

Date: November 12th, 2021

TO: Town of Rico Board of Trustees
FROM: Kari Distefano
SUBJECT: Town Manager's Report

Swearing in of new Rico Board of Trustee's members

Many many thanks to outgoing Rico Mayor, Barbara Betts for her decade+ years of valuable service! The community is grateful. Thank you also to outgoing Board member Esteban Roberts for his service.

Congratulations to Benn Vernadakis and Chris Condon for their appointments to the Rico Board of Trustees. Benn's position on the Board will leave an open position on the Rico Planning Commission. We should start advertising this open position immediately with the hope of finding applicants for the December meeting.

Appointment of a Mayor Pro Tem

According to the Rico Home Rule Charter, "A Mayor Pro Tem shall be elected by the Trustees from its own membership. The Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor. In the event of absence or disability of both the Mayor and the Mayor Pro Tem, the Trustees shall designate another of its members to serve as Acting Mayor during such absence or disability." As an action item, the Board will need to appoint a Mayor Pro Tem.

Liquor license approval for special event at the Town Hall

Included in this packet is an application for a liquor

Consideration of the first reading of the 2022 budget

Included in this packet is the budget ordinance and the budget message for your consideration. Chauncey and I discussed this at length on Wednesday, but I would anticipate some minor revisions prior to the final reading.

Update on the VCUP negotiation.

Nicole and Joe will provide an update on their discussion of the VCUP.

Request for proposals for auditing services and planning services

I have included in this packet a draft request for proposals for auditing services for the Board and the Manager's review. The accounting services RFP will take more time since this is a complicated proposal. I would anticipate revisions by both Chauncey McCarthy and the Board.

I am prepared to continue as planner if that is the desire of the Board and the Town Manager. As a reminder and information for the new Board members, I have attached the proposal that I presented to the Board a couple of months ago.

Town Clerk Position

I have attached a draft job description for the Town Clerk Position. The Rico Home Rule Charter requires that Rico have a Town Clerk so as soon as the job description has been agreed upon, the Town should begin looking for a Clerk. I have put money in the budget for training.

Short term rental ordinance

If the Board is considering hiring a different attorney or attorneys, this should be left to the incoming attorney.

Rico Center Update

Nicole Pieterse will give the Board an update on the agreement with the Rico Center. This agreement will be relevant to the 2022 budget.

VCUP Update

Nicole Pieterse and Joe Croke will give an update on the VCUP negotiations.

Internet Committee Update

Jim Ostrem will give an internet committee update.

Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You Must Be Nonprofit
and One of the Following (See back for details.)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge Or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> Of A National Organization Or Society | <input type="checkbox"/> Municipality Owning Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB	Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110	<input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170	<input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate <u>Town of Rico</u>		State Sales Tax Number (Required) <u>09813798</u>	
2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <u>PO Box 9</u> <u>Rico CO 81332</u>		3. Address of Place to Have Special Event (include street, city/town and ZIP) <u>2 N. Commercial St</u> <u>Rico CO 81332</u>	
4. Pres./Sec'y of Org. or Political Candidate		Date of Birth	Phone Number
Pres./Sec'y of Org. or Political Candidate Home Address (Street, City, State, ZIP)			
5. Event Manager <u>Chauncey McCarthy</u>		Date of Birth <u>7/17/91</u>	Phone Number <u>970-967-2863</u>
Event Manager Home Address (Street, City, State, ZIP) <u>48618 HUY 145 Rico CO 81332</u>		Email Address of Event Manager <u>townmanager@ricocolorado.gov</u>	
6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____		7. Is premises now licensed under state liquor or beer code? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____	

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
List Below the Exact Date(s) for Which Application is Being Made for Permit									
Date	Date		Date		Date		Date		
12/4/2021	Hours	From	To	Hours	From	To	Hours	From	To
		13:00 .m.							
		To 15:30 .m.							

Oath of Applicant		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.		
Signature	Title	Date

Report and Approval of Local Licensing Authority (City or County)		
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended. THEREFORE, THIS APPLICATION IS APPROVED.		
Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY			
Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$

TOWN OF RICO ORDINANCE NO. 2021-xx
ADOPTING THE YEAR 2022 TOWN BUDGET; APPROPRIATING SUMS OF
MONEY; AND SETTING AND CERTIFYING TOWN MILL LEVIES

WHEREAS, the Board of Trustees designated Kari Distefano, Rico Town Manager to prepare and submit a proposed budget to the Governing Body; and

WHEREAS, a public hearing was conducted on the 14th day of September, the 17th day of November and the 15th day of December 2021 in accordance with the law;

WHEREAS, the Rico Town Board finds that the adoption of the budget is essential to the provision of basic and necessary services and finds that this ordinance is necessary for the preservation of the health, safety and general welfare of the Rico community; and,

WHEREAS, the Town of Rico has reviewed and considered the Final 2022 Budget in accordance with the Local Government Budget Law on the 17th day of November, 2021; and,

WHEREAS, the proposed budget has made provisions therein for revenues in an amount equal to or greater than the total proposed described below; and,

WHEREAS, the November xxth, 2021 valuation for the Town of Rico as certified by the County Assessor is \$_____ and,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES, THAT THE FINAL 2022 BUDGET FOR THE TOWN OF RICO IS HEREBY ADOPTED AND APPROVED AS FOLLOWS:

SECTION 1. BUDGETED REVENUES AND EXPENDITURES

The following sums are hereby appropriated for the revenue of each fund, for the purposes stated. The budgeted revenues and expenditures for each fund are as follows:

SECTION 2. ADOPTION OF BUDGET

The Budget as submitted, amended, and hereinabove summarized by fund hereby is approved and adopted as the Final Budget of the Town of Rico for the year 2022. The Budget shall be signed by the Mayor and made part of the public records of the Town.

SECTION 3. CERTIFICATION OF MILL LEVIES

That for the purpose of meeting all general operating expenses of the Town of Rico during the 2022 budget year there is hereby levied a tax of 13.020 mills upon each dollar of the total valuation for the assessment of all taxable property within the Town for the year 2022.

That for the purpose of meeting all Street Fund expenses of the Town of Rico during the 2022 budget year there is hereby levied a tax of 1.785 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for year 2022.

That for the purpose of meeting all Sewer Fund expenses of the Town of Rico during the 2022 budget year, there is hereby levied a tax of 3.939 mills upon each dollar of the total valuation for

assessment of all taxable property within the Town for year 2022.

SECTION 3. This Ordinance shall take effect immediately upon final adoption.

This budget document was presented on the 17th day of November 2021. This Ordinance was introduced, read, approved, and adopted on the 17th day of October 2021 and considered for a second reading on the 15th day of December 2021.

Ordinance read, approved, and adopted on final reading this 15th day of December 2022

By: _____
Nicole Pieterse, Mayor

Attest: _____
Linda Yellowman, Town Clerk

Town of Rico 2022 Budget

2021 and 2022 Budget Summary

Revenues - projected December 31st, 2021			
	2021 Adopted Budget	2021 December 31st Estimate	2022 Proposed Budget
General Fund	\$500,619	\$610,949	\$604,972
Street Fund	\$73,403	\$98,976	\$66,549
Water Fund	\$393,652	\$369,033	\$374,042
Sewer Fund	\$24,741	\$23,170	\$26,954
Parks, Open Space & Trails	\$11,535	\$25,537	\$141,880
Conservation Trust Fund	\$2,000	\$2,177	\$2,000
Expenditures - projected December 31st, 2021			
General Fund	-\$544,581	-\$611,332	-\$628,791
Street Fund	-\$143,817	-\$97,094	-\$98,372
Water Fund	-\$289,406	-\$305,050	-\$473,773
Sewer Fund	-\$40,358	-\$10,848	-\$15,150
Parks, Open Space & Trails	-\$39,950	-\$27,332	-\$138,400
Conservation Trust Fund	-\$5,000	-\$0	-\$30,000

Revenues vs. Expenditures

	2021 Adopted Budget	2021 Budget Estimate	2022 Proposed Budget
General Fund	-\$43,962	-\$383	-23,819
Street Fund	-\$70,414	\$1,882	-\$31,823
Water Fund	-\$386,827	\$63,983	-\$99,731
Sewer Fund	-\$15,617	\$12,332	\$11,804
Parks, Open Space & Trails	-\$28,415	-\$1,795	\$3480
Conservation Trust Fund	-\$3,000	\$2,177	-\$28,000

Reserves

<i>Fund</i>	<i>From 2020 Audit Unrestricted</i>	<i>Projected 2021 end of year Balance</i>	<i>Projected 2022 end of year Balance</i>
General Fund	\$829,094	\$828,711	\$804,892
Street Fund	\$60,625	\$62,507	\$30,684
Water Fund	\$234,474	\$298,457	\$198,726
Sewer Fund	\$199,145	\$211,477	\$223,281
Parks, Open Space & Trails	\$87,787	\$85,992	\$89,472
Conservation Trust Fund	\$37,357	\$39,534	\$11,534

General Notes

- ❑ Per the 2016 Budget Financial Policies, the general fund should maintain a carry-over reserve balance of six months of basic operations for periods of revenue downturns.
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- ❑ The November 2020 assessed valuation for the Town of Rico is \$_____
 - ❑ There is a levy of 13.020 mills upon each dollar of total valuation for assessment of taxable property in the Town of Rico that goes to the General Fund.
 - ❑ There is a levy of 1.785 mills upon each dollar of total valuation for assessment of taxable property in the Town of Rico that goes to the Street Fund.
 - ❑ There is a levy of 3.939 mills upon each dollar of total valuation for assessment of taxable property in the Town of Rico that goes to the Sewer Fund.
 - ❑ The General Fund receives 80% of the total revenue collected from the Town of Rico sales tax, which is 5%. The Parks, Open Space and Trails Fund gets 10% and the Street Fund gets 10%.
 - ❑ Payroll allocations for 2022 include the following: **Town Manager** - General Fund 55%, Water Fund 30%, Street 10%, Sewer 5%; **Town Clerk** - General Fund 50%, Water 50%; **Full Time Maintenance Position** - Water Fund 60%, Street Fund 40%; **Part Time Maintenance position** - Water Fund 30%, Street Fund 70%; **Water Technician** - Water Fund 100%; **Town Marshall** - General Fund 100%; **POST Administrator** - POST Fund 100%; **POST groomer and ice rick maintenance positions** - POST Fund 100%.
 - ❑ Contract Labor allocations for 2022 include the following: **Municipal Court Judge** - General Fund 100%; **Town Prosecutor** - General Fund 100%; **Attorney** - General Fund 90%, Water Fund 10%; **Town Planner** - General Fund 100%; **Auditor** - General Fund 50%, Water Fund 50%; **Accounting Services** - General Fund 50%, Water Fund 50%. The **Building Inspector** gets paid directly from building permit fees.
 - ❑ Employer Payroll taxes for 2021 are estimated at 9.56%, employee PERA contribution for full time employees is 14.2%.

General Fund Notes

- ❑ Sales taxes are expected to be higher than last year despite COVID 19. This is due to a change in Colorado law that now requires off-site retail operations such as Amazon to pay local taxes as well as the addition of businesses and increased commercial activity in the area. The November property tax valuation is \$_____ higher than last year. Due to the increased sales activity this year, that number is expected to go up next year again.
- ❑ The Town continues to see increased costs of facilities maintenance. The Rico Town Hall needs constant care just to keep it from falling apart. We have budgeted \$20,000 for resealing of the Town Hall bricks. Other costs that are expected to go up are health care and utilities.

Street Fund Notes

- ❑ The Street fund is financed by a 1.785 mil levy. It also receives 10% of Town of Rico sales taxes, Highway Users Tax funding and County Road and Bridge reapportionment. This funding is dedicated to the Street Fund and cannot be used elsewhere. We are continuing the lease agreement with John Deere for a loader. We are experiencing a heavy shortfall in this fund due to losses from the Highway User's Tax that are a result of decreased travel due to COVID19.

Water Fund Notes

- ❑ The water fund is supported by user fees. The water fund is an enterprise fund, which is an account for operations financed and operated in a similar manner to a private business enterprise, where the intent is that costs are to be financed or recovered primarily through user charges. Enterprise funds are exempt from Tax Payer Bill of Right's (TABOR) restrictions if they meet certain requirements. Monies in this fund cannot be used for anything other than water system operations. This year's budget includes an increase in user fees from \$33 to \$38 as a base fee for residences. It also reflects a \$150 fee for shutting off and turning on taps.
- ❑ While replacing the water treatment plant in order to reactivate the Silver Creek system will likely have to wait, there are a number of other upgrades that we can and should continue. This year, the Town should explore the possibility of applying for grant funding to replace or rehabilitate the oldest water tank.

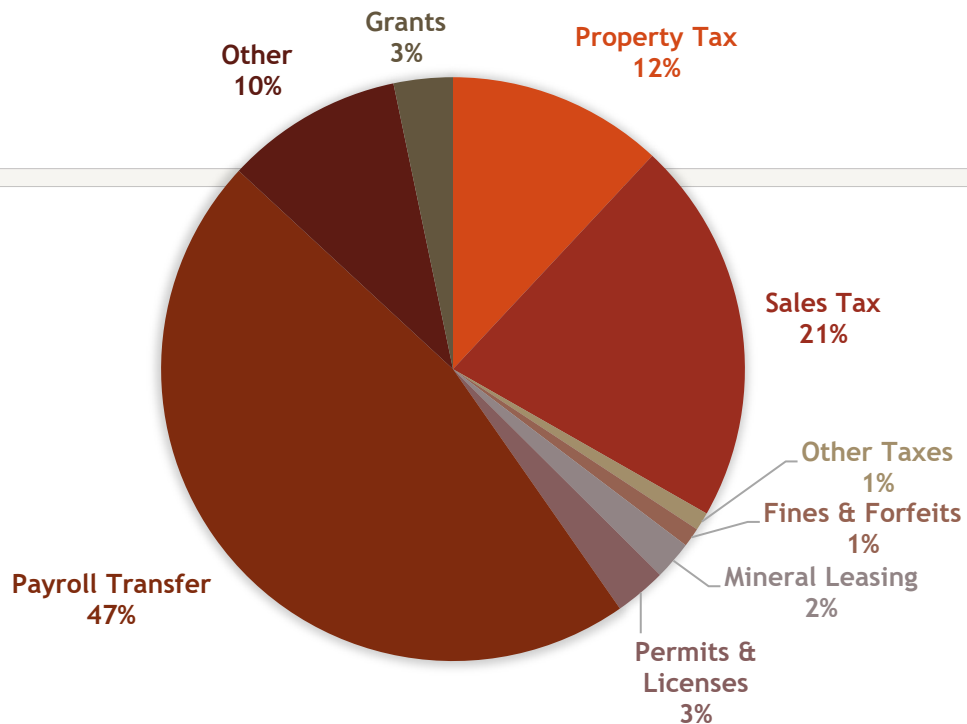
Sewer Fund Notes

- ❑ The sewer fund is supported by a 3.939 mill levy. Like the water fund, it is an enterprise fund and monies cannot be used for anything other than sewer operations. Since Rico may be the

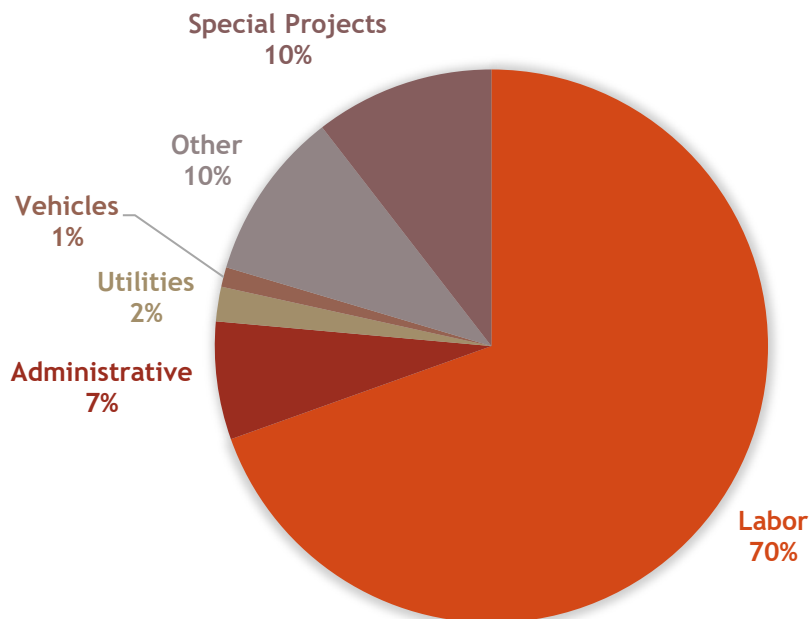
Parks, Open Space and Trail (POST) Fund Notes

- ❑ Parks, Open Space and Trails fund receives 10% of the total revenue collected from sales tax. The sales tax rate for the Town of Rico is 5%. POST also receives all proceeds from the lodging tax, which is 1% as per Ordinance 2001-5. These funds are specific to POST and cannot be used for any other Town of Rico operations.
- ❑ POST activities include Nordic grooming, installing and maintaining the ice-skating rink and caring for the volleyball court and park area. We also host a winter carnival and the annual Town Cleanup.
- ❑ Special projects for next year include planning a trail south of Town over the Dolores Placer that will ultimately connect to the Rio Grande Southern railroad right-of-way across USFS land to the County Line.

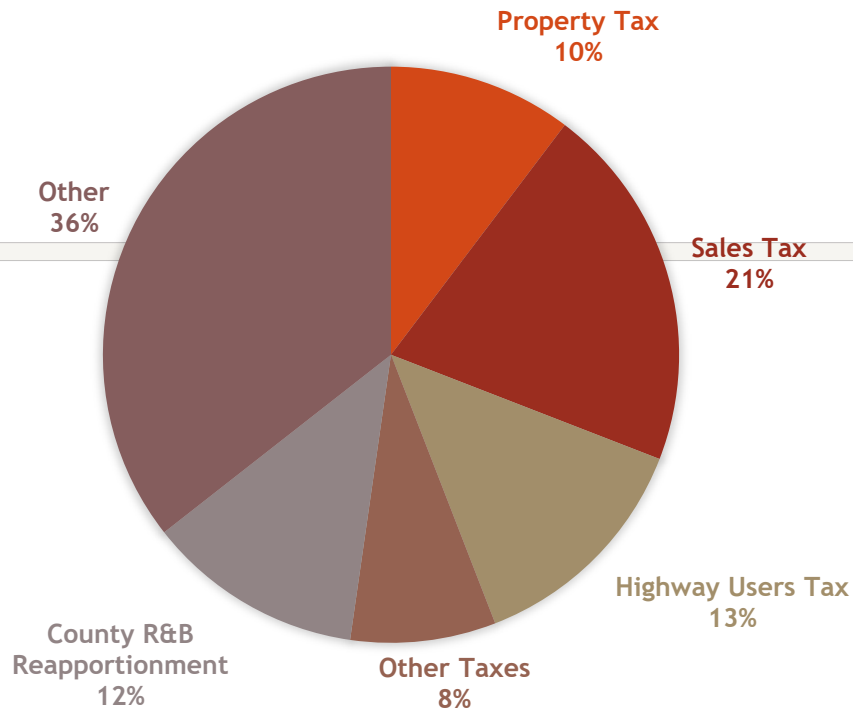
General Fund - Where the money comes from:



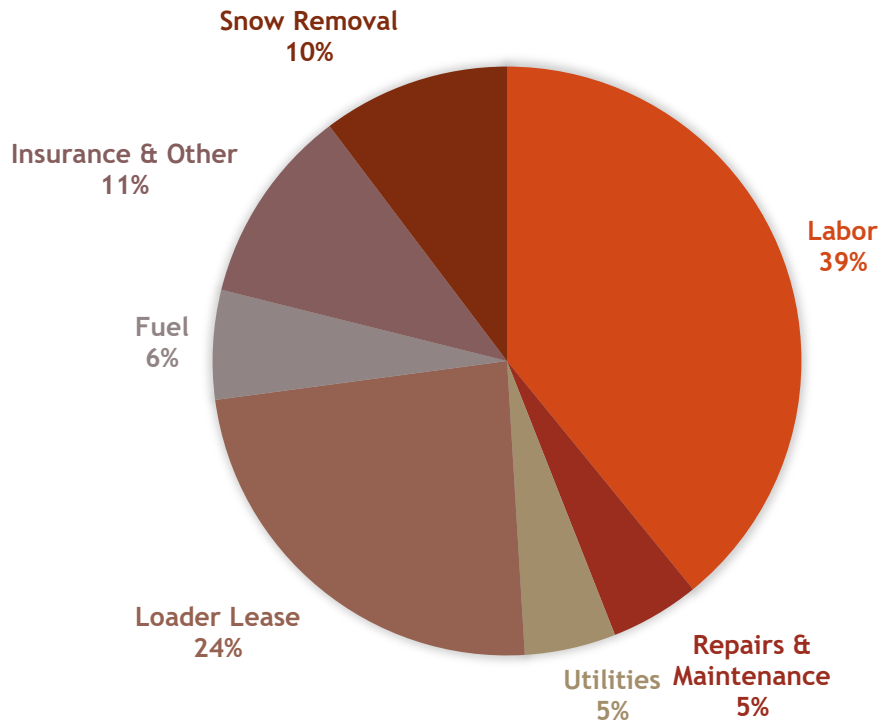
General Fund - Where the money goes:



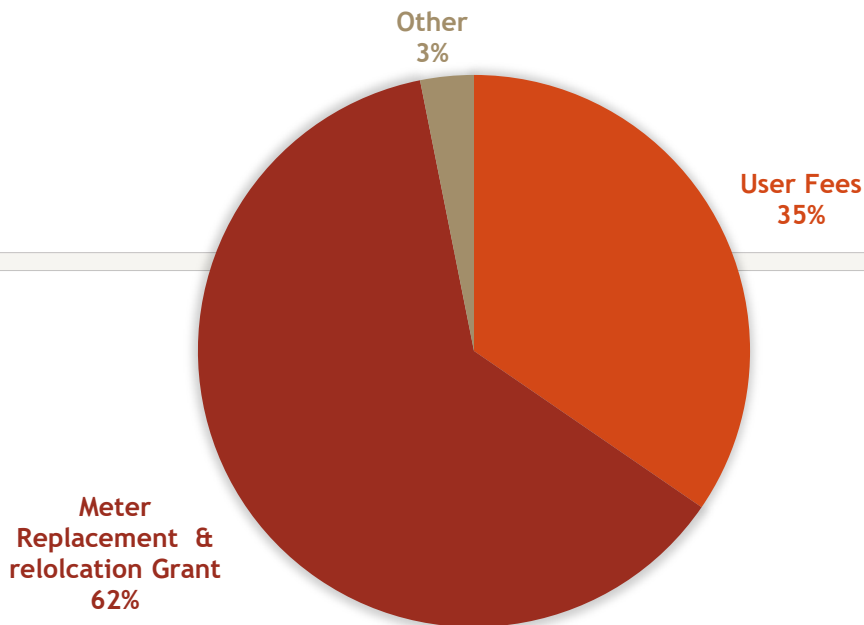
Street Fund - Where the money comes from:



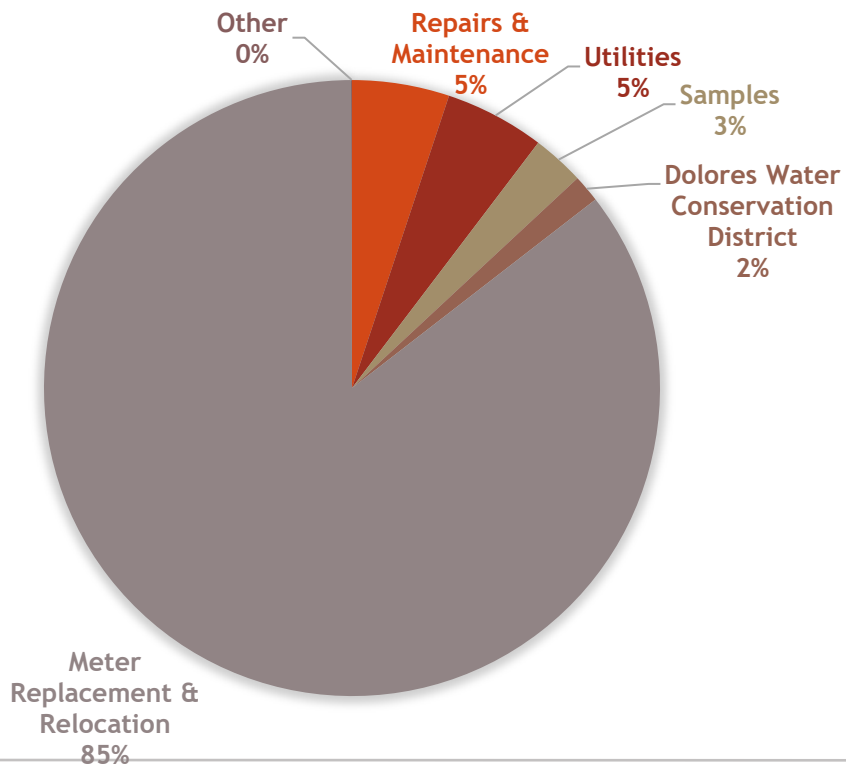
Street Fund - Where the money goes:



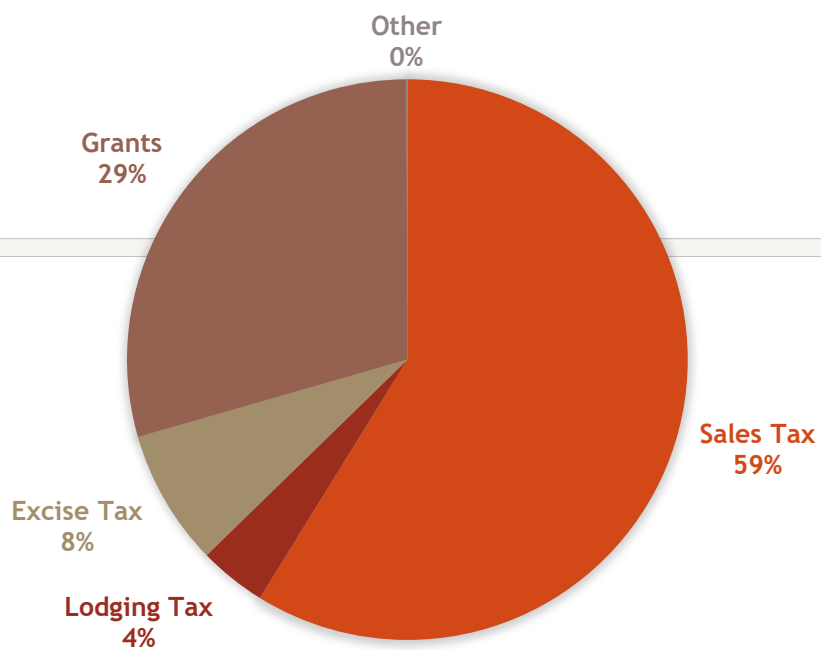
Water Fund - Where the money comes from:



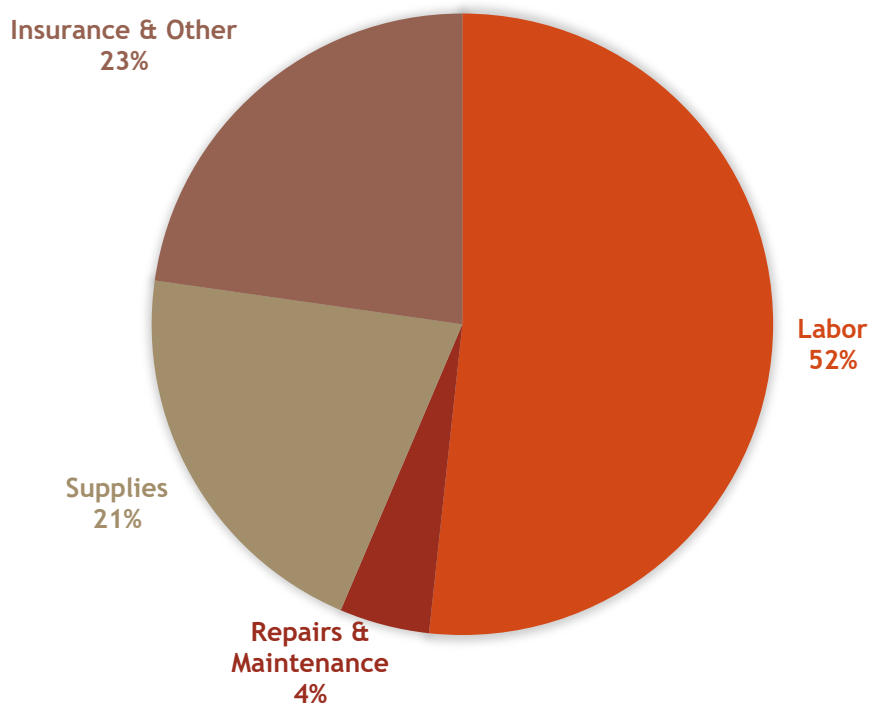
Water Fund - Where the money goes:



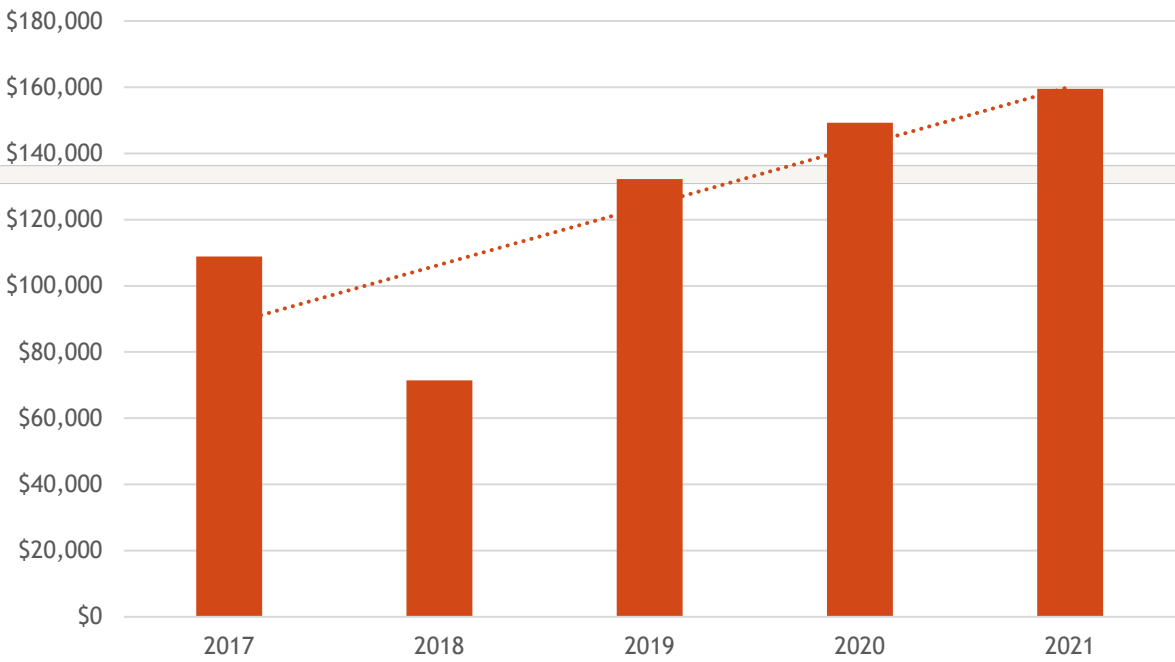
Parks, Open Space & Trails Fund - Where the money comes from:



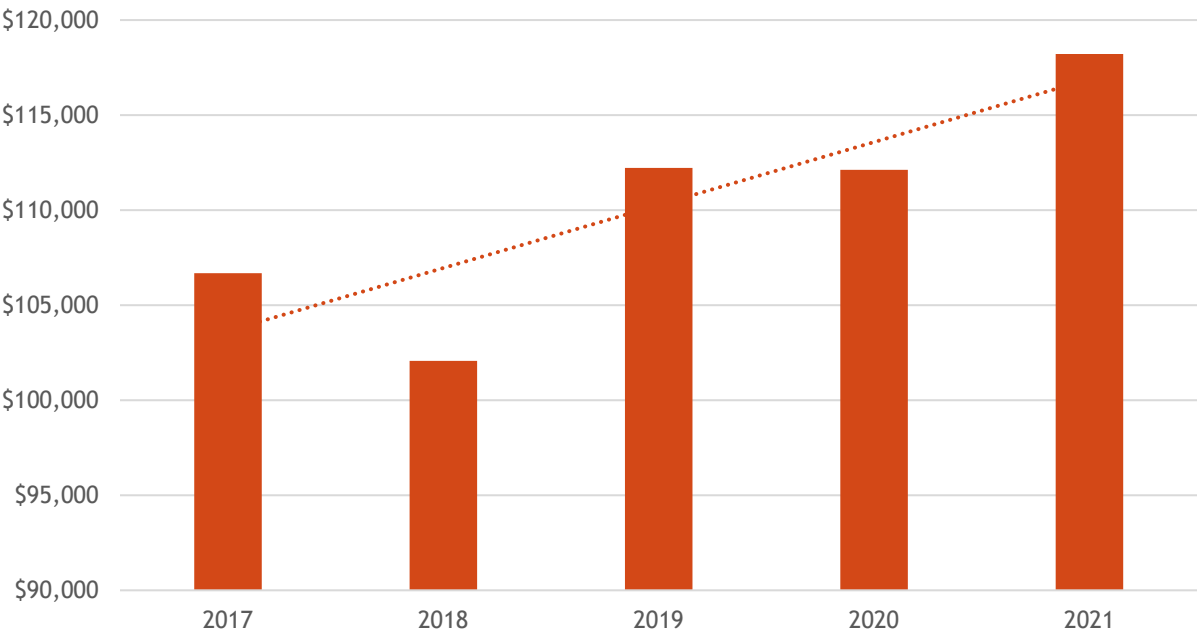
Parks, Open Space & Trails Fund - Where the money goes:



Sales Tax Revenue Trends



Property Tax Revenue Trends



General Fund Revenues	2020	2021	2021	August 31th 2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Revenues						
Property Tax*	77,551.00	78,169.67	-5,112.02	73,057.65	86,101.09	Based on Aug Actual Valuation
Delinquent Taxes & Interest	338.00	200.00	90.24	290.24	200.00	
Sales & Use Tax	123,061.00	130,000.00	20,000.00	150,000.00	126,752.00	Based on conservative evaluation of upward trends (3% increase)
Specific Ownership Tax	4,098.00	3,800.00	640.21	4,440.21	4,000.00	Based on last years audit
Cigarette Tax	0.00	120.00	71.66	191.66	190.00	Based on 2021 collection
Motor Vehicle Tax	1,549.00	1,300.00	249.49	1,549.49	1,500.00	Based on 2021 collection
Total Operating Revenues	206,597.00	213,589.67	15,939.58	229,529.25	218,743.09	
Intergovernmental Revenue						
Mineral Leasing	18,963.00	15,000.00	-1,922.90	13,077.10	5,000.00	mineral leasing is going away in Dolores County
Severance Tax	1,794.00	1,200.00	-1,200.00	0.00	0.00	mineral leasing is going away in Dolores County
Building Permits - All licenses and permits are grouped together in audit	19,126.00	3,000.00	8,846.86	11,846.86	5,000.00	Conservative guess
Septic Permit		0.00	37.50	37.50	375.00	Septic prices went up in 2021
Development Applications		500.00	4,777.50	5,277.50	20,000.00	An offset to actual applications - will likely vary
Business Licenses		200.00	50.00	250.00	200.00	Based on last year

Dog Licenses (licenses & permits together on audit)		100.00	-70.00	30.00	100.00	Based on last year
Total Intergovernmental Revenues & Fees	39,883.00	20,000.00	10,518.96	30,518.96	30,675.00	
Miscellaneous Revenues						
Insurance reimbursement	0.00	0.00	1,940.00	1,940.00	0.00	
Reimbursement	0.00	0.00	150.00	150.00	0.00	
Interest	498.00	400.00	70.07	470.07	475.00	Based on last year
Fines & Forfeits	6,317.00	4,000.00	6,390.74	10,390.74	10,000.00	Based on last year
Rent - in miscellaneous in audit		5,700.00	-300.00	5,400.00	5,400.00	Based on last year
SMPA dividend - in miscellaneous in audit		1,000.00	-565.82	434.18	400.00	Based on last year
Rico Center		0.00	0.00	0.00	40,000.00	Based on a reduction of 2019 revenues (severance tax loss)
Miscellaneous Revenues (lumped together in audit	75,156.00	0.00	138.02	138.02	0.00	
CVRF (COVID relief fund) - in miscellaneous in audit		6,000.00	23,030.90	29,030.90	0.00	I think this money probably ran out but maybe not
Total Miscellaneous	81,971.00	17,100.00	30,853.91	47,953.91	56,275.00	
Total Revenues before Payroll Transfers						
	328,451.00	250,689.67	57,312.45	308,002.12	305,693.09	
Transfers						
Payroll Transfer	151,807.00	169,848.87	-6,170.43	163,678.44	114,194.89	
Attorney pass through	0.00	50,000.00	70,878.36	120,878.36	75,000.00	
Contract Labor Transfers	0.00	5,080.00	-5,080.00	0.00	15,500.00	

Total Payroll Transfers to / From Other Funds	151,807.00	224,928.87	59,627.93	284,556.80	204,694.89	
Total Operating Revenues and Transfers	480,258.00	475,618.54	116,940.38	592,558.92	510,387.98	
Special Projects Revenues	17,785.00	25,000.00	-6,609.57	18,390.43	94,583.76	
Total Revenues	498,043.00	500,618.54	110,330.81	610,949.35	604,971.74	Budgeted amount does not match Audit - Audit is wrong
Expenses - Total	425,305.00	544,580.76	66,751.04	611,331.80	617,123.59	
Fund Balance Ending	884,560.00	707,453.00		884,177.55	872,025.70	

General Fund Employee & Contract Labor Expenses	August 31th Report					
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Expenses						
Salaries & Wages						
Town Administrator / Manager	67,574.00	67,000.00	-8,791.64	58,208.36	70,000.00	
Maintenance 1	36,559.00	36,569.49	0.00	36,569.49	37,044.89	1.3% Cost of living raise
Town Clerk / Admin Assistant	33,723.00	33,731.86	0.00	33,731.86	31,000.00	20 hours per week @ \$20 - \$25 dollars per hour
Park & Recreation Administrator - combined with all POST programs in audit		5,000.00	-5,000.00	0.00	5,000.00	This position is may not be necessary
Park & Recreation groomer - combined with all POST programs in audit		7,000.00	-227.50	6,772.50	7,000.00	Based on last year
Park & Recreation ice rink & park - combined with all POST programs in audit		8,900.00	-2,900.00	6,000.00	8,900.00	Might want to give him the recycling program
Maintenance 2	640.00	20,000.00	-15,000.00	5,000.00	10,000.00	Not sure whether or not this will be used
Water Technician	2,543.00	5,000.00	-1,828.00	3,172.00	4,000.00	Based on last year
Town Marshall	22,645.00	30,000.00	-7,775.57	22,224.43	30,000.00	Based on last year
Subtotal - Salaries & Wages	163,684.00	213,201.35	-41,522.71	171,678.64	202,944.89	

Employee Taxes and Benefits						
Payroll Taxes	13,324.00	19,674.61	14,450.45	34,125.06	19,401.53	This will depend on Town Manager salary
Employer PERA (employee benefits combined on audit)	58,619.00	21,500.00	9,884.29	31,384.29	15,221.78	This will depend on Town Manager salary
Employee Health Insurance		41,704.80	-3,760.20	37,944.60	16,559.28	Based on last year - this may go up.
Employee Life Insurance (employee benefits combined on audit)		150.00	-12.21	137.79	71.20	Based on last year
Employee Consideration		3,000.00	0.00	3,000.00	1,500.00	Dennis will expect this bonus
Subtotal - Employee Taxes & Benefits	71,943.00	86,029.41	20,562.33	106,591.74	52,753.79	
Subtotal - Employee Costs	235,627.00	299,230.76	-20,960.38	278,270.38	255,698.68	
Other Labor						
Municipal Court Judge (Part Time)	4,500.00	4,500.00	0.00	4,500.00	4,500.00	
Town Attorney (plus prosecutor)	83,923.00	26,000.00	-16,757.75	9,242.25	20,000.00	Next year this will combine Viner & Whitmore - use Whitmore for land matters
VCUP Attorney (pass through)		50,000.00	70,878.36	120,878.36	75,000.00	Based on last year & the assumption that this will be resolved in 2022
Town Planner	0.00	2,500.00	-2,500.00	0.00	20,000.00	May not be contracted out. If it is, it will vary depending on applications.

Auditor	8,500.00	10,000.00	-1,500.00	8,500.00	12,000.00	We need a new auditor so this will go up
Building Inspector - not on audit	0.00	3,000.00	715.17	3,715.17	5,000.00	Only necessary if you want to contract this out
Accounting Services (Contract)	0.00	2,500.00	-2,500.00	0.00	15,000.00	Only necessary if you want to contract this out
Subtotal - Other Labor	96,923.00	98,500.00	48,335.78	146,835.78	151,500.00	

Total Employee & Other Labor	332,550.00	397,730.76	27,375.40	425,106.16	407,198.68	
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Other Administrative Expenses	56,565.00	101,850.00	20,304.39	122,154.39	138,250.40	
Special Projects Expenses	36,190.00	45,000.00	19,071.25	64,071.25	83,341.51	
Total General Fund Expenses	425,305.00	544,580.76	66,751.04	611,331.80	628,790.59	

General Fund Other Administrative Expenses	2020	2021	2021	August 31th Report 2021	2022	Notes
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Administrative Costs						
Insurance (CIRSA)	4,968.00	5,200.00	-232.00	4,968.00	5,200.00	Based on last year need this to maintain the .gov and any other software that may be required.
IT/Website - Domain Maintenance - under miscellaneous in audit		1,200.00	-1,200.00	0.00	2,000.00	
Advertisements/Agenda - in supplies in audit		1,000.00	475.06	1,475.06	2,000.00	
Supplies	10,472.00	12,000.00	-1,098.10	10,901.90	12,000.00	based on last year this includes licenses for software that the new manager may want to revisit
Dues & Fees - in miscellaneous in audit		3,000.00	-1,716.66	1,283.34	3,000.00	based on last year
Travel/Conference/ Training Expenses - in miscellaneous in audit		1,750.00	-1,750.00	0.00	7,500.00	based on last year training new employees
Miscellaneous	30,361.00	1,500.00	21,995.40	23,495.40	2,000.00	
Transfers Out		0.00	0.00	0.00	0.00	
Debit Card - Transfer - Miscellaneous		0.00	0.00	0.00	0.00	
Subtotal - Administrative Costs	45,801.00	25,650.00	16,473.70	42,123.70	33,700.00	
Utilities						
Electric		2,000.00	-25.00	1,975.00	2,200.00	Conservative estimate
Propane		5,000.00	-665.00	4,335.00	5,000.00	Conservative estimate
Telephone & Internet		5,500.00	-261.31	5,238.69	6,000.00	Conservative estimate
Utilities-Other (all included in audit)	10,764.00	1,200.00	-406.86	793.14	1,000.00	Conservative estimate

Subtotal - Utilities	10,764.00	13,700.00	-1,358.17	12,341.83	14,200.00
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Town Vehicle Costs						
Fuel (not separated on audit)		2,000.00	341.49	2,341.49	3,500.00	Fuel has gone up a lot The marshalls will need a new vehicle
Repair & Maintenance		0.00	4,695.33	4,695.33	25,000.00	
Subtotal - Vehicle Costs	0.00	2,000.00	5,036.82	7,036.82	28,500.00	

Other					
Facilities Maintenance - all lumped into special projects on Audit	15,000.00	-10,302.00	4,698.00	20,000.00	Courthouse painting project that didn't get done
Elections	8,000.00	8,000.00	3,000.00	3,000.00	
July 4th Expenses	2,500.00	-1,421.65	1,078.35	2,500.00	based on last year
Town Cleanup Day	0.00	4,372.63	4,372.63	6,000.00	Was in POST
Treasurer Fees	2,500.00	-291.52	2,208.48	2,500.00	based on last year
					Transfers from General Fund to POST and Street Funds
Sales & Use Tax	30,000.00	12,794.58	42,794.58	25,350.40	20%
Traffic Fine-Surcharge	2,500.00	0.00	2,500.00	2,500.00	
Subtotal - Other	0.00	60,500.00	152.04	60,652.04	61,850.40

Total Other Administrative Expenses	56,565.00	101,850.00	20,304.39	122,154.39	138,250.40
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General Fund Capital Improvement Revenues	2020	2021	2021	August 31th Report		
				2021	2020	Notes
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Excise Tax	0.00	2,000.00	-884.00	1,116.00	2,000.00	The \$744 is not right - has been misallocated in the Treasurer's report
Total Capital Improvement Revenues	0.00	2,000.00	-884.00	1,116.00	2,000.00	
Special Projects / Grants Revenues						
Rico Center Cemetery Pass through	0.00	0.00	3,400.00	3,400.00	3,400.00	Based on last year
Rico Center - River Corridor	0.00	3,000.00	-3,000.00	0.00	3,000.00	
Rico Center - LUC Amendments	0.00	20,000.00	-20,000.00	0.00	15,000.00	
Rico Center - Facilities improvements	0.00	0.00	13,000.00	13,000.00	0.00	
Rico Center - Food Bank & Rico Cares	0.00	0.00	874.43	874.43	0.00	
Recycling Program	0.00	0.00			71,183.76	
All lumped together on Audit	17,785.00					
Total Special Projects / Grants Revenues	17,785.00	23,000.00	-5,725.57	17,274.43	92,583.76	
Total Capital & Special Projects Revenues	17,785.00	25,000.00	-6,609.57	18,390.43	94,583.76	
Capital Improvements Expenses						

Facility Improvements (all special projects together in audit)

36,190.0015,000.0060.0014,940.0015,000.00

Total Capital Improvements Expenses

36,190.0015,000.0060.0014,940.0015,000.00

Special Projects Expenses

River Corridor0.005,000.00-4,616.00384.005,000.00

LUC Amendments & High Resolution Photo0.0020,000.00-10,757.759,242.2510,757.75

Rico Center Cemetery Pass through0.000.003,400.003,400.003,400.00

Rico Cares0.005,000.00-4,895.00105.005,000.00

Christmas Lights0.000.003,000.003,000.003,000.00

Community Meetings0.000.000.000.003,000.00

Recycling Program0.000.0033,000.0033,000.0038,183.76

Total Special Projects/ Capital Improvement Expenses

36,190.0045,000.0019,071.2564,071.2583,341.51

Water Fund Revenues				August 31th Report		
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Revenues						
Water Revenue	132,691.00	140,000.00	-12,408.17	127,591.83	127,500.00	Based on last year
Interest	614.00	100.00	-24.95	75.05	50.00	Based on last year
Electric Reimbursement	1,988.00	1,750.00	-257.50	1,492.50	1,492.00	Based on last year
Shut-off fee - with water revenue		5,250.00				Based on last year
Miscellaneous	0.00	0.00		-	500.00	Based on last year
Total Water Fund Operating Revenues	135,293.00	147,100.00	-17,940.62	129,159.38	129,542.00	
Capital Improvement Revenues						
Water Meter Replacement & Relocation Grant	52,249.00	240,051.47	-10,177.23	229,874.24	0.00	
Tap Installation		1,500.00	3,500.00	5,000.00	10,000.00	
Water Tank Replacement					0.00	
Water Tap		5,000.00	0.00	5,000.00		
Tank Replacement				-	234,500.00	Assumes 67% grant funding. Will need more to complete this project - some from CWCB and some frow DOLA
Total Water Fund Capital Improvement Revenues	52,249.00	246,551.47	(6,677.23)	239,874.24	244,500.00	

Total Water Fund Revenues	187,542.00	393,651.47	-24,617.85	369,033.62	374,042.00
Expenses - Total	441,505.00	289,406.29		305,050.45	473,772.50
Fund Balance Ending	234,474.00	199,145.00		298,457.17	198,726.68

Water Fund Expenses	August 31st Report					Notes
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Expenses						
Payroll Transfer	99,393.00	108,389.77	-4,284.80	104,104.97	60,022.45	
Employee Benefits Life	92.00	140.00	-94.07	45.93	50.00	
Auditor	0.00	2,125.00	0.00	2,125.00	5,000.00	
Accountant	0.00	0.00	0.00	0.00	5,000.00	
Attorney	0.00	1,000.00	-1,000.00	0.00	1,000.00	
Subtotal - Employee and Other Labor Costs	99,485.00	111,654.77	5,378.87	106,275.90	71,072.45	
Other Costs						
Insurance	5,285.00	6,000.00	776.06	6,776.06	7,000.00	
Repairs & Maintenance - included with tank repair in						
Audit	213,985.00	6,000.00	-1,012.02	4,987.98	7,500.00	
Supplies	3,969.00	7,500.00	-2,931.60	4,568.40	5,000.00	
Water Samples	4,507.00	6,000.00	-4,412.97	1,587.03	2,500.00	
Electric	5,184.00	5,400.00	-276.00	5,124.00	5,500.00	
Propane	2,250.00	2,500.00	500.00	3,000.00	5,000.00	
Utilities - other	1,962.00	2,100.00	-422.31	1,677.69	2,000.00	
Dolores Water Conservation District	2,700.00	2,700.05	0.00	2,700.05	2,700.05	
Miscellaneous	125.00	500.00	353.34	853.34	500.00	
Water Fund Operating Expenses	239,967.00	38,700.05	7,425.50	31,274.55	37,700.05	
Total Water Fund Operating Expenses	339,452.00	150,354.82	-12,804.37	137,550.45	108,772.50	
Capital Improvement Expenses						

Water Meter Replacement & relocation	102,053.00	130,051.47		160,000.00	0.00	
Tap Fee & Installation		1,500.00		7,500.00	7,500.00	
Preliminary mainteance facility planning		5,000.00		0.00	5,000.00	Won't get spent this year
Water Tank replacement					350,000.00	Will need grant funding to execute this project
Water Engineering Service		2,500.00		0.00	2,500.00	
Total Water Capital Improvement Expenses	102,053.00	139,051.47	28,448.53	167,500.00	365,000.00	
Total Water Fund Expenses	441,505.00	289,406.29	15,644.16	305,050.45	473,772.50	

Street Fund Expenses		August 31st				Notes
	2020	2021	2021	2021	2022	
	Actual	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Expenses						
Payroll Transfer	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Auditor	0.00	0.00	0.00	0.00	0.00	
Accounting Services	0.00	0.00	0.00	0.00	0.00	
Subtotal - Employee and Other Labor Costs						
	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Contract Snow Removal	10,450.00	20,000.00	-10,000.00	10,000.00	5,000.00	Hopefully this won't be needed
Equipment Rental - on Audit?	23,159.00	0.00	0.00	0.00	0.00	
Fuel	4,620.00	8,000.00	-2,172.90	5,827.10	7,500.00	
Equipment Repairs & Maintenance	10,040.00	12,000.00	-7,232.35	4,767.65	5,000.00	
Insurance	0.00	5,000.00	1,481.61	6,481.61	6,500.00	
Supplies	3,180.00	2,500.00	-2,476.67	23.33	2,500.00	
Electric	1,279.00	2,000.00	-170.00	1,830.00	2,000.00	
Street Lights	1,128.00	2,000.00	-872.00	1,128.00	1,500.00	
Utilities - other	1,902.00	2,000.00	-90.65	1,909.35	2,500.00	
Treasurer Fees	210.00	300.00	0.68	300.68	350.00	
Total Street Fund Operating Expenses						
	55,968.00	53,800.00	21,532.28	32,267.72	32,850.00	
Capital Improvement Expenses						
Gravel Project - Various Streets		3,500.00		1,350.00	5,000.00	
Equipment Lease Loader	24,068.00	26,500.00		25,500.00	25,500.00	This lease might be up next year

Street Fund Expenses				August 31st		
Preliminary mainteance facility planning		5,000.00		0.00	5,000.00	This didn't get spent We couldn't find one last year and the Board expressed doubts as to whether the Town needed one.
Water Truck		18,000.00		0.00	0.00	
Total Street Fund Capital Improvement Expenses		24,068.00	53,000.00	- 26,150.00	26,850.00	35,500.00
Total Street Fund Expenses		115,734.00	143,817.31	-46,723.31	97,094.00	98,372.45

Street Fund Revenues	August 31st					
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Revenues						
Property Tax (without a mill levy increase)	10,678.00	10,762.68	-746.70	10,015.98	11,804.18	
Sales & Use Tax	13,117.00	11,000.00	9,000.00	20,000.00	20,000.00	
Specific Ownership Tax	562.00	500.00	108.73	608.73	500.00	
Delinquent Tax & Interest		0.00	16.99	16.99	15.00	
Franchise Tax	5,779.00	6,000.00	1,303.11	7,303.11	7,300.00	
Highway Users Tax	14,389.00	13,500.00	-660.33	12,839.67	12,800.00	
County R&B						
Reapportionment	11,780.00	10,000.00	1,814.12	11,814.12	11,800.00	
Interest	48.00	40.00	3.73	43.73	30.00	
Miscellaneous	0.00	100.00	14,419.00	14,519.00	500.00	
Rico Center Grant - Plowing	24,627.00	20,000.00	0.00	20,000.00	0.00	
Total Street Fund Operating Revenues	80,980.00	71,902.68	25,258.65	97,161.33	64,749.18	
Capital Improvement Revenues						
Excise Tax	3,754.00	1,500.00	306.00	1,806.00	1,800.00	from building permits
Total Street Fund Capital Improvement Revenues	3,754.00	1,500.00	306.00	1,806.00	1,800.00	
Total Street Fund Revenues	84,734.00	73,402.68	25,564.65	98,967.33	66,549.18	
Expenses - Total	115,734.00	143,817.31		97,094.00	98,372.45	
Fund Balance Ending	60,625.00	32,283.00		62,498.33	30,675.07	

Street Fund Revenues			August 31st			
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Revenues						
Property Tax (without a mill levy increase)	10,678.00	10,762.68	-746.70	10,015.98	11,804.18	
Sales & Use Tax	13,117.00	11,000.00	9,000.00	20,000.00	20,000.00	
Specific Ownership Tax	562.00	500.00	108.73	608.73	500.00	
Delinquent Tax & Interest		0.00	16.99	16.99	15.00	
Franchise Tax	5,779.00	6,000.00	1,303.11	7,303.11	7,300.00	
Highway Users Tax	14,389.00	13,500.00	-660.33	12,839.67	12,800.00	
County R&B						
Reapportionment	11,780.00	10,000.00	1,814.12	11,814.12	11,800.00	
Interest	48.00	40.00	3.73	43.73	30.00	
Miscellaneous	0.00	100.00	14,419.00	14,519.00	500.00	
Rico Center Grant - Plowing	24,627.00	20,000.00	0.00	20,000.00	0.00	
Total Street Fund Operating Revenues	80,980.00	71,902.68	25,258.65	97,161.33	64,749.18	
Capital Improvement Revenues						
Excise Tax	3,754.00	1,500.00	306.00	1,806.00	1,800.00	from building permits
Total Street Fund Capital Improvement Revenues	3,754.00	1,500.00	306.00	1,806.00	1,800.00	
Total Street Fund Revenues	84,734.00	73,402.68	25,564.65	98,967.33	66,549.18	
Expenses - Total	115,734.00	143,817.31		97,094.00	98,372.45	

Fund Balance Ending	60,625.00	32,283.00	62,498.33	30,675.07
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Street Fund Expenses		August 31st				Notes
	2020	2021	2021	2021	2022	
	Actual	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Expenses						
Payroll Transfer	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Auditor	0.00	0.00	0.00	0.00	0.00	
Accounting Services	0.00	0.00	0.00	0.00	0.00	
Subtotal - Employee and Other Labor Costs						
	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Contract Snow Removal	10,450.00	20,000.00	-10,000.00	10,000.00	5,000.00	Hopefully this won't be needed
Equipment Rental - on Audit?	23,159.00	0.00	0.00	0.00	0.00	
Fuel	4,620.00	8,000.00	-2,172.90	5,827.10	7,500.00	
Equipment Repairs & Maintenance	10,040.00	12,000.00	-7,232.35	4,767.65	5,000.00	
Insurance	0.00	5,000.00	1,481.61	6,481.61	6,500.00	
Supplies	3,180.00	2,500.00	-2,476.67	23.33	2,500.00	
Electric	1,279.00	2,000.00	-170.00	1,830.00	2,000.00	
Street Lights	1,128.00	2,000.00	-872.00	1,128.00	1,500.00	
Utilities - other	1,902.00	2,000.00	-90.65	1,909.35	2,500.00	
Treasurer Fees	210.00	300.00	0.68	300.68	350.00	
Total Street Fund Operating Expenses						
	55,968.00	53,800.00	21,532.28	32,267.72	32,850.00	
Capital Improvement Expenses						
Gravel Project - Various Streets		3,500.00		1,350.00	5,000.00	
Equipment Lease Loader	24,068.00	26,500.00		25,500.00	25,500.00	This lease might be up next year

Preliminary mainteance facility planning		5,000.00		0.00	5,000.00	This didn't get spent We couldn't find one last year and the Board expressed doubts as to whether the Town needed one.
Water Truck		18,000.00		0.00	0.00	
Total Street Fund Capital Improvement Expenses	24,068.00	53,000.00	- 26,150.00	26,850.00	35,500.00	
Total Street Fund Expenses	115,734.00	143,817.31	-46,723.31	97,094.00	98,372.45	

Parks, Open Space and Recreation (POST Fund)	August 31st Report					Notes
	2020	2021	2021	2021	2022	
	Actual	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Revenues						
Sales & Use Tax	13,117.00	9,000.00	6,000.00	15,000.00	15,450.00	Based on 3% increase
Lodging Tax	242.00	1,000.00	-8.11	991.89	900.00	
Interest	44.00	35.00	12.03	47.03	30.00	
Excise Tax	3,754.00	1,500.00	498.00	1,998.00	500.00	We had a good building season in 2021.
Miscellaneous Income						
Total POST Fund Operating Revenues	17,157.00	11,535.00	6,501.92	18,036.92	16,880.00	
Special Project Revenues						
Rio Grande Southern Extension Grant Revenues	0.00	0.00	7,500.00	7,500.00	125,000.00	This is predicated on a successful grant application
Miscellaneous	0.00	0.00		0.00	0.00	
Total POST Fund Revenues	17,157.00	11,535.00	14,001.92	25,536.92	141,880.00	
Operating Expenses						
Grooming Payroll Transfer (all payroll combined on Audit)	8,425.00	7,000.00	1,827.50	8,827.50	7,000.00	
Ice Rink & Park Maintenance Payroll Transfer		8,900.00	-6,695.00	2,205.00	8,900.00	
Administrator Payroll Transfer	0.00	5,000.00	-5,000.00	0.00	5,000.00	

Repairs & Maintenance of Equipment (combined on audit)	8,808.00	1,000.00	0.00	1,000.00	1,500.00	
Supplies (combined on audit)		6,000.00	-1,552.87	4,447.13	7,500.00	
Insurance	4,852.00	5,000.00	-148.00	4,852.00	5,000.00	
Miscellaneous	0.00	300.00	-300.00	0.00	500.00	
Total POST Fund Operating Expenses	22,085.00	33,200.00	-11,868.37	21,331.63	35,400.00	
Special Project Expenses						
Town Clean Up	0.00	0.00	0.00	0.00	0.00	Included in General Fund Not sure where this expense got put in 2021.
Flowers	0.00	0.00	0.00	0.00	1,500.00	
Winter Carnival	0.00	750.00	-750.00	0.00	1,500.00	Canceled last year due to COVID but it is popular.
Rio Grande Southern Extension Trail	0.00	6,000.00	0.00	6,000.00	100,000.00	May not get construction grant but we are obliged to spend grants received on the EA and engineering.
POST Fund Special Project Expenses	0.00	6,750.00	-750.00	6,000.00	103,000.00	
Total POST Expenses	22,085.00	39,950.00		27,331.63	138,400.00	
Fund Balance Ending	87,787.00			85,992.29	3,480.00	

Conservation Trust Fund (CTF) Fund	August 31st Report					Notes
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Revenues						
Lottery Proceeds	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Reimbursements	0.00	0.00	0.00	0.00	0.00	
Total CTF Revenues	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Conservation Trust Expenses						
Projects - Rio Grande						
Southern Trail	0.00	5,000.00	-5,000.00	0.00	30,000.00	
Total CTF Expenses	0.00	5,000.00	-5,000.00	0.00	30,000.00	
Total POST Expenses	0.00	5,000.00		0.00	30,000.00	
Fund Balance Ending	37,357.00			39,534.26	9,357.00	Notes
Conservation Trust Fund (CTF) Fund				August 31st Report		
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Revenues						
Lottery Proceeds	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Reimbursements	0.00	0.00	0.00	0.00	0.00	
Total CTF Revenues	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Conservation Trust Expenses						
Projects - Rio Grande						
Southern Trail	0.00	5,000.00	-5,000.00	0.00	30,000.00	
Total CTF Expenses	0.00	5,000.00	-5,000.00	0.00	30,000.00	

Total Expenses	0.00	5,000.00	0.00	30,000.00
Fund Balance Ending	37,357.00		39,534.26	9,357.00

v

FUNDING AGREEMENT BETWEEN TOWN OF RICO AND THE RICO CENTER FOR TOWN STAFF EXPENSES

This **Agreement** is made on this ___ day of _____ 2021, between the Town of Rico, a Home Rule Municipality and political subdivision of the state of Colorado (**Town**) and The Rico Center, a Colorado non-profit. (**Center**).

WHEREAS the Town requires funding to pay staff expenses, including salary, benefits, and/or costs for independent contractors hired to provide staffing needs to the Town of Rico.

WHEREAS the Center is a non-profit, community foundation whose mission is to preserve and enrich the quality of life of residents, visitors or the workforce of Rico, Colorado, and desires to appropriate each year certain monies and grant the same to the Town to be restricted to pay the expenses of Town staff to meet its mission, subject to the provisions set forth in this Agreement.

WHEREAS, the Town has requested financial assistance and the Center has agreed to allocate part of its annual revenues to the Town beginning in January of 2022 through 2026.

Therefore, in consideration of the benefits that shall accrue to the parties by virtue of this agreement, it is mutually agreed as follows:

1. The Town shall remain responsible for payment of all staff expenses incurred by the Town.
2. Staff Expenses means expenses for wages or benefits, including expenses for independent contractors, to people hired to perform day to day staff functions for the Town, excluding professional service agreements with experts for capital improvement projects or other special projects of the Town.
3. The Center shall contribute financial assistance of no less than forty percent (40%) and no more than sixty percent (60%) of the Center's annual revenue or seventy thousand dollars (\$70,000), which ever is less each year beginning in 2022 and ending December 31, 2026.
4. Each year by January 31st, the Center shall notify Town in writing what funding the Town can expect and when the funds will be delivered to the Town. Funds shall be delivered to the Town by no later than July 31st each year of the term of this Agreement.
5. By accepting the funds, the Town warrants it will use the funds for the sole purpose of Staff Expenses. The Town shall separately track the receipt and expenditure of funds provided under this Agreement. Each year during the term of this Agreement, the Town shall provide the Center with quarterly financial summaries of said account and, in January, or as soon thereafter as practicable, designated representatives of the Town and the Center shall meet to review and discuss the prior year's activities hereunder, and shall negotiate in good faith to address any concern(s) pertaining to funding or use of funds under this Agreement.
6. The Center may terminate this Agreement for misuse of funds upon one hundred and twenty (120) day notice and opportunity for the Town to cure the misuse prior to termination or if the Center's mill levy is no longer collected.

7. This Agreement may be modified, amended, changed, or terminated in whole or in part, only by agreement in writing, duly authorized and executed by both Parties.

8. The waiver of any breach of any of the provisions of this Agreement, by either Party, shall not constitute a continuing waiver of any subsequent breach by that party, either of the same, or of another provision of this Agreement.

9. Invalidation of any of the provisions of this Agreement, or of any paragraph, sentence, clause, phrase, or word herein, or the application thereof, in any given circumstance, shall not affect the validity of the remainder of this Agreement.

10. This Agreement shall be immediately binding upon and inure to the benefit of each party and its respective successors and permitted assigns.

11. This Agreement shall be construed in accordance with the laws of the State of Colorado and venue shall be in Dolores County.

12. Nothing expressed or implied in this Agreement is intended or shall be construed to confer upon, or to give any person other than the parties hereto, any right, remedy, or claim, under or by reason of this Agreement.

13. All notices, requests, demands, consents, and other communications hereunder shall be transmitted in writing and shall be deemed to have been duly given when hand delivered or sent by first class United States mail, postage prepaid, addressed to the parties as follows:

Town of Rico
2 Commercial Street
PO Box 9
Rico, CO 81332

THE RICO CENTER
PO Box 114
Rico, CO 81332

Either party may change the address at which it receives written notice, by so notifying the other party in writing in the manner provided herein.

IN WITNESS WHEREOF, the parties to this Agreement have caused their names to be affixed by proper officers hereof, as of the date and year first above written.

TOWN OF RICO

THE RICO CENTER

_____, Mayor

Cristal Hibbard, President

Attest:

Linda Yellowman, Town Clerk



**REQUEST FOR PROPOSAL
ANNUAL INDEPENDENT CPA AUDIT OF FINANCIALS
RICO, COLORADO**

INTRODUCTION

There is no expressed or implied obligation for the Town of Rico to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

A. General Information

The Town of Rico, Colorado [Town] is requesting proposals from qualified certified public accounting firms to audit its financial statements for the year ending December 31, 2021, with the options of auditing its financial statements for each of the subsequent two years. These audits are to be performed in accordance with generally accepted auditing standards, the Colorado Local Government Audit Law, C.R.S. § 29-1-601 *et. seq.*, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Governmental Auditing Standards and the provisions of the federal Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-128 Audits of the State and Local Governments.

Any inquiries concerning the request for proposals should be addressed to the Town Manager or phone (970) 967-2863.

To be considered, one electronic copy of a proposal must be received by the Town Manager at townmanager@ricocolorado.gov or mailed to P.O. Box 9, Rico Colorado, 81332 by 4:00 pm on January 10th, 2022.

Any inquiries or requests concerning clarification or solicitation for additional information shall be submitted by 4 p.m. on December 22nd, 2021. to townmanager@ricocolorado.gov. All queries and answers will be posted at <https://townofrico.colorado.gov/>

INSTRUCTIONS

In light of the Covid-19 pandemic, electronic, or facsimile proposals will be accepted and considered.

1. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. All of the proposal

terms, conditions, contents, fees and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the Town.

2. Check List – The following information must be included with your proposal in this order:

- Signature Page must be the front page of your proposal
- Addenda Acknowledgements
- Firm Qualifications and Experience.
- Audit Personnel.
- Proposed Approach to Providing the Services Requested.
- References.
- General Fee Statement/Schedule.

3. The proposals will be reviewed by the Town Manager and designated members of the Town Board. Manager and Board members may request additional information from proposers or request personal interviews with one or more proposers. The weight to be given to each evaluation criterion will be determined by the selection committee. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- Information presented in the proposal.
- Ability of the proposer to provide quality and timely products and services.
- Service reliability and consistency of quality.
- Qualifications and experience of the proposer.
- References.
- Personal interview.
- Pricing / total cost.

During the proposal evaluation process, the Town reserves the right to:

- Reject any and all proposals received as a result of this RFP.
 - Request additional information or clarification from proposers, or to allow correction of errors and omissions.
 - Adopt all or any part of the proposer's proposal.
 - Negotiate changes in the scope of work or services to be provided.
 - Withhold the award of audit engagement.
 - Select the proposer it deems to be most qualified to fulfill the needs of the Town. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.
4. All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all of the terms, conditions and requirements of this RFP.
 5. The Town shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal, engagement negotiations or for any work performed prior to the signing of an engagement letter.
 6. All proposals and other materials submitted shall become the property of the Town.
 7. The successful proposer shall be required to enter into a written contract with the Town in the form of an Engagement Letter.
 8. Firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use any ideas in the proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected. Proposals submitted, in their entirety, will be considered to be an addendum to the contract.

B. Term of Engagement

A three-year engagement term is contemplated subject to annual review and recommendation, the satisfactory negotiation of terms (including a price acceptable to both the Town and the selected firm), the concurrence of the Town and the annual availability of appropriation.

NATURE OF SERVICES REQUIRED

A. General

The Town is soliciting the services of qualified certified public accounting firms to audit its financial statements for the year ending December 31, 2021 with the option to audit the Town's financial statements for each of the subsequent two years. These audits are to be performed in accordance with provisions contained in this request for proposals.

B. Services

The Town is soliciting a firm to:

1. Audit the financial statements of the Town's governmental and business-type activities, each major fund, and the aggregate remaining fund information in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, and express an opinion as to the compliance of these statements with generally accepted accounting principles.
2. Prepare, edit, and print the financial statements, notes, and all required supplementary schedules and statistical data.
3. Issue a report in accordance with Government Auditing Standards on the Town's internal control over financial reporting and results of testing regarding the Town's compliance with provisions of laws, regulations, contracts, grant agreements, and/or other matters.

The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals the audit shall be performed in accordance with generally accepted audits in the U.S. General Accounting Office's (GAO) Governmental Auditing Standards and the provisions of the federal Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-128 Audits of State and Local Governments. If applicable, the audit may also include testing or reviews as necessary to conform to Federal single audit requirements and in accordance with government auditing standards and procedures issued by the Comptroller General of the United States of America.

It is contemplated that the auditing firm will express an unqualified opinion on the financial statements. If during the performance of the audit, it appears probable that an unqualified opinion cannot be issued, the auditing firm will promptly notify the Town Manager, in writing, stating all matters which preclude the issuance of an unqualified

opinion. Additionally, the auditor shall directly contact the Town Manager should any concerns arise during the audit process which would warrant such contact.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to the Board of Trustees, which shall be referred to in the reports on internal controls. Any changes noted by the auditors that would improve the efficiency of the Town's operations shall be included in a letter to the Town Manager and the Rico Board of Trustees.

The auditors shall be required to make an immediate, written report on all irregularities and illegal acts or indications of illegal acts to the Town Manager and the Rico Board of Trustees as well as any required oversight body or grantor.

D. Reporting Requirements

1. A report of examination of the financial statements stating the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards (or any other appropriate standards, rules, or regulations). This report must include an opinion as to whether the statements conform to generally accepted accounting principles. A signed copy of the opinion plus a signed electronic copy will be required by the Town. (Additional bound copies of the complete report may be required.)
2. If a single audit is required, a report on internal control and compliance in accordance with the standards for financial and compliance audits contained in the Standards of Audits of Government Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office and the Single Audit Act of 1984 (as amended in 1996) provisions of OMB circular A 133 (as revised) (or any other appropriate standards, rules, or regulations). Findings of ineligible expenditures must be represented in enough detail for Town management to be able to clearly understand them. Assigned copy of the opinion plus a signed electronic copy will be required by the Town.
3. A letter to the Town Manager containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent by the auditors and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters. A signed copy of this letter, plus a signed electronic copy will be required by the Town.
4. The firm is requested to make a formal presentation on the audit by the partner in charge of the audit (or other audit staff as approved by the Town Manager) to the Rico Board of Trustees at their June meeting, which a regularly scheduled Board of Trustee's meeting the third Wednesday in June.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained at the auditor's expense for a minimum of five (5) years, unless the firm is notified in writing by the Town of the need to extend the retention period. The auditor shall be required to make working papers available upon request to the Town as part of an audit quality review process.

In addition, the firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters on continuing accounting significance.

DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Person

The Auditor's principal contact with the Town will be Chauncey McCarthy, Town Manager at (9700 967-2863.

B. Background Information

The Town of Rico is a Home Rule Town organized under the laws of the State of Colorado. The policies of the Town are established by the State Statutes and through ordinance and resolution by an elected seven-person Board of Trustees. The Board of Trustees appoints the Town Attorney, the Town Clerk and the Town Manager, who functions as the chief operating officer of the Town.

More detailed information on the government and its finances can be found in the 2021 Budget document and/or the Audited Financial Statements for the year ended December 31, 2019 or 2020. These documents are available on the Town's website: <https://townofrico.colorado.gov/>

C. Fund Structure

The Town uses the following fund types and account groups in its financial reporting:

Fund Type

Governmental, including General, Street, Parks Open Space
and Trails and Conservation Trust
Enterprise Funds - Water Fund and Sewer Fund

D. Federal and State Financial Assistance

The Town was required to have a single audit for the year ended December 31, 2020. It is anticipated that one will be required for 2021.

TIME REQUIREMENT

A. Proposal Calendar

The following is a list of key dates relating to the proposal process:

Due date for inquiries/clarification	December 22 nd , 2021
Due date for proposals	January 10 th , 2022
Approval by Rico Board of Trustees	February 17 th , 2022

B. Audit Calendar

The Town complies with State requirement that the annual audited financial statements be complete and filed by July 31 each year. All fieldwork must be completed by the auditor and an opinion must be issued by that date. An approximate time schedule for the audit is as follows:

Interim fieldwork: may begin in February 2022, as soon as the engagement has been approved. Fieldwork may be performed as agreed upon by auditors and management.

Post-closing fieldwork may begin in March and must be completed by May 15.

All audit adjustments must be communicated to the Town Manager by the end of fieldwork. Copies of working papers which support proposed adjustments to the entity's books shall be provided to the Town Manager before the end of post-closing fieldwork.

Draft of the Management Letter and Single Audit reports (if applicable) are due to the Town by May 20th. The Final Management Letter and Single Audit reports are due to the Town Manager by June 1.

The Audit firm's presentation of the audit report to Rico Board of Trustees is anticipated to be made on the third Wednesday in June. Acceptance of the audit by the Rico Board of Trustees will be considered the third Wednesday in June.

FIRM'S QUALIFICATIONS: The successful firm will be a firm with considerable experience in local government auditing. The firm will have sufficient depth of staff to provide technical expertise in related advisory areas, including taxation and internal control. The firm will have the ability to provide consulting services in a variety of areas which may be arranged through separate engagements.

A. Audit Personnel: The successful firm will assign personnel to the engagement that has considerable expertise in local government auditing. The firm will have low turnover, so that staffing is consistent from year-to-year. Audit staff will receive sufficient training to keep apprised of current governmental accounting issues.

B. Approach to Audit: A planning conference will be held between the audit firm and the Town Manager prior to the start of fieldwork each year. This conference should include the discussion of key audit issues, audit staffing, Town staffing, scheduling and dates for audit work, audit work papers and any other areas of

concern by either party. Communication of the status of the audit through periodic meetings or other means during and after the completion of fieldwork is required. An exit conference will be conducted at the completion of the audit each year to discuss and plan around any problems that occurred during the audit.

The firm will clearly express what it needs from the Town and provide the Town with sufficient time to provide materials and data. The firm will have a mechanism for promptly apprising the Town Manager of issues arising during the course of an audit. The firm will advise the Town Manager of compliance comments and recommendations for improvements during the course of performing fieldwork. Compliance comments and recommendations for improvement will be provided to the Town Manager in final form within ten days of notation and must be resolved through discussion with the Town Manager prior to close of field work. Any comments contained in the Management Letter will provide sufficient background, detail and documentation of fact to support each finding and to enable the Town to undertake corrective action without need for further consultation. The Town expects that comments and recommendations contained in the Management Letter will incorporate the reply of Town management for each finding.

The successful firm will provide all services indicated in this RFP on or before the time frame indicated in this RFP, or within the time frame agreed upon by the Town. The assigned audit team will be large enough so that the audit can be completed in a minimum of on-site time but will not be so large as to create an undue burden on the Town staff.

ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

The Town will be available during the audit to assist the audit firm by providing information, documentation, explanations and agreed upon schedules. The firm will provide a list of confirmations and will provide an example format from which the Town will prepare the letters.

The Town Manager will coordinate the audit process and will be available to explain the Town's various systems. Systems documentation will be the responsibility of the audit firm. The Town has no internal audit staff.

The Town will prepare working trial balances, an accounts payable list, bank reconciliations, investment reconciliations, debt worksheets, fixed asset records, and reconciliations of other asset and liability accounts. Any additional schedules that the audit firm would like Town staff to provide should be identified in the firm's proposal.

The Town anticipates that substantially all schedules will be completed by the start of the interim and year-end fieldwork, as appropriate.

The Town will provide all reasonable assistance to the selected firm and will respond promptly to requests for information, provide all necessary books and records, and provide the physical facilities needed for the audit engagement. All Town records must

be audited on site.

The Town will provide the auditor with reasonable workspace. The auditor will also be provided access to telephones, photocopying, internet and FAX machine facilities.

PROPOSAL REQUIREMENTS

The following material is required to be received by 4:00 p.m. on January 10th, 2022 for a proposing firm to be considered.

REQUIRED RESPONSES

Please provide the following information with your proposal.

Please address the following information in the following order as succinctly as possible to facilitate the evaluation and selection process.

Firm Qualifications:

1.1 State the firm's qualifications to perform the Town's audit, including an affirmative statement that the firm is, in fact, independent of the Town and is licensed by the State of Colorado to perform such auditing services.

1.2 Demonstrate the firm's commitment to stay current with government accounting issues, to providing quality audit and advisory service.

1.3 Describe services to be provided by the firm and provide an estimate of what portion of the firm's business is derived from performing municipal audits.

1.4 Specify the size, composition and location of the firm's office from which the staff working on the audit are based.

1.5 Provide a list of governmental entities in Colorado that have been audited by the firm during the last seven years, the dates of the audit engagement and the names and telephone numbers of the current key contact persons at the entity.

1.6 Provide a statement of firm's expertise in and professional involvement with the GFOA Certificate of Achievement for Excellence in Financial Reporting program. Also provide information on experience with helping non-CAFR clients set up their first CAFR.

1.7 Specify the date of the firm's last peer review and provide a copy of the firm's most recent peer review letter.

1.8 Provide the nature and status of any and all disciplinary actions undertaken against the firm.

1.9 Detail other firm qualifications and experience. Present any additional information, which you feel distinguishes your firm, not including general information publications, brochures and handouts that are redundant with information already provided.

2. Audit Personnel

2.1 Provide brief resumes of the key individual(s) who will be assigned to this engagement. Include any areas of specialization likely to be of particular interest or concern of the Town, including information technology, municipal experience, governmental accounting and auditing, continuing professional education and current municipal audit assignments.

2.2 Estimate staffing needs, including estimated hours by position and rate for the first year of the audit and the next four years.

2.3 Comment on the continuity and qualifications of the staffing for future year audits.

2.4 Estimate availability of qualified staff to provide auditing services within the timeframes provided in this RFP.

3. Approach to the Audit

3.1 Provide an outline of the services that you would propose to offer and philosophy of the firm's audit approach, including approach to the management letter and internal control evaluation.

3.2 Provide an estimated time schedule for setting up and completing the audit, including estimate of time spent on-site for both the interim and year-end fieldwork. The work plan should include time estimates for each significant segment of work and the number and level of staff assigned. Where possible, individual staff members should be named and their titles provided.

3.3 Provide samples of planning memorandums and timelines, schedule of documents to be provided by the Town, working papers and management letters. Provide information on your use of portals for document submission.

4. References

4.1 Provide references from at three audit clients with similar requirements that have been completed during the past three years, identifying the work performed, the years for which work has been completed, reference contact names and phone numbers.

5. General Fee Statement/Schedule (Exhibit A)

5.1 Provide separate total "Not-to-Exceed" amounts for each year of the 2021 through

2023 audits. Please provide a “Not-to-Exceed” amount for the financial statement audit only, and a separate “Not-to-Exceed” amount for the cost to perform a Single Audit.

BID PRICE

The bid price of audit services for the year ended December 31, 2021 should contain all pricing information relative to performing the audit engagement described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

In addition, firms submitting proposals should indicate current billing rates for all staff positions in case it becomes necessary for the Town to request additional services from the selected firm.

Each firm must submit an engagement letter, with the proposal, stating the bid price for performing the 2021 audit. Subsequent years engagement letter will be based on the terms stated in the Terms of Engagement section cited in the General Information portion of this request for proposal.

Sample Exhibit A

Cost Proposal

Cost to provide all services per the Scope of Work:

	CY 2021	CY 2022	CY 2023
Financial Audit	\$	\$	\$
Single Audit	\$	\$	\$
TOTAL	\$	\$	\$

June 25, 2021

Via email

Rico Board of Trustees

2 Commercial Street

Rico, CO, 81332

Re: Engagement for Planning and Special Projects Services

To the Rico Board of Trustees,

I am pleased to offer interim planning and special project services until a new Rico town manager is hired. At that time, depending on the will of the Board of Trustees and the skills of the successful applicant, I will continue to offer services as the planner and special projects manager on a contractual basis.

As Town Planner, I will continue to offer professional and supervisory work related to the balanced and sustainable use of land and water resources in Rico. I will act as the liaison between the Rico Planning Commission and the Rico Board of Trustees. I will continue to develop processes and practices to assist and guide owners and potential developers in bringing permit requests before the Town to ensure open dialog and clarity. I will continue to provide information regarding land, water use and housing matters to the public, the Rico Planning Commission, and the Rico Board of Trustees. I will attend all Rico Planning Commission meetings and I will attend Rico Board of Trustee's meeting when appropriate.

Processing Applications, Permits and Variance applications:

Processing planning applications including the following:

1. Answering questions from potential applicants and other parties interested in properties in Rico.
2. Scheduling pre-application conferences.
3. Scheduling site visits.
4. Accepting and reviewing applications for completeness and compliance.
5. Issuing complete and compliance letters and scheduling hearings before the Rico Planning Commission and the Board of Trustees.
6. Completing staff review of the details of the application and preparing comments specific to the articles of the Rico Land Use Code and the Rico Regional Master Plan.
7. Using GIS to identify potential hazard areas.
8. Keeping Rico's GIS system updated.
9. Arranging engineering and surveying review if appropriate.

Processing Special Use Permits

1. Answering questions from potential permit applicants.
2. Scheduling pre-application conferences.
3. Accepting and reviewing permit applications for completeness and compliance.
4. Issuing complete and compliance letters and scheduling hearings before the Rico Planning Commission and the Board of Trustees.

5. Completing staff review of the details of the application and preparing comments specific to the articles of the Rico Land Use Code and the Rico Regional Master Plan.

Processing building permits:

1. Reviewing building permit applications for compliance with the Rico Land Use Code.
2. Ensuring that the building inspector receives the plans in a timely manner.
3. Tracking progress of construction and documenting certificates of occupancy.

Processing Variance Applications

1. Answering questions from potential variance applicants.
2. Scheduling pre-application conferences.
3. Accepting and reviewing variance applications for completeness and compliance.
4. Issuing complete and compliance letters and scheduling hearings before the Rico Planning Commission and the Board of Trustees.
5. Completing staff review of the details of the application and preparing comments specific to the articles of the Rico Land Use Code and the Rico Regional Master Plan.

Rico Land Use Code Revisions:

Rico Land Use Code Revisions: Completing the revisions of the Rico Land Use Code including the following:

1. Integrating comments from the Rico Board of Trustees and the Rico Planning Commission into the revised Rico Land Use Code.
2. Scheduling community meetings and facilitating public review of the revisions to the Land Use Code. This would include any proposed zoning changes as well as educating Rico residents about the VCUP plan when broad-based public input becomes appropriate.

Master planning of Town owned properties.

1. Scheduling and facilitating community meetings to begin a master planning process to determine the most desirable use of Town owned properties.
2. Documenting and mapping citizen input from public meetings.
3. Presenting the results of the community meeting input to the Rico Planning Commission and the Rico Board of Trustees.
4. Writing a grant application for funding for a consulting firm to refine and finalize the master plan.
5. Coordinating with and supplying relevant information to the chosen consulting firm.

Water Resources.

1. Working with the new town manager to track Rico's water use.
2. Providing the necessary water use records and other information to facilitate the proposed change of the point of diversion to ensure that Rico has adequate water resources for the foreseeable future.

Housing.

1. Working with the Bedrock Subdivision and future subdivisions to craft housing regulations to ensure that Rico continues to be an opportunity for workforce housing.

Special Projects Manager

As special projects manager, I will research and apply for grant funding for projects that will further the goals of the Rico Board of Trustees, with particular emphasis on infrastructure projects including the installation of a central sewer system, enhancing water resources, and rebuilding the Town Shop.

I will finish the projects that began during my time as manager including the following:

Water meter replacement and relocation project

1. With Pat Drew and Dennis Swank's assistance, continue to oversee the water meter replacement project.
2. Follow up with the grant paperwork that is associated with collecting the grant funding from the Department of Local Affairs.
3. Closing out the grant when the work is complete.

Rio Grande Southern Trail Project

1. Coordinate with the Rico Trail's Alliance on the continuation of the Rio Grande Southern Trail project and offer whatever assistance is needed and appropriate.

Recycling Project

1. Obtain equipment necessary to start the program.
2. Coordinate volunteers.
3. Follow up with the grant paperwork that is associated with collecting the grant funding from the Colorado Department of Health.
4. Closing out the grant when the work is complete.

Election November 2021

1. Coordinate with Carol Viner to draft the ballot measure.
2. Coordinate with Linda Yellowman to ensure election deadlines are met.

As long as I am on the payroll or have a contract with the Rico Board of Trustees, my computer applications including GIS, Autocad, the Adobe Suite and the Microsoft Suite will be available to the Town of Rico.

I would charge on an hourly basis and my fee would be \$45 dollars per hour for the remainder of this year and would increase to \$47.50 next year.

Kari Distefano, member AICP

Kari Distefano

108 Redtail Road
Telluride Colorado, 81332
Mobile Phone (970) 901-3420
smckarid@yahoo.com

Highlights of Qualifications

- Familiarity with the Rico Land Use Code and the Rice Regional Master Plan.
- Experience evaluating development applications.
- Experience reading and evaluating site plans and construction drawings.
- Experience developing and managing large-scale infrastructure projects including evaluating bids and contract management.
- Experience writing and administering successful grant applications – *I brought just under \$1,000,000 into San Miguel County in grant funds for recreational facilities and trails and approximately \$500,000 to the Town of Rico for a variety of projects.*
- Ability to analyze, evaluate and present complex sets of information to elected officials.
- Experience with mapping and presentation software.
- Experience evaluating bids and requests for proposals.

Education and Certifications:

- AICP Certified Planner
- Harvard JFK Senior Executives in State and Local Government Certificate
- Class D Water System Operator Certification
- Bachelor of Arts in Environmental Planning and Design, University of New Mexico

Skills:

- Proficiency at Autocad, Arcview GIS and other survey and mapping related programs
- Proficiency at Microsoft Office Applications including Word, Excel, Power Point, Project and Publisher.
- Knowledge of statistical analysis and research methods
- Proficiency with Adobe Suite
- Proficiency with the SIPA (State of Colorado) website platform

Awards and Honors:

- Great Outdoors Colorado Starburst Award for Highway 145 Underpass Project
- USA Track and Field Mountain Runner of the Year Award
- Summa Cum Laude in BAEPD program

Employment History:

Town of Rico Manager

Employer: Town of Rico Colorado

May 2017 – present

Immediate Supervisors: Rico Board of Trustees (970) 967-2061

Duties include:

- Carrying out directives of the Rico Board of Trustees

- Administering building and development applications
- Identifying Town service and policy needs
- Managing public works operations and maintenance
- Overseeing the Town of Rico administrative functions
- Supervising and evaluating Town employees
- Preparing the Town of Rico budget
- Reporting monthly to the Rico Board of Trustees
- Representing Rico on regional boards and commissions
- Acting as purchasing agent and overseeing bid processes
- Grant writing and pursuing funding for capital projects
- Enforcing municipal codes

Assistant San Miguel County Open Space and Recreation Program Coordinator

Employer: San Miguel County

April 2002 – August 2014

Immediate Supervisor: Linda Luther Broderick (970) 369-5469

Duties included:

- Assisting with San Miguel County's Pay for Development Rights program, which included reviewing environmental assessments, property appraisals and writing legal descriptions, and drafting and reviewing conservation easements.
- Planning, developing and overseeing recreation related construction projects such as parks, park improvements, trails and historic renovations.
- Writing and negotiating construction contracts as well as coordinating projects with other governmental entities, utility companies and adjoining landowners.
- Developing and managing budgets for construction projects ranging from \$50,000 - \$1,200,000.
- Developing innovative programs and activities based on analysis of community needs and interests.
- Representing San Miguel County at professional and organizational meetings.
- Writing grant applications and following up with the deliverables associated with successful applications.
- Research, including title research and historic research.
- GIS mapping and Autocad drafting, designing and drafting for buildings and remodels

Mapper

Employer: San Miguel County Assessor

October 2001 – April 2002

Immediate Supervisor: Peggy Kantor (970) 728-3174

Duties included:

- Maintaining property maps of San Miguel County Colorado on the County GIS system
- Maintaining valuation records on real and personal property and agricultural land.
- Assisting customers with research and questions regarding valuations of their property.

Engineering and Survey Technician

Employer: San Juan Surveying

April 1995 – October 2001

Immediate Supervisor: Allan Jacobson (970) 728-1128

Duties included:

- Drafting property surveys, improvement location certificates for title insurance, and topographic maps, designing infrastructure systems for review by engineers and developing site plans for property developments.
- Title and easement research

Nordic Center Manager

Employer: Telluride Nordic Association

November 1994 – April 1995

Immediate Supervisors: Nordic Center Board of Directors

Duties included:

- Managing the Nordic Center
- Hiring personnel including ski instructors, grooming staff, shop assistants
- Scheduling employees
- Inventorying and supervising the maintenance of equipment
- Organizing events such as races and fundraisers
- Managing the Nordic Center budget

Planning Technician:

Employer: Aldasoro Development

April 1990 – November 1994

Immediate Supervisor: Dirk dePagter (970) 728-6667

Duties included:

- Drafting topographic maps, designing infrastructure systems for review by engineers and developing site plans for the Aldasoro Ranches Development project for approval by the San Miguel County Planning office.
- Drafting plats and property maps.
- Preparing development packages for review by the San Miguel County Planning Office.



Town of Rico
Clerk Requirements and Description
Updated 11/12/2021

Town Clerk requirements are intended to be flexible with the understanding that the Town of Rico faces limitations in attracting a pool of qualified potential candidates, including, but not limited to the small local and regional population, limited housing stock, limited funding, etc.. Accordingly, many of the requirements listed below are stated in the alternative, and preferences are noted. The Town is willing to provide training

Job Title: Town Clerk

Reports To: Mayor and Board of Trustees and Town Manager

Position Classification: Full or Part Time Employee as determined by Town Manager

Prepared Date: November 12th, 2021

Summary

Assists municipal government with a variety of routine and complex clerical and administrative work by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Serves as custodian of official Town records and public documents; performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, and other documents requiring Town certification; catalogs and files all Town records in accordance with state laws.
- Attends regular and special Board of Trustees meetings and Planning Commission meetings; performs an accurate recording of the proceedings; prepares action minutes of the proceedings.
- Prepares, posts on website and distributes agendas, materials, minutes, and records of meetings.
- Insures meeting agendas, resolutions, ordinances, legal notices, and other official documents are properly noticed, executed, and recorded.
- Administers employee benefits enrollment, issues, and changes.
- Serves as a notary public.
- Administers the issuance of municipal licenses, including business, dog, and liquor licenses.
- Provides public records and information to citizens, the media, and other governments as requested in accordance with State law.
- Coordinates the updating of town website.

- Serves as the Election Official; manages municipal elections. Ensures that all noticing and materials are in compliance with State statute and the Home Rule Charter.
- Serves as Municipal Court Clerk; keeps records of the proceedings of the municipal court; maintains municipal court files; collects and processes fines and fees.
- Serves as secretary to the Planning Commission.
- Continually seeks to improve the Town's filing and organization system for records and documents.
- Oversees digitization and electronic organization of official town documents.
- Manages the reservation and usage of the Town Hall by outside parties.
- Performs Town Clerk duties as specified by state statute and the Home Rule Charter.
- Oversees janitorial needs of the courthouse.
- Maintains inventory and orders office and cleaning supplies.

Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates attention to detail.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Must be proficient at Microsoft Word. Proficiency at Excel preferable.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Shows attention to detail in all aspects of duties and responsibilities.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Education / Experience

Two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be competent and proficient in Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Notary Public

Other Skills and Abilities

Willingness and able to obtain certifications and skills training at the request of the Town Board or Town Manager.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

The job description does not create any property rights for job positions. All employees are "at will" employees as set for in Article 4.5 of the Home Rule Charter. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.