

**TOWN OF MOUNTAIN VILLAGE
TOWN COUNCIL SPECIAL MEETING
WEDNESDAY, OCTOBER 10, 2018 8:30 A.M.
2nd FLOOR CONFERENCE ROOM, MOUNTAIN VILLAGE TOWN HALL
455 MOUNTAIN VILLAGE BLVD, MOUNTAIN VILLAGE, COLORADO
AGENDA**

1.	Time	Min.	Presenter	
2.	8:30			Call to Order
3.	8:30	20	Swain	Town Council Acting as the Board of Directors for the Dissolved Mountain Village Metropolitan District: Debt Service Fund
4.	8:50	10	Swain	Telluride Conference Center
5.	9:00	10	Swain Kight	Tourism Fund & Historical Museum Fund a. Guest Services Agent
6.	9:10	60	Haynes	Planning & Development Services: a. Building b. Planning Mountain Village Housing Authority: a. Affordable Housing Development Fund i. San Miguel Regional Housing Authority b. Mortgage Assistance Fund c. Village Court Apartments
7.	10:10	15	Katz	Child Development Fund
8.	10:25	60	Lehane	Broadband Services and Information Technology
9.	11:25	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
	12:25	30		Lunch Break
10.	12:55	30	Broady	Public Safety: a. Police b. Community Services c. Municipal Court
11.	1:25	30	Loebe	Transportation & Parking Services: a. Parking Services b. Municipal Bus Service c. Employee Shuttle d. Gondola & Chondola
12.	1:55	30	Loebe	Parks & Recreation
13.	2:25	45	Montgomery Kennefick Reed Kunz Kight	Administration: a. Town Manager b. Town Council c. Legal d. Administrative Services e. Human Resources f. Marketing & Business Development

			Swain	h. Finance
14.	3:10	30	Swain Montgomery	Capital Projects
15.	3:40	30	Montgomery	Community Grants and Contributions
16.	4:10			Adjourn

Please note that times are approximate and subject to change.

jk
10/04/18

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting Town Hall at 970-369-6406 or email: mvclerk@mtnvillage.org. A minimum advance notice of 48 hours is required so arrangements can be made to locate requested auxiliary aid(s)

Public Comment Policy:

- All public commenters must sign in on the public comment sign in sheet and indicate which item(s) they intend to give public comment on
- Speakers shall wait to be recognized by the Mayor and shall give public comment at the public comment microphone when recognized by the Mayor
- Speakers shall state their full name and affiliation with the Town of Mountain Village if any
- Speakers shall be limited to five minutes with no aggregating of time through the representation of additional people
- Speakers shall refrain from personal attacks and shall keep comments to that of a civil tone
- No presentation of materials through the AV system shall be allowed for non-agendized speakers
- Written materials must be submitted 48 hours prior to the meeting date in order to be included in the meeting packet and of record. Written comment submitted within 48 hours will be accepted, but shall not be included in the packet or be deemed of record



Memorandum

To: Town Council
From: Kevin Swain, Finance Director
Date: October 4, 2018
Re: Budget Memo – October Work Session

Budget Changes from the September Work Session:

- The VCA expansion project has been modified to reflect a new mix of units, updated revenue projections, and updated O&M costs. The budget draft currently reflects construction in 2019 and occupation in 2020. This will change but is presented in this way to facilitate the discussion. The first reading in November will be tightened up to more accurately reflect the timing of completion and occupation.
- The landscaping expenses, as well as the added position has been pushed to 2020 in the VCA budget.
- Pushed the backup generator in the General Fund Capital to 2020.
- Pushed the MVB re-alignment to 2020.
- Reduced sales tax increase projection from 3% to 2%.
- Reduced Meadows Park expense for 2019 to \$25,000 for planning/consulting, leaving a \$300,000 placeholder for Meadows Park/Improvements in the long-term projections.

2019 Financial Planning Management Summary* - Budget

* This summary is a combined town revenue and expenditure summary not prepared in accordance with governmental budgeting and accounting standards, but rather to provide a summary look at the actual revenue and expenditures with debt service allocated to the appropriate fund or operation.

	Governmental Funds				Enterprise (Business-Type) Funds								Governmental Pass Through Funds Special Revenue Funds				
	General Fund	Vehicle Acquisition	Debt Service Fund	Capital Projects	Parking Services	Water/Sewer	Broadband	TCC	VCA	Affordable Housing Development Fund and Mortgage Assistance	Child Development Fund	Total	Percentage of Total	Tourism	Historical Museum	Gondola	
Inflows																	
Revenues	\$ 10,538,300	\$ -	\$ -	\$ -	\$ 433,473	\$ 2,907,859	\$ 2,075,871	\$ -	\$ 2,367,031	\$ 12,778	\$ 530,268	\$ 18,865,580		\$ 2,605,386	97,055	\$ 5,526,181	\$ 27,094,202
Debt Service Income																	
Property Tax (Income)	-	-	32,000	-	555,459	-	-	-	-	-	-	587,459		-	-	-	587,459
Other Income	-	-	-	-	2,000	-	-	-	8,500,060	-	-	8,502,060		-	-	203,200	8,705,260
Total Debt Service Income	-	-	32,000	-	557,459	-	-	-	8,500,060	-	-	9,089,519		-	-	203,200	9,292,719
Inflow Subtotal (Revenues)	10,538,300	-	32,000	-	990,932	2,907,859	2,075,871	-	10,867,091	12,778	530,268	27,955,099		2,605,386	97,055	5,729,381	36,386,921
Other Sources and Uses (Inflows)																	
Interfund Transfers In	670,371	249,231	-	75,000	68,007	-	852,611	262,033	1,470,202	565,159	188,223	4,400,837		-	-	-	4,400,837
Tap Fees	-	-	-	-	-	107,000	-	-	-	-	-	107,000		-	-	-	107,000
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-
Other Sources and Uses (Inflows) Total	670,371	249,231	-	75,000	68,007	107,000	852,611	262,033	1,470,202	565,159	188,223	4,507,837		-	-	-	4,507,837
Total Inflows	11,208,671	249,231	32,000	75,000	1,058,939	3,014,859	2,928,482	262,033	12,337,293	577,937	718,491	32,462,936		2,605,386	97,055	5,729,381	40,894,758
Outflows																	
Operating Expense																	
Cable, Phone, and Internet Service Delivery Costs	-	-	-	-	-	-	1,127,960	-	-	-	-	1,127,960	6.87%	-	-	-	1,127,960
Consulting, Contract Labor, Professional Services	579,630	-	-	-	-	-	8,600	50,000	35,000	-	21,730	694,960	4.23%	-	-	52,500	747,460
Contingency	101,026	-	-	-	-	34,269	3,000	-	16,264	-	-	154,559	0.94%	-	-	120,577	275,136
Dues, Fees, and Licenses	176,347	-	-	-	24,130	25,650	17,600	92,033	43,114	20,000	1,120	399,994	2.43%	2,500	94,988	57,844	555,326
Environmental Projects	297,813	-	-	-	-	5,000	-	-	-	-	-	302,813	1.84%	-	-	-	302,813
Equipment and Vehicle Maintenance	140,867	-	-	-	-	53,593	46,500	-	2,907	-	2,000	245,867	1.50%	-	-	17,300	263,167
Fuel (Vehicles)	154,944	-	-	-	1,000	14,178	4,343	-	3,647	-	-	178,112	1.08%	-	-	7,600	185,712
Funding Support to Other Agencies/Programs	181,850	-	-	-	-	-	3,586	-	-	154,888	40,624	380,948	2.32%	1,330,021	2,067	55,000	1,768,036
Government Buildings and Facility Expense	201,507	-	-	-	146,755	103,756	49,513	-	102,451	-	44,944	648,926	3.95%	-	-	26,309	675,235
Information Technology	222,317	-	-	-	12,000	4,000	5,000	-	9,072	-	-	252,389	1.54%	-	-	3,000	255,389
Legal Services	546,276	-	-	-	-	40,000	-	-	15,000	-	-	601,276	3.66%	-	-	-	601,276
Marketing, Public Communications, and Regional Promotion	244,450	-	-	-	20,000	20,000	-	100,000	2,000	-	-	386,450	2.35%	1,239,183	-	-	1,625,633
Other Expenses	384,371	-	-	-	16,790	-	-	-	10,713	750	16,099	428,723	2.61%	-	-	63,100	491,823
Property Insurance	110,000	-	-	-	-	-	3,675	-	61,610	-	-	175,285	1.07%	-	-	36,057	211,342
Road, Bridge, and Parking Lot Paving, Striping, and Repair	453,480	-	-	-	23,000	-	-	-	15,000	-	-	491,480	2.99%	-	-	-	491,480
Salaries and Wages	3,901,964	-	-	-	97,269	368,326	278,275	-	315,935	-	405,744	5,367,513	32.67%	-	-	2,158,200	7,525,713
Other Personnel Expense	1,765,646	-	-	-	40,143	148,476	114,804	-	151,264	-	157,058	2,377,391	14.47%	-	-	882,917	3,260,308
Personnel Expense	5,667,610	-	-	-	137,412	516,802	393,079	-	467,199	-	562,802	7,744,904	47.14%	-	-	3,041,117	10,786,021
Supplies, Parts and Materials	193,298	-	-	-	11,211	81,006	30,550	-	47,423	-	10,522	374,010	2.28%	-	-	268,500	642,510
Travel, Education, and Conferences	76,610	-	-	-	24,392	6,500	6,000	-	7,500	-	5,000	126,002	0.77%	-	-	15,500	141,502
Utilities-W/S, Electric, Natural Gas, Internet, Communications	470,551	-	-	-	-	327,507	28,172	-	381,095	5,000	11,150	1,223,475	7.45%	-	-	375,399	1,598,874
Water/Sewer Service Delivery	-	-	-	-	-	491,232	-	-	-	-	-	491,232	2.99%	-	-	-	491,232
Total Expense	10,202,947	-	-	-	416,690	1,723,493	1,727,578	242,033	1,219,995	180,638	715,991	16,429,365	100.00%	2,571,704	97,055	4,139,803	23,237,928
Capital and Major Repairs	622,000	191,716	-	75,000	129,800	1,241,950	1,032,500	20,000	9,822,684	-	2,500	13,138,150		-	-	1,341,378	14,479,528
Debt Service Expense																	
Principal/Interest	-	-	-	-	535,725	-	-	-	1,338,277	-	-	1,874,002		-	-	203,200	2,077,202
County Treasurer and Trustee Fees	-	-	-	-	21,728	-	-	-	100,000	-	-	121,728		-	-	-	121,728
Total Debt Service Costs	-	-	-	-	557,453	-	-	-	1,438,277	-	-	1,995,730		-	-	203,200	2,198,930
Outflows (Expenses) Subtotal	10,824,947	191,716	-	75,000	1,103,943	2,965,443	2,760,078	262,033	12,480,956	180,638	718,491	31,563,245		2,571,704	97,055	5,684,381	39,916,386
Other Sources and Uses (Outflows)																	
Interfund Transfers Out	2,200,698	-	32,000	-	40,772	168,640	168,404	-	160,733	1,550,908	-	4,322,155		33,682	-	45,000	4,400,837
Other	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-
Other Sources and Uses Total (Outflows)	2,200,698	-	32,000	-	40,772	168,640	168,404	-	160,733	1,550,908	-	4,322,155		33,682	-	45,000	4,400,837
Total Outflows	13,025,645	191,716	32,000	75,000	1,144,715	3,134,083	2,928,482	262,033	12,641,689	1,731,546	718,491	35,885,400		2,605,386	97,055	5,729,381	44,317,223
Net Budget Surplus (Deficit)	(1,816,974)	57,515	-	-	(85,776)	(119,224)	-	-	(304,396)	(1,153,609)	-	(3,422,464)		-	-	-	(3,422,465)
Total Beginning Available Fund Balance	10,147,619	432,587	-	-	85,783	3,829,373	-	-	304,396	1,816,107	-	16,615,865		-	-	-	16,615,865
Total Ending Available Fund Balance	\$ 8,330,645	\$ 490,102	\$ -	\$ -	\$ 7	\$ 3,710,149	\$ -	\$ -	\$ -	\$ 662,498	\$ -	\$ 13,193,401		\$ -	\$ -	\$ -	\$ 13,193,401
Outstanding Debt (end of year) - Does not include new proposed debt	\$ -	\$ -	\$ -	\$ -	\$ 6,550,000	\$ -	\$ -	\$ -	\$ 11,475,396	\$ -	\$ -	\$ 18,025,396		\$ -	\$ -	\$ 2,255,000	\$ 20,280,396

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

General Fund Summary

	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
<u>Revenues</u>											
Taxes	8,485,683	9,460,884	9,016,979	9,155,755	138,776	9,177,238	21,483	9,268,176	9,399,142	9,493,753	9,628,849
Licenses & Permits	302,975	566,818	292,708	340,708	48,000	337,708	(3,000)	337,708	337,708	337,708	337,708
Intergovernmental Proceeds	377,290	374,212	494,898	499,881	4,983	505,186	5,305	509,030	513,066	517,305	521,755
Charges for Services	268,083	489,267	306,432	252,222	(54,210)	319,535	67,313	252,222	252,222	252,222	252,222
Fines and Forfeits	11,157	8,282	6,077	6,077	-	6,077	-	6,077	6,077	6,077	6,077
Interest on Investments	47,908	32,522	45,000	45,000	-	45,000	-	45,000	45,000	45,000	45,000
Miscellaneous Revenues	86,312	245,763	79,118	79,118	-	79,118	-	79,118	79,118	79,118	79,118
Contributions	45,209	74,551	68,438	68,438	-	68,438	-	68,438	68,438	68,438	68,438
Total Revenues	9,624,618	11,252,298	10,309,650	10,447,199	137,549	10,538,300	91,101	10,565,769	10,700,771	10,799,621	10,939,167
<u>Operating Expenditures</u>											
Legislation & Council	59,066	96,623	83,109	83,510	401	85,052	1,542	85,060	85,068	85,076	85,085
Town Attorney	538,421	450,145	527,994	527,994	-	546,276	18,282	565,090	584,844	605,586	627,366
Town Manager	227,719	250,003	307,902	274,841	(33,061)	354,963	80,122	342,904	343,629	344,391	345,192
Administrative Services	346,690	367,609	376,927	376,188	(739)	393,681	17,493	389,572	397,556	393,640	401,828
Finance	793,106	811,431	844,120	859,183	15,063	854,225	(4,958)	860,011	866,854	873,028	880,288
Information Technology	163,641	193,434	291,615	365,223	73,608	341,173	(24,050)	341,896	345,947	350,131	354,456
Human Resources	291,849	296,357	330,074	335,684	5,610	341,292	5,608	344,554	345,879	347,271	348,732
Marketing and Business Development	315,756	241,594	440,173	395,173	(45,000)	525,388	130,215	512,772	511,251	513,328	515,509
Municipal Court	28,827	30,713	31,839	31,982	143	32,541	559	32,705	32,877	33,058	33,248
Police Department	781,208	779,607	985,164	952,125	(33,039)	1,008,922	56,797	979,420	987,773	996,498	1,005,613
Community Services	47,130	50,184	54,433	53,194	(1,239)	54,528	1,334	55,010	55,516	56,048	56,606
Community Grants and Contributions	77,500	106,000	126,850	126,850	-	126,850	-	126,850	126,850	126,850	126,850
Roads and Bridges	1,061,715	1,067,792	1,122,357	1,116,373	(5,984)	1,135,068	18,695	1,117,734	1,144,212	1,131,517	1,139,165
Vehicle Maintenance	461,527	579,205	453,126	451,907	(1,219)	444,493	(7,414)	448,606	452,923	457,453	462,208
Municipal Bus	186,049	195,188	189,635	208,003	18,368	214,917	6,914	218,555	222,376	226,387	230,599
Employee Shuttle	44,219	44,498	86,043	85,394	(649)	88,032	2,638	90,664	93,429	96,331	99,379
Parks & Recreation	443,790	513,115	611,003	593,805	(17,198)	562,537	(31,268)	555,681	548,982	544,949	565,694
Plaza Services	1,240,457	1,094,830	1,397,252	1,330,539	(66,713)	1,345,738	15,199	1,364,651	1,384,382	1,404,966	1,426,442
Public Refuse Removal	47,230	50,937	65,028	65,028	-	65,083	55	65,675	66,286	66,916	67,566
Building/Facility Maintenance	187,004	193,090	244,464	244,404	(60)	252,545	8,141	254,116	255,764	257,144	258,592
Building Division	364,795	296,639	548,963	412,225	(136,738)	605,267	193,042	539,721	541,580	543,532	545,581
Housing Division Office	21,431	18,998	19,808	19,939	131	20,706	767	20,811	20,921	21,037	21,158

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

General Fund Summary

	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
Planning and Development Services	480,426	390,394	645,191	603,731	(41,460)	703,343	99,611	649,473	649,572	649,675	652,039
Contingency	33,501	-	97,831	95,133	-	101,026	-	99,615	100,645	101,248	102,492
Total Operating Expenditures	8,243,057	8,118,386	9,880,901	9,608,428	(269,775)	10,203,645	589,324	10,061,146	10,165,116	10,226,063	10,351,688
<u>Capital Outlay</u>											
Capital Outlay Expense	101,004	940,709	905,000	530,000	(375,000)	622,170	92,170	835,166	460,167	460,167	460,165
Total Capital Outlay	101,004	940,709	905,000	530,000	(375,000)	622,170	92,170	835,166	460,167	460,167	460,165
<u>Other Source/Uses</u>											
Gain/Loss On Sale Of Assets	4,822	-	-	-	-	-	-	-	-	-	-
Transfer From Overhead Allocations	431,654	482,133	494,370	533,453	39,083	583,549	50,096	605,207	595,345	597,143	605,234
Transfer (To)/From Tourism Fund	25,755	37,942	24,864	38,625	13,761	33,682	(4,943)	34,769	35,889	37,043	38,233
Transfer (To)/From Parking Services	-	-	(65,835)	-	65,835	(68,007)	(68,007)	(28,021)	(79,685)	-	-
Transfer (To)/From Debt Service Fund	-	207,439	-	-	-	-	-	-	-	-	-
Transfer (To)/From DSF - Specific Ownership Taxes	136,536	149,712	85,587	32,000	(53,587)	32,000	-	32,000	32,000	32,000	32,000
Transfer (To)/From Capital Projects Fund	(355,658)	(266,071)	(300,000)	(267,970)	32,030	(75,000)	192,970	(2,800,000)	(300,000)	(300,000)	(300,000)
Transfer (To)/From CDF	(67,460)	(120,404)	(192,041)	(132,798)	59,243	(188,223)	(55,425)	(166,249)	(171,506)	(177,006)	(182,760)
Transfer (To)/From Broadband Fund	-	-	10,000	(425,313)	(435,313)	(852,610)	(427,297)	-	-	-	-
Transfer (To)/From Conference Center Fund	(196,206)	(199,089)	(259,352)	(209,352)	50,000	(262,033)	(52,681)	(214,794)	(217,637)	(220,566)	(223,583)
Transfer (To)/From AHDF (Sales Tax)	(445,361)	(474,477)	(480,777)	(480,777)	-	(505,159)	(24,382)	(515,262)	(525,567)	(536,078)	(546,800)
Transfer (To)/From AHDF (Housing Office)	-	18,998	19,808	19,808	-	20,706	-	20,811	20,921	21,037	21,158
Transfer (To)/From Vehicle Acquisition	(353,671)	(561,775)	(434,725)	(413,535)	21,190	(249,231)	164,304	(551,899)	(121,379)	(119,873)	(122,929)
Total Other Sources/Uses	(819,590)	(725,592)	(1,098,101)	(1,305,859)	(207,758)	(1,530,325)	(225,363)	(3,583,437)	(731,619)	(666,300)	(679,448)
Surplus (Deficit)	460,967	1,467,610	(1,574,352)	(997,088)	574,566	(1,817,840)	(815,756)	(3,913,981)	(656,131)	(552,909)	(552,134)
Beginning Fund Balance	8,985,346	9,446,313	10,913,923	10,913,923		9,916,835		8,098,995	4,185,014	3,528,883	2,975,974
Ending Fund Balance	9,446,313	10,913,923	9,339,571	9,916,835		8,098,995		4,185,014	3,528,883	2,975,974	2,423,839

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

General Fund Revenues

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
General Fund Revenues	Tax - Property	3,816,550	3,899,219	3,801,204	3,801,204	-	3,820,956	19,752	3,820,956	3,859,165	3,859,165	3,897,757
General Fund Revenues	Tax-Property Delinquent	(545)	-	-	-	-	-	-	-	-	-	-
General Fund Revenues	Tax - Property - Abatements	-	(74,271)	79,375	79,375	-	-	(79,375)	-	-	-	-
General Fund Revenues	Tax - Specific Ownership	155,158	175,437	155,000	155,000	-	155,000	-	155,000	155,000	155,000	155,000
General Fund Revenues	Tax - Construction Use 1.5%	156,587	391,491	210,000	210,000	-	210,000	-	210,000	210,000	210,000	210,000
General Fund Revenues	Tax - Construction Use 3%	313,220	783,100	420,000	420,000	-	420,000	-	420,000	420,000	420,000	420,000
General Fund Revenues	Tax-Cigarette	9,341	9,671	9,400	9,400	-	9,400	-	9,400	9,400	9,400	9,400
General Fund Revenues	Tax - Property - Interest/Penalty	17,320	(465)	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
General Fund Revenues	Sales Taxes	4,050,811	4,262,780	4,327,000	4,457,728	130,728	4,546,883	89,155	4,637,820	4,730,577	4,825,188	4,921,692
General Fund Revenues	Sales Taxes - Interest	291	761	-	-	-	-	-	-	-	-	-
General Fund Revenues	Sales Taxes - Penalties	9,113	5,218	-	-	-	-	-	-	-	-	-
General Fund Revenues	Sales Taxes - Prior Period Remittances	(42,161)	7,942	-	8,048	8,048	-	(8,048)	-	-	-	-
Total Taxes		8,485,683	9,460,884	9,016,979	9,155,755	138,776	9,177,238	21,483	9,268,176	9,399,142	9,493,753	9,628,849
General Fund Revenues	License-Liquor	2,623	2,993	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
General Fund Revenues	License-Pet	240	195	128	128	-	128	-	128	128	128	128
General Fund Revenues	Permit-Construction	160,306	394,581	187,880	187,880	-	187,880	-	187,880	187,880	187,880	187,880
General Fund Revenues	External Energy Discount	-	(1,251)	-	-	-	-	-	-	-	-	-
General Fund Revenues	Renewable Energy Discount	-	(1,668)	-	-	-	-	-	-	-	-	-
General Fund Revenues	HERS Energy Discount	-	(1,334)	-	-	-	-	-	-	-	-	-
General Fund Revenues	Permit-Electrical-Mountain Village	8,114	8,167	15,000	8,000	(7,000)	15,000	7,000	15,000	15,000	15,000	15,000
General Fund Revenues	Permit-Electrical-Town of Telluride	59,072	72,590	25,000	50,000	25,000	50,000	-	50,000	50,000	50,000	50,000
General Fund Revenues	Construction Parking Fees	27,755	30,095	30,000	30,000	-	30,000	-	30,000	30,000	30,000	30,000
General Fund Revenues	Permit-Plumbing-Mountain Village	5,072	7,908	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
General Fund Revenues	Permit-Plumbing-Town of Telluride	37,830	50,886	20,000	50,000	30,000	40,000	(10,000)	40,000	40,000	40,000	40,000
General Fund Revenues	Construction Parking Late Pay Fees	70	50	-	-	-	-	-	-	-	-	-
General Fund Revenues	Permit-Mechanical	278	2,132	200	200	-	200	-	200	200	200	200
General Fund Revenues	Permit & Other Licenses	1,375	1,275	-	-	-	-	-	-	-	-	-
General Fund Revenues	Permits-Excavation	240	200	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Total Permits & License		302,975	566,818	292,708	340,708	48,000	337,708	(3,000)	337,708	337,708	337,708	337,708
General Fund Revenues	Conservation Trust Funds	15,364	13,666	13,402	13,402	-	13,402	-	13,402	13,402	13,402	13,402
General Fund Revenues	Mineral Lease Revenue	5,904	3,098	5,747	1,170	(4,577)	1,170	-	1,170	1,170	1,170	1,170
General Fund Revenues	Severance Tax Revenues	11,801	8,165	4,936	12,724	7,788	12,724	-	12,724	12,724	12,724	12,724
General Fund Revenues	County Road & Bridge Taxes	277,360	279,353	275,450	275,450	-	275,450	-	275,450	275,450	275,450	275,450
General Fund Revenues	Motor Vehicle Registration	5,643	5,510	4,900	4,900	-	4,900	-	4,900	4,900	4,900	4,900
General Fund Revenues	Highway User Tax Funds	61,218	64,421	66,234	62,218	(4,016)	62,415	197	62,415	62,415	62,415	62,415
General Fund Revenues	Smart Contribution	-	-	124,229	130,017	5,788	135,125	5,108	138,969	143,005	147,244	151,694
Total Intergovernmental Revenues		377,290	374,212	494,898	499,881	4,983	505,186	5,305	509,030	513,066	517,305	521,755
General Fund Revenues	Fee-2% Collection - Material Tax	2,385	5,699	2,708	2,708	-	2,708	-	2,708	2,708	2,708	2,708

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

General Fund Revenues

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
General Fund Revenues	Fee-Criminal Fines	1,719	2,077	1,764	1,764	-	1,764	-	1,764	1,764	1,764	1,764
General Fund Revenues	Fee-Plan Review	101,225	256,027	122,122	122,122	-	122,122	-	122,122	122,122	122,122	122,122
General Fund Revenues	Fee-Planning Dev Review	77,370	60,625	44,000	44,000	-	44,000	-	44,000	44,000	44,000	44,000
General Fund Revenues	Fee- Recording	-	33	350	350	-	350	-	350	350	350	350
General Fund Revenues	Fee-Plan/Zone/Plat	-	1,000	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
General Fund Revenues	Fees-Miscellaneous P&Z	250	41	-	-	-	-	-	-	-	-	-
General Fund Revenues	Fee-MVHA Qualification Fee	5,940	6,570	4,600	4,600	-	4,600	-	4,600	4,600	4,600	4,600
General Fund Revenues	Fee - Energy Mitigation	-	-	54,210	-	(54,210)	67,313	67,313	-	-	-	-
General Fund Revenues	Black Hills Gas Franchise Fee	35,103	24,698	39,678	39,678	-	39,678	-	39,678	39,678	39,678	39,678
General Fund Revenues	Road Impact Fees	43,440	130,819	35,000	35,000	-	35,000	-	35,000	35,000	35,000	35,000
General Fund Revenues	Equipment Rental	651	1,678	-	-	-	-	-	-	-	-	-
Total Charges for Services		268,083	489,267	306,432	252,222	(54,210)	319,535	67,313	252,222	252,222	252,222	252,222
General Fund Revenues	Fines-Traffic	2,765	7,948	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
General Fund Revenues	Fines-False Alarms	-	-	276	276	-	276	-	276	276	276	276
General Fund Revenues	Fines-Miscellaneous/PD	-	600	4,250	4,250	-	4,250	-	4,250	4,250	4,250	4,250
General Fund Revenues	Fines-Miscellaneous Building	8,392	(266)	551	551	-	551	-	551	551	551	551
Total Fines & Forfeits		11,157	8,282	6,077	6,077	-	6,077	-	6,077	6,077	6,077	6,077
General Fund Revenues	Interest On Investments	51,399	52,134	45,000	45,000	-	45,000	-	45,000	45,000	45,000	45,000
General Fund Revenues	Gain/Loss On Investments	(3,491)	(19,612)	-	-	-	-	-	-	-	-	-
Total Interest on Investments		47,908	32,522	45,000	45,000	-	45,000	-	45,000	45,000	45,000	45,000
General Fund Revenues	Grant Revenue Police	-	2,840	-	-	-	-	-	-	-	-	-
General Fund Revenues	Grant Revenue-Miscellaneous	14,948	8,152	-	-	-	-	-	-	-	-	-
General Fund Revenues	HR Housing - Revenue	-	-	3,350	3,350	-	3,350	-	3,350	3,350	3,350	3,350
General Fund Revenues	Miscellaneous Revenue - Plaza Services	-	600	-	-	-	-	-	-	-	-	-
General Fund Revenues	Miscellaneous Revenue - Shop	-	-	500	500	-	500	-	500	500	500	500
General Fund Revenues	Miscellaneous Revenue - Marketing	-	225	475	475	-	475	-	475	475	475	475
General Fund Revenues	Miscellaneous Revenue - Police	1,934	1,840	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
General Fund Revenues	Miscellaneous Revenue - Municipal Bus	-	-	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
General Fund Revenues	Miscellaneous Revenue - Building	2,886	8,487	750	750	-	750	-	750	750	750	750
General Fund Revenues	Miscellaneous Revenue - Finance	5,552	1,853	14,500	14,500	-	14,500	-	14,500	14,500	14,500	14,500
General Fund Revenues	Miscellaneous Revenue - Finance Admin Fees	377	64	-	-	-	-	-	-	-	-	-
General Fund Revenues	Munirevs Credit Card Fees	2,069	1,895	500	500	-	500	-	500	500	500	500
General Fund Revenues	Permitting Credit Card Fees	495	749	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
General Fund Revenues	Miscellaneous Revenue -Clerk	2,754	2,776	200	200	-	200	-	200	200	200	200
General Fund Revenues	Miscellaneous Revenue - General	7,432	9,819	1,100	1,100	-	1,100	-	1,100	1,100	1,100	1,100
General Fund Revenues	Maintenance Shop Lease	12	13	12	12	-	12	-	12	12	12	12
General Fund Revenues	Van Rider Revenue	29,948	27,879	29,654	29,654	-	29,654	-	29,654	29,654	29,654	29,654
General Fund Revenues	Insurance Claim Proceeds	-	149,778	-	-	-	-	-	-	-	-	-

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

General Fund Revenues

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018			2019		2020 Long	2021 Long	2022 Long	2023 Long
				2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
General Fund Revenues	Transfer Station Lease	1,200	1,300	1,200	1,200	-	1,200	-	1,200	1,200	1,200	1,200
General Fund Revenues	David Reed Lease	(1,398)	(1,398)	(1,398)	(1,398)	-	(1,398)	-	(1,398)	(1,398)	(1,398)	(1,398)
General Fund Revenues	Ice Rink Revenues	582	1,710	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
General Fund Revenues	Vending Cart/Plaza Use Rents	12,261	23,255	12,500	12,500	-	12,500	-	12,500	12,500	12,500	12,500
General Fund Revenues	Vending/Plaza Application Fees	5,260	3,927	5,775	5,775	-	5,775	-	5,775	5,775	5,775	5,775
Total Miscellaneous Revenues		86,312	245,763	79,118	79,118	-	79,118	-	79,118	79,118	79,118	79,118
General Fund Revenues	Contributions	-	-	50,000	50,000	-	50,000	-	50,000	50,000	50,000	50,000
General Fund Revenues	Contribution-See Forever	-	60,000	-	-	-	-	-	-	-	-	-
General Fund Revenues	Contributions-TMVOA Employee Shuttle	10,398	2,858	13,438	13,438	-	13,438	-	13,438	13,438	13,438	13,438
General Fund Revenues	Green Gondola Receipts	39	740	-	-	-	-	-	-	-	-	-
General Fund Revenues	Energy Rebates	14,562	10,952	-	-	-	-	-	-	-	-	-
General Fund Revenues	Environmental Services Contribution	20,210	-	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Total Contributions		45,209	74,551	68,438	68,438	-	68,438	-	68,438	68,438	68,438	68,438
Total General Fund Revenues		9,624,618	11,252,298	10,309,650	10,447,199	137,549	10,538,300	91,101	10,565,769	10,700,771	10,799,621	10,939,167

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Municipal Debt Service

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
DSF Revs	Tax - Specific Ownership	136,536	149,712	85,587	32,000	(53,587)	32,000	-	32,000	32,000	32,000	32,000
DSF Revs	Tax - Property - 2007 Bonds	1,849,420	1,704,922	-	-	-	-	-	-	-	-	-
DSF Revs	Tax - Property - 2009 Bonds	327,874	306,715	-	-	-	-	-	-	-	-	-
DSF Revs	Tax - Property - 2014 Bonds	263,912	248,849	552,059	552,059	-	555,459	3,400	549,589	551,079	547,114	550,209
DSF Revs	Tax - Property - 2005 Bonds	730,817	673,199	-	-	-	-	-	-	-	-	-
DSF Revs	Tax - Property - 2006A Bonds	266,726	480,933	-	-	-	-	-	-	-	-	-
Total Property Taxes		3,575,284	3,564,330	637,646	584,059	(53,587)	587,459	3,400	581,589	583,079	579,114	582,209
DSF Revs	2014 Bond Reserve Fund	347	1,315	300	300	-	300	-	300	300	300	300
DSF Revs	Interest-2006B Liquidity Fund	774	2,614	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
DSF Revs	Interest Revenue - 2011 Gondola Bonds	193	373	200	200	-	200	-	200	200	200	200
Total Investment Income		1,314	4,302	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
DSF Revs	Contribution- TMOVA	61,477	60,455	58,421	59,608	1,188	60,066	458	59,002	60,894	533,676	-
DSF Revs	Contribution-Telski	146,498	144,060	143,030	142,042	(988)	143,134	1,092	140,598	145,106	1,271,724	-
Total Contributions		207,975	204,515	201,450	201,650	200	203,200	1,550	199,600	206,000	1,805,400	-
Total Debt Service Fund Revenues		3,784,573	3,773,147	841,096	787,709	(53,387)	792,659	4,950	783,189	791,079	2,386,514	584,209
Debt Service	Bond Admin Fees/Trustee Charges	2,175	1,925	4,250	4,250	-	2,750	(1,500)	2,750	2,750	2,750	2,750
Debt Service	Audit Fees	9,500	-	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Debt Service	Bank Fees	89	250	-	-	-	-	-	-	-	-	-
Debt Service	County Treasurer Collection Fees	103,442	102,762	16,230	16,230	-	16,978	748	16,808	16,851	16,736	16,826
Total Administrative Fees		115,206	104,937	22,480	22,480	-	21,728	(752)	21,558	21,601	21,486	21,576
Debt Service	2007 Bonds - Principal	1,625,000	1,705,000	-	-	-	-	-	-	-	-	-
Debt Service	2007 Bonds Interest	174,825	89,513	-	-	-	-	-	-	-	-	-
Debt Service	2005 Bonds Principal	645,000	680,000	-	-	-	-	-	-	-	-	-
Debt Service	2005 Bonds Interest	66,250	34,000	-	-	-	-	-	-	-	-	-
Debt Service	2009 Bonds Principal	295,000	310,000	-	-	-	-	-	-	-	-	-
Debt Service	2009 Bonds Interest	24,200	12,400	-	-	-	-	-	-	-	-	-
Debt Service	2011 Gondola Bonds Principal	115,000	115,000	115,000	115,000	-	120,000	5,000	120,000	130,000	1,770,000	-
Debt Service	2011 Gondola Bonds Interest	92,975	89,515	86,650	86,650	-	83,200	(3,450)	79,600	76,000	35,400	-
Debt Service	2006A Bonds Principal	-	490,000	-	-	-	-	-	-	-	-	-
Debt Service	2014 Parking Bonds Principal	15,000	15,000	275,000	275,000	-	285,000	10,000	285,000	295,000	300,000	315,000
Debt Service	2006A Bonds Interest	19,600	10,655	-	-	-	-	-	-	-	-	-
Debt Service	2014 Parking Bonds Interest	256,825	256,525	256,225	256,225	-	250,725	(5,500)	245,025	236,475	227,625	215,625
Total Bond Principal & Interest		3,329,675	3,807,608	732,875	732,875	-	738,925	6,050	729,625	737,475	2,333,025	530,625
Total Expense		3,444,881	3,912,545	755,355	755,355	-	760,653	5,298	751,183	759,076	2,354,511	552,201
DSF Revs	Transfer (To)/From General Fund	-	(207,439)	-	-	-	-	-	-	-	-	-
DSF Revs	Transfer (To)/From GF Specific Ownership Taxes	(136,536)	(149,712)	(85,587)	(32,000)	53,587	(32,000)	-	(32,000)	(32,000)	(32,000)	(32,000)
Total Other Source/Uses		(136,536)	(357,151)	(85,587)	(32,000)	53,587	(32,000)	-	(32,000)	(32,000)	(32,000)	(32,000)
Surplus (Deficit)		203,156	(496,550)	154	354	200	6	(348)	6	3	3	8
Beginning Fund Balance		743,942	947,098	450,549	450,549		450,903		450,909	450,915	450,918	450,921
Ending Fund Balance		947,098	450,549	450,703	450,903		450,909		450,915	450,918	450,921	450,929

**TOWN OF MOUNTAIN VILLAGE
2019 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 2019.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Telluride Conference Center (TCC)

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
TCC Expense	Facility Expenses	-	58	-	-	-	-	-	-	-	-	
TCC Expense	Contract Labor (1)	-	5,000	50,000	-	(50,000)	50,000	50,000	-	-	-	
TCC Expense	HOA Dues	82,422	88,467	89,352	89,352	-	92,033	2,681	94,794	97,637	100,566	
TCC Expense	Sales Collateral	100,000	100,000	100,000	100,000	-	100,000	-	100,000	100,000	100,000	
TCC Expense	Equipment	13,784	5,564	20,000	20,000	-	20,000	-	20,000	20,000	20,000	
Total Expense		196,206	199,089	259,352	209,352	(50,000)	262,033	52,681	214,794	217,637	220,566	223,583
TCC Other Sources/Uses	Transfer (To)/From General Fund Operations	196,206	193,525	259,352	209,352	(50,000)	262,033	52,681	214,794	217,637	220,566	223,583
TCC Other Sources/Uses	Transfer (To)/From General Fund Cap/MR&R	-	5,564	-	-	-	-	-	-	-	-	-
Total Other Source/Uses		196,206	199,089	259,352	209,352	(50,000)	262,033	52,681	214,794	217,637	220,566	223,583
Surplus (Deficit)		-	-	-	-	-	-	-	-	-	-	-

(1) 2019 Study/consulting for possible expansion (pushed from 2018)

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Tourism

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Tourism Revs	Lodging Taxes	912,743	965,419	893,416	958,772	65,356	966,629	7,857	995,628	1,025,497	1,056,262	1,087,949
Tourism Revs	Lodging Taxes	725,343	755,468	792,274	806,153	13,879	857,199	51,046	882,915	909,402	936,684	964,785
Tourism Revs	Lodging Taxes - Prior Period	824	692	-	5,781	5,781	-	(5,781)	-	-	-	-
Tourism Revs	Taxes-Restaurant	411,969	422,623	408,040	432,283	24,243	445,251	12,968	458,609	472,367	486,538	501,134
Tourism Revs	Lodging/Restaurant Tax Penalty	2,717	2,239	2,000	8,000	6,000	8,000	-	8,000	8,000	8,000	8,000
Tourism Revs	Restaurant Taxes - Prior Period Remittance	85	-	-	-	-	-	-	-	-	-	-
Tourism Revs	Business Licenses	296,585	320,857	315,307	315,307	-	315,307	-	315,307	315,307	315,307	315,307
Tourism Revs	Penalty - Business License	12,918	12,326	13,000	19,000	6,000	13,000	(6,000)	13,000	13,000	13,000	13,000
Total Revenues		2,363,183	2,479,623	2,424,037	2,545,296	121,259	2,605,386	60,090	2,673,459	2,743,573	2,815,791	2,890,176
Tourism	MTI Lodging Funding	811,260	852,181	834,417	876,499	42,082	902,794	26,295	929,878	957,775	986,508	1,016,103
Tourism	MTI Business License Funding	278,790	301,606	296,389	296,389	-	296,389	-	296,389	296,389	296,389	296,389
Tourism	Airline Guaranty Lodging Taxes	803,066	843,574	825,988	867,646	41,658	893,675	26,029	920,486	948,100	976,543	1,005,839
Tourism	Airline Guaranty Restaurant Taxes	403,813	414,170	399,879	423,637	23,758	436,346	12,709	449,437	462,920	476,808	491,112
Tourism	MTI Funding -Additional Requests	13,000	27,915	40,000	40,000	-	40,000	-	40,000	40,000	40,000	40,000
Tourism	Economic Development Contribution	25,000	-	-	-	-	-	-	-	-	-	-
Tourism	Audit Fees	2,500	2,235	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Total Expense		2,337,429	2,441,681	2,399,173	2,506,671	107,498	2,571,704	65,033	2,638,690	2,707,684	2,778,748	2,851,943
Tourism Transfers	Transfer (To)/From General Fund	(25,755)	(37,942)	(24,864)	(38,625)	(13,761)	(33,682)	4,943	(34,769)	(35,889)	(37,043)	(38,233)
Total Other Sources/Uses		(25,755)	(37,942)	(24,864)	(38,625)	(13,761)	(33,682)	4,943	(34,769)	(35,889)	(37,043)	(38,233)

Surplus (Deficit)

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Historical Museum

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Historical Museum Revs	Tax - Property .333 Mills Historical Museum	96,410	97,952	96,553	96,553	-	97,054	501	97,054	98,025	98,025	99,005
Historical Museum Revs	Tax - Property - Abatements	(273)	(1,887)	-	-	-	-	-	-	-	-	-
Total Revenues		96,138	96,066	96,553	96,553	-	97,054	501	97,054	98,025	98,025	99,005
Historical Museum	Historical Museum Mil Levy	94,211	94,138	94,622	94,616	(6)	95,109	493	95,109	96,060	96,060	97,020
Historical Museum	County Treasurer's Fees	1,927	1,928	1,931	1,937	6	1,945	8	1,945	1,965	1,965	1,985
Total Expense		96,138	96,066	96,553	96,553	(0)	97,054	501	97,054	98,025	98,025	99,005

Surplus (Deficit)

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**TOWN OF MOUNTAIN VILLAGE
2019 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 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, heat trace and smart irrigation controls incentive programs.

BUILDING DIVISION GOALS

1. Assemble the necessary professional groups to hold meetings to review, amend and make recommendation to council for adoption the 2018 I Codes
2. Ensure all Building Permit applications are processed in a timely manner.
3. Accurately respond to all customer inquiries in a timely manner regarding building design or Town policies.
4. Conduct contractor and architect training on the Electrical Code, Building Regulations and adopted International Code Council series as amended.
5. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals.
6. Operate within Town Council adopted budget.
7. Complete a community outreach education program. Primarily directed at Property Managers and the public on how to hire professional contractors and the issues and consequences with using non-licensed un-professional help. (How to use The Department of Building Safety as a resource to protect property and life)
8. Identify the existing CDC language that is contrary to the Building Codes. Present ideas for improving and simplifying the CDC.

BUILDING DIVISION PERFORMANCE MEASURES

1. Present for adoption to council the 2018 I Codes and remove Building Codes from the CDC and place within the Municipal Code by October of 2018.
2. Ensure all Building Division applications are processed in accordance with the following timelines:
 - 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.
3. Respond to customer inquiries by email or phone call within 24 hours. If it needs research then 72 hours.
4. By the end of the second quarter of 2019, conduct contractor and architect training regarding Electrical Code, Building Regulations and adopted International Code Council series as amended.
5. Continue to administer the incentive programs including but not limited to the solar rebate. Consider other incentives.
6. Throughout 2019, operate within Town Council adopted budget throughout the year.
7. Complete a community outreach education program. Primarily directed at Property Managers and the public on how to hire professional contractors and the issues and consequences with using non-licensed un-professional help. (How to use The Building Department as a resource to protect property and life) by the second quarter of the year.
8. Garner support and compliance around energy reducing building practices, incentives and programs.

2018 BUILDING DIVISION ACHIEVEMENTS

Implementing 2018 Goals

3. Present for adoption to council the 2018 I Codes and remove Building Codes from the CDC and place within the Municipal Code by October of 2018. **Ongoing.**
4. Ensure all Building Division applications are processed in accordance with the following timelines:
 - C. Conduct all inspections within 24 business hours of inspection request.
 - D. 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. **Done**
4. Respond to customer inquiries by email or phone call within 24 hours. If it needs research then 72 hours. **Done.**
5. By the end of the second quarter of 2019, conduct contractor and architect training regarding Electrical Code, Building Regulations and adopted International Code Council series as amended. **Ongoing.**
9. Continue to administer the incentive programs including but not limited to the solar rebate, irrigation and heat trace incentive programs. Consider other incentives. **Done.**
10. Throughout 2018, operate within Town Council adopted budget throughout the year. **Done.**
11. Complete a community outreach education program. Primarily directed at Property Managers and the public on how to hire professional contractors and the issues and consequences with using non-licensed un-professional help. (How to use The Building Department as a resource to protect property and life) by the second quarter of the year.
12. Identify the existing CDC language that is contrary to the Building Codes. Present ideas for improving and simplifying the CDC by the first quarter of the year. **Done.**
13. Held a Snow Melt Seminar for building professionals. **Done.**
14. Worked well with contractors to work through building issues in order to receive TCO and CO's.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Planning & Development Services

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long	2021 Long	2022 Long	2023 Long	
				2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Building Division	Salaries & Wages	190,481	191,553	197,430	197,827	397	204,157	6,330	204,157	204,157	204,157	204,157
Building Division	Offset Labor	(500)	-	-	-	-	-	-	-	-	-	-
Building Division	Group Insurance	35,784	35,237	34,404	34,404	-	34,404	-	36,124	37,930	39,827	41,818
Building Division	Dependent Health Reimbursement	(993)	(1,434)	(2,292)	(2,292)	-	(2,292)	-	(2,292)	(2,292)	(2,292)	(2,292)
Building Division	PERA & Payroll Taxes	29,454	29,409	30,365	30,426	61	31,400	974	31,400	31,400	31,400	31,400
Building Division	PERA 401K	6,808	7,577	7,075	7,089	14	8,166	1,077	8,166	8,166	8,166	8,166
Building Division	Workers Compensation	2,912	2,032	955	955	-	1,003	48	1,053	1,106	1,161	1,219
Building Division	Other Employee Benefits	2,025	2,857	2,461	2,461	-	2,461	-	2,461	2,461	2,461	2,461
Building Division	Uniforms	32	788	500	500	-	500	-	500	500	500	500
Building Division	Consultation Fees	-	9,988	5,000	5,000	-	7,500	2,500	7,500	7,500	7,500	7,500
Building Division	Vehicle Repair & Maintenance	-	-	650	650	-	650	-	650	650	650	650
Building Division	Vehicle Repair & Maintenance	224	514	-	-	-	-	-	-	-	-	-
Building Division	Vehicle Repair & Maintenance	-	1,052	-	-	-	-	-	-	-	-	-
Building Division	UBC/IRC/IBC Book Supplies	-	-	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Building Division	Dues, Fees, Licenses	529	530	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Building Division	Travel, Education & Training	4,152	1,147	3,500	3,500	-	5,000	1,500	5,000	5,000	5,000	5,000
Building Division	Contract Labor	-	-	4,000	4,000	-	4,000	-	4,000	4,000	4,000	4,000
Building Division	Bank Fees - Credit Card Fees	1,293	2,032	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Building Division	Supplies	244	-	-	-	-	-	-	-	-	-	-
Building Division	Business Meals	-	-	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Building Division	Employee Appreciation	110	278	300	300	-	300	-	300	300	300	300
Building Division	Books & Periodicals	40	993	200	200	-	500	300	497	497	497	497
Building Division	Utilities - Gasoline	887	941	2,205	2,205	-	2,205	-	2,205	2,205	2,205	2,205
Building Division	Non-Capital Equipment	-	539	1,000	1,000	-	1,500	500	1,500	1,500	1,500	1,500
Building Division	Wetlands Study	-	-	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Building Division	Green Gondola Donation Costs	-	-	5,000	5,000	-	2,500	(2,500)	2,500	2,500	2,500	2,500
Building Division	Environmental Projects	652	675	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Building Division	Solar Panel Rebates	-	(10,311)	-	-	-	-	-	-	-	-	-
Building Division	Solar Energy Rebates	-	(11,165)	30,000	5,000	(25,000)	20,000	15,000	20,000	20,000	20,000	20,000
Building Division	Energy Audit Rebates	-	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000
Building Division	LED Lighting Rebates	-	(4,674)	-	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000
Building Division	Roof Rebates	-	10,894	100,000	30,000	(70,000)	100,000	70,000	100,000	100,000	100,000	100,000
Building Division	Community Environmental Incentives	90,210	25,187	60,000	50,000	(10,000)	60,000	10,000	60,000	60,000	60,000	60,000
Building Division	Energy Mitigation Expenditures	-	-	54,210	-	(54,210)	67,313	67,313	-	-	-	-
Building Division	Farm to Community Initiative	-	-	-	20,000	20,000	30,000	10,000	30,000	30,000	30,000	30,000
Building Division	Misc & Other	450	-	-	-	-	-	-	-	-	-	-
Total		364,795	296,639	548,963	412,225	(136,738)	605,267	193,042	539,721	541,580	543,532	545,581

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
PLANNING SERVICES PROGRAM NARRATIVE**

Planning Services has a primary responsibility for implementing the vision and goals of the Comprehensive Plan, most commonly through administering provisions of the Community Development Code (CDC); assisting the Design Review Board and Town Council regarding policy and development decisions; facilitating amendments to the Plan; bringing forward timely amendments to the CDC; promoting fire mitigation, forest health and environmental sustainability; and the review and approval of proposed uses and improvements in the plaza areas to assist in the vibrancy of the Village Center.

PLANNING SERVICES GOALS

1. Assist the business community, residents and homeowners achieve their goals of building, improving and being a part of the Mountain Village.
2. Facilitate the preparation of the Town Hall Subarea Plan Phase II in partnership with Telluride Mountain Village, Telluride Ski and Golf and all of the citizens of Mountain Village.
3. Implement forest health measures and raise awareness of forest health and fire mitigation strategies.
4. Develop programs and policies to reduce the use of electricity, natural gas, fuel, paper, water, and chemicals.
5. Increase the vibrancy of the Village Center.
6. Be an advocate for workforce housing.

PLANNING SERVICES PERFORMANCE MEASURES

1. Continue to look for ways to streamline process, increase incentives and invite public participation to encourage compliance with planning and building regulations, policies and procedures while developing a sense of community.
 - a. Bring through a clean up CDC amendment.
 - b. Finalize the sandwich board and Village Center compliance and presentation in partnership with TMVOA by second quarter.
 - c. Finalizing 3-D model of Village Center for public use.
2. Implement Phase II of the Town Hall Subarea Planning process to prioritize, strategize and implement portions of the Town Hall Subarea Plan by:
 - a. Bringing road realignment, landscape design, platting and zoning to achieve a greater sense of arrival and park improvements through design in 2019 and bid and construction in 2020.
3. Continue to fund and advertise forest health and wildfire mitigation rebate and incentive programs that include both the defensible space and the cedar shake rebate program. Report to Town Council in the first or second quarter the progress of both programs. Re-evaluate staffing and level of service in 2019 for the community in light of staffing changes in the planning department.
4. Develop programs and policies to reduce the use of electricity, natural gas, fuel, paper, water, and chemicals.
 - a. Initiate programming needs in Meritage to integrate planning files by second quarter.
 - b. See Building Department measures for other associated measures e.g. updating building and energy codes.
5. Implement portions of Village Center Vibrancy Plan.
6. Be an advocate for workforce housing by:
 - a. Partnering with other entities and municipalities with a common goal when requested.
 - b. Share information with other entities and municipalities for the common goal.
 - c. Educate the broader public when the opportunities present themselves.
 - d. Think creatively about bringing entities together to effectuate land trades or mutually beneficial scenarios that would result in an increase in workforce housing.

2018 PLANNING DIVISION ACHIEVEMENTS

Implementing 2018 Goals

1. Continue to look for ways to streamline process, increase incentives and invite public participation to encourage compliance with planning and building regulations, policies and procedures while developing a sense of community.
 - a. Implemented a Cedar Shake Incentive Program
 - b. Continuing to work on a sandwich board prototype in conjunction with TMVOA to help improve Village Center vibrancy and aesthetic.
 - c. Created and Implemented a Farm to Community Income Qualified Program.
 - d. Executed contract for GHG Emissions Inventory for the Community.
2. Implement Phase II of the Town Hall Subarea Planning process to prioritize, strategize and implement portions of the Town Hall Subarea Plan.
 - a. Finalized Phase II Contract.
 - b. Assembled technical team to perfect road realignment plan.
 - c. Intend to continue with design, platting zoning and ownership in 2019.
3. Continue to fund and advertise forest health and wildfire mitigation rebate and incentive programs that include both the defensible space and the cedar shake rebate program. Report to Town Council in the first or second quarter the progress of both programs. **Done**
4. Develop programs and policies to reduce the use of electricity, natural gas, fuel, paper, water, and chemicals.
 - a. Proposed a number of possible building code amendments to address these issues.
5. Receive direction from Town Council as to scope of Village Center vibrancy plan in the first quarter. Implement direction in 2018 by end of year that would include an improvements plan.
 - a. Executed a contract for services with AECOM
 - b. AECOM contract work began in August of 2018.
 - c. Hired a Community Engagement Coordinator to help facilitate business related Village Center issues.
6. Be an advocate for workforce housing:
 - a. Purchased a Deed Restricted unit at Cassidy Ridge.
 - b. Continuing to fund the down payment assistance program.
 - c. Prioritizing the VCA expansion project.
 - d. Final Housing Needs Assessment Update completed in fall of 2018 that included a VCA specific needs analysis.
 - e. Met with private and public entities regarding workforce housing ideas.
7. Created an informational hand-out regarding wetlands and explain development best practices, CDC regulations, conservation easements with input from the EPA and Army Corps.
 - a. Completed awaiting TSG final review.
8. Complete CDC amendment regarding Village Center roofing material by the beginning of the second quarter. **Done.**

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Planning & Development Services

Worksheet	Account Name			2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long	
		Actuals 2016	Actuals 2017	2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Housing Office	Salaries & Wages	16,568	14,581	15,450	15,563	113	16,061	498	16,061	16,061	16,061	16,061
Housing Office	Group Insurance	1,952	1,472	1,890	1,890	-	1,890	-	1,985	2,084	2,188	2,297
Housing Office	Dependent Health Reimbursement	(73)	(211)	(542)	(542)	-	(542)	-	(542)	(542)	(542)	(542)
Housing Office	PERA & Payroll Taxes	2,482	2,190	2,376	2,394	18	2,471	77	2,471	2,471	2,471	2,471
Housing Office	PERA 401K	326	274	300	300	-	482	182	482	482	482	482
Housing Office	Workers Compensation	177	291	200	200	-	210	10	221	232	243	255
Housing Office	Other Employee Benefits	-	401	134	134	-	134	-	134	134	134	134
Total		21,431	18,998	19,808	19,939	131	20,706	767	20,811	20,921	21,037	21,158
Planning & Zoning	Salaries & Wages	202,536	220,573	230,013	228,817	(1,196)	236,139	7,322	216,139	216,139	216,139	216,139
Planning & Zoning	Housing Allowance	-	1,408	-	-	-	-	-	-	-	-	-
Planning & Zoning	Group Insurance	32,738	38,671	42,943	42,943	-	42,943	-	45,090	45,090	45,090	47,345
Planning & Zoning	Dependent Health Reimbursement	(2,682)	(1,926)	(637)	(669)	(32)	(702)	(33)	(737)	(737)	(737)	(737)
Planning & Zoning	PERA & Payroll Taxes	30,814	33,801	35,376	35,192	(184)	36,318	1,126	33,242	33,242	33,242	33,242
Planning & Zoning	PERA 401K	8,115	8,612	9,216	9,168	(48)	11,775	2,607	11,775	11,775	11,775	11,775
Planning & Zoning	Workers Compensation	1,795	1,938	1,793	1,793	-	1,883	90	1,977	2,076	2,179	2,288
Planning & Zoning	Other Employee Benefits	2,835	3,793	3,133	3,133	-	3,133	-	3,133	3,133	3,133	3,133
Planning & Zoning	Consultation Fees- Planning	84,044	3,093	1,500	1,500	-	50,000	48,500	50,000	50,000	50,000	50,000
Planning & Zoning	Consulting-Master Planning	45,890	35,875	233,000	233,000	-	233,000	-	200,000	200,000	200,000	200,000
Planning & Zoning	Forestry Management	51,095	14,623	50,000	10,000	(40,000)	50,000	40,000	50,000	50,000	50,000	50,000
Planning & Zoning	Public Noticing	140	1,846	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Planning & Zoning	Facility Expenses	689	7	-	-	-	-	-	-	-	-	-
Planning & Zoning	Communications	4,598	4,074	4,029	4,029	-	4,029	-	4,029	4,029	4,029	4,029
Planning & Zoning	Contract Labor	-	500	-	-	-	-	-	-	-	-	-
Planning & Zoning	Postage & Freight	26	88	120	120	-	120	-	120	120	120	120
Planning & Zoning	General Supplies & Material	1,988	3,920	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Planning & Zoning	Printing & Binding	1,238	3,344	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
Planning & Zoning	Recording Fees	370	354	600	600	-	600	-	600	600	600	600
Planning & Zoning	Dues & Fees	1,076	1,140	1,400	1,400	-	1,400	-	1,400	1,400	1,400	1,400
Planning & Zoning	Travel, Education & Training	2,760	2,994	7,000	7,000	-	7,000	-	7,000	7,000	7,000	7,000
Planning & Zoning	Business Meals	2,836	3,257	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Planning & Zoning	Employee Appreciation	902	287	300	300	-	300	-	300	300	300	300
Planning & Zoning	Other Benefits - DRB	6,622	6,722	7,155	7,155	-	7,155	-	7,155	7,155	7,155	7,155
Planning & Zoning	Live Streaming	-	1,200	6,000	6,000	-	6,000	-	6,000	6,000	6,000	6,000
Planning & Zoning	Books & Periodicals	-	200	250	250	-	250	-	250	250	250	250
Total		480,426	390,394	645,191	603,731	(41,460)	703,343	99,611	649,473	649,572	649,675	652,039

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
MOUNTAIN VILLAGE HOUSING AUTHORITY DIVISION PROGRAM NARRATIVE**

The Housing Authority Division oversees the following:

1. Village Court Apartments Enterprise Fund
2. Affordable Housing Development Fund when funds are available
3. Mortgage Assistance Pool Fund when funds are available
4. Housing Program Administration and Enforcement through Intergovernmental Agreement (“IGA”) with the San Miguel Regional Housing Authority (“RHA”)

The Mountain Village Housing Authority Division, through and IGA with the RHA, enforces the Town’s affordable housing ordinances and guidelines related to the construction, development, sale and use of deed-restricted employee housing. The Housing Authority, through an IGA with RHA, assists with homeowner education and buying and selling deed-restricted homes. The division is also responsible for developing and implementing new housing projects for rental and ownership options as funding becomes available.

HOUSING DIVISION GOALS

1. Replace flooring that is over life expectancy in all units.
2. Replace flooring in building 10 hallways.
3. Start and maintain landscaping.
4. Implement new files and filing system.
5. Receive good report and no findings with the audit and inspect by the Department of Local Affairs (DOLA) in 2019.
6. Maintain all buildings and property in accordance with written building and property maintenance standard operating procedures.
7. Respond to all tenant inquiries and maintenance requests in a professional and customer-service oriented manner.
8. Operate within the housing authority adopted budget.
9. Operate the apartments in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural, fuel, paper, water, and chemicals.

HOUSING DIVISION PERFORMANCE MEASURES

1. Updates and maintain of property completed.
2. Files and system put into place.
3. Prepare in advance all necessary requirements in anticipation of the DOLA audit and inspection.
4. Throughout the year, maintain all buildings and property in accordance with written building and property maintenance standard operating procedures.
5. At all times, respond to all tenants inquires and requests in a professional and customer-service oriented manner in the following timeframes: All tenants requests within one (1) hour for emergency situations, and 48 hours for all other requests.
6. Throughout the year, operate within the Housing Authority adopted budget.
7. Operate the apartments in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural, fuel, paper, water, and chemicals.
 - a. Initiate year two of the annual review and inspections of each unit.
 - b. Continue to upgrade appliances and fixtures in order of priority beginning with water heaters, then refrigerators, water fixtures and light bulbs with unit turn overs and as identified with the annual inspections.

2018 HOUSING DIVISION ACHIEVEMENTS

1. Finish construction of the laundry room addition by Building 8.
2. Finalized the VCA Policy and Procedures manual.
3. Restriped the parking lot and additional parking lot construction done which added a significant number of parking spaces onsite.
4. Continued to meet necessary requirements in anticipation of the DOLA audit and inspection.
5. Throughout the year, maintained all buildings and property in accordance with written building and property maintenance standard operating procedures.
6. Responded to all tenants inquires and requests in a professional and customer-service oriented manner in the following timeframes: All tenants requests within one (1) hour for emergency situations, and 48 hours for all other requests.
7. Installed a storage shelf in bathroom of all 2 bedroom units.
8. Upgrading all appliances over life expectancy.
9. Added a paver walkway from driveway to back of building 8 and paver area in front of office.
10. Replaced utility vehicles.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Mountain Village Housing Authority

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
Affordable Housing Development Fund												
AHDF Revenues	Community Garden Plot Rents	655	685	550	550	-	550	-	550	550	550	550
AHDF Revenues	Sale Proceeds	-	-	-	277,858	277,858	-	(277,858)	-	-	-	-
AHDF Revenues	Rental Proceeds	12,480	12,480	12,228	12,228	-	12,228	-	12,228	12,228	12,228	12,228
Total Revenues		13,135	13,165	12,778	290,636	277,858	12,778	(277,858)	12,778	12,778	12,778	12,778
Affordable Housing Development Fund	Community Garden At VCA	-	-	750	750	-	750	-	750	750	750	750
Affordable Housing Development Fund	Prospect Condo Utilities	1,041	939	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Affordable Housing Development Fund	HOA And Parking Dues	8,963	8,939	8,987	8,987	-	8,987	-	8,987	8,987	8,987	8,987
Affordable Housing Development Fund	Prospect Maint	-	1,816	-	-	-	-	-	-	-	-	-
Affordable Housing Development Fund	Future Housing Projects	8,856	8,856	11,013	11,013	-	11,013	-	11,013	11,013	11,013	11,013
Affordable Housing Development Fund	Cassidy Ridge Purchase	-	-	-	279,682	279,682	-	(279,682)	-	-	-	-
Affordable Housing Development Fund	RHA Operations Funding	88,500	87,776	107,388	120,258	12,870	94,888	(25,370)	94,888	94,888	94,888	94,888
Affordable Housing Development Fund	Housing Authority Consultant	-	4,900	-	-	-	-	-	-	-	-	-
Total Expenditures		107,360	113,226	133,138	425,690	292,552	120,638	(305,052)	120,638	120,638	120,638	120,638
AHDF Transfers	Transfer (To)/From General Fund	445,361	474,477	480,777	496,148	15,371	505,159	9,011	515,262	525,567	536,078	546,800
AHDF Transfers	Transfer (To)/From GF Housing Office	-	(18,998)	(19,808)	(19,939)	(131)	(20,706)	(767)	(20,811)	(20,921)	(21,037)	(21,158)
AHDF Transfers	Transfer (To)/From VCA	-	-	-	-	-	(1,470,202)	(1,470,202)	-	-	-	-
AHDF Transfers	Transfer (To)/From Mortgage Assistance	-	-	(60,000)	(30,000)	30,000	(60,000)	(30,000)	(60,000)	(60,000)	(60,000)	(60,000)
Total Other Sources/Uses		445,361	455,479	400,969	446,209	45,240	(1,045,749)	(1,491,958)	434,451	444,646	455,042	465,642
Surplus (Deficit)		351,136	355,419	280,609	311,155	30,546	(1,153,609)	(1,464,764)	326,591	336,786	347,182	357,782
Beginning Fund Balance		798,398	1,149,534	1,504,952	1,504,952		1,816,107		662,498	989,089	1,325,876	1,673,057
Ending Fund Balance		1,149,534	1,504,952	1,785,561	1,816,107		662,498		989,089	1,325,876	1,673,057	2,030,839
Mortgage Assistance Pool												
Mortgage Assistance Transfers	Interest Revenue	-	5,511	-	-	-	-	-	-	-	-	-
Mortgage Assistance Pool	Employee Mortgage Assistance	-	-	60,000	30,000	(30,000)	60,000	30,000	60,000	60,000	60,000	60,000
Mortgage Assistance Transfers	Transfer (To)/From AHDF	-	-	60,000	30,000	(30,000)	60,000	30,000	60,000	60,000	60,000	60,000
Surplus (Deficit)		-	5,511	-	-	-	-	-	-	-	-	-
Beginning Fund Balance		-	-	5,511	5,511		5,511		5,511	5,511	5,511	5,511
Ending Fund Balance		-	5,511	5,511	5,511		5,511		5,511	5,511	5,511	5,511



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P.O. Box 840, Telluride, CO 81435
Tel: 970-728-3034 Fax: 970-728-5371
E-mail: smrha@telluridecolorado.net Web: www.smrha.org

TO: Mountain Village Town Council
FROM: Shirley L. Diaz, Executive Director SMRHA
RE: 2019 Budget Meeting
DATE: September 24, 2018

Thank you for your support of SMRHA as we celebrate our 20th year in operation. The creation of this regional housing authority between the Town of Telluride and San Miguel County in 1998 was the first step in supporting a regional housing effort on multiple fronts. Then in 2007, the Town of Mountain Village became a funding partner and turned their deed restricted program administration over to SMRHA too. SMRHA continues to improve operations, work with the public, and respond to requests from the jurisdictions and the public daily.

This budget has been reviewed and approved by the SMRHA Board. The Budget requests continue to be conservative and reflect use of any carry-over (reserve) funding anticipated to be available for use in the new fiscal year. The Budget request is the same as 2018 with some expenditures being covered with Reserve Funds.

2018 Needs Assessment: Payments were made in 2018 from Reserve Funds and a special payment from the Town of Mountain Village for special items they requested. The final payment to EPS & RRC and Associates has not yet been requested, but will be paid prior to the end of the year.

Staff: In 2018 SMRHA paid for salary increases from the Reserve Funds and will do the same in 2019. Additional benefits costs will also be covered from the Reserve Funds.

Carry-over funding (Reserves):

The 2019 request still includes utilizing carry-over funding from 2018 and will allow for a reserve amount to remain in the General Fund as a buffer for SMRHA.

I will be present at the meeting to respond to questions.

SMRHA Proposed Budget for 2019

Operating Expenses: All Costs Shared Equally	TMV	ToT	SMC	CDOH	Total Cost
Executive Director					
Salaried Position	\$27,492	\$27,492	\$27,492		\$82,476
Sec 8 Man/Housing Spec/Admin Asst					
3 FTEs	\$36,250	\$36,250	\$36,250	\$24,000	\$132,750
Employee Benefits calculated using	\$215,226				
SUTA = .003 of gross pay (gp)	\$216	\$216	\$216		\$648
Worker's Comp. Annual cost	\$375	\$375	\$375		\$1,125
Medicare = 1.45% of gp	\$1,041	\$1,041	\$1,041		\$3,123
PERA (retirement) 13.7% of gp	\$9,829	\$9,829	\$9,829		\$29,487
Health Ins. (Med/Dental/Vision)	\$13,536	\$13,536	\$13,536		\$40,608
Total Payroll Expenses	\$88,739	\$88,739	\$88,739		\$ 290,217
Operating Expenses: Other	TMV	ToT	SMC	CDOH	Total Cost
Office Furniture	300	300	300		\$900
Office Telephone/Fax/Long Distance	\$700	\$700	\$700		\$2,100
Web site Maint/Host Fees	\$500	\$500	\$500		\$1,500
Office Supplies	\$665	\$665	\$665		\$1,995
Postage	\$100	\$100	\$100		\$300
Bank Charges	\$50	\$50	\$50		\$150
Mileage & Travel, inc. Sec 8	\$1,252	\$1,252	\$1,252	\$1,000	\$4,756
Programs & Education/Outreach	\$250	\$250	\$250		\$750
Advertising-Housing/Recruiting	\$1,000	\$1,000	\$1,000		\$3,000
Dues & Memberships	\$150	\$150	\$150		\$450
Equip Maint & Repair	\$175	\$175	\$175		\$525
Application & Grant Fees	\$150	\$150	\$150		\$450
Misc.Office Expenses	\$265	\$265	\$265		\$795
Staff Ed & Training	\$1,000	\$1,000	\$1,000		\$3,000
D & O/Gen.Liability	\$1,200	\$1,200	\$1,200		\$3,600
Financial Audit for 2018	\$2,200	\$2,200	\$2,200		\$6,600
Section 8 Expenses: CBI records	\$0	\$0	\$0	\$125	\$125
Board Contin. Education & Training	\$100	\$100	\$100		\$300
Copier Lease & Maintenance	\$667	\$667	\$667		\$2,001
Computer Hardware	\$650	\$650	\$650		\$1,950
Computer Software	\$400	\$400	\$400		\$1,200
Office & Storage Rent & Cleaning	\$3,835	\$3,835	\$3,835		\$11,505
Computer Security/Internet Fees	\$600	\$600	\$600		\$1,800
Expenses:Other	\$16,209	\$16,209	\$16,209	\$1,125	\$49,752
Legal Services-Rehab Prog	\$2,334	\$2,334	\$2,334		\$ 7,002
Total Operating Expenses:Other	\$18,543	\$18,543	\$18,543	\$1,125	\$56,754
2018 Carry-over Reserves	\$12,394	\$12,394	\$12,394		\$37,182
TOTAL OPERATING COSTS	\$107,282	\$107,282	\$107,282	\$25,125	\$346,971
Cost Per Gov't	\$94,888	\$94,888	\$94,888	\$25,125	\$309,789



**SUMPLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

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

TO: Town Council

FROM: Michelle Haynes, Planning and Development Services Director & Cecilia Curry, VCA Property Manager

FOR: Budget Meeting of October 10, 2018

DATE: September 27, 2018

RE: Village Court Apartments (VCA) Expansion Pro Forma and Budget

PURPOSE

The purpose of this memo is two-fold

1. Report out regarding Council direction from the September 20, 2018 Town Council meeting.
2. Discuss the concept of creating a greater revenue margin with construction of 40+ additional one and two bedroom units at VCA so that the Town Council has greater assurance that we can continue to operate and maintain this community asset despite economic fluctuations.

Attachments

Exhibit A. 2011 Comprehensive Plan Affordable Housing References

Exhibit B. VCA Occupancy Data from 2008-2018

Exhibit C. 2018 Regional Rent Summary

INTRODUCTION AND CONTEXT TO THE VCA PROPERTY

Village Court Apartment Lot History

The proposed Village Court Expansion project sits on an 8.394 acre lot known as 1001R and includes VCA buildings 4-14 and proposed buildings 15 & 16. VCA buildings 1-3 reside on lot 1005R that is 2.806 acres and includes a majority of the access road from Mountain Village Blvd collectively called the "Property." The Property is subject to two types of federal grants, a HOME Investment Partnership Program grants and Community Development Block Grants (CDBG) along with an existing debt obligation secured by a note and deed of trust (the "Loan") to NBH Capital Finance ("Lender"). 88 of 222 units are income restricted units. 40 Units restricted to 50% Area Median Income (AMI) and 48 of the units are 60% AMI. (See AMI Table on page 3). With AMI restrictions come rental restrictions pursuant to the Colorado HOME rent limits and are required to include utilities.

VCA Loan History

The Loan is a result of a 2014 refinancing by the Town that reorganized the previous debt on the Property to bring down rates and also relieve TMVOA of a guarantor obligation. The amount of the Loan to the Lender was \$12,379,051 in non-taxable loan and \$1,100,000 in a taxable loan. The Deed of Trust secures the loan against all of Lot 1001R and Lot 1005 R, including all

improvements thereon. Therefore, the town cannot diminish the property asset in any way, including by subdividing it to create a separate parcel for sale nor can the Town currently consider condominiumizing the property for the purposes of allowing another entity to own, construct and operate the proposed two additional buildings without the approval of the Lender. While the Lender has indicated a willingness to work with the Town to provide the additional funding necessary to construct additional buildings it would be a far different discussion to approach the Lender to reduce their security and allow another entity to be involved in the financing, ownership and operation of the additional buildings at VCA.

The more feasible option in relationship to the Loan and Lender would have to be a partnership which pays off the Loan entirely thereby releasing the property from the deed of trust. However, as we know the early pay off of the loan carries a significant pre-payment penalty and is significantly larger commitment that the private sector has not shown a willingness to pay adequately for at this point in time. The town may also be obligated to pay back portions of federal grant funding should a buy-out run contrary to the terms of the grant funding agreements.

VCA Fund Balance

The VCA fund balance remains healthy.

VCA Fund Balance (based upon the existing buildings 1-14)

2016	2017	2018	2018 Forecasted
\$536,681	\$770,391	\$946,735	\$303,396*

*Expenditures include new vehicles, laundry facility, parking lot improvements, appliances, carpet and flooring)

Despite the increase in expenditures to improve the quality of units and buildings in 2018 and 2019, we still anticipate a fund balance moving forward as shown below.

VCA Fund Balance Projected (this includes VCA expansion buildings 15 & 16)

2019	2020	2021	2022	2023
\$0	\$81,038	\$239,111	\$417,290	\$587,662

Affordable Housing Development Fund (AHDF)

Funded by a portion of sales tax, this fund is available for affordable housing purposes. The Town has been accruing a fund balance for many years. We recently utilized these funds to purchase a deed restricted Cassidy Ridge condominium unit for town employees, fund the town mortgage assistance program and have utilized it for VCA capital improvements as needed.

Affordable Housing Development Fund

2016	2017	2018	2018 Forecasted
\$1,149,534	\$1,504,952	\$1,785,561	\$1,816,107

We anticipate using \$1,000,000 towards the VCA expansion project and some additional funds to help with the existing capital improvements to the property. Even with an draw down of \$1.5 million, the table below illustrates the fund balance at both a 2% and 3% rate.

Affordable Housing Development Fund Projected Fund Balance with a drawdown of \$1.5 million in 2019

Conservative budget estimates based upon a 2% sales tax increase

2019	2020	2021	2022	2023
\$662,498	\$989,089	\$1,325,876	\$1,673,057	\$2,030,839

2018 REGIONAL HOUSING NEEDS ASSESSMENT

The 2018 Regional Housing Needs Assessment (2018 report) supports the direction the Town of Mountain Village has provided thus far in its approach to financing and constructing the VCA Expansion.

Area Median Income (AMI) for San Miguel County is as follows:

Income	1 person	2 person	3 person	4 person
30% of AMI	\$17,850	\$20,400	\$22,950	\$25,450
50% of AMI	\$29,750	\$34,000	\$38,250	\$42,450
80% of AMI	\$47,550	\$54,350	\$61,150	\$67,900
100% of AMI	\$59,500	68,000	\$76,500	\$84,900
120% of AMI	\$71,400	\$81,600	\$91,800	\$101,880

The direction given to staff and supported by the Housing Needs Assessment has been as follows to date:

1. Meet the rental housing demand for upper management housing
 - This equates to AMI's of 80% and greater. The estimated rental rates for the VCA expansion units are at the 80% AMI level according to the 2018 Colorado HOME rent limits for San Miguel County.
2. Meet the rental housing demand of unit size by analyzing the survey results and existing wait list
 - Primarily two bedroom units with some need for 1 bedroom and studios
3. Unencumber the new development as much as possible (e.g. no AMI limitations associated with federal funding or partnership arrangements)
4. Direction to self-finance. At the March 15, 2018 Town Council meeting staff indicated in the Power point presentation that at that time we would, "review financial requirements [associated with our existing bond and deed of trust] and obligations in order to propose VCA Phase IV."

The 2018 Report concluded the following:

- There is a housing gap for households earning 100 percent AMI
 - The largest gap is between 80 and 150 percent AMI for rental housing (*p. 75, 2018 Report*)
 - The most severe gap is between 120 and 150 percent AMI for sale deed restricted housing. (*p. 75, 2018 Report*)
- The regional need is greater now by 30% than the estimated need in the 2011 report which was 320 additional housing units regionally. (*p.77, 2018 Report*)
- The recommendation for expressed demand for the town is to construct an additional 49 units, 11% of the overall regional housing demand.

PURSUE PARTNERSHIPS AND CONTINUE FORWARD

Town Council directed staff to continue forward yet pursue partnership discussions. I reached out to the following companies and individuals since September 20, 2018:

- **Bridge Housing**, Brad Wiblin, <https://bridgehousing.com/>
- **Trestle Strategy Group**, Danica Powell, <http://www.trestlestrategy.com/>
- **Economic & Planning Systems (EPS)**, Andrew Knudtsen, <https://www.epsys.com/>
- **Gorman and Company**, Kimball Crangle, <https://www.gormanusa.com/Home.aspx>
- **Willaford LLC**, Willa Williford, willifordhousing.com
- **Private Investor**

Discussion Summary

Low Income Tax Credits (tax credits) is the primary way to reduce the financial burden by up to 2/3 of the cost to construct the VCA expansion. The town has not utilized low income tax credits at VCA.

Staff comment. Tax credits will not meet the market gap of providing rental housing in the 80%-150% AMI demand level which is also the middle management demographic. What it would look like is that the new units would carry AMI restrictions between 30% (\$17,500 a year for a one person household) to 60% AMI, a market study in advance, reporting, rental caps, obligation and inspection period of 40 years, a developer's cost around 12% of the project and a company to manage the process. The town has previously discussed not capping rental prices, not because we will not continue to keep the rental prices competitive, but to keep flexibility in quality and size of units. There is no flexibility under this scenario.

Private Funding. An interested 3rd party could offer to fund a portion of the project and in exchange the town could enter into a master lease agreement of proportionate value. For example, if \$3 million were provided by a 3rd party and the total cost were \$9 million then a master lease could be executed for 30% of the units or around 15 units.

Staff comment. The town allowed a handful of master leases with Mountain Village employers in the past but moved away and terminated those agreements in recent years because it lead to over-occupancy of units, an inability to keep units in good condition, multiple tenants cycling through units and other issues. Under the right conditions and with an agreement structured as approved by our lender, a master lease could be considered to a primary Mountain Village employer, with rents, leases, operations and maintenance consistent with the overall management at VCA. The funding would be expressly for the ability to secure a master lease for a proportionate number of units.

Gorman and Company Analysis

Gorman and Company assessed that the fastest way to deliver new units at VCA while retaining the existing rental rates is for the Town to retain ownership of the site and add the new units. This is also advantageous because we can utilize our existing lender.

Williford Housing Analysis

In our current economic climate, we have a labor shortage and high construction costs. There is advantage for the town to maintain control of an affordable housing project for a number of reasons listed below.

- Partnering whether it is through federal grants or credits or a third party investor or developer could slow down the process and contribute to unnecessary and protracted interest payments during construction.
- A project could lose its affordability with private sector involvement because the private sector will require a fee.
- A developer may be juggling labor challenges and high construction costs with multiple projects which will cause project delays and increase project costs.
- The town can maintain control of the affordable housing project, focus on it solely and assure the proper design and build team is in place to pre-empt possible delays due to labor, construction costs or an economic downturn.

Finally, waiting to construct during a recession may not be prudent because there may be new and unpredictable problems like we saw in 2009 such as the labor force changing careers or

moving away geographically. With a strong banking relationships the town is in the best position, better than many communities, to execute this project.

COMMITMENT TO AFFORDABLE HOUSING COMPREHENSIVE PLAN REFERENCES

Advocating for workforce housing and constructing affordable housing have been stated priorities within the Planning and Development Service Department's goals and objectives for the past two years. The Comprehensive Plan also supports the town's commitment to affordable housing throughout the plan. See Exhibit A for a list of references from the Comprehensive Plan.

The Comprehensive Plan indicates an aspiration goal of providing a total of 2,048 person equivalents of density in total of affordable housing in the Mountain Village. According to our density bank, we have 1,455 person equivalent density units of affordable housing constructed to date. Remaining unit equivalent is approximately 192 additional affordable housing units to be constructed between 2011-2041.

Finally, the Town of Mountain Village has much to be proud of. The town continues to provide the highest number of rental deed restricted housing units in the region with a total of 545 units compared to 384 in the Town of Telluride and 280 in the greater San Miguel County.

INCREASING THE REVENUE MARGIN FOR THE VCA EXPANSION

As indicated during our last Council meeting, the Town Council would like to understand that there would be a greater revenue margin with the VCA expansion. Staff has addressed this concern below by the following actions:

- Reduce Unit size from 800 square feet to 750 square feet (average 2 bedroom regionally is 746 square feet)
- Build in more flexibility in unit size and configurations to maximum total number of units.
- Aim for 44 + units based upon review of building 11 unit configuration and building footprint.
 - Added a fourth level, daylight basement like building 11 in both buildings to add units and place mechanical/laundry.
- Re-evaluated and updated the proforma
- Increase existing unit rents incrementally while still remaining the lowest in the region in unit sizes except for one bedroom units.
- Chosen a firm to provide conceptual design, preliminary engineering analysis and ROM construction cost estimating so that we can ground truth assumptions and better evaluate the estimated costs to construct before committing to design and construction drawings.

Pro Forma

Based upon a \$9.5 million dollar, preliminary estimate to construct two buildings, we understand the debt service and operations and maintenance (O/M) to be as stated below:

Debt service is \$550,000 – estimate on borrowing 8.5 million dollars

O/M	\$ 71,880 ¹
Total	\$621,880 Total debt

(¹Fixed a debt service error in the formula removed an additional employee)

Price per square foot of new construction is currently an estimate and will be refined as we continue to move through conceptual, design and construction drawings.

VCA Historic and Estimated Price per Square Foot

VCA Phase II 2001	VCA Phase III 2005	VCA Phase IV – 2018 Estimate
\$135 per square foot	\$150 per square foot	\$265 per square foot

With revised unit size, mix and pro forma we ran revenues versus debt under two scenarios detailed below:

Scenario 1 90% occupancy rate which is the 10 year average (See detail on Exhibit B)
rent revenues = \$719,928

\$80,232 existing unit rent increase
\$98,048 revenues versus debt obligation and O/M
\$10,000 additional laundry revenue (average \$17.54 per unit a month)
\$188,280 Total excess revenue

Scenario 2 98% occupancy rate which is the past three + year average
rent revenues = \$783,922
\$80,232 existing unit rent increase
\$162,042 revenues versus debt obligation and O/M
\$10,000 additional laundry revenue (average \$17.54 per unit a month)
\$252,274 Total excess revenue

Even under a recession scenario, we would still collect more revenue than debt.

EXISTING UNIT RENT INCREASE RECOMMENDATION

Staff recommends an incremental rental increase to existing VCA units which in increase our revenue by \$80,232 and effective with lease renewal and new lease agreements.

	<u>Current</u>	<u>Proposed</u>	<u>Increase Amount</u>	<u>Regional Average*</u>
Studio	\$680	\$700	3%	\$741
One Bedroom	\$845	\$862	2%	\$813
Two Bedroom	\$1040	\$1090	\$50	\$1216
Three Bedroom	\$1215	\$1315	\$100	\$1424

(*Big Billies, Mountain View, Virginia Placer, Tiny Homes, Shandoka, Village Court – unit sizes vary)

This will increase our annual revenue by **\$80,232** upon lease renewal.

CONCLUSION

Staff believes with the proforma, site financial re-evaluation and understanding of existing VCA surplus and housing development fund reserves, we have provided a revenue margin that can endure through an anticipated recession if the town chooses to fully fund the VCA expansion project. This scenario meets the stated gaps and demand outlined in the 2018 report. The town has a willing banker should this direction be pursued.

Should Low Income Tax Credits be considered, additional analysis would need to be provided by staff. The stated constraints include AMI limitations, rental caps, reporting and administration requirements and a lack of flexibility. The tax credit option is not consistent with the 2018 report identified gaps and demands in the region.

The Town Council could consider 3rd party funding and master leasing so long as the terms work for our existing lender, a 3rd party, and our existing rental structure and operations.

/mbh

Attachment A. Comprehensive Plan References to Affordable Housing and Workforce Housing

- Their original vision [of the Mountain Village] also included housing for the local workforce and civic amenities to support a small, but thriving, year-round community. (p. 8)
- Deed Restricted Housing Vision, 4. Mountain Village benefits from deed restricted housing, and therefore plays an important role in providing deed restricted housing options for residents and employees. (p.17)
- Responsive Governance Vision, 1. The Mountain Village town government is responsive, accountable and accessible. It acts with honesty, integrity, respect and professionalism. The Mountain Village town government is a leader in regional government, seeking resolution of common issues such as deed restricted housing, transportation and other regional challenges. (p. 25)
- Critical Actions: Building additional housing for workforce (p. 30)
- Key Land Use Values #4. INTEGRATED DEED RESTRICTED HOUSING: Integrated deed restricted housing provides an important part of Mountain Village's social fabric since it is where the majority of full-time residents and employees live day-to-day. From young families to business owners and employees, areas with deed restricted housing have life throughout the year. It is important to sustain and enhance deed restricted housing areas to not only maintain a diverse demographic of residents, but also to support a year-round economy and workforce. (p. 35)
- Mountain Village Center Subarea Plan, Principles, Policies and Actions
L. Encourage deed restricted units and full-time residency in Mountain Village Center, with provisions such as smaller units, the creation of a better sense of community, and other creative options. (p. 51)
- Comprehensive Plan Chapter Town Hall Center Subarea Plan
Create additional deed restricted housing for year-round and seasonal residents (p. 61)
- Deed Restricted Housing Comprehensive Plan Section
Strive to provide deed restricted housing for 2,408 person equivalent, which represented 30% of the 8,027 person equivalent density permitted in in the Mountain Village. (p. 69-71)
- VCA is owned/managed by the town. Construction was funded through bonds that are taxpayer guaranteed, but VCA generates sufficient net operating income to cover operating expenses and service debt so the town does not subsidize VCA. (p.70)

Attachment B. VCA occupancy data from 2008-2001

Village Court Apartments Occupancy Over a 10 Year Period

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
92%	82%	86%	82%*	83%*	87%	95%	99%	98%	96%	98%

*Water Damage, mold remediation occurred during this time.

Note:

90% occupancy over an eleven (11) year period, including the Great Recession which began in 2007 and ended mid-2009.

VILLAGE COURT APARTMENTS

APARTMENT AREA COMPARISON

APARTMENT	NUMBER OF UNITS	SQ. FT.	UTILITIES	CURRENT RENT AMOUNT	VCA Rent with \$40 Increase
STUDIOS					
Village Court	78	351	Included	\$680	\$720
Big Billies	138	242	Included	\$688	
Big Billies	9	363	Included	\$788	
Virginia Placer	6	407	Not include electric	\$850	
Tiny Homes	3	290	Not include electric	\$700	
1 BEDROOM					
Village Court	78	525	Not include electric	\$845	\$885
Mountain View	5	628	Included	\$700	
Shandoka	30	476	Not include electric	\$838	
Shandoka	12	532	Not include electric	\$872	
2 BEDROOM					
Village Court	52	785	Included	\$1,040	\$1,080
Mountain View	25	760	Included	\$1,100	
Virginia Placer	3	711	Not include electric	\$1,400	
Virginia Placer	9	837	Not include electric	\$1,430	
Shandoka	35	704	Not include electric	\$1,115	
Shandoka	4	770	Not include electric	\$1,283	
Shandoka	5	728	Not include electric	\$1,283	
Shandoka	10	778	Not include electric	\$1,150	
Shandoka	8	784	Not include electric	\$1,150	
3 BEDROOM					
Village Court	12	1,075	Not include electric	\$1,215	\$1,255
Shandoka	7	943	Not include electric	\$1,435	
Shandoka	5	1,025	Not include electric	\$1,541	
Shandoka	11	1,018	Not include electric	\$1,466	
Shandoka	6	1,008	Not include electric	\$1,466	

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Village Court Apartments

Worksheet

Summary

Revenues

	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
Rents	2,272,661	2,248,663	2,236,748	2,247,771	11,023	2,287,771	40,000	3,111,693	3,111,693	3,111,693	3,111,693
Other Operating Income	59,250	105,106	79,260	98,260	19,000	79,260	(19,000)	89,260	89,260	89,260	89,260
Total Revenues	2,331,911	2,353,769	2,316,008	2,346,031	30,023	2,367,031	21,000	3,200,953	3,200,953	3,200,953	3,200,953

Operating Expenditures

Office Operations	138,114	175,688	191,695	195,725	4,030	199,919	4,194	201,415	202,985	204,634	206,366
General & Administrative	115,696	127,667	121,435	128,935	7,500	133,935	5,000	133,935	133,935	133,935	133,935
Utilities	353,617	370,625	395,945	395,945	-	395,945	-	434,900	434,900	434,900	434,900
Repair & Maintenance	367,916	385,612	396,862	415,240	18,378	443,293	28,053	610,838	519,530	523,402	527,464
Non-routine Repair & Maintenance	123,718	195,032	108,817	357,523	248,706	453,323	95,800	216,521	238,220	213,220	213,220
Contingency	9,338	-	12,408	14,934	2,526	16,264	1,330	15,976	15,296	15,101	15,159
Total Operating Expenditures	1,108,399	1,254,624	1,227,162	1,508,302	281,140	1,642,679	134,377	1,613,584	1,544,865	1,525,192	1,531,043

Capital Outlay

Capital Outlay Expense	46,327	6,713	15,000	375,000	360,000	9,400,000	9,025,000	-	-	-	-
Total Capital Outlay	46,327	6,713	15,000	375,000	360,000	9,400,000	9,025,000	-	-	-	-

Debt Service

Phase 4 Debt Service P&I	-	-	-	-	-	550,000	550,000	550,000	550,000	550,000	550,000
US 2014A&B Loan Fund Interest	(52)	(1,264)	(60)	(60)	-	(60)	-	(60)	(60)	(60)	(60)
Interest Expense-2014A	432,260	406,401	394,541	394,541	-	381,884	(12,657)	369,833	355,374	341,460	341,460
Trustee Fees	1,750	1,750	-	-	-	-	-	-	-	-	-
Phase 4 Cost Of Issuance	-	-	-	-	-	100,000	100,000	-	-	-	-
Bonds-Principal	367,621	357,073	393,738	393,738	-	406,393	12,655	418,441	432,904	446,817	446,817
Total Debt Service	801,580	763,960	788,219	788,219	-	1,438,217	649,998	1,338,214	1,338,218	1,338,217	1,338,217

Other Source/Uses

Gain/Loss On Sale Of Assets	-	(3,245)	-	-	-	-	-	-	-	-	-
Transfer To GF - Overhead Allocation	(102,446)	(118,518)	(109,282)	(140,504)	(31,222)	(160,733)	(20,228)	(168,117)	(159,797)	(159,365)	(161,321)
Bond Proceeds	-	-	-	-	-	8,500,000	8,500,000	-	-	-	-
AHDF Contribution	-	-	-	-	-	1,470,202	1,470,202	-	-	-	-
Total Other Sources/Uses	(102,446)	(121,763)	(109,282)	(140,504)	(31,222)	9,809,469	9,949,974	(168,117)	(159,797)	(159,365)	(161,321)

Surplus (Deficit)	273,160	206,709	176,345	(465,994)	(642,339)	(304,396)	161,598	81,038	158,073	178,179	170,372
Beginning Available Fund Balance	290,521	563,681	770,390	770,390		304,396	-	81,038	239,111	417,290	417,290
Ending Available Fund Balance	563,681	770,390	946,735	304,396		-	81,038	239,111	417,290	587,662	587,662

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Village Court Apartments

Worksheet		Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
Revenues												
VCA Revenues	Phase 4 Potential Rents	-	-	-	-	-	-	-	783,922	783,922	783,922	783,922
VCA Revenues	Apartment Rents	2,230,397	2,200,208	2,204,540	2,204,540	-	2,244,540	40,000	2,284,540	2,284,540	2,284,540	2,284,540
VCA Revenues	Commercial Space Rent	28,488	28,488	28,488	28,488	-	28,488	-	28,488	28,488	28,488	28,488
VCA Revenues	Storage Rents	15,692	15,360	14,743	14,743	-	14,743	-	14,743	14,743	14,743	14,743
VCA Revenues	Allowance For Bad Debt	(1,917)	4,608	(11,023)	-	11,023	-	-	-	-	-	-
Total Rent Revenues		2,272,661	2,248,663	2,236,748	2,247,771	11,023	2,287,771	40,000	3,111,693	3,111,693	3,111,693	3,111,693
VCA Revenues	Late Fees	5,867	9,430	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
VCA Revenues	NSF Fee	240	240	250	250	-	250	-	250	250	250	250
VCA Revenues	Lease Break Fee	1,000	8,890	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
VCA Revenues	Unit Transfer Fees	-	3,600	-	-	-	-	-	-	-	-	-
VCA Revenues	Apartment Furnishings	-	-	500	-	(500)	-	-	-	-	-	-
VCA Revenues	Laundry Revenue (1)	30,152	42,601	40,000	59,000	19,000	40,000	(19,000)	50,000	50,000	50,000	50,000
VCA Revenues	Laundry Vending	589	-	-	-	-	-	-	-	-	-	-
VCA Revenues	Carpet Cleaning Revenue	2,250	3,075	-	-	-	-	-	-	-	-	-
VCA Revenues	Cleaning Charges Revenue	565	2,808	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
VCA Revenues	Repair Charge Revenue	929	3,184	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
VCA Revenues	Credit Card Fees	4,618	3,754	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
VCA Revenues	WF Investment Income	1,227	725	10	10	-	10	-	10	10	10	10
VCA Revenues	Credit Check Revenue	3,940	4,750	4,500	4,500	-	4,500	-	4,500	4,500	4,500	4,500
VCA Revenues	Pet Fees	6,950	12,025	8,000	10,000	2,000	10,000	-	10,000	10,000	10,000	10,000
VCA Revenues	Parking Enforcement	575	1,500	-	-	-	-	-	-	-	-	-
VCA Revenues	Other Misc Revenue	349	8,524	5,000	3,500	(1,500)	3,500	-	3,500	3,500	3,500	3,500
Total Other Revenues		59,250	105,106	79,260	98,260	19,000	79,260	(19,000)	89,260	89,260	89,260	89,260
Total Revenues		2,331,911	2,353,769	2,316,008	2,346,031	30,023	2,367,031	21,000	3,200,953	3,200,953	3,200,953	3,200,953

(1) Drawing down (laundry) reserves in 2019 for the new laundry equipment and repair and maintenance for existing equipment.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Village Court Apartments

Worksheet

Office Operations

	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
VCA Salaries & Wages - Management	80,188	99,745	105,320	108,674	3,354	112,152	3,478	112,152	112,152	112,152	112,152
VCA PERA & Payroll Taxes	12,375	15,165	16,198	16,714	516	17,249	535	17,249	17,249	17,249	17,249
VCA Workers' Compensation	(5)	361	3,652	3,652	-	3,835	183	4,026	4,228	4,439	4,661
VCA Group Insurance	17,637	25,566	26,079	26,079	-	26,079	-	27,383	28,752	30,190	31,699
VCA PERA 401K	1,045	527	5,024	5,184	160	2,243	(2,941)	2,243	2,243	2,243	2,243
VCA Other Employee Benefits	3,229	1,810	1,860	1,860	-	1,800	(60)	1,800	1,800	1,800	1,800
VCA Housing Allowance	2,333	7,596	10,140	10,140	-	10,140	-	10,140	10,140	10,140	10,140
VCA Computer & Software Support	6,072	8,863	9,072	9,072	-	9,072	-	9,072	9,072	9,072	9,072
VCA Postage/Freight	51	10	150	150	-	150	-	150	150	150	150
VCA Dues, Licenses & Fees	4,029	3,462	4,000	4,000	-	4,000	-	4,000	4,000	4,000	4,000
VCA Travel & Training	1,006	4,531	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
VCA Telephone (1)	5,760	2,491	3,000	3,000	-	6,000	3,000	6,000	6,000	6,000	6,000
VCA Credit / Collections Costs & Fees	2,788	4,390	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
VCA Parking Permits	350	50	-	-	-	-	-	-	-	-	-
VCA Outside Consulting	-	888	-	-	-	-	-	-	-	-	-
VCA Employee Appreciation	1,256	236	200	200	-	200	-	200	200	200	200
Total Office Operations	138,114	175,688	191,695	195,725	4,030	199,919	4,194	201,415	202,985	204,634	206,366

(1) Adding one cell phone

General & Administrative

VCA Legal Fees	17,223	33,567	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
VCA Communications	-	-	-	-	-	5,000	5,000	5,000	5,000	5,000	5,000
VCA Events/Promotions	-	11	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
VCA Association Dues	24,192	24,192	24,192	24,192	-	24,192	-	24,192	24,192	24,192	24,192
VCA Credit Card Charge	9,517	6,481	11,422	11,422	-	11,422	-	11,422	11,422	11,422	11,422
VCA Repairs & Maintenance-Equipment	641	-	1,825	1,825	-	1,825	-	1,825	1,825	1,825	1,825
VCA Insurance	57,256	55,884	61,610	61,610	-	61,610	-	61,610	61,610	61,610	61,610
VCA Operating Lease - Copier	1,465	1,712	2,463	2,463	-	2,463	-	2,463	2,463	2,463	2,463
VCA General Supplies	4,492	2,834	1,423	1,423	-	1,423	-	1,423	1,423	1,423	1,423
VCA Janitorial	910	2,935	-	-	-	-	-	-	-	-	-
VCA VCA Damages To Tenant	-	50	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
VCA Bad Debt Expense	-	-	-	7,500	7,500	7,500	-	7,500	7,500	7,500	7,500
Total General & Administrative	115,696	127,667	121,435	128,935	7,500	133,935	5,000	133,935	133,935	133,935	133,935

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Village Court Apartments

Worksheet

Utilities

			2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long		
		2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term		
		Actuals 2016	Actuals 2017				Projection	Projection	Projection	Projection		
VCA	Water/Sewer	103,510	116,209	116,529	116,529	-	116,529	-	128,182	128,182	128,182	128,182
VCA	Waste Disposal	25,111	36,844	30,911	30,911	-	30,911	-	34,002	34,002	34,002	34,002
VCA	Cable	45,512	45,948	46,877	46,877	-	46,877	-	51,565	51,565	51,565	51,565
VCA	Electricity - Common Areas	179,484	169,048	195,232	195,232	-	195,232	-	214,755	214,755	214,755	214,755
VCA	Electricity- Maintenance Bldg	-	-	3,247	3,247	-	3,247	-	3,247	3,247	3,247	3,247
VCA	Propane- Maintenance Facility	-	2,576	3,149	3,149	-	3,149	-	3,149	3,149	3,149	3,149
Total Utilities		353,617	370,625	395,945	395,945	-	395,945	-	434,900	434,900	434,900	434,900

Repair & Maintenance

VCA	Salaries & Wages - Maintenance	144,712	151,205	167,957	167,957	-	170,622	2,665	213,553	213,553	213,553	213,553
VCA	PERA & Payroll Taxes	22,406	23,341	25,832	25,832	-	26,242	410	32,844	32,844	32,844	32,844
VCA	Workers' Compensation	7,820	5,433	8,750	8,750	-	8,750	-	9,188	9,647	10,129	10,636
VCA	Group Insurance	50,498	50,895	50,789	50,789	-	50,789	-	62,500	65,625	68,906	72,352
VCA	PERA 401K	4,021	5,691	4,322	6,700	2,378	10,678	3,978	10,785	10,893	11,002	11,112
VCA	Employee Appreciation	147	-	400	400	-	400	-	400	400	400	400
VCA	Other Benefits	6,459	2,759	3,600	3,600	-	3,600	-	3,600	3,600	3,600	3,600
VCA	Housing Allowance	22,266	21,970	23,021	23,021	-	23,021	-	28,777	28,777	28,777	28,777
VCA	Travel, Education & Meals (1)	419	943	1,000	1,000	-	4,000	3,000	4,000	4,000	4,000	4,000
VCA	Vehicle Fuel	1,855	2,205	3,647	3,647	-	3,647	-	3,647	3,647	3,647	3,647
VCA	Maintenance - Supplies	38,742	56,509	41,000	41,000	-	41,000	-	41,000	41,000	41,000	41,000
VCA	Uniforms	999	995	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
VCA	Paerking Supplies	350	-	-	-	-	-	-	-	-	-	-
VCA	Maintenance -Subcontract	28,251	8,802	35,000	35,000	-	35,000	-	35,000	35,000	35,000	35,000
VCA	Apartment Turnover	1,400	1,175	-	-	-	-	-	-	-	-	-
VCA	Carpet Cleaning	900	5,325	-	-	-	-	-	-	-	-	-
VCA	Snow Removal	10,618	18,942	-	-	-	15,000	15,000	20,000	20,000	20,000	20,000
VCA	Fire Alarm Monitoring System	4,370	5,040	10,400	10,400	-	10,400	-	10,400	10,400	10,400	10,400
VCA	Fire System Repair/Inspections (2)	12,660	9,008	10,000	17,000	7,000	8,000	(9,000)	8,000	8,000	8,000	8,000
VCA	Equipment & Tools	145	3,920	4,000	4,000	-	4,000	-	4,000	4,000	4,000	4,000
VCA	Landscaping (1)	-	-	-	5,000	5,000	5,000	-	100,000	5,000	5,000	5,000
VCA	Laundry Equip And Repair & Maint (2)	1,580	3,227	-	4,000	4,000	6,000	2,000	6,000	6,000	6,000	6,000
VCA	Vehicle Repair & Maintenance	4,540	2,299	1,082	1,082	-	1,082	-	1,082	1,082	1,082	1,082
VCA	Telephone	2,760	5,928	5,062	5,062	-	5,062	-	5,062	5,062	5,062	5,062
VCA	Commercial Rental Space	-	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000
Total Repair & Maintenance		367,916	385,612	396,862	415,240	18,378	443,293	28,053	610,838	519,530	523,402	527,464

(1) 2019 - Training in electrical class Denver \$1,100 2 days

(2) 2018 - finished repair to system; 2019 Inspection plus extra for minor repairs if found

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Village Court Apartments

Worksheet		Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
Major Repair & Replacement												
VCA	Apartment Furnishings (3)	-	-	1,200	-	(1,200)	-	-	-	-	-	-
VCA	Roof Repairs (4)	9,513	2,188	3,200	8,200	5,000	10,000	1,800	10,000	10,000	10,000	10,000
VCA	Painting/Staining	-	24,220	-	-	-	-	-	-	-	-	-
VCA	Carpet Replacement (5)	34,109	50,770	35,096	61,000	25,904	155,000	94,000	52,000	43,000	53,000	53,000
VCA	Cabinet Refacing/Replacement (6)	-	-	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
VCA	Window Repair (7)	340	-	-	6,000	6,000	6,000	-	6,000	6,000	6,000	6,000
VCA	Vinyl Replacement - Floor Repair (8)	-	21,036	20,683	90,683	70,000	229,683	139,000	24,001	20,000	20,000	20,000
VCA	Appliances (9)	15,805	23,367	17,033	159,000	141,967	20,000	(139,000)	20,000	20,000	20,000	20,000
VCA	Hot Water Heaters (10)	15,157	15,115	1,265	2,300	1,035	2,300	-	2,300	37,000	2,000	2,000
VCA	Common Area Improvements	-	48,958	-	-	-	-	-	-	-	-	-
VCA	Paving Repairs	-	-	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
VCA	Concrete Repairs	-	-	2,340	2,340	-	2,340	-	2,340	2,340	2,340	2,340
VCA	Bobcat	4,037	3,000	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
VCA	Cabinet Replacement - Studio	1,914	2,533	-	-	-	-	-	-	-	-	-
VCA	Special Projects	25,829	-	-	-	-	-	-	-	-	-	-
VCA	Water Damage	17,014	3,846	-	-	-	-	-	-	-	-	-
VCA	Phase 4 O&M Costs	-	-	-	-	-	-	-	71,880	71,880	71,880	71,880
Total Major Repairs & Replacements		123,718	195,032	108,817	357,523	248,706	453,323	95,800	216,521	238,220	213,220	213,220

(1) 2018 - RFP Plan and bid; 2020 start of landscaping

(2) Repair and/or replacement of laundry equipment; 2018 repairs plus construction of laundry room and purchase of equipment; 2019 - 2023 include to purchase 1 machine if needed

(3) No apartments furnished

(4) Snow removal and repairs from roofs; 2019 anticipated painting of Building 9 roof tiles; 2018 did not have to remove snow from roofs

(5) Includes replacing carpet beyond life expectancy

(6) 2 apartments still need new cabinets and then start to use to replace cabinet counter tops

(7) Replace or repair windows

(8) Included replacing vinyl beyond life expectancy

(9) Include replacing if beyond life expectancy

(10) Include replacing if beyond life expectancy

Capital

VCA	Phase 4 Construction Costs	-	-	-	-	-	9,400,000	9,400,000	-	-	-	-
VCA	Capital Equipment	5,496	-	-	-	-	-	-	-	-	-	-
VCA	Vehicles (11)	-	-	15,000	48,000	33,000	-	(48,000)	-	-	-	-
VCA	Building 8 Laundry Facility	-	2,670	-	93,000	93,000	-	(93,000)	-	-	-	-
VCA	Parking Improvements (12)	40,831	-	-	234,000	234,000	-	(234,000)	-	-	-	-
Total Capital		46,327	2,670	15,000	375,000	360,000	9,400,000	9,025,000	-	-	-	-

(11) Replace utility vehicles

(12) Additional Parking Lots

**TOWN OF MOUNTAINVILLAGE
2019 BUDGET
CHILD DEVELOPMENT FUND PROGRAM NARRATIVE**

Mountain Munchkins' mission is to provide affordable, high quality child care 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. Wait lists and enrollment processes are handled professionally and smoothly.
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.

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.
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. The waitlist is monitored and updated monthly.
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 assess our program and make improvements based on their assessments.
8. All children use wash cloths instead of paper towels each time they wash hands. Recycling bins have been placed in each classroom.

Department Achievements 2018

1. All files and required documentation up to date.
2. The recent health and fire inspections were completed in 2017. No major violations cited. The state inspector visited in May 2018. Minor violations have been addressed.

3. All staff is current on required training, continuing education and formal education courses. Brooke Napier (infant/toddler room supervisor) is enrolled in school working on an Associate degree in Early Childhood Education.
4. Monitored revenues closely and adjusted staffing and purchasing accordingly to not exceed projected expenses. Department year end expenditure totals do not exceed the adopted budget.
5. 2017 Grants and fundraisers:

Telluride Foundation	\$30,000 (received)
Temple Hoyne Buell Foundation:	\$25,000 (received)
Just for Kids Grant:	\$4,250 (received)
CCAASE Grant:	\$7,455 (received)
Red Ball Fundraiser:	\$400 (received)
<u>Family Date Night</u>	<u>\$15,000(projected)</u>

TOTAL: ***\$82,105***

6. The preschool will begin working on the first (of three) checkpoint for the school year using Teaching Strategies Gold. Parent/teacher conferences were held at mid-December. The infant and toddler staff completed their bi-annual Ages and Stages Questionnaires on each child. These assessments are used to monitor developmental progress and to guide parent/teacher conferences. These conferences were completed in November 2017.
7. Director is an advocate for early childhood education regionally. Director is the board president for Bright Futures for Early Childhood and Families, and sits on the Colorado Preschool Program Council. The Council assures that at-risk children in our community have access to high quality pre-school programs. Mountain Munchkins also continues to offer parental support through newsletters, conferences and family nights.
8. In our efforts to stay green, Mountain Munchkins has replaced paper towels with wash cloths in both centers and continues to use reusable serving ware. Recycling bins have been placed in each room and the cleaning staff has been asked to help us in recycling. The preschool has incorporated recycling in to their curriculum.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Child Development Fund

Worksheet	Account Name			2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long	
		Actuals 2016	Actuals 2017	2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
<u>Daycare Expense</u>												
Daycare Expense	Salaries & Wages	245,839	251,086	270,830	270,830	-	279,497	8,667	279,497	279,497	279,497	279,497
Daycare Expense	Group Insurance	40,634	48,520	61,810	58,750	(3,060)	58,750	-	61,688	64,772	68,010	71,411
Daycare Expense	Dependent Health Reimbursement	(2,897)	(3,692)	(6,567)	(6,567)	-	(6,567)	-	(6,567)	(6,567)	(6,567)	(6,567)
Daycare Expense	PERA & Payroll Taxes	38,322	38,316	41,654	41,654	-	42,987	1,333	42,987	42,987	42,987	42,987
Daycare Expense	PERA 401K	1,598	2,303	3,114	3,114	-	3,114	-	3,114	3,114	3,114	3,114
Daycare Expense	Workers Compensation	4,056	3,246	3,277	3,277	-	3,441	164	3,613	3,794	3,983	4,182
Daycare Expense	Other Employee Benefits	4,421	4,944	8,376	5,417	(2,959)	5,590	173	5,590	5,590	5,590	5,590
Daycare Expense	Employee Appreciation	447	404	800	800	-	800	-	800	800	800	800
Daycare Expense	EE Screening	409	173	300	300	-	300	-	300	300	300	300
Daycare Expense	Bad Debt Expense	1,604	4,227	500	500	-	500	-	500	500	500	500
Daycare Expense	Janitorial/Trash Removal	7,800	7,800	7,800	7,800	-	7,800	-	7,800	7,800	7,800	7,800
Daycare Expense	Laundry - Daycare	988	674	1,291	-	(1,291)	(1,291)	(1,291)	(1,291)	(1,291)	(1,291)	(1,291)
Daycare Expense	Rental-Facility	18,768	18,768	18,984	18,984	-	18,984	-	18,984	18,984	18,984	18,984
Daycare Expense	Facility Expense	178	5,946	-	-	-	-	-	-	-	-	-
Daycare Expense	Communications	876	688	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Daycare Expense	Internet Services	1,383	1,378	1,458	1,458	-	1,458	-	1,458	1,458	1,458	1,458
Daycare Expense	Marketing Expense	-	-	2,000	-	(2,000)	-	-	-	-	-	-
Daycare Expense	Dues, Fees & Licenses	175	629	100	500	400	900	400	1,300	1,700	2,100	2,500
Daycare Expense	Travel & Education (1)	1,736	1,656	1,600	3,000	1,400	3,000	-	3,000	3,000	3,000	3,000
Daycare Expense	Contract Labor (2)	31	-	20,000	-	(20,000)	20,000	20,000	-	-	-	-
Daycare Expense	Nurse Consultant	410	450	450	450	-	450	-	450	450	450	450
Daycare Expense	Postage & Freight	42	-	100	100	-	100	-	100	100	100	100
Daycare Expense	General Supplies & Materials	3,159	2,600	3,200	3,200	-	3,200	-	3,200	3,200	3,200	3,200
Daycare Expense	Office Supplies	433	918	1,490	1,000	(490)	1,000	-	1,000	1,000	1,000	1,000
Daycare Expense	Fundraising Expenses	1,917	2,020	1,200	2,000	800	2,000	-	2,000	2,000	2,000	2,000
Daycare Expense	Business Meals (3)	368	-	105	300	195	300	-	300	300	300	300
Daycare Expense	Employee Appreciation	14	90	-	-	-	-	-	-	-	-	-
Daycare Expense	Food/Snacks (4)	205	203	400	300	(100)	300	-	300	300	300	300
Daycare Expense	Utilities- Electricity	4,368	4,368	4,368	4,368	-	4,368	-	4,368	4,368	4,368	4,368
Daycare Expense	Scholarship Program	24,701	16,982	27,500	15,624	(11,876)	15,624	-	15,624	15,624	15,624	15,624
Daycare Expense	Toys / Learning Tools	680	468	500	500	-	500	-	500	500	500	500
Daycare Expense	Playground And Landscaping	-	74	5,000	-	(5,000)	2,500	2,500	-	-	-	-
Total Daycare Expense		402,665	415,238	482,640	438,659	(43,981)	470,605	31,946	451,614	455,279	459,108	463,107

(1) Current qualifications require additional schooling for teachers

(2) 2018 - No consultation this year

(3) Staff nightly trainings are more frequent - meals provided

(4) Parent donations help with the cost

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Child Development Fund

Worksheet	Account Name			2018		2018		2019		2019		2020 Long	2021 Long	2022 Long	2023 Long
		Actuals 2016	Actuals 2017	2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term	Projection	Projection	Projection
<u>Preschool Expense</u>															
Preschool Expense	Salaries & Wages	111,830	117,850	123,213	122,333	(880)	126,248	3,915	126,248	126,248	126,248	126,248	126,248	126,248	126,248
Preschool Expense	Group Insurance (5)	14,630	17,047	28,219	16,246	(11,973)	29,000	12,754	30,450	31,973	33,571	35,250	35,250	35,250	35,250
Preschool Expense	Dependent Health Reimbursement	(719)	(3,065)	(719)	(719)	-	(719)	-	(719)	(719)	(719)	(719)	(719)	(719)	(719)
Preschool Expense	PERA & Payroll Taxes	16,315	17,691	18,950	18,815	(135)	19,417	602	19,417	19,417	19,417	19,417	19,417	19,417	19,417
Preschool Expense	PERA 401K	4,468	5,032	7,387	6,116	(1,271)	6,312	196	6,312	6,312	6,312	6,312	6,312	6,312	6,312
Preschool Expense	Workers Compensation	907	1,642	1,260	1,260	-	1,323	63	1,389	1,459	1,532	1,608	1,608	1,532	1,608
Preschool Expense	Other Employee Benefits	2,412	2,848	2,944	3,000	56	3,000	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Preschool Expense	Employee Appreciation	127	37	300	300	-	300	-	300	300	300	300	300	300	300
Preschool Expense	EE Screening	175	104	300	300	-	300	-	300	300	300	300	300	300	300
Preschool Expense	Bad Debt Expense	-	-	600	600	-	600	-	600	600	600	600	600	600	600
Preschool Expense	Janitorial/Trash Removal	6,240	6,240	6,240	6,240	-	6,240	-	6,240	6,240	6,240	6,240	6,240	6,240	6,240
Preschool Expense	Laundry - Preschool (6)	587	563	707	-	(707)	-	-	-	-	-	-	-	-	-
Preschool Expense	Vehicle Repair & Maintenance (7)	-	-	1,500	500	(1,000)	1,500	1,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Preschool Expense	Rental-Facility	9,720	9,720	9,920	9,920	-	9,920	-	9,920	9,920	9,920	9,920	9,920	9,920	9,920
Preschool Expense	Facility Expense (8)	-	18	-	-	-	2,000	2,000	-	-	-	-	-	-	-
Preschool Expense	Communications	1,078	1,078	1,078	1,078	-	1,078	-	1,078	1,078	1,078	1,078	1,078	1,078	1,078
Preschool Expense	Internet Services	1,383	1,378	1,458	1,458	-	1,458	-	1,458	1,458	1,458	1,458	1,458	1,458	1,458
Preschool Expense	Vehicle Repair & Maintenance	194	-	500	500	-	500	-	500	500	500	500	500	500	500
Preschool Expense	Dues, Fees & Licenses	55	188	1,020	220	(800)	220	-	220	220	220	220	220	220	220
Preschool Expense	Travel & Education	976	663	1,400	2,000	600	2,000	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Preschool Expense	Contract Labor	200	-	200	-	(200)	200	200	200	200	200	200	200	200	200
Preschool Expense	Nurse Consultant	712	450	480	480	-	480	-	480	480	480	480	480	480	480
Preschool Expense	Enrichment Activities	2,788	2,309	3,500	3,000	(500)	3,000	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Preschool Expense	General Supplies & Materials	1,712	1,603	1,972	1,972	-	1,972	-	1,972	1,972	1,972	1,972	1,972	1,972	1,972
Preschool Expense	Office Supplies	24	98	500	250	(250)	250	-	250	250	250	250	250	250	250
Preschool Expense	Fundraising Expenses	230	908	-	1,000	1,000	1,000	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Preschool Expense	Employee Appreciation	36	-	-	200	200	200	-	200	200	200	200	200	200	200
Preschool Expense	Food/Snacks (4)	307	143	747	300	(447)	300	-	300	300	300	300	300	300	300
Preschool Expense	Utilities- Electricity	1,788	1,788	1,788	1,788	-	1,788	-	1,788	1,788	1,788	1,788	1,788	1,788	1,788
Preschool Expense	Scholarship Program (9)	10,469	12,019	8,000	25,000	17,000	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Preschool Expense	Toys / Learning Tools	666	118	500	250	(250)	500	250	500	500	500	500	500	500	500
Preschool Expense	Playground Equip/Improvements	53	6	-	-	-	2,500	2,500	-	-	-	-	-	-	-
Total Preschool Expense		189,360	198,478	223,964	224,407	443	247,886	23,479	244,903	246,495	248,166	249,921	249,921	249,921	249,921

(4) Parent donations help with the cost

(5) We are saving on this expense (this year) as the lead teacher does not take the insurance benefit

(6) New laundry machine in house

(7) No big issues this year. Moved back up in 2019

(8) Interior preschool needs to be repainted

(9) Received more grant funding and it was needed more in the preschool this year

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
BROADBAND DEPARTMENT PROGRAM NARRATIVE**

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

DEPARTMENT GOALS

1. Service the community with the newest technologies available for video services.
2. Service the community with the newest technologies available for Internet services
3. Full compliance with FCC guidelines and reporting requirements.
4. Provide Mountain Village the highest level of customer service.
5. Service the community with the newest technologies available for Phone services
6. Operating the enterprise does not require general tax subsidy.

DEPARTMENT PERFORMANCE MEASURES

1. Maintain 75% of units in Mountain Village as video customers.
2. Maintain 75% of units in Mountain Village as data customers.
3. Complete all FCC reports on time
4. Average number of service calls per month with all calls being completed within 24 hours.
5. Average down time of phone customers to be .05% or less
6. The enterprise operates without transfers from the General Fund or other funds of the Town
7. Log all outages respond less than 1 hr.

Decrease air conditioning costs for the head end by utilizing fan and monitoring thermostat

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Broadband Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
	<u>Summary</u>											
	<u>Revenues</u>											
	Cable Revenues	860,098	890,845	1,002,395	996,358	(6,037)	1,016,752	20,394	1,026,552	1,036,548	1,046,744	1,057,144
	Internet Revenues	864,644	947,404	877,312	908,479	31,167	948,479	40,000	958,479	968,679	979,083	989,695
	Phone Revenues	37,495	37,465	35,987	40,000	4,013	42,000	2,000	43,000	44,000	45,000	46,000
	Miscellaneous Revenues	56,367	70,155	62,764	63,840	1,076	68,640	4,800	68,640	68,640	68,640	68,640
	Total Revenues	1,818,604	1,945,869	1,978,458	2,008,677	30,219	2,075,871	67,194	2,096,671	2,117,867	2,139,467	2,161,479
	<u>Expenses</u>											
	Cost of Cable Sales	784,883	792,333	904,894	858,837	(46,057)	874,964	16,127	904,764	906,935	909,128	911,345
	Cost of Internet Sales	232,132	214,500	204,000	211,116	7,116	211,116	-	211,116	211,116	168,000	168,000
	Cost of Phone Sales	24,905	24,240	27,000	25,000	(2,000)	26,000	1,000	27,000	28,000	29,000	30,000
	Operations	532,128	551,251	664,443	660,501	(3,942)	605,998	(54,503)	611,146	611,902	616,024	620,320
	Broadband Fund Contingency	-	55	3,000	3,000	-	3,000	-	3,000	3,000	3,000	2,500
	Contingency											
	Total Expense	1,574,048	1,582,379	1,803,337	1,758,454	(44,883)	1,721,078	(37,376)	1,757,026	1,760,952	1,725,152	1,732,165
	<u>Capital</u>											
	Capital Outlay	51,774	131,574	87,500	644,000	556,500	1,039,000	395,000	6,500	6,500	38,500	6,500
	Total Capital	51,774	131,574	87,500	644,000	556,500	1,039,000	395,000	6,500	6,500	38,500	6,500
	<u>Other Sources/Uses</u>											
	Broadband Other Source/Uses	-	-	(10,000)	425,313	435,313	852,610	427,297	-	-	-	-
	Transfer (To)/From General Fund											
	Broadband Other Source/Uses	(127,762)	(145,028)	(157,258)	(163,807)	(6,549)	(168,404)	(4,597)	(183,062)	(182,149)	(180,259)	(182,513)
	Transfer To GF - Overhead Allocation											
	Total Other Sources/Uses	(127,762)	(145,028)	(167,258)	261,506	428,764	684,206	422,700	(183,062)	(182,149)	(180,259)	(182,513)
	Surplus (Deficit)	65,019	86,888	(79,637)	(132,271)	(52,634)	-	132,271	150,084	168,266	195,556	240,301
	Beginning Available Fund Balance	60,000	125,019	211,908	132,271	-	-	-	150,084	318,350	513,906	513,906
	Ending Available Fund Balance	125,019	211,908	132,271	-	-	-	-	150,084	318,350	513,906	754,207

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Broadband Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
<u>Revenues</u>												
Cable Revenues	Basic Residential	381,816	426,449	469,606	469,606	-	490,000	20,394	499,800	509,796	519,992	530,392
Cable Revenues	Basic Bulk	167,789	163,126	219,792	225,000	5,208	225,000	-	225,000	225,000	225,000	225,000
Cable Revenues	Premium Pay Revenue	50,652	46,960	51,005	51,005	-	51,005	-	51,005	51,005	51,005	51,005
Cable Revenues	Bulk Premium	32,596	31,437	30,618	30,618	-	30,618	-	30,618	30,618	30,618	30,618
Cable Revenues	Digital	68,303	63,230	71,245	60,000	(11,245)	60,000	-	60,000	60,000	60,000	60,000
Cable Revenues	HDTV	154,538	155,414	156,049	156,049	-	156,049	-	156,049	156,049	156,049	156,049
Cable Revenues	Digital DMX Commercial	4,080	4,230	4,080	4,080	-	4,080	-	4,080	4,080	4,080	4,080
Cable Revenues	Pay Per View	323	-	-	-	-	-	-	-	-	-	-
Total Cable Revenues		860,098	890,845	1,002,395	996,358	(6,037)	1,016,752	20,394	1,026,552	1,036,548	1,046,744	1,057,144
Internet Revenues	High Speed Internet	466,946	506,835	444,308	460,000	15,692	500,000	40,000	510,000	520,200	530,604	541,216
Internet Revenues	Bulk Internet	151,167	156,192	179,083	179,083	-	179,083	-	179,083	179,083	179,083	179,083
Internet Revenues	Non Subscriber High Speed Internet	202,117	234,660	204,525	220,000	15,475	220,000	-	220,000	220,000	220,000	220,000
Internet Revenues	Internet Business Class	44,414	49,717	49,396	49,396	-	49,396	-	49,396	49,396	49,396	49,396
Total Internet Revenues		864,644	947,404	877,312	908,479	31,167	948,479	40,000	958,479	968,679	979,083	989,695
Broadband Misc Revenues	High Speed Static Address	5,317	4,937	-	-	-	-	-	-	-	-	-
Broadband Misc Revenues	Other-Advertising Revenue	3,631	5,458	424	2,500	2,076	2,500	-	2,500	2,500	2,500	2,500
Broadband Misc Revenues	Other-Labor	2,804	2,815	4,000	3,000	(1,000)	3,000	-	3,000	3,000	3,000	3,000
Broadband Misc Revenues	Other - Parts	525	7,525	4,500	4,500	-	4,500	-	4,500	4,500	4,500	4,500
Broadband Misc Revenues	Leased Fiber Access	-	-	-	-	-	4,800	4,800	4,800	4,800	4,800	4,800
Broadband Misc Revenues	Other-Connection Fees	17,500	20,051	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000
Broadband Misc Revenues	Cable Equipment Rental	11,786	8,922	16,000	16,000	-	16,000	-	16,000	16,000	16,000	16,000
Broadband Misc Revenues	Other-Leased Access Revenue	5,340	5,340	5,340	5,340	-	5,340	-	5,340	5,340	5,340	5,340
Broadband Misc Revenues	Other-Late Payment Fees	8,050	13,930	12,500	12,500	-	12,500	-	12,500	12,500	12,500	12,500
Broadband Misc Revenues	Other-NSF Fees	150	25	-	-	-	-	-	-	-	-	-
Broadband Misc Revenues	Other-Recovery Income	1,035	985	-	-	-	-	-	-	-	-	-
Broadband Misc Revenues	Channel Revenue	174	121	-	-	-	-	-	-	-	-	-
Broadband Misc Revenues	Miscellaneous Revenue	55	47	-	-	-	-	-	-	-	-	-
Total Miscellaneous Revenues		56,367	70,155	62,764	63,840	1,076	68,640	4,800	68,640	68,640	68,640	68,640
Phone Revenues	Basic Phone Service	37,091	37,113	35,987	40,000	4,013	42,000	2,000	43,000	44,000	45,000	46,000
Phone Revenues	Changes To Service Fee	210	75	-	-	-	-	-	-	-	-	-
Phone Revenues	Long Distance Charges	194	277	-	-	-	-	-	-	-	-	-
Total Phone Revenues		37,495	37,465	35,987	40,000	4,013	42,000	2,000	43,000	44,000	45,000	46,000

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Broadband Fund

Worksheet	Account Name			2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long	
		Actuals 2016	Actuals 2017	2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
<u>Cost of Sales</u>												
Cable Cost of Sales	Basic Programming Fee	589,918	601,820	693,048	655,000	(38,048)	668,100	13,100	694,824	694,824	694,824	694,824
Cable Cost of Sales	Copyright Royalties	7,140	6,422	7,345	7,345	-	7,418	73	7,493	7,568	7,643	7,720
Cable Cost of Sales	Broadcast Retransmission	-	2,857	-	-	-	-	-	-	-	-	-
Cable Cost of Sales	Premium Program Fees	92,794	83,380	99,750	92,000	(7,750)	93,840	1,840	95,717	96,674	97,641	98,617
Cable Cost of Sales	Digital - Basic Program Fees	79,166	84,543	88,908	88,908	-	89,797	889	90,695	91,602	92,518	93,443
Cable Cost of Sales	TV Guide Programming	6,606	6,786	6,824	6,824	-	6,960	136	7,100	7,242	7,387	7,534
Cable Cost of Sales	HDTV	3,536	3,605	6,259	6,000	(259)	6,060	60	6,121	6,182	6,244	6,306
Cable Cost of Sales	Pay Per View Fees	3,823	-	-	-	-	-	-	-	-	-	-
Cable Cost of Sales	TV Everywhere Fees	1,902	2,920	2,760	2,760	-	2,788	28	2,815	2,844	2,872	2,901
Total Cable Cost of Sales		784,883	792,333	904,894	858,837	(46,057)	874,964	16,127	904,764	906,935	909,128	911,345
Phone Cost of Sales	Phone Service Costs	24,905	24,240	27,000	25,000	(2,000)	26,000	1,000	27,000	28,000	29,000	30,000
Phone Cost of Sales	Connection Fees-Phone	-	-	-	-	-	-	-	-	-	-	-
Total Phone Cost of Sales		24,905	24,240	27,000	25,000	(2,000)	26,000	1,000	27,000	28,000	29,000	30,000
Internet Cost of Sales	Internet Costs	232,132	214,500	204,000	211,116	7,116	211,116	-	211,116	211,116	168,000	168,000
Total Internet Cost of Sales		232,132	214,500	204,000	211,116	7,116	211,116	-	211,116	211,116	168,000	168,000

Capital

Broadband Fund Capital	Test Equipment	-	-	2,500	2,500	-	6,500	4,000	6,500	6,500	6,500	6,500
Broadband Fund Capital	Software Upgrades	48,649	-	-	-	-	-	-	-	-	-	-
Broadband Fund Capital	Vehicles	-	-	30,000	32,500	2,500	32,500	-	-	-	32,000	-
Broadband Fund Capital	Equipment	3,125	634	5,000	9,000	4,000	-	(9,000)	-	-	-	-
Broadband Fund Capital	System Upgrades (1)	-	130,940	50,000	600,000	550,000	1,000,000	400,000	-	-	-	-
Total Capital		51,774	131,574	87,500	644,000	556,500	1,039,000	395,000	6,500	6,500	38,500	6,500

(1) 2019 engineering and start of build

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Broadband Fund

Worksheet	Account Name			2018		2018		2019		2019		2020 Long	2021 Long	2022 Long	2023 Long
		Actuals 2016	Actuals 2017	2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term	Projection	Projection	Projection
<u>Operating Costs</u>															
Operating Costs	Salaries & Wages	238,713	252,007	256,810	257,204	394	265,435	8,231	265,435	265,435	265,435	265,435	265,435	265,435	265,435
Operating Costs	Housing Allowance	12,554	12,517	12,706	12,840	134	12,840	-	12,840	12,840	12,840	12,840	12,840	12,840	12,840
Operating Costs	Group Insurance	52,050	52,454	49,185	49,964	779	50,000	36	52,500	55,125	57,881	60,775	60,775	60,775	60,775
Operating Costs	Dependent Health Reimbursement	(3,620)	(3,764)	(4,356)	(4,356)	-	(4,356)	-	(4,356)	(4,356)	(4,356)	(4,356)	(4,356)	(4,356)	(4,356)
Operating Costs	PERA & Payroll Taxes	36,576	38,523	39,497	39,558	61	40,824	1,266	40,824	40,824	40,824	40,824	40,824	40,824	40,824
Operating Costs	PERA 401K	18,679	20,790	20,095	21,862	1,767	22,562	700	22,562	22,562	22,562	22,562	22,562	22,562	22,562
Operating Costs	Workers Compensation	3,947	5,539	4,927	5,500	573	5,775	275	6,064	6,367	6,685	7,020	7,020	7,020	7,020
Operating Costs	Other Employee Benefits	3,240	3,500	3,580	3,580	-	3,580	-	3,580	3,580	3,580	3,580	3,580	3,580	3,580
Operating Costs	Uniforms	564	464	500	500	-	500	-	500	500	500	500	500	500	500
Operating Costs	Operations Consulting	-	-	60,000	60,000	-	-	(60,000)	-	-	-	-	-	-	-
Operating Costs	Bad Debt Expense	1,523	(589)	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Costs	Technical - Computer Support	38,279	50,379	47,000	47,000	-	47,940	940	48,899	49,877	50,874	51,892	51,892	51,892	51,892
Operating Costs	Call Center Fees	1,416	1,416	1,573	1,573	-	1,573	-	1,573	1,573	1,573	1,573	1,573	1,573	1,573
Operating Costs	Janitorial/Trash Removal	1,560	1,560	1,586	1,586	-	1,586	-	1,586	1,586	1,586	1,586	1,586	1,586	1,586
Operating Costs	R/M - Head End	21,542	20,088	15,000	15,000	-	20,000	5,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Operating Costs	R/M - Plant	3,350	14,012	25,000	25,000	-	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Operating Costs	Vehicle Repair & Maintenance	157	-	2,500	1,750	(750)	1,500	(250)	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Operating Costs	Vehicle Repair & Maintenance	102	116	-	-	-	-	-	-	-	-	-	-	-	-
Operating Costs	Vehicle Repair & Maintenance	155	422	-	-	-	-	-	-	-	-	-	-	-	-
Operating Costs	Vehicle Repair & Maintenance	76	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Costs	Vehicle Repair & Maintenance	601	152	-	-	-	-	-	-	-	-	-	-	-	-
Operating Costs	Facility Expenses	1,760	1,199	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Operating Costs	Insurance	3,457	3,555	3,675	3,675	-	3,675	-	3,675	3,675	3,675	3,675	3,675	3,675	3,675
Operating Costs	Communications	7,557	6,678	5,578	5,578	-	5,578	-	5,578	5,578	5,578	5,578	5,578	5,578	5,578
Operating Costs	Marketing & Advertising	246	105	7,500	5,000	(2,500)	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Costs	TCTV 12 Support	10,000	5,000	-	-	-	-	-	-	-	-	-	-	-	-
Operating Costs	Dues & Fees	956	1,585	500	800	300	2,000	1,200	3,200	-	-	-	-	-	-
Operating Costs	Travel, Education & Training	3,699	3,023	6,000	8,000	2,000	6,000	(2,000)	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Operating Costs	Contract Labor	1,375	635	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Costs	Cable Locates	226	275	600	600	-	600	-	600	600	600	600	600	600	600
Operating Costs	Invoice Processing	3,508	3,095	3,600	3,600	-	3,600	-	3,700	3,750	3,800	3,850	3,850	3,850	3,850
Operating Costs	Online Payment Processing Fees	15,208	15,099	15,500	15,500	-	15,600	100	15,700	15,700	15,700	15,700	15,700	15,700	15,700
Operating Costs	Postage & Freight	4,317	4,322	5,200	5,200	-	5,200	-	5,200	5,200	5,200	5,200	5,200	5,200	5,200
Operating Costs	General Supplies & Materials	1,935	2,803	7,000	7,000	-	7,000	-	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Operating Costs	Supplies - Office	1,841	1,910	2,550	2,550	-	2,550	-	2,550	2,550	2,550	2,550	2,550	2,550	2,550
Operating Costs	DVR'S	13,339	4,918	25,000	20,000	(5,000)	10,000	(10,000)	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Operating Costs	Digital Cable Terminals	2,583	1,969	-	-	-	-	-	-	-	-	-	-	-	-

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Broadband Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Operating Costs	Cable Modems	5,838	3,078	5,000	3,000	(2,000)	3,000	-	3,000	3,000	3,000	3,000
Operating Costs	Wireless Routers	-	280	-	-	-	-	-	-	-	-	-
Operating Costs	Phone Terminals	1,439	-	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Operating Costs	Business Meals	612	1,303	300	500	200	500	-	500	500	500	500
Operating Costs	Employee Appreciation	248	138	400	500	100	500	-	500	500	500	500
Operating Costs	Utilities - Natural Gas	492	896	986	986	-	986	-	986	986	986	986
Operating Costs	Utilities - Electricity	17,941	17,220	21,608	21,608	-	21,608	-	21,608	21,608	21,608	21,608
Operating Costs	Utilities - Gasoline	2,088	2,579	4,343	4,343	-	4,343	-	4,343	4,343	4,343	4,343
Total Operating Costs		532,128	551,251	664,443	660,501	(3,942)	605,998	(54,503)	611,146	611,902	616,024	620,320

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Information Technology

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
					Forecasted	Adjustments	Proposed	Adjustments				
General Fund - Technical	Salaries & Wages	-	-	-	-	-	120,000	120,000	120,000	120,000	120,000	120,000
General Fund - Technical	Group Insurance	-	-	-	-	-	12,500	12,500	13,125	13,781	14,470	15,194
General Fund - Technical	Dependent Health Reimbursement	-	-	-	-	-	-	-	-	-	-	-
General Fund - Technical	PERA & Payroll Taxes	-	-	-	-	-	18,456	18,456	18,456	18,456	18,456	18,456
General Fund - Technical	PERA 401K	-	-	-	-	-	1,200	1,200	2,400	3,600	4,800	6,000
General Fund - Technical	Workers Compensation	-	-	-	-	-	1,000	1,000	1,050	1,103	1,158	1,216
General Fund - Technical	Other Employee Benefits	-	-	-	-	-	900	900	900	900	900	900
General Fund - Technical	Vehicle Repair & Maintenance	-	-	-	-	-	-	-	1,000	1,000	1,000	1,000
General Fund - Technical	Travel, Education & Training	-	-	-	-	-	3,500	3,500	3,500	3,500	3,500	3,500
General Fund - Technical	Software Support- Contract	40,837	47,336	55,000	70,000	15,000	-	(70,000)	-	-	-	-
General Fund - Technical	Software Support - Other	499	7,121	2,500	2,500	-	3,000	500	3,000	3,000	3,000	3,000
General Fund - Technical	General Hardware Replacement	21,527	10,302	20,000	48,000	28,000	20,000	(28,000)	17,000	17,000	17,000	17,000
General Fund - Technical	Symantic Antivirus Licenses	7,440	-	-	-	-	-	-	-	-	-	-
General Fund - Technical	Microsoft Office Licenses	-	15,848	17,995	17,995	-	23,000	5,005	23,000	23,000	23,000	23,000
General Fund - Technical	Microsoft Hosted E-Mail Exchange	-	529	1,050	1,050	-	1,050	-	1,050	1,050	1,050	1,050
General Fund - Technical	Incode Annual Support Maintenance	30,379	31,017	33,493	33,493	-	35,168	1,675	36,926	38,772	40,711	42,746
General Fund - Technical	All Data - Vehicle Maintenance	-	1,500	1,500	1,500	-	1,515	15	1,530	1,545	1,561	1,577
General Fund - Technical	Agenda Management Software	-	-	-	-	-	6,000	6,000	6,000	6,000	6,000	6,000
General Fund - Technical	Adobe Upgrades/Licenses	1,072	1,079	3,600	3,600	-	3,600	-	3,600	3,600	3,600	3,600
General Fund - Technical	Sonic Wall - Firewall	342	6,797	2,700	2,700	-	2,700	-	2,700	2,700	2,700	2,700
General Fund - Technical	CAD Auto Desk Support	1,430	1,420	1,400	1,400	-	1,428	28	1,457	1,486	1,515	1,546
General Fund - Technical	Trimble Pathfinder Software	\$ -	\$ 1,995	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
General Fund - Technical	Web Site Blocker	2,876	2,847	2,800	2,800	-	2,800	-	2,800	2,800	2,800	2,800
General Fund - Technical	Dell Server Support	-	2,140	3,500	3,500	-	-	(3,500)	-	-	-	-
General Fund - Technical	Barracuda Spam Filter	1,350	1,620	2,430	2,430	-	2,430	-	2,430	2,430	2,430	2,430
General Fund - Technical	Manager Plus Software	2,450	499	2,600	3,100	500	3,100	-	3,100	3,100	3,100	3,100
General Fund - Technical	Spilman Software Support - Police (1)	10,582	11,005	11,445	11,445	-	12,315	870	12,562	12,813	13,069	13,330
General Fund - Technical	GLD - Getting Legal Done	1,747	1,884	2,184	2,184	-	2,184	-	2,184	2,184	2,184	2,184
General Fund - Technical	Cyber Security - Fees	-	-	35,000	35,000	-	-	(35,000)	-	-	-	-
General Fund - Technical	Cyber Security - Study	-	-	15,000	5,000	(10,000)	-	(5,000)	-	-	-	-
General Fund - Technical	AV Upgrade	-	10,000	32,456	32,456	-	-	(32,456)	-	-	-	-
General Fund - Technical	Montrose Interconnect - Police (2)	4,399	4,111	4,112	4,112	-	4,112	-	4,112	4,112	4,112	4,112
General Fund - Technical	VPI Software Support - Police (3)	-	333	1,270	1,895	625	1,895	-	1,895	1,895	1,895	1,895
General Fund - Technical	Meritage Support Fees	7,650	7,650	7,650	7,650	-	7,650	-	7,650	7,650	7,650	7,650
General Fund - Technical	Printer Maintenance	1,072	865	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
General Fund - Technical	Document Management	-	-	-	10,900	10,900	500	(10,400)	500	500	500	500
General Fund - Technical	Insight Video Net Software - Police	-	-	1,500	-	(1,500)	-	-	-	-	-	-
General Fund - Technical	Muni Matrix License	1,495	1,495	1,495	1,495	-	1,495	-	1,495	1,495	1,495	1,495
General Fund - Technical	Veritas Back-Up Support Fees	2,396	-	-	-	-	-	-	-	-	-	-

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Information Technology

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long	2021 Long	2022 Long	2023 Long	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
General Fund - Technical	Mozy Online Back Up Support Fee	6,083	6,083	6,260	6,260	-	6,500	240	6,500	6,500	6,500	6,500
General Fund - Technical	Opengov	-	-	-	29,083	29,083	17,000	(12,083)	17,000	17,000	17,000	17,000
General Fund - Technical	Munirevs Support Fees	17,725	17,676	19,175	19,175	-	19,175	-	19,175	19,175	19,175	19,175
General Fund - Technical	Technical Miscellaneous	292	281	1,000	2,000	1,000	1,200	(800)	-	-	-	-
General Fund - Technical	Communications	-	-	-	-	-	1,300	1,300	1,300	1,300	1,300	1,300
Total		163,641	193,434	291,615	365,223	73,608	341,173	(24,050)	341,896	345,947	350,131	354,456

- (1) Record Management software (RMS) for MVPD
- (2) Support from Montrose PD shared server for RMS
- (3) Telephone recording system support for MVPD

**TOWN OF MOUNTAIN VILLAGE
2019 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. Address all maintenance issues such as street lights, and minor facility repairs in a timely fashion.
3. Prioritize the completion of work orders based on safety, short and long-term cost savings, and timing of request.
4. Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals.
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 one (1) hour.
2. Address all maintenance issues such as street lights, and minor facility repairs within 24 hours.
3. Prioritize the completion of work orders based on safety within 24 hours, short and long-term cost savings, and timing of request.
4. Wherever possible, reduce the use of electricity, natural gas, fuel, paper, water, and chemicals.
5. Throughout 2017, operate within Town Council adopted budget.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Building & Facility Maintenance

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term
									Projection	Projection	Projection	Projection
Building & Facility Maintenance	Salaries & Wages	83,203	85,683	89,258	89,500	242	92,364	2,864	92,364	92,364	92,364	92,364
Building & Facility Maintenance	Offset Labor	(2,823)	-	-	-	-	-	-	-	-	-	-
Building & Facility Maintenance	Group Insurance	23,840	24,026	25,026	25,026	-	25,026	-	26,277	27,591	28,971	30,419
Building & Facility Maintenance	Dependent Health Reimbursement	(1,377)	(1,444)	(720)	(720)	-	(720)	-	(720)	(720)	(720)	(720)
Building & Facility Maintenance	PERA & Payroll Taxes	12,688	13,152	13,728	13,765	37	14,205	440	14,205	14,205	14,205	14,205
Building & Facility Maintenance	PERA 401K	3,670	5,407	3,937	4,000	63	6,377	2,377	6,696	7,031	7,031	7,031
Building & Facility Maintenance	Workers Compensation	5,181	5,217	5,460	5,460	-	5,460	-	5,460	5,460	5,460	5,460
Building & Facility Maintenance	Other Employee Benefits	1,620	1,750	1,790	1,790	-	1,790	-	1,790	1,790	1,790	1,790
Building & Facility Maintenance	Uniforms	412	115	350	500	150	500	-	500	500	500	500
Building & Facility Maintenance	R&M-Boilers / Snowmelt	23,464	18,321	45,000	45,000	-	45,000	-	45,000	45,000	45,000	45,000
Building & Facility Maintenance	Vehicle Repair & Maintenance	157	480	500	500	-	500	-	500	500	500	500
Building & Facility Maintenance	Vehicle Repair & Maintenance	638	394	-	-	-	-	-	-	-	-	-
Building & Facility Maintenance	Street Light Repair & Replace	7,011	6,504	9,000	9,000	-	9,000	-	9,000	9,000	9,000	9,000
Building & Facility Maintenance	Facility Expenses - Town Hall	16,366	21,790	27,040	27,040	-	28,000	960	28,000	28,000	28,000	28,000
Building & Facility Maintenance	HVAC Maintenance - Town Hall	-	291	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
Building & Facility Maintenance	Elevator Maintenance - Town Hall	2,705	2,675	4,500	4,500	-	4,500	-	4,500	4,500	4,500	4,500
Building & Facility Maintenance	Facility Maintenance	5,932	4,436	9,500	8,500	(1,000)	8,500	-	8,500	8,500	8,500	8,500
Building & Facility Maintenance	Other Public Amenities	-	25	-	-	-	-	-	-	-	-	-
Building & Facility Maintenance	Communications	1,203	1,350	1,212	1,560	348	1,560	-	1,560	1,560	1,560	1,560
Building & Facility Maintenance	Dues & Fees, Licenses	-	11	-	-	-	-	-	-	-	-	-
Building & Facility Maintenance	Travel, Education & Training	-	160	-	-	-	1,500	1,500	1,500	1,500	1,500	1,500
Building & Facility Maintenance	Postage & Freight	56	-	-	-	-	-	-	-	-	-	-
Building & Facility Maintenance	General Supplies And Materials	1,282	956	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Building & Facility Maintenance	Employee Appreciation	-	-	200	300	100	300	-	300	300	300	300
Building & Facility Maintenance	Utilities - Gasoline	1,776	1,792	3,183	3,183	-	3,183	-	3,183	3,183	3,183	3,183
Total		187,004	193,090	244,464	244,404	(60)	252,545	8,141	254,116	255,764	257,144	258,592

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
ROAD AND BRIDGE DEPARTMENT PROGRAM NARRATIVE**

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 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Road & Bridge

Worksheet	Account Name	Actuals		2018		2019		2020 Long	2021 Long	2022 Long	2023 Long	
		2016	2017	Original	Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term
Road & Bridge	Salaries & Wages	346,213	351,678	349,914	348,922	(992)	359,896	10,974	359,896	359,896	359,896	359,896
Road & Bridge	Offset Labor	(91)	(1,360)	-	-	-	-	-	-	-	-	-
Road & Bridge	Group Insurance	105,171	106,002	100,077	97,930	(2,147)	97,930	-	102,827	107,968	113,366	119,035
Road & Bridge	Dependent Health Reimbursement	(7,977)	(6,429)	(3,280)	(3,280)	-	(3,280)	-	(3,280)	(3,280)	(3,280)	(3,280)
Road & Bridge	PERA & Payroll Taxes	52,642	53,707	53,817	53,561	(256)	55,352	1,791	55,352	55,352	55,352	55,352
Road & Bridge	PERA 401K	8,879	10,358	10,723	10,672	(51)	10,797	125	10,797	10,797	10,797	10,797
Road & Bridge	Workers Compensation	11,196	13,890	14,838	13,500	(1,338)	14,175	675	14,884	15,628	16,409	17,230
Road & Bridge	Other Employee Benefits	6,075	6,913	6,709	6,709	-	6,709	-	6,709	6,709	6,709	6,709
Road & Bridge	Uniforms	1,113	1,116	1,200	1,200	-	1,200	-	1,200	1,200	1,200	1,200
Road & Bridge	Engineering	3,170	-	-	-	-	-	-	-	-	-	-
Road & Bridge	Consultant Services (1)	-	-	20,000	20,000	-	-	(20,000)	-	-	-	-
Road & Bridge	Janitorial/Trash Removal	1,560	1,560	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Road & Bridge	Vehicle Repair & Maintenance	37,641	39,072	45,968	45,968	-	45,968	-	45,968	45,968	45,968	45,968
Road & Bridge	Rental - Equipment	-	109	-	-	-	-	-	-	-	-	-
Road & Bridge	Facility Expenses	1,252	1,119	731	731	-	731	-	731	731	731	731
Road & Bridge	Communications	2,322	2,527	4,829	4,829	-	4,829	-	4,829	4,829	4,829	4,829
Road & Bridge	Public Noticing	408	465	400	400	-	500	100	500	500	500	500
Road & Bridge	Dues, Fees & Licenses	236	234	250	250	-	250	-	250	250	250	250
Road & Bridge	Travel, Education, Training	1,412	1,275	2,260	2,260	-	2,260	-	2,260	2,260	2,260	2,260
Road & Bridge	Contract Labor (2)	-	-	2,500	2,500	-	5,000	2,500	2,500	2,500	2,500	2,500
Road & Bridge	Paving Repair (3)	391,912	388,843	400,000	400,000	-	400,000	-	400,000	400,000	400,000	400,000
Road & Bridge	Striping	10,033	14,042	12,480	12,480	-	12,480	-	12,480	12,480	12,480	12,480
Road & Bridge	Guardrail Repair	19,060	15,610	500	500	-	22,000	21,500	500	20,000	-	-
Road & Bridge	Bridge Repair & Maintenance	8,867	7,065	18,000	18,000	-	18,000	-	18,000	18,000	18,000	18,000
Road & Bridge	Postage & Freight	69	46	100	100	-	100	-	100	100	100	100
Road & Bridge	General Supplies & Materials	12,164	8,711	7,972	7,972	-	7,972	-	7,972	7,972	7,972	7,972
Road & Bridge	Supplies - Office	1,442	1,394	1,406	1,406	-	1,406	-	1,406	1,406	1,406	1,406
Road & Bridge	Supplies - Sand / Deicer	24,065	21,759	28,000	25,000	(3,000)	25,000	-	25,000	25,000	25,000	25,000
Road & Bridge	Supplies - Signs & Safety	6,196	6,404	6,200	8,000	1,800	8,000	-	8,000	8,000	8,000	8,000
Road & Bridge	Gen Supplies - CAD	104	55	-	-	-	-	-	-	-	-	-
Road & Bridge	Business Meals	341	559	200	200	-	200	-	200	200	200	200
Road & Bridge	Employee Appreciation	128	176	733	733	-	733	-	733	733	733	733
Road & Bridge	Utilities - Electricity	1,275	909	1,528	1,528	-	1,574	46	1,621	1,670	1,720	1,771
Road & Bridge	Utilities - Gasoline	14,838	19,984	32,802	32,802	-	33,786	984	34,800	35,844	36,919	38,027
Total		1,061,715	1,067,792	1,122,357	1,116,373	(5,984)	1,135,068	18,695	1,117,734	1,144,212	1,131,517	1,139,165

(1) Emergency Evacuation Route

(2) 2019 Subbase Analysis Rocky Road

(3) Road maintenance repairs are included as outlined in the Public Works 2019 Long Term Paving Plan

**TOWN OF MOUNTAIN VILLAGE
2019 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 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Vehicle Maintenance

Worksheet	Account Name	Actuals		2018		2019		2020 Long	2021 Long	2022 Long	2023 Long	
		2016	2017	Original	Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term
Vehicle Maintenance	Salaries & Wages	273,794	245,961	256,519	256,519	-	251,200	(5,319)	251,200	251,200	251,200	251,200
Vehicle Maintenance	Offset Labor	(489)	(228)	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	Group Insurance	53,385	54,654	49,423	50,000	577	50,000	-	52,500	55,125	57,881	60,775
Vehicle Maintenance	Dependent Health Reimbursement	(5,301)	(5,190)	(4,839)	(4,839)	-	(4,839)	-	(4,839)	(4,839)	(4,839)	(4,839)
Vehicle Maintenance	PERA & Payroll Taxes	41,580	37,213	39,453	39,453	-	38,635	(818)	38,635	38,635	38,635	38,635
Vehicle Maintenance	PERA 401K	22,572	20,097	21,148	21,148	-	20,347	(801)	20,347	20,347	20,347	20,347
Vehicle Maintenance	Workers Compensation	6,084	4,457	6,796	5,000	(1,796)	5,250	250	5,513	5,788	6,078	6,381
Vehicle Maintenance	Other Employee Benefits	3,240	3,500	4,475	4,475	-	4,475	-	4,475	4,475	4,475	4,475
Vehicle Maintenance	Uniforms	390	423	600	600	-	600	-	600	600	600	600
Vehicle Maintenance	Janitorial/Trash Removal	7,035	7,039	7,000	7,000	-	7,000	-	7,000	7,000	7,000	7,000
Vehicle Maintenance	Vehicle Repair & Maintenance	1,612	899	2,250	2,250	-	2,250	-	2,250	2,250	2,250	2,250
Vehicle Maintenance	Vehicle Repair & Maintenance	331	1,030	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	Vehicle Repair & Maintenance	182	572	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	Vehicle Repair & Maintenance	2,957	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	Facility Expense	-	155,030	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	Communications	1,364	1,481	1,366	1,366	-	1,366	-	1,366	1,366	1,366	1,366
Vehicle Maintenance	Dues, Fees, Licenses	-	161	770	770	-	870	100	870	870	870	870
Vehicle Maintenance	Dues & Fees, Fuel Depot	106	672	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	Travel, Education, Training	2,154	1,953	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Vehicle Maintenance	Postage & Freight	59	15	100	100	-	100	-	100	100	100	100
Vehicle Maintenance	Trash / Waste Removal	4,191	4,437	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Vehicle Maintenance	General Supplies & Materials	23,616	20,398	28,000	28,000	-	26,000	(2,000)	26,000	26,000	26,000	26,000
Vehicle Maintenance	Supplies - Office	280	255	300	300	-	300	-	300	300	300	300
Vehicle Maintenance	Supplies - Building Maintenance	627	1,754	1,854	1,854	-	1,854	-	1,854	1,854	1,854	1,854
Vehicle Maintenance	Safety Supplies	518	663	914	914	-	800	(114)	800	800	800	800
Vehicle Maintenance	Supplies - Fuel Depot	1,327	3,134	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Vehicle Maintenance	Employee Appreciation	300	138	450	450	-	450	-	450	450	450	450
Vehicle Maintenance	Utilities - Natural Gas	2,742	2,615	4,104	4,104	-	4,309	205	4,525	4,751	4,988	5,238
Vehicle Maintenance	Utilities - Electricity	6,903	6,551	8,020	8,020	-	8,421	401	8,842	9,284	9,748	10,236
Vehicle Maintenance	Utilities - Gasoline	2,275	3,413	3,213	3,213	-	3,309	96	3,409	3,511	3,616	3,725
Vehicle Maintenance	Utilities - Oil Depot	7,695	6,108	11,710	11,710	-	12,296	586	12,910	13,556	14,234	14,945
Total		461,527	579,205	453,126	451,907	(1,219)	444,493	(7,414)	448,606	452,923	457,453	462,208

**TOWN OF MOUNTAIN VILLAGE
2019 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 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Water & Sewer Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
<u>Summary</u>												
Revenues												
	Water & Sewer Service Fees	2,428,268	2,780,053	2,688,952	2,793,952	105,000	2,894,409	100,457	2,938,717	2,983,911	3,030,008	3,077,028
	Other Revenues	9,753	10,373	13,450	13,450	-	13,450	-	13,450	13,450	13,450	13,450
	Total Revenues	2,438,021	2,790,426	2,702,402	2,807,402	105,000	2,907,859	100,457	2,952,167	2,997,361	3,043,458	3,090,478
Operating Expenses												
	Water Operating Costs	902,236	929,911	1,165,801	1,030,901	(134,900)	1,138,963	108,062	1,063,037	1,077,551	1,092,565	1,108,100
	Sewer Operating Costs	479,585	507,191	547,636	547,638	2	550,737	3,099	551,662	552,631	553,646	554,710
	Water/Sewer Contingency	-	-	34,269	31,571	(2,698)	33,794	2,223	32,294	32,604	32,924	33,256
	Total Operating Costs	1,381,821	1,437,102	1,747,706	1,610,110	(137,596)	1,723,493	113,384	1,646,993	1,662,785	1,679,136	1,696,066
Capital												
	Capital Costs	392,577	389,153	1,379,250	968,300	(410,950)	1,241,950	273,650	952,608	1,584,200	2,725,175	4,256,088
	Total Capital	392,577	389,153	1,379,250	968,300	(410,950)	1,241,950	273,650	952,608	1,584,200	2,725,175	4,256,088
Other Source/Uses												
	Tap Fees	42,960	255,316	100,000	100,000	-	100,000	-	100,000	100,000	100,000	100,000
	Tap Fees	-	21,232	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
	Tap Fees	-	-	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
	Water/Sewer Other Sources/Uses	-	352	-	-	-	-	-	-	-	-	-
	Water/Sewer Other Sources/Uses	(131,311)	(142,527)	(152,406)	(150,490)	1,916	(168,640)	(18,150)	(171,598)	(171,994)	(175,450)	(178,709)
	Total Other Sources/Uses	(88,351)	134,373	(45,406)	(43,490)	1,916	(61,640)	(18,150)	(64,598)	(64,994)	(68,450)	(71,709)
	Surplus (Deficit)	575,272	1,098,544	(469,960)	185,502	655,462	(119,225)	(304,727)	287,968	(314,619)	(1,429,303)	(2,933,385)
	Beginning Available Fund Balance	1,970,055	2,545,327	3,643,871	3,643,871		3,829,373		3,710,148	3,998,116	3,683,497	2,254,195
	Ending Available Fund Balance	2,545,327	3,643,871	3,173,911	3,829,373		3,710,148		3,998,116	3,683,497	2,254,195	(679,190)

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Water & Sewer Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	Adjustments	Proposed					
<u>Revenues</u>												
MV Water	MV-Water Base Fees	824,377	911,686	930,375	930,375	-	1,023,413	93,038	1,043,881	1,064,758	1,086,054	1,107,775
MV Water	MV-Sewer Base Fees	824,377	911,686	930,375	930,375	-	1,023,413	93,038	1,043,881	1,064,758	1,086,054	1,107,775
MV Water	MV-Water Excess Fees	349,882	390,316	350,000	375,000	25,000	350,000	(25,000)	350,000	350,000	350,000	350,000
MV Water	MV-Water Irrigation Fees	65,772	92,682	66,524	66,524	-	66,524	-	66,524	66,524	66,524	66,524
MV Water	MV-Water Construction	463	531	1,577	1,577	-	1,577	-	1,577	1,577	1,577	1,577
MV Water	MV-Snowmaking Fees	198,047	287,759	220,942	300,942	80,000	225,000	(75,942)	225,000	225,000	225,000	225,000
Total Mountain Village Revenues		2,262,918	2,594,660	2,499,793	2,604,793	105,000	2,689,926	85,133	2,730,863	2,772,618	2,815,208	2,858,650
Ski Ranches Water	SR-Water Base Fees	127,963	142,206	145,049	145,049	-	159,554	14,505	162,745	166,000	169,320	172,706
Ski Ranches Water	SR-Water Excess Fees	11,217	13,392	15,697	15,697	-	15,697	-	15,697	15,697	15,697	15,697
Ski Ranches Water	SR-Irrigation Fees	-	289	175	175	-	175	-	175	175	175	175
Ski Ranches Water	SR-Water Construction	5	32	342	342	-	342	-	342	342	342	342
Total Ski Ranches Revenues		139,185	155,919	161,263	161,263	-	175,768	14,505	178,959	182,214	185,534	188,920
Skyfield Water	SKY-Water Base Fees	7,862	8,684	8,190	8,190	-	9,009	819	9,189	9,373	9,560	9,752
Skyfield Water	SKY-Water/Standby Fees	8,190	8,190	8,721	8,721	-	8,721	-	8,721	8,721	8,721	8,721
Skyfield Water	SKY-Water Excess Fees	10,113	12,600	10,200	10,200	-	10,200	-	10,200	10,200	10,200	10,200
Skyfield Water	SKY-Water Irrigation Fees	-	-	785	785	-	785	-	785	785	785	785
Total Skyfield Revenues		26,165	29,474	27,896	27,896	-	28,715	819	28,895	29,079	29,266	29,458
Other Revenues - Water/Sewer	MV-Water/Sewer Inspection Fees	1,200	3,600	4,500	4,500	-	4,500	-	4,500	4,500	4,500	4,500
Other Revenues - Water/Sewer	SR/SF Water Inspection Fees	-	300	-	-	-	-	-	-	-	-	-
Other Revenues - Water/Sewer	Elk Run Maintenance Fees	3,858	2,038	3,800	3,800	-	3,800	-	3,800	3,800	3,800	3,800
Other Revenues - Water/Sewer	Late Fees	4,195	4,335	4,700	4,700	-	4,700	-	4,700	4,700	4,700	4,700
Other Revenues - Water/Sewer	Water Fines	500	100	450	450	-	450	-	450	450	450	450
Total Other Revenues		9,753	10,373	13,450	13,450	-	13,450	-	13,450	13,450	13,450	13,450

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Water & Sewer Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	Adjustments	Proposed					Adjustments
Sewer Expense	Salaries & Wages	51,654	54,499	61,674	61,675	1	63,649	1,974	63,649	63,649	63,649	63,649
Sewer Expense	Group Insurance	13,013	13,113	12,513	12,513	-	12,513	-	13,139	13,796	14,485	15,210
Sewer Expense	Dependent Health Reimbursement	(724)	(722)	(725)	(725)	-	(725)	-	(725)	(725)	(725)	(725)
Sewer Expense	PERA & Payroll Taxes	7,896	8,316	9,485	9,486	1	9,790	304	9,790	9,790	9,790	9,790
Sewer Expense	PERA 401K	3,045	3,212	3,635	3,635	-	3,819	184	3,819	3,819	3,819	3,819
Sewer Expense	Workers Compensation	878	943	1,094	1,094	-	1,149	55	1,206	1,266	1,330	1,396
Sewer Expense	Other Employee Benefits	810	875	895	895	-	895	-	895	895	895	895
Sewer Expense	Employee Appreciation	50	138	100	100	-	100	-	100	100	100	100
Sewer Expense	Vehicle Repair & Maintenance	16,345	8,938	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Sewer Expense	Vehicle Repair & Maintenance	-	-	1,082	1,082	-	1,082	-	1,082	1,082	1,082	1,082
Sewer Expense	Sewer Line Checks	20,751	26,889	27,040	27,040	-	27,040	-	27,040	27,040	27,040	27,040
Sewer Expense	Facility Expenses	1,140	931	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Sewer Expense	Communications	741	896	650	650	-	1,000	350	1,000	1,000	1,000	1,000
Sewer Expense	Travel-Education & Training	280	478	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Sewer Expense	General Supplies & Materials	4,246	3,829	5,083	5,083	-	5,083	-	5,083	5,083	5,083	5,083
Sewer Expense	Supplies-Safety	781	-	877	877	-	877	-	877	877	877	877
Sewer Expense	Supplies - Office	994	1,027	800	800	-	800	-	800	800	800	800
Sewer Expense	Regional Sewer O&M	308,595	331,965	360,794	360,794	-	360,794	-	360,794	360,794	360,794	360,794
Sewer Expense	Regional Sewer Overhead	43,772	47,499	44,000	44,000	-	44,000	-	44,000	44,000	44,000	44,000
Sewer Expense	Utilities - Electricity	2,251	2,161	2,426	2,426	-	2,547	121	2,675	2,808	2,949	3,096
Sewer Expense	Utilities - Gasoline	3,067	2,204	3,713	3,713	-	3,824	111	3,939	4,057	4,179	4,304
Total		479,585	507,191	547,636	547,638	2	550,737	3,099	551,662	552,631	553,646	554,710

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Water & Sewer Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
MV Water Expense	Salaries & Wages	271,845	263,493	284,438	281,383	(3,055)	290,387	9,004	290,387	290,387	290,387	290,387
MV Water Expense	Offset Labor	(2,106)	(2,380)	(5,000)	(5,000)	-	(5,000)	-	(5,000)	(5,000)	(5,000)	(5,000)
MV Water Expense	Housing Allowance	8,993	8,967	8,970	8,970	-	8,970	-	8,970	8,970	8,970	8,970
MV Water Expense	Group Insurance	58,089	63,985	60,880	59,707	(1,173)	59,707	-	62,692	65,827	69,118	72,574
MV Water Expense	Dependent Health Reimbursement	(3,000)	(3,724)	(7,809)	(7,809)	-	(7,809)	-	(7,809)	(7,809)	(7,809)	(7,809)
MV Water Expense	PERA & Payroll Taxes	41,770	40,845	43,747	43,699	(48)	44,662	963	44,662	44,662	44,662	44,662
MV Water Expense	PERA 401K	14,345	11,930	16,832	16,832	-	15,035	(1,797)	15,035	15,035	15,035	15,035
MV Water Expense	Workers Compensation	6,515	5,499	5,616	6,500	884	6,825	325	7,166	7,525	7,901	8,296
MV Water Expense	Other Employee Benefits	4,455	4,200	4,923	4,923	-	4,923	-	4,923	4,923	4,923	4,923
MV Water Expense	Employee Appreciation	188	138	533	533	-	533	-	533	533	533	533
MV Water Expense	Uniforms	1,176	636	1,170	1,170	-	1,170	-	1,170	1,170	1,170	1,170
MV Water Expense	Legal - Water	4,660	32,305	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000
MV Water Expense	Legal - Elk Run	-	-	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
MV Water Expense	Legal - TSG Water	-	-	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
MV Water Expense	Water Sample Analysis	9,098	4,899	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
MV Water Expense	Water Augmentation Plan (1)	19,815	25,330	30,000	30,000	-	30,000	-	30,000	30,000	30,000	30,000
MV Water Expense	Janitorial/Trash Removal	1,560	1,560	1,586	1,586	-	1,586	-	1,586	1,586	1,586	1,586
MV Water Expense	Vehicle Repair & Maintenance	22,903	35,620	30,897	30,897	-	31,445	548	32,003	32,573	33,155	33,747
MV Water Expense	Software Support	1,280	1,722	2,500	2,500	-	1,500	(1,000)	1,500	1,500	1,500	1,500
MV Water Expense	Backflow Testing	-	-	-	-	-	2,500	2,500	2,500	2,500	2,500	2,500
MV Water Expense	Facility Expenses	1,053	1,222	1,170	1,170	-	1,170	-	1,170	1,170	1,170	1,170
MV Water Expense	Insurance	15,506	12,223	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000
MV Water Expense	Communications	4,120	4,593	4,329	4,329	-	4,329	-	4,329	4,329	4,329	4,329
MV Water Expense	Internet Services	2,011	2,011	2,208	2,208	-	2,208	-	2,252	2,252	2,252	2,252
MV Water Expense	Dues & Fees	2,281	2,459	2,500	2,500	-	1,500	(1,000)	1,500	1,500	1,500	1,500
MV Water Expense	Travel-Education & Training	510	147	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
MV Water Expense	Invoice Processing	3,713	3,695	3,500	3,500	-	4,000	500	4,000	4,000	4,000	4,000
MV Water Expense	Online Payment Processing Fees	19,278	17,084	18,000	18,000	-	20,000	2,000	20,000	20,000	20,000	20,000
MV Water Expense	Postage & Freight	4,631	4,539	5,772	5,772	-	5,772	-	5,772	5,772	5,772	5,772
MV Water Expense	General Supplies & Materials	20,182	20,623	20,955	20,955	-	20,955	-	20,955	20,955	20,955	20,955
MV Water Expense	Supplies - Chlorine	13,630	10,564	15,450	15,450	-	15,450	-	15,450	15,450	15,450	15,450
MV Water Expense	Supplies - Office	1,682	1,515	1,714	1,714	-	1,714	-	1,714	1,714	1,714	1,714
MV Water Expense	Meter Purchases	6,637	1,716	3,200	3,200	-	3,200	-	3,200	3,200	3,200	3,200
MV Water Expense	Business Meals	60	337	150	150	-	150	-	150	150	150	150
MV Water Expense	Utilities - Natural Gas	1,624	1,850	3,270	3,270	-	3,401	131	3,537	3,678	3,825	3,978
MV Water Expense	Utilities - Electricity	278,310	278,384	344,409	300,000	(44,409)	309,000	9,000	318,270	327,818	337,653	347,782
MV Water Expense	Utilities - Gasoline	3,715	4,746	9,211	9,211	-	9,395	184	9,583	9,775	9,970	10,170
MV Water Expense	Pump Replacement	22,813	8,809	23,397	23,397	-	23,397	-	23,397	23,397	23,397	23,397
MV Water Expense	Tank Maintenance	-	3,850	100,000	10,000	(90,000)	100,000	90,000	10,000	10,000	10,000	10,000
MV Water Expense	Water Conservation Incentives	20,000	(10,957)	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Total		883,342	864,433	1,123,518	985,717	(137,801)	1,097,075	111,358	1,020,598	1,034,542	1,048,968	1,063,894

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Water & Sewer Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
(1) Augmentation water lease with Trout Lake												
Ski Ranches Water Expense	Salaries & Wages	3,670	23,832	8,131	10,000	1,869	10,320	320	10,320	10,320	10,320	10,320
Ski Ranches Water Expense	Group Insurance	543	672	673	673	-	673	-	707	742	779	818
Ski Ranches Water Expense	Dependent Health Reimbursement	-	-	1,251	1,251	-	1,251	-	1,251	1,251	1,251	1,251
Ski Ranches Water Expense	PERA & Payroll Taxes	676	3,353	506	1,538	1,032	1,587	49	1,587	1,587	1,587	1,587
Ski Ranches Water Expense	PERA 401K	228	601	-	-	-	-	-	-	-	-	-
Ski Ranches Water Expense	Water Sample Analysis	522	954	3,309	3,309	-	2,500	(809)	2,500	2,500	2,500	2,500
Ski Ranches Water Expense	Vehicle Repair & Maintenance	5,114	10,976	10,744	10,744	-	11,066	322	11,398	11,740	12,092	12,455
Ski Ranches Water Expense	Dues & Fees	226	274	150	150	-	150	-	150	150	150	150
Ski Ranches Water Expense	General Supplies & Materials	1,744	(62)	1,515	1,515	-	1,560	45	1,607	1,655	1,705	1,756
Ski Ranches Water Expense	Chlorine	1,700	1,700	2,060	2,060	-	250	(1,810)	258	265	273	281
Ski Ranches Water Expense	Supplies-Safety	80	234	200	200	-	200	-	200	200	200	200
Ski Ranches Water Expense	Meter Purchases	1,632	-	2,040	2,040	-	500	(1,540)	500	500	500	500
Ski Ranches Water Expense	Utilities - Natural Gas	492	896	1,746	1,746	-	1,746	-	1,746	1,746	1,746	1,746
Ski Ranches Water Expense	Utilities - Electricity	2,057	1,634	3,150	3,150	-	3,276	126	3,407	3,543	3,685	3,832
Ski Ranches Water Expense	Utilities - Gasoline	210	285	958	958	-	958	-	958	958	958	958
Ski Ranches Water Expense	Tank And Pipe Replacement	-	20,129	5,850	5,850	-	5,850	-	5,850	5,850	5,850	5,850
Total		18,894	65,478	42,283	45,184	2,901	41,888	(3,296)	42,439	43,008	43,597	44,205
Water/Sewer Capital Expense	Water Rights	37,403	6,524	15,000	15,000	-	-	(15,000)	-	-	-	-
Water/Sewer Capital Expense	Leak Detection System (1)	-	-	-	-	-	30,000	30,000	-	-	-	-
Water/Sewer Capital Expense	Vehicles (2)	-	39,724	28,000	28,000	-	-	(28,000)	-	-	28,000	-
Water/Sewer Capital Expense	Miscellaneous FF&E (3)	-	-	-	-	-	-	-	-	10,000	-	2,500,000
Water/Sewer Capital Expense	Arizona Water Line	29,150	-	-	-	-	-	-	-	-	-	-
Water/Sewer Capital Expense	Ski Ranches Capital	-	25,191	250,000	250,000	-	250,000	-	250,000	250,000	250,000	250,000
Water/Sewer Capital Expense	Power Generators	147,210	1,500	150,000	150,000	-	-	(150,000)	150,000	-	-	-
Water/Sewer Capital Expense	Lift 7 Waterline	-	245,863	-	-	-	-	-	-	-	-	-
Water/Sewer Capital Expense	Regional Sewer Capital	178,814	70,351	761,250	335,300	(425,950)	796,950	461,650	387,608	1,159,200	2,282,175	1,141,088
Water/Sewer Capital Expense	Wells - New (4)	-	-	-	15,000	15,000	165,000	150,000	165,000	165,000	165,000	165,000
Water/Sewer Capital Expense	San Miguel Pump (5)	-	-	175,000	175,000	-	-	(175,000)	-	-	-	200,000
Total		392,577	389,153	1,379,250	968,300	(410,950)	1,241,950	273,650	952,608	1,584,200	2,725,175	4,256,088

- (1) 2019 Replace Leak Correlator Equipment
- (2) 2022 Replace 2008 Dodge Dakota
- (3) Replace Supply Lines @ Double Cabin Tank Site 2021, 2023 New meter reading system
- (4) 2018-2019 YBR Well
- (5) 2023 Replace Pump

Town of Mountain Village

Vehicle and Equipment Policies and Procedures

APPENDIX G OF the Town's Procurement Manual

1. The purpose of this document is to identify the process and policies by which vehicles and major equipment is procured and utilized by the Town of Mountain Village.
2. The Vehicle and Equipment Committee is responsible for reviewing and recommending to the Town Manager all equipment and vehicle requests and their assignment.
 - 2.1. The Committee contains the following representation:
 - 2.1.1. 2 members appointed by the Town Mayor from Town Council
 - 2.1.2. Representatives from each of the following Departments appointed by the Town Manager
 - 2.1.2.1. Police
 - 2.1.2.2. Transportation
 - 2.1.2.3. Finance
 - 2.1.3. Director Public Works
3. The committee is responsible for reviewing all vehicle and equipment requests. This review includes the assignment or reassignment of vehicles and equipment to make the community Greener while balancing with the cost and most productive use of town resources.
4. Equipment and vehicles should normally be requested during the annual budget process starting in August of each year.
 - 4.1. Department Directors should submit a list of vehicles and equipment they need in the coming budget year and anticipated requests for the following four years to the Public Works Department
 - 4.2. The Public Works Department is charged with evaluating the requests to determine a priority order of needs to be submitted to Town Council as part of the Budget approval process.
 - 4.3. The Public Works Department shall take into consideration factors such as condition and maintenance records of current vehicles or moving them to other departments to extend the useful life of the vehicle.
5. After annual budgets have been approved, Department Directors must complete The Vehicle Evaluation Cost Form and submit it to the Vehicle and Equipment Committee for review. Then the committee approves the purchase after consulting with the Town Manager.
 - 5.1. The Vehicle Evaluation Cost Form should be used when evaluating and comparing vehicles and included in the approval process

- 5.1.1. This form is an Excel document named 'Vehicle Evaluation Cost Form' and can be found on the G drive \users\Vehicle Committee\.
- 5.2. All decisions must be made with the intent of maximizing the town's financial resources balanced with Town's environmental considerations.
- 5.3. Consideration must be taken regarding the environment, alternative energy sources and vehicle mileage.
 - 5.3.1. The preferential order is identified below.
 - 5.3.1.1. Electric vehicles and equipment
 - 5.3.1.2. Hybrid plug in
 - 5.3.1.3. Hybrid
 - 5.3.1.4. Alternative fuels (In no particular order.)
 - 5.3.1.4.1. Natural Gas when available
 - 5.3.1.4.2. Biodiesel
 - 5.3.1.4.3. Diesel
- 6. Other factors impacting vehicle and equipment replacement
 - 6.1. Meets Federal Transportation (FTA) criteria qualifying for external funds
 - 6.2. Colorado Stare Bid process, usually available in December
 - 6.3. Committee consults repair records of vehicles in current use.
 - 6.4. Safety of occupant's information
 - 6.5. Reliability of the manufacturer, make and model
 - 6.6. Drive train in order of preference with consideration of intended use
 - 6.6.1. 2-wheel drive
 - 6.6.2. Limited slip differential
 - 6.6.3. All-wheel drive
 - 6.6.4. 4-wheel drive
- 7. Current vehicle replacement considerations in use are:
 - 7.1. In all cases, vehicles will be evaluated to see if they can be maintained and used by the town for periods longer than stated below.
 - 7.2. Vehicles, used primarily in town
 - 7.2.1. Replacement after 10 years of use
 - 7.2.2. Assumes 10,000 to 12,000 annual mileage
 - 7.2.3. Many vehicles are used considerably longer than ten years.
 - 7.3. Vehicles used primarily for highway use
 - 7.3.1. Vehicle life usually five years

7.3.2. Many vehicles are used considerably longer than five years.

7.3.3. Commuter Shuttles and Buses 200,000 miles

7.4. Police Patrol vehicles

7.4.1. Usually retired after 5 years or 80,000 miles

7.5. Equipment

7.5.1. Replace after 10 years of use

7.5.2. Equipment hours compared to industry replacement standards

7.5.3. Many equipment are used considerably longer than ten years.

8. This policy and procedure does not take precedence over current purchasing procedures stated in the Towns Procurement Manual.

The following paragraph will be added on Page 5 of the Towns Procurement Manual.

3.8 VEHICLE AND CAPITAL EQUIPMENT ACQUISITION

The Vehicle and Equipment Committee reviews and makes recommendations to the Town Manager and Council for all vehicle and capital equipment acquisition. See Appendix G for procedures and forms to be used.



Town of Mountain Village

VEHICLE AND EQUIPMENT NEEDS REQUEST FORM

Complete each August as part of your budget request.

1. Current Vehicles and/or equipment you are recommending replacement in the next budget year.

Year	Make	Model	Current Mileage	Use
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Vehicles or Equipment being requested for **next budget year**

Describe use and type of vehicle or equipment needed	Estimated Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Equipment or Vehicles you feel will be needed in the next **two to four years**:

Describe use and type of vehicle or equipment needed	Estimated Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Veh #	Year	Make	Model	Dept	NAME
-------	------	------	-------	------	------

**BUILDING DEPARTMENT
EQUIPMENT**

BD-05	2006	POLARIS	RANGER	BUILDING	CREW
CABLE DEPARTMENT EQUIPMENT					
CB-101	1999	LTCBOD TRAILER	UTILITY TRAILER	CABLE	CREW
CB-103	2008	ROOSE	UTILITY TRAILER	CABLE	CREW
CB-04	2000	CHEVROLET	SILVERADO BUCKET TRUCK	CABLE	CREW
GONDOLA MAINTENANCE EQUIPMENT					
GM-05	2000	TRITON	10' TILT SNOW TRAILER	GOND MAINT	CREW
GM-06	2011	YAMAHA	GRIZZ700PS EFI EPS	GOND MAINT	CREW
GM-08	2016	YAMAHA	VK PRO	GOND MAINT	CREW
GM-09	2005	HAULMARK	TRANSPORT	GOND MAINT	CREW
GM-26	2017	POLARIS	WHITELIGHTNING	GOND MAINT	CREW
GM-101	2009	VK10YS	YAMAHA VK PRO SNOWMOBILE	GOND MAIN	CREW
GM-103	2014	YAMAHA	VENTURE MP SNOWMOBILE	GOND MAIN	CREW
GM-104	2014	YAMAHA	PZ50MPEL SNOWMOBILE	GOND MAIN	CREW
GM-105	2014	POLARIS	RZRS800 SNOWMOBILE	GOND MAIN	CREW
GM-106	2017	POLARIS	GENERAL - UTV	GOND MAINT	CREW
GM-201	2005	KASSBOHRER	PISTEN BULLY 200 EDGE SNOWCAT	GOND MAIN	CREW
GM-202	1997	LINCOLN	RANGER 8 GAS WELDER	GOND MAIN	CREW
GM-203	1998	LINCOLN	SP-125 PLUS WELDER	GOND MAIN	CREW
GM-205	2001	MILLER	DIMENSION 452 WELDER	GOND MAIN	CREW
GM-206	2002	TEREX	DW10560 FORK LIFT	GOND MAIN	CREW

POLICE DEPARTMENT EQUIPMENT					
PD-10	2006	POLARIS	RANGER 4X4 700 XP	POLICE	CREW
PD-104	2001	HMD	UTILITY TRAILER - RADAR	POLICE	CREW
PROPERTY MAINTENANCE EQUIPMENT					
PM-05	1989	D&A	TRAILER - BLACK	PROPERTY MAINT	CREW
PM-07	2010	ARCTIC CAT	550 HI FIS P/S	PROPERTY MAINT	CREW
PM-08	2014	POLARIS ATV	ATV-14	PROPERTY MAINT	CREW
PM-09	2007	CUSHMAN	84056 UTILITY VEHICLE	PROPERTY MAINT	CREW
PM-10	2013	EZGO	1000 W/ TOP, WINDSHEILD, 40 GAL WTR TK	PROPERTY MAINT	CREW
PM-14	2013	EZGO	1000 DUMP CART W/14.9 BED & ELEC DUM	PROPERTY MAINT	CREW
PM-101	2017	TORO	22298 LAWN MOWER	PROPERTY MAINT	CREW
PM-102	2017	REDMAX	BCZ260 S WEED EATER	PROPERTY MAINT	CREW
PM-103	2014	TORO	WORKMAN HDX - GAS	PROPERTY MAINT	CREW
PM-107	1998	HMD - WEEDBURNER	UTIL TRAILER	PROPERTY MAINT	CREW
PM-108	1998	BALE CHOPPER	BCG - 4	PROPERTY MAINT	CREW
PM-109	2001	KUBOTA	TRACTOR W/ATTACHMENTS	PROPERTY MAINT	CREW
PM-110	2004	GROUND MST	MOWER 3500D	PROPERTY MAINT	CREW
PM-111	2016	TORO	WORKMAN HDX - GAS	PROPERTY MAINT	CREW
PM-112	2016	TORO	GOUNDSMASTER 3500-G	PROPERTY MAINT	CREW
PM-222	2018	CATERPILLAR	232D SKIDSTEER	PROPERTY MAINT	CREW
PM-223	2018	CATERPILLAR	239D SKIDSTEER	PROPERTY MAINT	CREW
PARKS AND RECREATION					

EQUIPMENT					
PR-04	2014	POLARIS ATV	6X6 SPORTSMAN BIG BOSS	PARKS/REC	CREW
PR-07	2015	POLARIS	RANGER 900 RGR15	PARKS/REC	CREW
PR-104	2005	PISTEN BULLY	100 NORDIC SNOW CAT	PARKS/REC	CREW
PR-105	2014	YAMAHA	VKPRO SNOWMOBILE - VK10EW	PARKS/REC	CREW
PR-109	2016	ARCTIC CAT	BEARCAT 7000GS	PARKS/REC	CREW
PR-110	2016	KASSBOHRER	PB100	PARKS/REC	CREW
ROAD AND BRIDGE					
EQUIPMENT					
RB-05	2016	WESTERN STAR	4700SB	ROAD & BRIDGE	CREW
RB-06	2018	TRAILKING	TKT40LP	ROAD & BRIDGE	CREW
RB-09	1984	NABORS	PIPE TRAILER	ROAD & BRIDGE	CREW
RB-10	2009	PJ TRAILER	96X22 TADOTILT	ROAD & BRIDGE	CREW
RB-101	2007	CATERPILLAR	143 H GRADER	ROAD & BRIDGE	CREW
RB-102	2018	CATERPILLAR	262D	ROAD & BRIDGE	CREW
RB-103	1998	WACKER	RT 820 TRENCH COMPACTOR	ROAD & BRIDGE	CREW
RB-104	2017	VOLVO	EC140EL	ROAD & BRIDGE	CREW
RB-105	1990	HOTSY	TRAILER MOUNT W/HOTSY	ROAD & BRIDGE	CREW
RB-106	1990	JOHN DEERE	550 DOZER	ROAD & BRIDGE	CREW
RB-107	2015	BOBCAT	SNOWBLOWER ATTACHEMENT	ROAD & BRIDGE	CREW
RB-108	2014	CRAFCO	CRA401099 EZ-POUR 50 ASPHALT MELTER	ROAD & BRIDGE	CREW
RB-109	1994	VERMEER	1250 BC CHIPPER	ROAD & BRIDGE	CREW
RB-111	1997	SULLAIR	185 DPQ COMPRSR	ROAD & BRIDGE	CREW
RB-112	2011	VOLVO	L90	ROAD & BRIDGE	CREW
RB-113	2014	LEEBOY	L150T TACK TRAILER	ROAD & BRIDGE	CREW
RB-21	2011	TENNANT	636 GREEN MACHINE (SWEEPER)	ROAD & BRIDGE	CREW
RB-116	2001	CRAFCO	MODEL 200 ASPHALT ROUTER	ROAD & BRIDGE	CREW
RB-117	2001	BAGELA	AP100 ASPHALT RECYCLER	ROAD & BRIDGE	CREW
RB-118	2003	KOMATSU	150BAWS BACKHOE	ROAD & BRIDGE	CREW
RB-22	2003	POWER BOSS	SW9XV BROOM SWEEPER	ROAD & BRIDGE	CREW
RB-120	2003	GENERAC	7550 EXL GENERATOR	ROAD & BRIDGE	CREW
RB-126	2003	INGERSOL-RAND	IRDD-28HF ROLLER	ROAD & BRIDGE	CREW
RB-127	2001	THOMAS	PRO 400 ASPHALT SCREEN	ROAD & BRIDGE	CREW
RB-13	2006	BIG TEX	29SA-10 TRAILER	ROAD & BRIDGE	CREW
RB-24	2015	POWER BOSS	PB45DSL NAUTILUS DIESEL SWEEPER	ROAD & BRIDGE	CREW
RB-133	2007	AIRLESS CO	SURE STRIPE 4000	ROAD & BRIDGE	CREW
RB-136	2015	BOBCAT	68" ANGLE BROOM	ROAD & BRIDGE	CREW
RB-137	2018	CATERPILLAR	236D SKIDSTEER	ROAD & BRIDGE	CREW
RB-138	2018	CATERPILLAR	262 D SKIDSTEER	ROAD & BRIDGE	CREW
RB-14	2006	BIG TEX	29SA-10 TRAILER	ROAD & BRIDGE	CREW
RB-15	2011	PELICAN	ELGIN SWEEPER NR	ROAD & BRIDGE	CREW
RB-16	2014	MACK	GRANITE PLOW TRUCK	ROAD & BRIDGE	CREW
RB-18	2016	HONDA	PIONEER	ROAD & BRIDGE	CREW
RB-19	2017	INTERNATIONAL/TYMCC	DURASTAR SWEEPER	ROAD & BRIDGE	CREW
SEWER DEPARTMENT					
EQUIPMENT					
SW-103	2002	HMD	TRAILER W/TRENCH BOX	SEWER	CREW
SW-104	2004	HMD	TRAILER W/SEWER PUMP	SEWER	CREW
VILLAGE COURT APARTMENTS					
EQUIPMENT					
VCA-03	2007	POLARIS	RANGER 4X4	VCA	CREW
VCA-04	1997	CLUB CAR	UTILITY VEHICLE	VCA	CREW
VCA-101	2004	SNO-WAY	29 SERIES SNOW PLOW	VCA	CREW
VCA-102	2004	VEE SPREADER	SNOWAY	VCA	CREW
VCA-108	2017	BOBCAT	SNOWBLOWER	VCA	CREW
VCA-109	2018	CATERPILLAR	232D SKIDSTEER	VCA	CREW

VEHICLE MAINTENANCE					
EQUIPMENT					
VM-101	1999	CRAFTSMAN	3500 GENERATOR	SHOP	CREW
VM-102	2001	EAGLE	TWIN POST LIFTERw/power unit	SHOP	CREW
VM-103	2016	BOBCAT	62" GP BUCKET	SHOP	CREW
VM-105	2016	BOBCAT	SNOWBLOWER	SHOP	CREW
VM-106	2018	CATERPILLAR	232D SKIDSTEER	SHOP	CREW
WATER DEPARTMENT					
EQUIPMENT					
WD-01	1998	HMD	UTILITY TRAILER	WATER	CREW
WD-04	1988	TEMPTE	SEMI TRAILER	WATER	CREW
WD-102	1998	SLURRY/LIQUIDATOR	TR1001270-2	WATER	CREW
WD-103	2007	YAMAHA	VENTURE LITE SNOWMOBILE	WATER	CREW
WD-105	2011	ICS	695F4 CHAINSAW	WATER	CREW
WD-106	2003	FUJI TELCOM INC	SUBSURFACE LC2100	WATER	CREW
WD-107	2016	HONDA	SNOWBLOWER HS928K1TA	WATER	CREW
WD-108	2017	ARCTIC CAT	BEARCAT XT07000	WATER	CREW

TOTAL EQUIPMENT

100

VEHICLE #	Year	Make	Model	Dept	NAME
BUILDING DEPARTMENT					
BD-01	2009	FORD	ESCAPE HYBRID	BUILDING	CREW
BD-02	2015	JEEP	PATRIOT	BUILDING	CREW
BD-04	2005	DODGE	DURANGO - E85	BUILDING	CREW
BUILDING/FACILTY MAINTENANCE					
BM-01	2001	DODGE	RAM 2500	BLDG/FACILTY MAINT	CREW
BM-03	2017	FORD	F250 XL SUPERCAB	BLDG/FACILTY MAINT	CREW
CABLE DEPARTMENT					
CB-02	2007	FORD	F150 P/U - E85	CABLE	CREW
CB-05	2014	TOYOTA	TACOMA 4X4	CABLE	DIRECTOR
CB-06	2006	GMC	PICKUP 1500	CABLE	CREW
CB-07	2018	CHEVY	COLORADO	CABLE	CREW
GONDOLA MAINTENANCE					
GM-03	2016	FORD	F-350 W3BP	GOND MAINT	CREW
GONDOLA OPERATIONS					
GO-02	2008	GMC	SUBURBAN - E85-XL	GONDOLA OPS	CREW
GO-04	2018	CHEVROLET	COLORADO	GONDOLA OPS	CREW
MOUNTAIN MUNCHKINS					
MUN-01	2004	FORD	E350	MTN MUNCHKINS	CREW
MUN-02	2006	FORD	E350	MTN MUNCHKINS	CREW
POLICE DEPARTMENT					
PD-01	2008	DODGE	CHARGER	POLICE	POLICE CHIEF
PD-02	2008	DODGE	DURANGO - E85	POLICE	OFFICER
PD-03	2016	FORD	POLICE INTERCEPTOR	POLICE	OFFICER
PD-04	2010	FORD	F150 PICKUP 4X4 - E85	POLICE	COMM. SVCS
PD-05	2013	FORD	POLICE INTERCEPTOR	POLICE	OFFICER
PD-06	2013	FORD	F150 PICKUP	POLICE	OFFICER
PD-07	2017	FORD	INTERCEPTOR	POLICE	OFFICER
PD-11	2007	DODGE	DURANGO - E85	POLICE	OFFICER
PD-12	2017	FORD	POLICE INTERCEPTOR	POLICE	OFFICER
PD-14	2018	FORD	113 EXPLORER POLICE AWD	POLICE	OFFICER
PROPERTY MAINTENANCE					
PM-01	1993	FORD	F350 DL TRUCK	PROPERTY MAINT	CREW
PM-02	2007	FORD	F150 P/U - E85	PROPERTY MAINT	CREW
PM-03	2008	GMC	TRUCK - TK10903 - E85	PROPERTY MAINT	CREW
PM-04	2008	FORD	F250 SUPER DUTY - E85	PROPERTY MAINT	CREW
PM-12	2006	GMC	SIERRA 1500 PICKUP - E85	PROPERTY MAINT	CREW

VEHICLE #	Year	Make	Model	Dept	NAME
PARKS AND RECREATION					
PR-06	2012	FORD	F250 4X4 PICKUP	PARKS/REC	CREW
PR-08	2003	FORD	F250 4X4 PICKUP	PARKS/REC	CREW
ROAD AND BRIDGE					
RB-03	2000	FORD	F450-MAG TRUCK	ROAD & BRIDGE	CREW
RB-04	2001	DODGE	DURANGO 4D4 DN5L74	ROAD & BRIDGE	DIRECTOR
RB-17	2013	FORD	F250 SUPER DUTY	ROAD & BRIDGE	CREW
RB-20	2004	FORD	F150 PU	ROAD & BRIDGE	CREW
SEWER					
SD-02	2007	FORD	F150 XL PU - E85	SEWER	CREW
VILLAGE COURT APTS					
VCA-02	2004	FORD	F150 PICK UP	VCA	STAFF
VCA-06	2007	DODGE	DURANGO	VCA	STAFF
VEHICLE MAINTENANCE					
VM-01	2007	FORD	F150 4X4 PICKUP - E85	SHOP	CREW
VM-03	2006	FORD	F550 4X4	SHOP	VM/GM
VM-05	2017	FORD	F250 XL REGULAR CAB	SHOP	CREW
WATER DEPARTMENT					
WD-05	2016	FORD	F250	WATER	CREW
WD-07	2008	DODGE	DAKOTA 1/2 TON PICKUP E85	WATER	CREW
WD-08	2017	FORD	F250 XL REGULAR CAB	WATER	CREW

TOTAL VEHICLES

VEHICLE #	Year	Make	Model	Dept	NAME	MILEAGE
EMPLOYEE SHUTTLE						
ES-06	2004	FORD	E350	EMPLOYEE SHUTTLE	FLEET	207410
ES-08	2006	TOYOTA	HIGHLANDER LTD HYBRID	EMPLOYEE SHUTTLE	FLEET	167955
ES-13	2005	DODGE	SPRINTER	EMPLOYEE SHUTTLE	FLEET	163476
ES-14	2005	TOYOTA	PRIUS HYBRID	EMPLOYEE SHUTTLE	FLEET	170395
ES-15	2008	CHEVROLET	C10 VAN - E85	EMPLOYEE SHUTTLE	FLEET	146888
ES-16	2009	FORD	E350 SD 12 PASSENGER VAN - E85	EMPLOYEE SHUTTLE	FLEET	188268
ES-17	2009	FORD	E350 SD 12 PASSENGER VAN - E85	EMPLOYEE SHUTTLE	FLEET	112688
ES-18	2006	TOYOTA	HIGHLANDER LTD HYBRID	EMPLOYEE SHUTTLE	FLEET	148959
ES-20	2007	GMC	YUKON XL - E85	EMPLOYEE SHUTTLE	FLEET	210438
ES-21	2015	CHEVROLET	EXPRESS VAN	EMPLOYEE SHUTTLE	FLEET	66797
ES-22	2015	CHEVROLET	EXPRESS VAN	EMPLOYEE SHUTTLE	FLEET	71947
ES-23	2015	CHEVROLET	EXPRESS VAN	EMPLOYEE SHUTTLE	FLEET	60000
ES-24	2015	CHEVROLET	EXPRESS VAN	EMPLOYEE SHUTTLE	FLEET	59924
ES-25	2015	CHEVROLET	EXPRESS VAN	EMPLOYEE SHUTTLE	FLEET	44252
ES-26	2017	FORD	TRANSIT CONNECT	EMPLOYEE SHUTTLE	FLEET	1931
ES-27	2017	FORD	TRANSIT CONNECT	EMPLOYEE SHUTTLE	FLEET	900
PARKING AND TRANSIT						
PT-03	2002	GOSHEN	GCII BUS	PARK/TRAN	FLEET	274487
PT-06	2003	FORD	VAN/HANDICAP	PARK/TRAN	FLEET	24702
PT-08	2004	GOSHEN	GCII BUS	PARK/TRAN	FLEET	246371
PT-11	2006	FORD	ESCAPE HYBRID	PARK/TRAN	CREW	82811
PT-14	2007	GOSHEN	GCII BUS	PARK/TRAN	FLEET	201972
PT-15	2016	STARTRANS	SENATOR II	PARK/TRAN	FLEET	47329
PT-16	2016	STARTRANS	SENATOR II	PARK/TRAN	FLEET	33500
TOTAL FLEET						

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Vehicle & Equipment Acquisition Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	Adjustments	Proposed					Adjustments
Revenues	Grant Revenue-Transportation	-	61,970	-	-	-	-	-	-	-	-	
Revenues	Grant Revenue - Public Works	177,501	-	-	-	-	-	-	-	-	-	
Total Revenues		177,501	61,970	-	-	-	-	-	-	-	-	
Vehicle & Equipment Expense	Grant Success Fees	3,840	-	-	-	-	-	-	-	-	-	
Vehicle & Equipment Expense	Vehicle Acquisition	-	-	-	-	-	-	-	-	-	-	
Vehicle & Equipment Expense	Road & Bridge Vehicles (1)	14,725	-	-	-	-	50,000	50,000	-	-	-	
Vehicle & Equipment Expense	Parks & Recreation Vehicles	13,791	-	15,000	-	(15,000)	-	-	15,000	15,000	-	
Vehicle & Equipment Expense	Employee Shuttle Vehicles	49,494	-	30,000	27,000	(3,000)	-	(27,000)	30,000	-	-	
Vehicle & Equipment Expense	Municipal Bus Vehicles	-	77,462	-	-	-	-	-	90,000	-	-	
Vehicle & Equipment Expense	Plaza Services Vehicles (2)	29,548	-	40,000	40,000	-	25,000	(15,000)	-	15,000	-	
Vehicle & Equipment Expense	Building Maintenance Vehicles	-	35,578	-	-	-	-	-	37,000	-	-	
Vehicle & Equipment Expense	Police Department Vehicles (3)	39,248	39,485	41,000	42,700	1,700	43,000	300	43,500	44,000	44,500	
Vehicle & Equipment Expense	Community Services Vehicles (4)	-	-	-	-	-	30,000	30,000	-	-	-	
Vehicle & Equipment Expense	Vehicle Maintenance Vehicles (5)	-	27,547	-	-	-	-	-	-	28,000	-	
Vehicle & Equipment Expense	Building Division Vehicles	-	-	-	-	-	-	-	-	-	-	
Vehicle & Equipment Expense	Heavy Equipment Acquisition	-	-	-	-	-	-	-	-	-	-	
Vehicle & Equipment Expense	Road & Bridges Heavy Equipment (6)	214,400	110,488	155,000	155,000	-	25,000	(130,000)	190,000	-	-	
Vehicle & Equipment Expense	Bobcat Lease Exchange	37,997	10,200	10,404	10,404	-	10,716	312	11,038	11,369	11,710	
Vehicle & Equipment Expense	Shop Equipment	7,951	5,644	8,000	8,000	-	8,000	-	8,000	8,000	8,000	
Vehicle & Equipment Expense	Parks & Recreation Equipment	-	189,000	35,000	35,000	-	-	(35,000)	-	-	-	
Vehicle & Equipment Expense	Plaza Services Equipment (7)	37,950	-	-	-	-	-	-	-	-	30,000	
Total Expenditures		448,944	495,405	334,404	318,104	(16,300)	191,716	(126,388)	424,538	93,369	92,210	94,561
V&E AF Other Sources/Uses	Gain/Loss On Sale Of Assets	-	1,300	-	-	-	-	-	-	-	-	
V&E AF Other Sources/Uses	Transfer (To)/From General Fund	353,671	561,775	434,725	413,535	(21,190)	249,231	(164,304)	551,899	121,379	119,873	122,929
Total Other Sources/Uses		353,671	563,075	434,725	413,535	(21,190)	249,231	(164,304)	551,899	121,379	119,873	122,929
Surplus (Deficit)		82,229	129,640	100,321	95,431	(4,890)	57,515	(37,916)	127,361	28,011	27,663	28,368
Beginning Fund Balance		125,287	207,516	337,156	337,156		432,587		490,102	617,463	645,474	673,137
Ending Fund Balance		207,516	337,156	437,477	432,587		490,102		617,463	645,474	673,137	701,505

- (1) 2019 Replace 2000 F450 flat bed diesel
- (2) 2019 Replace 2006 GMC 1/2 ton pickup, 2021 Replace 2010 550 Artic Cat
- (3) Replace one patrol vehicle per year, old vehicles roll to other town departments
- (4) 2019 replace 2010 F-150 (125,000 miles)
- (5) 2022 Replace 2007 F150 pickup
- (6) 2019 Replace 1997 Sulliar air compressor 2020 Replace 2003 Kamotsu Backhoe with Loader
- (7) 2023 Replace 2007 Cushman

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
PLAZA SERVICES NARRATIVE**

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 law and plant car; plaza maintenance. 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
2019 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 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Plaza & Trash Services

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long	2021 Long	2022 Long	2023 Long	
				2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Plaza Services	Salaries & Wages	448,088	473,614	496,663	495,879	(784)	500,588	4,709	500,588	500,588	500,588	500,588
Plaza Services	Offset Labor	(410)	(210)	(4,000)	-	4,000	-	-	-	-	-	-
Plaza Services	Group Insurance	112,902	126,330	136,426	126,426	(10,000)	126,426	-	132,747	139,385	146,354	153,672
Plaza Services	Dependent Health Reimbursement	(5,057)	(4,025)	(3,426)	(3,426)	-	(3,426)	-	(3,426)	(3,426)	(3,426)	(3,426)
Plaza Services	PERA & Payroll Taxes	68,293	72,300	76,387	76,387	-	76,990	603	76,990	76,990	76,990	76,990
Plaza Services	PERA 401K	19,858	19,616	22,011	22,011	-	23,462	1,451	23,462	23,462	23,462	23,462
Plaza Services	Workers Compensation	13,582	21,079	20,428	24,428	4,000	25,649	1,221	26,932	28,278	29,692	31,177
Plaza Services	Other Employee Benefits	8,549	9,062	10,740	10,740	-	10,740	-	10,740	10,740	10,740	10,740
Plaza Services	Uniforms	2,255	1,866	2,000	2,000	-	2,200	200	2,200	2,200	2,200	2,200
Plaza Services	Consultant Services	-	5,373	10,000	10,000	-	6,000	(4,000)	6,000	6,000	6,000	6,000
Plaza Services	Janitorial/Trash Removal	27,387	26,977	20,267	20,267	-	24,267	4,000	24,267	24,267	24,267	24,267
Plaza Services	Vehicle Repair & Maintenance	5,778	-	9,262	9,262	-	9,262	-	9,262	9,262	9,262	9,262
Plaza Services	Repairs & Maintenance-Equipment	1,402	1,979	3,937	3,937	-	3,937	-	3,937	3,937	3,937	3,937
Plaza Services	R&M-Landscape, Plaza, Irrigation	24,856	28,819	28,996	28,996	-	28,996	-	28,996	28,996	28,996	28,996
Plaza Services	Facility Expenses	1,878	1,648	5,054	5,054	-	5,054	-	5,054	5,054	5,054	5,054
Plaza Services	Communications	3,698	3,821	6,793	6,793	-	6,793	-	6,793	6,793	6,793	6,793
Plaza Services	Public Notice	-	-	302	302	-	302	-	302	302	302	302
Plaza Services	Dues & Fees	1,365	1,000	2,700	2,700	-	1,000	(1,700)	1,000	1,000	1,000	1,000
Plaza Services	Travel, Education & Training	907	1,032	2,100	2,100	-	2,500	400	2,500	2,500	2,500	2,500
Plaza Services	Contract Labor	6,301	175	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Plaza Services	Weed Control	15,440	12,527	12,500	12,500	-	12,500	-	12,500	12,500	12,500	12,500
Plaza Services	Postage & Freight	63	9	210	210	-	210	-	210	210	210	210
Plaza Services	General Supplies & Materials	21,189	24,887	25,036	25,036	-	25,036	-	25,036	25,036	25,036	25,036
Plaza Services	Office Supplies	717	663	831	831	-	831	-	831	831	831	831
Plaza Services	Business Meals	743	245	1,000	200	(800)	200	-	200	200	200	200
Plaza Services	Employee Appreciation	889	1,005	1,063	1,063	-	1,063	-	1,063	1,063	1,063	1,063
Plaza Services	Pots & Hanging Baskets	9,638	9,491	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Plaza Services	Paver-Planter Repair	85,414	52,095	100,000	100,000	-	100,000	-	100,000	100,000	100,000	100,000
Plaza Services	Plaza Beautification Non Capital	8,025	5,591	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Plaza Services	Christmas Decorations	36,888	17,592	30,000	30,000	-	25,000	(5,000)	25,000	25,000	25,000	25,000
Plaza Services	Utilities - Water/Sewer	30,955	43,876	26,301	26,301	-	29,301	3,000	29,887	30,485	31,094	31,716
Plaza Services	Utilities - Natural Gas	239,119	85,567	243,129	180,000	(63,129)	187,200	7,200	194,688	202,476	210,575	218,998
Plaza Services	Utilities - Electricity	42,600	41,490	69,788	69,788	-	72,580	2,792	75,483	78,502	81,642	84,908
Plaza Services	Utilities - Gasoline	7,144	9,334	10,754	10,754	-	11,077	323	11,409	11,751	12,104	12,467
Total		1,240,457	1,094,830	1,397,252	1,330,539	(66,713)	1,345,738	15,199	1,364,651	1,384,382	1,404,966	1,426,442
Trash Services	Salaries & Wages	21,962	19,534	20,752	20,752	-	20,800	48	20,800	20,800	20,800	20,800
Trash Services	Group Insurance	3,253	3,278	6,284	6,284	-	6,284	-	6,598	6,928	7,275	7,638
Trash Services	PERA & Payroll Taxes	3,258	2,895	3,192	3,192	-	3,199	7	3,199	3,199	3,199	3,199
Trash Services	Commercial Trash Removal	15,687	19,595	27,800	27,800	-	27,800	-	28,078	28,359	28,642	28,929
Trash Services	Annual Spring Clean Up	2,944	3,466	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Trash Services	General Supplies & Materials	125	2,168	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Total		47,230	50,937	65,028	65,028	-	65,083	55	65,675	66,286	66,916	67,566

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
POLICE DEPARTMENT PROGRAM NARRATIVE**

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 ½ 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 2 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.

2018 PERFORMANCE MEASURES ACHIEVEMENTS

1. Regularly scheduled direct feedback
 - a. National Night out NNO held on August 7th, 2018 attendance estimated at 250 - 300.
 - b. Continue quarterly Coffee with a Cop. Estimated attendance 50 to 75 people
2. Patrol no less than 30 miles per shift
 - a. Maintained an average of 49 patrol miles per shift.
3. Calls for service, within 8 minutes, little or no complaints
 - a. The average response time is 7 minutes 27 seconds from the time an officer receives the call from dispatch until the officer arrives on scene. For last year’s same reporting period this was 6 minutes 11 seconds. This reported response time is for criminal activity / priority response calls. Other calls for service response may be up to 20 minutes depending on officer availability and type of call.
 - b. The police department did not receive any significant complaints over this reporting period.
4. Patrol on foot as average of 2 hours per shift
 - a. Foot patrols in the core areas met our goal in the season reflecting steady increases from last year.
5. Year End Expenditure totals do not exceed the adopted budget
 - a. Police Department is on track for year-end budget
6. Environmental goal
 - a. Continue to attempt as many “paperless options” as possible. Next step is hopefully a e-ticket system.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Public Safety

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Police Department	Salaries & Wages	408,939	399,118	500,004	483,672	(16,332)	499,413	15,741	499,413	499,413	499,413	499,413
Police Department	Offset Labor	-	-	-	-	-	-	-	-	-	-	-
Police Department	Housing Allowance	61,409	61,035	75,975	75,975	-	75,975	-	75,975	75,975	75,975	75,975
Police Department	Group Insurance	77,666	74,313	96,979	96,979	-	96,979	-	101,828	106,919	112,265	117,879
Police Department	Dependent Health Reimbursement	(5,379)	(3,209)	(9,272)	(9,272)	-	(9,272)	-	(9,272)	(9,272)	(9,272)	(9,272)
Police Department	FPPA/PERA Pensions & Medicare	61,800	60,406	78,909	76,672	(2,237)	76,810	138	76,810	76,810	76,810	76,810
Police Department	Death & Disability Insurance	6,972	7,180	10,944	10,633	(311)	10,644	11	10,644	10,644	10,644	10,644
Police Department	PERA 401K & FPPA 457	18,988	18,746	23,252	22,593	(659)	25,724	3,131	25,724	25,724	25,724	25,724
Police Department	Workers Compensation	13,132	10,964	17,691	17,691	-	18,576	885	19,504	20,480	21,504	22,579
Police Department	Other Employee Benefits	8,049	5,906	6,936	6,936	-	6,936	-	6,936	6,936	6,936	6,936
Police Department	Janitorial/Trash Removal (1)	4,800	4,800	6,636	6,636	-	7,000	364	7,000	7,000	7,000	7,000
Police Department	Vehicle Repair & Maintenance	856	-	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	1,459	2,061	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Police Department	Vehicle Repair & Maintenance	181	101	500	500	-	500	-	500	500	500	500
Police Department	Repairs & Maintenance-Equipment (2)	3,723	4,196	3,000	13,000	10,000	13,000	-	13,000	13,000	13,000	13,000
Police Department	Vehicle Repair & Maintenance	102	174	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	(90)	-	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	1,246	1,448	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	827	226	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	102	2,991	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	11	-	-	-	-	-	-	-	-	-	-
Police Department	Vehicle Repair & Maintenance	753	709	-	-	-	-	-	-	-	-	-
Police Department	Rental-Equipment	1,095	1,085	1,622	1,622	-	1,622	-	1,622	1,622	1,622	1,622
Police Department	Facility Expenses	4,152	4,159	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Police Department	Communications	2,322	1,979	5,100	5,100	-	5,100	-	5,100	5,100	5,100	5,100
Police Department	Communications-Cell Phone	5,894	6,059	6,000	6,000	-	6,000	-	6,000	6,000	6,000	6,000
Police Department	Phone Equipment	951	-	100	100	-	100	-	100	100	100	100
Police Department	Dispatch (3)	50,443	61,993	69,272	69,272	-	74,000	4,728	76,220	78,507	80,862	83,288
Police Department	Dues & Fees	690	830	900	900	-	900	-	900	900	900	900
Police Department	Travel, Education & Training	11,439	14,032	8,500	8,500	-	8,500	-	8,500	8,500	8,500	8,500
Police Department	Emergency Medical Services	199	503	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Police Department	Contract Labor	-	200	-	-	-	-	-	-	-	-	-
Police Department	Investigation (4)	225	97	-	4,800	4,800	-	(4,800)	-	-	-	-
Police Department	Evidence Processing	1,155	707	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Police Department	Medical Clearance	1,100	800	1,250	1,250	-	1,250	-	1,250	1,250	1,250	1,250
Police Department	Postage & Freight	393	281	200	400	200	400	-	400	400	400	400
Police Department	Bank Fees - Credit Card Fees	642	534	700	700	-	700	-	700	700	700	700
Police Department	General Supplies & Material	3,741	6,534	6,000	6,000	-	6,000	-	6,000	6,000	6,000	6,000

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Public Safety

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	Adjustments	Proposed					Adjustments
Police Department	Uniforms (5)	4,731	1,317	1,700	3,200	1,500	2,000	(1,200)	2,000	2,000	2,000	2,000
Police Department	Uniforms-Officer Equip	819	1,081	1,700	1,700	-	2,000	300	2,000	2,000	2,000	2,000
Police Department	Vehicle Equipment (6)	441	3,026	-	-	-	7,500	7,500	-	-	-	-
Police Department	Evidence Supplies	294	252	350	350	-	350	-	350	350	350	350
Police Department	Firearms-Ammo, Repair & Maintenance (7)	2,448	2,835	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Police Department	Materials/Working Supplies	-	33	225	225	-	225	-	225	225	225	225
Police Department	Intoxilizer-Supplies	1,062	771	1,200	1,200	-	1,200	-	1,200	1,200	1,200	1,200
Police Department	Detoxification	2,100	2,150	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Police Department	Contributions (8)	-	-	30,000	-	(30,000)	30,000	30,000	-	-	-	-
Police Department	Supplies-Mounted Patrol	(21)	-	-	-	-	-	-	-	-	-	-
Police Department	Parking Expenses	-	-	250	250	-	250	-	250	250	250	250
Police Department	Business Meals	1,058	(499)	500	500	-	500	-	500	500	500	500
Police Department	Employee Appreciation	300	184	800	800	-	800	-	800	800	800	800
Police Department	Books & Periodicals (9)	6,275	6,271	7,250	7,250	-	7,250	-	7,250	7,250	7,250	7,250
Police Department	Utilities - Natural Gas	1,351	2,460	1,561	1,561	-	1,561	-	1,561	1,561	1,561	1,561
Police Department	Utilities - Electricity	4,173	3,133	4,550	4,550	-	4,550	-	4,550	4,550	4,550	4,550
Police Department	Utilities - Gasoline	6,190	5,633	9,380	9,380	-	9,380	-	9,380	9,380	9,380	9,380
Total		781,208	779,607	985,164	952,125	(33,039)	1,008,922	56,797	979,420	987,773	996,498	1,005,613

- (1) Increase in cleaning service fees plus two carpet cleanings per year
- (2) Upgrade gondola station 1,4,5 and 6 cameras to IP system
- (3) MVPD % of calls (three year average) through West CO 5.5%
- (4) Investigation 113 Highland Way
- (5) 2018- plan to hire three officers before the end of the year to be full staffed and need to supply unifies
- (6) 2019 add transport cages to existing vehicles for officer and prisoner safety 2019
- (7) 2018 - POST grant \$1346
- (8) County Detox Facility Rolled from 2018 to 2019
- (9) Includes Lexipol subscription (policy & procedure manual) including updates and daily training bulletins

**TOWN OF MOUNTAIN VILLAGE
2019 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 –

2018 PERFORMANCE MEASURES ACHIEVEMENTS

1. *Parking is enforced consistently – Seven days a week from 6 am to 6 pm.*
 - a. *By having seven day week coverage, enforcement is consistent.*
2. *100% response to calls for assistance in a timely manner. (within 10 minutes of receiving call)*
 - a. *Response time is tracking at 7:27 minutes per call*
3. *Manage animal control to the general satisfaction of Town Council and residents.*
 - a. *47 animal related calls for service – resolved. (27 in 2017)*
4. *Department year-end expenditure totals do not exceed the adopted budget.*
 - a. *Community Service is tracking under budget.*
5. *Environmental goal*
 - a. *Average time on bike patrol is 1 hour 17 minutes (24 total patrols) compared to 1 hour 43 minutes in 2017.*

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
MUNICIPAL COURT PROGRAM NARRATIVE**

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.

2018 PERFORMANCE MEASURES ACHIEVEMENTS

1. *Court convened 12 times per year.*
 - a. *Court is convened once per month*
2. *Court date and/or time should occur on time no less than 90% of the time (11 out of 12 days per year)*
 - a. *Court convenes on time*
3. *Department year-end expenditure totals do not exceed the adopted budget.*
 - a. *Municipal Court is tracking under budget*
4. *Environmental goal*
 - a. *Continuing to offer as many electronic options through the court system as possible*

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Public Safety

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Municipal Court	Salaries & Wages	17,736	18,071	18,125	18,243	118	18,635	392	18,635	18,635	18,635	18,635
Municipal Court	Group Insurance	3,253	3,278	3,126	3,126	-	3,126	-	3,282	3,446	3,619	3,800
Municipal Court	Dependent Health Reimbursement	(359)	(361)	(348)	(348)	-	(348)	-	(348)	(348)	(348)	(348)
Municipal Court	PERA & Payroll Taxes	2,683	2,752	2,788	2,806	18	2,866	60	2,866	2,866	2,866	2,866
Municipal Court	PERA 401K	1,008	1,043	1,030	1,037	7	1,137	100	1,137	1,137	1,137	1,137
Municipal Court	Workers Compensation	64	68	145	145	-	152	7	160	168	176	185
Municipal Court	Other Employee Benefits	1,626	1,663	2,009	2,009	-	2,009	-	2,009	2,009	2,009	2,009
Municipal Court	Equipment Rental	1,095	1,085	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Municipal Court	Communications	383	412	384	384	-	384	-	384	384	384	384
Municipal Court	Dues & Fees	60	40	80	80	-	80	-	80	80	80	80
Municipal Court	Travel, Education & Training	766	1,303	2,100	2,100	-	2,100	-	2,100	2,100	2,100	2,100
Municipal Court	Postage & Freight	157	7	100	100	-	100	-	100	100	100	100
Municipal Court	General Supplies & Material	320	1,351	800	800	-	800	-	800	800	800	800
Municipal Court	Employee Appreciation	33	-	-	-	-	-	-	-	-	-	-
Total		28,827	30,713	31,839	31,982	143	32,541	559	32,705	32,877	33,058	33,248

Community Services	Salaries & Wages	27,358	29,167	29,313	29,562	249	30,508	946	30,508	30,508	30,508	30,508
Community Services	Group Insurance	9,109	9,179	8,759	8,750	(9)	8,750	-	9,188	9,647	10,129	10,636
Community Services	Dependent Health Reimbursement	(184)	(505)	-	-	-	-	-	-	-	-	-
Community Services	PERA & Payroll Taxes	4,251	4,536	4,508	4,547	39	4,693	146	4,693	4,693	4,693	4,693
Community Services	PERA 401K	273	296	395	399	4	399	-	399	399	399	399
Community Services	Workers Compensation	594	690	2,372	850	(1,522)	893	43	937	984	1,033	1,085
Community Services	Other Employee Benefits	567	613	620	620	-	620	-	620	620	620	620
Community Services	Uniforms	610	192	800	800	-	1,000	200	1,000	1,000	1,000	1,000
Community Services	Vehicle Repairs & Maintenance	300	118	800	800	-	800	-	800	800	800	800
Community Services	Communications-Cell Phone	799	660	622	622	-	622	-	622	622	622	622
Community Services	Travel, Education & Training	-	1,835	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Community Services	General Supplies	615	1,062	700	700	-	700	-	700	700	700	700
Community Services	Animal Control	540	82	200	200	-	200	-	200	200	200	200
Community Services	Employee Appreciation	100	-	200	200	-	200	-	200	200	200	200
Community Services	Utilities - Gasoline	2,199	2,259	3,144	3,144	-	3,144	-	3,144	3,144	3,144	3,144
Total		47,130	50,184	54,433	53,194	(1,239)	54,528	1,334	55,010	55,516	56,048	56,606

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
PARKING SERVICES FUND**

PARKING SERVICES

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

DEPARTMENT GOALS

1. Manage HPG, surface lots and GPG to minimize on-street overflow parking
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 and on-street overflow
- 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.

PARKING SERVICES 2018 YTD ACHIEVEMENTS:

- o Total parked cars at 87,730 (noon snapshot counts)
- o Total utilization = 45.2%
- o Year-end revenue projection: UNDER BUDGET
- o Year-end expense projection: UNDER BUDGET
- o Call Center contacts (42) to total user ratio: 0.01%
- o Man hours for trash and litter pick up: 45 hours
- o Net Surplus: 2011 = (\$77,738); 2012 = \$37,557; 2013 = \$42,057; 2014 = \$68,572; 2015 = \$221,793; 2016 = \$94,898; 2017 = \$50,225

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Parking Services Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Parking Fund Revenues	Permits - Parking	14,605	12,548	12,000	12,000	-	12,000	-	12,000	12,000	12,000	12,000
Parking Fund Revenues	Parking Meter Revenues	6,214	18,518	12,000	18,000	6,000	18,000	-	18,000	18,000	18,000	18,000
Parking Fund Revenues	Gondola Parking Garage Revs	105,111	115,680	105,000	75,000	(30,000)	75,000	-	75,000	75,000	75,000	75,000
Parking Fund Revenues	Cash (Over)/Short	-	(413)	-	-	-	-	-	-	-	-	-
Parking Fund Revenues	Special Event Parking	65,897	49,286	41,000	48,000	7,000	110,000	62,000	110,000	110,000	110,000	110,000
Parking Fund Revenues	Heritage Parking Garage Revs	157,278	195,112	150,000	175,000	25,000	175,000	-	175,000	175,000	175,000	175,000
Parking Fund Revenues	Contributions-Shared Expense	9,953	12,230	13,473	13,473	-	13,473	-	13,473	13,473	13,473	13,473
Parking Fund Revenues	Parking In Lieu Buyouts	-	80,000	-	-	-	-	-	-	-	-	-
Parking Fund Revenues	Parking Fines	46,110	10,156	30,000	30,000	-	30,000	-	30,000	30,000	30,000	30,000
Parking Fund Revenues	Parking Fines Bad Debt Allowance	2,264	-	(5,100)	-	5,100	-	-	-	-	-	-
Total Parking Revenues		407,432	493,116	358,373	371,473	13,100	433,473	62,000	433,473	433,473	433,473	433,473
Parking Fund Expense	Salaries & Wages	77,410	83,281	94,978	94,253	(725)	97,269	3,016	97,269	97,269	97,269	97,269
Parking Fund Expense	Group Insurance	20,820	20,982	20,564	20,564	-	20,564	-	21,592	22,672	23,805	24,996
Parking Fund Expense	Dependent Health Reimbursement	(421)	(1,155)	-	-	-	-	-	-	-	-	-
Parking Fund Expense	PERA & Payroll Taxes	11,392	12,766	14,608	14,608	-	14,605	(3)	14,605	14,605	14,605	14,605
Parking Fund Expense	PERA 401K	2,076	1,615	2,523	1,700	(823)	1,899	199	1,899	1,899	1,899	1,899
Parking Fund Expense	Workers Compensation	1,108	2,049	2,929	2,929	-	3,075	146	3,229	3,391	3,560	3,738
Parking Fund Expense	Other Employee Benefits	1,255	1,400	1,790	1,790	-	1,790	-	1,790	1,790	1,790	1,790
Parking Fund Expense	Consultant Services	-	71	-	-	-	-	-	-	-	-	-
Parking Fund Expense	Communications	3,025	3,060	3,600	3,600	-	3,708	108	3,819	3,934	4,052	4,173
Parking Fund Expense	General Supplies & Materials	2,680	542	1,030	1,030	-	1,061	31	1,093	1,126	1,159	1,194
Parking Fund Expense	Other Parking Expenses	4	-	-	-	-	-	-	-	-	-	-
Parking Fund Expense	Wayfinding	-	49,622	20,000	20,000	-	20,000	-	10,000	-	-	-
Parking Fund Expense	Business Meals	166	32	-	-	-	-	-	-	-	-	-
General Parking Expense		119,516	174,264	162,022	160,474	(1,548)	163,971	3,497	155,296	146,685	148,140	149,664
Parking Fund Expense	Rental Equipment	-	4,680	-	5,000	5,000	5,000	-	5,000	5,000	5,000	5,000
Parking Fund Expense	Maintenance - GPG (1)	2,578	1,789	5,000	5,000	-	55,000	50,000	5,000	5,000	5,000	5,000
Parking Fund Expense	Striping	1,200	1,200	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Parking Fund Expense	Credit Card Processing Fees	2,297	2,974	3,600	3,600	-	3,600	-	3,600	3,600	3,600	3,600
Parking Fund Expense	General Supplies & Materials	2,635	2,559	7,000	5,000	(2,000)	5,000	-	5,000	5,000	5,000	5,000
Parking Fund Expense	Utilities - Electric	16,094	15,541	18,318	18,318	-	19,234	916	20,196	21,205	22,266	23,379
Parking Fund Expense	Utilities - Gasoline	339	508	551	1,000	449	1,000	-	1,000	1,000	1,000	1,000
Parking Fund Expense	Internet Costs	-	-	-	-	-	750	750	750	750	750	750
Parking Fund Expense	Elevator Maintenance Intercept	11,669	5,350	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Parking Fund Expense	Asphalt Repair	1,084	41,789	8,000	7,500	(500)	7,500	-	7,500	7,500	7,500	7,500
Parking Fund Expense	Concrete Repair	-	-	7,000	7,500	500	7,500	-	7,500	7,500	7,500	7,500
Parking Fund Expense	Painting	373	-	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Gondola Parking Garage Expense		38,268	76,389	62,969	66,418	3,449	118,084	51,666	69,046	70,055	71,116	72,229

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Parking Services Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Parking Fund Expense	Surface Lots Maintenance	4,290	21,090	7,500	7,500	-	7,500	-	7,500	7,500	7,500	7,500
Parking Fund Expense	Striping	5,040	4,060	3,000	4,000	1,000	4,000	-	4,000	4,000	4,000	4,000
Parking Fund Expense	Credit Card Processing Fees	215	1,149	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Parking Fund Expense	Parking Meter Supplies	1,115	511	-	-	-	-	-	-	-	-	-
Parking Fund Expense	Parking Meter Expense	8,143	4,584	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Parking Fund Expense	Surface Lot Leases	-	32,400	5,400	5,400	-	5,400	-	5,400	5,400	5,400	5,400
(Village Core) Surface Lots Expense		18,802	63,794	27,900	28,900	1,000	28,900	-	28,900	28,900	28,900	28,900
Parking Fund Expense	Maintenance - Heritage	10,452	17,232	7,500	10,000	2,500	10,000	-	10,000	10,000	10,000	10,000
Parking Fund Expense	Elevator Maintenance - Heritage	5,804	9,989	8,000	8,000	-	8,000	-	8,000	8,000	8,000	8,000
Parking Fund Expense	Striping	1,300	-	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Parking Fund Expense	GSFE - Hotel Madeline	46,189	40,335	54,255	54,255	-	54,255	-	54,255	54,255	54,255	54,255
Parking Fund Expense	Credit Card Processing Fees	6,741	10,882	12,413	13,000	587	13,130	130	13,261	13,394	13,528	13,663
Parking Fund Expense	General Supplies & Materials	-	4,004	7,725	5,000	(2,725)	5,150	150	5,305	5,464	5,628	5,796
Parking Fund Expense	Internet Costs	-	-	700	700	-	700	-	700	700	700	700
Parking Fund Expense	Tech Support	19,283	7,302	12,000	12,000	-	12,000	-	12,000	12,000	12,000	12,000
Heritage Parking Garage Expense		89,770	89,744	105,093	105,455	362	105,735	280	106,021	106,313	106,610	106,915
Parking Fund Expense	Maintenance	14,454	-	-	-	-	-	-	-	-	-	-
Parking Fund Expense	Striping	1,000	1,000	1,000	-	(1,000)	-	-	-	-	-	-
Meadows Parking Lot Expense		15,454	1,000	1,000	-	(1,000)	-	-	-	-	-	-
Parking Fund Expense	Bobcat Lease Exchange	4,800	4,800	4,800	4,800	-	4,800	-	4,800	4,800	4,800	4,800
Parking Fund Expense	Capital Costs GPG (2)	-	-	30,000	30,000	-	125,000	95,000	60,000	120,000	15,000	50,000
Parking Capital Expense		4,800	4,800	34,800	34,800	-	129,800	95,000	64,800	124,800	19,800	54,800
Total Parking Expenses		286,610	409,992	393,784	396,047	2,263	546,490	150,443	424,063	476,753	374,566	412,508
Parking Fund Revenues	Transfer (To)/From General Fund	-	-	65,835	-	(65,835)	68,007	68,007	28,021	79,685	-	-
Parking Fund Revenues	Transfer To GF - Overhead Allocation	(27,038)	(32,899)	(30,424)	(33,652)	(3,228)	(40,772)	(7,121)	(37,431)	(36,405)	(37,069)	(37,691)
Other Sources/Uses Expense		(27,038)	(32,899)	35,411	(33,652)	(69,063)	27,234	60,886	(9,410)	43,280	(37,069)	(37,691)
Surplus (Deficit)		93,784	50,225	-	(58,226)	(58,226)	(85,783)	(27,557)	-	-	21,838	(16,725)
Beginning Fund Balance		-	93,784	144,009	144,009	-	85,783	-	-	-	-	21,838
Ending Fund Balance		93,784	144,009	144,009	85,783	-	-	-	-	-	21,838	5,113

(1) General cosmetic improvements

(2) 2019-\$50K HPG Structural, \$75K Lot A asphalt. / 2020-\$60K GPG main ramp overlay/ 2021-\$100K GPG top deck reseal, \$20K Meadows chip seal. / 2022-\$15K NVC chip seal. / 2023-\$50K placeholder.

TOWN OF MOUNTAIN VILLAGE

2019 BUDGET

MUNICIPAL BUS PROGRAM NARRATIVE

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.

MUNICIPAL BUS 2018 YTD ACHIEVEMENTS:

- o Two (2) vehicle accidents YTD
- o Zero (0) WC claims YTD
- o 35,383 passenger trips
- o Bus Passenger Survey: 4.74 (2018 summer season)
- o Year-end budget projection: ON BUDGET
- o YTD man hours for trash & litter pick up: 13

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
EMPLOYEE COMMUTER SHUTTLE**

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 and regional employees with 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. Department 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.

COMMUTER SHUTTLE 2018 YTD ACHIEVEMENTS:

- o Total passenger trips: 10,070
- o Utilization: 50.1%
- o YTD TMV gross subsidy: Projected to be under target subsidy for 2018
- o 100% semi-annual driver training compliance
- o One (1) vehicle accident – Deer hit, vehicle drivable
- o Year-end budget projection: UNDER BUDGET

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Municipal Bus

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Municipal Bus	Salaries & Wages	210,659	217,161	228,859	231,764	2,905	237,834	6,070	237,834	237,834	237,834	237,834
Municipal Bus	Offset Labor	(127,728)	(177,722)	(176,930)	(176,930)	-	(176,930)	-	(176,930)	(176,930)	(176,930)	(176,930)
Municipal Bus	Group Insurance	23,637	48,805	40,526	50,000	9,474	50,000	-	52,500	55,125	57,881	60,775
Municipal Bus	Dependent Health Reimbursement	(1,684)	(2,494)	(2,628)	(2,628)	-	(2,628)	-	(2,628)	(2,628)	(2,628)	(2,628)
Municipal Bus	PERA & Payroll Taxes	30,460	33,747	35,199	35,645	446	36,579	934	36,579	36,579	36,579	36,579
Municipal Bus	PERA 401K	10,835	11,378	12,068	12,221	153	13,081	860	13,081	13,081	13,081	13,081
Municipal Bus	Workers Compensation	1,513	1,159	3,647	3,647	-	3,829	182	4,021	4,222	4,433	4,655
Municipal Bus	Other Employee Benefits	1,887	2,684	3,580	3,580	-	3,580	-	3,580	3,580	3,580	3,580
Municipal Bus	Janitorial/Trash Removal	84	1,560	1,050	1,560	510	1,560	-	1,560	1,560	1,560	1,560
Municipal Bus	Vehicle Repair & Maintenance	8,755	4,923	7,235	12,115	4,880	10,000	(2,115)	10,000	10,000	10,000	10,000
Municipal Bus	Facility Expenses	3,274	1,113	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Municipal Bus	Communications	3,295	1,908	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
Municipal Bus	Dues, Fees, Licenses	11	31	325	325	-	325	-	325	325	325	325
Municipal Bus	Travel, Education, Training	374	-	750	750	-	750	-	750	750	750	750
Municipal Bus	General Supplies & Materials	451	537	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Municipal Bus	Supplies-Uniforms	175	56	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Municipal Bus	Operating Incidents	-	4,830	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Municipal Bus	Business Meals	23	45	700	700	-	700	-	700	700	700	700
Municipal Bus	Employee Appreciation	-	-	450	450	-	450	-	450	450	450	450
Municipal Bus	Utilities - Natural Gas	229	416	519	519	-	600	81	600	600	600	600
Municipal Bus	Utilities - Electricity	744	530	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Municipal Bus	Utilities - Gasoline	16,918	17,384	18,035	18,035	-	18,937	902	19,884	20,878	21,922	23,018
Municipal Bus	SMART Contribution	-	25,000	-	-	-	-	-	-	-	-	-
Municipal Bus	Internet Services	2,137	2,137	2,250	2,250	-	2,250	-	2,250	2,250	2,250	2,250
Total		186,049	195,188	189,635	208,003	18,368	214,917	6,914	218,555	222,376	226,387	230,599

Employee Shuttle

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Employee Shuttle	Salaries And Wages - Admin	5,666	11,010	12,600	11,882	(718)	12,263	381	12,263	12,263	12,263	12,263
Employee Shuttle	Group Insurance	1,952	1,967	2,363	2,363	-	2,363	-	2,481	2,605	2,735	2,872
Employee Shuttle	PERA & Payroll Taxes	2,075	1,743	1,938	1,827	(111)	1,886	59	1,886	1,886	1,886	1,886
Employee Shuttle	Workers Compensation	46	119	154	154	-	162	8	170	178	187	197
Employee Shuttle	Other Employee Benefits	162	193	197	377	180	180	(197)	180	180	180	180
Employee Shuttle	Agency Compliance	723	394	550	550	-	550	-	550	550	550	550
Employee Shuttle	Vehicle Repair & Maintenance	13,664	6,619	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000
Employee Shuttle	General Supplies & Materials	70	807	500	500	-	500	-	500	500	500	500
Employee Shuttle	Utilities - Gasoline	19,862	21,647	47,741	47,741	-	50,128	2,387	52,634	55,266	58,029	60,931
Total		44,219	44,498	86,043	85,394	(649)	88,032	2,638	90,664	93,429	96,331	99,379

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
GONDOLA OPERATIONS PROGRAM NARRATIVE**

To make every guest's experience as unique and un-paralleled 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.

GONDOLA OPERATIONS 2018 YTD ACHIEVEMENTS:

- o Gondola Operations Availability: Winter Season 2017-18: 99.83%; Summer Season to Date 2018: 99.55%; Combined: 99.69%
- o Passenger trips YTD: 2,371,389
- o Zero (0) passenger injury claims
- o Two (2) G-Ops WC claims with a combined TMV expense of \$595
- o Gondola Passenger Survey for the Winter 2017-18 Season: 4.74 on a 5 scale
- o Gondola Passenger Survey for the Summer 2018 Season to Date: 4.81 on a 5 scale
- o Year-end budget projection: UNDER BUDGET
- o Man hours for trash and litter pick up: 87 hours

**TOWN OF MOUNTAIN VILLAGE
2019 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.

GONDOLA MAINTENANCE 2018 ACHIEVEMENTS:

- Winter 17/18 = 99.66%; Summer 2018 = 99.90%; Combined = 99.78%
- 100% compliance with licensing and reporting requirements.
- Two (2) G-Mtc WC claims resulting in no lost work days - TMV expense of \$1,255 on one of the claims
- Year-end budget projection: ON BUDGET
- 98% of scheduled work orders completed on time.

**TOWN OF MOUNTAIN VILLAGE
2019 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.

CHONDOLA 2018 YTD ACHIEVEMENTS:

- o Chondola Operations Availability: 99.91%
- o Passenger trips: 125,348 (cabins only)
- o Zero (0) passenger injuries
- o Zero (0) Chondola-Ops worker's compensation claims with TMV expense
- o Chondola Passenger Satisfaction Survey Winter 2017-2018: 4.74 on a 5 scale
- o Year-end budget projection: OVER BUDGET

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Gondola Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
	<u>Summary</u>											
	Revenues											
	Gondola Funding	3,156,620	3,229,844	3,676,282	3,600,382	(75,900)	3,807,563	207,180	3,783,499	3,781,885	3,788,532	3,816,925
	Gondola Funding	1,297,602	1,461,922	1,103,426	1,227,771	124,345	950,578	(277,193)	140,000	374,500	250,000	240,000
	TMVOA Funding	4,454,222	4,691,766	4,779,708	4,828,153	48,445	4,758,141	(70,013)	3,923,499	4,156,385	4,038,532	4,056,925
	Gondola Funding	195,809	186,075	200,000	200,000	-	200,000	-	200,000	200,000	200,000	200,000
	Gondola Funding	7,029	14,157	-	-	-	-	-	-	-	-	-
	Gondola Funding	36,000	36,000	36,000	36,000	-	36,000	-	36,000	36,000	36,000	36,000
	Gondola Funding	3,658	591	-	-	-	-	-	-	-	-	-
	Gondola Funding	150,100	149,982	150,100	145,600	(4,500)	141,240	(4,360)	141,240	141,240	141,240	141,240
	Gondola Funding	808,977	88,000	784,000	737,063	(46,937)	390,800	(346,263)	-	-	-	-
	Total Gondola Funding	5,655,794	5,166,571	5,949,808	5,946,816	(2,992)	5,526,181	(420,636)	4,300,739	4,533,625	4,415,772	4,434,165
	Expenditures											
	Gondola Operations	1,646,880	1,655,099	1,902,608	1,766,581	(136,027)	1,954,932	188,351	1,966,179	1,943,980	1,947,978	1,964,245
	Gondola Maintenance	1,117,757	1,140,923	1,257,115	1,296,886	39,771	1,320,149	23,263	1,325,761	1,339,854	1,346,452	1,353,194
	Overhead/Fixed Costs	404,450	386,335	463,994	424,556	(39,438)	455,556	31,000	455,556	455,556	455,556	455,556
	MARRS	68,273	73,595	76,246	74,246	(2,000)	76,246	2,000	74,246	74,246	76,246	74,246
	Chondola	272,107	319,109	206,751	260,044	53,293	212,343	(47,701)	174,122	180,660	174,517	181,075
	Contingency	-	-	110,668	114,669	4,001	120,577	5,907	119,876	119,829	120,022	120,849
	Total Operating Costs	3,509,468	3,575,060	4,017,382	3,936,982	(80,400)	4,139,803	202,820	4,115,739	4,114,125	4,120,772	4,149,165
	Capital/MR&R											
	Major Repairs & Replacements	1,007,901	299,156	1,767,426	1,824,834	57,408	1,213,378	(611,456)	130,000	362,500	230,000	40,000
	Capital	1,098,678	1,250,866	120,000	140,000	20,000	128,000	(12,000)	10,000	12,000	20,000	200,000
	Total Capital/MR&R	2,106,579	1,550,022	1,887,426	1,964,834	77,408	1,341,378	(623,456)	140,000	374,500	250,000	240,000
	Total Expenditures	5,616,047	5,125,082	5,904,808	5,901,816	(2,992)	5,481,181	(420,636)	4,255,739	4,488,625	4,370,772	4,389,165
	Other Sources											
	Sale of Assets	3,350	1,672	-	-	-	-	-	-	-	-	-
	Administrative Services	(43,097)	(43,161)	(45,000)	(45,000)	-	(45,000)	-	(45,000)	(45,000)	(45,000)	(45,000)
	Total Other Sources/Uses	(39,747)	(41,489)	(45,000)	(45,000)	-	(45,000)	-	(45,000)	(45,000)	(45,000)	(45,000)
	Surplus (Deficit)	-	-	-	-	-	-	-	-	-	-	-

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Gondola Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018				2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Gondola - MARRS	Salaries & Wages	54,570	55,165	59,542	59,542	-	59,542	-	59,542	59,542	59,542	59,542
Gondola - MARRS	PERA & Payroll Taxes	8,224	8,203	9,158	9,158	-	9,158	-	9,158	9,158	9,158	9,158
Gondola - MARRS	Workers Compensation	3,875	1,387	2,866	2,866	-	2,866	-	2,866	2,866	2,866	2,866
Gondola - MARRS	Payroll Processing	1,603	2,584	1,680	1,680	-	1,680	-	1,680	1,680	1,680	1,680
Gondola - MARRS	General Supplies & Materials	-	6,257	500	500	-	500	-	500	500	500	500
Gondola - MARRS	MARRS Zip Bikes	-	-	2,000	-	(2,000)	2,000	2,000	-	-	2,000	-
Gondola - MARRS	Evacuee Clothing	-	-	500	500	-	500	-	500	500	500	500
Total MARRS		68,273	73,595	76,246	74,246	(2,000)	76,246	2,000	74,246	74,246	76,246	74,246
Gondola - FGOA	Technical Support	2,685	4,593	5,500	5,500	-	5,500	-	5,500	5,500	5,500	5,500
Gondola - FGOA	Lightning Detection Service	17,200	17,200	18,000	1,500	(16,500)	18,000	16,500	18,000	18,000	18,000	18,000
Gondola - FGOA	Janitorial/Trash Removal	27,095	25,290	26,000	26,000	-	35,000	9,000	35,000	35,000	35,000	35,000
Gondola - FGOA	Insurance	34,657	32,469	36,057	36,057	-	36,057	-	36,057	36,057	36,057	36,057
Gondola - FGOA	Communications	9,232	8,896	12,000	15,000	3,000	12,000	(3,000)	12,000	12,000	12,000	12,000
Gondola - FGOA	Dues & Fees	5,495	7,296	8,500	8,000	(500)	9,000	1,000	9,000	9,000	9,000	9,000
Gondola - FGOA	Utilities - Water/Sewer	5,661	7,207	6,624	6,624	-	6,624	-	6,624	6,624	6,624	6,624
Gondola - FGOA	Utilities - Natural Gas	22,363	25,479	39,375	39,375	-	39,375	-	39,375	39,375	39,375	39,375
Gondola - FGOA	Utilities - Electricity	257,111	242,007	294,000	270,000	(24,000)	275,000	5,000	275,000	275,000	275,000	275,000
Gondola - FGOA	Utilities - Internet	2,137	2,137	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Gondola - FGOA	Gondola Employee Shuttle Expense	10,398	2,858	13,438	11,000	(2,438)	13,500	2,500	13,500	13,500	13,500	13,500
Gondola - FGOA	Legal - Miscellaneous	10,416	10,903	2,000	3,000	1,000	3,000	-	3,000	3,000	3,000	3,000
Total FGOA		404,450	386,335	463,994	424,556	(39,438)	455,556	31,000	455,556	455,556	455,556	455,556

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Gondola Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term	Term	Term	Term
									Projection	Projection	Projection	Projection
Chondola	Salaries & Wages - Operations (1)	40,701	45,671	46,800	52,500	5,700	54,560	2,060	52,500	52,500	52,500	52,500
Chondola	Salaries & Wages - Maintenance	6,108	21,476	10,000	10,000	-	15,500	5,500	10,000	15,500	10,000	15,500
Chondola	PERA & Payroll Taxes	6,911	10,061	8,736	9,929	1,193	10,458	529	9,613	10,458	9,613	10,458
Chondola	Workers Compensation	276	1,285	5,705	3,500	(2,205)	3,675	175	3,859	4,052	4,254	4,467
Chondola	Telski Labor	15,580	16,579	16,310	22,500	6,190	22,500	-	22,500	22,500	22,500	22,500
Chondola	Telski-Dues, Fees, Licenses	743	465	1,300	1,300	-	2,750	1,450	2,750	2,750	2,750	2,750
Chondola	Telski - Parts & Supplies	13,314	37,237	28,000	28,000	-	28,000	-	28,000	28,000	28,000	28,000
Chondola	Telski - Outside Labor	444	1,750	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Chondola	Telski-Utilities	33,001	32,295	39,900	39,900	-	39,900	-	39,900	39,900	39,900	39,900
Chondola	Major R&R Terminal Rebuilds	61,506	-	-	-	-	-	-	-	-	-	-
Chondola	Major R&R Grip Jaws (2)	30,774	20,635	30,000	-	(30,000)	30,000	30,000	-	-	-	-
Chondola	Major R&R - Cabin Replacement	4,750	-	-	-	-	-	-	-	-	-	-
Chondola	Gearbox Rebuild (3)	-	-	-	19,200	19,200	-	(19,200)	-	-	-	-
Chondola	Controls (4)	-	17,208	-	33,998	33,998	-	(33,998)	-	-	-	-
Chondola	Cabin Refurbs	-	21,287	15,000	15,000	-	-	(15,000)	-	-	-	-
Chondola	Equipment Storage & Material Handling	-	-	-	-	-	-	-	-	-	-	-
Chondola	Video Surveillance	-	38	-	-	-	-	-	-	-	-	-
Chondola	Belt Replacement	8,714	1,579	-	-	-	-	-	-	-	-	-
Chondola	AC Drives, Motors, Processors (5)	45,478	-	-	19,217	19,217	-	(19,217)	-	-	-	-
Chondola	Seat Pads	3,809	-	-	-	-	-	-	-	-	-	-
Chondola	Sound Dampening	-	91,543	-	-	-	-	-	-	-	-	-
Total Chondola		272,107	319,109	206,751	260,044	53,293	212,343	(47,701)	174,122	180,660	174,517	181,075

(1) Includes 3% merit increase

(2) There will be no capital grip jaw purchase in 2018.

(3) This is an unbudgeted expense for 2018. It was an emergency parts purchase by TSG.

(4) This is an unbudgeted expense for 2018 and was supposed to hit in 2017.

(5) This was a project budgeted and completed in 2016. It is an unbudgeted expense in 2018.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Gondola Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017					2020 Long	2021 Long	2022 Long	2023 Long	
				2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Gondola Operations	Salaries & Wages (1)	973,083	987,945	1,021,557	1,021,557	-	1,107,232	85,675	1,107,232	1,107,232	1,107,232	1,107,232
Gondola Operations	Seasonal Bonus	26,603	34,410	35,000	35,000	-	35,000	-	35,000	35,000	35,000	35,000
Gondola Operations	Gondola Ops-Admin Mgmt Support	127,728	177,722	176,930	176,930	-	176,930	-	176,930	176,930	176,930	176,930
Gondola Operations	Offset Labor	-	(6,968)	-	-	-	-	-	-	-	-	-
Gondola Operations	Group Insurance	200,762	156,597	225,557	175,000	(50,557)	219,000	44,000	229,950	241,448	241,453	253,525
Gondola Operations	Dependent Health Reimbursement	(6,007)	(8,557)	(5,500)	(5,500)	-	(5,500)	-	(5,500)	(5,500)	(5,500)	(5,500)
Gondola Operations	PERA & Payroll Taxes	150,884	152,083	162,498	165,275	2,777	175,275	10,000	175,275	175,275	175,275	175,275
Gondola Operations	PERA 401K	10,663	16,027	21,835	21,835	-	21,835	-	21,835	21,835	21,835	21,835
Gondola Operations	Workers Compensation	40,247	44,401	93,630	65,000	(28,630)	68,250	3,250	71,663	75,246	79,008	82,958
Gondola Operations	Other Employee Benefits	29,462	26,373	29,078	29,078	-	29,078	-	29,078	29,078	29,078	29,078
Gondola Operations	Agency Compliance	5,629	4,009	5,200	5,200	-	5,200	-	5,200	5,200	5,200	5,200
Gondola Operations	Employee Assistance Program	1,220	1,205	1,236	1,236	-	1,236	-	1,236	1,236	1,236	1,236
Gondola Operations	Employee Life Insurance	2,083	1,806	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Gondola Operations	Flex Spending Admin Fees	257	96	268	268	-	268	-	268	268	268	268
Gondola Operations	Uniforms (2)	5,938	3,716	12,500	1,500	(11,000)	14,000	12,500	47,500	10,000	10,000	10,000
Gondola Operations	Payroll Processing	13,760	13,408	14,302	14,302	-	14,302	-	14,302	14,302	14,302	14,302
Gondola Operations	Vehicle Repair & Maintenance	22	650	2,271	2,000	(271)	2,300	300	2,300	2,300	2,300	2,300
Gondola Operations	Vehicle Repair & Maintenance	539	326	-	-	-	-	-	-	-	-	-
Gondola Operations	Recruiting	10,481	14,743	11,000	11,000	-	13,000	2,000	13,000	13,000	13,000	13,000
Gondola Operations	Travel, Education & Training	4,702	6,025	8,000	8,000	-	8,000	-	8,000	8,000	8,000	8,000
Gondola Operations	Supplies (3)	8,970	11,884	14,000	25,000	11,000	26,500	1,500	15,000	15,000	15,000	15,000
Gondola Operations	Operating Incidents	970	-	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Gondola Operations	Blankets - Purchase/Cleaning (4)	3,310	2,209	5,500	2,000	(3,500)	5,500	3,500	5,500	5,500	5,500	5,500
Gondola Operations	Business Meals (5)	268	643	500	400	(100)	500	100	500	500	500	500
Gondola Operations	Employee Appreciation (6)	2,346	3,182	2,500	3,000	500	3,000	-	3,000	3,000	3,000	3,000
Gondola Operations	Utilities - Gas & Oil (7)	2,354	2,427	4,200	4,000	(200)	4,200	200	4,410	4,631	4,862	5,105
Gondola Operations	Grant Success Fees	30,606	8,736	56,046	-	(56,046)	25,326	25,326	-	-	-	-
Total Gondola Ops		1,646,880	1,655,099	1,902,608	1,766,581	(136,027)	1,954,932	188,351	1,966,179	1,943,980	1,947,978	1,964,245

(1) 2018-Increased to reflect extended seasons. / 2019-Includes 3% merit increase

(2) 2018-Pushed summer uniform purchases to 2019. / 2019-TSG pushed winter uniform purchases to 2020.

(3) 2018-Line item increased to account for maze panel purchases. / 2019-Line item increased for projected additional maze panel and banner purchases.

(4) 2018-No blanket purchases anticipated in 2018.

(5) 2018-Line item decreased due to YTD activity.

(6) 2018-Line increased due to YTD activity and anticipated expenditures in Q4.

(7) 2018-Line item decreased due to YTD activity. / 2019 line item increased to original 2018 number with a 5% escalator thereafter.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Gondola Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017					2020 Long	2021 Long	2022 Long	2023 Long	
				2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Gondola Maintenance	Salaries & Wages (1)	582,577	593,643	638,060	690,000	51,940	698,720	8,720	698,720	698,720	698,720	698,720
Gondola Maintenance	Housing Allowance	6,820	6,669	10,716	10,716	-	10,716	-	10,716	10,716	10,716	10,716
Gondola Maintenance	Group Insurance	134,414	136,613	146,160	144,960	(1,200)	144,960	-	152,208	159,818	167,809	167,814
Gondola Maintenance	Dependent Health Reimbursement	(10,954)	(9,480)	(9,672)	(9,672)	-	(9,672)	-	(9,672)	(9,672)	(9,672)	(9,672)
Gondola Maintenance	PERA & Payroll Taxes	88,663	90,634	98,134	106,122	7,988	107,463	1,341	107,463	107,463	107,463	107,463
Gondola Maintenance	PERA 401K	28,073	24,092	30,746	30,746	-	30,746	-	30,746	30,746	30,746	30,746
Gondola Maintenance	Workers Compensation	34,548	27,123	57,037	45,037	(12,000)	47,289	2,252	49,653	52,136	54,743	57,480
Gondola Maintenance	Other Employee Benefits	17,334	17,088	21,480	21,480	-	21,480	-	21,480	21,480	21,480	21,480
Gondola Maintenance	Agency Compliance	401	466	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Gondola Maintenance	Employee Assistance Program	231	312	320	320	-	320	-	320	320	320	320
Gondola Maintenance	Employee Life Insurance	2,448	2,367	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Gondola Maintenance	Flex Spending Admin Fees	289	123	400	300	(100)	300	-	300	300	300	300
Gondola Maintenance	Uniforms	1,822	6,880	4,000	2,500	(1,500)	4,000	1,500	4,000	4,000	4,000	4,000
Gondola Maintenance	Payroll Processing	4,827	4,062	4,827	4,827	-	4,827	-	4,827	4,827	4,827	4,827
Gondola Maintenance	Vehicle Repair & Maintenance	1,974	2,754	11,000	11,000	-	15,000	4,000	11,000	15,000	11,000	15,000
Gondola Maintenance	Vehicle Repair & Maintenance	1,022	4,203	-	-	-	-	-	-	-	-	-
Gondola Maintenance	Vehicle Repair & Maintenance	349	1,017	-	-	-	-	-	-	-	-	-
Gondola Maintenance	Vehicle Repair & Maintenance	73	-	-	-	-	-	-	-	-	-	-
Gondola Maintenance	Vehicle Repair & Maintenance	185	-	-	-	-	-	-	-	-	-	-
Gondola Maintenance	Vehicle Repair & Maintenance	868	98	-	-	-	-	-	-	-	-	-
Gondola Maintenance	Vehicle Repair & Maintenance	5,539	11,884	-	-	-	-	-	-	-	-	-
Gondola Maintenance	Trails & Road Maintenance	2,000	49	8,000	4,000	(4,000)	8,000	4,000	8,000	8,000	8,000	8,000
Gondola Maintenance	Facility Expenses	21,284	23,585	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000
Gondola Maintenance	Recruiting	1,225	3,135	500	400	(100)	500	100	500	500	500	500
Gondola Maintenance	Dues & Fees	17,972	12,705	14,000	14,000	-	14,000	-	14,000	14,000	14,000	14,000
Gondola Maintenance	Travel, Education & Training	1,408	7,052	7,500	11,000	3,500	7,500	(3,500)	7,500	7,500	7,500	7,500
Gondola Maintenance	Contract Labor	25,686	12,817	25,000	25,000	-	25,000	-	25,000	25,000	25,000	25,000
Gondola Maintenance	Postage & Freight	563	471	550	700	150	550	(150)	550	550	550	550
Gondola Maintenance	Supplies	35,606	32,965	40,000	35,000	(5,000)	40,000	5,000	40,000	40,000	40,000	40,000
Gondola Maintenance	Parts	106,715	123,792	120,000	120,000	-	120,000	-	120,000	120,000	120,000	120,000
Gondola Maintenance	Business Meals	514	673	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Gondola Maintenance	Employee Appreciation	678	709	550	550	-	550	-	550	550	550	550
Gondola Maintenance	Utilities - Gas & Oil	2,605	2,420	3,307	3,400	93	3,400	-	3,400	3,400	3,400	3,400
Total Gondola Maintenance		1,117,757	1,140,923	1,257,115	1,296,886	39,771	1,320,149	23,263	1,325,761	1,339,854	1,346,452	1,353,194

(1) Includes 3% rate increase and overtime contingency

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Gondola Fund

Worksheet	Account Name						2020 Long	2021 Long	2022 Long	2023 Long		
		Actuals 2016	Actuals 2017	2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Gondola Capital/MR&R	Noise Mitigation (1)	-	-	207,426	359,500	152,074	15,000	(344,500)	-	-	-	-
Gondola Capital/MR&R	Bull Wheel Replacement	41,978	-	-	-	-	-	-	50,000	-	50,000	-
Gondola Capital/MR&R	Gearbox Rebuild (2)	157,763	-	-	-	-	-	-	-	100,000	-	-
Gondola Capital/MR&R	Boiler Replacement	258,264	-	-	-	-	-	-	-	-	-	-
Gondola Capital/MR&R	Painting (3)	96,783	-	-	-	-	-	-	-	-	-	-
Gondola Capital/MR&R	Haul Ropes (4)	-	126,833	650,000	465,000	(185,000)	-	(465,000)	-	-	-	-
Gondola Capital/MR&R	Conveyor Drives & Gear Motors	-	-	-	-	-	-	-	50,000	50,000	-	-
Gondola Capital/MR&R	Conveyor Rebuilds	110,667	-	-	-	-	-	-	-	150,000	150,000	-
Gondola Capital/MR&R	Cabin Window Buffing	-	9,672	10,000	10,000	-	20,000	10,000	10,000	20,000	10,000	20,000
Gondola Capital/MR&R	Fiber Optics - Control System	-	-	450,000	450,000	-	723,378	273,378	-	-	-	-
Gondola Capital/MR&R	Cabin Refurbs	342,446	161,285	330,000	375,000	45,000	165,000	(210,000)	-	-	-	-
Gondola Capital/MR&R	Station Upgrades (5)	-	-	-	-	-	250,000	250,000	-	-	-	-
Gondola Capital/MR&R	Electric Motor (6)	-	-	-	-	-	-	-	-	22,500	-	-
Gondola Capital/MR&R	Lighting Array Repairs	-	-	90,000	90,334	334	20,000	(70,334)	20,000	20,000	20,000	20,000
Gondola Capital/MR&R	Wayfinding	-	1,365	30,000	75,000	45,000	20,000	(55,000)	-	-	-	-
Total MR&R		1,007,901	299,156	1,767,426	1,824,834	57,408	1,213,378	(611,456)	130,000	362,500	230,000	40,000
Gondola Capital/MR&R	Gondola Cabins	-	413,495	-	-	-	-	-	-	-	-	-
Gondola Capital/MR&R	Vehicles	-	25,794	-	-	-	-	-	-	-	-	-
Gondola Capital/MR&R	Equipment Replacement (7)	350,576	811,577	-	-	-	28,000	28,000	10,000	12,000	20,000	-
Gondola Capital/MR&R	Grip Replacements (8)	127,140	-	-	-	-	-	-	-	-	-	200,000
Gondola Capital/MR&R	Bike Racks	-	-	-	-	-	100,000	100,000	-	-	-	-
Gondola Capital/MR&R	Staircases	-	-	35,000	55,000	20,000	-	(55,000)	-	-	-	-
Gondola Capital/MR&R	Terminal Flooring	-	-	85,000	85,000	-	-	(85,000)	-	-	-	-
Gondola Capital/MR&R	AC Drives/Motors	620,963	-	-	-	-	-	-	-	-	-	-
Total Capital		1,098,678	1,250,866	120,000	140,000	20,000	128,000	(12,000)	10,000	12,000	20,000	200,000

(1) TMVOA funded project.

(2) Done every five years - Last done 2016..

(3) Done every 10 years. Last done in 2016.

(4) Done every 10 years. Last done in 2018.

(5) 2019 - 200K for modification to Oak Street station entrance to accommodate bike / ped traffic more efficiently, 50K for planning and engineering for escalator at grand staircase on gondola plaza, and 50K for TA bumper rail extension at station 1,4,5, &6 to accommodate passenger / bike loading in the turn-arounds. 2020 - 750K for escalator construction at grand staircase.

(6) Done every 5 years. New in 2016.

(7) RZR and snowmobile in 2019, snowmobile in 2020, snowmobile in 2021, RZR in 2022.

(8) Done every 7 years. Last cycle completed in 2015 and 2016.

**TOWN OF MOUNTAIN VILLAGE
2019 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. Provide a clean, weed free natural environment along the hike and bike trails.

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. Allocate > 20 man-hours of weed control activities along hike and bike trails.

RECREATION DEPT 2018 ACHIEVEMENTS:

- Stakeholder relations: on-going with TSG, USFS, SMC, TOT, SMVC, & Telluride Mountain Club
- Year-end budget projection: within budget
- All venues ready to open at beginning of winter and summer seasons
- Two WC claims, one with no lost time or expenses incurred, the other with 9.5 lost days and a \$9,661 expense to the town
- Performed 30 man-hours of weed control activities

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Parks & Recreation

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Parks & Recreation	Salaries & Wages	222,890	240,515	260,158	248,000	(12,158)	226,994	(21,006)	226,994	226,994	226,994	226,994
Parks & Recreation	Offset Labor	(8,829)	(11,223)	(8,000)	-	8,000	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Parks & Recreation	Seasonal Bonus	3,471	3,416	-	-	-	-	-	-	-	-	-
Parks & Recreation	Group Insurance	55,954	56,388	53,793	53,750	(43)	53,750	-	56,438	59,259	62,222	65,333
Parks & Recreation	Dependent Health Reimbursement	(1,696)	(2,137)	(724)	(724)	-	(5,200)	(4,476)	(5,200)	(5,200)	(5,200)	(5,200)
Parks & Recreation	PERA & Payroll Taxes	34,037	38,098	40,012	38,000	(2,012)	34,912	(3,088)	34,912	34,912	34,912	34,912
Parks & Recreation	PERA 401K	6,353	6,329	9,903	7,403	(2,500)	2,270	(5,133)	2,270	2,270	2,270	2,270
Parks & Recreation	Workers Compensation	6,227	3,976	8,697	8,697	-	9,132	435	9,588	10,068	10,571	11,206
Parks & Recreation	Other Employee Benefits	3,483	4,541	5,862	5,862	-	5,862	-	5,862	5,862	5,862	5,862
Parks & Recreation	Uniforms	3,293	1,775	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Parks & Recreation	Consultant Services	-	-	20,000	20,000	-	-	(20,000)	-	-	-	-
Parks & Recreation	Weed Control	3,000	-	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Parks & Recreation	Vehicle Repair & Maintenance	-	54	-	-	-	-	-	-	-	-	-
Parks & Recreation	Vehicle Repair & Maintenance	696	1,303	10,000	10,000	-	15,000	5,000	10,000	15,000	10,000	15,000
Parks & Recreation	Vehicle Repair & Maintenance	169	-	-	-	-	-	-	-	-	-	-
Parks & Recreation	Vehicle Repair & Maintenance	1,494	191	-	-	-	-	-	-	-	-	-
Parks & Recreation	Vehicle Repair & Maintenance	1,165	136	-	-	-	-	-	-	-	-	-
Parks & Recreation	Vehicle Repair & Maintenance	16	-	-	-	-	-	-	-	-	-	-
Parks & Recreation	Vehicle Repair & Maintenance	1,301	728	-	-	-	-	-	-	-	-	-
Parks & Recreation	Equipment Rental	-	12,789	-	-	-	-	-	-	-	-	-
Parks & Recreation	Facility Expense	95	619	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Parks & Recreation	Communications	1,892	1,743	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Parks & Recreation	Dues & Fees	93	90	260	260	-	260	-	260	260	260	260
Parks & Recreation	Hotel Madeline HOA Dues	5,022	4,367	5,200	5,200	-	5,200	-	5,200	5,200	5,200	5,200
Parks & Recreation	Hotel Madeline Shared Facility Expense	29,098	37,211	30,000	44,000	14,000	44,000	-	44,000	44,000	44,000	44,000
Parks & Recreation	Travel, Education & Conference	2,664	-	3,500	3,500	-	3,500	-	3,500	3,500	3,500	3,500
Parks & Recreation	Contract Labor	1,545	1,560	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Parks & Recreation	Striping	880	880	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Parks & Recreation	Postage And Freight	37	27	200	200	-	200	-	200	200	200	200
Parks & Recreation	General Supplies & Materials	4,996	2,090	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Parks & Recreation	Trail Maintenance Materials	7,481	2,022	15,600	15,600	-	15,600	-	15,600	15,600	15,600	15,600
Parks & Recreation	Trail Materials - Dog Stations	798	-	-	-	-	-	-	-	-	-	-
Parks & Recreation	Business Meals	250	91	655	655	-	655	-	655	655	655	655
Parks & Recreation	Employee Appreciation	182	213	300	300	-	300	-	300	300	300	300
Parks & Recreation	Utilities - Natural Gas	2,084	2,453	2,928	2,928	-	2,928	-	2,928	2,928	2,928	2,928
Parks & Recreation	Utilities - Electricity	1,127	837	1,654	1,654	-	1,654	-	1,654	1,654	1,654	1,654
Parks & Recreation	Utilities - Gasoline	4,256	5,693	9,270	7,500	(1,770)	7,500	-	7,500	7,500	7,500	7,500
Parks & Recreation	Open Space - Playgrounds	754	-	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Parks & Recreation

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Parks & Recreation	Boulder Activity	-	-	500	500	-	500	-	500	500	500	500
Parks & Recreation	Frisbee Golf Activity	608	1,130	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Parks & Recreation	Platform Tennis Courts	2,074	10,266	2,000	2,000	-	2,000	-	12,000	2,000	2,000	14,000
Parks & Recreation	Tennis Courts Expenses	-	-	6,000	-	(6,000)	-	-	-	-	-	-
Parks & Recreation	Nordic Trails & Grooming	734	3,870	4,000	5,500	1,500	4,000	(1,500)	4,000	4,000	4,000	4,000
Parks & Recreation	Ice Rink Expenses Lot 50/51	16,582	14,849	37,485	17,500	(19,985)	17,500	-	17,500	17,500	17,500	17,500
Parks & Recreation	Ice Rink - Lot 50/51 Electric	21,716	23,890	5,000	26,270	21,270	26,270	-	26,270	26,270	26,270	26,270
Parks & Recreation	Zamboni Room - Natural Gas	3,109	12,307	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
Parks & Recreation	Bike Park Expenses	2,691	3,671	3,750	3,750	-	3,750	-	3,750	3,750	3,750	3,750
Parks & Recreation	Wayfinding	-	1,357	20,000	2,500	(17,500)	25,000	22,500	10,000	5,000	2,500	2,500
Parks & Recreation	Contribution USFS Ranger	-	25,000	25,000	25,000	-	25,000	-	25,000	25,000	25,000	25,000
Total		443,790	513,115	611,003	593,805	(17,198)	562,537	(31,268)	555,681	548,982	544,949	565,694

**TOWN OF MOUNTAIN VILLAGE
2018 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. Ensure Town goals are met by achieving departmental goals through oversight and management
2. Responsible for retaining, managing and motivating Town staff
3. Provide a timely and informed response to public, staff and council, to inquiries regarding town services, issues and complaints through personal contact, telephone and electronic media
4. Ensure the long-term financial stability of the Town through strategic and effective management practices
5. Establish and maintain effective communication and working relationships with stakeholders vital to the long-term success of Mountain Village i.e. TSG, TMVOA, Town of Telluride, Telluride Tourism Board, Telluride Montrose Regional Air Organization, U.S. Forest Service and San Miguel County
6. Achieve budget goals
7. Support the Town's overall environmental programs
8. Assist with oversight and management of the Marketing and Business Development Department ("MBD") to ensure success
9. Improve IT and Broadband capacity and Services

DEPARTMENT PERFORMANCE MEASURES

1. Achieve an average of 90% of each department's goals both semi-annually and annually
2. Achieve an overall employee satisfaction rating of 80% of employees as either "satisfied" or "very satisfied" on the annual employee survey (2010 = 44%, 2011 = 83%, 2012 = 82%, 2013 = 75%, 2014 = 82%, 2015 = 80%, 2016 = 88%, 2017 = 93% and **2018 = 91%**)
3. Provide a monthly report to council and staff on the status of key issues that require attention with action items, completion dates and responsible parties for reaching resolution on said issues. Respond to inquiries within 24 hours during the work week and by Monday for non-emergency weekend issues
4. Work with Council, the Audit, Finance and Budget Committee, Directors and Staff to develop an acceptable budget for adoption prior to the December 15th statutory requirement. Revise current budget and following year's budget to respond to any variable conditions while maintaining acceptable levels of reserves as determined by Council
5. Minimum of monthly meetings, correspondence and/or phone calls with each of the primary stakeholders: TSG, TMVOA, TOT, TTB, TMRAO, U.S. Forest Service, SMART and SMC staff that focus on short and long-term goals
6. Year-end expenditure totals do not exceed the adopted budget
7. Ensuring 100% of the departments have annual environmental goals and are participating in and supporting our town's overall environmental programs including participating in the Green Team Committee for developing environmental programs and progress reports. Green Team participation
8. Success is measured directly on departmental goal achievement (i.e. 5 = achieve 4.5 - 5 on MBD goals, 4 = 4.49 - 4.0, 3 = 3.99 - 3.50)
9. Implement recommendations of the IT and Broadband RFP within the timeframes and budgets as directed by Council

ACHIEVEMENTS

1. **Budget**
 - Budget adopted pursuant to all requirements
2. **Prepare Goals/Performance Measures and Evaluations for Direct Reports**
 - 2018 measures and evaluation forms prepared prior to January 2018 with 2019 performance evaluations to be in place by year end
3. **Telluride Ski and Golf ("TSG") and Town Partnership Objectives**
 - Partnership issues resolved in 2018:
 - Received executed license agreement for emergency egress on Access Tract AT-14
 - TSG executed the Meadows Park license agreement

- Received a one year extension to the bike park license agreement
- Received a one year license agreement for the disc golf course
- Entered into MOU's with TSG, TMVOA and Town for planning of Town Hall and Village Center Subarea Master Plans
- Entered into an MOU acknowledging TSG public benefits

4. Gondola & Trails/Public Works/Fidelity Cell Tower/Black Hills Energy Gas Line/Broadband & IT

- 3 new haul ropes installed, 20 gondola cabin refurbishments, 4 chondola cabin refurbishments
- 96 count fiber run from Angle Station to Oak Street
- Upgraded video surveillance systems and additional cameras in and outside of all gondola stations
- TMVOA sound dampening project at Market Plaza gondola station
- Trails Master Plan
- Big Billies and Lower Village Trail improvements
- Angle Station stairwell addition
- Ski Ranches water line replacement project
- Water back up generation project at Wells 27 and 29
- Mountain Village Road improvement projects including asphalt overlay and chip seal
- Emergence Access Tract improvement project
- Fidelity cell tower project completed for improved macro tower
- Black Hills Energy gas line providing additional gas distribution to Town Hall Subarea including running service for VCA expansion
- Internet upgrades at the headend allowing for additional speeds for customers at no additional cost
- Issued an RFP for an IT Needs Assessment and received a completed report for consideration of implementation
- Issued a RFP for Broadband Needs Assessment and received a completed report for consideration of implementation

5. Wayfinding Project

- Phase 2 in progress and expected to be complete in 2018
 - Highlights
 - 1.1.1 Design, fabrication and installation of Town entrance, Market Plaza (formerly Town Hall Plaza) and Village Center map and directories.
 - 1.1.2 Mountain Village Entrance Street Sign Monument & Map (Mountain Village Blvd)
 - 1.1.3 Vehicular signs along Mountain Village Blvd and other roadways in route to Meadows Parking Lot directing drivers to various parking options and amenities
 - 1.1.4 Gondola Parking Garage exterior building façade signs
 - 1.1.5 Stone plaza monuments constructed to include seasonal directional maps, a business directory, and individual breadcrumb/informational icons highlighting amenities, businesses, and services (Village Center)
 - 1.1.6 Winter 2017-2018 business directories erected throughout Mountain Village Center, Market Plaza and Oak Street Plaza
 - 1.1.7 Sumer 2018 business directories erected throughout Mountain Village Center, Market Plaza and Oak Street Plaza
 - 1.1.8 Oak Street Plaza four-sided kiosk installed (a collaboration with the Town of Telluride) adorned with information and directions to amenities and services
 - 1.1.9 Oak Street Plaza three-sided kiosk installed with trail information, a Town directory and Regional Marketing Panel
 - 1.1.10 Gondola Plaza three-sided kiosk installed with trail information, a Town directory and Gondola Facts and Information Marketing Panel
 - 1.1.11 Village Center "breadcrumb" monuments Installed with icons totaling 126 icons for Village Center "breadcrumb" monuments with directional icons and lighting added to all monuments
 - 1.1.12 Meadows Parking exterior monument
 - 1.1.13 Heritage Parking Garage exterior monument
 - 1.1.14 Oak Street Plaza and Gondola Plaza three-sided mountain kiosk adorned with Mountain Village Center and Market Plaza maps and directories, ski resort trail map, destination marketing, and gondola information

- 1.1.15 Village Center Gondola Station vinyl window signs (Stations 4 & 5)
 - 1.1.16 Market Plaza (formerly Town Hall) Address Monument installed; old sign removed
 - 1.1.17 Village Center (formerly Conference Center Plaza) summer marketing banners
 - 1.1.18 Village Center (formerly Conference Center Plaza) winter marketing banners
 - 1.1.19 Slow Bike Zone + Leash Dog signs
 - 1.1.20 Village Center Light Pole Plaza Signs built and installed
 - 1.1.21 Bus Stop Signs built and installed
 - 1.1.22 New Gondola Facts Sticker installed
 - 1.1.23 Summer directories installed
 - 1.1.24 Guest Service Information Icons and Signs installed
 - Phase 2: Design Adjustments, Fabrication, Implementation and Installation (in progress)
 - Highlights
 - 1.1.25 Design, fabrication and installation of dog poop bag boxes matching metal branding
 - 1.1.26 Market Plaza Address Monument Letter, Icons & Lighting Order
 - 1.1.27 Bathroom Signs, Hanging Only Install
 - 1.1.28 Town Hall, Municipal Window Pane Sign Design
 - 1.1.29 Estimates & Design Gondola Stations, GPG & HPG Island
 - 1.1.30 Orders for GPG & HPG Round Plates Replacement (No Parking Levels 6 & 7, EV, No RVs), South Village Center No Overnight Parking
 - 1.1.31 Winter directory discussions
- 6. Human Resources Hiring**
- Successfully hired Zoe Dohnal, Community Engagement Coordinator, John Miller, Senior Planner, Erika Moir, Police Officer, Matt Moir, Police Officer and Patrick Dasaro, Payroll Specialist, Aaron Pena, transfer to equipment operator, Erhard Orban, building maintenance tech, Nikki Bickel, Munchkins lead teacher, Conrad Truman, gondola maintenance tech, Derek Baxter, horticulture specialist, Grant Markwell, promoted to deputy chief, Jasper Gleason, equipment operator, Nick Cepeda, accounting billing/receivables, Conor Reilly, VCA maintenance, Melissa Spor, VCA property attendant and Kandace Andrews to gondola supervisor
- 7. Employee Satisfaction Survey**
- Conducted the ninth annual employee satisfaction survey with **91% of employees responding either “satisfied” or “very satisfied”**, the second highest rating since we began conducting the survey. The year before I became Town Manager this same measure was at 44%. Since I have been Town Manager we have averaged 84%
- 8. Town Hall and Village Center Master Plans/Planning and Development Services**
- By year end 60% of design and construction documents will be complete for the Mountain Village Blvd. realignment, park and pond improvements
 - By year end conceptual renderings and a list of priorities will be complete to improve the Village Center as it relates to vitality from AECOM
 - Amended the Village Center roof material design regulations
 - 3-D Village Center model was implemented and perfected
- 9. Green Team Establishment and Accomplishments/ Implementation of 2016 Energy Projects and Environmental Projects**
- Offered four incentive programs during 2017 including Wildfire Mitigation and Forest Health, Heat Trace, Smart Irrigation Controls and Solar Energy Incentives
 - Bylaws, mission statement and guidelines were developed and adopted
 - Committee appointments were made by Council and the GT began meeting in October of 2017
 - Implemented a Farm to Community service for community members with median income less than 80% of average. Close to 40 individuals/families participated in the first year
 - Implemented a compost rebate program for multi-use buildings and HOA’s to incentivize installation of compost systems
 - Launched the first annual Mountain Village Community Cleanup Day with over 90 participants
 - Entered a service agreement with Eco Action Partners to provide a Mountain Village Green House Gas Emissions Report for 2017
 - Participated in the regional Bike to Work Day
 - Participated in the Green Lights regional LED light program
- 10. Village Court Apartments (“VCA”)**
- VCA laundry room – addition of 4 washers and 4 dryers to building 8

- Concrete roof tile project – demonstration roof coating project on building 9
- Carpet, tile and appliance upgrades began and will be ongoing at VCA
- RFP for landscape work and request for bid was published in the fall of 2018
- Publish and RFQ for conceptual design, engineering and cost estimating for the VCA expansion project
- Parking lot project

11. Telluride Regional Waste Water Treatment Plant (“TRWWTP”)

- Finn Kjome and I have worked with Town of Telluride and financial analysis/rate analysis consultants to successfully develop a financial plan for funding of the recommendations from the Master Plan efforts. This included several presentations jointly to the Telluride and Mountain Village Town Councils

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Town Manager

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Town Manager	Salaries & Wages	148,385	155,159	159,100	160,259	1,159	165,387	5,128	165,387	165,387	165,387	165,387
Town Manager	Group Insurance	13,013	13,113	12,513	12,513	-	12,500	(13)	13,125	13,781	14,470	15,194
Town Manager	PERA & Payroll Taxes	22,975	23,973	24,470	24,648	178	25,437	789	25,437	25,437	25,437	25,437
Town Manager	PERA 401K	13,339	13,946	14,319	14,424	105	14,886	462	14,886	14,886	14,886	14,886
Town Manager	Workers Compensation	1,179	1,917	1,323	1,323	-	1,323	-	1,389	1,459	1,532	1,608
Town Manager	Other Employee Benefits	810	875	895	895	-	900	5	900	900	900	900
Town Manager	Grant Lobbying Fees	18,000	18,000	18,000	18,000	-	18,000	-	18,000	18,000	18,000	18,000
Town Manager	Professional Services (1)	-	11,895	12,000	12,000	-	17,750	5,750	5,000	5,000	5,000	5,000
Town Manager	Consulting Service	-	-	2,000	500	(1,500)	500	-	500	500	500	500
Town Manager	Green Team Expense	-	-	50,000	-	(50,000)	-	-	-	-	-	-
Town Manager (itemization)	Green Team Expense (2)	-	-	-	5,000	5,000	25,000	20,000	25,000	25,000	25,000	25,000
Town Manager (itemization)	Green Team Expense (3)	-	-	-	12,000	12,000	27,950	15,950	27,950	27,950	27,950	27,950
Town Manager (itemization)	Green Team Expense (4)	-	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000
Town Manager (itemization)	Green Team Expense (5)	-	-	-	1,314	1,314	1,400	86	1,400	1,400	1,400	1,400
Town Manager (itemization)	Green Team Expense (6)	-	-	-	26	26	30	4	30	30	30	30
Town Manager (itemization)	Green Team Expense (7)	-	-	-	1,200	1,200	5,000	3,800	5,000	5,000	5,000	5,000
Town Manager (itemization)	Green Team Expense (8)	-	-	-	-	-	15,000	15,000	15,000	15,000	15,000	15,000
Town Manager	Repairs & Maintenance-Equipment	-	-	-	-	-	2,000	2,000	2,000	2,000	2,000	2,000
Town Manager	Communications	1,131	1,045	1,300	1,300	-	1,300	-	1,300	1,300	1,300	1,300
Town Manager	Dues & Fees (9)	8,557	8,818	9,382	7,839	(1,543)	8,000	161	8,000	8,000	8,000	8,000
Town Manager	Travel, Education & Training	-	475	1,500	500	(1,000)	1,500	1,000	1,500	1,500	1,500	1,500
Town Manager	Postage & Freight	22	-	-	-	-	-	-	-	-	-	-
Town Manager	General Supplies & Materials	152	349	500	500	-	500	-	500	500	500	500
Town Manager	Business Meals	106	387	500	500	-	500	-	500	500	500	500
Town Manager	Employee Appreciation	50	50	100	100	-	100	-	100	100	100	100
Total		227,719	250,003	307,902	274,841	(33,061)	354,963	80,122	342,904	343,629	344,391	345,192

- (1) Gondola Economic Impact Study 2017, 2018, 2019
- (2) Compost Rebate Program
- (3) Eco Action Green House Gas Emissions Report
- (4) Communications/Education
- (5) Mountain Village Cleanup

- (6) Bike to Work Participation
- (7) Green Lights Program
- (8) Miscellaneous/Contingency
- (9) CC4CA Membership

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET NARRATIVE
LEGISLATIVE/COUNCIL**

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 \$186/month 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 breakfast and lunch for all regular Council meetings and meals as needed for special meetings. Also 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

2019 BUDGET

LEGAL DEPARTMENT PROGRAM NARRATIVE

The Town has entered into a professional services contract with J. David Reed, P.C., Attorney at Law, whereby the Town receives general legal counsel and services 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. Reed or staff from his firm will also attend Town Council meetings, Design Review Board meetings and staff meetings. This contract also includes participation in negotiations, legal oversight to staff, employment law advice, keeping the town abreast of changes in laws affecting municipalities and other matters, as the Town may deem necessary and appropriate.

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. Departments shall stay within budget but see number 2 below.

DEPARTMENT PERFORMANCE MEASURES

1. Maintain office hours in Town Hall, four days per week; 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.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Town Council

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
					Forecasted	Adjustments	Proposed	Adjustments				
Town Council	Board Compensation	34,364	43,116	51,084	51,084	-	51,084	-	51,084	51,084	51,084	51,084
Town Council	PERA & Payroll Taxes	5,250	6,639	6,406	7,857	1,451	7,857	-	7,857	7,857	7,857	7,857
Town Council	Workers Compensation	28	119	146	146	-	153	7	161	169	177	186
Town Council	Other Benefits	6,125	6,265	6,265	6,265	-	6,300	35	6,300	6,300	6,300	6,300
Town Council	Consultant Services	1,635	27,000	-	-	-	-	-	-	-	-	-
Town Council	Communications	475	870	500	500	-	500	-	500	500	500	500
Town Council	Travel, Education & Training	165	1,823	7,500	6,000	(1,500)	7,500	1,500	7,500	7,500	7,500	7,500
Town Council	General Supplies & Materials	552	1,946	500	600	100	600	-	600	600	600	600
Town Council	Business Meals-Town Council	9,871	8,300	9,500	9,850	350	9,850	-	9,850	9,850	9,850	9,850
Town Council	Special Occasion	600	546	1,208	1,208	-	1,208	-	1,208	1,208	1,208	1,208
Total		59,066	96,623	83,109	83,510	401	85,052	1,542	85,060	85,068	85,076	85,085

Legal

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
					Forecasted	Adjustments	Proposed	Adjustments				
Legal	Outside Counsel - General	30,510	497	15,000	15,000	-	15,000	-	15,000	15,000	15,000	15,000
Legal	Outside Counsel - Litigation	-	51,333	-	-	-	-	-	-	-	-	-
Legal	Legal - Extraordinary	145,634	54,022	100,000	100,000	-	100,000	-	100,000	100,000	100,000	100,000
Legal	Legal - Litigation	48,810	93,548	54,636	54,636	-	55,000	364	55,000	55,000	55,000	55,000
Legal	Legal - General (1)	312,188	250,746	358,358	358,358	-	376,276	17,918	395,090	414,844	435,586	457,366
Legal	Out Of Pocket Expense	1,280	-	-	-	-	-	-	-	-	-	-
Total		538,421	450,145	527,994	527,994	-	546,276	18,282	565,090	584,844	605,586	627,366

(1) Contracted general legal with 5% escalator per year

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
ADMINISTRATION AND TOWN CLERK**

The office of Administration and 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, telephone system management, building maintenance coordination, information requests, special projects and liquor licensing.

DEPARTMENT GOALS

1. Prepare all Town Council documentation and oversee coordination of meeting schedules
2. Maintain Town documents and respond to CORA requests
3. Liquor license administration
4. Website maintenance and phone system management
5. Monitor Town contracts, agreements and leases for compliance
6. Operate the department within budget
7. Provide professional and polite customer service, office management and maintenance supervision
8. Provide ongoing updates to the Town Code to keep it current after new legislation is passed
9. Continuing education for Town Clerk, Deputy Town Clerk and Deputy Clerk/Administrative Services Coordinator as needed
10. Purge all digital records required by the records retention schedule
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. 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
2. Maintain all Town Administrative documents in a document management system according to the adopted retention schedule; work to continue to incorporate Finance, Planning and Development Services, Human Resources, Mountain Munchkins and Public Works in 2019.
3. Research, evaluate and prepare all liquor license applications accurately and in time for inclusion in Council packets for Town Council consideration. 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 in-house phone system and 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. For 2019 determine how each department maintains contract and ensure there is an overall list of all town contracts by department.
6. Operate all areas of Administrative Services, including the Office of the Town Clerk, Human Resources, and Mountain Munchkins 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 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 following the effective date of each adopted ordinance to ensure the Town Code published on the website is always current
9. Complete any needed ongoing training and plan for training and education of Deputy Town Clerk and Deputy Clerk/Administrative Services Coordinator as well as continuing education for the Director of Administration/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.

DEPARTMENT ACHIEVEMENTS 2018

1. 100% compliance and completion of the production of packets, minutes and agendas for at least 15 Town Council meetings according to SOP deadlines and requirements
2. 100% of administrative records are current within the requirements of the adopted records retention schedule. Planning and Development Services, Finance and Human Resources are using PaperVision. 100 % compliant with deadlines for responding to CORA requests for information and the seven day response for complex requests
3. 100% of liquor licenses were processed pursuant to required deadlines and all licenses are compliant with state and local requirements
4. 95% of in-house phone and website maintenance were performed within 72 hours of any given request
5. Monitored contracts, agreements and leases for compliance. Continued to implement *Getting Legal Done* software to assist with contract management goals.
6. Reduced administrative services budget from the original budget and all other departments under Administration – Human Resources, Mountain Munchkins and Marketing & Business Development came in under budget.
7. 100% compliant with the one business day response time for issues with Town Hall operations
8. Town Code is current as of 10/01/18
9. Director of Administration/Town Clerk completed training at annual CMCA conference in October. Deputy Clerk/Administrative Services Coordinator completed first year of Clerk Institute, liquor license training. Election training and other various webinars.
10. 100% of all digital records required to be purged by the records retention schedule have been purged by March 2018 and 100% of all paper documents allowed to be destroyed by State Archivist destroyed by year end 2018.
11. Implemented use of green cleaning products and recycled paper and pens. Staff strives to reduce, reuse and recycle daily.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Administrative Services (Town Clerk)

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
					Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection	Term Projection
Admin Services	Salaries & Wages	175,721	191,622	189,836	190,169	333	196,254	6,085	196,254	196,254	196,254	196,254
Admin Services	Group Insurance	39,038	39,340	37,540	37,540	-	37,500	(40)	39,375	41,344	43,411	45,581
Admin Services	Dependent Health Reimbursement	(4,435)	(3,818)	(3,378)	(3,378)	-	(3,378)	-	(3,378)	(3,378)	(3,378)	(3,378)
Admin Services	PERA & Payroll Taxes	26,547	28,922	29,197	29,248	51	30,184	936	30,184	30,184	30,184	30,184
Admin Services	PERA 401K	4,748	4,920	7,028	5,705	(1,323)	5,888	183	5,888	5,888	5,888	5,888
Admin Services	Workers Compensation	168	191	289	289	-	303	14	319	335	351	369
Admin Services	Other Employee Benefits	2,430	2,685	2,685	2,685	-	2,700	15	2,700	2,700	2,700	2,700
Admin Services	Consultant Services	-	-	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Admin Services	Janitorial/Trash Removal	17,958	18,716	17,500	17,500	-	20,200	2,700	20,200	20,200	20,200	20,200
Admin Services	Security Monitoring - Town Hall	372	465	395	395	-	395	-	395	395	395	395
Admin Services	Phone Maintenance	285	929	800	1,000	200	1,500	500	1,500	1,500	1,500	1,500
Admin Services	Repairs & Maintenance-Equipment	3,028	-	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Admin Services	Rental- Equipment	8,291	8,218	10,000	10,000	-	10,000	-	10,000	10,000	10,000	10,000
Admin Services	Communications	16,811	16,823	16,100	16,100	-	16,100	-	16,100	16,100	16,100	16,100
Admin Services	Election Expenses	7,993	4,841	-	-	-	6,000	6,000	-	6,000	-	6,000
Admin Services	Public Noticing	211	117	750	750	-	750	-	750	750	750	750
Admin Services	Recording Fees	-	-	100	100	-	100	-	100	100	100	100
Admin Services	Dues & Fees	415	472	600	600	-	600	-	600	600	600	600
Admin Services	Travel, Education & Training	4,055	2,719	4,500	4,500	-	5,500	1,000	5,500	5,500	5,500	5,500
Admin Services	Postage & Freight	1,984	1,802	1,500	1,500	-	1,500	-	1,500	1,500	1,500	1,500
Admin Services	General Supplies & Material	4,005	3,561	6,500	6,500	-	6,500	-	6,500	6,500	6,500	6,500
Admin Services	Business Meals	336	124	750	750	-	850	100	850	850	850	850
Admin Services	Employee Appreciation	242	331	300	300	-	300	-	300	300	300	300
Admin Services	Utilities - Natural Gas	5,032	6,216	6,615	6,615	-	6,615	-	6,615	6,615	6,615	6,615
Admin Services	Utilities - Electricity	7,875	14,251	17,174	17,174	-	17,174	-	17,174	17,174	17,174	17,174
Admin Services	Utilities - Water/Sewer	6,484	7,068	7,551	7,551	-	7,551	-	7,551	7,551	7,551	7,551
Admin Services	Internet Service	17,095	17,095	17,095	17,095	-	17,095	-	17,095	17,095	17,095	17,095
Total		346,690	367,609	376,927	376,188	(739)	393,681	17,493	389,572	397,556	393,640	401,828

**TOWN OF MOUNTAIN VILLAGE
2019 BUDGET
HUMAN RESOURCES DEPARTMENT PROGRAM NARRATIVE**

We make Mountain Village a great place to live, work, and visit!

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 onsite drug and alcohol testing collection.
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 and reduce turnover.
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. Assist with succession planning. 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, CIRSA, and Pinnacol regarding policies & procedures. Review unemployment claims, workers compensation claims, and personnel actions
2. All required testing 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. Provide ongoing employee education, policies and programs to encourage a culture of responsible environmental stewardship in employee orientations, recruiting, 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.
6. Assist management with hiring process and seek creative ways to attract quality employees and reduce turnover. Manage the employee housing program.
7. Oversee the monthly safety committee meetings, 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 safety incentives for an accident free workplace (to include 1-yr accident free awards, team safety bucks, & lottery tickets). Utilize the return to work program after injuries. Conduct Motor Vehicle Record reviews annually.
8. Administer all benefit programs and assist employees in program utilization. Conduct an annual review of compensation and benefits and look to reduce benefit expenses. Conduct annual employee satisfaction survey with overall results greater than 80% and no individual category below 70%.
9. Provide ongoing supervisor training on evaluating and documenting employee performance. Continue to re-evaluate goals and performance measures annually and align with town goals. Conduct performance reviews annually for all year-round employees; conduct end-of-season reviews for all seasonal employees
10. Conduct new employee orientation for all employees. Schedule employee meetings and ongoing training regarding guest service, safety, policies, and benefits. Coordinate the annual employee appreciation picnic, regular employee potlucks, employee recreation day, and other employee appreciation programs. Assist with succession planning. Administer monthly Guest Service Awards program

2018 ACCOMPLISHMENTS

1. 2018 Employee satisfaction survey showed that 91% (of the 44 respondents) are either satisfied or very satisfied with their employment with the town.
2. Compensation Study by Public Sector Personnel Consultants (PSPC) was implemented January 1
3. NO INCREASE to health insurance premiums for 2017; 5% DECREASE for 2018; and NO INCREASE for 2019
4. The Employee Housing Program developed by the HR Coordinator provides furnishes housing units for up to 14 seasonal TMV employees at Village Court Apartments. 60% of Town of Mountain Village employees live in Mountain Village / Telluride.
5. Few worker's compensation claims, and low claims costs resulted in an experience modifier rate (MOD) of .75 and \$65,460 savings. Maintaining worker's compensation Cost Containment Certification resulted in an additional \$11,700 savings
6. Drug testing is conducted in-house by the HR Coordinator which provides quicker results and resulting and cost savings.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Human Resources

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	2018 Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Human Resources	Salaries & Wages	129,928	134,658	143,080	143,346	266	147,933	4,587	147,933	147,933	147,933	147,933
Human Resources	Group Insurance	26,025	26,227	24,603	25,000	397	25,000	-	26,250	27,563	28,941	30,388
Human Resources	Dependent Health Reimbursement	(2,170)	(2,166)	(2,160)	(2,160)	-	(2,160)	-	(2,160)	(2,160)	(2,160)	(2,160)
Human Resources	PERA & Payroll Taxes	19,653	20,453	22,006	22,047	41	22,753	706	22,753	22,753	22,753	22,753
Human Resources	PERA 401K	9,032	8,645	9,946	9,175	(771)	9,469	294	9,469	9,469	9,469	9,469
Human Resources	Workers Compensation	103	109	233	233	-	245	12	257	270	283	297
Human Resources	Other Employee Benefits	3,720	(1,130)	1,790	1,790	-	1,800	10	1,800	1,800	1,800	1,800
Human Resources	Agency Compliance	3,073	4,547	4,300	4,300	-	4,300	-	4,300	4,300	4,300	4,300
Human Resources	Employee Assistance Program	2,573	2,604	3,485	3,485	-	3,485	-	3,485	3,485	3,485	3,485
Human Resources	Life Insurance	22,989	26,462	27,203	27,203	-	27,203	-	27,203	27,203	27,203	27,203
Human Resources	Safety Programs	5,016	4,041	5,252	5,252	-	5,252	-	5,252	5,252	5,252	5,252
Human Resources	Employee Functions	7,702	9,649	15,400	15,400	-	15,400	-	17,400	17,400	17,400	17,400
Human Resources	HR Payroll Software	36,370	37,944	35,000	40,000	5,000	40,000	-	40,000	40,000	40,000	40,000
Human Resources	Consultant Services	-	107	-	-	-	-	-	-	-	-	-
Human Resources	HR Housing - Expense	5,622	1,932	3,350	3,350	-	3,350	-	3,350	3,350	3,350	3,350
Human Resources	Communications	655	1,180	658	1,335	677	1,335	-	1,335	1,335	1,335	1,335
Human Resources	Recruiting	10,550	10,105	16,000	16,000	-	16,000	-	16,000	16,000	16,000	16,000
Human Resources	Dues & Fees	5,200	5,634	6,300	6,300	-	6,300	-	6,300	6,300	6,300	6,300
Human Resources	Travel, Education & Training	3,710	3,423	11,000	11,000	-	11,000	-	11,000	11,000	11,000	11,000
Human Resources	Postage & Freight	42	245	204	204	-	204	-	204	204	204	204
Human Resources	General Supplies & Materials	1,671	1,196	1,224	1,224	-	1,224	-	1,224	1,224	1,224	1,224
Human Resources	Employee Appreciation	100	100	200	200	-	200	-	200	200	200	200
Human Resources	Special Occasion Expense	257	391	1,000	1,000	-	1,000	-	1,000	1,000	1,000	1,000
Human Resources	Books & Periodicals	27	-	-	-	-	-	-	-	-	-	-
Total		291,849	296,357	330,074	335,684	5,610	341,292	5,608	344,554	345,879	347,271	348,732

TOWN OF MOUNTAIN VILLAGE

2019 BUDGET

MARKETING & BUSINESS DEVELOPMENT DEPARTMENT PROGRAM NARRATIVE

The Marketing and Business Development Department is responsible for advertising, marketing, communications, public relations, website management, business development, plaza use planning & events, permitting, and implementation of the Town of Mountain Village's (TMV) internal and external marketing and communication strategies, public relations, business development, and community and business outreach. Other responsibilities include overseeing the development and implementation of support materials and services for marketing, communications, social media, and public relations. Additionally, I serve as the Public Information Officer for emergency management under Chief Broady and the Town Manager.

To communicate strategically, the Marketing and Business Development Department utilizes marketing and communication tools to support two-way communication for the town's residents, businesses, property owners, visitors, community stakeholders and media. Information is compiled and disseminated in a promptly and approached thoroughly and precisely to communicate all town messaging clearly.

MARKETING & BUSINESS DEVELOPMENT DEPARTMENT GOALS

1. Build a consistent and robust email marketing & communication platform for Town of Mountain Village.
2. Create, implement and manage economic development incentive program and packages.
3. Refine strategic marketing, PR, communication, and social media plan for the Town.
4. Continue implementation of strategic signage and wayfinding program for the Town of Mountain Village.
5. Develop, create and execute digital and print marketing campaigns to promote town-related amenities, events, programs, public works, policies and significant developments. Distribution will involve the use of all appropriate communication tools available to the town.
6. Improve free Wi-Fi and email collection systems in Mountain Village and Telluride (Oak Street Plaza area) with the launch of a Merchant Email Marketing Program.
7. Prepare and stay within the Marketing and Business Development Department's approved budget amount.

MARKETING & BUSINESS DEVELOPMENT DEPARTMENT PERFORMANCE MEASURES

1. The growth of business, community and visitor email lists specifically targeted to categorized interests to help drive business to our retail, lodging and restaurant community.
2. Develop a business incentive resource package for local, regional and national business outreach.
3. Increase communication through growth on all town platforms to include email marketing, website visitation, public relations outreach, messaging boards and increased social media presence on Facebook, Google+, Instagram, Twitter and LinkedIn.
4. Finalize wayfinding strategic plan for Phase 1 & 2, and execute Phase 2 for completion in 2018.
5. A list of projects is compiled for town-related amenities, events, programs, and policies. A list of tools used to promote town-related amenities, events, programs and procedures will be outlined in the director's fall biannual report.
6. Enhancements of the platform with newly installed equipment have been concluded for more data-driven and business development capabilities.
7. Marketing and Business Development Director stays within the 2018 proposed budget amount.

2018 ACCOMPLISHMENTS

1. The department has doubled town communication through Email Marketing, Social Media and Community Outreach through increased communication lists, and expanded Social Media Platforms.
2. Phase 1 & 2 of Wayfinding has been completed to include the summer and winter directories, breadcrumb monuments, Gondola Plaza Kiosks, Oak Street Plaza Kiosks, parking area, bus stops and roadways signs.
3. Two new positions have been created with the hiring of a Community Engagement and Business Development Coordinator to assist in the Marketing and Business Development Department.
4. An enhanced town-wide Wi-Fi email collection system has been installed and email collection has tripled in size since the beginning of January 2018.
5. Our town website has initiated new features and an additional built- out of enhancements to increase our town-led communication.
6. New business development enhancements are being created to help assist the business community.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Marketing & Business Development

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Marketing & Business Development	Salaries & Wages	88,009	78,391	127,205	127,205	-	196,915	69,710	196,915	196,915	196,915	196,915
Marketing & Business Development	Group Insurance	13,013	10,946	25,027	25,027	-	37,500	12,473	39,375	41,344	43,411	45,581
Marketing & Business Development	Dependent Health Reimbursement	(712)	-	(720)	(720)	-	(720)	-	(720)	(720)	(720)	(720)
Marketing & Business Development	PERA & Payroll Taxes	13,416	12,150	19,564	19,564	-	30,286	10,722	30,286	30,286	30,286	30,286
Marketing & Business Development	PERA 401K	3,515	1,555	6,989	6,989	-	7,877	888	7,877	7,877	7,877	7,877
Marketing & Business Development	Workers Compensation	38	118	173	173	-	185	12	194	204	214	225
Marketing & Business Development	Other Employee Benefits	1,620	1,750	1,790	1,790	-	2,700	910	2,700	2,700	2,700	2,700
Marketing & Business Development	Consultant Services	2,048	13,775	16,000	16,000	-	16,000	-	16,000	16,000	16,000	16,000
Marketing & Business Development	Facility Rent (1)	300	-	-	-	-	3,600	3,600	3,600	3,600	3,600	3,600
Marketing & Business Development	Dues & Fees	-	2,700	2,195	2,195	-	2,195	-	2,195	2,195	2,195	2,195
Marketing & Business Development	Travel, Education & Training (2)	3,130	2,094	3,500	3,500	-	8,000	4,500	8,000	8,000	8,000	8,000
Marketing & Business Development	Live Video Streaming	15,972	14,310	18,000	18,000	-	18,000	-	18,000	18,000	18,000	18,000
Marketing & Business Development	Marketing (3)	42,341	28,514	80,000	65,000	(15,000)	65,000	-	65,000	65,000	65,000	65,000
Marketing & Business Development	Marketing-Software (4)	-	-	-	1,500	1,500	2,500	1,000	2,500	2,500	2,500	2,500
Marketing & Business Development	Marketing-Design (5)	-	-	-	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000
Marketing & Business Development	Marketing-Public Relations (6)	-	-	-	-	-	18,000	18,000	6,000	6,000	6,000	6,000
Marketing & Business Development	Marketing-Video (7)	-	-	-	2,500	2,500	6,500	4,000	6,500	3,000	3,000	3,000
Marketing & Business Development	Postage & Freight	12	-	500	500	-	500	-	500	500	500	500
Marketing & Business Development	Surveys	945	-	2,000	2,000	-	1,500	(500)	1,500	1,500	1,500	1,500
Marketing & Business Development	Photos	1,424	2,554	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Marketing & Business Development	General Supplies & Materials (8)	247	2,912	1,000	4,500	3,500	4,500	-	2,000	2,000	2,000	2,000
Marketing & Business Development	Business Meals (9)	764	481	800	800	-	1,600	800	1,600	1,600	1,600	1,600
Marketing & Business Development	Employee Appreciation (10)	107	120	200	200	-	600	400	600	600	600	600
Marketing & Business Development	Books & Periodicals	104	-	200	200	-	200	-	200	200	200	200
Marketing & Business Development	Communications - Phone (11)	899	936	1,200	1,200	-	3,600	2,400	3,600	3,600	3,600	3,600
Marketing & Business Development	Website Hosting	3,994	8,960	6,300	6,300	-	6,300	-	6,300	6,300	6,300	6,300
Marketing & Business Development	Website Development	19,580	8,913	18,000	18,000	-	18,000	-	18,000	18,000	18,000	18,000
Marketing & Business Development	E-Mail Communication	16,417	14,799	19,000	19,000	-	19,000	-	19,000	19,000	19,000	19,000
Marketing & Business Development	Sponsorship (12)	63,896	12,500	50,000	-	(50,000)	-	-	-	-	-	-
Marketing & Business Development	Print Advertising-Newspaper	16,737	17,824	18,000	18,000	-	18,000	-	18,000	18,000	18,000	18,000
Marketing & Business Development	Print Advertising-Newspaper	-	-	-	-	-	-	-	-	-	-	-
Marketing & Business Development	Promo Items/Info (13)	981	-	650	650	-	1,950	1,300	1,950	1,950	1,950	1,950
Marketing & Business Development	Green Gondola Marketing	-	128	-	-	-	-	-	-	-	-	-
Marketing & Business Development	Broadcast Programming	1,275	1,188	5,600	5,600	-	5,600	-	5,600	5,600	5,600	5,600
Marketing & Business Development	Online Advertising	3,025	303	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000
Marketing & Business Development	Social Media (14)	2,660	3,671	7,000	9,500	2,500	9,500	-	9,500	9,500	9,500	9,500
Total		315,756	241,594	440,173	395,173	(45,000)	525,388	130,215	512,772	511,251	513,328	515,509

(1) Proposed Business Development Expense for Co-working monthly usage fee at Telluride Works; This past expense was coded as "Office Rent/Shared Office Space"

(2) Travel has increased for my position, with the addition of two new employees who will have travel, education and training expenses

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Marketing & Business Development

Worksheet	Account Name			2018	2018	2019	2019	2020 Long	2021 Long	2022 Long	2023 Long
		Actuals 2016	Actuals 2017	2018 Original	Forecasted	Adjustments	Proposed	Adjustments	Term Projection	Term Projection	Term Projection
(3)	Decrease adjustment due to new expense categories.										
(4)	Creating a sub-category to track software costs under my general marketing fund; funds removed from Marketing (5.1500.5241)										
(5)	Creating a sub-category to track design costs under my general marketing fund; funds removed from Marketing (5.1500.5241)										
(6)	Marketing - Public Relations; Traditional Public Relations firm costs for Strategy, Pitching, Press Releases, Campaigns, Management, and reporting										
(7)	Video content for mapping, website, promotion, brand identity, recreation, and recruiting.										
(8)	Two new employee accrued costs for supplies and materials; New Office, Desk, Filing Cabinet, Chair, Computer, and Office Supplies										
(9)	Two new employee accrued costs for business development meetings.										
(10)	Two new employee accrued costs to match allotted \$200 per year.										
(11)	Two new employee accrued costs for cell phones										
(12)	The portion of this fund was distributed across other accounts to create interdepartmental marketing spends.										
(13)	Promotional information triple in 2018 for the following: CodeRED messaging, Fire Restrictions/Safety, Evacuation messaging, Market on the Plaza collateral, and town swag item needed for media conferences.										
(14)	I am tasked with communicating interdepartmental messaging through social media on a weekly basis. Each department has no social media or marketing budget. This increase is to cover those costs.										

**TOWN OF MOUNTAIN VILLAGE
2019 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 and Long-term plan: Coordinate and complete the annual budget preparation and meet statutory and charter imposed budget deadlines.
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 to 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. Fixed Assets: Maintain fixed asset records that present accurately the current fixed asset ownership detail as well as the depreciation records and methods.
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. Long Term Debt: Review all debt annually for refinancing opportunities to reduce interest costs.
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 and long-term plan adopted timely and mill levy certifications meet the state and county deadlines.
2. Annual CAFR and Audit report completed and filed timely for all compliance requirements. GFOA award for the CAFR 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 and 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.

STATUS OF PERFORMANCE MEASURES FOR 2018

1. Budget for 2018 adopted timely.
2. 2016 CAFR GFOA Award received. 2017 Audit report issued in June 2018. Monthly financials have been prepared and issued for 10 of the last 12 months.
3. All payroll cycles have been completed. A minimal amount of error has been noted.
4. Accounts payable have been issued every other week as per department procedures.
5. Business licenses are processed as per department policy.
6. Delinquency procedures have been followed per department policy and are documented in the monthly billing files. At June 30, 2018 95.3% of the Town's total receivable balance was less than 60 days old.
7. Fixed asset records are up to date and will be scrubbed and updated at year end for the 2018 audit.
8. The quarterly investment reports have been filed with Town Council timely this fiscal year. At June, 30, 2018 the average yield on the Town's general investment portfolio was 1.78% with 1.03 years average duration. At June 30, 2018 the benchmark 1 year treasury yield curve rate was 2.33%. This is currently an increasing rate environment and the portfolio yield is up .68% in the last year and the average duration has been shortened by approximately four months.
9. Department budget is being met as of July 31, 2018.
10. There are currently no economically viable refinancings available at this time. Preliminary discussions have been held with Community Banks regarding financing for the discussed expansion at VCA.
11. Paperless billing subscriptions are up by 16.5% year over last at June 30, 2018.

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Finance

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018 Original	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection
					Forecasted	2018 Adjustments	2019 Proposed	2019 Adjustments				
Finance	Salaries & Wages	391,295	404,078	416,277	416,277	-	422,493	6,216	422,493	422,493	422,493	422,493
Finance	Group Insurance	79,420	78,681	74,585	74,585	-	75,000	415	78,750	82,688	86,822	91,163
Finance	Dependent Health Reimbursement	(2,821)	(1,444)	(3,600)	(3,600)	-	(3,600)	-	(3,600)	(3,600)	(3,600)	(3,600)
Finance	PERA & Payroll Taxes	60,292	62,475	64,023	64,023	-	64,979	956	64,979	64,979	64,979	64,979
Finance	PERA 401K	25,567	27,454	29,281	29,281	-	28,307	(974)	28,307	28,307	28,307	28,307
Finance	Workers Compensation	309	328	694	694	-	729	35	765	803	844	886
Finance	Other Employee Benefits	4,860	5,250	5,370	5,370	-	5,400	30	5,400	5,400	5,400	5,400
Finance	Bad Debt Expense	-	-	-	13,463	13,463	-	(13,463)	-	-	-	-
Finance	Professional Consulting	10,100	14,486	13,000	13,000	-	13,000	-	13,000	13,000	13,000	13,000
Finance	County Treasurer Collect Fee 2%	82,075	82,334	86,278	86,278	-	86,705	427	86,705	87,572	87,572	88,448
Finance	Auditing Fees	25,000	25,435	28,000	29,600	1,600	31,000	1,400	33,000	35,000	37,000	39,000
Finance	Insurance	96,986	99,918	110,000	110,000	-	110,000	-	110,000	110,000	110,000	110,000
Finance	Public Noticing	-	-	500	500	-	500	-	500	500	500	500
Finance	Dues & Fees	181	165	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000
Finance	Travel, Education & Training	25	1,652	2,500	2,500	-	2,500	-	2,500	2,500	2,500	2,500
Finance	Postage & Freight	4,404	3,000	4,200	4,200	-	4,200	-	4,200	4,200	4,200	4,200
Finance	Bank Fees	8,512	135	3,000	3,000	-	3,000	-	3,000	3,000	3,000	3,000
Finance	Bank Fees - Credit Card Fees	828	417	612	612	-	612	-	612	612	612	612
Finance	Munirevs Online Payment Fees	3,353	4,098	4,100	4,100	-	4,100	-	4,100	4,100	4,100	4,100
Finance	Permitting Payment Fees	57	-	-	-	-	-	-	-	-	-	-
Finance	General Supplies & Material	2,576	2,765	2,600	2,600	-	2,600	-	2,600	2,600	2,600	2,600
Finance	Employee Appreciation	88	205	600	600	-	600	-	600	600	600	600
Finance	Books & Periodicals	-	-	100	100	-	100	-	100	100	100	100
Total		793,106	811,431	844,120	859,183	15,063	854,225	(4,958)	860,011	866,854	873,028	880,288

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
Capital Projects Fund

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	Adjustments	Proposed					Adjustments
Capital Projects Fund Revs	DOJ Grant Revenue	-	-	-	9,487	9,487	-	(9,487)	-	-	-	-
Capital Projects Fund Revs	Interest-Developer Notes	-	-	-	-	-	-	-	-	-	-	-
Total Revenues		-	-	-	9,487	9,487	-	(9,487)	-	-	-	-
Capital Projects Fund	Meadows Improvement Plan	354,812	266,071	300,000	300,000	-	-	(300,000)	-	300,000	300,000	300,000
Capital Projects Fund	Meadows Park	846	-	-	-	-	25,000	25,000	300,000	-	-	-
Capital Projects Fund	Town Hall Sub Area Improvements (1)	-	-	-	-	-	-	-	2,000,000	-	-	-
Capital Projects Fund	Shop Remodel	-	-	-	-	-	50,000	50,000	500,000	-	-	-
Capital Projects Fund	Radio Technology & Equipment	-	-	-	9,487	9,487	-	(9,487)	-	-	-	-
Total Expense		355,658	266,071	300,000	309,487	9,487	75,000	(234,487)	2,800,000	300,000	300,000	300,000
Capital Projects Fund Transfers	Transfer (To)/From General Fund	355,658	266,071	300,000	267,970	(32,030)	75,000	(192,970)	2,800,000	300,000	300,000	300,000
Capital Projects Fund Transfers	Transfer (To)/From General Fund	-	-	-	-	-	-	-	-	-	-	-
Total Other Sources/Uses		355,658	266,071	300,000	267,970	(32,030)	75,000	(192,970)	2,800,000	300,000	300,000	300,000
Surplus (Deficit)		-	-	-	(32,030)	(32,030)	-	32,030	-	-	-	-
Beginning Fund Balance		32,030	32,030	32,030	32,030		-	-	-	-	-	-
Ending Fund Balance		32,030	32,030	32,030	-		-	-	-	-	-	-

(1) 2019 Realign Mountain Village Blvd including Round About

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections
General Fund Capital

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
General Fund Capital Outlay	Boilers - MR&R	28,680	-	60,000	60,000	-	60,000	-	60,166	60,167	60,167	60,165
General Fund Capital Outlay	Sunset Plaza Project	-	749,545	-	-	-	-	-	-	-	-	-
General Fund Capital Outlay	Zamboni Building	-	4,250	-	-	-	-	-	-	-	-	-
General Fund Capital Outlay	Plaza Services Capital	-	56,918	-	-	-	-	-	-	-	-	-
General Fund Capital Outlay	Wayfinding-Marketing & Development	22,260	110,079	100,000	100,000	-	100,000	-	100,000	100,000	100,000	100,000
General Fund Capital Outlay	Police Equipment	6,339	19,917	-	-	-	-	-	-	-	-	-
General Fund Capital Outlay	Municipal Offices/Town Hall (1)	-	-	-	-	-	27,170	27,170	-	-	-	-
General Fund Capital Outlay	Capital Equipment (2)	-	-	375,000	-	(375,000)	-	-	375,000	-	-	-
General Fund Capital Outlay	Firehouse Repairs/Replacements (3)	-	-	-	-	-	20,000	20,000	-	-	-	-
General Fund Capital Outlay	Trail Improvements	-	-	370,000	370,000	-	300,000	(70,000)	300,000	300,000	300,000	300,000
General Fund Capital Outlay	MVB Trail	43,725	-	-	-	-	-	-	-	-	-	-
General Fund Capital Outlay	Village Pond Restoration	-	-	-	-	-	115,000	115,000	-	-	-	-
General Fund Capital Outlay	Parks Projects	-	-	-	-	-	-	-	-	-	-	-
Total		101,004	940,709	905,000	530,000	(375,000)	622,170	92,170	835,166	460,167	460,167	460,165

(1) 2/3 Town Hall conference room upgrade

(2) 2019 Town Hall Backup Generator

(3) Update municipal building third floor conference room AV equipment similar to Council chambers update. Fire District will share in this cost

To: Mayor & Town Council

From: Mountain Village Community Grants Committee (Laila Benitez, Natalie Binder, Jonathan Greenspan, Liz Caton, Kim Montgomery and Jackie Kennefick)

Date: 10/4/2018

Re: Mountain Village Community Grants Committee recommendations on Grant Funding for the 2019 Budget

The Grant Committee met on September 19th to review the 21 applications that the Town received for grant funding. Careful consideration was given to each application and thoughtful discussion took place. Same as last year, the committee members commented that this was a very useful process and noted that the Telluride Foundation’s system showed all the information in a very organized manner and made the process easy. The attached spreadsheet shows the committee’s recommendations. Several applications that did not meet the program guidelines as they were applying for funding for events, were referred to the TMVOA Grant Committee for funding consideration.

Committee members rated each application using the following criteria:

History, mission, program purpose align with TMVs priorities goals strategies	Program has funding, infrastructure, knowledge or experience to meet stated objectives	Program addresses a potential unmet need in relation to TMV goals	Program activity has an impact on the TMV community	Program activity has potential to benefit TMV business community lodging restaurants retail	Measurements to evaluate the program are well defined	Program activity will have positive impacts on guest experience	Request is proportionate with expected benefits	Success of applicant bringing add'l funding partners
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Several committee members will be present at the budget meeting to answer any Council questions on the recommendations. Committee members would like to thank Council for the opportunity to serve on this very important committee.

Town of Mountain Village 2019 Community Grant Program

Organization Name	Project Name	Dollar Amount Requested in 2019	Dollar Amount Recommended by Grant Committee	Dollar Amount Granted in 2018 by TMV if applicable	Dollar Amount Granted in 2017 by TMV if applicable	Program Description	Mission Statement
Ah Haa School for the Arts	Ah Haa Youth Programming	10,000	5,000	-	-	To support the school's ongoing youth art programming. Funds from TMV will be allocated specifically to our youth program in the following areas: Tuition Assistance: \$5,000; Instructor Fees: \$3,000; Materials: \$2,000.	The Ah Haa School for the Arts is a community center of learning and culture that offers a wide variety of programs and inspires individuals of all ages to explore, develop and celebrate their creativity.
EcoAction Partners	Community programs supporting energy & Greenhouse Gas emission reduction	6,746	-	5,000	36,500	Ecoaction Partners' programs support year-round sustainability in our region by helping reduce energy use, greenhouse gas emissions, and waste. Since 2010, EcoAction Partners' efforts and partnerships have contributed to an 11% reduction of GHG emissions associated with energy use in San Miguel and Ouray Counties.	EcoAction Partners mission is to track regional GHG emissions and coordinate programs that reduce energy and waste.
Midwestern Colorado Mental Health Center, dba, the Center for Mental Health	A New Crisis Clinic for the Region	7,500	7,500	-	-	The State has defined the above six counties served by the Center as a "critical need area" for crisis services. In response, the Center has purchased a building within the City of Montrose to create a regional resource. This request is for operating dollars for this new crisis clinic as many who will be served there will lack the resources to pay for their care.	The mission of the Center for Mental Health is, "To provide opportunities for growth and change that promote health and well-being in our communities."
San Miguel & Ouray Counties Juvenile Diversion & Services	General Operating	10,000	10,000	10,000	10,000	Juvenile Diversion offers youth offenders, referred by law enforcement, schools, parents, or social services, a community alternative to a criminal record and positive support. Youth offenders are offered a 3 month to one year contract that includes: weekly case management, grades, and attendance monitoring, drug and alcohol testing, mediation with families, community service, extra-curricular activities, drug and alcohol education, and counseling.	Our mission is to address the issues of juvenile delinquency, including drug and alcohol use. By creating opportunities for restitution through supervision, our program guides youth toward positive choices. We provide the youth community at large events to educate and promote healthy lifestyles.
San Miguel Educational Fund	KOTO Mountain Village News, Public Affairs and Calendar Development	10,000	4,000	4,000	-	KOTO Radio is seeking on going financial support from the Town of Mountain Village to help fund its public affairs programming and relaunch its popular calendar web app KOTO GO. Perhaps the most important service KOTO provides Mountain Village residents is one of public safety.	KOTO's core mission is to inform, educate and entertain while reflecting the needs, desires, and diversity of the greater Telluride community.
San Miguel/One to One Mentoring Program	One to One Mentoring	8,000	8,000	5,000	-	One to One Mentoring operates community based mentoring programs for youth ages 5-18 in San Miguel County. Youth are referred to the program by families, schools and other agencies to focus on a wide range of needs.	One to One Mentoring empowers youth in San Miguel County, Colorado to achieve their social, emotional and academic potential through professionally supported mentor relationships.
San Miguel Resource Center	Victim Services Program	20,000	20,000	20,000	16,000	Our agency structure is based on the following five program areas: Client Services, Prevention Education, Cultural Outreach, Volunteer Training, and West End Rural Outreach.	The San Miguel Resource Center empowers and advocates for individuals affected by domestic violence and sexual assault through intervention and supportive services, while promoting social change through prevention education and community awareness.
San Miguel Watershed Coalition	San Miguel Watershed Coalition 2019 Program	10,000	10,000	10,000	-	SMWC monitors water quality at 38 sample sites throughout the watershed, including sampling at four sites on Skunk and Prospect Creeks in the Mountain Village. SMWC will work on two large projects in 2019 that involve significant public outreach and education components, a new State of the San Miguel Watershed Report and a San Miguel Watershed Restoration Plan.	The Coalition works to advance the ecological health of the watershed through the collaborative efforts of the entire community. Our ultimate goal is to realize a watershed that is healthy in every respect, while offering a sustainable and quality lifestyle for all who live within it.
Telluride Adaptive Sports Program	General Operating Support	9,000	9,000	8,500	-	For continuing education and training to certify adaptive instructors and volunteers, including Mountain Village residents.	The Telluride Adaptive Sports Program (TASP) enriches the lives of people with disabilities by providing year-round therapeutic outdoor recreational opportunities that develop life skills, encourage personal growth and promote independence.
Telluride Arts District	Art + Architecture 2019	15,000	-	-	-	Art + Architecture included more local and visiting artists, designers, and architects participating, special events, extended in length to be a full week and successfully expanded into Mountain Village for the Sunday tour.	Telluride Arts mission is to elevate and promote a culture of the arts in the Telluride Arts District, comprised by numerous institutions, artists, and events, which engage artists from around the region and across the globe.
Telluride Chamber Music Association	Children's Classical Concert / Dance Recital	2,500	-	-	-	To move its free children's concert to the Mountain Village in 2019 in conjunction with a dance recital performed by Palm Arts Dance students.	To promote chamber music to a broad spectrum audience and to create the means with which the musical directors of this organization may provide musical experiences of quality, intimacy, and interaction within the community.

Town of Mountain Village 2019 Community Grant Program

Organization Name	Project Name	Dollar Amount Requested in 2019	Dollar Amount Recommended by Grant Committee	Dollar Amount Granted in 2018 by TMV if applicable	Dollar Amount Granted in 2017 by TMV if applicable	Program Description	Mission Statement
Telluride Community Television	Community Television	10,000	10,000	10,000	5,000	Telluride TV (TTV) continues to work to become a more valuable community resource by producing content for broadcast on its cable channel, as well as on social media platforms, including a YouTube channel, that promotes community businesses and organizations and that highlights community events, activities and personalities. The thrust of this effort currently centers in a weekly program that is taped in TTV's MV studio, "Almost Live."	Telluride TV provides a voice for the community through media arts education, community-based content and access to broadcasting.
Telluride Mountain Club	Trails Sustainability Planning	10,000	10,000	-	-	For Trails Sustainability Planning in the Mountain Village and the Telluride region in 2019. Your 2019 funding support will help continue the work we've accomplished this year and improve trail connectivity to and from Mountain Village.	To advocate for safe, accessible, enjoyable and respectful opportunities for human-powered recreational activities in the Telluride region, through education, awareness and collaboration.
Telluride Science Research Center	Parking Subsidy for TSRC Scientists Lodging in Mountain Village	12,500	-	-	-	To allay the cost of scientist parking and reduce the overall expense of TSRC scientist lodging in Mountain Village. TSRC would use this TSRC/TMV Parking Fund to provide scientists who chose to lodge in Mountain Village with a subsidy to their reservations that would defray the expense of parking in Mountain Village.	TSRC advances knowledge and discovery for the benefit of all by enabling leading scientists from around the world to convene in an inspirational setting. Scientists design programs and invite participants to meetings that stimulate collaborations, catalyze breakthroughs, and identify new questions.
Telluride Ski and Snowboard Club	Telluride Ski and Snowboard Club Cross Country Program	10,000	5,000	5,000	-	For the youth cross country skiing program for the 2018-2019 season, and ensuring all interested young athletes can afford to participate. By utilizing cross country trails in the Telluride Mountain Village, we will bring our young athletes, staff, guests, volunteers and families into the Mountain Village to not only utilize your trail system, but also your restaurants and retail businesses.	Our Mission To instill and nurture a passion for all snow sports along with developing character, discipline and desire, which encourages young athletes to reach their highest potential.
Telluride Youth Lacrosse Association	Mountain Village TYLA Fundraising Event	5,000	-	-	-	To promote a community event in which proceeds will benefit the Telluride Youth Lacrosse Association. Grant funding would pay for materials and costs associated with organizing and promoting this event.	Telluride Lacrosse is a non-profit organization providing the opportunity for boys & girls of all levels of ability to experience instructional and competitive lacrosse in a safe and fun environment while promoting sportsmanship, discipline and respect.
Tri-County Health Network	Business Training & Technical Assistance: Businesses Supporting Health & Wellbeing	23,555	-	30,000	30,000	To offer a comprehensive package of training and technical assistance (TA) to TMV businesses to empower those businesses to support the health and wellbeing of their employees and clients. Services, which will be offered at no-cost to businesses, will include: Mental Health First Aid (MHFA) and Youth Mental Health First Aid (YMHFA); Trauma-informed care training workshops; Cultural competency training and TA; and targeted training to employees—Know Your Rights and citizenship workshops, training on what to do in the event of an Immigration and Customs Enforcement (ICE) raid, etc.	The mission of Tri-County Health Network (TCHNetwork) is to improve the quality and coordination of healthcare services by increasing access to health and integrative health services at lower costs through collaboration and innovation.
True North Youth Program	General Operating Funds	10,000	10,000	7,500	-	Grant money will fund six specific programs for underserved and under-supported teens in the Mountain Village and surrounding region: Jobs, Trades, and Career Exploration and Life Skills Service Learning, Academic Tutoring, Scholarship Coaching and College Prep, Year Round Outings and Activities, and The Rising Stars Summer Bridge Program.	True North inspires individual determination and teaches self-advocacy by providing year round positive youth development programs for teens in our rural San Miguel region who have limited access to resources, opportunities, and support.
Trust for Community Housing	Housing Opportunity Fund and Housing Research	15,000	-	-	-	TCH is a newly established non-profit in the Telluride region to enable increased access to affordable housing in the Telluride region. Funding would support two purposes: 1) our Housing Opportunity Fund; and the second for operations capacity building and research.	The Trust for Community Housing preserves the Telluride regional community through increasing regional housing opportunities. Through collaboration with others, the non-profit Trust expands resources available for housing, helping to secure a diverse and vital community.
Watershed Education Program of the Telluride Institute	Watershed Education Program of the Telluride Institute (WEP)	3,000	3,000	3,000	-	Goal 1: WEP will maintain our free program offerings of full-day, multi-day and overnight field trips in the R-1 school district and Mountain School and will continue to add a STEM (Science, Technology, Engineering, Math) component to every existing and new field trip in 2018. Goal 2: To maintain our free support for an AP Environmental Science course currently being offered at Telluride High School. Goal 3: to continue adult educational outreach, including the free Watershed Expedition Series programs, and Valley Floor Living Classroom citizen scientist-focused sessions for adults and high school age students.	WEP Mission: A commitment to contribute to the raising of a generation of informed stewards of place and community.
Wright Stuff Community Foundation	Scholarship Funding	5,000	-	-	-	To provide scholarship funding for working parents who either live in Mountain Village and work in Norwood or are Town of Mountain Village employees who need child care assistance while they are at work.	To serve as a catalyst for youth-focused, rural community development for Wright's Mesa and neighboring rural communities of southwest Colorado.
TOTAL		212,801	111,500				

Town of Mountain Village 2019 Proposed, 2018 Forecasted, and 2020-2023 Long Term Projections

Grants & Contributions

Worksheet	Account Name	Actuals 2016	Actuals 2017	2018		2019		2020 Long Term Projection	2021 Long Term Projection	2022 Long Term Projection	2023 Long Term Projection	
				2018 Original	Forecasted	2018 Adjustments	2019 Proposed					2019 Adjustments
Grants and Contributions	Telluride Foundation Fee	-	-	8,850	8,850	-	8,850	-	8,850	8,850	8,850	8,850
Grants and Contributions	Regional Mental Health	-	30,000	-	-	-	-	-	-	-	-	-
Grants and Contributions	San Miguel Education Fund	-	-	-	-	-	4,000	4,000	-	-	-	-
Grants and Contributions	Telluride Mountain Club	-	-	-	-	-	10,000	10,000	-	-	-	-
Grants and Contributions	SMC Juvenile Diversion	10,000	10,000	10,000	10,000	-	10,000	-	-	-	-	-
Grants and Contributions	San Miguel Resource Center	16,000	16,000	20,000	20,000	-	20,000	-	-	-	-	-
Grants and Contributions	Ah Haa School for the Arts	-	-	-	-	-	5,000	5,000	-	-	-	-
Grants and Contributions	One To One	-	-	5,000	5,000	-	8,000	3,000	-	-	-	-
Grants and Contributions	Watershed Education Program	-	-	3,000	3,000	-	3,000	-	-	-	-	-
Grants and Contributions	T-Ride Ski & Snowboard Club	-	-	5,000	5,000	-	5,000	-	-	-	-	-
Grants and Contributions	KOTO	-	-	4,000	4,000	-	-	(4,000)	-	-	-	-
Grants and Contributions	True North	-	-	7,500	7,500	-	10,000	2,500	-	-	-	-
Grants and Contributions	Telluride TV	-	-	10,000	10,000	-	10,000	-	-	-	-	-
Grants and Contributions	Center for Mental Health	-	-	-	-	-	7,500	7,500	-	-	-	-
Grants and Contributions	Tri County Health Network	-	-	30,000	30,000	-	-	(30,000)	-	-	-	-
Grants and Contributions	Miscellaneous Contributions	-	-	-	-	-	6,500	6,500	118,000	118,000	118,000	118,000
Grants and Contributions	SM Sustainable Resources Coordinator	36,500	-	-	-	-	-	-	-	-	-	-
Grants and Contributions	Telluride Adaptive Sports Program	-	-	8,500	8,500	-	9,000	500	-	-	-	-
Grants and Contributions	Water Quality Program	10,000	10,000	10,000	10,000	-	10,000	-	-	-	-	-
Grants and Contributions	EcoAction Partners	-	40,000	5,000	5,000	-	-	(5,000)	-	-	-	-
Grants and Contributions	Telluride Ideas Festival	5,000	-	-	-	-	-	-	-	-	-	-
Total		77,500	106,000	126,850	126,850	-	126,850	-	126,850	126,850	126,850	126,850

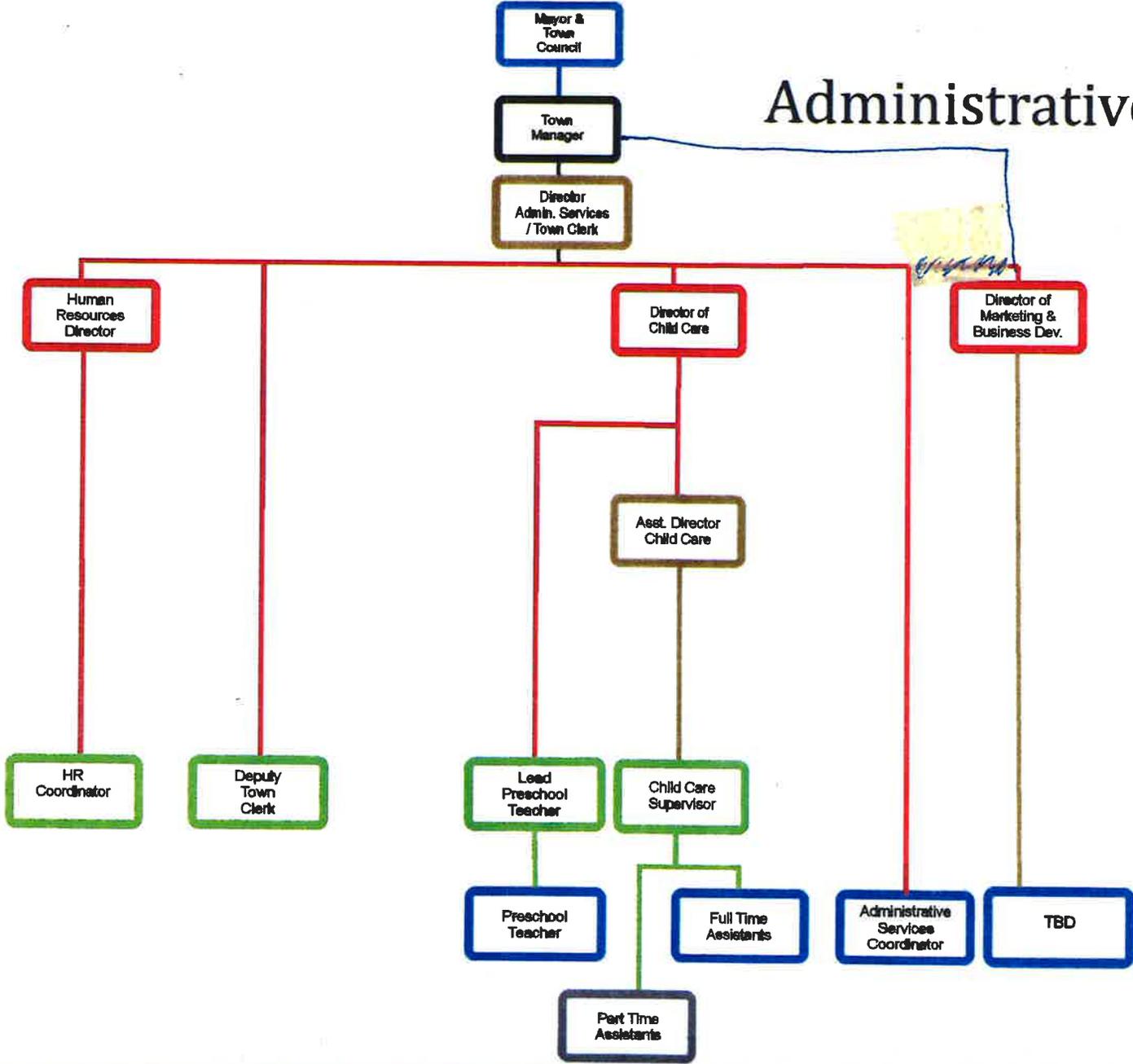
TOWN OF MOUNTAIN VILLAGE
Town Council Special Budget Meeting
October 10, 2018, 2018
8:30 a.m.

During Mountain Village government meetings and forums, there will be an opportunity for the public to speak. If you would like to address the board(s), we ask that you approach the podium, state your name and affiliation, and speak into the microphone. Meetings are filmed and archived and the audio is recorded, so it is necessary to speak loud and clear for the listening audience. If you provide your email address below, we will add you to our distribution list ensuring you will receive timely and important news and information about the Town of Mountain Village. Thank you for your cooperation.

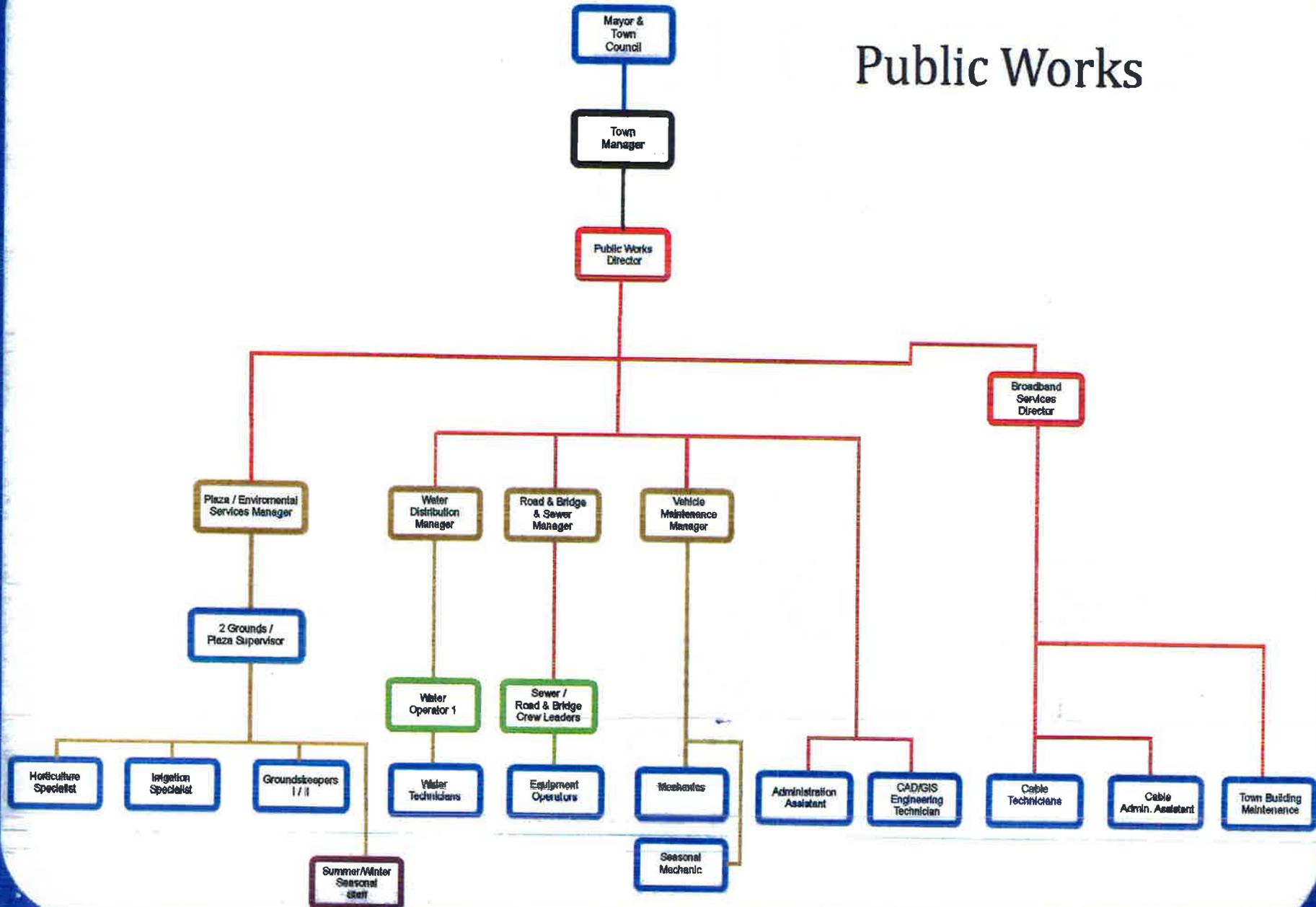
NAME: (PLEASE PRINT!!)

Kim Montgomery	EMAIL:
Jackie Kennefick	EMAIL:
Susan Johnston	EMAIL:
Christina Lambert	EMAIL:
David Reed	EMAIL:
Dan Jansen	EMAIL:
Jack Gilbride	EMAIL:
Patrick Berry	EMAIL:
Laila Benitez	EMAIL:
Dan Caton	EMAIL:
Bruce Macintire	EMAIL:
Natalie Binder	EMAIL:
Tim Johnson	EMAIL:
Kevin Swain	EMAIL:
Jim Loebe	EMAIL:
Chns Broady	EMAIL:
Finn Kjome	EMAIL:
Julie Vergari	EMAIL:
Bill Kight	EMAIL:
Michelle Haynes	EMAIL:
Dawn Katz	EMAIL:
Steve Lehane	EMAIL:
Sue Kunz	EMAIL:
Zoe Dohnal	EMAIL:
Jim Mahoney	EMAIL:

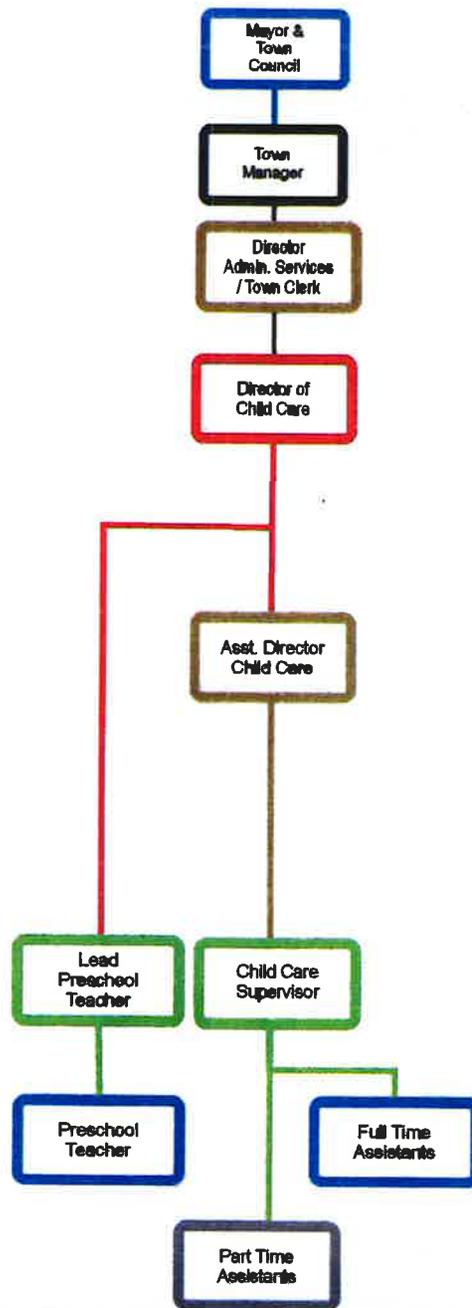
Administrative



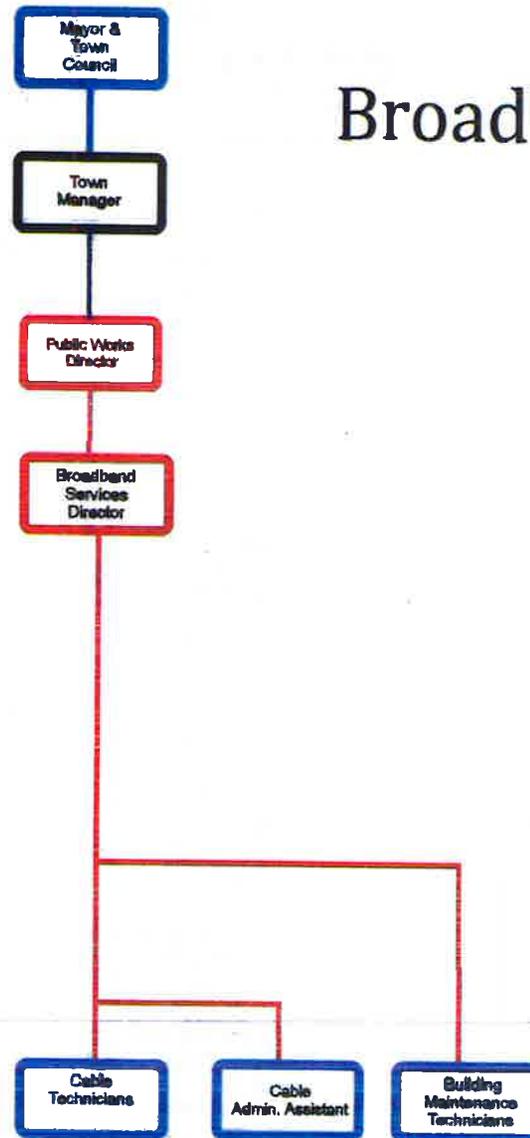
Public Works



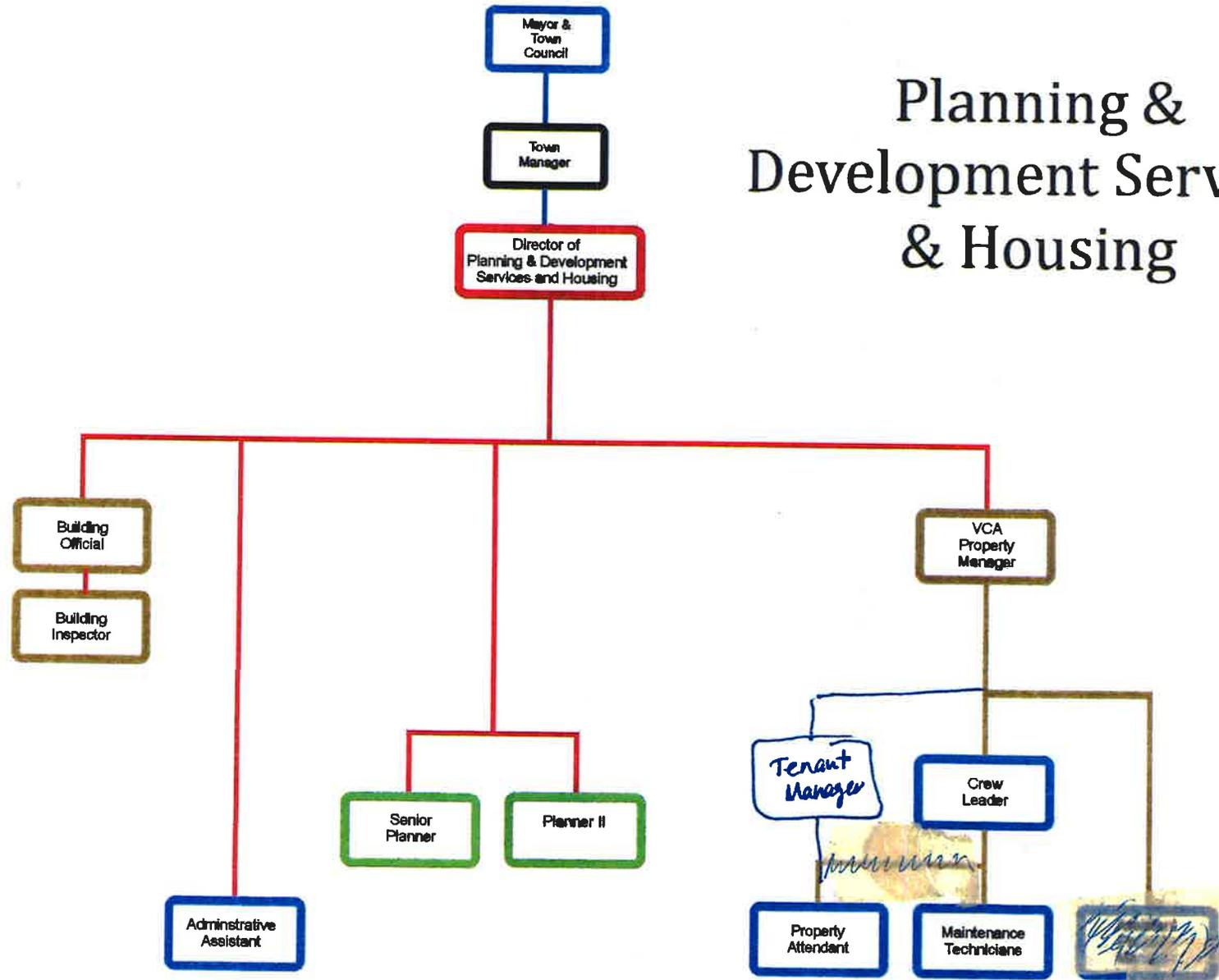
TMV Childcare & Preschool



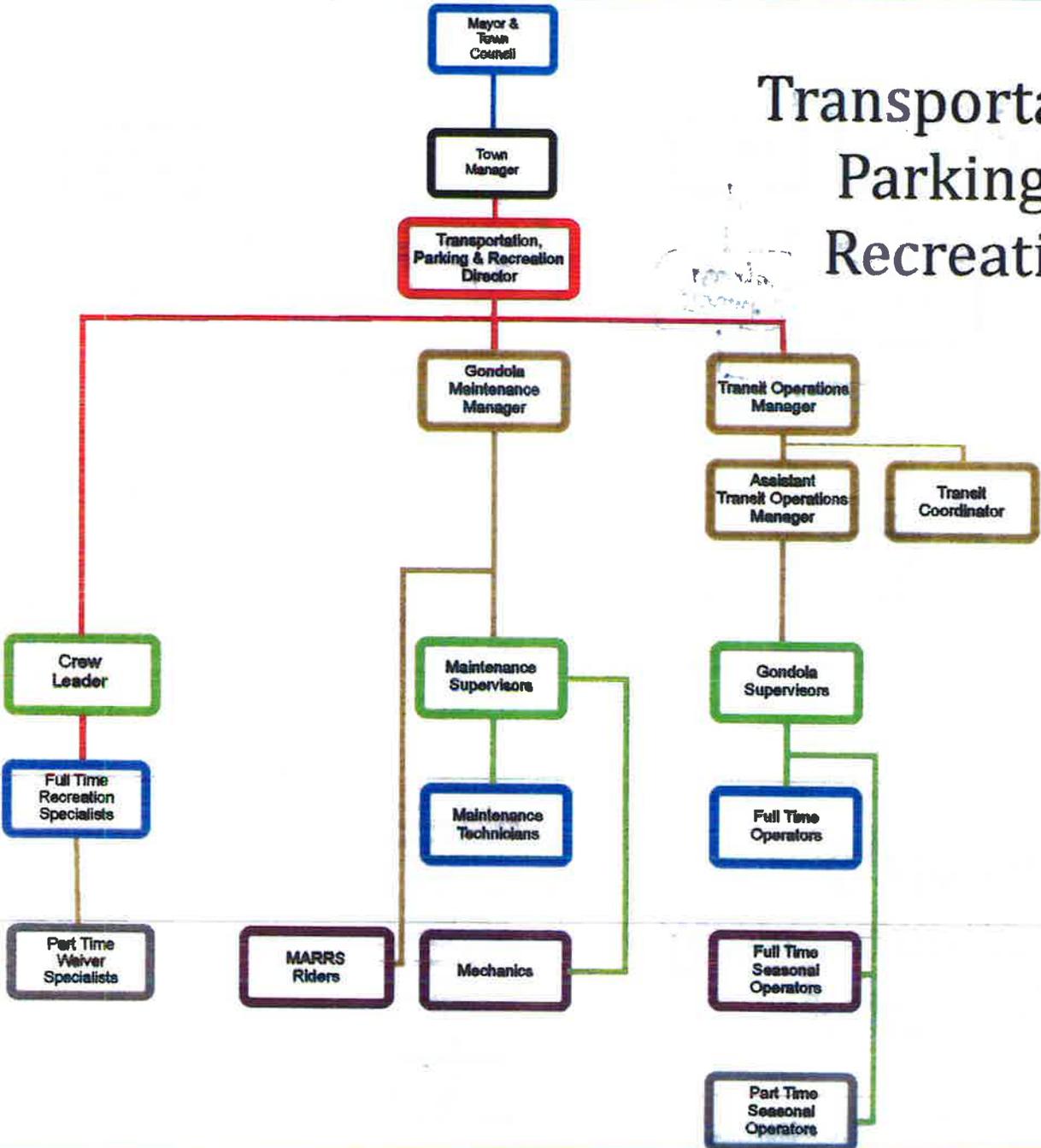
Broadband



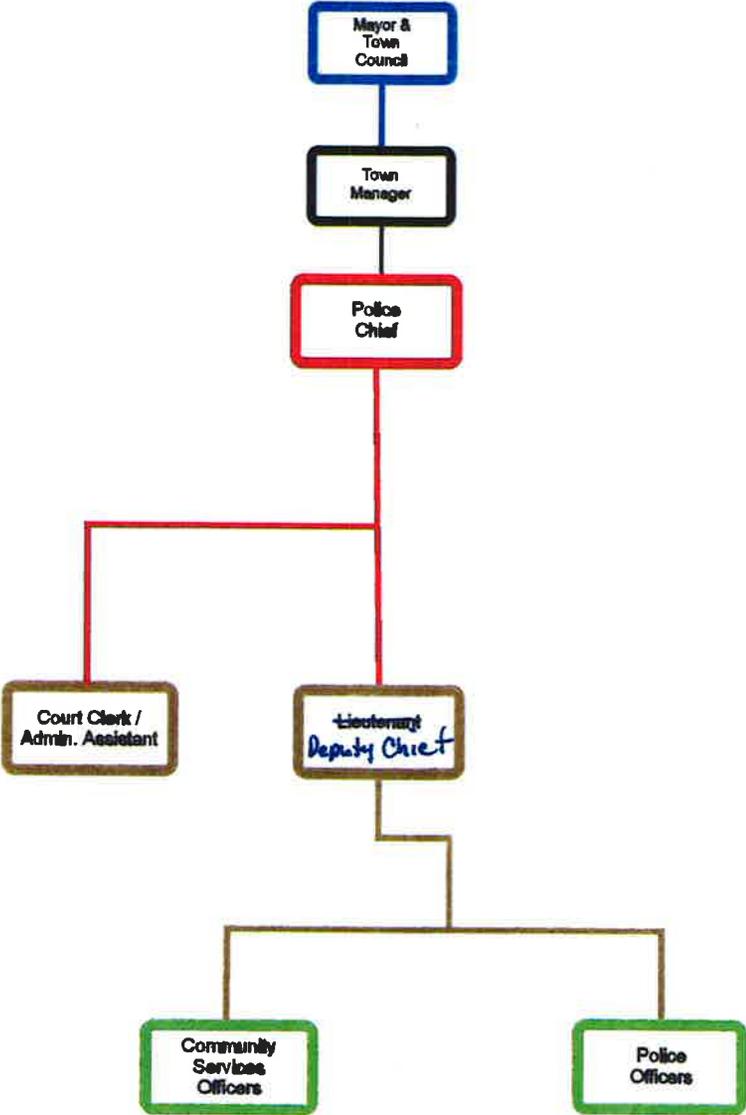
Planning & Development Services & Housing



Transportation, Parking & Recreation



Police Department



Finance

