



SILVERTON HOUSING AUTHORITY & REGULAR MEETING – Silverton Board of Trustees  
Silverton Town Hall – April 22, 2024  
Call to Order & Roll Call –SHA @ 5:00pm, Regular Meeting @7:00pm

**ATTENTION:** The Town of Silverton Trustee meetings are being conducted in a hybrid virtual/in-person. Instructions for public participation in Town Trustee meetings are as follows:

- Zoom Webinar Link: <https://us02web.zoom.us/j/88637487127>
- By Telephone: Dial 669-900-6833 and enter Webinar ID 886 3748 7127 when prompted.
- YouTube (live and recorded for later viewing, does not support public comment):  
[www.youtube.com/channel/UCmJgal9lUXK5TZahHugprpQ](http://www.youtube.com/channel/UCmJgal9lUXK5TZahHugprpQ)

**If you would like to make a public comment during a specific Agenda Item, please submit a request to the Town Administrator at [gkaasch-buerger@silverton.co.us](mailto:gkaasch-buerger@silverton.co.us)**

*MEETING PROTOCOLS: Please turn off cell phones; be respectful and take personal conversations into the lobby. The public is invited to attend all regular meetings and work sessions of the Board of Trustees. Please be advised, public comment will not be taken during the work session meetings. Closing Public Comment must be related to an agenda item.*

**Silverton Housing Authority Meeting @ 5:00pm**

- 1) SHA Director's Report
- 2) SHA Development Project Overview
  - a. Briefing Sheets
  - b. Housing Project Updates
  - c. Funding Opportunities
- 3) Adoption of Building Better Places Action Plan

**Adjourn**

**Regular Meeting @ 7:00pm**

- 1) Staff and/or Board Revisions to Agenda
- 2) Public Comment - *Comments must be limited to three (3) minutes in duration.*
- 3) Presentations/Proclamations
  - a) San Juan County Public Health Presentation- Becky Joyce and Dayna Kranker
- 4) New Business
  - a) Resolution 2024-13 A Resolution Authorizing the Town of Silverton to Open a Sewer Fund Debt Service Reserve and a Sewer Fund Short Lived Asset Reserve Fund through COLOBank in Compliance with the USDA Loan obtained for the rehabilitation of the Sewer Collection System.
- 5) Approval of Consent Agenda Items
  - a) Payroll
  - b) Meeting Minutes 4.8.24



- c) Accounts Payable
  - d) April 2024 Sales Tax
  - e) February YTD Actuals
  - f) 9318 Contract for Kendall Deck
  - 6) Staff Reports
    - a) Staff Heat Map
  - 7) Committee/Board Reports
    - a) 4.15 Finance Committee
    - b) 4.16 San Juan Regional Planning Commission
    - c) 4.17 BPMD
  - 8) Trustee Reports
  - 9) Continued Business
  - 10) Public Comment
- Adjourn**

**Up-coming Meeting Dates:**

- 4.26@ 4PM Facilities, Parks and Recreation Committee Meeting-Anesi
- 4.29@ 5PM Ethics Training for BOT-Town Hall
- 4.29@ 6PM Land Use and Development Application Training- Town Hall
- 5.6@ 5PM Trustee Retreat
- 5.13 @7PM Regular Meeting

**End of Agenda**

**April 22, 2024**

**SILVERTON HOUSING AUTHORITY  
MEETING PACKET**

## **Silverton Housing Authority**

### **Director's Report**

**04/22/2024**

1. Old Business
  - a. Anvil Multifamily Development RFP closed 4/16/2024. Review committee meeting 4/22/2024. Recommendation to board at next meeting.
  - b. CHFA TA Kick-Off Meeting 4/23/2024.
  - c. See Grant Updates.
2. New Business
  - a. Community Builder's Building Better Places: Silverton Housing Authority Strategic Plan. To be adopted 4/22/2024.
  - b. Attending La Plata Regional Housing Alliance Conference 4/30/2024.
3. Activities
  - a. 3/27 CHFA TA Concept Meeting.
  - b. 3/29 CHFA / RHA Workforce Housing Funding Webinar
  - c. 3/5-8 Community Builders Building Better Places Training in Glenwood
  - d. 3/12 Posted RFP for Anvil Multifamily Development
  - e. 3/18 Moved into office at Town Hall
  - f. 4/1 Silverton Housing Authority Steering Committee Meeting
  - g. 4/1 Anvil Annexation Ribbon Cutting
  - h. 4/1 Awarded additional \$17,000 for Local Planning Capacity Grant
  - i. 4/1 Submitted IHOI 2024 Q1 report.
  - j. 4/4 Intergovernmental Grant Agreement for EIAF More Housing Now Effective date.
  - k. 4/14-16 Colorado Mountain Housing Coalition Conference at Mt. Princeton.
4. Projects
  - a. Grant Updates
    - i. Awarded CHFA TA for conceptual plan for Zanoni Parcel
    - ii. Under contract: EIAF More Housing Now 4/4/2024
    - iii. Awarded additional funding for Local Planning Capacity Grant: New grant total \$85,000 for the SHA Director's position.
  - b. Grants Submitted
    - i. No new grant applications.
  - c. New Grant Applications
    - i. No applications are in progress.



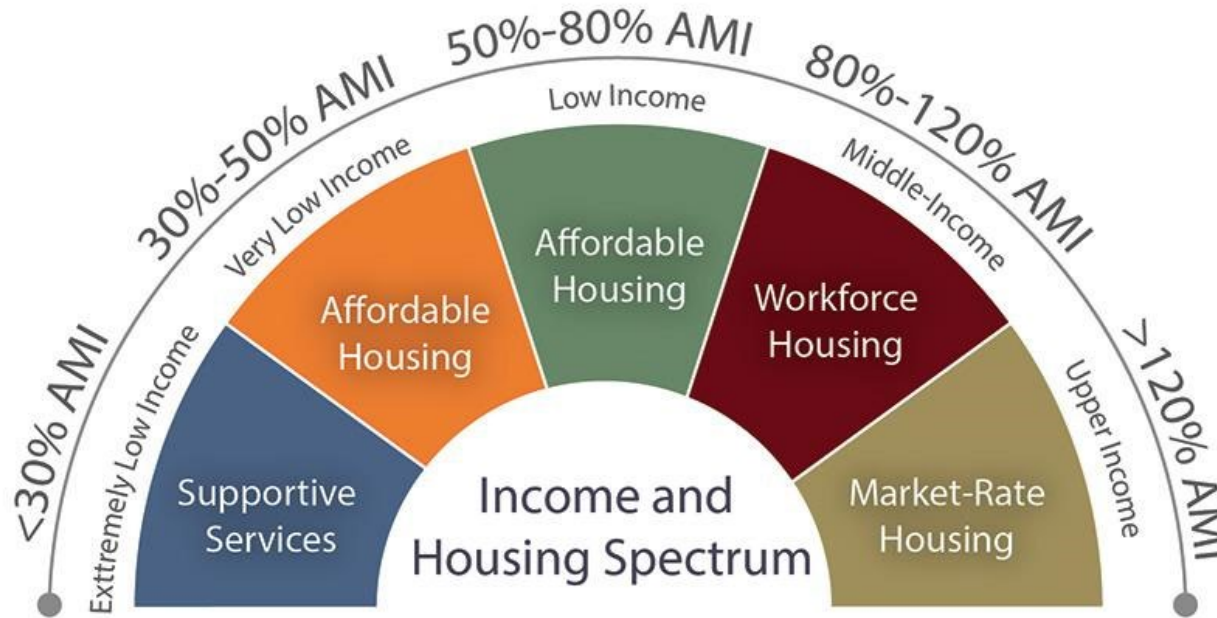
# **SILVERTON HOUSING AUTHORITY DEVELOPMENT PROJECT OVERVIEW**

Prepared for the 4/22/2024 SHA  
Meeting





# THE NUMBERS: AREA MEDIAN INCOME (AMI)



- **Area Median Income**, referred to as AMI, is defined as the midpoint of a specific area (usually a county) income distribution and is calculated on an annual basis by the Department of Housing and Urban Development.
- HUD uses the Census American Community 5-year survey. Their methodology can be found here: <https://www.huduser.gov/portal/datasets/il/il2023/2023MedCalc.odn>

2024 San Juan County Area Median Income

Data directly from CHFA 4/8/2024

AMIs

<u>Household Size</u>	<u>30%</u>	<u>40%</u>	<u>50%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>120%</u>	<u>130%</u>	<u>140%</u>	<u>150%</u>	<u>160%</u>
1 Person	\$19,800	\$26,400	\$33,000	\$39,600	\$52,800	\$66,000	\$79,200	\$85,800	\$92,400	\$99,000	\$105,600
2 Person	\$22,620	\$30,160	\$37,700	\$45,240	\$60,320	\$75,400	\$90,480	\$98,020	\$105,560	\$113,100	\$120,640
3 Person	\$25,440	\$33,920	\$42,400	\$50,880	\$67,840	\$84,800	\$101,760	\$110,240	\$118,720	\$127,200	\$135,680
4 Person	\$28,260	\$37,680	\$47,100	\$56,520	\$75,360	\$94,200	\$113,040	\$122,460	\$131,880	\$141,300	\$150,720
5 Person	\$30,540	\$40,720	\$50,900	\$61,080	\$81,440	\$101,800	\$122,160	\$132,340	\$142,520	\$152,700	\$162,880
6 Person	\$32,790	\$43,720	\$54,650	\$65,580	\$87,440	\$109,300	\$131,160	\$142,090	\$153,020	\$163,950	\$174,880
7 Person	\$35,070	\$46,760	\$58,450	\$70,140	\$93,520	\$116,900	\$140,280	\$151,970	\$163,660	\$175,350	\$187,040
8 Person	\$37,320	\$49,760	\$62,200	\$74,640	\$99,520	\$124,400	\$149,280	\$161,720	\$174,160	\$186,600	\$199,040

## Maximum Affordable Monthly Rent

<u>Household Size</u>	<u>30%</u>	<u>40%</u>	<u>50%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>120%</u>	<u>130%</u>	<u>140%</u>	<u>150%</u>	<u>160%</u>
<b>0 Bdrm</b>	\$495	\$660	\$825	\$990	\$1,320	\$1,650	\$1,980	\$2,145	\$2,310	\$2,475	\$2,640
<b>1 Bdrm</b>	\$530	\$707	\$883	\$1,060	\$1,414	\$1,767	\$2,121	\$2,297	\$2,474	\$2,651	\$2,828
<b>2 Bdrm</b>	\$636	\$848	\$1,060	\$1,272	\$1,696	\$2,120	\$2,544	\$2,756	\$2,968	\$3,180	\$3,392
<b>3 Bdrm</b>	\$735	\$980	\$1,225	\$1,470	\$1,960	\$2,450	\$2,940	\$3,185	\$3,430	\$3,675	\$3,920
<b>4 Bdrm</b>	\$819	\$1,093	\$1,366	\$1,639	\$2,186	\$2,732	\$3,279	\$3,552	\$3,825	\$4,098	\$4,372

## Maximum Affordable Sale Price

(Assumes 6.95% interest and 30-year term limit)

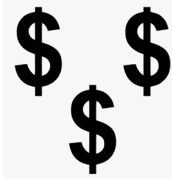
<u>Household Size</u>	<u>Unit Size</u>	<u>80%</u>	<u>100%</u>	<u>140%</u>
<b>1 person</b>	1 BR	\$178,164	\$229,512	\$332,209
<b>2 person</b>	2 BR	\$203,527	\$262,188	\$379,512
<b>3 person</b>	2 BR	\$232,780	\$298,755	\$430,705
<b>4 person</b>	3 BR	\$260,736	\$334,806	\$480,601
<b>5 person</b>	3 BR	\$284,387	\$363,589	\$521,991

# SILVERTON HOUSING AUTHORITY'S CURRENT DEVELOPMENT PROJECTS

1. Anvil Multifamily Development (AMI Limits: >125%)
2. Boxcar Apartments (AMI Limits: >125%)
3. (SJDA Anvil Single Family Homes) (AMI Limits: >100%)
4. Zanoni (AMI Limits: >140%)



# What is “Gap Funding?”



**Construction  
Cost:  
\$400,000**



**Affordable Sale  
Price:  
\$240,000**

**Difference:  
\$160,000**



**Grant from State:  
\$160,000**

**GAP FUNDING**

Gap funding is usually a grant, usually from the state, that subsidizes the building cost of a home to make it affordable. It can also be a loan.

The grants usually have covenants that require the house to remain affordable, serving a specified income level, i.e., a deed restriction.



# ANVIL OVERVIEW

**Boxcar  
Apartments**

**Inner-donut  
Single Family**

**Multifamily**

MULTIFAMILY  
DEVELOPMENT  
SCOPE (TYP.)

DUPLEX  
DEVELOPMENT  
SCOPE (TYP.)

FUTURE  
DEVELOPMENT  
(TYP.)

DUPLEX  
DEVELOPMENT  
SCOPE (TYP.)

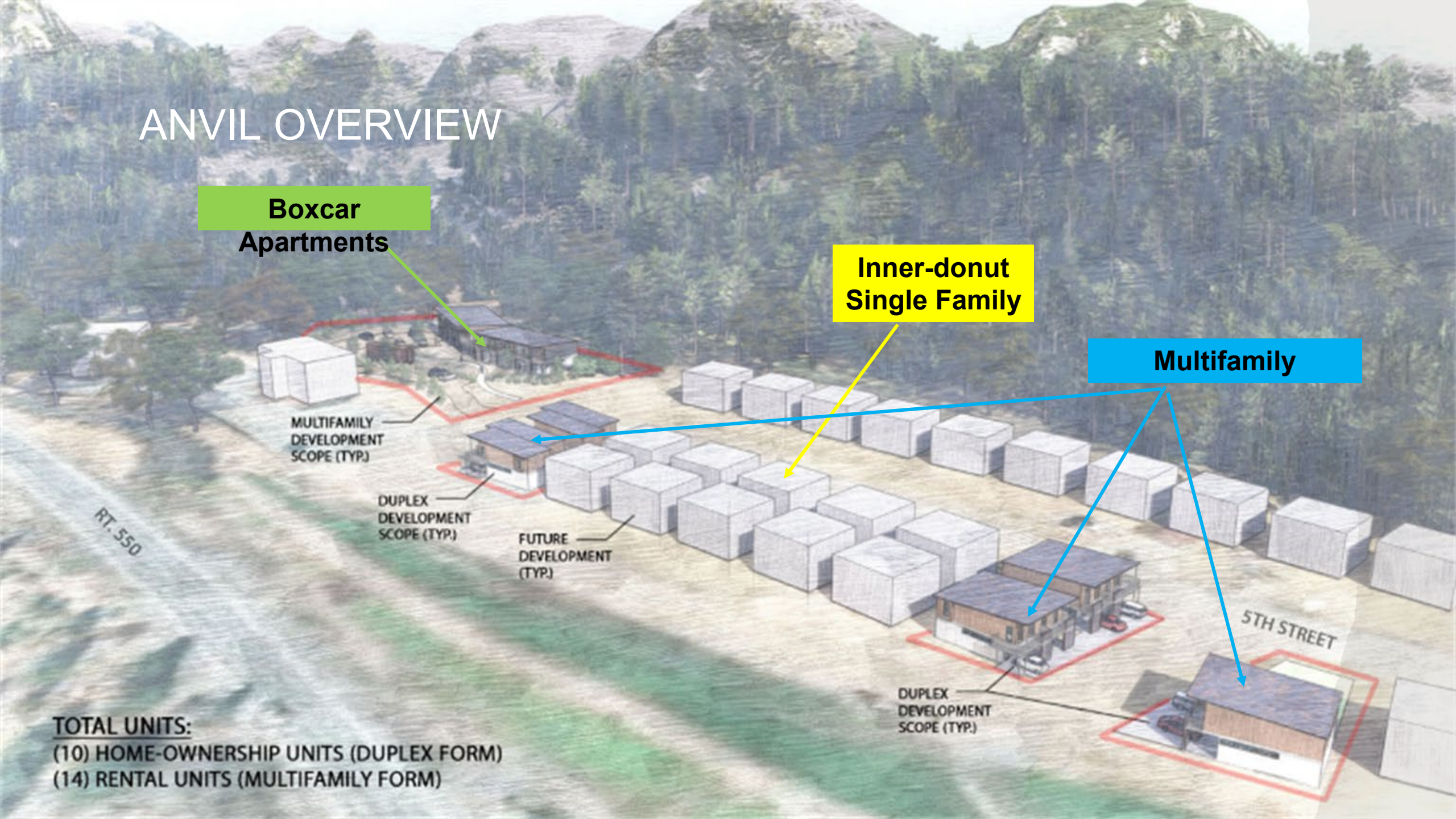
5TH STREET

RT. 550

## TOTAL UNITS:

(10) HOME-OWNERSHIP UNITS (DUPLEX FORM)

(14) RENTAL UNITS (MULTIFAMILY FORM)





# ANVIL MULTIFAMILY DEVELOPMENT

**Who:** AMI 125% and below.

**What:** Up to ten units on 4 lots. For-sale and rent. 2- & 3-bedroom units.

**When:** RFP decision 4/22. Build 2024-2026.

**How:**

- DOH Gap Funding 80% and below (Apply June 1, 2024)
- Transformation Housing Loan Fund (1% construction loan) Apply June 1, 2024)
- DOH Gap Funding 120% (est. apply July 2024)



# BOXCAR APARTMENTS

**Who:** AMI 100% and below.

**What:** Affordable rental apartment complex.

**When:** Site clean-up and begin pre-development Summer 2024.

Summer 2025: Infrastructure and site preparation. 2026:

Construction.

**How:**

- Awarded \$88,090 from DOLA More Housing Now & SJC Affordable Housing Fund for pre-development engineering.
- DOH Gap Funding 80% and below (Apply June 1, 2024)
- Transformation Housing Loan Fund (1% construction loan) Apply June 1, 2024)
- DOH Gap Funding 120% (est. apply July 2024)



# SJDA SINGLE FAMILY

**Who:** AMI 100% and below.

**What:** 4 single-family homes for-sale.

**When:** Completion Fall 2026

**How:**

- Housing Development Grant Funds through the Department of Local Affairs gap funding managed by SJDA. 9318 Contracting.



# ZANONI

**Who:** AMI 140% and below.

**What:** TBD

**When:** Conceptual designs 2024.

**How:**

- Awarded IHOI Grant to purchase land.
- CHFA Technical Assistance for Conceptual Design
- Prop 123 Equity program.
- DOH gap funding.





## Silverton Housing Authority

### **Anvil Multifamily Development - Affordable Rental and For-Sale Units**

The Town of Silverton has a critical need to house its local community and workforce. Dedicated efforts from the Silverton Housing Authority, Town of Silverton, San Juan County, and San Juan Development have yielded opportunities to develop affordable homes and rentals in the Anvil Mountain Subdivision. The Silverton Housing Authority is advancing the Anvil Multifamily Development which will yield up to 10 units both for-sale and rentals.



The groundwork for this project began with a comprehensive Housing Needs Assessment in 2020, and the 2022 CHFA Technical Assistance program that designed a housing plan that optimally aligned the identified needs with the land capacity.

San Juan County was awarded an infrastructure grant for the Anvil Mountain Subdivision that has set Area Median Income limits and quantity of unit requirements. Following the AMI requirements, the Silverton Housing Authority seeks gap-funding to subsidize the cost to build each unit to meet the required sale-price. Units both for-sale and rent must service residents at 125% AMI and lower.

There are many Silverton residents that are seeking home-ownership opportunities. Yet, these individuals and couples often exceed the 100% AMI limit. The most available gap-funding grants are restricted to below 100% AMI. The Silverton Housing Authority is actively seeking gap-funding opportunities for the 125% AMI sale price.

The RFP for developers for this project went live March 13th and closes April 16th, 2024. Construction will occur over the summer of 2024, 2025 and 2026. Tenants will move in as housing is completed.

*Please contact Anne Chase, Silverton Housing Authority Director, at (970) 880-0278 or [achase@silverton.co.us](mailto:achase@silverton.co.us) for additional information.*

Silverton Housing Authority  
**Boxcar Apartments Development - Affordable Rental Units**

The Town of Silverton has a critical need to house its local community and workforce. Dedicated efforts from the Silverton Housing Authority, Town of Silverton, San Juan County, and San Juan Development have yielded opportunities to develop affordable homes and rentals in the Anvil Mountain Subdivision. The Silverton Housing Authority is advancing the Boxcar Apartment project resulting in the development of 14 affordable rental apartments servicing household income levels at and below 80% AMI.



This project will increase the number of long-term rentals in San Juan County by 13.3% (per the 2019 ASC estimates and Root Policy Research, 2021). Serving tenants at 80% AMI and below, this project will increase the number of *affordable* long-term rentals by an estimated 87%.

The groundwork for this project began with a comprehensive Housing Needs Assessment in 2020, and the 2022 CHFA Technical Assistance program that designed a housing plan that optimally aligned the identified needs with the land capacity.

The Town of Silverton was awarded \$88,090 through EIAF's More Housing Now Grant with a local match from San Juan County on February 21, 2024. These funds will be utilized for the pre-development engineering plans for the following and more:

- Geotechnical Analysis
- Site-plan development
- Updated Survey
- Structural engineering for site retaining walls

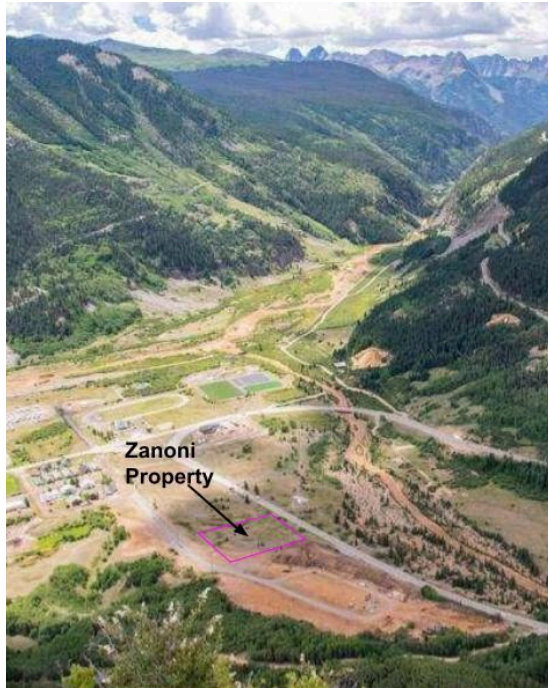
Future funding for this project will be requested for infrastructure installation, a construction loan, and permanent financing. Silverton Housing Authority's goal is to have tenants in the Boxcar Apartments by the end of 2026.

RFQs for developers will go out in Q4 of 2024.

*Please contact Anne Chase, Silverton Housing Authority Director, at (970) 880-0278 or [achase@silverton.co.us](mailto:achase@silverton.co.us) for additional information.*

## Silverton Housing Authority **The Zanoni Parcel - An Affordable Housing Development**

In 2022, the Town of Silverton purchased a 1.2 acre property with the IHOI grant. The IHOI grant contract ensures all development on the Zanoni property must service residents at and below the 140% Area Median Income (AMI) limit.



In May of 2023, the Town of Silverton was awarded a Brownsfield grant which allowed Phase 1 & 2 of environmental clean-up to occur in 2023. In March of 2024, the Silverton Housing Authority was accepted into the Colorado Housing and Finance Authority's (CHFA) Technical Assistance program which will design a conceptual plan for the property.

Silverton has a critical need to house its community and local workforce. The Zanoni Parcel will provide housing opportunities and a variety of housing choices to the community. CHFA's Technical Assistance will include the following:

- Community engagement and visioning
- Site conceptual plan
- Project timeline and phases
- Funding strategy

Following the conceptual design, the Silverton Housing Authority will pursue funding for infrastructure installation on the property, and subsequently, release an RFQ for developers/builders.

*Please contact Anne Chase, Silverton Housing Authority Director, at (970) 880-0278 or [achase@silverton.co.us](mailto:achase@silverton.co.us) for additional information.*

## Silverton Housing Authority

### Project Overview

3/1/2024

This document provides an overview of the housing projects in the pipeline for the Silverton Housing Authority. Details include project goals, restrictions, timelines, and applicable funding sources.

#### 1. Anvil Multi-Family Development

##### Overview:

Four lots in Anvil Mountain Subdivision are designated for multi-family development. The [2022 Technical Assistance from CHFA](#) proposed 2 duplex units per lot for lots 16 and 17, and one duplex per lot on 23 and 24.



##### History:

TOS created an application for the DOLA TAP grant to fund this project in 2022. A Request For Proposals was issued in 2022 for the design and installation of modular, prefabricated duplex units. Colorado Building Systems was selected for the project. Unfortunately, the designs of the duplexes that CBS provided do not meet the parking requirements for the Anvil Subdivision Zoning, and the grant was not received. SHA board directed Staff to draft and release a new RFP for the site-plan, building design, and building installation / construction for this project on 2/26/2024.

##### Goals:

- Maximize the number of housing units on lots, while abiding by parking and snow shedding regulations, and not compromising livability or comfort.
- Develop a combination of 2 and 3 bedroom units.



- Project will include units for sale and for rent.

### Restrictions / Challenges

- Silverton has a “missing middle” problem – for-sale affordable housing shortage for people at or above 100% AMI. Current funding opportunities are restricted to 100% AMI housing and below. It is unclear if SHA would have luck selling units under 100%.
- Regulatory Agreements

Target AMI	Deed Restriction Target	Required Units	Built-to-date	Remaining to be Built
Unrestricted	40%	22	21	1
<125%	24%	15	10	5
<80%	36%	23	11	12
Total	100%	60	42	<b>18</b>

This project combined with the Boxcar Apartments will hopefully yield 24 units, however, while we wait for the RFP results of how many units these lots fit best, we will consider the 18 units remaining to be built. The multi-family project can have 5 units at 125% AMI; Boxcar will be 80% AMI and lower (this can change if we can do our hopeful total of 24 units). The 5 for-sale units at 125% do not have a good gap-funding opportunity except for HDG that will be competitive (application expected to open July).

### Timeline: (ambitious)

3/11/2024 Release RFP

4/8/2024 RFP Deadline

4/16/2024 RFP Selection

5/1/2024 Apply for DOH Gap Funding for rental units under 80% AMI \*this is a little ambitious because the application is hefty.

5/1/2024 Apply for Transformational Housing Loan Fund (1% interest construction loan).

5/14/2024 Geotechnical Analysis

7/1/2024 (expected) Apply for HDG Gap-funding for 120% AMI units.

July-October 2024: Construction / installation of 80% AMI rental units.

Fall 2024: Renters move-in to units.

December 2024: Hopefully receive HDG gap funding.

Summer 2025: Installation / construction of 125% AMI for-sale housing.

Fall 2025: New owners move into units.

\*\* Pending RFP price per unit being 125% AMI, we could build 125% summer 2024.

Anvil Multifamily												
	2024				2025				2026			
Action Steps	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Predevelopment</b>												
Establish funding and development plan												
Annexation												
RFP for Construction												
Complete Design												
Complete Financing												
<b>Development</b>												
Geotech Data												
Infrastructure Installation												
Building Permit												
Construction												
Tenant Applications Open												
Tenant Move-in												

## 2. Boxcar Apartment Complex

### Overview

The Anvil conceptual plan has Lots 1 and 32 designated for an affordable apartment complex. If it is a similar design to the existing apartment complex, this project will include 14 units. Town of Silverton was awarded \$80K from EAIF/DOLA More Housing Now grant for the pre-development of these lots & project, including engineering and site plans. See [CHFA's TA 2022 Anvil conceptual plan](#) for more details. There are a lot of funding opportunities for low income (80%AMI and lower) rentals.

### Goals:

14 units, mixture of 1, 2, and 3-bedroom apartments servicing 80% AMI or lower.

### Restrictions / Challenges:

- Serve 80% AMI and below.
- Lot 32 was not included in the environmental clean-up.

### Timeline:

April 2024: Release RFQ (pending Ramboll discussion in late March if pre-development work can start during environmental clean-up).

Spring 2024: Begin application for FHLBank Topeka grant.

June 2024: Add Lot 32 to the Brownsfield Priority list.

8/16/2024: Application due: FHLBank Topeka grant.

Summer 2024: Site clean-up & pre-development begins. Apply for infrastructure grants.

Fall 2024: Site clean-up completed.

Winter 2024/2025: Release RFP for design & construction of apartments.

Summer 2025: Infrastructure installation / site grading. Apply for funding opportunities (Prop 123 Equity, FHLBank Topeka grant, DOH gap-funding).

Fall 2025: Apply for construction loan.

Spring 2026: Build / install.

Fall 2026: Residents move-in.

	2024				2025				2026			
Action Steps	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Predevelopment												
Establish funding and development plan												
Submit/Process Annexation Application												
RFP for Predevelopment												
Site Clean-Up												
Predevelopment Engineering for Site-Readiness												
Apply for Infrastructure Funding												
RFP for development partner												
Complete Design												
Complete Financing												
Development												
Infrastructure Installation												
Building Permit												
Construction												
Tenant Applications Open												
Tenant Move-in												

### 3. Zanoni Property

#### Overview

Town of Silverton acquired [parcel #48290180010010](#), 0.94 acres, through the IHOI grant in September, 2022. SHA applied for CHFA TA (same as the Anvil TA process) - find out acceptance week of March 4<sup>th</sup>.

### Goals:

- Mix of affordable for-sale and rental properties.

## Timeline

Week of March 4, 2024: Find out about CHFA TA program acceptance.

Spring 2024: CHFA TA for conceptual design of property.

Summer 2024: Clean-up. Apply for infrastructure grants.

Summer 2025: install infrastructure

Fall 2025: Release RFP for builders /developers.

Winter 2025: Apply for grants / construction loans.

Summer 2026: construction begins.

[illegible]

## Funding Opportunities for Housing Projects

2/23/2024

Funding Name	Funding Type	Application Date	Match Requirement	Restrictions	Project type	Notes
<a href="#">DOH GAP Funding (Prop123)</a>	Grant – Gap Funding	1 <sup>st</sup> of every month	No match	100% AMI For-sale. Not sure rental limits.	New construction for-sale, rental acquisition	Not sure what project to use this for.
<a href="#">HDG</a>  (Same application as Prop123)	Grant – Gap Funding	Expected, but TBD: July 1, 2024	75%	120% AMI or below.  <i>Very competitive.</i>	New construction for sale, property acquisition, rehabilitation, housing services.	For-sale Townhomes 120%AMI. Need to start application ASAP due to difficulty and length.
<a href="#">Transformational Housing Loan Fund</a>  (expected to deplete by end of summer 2024)	1% interest loan	1 <sup>st</sup> of each month	No match	Rental & Homeownership 120%	New construction, purchase existing, senior housing, weatherization,	Boxcar Apartments, rental Townhomes.
<a href="#">FHLBank Topeka Affordable Housing Program Terms</a>	Grant	July 1 – Aug 16, 2024. Annual. Dec 31 <sup>st</sup> Award Notice.		For-sale: 80% AMI or lower  For-rent: 20% of units need to be occupied by at or below 50% AMI.	For-sale: Down payment, closing cost, rehab of owner-occupied homes.  Rental: Purchase or construction – 20% of units Very Low Income occupied.	Boxcar Apartments.



## AGENDA MEMO

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SUBJECT: Adoption of Building Better Places Action Plan  
MEETING DATE: 4/22/2024  
STAFF CONTACT: Anne Chase

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### **Overview:**

On March 6-8, 2024, Anne Chase, Mayor Kranker, Trustee Harper, DeAnne Gallegos, Emily Thorn, Sara Mordecai, Lucy Mulvihill, and Melissa Childs attended Community Builders' Building Better Places Training, representing the Silverton Housing Authority. The team followed Community Builders' award-winning training model to create a clear community action plan that identifies both short and long-term next steps to accomplish a specific community project or goal.

This training's goals were to provide short—and long-term goals and direction for the Silverton Housing Authority, develop a shared mission and goals, explore funding opportunities for the authority and its projects, and consider ways to build capacity and sustainability for the Authority.

After the training, the Community Builders facilitation team delivered an action plan for the Silverton Housing Authority. Staff and the Silverton Housing Authority Steering Committee recommend that the board adopt the BBP Strategic plan to guide the authority's work and direction.

### **Suggestion Motion or Direction:**

Motion to adopt the BBP Action Plan for the Silverton Housing Authority.



# Building Better Places Training

For communities dealing with growth and change.

## Silverton Housing Authority Summary Report

March 20, 2024

Prepared by Community Builders





## About Community Builders

[Community Builders](#) works to shape healthy, equitable, and prosperous communities that improve people's lives today and ensure a sustainable tomorrow. We provide tools, training and assistance to empower communities and local leaders that create more livable, sustainable, and inclusive places.

## Team-Based Training

Community Builders' trainings bring together teams of local leaders to understand and address key challenges and opportunities facing their community. Our training model blends shared learning with facilitated action planning and helps community teams find common ground on workable strategies to move forward with addressing key needs and opportunities in their communities.

## Building Better Places (BBP) 2024

This year's BBP responds to the dynamic mix of challenges and opportunities facing Colorado's small cities, towns and rural areas. BBP follows Community Builders' proven, award-winning training model, which focuses on building buy-in, clarity, direction, and commitment from teams of local leaders. Each community team works with a dedicated facilitator to create a clear community action plan that identifies both short and long-term next steps to accomplish a specific community project or goal.

## Community Builders Assistance Process

Community Assistance provides communities with the tools and resources to spark meaningful progress, while building local capacity and creating success stories that inspire and inform other communities. Each project is tailored to meet specific local needs and requires a close partnership with the community and CB Team.







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# The Silverton Housing Authority Team

## The Challenge

Below are the goals identified in the Silverton Housing Authority's BBP application, and follow up conversation, to focus on during the 3-day training.

- **Provide Short & long-term goals and direction** toward laying the foundation for a strategic plan to address affordable housing needs in Silverton
- **Develop shared mission and goals** to guide the Housing Authority
- Identify opportunities for **better coordination and collaboration**
- **Explore funding opportunities** and public-private partnerships
- Consider ways to **build capacity and sustainability** for the housing authority

## Team Members

**Anne Chase:** Silverton Housing Authority Director

**Melissa Childs:** Real Estate Agent and Planning Commissioner

**DeAnne Gallegos:** Chamber of Commerce Executive Director

**Jim Harper:** Town Trustee

**Dayna Kranker:** Town Trustee

**Sara Mordecai:** Silverton Family Learning Center Director

**Lucy Mulvihill:** Town of Silverton Community Development Director

**Emily Thorn:** Ironwood Consulting Principal Ecologist

Facilitators: J.J. Folsom and Cathy Click, Community Builders





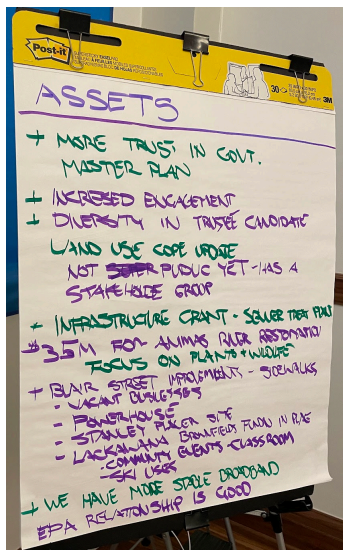


## Where Are We?

### Existing Tools and Resources

Prior to the March 2024 BBP workshop, the Silverton team met virtually with J.J. Folsom and Cathy Click from Community Builders to discuss current housing issues, community assets, and gaps and opportunities for the topics of: planning and policy, implementation capacity, funding, and public engagement. This conversation continued during the March 2024 workshop and is summarized below and on the following pages.

Community Assets	
<b>Planning and Policy</b>	<ul style="list-style-type: none"> <li>Land Use Code (LUC) revisions need to create clear standards on uses</li> <li>LUC revisions need to engage the community</li> <li>Revisions are supported by Compass Master Plan recommendations</li> </ul>
<b>Implementation Capacity</b>	<ul style="list-style-type: none"> <li>The Silverton Housing Authority (SHA) was created</li> <li>Supported by Compass Master Plan</li> <li>Town of Silverton (TOS) currently acting as the SHA board</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>SHA currently funded by DOLA grant through 2024</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>Use the Chamber meetings to disseminate information</li> <li>Compass Master Plan provides accountability to TOS Trustees and the community</li> <li>Communication and public meetings are happening and not yielding the desired results (some angry applicants, disengaged public)</li> </ul>





## Gaps and Opportunities

Below are the key gaps and opportunities identified by the team.

Gaps and Opportunities	
<b>Planning and Policy</b>	<ul style="list-style-type: none"> <li>Currently there is “selective”/inconsistent enforcement of policies</li> <li>Public engagement should be equitable and accessible</li> <li>Need to establish a streamlined development process</li> <li>LUC code is out of alignment with Compass Master Plan but is currently being updated</li> </ul>
<b>Implementation Capacity</b>	<ul style="list-style-type: none"> <li>Lack of a vision or funding strategy for the SHA</li> <li>Lack of defined role for SHA director</li> <li>Lack of priorities for projects</li> <li>Some mistrust of processes by applicants</li> <li>Meaningful conversations between SHA/TOS staff and trustees are challenging</li> <li>Represents change in the community ie. growth/increased population</li> <li>Need incentives for developers and community participation</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>TOS and San Juan County (SJC) have not included SHA in their budgets</li> <li>Incentives for developers to build AH with a developer’s fee to go to SHA</li> <li>Pre-approved affordable housing plans to provide/sell to developers</li> <li>Possible implementation of a real estate transfer fee (RETF)</li> <li>Reduce barriers to building to entice developers to build affordable and market rate housing in TOS</li> <li>Evaluate current fees as fees do not match service from the TOS</li> <li>Re-earmark TOS fees from General Fund to SHA</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>Community needs to be informed on AH and home purchase processes: “Do the Work”, “Get Ready to Buy”, regular information updates</li> <li>Informed “champions” / community members</li> <li>Reference the Compass Master Plan engagement process</li> <li>“Resource Roadmap” needed for a better understanding of SHA goals and programs</li> <li>Create a network of stakeholders and experts to support economic development</li> </ul>

**FUNDING PROGRAMS - WHERE DO WE WANT TO BE?**

- REAL ESTATE TRANSFER FEES
- DEED RESTRICTION PROGRAM INCENTIVES

**FUNDING: WHERE DO WE WANT TO BE? FUNDING HA**

- A BYPASSING MAP OF PROJECTS
- HA BUSINESS ACCESS TO COUNTY HOUSING FUND
- COUNTY SUPPORT: BOTH FINANCIAL AND POLITICALLY - TRUST
- BRING IN OUTSIDE FACILITATION
- HA HAS CAPACITY TO SUPPORT APPLICANTS
- APPLICANT TRAINING/EXPECTATIONS
- REAL ESTATE TRANSFER "FEE"

**\$ DEVELOPMENT & PROGRAMS**

**PRIORITIZE STRATEGIES**

- INCENTIVES FOR PRIVATE MKT
- SET OF PLANS/DEVELOP
- FEES (+/-)
  - RE TRANSFER
  - WAIVERS
  - PLANNING FEES
  - BLDG PERMITS
  - TAP FEES
- REDUCING RESTRICTIONS/EASIER TO BUILD BARRIERS
- RESOURCE ROADMAP
- STREAMLINED PROCESS/PREDICTABLE REVIEW, CODE

**FUNDING MECHANISMS PRIORITIZE STRATEGIES**

**IMPACT • DOABLE/REALISTIC**

- RELATIONSHIPS W/ FUNDERS/FEES
- RENTAL UNITS FEES
- DEV. FEES/GRANTS
- TOS + SJC BUDGETS
- DEVELOPER READY PLANS
- RE. TRANSFER FEES
- RESOURCE ROADMAP
- BUSINESS PERMITS FEE



## Where Do We Want To Be?

### Team Goals

The goals of the Silverton Housing Authority team discussed during the pre work assessment call and further refined during the BBP workshops include:

- **Provide goals and direction** toward laying the foundation for a strategic plan to address affordable housing needs in Silverton
- **Develop a shared mission and goals** to guide the Housing Authority
- Identify opportunities for **better coordination and collaboration**
- **Explore funding opportunities** both for the sustainability of the housing authority and for implementing affordable housing
- **Build capacity and sustainability** for the housing authority

### Vision of Success

Below is a summary of the team's vision of success.

Vision of Success	
<b>Planning and Policy</b>	<ul style="list-style-type: none"> <li>● Updated LUC allows for a variety of housing types and supports housing choices</li> <li>● Updated LUC is consistent, predictable, and easy to navigate with equitable enforcement</li> <li>● Ordinances that support housing affordability</li> <li>● Policies reflect/reinforce the Compass Master Plan</li> </ul>
<b>Board Structure</b>	<ul style="list-style-type: none"> <li>● Diverse Board representation</li> <li>● Clear expectations of the Board's role</li> <li>● New board is a working board rather than advisory</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>● Sustainable funding for SHA Executive Director and support staff</li> <li>● Multijurisdictional funding for SHA from TOS and SJC</li> </ul>
<b>Communications/ Messaging</b>	<ul style="list-style-type: none"> <li>● Easy to navigate and user-friendly website</li> <li>● Community is informed on local and other housing programs</li> <li>● Positive hopeful outlook</li> <li>● Resource Roadmap created</li> <li>● Proactive/empowered community members leads to an increased number of qualified AH applicants</li> </ul>



## How We Will Get There

### Action Plan

The following action plan matrix outlines steps and timeframes to build momentum for advancing the Team's goals and vision outlined previously. The [Silverton Standard article](#) published immediately following the event provides a good overview of the BBP event and summary of the Housing Authority's priorities.

<b>Strategy 1: Funding and Housing Authority</b> <i>Purpose: Stabilize the HA staff and programs</i>		
The housing authority does not currently have a source of funding beyond 2024. Below are actions, timeframes, and responsible parties to accomplish the goals of seeking funding for the housing authority beyond 2024.		
Key Actions	Timeframe	Coordinator(s)
1. Conduct political ambassador work	April	Steering Committee, Gloria, Anthony
2. Research Funding Options (including Real Estate Transfer fee)	April	J.J. Folsom to provide information to Anne
3. Provide fee recommendations to TOS	April	Steering Committee
4. Research wages for similar communities	May	Sara
5. Provide funding recommendations to TOS	May	Steering Committee
6. Apply for DOH TA ( <i>application opens in May</i> )	May	Anne
7. Budget Season: Direct General Funds to SHA	August	Jim, Dayna, Anne
8. Continue funding options research	August	DOH TA
9. Hire new SHA staff	Q3 2025	Anne & Board
10. Request funding from SJC	Q3 ++	Anne, TOS, new board
<b>Potential Barriers</b>		
Potential opposition to fees such as Real Estate Transfer fee and other fees. Budget constraints of Town of Silverton and San Juan County		



<b>Strategy 2: Policy</b>		
<i>Purpose: Create clear direction from Town of Silverton Trustees, staff, and community</i>		
The Town of Silverton is currently updating their Land Use and Development code to better support a variety of housing types/ choices and price points. A major goal of the new code update is to create a more predictable code that attracts developers to create a variety of affordable and attainable housing.		
Key Actions	Timeframe	Coordinator(s)
1. <b>Meet with Clarion Associates to review land use code options</b>	April	Lucy/Steering Committee
2. <b>Community engagement begins on land use code update</b>	May	Lucy, Melissa, Emily
3. <b>Acquire local builder/developer affordable housing plans to create a housing “pattern book”</b>	Q2 2025	Anne, Lucy
<b>Potential Barriers</b>		
<ul style="list-style-type: none"> <li>• Differing opinions by community members on building heights, densities, types, and location.</li> <li>• Ability for the community to listen and understand the specifics and benefits of the AH program</li> <li>• Appealing to potential home owners and renters as well as attracting developers for market rate and affordable housing</li> </ul>		

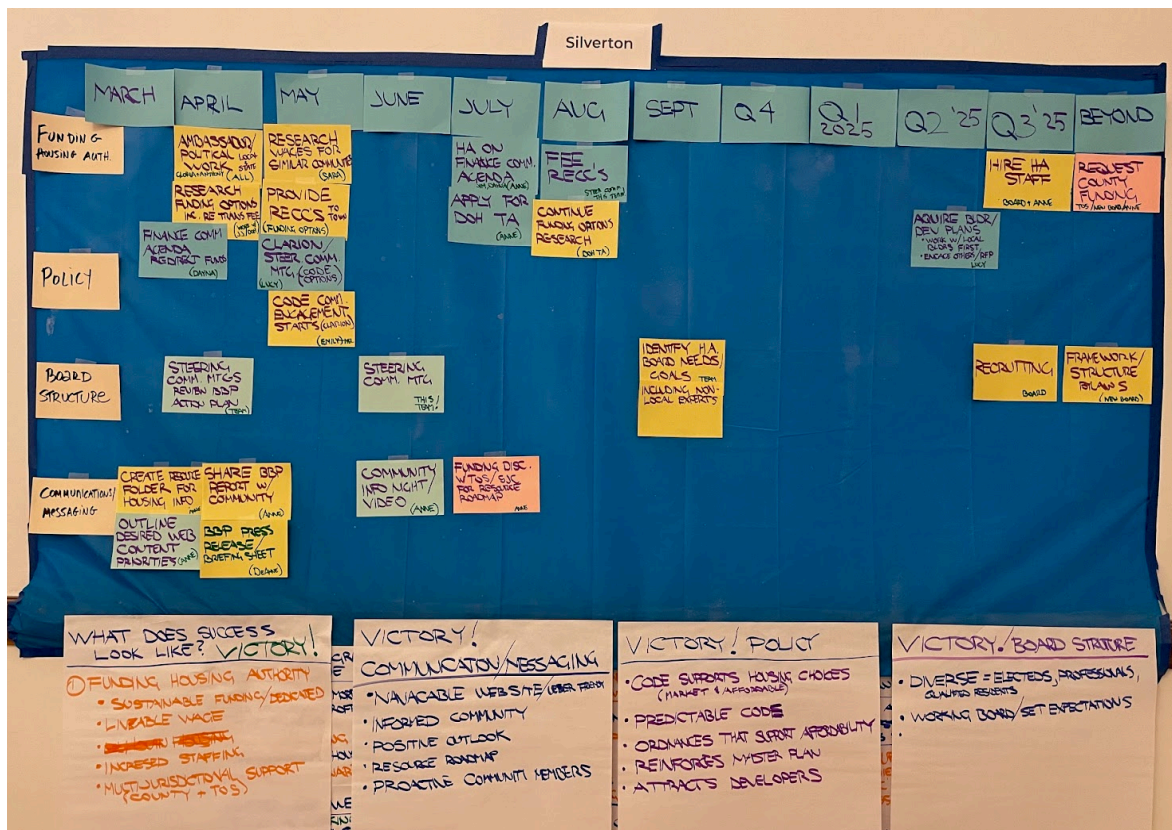
<b>Strategy 3: Improve Board Structure</b>		
<i>Purpose: Engage stakeholders in SHA</i>		
Currently, the Silverton Housing Authority board is the Town Trustees. Since this is an elected body with frequent turnover it is more desirable to have a diverse board made up of citizens and professionals, residents that live in affordable housing, and a few elected officials for the town and the county.		
Key Actions	Timeframe	Coordinator(s)
1. <b>Review BBP Action Plan</b>	April	Steering Committee
2. <b>Conduct regular steering committee meetings (determine frequency needed at first meeting)</b>	May	Steering Committee
3. <b>Identify SHA needs and goals for a new board structure, invite local and non local experts to assist</b>	September	Steering Committee
<b>Potential Barriers</b>		
<ul style="list-style-type: none"> <li>• Unknown potential of new board members that support the SHA</li> </ul>		





Strategy 4: Communication & Messaging		
Purpose: Provide informative and clear resources for the community		
Additional communication to the community is desired to provide a better understanding of available programs, housing, and steps needed to qualify for affordable housing.		
Key Actions	Timeframe	Coordinator(s)
1. Create user friendly on-line resource folder for housing information	March	Anne
2. Outline desired web site content priorities	April	Anne
3. Share BBP Report with community	April 22, 2024	Anne
4. Prepare BBP press release and briefing sheet to promote the report	March	DeAnne, Anne
5. Community information night and video recording to post on website	June	Anne
6. Funding discussions with Town of Silverton and San Juan County to describe resource roadmap	TBD: May	Anne
Potential Barriers		
<ul style="list-style-type: none"> <li>Housing Authority capacity to accomplish above actions</li> </ul>		

Below is the final BBP Action Plan developed by the Silverton Housing Authority Team.







# Appendices

## BBP24 Participant Agenda

### Wednesday March 6 | Creating Shared Direction

Teams will learn about frameworks for addressing community challenges and begin to develop strategies for moving forward by addressing gaps in planning, policy, and implementation capacity

#### **10:00 - 10:15 Welcome & Overview**

*Welcome, introductions, and overview of the workshop. Team leads identify their community and the key challenge(s) or issue(s) they are working on.*

#### **10:15 - 11:00 Building Strong Communities in Rural and Mountain Places**

*This session examines the changing strategic landscape for mountain and rural places, and offers ways communities can respond that shape more livable and prosperous places.*

#### **11:00 - 11:45 Team Work: Positioning for Success**

*Teams will reflect on their own strategic landscape, how they are positioned to move forward within the training and beyond.*

#### **12:15 - 1:00 Building a Planning and Policy Framework**

*This session explores the basics elements of a sound planning and policy framework to build a foundation from which to act.*

#### **1:00 - 2:00 Team Work: Bridging the Gap - Planning and Policy**

*Building on the Team's community groundwork meeting, consider how we measure up to the ideal of the framework and identify gaps and opportunities to get to where we want to be.*

#### **2:00 - 3:00 Creating the Capacity to Act**

*To create the change we want, we need the capacity to act. We'll discuss key components of local civic and implementation capacity, including leadership, organizations, systems, resources, collaboration, and political will.*

#### **3:15 - 4:15 Team Work: Bridging the Gap - Implementation Capacity**

*Teams will review their current needs and realities before identifying ways to bridge the gap between where they are and where they want to be.*

#### **4:15 - 5:15 Team Work: Pathway Synthesis**

*Teams will work together to connect and align the opportunities they have identified so far, and begin to find pathways for moving their ideas forward.*



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### **Thursday March 7 | Positioning for Success**

Teams develop strategies to advance priorities, including addressing barriers to progress, positioning for funding/assistance opportunities, and engaging the public to build consensus.

- 8:15 - 9:05      Visions of Success: Real Stories from Real Places**  
*Hear inspiring and relatable stories from other Colorado communities that are working to tackle the same types of daunting challenges as your community.*
- 9:05 - 9:30      Team Work: Headline News**  
*Brainstorm your community's future positive press!*
- 9:30 - 11:00      How to Position for Implementation Funding**  
*Addressing community challenges usually requires funding - for planning, to build new projects and programs, and to sustain the work long-term. Learn about funding types and layers, as well as tools and strategies to make funding pursuits pay out.*
- 11:00 - 11:45      Team Work: Bridging the Gap - Funding**  
*Teams will assess current funding realities and identify opportunities to address identified funding needs.*
- 1:00 - 2:45      Building Civic Capacity and Community Support**  
*It's getting harder to have reasoned discussions about difficult issues. How do we create the space for an effective and informed community discussion around these issues to move the needle in the right direction?*
- 2:45 - 3:45      Team Work: Bridging the Gap - Engagement**  
*Building on their groundwork, teams will examine their engagement needs and challenges, and then identify ways to build civic capacity and the community and political support needed to move their work forward.*
- 3:45 - 4:55      Team Work: Pathway Synthesis**  
*Pathway Synthesis to create clarity of direction. Teams will also prepare for Day 3 by identifying 1-3 priorities for action planning the following day.*

### **Friday March 8 | Action Planning**

Teams will work together to develop a detailed action plan outlining key next steps, roles, and resources to advance the strategies identified in BBP.

- 8:30 - 8:45      Breakfast Presentation: Preparing for Action Planning**  
*An overview of the action planning process, with an emphasis on methods to sustain progress and momentum*
- 8:45 - 12:30      Team Work: Creating an Action Plan**  
*Now the rubber hits the road! Working from the notes and action items from each session over the past two days, teams are assisted by Community Builders staff facilitators to draft an action plan. Each team should identify actions, roles, responsibilities, timelines, and next steps.*
- 12:30 - 1:30      Lunch and Team Highlights Sharing**  
*Teams will share priorities from their action plans and discuss how they plan to move forward when they return home.*



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## Silverton Housing Authority Groundwork Summary

### Community Assessment: Policy & Planning

#### **Existing plans, policies, data, and regulations**

- 2022 [Compass Master Plan](#)
- [2021 San Juan & Silverton Housing Needs Assessment](#)
- Public Health - needs assessment formal report
- Water survey inventory
- The Planning & building departments did an informal survey of homes in town in order to categorize them. The goal is to figure out how many available parcels there would be if they were able to have single lot development zoning
- Current code revised to allow ADUs as a use by right
- Rezoned parcels at entrance of town and purchased parcel of land for affordable housing
- Received gap funding to build units in Anvil.

#### **In progress / coming soon**

- Currently working on a build out analysis to provide an idea of how many more residential units can be added
- Updated land use & development code (Clarion)
- The Brownfields project will identify potential AH sites

### Community Assessment: Community Capacity & Leadership

#### **Local officials champions**

- With the election in April, a lot of candidates are running and will get an entire new dynamic in April on the council - not getting too much obstruction with a new board
- There are gaps in coordination or alignment between Town & County
- Most team members were part of the Compass Plan process
- The current stability of town staff, trustees, and the compass project is very helpful. There is currently more trust and optimism within Town and in the Town Government than in the last five years.
- Supported by other town leaders
- The County is not part of the Housing Authority. The town and HA will have to prove the benefit of the Authority for the County to become a partner.

#### **Local government/housing authority capacity and resources**

- The HA needs a plan to be sustainable and meet our needs, need to build capacity, how can we recruit new staff and fund them?

### Community Assessment: Funding Gap

#### **Housing Authority and Town needs**

- The housing authority needs sustainable funding to build capacity, recruit new staff, and retain existing staff - currently funding is only through 2025
- If the town and housing authority can “prove” the benefits of the HA, they may be able to convince the County to participate and be a financial partner with the HA
- A physical strategic plan/report will help the HA to seek funding
- What funding opportunities are available to incentives developers to build what is needed in town? To come to town?
- Need funding to assisting with development funding gaps
- Funding for buy down programs, down payment and rental assistance, land banking,
- Draft [funding slide deck](#) opportunities



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## Community Assessment: Public Engagement

### **Community awareness**

- Affordable housing in Silverton is seen as an existential crisis for the community, with concerns about the ability of current residents to afford to live there and the impact on future growth and identity of the town.
  - Silverton is in a unique situation in that there is no bedroom community for workers like other mountain towns.
  - Existing and new businesses unable to find workers as they are unable to find housing so they shutter.
- There is currently more trust and optimism within Town and in the Town Government than in the last five years.
- San Juan Dev has offered home ownership classes

### **Community energy**

- The community energy remains high following the Compass Master Plan process
- There is still some bad behavior on social media - some businesses have threatened to “close if you don’t patronize” the business but prices have become so high that locals are dining out/shopping less.

### **Team alignment & collaboration**

- Generally the team is in alignment and collaborates well together. Below are some differences:

### **Team differences**

- Some strong property rights proponents, others are not
- Home-ownership is the overall goal but may not be the primary objective of the group
- There is a difference in perspectives between some team members regarding the expansion of housing and its potential impact on open space, environmental quality, and ecosystem services.
- SFH and light industrial development needs to be carefully navigated.
- These differences are acknowledged and discussed respectfully between team members.

### **Community differences**

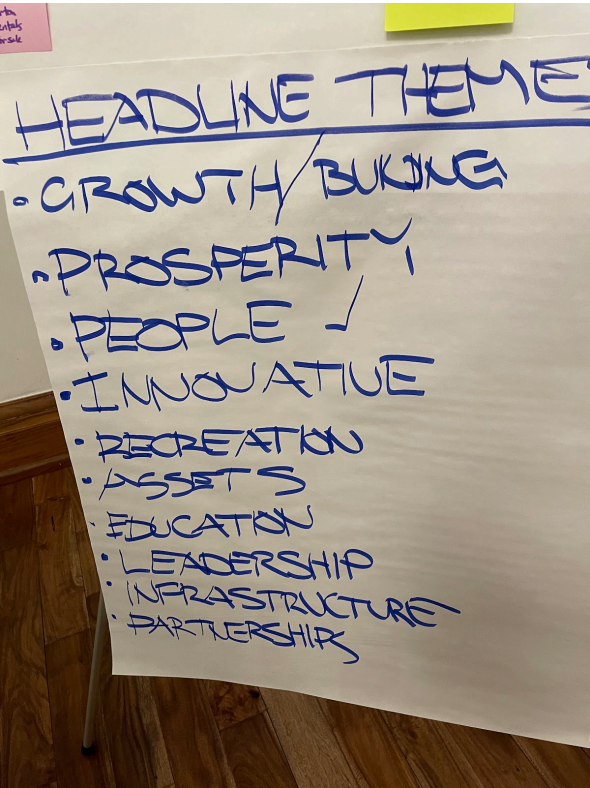
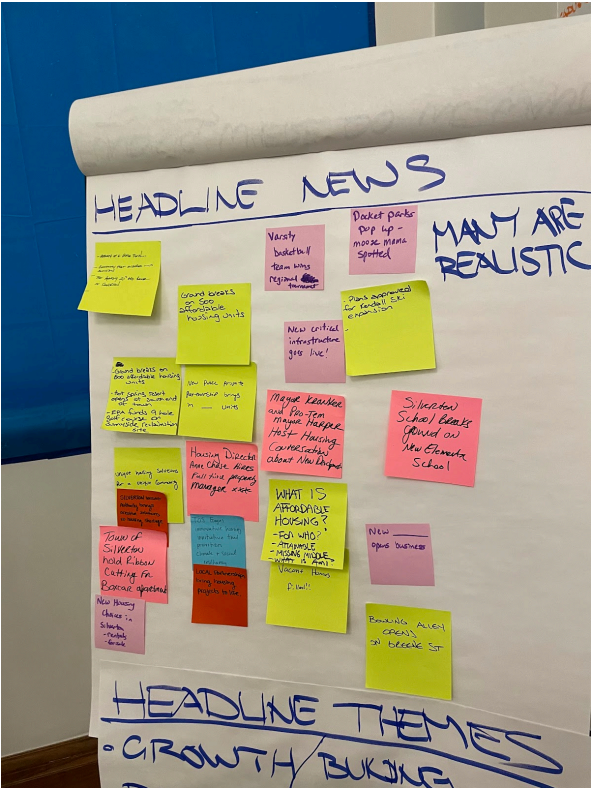
- Controversial topics in the code rewrite discussions include single lot development, maximum square footage, solar access related to density, and potential new hazard overlays, leading to differences of opinion and potential nimbyism.
- Differences & needs between renters and homeowners - Most AH is focused on ownership but there is a need for rental as well, not all agree
- Some strong property rights proponents, others are not



The photograph shows a meeting room with a large blue table. The walls are covered with numerous whiteboards, sticky notes, and a large blue chart. The whiteboards contain handwritten notes, diagrams, and lists. The blue chart is a large grid with many small squares, each containing text. The room has a wooden floor and a lamp on the wall.











**April 22, 2024**

**BOARD OF TRUSTEES  
REGULAR MEETING PACKET**



**April 22, 2024**

## **1. Staff and/or Board Revisions to Agenda**

This is an opportunity for staff to add, delete or amend items on the agenda as well as an opportunity for the board to revise the agenda as well. Trustees can use this agenda item to pull an item from the consent agenda that they have either need additional information or would like to have a discussion on and put it either in new business or in continued business. Typically, the Town Administrator will make an adjustment to the agenda since managing the agenda is their main responsibility.

**April 22, 2024**

**1. Public Comment—*Comments must be limited to three (3) minutes in duration.***

The opening Public Comment is intended for a citizen to bring up any topic whether it is on the agenda or not. The citizen will be asked to state their name for the record.

The Mayor or Pro Tem will call out the public to comment as well as time the comment and let the public know when they have run out of time.

If a Trustee would like to discuss the comment, they can do so in Trustee Updates. It is not encouraged to engage in a dialogue on a public comment because if a public comment is not related to an agenda item, staff should be directed to either follow up with the citizen outside the meeting or include the topic in the next appropriate agenda (this can be a committee agenda or a board of trustee agenda).

If the comment is related to an agenda item, their comments can be brought up in the discussion of that agenda item.

Comments that are submitted via email about an agenda item will be accepted up until the agenda packet is constructed on noon on Wednesday before the Regular Meeting. Comments that are received after this deadline will be emailed to the trustees and not included in the packet. Comments that are emailed are not considered “official public comment” unless they are presented at the meeting or submitted for a Public Hearing before the Wednesday deadline.

Public Comments specific to a Public Hearing on the agenda should be encouraged to take place during the public hearing and not during the opening Public Comment, so that their comments can be recorded with the hearing.

Opening Public Comment is not addressed in the Silverton Municipal Code. The above information is based on what has been practiced in the past. If the Trustees desire to amend this process, this can be a topic on a retreat agenda.

**April 22, 2024**

### **3. Presentations and Proclamations**

Presentations can be scheduled with the board on a variety of topics that usually relate to board direction or goals. The Town Administrator schedules these presentations and works with the presenter to keep their presentation in 30 minutes or less including an anticipated questions and answer period with the Trustees.

Proclamations can be used to declare an emergency (SMC 2-7-30) or recognize a community member or organization for their service. Trustees can request a proclamation during the Trustee Updates agenda item.



## San Juan County Public Health Improvement Plan 2024-2029

Submitted to:

San Juan County Board of Health and County Commissioners  
and  
Colorado Department of Public Health & Environment

Prepared by:

Public Health Service  
April 2024



San Juan County, Colorado

**COLORADO**  
Department of Public  
Health & Environment

## Partners

San Juan County Public Health Service (SJCPHS) would like to thank the local and regional partners, stakeholders and individuals who provided input and feedback on the Public Health Improvement Plan. Their perspective, lived experience and comments were invaluable. While this plan is drafted and “owned” by SJCPHS, this is a community-directed plan and its success depends on the contributions and support of the organizations and individuals throughout our community. We thank you for your work to improve the health of Silverton residents. We want to recognize the San Juan County Commissioners and their continued and historic investment in both behavioral health and health care access. We are grateful to Kim White, Superintendent of Silverton School, for her continued partnership to improve access to care for children and families. Finally, we acknowledge the invaluable contribution and experience shared by the individuals who participated in interviews and Spanish language focus groups.

The following list outlines the work groups from San Juan County who contributed to this plan.

Health Care	Behavioral Health	Resource Sharing	Social Support	Health Equity
Amie Gardiner	Amie Gardiner	Amie Gardiner	Amie Gardiner	Led by Mariana Acosta
Audrey Rathey	Becky Joyce	Becky Joyce	Becky Joyce	Names withheld to protect privacy
Austin Lashley	Bruce Conrad	Cassandra Roof	Bruce Haring	
Becky Joyce	Bruce Haring	Dayna Kranker	Cassandra Roof	
Cassandra Roof	Cameron Crowell	DeAnne Gallegos	Dayna Kranker	
Dayna Kranker	Dayna Kranker	Elizabeth Barszcz	Jim Donovan	
Erin Laine	Jamie Stacey	Jim Donovan	Keri Metzler	
Gigi Raine	Joel Berdie	Joel Berdie	Krissy Rhoades	
Jamie Stacey	Lee Copenhagen	Katie Shapiro	Lois MacKenzie	
Kathy Langmuir	Mariana Acosta	Keri Metzler	Martha Johnson	
Kelly Kamm	Megan Brosh	Krissy Rhoades		
Kimmett Holland	Rob Roof	Lee Copenhagen		
Lois MacKenzie	Tyler George	Martha Johnson		
Mariana Acosta		Mariana Acosta		
Tyler George		Megan Brosh		
		Misti Anderson		
		Sara Mordecai		

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## Introduction

In 2022, San Juan County Public Health Service (SJCPHS) completed a Community Health Assessment (CHA) that identified three main priorities for improving the health of the community. These priorities include:

1. Access to Care
2. Behavioral Health
3. Healthy Living

In the CHA process, issues specific to seniors and youth remained crosscutting and Social Determinants of Health (SDoH) surfaced as important for addressing these priorities. Needs for Spanish speaking residents also surfaced. The CHA included qualitative and quantitative data on San Juan County health metrics and can be found [here](#). The 2022 San Juan County CHA includes data on health status and risk factors for San Juan County.

To develop our Public Health Improvement Plan, SJCPHS focused on these priorities in particular and identified specific areas for improvement. Recognizing that many different stakeholders influence these priorities, we convened a variety of work groups to identify the top long-term and short term priorities. The narrative below outlines the community profile, the process, SJCPHS capacity, and the San Juan County Public Health Improvement Plan (PHIP).

## Community Profile

San Juan County is a rural, remote county situated in the heart of the San Juan Mountain range in southwest Colorado. The vast majority of San Juan County's (approximately) 740 year-round residents live within the Town of Silverton, the county's only municipality, situated at 9,318 feet elevation.<sup>1,2</sup> The county is in a rugged, mountainous area and most of its 389 square miles consists of federally managed land. With less than 2 people per square mile, it is the least populated county in Colorado. Services and amenities are limited. For Silverton residents, the nearest hospital, urgent care, pharmacy, airport, and full-service grocery store is 50 miles to the south in Durango or 60 miles to the north in Montrose. US Highway 550, or the Million Dollar Highway, is the only road in and out of Silverton; crosses multiple high mountain passes; and is vulnerable to closures due to rock and mudslides, avalanches and snowstorms, car accidents, and other causes. Residents also experience internet, power and cell phone service disruption due to environmental events. Since completing the Community Health Assessment, an additional primary care clinic now serves the county and residents can access primary care two days a week through Silverton Clinic and Innovation Medical Group. The Public Health Service and Emergency Medical Service are the only other entities who offer limited local healthcare.

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<sup>1</sup> US Census Bureau – Population Estimates Program. Colorado Health Information Dataset (COHID), Population Estimates, <https://cohealthviz.dphe.state.co.us/t/HealthInformaticsPublic/views/ColoradoPopulationEstimates/PopulationEstimates>. Accessed 8/31/22.

<sup>2</sup> The assessment will refer to both San Juan County and Silverton somewhat interchangeably since nearly all of county residents live in Silverton.

**Population and demographics.** San Juan County’s population has aged in the last decade, with its 2019 median age increasing from 45 years in 2014 to 51 years in 2019.<sup>3</sup> According to the local Area Agency on Aging representative, nearly one-third of residents in town are over the age of 60.<sup>4</sup> The number of families with children increased between 2010 and 2019.<sup>5</sup> Females make up 47 percent of the population and males account for 53 percent. Ninety-four percent of residents identify as White and 3 percent identify with two or more races. Fourteen percent of county residents claim Hispanic origin ethnicity and twenty-eight percent of residents over the age of five speak a language other than English at home.<sup>6</sup>

San Juan County demographics
<ul style="list-style-type: none"> <li>• 740 year-round residents</li> <li>• Aging population: Median age increased to 51 years and 30 percent of residents with 60 years or older</li> <li>• Fourteen percent Hispanic</li> <li>• Twenty-eight percent of residents speak Spanish at home</li> <li>• Median household income below state levels (\$67,000 versus \$87,000)</li> </ul>

The poverty rate decreased, though it remains higher than surrounding areas; the US Census Bureau now estimates 11.3 percent of persons are in poverty in San Juan County (compared to 9.5 percent for Durango, 6.7 percent for Ouray or 12 percent nationwide).<sup>7</sup> Many San Juan County residents used to work in the mining industry – now tourism is the main economic driver. Median household income in San Juan County is \$67,000/year (compared to \$87,000 for the state of Colorado) with the majority of residents employed in the retail and accommodation/food services sector.<sup>8</sup> According to a Housing Needs Assessment and the American Community Survey from the Census Bureau, San Juan County’s median household income increased significantly between 2010 and 2019 (48 percent).<sup>9</sup>

<sup>3</sup> Region 9 Dashboard, Data Source: US Census American Community Survey, Table B01001 5-Year Estimates. <https://www.region9edd.org/dashboards>. Accessed 3/12/2024.

<sup>4</sup> Another data source is the US Census, which reports that 25 percent of the population is between the ages of 60 and 69.

<sup>5</sup> Town Of Silverton, Housing Needs Assessment, Prepared by: Root Policy Research 2021. <https://townofsilverton.colorado.gov/sites/townofsilverton/files/San%20Juan%20and%20Silverton%20Housing%20Needs%20Assessment%20August%202021.pdf>. Access 3/12/2024. Data Source: 2010 and 2019 5-year ACS estimate.

<sup>6</sup> United States Census. QuickFacts. San Juan County Colorado. <https://www.census.gov/quickfacts/fact/table/sanjuancountycolorado/IPE120220#IPE120220>. Accessed 3/12/2024.

<sup>7</sup> United States Census. QuickFacts. San Juan County Colorado. <https://www.census.gov/quickfacts/fact/table/sanjuancountycolorado/IPE120220#IPE120220>. Accessed 3/12/2024.

<sup>8</sup> Region 9 Dashboard, Data Source: US Census American Community Survey, Table B01001 5-Year Estimates. <https://www.region9edd.org/dashboards>. Accessed 3/12/2024.

<sup>9</sup> Town Of Silverton, Housing Needs Assessment, Prepared by: Root Policy Research 2021. <https://townofsilverton.colorado.gov/sites/townofsilverton/files/San%20Juan%20and%20Silverton%20Housing%20Needs%20Assessment%20August%202021.pdf>. Access 3/12/2024. Data Source: 2010 and 2019 5-year ACS estimate.

## Prioritization Process

The prioritization process largely occurred during the development of the [2022 San Juan County Community Health Assessment](#), in which SJCPHS solicited feedback from community members and key stakeholders on the top health priorities in San Juan County. We asked respondents to recount if the priorities from the previous assessment in 2015 had changed. As mentioned previously, the top health priorities for San Juan County that emerged from the Community Health Assessment process included:

1. *Access to Care*
2. *Behavioral Health*
3. *Healthy Living*

As mentioned earlier, themes specific to seniors and youth were cross-cutting across these priorities and Social Determinants of Health featured prominently in discussions on impacts to health. To determine capacity and prioritization, we convened work groups to discuss the priorities and objectives. The work groups included:

- Health Care Taskforce
- Behavioral Health Work Group
- Resource Work Group
- Social Support Work Group

During 2023, we also led several health equity discussions with community members and leaders to help identify top priorities among our Spanish speaking community members. We used the guiding question below and also facilitated an open discussion to finalize the high-level objectives that the work groups thought we could impact.

### Sample Guiding Questions

1. What are the top priorities in this area? (goals)
2. What are we already doing (strengths)
3. What else can we do (needs/gaps/opportunities)
4. What is our ability to impact this priority (capacity)
5. What are the barriers to impacting this priority (weaknesses/threats)
6. Who is responsible?
7. What are the next steps?

Based on input from the work groups and internal brainstorming, we refined the priorities to focus on three areas and include high-level objectives that San Juan Public Health Service could work with partners to impact. We also utilized feedback from planning calls with other local health departments, which encouraged us to keep the Public Health Improvement Plan (PHIP) priorities narrow and focused. Our work groups and community engagement process aligned with the “Collaborate” section of the [CHAPS Community Engagement Spectrum](#) as community participants and leaders outside of San Juan County Public Health Service helped define and identify the top priorities for the San Juan County PHIP, both through the Community Health Assessment process and the PHIP prioritization process.

## Capacity Assessment

San Juan County Public Health Service increased capacity significantly in the last few years due to COVID funding. For a small community, we are fortunate to have local staff who have significantly increased

our capacity (e.g., behavioral health specialists, public health professional, care coordinator, Cultural Ambassador). We invested in behavioral health services, health planning, community health programming, interpretation/Language Justice, and other programs to address Social Determinants of Health and health equity. Many of these programs and services depend on recent increases in public health funding. It is unclear how long these important programs and staffing can continue due to fluctuating funding allocations at the state and federal levels.

The tables below outline our capacity assessment according to Core Public Health Services (CPHS): Foundational Services and Core Public Health Services (CPHS): Foundational Capabilities. Our areas of strength and the capacity ranking are very dependent on funding. For example, we have made significant progress in a variety of areas, but this progress is highly dependent on sustaining our current funding.



## San Juan County CPHS Capacity Assessment Matrix

	Core Public Health Services: Foundational Capabilities						
	Assessment and Planning	Communications	Policy Development and Support	Partnerships	Emergency Preparedness and Response	Organizational Competencies	Health Equity and the Social Determinants of Health
<b>Personnel and FTE*</b>	0.25	.125	.125	.5	.5	.125	.5
<b>Total funding</b>	\$18,000	\$5,000	\$20,000	\$20,000	\$30,000	\$10,000	\$35,000
<b>Areas of Strength</b>	Dedicated Health Planner position who is connected with many facets/organizations/roles in the Silverton community	Well-connected staff in the community Chamber of Commerce director also PIO	Dedicated part-time tobacco prevention coordinator, Health Planner and Director assisting in coordination and policy recommendations	Rural community with strong connections  Dedicated Health Planner position to maintain and build regional relationships	Emergency Response Coordinator serves as the Emergency Management Director	Director is an RN  Office manager also trains as tobacco prevention coordinator as well as COVID tester, vaccine coordinator	Health Planner and Director very focused on improving access to multiple populations who will benefit from access to care. Implementing programs to support health equity. Cultural Broker works in the school, connected with many families.
<b>Areas of Challenge</b>	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed
<b>Capacity Ranking</b>	Moderate to High	Moderate to High	Basic	Moderate to High	Moderate	Basic	Moderate to High

	Core Public Health Services: Foundational Services				
	Communicable Disease Prevention and Control	Environmental Public Health	Maternal, Child, Adolescent, and Family Health	Chronic Disease, Injury Prevention, and Behavioral Health Promotion	Access to and Linkage with Health Care
<b>Personnel and FTE*</b>	.75	.03125	1	1.5	.25
<b>Total funding</b>	\$70,000	\$1000	\$55,000	\$70,000	\$20,000
<b>Areas of Strength</b>	The 2 FTE's are both cross trained in testing and CI/CT	We can only offer Radon testing; all other services come through CDPHE and LPCPH	Connections of staff with the school, childcare and a strong immunization program	Offer free Behavioral health sessions in English and Spanish through CDC grant funding	Recently added another clinic to the Silverton Community through partnerships and planning
<b>Areas of Challenge</b>	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed	Funding is limited and not guaranteed
<b>Capacity Ranking</b>	Moderate to High	Basic	Moderate to High	High	Moderate to High

## PHIP Priorities

Based on the 2023 Community Health Assessment, the capacity assessment, and work sessions with our work groups and internal team, San Juan County Public Health Service developed the following Public Health Improvement Plan for 2024-2029. The data that supports these priorities is found in the [2022 San Juan County Community Health Assessment](#).

## INCREASE ACCESS TO PRIMARY, ORAL, VISION, AND BEHAVIORAL HEALTH CARE FOR SAN JUAN COUNTY RESIDENTS

1. OBJECTIVE: Establish plan for local health care delivery
  - a. Establish Health Care Task Force to promote coordination of care and strategic planning
  - b. Identify partners and providers for local health care delivery
  - c. Implement models for improving local access to care
2. OBJECTIVE: Establish regular in-town screening and check-ups
  - a. Implement semi-yearly health/resource fair
  - b. Create partnerships for mobile/local screenings (esp., oral health, cancer screenings, etc.)
  - c. Continue school-based health services
3. OBJECTIVE: Increase awareness of local and regional primary, oral and behavioral health services
  - a. Establish resource groups/coalitions for sharing information and collaborating
  - b. Establish and maintain connections with local and regional partners

## INCREASE BEHAVIORAL HEALTH SERVICES AND UTILIZATION FOR SAN JUAN COUNTY RESIDENTS

1. OBJECTIVE: Retain local behavioral health providers
  - a. Secure funding for local (community and school-based) behavioral health services
2. OBJECTIVE: Promote behavioral health services and resources
  - a. Establish behavioral health coalition and platform for sharing resources and promoting services
3. OBJECTIVE: Implement harm reduction strategies for target populations
  - a. Identify and implement annual harm reduction campaigns for target populations

## INCREASE ACCESS TO PROGRAMS/SERVICES FOR PRIORITY POPULATIONS: ADULTS AGE 60+, YOUTH/FAMILIES, LATINO RESIDENTS

1. OBJECTIVE: Target events and resources for adults age 60+, youth/families, Latino residents
  - a. Implement Community Health Worker/Care Coordinator program to support priority populations
  - b. Support events and programs that address social determinant of health for priority populations
  - c. Increase access to interpretation services to ensure equitable access and outcomes (Language Justice)
  - d. Identify options to address transportation barriers for adults age 60+ to access medical and pharmacy services



## Partnerships to Address Priorities

Partnerships are critical to addressing the priorities, goals, and strategies identified in the SJCPHS PHIP. These goals and strategies were developed through a collaborative process with community members, key stakeholders and partners, beginning with the CHA and throughout the PHIP prioritization process. To impact our priorities, we depend on partners outside of SJCPHS and we have focused on close collaboration through working groups, regular updates and coordination to solidify the goals and affect change over the next five years. As a small community, we are able to get the key stakeholders together to work on measurable progress.

## Coordination with State and Others

Colorado's Winnable Battles and the 2020-2024 Colorado Public Health Improvement Plan both identify mental health and substance use as top priorities. Recent state and federal public health partners highlight the significant role of Social Determinants of Health and health equity in improving health outcomes for vulnerable populations – SDOH remain one of the three priority areas for Healthy People 2030 and racism as a component of public health appears in the 2020-2024 Colorado Public Health Improvement Plan.<sup>10 11</sup> The San Juan County PHIP aligns with these state and federal priorities as our community has identified (1) access to behavioral health services and (2) programming to address social determinants of health for target populations as top priorities for our PHIP.

Further, access to oral health, another of Colorado's Winnable Battles, features in our top priority of improving access to care. We see significant opportunities to increase adult access to preventive and screening dental services.

## Financial Resources

Several recent funding increases have been instrumental in our ability to meet priorities and address core services.

- First, an increase in core services funding for San Juan County allowed us to better support core public health services and build capacity in our office staff.
- Second, we leveraged a CDC Workforce Grant to support behavioral health services for San Juan County residents. We recruited several behavioral health providers (including a Spanish speaking provider) and have seen increased utilization of behavioral health services in our county.
- Third, funding through the Office of Public Health Practice, Planning, and Local Partnerships supported our Health Planner position, which has been critical for completing the Community Health Assessment process; expanding regional partnerships to address priorities; and developing our Public Health Improvement Plan. We would have been unable to complete this important work without this funding.

As part of our PHIP, we are committed to seeking sustainable funding for our top priorities. We have built partnerships to address core services capacity that we lack and we are exploring additional regional

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<sup>10</sup> Social Determinants of Health at CDC; <https://www.cdc.gov/about/sdoh/index.html>; accessed 2/6/2024

<sup>11</sup> Colorado's Public Health Improvement Plan; [https://drive.google.com/file/d/1upa-dlVzRJOubu1\\_u5T7\\_JCWLHFFiE-u/view](https://drive.google.com/file/d/1upa-dlVzRJOubu1_u5T7_JCWLHFFiE-u/view); accessed 2/6/2024

partnerships to tackle our top priorities. As a small health service, we can effectively utilize small funding increases to promote big progress. We are well-integrated within the community and have leveraged partnerships with local organizations, health partners, and community groups to support Language Justice, health equity, and SDOH programming. We continue to seek funding to support access to health care (primary, oral, behavioral, vision) and programming that supports our priority populations (adults age 60+, youth and families, Latino/a residents) to improve health outcomes for our residents.

## Conclusion and Vision

San Juan County experiences unique and exciting challenges and opportunities to address community health outcomes. We are a small, frontier county, bordered by mountain passes and our residents face extreme barriers to access care. Our PHIP priorities have not changed significantly in the past seven years, but our recent accomplishments around our priorities are notable:

1. We expanded local primary care services to two days a week by recruiting an additional provider to offer services in Silverton
2. We increased utilization of behavioral health services by recruiting and funding local behavioral health providers, including a Spanish speaking provider
3. We created partnerships to offer a senior meals program to support nutrition and pro-social needs of adults age 60+
4. We established a pilot care coordination program to support access to care needs for adults age 60+
5. We established a pilot Cultural Ambassador program to support resource sharing, coordination, and interpretation among our Spanish-speaking community members
6. We trained a certified medical interpreter to support medical appointments for Spanish speaking residents
7. We sponsored a Language Justice training to increase capacity and understanding within community organizations about the need for effective community engagement through accessible interpretation, translation and language services
8. We established a variety of local and regional partnerships to support SDOH programming (e.g., access to healthy foods, emergency financial assistance, tax filing support, family resources, etc.)

Through continued core services funding and increased staff capacity, we hope to continue this success and build new opportunities to expand access to health care, promote behavioral health services, and design SDOH programming for our priority populations. Emerging from the COVID-19 pandemic, we have renewed partnerships, strong community engagement and we are well-positioned to support the overall health of our community. We know where we want to go and what is important to our community – we need continued funding, partnerships and staff to help us get there.

# San Juan County Public Health Improvement Plan and Top Priorities

*2024-2029*

Presented by:  
Becky Joyce & Dayna  
Kranker

Director & Health  
Planner

San Juan County  
Public Health

April 22, 2024



**COLORADO**  
Department of Public  
Health & Environment

**SAN JUAN COUNTY  
PUBLIC HEALTH**

*preventive health at its peak*

SILVER  
SNO  
W

## What are the top health priorities in San Juan County?

- Access to health care
- Behavioral health
- Programs for priority populations: adults age 60+, youth and families, Latino residents

# SAN JUAN COUNTY PUBLIC HEALTH IMPROVEMENT PLAN PRIORITIES 2024-2029

## 1. INCREASE ACCESS TO PRIMARY, ORAL, VISION, AND BEHAVIORAL HEALTH CARE FOR SAN JUAN COUNTY RESIDENTS

### 1. OBJECTIVE: Establish plan for local health care delivery

- a) Establish Health Care Task Force to promote coordination of care and strategic planning
- b) Identify partners and providers for local health care delivery

### 2. OBJECTIVE: Establish regular in-town screening and check-ups

- a) Implement semi-yearly health/resource fair
- b) Create partnerships for mobile/local screenings (esp., oral health, cancer screenings)
- c) Continue supporting school-based health services

### 3. OBJECTIVE: Increase awareness of local and regional primary, oral and behavioral health services

- a) Establish resource groups/coalitions for sharing information and collaborating
- b) Establish and maintain connections with local and regional partners

## 2. INCREASE BEHAVIORAL HEALTH SERVICES AND UTILIZATION FOR SAN JUAN COUNTY RESIDENTS

### 1. OBJECTIVE: Retain local behavioral health providers

- a) Secure funding for local (community and school-based) behavioral health services

### 2. OBJECTIVE: Promote behavioral health services and resources

- a) Establish behavioral health coalition and platform for sharing resources and promoting services

### 3. OBJECTIVE: Implement harm reduction strategies for target populations

- a) Identify and implement annual harm reduction campaigns for target populations

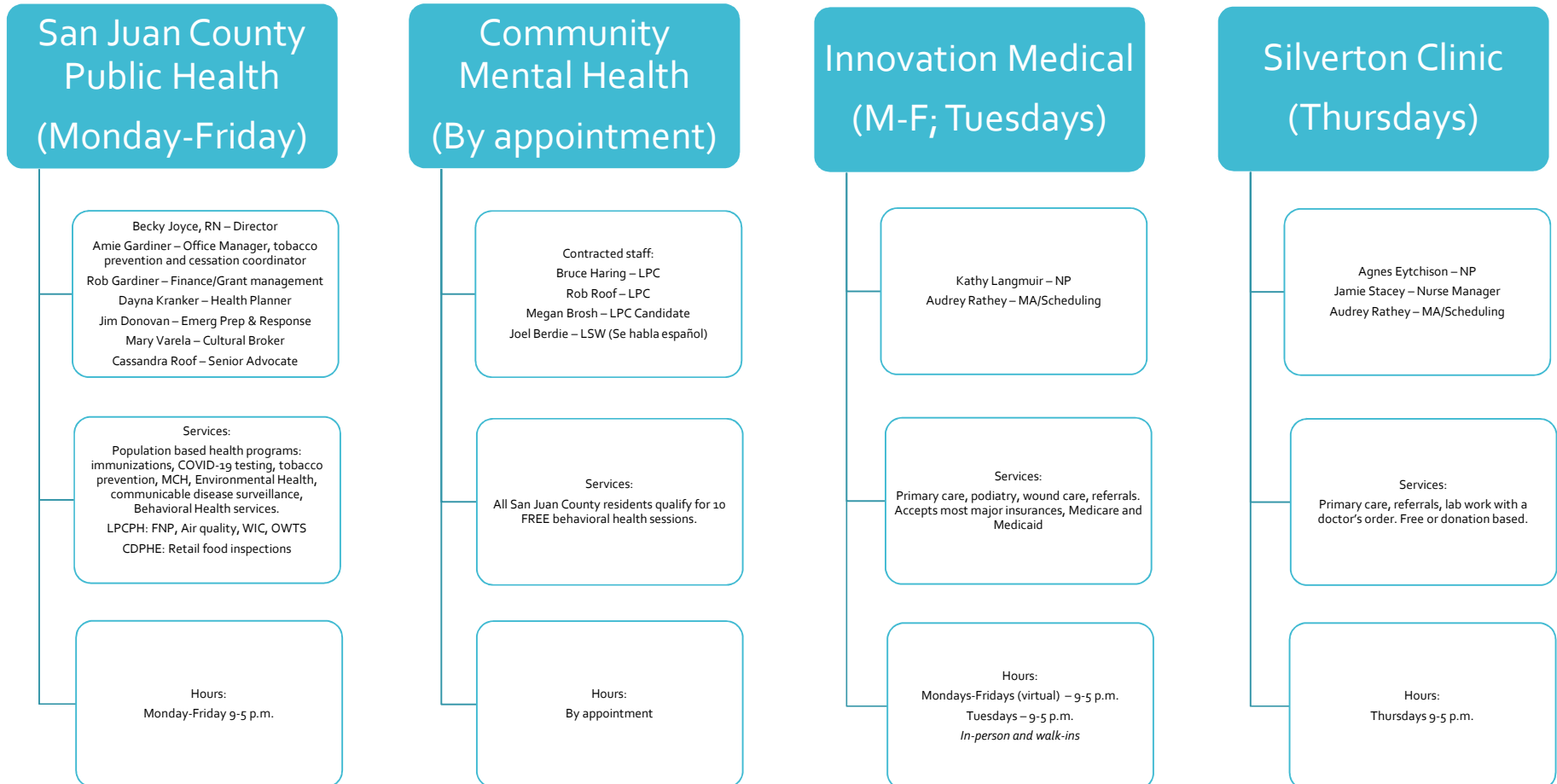
## 3. INCREASE ACCESS TO SERVICES FOR PRIORITY POPULATIONS: ADULTS AGE 60+, YOUTH AND FAMILIES, LATINO RESIDENTS

### 1. OBJECTIVE: Target events and resources for adults age 60+, youth/families, Latino residents

- a) Implement Cultural Ambassador/Care Coordinator program to support priority populations
- b) Support events and programs that address social determinants of health for priority populations
- c) Build local partnerships to increase interpretation services to ensure equitable access and outcomes (Language Justice)
- d) Identify options to address transportation barriers for adults age 60+ to access medical and pharmacy services



# Who's Who at Miner's Hospital – Access to Care



# Celebrating Success



# Coming Soon!



Health Fair  
Thursday, April 25  
4-6 p.m. @ School Gym



Retail Food Inspection  
Monday, May 13 (4-6pm)  
Tuesday, May 14 (8:30-10:30 am)  
@ Town Hall



Mobile Market  
Tuesday, May 21  
4-5 p.m. @ Silverton School



DMV2GO  
Tuesday, May 14  
8-4 p.m. @ library

Looking  
Ahead





***"Little things  
are going to  
add up to big  
things."***





**April 22, 2024**

## **4. New Business**

Items that the Board of Trustees have not discussed will appear in this agenda item. If the topic has appeared in a committee prior to the regular meeting, the topic is still considered New Business for the entire board.

Per Silverton Municipal Code [2-2-110\(6\)](#):

*New business. The Board of Trustees shall consider any business not heretofore considered, including the introduction or reading of ordinances and resolutions.*



## AGENDA MEMO

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**SUBJECT:** Resolution 2024-13 A Resolution Authorizing the Town of Silverton to Open a Sewer Fund Debt Service Reserve and a Sewer Fund Short Lived Asset Reserve Fund through COLOBank in Compliance with the USDA Loan obtained for the rehabilitation of the Sewer Collection System.

**STAFF CONTACT:** Gloria Kaasch-Buerger

**MEETING DATE:** April 22, 2024

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### **Overview:**

In December 2024 the Town of Silverton received a Grant and Loan from USDA to rehabilitate our sewer collection system (fix the sewer pipes). USDA has an extensive list of requirements in order facilitate the funding listed in their Letter of Conditions included in this packet. The Timeline for the letter of conditions has been extended 1 month, so the final closing date for the loan will be in July.

Staff is working on two projects in the Sewer Fund simultaneously:

1. Upgrading the Collections System (USDA loan/grant)
2. Designing the new Wastewater Treatment Plant (CDPHE planning grant)

### **Budget Impact:**

#### **The Town was awarded:**

USDA Loan: \$2,165,000.00 with 2.375% interest

USDA Grant: 2,764,000.00

Total Project Cost: \$4,929,000.00

### **In the Letter of Conditions, the town must have the following separate accounts:**

**7a. Debt Service Reserve-** Town is required to contribute \$699.30 per month until a balance of \$8,391.00 has accumulated.

**7b. Short-Lived Asset Reserve-** Town is required to hold \$20,266 into this account annually for the life of the loan. After these accounts are created, the administrator will transfer the above funds into the accounts.

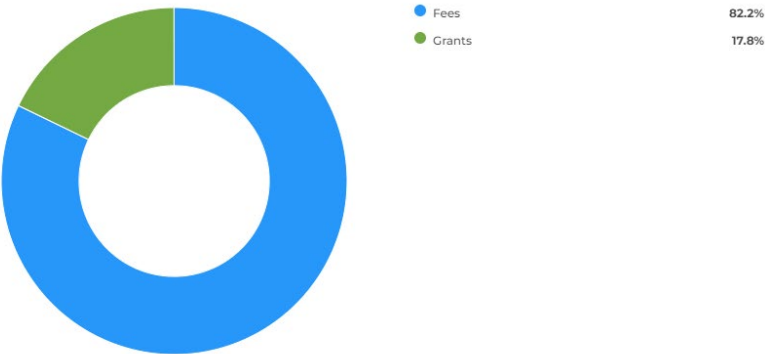
There will be a construction account required (19, page 10 of Letter of Conditions) as well, which we are working with the Bank of San Juans on meeting the FDIC insurance requirements. This will be presented at a future meeting. The town is also required to obtain an interim loan through CoBank (20, page 10 of Letter of Conditions). This requires a bond, and an ordinance will be presented at the next meeting.

Staff chose to open the bank accounts for the Debt Service and Short-Lived Assets in COLOTRUST. COLOTRUST is a statutory trust organized and existing under the laws of the state of Colorado and is intended solely for the use of Colorado local governments; the Trust was created on January 1, 1985, by an Indenture of Trust in accordance with the Pooling Act. COLOTRUST is designed to provide local governments with a convenient method for investing in high-quality, short- to medium-term securities carefully chosen to provide for safety and liquidity while still prioritizing interest earnings. COLOTrust does not meet the FDIC requirements for the construction account required by the Letter of Conditions but does earn more interest and is therefore a better option for the two other accounts required.

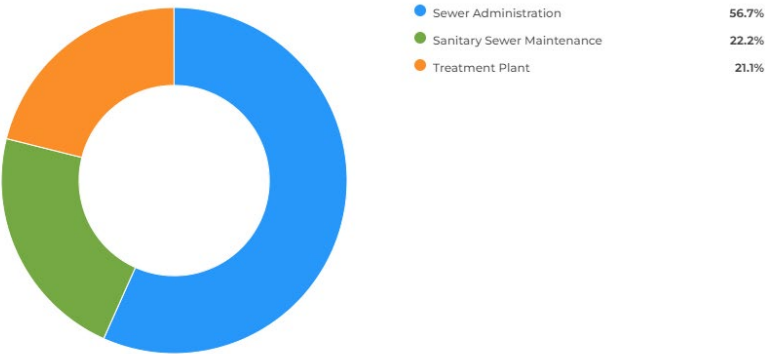
### **Additional context for new Trustees:**

An enterprise fund is a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities. These funds essentially act as their own business with revenues from fees and grants and expenditures related only to that fund.

The town of Silverton has the following Enterprise Funds: Molas Lake Fund, Sewer Fund, Water Fund, and Refuse Fund.



Since the Sewer Fund is an enterprise fund revenue consists of grants and fees for 2024. New for 2024 will be the additional revenue from Lodging Fees with an estimated income of \$25,000. 2024 Budgeted Revenue is \$420,570 does not include the lodging fees which were added at the final budget adoption meeting.



The Sewer Fund expenses include Administration, Maintenance, and the Treatment Plant. 2024 Budgeted Expenditures are \$390,211.

Administrative Fees are fees charged to the Major Enterprise funds for use of administrative services. The Town has four Enterprise Funds outside of the General Fund including Water, Sewer, Refuse, and Molas. Each fund is charged a percentage of staff time it takes to administrate that Fund. This increased significantly from 2020 because salaries have increased. A

reduced administrative fee was proposed for 2024 (taking out fees charged from Parks and Facilities and Events and Communications), but this needs to be revisited with the updated rate study and will be a future topic on the board’s agendas leading up to the adoption of the 2025 budget. Please see the 2024 administrative fee calculations below:

Town of Silverton  
Administrative Fee Allocation  
2024 Budget

Staff t/b Allocated				Staff Fund Allocation			
	\$ Amount	% Allocated	\$ t/b Allocated		% Allocated by Fund	Annual Total	
Administrator	105,930	20%	21,186	WATER	50%	245,561	A
Clerk/Treasurer	148,319	50%	74,160	SEWER	34%	166,981	B
Planner	86,365	15%	12,955	REFUSE	4%	19,645	C
Public Works	610,250	60%	366,150	MOLAS	12%	58,935	D
Parks&Facilities		25%	-				
Building & Code	111,139	15%	16,671		100%	491,121	**
Events&Communications	-	5%	-				
			-				
TOTAL:	1,062,003	46%	491,121				

General Services Accts t/b Allocated				General Services Fund Allocation			
Town Board	30,136			Water Share	25%	111,805	A
Financial Admin	18,000			Sewer Share	10%	44,722	B
Legal Services	40,000			Refuse Share	2%	8,944	C
General Govt Ops	171,535			Molas Share	3%	13,417	D
Town Hall	56,644						
Carriage House	16,250						
Bond Principle	114,656	took out anesi park \$95,622					
Total:	447,221				40%	178,888	**

TOTAL ALLOCATIONS			
	Total	per 1/4	
WATER	357,366	89,341	Sum of "A's"
SEWER	211,703	52,926	Sum of "B's"
REFUSE	28,589	7,147	Sum of "C's"
MOLAS	72,351	18,088	Sum of "D's"
Total:	670,010	167,502	

All funds are kept in the same bank account with the exception of the Conservation Trust Fund, which must be its own bank account and our reserve funds which are held in CDs and in an investment account. Now we are required to open 3 more accounts to complete the loan requirements.

Staff Recommendation:

Staff recommends the adoption of this resolution to open the required bank accounts.

Master Plan Priority:

Investing in Infrastructure STRATEGY A: Invest in Maintenance and Upgrades of Existing and New Utility Infrastructure

Attachments:

- Resolution 2024-13
- 12.14.23 USDA Letter of conditions

Suggested Motion or Direction:

Motion to adopt Resolution 2024-13 A Resolution Authorizing the Town of Silverton to Open a Sewer Fund Debt Service Reserve and a Sewer Fund Short Lived Asset Reserve Fund through COLOBank in Compliance with the USDA Loan obtained for the rehabilitation of the Sewer Collection System.



## **RESOLUTION 2024-13**

### **A RESOLUTION AUTHORIZING THE TOWN OF SILVERTON TO OPEN A SEWER FUND DEBT SERVICE RESERVE AND SEWER FUND SHORT LIVED ASSET RESERVE FUND WITH COLOBANK TO BE IN COMPLIANCE WITH THE USDA LOAN OBTAINED FOR THE REHABILITATION OF THE SEWER COLLECTION SYSTEM.**

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

**WHEREAS**, the Trust is a statutory trust formed under the laws of the state of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment, and protection of public funds; and

**WHEREAS**, The Town of Silverton currently banks with COLOTRUST for its reserve funds; and

**WHEREAS**, the Town of Silverton received a USDA Rural Development Loan in the amount of \$2,165,000.00 to facilitate the sewer line replacement and collection requiring a debt service reserve of 10% of one annual payment per year for ten years or until the balance is equal to one annual loan payment; and

**WHEREAS**, the Town of Silverton received a USDA Rural Development loan in the amount of \$2,165,000.00 to facilitate the sewer line replacement and collection requiring a short-lived asset reserve with a minimum annual deposit of \$20,266.00 as defined in the December 14, 2024 Letter of Conditions;

### **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO THAT:**

1. The Town of Silverton Board of Trustees approve the opening of a Sewer Fund Debt Service Reserve through COLOTrust with monthly installments of \$699.30 per month until a total of \$8,391.60 has accumulated as defined in the attached December 14, 2024 Letter of Conditions; and
2. The Town of Silverton Board of Trustees approved the opening of a Sewer Fund Short Lived Asset Reserve through COLOTrust with an annual deposit of \$20,266.00 for the



life of the loan to pay for repairs and/or replacement of major systems assets as defined in the December 14, 2024 Letter of Conditions;

THIS RESOLUTION was approved and adopted the 22nd day of April 2024 by the Board of Trustees of the Town of Silverton, Colorado.

TOWN OF SILVERTON, COLORADO

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Dayna Kranker, Mayor

ATTEST:

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Melina Marks Lanis, Town Clerk



**Rural Development**

Alamosa Office

101 S. Craft Drive  
Alamosa, CO 80111

Voice: 719-589-5661  
ext. 4

FAX: 844-206-7030

December 14, 2023

Town of Silverton  
Shane Fuhman  
PO Box 250  
Silverton, CO 81433

**SUBJECT:** Letter of Conditions  
Town of Silverton  
Project Name: Sewer line replacement and collection  
CFDA NUMBER -10.770

Agency Loan: \$2,165,000  
Agency Grant: \$2,764,000

Dear Mr. Fuhman:

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. The loan and grant will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA Rural Development (RD), both of which are referred to throughout this letter as the Agency. Any changes in project cost, source of funds, scope of project, or any other significant changes in the project or applicant must be reported to and concurred with by the Agency by written amendment to this letter. This includes any significant changes in the Applicant's financial condition, operation, organizational structure or executive leadership. Any changes made without Agency concurrence shall be cause for discontinuing processing of the application.

This letter does not constitute loan and grant approval, nor does it ensure that funds are or will be available for the project. The funding is being processed on the basis of a loan not to exceed \$2,165,000 and a grant not to exceed \$2,764,000. The loan and grant will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds" is signed by the Agency approval official.

The applicant will ensure projects are completed in a timely, efficient, and economical manner. You must meet all conditions set forth under Section III – Requirements Prior to Advertising for Bids within 1 year of this letter.

If you do not meet the conditions of this letter, the Agency reserves the right to withdraw Agency funding.

If you agree to meet the conditions set forth in this letter and desire further

## Town of Silverton- Sewer line replacement and collection

consideration be given to your application, please complete and return the following forms within 10 days:

Form RD 1942-46, "Letter of Intent to Meet Conditions"

Form RD 1940-1, "Request for Obligation of Funds"

All parties may access information and regulations referenced in this letter at our website located at: [Water and Environmental Programs | Rural Development \(usda.gov\)](https://www.usda.gov/programs/water-and-environmental-programs/rural-development)

The conditions are as follows:

### **SECTION I - PROJECT SCOPE**

**1. Project Description** – Funds will be used to rehabilitate the towns wastewater collections system and minor replacement improvements.

Facilities will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies. The proposed facility design must be based on the Preliminary Engineering Report (PER), prepared by SGM dated December 2022 and amended April 2023, as concurred with by the Agency.

**2. Project Funding** – The Agency is offering the following funding for your project:

Agency Loan -	\$ 2,165,000
Agency Grant -	\$ 2,764,000
<b>TOTAL PROJECT COST -</b>	<b>\$ 4,929,000</b>

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Prior to loan closing, any increase in non-Agency funding will be applied first as a reduction to Agency grant funds, up to the total amount of the grant, and then as a reduction to Agency loan funds.

The applicant must certify that they have exhausted all other funding avenues and have no pending funding considerations from any other sources. Further, the applicant must certify that they do not intend to apply anywhere else for funding for this project. If, after obligation of Agency funds, other funding becomes available, the Agency reserves the right to deobligate any and all funding for this project and to re-underwrite. This may result in the offering of a different funding package to for this project.

Prior to advertisement for construction bids, you must provide evidence of applicant contributions and other funding sources. This evidence should include a copy of the commitment letter. Agency funds will not be used to pre-finance funds committed to the project from other sources.

**3. Project Budget** – Funding from all sources has been budgeted for the estimated expenditures as follows:

<b><u>Project Costs:</u></b>	<b><u>Total Budgeted:</u></b>
Construction	3,613,064.
Engineering Services	718,600.
<i>Basic Services</i>	<i>301,800.</i>
<i>Resident Project Representation</i>	<i>302,500.</i>
<i>Construction Administration</i>	<i>114,300.</i>
Interim Interest	174,700.
Legal & Bond Counsel fees	72,600.
Contingency	350,036.
<b>TOTAL</b>	<b>\$4,929,000</b>

Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. Obligated loan and/or grant funds not needed to complete the proposed project will be deobligated. Any reduction will be applied to Agency grant funds first. If actual project costs exceed the project cost estimates, an additional contribution by the Owner may be necessary. An “Amended Letter of Conditions” will be issued for any changes to the total project budget.

**4. Project Timeline** – To ensure that the project proceeds in a timely manner, key processing milestones have been established in accordance with the PER or other Agency approved documentation. **Projects should be completed and Agency funds fully disbursed within three years of obligation.** By agreeing to the terms herein, you agree to comply with the milestones identified below. If, for any reason, one or more of the milestones cannot be met, you must notify the Agency in writing at least 30 days prior to the referenced date. Should your final completion date become more than three years after obligation the written request will follow the procedures outlined in Section VI of this letter, including the submission of not less than 90 days prior to the benchmark. The correspondence must contain a valid explanation as to why the milestone cannot be met and include a proposed revised project completion schedule. If the Agency agrees to the modification, a written confirmation will be issued. The Agency reserves the right to de-obligate loan and/or grant funds, or take other appropriate action, if the established or amended deadlines are not met.

<b><u>Milestone</u></b>	<b><u>Date</u></b>
Plans & Specifications, and Design Complete	05/01/2024
Initial Advertisement for Bids	06/01/2024
Award Contract(s)/Initiate Construction	08/07/2024
Substantial Completion	10/31/2025
Final Completion	12/27/2025

## **SECTION II – RATES & TERMS**

**5. Interest Rates and Loan Terms** – The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing, unless you request otherwise. Should the interest rate be reduced, the payment will be recalculated to the lower amount. The payment due date will be established as the day that the loan closes.

Your loan will be scheduled for repayment over a period of 40 years. Payments will be equal monthly amortized installments, beginning one month after closing. For planning purposes, use a 2.375% interest which provides for a monthly payment of \$6,993. The precise payment amount will be based on the interest rate at which the loan is closed and may be different than the one above.

**Security** – The loan will be secured by a Revenue bond with first lien position in the amount of \$2,165,000. The bond will be fully registered as to both principal and interest in the name of the “United States of America, Acting through the United States Department of Agriculture.” Bond Counsel will be utilized in preparation of these documents.

The bond and any ordinance or resolution relating thereto must not contain any provision in conflict with the Agency Loan Resolution, applicable regulations, or associated laws. There must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 U.S.C. 1983.

Additional security requirements are contained in RUS Bulletin 1780-27, “Loan Resolution and RUS Bulletin 1780-12, “Water and Waste System Grant Agreement”. A draft of all security instruments, including draft bond resolution, must be reviewed and concurred in by the Agency prior to advertising for bids. Bond/loan resolutions must be duly adopted and executed prior to loan closing.

The Grant Agreement will be executed prior to the first disbursement of grant funds. The grantee understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 2 CFR part 200 in effect at this time and as may be subsequently modified. The grantee understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation the project.

**7. Reserves** – Reserves must be properly budgeted and set aside to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated emergency repairs, to assist with debt service should the need arise, and for the replacement of assets which have a useful life less than the repayment period of the loan. The following reserves are required to be established as a condition of this loan:

- a. **Debt Service Reserve** – As a part of this Agency loan proposal, you must establish a debt service reserve fund equal to at least one annual loan installment that accumulates at the rate of 10% of one annual payment per year for ten years or until the balance is equal to one annual loan payment. For planning purposes, 10% of the proposed loan installment would equal \$699.30 per month; this amount should be deposited monthly until a total of \$8,391.60 has accumulated. Prior written concurrence from the Agency



must be obtained before funds may be withdrawn from this account during the life of the loan. When funds are withdrawn during the life of the loan, deposits will continue as designated above until the fully funded amount is reached.

- b. **Short-Lived Asset Reserve** – In addition to the debt service reserve fund, You must establish a short-lived asset reserve fund. Based on the PER, you must deposit at least \$20,266 into the short-lived asset reserve fund annually for the life of the loan to pay for repairs and/or replacement of major system assets. It is your responsibility to assess your facility's short-lived asset needs on a regular basis and adjust the amount deposited to meet those needs.

### **SECTION III –REQUIREMENTS PRIOR TO ADVERTISING FOR BIDS**

**8Organization** – The Bond Counsel transcripts of proceedings must show that your organization is a duly incorporated public body and has continued legal existence. Your organization must have the authority to own, construct, operate, and maintain the proposed facility, as well as for borrowing money, pledging security and raising revenues.

**9. Suspension and Debarment Screening** – You will be asked to provide information on the principals of your organization. Agency staff must conduct screening for suspension and debarment of the entity, as well as its principals through the Do Not Pay Portal.

Principal –

- i. An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- ii. A consultant or other person, whether or not employed by the participant or paid with federal funds, who –
  - 1. Is in a position to handle federal funds;
  - 2. Is in a position to influence or control the use of those funds; or,
  - 3. Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction. (2 CFR §180.995)

**10. Environmental Requirements** The project, as proposed, has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and/or permits may apply or be required. If the project or any project element deviates from or is modified from the originally approved project, additional environmental review may be required.

**11. Engineering Services** – You have been required to complete an Agreement for Engineering Services, which should consist of the Engineers Joint Contract Documents Committee (EJCDC) documents as indicated in RUS Bulletin 1780-26, “Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance,” or other approved form of agreement. The Agency will provide concurrence prior to advertising for bids and must approve any modifications to this agreement.

**12. Contract Documents, Final Plans, and Specifications-** All development will be completed by contract in accordance with applicable provisions of RUS Instruction 1780, Subpart C – Planning, Designing, Bidding, Contracting, Constructing and Inspections, (copy available upon request), and in compliance with all statutory requirements. You are responsible to share this with your engineer before pre-design.

- a. The plans and specifications and all proposals required by law must be approved by Colorado Department of Public Health and Environmental
- b. In preparing final design and providing service to the planned project area, you and your engineer will comply with all zoning and planning requirements of the appropriate governing bodies where service is to be provided.
- c. The Agency will need to concur in the plans and specifications prior to advertising for bids. The Agency may require an updated cost estimate if a significant amount of time has elapsed between the original project cost estimate and advertising for bids.
- d. The use of any procurement method other than competitive sealed bids must be requested in writing and approved by the Agency.
- e. The contract documents must consist of the EJCDC construction contract documents as indicated in RUS Bulletin 1780-26 or other Agency-approved forms of agreement.

**13. Build America, Buy America (BABAA) Requirements-** Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- a. all iron and steel permanently installed in the project are produced in the United States-- this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- b. all manufactured products permanently installed in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- c. all construction materials permanently installed are manufactured in the United States— this means that all manufacturing processes for the construction material occurred in the United States.

The BABAA requirement applies to the entirety of an infrastructure project even if only a portion of the project is funded by Federal funds.

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The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

### *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- a. applying the domestic content procurement preference would be inconsistent with the public interest;
- b. the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- c. the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

### *Definitions*

“Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

“Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

“Project” means the construction, alteration, maintenance, or repair of infrastructure in the United States.

Owners are ultimately responsible for compliance with the evidence standards as outlined in the Build America Buy America (BABAA) appendix to this Letter. Owners are required to maintain records as specified in their loan or grant agreement, but in all cases, they should maintain records for a minimum of three years after the final expenditure report. Minimum records include certifications from manufacturers, the architect/engineer, and the prime contractor. Supporting documentation includes purchasing records and notes and photos taken by the Resident Project Representative (RPR). Further guidance regarding certifications will be provided by the Agency.

**14. Legal Services** –A legal services agreement is required with your attorney and bond counsel, if applicable, for any legal work needed in connection with this project. The agreement should stipulate an hourly rate for the work, with a “not to exceed” amount for the services, including reimbursable expenses. RUS Bulletin 1780-7, “Legal Services Agreement,” or similar format may be used. The Agency will provide concurrence prior to advertising for bids. Any changes to the fees or services spelled out in the original agreement must be reflected in an amendment to the agreement and have prior Agency concurrence.

**15. Property Rights** - Prior to advertising for bids, you and your legal counsel must furnish satisfactory evidence that you have adequate continuous and valid control over the lands and rights-of-way needed for the project. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Such control over the lands and rights will be evidenced by the following:

- a. **Right-of-Way Map** – Your engineer will provide a map clearly showing the location of all lands and rights-of-way needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof.
- b. **Form RD 442-20, “Right-of-Way Easement”** – This form, or similar format, may be used to obtain any necessary easements for the proposed project.
- c. **Form RD 442-21, “Right-of-Way Certificate”** – You will provide a certification on this form that all right-of-way requirements have been obtained for the proposed project.
- d. **Form RD 442-22, “Opinion of Counsel Relative to Rights-of-Way”** – Your attorney will provide a certification and legal opinion on this form addressing rights-of-way, easements, and title.

The approving official may waive title defects or restrictions, such as utility easements, that do not adversely affect the suitability, successful operation, security value, or transferability of the facility. Any such waivers must be provided by the approving official in writing prior to closing or the start of construction, whichever occurs first.

You are responsible for the acquisition of all property rights necessary for the project and for determining that prices paid are reasonable and fair. The Agency may require an appraisal by an independent appraiser or Agency employee in order to validate the price to be paid.

**16. System Policies, Procedures, Contracts, and Agreements** – The facility must be operated on a sound business plan which involves adopting policies, procedures, and/or ordinances outlining the conditions of service and use of the proposed system. Mandatory connection policies should be used where enforceable. The policies, procedures, and/or ordinances must contain an effective collection policy for accounts not paid in full within a specified number of days after the date of billing. They should include appropriate late fees, specified timeframes for disconnection of service, and reconnection fees. A draft of these policies, procedures, and/or ordinances must be submitted for Agency review and concurrence, along with the documents below, before closing instructions may be issued unless otherwise stated.

- a. Conflict of Interest Policy** – Prior to obligation of funds, you must certify in writing that your organization has in place up-to-date written standards of conduct covering conflict of interest. The standards of conduct must include disciplinary actions in the event of a violation by officers, employees, or agents of the borrower. The standards identified herein apply to any parent, affiliate or subsidiary organization of the borrower that is not a state or local government, or Indian Tribe. Policies and accompanying documents shall be furnished to Rural Development upon request.

You must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest. Disclosure must be in the form of a written letter signed and dated by the applicant's official. A negative disclosure in the same format is required if no conflicts are anticipated.

Sample conflict of interest policies may be found at the National Council of Nonprofits website, <https://www.councilofnonprofits.org/tools-resources/conflict-of-interest>, or in Internal Revenue Service Form 1023, Appendix A, "Sample Conflict of Interest Policy," at <http://www.irs.gov/pub/irs-pdf/i1023.pdf>. Though these examples reference non-profit corporations, the requirement applies to all types of Agency borrowers.

Assistance in developing a conflict of interest policy is available through Agency-contracted technical assistance providers if desired.

Fully executed copies of any policies, procedures, ordinances, contracts, or agreements above must be submitted prior to loan closing, with the exception of the conflict of interest policy, which must be in place prior to obligation of funds.



**17. Closing Instructions** – The Agency will prepare closing instructions as soon as the requirements of the previous paragraphs are complete, as well as a draft of the security instrument(s). Both your bond and legal counsel must comply with these instructions when closing the Agency loan/grant.

**18. System Users** – This letter of conditions is based upon your indication at application that there will be at least 512 residential users, 90 non-residential users on the existing system when construction is completed.

Before the Agency can agree to the project being advertised for construction bids, you must certify that the number of users indicated at application are currently using the system or signed up to use the system once it is operational.

If the actual number of existing and/or proposed users that have signed up for service is less than the number indicated at the time of application, you must provide the Agency with a written plan on how you will obtain the necessary revenue to adequately cash flow the expected operation, maintenance, debt service, and reserve requirements of the proposed project (e.g., increase user rates, sign up an adequate number of other users, reduce project scope, etc.). Similar action is required if there is cause to modify the anticipated flows or volumes presented following approval.

**19. Construction Account** – A separate construction account is not required for project funds. However, the recipient must be able to separately identify, report and account for all Federal funds, including the receipt, obligation and expenditure of funds, in accordance with 2 CFR 200.305. These funds must be deposited in a bank with Federal Deposit Insurance Corporation (FDIC) insurance coverage. **If the balances at the financial institution where federal funds will be deposited exceeds the FDIC insurance coverage, the excess amount must be collaterally secured up to 100 percent of the highest amount of funds expected to be deposited in the account at any one time, per the Department of Treasury regulations and requirements.**

**20. Interim Financing** – The Agency’s policy is to utilize interim financing for all loans exceeding \$500,000. Prepayment penalties on interim financing are not allowed. Borrowers are required to seek interim financing initially from private or cooperative lenders if funds can be borrowed at reasonable interest rates on an interim basis from those sources for the construction period. The fact that a commercial lender’s rates are higher than current Agency interest rates does not necessarily mean that the commercial rate is not reasonable.

**21. Proposed Operating Budget** – You must establish and/or maintain a rate schedule that provides adequate income to meet the minimum requirements for operation and maintenance (O and M), debt service, and reserves. Prior to advertising for bids, you must submit a proposed annual operating budget to the Agency, as well as your proposed rate schedule. The operating budget should be based on a typical year cash flow after completion of the construction phase and should be signed by the appropriate official of your organization. Form RD 442-7, “Operating Budget,” or similar format may be utilized for this purpose. It is expected that O and

M expenses will change over each successive year and user rates will need to be adjusted on a regular basis.

Technical assistance is available at no cost to help you evaluate and complete a rate analysis on your system. This assistance is available free to your organization. If you are interested, please contact our office for information.

**22. Permits** –The owner or responsible party will be required to obtain all applicable permits for the project, prior to advertising for bids. The consulting engineer must submit written evidence that all applicable permits required prior to construction have been obtained with submission to the Agency of the final plans, specifications, and bid documents.

**23. Risk and Resilience Assessment/Emergency Response Plan (RRA/ERP)** –The Agency requires all financed water and wastewater systems to have a RRA/ERP in place. New water or wastewater systems must provide a certification that an ERP is complete prior to the start of operation, and a certification that an RRA is complete must be submitted within one year of the start of operation. Borrowers with existing systems must provide a certification that an RRA/ERP has been completed prior to advertising for bids. Technical assistance is available in preparing these documents at no cost to you.

Before funds are drawn, you should have in place a cybersecurity plan, a supply chain plan, and a plan to comply with cybersecurity requirements of the National Institute of Science and Technology and the Cybersecurity and Infrastructure Security Administration. These items should be addressed in the RRA/ERP.

The RRA/ERP documents themselves are not submitted to the Agency. The RRA/ERP must address potential impacts from natural disasters and other emergency events. It should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. The documents should be reviewed and updated every five years at a minimum.

**24. Bid Authorization** - Once all the conditions outlined in Section III of this letter have been met, the Agency will authorize you to advertise the project for construction bids. Such advertisement must be in accordance with applicable State statutes.

#### **SECTION IV - REQUIREMENTS PRIOR TO START OF CONSTRUCTION**

**25. Disbursement of Agency Funds** - Agency funds will be disbursed electronically into the construction account as they are needed. SF 3881, “ACH Vendor/Miscellaneous Payment Enrollment Form,” must be completed and submitted to the Agency prior to commencement of construction.

The order of disbursement is as follows: 1) Applicant contribution, 2) other funding sources, 3) interim financing or Agency loan funds, and 4) Agency grant funds. Interim financing or Agency loan funds will be expended after all other funding sources unless a written agreement is reached with all other funding sources on how funds are to be disbursed prior the first disbursement. Interim financing funds or Agency loan funds must be used prior to the use of

## Town of Silverton- Sewer line replacement and collection

Agency grant funds. Agency Grant funds must not be disbursed prior to loan funds except as authorized in 7 CFR 1780.45(d).

Grant funds are to be deposited in an interest-bearing account (exception provided below) in accordance with 2 CFR Part 200 and interest in excess of \$500 per year remitted to the Agency. The funds should be disbursed by the recipient immediately upon receipt, and there should be little interest accrual on the Federal funds. Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless:

- The recipient receives less than \$120,000 in Federal awards per year.
- The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
- The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
- A foreign government or banking system prohibits or precludes interest-bearing accounts.

**26. Bid Tabulation** – Immediately after bid opening, you must provide the Agency with the bid tabulation and your engineer's evaluation of bids and recommendations for contract awards. If the Agency agrees that the construction bids received are acceptable, adequate funds are available to cover the total project costs, and all the requirements of Section III of this letter have been satisfied, the Agency will authorize you to issue the Notice of Award.

- a. Cost Overruns** – If bids are higher than expected, or if unexpected construction problems are encountered, you must utilize all options to reduce cost overruns. Negotiations, redesign, use of bidding alternatives, rebidding or other means will be considered prior to commitment of subsequent funding by the Agency. Any requests for subsequent funding to cover cost overruns will be contingent on the availability of funds. Cost overruns exceeding 20 percent of the development cost at time of loan or grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date.
- b. Excess Funds** - If bids are lower than anticipated at time of obligation, excess funds must be deobligated prior to start of construction except in the cases addressed in this paragraph. In cases where the original PER for the project included items that were not bid, or were bid as an alternate, the State Office official may modify the project to fully utilize obligated funds for those items. Amendments to the PER, ER, and Letter of Conditions may be needed for any work not included in the original project scope. In all cases, prior to start of construction, excess funds will be deobligated, with grant funds being deobligated first. Excess funds do not include contingency funds as described in this letter.

**27. Suspension and Debarment Screening** – In accordance with 2 CFR Part 180, Subpart C, as a condition of the transaction and the responsibilities to persons at the next lower tier with whom you enter into transactions, you must conduct screening for suspension and debarment of lower tier recipients (e.g., vendors, contractors, etc.).

**28. Contract Review** – Your attorney will certify that the executed contract documents, including performance and payment bonds, if required, are adequate and that the persons executing these documents have been properly authorized to do so in accordance with 7 CFR 1780.61(b).

Once your attorney has certified that they are acceptable, the contract documents will be submitted to the Agency for concurrence. Construction cannot commence until the Agency has concurred in the construction contracts.

**29. Final Rights of Way** – Your attorney or title company must furnish a separate final title opinion or Title Insurance Policy on all real property related to the facility, now owned and to be acquired for this project, as of the day of loan closing or start of construction, whichever occurs first. Form RD 1927-10, “Final Title Opinion” may be used.

If any of the right-of-way forms listed previously in this letter contain exceptions that do not adversely affect the suitability, successful operation, security value, or transferability of the facility, the approving official must provide a written waiver prior to the issuance of the Notice to Proceed.

**30. Insurance and Bonding Requirements** - Prior to the start of construction or loan closing, whichever occurs first, you must acquire and submit to the Agency proof of the types of insurance and bond coverage for the borrower shown below. The use of deductibles may be allowed, providing you have the financial resources to cover potential claims requiring payment of the deductible. The Agency strongly recommends that you have your engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is your responsibility and not that of the Agency to assure that adequate insurance and fidelity bond coverage is maintained.

- a. **General Liability Insurance** – Include vehicular coverage.
- b. **Workers’ Compensation** – In accordance with appropriate State laws.
- c. **Guaranty or Fidelity Insurance**—Coverage for all persons who have access to funds, including persons working under a contract or management agreement. Coverage may be provided either for all individual positions or persons, or through “blanket” coverage providing protection for all appropriate employees. Each position is to be insured in an amount equal to the maximum amount of funds expected to be under the control of that position at any one time. The minimum coverage allowed will be an amount equal to the total annual debt service payment on the Agency loans. The coverage may be increased during construction based on the anticipated monthly advances.
- d. **National Flood Insurance** - If the project involves acquisition or construction in a designated special flood area, the community in which the acquisition or construction is situated must be currently participating in the national flood insurance program. Additionally, if the project involves acquisition or construction in designated special flood or mudslide prone areas, a flood insurance policy must be in place at the time of loan closing.
- e. **Real Property Insurance** – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not

normally insured, and subsurface lift stations except for the value of electrical and pumping equipment. The Agency will be listed as mortgagee on the policy when the Agency has a lien on the property. Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all facilities identified above.

The Agency is to be listed as “Other Insured” so as to receive notifications on all insurance, regardless of security. Insurance types described above are required to be continued throughout the life of the loan. See Section VII.

**31. Initial Civil Rights Compliance Review** – The Agency will conduct an initial civil rights compliance review of the borrower prior to loan closing or start of construction, whichever occurs first, in accordance with 7 CFR 1901, Subpart E. You are expected to comply with the completion of the review, including the furnishing of any documents, records, or other applicable material.

## **SECTION V – REQUIREMENTS PRIOR TO CLOSING**

**32. Interim Financing.** Interim financing is being used. Generally, loan closing will occur near the end of construction when interim funds are fully disbursed. Documents detailed above from Sections II and III regarding security, electronic payments (Form 3550-28), and system policies, procedures, contracts, and agreements must be adopted and/or executed and submitted to the Agency prior to loan closing.

**33. Electronic Payments** – Payments will be made through an electronic preauthorized debit system. You will be required to complete Form RD 3550-28, “Authorization Agreement for Preauthorized Payments,” for all new and existing indebtedness to the Agency prior to loan closing.

**34. Other Requirements** – All requirements contained in the Agency’s closing instructions, as well as any requirements of your bond counsel and/or attorney, must be met prior to loan closing.

- a. **System for Award Management.** You will be required to maintain a Unique Entity ID (UEI) and maintain an active registration in the System for Award Management (SAM) database. Renewal can be completed online at: <http://sam.gov>. This registration must be renewed and revalidated every 12 months for as long as there is an active loan, grant, or guaranteed loan with the Agency.

To ensure the information is current, accurate and complete, and to prevent the SAM account expiration, the review and updates must be performed within 365 days of the activation date, commonly referred to as the expiration date. The registration process may take up to 10 business days. (See 2 CFR Part 25 and the “Help” section at <http://sam.gov>).

- b. **Litigation.** You are required to notify the Agency within 30 days of receiving notification of being involved in any type of litigation prior to loan closing or start of



construction, whichever occurs first. Additional documentation regarding the situation and litigation may be requested by the Agency.

- c. **Certified Operator.** Evidence must be provided that your system has or will have a certified operator, as defined by applicable State or Federal requirements, available prior to the system becoming operational, or that a suitable supervisory agreement with a certified operator is in effect.

## **SECTION VI – REQUIREMENTS DURING CONSTRUCTION AND POST CONSTRUCTION**

**35. Construction Completion Timeframe** – Following the benchmarks established in Section I, Item 4, Project Timeline, all projects should be completed and Agency funds fully disbursed within three years of the date of obligation. If funds are not disbursed within three years of obligation and you have not already done so per Section I, Item 4, you must submit a written request for extension of time to the Agency with adequate justification of the circumstances, including any beyond your control. The request must be submitted at least 90 days prior to the end of the three-year timeframe and include a revised estimated date of completion. The Agency will typically only allow one extension. Subsequent requests for waivers beyond the initial extension or requests that exceed five years from the initial date of obligation will be submitted to the RUS, Water and Environmental Programs for consideration. The Agency retains the right to de-obligate any loan and/or grant monies, or take other appropriate action, related to unliquidated funds that exceed the timeframes above and are not under an active extension.

**36. Resident Inspector(s)** – Full-time inspection is required unless you request an exception. Such requests must be made in writing and the Agency must provide written concurrence. Inspection services are to be provided by the consulting engineer unless other arrangements are requested in writing and concurred with by the Agency. A resume of qualifications of any resident inspector(s) will be submitted to the owner and Agency for review and concurrence prior to the pre-construction conference. The resident inspector(s) must attend the preconstruction conference.

**37. Preconstruction Conference** – A preconstruction conference will be held prior to the issuance of the Notice to Proceed. The consulting engineer will review the planned development with the Agency, owner, resident inspector, attorney, contractor, other funders, and other interested parties, and will provide minutes of this meeting to the owner and Agency.

**38. Inspections** - The Agency requires a preconstruction conference, pre-final, final, and warranty inspections. Your engineer will schedule a warranty inspection with the contractor and the Agency before the end of the [one-year] warranty period to address and/or resolve any outstanding warranty issues. The Agency will conduct an inspection with you of your records management system at the same time and will continue to inspect the facility and your records system every three years for the life of the loan. See Section VII of this letter.

**39. Change Orders** – A Change Order must be submitted for all modifications to the approved scope of work, including existing contracts. This includes non-physical modifications such as any time extension requests. Prior written Agency concurrence is required for all Change Orders.

**40. Payments** – Prior Agency concurrence is required for all invoices and requests for payment before Agency funds will be released. Requests for payment related to a contract or service agreement will be signed by the owner, project engineer, and contractor or service provider prior to Agency concurrence. Invoices not related to a construction contract or service agreement will include the owner's written concurrence.

**41. Use of Remaining Funds** – As stated above, applicant contribution and connection or tap fees will be the first funds expended in the project. Funds remaining after all costs incident to the basic project have been paid or provided will be handled as follows:

- a. Funds remaining after the applicant contribution and connection fees may be considered in direct proportion to the amounts of funding obtained from each source. The use of Agency funding will be limited to eligible loan and grant purposes, provided the use will not result in major changes to the original scope of work and the purpose of the loan and grant remains the same.
- b. Any reductions in the Agency funding will be first applied to the grant funds.
- c. Grant funds not expended for authorized purposes will be cancelled (de-obligated) within 60 days of final completion of project. Prior to actual cancellation, you, your attorney and engineer will be notified of the Agency's intent to cancel the remaining funds and given appropriate appeal rights.
- d. Under no circumstances is it appropriate to use remaining funds as contributions to a new project outside the scope of the funded project.
- e. Loan funds that are not needed will be cancelled (de-obligated) prior to loan closing.

**42. Technical, Managerial and Financial Capacity** - It is required that members of the Board of Directors, City Council members, trustees, commissioners and other governing members possess the necessary technical, managerial, and financial capacity skills to consistently comply with pertinent Federal and State laws and requirements. It is recommended members receive training within one year of appointment or election to the governing board, and a refresher training for all governing members on a routine basis. The content and amount of training should be tailored to the needs of the individual and the utility system. Technical assistance providers are available to provide this training for your organization, often at no cost. Contact the Agency for additional information.

**43. Reporting Requirements Related to Expenditure of Funds** -- An annual audit under 2 CFR 200 is required if you expend \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

All audits are to be performed in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from the Agency. The audit must be prepared by an independent licensed Certified Public Accountant, or a State or Federal auditor if allowed by State law and must be submitted within 9 months of your fiscal year end. Both the audit and accompanying management report must be submitted for review.

If an audit is required, you must enter into a written agreement with the auditor and submit a copy of that agreement to the Agency prior to the advertisement of construction bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit to be completed, the time frame in which the audit will be completed, and how irregularities will be reported.

## **SECTION VII – SERVICING REQUIREMENTS DURING THE TERM OF THE LOAN**

**44. Prepayment and Extra Payments** - Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of borrower, with no penalty.

Security instruments, including bonding documents, must contain the following language regarding extra payments, unless prohibited by State statute:

*Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of borrower. Refunds, extra payments and loan proceeds obtained from outside sources for the purpose of paying down the Agency debt, shall, after payment of interest, be applied to the installments last to become due under this note and shall not affect the obligation of borrower to pay the remaining installments as scheduled in your security instruments.*

**45. Annual Financial Reporting/Audit Requirements** – You are required to submit an annual financial report at the end of each fiscal year. The annual report will be certified by the appropriate organization official, and will consist of financial information, a current rate schedule, and listing of board members with their terms. Financial statements must be prepared on an accrual basis of accounting in accordance with generally accepted accounting principles (GAAP). The annual report will include separate reporting for each water and waste disposal facility, and itemized cash accounts by type (debt service, short-lived assets, etc.) under each facility. All records, books and supporting material are to be retained for three years after the issuance of the annual report. Technical assistance is available, at no cost, with preparing financial reports.

The type of financial information that must be submitted is specified below:

- a. **Audits** – An audit under the Single Audit Act is required if you expend \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

See Section VI for additional information regarding audits.

- b. **Financial Statements** – If you expend less than \$750,000 in Federal financial assistance per fiscal year, you may submit financial statements in lieu of an audit which include, at a minimum, a balance sheet and an income and expense statement. You may use Form RD 442-2, “Statement of Budget, Income and Equity,” and 442-3, “Balance Sheet,” or similar format to provide the financial information. The financial statements must be signed by the appropriate borrower official and submitted within 60 days of your fiscal year end.

**46. Annual Budget and Projected Cash Flow** - Thirty days prior to the beginning of each fiscal year, you will be required to submit an annual budget and projected cash flow to this office. The budget must be signed by the appropriate borrower official. Form RD 442-2, “Statement of Budget, Income and Equity,” or similar format may be used.

Technical assistance is available at no cost to help you evaluate and complete a rate analysis on your system, as well as completing the annual budget.

**47. Graduation** - By accepting this loan, you are also agreeing to refinance (graduate) the unpaid loan balance in whole, or in part, upon request of the Government. If at any time the Agency determines you can obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms, you will be requested to refinance. Your ability to refinance will be assessed every other year for those loans that are five years old or older.

**48. Security/Operational Inspections** – The Agency will inspect the facility and conduct a review of your operations and records management system and conflict of interest policy every three years for the life of the loan. You must participate in these inspections and provide the required information.

**49. System for Award Management**. You will be required to maintain a Unique Entity ID (UEI) and maintain an active registration in the System for Award Management (SAM) database. Further information can be found at paragraph 33 of this letter.

**50. Risk and Resiliency Assessment/Emergency Response Plan (RRA/ERP)** – The RRA/ERP is further outlined under Section III of this letter. You will be required to submit a certification to the servicing office every five years that the RRA/ERP is current and covers all sites related to the facility. The RRA/ERP documents themselves are not submitted to the Agency. The RRA/ERP must address potential impacts from natural disasters and other emergency events. It should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. Technical assistance is available in preparing these documents at no cost to you.

**51. Insurance**. – Insurance requirements are further outlined in Section IV of this letter. You will be required to maintain insurance on the facility and employees as previously described in this letter for the life of the loan.

**52. Statutory and National Policy Requirements** – As a recipient of Federal funding, you are required to comply with U.S. statutory and public policy requirements, including but not limited to:

- a. **Section 504 of the Rehabilitation Act of 1973** – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance.
- b. **Civil Rights Act of 1964** – All borrowers are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.
- c. **The Americans with Disabilities Act (ADA) of 1990** – This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
- d. **Age Discrimination Act of 1975** – This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- e. **Limited English Proficiency (LEP) under Executive Order 13166** - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. You must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information your organization provides. These protections are pursuant to Executive Order 13166 entitled, “Improving Access to Services by Persons with Limited English Proficiency” and further affirmed in the USDA Departmental Regulation 4330-005, “Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA.”
- f. **Controlled Substances Act** - Even though state law may allow some activities, as a recipient of Federal funding, you are subject to the Controlled Substances Act. Specific questions about the Controlled Substances Act should be directed to the Servicing Official who will contact the Office of General Counsel, as appropriate.

**53. Compliance Reviews and Data Collection** – Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. You must display posters (provided by the Agency) informing users of these requirements, and the Agency will monitor your compliance with these requirements during regular compliance reviews.

The Agency will conduct regular compliance reviews of the borrower and its operation in accordance with 7 CFR Part 1901, Subpart E, and 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter.

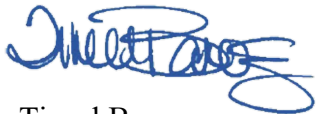
If beneficiaries (users) are required to complete an application or screening for the use of the facility or service that you provide, you must request and collect data by race (American Indian or Alaska Native, Asian, Black or African American, White); ethnicity (Hispanic or Latino, Not Hispanic or Latino); and by sex. The Agency will utilize this data as part of the required compliance review.

#### **SECTION VIII – REMEDIES FOR NON-COMPLIANCE**

Non-compliance with the conditions in this letter or requirements of your security documents will be addressed under the provisions of Agency regulations, statutes, and other applicable policies.

We look forward to working with you to complete this project. If you have any questions, please contact Tineel Baroz at 719-992-3653 or by e-mail at [tineel.baroz@usda.gov](mailto:tineel.baroz@usda.gov)

Sincerely,



Tineel Baroz  
Community Program Specialist

Attachments

cc: Community Programs Director  
Engineer



FORMS and BULLETINS:

Form AD-3031 “Assurance Regarding Felony Convictions or Tax Delinquent Status for Corporate Applicants” – Item 30  
Internal Revenue Service Form 1023, Appendix A, “Sample Conflict of Interest Policy” - Item 15  
Form RD 440-22, “Promissory Note” – Item 6  
Form RD 442-2, “Statement of Budget, Income and Equity” – Items 45 and 46  
Form RD 442-3, “Balance Sheet” – Item 45  
Form RD 442-7, “Operating Budget” – Item 20  
Form RD 442-20, “Right-of-Way Easement” – Item 14  
Form RD 442-21, “Right-of-Way Certificate” – Item 14  
Form RD 442-22, “Opinion of Counsel Relative to Rights-of-Way” – Item 14  
Form RD 1927-9, “Preliminary Title Opinion” – Item 14  
Form RD 1927-10, “Final Title Opinion” – Item 28  
Form RD 1940-1, “Request for Obligation of Funds” – Pages 1 and 2  
Form RD 1942-8, “Resolution of Members or Stockholders” – Item 6  
Form RD 1942-46, “Letter of Intent to Meet Conditions” – Page 2  
Form RD 3550-28, “Authorization Agreement for Preauthorized Payments” – Items 32 and 33  
Form UCC-1, “Financing Statement” – Item 6  
Form UCC-1Ad, “UCC Financing Statement Addendum” – Item 6  
SF 3881, “ACH Vendor/Miscellaneous Payment Enrollment Form” – Item 24  
RUS Bulletin 1780-7, “Legal Services Agreement” – Item 13  
RUS Bulletin 1780-9, “Water Users Agreement” - Items 15 and 17  
RUS Bulletin 1780-12, “Water and Waste System Grant Agreement” – Item 6  
RUS Bulletin 1780-26, “Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance” – Items 11 and 12  
RUS Bulletin 1780-27, “Loan Resolution (Public Bodies)” – Item 6  
RUS Bulletin 1780-28, “Loan Resolution Security Agreement” – Item 6

## **Appendix B**

### **Build America, Buy America Evidence Standards**

#### *Manufacturers*

For each item to which BABAA applies (every item permanently installed on the project, except for aggregate and aggregate binding materials), a manufacturer's certification letter or other document demonstrating compliance is required. It must, at a minimum, identify the item being certified (short written description as well as part number, if applicable) and affirm that the item complies with BABAA. This document must be signed by an authorized company representative.

#### *Architects and Engineers*

Compliance with BABAA will be spelled out in agreements for services, construction contracts, and procurement contracts. Generally, the A/E contract should include, as a basic service, obtaining and maintaining all BABAA documentation (particularly manufacturers' certifications) during construction, which shall be transferred to the Owner upon completion of the project. The architect or engineer will need to certify to this action at the project's end.

#### *Resident Project Representative / Resident Inspector*

As part of their duties, Resident Project Representative/Resident Inspector should be instructed to verify items delivered to the site and installed are accompanied by documentation of compliance with BABAA. They should photograph items as appropriate. RPR/RI daily logs and photographs will become part of the construction record and can be used as supporting information during audits, providing evidence for items that are buried or otherwise inaccessible.

#### *Contractors*

Construction contract(s) must include a requirement to procure and install only items that comply with BABAA or are subject to an approved waiver. Contractors must provide manufacturers' certifications for all BABAA compliant items to the responsible party before a request for reimbursement to the Agency is made. At completion, the contractor will be required to certify that all items used on the contract complied with BABAA and that all manufacturers' certifications were provided.

**April 22, 2024**

## **5. Consent Agenda**

The Consent Agenda's purpose is to group routine meeting discussion points into a single action item. If Trustees would like to pull an item from this agenda for discussion to amend or deny this can take place at the beginning of the meeting during agenda item #1 Staff and/or Board Revisions to the Agenda.

Typical items found in the consent agenda:

1. Payroll report (for transparency)
2. Meeting Minutes
3. Accounts payable (for transparency)
4. Sales Tax (for transparency)
5. YTD Actuals (for transparency)
6. Renewal Licenses
7. Special Event Applications for established events
8. Contracts

Suggested Motion:

Motion to approve the consent agenda items.

## Statistical Summary

Company: Z9X - Town of Silverton    Service Center: 0075 Northern California    Status: Cycle Complete  
 Week#: 16    Pay Date: 04/19/2024    P/E Date: 04/13/2024  
 Qtr/Year: 2/2024    Run Time/Date: 13:06:33 PM EDT 04/17/2024

<b>Taxes Debited</b>	Federal Income Tax	3,599.15
	Earned Income Credit Advances	0.00
	Social Security - EE	2,698.74
	Social Security - ER	2,698.79
	Social Security Adj - EE	0.00
	Medicare - EE	631.17
	Medicare - ER	631.17
	Medicare Adj - EE	0.00
	Medicare Surtax - EE	0.00
	Medicare Surtax Adj - EE	0.00
	Federal Unemployment Tax	0.00
	FMLA-PSL Payments Credit	0.00
	FMLA-PSL ER FICA Credit	0.00
	FMLA-PSL Health Care Premium Credit	0.00
	Employee Retention Qualified Payments Credit	0.00
	Employee Retention Qualified Health Care Credit	0.00
	COBRA Premium Assistance Payments	0.00
	State Income Tax	1,601.03
	Non Resident State Income Tax	0.00
	State Unemployment Insurance - EE	0.00
	State Unemployment Insurance Adj - EE	0.00
	State Disability Insurance - EE	0.00
	State Disability Insurance Adj - EE	0.00
	State Unemployment/Disability Ins - ER	87.06
	State Family Leave Insurance - EE	0.00
	State Family Leave Insurance - ER	0.00
	State Family Leave Insurance Adj - EE	0.00
	State Medical Leave Insurance - EE	0.00
	State Medical Leave Insurance - ER	0.00
	State Medical Leave Insurance Adj - EE	0.00
	State Cares Fund - EE	0.00
	Transit Tax - EE	0.00
	Workers' Benefit Fund Assessment - EE	0.00
	Workers' Benefit Fund Assessment - ER	0.00
	Local Income Tax	0.00
	School District Tax	0.00
	<b>Total Taxes Debited</b>	<b>11,947.11</b>
<b>Other Transfers</b>	ADP Check Acct. No. XXXXXXXX8915Tran/ABAXXXXXXXX	1,800.56
	Full Service Direct Deposit Acct.	32,152.75

**Total Liability**

			Statistical Summary
Total Amount Debited From Your Account		45,900.42	45,900.42
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00	45,900.42
Taxes- Your Responsibility	None this payroll		45,900.42

**Statistical Summary - Statistics**

Company:Z9X - Town of Silverton

Service Center:0075 Northern California

Status:Cycle Complete

Week#:16

Pay Date:04/19/2024

P/E Date:04/13/2024

Qtr/Year:2/2024

Run Time/Date:13:06:33 PM EDT 04/17/2024

Statistics	Amount	Number of Pays
Gross Pay	43,588.06	
Vouchers		
eVouchers		35
Checks (A)	1,800.56	2
Direct Deposits (B)	32,152.75	33
Adjustments/Prepay/Voids (C)	0.00	
Net Payroll (A + C)	1,800.56	
Net Cash (A + B)	33,953.31	
Net Pay Liability (A + B + C)	33,953.31	
Other Transfers (D)	33,953.31	
Taxes - debited from your account (E)	11,947.11	
Total Amount Debited from your Account (D + E)	45,900.42	
Taxes - your responsibility (F)	0.00	
Company Liability (C + D + E + F)	45,900.42	
Net Cash pays 1,000.00 or more		16
Flagged Pays		8



### Statistical Summary - Federal Taxes

Company:Z9X - Town of Silverton  
 Week#:16  
 Qtr/Year:2/2024

Service Center:0075 Northern California  
 Pay Date:04/19/2024  
 Run Time/Date:13:06:33 PM EDT 04/17/2024

Status:Cycle Complete  
 P/E Date:04/13/2024

Federal Tax Type	EE Withheld	ER Contribution	EE Taxable Amount	ER Taxable Amount
Federal Income Tax	3,599.15		42,483.40	
Social Security	2,698.74	2,698.79	43,528.90	43,528.90
Medicare	631.17	631.17	43,528.90	43,528.90
FMLA-PSL Payments Credit		0.00		
FMLA-PSL ER FICA Credit		0.00		
FMLA-PSL Health Care Premium Credit		0.00		
Employee Retention Qualified Payments Credit		0.00		
Employee Retention Qualified Health Care Credit		0.00		
COBRA Premium Assistance Amount		0.00		

**Statistical Summary - State Taxes**

Company:Z9X - Town of Silverton  
Week#:16  
Qtr/Year:2/2024

Service Center:0075 Northern California  
Pay Date:04/19/2024  
Run Time/Date:13:06:33 PM EDT 04/17/2024

Status:Cycle Complete  
P/E Date:04/13/2024

State Code	State Tax Type	EE Withheld	ER Contribution	EE Taxable Amount	ER Taxable Amount	Experience Rate	State Tax Rebate Amount
CO	State Income Tax	1,601.03		42,483.40			
CO	Unemployment Tax		87.06		43,528.90	0.20	

**Statistical Summary - Hours & Earnings**

Company:Z9X - Town of Silverton  
Week#:16  
Qtr/Year:2/2024

Service Center:0075 Northern California  
Pay Date:04/19/2024  
Run Time/Date:13:06:33 PM EDT 04/17/2024

Status:Cycle Complete  
P/E Date:04/13/2024

Field Number	Hours/Earnings Code	Description	Hours	Earnings
1	Regular		1,435.21	42,342.55
2	Overtime		18.60	735.72
3	PTO	P.T.O.	40.27	509.79
3	CTM	Comp Time T	40.72	

Statistical Summary - Deductions

Company:Z9X - Town of Silverton  
Week#:16  
Qtr/Year:2/2024

Service Center:0075 Northern California  
Pay Date:04/19/2024  
Run Time/Date:13:06:33 PM EDT 04/17/2024

Status:Cycle Complete  
P/E Date:04/13/2024

Deduction Code	Description	Deduction	Category
401	CCOERA EE 4	1,045.50	Other
AFL	AFLAC PRETAX	36.48	Other
CK1	CHECKING	29,864.93	Deposit
CK2	CHECKING	1,546.05	Deposit
DEN	Den Pre Tax	20.00	Other
SV1	SAVINGS	741.77	Deposit
VIS	Vis Pre Tax	2.68	Other

## Statistical Summary - Memos

Company:Z9X - Town of Silverton  
 Week#: 16  
 Qtr/Year:2/2024

Service Center:0075 Northern California  
 Pay Date:04/19/2024  
 Run Time/Date:13:06:33 PM EDT 04/17/2024

Status:Cycle Complete  
 P/E Date:04/13/2024

Memo Code	Description	Memo
DEN	Employer De	352.50
HLT	Employer He	7,470.00
LIF	Employer Li	52.29
LIN	EmployerLin	87.74
MAT	CCOERA ER 4	853.60
PTO	PTO Availa	1,774.80
VIS	Employer Vi	74.58
X01	401K MAX EL	43,588.06



REGULAR MEETING and Trustee Reception – Silverton Board of Trustees  
Silverton Town Hall – April 8, 2024  
Call to Order & Roll Call – 7:00pm (Trustee reception at 6:30pm)

**ATTENTION:** The Town of Silverton Trustee meetings are being conducted in a hybrid virtual/in-person. Instructions for public participation in Town Trustee meetings are as follows:

- Zoom Webinar Link: <https://us02web.zoom.us/j/88637487127>
- By Telephone: Dial 669-900-6833 and enter Webinar ID 886 3748 7127 when prompted.
- YouTube (live and recorded for later viewing, does not support public comment):  
[www.youtube.com/channel/UCmJgal9IUXK5TZahHugprpQ](http://www.youtube.com/channel/UCmJgal9IUXK5TZahHugprpQ)

**If you would like to make a public comment during a specific Agenda Item, please submit a request to the Town Administrator at [gkaasch-buerger@silverton.co.us](mailto:gkaasch-buerger@silverton.co.us)**

*MEETING PROTOCOLS: Please turn off cell phones; be respectful and take personal conversations into the lobby. The public is invited to attend all regular meetings and work sessions of the Board of Trustees. Please be advised, public comment will not be taken during the work session meetings. Closing Public Comment must be related to an agenda item.*

**Trustee Reception @6:30pm**

1) Community and Trustees are invited to attend a reception for the outgoing and incoming trustees and mayors.

**Present:** Trustee Kranker, Trustee Harper, Trustee Edwards, Trustee George, Trustee Bierma, Mayor Pro Tem Barney, Mayor Fuhrman

**Absent:**

**Staff:** Administrator Kaasch-Buerger, Clerk Melina Marks, CDD Lucy Mulvihill, Building & Code Officer Bevan Harris, PW Director John Sites

**Regular Meeting @ 7:01pm**

- 1) Staff and/or Board Revisions to Agenda
  - Mayor Fuhrman asked to add between items 6b and 6c to allow comments for the outgoing and new coming board members.
- 2) Public Comment - *Comments must be limited to three (3) minutes in duration.*
  - Melody Skinner stood and spoke and thanked the board for all they had accomplished in their time in these seats.
  - Austin Lashley thanked the board for their public service and went on to comment about the proposed outdoor dining revisions and proposed fees.
- 3) Approval of Consent Agenda Items
  - a) Payroll





- b) Accounts Payable
- c) Meeting Minutes 3.21.24, 3.25.24, 3.27.24
- d) Retail Marijuana Renewal Application- Mountain Annies LLC
- e) Resolution 2024-03 administrative error correction

**Trustee George moved, and Trustee Kranker seconded to approve the Consent Agenda Items. Passed unanimously with roll call.**

4) Continued Business

- a) Public Hearing: Second Reading for adoption of Ordinance 2024-04 An Ordinance of The Town of Silverton for an Amendment to The Official Zoning Map Rezoning Properties as Described in Exhibit A from B-A Business Automotive District to R-2 Multiple Family Residential District
  - CDD Lucy Mulvihill provided context regarding the second reading of this Ordinance.
  - Mayor Fuhrman noted a date-related typo in the end of the Ordinance language that needs correcting.

**Mayor Pro Tem Barney moved, and Trustee George seconded to approve the second reading for adoption of Ordinance 2024-04 An Ordinance of The Town of Silverton for an Amendment to The Official Zoning Map Rezoning Properties as Described in Exhibit A from B-A Business Automotive District to R-2 Multiple Family Residential District. Passed unanimously with roll call.**

- b) Outdoor Dining Guidelines Update
  - Administrator Kaasch-Buerger provided background information regarding the revisions proposed in the updated Outdoor Dining Guidelines.
  - Mayor Pro Tem Barney asked what the conclusions of the Finance Committee were/ how the cost per square foot was determined.
  - Administrator Kaasch-Buerger stated that the .50 cents per square foot was determined by the Finance Committee.
  - Trustee Kranker recalled that this was also reviewed by the Personnel & Ordinance Committee and expressed support for implementing these changes to support staff time and effort going into the bump-out program.
  - Mayor Fuhrman expressed his considerations of Austin Lashley's public comment, however stated that .50 cents per square foot seems like a fair price.
  - Trustee Goerge agreed with Mayor Fuhrman.
  - Trustee Kranker asked if the P & O Committee produced any other feedback.
  - Mayor Pro Tem Barney said that generally the feedback from business owners was positive and supportive.
  - Trustee Harped expressed support for keeping the bump-outs and charging the price proposed.
  - Trustee Edwards expressed support.
  - Trustee Bierma asked if businesses were willing to put in the work if the cost could be lower, however in general agreed with the proposed cost as it only covers the town's expense.
  - Mayor Fuhrman asked about the 3-spot maximum.
  - Administrator Kaasch-Buerger responded.



- Mayor Pro Tem Barney asked about the impact of the maximum square footage proposed.
- Building & Code Officer Bevan Harris provided context.

**Mayor Pro Tem Barney moved, and Trustee George seconded to approve the changes to the Outdoor Dining Standards. Passed unanimously with roll call.**

- c) Resolution 2024-12 A Resolution of the Town of Silverton to Establish a Bump-Out License Fee and Amend the 2024 Fee Schedule
  - Administrator Kaasch-Buerger provided background information regarding Resolution 2024-12.

**Trustee Kranker moved, and Trustee George seconded approve Resolution 2024-12 A Resolution to establish a bump-out license fee and amend the 2024 Fee Schedule. Passed unanimously with roll call.**

5) Staff Presentation to Exiting Board

- Administrator Kaasch-Buerger stated that updates on the Master Plan were included in the packet and thanked the board for their service and time; and presented plaques of appreciation to the exiting board members.

6) Trustee Comments

- Mayor Pro Tem Barney read her letter of appreciation to the board and recapped her time with the town and the accomplishments of the last 4 years.
- Trustee Bierma read his letter to the board recapping his time with town over the last 4 years, and the major points that he wishes to continue seeing as priorities for the new board.
- Trustee Edwards expressed gratitude for the community support during the election, however requested to withdraw from the running for the remaining Trustee seat.
- Mayor Fuhrman read his letter to the board and recapped the accomplishments over the last 4 years and provided some pieces of advice for the new Trustees.

**Adjourn Outgoing Trustees @ 8:02pm**

**Present: Trustee Halvorson, Trustee Gardiner, Trustee Schnitker, Trustee Wakefield, Trustee George, Mayor Pro Tem Harper, Mayor Kranker**

**Absent:**

**Staff: Administrator Kaasch-Buerger, Clerk Melina Marks, CDD Lucy Mulvihill, Building & Code Officer Bevan Harris, PW Director John Sites**

6) Administering Oaths & Appointments

- a) Administer Oath of Office to New Board of Trustees
- b) Vacant Trustee Position
  - Trustee George expressed support for appointing the person with the next highest votes.
  - Trustee Wakefield requested that a policy be created surrounding this topic.
  - Trustee Schnitker expressed support for electing Lindsey Halvorson.
  - Mayor Pro Tem Harper expressed support.



**Trustee George moved, and Trustee Gardiner seconded to appoint Lindsey Halvorson as a Trustee with a two-year term to fill the vacancy of Trustee Kranker's seat. Passed unanimously with roll call.**

c) Trustee Addition – Allowing new Trustees to speak.

- Trustee Gardiner spoke.
- Trustee Schnitker expressed excitement.
- Mayor Kranker welcomed the new members and expressed excitement.
- Trustee Halvorson expressed excitement.

d) Appointments

- i. Appointments- Mayor Pro Tem
- ii. Appointments- Town Administrator, Municipal Judge, Municipal Clerk, Municipal Attorney

**Trustee Goerge moved, and Trustee Wakefield seconded to appoint Trustee Harper to the position of Mayor Pro Tem in accordance with SMC 2-2-30. Passed unanimously with roll call.**

**Trustee George moved, and Trustee Halvorson seconded to appoint Anthony Edwards to the office of Municipal Judge in accordance with CRS 31-4-304 and SMC Chapter 2, article 3, sections 10, and 30. Passed unanimously with roll call.**

**Trustee Halvorson moved, and Trustee George seconded to appoint Gloria Kaasch-Buerger to the office of Town Administrator in accordance with CRS 31-4-304 SMC Chapter 2, article 3, sections 10, 30, and 50. Passed unanimously with roll call.**

**Trustee Gardiner moved, and Trustee Wakefield seconded to appoint Melina Marks to the office of Town Clerk/Treasurer in accordance with CRS 31-4-304 and SMC Chapter 2, article 3, sections 10, 30, and 60. Passed unanimously with roll call.**

**Trustee George moved, and Trustee Halvorson seconded to appoint Clayton Buchner to the office of Town Attorney in accordance with CRS 31-4-304 and SMC Chapter 2, article 3, sections 10, 30, and 70. Passed unanimously with roll call.**

**Trustee Gardiner moved, and Trustee Schnitker seconded to appoint SGM Engineering as the Municipal Engineer for the Town of Silverton, in accordance with CRS 31-4-304 and SMC Chapter 2, article 3, sections 10, and 30. Passed unanimously with roll call.**

iii. Appointments of Trustees to Committees, Boards, and Commissions

- Parks, Rec, Events, Buildings & Grounds Committee: Mayor Kranker, Trustee Schnitker, Trustee Gardiner
- Public Safety Committee: Trustee George, Trustee Schnitker, Trustee Wakefield
- Public Utilities Committee: Mayor Pro Tem Harper, Trustee Wakefield, Trustee Halvorson, Alternate: Trustee George
- Personnel & Ordinance Committee: Mayor Pro Tem Harper, Trustee Schnitker, Trustee Gardiner



- Finance Committee: Mayor Kranker, Mayor Pro Tem Harper, Trustee George
- Library Board: Administrator Kaasch-Buerger
- Planning Commission: Mayor Pro Tem Harper, Trustee Halvorson, Alternate: Trustee Wakefield
- Zoning Board of Adjustments: Trustee Gardiner, Trustee Wakefield, Alternate: Trustee Schnitker
- Region 9: Administrator Kaasch-Buerger
- San Juan Development Association: Administrator Kaasch-Buerger
- Chamber of Commerce: Mayor Kranker, Alternate: Administrator Kaasch-Buerger
- Bonita Peak Planning Group: Trustee Halvorson
- Historic Review Committee: Trustee Schnitker
- Sneffles Energy Board: Trustee Halvorson
- Silverton Housing Authority: All Trustees
- SWORD: Trustee Gardiner
- Cemetery Committee: Trustee George

#### 8) New Business

##### a) CDOT Blair Street Grant

- Administrator Kaasch-Buerger opened the discussion regarding this agenda item and provided background information for the board.
- Mayor Kranker provided further context for the new board.
- Mayor Kranker suggested accepting the funding and then taking the time to discuss how to use it and manage it.
- Trustee George expressed support for taking the additional funds.
- Trustee Schnitker expressed support if it means being able to accomplish more of the original "scaled back" version of the project.
- Trustee Halvorson expressed support.
- Trustee Gardiner expressed support.
- Trustee Wakefield expressed support.
- Trustee Harper expressed support for keeping the ball rolling.

#### **The board directed staff to pursue the additional grant funding.**

##### b) Upcoming Meeting Dates

- Administrator Kaasch-Buerger worked with the board to get upcoming meeting dates scheduled.
- April 22<sup>nd</sup> – @ 5pm Housing Authority before regular meeting
- April 29<sup>th</sup> – Ethics Training @ 5pm & Land Use Review @ 6pm
- May 6<sup>th</sup> - Trustee Retreat (Leadership Session) @ 5pm
- FPR Committee Meeting needs to be scheduled.
- May 20<sup>th</sup> – Work Session
- May 28<sup>th</sup> – Regular Meeting @ 7pm since Memorial Day is on Monday the 27<sup>th</sup>.



- June 19<sup>th</sup> – 22<sup>nd</sup> – CML Conference in Loveland – Trustee Halvorson, Trustee Schnitker, and Mayor Pro Tem Harper agreed to attend with Administrator Kaasch-Buerger.

9) Public Comment

**Adjourn @ 9:16pm**

**Up-coming Meeting Dates:**

Topic of discussion agenda item 8b

**End of Agenda**

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## Report Criteria:

Report printed and checks created

Due Date	Vendor Number	Name	Invoice Number	Net Due Amount	Pay	Payment Amount	Discount Amount	Remittance
10/09/2023	1403	Prinoth	23050068	1,225.56-	N	.00	.00	Vendor Address
10/23/2023	1062	LAWSON PRODUCTS INC	93109653	278.33-	N	.00	.00	Vendor Address
10/23/2023	1080	Lincoln National Life Insurance	46098521	556.27-	N	.00	.00	Vendor Address
04/22/2024	205	BRENNAN OIL COMPANY	91919	188.31	Y	188.31	.00	Vendor Address
04/22/2024	259	CASELLE INC	131844	530.00	Y	530.00	.00	Vendor Address
04/22/2024	313	CIRSA	241050	1,100.05	Y	1,100.05	.00	2
04/22/2024	313	CIRSA	241114	2,500.00	Y	2,500.00	.00	2
04/22/2024	2129	Clarion	9689	13,179.94	Y	13,179.94	.00	Vendor Address
04/22/2024	2098	DISA Global Solutions, INC	2547381	295.00	Y	295.00	.00	Vendor Address
04/22/2024	654	FILTER TECH SYSTEMS	9608	830.72	Y	830.72	.00	Vendor Address
04/22/2024	2164	Fresh Off The Press	43927	172.00	Y	172.00	.00	Vendor Address
04/22/2024	2144	Grand Junction Bishop Lifting	PSI00177	325.10	Y	325.10	.00	Vendor Address
04/22/2024	894	Image Net	INV66070	154.63	Y	154.63	.00	Vendor Address
04/22/2024	894	Image Net	INV69333	154.63	Y	154.63	.00	Vendor Address
04/22/2024	894	Image Net	INV71632	538.58	Y	538.58	.00	Vendor Address
04/22/2024	894	Image Net	INV74699	230.76	Y	230.76	.00	Vendor Address
04/22/2024	894	Image Net	INV77066	205.90	Y	205.90	.00	Vendor Address
04/22/2024	894	Image Net	INV80349	183.56	Y	183.56	.00	Vendor Address
04/22/2024	894	Image Net	INV83270	259.77	Y	259.77	.00	Vendor Address
04/22/2024	894	Image Net	INV86516	398.13	Y	398.13	.00	Vendor Address
04/22/2024	894	Image Net	INV89302	211.62	Y	211.62	.00	Vendor Address
04/22/2024	2073	Intermountain Controls Nichols-	220/60033	4,232.48	Y	4,232.48	.00	Vendor Address
04/22/2024	1062	LAWSON PRODUCTS INC	93114333	388.72	Y	388.72	.00	Vendor Address
04/22/2024	1072	LEITNER-POMA	24050003	13,982.51	Y	13,982.51	.00	Vendor Address
04/22/2024	1080	Lincoln National Life Insurance	46914429	312.53	Y	312.53	.00	Vendor Address
04/22/2024	2168	Mountain Memories	000068	141.31	Y	141.31	.00	Vendor Address
04/22/2024	2169	Mr. Lock	24-8253	2,550.82	Y	2,550.82	.00	Vendor Address
04/22/2024	1403	Prinoth	24050029	3,494.94	Y	3,494.94	.00	Vendor Address
04/22/2024	1425	QUILL CORPORATION	37900606	7.38	Y	7.38	.00	Vendor Address
04/22/2024	1425	QUILL CORPORATION	37982990	14.59	Y	14.59	.00	Vendor Address
04/22/2024	1425	QUILL CORPORATION	38003558	15.79	Y	15.79	.00	Vendor Address
04/22/2024	1521	ROCKY MOUNTAIN SUPPLY	16600	1,754.24	Y	1,754.24	.00	Vendor Address
04/22/2024	2119	Sarah Moore	24-10	596.00	Y	596.00	.00	Vendor Address
04/22/2024	1861	Silverton Film Office	10.20.202	250.00	Y	250.00	.00	Vendor Address
04/22/2024	1686	SILVERTON STANDARD & TH	202444	1,184.00	Y	1,184.00	.00	Vendor Address
04/22/2024	1689	SILVERTON VISITORS CENT	04-05/202	7,500.00	Y	7,500.00	.00	Vendor Address
04/22/2024	1721	SOUTHWEST A G INC	97993	336.34	Y	336.34	.00	Vendor Address
04/22/2024	2088	Tom's Asphalt Repair	3095	6,000.00	Y	6,000.00	.00	Vendor Address
04/22/2024	1912	TROUT LAW	1242944	188.00	Y	188.00	.00	Vendor Address
04/22/2024	1942	USA BLUE BOOK	INV00315	135.96	Y	135.96	.00	Vendor Address
Totals:				62,484.15		64,544.31	.00	

Number of invoices to be fully paid: 37  
 Number of invoices to be partially paid: 0  
 Number of invoices with no payment: 3  
 Total number of invoices listed: 40  
 Total checks from invoices selected: 26  
 Total adjustment checks: 0  
 Total adjusted invoices: 0  
 Total negative checks not created: 0



Cash Requirements Summary

Date	Net Due Amount	Payment Amount	Discount Taken
10/09/2023	1,225.56-	.00	.00
10/23/2023	834.60-	.00	.00
04/22/2024	64,544.31	64,544.31	.00
	62,484.15	64,544.31	.00

Complete

Yes

Town of Silverton 5% Total Sales Tax Collection

2 months in the rear

	Column Labels																				
	Combined sales tax receipts																				
Row Labels	2018	2019	2020	2021	2022	2023	2024	Change from year prior							Change from year prior (%)						
	2018	2019	2020	2021	2022	2023	2024	2018	2019	2020	2021	2022	2023	2024	2018	2019	2020	2021	2022	2023	2024
Complete months (YTD)	\$109,154	\$190,706	\$170,158	\$219,158	\$302,756	\$249,375	\$268,965	\$81,553	-\$20,548	\$49,000	\$83,598	-\$53,381	\$19,590		75%	-11%	29%	38%	-18%		8%
1	\$21,571	\$22,639	\$34,825	\$51,466	\$59,049	\$52,640	\$57,203	\$1,068	\$12,186	\$16,641	\$7,583	-\$6,410	\$4,564		5%	54%	48%	15%	-11%		9%
2	\$29,552	\$31,685	\$47,673	\$54,916	\$69,617	\$60,289	\$62,813	\$2,133	\$15,988	\$7,243	\$14,701	-\$9,328	\$2,524		7%	50%	15%	27%	-13%		4%
3	\$27,249	\$41,082	\$42,112	\$56,087	\$100,503	\$66,074	\$67,962	\$13,833	\$1,031	\$13,974	\$44,416	-\$34,429	\$1,889		51%	3%	33%	79%	-34%		3%
4	\$30,782	\$95,301	\$45,547	\$56,689	\$73,587	\$70,373	\$80,987	\$64,519	-\$49,754	\$11,142	\$16,898	-\$3,214	\$10,614		210%	-52%	24%	30%	-4%		15%
Incomplete months	\$777,058	\$932,468	\$902,155	\$1,384,419	\$1,294,251	\$1,547,378		\$155,410	-\$30,313	\$482,264	-\$90,168	\$253,127	-\$1,547,378		20%	-3%	53%	-7%	20%		#NULL!
5	\$26,325	\$39,113	\$30,192	\$74,733	\$72,096	\$79,287		\$12,788	-\$8,921	\$44,541	-\$2,637	\$7,191	-\$79,287		49%	-23%	148%	-4%	10%		#NULL!
6	\$20,876	\$26,150	\$26,612	\$53,071	\$50,652	\$118,620		\$5,274	\$463	\$26,459	-\$2,418	\$67,968	-\$118,620		25%	2%	99%	-5%	134%		#NULL!
7	\$65,849	\$62,039	\$35,471	\$91,726	\$88,207	\$53,803		-\$3,810	-\$26,568	\$56,255	-\$3,519	-\$34,404	-\$53,803		-6%	-43%	159%	-4%	-39%		#NULL!
8	\$99,552	\$131,639	\$111,567	\$238,529	\$202,941	\$230,955		\$32,087	-\$20,072	\$126,962	-\$35,588	\$28,014	-\$230,955		32%	-15%	114%	-15%	14%		#NULL!
9	\$188,368	\$222,786	\$212,227	\$290,429	\$269,781	\$318,372		\$34,418	-\$10,559	\$78,202	-\$20,648	\$48,591	-\$318,372		18%	-5%	37%	-7%	18%		#NULL!
10	\$151,055	\$188,565	\$192,949	\$240,614	\$239,549	\$297,609		\$37,510	\$4,384	\$47,665	-\$1,065	\$58,060	-\$297,609		25%	2%	25%	0%	24%		#NULL!
11	\$163,255	\$182,168	\$190,968	\$234,204	\$226,111	\$293,745		\$18,913	\$8,800	\$43,236	-\$8,093	\$67,634	-\$293,745		12%	5%	23%	-3%	30%		#NULL!
12	\$61,779	\$80,009	\$102,170	\$161,114	\$144,914	\$154,987		\$18,230	\$22,161	\$58,944	-\$16,200	\$10,073	-\$154,987		30%	28%	58%	-10%	7%		#NULL!
Grand Total	\$886,211	\$1,123,174	\$1,072,313	\$1,603,577	\$1,597,007	\$1,796,753	\$268,965	\$236,963	-\$50,861	\$531,264	-\$6,570	\$199,746	-\$1,527,788		27%	-5%	50%	0%	13%		-85%

TOWN OF SILVERTON  
COMBINED CASH INVESTMENT  
FEBRUARY 29, 2024

COMBINED CASH ACCOUNTS

01-10000000	CASH - (CSB) COMBINED CHECKING	1,355.43
01-10000001	XPRESS DEPOSIT ACCOUNT	39,448.58
01-10000020	CASH - (BSJ) COMBINED CHECKING	781,993.96
01-10200000	CASH CLEARING - UTILITY	( 576.96)
01-10240000	CASH CLEARING - RET CHECKS	1,192.50
01-10390000	INVESTMENTS - CD'S	508,014.30
		<hr/>
	TOTAL COMBINED CASH	1,331,427.81
01-10100000	TOTAL ALLOCATION TO FUNDS	( 1,331,427.81)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	887,409.49
11	ALLOCATION TO LIBRARY FUND	( 4,633.24)
21	ALLOCATION TO MOLAS LAKE PARK FUND	378,503.98
22	ALLOCATION TO CEMETERY FUND	54,609.44
51	ALLOCATION TO WATER FUND	139,777.56
52	ALLOCATION TO SEWER FUND	( 38,885.26)
53	ALLOCATION TO REFUSE FUND	( 85,354.16)
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,331,427.81
	ALLOCATION FROM COMBINED CASH FUND - 01-10100000	( 1,331,427.81)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

GENERAL FUND

ASSETS

10-10100000	CASH - POOLED	887,409.49	
10-10110000	PETTY CASH	500.00	
10-10500000	TAXES RECEIVABLE	422,686.00	
10-11500000	ACCOUNTS RECEIVABLE	127,088.98	
10-12600000	INTER-GOVERNMENTAL RECEIVABLE	7,806.64	
	TOTAL ASSETS		1,445,491.11

LIABILITIES AND EQUITY

LIABILITIES

10-20100000	WAGES PAYABLE	1,209.32	
10-20130000	FICA PAYABLE	.03	
10-20141000	HEALTH INSURANCE PAYABLE	( 17,793.26)	
10-20142000	VISION PAYABLE	( 52.78)	
10-20144000	LIFE INSURANCE PAYABLE	486.59	
10-20150000	SUTA PAYABLE	.01	
10-20180000	RETIREMENT PAYABLE	.03	
10-20190000	GARNISHMENTS PAYABLE	149.69	
10-20192000	AFLAC PAYABLE	( 72.96)	
10-20200000	ACCOUNTS PAYABLE	3,963.93	
10-22210000	DEFERRED REV-PROPERTY TAXES	422,686.00	
	TOTAL LIABILITIES		410,576.60

FUND EQUITY

10-27500000	COMMITTED TO FUTURE CAP OUTLAY	50,000.00	
	UNAPPROPRIATED FUND BALANCE:		
10-27900000	FUND BALANCE UNRESERVED	1,271,939.19	
	REVENUE OVER EXPENDITURES - YTD	( 287,024.68)	
	BALANCE - CURRENT DATE	984,914.51	
	TOTAL FUND EQUITY		1,034,914.51
	TOTAL LIABILITIES AND EQUITY		1,445,491.11

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
10-31-110000	PROPERTY TAXES	4,183.54	4,183.54	422,686.00	418,502.46	1.0
10-31-120000	SPECIFIC OWNERSHIP TAXES	1,975.33	3,922.11	23,041.00	19,118.89	17.0
10-31-300000	GENERAL SALES TAXES	62,812.81	120,016.18	1,600,000.00	1,479,983.82	7.5
10-31-320000	MARIJUANA SALES TAX	125.50	344.99	15,406.00	15,061.01	2.2
10-31-420000	CIGARETTE TAXES	198.50	666.87	2,056.00	1,389.13	32.4
10-31-460000	FUEL TAXES	1,482.85	1,482.85	3,000.00	1,517.15	49.4
10-31-810000	SEVERANCE TAX PAYMENT	.00	.00	2,250.00	2,250.00	.0
10-31-820000	FRANCHISE TAX	60.50	9,208.59	29,353.00	20,144.41	31.4
10-31-900000	PENALTIES AND INTEREST	.00	.00	1,899.00	1,899.00	.0
	TOTAL TAXES	70,839.03	139,825.13	2,099,691.00	1,959,865.87	6.7
<u>LICENSES AND PERMITS</u>						
10-32-110000	LIQUOR LICENSES	250.00	575.00	4,750.00	4,175.00	12.1
10-32-160000	PROFESSIONAL & OCCUP LICENSES	1,525.00	7,975.00	23,000.00	15,025.00	34.7
10-32-170000	LODGING FEE	4,388.00	7,100.00	67,845.00	60,745.00	10.5
10-32-210000	BUILDING PERMITS - TOWN	2,050.00	2,050.00	50,000.00	47,950.00	4.1
10-32-260000	ANIMAL PERMITS	.00	.00	50.00	50.00	.0
10-32-270000	MISCELLANEOUS PERMITS	.00	.00	375.00	375.00	.0
10-32-310000	MARIJUANA LICENSE	.00	.00	3,000.00	3,000.00	.0
10-32-320000	VACATION RENTAL FEES	1,400.00	21,200.00	17,725.00	( 3,475.00)	119.6
	TOTAL LICENSES AND PERMITS	9,613.00	38,900.00	166,745.00	127,845.00	23.3
<u>INTERGOVERNMENTAL REVENUE</u>						
10-33-410000	GRANT REVENUE	( 516.28)	( 516.28)	446,000.00	446,516.28	( .1)
10-33-410001	2023 SJDA DOLA REDI GRANT	.00	12,753.25	.00	( 12,753.25)	.0
10-33-410004	DOLA HB21-1271 PROP ACQ/ANNXTN	.00	.00	22,800.00	22,800.00	.0
10-33-410006	2019 GOCO GRANT KMRA	2,838.00	2,838.00	.00	( 2,838.00)	.0
10-33-420000	DOLA EIAF CODE REWRITE GRNT	.00	10,003.20	.00	( 10,003.20)	.0
10-33-540000	HIGHWAY USERS TAX	3,098.40	6,308.47	38,583.00	32,274.53	16.4
10-33-550000	MOTOR VEHICLE REGISTRATION	1,543.86	3,853.32	4,923.00	1,069.68	78.3
10-33-730000	SAN JUAN COUNTY ROAD & BRIDGE	53.15	53.15	5,430.00	5,376.85	1.0
10-33-740000	TOWN/COUNTY SHARED EXPENSES	.00	.00	( 12,872.00)	( 12,872.00)	.0
10-33-741000	SJC SHARED LAW ENFORCEMENT	.00	.00	31,886.00	31,886.00	.0
10-33-750000	SNOWMOBILE CLUB REIMBURSEMENT	.00	.00	8,740.00	8,740.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	7,017.13	35,293.11	545,490.00	510,196.89	6.5

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
10-34-130000 PLANNING REVIEW FEES - TOWN	2,456.00	3,956.00	3,000.00	( 956.00)	131.9
10-34-140000 COPIES & FAXES	.00	.00	20.00	20.00	.0
10-34-741000 KMRA MERCHANDISE	.00	( 1,165.27)	300.00	1,465.27	(388.4)
10-34-741100 KENDALL MTN SKI AREA CONCESS	.00	.00	100.00	100.00	.0
10-34-800000 EXPENSE REIMBURSEMENT	( 68.44)	( 68.44)	3,000.00	3,068.44	( 2.3)
10-34-810000 WORK/SERVICES PROVIDED	270.00	6,096.00	.00	( 6,096.00)	.0
10-34-820000 ADMINISTRATIVE FEE	.00	.00	670,010.00	670,010.00	.0
TOTAL CHARGES FOR SERVICES	2,657.56	8,818.29	676,430.00	667,611.71	1.3
<u>FINES AND FORFEITURES</u>					
10-35-110000 COURT FINES	400.00	425.00	2,000.00	1,575.00	21.3
10-35-140000 PENALTY ASSESSMENT FEES	600.00	1,895.00	7,000.00	5,105.00	27.1
TOTAL FINES AND FORFEITURES	1,000.00	2,320.00	9,000.00	6,680.00	25.8
<u>MISCELLANEOUS REVENUE</u>					
10-36-100000 INTEREST REVENUE	.00	.00	3,000.00	3,000.00	.0
10-36-301000 MEMORIAL PARK RENTAL FEE	.00	.00	1,300.00	1,300.00	.0
10-36-304000 KM COMMUNITY CENTER RENT	( 817.50)	620.00	20,000.00	19,380.00	3.1
10-36-305000 SKI LIFT TICKETS	10,452.45	31,616.02	40,000.00	8,383.98	79.0
10-36-320000 CELL TOWER LEASE	.00	.00	11,169.00	11,169.00	.0
10-36-370000 EQUIPMENT RENTAL	.00	520.00	5,000.00	4,480.00	10.4
10-36-500000 KMRA DONATIONS	.00	250.00	.00	( 250.00)	.0
10-36-720000 SPECIAL EVENT REVENUE	50.00	350.00	12,000.00	11,650.00	2.9
TOTAL MISCELLANEOUS REVENUE	9,684.95	33,356.02	92,469.00	59,112.98	36.1
<u>OTHER REVENUES</u>					
10-38-000000 OTHER REVENUES	5.00	4,021.15	35,000.00	30,978.85	11.5
TOTAL OTHER REVENUES	5.00	4,021.15	35,000.00	30,978.85	11.5
<u>CONTRIBUTIONS AND TRANSFERS</u>					
10-39-370000 PROCEEDS FROM CAPITAL LEASES	41,250.00	41,250.00	.00	( 41,250.00)	.0
TOTAL CONTRIBUTIONS AND TRANSFERS	41,250.00	41,250.00	.00	( 41,250.00)	.0
TOTAL FUND REVENUE	142,066.67	303,783.70	3,624,825.00	3,321,041.30	8.4



TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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TOWN BOARD

10-41110-110 REGULAR EMPLOYEES	2,111.33	4,222.65	27,447.00	23,224.35	15.4
10-41110-220 SOCIAL SECURITY CONTRIBUTIONS	161.52	323.04	2,607.00	2,283.96	12.4
10-41110-250 UNEMPLOYMENT INSURANCE	10.56	14.78	82.00	67.22	18.0
10-41110-341 TRAINING	.00	.00	3,000.00	3,000.00	.0
10-41110-580 TRAVEL	.00	.00	500.00	500.00	.0
10-41110-590 ORGANIZATIONAL DUES	.00	.00	1,058.00	1,058.00	.0
10-41110-802 COMMUNITY CONTRIBUTIONS	.00	.00	58,000.00	58,000.00	.0
 TOTAL TOWN BOARD	 2,283.41	 4,560.47	 92,694.00	 88,133.53	 4.9

MUNICIPAL JUDGE

10-41210-110 REGULAR EMPLOYEES	690.56	1,381.12	8,977.00	7,595.88	15.4
10-41210-220 SOCIAL SECURITY CONTRIBUTIONS	52.84	105.68	615.00	509.32	17.2
10-41210-250 UNEMPLOYMENT INSURANCE	3.45	4.83	23.00	18.17	21.0
10-41210-590 ORGANIZATIONAL DUES	.00	.00	2,500.00	2,500.00	.0
10-41210-640 BOOKS & PERIODICALS	.00	.00	500.00	500.00	.0
 TOTAL MUNICIPAL JUDGE	 746.85	 1,491.63	 12,615.00	 11,123.37	 11.8

TOWN ADMINISTRATOR

10-41310-110 REGULAR EMPLOYEES	8,000.52	18,001.32	105,930.00	87,928.68	17.0
10-41310-211 HEALTH AND LIFE INSURANCE	949.12	1,877.24	10,662.00	8,784.76	17.6
10-41310-220 SOCIAL SECURITY CONTRIBUTIONS	608.56	1,304.29	10,033.00	8,728.71	13.0
10-41310-230 RETIREMENT CONTRIBUTIONS	240.02	600.04	3,169.00	2,568.96	18.9
10-41310-250 UNEMPLOYMENT INSURANCE	39.78	57.96	305.00	247.04	19.0
10-41310-260 WORKERS COMPENSATION	.00	.00	833.00	833.00	.0
10-41310-340 PROFESSIONAL SERVICES	.00	13,000.00	13,000.00	.00	100.0
10-41310-341 TRAINING	.00	340.00	2,500.00	2,160.00	13.6
10-41310-580 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-41310-590 ORGANIZATIONAL DUES	.00	.00	1,000.00	1,000.00	.0
10-41310-610 OFFICE SUPPLIES	61.44	61.44	.00	( 61.44)	.0
 TOTAL TOWN ADMINISTRATOR	 9,899.44	 35,242.29	 148,432.00	 113,189.71	 23.7

PARTNER ORGANIZATIONS

10-41330-800 PARTNERING	11,500.00	24,664.00	35,000.00	10,336.00	70.5
10-41330-803 SAN JUAN REGIONAL PLAN COMM	.00	.00	500.00	500.00	.0
10-41330-807 SAN JUAN COUNTY 2000	.00	.00	10,000.00	10,000.00	.0
10-41330-809 REGION 9 EDD	.00	.00	1,664.00	1,664.00	.0
 TOTAL PARTNER ORGANIZATIONS	 11,500.00	 24,664.00	 47,164.00	 22,500.00	 52.3

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TOWN CLERK-TREASURER</u>					
10-41350-110 REGULAR EMPLOYEES	8,118.72	16,205.94	62,000.00	45,794.06	26.1
10-41350-112 DEPUTY CLERK SALARY	.00	.00	44,720.00	44,720.00	.0
10-41350-130 OVERTIME/PAID COMP TIME	31.50	94.50	3,000.00	2,905.50	3.2
10-41350-211 HEALTH AND LIFE INSURANCE	2,078.46	4,109.92	23,544.00	19,434.08	17.5
10-41350-220 SOCIAL SECURITY CONTRIBUTIONS	623.49	1,246.99	9,938.00	8,691.01	12.6
10-41350-230 RETIREMENT CONTRIBUTIONS	143.08	357.70	3,138.00	2,780.30	11.4
10-41350-250 UNEMPLOYMENT INSURANCE	40.78	57.08	313.00	255.92	18.2
10-41350-260 WORKERS COMPENSATION	.00	.00	1,666.00	1,666.00	.0
10-41350-340 PROFESSIONAL SERVICES- CPA	.00	10,070.00	40,000.00	29,930.00	25.2
10-41350-341 TRAINING	.00	.00	2,000.00	2,000.00	.0
10-41350-580 TRAVEL	.00	.00	500.00	500.00	.0
10-41350-590 ORGANIZATIONAL DUES	1,156.00	1,156.00	200.00	( 956.00)	578.0
10-41350-614 OPERATING SUPPLIES	69.94	69.94	.00	( 69.94)	.0
TOTAL TOWN CLERK-TREASURER	12,261.97	33,368.07	191,019.00	157,650.93	17.5
<u>ELECTIONS</u>					
10-41400-340 TECH - ELECT JUDGES, ETC	.00	.00	3,000.00	3,000.00	.0
10-41400-531 POSTAGE	.00	.00	500.00	500.00	.0
10-41400-550 PRINTING & BINDING	980.05	980.05	1,751.00	770.95	56.0
10-41400-580 TRAVEL & MEALS	.00	.00	200.00	200.00	.0
TOTAL ELECTIONS	980.05	980.05	5,451.00	4,470.95	18.0
<u>FINANCIAL ADMINISTRATION</u>					
10-41500-332 SUPPORT AGREEMENT	1,178.00	1,708.00	7,000.00	5,292.00	24.4
10-41500-340 BANK CHARGES	1,174.71	1,235.86	11,000.00	9,764.14	11.2
10-41500-800 CASH OVER/SHORT	.00	( .98)	.00	.98	.0
TOTAL FINANCIAL ADMINISTRATION	2,352.71	2,942.88	18,000.00	15,057.12	16.4
<u>LEGAL SERVICES</u>					
10-41530-340 CONTRACT SERVICES-LEGAL	5,662.00	5,662.00	40,000.00	34,338.00	14.2
TOTAL LEGAL SERVICES	5,662.00	5,662.00	40,000.00	34,338.00	14.2

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-41915-110 REGULAR EMPLOYEES	4,800.00	9,600.00	64,240.00	54,640.00	14.9
10-41915-115 PART TIME EMPLOYEES	4,800.00	9,142.50	62,400.00	53,257.50	14.7
10-41915-130 OVERTIME	.00	772.65	.00	( 772.65)	.0
10-41915-211 HEALTH AND LIFE INSURANCE	2,081.50	3,622.62	23,544.00	19,921.38	15.4
10-41915-220 SOCIAL SECURITY CONTRIBUTIONS	734.40	1,492.91	11,894.00	10,401.09	12.6
10-41915-230 RETIREMENT CONTRIBUTIONS	144.00	360.00	3,739.00	3,379.00	9.6
10-41915-250 UNEMPLOYMENT INSURANCE	48.00	67.83	374.00	306.17	18.1
10-41915-260 WORKERS COMPENSATION - GEN GOV	.00	.00	1,666.00	1,666.00	.0
10-41915-330 PROFESSIONAL SERVICES	14,262.25	27,380.00	83,723.00	56,343.00	32.7
10-41915-341 TRAINING	224.95	224.95	1,500.00	1,275.05	15.0
10-41915-540 ADVERTISING	.00	.00	3,000.00	3,000.00	.0
10-41915-550 PRINTING & BINDING	.00	.00	600.00	600.00	.0
10-41915-580 TRAVEL	.00	.00	300.00	300.00	.0
10-41915-640 BOOKS & PERIODICALS	.00	440.00	500.00	60.00	88.0
TOTAL COMMUNITY DEVELOPMENT	27,095.10	53,103.46	257,480.00	204,376.54	20.6
<u>GENERAL GOVT OPERATIONS</u>					
10-41940-310 TREASURERS FEES	84.75	84.75	6,236.00	6,151.25	1.4
10-41940-321 AUDIT SERVICES	.00	.00	9,800.00	9,800.00	.0
10-41940-330 ENGINEER SERVICES	1,771.75	6,164.65	15,000.00	8,835.35	41.1
10-41940-331 SOFTWARE	.00	148.99	.00	( 148.99)	.0
10-41940-340 PROFESSIONAL SERVICES - IT & M	5,244.12	6,810.93	20,000.00	13,189.07	34.1
10-41940-442 COPIER LEASE	545.53	545.53	7,000.00	6,454.47	7.8
10-41940-443 INTERNET - TOWN HALL	1,289.48	2,578.96	11,553.00	8,974.04	22.3
10-41940-520 INSURANCE - WC, PROP & LIA	696.06	21,846.50	62,587.00	40,740.50	34.9
10-41940-521 INSURANCE-DEDUCTIBLE	.00	.00	1,000.00	1,000.00	.0
10-41940-531 POSTAGE	39.50	1,302.96	4,000.00	2,697.04	32.6
10-41940-532 TELEPHONE	949.22	3,344.74	7,359.00	4,014.26	45.5
10-41940-540 ADVERTISING	.00	636.19	11,000.00	10,363.81	5.8
10-41940-610 OFFICE SUPPLIES	1,284.34	2,791.90	10,000.00	7,208.10	27.9
10-41940-741 MACHINERY	.00	.00	2,000.00	2,000.00	.0
10-41940-743 FURNITURE & FIXTURES	.00	.00	2,000.00	2,000.00	.0
10-41940-800 CITIZEN ENGAGEMENT	.00	.00	2,000.00	2,000.00	.0
TOTAL GENERAL GOVT OPERATIONS	11,904.75	46,256.10	171,535.00	125,278.90	27.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>VISTOR'S CENTER OPERATIONS</u>						
10-41942-420	CLEANING SERVICES	.00	.00	3,590.00	3,590.00	.0
10-41942-423	CUSTODIAL	.00	.00	9,000.00	9,000.00	.0
10-41942-430	REPAIRS & MAINTENANCE	62.53	62.53	4,500.00	4,437.47	1.4
10-41942-620	ELECTRICITY	290.00	549.00	3,000.00	2,451.00	18.3
10-41942-622	PROPANE	2,231.70	4,058.10	12,200.00	8,141.90	33.3
10-41942-801	CHAMBER CONTRACT	3,750.00	3,750.00	45,000.00	41,250.00	8.3
	TOTAL VISTOR'S CENTER OPERATIONS	6,334.23	8,419.63	77,290.00	68,870.37	10.9
<u>SENIOR CENTER</u>						
10-41943-443	INTERNET	50.00	100.00	.00	( 100.00)	.0
10-41943-614	MODULAR OPERATING SUPPLIES	2,945.57	4,444.54	8,600.00	4,155.46	51.7
10-41943-620	MODULAR ELECTRICITY	90.21	178.95	1,500.00	1,321.05	11.9
10-41943-622	MODULAR PROPANE	752.48	1,109.87	2,800.00	1,690.13	39.6
	TOTAL SENIOR CENTER	3,838.26	5,833.36	12,900.00	7,066.64	45.2
<u>TOWN HALL OPERATIONS</u>						
10-41944-345	TESTING & INSPECTIONS	250.00	1,412.75	4,000.00	2,587.25	35.3
10-41944-420	CLEANING SERVICES	.00	.00	3,000.00	3,000.00	.0
10-41944-423	CUSTODIAL	1,420.00	2,905.00	6,500.00	3,595.00	44.7
10-41944-430	REPAIRS & MAINTENANCE	( 32.28)	633.00	29,000.00	28,367.00	2.2
10-41944-614	OPERATING SUPPLIES	392.89	392.89	500.00	107.11	78.6
10-41944-620	ELECTRICITY	169.00	340.00	2,244.00	1,904.00	15.2
10-41944-622	PROPANE	2,434.76	4,944.89	14,800.00	9,855.11	33.4
10-41944-741	MACHINERY & EQUIPMENT	.00	702.19	1,000.00	297.81	70.2
10-41944-743	FURNITURE & FIXTURES	.00	.00	2,000.00	2,000.00	.0
	TOTAL TOWN HALL OPERATIONS	4,634.37	11,330.72	63,044.00	51,713.28	18.0
<u>FEDERAL GRANT EXPENDITURES</u>						
10-41945-100	GRANTS	18,580.22	26,691.36	544,800.00	518,108.64	4.9
	TOTAL FEDERAL GRANT EXPENDITURES	18,580.22	26,691.36	544,800.00	518,108.64	4.9
<u>LAW ENFORCEMENT</u>						
10-42100-340	CONTRACT SERVICES	.00	.00	309,271.00	309,271.00	.0
	TOTAL LAW ENFORCEMENT	.00	.00	309,271.00	309,271.00	.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FIRE DEPARTMENT</u>					
10-42200-340	CONTRACT SERVICES	.00	13,687.50	54,750.00	41,062.50	25.0
	TOTAL FIRE DEPARTMENT	.00	13,687.50	54,750.00	41,062.50	25.0
	<u>CARRIAGE HOUSE</u>					
10-42300-330	OTHER PROFESSIONAL-PHYSICIAN	.00	.00	400.00	400.00	.0
10-42300-345	TESTING & INSPECTIONS	.00	.00	350.00	350.00	.0
10-42300-430	REPAIRS & MAINTENANCE	132.60	1,492.70	3,000.00	1,507.30	49.8
10-42300-615	MAINTENANCE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
10-42300-620	ELECTRICITY	1,109.00	1,947.00	3,300.00	1,353.00	59.0
10-42300-622	PROPANE	1,536.40	2,608.45	8,200.00	5,591.55	31.8
	TOTAL CARRIAGE HOUSE	2,778.00	6,048.15	16,250.00	10,201.85	37.2
	<u>BUILDING AND CODE OFFICER</u>					
10-42400-110	REGULAR EMPLOYEES	4,825.60	9,651.20	84,331.00	74,679.80	11.4
10-42400-115	PART-TIME/SEASONAL EMPLOYEES	350.00	420.00	.00	( 420.00)	.0
10-42400-211	HEALTH AND LIFE INSURANCE	1,051.38	2,079.26	11,772.00	9,692.74	17.7
10-42400-220	SOCIAL SECURITY CONTRIBUTIONS	395.93	770.44	7,536.00	6,765.56	10.2
10-42400-230	RETIREMENT CONTRIBUTIONS	144.76	361.90	1,929.00	1,567.10	18.8
10-42400-250	UNEMPLOYMENT INSURANCE	25.67	35.47	238.00	202.53	14.9
10-42400-260	WORKERS COMPENSATION	.00	.00	833.00	833.00	.0
10-42400-341	TRAINING	.00	.00	2,500.00	2,500.00	.0
10-42400-580	TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-42400-590	ORGANIZATIONAL DUES	.00	.00	500.00	500.00	.0
10-42400-610	OFFICE SUPPLIES	109.99	109.99	.00	( 109.99)	.0
10-42400-640	BOOKS & PERIODICALS	.00	.00	500.00	500.00	.0
	TOTAL BUILDING AND CODE OFFICER	6,903.33	13,428.26	111,139.00	97,710.74	12.1
	<u>PUBLIC WORKS PERSONNEL</u>					
10-43100-110	REGULAR EMPLOYEES	33,570.95	64,705.81	452,456.00	387,750.19	14.3
10-43100-130	OVERTIME	3,244.09	5,532.37	20,000.00	14,467.63	27.7
10-43100-211	HEALTH LIFE & DENTAL INSURANCE	4,710.56	9,316.12	78,456.00	69,139.88	11.9
10-43100-220	SOCIAL SECURITY CONTRIBUTIONS	2,810.77	5,362.06	44,408.00	39,045.94	12.1
10-43100-230	RETIREMENT	841.12	2,070.93	13,573.00	11,502.07	15.3
10-43100-250	UNEMPLOYMENT INSURANCE	189.47	373.13	1,357.00	983.87	27.5
10-43100-580	TRAVEL	.00	.00	500.00	500.00	.0
	TOTAL PUBLIC WORKS PERSONNEL	45,366.96	87,360.42	610,750.00	523,389.58	14.3

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET MAINTENANCE</u>					
10-43120-320 PROFESSIONAL	.00	.00	2,000.00	2,000.00	.0
10-43120-330 OTHER PROFESSIONAL	.00	.00	20,000.00	20,000.00	.0
10-43120-341 SAFETY & TRAINING	.00	.00	500.00	500.00	.0
10-43120-345 TESTING & INSPECTIONS	156.00	156.00	1,200.00	1,044.00	13.0
10-43120-420 CLEANING SERVICES	.00	.00	3,800.00	3,800.00	.0
10-43120-430 REPAIRS & MAINTENANCE	14,082.99	16,703.97	76,500.00	59,796.03	21.8
10-43120-442 RENTALS - EQUIPMENT & VEHICLES	.00	.00	25,000.00	25,000.00	.0
10-43120-521 INSURANCE-DEDUCTIBLE	.00	.00	1,000.00	1,000.00	.0
10-43120-580 TRAVEL & MEALS	.00	14.58	200.00	185.42	7.3
10-43120-611 DUST CONTROL	.00	.00	38,000.00	38,000.00	.0
10-43120-612 GRAVEL	16,488.00	16,488.00	40,000.00	23,512.00	41.2
10-43120-613 SIGNS	.00	.00	10,000.00	10,000.00	.0
10-43120-614 OPERATING SUPPLIES	717.88	7,210.46	26,000.00	18,789.54	27.7
10-43120-618 CLOTHING ALLOWANCE	330.00	746.08	1,250.00	503.92	59.7
10-43120-620 ELECTRICITY	936.00	1,872.00	13,506.00	11,634.00	13.9
10-43120-626 FUEL	10,390.09	12,453.78	31,000.00	18,546.22	40.2
10-43120-741 MACHINERY & EQUIPMENT	.00	20,000.00	40,000.00	20,000.00	50.0
TOTAL STREET MAINTENANCE	43,100.96	75,644.87	329,956.00	254,311.13	22.9
<u>FACILITIES AND PARK ADMIN</u>					
10-45110-110 REGULAR EMPLOYEES	11,638.68	23,462.03	200,740.00	177,277.97	11.7
10-45110-115 PART-TIME/SEASONAL EMPLOYEES	5,239.50	11,112.01	37,000.00	25,887.99	30.0
10-45110-130 OVERTIME	369.26	2,228.77	4,000.00	1,771.23	55.7
10-45110-211 HEALTH AND LIFE INSURANCE	3,939.90	7,792.06	47,088.00	39,295.94	16.6
10-45110-220 SOCIAL SECURITY CONTRIBUTIONS	1,282.32	2,778.32	22,977.00	20,198.68	12.1
10-45110-230 RETIREMENT CONTRIBUTIONS	186.81	485.12	4,966.00	4,480.88	9.8
10-45110-250 UNEMPLOYMENT INSURANCE	84.87	123.98	726.00	602.02	17.1
10-45110-341 TRAINING	.00	.00	3,200.00	3,200.00	.0
10-45110-614 OPERATING SUPPLIES	100.04	100.04	.00	( 100.04)	.0
10-45110-801 RECREATION PROGRAMS	34.95	70.42	.00	( 70.42)	.0
TOTAL FACILITIES AND PARK ADMIN	22,876.33	48,152.75	320,697.00	272,544.25	15.0
<u>PARK MAINTENANCE</u>					
10-45120-430 REPAIRS & MAINTENANCE	.00	.00	11,000.00	11,000.00	.0
10-45120-614 OPERATING SUPPLIES	370.50	922.12	15,000.00	14,077.88	6.2
10-45120-616 SUPPLIES JULY 4TH CAMPGROUND	.00	.00	16,700.00	16,700.00	.0
10-45120-620 ELECTRICITY	26.00	50.00	10,000.00	9,950.00	.5
10-45120-626 FUEL	171.72	171.72	14,000.00	13,828.28	1.2
10-45120-701 COLUMBINE PARK	4,253.78	5,624.66	10,000.00	4,375.34	56.3
TOTAL PARK MAINTENANCE	4,822.00	6,768.50	76,700.00	69,931.50	8.8

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>KENDALL MOUNTAIN PARK</u>					
10-45121-330 TECHNICAL SERVICES	446.50	1,721.25	6,500.00	4,778.75	26.5
10-45121-340 SNOW GROOMING	369.01	369.01	9,000.00	8,630.99	4.1
10-45121-345 TESTING & INSPECTIONS	557.60	557.60	5,000.00	4,442.40	11.2
10-45121-423 CUSTODIAL	.00	.00	5,780.00	5,780.00	.0
10-45121-430 REPAIRS & MAINTENANCE	29.04	2,025.52	12,000.00	9,974.48	16.9
10-45121-442 RENTALS	.00	.00	2,500.00	2,500.00	.0
10-45121-614 OPERATING SUPPLIES	393.56	1,376.98	18,000.00	16,623.02	7.7
10-45121-620 ELECTRICITY	239.36	448.05	11,600.00	11,151.95	3.9
10-45121-622 PROPANE	2,018.53	2,920.60	11,000.00	8,079.40	26.6
10-45121-730 IMPROVEMENTS OTHER THAN BLDGS	.00	670.00	175,000.00	174,330.00	.4
TOTAL KENDALL MOUNTAIN PARK	4,053.60	10,089.01	256,380.00	246,290.99	3.9
<u>COMMUNICATIONS &amp; EVENTS</u>					
10-46100-110 REGULAR EMPLOYEES	4,153.84	9,346.14	71,245.00	61,898.86	13.1
10-46100-211 HEALTH & LIFE INSURANCE	1,046.88	2,070.26	11,772.00	9,701.74	17.6
10-46100-220 SOCIAL SECURITY CONTRIBUTIONS	317.78	714.99	6,767.00	6,052.01	10.6
10-46100-230 RETIREMENT	124.62	311.55	1,620.00	1,308.45	19.2
10-46100-250 UNEMPLOYMENT INSURANCE	20.77	31.15	169.00	137.85	18.4
10-46100-340 PROFESSIONAL SERVICES	29.00	29.00	1,000.00	971.00	2.9
10-46100-341 TRAINING	.00	.00	2,000.00	2,000.00	.0
10-46100-347 ENTERTAINMENT/PERFORMERS	10,000.00	10,000.00	11,600.00	1,600.00	86.2
10-46100-423 CUSTODIAL	.00	.00	7,000.00	7,000.00	.0
10-46100-541 MARKETING	154.32	190.75	12,500.00	12,309.25	1.5
10-46100-580 TRAVEL	60.46	60.46	1,000.00	939.54	6.1
10-46100-614 OPERATING SUPPLIES	1,097.10	2,194.92	7,000.00	4,805.08	31.4
10-46100-621 REPLACEABLE FURNITURE	.00	.00	1,200.00	1,200.00	.0
10-46100-801 FIREWORKS	4,650.00	4,650.00	9,000.00	4,350.00	51.7
TOTAL COMMUNICATIONS & EVENTS	21,654.77	29,599.22	143,873.00	114,273.78	20.6
<u>CONTRIB TO FUTURE CAP OUTLAY</u>					
10-46500-850 CONTRIB TO FUTURE CAP OUTLAY	.00	.00	25,000.00	25,000.00	.0
TOTAL CONTRIB TO FUTURE CAP OUTLAY	.00	.00	25,000.00	25,000.00	.0



TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BOND PRINCIPAL</u>					
10-47110-746 CATERPILLAR LEASES	1,085.59	2,171.18	90,229.00	88,057.82	2.4
10-47110-747 GENIE BOOM LIFT LEASE	.00	.00	13,027.00	13,027.00	.0
10-47110-751 PRINOTH SNOW GROOMER	950.00	1,900.00	11,400.00	9,500.00	16.7
10-47110-754 COLUMBINE PARK LEASE	.00	.00	95,622.00	95,622.00	.0
10-47110-755 2006 DUMP TRUCK	35,412.50	35,412.50	.00	( 35,412.50)	.0
TOTAL BOND PRINCIPAL	37,448.09	39,483.68	210,278.00	170,794.32	18.8
<u>OPERATING TRANSFERS OUT</u>					
10-49110-960 TRANSFER TO REFUSE FUND	.00	.00	106,100.00	106,100.00	.0
10-49110-980 TRANSFER TO LIBRARY FUND	.00	.00	130,000.00	130,000.00	.0
TOTAL OPERATING TRANSFERS OUT	.00	.00	236,100.00	236,100.00	.0
TOTAL FUND EXPENDITURES	307,077.40	590,808.38	4,383,568.00	3,792,759.62	13.5
NET REVENUE OVER EXPENDITURES	( 165,010.73)	( 287,024.68)	( 758,743.00)	( 471,718.32)	( 37.8)

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

LIBRARY FUND

ASSETS

11-10100000	CASH-POOLED	(	4,633.24)	
	TOTAL ASSETS		(	4,633.24)

LIABILITIES AND EQUITY

FUND EQUITY

11-27300000	FUND BAL RESERVED - LIBRARY		7,753.00	
11-27500000	COMMITTED TO FUTURE CAP OUTLAY		1,500.00	
	UNAPPROPRIATED FUND BALANCE:			
11-27900000	FUND BALANCE UNRESERVED		6,946.13	
	REVENUE OVER EXPENDITURES - YTD	(	20,832.37)	
	BALANCE - CURRENT DATE	(	13,886.24)	
	TOTAL FUND EQUITY		(	4,633.24)
	TOTAL LIABILITIES AND EQUITY		(	4,633.24)

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INTERGOVERNMENTAL REVENUES</u>					
11-33-132100	FEDERAL GRANT - USAC (UNIVRSL	.00	.00	7,018.00	7,018.00	.0
11-33-410010	GRANT REVENUE-2024 SCHOOL GRAN	.00	5,000.00	.00	( 5,000.00)	.0
11-33-493000	STATE GRANTS-LIBRARY	( 3,000.00)	( 3,000.00)	9,000.00	12,000.00	( 33.3)
	TOTAL INTERGOVERNMENTAL REVENUES	( 3,000.00)	2,000.00	16,018.00	14,018.00	12.5
	<u>MISCELLANEOUS REVENUE</u>					
11-36-500000	CONTRIBUTIONS	.00	.00	500.00	500.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
	<u>TRANSFERS</u>					
11-39-110000	TRANSFERS IN - GENERAL FUND	.00	.00	130,000.00	130,000.00	.0
	TOTAL TRANSFERS	.00	.00	130,000.00	130,000.00	.0
	TOTAL FUND REVENUE	( 3,000.00)	2,000.00	146,518.00	144,518.00	1.4

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
11-45500-110	REGULAR EMPLOYEES	5,248.00	11,448.00	64,480.00	53,032.00	17.8
11-45500-115	PART-TIME/SEASONAL EMPLOYEES	1,277.22	2,343.60	22,776.00	20,432.40	10.3
11-45500-211	HEALTH AND LIFE INSURANCE	135.20	270.40	1,500.00	1,229.60	18.0
11-45500-220	SOCIAL SECURITY CONTRIBUTIONS	499.17	1,055.04	8,090.00	7,034.96	13.0
11-45500-230	RETIREMENT CONTRIBUTIONS	148.80	372.00	1,888.00	1,516.00	19.7
11-45500-250	UNEMPLOYMENT INSURANCE	34.30	48.84	255.00	206.16	19.2
11-45500-260	WORKERS COMPENSATION	.00	.00	833.00	833.00	.0
11-45500-321	AUTOMATION	.00	.00	1,950.00	1,950.00	.0
11-45500-341	TRAINING	175.00	1,887.71	2,000.00	112.29	94.4
11-45500-423	CUSTODIAL	.00	.00	2,000.00	2,000.00	.0
11-45500-430	REPAIRS & MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
11-45500-441	PO BOX RENTAL	.00	264.00	252.00	( 12.00)	104.8
11-45500-442	RICOH COPIER LEASE	.00	.00	1,700.00	1,700.00	.0
11-45500-443	INTERNET DSL	772.57	916.33	2,900.00	1,983.67	31.6
11-45500-531	POSTAGE	.00	.00	100.00	100.00	.0
11-45500-532	TELEPHONE	161.02	366.98	1,200.00	833.02	30.6
11-45500-540	ADVERTISING	.00	12.00	2,000.00	1,988.00	.6
11-45500-580	TRAVEL & MEALS	.00	.00	3,000.00	3,000.00	.0
11-45500-590	ORGANIZATIONAL DUES	.00	.00	1,000.00	1,000.00	.0
11-45500-610	GENERAL & OFFICE SUPPLIES	312.14	483.81	5,000.00	4,516.19	9.7
11-45500-614	PROGRAMS	60.88	339.51	3,000.00	2,660.49	11.3
11-45500-620	ELECTRICITY	139.00	262.00	1,500.00	1,238.00	17.5
11-45500-624	HEATING OIL	705.36	1,753.97	8,000.00	6,246.03	21.9
11-45500-641	COLLECTION	851.91	1,008.18	8,000.00	6,991.82	12.6
	TOTAL LIBRARY	10,520.57	22,832.37	146,424.00	123,591.63	15.6
	TOTAL FUND EXPENDITURES	10,520.57	22,832.37	146,424.00	123,591.63	15.6
	NET REVENUE OVER EXPENDITURES	( 13,520.57)	( 20,832.37)	94.00	20,926.37	(22162

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

CONSERVATION TRUST (PARKS)

ASSETS

20-10310000	CTF INVESTMENTS - BSJ	72,270.98	
	TOTAL ASSETS		72,270.98

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
20-27900000	FUND BALANCE UNRESERVED REVENUE OVER EXPENDITURES - YTD	72,270.98	
	BALANCE - CURRENT DATE	72,270.98	
	TOTAL FUND EQUITY		72,270.98
	TOTAL LIABILITIES AND EQUITY		72,270.98

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

CONSERVATION TRUST (PARKS)

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INTERGOVERNMENTAL REVENUE</u>					
20-33-780000	LOTTERY FUNDS	.00	.00	7,156.00	7,156.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	7,156.00	7,156.00	.0
	<u>MISCELLANEOUS REVENUE</u>					
20-36-100000	INTEREST REVENUE	.00	.00	21.00	21.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	21.00	21.00	.0
	TOTAL FUND REVENUE	.00	.00	7,177.00	7,177.00	.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

CONSERVATION TRUST (PARKS)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS ADMINISTRATION &amp; MTCE</u>					
20-45120-730 IMPROVEMENTS OTHER THAN BLDGS	.00	.00	29,667.00	29,667.00	.0
TOTAL PARKS ADMINISTRATION & MTCE	.00	.00	29,667.00	29,667.00	.0
TOTAL FUND EXPENDITURES	.00	.00	29,667.00	29,667.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	( 22,490.00)	( 22,490.00)	.0



TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

MOLAS LAKE PARK FUND

ASSETS

21-10100000	CASH - POOLED	378,503.98	
	TOTAL ASSETS		378,503.98

LIABILITIES AND EQUITY

FUND EQUITY

21-27500000	COMMITTED TO FUTURE CAP OUTLAY	30,000.00	
	UNAPPROPRIATED FUND BALANCE:		
21-27900000	FUND BALANCE UNRESERVED	284,313.37	
	REVENUE OVER EXPENDITURES - YTD	64,190.61	
	BALANCE - CURRENT DATE	348,503.98	
	TOTAL FUND EQUITY		378,503.98
	TOTAL LIABILITIES AND EQUITY		378,503.98

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

MOLAS LAKE PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>USER FEES</u>					
21-34-741100	CAMPGROUND RESERVATIONS ONLINE	14,102.40	69,541.90	200,000.00	130,458.10	34.8
21-34-743000	DOG SLED TOURS	.00	.00	500.00	500.00	.0
	TOTAL USER FEES	14,102.40	69,541.90	200,500.00	130,958.10	34.7
	TOTAL FUND REVENUE	14,102.40	69,541.90	200,500.00	130,958.10	34.7

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

MOLAS LAKE PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MOLAS LAKE PARK</u>					
21-45220-330 OTHER PROFESSIONAL SERVICES	2,533.30	4,158.30	6,181.00	2,022.70	67.3
21-45220-340 MANAGEMENT SERVICES	.00	.00	53,250.00	53,250.00	.0
21-45220-341 CREDIT CARD FEES	131.91	157.99	700.00	542.01	22.6
21-45220-350 ADMINISTRATIVE FEE	.00	.00	72,531.00	72,531.00	.0
21-45220-410 OPERATING EXPENSES	190.00	430.00	45,000.00	44,570.00	1.0
21-45220-430 REPAIRS & MAINTENANCE	.00	.00	15,000.00	15,000.00	.0
21-45220-520 INSURANCE	.00	.00	341.00	341.00	.0
21-45220-540 ADVERTISING	.00	.00	500.00	500.00	.0
21-45220-610 SUPPLIES	.00	.00	5,000.00	5,000.00	.0
21-45220-620 ELECTRICITY	369.00	605.00	1,000.00	395.00	60.5
TOTAL MOLAS LAKE PARK	3,224.21	5,351.29	199,503.00	194,151.71	2.7
TOTAL FUND EXPENDITURES	3,224.21	5,351.29	199,503.00	194,151.71	2.7
NET REVENUE OVER EXPENDITURES	10,878.19	64,190.61	997.00	( 63,193.61)	6438.4

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

CEMETERY FUND

ASSETS

22-10100000	CASH - POOLED	54,609.44	
	TOTAL ASSETS		54,609.44

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
22-27900000	FUND BALANCE UNRESERVED	54,609.44	
	REVENUE OVER EXPENDITURES - YTD		
	BALANCE - CURRENT DATE	54,609.44	
	TOTAL FUND EQUITY		54,609.44
	TOTAL LIABILITIES AND EQUITY		54,609.44

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

CEMETERY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS REVENUE</u>					
22-36-510000	CEMETERY SITE FEES	.00	.00	5,000.00	5,000.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	5,000.00	5,000.00	.0
	TOTAL FUND REVENUE	.00	.00	5,000.00	5,000.00	.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

CEMETERY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HILLSIDE CEMETERY</u>					
22-44190-614 OPERATING SUPPLIES	.00	.00	20,000.00	20,000.00	.0
TOTAL HILLSIDE CEMETERY	.00	.00	20,000.00	20,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	20,000.00	20,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	( 15,000.00)	( 15,000.00)	.0

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

WATER FUND

ASSETS

51-10100000	CASH - POOLED	139,777.56	
51-11500000	ACCOUNTS RECEIVABLE	102,254.95	
51-14100000	INVENTORIES - MATERIAL & SUPPL	105,136.00	
51-16200000	BUILDINGS	222,775.00	
51-16300000	IMPROVEMENTS OTHER THAN BLDGS	2,156,557.21	
51-16310000	ACCUMULATED DEPRECIATION-OTHER	( 1,340,322.43)	
51-16400000	MACHINERY & EQUIPMENT	253,060.99	
51-16410000	ACCUMULATED DEPRECIATION-MACH	( 135,868.00)	
TOTAL ASSETS			1,503,371.28

LIABILITIES AND EQUITY

LIABILITIES

51-22550000	CWRPDA #18F390 LOAN PAYABLE	220,677.55	
51-23120000	LEASE PAYABLE	2,723.50	
TOTAL LIABILITIES			223,401.05

FUND EQUITY

51-27500000	COMMITTED TO FUTURE CAP OUTLAY	323,276.33	
UNAPPROPRIATED FUND BALANCE:			
51-27900000	RETAINED EARNINGS	900,480.54	
	REVENUE OVER EXPENDITURES - YTD	56,213.36	
BALANCE - CURRENT DATE		956,693.90	
TOTAL FUND EQUITY			1,279,970.23
TOTAL LIABILITIES AND EQUITY			1,503,371.28



TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>GRANT REVENUES</u>					
51-33-430400	GRANTS	.00	.00	112,000.00	112,000.00	.0
	TOTAL GRANT REVENUES	.00	.00	112,000.00	112,000.00	.0
	<u>CHARGES FOR SERVICES</u>					
51-34-410000	WATER FEES	54,924.58	54,714.50	339,753.00	285,038.50	16.1
51-34-411000	WATER TAP CONNECTION FEES	.00	.00	34,672.00	34,672.00	.0
51-34-412000	PLANT INVESTMENT FEES	.00	90.00	51,161.00	51,071.00	.2
51-34-413000	COMMITTED FOR FUTURE CAP ACQ	17,524.94	17,491.71	107,487.00	89,995.29	16.3
	TOTAL CHARGES FOR SERVICES	72,449.52	72,296.21	533,073.00	460,776.79	13.6
	<u>OTHER REVENUES</u>					
51-38-000000	OTHER REVENUES	40.00	40.00	200.00	160.00	20.0
51-38-100000	WATER DISPENSER REVENUE	.00	.00	3,000.00	3,000.00	.0
	TOTAL OTHER REVENUES	40.00	40.00	3,200.00	3,160.00	1.3
	TOTAL FUND REVENUE	72,489.52	72,336.21	648,273.00	575,936.79	11.2

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FIRE HYDRANT REPAIR SERVICES</u>					
51-42260-730	FIRE HYDRANTS	.00	.00	15,000.00	15,000.00	.0
	TOTAL FIRE HYDRANT REPAIR SERVICES	.00	.00	15,000.00	15,000.00	.0
	<u>DISTRIBUTION (INCL TANK)</u>					
51-43310-340	TECHNICAL	.00	.00	2,500.00	2,500.00	.0
51-43310-430	REPAIRS & MAINTENANCE	2,277.35	6,579.30	20,000.00	13,420.70	32.9
51-43310-612	GRAVEL	2,977.00	2,977.00	7,000.00	4,023.00	42.5
51-43310-614	OPERATING SUPPLIES	.00	.00	12,000.00	12,000.00	.0
51-43310-616	WATER METERS	.00	.00	5,000.00	5,000.00	.0
51-43310-730	IMPROVEMENTS OTHER THAN BLDGS	.00	.00	112,000.00	112,000.00	.0
	TOTAL DISTRIBUTION (INCL TANK)	5,254.35	9,556.30	158,500.00	148,943.70	6.0
	<u>TREATMENT</u>					
51-43320-345	TESTING & INSPECTIONS	530.00	530.00	5,714.00	5,184.00	9.3
51-43320-346	PERMITS	.00	.00	4,431.00	4,431.00	.0
51-43320-430	REPAIRS & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
51-43320-614	OPERATING SUPPLIES	884.10	2,142.13	10,000.00	7,857.87	21.4
51-43320-620	ELECTRICITY	654.00	1,199.00	4,500.00	3,301.00	26.6
51-43320-622	PROPANE	841.00	1,424.98	7,770.00	6,345.02	18.3
	TOTAL TREATMENT	2,909.10	5,296.11	42,415.00	37,118.89	12.5
	<u>SOURCE/SUPPLY &amp; TRANSMISSION</u>					
51-43330-430	REPAIRS & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
51-43330-730	IMPROVEMENTS OTHER THAN BLDGS	.00	.00	15,000.00	15,000.00	.0
	TOTAL SOURCE/SUPPLY & TRANSMISSION	.00	.00	25,000.00	25,000.00	.0
	<u>GRANT EXPENDITURES</u>					
51-43331-400	GRANTS	.00	.00	112,000.00	112,000.00	.0
	TOTAL GRANT EXPENDITURES	.00	.00	112,000.00	112,000.00	.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
51-43340-340 TECHNICAL	232.59	330.44	7,500.00	7,169.56	4.4
51-43340-341 TRAINING	640.00	640.00	2,000.00	1,360.00	32.0
51-43340-342 LEGAL FEES	.00	.00	1,000.00	1,000.00	.0
51-43340-350 ADMINISTRATIVE FEE	.00	.00	357,366.00	357,366.00	.0
51-43340-580 TRAVEL & MEALS	.00	.00	1,000.00	1,000.00	.0
51-43340-590 ORGANIZATIONAL DUES	.00	300.00	325.00	25.00	92.3
51-43340-626 FUEL	.00	.00	6,500.00	6,500.00	.0
TOTAL ADMINISTRATION	872.59	1,270.44	375,691.00	374,420.56	.3
<u>DEBT INTEREST</u>					
51-47220-723 CWPDA SRF LOAN DEBT PRINCIPAL	.00	.00	8,488.00	8,488.00	.0
TOTAL DEBT INTEREST	.00	.00	8,488.00	8,488.00	.0
<u>GLTD LEASE</u>					
51-47310-722 CWPDA SRF LOAN	.00	.00	8,575.00	8,575.00	.0
TOTAL GLTD LEASE	.00	.00	8,575.00	8,575.00	.0
TOTAL FUND EXPENDITURES	9,036.04	16,122.85	745,669.00	729,546.15	2.2
NET REVENUE OVER EXPENDITURES	63,453.48	56,213.36	( 97,396.00)	( 153,609.36)	57.7

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

SEWER FUND

ASSETS

52-10100000	CASH - POOLED	(	38,885.26)	
52-11500000	ACCOUNTS RECEIVABLE		74,083.99	
52-14100000	INVENTORIES - MATERIAL & SUPPL		7,351.00	
52-16100000	LAND		670.10	
52-16300000	IMPROVEMENTS OTHER THAN BLDGS		1,114,534.66	
52-16310000	ACCUMULATED DEPRECIATION-OTHER	(	807,626.00)	
52-16400000	MACHINERY & EQUIPMENT		224,294.00	
52-16410000	ACCUMULATED DEPRECIATION-MACH	(	106,139.00)	
TOTAL ASSETS				468,283.49

LIABILITIES AND EQUITY

FUND EQUITY

52-27500000	COMMITTED TO FUTURE CAP OUTLAY		66,343.41	
UNAPPROPRIATED FUND BALANCE:				
52-27900000	RETAINED EARNINGS		366,732.66	
	REVENUE OVER EXPENDITURES - YTD		35,207.42	
BALANCE - CURRENT DATE			401,940.08	
TOTAL FUND EQUITY				468,283.49
TOTAL LIABILITIES AND EQUITY				468,283.49

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>GRANT REVENUE</u>					
52-33-430402	GRANT REVENUE	.00	.00	75,000.00	75,000.00	.0
	TOTAL GRANT REVENUE	.00	.00	75,000.00	75,000.00	.0
	<u>CHARGES FOR SERVICES</u>					
52-34-420000	SEWER FEES	43,824.65	43,741.44	265,531.00	221,789.56	16.5
52-34-421000	SEWER TAP CONNECTION FEES	.00	.00	31,520.00	31,520.00	.0
52-34-422000	PLANT INVESTMENT FEES	.00	.00	27,740.00	27,740.00	.0
52-34-423000	COMMITTED FOR FUTURE CAP ACQ	3,416.08	3,409.57	20,779.00	17,369.43	16.4
	TOTAL CHARGES FOR SERVICES	47,240.73	47,151.01	345,570.00	298,418.99	13.6
	TOTAL FUND REVENUE	47,240.73	47,151.01	420,570.00	373,418.99	11.2

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GRANT EXPENDITURES</u>					
52-43200-750	GRANTS--TREATMENT PLANT	.00	.00	70,000.00	70,000.00	.0
	TOTAL GRANT EXPENDITURES	.00	.00	70,000.00	70,000.00	.0
	<u>SANITARY SEWER MAINTENANCE</u>					
52-43252-430	REPAIRS & MAINTENANCE	.00	.00	9,596.00	9,596.00	.0
52-43252-612	GRAVEL	3,435.00	3,435.00	7,120.00	3,685.00	48.2
	TOTAL SANITARY SEWER MAINTENANCE	3,435.00	3,435.00	16,716.00	13,281.00	20.6
	<u>TREATMENT PLANT</u>					
52-43256-330	ENGINEERING	.00	241.25	13,900.00	13,658.75	1.7
52-43256-345	TESTING & INSPECTIONS	1,973.00	2,204.00	5,000.00	2,796.00	44.1
52-43256-346	PERMITS	.00	.00	1,593.00	1,593.00	.0
52-43256-430	REPAIRS & MAINTENANCE	23.51	23.51	8,900.00	8,876.49	.3
52-43256-614	OPERATING SUPPLIES	.00	.00	6,399.00	6,399.00	.0
52-43256-620	ELECTRICITY	2,516.00	5,752.00	45,000.00	39,248.00	12.8
52-43256-622	PROPANE	40.00	40.00	1,500.00	1,460.00	2.7
	TOTAL TREATMENT PLANT	4,552.51	8,260.76	82,292.00	74,031.24	10.0
	<u>SEWER ADMINISTRATION</u>					
52-43257-340	TECHNICAL	174.45	247.83	2,000.00	1,752.17	12.4
52-43257-341	TRAINING	.00	.00	1,000.00	1,000.00	.0
52-43257-350	ADMINISTRATIVE FEE	.00	.00	211,703.00	211,703.00	.0
52-43257-580	TRAVEL & MEALS	.00	.00	500.00	500.00	.0
52-43257-626	FUEL	.00	.00	6,000.00	6,000.00	.0
	TOTAL SEWER ADMINISTRATION	174.45	247.83	221,203.00	220,955.17	.1
	TOTAL FUND EXPENDITURES	8,161.96	11,943.59	390,211.00	378,267.41	3.1
	NET REVENUE OVER EXPENDITURES	39,078.77	35,207.42	30,359.00	( 4,848.42)	116.0

TOWN OF SILVERTON  
BALANCE SHEET  
FEBRUARY 29, 2024

REFUSE FUND

ASSETS

53-10100000	CASH - POOLED	(	85,354.16)	
53-11500000	ACCOUNTS RECEIVABLE		58,348.08	
53-16400000	MACHINERY & EQUIPMENT		17,638.00	
53-16410000	ACCUMULATED DEPR - MACH/EQUIP	(	17,638.00)	
TOTAL ASSETS			(	27,006.08)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
53-27900000	RETAINED EARNINGS	(	32,499.27)	
	REVENUE OVER EXPENDITURES - YTD		5,493.19	
BALANCE - CURRENT DATE			(	27,006.08)
TOTAL FUND EQUITY			(	27,006.08)
TOTAL LIABILITIES AND EQUITY			(	27,006.08)

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

REFUSE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CHARGES FOR SERVICES</u>					
53-34-430000	REFUSE FEES	35,540.11	35,496.81	210,979.00	175,482.19	16.8
	TOTAL CHARGES FOR SERVICES	35,540.11	35,496.81	210,979.00	175,482.19	16.8
	<u>OTHER REVENUES</u>					
53-38-000000	BEAR AWARE DONATIONS	.00	15.00	6,000.00	5,985.00	.3
	TOTAL OTHER REVENUES	.00	15.00	6,000.00	5,985.00	.3
	<u>CONTRIBUTIONS AND TRANSFERS</u>					
53-39-110000	TRANSFERS IN FROM GENERAL FUND	.00	.00	106,000.00	106,000.00	.0
	TOTAL CONTRIBUTIONS AND TRANSFERS	.00	.00	106,000.00	106,000.00	.0
	TOTAL FUND REVENUE	35,540.11	35,511.81	322,979.00	287,467.19	11.0



TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

REFUSE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SANITATION</u>					
53-43200-330	PROF SERVICES	874.44	947.82	2,000.00	1,052.18	47.4
53-43200-340	CONTRACT SERVICES	18,678.35	29,070.80	275,643.00	246,572.20	10.6
53-43200-350	ADMINISTRATIVE FEE	.00	.00	23,678.00	23,678.00	.0
	TOTAL SANITATION	19,552.79	30,018.62	301,321.00	271,302.38	10.0
	TOTAL FUND EXPENDITURES	19,552.79	30,018.62	301,321.00	271,302.38	10.0
	NET REVENUE OVER EXPENDITURES	15,987.32	5,493.19	21,658.00	16,164.81	25.4



AGENDA MEMO

SUBJECT: Kendall Mountain Deck  
STAFF CONTACT: Sarah Friden  
MEETING DATE: April 22, 2024

Overview:

During the regular meeting on 3/11/2024, the board approved a phased approach to finish constructing the Kendall Mountain Community Center Deck. Included; signed contract from 9318 Contracting, bids for the work, and breakdown of the phased tasks (Exhibit B). The agreement was signed by 9318 Contracting on 4/16/2024, and construction is set to start immediately. Phase 1 & 2 costs, outline in Exhibit B, total \$186,200.00

2024		
Phase 1	Building shoring and pier replacement	\$30,000
Phase 2	Excavation, backfill, plumbing & electrical, composite decking, main concrete slab	\$156,200.00
	TOTAL IN 2024	\$186,200.00
2025		
Phase 3	ADA ramp extension, stone fireplaces, lighting, landscaping, furniture	\$103,800.00
	PROJECT TOTAL	\$290,000

Budget Impact:

2024 \$186,200.00  
2025 \$103,800.00

Project total: \$290,000

Master Plan Priority:

Improving our existing infrastructure  
Strengthening our local economy

Suggested Motion or Direction:

Included in the Consent Agenda.

## QUOTE

DATE	1.14.24
QUOTE #	1
CUSTOMER ID	Silverton
VALID UNTIL	NA

Sarah Friden  
Town of Silverton  
**Kendall Mountain Structural Piers**

If you have any questions about this price quote, please contact  
Brian Anderson 970.799.4375  
***Thank You For Your Business!***

# 9318 Contracting

43601 Highway 550  
Durango, CO 81301

Brian Anderson, President  
[970.799.4375](tel:970.799.4375)  
[brian@9318contracting.com](mailto:brian@9318contracting.com)

## QUOTE

DATE	1.14.24
QUOTE #	1
CUSTOMER ID	Silverton
VALID UNTIL	NA

### CUSTOMER

Sarah Friden  
Town of Silverton  
**Kendall Mountain exterior upgardes**

DESCRIPTION	Quantity	AMOUNT
Materials and labor to heat all slabs	1	50,600.00
Labor and equipment for all excvation, backfilling, and compaction	1	51,480.00
Labor and materaisl for install of 5 light fixtures	1	6,050.00
Labor and materials for all concrete slabs, stem walls and handrails	1	102,437.00
Labor and materials to install new wooden deck with composite decking on east side of building	1	25,000.00
		-
		-
		-
<b>Contingency 10%</b>	1	23,557.00
<b>Exclusions</b>		-
Light fixtures		
Landscaping and repairs to lawns		
Backfill materaisl for slabs		
Demo deck at bathrooms and stairs and deck to second story		
Town to supply 30 yard construction dumpsters for project		
No facing of stone on stem walls		
	Subtotal	259,124.00

-

**TOTAL \$ 259,124.00**

If you have any questions about this price quote, please contact  
Brian Anderson 970.799.4375

***Thank You For Your Business!***

### **Kendall Mountain Deck Improvements-Exhibit B**

<b><u>Contractor</u></b>	<b><u>Description of work</u></b>		<b><u>Cost</u></b>
Maisel Excavation	Excavation for new patio and utility work	\$	44,000.00
Silver San Juan Plumbing	Install all under slab utilities	\$	10,200.00
Spruce Electrical services	Electrcial work	\$	6,000.00
Silverton Propane	underground propane lines to patio	\$	3,600.00
Concrete Specialty Inc	All concrete strutural work and slab	\$	39,000.00
Concrete Specialty Inc	Handrails	\$	10,000.00
9318 Contracting	Installation of new framed wood deck with composite decking with handrails	\$	30,000.00
General conditions	Dumpster	\$	1,400.00
	Project Supervision-2 months	\$	10,000.00
	Conduit, boxes, hold downs in concrete for tent	\$	2,000.00
	<b>Total</b>	<b>\$</b>	<b>156,200.00</b>

### **Kendall Mountain Building pier replacemnt**

<b><u>Contractor</u></b>	<b><u>Description of work</u></b>		<b><u>Cost</u></b>
Concrete Specialty Inc	Replecement of failing piers on east of building	\$	30,000.00
	<b>Total</b>	<b>\$</b>	<b>30,000.00</b>
	<b>Total of projects at Kendall Building</b>	<b>\$</b>	<b>186,200.00</b>

## SERVICES AGREEMENT

THIS SERVICES AGREEMENT (this “Agreement”) is made and entered into the most recent day and year set forth below by and between Town of Silverton, a municipal corporation and political subdivision of the State of Colorado, whose mailing address is PO Box 250, Silverton, CO 81433 (the “Principal”), and 9318 Contracting, whose mailing address is PO Box 381, Silverton Co 81433 (the “Contractor”). The Principal and the Contractor are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

### WITNESSETH:

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the Parties as follows:

1. Scope of Services. The Contractor agrees to provide services related to the following scope of services: See attached **Town of Silverton RFP Kendall Mountain Community Center Patio/Deck Construction** attached as **EXHIBIT A** and the **Supplemental Scope of Services and Budget** attached as **EXHIBIT B**, both incorporated herein by this reference. The scope of services referenced above along with Supplemental Scope of Services, are hereinafter referred to as the “Scope of Services.” All provisions of the Supplemental Scope of Services, including without limitation any terms and conditions included therein, shall be made in writing and agreed upon by both parties and subject to the provisions of this Agreement. In the event of any inconsistency between the provisions of this Agreement and Supplemental Scope of Services, if any, the provisions contained within this Agreement shall control.

2. Time of Commencement and Completion of Services. The services to be performed pursuant to this Agreement shall be initiated beginning on the date of signature of this contract. Services for Phase 1 and Phase 2 shall be completed no later than December 31, 2024. Services for Phase 3 shall be completed no later than December 31, 2025. Any extensions of the time limit set forth above must be agreed upon in writing by the Parties.

3. Early Termination by Principal. Notwithstanding the time periods contained herein, the Principal may terminate this Agreement at any time without cause by providing written notice of termination to the Contractor. Such notice shall be delivered at least three (3) days prior to the termination date contained in said notice unless otherwise agreed in writing by the Parties. In the event of any such early termination by the Principal, the Contractor shall be paid for services rendered prior to the date of termination, subject only to the satisfactory performance of the Contractor’s obligations under this Agreement. Such payment shall be the Contractor’s sole right and remedy for such termination.

4. Suspension. Without terminating this Agreement or breaching its obligations hereunder, the Principal may, at its convenience, suspend the services of the Contractor by giving the Contractor written notice one day in advance of the suspension date. Upon receipt of such notice, the Contractor shall cease its work in as efficient a manner as possible so as to keep its total charges to the Principal for services under this Agreement to the minimum. No work shall be performed during such suspension except with prior written authorization by the Principal Representative. After a suspension has been in effect for thirty (30) days, the Contractor may terminate this Agreement at will.

5. Compensation. In consideration of the services to be performed pursuant to this Agreement, the Principal agrees to pay the Contractor the amounts and in such manner as set forth in the **Supplemental Scope of Services and Budget**, attached as **EXHIBIT B**, attached to this agreement and herein incorporated by reference. Principal and Contractor agree that the project shall be completed in three phases over the course of the 2024 and 2025 budget year, subject to the Principal's budget and appropriation constraints as a body politic of the State of Colorado. Both Parties agree that payment and completion of Phase 3 is subject to the availability of funds as described in Paragraph 24 herein.

2024: Phase 1 – Structural Pier Repair

2024: Phase 2 – Patio Excavation, Backfill, Compaction, Main Concrete Slab, Stem Walls, Dumpster, Temporary Stairs

2025: Phase 3 – ADA Ramp Extension, Lights, Landscaping, Deck and Stairs, Furniture, Fireplaces, Tent, Planters

Any modification to the Scope of Services shall be approved by the Principal in writing, and any approved additional expenses shall be the sole responsibility of the Principal. The Principal shall provide no benefits to the Contractor other than the compensation stated above. The Contractor shall bill its charges to the Principal periodically, but no more frequently than twice a month. Payment will not be made on a salary or hourly rate. Principal shall have no obligation to make any payments until such time as the Principal accepts Contractor's performance as satisfactory. All payments under this contract shall be to the trade or business name of the Contractor. No payments will be personally made to an individual under this Agreement. It shall be the responsibility of the Contractor to inform the Principal of any price contingencies contradictory to the project budget attached as Exhibit B and seek written approval by the Principal prior to authorizing any additional expenses above the approved project budget schedule attached as Exhibit B.

6. Qualifications on Obligations to Pay. No partial payment shall be final acceptance or approval of that part of the Scope of Services paid for or shall relieve the Contractor of any of its obligations under this Agreement. Notwithstanding any other

terms of this Agreement, the Principal may withhold any payment (whether a progress payment or final payment) to the Contractor if any one or more of the following conditions exists:

- (a) The Contractor is in default of any of its obligations under this Agreement.
- (b) Any part of such payment is attributable to services that are not performed according to this Agreement. The Principal will pay for any portion of the services performed according to this Agreement.
- (c) The Contractor has failed to make payments promptly to any third party used to perform any portion of the services hereunder, subject to Paragraph 9, for which the Principal has made payments to the Contractor.

7. Principal Representative. The Principal will designate, prior to commencement of work, its project representative (the “Principal Representative”) who shall make, within the scope of his or her authority, all necessary and proper decisions with reference to the Scope of Services. All requests for contract interpretations, change orders, and other clarification or instruction shall be directed to the Principal Representative.

8. Independent Contractor. The services to be performed by the Contractor are those of an independent contractor and not of an employee of the Principal. The Contractor is obligated to pay federal and state income tax on any moneys earned pursuant to this Agreement. Neither the Contractor nor its employees, if any, are entitled to workers’ compensation benefits from the Principal for the performance of the services specified in this Agreement. **As an independent contractor, the Contractor agrees that:**

- (a) Contractor does not have the authority to act for the Principal, or to bind the Principal in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the Principal; and
- (b) Principal does not establish a quality standard for the Contractor, except that Principal can provide plans and specifications regarding the work but does not oversee the actual work or instruct the Contractor as to how the work will be performed; and
- (c) Principal cannot terminate the ordered services during the contract period unless the individual violates the terms of the contract or fails to produce a result that meets the specifications of this Agreement; and



(d) Principal does not dictate the time of performance, except that a completion schedule and a range of mutually agreeable work hours may be established under this Agreement; and

(e) Principal will not provide training or instruction to Contractor or any of its employees regarding the performance of Services hereunder; and

(f) Principal will not pay the Contractor personally but rather makes checks payable to the trade or business name of the Contractor; and

(g) Neither Contractor, nor its employees or Contractors, will receive benefits of any kind from the Principal, and **Contractor will not receive unemployment insurance benefits unless unemployment compensation coverage is provided by the Contractor or some other entity, and that the Contractor is obligated to pay federal and state income tax on any moneys paid pursuant to the contract relationship created by this Agreement; and**

(h) Contractor represents that it is engaged in providing similar services to the general public and not required to work exclusively for the Principal; and

(i) All Services are to be performed solely at the risk of the Contractor and Contractor shall take all precautions necessary for the proper performance thereof; and

(j) Contractor will not combine its business operations in any way with the Principal's business operations and each party shall maintain their operations as separate and distinct; and

(k) Contractor has and hereby retains control of and supervision over the performance of Contractor's obligations hereunder and control over any persons employed or contracted by Contractor for performing the Services hereunder; and

(l) Contractor represents and acknowledges that the Services performed under this Agreement will be done using Contractor's own tools, except when the Principal requires use of the Principal's supplies or equipment, and at hours and times as determined by Contractor.

9. Personal Services. It is understood that the Principal enters into this Agreement based on the special abilities of the Contractor and that this Agreement shall be considered an agreement for personal services. Accordingly, the Contractor shall neither assign any responsibilities nor delegate any duties arising under this Agreement without the prior written consent of the Principal. The Contractor accepts the relationship of trust and confidence established between the Parties. The Contractor shall use its best efforts and shall perform the services hereunder at or above the standard of care of those in its profession or industry providing similar services in the Principal's local area;

provided, however, that in the event the standard of care is higher in the local area where the Contractor's office primarily responsible for providing the services is located, then the standard of care applicable to the local area where the Contractor's office is located shall be applicable to such services.

10. Accuracy of Work and Warranty. The Contractor represents, covenants, and agrees that its work will be accurate and free from any material errors. The Principal's approval shall not diminish or release the Contractor's duties, since the Principal is ultimately relying upon the Contractor's skill and knowledge. The Contractor hereby represents, warrants, and guarantees to the Principal all workmanship, equipment and/or materials paid for by the Principal pursuant to this Agreement for a period of one (2) year following the date of purchase by the Contractor. Such warranty shall be construed to include, but is not limited to, representations that all workmanship, equipment, and materials are of good quality, free from any defects or irregularities, and in strict conformity with any and all specifications provided to the Contractor by the Principal. If any defect in workmanship, equipment or materials arises, the Contractor shall remedy or otherwise correct such defect without cost to the Principal within such reasonable period of time as specified by the Principal in writing. If the Contractor fails to repair such defect within such period of time specified by the Principal, the Principal may repair such defect or contract for such repairs at the expense of Contractor.

11. Duty to Warn. The Contractor agrees to call to the Principal's attention errors in any drawings, plans, sketches, instructions, information, requirements, procedures, and other data supplied to the Contractor by the Principal or a third party that it becomes aware of and believes may be unsuitable, improper, or inaccurate in a material way. However, the Contractor shall not independently verify the validity, completeness, or accuracy of such information unless otherwise expressly engaged to do so by the Principal. Nothing shall detract from this obligation unless the Contractor advises the Principal in writing that such data may be unsuitable, improper, or inaccurate and the Principal nevertheless confirms in writing that it wishes the Contractor to proceed according to such data as originally given.

12. Insurance. The Contractor represents, warrants, and agrees that it has and shall maintain State minimum workers' compensation insurance coverage for its employees, if any. The Contractor shall also maintain broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,195,000 for bodily injury, death, or damage to property per occurrence, or the maximum amount that may be recovered under the Colorado Governmental Immunity Act, § 24-10-101 *et seq.*, C.R.S., as from time to time amended (the "CGIA"), whichever is higher. All insurance policies (except workers' compensation) shall include the Principal and its elected officials and employees as additional insureds. No later than seven (7) days after execution of this Agreement and upon request by Principal,

Contractor shall provide the Principal with certificates of insurance evidencing the types and amounts of insurance specified in this paragraph.

13. Unauthorized Workers. The Contractor certifies that the Contractor shall comply with the provisions of Section 8-17.5-101 *et seq.*, C.R.S. The Contractor shall not knowingly employ or contract with an unauthorized worker to perform work under this Agreement or enter into an agreement with a subcontractor that knowingly employs or contracts with an unauthorized worker. The Contractor represents, warrants and agrees that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-Verify Program or the Department Program described in Section 8-17.5-101, C.R.S. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed. If the Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an unauthorized worker, the Contractor shall: (i) notify the subcontractor and the Principal within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an unauthorized worker; and (ii) terminate the subcontract with the subcontractor if within three (3) days of receiving such notice, the subcontractor does not stop employing or contracting with the unauthorized worker, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an unauthorized worker. The Contractor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of Section 8-17.5-102(2), C.R.S., the Principal may terminate this Agreement for breach, and the Contractor shall be liable for actual and consequential damages to the Principal. If the Contractor participates in the Department Program, the Contractor shall provide the affirmation required under Section 8-17.5-102(5)(c)(II), C.R.S., to the Principal.

The Contractor, if operating as a sole proprietor, hereby swears or affirms under penalty of perjury that the Contractor (i) is a citizen of the United States or legal permanent resident or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of Section 24-76.5-101 *et seq.*, C.R.S., and (iii) shall produce one of the forms of identification required by Section 24-76.5-103, C.R.S., prior to the performance of any of its other obligations hereunder.

14. Compliance with Laws. The Contractor is obligated to familiarize itself and comply with all laws applicable to the performance of the Scope of Services.

15. Acceptance Not Waiver. The Principal's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to the Principal under this Agreement.

16. Default. Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either Party should fail or refuse to perform according to the terms of this Agreement, such Party may be declared in default.

17. Remedies. In the event a Party declares a default by the other Party, such defaulting Party shall be allowed a period of ten (10) days within which to cure said default. In the event the default remains uncorrected, the Party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity. If the non-defaulting Party commences legal or equitable actions against the defaulting Party, the defaulting Party shall be liable to the non-defaulting Party for the non-defaulting Party's reasonable attorney fees and costs incurred because of the default. Under no circumstances shall either Party be liable to the other Party for special, punitive, indirect or consequential damages arising out of or in connection with this Agreement, including without limitation lost profits, loss of use, or loss of opportunity, except as required by Paragraph 13 (Unauthorized workers).

18. Indemnification; No Waiver of Liability. Contractor shall indemnify, save, and hold harmless the Principal, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Contractor, or its employees, agents, subcontractors, or assignees pursuant to the terms of this Agreement. As part of this obligation, the Contractor shall compensate the Principal for the time, if any, spent by its legal counsel in connection with such claims or actions. If an Additional Scope of Services contains any provisions purporting to require the Principal to defend, indemnify, or hold harmless the Contractor or purporting to effect a waiver or limitation of the Contractor's liability (either by type of liability or amount), the Principal does not agree or accept such provisions and such provisions are not part of the Agreement. The Principal is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses and protections provided by the CGIA or otherwise available to the Principal or its officers or employees.

19. Binding Effect. This writing constitutes the entire agreement between the Parties and shall be binding upon the Parties, their officers, employees, agents and assigns and shall inure to the benefit of the respective survivors, heirs, personal representatives, successors and assigns of the Parties.

20. Law; Venue. The laws of the State of Colorado shall govern the construction, interpretation, execution and enforcement of this Agreement. 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 the county in which the Principal's mailing address is located.

21. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

22. Enforcement and Waiver. The failure of either party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Agreement, shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

23. Nonexclusive Nature. This Agreement does not grant Contractor an exclusive privilege or right to supply services to the Principal.

24. Annual Appropriation. Payment pursuant to this Agreement, whether in whole or in part, is subject to and contingent upon the continuing availability of Principal's funds for purposes hereof, as determined by the Principal's Board of Trustees. In the event that said funds, or any part thereof, become unavailable as determined by the Principal, the Principal may immediately terminate this Agreement or amend it accordingly.

25. Ownership of Work Product. All documents such as reports, plans, drawings and contract specifications, information, and other materials prepared or furnished by the Contractor (or the Contractor's independent professional associates, subcontractors, and consultants) and paid for pursuant to this Agreement are instruments of public information and property of the Principal. All internal documents which support the public information such as field data, field notes, laboratory test data, calculations, estimates and other documents prepared by the Contractor as instruments of service shall be provided to the Principal. The Principal understands such documents are not intended or represented to be suitable for reuse by the Principal or others for purposes outside the specific scope and conditions of the Scope of Services. Any reuse without written verification or adaptation by the Contractor for the specific purpose intended will be at the Principal's sole risk and without liability or legal exposure to the Contractor, or to the Contractor's independent professional associates, subcontractors, or consultants.

26. Taxes. The Principal is a governmental entity and is therefore exempt from state and local sales and use tax. The Principal will not pay for or reimburse any sales or use tax that may not directly be imposed against the Principal. The Contractor shall use the Principal's sales tax exemption for the purchase of any and all products and equipment on behalf of the Principal.

27. Business License. The Contractor shall maintain an active Business License and/or Contractor's Work Permit as required by the Principal during the entirety of the Agreement. The Contractor shall obtain all permits as required prior to beginning work.

28. Time Is of the Essence. All times stated in this Agreement are of the essence.

29. Notices. All notices which are required or which may be given under this Agreement shall be effective when mailed via registered or certified mail, postage prepaid and sent to the address first set forth above.

30. Counterparts, Electronic Signatures and Electronic Records. This Agreement may be executed in two counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument. The Parties consent to the use of electronic signatures and agree that the transaction may be conducted electronically pursuant to the Uniform Electronic Transactions Act, § 24-71.3-101, *et seq.*, C.R.S. The Agreement and any other documents requiring a signature may be signed electronically by either Party. The Parties agree not to deny the legal effect or enforceability of the Agreement, solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature on the grounds that it is an electronic record or an electronic signature or that it is not in its original form or is not an original.

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

**CONTRACTOR: 9318 Contracting, LLC**

By: \_\_\_\_\_  
Name: Brian Anderson  
Title: Owner  
Date: \_\_\_\_\_

**PRINCIPAL: Town of Silverton**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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**CONTRACTOR: 9318 Contracting, LLC**

By: 

Name: Brian Anderson

Title: Owner

Date: 4.16.24

**PRINCIPAL: Town of Silverton**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**April 22, 2024**

## **6. Staff Reports**

Staff submits a department report to the Trustees that covers projects updates, meetings, grants, and items for immediate consideration. If a Trustee desires to know more about the report, the Staff is typically available to answer their question, or the Town Administrator will research the question and report back to the Board of Trustees. Staff submits a report once a month and are currently able to pick which meeting depending on their workload.

This packet's staff reports look a little different as we wanted to present a "heat map" for each department.



Project	Start Date	End Date	Urgency	Category	Average Weekly Time Commitment in a Month	Notes
CCCMA Conference	4/17/2024	4/19/2024	Medium	Special Project	2 hours + per week	
Hiring Deputy Clerk	4/9/2024	5/1/2024	High	Operations	1-2 hours/ week	
Town Hall Vistor's Room	4/1/2024	6/1/2024	Low	Operations	Less than 1 hour/week	
CML Conference	6/18/2024	6/21/2024	Medium	Special Project	2 hours + per week	
Financing for USDA Loan	3/20/2024	6/30/2024	High	Grant	2 hours + per week	
Climate Action Plan	7/1/2023	7/1/2024	Medium	Special Project	Less than 1 hour/week	Funded through the Energize Rural Communities Prize
CHFA Technical Assistance Zanoni Property	2/1/2024	7/1/2024	High	Grant	Less than 1 hour/week	
DOLA Grant Engineering Boxcar Apts	2/1/2024	7/1/2024	Medium	Grant	Less than 1 hour/week	
GOCO Grant Reporting	6/6/2021	7/31/2024	High	Grant	Less than 1 hour/week	
Onboarding Trustees	4/2/2024	7/31/2024	High	Operations	2 hours + per week	
Audit	5/1/2024	7/31/2024	High	Operations	1-2 hours/ week	
Website ADA accesibility Plan	4/1/2024	7/1/2024	High	Special Project	1-2 hours/ week	OIT has statutory authority in C.R.S. 24-85-101 to establish statewide accessibility standards. Previously, there was no formal process and little enforcement. All state agencies and local governments must be compliant with state standards by July 1, 2024.
Capital Improvements Plan	Ongoing	8/31/24	Medium	Operations	Less than 1 hour/week	Public Works and General Fund CIP
Budget Non-Profit Requests	8/1/2024	12/9/24	Medium	Operations	1-2 hours/ week	
Budget	8/4/2024	12/9/2024	High	Operations	2 hours + per week	
Code Rewrite	10/01/2023	12/31/24	High	Special Project	2 hours + per week	
Code Rewrite Grant Administration	10/01/2023	12/31/2024	High	Grant	Less than 1 hour/week	
General Ledger Code Organization	10/30/2023	12/31/2024	Medium	Operations	Less than 1 hour/week	
150th Town Celebration	1/1/2024	12/31/2024	Low	Special Project	Less than 1 hour/week	
TOS 150th Anniversary	3/1/2024	12/31/2024	Medium	Special Project	Less than 1 hour/week	
CCCMA Board Member	1/1/2024	1/1/2026	Low	Special Project	Less than 1 hour/week	
Conservation Trust Fund Wetlands Project	2/1/2022	12/1/2028	Low	Special Project	Less than 1 hour/week	
Kendall R&PP Monitoring	Ongoing	2025?	Medium	Special Project	Less than 1 hour/week	
Monitor Tax Accounts	6/1/2021	Ongoing	Low	Operations	Less than 1 hour/week	
Team GOLD	5/1/2023	Ongoing	Medium	Special Project	1-2 hours/ week	Team GOLD is SMPA, TOS, County, and EcoAction Partners pursuing a solar microgrid and energy redundancy through grants, plans, and promoting beneficial electrification.
SJDA Board Member	Ongoing	Ongoing	Medium	Operations	1-2 hours/ week	
Staff Training	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Refuse Fund Sustainability	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Finance Committee	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Board Packets	Ongoing	Ongoing	High	Operations	2 hours + per week	
Citizen inquiries	Ongoing	Ongoing	Medium	Operations	1-2 hours/ week	
Communications-PSAs and Social Media	Ongoing	Ongoing	Medium	Operations	1-2 hours/ week	
Master Plan Updates	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Grant Spreadsheet Updates	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Library Board	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Personele and Ordinance Committee	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Accounting/Treasurer Duties	Ongoing	Ongoing	High	Operations	1-2 hours/ week	
State reports (CTF, Civil Assets)	Ongoing	Ongoing	High	Operations	Less than 1 hour/week	
Staff Support (check in meetings, project assist)	Ongoing	Ongoing	High	Operations	2 hours + per week	
Region 9 Board Member	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Sneffels Energy Baord Member	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Citizen Engagement Planning	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Oversight of Contracted Services	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Standard Operating Procedures	6/1/2021	Ongoing	Low	Operations	Less than 1 hour/week	
Fixing unemployemtn payment issue with ADP	1/1/2024	7/1/2024	High	Operations	Less than 1 hour/week	

Project	Start Date	End Date	Urgency	Category	Average Weekly Time Commitment	Notes
Silverton Square	Ongoing	Ongoing	High	Operations	1-2 hours/week	Awaiting court hearing date to decide future action
Bumpouts-Outdoor Dining	3/1/2024	10/31/2024	Medium	Special Project	1-2 hours/week	Clarified bumpout footprint with Tiffany on 4/10/24
Next Building Code Training	Ongoing	12/31/2026	Medium	Operations	2 hours + per week	verifying code year we shoould move to, 2018, 2021 or 2024
Refuse Research		Ongoing	Low	Special Project	Less than 1 hour/week	Contacted WMA for service possibilites for Silverton. Meeting with Tony C of Outdoor Environments to
Building Permits	Ongoing	Ongoing	Medium	Operations	2 hours + per week	Town and County building permits and inspections
Building Science Training	Ongoing	Ongoing	Low	Special Project	1-2 hours/week	Educatiuon and training to assist in design and recomendations for more effricient, safer, and affordab
Permitting & Process automation/digitizing	Ongoing	Ongoing	Low	Operations	1-2 hours/week	Evaluating online-services automation for Building Code and permitting/inspections
Grow Dome & Senior Center	Ongoing	Ongoing	Low	Special Project	1-2 hours/week	Clearing snow and prep for backup generator @ SC and power hookup to GD
Kendall Mountain Lodge	Ongoing	Ongoing	Medium	Special Project	1-2 hours/week	Site prep and snow removal, coordinating with P&R and contractors

Project	Start Date	End Date	Urgency	Category	Average Weekly Time Commitment	Notes
Audit	5/1/2024	7/31/2024	High	Operations	1-2 hours/week	
Hire/ Train New Deputy Clerk	4/1/2024	5/1/2024	High	Operations	1-2 hours/week	
Accounting Duties & Communication w/ Accountant	Ongoing	Ongoing	High	Operations	2 hours + per week	
Refuse Fund EQR Implementation	Ongoing	5/1/2024	High	Operations	1-2 hours/week	
Seasonal Businesses & Refuse Fund Resolution	Ongoing	4/22/2024	High	Operations	1-2 hours/week	
Lodging Fee Increase Implementation	Ongoing	5/1/2024	High	Operations	1-2 hours/week	
Allocate Lodging Fees to Water & Sewer Funds	5/1/2024	Ongoing	High	Operations	1-2 hours/week	
Implement MJ Sales Tax Increase	7/1/2024	11/1/2024	High	Operations	Less than 1 hour/week	
Cemetery Inquiries	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Grant for Cemetery Improvements	5/1/2024	8/1/2024	Low	Grant	Less than 1 hour/week	
Reform Cemetery Committee	6/1/2024	8/1/2024	Low	Operations	Less than 1 hour/week	
Shift to Updated Neptune 360 Software	Ongoing	6/1/24	Medium	Operations	1-2 hours/week	
March Actuals	4/1/2024	4/25/2024	Medium	Operations	1-2 hours/week	
Monthly Actuals	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Credit Card Coding	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Growdome Reimbursements	Ongoing	Ongoing	Low	Grant	Less than 1 hour/week	
Clerk Dept SOPs	Ongoing	6/1/2024	Medium	Operations	1-2 hours/week	
Board of Trustees Retreat	5/1/2024	5/20/2024	Medium	Special Project	Less than 1 hour/week	
Regular Board of Trustee Meetings	Ongoing	Ongoing	Medium	Operations	1-2 hours/week	
Finance Committee Meetings	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Personnel & Ordinance Committee Meetings	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Explore Alternative Waste Management	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Change Online Payment Platform	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Caselle Training - Annual Summit	10/15/24	10/16/24	High	Special Project	1-2 hours/week	2 day training summit for our accounting software in Salt Lake City, Utah
Keep up with DOR/ Tax Accounts	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Board Packets	Ongoing	Ongoing	High	Operations	2 hours + per week	
ADP Payroll Processing	Ongoing	Ongoing	High	Operations	1-2 hours/week	
Retirement Contributions	Ongoing	Ongoing	High	Operations	Less than 1 hour/week	
Health/ Benefits Management	Ongoing	Ongoing	Medium	Operations	Less than 1 hour/week	
Resolution/ Ordinance Record Keeping	Ongoing	Ongoing	High	Operations	Less than 1 hour/week	
Municipal Court	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	
Silverton 150th Anniversary	1/1/2024	12/31/2024	Medium	Special Project	Less than 1 hour/week	

Land Use and Development Code Rewrite	10/01/2023	12/31/24	High	Special Project	2 hours + per week	
Learning Sessions	12/1/2024	4/24/2024	High	Special Project	2 hours + per week	
Community Engagement	5/1/2024		High	Special Project	2 hours + per week	
LUC stakeholder meetings	1/24/2024	12/31/2024	Medium	Special Project	2 hours + per week	4th week of the month
Brownfields Grant	1/1/2023	1/1/2030	Medium	Grant	1-2 hours/week	
EPA Region 8 + Colorado BF Cofrence	4/28/2024	4/2/2024	High	Grant	2 hours + per week	
BF Community Kick off Meting	6/17/2024	6/18/2024	High	Grant	2 hours + per week	
Box Car Apt Site Coordination	8/1/2024	12/31/2024	Medium	Grant	Less than 1 hour/week	
Zanoni Site Coordination	6/1/2023	12/31/2024	Medium	Grant	Less than 1 hour/week	
BPMD meetings	ongoing	ongoing	Low	Operations	Less than 1 hour/week	Once a month
Land Use and Development Applications	Ongoing	Ongoing	Medium	Operations	2 hours + per week	
New Committee Members Onboarding	04/09/2024	4/11/24	High	Special Project	1-2 hours/week	
Application 24-10 OVR Blk 76 lots 13-14		5/28/2024	Medium	Operations	1-2 hours/week	
Application 24-11 OVR Blk 76 lots 13-14		5/28/2024	High	Operations	2 hours + per week	
Application 24-12 PUD Blk 7-8 Animas Overlook		ongoing	Medium	Operations	1-2 hours/week	
Application 24-13 PUD Anvil	3/1/2024	6/25/2024	High	Operations	2 hours + per week	
Pre-Application 1104 Blair			Medium	Operations	2 hours + per week	
Pre-Application 1816 Mineral			Medium	Operations	1-2 hours/week	
Pre-Application 1604 Cement			Low	Operations	Less than 1 hour/week	
Pre-Application XXX Empire			Low	Operations	Less than 1 hour/week	
Pre-Application Blk 9 Tay Add			Medium	Operations	1-2 hours/week	
Assisting Housing Dept navigating Box Car Apt site clean-up timeline			Medium	Special Project	1-2 hours/week	
Historic Review Committee	ongoing	ongoing	High	Operations	2 hours + per week	2nd week of the month
Planning Commission	ongoing	ongoing	High	Operations	2 hours + per week	3rd week of the month
Board of Adjustments	ongoing	ongoing	Low	Operations	Less than 1 hour/week	As needed
South West TPR Committee	ongoing	ongoing	Low	Operations	2 hours + per week	Second week of the month

Project	Start Date	End Date	Urgency	Category	Average Weekly Time Commitment	Notes
Perimeter Trail Engineering	8/31/2021	6/31/2024	Medium	Grant	Less than 1 hour/week	Met on 4/9 with Lisa Adair. Notified GOCO of extension.
Kendall Deck Construction	04/02/2024					
Kendall Lift Assessment	03/29/2024	03/30/24	High	Operations	2 hours + per week	Completed. POMA delivered quote for electrical replacement.
Anesi Park Showers	04/01/2024	5/31/2024	High	Operations	2 hours + per week	Equipment arrived 4/2. Awaiting installation quote
Anesi Park Landscaping	Current	5/31/2024	Low	Operations	Less than 1 hour/week	Transplanting two Aspen trees in the summer
Anesi Park Security	Current	5/31/24	High	Operations	1-2 hours/week	Locks to be installed 4/15. Awaiting installation quote for cameras.
Town Cleaning Services	Current	5/31/2024	High	Operations	1-2 hours/week	Submitting RFP on 4/22. Completed two vendor tours.
Hiring Parks Lead Position	Current	05/01/2024	High	Operations	Less than 1 hour/week	Awaiting applications
Annual Boiler Maintenance	Current	07/31	High	Operations	Less than 1 hour/week	Scheduled for May 2024
Trash Cans and Flower Spring Setup	Current	05/31/2024	Low	Operations	2 hours + per week	Tasked to FPR staff - April/early May
Summer Sounds	Current	Yearly	Low	Operations	1-2 hours/week	SCD Self-sufficient. Met 4/8. Town working on storage solution @ Memorial Park
Cemetery Cleanup	Current	05/31/2024	Medium	Operations	1-2 hours/week	Clean up scheduled for May 2024
Mountain Bike Skills Park	04/02/2024	TBD	Medium	Grant	1-2 hours/week	Met with American Ramp Company on 4/2. Animas Trailworks donated Bike/Trails Concept Plan.
Facilities Maintenance Plan	Ongoing	6/30/24	Medium	Operations	2 hours + per week	Comprehensive list created. Ongoing. VC cleanup beginning 4/16
Facilities Spring Cleaning			High			
CIRSA Audit - Task Items						

Project	Start Date	End Date	Urgency	Category	Average Weekly Time Commitment	Notes
USDA Loan/Grant (Collections Sys)	2019	12/31/2026	High	Grant	2 hours + per week	
WWTP Engineering Design	2019	unknown	High	Grant	Less than 1 hour/week	
Water Tank Recoat	2024	12/31/2025	Medium	Grant	Less than 1 hour/week	
Street Washing/Painting/cans/planters/crack seal	May 2024	June 2024	Medium	Operations	1-2 hours/ week	
Grading and dust control	ongoing	June 11, 2024	High	Operations	Less than 1 hour/week	
WTP suction pump	ongoing	April	Medium	Special Project	1-2 hours/ week	
WTP Generator	ongoing	April	Medium	Special Project	1-2 hours/ week	
WTP valve replacement	ongoing	May	Medium	Special Project	Less than 1 hour/week	
Ditch maintenance	ongoing	May	Low	Operations	Less than 1 hour/week	
Drainage improvements	ongoing	August	Medium	Operations	Less than 1 hour/week	
Molas water rights diligence	ongoing	4/30/2024	High	Special Project	Less than 1 hour/week	
Rate study / asset mgmt plan	ongoing	May 2024	High	Special Project	Less than 1 hour/week	
Lead and copper rule	ongoing	10/16/2024	Medium	Special Project	1-2 hours/ week	studying and getting ready to go
GIS infrastructure mapping	ongoing	ongoing	Medium	Special Project	1-2 hours/ week	Training scheduled with SGM May 2 Spent couple hours with Parker Newby status is trouble shooting
Meter overhaul	ongoing	12/31/2024	Medium	Special Project	1-2 hours/ week	Neptune 360 training for End of April
W/WW operator certification	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
WTP flow and volume automation	ongoing	May 2024	Low	Special Project	Less than 1 hour/week	
PW cybersecurity	ongoing	6/1/2024	Medium	Special Project	Less than 1 hour/week	
Preventive maintenance	ongoing	ongoing	Medium	Operations	1-2 hours/ week	
Greene St water tap logistics	ongoing	7/1/2024	Medium	Special Project	Less than 1 hour/week	
Snow melt pad	ongoing	unknown	Low	Special Project	Less than 1 hour/week	
Wetland project	ongoing	2027	Low	Special Project	Less than 1 hour/week	
Tap installations	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
Development Standard re write	ongoing	12/31/2024	Medium	Special Project	Less than 1 hour/week	
LUC support	ongoing	12/31	Medium	Grant	Less than 1 hour/week	
Equipment acquisition management	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
Staff training	ongoing	ongoing	High	Operations	Less than 1 hour/week	Safety is HIGH; operator certification is MEDIUM; miscellaneous training is LOW
Public interaction / inquiries / requests	ongoing	ongoing	Medium	Operations	1-2 hours/ week	
Capital improvement project planning	ongoing	ongoing	Medium	Grant	1-2 hours/ week	
Facilities and Parks support	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
Snow removal	12/2024	12/31/2024	Low	Operations	Less than 1 hour/week	
Grooming	12/2024	12/31/2024	Low	Operations	Less than 1 hour/week	
Personnel / HR	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
Curb valve repairs	ongoing	ongoing	Low	Operations	Less than 1 hour/week	
Hydrant replacements	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
Hydrant and valve maintenance	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
W/WW routine O&M	ongoing	ongoing	High	Operations	1-2 hours/ week	
W/WW emergency O&M	unknown	unknown	High	Operations	Less than 1 hour/week	
Shop and yard organization	ongoing	ongoing	Low	Operations	Less than 1 hour/week	
Crew support	ongoing	ongoing	High	Operations	2 hours + per week	
Contractor work management	ongoing	ongoing	Low	Special Project	Less than 1 hour/week	
Molas park water system and support	May 2024	October 2024	Low	Operations	Less than 1 hour/week	
Trash and Bob's Johns	ongoing	ongoing	Low	Operations	Less than 1 hour/week	

Project	Start Date	End Date	Urgency	Category	Average Weekly Time Commitment	Notes
SJDA Single Family Homes	8/21/2023	11/30/2024	High	Special Project	2 hours + per week	Income verification of applicants, coordination with 9318 Contracting, coordination with DOLA
Boxcar Apartment Site Plan Engineering	4/4/2024	Fall 2025	High	Grant	2 hours + per week	RFQ drafting, inquiries, review, contracting, project management
Onboarding new Housing Authority Board	4/1/2024	4/22/2024	Medium	Operations	2 hours + per week	Creating project overviews, briefing sheets, presentations
Anvil Multifamily Development	1/10/2024	Fall 2026	High	Special Project	2 hours + per week	RFQ drafting, inquiries, review, contracting, project management
Zanoni Conceptual Plan	Ongoing	6/1/24	Medium	Grant	Less than 1 hour/week	Coordinating with CHFA, organizing public engagement
IHOI Grant Reporting		11/1/2024	Low	Grant	Less than 1 hour/week	Quarterly Reporting
Housing Solutions of the SW Board	Ongoing	Ongoing	Low	Operations	Less than 1 hour/week	Quarterly Meetings
Local Planning Capacity Grant			Low	Grant	Less than 1 hour/week	Quarterly Reporting
EIAF More Housing Now Grant	4/4/2024		Low	Grant	Less than 1 hour/week	Quarterly Reporting
Board Packets	ongoing	ongoing	High	Operations	1-2 hours/week	
SHA Website Design	3/20/2024	ongoing	Medium	Operations	2 hours + per week	Collaborating with COSIPA, website launch tbd Spring 2024, creating communication materials, project timelines, compiling resources, creating communication strategy, drafting press releases
Citizen Inquiries	ongoing	ongoing	Medium	Operations	Less than 1 hour/week	
SHA Steering Committee	4/1/2024	ongoing	Medium	Operations	Less than 1 hour/week	Meetings as needed.
Funding and program research	ongoing	ongoing	Medium	Operations	1-2 hours/week	
Applying for funding for Anvil Multifamily & Boxcar Apartments	ongoing	ongoing	High	Grant	2 hours + per week	Grant applications for gap-funding and loans is expected to take project priority Summer 2024.
DOH TA Application	May 2024	June 1, 2024	High	Grant	2 hours + per week	
DOH TA	July 2024	November 1, 202	Medium	Special Project	1-2 hours/week	

**To:** Gloria Kaasch-Buerger, Silverton Town Administrator  
Lucy Mulvihill, Community Development Director

**From:** Shelia Booth, AICP, *Contracted Town Planner, CPS*

**Date:** April 2, 2024

**Subject:** Planning Department Activity Report (March 2024)

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This activity report provides an overview of existing and anticipated work tasks assigned to the Planning Department. The Department work plan will be developed by prioritizing these tasks through regular communication between CPS and Town Staff. Priorities will be regularly evaluated and adjusted based on these discussions, direction from the Board, community inquiries received, and development application submittals.

### **1) ON CALL SERVICES (GENERAL PLANNING)**

*General Inquiries & Meetings:* CPS staff responded to general inquiries and meeting requests for various projects and CPS met weekly with Town Staff. *(Lead: Shelia Booth/Chris Masar)*

*Code Update:* CPS attended bi-weekly update meetings and offered input on regulatory discussions. *(Lead: Shelia Booth)*

#### **Pre-Application Meetings & Inquiries**

*1104 Blair Street:* CPS prepared for and attended a pre-application meeting on March 1, 2024, for possible AROD and Historic Overlay District applications. The applications will be for exterior modifications that were previously approved by the Planning Commission and Board of Trustees. The SMC does not allow staff to grant approvals for modifications to previously approved plans; therefore, a new application is required. CPS met and worked with staff to address the applicant's follow-up requests for clarification and interpretations of the SMC and Builders Handbook. *(Lead: Shelia Booth/Chris Masar)*

*Block 9, Lots 3-6 (Taylor's Addition):* CPS prepared for and attended a pre-application meeting on March 18, 2024, for a possible new single-family residence with an ADU. The property is located within the Single-Family Residential District (R-1-A), the Avalanche Overlay District (Blue Zone), and possibly within the Slope Hazard Overlay District. The property may also contain wetlands. *(Lead: Chris Masar)*

*1069 Greene:* CPS responded to an inquiry about redevelopment and exterior modifications to a property located in the AROD. CPS is working with Staff and the Town Attorney to make an official interpretation regarding visibility of structures from the Heritage Tourism Corridor. *(Lead: Shelia Booth/Chris Masar)*

*1816 Mineral Street:* CPS continues to work with the applicant and staff to determine the process, if any, for the applicant to construct a multi-use garage. The current proposal is to provide an apartment with an ADU on the front, a live/workspace, equipment storage, office and pottery studio inside. The property already contains a mobile home being used as a residence. *(Lead: Shelia Booth/Chris Masar)*

### **2) ACTIVE DEVELOPMENT APPLICATIONS**

*24-05 ZON Blk H Rathmell:* CPS drafted the staff report, ordinance and presentations for the March 25, 2024, Board of Trustees meeting. *(Lead: Chris Masar)*



24-01 OVR 661 Greene Street (Canyon View Hotel): CPS finalized the review of the AROD application and drafted staff reports and presentations for the March 12, 2024, Historic Review Committee meeting and March 25, 2024, Board of Trustees meeting. (Lead: Chris Masar)

24-06 OVR Blk 36 Lot 8: CPS finalized the review of the AROD application and drafted staff reports and presentations for the March 12, 2024, Historic Review Committee meeting and March 25, 2024, Board of Trustees meeting. (Lead: Chris Masar)

24-07 OVR 843 Greene Street: CPS finalized the review of the AROD application and drafted staff reports and presentations for the March 12, 2024, Historic Review Committee meeting and March 25, 2024, Board of Trustees meeting. (Lead: Chris Masar)

24-10 OVR Block 76, Lots 13-14 (AROD) CPS finalized the completeness review for the application. The application is for a proposed single-family residence with an ADU garage apartment. The application is currently under review and anticipated for the May 14, 2024, Historic Review Committee meeting and the May 27, 2024, Board of Trustees meeting. (Lead: Chris Masar)

24-11 OVR Block 76, Lots 13-14 (Avalanche) CPS finalized the completeness review for the application. The application is tied to AROD application (24-10 OVR Blk 76, Lots 13-14) and is currently under review. This application is planned for the April 16, 2024, Planning Commission meeting and the April 22, 2024, or May 27, 2024, Board of Trustees meeting. (Lead: Chris Masar)

24-12 PUD Block 7-8 Blagues Add (aka Animas Overlook PUD): CPS finalized the completeness review for the application. The Outline Development Plan will be presented to the Planning Commission and Board of Trustees in May. Staff is working with the applicant and Town Attorney to identify the best process and procedures for the requested development. (Lead: Chris Masar)

### 3) SPECIAL PROJECTS

Digital Mapping Services: CPS and Staff met to discuss and resolve the hosting location of the data. The data is not open to the public per Staff's direction. (Lead: Critter Thompson/Shelia Booth)

Build-Out Analysis: CPS received a memo from Town Staff outlining the requested analysis points. CPS is reviewing the requests and will respond with recommendations for the final product. (Lead: Critter Thompson/Shelia Booth)

### 4) "ON THE RADAR"

The following are items recommended to create more efficient and effective interpretation, administration, and guidance for property owners or projects that are anticipated based on discussion with the Town or updates to the Land Development Code. These projects can be kept on this list until they are either elevated to an active project or determined unnecessary.

- Completion of the Certified Local Government Ordinance which is needed once the historic local government committee is created.
- Updated applications and checklists post adoption of the Land Development Code in fall 2024.
- Finalize Build Out Analysis
- Land use training for newly elected Board of Trustees

## 5) MEETINGS ATTENDED

**HISTORIC REVIEW COMMITTEE: MARCH 12, 2024** - CPS attended and presented the following applications (*Lead: Shelia Booth/Chris Masar/Lucy Mulvihill*):

- 24-01 OVR 661 Greene Street (Canyon View Hotel)
- 24-07 OVR 843 Greene Street
- 24-06 OVR Blk 36 Lot 8

**PLANNING COMMISSION: MARCH 19, 2024** - CPS did not have applications for the March Planning Commission Meeting. (*Lead: Chris Masar/Shelia Booth*)

**BOARD OF TRUSTEES: MARCH 25, 2024** - CPS attended and presented the following applications (*Lead: Shelia Booth/Chris Masar*):

- 24-05 ZON Blk H Rathmell
- 24-01 OVR 661 Greene Street (Canyon View Hotel)
- 24-07 OVR 843 Greene Street
- 24-06 OVR Blk 36 Lot 8

## 6) UPCOMING PLANNING RELATED MEETINGS AND AGENDA ITEMS:

We anticipate attending the following meetings to either present or support the identified planning department items. The project lead is identified next to each item:

**HISTORIC REVIEW COMMITTEE: APRIL 9<sup>TH</sup>**

- No agenda items (meeting cancelled)

**PLANNING COMMISSION: APRIL 16<sup>TH</sup>**

- 24-11 OVR B76 L13-14 AV (*Lead: Chris Masar*)

**BOARD OF TRUSTEES: APRIL 22<sup>ND</sup>**

- First meeting of new BOT members

**BOARD OF TRUSTEES: MAY 13<sup>TH</sup>**

- 24-11 OVR B76 L13-14 AV (*Lead: Chris Masar*)
- 24-10 OVR B76 L13-14 AROD (*Lead: Chris Masar*)
- 24-12 PUD B7-8 Blagues Add Outline Development Plan Presentation (*Lead: Chris Masar*)

**HISTORIC REVIEW COMMITTEE: MAY 14<sup>TH</sup>**

- 24-10 OVR B76 L13-14 AROD (*Lead: Chris Masar*)

**BOARD OF ADJUSTMENT: TBD**

- No agenda items.

**April 22, 2024**

## **7. Committee Reports**

Trustees will report on their respective committees if they have met.

**April 22, 2024**

## **8. Trustee Reports**

This is an opportunity for Trustees to have a moment to speak on behalf of their constituents, highlight happenings in the community, call out for action, or give thanks. This has also been used as a place where Trustees can request agenda items for the next meeting.

**April 22, 2024**

## **9. Continued Business**

The board has discussed these items in previous meetings or Work Sessions. There is typically a Board Packet Agenda Memo with the item, but not always.

Per Silverton Municipal Code 2-2-110 (5):

*Old business. The Board of Trustees shall consider any business that has been previously considered and which is still unfinished.*

**April 22, 2024**

## **10. Public Comment**

The closing Public Comment is intended for a to comment only on agenda items that have been presented.

The Mayor or Pro Tem will call out the public to comment as well as time the comment and let the public know when they have run out of time. This has been limited to 3 minutes even though it has not stated this on the agenda.

It is not encouraged for Trustees to engage in a dialogue on a public comment, but Trustees can direct staff to follow up with the citizen.

Comments that are submitted via email about an agenda item will be accepted up until the agenda packet is constructed on noon on Wednesday before the Regular Meeting. Comments that are received after this deadline will be emailed to the trustees and not included in the packet. Comments that are emailed are not considered “official public comment” unless they are presented at the meeting or submitted for a Public Hearing before the Wednesday deadline.

Public Comments specific to a Public Hearing on the agenda should be encouraged to take place during the public hearing and not during the opening Public Comment, so that their comments can be recorded with the hearing.

Closing Public Comment is not addressed in the Silverton Municipal Code. The above information is based on what has been practiced in the past. If the Trustees desire to amend this process, this can be a topic on a retreat agenda.