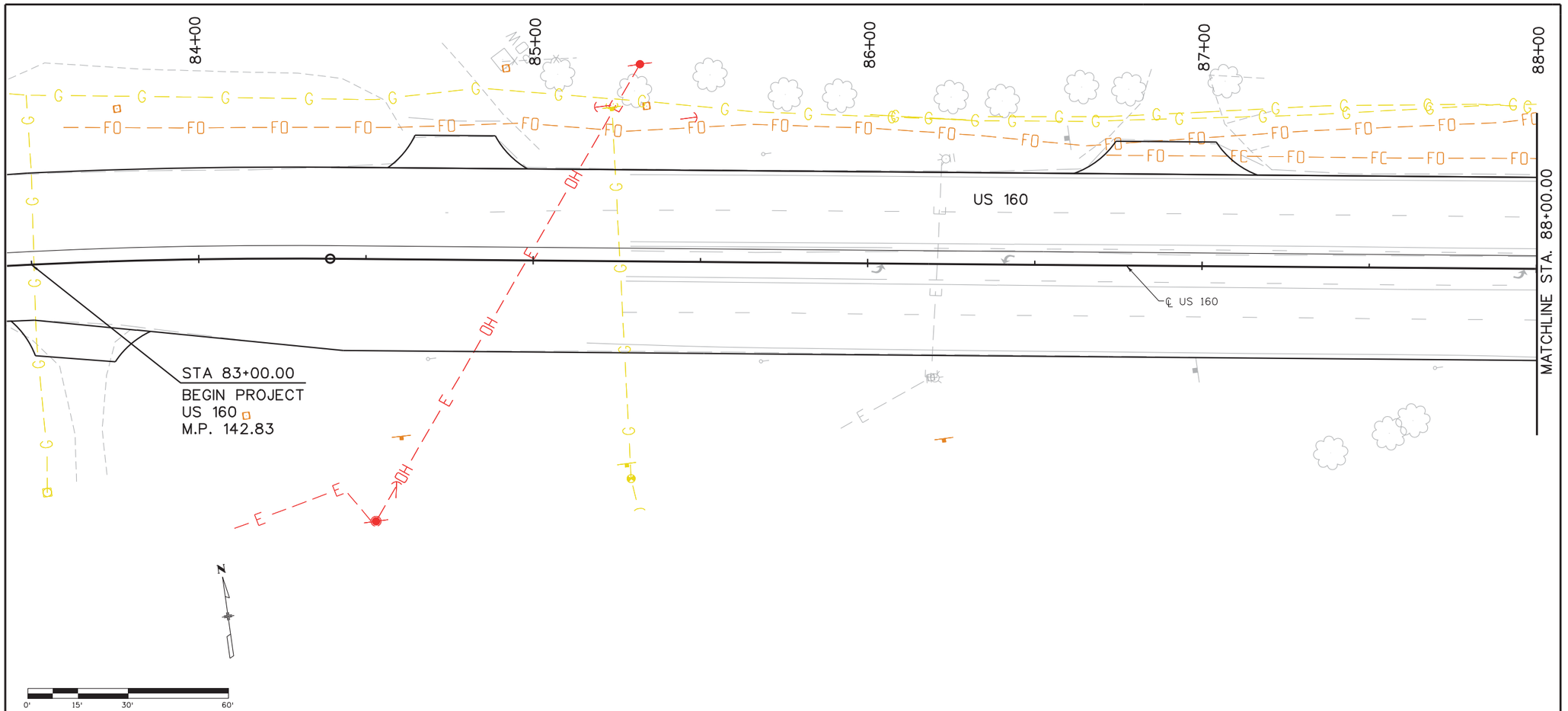
TABULATION OF UTILITIES

Designer: SO
Detailer: SO
Sheet Subset: TABS
Structure Numbers
Subset Sheets: 1 of 1

Project No./Code
NHPP 1602-165
21919R
Sheet Number 272

USKB713883 10:52:22 AM X:\US\USDENBOO-DEN\5007-Projects\Project\Transportation\CDOT 2015 Statewide NPS GE\TO 27 - US 160 Pagosa Springs\9.0 CADD\9.6 Utilities\Proposed Utility Plans\21919TAB_Utilities.dgn

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E



LEGEND

- GAS - SOURCE GAS
- TELEPHONE - CENTURY LINK
- ELECTRIC - LA PLATA ELECTRIC ASSOCIATION
- POTABLE WATER - PAGOSA AREA WATER & SANITATION DISTRICT
- SEWER - PAGOSA SPRINGS SANITATION DISTRICT
- GEOTHERMAL - PAGOSA SPRINGS GEOTHERMAL DEPARTMENT

Know what's below. Call before you dig.

NOTE

1. FOR REPLACEMENT OF SANITARY SEWER MANHOLE QUANTITIES, SEE TABULATION OF DRAINAGE PIPES

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Print Date: 11/28/2023
File Name: 21919UTIL_Prop_UtPlan01.dgn
Horiz. Scale: 1:30 Vert. Scale: As Noted
Unit Information Unit Leader Initials

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Sheet Revisions		
Date:	Comments	Init.

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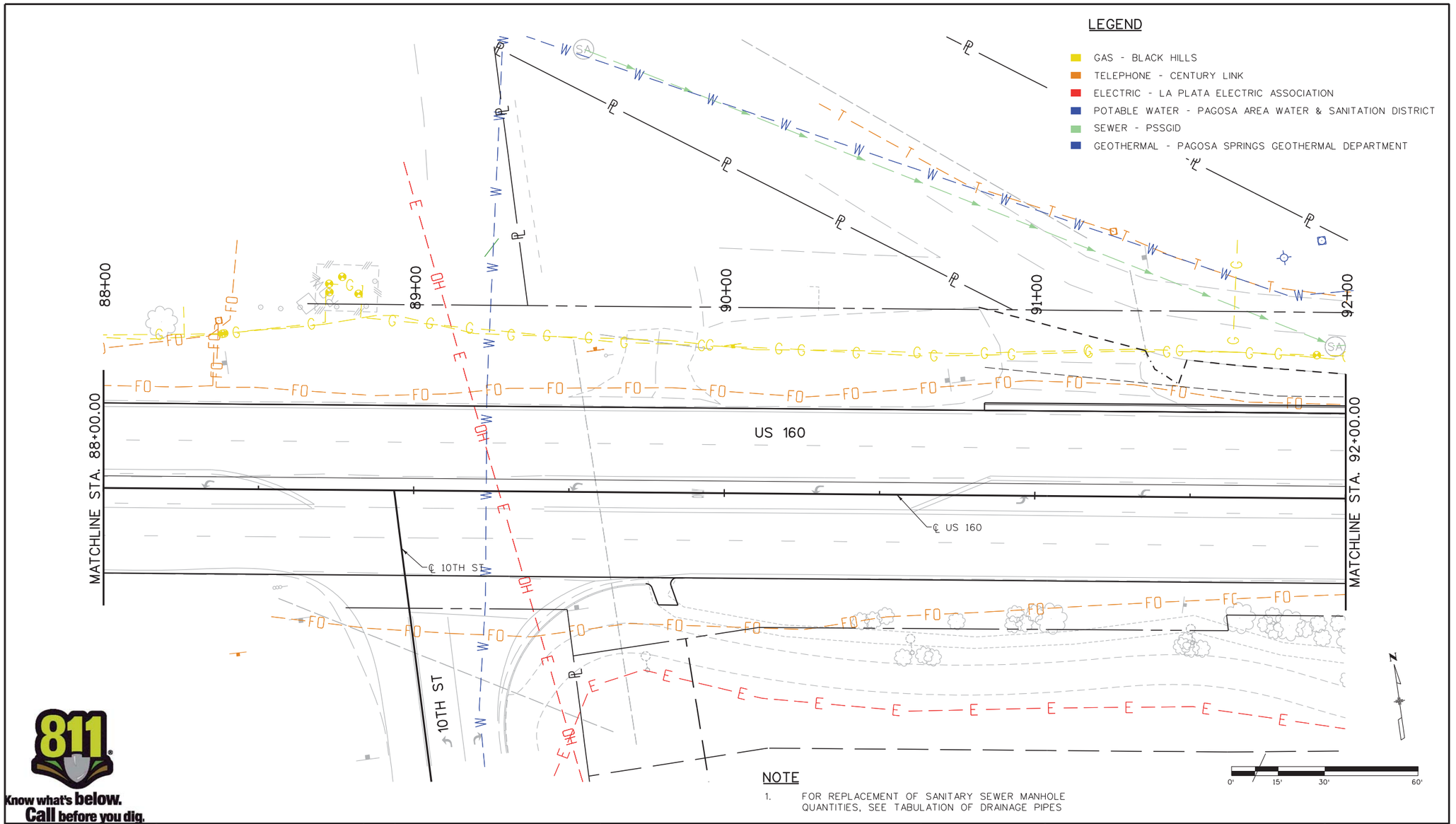
PROPOSED UTILITIES PLAN

Designer: KB
Detailer: SD
Sheet Subset: UTILITIES
Structure Numbers
Subset Sheets: 1 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 273

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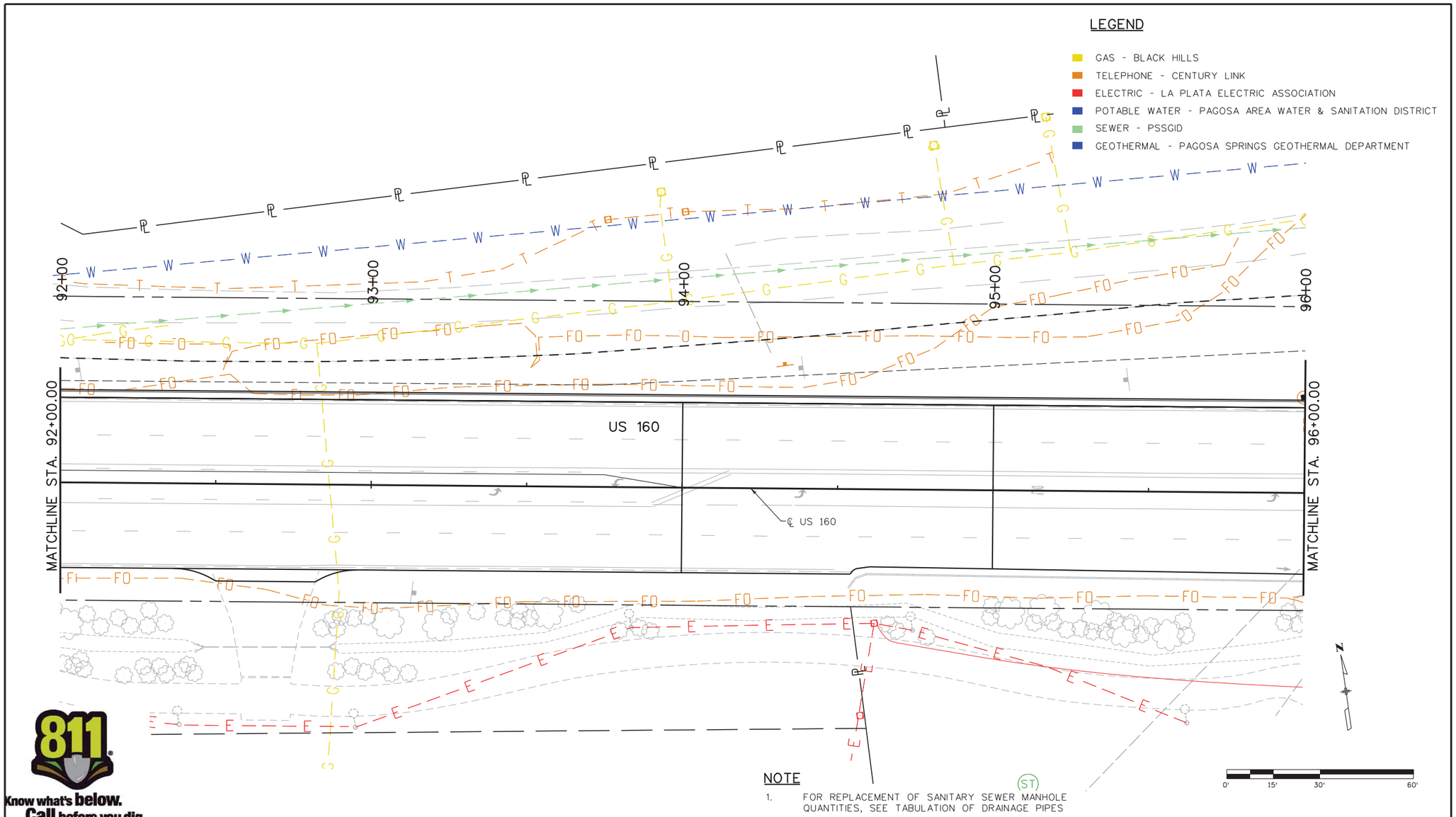
PROPOSED UTILITIES PLAN

Designer: KB
Detailer: SD
Sheet Subset: UTILITIES
Structure Numbers:
Subset Sheets: 2 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 274

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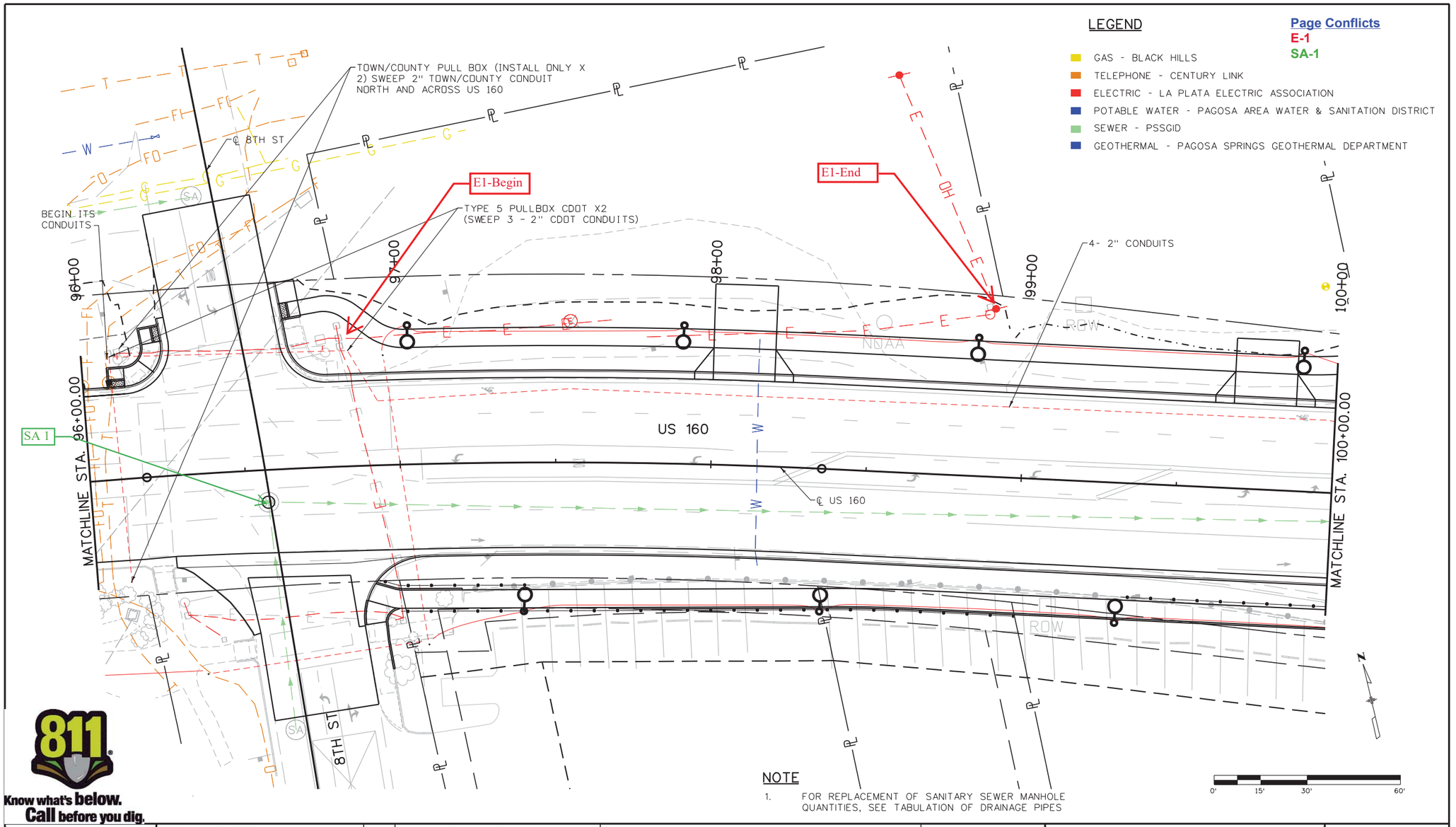
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PROPOSED UTILITIES PLAN

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Structure Numbers:
Subset Sheets: 3 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 275

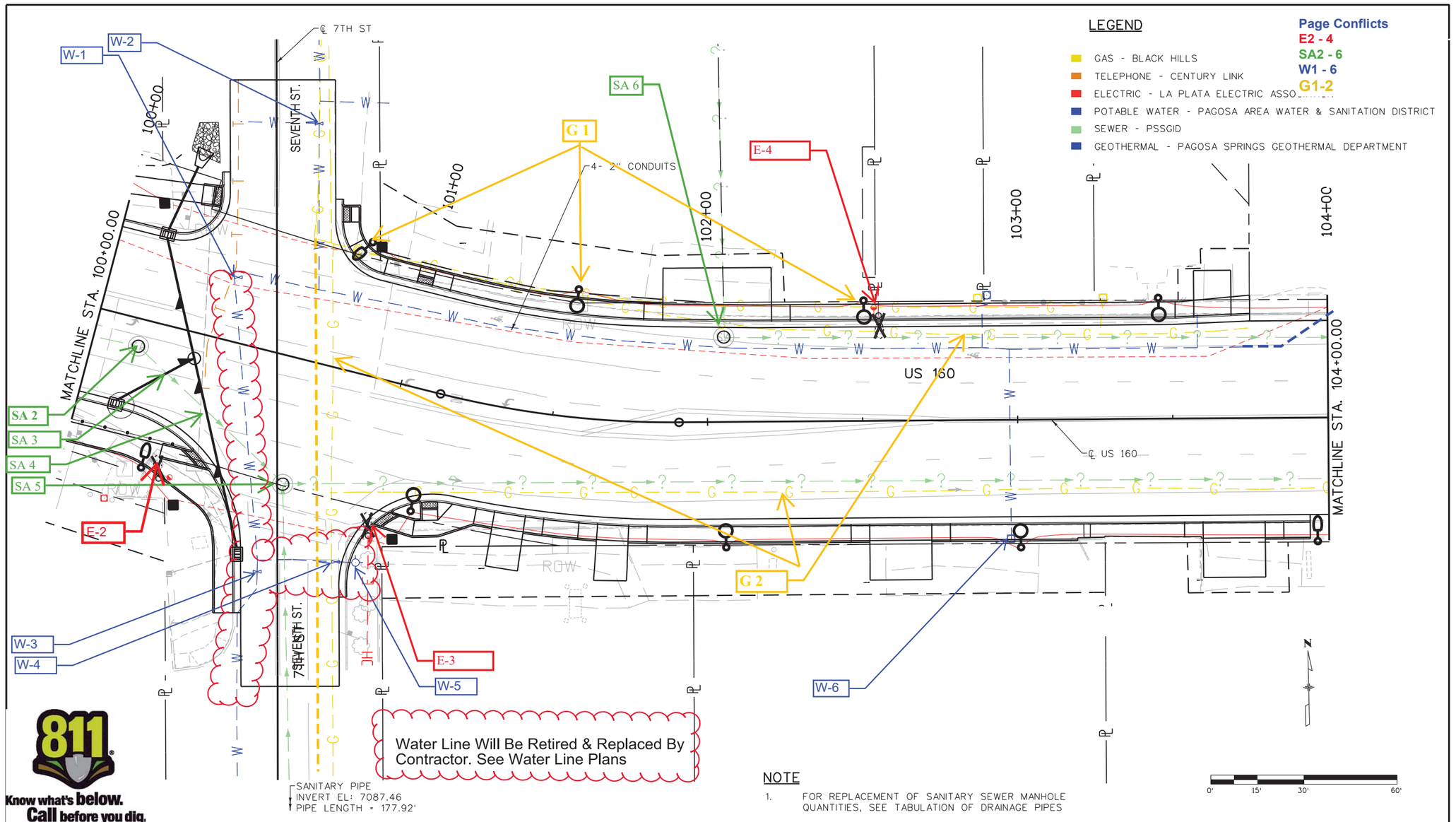
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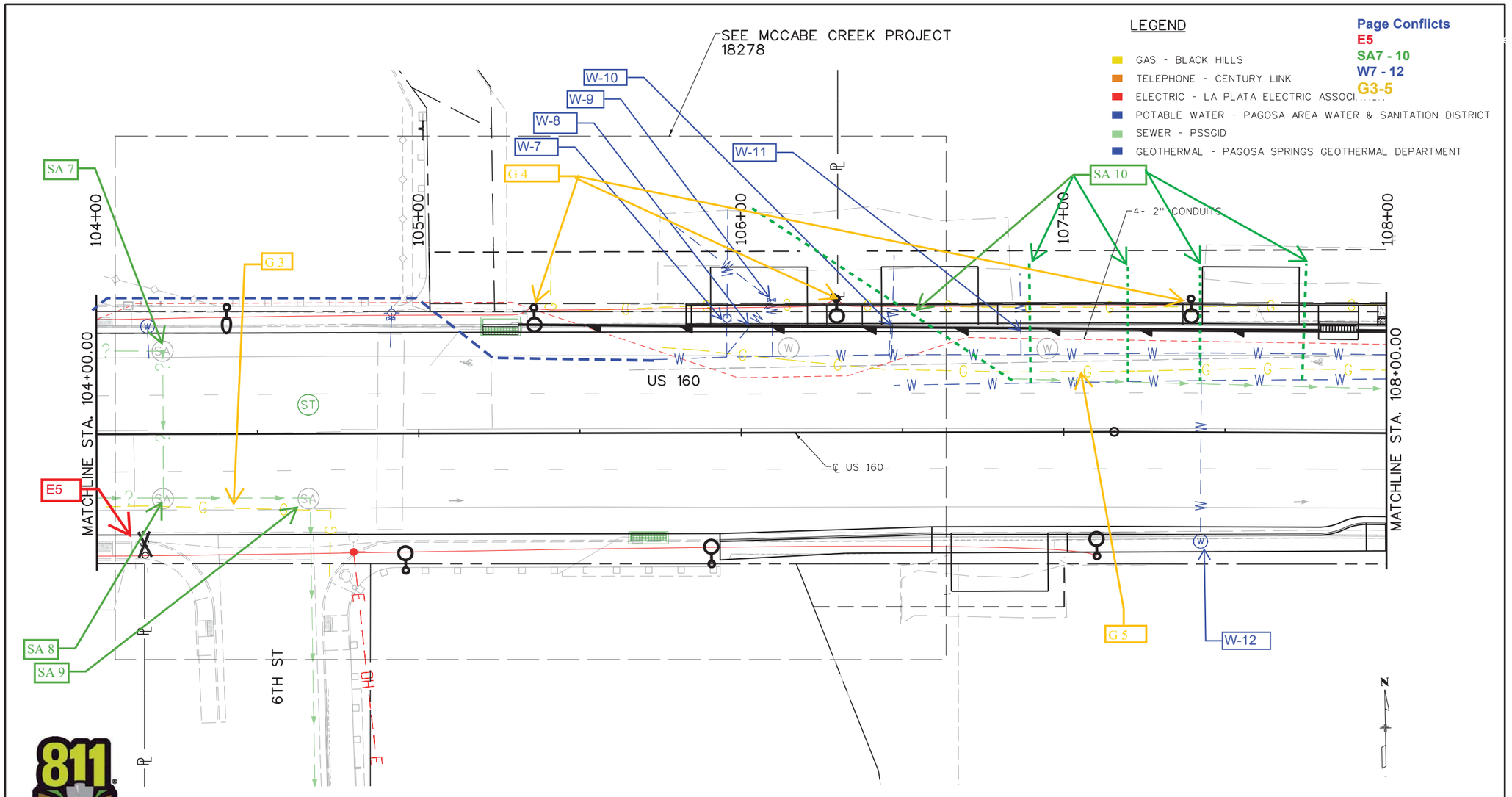
PROPOSED UTILITIES PLAN

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Detailer: SD
Sheet Subset: UTILITIES
Structure Numbers:
Subset Sheets: 5 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 277

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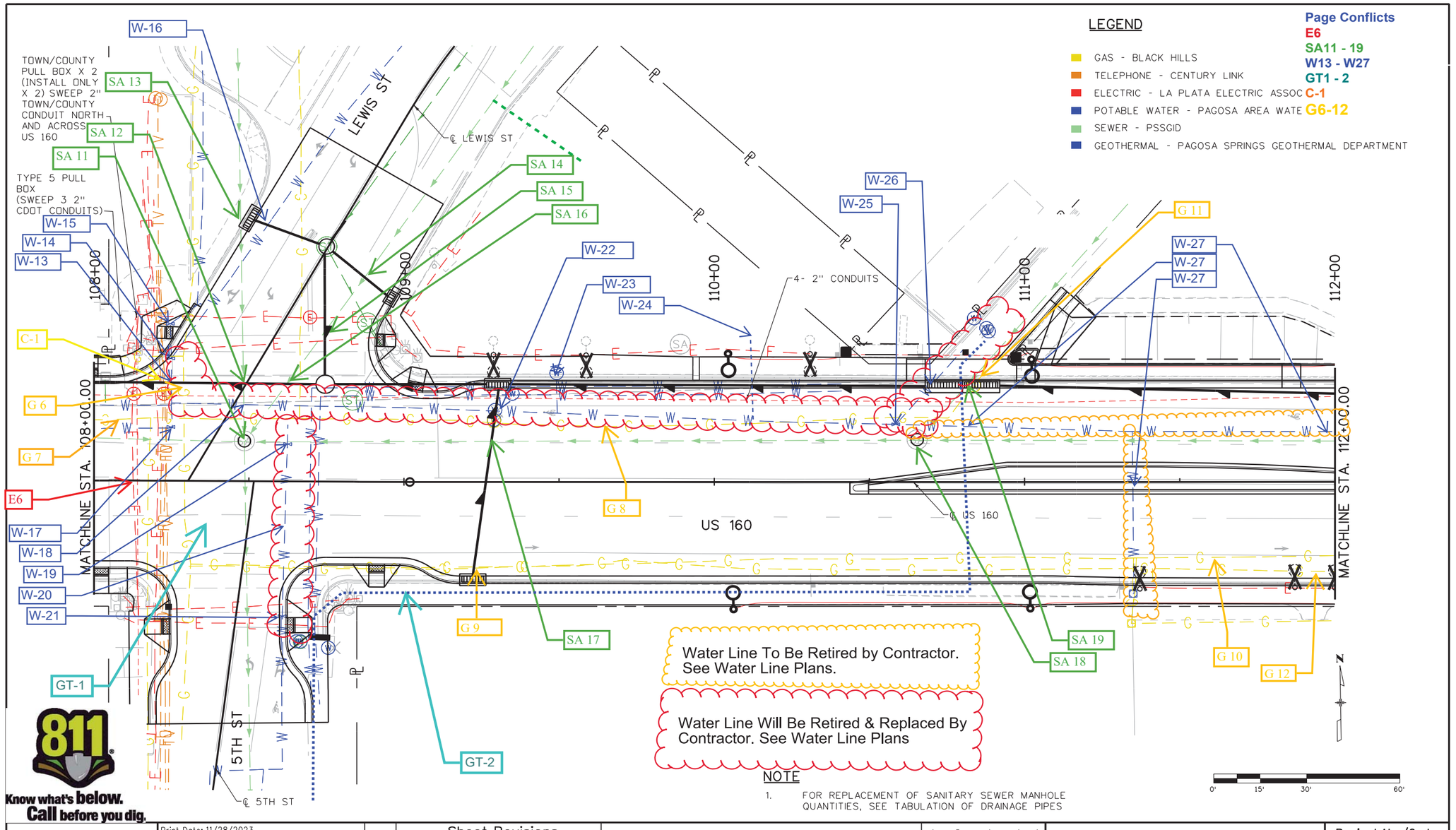
PROPOSED UTILITIES PLAN

Designer:	KB	Structure Numbers	
Detailer:	SO		
Sheet Subset:	UTILITIES	Subset Sheets:	6 of 16

Project No./Code	
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21919R	
Sheet Number	278

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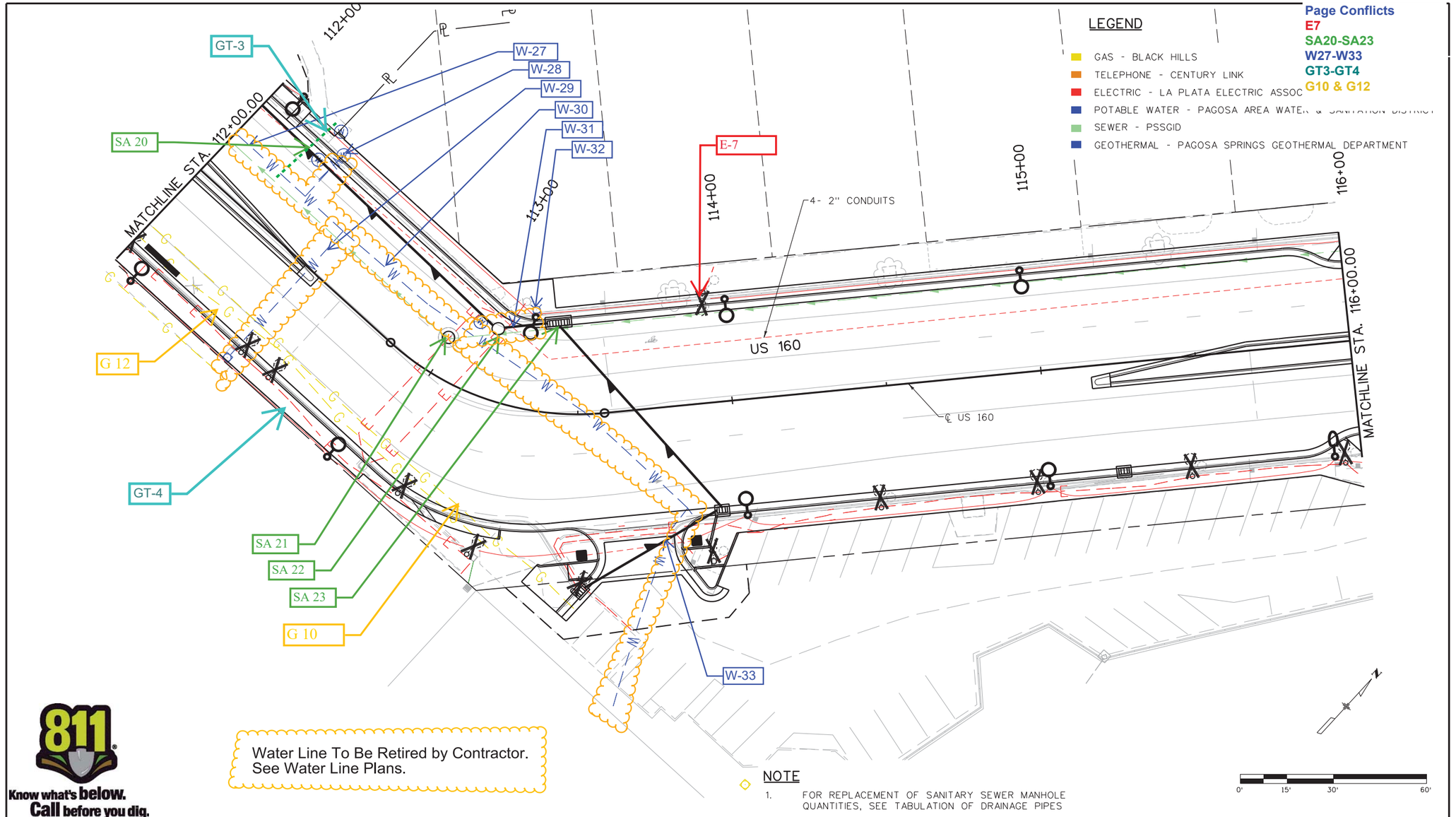
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PROPOSED UTILITIES PLAN

Designer: KB
Detailer: SO
Sheet Subset: UTILITIES
Structure Numbers
Subset Sheets: 7 of 16

Project No./Code
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21919R
Sheet Number 279

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PROPOSED UTILITIES PLAN

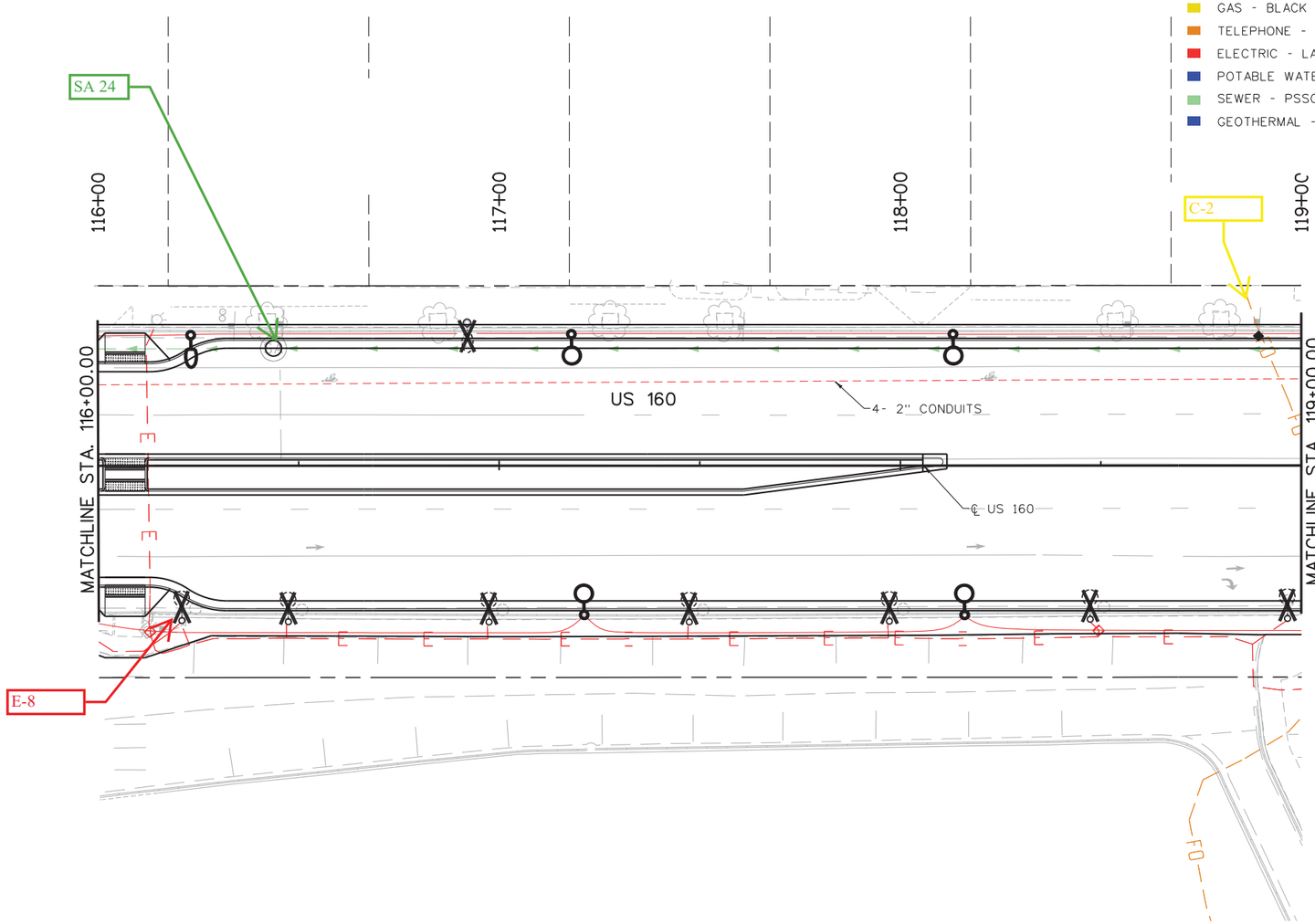
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Detailer:	SD		
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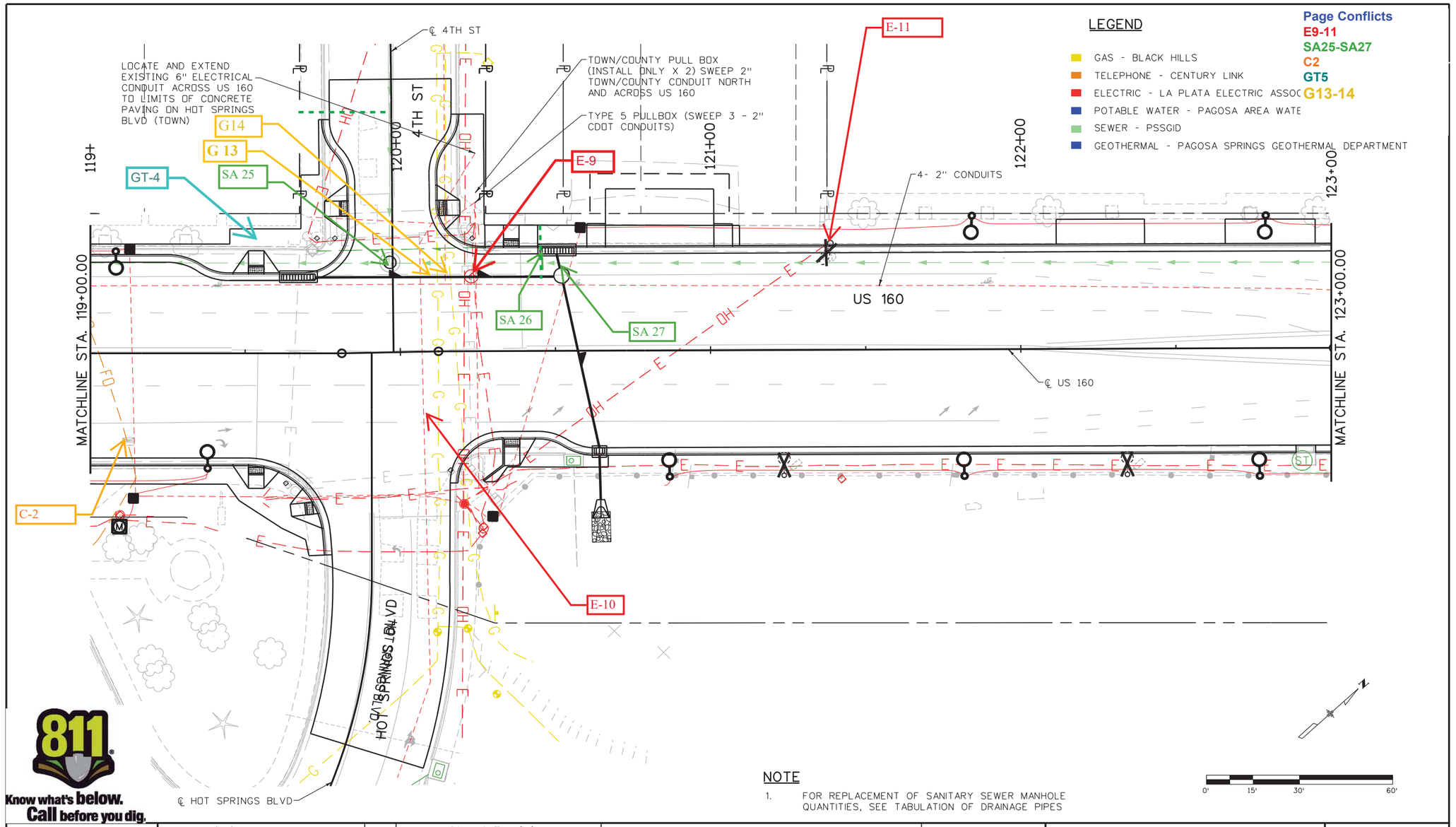
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NHPP 1602-165	
21919R	
Sheet Number	280

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SA 24
C-2
E-8
116+00
117+00
118+00
119+00
US 160
4- 2" CONDUITS
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PROPOSED UTILITIES PLAN

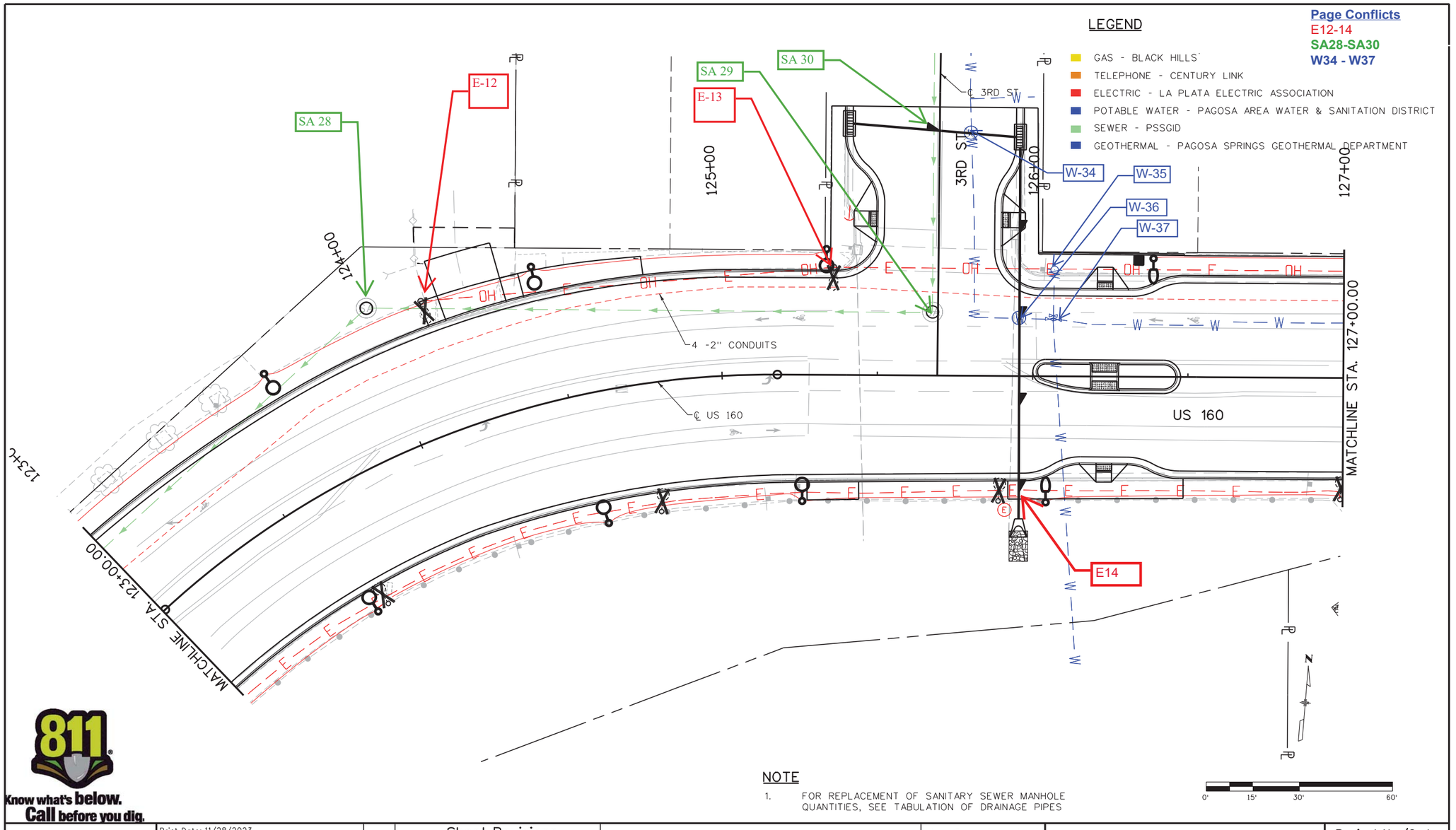
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Detailer: SD
Structure Numbers
Sheet Subset: UTILITIES
Subset Sheets: 10 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 282

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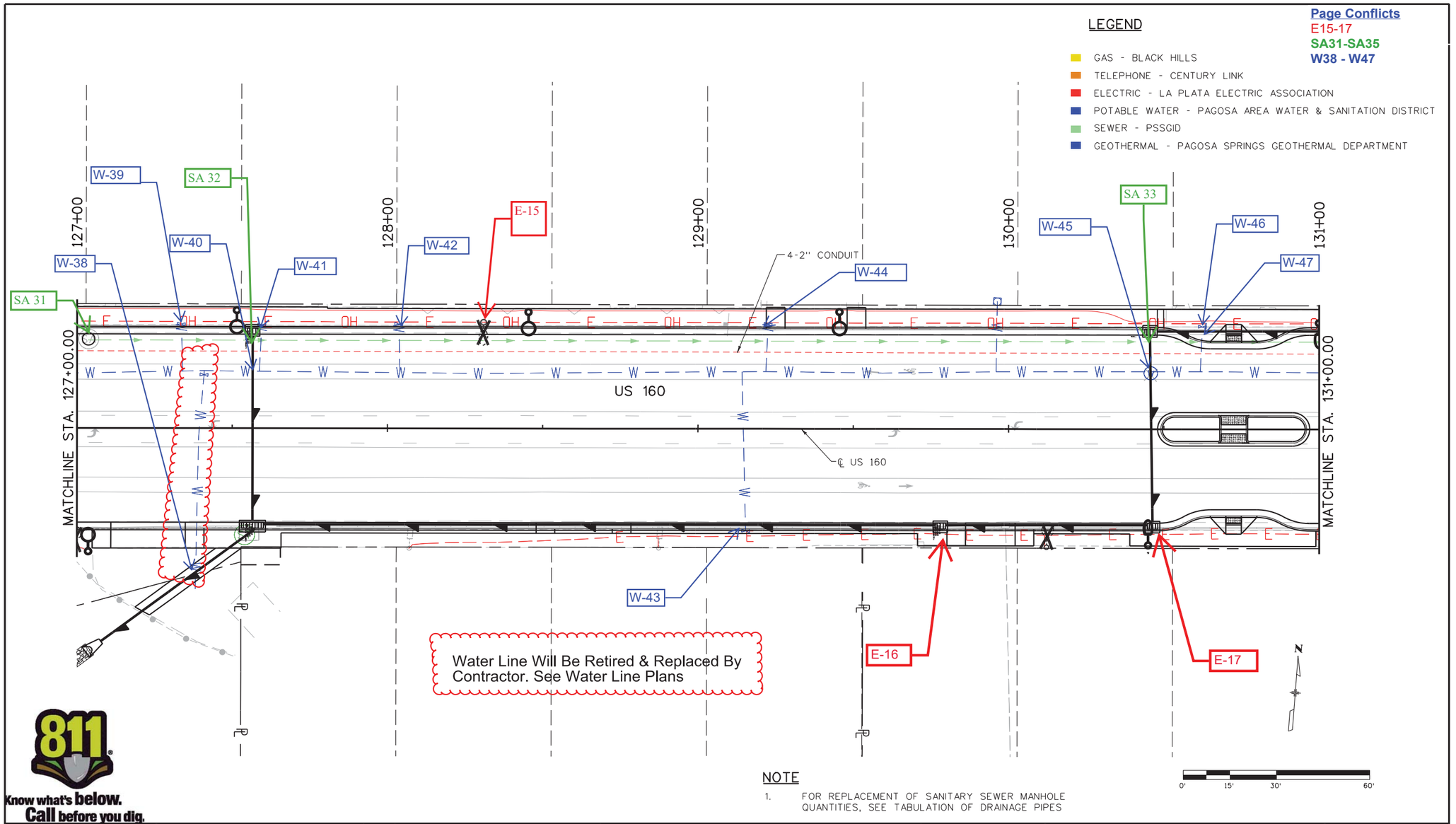
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PROPOSED UTILITIES PLAN

Designer: KB
Detailer: SD
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Sheet Number 283



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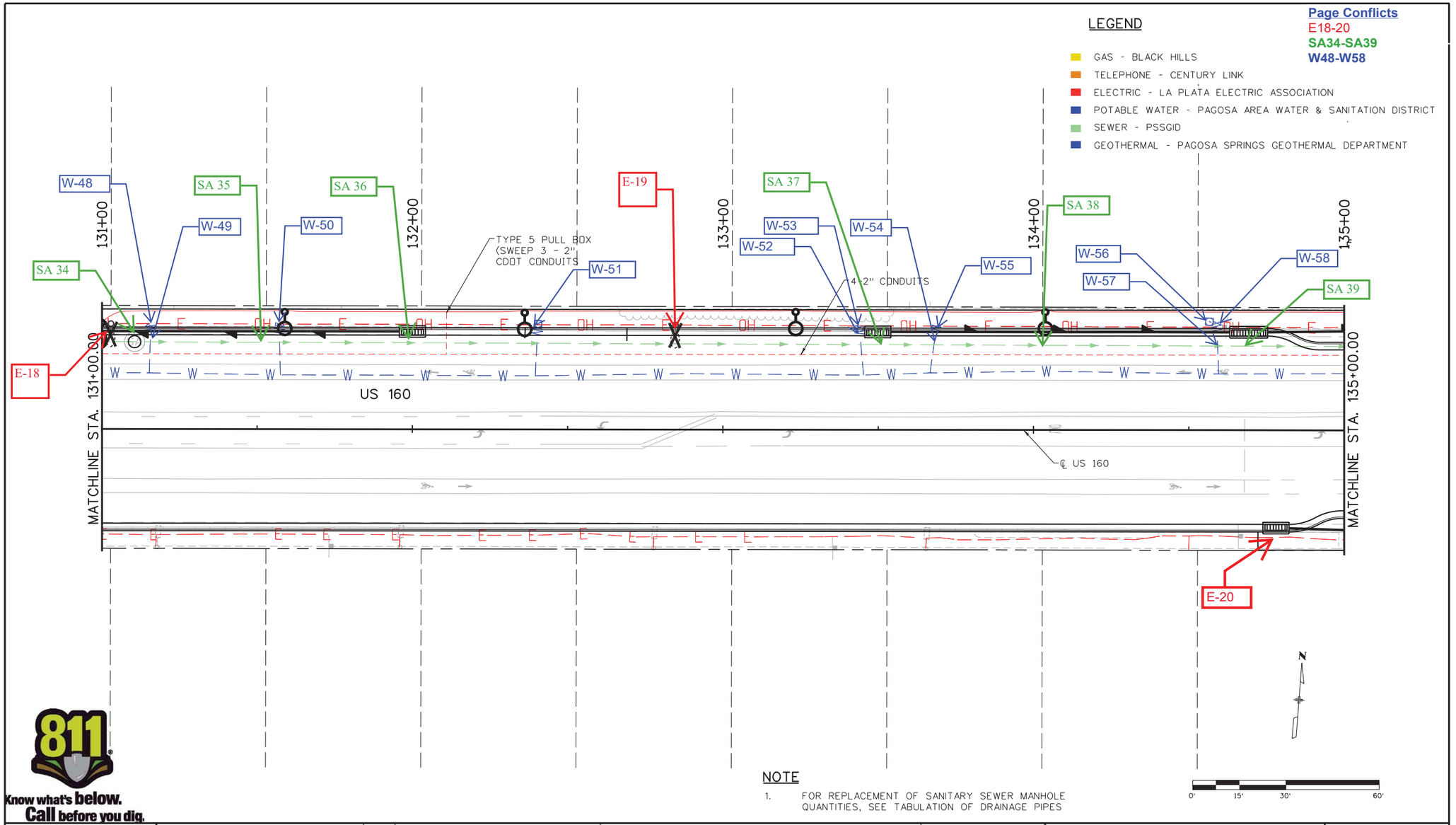
PROPOSED UTILITIES PLAN

Designer: KB
Detailer: SD
Sheet Subset: UTILITIES
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Subset Sheets: 12 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 284

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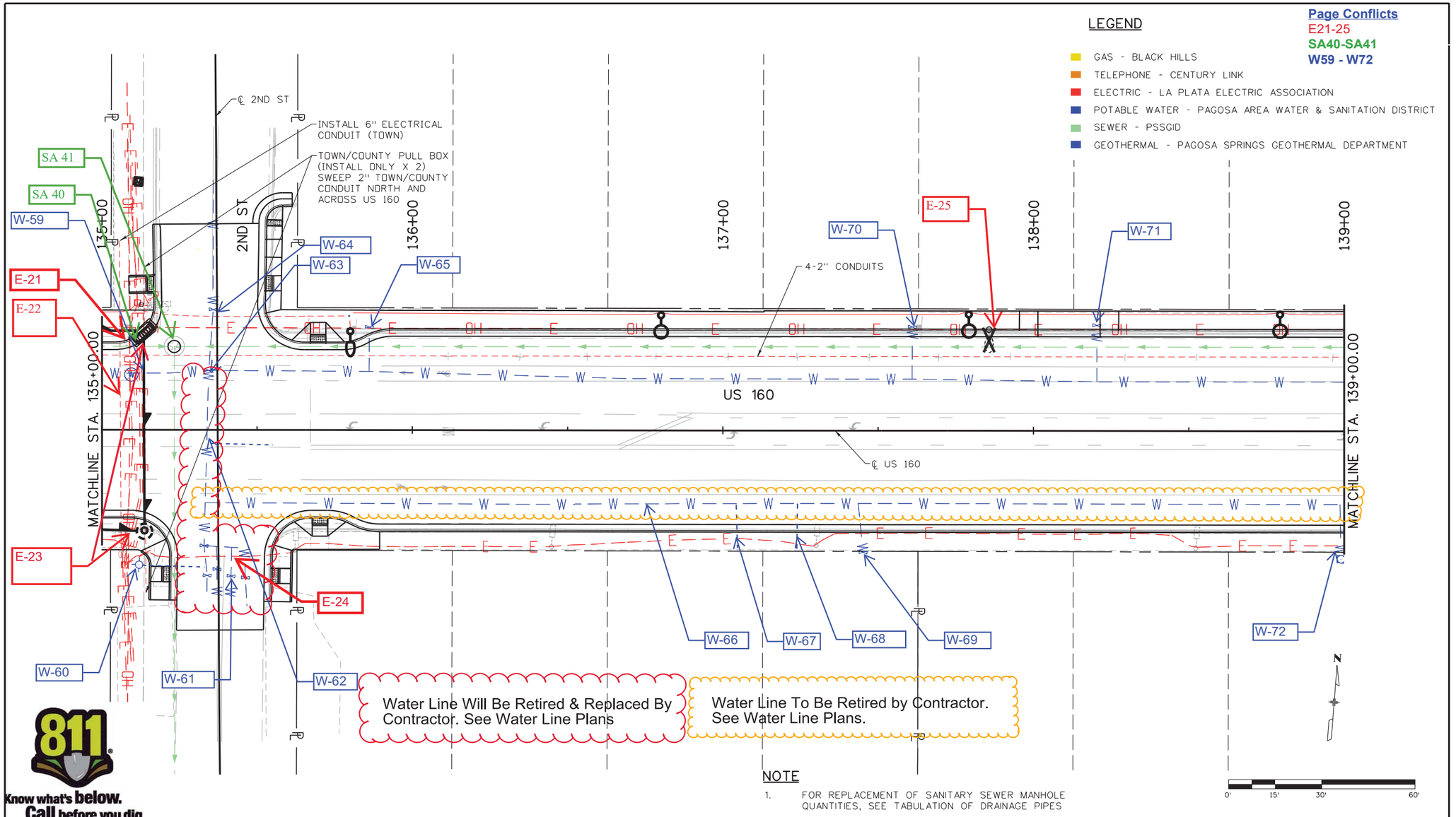
PROPOSED UTILITIES PLAN

Designer: KB
Detailer: SO
Sheet Subset: UTILITIES
Structure Numbers
Subset Sheets: 13 of 16

Project No./Code
NHPP 1602-165
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Sheet Number 285

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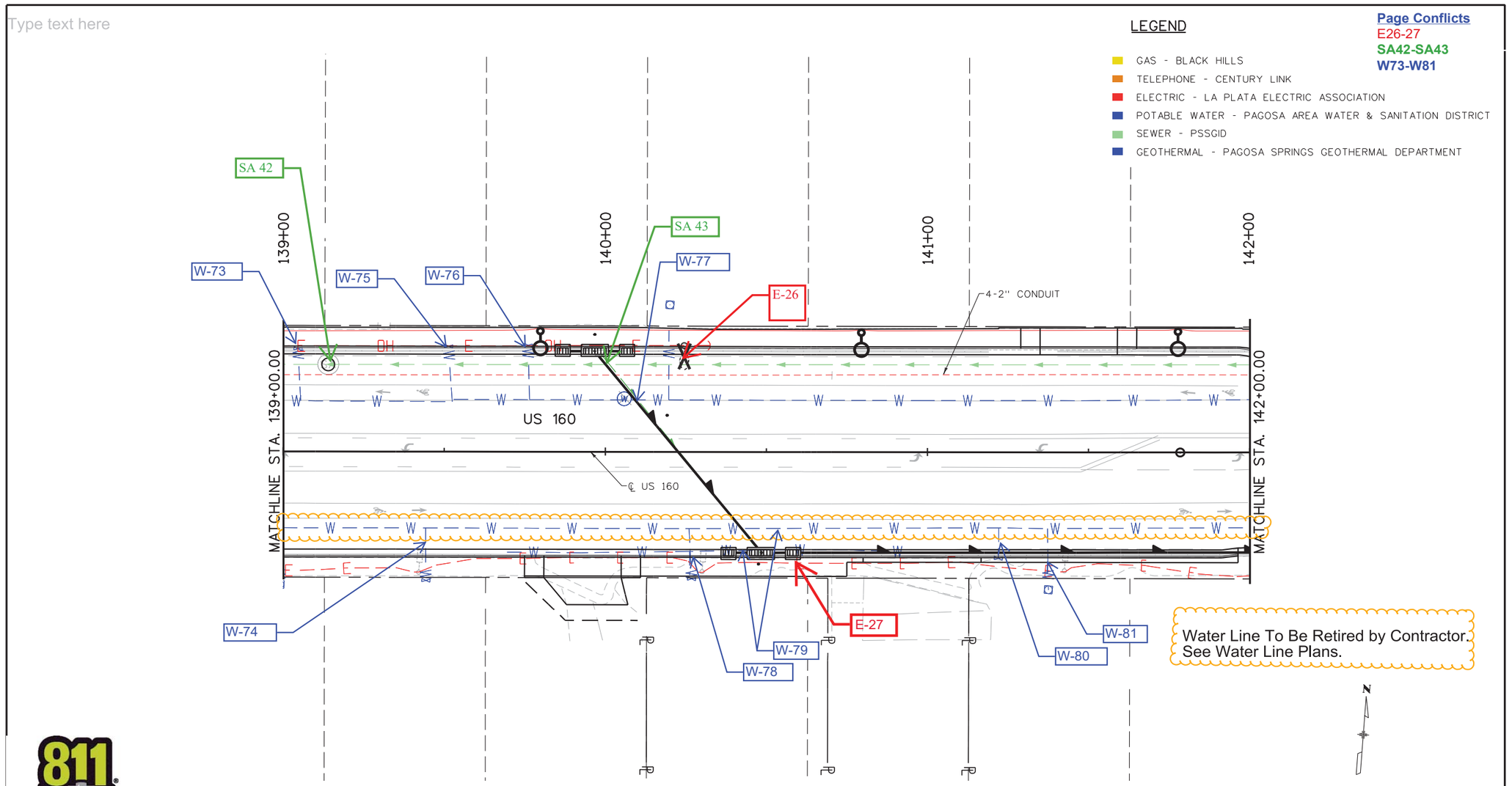
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Sheet Number 286

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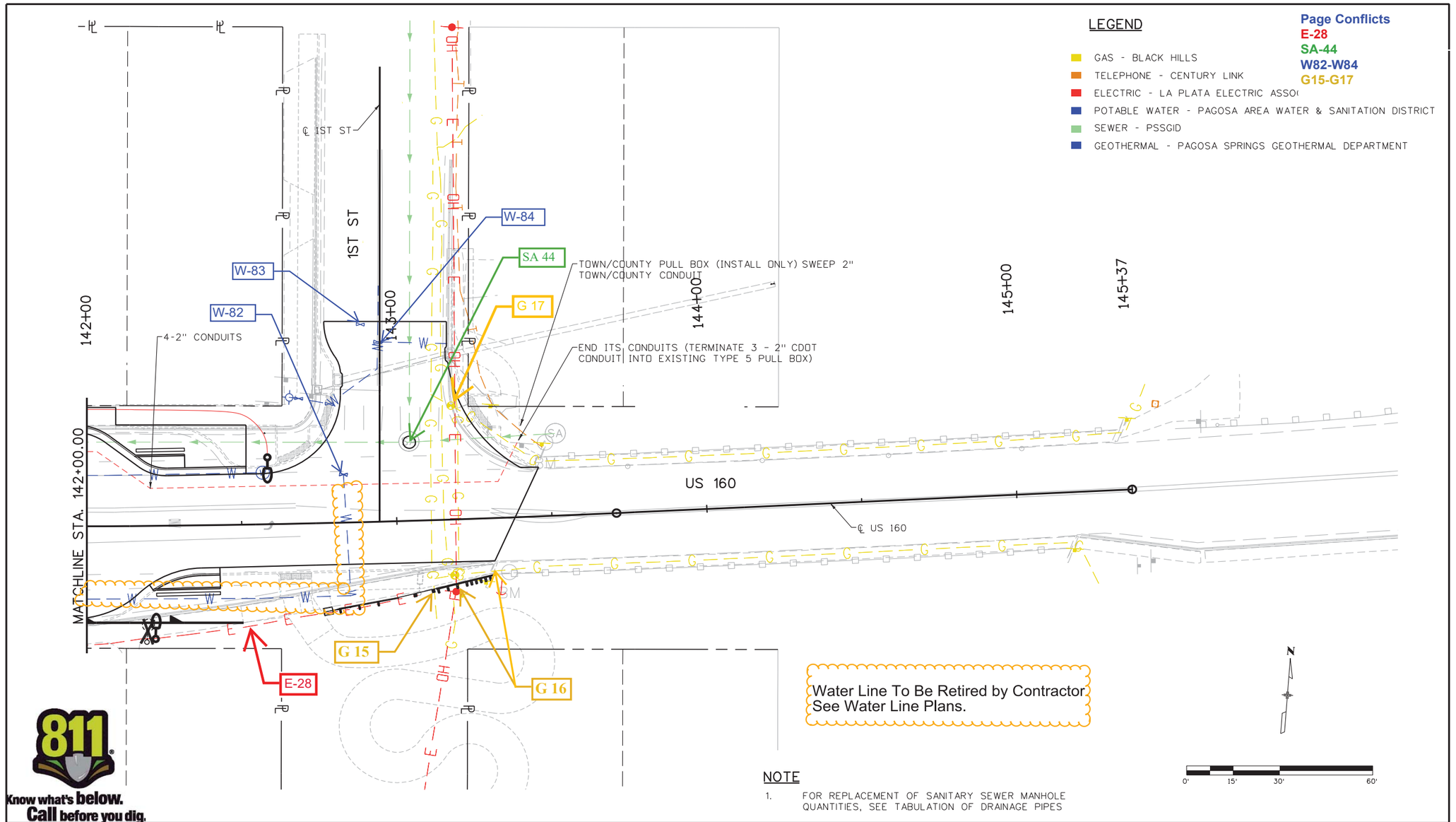
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PROPOSED UTILITIES PLAN

Designer:	KB	Structure Numbers	
Detailer:	SD		
Sheet Subset:	UTILITIES	Subset Sheets:	15 of 16

Project No./Code	
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Sheet Number	287

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SA-44
W82-W84
G15-G17

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Detailer: SD
Sheet Subset: UTILITIES
Structure Numbers
Subset Sheets: 16 of 16

Project No./Code
NHPP 1602-165
21919R
Sheet Number 288

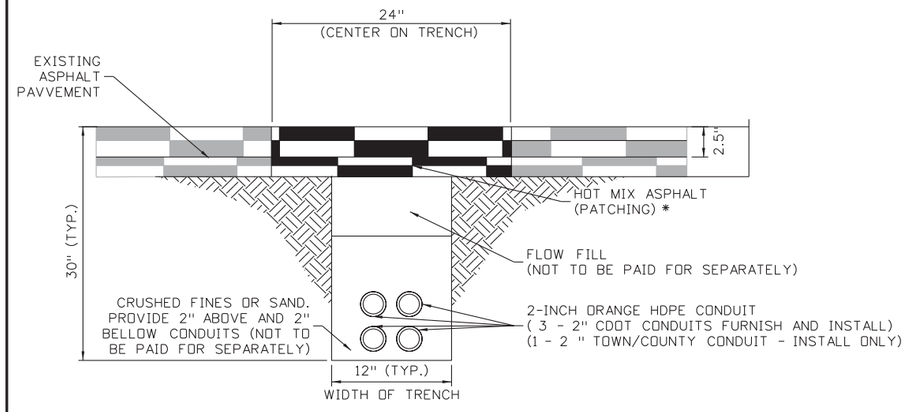
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TABULATION OF CONDUIT ITEMS

Item	Description		Unit	Quanity	REMARKS
403-00720	Hot Mix Asphalt (patching)		TON	30	
613-03500	Electrical Conduit (Plastic) (Multiduct) (Special)	3-2"	LF	5000	
613-04000	Conduit (Install Only)	1-2"	LF	5760	SEE NOTE 1
613-07004	Type Four Pull Box	(Install Only)	EACH	8	
613-07005	Type Five Pull Box		EACH	5	
613-04000	Conduit (Install Only)	1-2"	LF	400	

NOTES:

1. TOWN ITS CONDUIT TO BE INSTALLED IN JOINT TRENCH WITH CDOT ITS FIBER CONDUITS.
2. TOTALS CARRIED OVER TO THE SUMMARY OF APPROXIMATE QUANTITIES.



CONDUIT TRENCH DETAIL

NTS

REMOVAL OF ASPHALT MAT AND CONCRETE WILL BE INCLUDED IN THE COST OF ELECTRICAL CONDUIT PLASTIC MULTIDUCT 4-2" (SPECIAL).

* MATCH EXISTING PAVEMENT DEPTH. HOT MIX ASPHALT (PATCHING) SHALL BE PLACED IN MAX 2" LIFTS.

CONDUIT CAN BE SPLAYED HORIZONTALLY TO ALLOW GREATER COVER DEPTH.

All seals for this set of drawings are applied to the cover page(s)

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Unit Information Unit Leader Initials

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Denver, CO 80222

Sheet Revisions

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Revised:
Void:

UTILITY DETAILS

Designer: KB
Detailer: KB
Sheet Subset: UTILITY
Structure Numbers
Subset Sheets: 1 of 1

Project No./Code
NHPP 1602-165
21919R
Sheet Number 305

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LIGHTING AND ELECTRICAL LEGEND

LP•• — NEW LED PEDESTRIAN LUMINAIRE ON 20'-0" POLE WITH 4'-0" MAST ARM TO MATCH EXISTING STANDARDS IN THIS AREA.

LS•• — NEW LED STREETLIGHT LUMINAIRE ON 30'-0" POLE WITH 10'-0" MAST ARM.

EXISTING TOWN OF PAGOSA SPRINGS OWNED LIGHT STANDARD TO REMAIN. CONTRACTOR SHALL MAINTAIN ELECTRICAL FEEDS TO EXISTING LIGHT STANDARDS TO REMAIN, UNLESS OTHERWISE NOTED.

LRL-•• — REMOVAL OF LPEA OWNED STREET LIGHT LUMINAIRE, POLE, & FOUNDATION.

LRP-•• — REMOVAL OF TOWN OF PAGOSA SPRINGS OWNED LUMINAIRE, POLE, & FOUNDATION.

EXISTING TRAFFIC SIGNAL POLE MOUNTED LUMINAIRE TO REMAIN.

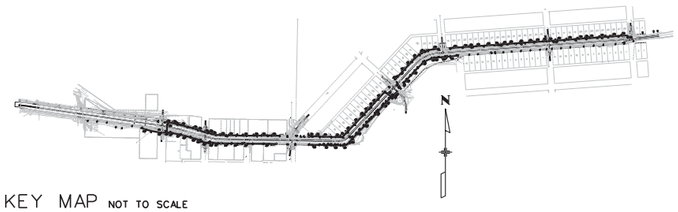
S2 — NEW HEAVY DUTY SPLICE BOX (MIN. SIZE 24"x12"x12" DEEP BOTTOMLESS) WITH HEAVY DUTY ANSI TIER 22 TRAFFIC RATED COVER.

S1 — NEW HEAVY DUTY BURIED SPLICE BOX (18"x11"x12" DEEP BOTTOMLESS) WITH HEAVY DUTY ANSI TIER 22 TRAFFIC RATED COVER.

LIGHTING ELECTRICAL RACEWAY, SCHEDULE 80 PVC CONDUIT SIZE AND CONDUCTORS AS NOTED ON PLANS. ROUTE IN 24" DEEP TRENCH, BURY AND COMPACT BACKFILL UNLESS OTHERWISE NOTED.

NEW 2" SCHEDULE 80 PVC SLEEVE UNDER ROADWAY TERMINATING IN SPLICE BOXES (24"x12"x12" DEEP) AT EACH END UNLESS NOTED OTHERWISE ON THE PLANS.

EX M — EXISTING METER AND PANEL.



KEY MAP NOT TO SCALE

GENERAL NOTES:

1. ALL ELECTRICAL EQUIPMENT SHALL BE INSTALLED WITHIN THE RIGHT OF WAY.

2. ALL LIGHT STANDARDS ARE TO BE INSTALLED 1-FOOT ON CENTER FROM EITHER THE FRONT OR THE BACK EDGE OF SIDEWALK TO ACCOMODATE A 24" FOUNDATION. SEE PLANS FOR FRONT EDGE OR BACK EDGE LOCATIONS.

3. ALL LIGHT STANDARD LOCATIONS ON PLANS MAY BE MOVED UP TO 10'-0" IN THE FIELD TO AVOID BLOCKING DRIVEWAYS AND WALKWAYS. ADJUSTED LOCATION TO BE APPROVED BY OWNER PRIOR TO INSTALLATION.

4. ENSURE THERE IS A MINIMUM OF 4'-0" SIDEWALK CLEARANCE TO MEET ADA REQUIREMENTS WITH LIGHT STANDARDS INSTALLED UNLESS NOTED OTHERWISE AS A PINCH POINT ON PLANS.

5. REFER TO CDOT STANDARD PLAN S-613-3 FOR TYPICAL CONDUIT BURIAL AND SPLICE BOX DETAILS.

6. ALL CONDUCTORS SHALL BE RATED 600 VOLTS AND SHALL BE OF SIZES AND TYPES AS INDICATED IN THE PLANS, OR AS REQUIRED BY THE NATIONAL ELECTRIC CODE (NEC). ALL CONDUCTORS SHALL BE COPPER, THWN OR XHHW INSULATION, MINIMUM #12 AWG WIRE SIZE. CONDUCTORS SHALL BE CONTINUOUS BETWEEN OUTLETS OF JUNCTION BOXES. SPLICES SHALL BE IN READILY ACCESSIBLE PULL BOXES, JUNCTION BOXES, OR OUTLET BOXES AND MADE IN AN ACCEPTABLE MANNER.

7. CONTRACTOR TO INSTALL 1 #12 AWG LOCATE WIRE AND 1250 LB NYLON PULL STRING WITH FOOTAGE TAPE IN ALL SPARE AND EMPTY CONDUIT.

8. CONTRACTOR SHALL FIELD LOCATE AND STAKE ALL LIGHT STANDARD LOCATIONS PRIOR TO INSTALLATION. ENGINEER SHALL CONFIRM ALL LOCATIONS PRIOR TO INSTALLATION. STREETLIGHTS MAY BE SHIFTED UP TO 10'-0" IN THE FIELD WITH APPROVAL BY OWNER.

9. UNLESS OTHERWISE NOTED, THE WORK DESCRIBED ON THE PLANS SHALL INCLUDE ALL LABOR AND MATERIAL NECESSARY FOR A COMPLETE AND OPERATIONAL ELECTRICAL SYSTEM. FURNISH ALL REQUIRED ITEMS WHTER SUCH ARE SPECIFICALLY SHOWN OR NOT.

10. INFORMATION SHOWN ON THE DRAWINGS IS DIAGRAMMATIC ONLY AND SHALL NOT BE SCALED. OBTAIN AND VERIFY EXACT LOCATIONS, MEASUREMENTS, ELEVATIONS, SPACE REQUIREMENTS, POTENTIAL CONFLICTS AMONG TRADES, ETC. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING THE WORK OF ALL TRADES AND FOR ADJUSTING THE WORK AS REQUIRED BY THE ACTUAL CONDITIONS OF THE PROJECT.

11. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING INTEGRITY OF ELECTRICAL SYSTEMS THAT MAY BEAFFECTED BY CONSTRUCTION WORK INCLUDING, BUT NOT LIMITED TO, EXISTING TRAFFIC AND LIGHTING WIRING AND CONDUIT.

12. COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES, REGULATIONS, AND ORDINANCES; AND THE LATEST APPLICABLE REQUIREMENTS OF THE NEC AS INTERPRETED BY THE AGENCY HAVING JURISDICTION.

13. MAINTAIN A COMPLETE SET OF DRAWINGS AT THE JOB SITE WITH ALL CHANGES OR VARIATIONS IN THE WORK MARKED IN AN OBVIOUS MANNER. A COMPLETE AS-BUILT SET OF DRAWINGS INCORPORATING ALL MARK-UPS OF THE WORK SHALL BE DELIVERED TO THE ENGINEER UPON COMPLETION OF THE PROJECT.

14. CONTRACTOR SHALL SCHEDULE THE WORK TO CONFORM WITH THE PROGRESS OF OTHER TRADES. COORDINATE ALL INSTALLATION AND ROUGH-IN AS REQUIRED.

15. INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH THE INFORMATION INDICATED ON THE DRAWINGS AND IN FULL ACCORDANCE WITH MANUFACTURERS' RECOMMENDATIONS.

16. ALL MATERIALS SHALL BE NEW, SHALL BE SUITABLE FOR THE PURPOSE, AND SHALL BEAR THE UL LABEL. DAMAGED OR DEFECTIVE MATERIAL SHALL BE REPLACED AT NO COST TO THE PROJECT.

17. POWER OUTAGES, WHEN NECESSARY, SHALL BE SCHEDULED SUFFICIENTLY IN ADVANCE WITH THE OWNER. POWER SHALL BE INTERRUPTED ONLY AT OWNER APPROVED TIMES.

18. CONTRACTOR TO SECURE AND PAY FOR ALL PERMITS, FEES, TAXES, LICENSES, AND INSPECTIONS IN CONNECTION WITH THE ELECTRICAL WORK INCLUDING ANY CONNECTION FEES OR SERVICE MODIFICATION COSTS BY THE ELECTRIC UTILITY COMPANY.

19. CONDUIT CROSSING OTHER UTILITIES SHALL BE ROUTED ABOVE THE UTILITY WHEN POSSIBLE. MAINTAIN A MINIMUM OF 24 INCHES OF COVER BETWEEN THE TOP OF CONDUIT AND FINISHED GRADE, OR CONCRETE ENCASE CONDUIT WHEN 24 INCHES OF COVER CANNOT BE MAINTAINED.

20. NEW LED STREETLIGHT LUMINAIRE AND POLE TO BE INSTALLED WITHIN THE SCOPE OF THIS PROJECT AND SHALL BE PAID FOR BY CDOT.

21. LIGHT STANDARD REMOVAL IS WITHIN THE SCOPE OF THIS PROJECT AND SHALL BE PAID FOR BY CDOT.

22. LIGHT STANDARD REMOVAL TO BE REVIEWED AND ACCEPTED BY CDOT AND THE TOWN OF PAGOSA SPRINGS PRIOR TO REMOVAL.

23. NEW LED STREETLIGHT LUMINAIRE AND POLE INSTALLATION TO BE REVIEWED AND ACCEPTED BY CDOT AND THE TOWN OF PAGOSA SPRINGS PRIOR TO INSTALLATION.

LUMINAIRE SCHEDULE

TYPE	MANUFACTURER	DESCRIPTION / NOTES	FINISH	LIGHT SOURCE	POWER SOURCE	LUMINAIRE INPUT WATTS	VOLTAGE
LP	**Cyclone** SN21P1-FGC-T3-P30-30K-120-10KV-DIM-BK-SM 20SRA-4.5-PG / 48"EXT / 24"L ARM-46"AVE-BK	**LED Pedestrian Light** New LED post-top streetlight luminaire on 20'-0" round aluminum pole with 4'-0" mast arm. Type 3 distrbution, maximum B1-U0-G1 rating, integral 0-10V dimming electronic driver, UL listed suitable for wet location. City of Pagosa Springs standard luminaire.	Black	**Integral LED** Initial Luminaire Lumens: 5,900 CCT: 3000K CRI: 70+	**Integral LED Driver** Electronic 0-10V Dimming	44	120
LS	**Cyclone** SN21P1-FGC-T3-P30-30K-120-10KV-DIM-BK-SM 30SRA-4.5-PG / 48"EXT / 24"L ARM-120"AVE-BK	**LED Streetlight** New LED post-top streetlight luminaire on 30'-0" round aluminum pole with 10'-0" mast arm. Type 3 distribution, maximum B1-U0-G1 rating, integral 0-10V dimming electronic driver, UL listed suitable for wet location. City of Pagosa Springs standard luminaire.	Black	**Integral LED** Initial Luminaire Lumens: 5,900 CCT: 3000K CRI: 70+	**Integral LED Driver** Electronic 0-10V Dimming	44	120

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Unit Information Unit Leader Initials

CLANTON & ASSOCIATES — LIGHTING DESIGN AND ENGINEERING
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Sheet Revisions

Date:	Comments	Init.

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No Revisions:
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Void:

US 160 LIGHTING GENERAL COVER SHEET

Designer: J. KANDER
Detailer: D. SCHMITT
Sheet Subset: LIGHTING
Structure Numbers
Subset Sheets: G1 of 03

Project No./Code
NHPP 1602-165
21919R
Sheet Number 319

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TABULATION OF APPROXIMATE QUANTITIES

CDOT Pay Item	Description	Unit	Quantities	Notes
FIO	REMOVAL OF LIGHT STANDARD	EA	45	1
202-00705	REMOVAL OF LIGHT STANDARD FOUNDATION	EA	31	2
613-01200	2 INCH ELECTRICAL CONDUIT (PLASTIC)	LF	7,300	
613-07002	TYPE TWO PULL BOX	EA	17	2
FIO	LUMINAIRE (LED) (6,000 LUMENS)	EA	74	3
FIO	LIGHT STANDARD METAL (20-FOOT)	EA	61	4
FIO	LIGHT STANDARD ALUMINUM (30-FOOT)	EA	13	5
613-40010	LIGHT STANDARD FOUNDATION	EA	11	6
613-40012	LIGHT STANDARD FOUNDATION SPECIAL	EA	59	7
FIO	ELECTRICAL SYSTEM MODIFICATIONS	LS	1	8
FIO	WIRING	LS	1	9

NOTES:
1. SHOWN FOR INFORMATION ONLY. THIS PAY ITEM SHALL BE PAID FOR AND COMPLETED BY THE TOWN OF PAGOSA SPRINGS.
2. THIS PAY ITEM SHALL BE PAID FOR BY THE TOWN OF PAGOSA SPRINGS.
3. SHOWN FOR INFORMATION ONLY. THIS PAY ITEM IS FOR THE 45W 3000K CYCLONE LUMINAIRE LED SUPPLIED BY MOUNTAIN STATES LIGHTING. NOTE THAT 13 LUMINAIRES ARE TO BE PAID FOR BY CDOT AND 63 LUMINAIRES ARE TO BE PAID FOR BY THE TOWN OF PAGOSA SPRINGS. ALL LUMINAIRES TO BE INSTALLED BY THE TOWN PF PAGOSA SPRINGS.
4. SHOWN FOR INFORMATION ONLY. THIS PAY ITEM IS FOR THE 20'-0" ROUND STRAIGHT ALUMINUM POLE AND ARM WITH BLACK FINISH BY MOUNTAIN STATES LIGHTING. THIS PAY ITEM SHALL BE PAID FOR BY AND INSTALLED BY THE TOWN OF PAGOSA SPRINGS.
5. SHOWN FOR INFORMATION ONLY. THIS PAY ITEM IS FOR THE 30'-0" ROUND STRAIGHT ALUMINUM POLE AND ARM WITH BLACK FINISH BY MOUNTAIN STATES LIGHTING. THIS PAY ITEM SHALL BE PAID FOR BY CDOT AND INSTALLED BY THE TOWN OF PAGOSA SPRINGS.
6. THIS FOUNDATION SHALL BE FOR STREETLIGHT TYPE 'LS' ON 30' POLES. TO BE PAID FOR BY CDOT.
7. THIS FOUNDATION SHALL BE FOR THE PEDESTRIAN LIGHT TYPE 'LP' ON 20' PEDESTRIAN POLES. TO BE PAID FOR BY THE TOWN OF PAGOSA SPRINGS.
8. SHOWN FOR INFORMATION ONLY. THIS PAY ITEM SHALL INCLUDE ALL COMPONENTS TO MODIFY EXISTING PANELS WITH BREAKERS ETC.
9. SHOWN FOR INFORMATION ONLY.

SCHEDULE OF LIGHTING DEVICES

LONG DESCRIPTION					REMOVAL OF LIGHT STANDARD	REMOVAL OF LIGHT STANDARD FOUNDATION	LUMINAIRE (LED) (6,000 LUMENS)	LIGHT STANDARD ALUMINUM (20 FOOT)	LIGHT STANDARD ALUMINUM (30 FOOT)
UNITS					EACH	EACH	EACH	EACH	EACH
SHEET No.	I.D. No.	BASELINE	STATION	OFFSET					
5	LRL-01	US HWY 160	N/A	N/A	1	1			
5	LRL-02	US HWY 160	N/A	N/A	1	1			
6	LRL-03	US HWY 160	N/A	N/A	1	1			
6	LRL-04	US HWY 160	N/A	N/A	1	1			
9	LRL-05	US HWY 160	N/A	N/A	1	1			
9	LRL-06	US HWY 160	N/A	N/A	1	1			
10	LRL-07	US HWY 160	N/A	N/A	1	1			
12	LRL-08	US HWY 160	N/A	N/A	1	1			
12	LRL-09	US HWY 160	N/A	N/A	1	1			
13	LRL-10	US HWY 160	N/A	N/A	1	1			
14	LRL-11	US HWY 160	N/A	N/A	1	1			
14	LRL-12	US HWY 160	N/A	N/A	1	1			
15	LRL-13	US HWY 160	N/A	N/A	1	1			
16	LRL-14	US HWY 160	N/A	N/A	1	1			
18	LRL-15	US HWY 160	N/A	N/A	1	1			
8	LRP-01	US HWY 160	N/A	N/A	1	1			
8	LRP-02	US HWY 160	N/A	N/A	1	1			
8	LRP-03	US HWY 160	N/A	N/A	1	1			
9	LRP-04	US HWY 160	N/A	N/A	1	1			
9	LRP-05	US HWY 160	N/A	N/A	1	1			
9	LRP-06	US HWY 160	N/A	N/A	1	1			
9	LRP-07	US HWY 160	N/A	N/A	1	1			
9	LRP-08	US HWY 160	N/A	N/A	1	1			
9	LRP-09	US HWY 160	N/A	N/A	1	1			
9	LRP-10	US HWY 160	N/A	N/A	1	1			
9	LRP-11	US HWY 160	N/A	N/A	1	1			
10	LRP-12	US HWY 160	N/A	N/A	1	1			
10	LRP-13	US HWY 160	N/A	N/A	1	1			
10	LRP-14	US HWY 160	N/A	N/A	1	1			
10	LRP-15	US HWY 160	N/A	N/A	1	1			
10	LRP-16	US HWY 160	N/A	N/A	1	1			
10	LRP-17	US HWY 160	N/A	N/A	1	1			
10	LRP-18	US HWY 160	N/A	N/A	1	1			
10	LRP-19	US HWY 160	N/A	N/A	1	1			
11	LRP-20	US HWY 160	N/A	N/A	1	1			
11	LRP-21	US HWY 160	N/A	N/A	1	1			
11	LRP-22	US HWY 160	N/A	N/A	1	1			
12	LRP-23	US HWY 160	N/A	N/A	1	1			
12	LRP-24	US HWY 160	N/A	N/A	1	1			
12	LRP-25	US HWY 160	N/A	N/A	1	1			
13	LRP-26	US HWY 160	N/A	N/A	1	1			
13	LRP-27	US HWY 160	N/A	N/A	1	1			
13	LRP-28	US HWY 160	N/A	N/A	1	1			
14	LRP-29	US HWY 160	N/A	N/A	1	1			
18	LRP-30	US HWY 160	N/A	N/A	1	1			
SUBTOTAL					45	45	0	0	0

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Sheet Revisions		
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Region 5 — AFM

As Constructed	
No Revisions:	
Revised:	
Void:	

US 160 LIGHTING GENERAL LIGHTING SCHEDULES

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	G2 of 03

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	320

SCHEDULE OF LIGHTING DEVICES

LONG DESCRIPTION					REMOVAL OF LIGHT STANDARD	REMOVAL OF LIGHT STANDARD FOUNDATION	LUMINAIRE (LED) (6,000 LUMENS)	LIGHT STANDARD ALUMINUM (20 FOOT)	LIGHT STANDARD ALUMINUM (30 FOOT)
UNITS					EACH	EACH	EACH	EACH	EACH
SHEET No.	I.D. No.	BASELINE	STATION	OFFSET					
5	LS01	US HWY 160	100+25.67	R=47.51'			1		1
5	LS02	US HWY 160	100+53.88	L=42.99'			1		1
6	LS03	US HWY 160	EXISTING FOUNDATION				1		1
6	LS04	US HWY 160	EXISTING FOUNDATION				1		1
10	LS07	US HWY 160	115+91.59	R=35.24'			1		1
10	LS08	US HWY 160	116+23.00	L=31.49'			1		1
13	LP09	US HWY 160	126+03.83	R=41.58'			1		1
13	LS10	US HWY 160	126+38.70	L=38.98'			1		1
14	LS11	US HWY 160	131+00.06	L=34.99'			1		1
14	LS12	US HWY 160	130+44.97	R=38.27'			1		1
16	LS13	US HWY 160	135+79.83	L=30.36'			1		1
18	LS14	US HWY 160	142+21.90	R=37.29'			1		1
18	LS15	US HWY 160	142+58.66	L=22.04'			1		1
4	LP01	US HWY 160	97+03.35	L=45.83'			1	1	
4	LP02	US HWY 160	97+39.54	R=48.95'			1	1	
4	LP03	US HWY 160	97+90.46	L=45.61'			1	1	
5	LP04	US HWY 160	98+39.71	R=47.01'			1	1	
5	LP05	US HWY 160	98+84.29	L=45.57'			1	1	
5	LP06	US HWY 160	99+32.21	R=46.10'			1	1	
5	LP07	US HWY 160	99+79.29	L=45.66'			1	1	
5	LP08	US HWY 160	101+13.40	R=39.85'			1	1	
6	LP09	US HWY 160	101+53.56	L=42.13'			1	1	
6	LP10	US HWY 160	102+05.73	R=41.34'			1	1	
6	LP11	US HWY 160	102+50.04	L=40.50'			1	1	
6	LP12	US HWY 160	103+00.75	R=42.08'			1	1	
6	LP13	US HWY 160	103+45.58	L=39.84'			1	1	
7	LP14	US HWY 160	105+35.82	L=39.85'			1	1	
7	LP15	US HWY 160	106+29.60	L=42.41'			1	1	
7	LP16	US HWY 160	107+10.19	R=39.41'			1	1	
7	LP17	US HWY 160	107+39.23	L=42.28'			1	1	
8	LP18	US HWY 160	110+06.22	R=42.00'			1	1	
8	LP19	US HWY 160	110+04.46	L=42.31'			1	1	
9	LP20	US HWY 160	111+02.43	R=41.73'			1	1	
9	LP21	US HWY 160	111+02.25	L=40.40'			1	1	
9	LP22	US HWY 160	112+08.40	R=42.15'			1	1	
9	LP23	US HWY 160	112+07.97	L=40.37'			1	1	
9	LP24	US HWY 160	112+90.88	R=41.96'			1	1	
9	LP25	US HWY 160	113+29.26	L=30.42'			1	1	
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10	LP30	US HWY 160	117+17.98	L=33.56'			1	1	
10	LP31	US HWY 160	117+21.18	R=38.07'			1	1	
11	LP33	US HWY 160	118+13.13	L=33.56'			1	1	
11	LP34	US HWY 160	119+10.92	R=38.06'			1	1	
11	LP35	US HWY 160	119+08.28	L=33.60'			1	1	
11	LP37	US HWY 160	120+86.71	R=41.58'			1	1	
12	LP38	US HWY 160	121+84.37	L=44.02'			1	1	
12	LP39	US HWY 160	121+81.71	R=41.73'			1	1	
12	LP40	US HWY 160	122+79.10	L=43.78'			1	1	
12	LP41	US HWY 160	122+76.89	R=42.08'			1	1	
12	LP42	US HWY 160	123+66.84	L=43.77'			1	1	
12	LP43	US HWY 160	123+58.57	R=42.34'			1	1	
12	LP44	US HWY 160	124+48.34	L=44.76'			1	1	
13	LP45	US HWY 160	124+53.69	R=43.18'			1	1	
13	LP46	US HWY 160	125+33.38	L=41.46'			1	1	
13	LP47	US HWY 160	125+34.45	R=42.19'			1	1	
13	LP48	US HWY 160	127+03.65	R=40.60'			1	1	
13	LP49	US HWY 160	127+51.49	L=38.89'			1	1	
14	LP50	US HWY 160	128+45.39	L=38.38'			1	1	
14	LP51	US HWY 160	129+45.51	L=38.50'			1	1	
15	LP52	US HWY 160	131+58.86	L=38.63'			1	1	
15	LP53	US HWY 160	132+36.12	L=38.43'			1	1	
15	LP54	US HWY 160	133+23.38	L=38.78'			1	1	
15	LP55	US HWY 160	134+03.76	L=38.84'			1	1	
16	LP56	US HWY 160	136+80.04	L=37.99'			1	1	
16	LP57	US HWY 160	137+79.14	L=38.36'			1	1	
17	LP58	US HWY 160	138+79.35	L=38.43'			1	1	
17	LP59	US HWY 160	139+79.80	L=38.38'			1	1	
17	LP60	US HWY 160	140+79.44	L=37.98'			1	1	
17	LP61	US HWY 160	141+77.72	L=38.40'			1	1	
6	LS62	US HWY 160	EXISTING FOUNDATION				1		1
7	LS63	US HWY 160	EXISTING FOUNDATION				1		1
TOTALS					45	45	76	61	1

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Horiz. Scale:	1:30	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

CLANTON & ASSOCIATES — LIGHTING DESIGN AND ENGINEERING
4699 NAUTILUS COURT SOUTH STE. 102
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303-530-7229

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Region 5
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Phone: 719-589-4251
FAX: 719-587-6511
AFM

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No Revisions:	
Revised:	
Void:	

US 160 LIGHTING GENERAL
LIGHTING SCHEDULES

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	G3 of 03

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	321

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Unit Information		Unit Leader Initials	

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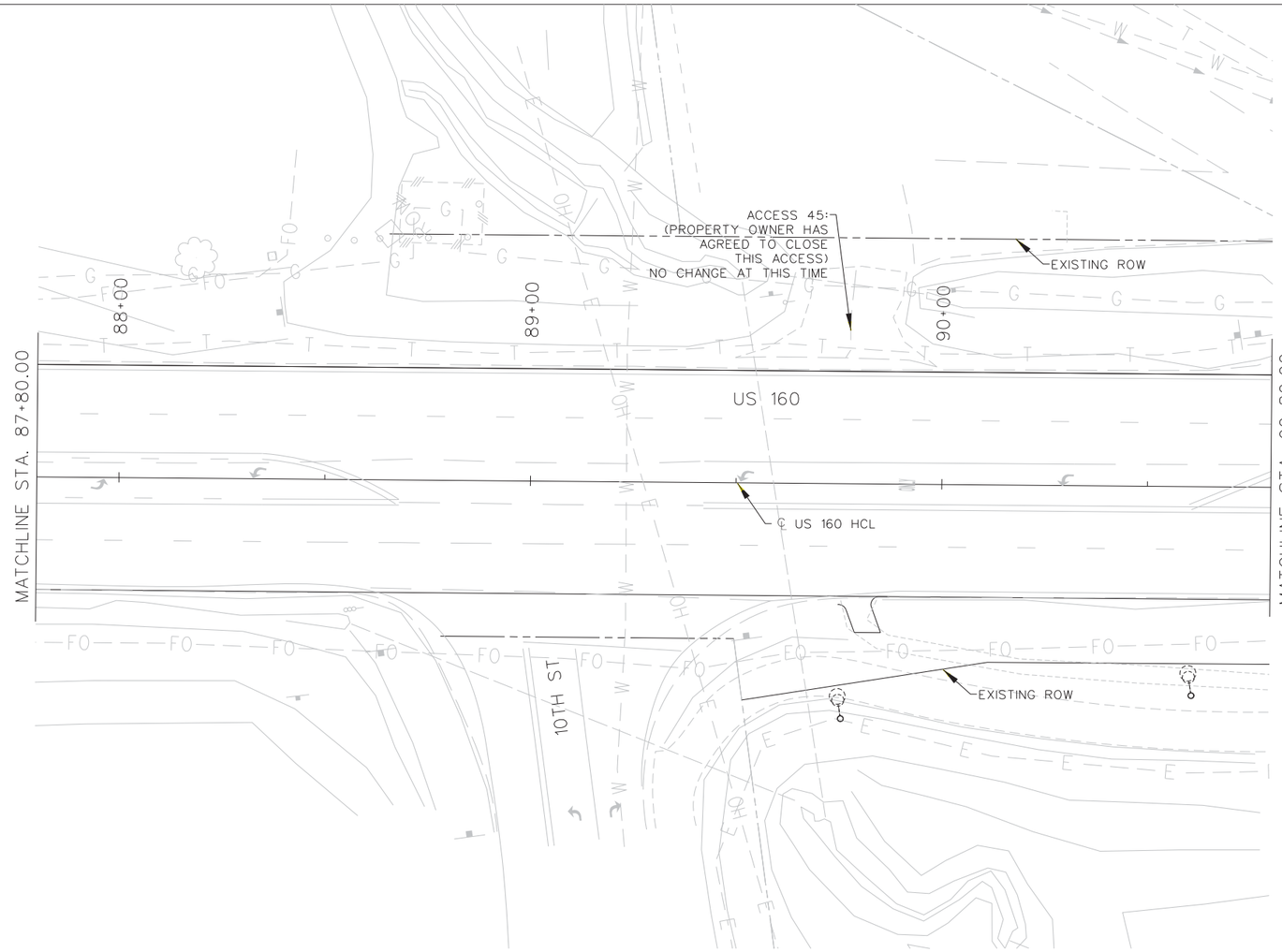
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FAX: 719-587-6511
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Revised:	
Void:	

US 160 LIGHTING PLAN
STA 84+00 TO STA 87+80

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	1 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	322



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Print Date:	11/13/2023
File Name:	21919DES_LTG_02Plan.dgn
Horiz. Scale:	1:30
Vert. Scale:	As Noted
Unit Information	Unit Leader Initials

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Date:	Comments	Init.

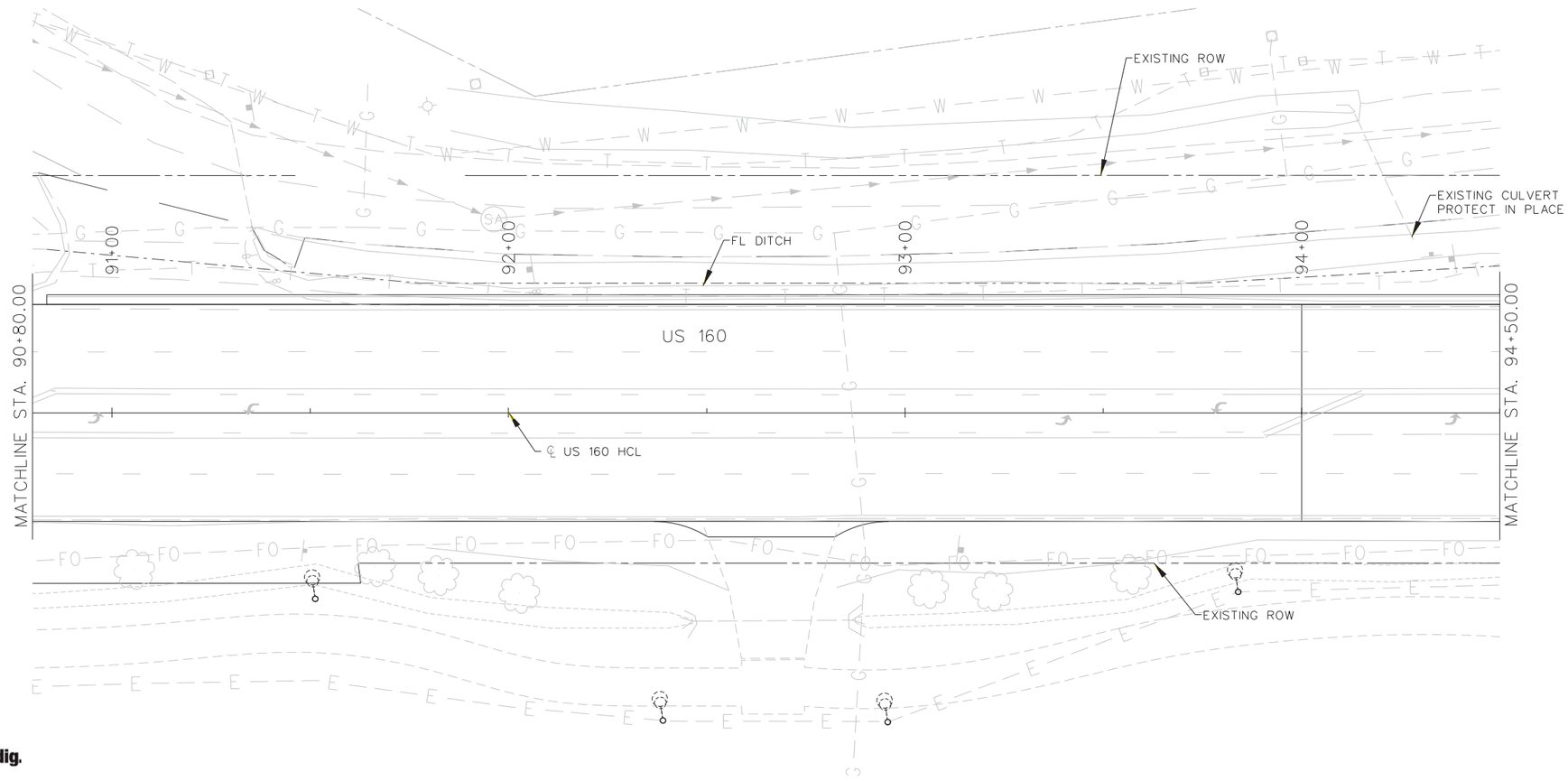
Colorado Department of Transportation
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Phone: 719-589-4251
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Revised:	
Void:	

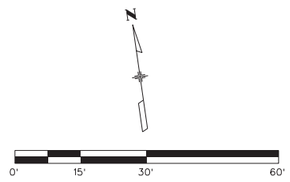
US 160 LIGHTING PLAN
STA 87+80 TO STA 90+80

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	2 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	323



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Print Date:	11/13/2023		
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Horiz. Scale:	1:30	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

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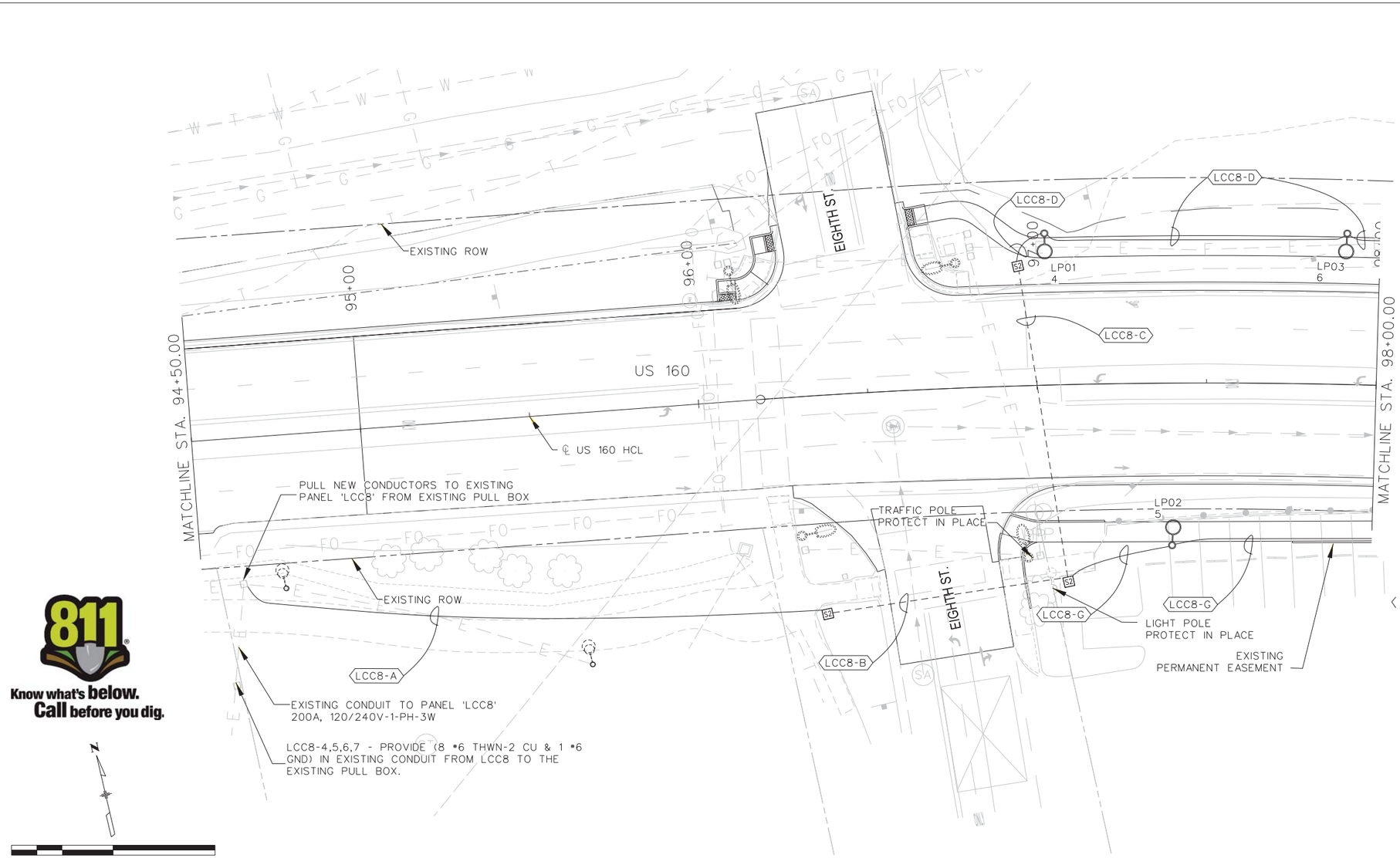
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Void:	

US 160 LIGHTING PLAN
STA 90+80 TO STA 94+50

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	3 of 18

Project No./Code	NHPP 1602-165
	21919R
Sheet Number	324



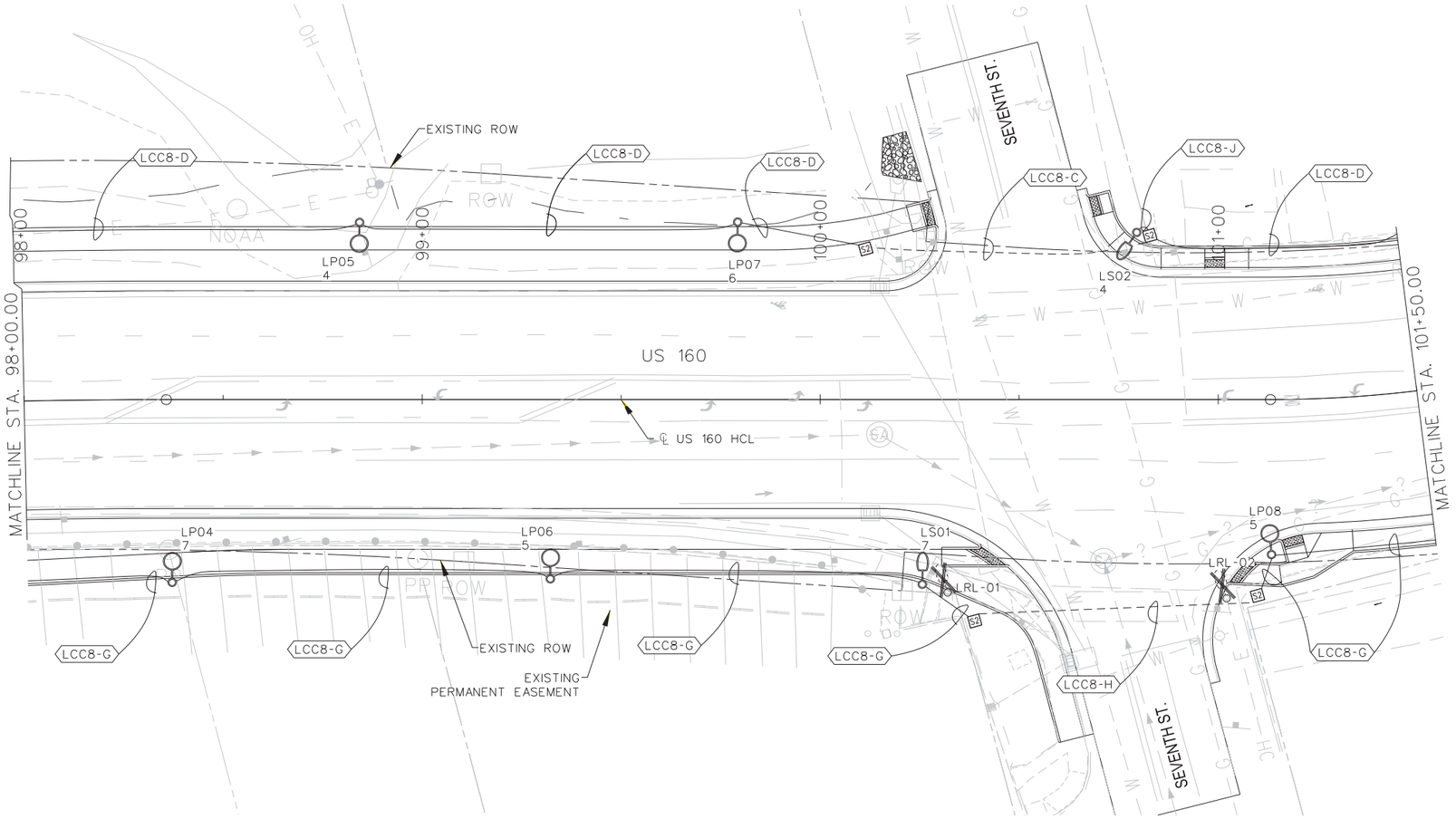
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File Name: 21919DES_LTG_04Plan.dgn		Date:	Comments	Init.	1205 West Avenue Alamosa, CO 81101 Phone: 719-589-4251 FAX: 719-587-6511
Horiz. Scale: 1:30 Vert. Scale: As Noted					Region 5 AFM
Unit Information Unit Leader Initials					
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As Constructed	US 160 LIGHTING PLAN STA 94+50 TO STA 98+00		Project No./Code
No Revisions:	Designer: J. KANDER	Structure Numbers	NHPP 1602-165
Revised:	Detailer: D. SCHMITT		21919R
Void:	Sheet Subset: LIGHTING	Subset Sheets: 4 of 18	Sheet Number 325

NEW BUSINESS IX.3.

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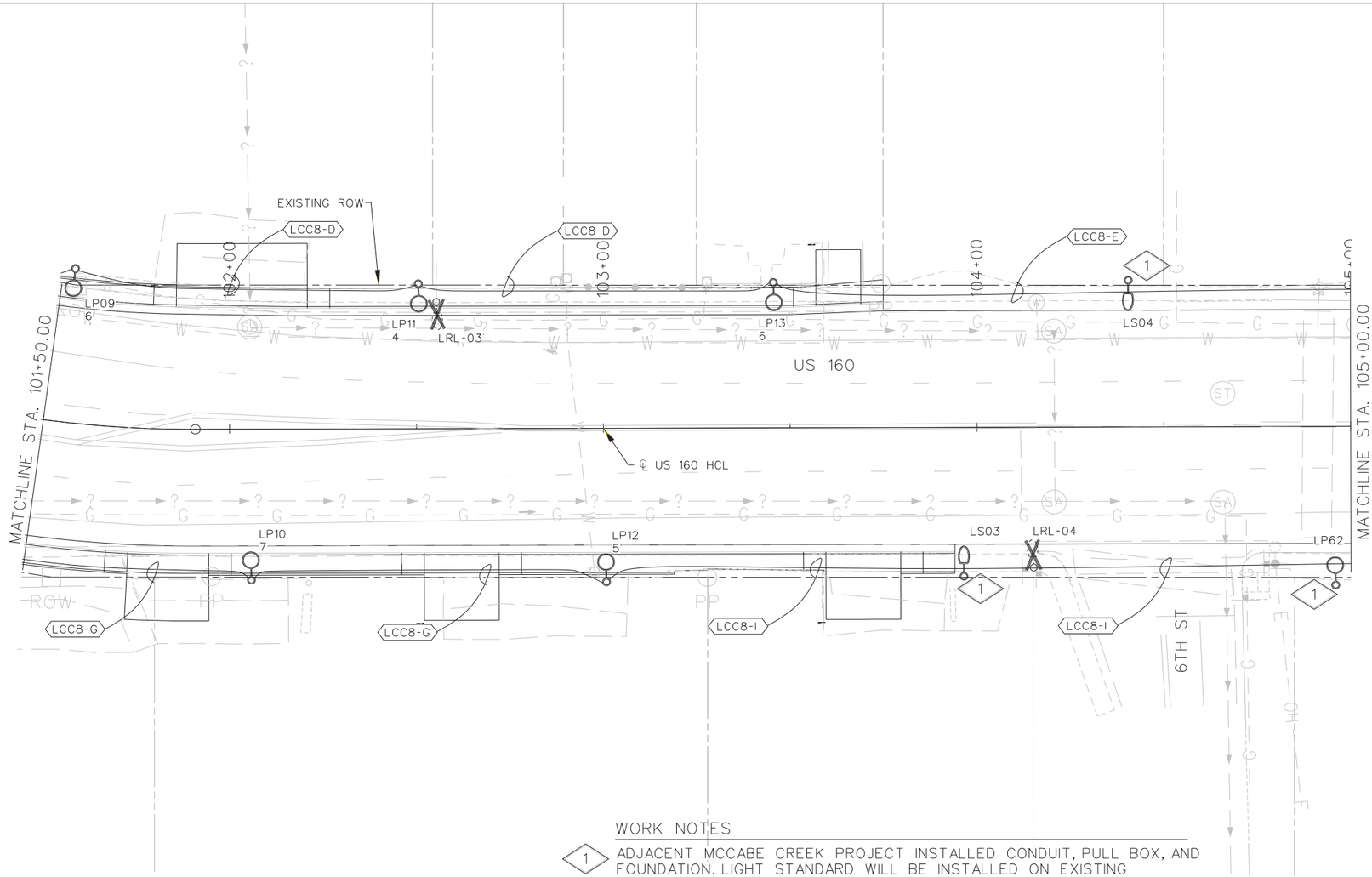


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File Name: 21919DES_LTG_05Plan.dgn		Date:	Comments	Init.	1205 West Avenue Alamosa, CO 81101 Phone: 719-589-4251 FAX: 719-587-6511
Horiz. Scale: 1:30 Vert. Scale: As Noted					Region 5 AFM
Unit Information Unit Leader Initials					
CLANTON & ASSOCIATES LIGHTING DESIGN AND ENGINEERING 4699 NAUTILUS COURT SOUTH STE. 102 BOULDER, CO 80301 303-430-7229					

As Constructed	US 160 LIGHTING PLAN STA 98+00 TO STA 101+50		Project No./Code
No Revisions:			NHPP 1602-165
Revised:	Designer: J. KANDER	Structure Numbers	21919R
Void:	Detailer: D. SCHMITT		Sheet Number 326
	Sheet Subset: LIGHTING	Subset Sheets: 5 of 18	

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N

0' 15' 30' 60'

WORK NOTES

1 ADJACENT MCCABE CREEK PROJECT INSTALLED CONDUIT, PULL BOX, AND FOUNDATION. LIGHT STANDARD WILL BE INSTALLED ON EXISTING FOUNDATION AND CONNECT TO EXISTING POWER.

EricTSmallwood 4:08:54 PM Z:\17909 CDOT R3 & R5 Western Slope General\Eng Services NPS 2017 (Amec)\17909.2 CDOT US160 Pagosa Springs (Wood)\CAD\21919DES_LTG_06Plan.dgn

Print Date:	11/13/2023		
File Name:	21919DES_LTG_06Plan.dgn		
Horiz. Scale:	1:30	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

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4699 NAUTILUS COURT SOUTH STE. 102
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Sheet Revisions

Date:	Comments	Init.

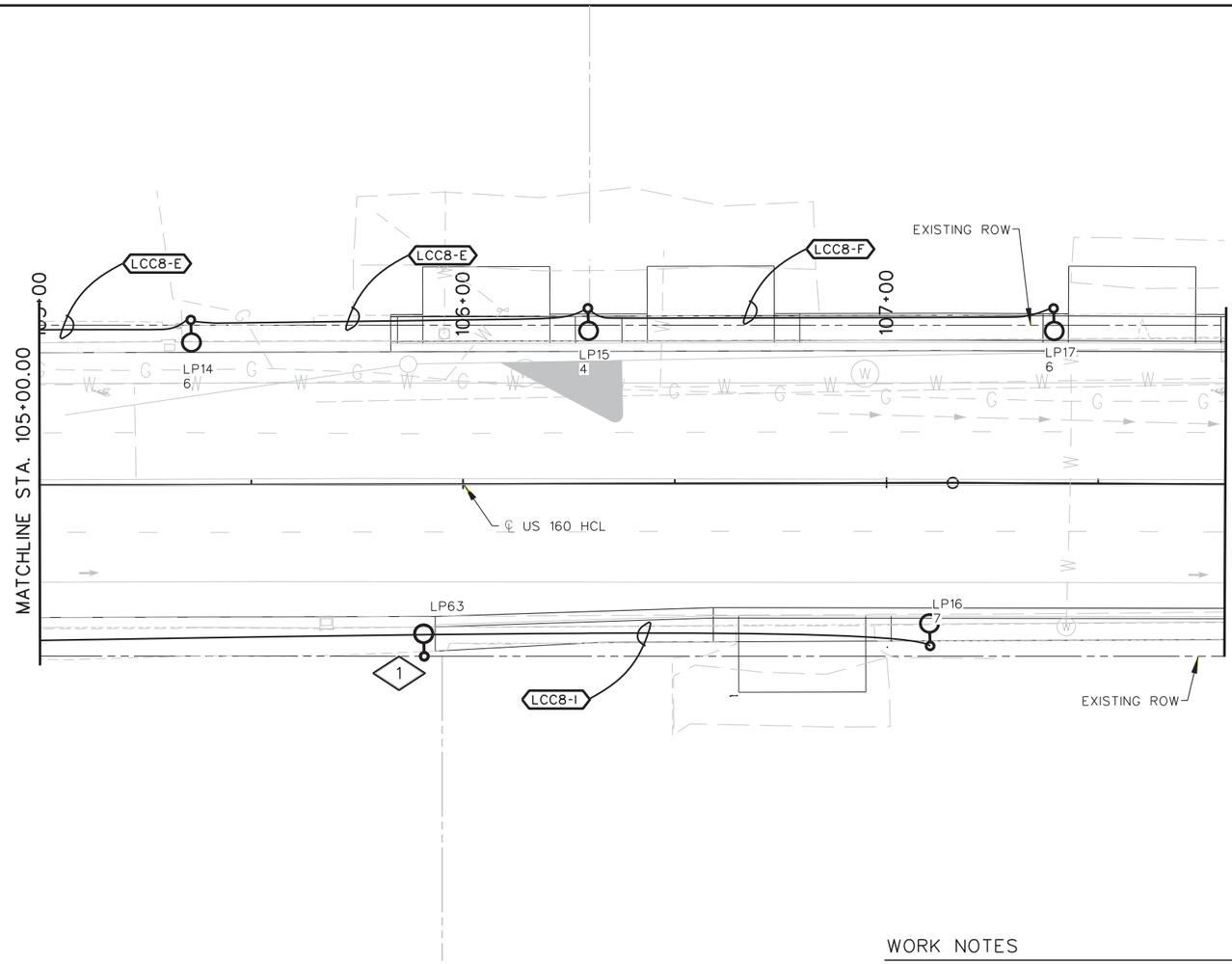
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FAX: 719-587-6511
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Void:	

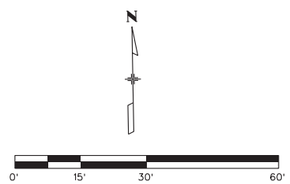
US 160 LIGHTING PLAN
STA 101+50 TO STA 105+00

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	6 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	327



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WORK NOTES

1. ADJACENT MCCABE CREEK PROJECT INSTALLED CONDUIT, PULL BOX, AND FOUNDATION. LIGHT STANDARD WILL BE INSTALLED ON EXISTING FOUNDATION AND CONNECT TO EXISTING POWER.

EricTSmallwood 4:10:11 PM Z:\17909 CDOT R3 & R5 Western Slope General\Eng Services NPS 2017 (Amec)\17909.2 CDOT US160 Pagosa Springs (Wood)\CAD\21919DES_LTG_07Plan.dgn

Print Date:	11/13/2023		
File Name:	21919DES_LTG_07Plan.dgn		
Horiz. Scale:	1:30	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

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4699 NAUTILUS COURT SOUTH STE. 102
BOULDER, CO 80301
303-439-7229

Sheet Revisions		
Date:	Comments	Init.

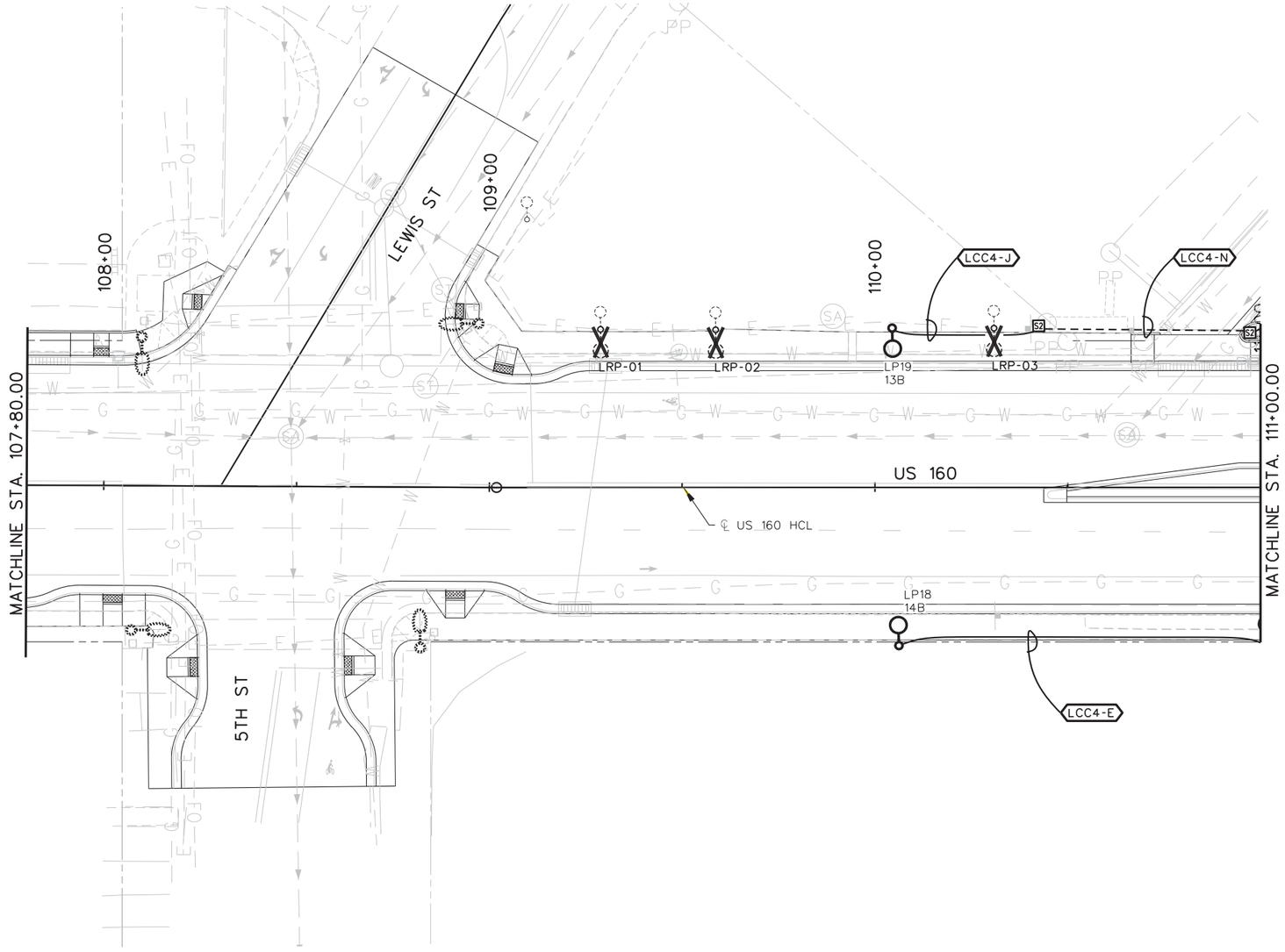
Colorado Department of Transportation
1205 West Avenue
Alamosa, CO 81101
Phone: 719-589-4251
FAX: 719-587-6511
Region 5 — AFM

As Constructed	
No Revisions:	
Revised:	
Void:	

US 160 LIGHTING PLAN
STA 105+00 TO STA 107+80

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	7 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	328



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Print Date:	11/13/2023		
File Name:	21919DES_LTG_08Plan.dgn		
Horiz. Scale:	1:30	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

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LIGHTING DESIGN AND ENGINEERING
4699 NAUTILUS COURT SOUTH STE. 102
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Date:	Comments	Init.

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FAX: 719-587-6511
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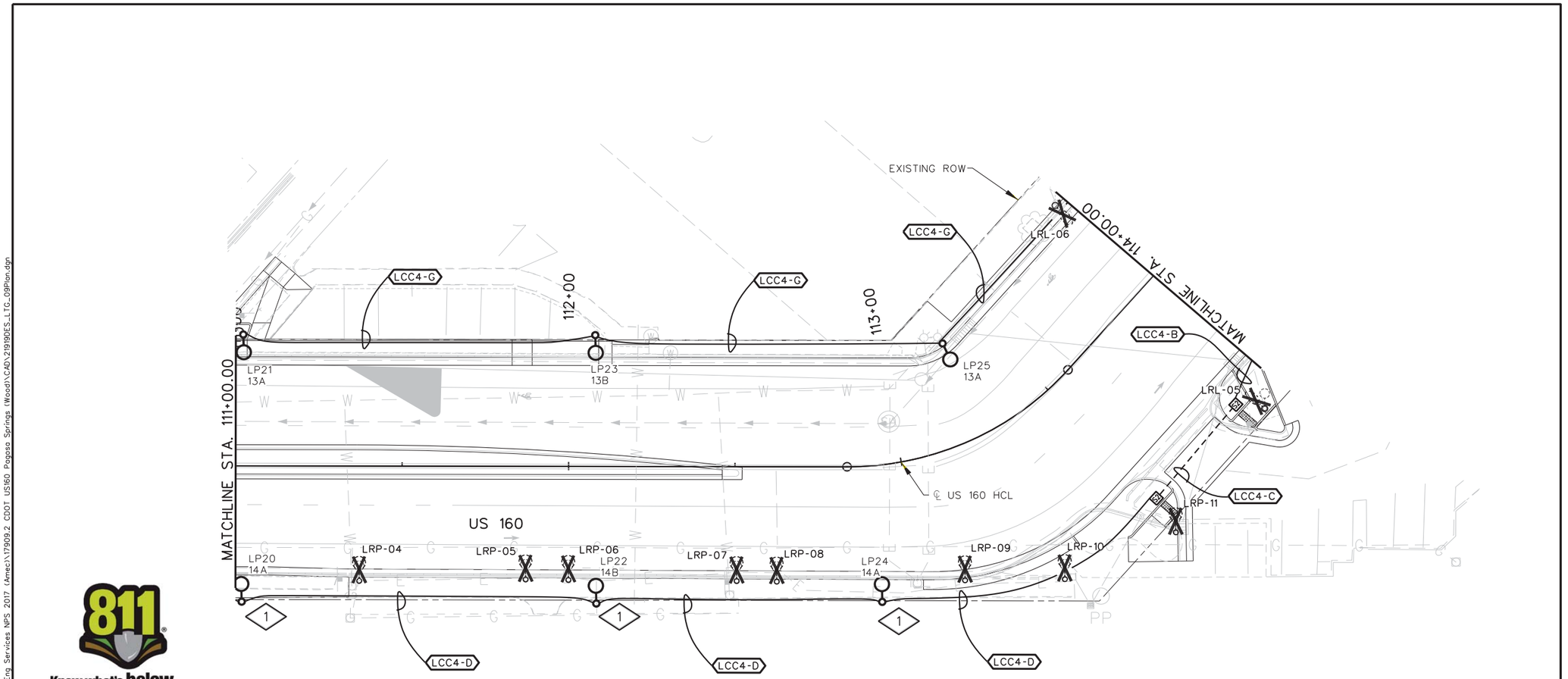
As Constructed	
No Revisions:	
Revised:	
Void:	

US 160 LIGHTING PLAN
STA 107+80 TO STA 111+00

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	8 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	329

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WORK NOTES

1. STREETLIGHTS WILL BE INSTALLED FLUSH TO GRADE IN EXISTING SIDEWALK.

Print Date:	11/13/2023		
File Name:	21919DES_LTG_09Plan.dgn		
Horiz. Scale:	1:30	Vert. Scale:	As Noted
Unit Information		Unit Leader Initials	

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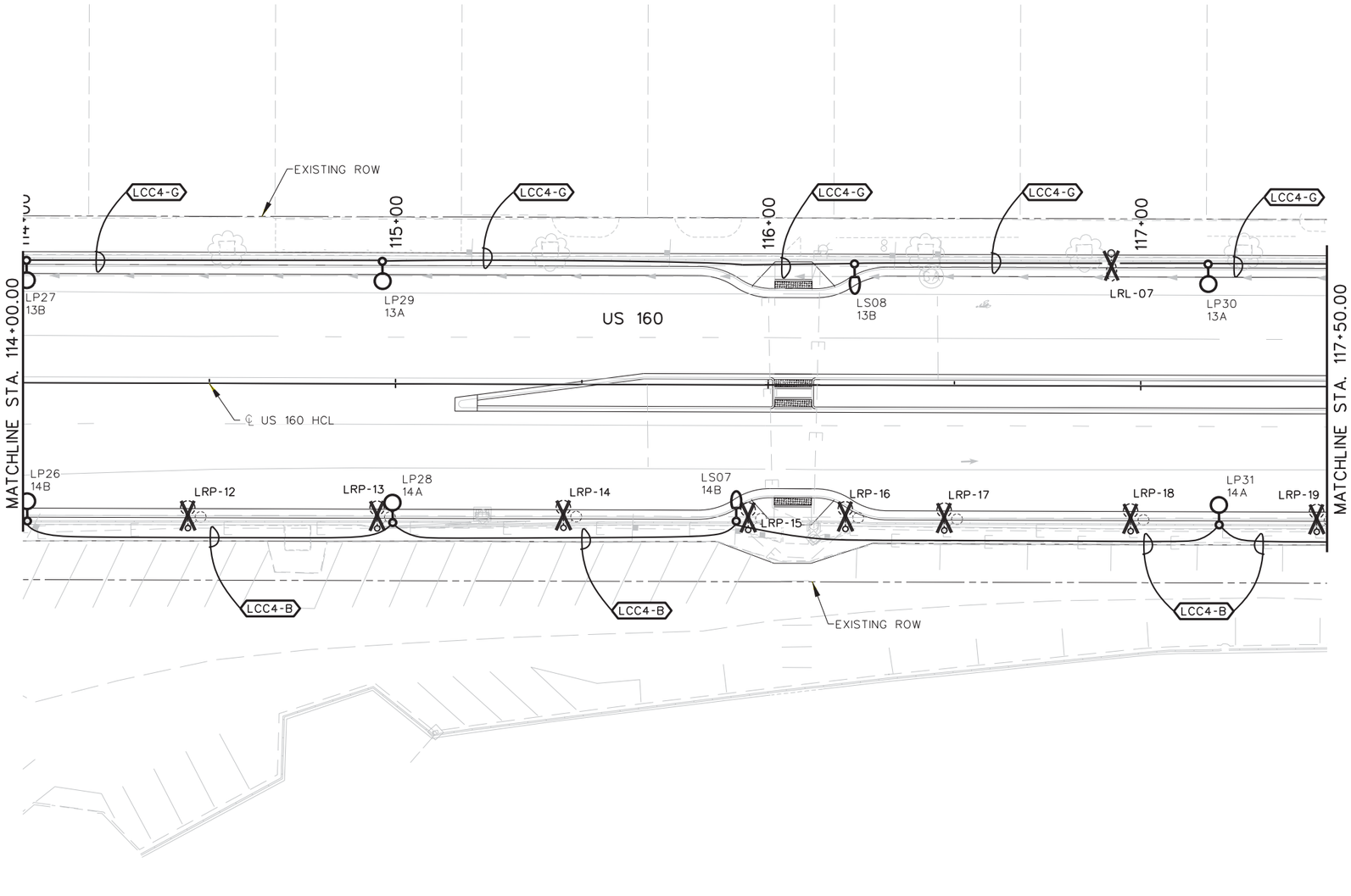
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US 160 LIGHTING PLAN
STA 111+00 TO STA 114+00

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	9 of 18

Project No./Code
NHPP 1602-165
21919R
Sheet Number 330

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0' 15' 30' 60'

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Print Date:	11/13/2023		
File Name:	21919DES_LTG_10Plan.dgn		
Horiz. Scale:	1:30	Vert. Scale:	As Noted
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Date:	Comments	Init.

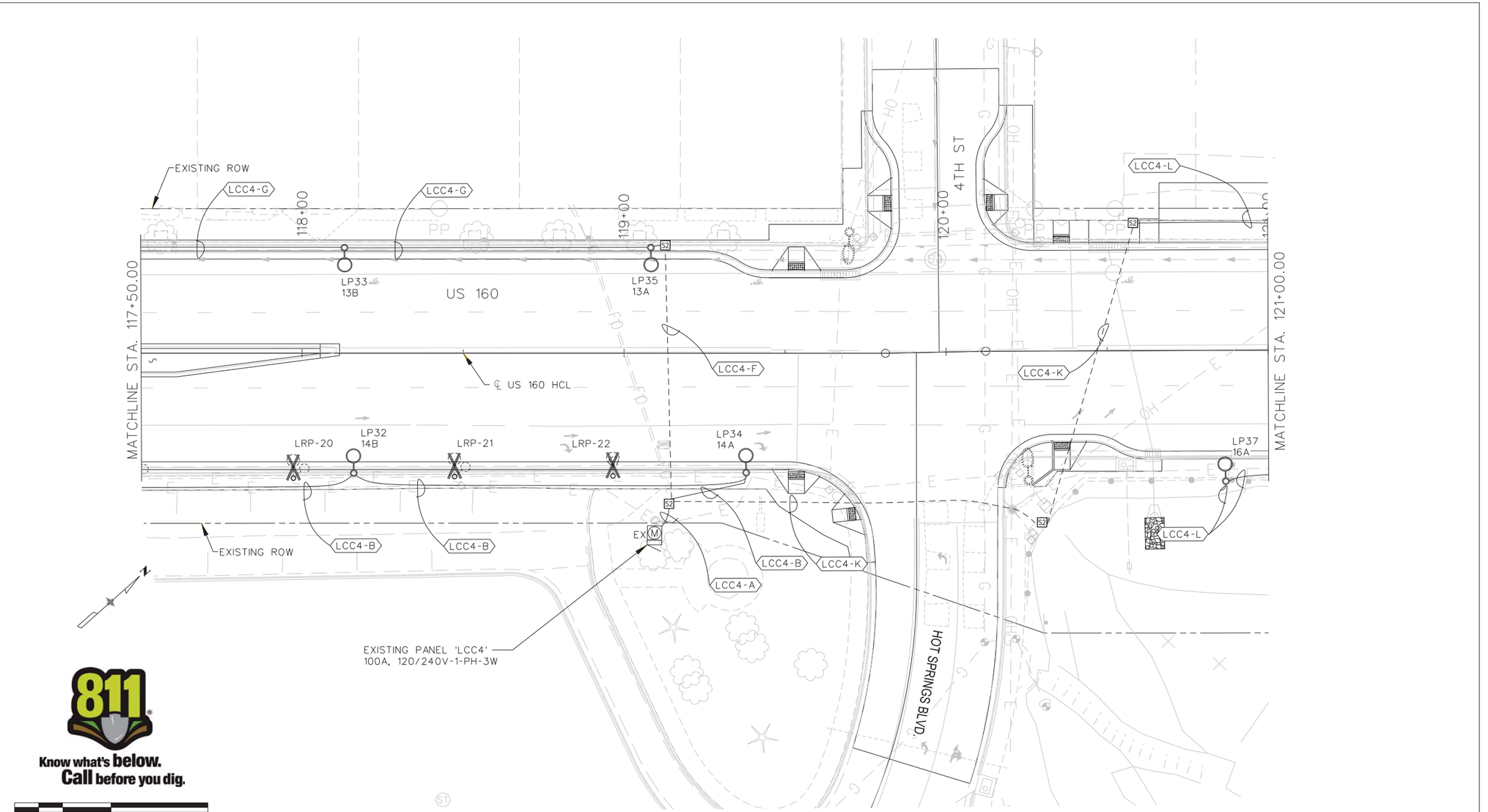
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Phone: 719-589-4251
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US 160 LIGHTING PLAN
STA 114+00 TO STA 117+50

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	10 of 18

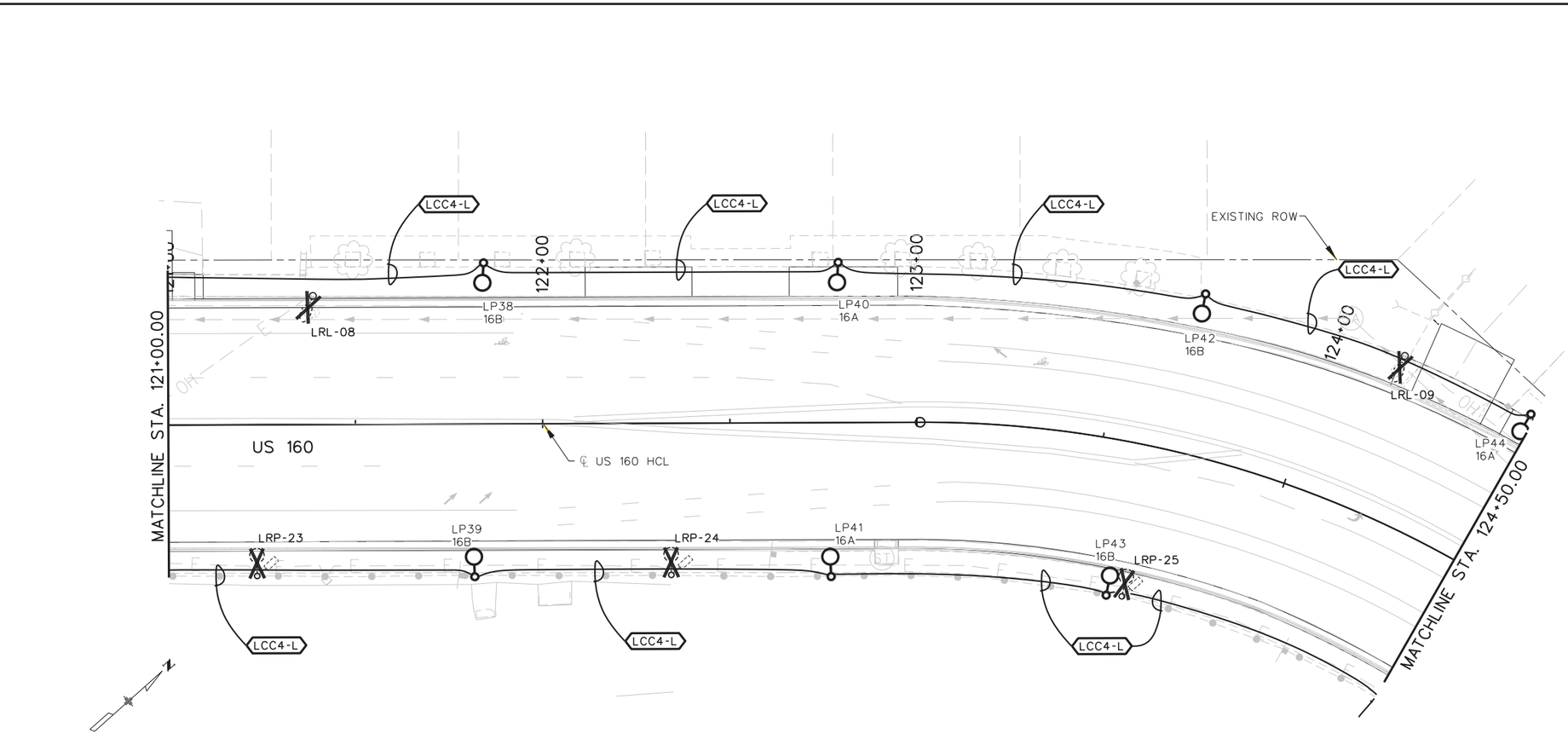
Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	331



Print Date: 11/13/2023	Sheet Revisions		
File Name: 21919DES_LTG_11Plan.dgn	Date:	Comments	Init.
Horiz. Scale: 1:30 Vert. Scale: As Noted			
Unit Information Unit Leader Initials			
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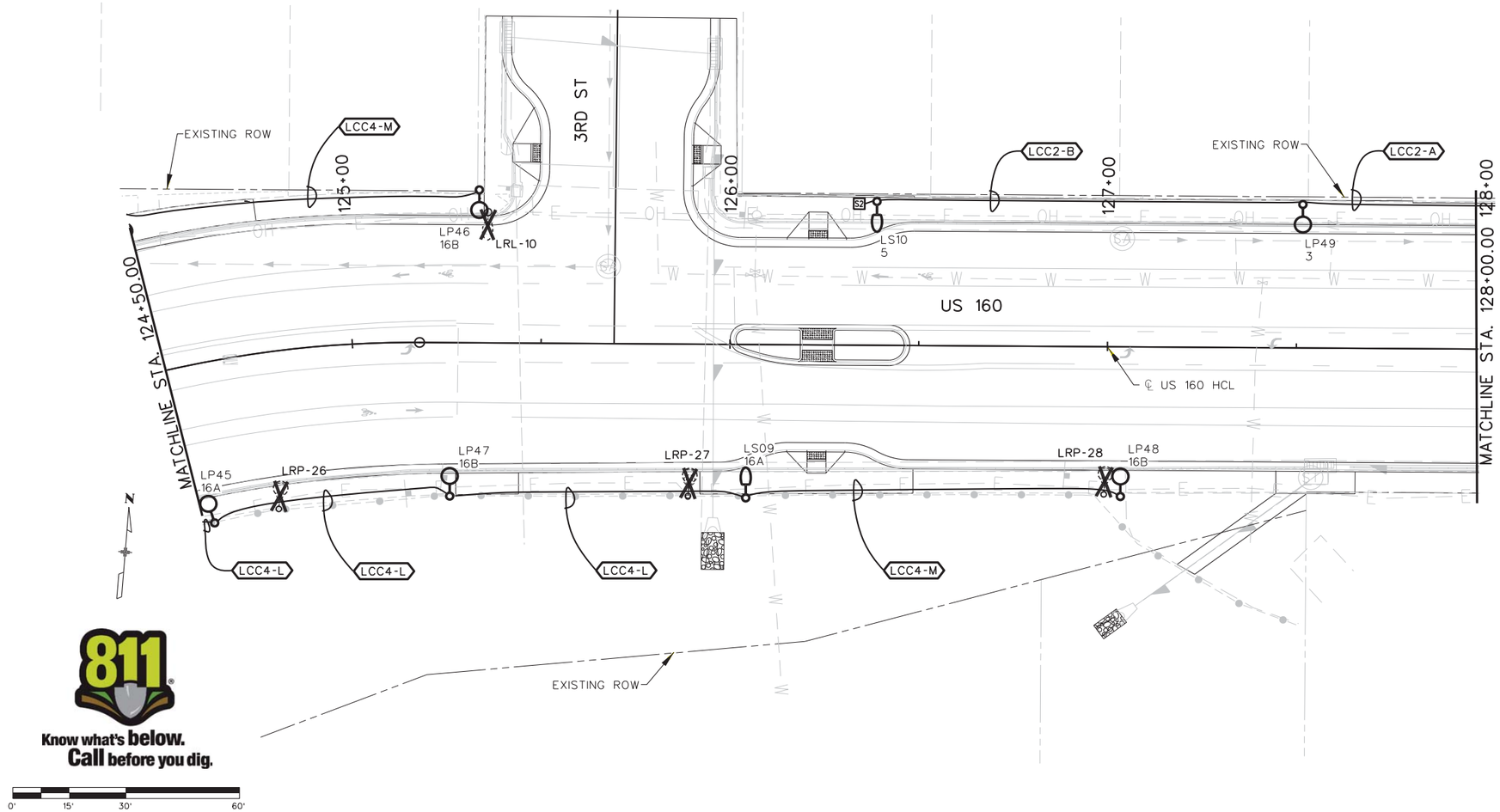
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As Constructed	US 160 LIGHTING PLAN STA 117+50 TO STA 121+00			Project No./Code
No Revisions:				NHPP 1602-165
Revised:	Designer: J. KANDER	Structure Numbers		21919R
Void:	Detailer: D. SCHMITT			Sheet Number 332
	Sheet Subset: LIGHTING	Subset Sheets:	11 of 18	



Print Date: 11/13/2023		Sheet Revisions			Colorado Department of Transportation	As Constructed	US 160 LIGHTING PLAN STA 121+00 TO STA 124+50	Project No./Code
File Name: 21919DES_LTG_12Plan.dgn		Date:	Comments	Init.	1205 West Avenue Alamosa, CO 81101 Phone: 719-589-4251 FAX: 719-587-6511	No Revisions:		NHPP 1602-165
Horiz. Scale: 1:30 Vert. Scale: As Noted						Revised:	Designer: J. KANDER	21919R
Unit Information Unit Leader Initials						Void:	Detailer: D. SCHMITT Sheet Subset: LIGHTING	Structure Numbers Subset Sheets: 12 of 18
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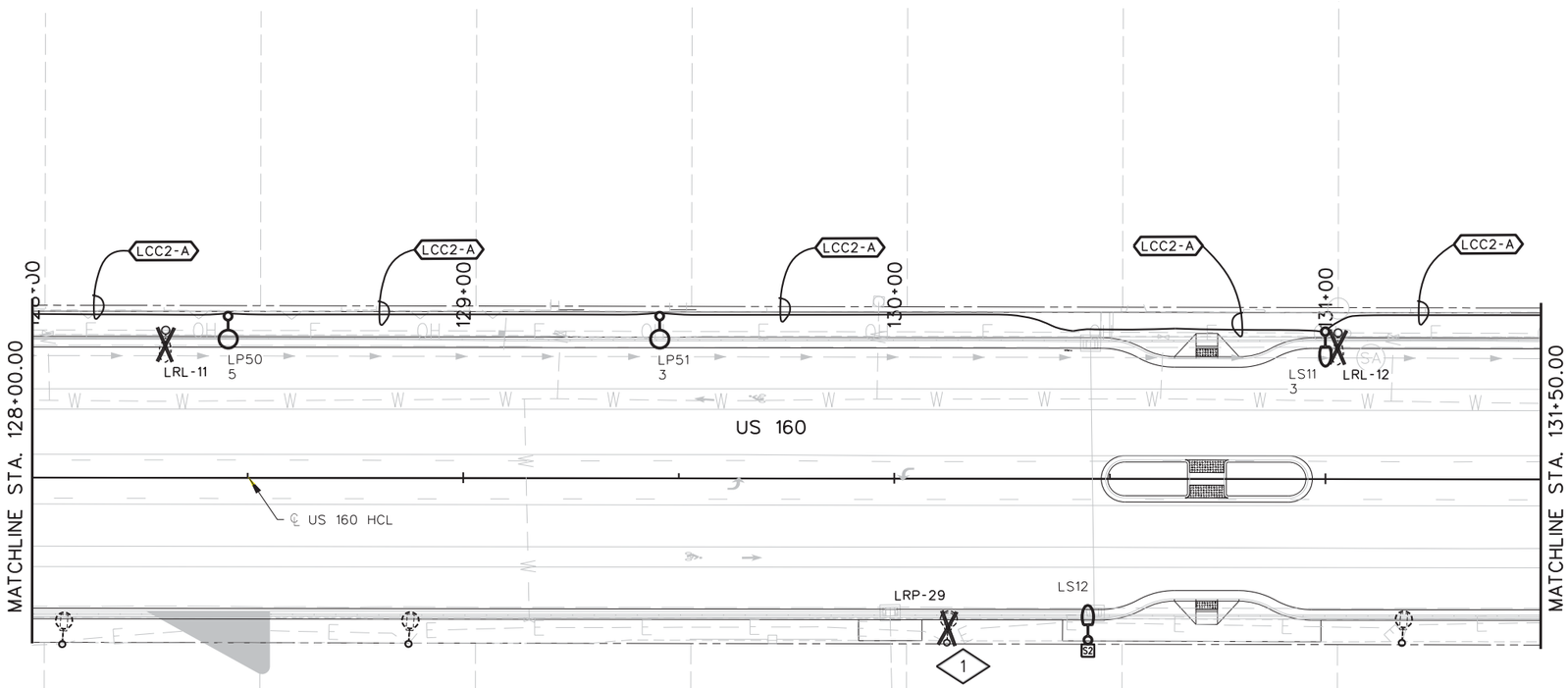
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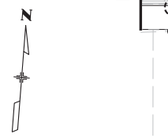


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File Name: 21919DES_LTG_13Plan.dgn		Date:	Comments	Init.	1205 West Avenue Alamosa, CO 81101 Phone: 719-589-4251 FAX: 719-587-6511
Horiz. Scale: 1:30 Vert. Scale: As Noted					Region 5 AFM
Unit Information Unit Leader Initials					
CLANTON & ASSOCIATES LIGHTING DESIGN AND ENGINEERING 4699 NAUTILUS COURT SOUTH STE. 102 BOULDER, CO 80301 303-530-7229					

As Constructed	US 160 LIGHTING PLAN STA 124+50 TO STA 128+00		Project No./Code
No Revisions:			NHPP 1602-165
Revised:	Designer: J. KANDER	Structure Numbers	21919R
Void:	Detailer: D. SCHMITT		Sheet Number 334
	Sheet Subset: LIGHTING	Subset Sheets: 13 of 18	







0' 15' 30' 60'

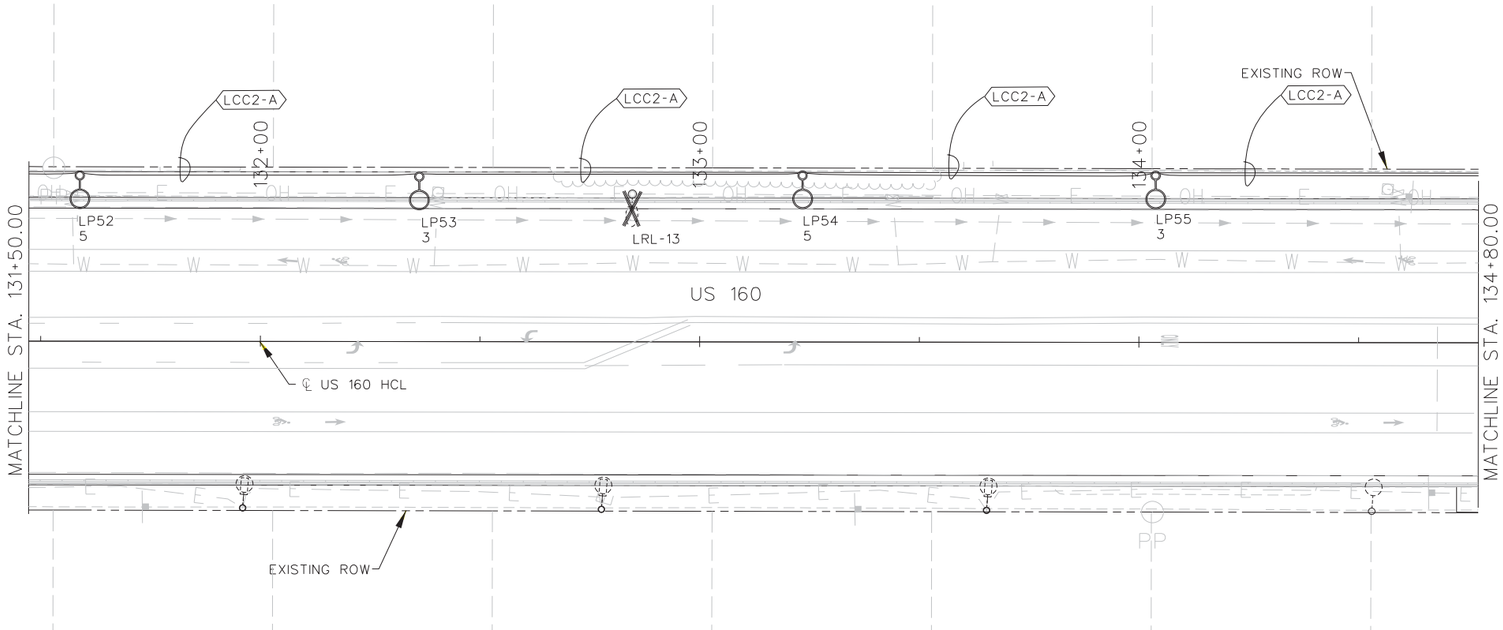
WORK NOTES

1 REMOVE POLE AND FOUNDATION AND PUT A PULL BOX IN ITS PLACE ADJACENT EXISTING LUMINAIRES, SPLICE EXISTING CONDUCTORS WITH SUBMERSIBLE URG MOLD SPLICE CONNECTOR TO MAINTAIN ELECTRICAL SERVICE TO

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File Name: 21919DES_LTG_14Plan.dgn		Date:	Comments	Init.	1205 West Avenue Alamosa, CO 81101 Phone: 719-589-4251 FAX: 719-587-6511
Horiz. Scale: 1:30 Vert. Scale: As Noted					Region 5 AFM
Unit Information Unit Leader Initials					
CLANTON & ASSOCIATES LIGHTING DESIGN AND ENGINEERING 4999 NAUTILUS COURT SOUTH STE. 102 BOULDER, CO 80301 303-530-7229					

As Constructed	US 160 LIGHTING PLAN STA 128+00 TO STA 131+50		Project No./Code
No Revisions:			NHPP 1602-165
Revised:	Designer: J. KANDER	Structure Numbers	21919R
Void:	Detailer: D. SCHMITT		Sheet Number 335
	Sheet Subset: LIGHTING	Subset Sheets: 14 of 18	

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N

0' 15' 30' 60'

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LIGHTING DESIGN AND ENGINEERING
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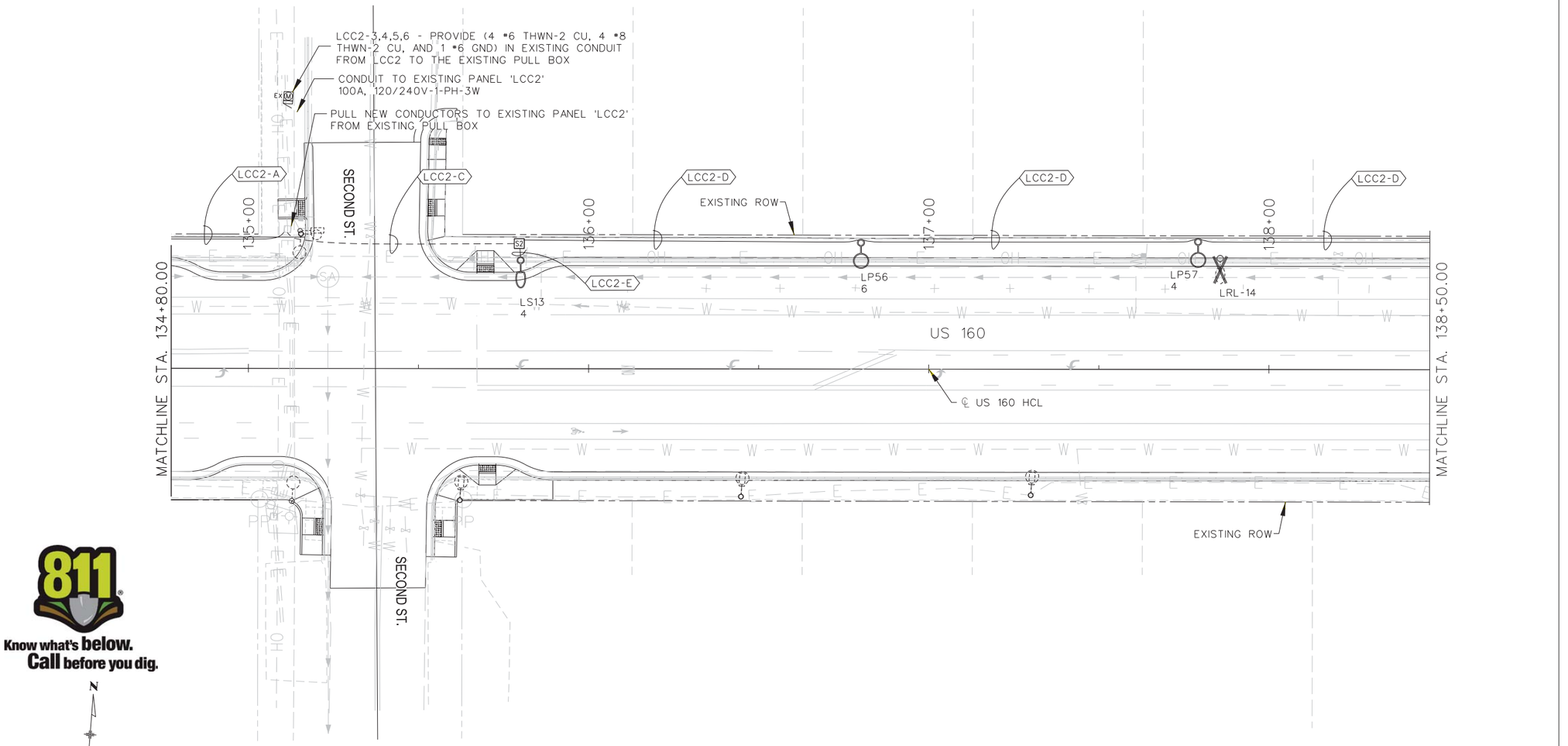
As Constructed	
No Revisions:	
Revised:	
Void:	

US 160 LIGHTING PLAN
STA 131+50 TO STA 134+80

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	15 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	336

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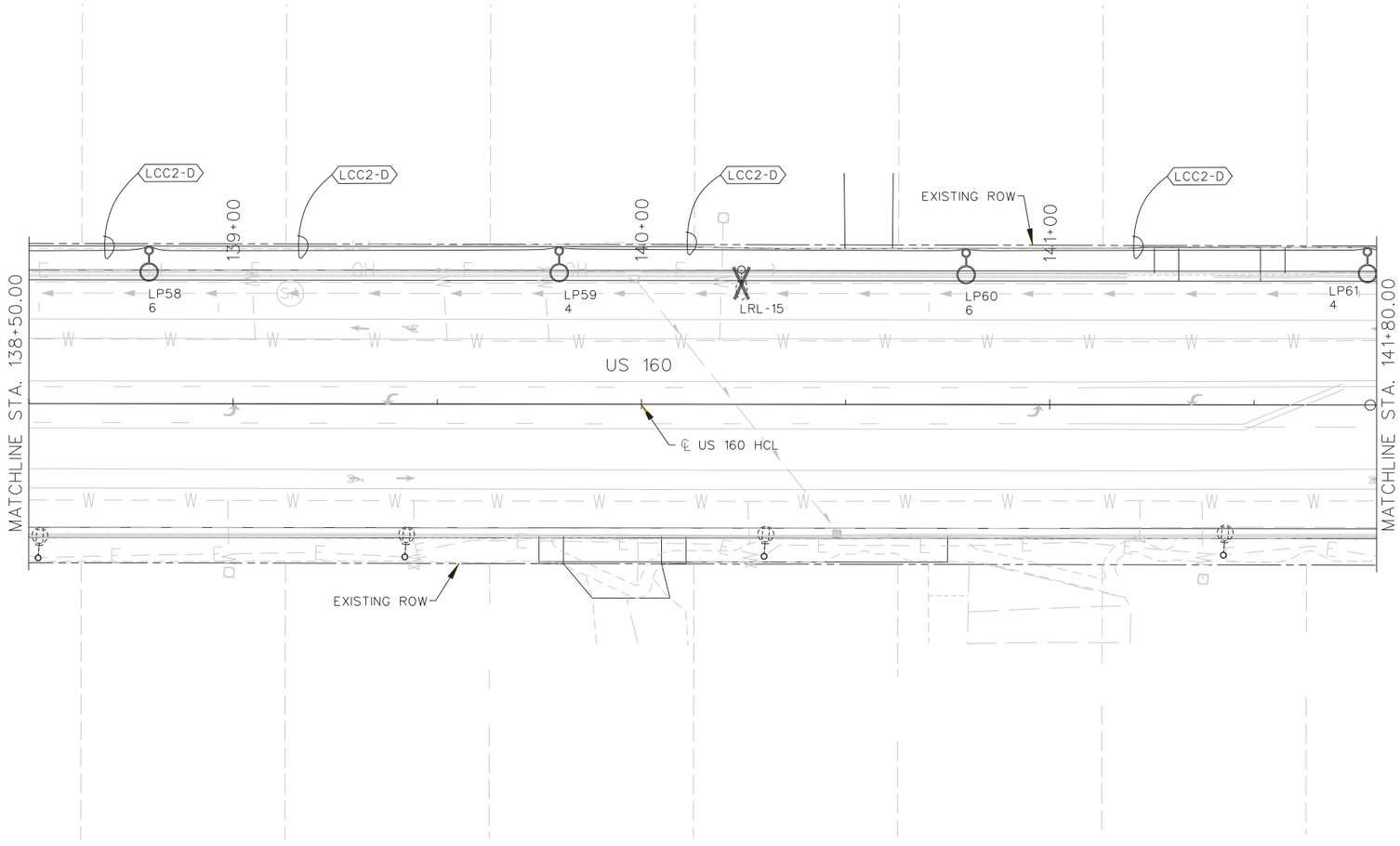
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Horiz. Scale: 1:30 Vert. Scale: As Noted		Phone: 719-589-4251	Revised:
Unit Information Unit Leader Initials		FAX: 719-587-6511	Void:
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US 160 LIGHTING PLAN
STA 134+80 TO STA 138+50

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	16 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	337

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0' 15' 30' 60'

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Unit Information			Unit Leader Initials

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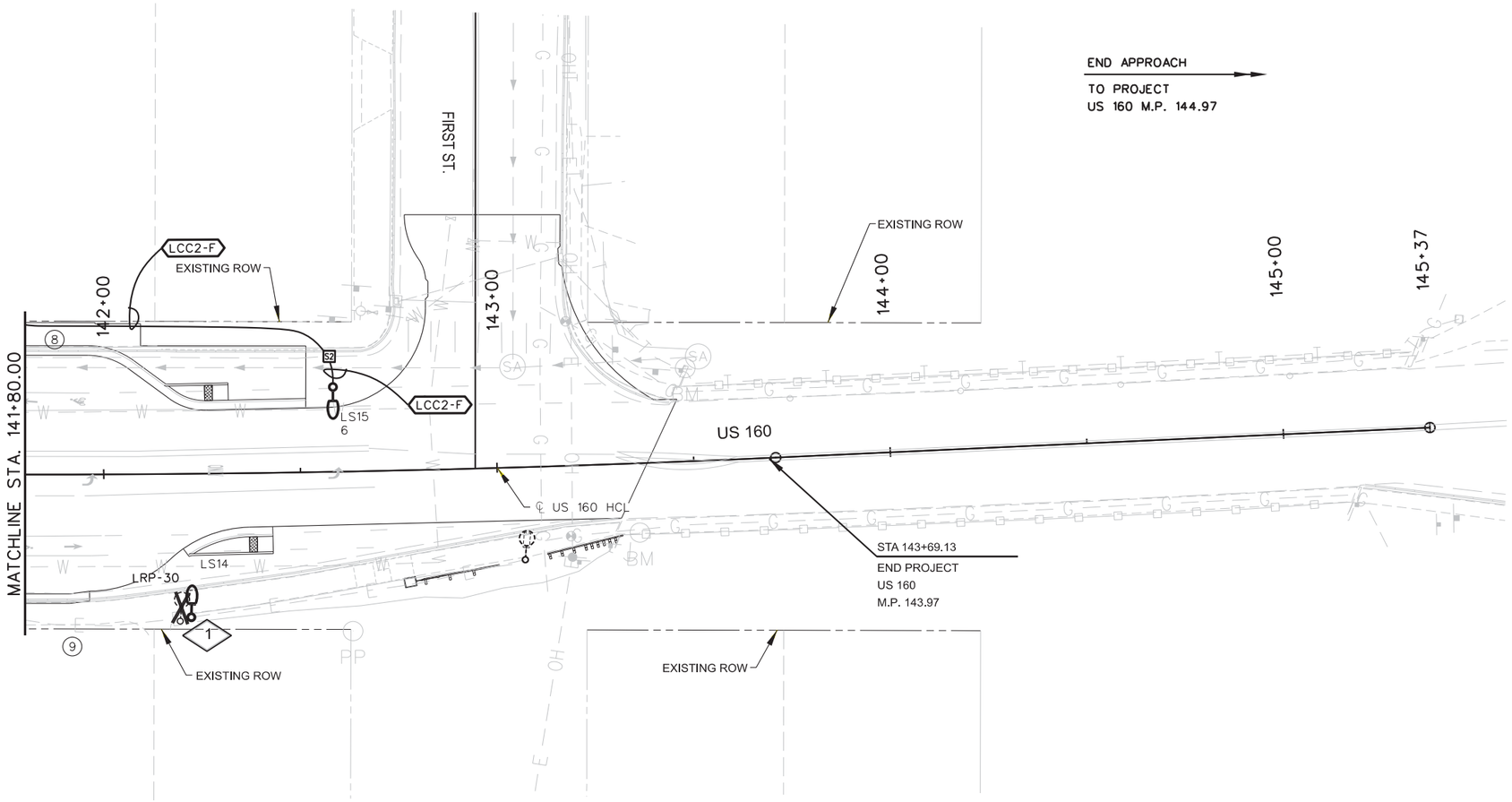
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US 160 LIGHTING PLAN
STA 138+50 TO STA 141+80

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	17 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	338

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WORK NOTES

1. REMOVE LIGHT STANDARD AND FOUNDATION AND REPLACE WITH CDOT LIGHT STANDARD AND FOUNDATION IN THE SAME LOCATION. RECONNECT TO EXISTING CIRCUIT.

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File Name:	21919DES_LTG_18Plan.dgn		
Horiz. Scale:	1:30	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

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4699 NAUTILUS COURT SOUTH STE. 102
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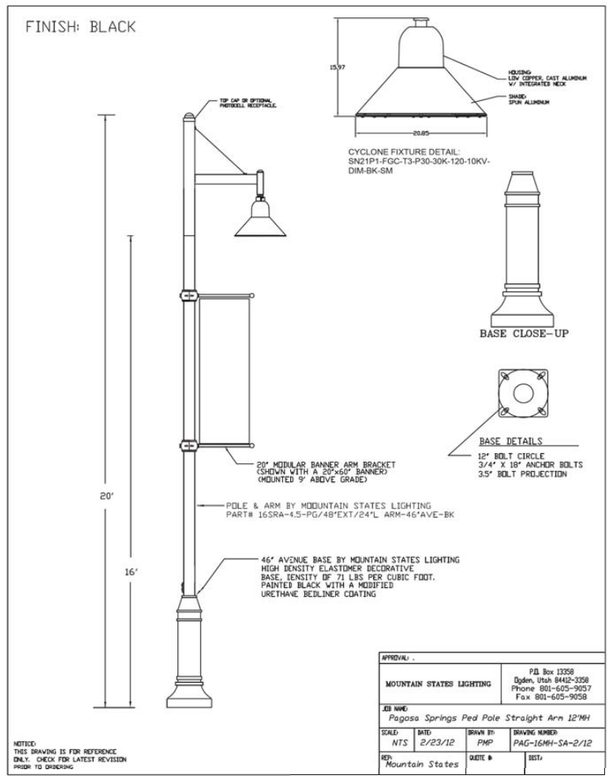
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US 160 LIGHTING PLAN
STA 141+80 TO STA 145+40

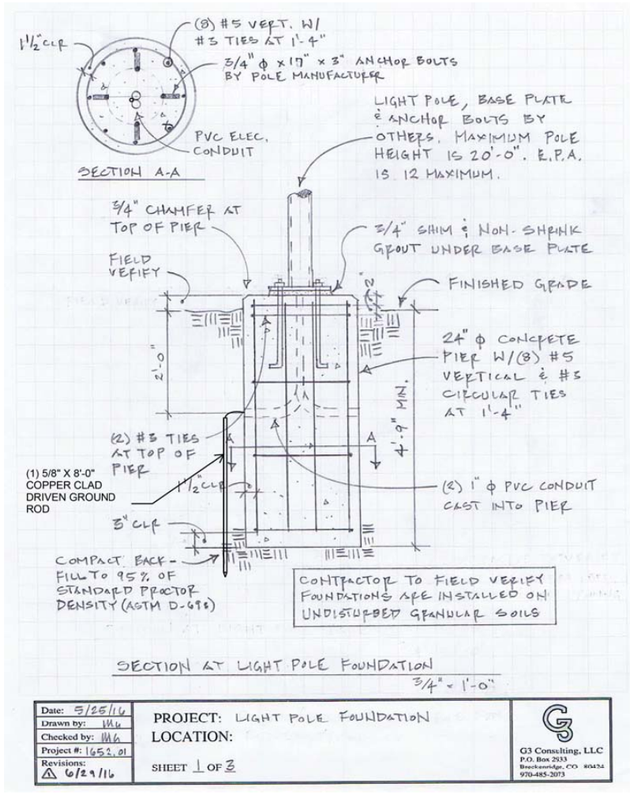
Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	18 of 18

Project No./Code	
NHPP 1602-165	
21919R	
Sheet Number	339

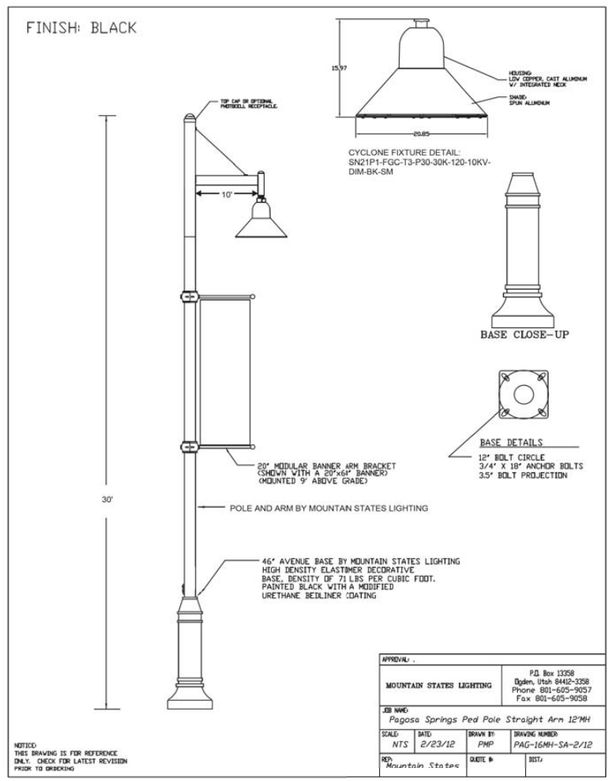
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1 TOWN OF PAGOSA SPRINGS LIGHT STANDARD (TYPE 'LP')
NOT TO SCALE



2 TOWN OF PAGOSA SPRINGS FOUNDATION (TYPE 'LP')
NOT TO SCALE



NOTE: REFER TO CDOT STANDARD S-613-1 FOR TYPE 'LS' FOUNDATION DETAIL

3 CDOT LIGHT STANDARD (TYPE 'LS')
NOT TO SCALE

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File Name: 21919DES_LTG DTL_01.dgn	Date:	Comments	Init.	1205 West Avenue, Alamosa, CO 81101	No Revisions:
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Unit Information Unit Leader Initials				FAX: 719-587-6511	Void:
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US 160 LIGHTING PLAN LIGHTING AND ELECTRICAL DETAILS			Project No./Code
			NHPP 1602-165
Designer: J. KANDER	Structure Numbers		21919R
Detailer: D. SCHMITT			Sheet Number 340
Sheet Subset: LIGHTING	Subset Sheets: 1 of 3		

LCC2 BRANCH FEEDER SCHEDULE

KEY	CIRCUIT NUMBERS	VOLTAGE	WIRE SIZE	COLOR	CONDUIT SIZE & TYPE
LCC2-A	LCC2-3	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	LCC2-5	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC2-B	LCC2-5	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC2-C	LCC2-4	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC2-6	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC2-D	LCC2-4	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	LCC2-6	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC2-E	LCC2-4	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC2-F	LCC2-6	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	

LCC4 BRANCH FEEDER SCHEDULE

KEY	CIRCUIT NUMBERS	VOLTAGE	WIRE SIZE	COLOR	CONDUIT SIZE & TYPE
LCC4-A	LCC4-14A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	LCC4-14B	120-HOT,NEU	2#6-THWN-2 CU	BLK,WHT	
	LCC4-13A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	
	LCC4-16A	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	
	LCC4-13B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	LCC4-16B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-B	LCC4-14A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	LCC4-14B	120-HOT,NEU	2#6-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-C	LCC4-14A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC4-14B	120-HOT,NEU	2#6-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-D	LCC4-14A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC4-14B	120-HOT,NEU	2#6-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-E	LCC4-14B	120-HOT,NEU	2#6-THWN-2 CU	BLK,WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-F	LCC4-13A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC4-13B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-G	LCC4-13A	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	LCC4-13B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC4-H	NOT USED				
LCC4-J	LCC4-13B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC4-K	LCC4-12	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC4-16B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC4-L	LCC4-12	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC4-16B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC4-M	LCC4-16B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	2" PVC 48" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC4-N	LCC4-13B	120-HOT,NEU	2#8-THWN-2 CU	BLK,WHT	2" PVC 48" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	

LCC8 BRANCH FEEDER SCHEDULE

KEY	CIRCUIT NUMBERS	VOLTAGE	WIRE SIZE	COLOR	CONDUIT SIZE & TYPE
LCC8-A	LCC8-4	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC8-5	120-HOT,NEU	2#8-THWN-2 CU	BLK WHT	
	LCC8-6	120-HOT,NEU	2#6-THWN-2 CU	BLK WHT	
	LCC8-7	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC8-B	LCC8-4	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC8-5	120-HOT,NEU	2#8-THWN-2 CU	BLK WHT	
	LCC8-6	120-HOT,NEU	2#6-THWN-2 CU	BLK WHT	
	LCC8-7	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC8-C	LCC8-4	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC8-6	120-HOT,NEU	2#6-THWN-2 CU	BLK WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC8-D	LCC8-4	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	LCC8-6	120-HOT,NEU	2#6-THWN-2 CU	BLK WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC8-E	LCC8-4	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 48" BELOW GRADE
	LCC8-6	120-HOT,NEU	2#6-THWN-2 CU	BLK WHT	
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC8-F	LCC8-6	120-HOT,NEU	2#6-THWN-2 CU	BLK WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	
LCC8-G	LCC8-5	120-HOT,NEU	2#8-THWN-2 CU	BLK WHT	2" PVC 24" BELOW GRADE
	LCC8-7	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC8-H	LCC8-5	120-HOT,NEU	2#8-THWN-2 CU	BLK WHT	2" PVC 48" BELOW GRADE
	LCC8-7	120-HOT,NEU	2#8-THWN-2 CU	RED,WHT	
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC8-I	LCC8-5	120-HOT,NEU	2#8-THWN-2 CU	BLK WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#8-THWN-2 CU	GREEN	
LCC8-J	LCC8-4	120-HOT,NEU	2#6-THWN-2 CU	RED,WHT	2" PVC 24" BELOW GRADE
	GROUND	120/240V-GND	1#6-THWN-2 CU	GREEN	

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File Name:	21919DES_LTG DTL_02.dgn		
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Unit Information		Unit Leader Initials	

CLANTON & ASSOCIATES
LIGHTING DESIGN AND ENGINEERING
4699 NAUTILUS COURT SOUTH STE. 102
BOULDER, CO 80301
303-530-7229

Sheet Revisions

Date:	Comments	Init.

Colorado Department of Transportation
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Alamosa, CO 81101
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FAX: 719-587-6511
Region 5 AFM

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No Revisions:
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US 160 LIGHTING PLAN
LIGHTING AND ELECTRICAL DETAILS

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	2 of 3

Project No./Code
NHPP 1602-165
21919R
Sheet Number 341

MOUNTING: SURFACE — **EXSITING PANEL "LCC2"** — 120/240V-1PH-3W
NEMA 3R ENCLOSURE
FEEDER: BOTTOM — Minimum A.I.C.= EXISTING — 100 AMP MAIN BREAKER

				BRANCH BREAKER								
				LEFT PHASE LOAD			RIGHT PHASE LOAD					
	DESCRIPTION	Size	P	Ckt#	L1	L2	L1	L2	Ckt#	Size	P	DESCRIPTION
	PANEL GFI	20	1	1	180				2	20	1	CROSSWALK
1	PEDESTRIAN LIGHTS (4)	20	1	3		200		200	4	20	1	PEDESTRIAN LIGHTS 5) 1
1	PEDESTRIAN LIGHTS (5)	20	1	5	250		200		6	20	1	PEDESTRIAN LIGHTS (4) 1
				7					8			
				9					10			
				11					12			
				13					14			
				15					16			
				17					18			
				19					20			
					430	200		200	200			
					630	400	Total Connected V.A.					
						1030	=Total Connected VA Both Phases					

LOAD	CONNECTED	D.FACT.	Est. KVA	AMPS	
LIGHTING	850 VA	1.25	1.06		
RECEPTACLES (1ST 10000)	180 VA	1.00	0.18		180 VA=Total Receptacle Load
RECEPTACLES (REMAINING)	VA	0.50	0.00		
MOTOR (LARGEST)	0 VA	1.25	0.00		
MOTORS (REMAINING)	0 VA	1.00	0.00		
ELECTRICAL HEATING	0 VA	1.25	0.00		
ELECTRICAL MISC.	0 VA	1.00	0.00		
TOTAL ESTIMATED LOAD	1030 VA		1.24	5	

1. PROVIDE THIS NEW BREAKER IN EXISTING PANEL FOR THE NEW LOAD AS SHOWN.

MOUNTING: SURFACE — **EXSITING PANEL "LCC8"** — 120/240V-1PH-3W
NEMA 3R ENCLOSURE
FEEDER: BOTTOM — Minimum A.I.C.= EXISTING — 200 AMP MAIN BREAKER

				BRANCH BREAKER								
				LEFT PHASE LOAD			RIGHT PHASE LOAD					
	DESCRIPTION	Size	P	Ckt#	L1	L2	L1	L2	Ckt#	Size	P	DESCRIPTION
	SIDEWALK LIGHTS	20	1	1	300		300		2	20	1	PHOTO CELL
	SERVICE RECEPTACLE	20	1	3		180		250	4	20	1	PEDESTRIAN LIGHTS (5)
1	PEDESTRIAN LIGHTS (4)	20	1	5	200		300		6	20	1	PEDESTRIAN LIGHTS (6)
1	PEDESTRIAN LIGHTS (4)	20	1	7		200			8			
				9					10			
				11					12			
				13					14			
				15					16			
				17					18			
				19					20			
				21					22			
				23					24			
					500	380		600	250			
					1100	630	Total Connected V.A.					
						1730	=Total Connected VA Both Phases					

LOAD	CONNECTED	D.FACT.	Est. KVA	AMPS	
LIGHTING	1250 VA	1.25	1.56		
RECEPTACLES (1ST 10000)	180 VA	1.00	0.18		180 VA=Total Receptacle Load
RECEPTACLES (REMAINING)	VA	0.50	0.00		
MOTOR (LARGEST)	0 VA	1.25	0.00		
MOTORS (REMAINING)	0 VA	1.00	0.00		
ELECTRICAL HEATING	0 VA	1.25	0.00		
ELECTRICAL MISC.	0 VA	1.00	0.00		
TOTAL ESTIMATED LOAD	1430 VA		1.74	7	

1. PROVIDE THIS NEW BREAKER IN EXISTING PANEL FOR THE NEW LOAD AS SHOWN.

MOUNTING: SURFACE — **EXSITING PANEL "LCC4"** — 120/240V-1PH-3W
NEMA 3R ENCLOSURE
FEEDER: BOTTOM — Minimum A.I.C.= EXISTING — * 150 AMP MAIN BREAKER

				BRANCH BREAKER								
				LEFT PHASE LOAD			RIGHT PHASE LOAD					
	DESCRIPTION	Size	P	Ckt#	L1	L2	L1	L2	Ckt#	Size	P	DESCRIPTION
	IRR CLOCK	30	/	1	180		1920		2	20	/	EXISTING LOAD
	-----	/	2	3		180		1920	4	/	2	-----
	PHONE	20	/	5	1920		4800		6	50	/	EXISTING LOAD
	-----	/	2	7		1920		4800	8	/	2	-----
	EXISTING LOAD	20	/	9	1920		1920		10	20	1	CROSSWALK LTS
	-----	/	2	11		1920		1920	12	20	1	EXISTING LOAD
1	PEDESTRIAN LIGHTS (5)	20	1	13A	250		250		14A	20	1	PEDESTRIAN LIGHTS (5) 1
1	PEDESTRIAN LIGHTS (5)	20	1	13B		250		250	14B	20	1	PEDESTRIAN LIGHTS (5) 1
	SPACE ONLY			15			350		16A	20	1	PEDESTRIAN LIGHTS (5) 1
								350	16B	20	1	PEDESTRIAN LIGHTS (5) 1
					4270	4270	9240	9240				
					13510	13510	Total Connected V.A.					
						27020	=Total Connected VA Both Phases					

LOAD	CONNECTED	D.FACT.	Est. KVA	AMPS	
LIGHTING	7640 VA	1.25	9.55		
RECEPTACLES (1ST 10000)	0 VA	1.00	0.00		0 VA=Total Receptacle Load
RECEPTACLES (REMAINING)	VA	0.50	0.00		
MOTOR (LARGEST)	0 VA	1.25	0.00		
MOTORS (REMAINING)	0 VA	1.00	0.00		
ELECTRICAL HEATING	0 VA	1.25	0.00		
ELECTRICAL MISC.	19380 VA	1.00	19.38		
TOTAL ESTIMATED LOAD	27020 VA		28.93	121	

1. PROVIDE THIS NEW BREAKER IN EXISTING PANEL FOR THE NEW LOAD AS SHOWN.
* INSTALL NEW 150A MAIN CIRCUIT BREAKER IN EXISTING PANEL

EricTSmallwood 4:24:51 PM Z:\17909 CDOT R3 & R5 Western Slope General Eng Services NPS 2017 (Amec)\17909.2 CDOT US160 Pagosa Springs (Wood)\CAD\21919DES_LTG DTL_03.dgn

Print Date:	11/13/2023		
File Name:	21919DES_LTG DTL_03.dgn		
Horiz. Scale:	1:48	Vert. Scale: As Noted	
Unit Information		Unit Leader Initials	

CLANTON & ASSOCIATES — LIGHTING DESIGN AND ENGINEERING — 4699 NAUTILUS COURT SOUTH STE. 102 BOULDER, CO 80301 303-530-7229

Sheet Revisions

Date:	Comments	Init.

Colorado Department of Transportation
1205 West Avenue
Alamosa, CO 81101
Phone: 719-589-4251
FAX: 719-587-6511
Region 5 — AFM

As Constructed
No Revisions:
Revised:
Void:

US 160 LIGHTING PLAN
ELECTRICAL SCHEDULES

Designer:	J. KANDER	Structure Numbers	
Detailer:	D. SCHMITT		
Sheet Subset:	LIGHTING	Subset Sheets:	3 of 3

Project No./Code
NHPP 1602-165
21919R
Sheet Number 342

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E

COLORADO
Department of Transportation

Program Engineering
3803 North Main Avenue
Durango, Colorado 81301
(970) 385-1400

December 15, 2023

David Harris
Town Manager
Town of Pagosa Springs, CO 81147

Memorandum of Understanding
Project NHPP 1602-165, Subaccount 21919
Pagosa Concrete Reconstruction

Dear Mr. Harris:

The following is a summary of the mutual understandings between the Colorado Department of Transportation, hereinafter referred to as CDOT, and the Town of Pagosa Springs, hereinafter referred to as Town, regarding the US 160 Pagosa concrete reconstruction project. Please review the same for accuracy and if it meets with your approval execute and return to the Region for final approval. CDOT will provide a fully executed copy for your records.

- Harmon Hill Crosswalk US 160 and Piedra Road

  The Town and CDOT will enter into an Intergovernmental Agreement (IGA) for the TAP Project work at US 160 and Piedra Road, TAP Project M016-029 (20558). This work shall be included as part of the work to be completed under the Pagosa concrete reconstruction project. The IGA shall be the governing document regarding payment of costs for this work and will be budgeted with the Pagosa reconstruction project. A copy of the draft IGA is attached herewith as Exhibit A.

- ITS Conduit Installation

  The Town agrees to reimburse CDOT for its pro-rated cost to install 1 – 2" fiber optic conduit and eight (8) pull boxes as shown in the plans. The estimated bid item reimbursement amount for this work is **$189,500.00**. This amount will be added with the other bid item work to be performed on behalf of the Town as part of the project to include construction engineering and indirect costs and a pro-rated amount for shared construction expenses. Copies of the project bid item estimate and cost share spreadsheet are attached herewith as Exhibits B and C, respectively.

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- Street and Pedestrian Lighting

  The Town agrees to reimburse CDOT for the cost to install the pedestrian lighting foundations, conduit and pull boxes as shown in the lighting plans. CDOT agrees to reimburse the Town for the cost to install thirteen (13) streetlights as shown in the lighting plans. All pedestrian and street lighting, wiring and electrical termination will be completed by Town forces upon completion of the foundation, conduit and pull box installation by CDOT's contractor. The streetlights shall comply with CDOT design standards and be a minimum 25' with a 5'or longer mast arm. All lighting to be procured and installed by the Town shall comply with the Buy America Build America requirements. All street and pedestrian lighting shall be owned and maintained in perpetuity by the Town. The estimated bid item reimbursement for the Town's lighting work is **$391,605.51**. This amount will be added with the other work to be performed on behalf of the Town as part of the project to include construction engineering and indirect costs and a pro-rated amount for shared construction expenses. Copies of the project bid item estimate and cost share spreadsheet are attached herewith as Exhibits B and C, respectively.

  The estimated amount for the street lighting to be reimbursed to the Town by CDOT is **$156,000.00** which includes, a pro-rated share for installation, conduit and wiring for the same. The Town agrees to provide CDOT with supporting documentation regarding actual costs for the acquisition and installation of the streetlights. Reimbursement to the Town will be based upon the pro-rated actual costs incurred by the Town in completing this work. Reimbursement to the Town will be paid under a planned project Force Account.

- Geothermal

  The Town agrees to replace its existing geothermal supply and return line from the geothermal plant to the alleyway east of 5th and Lewis St. as shown in the plans concurrent with the project work. CDOT agrees to have its contractor excavate and backfill the trench for this line as shown in the plans. Installation of the new geothermal lines shall be performed by Town Forces and coordinated with CDOT's project so that the system is operational by October 1st of each year.

  CDOT agrees to adjust the existing geothermal drain lines within the limits of the highway right of way at project expense. This includes the non-locatable drain line located at the intersection of US 160 and 5TH St. as well as drain line located mid- block at approx. STA 112+50.

  In the event CDOT encounters a conflict with asbestos containing material (ACM) geothermal lines owned by the Town, the Town agrees to remove and properly dispose of the portions in conflict with the project's construction with Town forces at its own expense. The Town also agrees that by retiring the existing geothermal lines in place that CDOT is not accepting future responsibility for removal and disposal. The Town shall be responsible for these lines in perpetuity and agrees to remove and dispose of additional portions in conflict with future highway projects when provided with advance reasonable notice by CDOT.

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- Sanitary Sewer

  The Town agrees to install a new sanitary sewer manhole at approximate station 124+00 Lt. This work shall be performed concurrent with the project work at Town expense. No other sanitary sewer line repair work is anticipated.

  CDOT agrees to adjust and/or modify the sanitary sewer manholes to the finished roadway surface at project expense. CDOT will also address any conflicts with existing sanitary sewer taps in conflict with the proposed new storm drain at project expense.

  CDOT agrees to perform a pre and post construction video inspection of sections of the Town's sanitary lines in close proximity to the project work for the purpose of documenting the condition of the lines prior to concrete paving. This work shall be performed by the Town. Depending on the condition of the sanitary sewer lines both pre and post construction, the Town and CDOT shall work cooperatively to repair and/or replace any damaged sections prior to concrete paving. A final determination regarding payment for any repairs performed prior to concrete paving shall be based upon the results of the contractor's video inspection.

- Noise Ordinance

  The Town will assist CDOT in processing a variance request to the Town's noise ordinance as needed for the construction operations of this project. CDOT understands that the Town Council is the final arbiter of noise ordinance variance requests.

- Construction Closures and Night Work

  The Town agrees to allow CDOT to close intersections and side streets for a reasonable duration to provide for the construction of the project. Closures will be requested upon advance reasonable notice and will include specifics as to the duration of the closure as well as the proposed detour plan. Night work will be required to facilitate this project and reduce the closure duration. Closures and/or night work will be coordinated with the Town prior to implementation and approval from the Town shall not be unreasonably withheld.

- Landscaping and Irrigation

  CDOT agrees to allow the Town to construct future landscape areas inside the center medians located between 5th St and 4th Streets. Conduit sleeves will be installed under the highway, either as shown in the plans, or otherwise directed by the project engineer for future use by the Town. The Town agrees to assume all maintenance responsibilities for any landscape areas.

- Project Inspection

  The Town agrees to participate in keeping an update on the construction progress and will provide an onsite inspector for the duration of the project or as is needed for the installation of the Town's facilities covered by this MOU. In the event the Town discovers that the work is not being installed in accordance with the plans and specifications, the Town shall immediately notify the project engineer of the deficiency so that corrective action can be taken as the work is progressing. Failure to notify the project engineer in a timely manner will constitute acceptance of the work.

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- Public Relations

  The Town agrees to participate in keeping an update of the construction progress and traffic restrictions posted on the Town's website. CDOT will also include a public information official specification as part of this project. Both the Town's representative and CDOT's public information official will participate in the weekly contractor meetings and provide answers to general questions from the construction staff and the public regarding the work.

The total estimated reimbursement amount including construction engineering, indirects and pro-rated shared construction costs to be paid by the Town as part of the Pagosa concrete reconstruction project is **$929,335.35**. This total does not include the Federal TAP funding for the Harmon/Piedra road crosswalk facilities as that portion shall be governed by the terms of the IGA. Payment by the Town will not be due until the work is complete and the actual installed quantities field verified. Reimbursement will be based upon actual costs to complete the work. The Town agrees to timely execute the appropriate construction reimbursement Agreements and Amendments to formalize this MOU.

Agreed to on this the 10th day of January 2024.

Julie Constan Digitally signed by Julie Constan Date: 2024.01.15 12:52:47 -07'00'

Julie Constan
Region 5 Transportation Director
Colorado Department of Transportation
(970) 385-1449
Julie.Constan@state.co.us

David Harris
Town Manager
Town of Pagosa Springs
(970) 264-4151
dharris@pagosasprings.co.gov

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E

Exhibit B, Part I: Construction Costs Summary Breakdown

Town of E Construction Bid Items Summary Item Description		Bid Amount	Quantity	Total
202-00705	Removal of Light Sandard Foundation	$ 2,940.00	31	$ 91,140.00
403-00720	HMA Patching	$ 540.00	12	$ 6,480.00
613-00200	2" electrical conduit	$ 26.00	5760	$ 149,760.00
613-00600	6" electrical conduit	$ 82.00	400	$ 32,800.00
613-03500	Electrical conduit multiduct*	$ 70.00	1250	$ 87,500.00
613-04000	Electrical conduit (install only)	$ 5.00	5760	$ 28,800.00
613-07002	Type 2 pull box	$ 1,760.00	17	$ 29,920.00
613-07004	Type 4 pull box	$ 1,530.00	8	$ 12,240.00
613-400-12	Light standard foundation (special)	$ 3,290.00	59	$ 194,110.00
Total				**$ 632,750.00**

Shared Construction Costs (pro rated .03083885386 3.08%)				
Item	**Description**	**Bid Amount**	**Bid Amount less TAP**	**Total**
625-00000	Construction Survey	$ 350,000.00	$ 290,500.00	$ 8,958.69
626-00000	Mobilization**	$ 1,959,173.00	$1,780,888.26	$ 54,920.55
630-00000	Flagging	$ 557,960.00	$ 555,000.00	$ 17,115.56
630-00012	Traffic control management	$ 518,400.00	$ 518,400.00	$ 15,986.86
			$3,144,788.26	**$ 96,981.66**
700-70010	Minor contract revisions***	$ 469,800.00		$ 14,488.09
Total				

Construction cost total	**$ 744,219.75**
CE and indirect Rate at 26%	**$ 193,497.14**
Total project cost	**$ 937,716.89**

***multiduct trenching cost split 4 way based on the number of conduits in the trench (CDOT 3 TOPS**
1)Total project bid award amount less TAP and shared bid items $20,517,948
($24,625,000 - $962,264 - $3,144,788 = $20,517,948)
($632,750/$20,517,948 = .0308385386 3.08%)

***Note: These amounts included above are for Minor Contract Revisions (MCR). The MCR consists of minor work authorized and approved by the CDOT Point of Contact identified in this Preliminary Services Agreement (PSA), which is not included in the contract list of bid items, but necessary to accomplish the Scope of Work for this PSA. Payment of MCR work will be made in accordance with Subsection 109.04 of CDOT's Standard Specifications Manual for Road and Bridge Construction.

NEW BUSINESS IX.3.

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E

Exhibit B, Part II: Abbreviated Award Bid Tab

Colorado Department of Transportation

Low Bid Summary

Printed On: **12/11/2024**

Letting Date: November 07, 2024

Call Order	Contract ID	Project(s)	# of Bids	Low Bidder	Estimated Cost	Corrected Bid	Percent of Estimate	Overrun (+) Underrun (-)
001	C21919R	NHPP1602-165	3	W.W. CLYDE & CO.	$22,076,606.00	$24,625,000.00	111.54%	$2,548,394.00
Letting Totals			3		$22,076,606.00	$24,625,000.00	111.54%	$2,548,394.00

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E

Colorado Department of Transportation Printed On: **12/11/2024**

Tabulation of Bids

Contract ID: C21919R

Item Code	Description	Quantity		(0) -EST- Engineer's Estimate Unit Price	(0) -EST- Engineer's Estimate Amount	(1) 592A W.W. CLYDE & CO. Unit Price	(1) 592A W.W. CLYDE & CO. Amount	(2) 1803 Capital Paving & Construction, LLC Unit Price	(2) 1803 Capital Paving & Construction, LLC Amount
SECTION:	0001 BID ITEMS						**LCC:**		
203-01510	Backhoe	80.000	HOUR	360.00000	28,800.00	130.00000	10,400.00	206.00000	16,480.00
203-01550	Dozing	80.000	HOUR	410.00000	32,800.00	173.00000	13,840.00	206.00000	16,480.00
203-01594	Combination Loader	80.000	HOUR	360.00000	28,800.00	130.00000	10,400.00	183.00000	14,640.00
203-01597	Potholing	200.000	HOUR	950.00000	190,000.00	860.00000	172,000.00	354.50000	70,900.00
203-01622	Sweeping (With Pickup Broom)	60.000	HOUR	630.00000	37,800.00	200.00000	12,000.00	166.00000	9,960.00
203-02330	Laborer	80.000	HOUR	240.00000	19,200.00	54.00000	4,320.00	52.50000	4,200.00
206-00000	Structure Excavation	356.000	CY	37.00000	13,172.00	75.00000	26,700.00	47.50000	16,910.00
207-00205	Topsoil	330.000	CY	26.00000	8,580.00	79.00000	26,070.00	25.00000	8,250.00
207-00210	Stockpile Topsoil	212.000	CY	26.00000	5,512.00	50.00000	10,600.00	63.50000	13,462.00
207-00704	Subgrade Soil Preparation	629.000	SY	11.00000	6,919.00	20.00000	12,580.00	9.50000	5,975.50
208-00002	Erosion Log Type 1 (12 Inch)	580.000	LF	7.00000	4,060.00	6.50000	3,770.00	8.00000	4,640.00
208-00020	Silt Fence	1,000.000	LF	2.25000	2,250.00	2.00000	2,000.00	3.70000	3,700.00
208-00035	Aggregate Bag	100.000	LF	10.00000	1,000.00	10.00000	1,000.00	16.50000	1,650.00
208-00046	Pre-fabricated Concrete Washout Structure (Type 1)	3.000	EACH	3,000.00000	9,000.00	17,600.00000	52,800.00	8,033.00000	24,099.00
208-00052	Storm Drain Inlet Protection (Type II)	51.000	LF	12.00000	612.00	64.00000	3,264.00	320.50000	16,345.50

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Colorado Department of Transportation Printed On: **12/11/2024**

Tabulation of Bids Page 6 of 28

Contract ID: C21919R

Item Code	Description	Quantity		(0) -EST- Engineer's Estimate Unit Price	(0) -EST- Engineer's Estimate Amount	(1) 592A W.W. CLYDE & CO. Unit Price	(1) 592A W.W. CLYDE & CO. Amount	(2) 1803 Capital Paving & Construction, LLC Unit Price	(2) 1803 Capital Paving & Construction, LLC Amount
SECTION:	0001 BID ITEMS						**LCC:**		
304-02000	Aggregate Base Course (Class 2)	19.000	TON	91.00000	1,729.00	130.00000	2,470.00	754.50000	14,335.50
304-06000	Aggregate Base Course (Class 6)	15,316.000	TON	82.00000	1,255,912.00	89.00000	1,363,124.00	85.50000	1,309,518.00
306-01000	Reconditioning (Subgrade)	991.000	SY	5.25000	5,202.75	9.00000	8,919.00	10.50000	10,405.50
403-00720	Hot Mix Asphalt (Patching) (Asphalt)	2,117.000	TON	320.00000	677,440.00	540.00000	1,143,180.00	855.50000	1,811,093.50
411-10255	Emulsified Asphalt (Slow-Setting)	848.000	GAL	10.00000	8,480.00	19.00000	16,112.00	19.50000	16,536.00
412-00600	Concrete Pavement (6 Inch)	1,108.000	SY	200.00000	221,600.00	90.00000	99,720.00	210.50000	233,234.00
412-00900	Concrete Pavement (9 Inch)	27,443.000	SY	130.00000	3,567,590.00	152.00000	4,171,336.00	178.00000	4,884,854.00
412-00920	Concrete Pavement (9 Inch) (Fast Track)	11,879.000	SY	160.00000	1,900,640.00	152.00000	1,805,608.00	185.00000	2,197,615.00
420-00112	Geotextile (Drainage) (Class 1)	87.000	SY	17.00000	1,479.00	25.00000	2,175.00	13.50000	1,174.50
503-00018	Drilled Shaft (18 Inch)	5.000	LF	380.00000	1,900.00	2,110.00000	10,550.00	2,254.00000	11,270.00
506-00206	Riprap (6 Inch)	12.000	CY	1,260.00000	15,120.00	2,250.00000	27,000.00	363.50000	4,362.00
506-00209	Riprap (9 Inch)	15.000	CY	1,290.00000	19,350.00	2,300.00000	34,500.00	363.50000	5,452.50
601-01000	Concrete Class B	25.000	CY	5,760.00000	144,000.00	2,200.00000	55,000.00	1,877.00000	46,925.00
602-00000	Reinforcing Steel	1,441.000	LB	8.25000	11,888.25	14.00000	20,174.00	5.00000	7,205.00
603-01150	15 Inch Reinforced Concrete Pipe	635.000	LF	210.00000	133,350.00	350.00000	222,250.00	231.50000	147,002.50

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Tabulation of Bids Page 9 of 28

Contract ID: C21919R

Item Code	Description	Quantity		(0) -EST- Engineer's Estimate Unit Price	(0) -EST- Engineer's Estimate Amount	(1) 592A W.W. CLYDE & CO. Unit Price	(1) 592A W.W. CLYDE & CO. Amount	(2) 1803 Capital Paving & Construction, LLC Unit Price	(2) 1803 Capital Paving & Construction, LLC Amount
SECTION:	0001 BID ITEMS						**LCC:**		
613-00100	1 Inch Electrical Conduit	25.000	LF	73.00000	1,825.00	26.00000	650.00	23.50000	587.50
613-00200	2 Inch Electrical Conduit	5,760.000	LF	41.00000	236,160.00	26.00000	149,760.00	23.50000	135,360.00
613-00600	6 Inch Electrical Conduit	500.000	LF	145.00000	72,500.00	82.00000	41,000.00	74.00000	37,000.00
613-01200	2 Inch Electrical Conduit (Plastic)	1,096.000	LF	35.00000	38,360.00	26.00000	28,496.00	23.50000	25,756.00
613-03500	Electrical Conduit (Plastic) (Multiduct) (Special)	5,000.000	LF	90.00000	450,000.00	70.00000	350,000.00	73.00000	365,000.00
613-04000	Conduit (Install Only) 2"	5,760.000	LF	9.25000	53,280.00	5.00000	28,800.00	4.90000	28,224.00
613-07000	Pull Box (Special)	2.000	EACH	2,200.00000	4,400.00	3,880.00000	7,760.00	4,017.00000	8,034.00
613-07002	Type Two Pull Box	23.000	EACH	2,200.00000	50,600.00	1,760.00000	40,480.00	1,826.00000	41,998.00
613-07004	Type Four Pull Box (Install Only)	8.000	EACH	4,000.00000	32,000.00	1,530.00000	12,240.00	1,582.00000	12,656.00
613-07005	Type Five Pull Box	5.000	EACH	5,500.00000	27,500.00	3,760.00000	18,800.00	3,895.00000	19,475.00
613-07060	Pull Box (18"x30"x18") Deep	3.000	EACH	2,100.00000	6,300.00	2,110.00000	6,330.00	2,191.00000	6,573.00
613-10000	Wiring	1.000	L S	50,000.00000	50,000.00	23,500.00000	23,500.00	100,000.00000	100,000.00
613-40010	Light Standard Foundation	11.000	EACH	4,100.00000	45,100.00	4,110.00000	45,210.00	4,260.00000	46,860.00
613-40012	Light Standard Foundation Special	59.000	EACH	2,100.00000	123,900.00	3,290.00000	194,110.00	3,408.00000	201,072.00
614-00011	Sign Panel (Class I)	249.000	SF	32.00000	7,968.00	29.00000	7,221.00	24.00000	5,976.00

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Tabulation of Bids Page 12 of 28

Contract ID: C21919R

Item Code	Description	Quantity		(0) -EST- Engineer's Estimate Unit Price	(0) -EST- Engineer's Estimate Amount	(1) 592A W.W. CLYDE & CO. Unit Price	(1) 592A W.W. CLYDE & CO. Amount	(2) 1803 Capital Paving & Construction, LLC Unit Price	(2) 1803 Capital Paving & Construction, LLC Amount
SECTION:	0001 BID ITEMS						**LCC:**		
624-28024	24 Inch Drainage Pipe (Class 8)	316.000	LF	100.00000	31,600.00	520.00000	164,320.00	590.00000	186,440.00
624-28036	36 Inch Drainage Pipe (Class 8)	248.000	LF	100.00000	24,800.00	650.00000	161,200.00	751.00000	186,248.00
625-00000	Construction Surveying	1.000	L S	220,000.00000	220,000.00	350,000.00000	350,000.00	1,000,000.00000	1,000,000.00
626-00000	Mobilization	1.000	L S	1,000,000.00000	1,000,000.00	1,959,173.00000	1,959,173.00	2,780,000.00000	2,780,000.00
627-00001	Pavement Marking Paint (Temporary)	173.000	GAL	320.00000	55,360.00	150.00000	25,950.00	537.00000	92,901.00
627-00003	Thermoplastic Pavement Marking (Inlaid) (Word-Symbol)	16.000	SF	29.00000	464.00	34.00000	544.00	34.50000	552.00
627-00003	Thermoplastic Pavement Marking (Inlaid) (XWALK-STOPLINE)	900.000	SF	29.00000	26,100.00	28.00000	25,200.00	28.50000	25,650.00
627-00013	Pavement Marking Paint (High Build)	197.000	GAL	320.00000	63,040.00	290.00000	57,130.00	292.50000	57,622.50
627-00070	Preformed Thermoplastic Pavement Marking (White)	11,268.000	SF	33.00000	371,844.00	31.00000	349,308.00	31.00000	349,308.00
627-00070	Preformed Thermoplastic Pavement Marking (Yellow)	5,087.000	SF	33.00000	167,871.00	31.00000	157,697.00	31.00000	157,697.00
627-30205	Thermoplastic Pavement Marking (Word-Symbol)	1,900.000	SF	25.00000	47,500.00	30.00000	57,000.00	30.50000	57,950.00
627-30210	Thermoplastic Pavement Marking (Xwalk-Stopline)	5,822.000	SF	30.00000	174,660.00	25.00000	145,550.00	25.50000	148,461.00
629-01005	Survey Monument (Type 5)	28.000	EACH	1,160.00000	32,480.00	470.00000	13,160.00	264.50000	7,406.00
629-01006	Survey Monument (Type 6)	3.000	EACH	1,160.00000	3,480.00	940.00000	2,820.00	106.50000	319.50

Docusign Envelope ID: C2571F45-E2A8-4DE4-A826-8A77230FD37E

Colorado Department of Transportation Printed On: **12/11/2024**

Tabulation of Bids

Contract ID: C21919R

Item Code	Description	Quantity		(0) -EST- Engineer's Estimate Unit Price	(0) -EST- Engineer's Estimate Amount	(1) 592A W.W. CLYDE & CO. Unit Price	(1) 592A W.W. CLYDE & CO. Amount	(2) 1803 Capital Paving & Construction, LLC Unit Price	(2) 1803 Capital Paving & Construction, LLC Amount
SECTION:	0001 BID ITEMS						**LCC:**		
630-00000	Flagging	15,080.000	HOUR	38.00000	573,040.00	37.00000	557,960.00	40.00000	603,200.00
630-00007	Traffic Control Inspection	220.000	DAY	350.00000	77,000.00	305.00000	67,100.00	313.00000	68,860.00
630-00012	Traffic Control Management	324.000	DAY	1,280.00000	414,720.00	1,600.00000	518,400.00	1,895.00000	613,980.00
630-00017	Traffic Control Management (Special)	40.000	DAY	1,390.00000	55,600.00	1,600.00000	64,000.00	474.00000	18,960.00
630-80001	Flashing Beacon (Portable)	10.000	EACH	2,120.00000	21,200.00	1,410.00000	14,100.00	1,467.00000	14,670.00
630-80335	Barricade (Type 3 M-A) (Temporary)	4.000	EACH	500.00000	2,000.00	180.00000	720.00	183.50000	734.00
630-80336	Barricade (Type 3 M-B) (Temporary)	14.000	EACH	550.00000	7,700.00	290.00000	4,060.00	305.50000	4,277.00
630-80340	Pedestrian Barricade (ADA)	100.000	LF	66.00000	6,600.00	47.00000	4,700.00	49.00000	4,900.00
630-80341	Construction Traffic Sign (Panel Size A)	108.000	EACH	93.00000	10,044.00	47.00000	5,076.00	49.00000	5,292.00
630-80342	Construction Traffic Sign (Panel Size B)	30.000	EACH	110.00000	3,300.00	47.00000	1,410.00	49.00000	1,470.00
630-80343	Construction Traffic Sign (Panel Size C)	16.000	EACH	150.00000	2,400.00	47.00000	752.00	49.00000	784.00
630-80350	Vertical Panel	200.000	EACH	50.00000	10,000.00	24.00000	4,800.00	24.50000	4,900.00
630-80355	Portable Message Sign Panel	4.000	EACH	16,800.00000	67,200.00	14,100.00000	56,400.00	14,672.00000	58,688.00
630-80357	Advance Warning Flashing or Sequencing Arrow Panel (B Type)	2.000	EACH	4,770.00000	9,540.00	5,880.00000	11,760.00	6,113.00000	12,226.00
630-80360	Drum Channelizing Device	175.000	EACH	73.00000	12,775.00	24.00000	4,200.00	24.50000	4,287.50

AGENDA BRIEF

MEETING: Town Council - 18 Mar 2025
FROM: David Harris, Town Manager

PROJECT:	An Agreement engaging Stradling, Yocca, Carlson, & Rauth as Bond Counsel in connection with the Town of Pagosa Springs, Colorado, Certificates of Participation, Series 2025 and November 2025 Election
ACTION:	Discussion and appropriate action

PURPOSE/BACKGROUND:

This item will authorize the Town Manager to engage Stradling, Yocca, Carlson, & Rauth as Bond Counsel in connection with the Town of Pagosa Springs, Colorado, Certificates of Participation, Series 2025 and November 2025 Election. Costs for these services will not exceed $65,000 and will be paid from funds derived with the sale of bonds if authorized by Town Council at a future date.

ATTACHMENTS:

Engagement Letter - Town of Pagosa Springs

FISCAL IMPACT:

Costs for these services will not exceed $65,000 and will be paid from funds derived with the sale of bonds if authorized by Town Council at a future date.

RECOMMENDATIONS:

1. Move approval of an agreement engaging Stradling, Yocca, Carlson, & Rauth as Bond Counsel in connection with the Town of Pagosa Springs, Colorado, Certificates of Participation, Series 2025 and November 2025 Election.
2. Move approval of an agreement engaging Stradling, Yocca, Carlson, & Rauth as Bond Counsel in connection with the Town of Pagosa Springs, Colorado, Certificates of Participation, Series 2025 and November 2025 Election with the following conditions/changes...
3. Take no action.

Stradling Yocca Carlson & Rauth, LLP
2301 Blake Street, Suite 100
Denver, CO 80205
720 616 6974
stradlinglaw.com

Scott Shaver
775 393 1955
sshaver@stradlinglaw.com

March 10, 2025

David Harris
Town Manager
Town of Pagosa Springs, Colorado
551 Hot Springs Blvd.
Pagosa Springs, CO 81147

Re: Engagement as Bond Counsel in connection with the Town of Pagosa Springs, Colorado Certificates of Participation, Series 2025 and November 2025 Election

Dear Mr. Harris:

We appreciate the opportunity to represent the Town of Pagosa Springs, Colorado (the "Town") as bond counsel in connection with the above-captioned transaction. The terms of this letter and the enclosed Terms of Retention will govern our representation of the Town in connection with the matters that are identified above.

If this letter, including the attached Terms of Retention, accurately reflects the Town's understanding of our relationship, please acknowledge the Town's approval and acceptance of these terms by signing and returning this letter to us. Copies of each are enclosed for your files. We would be pleased to answer any questions that the Town might have.

Very truly yours,

STRADLING YOCCA CARLSON & RAUTH, LLP

Enclosure

The undersigned hereby agrees that the terms and conditions in this letter and the accompanying Terms of Retention shall apply to services rendered by Stradling Yocca Carlson & Rauth LLP.

TOWN OF PAGOSA SPRINGS, COLORADO

By:_____
Town Manager

TERMS OF RETENTION
OF
STRADLING YOCCA CARLSON & RAUTH

Stradling Yocca Carlson & Rauth ("we" or the "Firm") appreciates the opportunity to provide bond counsel services to the Town of Pagosa Springs, Colorado ("you" or the "Town"). This letter confirms the terms of our engagement.

1. **Legal Services to be Provided**. You are engaging us as bond counsel in connection with the proposed execution and delivery of the Town of Pagosa Springs, Colorado, Certificates of Participation, Series 2025 and placement of a ballot measure on the November 2025 ballot`. Any matters that are covered by this letter will conclude when our services are completed or when our relationship with you is terminated. Our representation is limited to the specific services that you request and that we have agreed to undertake.

2. **Identity of Client**. We represent only the Town in this matter. We do not represent any other entity or person, including any other company, partnership, organization, director, officer, employee, member, shareholder, partner, agent or family member, in this matter. Any representation by us of such other entity or person will be established only in a separate written agreement.

3. **Fees and Costs**. Payment of bond counsel fees is contingent on completion of the financing and is payable upon closing. A scope of service and the fixed fee for the proposed financings is set forth in Exhibit A.

Services that are unrelated to the specific transaction, including but not limited to post-closing compliance matters, arbitrage rebate compliance and representation of the Town in connection with Internal Revenue Service, federal or state securities law or other regulatory matters and other post-closing matters, will be billed at the Firm's regular rates applicable to public agencies, specifically $690 for Scott Shaver, $690 for Carol Lew, $430 for Jake Ediger, and $390-450 for other associates, and $205 for paralegals.

4. **Insurance and Indemnification**. We hereby advise you that the Firm maintains professional errors and omissions insurance coverage that is applicable to the services to be rendered to you. The Firm agrees to hold harmless, indemnify and defend the Town from and against any and all claims, including all costs of defense and reasonable attorneys' fees, relating to the negligence or willful misconduct of the Firm's services rendered in connection with this Terms of Retention up to the limits of such professional errors and omission insurance coverage. The Firm agrees to maintain professional errors and omissions insurance coverage with policy limits not less than fifteen million dollars ($15,000,000) during the term of this Agreement.

5. **No Representation of Other Parties**. The Firm has represented, and may represent in the future, underwriting firms and banks from time to time in connection with other specific municipal finance offerings. You expressly consent to such representation. In addition, the Firm has in the past, and may in the future, represent other public agencies as special, bond or disclosure counsel on municipal finance offerings that are unrelated to the Town's financing or on employment law and related matters. The Firm confirms that it is not representing any other party in connection with the financings that are the subject of this engagement.

6. **Termination**. The Firm's representation of you may be terminated prior to the completion of our services upon written notice at any time for any reason by the Firm or by the Town. If we represent you before a tribunal, our ability to withdraw may be subject to the tribunal's approval. If so, the termination shall not take effect prior to the date that such approval is given. You agree that the termination of our representation, whether by you, by us, or by a tribunal, does not remove your obligation to pay all amounts owed to us through the termination date, and any amounts incurred after that date, including fees and costs reasonably required to be incurred by us, as well as accrued interest. You also agree to sign those documents which are required to permit us to withdraw from our representation of you.

7. **Client File and Retention**. For each matter, we maintain a file in which we place certain documents and items, including original documents, which are reasonably necessary to our representation in the matter. We keep each file for seven years after a matter concludes. The file is your property and, subject to any protective order or non-disclosure agreement, you may request to take possession of it once the matter concludes. If you do not take possession of the file during that seven-year period, you agree that upon sixty days' notice to you we may dispose of it unless you request to take possession of it at that time. We will promptly notify you should all or any portion of the file become the subject of a subpoena, discovery request or other disclosure obligation (a "**Legal Process**") while in our possession, including after the matter concludes. You agree to pay our then-prevailing hourly rates and costs that we incur to comply with the Legal Process. Any additional charges for fees and costs in connection with the Legal Process will be subject to your approval.

8. **Governing Law**. This Agreement and the rights and obligations of the parties hereunder shall be governed and interpreted in accordance with the laws of the State of Colorado. Venue for any dispute between the parties arising out of or relating to this Agreement shall be in the State of Colorado District Court for Archuleta County.

9. **No Guarantee of Result or Charges**. We do not guarantee any particular result or, subject to the not-to-exceed amounts that are set forth in Exhibit A, the actual amount of fees or costs that you will incur. You acknowledge and agree that any comments that we make about potential outcomes or charges in this matter, including any timetables, budgets or fee estimates, are expressions of opinion only, are neither promises nor guarantees and are not binding. If we represent you in a litigation matter, you may be required to pay the other side's fees and costs. Any such payment is your sole responsibility.

10. **Our Counsel**. We have both internal counsel and outside counsel who advise our professionals about their ethical, professional and legal duties. From time to time, our professionals may consult such counsel about this matter. You acknowledge that such consultations are protected from disclosure to you by the attorney-client privilege between our counsel and us. You also agree that any such communications are not part of your client file, and that you waive any right to obtain discovery of those communications.

11. **Client Communication**. You hereby designate the Town Manager and Finance Director of the Town to act on your behalf for this matter, and you authorize us to communicate with, and receive directions from, that person and any other person that you, the Town Manager or the Finance Director may designate in the future.

12. **Confidentiality.** Notwithstanding any other provision contained in this Agreement, the Town shall have no obligation to keep and maintain in confidence any document, including the Agreement, that is subject to disclosure under the Colorado Open Records Act, Part 2, Article 72, Title 24, C.R.S., as determined by the Town.

13. **Annual Appropriation.** Pursuant to Article X, Section 20 of the Colorado Constitution and Section 29-1-110, C.R.S., the Town's obligations hereunder are subject to the annual appropriation of funds necessary for the performance thereof, which appropriations will be made in the sole discretion of the Town Council.

14. **Authority to Sign**. The person signing this letter on behalf of the Town represents that he or she has the full right and authority to do so, and to fully commit and bind the Town to this engagement letter.

15. **Miscellaneous**. This letter sets forth the entire agreement between you and us, and there are no other or additional understandings between you and us on these subjects. This agreement supersedes any prior agreements or representations, written or oral, between you and us on these subjects. Any modification or amendment to this agreement must be in a writing signed by you and us. This agreement shall be governed by Colorado law without reference to its conflict of law principles. If any provision of this agreement is found to be invalid or unenforceable, that provision shall be deemed modified or removed so that it is valid and enforceable to the fullest extent of the law, and the other provisions of this agreement shall be unimpaired.

16. **Effective Date**. The effective date of this agreement is the date you sign this letter, but if signed, will apply back to the date we first provided legal services to you with regard to our fees. The date of this letter is for reference only.

If you agree with the above terms and conditions, please sign and return to me the enclosed copy of the signature page of this letter. If you have any questions about this letter, please feel free to ask us. In addition, you should feel free to consult independent counsel of your choice about the terms of this letter.

EXHIBIT A

SCOPE OF SERVICES

As bond and/or disclosure counsel, Stradling Yocca Carlson & Rauth ("**we**" or the "**Firm**"), will undertake the following Scope of Services on the proposed transaction:

- advising and consulting with Town staff, the Town Attorney, and the Town Council regarding the proposed financing, the revenues to be pledged, proposed financial covenants and the financing process;
- if not prepared by the lender, preparing all legal documents in connection with the proposed financing;
- drafting various resolutions, documents and agreements for consideration by the Town Council;
- participating in meetings, hearings or negotiations with Town staff, Town Council, and other financing team members as the circumstances require;
- assisting the Town with drafting of Official Statement (if required).
- preparing disclosure policies and procedures, if requested.
- providing disclosure training to Town staff, if requested.
- rendering an opinion with respect to the financing; and
- preparing final closing documents to be executed by the Town to effect delivery of the financing and coordinating the adoption and execution of all documents and of the closing.
- Assist the Town with the placement of a ballot measure on the November 2025 ballot, including drafting of necessary resolutions and related items.

The fee for the services that are described above will not exceed **$65,000** for bond and/or disclosure counsel.