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**Board of Trustees**  
Jessica Durgan  
France LaVoie  
Shantae Martinez  
Roberta Romero  
Jarad Sanchez  
Brian Valdez

**Town Clerk/Manager**  
Susan Sanderford

**Deputy Clerk**  
Anita Sandoval

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# Town of San Luis

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January 2019 — FREE

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## A Year in Review—2018

This past year saw many changes, not only did the citizens vote in a new Mayor, but six of the Trustee positions were open as well and all of those seats were filled with new Trustees. The town was happy to see the younger generation step up and serve. The energy has been infectious as the new Board has been eager to find ways to help their hometown of San Luis thrive and survive into the future.

The Town would like to thank our past Mayor, Theresa Medina, and the past Board of Trustees for their positive accomplishments as well. Their focus on getting the Town out of debt has set up the stable financial future for the betterment of the Town of San Luis. Although the Town still has the burden of paying off the debt from the Sidewalk Improvement Project from 2003, important steps were made by the previous Board of Trustees to make sure the debt is being paid on a consistent basis. It will take another 12 years for the debt to be paid to the USDA, who funded the project.

The new Board of Trustees have also jumped in with both feet, focusing on projects and events for its citizens. They helped create a fun and successful Fiesta de Santiago y Santa Ana the last weekend of July. A new event was added to the fiesta, the Stations of the Cross 10K Run. Created by Mayor Tiffany Gallegos, the run attracted 21 runners from

throughout the state for its first of this new annual event. Please join the run next year, so start training now!

The San Luis Community Park received a grant from the Colorado Department of Public Health and Environment to remove the asbestos from the Old Gym on the park property. This was a necessary step to move forward with the desired plan to build a Community Recreation Center on the park property.

With the assistance of the Department of Local Affairs (DOLA) and the Colorado University Technical Assistance Field Supervisor, Jeff Woods, and students from the Colorado Center for Community Development, University of Colorado Denver, College of Architecture and Planning, the Town received a grant for a feasibility study to develop a plan for the Recreation Center. Two feasibility meetings took place November 9th and December 9th, 2018 to give citizens the opportunity to give their input on the progress of the Community Recreation Center.

If you missed the meetings, come into the Town Hall to view the schematics created by the University of Colorado's Team and give us your feedback on what you would like to see in the town's recreation center.

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## A Year in Review—2018

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The Town also received a grant from DOLA to purchase scanning equipment to digitize all the important Town documents from 1968, when the Town was incorporated. These historic documents needed to be preserved for future generations. The project is about 95% complete, thanks to the efforts of the Town Staff and the summer student workers, Randi Espinoza and Mariah Medina.

Speaking of Student Summer Workers, the Town was able to hire four students to work in the Town Hall and with Maintenance. The Town is committed to helping mentor our youth, giving them meaningful work experience. The Town looks forward to offering these student jobs again in 2019.

The new Board of Trustees also created the Trunk or Treat event for the Halloween Trick or Treaters. Businesses and the public were invited to decorate their car trunks to park at the Town Hall parking lot and hand out candy to our local costumed youth. Cash prizes were handed out to the top three decorated trunks. Many of the Costilla County Offices took part in this event as well, including the Clerk's Office, Social Services, the Costilla County Fire Department

Big hearts achieve great things! The Board of Trustees, in their philanthropic efforts, created a Turkey Drawing for this Thanksgiving Season as well. Citizens were encouraged to sign up to be in a drawing for six Turkeys. What the public didn't know is a dinner came along with the Turkey.

Congratulations to the six families chosen in the drawing.

The Town would also like to thank all the citizens who celebrated the third annual Manito Christmas by attending this event that started at the Town Hall December 1st. Santa came to town, with the help of the Costilla County Fire Department and heard all the wishes of the children who attended. The Town was able to give a gift from Santa to each child and a 15-foot Christmas Tree was decorated and lighted for the holiday event with the help of Santa. Holiday bakes and hot drinks were served to the attendees in the Town Hall Open House event. Costilla County Prevention partners and Adelante partnered with the Town to make this fun San Luis cultural event a huge success.

Thanks to the efforts of Town Manager, Susan Sanderford, San Luis saw its first ever website created in 2018 as well as the new monthly newsletter which started in November. Both are focused on keeping citizens informed on what is happening in the Town. Want the newsletter emailed to you? Just send us your email to [townclerk@townofsanluisco.org](mailto:townclerk@townofsanluisco.org) and ask to be put on the email list. Or, go to the town website [www.townofsanluisco.org](http://www.townofsanluisco.org) and sign up for the Town of San Luis email newsletter.

And... if you didn't notice, the Town of San Luis has a new logo, celebrating what San Luis is known for, the Stations of the Cross Shrine. Proper branding is really important as we move forward in making OUR TOWN the best it can be in 2019.

## Town of San Luis Employment Opportunity

The Town of San Luis is seeking applicants to fill the position of Town Maintenance Worker. This position works under the general direction of the Town Manager, Mayor and Board of Trustees to perform a variety of maintenance tasks throughout the town and receives work orders from the Town Board, Town Manager and Trustee Supervisor. Principal duties include: maintenance and repair of town property, using a variety of machines, tools, and equipment; operates snow removal equipment to maintain town streets and sidewalks; cuts grass and trims weeds on town property and parks, using lawn mower and weed trimmer. Position must provide quality customer service with a positive, can-do, team player attitude. Ability to operate tractor, backhoe and other maintenance equipment a must. For a complete list of duties please pick up a Town Maintenance Job description with an application at the Town Hall, 408 Main Street, San Luis.

**Job Type:** Part-time  
(30 hours per week)

**Salary:** \$12.00 per hour to start.

**Experience:** 2-years maintenance work.

**Closing date for applications:**  
January 18th, 2019, 4:00 pm

*Drug testing and background check will be required.*

Applications may be picked up at the Town Hall, Monday through Friday 8:00 am to 4:00 pm. For more information call: 672-3321.

# TOWN OF SAN LUIS 2019 APPROVED BUDGET

## 2019 PROJECTED REVENUE

### General Fund Revenue

Beginning Fund Balance \$43,039.08

### TAX Revenue

Property Tax \$66,464.00  
 General Sales Tax (City) \$138,000.00  
 Retail Marijuana Sales Tax \$22,000.00  
 General Sales Tax County \$40,000.00  
**Total Tax Revenue \$266,464.00**

### Other TAX Revenue

Franchise Fees - Xcel \$11,250.00  
 Franchise Fees - Century Link \$750.00  
 Lodging Tax (Fiesta) \$2,000.00  
**Total Other Taxes \$14,000.00**

### INTER-GOVERNMENTAL

Cigarette Tax \$275.00  
 Federal Mineral Lease Distrib. \$200.00  
 Severance Distribution \$3,800.00  
**Total Inter-Governmental \$4,275.00**

### LICENSE AND PERMITS

Business/Vendor Licenses \$3,000.00  
 Liquor Licenses \$500.00  
 Marijuana License (Premises) \$500.00  
 P & Z Permits \$600.00  
 Retail Marijuana Licenses \$3,000.00  
 Peddler's Permit/Licenses \$150.00  
**Total License/Permits \$7,750.00**

### FINES & FORFITURES

Traffic Violations/Fines \$3,000.00  
**Total Fines & Forfeits \$3,000.00**

### INTEREST INCOME

Interest General \$200.00  
**Total Interest Income \$200.00**

### OTHER INCOME

Visitors Center Donations \$600.00  
 Fax/Copies \$150.00  
 Santa Ana Fiesta (Parade Fees) \$300.00  
 Santa Ana Fiesta Booths \$900.00  
 10K Run \$1,000.00  
 San Luis Park Donations \$50.00  
**Total Other Income \$2,950.00**

**TOTAL 2019 REVENUE \$298,639.00**

**TOTAL RESOURCES \$341,678.08**

(Revenues + Beginning Balance)

## 2019 EXPENDITURES

### General Fund Expenses

#### LEGISLATURE

Mayor Compensation \$2,500.00  
 Meetings \$8,500.00  
 Legal Publications \$500.00  
 Elections \$-  
**Total Legislative & Exec. \$11,500.00**

#### ADMINISTRATION

Salary Deputy Town Clerk \$18,720.00  
 Salary - Youth Workers \$5,000.00  
 Salary - Town Manager \$28,080.00  
 Code Enforcement - Part Time \$3,750.00  
 Workers Comp Insurance \$2,300.00  
 FICA/Medicare \$4,900.00  
 Attorney Fees \$15,600.00  
 Accountant \$500.00  
 Auditor Fees \$3,550.00  
 Copier Lease \$2,800.00  
 Insurance, Liability, Auto \$6,800.00  
 Office Supplies/Janitorial \$3,400.00  
 Codification \$1,500.00  
 Labor Law Poster \$380.00  
 Dues/Fees \$2,000.00  
 Computer Expense \$3,000.00  
 Postage \$280.00  
 Telephone/Internet \$2,200.00  
 Town Hall Electric \$2,800.00  
 Town Hall Heat \$3,000.00  
 Town Hall Improvements \$1,000.00  
 Water & Sanitation /Trash \$900.00  
 Misc. (Fire Extinguishers) \$5,000.00  
 Donations \$1,500.00  
 Storage Unit \$540.00  
 Conference (Training) \$2,000.00  
 Trash Removal \$1,000.00  
 Security System \$2,000.00  
 Rural Dev. Payments (USDA) \$48,000.00  
 Santana Expense \$2,000.00  
 Carnival Expense \$285.00  
 10K Run \$1,200.00  
 Mis Crismas \$1,000.00  
 Visitor's Center \$500.00  
**TOTAL ADMINISTRATIVE \$177,485.00**

#### JUDICIAL

Municipal Judge \$1,800.00  
 Supplies \$100.00  
**TOTAL JUDICIAL \$1,900.00**

#### PUBLIC SAFETY

Police Salary/Contract \$32,624.52  
 Dispatch/Jail Contract \$7,200.00  
 Payroll Taxes (Med/FICA) \$6,551.11

Liability Insurance \$1,200.00  
 Gas and Oil \$4,000.00  
**TOTAL PUBLIC SAFETY \$51,575.63**

#### PUBLIC WORKS

Salary \$24,960.00  
 Maintenance Other \$5,000.00  
 Maintenance Supplies \$2,000.00  
 Town Vehicle Repairs \$1,250.00  
 Shop Heating \$2,600.00  
 Shop Electric \$350.00  
 Water & Sanitation \$150.00  
 Insurance (Shop) (SLWS) \$350.00  
 Equipment Repair & Maint. \$2,000.00  
 Capitol Outlay - Kabota \$5,000.00  
 Trash Removal \$1,800.00  
 Public Safety Equipment \$1,000.00  
 Gas, Oil, Etc. - Truck \$5,000.00  
 Park Repairs/ Improvements \$1,000.00  
**TOTAL PUBLIC WORKS \$52,460.00**

**TOTAL EXPENSES \$294,920.63**  
**2019 PROFIT/LOSS \$3,718.37**

#### HIGHWAY USERS TAX-HUFT

#### REVENUE

Beginning Fund Balance \$27,718.59  
 Highway User Tax Fund \$26,000.00  
 Interest \$30.00  
 Total Revenue \$53,748.59

#### EXPENDITURES

Sheriff's Office/Santa Ana \$1,800.00  
 Street Lighting (50 Lights) \$21,000.00  
 Street Signs Stop/Speed/Etc. \$1,000.00  
 Road/Bridge/ Crosswalk Repairs \$5,000.00  
 Equipment Repair \$1,000.00  
**Total HUFT Expenses \$29,800.00**  
**HUFT FUND BALANCE \$23,948.59**

#### CONSERVATION TRUST FUND

Beginning Fund Balance \$22,297.56  
 REVENUES:  
 State Lottery Fund \$6,500.00  
 Interest \$30.00  
**TOTAL REVENUES \$6,530.00**  
**TOTAL RESOURCES \$28,827.56**

#### EXPENDITURES:

Centennial Park - Equipment \$5,000.00  
 Centennial Park - Maintenance \$5,000.00  
 Centennial Park - Water \$300.00  
 Centennial Park - Electricity \$500.00  
**Total Expenditures \$10,800.00**  
**CTF FUND BALANCE \$18,027.56**

# Be in the Know! Business License Regulations

*(Condensed from the San Luis Municipal Code.)*

The purpose of this Chapter is the regulation and registration of businesses, professions and occupations operating within the Town. The provisions of this article shall be applicable to all business licenses issued by the Town unless otherwise stated.

### *Sec. 6-1-20. - License required.*

Every person must obtain a license from the Town before operating, conducting or carrying on any retail trade, profession or business within the Town.

### *Sec. 6-1-40. - Application.*

An application for a business license required by this Chapter shall be made in writing on forms furnished by the Town Clerk. The application shall be filed with the Town Clerk.

### *Sec. 6-1-50. - Fees.*

(a) The Board of Trustees shall, by ordinance or resolution, prescribe first-year fees and annual

renewal fees for business licenses; provided, however, that each fee shall be reasonably related to the actual costs of regulating and licensing the respective business, profession or occupation.

(b) The license fee shall be paid to the Town Clerk upon the filing of an application for a license, who shall give the applicant a written receipt showing the sum received.

### *Sec. 6-1-70. - Issuance or denial conditions.*

The Town Clerk shall approve the application for a license unless he or she finds that:

(1) The applicant has been convicted of a crime if the crime is substantially related to the qualifications, functions or duties of the business, profession or occupation for which the license is to be issued;

(2) The applicant has committed any act involving dishonesty, fraud or deceit, with intent to substantially benefit himself, herself or another, or substantially injure another;

(3) The applicant knowingly made a false statement of fact

required to be revealed in the application for the license, or in any amendment or report to be made thereunder; or

(4) Issuance of the license would be inconsistent with the public health, safety or general welfare.

### *Sec. 6-1-140. - Period of license.*

All licenses issued under this Chapter, unless specified otherwise on the license, shall be issued for the duration of the calendar year in which they were issued, and all licenses shall expire on December 31, unless sooner revoked.

### *Sec. 6-1-150. - Renewal.*

(a) It shall be the duty of each such licensee, on or before January 1 of each year.

(b) Every person desiring to continue in business after the expiration of the license period shall file an application for renewal not less than thirty (30) days prior to the expiration of the license period. The Town Clerk may accept an application for renewal after the time specified above if the application is filed before the expiration of the former license; provided, however, that the license fee in such case shall be the renewal fee plus ten percent (10%) thereof.

The Town Clerk may accept an application for renewal filed not more than sixty (60) days after expiration of the former license; provided, however, that the license fee in such case shall be the renewal fee plus twenty-five percent (25%).

For more detailed information on this ordinance visit **www.municode.com**, where the San Luis Municipal Code is available for public review.

## Volunteers Wanted

*Are you interested in serving the Town of San Luis?*

The Town is seeking volunteers to serve on the Town of San Luis' Event Planning Committee to help us create fun Town events for our citizen's. For more information call Town Hall a 672-3321 or send in a letter of intent to P.O. Box 200, San Luis, CO 81152

## Town Meeting Dates

*All Town Hall meetings are open to the public.*

*Please join us!*

### **Town Hall Meeting**

Tuesday, Jan. 8th, 2019

6:00 PM

Work Session are held the first Tuesday of each Month.