

**TOWN OF MOUNTAIN VILLAGE
TOWN COUNCIL SPECIAL MEETING
WEDNESDAY, OCTOBER 6, 2021, 8:30 A.M.
2nd FLOOR CONFERENCE ROOM, MOUNTAIN VILLAGE TOWN HALL
455 MOUNTAIN VILLAGE BLVD, MOUNTAIN VILLAGE, COLORADO
AGENDA **REVISED****

https://us06web.zoom.us/webinar/register/WN_EL9rWJFBQFOKw10cV0tmSQ

	Time	Min.	Presenter	
1.	8:30			Call to Order
2.	8:30	30	Legal	Executive Session for the Purpose of: a. Receiving Legal Advice and Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategies for Negotiations, and Instructing Negotiators Pursuant to Section 24-6-402(4)(b) and (e) in Connection with Proposed Community Housing Project b. Receiving Legal Advice and Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategies for Negotiations, and Instructing Negotiators Pursuant to Section 24-6-402(4)(b) and (e) in Connection with Contract Negotiations with Marketing Telluride Inc.
3.	9:00	10	Vergari	2022 Budget Overview
4.	9:10	30	Vergari Kjome Loebe	Capital Projects
5.	9:40	20	Vergari	Town Council Acting as the Board of Directors for the Dissolved Mountain Village Metropolitan District: Debt Service Fund
6.	10:00	10	Vergari	Tourism Fund & Historical Museum Fund
7.	10:10	45	Soukup	Broadband Services and Information Technology
8.	10:55	60	Kjome	Public Works: a. Building & Facility Maintenance b. Road & Bridge c. Vehicle Maintenance Shop d. Water & Sewer e. Vehicles & Equipment Acquisitions f. Plaza Services & Public Trash
9.	11:55	30	Broady	Public Safety: a. Police b. Community Services c. Municipal Court
10.	12:25	30		Lunch
11.	12:55	30	Grant Committee	Community Grants and Contributions
12.	1:25	15	Haynes	Planning & Development Services: a. Building b. Planning

13.	1:40	25	Haynes Miller	Mountain Village Housing Authority: a. Housing Office b. Affordable Housing Development Fund c. Mortgage Assistance Fund d. Village Court Apartments
14.	2:05	30	Loebe	Transportation & Parking Services: a. Parking Services b. Municipal Bus Service c. Employee Shuttle d. Gondola & Chondola
15.	2:35	30	Loebe	Parks & Recreation
16.	3:05	15	Katz	Child Development Fund
17.	3:20	10	Vergari Dohnal	Telluride Conference Center
18.	3:30	60	Johnston Wisor Holmes Dohnal Vergari	Administration: a. Town Manager b. Town Council c. Town Clerk d. Legal e. Human Resources f. Communications & Business Development g. Finance
19.	4:30			Adjourn

Please note that times are approximate and subject to change.

You are invited to a Zoom webinar.

October 6, 2021 Town Council Budget Meeting

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_EL9rWJFBQFOKw1OcV0tmSQ

After registering, you will receive a confirmation email containing information about joining the webinar.

Public Comment Policy:

- The Town Council will take your comments during all virtual Town Council meetings through the zoom conference app for items proper to receive public comment via the written comment feature on zoom.
- Please do not comment until the presiding officer opens the agenda item to public comment. Public comments submitted outside of the proper time may not be considered.
- All those wishing to give public comment must identify their full name and affiliation, if any, to the Town of Mountain Village.
- Please keep your comments as brief and succinct as possible as they will be read aloud at the meeting. Please refrain from repeating what has already been said by others in the interest of time. You may simply state that you agree with a previous speaker's comments.
- Commenters shall refrain from personal attacks and maintain a civil tone while giving public comment.

Memorandum

September 29, 2021

To: Town Council

From: Julie Vergari

RE: 2022 Draft Budget Review

The budget presented reflects direction given by the Finance and Budget Team and Town Council with modification made for presentation.

	Financial Summary			
	2021	2022	\$ +/-	%
Revenues	\$ 31,640,036	\$ 53,929,032	\$ 22,288,997	70.45%
Operating Expenses	26,595,891	30,264,047	3,668,156	13.79%
Net Surplus/Deficit	<u>5,044,145</u>	<u>23,664,985</u>	18,620,840	369.16%
Capital Outlay and Major Repairs and Replacements	4,215,016	23,170,062	18,955,046	449.70%
Net Impact to Reserves	<u>829,129</u>	<u>494,923</u>	(334,206)	-40.31%
Ending Reserves Balance	\$ 20,956,346	\$ 21,451,269	\$ 494,923	102.36%
FTE Headcount	141.5	143.5		

2022 REVENUE FORECAST

This draft includes a sales tax forecast using 2021 actuals through July 2021 and adding the rest of the year based on 2019 actuals with a 5% increase. This increases 2021 sales tax projections \$2.2 million. We can continue to re-calculate this figure as sales taxes are collected. The 2022 budget for sales tax is a 5% increase over 2021.

Preliminary property tax valuation shows an increase of 3% over prior year. For first draft purposes the revenue from property tax is increased by 3% over that accessed for 2021. This figure could decrease between the August figure and the final December valuation.

Building and development revenues were based on valuation of permits totaling \$35,000,000. Staff in Planning and Building have re-forecasted valuation at \$50,000,000 based on activity they have been processing. It was suggested we forecast at the same level going into the long-term forecast based on recent years activity.

An adjustment to the rents at VCA is forecasted at a 2.5% increase for 2022. A memo is included about the rent increase.

Water/sewer rates show an increase of 10% for MV and 20% for Ski Ranches and West Meadows/Skyfield.

2022 OPERATING BUDGETS

- Operating expenditures are budgeted to increase 13.8%.

HUMAN RESOURCES / COMPENSATION AND BENEFITS

- There is a 4% salaries and wage increase in this budget. The comp study effects have not yet been evaluated or reflected in this budget.
- The health insurance benefit renewal came in with a 2% increase and that is reflected in this budget with no modification or change to the plan.
- There are three new positions which are partially included starting in 2021. The Housing Program Coordinator, the Grants/Sustainability Coordinator, and the Planning Administrative Assistant.
- Also for 2022, 3 added positions in Plaza Services due to the increase in activity, two seasonals and two full-time year round for an equivalent of 3 FTE's.
- Legal has transitioned from contracted counsel to in house counsel.

GRANT AND ECONOMIC STIMULUS SPENDING

- The Grant budget has been increased for funding up to \$140,000 to selected applicants.

CAPITAL SPENDING AND INFRASTRUCTURE INVESTMENTS

- Capital projects deferred in 2021 and moved to the 2022 budget include the safety improvements along with anticipated grants funds for that project.
- In the water/sewer fund, using the most current information provided by the Town of Telluride are the sewer treatment plant capital costs. The ongoing Ski Ranches improvements, a new vehicle (replacement), and SCADA replacement is also included.
- \$300,000 is included to continue funding trails in Mountain Village.
- Parking services includes \$225K for GPG top deck recoat, \$100K for GPG Level 4 / main ramp overlay, \$50K for GPG structural steel painting, and \$15K for structural inspection / maintenance plan.
- Broadband system improvements will add Elk Run and West Meadows to the fiber project.
- \$300,000 has been allocated for forestry projects in 2022 in the Planning budget.
- VCA expansion costs of \$15 million for 2022 and loan proceeds of \$20 million are included in this budget. The project estimated at \$20 million is scheduled to begin in 2022 and be completed in 2023.
- Included with the Conference Center budget are capital item requests from TSG for your consideration. They are not included in the budget at this time.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

General Fund Capital

Worksheet	Account Name	Actuals 2019	Actuals 2020						2022 to 2019 \$ Variance	2022 to 2019 % Variance	
				2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments			2022 % Adjustments
General Fund Capital Outlay	Adventure Rock Replacement (1)	-	-	-	-	-	2,500	2,500	na	2,500	na
General Fund Capital Outlay	Sunset Plaza Project	-	-	-	-	-	-	-	na	-	na
General Fund Capital Outlay	Zamboni Building	-	-	-	-	-	-	-	na	-	na
General Fund Capital Outlay	Plaza Services Capital	-	-	-	-	-	-	-	na	-	na
General Fund Capital Outlay	Wayfinding-Marketing & Development	78,681	-	-	-	-	-	-	na	(78,681)	-100.0%
General Fund Capital Outlay	Police Equipment (2)	-	20,646	50,000	50,000	-	50,000	-	0.0%	50,000	na
General Fund Capital Outlay	Municipal Offices/Town Hall (3)	29,316	694	-	-	-	46,000	46,000	na	16,684	56.9%
General Fund Capital Outlay	Capital Equipment & Improvements (4)	-	-	106,535	130,000	23,465	111,750	(18,250)	-14.0%	111,750	na
General Fund Capital Outlay	Firehouse Replacements/Repairs	53,291	142	-	-	-	-	-	na	(53,291)	-100.0%
General Fund Capital Outlay	Trail Improvements (5)	1,721	-	35,000	35,000	-	300,000	265,000	757.1%	298,279	17331.7%
General Fund Capital Outlay	MVB Trail	-	-	-	-	-	-	-	na	-	na
General Fund Capital Outlay	Village Pond Restoration	109,026	-	-	-	-	-	-	na	(109,026)	-100.0%
General Fund Capital Outlay	Emergency Exit	-	-	-	-	-	-	-	na	-	na
Total		272,035	21,481	191,535	215,000	23,465	510,250	295,250	137.3%	238,215	87.6%

(1) 2021 - Based on safety inspection by an outside consultant

(2) 2021 - Body Worn Cameras (5 years of payments)

(3) 2022 - Stucco repair and downspouts

(4) 2021 - Trash Facility/Generator Building Town of Mountain Village share and 2022 - Generator for Town Hall complex facilities Town of Mountain Village share

(5) 2021 Matching funds for SMART Lawson Hill tunnel project, 2022 - 2026 trails master plan hot list implementation

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Capital Projects Fund

Worksheet	Account Name	Actuals		2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019	2022 to 2019	
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance
Capital Projects Fund Revs	Grant Revenue	-	-	400,000	-	(400,000)	400,000	400,000	na	400,000	na
Capital Projects Fund Revs	Interest-Developer Notes	-	-	-	-	-	-	-	na	-	na
Total Revenues		-	-	400,000	-	(400,000)	400,000	400,000	na	400,000	na
Capital Projects Fund	Meadows Improvement Plan	20,426	16,629	-	-	-	-	-	na	(20,426)	-100.0%
Capital Projects Fund	Meadows Park	-	-	-	-	-	300,000	300,000	na	300,000	na
Capital Projects Fund	Safety Improvements	-	-	1,446,546	50,000	(1,396,546)	1,396,546	1,346,546	2693.1%	1,396,546	na
Capital Projects Fund	Town Hall Sub Area Improvements	-	-	-	-	-	-	-	na	-	na
Capital Projects Fund	Shop Remodel (1)	-	46,677	-	-	-	1,475,000	1,475,000	na	1,475,000	na
Capital Projects Fund	Radio Technology & Equipment	-	-	-	-	-	-	-	na	-	na
Total Expense		20,426	63,305	1,446,546	50,000	(1,396,546)	3,171,546	3,121,546	6243.1%	3,151,120	15427.0%
CPF Transfers/Other Sources	Transfer (To)/From General Fund	-	51,701	1,046,546	50,000	(996,546)	2,283,546	2,233,546	4467.1%	2,283,546	na
CPF Transfers/Other Sources	Sale of Assets (1)	-	-	-	488,000	488,000	-	(488,000)	-100.0%	-	na
CPF Transfers/Other Sources	Transfer (To)/From General Fund	-	-	-	-	-	-	-	na	-	na
Total Other Sources/Uses		-	51,701	1,046,546	538,000	(508,546)	2,283,546	1,745,546	324.5%	2,283,546	na
Surplus (Deficit)		(20,426)	(11,604)	-	488,000	488,000	(488,000)	(976,000)			
Beginning Fund Balance		32,030	11,604	488,000	-		488,000				
Ending Fund Balance		11,604	-	488,000	488,000		-				
(1) Offset by sale of assets											

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Municipal Debt Service

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
DSF Revs	Tax - Specific Ownership	27,548	24,724	32,000	32,000	-	32,000	-	0.0%	4,452	16.2%
DSF Revs	Tax - Property - 2014/2020 Bonds (2)	550,730	509,934	480,012	480,012	-	477,760	(2,252)	-0.5%	(72,970)	-13.2%
DSF Revs	Tax - Property - 2006A Bonds	-	-	-	-	-	-	-	na	-	na
Total Property Taxes		578,279	534,659	512,012	512,012	-	509,760	(2,252)	-0.4%	(68,519)	-11.8%
DSF Revs	2014 Bond Reserve Fund	2,103	516	300	300	-	300	-	0.0%	(1,803)	-85.7%
DSF Revs	Interest-2006B Liquidity Fund	2,669	1,301	1,500	1,500	-	1,500	-	0.0%	(1,169)	-43.8%
DSF Revs	Interest-Other Interest	-	-	-	-	-	-	-	na	-	na
DSF Revs	Interest Revenue - 2011 Gondola Bonds	529	94	200	200	-	200	-	0.0%	(329)	-62.2%
Total Investment Income		5,301	1,911	2,000	2,000	-	2,000	-	0.0%	(3,301)	-62.3%
DSF Revs	Contribution- TMVOA	60,066	59,002	60,894	60,894	-	533,676	472,782	776.4%	473,610	788.5%
DSF Revs	Contribution-Telski	143,134	140,598	145,106	145,106	-	1,271,724	1,126,618	776.4%	1,128,590	788.5%
Total Contributions		203,200	199,600	206,000	206,000	-	1,805,400	1,599,400	776.4%	1,602,200	788.5%
Total Debt Service Fund Revenues		786,779	736,170	720,012	720,012	-	2,317,160	1,597,148	221.8%	1,530,381	194.5%
Debt Service	Bond Admin Fees/Trustee Charges	1,183	1,289	1,182	1,182	-	1,182	-	0.0%	(1)	0.0%
Debt Service	Audit Fees	1,000	2,000	2,000	2,000	-	2,000	-	0.0%	1,000	100.0%
Debt Service	Cost of Issuance	-	80,712	-	-	-	-	-	na	-	na
Debt Service	County Treasurer Collection Fees	16,638	15,355	14,797	14,797	-	14,732	(65)	-0.4%	(1,906)	-11.5%
Total Administrative Fees		18,820	99,355	17,979	17,979	-	17,914	(65)	-0.4%	(906)	-4.8%
Debt Service	2011 Gondola Bonds Principal (1)	120,000	120,000	130,000	130,000	-	1,770,000	1,640,000	1261.5%	1,650,000	1375.0%
Debt Service	2011 Gondola Bonds Interest (1)	83,200	79,600	76,000	76,000	-	35,400	(40,600)	-53.4%	(47,800)	-57.5%
Debt Service	2014/2020 Parking Bonds Principal	285,000	285,000	320,000	320,000	-	345,000	25,000	7.8%	60,000	21.1%
Debt Service	2014/2020 Parking Bonds Interest	250,725	137,213	144,032	144,032	-	116,841	(27,191)	-18.9%	(133,884)	-53.4%
Total Bond Principal & Interest		738,925	621,813	670,032	670,032	-	2,267,241	1,597,209	238.4%	1,528,316	206.8%
Total Expense		757,745	721,168	688,011	688,011	-	2,285,155	1,597,144		1,527,410	201.6%
DSF Revs	Transfer (To)/From General Fund	-	691,433	-	-	-	-	-	na	-	na
DSF Revs	Bond Proceeds	-	5,475,000	-	-	-	-	-	na	-	na
DSF Revs	Payment to Refunding Bonds Escrow	-	(6,192,795)	-	-	-	-	-	na	-	na
DSF Revs	Transfer (To)/From GF Specific Ownership Taxes	(27,548)	(24,724)	(32,000)	(32,000)	-	(32,000)	-	0.0%	(4,452)	16.2%
Total Other Source/Uses		(27,548)	(51,086)	(32,000)	(32,000)	-	(32,000)	-	0.0%	(4,452)	16.2%
Surplus (Deficit)		1,486	(36,084)	1	1	-	5	4			
Beginning Fund Balance		404,087	405,573	405,770	369,489		369,490				
Ending Fund Balance		405,573	369,489	405,771	369,490		369,495				

(1) The 2022 principal budget reflects the intent of the TMVOA and TSG LLC to call the remaining bonds outstanding as soon as legally allowed and noticed.
 (2) The Mill levy required for the property taxes to be collected is 1.4606, .0877 less than 2021

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Tourism

Worksheet	Account Name	Actuals		2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance
Tourism Revs	Lodging Taxes - Condos/Private Homes	1,130,092	1,205,168	678,055	1,641,000	962,945	1,723,050	82,050	5.0%	592,958	52.5%
Tourism Revs	Lodging Taxes - Hotel Rooms	929,287	761,487	557,572	823,204	265,632	864,364	41,160	5.0%	(64,923)	-7.0%
Tourism Revs	Lodging Taxes - Prior Period	5,311	3,286	-	6,678	6,678	-	(6,678)	-100.0%	(5,311)	-100.0%
Tourism Revs	Taxes-Restaurant	492,476	385,851	295,485	426,693	131,208	448,028	21,335	5.0%	(44,448)	-9.0%
Tourism Revs	Lodging/Restaurant Tax Penalty	3,330	2,770	4,000	4,000	-	4,000	-	0.0%	670	20.1%
Tourism Revs	Restaurant Taxes - Prior Period	1,779	1,103	-	100	100	-	(100)	-100.0%	(1,779)	-100.0%
Tourism Revs	Business Licenses	321,392	325,546	315,307	330,000	14,693	320,000	(10,000)	-3.0%	(1,392)	-0.4%
Tourism Revs	Penalty - Business License	7,429	10,527	6,500	10,500	4,000	6,500	(4,000)	-38.1%	(929)	-12.5%
Tourism Revs	Prior Period Business License	-	418	-	-	-	-	-	na	-	na
Total Revenues		2,891,095	2,696,156	1,856,919	3,242,175	1,385,256	3,365,942	123,767	3.8%	474,847	16.4%
Tourism	Marketing - Lodging Funding	-	-	-	-	-	1,280,770	1,280,770	na		
Tourism	Marketing - Busienss License Funding	-	-	-	-	-	300,800	300,800	na	300,800	na
Tourism	MTI Lodging Funding	1,022,022	975,121	611,635	1,223,087	611,451	-	(1,223,087)	-100.0%	(1,022,022)	-100.0%
Tourism	MTI Business License Funding	302,108	306,406	296,389	310,200	13,811	-	(310,200)	-100.0%	(302,108)	-100.0%
Tourism	Contractual MTI Funding	50,995	-	-	-	-	-	-	na	(50,995)	-100.0%
Tourism	Airline Guaranty Lodging Taxes	1,011,698	965,271	605,457	1,210,732	605,275	1,267,833	57,101	4.7%	256,135	25.3%
Tourism	Airline Guaranty Restaurant Taxes	484,370	379,214	289,575	418,257	128,682	439,067	20,810	5.0%	(45,303)	-9.4%
Tourism	Audit Fees	1,500	2,500	2,500	2,500	-	2,500	-	0.0%	1,000	66.7%
Total Expense		2,872,693	2,628,513	1,805,556	3,164,776	1,359,219	3,290,970	126,194	4.0%	(862,493)	-30.0%
Tourism Transfers	Transfer (To)/From General Fund	(18,402)	(67,643)	(51,363)	(77,399)	(26,037)	(74,972)	2,427	-3.1%	(56,570)	307.4%
Total Other Sources/Uses		(18,402)	(67,643)	(51,363)	(77,399)	(26,037)	(74,972)	2,427	-3.1%	(56,570)	307.4%

Surplus (Deficit) - - - - - - - -

Historical Museum

Worksheet	Account Name	Actuals		2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance
Historical Museum Revs	Tax - Property .333 Mills Historical Museum	96,667	104,761	103,241	103,241	-	105,822	2,581	2.5%	9,156	9.5%
Historical Museum Revs	Tax - Property - Abatements	(161)	(2,596)	-	-	-	-	-	na	161	-100.0%
Total Revenues		96,506	102,165	103,241	103,241	-	105,822	2,581	2.5%	9,316	9.7%
Historical Museum	Historical Museum Mil Levy	94,571	100,114	101,141	101,141	-	103,698	2,558	2.5%	9,128	9.7%
Historical Museum	County Treasurer's Fees	1,935	2,050	2,100	2,100	-	2,124	23	1.1%	189	9.8%
Total Expense		96,506	102,165	103,241	103,241	-	105,822	2,581	2.5%	9,316	9.7%

Surplus (Deficit) - - - - - - - -

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
BROADBAND DEPARTMENT PROGRAM NARRATIVE**

Item 7

Mountain Village Broadband supplies telecommunications services and products to customers in Mountain Village.

BROADBAND DEPARTMENT GOALS

1. Have all Fiber Home installs completed by Oct 30, 2022
2. Audit dark fiber by June 30, 2022
3. Complete removal of old legacy coax by Nov 15, 2022

BROADBAND DEPARTMENT PERFORMANCE MEASURES

Item 1)

1. ONTs (Customer's home) are set and provisioned to head-end. Customer now have new fiber internet service.
2. Resort Internet Video services cut over to fiber system
3. New fiber service products are fully integrated into the billing system.
4. Fiber services levels are created and tested.
5. Lightworks continues to bore conduit to all homes without conduit

Item 2)

1. All Fiber spliced from resident's curb to head-end.
2. Identify all dark fiber locations and availability.
3. Place dark fiber where utilized the most.

Item 3)

1. Disconnect and cut out all old amps and taps from coax system
2. Redesign old coax to feed new video services to properties
3. TMV continues to cut-over customers into the fiber network.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Broadband Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
	<u>Summary</u>										
	<u>Revenues</u>										
	Cable Revenues	993,838	975,791	997,472	997,472	-	615,000	(382,472)	-38.3%	(378,838)	-38.1%
	Internet Revenues	1,112,465	1,161,287	1,012,200	1,012,200	-	1,471,860	459,660	45.4%	359,395	32.3%
	Phone Revenues	40,863	35,488	35,000	35,000	-	35,000	-	0.0%	(5,863)	-14.3%
	Miscellaneous Revenues	48,369	51,843	70,540	70,540	-	70,540	-	0.0%	22,171	45.8%
	Total Revenues	2,195,536	2,224,411	2,115,212	2,115,212	-	2,192,400	77,188	3.6%	(3,136)	-0.1%
	<u>Expenses</u>										
	Cost of Cable Sales	836,649	793,119	933,383	933,383	-	451,200	(482,183)	-51.7%	(385,449)	-46.1%
	Cost of Internet Sales	257,744	179,615	190,000	236,500	46,500	258,000	21,500	9.1%	256	0.1%
	Cost of Phone Sales	22,326	19,293	12,000	25,200	13,200	25,200	-	0.0%	2,874	12.9%
	Operations	602,877	714,711	707,804	740,986	33,182	823,637	82,650	11.2%	220,759	36.6%
	Broadband Fund Contingency Contingency	-	-	3,000	3,000	-	3,000	-	0.0%	3,000	na
	Total Expense	1,719,596	1,706,738	1,846,187	1,939,069	92,882	1,561,037	(378,033)	-19.5%	(158,559)	-9.2%
	<u>Capital</u>										
	Capital Outlay	981,650	1,939,290	545,000	780,000	235,000	353,000	(412,000)	-52.8%	(628,650)	-64.0%
	Total Capital	981,650	1,939,290	545,000	780,000	235,000	353,000	(412,000)	-52.8%	(628,650)	-64.0%
	<u>Other Sources/Uses</u>										
	Broadband Other Source/Uses Transfer (To)/From General Fund	424,383	1,610,146	447,120	799,124	352,004	-	(799,124)	-100.0%	(424,383)	-100.0%
	Broadband Other Source/Uses Transfer To GF - Overhead Allocation	(169,531)	(188,529)	(171,145)	(195,267)	(24,122)	(172,301)	22,966	-11.8%	(2,770)	1.6%
	Total Other Sources/Uses	254,852	1,421,617	275,975	603,857	327,882	(172,301)	(776,158)	-128.5%	(427,153)	-167.6%
	Surplus (Deficit)	(250,858)	-	-	-	-	106,063	91,063			
	Beginning Available Fund Balance	250,858	-	-	-	-	-	-			
	Ending Available Fund Balance	-	-	-	-	-	106,063	-			

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Broadband Fund

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
<u>Revenues</u>															
Video Revenues	Basic Residential	543,783	570,495	316,942	316,942	-	-	(316,942)	-100.0%	(543,783)	-100.0%				
Video Revenues	Fiber Video - Residential	-	5,797	366,900	366,900	-	468,000	101,100	27.6%	468,000	na				
Video Revenues	Basic Bulk/Commercial Fiber (6)	188,693	159,566	93,740	93,740	-	147,000	53,260	56.8%	(41,693)	-22.1%				
Video Revenues	Premium Pay Revenue	36,474	40,932	37,677	37,677	-	-	(37,677)	-100.0%	(36,474)	-100.0%				
Video Revenues	Bulk Premium	27,910	27,686	22,617	22,617	-	-	(22,617)	-100.0%	(27,910)	-100.0%				
Video Revenues	Digital	55,870	52,926	44,322	44,322	-	-	(44,322)	-100.0%	(55,870)	-100.0%				
Video Revenues	HDTV	136,901	116,979	115,273	115,273	-	-	(115,273)	-100.0%	(136,901)	-100.0%				
Video Revenues	Digital DMX Commercial	4,208	1,410	-	-	-	-	-	na	(4,208)	-100.0%				
Total Video Revenues		993,838	975,791	997,472	997,472	-	615,000	(382,472)	-38.3%	(378,838)	-38.1%				
Phone Revenues	Basic Phone Service	40,471	34,764	35,000	35,000	-	35,000	-	0.0%	(5,471)	-13.5%				
Phone Revenues	Other Phone Service Fees	392	725	-	-	-	-	-	na	(392)	-100.0%				
Total Phone Revenues		40,863	35,488	35,000	35,000	-	35,000	-	0.0%	(5,863)	-14.3%				
Internet Revenues	High Speed Internet	568,612	646,479	775,000	775,000	-	1,176,060	401,060	51.7%	607,448	106.8%				
Internet Revenues	Fiber Wi-Fi	-	-	2,000	2,000	-	2,000	-	0.0%	2,000	na				
Internet Revenues	Bulk/Commercial Internet	181,120	166,534	175,000	175,000	-	108,600	(66,400)	-37.9%	(72,520)	-40.0%				
Internet Revenues	Non Subscriber High Speed Internet	302,120	300,760	-	-	-	-	-	na	(302,120)	-100.0%				
Internet Revenues	Internet Business Class	45,597	37,639	55,000	55,000	-	180,000	125,000	227.3%	134,403	294.8%				
Internet Revenues	High Speed Static Address	4,689	5,587	-	-	-	-	-	na	(4,689)	-100.0%				
Internet Revenues	Dark Fiber Leased Revenues	10,327	4,288	5,200	5,200	-	5,200	-	0.0%	(5,127)	-49.6%				
Total Internet Revenues		1,112,465	1,161,287	1,012,200	1,012,200	-	1,471,860	459,660	45.4%	359,395	32.3%				
Broadband Misc Revenues	Other-Advertising Revenue (1)	-	-	2,500	2,500	-	2,500	-	0.0%	2,500	na				
Broadband Misc Revenues	Other-Labor (2)	600	60	3,000	3,000	-	3,000	-	0.0%	2,400	400.0%				
Broadband Misc Revenues	Other - Parts (3)	124	7,820	4,500	4,500	-	4,500	-	0.0%	4,376	3527.3%				
Broadband Misc Revenues	Other-Connection Fees (4)	15,225	14,715	25,000	25,000	-	25,000	-	0.0%	9,775	64.2%				
Broadband Misc Revenues	Cable Equipment Rental	3,991	2,710	16,000	16,000	-	16,000	-	0.0%	12,009	300.9%				
Broadband Misc Revenues	Fiber DVR	-	-	2,500	2,500	-	2,500	-	0.0%	2,500	na				
Broadband Misc Revenues	Other-Leased Access Revenue (5)	5,340	5,340	5,340	5,340	-	5,340	-	0.0%	-	0.0%				
Broadband Misc Revenues	Leased Fiber Access	1,200	-	5,200	5,200	-	5,200	-	0.0%	4,000	333.3%				
Broadband Misc Revenues	Other-Late Payment Fees	11,270	8,500	6,500	6,500	-	6,500	-	0.0%	(4,770)	-42.3%				
Broadband Misc Revenues	Other-Recovery Income	559	-	-	-	-	-	-	na	(559)	-100.0%				
Broadband Misc Revenues	Channel Revenue	7,792	12,215	-	-	-	-	-	na	(7,792)	-100.0%				
Broadband Misc Revenues	Miscellaneous Revenue	2,269	484	-	-	-	-	-	na	(2,269)	-100.0%				
Total Miscellaneous Revenues		48,369	51,843	70,540	70,540	-	70,540	-	0.0%	22,171	45.8%				

(1) Local ad insertions

(2) Hourly work preformed by cable techs

(4) Cable Tech install fees

(3) Parts/Equipment bought by customer from MVB

(5) Programming paid to MVB

(6) Lost VCA bulk account

Cost of Sales

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Broadband Fund

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
Video Cost of Sales	Basic Programming Fee	701,073	660,289	591,758	591,758	-	-	(591,758)	-100.0%	(701,073)	-100.0%				
Video Cost of Sales	Fiber Video Services	-	8,040	167,680	167,680	-	445,000	277,320	165.4%	445,000	na				
Video Cost of Sales	Copyright Royalties	4,112	12,326	6,200	6,200	-	6,200	-	0.0%	2,088	50.8%				
Video Cost of Sales	Premium Program Fees	73,041	66,348	79,202	79,202	-	-	(79,202)	-100.0%	(73,041)	-100.0%				
Video Cost of Sales	Digital - Basic Program Fees	43,778	32,009	75,047	75,047	-	-	(75,047)	-100.0%	(43,778)	-100.0%				
Video Cost of Sales	TV Guide Programming	7,199	7,387	5,932	5,932	-	-	(5,932)	-100.0%	(7,199)	-100.0%				
Video Cost of Sales	HDTV	3,628	3,109	5,064	5,064	-	-	(5,064)	-100.0%	(3,628)	-100.0%				
Video Cost of Sales	TV Everywhere Fees	3,818	3,612	2,500	2,500	-	-	(2,500)	-100.0%	(3,818)	-100.0%				
Total Video Cost of Sales		836,649	793,119	933,383	933,383	-	451,200	(482,183)	-51.7%	(385,449)	-46.1%				
Phone Cost of Sales	Phone Service Costs	22,326	19,293	12,000	25,200	13,200	25,200	-	0.0%	2,874	12.9%				
Phone Cost of Sales	Connection Fees-Phone	-	-	-	-	-	-	-	na	-	na				
Total Phone Cost of Sales		22,326	19,293	12,000	25,200	13,200	25,200	-	0.0%	2,874	12.9%				
Internet Cost of Sales	ISP & T1 (7)	235,271	156,620	190,000	236,500	46,500	258,000	21,500	9.1%	22,729	9.7%				
Internet Cost of Sales	IP Addresses in Lieu	22,473	22,995	-	-	-	-	-	na	(22,473)	-100.0%				
Total Internet Cost of Sales		257,744	179,615	190,000	236,500	46,500	258,000	21,500	9.1%	256	0.1%				

(7) Currently looking to exit century link and engage Mammoth Networks for redundancy. Increasing bandwidth in 2022

Capital

Broadband Fund Capital	Test Equipment (8)	-	1,249	5,000	5,000	-	40,000	35,000	700.0%	40,000	na
Broadband Fund Capital	Software Upgrades	-	-	20,000	20,000	-	20,000	-	0.0%	20,000	na
Broadband Fund Capital	Vehicles	-	-	-	-	-	-	-	na	-	na
Broadband Fund Capital	Equipment (9)	-	-	20,000	-	(20,000)	88,000	103,000	na	88,000	na
Broadband Fund Capital	System Upgrades (10)	981,650	1,938,040	500,000	755,000	255,000	205,000	(550,000)	-72.8%	(776,650)	-79.1%
Total Capital		981,650	1,939,290	545,000	780,000	235,000	353,000	(412,000)	-52.8%	(628,650)	-64.0%

(8) New fiber splicer

(9) Fiber trailer also 10 gig card for adran 5000 and Head End AC 2022 - New Juniper switches

(10) To post wire apt condos and townhouses for individual fiber. Also add elk run and meadows west - 2021, 2022 public

Wi-Fi implementation plus ongoing projects. Network services and new gpon crads 2021.

Operating Costs

Operating Costs	Salaries & Wages	284,135	337,739	302,489	312,924	10,435	322,784	9,860	3.2%	38,649	13.6%
Operating Costs	Housing Allowance	12,652	12,470	12,840	12,840	-	12,840	-	0.0%	188	1.5%
Operating Costs	Group Insurance	52,587	63,440	72,531	67,162	(5,370)	68,505	1,343	2.0%	15,918	30.3%
Operating Costs	Dependent Health Reimbursement	(3,611)	(3,493)	(4,356)	(4,356)	-	(4,356)	-	0.0%	(745)	20.6%
Operating Costs	PERA & Payroll Taxes	43,427	48,740	48,035	49,974	1,939	51,549	1,575	3.2%	8,122	18.7%
Operating Costs	PERA 401K	23,731	24,316	22,592	22,770	178	23,940	1,171	5.1%	210	0.9%
Operating Costs	Workers Compensation	5,125	5,909	6,064	6,064	-	6,064	-	0.0%	939	18.3%
Operating Costs	Other Employee Benefits	4,320	4,320	5,280	5,280	-	5,280	-	0.0%	960	22.2%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Broadband Fund

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
Operating Costs	Uniforms	280	1,191	500	500	-	600	100	20.0%				320	114.3%	
Operating Costs	Bad Debt Expense	365	-	7,500	7,500	-	7,500	-	0.0%				7,135	1952.1%	
Operating Costs	Legal	431	3,097	500	500	-	500	-	0.0%				70	16.1%	
Operating Costs	Technical - Computer Support (12)	48,775	60,180	48,899	77,899	29,000	120,000	42,101	54.0%				71,225	146.0%	
Operating Costs	Call Center Fees	1,416	1,534	1,800	1,800	-	1,800	-	0.0%				384	27.1%	
Operating Costs	Janitorial/Trash Removal	1,790	1,660	1,586	1,586	-	1,586	-	0.0%				(204)	-11.4%	
Operating Costs	R/M - Head End (13)	20,403	29,762	10,000	10,000	-	25,000	15,000	150.0%				4,597	22.5%	
Operating Costs	R/M - Plant (13)	4,689	4,268	25,000	25,000	-	25,000	-	0.0%				20,311	433.2%	
Operating Costs	Vehicle Repair & Maintenance	3,093	1,783	1,500	1,500	-	3,000	1,500	100.0%				(93)	-3.0%	
Operating Costs	Facility Expenses	5,910	16,056	2,000	2,000	-	2,000	-	0.0%				(3,910)	-66.2%	
Operating Costs	Insurance	3,866	5,400	3,675	3,675	-	3,675	-	0.0%				(191)	-4.9%	
Operating Costs	Communications	7,479	8,117	5,578	5,578	-	5,578	-	0.0%				(1,901)	-25.4%	
Operating Costs	Marketing & Advertising	-	-	5,000	5,000	-	5,000	-	0.0%				5,000	na	
Operating Costs	Dues & Fees (14)	2,083	8,556	2,000	2,000	-	2,000	-	0.0%				(83)	-4.0%	
Operating Costs	Travel, Education & Training	32	2,150	5,000	2,000	(3,000)	2,000	-	0.0%				1,968	6150.0%	
Operating Costs	Contract Labor	6,000	-	1,000	1,000	-	1,000	-	0.0%				(5,000)	-83.3%	
Operating Costs	Cable Locates (15)	261	827	600	600	-	600	-	0.0%				339	129.6%	
Operating Costs	Invoice Processing	2,211	1,924	3,600	3,600	-	3,600	-	0.0%				1,389	62.8%	
Operating Costs	Online Payment Processing Fees	18,671	20,993	20,005	20,005	-	20,005	-	0.0%				1,334	7.1%	
Operating Costs	Postage & Freight	3,710	3,174	5,200	5,200	-	5,200	-	0.0%				1,490	40.2%	
Operating Costs	General Supplies & Materials	4,487	2,324	9,500	9,500	-	9,500	-	0.0%				5,013	111.7%	
Operating Costs	Supplies - Office	2,718	2,203	2,550	2,550	-	2,550	-	0.0%				(168)	-6.2%	
Operating Costs	DVR'S (16)	13,055	9,898	-	-	-	-	-	na				(13,055)	-100.0%	
Operating Costs	Digital Cable Terminals	2,920	5,373	-	-	-	-	-	na				(2,920)	-100.0%	
Operating Costs	Cable Modems/ONT's	1,944	975	50,000	50,000	-	60,000	10,000	20.0%				58,056	2986.4%	
Operating Costs	Wireless Routers	-	604	-	-	-	-	-	na				-	na	
Operating Costs	Phone Terminals	-	-	1,500	1,500	-	1,500	-	0.0%				1,500	na	
Operating Costs	Business Meals	656	400	400	400	-	400	-	0.0%				(256)	-39.0%	
Operating Costs	Employee Appreciation	656	509	500	500	-	500	-	0.0%				(156)	-23.7%	
Operating Costs	Covid-19 Related Expenses	-	2,836	-	-	-	-	-	na				-	na	
Operating Costs	Utilities - Natural Gas	1,081	455	986	986	-	986	-	0.0%				(95)	-8.8%	
Operating Costs	Utilities - Electricity	18,772	20,301	21,608	21,608	-	21,608	-	0.0%				2,836	15.1%	
Operating Costs	Utilities - Gasoline	2,758	4,720	4,343	4,343	-	4,343	-	0.0%				1,585	57.5%	
Total Operating Costs		602,877	714,711	707,804	740,986	33,182	823,637	82,650	11.2%				220,759	36.6%	

(12) Managed network and data base services, 2022 adding Juniper maintenance and support

(13) Parts replacement of headend equipment and plant amplifiers

(14) Tech dues

(15) UNCC ticket fees

(16) Initial investment in cable boxes for upgrade

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
INFORMATION TECHNOLOGY**

INFORMATION TECHNOLOGY PROGRAM NARRATIVE

Responsible for establishing the Town's technical and cybersecurity vision and leading all aspects of the Town's technology development. Manages the Town's technology resources and support facilities local, wireless, internet, telephone, and all related software programs. Plan, organize, and control the Town's day to day IT resources activities and collaborates with all important stakeholders. Ensure the Town's IT environment is secure and stable, commensurate with the best interests of customers, employees, and the public. Develop and implement IT architecture strategies to accommodate current and future organizational needs. Sets the strategic direction for the Town and supervises and leads diverse staff to achieve organizational goals and objectives.

INFORMATION TECHNOLOGY DEPARTMENT GOALS

1. Ensure TMV's Cybersecurity systems and infrastructure are current.
2. Build a 99.99% uptime broadband network.
3. Build a strong IT/Broadband team.
4. Build GIS infrastructure.
5. Develop Intelligent Traffic system applications.
6. Expand internet wireless coverage.
7. Upgrade SCADA.
8. Upgrade Council Chambers.
9. Finish office phone upgrade.
10. Year-end expenditure totals do not exceed the adopted budget.

INFORMATION TECHNOLOGY DEPARTMENT PERFORMANCE MEASURES

Item 1

1. Renew Cybersecurity agreement. Q1
2. Continued education on cyber security. Q1-4
3. Administrator security patches and fixes before the 10-day breach window increasing security by 80%. This industry percentage is generally accepted as the result of timely patching. Q1-4
4. Seek to train essential staff about cyber security awareness reducing the penetration potential by 50%. Q1-4
5. Continue to test continuity of operations. Q1-4

Item 2

1. Introduce a second fiber connection into TMV providing additional redundancy. Q1
2. Work with the GIS and the Broadband department on a dark fiber audit allowing for future redundant fiber connections to be built within the Town of Mountain Village. Q1-2
3. Partner and grow with a managed network service provider. This company provides 24x7x365 support for TMV's internet connectivity as well as future capacity planning and redundancy. Q1-4
4. Go beyond 99.99% uptime. Q1-4

Item 3

1. Create training documentation, checklists, and instructions regarding IT responsibilities and desktop support. Q1-4
2. Offload a portion of IT responsibilities including minimal employee training to IT contract help. Q1-4
3. Encourage use of TMV's new ticketing system and respond to tickets within 24 hours in a professional manner. Q1-4
4. Attend more Technology conferences and on-line IT training. Q2-4

Item 4

1. Create a ground penetrating radio plan that accurately captures the Town's utility infrastructure. Multi-year.
2. Continue to meet with departments regarding migrating their information into the GIS database. Multi-year
3. Work with departments on growing their own GIS databases. Multi-year
4. Fix discovered or self-discovered GIS mapping irregularities. Multi-year

Item 5

1. Deploy deep learning analytics detectors. Q1-4
2. Upgrade the Gondola people tracking system. Q1

3. Upgrade the traffic counter at Town's entrance and exits and garages. Q1
4. Implement a new pedestrian traffic flow system throughout the Village. Q1-4

Item 6

1. Partner with Aspen Wireless regarding a distributed antenna system (DAS) increasing quality of service for 4G LTE 5Ge coverage. Q1-4
2. Provide additional Wi-Fi Public Access points in the Village core and Heritage parking.
3. Complete small cell CDC (Community Development Code) policies at TMV. Q1
4. Complete DAS radio studio and get Council approval. Q1-4
5. Explore partnership possibilities with the Telluride Ski and Golf company. Q1-4
6. Pursue other revenue generating opportunities. Q1-4

Item 7

1. Work with Public Works and support a project plan of upgrading equipment. Q1-4
2. Add fiber service where necessary. Q1-4
3. Provide security review of infrastructure. Q1-4
4. Help with deployment of devices and integration. Q1-4

Item 8

1. Replace old loud projector with video wall. Q1
2. Reprogram Crestron system with video wall. Q1
3. Fix or replace display TVs. Q1
4. Train staff on how to use Council Chambers. Q1

Item 9

1. Town Hall and Transportation Q1.
2. Mountain Village Police department Q2.
3. Shop, maintenance, Munchkins Q2.

Item 10

1. Fiscal Responsibility. Meet or outperform department's approved budget and actively seek opportunities to optimize financial costs and investments when making decisions.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Information Technology

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
Information Technology - GF	Salaries & Wages (1)	100,302	130,929	150,368	198,755	48,387	215,371	16,616	8.4%	115,069	114.7%
Information Technology - GF	Housing Allowance	8,506	10,327	10,344	10,644	300	10,644	-	0.0%	2,138	25.1%
Information Technology - GF	Group Insurance	8,393	15,860	14,243	23,002	8,760	31,398	8,396	36.5%	23,005	274.1%
Information Technology - GF	Dependent Health Reimbursement	(1,504)	(2,096)	-	(2,160)	(2,160)	(2,160)	-	0.0%	(656)	43.6%
Information Technology - GF	PERA & Payroll Taxes	15,291	20,261	23,878	31,741	7,863	34,395	2,654	8.4%	19,104	124.9%
Information Technology - GF	PERA 401K	1,950	3,944	4,511	4,511	-	7,221	2,710	60.1%	5,271	270.3%
Information Technology - GF	Workers Compensation	1,174	1,586	1,050	1,600	550	1,600	-	0.0%	426	36.3%
Information Technology - GF	Other Employee Benefits	1,080	1,080	1,320	2,420	1,100	2,420	-	0.0%	1,340	124.1%
Information Technology - GF	Uniforms	192	324	500	500	-	500	-	0.0%	308	160.4%
Information Technology - GF	Vehicle Repair & Maintenance	-	-	500	500	-	500	-	0.0%	500	na
Information Technology - GF	Phone Maintenance	347	7,889	7,500	7,500	-	7,500	-	0.0%	7,153	2058.9%
Information Technology - GF	Communications (2)	1,122	1,049	3,500	3,500	-	3,944	444	12.7%	2,822	251.6%
Information Technology - GF	Travel, Education & Training (3)	965	5,090	4,000	4,000	-	7,000	3,000	75.0%	6,035	625.2%
Information Technology - GF	General Supplies & Materials	2,269	706	500	500	-	500	-	0.0%	(1,769)	-78.0%
Information Technology - GF	Supplies - Signs & Safety	6,325	4,589	8,000	8,000	-	8,000	-	0.0%	1,675	26.5%
Information Technology - GF	Business Meals	314	127	350	350	-	350	-	0.0%	36	11.5%
Information Technology - GF	COVID-19 Related Expenses	-	7,517	-	-	-	-	-	na	-	na
Information Technology - GF	Software Support- Contract (4)	25,228	8,122	15,000	15,000	-	30,000	15,000	100.0%	4,772	18.9%
Information Technology - GF	Software Support - Other	3,435	403	5,400	5,400	-	5,400	-	0.0%	1,965	57.2%
Information Technology - GF	General Hardware Replacement (5)	33,359	19,601	20,000	25,000	5,000	25,000	-	0.0%	(8,359)	-25.1%
Information Technology - GF	Server Replacement	-	10,463	9,200	9,200	-	9,200	-	0.0%	9,200	na
Information Technology - GF	Cyber Security	32,875	38,954	39,380	39,380	-	40,167	787	2.0%	7,292	22.2%
Information Technology - GF	Microsoft Office Licenses	20,237	4,209	23,000	23,000	-	24,150	1,150	5.0%	3,913	19.3%
Information Technology - GF	Hosted E-Mail Services	2,448	-	3,988	3,988	-	4,187	199	5.0%	1,739	71.0%
Information Technology - GF	Accounting SW Annual Support Maintenance	31,073	33,722	35,280	35,280	-	37,044	1,764	5.0%	5,971	19.2%
Information Technology - GF	Accounting SW Customization/Options	-	144	-	-	-	-	-	na	-	na
Information Technology - GF	All Data - Vehicle Maintenance	2,499	1,500	1,515	1,515	-	1,515	-	0.0%	(984)	-39.4%
Information Technology - GF	Password Manager	-	-	-	3,000	3,000	3,150	-	0.0%	3,150	na
Information Technology - GF	Live Streaming Software	-	-	-	-	-	-	-	na	-	na
Information Technology - GF	PDF SW Upgrades/Licenses	6,833	7,920	9,740	9,740	-	10,227	487	5.0%	3,394	49.7%
Information Technology - GF	Firewall	2,212	-	3,900	3,900	-	3,900	-	0.0%	1,688	76.3%
Information Technology - GF	CAD Auto Desk Support	1,054	1,149	1,428	1,428	-	-	(1,428)	-100.0%	(1,054)	-100.0%
Information Technology - GF	GIS Hardware/Software (6)	-	-	-	6,100	6,100	25,000	18,900	309.8%	25,000	na
Information Technology - GF	Web Site Blocker	-	-	-	-	-	-	-	na	-	na
Information Technology - GF	Server Support Fees	-	1,246	7,500	7,500	-	7,500	-	0.0%	7,500	na
Information Technology - GF	Spam Filter	2,198	2,277	2,430	2,430	-	9,108	6,678	274.8%	6,910	314.4%
Information Technology - GF	CRM Software (7)	-	-	30	1,480	1,450	4,440	2,960	200.0%	4,440	na
Information Technology - GF	Database Administrator	-	-	3,000	3,000	-	3,000	-	0.0%	3,000	na
Information Technology - GF	RMS Software Support - Police	12,402	12,379	13,196	13,196	-	13,856	660	5.0%	1,454	11.7%
Information Technology - GF	Legal SW Support	-	-	2,184	2,184	-	2,184	-	0.0%	2,184	na
Information Technology - GF	Cyber Security - Audit Fees	-	640	-	-	-	-	-	na	-	na

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Information Technology

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	
		Actuals 2019	Actuals 2020	2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
Information Technology - GF	Cyber Security - Study	-	-	-	-	-	-	-	-	-	-	na	-	na	
Information Technology - GF	AV Room Upgrade (8)	-	-	11,000	11,000	-	24,000	13,000	118.2%	24,000	na				
Information Technology - GF	EPPT Startup Costs	-	-	-	-	-	-	-	na	-	na				
Information Technology - GF	EPPT Support Fees	-	-	1,680	1,680	-	1,680	-	0.0%	1,680	na				
Information Technology - GF	Montrose Interconnect - Police	3,000	4,061	4,000	4,000	-	5,000	1,000	25.0%	2,000	66.7%				
Information Technology - GF	VPI Software Support - Police (9)	1,976	1,961	2,039	2,039	-	2,200	161	7.9%	224	11.3%				
Information Technology - GF	Building Permit Support Fees	7,650	7,650	7,650	7,650	-	7,650	-	0.0%	-	0.0%				
Information Technology - GF	Ready Op Subscription	-	2,000	-	-	-	-	-	na	-	na				
Information Technology - GF	Exevault	-	500	-	-	-	-	-	na	-	na				
Information Technology - GF	Printer Maintenance	-	-	1,500	1,500	-	1,500	-	0.0%	1,500	na				
Information Technology - GF	Document Management	-	-	500	500	-	500	-	0.0%	500	na				
Information Technology - GF	ESRI Map Subscription (10)	-	3,000	8,250	10,000	1,750	10,000	-	0.0%	10,000	na				
Information Technology - GF	E-Recycle	-	-	2,500	2,500	-	2,500	-	0.0%	2,500	na				
Information Technology - GF	Fingerprint SW Support - Police	-	-	1,163	1,163	-	1,163	-	0.0%	1,163	na				
Information Technology - GF	Muni Metrix License	1,495	1,495	1,495	1,495	-	1,495	-	0.0%	-	0.0%				
Information Technology - GF	Notification Services	-	-	2,000	2,000	-	2,000	-	0.0%	2,000	na				
Information Technology - GF	Online Back Up Support Fee (11)	3,461	4,484	6,500	6,500	-	16,500	10,000	153.8%	13,039	376.8%				
Information Technology - GF	Opengov	16,903	16,903	17,000	17,000	-	17,000	-	0.0%	97	0.6%				
Information Technology - GF	Munirevs Support Fees	19,118	19,883	20,134	20,134	-	20,134	-	0.0%	1,016	5.3%				
Information Technology - GF	Technical Miscellaneous	387	2,035	1,200	1,200	-	1,200	-	0.0%	813	210.1%				
Total		376,570	415,883	515,345	597,445	82,100	702,733	105,138	17.6%	326,163	86.6%				

- (1) Cable technicians allocated 10% and a summer intern at \$5,500. Moved the GIS position from R&B and W/S to IT in 4/2021.
- (2) Added GIS iPad
- (3) Add GIS training
- (4) 3rd party software
- (5) New employees and ongoing replacements
- (6) Purchase new GIS field equipment
- (7) IT management system, may add second user in 2022
- (8) Video Wall Council Chambers
- (9) 2022 upgrade to VoIP phones - need system upgrade (waiting on dollar amount) 2023 VPI software is End of life - will need to replace system
- (10) Started using ESRI cloud solutions
- (11) Adding more diversity and continuity of operations

TOWN OF MOUNTAIN VILLAGE

2022 BUDGET

BUILDING MAINTENANCE DIVISION PROGRAM NARRATIVE

The Building Maintenance Division has the following primary maintenance and repair responsibilities:

1. All town owned boilers (Post Office, Blue Mesa, Conference Center, See Forever I and II, Heritage Plaza, Le Chamonix Plaza, Oak Street, Gondola Plaza Building, Heritage Crossing).
2. Gas fire pits in Heritage Plaza ,Reflection Plaza and at See Forever.
3. All street lights (streets and plazas).
4. All town owned and managed buildings (Town Hall, Town Shops, town departments in Fire Station, Gondola Parking Garage, Telluride Conference Center (as needed), Heritage Parking Garage, Gondola terminals and Post Office buildings.
5. All lighting in plazas.
6. Review utility locates for projects in close proximity to all street lights.
7. Repair and maintain public bathrooms-cleaning performed by contract services.
8. Repair signs in plazas and street signs.

BUILDING MAINTENANCE DIVISION GOALS

1. All building/facility issue that are identified as a potential life-safety threat shall be addressed immediately.
2. Prioritize the completion of work orders based on safety, short and long-term cost savings, and timing of request.
3. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals.
4. Perform all tasks in the safest possible manner
5. Operate within Town Council adopted budget.

BUILDING MAINTENANCE DIVISION PERFORMANCE MEASURES

1. All building/facility issue that are identified as a potential life-safety threat shall be addressed within 2hrs
2. All work orders reviewed, prioritized and closed daily.
3. Wherever possible, reduce the use of electricity, natural gas, fuel, paper, water, and chemicals.
4. Track work time lost to injury with zero injury as the goal.
5. Operate within Town Council adopted budget.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Building & Facility Maintenance

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Building & Facility Maintenance	Salaries & Wages	88,548	108,538	97,615	102,277	4,662	114,758	12,481	12.2%	26,210	29.6%
Building & Facility Maintenance	Offset Labor	(70)	(3,330)	-	-	-	-	-	na	70	-100.0%
Building & Facility Maintenance	Group Insurance	19,899	26,433	28,485	27,984	(501)	28,544	560	2.0%	8,645	43.4%
Building & Facility Maintenance	Dependent Health Reimbursement	(1,785)	(2,276)	(720)	(3,210)	(2,490)	(3,600)	(390)	12.1%	(1,815)	101.7%
Building & Facility Maintenance	PERA & Payroll Taxes	13,472	18,519	15,501	16,334	832	18,327	1,993	12.2%	4,855	36.0%
Building & Facility Maintenance	PERA 401K	5,362	6,626	5,042	5,042	-	4,883	(160)	-3.2%	(480)	-8.9%
Building & Facility Maintenance	Workers Compensation	3,133	3,917	5,733	5,733	-	5,733	-	0.0%	2,600	83.0%
Building & Facility Maintenance	Other Employee Benefits	1,800	1,800	2,200	2,200	-	2,200	-	0.0%	400	22.2%
Building & Facility Maintenance	Uniforms	615	415	500	500	-	500	-	0.0%	(115)	-18.7%
Building & Facility Maintenance	R&M-Boilers / Snowmelt	35,783	39,234	45,000	45,000	-	45,000	-	0.0%	9,217	25.8%
Building & Facility Maintenance	Vehicle Repair & Maintenance	272	1,175	850	850	-	850	-	0.0%	578	212.6%
Building & Facility Maintenance	Street Light Repair & Replace	300	3,324	9,000	9,000	-	15,000	6,000	66.7%	14,700	4901.5%
Building & Facility Maintenance	Facility Maintenance (1)	6,983	3,426	32,500	32,500	-	8,500	(24,000)	-73.8%	1,517	21.7%
Building & Facility Maintenance	Facility Expenses - Town Hall	28,462	20,730	28,000	36,000	8,000	36,000	-	0.0%	7,538	26.5%
Building & Facility Maintenance	HVAC Maintenance - Town Hall (2)	1,545	1,917	3,500	8,500	5,000	3,500	(5,000)	-58.8%	1,955	126.5%
Building & Facility Maintenance	Elevator Maintenance - Town Hall	2,693	3,097	3,500	3,500	-	3,500	-	0.0%	807	30.0%
Building & Facility Maintenance	Communications	1,234	1,011	1,560	1,560	-	1,560	-	0.0%	326	26.4%
Building & Facility Maintenance	Dues & Fees, Licenses	1	60	-	1,000	1,000	100	(900)	-90.0%	99	9900.0%
Building & Facility Maintenance	Travel, Education & Training	1,847	-	1,500	1,500	-	3,000	1,500	100.0%	1,153	62.4%
Building & Facility Maintenance	Postage & Freight	-	32	-	200	200	200	-	0.0%	200	na
Building & Facility Maintenance	General Supplies And Materials	2,048	2,319	2,000	4,000	2,000	4,000	-	0.0%	1,952	95.3%
Building & Facility Maintenance	Employee Appreciation	293	423	300	300	-	300	-	0.0%	7	2.3%
Building & Facility Maintenance	Utilities - Gasoline	1,497	3,577	3,183	5,000	1,817	5,000	-	0.0%	3,503	233.9%
Total		213,933	240,966	285,249	305,770	20,520	297,854	(7,916)	-2.6%	83,921	39.2%

(1) Town of Mountain Village Restroom flooring replacement Madeline Hotel 2021

(2) Clean air ducts tri-annually

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
ROAD AND BRIDGE DEPARTMENT PROGRAM NARRATIVE**

Item 8b

The Road and Bridge Department is responsible for the care and maintenance of 20 miles of road, 20 bridges and 8 parking areas as well as inspecting and maintaining 9 miles of sewer main, 232 manholes and 3 lift stations.

The Road and Bridge staff performs all in-house pavement repairs. They provide a significant amount of full depth asphalt patching at a considerable savings to the Town. The process involves all grinding, prep and paving operations as well as traffic control. The staff performs all other phases of roadway repair and maintenance. Road and Bridge has also undertaken numerous repairs of the main line sewer system identified by video inspection of the lines. In the winter the R&B staff provides seven day coverage for snow removal and all other required maintenance with three operators on the day shift and one operator at night until midnight. Snow removal includes all roads and parking areas owned by the Town. Along with these primary duties R&B performs wetland or sensitive area mitigation, sign repair, tree removal, road striping, culvert and drainage maintenance and routine maintenance of the sewer system.

DEPARTMENT GOALS

1. Provide snow and ice removal for all the Town's roadways and parking areas to ensure the safest conditions possible in all weather conditions.
2. Complete the initial plow routes within proscribed time limits; the grader route within 3 hours on light to normal snow days (<6") and 3.25 hours on heavy days (>6"); the snowplow/sand truck route within 1 3/4 hours on light to normal days and 2 hours on heavy days.
3. Provide safe roadways by maintaining quality pavements, shoulders and drainage at a cost advantageous to the Town.
4. Provide quality cost effective repair and maintenance to all Town facilities as directed.
5. Perform all tasks in the safest possible manner.
6. Perform snow removal procedures and sensitive area mitigation as per the Wetlands Protection Plan.
7. Operate the department within budget.

DEPARTMENT PERFORMANCE MEASURES

1. Track man hours for snow removal compared to snow fall total.
2. Track the number of snow days that meet or exceed the initial road opening goals with the target of 80% or better.
3. Track the cost of asphalt patching and pavement repair with the goal of keeping costs below commercial prices.
4. Track the cost for facility maintenance with the goal of keeping costs below commercial prices.
5. Track work time lost to injury with zero injuries the goal.
6. Annually inspect and document improvement of wetland protection systems as per the Wetlands Protection Plan.
7. Department year end expenditure totals do not exceed the adopted budget.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Road & Bridge

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Road & Bridge	Salaries & Wages (1)	344,449	314,919	365,706	325,706	(40,000)	373,876	48,170	14.8%	29,427	8.5%
Road & Bridge	Offset Labor	(2,005)	(100)	-	-	-	-	-	na	2,005	-100.0%
Road & Bridge	Group Insurance	94,910	98,216	111,581	111,581	-	106,677	(4,904)	-4.4%	11,767	12.4%
Road & Bridge	Dependent Health Reimbursement	(6,206)	(6,387)	(6,280)	(6,280)	-	(6,280)	-	0.0%	(74)	1.2%
Road & Bridge	PERA & Payroll Taxes	52,267	51,773	58,074	52,015	(6,059)	59,708	7,693	14.8%	7,441	14.2%
Road & Bridge	PERA 401K	15,574	17,605	17,985	15,985	(2,000)	20,901	4,915	30.7%	5,327	34.2%
Road & Bridge	Workers Compensation	10,827	13,375	14,884	14,884	-	14,884	-	0.0%	4,057	37.5%
Road & Bridge	Other Employee Benefits	6,597	6,600	8,063	8,063	-	7,513	(550)	-6.8%	916	13.9%
Road & Bridge	Uniforms	1,249	964	1,200	1,800	600	1,800	-	0.0%	551	44.1%
Road & Bridge	Janitorial/Trash Removal	1,790	1,967	1,800	1,800	-	2,000	200	11.1%	210	11.7%
Road & Bridge	Vehicle Repair & Maintenance	30,496	69,356	45,000	55,000	10,000	45,000	(10,000)	-18.2%	14,504	47.6%
Road & Bridge	Facility Expenses	1,025	2,359	750	750	-	750	-	0.0%	(275)	-26.8%
Road & Bridge	Communications	2,868	2,479	3,500	3,000	(500)	3,000	-	0.0%	132	4.6%
Road & Bridge	Public Noticing	314	308	500	500	-	500	-	0.0%	187	59.5%
Road & Bridge	Dues, Fees & Licenses	268	563	250	250	-	250	-	0.0%	(18)	-6.6%
Road & Bridge	Travel, Education, Training	1,688	-	1,500	1,500	-	1,500	-	0.0%	(188)	-11.1%
Road & Bridge	Contract Labor	6,143	155	5,000	5,000	-	5,000	-	0.0%	(1,143)	-18.6%
Road & Bridge	Paving Repair (2)	395,848	125,745	400,000	400,000	-	400,000	-	0.0%	4,152	1.0%
Road & Bridge	Striping	11,451	12,044	15,000	15,000	-	16,000	1,000	6.7%	4,549	39.7%
Road & Bridge	Guardrail Repair	15,722	2,943	2,000	2,000	-	2,000	-	0.0%	(13,722)	-87.3%
Road & Bridge	Bridge Repair & Maintenance	4,170	3,590	10,000	10,000	-	10,000	-	0.0%	5,830	139.8%
Road & Bridge	Postage & Freight	42	-	100	100	-	100	-	0.0%	58	136.5%
Road & Bridge	General Supplies & Materials	8,252	7,417	7,972	7,972	-	7,972	-	0.0%	(280)	-3.4%
Road & Bridge	Supplies - Office	1,287	1,144	1,406	1,406	-	1,406	-	0.0%	119	9.3%
Road & Bridge	Supplies - Sand / Deicer	31,018	23,963	25,000	25,000	-	25,000	-	0.0%	(6,018)	-19.4%
Road & Bridge	Gen Supplies - CAD	-	413	-	-	-	-	-	na	-	na
Road & Bridge	Business Meals	33	-	200	200	-	200	-	0.0%	167	507.2%
Road & Bridge	Employee Appreciation	863	873	733	733	-	733	-	0.0%	(130)	-15.1%
Road & Bridge	COVID-19 Related Expenses	-	352	-	-	-	-	-	na	-	na
Road & Bridge	Utilities - Electricity	860	1,206	1,574	1,574	-	1,574	-	0.0%	715	83.1%
Road & Bridge	Utilities - Gasoline	39,599	22,104	35,150	40,000	4,850	40,000	-	0.0%	401	1.0%
Total		1,071,397	775,945	1,128,648	1,095,540	(33,109)	1,142,063	46,523	4.2%	70,666	6.6%

(1) GIS position moved from R&B/Water-Sewer to IT 4/2021

(2) 2025 - to complete MVB from the entrance to MV to Lost Creek Lane

TOWN OF MOUNTAIN VILLAGE**2022 BUDGET****VEHICLE MAINTENANCE DEPARTMENT PROGRAM NARRATIVE**

The Vehicle Maintenance Department provides repair and preventative maintenance on all town vehicles and equipment. They also do fabrication and provide assistance to other departments on special projects. Vehicle Maintenance staff are responsible for keeping the sidewalk in the Meadows clear of snow for the winter season.

The vehicle maintenance staff is on a seven day a week schedule providing full service to all departments during the winter season and a five day schedule with one less staff member the rest of the year. They also have extra duties above and beyond vehicle repair and maintenance; fabrication of special materials and equipment for all departments, biannually changing all the plaza directory maps, servicing the backup generators for the Gondola, annual painting and maintenance of Gondola Parking Garage and Heritage Parking Garage, as well as providing a significant amount of the labor and support required to install and remove the Christmas decorations each year. One day a week in winter a mechanic is a snow plow operator to fill out the schedule.

DEPARTMENT GOALS

1. Provide high level, cost effective service to all departments for their vehicle and equipment maintenance needs while managing expenses to a level below commercial prices.
2. Provide support to all departments on special projects in a timely and cost effective manner.
3. Perform all tasks in the safest manner possible.
4. Operate the budget within budget.
5. Maintain or reduce natural gas consumption at maintenance shop.

DEPARTMENT PERFORMANCE MEASURES

1. A. Track cost of shop operations and compare to outside shop rates.
B. Track the number of preventive maintenance work orders including safety checks and fluid levels completed within 30 minutes for vehicles; with a goal of 80% or better.
2. Special projects completed at a cost compared to any outside source.
3. Track the number of work related injuries with a goal of zero injuries.
4. Department year end expenditures totals do not exceed the adopted budget.
5. Compare current year natural gas usage to year 2013. 2013 Total Natural Gas Therms 5621

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Vehicle Maintenance

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019	2022 to 2019
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance
Vehicle Maintenance	Salaries & Wages	238,018	232,609	257,749	266,749	9,000	276,568	9,819	3.7%	38,550	16.2%
Vehicle Maintenance	Offset Labor	(140)	-	-	-	-	-	-	na	140	-100.0%
Vehicle Maintenance	Group Insurance	50,309	52,866	56,970	56,970	-	58,109	1,139	2.0%	7,800	15.5%
Vehicle Maintenance	Dependent Health Reimbursement	(4,333)	(4,191)	(4,839)	(4,839)	-	(4,839)	-	0.0%	(506)	11.7%
Vehicle Maintenance	PERA & Payroll Taxes	35,924	38,081	40,930	42,600	1,669	44,168	1,568	3.7%	8,244	22.9%
Vehicle Maintenance	PERA 401K	17,195	17,681	20,878	20,878	-	21,023	145	0.7%	3,828	22.3%
Vehicle Maintenance	Workers Compensation	3,531	3,851	5,513	5,513	-	5,513	-	0.0%	1,981	56.1%
Vehicle Maintenance	Other Employee Benefits	4,095	3,600	5,500	5,500	-	5,500	-	0.0%	1,405	34.3%
Vehicle Maintenance	Uniforms	591	576	600	600	-	600	-	0.0%	9	1.5%
Vehicle Maintenance	Janitorial/Trash Removal	7,381	7,037	7,500	8,000	500	8,000	-	0.0%	619	8.4%
Vehicle Maintenance	Vehicle Repair & Maintenance	1,125	3,170	2,250	3,000	750	3,000	-	0.0%	1,875	166.7%
Vehicle Maintenance	Facility Expense (1)	13,289	185	500	500	-	500	-	0.0%	(12,789)	-96.2%
Vehicle Maintenance	Communications	1,496	1,305	1,365	1,400	35	1,400	-	0.0%	(96)	-6.4%
Vehicle Maintenance	Dues, Fees, Licenses	-	-	200	200	-	200	-	0.0%	200	na
Vehicle Maintenance	Dues & Fees, Fuel Depot	1,106	4,733	800	800	-	800	-	0.0%	(306)	-27.6%
Vehicle Maintenance	Travel, Education, Training	2,839	-	2,500	2,500	-	2,500	-	0.0%	(339)	-11.9%
Vehicle Maintenance	Postage & Freight	50	8	100	100	-	100	-	0.0%	50	98.1%
Vehicle Maintenance	Trash / Waste Removal	6,403	5,731	5,500	5,500	-	5,500	-	0.0%	(903)	-14.1%
Vehicle Maintenance	General Supplies & Materials	22,972	20,568	26,000	26,000	-	26,000	-	0.0%	3,028	13.2%
Vehicle Maintenance	Supplies - Office	55	418	300	300	-	300	-	0.0%	245	443.1%
Vehicle Maintenance	Supplies - Building Maintenance	509	438	1,000	1,000	-	1,000	-	0.0%	491	96.4%
Vehicle Maintenance	Safety Supplies	909	181	800	800	-	800	-	0.0%	(109)	-12.0%
Vehicle Maintenance	Supplies - Fuel Depot (2)	16,251	176	3,000	3,000	-	3,000	-	0.0%	(13,251)	-81.5%
Vehicle Maintenance	Employee Appreciation	546	296	450	450	-	450	-	0.0%	(96)	-17.6%
Vehicle Maintenance	Utilities - Natural Gas	2,958	2,372	4,352	4,352	-	4,352	-	0.0%	1,394	47.1%
Vehicle Maintenance	Utilities - Electricity	5,421	5,521	8,421	7,421	(1,000)	7,421	-	0.0%	2,000	36.9%
Vehicle Maintenance	Utilities - Gasoline	2,995	5,424	4,000	10,000	6,000	10,000	-	0.0%	7,005	233.9%
Vehicle Maintenance	Utilities - Oil Depot	9,339	8,327	12,296	12,296	-	12,296	-	0.0%	2,957	31.7%
Total		440,836	410,962	464,634	481,589	16,954	494,261	12,672	2.6%	53,425	12.1%

(1) Replace damaged electric line 2019

(2) Replace Gasboy fuel depot system old system not supported, replaced with Fuel Master

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
WATER AND SEWER DEPARTMENT PROGRAM NARRATIVE**

The Water Department is responsible for the operation and maintenance of the water systems of Mountain Village. Systems include: Mountain Village, Ski Ranches, and West Meadows. Water Department staff serves as operators of the Elk Run development system as well. The department is also responsible for the snow removal at the Gondola Parking Garage and the trail from Town Hall to Blue Mesa Parking lot.

The water department staff operates on a seven day a week schedule in the winter and provides seven day twenty-four hour emergency on call coverage year round. The staff also plays a significant part in the winter operating plan as they provide all the manpower for the snow removal at the Gondola Parking Garage and the trail to the Village Center.

DEPARTMENT GOALS

1. Provide clean and safe drinking water to the customers of the Mountain Village water system.
2. Provide prompt and courteous service to all customers, timely locates and inspections on water or sewer system installations and response to system problems.
3. Maintain the system to a higher level than industry standard of less 10% loss due to leakage.
4. Maintain regulatory compliance according to all applicable rules and laws that pertain to public water systems.
5. Perform an effective maintenance program to reduce costs and lessen the severity of breakdowns.
6. Provide service to the residents and guests by the timely and cost effective removal of snow from GPG and walkways.
7. Operating the enterprise does not require general tax subsidy.

DEPARTMENT PERFORMANCE MEASURES

1. 100% of water consumption reports and water sample test results are without deficiencies.
2. A. Track time for response and resolution of customer service issues, and contractor requests with the objective of same day service. B. Track time for response to emergency situations with the goal of one to two hour response.
3. Perform monthly water audit tracking percent of water loss with the objective of less than 10% loss.
4. 100% regulatory compliance.
5. A. Track maintenance costs on hydrants, valves and PRVs and compare with industry average.
B. Reduce down time due to system failures; compared with industry standard of no customers without water.
6. Performing snow removal tasks at GPG by 8AM on light snow days (<3") and by 9AM on medium to heavy (>3") snow days with a goal of 90% or better.
7. Department year end expenditures do not exceed the adopted budget.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Water/Sewer Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019	2022 to 2019
										\$ Variance	% Variance
	<u>Summary</u>										
	Revenues										
	Water & Sewer Service Fees	3,137,524	3,375,036	3,507,914	3,507,914	-	3,815,067	307,153	8.8%	677,543	21.6%
	Other Revenues	10,294	7,488	8,650	8,650	-	8,650	-	0.0%	(1,644)	-16.0%
	Total Revenues	3,147,818	3,382,523	3,516,564	3,516,564	-	3,823,717	307,153	8.7%	675,900	21.5%
	Operating Expenses										
	Water Operating Costs	988,626	996,323	1,421,410	1,395,303	(26,107)	1,132,110	(263,193)	-18.9%	143,484	14.5%
	Sewer Operating Costs	500,570	600,368	564,101	565,600	1,499	569,436	3,836	0.7%	68,866	13.8%
	Water/Sewer Contingency	-	-	35,000	35,000	-	35,000	-	0.0%	35,000	na
	Total Operating Costs	1,489,196	1,596,691	2,020,511	1,995,903	(24,608)	1,736,546	(259,357)	-13.0%	247,350	16.6%
	Capital										
	Capital Costs	801,557	491,323	2,080,500	2,080,500	-	2,799,750	719,250	34.6%	1,998,193	249.3%
	Total Capital	801,557	491,323	2,080,500	2,080,500	-	2,799,750	719,250	34.6%	1,998,193	249.3%
	Other Source/Uses										
	Tap Fees										
	Tap Fees	112,829	33,680	100,000	100,000	-	100,000	-	0.0%	(12,829)	-11.4%
	Tap Fees	6,000	-	5,000	5,000	-	5,000	-	0.0%	(1,000)	-16.7%
	Tap Fees	-	-	2,000	2,000	-	2,000	-	0.0%	2,000	na
	Water/Sewer Other Sources/Uses										
	Water/Sewer Other Sources/Uses	-	2,253	-	-	-	-	-	na	-	na
	Water/Sewer Other Sources/Uses	(159,945)	(170,876)	(187,306)	(200,990)	(13,685)	(191,673)	9,317	-4.6%	(31,728)	19.8%
	Total Other Sources/Uses	(41,116)	(134,943)	(80,306)	(93,990)	(13,685)	(84,673)	9,317	-9.9%	(43,557)	105.9%
	Surplus (Deficit)	815,948	1,159,566	(664,753)	(653,829)	10,924	(797,251)	(143,422)			
	Beginning Available Fund Balance	4,013,861	4,829,809	5,270,049	5,989,375		5,335,546				
	Ending Available Fund Balance	4,829,809	5,989,375	4,605,296	5,335,546		4,538,294				

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Water/Sewer Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	<u>Water/Sewer Fund</u>						2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments		
<u>Revenues</u>											
MV Water	MV-Water Base Fees	1,042,419	1,154,425	1,268,657	1,268,657	-	1,395,522	126,866	10.0%	353,103	33.9%
MV Water	MV-Sewer Base Fees	1,042,419	1,154,425	1,268,657	1,268,657	-	1,395,522	126,866	10.0%	353,103	33.9%
MV Water	MV-Water Excess Fees	410,288	441,638	350,000	350,000	-	350,000	-	0.0%	(60,288)	-14.7%
MV Water	MV-Water Irrigation Fees	84,974	76,665	66,524	66,524	-	66,524	-	0.0%	(18,450)	-21.7%
MV Water	MV-Water Construction	2,508	765	1,577	1,577	-	1,577	-	0.0%	(931)	-37.1%
MV Water	MV-Snowmaking Fees	327,165	264,571	250,000	250,000	-	250,000	-	0.0%	(77,165)	-23.6%
Total Mountain Village Revenues		2,909,773	3,092,490	3,205,414	3,205,414	-	3,459,146	253,731	7.9%	549,373	18.9%
Ski Ranches Water	SR-Water Base Fees	174,776	209,836	251,803	251,803	-	302,164	50,361	20.0%	127,388	72.9%
Ski Ranches Water	SR-Water Excess Fees	17,325	50,364	15,697	15,697	-	15,697	-	0.0%	(1,628)	-9.4%
Ski Ranches Water	SR-Irrigation Fees	1,026	920	175	175	-	175	-	0.0%	(851)	-82.9%
Ski Ranches Water	SR-Water Construction	5	263	342	342	-	342	-	0.0%	337	6414.3%
Total Ski Ranches Revenues		193,132	261,383	268,017	268,017	-	318,378	50,361	18.8%	125,246	64.8%
Skyfield Water	SKY-Water Base Fees	10,630	12,862	15,307	15,307	-	18,369	3,061	20.0%	7,739	72.8%
Skyfield Water	SKY-Water/Standby Fees	8,190	8,190	8,190	8,190	-	8,190	-	0.0%	-	0.0%
Skyfield Water	SKY-Water Excess Fees	15,800	111	10,200	10,200	-	10,200	-	0.0%	(5,600)	-35.4%
Skyfield Water	SKY-Water Irrigation Fees	-	-	785	785	-	785	-	0.0%	785	na
Total Skyfield Revenues		34,619	21,163	34,482	34,482	-	37,544	3,061	8.9%	2,925	8.4%
Other Revenues - Water/Sewer	MV-Water/Sewer Inspection Fees	2,400	900	2,500	2,500	-	2,500	-	0.0%	100	4.2%
Other Revenues - Water/Sewer	SR/SF Water Inspection Fees	150	-	-	-	-	-	-	na	(150)	-100.0%
Other Revenues - Water/Sewer	Elk Run Maintenance Fees	944	2,338	1,000	1,000	-	1,000	-	0.0%	56	6.0%
Other Revenues - Water/Sewer	Late Fees	5,600	4,150	4,700	4,700	-	4,700	-	0.0%	(900)	-16.1%
Other Revenues - Water/Sewer	Water Fines	1,200	100	450	450	-	450	-	0.0%	(750)	-62.5%
Total Other Revenues		10,294	7,488	8,650	8,650	-	8,650	-	0.0%	(1,644)	-16.0%
Sewer Expense	Salaries & Wages	74,125	76,587	74,280	76,657	2,377	79,723	3,066	4.0%	5,598	7.6%
Sewer Expense	Group Insurance	12,577	13,217	14,257	13,992	(265)	14,272	280	2.0%	1,695	13.5%
Sewer Expense	Dependent Health Reimbursement	(1,485)	(2,096)	(725)	(2,160)	(1,435)	(2,160)	-	0.0%	(675)	45.5%
Sewer Expense	PERA & Payroll Taxes	11,149	12,302	11,796	12,242	446	12,732	490	4.0%	1,583	14.2%
Sewer Expense	PERA 401K	6,320	6,348	4,457	4,457	-	4,457	-	0.0%	(1,863)	-29.5%
Sewer Expense	Workers Compensation	821	1,105	1,206	1,206	-	1,206	-	0.0%	385	46.9%
Sewer Expense	Other Employee Benefits	900	900	1,100	1,100	-	1,100	-	0.0%	200	22.2%
Sewer Expense	Employee Appreciation	97	307	100	100	-	100	-	0.0%	3	3.4%
Sewer Expense	Repair & Maintenance (1)	15,614	8,718	15,000	15,000	-	15,000	-	0.0%	(614)	-3.9%
Sewer Expense	Vehicle Repair & Maintenance	115	-	1,082	1,082	-	1,082	-	0.0%	967	838.8%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Water/Sewer Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Sewer Expense	Sewer Line Checks	24,853	15,997	20,000	20,000	-	20,000	-	0.0%	(4,853)	-19.5%
Sewer Expense	Facility Expenses	879	1,345	1,000	1,000	-	1,000	-	0.0%	121	13.7%
Sewer Expense	Communications	1,110	1,016	1,000	1,200	200	1,200	-	0.0%	90	8.1%
Sewer Expense	Travel-Education & Training	1,712	-	1,500	1,500	-	1,500	-	0.0%	(212)	-12.4%
Sewer Expense	General Supplies & Materials	2,594	5,295	5,083	5,083	-	5,083	-	0.0%	2,489	95.9%
Sewer Expense	Supplies-Safety	109	48	500	500	-	500	-	0.0%	391	359.8%
Sewer Expense	Supplies - Office	1,206	609	800	800	-	800	-	0.0%	(406)	-33.7%
Sewer Expense	COVID-19 RELATED EXPENSES	-	50	500	500	-	500	-	0.0%	500	na
Sewer Expense	Regional Sewer O&M	308,745	414,393	360,794	360,794	-	360,794	-	0.0%	52,049	16.9%
Sewer Expense	Regional Sewer Overhead	34,847	39,716	44,000	44,000	-	44,000	-	0.0%	9,153	26.3%
Sewer Expense	Utilities - Electricity	2,168	2,415	2,547	2,547	-	2,547	-	0.0%	379	17.5%
Sewer Expense	Utilities - Gasoline	2,115	2,096	3,824	4,000	176	4,000	-	0.0%	1,885	89.1%
Total		500,570	600,368	564,101	565,600	1,499	569,436	3,836	8.0%	68,866	13.8%

(1) Infiltration Repairs

MV Water Expense	Salaries & Wages	278,005	317,844	308,405	288,405	(20,000)	304,256	15,851	5.5%	26,251	9.4%
MV Water Expense	Housing Allowance	-	-	8,970	8,970	-	9,194	224	2.5%	9,194	na
MV Water Expense	Offset Labor	-	-	(5,000)	(5,000)	-	(5,000)	-	0.0%	(5,000)	na
MV Water Expense	Group Insurance	57,523	64,618	68,030	56,030	(12,000)	73,215	17,185	30.7%	15,693	27.3%
MV Water Expense	Dependent Health Reimbursement	(3,100)	(2,645)	(7,809)	(2,500)	5,309	(2,500)	-	0.0%	600	-19.4%
MV Water Expense	PERA & Payroll Taxes	42,371	48,837	48,975	46,058	(2,917)	48,590	2,531	5.5%	6,219	14.7%
MV Water Expense	PERA 401K	15,213	17,990	15,337	15,337	-	15,337	-	0.0%	124	0.8%
MV Water Expense	Workers Compensation	4,906	4,936	7,166	7,166	-	7,166	-	0.0%	2,260	46.1%
MV Water Expense	Other Employee Benefits	4,797	4,800	6,193	6,193	-	6,193	-	0.0%	1,396	29.1%
MV Water Expense	Employee Appreciation	292	766	533	533	-	533	-	0.0%	241	82.5%
MV Water Expense	Uniforms	1,187	543	1,170	1,170	-	1,170	-	0.0%	(17)	-1.4%
MV Water Expense	Legal - Water	26,291	6,037	20,000	20,000	-	20,000	-	0.0%	(6,291)	-23.9%
MV Water Expense	Legal - Elk Run	-	-	5,000	5,000	-	5,000	-	0.0%	5,000	na
MV Water Expense	Legal - TSG Water	-	-	15,000	10,000	(5,000)	10,000	-	0.0%	10,000	na
MV Water Expense	Water Consulting	2,880	3,297	2,500	2,500	-	2,500	-	0.0%	(380)	-13.2%
MV Water Expense	Water Sample Analysis	24,060	12,252	15,000	15,000	-	15,000	-	0.0%	(9,060)	-37.7%
MV Water Expense	Water Augmentation Plan (2)	28,799	28,813	30,000	30,000	-	30,000	-	0.0%	1,201	4.2%
MV Water Expense	Water System Analysis	-	1,084	-	-	-	-	-	na	-	na
MV Water Expense	Water Rights (5)	10,296	4,921	10,000	15,000	5,000	15,000	-	0.0%	4,704	45.7%
MV Water Expense	Janitorial/Trash Removal	1,790	1,660	1,586	1,700	114	1,700	-	0.0%	(90)	-5.0%
MV Water Expense	Repair & Maintenance (3)	26,250	7,152	38,000	38,000	-	38,000	-	0.0%	11,750	44.8%
MV Water Expense	Vehicle Repair & Maintenance	2,245	2,967	3,445	4,000	555	4,000	-	0.0%	1,755	78.1%
MV Water Expense	Software Support	1,716	3,193	2,000	3,200	1,200	3,200	-	0.0%	1,484	86.5%
MV Water Expense	Backflow Testing	3,453	-	2,500	2,500	-	2,500	-	0.0%	(953)	-27.6%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Water/Sewer Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022		2022 \$	2022 %	2022 to 2019	2022 to 2019
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance	
MV Water Expense	Facility Expenses	966	1,345	1,170	1,170	-	1,170	-	0.0%	204	21.1%	
MV Water Expense	Insurance	14,490	15,402	21,000	21,000	-	21,000	-	0.0%	6,510	44.9%	
MV Water Expense	Communications	4,935	4,371	4,329	4,329	-	4,329	-	0.0%	(606)	-12.3%	
MV Water Expense	Internet Services	2,011	2,011	2,208	2,208	-	2,208	-	0.0%	197	9.8%	
MV Water Expense	Dues & Fees	5,499	2,180	2,000	2,000	-	2,000	-	0.0%	(3,499)	-63.6%	
MV Water Expense	Travel-Education & Training	615	185	5,000	5,000	-	5,000	-	0.0%	4,385	713.0%	
MV Water Expense	Invoice Processing	4,225	4,048	4,000	4,500	500	4,500	-	0.0%	275	6.5%	
MV Water Expense	Online Payment Processing Fees	25,010	27,784	25,000	27,000	2,000	27,000	-	0.0%	1,990	8.0%	
MV Water Expense	Postage & Freight	5,238	4,480	5,772	5,772	-	5,772	-	0.0%	534	10.2%	
MV Water Expense	General Supplies & Materials	10,266	32,441	20,955	20,955	-	20,955	-	0.0%	10,689	104.1%	
MV Water Expense	Supplies - Chlorine	16,611	6,222	22,000	22,000	-	22,000	-	0.0%	5,389	32.4%	
MV Water Expense	Supplies - Office	1,347	1,120	1,714	1,714	-	1,714	-	0.0%	367	27.2%	
MV Water Expense	Meter Purchases	2,463	676	3,200	3,200	-	3,200	-	0.0%	737	29.9%	
MV Water Expense	Business Meals	107	70	80	80	-	80	-	0.0%	(27)	-24.9%	
MV Water Expense	COVID-19 RELATED EXPENSES	-	813	500	500	-	500	-	0.0%	500	na	
MV Water Expense	Utilities - Natural Gas	2,088	1,161	3,435	3,435	-	3,435	-	0.0%	1,347	64.5%	
MV Water Expense	Utilities - Electricity	285,966	307,108	312,090	312,090	-	312,090	-	0.0%	26,124	9.1%	
MV Water Expense	Utilities - Gasoline	5,792	7,375	9,489	12,000	2,511	12,000	-	0.0%	6,208	107.2%	
MV Water Expense	Pump Replacement	28,760	7,497	23,397	23,397	-	23,397	-	0.0%	(5,363)	-18.6%	
MV Water Expense	Tank Maintenance (4)	-	-	300,000	300,000	-	-	(300,000)	-100.0%	-	na	
MV Water Expense	San Miguel Watershed Coalition	10,000	10,000	10,000	10,000	-	10,000	-	0.0%	-	0.0%	
MV Water Expense	Water Conservation Incentives	7,044	2,825	5,000	5,000	-	5,000	-	0.0%	(2,044)	-29.0%	
Total		962,406	968,177	1,379,340	1,356,612	(22,728)	1,092,404	(264,208)	-19.5%	129,998	13.5%	

(2) Augmentation water lease with Trout Lake

(3) 2020 New batteries for Wapiti solar system \$10,000

(4) Double Cabins Tank 2021

(5) Water consultants working with staff and legal on water rights issues.

Ski Ranches Water Expense	Salaries & Wages	6,782	5,433	10,320	6,500	(3,820)	6,500	-	0.0%	(282)	-4.2%
Ski Ranches Water Expense	Group Insurance	576	607	767	767	-	782	15	2.0%	207	35.9%
Ski Ranches Water Expense	PERA & Payroll Taxes	1,089	861	1,639	1,038	(600)	1,038	-	0.0%	(51)	-4.7%
Ski Ranches Water Expense	PERA 401K	347	299	506	506	-	506	-	0.0%	159	46.0%
Ski Ranches Water Expense	Water Sample Analysis	3,517	647	2,500	2,500	-	3,500	1,000	40.0%	(17)	-0.5%
Ski Ranches Water Expense	Repair & Maintenance	6,960	9,671	11,066	11,066	-	11,066	-	0.0%	4,106	59.0%
Ski Ranches Water Expense	Dues & Fees	261	827	150	500	350	500	-	0.0%	239	91.4%
Ski Ranches Water Expense	General Supplies & Materials	475	172	1,560	1,560	-	1,560	-	0.0%	1,085	228.2%
Ski Ranches Water Expense	Chlorine (6)	-	2,000	1,000	1,000	-	1,000	-	0.0%	1,000	na
Ski Ranches Water Expense	Supplies-Safety	200	-	200	200	-	200	-	0.0%	0	0.1%
Ski Ranches Water Expense	Meter Purchases	-	-	500	500	-	500	-	0.0%	500	na
Ski Ranches Water Expense	Utilities - Natural Gas	1,081	455	1,746	1,746	-	1,746	-	0.0%	665	61.5%
Ski Ranches Water Expense	Utilities - Electricity	4,704	876	3,309	4,000	691	4,000	-	0.0%	(705)	-15.0%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Water/Sewer Fund

Worksheet

Account Name

Ski Ranches Water Expense
Ski Ranches Water Expense
Total

Utilities - Gasoline
Tank And Pipe Replacement

Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments
229	448	958	958	-	958	-	0.0%
-	5,850	5,850	5,850	-	5,850	-	0.0%
26,221	28,146	42,070	38,691	(3,379)	39,706	1,015	2.6%

2022 to 2019 \$ Variance	2022 to 2019 % Variance
729	318.2%
5,850	na
13,485	51.4%

(6) Increased water usage

Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Water/Sewer Capital Expense
Total

Leak Detection System
SCADA Replacement
Vehicles (1)
Miscellaneous FF&E (2)
Ski Ranches Capital
Power Generators
Regional Sewer Capital
Wells - New
San Miguel Pump (3)

19,950	-	-	-	-	-	-	na
-	-	-	-	-	75,000	75,000	na
-	-	-	-	-	30,000	30,000	na
-	-	35,000	35,000	-	35,000	-	0.0%
239,522	217,528	250,000	250,000	-	250,000	-	0.0%
25,282	-	-	-	-	-	-	na
328,769	106,102	1,795,500	1,795,500	-	2,409,750	614,250	34.2%
137,226	12,574	-	-	-	-	-	na
50,808	155,119	-	-	-	-	-	na
801,557	491,323	2,080,500	2,080,500	-	2,799,750	719,250	34.6%

(19,950)	-100.0%
75,000	na
30,000	na
35,000	na
10,478	4.4%
(25,282)	-100.0%
2,080,981	633.0%
(137,226)	-100.0%
(50,808)	-100.0%
1,998,193	249.3%

- (1) 2022-Replace 2008 Dodge Dakota, 2025-Replace 2013 F250 Pickup
- (2) 2022- Replace Turbo Meters
- (3) 2023- Replace 1 booster pump and motor

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Vehicle & Equipment Acquisition Fund

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
Revenues	Insurance Claim Proceeds	26,048	-	-	-	-	-	-	-	-	-	na	(26,048)	-100.0%	
Revenues	Grant Revenue-Transportation	-	-	-	-	-	147,200	147,200	-	-	-	na	147,200	na	
Revenues	Grant Revenue - Public Works	-	-	-	-	-	-	-	-	-	-	na	-	na	
Total Revenues		26,048	-	-	-	-	147,200	147,200	-	-	-	na	121,152	465.1%	
Vehicle & Equipment Expense	Grant Success Fees	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Vehicle Acquisition	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Road & Bridge Vehicles (1)	53,704	-	-	-	-	-	-	-	-	-	na	(53,704)	-100.0%	
Vehicle & Equipment Expense	Parks & Recreation Vehicles	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Employee Shuttle Vehicles	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Municipal Bus Vehicles (8)	-	-	-	-	-	184,000	184,000	-	-	-	na	184,000	na	
Vehicle & Equipment Expense	Plaza Services Vehicles (2)	22,151	-	15,000	15,000	-	-	(15,000)	-	-	-100.0%	(22,151)	-100.0%		
Vehicle & Equipment Expense	Building Maintenance Vehicles (3)	-	-	-	-	-	38,000	38,000	-	-	-	na	38,000	na	
Vehicle & Equipment Expense	Police Department Vehicles	-	85,176	-	-	-	62,000	62,000	-	-	-	na	62,000	na	
Vehicle & Equipment Expense	Community Services Vehicles	28,346	-	-	-	-	-	-	-	-	-	na	(28,346)	-100.0%	
Vehicle & Equipment Expense	Vehicle Maintenance Vehicles (4)	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Building Division Vehicles	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Heavy Equipment Acquisition	-	-	-	-	-	-	-	-	-	-	na	-	na	
Vehicle & Equipment Expense	Road & Bridges Heavy Equipment (5)	19,630	-	190,000	190,000	-	-	(190,000)	-	-	-100.0%	(19,630)	-100.0%		
Vehicle & Equipment Expense	Bobcat Lease Exchange	5,530	8,340	10,716	10,716	-	10,716	-	-	-	0.0%	5,186	93.8%		
Vehicle & Equipment Expense	Shop Equipment	-	-	8,000	8,000	-	8,000	-	-	-	0.0%	8,000	na		
Vehicle & Equipment Expense	Parks & Recreation Equipment (7)	-	-	-	-	-	35,000	35,000	-	-	-	na	35,000	na	
Vehicle & Equipment Expense	Plaza Services Equipment (6)	-	-	-	-	-	150,000	150,000	-	-	-	na	150,000	na	
Vehicle & Equipment Expense	Police Equipment	5,702	-	-	-	-	-	-	-	-	-	na	(5,702)	-100.0%	
Total Expenditures		135,063	93,516	223,716	223,716	-	487,716	264,000	-	-	118.0%	352,653	261.1%		
V&E AF Other Sources/Uses	Gain/Loss On Sale Of Assets	13,820	-	-	-	-	15,000	15,000	-	-	-	na	1,180	8.5%	
V&E AF Other Sources/Uses	Transfer (To)/From General Fund	157,616	109,221	290,831	290,831	-	423,171	132,340	-	-	-	45.5%	265,555	168.5%	
Total Other Sources/Uses		171,436	109,221	290,831	290,831	-	438,171	147,340	-	-	50.7%	266,735	155.6%		
Surplus (Deficit)		62,421	15,705	67,115	67,115	-	97,655	30,540	-	-	-	-	-	-	
Beginning Fund Balance		419,501	481,922	521,677	497,627	-	564,742	-	-	-	-	-	-	-	
Ending Fund Balance		481,922	497,627	588,792	564,742	-	662,396	-	-	-	-	-	-	-	

- (1) 2026-Replace 2013 Ford F250 Pickup
- (2) 2023-Replace 2008 GMC 1500 Pickup, 2026-Replace 2008 F250 Pickup
- (3) 2022-Replace 2007 GMC 1500 Pickup
- (4) 2023-Replace 2007 Ford F150

- (5) 2025-Replace 2007 Caterpillar Grader
- (6) 2022-Replace 2011 Plaza Sweeper, 2024-Replace EZ Go Carts & Ranger
- (7) 2022-Tracked Ranger for Nordic grooming
- (8) 2022-2 new Transit Connect vans to replace PT-14 and PT-15 Municipal Bus (looking for 80% grant funding)

Plaza Services is responsible for: the sustainable upkeep of the Town's plazas, lawns, irrigation systems, flower beds, flower pots and hanging baskets; snow and ice removal throughout public plazas; permitting and overseeing plaza vehicle access; providing plaza assistance for fee; performing public trash and recycling collection; special event management; Market on the Plaza production and management; installation and removal of all Christmas decorations for the Town; providing high quality guest service at all times.

DEPARTMENT GOALS

1. Maintain the Town's public plazas, lawns and gardens to a high standard of care, and safety in an environmentally sustainable manner.
2. Manage third party public plaza uses including Plaza Vehicle Access Permits, Plaza Motorized Cart Permits, Plaza Special Event Permits, and various Plaza HOA and merchant activities with great attention to detail and a high level of customer service.
3. Provide a high level of customer service consistently and professionally.
4. Perform all tasks in the safest possible manner
5. Operate department within adopted budget.

DEPARTMENT PERFORMANCE MEASURES

1. Track man hours for lawn and plant care; plaza maintenance, and snow removal.
2. Track man hour for events on the plazas compared to number of events
3. Number of departmental customer service tailgate sessions annually
4. Track work time lost to injury with zero injuries as the goal.
5. Operate department at or below adopted budget while continuing to improve services.

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
PUBLIC AREA TRASH AND RECYCLE REMOVAL NARRATIVE**

The Plaza Services department is responsible for the collection of trash and recycling in Town common areas (not including recreation trails) and the management of hauling and disposal/processing contracts for those materials.

DEPARTMENT GOALS

1. Manage daily public trash and recycling collection and disposal processing efforts in a timely and efficient manner.
2. Ensure a safe waste handling program for all employees.
3. Department shall manage trash contracts and monitor trash expenses to operate within approved budget.

DEPARTMENT PERFORMANCE MEASURES

1. Ensure 100% town facilities have adequate trash and recycling stations.
2. Track work loss to injuries with zero injuries as the goal.
3. Department year end expenditure totals do not exceed the adopted annual budget year.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Plaza & Trash Services

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
Plaza Services	Salaries & Wages	483,775	410,216	501,373	476,373	(25,000)	613,003	136,630	28.7%	129,228	26.7%				
Plaza Services	Seasonal Bonus	1,485	16,829	-	-	-	-	-	na	(1,485)	-100.0%				
Plaza Services	Group Insurance	119,435	120,939	144,050	124,050	(20,000)	155,075	31,025	25.0%	35,640	29.8%				
Plaza Services	Dependent Health Reimbursement	(3,861)	(3,673)	(3,426)	(3,426)	-	(3,426)	-	0.0%	435	-11.3%				
Plaza Services	PERA & Payroll Taxes	73,852	71,797	79,618	76,077	(3,541)	97,897	21,820	28.7%	24,045	32.6%				
Plaza Services	PERA 401K	20,015	19,679	24,933	24,933	-	29,408	4,475	17.9%	9,393	46.9%				
Plaza Services	Workers Compensation	19,678	19,969	23,781	21,000	(2,781)	21,000	-	0.0%	1,322	6.7%				
Plaza Services	Other Employee Benefits	9,306	8,300	12,683	12,683	-	12,683	-	0.0%	3,377	36.3%				
Plaza Services	Uniforms	1,887	1,560	2,200	2,200	-	2,500	300	13.6%	613	32.5%				
Plaza Services	Consultant Services	-	-	6,000	-	(6,000)	-	-	na	-	-				
Plaza Services	Janitorial/Trash Removal (1)	33,826	31,118	32,000	32,000	-	32,000	-	0.0%	(1,826)	-5.4%				
Plaza Services	Vehicle Repair & Maintenance	3,979	3,626	9,262	5,000	(4,262)	5,000	-	0.0%	1,021	25.7%				
Plaza Services	Repairs & Maintenance-Equipment	1,696	914	3,937	3,937	-	3,937	-	0.0%	2,241	132.2%				
Plaza Services	R&M-Landscape, Plaza, Irrigation (2)	29,545	25,141	49,000	49,000	-	49,000	-	0.0%	19,455	65.8%				
Plaza Services	Facility Expenses	4,038	5,140	5,054	5,054	-	5,054	-	0.0%	1,017	25.2%				
Plaza Services	Communications	3,906	3,487	6,793	6,793	-	6,793	-	0.0%	2,887	73.9%				
Plaza Services	Public Notice	312	-	302	302	-	302	-	0.0%	(10)	-3.2%				
Plaza Services	Dues & Fees	499	484	500	500	-	500	-	0.0%	1	0.2%				
Plaza Services	Travel, Education & Training	2,383	2,854	2,500	2,500	-	2,500	-	0.0%	117	4.9%				
Plaza Services	Contract Labor (3)	11,313	7,115	10,000	10,000	-	12,000	2,000	20.0%	687	6.1%				
Plaza Services	Weed Control	8,330	7,088	12,500	-	(12,500)	-	-	na	(8,330)	-100.0%				
Plaza Services	Postage & Freight	-	-	210	210	-	210	-	0.0%	210	na				
Plaza Services	General Supplies & Materials	22,091	18,760	25,036	25,036	-	25,036	-	0.0%	2,945	13.3%				
Plaza Services	Office Supplies	135	258	831	500	(331)	500	-	0.0%	365	269.3%				
Plaza Services	Business Meals	164	-	200	200	-	200	-	0.0%	36	21.9%				
Plaza Services	Employee Appreciation	1,020	733	1,063	1,063	-	1,063	-	0.0%	43	4.3%				
Plaza Services	COVID-19 Related Expenses	-	40,701	20,000	20,000	-	20,000	-	0.0%	20,000	na				
Plaza Services	Pots & Hanging Baskets	7,092	7,783	10,000	10,000	-	10,000	-	0.0%	2,909	41.0%				
Plaza Services	Paver-Planter Repair	82,510	47,435	100,000	90,000	(10,000)	90,000	-	0.0%	7,490	9.1%				
Plaza Services	Plaza Beautification Non Capital	7,021	370	10,000	10,000	-	10,000	-	0.0%	2,980	42.4%				
Plaza Services	Christmas Decorations	22,955	21,496	25,000	25,000	-	25,000	-	0.0%	2,045	8.9%				
Plaza Services	Utilities - Water/Sewer	58,051	32,671	32,000	32,000	-	32,000	-	0.0%	(26,051)	-44.9%				
Plaza Services	Utilities - Natural Gas	210,809	162,094	178,972	178,972	-	178,972	-	0.0%	(31,837)	-15.1%				
Plaza Services	Utilities - Electricity	45,122	82,913	72,580	85,000	12,420	85,000	-	0.0%	39,878	88.4%				
Plaza Services	Utilities - Gasoline	10,143	7,450	11,299	20,000	8,701	20,000	-	0.0%	9,857	97.2%				
Total		1,292,510	1,175,247	1,410,251	1,346,956	(63,295)	1,543,206	196,250	14.6%	250,696	19.4%				
Trash Services	Salaries & Wages	21,577	24,019	20,800	20,800	-	20,800	-	0.0%	(777)	-3.6%				
Trash Services	Group Insurance	3,144	3,304	3,742	3,242	(500)	3,307	65	2.0%	162	5.2%				
Trash Services	PERA & Payroll Taxes	3,222	3,857	3,303	3,303	-	3,322	19	0.6%	99	3.1%				
Trash Services	Commercial Trash Removal (1)	29,917	25,003	30,000	30,000	-	30,000	-	0.0%	83	0.3%				
Trash Services	Ann. Spring Clean Up/Hazardous Waste Disposal	1,289	3,473	1,000	1,000	-	1,000	-	0.0%	(289)	-22.4%				
Trash Services	General Supplies & Materials	2,533	3,086	2,500	5,000	2,500	5,000	-	0.0%	2,467	97.4%				
Total		61,684	62,742	61,345	63,345	2,000	63,428	84	0.1%	1,745	2.8%				

- (1) Higher number of visitors increasing the frequency of cleanings and volume of refuse.
- (2) 2020 increase - refresh the landscaping town wide as requested by community members.
- (3) Big Billies snow removal for Chondola, back flow prevention testing.

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
POLICE DEPARTMENT PROGRAM NARRATIVE**

Item 9a

The Mountain Village Police Department is staffed by 7 sworn officers and a civilian office manager. All staff works a 4 day/10 hour schedule. This allows patrol staff to cover 19 ½ hours per day on duty and 4 ½ hours per day in an “on-call” capacity. During the on-call time, calls for service are less than 3% of the total call load. The schedule has a 1 hour overlap to provide briefing and pass on of information to the next shift. All officers are subject to recall to duty unless they are out-of-state.

MISSION : The delivery of quality service, both timely and courteous, shall be the mandate that guides the members of the Mountain Village Police Department, always with the intent of solving problems for those who ask for assistance. The Mountain Village Police pledge is to embrace all the citizens in solving problems, both routine to law enforcement and those unique to the community. Mountain Village Police will solicit citizen input, ideas and guidance, for it is only through this relationship that we truly meet or exceed their needs.

DEPARTMENT GOALS

1. Maintain a high level of public confidence with the community.
2. Maintain a high level of visibility while on vehicle patrol.
3. Respond to calls for service in a courteous, professional and timely manner.
4. Maintain a high level of community policing by conducting quality foot patrols in the business sector and high density complexes.
5. Operate the department within budget
6. Environmental Stewardship

DEPARTMENT PERFORMANCE MEASURES

1. Community engagement events to receive direct feedback (i.e. National Night out, Coffee with a cop)
2. Officers are to patrol all roads at least once during the shift.
3. Calls for service are to be handled within 8 minutes of the call being received and with generation of minimal complaints.
4. Officers should patrol the business areas and high density complexes on foot an average of 3 hours per shift.
5. Department year end expenditure totals do not exceed the adopted budget.
6. Reduce paper usage by going “paperless” as much as possible for case reports.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Police Department

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
Police Department	Salaries & Wages	509,101	529,982	525,976	539,517	13,541	566,625	27,108	5.0%	57,524	11.3%
Police Department	Housing Allowance	61,252	56,468	75,975	75,975	-	77,874	1,899	2.5%	16,622	27.1%
Police Department	Group Insurance	89,069	99,135	110,498	108,438	(2,060)	110,607	2,169	2.0%	21,538	24.2%
Police Department	Dependent Health Reimbursement	(4,052)	(4,137)	(9,272)	(4,636)	4,636	(4,636)	-	0.0%	(584)	14.4%
Police Department	FPPA/PERA Pensions & Medicare	78,265	79,080	83,525	86,161	2,636	90,490	4,329	5.0%	12,225	15.6%
Police Department	Death & Disability Insurance	10,337	10,415	9,991	10,602	611	11,135	533	5.0%	798	7.7%
Police Department	PERA 401K & FPPA 457	18,650	20,016	27,094	21,094	(6,000)	21,094	-	0.0%	2,445	13.1%
Police Department	Workers Compensation	7,778	12,871	18,576	18,576	-	18,576	-	0.0%	10,798	138.8%
Police Department	Other Employee Benefits	6,975	6,875	8,525	8,525	-	8,525	-	0.0%	1,550	22.2%
Police Department	Janitorial/Trash Removal	5,500	5,100	5,508	5,508	-	5,500	(8)	-0.1%	-	0.0%
Police Department	Repair & Maintenance	5,000	-	-	-	-	-	-	na	(5,000)	-100.0%
Police Department	Vehicle Repair & Maintenance	10,372	6,090	8,000	8,000	-	8,000	-	0.0%	(2,372)	-22.9%
Police Department	Repairs & Maintenance-Equipment	92	564	500	500	-	500	-	0.0%	408	441.0%
Police Department	Camera Repair & Maintenance	13,801	10,493	10,000	10,000	-	10,000	-	0.0%	(3,801)	-27.5%
Police Department	Rental-Equipment	1,094	916	1,622	1,622	-	1,500	(122)	-7.5%	406	37.2%
Police Department	Facility Expenses (1)	3,586	5,395	9,800	9,800	-	17,300	7,500	76.5%	13,714	382.5%
Police Department	Communications	3,861	3,933	2,900	2,900	-	2,900	-	0.0%	(961)	-24.9%
Police Department	Communications-Cell Phone (2)	6,201	4,176	6,200	6,200	-	9,500	3,300	53.2%	3,299	53.2%
Police Department	Phone Equipment	52	970	100	100	-	100	-	0.0%	48	92.4%
Police Department	Dispatch (3)	73,889	67,920	72,000	72,000	-	80,630	8,630	12.0%	6,741	9.1%
Police Department	Dues & Fees (4)	653	953	800	5,500	4,700	1,800	(3,700)	-67.3%	1,147	175.4%
Police Department	Travel, Education & Training	9,693	6,907	8,500	8,500	-	8,500	-	0.0%	(1,193)	-12.3%
Police Department	Emergency Medical Services	810	-	1,000	1,000	-	1,000	-	0.0%	190	23.5%
Police Department	Contract Labor	105	203	2,000	2,000	-	2,000	-	0.0%	1,895	1804.8%
Police Department	Investigation	730	-	-	-	-	-	-	na	(730)	-100.0%
Police Department	Evidence Processing	2,037	2,283	1,500	1,500	-	2,000	500	33.3%	(37)	-1.8%
Police Department	Medical Clearance	400	-	1,250	1,250	-	1,250	-	0.0%	850	212.5%
Police Department	Postage & Freight	159	286	400	400	-	400	-	0.0%	241	151.6%
Police Department	Bank Fees - Credit Card Fees	702	682	700	700	-	700	-	0.0%	(2)	-0.2%
Police Department	General Supplies & Material	3,076	3,215	6,200	6,200	-	6,200	-	0.0%	3,124	101.6%
Police Department	Uniforms	1,915	1,908	2,000	2,000	-	2,000	-	0.0%	85	4.5%
Police Department	Uniforms-Officer Equip	431	634	2,000	2,000	-	2,000	-	0.0%	1,569	363.8%
Police Department	Vehicle Equipment	534	561	-	-	-	-	-	na	(534)	-100.0%
Police Department	Evidence Supplies	-	-	350	350	-	350	-	0.0%	350	na
Police Department	Firearms-Ammo, Repair & Maintenance	3,586	1,625	2,500	2,500	-	2,500	-	0.0%	(1,086)	-30.3%
Police Department	Materials/Working Supplies	45	-	225	225	-	225	-	0.0%	180	400.0%
Police Department	Intoxilizer-Supplies	109	-	500	500	-	500	-	0.0%	392	360.8%
Police Department	Detoxification	-	-	1,000	1,000	-	1,000	-	0.0%	1,000	na

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Police Department

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022		2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments			
Police Department	Parking Expenses	-	-	250	250	-	250	-	0.0%	250	na	
Police Department	Business Meals	395	123	500	500	-	500	-	0.0%	105	26.7%	
Police Department	COVID-19 Related Expenses	-	4,260	-	-	-	-	-	na	-	na	
Police Department	Employee Appreciation	320	1,154	800	800	-	800	-	0.0%	480	150.0%	
Police Department	Books & Periodicals (8)	6,875	7,059	7,250	7,250	-	7,250	-	0.0%	375	5.5%	
Police Department	SMC Juvenile Diversion	10,000	10,000	10,000	10,000	-	10,000	-	0.0%	-	0.0%	
Police Department	Utilities - Natural Gas	2,970	1,250	1,561	1,561	-	1,561	-	0.0%	(1,409)	-47.4%	
Police Department	Utilities - Electricity	3,241	3,947	4,550	4,550	-	4,550	-	0.0%	1,309	40.4%	
Police Department	Utilities - Gasoline	7,458	5,942	9,380	9,380	-	9,380	-	0.0%	1,922	25.8%	
Total		957,066	969,254	1,032,734	1,050,799	18,064	1,102,937	52,138	5.0%	145,870	15.2%	

(1) Moved painting pd from 2021 to 2022

(2) 2021 added Cradle point devices for MDCs (\$37/month per unit x7cars)

(3) 2021 3.09% Plus 16.66%FTE Regional Data Specialist \$9468

(4) 2021 joined LinX \$4433 install 809 per year after

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
COMMUNITY SERVICES PROGRAM NARRATIVE**

The Town of Mountain Village Community Services mission is to meet or exceed the needs of the Mountain Village community. The Community Services division expects and encourages citizens and guests alike to make use of its services. The success of the division is measured in its ability to maintain the quality of life in Mountain Village all the while respecting the rights and liberties of all.

The delivery of quality service, both timely and courteous, shall be the mandate that guides the members of the Mountain Village Police Department, always with the intent of solving problems for those who ask for assistance. The Mountain Village Police pledge is to embrace all the citizens in solving problems, both routine to law enforcement and those unique to the community. Mountain Village Community Services officers will solicit citizen input, ideas and guidance, for it is only through this relationship that we truly meet or exceed their needs.

Staffing levels are 2 FTEs paid 0.35 from the Community Services Budget and 0.65 from the Parking Budget.

DEPARTMENT GOALS

1. Maintain a high level of parking control on all town streets and public parking lots through enforcement, maintenance, and issuance of appropriate permits.
2. Provide public assistance as necessary in a courteous, professional, and timely manner.
3. Under the guidance of the Town's municipal code, enforce and provide for domestic and non-domestic animal control.
4. Stay within budget.
5. Environmental Stewardship

DEPARTMENT PERFORMANCE MEASURES

1. Parking is enforced consistently – Seven days a week from 6 am to 6 pm.
(after CSO work hours, patrol officers enforce parking)
2. 100% response to calls for assistance in a timely manner. (within 10 minutes of receiving call)
Manage animal control to the general satisfaction of Town Council and residents.
3. Department year-end expenditure totals do not exceed the adopted budget.
4. Reduction of greenhouse gas emissions by implementing bicycle patrol

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
MUNICIPAL COURT PROGRAM NARRATIVE**

Item 9c

The Town of Mountain Village operates a monthly municipal court which constitutes the judicial branch of the Town government. The municipal court shall be vested with exclusive original jurisdiction over all cases arising under the Town's charter, under the ordinances duly enacted under the Charter, and as otherwise conferred under the law.

Town Council appoints the Municipal Judge who shall serve a two-year term. A court clerk on Town staff shall serve on a part-time basis at .25 of a full time equivalent. That staff person is currently serving as the administrative assistant in the Town Police Department at .75 of a full time equivalent

DEPARTMENT GOALS

1. Convene municipal court one day per month.
2. Court should start promptly on the date and time as provided to defendants.
3. Stay within budget.
4. Environmental Stewardship

DEPARTMENT PERFORMANCE MEASURES

1. Court convened 12 times per year.
2. Court date and/or time should occur on time no less than 90% of the time (11 out of 12 days per year)
3. Department year-end expenditure totals do not exceed the adopted budget.
4. As much as possible, reduce paper consumption.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Municipal Court

Worksheet	Account Name			2021		2021 \$	2022		2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
		Actuals 2019	Actuals 2020	2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments			
Municipal Court	Salaries & Wages	18,713	20,267	18,951	18,951	-	19,140	190	1.0%	428	2.3%	
Municipal Court	Group Insurance	3,144	3,304	3,562	3,498	(64)	3,568	70	2.0%	424	13.5%	
Municipal Court	Dependent Health Reimbursement	(181)	(175)	(348)	(175)	173	(175)	-	0.0%	6	-3.1%	
Municipal Court	PERA & Payroll Taxes	2,864	2,976	3,009	3,026	17	3,057	30	1.0%	192	6.7%	
Municipal Court	PERA 401K	1,124	1,152	1,166	1,166	-	1,183	17	1.5%	59	5.2%	
Municipal Court	Workers Compensation	68	69	160	160	-	160	-	0.0%	92	136.3%	
Municipal Court	Other Employee Benefits	1,595	2,125	2,475	2,475	-	2,475	-	0.0%	880	55.2%	
Municipal Court	Equipment Rental	1,094	1,002	1,500	1,500	-	1,500	-	0.0%	406	37.2%	
Municipal Court	Communications	440	416	500	500	-	500	-	0.0%	60	13.7%	
Municipal Court	Dues & Fees	60	60	80	80	-	80	-	0.0%	20	33.3%	
Municipal Court	Travel, Education & Training (1)	856	175	2,100	2,100	-	2,100	-	0.0%	1,244	145.2%	
Municipal Court	Postage & Freight	-	55	100	100	-	100	-	0.0%	100	na	
Municipal Court	General Supplies & Material	1,304	598	1,000	1,000	-	1,000	-	0.0%	(304)	-23.3%	
Municipal Court	Employee Appreciation	-	-	-	-	-	-	-	na	-	na	
Total		31,080	32,026	34,254	34,381	126	34,687	307	0.9%	3,607	11.6%	

(1) 2021 still plan for 2 conferences per year

Community Services

Worksheet	Account Name			2021		2021 \$	2022		2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
		Actuals 2019	Actuals 2020	2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments			
Community Services	Salaries & Wages	32,979	30,323	33,258	36,010	2,752	37,451	1,441	4.0%	4,471	13.6%	
Community Services	Group Insurance	8,804	9,252	9,970	9,794	(175)	9,990	196	2.0%	1,186	13.5%	
Community Services	Dependent Health Reimbursement	(253)	(323)	-	-	-	-	-	na	253	-100.0%	
Community Services	PERA & Payroll Taxes	5,111	5,395	5,281	5,751	469	5,981	230	4.0%	870	17.0%	
Community Services	PERA 401K	873	884	399	399	-	399	-	0.0%	(474)	-54.3%	
Community Services	Workers Compensation	691	817	938	938	-	938	-	0.0%	247	35.7%	
Community Services	Other Employee Benefits	630	630	770	770	-	770	-	0.0%	140	22.2%	
Community Services	Uniforms	251	70	1,000	1,000	-	1,000	-	0.0%	749	298.5%	
Community Services	Vehicle Repairs & Maintenance	12	655	800	800	-	800	-	0.0%	788	6583.4%	
Community Services	Communications-Cell Phone (2)	610	734	650	900	250	1,100	200	22.2%	490	80.2%	
Community Services	Travel, Education & Training	797	-	2,000	2,000	-	2,000	-	0.0%	1,203	150.9%	
Community Services	General Supplies	1,043	736	1,000	1,000	-	1,000	-	0.0%	(43)	-4.1%	
Community Services	Animal Control	85	-	200	200	-	200	-	0.0%	115	135.4%	
Community Services	Employee Appreciation	200	10	200	200	-	200	-	0.0%	-	0.0%	
Community Services	Utilities - Gasoline	2,275	2,132	3,144	3,144	-	3,144	-	0.0%	869	38.2%	
Total		54,109	51,315	59,609	62,906	3,297	64,972	2,066	3.3%	10,864	20.1%	

(2) 2021 added Cradlepoint for MDC (\$37/month)

The Town of Mountain Village Community Grant Program is designed to support projects and programs that meet the needs and desires of our residential and business communities. The Community Grant Program was developed to provide funding fairly, equitably, and consistently by adopting a clear and comprehensive policy.

The Town of Mountain Village (TMV) accepts applications from organizations seeking funding for programs, projects, and/or services that support and promote community services (i.e. health and human services, education, athletic, arts and culture, early childhood, or environmental stewardship) that help to support a strong and robust Mountain Village community.

The overall intent of this program is to fund services and programs not offered through the TMV. The TMV takes every opportunity to collaborate with local organizations to advance our goals and recognizes the role of regional organizations in advancing the above-stated priorities.

For more information, please see the complete Town of Mountain Village Community Grant Guidelines available through the Town Clerk's office.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Grants & Contributions

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2022		2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance	
				2021 Original	Forecasted	2021 \$ Adjustments	Proposed				2022 \$ Adjustments
Grants and Contributions	Telluride Foundation Fee (1)	8,363	9,793	7,838	7,838	-	10,500	2,663	34.0%	2,138	25.6%
Grants and Contributions	San Miguel Resource Center	20,000	18,000	18,000	18,000	-	-	(18,000)	-100.0%	(20,000)	-100.0%
Grants and Contributions	Ah Haa School for the Arts	5,000	5,000	5,000	5,000	-	-	(5,000)	-100.0%	(5,000)	-100.0%
Grants and Contributions	One To One	8,000	8,000	9,000	9,000	-	-	(9,000)	-100.0%	(8,000)	-100.0%
Grants and Contributions	Telluride Humane Society	-	4,000	-	-	-	-	-	na	-	na
Grants and Contributions	Watershed Education Program	3,000	3,000	-	-	-	-	-	na	(3,000)	-100.0%
Grants and Contributions	T-Ride Ski & Snowboard Club	5,000	7,500	7,000	7,000	-	-	(7,000)	-100.0%	(5,000)	-100.0%
Grants and Contributions	KOTO	4,000	7,500	5,000	5,000	-	-	(5,000)	-100.0%	(4,000)	-100.0%
Grants and Contributions	True North	10,000	12,500	12,000	12,000	-	-	(12,000)	-100.0%	(10,000)	-100.0%
Grants and Contributions	Telluride TV	10,000	1,875	-	-	-	-	-	na	(10,000)	-100.0%
Grants and Contributions	Center for Mental Health	7,500	7,500	7,500	7,500	-	-	(7,500)	-100.0%	(7,500)	-100.0%
Grants and Contributions	Tri County Health Network	-	12,077	10,000	10,000	-	-	(10,000)	-100.0%	-	na
Grants and Contributions	Telluride Nordic Association	-	-	4,000	4,000	-	-	-	0.0%	-	na
Grants and Contributions	Friends of Colorado Avalanche Info Center	-	-	3,000	3,000	-	-	(3,000)	-100.0%	-	na
Grants and Contributions	Telluride Institute	-	-	5,000	5,000	-	-	(5,000)	-100.0%	-	na
Grants and Contributions	Telluride Mountain Club	10,000	-	5,000	5,000	-	-	(5,000)	-100.0%	(10,000)	-100.0%
Grants and Contributions	Miscellaneous Contributions (2)	5,000	9,625	-	-	-	140,000	140,000	na	135,000	2700.0%
Grants and Contributions	Pinhead Institute	-	5,000	5,000	5,000	-	-	(5,000)	-100.0%	-	na
Grants and Contributions	Telluride Adaptive Sports Program	9,000	9,000	9,000	9,000	-	-	(9,000)	-100.0%	(9,000)	-100.0%
Total		104,863	120,370	112,338	112,338	-	150,500	42,163	37.5%	45,638	43.5%

(1) The Foundation fee is 7.5% of grants awarded.

(2) 2019 - add on for a regional youth center, 2020 Telluride Institute and Telluride TV add ons

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
BUILDING DIVISION NARRATIVE**

The Building Division administers and enforces the Building Regulations, including but not limited to the International Residential Code, International Building Code, International Energy Conservation Code, International Mechanical Code, International Plumbing Code, International Property Maintenance Code, National Electrical Code and the International Fuel Gas Code. The Building Division conducts plan review and issues permits; performs housing and dangerous building code inspection and enforcement; conducts field inspections of new construction and remodels; participates in code development with regional building departments; administers the Town's contractor licensing program; and meets continuing education requirements of the ICC. The Building Division provides plumbing and electrical inspections within the Town of Telluride per an existing intergovernmental agreement. The Building Division may also perform building inspections within San Miguel County and the Town of Rico, based on a Memorandum of Understanding. The Building Division also administers energy and resource reducing incentive programs including but not limited to the solar energy program and the cedar shake incentive program. The building division also administers the Renewable Energy Mitigation (REMP) program. The building department's primary goal is building safety and responsive customer service.

BUILDING DIVISION GOALS

1. Design and administer 2018 ICC testing for contractors due to administrative changes within the ICC .
2. Evaluate existing incentive programs, like the Smart Build Program, and amend it to encourage greater efficiencies and participation.
3. Limit our building inspection resources to Mountain Village and Town of Telluride and remove building inspection requests for San Miguel County and the Town of Rico.
4. Ensure all Building Permit applications are processed in a timely manner. Anticipate large scale plan review, budget for 3rd party assistance as needed and plan accordingly.
5. Accurately respond to all customer inquiries in a timely manner regarding building design, records requests or Town policies.
6. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals.

BUILDING DIVISION PERFORMANCE MEASURES

1. Design and administer 2018 ICC (International Code Council) testing for contractors due to administrative changes within the ICC (Goal 1 from above).
 - a. This will be implemented by 1st quarter.
2. Evaluate existing incentive programs, like the Smart Build Program, and amend it to encourage greater efficiencies and participation (Goal 2 from above)
 - a. Provide a survey to contractors and architects and provide evaluation of responses by first quarter.
 - b. Work with the efficiencies coordinator to understand possible strengths and deficiencies of the program by second quarter
 - c. Evaluate and amend the Smart Build Program by third quarter
3. Limit our building inspection resources to Mountain Village and Town of Telluride and remove building inspection requests for San Miguel County and the Town of Rico. (Goal 3 above).
 - a. Close out existing building inspection projects in San Miguel County and the Town of Rico as soon as able and not accept new inspection requests.
4. Ensure all Building Division applications are processed in accordance with the following timelines (Goal 4 from above):
 - a) Conduct all inspections within 24 business hours of inspection request.
 - b) Building Permit, Electrical Permit, Plumbing Permits and Other Building Permits: Reach a decision on building permits within 10 business days unless plan revisions or unique building considerations warrant a longer review time.
5. Accurately respond to all customer inquiries in a timely manner regarding building design, records requests or Town policies. (Goal 5 above)
 - a. Respond to phone calls in 24 hours
 - b. Respond to records requests in 72 hours
6. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals. (Goal 6 above)
 - a. Continue to scan building records.
 - b. Maintain our existing paperless plan intake and review process.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Building Division

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022		2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments			
Building Division	Salaries & Wages	163,182	190,707	190,642	200,642	10,000	244,396	43,754		21.8%	81,214	49.8%
Building Division	Group Insurance	29,351	36,346	39,200	39,200	-	47,120	7,920		20.2%	17,769	60.5%
Building Division	Dependent Health Reimbursement	(2,797)	(3,694)	(2,292)	(2,292)	-	(2,292)	-		0.0%	505	-18.0%
Building Division	PERA & Payroll Taxes	24,637	28,792	30,274	32,043	1,769	39,030	6,988		21.8%	14,393	58.4%
Building Division	PERA 401K	4,671	5,123	6,500	6,500	-	6,500	-		0.0%	1,829	39.2%
Building Division	Workers Compensation	2,245	2,321	1,053	1,053	-	1,053	-		0.0%	(1,192)	-53.1%
Building Division	Other Employee Benefits	2,790	2,475	3,025	3,025	-	3,575	550		18.2%	785	28.1%
Building Division	Uniforms	749	683	500	500	-	500	-		0.0%	(249)	-33.3%
Building Division	Consultation Fees (1)	1,924	-	5,000	5,000	-	7,000	2,000		40.0%	5,076	263.9%
Building Division	Vehicle Repair & Maintenance	128	613	1,500	2,000	500	2,000	-		0.0%	1,872	1458.0%
Building Division	Printing & Binding	434	-	-	-	-	-	-		na	(434)	-100.0%
Building Division	UBC/IRC/IBC Book Supplies	140	-	500	500	-	650	150		30.0%	510	363.7%
Building Division	Dues, Fees, Licenses	225	455	1,000	1,000	-	1,000	-		0.0%	775	344.4%
Building Division	Travel, Education & Training (2)	4,437	4,778	3,500	3,500	-	4,500	1,000		28.6%	63	1.4%
Building Division	Contract Labor (3)	-	-	10,000	10,000	-	10,000	-		0.0%	10,000	na
Building Division	Bank Fees - Credit Card Fees	1,992	2,977	2,000	2,000	-	2,000	-		0.0%	8	0.4%
Building Division	Supplies	-	-	-	-	-	-	-		na	-	na
Building Division	Business Meals	-	-	500	500	-	500	-		0.0%	500	na
Building Division	Employee Appreciation	620	300	300	300	-	300	-		0.0%	(320)	-51.6%
Building Division	Books & Periodicals	763	361	500	500	-	500	-		0.0%	(263)	-34.5%
Building Division	Utilities - Gasoline	962	857	2,205	2,500	295	2,500	-		0.0%	1,538	160.0%
Building Division	Non-Capital Equipment	-	-	1,500	1,500	-	1,500	-		0.0%	1,500	na
Building Division	Environmental Projects	-	-	-	-	-	-	-		na	-	na
Building Division	Solar Panel Rebates	-	1,240	-	-	-	-	-		na	-	na
Building Division	Solar Energy Rebates	2,000	-	50,000	50,000	-	50,000	-		0.0%	48,000	2400.0%
Building Division	LED Lighting Rebates	-	-	-	-	-	-	-		na	-	na
Building Division	Community Environmental Incentives (4)	36,638	20,825	50,000	105,000	55,000	140,000	35,000		33.3%	103,363	282.1%
Building Division	Energy Mitigation Expenditures (5)	8,475	29,650	41,000	25,000	(16,000)	38,000	13,000		52.0%	29,525	348.4%
Building Division	Misc & Other	-	-	-	-	-	-	-		na	-	na
Total		283,566	324,810	438,407	489,971	51,564	600,332	110,362		22.5%	316,766	111.7%

(1) Increase to accommodate 3rd party review as needed for larger scale projects

(2) Maintaining certifications

(3) 3rd party scanning services

(4) 2021 - \$105K/ 2022 \$140k defensible space (TMVOA funds 50% of defensible space)

(5) 2020 and 2021, paying for the programmable thermostats project at VCA. 2022 allocated for solar panels for the shop remodel.

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
PLANNING SERVICES PROGRAM NARRATIVE**

Planning Services has a primary responsibility for administering the Community Development Code (CDC) and implementing the vision and goals of the Comprehensive Plan; assisting the Design Review Board and Town Council regarding policy and development decisions; facilitating amendments to the CDC and associated regulation and policy documents; identify, verifying and enforce design and land use compliance in the community; long range planning, development review, promoting fire mitigation, forest health and environmental sustainability; and assisting homeowners and developers through town processes.

PLANNING SERVICES GOALS

Goal 1. Finalize the Comprehensive Plan amendment and associated Community Development Code (CDC) amendments

Measurables:

1. Completed by first quarter of 2022.

Goal 2. Complete the affordable housing mitigation methodology

Measurables:

1. Completed by 1st quarter of 2022.

Goal 3. Continue to provide clarifying amendments to the CDC each year

Measurables:

1. Produce by 2nd quarter of 2022.

Goal 4. Achieve and maintain full staffing levels

Measurables:

1. Hired last vacant position in the fall of 2021

Goal 5. Balance new development applications while prioritizing compliance and correction matters

Measurables:

1. Prioritize and manage compliance and corrections as part of our planning work plan.
Work to be distributed between planners.

Goal 6. Expand our Forestry Program inclusive of forest health, species diversification, identify tree decline and trends, maintain our incentive programs like defensible space and the cedar shake rebate program.

Measurables:

1. Increase the pheromone pack, MCH distribution in 2022 from 2021.
2. Update the town's Forest Management Plan
3. Update the CDC to comport with the Forest Management Plan
4. Look for opportunities to partner regionally
5. Prioritize forestry projects on town owned lands
6. Identify town owned properties with inadequate tree cover and/or regeneration and develop a plan to implement and maintain tree plantings.
7. Track and quantify trees removed for the purposes of wildfire mitigation, new construction, viewscapes, disease, hazard, etc.
8. Identify high value spruce and Douglas-fir trees and develop a plan of action, beyond the use of MCH, to protect high-value trees from potentially imminent bark beetle outbreaks.
9. Fund and participate in additional forest health research and analysis in 2022

Goal 7. Update all town mapping

Measurables:

1. Continue to transition CAD to GIS based mapping
 - a. Update attribute tables to include built and unbuilt data and density data

- b. Work with the county to maintain accurate mapping records/information.
2. Update the 2014 Official Zoning Map
3. Update the Open Space map and inventory
4. Update the address map

Goal 8. Provide exceptional customer service

Measurables:

1. Clarifying/streamlining the application process by reviewing all application forms and website information and creating procedures for online submittal directly into Community Core.
2. Respond to inquiries (phone and email) within 24 hours
3. Respond to records requests within 72 hours
4. Issue class 1 approvals within three days
5. Issue class 2 approvals within five days

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Planning Services

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Planning & Zoning	Salaries & Wages (1)	231,662	192,503	307,799	307,799	-	318,191	10,392	3.4%	86,529	37.4%
Planning & Zoning	Group Insurance	38,989	31,030	64,091	64,091	-	65,373	1,282	2.0%	26,383	67.7%
Planning & Zoning	Dependent Health Reimbursement	(3,078)	(4,057)	(702)	(702)	-	(702)	-	0.0%	2,376	-77.2%
Planning & Zoning	PERA & Payroll Taxes	35,227	28,895	48,879	48,879	-	50,815	1,937	4.0%	15,588	44.3%
Planning & Zoning	PERA 401K	5,785	4,318	7,000	7,000	-	7,000	-	0.0%	1,215	21.0%
Planning & Zoning	Workers Compensation	614	103	1,977	1,977	-	1,977	-	0.0%	1,363	221.8%
Planning & Zoning	Other Employee Benefits	1,575	3,690	3,410	3,410	-	3,410	-	0.0%	1,835	116.5%
Planning & Zoning	Uniforms	-	-	-	-	-	500	500	na	500	na
Planning & Zoning	Consultation Fees- Planning (1)	1,385	-	15,000	60,000	45,000	35,000	(25,000)	-41.7%	33,615	2427.2%
Planning & Zoning	Consulting-Master Planning	17	-	150,000	150,000	-	-	(150,000)	-100.0%	(17)	-100.0%
Planning & Zoning	Forestry Management (2)	2,965	1,800	50,000	50,000	-	300,000	250,000	500.0%	297,035	10018.0%
Planning & Zoning	Communications	5,173	4,758	4,029	4,029	-	4,029	-	0.0%	(1,144)	-22.1%
Planning & Zoning	Public Noticing	2,240	447	3,500	3,500	-	3,500	-	0.0%	1,261	56.3%
Planning & Zoning	Printing & Binding (3)	1,036	2,604	3,500	10,000	6,500	50,000	40,000	400.0%	48,964	4727.2%
Planning & Zoning	Recording Fees	506	24	600	600	-	600	-	0.0%	94	18.6%
Planning & Zoning	Dues & Fees	734	-	1,400	1,400	-	1,400	-	0.0%	666	90.7%
Planning & Zoning	Travel, Education & Training	4,492	239	7,000	3,500	(3,500)	7,000	3,500	100.0%	2,508	55.8%
Planning & Zoning	Marketing (4)	-	-	-	-	-	2,000	2,000	na	2,000	na
Planning & Zoning	Postage & Freight	95	42	120	150	30	150	-	0.0%	55	57.6%
Planning & Zoning	General Supplies & Material	2,836	1,280	2,500	3,000	500	2,500	(500)	-16.7%	(336)	-11.9%
Planning & Zoning	Business Meals (5)	3,861	1,006	3,000	5,000	2,000	6,000	1,000	20.0%	2,139	55.4%
Planning & Zoning	Employee Appreciation (6)	341	910	300	500	200	500	-	0.0%	159	46.7%
Planning & Zoning	Other Benefits - DRB (7)	6,495	8,800	9,900	9,900	-	9,900	-	0.0%	3,405	52.4%
Planning & Zoning	Live Streaming (8)	4,256	338	3,000	3,000	-	8,400	5,400	180.0%	4,144	97.4%
Planning & Zoning	COVID-19 Related Expenses	-	1,132	-	-	-	-	-	na	-	na
Planning & Zoning	Books & Periodicals	-	-	250	250	-	250	-	0.0%	250	na
Total		347,206	279,860	686,553	737,283	50,730	877,793	140,511	19.1%	530,588	152.8%

(1) 60K in 2021 for affordable housing mitigation methodology contract. \$20,000 in 2022 to final the project in January. An addition \$15,000 for ancillary 3rd party assistance as needed.

(2) 2021 Town Hall & VCA/2022 one or two more town properties. In 2022 we intend to update the Town's Forest Management Plan, amend the CDC as needed to comport with such updates, continue the program management of our incentives, continue to work regionally as needed, pursue possible grant opportunities, and based on funding will continue community thinning projects on Town and adjacent partnering properties each year.

(3) Printing Cost for new Comprehensive Plan and outsource printing of DRB packets.

(4) Due to communications for larger scale projects.

(5) Cost of food and lack of catering contract has lead to higher food catering prices for the DRB.

(6) To accommodate \$100 per staff member for holiday party/gift.

(7) Dependent upon ski pass prices for the TOMV x 9 DRB members.

(8) Will outsource in 2021 and 2022 lack of in house staffing to manage this.



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Agenda Item No.

TO: Town Council

FROM: John Miller, Community Housing Program Director
Mike Otto, Town Forester / GIS Assistant

FOR: Town Council Special Meeting; October 6, 2021

DATE: September 24, 2021

RE: Supplemental Information on Forestry Funding Priorities

Executive Summary

Due to the success of the **defensible space program (wildfire mitigation)** in **2021**, we have increased the funding from \$50,000 to \$90,000 with an additional \$20,000 contribution from TMVOA and the Town. We will transfer a balance from the forestry budget to cover the remaining expenditure of \$11,000 to date.

Due to existing and anticipated demand in **2022** for the **defensible space program (wildfire mitigation)** we are requesting an increase from \$50,000 to \$140,000 (which is split with TMVOA) for the defensible space program.

We request the same funding level for cedar shake which consists of a \$50,000 contribution from TMVOA and the equivalent building fee waiver by the Town.

We have **fully expended** both the cedar shake rebate program value and the defensible space (wildfire mitigation) program this year. To date we have received more requests than funding available which is a testament to the success of our programs.

The finance committee recommended we increase our **forestry** budget from the traditional \$50,000 to \$300,000 in 2022. We can scale the budget number down as needed which translates into treating less forested acreage. We have detailed projects as part of this report.

2021 Defensible Space Participation Data Table

Date	2017	2018	2019	2020	2021
Site Visits	7	7	12	12	38
Resulting D-Space Projects	7	7	3	4	17
Reimbursement Amount	\$20,485	\$21,900	\$13,050	\$15,550.00	\$101,937.50

Forestry Overview: At the September Town Council Meeting, Staff was requested to provide additional information related to the proposed 2022 budget for the forestry program. This budget, as proposed, is based on the Finance Committee's recommendation of allocation of \$300,000 for wildfire mitigation and ancillary projects related to forest health. If it's determined that Council would like to fund these items at different amounts (+/-), then staff can make recommendations off of specific funding allowances based on the directed expenditure amount.

Funding Requests:

1. Forest Health Analysis – Dr. Jason Sibold of Colorado State University, studies the influences of physical landscapes, biological characteristics, climate variability, and human land-use history on patterns of fire and insect outbreaks and resulting forest landscape changes. This analysis would provide the town with a science-based approach to prioritize specific vegetation treatments resulting in a much more adapted forest. Due to changes in climate, increased disease, insects, and catastrophic wildfires have heavily changed the makeup of our forests. This analysis will allow us to better understand the characteristics of the future mid-century (2050) forest and how to promote specific vegetation changes in our forests that thrive given these changing conditions.
 - a. **Approximate Cost: \$50,000**
 - b. This is a one-time funding request to develop this forest health study. The document would guide subsequent CDC changes related to landscaping and defensible space. It would also guide our proposed tree planting and forest health programs.
2. Increased MCH Beetle Pheromone Packets - MCH is the anti-aggregation pheromone that repels Douglas Fir Beetles and Spruce Beetles in an area or individual trees. The pheromone repellent is enclosed in a controlled release dispenser that is stapled or nailed to trees during the beetle season. As detailed above, the Town has utilized these packets in recent years and aims to increase the distribution of the packets by working with the state
 - a. **Total Cost: \$1,650**
 - b. For this amount, 600 MCH packets could be purchased and distributed throughout the community. These packets would target Spruce and Douglas Fir trees.
 - c. This program is a multi-year effort and would require additional funding in subsequent years.
3. Wildfire Mitigation Incentive Program – Staff is proposing an increase in funding for this incentive program, for a total of \$70,000 to be matched by TMVOA. This would result in a total of \$140,000 available for homeowners in the form of matching funds up to \$10,000 per completed wildfire mitigation project.
 - a. **Total Cost: \$70,000**
 - b. We have exhausted the funds for this program in 2021. This has largely been driven by homeowners who have been notified that their home insurance providers will no longer provide insurance policies without implementation of a Defensible Space Project to reduce property fuel loads.
 - c. This program has been the largest driver of fuel reduction in our community with the most acreage treated on an annual basis (See Exhibit B).
4. Tree Planting Program: This program would provide for seedling plantings with the aim of establishing multi-generational forest stands. This helps in situations where mature trees rapidly decline and die so that there are already existing hardy trees to replace them. The

goal is to have multiple trees of species and age within a stand, with a high priority placed on aspen and Douglas Fir.

a. **Approximate Cost: \$1,000 per year to include tree purchase and maintenance**

5. Town owned chipper – removed from Staff Request.
6. Community Fuel Reduction – Staff has identified a number of properties in the Mountain Village either owned by the Town or owned privately. These Lots would benefit from fuel reduction treatments which would provide additional protection to the homes surrounding these open space areas. Based on recent conversations with forestry professionals, an average cost per acre is \$12,000-\$17,000 per acre for difficult or steep sites. For simpler lots that are not steep or near homes, the costs are reduced to \$2,000-\$9,000 per acre.
 - a. Total Cost: **up to 150K depending on Council priorities**. This would allow the town to treat between 25 and 10 acres per year.
 - b. This item could be adjusted depending on funding amounts and could otherwise be scaled to allow for treatment of the below prioritized properties according to funding in subsequent budget cycles.
 - c. Staff recommends minimally funding this program at 75K annually recognizing that additional funds will allow for more overall acreage to be treated.

6.1. VCA Fuel Reduction Project 2021/2022/2023

A request for quotes has been issued for the VCA project. Due to topography and other site constraints, the expected cost/acre is approximately \$17,000. This cost per acre may increase or decrease based on access and site characteristics. Due to golf course operation into the fall, the project is anticipated to be completed in two phases outlined below. Phase 1 is to occur in early October 2021, with Phase 2 occurring in the spring of 2022 prior to the opening of the golf course.

Phase 1 – Fall 2021 – Fuel Reduction

Project Area: 1.43 acres

Project Cost: \$17,000/acre = **\$24,310**



Notes: Phase 1 will allow for fuel reduction on the east boundary of VCA. Additionally, this work will allow for some site preparation to occur for Phase IV VCA Expansion that would otherwise need to occur in the spring of 2022 prior to construction.

Phase 2 – Spring 2022 – Fuel Reduction

Project Area: 1.31 acres

Project Cost: \$17,000/acre = **\$22,270**



Notes: Phase two will require a portion of TSG properties to be treated in order to obtain a 100-foot fuel buffer from Building 11. Town Staff has been in active conversations with TSG with preliminary approval of this work to occur on TSG property.

Phase 3 – Spring 2023 – Forest Health

Project Area: 2.49 acres

Project Cost: \$6,000/acre = **\$14,940**



Notes: Anticipated reduction in cost/acre for ease of site access and low density of conifer species. Light thinning of conifer species and removal of standing dead aspen is recommended for this site. The costs could be reduced to as low as \$2-4,000 per acre depending on treatment.

6.2. OSP-40, OSP-5A-9R, and OS-1 - Fuel Reduction

Project Area: 6.26 acres

Project Cost: \$6,000/acre = **\$37,560**



Notes: Much of the Town of Mountain Village owned prescription area requires limited thinning for the purposes of forest health. However, steep slope and higher density of conifer species in the draw adjacent to the Village Court Apartments office and shop, Mountain Munchkins childcare center and police department building indicate the potential for catastrophic crown fire that would threaten the nearby town owned facilities.

6.3. OS-FT2 Fuel Reduction

Project Area: 3.17 acres

Project Cost: \$15,000/acre = **\$47,550**



Notes: Mountain Village owned Lot FT-2 contains a wetland area and high-density conifer crown-cover. The location of the lot in relation to roadways and lodging increases the likelihood of human-cause ignition. Treatment of this lot for the purpose of wildfire mitigation would reduce the threat of wildfire to nearby structures. A portion of this lot is currently used for pedestrian access to nearby lodges and condominiums. Creation of a skid-road to provide access to the lot for tree removal could double as pedestrian access reducing pedestrian use of San Joaquin Rd.

6.4. OSP-38R1, OSP-38R2, and OSP-41

Project Area: 8.62 acres

Project Cost: \$2,000/acre = **\$17,240**



Notes: Conifer crown density is low on these lots and treatment has already been implemented on a portion of the project area. Additional treatment to remove standing dead trees and thin existing aspen would improve the aesthetics of the forest along Mountain Village Boulevard and increase the vigor of remaining trees. Additionally, aspen regeneration following previous

treatment of a portion of the prescription area is less than desired due to ungulate browsing and other potential issues with stand health. Maintaining forest cover on the lot will likely require tree planting and/or temporary wildlife fencing to increase species diversity and stand resilience.

6.5. OSP-43 and OS-16 – Fuel Reduction (Aspen targeted)

Project Area: 0.97 acres

Project Cost: \$6,000/acre = **\$8,245**



Notes: Conifer crown density is low on these Town of Mountain Village lots. Numerous dead aspens are recommended for removal for aesthetics and reduction to roadway hazards. Additionally light thinning of conifer species is recommended to ensure adequate crown spacing for wildfire mitigation purposes. Steep slope and limited access will increase the cost for prescription.

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6.6. OSP-2N – Fuel Reduction (TSG Owned)

Project Area: 7.23 acres

Project Cost: \$8,500/acre = \$61,455



Notes: Telluride Ski and Golf has been active treating properties for the purposes of forest health and wildfire mitigation. However, OSP 2N is not yet scheduled for prescription. The property has potential for catastrophic crown fire due to slope and crown density of conifer species. Because this property is near Mountain Village Boulevard and the boulevard trail, the potential for human-cause ignition is substantial. Also, treatment of this property is critical because a wildfire event on this property could impact evacuation and spread to adjacent homeowner properties. Staff recommends working in conjunction with TSG to accomplish this work for less than initially scoped above.

6.7. OSP-2S – Fuel Reduction (TSG Owned)

Project Area: 3.52 acres

Project Cost: \$2,000/acre = \$7,040



Notes: Telluride Ski and Golf has been active treating properties for the purposes of forest health and wildfire mitigation. However, OSP 2S is not yet scheduled for prescription. Conifer crown

density is low and much of the lot is Aspen. Treatment would include the removal of standing dead trees to improve aesthetics and roadway safety. Light thinning will also be implemented to ensure conifer crown spacing is adequate and to improve vigor of remaining trees.

6.8. OSP-21R and Lot 513 – Fuel Reduction (Genesee Owned)

Lot 513 Project Area: 17.16 acres
Lot OSP-21R Project Area: 19.611 acres

Project Costs below assume an \$8,500 per/acre cost

Lot 513 Project Cost: \$145,860
Lot OSP-21R Project Cost: \$166,693

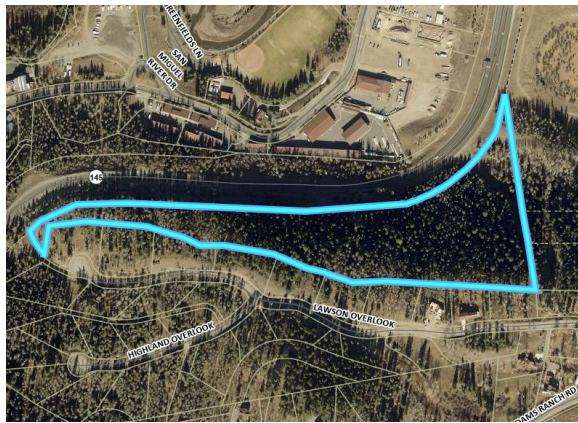


Figure 1: Lot 513 and OSP-21R

Notes: Staff has been working with members of a newly formed regional collaborative with the goal of updating the Community Wildfire Protection Plan (CWPP). Other goals of this group include landscape scale forest restoration work done throughout the east end of San Miguel County. There are discussions that have taken place regarding a collaborative project being explored for Boomerang Road. This project would occur on TSG, USFS, and private lands but would provide fire protection for the Mountain Village and particularly the Northern Boundary of the town. San Miguel County has been working to re-engage the collaborative wildfire regional group

Genesee Properties has in the past hired an outside forestry consultant to develop treatments on their properties and a portion of the plan has been implemented. In order to achieve the goals of San Miguel County and protect Mountain Village communities from wildfire, the Town of Mountain Village would benefit from coordination with regional governmental partners along with Genesee Properties to plan and implement a project that aims to leverage funding and share costs related to a large-scale treatment in the areas identified above.

/jjm

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
HOUSING DIVISION NARRATIVE**

Overview:

The Housing Division oversees all aspects of community housing in the Mountain Village such as the management of the Village Court Apartments (VCA), enforcement of the Town's affordable housing ordinances, and implementation of guidelines related to the construction, development, sale, and use of deed-restricted employee housing. The division is also responsible for planning and developing new community housing specific to rental and ownership housing product. In the past, the Town of Mountain Village has worked with San Miguel Regional Housing Authority (SMRHA) through an IGA to provide assistance to the Town of Mountain Village with homeowner education around buying/selling deed-restricted homes as well as qualifying residents for deed-restricted rental and purchase of homes. With the creation of the new Community Housing Program Director position, these duties previously provided by SMRHA have now been brought in-house in order to be streamlined in a way that better assists current and future Mountain Village residents through an unprecedented housing crisis.

In addition to the duties outlined above, the Housing Division also manages the Village Court Apartments Enterprise Fund, the Affordable Housing Development Fund, and the Mortgage Assistance Pool Fund.

2022 HOUSING DIVISION GOALS: VCA and Mountain Village Housing Authority

Village Court Apartments 2022 Goals

Mission Statement: VCA provides a safe, clean, friendly living environment for the residents of our community.

1. Continue annual improvements at Village Court Apartments to increase quality of life and overall aesthetics for residents and guests.
2. Continued operation of Village Court Apartments without subsidies from the General Fund and/or the Affordable Housing Reserve Fund (except for town sanctioned special projects).
3. Provide a high levels of customer service in a consistent and professional manner.
4. Administer all required programs, policies, and regulations – including but not limited to the bi-annual DOLA inspection and audit, Violence Against Women Act, lawful presence verifications, limited English proficiency programs, and annual lease agreements.
5. Operate within the Mountain Village Housing Authority adopted budget.
6. Continue to operate Village Court Apartments in an environmentally sustainable and sensitive manner, including responsible use of electricity, natural gas, vehicle fuel, paper, water, and chemicals.
7. Continue annual training and professional development.

Village Court Apartments Performance Measures for 2022

Goal 1: Continue annual improvements at Village Court Apartments to increase quality of life and overall aesthetics for residents and guests.

1. *Renovation of VCA Dog Park to include new fencing and surfacing.*
2. *Evaluate and upgrade Keytraks hardware and software (tenant key management system).*
3. *Continue replacement of hot water heaters consistent with the replacement schedule.*
4. *Continue to fix and maintain the irrigation system as needed yearly.*
5. *Evaluate and enhance VCA security with cameras in the parking lot(s) and install emergency lighting where appropriate.*

Goal 2: Continued operation of Village Court Apartments without subsidies from the General Fund and/or the Affordable Housing Reserve Fund (except for town sanctioned special projects).

1. *There is one deferred maintenance item, which are 90 hot water heaters to be replaced that is contained within the existing budget before the end of 2023. The budget reflected a small subsidy from the AHRF in 2021.*
2. *We will need to replace one of the roofs at VCA in 2022 in order to collect the tiles and use them as stock for replacing and fixing tiles on the other roofs. This will be a large expense that may alter the budget considerably.*

Goal 3: Provide a high levels of customer service in a consistent and professional manner.

1. *Respond to all tenants' requests in a professional and customer-service oriented manner within one (1) hour for emergency situations, and 48 hours for all other work order requests.*

2. *Provide and delineate several guest parking spots to reduce parking conflicts for residents in front of buildings, as identified in the resident satisfaction survey. Will be completed during restriping in 2022.*
3. *Provide designated motorcycle parking spaces in 2 different places in VCA parking lot to better accommodate motorcycle owners.*
4. *Continue to host tenant community activities and other town-sponsored events like National Night Out.*
5. *Encourage the VCA Resident Committee to hold regular meetings, manage collective tenant issues and concerns to be discussed with management as appropriate and needed, and invite Town Council members to attend all meetings.*

Goal 4: Administer all required programs, policies, and regulations – including but not limited to the bi-annual DOLA inspection and audit, Violence Against Women Act, lawful presence verifications, limited English proficiency programs, and annual lease agreements.

1. *Pass bi-annual DOLA audit and inspection by maintaining all records and paperwork required for the CDBG and HOME federal grant programs. Maintain other records per town and federal regulations.*
2. *Update policies and regulations consistent with new state or federal laws on an ongoing basis and within the required deadlines.*

Goal 5: Operate within the Mountain Village Housing Authority adopted budget.

1. *Actively seek opportunities to optimize budget expenditures and revenues.*

Goal 6: Continue to operate Village Court Apartments in an environmentally sustainable and sensitive manner, including responsible use of electricity, natural gas, vehicle fuel, paper, water, and chemicals.

1. *Perform annual inspections of units and associated repairs.*
2. *Continue purchasing energy star appliances and LED lighting, ongoing as appliances need to be repaired or replaced.*
3. *Continue to increase the quality of carpet padding to improve soundproofing measures.*
4. *Continue to recycle paper/plastic/glass in office, cleaning and maintenance departments at VCA.*

Goal 7: Continue annual training and professional development.

1. *The Property Manager will upkeep all certifications such as CAM with continuing education credits as needed.*
2. *Encourage all VCA staff members to attend at least 1 training in their field to help them continue to develop their professional skills and productivity. (COVID-19 and budget depending)*

Mountain Village Housing Authority 2022 Goals

1. Develop property inventory for future development aimed at increasing the supply of rental and ownership housing in order to meet current and projected needs.
2. Transfer former SMHA responsibilities to Community Housing Program Director.
3. Administer the Your Equity Support Program.
4. Construction of VCA Phase IV.
5. Prioritize the construction of rental and ownership housing in order to meet current and projected needs.
6. Reduce regulatory and procedural barriers to the production of housing at all income levels and needs.
7. Promote sustainable building design for new deed-restricted housing, which minimize adverse effects on the environment and minimize the use of non-renewable resources.
8. Promote a range of attainable housing opportunities throughout the Mountain Village.

Mountain Village Housing Authority Performance Measures for 2022

Goal 1: Develop property inventory for future development aimed at increasing the supply of rental and ownership housing in order to meet current and projected needs.

1. *Develop a “Town Owned Property Inventory” to understand development opportunities on town owned lands.*
2. *Advocate and collaborate for the production of data necessary for the Mountain Village’s planning purposes, particularly with regard to new deed-restricted projects.*
3. *Monitor and report on the status of Mountain Village Deed-Restricted housing supply.*

Goal 2: Transfer former SMHA responsibilities to Community Housing Program Director.

1. *Continue homeowner and renter education of the Town of Mountain Village’s unique deed-restriction.*
2. *Provide administration of all deed-restricted compliance checks annually for existing deed-restricted units in the Mountain Village.*

Goal 3: Administer the Your Equity Support Program.

1. *Provide resources for existing and new homeowners who are looking to participate in the Town's YES program.*
2. *Continue marketing the YES program to realtor organizations, existing homeowners, and other interested parties.*
3. *Work with the Housing Committee as necessary to vet YES Program applicants.*

Goal 4: Construction of VCA Phase IV

1. *Break Ground on Phase IV Spring of 2022.*
2. *Provide 42 new rental units at a 80-120% AMI rental rate.*

Goal 5: Prioritize the construction of rental and ownership housing in order to meet current and projected needs.

1. *Expand deed-restricted home ownership opportunities and support current homeowners in retaining their homeowner status.*
2. *Expand deed-restricted rental housing for all income groups that need assistance.*
3. *Facilitate new construction and preservation of a range of different housing types that address the particular needs of the Mountain Village's households.*
4. *Strengthen the capacity of the development community to develop deed-restricted housing, potentially through public/private partnerships.*
5. *Develop additional financial resources for new construction of deed-restricted housing.*
6. *Expand deed-restricted home ownership opportunities and support current homeowners in retaining their homeowner status.*

Goal 6: Reduce regulatory and procedural barriers to the production of housing at all income levels and needs.

1. *Streamline the land use process and building permit processes, while maintaining incentives to create deed-restricted housing.*
2. *Streamline affordable housing funding processes.*

Goal 7: Promote sustainable building design for new deed-restricted housing, which minimize adverse effects on the environment and minimize the use of non-renewable resources.

1. *Promote and facilitate reduction of water consumption in new and existing housing.*
2. *Promote and facilitate reduction of energy consumption in new and existing housing.*
3. *Promote and facilitate reduction of waste in construction and building operations.*
4. *Promote outreach and education regarding sustainable buildings.*

Goal 8: Promote a more equitable distribution of affordable housing opportunities throughout the Mountain Village.

1. *Develop strategies for increasing the total supply of deed restricted units within the Village Center Subarea.*
2. *Plan for future development of deed-restricted units in the Town Hall Subarea.*

Housing Department Goals

Goal 1. Continue to administer the Town of Mountain Village Mortgage Assistance Program for employees
Goal 1.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Housing Office

Worksheet	Account Name	Actuals		2021			2022			2022 to 2019	2022 to 2019
		2019	2020	Original	Forecasted	\$ Adjustments	Proposed	\$ Adjustments	% Adjustments	\$ Variance	% Variance
Housing Office	Salaries & Wages (1)	16,161	17,493	16,510	50,960	34,450	98,933	47,974	94.1%	82,772	512.2%
Housing Office	Group Insurance	1,887	1,982	2,153	6,817	4,664	16,413	9,595	140.7%	14,526	770.0%
Housing Office	Dependent Health Reimbursement	(325)	(314)	(325)	(325)	-	(1,045)	(720)	221.5%	(720)	221.6%
Housing Office	PERA & Payroll Taxes	2,401	2,517	2,622	8,138	5,517	15,800	7,661	94.1%	13,398	557.9%
Housing Office	PERA 401K	309	375	350	1,384	1,034	3,957	2,574	186.0%	3,648	1181.2%
Housing Office	Workers Compensation	971	(6)	221	221	-	221	-	0.0%	(750)	-77.3%
Housing Office	Other Employee Benefits	135	135	165	1,265	1,100	1,265	-	0.0%	1,130	837.0%
Housing Office	Uniforms	-	-	-	-	-	500	500	na	500	na
Housing Office	Professional Services (2)	-	-	-	2,000	2,000	10,000	8,000	400.0%	10,000	na
Housing Office	Communications	-	-	-	300	300	1,200	900	300.0%	1,200	na
Housing Office	Public Noticing	-	-	-	-	-	1,000	1,000	na	1,000	na
Housing Office	Printing	-	-	-	-	-	500	500	na	500	na
Housing Office	Dues & Fees	-	-	-	250	250	500	250	100.0%	500	na
Housing Office	Travel, Education & Training	-	-	-	1,500	1,500	2,500	1,000	66.7%	2,500	na
Housing Office	Marketing	-	-	-	15,000	15,000	7,000	(8,000)	-53.3%	7,000	na
Housing Office	General Supplies & Material	-	-	-	150	150	300	150	100.0%	300	na
Housing Office	Business Meals	-	-	-	500	500	1,000	500	100.0%	1,000	na
Housing Office	Employee Appreciation	-	-	-	100	100	100	-	0.0%	100	na
Total		21,539	22,182	21,696	88,260	66,564	160,144	71,884	81.4%	138,605	643.5%

(1) A portion of the Planning & Development Services Director's time is allocated to the housing office.

(2) 2022 ancillary 3rd party pre-project planning consulting fees

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Mountain Village Housing Authority

Worksheet	Account Name	Actuals		2021		2021 \$		2022		2022 \$		2022 %		2022 to 2019	
		2019	2020	Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance				
Affordable Housing Development Fund															
AHDF Revenues	Community Garden Plot Rents (1)	580	1,113	550	-	(550)	-	-	-	na	(580)	-100.0%			
AHDF Revenues	Sale Proceeds	-	-	-	-	-	-	-	-	na	-	na			
AHDF Revenues	Rental Proceeds	33,043	33,852	34,080	34,080	-	34,080	-	0.0%	1,037	3.1%				
Total Revenues		33,623	34,965	34,630	34,080	(550)	34,080	-	0.0%	457	1.4%				
Affordable Housing Development Fund	Community Garden At VCA	487	75	750	-	(750)	-	-	na	(487)	-100.0%				
Affordable Housing Development Fund	Rental Unit Utilities	3,357	1,097	2,000	2,000	-	2,000	-	0.0%	(1,357)	-40.4%				
Affordable Housing Development Fund	Rental Unit Lease Fees	20,729	21,000	21,600	21,600	-	21,600	-	0.0%	871	4.2%				
Affordable Housing Development Fund	HOA And Parking Dues	12,458	6,244	6,506	6,506	-	6,506	-	0.0%	(5,952)	-47.8%				
Affordable Housing Development Fund	Rental Unit Maintenance	7,045	-	10,000	10,000	-	2,500	(7,500)	-75.0%	(4,545)	-64.5%				
Affordable Housing Development Fund	Future Housing Projects (2)	14,580	16,475	17,002	25,000	7,998	1,000,000	975,000	3900.0%	985,420	6758.7%				
Affordable Housing Development Fund	Cassidy Ridge Purchase	-	355	-	-	-	-	-	na	-	na				
Affordable Housing Development Fund	RHA Operations Funding	92,625	92,625	92,625	92,625	-	-	(92,625)	-100.0%	(92,625)	-100.0%				
Affordable Housing Development Fund	Housing Authority Consultant	-	-	-	-	-	-	-	na	-	na				
Total Expenditures		151,280	137,871	150,483	157,731	7,248	1,032,606	874,875	554.7%	881,326	582.6%				
AHDF Transfers	Transfer (To)/From General Fund	560,214	524,406	415,792	664,922	249,130	698,140	33,218	5.0%	137,926	24.6%				
AHDF Transfers	Gain/(Loss) on Sale of Assets	(3,208)	-	-	-	-	-	-	na	3,208	-100.0%				
AHDF Transfers	Transfer (To)/From GF Housing Office	(21,539)	(22,182)	(21,696)	(88,260)	(66,564)	(160,144)	(71,884)	81.4%	(138,605)	643.5%				
AHDF Transfers	Transfer (To)/From VCA	-	-	(141,751)	(147,489)	(5,738)	-	147,489	-100.0%	-	na				
AHDF Transfers	Transfer (To)/From Mortgage Assistance	(54,339)	(29,900)	(60,000)	(60,000)	-	(60,000)	-	0.0%	(5,661)	10.4%				
Total Other Sources/Uses		481,128	472,324	192,345	369,173	176,828	477,996	108,823	29.5%	(3,132)	-0.7%				
Surplus (Deficit)		363,471	369,418	76,492	245,522	169,030	(520,529)	(766,052)							
Beginning Fund Balance		1,820,665	2,184,136	2,432,635	2,553,553		2,799,075								
Ending Fund Balance		2,184,136	2,553,553	2,509,128	2,799,075		2,278,546								

(1) Moved to VCA

(2) In 2022, there is potential for 3 separate projects to include VCA and other potential private-public partnerships. Soft costs could include surveying, soil sampling, architectural design, civil and structural engineering consultation, legal fees, and any other fees not associated with the physical construction of proposed housing developments.

Mortgage Assistance Pool

Mortgage Assistance Revenues	Revenues	150	100	-	-	-	-	-	na	(150)	-100.0%
Mortgage Assistance Pool	Employee Mortgage Assistance	60,000	30,000	60,000	60,000	-	60,000	-	0.0%	-	0.0%
Mortgage Assistance Transfers	Transfer (To)/From AHDF	54,339	29,900	60,000	60,000	-	60,000	-	0.0%	5,661	10.4%
Surplus (Deficit)		(5,511)	-	-	-	-	-	-			
Beginning Fund Balance		5,511	-	-	-	-	-	-			
Ending Fund Balance		-	-	-	-	-	-	-			



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Agenda Item No.

TO: Town Council

FROM: Michelle Haynes, John Miller & Luke Adamson,
Mountain Village Housing Authority

FOR: Town Council Special Meeting; October 6, 2021

DATE: September 24, 2021

RE: Village Court Apartment Rent Increase Memo

Executive Summary

Village Court Apartments last adjusted rents at VCA in 2019 while also submetering electric and re-introducing cable as a free amenity.

Staff has included a table showing a 2.5% rent increase (with lease renewal for 2022) and illustrating comparable rental housing rates in the region for Councils evaluation and consideration.

Rents at Village Court Apartments remained the same from 2014-2018 with rent adjustments in 2019. In 2019 rents were adjusted and in some cases, decreased, because we also sub-metered all electric, which placed the responsibility to pay electric equitably between all unit owners. In 2019 we also removed cable as a free amenity but re-instated it during COVID, along with free internet for school children who were in school remotely. In 2020 we kept rents the same due to COVID.

VCA Monthly Rent from 2014-2018, 2019 with rent adjustment and proposed in 2022 with a 2.5% monthly increase

	2014-2018	2019	Proposed 2022
Studio	\$680	\$674*	\$691
1 bedroom	\$845	\$887	\$909
2 bedroom	\$1040	\$990*	\$1015
3 bedroom	\$1215	\$1288	\$1320

*These rents were reduced in 2019 because these unit types began to pay their own electric bill.

Current Rental Rates In Telluride and Mountain Village Affordable Housing						
APARTMENT	NUMBER OF UNITS	CURRENT RENT AMOUNT	PROPOSED RENT INCREASE OF 2.5% PER MONTH INCREASE	PROPOSED NEW RENT COMPARISON	CURRENT AMI	NEW AMI
STUDIOS						
Village Court	78	\$674	\$ 16.85	\$691	45%	46%
Big Billies	138	\$688		\$688	46%	
Big Billies	9	\$788		\$788	53%	
Virginia Placer	6	\$898		\$898	60%	
Tiny Homes	3	\$739		\$739	49%	
1 BEDROOM						
Village Court	78	\$887	\$ 22.18	\$909	55%	57%
Mountain View	5	\$720		\$720	45%	
Shandoka	30	\$864		\$864	54%	
Shandoka	12	\$898		\$898	56%	
2 BEDROOM						
Village Court	52	\$990	\$ 24.75	\$1,015	51%	53%
Mountain View	25	\$1,170		\$1,170	61%	
Virginia Placer	3	\$1,478		\$1,478	77%	
Virginia Placer	9	\$1,509		\$1,509	78%	
Shandoka	35	\$1,149		\$1,149	60%	
Shandoka	4	\$1,149		\$1,149	60%	
Shandoka	5	\$1,185		\$1,185	62%	
Shandoka	10	\$1,185		\$1,185	62%	
Shandoka	8	\$1,322		\$1,322	69%	
3 BEDROOM						
Village Court	12	\$1,288	\$ 32.20	\$1,320	58%	59%
Shandoka	7	\$1,479		\$1,479	67%	
Shandoka	5	\$1,479		\$1,479	67%	
Shandoka	11	\$1,510		\$1,510	68%	
Shandoka	6	\$1,587		\$1,587	71%	

Area Median Income means a midpoint of a region's income distribution that is published by the Department of Housing and Urban Authority (HUD) that is also based on household size that are used to determine household income and rental rates. Our AMI is established by HUD for San Miguel County. AMI's are often used as part of federal or state housing grant opportunities. In exchange for receiving grants or loans, a project would impose AMI limitations to assure that housing remain attainable for different house income levels.

VCA has 88 total units limited to AMI's ranging from 50-60%. Our housing needs assessments illustrates we have a need for housing inventory in the 80%-150% AMI range. Our VCA housing AMI's are between 46-59% AMI.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Village Court Apartments

Worksheet

Summary

Revenues

	Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
Rents	2,290,402	2,109,386	2,262,740	2,262,740	-	2,318,214	55,474	2.5%	27,813	1.2%
Other Operating Income	113,920	127,757	91,210	118,410	27,200	118,060	(350)	-0.3%	4,140	3.6%
Total Revenues	2,404,321	2,237,143	2,353,950	2,381,150	27,200	2,436,274	55,124	2.3%	31,953	1.3%

Operating Expenditures

Office Operations	201,175	167,780	220,524	215,173	(5,351)	228,728	13,555	6.3%	27,553	13.7%
General & Administrative	114,769	152,516	158,762	148,979	(9,783)	170,979	22,000	14.8%	56,210	49.0%
Utilities	403,479	379,672	307,071	305,624	(1,447)	321,171	15,547	5.1%	(82,308)	-20.4%
Repair & Maintenance	495,507	530,471	687,322	754,045	66,723	741,930	(12,115)	-1.6%	246,423	49.7%
Non-routine Repair & Maintenance	267,306	162,473	181,000	227,000	46,000	219,000	(8,000)	-3.5%	(48,306)	-18.1%
Contingency	-	-	14,500	14,500	-	14,500	-	0.0%	14,500	na
Total Operating Expenditures	1,482,235	1,392,913	1,569,180	1,665,321	96,141	1,696,308	30,987	1.9%	214,072	14.4%

Capital Outlay

Capital Outlay Expense	393,920	9,723	-	30,000	30,000	15,000,000	14,970,000	49900.0%	14,606,080	3707.9%
Total Capital Outlay	393,920	9,723	-	30,000	30,000	15,000,000	14,970,000	49900.0%	14,606,080	3707.9%

Debt Service

Phase 4 Debt Service P&I	-	-	-	-	-	-	-	na	-	na
US 2014A&B Loan Fund Interest	(7,830)	(1,378)	(3,500)	(50)	3,450	(50)	-	0.0%	7,780	-99.4%
Trustee Fees	1,925	2,500	-	-	-	-	-	na	(1,925)	-100.0%
Phase 4 Cost Of Issuance	-	-	-	-	-	135,000	135,000	na	135,000	na
Interest Expense-2014A	381,884	369,833	354,198	354,198	-	345,198	(9,000)	-2.5%	(36,686)	-9.6%
Bonds-Principal	406,393	418,441	434,079	434,079	-	443,079	9,000	2.1%	36,686	9.0%
Total Debt Service	782,372	789,395	784,777	788,227	3,450	923,227	135,000	17.1%	140,855	18.0%

Other Source/Uses

Gain/Loss On Sale Of Assets	-	-	-	-	-	-	-	na	-	na
Transfer To GF - Overhead Allocation	(156,163)	(149,348)	(145,466)	(167,700)	(22,234)	(187,231)	(19,531)	11.6%	(31,068)	19.9%
Grant Proceeds	-	175,837	-	-	-	-	-	na	-	na
Loan Proceeds	-	-	-	-	-	20,000,000	20,000,000	na	20,000,000	na
AHDF Contribution	-	-	141,751	147,489	5,738	-	(147,489)	-100.0%	-	na
Total Other Sources/Uses	(156,163)	26,489	(3,715)	(20,211)	(16,496)	19,812,769	19,832,979	-98130.6%	19,968,932	-12787.2%

Surplus (Deficit)	(410,369)	71,601	(3,722)	(122,609)	(118,887)	4,629,508	4,752,117			
Beginning Available Fund Balance	461,377	51,008	-	122,609		-				
Ending Available Fund Balance	51,008	122,609	(3,722)	-		4,629,508				

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Village Court Apartments

Worksheet		Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
Revenues											
VCA Revenues	Phase 4 Potential Rents	-	-	-	-	-	-	-	na	-	na
VCA Revenues	Apartment Rents	2,246,678	2,065,620	2,218,972	2,218,972	-	2,274,446	55,474	2.5%	27,768	1.2%
VCA Revenues	Commercial Space Rent	28,488	28,488	28,488	28,488	-	28,488	-	0.0%	-	0.0%
VCA Revenues	Storage Rents	15,235	15,278	15,280	15,280	-	15,280	-	0.0%	45	0.3%
VCA Revenues	Allowance For Bad Debt	-	-	-	-	-	-	-	na	-	na
Total Rent Revenues		2,290,402	2,109,386	2,262,740	2,262,740	-	2,318,214	55,474	2.5%	27,813	1.2%
VCA Revenues	Late Fees	7,550	1,730	1,760	-	(1,760)	7,500	7,500	na	(50)	-0.7%
VCA Revenues	NSF Fee	280	40	200	200	-	200	-	0.0%	(80)	-28.6%
VCA Revenues	Lease Break Fee	7,949	9,860	8,000	8,000	-	8,000	-	0.0%	51	0.6%
VCA Revenues	Unit Transfer Fees	1,750	3,900	9,400	2,100	(7,300)	3,000	900	42.9%	1,250	71.4%
VCA Revenues	Laundry Revenue	38,433	54,581	45,000	45,000	-	45,000	-	0.0%	6,567	17.1%
VCA Revenues	Laundry Vending	340	88	350	210	(140)	210	-	0.0%	(130)	-38.3%
VCA Revenues	Carpet Cleaning Revenue	4,350	4,400	4,000	4,000	-	4,000	-	0.0%	(350)	-8.0%
VCA Revenues	Cleaning Charges Revenue	2,649	1,750	2,000	1,750	(250)	2,000	250	14.3%	(649)	-24.5%
VCA Revenues	Repair Charge Revenue	5,934	2,065	4,100	4,500	400	4,500	-	0.0%	(1,434)	-24.2%
VCA Revenues	Tenant Trash Disposal	-	200	-	1,200	1,200	1,200	-	0.0%	1,200	na
VCA Revenues	Community Garden Plot Rents	-	-	-	550	550	550	-	0.0%	550	na
VCA Revenues	Credit Card Fees	3,878	2,424	-	2,000	2,000	1,000	(1,000)	-50.0%	(2,878)	-74.2%
VCA Revenues	WF Investment Income	15,926	2,214	2,500	2,500	-	2,500	-	0.0%	(13,426)	-84.3%
VCA Revenues	Credit Check Revenue	3,400	2,812	4,500	4,500	-	4,500	-	0.0%	1,100	32.4%
VCA Revenues	Pet Fees	11,787	8,121	7,400	5,900	(1,500)	5,900	-	0.0%	(5,887)	-49.9%
VCA Revenues	Parking Enforcement	4,900	1,062	2,000	3,000	1,000	3,000	-	0.0%	(1,900)	-38.8%
VCA Revenues	Other Misc Revenue	4,793	32,510	-	33,000	33,000	25,000	(8,000)	-24.2%	20,207	421.6%
Total Other Revenues		113,920	127,757	91,210	118,410	27,200	118,060	(350)	-0.3%	4,140	3.6%
Total Revenues		2,404,321	2,237,143	2,353,950	2,381,150	27,200	2,436,274	55,124			
Office Operations											
VCA	Salaries & Wages - Management	112,550	99,099	110,178	110,178	-	117,864	7,686	7.0%	5,314	4.7%
VCA	PERA & Payroll Taxes	17,363	13,118	17,496	17,496	-	18,823	1,327	7.6%	1,460	8.4%
VCA	Workers' Compensation	800	401	4,228	4,228	-	4,228	-	0.0%	3,428	428.6%
VCA	Group Insurance	25,676	21,393	28,485	27,984	(501)	28,544	560	2.0%	2,867	11.2%
VCA	Dependent Health Reimbursement	(1,444)	(557)	-	-	-	-	-	na	1,444	-100.0%
VCA	PERA 401K	2,183	1,610	3,449	3,449	-	3,449	-	0.0%	1,266	58.0%
VCA	Other Employee Benefits	2,245	1,830	2,200	2,200	-	2,200	-	0.0%	(45)	-2.0%
VCA	Housing Allowance	20,416	14,172	20,888	21,288	400	21,820	532	2.5%	1,404	6.9%
VCA	Computer & Software Support	8,033	7,835	15,500	15,500	-	15,500	-	0.0%	7,467	92.9%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Village Court Apartments

Worksheet		Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
VCA	Postage/Freight	55	178	150	150	-	150	-	0.0%	95	172.7%
VCA	Dues, Licenses & Fees	1,479	1,813	3,000	5,000	2,000	3,000	(2,000)	-40.0%	1,521	102.8%
VCA	Travel & Training	5,079	1,690	2,000	1,000	(1,000)	2,000	1,000	100.0%	(3,079)	-60.6%
VCA	Telephone	2,600	2,220	3,000	1,750	(1,250)	2,000	250	14.3%	(600)	-23.1%
VCA	Credit / Collections Costs & Fees	3,512	2,428	3,500	2,500	(1,000)	2,500	-	0.0%	(1,012)	-28.8%
VCA	Parking Permits	277	(50)	-	-	-	200	200	na	(77)	-27.7%
VCA	Outside Consulting	-	-	5,000	1,000	(4,000)	5,000	4,000	400.0%	5,000	na
VCA	Employee Appreciation	-	599	700	700	-	700	-	0.0%	700	na
VCA	Business Meals	350	-	750	750	-	750	-	0.0%	400	114.3%
Total Office Operations		201,175	167,780	220,524	215,173	(5,351)	228,728	13,555	6.3%	27,553	13.7%
<u>General & Administrative</u>											
VCA	Legal Fees	12,880	30,856	25,000	10,000	(15,000)	25,000	15,000	150.0%	12,120	94.1%
VCA	Communications	-	-	1,000	1,000	-	1,000	-	0.0%	1,000	na
VCA	Events/Promotions	2,045	1,450	5,000	3,000	(2,000)	4,000	1,000	33.3%	1,956	95.6%
VCA	Association Dues	30,240	34,171	37,671	43,000	5,329	47,300	4,300	10.0%	17,060	56.4%
VCA	Credit Card Charge	5,649	6,704	5,649	10,000	4,351	10,000	-	0.0%	4,351	77.0%
VCA	Repairs & Maintenance-Equipment	349	1,433	1,825	1,825	-	1,825	-	0.0%	1,476	422.7%
VCA	Insurance	54,344	68,604	68,604	68,604	-	68,604	-	0.0%	14,260	26.2%
VCA	Operating Lease - Copier	1,581	1,602	2,463	1,800	(663)	2,000	200	11.1%	419	26.5%
VCA	General Supplies	4,279	2,470	2,300	2,000	(300)	2,000	-	0.0%	(2,279)	-53.3%
VCA	Janitorial	-	-	3,000	3,000	-	3,000	-	0.0%	3,000	na
VCA	VCA Damages To Tenant	744	3,361	3,500	2,000	(1,500)	3,500	1,500	75.0%	2,756	370.3%
VCA	Bad Debt Expense	2,658	1,864	2,750	2,750	-	2,750	-	0.0%	92	3.4%
Total General & Administrative		114,769	152,516	158,762	148,979	(9,783)	170,979	22,000	14.8%	56,210	49.0%
<u>Utilities</u>											
VCA	Water/Sewer	123,499	136,357	141,000	141,000	-	155,100	14,100	10.0%	31,602	25.6%
VCA	Waste Disposal	45,419	42,933	50,000	50,000	-	50,000	-	0.0%	4,581	10.1%
VCA	Cable	62,743	34,911	61,824	61,824	-	61,824	-	0.0%	(919)	-1.5%
VCA	Electricity	166,954	163,568	49,000	49,000	-	49,000	-	0.0%	(117,954)	-70.7%
VCA	Electricity- Maintenance Bldg	2,934	1,903	3,247	1,800	(1,447)	3,247	1,447	80.4%	313	10.7%
VCA	Propane- Maintenance Facility	1,931	-	2,000	2,000	-	2,000	-	0.0%	69	3.6%
Total Utilities		403,479	379,672	307,071	305,624	(1,447)	321,171	15,547	5.1%	(82,308)	-20.4%
<u>Repair & Maintenance</u>											
VCA	Salaries & Wages - Maintenance	148,512	181,562	222,276	222,276	-	220,130	(2,147)	-1.0%	71,618	48.2%
VCA	PERA & Payroll Taxes	22,707	29,617	35,298	35,298	-	35,155	(143)	-0.4%	12,448	54.8%
VCA	Workers' Compensation	6,266	4,395	9,188	9,188	-	9,188	-	0.0%	2,922	46.6%
VCA	Group Insurance	46,640	54,685	71,213	156,985	85,773	160,125	3,140	2.0%	113,485	243.3%
VCA	Dependent Health Reimbursement	(932)	(150)	-	-	-	-	-	na	932	-100.0%
VCA	PERA 401K	1,496	1,631	11,081	11,081	-	11,081	-	0.0%	9,586	640.8%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Village Court Apartments

Worksheet			Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
VCA	Employee Appreciation		-	1,167	600	600	-	600	-	0.0%	600	na
VCA	Other Benefits		6,061	4,460	5,500	5,500	-	5,500	-	0.0%	(561)	-9.2%
VCA	Housing Allowance		30,607	33,862	41,376	41,376	-	42,410	1,034	2.5%	11,803	38.6%
VCA	Travel, Education & Meals		2,051	330	3,000	3,000	-	3,000	-	0.0%	950	46.3%
VCA	Vehicle Fuel		3,671	2,644	3,647	3,647	-	3,647	-	0.0%	(24)	-0.6%
VCA	Maintenance - Supplies		70,449	65,211	75,000	100,000	25,000	100,000	-	0.0%	29,551	41.9%
VCA	Uniforms		962	1,908	1,000	1,000	-	2,000	1,000	100.0%	1,038	107.9%
VCA	Parking Supplies		-	2,158	1,000	1,000	-	1,000	-	0.0%	1,000	na
VCA	Community Garden		-	-	-	750	750	750	-	0.0%	750	na
VCA	Maintenance -Subcontract		92,230	53,018	85,000	65,000	(20,000)	25,000	(40,000)	-61.5%	(67,230)	-72.9%
VCA	Apartment Turnover		-	-	2,500	2,500	-	2,500	-	0.0%	2,500	na
VCA	Carpet Cleaning		4,530	4,615	-	-	-	-	-	na	(4,530)	-100.0%
VCA	Snow Removal		14,233	15,475	30,000	15,000	(15,000)	30,000	15,000	100.0%	15,768	110.8%
VCA	Covid-19 Related Expenses		-	6,794	6,000	6,000	-	6,000	-	0.0%	6,000	na
VCA	Fire Alarm Monitoring System		5,040	6,453	6,000	6,000	-	6,000	-	0.0%	960	19.0%
VCA	Fire System Repair/Inspections		10,259	25,079	25,000	25,000	-	25,000	-	0.0%	14,741	143.7%
VCA	Equipment & Tools		4,312	2,808	4,000	4,000	-	4,000	-	0.0%	(312)	-7.2%
VCA	Telephone		7,039	5,796	5,062	5,062	-	5,062	-	0.0%	(1,977)	-28.1%
VCA	Commercial Rental Space		8,058	1,425	10,000	10,000	-	10,000	-	0.0%	1,942	24.1%
VCA	Vehicle Repair & Maintenance		2,566	261	1,082	1,082	-	1,082	-	0.0%	(1,484)	-57.8%
VCA	Landscaping		5,128	8,114	30,000	20,000	(10,000)	30,000	10,000	50.0%	24,872	485.1%
VCA	Laudry Supplies		-	429	-	200	200	200	-	0.0%	200	na
VCA	Laundry Equip And Repair & Maint		3,624	16,726	2,500	2,500	-	2,500	-	0.0%	(1,124)	-31.0%
Total Repair & Maintenance			495,507	530,471	687,322	754,045	66,723	741,930	(12,115)	-1.6%	246,423	49.7%
<u>Major Repair & Replacement</u>												
VCA	Roof Repairs (1)		9,316	4,232	12,000	25,000	13,000	60,000	35,000	140.0%	50,685	544.1%
VCA	Painting/Staining		-	220	7,500	7,500	-	7,500	-	0.0%	7,500	na
VCA	Carpet Replacement		128,013	22,617	45,000	45,000	-	35,000	(10,000)	-22.2%	(93,013)	-72.7%
VCA	Cabinet Refacing/Replacement		-	-	5,000	5,000	-	5,000	-	0.0%	5,000	na
VCA	Window Repair		-	5,945	12,000	45,000	33,000	12,000	(33,000)	-73.3%	12,000	na
VCA	Vinyl Replacement - Floor Repair		105,319	12,066	14,000	14,000	-	14,000	-	0.0%	(91,319)	-86.7%
VCA	Appliances		8,314	12,365	20,000	20,000	-	20,000	-	0.0%	11,686	140.6%
VCA	Hot Water Heaters		2,402	6,352	10,500	10,500	-	10,500	-	0.0%	8,098	337.0%
VCA	Signage		8,463	12,341	4,000	4,000	-	4,000	-	0.0%	(4,463)	-52.7%
VCA	Paving Repairs		-	2,922	15,000	15,000	-	15,000	-	0.0%	15,000	na
VCA	Parking Improvements		-	58,482	-	-	-	-	-	na	-	na
VCA	Concrete Repairs		3,500	19,449	20,000	20,000	-	20,000	-	0.0%	16,500	471.4%
VCA	Bobcat		1,600	2,250	3,000	3,000	-	3,000	-	0.0%	1,400	87.5%
VCA	Cabinet Replacement		379	3,235	-	-	-	-	-	na	(379)	-100.0%
VCA	Special Projects		-	-	13,000	13,000	-	13,000	-	0.0%	13,000	na

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Village Court Apartments

Worksheet
Total Major Repairs & Replacements

Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments
267,306	162,473	181,000	227,000	46,000	219,000	(8,000)	-3.5%

2022 to 2019 \$ Variance	2022 to 2019 % Variance
(48,306)	-18.1%

(1) May need to replace one roof each year for the next few coming years.

Capital

VCA VCA Expansion Costs
VCA Vehicles
VCA Building 8 Laundry Facility
Total Capital

393,931	9,723	-	30,000	30,000	15,000,000	14,970,000	49900.0%
-	-	-	-	-	-	-	na
(11)	-	-	-	-	-	-	na
393,920	9,723	-	30,000	30,000	15,000,000	14,970,000	49900.0%

14,606,070	3707.8%
-	na
11	-100.0%
14,606,080	3707.9%

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
PARKING SERVICES FUND**

Item 14a

PARKING SERVICES

Provide excellent parking services and choices to the residents, guests, and employees of the Mountain Village.

DEPARTMENT GOALS

1. Actively manage all town parking facilities
2. Maximize parking revenues
3. Provide user friendly parking opportunities
4. Continue moving towards self-sustainability.
5. Provide a clean, trash free natural environment at the Town parking lots.

PERFORMANCE MEASURES

- 1a. Track parking usage at all lots
- 1b. Track % utilization of parking spaces used to capacity
2. Operate within adopted budget
3. Call center contacts to total user ratio < 1.0%
4. Each year the enterprise operates with a reduced transfer from the General Fund or other funds of the Town.
5. Allocate > 36 man-hours per year to trash and litter pick-up at the Gondola Parking Garage and Heritage Parking Garage.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Parking Services Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Parking Fund Revenues	Permits - Parking	11,350	8,695	10,000	12,000	2,000	12,000	-	0.0%	650	5.7%
Parking Fund Revenues	Parking Meter Revenues	25,527	23,650	17,000	30,000	13,000	30,000	-	0.0%	4,473	17.5%
Parking Fund Revenues	Gondola Parking Garage Revs	93,914	115,701	65,000	118,000	53,000	118,000	-	0.0%	24,086	25.6%
Parking Fund Revenues	Special Event Parking	135,833	-	106,000	-	(106,000)	-	-	na	(135,833)	-100.0%
Parking Fund Revenues	Heritage Parking Garage Revs	247,733	238,270	175,000	249,000	74,000	249,000	-	0.0%	1,267	0.5%
Parking Fund Revenues	Contributions-Shared Expense	-	-	-	-	-	-	-	na	-	na
Parking Fund Revenues	Parking In Lieu Buyouts	-	130,000	-	13,000	13,000	-	(13,000)	-100.0%	-	na
Parking Fund Revenues	Parking Fines	49,968	22,807	35,000	45,000	10,000	45,000	-	0.0%	(4,968)	-9.9%
Parking Fund Revenues	Parking Fines Bad Debt Allowance	-	-	-	-	-	-	-	na	-	na
Total Parking Revenues		564,325	539,123	408,000	467,000	59,000	454,000	(13,000)	-2.8%	(110,325)	-19.5%
General Parking Expense	Salaries & Wages	95,293	89,905	106,392	106,392	-	106,392	-	0.0%	11,099	11.6%
General Parking Expense	Group Insurance	20,124	21,147	23,865	23,865	-	24,342	477	2.0%	4,218	21.0%
General Parking Expense	Dependent Health Reimbursement	(686)	(586)	(741)	(741)	-	(741)	-	0.0%	(55)	8.0%
General Parking Expense	PERA & Payroll Taxes	14,320	13,942	16,895	16,991	96	16,991	-	0.0%	2,671	18.7%
General Parking Expense	PERA 401K	3,591	3,423	3,600	3,600	-	3,600	-	0.0%	9	0.2%
General Parking Expense	Workers Compensation	1,919	2,195	3,229	3,229	-	3,229	-	0.0%	1,310	68.3%
General Parking Expense	Other Employee Benefits	1,440	1,447	1,760	1,760	-	1,760	-	0.0%	320	22.2%
General Parking Expense	Consultant Services	-	75	-	-	-	-	-	na	-	na
General Parking Expense	Parking in Lieu Refunds	80,000	-	-	-	-	-	-	na	(80,000)	-100.0%
General Parking Expense	Communications	3,834	6,150	3,708	3,708	-	3,708	-	0.0%	(126)	-3.3%
General Parking Expense	General Supplies & Materials	1,279	1,424	1,750	1,750	-	1,750	-	0.0%	471	36.8%
General Parking Expense	Wayfinding/Signage	22,312	8,531	-	2,500	2,500	2,500	-	0.0%	(19,812)	-88.8%
General Parking Expense	Business Meals	79	25	-	250	250	250	-	0.0%	171	214.8%
General Parking Expense		243,505	147,678	160,457	163,303	2,846	163,780	477	0.3%	(79,725)	-32.7%
GPG Parking Expense	Rental Equipment	4,290	5,430	5,000	6,000	1,000	6,000	-	0.0%	1,710	39.9%
GPG Parking Expense	Maintenance - GPG	4,280	724	10,000	10,000	-	10,000	-	0.0%	5,720	133.7%
GPG Parking Expense	Striping	1,270	2,500	1,500	3,300	1,800	5,000	1,700	51.5%	3,730	293.7%
GPG Parking Expense	Credit Card Processing Fees	3,074	5,016	3,100	6,000	2,900	6,000	-	0.0%	2,926	95.2%
GPG Parking Expense	General Supplies & Materials	1,081	3,411	15,000	10,000	(5,000)	10,000	-	0.0%	8,919	825.2%
GPG Parking Expense	Utilities - Electric	19,560	18,360	19,234	19,234	-	19,234	-	0.0%	(326)	-1.7%
GPG Parking Expense	Utilities - Gasoline	683	330	1,000	1,000	-	1,000	-	0.0%	317	46.5%
GPG Parking Expense	Elevator Maintenance Intercept	14,981	6,842	7,000	10,232	3,232	10,000	(232)	-2.3%	(4,981)	-33.2%
GPG Parking Expense	Asphalt Repair	1,540	-	2,500	2,500	-	2,500	-	0.0%	960	62.3%
GPG Parking Expense	Concrete Repair	-	-	2,500	2,500	-	2,500	-	0.0%	2,500	na
GPG Parking Expense	Painting (1)	73	275	2,000	2,000	-	100,000	98,000	4900.0%	99,927	137432.7%
GPG Parking Expense	Electrical	4,920	-	-	-	-	-	-	na	(4,920)	-100.0%
Gondola Parking Garage Expense		55,751	42,888	68,834	72,766	3,932	172,234	99,468	136.7%	116,483	208.9%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Parking Services Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Surface Lots Parking Expense	Surface Lots Maintenance	-	622	7,500	7,500	-	7,500	-	0.0%	7,500	na
Surface Lots Parking Expense	Striping	4,076	4,330	4,000	5,000	1,000	5,000	-	0.0%	924	22.7%
Surface Lots Parking Expense	Credit Card Processing Fees	1,683	1,547	2,000	2,000	-	2,000	-	0.0%	317	18.8%
Surface Lots Parking Expense	Parking Meter Supplies	9,667	7,559	10,000	10,000	-	10,000	-	0.0%	333	3.4%
Surface Lots Parking Expense	Surface Lot Leases	5,400	5,400	5,400	5,400	-	5,400	-	0.0%	-	0.0%
(Village Core) Surface Lots Expense		20,826	19,458	28,900	29,900	1,000	29,900	-	0.0%	9,074	43.6%
HPG Parking Expense	Maintenance - Heritage (3)	4,000	23,489	10,000	25,000	15,000	10,000	(15,000)	-60.0%	6,000	150.0%
HPG Parking Expense	Elevator Maintenance - Heritage	6,035	6,186	6,500	13,000	6,500	7,500	(5,500)	-42.3%	1,465	24.3%
HPG Parking Expense	Striping	16	-	2,500	1,500	(1,000)	2,500	1,000	66.7%	2,484	15060.7%
HPG Parking Expense	GSFE - Hotel Madeline	42,995	46,527	44,700	45,000	300	46,000	1,000	2.2%	3,005	7.0%
HPG Parking Expense	Credit Card Processing Fees	13,129	12,790	13,130	18,130	5,000	18,130	-	0.0%	5,001	38.1%
HPG Parking Expense	Tech Support	4,155	3,435	10,000	10,000	-	10,000	-	0.0%	5,845	140.7%
Heritage Parking Garage Expense		70,329	92,427	86,830	112,630	25,800	94,130	(18,500)	-16.4%	23,801	33.8%
Meadows Parking Expense	Maintenance	-	-	-	-	-	-	-	na	-	na
Meadows Parking Expense	Striping	1,016	1,000	1,000	1,000	-	1,000	-	0.0%	(16)	-1.6%
Meadows Parking Lot Expense		1,016	1,000	1,000	1,000	-	1,000	-	0.0%	(16)	-1.6%
Capital Parking Expense	Bobcat Lease Exchange	2,920	3,891	4,800	4,800	-	4,800	-	0.0%	1,880	64.4%
Capital Parking Expense	Capital Costs GPG (2)	91,346	1,524	25,000	35,000	10,000	390,000	355,000	1014.3%	298,654	326.9%
Parking Capital Expense		94,266	5,415	29,800	39,800	10,000	394,800	355,000	892.0%	(16)	0.0%
Total Parking Expenses		485,695	308,866	375,821	419,399	43,578	855,844	436,445	104.1%	370,150	76.2%
Other Sources/Uses	Transfer (To)/From General Fund	-	-	-	-	-	-	-	-	-	na
Other Sources/Uses	Insurance Proceeds	-	-	-	15,345	15,345	-	(15,345)	-100.0%	-	na
Other Sources/Uses	Transfer To GF - Overhead Allocation	(42,374)	(32,278)	(32,077)	(38,226)	(6,149)	(50,888)	(12,662)	33.1%	(8,514)	20.1%
Other Sources/Uses		(42,374)	(32,278)	(32,077)	(22,881)	9,196	(50,888)	(28,007)	122.4%	(8,514)	20.1%
Surplus (Deficit)		36,256	197,979	102	24,720	24,618	(452,733)	(477,452)			
Beginning Fund Balance		232,422	268,678	324,550	466,657		491,377				
Ending Fund Balance		268,678	466,657	324,652	491,377		38,644				

(1) 2022-2025 - Phased painting of structural steel throughout garage

(2) 2020 - all capital deferred; 2021 - \$25K GPG security cameras, \$10K Bobcat blade ; 2022 - \$225K GPG top deck recoat, \$100K GPG Level 4 / main ramp overlay, \$50K GPG structural steel painting, \$15K Structural inspection / Maintenance plan; 2023 - \$50K GPG structural steel painting, \$20K Meadows chipseal; 2024 - \$50K GPG structural steel painting, \$50K Concrete sealing, \$15K NVC chipseal; 2025 - \$50K GPG structural steel painting, \$50K Placeholder; 2026 - \$100K Placeholder

(3) 2021 - Replace garage door due to accident, insurance proceeds received.

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
MUNICIPAL BUS PROGRAM NARRATIVE**

Item 14b

Mountain Village Transit Department provides a safe and customer friendly transit system within Mountain Village by operating fixed route bus service during the summer to the Meadows and seasonally to Telluride and within the Mountain Village Core. To make every guest's experience as unique and unparalleled as the services we provide so they want to return. Our mission is: ride by ride, courteous, friendly, safe, and reliable transportation to meet the needs of the community.

DEPARTMENT GOALS

1. Safely transport all guests and employees without incidents/accidents.
2. Provide excellent guest services by interacting with every guest in a professional manner.
3. Operate a fiscally responsible department through auditing, inventory management and scheduling management.
4. Provide a clean, trash free natural environment at the Meadows and Town Hall Parking Lots.

PERFORMANCE MEASUREMENTS

- 1a. Number of vehicle accidents: no vehicle accidents
- 1b. Number of worker's comp claim: no WC claims
- 2a. Numbers of Rides: track ridership data
- 2b. Customer satisfaction: score above 4.0 rating on customer surveys
- 2c. On-time bus-stop departures > 90.0%
3. The department operates at or below its budget.
4. Allocate > 12 man-hours per year to trash and litter pick-up at Meadows and Town Hall parking lots.

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
EMPLOYEE COMMUTER SHUTTLE**

Item 14c

COMMUTER SHUTTLE

The employee commuter shuttle program provides safe, reliable, use friendly transportation services for Mountain Village and regional employees.

DEPARTMENT GOALS

1. Provide Town employees with regional public transportation service that meets employee and town scheduling requirements.
2. Operate the Town commuter shuttle program to maximize cost effectiveness.
3. Emphasize driver training to provide safe commuter shuttle services.
4. Departments shall stay within budget.

PERFORMANCE MEASURES

1. Route & Ridership statistics: track ridership data
- 2a. Percent of capacity utilization per route > 50%
- 2b. Cost per rider metrics: < \$2.50 per rider Town subsidy
- 3a. Driver training records: 100% driver training compliance
- 3b. Vehicle accidents: no vehicle accidents
5. Department year end expenditure totals do not exceed the adopted budget.

2022 COMMUTER SHUTTLE FORECAST

- Pending council direction, this program sunsets at the end of FY2021

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Municipal Bus (1)

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Municipal Bus	Salaries & Wages	256,215	287,755	236,793	266,883	30,090	288,253	21,370	8.0%	32,038	12.5%
Municipal Bus	Offset Labor	(181,874)	(162,008)	(182,238)	(182,238)	-	(182,238)	-	0.0%	(364)	0.2%
Municipal Bus	Group Insurance	61,251	64,365	56,685	56,685	-	57,819	1,134	2.0%	(3,432)	-5.6%
Municipal Bus	Dependent Health Reimbursement	(2,183)	(1,956)	(2,628)	(2,628)	-	(2,628)	-	0.0%	(445)	20.4%
Municipal Bus	PERA & Taxes	38,759	44,795	37,603	42,621	5,018	46,034	3,413	8.0%	7,275	18.8%
Municipal Bus	Retirement Benefits 401K	12,032	12,378	12,910	12,910	-	12,910	-	0.0%	878	7.3%
Municipal Bus	Workers Compensation	5,407	1,908	4,020	4,020	-	4,020	-	0.0%	(1,387)	-25.6%
Municipal Bus	Other Employee Benefits	4,140	5,240	5,060	5,060	-	5,060	-	0.0%	920	22.2%
Municipal Bus	Janitorial/Trash Removal	1,790	1,660	1,660	1,660	-	1,660	-	0.0%	(130)	-7.3%
Municipal Bus	Vehicle Repair & Maintenance	17,392	12,231	12,500	12,500	-	12,500	-	0.0%	(4,892)	-28.1%
Municipal Bus	Facility Expenses	1,166	2,466	2,500	2,500	-	2,500	-	0.0%	1,334	114.5%
Municipal Bus	Communications	1,939	1,813	2,000	2,000	-	2,000	-	0.0%	61	3.1%
Municipal Bus	Dues, Fees, Licenses	-	-	325	325	-	325	-	0.0%	325	na
Municipal Bus	Travel, Education, Training	-	-	750	750	-	750	-	0.0%	750	na
Municipal Bus	Postage & Freight	32	-	-	-	-	-	-	na	(32)	-100.0%
Municipal Bus	General Supplies & Materials	2,014	781	2,500	2,500	-	2,500	-	0.0%	486	24.2%
Municipal Bus	Supplies-Uniforms	-	-	1,000	1,000	-	1,000	-	0.0%	1,000	na
Municipal Bus	Operating Incidents	-	-	1,000	1,000	-	1,000	-	0.0%	1,000	na
Municipal Bus	Business Meals	445	-	500	500	-	500	-	0.0%	55	12.3%
Municipal Bus	Employee Appreciation	-	77	450	450	-	450	-	0.0%	450	na
Municipal Bus	COVID-19 Related Expenses	-	648	1,200	1,200	-	1,200	-	0.0%	1,200	na
Municipal Bus	Utilities - Natural Gas	502	212	600	600	-	600	-	0.0%	98	19.4%
Municipal Bus	Utilities - Electricity	502	704	1,000	1,000	-	1,000	-	0.0%	498	99.3%
Municipal Bus	Utilities - Gasoline	22,386	19,953	20,000	20,000	-	20,000	-	0.0%	(2,386)	-10.7%
Municipal Bus	Internet Services	2,137	2,137	2,250	2,250	-	2,250	-	0.0%	113	5.3%
Total		244,051	295,158	218,440	253,549	35,108	279,465	25,916	10.2%	35,414	14.5%

(1) The SMART contribution for 2019 and going forward is a hourly rate charged for shoulder season bus service between Mountain Village and Telluride. Net expenses for the Municipal Bus Service are not reflected in the budget spreadsheet. Charges billed SMART are reflected in general fund revenues. Net expenses equal expenses charged to Fund 110, Department 5511 less charges billed to SMART.

Employee Shuttle (3)

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Employee Shuttle	Salaries And Wages - Admin	12,295	14,760	13,660	13,660	-	13,660	-	0.0%	1,365	11.1%
Employee Shuttle	Group Insurance	2,515	2,643	2,692	2,692	-	2,746	54	2.0%	231	9.2%
Employee Shuttle	PERA & Payroll Taxes	1,869	2,312	2,169	2,169	-	2,182	12	0.6%	313	16.7%
Employee Shuttle	Workers Compensation	160	178	192	192	-	192	-	0.0%	32	19.7%
Employee Shuttle	Other Employee Benefits	180	180	220	220	-	220	-	0.0%	40	22.2%
Employee Shuttle	Agency Compliance	730	200	550	550	-	550	-	0.0%	(180)	-24.7%
Employee Shuttle	Vehicle Repair & Maintenance	5,124	12,544	20,000	20,000	-	20,000	-	0.0%	14,876	290.3%
Employee Shuttle	Dues & Fees	-	-	-	-	-	-	-	na	-	na
Employee Shuttle	General Supplies & Materials	586	47	500	500	-	500	-	0.0%	(86)	-14.7%
Employee Shuttle	Utilities - Gasoline	25,643	8,798	40,000	13,333	(26,667)	13,333	-	0.0%	(12,310)	-48.0%
Total		49,102	41,663	79,984	53,317	(26,667)	53,383	66	0.1%	4,280	8.7%

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
GONDOLA OPERATIONS PROGRAM NARRATIVE**

Item 14d

To make every guest's experience as unique as the services we provide so they want to return. The mission is; ride by ride, courteous, friendly, safe, and reliable transportation to meet the needs of the community.

DEPARTMENT GOALS

1. Keep Gondola downtime to a minimum through training and teamwork.
2. Safely transport all guests and employees by attending to every cabin and every guest
3. Provide excellent guest services by interacting with every guest in a professional manner.
4. Control costs by performing routine audits of the department's financial performance.
5. Provide a clean, trash free natural environment at the gondola terminals.

PERFORMANCE MEASURES

1. Availability goals: SUMMER > 99.67%; and WINTER > 99.75% of operating hours.
- 2a. The number of riders are tallied and the data is tracked and reported.
- 2b. There are no (0) passenger injuries from operating incidents.
- 2c. There are no (0) employee injuries from operating incidents.
3. Customer satisfaction: score above 4.0 rating on customer surveys
4. The department operates at or below its budget.
5. Provide > 36 man-hours per year labor allocated to trash and litter pick-up at the terminals.

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
GONDOLA MAINTENANCE PROGRAM NARRATIVE**

Gondola Maintenance conducts a comprehensive maintenance program to ensure the highest degree of safety for system users and employees alike. Management operates with an annual budget agreement between the Town and its funding partner, the Telluride Mountain Village Owners Association thereby operating with a high level of financial scrutiny and accountability.

DEPARTMENT GOALS

1. Perform both scheduled and unscheduled maintenance tasks thoroughly and competently to ensure trouble free operation.
2. Keep up with all mandated maintenance procedures and inspections in order to be in compliance with all applicable rules and regulations.
3. Perform all duties in a conscientious manner with a focus on both personal and passenger well-being.
4. Operate a fiscally responsible department through auditing, inventory management and scheduling management.
5. Utilize a work order system to track all work performed on the gondola system.

PERFORMANCE MEASURES

1. Availability Goal: > 99.75% G-Mtc (mechanical & electrical downtime).
2. CPTSB Inspection Results and Reporting Requirements: Licenses received and maintained in good standing & zero (0) late or failure to report incidents.
3. Employee injuries: Zero (0) WC claims resulting in lost work days or expense to TMV.
4. End of Year Budget Results: On or under budget.
5. Work Orders Completed: 100% completion rate on all PM tasks on or before the scheduled due date.

TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
CHONDOLA OPERATIONS PROGRAM NARRATIVE

The Chondola provides resort transportation services for residents and visitors connecting the Meadows sub area with the Mountain Village Center. The Chondola is a TSG asset and they operate the machine during the winter season daytime hours concurrent with ski area operations. The Town of Mountain Village Transit Department operates the Chondola during the winter season evening hours so that the Chondola operates concurrent hours with the Gondola. Operating and maintenance expenses are assigned to TSG and The Town based on stipulations in the Gondola Operating Agreement generally resulting in a 50-50% shared expense. The Town's portions of the annual costs are then refunded by TMVOA based on stipulations in the Chondola Funding Agreement.

DEPARTMENT GOALS

1. Keep Chondola downtime to a minimum through training and teamwork.
2. Safely transport all guests and employees by attending to every cabin and every guest
3. Provide excellent guest services by interacting with every guest in a professional manner.
4. Control costs by performing routine audits of the department's financial performance.

PERFORMANCE MEASURES

1. Availability goal: > 99.75% of operating hours.
 - 2a. The number of riders are tallied and the data is tracked and reported.
 - 2b. There are no (0) passenger injuries from operating incidents.
 - 2c. There are no (0) employee injuries from operating incidents.
3. Customer satisfaction: score above 4.0 rating on customer surveys
4. The department operates at or below its budget.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Gondola Fund

Worksheet	Account Name										
		Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
Gondola - MARRS	Salaries & Wages (*)	55,328	53,731	59,542	59,542	-	59,542	-	0.0%	4,214	7.6%
Gondola - MARRS	PERA & Payroll Taxes	8,354	8,460	9,455	9,509	54	9,509	-	0.0%	1,155	13.8%
Gondola - MARRS	Workers Compensation	1,362	1,170	2,866	2,866	-	2,866	-	0.0%	1,504	110.4%
Gondola - MARRS	Payroll Processing	3,035	4,141	5,000	5,000	-	5,000	-	0.0%	1,965	64.7%
Gondola - MARRS	General Supplies & Materials	-	796	500	500	-	500	-	0.0%	500	na
Gondola - MARRS	MARRS Zip Bikes	-	2,003	2,000	2,000	-	2,000	-	0.0%	2,000	na
Gondola - MARRS	Evacuee Clothing	-	-	-	-	-	-	-	na	-	na
Total MARRS		68,079	70,301	79,363	79,417	54	79,417	-	0.0%	11,338	16.7%

*** Training two new MARRS riders 2020**

Gondola - FGOA	Technical Support	5,896	3,311	5,500	5,500	-	5,500	-	0.0%	(396)	-6.7%
Gondola - FGOA	Lightning Detection Service	17,200	17,200	17,200	17,500	300	17,500	-	0.0%	300	1.7%
Gondola - FGOA	Janitorial/Trash Removal	35,267	32,055	35,000	35,000	-	35,000	-	0.0%	(267)	-0.8%
Gondola - FGOA	Insurance	35,185	36,644	37,057	38,431	1,374	38,431	-	0.0%	3,246	9.2%
Gondola - FGOA	Communications	17,755	14,493	12,000	12,000	-	12,000	-	0.0%	(5,755)	-32.4%
Gondola - FGOA	Dues & Fees	5,945	7,825	6,000	6,500	500	7,500	1,000	15.4%	1,555	26.2%
Gondola - FGOA	Utilities - Water/Sewer	8,785	10,301	9,000	9,000	-	9,000	-	0.0%	215	2.4%
Gondola - FGOA	Utilities - Natural Gas	44,033	34,780	39,375	39,375	-	39,375	-	0.0%	(4,658)	-10.6%
Gondola - FGOA	Utilities - Electricity	264,643	236,039	275,000	275,000	-	275,000	-	0.0%	10,357	3.9%
Gondola - FGOA	Utilities - Internet	2,137	2,137	2,500	2,500	-	2,500	-	0.0%	363	17.0%
Gondola - FGOA	Gondola Employee Shuttle Expense (1)	3,656	3,340	10,000	10,000	-	20,000	10,000	100.0%	16,344	447.0%
Gondola - FGOA	Legal - Miscellaneous	4,894	9,829	7,500	7,500	-	7,500	-	0.0%	2,606	53.2%
Total FGOA		445,396	407,954	456,132	458,306	2,174	469,306	11,000	2.4%	23,910	5.4%

(1) 2022 - Gondola-centric early AM and late PM vanpool

Chondola	Salaries & Wages - Operations	51,404	40,326	54,560	54,560	-	54,560	-	0.0%	3,156	6.1%
Chondola	Salaries & Wages - Maintenance	11,102	5,477	10,500	12,500	2,000	7,500	(5,000)	-40.0%	(3,602)	-32.4%
Chondola	PERA & Payroll Taxes	9,438	6,915	10,332	10,709	377	9,911	(799)	-7.5%	473	5.0%
Chondola	Workers Compensation	2,872	2,279	3,570	3,570	-	3,570	-	0.0%	698	24.3%
Chondola	Telski Labor	22,454	24,271	23,000	25,000	2,000	29,000	4,000	16.0%	6,546	29.2%
Chondola	Telski-Dues, Fees, Licenses	941	939	2,750	1,500	(1,250)	1,500	-	0.0%	559	59.4%
Chondola	Telski - Parts & Supplies	38,752	23,530	28,000	28,000	-	28,000	-	0.0%	(10,752)	-27.7%
Chondola	Telski - Outside Labor	150	525	5,000	5,000	-	5,000	-	0.0%	4,850	3233.3%
Chondola	Telski-Utilities	20,348	18,408	30,000	30,000	-	30,000	-	0.0%	9,652	47.4%
Chondola	Major R&R Terminal Rebuilds	-	3,812	74,945	25,000	(49,945)	76,819	51,819	207.3%	76,819	na
Chondola	Major R&R Grip Jaws	7,936	41,275	-	-	-	-	-	na	(7,936)	-100.0%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Gondola Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2022		2022 %		2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	2021 \$ Adjustments	Proposed	2022 \$ Adjustments	2022 % Adjustments		
Chondola	Controls	790	-	-	-	-	-	-	na	(790)	-100.0%
Chondola	Haul Rope Replacement	-	-	-	-	-	-	-	na	-	na
Chondola	Major R&R - Painting	5,079	-	-	-	-	-	-	na	(5,079)	-100.0%
Chondola	Sound Dampening	-	-	-	-	-	-	-	na	-	na
Total Chondola		171,266	167,757	242,657	195,839	(46,818)	245,860	50,021	25.5%	74,594	43.6%
Gondola Operations	Salaries & Wages	1,105,229	1,180,640	1,127,437	1,194,562	67,125	1,218,453	23,891	2.0%	113,224	10.2%
Gondola Operations	Seasonal Bonus	36,218	40,161	35,000	35,000	-	35,000	-	0.0%	(1,218)	-3.4%
Gondola Operations	Gondola Ops-Admin Mgmt Support	181,874	162,008	182,238	182,238	-	182,238	-	0.0%	364	0.2%
Gondola Operations	Group Insurance	144,562	173,014	192,534	202,534	10,000	206,584	4,051	2.0%	62,022	42.9%
Gondola Operations	Dependent Health Reimbursement	(7,183)	(6,745)	(5,500)	(5,500)	-	(5,500)	-	0.0%	1,683	-23.4%
Gondola Operations	PERA & Payroll Taxes	170,903	192,673	184,595	196,361	11,766	200,176	3,815	1.9%	29,273	17.1%
Gondola Operations	PERA 401K	16,606	16,136	17,585	17,585	-	17,585	-	0.0%	979	5.9%
Gondola Operations	Workers Compensation	52,886	57,676	64,230	64,230	-	64,230	-	0.0%	11,344	21.4%
Gondola Operations	Other Employee Benefits	24,380	50,200	29,078	50,000	20,922	50,000	-	0.0%	25,620	105.1%
Gondola Operations	Agency Compliance	6,622	6,580	2,500	4,000	1,500	4,000	-	0.0%	(2,622)	-39.6%
Gondola Operations	Employee Assistance Program	1,123	513	2,500	2,500	-	2,500	-	0.0%	1,377	122.6%
Gondola Operations	Employee Life Insurance	1,949	2,140	5,200	3,200	(2,000)	5,000	1,800	56.3%	3,051	156.5%
Gondola Operations	Flex Spending Admin Fees	45	257	268	268	-	268	-	0.0%	223	495.6%
Gondola Operations	Uniforms	7,999	39,745	7,500	7,500	-	7,500	-	0.0%	(499)	-6.2%
Gondola Operations	Payroll Processing	17,737	26,390	29,052	29,052	-	29,052	-	0.0%	11,315	63.8%
Gondola Operations	Vehicle Repair & Maintenance	-	-	2,000	8,256	6,256	2,500	(5,756)	-69.7%	2,500	na
Gondola Operations	Recruiting	16,623	8,549	15,000	11,000	(4,000)	16,000	5,000	45.5%	(623)	-3.7%
Gondola Operations	Travel, Education & Training	4,652	1,259	2,500	9,500	7,000	7,500	(2,000)	-21.1%	2,848	61.2%
Gondola Operations	Supplies	20,584	13,588	18,000	18,000	-	18,000	-	0.0%	(2,584)	-12.6%
Gondola Operations	Operating Incidents	209	-	2,000	2,000	-	2,000	-	0.0%	1,791	856.9%
Gondola Operations	Blankets - Purchase/Cleaning	1,957	1,206	-	-	-	-	-	na	(1,957)	-100.0%
Gondola Operations	Business Meals	137	435	500	500	-	500	-	0.0%	363	265.0%
Gondola Operations	Employee Appreciation	5,593	5,399	4,500	4,500	-	4,500	-	0.0%	(1,093)	-19.5%
Gondola Operations	COVID-19 Related Expenses	-	45,814	30,000	20,000	(10,000)	20,000	-	0.0%	20,000	na
Gondola Operations	Utilities - Gas & Oil	992	3,943	4,200	4,200	-	4,200	-	0.0%	3,208	323.4%
Gondola Operations	Grant Success Fees	27,001	-	-	-	-	-	-	na	(27,001)	-100.0%
Total Gondola Ops		1,838,698	2,021,581	1,952,917	2,061,486	108,569	2,092,287	30,801	1.5%	253,589	13.8%
Gondola Maintenance	Salaries & Wages	685,674	725,242	743,984	763,809	19,825	767,135	3,326	0.4%	81,461	11.9%
Gondola Maintenance	Housing Allowance	10,372	10,327	10,716	10,716	-	10,984	268	2.5%	612	5.9%
Gondola Maintenance	Group Insurance	146,689	151,059	165,167	155,000	(10,167)	168,471	13,471	8.7%	21,782	14.8%
Gondola Maintenance	Dependent Health Reimbursement	(6,932)	(7,706)	(9,672)	(9,672)	-	(9,672)	-	0.0%	(2,740)	39.5%
Gondola Maintenance	PERA & Payroll Taxes	104,642	117,569	119,846	123,692	3,846	124,266	574	0.5%	19,624	18.8%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Gondola Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Gondola Maintenance	PERA 401K	31,388	34,365	37,199	37,199	-	37,199	-	0.0%	5,811	18.5%
Gondola Maintenance	Workers Compensation	39,538	33,546	40,950	40,950	-	40,950	-	0.0%	1,412	3.6%
Gondola Maintenance	Other Employee Benefits	22,200	20,000	21,480	21,480	-	21,480	-	0.0%	(720)	-3.2%
Gondola Maintenance	Agency Compliance	1,324	155	1,000	1,000	-	1,000	-	0.0%	(324)	-24.5%
Gondola Maintenance	Employee Assistance Program	342	171	320	320	-	320	-	0.0%	(22)	-6.4%
Gondola Maintenance	Employee Life Insurance	2,656	2,883	2,500	2,500	-	2,500	-	0.0%	(156)	-5.9%
Gondola Maintenance	Flex Spending Admin Fees	257	257	300	300	-	300	-	0.0%	43	16.7%
Gondola Maintenance	Uniforms	2,552	5,715	4,000	4,000	-	4,000	-	0.0%	1,448	56.7%
Gondola Maintenance	Payroll Processing	5,234	8,059	9,000	9,000	-	9,000	-	0.0%	3,766	72.0%
Gondola Maintenance	Vehicle Repair & Maintenance	9,552	28,756	25,000	25,000	-	25,000	-	0.0%	15,448	161.7%
Gondola Maintenance	Trails & Road Maintenance	4,616	5,310	7,500	7,500	-	7,500	-	0.0%	2,884	62.5%
Gondola Maintenance	Facility Expenses	25,568	25,562	30,000	30,000	-	30,000	-	0.0%	4,432	17.3%
Gondola Maintenance	Recruiting	1,463	1,040	1,500	750	(750)	1,500	750	100.0%	37	2.5%
Gondola Maintenance	Dues & Fees	16,350	8,914	14,000	11,000	(3,000)	14,000	3,000	27.3%	(2,350)	-14.4%
Gondola Maintenance	Travel, Education & Training	5,081	2,277	10,000	7,500	(2,500)	10,000	2,500	33.3%	4,919	96.8%
Gondola Maintenance	Contract Labor	25,372	23,151	25,000	25,000	-	25,000	-	0.0%	(372)	-1.5%
Gondola Maintenance	Postage & Freight	1,809	540	1,000	1,000	-	1,000	-	0.0%	(809)	-44.7%
Gondola Maintenance	Supplies	30,514	27,950	40,000	30,000	(10,000)	40,000	10,000	33.3%	9,486	31.1%
Gondola Maintenance	Parts	107,213	153,098	120,000	120,000	-	120,000	-	0.0%	12,787	11.9%
Gondola Maintenance	Business Meals	557	111	500	500	-	500	-	0.0%	(57)	-10.2%
Gondola Maintenance	Employee Appreciation	234	796	550	550	-	550	-	0.0%	316	135.0%
Gondola Maintenance	COVID-19 Related Expenses	-	9,334	10,000	10,000	-	10,000	-	0.0%	10,000	na
Gondola Maintenance	Utilities - Gas & Oil	5,615	5,502	5,000	5,000	-	5,000	-	0.0%	(615)	-11.0%
Total Gondola Maintenance		1,279,880	1,393,983	1,436,841	1,434,094	(2,747)	1,467,982	33,888	2.4%	188,102	14.7%

Gondola Capital/MR&R	Noise Mitigation	-	-	-	-	-	-	-	na	-	na
Gondola Capital/MR&R	Bull Wheel Replacement	-	-	99,000	99,000	-	-	(99,000)	-100.0%	-	na
Gondola Capital/MR&R	Gearbox Rebuild	-	-	100,000	-	(100,000)	-	-	na	-	na
Gondola Capital/MR&R	Ski/Board Racks Upgrade	320	125	-	-	-	-	-	na	(320)	-100.0%
Gondola Capital/MR&R	Gearbox Purchase - Critical Spare Parts	-	-	131,000	157,000	26,000	-	(157,000)	-100.0%	-	na
Gondola Capital/MR&R	Haul Ropes	-	-	-	-	-	-	-	na	-	na
Gondola Capital/MR&R	Conveyor Drives & Gear Motors	-	-	-	-	-	-	-	na	-	na
Gondola Capital/MR&R	Conveyor Rebuilds	-	-	275,000	-	(275,000)	-	-	na	-	na
Gondola Capital/MR&R	Cabin Window Buffing	18,678	10,400	20,000	20,000	-	10,000	(10,000)	-50.0%	(8,678)	-46.5%
Gondola Capital/MR&R	Fiber Optics - Control System	819,684	-	20,000	20,000	-	-	(20,000)	-100.0%	(819,684)	-100.0%
Gondola Capital/MR&R	Cabin Refurbs	221,824	57,867	20,000	20,000	-	20,000	-	0.0%	(201,824)	-91.0%
Gondola Capital/MR&R	Station Upgrades (13)	70,832	56,731	-	20,000	20,000	235,000	215,000	1075.0%	164,168	231.8%
Gondola Capital/MR&R	Electric Motor	-	-	25,000	-	(25,000)	-	-	na	-	na
Gondola Capital/MR&R	Lighting Array Repairs	-	30,780	20,000	-	(20,000)	20,000	20,000	na	20,000	na

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Gondola Fund

Worksheet	Account Name	Actuals		2021		2022		2022 %		2022 to 2019 \$ Variance	2022 to 2019 % Variance
		2019	2020	Original	Forecasted	Proposed	Adjustments	Adjustments	Adjustments		
	Grant funded Projects - Driveline Rebuilds	-	-	-	125,000	-	125,000	(125,000)	-100.0%	-	na
	Grant funded Projects - Conveyor Rebuilds	-	-	-	275,000	-	275,000	(275,000)	-100.0%	-	na
	Wayfinding	18,418	-	-	-	-	-	-	na	(18,418)	-100.0%
Total MR&R		1,149,756	155,903	710,000	736,000	26,000	285,000	(451,000)	-61.3%	(864,756)	-75.2%
	Gondola Cabins	5,000	-	-	-	-	-	-	na	(5,000)	-100.0%
	Vehicles (8)	-	-	-	-	100,000	100,000	100,000	na	100,000	na
	Equipment Replacement (14)	28,506	11,818	12,000	-	68,000	(12,000)	68,000	na	39,494	138.5%
	Grip Replacements	-	-	-	-	-	-	-	na	-	na
	Bike Racks	1,182	574	37,500	60,000	-	22,500	(60,000)	-100.0%	(1,182)	-100.0%
	Staircases	-	-	-	-	-	-	-	na	-	na
	Terminal Flooring	-	-	-	-	-	-	-	na	-	na
	AC Drives/Motors	-	-	-	-	-	-	-	na	-	na
Total Capital		34,688	12,392	49,500	60,000	10,500	168,000	108,000	180.0%	133,312	384.3%

(8) 2022 - Purchase of two Transit Connects and one Colorado - grant funding dependent

(13) 2021 - Snowmelt station 6 pavers; 2022 - \$450K Angle station public bathrooms, \$100K Catch nets per tram code, \$100K Fire suppression station 6 per tram code, \$35K Bike parking facility at Oak Street; 2026 - \$150K Tower / terminal painting

(14) 2022 - URepalce passenger counting system.

**TOWN OF MOUNTAIN VILLAGE
2022 PARKS AND RECREATION PROGRAM NARRATIVE**

The Mountain Village Parks and Recreation Department provides accessible, affordable, and diverse recreational opportunities to all Mountain Village residents and visitors.

DEPARTMENT GOALS

1. Establish effective relationships with stakeholders for recreation venues.
2. Manage a fiscally responsible department by balancing expenses with revenue and grant acquisitions to remain within budget.
3. All recreation venues are prepared by the beginning of their respective seasons.
4. Perform departmental operations with attention to safety.
5. Work toward a noxious weed free environment throughout the Town.

DEPARTMENT PERFORMANCE MEASURES

1. Manage stakeholder agreements with TSG, USFS, SMC & TOT.
2. Perform department functions within adopted budget.
3. 100% of recreational venues operational at the beginning of their respective seasons.
4. No worker comp claims.
5. Oversee noxious weed management plan.

2022 PARKS AND RECREATION FORECAST

- Department is trending 10% under budget for FY2021
 - Budgeted for 4 FTEs, operating with 3 YTD2021
- Proposed 2022 budget 3.5% higher than 2021 original budget
 - Increase drivers include \$10K - ice rink compressor rebuild, \$10K – updated trails signage, \$5K weed spraying equipment
- Proposed 2022 capital projects:
 - Tracked Ranger for winter trails grooming - \$35K in VAF (partially offset by sale of snowmobiles)
 - Trails Master Plan Hot List - \$300K in GF Capital
 - O'Reilly / Badger Trail construction (TOT / USFS / TSG Partnership)
 - Bear Creek Connector Trail
 - Trail construction contingency
 - Bike / Ped Safety Improvements on San Joaquin and MVB through MV Center - \$1,396,546
 - \$400K CDOT MMOF Grant
 - Goes out to bid 1/2022
 - Construction start 4/2022

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Parks & Recreation

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019	2022 to 2019
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments	\$ Variance	% Variance
Parks & Recreation	Salaries & Wages	212,099	139,401	206,441	180,000	(26,441)	211,802	31,802	17.7%	(298)	-0.1%
Parks & Recreation	Seasonal Bonus	1,039	-	-	-	-	-	-	na	(1,039)	-100.0%
Parks & Recreation	Offset Labor	(13,770)	(10,233)	(5,000)	(3,000)	2,000	(5,000)	(2,000)	66.7%	8,770	-63.7%
Parks & Recreation	Group Insurance	54,082	50,218	61,243	40,166	(21,077)	61,369	21,203	52.8%	7,287	13.5%
Parks & Recreation	Dependent Health Reimbursement	(5,705)	(3,779)	(5,200)	(4,500)	700	(5,200)	(700)	15.6%	505	-8.9%
Parks & Recreation	PERA & Payroll Taxes	31,688	23,776	32,783	28,746	(4,037)	33,825	5,079	17.7%	2,137	6.7%
Parks & Recreation	PERA 401K	9,185	7,115	8,000	6,000	(2,000)	8,000	2,000	33.3%	(1,185)	-12.9%
Parks & Recreation	Workers Compensation	2,416	506	5,000	2,500	(2,500)	2,500	-	0.0%	84	3.5%
Parks & Recreation	Other Employee Benefits	3,870	3,910	5,830	4,730	(1,100)	4,730	-	0.0%	860	22.2%
Parks & Recreation	Uniforms	2,054	619	2,000	2,000	-	2,000	-	0.0%	(54)	-2.6%
Parks & Recreation	Consultant Services	3,640	-	-	-	-	-	-	na	(3,640)	-100.0%
Parks & Recreation	Weed Control	-	-	2,000	5,000	3,000	5,000	-	0.0%	5,000	na
Parks & Recreation	Repair & Maintenance	-	120	-	-	-	-	-	na	-	na
Parks & Recreation	Vehicle Repair & Maintenance	3,975	12,537	7,500	7,500	-	7,500	-	0.0%	3,525	88.7%
Parks & Recreation	Equipment Rental	-	-	-	2,000	2,000	2,000	-	0.0%	2,000	na
Parks & Recreation	Facility Expense	110	62	2,500	2,500	-	2,500	-	0.0%	2,390	2180.8%
Parks & Recreation	Communications	1,909	1,528	2,000	2,000	-	2,000	-	0.0%	91	4.8%
Parks & Recreation	Dues & Fees	250	108	260	260	-	260	-	0.0%	10	4.0%
Parks & Recreation	Hotel Madeline HOA Dues	7,108	-	-	-	-	-	-	na	(7,108)	-100.0%
Parks & Recreation	Hotel Madeline Shared Facility Expense	43,131	61,608	65,000	65,000	-	65,000	-	0.0%	21,870	50.7%
Parks & Recreation	Travel, Education & Conference	3,484	-	3,500	2,500	(1,000)	3,500	1,000	40.0%	16	0.4%
Parks & Recreation	Contract Labor	6,263	5,820	5,000	5,000	-	5,000	-	0.0%	(1,263)	-20.2%
Parks & Recreation	Striping	880	880	1,000	1,000	-	1,000	-	0.0%	120	13.6%
Parks & Recreation	Postage And Freight	-	-	200	200	-	200	-	0.0%	200	na
Parks & Recreation	General Supplies & Materials	3,632	2,612	5,000	5,000	-	5,000	-	0.0%	1,368	37.6%
Parks & Recreation	Trail Maintenance Materials	6,374	9,055	25,000	15,000	(10,000)	25,000	10,000	66.7%	18,626	292.2%
Parks & Recreation	Trail Materials - Dog Stations	440	1,045	500	500	-	500	-	0.0%	60	13.7%
Parks & Recreation	Business Meals	231	83	200	200	-	200	-	0.0%	(31)	-13.5%
Parks & Recreation	Employee Appreciation	173	383	300	300	-	300	-	0.0%	127	73.9%
Parks & Recreation	COVID-19 Related Expenses	-	189	-	-	-	-	-	na	-	na
Parks & Recreation	Utilities - Natural Gas	2,356	1,490	2,928	2,928	-	2,928	-	0.0%	572	24.3%
Parks & Recreation	Utilities - Electricity	798	1,010	1,654	1,654	-	1,654	-	0.0%	856	107.2%
Parks & Recreation	Utilities - Gasoline	8,046	3,411	6,000	6,000	-	6,000	-	0.0%	(2,046)	-25.4%
Parks & Recreation	Open Space - Playgrounds	-	-	1,000	1,000	-	1,000	-	0.0%	1,000	na
Parks & Recreation	Boulder Activity	250	-	500	2,500	2,000	500	(2,000)	-80.0%	250	100.0%
Parks & Recreation	Frisbee Golf Activity	100	898	1,000	1,000	-	1,000	-	0.0%	900	902.4%
Parks & Recreation	Platform Tennis Courts (1)	6,038	11,215	12,500	15,000	2,500	7,500	(7,500)	-50.0%	1,462	24.2%
Parks & Recreation	Nordic Trails & Grooming	599	295	2,500	2,500	-	2,500	-	0.0%	1,901	317.3%
Parks & Recreation	Ice Rink Expenses Lot 50/51 (2)	10,505	26,238	15,000	30,000	15,000	25,000	(5,000)	-16.7%	14,495	138.0%
Parks & Recreation	Ice Rink - Lot 50/51 Electric	18,365	21,004	25,000	25,000	-	25,000	-	0.0%	6,635	36.1%
Parks & Recreation	Zamboni Room - Natural Gas	5,305	2,255	15,000	10,000	(5,000)	10,000	-	0.0%	4,695	88.5%
Parks & Recreation	Bike Park Expenses	-	-	-	-	-	-	-	na	-	na
Parks & Recreation	Wayfinding (3)	1,747	-	-	-	-	10,000	10,000	na	8,253	472.5%
Parks & Recreation	Contribution USFS Ranger	25,000	25,000	-	-	-	-	-	na	(25,000)	-100.0%
Total		457,666	400,381	514,139	468,184	(45,955)	532,068	63,884	13.6%	74,402	16.3%

(1) 2021 - \$10K Court resurfacing; 2025 - \$10K Court resurfacing

(2) 2021 - \$10K Major compressor overhaul #1; 2022 - \$10K Major compressor overhaul #2

(3) 2022 - \$10,000 All new trails signage; 2023-2026 - Sign production and maintenance

**TOWN OF MOUNTAINVILLAGE
2022 BUDGET
CHILD DEVELOPMENT FUND PROGRAM NARRATIVE**

Item 16

Mountain Munchkins' mission is to provide affordable, high-quality childcare and preschool to families who live and work in the Telluride and Mountain Village region. Mountain Munchkins strives to offer the highest quality of care by providing a consistent, developmentally appropriate, and emotionally supportive environment in which children can learn and grow.

DEPARTMENT GOALS

1. Assure facility operates within licensing guidelines.
2. All childcare operations are properly supervised.
3. Assure staff completes all continuing education requirements to ensure excellence of the programs.
4. Operate within the annual budget.
5. Continue grant funding and fund-raising efforts to offset the Town subsidy.
6. Assess and evaluate each child's development in the toddler and preschool programs.
7. Create and maintain strong family partnerships within the program.
8. Continue to work toward reducing the carbon footprint at Mountain Munchkins.
9. Create and manage the wait list. Priority is given to families that live and work in the Town of Mountain Village.
10. Ensure that we achieve Mountain Munchkins revenue and expense targets for 2022 at a time of greater budget uncertainty.
11. Operate and manage facility based on county and CDC recommendations and guidelines for childcare centers.

DEPARTMENT PERFORMANCE MEASURES

1. All staff and employee files are current within 60 days of enrollment/employment. Staff to child ratios are maintained 100% of the time. Fire, Health and State inspections are current and on file; any violations are corrected within 15 business days. Enrollment is based on current licensing restrictions.
2. Play areas and equipment are inspected daily; unsafe materials discarded immediately. Fire/Evacuation drills are conducted monthly. All policies and procedures are current with the State of Colorado Rules Regulating Child Care Centers.
3. All full-time staff members are current on qualification requirements and continuing education courses. Staff shall seek and successfully complete formal early childhood college courses.
4. Offset payroll expenses by staffing according to ratios and daily enrollment. Offset operational expenses through parent snack, supplies, and equipment donations, grants, and fund raising. Department year end expenditure totals do not exceed the adopted budget.
5. Pursue all grant opportunities to offset operational costs. Pursue and coordinate fund raising opportunities to offset operational costs.
6. 100% of toddlers and preschoolers enrolled will be observed and assessed in all areas of development. Staff will conduct parent teacher conferences to discuss child's progress and pursue additional services if needed.
7. Serve as a community resource for families in our community. Offer families opportunities to be part of their child's early learning experience. Communicate with families about their child's development and how the program operates. Be available for conferences on an as needed basis. Forward all parenting education opportunities to our families. Utilize child development professionals to observe and access our program and make improvements based on their assessments.
8. Use wash cloths instead of paper towels each time they wash hands. Recycling bins have been placed in each classroom.
9. Create and manage the infant, toddler, and preschool program waitlist.
10. Continue to operate within the COVID/Recession Policy budget levels and take actions accordingly if revenues are adversely affected.
11. Communicate with San Miguel County Health Department and Telluride Medical Center staff on best practice and procedures during times of COVID exposure to the facility. Follow instructed policies, procedures, and closures when necessary.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Child Development Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
	<u>Summary</u>										
Infant Care Revenues	Infant Care Fees	-	50,772	80,784	65,784	(15,000)	80,784	15,000	22.8%	80,784	na
Infant Care Revenues	Enrollment Fees	-	1,820	1,220	1,220	-	1,220	-	0.0%	1,220	na
Infant Care Revenues	Late Payment Fees	-	200	100	100	-	100	-	0.0%	100	na
Infant Care Revenues	Grant Proceeds	-	34,947	4,500	45,500	41,000	4,500	(41,000)	-90.1%	4,500	na
Infant Care Revenues	Scholarship Grant Proceeds	-	6,120	10,000	5,000	(5,000)	5,000	-	0.0%	5,000	na
Infant Care Revenues	Fund Raising Revenues	-	-	3,550	3,550	-	3,550	-	0.0%	3,550	na
Infant Care Revenues	Regional Strong Start Grant	-	15,000	15,000	15,000	-	15,000	-	0.0%	15,000	na
Total Infant Care Revenues		-	108,859	115,154	136,154	21,000	110,154	(26,000)	-19.1%	110,154	na
Toddler Care Revenues	Toddler Care Fees	262,532	96,239	191,952	141,952	(50,000)	191,952	50,000	35.2%	(70,580)	-26.9%
Toddler Care Revenues	Enrollment Fees	3,120	1,700	1,600	1,600	-	1,600	-	0.0%	(1,520)	-48.7%
Toddler Care Revenues	Late Payment Fees	1,065	300	200	200	-	200	-	0.0%	(865)	-81.2%
Toddler Care Revenues	Fund Raising Revenues	-	285	8,450	8,450	-	8,450	-	0.0%	8,450	na
Toddler Care Revenues	Grant Proceeds	30,738	42,067	11,500	28,500	17,000	11,500	(17,000)	-59.6%	(19,238)	-62.6%
Toddler Care Revenues	Scholarship Grant Proceeds	29,625	13,128	25,000	25,000	-	25,000	-	0.0%	(4,625)	-15.6%
Toddler Care Revenues	Regional Strong Start Grant	15,008	15,000	15,000	15,000	-	15,000	-	0.0%	(8)	-0.1%
Total Toddler Care Revenues		342,088	168,719	253,702	220,702	(33,000)	253,702	33,000	15.0%	(88,386)	-25.8%
Preschool Revenues	Preschool Tuition Fees	192,090	113,448	175,292	145,292	(30,000)	175,292	30,000	20.6%	(16,798)	-8.7%
Preschool Revenues	Special Program Fees	25	-	-	-	-	-	-	na	(25)	-100.0%
Preschool Revenues	Enrollment Fees	1,140	1,440	1,440	1,440	-	1,440	-	0.0%	300	26.3%
Preschool Revenues	Late Payment Fees	640	210	40	40	-	40	-	0.0%	(600)	-93.8%
Preschool Revenues	Grant Proceeds	16,318	27,083	9,134	24,134	15,000	9,000	(15,134)	-62.7%	(7,318)	-44.8%
Preschool Revenues	Scholarship Grant Proceeds	20,375	3,460	10,000	10,000	-	10,000	-	0.0%	(10,375)	-50.9%
Preschool Revenues	Fundraising Revenues	5,000	165	5,000	5,000	-	5,000	-	0.0%	-	0.0%
Total Preschool Revenues		235,588	145,806	200,906	185,906	(15,000)	200,772	14,866	8.0%	(34,815)	-14.8%
Total Revenues		577,675	423,384	569,762	542,762	(27,000)	564,628	21,866	4.0%	(13,047)	-2.3%
Infant Care Expense		-	113,177	166,795	144,836	(21,959)	167,296	22,460	15.5%	167,296	na
Toddler Care Expense		455,622	286,006	302,366	302,535	169	309,079	6,544	2.2%	(146,543)	-32.2%
Preschool Expense		226,808	149,014	227,371	213,190	(14,181)	237,532	24,342	11.4%	10,724	4.7%
Total Expenses		682,430	548,197	696,532	660,561	(35,971)	713,907	53,346	8.1%	31,477	4.6%
CDF Other Sources/Uses	Transfer (To)/From General Fund	104,755	124,813	126,769	117,798	(8,971)	149,279	31,480	26.7%	44,524	42.5%
Total Other Sources/Uses		104,755	124,813	126,769	117,798	(8,971)	149,279	31,480	26.7%	44,524	42.5%
Surplus (Deficit)		-	-	-	-	-	-	-			

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Child Development Fund

Worksheet	Account Name										
		Actuals 2019	Actuals 2020	2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance
<u>Infant Care Expense</u>											
Infant Care Expense	Salaries & Wages	-	60,154	94,352	80,000	(14,352)	98,903	18,904	23.6%	98,903	na
Infant Care Expense	Group Insurance	-	25,474	26,876	26,876	-	27,414	538	2.0%	27,414	na
Infant Care Expense	Dependent Health Reimbursement	-	(825)	-	-	-	-	-	na	-	na
Infant Care Expense	PERA & Payroll Taxes	-	10,860	14,983	12,776	(2,207)	15,795	3,019	23.6%	15,795	na
Infant Care Expense	PERA 401K	-	405	1,878	1,878	-	1,878	-	0.0%	1,878	na
Infant Care Expense	Workers Compensation	-	1,214	1,265	1,265	-	1,265	-	0.0%	1,265	na
Infant Care Expense	Other Employee Benefits	-	1,215	2,035	2,035	-	2,035	-	0.0%	2,035	na
Infant Care Expense	Employee Appreciation	-	22	200	200	-	200	-	0.0%	200	na
Infant Care Expense	EE Screening	-	-	50	50	-	50	-	0.0%	50	na
Infant Care Expense	Bad Debt Expense	-	-	-	-	-	-	-	na	-	na
Infant Care Expense	Janitorial/Trash Removal	-	477	2,652	2,652	-	2,652	-	0.0%	2,652	na
Infant Care Expense	Rental-Facility	-	5,775	6,328	6,328	-	6,328	-	0.0%	6,328	na
Infant Care Expense	Facility Expense	-	-	300	300	-	300	-	0.0%	300	na
Infant Care Expense	Communications	-	-	235	235	-	235	-	0.0%	235	na
Infant Care Expense	Internet Services	-	461	485	485	-	485	-	0.0%	485	na
Infant Care Expense	Dues, Fees & Licenses	-	-	100	100	-	100	-	0.0%	100	na
Infant Care Expense	Travel & Education	-	-	500	500	-	500	-	0.0%	500	na
Infant Care Expense	Nurse Consultant	-	380	150	150	-	150	-	0.0%	150	na
Infant Care Expense	General Supplies & Materials	-	1,119	1,100	1,100	-	1,100	-	0.0%	1,100	na
Infant Care Expense	Office Supplies	-	305	200	200	-	200	-	0.0%	200	na
Infant Care Expense	Fundraising Expenses	-	-	500	500	-	500	-	0.0%	500	na
Infant Care Expense	Business Meals	-	-	-	-	-	-	-	na	-	na
Infant Care Expense	Food/Snacks	-	-	400	-	(400)	-	-	na	-	na
Infant Care Expense	COVID-19 RELATED EXPENSES	-	86	-	-	-	-	-	na	-	na
Infant Care Expense	Utilities- Electricity	-	2,103	1,456	1,456	-	1,456	-	0.0%	1,456	na
Infant Care Expense	Scholarship Program	-	3,528	10,000	5,000	(5,000)	5,000	-	0.0%	5,000	na
Infant Care Expense	Toys / Learning Tools	-	-	250	250	-	250	-	0.0%	250	na
Infant Care Expense	Playground And Landscaping	-	424	500	500	-	500	-	0.0%	500	na
Total Infant Expense		-	113,177	166,795	144,836	(21,959)	167,296	22,460	15.5%	167,296	na
<u>Toddler Care Expense</u>											
Toddler Care Expense	Salaries & Wages	268,587	177,024	187,646	187,646	-	192,843	5,196	2.8%	(75,744)	-28.2%
Toddler Care Expense	Group Insurance	48,600	24,549	25,887	25,887	-	26,404	518	2.0%	(22,196)	-45.7%
Toddler Care Expense	Dependent Health Reimbursement	(3,372)	(1,943)	(6,567)	(6,567)	-	(6,567)	-	0.0%	(3,195)	94.7%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Child Development Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020						2022 to 2019 \$ Variance	2022 to 2019 % Variance	
				2021 Original	2021 Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments			2022 % Adjustments
Toddler Care Expense	PERA & Payroll Taxes	41,082	28,949	29,798	29,967	169	30,797	830	2.8%	(10,285)	-25.0%
Toddler Care Expense	PERA 401K	2,976	4,336	3,762	3,762	-	3,762	-	0.0%	786	26.4%
Toddler Care Expense	Workers Compensation	2,750	1,579	2,349	2,349	-	2,349	-	0.0%	(401)	-14.6%
Toddler Care Expense	Other Employee Benefits	4,320	3,915	4,785	4,785	-	4,785	-	0.0%	465	10.8%
Toddler Care Expense	Employee Appreciation	656	333	400	400	-	400	-	0.0%	(256)	-39.0%
Toddler Care Expense	EE Screening	622	50	100	100	-	100	-	0.0%	(522)	-83.9%
Toddler Care Expense	Bad Debt Expense	2,535	-	250	250	-	250	-	0.0%	(2,285)	-90.1%
Toddler Care Expense	Janitorial/Trash Removal	8,817	8,654	5,200	5,200	-	5,200	-	0.0%	(3,617)	-41.0%
Toddler Care Expense	Rental-Facility	18,768	11,319	12,656	12,656	-	12,656	-	0.0%	(6,112)	-32.6%
Toddler Care Expense	Facility Expense	135	132	700	700	-	700	-	0.0%	565	418.6%
Toddler Care Expense	Communications	849	641	465	465	-	465	-	0.0%	(384)	-45.2%
Toddler Care Expense	Internet Services	1,383	922	973	973	-	973	-	0.0%	(410)	-29.6%
Toddler Care Expense	Marketing Expense	-	-	-	-	-	-	-	na	-	na
Toddler Care Expense	Dues, Fees & Licenses	369	426	450	450	-	450	-	0.0%	81	22.0%
Toddler Care Expense	Travel & Education	3,039	-	500	500	-	500	-	0.0%	(2,539)	-83.5%
Toddler Care Expense	Contract Labor	-	-	-	-	-	-	-	na	-	na
Toddler Care Expense	Nurse Consultant	380	600	300	300	-	300	-	0.0%	(80)	-21.1%
Toddler Care Expense	Postage & Freight	-	-	50	50	-	50	-	0.0%	50	na
Toddler Care Expense	General Supplies & Materials	2,373	971	1,500	1,500	-	1,500	-	0.0%	(873)	-36.8%
Toddler Care Expense	Office Supplies	1,323	552	400	400	-	400	-	0.0%	(923)	-69.8%
Toddler Care Expense	Fundraising Expenses	3,721	-	1,500	1,500	-	1,500	-	0.0%	(2,221)	-59.7%
Toddler Care Expense	Business Meals	177	129	100	100	-	100	-	0.0%	(77)	-43.4%
Toddler Care Expense	COVID-19 RELATED EXPENSES	-	1,199	-	-	-	-	-	na	-	na
Toddler Care Expense	Food/Snacks	365	327	500	500	-	500	-	0.0%	135	36.8%
Toddler Care Expense	Utilities- Electricity	4,368	1,565	2,912	2,912	-	2,912	-	0.0%	(1,456)	-33.3%
Toddler Care Expense	Scholarship Program	32,394	14,522	25,000	25,000	-	25,000	-	0.0%	(7,394)	-22.8%
Toddler Care Expense	Toys / Learning Tools	1,291	168	250	250	-	250	-	0.0%	(1,041)	-80.6%
Toddler Care Expense	Playground And Landscaping	7,116	5,087	500	500	-	500	-	0.0%	(6,616)	-93.0%
Total Toddler Care Expense		455,622	286,006	302,366	302,535	169	309,079	6,544	2.2%	(146,543)	-32.2%

Preschool Expense

Preschool Expense	Salaries & Wages	125,998	74,419	127,498	112,498	(15,000)	135,590	23,092	20.5%	9,592	7.6%
Preschool Expense	Group Insurance	23,725	21,742	33,127	33,127	-	33,790	663	2.0%	10,065	42.4%
Preschool Expense	Dependent Health Reimbursement	(2,816)	(1,688)	(2,733)	(2,733)	-	(2,733)	-	0.0%	83	-3.0%
Preschool Expense	PERA & Payroll Taxes	18,635	12,302	20,247	17,966	(2,281)	21,654	3,688	20.5%	3,019	16.2%
Preschool Expense	PERA 401K	5,417	2,830	6,375	6,375	-	6,375	-	0.0%	958	17.7%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget
Child Development Fund

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Preschool Expense	Workers Compensation	968	976	1,389	1,389	-	1,389	-	0.0%	421	43.5%
Preschool Expense	Other Employee Benefits	770	3,170	1,430	1,430	-	1,430	-	0.0%	660	85.7%
Preschool Expense	Employee Appreciation	311	194	200	200	-	200	-	0.0%	(111)	-35.6%
Preschool Expense	EE Screening	-	70	150	150	-	150	-	0.0%	150	na
Preschool Expense	Bad Debt Expense	-	-	300	300	-	300	-	0.0%	300	na
Preschool Expense	Janitorial/Trash Removal	7,053	5,900	6,364	6,364	-	6,364	-	0.0%	(689)	-9.8%
Preschool Expense	Vehicle Repair & Maintenance	-	-	750	750	-	750	-	0.0%	750	na
Preschool Expense	Rental-Facility	9,720	9,020	9,920	9,920	-	9,920	-	0.0%	200	2.1%
Preschool Expense	Facility Expense	339	94	1,000	1,000	-	1,000	-	0.0%	661	194.9%
Preschool Expense	Communications	1,258	1,258	1,078	1,078	-	1,078	-	0.0%	(180)	-14.3%
Preschool Expense	Internet Services	1,383	1,383	1,458	1,458	-	1,458	-	0.0%	75	5.5%
Preschool Expense	Utilities-Gasoline	48	-	200	200	-	200	-	0.0%	152	315.7%
Preschool Expense	Dues, Fees & Licenses	-	-	200	200	-	200	-	0.0%	200	na
Preschool Expense	Travel & Education	-	-	200	200	-	200	-	0.0%	200	na
Preschool Expense	Contract Labor	-	-	100	100	-	100	-	0.0%	100	na
Preschool Expense	Nurse Consultant	480	930	480	480	-	480	-	0.0%	-	0.0%
Preschool Expense	Enrichment Activities	1,917	-	2,000	-	(2,000)	2,000	2,000	na	83	4.3%
Preschool Expense	General Supplies & Materials	1,367	2,228	2,000	2,000	-	2,000	-	0.0%	633	46.3%
Preschool Expense	Office Supplies	42	444	150	150	-	150	-	0.0%	108	256.5%
Preschool Expense	Fundraising Expenses	899	63	1,000	1,000	-	1,000	-	0.0%	101	11.3%
Preschool Expense	Business Meals	-	75	100	100	-	100	-	0.0%	100	na
Preschool Expense	Food/Snacks	368	210	300	300	-	300	-	0.0%	(68)	-18.6%
Preschool Expense	Covid-19 Related Expense	-	1,173	-	500	500	-	(500)	-100.0%	-	na
Preschool Expense	Utilities- Electricity	1,788	1,975	1,788	1,788	-	1,788	-	0.0%	-	0.0%
Preschool Expense	Scholarship Program	20,640	7,855	10,000	10,000	-	10,000	-	0.0%	(10,640)	-51.6%
Preschool Expense	Toys / Learning Tools	410	178	300	300	-	300	-	0.0%	(110)	-26.8%
Preschool Expense	Playground Equip/Improvements (1)	6,059	2,213	-	4,600	4,600	-	(4,600)	-100.0%	(6,059)	-100.0%
Preschool Expense	Security	29	-	-	-	-	-	-	na	(29)	-100.0%
Total Preschool Expense		226,808	149,014	227,371	213,190	(14,181)	237,532	24,342	11.4%	10,724	4.7%

(1) Grant funded

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
TELLURIDE CONFERENCE CENTER PROGRAM NARRATIVE**

The Telluride Conference Center is a full-service, convention, special event, and entertainment facility dedicated to providing a quality experience and to enhance the prominence of the Telluride Region for the benefit of both visitors and locals.

TELLURIDE CONFERENCE CENTER GOALS

1. Manage the contract in such a way that all reports per the agreement are submitted on time and complete, or that a new submittal date is agreed upon by both parties.
2. Conduct a walk-through of the Telluride Conference Center so that all Mountain Village inventory is accounted for annually.
3. Prepare and stay within the Telluride Conference Center's approved marketing and capital budget amount.

TELLURIDE CONFERENCE CENTER PERFORMANCE MEASURES

1. Quarterly reports are submitted before the 15 day of the months January, April, July and October.
2. Verify that all Mountain Village inventory is accounted for annually by a date to be determined.
3. Telluride Conference Center operators do not spend more than what is allocated for in 2020.



TELLURIDE CONFERENCE CENTER

**580 MOUNTAIN VILLAGE BLVD
TELLURIDE, CO 81435**

September 15, 2021

To: Town of Mountain Village Town Council

Telluride Conference Center Capital Improvement Request:

The Telluride Conference Center (TCC) requires deferred capital purchases to replace equipment pieces that have come to the end of their useful life and/or are no longer operational. This equipment is owned by the Town of Mountain Village (TMV). Telluride Ski & Golf (TSG) proposes a review of the list attached to determine if TMV will allocate capital funds for these items.

It is understood that these are estimates only and new quotes will be sourced per the Town's three-bid process where necessary once funding has been determined.

If there are any questions, please contact me and Lauren Gibbons at the information below.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tom Richards".

Tom Richards
CFO, Telluride Ski & Golf
trichards@telski.com

A handwritten signature in black ink that reads "Lauren Gibbons".

Lauren Gibbons
Director of TCC Sales, Telluride Ski & Golf
lgibbons@telski.com



Telluride Conference Center

Capital Equipment / FF&E Ownership Listing

			Sub-Total
#	Item Listing	2021	
1	Table Equipment Replacement (Mity-Lite)	23,000	23,000
2	Security Camera Upgrade & Expansion	5,000	5,000
3	Equipment Replacement (Pipe & Drape, Skirting, etc)	38,000	38,000
4	Glass Rack Storage Area (Loading Dock)	5,000	5,000
5	Conference Chair Replacement (40 units x \$400)	16,000	16,000
6	Facility Re-painting (No faux painting)	18,000	18,000
7	Door Hardware Replacement / Realignment	10,000	10,000
8	Mezzanine / Lobby / Green Room Furniture	35,000	35,000
9	Marquee Stand (Exterior Hang) & Glass Purchase	5,000	5,000
10	Blackout Blind Replacement	40,000	40,000
Total Capital Request			195,000
General Equipment (Non-Capital)			
11	Linen Replacement (Napkins, Tables)	6,000	6,000
12	Staging Pieces: 2-pins, 3-pins, 4-pins, Pins, Cone Replacement	3,500	3,500
13	Garbage Can Covers, Tray Jack covers, other misc	2,500	2,500
14	Glass Replacement	5,000	9,000
15	Bar Equipment	6,000	6,000
Total Non-Capital Request		23,000	27,000
TOTAL 2021 REQUEST			\$222,000

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Telluride Conference Center (TCC)

Worksheet	Account Name	Actuals		2021			2022			2022 to 2019	2022 to 2019	
		2019	2020	Original	Forecasted	\$ Adjustments	Proposed	\$ Adjustments	% Adjustments	\$ Variance	% Variance	
TCC Expense	Facility Expenses	-	-	-	-	-	-	-	-	na	-	na
TCC Expense	Contract Labor	-	4,600	-	-	-	-	-	-	na	-	na
TCC Expense	HOA Dues (1)	90,768	107,066	131,538	131,538	-	130,291	(1,247)	-0.9%	39,523	43.5%	
TCC Expense	Marketing (2)	100,000	100,000	-	-	-	-	-	na	(100,000)	-100.0%	
TCC Expense	Capital Expenses (3)	6,471	-	20,000	20,000	-	20,000	-	0.0%	13,529	209.1%	
Total Expense		197,239	211,666	151,538	151,538	-	150,291	(1,247)	-0.8%	(46,948)	-23.8%	
TCC Other Sources/Uses	Transfer (To)/From General Fund Operations	190,768	211,666	131,538	131,538	-	130,291	(1,247)	-0.9%	(60,477)	-31.7%	
TCC Other Sources/Uses	Transfer (To)/From General Fund Cap/MR&R	6,471	-	20,000	20,000	-	20,000	-	0.0%	13,529	209.1%	
Total Other Source/Uses		197,239	211,666	151,538	151,538	-	150,291	(1,247)	-0.8%	(46,948)	-23.8%	
Surplus (Deficit)		-	-	-	-	-	-	-				

(1) TMVOA dues increased 25% in 2019, FKL dues are increasing 18.32% in 2020 and increases for a few years to build reserves for capital projects.

(2) Marketing agreement

(3) Contractual obligation

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
TOWN MANAGER PROGRAM NARRATIVE**

The Town Manager is responsible for the implementation of all Town Council policy decisions; direct Town operations efficiently; create an organizational culture that values employees and results in the delivery of excellent municipal services for the residents and visitors to Mountain Village in a cost-effective manner.

DEPARTMENT GOALS

1. Identify and hire a high caliber Director of Finance.
2. Work with Town staff and Town Council to establish a Town-owned Properties Plan.
3. Develop and implement a comprehensive Capital Improvement Plan.
4. Work with Town staff to begin construction of Phase 4 of VCA and do so within budget.
5. Work with Town staff to implement a new employee evaluation system.
6. Implement employee development program.
7. Identify and implement Town-wide project tracking software.
8. Work with Town staff and third-party partners to begin development of community housing project in the Meadows.
9. Identify community housing opportunities within and outside of Mountain Village.
10. Work with Town staff and Council to finalize adoption of amendment to 2011 Comprehensive Plan.
11. Work Town staff to develop a long-term strategy for the Conference Center.
12. Establish "State of the Town" document or video.
13. Conduct 2022 Community Survey.
14. Conduct Long Range Vision Process and implement Town Strategic Plan.
15. Develop Mountain Village Marketing Plan and pursue new funding strategies for such marketing.
16. Assist Council in implementing revised Town Manager review process.
17. Ensure each Director is achieving their goals and objectives throughout the year and adjust where needed.
18. Establish and maintain effective communication and working relationships with stakeholders vital to the long-term success of Mountain Village, including, but not limited to, TSG, TMVOA, Town of Telluride, Telluride Tourism Board, SMART, San Miguel County.
19. Maintain a high level of employee satisfaction.
20. Increase awareness of Town initiatives throughout the Colorado local government community.
21. Increase Town Manager interactions with the Mountain Village community.

DEPARTMENT PERFORMANCE MEASURES

1. Items 1-16 listed above all constitute goals that can be measured by whether or not they are completed by December 31, 2022. Council should anticipate the Town Manager will provide quarterly updates as to the progress being made on such goals. Quarterly goals updates will also address departmental goals, which will measure success of item 17.
2. Items 18 through 20 constitute soft goals that are difficult to measure. However, item 16 identified above, implementation of revised Town Manager review process, should provide Council with a sense as to whether the Town Manager is effectively working with regional partners, residents, employees, and Council in an effective manner.
3. With respect to items 20 and 21, Council should expect the Town Manager will participate in the following:
 - a. Participate in twelve Town Manager Coffees with the Community.
 - b. Participate twenty or more one on one meetings with Mountain Village community members.
 - c. Participate as a presenter at one or more Colorado Municipal League or Colorado Association of Ski Town conferences.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Town Manager

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Town Manager	Salaries & Wages (1)	167,655	214,310	171,664	322,531	150,867	378,531	56,000	17.4%	210,876	125.8%
Town Manager	Group Insurance	12,577	13,217	14,243	31,397	17,155	14,272	(17,125)	-54.5%	1,695	13.5%
Town Manager	PERA & Payroll Taxes	25,784	33,343	27,194	41,047	13,853	60,451	19,405	47.3%	34,667	134.5%
Town Manager	PERA 401K	15,072	15,519	15,450	22,611	7,161	18,000	(4,611)	-20.4%	2,928	19.4%
Town Manager	Workers Compensation	(178)	(38)	389	389	-	389	-	0.0%	567	-318.6%
Town Manager	Other Employee Benefits	900	900	1,100	1,100	-	1,100	-	0.0%	200	22.2%
Town Manager	Outside Counsel - Litigation	5,649	-	-	-	-	-	-	na	(5,649)	-100.0%
Town Manager	Grant Lobbying Fees	18,000	10,500	-	-	-	-	-	na	(18,000)	-100.0%
Town Manager	Professional Services (2)	15,100	-	28,273	23,000	(5,273)	35,774	12,774	55.5%	20,674	136.9%
Town Manager	Consulting Service	-	-	500	1,000	500	1,000	-	0.0%	1,000	na
Town Manager	Communications	730	1,363	1,300	1,600	300	1,600	-	0.0%	870	119.0%
Town Manager	Dues & Fees	8,703	8,281	7,497	7,068	(429)	7,068	-	0.0%	(1,635)	-18.8%
Town Manager	Travel, Education & Training	-	-	500	500	-	500	-	0.0%	500	na
Town Manager	General Supplies & Materials	747	104	500	500	-	500	-	0.0%	(247)	-33.0%
Town Manager	Business Meals	283	189	500	750	250	750	-	0.0%	467	164.7%
Town Manager	COVID-19 Related Expenses	-	816	-	-	-	-	-	na	-	na
Town Manager	Employee Appreciation	80	-	100	100	-	100	-	0.0%	20	25.1%
Total		271,102	298,504	269,209	453,592	184,383	520,036	66,443	14.6%	248,933	91.8%

(1) 2020/21 is increased due to the PTO lump sum pay out option exercised by employee(s).

(2) Gondola study postponed until 2022

Mountain Village Town Council is comprised of a Mayor and six Council Members. Compensation for members elected on or after June 30, 2015 is \$400/month for Council members and \$800/month for the Mayor per Ordinance 2015-04. Council members also receive compensation toward basic water, sewer, cable and internet services.

The Mayor and Council may travel to CML, CAST or other meetings and trainings.

Business meals budget includes dinner for all regular Council meetings and additional meals as needed for special meetings. One Tri-Gov dinner annually is included in the budget as well as at least one IG meeting and other meetings as needed.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Town Council

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022	2022 \$	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Town Council	Board Compensation (1)	55,345	55,122	56,921	56,921	-	63,523	6,601	11.6%	8,178	14.8%
Town Council	Group Insurance (2)	-	-	21,364	20,988	(376)	42,816	21,828	104.0%	42,816	na
Town Council	PERA & Payroll Taxes	8,661	9,235	9,039	9,090	51	10,145	1,054	11.6%	1,483	17.1%
Town Council	Workers Compensation	20	(12)	161	100	(61)	100	-	0.0%	80	398.0%
Town Council	Other Benefits	5,537	6,736	7,700	7,700	-	7,700	-	0.0%	2,163	39.1%
Town Council	Communications	1,457	764	1,231	1,231	-	1,231	-	0.0%	(226)	-15.5%
Town Council	Travel, Education & Training	1,975	4,576	7,500	7,500	-	7,500	-	0.0%	5,525	279.8%
Town Council	General Supplies & Materials	759	-	750	750	-	750	-	0.0%	(9)	-1.2%
Town Council	Business Meals-Town Council	10,737	1,850	9,850	9,850	-	12,000	2,150	21.8%	1,263	11.8%
Town Council	Special Occasion	854	177	1,000	1,000	-	1,000	-	0.0%	146	17.1%
Total		85,346	78,447	115,516	115,131	(385)	146,764	31,633	27.5%	61,418	72.0%

(1) A portion of board compensation is for utility reimbursements which increase annually.

(2) Phasing in group health insurance for Town Council members starting 2021

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET NARRATIVE
TOWN CLERK**

The office of the Town Clerk is responsible for providing services to the public including voter registration, elections, coordination of Town Council meetings and documentation, official Town records, website maintenance, main line telephone call management, building maintenance coordination, information requests, liquor licensing, notary services and special projects.

DEPARTMENT GOALS

1. Prepare all Town Council documentation, oversee coordination of meeting schedules and incorporating Zoom meeting protocols
2. Maintain Town documents and respond to CORA requests
3. Liquor license administration
4. Monitor Town contracts, agreements and leases for compliance
5. Operate the department within budget
6. Provide professional and polite customer service, office management and maintenance coordination
7. Provide ongoing updates to the Town Code to keep it current after new legislation is passed
8. Continuing education for Town Clerk and Deputy Town Clerk as needed
9. Purge all digital records required by the records retention schedule
10. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals
11. Prepare for a successful 2023 election

DEPARTMENT PERFORMANCE MEASURES

1. Produce Town Council packets, minutes and agendas on at least a monthly basis by deadlines set forth in the SOP's for the Administrative Services/Clerk's Department and coordinate meeting schedules to accommodate interested parties and members of Town Council. Serve as staff support on Grant Committee.
2. Maintain all Town Administrative documents in a document management system according to the adopted retention schedule; including Contract Management and work to continue to incorporate Finance, Planning and Development Services, Human Resources, Mountain Munchkins and Public Works in 2022.
3. Research, evaluate and prepare all liquor license applications accurately and in time for inclusion in Council packets for Town Council consideration if necessary. Process applications that allow for administrative approval. Ensure all existing liquor licenses are properly monitored for compliance. Stay current on new rules, regulations and legislation.
4. Provide all Town Clerk related website maintenance accurately within 72 hours of request
5. Coordinate with the Town Attorney for review, evaluation and administration of all Town contracts agreements and leases related to the functions of the Administration Department to ensure compliance with said documents. Facilitate new contract management application with reports to contract managers on a quarterly basis.
6. Operate all areas of Administrative Services within the approved budget.
7. Assist and direct members of the public requesting information or assistance from Town Departments by responding within 3 days pursuant to open records laws. If a complex request is received, evaluate and provide notification that the request will be filled within 7 business days. Manage issues related to Town Hall operations including Zoom meeting set up, audio visual equipment, copy machines, fax machines, janitorial services and building maintenance by responding to requests either same day or within one business day
8. Update the Town Code on a monthly basis through Code Publishing Co. following the effective date of each adopted ordinance to ensure the Town Code published on the website is always current
9. Hire and train a Deputy Town Clerk as well as continuing education for the Town Clerk.
10. Pursuant to records retention requirements and in order to protect the Town from potential litigation by retaining records outside of the required time frames of the records retention schedule, purge all digital records required by the records retention schedule annually.
11. Monitor departmental usage of paper, fuel, energy, and water. Implement at least one conservation measure in at least one category of use.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Town Clerk

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2022		2022 %		2022 to 2019	2022 to 2019
				2021 Original	Forecasted	2021 \$ Adjustments	Proposed	2022 \$ Adjustments	Adjustments	\$ Variance	% Variance
Town Clerk's Office	Salaries & Wages	187,059	164,700	133,040	137,081	4,041	141,200	4,119	3.0%	(45,859)	-24.5%
Town Clerk's Office	Group Insurance	37,732	29,856	28,485	27,984	(501)	28,544	560	2.0%	(9,188)	-24.4%
Town Clerk's Office	Dependent Health Reimbursement	(3,611)	(2,353)	(3,378)	(1,800)	1,578	(1,440)	360	-20.0%	2,171	-60.1%
Town Clerk's Office	PERA & Payroll Taxes	28,100	22,776	21,127	21,892	765	22,550	658	3.0%	(5,550)	-19.8%
Town Clerk's Office	PERA 401K	8,614	6,814	6,604	6,604	-	9,140	2,536	38.4%	526	6.1%
Town Clerk's Office	Workers Compensation	162	166	170	170	-	170	-	0.0%	8	4.9%
Town Clerk's Office	Other Employee Benefits	1,800	1,800	2,200	2,200	-	2,200	-	0.0%	400	22.2%
Town Clerk's Office	Codification Services	-	-	-	7,000	7,000	4,000	(3,000)	-42.9%	4,000	na
Town Clerk's Office	Janitorial/Trash Removal (1)	23,149	22,496	23,001	24,001	1,000	24,001	-	0.0%	852	3.7%
Town Clerk's Office	Security Monitoring - Town Hall (2)	623	1,014	612	612	-	612	-	0.0%	(11)	-1.7%
Town Clerk's Office	Repairs & Maintenance-Equipment (3)	-	-	3,000	3,000	-	3,000	-	0.0%	3,000	na
Town Clerk's Office	Rental- Equipment	9,194	6,979	10,000	10,000	-	11,000	1,000	10.0%	1,806	19.6%
Town Clerk's Office	Communications	18,253	17,926	16,144	16,144	-	16,144	-	0.0%	(2,109)	-11.6%
Town Clerk's Office	Live Video Streaming	13,663	9,019	15,000	10,000	(5,000)	15,200	5,200	52.0%	1,537	11.2%
Town Clerk's Office	Election Expenses	6,190	-	6,000	6,200	200	-	(6,200)	-100.0%	(6,190)	-100.0%
Town Clerk's Office	Public Noticing	164	189	750	750	-	750	-	0.0%	586	357.4%
Town Clerk's Office	Recording Fees	-	-	100	100	-	100	-	0.0%	100	na
Town Clerk's Office	Dues & Fees	720	669	600	600	-	600	-	0.0%	(120)	-16.7%
Town Clerk's Office	Travel, Education & Training (4)	4,236	387	5,000	1,500	(3,500)	5,000	3,500	233.3%	764	18.0%
Town Clerk's Office	Digitizing Documentation	448	1,089	-	-	-	-	-	na	(448)	-100.0%
Town Clerk's Office	Postage & Freight	922	1,031	1,500	1,500	-	1,500	-	0.0%	578	62.7%
Town Clerk's Office	General Supplies & Material (5)	4,785	1,422	5,000	5,000	-	5,500	500	10.0%	715	14.9%
Town Clerk's Office	Business Meals	347	237	600	600	-	600	-	0.0%	253	72.7%
Town Clerk's Office	Employee Appreciation	293	-	200	200	-	200	-	0.0%	(93)	-31.7%
Town Clerk's Office	COVID-19 Related Expenses	-	1,745	2,000	1,000	(1,000)	-	(1,000)	-100.0%	-	na
Town Clerk's Office	Utilities - Natural Gas	6,423	4,131	6,615	6,615	-	6,615	-	0.0%	192	3.0%
Town Clerk's Office	Utilities - Electricity	14,695	13,269	17,174	17,174	-	17,174	-	0.0%	2,479	16.9%
Town Clerk's Office	Utilities - Water/Sewer	9,072	10,963	7,551	10,051	2,500	11,056	1,005	10.0%	1,984	21.9%
Town Clerk's Office	Internet Service	17,095	17,095	17,095	17,095	0	17,095	-	0.0%	-	0.0%
Total		390,129	333,421	326,190	333,273	7,083	342,510	9,237	2.8%	7,429	1.9%

(1) Cost of paper products increasing; Visitor numbers increasing which impacts public restrooms

(2) Billed quarterly

(3) Office Printer Cleaning

(4) Reduced for 2021. 2022, 2023, 2024 Jodi will attend Institute

(5) Office fully open, supplies for new offices

2022 BUDGET

LEGAL DEPARTMENT PROGRAM NARRATIVE

The Town has hired Paul Wisor to serve as Director of the Town's legal department. Services to be provided include drafting, review, and approval of contracts, MOU's, IGA's, ordinances and resolutions, etc. Mr. Wisor will also attend Town Council meetings, Design Review Board meetings and staff meetings. Mr. Wisor is also expected to participate in negotiations, provide legal oversight to staff, and keep the Town abreast of changes in laws affecting municipalities and other matters, as the Town may deem necessary and appropriate. The Town has also engaged Garfield & Hehct, P.C., Mr. Wisor's old law firm, as special counsel to provide litigation and other specialized services as deemed appropriate by Mr. Wisor.

DEPARTMENT GOALS

1. Provide high quality and timely legal services to Town Council and staff under general contract.
2. Provide litigation services as deemed necessary by Town Council.
3. Reduce the Town's overall expenditures related to general legal services.

DEPARTMENT PERFORMANCE MEASURES

1. Maintain office hours in Town Hall, as requested and subject to public health orders; attend staff, DRB, and Town Council meetings.
2. Defend the Town of Mountain Village against lawsuits. This is the most difficult line item of the legal budget to forecast. Litigation may or may not occur in any given year. If it does occur it is very capital intensive and depending on when in the budget year it occurs, the litigation budget line item for that budget year may or may not be reliable.
3. Department year end expenditure totals do not exceed the adopted budget.

Legal

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2022		2022 % Adjustments	2022 to 2019	2022 to 2019	
				2021 Original	Forecasted	2021 \$ Adjustments	Proposed		2022 \$ Adjustments	\$ Variance	% Variance
Legal	Salaries & Wages	-	-	-	18,571	18,571	65,000	46,429	250.0%	65,000	na
Legal	Group Insurance	-	-	-	3,498	3,498	14,272	10,774	308.0%	14,272	na
Legal	Dependent Health Reimbursement	-	-	-	(360)	(360)	(1,440)	(1,080)	300.0%	(1,440)	na
Legal	PERA & Payroll Taxes	-	-	-	2,966	2,966	10,381	7,415	250.0%	10,381	na
Legal	PERA 401K	-	-	-	1,671	1,671	5,850	4,179	250.0%	5,850	na
Legal	Workers Compensation	-	-	-	50	50	400	350	700.0%	400	na
Legal	Other Employee Benefits	-	-	-	1,200	1,200	1,200	-	0.0%	1,200	na
Legal	Outside Counsel - General	-	5,000	-	-	-	-	-	na	-	na
Legal	Outside Counsel - Litigation	13,746	3,254	-	15,000	15,000	-	(15,000)	-100.0%	(13,746)	-100.0%
Legal	Outside Counsel - Extraordinary	-	-	-	-	-	-	-	na	-	na
Legal	Legal - Prosecution Services	-	-	30,000	12,000	(18,000)	12,000	-	0.0%	12,000	na
Legal	Legal - Extraordinary	38,065	246	-	-	-	-	-	na	(38,065)	-100.0%
Legal	Legal - Litigation	36,736	7,037	30,000	105,000	75,000	300,000	195,000	185.7%	263,264	716.6%
Legal	Legal - General	332,801	273,043	250,000	250,000	-	150,000	(100,000)	-40.0%	(182,801)	-54.9%
Legal	Communications	-	-	-	350	350	1,600	1,250	357.1%	1,600	na
Legal	Dues & Fees	-	-	-	-	-	-	-	na	-	na
Legal	Travel, Education & Training	-	-	-	-	-	-	-	na	-	na
Legal	General Supplies & Materials	-	-	-	-	-	-	-	na	-	na
Legal	Business Meals	-	-	-	-	-	-	-	na	-	na
Legal	Employee Appreciation	-	-	-	-	-	-	-	na	-	na
Legal	COVID-19 Related Expenses	-	41,447	-	-	-	-	-	na	-	na
Legal	Out Of Pocket Expense	806	111	-	-	-	-	-	na	(806)	-100.0%
Total		422,153	330,138	310,000	409,947	99,947	559,263	149,316	36.4%	137,109	32.5%

**TOWN OF MOUNTAIN VILLAGE
2022 BUDGET
HUMAN RESOURCES DEPARTMENT PROGRAM NARRATIVE**

Human Resources provides the organizational framework that promotes teamwork, productivity, efficiency, guest service and safety.

DEPARTMENT GOALS

1. Administer and enforce town policies in compliance with state/federal laws and town goals
2. Assure compliance with the town's drug & alcohol policies in compliance with DOT regulations and oversee drug and alcohol testing.
3. Promote the town's commitment to environmental sustainability by educating and engaging employees and applicants.
4. Prepare and stay within the HR department's approved budget.
5. Maintain accurate personnel files in compliance with the Colorado Retention Schedule and ensure accurate information for payroll.
6. Assist management with timely and lawful recruitment processes to maintain proper staffing levels.
7. Oversee the Safety Committee, workers compensation, and safety programs to provide a safe workplace and minimize workplace injuries.
8. Administer attractive benefits and compensation package to attract and retain high-performing, well-qualified employees.
9. Combine performance management with employee development. Assist management with evaluating staff, performance documentation and conducting performance reviews. Coordinate staff training, professional development and employee appreciation/recognition opportunities.

PERFORMANCE MEASURES

1. Annually update employee handbook, policies & procedures, and housing allowances. Continue ongoing communication/training with MSEC, CML, CIRSA, and Pinnacol regarding current laws, policies & procedures. Review unemployment claims, workers compensation claims, and personnel actions. Participate in MSEC Employment Law Conference and other various trainings.
2. All required drug/alcohol testing/training is complete; required employee and supervisor training is completed timely; records are accurate, timely and retained in accordance with the DOT regulations and the Colorado Record Retention Schedule; policies are updated and adhered to.
3. Alongside the Environmental Efficiencies/Grant Coordinator, provide ongoing employee education, policies and programs to encourage a culture of responsible environmental stewardship in recruiting, employee orientations, and monthly newsletters.
4. Department year end expenditure totals do not exceed the adopted budget. Actively seek opportunities to optimize financial costs when making decisions.
5. Maintain all employee files in accordance with the record retention schedule and audit compliance. Process all new hire paperwork on or before the first day of work. Conduct new employee orientation for all employees, providing an overview of benefits, UltiPro, safety policies and ensuring they experience a positive start as a new employee.
6. Assist department management with hiring processes and interviewing utilizing Director and Coordinator to actively participate in hiring decisions. Seek creative ways to attract quality employees and reduce turnover. Oversee the employee housing program with Gondola and VCA collaboration. Assist directors and managers with employee development.
7. Update the Worker's Compensation Cost Containment Program. Oversee and increase the attendance and awareness of the monthly safety committee meetings. Oversee safety inspections, and safety & loss control programs. Process workers compensation claims within 48 hours. Investigate accidents and coordinate with management to implement safety measures. Administer and update the safety incentives program to encourage a proactive approach to a safe workplace resulting in an accident free/no loss time workplace (to include hard hat safety awards and TMV safety bucks). Utilize the return-to-work program after injuries. Conduct annual Motor Vehicle Record review.
8. Administer all benefit programs and assist employees in program utilization. Highlight benefit program utilization reminders for staff encouraging stronger use of all offered benefits in all monthly HR newsletters. Conduct an open enrollment experience providing an overview of employee's current benefits, benefit statement through email using less paper documents. Increase employee's 401k contributions with ongoing education. Conduct an annual review of compensation and an annual review of benefits ensuring compensation and benefits are staying up to date and competitive with the market.
9. Provide ongoing supervisor training on evaluating and documenting employee performance. Continue to re-evaluate goals and performance measures annually and align with employee/department goals and job descriptions. Conduct performance reviews annually for all year-round employees. Plan for performance based merit increases utilizing performance reviews.
10. Schedule ongoing trainings regarding safety and development. Coordinate the annual employee appreciation picnic, employee recreation day, and other employee appreciation programs. Administer monthly Guest Service Awards program and annual Employee of the Year Award.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Human Resources

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2022		2022 %		2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	2021 \$ Adjustments	2022 Proposed	2022 \$ Adjustments	2022 % Adjustments		
Human Resources	Salaries & Wages	139,337	157,387	130,000	135,200	5,200	140,608	5,408	4.0%	1,271	0.9%
Human Resources	Group Insurance	21,983	23,197	28,485	27,984	(501)	28,544	560	2.0%	6,561	29.8%
Human Resources	Dependent Health Reimbursement	(2,166)	(1,286)	(2,160)	(1,440)	720	(1,440)	-	0.0%	726	-33.5%
Human Resources	PERA & Payroll Taxes	20,884	24,454	20,644	21,591	947	22,455	864	4.0%	1,572	7.5%
Human Resources	PERA 401K	9,453	7,473	2,600	3,841	1,241	4,781	940	24.5%	(4,672)	-49.4%
Human Resources	Workers Compensation	108	110	257	257	-	257	-	0.0%	149	138.1%
Human Resources	Other Employee Benefits	1,578	2,414	2,200	2,200	-	2,200	-	0.0%	622	39.4%
Human Resources	Agency Compliance	3,127	1,506	4,300	4,300	-	4,300	-	0.0%	1,173	37.5%
Human Resources	Employee Assistance Program (5)	2,626	1,402	1,000	250	(750)	300	50	20.0%	(2,326)	-88.6%
Human Resources	Life Insurance	30,358	29,778	36,000	36,000	-	36,000	-	0.0%	5,642	18.6%
Human Resources	Employee Hotline (6)	200	(60)	1,000	-	(1,000)	500	500	na	300	150.0%
Human Resources	Safety Programs	5,177	3,424	6,000	6,000	-	6,000	-	0.0%	823	15.9%
Human Resources	Employee Functions (1)	11,368	16,045	20,000	20,000	-	30,000	10,000	50.0%	18,632	163.9%
Human Resources	HR Payroll Software (2)	49,371	61,179	50,000	50,000	-	52,000	2,000	4.0%	2,629	5.3%
Human Resources	Consultant Services (3)	-	-	-	10,000	10,000	-	(10,000)	-100.0%	-	na
Human Resources	HR Housing - Expense	4,598	3,994	5,670	5,670	-	5,670	-	0.0%	1,072	23.3%
Human Resources	Communications	1,791	1,037	1,335	1,335	-	1,335	-	0.0%	(456)	-25.5%
Human Resources	Recruiting (4)	18,358	12,151	20,000	27,000	7,000	27,000	-	0.0%	8,642	47.1%
Human Resources	Dues & Fees	6,382	6,766	6,600	6,600	-	6,600	-	0.0%	218	3.4%
Human Resources	Travel, Education & Training	892	3,333	5,000	5,000	-	5,000	-	0.0%	4,108	460.6%
Human Resources	Postage & Freight	104	119	150	150	-	150	-	0.0%	46	44.4%
Human Resources	General Supplies & Materials	1,170	1,191	1,000	1,000	-	1,000	-	0.0%	(170)	-14.6%
Human Resources	Business Meals	-	-	100	100	-	100	-	0.0%	100	na
Human Resources	Employee Appreciation	167	1,038	200	200	-	200	-	0.0%	33	19.9%
Human Resources	Special Occasion Expense (&)	293	152	1,000	1,000	-	2,000	1,000	100.0%	1,707	582.0%
Human Resources	COVID-19 Related Expenses	-	547	-	-	-	-	-	na	-	na
Human Resources	Books & Periodicals	-	-	-	-	-	-	-	na	-	na
Total		327,158	357,350	341,381	364,239	22,857	375,560	11,321	3.1%	48,402	14.8%

(1) Increased years of service award amounts to \$50/year, increased great service award to \$25 from \$20, increased EE of the year award from \$100 to \$1000

(2) Annualized increase to software

(3) Used salary consultant for wage/salary survey

(4) CFO Recruitment Firm is ~\$22,500, factoring in travel expenses for recruiter and candidates. Keeping increase in budget for possible other recruitment efforts.

(5) As of 7/2020, EAP is included in CEBT (no additional costs) for FTE. PT EE's are an additional expense

(6) Included in Employers Council costs. Incurs \$80/hr if utilized.

(7) Increase due to increase in expenditures over time

TOWN OF MOUNTAIN VILLAGE

2021 BUDGET

COMMUNICATIONS & BUSINESS DEVELOPMENT DEPARTMENT PROGRAM NARRATIVE

Staff engages and connects with Mountain Village constituents, community stakeholders, media, businesses and visitors through various tools to communicate all Town of Mountain Village (TMV) programs, events and news. This department develops and implements TMV marketing strategies in a timely matter and manages the Town's website, all digital and print advertising, social media channels and email marketing for 13 different Town departments. Additionally, staff serves as the Public Information Officer for emergency management under the direction of the Police Chief and the Town Manager.

COMMUNICATIONS & MARKETING DEVELOPMENT PROGRAM GOALS

1. Prepare and stay within the department's approved budget, while actively seeking opportunities to optimize financial costs and maintaining a similar scope and community impact of work.
2. Administer, maintain and manage consistent email marketing and public messaging for all Town of Mountain Village programs, projects, meetings and events.
3. Provide a timely and informed response to the public, staff and council to inquiries regarding Town services, issues and complaints through personal contact, telephone and electronic media.
4. Develop, create and execute campaigns to promote Town-related amenities, events, programs, public works, policies and significant developments for 12 departments through all appropriate TMV channels (digital and print).
5. Maintain the Town's website with a continued focus on site navigation, responsive design and relevant information for website visitors.
6. Manage Marketing Telluride Inc.'s (MTI) contract, ensuring all goals are met.

COMMUNICATIONS & MARKETING PROGRAM PERFORMANCE MEASURES

Item 1 - Budget

1. Year-end expenditure totals do not exceed the adopted budget while meeting all department goals.

Item 2 – Email Marketing

1. Maintain a 5 percent increase year over year (YOY) of volume of email correspondence sent, with an average open rate of 20 percent and click-through rate of 3 percent.
2. Grow business, community and visitor email lists by 5 percent YOY, specifically targeted to categorized interests to help drive engagement and segment audiences for better engagement.
3. Follow all AP Stylebook and Town design guidelines in all TMV marketing material creating a consistent image and voice.

Item 3 - PIO

1. Positioning the Communications Department as the familiar contact for all public, staff and council inquiries by responding within 24 hours during the work week and by Monday for non-emergency weekend issues.
2. Serve as the Public Information Officer for emergency management under the direction of the Police Chief and the Town Manager, communicating all emergency messaging within 15 minutes of receiving, depending on nature of emergency.
3. Manage ReadyOp communication system.

Item 4 – Social Media

1. Respond to all [internal departmental communication requests](#) within 24 hours during the work week and by Monday for non-emergency weekend issues and, depending on the scope, completing projects within 72 hours.
2. Grow all Town social media platforms (Facebook, Twitter, LinkedIn and Instagram) by 5 percent increase in posts and an average 20 percent increase in followers YOY.
3. Grow public relations outreach with a 20 percent increase in press releases sent YOY, tracking publications and media reach.

Item 5 – Website/ TMV App

1. Manage and oversee website content and development for all Town departments, driving traffic and maintaining website optimization with website visits/users increasing by 10 percent YOY. Ensure website content is feeding appropriately to the TMV/TMVOA app.
2. Manage and maintain online forms for appropriate downloadable pdf forms currently are on our website.

Item 6 - MTI

1. Implement provisions of new agreement with MTI and monitor MTI deliverables to assure such deliverables produce value to the Town commensurate with payments made to MTI by the Town.

BUSINESS DEVELOPMENT & COMMUNITY ENGAGEMENT PROGRAM NARRATIVE

Staff manages the Business Development Advisory Committee and executes business development strategies and programs. Staff also creates, implements and manages vitality efforts to boost Mountain Village's economic development, including, but not limited to, Market on the Plaza, special events and plaza use. An active Mountain Village Center, community vitality, regional cooperation and community resiliency are all achieved by managing and administering Town programs, events, policies, outreach and regulations. The focus is to engage the community-at-large, fostering relationships and offering Town expertise and resources, when necessary.

BUSINESS DEVELOPMENT & COMMUNITY ENGAGEMENT PROGRAM GOALS

1. Manage Business Development Advisory Committee (BDAC) meetings, which shall advise and make recommendations to Town Council on matters related to economic development.
2. Develop, maintain and advance relationships and collaborations between businesses and the Town, helping them navigate government policies and processes.
3. Maintain and manage a robust, user-friendly online business directory through the Town of Mountain Village website. Work with the Town's GIS team to create an interactive map and TMVOA to develop a comprehensive phone app.
4. Create, implement and manage Market on the Plaza, special event permitting, and plaza use contracts, continuing to grow permitting revenues and market sales tax revenues.
5. Continue implementing strategic signage and wayfinding program for the Town of Mountain Village and working to maintain wayfinding design standards throughout all aspects of Mountain Village communication.
6. Provide bi-monthly business newsletters, offering relevant educational and developmental opportunities.
7. Continue to assist merchants by utilizing Region 10 and Colorado's West Central Small Business Development Center (SBDC) resources.
8. Manage the Telluride Conference Center contract, working closely with Telluride Ski Resort's Conference Center Sales Director to optimize the Center's potential.
9. Work closely with the region's economic development partners including TMVOA, MTI, TSG, and others to maintain efficiency and effectiveness of short and long-term economic growth and management.

BUSINESS DEVELOPMENT & COMMUNITY ENGAGEMENT PROGRAM PERFORMANCE MEASURES

Item 1 - BDAC

1. Set the BDAC meeting dates, agendas and packets at least once a quarter.
2. Focus meetings on additional enhanced vitality efforts, economic development incentives through state and Town resources, current business climate, business attraction and retention, marketing opportunities and other initiatives that may promote economic development.
3. Ensure the committee provides input and expertise on ways to encourage and help businesses and individuals invest in the Town, create jobs and increase the tax base.

Item 2 - Business Liaison

1. Annual one-on-one check-ins with individual business owners and responding to all inquiries within 24 hours during the work week and by Monday for non-emergency weekend issues.
2. The development and management of a comprehensive business database, including up-to-date business amenities/offerings, media/information channels and contact details.
3. Attend monthly TMVOA-hosted merchant meetings.

Item 3 - Business Directory

1. Directory mimics wayfinding business categories, additional filters are offered for a targeted search. Each listing comprises of an eye-catching photo, business summary, contact information, hours of operation, menu (if applicable), location and links to any appropriate sites.
2. Acting as a tool to display all TMV offerings and a clear platform for all businesses, including those that may not have a professional website.
3. Provide business details, including location coordinates, offering details and photos, to be utilized for GIS mapping. This interactive map will be incorporated within all print and online business directories.
4. Work with TMVOA and third-party developers to create a comprehensive phone app that works in unison to the Town's website.

Item 4 - Plaza Use

1. Maintain a 10 percent growth in Market on the Plaza revenues YOY.
2. Maintain executed three-year plaza license agreements with a 100 percent completion of new/renewal requests.
3. Responsibly grow plaza vending permits in line with demand, focusing on summer vending.

4. Grow special event permitting by 5 percent annually. Creating a streamlined approval process and marketing Mountain Village as an event destination.

Item 5 - Wayfinding

1. Manage summer and winter wayfinding business directory updates.
2. Continue to incorporate wayfinding design in all internal and external communication and marketing collateral when appropriate.
3. Continue to educate the public and business on a universal wayfinding language of location designations.

Item 6 – Business Resources

1. Work with TMV departments and external experts to provide quality information to the public/business owners, fostering educational opportunities and growth.
2. Share funding opportunities and develop relationships with constituents, positioning Town staff as a comfortable and reliable source of information and assistance.

Item 7 – Region 10

1. Attend Region 10 board meetings and utilize SBDC resources when assisting local businesses.

Item 8 – Telluride Conference Center

1. Meet with TCC/TSG staff monthly to discuss current sales tactics and identify asset opportunities for future consideration.

Item 9 – Economic Partner Collaboration

1. Attend TMVOA board meetings to understand collaboration opportunities and planning efforts.
2. Meet with TSG Business Development Director quarterly.
3. Monitor MTI deliverables and planning efforts.

SUSTAINABILITY PROGRAM NARRATIVE

The Town of Mountain Village’s environmental efforts span waste, energy, water, greenhouse gas emissions, wildlife education, natural resource education and management and wildfire education and mitigation. Staff assists the Town and community to leverage environmental best practices and new technologies to promote both ecological and economic efficiencies toward these efforts. Staff is committed to being at the forefront of environmental competences which boost productivity and improve long-term cash flows. Staff is dedicated to research current environmental best practices and programs and utilize data to adjust inefficient operations and infrastructure to reach the Town's goals of zero-waste by 2030 and carbon neutrality by 2050.

SUSTAINABILITY PROGRAM GOALS

1. Advocate for climate and environmental policy, serving as the Town representative on regional sustainability groups including Carbon Neutral Coalition, Sneffels Energy Board and Green Team.
2. Research and analyze environmental data, methodologies and programs to develop and manage the Town's goal of zero waste by 2030.
3. Maintain efforts to reach the Town's greenhouse gas (GHG) reduction targets for a 2050 carbon neutrality goal based off a 2010 baseline by overseeing GHG inventory reporting for the Town government, Mountain Village community and region. Look into utility consumption, waste, flow, sources and efficiency and work with various departments to apply improvement recommendations.
4. Engage in public outreach activities and stakeholder communication to promote awareness, advocacy and education.
5. Ensure all incentive program participation and application processes are easily accessible, utilizing all communication channels to promote initiatives to targeted groups and encourage incentive utilization.
6. Help develop, monitor and manage water conservation and water loss prevention efforts across the town government, Mountain Village community and region. Review water consumption data and provide recommendations on technologies, strategies and policies.
7. Assist in educating the community about wildlife, including local species and conflict prevention.
8. Support the Town’s natural resources management and education through interdepartmental collaboration, program and data research and analysis and developing external partnerships.
9. Encourage community participation in wildfire education and mitigation programs and assist in evaluating waiver and rebate data and external strategies to help optimize program effectiveness.
10. Oversee all departmental environmental goals, acting as a resource to staff.

SUSTAINABILITY PROGRAM GOALS PERFORMANCE MEASURES

Item 1 – Environmental Policy and Regional Collaboration

1. Monitor state and federal climate action policy activities and groups, providing data, analytics, research and recommendations to drive the Town's policy approach.
2. Attend key partner meetings to update regional organizations on TMV's sustainability efforts.
3. Work closely and collaboratively with Town of Telluride and San Miguel County's dedicated sustainability employees to maximize efforts.
4. Facilitate the Town's quarterly Green Team meetings, gathering public input on environmental efficiency efforts and organizing incentive volunteer' opportunities.
5. Work closely with the Town Council representatives to advocate for CC4CA's policy recommendations.

Item 2- Zero waste by 2030

1. Use external research and internal data to drive sustainable Town operations and maximize public incentives. Prioritizing incentives and creating new programs if needed.
2. Collect data to assess the effectiveness of the Town's incentive programs, program utilization/exhaustion of funds and any other mitigation/output analytics.
 - a. Mandatory recycling: in collaboration with the Public Works Department, complete a review and assessment of current data, data collection, calculations, assumptions and methodology for waste and recycling reporting. Inefficiencies are identified and recommendations are provided. Discussions are started with waste management companies and strategies for improvements are in place.
 - b. Single-Use Plastic Reduction – Research and analyze HB 1162 and other mountain communities' responses to it. Engage with the Town's Planet over Plastics Initiative to encourage businesses to reduce single-use plastics voluntarily through increased awareness, advocacy and education. Complete survey of plastics uses and research of campaign reduction strategies and product alternatives. Publish an updated list of product alternatives on the Town of Mountain Village website. Reach out to local lodging properties to explore the option of including reusable bags in the hotel room, condo, or home for guest use.
 - c. Compost – maximize the weight of composted food and weight of the final product and GHG reduction; implementation of new composting strategy (e.g., Market on the Plaza composting trailer, partnerships with farmers).
 - d. Community Clean Up Day – maximize community participation and weight of trash and recycling collected. Offer reusable clean-up kits to attendees for continued trail clean up throughout the year. Implement new incentive strategies for increasing engagement (e.g., school class credit, prizes for most trash collected (e.g., sustainable products, Carry-On Reusables).
3. Establish relationships with state-wide mountain towns' sustainability departments to gain insight into their zero waste journeys and lessons learned.

Item 3 - Carbon neutral by 2050

1. Collect data to assess the effectiveness of the Town's incentive programs, including GHG reduction, program utilization/exhaustion of funds and any other mitigation/output analytics.
 - a. Farm to Community –maximize weight and quality of food distributed, local sourcing and GHG reduction, participant satisfaction and monetary value. Calculate weekly participant pick-up rates and identify opportunities to increase local food sourcing and participation.
 - b. Solar Co-Op Incentive –maximize co-op conversion rate (number of residents who executed a solar contract for installation), carbon offset, kwh/y generated, GHG reduction and use of incentive funds.
 - c. Smart Building Incentive Program – meet with target audiences to understand inefficiencies and work with the Planning Department to maximize fee waivers and rebates by increasing participation. (e.g., determine target audience, reach out to them, determine why they are not taking advantage of the program)
 - d. U.S. EPA's Green Power Community: In collaboration with Public Works, complete monthly data tracking to identify inconsistencies, real time energy use inefficiencies and work with contributing departments to troubleshoot and develop financially efficient solutions. In coordination with TMVOA, document renewable energy credit purchases and submit an annual report to the EPA for status renewal.
 - e. Establish a thorough understanding of the Town's Climate Action Plan recommendations and provide long term and short-term strategy recommendations for prioritizing and implementing them, as deemed feasible.
2. Train with the environmental consultant to manage and execute the Town's current GHG reporting strategies. Oversee for all divisions and utilize the tools for data collection. Issue a full GHG emissions assessment report every three years.
3. Complete monthly data tracking to identify real time energy use inefficiencies and work with contributing

departments to troubleshoot and develop financially efficient solutions.

4. Establish relationships with state-wide mountain towns' sustainability departments to gain insight into their carbon neutral journeys and lessons learned.

Item 4 – Public Outreach

1. Help execute TMV sustainability efforts, when necessary, through communication assistance and Town policy navigation.
2. Present to local companies and schools on environmental efforts and programs (e.g., available incentive programs, proper recycling techniques, introduction to composting, identifying invasive species).
4. Publish quarterly newsletters to the community on current environmental efficiencies initiatives, goal tracking and events.
5. Develop a format and forum to host the first community sustainability roundtable. Create a plan for hosting quarterly community roundtables to engage stakeholders.

Item 5 - Incentive program review

1. Audit all current incentive programs for accessibility.

Item 6 - Water conservation and water loss prevention

1. Smart Irrigation Controls – Work with the Public Works Department to maximize rebates by increasing yearly participation by 5 homes.
2. Town water conservation regulations and policies: Assist with communication and education efforts to raise awareness of water conservation policies (e.g., create fact sheets and distribute information as needed). Provide environmental expertise on water conservation policies as needed. Work with Public Works seasonally to assist with awareness and understanding of the Water Conservation Program schedule.
3. Wetlands: Develop relationships with local, regional and state water conservation agencies and non-profits. Assist the Town's departments, businesses and community in understanding the importance of wetland preservation.
4. Work with Public Works to analyze water use data to evaluate effectiveness of programs and provide recommendations.
5. Research water-saving technologies to evaluate opportunities for additional incentives.
6. Serve as Town representation on environmental boards (e.g., the Colorado Water Conservation Board).
7. Outreach to local, regional and state water conservation entities to explore collaboration opportunities.
8. Research gray water applications and recovery methods and infrastructure.

Item 7 - Wildlife education

1. Update the website as needed with additional resources and new information.
2. Partner with the US Forest Service on events and educational opportunities as needed.

Item 8 - Natural Resources Management and Education

1. Noxious Weed Management and Education: Assist Plaza Services and Public Works in raising awareness and educating the community on sustainable best practices for weed management through website updates, fact sheet creations and information distribution support.
2. Forest Health: Help the Planning Department as needed with community education and awareness of insects and diseases impacting tree health by updating the website, presenting to the community on the importance of forest health and outreach. Refer community members to the forester for evaluations and assistance.

Item 9 - Wildfire Mitigation and Education

1. Mountain Village Forest Management Plan and Community Development Code Fire Mitigation and Forestry Management: Work with the planning department to ensure awareness of all fire mitigation and forest health requirements. Update the website when necessary. Collaborate with Town's forester on education opportunities and incentive programs.
2. Cedar Shake Incentive: Assist the Planning and Development Department and TMVOA in maximizing fee waivers and updating the list of approved licensed roofing contractors. Help evaluate rebate and waiver data to assess program effectiveness, areas of improvement and growth limitations.
3. Wildfire Mitigation Defensible Space: Assist the Planning and Development Department in maximizing defensible space and homeowner reimbursements. Analyze program data to increase participation rates, improve participant satisfaction and maximize funding potential.

Item 10: Departmental Environmental Goals

1. Annual meetings with departmental heads to track progress towards environmental goals.
2. Research and evaluate sustainability and environmental certifications and external programs to assess the ability for Mountain Village to pursue these and become certified, recognized, or verified “green.” The goal being to increase the Town’s visibility in its sustainability journey and benefit economically from this recognition and eventual certification as a sustainable community.
3. Research the benefits of ecotourism.

GRANT ADMINISTRATION PROGRAM NARRATIVE

Staff works to enhance the Town's grant revenues by researching of additional opportunities and maintaining a comprehensive database of the Town's needs and potential prospects. Completing and executing grant application while building relationships with grant administrators.

GRANT ADMINISTRATION PROGRAM GOALS

1. Grant systems administration.
2. Grant research, writing and execution assistance for all Town departments.

GRANT ADMINISTRATION PROGRAM GOALS PERFORMANCE MEASURES

Item 1.

1. Review and update, if necessary, the Town's current grant policy and procedures.
2. Review and update, if necessary, the Town's current grant audit procedures.
3. Assists in developing, updating and maintaining grant reporting systems, grant administration calendar, grant opportunities database and grant proposals.
4. Complete a departmental needs assessment to determine where grant funding would be beneficial.
5. Develop and maintain various grant forms, templates and processes to facilitate the grants proposal process.
6. Analyze historic grant financials to determine award benchmark.

Item 2

1. Research and recommend grant opportunities that would assist the Town with achieving its goals and objectives, write grant proposals on behalf of the Town, utilizing appropriate systems and procedures to apply for grant opportunities.
2. Assists with grants that are awarded to the Town, providing financial reports and analysis of financial impacts and determines direct and indirect costs to help recapture expenditures.
3. Assists with grant proposal development activities and works closely with city staff to monitor grant activities and tracking, ensuring compliance with federal and state regulations.
4. Work with the finance department to troubleshoot and resolve grant administration issues for the Town specific to grant budgets, billing and proposals.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Communications & Business Development

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021 Original	2021	2021 \$	2022 Proposed	2022 \$ Adjustments	2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
					Forecasted	Adjustments			Adjustments		
Communications & Business Development	Salaries & Wages	210,799	144,090	148,000	185,170	37,170	228,920	43,750	23.6%	18,121	8.6%
Communications & Business Development	Group Insurance	39,528	26,433	28,485	28,485	-	42,816	14,331	50.3%	3,288	8.3%
Communications & Business Development	Dependent Health Reimbursement	(2,445)	(1,517)	(2,000)	(2,160)	(160)	(2,160)	-	0.0%	285	-11.7%
Communications & Business Development	PERA & Payroll Taxes	29,013	21,865	23,502	29,572	6,069	36,559	6,987	23.6%	7,545	26.0%
Communications & Business Development	PERA 401K	4,976	4,366	4,440	4,440	-	5,920	1,480	33.3%	944	19.0%
Communications & Business Development	Workers Compensation	168	105	194	194	-	194	-	0.0%	26	15.3%
Communications & Business Development	Other Employee Benefits	1,800	1,800	1,900	3,300	1,400	3,300	-	0.0%	1,500	83.3%
Communications & Business Development	Uniforms (1)	-	-	-	-	-	300	300	na	300	na
Communications & Business Development	Consultant Services	1,250	-	5,000	5,000	-	5,000	-	0.0%	3,750	300.0%
Communications & Business Development	Environmental Efficiencies Expense	38	-	2,420	2,420	-	3,815	1,395	57.6%	3,777	9952.7%
Communications & Business Development	Environmental Efficiencies Incentives	-	5,965	20,000	20,000	-	20,000	-	0.0%	20,000	na
Communications & Business Development	Environmental Efficiencies Green Lights (2)	451	1,000	1,000	1,000	-	-	(1,000)	-100.0%	(451)	-100.0%
Communications & Business Development	Environmental Efficiencies Consulting (3)	48,150	35,885	15,395	15,395	-	15,000	(395)	-2.6%	(33,150)	-68.8%
Communications & Business Development	Environmental Efficiencies Comm/Education	14,518	107	6,000	6,000	-	6,000	-	0.0%	(8,518)	-58.7%
Communications & Business Development	Environmental Efficiencies MV Clean Up	2,104	-	1,400	1,400	-	1,400	-	0.0%	(704)	-33.4%
Communications & Business Development	Environmental Efficiencies Dues & Fees	2,000	2,000	3,785	3,785	-	3,785	-	0.0%	1,785	89.3%
Communications & Business Development	Farm to Community Initiative	33,714	71,214	60,000	60,000	-	60,000	-	0.0%	26,286	78.0%
Communications & Business Development	Facility Rent	3,000	-	-	-	-	-	-	na	(3,000)	-100.0%
Communications & Business Development	Dues & Fees	5,133	545	2,000	2,000	-	2,000	-	0.0%	(3,133)	-61.0%
Communications & Business Development	Travel, Education & Training (4)	8,373	69	7,000	10,000	3,000	13,000	3,000	30.0%	4,627	55.3%
Communications & Business Development	Marketing-Business	5,055	8,760	-	-	-	-	-	na	(5,055)	-100.0%
Communications & Business Development	Marketing-Business Development	3,988	6,277	18,000	18,000	-	18,000	-	0.0%	14,012	351.4%
Communications & Business Development	Print Collateral (5)	10,575	10,177	6,000	10,000	4,000	12,000	2,000	20.0%	1,425	13.5%
Communications & Business Development	Marketing-Software	10,024	6,891	7,000	7,000	-	7,000	-	0.0%	(3,024)	-30.2%
Communications & Business Development	Marketing-Design	10,890	8,057	6,000	6,000	-	6,000	-	0.0%	(4,890)	-44.9%
Communications & Business Development	Marketing-Video	6,000	1,350	1,500	1,500	-	1,500	-	0.0%	(4,500)	-75.0%
Communications & Business Development	Postage & Freight	349	-	500	500	-	500	-	0.0%	151	43.3%
Communications & Business Development	Photos	3,590	432	2,000	2,000	-	2,000	-	0.0%	(1,590)	-44.3%
Communications & Business Development	General Supplies & Materials (6)	8,118	1,143	2,000	3,000	1,000	3,000	-	0.0%	(5,118)	-63.0%
Communications & Business Development	Business Meals	1,549	339	400	400	-	400	-	0.0%	(1,149)	-74.2%
Communications & Business Development	Employee Appreciation (6)	387	17	200	300	100	300	-	0.0%	(87)	-22.4%
Communications & Business Development	COVID-19 Related Expenses	-	364	-	-	-	-	-	na	-	na
Communications & Business Development	BDAC Stimulus	-	1,071,167	100,000	100,000	-	100,000	-	0.0%	100,000	na
Communications & Business Development	Books & Periodicals	282	-	-	-	-	-	-	na	(282)	-100.0%
Communications & Business Development	Communications - Phone (6)	2,898	1,854	2,872	3,602	730	3,602	-	0.0%	704	24.3%
Communications & Business Development	Website Hosting	6,840	1,106	4,500	4,500	-	4,500	-	0.0%	(2,340)	-34.2%
Communications & Business Development	Website Management	33,398	17,190	17,000	17,000	-	17,000	-	0.0%	(16,398)	-49.1%
Communications & Business Development	E-Mail Communication	12,184	269	5,000	5,000	-	5,000	-	0.0%	(7,184)	-59.0%

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Communications & Business Development

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2021 \$	2022		2022 %	2022 to 2019 \$ Variance	2022 to 2019 % Variance
				2021 Original	Forecasted	Adjustments	Proposed	Adjustments	Adjustments		
Communications & Business Development	Print Advertising	21,586	8,577	11,500	11,500	-	11,500	-	0.0%	(10,086)	-46.7%
Communications & Business Development	Promo Items/Info	1,025	-	950	950	-	950	-	0.0%	(75)	-7.3%
Communications & Business Development	Special Events Marketing	4,250	4,300	3,000	3,000	-	3,000	-	0.0%	(1,250)	-29.4%
Communications & Business Development	Broadcast Programming	-	-	1,200	1,200	-	1,200	-	0.0%	1,200	na
Communications & Business Development	Online Advertising	5,400	-	1,000	1,000	-	1,000	-	0.0%	(4,400)	-81.5%
Communications & Business Development	Social Media	7,036	264	5,000	5,000	-	5,000	-	0.0%	(2,036)	-28.9%
Total		557,996	1,462,463	524,144	577,453	53,309	649,301	71,848	12.4%	91,305	16.4%

- (1) Communications staff interact with the community often, as a representative of the Town, having logo-d clothing and name tags is essential. This line item was cut during Covid, but I am reintroducing it as in-person meetings have continued.
- (2) We will be reallocating the green lights program funds to the general environmental expense fund.
- (3) With a dedicated staff member, the Town will do a GHG inventory in-house and produce a comparison report every three years. Because of this, we will be generalizing this line item as environmental third party consulting.
- (4) With an additional staff member, I will be increasing this line item to ensure employee development. In addition, I will be increasing my workload for the Executive Masters of Public Administration program by adding an additional class annually.
- (5) As the Town no longer has an in house printer, we will be outsourcing significantly more.
- (6) Increases due to new staff

**TOWN OF MOUNTAIN VILLAGE
202 BUDGET
FINANCE DEPARTMENT PROGRAM NARRATIVE**

The Finance Department is responsible for administering all financial record keeping and reporting functions for the Town of Mountain Village and the Mountain Village Metropolitan District. The Department also produces the fiscal budget and financial statements for both entities. The department performs debt and treasury management, internal audits, contract compliance review, budget control, purchasing, accounting activities, loss control, sales and excise tax collection, business licensing and advises the Town Manager and Town Council on financial policy and strategic planning.

DEPARTMENT GOALS

1. Annual Budget: Coordinate and complete the annual budget preparation and meet statutory and budget deadlines required by law. Operate the Finance Department budget within its adopted budget.
2. Accounting and Audit: maintain a governmental accounting system that presents accurately the financial condition of the Town in conformity with generally accepted accounting principles, GASB and GFOA requirements.
3. Payroll: Produce accurate employee payroll payments from department time sheets in order to meet Town payroll deadlines and federal and state payroll laws and regulations.
4. Accounts Payable: produce accurate vendor payments bi-weekly and to respond to vendor inquiries promptly and professionally. Using department procedures assure all payments are proper, in compliance with applicable contracts and budgets, appropriately approved and in compliance with the Town's procurement policies.
5. Business License: process all business license applications and issue licenses to business owners and handle all inquiries in a courteous and professional manner.
6. Accounts Receivable: record all customer and other and other payments to the Town promptly and accurately. Routinely follow up on all delinquent accounts and to handle all customer inquiries promptly, courteously and professionally.
7. Asset Management: Maintain fixed asset records that present accurately the current fixed asset ownership detail as well as the depreciation records and methods. Treasury: manage the Town's cash resources and treasury management contracts with banks in order to maximize the risk adjusted return on idle funds and contain the costs of bank services provide to the Town. Accounts Receivable: record all customer and other payments to the Town promptly and accurately. Routinely follow up on all delinquent accounts and handle all customer inquiries promptly, courteously and professionally. Manage the Town's property and liability insurance coverages.
8. Treasury: Manage the Town's cash resources and treasury management contracts with banks in order to maximize the risk adjusted return on idle funds and contain the costs of bank services provide to the Town.
9. Department shall stay within budget.
10. Liabilities and Obligations Management: Long Term Debt: Review all debt annually for refinancing opportunities to reduce interest costs. Ensure all filing requirements imposed by lenders and rating agencies are adhered to. Accounts Payable: produce accurate vendor payments bi-weekly and to respond to vendor inquiries promptly and professionally. Using department procedures assure all payments are proper, in compliance with applicable contracts and budgets, appropriately approved and in compliance with the Town's procurement policies.
11. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water and chemicals.

DEPARTMENT PERFORMANCE MEASURES

1. Annual budget adopted timely and mill levy certifications meet the state and county deadlines.
2. Annual Comprehensive Annual Financial Report and Audit report completed and filed timely for all compliance requirements. GFOA award for the Comprehensive Annual Financial Report is received. Issue 9 monthly financial reports to Town Council.
3. Complete 26 bi-weekly payroll cycles with minimal or no correction.
4. Process 26 bi-weekly accounts payable cycles.
5. Business licenses are processed within one week of receipt of application for payment.
6. Delinquency follow-up is documented in monthly billing cycle and 90% or more of the total account receivable balance shall not be more than 60 days old.
7. Fixed asset records are updated annually at year end and depreciation charges are determined and posted where applicable. Fixed asset ledgers reconciled to the General Ledger.
8. Four quarterly reports are made to Town Council on the status and performance of Town investments. Quarterly reports indicate a portfolio return at or above the commensurate US Treasury yield curve rate for a similar amount of time to maturity.
9. Department year end expenditure totals do not exceed the adopted budget.
10. All reviews of opportunities to refinance are documented.
11. Track and monitor departmental paper, energy, fuel, water and chemical usages. Implement one conservation measure in at least one category of use.

Town of Mountain Village 2022 Proposed, 2021 Forecasted Budget

Finance

Worksheet	Account Name	Actuals 2019	Actuals 2020	2021		2022		2022 % Adjustments	2022 to 2019 \$ Variance	2022 to 2019 % Variance	
				2021 Original	Forecasted	2021 \$ Adjustments	Proposed				2022 \$ Adjustments
Finance	Salaries & Wages	417,948	477,577	429,524	440,662	11,138	491,635	50,973	11.6%	73,687	17.6%
Finance	Group Insurance	74,445	78,220	85,455	83,952	(1,503)	85,631	1,679	2.0%	11,186	15.0%
Finance	Dependent Health Reimbursement	(1,826)	(2,096)	(2,100)	(2,100)	-	(2,100)	-	0.0%	(274)	15.0%
Finance	PERA & Payroll Taxes	64,178	71,115	68,208	70,374	2,165	78,514	8,140	11.6%	14,337	22.3%
Finance	PERA 401K	21,160	23,356	27,153	17,153	(10,000)	32,377	15,224	88.8%	11,217	53.0%
Finance	Workers Compensation	324	331	400	400	-	400	-	0.0%	76	23.4%
Finance	Other Employee Benefits	5,400	5,300	6,600	6,600	-	6,600	-	0.0%	1,200	22.2%
Finance	Bad Debt Expense (1)	-	-	-	-	-	-	-	na	-	na
Finance	Professional Consulting (2)	12,500	12,260	14,000	14,000	-	14,000	-	0.0%	1,500	12.0%
Finance	County Treasurer Collect Fee 2% (3)	82,913	87,040	89,381	89,381	-	90,895	1,514	1.7%	7,982	9.6%
Finance	Auditing Fees (4)	28,060	26,660	31,000	31,000	-	31,000	-	0.0%	2,940	10.5%
Finance	Insurance (5)	111,408	119,427	124,000	125,000	1,000	126,000	1,000	0.8%	14,592	13.1%
Finance	Communications	-	8	-	1,128	1,128	2,472	1,344	119.1%	2,472	na
Finance	Public Noticing	-	-	-	-	-	-	-	na	-	na
Finance	Dues & Fees (6)	836	964	900	900	-	900	-	0.0%	64	7.7%
Finance	Travel, Education & Training (7)	1,137	-	2,500	2,500	-	3,500	1,000	40.0%	2,363	207.9%
Finance	Postage & Freight (8)	1,797	4,006	3,000	4,000	1,000	4,000	-	0.0%	2,203	122.6%
Finance	Bank Fees (9)	98	960	5,000	5,000	-	5,000	-	0.0%	4,902	4980.8%
Finance	Bank Fees - Credit Card Fees	238	277	600	600	-	600	-	0.0%	362	152.1%
Finance	MUNIREvs Online Payment Fees (10)	4,782	4,720	5,700	5,700	-	5,700	-	0.0%	918	19.2%
Finance	General Supplies & Material	3,159	3,295	2,900	5,000	2,100	5,000	-	0.0%	1,841	58.3%
Finance	Business Meals	-	-	-	-	-	-	-	na	-	na
Finance	Employee Appreciation	352	165	600	600	-	600	-	0.0%	248	70.3%
Finance	COVID-19 Related Expenses	-	1,124	-	-	-	-	-	na	-	na
Finance	Books & Periodicals	-	-	-	159	159	200	41	25.8%	200	na
Finance	Utilities - Gasoline	-	-	-	500	500	1,100	600	120.0%	1,100	na
Total		828,910	914,710	894,822	902,509	7,687	984,025	81,516	9.0%	155,115	18.7%

(1) No bad debt is anticipated for write off this year.

(2) Munirevs and Lodgingrevs monthly fee.

(3) The County Treasurer collects a fee from Mountain Village property taxes.

(4) A portion of the annual audit fees allocated to general government.

(5) Annual premiums for General Fund Property, casualty and cyber crime Insurance including an allowance for a 2022 CIRSA Membership contribution increase.

(6) Colorado and National Accounting Association Memberships

(7) One new staff member requiring training.

(8) For mailing of miscellaneous billings and AP check remittances.

(9) Bank charges by transaction fee analysis

(10) Utilization of online payment system.



Trane Turnkey Proposal – Telluride Conference Center Climate comfort improvement project



Turnkey Proposal For:

Tony Kalyk
Facilities General Manager
Town of Mountain Village
415 Mountain Village Boulevard, Su
TELLURIDE, CO 81435 U.S.A.

Local Trane Office:

Trane U.S. Inc. dba Trane
2387 River Road, Unit 110
GRAND JUNCTION, CO 81505

Local Trane Representative:

Derek McPherren
Account Manager
Cell: (970) 773-0822
Office:

Proposal ID: 2776106

Date: October 1, 2021





Trane Turnkey Proposal

Executive Summary

Trane is pleased to present a solution to help Town of Mountain Village reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from Town of Mountain Village to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

Some key features and benefits Town of Mountain Village should expect from this project are highlighted below.

- **Additional 15 nominal cooling tons for peak summer loads**
- **Factory electrical conversion to maintain 208-3 service**
- **Increased cooling efficiency**
- **New web based controls platform to maximize operational efficiency of new Rooftop unit**
- **Trane TCAC advanced air filtration system**

We are pleased to offer you this Budgetary Estimate for performance of the following services for the Equipment listed. Services would be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical experience of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

We look forward to partnering with Telluride Mountain Village for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Derek McPherran
Account Manager, Trane U.S. Inc. dba Trane



Prepared For:
Tony Kalyk

Date:
October 1, 2021

Job Name:
Telluride Conference Center RTU

Proposal Number:2776106

Delivery Terms:
Freight Allowed and Prepaid – F.O.B Factory

Payment Terms:
Net 30

Proposal Expiration Date:
30 Days

Scope of Work

“Scope of Work” and notations within are based on the following coordinated scope of work with Tony Kalyk and based on the site surveys performed on 8/10/2018 and 11/6/2019.

Turnkey Installation of HVAC Equipment and Building Automation System

Replacement of 75 ton Trane RTU manufactured in March 1999 with 90 ton high efficiency rooftop unit

Tag Data - Commercial Rooftop Air Conditioning Units (Large) (Qty: 1)

Item	Tag(s)	Qty	Description	Model Number
A1	S_HG-1	1	90-130 ton Packaged Industrial Rooftop	SLHKC904

Product Data - Commercial Rooftop Air Conditioning Units (Large)

Item: A1 Qty: 1 Tag(s): S_HG-1
 DX Cooling, hot water heat
 R-410A refrigerant
90 Ton unit
460 Volt 60 Hertz 3 Phase, Factory Design Special for 208-3 conversion
 High heat capacity
 100% Exhaust - 20 hp with Statitrac building pressure control
 40 hp (2-20 hp Motors) Supply motors
 Economizer control w/ comparative enthalpy
 VAV (DTC) with supply & exhaust VFD with bypass
 Nonfused unit disconnect switch
 Hot gas bypass valve
 Low leak outside air dampers
 High capacity evaporator coil & high efficiency condenser coil
Trane Catalytic Air Cleaner
 BACnet communication interface module
 Factory - powered 15A GFI Convenience outlet
 Spring isolators
 Duct mounted CO2 sensor (Fld)
 Phase monitor
 1 year parts and labor warranty



Trane Catalytic Air Cleaner, TCAC

*Trane Rooftop Air Handler will be provided with an advanced air filtration system that combines **MERV 13 filtration, Ultraviolet Germicidal Irradiation and Catalytic Air Cleaning***

Anti-Biological Effect

Photocatalysis does not only render bacteria cells, mold spores, and viruses inactive, but also decomposes the cells themselves. The titanium dioxide photocatalyst has been found to be more effective than any other antibacterial agent. Generally speaking, conversions by titanium dioxide are three times stronger than chlorine and 1.5 times stronger than ozone. **Trane TCAC technology provides a path towards mitigating virus spread that will continue through each flu season.**

Odor Reduction Effect

On the odor reduction application, the hydroxyl radicals accelerate the breakdown of most Volatile Organic Compounds (VOCs) by destroying the molecular bonds. This will help combine the organic gases to form a single molecule that is not harmful to humans, thus enhancing the air cleaning efficiency. Some of the examples of odor molecules are tobacco odor, forest fire smoke, nitrogen dioxide, urine and fecal odor, gasoline, and many other hydrocarbon molecules in the atmosphere.

Our Products Make Buildings Safer

Health care facilities look to sustainable design concepts to reduce infection and improve the indoor environment in hospitals. Genesis Air and Trane provides hospitals with the most advanced air purification equipment on the market. This technology is now available for a wide array of HVAC needs where occupant concentrations are high and virus spread mitigation is a priority.





Mechanical and Electrical Installation

- Provide Mechanical Permit and expedite inspections
- Receive and Transport RTU
- Remove Gas and Electrical Services from existing RTU
- Remove and haul away existing roof mounted package unit
- Prep existing equipment structural curb
- Install TRANE Rooftop Unit
- Connect Gas and Electrical Connections to new equipment.
- Start-up and commission new Package AC/ Heating System
- Confirm and document performance
- Schedule, expedite and Perform Smoke Test
- Crane and Electrical Services

Engineering

Upsized unit is heavier than existing unit. Budget includes structural analysis. Additional structural components if required will be priced once analysis is complete and presented for review and approval.

Controls systems and equipment

Domestic Hot Water
 Trane Intellipak Rooftop Unit
 (4) Exhaust fans
 (3) Fan Coil Units
 (4) Fan Powered VAV Boxes
 (13) VAV Boxes and Wall heaters
 Tracer SC plus Web Based System Controller

Controls systems services included

Project Management
 Engineered Control Submittals and As-Built Drawings
 Control Panel(s) and Low Voltage Wiring installation
 Control System Programming & Graphics
 Control System Commissioning
 Owner Control System Operational Training – (4) hour
 Ongoing quarterly controls training in Grand Junction
 Remote Support from engineer in Grand Junction Trane Office
 One Year parts and Labor Warranty

Controls systems services not included

Demolition/removal or replacement of existing devices/sensors quoted as "assumed" to be in working condition
 Any temporary controls
 Repair or replacement of any equipment, valves and actuators being controlled



Proposal Notes/ Clarifications

- All work to be performed during normal business hours (8am to 5pm, M-F, non-holidays)
- Proposal does not include "Premium Time" or Price Contingency therefor
- Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors
- Asbestos or hazardous material abatement removal shall be performed by customer
- Current Lead time for Rooftop unit is 18 weeks but lead times are fluid and must be locked in with an order.

Other items to be provided by Trane and to be installed by others (unless otherwise noted)

Fire Protection/Alarm/Override



Budget Pricing

Tony Kalyk
Facilities General Manager
Town of Mountain Village
415 Mountain Village Boulevard
TELLURIDE, CO 81435 U.S.A.

Site Address:
Telluride Conference Center
580 Mountain Village Blvd.
MOUNTAIN VILLAGE, CO 81435
United States

Budget Price

Total Net Price (Including appropriate Sales and/or Use Tax).....\$ 531,723.35

Financial items not included

- Bid Bond
- Payment and Performance Bond

Respectfully submitted,

Derek S McPherran

Derek McPherran
Account Manager
Trane U.S. Inc. dba Trane

ACCEPTANCE



This proposal is subject to Customer’s acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

COVID-19 NATIONAL EMERGENCY CLAUSE

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic (“Covid-19 Pandemic”). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane’s performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane’s performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

Submitted By: Derek S McPherran	Cell: (970) 773-0822 Office: Proposal Date: October 1, 2021
CUSTOMER ACCEPTANCE Town of Mountain Village	TRANE ACCEPTANCE Trane U.S. Inc. dba Trane
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order	Signature Date
Acceptance Date:	License Number:



TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

“Company” shall mean Trane U.S. Inc. dba Trane.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company’s offer and form the basis of any agreement (the “Agreement”) resulting from Company’s proposal (the “Proposal”) for the commercial goods and/or services described (the “Work”). **COMPANY’S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to Company’s terms and conditions. If Customer’s order is expressly conditioned upon Company’s acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company’s terms and conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company’s counteroffer will be deemed accepted. Customer’s acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company’s terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company’s U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company’s U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer’s tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Following acceptance without addition of any other terms and condition of sale or any other modification by Customer, the prices stated are firm provided that notification of release for immediate production and shipment is received at the factory not later than 3 months from order receipt. If such release is received later than 3 months from order receipt date, prices will be increased a straight 1% (not compounded) for each one-month period (or part thereof) beyond the 3-month firm price period up to the date of receipt of such release. If such release is not received within 6 months after date of order receipt, the prices are subject to renegotiation, or at Company’s option, the order will be cancelled. Any delay in shipment caused by Customer’s actions will subject prices to increase equal to the percentage increase in list prices during that period of delay and Company may charge Customer with incurred storage fees.

5. Exclusions from Work. Company’s obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer’s expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. Customer shall pay Company’s invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Access. Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site’ owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company’s access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer’s building automation system (BAS) and or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer’s request.

10. Completion. Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company’s representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer’s failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

11. Permits and Governmental Fees. Company shall secure (with Customer’s assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company’s subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

12. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.



13. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

14. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead).

18. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's



failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

25. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

26. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

27. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

28. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or



directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.251-10(0821)
Supersedes 1-26.251-10(0720)