

~ Agenda ~  
For a Regular Meeting of the  
**SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS**

PO Box 963  
Durango, CO 81302  
<http://co.laplata.co.us>

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**Friday, September 11, 2015**

**12:00 PM**

**Carnegie Building**

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[The Board reserves the right to hold Executive Session per CRS 24-6-402(4)]  
[To participate via teleconference, please call 661-673-8600 and enter participant code 850589#]

**I. Introductions**

**II. Consent Agenda**

1. August 2015 Minutes
2. May 2015 Financials
3. June 2015 Financials
4. July 2015 Financials

**III. Strategic Planning**

1. Strategic Plan 2014
2. 2015 Goals
3. 2016 Goals

**IV. Discussion Items**

1. 2016 Budget Overview
2. 2016 Budget Infographic
3. Dues Calculation - 25%
4. Dues Calculation - 20%
5. Staff Job Duties
6. Salary Increase Calculations
7. Administrative Assistant Job Overview
8. 2016 Preliminary Budget 2nd Draft

**V. Decision Items**

# CONSENT AGENDA

1. 2016 DOLA Grant
2. AAA Contract
3. Broadband Planning Grant Contractor Selection
4. CIRSA 2016 Renewal

**VI. Reports**

1. Director's Report
2. Transportation Report
3. VISTA Report

Southwest Colorado Council of Governments  
May Board Meeting  
07 August 2015  
Carnegie Building

Board in Attendance:

Dick White – City of Durango  
Andrea Phillips – Town of Mancos  
William Tookey – San Juan County  
Greg Schulte – Town of Pagosa Springs  
Chris LaMay – Town of Bayfield  
Michael Whiting – Archuleta County  
Shane Hale – City of Cortez  
Chris Tookey – Town of Silverton

Staff in Attendance:

Miriam Gillow-Wiles – Executive Director  
Sara Trujillo – Assistant/Accountant

**I. Call to Order/Introductions**

The meeting was called to order by Chairman Dick White at 1:38pm.

**II. Consent Agenda, June 2015 Minutes, May & June 2015 Financials**

**Motion to approve June 2015 minutes as presented: Shane Hale, Second: Michael Whiting. Passed by a unanimous voice vote.**

Shane Hale expressed concern regarding the TPR class account 5510 - travel expense's budget shifting from \$5,000 in May to \$6,000 in June and the SCAN class account 5526 - internet expense's budget shifting from \$5,000 in May to \$6,000 in June. Sara said the budget in QuickBooks was set to the budget figures approved by the board in December 2014 and had not been changed. The shifting budget numbers will be researched and an answer to Shane's concerns presented at the September board meeting. The May and June 2015 financials will be tabled until that time.

**III. Discussion Items:**

Auditor Findings Suggestions and Implementation:

Julie Westendorff previously requested an update on the recommended segregation of duties per the auditors regarding receiving checks, entering deposits in QuickBooks, and bank branch deposits. The auditors suggested that Miriam open checks received in the mail, log the checks in excel, initial her log then hand the checks and log over to Sara for entry and deposit. Miriam and Sara immediately began compliance with this recommendation.

2016 Preliminary Budget:

Miriam introduced the 2016 preliminary budget pointing out that it meets all the goals identified at the March 2015 board retreat.

*Dues:* Miriam explained that dues did increase slightly but had not increased in the last two years. She also pointed out that the budget did not include the broadband DoLA grant that is still in flux depending on money from Region 9.

*Grant match funds:* Andrea Phillips asked how the grant match pot of funds would work and what those funds would be used for. Miriam put the grant match at a total of \$25,000 because most grants require a 25% match and this amount would allow the COG one \$100,000 for FY2016. Invoicing for these funds in the beginning of the year along with dues would help prevent a request mid-year for additional funds, making budgeting easier for the COG and communities. The COG could invoice the communities their portion of the grant match amount, put those funds in a restricted account, and withdrawal as needed *or* communities could budget for their portion, not be invoiced, and the COG would call upon the funds when needed. Several board members felt it best to keep the funds as a line item in their budget and be invoiced from the COG if the funds are needed while other board members felt it would be easier to be invoiced and have COG staff deposit the funds into the restricted account. If funds do not go towards a grant match in 2016, the funds would then go into the funds balance. Questions arose regarding if a community had participated towards the match funds but then chose not to participate in the specific grant.

*Staff raises:* Some board members questioned the budgeted 6% staff pay raises - up to 4% performance merit and 2% COLA. Miriam explained that the up to 4% merit raise is in the personal policy that was approved in December 2014 and COLA is an automatic increase each year. Some board members feel the COLA is not a necessary raise each year and that most merit raises are 1-3%. Some communities only do an up to 3% performance merit increase with no COLA while others do a non-performance based merit. COLA is not something typically seen. The board would like staff to comprise a spreadsheet of different percentages and review the personnel policy. The board will review the information at the September meeting for decision on merit and COLA percent amounts and if the personnel policy needs to be revised in the case of staff annual raises.

*Admin position:* Concern was voiced about the need for an admin position and the additional funding this would require from communities. It was thought that this position would be due to Sara taking on the AAA bookkeeping. Miriam explained the admin position is not in conjunction with the AAA bookkeeping but simply an additional staff requirement as 2016 will bring additional grants and current staff time with less grants is already at the maximum. In addition, bringing on additional staff was talked about and identified as a goal at the March 2015 board retreat. The board requested a thorough job description of the admin position be presented at the next board meeting along with a value proposition that will include what work would not be completed by Miriam and Sara if this person is not brought on board.

*AAA:* Some members questioned the value of having Sara do the AAA bookkeeping if it only means some of Sara's time is spent on non-COG business when additional staff and time is needed. Concern was also raised about COG funds going toward AAA bookkeeping time. Miriam pointed out that 100% of Sara's time will be paid for by the AAA and no COG funding will be going towards this time. The contract calls for \$40/hour be paid towards Sara's time spent, which adequately covers pay and benefits with the budgeted raise. In addition, Michael Whiting pointed out that, as a region, we need to generate value together to get value out. The internal rate of return for the entire region to be prosperous is the goal, and Sara doing the bookkeeping for the AAA may make the AAA more efficient, which benefits

the entire region. The board requested to see a breakdown of how the \$40 hourly rate was calculated.

*Health insurance cost:* With addition staff, health insurance costs will increase. To offset this increase, staff will now be required to pay a 1/3 portion of dependent costs.

With many budget concerns, it was decided that the executive committee needed to meet with staff to talk about all concerns. In addition, Dick White was concerned about the current formula being used with a 25% base and how this will affect the smaller communities. Staff is to give a 20% base calculation in comparison with the 25% to help communities make better budgeting decisions. At the September or October board meeting it can be voted on as to which formula to use for all future calculations and make this formula policy.

The board also decided another mini retreat would be useful to review the strategic goals for 2016 and ensure those goals match with the preliminary budget. This mini retreat will take place prior to the regular September board meeting for an extended meeting. The board requested Miriam to redistribute the ROI documents from the March 2015 board retreat.

#### **IV. Decision Items:**

The board added two new decision items to the agenda – September meeting date and DoLA Downtown contract.

##### September meeting date:

With September 7 being a holiday, Dick White proposed a meeting date of September 11 as opposed to September 4 for those wanting to take advantage of the holiday weekend. This meeting will be extended to include a mini retreat; therefore, the meeting will start at 12pm (lunch will be served) and end at the normal meeting time of 3:30pm.

**Motion to schedule the next meeting date for September 11 from 12-3:30pm: Michael Whiting, Second: Greg Schulte. Passed by a unanimous voice vote.**

##### AAA Contract:

In July, the AAA Board voted unanimously to enter into a contract with the SWCCOG for bookkeeping for the fiscal year 2015-2016 (July to June). The contract was presented to the board. Several minor typos in the AAA contract were noted; Miriam will update accordingly. With the prior discussion of Sara's time on AAA bookkeeping, the board decided to table this item until the executive committee meets with staff for further discussion. The board needs to know the opportunity cost of this contract and understand what COG business will not be done with some of Sara's time going towards the AAA. This item will be brought back at the September meeting for board approval.

##### Agenda Posting Locations:

It has been over two years since the SWCCOG chose locations to post agendas and other public notices. This should be renewed every year. William Tookey suggested posting the agenda where we hold our meetings, at the Carnegie Building.

**Motion to post future agendas and public notices at the Carnegie Building located at 1188 E. 2<sup>nd</sup> Ave, Durango: Chris LaMay, Second: Shane Hale. Passed by a unanimous voice vote.**

##### DoLA Broadband Grant 8010:

As the contract arrived on board meeting day, staff did not have an adequate amount of time to thoroughly review this contract. Shane Hale suggested authorizing the chair to accept the contact upon thorough review from staff.

**Motion to have staff thoroughly review the DoLA Broadband 8010 contract. If no concerns, authorization to the chair for signature: William Tookey, Second: Shane Hale. Passed by a unanimous voice vote.**

DoLA Downtown Grant 8011:

As the contract arrived on board meeting day, staff did not have an adequate amount of time to thoroughly review this contract. It was again suggested to have staff thoroughly review contract and authorize the chair to accept the contact.

**Motion to have staff thoroughly review the DoLA Downtown 8011 contract. If no concerns, authorization to the chair for signature: William Tookey, Second: Greg Schulte . Passed by a unanimous voice vote.**

Dark Fiber Leasing:

The Dark Fiber Leasing MOU was initially brought to the Board in January 2015. During that discussion there was a significant amount of discussion about what this meant for the communities and the COG. At the time it was tabled for the members to take back to their respective Boards/Councils and to come back for a decision. However, this item was not put back on the agenda, and has had no further discussion since January. In 2013 a 95/5% split was decided although, in practice, the split has always been 75/25. The 25% portion to the COG helps with COG expenses and time spent on SCAN endeavors. Shane Hale said Cortez is already doing this billing on their own and it would not be in their best interest financially to pay someone else to do invoicing. Chris LaMay said there would need to be a better justification for the cost for Bayfield to be onboard; a value proposition would need to be presented. Dick White mentioned that this issue will have some resolution towards the end of the broadband planning grant. The grant will be concluding around October 2016. There could possibly be an opt-in option as a solution. The board decided to leave this item as is until the end of the broadband planning grant.

**V. Reports:**

Time did not allow for reports.

**Adjourned at 3:57pm**

**Southwest Colorado Council of Governments  
Combined Balance Sheet by Class**

May 2015

7:47 PM  
06/06/15

Accrual Basis

	100-General	125-SWMT	200-All Hazards	300-Fort Lyons	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DoLA 7645	830-Telecom	900-SCAN	TOTAL
<b>ASSETS</b>												
<b>Current Assets</b>												
Checking/Savings												
1001 - 1st Southwest Bank	25,293.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,293.23
1002 - Alpine Bank Unrestricted	146,359.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,359.57
1010 - Petty Cash	10.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.07
Total Checking/Savings	171,662.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171,662.87
Accounts Receivable												
1200 - Accounts Receivable	-410,568.35	551.35	301,032.94	8,629.84	10,000.00	4,686.68	41,424.53	17,664.10	0.00	0.00	29,867.48	3,508.57
Total Accounts Receivable	-410,568.35	551.35	301,032.94	8,629.84	10,000.00	4,686.68	41,424.53	17,664.10	0.00	0.00	29,867.48	3,508.57
Other Current Assets												
1090 - Due To/ Due From	356,131.69	3,329.94	-271,135.32	-5,652.34	-2,303.02	-4,277.17	-32,454.85	-6,559.27	-3,274.03	0.00	-33,805.62	0.00
1550 - Prepaid expense	-29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-29.00
Total Other Current Assets	356,102.69	3,329.94	-271,135.32	-5,652.34	-2,303.02	-4,277.17	-32,454.85	-6,559.27	-3,274.03	0.00	-33,805.62	-29.00
Total Current Assets	117,197.20	3,881.29	29,897.62	3,177.50	7,696.98	409.51	8,969.68	11,104.83	-3,274.03	0.00	-3,918.14	175,142.44
<b>TOTAL ASSETS</b>	<b>117,197.20</b>	<b>3,881.29</b>	<b>29,897.62</b>	<b>3,177.50</b>	<b>7,696.98</b>	<b>409.51</b>	<b>8,969.68</b>	<b>11,104.83</b>	<b>-3,274.03</b>	<b>0.00</b>	<b>-3,918.14</b>	<b>175,142.44</b>
<b>LIABILITIES &amp; EQUITY</b>												
<b>Liabilities</b>												
<b>Current Liabilities</b>												
Credit Cards												
1003 - Alpine Bank Credit Card-Miriam	-1,604.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,604.27
1004 - Alpine Bank Credit Card - Sara	-181.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-181.36
Total Credit Cards	-1,785.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,785.63
Other Current Liabilities												
1006 - Retirement Liabilities Due	779.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	779.94
Total Other Current Liabilities	779.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	779.94
Total Current Liabilities	-1,005.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,005.69
Total Liabilities	-1,005.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,005.69
<b>Equity</b>												
32000 - Retained Earnings	69,110.63	3,329.94	14,627.55	3,177.50	0.00	0.00	452.23	3,449.62	0.00	0.00	-9,416.31	84,731.16
Net Income	49,092.26	551.35	15,270.07	0.00	7,696.98	409.51	8,517.45	7,655.21	-3,274.03	0.00	5,498.17	91,416.97
Total Equity	118,202.89	3,881.29	29,897.62	3,177.50	7,696.98	409.51	8,969.68	11,104.83	-3,274.03	0.00	-3,918.14	176,146.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>117,197.20</b>	<b>3,881.29</b>	<b>29,897.62</b>	<b>3,177.50</b>	<b>7,696.98</b>	<b>409.51</b>	<b>8,969.68</b>	<b>11,104.83</b>	<b>-3,274.03</b>	<b>0.00</b>	<b>-3,918.14</b>	<b>175,142.44</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss by Class**  
 January through May 2015

7:48 PM  
 06/06/15  
 Accrual Basis

	100-General	125-SWIMT	200-All Hazards	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DoLA 7645	900-SCAN	TOTAL
<b>Income</b>										
3000 · Match - IT DoLA 7645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,684.15	0.00	-1,684.15
3500 · WLC Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4004 · SWIMT Rev	0.00	551.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	551.35
4005 · E-tics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,400.00	8,400.00
4006 · Dues Revenue	114,712.00	0.00	0.00	0.00	0.00	0.00	7,679.00	0.00	0.00	122,391.00
4007 · TPR	0.00	0.00	0.00	0.00	0.00	0.00	9,732.68	0.00	0.00	9,732.68
4008 · Telecom Services Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,960.00	3,960.00
4009 · Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,050.00	7,050.00
4040 · Grant-Transit	0.00	0.00	0.00	0.00	4,686.68	0.00	0.00	0.00	0.00	4,686.68
4041 · All Hazards Grant	0.00	0.00	160,958.57	0.00	0.00	0.00	0.00	0.00	0.00	160,958.57
4957 · RREO Grant	0.00	0.00	0.00	0.00	0.00	24,136.97	0.00	0.00	0.00	24,136.97
<b>Total Income</b>	114,712.00	551.35	160,958.57	10,000.00	4,686.68	24,136.97	17,411.68	-1,684.15	19,410.00	350,183.10
<b>Gross Profit</b>	114,712.00	551.35	160,958.57	10,000.00	4,686.68	24,136.97	17,411.68	-1,684.15	19,410.00	350,183.10
<b>Expense</b>										
5009 · Bookkeeper	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
5200 · All Hazard Project	0.00	0.00	142,129.67	0.00	0.00	0.00	0.00	0.00	0.00	142,129.67
5401 · Software Maintenance (E-Tic)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	4,200.00
5403 · Fiber Leasing Expe.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,197.50	5,197.50
5410 · Rent	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
5510 · Travel Exp	332.07	0.00	1,120.40	0.00	195.21	1,116.53	6,133.38	30.97	0.00	8,928.56
5512 · Meeting Exp	1,122.24	0.00	0.00	807.34	36.76	550.04	81.25	0.00	14.33	2,611.96
5514 · Professional Fees.	33.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.44
5515 · Legal Fees	1,474.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,474.69
5517 · Data Back Up Exp	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
5520 · Advertising	27.66	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	62.66
5521 · Telephone/Website/Internet	807.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	807.95
5523 · Payroll Processing Fees	650.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.75
5525 · Audit	5,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,250.00
5526 · Internet Connectivity (100 Mb)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00
5527 · Internet & software	25.00	0.00	44.50	0.00	44.50	0.00	89.00	0.00	0.00	203.00
5532 · Postage	46.34	0.00	0.00	19.69	0.00	0.00	0.00	19.00	0.00	85.03
5540 · Membership/Sub	825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
5545 · Equipment/Computers	227.40	0.00	209.06	0.00	790.66	464.27	790.66	679.08	0.00	3,161.13
5550 · Supplies	674.96	0.00	35.19	0.00	0.00	32.98	0.00	0.00	0.00	743.13
5555 · Liability Insurance	2,083.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,083.00
5588 · Insurance - Health	11,965.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,965.00
5570 · Car Allowance/Mileage	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
5580 · Salary & Wages										
5586 · Retirement Exp	389.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389.97
5580 · Salary & Wages - Other	35,759.27	0.00	2,149.68	1,475.99	3,210.04	1,701.23	2,662.18	825.83	0.00	47,784.22
<b>Total 5580 · Salary &amp; Wages</b>	36,149.24	0.00	2,149.68	1,475.99	3,210.04	1,701.23	2,662.18	825.83	0.00	48,174.19
5587 · Worker's Compensation	1,594.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,594.00
5640 · Consulting	0.00	0.00	0.00	0.00	0.00	11,754.47	0.00	0.00	0.00	11,754.47
<b>Total Expense</b>	65,619.74	0.00	145,688.50	2,303.02	4,277.17	15,619.52	9,756.47	1,589.68	13,911.83	258,766.13
<b>Net Income</b>	49,092.26	551.35	15,270.07	7,696.98	409.51	8,517.45	7,655.21	-3,274.03	5,498.17	91,416.97

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
 January through May 2015

7:48 PM  
 06/06/15  
 Accrual Basis

	100-General			125-SWIMT				
	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				0.00			
3700 · DoLA 7645	0.00				0.00			
4004 · SWIMT Rev	0.00				551.35		0.00	100.0%
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	114,712.00	114,712.00	0.00	100.0%	0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>551.35</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>551.35</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	80.00	80.00	0.00	100.0%	0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	1.00	76.00	-75.00	1.3%	0.00			
5510 · Travel Exp	332.07	921.25	-589.18	36.0%	0.00			
5512 · Meeting Exp	1,122.24				0.00			
5514 · Professional Fees.	33.44	17.45	15.99	191.6%	0.00			
5515 · Legal Fees	1,474.69	2,500.00	-1,025.31	59.0%	0.00			
5520 · Data Back Up Exp	750.00	0.00	750.00	100.0%	0.00			
5521 · Advertising	27.66	35.00	-7.34	79.0%	0.00			
5521 · Telephone/Website/Internet	807.95	1,458.31	-650.36	55.4%	0.00			
5523 · Payroll Processing Fees	650.75	645.81	4.94	100.8%	0.00			
5525 · Audit	5,250.00	7,000.00	-1,750.00	75.0%	0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	25.00				0.00			
5532 · Postage	46.34	65.43	-19.09	70.8%	0.00			
5540 · Membership/Sub	825.00	825.00	0.00	100.0%	0.00			
5545 · Equipment/Computers	227.40	0.00	227.40	100.0%	0.00			
5550 · Supplies	674.96	712.06	-37.10	94.8%	0.00			
5555 · Liability Insurance	2,083.00	2,083.00	0.00	100.0%	0.00			
5558 · Insurance- Health	11,965.00	11,790.00	175.00	101.5%	0.00			
5570 · Car Allowance/Mileage	1,500.00	1,500.00	0.00	100.0%	0.00			
5580 · Salary & Wages	0.00	4,322.94	-4,322.94	0.0%	0.00			
5585 · Payroll Tax Expense	389.97	1,354.19	-964.22	28.8%	0.00			
5586 · Retirement Exp	35,759.27	16,072.50	19,686.77	222.5%	0.00		0.00	0.0%
5580 · Salary & Wages - Other					0.00		0.00	0.0%
<b>Total 5580 · Salary &amp; Wages</b>	<b>36,149.24</b>	<b>21,749.63</b>	<b>14,399.61</b>	<b>166.2%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5587 · Worker's Compensation	1,594.00	1,594.00	0.00	100.0%	0.00			
5640 · Consulting	0.00				0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>65,619.74</b>	<b>53,052.94</b>	<b>12,566.80</b>	<b>123.7%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>49,092.26</b>	<b>61,659.06</b>	<b>-12,566.80</b>	<b>79.6%</b>	<b>551.35</b>	<b>551.35</b>	<b>0.00</b>	<b>100.0%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
 January through May 2015

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 Accrual Basis

	200-All Hazards			350 - WLC				
	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%
3700 · DoLA 7645	0.00				0.00			
4004 · SWIMIT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	160,958.57	100,745.00	60,213.57	159.8%	0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>160,958.57</b>	<b>100,745.00</b>	<b>60,213.57</b>	<b>159.8%</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>160,958.57</b>	<b>100,745.00</b>	<b>60,213.57</b>	<b>159.8%</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	142,129.67	77,522.50	64,607.17	183.3%	0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	1,120.40	0.00	1,120.40	100.0%	0.00	240.00	-240.00	0.0%
5512 · Meeting Exp	0.00	0.00	0.00	0.0%	807.34	600.00	207.34	134.6%
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				19.69			
5540 · Membership/Sub	0.00				0.00			
5545 · Equipment/Computers	209.06				0.00			
5550 · Supplies	35.19				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,149.68	5,298.31	-3,148.63	40.6%	1,475.99	2,160.00	-684.01	68.3%
<b>Total 5580 · Salary &amp; Wages</b>	<b>2,149.68</b>	<b>5,298.31</b>	<b>-3,148.63</b>	<b>40.6%</b>	<b>1,475.99</b>	<b>2,160.00</b>	<b>-684.01</b>	<b>68.3%</b>
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00	17,924.19	-17,924.19	0.0%	0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>145,688.50</b>	<b>100,745.00</b>	<b>44,943.50</b>	<b>144.6%</b>	<b>2,303.02</b>	<b>3,000.00</b>	<b>-696.98</b>	<b>76.8%</b>
<b>Net Income</b>	<b>15,270.07</b>	<b>0.00</b>	<b>15,270.07</b>	<b>100.0%</b>	<b>7,696.98</b>	<b>7,000.00</b>	<b>696.98</b>	<b>110.0%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
 January through May 2015

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 Accrual Basis

	400 - LCC			500 - RREC		
	Jan - May 15	Budget	% of Budget	Jan - May 15	Budget	% of Budget
<b>Income</b>						
3000 · Match - IT DoLA 7645	0.00			0.00		
3500 · WLC Grant	0.00			0.00		
3700 · DoLA 7645	0.00			0.00		
4004 · SWIMT Rev	0.00			0.00		
4005 · E-tics	0.00			0.00		
4006 · Dues Revenue	0.00			0.00		
4007 · TPR	0.00			0.00		
4008 · Telecom Services Revenue	0.00			0.00		
4009 · Fiber Lease Revenue	0.00			0.00		
4040 · Grant-Transit	4,686.68	9,500.00	49.3%	0.00		
4041 · All Hazards Grant	0.00			0.00		
4957 · RREC Grant	0.00			24,136.97	27,779.00	86.9%
<b>Total Income</b>	<b>4,686.68</b>	<b>9,500.00</b>	<b>49.3%</b>	<b>24,136.97</b>	<b>27,779.00</b>	<b>86.9%</b>
<b>Gross Profit</b>	<b>4,686.68</b>	<b>9,500.00</b>	<b>49.3%</b>	<b>24,136.97</b>	<b>27,779.00</b>	<b>86.9%</b>
<b>Expense</b>						
5009 · Bookkeeper	0.00			0.00		
5200 · All Hazard Project	0.00			0.00		
5401 · Software Maintenance (E-Tic)	0.00			0.00		
5403 · Fiber Leasing Expe.	0.00			0.00		
5410 · Rent	0.00			0.00		
5510 · Travel Exp	195.21	0.00	100.0%	1,116.53	989.00	112.9%
5512 · Meeting Exp	36.76			550.04		
5514 · Professional Fees.	0.00			0.00		
5515 · Legal Fees	0.00			0.00		
5517 · Data Back Up Exp	0.00			0.00		
5520 · Advertising	0.00			0.00		
5521 · Telephone/Website/Internet	0.00			0.00		
5523 · Payroll Processing Fees	0.00			0.00		
5525 · Audit	0.00			0.00		
5526 · Internet Connectivity (100 Mb)	0.00			0.00		
5527 · Internet & software	44.50			0.00		
5532 · Postage	0.00			0.00		
5540 · Membership/Sub	0.00			0.00		
5545 · Equipment/Computers	790.66	0.00	100.0%	464.27	791.00	4.2%
5550 · Supplies	0.00			32.98		
5555 · Liability Insurance	0.00			0.00		
5558 · Insurance- Health	0.00			0.00		
5570 · Car Allowance/Mileage	0.00			0.00		
5580 · Salary & Wages	0.00			0.00		
5585 · Payroll Tax Expense	0.00			0.00		
5586 · Retirement Exp	0.00			0.00		
5580 · Salary & Wages - Other	3,210.04	7,083.31	45.3%	1,701.23	5,667.00	30.0%
<b>Total 5580 · Salary &amp; Wages</b>	<b>3,210.04</b>	<b>7,083.31</b>	<b>45.3%</b>	<b>1,701.23</b>	<b>5,667.00</b>	<b>30.0%</b>
5587 · Worker's Compensation	0.00			1,701.23	5,667.00	30.0%
5640 · Consulting	0.00			0.00		
5644 · AmeriCorp Member	0.00			11,754.47	12,802.00	91.8%
5648 · Transit Study Expense	0.00			0.00	7,530.00	0.0%
5649 · IT Consultant Expense	0.00			0.00		
<b>Total Expense</b>	<b>4,277.17</b>	<b>7,083.31</b>	<b>60.4%</b>	<b>15,619.52</b>	<b>27,779.00</b>	<b>56.2%</b>
<b>Net Income</b>	<b>409.51</b>	<b>2,416.69</b>	<b>16.9%</b>	<b>8,517.45</b>	<b>0.00</b>	<b>100.0%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
 January through May 2015

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 Accrual Basis

	600-TPR			700 - DoLA 7645				
	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				-1,684.15			
3500 · WLC Grant	0.00				0.00			
3700 · DoLA 7645	0.00				0.00	19,777.77	-19,777.77	0.0%
4004 · SWIMT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	7,679.00	7,693.00	-14.00	99.8%	0.00			
4007 · TPR	9,732.68	10,550.00	-817.32	92.3%	0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	17,411.68	18,243.00	-831.32	95.4%	-1,684.15	19,777.77	-21,461.92	-8.5%
<b>Gross Profit</b>	17,411.68	18,243.00	-831.32	95.4%	-1,684.15	19,777.77	-21,461.92	-8.5%
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	6,133.38	5,000.00	1,133.38	122.7%	30.97			
5512 · Meeting Exp	81.25				0.00			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				35.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	89.00				0.00			
5532 · Postage	0.00				19.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Equipment/Computers	790.66				679.08			
5550 · Supplies	0.00				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,662.18	7,125.00	-4,462.82	37.4%	825.83	1,888.92	-1,063.09	43.7%
<b>Total 5580 · Salary &amp; Wages</b>	2,662.18	7,125.00	-4,462.82	37.4%	825.83	1,888.92	-1,063.09	43.7%
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00				0.00	0.00	0.00	0.0%
5644 · AmeriCorp Member	0.00				0.00	1,666.69	-1,666.69	0.0%
5648 · Transit Study Expense	0.00				0.00	2,222.23	-2,222.23	0.0%
5649 · IT Consultant Expense	0.00				0.00	14,000.00	-14,000.00	0.0%
<b>Total Expense</b>	9,756.47	12,125.00	-2,368.53	80.5%	1,589.88	19,777.77	-18,187.89	8.0%
<b>Net Income</b>	7,655.21	6,118.00	1,537.21	125.1%	-3,274.03	-0.07	-3,273.96	4,677,185.7%

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
 January through May 2015

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900-SCAN

	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget	TOTAL
<b>Income</b>									
3000 · Match - IT DoLA 7645	0.00				-1,684.15	0.00	-1,684.15	100.0%	
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%	
3700 · DoLA 7645	0.00				0.00	19,777.77	-19,777.77	0.0%	
4004 · SWIMT Rev	0.00				551.35	0.00	551.35	100.0%	
4005 · E-tics	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%	
4006 · Dues Revenue	0.00				122,391.00	122,405.00	-14.00	100.0%	
4007 · TPR	0.00				9,732.68	10,550.00	-817.32	92.3%	
4008 · Telecom Services Revenue	3,960.00	3,000.00	960.00	132.0%	3,960.00	3,000.00	960.00	132.0%	
4009 · Fiber Lease Revenue	7,050.00	1,635.00	5,415.00	431.2%	7,050.00	1,635.00	5,415.00	431.2%	
4040 · Grant-Transit	0.00				4,686.68	9,500.00	-4,813.32	49.3%	
4041 · All Hazards Grant	0.00				160,958.57	100,745.00	60,213.57	159.8%	
4957 · RREO Grant	0.00				24,136.97	27,779.00	-3,642.03	86.9%	
<b>Total Income</b>	<b>19,410.00</b>	<b>13,035.00</b>	<b>6,375.00</b>	<b>148.9%</b>	<b>350,183.10</b>	<b>313,791.77</b>	<b>36,391.33</b>	<b>111.6%</b>	
<b>Gross Profit</b>	<b>19,410.00</b>	<b>13,035.00</b>	<b>6,375.00</b>	<b>148.9%</b>	<b>350,183.10</b>	<b>313,791.77</b>	<b>36,391.33</b>	<b>111.6%</b>	
<b>Expense</b>									
5009 · Bookkeeper	0.00				80.00	80.00	0.00	100.0%	
5200 · All Hazard Project	0.00				142,129.67	77,522.50	64,607.17	183.3%	
5401 · Software Maintenance (E-Tic)	4,200.00	8,400.00	-4,200.00	50.0%	4,200.00	8,400.00	-4,200.00	50.0%	
5403 · Fiber Leasing Expe.	5,197.50				5,197.50	0.00	5,197.50	100.0%	
5410 · Rent	0.00				1.00	76.00	-75.00	1.3%	
5510 · Travel Exp	0.00				8,928.56	7,150.25	1,778.31	124.9%	
5512 · Meeting Exp	14.33				2,611.96	600.00	2,011.96	435.3%	
5514 · Professional Fees.	0.00				33.44	17.45	15.99	191.6%	
5515 · Legal Fees	0.00				1,474.69	2,500.00	-1,025.31	59.0%	
5517 · Data Back Up Exp	0.00				750.00	0.00	750.00	100.0%	
5520 · Advertising	0.00				62.66	35.00	27.66	179.0%	
5521 · Telephone/Website/Internet	0.00				807.95	1,458.31	-650.36	55.4%	
5523 · Payroll Processing Fees	0.00				650.75	645.81	4.94	100.8%	
5525 · Audit	0.00				5,250.00	7,000.00	-1,750.00	75.0%	
5526 · Internet Connectivity (100 Mb)	4,500.00	5,000.00	-500.00	90.0%	4,500.00	5,000.00	-500.00	90.0%	
5527 · Internet & software	0.00				203.00	0.00	203.00	100.0%	
5532 · Postage	0.00				85.03	65.43	19.60	130.0%	
5540 · Membership/Sub	0.00				825.00	825.00	0.00	100.0%	
5545 · Equipment/Computers	0.00				3,161.13	0.00	3,161.13	100.0%	
5550 · Supplies	0.00				743.13	1,503.06	-759.93	49.4%	
5555 · Liability Insurance	0.00				2,083.00	2,083.00	0.00	100.0%	
5558 · Insurance- Health	0.00				11,965.00	11,790.00	175.00	101.5%	
5570 · Car Allowance/Mileage	0.00				1,500.00	1,500.00	0.00	100.0%	
5580 · Salary & Wages	0.00				0.00	4,322.94	-4,322.94	0.0%	
5585 · Payroll Tax Expense	0.00				389.97	1,354.19	-964.22	28.8%	
5586 · Retirement Exp	0.00				47,784.22	46,657.54	1,126.68	102.4%	
5580 · Salary & Wages - Other	0.00	1,362.50	-1,362.50	0.0%					
<b>Total 5580 · Salary &amp; Wages</b>	<b>0.00</b>	<b>1,362.50</b>	<b>-1,362.50</b>	<b>0.0%</b>	<b>48,174.19</b>	<b>52,334.67</b>	<b>-4,160.48</b>	<b>92.1%</b>	
5587 · Worker's Compensation	0.00				1,594.00	1,594.00	0.00	100.0%	
5640 · Consulting	0.00				11,754.47	30,726.19	-18,971.72	38.3%	
5644 · AmeriCorp Member	0.00				0.00	9,196.69	-9,196.69	0.0%	
5648 · Transit Study Expense	0.00				0.00	2,222.23	-2,222.23	0.0%	
5649 · IT Consultant Expense	0.00				0.00	14,000.00	-14,000.00	0.0%	
<b>Total Expense</b>	<b>13,911.83</b>	<b>14,762.50</b>	<b>-850.67</b>	<b>94.2%</b>	<b>258,766.13</b>	<b>238,325.59</b>	<b>20,440.54</b>	<b>108.6%</b>	
<b>Net Income</b>	<b>5,498.17</b>	<b>-1,727.50</b>	<b>7,225.67</b>	<b>-318.3%</b>	<b>91,416.97</b>	<b>75,466.18</b>	<b>15,950.79</b>	<b>121.1%</b>	

**Southwest Colorado Council of Governments**  
**Profit & Loss by Class**  
January 1 through July 30, 2015

	100-General	126-SWMT	175 - AAA	200-All Hazards	350 - WLC	400 - LCC	500 - RREO	600-TFR	700 - DoLA 7645	900-SCAN	TOTAL
<b>Income</b>											
3900 - Match - IT DoLA 7645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,684.15	0.00	-1,684.15
3900 - WLC Grant	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4004 - SWMT Rev	0.00	551.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	551.35
4006 - E-dics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4006 - Dues Revenue	114,712.00	0.00	0.00	0.00	0.00	0.00	0.00	7,679.00	0.00	8,400.00	122,391.00
4007 - TFR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,680.85	0.00	0.00	15,680.85
4008 - Felicom Services Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4009 - Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,030.00	6,030.00
4040 - Grant-Transit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,715.00	12,715.00
4041 - All Hazards Grant	0.00	0.00	0.00	187,856.71	0.00	0.00	0.00	0.00	0.00	0.00	187,856.71
4957 - RREO Grant	0.00	0.00	0.00	0.00	0.00	0.00	31,924.35	0.00	0.00	0.00	31,924.35
<b>Total Income</b>	<b>114,712.00</b>	<b>551.35</b>	<b>0.00</b>	<b>187,856.71</b>	<b>10,000.00</b>	<b>6,327.98</b>	<b>31,924.35</b>	<b>23,359.85</b>	<b>-1,684.15</b>	<b>27,145.00</b>	<b>400,193.09</b>
<b>Gross Profit</b>	<b>114,712.00</b>	<b>551.35</b>	<b>0.00</b>	<b>187,856.71</b>	<b>10,000.00</b>	<b>6,327.98</b>	<b>31,924.35</b>	<b>23,359.85</b>	<b>-1,684.15</b>	<b>27,145.00</b>	<b>400,193.09</b>
<b>Expense</b>											
5009 - Bookkeeper	80.00	0.00	0.00	56.65	0.00	56.65	0.00	56.65	0.00	0.00	249.95
5200 - All Hazard Project	0.00	0.00	0.00	184,044.04	0.00	0.00	0.00	0.00	0.00	0.00	184,044.04
5401 - Software Maintenance (E-ITC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,600.00	5,600.00
5403 - Fiber Leasing Expe.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,197.50	5,197.50
5410 - Rent	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
5510 - Travel Exp	2,563.69	0.00	0.00	1,120.40	0.00	899.41	0.00	7,434.17	38.77	0.00	13,193.97
5512 - Meeting Exp	1,521.29	0.00	0.00	0.00	0.00	36.76	550.04	1,116.53	0.00	0.00	3,221.66
5514 - Professional Fees.	33.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.44
5515 - Legal Fees	1,891.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,891.89
5517 - Data Back Up Exp	790.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	790.00
5520 - Advertising	27.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.66
5521 - Telephone/WebSite/Internet	1,131.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,131.93
5523 - Payroll Processing Fees	906.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	906.60
5525 - Audit	6,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00
5526 - Internet Connectivity (100 MB)	134.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.90
5527 - Internet & software	46.34	0.00	0.00	44.50	0.00	0.00	0.00	0.00	0.00	0.00	89.84
5532 - Postage	625.00	0.00	0.00	0.00	19.69	0.00	0.00	0.00	19.00	0.00	644.69
5540 - Membership/Sub	227.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.40
5545 - Office Equipment/Computers	0.00	0.00	0.00	209.06	0.00	790.66	464.27	0.00	679.08	0.00	3,181.13
5546 - Equipment Expense	674.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	674.96
5550 - Supplies	2,083.00	0.00	0.00	91.82	0.00	0.00	32.96	0.00	0.00	0.00	2,197.78
5555 - Liability Insurance	11,985.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,985.00
5558 - Insurance-Health	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
5570 - Car Allowance/Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5580 - Salary & Wages	5,291.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,291.33
5585 - Payroll Tax Expense	1,819.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,819.86
5586 - Retirement Exp	49,913.00	0.00	19.71	0.00	1,965.41	3,912.13	1,701.23	3,367.60	1,781.20	0.00	65,430.15
5590 - Salary & Wages - Other	57,024.19	0.00	19.71	2,769.87	1,965.41	3,912.13	1,701.23	3,367.60	1,781.20	0.00	72,541.34
<b>Total 5500 - Salary &amp; Wages</b>	<b>57,024.19</b>	<b>0.00</b>	<b>19.71</b>	<b>2,769.87</b>	<b>1,965.41</b>	<b>3,912.13</b>	<b>1,701.23</b>	<b>3,367.60</b>	<b>1,781.20</b>	<b>0.00</b>	<b>72,541.34</b>
5597 - Workers Compensation	1,594.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.75	0.00	1,596.75
5540 - Consulting	0.00	0.00	0.00	0.00	0.00	0.00	12,364.47	0.00	0.00	0.00	12,364.47
5543 - Transit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5544 - AmeriCorp Member	0.00	0.00	0.00	0.00	0.00	0.00	7,530.00	0.00	470.00	0.00	8,000.00
<b>Total Expense</b>	<b>91,822.29</b>	<b>0.00</b>	<b>-19.71</b>	<b>188,336.34</b>	<b>2,982.39</b>	<b>5,926.73</b>	<b>23,788.52</b>	<b>11,889.46</b>	<b>3,098.60</b>	<b>17,111.83</b>	<b>344,912.07</b>
<b>Net Income</b>	<b>22,889.71</b>	<b>551.35</b>	<b>-19.71</b>	<b>-479.63</b>	<b>7,047.61</b>	<b>401.25</b>	<b>8,134.83</b>	<b>11,473.39</b>	<b>-4,780.95</b>	<b>10,033.17</b>	<b>65,281.02</b>

Southwest Colorado Council of Governments  
Combined Balance Sheet by Class

June 2015

Accrual Basis

	100-General	125-SWINT	200-All Hazards	300-Fort Lyons	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DOLA 7645	900-SCAN	TOTAL
<b>ASSETS</b>											
<b>Current Assets</b>											
Checking/Savings											
1001 - 1st Southwest Bank	25,293.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,293.23
1002 - Alpine Bank Unrestricted	113,989.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113,989.81
1010 - Petty Cash	10.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.07
<b>Total Checking/Savings</b>	139,293.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139,293.11
Accounts Receivable											
1200 - Accounts Receivable	-172,789.48	0.00	140,074.37	8,829.84	0.00	2,240.97	18,343.78	-5,166.73	1,684.15	10,291.67	3,608.57
<b>Total Accounts Receivable</b>	-172,789.48	0.00	140,074.37	8,829.84	0.00	2,240.97	18,343.78	-5,166.73	1,684.15	10,291.67	3,608.57
<b>Other Current Assets</b>											
1090 - Due To/ Due From	139,916.62	3,881.29	-124,411.71	-5,652.34	7,576.82	-3,068.48	-17,544.10	20,436.67	-6,024.96	-15,109.81	0.00
1650 - Prepaid expense	-29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-29.00
<b>Total Other Current Assets</b>	139,887.62	3,881.29	-124,411.71	-5,652.34	7,576.82	-3,068.48	-17,544.10	20,436.67	-6,024.96	-15,109.81	-29.00
<b>Total Current Assets</b>	106,391.25	3,881.29	15,662.66	3,177.50	7,576.82	-827.51	799.68	15,269.94	-4,340.81	-4,818.14	142,772.68
<b>TOTAL ASSETS</b>	<b>106,391.25</b>	<b>3,881.29</b>	<b>15,662.66</b>	<b>3,177.50</b>	<b>7,576.82</b>	<b>-827.51</b>	<b>799.68</b>	<b>15,269.94</b>	<b>-4,340.81</b>	<b>-4,818.14</b>	<b>142,772.68</b>
<b>LIABILITIES &amp; EQUITY</b>											
<b>Liabilities</b>											
<b>Current Liabilities</b>											
Credit Cards											
1003 - Alpine Bank Credit Card-Miriam	3,768.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,768.51
1004 - Alpine Bank Credit Card - Sara	-181.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-181.36
<b>Total Credit Cards</b>	3,587.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,587.15
<b>Total Current Liabilities</b>	3,587.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,587.15
<b>Total Liabilities</b>	3,587.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,587.15
<b>Equity</b>											
32000 - Retained Earnings	69,110.63	3,329.94	14,627.55	3,177.50	0.00	0.00	452.23	3,449.62	0.00	-9,416.31	84,731.16
Net Income	33,693.47	551.35	1,035.11	0.00	7,576.82	-827.51	347.45	11,820.32	-4,340.81	4,598.17	54,154.37
<b>Total Equity</b>	102,804.10	3,881.29	15,662.66	3,177.50	7,576.82	-827.51	799.68	15,269.94	-4,340.81	-4,818.14	139,185.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>106,391.25</b>	<b>3,881.29</b>	<b>15,662.66</b>	<b>3,177.50</b>	<b>7,576.82</b>	<b>-827.51</b>	<b>799.68</b>	<b>15,269.94</b>	<b>-4,340.81</b>	<b>-4,818.14</b>	<b>142,772.68</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through June 2015

	100-General				125-SWIMT			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				0.00			
3600 · WLC Grant	0.00				0.00			
3700 · DOLA 7645	0.00				0.00			
4004 · SWIMT Rev	0.00				551.35	0.00	551.35	100.0%
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	114,712.00	114,712.00	0.00	100.0%	0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	80.00	80.00	0.00	100.0%	0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	1.00	76.00	-75.00	1.3%	0.00			
5510 · Travel Exp	1,021.04	1,105.50	-84.46	92.4%	0.00			
5512 · Meeting Exp	1,512.12	1,105.50	406.62	136.8%	0.00			
5514 · Professional Fees.	33.44	17.45	15.99	191.6%	0.00			
5515 · Legal Fees	1,474.99	3,000.00	-1,525.01	49.2%	0.00			
5517 · Data Back Up Exp	750.00	0.00	750.00	100.0%	0.00			
5520 · Advertising	27.86	35.00	-7.14	79.0%	0.00			
5521 · Telephone/Website/Internet	969.94	1,749.98	-780.04	55.4%	0.00			
5523 · Payroll Processing Fees	795.91	774.98	20.93	102.7%	0.00			
5525 · Audit	6,250.00	7,000.00	-750.00	89.3%	0.00			
5528 · Internet Connectivity (100 Mlb)	0.00				0.00			
5527 · Internet & software	129.90				0.00			
5532 · Postage	46.34	65.43	-19.09	70.8%	0.00			
5540 · Membership/Sub	825.00	825.00	0.00	100.0%	0.00			
5545 · Office Equipment/Computers	227.40	0.00	227.40	100.0%	0.00			
5550 · Supplies	674.96	854.48	-179.52	79.0%	0.00			
5555 · Liability Insurance	2,083.00	2,083.00	0.00	100.0%	0.00			
5558 · Insurance-Health	11,965.00	14,148.00	-2,183.00	84.6%	0.00			
5570 · Car Allowance/Mileage	1,800.00	1,800.00	0.00	100.0%	0.00			
5580 · Salary & Wages								
5585 · Payroll Tax Expense	4,584.02	5,187.52	-603.50	88.4%	0.00			
5586 · Retirement Exp	1,559.88	1,625.02	-65.14	96.0%	0.00			
5580 · Salary & Wages - Other	42,613.23	19,287.00	23,326.23	220.9%	0.00			
<b>Total 5580 · Salary &amp; Wages</b>	<b>48,757.13</b>	<b>26,099.54</b>	<b>22,657.59</b>	<b>186.8%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5587 · Worker's Compensation	1,594.00	1,594.00	0.00	100.0%	0.00			
5640 · Consulting	0.00				0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>81,018.53</b>	<b>61,308.36</b>	<b>19,710.17</b>	<b>132.1%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>33,693.47</b>	<b>53,403.64</b>	<b>-19,710.17</b>	<b>63.1%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through June 2015

	200-All Hazards				350 - WLC			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%
3700 · DOLA 7645	0.00				0.00			
4004 · SWIMT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	180,958.57	120,894.00	40,064.57	133.1%	0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	180,958.57	120,894.00	40,064.57	133.1%	10,000.00	10,000.00	0.00	100.0%
<b>Gross Profit</b>	180,958.57	120,894.00	40,064.57	133.1%	10,000.00	10,000.00	0.00	100.0%
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	156,065.06	93,027.00	63,038.06	167.8%	0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	1,120.40	0.00	1,120.40	100.0%	0.00	320.00	-320.00	0.0%
5512 · Meeting Exp	0.00	0.00	0.00	0.0%	807.34	800.00	7.34	100.9%
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				19.69			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	209.06				0.00			
5550 · Supplies	35.19				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,449.25	6,357.98	-3,908.73	38.5%	1,596.15	2,880.00	-1,283.85	55.4%
<b>Total 5580 · Salary &amp; Wages</b>	2,449.25	6,357.98	-3,908.73	38.5%	1,596.15	2,880.00	-1,283.85	55.4%
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00	21,509.02	-21,509.02	0.0%	0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	159,923.46	120,894.00	39,029.46	132.3%	2,423.18	4,000.00	-1,576.82	60.6%
<b>Net Income</b>	1,035.11	0.00	1,035.11	100.0%	7,576.82	6,000.00	1,576.82	126.3%

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through June 2015

	400 - LCC				500 - RREO			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				0.00			
3700 · DOLA 7645	0.00				0.00			
4004 · SWMINT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	4,686.68	9,500.00	-4,813.32	49.3%	0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				24,136.97	27,779.00	-3,642.03	86.9%
<b>Total Income</b>	4,686.68	9,500.00	-4,813.32	49.3%	24,136.97	27,779.00	-3,642.03	86.9%
<b>Gross Profit</b>	4,686.68	9,500.00	-4,813.32	49.3%	24,136.97	27,779.00	-3,642.03	86.9%
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	899.41	0.00	899.41	100.0%	1,116.53	989.00	127.53	112.9%
5512 · Meeting Exp	36.76				550.04			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				0.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	790.66	0.00	790.66	100.0%	464.27	791.00	-756.02	4.2%
5550 · Supplies	0.00				32.98			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance-Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	3,742.86	8,499.98	-4,757.12	44.0%	1,701.23	5,667.00	-3,965.77	30.0%
<b>Total 5580 · Salary &amp; Wages</b>	3,742.86	8,499.98	-4,757.12	44.0%	1,701.23	5,667.00	-3,965.77	30.0%
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00				12,394.47	12,802.00	-407.53	96.8%
5644 · AmeriCorp Member	0.00				7,530.00	7,530.00	0.00	100.0%
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	5,514.19	8,499.98	-2,985.79	64.9%	23,789.52	27,779.00	-3,989.48	85.6%
<b>Net Income</b>	-827.51	1,000.02	-1,827.53	-82.7%	347.45	0.00	347.45	100.0%

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through June 2015

	600-TPR				700 - DOLA 7645			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				-1,684.15			
3500 · WLC Grant	0.00				0.00			
3700 · DOLA 7645	0.00				0.00	29,666.66	-29,666.66	0.0%
4004 · SWIMT Rev	0.00				0.00			
4005 · E-fics	0.00				0.00			
4006 · Dues Revenue	7,679.00	7,693.00	-14.00	99.8%	0.00			
4007 · TPR	15,680.85	10,550.00	5,130.85	148.6%	0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>23,359.85</b>	<b>18,243.00</b>	<b>5,116.85</b>	<b>128.0%</b>	<b>-1,684.15</b>	<b>29,666.66</b>	<b>-31,350.81</b>	<b>-5.7%</b>
<b>Gross Profit</b>	<b>23,359.85</b>	<b>18,243.00</b>	<b>5,116.85</b>	<b>128.0%</b>	<b>-1,684.15</b>	<b>29,666.66</b>	<b>-31,350.81</b>	<b>-5.7%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	7,434.17	6,000.00	1,434.17	123.9%	39.77			
5512 · Meeting Exp	123.10				0.00			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				105.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	89.00				0.00			
5532 · Postage	0.00				19.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	790.66				679.08			
5550 · Supplies	0.00				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance-Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	3,102.60	8,550.00	-5,447.40	36.3%	1,343.81	2,833.36	-1,489.55	47.4%
<b>Total 5580 · Salary &amp; Wages</b>	<b>3,102.60</b>	<b>8,550.00</b>	<b>-5,447.40</b>	<b>36.3%</b>	<b>1,343.81</b>	<b>2,833.36</b>	<b>-1,489.55</b>	<b>47.4%</b>
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00				0.00			
5644 · AmeriCorp Member	0.00				470.00	0.00	-470.00	18.8%
5648 · Transit Study Expense	0.00				0.00	3,333.34	-3,333.34	0.0%
5649 · IT Consultant Expense	0.00				0.00	21,000.00	-21,000.00	0.0%
<b>Total Expense</b>	<b>11,539.53</b>	<b>14,550.00</b>	<b>-3,010.47</b>	<b>79.3%</b>	<b>2,656.66</b>	<b>29,666.72</b>	<b>-27,010.06</b>	<b>9.0%</b>
<b>Net Income</b>	<b>11,820.32</b>	<b>3,693.00</b>	<b>8,127.32</b>	<b>320.1%</b>	<b>-4,340.81</b>	<b>-0.06</b>	<b>-4,340.75</b>	<b>7,234,683.3%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through June 2015

	900-SCAN				TOTAL			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				-1,684.15	0.00	-1,684.15	100.0%
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%
3700 · DOLA 7645	0.00				0.00	29,666.66	-29,666.66	0.0%
4004 · SWIMT Rev	0.00				551.35	0.00	551.35	100.0%
4005 · E-tics	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%
4006 · Dues Revenue	0.00				122,391.00	122,405.00	-14.00	100.0%
4007 · TPR	0.00				15,680.85	10,550.00	5,130.85	148.6%
4008 · Telecom Services Revenue	3,960.00	3,000.00	960.00	132.0%	3,960.00	3,000.00	960.00	132.0%
4009 · Fiber Lease Revenue	7,050.00	1,635.00	5,415.00	431.2%	7,050.00	1,635.00	5,415.00	431.2%
4040 · Grant-Transit	0.00				4,686.68	9,500.00	-4,813.32	49.3%
4041 · All Hazards Grant	0.00				160,958.57	120,694.00	40,064.57	133.1%
4957 · RREO Grant	0.00				24,136.97	27,779.00	-3,642.03	86.9%
<b>Total Income</b>	19,410.00	13,035.00	6,375.00	148.9%	356,131.27	343,829.66	12,301.61	103.6%
<b>Gross Profit</b>	19,410.00	13,035.00	6,375.00	148.9%	356,131.27	343,829.66	12,301.61	103.6%
<b>Expense</b>								
5009 · Bookkeeper	0.00				80.00	80.00	0.00	100.0%
5200 · All Hazard Project	0.00				156,066.06	93,027.00	63,038.06	167.8%
5401 · Software Maintenance (E-Tic)	4,200.00	8,400.00	-4,200.00	50.0%	4,200.00	8,400.00	-4,200.00	50.0%
5403 · Fiber Leasing Expe.	5,197.50				5,197.50	0.00	5,197.50	100.0%
5410 · Rent	0.00				1.00	76.00	-75.00	1.3%
5510 · Travel Exp	0.00				11,631.32	8,414.50	3,216.82	138.2%
5512 · Meeting Exp	14.33				3,043.69	800.00	2,243.69	380.5%
5514 · Professional Fees.	0.00				33.44	17.45	15.99	191.6%
5515 · Legal Fees	0.00				1,474.69	3,000.00	-1,525.31	49.2%
5517 · Data Back Up Exp	0.00				750.00	0.00	750.00	100.0%
5520 · Advertising	0.00				132.66	35.00	97.66	379.0%
5521 · Telephone/Website/Internet	0.00				968.94	1,749.98	-780.04	55.4%
5523 · Payroll Processing Fees	0.00				795.91	774.98	20.93	102.7%
5525 · Audit	0.00				6,250.00	7,000.00	-750.00	89.3%
5526 · Internet Connectivity (100 Mb)	5,400.00	6,000.00	-600.00	90.0%	5,400.00	6,000.00	-600.00	90.0%
5527 · Internet & software	0.00				307.90	0.00	307.90	100.0%
5532 · Postage	0.00				85.03	65.43	19.60	130.0%
5540 · Membership/Sub	0.00				825.00	825.00	0.00	100.0%
5545 · Office Equipment/Computers	0.00				3,161.13	0.00	3,161.13	100.0%
5550 · Supplies	0.00				743.13	1,645.48	-902.35	45.2%
5555 · Liability Insurance	0.00				2,083.00	2,083.00	0.00	100.0%
5558 · Insurance-Health	0.00				11,965.00	14,148.00	-2,183.00	84.6%
5570 · Car Allowance/Mileage	0.00				1,800.00	1,800.00	0.00	100.0%
5580 · Salary & Wages	0.00				4,584.02	5,187.52	-603.50	88.4%
5585 · Payroll Tax Expense	0.00				1,559.88	1,625.02	-65.14	96.0%
5588 · Retirement Exp	0.00				56,549.13	55,710.32	838.81	101.5%
5580 · Salary & Wages - Other	0.00	1,635.00	-1,635.00	0.0%	62,693.03	62,522.86	170.17	100.3%
<b>Total 5580 - Salary &amp; Wages</b>	0.00	1,635.00	-1,635.00	0.0%	62,693.03	62,522.86	170.17	100.3%
5587 · Worker's Compensation	0.00				1,594.00	1,594.00	0.00	100.0%
5640 · Consulting	0.00				12,394.47	34,311.02	-21,916.55	36.1%
5644 · AmeriCorp Member	0.00				8,000.00	10,030.02	-2,030.02	79.8%
5648 · Transit Study Expense	0.00				0.00	3,333.34	-3,333.34	0.0%
5649 · IT Consultant Expense	0.00				0.00	21,000.00	-21,000.00	0.0%
<b>Total Expense</b>	14,811.83	16,035.00	-1,223.17	92.4%	301,676.90	282,733.06	18,943.84	106.7%
<b>Net Income</b>	4,598.17	-3,000.00	7,598.17	-153.3%	54,454.37	61,096.60	-6,642.23	89.1%

**Southwest Colorado Council of Governments  
Combined Balance Sheet by Class  
July 2015**

	100-General	125-SWINT	200-All Hazards	300-Fort Lyons	380 - WLC	400 - LCC	600 - RREO	600-TPR	700 - DOLA	830-Telecom	900-SCAN	TOTAL
<b>ASSETS</b>												
<b>Current Assets</b>												
Checking/Savings												
1002 - Alpine Bank Unrestricted	111,180.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,180.28
1010 - Petty Cash	10.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.07
5109 - Misc Income	25,283.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,283.23
<b>Total Checking/Savings</b>	<b>136,483.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>136,483.58</b>
Accounts Receivable												
1200 - Accounts Receivable	-5,187.99	0.00	26,898.14	8,829.84	0.00	3,427.66	2,309.97	-5,849.00	1,584.15	0.00	1,210.00	33,522.77
<b>Total Accounts Receivable</b>	<b>-5,187.99</b>	<b>0.00</b>	<b>26,898.14</b>	<b>8,829.84</b>	<b>0.00</b>	<b>3,427.66</b>	<b>2,309.97</b>	<b>-5,849.00</b>	<b>1,584.15</b>	<b>0.00</b>	<b>1,210.00</b>	<b>33,522.77</b>
Other Current Assets												
1090 - Due To/Due From	-8,610.55	3,881.29	-12,750.22	-5,852.34	7,047.61	-2,877.42	6,277.09	20,572.01	-6,774.33	0.00	-1,313.14	0.00
1660 - Prepaid expense	-25,322.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-25,322.23
<b>Total Other Current Assets</b>	<b>-33,932.78</b>	<b>3,881.29</b>	<b>-12,750.22</b>	<b>-5,852.34</b>	<b>7,047.61</b>	<b>-2,877.42</b>	<b>6,277.09</b>	<b>20,572.01</b>	<b>-6,774.33</b>	<b>0.00</b>	<b>-1,313.14</b>	<b>-25,322.23</b>
<b>Total Current Assets</b>	<b>97,372.81</b>	<b>3,881.29</b>	<b>14,147.92</b>	<b>3,177.50</b>	<b>7,047.61</b>	<b>750.24</b>	<b>6,587.08</b>	<b>14,923.01</b>	<b>-5,090.18</b>	<b>0.00</b>	<b>-103.14</b>	<b>144,684.12</b>
<b>TOTAL ASSETS</b>	<b>97,372.81</b>	<b>3,881.29</b>	<b>14,147.92</b>	<b>3,177.50</b>	<b>7,047.61</b>	<b>750.24</b>	<b>6,587.08</b>	<b>14,923.01</b>	<b>-5,090.18</b>	<b>0.00</b>	<b>-103.14</b>	<b>144,684.12</b>
<b>LIABILITIES &amp; EQUITY</b>												
<b>Liabilities</b>												
<b>Current Liabilities</b>												
Credit Cards												
1003 - Alpine Bank Credit Card-Miriam	5,332.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,332.73
1004 - Alpine Bank Credit Card - Sara	45.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.22
<b>Total Credit Cards</b>	<b>5,377.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,377.95</b>
<b>Total Current Liabilities</b>	<b>5,377.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,377.95</b>
<b>Total Liabilities</b>	<b>5,377.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,377.95</b>
<b>Equity</b>												
3200 - Retained Earnings	69,110.83	3,329.94	14,827.55	3,177.50	0.00	0.00	11,172.31	7,815.20	0.00	0.00	-8,416.31	99,816.82
Net Income	22,884.23	551.35	-479.83	0.00	7,047.61	750.24	-2,305.29	7,107.81	-5,090.18	0.00	9,313.17	39,489.35
<b>Total Equity</b>	<b>91,994.86</b>	<b>3,881.29</b>	<b>14,147.92</b>	<b>3,177.50</b>	<b>7,047.61</b>	<b>750.24</b>	<b>8,587.06</b>	<b>14,923.01</b>	<b>-5,090.18</b>	<b>0.00</b>	<b>-103.14</b>	<b>139,316.17</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>97,372.81</b>	<b>3,881.29</b>	<b>14,147.92</b>	<b>3,177.50</b>	<b>7,047.61</b>	<b>750.24</b>	<b>6,587.06</b>	<b>14,923.01</b>	<b>-5,090.18</b>	<b>0.00</b>	<b>-103.14</b>	<b>144,684.12</b>

Southwest Colorado Council of Governments  
Profit & Loss by Class  
January through July 2015

Accrual Basis

	100-General	125-SWIMT	200-All Hazards	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DoLA	900-SCAN	TOTAL
<b>Income</b>										
3000 · Match - IT DoLA 7645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,684.15	0.00	-1,684.15
3500 · WLC Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4004 · SWIMT Rev	0.00	551.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	551.35
4005 · E-tics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,400.00	8,400.00
4008 · Dues Revenue	114,712.00	0.00	0.00	0.00	0.00	0.00	7,679.00	0.00	0.00	122,391.00
4007 · TPR	0.00	0.00	0.00	0.00	0.00	0.00	11,315.27	0.00	0.00	11,315.27
4008 · Telecom Services Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,210.00	6,210.00
4009 · Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,715.00	12,715.00
4040 · Grant-Transit	0.00	0.00	0.00	0.00	6,327.97	0.00	0.00	0.00	0.00	6,327.97
4041 · All Hazards Grant	0.00	0.00	183,856.71	0.00	0.00	0.00	0.00	0.00	0.00	183,856.71
4957 · RREO Grant	0.00	0.00	0.00	0.00	0.00	21,204.27	0.00	0.00	0.00	21,204.27
<b>Total Income</b>	114,712.00	551.35	183,856.71	10,000.00	6,327.97	21,204.27	18,994.27	-1,684.15	27,325.00	381,287.42
<b>Gross Profit</b>	114,712.00	551.35	183,856.71	10,000.00	6,327.97	21,204.27	18,994.27	-1,684.15	27,325.00	381,287.42
<b>Expense</b>										
1008 · Alpine Credit Card	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8009 · Bookkeeper	80.00	0.00	56.65	0.00	56.65	0.00	56.65	0.00	0.00	249.95
5200 · All Hazard Project	0.00	0.00	180,044.04	0.00	0.00	0.00	0.00	0.00	0.00	180,044.04
5401 · Software Maintenance (E-Tic)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,600.00	5,600.00
5403 · Fiber Leasing Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,197.50	5,197.50
5410 · Rent	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
5510 · Travel Exp	2,569.46	0.00	1,120.40	0.00	899.41	1,116.53	7,494.17	0.00	0.00	13,138.97
5512 · Meeting Exp	1,521.29	0.00	0.00	967.29	36.76	580.04	132.27	0.00	14.33	3,221.98
5514 · Professional Fees.	33.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.44
5515 · Legal Fees	1,861.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,861.89
5517 · Data Back Up Exp	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
5520 · Advertising	27.66	0.00	0.00	0.00	0.00	0.00	0.00	105.00	0.00	132.66
5521 · Telephone/Website/Internet	1,131.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,131.93
5523 · Payroll Processing Fees	906.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	906.60
5525 · Audit	6,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00
5526 · Internet Connectivity (100 Mb)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	7,200.00
5527 · Internet & software	134.90	0.00	44.50	0.00	44.50	0.00	89.00	0.00	0.00	312.90
5532 · Postage	46.34	0.00	0.00	19.69	0.00	0.00	0.00	19.00	0.00	85.03
5540 · Membership/Sub	825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
5545 · Office Equipment/Computers	227.40	0.00	209.06	0.00	441.66	464.27	790.66	1,028.08	0.00	3,161.13
5546 · Equipment Expense	0.00	0.00	0.00	0.00	16.12	0.00	16.11	0.00	0.00	32.23
5550 · Supplies	674.96	0.00	91.82	0.00	0.00	32.98	0.00	0.00	0.00	798.76
5555 · Liability Insurance	2,083.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,083.00
5556 · Insurance- Health	11,965.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,965.00
5570 · Car Allowance/Mileage	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
5580 · Salary & Wages	5,291.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,291.33
5585 · Payroll Tax Expense	1,819.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,819.86
5586 · Retirement Exp	49,932.71	0.00	2,769.87	1,965.41	3,912.13	1,701.23	3,367.60	1,781.20	0.00	65,430.15
5580 · Salary & Wages - Other	57,043.90	0.00	2,769.87	1,965.41	3,912.13	1,701.23	3,367.60	1,781.20	0.00	72,541.34
<b>Total 5580 · Salary &amp; Wages</b>	57,043.90	0.00	2,769.87	1,965.41	3,912.13	1,701.23	3,367.60	1,781.20	0.00	72,541.34
5587 · Worker's Compensation	1,594.00	0.00	0.00	0.00	0.00	0.00	0.00	2.75	0.00	1,596.75
5640 · Consulting	0.00	0.00	0.00	0.00	170.50	12,384.47	0.00	0.00	0.00	12,564.97
5644 · AmeriCorp Member	0.00	0.00	0.00	0.00	0.00	7,530.00	0.00	470.00	0.00	8,000.00
5648 · Transit Study Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	91,627.77	0.00	184,336.34	2,952.39	5,577.73	23,789.52	11,886.46	3,406.03	18,014.83	341,788.07
<b>Net Income</b>	<b>22,884.23</b>	<b>551.35</b>	<b>-479.63</b>	<b>7,047.61</b>	<b>760.24</b>	<b>-2,585.25</b>	<b>7,107.81</b>	<b>-5,090.18</b>	<b>9,313.17</b>	<b>39,498.35</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through July 2015

	100-General					125-SWIMT				
	Jan - Jul 15	Budget	\$ Over Budget	% of Budget	Jan - Jul 15	Budget	\$ Over Budget	% of Budget		
<b>Income</b>										
3000 · Match - IT DOLA 7645	0.00				0.00					
3500 · WLC Grant	0.00				0.00					
3700 · DOLA 7645	0.00				0.00					
4004 · SWIMT Rev	0.00				551.35	0.00	551.35	100.0%		
4005 · E-tics	0.00				0.00					
4006 · Dues Revenue	114,712.00	114,712.00	0.00	100.0%	0.00					
4007 · TPR	0.00				0.00					
4008 · Telecom Services Revenue	0.00				0.00					
4009 · Fiber Lease Revenue	0.00				0.00					
4040 · Grant-Transit	0.00				0.00					
4041 · All Hazards Grant	0.00				0.00					
4957 · RREO Grant	0.00				0.00					
<b>Total Income</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>		
<b>Gross Profit</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>		
<b>Expense</b>										
5009 · Bookkeeper	80.00	80.00	0.00	100.0%	0.00					
5200 · All Hazard Project	0.00				0.00					
5401 · Software Maintenance (E-Tic)	0.00				0.00					
5403 · Fiber Leasing Expe.	0.00				0.00					
5410 · Rent	1.00	76.00	-75.00	1.3%	0.00					
5510 · Travel Exp	2,569.46	1,289.75	1,279.71	199.2%	0.00					
5512 · Meeting Exp	1,521.29				0.00					
5514 · Professional Fees.	33.44	17.45	15.99	191.6%	0.00					
5515 · Legal Fees	1,861.89	3,500.00	-1,638.11	53.2%	0.00					
5517 · Data Back Up Exp	750.00	0.00	750.00	100.0%	0.00					
5520 · Advertising	27.66	35.00	-7.34	79.0%	0.00					
5521 · Telephone/Website/Internet	1,131.93	2,041.65	-909.72	55.4%	0.00					
5523 · Payroll Processing Fees	906.60	904.15	2.45	100.3%	0.00					
5525 · Audit	6,250.00	7,000.00	-750.00	89.3%	0.00					
5526 · Internet Connectivity (100 Mb)	0.00				0.00					
5527 · Internet & software	134.90				0.00					
5532 · Postage	46.34	65.43	-19.09	70.8%	0.00					
5540 · Membership/Sub	825.00	825.00	0.00	100.0%	0.00					
5545 · Office Equipment/Computers	227.40	0.00	227.40	100.0%	0.00					
5546 · Equipment Expense	0.00				0.00					
5550 · Supplies	674.96	996.90	-321.94	67.7%	0.00					
5555 · Liability Insurance	2,083.00	2,083.00	0.00	100.0%	0.00					
5558 · Insurance-Health	11,965.00	16,506.00	-4,541.00	72.5%	0.00					
5570 · Car Allowance/Mileage	2,100.00	2,100.00	0.00	100.0%	0.00					
5580 · Salary & Wages										
5585 · Payroll Tax Expense	5,291.33	6,052.10	-760.77	87.4%	0.00					
5586 · Retirement Exp	1,819.86	1,895.85	-75.99	96.0%	0.00					
5580 · Salary & Wages - Other	49,932.71	22,501.50	27,431.21	221.9%	0.00	0.00	0.00	0.0%		
<b>Total 5580 · Salary &amp; Wages</b>	<b>57,043.90</b>	<b>30,449.45</b>	<b>26,594.45</b>	<b>187.3%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>		
5587 · Worker's Compensation	1,594.00	1,594.00	0.00	100.0%	0.00					
5640 · Consulting	0.00				0.00					
5644 · AmeriCorp Member	0.00				0.00					
5648 · Transit Study Expense	0.00				0.00					
5649 · IT Consultant Expense	0.00				0.00					
<b>Total Expense</b>	<b>91,827.77</b>	<b>69,563.78</b>	<b>22,263.99</b>	<b>132.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>		
<b>Net Income</b>	<b>22,884.23</b>	<b>45,148.22</b>	<b>-22,263.99</b>	<b>50.7%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>		

Southwest Colorado Council of Governments  
Profit & Loss Budget vs. Actual  
January through July 2015

	200-All Hazards				350 - WLC			
	Jan - Jul 15	Budget	\$ Over Budget	% of Budget	Jan - Jul 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				10,000.00			100.0%
3700 · DOLA 7645	0.00				0.00	10,000.00	0.00	
4004 · SWMIT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	183,856.71	141,043.00	42,813.71	130.4%	0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	183,856.71	141,043.00	42,813.71	130.4%	10,000.00	10,000.00	0.00	100.0%
<b>Gross Profit</b>	183,856.71	141,043.00	42,813.71	130.4%	10,000.00	10,000.00	0.00	100.0%
<b>Expense</b>								
5009 · Bookkeeper	56.65				0.00			
5200 · All Hazard Project	180,044.04	108,531.50	71,512.54	165.9%	0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	1,120.40	0.00	1,120.40	100.0%	0.00	400.00	-400.00	0.0%
5512 · Meeting Exp	0.00	0.00	0.00	0.0%	967.29	1,000.00	-32.71	96.7%
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Webster/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				19.69			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	209.06				0.00			
5546 · Equipment Expense	0.00				0.00			
5550 · Supplies	91.82				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance-Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,769.87	7,417.65	-4,647.78	37.3%	1,965.41	3,600.00	-1,634.59	54.6%
<b>Total 5580 · Salary &amp; Wages</b>	2,769.87	7,417.65	-4,647.78	37.3%	1,965.41	3,600.00	-1,634.59	54.6%
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00	25,093.85	-25,093.85	0.0%	0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	184,336.34	141,043.00	43,293.34	130.7%	2,952.39	5,000.00	-2,047.61	59.0%
<b>Net Income</b>	-479.63	0.00	-479.63	100.0%	7,047.61	5,000.00	2,047.61	141.0%

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through July 2015

	400 - LCC				500 - RREO			
	Jan - Jul 15	Budget	\$ Over Budget	% of Budget	Jan - Jul 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				0.00			
3700 · DoLA 7645	0.00				0.00			
4004 · SWMINT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	6,327.97	9,500.00	-3,172.03	66.6%	0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				21,204.27	27,779.00	-6,574.73	76.3%
<b>Total Income</b>	<b>6,327.97</b>	<b>9,500.00</b>	<b>-3,172.03</b>	<b>66.6%</b>	<b>21,204.27</b>	<b>27,779.00</b>	<b>-6,574.73</b>	<b>76.3%</b>
<b>Gross Profit</b>	<b>6,327.97</b>	<b>9,500.00</b>	<b>-3,172.03</b>	<b>66.6%</b>	<b>21,204.27</b>	<b>27,779.00</b>	<b>-6,574.73</b>	<b>76.3%</b>
<b>Expense</b>								
5009 · Bookkeeper	56.65				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	899.41	0.00	899.41	100.0%	1,116.53	989.00	127.53	112.9%
5512 · Meeting Exp	36.76				550.04			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mlb)	44.50				0.00			
5527 · Internet & software	4.00				0.00			
5532 · Postage	0.00				0.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	441.66	0.00	441.66	100.0%	464.27	791.00	-758.02	4.2%
5546 · Equipment Expense	16.12				0.00			
5550 · Supplies	0.00				32.98			
5555 · Liability Insurance	0.00				0.00			
5556 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	3,912.13	9,916.65	-6,004.52	39.5%	1,701.23	5,667.00	-3,965.77	30.0%
<b>Total 5580 · Salary &amp; Wages</b>	<b>3,912.13</b>	<b>9,916.65</b>	<b>-6,004.52</b>	<b>39.5%</b>	<b>1,701.23</b>	<b>5,667.00</b>	<b>-3,965.77</b>	<b>30.0%</b>
5587 · Workers Compensation	0.00				0.00			
5640 · Consulting	170.50				12,394.47	12,802.00	-407.53	96.8%
5644 · AmeriCorp Member	0.00				7,530.00	7,530.00	0.00	100.0%
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>5,577.73</b>	<b>9,916.65</b>	<b>-4,338.92</b>	<b>56.2%</b>	<b>23,789.52</b>	<b>27,779.00</b>	<b>-3,989.48</b>	<b>85.6%</b>
<b>Net Income</b>	<b>750.24</b>	<b>-416.65</b>	<b>1,166.89</b>	<b>-180.1%</b>	<b>-2,585.25</b>	<b>0.00</b>	<b>-2,585.25</b>	<b>100.0%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
January through July 2015

	600-TPR				700 - DOLA			
	Jan - Jul 15	Budget	\$ Over Budget	% of Budget	Jan - Jul 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				-1,684.15			
3500 · WLC Grant	0.00				0.00			
3700 · DOLA 7645	0.00				0.00	39,555.55	-39,555.55	0.0%
4004 · SWINMT Rev	0.00				0.00			
4005 · Ethics	0.00				0.00			
4006 · Dues Revenue	7,679.00	7,693.00	-14.00	99.8%	0.00			
4007 · TPR	11,315.27	10,560.00	755.27	107.3%	0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	18,994.27	18,243.00	751.27	104.1%	-1,684.15	39,555.55	-41,239.70	-4.3%
<b>Gross Profit</b>	18,994.27	18,243.00	751.27	104.1%	-1,684.15	39,555.55	-41,239.70	-4.3%
<b>Expense</b>								
5009 · Bookkeeper	56.65				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	7,434.17	7,000.00	434.17	106.2%	0.00			
5512 · Meeting Exp	132.27				0.00			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				105.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	89.00				0.00			
5532 · Postage	0.00				19.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	790.66				1,028.08			
5546 · Equipment Expense	16.11				0.00			
5550 · Supplies	0.00				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	3,367.60	9,975.00	-6,607.40	33.8%	1,781.20	3,777.80	-1,996.60	47.1%
<b>Total 5580 · Salary &amp; Wages</b>	3,367.60	9,975.00	-6,607.40	33.8%	1,781.20	3,777.80	-1,996.60	47.1%
5587 · Worker's Compensation	0.00				2.75			0.0%
5640 · Consulting	0.00				0.00	0.00	0.00	0.0%
5644 · AmeriCorp Member	0.00				470.00	3,333.35	-2,863.35	14.1%
5648 · Transit Study Expense	0.00				0.00	4,444.45	-4,444.45	0.0%
5649 · IT Consultant Expense	0.00				0.00	28,000.00	-28,000.00	0.0%
<b>Total Expense</b>	11,886.46	16,975.00	-5,088.54	70.0%	3,406.03	39,555.60	-36,149.57	8.6%
<b>Net Income</b>	7,107.81	1,268.00	5,839.81	560.6%	-5,090.18	-0.05	-5,090.13	10,180,360.0%

Southwest Colorado Council of Governments  
Profit & Loss Budget vs. Actual  
January through July 2015

	900-SCAN					TOTAL				
	Jan - Jul 15	Budget	\$ Over Budget	% of Budget	Jan - Jul 15	Budget	\$ Over Budget	% of Budget		
<b>Income</b>										
3000 · Match - IT DOLA 7645	0.00				-1,684.15	0.00	-1,684.15	100.0%		
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%		
3700 · DOLA 7645	0.00				0.00	39,555.55	-39,555.55	0.0%		
4004 · SWMINT Rev	0.00				551.35	0.00	551.35	100.0%		
4005 · E-tics	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%		
4006 · Dues Revenue	0.00				122,391.00	122,405.00	-14.00	100.0%		
4007 · TPR	0.00				11,315.27	10,550.00	765.27	107.3%		
4008 · Telecom Services Revenue	6,210.00	6,000.00	210.00	103.5%	6,210.00	6,000.00	210.00	103.5%		
4009 · Fiber Lease Revenue	12,715.00	2,452.50	10,262.50	518.5%	12,715.00	2,452.50	10,262.50	518.5%		
4040 · Grant-Transit	0.00				6,327.97	9,500.00	-3,172.03	66.8%		
4041 · All Hazards Grant	0.00				183,856.71	141,043.00	42,813.71	130.4%		
4957 · RREO Grant	0.00				21,204.27	27,779.00	-6,574.73	76.3%		
<b>Total Income</b>	<b>27,325.00</b>	<b>16,852.50</b>	<b>10,472.50</b>	<b>162.1%</b>	<b>381,287.42</b>	<b>377,685.05</b>	<b>3,602.37</b>	<b>101.0%</b>		
<b>Gross Profit</b>	<b>27,325.00</b>	<b>16,852.50</b>	<b>10,472.50</b>	<b>162.1%</b>	<b>381,287.42</b>	<b>377,685.05</b>	<b>3,602.37</b>	<b>101.0%</b>		
<b>Expense</b>										
5009 · Bookkeeper	0.00				249.95	80.00	169.95	312.4%		
5200 · All Hazard Project	0.00				180,044.04	108,531.50	71,512.54	165.9%		
5401 · Software Maintenance (E-TIC)	5,600.00	8,400.00	-2,800.00	66.7%	5,600.00	8,400.00	-2,800.00	66.7%		
5403 · Fiber Leasing Expe.	5,197.50				5,197.50	0.00	5,197.50	100.0%		
5410 · Rent	0.00				1.00	76.00	-75.00	1.3%		
5510 · Travel Exp	0.00				13,139.97	9,678.75	3,461.22	135.8%		
5512 · Meeting Exp	14.33				3,221.98	1,000.00	2,221.98	322.2%		
5514 · Professional Fees.	0.00				33.44	17.45	15.99	191.6%		
5515 · Legal Fees	0.00				1,861.89	3,500.00	-1,638.11	53.2%		
5517 · Data Back Up Exp	0.00				750.00	0.00	750.00	100.0%		
5520 · Advertising	0.00				132.66	35.00	97.66	379.0%		
5521 · Telephone/Website/Internet	0.00				1,131.93	2,041.65	-909.72	55.4%		
5523 · Payroll Processing Fees	0.00				906.60	904.15	2.45	100.3%		
5525 · Audit	0.00				6,250.00	7,000.00	-750.00	88.3%		
5526 · Internet Connectivity (100 Mb)	7,200.00	7,000.00	200.00	102.9%	7,200.00	7,000.00	200.00	102.9%		
5527 · Internet & software	0.00				312.90	0.00	312.90	100.0%		
5532 · Postage	0.00				85.03	65.43	19.60	130.0%		
5540 · Membership/Sub	0.00				825.00	825.00	0.00	100.0%		
5545 · Office Equipment/Computers	0.00				3,161.13	0.00	3,161.13	100.0%		
5546 · Equipment Expense	0.00				32.23	0.00	32.23	100.0%		
5550 · Supplies	0.00				799.76	1,787.90	-988.14	44.7%		
5555 · Liability Insurance	0.00				2,083.00	2,083.00	0.00	100.0%		
5558 · Insurance-Health	0.00				11,965.00	16,506.00	-4,541.00	72.5%		
5570 · Car Allowance/Mileage	0.00				2,100.00	2,100.00	0.00	100.0%		
5580 · Salary & Wages	0.00				5,291.33	6,052.10	-760.77	87.4%		
5585 · Payroll Tax Expense	0.00				1,819.86	1,895.85	-75.99	96.0%		
5586 · Retirement Exp	0.00				65,430.15	64,763.10	667.05	101.0%		
5580 · Salary & Wages - Other	1,907.50				72,541.34	72,711.05	-169.71	99.8%		
<b>Total 5580 · Salary &amp; Wages</b>	<b>1,907.50</b>	<b>1,907.50</b>	<b>-1,907.50</b>	<b>0.0%</b>	<b>72,541.34</b>	<b>72,711.05</b>	<b>-169.71</b>	<b>99.8%</b>		
5587 · Worker's Compensation	0.00				1,596.75	1,594.00	2.75	100.2%		
5640 · Consulting	0.00				12,564.97	37,895.85	-25,330.88	33.2%		
5644 · AmeriCorp Member	0.00				8,000.00	10,863.35	-2,863.35	73.6%		
5648 · Transit Study Expense	0.00				0.00	4,444.45	-4,444.45	0.0%		
5649 · IT Consultant Expense	0.00				0.00	28,000.00	-28,000.00	0.0%		
<b>Total Expense</b>	<b>18,011.83</b>	<b>17,307.50</b>	<b>704.33</b>	<b>104.1%</b>	<b>341,788.07</b>	<b>327,140.53</b>	<b>14,647.54</b>	<b>104.5%</b>		
<b>Net Income</b>	<b>9,313.17</b>	<b>-455.00</b>	<b>9,768.17</b>	<b>-2,046.9%</b>	<b>39,499.35</b>	<b>50,544.52</b>	<b>-11,045.17</b>	<b>78.1%</b>		

# STRATEGIC PLANNING

## **OVERVIEW**

The Southwest Colorado Council of Governments (SWCCOG) met in January and April to discuss goals, strategies, opportunities, and needs.

Over the past few years, the SWCCOG has focused primarily on the development of regional partnerships and the SCAN network. The organization has recently hired a full time executive director, and is ready to look to the future. With SCAN nearly up and operational, the SWCCOG has many opportunities for regional collaboration. This strategic plan is intended to help prioritize regional opportunities, and define the SWCCOG's role within the southwest of Colorado.

The following outlines the goals, ideas, and issues identified by the SWCCOG membership for the organization to focus on in 2014 and moving into 2015.

## **SWCCOG TODAY**

### **VISION**

The SWCCOG will have an engaged an enthusiastic membership base, that directly or indirectly works to improve regional programs and services.

The SWCCOG will be a strong advocate for regional issues, a clearinghouse for its members and a resource for best management practices for its communities. The SWCCOG will work to reduce redundancy, operate an efficient administrative infrastructure, and will enhance the work done by its members within each member community and the region.

### **MISSION**

The SWCCOG's mission is to continue to increase efficient use of regional resources, provide a focused venue for regional discussion, and help improve the provision of regional services.

### **Mission Background:**

Members of the SWCCOG value the organization for its ability to:

- Offer a local government focused forum and regular improving communication in way not possible through other regional organizations that have a broader membership and specific focus (i.e. economic development, transportation).

- Creates the opportunity for development of a regional voice on common needs and issues while recognizing the diversity of the communities comprising the SWCCOG.
- Allows member jurisdictions to think and solve challenges regionally.
- Provides opportunity for economies of scale through the sharing of resources and the aggregation of demand for services.

Many challenges faced by the region are best approached collectively as each entity is part of a larger voice through participation in SWCCOG.

Members of the SWCCOG believe the organization can continue to grow in value to its participation by looking for opportunities to:

1. Reduce redundancy in services offered throughout southwest Colorado.
2. Consolidate the number of meetings currently attended by all jurisdictions.
3. Providing financial return on investments to member jurisdictions.
4. Allowing each jurisdictions dollar spent to go farther by aggregating efforts.

**SWCCOG 2014 GOALS & PRIORITIES**

It is the primary goal of the SWCCOG to continue to make forward progress on the following each year:

- Develop a Business Plan and Operating Strategy for the nearly complete SCAN Network.
- Continue to participate in discussions with AAA on that organizations future needs.
- Identify priority shared service opportunities; develop a rate structure, and a fee for service agreement.
- Convene a work session with all regional housing entities to clearly define *HOW* the COG can plan a role in regional housing discussions without duplicating existing services (see Roles discussion below).
- Continue to evaluate and prioritize other programmatic areas, in response to new opportunities available throughout the region.

- Continue outreach to non-member jurisdictions and the Tribes, and demonstrate the growing value of the SWCCOG to these organizations.
- Identify the short and long-term operational costs for the SWCCOG, and develop funding strategies to ensure long-term financial health of the organization.

### **SWCCOG ORGANIZATIONAL OPPORTUNITIES**

The SWCOG has several opportunities to increase value to its members. These include:

- The ability to leverage funds. Many of the smaller community struggle to match grants, or can only accomplish a limited number of projects each year. This is a significant benefit to the smaller communities.
- The ability to aggregate demand and share costs on common service needs of each organization and community. Opportunities for shared services could be explored for the following:
- The region is linked in many areas including transportation, communication, economic development, and tourism, yet each community also has its own unique set of needs and issues. The SWCCOG offers an opportunity to work together on common links. The COG's role in each of these topics should continue to be clearly defined.

### **SWCCOG CURRENT LANDSCAPE**

As a relatively new organization, the SWCCOG faces ongoing challenges to successful implementation of its mission. These include making sure that participating jurisdictions receive a fair share of services/value from the organization, that the organization itself is able to fully capture its fair share of services from the State (funding opportunities, technical assistance), recruiting/retaining members (not all jurisdictions are members of the COG), and development of reliable long-term funding.

## SWCCOG REGIONAL SERVICES & SWCCOG ROLE IN SERVICE PROVISION

### SWCCOG Direct Services:

#### TELECOMMUNICATIONS

The SWCCOG is near completion of a regional broadband network. The COG must now develop a strategy for successful operation of the network in partnership with all SCAN participants. In order to ensure successful operation of the SCAN Network the following steps need to take place.

- Complete construction
- Develop an operation plan that addresses:
  - **Ensure understanding of the COG's bottom line financial needs to operate the SCAN network**
  - **Work with communities to purchase internet through the COG— if communities do not join the COG network, the COG will be challenged to financially manage the network**
  - **Develop agreements between users**
  - **Determine final operating costs and how to distribute between users**
  - **Identify maintenance responsibilities**
  - **Determine how to share revenues between COG, and communities**
  - **Develop an equipment replacement funding strategy and replacement schedule (CIP)**
- Identify necessary agreements to be drafted and executed such as MOU/IGA's between spoke and hubs, internet purchase agreements.
- Finalization of the model for leasing to private entities for direct service provision to communities.
- Remain actively engaged with issues around SB152 and the High Cost Fund.

### AAA

The SWCCOG has been in discussion with the Area Agency on Aging (AAA) regarding future administration of AAA. The SWCCOG remains open to discussion on how the SWCCOG could partner with AAA's moving forward.

### SHARED SERVICES

The SWCCOG is uniquely positioned to help members aggregate demand for a share common services, and provide opportunities for cost savings. This could be done either through the COG itself, providing an income stream to help support the COG, or through intergovernmental agreements utilizing local government staffs with the COG acting as a "broker" to help identify opportunities. The following areas have been identified where opportunities for shared services may exist. This opportunity may exist for both local governments, as well as regional non-profit organizations:

- IT
- Grant writing
- GIS
- Training
- Recycling
- Planning
- Purchasing
- Fleet/Maintenance
- Back office
- Urban Forestry
- HR
- Invasive species/weed control

The COG should conduct a needs survey to prioritize which shared services to focus on, identify local government assets that might be shared, develop a fee schedule, and determine the best method to provide the service (retainer, COG staff, partner local jurisdiction Staff).

There may also be a need regionally for equipment that communities can not afford/justify ownership of individually that could be collectively acquired and shared.

### **SWCCOG INDIRECT SERVICES:**

#### HOUSING:

There are numerous housing organizations within the southwest region. The COG's role is to augment and support these existing organizations, not to

become another housing authority/agency. The SWCCOG is uniquely situated to help build additional capacity to address housing needs within the region by:

- Provide a single point of entry for all housing entities to approach partner local governments regarding projects, and financial support.
- Provide grant writing assistance
- Provide technical assistance
- Provide administrative support to regional housing agencies to reduce costs and improve value through the provision of shared services such as IT, marketing, maintenance, and financial planning/budgeting/accounting.
- Provide a forum for ongoing evaluation of housing needs/gaps and project development to address those needs.

#### **TRANSPORTATION**

Transit – Regional Coordinating Council  
TPR

#### **FUTURE DISCUSSION ITEMS**

- Tourism
- Environment
- Economic Development
- Emergency Management
- Grantsmanship
- Public Lands
- Regional Advocacy

#### **NEXT STEPS**

- Development of work plan around goals/priorities identified
- Creation of standing working groups where necessary (SCAN, TRP, AAA)
- Continued discussion on other program areas
- Bi-annual evaluation of Vision/Mission/Goals & Work Plan

## SWCCOG 2015 Board Goals

### GOAL 1: Address Opportunities to Increase Value to COG members

Objective 1.1: Leverage Funds															
Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2015-2016	Beyond 2016	Staff Time	Costs
Recycling Project	X	X	X	X		x		x			6/30/2015	Implement			\$
DOLA 2015 TA Grant	x	x	x			x		x			12/31/2015				\$75,000
Transit Council		x		x			x	x			12/31/2015	Funding Ending			\$24,800
TPR		x	x	x	x			x			6/30/2015	7/1/2015-6/30/2016	7/1/2016-6/30/2017		\$21,000
Membership Dues	x		x		x			x			12/31/2015	1/1/2015 - 12/31/2016		Low	\$114,000
DOLA Broadband Planning Grant	x	x	x		x			x			4/1/2015-12/31/2015				~\$90,000

Objective 1.2: Aggregate Demand and Share Costs on Common Service Needs															
Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
Recycling Project	x	x		x		x		x			x	x	?		\$
IT Support	X	X		X	x			X			12/31/2015	?			\$\$
Software	x		x			x				x		x			
Equipment Purchasing										x		x			

Objective 1.3: Shared Trainings and Services															
Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
CIRSA Trainings	x					x				x	x	x		Low	N/A
Water/Wastewater Certs	x					x				x	?	x		Low	N/A
Elected Officials Trainings	x					x			x			x	x	Low	\$


**Goal 2: Fiscal Stability and Growth**

**Objective 2.1: Target Non-Member Entities**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
Town of Dove Creek	x	x	x			x		x			x	x			\$
Montezuma County	x	x	x			x		x			x	x	x		\$\$
Town of Rico	x	x	x			x		x			x	x			\$
Southern Ute Indian Tribe	x	x	x			x		x			x				\$\$
Ute Mountain Ute Indian Tribe	x	x	x			x		x			x				\$\$

**Objective 2.2: Retain Existing Members**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	Ongoing			Staff Time	Costs
Archuleta		x			x			x			x				\$\$\$
Bayfield		x			x			x			x				\$\$
Cortez		x			x			x			x				\$\$\$
Dolores (County)		x			x			x			x				\$\$
Dolores (Town)		x			x			x			x				\$
Durango		x			x			x			x				\$\$\$
La Plata		x			x			x			x				\$\$\$
Ignacio		x			x			x			x				\$
Mancos		x			x			x			x				\$\$
Pagosa Springs		x			x			x			x				\$\$
San Juan		x			x			x			x				\$
Silverton		x			x			x			x				\$

**Objective 2.3: Partner with Other Organizations**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
AAA	x	x	x			x		x			x				\$\$

4CORE	x	x	x			x		x			x	x			\$
Southwest Housing Solutions	x	x	x			x		x				x	x		\$\$

**Objective 2.4: Targeted Grant Applications/Requests**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
DOLA Broadband Planning Grant	x	x	x		x			x			x				~ \$90,000
DOLA Broadband Infrastructure Grant	x	x	x		x			x			x	x			Million +
EPA Environmental Justice - Transit	x	x	x	x		x		x			x				≥ \$25,000
EPA Brownfields Grant(s)	x	x	x			x		x				x			Unknown
CDOT Trails Grant	x	x	x			x		x			x	x			Unknown
Other Trails Grant(s)	x	x	x			x		x			x	x			Unknown

**Goal 3: Staffing**

**Objective 3.1: Increase Capacity**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
Project Manager					x			x				x	x		\$\$
AmeriCorps VISTA						x		x			x	x	x		\$8,000
Administrative Assistant						x		x			x	x			\$\$
Transportation Coordinator						x		x				x	x		\$\$
Grant Writer						x		x				x	x		\$\$

**Objective 3.2: Continuing Education**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
Miriam	Maybe		Maybe			x		x			x	x	x	Med	\$-\$
Sara						x		x			x	x	x	Med	\$-\$
Future Staff						x		x				x	x	Med	\$-\$


**Objective 3.3:**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No				Staff Time	Costs

**Goal 4: Advocacy**

**Objective 4.1: Legislation**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
Broadband	X	X	x		X	X			x		x	x	?	High	

**Objective 4.2: Represent SW Colorado**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No	2015	2016	Beyond 2016	Staff Time	Costs
Within Region	x	x					x		x		x	x	x	Unknown	Unknown
State Level	x	x					x		x		x	x	x	Unknown	Unknown
Federal Level	x	x					x		x		x	x	x	Unknown	Unknown

**Objective 4.3:**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No				Staff Time	Costs


**Goal 5:**

**Objective 5.1:**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No				Staff Time	Costs

**Objective 5.2:**

Action	Board Actions				Priority Level			Future Fiscal Impact			Timeline			Impacts to COG	
	Provide Direction	Monitor Progress	Decision Item	Refer to Boards	Critical	Important	Routine	Yes	Unknown /Maybe	No				Staff Time	Costs

## DISCUSSION ITEMS

An in depth view of the Southwest  
Colorado Council of Governments 2016  
Fiscal Year

# SWCCOG 2016 Budget Report

11 September 2015

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## Overview

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This document will give the reader an understanding of all the parts that make up the SWCCOG, goals, and how those influence the budget. The budget document will also allow the reader to understand the basis of the different projects, programs, grants, and pass through funding sources the SWCCOG manages.

In 2013 the Board voted to up dues and hire a full time Executive Director as a two year 'experiment' to see if the region could develop and support a full-fledged Council of Governments. The first two years in developing a grown-up Council of Governments has flown by. Highlights over the first year include hiring an Executive Director and Accountant, closing out the SCAN grant, and bringing in three grants, and generally clean up. The second year will close out in December, in this year we have completed our first audit, brought on an AmeriCorps VISTA member, started the Broadband Planning process, leveraged \$14,000 into \$63,000 for IT projects in 7 jurisdictions, and started looking and moving forward to grow the organization in a logical and clear manner.

Overall, the hardest part of developing the SWCCOG has been trying to develop the organization. Funding and basic fiduciary responsibilities are easy compared to creating culture, understanding how decisions made today will propagate into future years, and ensuring we make logical decisions when it comes to projects/programs/and growth. As the Council continues to grow, the Board and staff need to pay close attention to creating a well-functioning organization.

## Goals

There were taken directly from the Strategic Planning document from the 2015 Strategic Planning session in February. The blue denotes either the work that has been done and/or the work that will be done in 2016 on these goals.

### Address Opportunities to Increase Value to Members

#### 1. Leverage Funds

- Recycling
  - In 2016 Budget with two new recycling trailers to serve rural areas
- DOLA Technical Assistance Grant
  - In 2016 Budget with an increased amount over 2015. Will address shared services of grant writing. Will also use existing funds and grants as match for grant. While not increasing ask from members
- Transit Council
  - Expected to apply and receive funding for \$19,000. This will be the last year of this funding.
  - Applied, and did not receive funding for a Transit Coordinator, CDOT would like the SWCCOG to have a more mature Transit Council before funding this position.

- **Transportation Planning Region**
    - Continue TPR management as is. Keep meeting days the same as COG Board Meetings.
  - **DOLA Broadband Planning Grant**
    - Received \$75,000 from DOLA, matched with \$32,000 of local funding. Expected to start in late September or early October. Process will take about a year.
  - **Membership Dues**
    - Dues were \$114,000 for 2014 and 2015. The formula for the dues was previously \$1 per capita plus a base of \$2000. The population in municipalities was subtracted from county population figures. This year it is proposed that dues be calculated with the 25% (or 20%) divided equally out and the rest of the cost based on population. Dues were calculated at \$120,000 for 2016. Increase of dues is proposed at 5.26%.
2. **Aggregate Demand and Share Costs on Common Service Needs**
- **Recycling**
    - Working with private sector to help spread costs out.
  - **IT Support**
    - Project is ongoing and will continue to develop based on needs and wants of participating members.
  - **Software**
  - **Equipment Purchasing**
3. **Shared Trainings and Services**
- **CIRSA Trainings**
    - Municipalities have Flagger and Defensive Driving Trainings in SW in August 2015. Will also have Tami come down in the Fall
  - **Water/Wastewater Certs**
  - **Elected Officials Training**
    - Tami will come down for the municipalities. Will work on this with CCI in 2016 for Counties.
  - **Other Trainings/Services**
    - SB152 Election information and meetings.
    - State Demography Office

## Fiscal Stability and Growth

1. **Target Non-Member Entities**
- Dove Creek
  - Montezuma
  - Rico
  - SUIT
    - Working with SUIT on Recycling programs and TPR.
  - UMU
    - Working with UMU on TPR and Transit programs.
2. **Retain Existing Members**

- Archuleta
  - Bayfield
  - Cortez
    - Concerns about Broadband/SCAN
  - Dolores (County)
    - Lack of participation
  - Dolores (Town)
    - Lack of participation
  - Durango
  - La Plata
  - Ignacio
  - Mancos
  - Pagosa Springs
  - San Juan
  - Silverton
3. Partner with Other Organizations
- AAA
    - Achieved through Bookkeeping contract for AAA FY 2016-2017
  - Southwest Housing Solutions
4. Targeted Grant Applications/Requests
- DOLA Broadband Planning Grant
    - Approved by DOLA. RFP out and expected to start work in October 2015.
  - DOLA Broadband Infrastructure Grant
  - EPA Environmental Justice - Transit
  - EPA Brownfields
  - Trails Grants
  - Transit Coordinator
    - Grant for two years of a 0.75 FTE applied for in June 2015. Will be noticed in September 2015 sometime.

## Staffing

1. Increase Capacity
- Project Manager
  - AmeriCorps VISTA
    - Shannon Cramer starts August 17, 2015.
  - Administrative Assistant
    - In Budget for 2016. Part time, no benefits, position
  - Transportation Coordinator
    - CDOT Grant application for Transit Coordinator submitted June 5, 2015. Will find out if awarded position in September 2015. If unsuccessful, will apply to DOLA Technical Assistance Grant for support of this position.
  - Grant Writer
    - Contract Grant Writer expected to be in DOLA Technical Assistance 2016 grant.

## 2. Continuing Education

- **Miriam**
  - Attended Leadership Development for COG and Regional Organization Directors in Austin in August 2015. Planning on becoming a dues paying member of the organization National Association for Regional Councils (NARC) in 2016. Will also help develop and support Transportation through their work on a national level.
- **Sara**
  - Continuing to support her through her MBA program with flexible schedule. As well as getting her training on Homeland Security Grants, QuickBooks, and other grant management.
- **Shannon**
  - Funding for attendance at the Colorado Association for Recycling (CAFR) in budget for 2016. As well as exposure to a multitude of boards, staff, Colorado Association of Regional Organizations, and professional development opportunities throughout her year of Service.

## Advocacy

### 1. Legislation

- **Broadband**
  - Helping develop educational materials, working with ISPs, and Economic Development Agencies to pass SB152 Elections. Brought information and hosting meetings with staff/elected officials from across the W. Slope region to help communities decide if they were ready to move towards elections.
  - Worked on developing legislation in 2015 to update SB152.
  - TV and Newspaper interviews

### 2. Represent SW Colorado

- **Within Region**
  - Working with Herald and Inside Durango TV for education of SB152, but also exposure of the SWCCOG
  - Representing SWCCOG at November's Green Business Roundtable. Will be speaking about the Recycling initiative.
  - Region 9 Board Meetings
- **State Level**
  - Presented at Recycling Conference in Vail in June
  - Presented at Broadband Conference in Vail in June
  - Presenting at second recycling conference in Colorado Springs in September
  - Continue to be called upon regarding SCAN and Broadband
- **Federal Level**
  - Worked with partners to support federal legislation
  - Work with Federal Delegation staff on a variety of issues
  - Met with Jonathon Chambers of the FCC at the Broadband Conference in Vail.
  - Joining NARC will bring in resources for engaging on federal level for Transportation

## Budget Overview

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The 2016 budget represents continued and steady growth for the Council. The 2016 budget of \$688,801 is an increase of \$109,117 from 2015 and \$127,419 from 2014. This budget includes the following:

- Two additional staff
  - Part time Administrative Assistant
  - 0.75 FTE Transit Coordinator (dependent upon grant funding)
- Contract Bookkeeping with the Area Agency on Ageing
- Continued Recycling Program Development
- Broadband Planning
- Downtown Development funding for the communities of
  - Bayfield
  - Ignacio
  - Pagosa
  - Silverton
- Creation of a grant match account as to not request funding from members mid-year
- Fiber Equipment Repair Fund Restricted Account to support SCAN hub routers
- Additional funding for travel for presentations, conferences, and professional development.
- A reduction in health care costs by shifting 1/3 health/vision/dental cost of dependents to staff. All staff will be covered 100% for health/vision/dental.

## Revenue Account Descriptions

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The following are descriptions and income for FY2016 for all the revenue accounts of the SWCCOG.

- **SWCCOG Dues, General Class 100**

This revenue source is from the SWCCOG membership. This excludes Southwest Transportation Planning Region dues. Dues were upped in 2014 to roughly \$114,000 and stayed the same for 2015. The increase from 2015 to 2016 dues is less than 5%.

  - Amount for 2016: \$120,000
- **Admin Position, General Class 100**

This position is proposed to be paid from members. The total amount for the position, including equipment, salary, and payroll expenses. Is expected to be a very part time position. This funding will also be leveraged towards grants as an in kind funding source.

  - Amount for 2016: \$12,200

- **SWIMT, Class 125**

This fund is utilized only when the Southwest Incident Management Team is deployed. Until there is a need, this account is dormant and there is no expected revenue at this time.

- **AAA, Class 175**

San Juan Area Agency on Ageing bookkeeping services are not expected to exceed \$6,000 for the AAA fiscal year of 2015-2016. The AAA operates on the state fiscal year, staff's estimation that the SWCCOG will receive roughly \$3,000 for the first six months of 2016.

- Amount for 2016: \$3,000

- **AH 14SHS15SWR, Class 200**

This grant runs to August 2016. Currently, the M&A salary expenses are 44% complete and supplies 75% complete. I anticipate the supplies funds to be exhausted by end of year 2015.

- Estimated amount for 2016: \$8,271
- Estimated COG salary: \$2,247
- All Hazard consultant: \$6,024

- **AH15SHS16SWR, Class 200**

This grant starts October 2015 and ends October 2018 (36 month grant). Allocations for this grant are as follows: M&A salary - \$6,696, travel - \$2,000, supplies \$500. To calculate the revenue for 2016, all allocations are divided by the 36 month terms and multiplied by 12 months for 2016.

- Estimated COG revenue 2016: \$3,066
- AH projects: \$46,724
- All Hazards consultant: \$11,517

**Local Transit:**

- **LCC Transit Grant, Class 400**

\$24,800 was granted in 2015; however, this amount was higher than should have been, and CDOT chose not to make the correction to \$19,000.

- Amount for 2016: \$19,000

- **CDOT Transit Coordinator, Class 600**

This grant was not awarded for 2016.

## Transportation:

### ▪ **SWTPR Dues, Class 600**

There will be no change in SWTPR dues for 2016. The Town Of Rico will no longer participate in the SWTPR. However, they did not pay dues for 2015, so funding will remain stable.

- Amount for 2016: \$7,679

### ▪ **CDOT TPR Funds, Class 600**

The COG is expected to receive the normal annual amount. This funding source runs on the State fiscal year. Will receive in July 2016.

- Amount in 2016: \$21,100

## DoLA:

### ▪ **DoLA Tech Assistance 2016, Class 700**

The DOLA TA Grants are due October 1. The projects will be discussed at the September Board Meeting.

- Minimum amount expected for 2016: \$75,000 total.

### ▪ **DoLA Downtown, Class 700**

The Downtown grant will help Bayfield, Ignacio, Pagosa Spring, and Silverton downtowns. The grant is run though the SWCCOG due to the fact this is a multi-jurisdictional grant.

- M&A 2016: \$10,000
- Consultant: \$90,000

### ▪ **DoLA 7645 Tech Assistance 2015, Class 700**

There will be some funding remaining from 2015 in this grant. Until more the IT projects are underway in 2015, this number is uncertain.

- Estimated Amount for 2016: \$6,000

### ▪ **DoLA Broadband, Class 700**

This grant is expected to get underway in October 2015 and wrap up in 2016. There is up to \$100,000 to spend on consultant costs and \$7000 for staff time on this grant.

- Estimated 2016 Salary/Wages - \$3,500
- Estimated 2016 Consulting - \$70,000

## Recycling

- **RREO Equipment Grant, Class 500**

The Recycling Taskforce will continue to meet, though this process of public and private entities they will decide if they want to participate with the purchasing of two recycling trailers with the RREO grant cycle.

- Estimated 2016 Amount: \$36,200

## SCAN:

- **Telecom Income from e-TICS, Class 900**

This is a pass through for the eTics software. City of Durango \$2,100, La Plata County \$2,100, and the City of Cortez \$4,200

- Amount for 2016 = \$8,400

- **Fiber Equipment Replacement Fund (previously RAMP), Class 900**

These funds will be billed to communities annually. The decision for allocation to communities was made in June 2015. This will be held in a restricted account until the time it is needed to upgrade, replace, or repair the hub routers.

- Amount for 2016: \$15,000

- **Community Revenue (Telecom Services), Class 900**

These funds currently come from the following:

Town of Bayfield - \$5520

City of Cortez - \$120

Town of Dolores - \$720

La Plata County - \$1200

Town of Mancos - \$720

- Amount for 2016: \$8,280

- **Dark Fiber Leasing, Class 900**

At this time, 25% is retained by the COG and 75% is returned to the City of Durango. There are currently no other dark fiber leases the COG manages. If other communities participate, and/or SB152 Op-Out Elections are passed, then this amount will likely change.

Brainstorm - \$960

CEDAR networks - \$1,635

- Skywerx - \$680
- FastTrack - \$1,159
- Amount for 2016: \$4,434

## Expense Account Descriptions

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- **Bookkeeper Training - 5009**

Quick books training and the cost of the Quick Books upgrade \$300.

- Expenses for 2016: \$500

- **All Hazards Project - 5200**

Project portion of AH grants only (excludes consulting and COG M&A expenses)

- **Software Maintenance (e-Tics) - 5401**

This account includes all MidState billing for the year and is completely paid for by the telecom income from e-Tics.

- Expenses for 2016: \$8,400

- **Rent - 5410**

Office space rent is \$1 annually, and the post office box.

- Expenses for 2016: \$81

- **Bank Fees - 5505**

To date, no bank fees have been incurred. Cost estimated is equal to two boxes of checks.

- **Travel Expense - 5510**

*General fund:* 2013 = \$630.73, 2014 = \$4800, 2015 (Jan 1-July 1) = \$528.

- Estimated General Travel expenses for 2016: \$4000

*TPR fund:* 2014 = \$6200 (6 months), 2015 (Jan 1-Jul 1) = \$7400.

- Estimated TPR Travel expenses for 2016: \$14,000

- **Meeting Expenses - 5512**

Meeting expenses include space rentals and food and beverage.

- **Professional Fees - 5514**

The one and only time this expense account has been used was for a locksmith. Do not anticipate much activity in this account.

- **Legal Fees - 5515**

- **Data Back-Up Expense 5517**

Dropbox annual fee \$750.

- **Advertising - 5520**

- **Telephone/Website/Internet - 5521**

Includes mobile phone reimbursement annually for staff and AT&T (iPad).

- **Payroll Processing Fee - 5523**

The processing fee is a set amount of \$46.97/pay period. 26 periods per year = \$1221.22 annually. With an additional employee, the processing fee would be \$49.43/pay period. 26 periods per year = \$1,285.18 annually. There is a quarterly fee of \$12.95. 4 quarters x \$12.95 = \$51.80. Year-end fees are approximately \$200.

- GRAND TOTAL = \$1473.02

- **Audit 5525**

Per Hinton & Burdick's proposal, "Assuming there are not any significant changes in the scope of the audit we anticipate that our not-to-exceed fees for the 2015 and 2016 will be increased by approximately 3%". The not-to-exceed fee is \$6250.  $3\% * \$6250 = \$438$ .

- Expenses for 2016: \$6,438

- **Internet Connectivity 5526**

This account includes all Fast Track expenses, currently at \$900/mo.

- Expense for 2016: \$10,800

- **Internet & Software - 5527**

- **Fiber Equipment Replacement Fund - 5530**

Previously RAMP. Set at \$15,000 for 2016 per board.

- **Postage - 5532**

- **Printing/Reproduction - 5535**

Business cards.

- **Membership/Subscriptions - 5540**

2016 Memberships:

CARO = \$750

CAFR = \$150

NARC - \$2300

- **Office Equipment/Computers 5545**

- **Equipment Expense - 5546**

Anticipated RREO equipment grant.

- **Supplies - 5550**

- **Liability Insurance - 5555**

- **Insurance-Health - 5558**

Instead of continuing to pay 100% towards staff and dependents, the new plan will be a \$3,000 deductible, with the difference put into an HSA for each employee. The employees with dependents will pay 1/3 the cost of their coverage all health/vision/dental.

- **Car Allowance/Mileage - 5570**

The Executive Director annual car allowance is at \$300/mo

- **Salary & Wages - 5580**

Please see attached spreadsheet and Administrative Assistant Description for breakdown in Salary and Wages for existing employees

- **Payroll Tax Expense - 5585**

The rate of 8.55% is used to calculate payroll expenses.

- **Retirement Expense - 5586**

The SWCCOG matches up to 5% of salaries for the employees

- **Worker's Compensation 5587**

- **Consulting 5640**

This includes All Hazards, DoLA IT, DoLA Downtown, and DoLA Broadband.

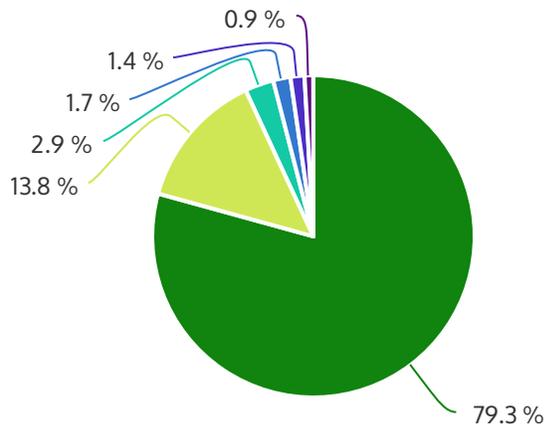
- **AmeriCorp VISTA Member 5644**

From funds received from RREO grant and DoLA grants

- **Transit Study Expense - 5648**

# Southwest Colorado Council of Governments

## 2016 Annual Budget



- Total 2016 Budget
- Member Dues
- Grant Match
- Fiber Equipment Repair
- Administrative Assistant
- TPR Dues

Member Contributions as a Percentage of Budget

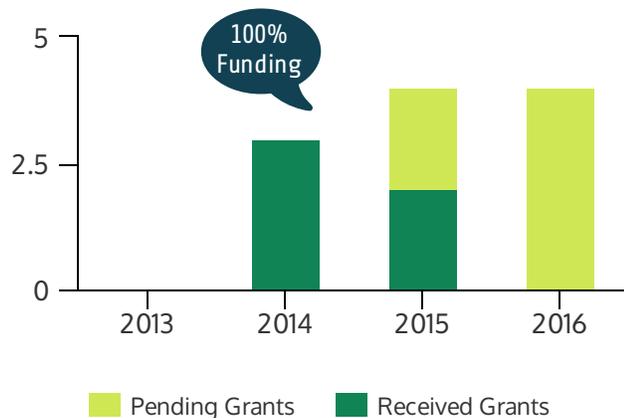
Return on Investment **300%** !

Percentage of Salary from Projects and Programs - 72.4%

## SWCCOG Grant Success

Grant Funding  
 2013 - \$0  
 2014 - \$109,800  
 2015 - \$200,000

Grants Pending  
 2015 - \$109,000  
 2016 - \$130,000+



The 2016 budget includes multiple new grants, creation of a grant match fund, implementation of a Fiber Equipment Repair Fund, and the addition of an administrative assistant.



**SWCCOG Preliminary Budget Calculations - 25%**  
 25% of total needed equally divided among members, 75% based on population

**2016 COG Dues \$ 120,000.00**

25% of Dues \$30,000	2013 Population	% Population	Base (25% Dues)	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 2,500.00	\$ 12,012	\$ 14,512
Bayfield	2493	3.2%	\$ 2,500.00	\$ 2,870	\$ 5,370
Cortez	8551	10.9%	\$ 2,500.00	\$ 9,843	\$ 12,343
Dolores County	1037	1.3%	\$ 2,500.00	\$ 1,194	\$ 3,694
Dolores (Town)	939	1.2%	\$ 2,500.00	\$ 1,081	\$ 3,581
Durango	17689	22.6%	\$ 2,500.00	\$ 20,361	\$ 22,861
Ignacio	711	0.9%	\$ 2,500.00	\$ 818	\$ 3,318
La Plata	32553	41.6%	\$ 2,500.00	\$ 37,470	\$ 39,970
Mancos	1361	1.7%	\$ 2,500.00	\$ 1,567	\$ 4,067
Pagosa	1732	2.2%	\$ 2,500.00	\$ 1,994	\$ 4,494
San Juan	61	0.1%	\$ 2,500.00	\$ 70	\$ 2,570
Silverton	626	0.8%	\$ 2,500.00	\$ 721	\$ 3,221
<b>Totals</b>	<b>78189</b>		<b>\$ 30,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 120,000.00</b>

**Administrative Position, 15hr/week \$13/hr**  
**Total Salary and Equipment \$ 12,200.00**

25% of Total \$3,050	Population	% Population	Base	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 254.17	\$ 1,221	\$ 1,475
Bayfield	2493	3.2%	\$ 254.17	\$ 292	\$ 546
Cortez	8551	10.9%	\$ 254.17	\$ 1,001	\$ 1,255
Dolores County	1037	1.3%	\$ 254.17	\$ 121	\$ 376
Dolores (Town)	939	1.2%	\$ 254.17	\$ 110	\$ 364
Durango	17689	22.6%	\$ 254.17	\$ 2,070	\$ 2,324
Ignacio	711	0.9%	\$ 254.17	\$ 83	\$ 337
La Plata	32553	41.6%	\$ 254.17	\$ 3,809	\$ 4,064
Mancos	1361	1.7%	\$ 254.17	\$ 159	\$ 413
Pagosa	1732	2.2%	\$ 254.17	\$ 203	\$ 457
San Juan	61	0.1%	\$ 254.17	\$ 7	\$ 261
Silverton	626	0.8%	\$ 254.17	\$ 73	\$ 327
Total population	78189		\$ 3,050.00	\$ 9,150.00	\$ 12,200.00

**Total Grant Match \$ 25,000.00**

25% of Grant Match \$6,250	Population	% Population	Base	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 520.83	\$ 2,503	\$ 3,023
Bayfield	2493	3.2%	\$ 520.83	\$ 598	\$ 1,119
Cortez	8551	10.9%	\$ 520.83	\$ 2,051	\$ 2,571
Dolores County	1037	1.3%	\$ 520.83	\$ 249	\$ 770
Dolores (Town)	939	1.2%	\$ 520.83	\$ 225	\$ 746
Durango	17689	22.6%	\$ 520.83	\$ 4,242	\$ 4,763
Ignacio	711	0.9%	\$ 520.83	\$ 171	\$ 691
La Plata	32553	41.6%	\$ 520.83	\$ 7,806	\$ 8,327
Mancos	1361	1.7%	\$ 520.83	\$ 326	\$ 847
Pagosa	1732	2.2%	\$ 520.83	\$ 415	\$ 936
San Juan	61	0.1%	\$ 520.83	\$ 15	\$ 535
Silverton	626	0.8%	\$ 520.83	\$ 150	\$ 671
Total population	78189		\$ 6,250.00	\$ 18,750.00	\$ 25,000.00

**Fiber Equipment Repair Fund \$ 15,000.00**

25% of Grant Match \$3,750	Population	% Population	Base	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 312.50	\$ 1,501.55	\$ 1,814
Bayfield	2493	3.2%	\$ 312.50	\$ 358.70	\$ 671
Cortez	8551	10.9%	\$ 312.50	\$ 1,230.34	\$ 1,543
Dolores County	1037	1.3%	\$ 312.50	\$ 149.21	\$ 462
Dolores (Town)	939	1.2%	\$ 312.50	\$ 135.11	\$ 448
Durango	17689	22.6%	\$ 312.50	\$ 2,545.13	\$ 2,858
Ignacio	711	0.9%	\$ 312.50	\$ 102.30	\$ 415
La Plata	32553	41.6%	\$ 312.50	\$ 4,683.80	\$ 4,996
Mancos	1361	1.7%	\$ 312.50	\$ 195.82	\$ 508
Pagosa	1732	2.2%	\$ 312.50	\$ 249.20	\$ 562
San Juan	61	0.1%	\$ 312.50	\$ 8.78	\$ 321
Silverton	626	0.8%	\$ 312.50	\$ 90.07	\$ 403
Total population	78189		\$ 3,750.00	\$ 11,250.00	\$ 15,000.00

Total \$ 172,200.00

2016

	Dues	Admin Staff	Grant Match	Fiber Equip Fund	2016 Total	2015 Dues Only	Difference 2015 and 2016	Total % Difference	% Difference - DUES ONLY
Archuleta	\$ 14,512	\$ 1,475	\$ 3,023	\$ 1,814	\$ 20,825	\$ 14,512	\$ 6,313	44%	0.0%
Bayfield	\$ 5,370	\$ 546	\$ 1,119	\$ 671	\$ 7,705	\$ 4,852	\$ 2,853	59%	10.7%
Cortez	\$ 12,343	\$ 1,255	\$ 2,571	\$ 1,543	\$ 17,712	\$ 12,304	\$ 5,408	44%	0.3%
Dolores County	\$ 3,694	\$ 376	\$ 770	\$ 462	\$ 5,300	\$ 3,288	\$ 2,012	61%	12.3%
Dolores (Town)	\$ 3,581	\$ 364	\$ 746	\$ 448	\$ 5,139	\$ 3,104	\$ 2,035	66%	15.4%
Durango	\$ 22,861	\$ 2,324	\$ 4,763	\$ 2,858	\$ 32,806	\$ 22,424	\$ 10,382	46%	1.9%
Ignacio	\$ 3,318	\$ 337	\$ 691	\$ 415	\$ 4,762	\$ 2,828	\$ 1,934	68%	17.3%
La Plata	\$ 39,970	\$ 4,064	\$ 8,327	\$ 4,996	\$ 57,357	\$ 38,800	\$ 18,557	48%	3.0%
Mancos	\$ 4,067	\$ 413	\$ 847	\$ 508	\$ 5,836	\$ 3,656	\$ 2,180	60%	11.2%
Pagosa	\$ 4,494	\$ 457	\$ 936	\$ 562	\$ 6,448	\$ 4,116	\$ 2,332	57%	9.2%
San Juan	\$ 2,570	\$ 261	\$ 535	\$ 321	\$ 3,688	\$ 2,092	\$ 1,596	76%	22.9%
Silverton	\$ 3,221	\$ 327	\$ 671	\$ 403	\$ 4,622	\$ 2,736	\$ 1,886	69%	17.7%
Total	\$ 120,000	\$ 12,200	\$ 25,000	\$ 15,000	\$ 172,200	\$ 114,712.00	\$ 57,488	50%	4.6%

**Miriam Gillow-Wiles:**  
Please see Administrative Assistant Job Description for more detail.

**Miriam Gillow-Wiles:**  
This is requested to be earmarked in your budget but will not be invoiced unless needed.

**Miriam Gillow-Wiles:**  
This was decided upon during the SCAN development. Updated to cover equipment such as hub routers. Adopted in 2015.

**Miriam Gillow-Wiles:**  
Was previously calculated at population plus \$2000. 2016 dues used proposed funding formula.

**SWCCOG Preliminary Budget Calculations - 20%**  
 20% of total needed equally divided among members, 80% based on population

**2016 COG Dues \$ 120,000.00**

20% of Dues \$24,000	2013 Population	% Population	Base (25% Dues)	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 2,000.00	\$ 12,813	\$ 14,813
Bayfield	2493	3.2%	\$ 2,000.00	\$ 3,061	\$ 5,061
Cortez	8551	10.9%	\$ 2,000.00	\$ 10,499	\$ 12,499
Dolores County	1037	1.3%	\$ 2,000.00	\$ 1,273	\$ 3,273
Dolores (Town)	939	1.2%	\$ 2,000.00	\$ 1,153	\$ 3,153
Durango	17689	22.6%	\$ 2,000.00	\$ 21,718	\$ 23,718
Ignacio	711	0.9%	\$ 2,000.00	\$ 873	\$ 2,873
La Plata	32553	41.6%	\$ 2,000.00	\$ 39,968	\$ 41,968
Mancos	1361	1.7%	\$ 2,000.00	\$ 1,671	\$ 3,671
Pagosa	1732	2.2%	\$ 2,000.00	\$ 2,127	\$ 4,127
San Juan	61	0.1%	\$ 2,000.00	\$ 75	\$ 2,075
Silverton	626	0.8%	\$ 2,000.00	\$ 769	\$ 2,769
Total population	78189		\$ 24,000.00	\$ 96,000.00	\$ 120,000.00

**Administrative Position, 15hr/week \$13/hr  
 Total Salary and Equipment \$ 12,200.00**

20% of Total \$2,440	Population	% Population	Base	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 203.33	\$ 1,303	\$ 1,506
Bayfield	2493	3.2%	\$ 203.33	\$ 311	\$ 515
Cortez	8551	10.9%	\$ 203.33	\$ 1,067	\$ 1,271
Dolores County	1037	1.3%	\$ 203.33	\$ 129	\$ 333
Dolores (Town)	939	1.2%	\$ 203.33	\$ 117	\$ 321
Durango	17689	22.6%	\$ 203.33	\$ 2,208	\$ 2,411
Ignacio	711	0.9%	\$ 203.33	\$ 89	\$ 292
La Plata	32553	41.6%	\$ 203.33	\$ 4,063	\$ 4,267
Mancos	1361	1.7%	\$ 203.33	\$ 170	\$ 373
Pagosa	1732	2.2%	\$ 203.33	\$ 216	\$ 420
San Juan	61	0.1%	\$ 203.33	\$ 8	\$ 211
Silverton	626	0.8%	\$ 203.33	\$ 78	\$ 281
Total population	78189		\$ 2,440.00	\$ 9,760.00	\$ 12,200.00

**Total Grant Match \$ 25,000.00**

20% of Grant Match \$5,000	Population	% Population	Base	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 416.67	\$ 2,669	\$ 3,086
Bayfield	2493	3.2%	\$ 416.67	\$ 638	\$ 1,054
Cortez	8551	10.9%	\$ 416.67	\$ 2,187	\$ 2,604
Dolores County	1037	1.3%	\$ 416.67	\$ 265	\$ 682
Dolores (Town)	939	1.2%	\$ 416.67	\$ 240	\$ 657
Durango	17689	22.6%	\$ 416.67	\$ 4,525	\$ 4,941
Ignacio	711	0.9%	\$ 416.67	\$ 182	\$ 599
La Plata	32553	41.6%	\$ 416.67	\$ 8,327	\$ 8,743
Mancos	1361	1.7%	\$ 416.67	\$ 348	\$ 765
Pagosa	1732	2.2%	\$ 416.67	\$ 443	\$ 860
San Juan	61	0.1%	\$ 416.67	\$ 16	\$ 432
Silverton	626	0.8%	\$ 416.67	\$ 160	\$ 577
Total population	78189		\$ 5,000.00	\$ 20,000.00	\$ 25,000.00

**Fiber Equipment Repair Fund \$ 15,000.00**

20% of Grant Match \$3,000	Population	% Population	Base	Amount based on % Pop	Amount Per Community
Archuleta	10436	13.3%	\$ 250.00	\$ 1,601.66	\$ 1,852
Bayfield	2493	3.2%	\$ 250.00	\$ 382.61	\$ 633
Cortez	8551	10.9%	\$ 250.00	\$ 1,312.36	\$ 1,562
Dolores County	1037	1.3%	\$ 250.00	\$ 159.15	\$ 409
Dolores (Town)	939	1.2%	\$ 250.00	\$ 144.11	\$ 394
Durango	17689	22.6%	\$ 250.00	\$ 2,714.81	\$ 2,965
Ignacio	711	0.9%	\$ 250.00	\$ 109.12	\$ 359
La Plata	32553	41.6%	\$ 250.00	\$ 4,996.05	\$ 5,246
Mancos	1361	1.7%	\$ 250.00	\$ 208.88	\$ 459
Pagosa	1732	2.2%	\$ 250.00	\$ 265.82	\$ 516
San Juan	61	0.1%	\$ 250.00	\$ 9.36	\$ 259
Silverton	626	0.8%	\$ 250.00	\$ 96.07	\$ 346
Total population	78189		\$ 3,000.00	\$ 12,000.00	\$ 15,000.00

Total \$ 172,200.00

2016

	Dues	Admin Staff	Grant Match	Fiber Equip Fund	2016 Total	2015 Dues Only	Difference 2015 and 2016	Total % Difference	% Difference - DUES ONLY
Archuleta	\$ 14,813	\$ 1,506	\$ 3,086	\$ 1,852	\$ 21,257	\$ 14,512	\$ 6,745	46%	2.1%
Bayfield	\$ 5,061	\$ 515	\$ 1,054	\$ 633	\$ 7,262	\$ 4,852	\$ 2,410	50%	4.3%
Cortez	\$ 12,499	\$ 1,271	\$ 2,604	\$ 1,562	\$ 17,936	\$ 12,304	\$ 5,632	46%	1.6%
Dolores County	\$ 3,273	\$ 333	\$ 682	\$ 409	\$ 4,697	\$ 3,288	\$ 1,409	43%	-0.4%
Dolores (Town)	\$ 3,153	\$ 321	\$ 657	\$ 394	\$ 4,524	\$ 3,104	\$ 1,420	46%	1.6%
Durango	\$ 23,718	\$ 2,411	\$ 4,941	\$ 2,965	\$ 34,036	\$ 22,424	\$ 11,612	52%	5.8%
Ignacio	\$ 2,873	\$ 292	\$ 599	\$ 359	\$ 4,123	\$ 2,828	\$ 1,295	46%	1.6%
La Plata	\$ 41,968	\$ 4,267	\$ 8,743	\$ 5,246	\$ 60,225	\$ 38,800	\$ 21,425	55%	8.2%
Mancos	\$ 3,671	\$ 373	\$ 765	\$ 459	\$ 5,268	\$ 3,656	\$ 1,612	44%	0.4%
Pagosa	\$ 4,127	\$ 420	\$ 860	\$ 516	\$ 5,922	\$ 4,116	\$ 1,806	44%	0.3%
San Juan	\$ 2,075	\$ 211	\$ 432	\$ 259	\$ 2,977	\$ 2,092	\$ 885	42%	-0.8%
Silverton	\$ 2,769	\$ 281	\$ 577	\$ 346	\$ 3,973	\$ 2,736	\$ 1,237	45%	1.2%
Total	\$ 120,000	\$ 12,200	\$ 25,000	\$ 15,000	\$ 172,200	\$ 114,712.00	\$ 57,488	50%	4.6%

# Miriam's Job Duties and Tasks

August 2015

Items in pink are duties an administrative assistant could help with

## Overall Organizational Development/Implementation

- See out and develop funding streams
- Implementation and definition of Goals
- Adhere to the Mission and Vision
- Organizational Culture
- Policy development and research
- Organizational Structure
- Strategic Planning
- Physical Infrastructure (desks, chairs, file cabinets, bookshelves)
- Creating connections with multiple other organizations and agencies: COGs, State and Federal Elected Officials, Club 20, CDOT, National Park Service, waste haulers, etc.
- Connections to Southern Ute and Ute Mountain Ute Tribes
- Developing brand of SWCCOG (not just logo, but who we are and what we do)
- State and National recognition of SWCCOG

## Board Related Activities

- Reports
- All Decision items
- All Discussion items
- Packet creation
- Website posting
- Distribution
- Agenda Posting(s)
- Follow through on Board requests
- Meet/email with Executive Committee regarding Minutes, Financials, and Agendas

## Website Maintenance

- Post documents
- Remove documents as needed
- Check links
- Update information

## Website Development

- Create new pages
- Update content
- Remove pages
- Remove content

## IT Support for SWCCOG

- Research all equipment
- Research solutions for problems
- Answer all staff questions regarding IT
- Purchase all computers, printers, peripherals (keyboards, mice, etc.), speakers, monitors, and networking equipment
- Log all equipment
- Install antivirus and anti-malware programs on all computers
- Install all other software
- Creating IT Replacement policies
- Support SWCCOG Network
- Support video conference system
- Support onsite server
- Sync and organize offsite server
- Printer set up and maintenance

## Staff Management

- Manage staff's time/schedules
- Staff meetings and check ins
- Help guide staff on various projects
- Overseeing work and work products
- Developing work plans
- Reviews
- Support and encourage professional development for all staff

## Human Resources

- Health/Vision/Dental plan management/evaluation
- Retirement plan set up and management
- Payroll approval and communication with 3<sup>rd</sup> party payroll support
- Verify all taxes are paid in a timely manner
- Managing PTO of Staff and coverage for PTO (as necessary)

## Fiscal Management

- Maintain fiscal health or organization
- Reconcile credit cards
- Reconcile bank account
- Work with Accountant to track grant spending
- Review all financial statements
- Pick up mail/create deposits to have segregation of duties

## Policy Creation

- HR
- SCAN
- Accounting
- Purchasing
- Other policies needed (COG doesn't have many policies at this time because we are so young)

## Budget – Start Process in June

- Work with staff to develop budget
- Work with staff to track existing grant expenditures and project for following year
- Infographics
- Return on Investment spreadsheets for each community
  - Working on infographics for each community
- Document creation
  - Budget Report
  - Tasks
  - Supporting documents – spreadsheets, research, and

## Grants

- Grant writing
  - Creating narratives
  - Grant budget creation
  - Finding matching funds
  - Ensuring grants mesh with goals and needs
  - Proposals to Board
- Grant management
- Grant Research
- Purchase any equipment needed for grants
- Work directly on grants (2015 only, does not include work done in 2014)
  - WLC – average 7.75 hrs/month
  - RREO – average 12 hrs/month
  - DOLA Technical Assistance 2015 – 5 hrs/month
  - DOLA Broadband – Not yet started, expected to be high
  - All Hazards – varies greatly if I need to travel to sign papers
  - LLC – 7.8 hrs/month
  - SWTPR – 5.5 hrs/month
    - Almost a quarter of time spent working directly on grants
    - Not all time is reimbursed, depends on grant

## Goals

- Ageing
  - AAA
    - Work directly with Christina on organizational development

- Attend AAA Meetings (as needed)
  - Work with Accounting and Christina to plan time for accounting and audit(s)
  - Help organize Accountants AAA duties and normal duties
  - Create work space for Christina in office
- Environment
  - Western Lands and Communities Grant
    - Help organize meetings
    - Conference Calls on almost monthly basis regarding status of report
    - Purchase food, beverages for meetings
    - Move meeting materials to meeting spaces
    - Develop interview lists
    - Schedule meetings
    - Review and edit reports
    - Present report to Board and other organizations
    - Monitor fiscal status of grant
  - Recycling
    - Organize Recycling Taskforce Meetings
    - Purchase food and beverages for meetings
    - Move meeting materials to meetings spaces
    - Present findings to multiple organizations across state
    - Develop presentations
    - Post information on website
    - Write midterm reports
    - Write final reports
    - Maintain communication between SWCCOG and Taskforce
    - Train AmeriCorps VISTA re grant, findings, taskforce
    - Research additional grants, match, and develop budgets
    - Review and approve all draw requests on grants
- Housing
  - Meet with housing agencies about once a quarter
  - Read housing studies
  - Housing issues as related to transit/transportation/ageing
- Telecom
  - Manage SCAN
  - Sell services of SCAN
  - Develop options for use of SCAN
  - Advocate at local, state and federal levels
  - Work on repeal of SB152
  - Work with CCI and CML on legislation
  - Work with CCI, CML, Alliance to develop election materials
  - Meet with FastTrack to negotiate updating existing contract
  - Local Technology Planning Team Meetings (monthly)
  - Unraveling legacy issues with SCAN
  - Broadband Planning Grant

- Meetings
  - Coordination with consultant(s)
  - ROW perfection
  - Write RFP
  - Recommend RFP response to Board
  - Reviews and approve draw requests
- Work with local IT staff
- Work with local communities to ensure services
- Finish up SCAN build issues – Ignacio and Dolores
- SB152 Local Election Support
  - **Organize Meetings**
  - Share information with members
  - Work with local partners
  - Work with local ISPs
  - Work with state and regional partners for information and education
  - Develop educational materials
  - Media interviews
- Transportation
  - Stay up to date on federal and state funding streams and changes
  - Work with other COGs to learn about how to support Transit and Transportation in SW Region
  - Meet with CDOT staff for projects, programs, and for grant support/guidance
  - SWTPR
    - Review agendas
    - **Review minutes**
    - **Post Agendas**
    - **Post packets to website**
    - **Post minutes to website**
    - Monitor status of CDOT Grant and TPR Dues
    - Review and Approve draw requests for CDOT Grants
    - Attend all SWTPR meetings
    - Work legislative changes to State Transportation Advisory Committee bylaws to allow Tribal representatives to vote
    - Write letters of support as needed for SWTPR Board
    - Work with SWCCOG and CDOT Staff to secure meeting space for SWTPR
    - Coordinate with CDOT and TPR Chair/Vice Chair on issues or questions
  - Transit Council
    - Review agendas, add items to agendas
    - **Review minutes**
    - **Post Agendas**
    - **Post packets on website**
    - **Post minutes on website**
    - Monitor status of Transit Council grant
    - Apply for Transit Council Grant(s)

- Apply for Transit Coordinator grant(s)
- Work with transit agencies across region to better understand needs
- Help support Ute Mountain Ute transit development
- Attend transit related conferences (as time is available)
- Coordinate any transit studies or regional planning efforts
- Review and approve all draw requests
- Tourism
  - This is economic development and fits into most everything else we do to some extent. Without much more definition, this is about all staff can do to work on this goal.

#### Office Duties

- Purchase office supplies
- Clean office, take out recycling and trash
- Build desks, bookshelves, chairs, etc
- Organize office supplies
- Sort through and organize all old documents
- Organize electronic files
- Plan for staff growth

# Sara's Job Duties

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## Accounting

QuickBooks accounting for the following:

- General Ledger
- Southwest Incident Management Team (SWMIT)
- All Hazards 2014
- All Hazards 2015
- Western Lands and Communities
- Local Transit Coordinating Council
- Recycling
- Transportation Planning Region
  - State Funding
  - Dues
- DOLA 2015 Technical Assistance
- DOLA Broadband
- DOLA Downtown
- DOLA 2016 Technical Assistance (pending)
- SCAN
  - Dark Fiber Leasing
  - ETics
  - FastTrack
  - Community Invoicing
  - Fiber Equipment Repair Fund (starting in 2016)

Pay invoices, via check and EFT

- Fast Track
- CEBT
- AT&T
- MidState Consulting
- CIRSA
- COG Memberships
  - Colorado Association for Recycling
  - Colorado Association of Regional Organizations
  - National Association of Regional Councils (starting 2016)
- Law Office of David Liberman
- Lori Johnson (AH)
- Think Network Technologies (DoLA)
- AmeriCorps VISTA
- Reimbursements

- TPR
- Staff purchases for meetings
- Mileage

Create and distribute annual invoicing for SWCCOG dues (12)

Create and distribute annual invoicing for TPR dues (16)

Create and distribute annual e-Tics invoicing (3)

Create and distribute invoicing for telecom services on a quarterly basis (5)

Create and distribute invoicing for dark fiber leasing on a quarterly basis (4)

Record payroll reports into the general journal broken down into percentages of time spent on each class

Pay all invoices received from All Hazards grant vendors

Make All Hazards purchases in person and online

Create all purchase order requests from the Homeland Security grants

Reconcile bank and credit card accounts with Miriam

Process check deposits

Process end-of-month financial reports and journal entries

Receive receipts and enter into system

Help develop budget, allocate funding based on class, and budget amendments

Work with Board to refine and develop budget

Submit budget and any amendments to State

Bank Deposits

Provide requested reports for auditors

Reimburse all SWTPR STAC travel expenses monthly

Create monthly financials and reports for COG board packets and SWTPR meeting packets

## **Assistant**

Currently writing accounting and grant management procedures for the SWCCOG to include:

- Monthly activity check list and deadlines for 2015 & 2016
- Accounting procedures for end-of-month financial entries and reports
- 457 retirement processing for both Alpine Bank and ICMA RC accounts
- IRS form 1099 annual submittal instructions

Reserve space and purchase meeting snacks for:

- Transit meetings
- TPR meetings
- Annual Board retreat
- SWCCOG Board Meetings
- Recycling Meetings
- Western Lands and Communities meetings
- Other meetings as needed

Write meeting minutes for:

- COG meetings (regular, retreats, and executive committee)
- Transit meetings
- TPR meetings
- Recycling meetings
- All other meetings

Create meeting agendas and packets for:

- TPR meetings
- Transit council meetings

Update the Payroll Department of new employee information and updates to employee pay, retirement, and health insurance withholdings

Update personnel policy as needed

Paper copy filing

Electronic copy filing

Purchase supplies from Office Depot as needed

Create TPR/transit update information for COG board packets

Help interview interns and/or other personnel

Submit advertising information to newspapers for publication

Create RFPs

Maintain upkeep of office space

Communicate with TPR, Transit Council, COG Board, and individual member jurisdictions via email and phone

## **Grant Management**

Accompany All Hazards grant coordinator to appropriate facilities for equipment purchases in Durango and Cortez

Create and maintain grant/funds trackers for the following:

- All Hazards 2014
- All Hazards 2015
- DOLA Technical Assistance 2015
- DOLA Broadband
- DOLA Downtown
- DOLA Technical Assistance 2016 (pending)
- Local Transit Coordinating Council
- TPR CDOT funds
- TPR Dues Funds
- RREO Grant (closed out one in 2015 and potential of another in 2016)
- WLC grant

Request tax exempt status from retailers:

- Dell
- Walmart
- Amazon
- Conference Room Systems

Process monthly reimbursement requests for:

- All Hazard M&A
- LCC Transit grant

Process quarterly reimbursement requests for:

- DOLA Technical Assistance 2015
- DOLA Broadband Planning
- DOLA Downtown
- DOLA Technical Assistance 2016 (pending)
- TPR CDOT funds
- RREO grant

Attend professional development, trainings, and appropriate classes

Create and maintain paper copy binders of All Hazards grants per state regulations

Adhere to state and federal grant requirements for reporting and reimbursement

Involved with grant audits

## Proposed Salary Increases in 2016 Budget

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### Executive Director

Current salary       \$           67,053

	1% Merit	2% Merit	3% Merit	4% Merit
Salary Increase	\$       670.53	\$    1,341.06	\$    2,011.59	\$    2,682.12

	2% COLA
Salary Increase	\$       1,341.06

	1% Merit w/ COLA	2% Merit w/ COLA	3% Merit w/ COLA	4% Merit w/ COLA
Salary Increase	\$       2,011.59	\$       2,682.12	\$       3,352.65	\$       4,023.18

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### Accountant

40 Hr Week Salary   \$           56,160

	1% Merit	2% Merit	3% Merit	4% Merit
Salary Increase	\$       561.60	\$    1,123.20	\$    1,684.80	\$    2,246.40

	2% COLA
Salary Increase	\$       1,123.20

	1% Merit w/ COLA	2% Merit w/ COLA	3% Merit w/ COLA	4% Merit w/ COLA
Salary Increase	\$       1,685	\$       2,246	\$       2,808	\$       3,370

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### Totals

	1% Merit	2% Merit	3% Merit	4% Merit
Budget Increase	\$    1,232.13	\$    2,464.26	\$    3,696.39	\$    4,928.52

	2% COLA
Budget Increase	\$       2,464.26

	1% Merit w/ COLA	2% Merit w/ COLA	3% Merit w/ COLA	4% Merit w/ COLA
Budget Increase	\$       3,696	\$       4,929	\$       6,161	\$       7,393

## SWCCOG Administrative Assistant Position Information

August 2015

This position will be a part time, administrative support position. During the 2015 Strategic Planning session it was discussed the need to increase staffing capacity to continue moving the organization forward. The Administrative Assistant is a direct result of this. This position is not bookkeeping or accounting, although this position will assist the Accountant as needed.

The position will work on a wide variety of projects, programs, and help keep the COG running smoothly. This position will also help move projects and programs forward that existing staff has not been able to fully tackle. This position will also allow the SWCCOG to leverage more funding as 12,200 is a sizeable in-kind amount for one or more grants. Further, this position will help reduce audit findings regarding the lack of segregation of duties.

### Draft Job Description/Duties

Responsibilities will include (but are not limited to):

- Preparation of reports
- Communicating with the SWCCOG Members and partner agencies
- Setting up and supporting a variety meetings in multiple locations
- Managing and developing projects/programs – such as a shared services
- Supporting multiple grants
- Document and spreadsheet development and review
- Proofing
- Development of SWCCOG Board Packets
- Website support and or development
- Research for grants
- Assist with Accounting and Administration needs, as needed

This position will require strong computer, Word, Excel, Publisher, and internet research skills; flexibility; excellent interpersonal skills; project coordination; and the ability to work well with all levels of internal management and staff; as well as member jurisdictions; local/regional/state agencies; partners; local/state/federal elected officials and their staff; Sensitivity to confidential matters may be required.

# Preliminary Budget 2016 2<sup>nd</sup> Draft

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 11 September 2015

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Comments: This will be sent out separately, it is updated just a bit since August. We will also have printed versions and put this on the TV at the meeting.

## DECISION ITEMS

# DOLA Technical Assistance Grant

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 11 September 2015

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Comments: The DOLA Technical Assistance Grants are due October 1. Below is a list of the items that are possible for this grant, the cost, and the match. These grants require a 50-50 match. If the COG requested \$50,000 we would have to have \$50,000 to match, this does not need to be dollar for dollar, but can be in-kind and the whole grant has to be 50-50, not each specific program.

- Shared Services
  - Cost: This will depend on how many communities choose to participate this year. Last year we leveraged \$14,000 into \$63,000 for IT labor and IT Support. If interested please let me know and how much your community can participate. At a minimum it will double any funding from each member.
  - Match: Some in-kind from staff and Shannon's AmeriCorps VISTA cost of \$11,200
  
- Existing Community Broadband Infrastructure updates to eTics
  - Cost: 800-900 per community. \$10,800.
  - Match: Waiting to find out what Cortez, Durango, and La Plata have budgeted for this project. May not need match for the smaller communities.
  
- Transit Council Development
  - Variable, depending on what Board would like to see. Would like to develop the council to be a functioning committee, set goals, and guide staff as to what they would like to do. Will lay the groundwork for a Transit/Transportation Coordinator.
  - Match: CDOT Transit Council Grant: \$19,000.

# AAA-SWCCOG MOU Bookkeeping

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: In January the local Area Agency on Aging (AAA) and the SWCCOG presented the attached contract to our respective Boards. Due to some misinformation and lack of education at the AAA Board the idea, let alone the contract, was poorly received. At that time the SWCCOG Board directed staff to pull back efforts and let the AAA decide when it wanted to work with the SWCCOG. Staff maintained some communication with the Executive Director of the AAA, Christina Knoell. This spring Christina asked SWCCOG Staff to put together a proposal for the AAA bookkeeping so her Board could choose a bookkeeping contract.

In July, the AAA Board voted unanimously to enter into a contract with the SWCCOG for bookkeeping for the fiscal year 2015-2016 (July to June). Attached is the contract with updated dates and dollar amounts. Forging ties with the AAA has been one of the goals of the Board for many years, this is the first step in doing so.

- Hourly Rate in Contract: \$43/hour
- Sara's Hourly Rate in 2016: \$40/hour
- Amount not to exceed: \$8000

**Memorandum of Understanding  
Between the San Juan Basin Area Agency on Aging  
And Southwest Colorado Council of Governments for Bookkeeping Services**

This agreement provides for services by the Southwest Colorado Council of Governments, ("SWCCOG"), a political subdivision of the State of Colorado, as an independent contractor, to the San Juan Basin Area Agency on Aging, ("SJAAA"), a Colorado non-profit corporation.

**General Scope of Work**

SWCCOG, as an independent contractor, shall provide certain bookkeeping work to SJAAA as set forth below during the contract term:

-Provide SJAAA with electronic files it makes or receives concerning the scope of work and any documentation it generates or receives in performing the scope of work on a timely basis.

-Assist with the core services of bookkeeping and related electronic and hard copy file maintenance and report generation.

-Assist in preparation of and presentation to auditors of audit documentation at the direction of the SJAAA's executive director.

-Provide book-keeping related business documentation services which might include assistance with development of budgets, or other such financial documents reasonably required to support the SJAAA, including financial reports for the SJAAA meetings

-Assist with entering deposits and reconciliation into books

-Payroll for the SJAAA

Notwithstanding, work provided herein will be an average of 10-15 hours per month during the term of this contract. Further no grant management is to be provided, for the initial scope of the MOU from July, 7 2015 through June 30, 2016.

SJAAA shall provide SWCCOG with information and documents necessary for SWCCOG to do the book-keeping.

Work may be completed remotely by SWCCOG. The SJAAA agrees to provide reasonable access for offsite use of electronic and hard copy files. This includes allowing the SWCCOG to save and transmit to/from the executive director electronic versions of bookkeeping files and records, as needed to complete the duties and responsibilities of this contract, through a flash drive, email, or drop box. At all times, all SJAAA records and materials, both electronic and hard copy, used offsite by the SWCCOG will be reasonably safeguarded or effectively destroyed under HIPAA standards and regulations to the extent authorized by law. The obligations of this requirement

shall not apply to information that is in or that enters the public domain through no fault of the SWCCOG.

SWCCOG is an independent contractor, not an employee of the SJAAA, and is not within the SWCCOG personnel system. SWCCOG is engaged in an independent trade, occupation, profession or business and is qualified to perform the services pursuant to this agreement. SJAAA shall rely upon the SWCCOG's expertise, and SWCCOG is free from control and direction by the SJAAA in performance of said services. SJAAA shall not provide any training to the SWCCOG, oversee the actual work, or instruct SWCCOG as to how the work will be performed. SWCCOG is free to provide services to others and is not required to work exclusively for SJAAA. Compensation provided under this agreement is set at a contract rate for the work and is not set as a salary or hourly-employment rate. SJAAA is and shall remain a separate and distinct entity from the SWCCOG. The business operations of SJAAA shall in no way combine with the business operations of the SWCCOG.

### **Term**

The term of this contract is for the period July 7, 2015 to June 30, 2016. This contract is renewable by mutual agreement and at the discretion of the SJAAA Board of Directors and the SWCCOG's Board of Directors. The SWCCOG shall set the schedule for performing the work, taking into due consideration the schedules and needs of the SJAAA.

### **Compensation**

The SJAAA, upon execution of this agreement, shall pay the SWCCOG at the rate of \$43.00 an hour not to exceed \$8,000 to do the bookkeeping at for the term of July 7, 2015 through June 30, 2016 for the work provided herein. Payments made pursuant to this agreement shall be made by checks payable to the SWCCOG and not to any individual.

The SWCCOG is responsible for the payment of all taxes and other federal, state and local obligations imposed with respect to payments received from the SJAAA. The parties agree that the SWCCOG's relationship is that of an independent contractor and not that of any employee or agent. The SWCCOG shall not be entitled to coverage for life insurance, death benefits, accident and health insurance, qualified retirement plans or similar benefits as a result of services rendered hereunder.

### **Confidentiality**

Confidentiality for any proprietary or otherwise sensitive information provided by SJAAA to SWCCOG will be maintained by SWCCOG to the extent authorized by law. The SWCCOG recognizes the service nature of the SJAAA's work and the need to comply with HIPAA. SJAAA government and funding reports, including financial or program reporting information that is public record will be treated as not confidential.

### **Modification of This Agreement**

The parties to this agreement may propose changes, and such changes may be made only upon mutual written agreement of the SJAAA and SWCCOG.

**Termination**

This agreement may be terminated by either the SJAAA or SWCCOG, without cause by providing four weeks written notice. This agreement may be terminated with cause (negligence or misconduct) by either party at any time.

**Enforcement**

Any dispute concerning the performance or interpretation of the agreement which cannot be resolved by the designated points of contact or their immediate superiors shall be referred to the party's chief administrative officer. If the matter is not resolved within 45 days after referral, either party may file legal action. Any litigation will be filed in District Court of La Plata County or if federal law applies, in the applicable Colorado Federal District Court. In the event that legal action must be taken by either party to enforce this agreement, the prevailing party shall be entitled to recover reasonable court costs and attorney's fees.

**No Special Damages**

Notwithstanding any other provision hereof, neither party shall be liable for any damages for loss of profits, loss of revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing, replacement services, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of its performance or failure to perform under this agreement.

**No Third Party Beneficiaries**

It is expressly understood and agreed that the enforcement of the terms and conditions of this agreement and all rights of action relating to such enforcement, shall be strictly reserved to the parties. Nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the parties that any other person or entity, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.

**No Waiver of Governmental Immunity**

No term or condition of this agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101, et.seq., CRS, as now or hereafter amended, or any other applicable sovereign or governmental immunity. The parties understand and agree that liability for claims for injuries to persons or property arising out of negligence of the State of Colorado, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101, et. seq., CRS, as now or hereafter amended and the risk management statues, Section 24-30-1501, et. seq., CRS, as now or hereafter amended.

**Annual Appropriation**

It is understood and agreed that SWCCOG's performance shall be subject to appropriation of funds by its governing body, and payment of such funds into the treasury of such party.

**Governing Law**

The agreement shall be governed, interpreted, and applied in accordance with the laws of the State of Colorado.

**Severability**

If any portion of this agreement is found to be unenforceable, the remaining provisions will stay in force.

**Contact Information**

SJAAA:

San Juan Basin Area Agency on Aging  
Christina Knoell  
Executive Director  
451 Hot Springs Blvd.  
P.O. Box 5456  
Pagosa Springs, CO 81147  
970.264.0501 - telephone  
888.290.3566 - fax  
[christinaknoell@sibaaa.org](mailto:christinaknoell@sibaaa.org)

SWCCOG:

Southwest Colorado Council of Governments  
Miriam Gillow-Wiles  
Executive Director  
P.O. Box 963  
Durango, CO 81302  
Phone: 970-779-4592  
[director@swccog.org](mailto:director@swccog.org)

**Signatory Authority**

Each person signing this agreement in a representative capacity, expressly represents the signatory has the subject party's authority to so sign and that the subject party will be bound by the signatory's execution of this MOU. Each party expressly represents that except as to the approval specifically required by this agreement, such party does not require any third party's consent to enter into this agreement.

IN WITNESS OF OUR AGREEMENT, the SJAAA and the SWCCOG have executed this Contract on the date(s) indicated below.

\_\_\_\_\_  
San Juan Basin Area Agency on Aging

\_\_\_\_\_  
Date

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Board Chair, Richard White  
Southwest Colorado Council of Governments

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Date

# DOLA Broad Band Planning Grant

## Contractor Selection

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 11 September 2015

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Comments: These were received Friday, September 4<sup>th</sup>. There were 5 responses with costs ranging from \$100,000 to \$66,500. This information will be sent out separate on Tuesday, Sept 8<sup>th</sup>. I requested our partners and the IT professionals from Cortez, Durango, and La Plata review the proposals.

# CIRSA Renewal

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 11 September 2015

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Comments: Please find the attached renewal notices for the COG's Property/Casualty and Worker's Compensation insurance. Rates did go up this year, though not by much.

Property & Casualty  
2015: \$2083  
2016: \$2102

Worker's Compensation  
2015: \$1594  
2016: \$1674

Total Increase for 2016: \$99



August 28, 2015

Miriam Gillow-Wiles, Executive Director  
Southwest Colorado Council of Governments  
PO Box 963  
Durango, CO 81302

**RE: 2016 Property/Casualty Preliminary Contribution Quotation**

Dear Miriam:

Enclosed is the preliminary quotation for your 2016 contribution to the CIRSA Property/Casualty Pool.

We are pleased to announce that effective January 1, 2016, the General Liability, Law Enforcement Liability and Public Officials Liability limits are increasing from the current \$5,000,000 each claim limit to \$10,000,000 each claim limit.

CIRSA has taken the following steps to lower our members' cost of risk for the 2016 Renewal:

- Loss control credits are again being provided to those members that actively work to control their losses and comply with the CIRSA Loss Control Standards. Over \$735,000 is being made available between both the Property/Casualty and Workers' Compensation Pools for 2016.
- CIRSA individually experience rates each member. The effect of your entity's individual experience is shown on the attached quotation as the "Impact of Loss Experience." If you have been successful at using loss control techniques to control your losses this line will be a credit.
- CIRSA continues to provide relevant and effective services and training. A list of all the services CIRSA provides is available upon request.

The enclosed quotation sheet provides a preliminary quotation. Final invoices, e-mailed on January 1, 2016, may increase or decrease based on such factors as the number of CIRSA members for 2016, actual excess insurance premiums and any changes made to your 2016 renewal application.

The quotation sheet provides information on your 2016 contribution, the amount of any available credits and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2016 CIRSA Property/Casualty members is attached.

The acceptance form must be completed and returned to CIRSA by **Thursday, October 1, 2015**. When completing your form, please make sure to initial the deductible option you want for 2016. If you have any available credits, you must write in the amount that you wish to use in the appropriate section of the *Credit Options* table. Also, at the top of page 2 of 2, please indicate which payment option you would like for 2016.

*2016 Property/Casualty Preliminary Contribution Quotation*

*August 28, 2015*

*Page 2*

Please note that if you have requested quotations for any of the Optional Coverage Programs including Equipment Breakdown, Excess Crime, Excess Cyber (Data Privacy and Network Security), Community Service Workers' Accident Medical Plan, Sports Accident Medical Plan, Occupational Accidental Death and Dismemberment Plan or Volunteer Accident Medical Plan coverage, they are not included in this mailing. The carriers that provide coverage for each program are unable to provide quotes until later this year. Quotations are generally mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Courtney Fagan, Marketing Manager, is available to offer any further explanation of your quote you may require. Courtney may be contacted via phone at (800) 228-7136 or via email at [Courtneyf@cirsa.org](mailto:Courtneyf@cirsa.org). We are also available to give presentations to your council or board of trustees upon request.

Thank you for your on-going support of CIRSA. We look forward to continuing our relationship with you in 2016.

Sincerely,

A handwritten signature in cursive script that reads "Chris Krall".

Chris Krall  
Executive Director

enc.

**CIRSA Property/Casualty Pool  
Preliminary 2016 Contribution Quotation for:  
Southwest Colorado Council of Governments**

Current Deductibles:

Liability *	Auto Liability	Physical Damage	Property **	To Continue with This Deductible Option for 2016 Initial Here:
\$5,000	\$2,500	\$2,500	\$5,000	(or choose another option below)

Contribution Before Reserve and Loss Experience: \$2,123  
 Reserve Fund Contribution: \$0  
 Impact of Loss Experience: \$0  
 Total 2016 Preliminary Quotation Before Credits: \$2,123

*Credit Options: You must write in the amount that you wish to use. Amounts may be split between available options.*

Credit PC Contribution	Deposit / Leave in Account	Send Check	Credit WC Contribution

2015 Loss Control Audit Credit: (\$21)  
 Balance Remaining from Prior Years' LC Credits: \$0

**Preliminary Quotation at Current Deductible**  
**With All Available Credits Applied: \$2,102**

Or, select a different deductible option:  
*You did not request any other deductible options. Contact your Underwriting Representative if you are interested in other options.*

DO NOT PAY THE AMOUNT SHOWN ON PAGE 1. AN INVOICE WILL BE SENT ON JANUARY 1, 2016.

The Board has established two options for payment of your 2016 Property/Casualty Pool billing for 2016.

Please select one of the boxes below indicating how you would like to be billed:

Annual billing on January 1, 2016     Quarterly billing on January 1, April 1, July 1 and October 1, 2016

This preliminary quotation includes all exposures reported on your entity's 2016 Property/Casualty Renewal Application and any Application Amendment Requests received by CIRSA before August 20, 2015.

\* Regarding the Liability Deductible shown on page 1, a \$500 deductible quotation is offered to members, if requested, for general liability. However, police professional and public officials errors and omissions deductibles cannot go below \$1,000.

\*\* Regarding the Property Deductible shown on page 1, an additional property deductible will apply separately to each location in a National Flood Insurance Program (NFIP) Zone A if total building and contents values at that location are in excess of \$1,000,000. The deductible will be the maximum limit of coverage which could have been purchased through NFIP, whether it is purchased or not.

Based upon the selections made in your 2016 Property/Casualty Renewal Application, the Southwest Colorado Council of Governments has elected not to participate in Uninsured/Underinsured Motorist Coverage.

\*\*\* Indicates the selection is a change from your entity's selection in 2015.

If this is incorrect, or you wish to change your selection at this time, please contact your Underwriting Representative at (800) 228-7136 or (303) 757-5475.

**The undersigned is authorized to accept this preliminary quotation on behalf of the Southwest Colorado Council of Governments.**

*We accept this preliminary quotation for January 1, 2016 to January 1, 2017. We understand our final invoice may increase or decrease depending upon the number of CIRSA Property/Casualty members for 2016, actual excess insurance premiums, and any changes made to our 2016 renewal application.*

Signature: \_\_\_\_\_

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

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

**Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)**

**Both pages of this form must be returned by Thursday, October 1, 2015.** A mailed, faxed or e-mailed copy is acceptable. Please return to:

Amanda Rick, Underwriting Administrative Assistant  
3665 Cherry Creek North Drive  
Denver, CO 80209  
Fax: (303) 757-8950 or (800) 850-8950  
E-Mail: AmandaR@cirsa.org

## **PROPOSED 2016 PROPERTY/CASUALTY COVERAGES**

The types and monetary limits of the proposed coverages to be provided to CIRSA Property/Casualty members for the coverage period of January 1, 2016 to January 1, 2017 are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

### **I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):**

- A. Property coverage (including auto physical damage and public relations expense and privacy breach expense)
- B. Liability coverage:
  - 1. General liability
  - 2. Automobile liability
  - 3. Law enforcement liability
  - 4. Public officials errors and omissions liability
  - 5. Cyber (security and privacy breach liability)
- C. Crime coverage (including employee dishonesty and theft of money and securities)

### **II. CIRSA RETENTIONS, LOSS FUNDS, AGGREGATE LIMITS, AND MEMBER DEDUCTIBLES:**

For the coverages described in Section I, CIRSA is liable only for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

Coverages in excess of CIRSA's self-insured retentions are provided only by the applicable excess insurers and/or reinsurers in applicable excess and/or reinsurance policies, and shall be payable only by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the members. Aggregate and other limits shall apply as provided in said documents.

#### **A. CIRSA PROPOSED SELF-INSURED RETENTIONS FOR THE COVERAGE PERIOD:**

- 1. \$500,000 per claim/occurrence property
- 2. \$100,000 per claim/annual aggregate public relations expense and privacy breach expense
- 3. \$1,000,000 per claim/occurrence liability
- 4. \$1,000,000 each and every claim public officials liability
- 5. \$500,000 per claim/annual aggregate cyber (security and privacy breach liability)
- 6. \$150,000 per claim/occurrence crime

#### **B. CIRSA LOSS FUND AMOUNTS FOR THE COVERAGE PERIOD:**

Loss fund amounts are as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Property/Casualty Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from the Chief Financial Officer.

*Proposed Coverages (continued)*

**C. PROPOSED EXCESS INSURANCE LIMITS FOR THE COVERAGE PERIOD:**

1. Excess property: to \$500.5 million each claim/occurrence
2. Excess liability: to \$10 million each claim/occurrence; \$5 million excess auto liability; \$10 million annual aggregate for public officials errors and omission liability
3. Excess crime (optional): to \$5 million per claim/occurrence

**D. MEMBER DEDUCTIBLES:**

A member-selected deductible shall apply to each of the member's claims/occurrences. Payment of the deductible reduces the amount otherwise payable under the applicable CIRSA retention. Allocated loss adjustment expenses are included in the member deductible.

## EXPLANATION OF CREDITS AVAILABLE AND ACCEPTANCE OR WITHDRAW PROCEDURES

### LOSS CONTROL AUDIT SCORE CREDIT

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2015, and renew their membership in 2016, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2016 and would like to receive one in future years, please contact your Loss Control Representative.

### LOSS CONTROL CREDIT ACCOUNT

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2016 contributions. Your entity's balance in this account on August 20, 2015, if any, is shown on the quote letter.

### ACCEPTANCE PROCEDURES

Please complete the enclosed acceptance form indicating your decision for 2016, and return it to the CIRSA office *on or before Thursday, October 1, 2015*. **Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.**

### WITHDRAWAL PROCEDURES *(if applicable)*

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA no later than Thursday, October 1, 2015, for a withdrawal without penalty effective January 1, 2016.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.

**WITHDRAWAL NOTICE**

**MUST BE RECEIVED AT THE CIRSA OFFICE  
ON OR BEFORE WEDNESDAY, OCTOBER 1, 2015**

Sign and return this form if your entity has decided to **withdraw** from CIRSA effective January 1, 2016. Under CIRSA Bylaws, this form must be received by CIRSA *no later than Thursday, October 1, 2015*, for withdrawal without penalty effective January 1, 2016.

\*\*\*\*\*

**NOTICE OF WITHDRAWAL FROM CIRSA**

This is to notify the CIRSA Board of Directors that the Southwest Colorado Council of Governments is withdrawing from CIRSA for purposes of Property/Casualty coverage effective January 1, 2016. We understand the Southwest Colorado Council of Governments remains obligated and will be billed for any amounts due CIRSA pursuant to the Bylaws and the policies established by CIRSA.

The undersigned is authorized to provide this notice of withdrawal on behalf of the Southwest Colorado Council of Governments.

**Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District.)**

Signature: \_\_\_\_\_

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

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

## ARTICLE XIV

### Withdrawal from Membership

- (1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of Directors of the prospective effective date of its withdrawal.
- (2) If the effective date of a member's withdrawal is a date other than January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.
- (3) If the effective date of a member's withdrawal is January 1 but the member's written notice of withdrawal is received by CIRSA more than thirty (30) days after the date on which CIRSA mailed a preliminary quotation of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quotation is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.
- (4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.



August 28, 2015

Miriam Gillow-Wiles, Executive Director  
Southwest Colorado Council of Governments  
PO Box 963  
Durango, CO 81302

**RE: 2016 Workers' Compensation Preliminary Contribution Quotation**

Dear Miriam:

Enclosed is the preliminary quotation for your 2016 contribution to the CIRSA Workers' Compensation Pool.

CIRSA has taken the following steps to lower our members' cost of risk for the 2016 Renewal:

- Loss control credits are again being provided to those members that actively work to control their losses and comply with the CIRSA Loss Control Standards. Over \$735,000 is being made available between both the Property/Casualty and Workers' Compensation Pools for 2016.
- CIRSA individually experience rates each member. The effect of your entity's individual experience is shown on the attached quotation as the "Impact of Loss Experience." If you have been successful at using loss control techniques to control your losses this line will be a credit.
- CIRSA continues to provide relevant and effective services and training. A list of all the services CIRSA provides is available upon request.

The enclosed quotation sheet provides a preliminary quotation. Final invoices, e-mailed on January 1, 2016, may increase or decrease based on such factors as the number of CIRSA members for 2016, actual excess insurance premiums and any changes made to your 2016 renewal application.

The quotation sheet provides information on your 2016 contribution, the amount of any available credits and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2016 CIRSA Workers' Compensation members is attached.

The acceptance form must be completed and returned to CIRSA by **Thursday, October 1, 2015**. When completing your form, please make sure to initial the deductible option you want for 2016. If you have any available credits, you must write in the amount that you wish to use in the appropriate section of the *Credit Options* table. Also, at the top of page 2 of 2, please indicate which payment option you would like for 2016.

*2016 Workers' Compensation Preliminary Contribution Quotation*  
*August 28, 2015*  
*Page 2*

Please note that if you have requested quotations for any of the Optional Coverage Programs including Occupational Accidental Death & Dismemberment Plan, Sports Accident Medical Plan, Community Service Workers' Accident Medical Plan or Volunteer Accident Medical Plan coverage, they are not included in this mailing. The carriers that provide coverage for each program are unable to provide quotes until later this year. Quotations are generally mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Courtney Fagan, Marketing Manager, is available to offer any further explanation of your quote you may require. Courtney may be contacted via phone at (800) 228-7136 or via email at [Courtneyf@cirsa.org](mailto:Courtneyf@cirsa.org). We are also available to give presentations to your council or board of trustees upon request.

Thank you for your on-going support of CIRSA. We look forward to continuing our relationship with you in 2016.

Sincerely,



Chris Krall  
Executive Director

enc.

**CIRSA Workers' Compensation Pool  
Preliminary 2016 Contribution Quotation for:  
Southwest Colorado Council of Governments**

To Continue This Deductible/SCP  
Option for 2016 Initial Here:

Current Deductible or SCP: \$0  
(or choose another option below)

Contribution Before Reserve and Loss Experience: \$1,638  
Reserve Fund Contribution: \$45  
Impact of Loss Experience: (\$9)  
**Total 2016 Preliminary Quotation Before Credits: \$1,674**

*Credit Options: You must write in the amount that you wish to use. Amounts may be split between available options.*

Credit WC Contribution	Deposit / Leave in Account	Send Check	Credit PC Contribution
\$0			
\$0			

2015 Loss Control (LC) Audit Credit: \$0  
Balance Remaining from Prior Years' LC Credits: \$0

**Preliminary Quotation At Current Deductible  
With All Available Credits Applied: \$1,674**

Or, select a different deductible option:  
*You did not request any other deductible options. Contact your Underwriting Representative if you are interested in other options.*

DO NOT PAY THE AMOUNT SHOWN ON PAGE 1. AN INVOICE WILL BE SENT ON JANUARY 1, 2016.

The Board has established two options for payment of your 2016 Workers' Compensation Pool billing for 2016.

**Please select one of the boxes below indicating how you would like to be billed:**

Annual billing on January 1, 2016     Quarterly billing on January 1, April 1, July 1 and October 1, 2016

This preliminary quotation includes all exposures reported on your entity's 2016 Workers' Compensation Renewal Application.

**The undersigned is authorized to accept this preliminary quotation on behalf of the Southwest Colorado Council of Governments.**

*We accept this preliminary quotation for January 1, 2016 to January 1, 2017. We understand our final invoice may increase or decrease depending upon the number of Workers' Compensation members for 2016, actual excess insurance premiums, and any changes made to our 2016 renewal application.*

Signature: \_\_\_\_\_

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

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

**Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)**

**Both pages of this form must be returned by Thursday, October 1, 2015.** A mailed, faxed or e-mailed copy is acceptable. Please return to:

Amanda Rick, Underwriting Administrative Assistant  
3665 Cherry Creek North Drive  
Denver, CO 80209  
Fax: (303) 757-8950 or (800) 850-8950  
E-Mail: AmandaR@cirs.org

## **PROPOSED 2016 WORKERS' COMPENSATION COVERAGES**

The types and monetary limits of the proposed coverages to be provided to CIRSA Workers' Compensation members for the applicable coverage period of January 1, 2016 to January 1, 2017 are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

### **I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):**

- A. Workers' Compensation coverage
- B. Employer's Liability coverage

### **II. PROPOSED CIRSA LOSS FUND, AGGREGATE LIMITS, RETENTIONS, EXCESS INSURERS/REINSURERS**

For the coverages described in Section I, CIRSA is liable only for payment of the self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

The CIRSA loss fund is as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Workers' Compensation Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from CIRSA's Chief Financial Officer.

CIRSA's proposed self-insured retention will be \$500,000 per claim/occurrence for all claims made by employees other than firefighters or police officers; \$750,000 for all claims made by firefighters or police officers except \$1,250,000 for all claims made by firefighters under HB 07-1008. Coverages in excess of the retention (to statutory limits for Workers' Compensation coverage, and to \$1,000,000/accident for Employer's Liability coverage) are provided by the excess insurers and/or reinsurers in the applicable excess and/or reinsurance policies, and are payable only by those excess insurers and/or reinsurers.

### **III. 2016 PAYROLL AUDIT**

The payroll information in your 2016 renewal application is based on your estimated payroll for 2016. We will ask you to provide your actual 2016 payroll in January 2017, and your 2016 contribution will be adjusted to reflect the actual payroll amounts.

## EXPLANATION OF CREDITS AVAILABLE AND ACCEPTANCE OR WITHDRAW PROCEDURES

### LOSS CONTROL AUDIT SCORE CREDIT

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2015, and renew their membership in 2016, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2016 and would like to receive one in future years, please contact your Loss Control Representative.

### LOSS CONTROL ACCOUNT

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2016 contributions. Your entity's balance in this account on August 20, 2015, if any, is shown on the quote letter.

### ACCEPTANCE PROCEDURES

Please complete the enclosed acceptance form indicating your decision for 2016, and return it to the CIRSA office *on or before Thursday, October 1, 2015*. **Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.**

### WITHDRAWAL PROCEDURES *(if applicable)*

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA no later than Thursday, October 1, 2015, for a withdrawal without penalty effective January 1, 2016.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.

**WITHDRAWAL NOTICE**

**MUST BE RECEIVED AT THE CIRSA OFFICE  
ON OR BEFORE THURSDAY, OCTOBER 1, 2016**

Sign and return this form if your entity has decided to **withdraw** from CIRSA effective January 1, 2016. Under CIRSA Bylaws, this form must be received by CIRSA *no later than Thursday, October 1, 2015*, for a withdrawal without penalty effective January 1, 2016.

\*\*\*\*\*

**NOTICE OF WITHDRAWAL FROM CIRSA**

This is to notify the CIRSA Board of Directors that the Southwest Colorado Council of Governments is withdrawing from CIRSA for purposes of Workers' Compensation coverage effective January 1, 2016. We understand the Southwest Colorado Council of Governments remains obligated and will be billed for any amounts due CIRSA pursuant to the Bylaws and policies established by CIRSA.

The undersigned is authorized to provide this notice of withdrawal on behalf of the Southwest Colorado Council of Governments.

**Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District.)**

Signature: \_\_\_\_\_

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

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

## ARTICLE XIV

### Withdrawal from Membership

(1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of Directors of the prospective effective date of its withdrawal.

(2) If the effective date of a member's withdrawal is a date other than a January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.

(3) If the effective date of a member's withdrawal is January 1 but the member's written notice of withdrawal is received by CIRSA more than thirty (30) days after the date on which CIRSA mailed a preliminary quote of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quote is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.

(4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.

# REPORTS

# Director's Report

To: SWCCOG Board of Directors

From: Miriam Gillow-Wiles

Date: 11 September 2015

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Comments: The month of August has been completely full throttle with many very long weeks working budgets, budgets, and more budget information.

### *NADO/NARC Executive Director's Leadership Training Conference*

This was a great conference as I was able to work with other small (population, rural, and staff wise) COGs and share information with/and from them. It was interesting to hear about other challenges across the country, but also to learn how they overcame those challenges and how we can use those solutions as models for developing the SWCCOG.

### *VISTA*

Shannon Cramer started mid-August. She dove head first into learning all she can and figuring out how to develop Share Services. She has also been learning about the COG, the different communities and counties in the region, and meeting with people who she will be working with over the next year. She has come with me on most of the road trips to the different communities so she can better understand the region.

### *CARO Meeting in Canon City*

The every other month meeting was held in Canon City in August. I learn a lot from the other COG directors across the state as they have all been around longer than the SWCCOG and have developed programs, such as the AAA. This month we talked a lot about the Salary Survey of the Executive Directors across the state and will work on honing the information in so we have a useful tool. We also discussed budgets and budget cycles, one idea was to start the COG budget in May, as to get it out of the way before the counties and municipalities started theirs, so the Board has everything already set before budget season comes, and there is more time to spend developing it.

### *Member Visits*

I (with Shannon to the majority) visited Bayfield, Silverton, San Juan County, Dolores County, Dolores County Senior Services, Mancos, Pagosa Springs, and Archuleta County over the last week. This is helpful to figure out how best the COG can help the members, but also to understand what is happening in each jurisdiction, and what (if any) the concerns are for each community. I will be visiting the rest of you in the next week.

# Director's Report

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## *Recycling*

I will be presenting on the waste audit on September 21<sup>st</sup> in Pueblo at the Solid Waste Association of North America – Colorado Chapter conference. This will be the second presentation of this data. I will also be presenting at the November Green Business Roundtable in Durango at the Strater Hotel. Also just this last month, CDPHE released a Regional Waste Audit grant at a different grant cycle than their normal recycling grants. This is based on our successful waste audit and the feedback of the grant cycle issues. Apparently we do good things out here.

# TPR/Transit Council Update

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## TPR

The TPR voted to shift the Federal Enhancement Grant funds from the Animas River Trail project to the SMART 160 Trail project.

A Transportation Legislation Review Committee meeting will be held in Durango September 24.

Kevin Hall stated that he would like more feedback from the TPR group to enable him to provide a more regional report to the STAC. He will coordinate with the SWCCOG to obtain any information that TPR members would like reported to the STAC.

Update on the Interstate 70 project: the plan is to begin construction in 2017. Kevin Hall recommended checking the CDOT website for more information.

At the STAC meeting there was interest expressed in ensuring rural communities have their issues and funding levels addressed.

CDOT is working on scheduling meetings with counties and tribes with hopes of setting up meetings in locations with improved technology to allow for more robust discussion.

Ed Archuleta reported that the expenditure goal for next year is \$64 million; the plan currently exceeds this, so they are working to scale back. They plan to advertise all projects by end of the year.

The next meeting is scheduled for October 2, 2015.

## Transit Council

The transit council was scheduled to meet on August 13, 2015, 1:30 p.m. to 3:00 p.m. at the Carnegie Building. However, due to lack of agenda items from the council, this meeting was cancelled and rescheduled for September 21.

# VISTA Report

Over my first three weeks as the Southwest Colorado Council of Governments AmeriCorps VISTA I learned about the operation of the Council of Governments (COG) and how it works within the communities around the region. Much of the first week was spent learning about the region and the communities. One of the major ideas that stuck out to me was how each community had it's own identity that comes with specific difficulties. While each area might have it's own challenges, the region could come together to solve community issues in a more efficient way. I personally experienced some of the community issues in the city of Durango, which gave me a first person view of what people are struggling with in one area.

As I learned about some of the issues in the surrounding areas I became interested in seeing how the Council of Governments was taking part in searching for solutions. I read reports on issues such as rural transit, housing, and recycling. From these reports I started to understand some of the scenarios in which the COG could start helping multiple communities towards solutions.

Currently my attention has been spent on a shared services model that could reduce cost while providing services that were formerly not available in the area. A poll was sent out to multiple community leaders asking what kind of services they see as lacking in their areas. We received information that there is a wide array of services that would benefit the surrounding counties. A few of the shared services that I have been researching include: grant writing/managing, information technology, public safety training, federal coordination, infrastructure, and transportation. What I found in my research is that some other states are have shared services models that the COG could reshape in order to make it useful for Southwest Colorado. The main issue in incorporating a shared service model is that the region is specified as rural. In reading through other states models, I found that there are rural communities which have made successful models for their communities.