



SILVERTON HOUSING AUTHORITY WORK SESSION & REGULAR MEETING – Silverton Board of Trustees

Silverton Town Hall – Monday, August 12, 2024

Call to Order & Roll Call –SHA Work Session @ 5:00pm and 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

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

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 Work Session @ 5:00pm

- 1) Affordable Housing Guidelines
- 2) Public Comment

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) 2023 Town of Silverton Financial Audit Report with Jim Hinkle
- 4) New Business
 - a) PUBLIC HEARING: Silverton Square's request for an appeal to the Town's decision finding their building a public nuisance requiring demolition located at 220 East 12th Street, lots 22, 23, and 24.
- 5) Consent Agenda
 - a) Payroll
 - b) Meeting Minutes 7.22.24
 - c) Accounts Payable
- 6) Staff Reports
 - a) SMPA Red Mountain Electrical Reliability & Broadband Project Update
 - b) Land Use Code Engagement Handouts
 - c) Town Hall Community Update 8.22.24



- 7) Committee/Board Reports
 - a) 7.25 Region 9 Economic Development Board Meeting
- 8) Trustee Reports
- 9) Continued Business
 - a) Sewer Collection System Bid Proposal Release
 - b) Boxcar Apartment Engineering RFQ Proposal Evaluation
- 10) Public Comment

Adjourn

Up-coming Meeting Dates:

- 8.13 @5pm Historic Review Committee
- 8.14 @4pm Utility Committee Meeting
- 8.15 @3pm Personnel and Ordinance Committee Meeting
- 8.19 @9am Finance Committee Meeting
- 8.20 @7pm San Juan Regional Planning Commission
- 8.22 @6pm Town Hall Community Updates
- 8.26 @5pm REQUEST for Work Session on Wetlands
- 8.26 @7pm Regular Board Meeting

End of Agenda



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End of Agenda

August 12, 2024

**SILVERTON HOUSING AUTHORITY
WORK SESSION PACKET**



AGENDA MEMO

SUBJECT: **Affordable Housing Guidelines Review – Work Session**
MEETING DATE: **8.12.2024**
STAFF CONTACT: **Anne Chase**

Overview:

As the Silverton Housing Authority establishes itself and plans for future affordable housing developments, it is important to adopt and implement Affordable Housing Guidelines. These Guidelines are guiding documents that ensure the fair administration and regulation of affordable housing programs. The adoption of these Guidelines will serve several purposes.

1. **Providing Clarity and Transparency:** Well-defined guidelines provide clarity and transparency for both Staff, Board, and residents. This helps prevent misunderstandings and disputes by clearly outlining eligibility criteria, application process, and owner/tenant responsibilities.
2. **Promoting Fairness:** Clear and consistent policies promote fairness in the allocation of housing resources. The goal is to ensure that all eligible residents have an opportunity to benefit from affordable housing programs.
3. **Ensuring Compliance:** Affordable housing usually involves substantial public and private investment. It is in the best interest of the Silverton Housing Authority and the community that it serves to maintain the long-term affordability, and ensure units are being used as intended to protect the public investment.
4. **Enhancing Efficiency:** Standardized procedures and policies streamline the administration of affordable housing programs.
5. **Guiding Future Development:** The guidelines will serve as a roadmap for future affordable housing developments and programs. Guidelines will help ensure new projects/programs align with the authority's mission and objectives, and that they meet the needs of the community.

Development Process of Guidelines:

1. **Review Existing Models:** Staff has extensively researched and reviewed Affordable Housing Guidelines from municipal / governmental housing authorities across the state, including: Town of Telluride Affordable Housing Guidelines, Gunnison Valley Regional Housing Authority, Pagosa Springs Community Development Cooperation, Town of Crested Butte, and Summit Combined Housing Authority.
2. **Draft Guidelines:** Staff has developed the first draft of the Silverton Affordable Housing Guidelines.

3★ **Review and Revise:** Town Legal Counsel and Town Administrator have reviewed the first draft of the guidelines. Staff is seeking Board revisions to the Guidelines during the 8/12/2024 Silverton Housing Authority Work Session.

4. **Adopt and Implement:** Staff will present a final draft of the Silverton Affordable Housing Guidelines to the Silverton Housing Authority Board for approval and adoption.

Areas of Focus: August 12th, 2024, Work Session:

While Staff will accept general formatting edits and suggestions from the Silverton Housing Authority Board Members, Staff is specifically requesting feedback and direction from the Board on substantive elements of the Guidelines. Comments on the document indicate where the SHA Board should focus review and discussion during the Work Session. Comments intended for Board review are titled **BOARD**.

Important areas of focus:

1. Mission & Vision statements of the Silverton Housing Authority
2. General Affordable Housing Program Goals – Section 102
3. Qualification Standards – Section 103
4. Lottery Procedure – Section 105

Motion or Direction:

Work Session requires that this be staff direction only and a finalized version of this document will be presented for adoption at an upcoming Silverton Housing Authority meeting.



SILVERTON AFFORDABLE HOUSING GUIDELINES

Adopted XX/XX/XXXX

Commented [AC1]: COMMENTS - Color Coded indicates special attention from the following:

BOARD

TOWN ATTORNEY

Table of Contents

DEFINITIONS	1
MISSION AND VISION STATEMENTS	6
Section 101: PURPOSE & APPLICABILITY	6
Section 102: GENERAL AFFORDABLE HOUSING PROGRAM GOALS	3
Section 103: QUALIFICATION STANDARDS	4
Section 104: HOUSEHOLD INCOME VERIFICATION	14
Section 105: LOTTERY PROCEDURE	16
Section 106: OWNERSHIP, USE, OCCUPANCY	18
Section 107: INITIAL SALE AND RESALE OF UNITS	21
Section 108: DEED RESTRICTIONS	24
Section 109: EXCEPTIONS, APPEALS AND GRIEVANCES & REASONABLE ACCOMMODATION	27
Section 110: LENDERS, LOANS AND INSURANCE	35
Section 111: GENERAL MISCELLANEOUS PROVISIONS	36
APPENDIX	39
Appendix A: Area Median Income Eligibility Limits	39
Appendix B: Original Purchase Prices and Maximum Rental Rates	40
Appendix C: Lottery Point System	41
Appendix D: Fee and Penalty Schedule	42
Appendix E: Permitted Capital Improvements	43

DEFINITIONS

Affordable Housing - Any Housing Unit restricted to sale or rental at a specified price to a Qualified Household meeting the Income Level requirements of the Deed Restriction.

Affordable Housing Program or Housing Program – The set of regulations which apply to a specific Affordable Housing Unit within a specific project or development. Unless specifically excluded, all Housing Programs are subject to the regulations of these Guidelines.

Affordable Housing Unit – A Deed Restricted property that is subject to these Guidelines and any additional covenants that may run with the land.

Applicant – A Household that has submitted the required application for Qualification as a renter, tenant, occupant or buyer of an Affordable Housing Unit, for inclusion in a housing Lottery, or for Exceptions, Appeals or Grievances under these Guidelines.

Application – A formal request submitted by an Applicant to the Silverton Housing Authority in the format provided and required by the Silverton Housing Authority within a designated Application Period for a specific Housing Unit within a Housing Program, or, an application for a Leave of Absence, Exception, Appeal, or Grievance.

Application Period – A timeframe within which the Silverton Housing Authority accepts Applications for specific Housing Units or Housing Programs. See [Section 105.3: Lottery Procedure](#).

Area Median Income (AMI) - A metric that represents the midpoint of the income distribution in a specific area, usually a county or municipality, established by the U.S. Department of Housing and Urban Development (HUD). Also referred to as Income Level. See [Appendix A](#).

Assets – Anything owned which has tangible, intangible, commercial, or exchange value. Assets consist of specific property or claims against others, in contrast to obligations due others. For the purposes of these Guidelines, Assets are real or personal property including without limitation retirement accounts, education accounts, patents and causes of action, stock in a corporation or interest in any other type of business entity, interest in the estate of a decedent, property of a person, association, corporation, or estate that is applicable or subject to the payment of debts, and funds on property held in a living trust or any similar entity or interest where the person has management rights or the ability to apply the Assets to the payment of debts. Assets are evaluated at current Fair Market Value, not accounting book value.

Gross Assets- All Assets combined of all Household members, including children.

Net Assets - Household Gross Assets less the Household Gross Liabilities.

Compliance Check - Periodic verification of ongoing Qualification to own or occupy an Affordable Housing Unit. See [Section 108.10: Deed Monitoring](#).

Deed Restriction – A contract prepared by SHA Staff in coordination with the Town legal counsel and entered between SHA, the Town and the Owner, or buyer of real property identifying and burdening the conditions of use, occupancy, and sale of the property in accordance with these Guidelines, which may not be altered without the written consent of all parties.

Developed Residential Property – Property that contains at least one (1) dwelling unit as defined in the Silverton Land Use Code.

Exception - A variance from these Guidelines granted through the Exception Procedure set forth in [Section 109.2](#). See also Appeal and Grievance definitions in [Section 109](#).

Fair Market Value – The price at which bona fide non-distress sales have been consummated for Assets of like type, quality, and quantity in a particular market.

Fixture – 1) A tangible item which previously was personal property and has been attached or installed on land or a structure thereon in such a way as to become a part of the real property; 2) Any non-portable lighting device built in or attached securely to the structure; or 3) The permanent parts of a plumbing system and fixtures.

Gross Income – The sum of all wages, salaries, profits, interest payments, rents, and other forms of earnings, before any deduction or taxes.

Guidelines – These Silverton Affordable Housing Guidelines or specific provisions thereof as context requires, adopted by the Silverton Housing Authority and the Town of Silverton as may be required, and amended from time to time, that provide definitions, standards and procedures to be applied to specific Affordable Housing Units and Programs.

Household – All owners and/or tenants, their immediate family and any parties who will be occupying the Housing Unit, excluding guests.

HUD – Abbreviation of the U.S. Department of Housing and Urban Development.

Immediate Family – The Qualified Employee and the spouse of the Qualified Employee and their Dependents, siblings, parents and/or children, all of whom may be related either biologically, by marriage, by civil union and/or by legal adoption, and regardless of age. Immediate Family also includes: a minor for whom the Qualified Employee or the Spouse of the Qualified Employee becomes the legal foster parent. Such children shall be treated as biological children and have the same Immediate Family status, regardless of age.

Income Eligibility Level – The standard of Household Gross Income as defined by the Area Median Income that applies to a particular Affordable Housing Unit or Housing Program. See [Appendix A: Income Eligibility Levels](#).

Joint Tenancy - Ownership of real estate between two or more parties who have been named in one conveyance as joint Tenants. Upon the death of one Tenant, surviving joint Tenant(s) have the right of survivorship.

Leave of Absence – An Exception from the requirement that a Qualified Household maintain the Affordable Housing Unit in question as its Primary place of Residence granted according to the [Section 106.1.A1](#).

Liabilities - Financial obligations owed through the transfer of money, Assets, goods or services.

Gross Liabilities – The Household's total amount owed to other persons or entities including loans, liens, mortgages, accounts payable, and other financial obligations as defined by generally accepted accounting practice.

Luxury Items – Luxury Items are non-essential appliances, fixtures or upgrades. See [Appendix E: Permitted Capital Improvements](#).

Local Workforce – A Priority Qualification: Currently employed, or can provide a letter of intent to hire by a business located and licensed in San Juan County. Additional entries are dependent on length of employment seen in [Section 103.5](#). If using a letter of intent to hire for Priority Qualification, verification of employment will be conducted during the final verification check prior to occupancy and/or purchase of a Housing Unit.

Lottery – A process with an outcome that is governed by chance for the selection of Qualified Applicants to have the opportunity to purchase or rent a Housing Unit enrolled in the lottery.

Maximum Rental Rate – The maximum amount per month including utilities that a Qualified Household may be charged when leasing an Affordable Housing Unit.

Maximum Sale Price (MSP) – The maximum amount that an Affordable Housing Unit may be sold for to a Qualified Owner. Unless otherwise defined in the Deed Restriction covering the unit, the Maximum Sale price is determined according to [Section 107.4: Maximum Sale Price Calculation](#).

Notice of Violation – A formal written notice from the Town of the SHA to an Affordable Housing Unit Owner or Tenant who is in violation of provisions of the Deed Restriction for the Affordable Housing Unit or the provisions of the Silverton Affordable Housing Guidelines.

Option to Purchase – A legal document signed by the mortgagee, and where applicable a co-signer, acknowledging the provisions of the Deed Restriction and granting a right to the

Town or SHA to purchase the Affordable Housing Unit in a foreclosure under certain conditions.

Original Purchase Price (OPP) – The price paid for the Affordable Housing Unit by the current Owner(s) and used as a basis to determine the Maximum Sale Price. The OPP is recorded in the Deed Restriction attached to each Affordable Housing Unit.

Owner – Owner means an individual or individuals who have a legal right to a property by deed, Tenancy In Common, Joint Tenancy or Tenancy in Entirety or other relationship and who have a proprietary interest in a property. Owners are subject to these Guidelines. See [Section 106: Ownership Standards](#).

Owner-Occupied – At least one Qualified Owner holding title occupies the property as their Primary Residence.

Permitted Capital Improvements - Unless otherwise defined in the Deed Restriction for an Affordable Housing Unit, a Permitted Capital Improvement is any Fixture or improvement **approved by SHA Staff prior to erection, construction or installation** that is not a Luxury Item and is erected, constructed or installed as a permanent improvement to real property or non-recurring expenses for physical improvement that provide a long-term upgrade or improvement to the Deed Restricted Affordable Housing Unit. See [Appendix E](#).

Policy Statement – A directive formally adopted by the SHA Board to clarify and aid in the application and enforcement of these Guidelines.

Primary Residence – A Household's sole and exclusive place of residence.

Priority – Specific requirements of Applicants that increase success chances in the lottery by earning additional entries into the lottery (see [Section 103](#), and [Appendix C](#)).

Qualification – An Applicant, Household, Owner, or Tenant that meets the Income-Level and Residency Standards of the Deed Restrictions of the Housing Units and Housing Program being applied for, and the standards set forth in [Section 103](#).

Qualified Disabled – A person with disability as is defined in 42 US Code § 12102.

Qualified Employee – A person employed by a business licensed in San Juan County and is compensated for such work on an hourly, weekly, monthly or commission basis or any combination of such compensation and works for said business for a minimum of forty (40) hours per month. See [103.2 Employment Standard](#).

Qualified Retired – A person sixty-five (65) years or older who is a member of a Household who has a verifiable history of employment in San Juan County for the ten (10) years immediately prior to retiring to receive Priority entries that otherwise require employment. See [Appendix C: Lottery Point System](#).

Qualified Volunteer - A person who verifiably performs work locally for a recognized non-profit community organization which benefits San Juan County and for which no monetary or other material compensation is received for a minimum of forty (40) hours per month.

Resident – A person who has maintained verifiable residency in San Juan County for twelve (12) months in the past (24) months immediately prior to application.

Sale – For purposes of the Guidelines, the exchange of an Affordable Housing Unit for an agreed amount of money or other consideration in which title to the Affordable Housing Unit is Transferred in whole or in part to a new Qualified Owner.

Seasonal Employee – An employee who is hired into a position for which the period of employment is six months or less.

Silverton Housing Authority (SHA) – The Silverton Housing Authority of the Town of Silverton, referred herein as SHA. As used in these Guidelines, SHA may also mean the SHA Board of Directors, the SHA Subcommittee, or SHA Staff as the context requires.

SHA Board – The Board of Directors of the Silverton Housing Authority.

SHA Staff – The person or persons who the Silverton Housing Authority or its designee employs for the purpose of administering and enforcing these Guidelines.

SHA Subcommittee – A committee comprised of a subset of members of the SHA Board appointed to oversee and administer the affairs of the Silverton Housing Authority.

Tenancy in Common – Co-ownership in which an individual holds an undivided interest in real property as if they were sole Owner.

Tenancy in the Entirety – A special Joint Tenancy between two (2) lawfully married individuals which places all title to property (real or personal) into the marital unit, with both spouses having an equal, undivided interest in the whole property.

Tenant – A person who has temporary use and occupancy of real property owned by another and subject to these Guidelines. See [Section 106.2: Rental Procedure](#).

Town – The Town of Silverton, Colorado – municipality.

Transfer – Any transaction, conveyance, settlement, disposition, assignment, or event which introduces a new ownership interest in a Housing Unit or changes the percentage of current ownership interest in a Housing Unit.

Undeveloped Residential Property – Vacant property which allows residential uses as the principal use and uses accessory thereto, as defined in the Silverton Municipal Code Chapter 16 Zoning.

Commented [AC2]: Board:

We do not currently have a Subcommittee - do you see a need to form a Subcommittee? Per these Guidelines, Subcommittee Responsibilities:

1. Appeals, exceptions, grievances are considered by Subcommittee before going to the Board.
2. Annual/biannual review of Guidelines.

Commented [CB3R2]: I am not a fan of subcommittees. SHA Board can review and then BOT can handle review, appeals, etc...

Vacant Property – a home that is no longer occupied as a principal residence by the Qualified Owner or Tenant for a period of 90 consecutive days without a SHA approved Leave of Absence.

Vital Workforce – Any Household with a member employed by San Juan County, Town of Silverton, Silverton School, Silverton Medical Rescue, OR any household with a member who has volunteered for Silverton Fire Department or Silverton Medical Rescue regularly for two (2) full years in the past five (5) years immediately prior to the application.

MISSION AND VISION STATEMENTS

The Silverton Housing Authority's mission is to advocate, promote, plan, and provide the long-term supply of affordable housing in the Town of Silverton to maintain a well-rounded community.

SHA Mission Statement Adopted XX/XX/XXXX

Our vision is to support the quality of life and economic vitality of the unique community of Silverton by increasing housing choices and opportunities for our residents.

SHA Vision Statement Adopted XX/XX/XXXX

Section 101: PURPOSE & APPLICABILITY

101.1 The purpose of the Silverton Affordable Housing Guidelines is to provide consistent governance of the development of, admission to and occupancy of Deed Restricted Affordable Housing Units throughout San Juan County.

101.2 These Affordable Housing Guidelines are used to:

- Review Land Use Applications
- Establish Affordable Housing Income Categories
- Establish Affordable Housing Rental Rates
- Establish Affordable Housing Sales Prices
- Establish Criteria for Qualifying and Occupancy of Units
- Provide Information and Process for Developing Affordable Housing
- Provide Information on Monitoring and Compliance

101.3 These Affordable Housing Guidelines will remain in effect until such time as the Board of Directors for the Silverton Housing Authority approve new or amended Guidelines.

Commented [AC4]: Board:

Mission and Vision statements can / should be workshopped by you.

Commented [CB5R4]: Agree

- 101.4** Each Housing Program is also subject to provisions that are unique to that program.
- 101.5** Every Sale or rental of a Housing Unit is initially subject to the Guidelines in effect at the time of Sale or rental. Subsequently, Owners and Tenants are expressly subject to the Guidelines in effect as amended during their ownership or lease.
- 101.6** SHA Staff is charged with administration and enforcement of the Guidelines. To provide SHA Staff with clarification of intent of provisions of these Guidelines, Policy Statements may be adopted by resolution of the SHA Board at a properly noticed public meeting.
- 101.7** These rules have binding effects on all individuals and courts and run with a Housing Unit in perpetuity in accordance with the recorded Deed Restriction. In addition to any remedy provided by law for enforcement of the Deed Restriction and these Guidelines, SHA Board is authorized to establish fees or penalties for violations (see [Appendix D](#)).
- 101.8** **DISCLAIMER:** The Silverton Housing Authority expressly disclaims any and all warranties, express or implied, including without limitation fitness for a particular purpose with respect to the provision of Housing Units. Silverton Housing Authority does not represent, warrant or promise to construct, finance or otherwise produce, in whole or in part, any Housing Units pursuant to these Guidelines or under any other programs. No Applicant may rely upon any promise implied or expressed that Housing Units shall be constructed, financed or otherwise produced, in whole or in part, by the Silverton Housing Authority. In no event shall Silverton Housing Authority be liable to any Applicant for any direct, indirect, incidental, punitive, or consequential damage of any kind whatsoever, including without limitation lost profits, lost sales, lost business, lost opportunity, lost information, lost or wasted time. None of the information contained in these guidelines constitutes an offer to sell or the solicitation of an offer to buy a Housing Unit.
- 101.9** **Fair Housing** – Silverton Housing Authority shall fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and, to the extent applicable, the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

Pursuant to the Fair Housing Act and public policy, SHA shall not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, familial status, or disability in the lease, sale, use or occupancy of a Unit. Section 24-34-502(1) of the Colorado Revised Statutes prohibits source of income discrimination and requires a non-exempt landlord to accept any lawful and verifiable source of money paid directly, indirectly, or on behalf of a person, including income derived from any lawful

profession or occupation and income or rental payments derived from any government or private assistance, grant, or loan program.

To further its commitment to full compliance with applicable civil rights laws, SHA will provide Federal/State/local information to Applicants/tenants under this Policy regarding tenant rights and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the Application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the SHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

SHA will assist any applicant or tenant that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. SHA will also assist them in completing the forms if requested and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

In addition to Federal civil rights laws as outlined above, SHA will comply with regulations including but not limited to: the Fair Housing Act Amendments of 1988; Title VI of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity; Executive Order 13166 – Limited English Proficiency; Violence Against Women and Justice Department Reauthorization Act of 2013.

- 101.10 Fraud Warning** – Signatures on documents submitted to SHA constitute verification that all information provided is true and accurate. If any such information provided is determined to be false or non-verifiable, such person may be disqualified by SHA and referred to law enforcement for investigation and/or prosecution. Disqualified persons may be denied future participation in SHA Programs. Mortgage fraud may be referred to the FBI for investigation.

Section 102: GENERAL AFFORDABLE HOUSING PROGRAM GOALS

This Section lays out the general Affordable Housing Program Goals of the Silverton Housing Authority and the Town of Silverton.

- 102.1** The primary goal of the Affordable Housing Programs is to provide quality, Affordable Housing for residents and their families who make a living primarily from Presence Required Employment. This is accomplished by regulating and restricting occupancy of Housing Units to Qualified Households and Ownership to Qualified Owners.
- 102.2** Ensure ongoing affordability of Housing Units. Most Housing Units are subject to price and appreciation limits for sale, resale and/or rental. These limitations

Commented [AC6]: Board:

Please review / workshop the general goals of housing programs.

are intended to ensure affordability for both the current Household and for the long-term affordability of the Housing Unit.

Section 103: QUALIFICATION STANDARDS

103.1 There are two (2) levels of evaluation to determine the Qualification of Applicants for the purchase, initial, or continued occupancy of Housing Units known as Qualification and Priority.

Qualification refers to the most general requirements for all Housing Programs and includes both Initial Qualification Standards and Continuing Qualification Standards per the applicable Housing Program. A Qualified Owner, Qualified Household, or Qualified Tenant must maintain Qualified status for the duration of ownership or rental of a Housing Unit. Failure to maintain Qualification will require vacation or Sale of the Housing Unit (see [Section 108.10](#)).

Priority refers to specific requirements of Applicants that increase chances of success in the Lottery by earning additional entries into the Lottery based on type of employment, or disability and retirement status, as applicable. See [Appendix C](#) for Priority Point Matrix and [Section 103.3](#).

103.2 Household Initial Qualification Standards

A. “Qualified Household” Defined- Qualified Households must:

1. Meet the Employment Standard;
2. Meet the Income Level Standard;
3. Meet the Net Assets Standard; and
4. Meet the Minimum Household Size Standard.

B. Employment Standard

1. **Ownership** – At least one member of a Household who will hold title to a Housing Unit must demonstrate and be verified as a Qualified Employee by demonstrating and verifying Employment by a business licensed in San Juan County which amount includes a minimum of forty (40) hours per month, or can provide a letter of intent to hire from employer and a commitment to work one thousand four hundred (1,400) during the following twelve (12) months from the time of Application. Verification of hiring and employment will be conducted before the Sale of Housing Units.

Commented [AC7]: Board:

Qualification Standards can be workshopped by the Board. Keep in mind the General Affordable Housing Program Goals in Section 102 when determining Qualification Standards.

2. **Rental and/or Occupancy** – Each person applying to rent or occupy a room in a Housing Unit or, at least one member of each Tenant Household if occupying the entire Unit must be a Qualified Employee, which requires a minimum of forty (40) hours per month, or provide verifiable documentation of intent to work one thousand four hundred (1,400) during the following twelve (12) months from application, or a lesser amount commensurate with the term of the proposed lease (e.g. seven hundred (700) hours for a six (6) month lease.

3. **Exemptions** –

- i. Members of an Applicant Household who have been determined by SHA to be Qualified Retired or Qualified Disabled and those who are Immediate Family of a Qualified Employee in the Household are exempt from the Employment Standard.
- ii. Households with a member who will hold title to a Housing Unit or be a tenant of a rental unit that can demonstrate and be verified as a Qualified Volunteer who has volunteered forty (40) hours per month for at least twelve (12) of the sixteen (16) months immediately prior to submission of an application are exempt from the Employment Standard.

C. Income-Level Standard

- 1. Income-Level Standards are subject to the Housing Program and Deed-Restrictions associated with each Housing Unit. Income Levels for San Juan County are posted in Appendix A and are updated annually, usually in the Spring.
- 2. These Guidelines identify categories of income levels for Households for the purpose of establishing Original Purchase Prices, rental rates, and Housing Program specific Qualifications for Affordable Housing Units. These categories correspond to income levels by Household size provided by the US Department of Housing and Urban Development (HUD) and the Colorado Housing and Finance Authority (CHFA) known as the Area Median Income (AMI) for San Juan County on an annual basis. The SHA will post the annual AMIs on the SHA website and administratively update these Guidelines when made available by CHFA every spring. Area Median Income for San Juan County are found in Appendix A. All Sales, Qualification, Lotteries, and Programs are subject

Commented [AC8]: Board:

Should Qualified Volunteers be eligible for homeownership and/or rental programs?

Telluride Standards allow 10hrs of the 40hrs/month of work to be volunteer hours, but still require 30 hrs of monthly employment within San Miguel County.

General Program Goals and Vision/Mission statement should be used to determine this standard.

to the Income Levels of the most recently adopted version of these Guidelines at the time of Sale, Qualification, and Lottery drawing.

3. INCOME CATEGORIES

Very-Low Income Limit	≤ 50% AMI
Low Income Limit	≥ 51% ≥ 80% AMI
Moderate Income Limit	≥ 81% ≥ 100% AMI
Middle Income Limit	≥ 101% ≥ 120% AMI
Upper Income Limit	≥ 121% ≥ 140% AMI

4. **Exclusion from Income** – An Applicant may apply to SHA Staff for an exclusion to an Applicant's Household Income for verifiable student loan debt, verifiable necessary medical expenses, paid childcare expenses, and verifiable education, healthcare, and/or retirement account contributions from the prior twelve (12) months. Exclusions being requested require SHA Staff verification. In determining whether an account contribution is eligible for such an exclusion, SHA Staff, the SHA Subcommittee, or the SHA Board, as appropriate, will consider the criteria as set forth in [Section 103.2E.3](#). Student loan debt must be related to post-high-school studies (trade school, undergraduate, or graduate degree) from an accredited institution. A combined maximum of ten thousand dollars (\$10,000) of the above expenses or contributions per Household may be excluded from income.

D. **Property Ownership Standard**

1. For purposes of this Section, "Ownership by any member of a Household" means ownership interest in any form, direct or indirect, including without limitation ownership or membership in a business or entity that owns real property, a Leasehold Interest in real property for longer than a period of one (1) year, or being named as a beneficiary of a trust which owns real property. A Household may not circumvent this Section by declaring indirect or non-controlling interest in real property subject to this Section.
2. Ownership by any member of a Household of a property outside the boundaries of San Juan County that is a Commercial Property or Undeveloped Residential Property or is Developed Residential Property outside is permitted and does not require an Exception.
3. Ownership by any member of a Household of a property within the boundaries of San Juan County that is Commercial Property or

Commented [AC9]: **Board:**

Pay attention to the differences in ownership of real property both inside and outside of the boundaries of San Juan County, and the types of property permitted with/without exceptions.

Your input is requested in this section as far as what types of ownership of real property is permitted without exception.

Commented [AC10]: **Board:**

Do we want to allow people to own undeveloped residential property? Or should it be limited to commercial property?

Undeveloped Residential Property is permitted and does not require an Exception.

4. Ownership by any member of a Household of Developed Residential Property within the boundaries of San Juan County is restricted as follows:

i. **If the residential property is deed restricted as affordable**, the Household is required to enter into a contractual agreement with the Silverton Housing Authority, or its designee, setting forth the terms of the agreement to sell the other residential property. The Household is required to be under contract to sell the property within four (4) months and close the Sale within six (6) months of taking title to the Housing Unit being applied for.

ii. **If the property is any other form of Developed Residential Property**, the Household is required to:

a. Sell the other property under the terms of Section 103.2.E.4.i; OR

b. Apply for and be granted an Exception according to the Exception Procedure in [Section 109.2](#) for consideration of the terms under which ownership of other Developed Residential Property will be allowed.

(1) In determining the terms under which ownership of other Developed Residential Property will be allowed, the SHA Subcommittee or SHA Board, as appropriate, shall take into consideration the location of the other Developed Residential Property, the current Affordable Housing needs in the, and the practicality of requiring the other property to be leased to a Qualified Household.

(2) It is the stated intent of SHA to only allow ownership of other Developed Residential Property within the boundaries of San Juan County if the Household demonstrates a commitment to utilizing the property to meet local or regional Affordable housing needs.

- (3) Exceptions granted for ownership of Developed Residential Property in San Juan County will require the Household to enter into a contractual agreement with the Silverton Housing Authority or its designee that provides for rental of the other property to a Qualified Household under the rental procedures in Section 106.2. The property must be leased beginning no more than ninety (90) days after purchase of the Housing Unit or other property and be continuously leased, reasonable turnover and maintenance time excepted, so long as the Household owns the Housing Unit. If the property remains vacant or out of lease for more than thirty (30) consecutive days, SHA may give notice requiring the Owners to sell either the Housing Unit or the other Developed Residential Property within one (1) year of the date of notice, and will impose daily penalties for non-compliance (see Appendix D).
- (4) The Fair Market Value of any interest in real property owned by any member of a Household will be taken into consideration when determining whether the Household exceeds the limitations of Section 103.2E Net Assets Standard.

E. Net Assets Standard

1. Household Net Assets shall not exceed two (2) times the Original Purchase Price of the Housing Unit. As defined, Assets of all members of a Household, including children, must be included in the determination of a Household's Net Assets.
2. A one-time gift of up to thirty percent (30%) of the Original Purchase Price used only as a down payment for the purchase of a Housing Unit will be considered an asset and not income for the purposes of initial Qualification.
3. **Exclusion from Assets** – An Applicant may apply to SHA Staff for an exclusion or partial exclusion to Assets for money held in verifiable education, healthcare, and retirement accounts. In determining whether

Commented [AC11]: Board

For consideration: Is two-times the original purchase price of the home an acceptable value for Household Net Asset limit? This is the standard for Telluride Affordable Housing Guidelines. Board can determine what the Net Asset Limit is in reference to the Original Purchase Price of the Unit, e.g. two-times the purchase price, limited to the purchase price, three-times the purchase price.

Assets Definition: Anything owned which has tangible, intangible, commercial, or exchange value. Assets consist of specific property or claims against others, in contrast to obligations due others. For the purposes of these Guidelines, Assets are real or personal property including without limitation retirement accounts, education accounts, patents and causes of action, stock in a corporation or interest in any other type of business entity, interest in the estate of a decedent, property of a person, association, corporation, or estate that is applicable or subject to the payment of debts, and funds on property held in a living trust or any similar entity or interest where the person has management rights or the ability to apply the Assets to the payment of debts. Assets are evaluated at current Fair Market Value, not accounting book value.

See F. Net Assets Standard. 3. Exclusion from Assets.

Notes:

The cash value of Assets is considered separately from Income, however, interest earned from Assets is considered income. Homeownership is commonly considered the best way to accrue wealth in the U.S. There is a fine line between ensuring affordable homes are going to people with a low-income and not penalizing people getting ahead. "Rich people, not poor people, should get into equity capped programs." - Mike Loftin, HOMEWISE. At the same time, people with assets and access to capital have an leg-up in the free-market.

an account is eligible for such an exclusion, SHA Staff or the SHA Board, as appropriate, shall consider whether the holder or beneficiary of the account would be penalized for early withdrawals for any reason, or whether withdrawals without penalty are restricted to withdrawals for qualified retirement, medical, or educational expenses. It is the intent of this Section to only allow exclusions for accounts functionally equivalent to a 401(k), 401(a), Roth IRA retirement account, 529 education account, or a Health Savings Account established while an Applicant was enrolled in a high deductible health plan.

4. **Disposition of Assets** – Any member of a Household who has assigned, conveyed, transferred or otherwise disposed of Assets within the last two (2) years without receiving Fair Market Value for the Assets to qualify under these Guidelines shall render the Household ineligible.

F. **Minimum Household Size Standard** – To be eligible to purchase or occupy a Housing Unit, the total number of people in a Household must meet or exceed the following Minimum Household Sizes. For Households qualifying to purchase a Housing Unit, Tenants will not count towards meeting the Minimum Household Size unless granted an Exception pursuant to [Section 109.2](#), and may be required to rent a room to attain and maintain the Minimum Household Size for Qualification.

Unit Type	Minimum Household Size	Maximum Household Size
1 Bedroom/Studio	1 person	3 person
2 Bedroom	2 persons	4 persons
3 Bedroom	3 persons	6 persons
4 Bedroom	4 persons	8 persons

*This chart does not guarantee houses will be built or available in all listed types.

103.3 Priority Qualification

A. **Vital Workforce:** Any Household with a member employed, or can provide a letter of intent to hire by San Juan County, Town of Silverton, Silverton School, Silverton Medical Rescue, OR any household with a member who has volunteered for Silverton Fire Department or Silverton Medical Rescue

Commented [AC12]: Board:

Minimum Household Size Standard - The Colorado Housing and Finance Authority (CHFA) sets affordable rental rates and Area Median Income levels annually (based on HUD's numbers, CHFA determines affordable rental rates based on HUD's numbers).

Affordable Sale Prices are calculated each year - they are based on Household Size and Housing Unit Size by 1.5 persons.

Staff recommends upholding the one-bedroom limit for a one-person Household **unless** the one-person Household files an Exception request for a two-bedroom unit with the requirement of leasing the second unit to a Qualified Tenant following the Rental Procedure in Section 106.2.

Something to consider is that 33% of respondents to the Silverton Homeownership Interest Survey are a 1-person household. And, none of SHA's current plans for for-sale housing developments are one-bedroom units.

a minimum of forty (40) hours a month for twelve (12) of the previous fourteen (14) months immediately prior to Application. Receives three (3) additional entries into the Lottery. *To qualify for Priority entries for Vital Workforce, Applicant's employer must submit a completed Employment Verification Form to the SHA document upload portal before the Application Period ends.*

B. Local Workforce: Currently employed by a business located and licensed in San Juan County. Additional entries are dependent on length of employment seen in [Section 103.5](#). *To qualify for priority entries for Employee in San Juan County, Applicant's employer must submit a completed Employment Verification Form to the SHA document upload portal before the Application Period ends.*

C. Qualified Disabled or Qualified Retired Resident of San Juan County: Applicants who are Qualified Retired or Qualified Disabled. Additional entries are dependent on length of residency in San Juan County seen in [Section 103.5](#). *To qualify for the Priority entries for Resident of San Juan County, the applicant must complete the residential history within the online application and show proof of retirement or unemployment based on the required documentation in Section 104.3C.*

103.4 Priority Stipulations

A. For two (2) or more applicants per application:

1. Maximum of three (3) additional entries per Application.
2. Employment history may be applied only to the person in the Household that has lived in San Juan County the longest. Combining years lived / employed by a business in San Juan County by each Household member is prohibited.

103.5 Priority Entry Matrix

The Priority Qualifications and Additional Entries are displayed in the table below:

Priority Qualification	Sum of Monthly Employment in the Immediate Last 5 Years	Additional Entries

Commented [AC13]: **BOARD:**

Number of additional entries assigned to priorities can be changed. Example: Waterview Homes in Ouray only allow one additional entry, and priority points are only given to their equivalent of "Vital Workforce."

<u>Vital Workforce</u>		+3 entries
<u>Local Workforce</u>	24-60 months (2-5 years)	+2 entries
	61+ months (5+ years)	+3 entries
<u>Qualified Retired and Qualified Disabled Residency in San Juan County</u>	24+ months (2+ years)	+ 2 entry

103.6 Lawful Presence Standard

Lawful Presence Standards differ between Housing Programs based on funding sources associated with the project. Funding sources will be disclosed in the Application Informational Packet to be given to each prospective Applicant.

A. Federally Funded Projects:

1. Properties funded by Federal funds, lawful presence in the United States is required. A Residency Declaration form will be included in the Application Informational Packet.

B. State Funded Projects:

1. Properties funded by State funding, lawful presence is not required pursuant to CRS §24-76.5-103.

103.7 Criminal Background Check

SHA Staff may required a criminal background check to determine Qualification for Housing Program. Housing Programs and Applications will specify the types of convictions that disqualify an Applicant.

103.8 Grounds for Denial

A. SHA is not required or obligated to Qualify or assist Applicants who:

1. Do not meet any one or more of the eligibility criteria;

2. Do not supply information or documentation required by the Application process;
3. Breach any agreement made between the Applicant and SHA;
4. Any material misstatement of fact or deliberate fraud by the members of an Applicant Household in connection with any information submitted to SHA shall be cause for denial, removal from program, and will prohibited from reapplying, individually or as a member of a Household, for Lotteries for a period of three (3) years;
5. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
6. Have a history of not meeting financial obligations, especially rent; provided, however, that if a landlord or SHA uses rental history or credit history as criteria in consideration of an application, they shall not consider any rental history or credit history beyond seven (7) years immediately preceding the closing date of the Application Period;
7. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
8. Have a history of criminal convictions by any household member involving crimes of physical violence against persons or property and any other criminal convictions including drug-related criminal convictions that would adversely affect the health, safety, or well being of other tenants or Staff or cause damage to the property; provided that if SHA, or landlord, uses criminal history as a criterion in consideration of an application, they shall not consider an arrest record of a prospective tenant from any time or conviction of a prospective tenant that occurred more than five years before the closing date of the Application Period; except that a landlord/SHA may consider any criminal conviction record or deferred judgement relating to:
 - i. The unlawful distribution, manufacturing, dispensing, or sale of a material, compound, mixture, or preparation that contains methamphetamine, as described in Section 18-18-405 of the Colorado Revised Statutes;

- ii. The unlawful possession of materials to make methamphetamine and amphetamine, as described in Section 18-18-412.5 of the Colorado Revised Statutes;
 - iii. Any offense that required the prospective tenant / Owner to register as a sex offender pursuant to Section 16-22-103 of the Colorado Revised Statutes; or
 - iv. Any offense described in Part 1 or Part 6 of Article 3 of Title 18 of the Colorado Revised Statutes;
9. Have a history of disturbing neighbors or destruction of property;
10. Currently owes rent or other amounts to any housing authority in connection with their public housing or Housing Choice Voucher programs;
11. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program or SHA Program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
12. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. SHA may waive this requirement if:
- i. The person demonstrates to SHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - ii. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - iii. Has otherwise been rehabilitated successfully; or
 - iv. Is participating in a supervised drug or alcohol rehabilitation program;
13. Have engaged in or threatened abusive or violent behavior towards any SHA Staff, SHA Board, or residents of Housing Program. Such behavior would include using profane, racially or sexually abusive language;
14. Have a Household member who is currently a registered sex offender.

15. **Denied for Life:** If any Household member has been convicted of manufacturing or producing methamphetamine on assisted housing premises;

16. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

B. Denial Procedure –

- i. Applicants will be notified of denial for Lottery drawing, also referred to as disqualification, in writing and will include the reason(s) for denial.
- ii. Applicants will have the right to Appeal decision and will be provided [Section 109.3 Appeal Procedure](#) information.
- iii. SHA's exercising of the Denial Procedure due to findings of Applicant ineligibility will not violate the rights of persons with Disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a Disability, SHA Staff will verify that there is in fact a Disability and the Disability caused the failure to respond, and may provide a [Reasonable Accommodation](#) per [Section 109.6](#).

Section 104: HOUSEHOLD INCOME VERIFICATION

The following standards are applicable to the [Initial Qualification of Applicants](#) for ownership or rental of [Affordable Housing Units](#).

104.1 Income Testing and Income Calculation - Income testing refers to the verification of the annual [Household](#) income of an [Applicant](#), either a prospective purchaser or [Tenant](#) who wishes to qualify for a [Deed Restricted](#) unit. Income testing shall only be done at the time of [Qualification](#) for initial purchase or initial occupancy of the unit, and at every subsequent [Transfer](#) of occupancy of the [Deed Restricted](#) unit.

104.2 [Household](#) income should be calculated using a standard method for all prospective purchasers and tenants of [Affordable Housing](#) restricted to a certain [Income Category](#). These [Guidelines](#) require [SHA Staff](#) to use the Colorado Division of Housing's standard method of calculating income. The current standard is Part 5 of section 24 CFR 5.609 of the Code of Federal Regulations.

104.3 The SHA may request the following documentation including without limitation the following purposes: to calculate Household income, verify Priority Qualification, verify Qualification for the applicable Standards.

A. Persons employed by others:

- Most recent 2 years complete personal federal tax returns
- Most recent 2 years W-2s from all employers
- Most recent 2 consecutive paystubs from all employers
- Employer Verification of Employment

B. Persons with some kind of self-employment:

- Most recent 2 years complete personal federal tax returns
- Most recent 2 years W-2s from all employers
- Employer verification of employment
- Most recent 2 years business tax returns:
 - Partnership-K-1 and 1065
 - S-Corporation-K-1 and 1120S
 - Corporation – 1120 (including W-2's and most recent

paystubs)

C. Persons with unearned income:

- Most recent 'award letter' stating the monthly or annual Gross Income received (SSI, SSDI, VA Benefits, Unemployment, etc.)

D. Persons newly employed and/or with no previous tax return:

- Evidence of income to be earned (employment contract, written verification from new employer of income to be earned, etc).
- Most recent consecutive business and personal bank statements from start of business.

E. Under certain circumstances the SHA may require other, non-traditional forms of documentation to accurately calculate gross household income.

104.5 SHA may require third-party verification of employment and income records for self-employed Applicants at initial Qualification and during Compliance Checks.

104.6 SHA may, at the Applicant's expense, require outside accounting expertise to evaluate the reasonability of the Applicant's or Household's representations of income and Assets. It shall be the burden of the Applicant to provide all required information for verification of Qualification, and any missing or incomplete

information or documentation, or information that cannot be verified, shall be construed against the Applicant and may be grounds for denial.

Section 105: LOTTERY PROCEDURE

105.1 SHA Staff administers Lotteries subject to the provisions of this document established to create an orderly and fair process for offering Housing Units for Sale and rent to Qualified Households and give priority entries to Qualified Households with Priority status detailed below.

105.2 Lottery results are not subject to Appeals.

105.3 Lottery Procedure -

A. Opening and Announcement of Lottery Information –

1. Notice of the date, time, and location at which Applications will be accepted shall be published as a "Legal Notice" in a newspaper of general circulation in the Silverton Standard at least twenty-one (21) days prior to the close of an Application Period, through Town of Silverton and Silverton Housing Authority communication channels, and on the Silverton Housing Authority website.
2. Applications and information shall be available online on the Silverton Housing Authority website concurrent with the publication of the Legal Notice.

B. Lottery Application Requirements -

1. Qualified Households interested in purchasing or renting a Housing Unit must submit a complete Application to SHA within the Application Period. No late or incomplete Applications will be accepted. Previous and upcoming Application Periods will be posted on the SHA website.
2. Applicant must submit, but not limited to, the following items per Application instructions by the published deadline:
 - i. if applying for ownership: a mortgage pre-qualification letter that considers income from all Household members over eighteen (18) years of age;
 - ii. a sworn statement including without limitation the following certifications:
 - a. the facts contained in the application are true and correct to the best of the Applicant's knowledge; and

- b. the Applicant has been given the standard Application information packet by SHA Staff; and
 - c. the Applicant, on the basis of the application presented, believes that they Applicant Household qualifies to own or occupy the Housing Unit in question according to the Deed Restriction, these Guidelines, the governing Housing Program and all other applicable procedures, rules, and regulations;
- 3. Applications submitted without the requisite submissions from each member of the Applicant Household will be deemed incomplete and will render the entire Household ineligible for the Lottery.
- 4. SHA Staff shall only accept Lottery Applications during the Application Period and by the method specified in the Legal Notice. If submission of Application is permitted by mail to PO 250 Silverton, CO 81433, mailed Applications are considered received in the proper Application Period if postmarked at least two (2) days prior to the last day of the Application Period and received within two (2) business days after the application period closes. SHA is not responsible for delays in the delivery of mail. Incomplete or late Applications will not be processed for Qualification and will render the entire Household ineligible for the Lottery.
- 5. After Application Period has ended, SHA Staff shall review all complete Applications timely received and inform the Applicant Household of its Qualification status for the Lottery no later than fourteen (14) days after the closure of the Application Period.
- 6. Exceptions shall be requested with the submittal of the Applicant's Application, following the Exception Procedure in [Section 109.2](#).
- 7. Appeals and Grievances for Qualification Status must be submitted following the Appeal Procedure in [Section 109.3](#) and Grievance Procedure in [Section 109.4](#). Appeals and Grievances must be submitted in writing to SHA within twenty (20) calendar days of the decision or determination being appealed.

C. Weighted Lottery Process –

- 1. **Entering the Lottery:** After the end of the Application Period, notification of Qualification status has been communicated to Applicants per 105.3.B.6.5., and completion of Appeal hearings, if any, a list of Qualified Households will be assigned a Lottery entries. **Each Qualified Household will receive one (1) Lottery entry.** Priority Entries are assigned as additional entries as explained in [Section 105.7 Priority Entry Matrix](#).

2. Once an Applicant's name is drawn, if any further instances of that Applicant's name drawn are recorded but ignored in establishing the order of Applicants. Once all Applicant names have been drawn once, the drawing shall conclude, and the remaining entries may be discarded. The order in which Applicant names are drawn in the lottery will determine the order in which Applicants are contacted to purchase the Housing Units offered in the Lottery.
3. Lottery results are emailed to Applicants no later than fourteen (14) days after the Lottery drawing. SHA Staff will contact Applicants in Lottery rank order.
4. **Organization of the Lottery Result List** - The Lottery Result List will be maintained in accordance with the following guidelines:
 - i. The Application will be a permanent file;
 - ii. All applications will be maintained in order of the Lottery Results;
 - iii. Any contacts between SHA Staff and the Applicant will be documented in the Applicant file.
5. When a Household appears to be within three (3) months of being offered a Unit, the Household will be directed to complete and submit verification documents. SHA Staff are required to calculate the Income Level of the Lottery ranked Applicants prior to Sale or occupancy of Housing Unit. Failure to meet the Income-Level required for the Housing Unit as verified by SHA Staff or provide complete, timely, and accurate financial information, the Applicant will be removed from the program and the next-ranked Household will move up the Lottery ranking.

Commented [AC14]: BOARD:

Lottery Drawing Options:

1. Generated through random.org (San Francisco uses this platform, SJDA used it in the [December 2023 Lottery](#)). \$5 fee per drawing.

2. Lottery conducted at a Public SHA Meeting by having an "independent San Juan County resident with no direct stake in the lottery outcome" draw names. (Telluride's method). Drawer will certify and post lottery drawing results as soon as practically possible after the drawing.

Something to consider: Should Applicant names be anonymized? If we use actual names, we need to come up with a procedure if someone exercises their Violence Against Women Act rights (heightened privacy measures).

Commented [AC15]: Clayton - Can Lottery Results be Appealed?

Commented [CB16R15]: I think it is up to us.

Applicants can file a lawsuit if they so choose, but I do not recommend adding our own avenue of appeal for the lottery.

Section 106: OWNERSHIP, USE, OCCUPANCY

The primary intent of Affordable Housing Programs is to provide decent, Affordable Housing for local residents. Deed Restrictions on Affordable Housing Units require that the home be Owner-Occupied as a Primary Residence for the owner. Deed Restrictions may allow for a Qualified non-owner, a Tenant, to fulfill the Primary Residence requirement of the home.

106.1 Ownership Standards – Affordable Housing Units for Ownership according to these Guidelines and the Unit's Deed Restriction require the Unit to serve as the Primary Residence of the Qualified Owner, or in some circumstances stated in [Section 106.2](#), a Qualified Tenant.

A. Continuing Residency Standard – Qualified Households must occupy their Housing Unit for at least eight (8) of every twelve (12) months on a rolling twelve (12) month basis.

1. **Leave of Absence** - Households who will not occupy their Housing Unit for any period in excess of four (4) months must apply for a Leave of Absence as follows:

i. Leaves of Absence for a period of one (1) year or less will be considered and may be approved or denied by SHA Staff as an Administrative Exception pursuant to [Section 109.5](#).

ii. Leaves of Absence for any period of time longer than one (1) year, and any extension to a Leave of Absence previously granted by SHA Staff, must be granted by the SHA Board of Directors through the Exception Process in [Section 109.1](#).

iii. Leaves of Absences will not be granted for periods in excess of two (2) years at a time.

2. Leaves of Absence will be conditioned upon rental of the Housing Unit during the absence to a Qualified Household at the established Maximum Rental Rate or a rate established by the SHA Board following the [Rental Procedure in Section 106.2](#).

3. Applications for a Leave of Absence must provide clear and convincing evidence showing both a bona fide reason or leaving and a commitment to re-occupy the Housing Unit.

106.2 Rental Procedure: In cases where rental of an entire Housing Unit is permitted or required, the following applies:

A. Tenant Households –

1. SHA Staff must certify the Qualification of a Tenant prior to the occupancy and/or the signing of a lease. Tenants must meet the Household Qualification Standards of the Unit in question prior to the execution of a lease.

2. Tenants must meet the Household Qualification Standards upon each lease renewal.

3. Tenants must use the Unit as their Primary Residence throughout the entirety of the lease agreement.

B. Landlords –

1. Landlords must obtain certification of Qualification of all Tenants from SHA Staff prior to execution of a lease with the Tenants and prior to the occupancy by Tenants.
2. Landlords must execute a written lease with Tenants and must provide a copy of the lease to SHA within five (5) working days of execution.
3. Landlords are subject to a penalty for each day of Tenant's occupancy without proof of Qualification, and for each day late submitting an executed lease to SHA (see [Appendix D](#)).

C. Leases – Occupancy of a Housing Unit by any person other than a Qualified Owner must be a Qualified Household and must be memorialized by a written lease.

1. Leases must include:
 - i. Reference to applicable provisions of the Deed Restriction including without limitation restrictions on rental rates (see [Appendix B](#));
 - ii. A provision stating that it is a material violation of the lease for the Tenant Household to fail to meet or maintain the Qualification Standards and Continuing Residency Standard. Landlords shall promptly enforce this material term of the lease, including initiating an action of Forcible Entry and Detainer when appropriate. Notice of lease violation and/or termination shall follow all requirements of the Colorado Forcible Entry and Detainer Statutes, C.R.S. § 13-40-101, et. seq. as may be amended.
 - iii. A provision stating that the landlord must deliver written notice to Tenants and to SHA a minimum of thirty (30) days prior to lease expiration should Landlord choose not to renew the lease.
 - iv. A provision stating that no subleases are permitted.

Commented [CB17]: Add a paragraph iv. "No Subleases Permitted"

2. Leases shall not include:
 - i. A provision stating that the Tenant maintain employment with the Landlord or any other specified person or business as a material

term of the lease. This prohibition does not preclude landlord from nonrenewing a lease upon expiration, subject to the noticing requirements for nonrenewal as set forth in Section 106.2.C.3.iii, or terminating the lease for other reasons or no reason provided all requirements for notice of the same have been met pursuant to C.R.S. § 13-40-101, *et. seq.* as may be amended.

Commented [AC18]: Clayton - how will this apply to units that are possibly designated for Town staff?

Commented [CB19R18]: I do not understand this exclusion.

ii. Any provision which would contradict these Guidelines.

3. The lease term must be a minimum of six (6) months and may not exceed twenty-four (24) months.
4. Copies of the executed lease must be filed with SHA within five (5) working days of execution. Late fees will be enforced according to Appendix D.
5. **Lease Renewal** - At lease renewal the Maximum Rental Rate (See Appendix B) will be adjusted up or down to comply with the current Guidelines.

Section 107: INITIAL SALE AND RESALE OF UNITS

- 107.1 Initial Sale** – The initial sale of all Housing Units must occur in accordance with the applicable Lottery or other Applicant selection procedures as determined by the SHA or Town and may vary depending on the specific Housing Program under which the Housing Units were created.
- 107.2 Resale** – Sellers are required to consult with SHA Staff prior to offering a Housing Unit for Sale for the purpose of obtaining the most current information about the applicable Guidelines and processes, and to verify to Maximum Sale Price and other applicable provisions of the Deed Restriction affecting the Sale.
- 107.3 Resale Procedures** – Unless otherwise limited or required by the Deed Restriction or the governing Housing Program, options for selling Housing Units are as follows:

A. SHA Ownership Lottery per Section 105:

1. If a SHA Ownership Lottery is unsuccessful for the resale of a Unit, Direct Sale or listing with a real estate broker licensed to do business in the State of Colorado provided that:
 - i. the chosen buyer is a Qualified Owner approved by SHA prior to closing; and

- ii. seller's real estate commissions are borne exclusively by the seller and are not passed on to the buyer.

107.4 Maximum Sale Price – The Maximum Sale Price of a Housing Unit is calculated by SHA Staff according to the Housing Unit's Deed Restriction. In no case shall a Housing Unit be sold for more than the Maximum Sale Price. The contracted sale price shall be the only exchange of value between parties to any Sale, and buyer and seller must execute a sworn statement affirming that the contracted sale price is the only exchange of value in the Sale. Any exchange of value outside the contracted sale price shall invalidate the Sale and may result in additional civil and criminal penalties.

A. Minimum Standards for Maximum Sale Price– The Owner, buyer and SHA must work together in addressing the repairs necessary to bring a Housing Unit to Minimum Standards for Maximum Resale Price. The Minimum Standards for a Sale at Maximum Resale Price include but are not limited to:

- Clean, odor-free interior;
- Carpets professionally steamed withing seven (7) days prior to closing, and is less than seven (7) years old;
- Appliances present, clean and in good working order;
- Surface scratches, marks, holes in doors, floors, walls, woodwork, cabinets, countertops, other than normal wear and tear, repaired;
- Walls in good repair and paint-ready;
- Windows and window locks in good repair, and broken panes replaces;
- Window screens in place and in good repair;
- Doors and door locks in good repair and working keys for all locks;
- Light Fixtures, outlets, switches secure and in working order;
- No apparent plumbing leaks;
- Tile grout in good repair, mold free and clean;
- No apparent roof leaks (if home is single family); and
- No apparent safety hazards.

B. Mitigation of Repairs – SHA Staff will perform a limited cursory inspection to assess Minimum Standards only. This inspection is not a substitute for a professional inspection, and SHA strongly encourages all buyers to obtain a professional inspection which may detect health and safety issues and reveal unpermitted or defective work on the Housing Unit. If SHA Staff determines that the Housing Unit does not meet Minimum Standards for

Maximum Sale Price, or if a professional inspection reveals health and safety issues needing to be addressed:

1. The seller must completed identified repairs to meet Minimum Standards prior to closing; or
2. The buyer must agree in writing to complete the identified repairs by a date certain, with one of the following documented at closing:
 - i. A reduction in sales price to cover the cost of repairs; or
 - ii. A credit from seller to buyer sufficient to cover the cost of repairs; or
 - iii. Funds placed in escrow by seller in an amount sufficient to ensure satisfactory repairs, the balance of which will be returned to the seller after verified completion of repairs.

C. To be considered in the calculation of the Maximum Sale Price, Permitted Capital Improvements must be pre-approved by SHA Staff or the SHA Board as appropriate (see [Appendix E](#)).

107.5 Disclosure of Relevant Contracts and Information – Both buyer and seller of any Housing Unit must sign a release allowing SHA to obtain copies of all documents relevant to the Sale and must disclose all relevant information known to them. All financial information will remain confidential except as noted in [Section 104.4](#).

A. Relevant documents include without limitation:

1. The sales contract for the Housing Unit;
2. the buyer's application for financing and related documentation; and
3. title and escrow documents related to the Sale.

B. If applicable, sellers must inform buyers of any proposed or pending increases in homeowners' association dues, as well as any proposed or pending assessments.

107.6 Notification Required- Written notice to SHA of any pending change in financing or ownership interest in a Housing Unit is required, including, but not limited to a refinance, or an ownership change as might happen in a divorce proceeding or in the event of a death of an Owner. Failure to timely notify SHA is considered a material breach of the Deed Restriction and a violation of the

Guidelines and is subject to a Notification Required Penalty for each day the failure to notify persists.

- A. A Notice of Intent to Sell a Housing Unit must be submitted to the SHA at least sixty (60) days prior to the Sale on notice forms available from the SHA.
- B. Notice of any Transfer or change in ownership interest in a Housing Unit must be given at least thirty (30) days after the change in ownership interest, and will require execution and recording of a new Deed Restriction concurrent with the Transfer or change, and may require execution and recording of a new Option to Purchase.
- C. Notice of financing or refinancing of a Housing Unit must be given at least thirty (30) days prior to the closing of the loan, and may necessitate execution and recording of a new Option to Purchase and Deed Restriction at closing.

- 107.7 Independent Legal Counsel** – All sellers and buyer of Housing Units are advised to consult independent legal counsel at their own expense regarding the examination of title and all contracts, agreements, restrictions, and title documents.
- 107.9 Title Company** – Title documents involved in the closing of Housing Units are unique and technical, and buyers are advised to use title companies and escrow agents experienced in such Sales. Mistakes in closing documents are easily made and difficult to correct. Sellers must authorize SHA to review the conveyance documents prior to closing, however SHA shall not be responsible for any mistakes contained therein.
- 107.10 Deed Restrictions** – SHA Staff in coordination with SHA legal counsel shall prepare Deed Restrictions and Options to Purchase pursuant to [Section 108](#).
- 107.11 Ownership Lottery Procedure** – All Sales and resale of Housing Units are subject to the SHA Ownership Lottery Procedure as described in [Section 105.3](#).

Section 108: DEED RESTRICTIONS

- 108.1** A Deed Restriction must be executed prior to and recorded concurrent with each Sale, change in ownership, or transfer in ownership of a Housing Unit, and may be necessary for any refinance, finance, or transfer by other means. Original executed and recorded Deed Restrictions are retained by SHA. Provisions

herein regarding the form of Deed Restrictions cover some but not all significant policies. Sellers and buyers are advised to consult these Guidelines and the Deed Restriction for the Housing Unit recorded with the San Juan County Clerk and Recorder which is the principal controlling document to ascertain specific provisions governing the Housing Unit.

108.2 Deed Restrictions shall specify:

- A. The Original Purchase Price ("OPP"). Each Sale of a Housing Unit generates a new OPP. Transfer in ownership by other means or refinance of a Housing Unit does not necessarily change the OPP.
- B. The Maximum Rental Rate. If applicable and not otherwise governed by these Guidelines, the Maximum Rental Rate shall be stated including provisions for any increases.
- C. The designated Income Eligibility Level, if applicable.
- D. The following method of calculating the Maximum Sale Price ("MSP") if applicable:
 1. An increase of the OPP of three percent (3%) per year from the date of purchase to the date of Owner's Notice Intent to Sell (compounded annually and prorated at the rate of .25 percent (0.25%) per each whole month of any part of a year);
 2. PLUS, the costs of Permitted Capital Improvements, not to exceed five percent (5%) of the OPP provided that:
 - i. Improvements are approved by SHA Staff prior to the commencement of any work or installation, as explained in Appendix E;
 - ii. Proof of homeowners' association approval, if applicable, is provided to SHA prior to commencement of work;
 - iii. Improvements are property permitted and inspected by the Town Building Official if applicable; and
 - iv. Paid invoices and documentation of improvements are submitted to SHA upon completion.
 3. PLUS, the costs of Permitted Capital Improvements exceeding five percent (5%) of the OPP provided that the improvements have been pre-approved by the SHA Board or Subcommittee through the Exception Procedure in Section 109.2. In no case shall Permitted Capital

Improvements exceed ten percent (10%) of the OPP. The impact of Exception requests and of any previously approved Maximum Sale Price increased to the Housing Unit will be assessed by SHA when considering any Exception under this Section to ensure continued affordability for Households with respect to this Housing Unit's targeted Income Eligibility Level;

4. LESS the depreciation on Permitted Capital Improvements pursuant to the Marshall & Swift Depreciation Guidelines;
 5. PLUS, any other costs allowed by SHA or Town pursuant to policies in effect on the date of the Notice of Intent to Sell.
- E. A statement indicating that SHA does not guarantee an Owner's ability to sell a Housing Unit for its Maximum Sale Price or rent a Housing Unit for its Maximum Rental Rate as applicable.
1. The requirements for use of a portion of Housing Unit for an office of a Home Occupation as defined in the Land Use Code, as amended, or its successor document, is provided to SHA if applicable;
 2. Homeowners' association approval of the office or Home Occupation is filed with SHA if applicable;
 3. That the business holds a current Town of Silverton business license; and
 4. That the business holds current Town of Silverton sales and excise tax licenses and timely reports and remits such taxes if applicable.

108.3 Violation of covenants, conditions or terms of the Deed Restriction shall also be a violation of these Guidelines whether or not a corollary provision exists.

108.4 Deed Restrictions shall include a provision requiring, at SHA's option, conveyance of an interest in the Housing Unit to SHA (or similar agency acceptable to SHA) meeting the requirements of C.R.S. § 38-12-301 for rent control. SHA may in its sole discretion accept or reject any proposed conveyance of interest pursuant to this Section, and may designate and require conveyance of which interest is best suited to maintain this purpose of rent control under these Guidelines. Such interest may include without limitation:

- A. A fractional undivided ownership or trustee interest in the Housing Unit provided that SHA is indemnified against any and all liability by reason of its interest in the Housing Unit including any and all tax obligations; or

B. A lease to SHA of the Housing Unit with authorization to SHA to sublet pursuant to these Guidelines, provided that SHA assumes no liability by reason thereof.

108.5 An Option to Purchase shall be granted by the lender to SHA and/or the Town to redeem the Housing Unit in the event of default by purchasing the unit from the holder of the trustee's deed at the redemption price plus reasonable costs of the holder.

108.6 The Deed Restriction shall be binding on all Owners, successors and assigns including any holder of a deed in lieu of foreclosure.

108.7 The Deed Restriction, Option to Purchase, and any amendments thereto must be recorded in the property records of San Juan County. The original executed and recorded documents must be returned to and retained by the SHA.

108.8 Deed Restrictions may not be transferred off a Housing Unit unless permitted by the governing Housing Program. Transfers require the express consent of the SHA Board which must find that the General Affordable Housing Program Goals are met by such Transfer, and such Transfer promotes the provision of Affordable Housing.

108.9 No modification or amendment to the Deed Restriction shall be effective unless agreed to in writing by SHA and any other beneficiary.

108.10 **Deed Monitoring** - To verify compliance with Deed Restrictions and these Guidelines, SHA will conduct regular Compliance Checks, and may initiate Compliance Checks to investigate complaints or reports of non-compliance. Households must submit all necessary paperwork to verify that they remain in compliance with the Deed Restrictions within twenty-one (21) days of a written notice of Compliance Check or a penalty will be assessed (see Appendix D). It shall be the burden of the Household to provide all required information for compliance, and any missing or incomplete information or documentation, or information that cannot be verified, shall be construed against the Household and may be grounds for a finding of non-compliance.

108.11 Deed Restrictions shall include a provision requiring Owners to maintain Homeowner's Insurance, pursuant to Section 110.8: Obligation to Maintain Homeowner's Insurance.

Section 109: EXCEPTIONS, APPEALS AND GRIEVANCES & REASONABLE ACCOMMODATION

109.1 Definitions

A. **Exceptions** – Except as otherwise prohibited herein, a request for an Exception to provisions of these Guidelines may be appropriate when an

Applicant understands and acknowledges the requirements of the Guidelines and believes that there exists a legitimate and compelling reason why they should be exempt from or allowed a modification to the requirements.

1. Exceptions to the Guidelines may be granted on a case-by-case basis, provided the reviewing body finds that granting such Exception promotes the provision of Affordable Housing and supports Section 102: General Affordable Housing Program Goals.
 2. The Section 109.2 Exception Procedure is also the procedure used when approval by SHA is required for any Affordable Housing matter governed by the Land Use Code, unless different standards for approval are provided elsewhere in the Land Use Code.
- B. **Appeals** – An appeal is appropriate when an Applicant understands and acknowledges the requirements of these Guidelines and believes that provisions of the Guidelines have been applied incorrectly by SHA Staff, the SHA Subcommittee, or the SHA Board.
- C. **Grievances** – A Grievance is any dispute that any person may have with the SHA regarding an action or failure to act in accordance with the individual's rights, duties, welfare, or status. A Grievance may be presented directly to the SHA Board under the procedures in Section 109.4.

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109.2 Exception Procedure

- A. Exception requests must be submitted in writing to SHA on forms available from SHA. Complete Exceptions applications include:
1. The name, mailing and email address, and telephone number of the Applicant(s) and of Applicant's representative, if applicable;
 2. A narrative:
 - i. identifying the specific provision(s) or requirement(s) for which the Exception is being requested;
 - ii. detailing the particular ground(s) upon which the Exception is based;
 - iii. describing the action or remedy requested; and
 - iv. addressing the Standards for Review of Exception Applications as set forth in Section 109.2.C applicable to the requested action or remedy.

3. The Exception fee (See [Appendix D](#)).

B. Process – All requests for Exceptions will be reviewed by SHA Staff for completeness and addressed administratively pursuant to [Section 109.5](#).

1. Exceptions forwarded to the SHA Board will be heard at the next regularly scheduled meeting, unless not possible due to noticing requirements.
2. Prior to SHA Subcommittee consideration, SHA Staff will prepare and distribute to the SHA Subcommittee and Applicant(s) a written report analyzing anticipated impacts of the Exception and will include said report in meeting materials for the public hearing. SHA Staff may include a recommendation to SHA Subcommittee based on these impacts.
3. Following a hearing by SHA Subcommittee, the SHA Subcommittee decision may be appealed to the SHA Board pursuant to [Section 109.2](#) Appeals Procedure.

C. Standards for Review of Exception Applications – Applicants seeking an Exception must demonstrate to the satisfaction of the reviewing body that granting the Exception would:

1. meet General Affordable Housing Program Goals; and
2. meet one or more of the following additional review standards:
 - i. Promotes greater affordability by:
 - a. decreasing the long-term operating and maintenance costs of the Housing Unit in question;
 - b. enabling the Applicant to take advantage of a financing opportunity that would not otherwise be available; or
 - c. protecting the long-term affordability of the Housing Unit through price control or other means.
 - ii. Demonstrates or recognizes the long-term commitment of the Applicant to residency, employment, and community involvement within the Town of Silverton Town Limits;
 - iii. Provides housing for a critical community need;
 - iv. Increases square footage or increases livability or durability in materials, finishes, Fixtures or appliances (which do not include

Luxury Items or items which significantly exceed standards set in recent SHA constructed Housing Units);

- v. Creates living space for additional member of the Household without compromising the affordability for the Housing Unit's targeted Income Eligibility Level;
- vi. Enables the Qualified Household to own and occupy a Housing Unit more suitable to the Household's needs;
- vii. Furthers currently adopted Town of Silverton Goals and Objectives related to Affordable Housing; or
- viii. Enables the Qualified Household to respond to life circumstances that arise beyond the reasonable control of the Household (such as the need to care for a retired or Disabled Household member).

D. Exceptions shall not be granted:

- 1. for any provision of these Guidelines if an Applicant is under a Notice of Violation;
- 2. for income to exceed the Income Eligibility Level limit for Transfer, purchase or rental of a Housing Unit, or for exclusion from income to exceed ten-thousand dollars (\$10,000) pursuant to [Section 103.2C.4](#).
- 3. for an unqualified co-borrower or co-signor unless title is vested 100% in the Qualified Household;
- 4. for Permitted Capital Improvements in excess of five percent (5%) of OPP, if commencement of any work or installation has already begun or is complete; or
- 5. to increase the total debt secured by a Housing Unit in excess of the OPP.

E. Encouraged are Exception requests for:

- 1. The requirement that a Housing Unit sell by Lottery if:
 - i. the Qualified Owners of two (2) different Housing Units with to sell to one another resulting in more appropriate housing for both Owners, for example, due to changes in Household size (i.e. a Housing Unit swap);

- ii. a Qualified Owner wishes to convey to their child their Housing Unit which would otherwise be required to sell by Lottery, provided that the child's Household has been certified by SHA as a Qualified Owner for the Housing Unit; or
- iii. a Qualified Owner of a Housing Unit identifies another Housing unit due to be sold by Lottery better suited to their needs provided that the such buyer:
 - a. is deemed a Qualified Owner for purchase of the Housing Unit better suited to their needs; and
 - b. agrees in turn to sell their current Housing Unit by Lottery.
- iv. Guideline requirements not otherwise prohibited for an Exception that might facilitate creative solutions for the development of additional or improvement of existing Affordable Housing, or the advancement of the Town's Affordable Housing goals.

109.3 Appeal Procedure

- A. Appeals must be submitted in writing to SHA on forms available from SHA within twenty (20) calendar days of the decision or determination being appealed and must include:
 - 1. The name, mailing and email address, and telephone number of the appellant(s) and of appellant's representative, if applicable;
 - 2. A narrative:
 - i. identifying the specific determination being appealed;
 - ii. establishing the particular ground(s) upon which the appeal is based; and
 - iii. describing the action or remedy requested; and
 - 3. The Appeal fee (See [Appendix D](#)).
- B. **Process** – Appeal applications will be reviewed by SHA Staff for completeness and complete submissions will be forwarded to either the SHA Subcommittee or the SHA Board, as appropriate.
 - 1. **If an appeal concerns a matter that has not yet been reviewed** by the SHA Subcommittee (e.g. a SHA Staff determination), the appeal shall be heard by the SHA Subcommittee. Determinations by the SHA

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Subcommittee may be timely appealed to the SHA Board, and if not timely appealed, shall become binding under Section 109.3B.7.

2. **If an appeal concerns a matter that has already been considered and ruled** upon by the SHA Subcommittee (e.g. an Exception or an appeal determination by the SHA Subcommittee), the appeal shall be heard by the SHA Board. Determinations by the SHA Board shall be final and binding under Section 109.3B.7.
3. Appeals shall be heard at the next regularly scheduled meeting following the submittal of a complete application unless noticing requirements cannot be met or additional time is required to prepare an appeal record. In such cases, the appeal shall be heard as soon thereafter possible.
4. Hearings shall be fair and provide for the basic safeguards of due process, including notice and an opportunity to be heard in a timely, and reasonable manner.
5. The opportunity to examine all relevant documents, records, and regulations must be accommodated. Any document not made available after written request may be relied upon at the hearing. Parties to an appeal have the right to be represented by counsel at their own expense.
6. Hearing shall be conducted by a "Hearing Officer" who shall be a designated member of the SHA Subcommittee or SHA Board as appropriate.
 - i. In the event a party fails to appear at the hearing, the hearing body may make a determination to continue the hearing, or a determination based upon the evidence submitted.
 - ii. The hearing shall be recorded and oral or documentary evidence may be received without strict compliance with the Colorado Rules of Evidence.
 - iii. The right to cross-examine shall be at the discretion of the Hearing Officer and may be regulated as the Hearing Officer deems necessary for a fair hearing.
7. **Binding Determination** - The SHA Board or SHA Subcommittee, as appropriate, shall provide a final determination with findings to support the determination. Unless timely appealed, the determination shall be binding, and the SHA shall take all actions necessary to carry out or enforce the decision.

109.4 Grievance Procedure

A. Grievances must be submitted in writing to SHA and must include:

1. The name, mailing and email address, and telephone number of the complainant(s) and of complainant's representative, if applicable;
2. The particular ground(s) upon which the grievance is based;
3. The action or remedy requested; and
3. The Grievance fee (See [Appendix D](#)).

B. Process – The hearing process shall be as presented in [Section 109.3B](#).

109.5 Administrative Exceptions- The SHA Board and SHA Subcommittee grants SHA Staff the authority to approve specific Exceptions, with or without conditions as deemed appropriate by SHA Staff, to be noticed on the Consent Calendar at the SHA Regular Meeting immediately following SHA Staff approval. SHA Staff, in making its decision, shall follow all procedures and apply all criteria set forth in [Section 109.2](#), and may refer a matter to the SHA Subcommittee if, in SHA Staff sole discretion, deemed more appropriate. Administrative Exceptions are authorized for:

- A. Approval of Exceptions for use of a co-borrower or co-signer for unconventional lending after Town legal counsel review of documents to be recorded pursuant to [Section 110.7](#).
- B. Approval of Exceptions for Leaves of Absences for a period of one (1) year or less pursuant to [Section 106.1A.1](#).

109.6 Reasonable Accommodation

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the SHA Housing Programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with the Disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This section clarifies how to request accommodation and the procedure SHA will follow in determining whether it is reasonable to provide a requested accommodation. Because Disabilities are not always apparent, SHA will ensure that all Applicants and tenants are aware of the opportunity to request Reasonable Accommodations.

A. Communications – Notifications of Compliance Checks, inspection, appointment, or eviction will include information about requesting a

Reasonable Accommodation. Any notification requesting action by the Applicant, Tenant, or Owner will include information about requesting a Reasonable Accommodation. Any decision denying a request of a Reasonable Accommodation will be in writing and will include instructions on how to request an Appeal of the decision.

B. Consideration of Granting the Accommodation:

1. Is the requestor a person with disabilities? The Fair Housing definition used for this purpose is:

“A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment (The disability may not be apparent to others).” - 42 US Code 12101.

If the disability is apparent or already documented, the answer to this question is yes. If the disability is not apparent or documented, SHA will obtain reasonable verification that the person is a person with a disability. Verification shall not include requests for medical records or require an individual to disclose a diagnosis.

2. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, SHA will obtain documentation that the requested accommodation is needed due to the disability. SHA Will not inquire as to the nature of the disability.
3. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
 - i. Would the accommodation constitute a fundamental alteration? SHA's business is housing. If the request would alter the fundamental business that SHA conducts, that would not be reasonable.
 - ii. Would the requested accommodation create an undue financial hardship or administrative burden? If the cost would be an undue burden, SHA may request meeting with the individual to investigate and consider equally effective alternatives.
4. Generally, the individual knows best what it is they need; however, SHA retains the right to be shown how the requested accommodation enables the individual to access or use SHA's programs or services.

If more than one accommodation is equally effective in providing access to SHA's programs or services, SHA retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests will be borne by SHA if there is no one else willing to pay for the modifications.

If the tenant requests as a Reasonable Accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

Section 110: LENDERS, LOANS AND INSURANCE

110.1 Purpose – This Section is intended to facilitate the financing of Housing Units while meeting the following goals:

- A. Protect the public investment and regulatory integrity of the Town's overall Affordable Housing Programs in the short and long term.
- B. Minimize financial and other risks to the Town's overall Affordable Housing Program by prohibiting excessive debt or other obligations from being secured by Housing Units.
- C. Minimize the financial risk to Owners of Housing Units.
- D. Increase the potential financing opportunities for Applicants and Owners.

110.2 Lenders and Mortgages – Borrowers are restricted to either conventional or governmental guaranteed mortgages with a fixed rate from commercial banking and lending institutions authorized to engage in mortgage lending practices in the State of Colorado. All other mortgages will require an Exception prior to purchase of a Housing Unit (see Section 109.2).

110.3 Notification Required – Notification to SHA as set forth in Section 107.6 is required for any changes in financing or ownership of a Housing Unit. An Owner failing to notify SHA is subject to a Notification Required Penalty for each day the failure to notify persists (see Appendix D), and such violation is grounds for loss of Qualification status for the entire Household.

110.4 Option to Purchase – Lenders who are beneficiaries of any Deed of Trust executed in connection with the Sale of a Housing Unit must sign an Option to Purchase acknowledging the provisions of the Deed Restriction and granting a right to the Town or the SHA to purchase the Housing Unit in a foreclosure.

- 110.5 Total Debt** - Owners shall not incur debt, judgments, liens or other obligations secured by the Housing Unit and in no event shall any obligation secured by the Housing Unit.
- 110.6 Refinance** – Owners must notify the SHA immediately when refinance of a mortgage is anticipated and must fully cooperate in securing the required signatures for a new Option to Purchase and also for a new Deed Restriction if required. Owners must also verify that their Household remains a Qualified Household prior to closing on a refinance. An Owner failing to timely notify the SHA is subject to a Notification Required Penalty for each day the failure to notify persists (see Appendix D), and such violation is grounds for loss of Qualification status for the entire Household (see Section 107.6).
- 110.7 Co-borrower of Co-signer** - Co-borrowers or co-signers who are not part of the Qualified Household must be approved through the Administrative Exception Procedure (see Section 109.5). Approved co-borrowers and co-signors must execute a separate agreement requiring Sale of the Housing Unit in the event the Qualified Owner becomes unqualified, is in default under its Deed Restriction or the Guidelines, or is otherwise required to sell the Housing Unit. Co-signers and co-borrowers may not occupy the Housing Unit unless Qualified by the SHA.
- 110.8 Obligation to Maintain Homeowner's Insurance** - The cost to build Affordable Housing Units is often greater than the sales price due to the use of public and private subsidies. Because of this, Owners shall maintain at all times full replacement cost coverage for the Housing Unit through an insurance provider licensed with and compliant with the Colorado Department of Regulatory Agencies which will repair or replace the Housing Unit in the event of damage or destruction. Owners are encouraged to verify whether coverage under any applicable master condominium insurance policy is sufficient to meet this requirement. Failure to maintain adequate homeowner's insurance shall be considered a violation of these Guidelines and material breach of the Deed Restriction.

Section 111: GENERAL MISCELLANEOUS PROVISIONS

111.1 Legislative History - Silverton Affordable Housing Guidelines adopted XX/XX/XXXX.

The history of the amended, consolidated and reenacted Guidelines is as follows:

[Future amendments, consolidated and reenacted Guidelines will be listed here].

- 111.2 Amendments** – These Guidelines shall be reviewed at least every two (2) years by the SHA Subcommittee and any changes will be recommended to the Town Council and SHA Board for adoption.
- 111.3** Non-administrative amendments to these Guidelines shall be made according to the following procedure:
- A.** Proposed amendments must be presented by SHA Staff to the SHA Subcommittee for consideration and recommendation to the Town Council and SHA Board. The SHA Subcommittee must consider such amendments in a timely manner and if recommending adoption, must report to the Town Council and the SHA Board its findings.
 - B.** The Town Council and the SHA Board shall timely consider the SHA Subcommittee's findings and recommendations at a public hearing, and must adopt, adopt with amendments, or deny any proposed amendments at such hearing. Amendments shall be adopted by written resolution(s) of the SHA Board and Town Council.
- 111.4** Updates to the Area Median Income, Initial Sales Price, and Rental Affordability Standards will be made administratively by SHA Staff annually upon release of HUD updates based on the methodology in place.
- 111.5** Amendments to methodologies used in the calculation of Area Median Incomes, Original Purchase Prices, and Rental Affordability Standards may be requested by the Planning Director, Building Inspector, or SHA Staff and may be approved by the SHA Subcommittee or recommended for consideration of the Town Council and the SHA Board pursuant to Section 111.3.

111.6 - ADMINISTRATIVE PROCEDURES

- A. Reasonable Accommodation-** SHA Staff shall administer these Guidelines and SHA's Affordable Housing Programs in compliance with all reasonable accommodation standards, including without limitation the Americans with Disabilities Act. See Section 109.6 Reasonable Accommodations.
- B. Assignment of Administrative Responsibilities** – The SHA and/or the Town shall have the right to contract with any qualified person or entity for the purpose of administering these Guidelines. The contract for administration shall provide for oversight by the Town, including access to applicable records and the ability to conduct an audit of administrative procedures.

111.7 – Privacy Statement

All personal and financial information provided to SHA will be kept strictly confidential, except as follows:

- A. Signed contracts between the Applicant or Household and SHA or the Town including without limitation Contract to Purchase a Housing Unit, all recorded documents including Deed Restrictions, and any document that would customarily be a matter of public record in the applicable jurisdiction;
- B. The names and Lottery rankings of all Applicants who have participated in any Lottery held per Section 105;
- C. Any record that a court of competent jurisdiction rules must be released under the Colorado Open Records Act, C.R.S. § 24-72-200.1 *et seq.*;
- D. Personal and private information to the extent SHA determines the information is necessary for its deliberation of a request for an Exception or for a Grievance or Appeal at a public hearing, or for consideration during a violation hearing.

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APPENDIX

Appendix A: Area Median Income Eligibility Limits

Area Median Income (AMI) is determined by the US Department of Housing and Urban Development (HUD) "Very Low Income," (50% of the Area Median Income) figures for San Juan County, Colorado, for 1-, 2-, 3-, and 4-person Households. The Colorado Housing and Finance Authority extrapolates the HUD "Very Low Income" figures to Household up to eight (8) persons and to span 20%-160% AMI. SHA uses CHFA Annual Colorado Income Limits and Maximum Rents to govern all Affordable Housing Units subject to these Guidelines. AMI Limits are updated annually in the spring. SHA Staff shall administratively update the tables below as the annual income limits are released by CHFA.

Table 1. San Juan County Area Median Income as of April 8, 2024.

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

Appendix B: Original Purchase Prices and Maximum Rental Rates

Sale and rental prices are based on affordability by AMI target percentages for San Juan County as adjusted for the number of Bedrooms per unit.

It is generally accepted in the affordable housing field that housing is affordable if either:

1. the total rent and utilities, or
2. the total of mortgage payment, insurance, taxes and HOA dues

is not more than thirty percent (30%) of the Household's Monthly Gross Income. This 30% standard forms the basis for Housing Unit rents and sale prices.

Maximum Affordable Rent Rates in San Juan County 2024.

Payment of utilities is included in the rent rate.

Unit Size	30%	40%	50%	60%	80%	100%	120%	130%	140%
0 Bdrm	\$495	\$660	\$825	\$990	\$1,320	\$1,650	\$1,980	\$2,145	\$2,310
1 Bdrm	\$530	\$707	\$883	\$1,060	\$1,414	\$1,767	\$2,121	\$2,297	\$2,474
2 Bdrm	\$636	\$848	\$1,060	\$1,272	\$1,696	\$2,120	\$2,544	\$2,756	\$2,968
3 Bdrm	\$735	\$980	\$1,225	\$1,470	\$1,960	\$2,450	\$2,940	\$3,185	\$3,430
4 Bdrm	\$819	\$1,093	\$1,366	\$1,639	\$2,186	\$2,732	\$3,279	\$3,552	\$3,825

Original Purchase Price Standards in San Juan County 2024.

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

Household Size	Unit Size	80%	100%	120%	140%
1 person	1 BR	\$178,164	\$229,512	\$275,414	\$332,209
2 person	2 BR	\$203,527	\$262,188	\$314,626	\$379,512
3 person	2 BR	\$232,780	\$298,755	\$358,506	\$430,705
4 person	3 BR	\$260,736	\$334,806	\$401,767	\$480,601
5 person	3 BR	\$284,387	\$363,589	\$436,307	\$521,991

Appendix C: Lottery Point System

Priority Definitions:

- A. Vital Workforce:** Any Household with a member employed, or can provide a letter of intent to hire by San Juan County, Town of Silverton, Silverton School, Silverton Medical Rescue, OR any household with a member who has volunteered for Silverton Fire Department or Silverton Medical Rescue a minimum of forty (40) hours a month for twelve (12) of the previous fourteen (14) months immediately prior to Application. Receives three (3) additional entries into the Lottery. *To qualify for Priority entries for Vital Workforce, Applicant's employer must submit a completed Employment Verification Form to the SHA document upload portal before the Application Period Ends.*
- B. Local Workforce:** Currently employed by a business located and licensed in San Juan County. Additional entries are dependent on length of employment seen in Section 104.4. If using a letter of intent to hire for Priority Qualification, verification of employment will be conducted during the final verification check prior to occupancy and/or purchase of a Housing Unit. *To qualify for Priority entries for Local Workforce, Applicant's employer must submit a completed Employment Verification Form to the SHA document upload portal before the Application Period Ends.*
- C. Qualified Disabled or Qualified Retired Resident of San Juan County:** Applicants who are Qualified Retired or Qualified Disabled. Additional entries are dependent on length of residency in San Juan County. *To qualify for the Priority entries for Resident of San Juan County, the applicant must complete the residential history within the online application and show proof of retirement or unemployment.*

Priority Stipulations

A. For two (2) or more applicants per application:

1. Maximum of three (3) additional entries per Application.
2. Residence history for Qualified Retired / Disabled may be applied only to the person in the Household that has lived in San Juan County the longest.

Priority Scoring Matrix

Priority Qualification	Sum of Monthly Employment in Last 5 Years	Additional Entries
Vital Workforce		+3 entries
Local Workforce	24-60 months (2-5 years)	+2 entries
	61+ months (5+ years)	+3 entries
Qualified Retired and Qualified Disabled Residency in San Juan County	24+ months (2+ years)	+ 2 entry

Appendix D: Fee and Penalty Schedule

Fees:

Application Fee	\$25.00
Exception Fee	\$35.00
Appeal Fee	\$35.00
Grievance Fee	\$50.00
Inspection Fee	\$250.00

Penalties:

Compliance Late Penalty	\$20.00/day
Failure to Confirm Tenant Qualification or Submit Tenant Lease	\$20.00/day
Notification Required Penalty	\$20.00/day

Appendix E: Permitted Capital Improvements

SHA does not wish to discourage Owner improvements to Housing Units, but has a strong interest in maintaining the long-term affordability and targeted Income Eligibility Level of each unit and thus cannot allow Owners to recover costs upon Sale for unnecessary or personal-choice driven improvements. In determining whether an improvement is a Permitted Capital Improvement or a Luxury Item, SHA Staff shall consider:

- Whether the improvement is necessary to extend the life of the Housing Unit or preserve the health and safety of occupants;
- The age and condition of the item to be replaced, and whether current condition was caused by normal wear and tear or the negligence of the Owner or any occupant, with useful life and depreciation as determined by the Marshall & Swift depreciation guidelines;
- Whether the improvement will provide increased water or energy efficiency savings;
- Whether the improvement shows a high degree of customization or personal preference, or if the improvement is sufficiently standard or neutral to be acceptable to a subsequent purchaser; and
- Whether allowing a full or partial increase in Maximum Sale Price for the improvement would make the Housing Unit unaffordable for the established Income Eligibility Level.

Some improvements may qualify in part as a Permitted Capital Improvement and in part as a Luxury Item based upon the criteria above, and thus be subject to only partial recovery of depreciable expenses:

Example 1: Replacement of furnace or water heater after it has reached the end of its useful life, regardless of the energy efficiency of the new model – 100% Permitted Capital Improvement.

Example 2: Replacement of furnace or water heater 50% into its useful life with a significantly more energy efficient model – 100% Permitted Capital Improvement.

Example 3: Replacement of laminate kitchen counters with neutral, durable, builder-grade quartz 0-100% Permitted Capital Improvement depending upon age and condition of laminate kitchen counters and current Maximum Sale Price with respect to Income Eligibility Level limit.

Example 4: Replacement of carpet after tenant destroyed it 30% into its useful life – 30% Permitted Capital Improvement.

Example 5: Installation of a built-in microwave where none previously existed – 100% Permitted Capital Improvement.

Example 6: Installation of steam shower – 0% Permitted Capital Improvement.

Unless an emergency warrants immediate action, all improvements desirous of being a Permitted Capital Improvement must be approved by SHA Staff prior to construction or installation. Owners are encouraged to discuss their renovation/replacement plans with SHA Staff so Owners are aware of the limitations that will be placed on cost recovery. Permitted Capital Improvements 0-4.9% of the OPP may be approved by SHA Staff, Permitted Capital Improvements 5-10% of the OPP must be approved by the SHA Subcommittee or Board through an Exception. Permitted Capital Improvements in excess of 10% of the OPP are not prohibited, but are not fully recoverable and will only be added to MSP up to 10% of OPP allowed.

Only the actual out-of-pocket expenses of an Owner may be added to MSP as Permitted Capital Improvement. Fair market labor costs may be authorized to constitute up to fifty percent (50%) of the Permitted Capital Improvements. Grant funds credited towards an improvement are not eligible to be added to MSP.

August 12th, 2024

BOARD OF TRUSTEES

REGULAR MEETING PACKET

August 12, 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.

August 12, 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.

August 12, 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.



Honorable Mayor and Members of the Board of Trustees
Town of Silverton, Colorado
Silverton, Colorado

We have audited the financial statements of the Town of Silverton, Colorado (the Town) as of and for the year ended December 31, 2023 and have issued our report thereon dated August 8, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As communicated in our engagement letter dated November 10, 2023, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the Town's internal control over financial reporting and compliance solely for the purpose of designing our audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the internal control or on compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We applied certain limited procedures to the required supplementary information (RSI). However, we did not audit the RSI and do not express an opinion or provide any assurance on the RSI. With respect to the supplementary information accompanying the financial statements, we performed procedures to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing the information has not changed from the prior year, and the information is appropriate and complete in relation to our audit of the financial statements.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

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Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year, except as discussed in the following paragraph. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the significant estimates in determining that they are reasonable in relation to the financial statements as a whole.

Corrected and Uncorrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. We proposed no uncorrected adjustments to the financial statements as a result of our audit procedures.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Difficulties Encountered in Performing the Audit

We encountered no difficulties dealing with management during the audit process.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated August 8, 2024.



Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves the application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to contact us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and the responses were not a condition to our retention.

Conclusion

This report is intended solely for the information and use of the Members of the Board of Trustees and management of the Town of Silverton, Colorado and is not intended to be, and should not be, used by anyone other than these specified parties.

Hick & Company, PC

Englewood, Colorado
August 8, 2024



Town of Silverton, Colorado

Financial Statements
with Independent Auditor's Report

December 31, 2023



Town of Silverton, Colorado

Table of Contents December 31, 2023

Independent Auditor's Report	1
---	---

Basic Financial Statements

Government-wide Financial Statements

Statement of Net Position	4
Statement of Activities	5

Governmental Funds

Balance Sheet	6
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position	7
Statement of Revenues, Expenditures and Changes in Fund Balance	8
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities	9

Proprietary Fund

Statement of Net Position	10
Statement of Revenues, Expenses and Changes in Net Position	11
Statement of Cash Flows.....	12

<i>Notes to Financial Statements</i>	13
--	----

Required Supplementary Information

Budgetary Comparison Schedules

General Fund	28
--------------------	----

<i>Notes to Required Supplementary Information</i>	31
--	----

Supplementary Information

Nonmajor Governmental Funds

Combining Balance Sheet	32
Combining Statement of Revenues, Expenditures and Changes in Fund Balance	33

Budgetary Comparison Schedules

Conservation Trust Fund	34
Molas Lake Park Fund	35
Cemetery Fund	36
Water Fund	37
Sewer Fund	38
Refuse Fund	39

Compliance Section

State Compliance

Local Highway Finance Report	40
------------------------------------	----



**HINKLE &
COMPANY**
Strategic PC
Business Advisors

Independent Auditor's Report

Honorable Mayor and Members of the Board of Trustees
Town of Silverton, Colorado
Silverton, Colorado

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Silverton, Colorado (the Town), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the Supplementary Information and the local highway finance report, as listed in the table of contents. The other information comprises the Supplementary Information and the local highway finance report but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Hick & Company, PC

Englewood, Colorado
August 8, 2024



Management's Discussion and Analysis

This discussion and analysis of the financial performance of the Town of Silverton, Colorado (Town) provides an overview of the Town's financial activities for the fiscal year ended December 31, 2023. Please read it in conjunction with the financial statements.

FINANCIAL HIGHLIGHTS

- The Town of Silverton had a Net Position of \$6,225,850 at December 31, 2023.
- The Net Position of the Town decreased by \$271,789 (-4.2%) during 2023.
- At December 31, 2023, the Town's governmental funds reported combined ending fund balances of \$1,557,096. This marked a decrease of \$775,734 (-33.3%) from the prior year's ending governmental fund balances due primarily to expenditures in the General Fund exceeding General Fund revenues.
- The General Fund decreased its Fund Balance by \$818,921 (-42.3%) during 2023 marking the second consecutive year where the General Fund's revenues outpaced its expenditures by over \$675,000.
- The Town's Water, Sewer, and Refuse Funds' net positions decreased by \$215,157 (-11.2%) during 2023 primarily due to operating losses in all three enterprises.

USING THIS ANNUAL REPORT

This discussion and analysis is intended to serve as an introduction to the Town of Silverton's basic financial statements. The Town's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all the Town's assets and liabilities and deferred inflows and outflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as useful indicators of whether the financial position of the Town is improving or deteriorating.

The *Statement of Activities* presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused employee leave).

Both government-wide financial statements distinguish functions of the Town of Silverton that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government, public safety (police and fire), public works, culture and recreation, and special events. The business-type activities of the Town include water, sewer, and refuse disposal operations.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Silverton, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the funds of the Town can be divided into two categories: Governmental Funds and Proprietary Funds.

Governmental Funds -- Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds. The unrestricted balances left at year-end are available for spending in future years. These funds are reported using the modified accrual accounting method, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide detailed short-term views of cash, operations, and basic services provided. Governmental fund statements show the reader whether there are more or fewer financial resources available at the end of a fiscal year that can be spent in the near future to finance government programs and objectives.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. The *Reconciliation of Balance Sheet of the Governmental Funds to the Statement of Net Position* and the *Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities* provide reconciliations to facilitate this comparison between governmental funds and governmental activities.

The Town of Silverton maintains four individual governmental funds. Information for these funds is presented by fund name in the *Governmental Fund Balance Sheet* and the *Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances* for the one governmental fund that meets the criteria to be designated as a major fund (General Fund). The Town's non-major funds (Conservation Trust Fund, Molas Lake Park Fund, and Cemetery Fund) are combined in the Other Governmental Funds column on these statements. Individual fund information for these non-major funds is shown in the *Supplementary Information* section of this report.

Proprietary Funds -- The Town's utility services are reported in proprietary funds; they focus on overall economic position rather than year-end fund balances. Enterprise funds are the type of proprietary funds used to account for the Town's Water Fund, Sewer Fund, and Refuse Fund. Enterprise funds report the same functions presented as business-type activities in the government-wide financial statements, only in a bit more detail.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found immediately after the fund financial statements.

Other information

Budgetary comparison statements or schedules to demonstrate each fund's compliance with adopted budgets and appropriations are included following the "Notes to Financial Statements" in the Required Supplementary Information section for the General Fund and any major Special Revenue Funds (none in 2023), and in the Supplementary Information section for all other funds. For the year ended December 31, 2023, all funds had budgeted expenditures/expenses.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Silverton, assets exceeded liabilities and deferred inflows of resources by \$6,225,850 at the close of 2023. As shown below, the Town's financial position decreased by \$271,789 (-4.2%) during 2023.

Town of Silverton's Condensed Net Position

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	\$ 2,074,546	\$ 2,675,218	\$ 438,894	\$ 582,174	\$ 2,513,440	\$ 3,257,392
Capital assets, net	4,117,149	3,510,283	1,490,611	1,581,937	5,607,760	5,092,220
Total assets	\$ 6,191,695	\$ 6,185,501	\$ 1,929,505	\$ 2,164,111	\$ 8,121,200	\$ 8,349,612
Deferred outflow s of resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current liabilities	\$ 94,764	\$ 37,517	\$ 11,138	\$ 19,376	\$ 105,902	\$ 56,893
Noncurrent Liabilities	1,154,572	1,266,808	212,190	223,401	1,366,762	1,490,209
Total liabilities	\$ 1,249,336	\$ 1,304,325	\$ 223,328	\$ 242,777	\$ 1,472,664	\$ 1,547,102
Deferred inflow s of resources	\$ 422,686	\$ 304,871	\$ -	\$ -	\$ 422,686	\$ 304,871
Net position:						
Net investment in capital assets	\$ 3,020,779	\$ 2,268,235	\$ 1,490,611	\$ 1,579,214	\$ 4,511,390	\$ 3,847,449
Restricted	540,957	504,170	-	-	540,957	504,170
Committed	81,500	56,500	-	-	81,500	56,500
Unrestricted	876,437	1,747,400	215,566	342,120	1,092,003	2,089,520
Total net position	\$ 4,519,673	\$ 4,576,305	\$ 1,706,177	\$ 1,921,334	\$ 6,225,850	\$ 6,497,639

Most (72.5%) of the Town's total net position at December 31, 2023 is represented by its investment in capital assets (e.g. land, infrastructure, buildings, machinery, and equipment). The Town uses these capital assets to provide services to residents and businesses; consequently, these assets are not available for future spending.

Approximately 8.7% (\$540,957) of the Town's total net position at the end of 2023 represents resources that are subject to external restrictions on how they may be used. They are fund balance restrictions for Molas Lake Park (\$284,077), state-shared lottery revenues (\$72,271) restricted for parks and certain recreation projects, \$54,609 of cemetery revenues restricted for cemetery expenses, and \$130,000 for emergencies. An additional \$81,500 (1.3%) of net position is committed to future capital projects for Molas Lake Park and other General Fund capital outlays.

The remaining amount of the Town's total net position at the end of 2023 (\$1,092,003) represents 17.5% of total net position and may be used to meet the Town's other ongoing obligations to residents and creditors.

The following chart displays the changes in net position experienced by the Town over the last two fiscal years. An analysis of these changes follows for both its Governmental and Business-type Activities.

Town of Silverton's Condensed Changes in Net Position

	Governmental Activities		Business-type Activities		Total	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Program revenues:						
Charges for services	\$ 305,807	\$ 346,686	\$ 914,422	\$ 1,002,758	\$ 1,220,229	\$ 1,349,444
Operating grants & contributions	119,177	8,431	-	-	119,177	8,431
Capital grants & contributions	49,713	651,469	8,326	89,762	58,039	741,231
General revenues:						
Sales & use taxes	1,745,346	1,581,385	-	-	1,745,346	1,581,385
Property taxes	306,347	309,863	-	-	306,347	309,863
Franchise taxes	37,299	35,330	-	-	37,299	35,330
Other taxes	41,815	41,307	-	-	41,815	41,307
Licenses & permits	179,955	196,225	-	-	179,955	196,225
Fines & Forfeitures	12,574	7,963	-	-	12,574	7,963
Investment income	5,588	3,199	-	-	5,588	3,199
Other general revenues	846,465	762,663	-	-	846,465	762,663
Total revenues	<u>\$ 3,650,086</u>	<u>\$ 3,944,521</u>	<u>\$ 922,748</u>	<u>\$ 1,092,520</u>	<u>\$ 4,572,834</u>	<u>\$ 5,037,041</u>
Program expenses:						
General government	\$ 1,356,403	\$ 1,579,391	\$ -	\$ -	\$ 1,356,403	\$ 1,579,391
Public safety	491,862	503,983	-	-	491,862	503,983
Public works	823,766	710,948	-	-	823,766	710,948
Culture & recreation	870,238	710,505	-	-	870,238	710,505
Special events	107,575	153,944	-	-	107,575	153,944
Water utility	-	-	591,574	478,821	591,574	478,821
Sewer utility	-	-	254,965	419,422	254,965	419,422
Refuse disposal	-	-	291,366	294,545	291,366	294,545
Interest on long-term debt	56,874	31,677	-	-	56,874	31,677
Total expenses	<u>\$ 3,706,718</u>	<u>\$ 3,690,448</u>	<u>\$ 1,137,905</u>	<u>\$ 1,192,788</u>	<u>\$ 4,844,623</u>	<u>\$ 4,883,236</u>
Transfers In/(Out)	\$ -	\$ (141,322)	\$ -	\$ 141,322	\$ -	\$ -
Increase/(decrease) in net position	\$ (56,632)	\$ 112,751	\$ (215,157)	\$ 41,054	\$ (271,789)	\$ 153,805
Net Position, Beginning	4,576,305	4,463,554	1,921,334	1,880,280	6,497,639	6,343,834
Net Position, Ending	<u>\$ 4,519,673</u>	<u>\$ 4,576,305</u>	<u>\$ 1,706,177</u>	<u>\$ 1,921,334</u>	<u>\$ 6,225,850</u>	<u>\$ 6,497,639</u>

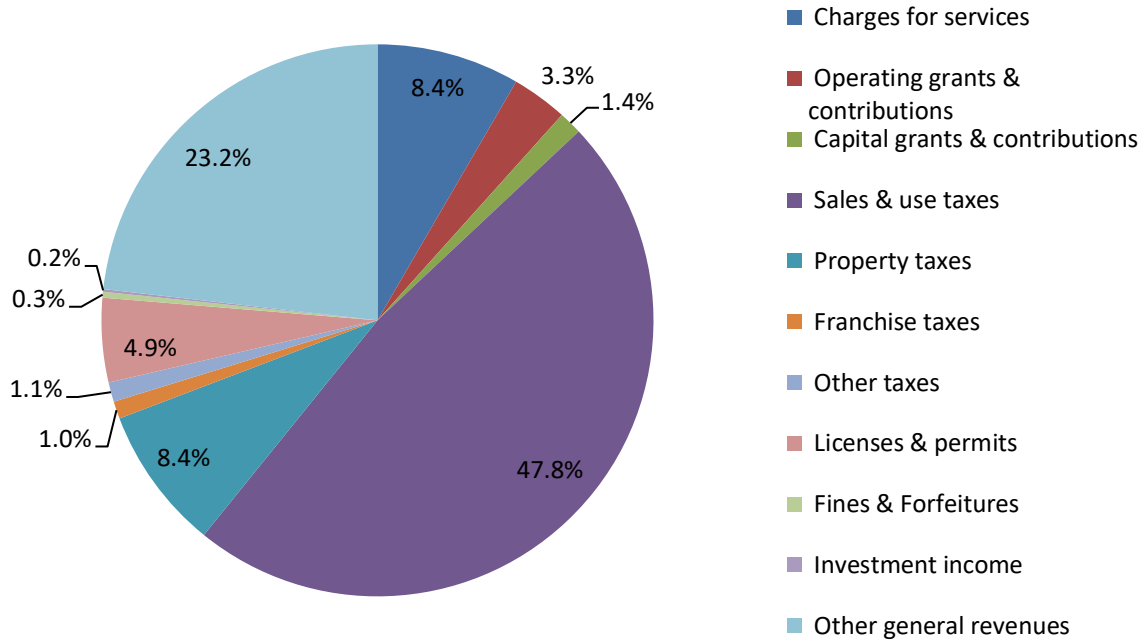
Governmental Activities

The Town's Governmental Activities stayed relatively constant from 2022 to 2023 with decreased net position of \$56,632 (-1.2%). Key areas of change amongst revenues and expenses were as follows:

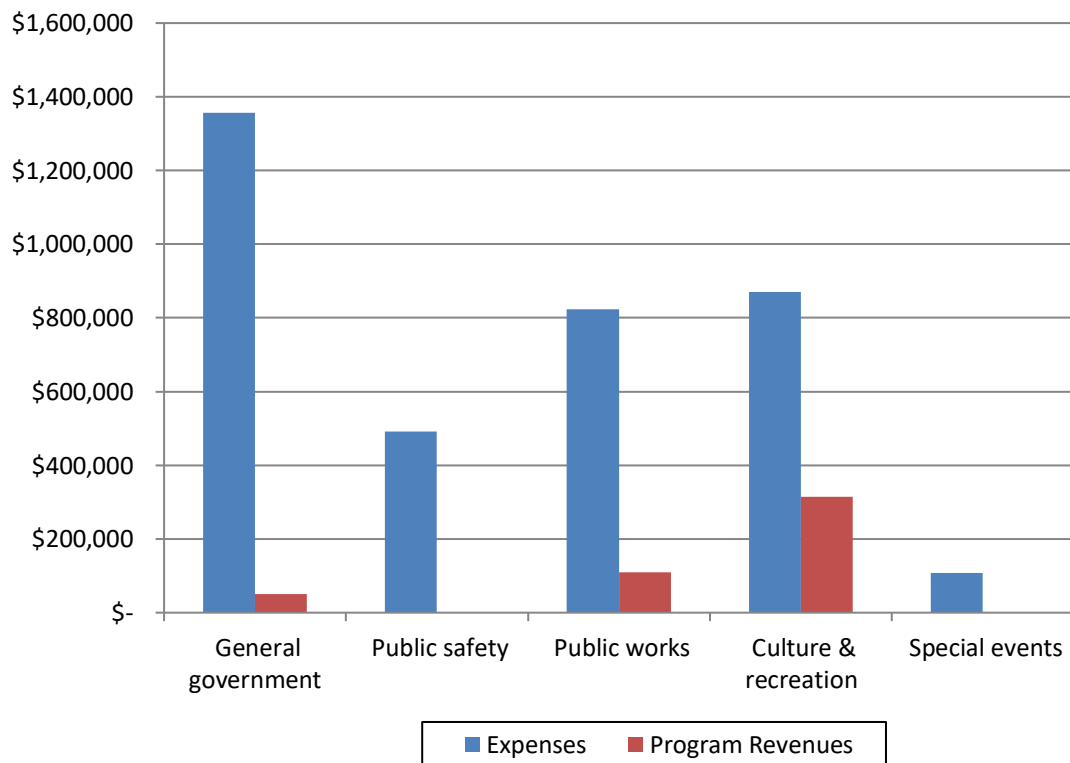
- Operating and capital grants and contributions decreased by \$491,010 in 2023.
- General government expenses decreased by \$222,988 in 2023..

The following two charts illustrate the Governmental Activities revenues and expenses. As in most municipalities, the expenses of governmental activities are not fully supported through program revenues but are largely financed through taxes.

Revenues by Source - Governmental Activities



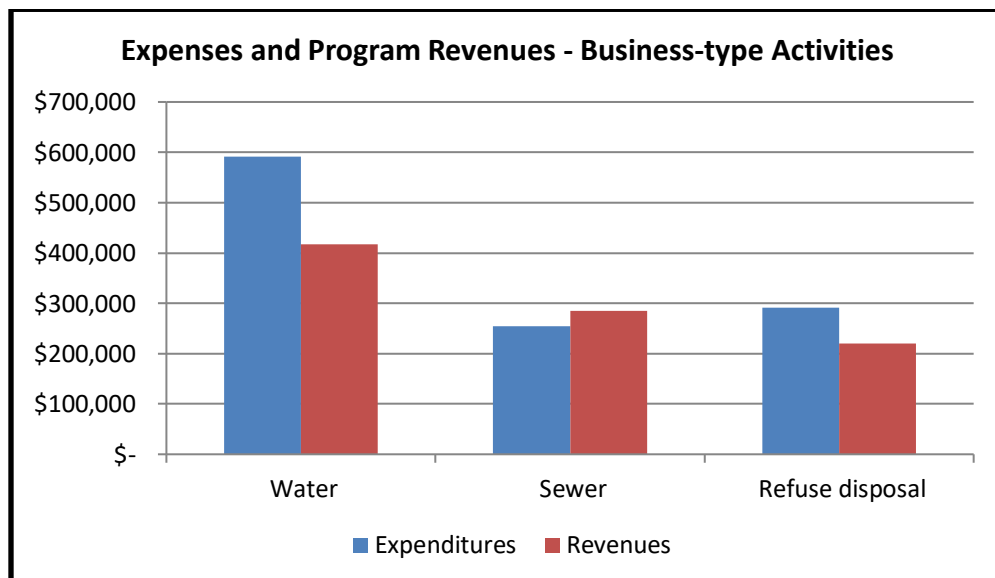
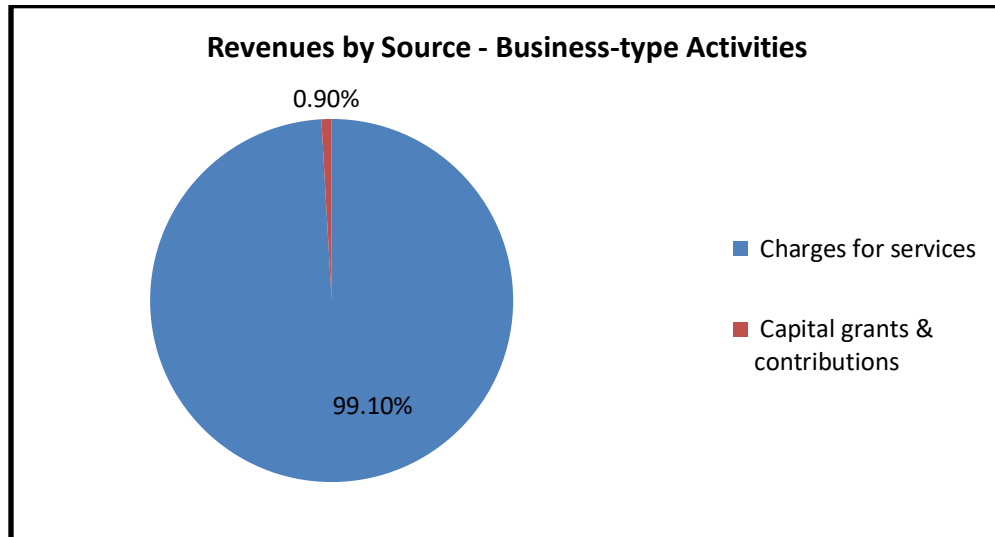
Expenses and Program Revenues - Governmental Activities



Business-type Activities

Business-type Activities decreased in net position by \$215,157 (-11.2%) during 2023. The 2023 decrease was due to Net Operating Losses in all three enterprise funds totaling \$375,559. These operating losses were only partially offset by capital grants and contributions totaling \$161,142.

The following two charts illustrate the Business-type Activities revenues and expenses for 2023.

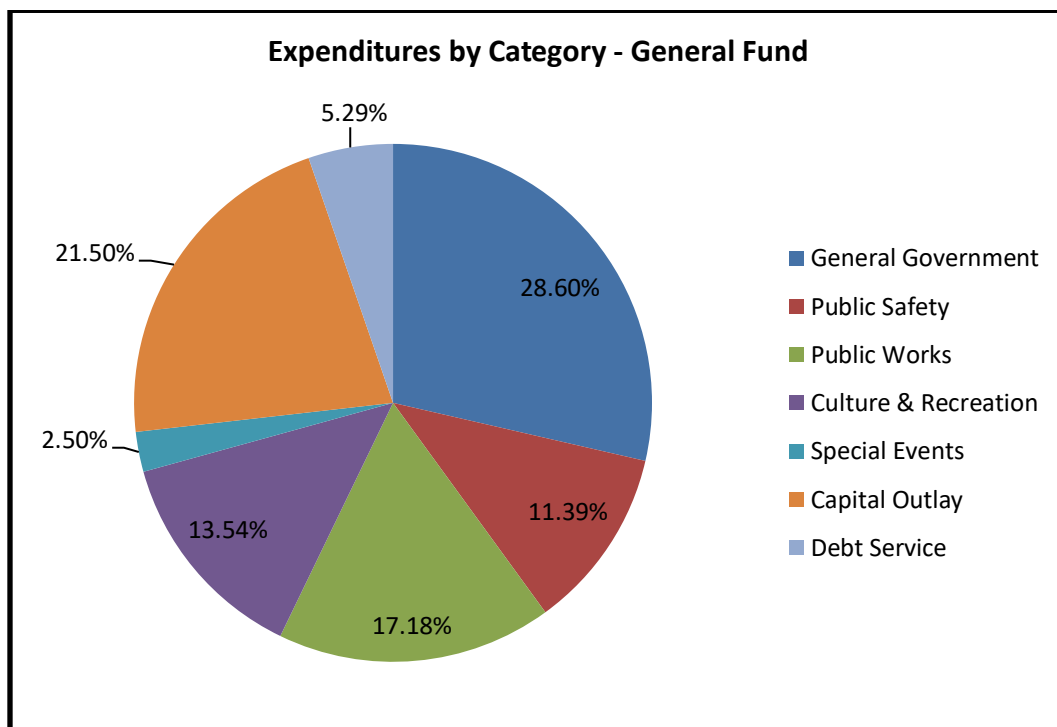
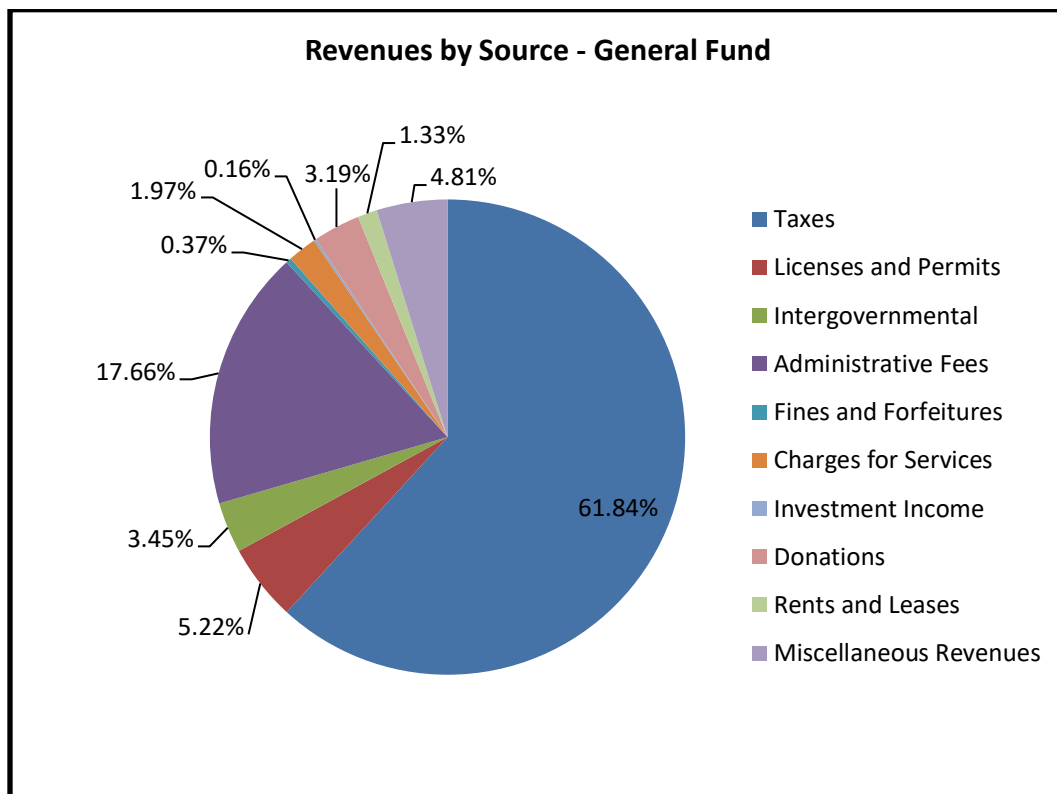


THE TOWN'S FUNDS

As noted earlier, the Town of Silverton uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Governmental Funds utilize the modified accrual basis of accounting, and the balances of the spendable resources (unrestricted fund balance) in each fund are shown at year end. At December 31, 2023 the Town's major Governmental fund (the General Fund) reported an ending fund balance of \$1,116,139. The Town's major funds are discussed below.

General Fund. The General Fund is the chief operating fund of the Town of Silverton. It accounts for all the general services provided by the Town. At the end of 2023, the fund balance of the General Fund

totaled \$1,116,139. This was a \$818,921 (-42.3%) decrease from 2022. Revenues in 2023 of \$3,445,926 were outpaced by expenditures totaling \$4,292,220. The following two tables illustrate General Fund revenues and expenditures during 2023.



Water Fund. At December 31, 2023 the net position of the Water Fund was \$1,187,629. This was a decrease of \$174,736 (-12.8%) from 2022. The fund had a net operating loss of \$295,614 in 2023 as expenses exceeded charges for services. Plant investment fees and capital assessments totaling \$121,618 were also received for future system capacity and improvements.

Sewer Fund. At December 31, 2023 the net position of the Sewer Fund was \$551,047. This was an increase of \$30,319 (5.8%) over 2022. The fund had an operating loss of \$879 and capital contributions of \$31,198.

Refuse Fund. At December 31, 2023 the net position of the Refuse Fund was -\$32,499. This was a decrease of \$70,740 (-185.0%) from 2022. The fund had an operating loss of \$79,066 as expenses exceeded charges for services. The fund received recycling rebates from the State of Colorado totaling \$8,326.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets. At December 31, 2023 the Town had invested in a range of capital assets including land, buildings and improvements, vehicles, machinery and equipment, ski lifts, and parks. Note 4 provides a summary of changes in capital assets during 2023. These included the completion of Anesi Park, the acquisition of snow removal equipment, and a small upgrade in the water distribution system.

Debt Administration. The Town's long-term debt primarily consists of loans and capital leases. At the end of 2023, the governmental activities had balances of \$1,096,370 owed on a capital leases for vehicles and equipment, a copier, and a park facility. Compensated absences are also recorded. See Note 5 for more detailed information.

In business-type activities at December 31, 2023, the Town owed \$212,190 on a 2018 loan from the Colorado Water Resources and Power Development Authority for utility system improvements. See Note 5 for more detailed information.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Federal spending, restrictions on domestic energy production, and historic expansion of the monetary supply are causing significant inflation throughout all sectors of the economy. The Town's 2024 Budget anticipates that the General Fund balance will continue to be drawn down in order to provide services. The utility fund budgets seek to improve operating income for the Water Fund and Refuse Fund by implementing approved increases in user fees. A transfer from the General Fund to the Refuse Fund is budgeted to address the negative net position of the Refuse Fund at December 31, 2023. In addition, the 2024 Budget reflects the Town's application for federal loans for utility system enhancements in 2024.

REQUESTS FOR INFORMATION

This financial report is designed to provide the Town of Silverton's residents, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to show the Town's accountability for the funds it receives and assets it maintains. If you have questions about this report, or should you desire additional financial information, contact the Town's management at Town of Silverton, 1360 Greene Street, Silverton, CO 81433 or call Town Hall at (970) 387-5522.

Basic Financial Statements

Town of Silverton, Colorado
Statement of Net Position
December 31, 2023

	Primary Government		
	Governmental	Business-Type	
	Activities	Activities	Total
Assets			
Cash and Cash Equivalents	\$ 1,396,360	\$ 179,412	\$ 1,575,772
Property Taxes Receivable	422,686	-	422,686
Accounts Receivable	160,540	230,346	390,886
Interfund Balances	90,704	(90,704)	-
Other Receivables	4,256	-	4,256
Inventory	-	119,840	119,840
Capital Assets,			
<i>Not being depreciated</i>	676,218	670	676,888
<i>Being depreciated, net</i>	3,440,931	1,489,941	4,930,872
 Total Assets	 6,191,695	 1,929,505	 8,121,200
Liabilities			
Accounts Payable	80,671	11,138	91,809
Accrued Salaries and Benefits	14,093	-	14,093
Noncurrent Liabilities			
Due Within One Year	170,912	8,488	179,400
Due in More Than One Year	983,660	203,702	1,187,362
 Total Liabilities	 1,249,336	 223,328	 1,472,664
Deferred Inflows of Resources			
Deferred Property Taxes	422,686	-	422,686
Net Position			
Net Investment in Capital Assets	3,020,779	1,490,611	4,511,390
Restricted for:			
Emergencies	130,000	-	130,000
Other Purposes	410,957	-	410,957
Committed for Future Outlays	81,500	-	81,500
 Unrestricted, unreserved	 876,437	 215,566	 1,092,003
 Total Net Position	 \$ 4,519,673	 \$ 1,706,177	 \$ 6,225,850

Town of Silverton, Colorado
Statement of Activities
For the Year Ended December 31, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-Type Activities	Total 2023
Primary Government							
Governmental Activities							
General Government	\$ 1,356,403	\$ 50,097	\$ -	\$ -	\$ (1,306,306)	\$ -	\$ (1,306,306)
Public Safety	491,862	-	-	-	(491,862)	-	(491,862)
Public Works	823,766	-	109,981	-	(713,785)	-	(713,785)
Culture and Recreation	870,238	255,710	9,196	49,713	(555,619)	-	(555,619)
Special Events	107,575	-	-	-	(107,575)	-	(107,575)
Interest on Long-Term Debt	56,874	-	-	-	(56,874)	-	(56,874)
Total Governmental Activities	3,706,718	305,807	119,177	49,713	(3,232,021)	-	(3,232,021)
Business-Type Activities							
Water	591,574	416,838	-	-	-	(174,736)	(174,736)
Sewer	254,965	285,284	-	-	-	30,319	30,319
Refuse	291,366	212,300	-	8,326	-	(70,740)	(70,740)
Total Business-Type Activities	1,137,905	914,422	-	8,326	-	(215,157)	(215,157)
Total Primary Government	\$ 4,844,623	\$ 1,220,229	\$ 119,177	\$ 58,039	(3,232,021)	(215,157)	(3,447,178)
General Revenues							
Sales and Use Taxes					1,745,346	-	1,745,346
Property Taxes					306,347	-	306,347
Franchise Taxes					37,299	-	37,299
Other Taxes					41,815	-	41,815
License and Permits					179,955	-	179,955
Fines and Forfeitures					12,574	-	12,574
Investment Income					5,588	-	5,588
Miscellaneous					846,465	-	846,465
Transfers					-	-	-
Total General Revenues and Transfers					3,175,389	-	3,175,389
Change in Net Position					(56,632)	(215,157)	(271,789)
Net Position, Beginning of Year					4,576,305	1,921,334	6,497,639
Net Position, End of Year					\$ 4,519,673	\$ 1,706,177	\$ 6,225,850

Town of Silverton, Colorado

Balance Sheet Governmental Funds December 31, 2023

	General	Other Governmental Funds	Total
Assets			
Cash and Investments	\$ 955,047	\$ 441,313	\$ 1,396,360
Property Taxes Receivable	422,686	-	422,686
Accounts Receivable	160,540	-	160,540
Interfund Balances	90,704	-	90,704
Other Receivables	4,256	-	4,256
	<u>1,633,233</u>	<u>441,313</u>	<u>2,074,546</u>
Total Assets	\$ 1,633,233	\$ 441,313	\$ 2,074,546
Liabilities			
Accounts Payable	\$ 80,315	\$ 356	\$ 80,671
Accrued Salaries and Benefits	14,093	-	14,093
	<u>94,408</u>	<u>356</u>	<u>94,764</u>
Total Liabilities	94,408	356	94,764
Deferred Inflows of Resources			
Property Taxes	422,686	-	422,686
Fund Balance			
Restricted for			
Emergencies	130,000	-	130,000
Other Purposes	-	410,957	410,957
Committed for Future Capital Outlays	51,500	30,000	81,500
	<u>934,639</u>	<u>-</u>	<u>934,639</u>
Unrestricted, Unassigned	934,639	-	934,639
	<u>1,116,139</u>	<u>440,957</u>	<u>1,557,096</u>
Total Fund Balance	1,116,139	440,957	1,557,096
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$ 1,633,233	\$ 441,313	\$ 2,074,546

Town of Silverton, Colorado
Reconciliation of Balance Sheet of the Governmental Funds
to the Statement of Net Position
December 31, 2023

Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:

Total Fund Balance of Governmental Funds	\$ 1,557,096
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in governmental funds.	4,117,149
Long-term liabilities and related items are not due and payable in the current year and, therefore, are not reported in governmental funds.	
Capital leases payable	(1,096,370)
Accrued compensated absences	<u>(58,202)</u>
Total Net Position of Governmental Activities	<u>\$ 4,519,673</u>

Town of Silverton, Colorado
Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2023

	General	Other Governmental Funds	Total
Revenues			
Taxes	\$ 2,130,807	\$ -	\$ 2,130,807
Licenses and Permits	179,955	-	179,955
Intergovernmental	118,801	9,196	127,997
Administrative Fees	608,509	-	608,509
Fines and Forfeitures	12,574	-	12,574
Charges for Services	68,006	191,964	259,970
Investment Income	5,588	-	5,588
Donations	109,981	-	109,981
Rents and Leases	45,837	-	45,837
Miscellaneous	165,868	-	165,868
	<hr/>	<hr/>	<hr/>
Total Revenues	3,445,926	201,160	3,647,086
	<hr/>	<hr/>	<hr/>
Expenditures			
Current			
General Government	1,227,522	-	1,227,522
Public Safety	488,794	-	488,794
Public Works	737,242	-	737,242
Culture and Recreation	581,213	157,973	739,186
Special Events	107,575	-	107,575
Capital Outlay	922,949	-	922,949
Debt Service			
Principal	170,051	-	170,051
Interest and Fiscal Charges	56,874	-	56,874
	<hr/>	<hr/>	<hr/>
Total Expenditures	4,292,220	157,973	4,450,193
	<hr/>	<hr/>	<hr/>
Excess Revenues Over (Under) Expenditures	(846,294)	43,187	(803,107)
	<hr/>	<hr/>	<hr/>
Other Financing Sources (Uses)			
Debt Proceeds	24,373	-	24,373
Proceeds from Sale of Assets	3,000	-	3,000
	<hr/>	<hr/>	<hr/>
Other Financing Sources (Uses)	27,373	-	27,373
	<hr/>	<hr/>	<hr/>
Net Change in Fund Balance	(818,921)	43,187	(775,734)
	<hr/>	<hr/>	<hr/>
Fund Balance, Beginning of Year	1,935,060	397,770	2,332,830
	<hr/>	<hr/>	<hr/>
Fund Balance, End of Year	\$ 1,116,139	\$ 440,957	\$ 1,557,096
	<hr/>	<hr/>	<hr/>

See Notes to the Financial Statements.

Town of Silverton, Colorado
Reconciliation of the Statement of Revenues, Expenditures and Changes in
Fund Balance of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2023

Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:

Net Change in Fund Balance of Governmental Funds	\$ (775,734)
Capital outlays to purchase or construct capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are capitalized in the statement of net position and are allocated over their estimated useful lives as annual depreciation expense in the statement of activities.	
Capital Outlays	922,949
Depreciation Expense	(316,083)
Disposals	-
Repayments of long-term liabilities are expenditures in governmental funds, but they reduce long-term liabilities in the statement of net position and do not affect the statement of activities.	
Principal payments on capital leases	170,051
Issuance of leases Financing Agreements	(24,373)
Change in accrued compensated absences	<u>(33,442)</u>
Change in Net Position of Governmental Activities	<u>\$ (56,632)</u>

Town of Silverton, Colorado
Statement of Net Position
Proprietary Funds
December 31, 2023

	Water Fund	Sewer Fund	Refuse Fund	Total
Assets				
<i>Current Assets</i>				
Cash and Cash Equivalents	\$ 84,401	\$ 95,011	\$ -	\$ 179,412
Accounts Receivable	100,677	71,464	58,205	230,346
Inventory	<u>112,855</u>	<u>6,985</u>	<u>-</u>	<u>119,840</u>
Total Current Assets	<u>297,933</u>	<u>173,460</u>	<u>58,205</u>	<u>529,598</u>
<i>Noncurrent Assets</i>				
Capital Assets, Not being depreciated	-	670	-	670
Capital Assets, Net of accumulated depreciation	<u>1,108,297</u>	<u>381,644</u>	<u>-</u>	<u>1,489,941</u>
Total Noncurrent Assets	<u>1,108,297</u>	<u>382,314</u>	<u>-</u>	<u>1,490,611</u>
Total Assets	<u>1,406,230</u>	<u>555,774</u>	<u>58,205</u>	<u>2,020,209</u>
Liabilities				
<i>Current Liabilities</i>				
Accounts Payable	6,411	4,727	-	11,138
Interfund Balance	-	-	90,704	90,704
Note Payable, Current Portion	<u>8,488</u>	<u>-</u>	<u>-</u>	<u>8,488</u>
Total Current Liabilities	<u>14,899</u>	<u>4,727</u>	<u>90,704</u>	<u>110,330</u>
<i>Noncurrent Liabilities</i>				
Note Payable	<u>203,702</u>	<u>-</u>	<u>-</u>	<u>203,702</u>
Total Noncurrent Liabilities	<u>203,702</u>	<u>-</u>	<u>-</u>	<u>203,702</u>
Total Liabilities	<u>218,601</u>	<u>4,727</u>	<u>90,704</u>	<u>314,032</u>
Net Position				
Net Investment in Capital Assets	1,108,297	382,314	-	1,490,611
Unrestricted	<u>79,332</u>	<u>168,733</u>	<u>(32,499)</u>	<u>215,566</u>
Total Net Position	<u>\$ 1,187,629</u>	<u>\$ 551,047</u>	<u>\$ (32,499)</u>	<u>\$ 1,706,177</u>

Town of Silverton, Colorado
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2023

	Water Fund	Sewer Fund	Refuse Fund	Total
Operating Revenues				
Charges for Services	\$ 295,169	\$ 254,086	\$ 211,935	\$ 761,190
Miscellaneous	51	-	365	416
	<u>295,220</u>	<u>254,086</u>	<u>212,300</u>	<u>761,606</u>
Operating Expenses				
Administrative and General	430,501	115,501	-	546,002
Utilities	11,410	28,203	-	39,613
Operations and Maintenance	90,347	67,841	30,673	188,861
Contracted Services	-	-	260,693	260,693
Depreciation	58,576	43,420	-	101,996
	<u>590,834</u>	<u>254,965</u>	<u>291,366</u>	<u>1,137,165</u>
Net Operating Income (Loss)	<u>(295,614)</u>	<u>(879)</u>	<u>(79,066)</u>	<u>(375,559)</u>
Non-Operating Revenues (Expenses)				
Interest Expense	(740)	-	-	(740)
Net Income (Loss) Before Contributed Capital	<u>(296,354)</u>	<u>(879)</u>	<u>(79,066)</u>	<u>(376,299)</u>
Contributed Capital and Transfers				
Capital Grants	-	-	8,326	8,326
Capital Contributions	121,618	31,198	-	152,816
	<u>121,618</u>	<u>31,198</u>	<u>8,326</u>	<u>161,142</u>
Change in Net Position	<u>(174,736)</u>	<u>30,319</u>	<u>(70,740)</u>	<u>(215,157)</u>
Net Position, Beginning of Year	<u>1,362,365</u>	<u>520,728</u>	<u>38,241</u>	<u>1,921,334</u>
Net Position, End of Year	<u>\$ 1,187,629</u>	<u>\$ 551,047</u>	<u>\$ (32,499)</u>	<u>\$ 1,706,177</u>

Town of Silverton, Colorado
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2023

	Water Fund	Sewer Fund	Refuse Fund	Total
Cash Flows From Operating Activities				
Cash Received from Customers	\$ 277,027	\$ 252,236	\$ 213,244	\$ 742,507
Cash Received from Others	51	-	365	416
Cash Paid to Suppliers	(115,421)	(104,624)	(277,768)	(497,813)
Cash Paid to Employees	<u>(419,395)</u>	<u>(105,974)</u>	<u>(27,578)</u>	<u>(552,947)</u>
Net Cash Provided by Operating Activities	<u>(257,738)</u>	<u>41,638</u>	<u>(91,737)</u>	<u>(307,837)</u>
Cash Flows From Capital and Related Financing Activities				
Acquisition and Construction of Capital Assets	(10,670)	-	-	(10,670)
Grants Received	-	-	8,326	8,326
Tap Fees	121,618	31,198	-	152,816
Transfers Between Funds	-	-	90,704	90,704
Debt Principal Payments	(11,211)	-	-	(11,211)
Debt Interest Payments	<u>(740)</u>	<u>-</u>	<u>-</u>	<u>(740)</u>
Net Cash Used by Capital and Related Financing Activities	<u>98,997</u>	<u>31,198</u>	<u>99,030</u>	<u>229,225</u>
Net Change in Cash and Cash Equivalents	<u>(158,741)</u>	<u>72,836</u>	<u>7,293</u>	<u>(78,612)</u>
Cash and Cash Equivalents, Beginning of Year	<u>243,142</u>	<u>22,175</u>	<u>(7,293)</u>	<u>258,024</u>
Cash and Cash Equivalents, End of Year	<u>\$ 84,401</u>	<u>\$ 95,011</u>	<u>\$ -</u>	<u>\$ 179,412</u>
		#		
Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities:				
Net Operating Income	\$ (295,614)	\$ (879)	\$ (79,066)	\$ (375,559)
Adjustments to Reconcile Net Operating Income to Net Cash Provided by Operating Activities				
Depreciation Expense	58,576	43,420	-	101,996
Changes in Assets and Liabilities Related to Operations				
Accounts Receivable	(18,142)	(1,850)	1,309	(18,683)
Inventories	(7,719)	366	-	(7,353)
Accounts Payable	<u>5,161</u>	<u>581</u>	<u>(13,980)</u>	<u>(8,238)</u>
Net Cash Provided by Operating Activities	<u>\$ (257,738)</u>	<u>\$ 41,638</u>	<u>\$ (91,737)</u>	<u>\$ (307,837)</u>

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 1: Summary of Significant Accounting Policies

Town of Silverton, Colorado (the Town) was organized under Colorado State Statutes in 1876. The Town operates under the direction of an elected Board of Trustees and Mayor, and provides for public safety (law enforcement and fire), highways and streets, water and sanitation, culture and recreation, public improvements, planning and zoning, and general administrative services. In addition, the Town has negotiated agreements with San Juan County for providing law enforcement in the Town and for providing refuse removal and other services to the county.

The financial statements of the Town of Silverton, Colorado have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Town's accounting policies are described below.

Reporting Entity

In accordance with governmental accounting standards, the Town has considered the possibility of inclusion of additional entities in its basic financial statements.

The definition of the reporting entity is based primarily on financial accountability. The Town is financially accountable for organizations that make up its legal entity. It is also financially accountable for legally separate organizations if town officials appoint a voting majority of the organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the Town. The Town may also be financially accountable for governmental organizations that are fiscally dependent upon it.

Based on the application of these criteria, the Town does not include additional organizations in its reporting entity.

On January 1, 2012, the Silverton - San Juan Fire Authority (the Authority) was created in accordance with Colorado State Statutes. Through December 31, 2011, San Juan County paid for fire expenditures, with the Town reimbursing the County for 50% of those costs. Beginning in 2012, both the County and the Town make quarterly payments to the Authority based upon the annual budget approved by the Authority. The Town exercises no control over the Authority, and thus the Authority is not a component unit of the Town.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 1: Summary of Significant Accounting Policies (Continued)

Government-wide and Fund Financial Statements (Continued)

The statement of net position reports all financial, capital and debt resources of the Town. The difference between assets, liabilities and deferred inflows of the Town is net position.

The statement of activities demonstrates the degree to which the direct expenses of the given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Property taxes, specific ownership taxes, grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 1: Summary of Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

(Continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's practice to use restricted resources first, then unrestricted resources as they are needed.

In the fund financial statements, the Town reports the following major governmental funds:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the Town, except those required to be accounted for in another fund.

The Town also reports the following major proprietary fund:

The *Water Fund* accounts for the financial activities associated with the provision of water services.

The *Sewer Fund* accounts for the financial activities associated with the sanitation services.

The *Refuse Fund* accounts for the financial activities associated with providing trash and refuse services.

The Town reports the following non-major governmental funds:

The *Conservation Trust Fund* accounts for the revenues from the State's Conservation Trust Fund to be spent for maintenance and services of Town parks and recreation areas.

The *Molas Lake Park Fund* accounts for operations, maintenance and construction of Molas Lake campgrounds and dam.

The *Cemetery Fund* accounts for maintenance costs of the community cemetery.

Cash and Investments

Cash equivalents include investments with original maturities of three months or less. Investments are recorded at fair value.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 1: Summary of Significant Accounting Policies (Continued)

Capital Assets

Capital assets, which include property and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property and equipment of the Town is depreciated using the straight-line method over the following estimated useful lives:

Building and Improvements	10 - 50 years
Infrastructure	15 - 25 years
Water and Sewer Systems	40 - 50 years
Furniture and Equipment	5 - 15 years
Vehicles	7 - 10 years

Compensated Absences

These compensated absences are recognized as current salary costs when earned in the proprietary fund types and when due in the governmental fund types. A liability has been recorded in the government-wide financial statements for the accrued compensated absences.

Long-Term Obligations

In the government-wide financial statements, and proprietary fund type in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 1: Summary of Significant Accounting Policies (Continued)

Fund Balance Classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent.

The classifications used in the governmental fund financial statements are as follows:

Nonspendable - This classification includes amounts that are not in spendable form (such as inventory or prepaid expenses) or are required to be maintained intact.

Restricted - This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Town has classified Emergency Reserves as being restricted because their use is restricted by State Statute for declared emergencies. In addition, the Town has classified the fund balance in the Conservation Trust Fund as restricted because their use is restricted by State Statute.

Committed - This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Town's committed resources are presented in the governmental fund balance sheet as of December 31, 2023.

Unassigned - This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

The Town would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 1: Summary of Significant Accounting Policies (Continued)

Net Position

The government-wide and business-type fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted. Net investment in capital assets is intended to reflect the portion of net position, which is associated with non-liquid, capital assets less outstanding capital asset related debt. The net related debt is the debt less the outstanding liquid assets and any associated unamortized cost. Restricted net position is liquid assets, which have third party limitations on their use. Unrestricted net position represents assets that do not have any third-party limitations on their use.

Property Taxes

Property taxes are levied on November 1 and attach as an enforceable lien on property on January 1. Taxes are payable in full on April 30 or in two installments on February 28 and June 15. The County Treasurer's office collects property taxes and remits to the Town on a monthly basis.

Since property tax revenues are collected in arrears during the succeeding year, a receivable and corresponding deferred revenue are recorded at December 31. As the tax is collected in the succeeding year, the deferred revenue is recognized as revenue and the receivable is reduced.

Subsequent Events

The Town has evaluated subsequent events through August 8, 2024, the date the financial statements were available to be issued.

Note 2: Stewardship, Compliance and Accountability

Budgets and Budgetary Accounting

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

- In October, the Town staff submits to the Town Council a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain taxpayer comments.
- Prior to December 15, the budget is legally enacted through passage of an ordinance.
- The Town Administration is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures of any fund must be approved by the Town Council.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 2: Stewardship, Compliance and Accountability (Continued)

Budgets and Budgetary Accounting (Continued)

- Budgets are legally adopted for all funds of the Town. Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). The Budgetary comparison presented for the Enterprise Fund is presented on a non-GAAP budgetary basis. Capital outlay and debt payments are budgeted as expenditures and depreciation is not budgeted.
- Budgeted amounts in the financial statements are as originally adopted or as amended by the Town Council. All appropriations lapse at year end. Colorado governments may not exceed budgeted appropriations at the fund level.

Note 3: Cash and Investments

A summary of deposits and investments as of December 31, 2023 follows:

Petty Cash	\$ 500
Cash Deposits	1,067,258
Investments	508,014
Total	<u>\$ 1,575,772</u>

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of Federal Deposit Insurance Corporation (FDIC) levels must be collateralized by eligible collateral as determined by the PDPA. The FDIC insures depositors' accounts up to \$250,000 for each financial institution. The PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution or held in trust for all the uninsured public deposits as a group.

The market value of the collateral must be at least equal to 102% of the uninsured deposits. At December 31, 2023, the Town had deposits with financial institutions with a carrying amount of \$1,575,772. The bank balances with the financial institutions totaling \$1,050,666 of which \$309,071 were covered by the FDIC and \$699,324 were collateralized with securities held by the financial institution's agent but not in the Town's name.

Investments

The Town does not have a formal investment policy; however, the Town follows state statutes regarding investments. The Town generally limits its concentration risk of investments to Local Government Investment Pools, obligations of the United States and certain U.S. government agency securities, which are believed to have minimal credit risk, minimal interest rate risk and no foreign currency risk. Additionally, the Town is not subject to concentration of risk for investments that are in the possession of another party.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 3: Cash and Investments (Continued)

Investments (Continued)

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Trustees. Such actions are generally associated with a debt service reserve or sinking fund requirements.

State statutes specify investment instruments meeting defined rating, maturity, and concentration risk criteria in which local governments may invest, which include the following.

- Obligations of the United States & certain U.S. government agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Commercial paper
- Local government investment pools
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts

During the year ended December 31, 2022, the Town closed its account with COLOTRUST and invested the funds in a series of Certificates of Deposits (CD) ranging from \$50,000 to \$100,000. All CDs have an original maturity of 3 years maturing on March 25, 2025.

Interest Rate Risk - State statutes generally limit investments to an original maturity of five years unless the governing board authorizes the investment for a period in excess of five years. The Town does not have a policy for managing credit risk or interest rate risk.

Town of Silverton, Colorado
Notes to Financial Statements
December 31, 2023

Note 4: Capital Assets

Capital assets activity for the year ended December 31, 2023 is summarized below:

	Balance 12/31/22	Additions	Transfers	Deletions	Balance 12/31/23
Governmental Activities					
Capital Assets, <i>Not Being Depreciated</i>					
Land	\$ 676,218	\$ -	\$ -	\$ -	\$ 676,218
Construction in Progress	402,035	881,259	(1,283,294)	-	-
Total Capital Assets, <i>Not Being Depreciated</i>	1,078,253	881,259	(1,283,294)	-	676,218
Capital Assets, <i>Being Depreciated</i>					
Buildings and Improvements	7,501,481	-	1,283,294	-	8,784,775
Furniture and Equipment	112,330	-	-	-	112,330
Vehicles	102,760	-	-	-	102,760
Machinery and Equipment	1,106,070	41,690	-	-	1,147,760
Total Capital Assets, <i>Being Depreciated</i>	\$ 8,822,641	\$ 41,690	\$ 1,283,294	\$ -	\$ 10,147,625
Less Accumulated Depreciation					
Buildings and Improvements	\$ (5,840,829)	\$ (240,212)	\$ -	\$ -	\$ (6,081,041)
Furniture and Equipment	(112,330)	-	-	-	(112,330)
Vehicles	(79,071)	(9,350)	-	-	(88,421)
Machinery and Equipment	(358,381)	(66,521)	-	-	(424,902)
Total Accumulated Depreciation	(6,390,611)	(316,083)	-	-	(6,706,694)
Total Capital Assets, <i>Being Depreciated, net</i>	2,432,030	(274,393)	1,283,294	-	3,440,931
Governmental Activities Capital Assets, <i>net</i>	\$ 3,510,283	\$ 606,866	\$ -	\$ -	\$ 4,117,149

Depreciation expense was charged to functions/programs of the Town as follows:

Governmental Activities	
General Government	\$ 95,439
Public Safety	3,068
Public Works	86,524
Culture and Recreation	130,930
Cemetery	122
Total	\$ 316,083

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 4: Capital Assets (Continued)

Capital assets Business-Type activity for the year ended December 31, 2023 is summarized below:

Business-Type Activities	Balance 12/31/22	Additions	Deletions	Balance 12/31/23
Capital Assets, <i>Not Being Depreciated</i>				
Land	\$ 670	\$ -	\$ -	\$ 670
Total Capital Assets, <i>Not Being Depreciated</i>	670	-	-	670
Capital Assets, <i>Being Depreciated</i>				
Distribution and Collection	3,271,092	10,670	-	3,281,762
Machinery and Equipment	494,993	-	-	494,993
Buildings	222,775	-	-	222,775
Total Capital Assets, <i>Being Depreciated</i>	3,988,860	10,670	-	3,999,530
Total Capital Assets	3,989,530	10,670	-	4,000,200
Less: Accumulated depreciation				
Distribution and Collection	(2,117,542)	(58,576)	-	(2,176,118)
Machinery and Equipment	(268,890)	(43,420)	-	(312,310)
Buildings	(21,161)	-	-	(21,161)
Business-Type Activities Capital Assets, <i>net</i>	\$ 1,581,937	\$ (91,326)	\$ -	\$ 1,490,611

Depreciation expense was charged to functions/programs of the Town as follows:

Business-type Activities	
Water	\$ 56,359
Sewer	43,420
Refuse	2,217
Total	\$ 101,996

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 5: Long-Term Debt

Governmental Activities

Following is a summary of long-term debt transactions for the governmental activities for the year ended December 31, 2023.

Governmental Activities	Balance 12/31/22	Additions	Deletions	Balance 12/31/23	Due Within One Year
Capital leases					
Chevy Silverado	\$ 6,639	\$ -	\$ (6,639)	\$ -	\$ -
PB Snow Groomer	31,845	-	(10,617)	21,228	10,929
Cat Motor Grader	236,570	-	(28,446)	208,124	29,370
Cat Wheel Loader #1	130,076	-	(21,893)	108,183	22,604
Cat Wheel Loader #2	124,328	-	(23,935)	100,393	24,713
Columbine Park Facility	700,000	-	(65,000)	635,000	68,000
Canon Copier	12,590	-	(2,699)	9,891	2,819
Caterpillar Snow Plow	-	24,373	(10,822)	13,551	12,477
	1,242,048	24,373	(170,051)	1,096,370	170,912
Compensated Absences	24,760	33,442	-	58,202	-
Total	\$ 1,266,808	\$ 57,815	\$ (170,051)	\$ 1,154,572	\$ 170,912

Accrued Compensated Absences are being paid from resources generated by the General Fund.

Leases financing Agreements

The Town has entered into several lease financing agreements to purchase vehicles and equipment which will be paid from revenues of the General Fund. These leases financing agreements require interest to be paid ranging from 3.0% to 4.35%. These leases mature in varying years through 2031. Total governmental assets capitalized under lease financing agreements at December 31, 2023 is \$1,938,191 with accumulated amortization of \$442,140.

Following is a schedule of the future minimum payments required under the outstanding capital lease obligations at December 31, 2023:

Year Ended December 31,	Principal	Interest	Total
2024	170,912	42,561	213,473
2025	214,662	33,667	248,329
2026	287,745	26,519	314,264
2027	78,053	18,368	96,421
2028	81,000	15,008	-
2029-2031	263,998	23,316	287,314
Total	\$ 1,096,370	\$ 159,438	\$ 1,159,801

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 5: Long-Term Debt (Continued)

Business-Type Activities

Following is a summary of long-term debt transactions for the business-type activities for the year ended December 31, 2023.

Business-Type Activities	Balance 12/31/22	Additions	Deletions	Balance 12/31/23	Due Within One Year
Capital leases					
Water Dispenser	\$ 2,724	\$ -	\$ (2,724)	\$ -	\$ -
CWRPDA Loan	220,677	-	(8,488)	212,190	8,488
Total	\$ 223,401	\$ -	\$ (11,212)	\$ 212,190	\$ 8,488

Lease Financing Agreement

The Town entered into a capital lease for a Water Dispenser which will be paid out of the Water Fund. The lease requires interest at 5.0% and matures in 2023. Total business-type assets capitalized under leases at December 31, 2023 is \$171,550 with accumulated amortization of \$104,556.

Note Payable

The Town obtained a loan from the Colorado Water Resources and Power Development Authority (CWRPDA) Drinking Water Revolving Fund - Disadvantaged Communities on May 21, 2018. The loan agreement requires 60 semi-annual installments of \$5,305 paid by the Water Fund. On January 22, 2019, CWRPDA forgave \$62,770 of the principal outstanding, leaving an outstanding loan principal of \$251,082 as of January 22, 2019.

The annual requirements to service this loan as of December 31, 2023 are as follows:

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 8,488	\$ -	\$ 8,488
2025	8,488	-	8,488
2026	8,488	-	8,488
2027	8,488	-	8,488
2028	8,488	-	8,488
2029-2033	42,438	-	42,438
2034-2038	42,438	-	42,438
2039-2043	42,438	-	42,438
2044-2048	42,436	-	42,436
Total	\$ 212,190	\$ -	\$ 212,190

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 6: Retirement Commitments

Deferred Compensation Plan

The Town offers its employees a deferred compensation plan through an agent multiemployer public retirement system, the Colorado County Officials and Employees Retirement Association, which is a defined contribution plan. The plan is available to all Town employees and requires that employees contribute 3% of their annual compensation. The Town matches employee contributions up to 3% of eligible salary and this contribution is fully vested after 10 years of service. During the year ended December 31, 2023, the Town contributions were \$21,307 equal to the required contribution.

Note 7: Public Entity Risk Pool

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. For these risks of loss, the Town is involved with the Colorado Intergovernmental Risk Sharing Agency (CIRSA), a separate and independent governmental and legal entity formed by intergovernmental agreement by member municipalities pursuant to the provision of 24-10-115.5, Colorado Revised Statutes (1982 Replacement Volume) and Colorado Constitution, Article XIV, Section 18(2).

The purposes of CIRSA are to provide members defined liability, property, and workers compensation coverages and to assist members in preventing and reducing losses and injuries to municipal property and to persons or property which might result in claims being made against members of CIRSA, their employees and officers.

It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with the bylaws, any member of CIRSA against stated liability of loss, to the limit of the financial resources of CIRSA.

It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs. All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members. CIRSA is a separate legal entity, and the Town does not approve budgets, nor does it have the ability to significantly affect the operations of the entity.

Note 8: Commitments and Contingencies

Litigation

The Town is not involved in any pending and threatened litigation as of December 31, 2023.

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 8: Commitments and Contingencies (Continued)

TABOR Amendment

Colorado voters passed an amendment to the State Constitution, Article X, Section 20, which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local government. In November 1996, voters within the Town approved the collection, retention, and expenditure of all the revenues generated by the Town in 1996 and subsequent years through 2019, notwithstanding the provisions of the Amendment. No such election took place during 2020 to continue this provision, but revenues for 2020 remained in compliance with TABOR limitations.

The Town has established an emergency reserve, representing 3% of qualifying expenditures, as required by the Amendment. At December 31, 2023, the emergency reserve of \$130,000 was recorded in the General Fund.

Note 9: Intergovernmental Agreements

San Juan County

The Town shares various municipal services with San Juan County. The Town and County approve annual agreements to reimburse costs (less any funding received from grants or contracts) paid by the opposite entity. The actual agreements are included in the Town's annual budget document. The Town makes monthly payments to the County for 1/12 of the budgeted costs; actual final audited costs are calculated in the ensuing year, with an additional amount either paid to or received from the County.

The following table summarizes these transactions:

Service	Direct Cost Paid by Town of Silverton	Direct Cost Paid by San Juan County	% Split
Ambulance		X	50%
Fire Protection		X	50%
Fire Truck/Ambulance Insurance for vehicles titled by each entity	X	X	50%
Land Use Planning	X	X	NA
Building Inspector	X		50%
Code Enforcement	X		50%
Carriage House Operations, Maintenance, Insurance	X		50%
Law Enforcement (Sheriff)		X	40%/60%

Town of Silverton, Colorado

Notes to Financial Statements

December 31, 2023

Note 9: Intergovernmental Agreements (Continued)

Silverton - San Juan Fire and Rescue Authority

The Town entered into an intergovernmental agreement with San Juan County to share the cost of fire protection services. The Town's contribution to the Silverton - San Juan Fire and Rescue Authority in 2023 was \$38,083.

The Town makes contributions to the Statewide defined benefit plan entitled Silverton San Juan Volunteer Fire Department Pension Fund, administered by the Fire and Police Protection Association of Colorado (FPPA). FPPA administers the plan and manages the benefits under the plan which is a cost-sharing, multiple-employer defined benefit pension plan. The statewide defined benefit plan provides benefits for members. The Town makes contributions based upon Town established benefits and funding requirements in accordance with an actuarial study obtained by FPPA. Plan members do not make contributions. The Town's net contributions to the FPPA plan for 2023 was \$15,000. Additional contributions are received from the State of Colorado and San Juan County.

Required Supplementary Information

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 General Fund
 For the Year Ended December 31, 2023

	Original	Final Budget	Actual	Variance Positive (Negative)
Revenues				
Taxes				
Property Taxes	\$ 304,822	\$ 304,822	\$ 306,347	\$ 1,525
Specific Ownership Taxes	23,041	23,041	27,188	4,147
General Sales Taxes	1,266,488	1,266,488	1,745,346	478,858
Franchise Taxes	29,353	29,353	37,299	7,946
Severance	2,250	2,250	-	(2,250)
Other Taxes	15,239	15,239	12,641	(2,598)
Penalties, Interest and Delinquent Taxes	1,899	1,899	1,986	87
Total Taxes	1,643,092	1,643,092	2,130,807	487,715
Licenses and Permits				
Liquor Licenses	4,750	4,750	3,956	(794)
Professional and Business Licenses	23,000	23,000	14,600	(8,400)
Lodging and Vacation Rental Fees	67,845	67,845	97,207	29,362
Building Permits	55,000	55,000	63,237	8,237
Other Permits	2,425	2,425	955	(1,470)
Total Licenses and Permits	153,020	153,020	179,955	26,935
Intergovernmental				
Additional Motor Vehicle Registration	4,923	4,923	25,079	20,156
Road and Bridge	4,890	4,890	5,196	306
Highway Users	37,448	37,448	38,813	1,365
Grant	600,000	600,000	49,713	(550,287)
Total Intergovernmental	647,261	647,261	118,801	(528,460)
Fine and Forfeits	14,475	14,475	12,574	(1,901)
Other Revenues				
Earnings on Investments	868	868	5,588	4,720
Administrative Fees	775,731	775,731	608,509	(167,222)
Contributions and Donations	-	-	109,981	109,981
Other Miscellaneous	69,157	69,157	165,868	96,711
Charges for Service	4,000	4,000	68,006	64,006
Rents and Leases	76,100	76,100	45,837	(30,263)
Total Other Revenue	925,856	925,856	1,003,789	77,933
Total Revenues	3,383,704	3,383,704	3,445,926	62,222

(Continued)

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 General Fund
 For the Year Ended December 31, 2023
 (Continued)

	Original	Final Budget	Actual	Variance Positive (Negative)
Expenditures				
Current				
General Government				
Town Board	\$ 88,155	\$ 88,155	\$ 84,600	\$ 3,555
Municipal Court	12,270	12,270	9,240	3,030
Town Administrator	127,467	127,467	138,105	(10,638)
Partner Organizations	22,597	22,597	27,264	(4,667)
Town Clerk / Treasurer	180,084	180,084	190,735	(10,651)
Elections	4,751	4,751	1,879	2,872
Financial Administration	17,000	17,000	19,101	(2,101)
Legal Services	50,000	50,000	38,083	11,917
Planning Director	163,711	163,711	253,076	(89,365)
General Government Operations	189,318	189,318	178,978	10,340
Visitor's Center Operations	83,323	83,323	80,520	2,803
Town Hall	45,585	45,585	64,564	(18,979)
Grants	600,000	600,000	141,377	458,623
Total General Government	<u>1,584,261</u>	<u>1,584,261</u>	<u>1,227,522</u>	<u>356,739</u>
Public Safety				
Law Enforcement	306,036	306,036	298,920	7,116
Fire Protection	71,900	71,900	56,900	15,000
Carriage House	12,510	12,510	17,587	(5,077)
Building Inspector	102,881	102,881	115,387	(12,506)
Total Public Safety	<u>493,327</u>	<u>493,327</u>	<u>488,794</u>	<u>4,533</u>
Public Works				
Public Works Personnel	484,185	484,185	478,376	5,809
Street Maintenance	199,937	199,937	300,556	(100,619)
Lease Payments	45,000	45,000	226,925	(181,925)
Total Public Works	<u>729,122</u>	<u>729,122</u>	<u>1,005,857</u>	<u>(276,735)</u>
Culture and Recreation				
Recreation	284,803	284,803	253,940	30,863
Park Administration	770,450	770,450	962,227	(191,777)
Kendall Mountain Park	302,046	302,046	89,247	212,799
Library	141,496	160,914	157,058	3,856
Total Culture and Recreation	<u>1,498,795</u>	<u>1,518,213</u>	<u>1,462,472</u>	<u>55,741</u>
Special Events				
Personnel	71,341	71,341	70,362	979
Other Operating	21,250	21,250	32,713	(11,463)
Event Expense	10,782	10,782	4,500	6,282
Total Special Events	<u>103,373</u>	<u>103,373</u>	<u>107,575</u>	<u>(4,202)</u>
Total Expenditures	<u>4,408,878</u>	<u>4,428,296</u>	<u>4,292,220</u>	<u>136,076</u>

(Continued)

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 General Fund
 For the Year Ended December 31, 2023
 (Continued)

	Original	Final Budget	Actual	Variance Positive (Negative)
Excess Revenues Over (Under) Expenditures	\$ (1,025,174)	\$ (1,044,592)	\$ (846,294)	\$ 198,298
Other Financing Sources (Uses)				
Proceeds from sale of assets	-	-	3,000	-
Transfers	-	-	-	-
Proceeds from Capital Leases	<u>258,527</u>	<u>258,527</u>	<u>24,373</u>	<u>(234,154)</u>
Net Change in Fund Balance	(766,647)	(786,065)	(818,921)	(32,856)
Fund Balance, Beginning of Year	<u>1,003,577</u>	<u>1,003,577</u>	<u>1,935,060</u>	<u>931,483</u>
Fund Balance, End of Year	<u>\$ 236,930</u>	<u>\$ 217,512</u>	<u>\$ 1,116,139</u>	<u>\$ 898,627</u>

Town of Silverton, Colorado
Notes to Required Supplementary Information
December 31, 2023

Note 1: Stewardship, Compliance, and Accountability

Budgets

Budgets are legally adopted for all funds of the Town. Budgets for the governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgetary comparisons for the proprietary fund are presented on a non-GAAP budgetary basis, whereby capital outlay and debt principal are budgeted as expenditures.

The Town follows these procedures to establish the budgetary information reflected in the financial statements:

- Management submits to the Town Board a proposed budget for the fiscal year commencing the following January 1. The budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain taxpayer comments.
- Prior to December 31, the budget is legally enacted through passage of a resolution.
- Management is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures of any fund must be approved by the Town Board.
- All appropriations lapse at year end.

Supplementary Information

Town of Silverton, Colorado
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2023

	Conservation Trust Fund	Molas Lake Park Fund	Cemetery Fund	Total
Assets				
Cash and Investments	\$ 72,271	\$ 314,433	\$ 54,609	\$ 441,313
Total Assets	<u>\$ 72,271</u>	<u>\$ 314,433</u>	<u>\$ 54,609</u>	<u>\$ 441,313</u>
Liabilities				
Accounts Payable	\$ -	\$ 356	\$ -	\$ 356
Total Liabilities	<u>-</u>	<u>356</u>	<u>-</u>	<u>356</u>
Fund Balance				
Restricted	72,271	284,077	54,609	410,957
Committed for Future Capital Outlay	<u>-</u>	<u>30,000</u>	<u>-</u>	<u>30,000</u>
Total Fund Balance	<u>72,271</u>	<u>314,077</u>	<u>54,609</u>	<u>440,957</u>
Total Liabilities and Fund Balance	<u>\$ 72,271</u>	<u>\$ 314,433</u>	<u>\$ 54,609</u>	<u>\$ 441,313</u>

Town of Silverton, Colorado
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
Nonmajor Governmental Funds
For the Year Ended December 31, 2023

	Conservation Trust Fund	Molas Lake Park Fund	Cemetery Fund	Total
Revenues				
Intergovernmental	\$ 9,196	\$ -	\$ -	\$ 9,196
Charges for Services	<u>-</u>	<u>187,704</u>	<u>4,260</u>	<u>191,964</u>
Total Revenues	<u>9,196</u>	<u>187,704</u>	<u>4,260</u>	<u>201,160</u>
Expenditures				
Culture and Recreation	<u>-</u>	<u>157,973</u>	<u>-</u>	<u>157,973</u>
Total Expenditures	<u>-</u>	<u>157,973</u>	<u>-</u>	<u>157,973</u>
Net Change in Fund Balance	9,196	29,731	4,260	43,187
Fund Balance, Beginning of Year	<u>63,075</u>	<u>284,346</u>	<u>50,349</u>	<u>397,770</u>
Fund Balance, End of Year	<u><u>\$ 72,271</u></u>	<u><u>\$ 314,077</u></u>	<u><u>\$ 54,609</u></u>	<u><u>\$ 440,957</u></u>

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 Conservation Trust Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual	Variance <i>Positive</i> <i>(Negative)</i>
Revenues			
Intergovernmental Revenue	\$ 7,156	\$ 9,196	\$ 2,040
Investment Income	<u>21</u>	<u>-</u>	<u>(21)</u>
 Total Revenues	 <u>7,177</u>	 <u>9,196</u>	 <u>2,019</u>
 Net Change in Fund Balance	 <u>7,177</u>	 <u>9,196</u>	 <u>2,019</u>
 Fund Balance, Beginning of Year	 <u>53,009</u>	 <u>63,075</u>	 <u>10,066</u>
 Fund Balance, End of Year	 <u><u>\$ 60,186</u></u>	 <u><u>\$ 72,271</u></u>	 <u><u>\$ 12,085</u></u>

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 Molas Lake Park Fund
 For the Year Ended December 31, 2023

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues				
Charges for Services	\$ 200,500	\$ 200,754	\$ 187,704	\$ (13,050)
Total Revenues	200,500	200,754	187,704	(13,050)
Expenditures				
Culture and Recreation	198,034	198,034	157,973	40,061
Total Expenditures	198,034	198,034	157,973	40,061
Net Change in Fund Balance	2,466	2,720	29,731	27,011
Fund Balance, Beginning of Year	195,266	195,266	284,346	89,080
Fund Balance, End of Year	<u>\$ 197,732</u>	<u>\$ 197,986</u>	<u>\$ 314,077</u>	<u>\$ 116,091</u>

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 Cemetery Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual	Variance <i>Positive</i> <i>(Negative)</i>
Revenues			
Charges for Services	\$ 5,000	\$ 4,260	\$ (740)
Total Revenues	<u>5,000</u>	<u>4,260</u>	<u>(740)</u>
Expenditures			
General Government	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Total Expenditures	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Net Change in Fund Balance	(15,000)	4,260	19,260
Fund Balance, Beginning of Year	<u>35,480</u>	<u>50,349</u>	<u>14,869</u>
Fund Balance, End of Year	<u>\$ 20,480</u>	<u>\$ 54,609</u>	<u>\$ 34,129</u>

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 Water Fund
 For the Year Ended December 31, 2023

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues				
Charges For Services	\$ 263,000	\$ 263,000	\$ 287,212	\$ 24,212
Tap Fees	34,672	34,672	7,957	(26,715)
Grant Revenue	200,000	200,000	-	(200,000)
Other Revenue	200	200	51	(149)
Total Revenue	<u>497,872</u>	<u>497,872</u>	<u>295,220</u>	<u>(202,652)</u>
Expenses				
Administration and General	436,057	436,057	430,501	5,556
Utilities	12,270	12,270	11,410	860
Operations and Maintenance	143,708	143,708	90,347	53,361
Capital Outlay	200,000	200,000	10,670	189,330
Total Expenses	<u>792,035</u>	<u>792,035</u>	<u>542,928</u>	<u>249,107</u>
Net Operating Income	<u>(294,163)</u>	<u>(294,163)</u>	<u>(247,708)</u>	<u>46,455</u>
Nonoperating Revenues (Expenses)				
Debt Service				
Principal Payments	(11,347)	(11,347)	(11,211)	136
Interest Payments	<u>-</u>	<u>-</u>	<u>(740)</u>	<u>(740)</u>
Total Nonoperating Revenues (Expenses)	<u>(11,347)</u>	<u>(11,347)</u>	<u>(11,951)</u>	<u>(604)</u>
Net Income (Loss) Before Contributed Capital	<u>(305,510)</u>	<u>(305,510)</u>	<u>(259,659)</u>	<u>45,851</u>
Contributed Capital				
Infrastructure Upgrade	<u>140,510</u>	<u>152,645</u>	<u>121,618</u>	<u>(31,027)</u>
Change in Net Position, Budgetary Basis	<u>\$ (165,000)</u>	<u>\$ (152,865)</u>	<u>(138,041)</u>	<u>\$ 14,824</u>
Reconciliation to GAAP Basis				
Capital Outlay			10,670	
Debt Service Principal			11,211	
Depreciation			<u>(58,576)</u>	
Change in Net Position, GAAP Basis			<u>\$ (174,736)</u>	

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 Sewer Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues			
Charges For Services	\$ 282,601	\$ 241,098	\$ (41,503)
Tap Fees	31,520	12,988	(18,532)
Grant Revenue	2,000,000	-	(2,000,000)
Total Revenue	<u>2,314,121</u>	<u>254,086</u>	<u>(2,060,035)</u>
Expenses			
Administration and General	120,587	115,501	5,086
Utilities	46,500	28,203	18,297
Operations and Maintenance	87,681	67,841	19,840
Capital Outlay	2,000,000	-	2,000,000
Total Expenses	<u>2,254,768</u>	<u>211,545</u>	<u>2,043,223</u>
Net Operating Income	<u>59,353</u>	<u>42,541</u>	<u>(16,812)</u>
Net Income (Loss) Before Contributed Capital	59,353	42,541	(16,812)
Contributed Capital			
Infrastructure Upgrade	<u>-</u>	<u>31,198</u>	<u>31,198</u>
Change in Net Position, Budgetary Basis	<u>\$ 59,353</u>	73,739	<u>\$ 14,386</u>
Reconciliation to GAAP Basis			
Capital Outlay		-	
Depreciation		<u>(43,420)</u>	
Change in Net Position, GAAP Basis		<u>\$ 30,319</u>	

Town of Silverton, Colorado
 Budgetary Comparison Schedule
 Refuse Fund
 For the Year Ended December 31, 2023

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues				
Charges For Services	\$ 280,350	\$ 280,350	\$ 211,935	\$ (68,415)
Other Revenue	6,000	6,000	8,691	2,691
Total Revenue	<u>286,350</u>	<u>286,350</u>	<u>220,626</u>	<u>(65,724)</u>
Expenses				
Operations and Maintenance	29,578	29,578	30,673	(1,095)
Contracted Services	<u>275,643</u>	<u>275,643</u>	<u>260,693</u>	<u>14,950</u>
Total Expenses	<u>305,221</u>	<u>305,221</u>	<u>291,366</u>	<u>13,855</u>
<i>Budgetary Basis</i>	\$ <u>(18,871)</u>	\$ <u>(18,871)</u>	<u>(70,740)</u>	\$ <u>(51,869)</u>
Reconciliation to GAAP Basis				
Depreciation			-	
Change in Net Position, GAAP Basis			\$ <u>(70,740)</u>	

Compliance Section

State Compliance

The public report burden for this information collection is estimated to average 380 hours annually.

Form # 305-050-36

LOCAL HIGHWAY FINANCE REPORT	City of County: Town of Silverton YEAR ENDING: December 2023
This Information From The Records Of: Silverton, Colorado	Prepared By: Professional Management Solutions Phone: 303-910-9197

I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE

ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Total receipts available				
2. Minus amount used for collection expenses				
3. Minus amount used for nonhighway purposes				
4. Minus amount used for mass transit				
5. Remainder used for highway purposes				

II. RECEIPTS FOR ROAD AND STREET PURPOSES

ITEM	AMOUNT
A. Receipts from local sources:	
1. Local highway-user taxes	
a. Motor Fuel (from Item I.A.5.)	
b. Motor Vehicle (from Item I.B.5.)	
c. Total (a.+b.)	
2. General fund appropriations	\$ 282,140.00
3. Other local imposts (from page 2)	\$ 27,188.00
4. Miscellaneous local receipts (from page 2)	\$ 30,274.87
5. Transfers from toll facilities	
6. Proceeds of sale of bonds and notes:	
a. Bonds - Original Issues	
b. Bonds - Refunding Issues	
c. Notes	
d. Total (a. + b. + c.)	\$ -
7. Total (1 through 6)	\$ 339,602.87
B. Private Contributions	
C. Receipts from State government (from page 2)	\$ 38,812.57
D. Receipts from Federal Government (from page 2)	\$ -
E. Total receipts (A.7 + B + C + D)	\$ 378,415.44

III. EXPENDITURES FOR ROAD AND STREET PURPOSES

ITEM	AMOUNT
A. Local highway expenditures:	
1. Capital outlay (from page 2)	\$ -
2. Maintenance:	\$ 244,389.00
3. Road and street services:	
a. Traffic control operations	\$ 1,581.44
b. Snow and ice removal	\$ 113,524.00
c. Other	
d. Total (a. through c.)	\$ 115,105.44
4. General administration & miscellaneous	\$ 18,921.00
5. Highway law enforcement and safety	
6. Total (1 through 5)	\$ 378,415.44
B. Debt service on local obligations:	
1. Bonds:	
a. Interest	
b. Redemption	
c. Total (a. + b.)	\$ -
2. Notes:	
a. Interest	
b. Redemption	
c. Total (a. + b.)	\$ -
3. Total (1.c + 2.c)	\$ -
C. Payments to State for highways	
D. Payments to toll facilities	
E. Total expenditures (A.6 + B.3 + C + D)	\$ 378,415.44

IV. LOCAL HIGHWAY DEBT STATUS

(Show all entries at par)

	Opening Debt	Amount Issued	Redemptions	Closing Debt
A. Bonds (Total)				\$ -
1. Bonds (Refunding Portion)				\$ -
B. Notes (Total)				\$ -

V. LOCAL ROAD AND STREET FUND BALANCE (RECEIPTS AND DISBURSEMENTS ONLY)

	A. Beginning Balance	B. Total Receipts	C. Total Disbursements	D. Ending Balance	E. Reconciliation
		\$ 378,415.44	\$ 378,415.44		\$ -

Notes and Comments:

LOCAL HIGHWAY FINANCE REPORT		STATE: 0	
		YEAR ENDING (mm/yy): December 2023	

II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL			
ITEM	AMOUNT	ITEM	AMOUNT
A.3. Other local imposts:		A.4. Miscellaneous local receipts:	
a. Property Taxes and Assessments		a. Interest on investments	
b. Other local imposts:		b. Traffic Fines & Penalties	
1. Sales Taxes		c. Parking Garage Fees	
2. Infrastructure & Impact Fees		d. Parking Meter Fees	
3. Liens		e. Sale of Surplus Property	
4. Licenses		f. Charges for Services	
5. Specific Ownership &/or Other	\$ 27,188.00	g. Other Misc. Receipts	
6. Total (1. through 5.)	\$ 27,188.00	h. Other	\$ 30,274.87
c. Total (a. + b.)	\$ 27,188.00	i. Total (a. through h.)	\$ 30,274.87
(Carry forward to page 1)		(Carry forward to page 1)	
ITEM	AMOUNT	ITEM	AMOUNT
C. Receipts from State Government		D. Receipts from Federal Government	
1. Highway-user taxes (from Item I.C.5.)	\$ 38,812.57	1. FHWA (from Item I.D.5.)	
2. State general funds		2. Other Federal agencies:	
3. Other State funds:		a. Forest Service	
a. State bond proceeds		b. FEMA	
b. Project Match		c. HUD	
c. Motor Vehicle Registrations		d. Federal Transit Administration	
d. DOLA Grant		e. U.S. Corps of Engineers	
e. Other		f. Other Federal ARPA	
f. Total (a. through e.)	\$ -	g. Total (a. through f.)	\$ -
4. Total (1. + 2. + 3.f)	\$ 38,812.57	3. Total (1. + 2.g)	\$ -
(Carry forward to page 1)		(Carry forward to page 1)	

III. EXPENDITURES FOR ROAD AND STREET PURPOSES - DETAIL			
	ON NATIONAL HIGHWAY SYSTEM (a)	OFF NATIONAL HIGHWAY SYSTEM (b)	TOTAL (c)
A.1. Capital outlay:			
a. Right-Of-Way Costs			\$ -
b. Engineering Costs			\$ -
c. Construction:			
(1). New Facilities			\$ -
(2). Capacity Improvements			\$ -
(3). System Preservation			\$ -
(4). System Enhancement And Operation			\$ -
(5). Total Construction (1)+(2)+(3)+(4)	\$ -	\$ -	\$ -
d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.4)	\$ -	\$ -	\$ -
(Carry forward to page 1)			
Notes and Comments:			

August 12, 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.

PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN that a public hearing will be held to consider The Silverton Square's request for an appeal to the Town's decision finding their building a public nuisance requiring demolition. The building is located at 220 East 12th Street, lots 22,23, and 24 of block 30 in the town of Silverton, Colorado.

The Town of Silverton Board of Trustees will hold a public hearing on Monday August 12th, 2024, at 7pm at Town Hall in Silverton at 1360 Greene Street.

NOTICE is further given that all persons may present written/oral testimony regarding the appeal by the owners of the Silverton Square prior to/during the Public Hearing. The request for an appeal, the buildings violations of town code, and its current status as well as the opportunity to attend the public hearing virtually will be posted on the Town of Silverton website. Citizens' comments may be sent by mail, email, phone, or hand-delivered to : Town Hall, 1360 Greene Street PO Box 250, Silverton, CO 81433. Contact Building Inspector/Code Enforcement Officer Bevan Harris (970)-880-0387 (bharris@silverton.co.us) with any questions/comments about this hearing.

Published in the Silverton Standard & the Miner: Thursday August 1st & Thursday August 8th, 2024.

August 12, 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#: 32 Pay Date: 08/09/2024 P/E Date: 08/03/2024
 Qtr/Year: 3/2024 Run Time/Date: 11:11:46 AM EDT 08/06/2024

Taxes Debited	Federal Income Tax	3,801.30
	Earned Income Credit Advances	0.00
	Social Security - EE	2,986.58
	Social Security - ER	2,986.62
	Social Security Adj - EE	0.00
	Medicare - EE	698.50
	Medicare - ER	698.48
	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	1,770.48
	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	96.34
	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
	State Child Care Fund - EE	0.00
	State Child Care Fund - ER	0.00
	Local Income Tax	0.00
	School District Tax	0.00
	Total Taxes Debited	13,038.30

Statistical Summary

Other Transfers	ADP Check Acct. No.XXXXXXXXXX8915Tran/ABAXXXXXXXXX	3,272.58		
	Full Service Direct Deposit Acct.	34,503.58		
Total Amount Debited From Your Account			50,814.46	50,814.46
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00		50,814.46
Taxes- Your Responsibility	None this payroll			50,814.46

Statistical Summary - Statistics

Company:Z9X - Town of Silverton
 Week#:32
 Qtr/Year:3/2024

Service Center:0075 Northern California
 Pay Date:08/09/2024
 Run Time/Date:11:11:46 AM EDT 08/06/2024

Status:Cycle Complete
 P/E Date:08/03/2024

Statistics	Amount	Number of Pays
Gross Pay	48,230.46	
Vouchers		
eVouchers		33
Checks (A)	3,272.58	3
Direct Deposits (B)	34,503.58	31
Adjustments/Prepay/Voids (C)	0.00	
Net Payroll (A + C)	3,272.58	
Net Cash (A + B)	37,776.16	
Net Pay Liability (A + B + C)	37,776.16	
Other Transfers (D)	37,776.16	
Taxes - debited from your account (E)	13,038.30	
Total Amount Debited from your Account (D + E)	50,814.46	
Taxes - your responsibility (F)	0.00	
Company Liability (C + D + E + F)	50,814.46	
Net Cash pays 1,000.00 or more		19
Flagged Pays		10

Statistical Summary - Federal Taxes

Company:Z9X - Town of Silverton
 Week#:32
 Qtr/Year:3/2024

Service Center:0075 Northern California
 Pay Date:08/09/2024
 Run Time/Date:11:11:46 AM EDT 08/06/2024

Status:Cycle Complete
 P/E Date:08/03/2024

Federal Tax Type	EE Withheld	ER Contribution	EE Taxable Amount	ER Taxable Amount
Federal Income Tax	3,801.30		47,033.02	
Social Security	2,986.58	2,986.62	48,171.30	48,171.30
Medicare	698.50	698.48	48,171.30	48,171.30
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#:32
Qtr/Year:3/2024

Service Center:0075 Northern California
Pay Date:08/09/2024
Run Time/Date:11:11:46 AM EDT 08/06/2024

Status:Cycle Complete
P/E Date:08/03/2024

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	1,770.48		47,033.02			
CO	Unemployment Tax		96.34		48,171.30	0.20	

Statistical Summary - Hours & Earnings

Company:Z9X - Town of Silverton
Week#:32
Qtr/Year:3/2024

Service Center:0075 Northern California
Pay Date:08/09/2024
Run Time/Date:11:11:46 AM EDT 08/06/2024

Status:Cycle Complete
P/E Date:08/03/2024

Field Number	Hours/Earnings Code	Description	Hours	Earnings
1	Regular		1,530.19	45,725.61
2	Overtime		22.80	444.43
3	PTO	P.T.O.	218.76	2,060.42
3	CTM	Comp Time T	12.60	

Statistical Summary - Deductions

Company:Z9X - Town of Silverton
Week#:32
Qtr/Year:3/2024

Service Center:0075 Northern California
Pay Date:08/09/2024
Run Time/Date:11:11:46 AM EDT 08/06/2024

Status:Cycle Complete
P/E Date:08/03/2024

Deduction Code	Description	Deduction	Category
401	CCOERA EE 4	1,138.28	Other
AFL	AFLAC PRETAX	36.48	Other
CK1	CHECKING	32,454.00	Deposit
CK2	CHECKING	1,546.04	Deposit
DEN	Den Pre Tax	20.00	Other
SV1	SAVINGS	503.54	Deposit
VIS	Vis Pre Tax	2.68	Other



WORK SESSION & REGULAR MEETING – Silverton Board of Trustees

Silverton Town Hall – Monday, ~~July 22~~, 2024

Call to Order & Roll Call –Work Session @ 5:00pm and 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

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

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 Work Session @ 5:00pm

1) Water and Sewer Rates

- Administrator Kaasch-Buerger provided some context and opened the discussion regarding water and sewer rates.
- Chris Brandewie presented to the board his findings of the rate study and the proposed rate increases in order to make the water and sewer funds sustainable.
- Gilbert Archuleta stood and spoke about rate increases and provided some institutional knowledge.
- Kevin Baldwin stood and commented on the water/ sewer system and the proposed rate increases.

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

Absent:

Staff: Administrator Kaasch-Buerger, Clerk Melina Marks, PW Director John Sites, Events & Facilities Coordinator Ana Mendiluce, Attorney Clayton Buchner

Regular Meeting @ 7:00pm

1) Staff and/or Board Revisions to Agenda

- No revisions.

2) Public Comment - Comments must be limited to three (3) minutes in duration.

- No public comment.



3) Presentations/Proclamations

- No presentations/ proclamations.

4) New Business

a) MODIFIED SPECIAL EVENT: Silverton Creative District's Silverton Creates! 9/6-9/14

- Ana Mendiluce provided some background information regarding the modifications to the special event application for Silverton Creates.
- Trustee Gardiner expressed support.

Trustee Gardiner moved, and Mayor Pro Tem Harper seconded to approve the modifications to the Silverton Creative District's Silverton Creates special event. Passed unanimously with roll call.

5) Consent Agenda

- a) Payroll
- b) Meeting Minutes 7.8.24
- c) Accounts Payable
- d) Sales Tax Report

Trustee Schnitker moved, and Mayor Pro Tem Harper seconded to approve the Consent Agenda Items. Passed unanimously with roll call.

6) Staff Reports

- Administrator Kaasch-Buerger stated that Sarah Friden will be providing her staff report at the next meeting.
- Administrator Kaasch-Buerger confirmed that October 1st will be the Trustee Retreat.
- a) Grant Updates
 - Administrator Kaasch-Buerger stated the grant tracker can be found in the packet and provided an update on some other grant pursuits.

7) Committee/Board Reports

- a) 7.11 Personnel and Ordinance Committee Meeting
 - Mayor Pro Tem Harper and Trustee Gardiner provided an overview of the P&O Committee Meeting.
- b) 7.16 San Juan Regional Planning Commission Meeting
 - Mayor Pro Tem Harper provided an overview of the Planning Commission Meeting.
- c) 7.17 Silverton Area Chamber of Commerce Meeting
 - Mayor Kranker and Mayor Pro Tem Harper provided an overview of the Chamber of Commerce Meeting.
 - Mayor Kranker mentioned that September 15th is Silverton's actual 150th birthday.
- d) 7.22 Finance Committee Meeting
 - Trustee George provided an overview of the Finance Committee Meeting.

8) Trustee Reports

- Trustee Halvorson provided an update on the Bonita Peak Meeting.

9) Continued Business

- No continued business.

10) Public Comment

- No public comment.

11) Request to enter executive session pursuant to CRS 24-6-402(4)(b) Conferences with an attorney for the purposes of receiving legal advice and update on the Silverton Square Building



Mayor Kranker moved, and Trustee Gardiner seconded to approve the request to enter executive session pursuant to CRS 24-6-402(4)(b) Conferences with an attorney for the purposes of receiving legal advice and update on the Silverton Square Building. Passed unanimously with roll call.

Adjourn @ 8:08pm

Up-coming Meeting Dates:

- 8.12 Regular Board Meeting
- 8.15 Personnel and Ordinance Committee Meeting
- 8.19 Finance Committee Meeting
- 8.26 Regular Board Meeting

End of Agenda

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	Prinotlr	23050060	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	48098521	556.27-	N	.00	.00	Vendor Address
08/12/2024	2178	Alice Rico	7/22/2024	1,050.00	Y	1,050.00	.00	Vendor Address
08/12/2024	102	AT&T	7/24 0302	1.84	Y	1.84	.00	Vendor Address
08/12/2024	180	BOB'S JOHNS	97356/973	17,525.26	Y	17,525.26	.00	Vendor Address
08/12/2024	220	Bruin Waste Management	1923572-1	44,281.62	Y	44,281.62	.00	Vendor Address
08/12/2024	239	CAL STEEL & SHEET METAL	109184	139.00	Y	139.00	.00	Vendor Address
08/12/2024	241	Callaway Packing Inc.	06267	167.49	Y	167.49	.00	Vendor Address
08/12/2024	259	CASELLE INC	134516	551.00	Y	551.00	.00	Vendor Address
08/12/2024	262	CATERPILLAR FINANCIAL SE	35703427	164.50	Y	164.50	.00	Vendor Address
08/12/2024	322	CJB Auto Supply	7/31/24 33	775.99	Y	775.99	.00	Vendor Address
08/12/2024	326	Clayton M. Buchner, Attorney a	0842	1,178.00	Y	1,178.00	.00	Vendor Address
08/12/2024	354	Colorado Business Products	3917 & 38	898.58	Y	898.58	.00	Vendor Address
08/12/2024	407	Community Planning Strategies	2024-0117	3,682.00	Y	3,682.00	.00	Vendor Address
08/12/2024	469	DANA KEPNER COMPANY, IN	1590673-0	994.57	Y	994.57	.00	Vendor Address
08/12/2024	2098	DISA Global Solutions, INC	2603903	175.00	Y	175.00	.00	Vendor Address
08/12/2024	586	Elevated Equipment Services	2897	506.25	Y	506.25	.00	Vendor Address
08/12/2024	602	ENGINEER MOUNTAIN, INC.	7/24/2024	7,166.00	Y	7,166.00	.00	Vendor Address
08/12/2024	652	Ferguson Waterworks #1116	1516581-2	573.54	Y	573.54	.00	Vendor Address
08/12/2024	2170	Fluid Manufacturing	48913	562.99	Y	562.99	.00	Vendor Address
08/12/2024	686	FOUR CORNERS WELDING	GR001896	22.00	Y	22.00	.00	Vendor Address
08/12/2024	688	Four States Tire & Service	185219/18	1,268.91	Y	1,268.91	.00	Vendor Address
08/12/2024	2127	FP Mailing Solutions	RI106322	92.85	Y	92.85	.00	Vendor Address
08/12/2024	726	Garmin	40936406	34.95	Y	34.95	.00	Vendor Address
08/12/2024	854	Hinkle and Company	15917	10,400.00	Y	10,400.00	.00	Vendor Address
08/12/2024	917	INTERSTATE ENERGY, INC	234740	646.80	Y	646.80	.00	Vendor Address
08/12/2024	2156	La Plata County Public Health	7106	397.10	Y	397.10	.00	Vendor Address
08/12/2024	1062	LAWSON PRODUCTS INC	93117229	156.23	Y	156.23	.00	Vendor Address
08/12/2024	1114	MAISEL EXCAVATION LLC	783	2,988.00	Y	2,988.00	.00	Vendor Address
08/12/2024	2121	Peak Companies	1409197&	160.00	Y	160.00	.00	Vendor Address
08/12/2024	2130	Professional Management Solu	84955	3,756.25	Y	3,756.25	.00	Vendor Address
08/12/2024	2183	PVS DX, INC	74700147	1,578.03	Y	1,578.03	.00	Vendor Address
08/12/2024	1575	SAN JUAN COUNTY SHERIFF	07-2024	27,757.83	Y	27,757.83	.00	Vendor Address
08/12/2024	1598	SAN MIGUEL POWER ASSOC	6/15/24-7/	7,169.00	Y	7,169.00	.00	Vendor Address
08/12/2024	2119	Sarah Moore	24-16	1,259.50	Y	1,259.50	.00	Vendor Address
08/12/2024	1632	SGM	2015-513.	2,416.50	Y	2,416.50	.00	Vendor Address
08/12/2024	2080	Sherwin-Williams	3092-2537	110.99	Y	110.99	.00	Vendor Address
08/12/2024	1664	SILVERTON GROCERY	8/1/24 552	149.73	Y	149.73	.00	Vendor Address
08/12/2024	1666	SILVERTON HARDWARE	2408-3226	570.72	Y	570.72	.00	Vendor Address
08/12/2024	1670	SILVERTON LP GAS	09336	331.27	Y	331.27	.00	Vendor Address
08/12/2024	1686	SILVERTON STANDARD & TH	202497	738.00	Y	738.00	.00	Vendor Address
08/12/2024	1784	Summit Fire and security	2185297	454.00	Y	454.00	.00	Vendor Address
08/12/2024	1821	TEDS RENTAL & SALES	263102	42.70	Y	42.70	.00	Vendor Address
08/12/2024	1837	THE CLEAN TEAM	736918	1,510.00	Y	1,510.00	.00	3
08/12/2024	1852	The WhistleStop	1624	2,062.67	Y	2,062.67	.00	Vendor Address
08/12/2024	2088	Tom's Asphalt Repair	3150	6,960.00	Y	6,960.00	.00	Vendor Address
08/12/2024	1942	USA BLUE BOOK	INV00420	575.75	Y	575.75	.00	Vendor Address
08/12/2024	1959	Vero Fiber Networks, LLC	INV-VFN-6	160.65	Y	160.65	.00	Vendor Address
08/12/2024	1970	VISION SERVICE PLAN	82088060	159.14	Y	159.14	.00	Vendor Address
08/12/2024	1978	WAGNER EQUIPMENT CO	7/31/24 79	241.33	Y	241.33	.00	Vendor Address
Totals:				152,504.37		154,564.53	.00	

Due Date	Vendor Number	Name	Invoice Number	Net Due Amount	Pay	Payment Amount	Discount Amount	Remittance

Number of invoices to be fully paid:	48
Number of invoices to be partially paid:	0
Number of invoices with no payment:	3
Total number of invoices listed:	51
Total checks from invoices selected:	48
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
08/12/2024	154,564.53	154,564.53	.00
	152,504.37	154,564.53	.00

August 12, 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.

Red Mountain Electrical Reliability & Broadband Improvement Project Update

Alex Shelley <alex@smpa.com>

Wed 8/7/2024 5:25 PM

To:clarkes@cityofouray.com <clarkes@cityofouray.com>;funke@cityofouray.com <funke@cityofouray.com>;smithj@cityofouray.com <smithj@cityofouray.com>;guldet@cityofouray.com <guldet@cityofouray.com>;lindseyp@cityofouray.com <lindseyp@cityofouray.com>;gboyd@ouraycountyco.gov <gboyd@ouraycountyco.gov>;martensenb@cityofouray.com <martensenb@cityofouray.com>;abailey@cityofouray.com <abailey@cityofouray.com>;gray@cityofouray.com <gray@cityofouray.com>;woodkj@cityofouray.com <woodkj@cityofouray.com>;colemanj@cityofouray.com <colemanj@cityofouray.com>;fire@cityofouray.com <fire@cityofouray.com>;mike@ouraynews.com <mike@ouraynews.com>;lpadgett@ourayco.gov <lpadgett@ourayco.gov>;jniece@ourayco.gov <jniece@ourayco.gov>;mnauer@ourayco.gov <mnauer@ourayco.gov>;chunt@ourayco.gov <chunt@ourayco.gov>;admin@sanjuancolorado.us <admin@sanjuancolorado.us>;oem@sanjuancolorado.us <oem@sanjuancolorado.us>;pio@sanjuancolorado.us <pio@sanjuancolorado.us>

Officials of Silverton, San Juan County and the City and County of Ouray:

This message is to update all community stakeholders on progress of the Red Mountain Electrical Reliability and Broadband Improvement Project, and to apprise you of upcoming work and planned highway impacts.

After completing necessary vegetation management last year, SMPA contracted the first of three construction phases of the project, the re-construction of 4.5 miles of 44kV transmission line between the Idarado and Red Mountain electrical substations. The work includes the replacement of existing line / poles with new, upgraded structures for better service reliability.

Thus far, the old system has been removed, and about half of new structures are in place and ready to be strung with new wire. We are projecting completion of this phase by the end of September.

Our contractor has provided us with their schedule for work for August. Based on this, we will start enforcing the Iron-ton townsite closure order on Monday August 12th. We began notifying campers in the closure area this week along with posting laminated closure orders at the entry points to the closure area. On next Friday, August 9th, we will put up ropes/barriers and additional signage to attempt to keep the area clear so that work crews can start work on Monday the 12th.

This will also be the week that we will start having the single lane alternating traffic closures on Hwy 550 at the locations where the line crosses Hwy 550. Per the CDOT permit, these impacts will be taking place from 6am-9am and 6pm-9pm.

We want you, your local businesses and members of your community to be aware of the highway impacts so that you can make what preparations are necessary. We appreciate your engagement and invite you to reply with any specific questions or concerns.

Alex Shelley
Communications Executive



P.O. Box 1150
Ridgway, CO 81432
Office: 970-626-5549 x212
Mobile: 970-209-5593
alex@smpa.com



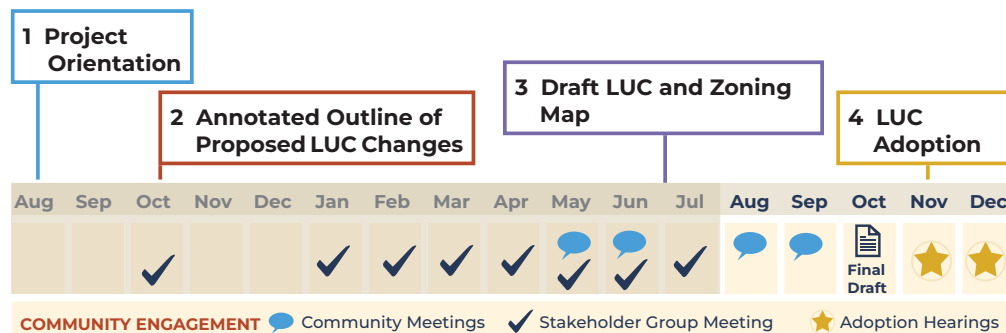
General Overview

The Town of Silvertown is updating its dated Land Use Code (LUC). The LUC is the set of regulations that guide how development should occur in the community. It is also one of the primary tools used to implement strategies and action items from the Compass Master Plan. The project is being managed by a team comprised of the Town Administrator, Town staff from the Planning Department and Community Planning Strategies (CPS), and support from the consultant team from Clarion Associates and Urban Rural Continuum (URC).

The key goals of the project are to:

- Update the Town's regulations to better reflect and align with the vision for the future of the Silvertown community established in the Compass Master Plan;
- Create more predictable development outcomes by simplifying and clarifying development standards and procedures;
- Consolidate multiple chapters of the Silvertown Municipal Code (Chapter 15, Annexation; Chapter 16, Zoning; and Chapter 17, Subdivision) to establish a more clear and consistent structure; and
- Make the LUC more user-friendly and easier to understand.

Project Timeline



? What is zoning? Zoning establishes the legal framework for what can be built, what types of buildings can be constructed, and what types of businesses and activities can happen on a property in Silvertown. Zoning promotes the responsible and sustainable development and redevelopment of the land within the Town in accordance with long-range planning efforts.

? What is subdivision? Subdivision is the division of land into two or more lots. Subdivision standards guide future growth and development in the town, ensure that the necessary services and facilities are available, and mitigate potential effects of natural hazards and other site conditions.

? What kind of regulations are included in the LUC? The Land Use Code includes regulations related to three general topics: zoning districts and uses, development standards, and administration and procedures. These topics are described in more detail on the back side of this page.



SILVERTON LAND USE CODE

Moving the Compass Plan into Action



How to Read the Land Use Code

Curious about...

Find it in..



The basic rules for how tall, how big, and how dense a development can be?

Article 2: Zoning Districts
Reference Summary of Zoning District Dimensional Standards in Section 15-2-50(a)



What uses are permitted on the property?

Article 3 Use Standards



The information about how a development should look?

Article 6 Development Standards
Article 7 Signs



Design of new subdivisions?

Article 4 Subdivision Design and Improvement



How the City protects environmentally sensitive areas?

Article 5 Environmentally Sensitive Lands



Standards required for exterior lighting to become a certified Dark Sky Community?

Section 15-6-40: Outdoor Lighting



The process or application required for specific development and if a public hearing is required?

Article 8: Administration and Procedures



FOR MORE INFORMATION:

Learn more at www.silvertonluc.org. Be sure to sign up to receive e-mail updates about the project.





LET'S TALK DESIGN

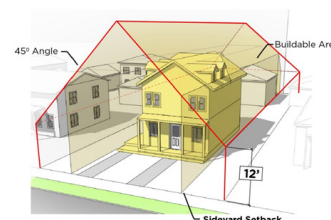
TOWNWIDE STANDARDS

What is the intent of the standards? These standards are intended to ensure that development throughout Town continues to provide a desirable and functional environment and is designed and constructed in a manner that is suitable to Silverton's climate.

Where will the standards apply? The proposed standards will apply to most new development and redevelopment throughout Town. Some standards, such as residential accessory storage, are not required for single-unit and duplex dwellings and other standards, such as on-site snow storage, are only required for Site Plan Review or Special Use Permit applications. Similarly, the small lot development bulk plane standards only apply to lots less than 5,000 square feet in area.



- **Roofs, Eaves, and Parapets:** Roofs, eaves, and parapets must be designed to withstand mountain climate using appropriate pitch, drainage, R-value, and materials.
- **Climactic Conditions:** Local climatic conditions shall be considered when designing the orientation of new buildings. Adequate solar access shall be considered when planning outdoor spaces, with shade and relief from glare provided by landscaping and overhead structures.
- **Reflective Materials:** No glare-producing material including, but not limited to, unpainted metal or reflective glass, shall be used on the exterior of structures.
- **Snow Storage and Shedding:** 10 percent of the impervious surface on the lot shall be provided for the removal, management, and storage of snow removed from pedestrian and vehicular ways. Adequate drainage shall be provided for the snow storage area to accommodate snowmelt and to ensure it does not drain onto adjacent property. Sites and structures shall be designed so that snow does not shed across the property line onto an adjacent property. Snow shall not be allowed to shed freely into building entrances and any roof that may shed snow onto walkways and entries shall include rooftop snow retention techniques including snow guards and/or snow fences.
- **Refuse Containers:** Dumpsters and refuse containers shall be animal resistant. Enclosures shall be located to minimize view and odors from public locations at the primary street frontage and neighboring properties.
- **Mechanical:** Underground utility connection is required unless otherwise provided by the Building Official. Risers, utility meters, panel boxes, or similar, are encouraged to be covered with the same or compatible material as the siding material where the connection meets the building.
- **Residential Accessory Storage:** Bulk storage areas for materials such as tools, bicycles, or ski equipment shall be provided and designed as an integral part of the project whether within the principal building or in a detached accessory structure.
- **Small Lot Development Bulk Plane:** The buildable area of the lot is limited by a bulk plane that extends up 12 feet from all four lot lines and angles in at forty-five-degree angles from the side lot lines until it reaches the maximum building height in the zoning district or intersects with the plane that is created by the lot line on the opposite side of the lot. This requirement is intended to limit the overall massing and scale of infill development on small lots.





LET'S TALK DESIGN

GREENE STREET STANDARDS

What is the intent of the standards? These standards are intended to replace the current Architectural Review Overlay District which requires all development within the boundary (see right) to be reviewed by the Historic Review Committee to preserve the historic character of Silverton and the Town's designation as a National Historic Landmark.

Where will the standards apply? The proposed standards will apply to any new development or redevelopment on any lot adjacent to Greene Street outside of the Historic District. These standards are in addition to the Townwide standards.

Silverton's Architectural Review Overlay Zone



- **Building Orientation:** Primary entrance must be visible and accessible from street.
- **Building Mass and Form:** Building must include massing variation using multiple elements such as window variations, roof form variations, balconies, and overhangs.
- **Building Materials:** Building materials must preserve or complement exterior building materials characteristic of the Town's history.
- **Roof Form:** Roofs should be similar in scale to those used historically on comparable buildings. For new residential structures or new nonresidential structures designed to appear like a residential structure, the minimum roof pitch is 8:12. Bowed or curved roof forms are prohibited.
- **Parking:** If on-site parking is provided, parking should be located to the side or rear of the primary structure.



WE WANT TO HEAR FROM YOU!

- Are there certain areas of Town outside of the Historic District that should require stricter design standards?
- Should any of the Townwide standards be limited to only certain areas of Town or certain development types (e.g. nonresidential or multi-unit)?
- Are there any other design standards you would like to see applied to all or certain types of development?

TAKE THE LAND USE CODE SURVEY!





LET'S TALK HOUSING

RESIDENTIAL USE ALLOWANCES

The updated Land Use Code proposes expanding residential use types across Town in order to implement the Compass Master Plan's goal to "expand housing choices, opportunities and affordability for our community."

Certain residential use types are required to meet additional standards regardless of whether a Special Use review is required. This includes limitations on number of units in the R-1 district, site layout and design requirements for cottage court dwellings and manufactured/tiny home parks, and building layout requirements for live/work dwellings.

Use Table							
P = Permitted S = Special Use							
Current Zoning Districts	R-1, R-1-A	R-2	New	B-P	B-A	E-D	P
Proposed Zoning Districts	R-1	R-2	MU-1	MU-2	C-1	C-2	P
Residential							
Household Living							
Dwelling, Single-Unit Detached	P	P	P				
Dwelling, Single-Unit Attached (Townhome)	P	P	P				
Dwelling, Duplex	P	P	P	P			
Dwelling, Triplex or Fourplex		P	P	P			
Dwelling, Cottage Court		P	P				
Dwelling, Multiunit		P	P	P	P		
Dwelling, Live/Work			P		P	P	
Manufactured or Tiny Home Park		S	S				
Group Living							
Continuing Care Facility		S	P				
Group Home	P	P	P	S			
Accessory							
Accessory Dwelling Unit	P	P	P	P	P	P	

DIMENSIONAL REQUIREMENTS



Updates to the dimensional standards that provide more flexibility for a variety of housing types include reducing the minimum lot area required to build in the R-1 and R-2 districts, adding a maximum lot area in the R-1 district, reducing setbacks for small lot (also known as "single-lot") development, and a 5-foot increase in building height in all districts except R-1.

Zoning Districts Dimensional Standards Summary							
Current Zoning Districts	R-1-A, R-1	R-2	New	B-P	B-A	E-D	P
Proposed Zoning Districts	R-1	R-2	MU-1	MU-2	C-1	C-2	P
Lot Area, Min. SF [1]	5,000	2,500	-	-	-	-	-
Lot Area, Max. SF	10,000	-	-	-	-	-	-
Lot Width, Min. FT	50	25	25	25	50	50	50
Setbacks, Min. FT							
<i>Lots < 5,000 SF</i>							
Front	N/A	5	5	0	5	5	5
Side [2]	N/A	3.5	3.5	0	3.5	3.5	3.5
Street Side	N/A	5	5	5	5	5	5
Rear	N/A	5	5	5	5	5	5
<i>Lots ≥ 5,000 SF</i>							
Front	7	7	7	0	15	7	7
Side [2]	7	7	5	0	10	7	7
Street Side	7	7	7	5	15	7	7
Rear	5	5	5	5	5	5	5
Building Height, Max. FT	30	35	35	45	35	35	30 FT

Notes:

[1] See Section 15-2-50(b).

[3] Side setbacks shall only apply to the perimeter of a single-unit attached structure and not to individual townhouse/rowhouse lots.



LET'S TALK HOUSING

HOUSING TYPES

SINGLE-UNIT



DUPLEX



3 OR 4- PLEX



ATTACHED



MULTI-UNIT



LIVE-WORK



COTTAGE COURT



TINY HOME PARK



ADU



WE WANT TO HEAR FROM YOU!

- Is establishing a maximum lot size of 10,000 square feet in the R-1 district sufficient to achieving the Compass Master Plan goal to “prevent large single family homes”? If not, what kinds of additional limitations would you like to see (e.g., building height or building footprint)?
- What are your concerns, if any, with allowing duplexes in the R-1 (current R-1 and R-1A) district?
- What feedback do you have about the proposed residential use allowances throughout Town?

TAKE THE LAND USE CODE SURVEY!





SILVERTON LAND USE CODE

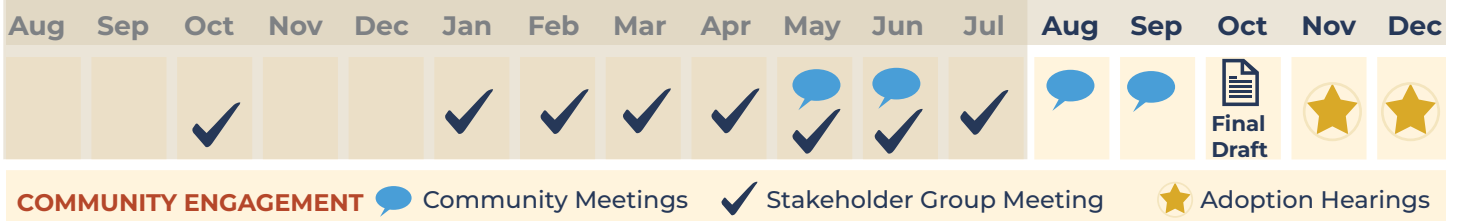
Moving the Compass Plan into Action

1 Project Orientation

2 Annotated Outline of Proposed LUC Changes

3 Draft LUC and Zoning Map

4 LUC Adoption



Town of Silverton Staff Report

Department: Administration
Head of Department: Gloria Kaasch-Buerger
Date of Trustee Meeting: August 12, 2024

For immediate Trustee consideration:

Regular Meetings & Communication:

7.18 EPA 5-year Plan
7.19 SJDA Director Interviews
7.22 Packet overview with Trustee
7.23 SJDA Board Meeting
7.24 CDOT Wetlands Project Check In
7.24 ClearGov Troubleshooting Call
7.24 LUC Stakeholders Meeting
7.24 Check in with Trustee
7.24 Region 9 Board Meeting
7.30 Fading West Check In
7.31 Development Agreement with Jeff Diener
7.31 LUC Clarion Code Rewrite
8.5 Ironwood Consulting Wetlands Work Session Prep
8.5 SJDA Meeting

Top on the TO DO list:

Assist with WWTP and Water Funding
Code Rewrite Grant Reporting
Town Hall information Night
Citizen Survey
Finance Organization- Starting with SOPs for GL Codes
Rate Study Assistance
Energizing Rural Communities Prize Administration
Assist with Affordable Housing Projects
Social Media Communications
RV Ordinance revisions
Contract Management
Visitor's Room at Town Hall
Staff Performance Evaluations
2025 Budget

Grants (applications, updates, awards):

Applied/Awaiting Award:

No Congressional Funding for the Library
Waiting on:
DOE Prize \$200,000
COSIPA Water leak detection \$110,000

Upcoming Issues:

CDOT Shed relocation
Power Redundancy/Micro Grid
Signs/Parking around town
Entrance Monument
Snow Route Code Rewrite
Municipal Court Code Rewrite
Blair Street Project
Marijuana Code Rewrite
Perimeter Trail Planning
PW and FPR Capital Improvements Plan
Perimeter Trail

Notable completed tasks:

2023 Audit

Learning/ Professional Development:



Community Update Night

Thursday, August 22, 2024

6:00PM

Silverton Town Hall, 1360 Greene Street

The Town Administrator will kick off the 2025 Budget drafting by presenting the "State of the Town"

- **Celebrate our Accomplishments**
- **Identify our Challenges**
- **Review our Financials**

In-person attendance is encouraged, but virtual viewing options will be available on:

Zoom: <https://us02web.zoom.us/j/88637487127>

YouTube (live and recorded for later viewing):

www.youtube.com/channel/UCmJgal9lUXK5TZahHugprpQ

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

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

Date: August 1, 2024

Subject: Planning Department Activity Report - July 2024

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 update meetings, offered professional guidance on various topics and the rezoning map. (Lead: Shelia Booth)

Murals & Street Art: CPS continued to monitor discussions and questions regarding the installation of public art and murals in the downtown and Historic Overlay District. (Lead: Shelia Booth)

Pre-Application Meetings & Inquiries

1271 Reese Street: CPS researched code regarding possible variance requests for a partially constructed storage shed in the back of the lot. (Lead: Shelia Booth/Chris Masar)

1057 Empire Street: CPS prepared for and attended a pre-application meeting to discuss a proposal for side yard setback variance request. The property owners propose to place an existing sauna closer to the property line than code allows. CPS provided a meeting summary to the property owner and responded to an inquiry about KMC interpretation and process. (Lead: Chris Masar)

1330 Cement Street: CPS researched and responded to the property owner's inquiry regarding the type of profession required to do an avalanche study. (Lead: Chris Masar)

Reese Addition Block 8, Lots 23-24: CPS researched floodplain regulations and mapping to provide a determination whether an application would require floodplain review. The property is within the flood zone but the proposed structure may not be within the zone. (Lead: Chris Masar)

2) ACTIVE DEVELOPMENT APPLICATIONS

24-04 OVR 1104 Blair: This project is on hold pending resubmittal of documents by the property owner after legal determinations were provided regarding interpretations of the SMC, Builders Handbook and HRC checklist requirements. No hearing dates have been determined yet. (Lead: Chris Masar)

3) SPECIAL PROJECTS

Digital Mapping Services: CPS updated the Town's boundary to include the Anvil Subdivision and zoning of the Rathmel and Anvil properties. (Lead: Shelia Booth)

Build-Out Analysis. On hold pending Town Staff's internal discussion and response to CPS's memo seeking guidance for the final product. *(Lead: 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.
- Update applications and checklists post adoption of the Land Development Code in fall 2024.
- Finalize Build Out Analysis

5) MEETINGS ATTENDED

BOARD OF TRUSTEES: JULY 8, 2024- *No CPS Items.*

- n/a

HISTORIC REVIEW COMMITTEE: JUNE 9, 2024- *No CPS Items.*

- n/a

PLANNING COMMISSION: JUNE 16, 2024- *No CPS items.*

- n/a

BOARD OF TRUSTEES: JULY 22, 2024 – *No CPS items.*

- n/a

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:

BOARD OF TRUSTEES: AUGUST 12TH

- No agenda items.

HISTORIC REVIEW COMMITTEE: AUGUST 13TH

- No agenda items.

PLANNING COMMISSION: AUGUST 20TH

- No agenda items.

BOARD OF TRUSTEES: AUGUST 26TH

- No agenda items.

BOARD OF ADJUSTMENT: TBD

- 1271 Reese
- 1057 Cement.

Town of Silverton Staff Report

Department: Public Works Head of Department: John Sites Date of Trustee meeting: August 12, 2024	
For immediate Trustee consideration: Wastewater Collections System Rehabilitation Project – Ad for bids.	
Regular Meetings & Communication: Administration / Board meetings and communication with Staff. Daily crew meetings; Admin Staff meetings; random communication with customers and community members regarding utility concerns.	Top on the TO DO list: Collections Project bid advertisement; fire hydrant replacement; Wastewater Collections Project and Reclamation Facility Pre-Engineering completion; water plant generator commissioning; meter overhaul ongoing; Lead and Copper Rule Revision data collection; asset management plan / utility rate study completion; Water Tank Recoat grant / loan application.
Grants (applications, updates, awards): Wastewater Collections System Rehabilitation Project grant and loan funds awarded. Construction expected in 2024, 2025 and possibly 2026. Wastewater Reclamation Project (sewer plant replacement) Preliminary Engineering for Project Needs Assessment is underway. SIPA grant application for leak detection system is submitted. Water Tank Recoat grant / loan application is underway.	Upcoming Issues: Ongoing development considerations / plan review; asset management plan and utility rate study analysis and recommendations; GIS updates to infrastructure mapping; Development Standard rewrite (after LUC).
Notable completed tasks: Drainage improvements ongoing; tap installations; crack seal CR 2; hydrant repairs; Kendall lift station repair.	Ongoing Project Update: WTP generator commissioning is expected soon. Holding for electrician.
Learning/ Professional Development:	Other:

Staff safety, water, and wastewater training ongoing. Mead water / sewer training and GPS infrastructure and data entry training.	
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Town of Silverton

Department: Facilities, Parks & Recreation
 Head of Department: Sarah Friden
 Meeting Date: August 5th, 2024

For immediate Trustee consideration:

Regular Meetings & Communication:

Daily - FPR Morning Huddle (all staff)

Weekly - Lisa Adair, Perimeter Trail

Weekly - 9,318 Contracting – Kendall Deck

Weekly - Grady Ham, 21 Stinger LLC,
Kendall Lift

Daily - Jennifer Fullmer, Molas Lake
Operations

Monthly - Megan Mast, BLM

Monthly - Colorado Parks & Recreation
Association, Directors Roundtable

GOCO Road Show – Ridgeway

Weekly - Lisa Branner, Summer Sounds

Weekly – Keri Metzler, Senior Center

Loren Lu – Historical Society

John Hunter, American Ramp Company –
concept plan for recreational area @ the visitor
center track was donated, on-site meeting with
field rep.

Top on the TO DO list:

Begin lift repair work (August 8th)

Update fee schedule

FPR Committee Meeting (TBD, end of August)

Planning Phase III of Kendall Deck construction

Perimeter Trail planning

Grants (applications, updates, awards):

Awaiting to see if we are invited to apply for
the Outdoor Equity Program Grant (notified
end of August)

Upcoming Issues:

Repair and potential replacement of the fire alarm
system @ Town Hall.

Notable completed tasks:

Ongoing Project Update:

<p>Kendall Deck Phase I & II completed</p> <p>Anesi Park shower system installation completed.</p> <p>Molas Lake Inlet Repair completed</p> <p>Parks team created a new pocket park/trail connector</p> <p>Boiler & furnace maintenance, repair and servicing completed. (TH, VC, KM, Library)</p> <p>Addition of new (unnamed) pocket park / trail connector along the Animas</p> <p>Silverton Parks & Recreation joined the Colorado Parks & Recreation Association</p> <p>Visitor Center Basement cleanout completed</p> <p>Library roof installation completed</p> <p>Responses to CIRSA audit deficiencies completed within 30 days.</p> <p>Terrain Park rails for Kendall Mountain approved by CIRSA</p> <p>Removal of problematic Cottonwood tree causing damage to the tennis courts.</p> <p>Enhanced the quality of the helicopter landing pad.</p> <p>Improved lawn maintenance at the Visitor Center track & ballfield.</p> <p>Anesi Park wall completed with volunteer labor (Loren Lu).</p> <p>Fire extinguisher inspection completed.</p> <p>Memorial Park Gazebo repair evaluated by Historical Society.</p> <p>Cemetery clean-up and crypt repainted.</p> <p>Improved security @ Grow Dome/Senior Center.</p>	<p>Kendall Mountain Lift Repair</p> <p>Kendall Mountain Deck Construction</p> <p>Facility maintenance and repair</p>
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Learning/ Professional Development:

Colorado Parks & Recreation Association resource sharing and networking forum.

Other:

Anesi Showers have generated ~\$2,500 since opening.

Noting the substantial increase in illegal dumping, illegal camping, and time spent on trash management this July. Issues need to be addressed as a priority before next season.

August 12, 2024

7. Committee Reports

Trustees will report on their respective committees if they have met. A list of the committees can be found at <https://townofsilverton.colorado.gov/government/boards-commissions>

August 12, 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.

August 12, 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.



AGENDA MEMO

SUBJECT: Wastewater Infrastructure Improvements Bid Notice
STAFF CONTACT: John Sites
MEETING DATE: August 12, 2024

Overview:

The Wastewater Infrastructure Improvements Project “pre-bid” deliverables step has been completed and USDA has authorized us to proceed with bid advertisement for prospective contractors. To refresh, this project will address deficiencies in our sewer collections system and some items at the treatment plant. We are well along in the process. If more detail is needed on the project scope or timeline, Staff can provide it as requested.

Staff Recommendation:

Direct Staff to advertise bids for the Wastewater Infrastructure Improvements Project.

Master Plan Priority:

Improve our existing infrastructure: Strategy A, Action Item #1 Implement Wastewater System Rehabilitation Project

Attachments:

Bid Notice

Suggested Motion or Direction:

Direct Staff to advertise bids for the Wastewater Infrastructure Improvements Project.

SECTION 00111
ADVERTISEMENT FOR BIDS
TOWN OF SILVERTON
WASTEWATER INFRASTRUCTURE IMPROVEMENTS

General Notice

Town of Silverton (Owner) is requesting Bids for the construction of the following Project:

Wastewater Infrastructure Improvements

Bids for the construction of the Project will be received at the Town of Silverton located at 1450 Greene Street, Silverton, Colorado, 81433, until **Wednesday, September 18th, 2024** at **1:00pm** local time. At that time the Bids received will be publicly opened and read.

The Project includes the following Work:

This project is broken down into two separate projects related to the sewer collection system, 1) sections of full sewer collection system replacement, and 2) sections of CIPP lining of the sewer collection system.

Full sewer collection system replacement includes replacing sections of sewer pipe with new (size varies) SDR35 PVC pipe, including service wyes, replacing designated manholes, and reconnecting existing sewer services. All surface improvements to be restored. Work may involve bypass pumping. The contractor will be responsible for all stages of work. Contractor shall coordinate all work and schedules with the Owner.

CIPP lining includes lining sections of sewer pipe, lining of connected service laterals, and the rehabilitation of designated manholes with cementitious material. The contractor will be responsible for all stages of work. Contractor shall coordinate all work and schedules with the Owner.

WWTF Improvements includes installing a new pump house (with lifting gantry to work on pumps, lights, heating, and access doors), installing radar level control, SCADA with alarms and rehabilitation of the existing plumbing and electrical components of the dewatering well to make it operational. The contractor will be responsible for all stages of work. Contractor shall coordinate all work and schedules with the Owner.

Obtaining the Bidding Documents

Information and Bidding Documents for the Project can be found at the following designated website:

[Silverton Wastewater Infrastructure Improvements](#)

Bidding Documents may be downloaded from the designated website. Prospective Bidders are urged to register with the designated website as a plan holder, even if Bidding Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated website.

Pre-bid Conference

A pre-bid conference for the Project will be held on **Wednesday, August 28th, 2024** at **10:00am** at Town of Silverton located at 1450 Greene Street, Silverton, Colorado, 81433. Attendance is highly encouraged.

Instructions to Bidders.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

Domestic Preference

This project is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, §§ 70901-70953. Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States.

The following waivers apply to this Contract:

BABAA De Minimis, Small Grants, and Minor Components

This Advertisement is issued by:

Owner: **Town of Silverton**

By: **Dayna Kranker**

Title: **Mayor**

Date: **August 15, 2024**



AGENDA MEMO

SUBJECT: Boxcar Pre-Development Engineering RFQ

MEETING DATE: **8/12/2024**

STAFF CONTACT: Anne Chase

Overview:

The Town of Silverton was awarded the Energy and Mineral Impact Assistance – More Housing Now Grant through the Colorado Department of Local Government in February 2024. TOS released a Request for Qualifications for Boxcar Apartments Predevelopment Engineering Site Plans April 15, 2024 – June 3, 2024. TOS received one proposal.

On the June 10, 2024, Regular Meeting, the Board of Trustees awarded the RFQ Award to Engineer Mountain Inc. The applicant disclosed in the proposal that upgraded insurance was necessary to meet the Town's requirements. Due to the restricted project budget and the cost to upgrade insurance, Staff has requested a quote from Town Engineer, SGM Inc., for the project scope in the original RFQ. SGM provided a quote to Staff on 8/8/2024 – attached below

Staff Recommendation:

Staff recommends issuing an award contract to SGM Inc. to complete the scope of work listed in the RFQ for Boxcar Apartments Predevelopment Engineering Site Plans.

SGM has agreed to the Town's insurance requirements, provided a proposal that aligns with the RFQ scope of work, and fits within the project budget.

Motion or Direction:

Motion to award the Boxcar Apartments Predevelopment Engineering Site Plans RFQ to SGM Inc.

Proposers Certification and Signature Page

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFQ), including attachments.

The Town of Silverton requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below:

Date: **8/8/24**

Official Contact Name: **Dan Cokley, Principal**

Email Address: **danc@sgm-inc.com**

Telephone: **970.384.9009**

Street Address: **SGM Inc.**

118 W 6th Street

City, State, and Zip: **Glenwood Springs, CO 81601**

By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information contained in its response to this RFQ is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ;
4. Proposer's technical and cost proposals are valid for at least 120 days from the date of proposer's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 15 calendar days from the date of delivery of initial contract in which to complete contract negotiations, if any, and execute the final contract document. The Town has the option to waive this deadline if actions or inactions by the Town cause the delay.

Authorized Signature:



Printed Name:

**Dan Cokley,
SGM Principal**

Title:

August 8, 2024

Anne Chase, Director
Silverton Housing Authority
Town of Silverton
achase@silverton.co.us

**RE: Proposal for Civil Engineering Services
Silverton Boxcar Housing Development**

Dear Ms. Chase:

Per your request, SGM is providing this proposal for engineering services for the proposed Boxcar Housing development located in Silverton, CO. The project site consists of approximately ½ acre site bordered by Shrine Road to the west and northwest, US 550 to the south, Anvil Mtn Subdivision to the east, and undeveloped hillside to the northeast. A conceptual site layout has been developed for this site by others including two buildings totaling 14 units with associated site access driveway and trail, see figure 1.



Figure 1 - Conceptual Site Rendering

The conceptual layouts are presented in the *Silverton – SHIP Pre-Development Assistance* document dated February 2022. SGM will provide the civil design development and construction document preparation by providing engineering design services and permitting support as described below. Once the permitting process is complete, SGM can provide construction services, as needed.

The existing site is undeveloped, with the road and utility infrastructure to the east for the Anvil Mtn Subdivision installed. No portion of this site is within the 100-year floodplain as shown in FEMA map panel San Juan County, Colorado.

Below is a general description of the Scope of Services included in this proposal.

Scope of Work

The primary categories associated with the Project SOW include:

1. Meetings, Communication and Project Management
2. Survey Mapping Services
 - a. Existing Conditions Scope:
 - i. Map all above ground improvements within the area shown in the attached KMZ
 - ii. Map all existing Sewer and Water or other utility lines that are marked by a locator (locator fees not included).
 - iii. Map edges of major vegetation (see note below)
 - iv. Gather ground topography data
 - v. Fly site with UAV to and produce high resolution, georeferenced, orthorectified imagery (if needed)
 - vi. Perform sufficient amount of boundary research and field monument searches to resolve property boundary and easement's locations
 - vii. Draft Existing Conditions Cad Drawing
 - viii. Deliverable to be AutoCad drawing suitable for engineering design
 - b. Re-Platting Scope:
 - i. Produce Certified Re-Plat Consolidating Lots 1 and 32.
 - ii. Monument Boundaries of Consolidated Lot per State Statues
3. Geotechnical Engineering Services
 - a. Geotechnical Engineering Study
4. Civil Engineering Services
 - a. Conceptual Design/Due Diligence
 - b. Site Improvements Design and Plan Set
 - i. Title, Legend, Abbreviations, and General Notes
 - ii. Existing Conditions
 - iii. Amended Plat
 - iv. Site Plan
 - v. Grading Plan
 - vi. Drainage Plan
 - vii. Erosion Control Plan
 - viii. Utility Plan
 - ix. Access Plan and Profile
 - x. Retaining Wall Plan and Profile
 - xi. Access and Site Details
 - xii. Drainage Details
 - xiii. Utility Details
 - xiv. Retaining Wall Details
5. Structural Engineering Services
 - a. Retaining Wall Design
6. Permitting Support (included in Project Management)

Project Team

The project team includes the following.

- Dan Cokley, PE Project Manager / Engineer
- Dave Kotz, PE, QA/QC
- Michael Morrison, EI, Design Engineer
- Tim Barnett, PLS, Survey Manager
- Catherine Carella, PE, Durango office liaison
- Mike Fowler, PE, Structural Engineer
- Tom Harrison, PE, Trautner Geotech Project Manager

The following sections of this proposal will provide detailed descriptions of each of these scope items.

Meetings, Communication and Project Management

This task will include internal project management throughout the project. SGM anticipates recurring design team and client coordination meetings during the development of design documents. SGM will implement internal quality assurance and control processes (QA/QC) throughout the project design. SGM will also provide detailed invoicing with project status memos summarizing the status of the design process. This task will include attendance at up to two public hearings, as necessary, during the Land Use review process. This task will be billed time and materials. If the fee estimate is nearing the budgeting amount, we will inform the Town that additional fees may be incurred. The Permitting aspect is included in this task and further described below.

Survey Base Mapping Services

Proposed Survey Base Mapping scope includes providing an updated CADD model base map that meets the requirements of the Town of Silverton and current surveying and design industry standards. The mapping will be completed to provide design and construction efficiencies that take advantage of current CADD, UAV, and GPS technology. SGM will map all existing Sewer and Water or other utility lines that are marked by a locator or found at the surface (locator fees not included). The scope includes Subsurface Utility Engineering (SUE) level quality level C locates. Higher quality level locates can be provided following conceptual design if deemed necessary by the State SUE act, when scope and any necessary additional cost can be determined. SGM has included scope to provide re-platting services to combine Lots 32 and 1 into a contiguous lot with appropriate easements for access, utilities, and drainage. A Title Commitment or similar research provided by the Town would be preferred for the Existing Conditions Scope, and required for the Re-Plat Scope

Geotechnical Engineering Services (Trautner Geotech LLC)

FIELD STUDY

- Use track-mounted drilling equipment to perform our field exploration.
- Advance six auger test borings on the project site.
- Collect subsurface information obtained during the field study will be included in the report.
- Select soil samples will be obtained and returned to the laboratory for testing.

LABORATORY STUDY

Proposed laboratory testing is listed below. The testing may be altered at the discretion of the project manager based on the subsurface conditions encountered.

- Moisture content and dry density,
- (3) Atterberg Limits tests which are used for general classification purposes of the samples tested,
- (3) Sieve analysis tests to assess the grain distribution of the samples tested,
- (6) Swell-consolidation tests, the results of which are used to analyze the
- Expansion potential of the soil samples tested and as a basis for estimation of settlement of the foundation system chosen for the site.

REPORT

Will analyze the field and laboratory data and prepare a geotechnical engineering report which will provide the following information.

- A discussion of the surface topography and site conditions.
- Subsurface soil and water conditions that may influence the project design and construction considerations.
- Geotechnical engineering parameters which may be used by the design team to develop.
 - Foundation size, geometry and support elevations,
 - Retaining wall and footing design criteria, and,
 - Concrete flatwork design.
- Construction comments and guidelines for.
 - general site grubbing and preparation,
 - fill material characteristics,
 - placement and compaction of fill materials for support of structural components,
 - considerations for fill placement on sloped areas, and,
 - excavation safety considerations

The report will provide design parameters which are typically utilized by members of the design team to establish appropriate design criteria for the proposed site development.

Civil Engineering Services

Proposed Civil Engineering scope includes infrastructure design associated with the proposed site improvements related to the multi-family development described above.

Task 1: Conceptual Design

SGM will provide engineering support for the Conceptual Design, including:

- Site Layout Development (Access, Utility, Drainage, and Building Footprint)
- Evaluation of major utility access points and requirements
- Evaluation of approximate sizes and locations for water, sewer and other pertinent utilities
- Utility Coordination and review of easement agreements
- Conceptual Drainage design, sizing, and layout of appurtenant facilities
- Conceptual Storm water management plan
- Coordination with the Town and any other land use consultants for layout considerations including Brownfields Team regarding environmental assessment and cleanup.

SGM will coordinate with Town staff and their building and other consultants for site layout considerations and utility connections to Town mains. SGM understands the Town design criteria and Municipal Codes and Ordinances for assistance in developing a compliant site layout. Prior to site design, site layout shall be discussed with the Town to provide defined site constraints and design parameters which must be met, and others that are more flexible to aid in reducing the conceptual

phase design. This task will be billed hourly and depends on the level of due diligence and site layout requested by the Town (design iterations). The fee estimate for this task assumes that a code compliant initial building layout and strategy will be provided by the Town, and SGM will provide guidance with design and engineering parameters. The above scope is generally based upon the site depiction shown in Figure 2, with access shown from Shrine Road (~6%) and 5th St (~8%).

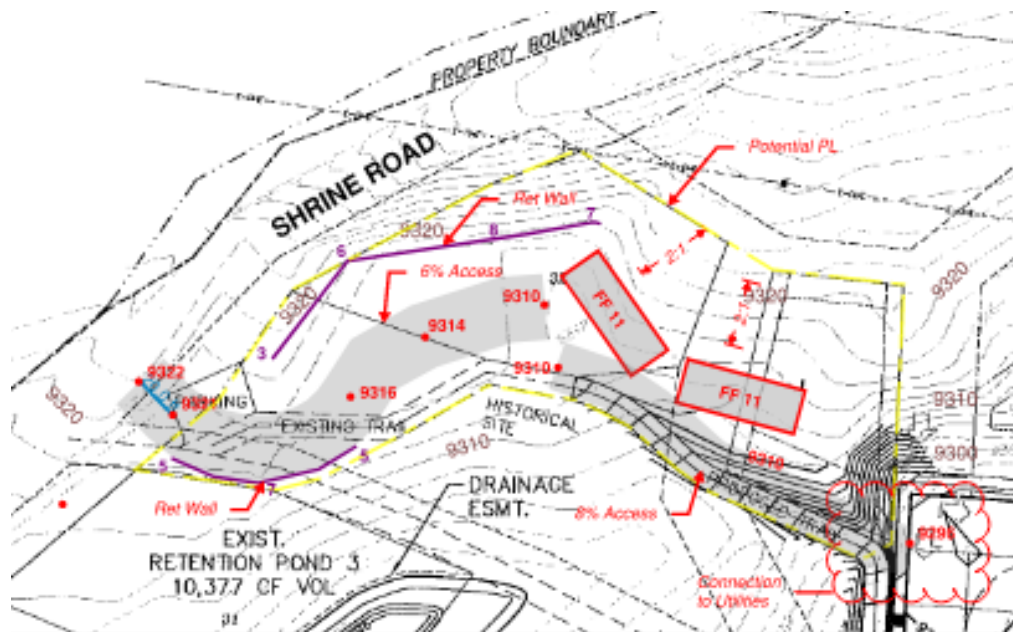


Figure 2 - Conceptual Site

Task 2: Site Improvements Design (Construction Documents)

Site Improvements Design

SGM will prepare civil construction plans and documents for permitting by others through the Town process. We will include dimensional control, site paving, grading, retaining walls, building location, drainage, erosion controls and utility design for construction level plans based on the Town approved site layout developed during the Conceptual Design phase. SGM will also provide the necessary drainage calculations and engineering reports for Town approval. SGM will coordinate design with the Town's land planner, architect, and or Staff for plan preparation. SGM will provide design for the following site elements:

Site Plan

SGM will prepare a site plan sheet with dimensional control, paving and details of site elements to meet current codes and criteria set by the Town. A general site plan is warranted to help encompass the scope, aid in design coordination, and provide an overall layout of all site improvements. Additional site layout changes that are requested after SGM has been provided the final conceptual layout to be used for site design may require additional services depending on the extent of the changes being requested.

Erosion Controls

SGM will prepare an Erosion Control Plan that addresses temporary erosion and sedimentation controls during construction to meet State and Federal requirements. The erosion control plan will also include typical notes for general slope stabilization and revegetation of disturbed areas within the site.

Grading and Drainage

Site grading and drainage will be designed to comply with the Town's drainage standards including water quality and quantity controls. SGM will provide surface grading and drainage plans for the final approved site layout. The grading and drainage plan will be designed to comply with local codes and criteria and will detail site grading and hardscape layout, including detailed spot elevations and storm drainage infrastructure. SGM will provide adequate detail to grade the site to the proposed layout while matching existing drainage patterns. A drainage report will also be provided for permit submittal.

Utilities

SGM will coordinate with the Town for the design of utilities to include service line sizes and routing for water, sanitary sewer and dry utility (Electric, Broadband, Propane) connections to the buildings. This proposal anticipates that sufficient water supply and pressure and wastewater capacity are provided by the Town. No public utility main extensions are anticipated.

If additional scope beyond what is described above is determined to be required, SGM can provide those services on an hourly basis at the client's request.

Structural Engineering Services

Proposed Structural Engineering scope includes infrastructure design associated with the proposed site improvements related to the multi-family development described above.

Task 1: Retaining Wall Design

SGM can provide engineering support for the Retaining Wall Design, including:

- Soil Nail Wall – Design – Build
- Soil Nail Wall – Design – Bid – Build
- Redi-Rock Wall – Design – Bid – Build

Depending upon the type and location of the proposed wall systems, SGM has provided a scope that covers the anticipated multiple wall types (Cut / Fill) and potential Design – Build options. This proposal assumes that all walls can be built in their entirety within the existing (or expanded – by easement) property limits.

Permitting Support

SGM will compile the various civil related documents to accompany the submittal to the Town. This task will include coordination with the Town's Staff or permitting consultant to provide the various reports, plans, exhibits, narratives, property ownership and easements documents required for submittals. SGM will coordinate with Town staff as necessary to address review comments and attend associated meetings or conference calls throughout the design review process. This task will include plan revisions to address comments associated with code compliance and resubmittals for Town staff approval. Design changes that are beyond the scope of code compliance related comments may require additional services. Permit fees shall be paid by the Town. Attendance at public hearings will be billed hourly to the Meetings, Communication and Project Management phase of this proposal. The client or their representative shall attend public hearings as the project representative; SGM will attend and communicate in the capacity of a technical expert, rather than an advocate for the project in order to maintain objectivity. Project Fees

The estimated fees presented below have been based on the general site layout that has been provided. Additional tasks that may be identified in the Due Diligence phase are to be approved by the client prior to proceeding.

Fee Estimates	
Phase	Fee
Meetings, Communication and Project Management	
<i>Task 1 – Meetings, Comm. and Project Management</i>	<i>\$10,500 T&M</i>
Survey Mapping Services	
<i>Task 1 – Existing Conditions</i>	<i>\$8,500 LS</i>
<i>Task 2 – Re-Platting</i>	<i>\$5,000 LS</i>
Geotechnical Engineering Services (Trautner Geotech LLC)	
<i>Task 1 – Geotechnical Investigation and Study</i>	<i>\$12,000 LS</i>
Civil Engineering Services	
<i>Task 1 – Conceptual Design</i>	<i>\$15,000 T&M</i>
<i>Task 2 – Site Improvements Design (CD Level)</i>	<i>\$22,000 LS</i>
Structural Engineering Services	
<i>Task 1 – Retaining Wall Design and Specification</i>	<i>\$15,000 LS</i>
Total:	\$88,000

Work will be billed monthly according to the attached fee schedule. Should the need for significant deviations from the proposed scope arise, either at your request or due to unforeseen circumstances outside of SGM's control, we will work with you to amend the scope and fee as appropriate.

LS = Lump Sum; T&M = Time and Materials – hourly- Anticipated Budget noted

Exclusions:

Locating individual trees.

Title research fees.

Land Use Permitting or Zoning

Architectural

Structural (building), and MEP Engineering (SGM can provide, if needed)

QL-A/B SUE Utility Locates (SGM can provide, if needed)

Traffic Impact Analysis (SGM can provide, if needed)

Environmental Engineering (SGM can provide, if needed)

Excavation Shoring design

Landscape and landscape irrigation design

Construction Services (SGM can provide, if needed)

CDPHE Stormwater Discharge Permit (Contractor)

Thank you for the opportunity to provide these services. Feel free to contact me if I can provide further information or details. Our team resumes or project references will be available upon request.

Sincerely,
SGM

Dan Cokley, PE
Principal
danc@sgm-inc.com
970.384.9009

August 12, 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.