

TOWN OF COLLBRAN



2019 Budget

Lew Evans, Mayor

Rory White

Keith Todd

Kris Melnikoff

Shana Applehantz

To: Town of Collbran Board of Trustees, Collbran Residents, and Collbran Business Owners

From: Elyse Ackerman-Casselberry
Town Manager

Melonie Matarozzo
Clerk/Treasurer

Karla Distel
Finance Manager

RE: 2019 Town of Collbran Town Budget

Date: December 4, 2018

The Town of Collbran Staff is pleased to submit the 2019 Town of Collbran Municipal Budget. This budget is submitted in conformance with C.R.S.29-1-103(1)(e), state statutes and generally accepted accounting principles. This budget represents considerable time and effort spent by the Trustees and staff to demonstrate prudent fiscal management of the Town's financial resources. Together, Town Staff and the Town Board have worked to develop a balanced budget, targeting the Town's resources to critical projects that will help the Town maintain its infrastructure, and improve services.

2018 Recap:

2018 was a year of change for the Town of Collbran. Four of the five current Town Trustees took office in the spring or early summer of 2018, with Lew Evans shifting from Trustee to Mayor. Town Hall also experienced a complete turnover in staffing. Davis Farrar retired in August. The Town engaged Elyse Ackerman-Casselberry as the new Town Manager. The Town's long-time Clerk/Treasurer also left employment with the Town. Melonie Matarozzo was promoted from Deputy Clerk to Clerk/Treasurer. With a new manager and new Clerk/Treasurer in place, the Town reevaluated job responsibilities and needs at Town Hall and decided to split the Deputy Clerk position into two part-time positions. The new positions are an administrative assistant and a finance director. The two new positions create opportunities to increase appropriate checks and balances in the Town's financial system. In October, the Town hired Laura Dunham as the new part-time administrative assistant and Karla Distel as the new part-time finance director. As the Town heads into 2019, Tom Kachin, the long-time water/sewer operator for the Town, will also be retiring. Kirk Morgan will take over as the water/sewer operator.

In addition to new faces at Town Hall, downtown Collbran received a little facelift in 2018. The Town began implementation of its Downtown Improvement Plan. Phase 1 of the project included new sidewalks, crosswalks, street lighting, planters, benches, trash receptacles, and new entry signage. This project was funded in part by grant funding in the amount of \$150,000 from DOLA and \$50,000 from the Mesa County Federal Mineral Lease District. This project would not have been possible without participation by the Job Corps. The Job Corps framed and poured all of the concrete in partnership with

the Public Works Department. A special thank you to Public Works and Melonie Matarozzo for their focus and dedication to this project.

Finally, the Town was able to move three additional projects forward in 2018. The Town received grants for \$100,000 from the Mesa County Federal Mineral Lease District to help with the cost of replacing and repairing all equipment and pumps at the sewer lift station at the Plateau Valley School and to acquire a new patrol vehicle for the Marshall's office. A grant for \$10,000 was also received from the State Historic Fund to complete a historic structure assessment of the auditorium.

Finally, in September 2018, the Board of Trustees developed a set of goals and priorities in a new strategic plan. This plan was used to guide decision making during the budget process for 2019. The strategic plan will allow the Trustees and staff to prioritize projects and needs, charting a course towards fiscal health and continued improvement of critical services. The strategic plan also includes a grant strategy, designed to help the Town successfully leverage its limited funding with grants.

Overview of 2019 Budget

The 2019 Budget projects total revenues of \$1,271,632 and expenses of \$1,274,529. The Town operates four separate funds including the General Fund, Water Fund, Sewer Fund, and Conservation Trust Fund. All funds are budgeted on a cash basis and audited on a modified accrual basis of accounting. 2019 Fund Revenues and Expenditures are as follows:

Revenues	Expenditures
General Fund: \$899,310	General Fund: \$785,132
Water Fund: \$228,995	Water Fund: \$318,018
Sewer Fund: \$138,328	Sewer Fund: \$171,380
Conservation Trust Fund: \$5,000	Conservation Trust Fund: \$0

The Town has spent the last several years rebuilding its reserves and is in a healthy fiscal position with total reserves of \$2,023,374 at the end of 2017 with those projected to increase to approximately \$2,416,720 by the end of 2018. The 2019 budget anticipates overall revenues slightly lower than expenditures, as the Town will dip into reserves for critical projects that must be accomplished to maintain the Town's water and sewer systems.

The Town has several potential projects planned in 2019 that will be dependent upon receiving grant funding in order to proceed. Revenues and expenditures from grant projects will be added to the budget through a mid-year supplemental budget amendment if awarded. If the Town receives funding for all projects that grants will be sought for, it is possible the Town will end up dipping into reserves to complete the projects. A summary of possible grant projects is below.

General Fund Overview:

The General Fund includes revenue primarily from property taxes, sales taxes, miscellaneous other taxes and fees. The single largest source of revenue to Collbran comes from sales tax shared with the Town by Mesa County. This shared sales tax represents 78% of General Fund revenue. The Town also collects a 2% sales tax, which accounts for 6.5% of all General Fund Revenues.

The Town is projecting increases in sales tax in 2019 of 2%, but a decline in property taxes of 1%. 2018 showed strong returns on sales tax as the Grand Valley appears to be pulling out of the long-time recession that has plagued the entire western slope. While the Town hopes to see continued growth in revenues, a conservative approach to the budget is planned.

In 2019, the town property tax mill levy will generate approximately \$15,909, or 1.76% of General Fund Revenues. The mill levy will remain the same in 2019 as 2018 and the current year gross total assessed valuation dropped from \$2,157,150 in 2017 to \$2,154,500 in 2018.

At the end of 2018, it is projected that the Town will have about \$1,690,991 in general fund reserves. The Town is in a very healthy position in its General Fund. Reserves are projected to increase in 2019 by approximately \$219,566 but the Town plans to work on several possible projects in 2019, which would utilize most of this planned surplus if the Town is able to leverage grant funds to support these projects.

The General Fund supports the majority of services provided by the Town. In 2019, Town Services will include:

- Town Administration including financial management, Town Board support, and policy/regulation implementation;
- Planning Services;
- Law Enforcement
- Park Maintenance
- Street Maintenance
- Economic Development
- Events
- Building Maintenance
- Capital Planning
- Grant Administration

Specific projects and initiatives are described later in this budget overview.

Water Fund Overview:

The Town provides domestic water to 273 taps, delivering approximately 25,146,755 gallons of water a year. Water service is tracked in the budget through the water fund, which operates as an enterprise fund. An enterprise fund is a business activity of the Town. The cost of treating and delivering water is supported entirely by fees, not taxes. This means the Town must collect sufficient revenue to cover its costs. Just like a business, the Town must also collect enough revenue to build of a savings account, also

called fund balance or reserves, in order to replace/repair/upgrade its water treatment and water delivery system. In 2009, the Town had almost no savings account. To ensure that the Town has the reserves necessary to both deal with emergencies, make necessary repairs, complete required maintenance, and prepare to replace expensive parts of the Town's system, the Town set savings goals and began raising rates. These rate increases were difficult on the community, but necessary to ensure that the Town can deliver clean safe water, and that the Town is prepared to keep its system in good shape. In 2018, it is projected that the Town will end the year with \$574,230 in water reserves. It is important to note that water fund reserves should only be spent on water fund projects. The Town's goal is to have approximately \$655,004 in savings in the water fund to support future needs within the system. The Town is nearly to this goal.

The new rate structure the Town implemented in 2017 will generate approximately \$228,995 in 2019. Water rates will be increased 3%. However, revenue growth can be impacted if water demand continues to decline as water users become more water efficient. However; the Town has two critical projects that it must complete in 2019, projects that will utilize some of the savings that the Town has been able to save up. Expenses will exceed revenues in 2019 by about \$89,023. The first project that will be completed will be putting a new roof over the clear well at the water treatment plant. The second project will include replacing radio units on all town water meters. In 2019, the Town will also focus on developing a water conservation education plan to help residents learn how to keep their yards healthy, while minimizing their water demand, and keeping their water bills lower.

Sewer Fund Overview:

The Town provides sewer service to 286 users. Like the water, sewer services are tracked in the budget through the sewer fund. The sewer fund also operates as an enterprise fund, with revenues generated only from fees. Also like the water fund, the Town has been in the process of rebuilding its savings account from a negative balance in 2009 to a projected balance of \$235,123 at the end of 2018. It is important to note that sewer fund reserves should only be spent on sewer fund projects. The Town's goal is to have approximately \$684,737 in savings in the sewer fund to support future needs within the system. There is more work to be done to bring the sewer savings in alignment with Town goals.

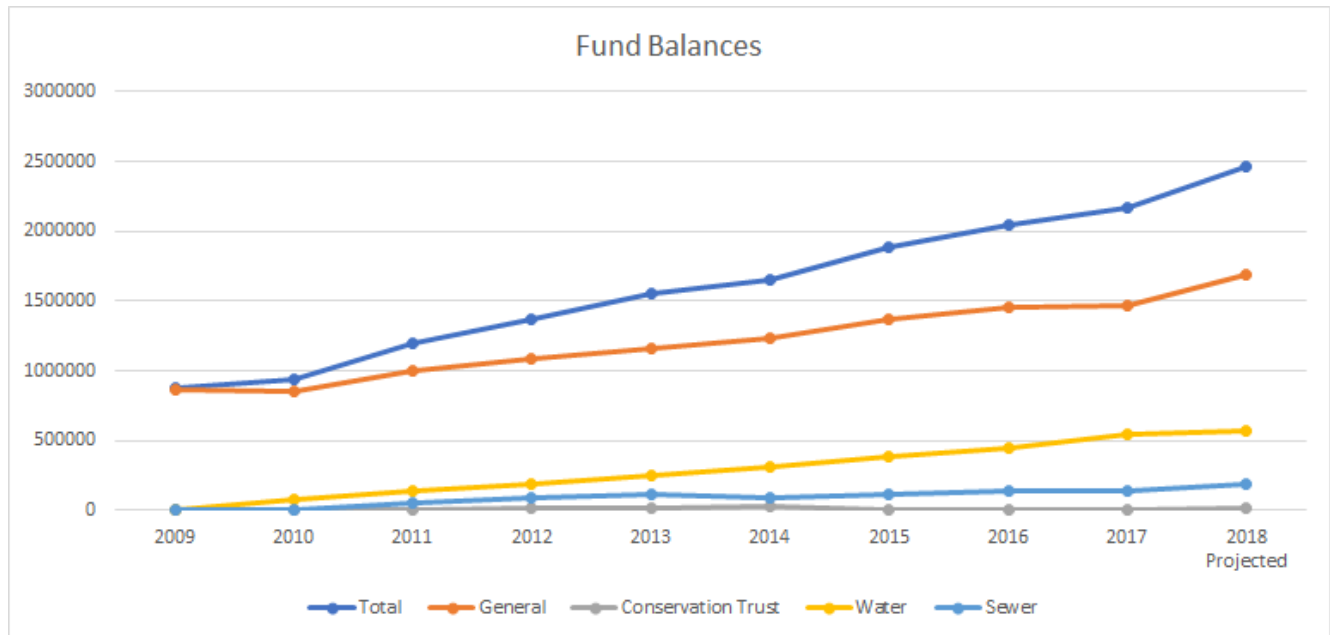
The new rate structure that the town implemented in 2017 will generate approximately \$138,328 in revenues in 2019. Sewer rates will be increased 3%. However; the Town is under a compliance order with the Colorado Department of Public Health and Environment and must install a de-chlorination system at the sewer lagoons. As a result, the Town will have to tap into its savings account to complete this project, and projected expenses will exceed revenues by about \$33,052.

Conservation Trust Fund Overview:

The Conservation Trust Fund receives limited revenue from the State. This revenue is the Town's share of lottery ticket sales. These funds can only be spent on outdoor recreation related activities. The Town only receives \$5,000 per year and is currently setting these funds aside to help support a future recreation related grant or project.

Fund Balance Overview & Policies

The Town has been working diligently over the last several years to rebuild its reserves after years of expenses exceeding revenues. In 2009 the Town had no reserves in water and sewer and were supporting water and sewer operations with general fund reserves.



The Town's General Fund is excellent condition, with reserves nearly double what they were a decade ago. Water and sewer reserves are growing, but sewer reserves are lagging. With reserves headed in the right direction, it's important to establish clear plans for these reserves to ensure that the Town balances its future needs with taxpayer burden. The following fund balance policies have been adopted to help guide current and future elected officials and staff:

General Fund:

The Town will strive to hold the amounts listed below in the General Fund balances, expressed as a percentage of the Town's annual operating expenditures of the General Fund. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year due to the normal course of Town government operations.

- ***The Town shall maintain a reserve of 3% emergency reserve, as required by TABOR, and***
- ***The Town's general fund reserves should not drop below a minimum of 25% of budgeted expenditures. This 25% minimum fund balance is reserved by policy for operational support, emergencies, and unforeseen circumstances, and***
- ***The Town shall strive to save 50%, but no less than 25%, of all planned capital projects identified in the 2018 strategic plan.***

Water/Sewer Fund:

The Town will strive to hold the following reserves as cash or cash equivalents in the Water and Sewer Fund enterprise funds, expressed as a percentage of the Town's annual operating expenditures of these funds. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year due to the normal course of Town government operations.

- *The Town shall maintain a reserve of at least 25% of budgeted expenditures. This 25% minimum fund balance is reserved by policy for operational support, emergencies, and unforeseen circumstances.*
- *The Town shall strive to save 50% of the amount of accumulated depreciation as reported in the financial statements of the Town. These reserved funds are intended to provide for replacement of depreciable assets.*

2019 Planned Projects

The Town has several possible projects planned for 2019, several of which will be depend upon grant funding to proceed. As previously discussed, the Town completed a major capital project in downtown in 2018. 2019's focus will be on planning and engineering to develop the next several capital projects.

2019 Planned Projects:

- **Water Meter Radio Replacements:** The Town must replace the radios on all meters around town. The meters are outdated, with parts no longer available. New radios will be purchased and installed on all meters. This project is estimated to cost about \$80,000.
- **Sewer De-chlorination:** The Town is under a compliance order with the Colorado Department of Public Health and Environment. This compliance order requires the town install a system to dechlorinate its wastewater before discharging back into the Plateau Creek. The Town will complete this project in 2019 at a cost of approximately \$45,000.
- **Arena Watering System:** The Town will purchase a watering system to help control dust during events at the rodeo. The watering system will cost approximately \$5,000.
- **Clear Well Roof:** The roof covering the clear well at the Town's water treatment facility needs to be replaced. This project will help protect the Town's drinking water and is estimated to cost approximately \$80,500.
- **AmeriCorps Vista Volunteer:** The Town of Collbran will seek an AmeriCorps Vista Volunteer to help support its economic development efforts in Downtown, and to help improve capacity and access to information at Town Hall. The program costs the Town \$15,000 to participate, and in exchange, a full-time volunteer will be assigned to work with the Town on its economic development efforts.
- **Town Hall Carpet:** Town Hall will undergo a very minor makeover in 2019, with new flooring and paint at a cost of approximately \$5,000.

2019 Potential Projects: The following projects will proceed contingent upon receiving grant funding. If grants are received, the 2019 Budget will be amended to recognize both the revenues and expenditures for these projects.

- **Phase 2 Facade:** The Town will be seeking \$25,000 in grant funds, with match of \$25,000 to develop a downtown facade improvement program. Low/no interest loans and possibly small grants will be made available to downtown businesses for improvements to the exterior of their buildings, with emphasis placed on implementing the design elements of the Downtown Master Plan.
- **Phase 2 Engineering:** This project will include completion of final engineering and design for additional improvements in Lilac Park, including a pedestrian bridge across Plateau Creek,

recreational access to the creek, restrooms, and a gazebo. The Town will apply to the Energy and Mineral Impact Fund for \$25,000 for this project with a town match of \$30,000.

- **Downtown Banners:** The Town is working to continue to develop its downtown beautification program. Banner for all seasons will be purchased for the new light poles. A grant from AGNC in the amount of \$5,000 will be sought, with a cash match of \$5,560 from the Town.
- **Capital Plan:** The Town will seek a grant from the Energy Mineral Impact Fund for \$50,000, matched by \$50,000 from the Town to develop a comprehensive capital improvement plan. This plan will help the Town identify its short- and long-term infrastructure investment needs, and to set priorities. This plan will help guide current and future Town Boards in determining how best to manage the Town's limited resources and ensure Collbran's assets are maintained into the future.
- **School Trail:** In the early 2000's, Collbran attempted to construct a trail connecting Plateau Valley School with the Town. The Town will seek a grant from the Energy Mineral Impact Fund for \$25,000, matched by \$25,000 from the Town to reevaluate this trail including exploring alternative alignments for the trail and potential funding sources.

In total, the Town plans approximately \$452,460 in capital projects in 2019 and will be seeking grant funding for \$130,000.

Pay Plan

The Town employs 5 full-time, 2 part-time and three seasonal employees. The Town contracts for professional services for the Town Administrator, the Town Attorney, the Municipal Court Judge and the Water/Wastewater Operator. Overall compensation for employees in 2019 is projected to be \$291,292, which includes an allowance of approximately 2.4% for wage adjustments and/or bonuses in 2019. Prior to establishing the 2019 staffing plan, a salary survey was conducted on neighboring and similar jurisdictions. Collbran's positions were compared to the surveyed positions and salary ranges were developed for each position. Employees were placed into the salary range at a level commensurate with their skills and longevity with the organization. Additionally, the Town's long-time Treasurer resigned mid-year. The Deputy Clerk was promoted into the Clerk/Treasurer position and a part-time Finance Director and a part-time Administrative Assistant were hired to assist the Clerk/Treasurer. The salary survey adjustments and restructuring resulted in an overall increase to salaries of approximately 13%.

Benefits Package

The Town offers insurance, retirement and leave to regular full-time and regular part-time employees. The Town provides medical insurance through Rocky Mountain Health Plans and covers 80% of premium costs for employees who have been employed with the organization for more than 5 years and 50% of premium costs for employees employed less than 5 years. Retirement is provided through the Colorado Counties Officials Retirement Association 401(a) plan. Employees direct 8% of their income into the plan which is matched by the Town of Collbran and directed into the employee's individual plan. Regular full-time and part-time employees also receive annual, sick and holiday leave.

Discretionary Funds

Each year the Town of Collbran sets funds aside to be support activities that benefit the town from other organizations. In order to manage these discretionary funds, and to equitable in their distribution, the Town established an application process a few years ago. Organizations submitted applications to the Town in September and early October. Each organization then attended the November 6, 2018 Town Board meeting, gave a brief overview of their request, and answered Town Trustee questions. As part of the budget approval process, the Town will provide discretionary funds to the following organizations for 2019:

Agency	Purpose	Amt Requested	Approved
American Legion	Replace 1 marker. Funds contingent upon match of \$500.	\$ 3,968	\$ 500
Hope West Hospice & Palliative Care	Program support	\$ 3,000	\$ 1,750
Plateau Valley Cancer Fund	Patient support	\$ 500	\$ 500
Plateau Valley FFA	Purchase and plant flowers.	\$ 600	\$ 600
Plateau Valley FFA	Chapter support	\$ 400	\$ 400
Plateau Valley Gymkhana Series	Rental fees for rodeo grounds and insurance. Waive Fairground Rental Fees.	\$ 1,000	\$ 1,000
Plateau Valley Robotics	Program support, competitions	\$ 1,500	\$ 1,000
Plateau Valley Heritage Days Rodeo	Rent sound system for rodeo	\$ 3,500	\$ 1,500
Plateau Valley Historical Preservation Society	Program support	\$ 500	\$ 500
Total Requested		\$ 15,768	\$ 7,750

The Town is excited for 2019 and to build off the successes of 2018. We look forward to working with Collbran residents and businesses to improve services. If you have not come to Town Hall recently, please take a few minutes to come meet our new staff and learn about everything we are working on!

**TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 12
SERIES OF 2018**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
COLLBRAN, COLORADO ADOPTING THE ANNUAL BUDGET AND
SETTING FORTH THE EXPENDITURES AND REVENUES FOR EACH OF
THE VARIOUS FUNDS OF THE TOWN OF COLLBRAN FOR THE FISCAL
YEAR BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019.

WHEREAS, the Town Board of Trustees of the Town of Collbran, Colorado has worked with staff in developing the 2019 budget in accordance with Colorado law; and

WHEREAS, the Board has received and considered the expenditure requests and budget recommendations of the various Town offices, departments, board and other agencies, as required by law; and

WHEREAS, upon due and proper notice, and after publishing in accordance with the law, said proposed budget was open for inspection by the public at Town Hall, a public hearing was held on December 4, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the final draft 2019 budget is now ready for final consideration and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, THAT:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board of Trustees.
2. The Budget attached hereto as Exhibit A and incorporated herein by this reference is adopted for the Fiscal Year beginning January 1, 2019 and ending December 31, 2019.
3. 2019 Revenue and Expenditures for the General Fund and Enterprise Funds are:


		Revenue	Expenditures
i.	General Fund	\$ 899,310	\$784,357
ii.	Water Fund	\$ 228,955	\$317,465
iii.	Sewer Fund	\$138,328	\$ 171,218
iv.	Conservation Trust Fund	\$ 5,000	\$ -0-

4. Furthermore, be it resolved that the Board of Trustees hereby adopt the 2019 Budget for the Town of Collbran, Colorado, and its various offices, departments, boards, funds

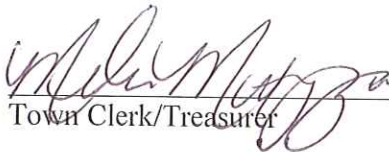
and other spending agencies as set forth in the "Annual Budget for the Town of Collbran, Colorado for the Fiscal Year ending December 31, 2019."

THIS RESOLUTION was read, passed, and adopted by the Board of Trustees of the Town of Collbran at a regular meeting held this 4th day of December 2018.

TOWN OF COLLBRAN, COLORADO

By: 
Mayor

ATTEST:


Town Clerk/Treasurer



TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 13
SERIES OF 2018

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO CERTIFYING AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2019 TO HELP DEFRAID THE COST OF GOVERNMENT FOR THE TOWN OF COLLBRAN, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Town of Collbran, Colorado has adopted the 2019 Budget pursuant to Resolution 2018-12; and

WHEREAS, the 2018 total taxable assessed valuation for the Town of Collbran as certified by the Mesa County Assessor is \$2,150,880.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, THAT:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board of Trustees.
2. That for the purpose of meeting all general operating expenses of the Town of Collbran during the 2019 fiscal year there is levied a tax of 7.384 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2019; and
3. That the Mayor is hereby authorized and directed to certify to the County Commissioners of Mesa County, Colorado, the mill levy for the Town of Collbran as herein above determined and set pursuant to C.R.S. 39-5-128(1).

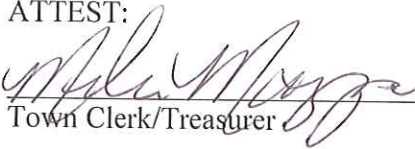
THIS RESOLUTION was read, passed, and adopted by the Board of Trustees of the Town of Collbran at a regular meeting held this 4th day of December 2018.

TOWN OF COLLBRAN, COLORADO

By:


Mayor

ATTEST:


Town Clerk/Treasurer



TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 14
SERIES OF 2018

A RESOLUTION OF THE TOWN OF COLLBRAN, COLORADO, REGARDING THE
ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019
AND ENDING DECEMBER 31, 2019.

WHEREAS, at the direction of the Board of Trustees of the Town of Collbran, the Town Administrator has prepared and submitted a proposed budget for the fiscal year beginning January 1, 2019 and ending December 31, 2019 to the Board; and

WHEREAS, upon due and proper notice, published or posted in accordance with state law, said proposed budget was open for inspection by the public at a Town Hall, a public hearing was held on December 4, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO THAT:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board of Trustees.

2. The unexpended monies, if any, remaining in the various funds from the year 2018 together with revenue of the Town of Collbran for the year beginning January 1, 2019 and ending December 31, 2019 is hereby appropriated to the various funds as stated on Exhibit A attached hereto and incorporated herein to be used for the purpose for which these funds were created and exist.

3. The amounts set forth in Resolution No. 12, Series of 2018, adopting the annual budget, are hereby appropriated to the uses stated in that resolution and authority is hereby given to the Town Administrator to expend the amounts shown for the purposes stated.

THIS RESOLUTION was read, passed, and adopted by the Board of Trustees of the Town of Collbran at a regular meeting held this 4th day of December 2018.

TOWN OF COLLBRAN, COLORADO

By: _____

Mayor

ATTEST:

Town Clerk/Treasurer



LETTER OF BUDGET TRANSMITTAL

January 22, 2019

To: Division of Local Government
1313 Sherman Street, Room 521
Denver, Colorado 80203

To Whom It May Concern,

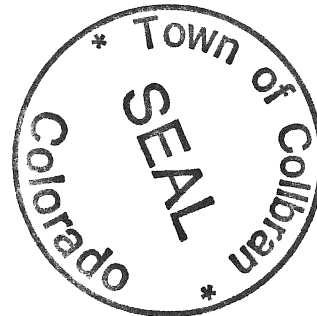
Attached, is a copy of the 2019 municipal budget for Town of Collbran in Mesa County Colorado, submitted pursuant to Section 29-1-113, C.R.S. This budget was adopted by the Collbran Board of Trustees at a noticed public hearing on December 4, 2018.

If there are any questions on the budget, please contact at Elyse Casselberry - Town Administrator at Collbran Town Hall 1010 High Street, PO Box 387, Collbran, Colorado 81624 or call 970-487-3751.

I, Melonie Matarozzo - Collbran Town Clerk/Treasurer, do hereby certify that the attached copy of the Collbran Municipal Budget is a true and accurate copy of the 2019 Adopted Budget.



Melonie Matarozzo - Collbran Town Clerk/Treasurer



Town Seal



TOWN OF COLLBRAN

PUBLIC NOTICE OF 2019 BUDGET

Public notice is hereby given that a proposed budget has been submitted to the Board of Trustees for the Town of Collbran for the ensuing year of 2019. A copy of such proposed budget has been filed with the office of the Town of Collbran; such proposed budget will be considered at a public hearing of the Board of Trustees of the Town of Collbran on December 4, 2018 at 7:00 p.m. Any interested elector of the town may inspect the proposed budget and may appear at such hearing to present evidence upon any matter to be considered by the Board. Written comments will be considered if received prior to the final adoption of the budget.

Town of Collbran

Melonie Matarozzo, Town Clerk

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
GENERAL FUND				
BEGINNING FUND BALANCE		\$1,471,425	\$1,471,425	\$1,690,991
GENERAL FUND REVENUE TOTAL	\$821,254	\$827,490	\$1,143,497	\$899,310
GENERAL FUND EXPENDITURE TOTAL	\$856,690	\$809,040	\$923,932	\$785,132
REVENUES OVER EXPENDITURES	-\$35,436	\$18,450	\$219,566	\$114,178
ENDING FUND BALANCE	\$1,471,425	\$1,489,875	\$1,690,991	\$1,805,169
				TABOR EMERGENCY RESERVE 3%: \$23,554
				Operating Reserve 25%: \$196,283
				Capital Reserve (25% Grant Plan Estimate) \$816,250
				TOTAL Assigned & Restricted \$1,036,087
				UNASSIGNED \$769,082

	2017 Actual	2018 Budget	2018 Projected	2019 Proposed Budget
WATER FUND				
BEGINNING UNRESTRICTED NET POSITION		\$472,840	\$472,840	\$574,230
WATER FUND REVENUE TOTAL	\$225,137	\$238,185	\$239,256	\$228,995
WATER FUND EXPENDITURE TOTAL	\$130,689	\$184,115	\$137,866	\$318,018
REVENUES OVER EXPENDITURES	\$94,448	\$54,070	\$101,390	(\$89,023)
ENDING UNRESTRICTED NET POSITION	\$472,840	\$526,910	\$574,230	\$485,208
				Operating Reserve: 25% \$79,504
				Capital Reserve: (Depreciation) \$405,703
				Total Assigned & Restricted: \$485,208
				UNASSIGNED 0

	2017 Actual	2018 Budget	2018 Projected	2019 Proposed Budget
SEWER FUND				
BEGINNING UNRESTRICTED NET POSITION		\$167,834	\$167,834	\$235,123
SEWER FUND REVENUES TOTAL	\$126,498	\$128,176	\$184,379	\$138,328
SEWER FUND EXPENDITURES TOTAL	\$152,805	\$128,176	\$117,090	\$171,380
REVENUES OVER EXPENDITURES	-\$26,306	\$0	\$67,289	(\$33,052)
ENDING UNRESTRICTED NET POSITION	\$167,834	\$167,834	\$235,123	\$202,071
				Operating Reserve: 25% \$42,845
				Capital Reserve: (Depreciation) \$159,226
				Total Assigned & Restricted: \$202,071
				UNASSIGNED \$0

	2017 Actual	2018 Budget	2018 Projected	2019 Proposed Budget
CTF BEGINNING FUND BALANCE				
		\$9,768	\$9,768	\$14,869
CTF REVENUES TOTAL	\$6,992	\$5,101	\$5,101	\$5,000
CTF EXPENDITURES TOTAL	\$0	\$0	\$0	\$0
REVENUES OVER EXPENDITURES	\$6,992	\$5,101	\$5,101	\$5,000
CTF ENDING FUND BALANCE	\$9,768	\$14,869	\$14,869	\$19,869

	2017 Actual	2018 Budget	2018 Projected	2019 Proposed Budget
FUND BALANCE TOTAL				
		\$2,023,374	\$2,023,374	\$2,416,720
BUDGET REVENUES TOTAL	\$1,179,881	\$1,200,851	\$1,572,233	\$1,271,632
BUDGET EXPENDITURES TOTAL	\$1,140,184	\$1,123,331	\$1,178,887	\$1,274,529
REVENUES OVER EXPENDITURES				
AKA +/- Reserves	\$39,697	\$77,520	\$393,346	-\$2,897
FUND BALANCE TOTAL	\$2,023,374	\$2,100,894	\$2,416,720	\$2,413,824

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
GENERAL FUND					
GENERAL FUND REVENUES					
<u>Taxes</u>					
General Property Taxes	\$ 18,162	\$ 16,935	\$ 16,950	\$ 15,786	\$ 15,909
Specific Ownership Taxes	2,215	2,625	2,200	2,091	2,133
Town Sales Tax	48,629	48,690	46,000	58,919	60,098
Motor Vehicle Use Tax	99	28	25	25	26
County Sales Tax Remittance	578,078	623,860	606,000	681,255	694,880
Public Safety Sales Tax	-	-	-	8,803	8,979
Cigarette Tax	568	-	580	384	350
Mineral Leasing Tax	6,440	5,709	8,000	3,825	3,825
Severance Tax	3,814	2,536	11,200	3,216	3,216
Road and Bridge Tax	517	513	580	470	479
Highway User Tax	12,830	12,974	10,000	13,000	12,000
Taxes Totals:	\$ 671,351	\$ 713,870	\$ 701,535	\$ 787,774	\$ 801,895
<u>Registration</u>					
Motor Vehicle Registration	985	905	800	800	800
Registration Totals:	\$ 985	\$ 905	\$ 800	\$ 800	\$ 800
<u>Grants</u>					
Grant - Senior Van	1,080	1,440	1,440	1,440	-
Grant - SIPA	-	-	-	-	-
Grant - FML	31,819	-	50,000	100,000	-
Grant - DOLA	-	-	-	150,000	-
Grant - Marshal	2,381	9,226	10,000	10,000	-
Grant - GOCO	-	-	-	-	-
Grant- REDI	-	-	-	-	-
Grant-AGNC	-	-	-	-	-
Grants Totals	35,280	10,666	61,440	261,440	-

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Fees</u>					
Fees - Franchise	\$ 18,729	\$ 17,874	\$ 20,000	\$ 22,000	\$ 20,000
Fees - Library	2,983	2,872	2,872	2,643	3,000
Fees - Van	210	215	250	264	300
Fees - Marshal	445	150	390	60	75
Fees for Notary Services	86	30	30	34	40
Fees for Copies, Faxes, & Misc.	80	103	100	44	100
Fees - General License & Fees	1,950	1,350	1,800	1,360	1,500
Fees - Land Use	430	800	400	5,858	1,000
Fees & Fines - Municipal Court	7,194	9,327	11,800	2,500	2,500
Fees for Parks/Rec Fairgrounds	1,609	1,616	1,600	1,103	1,100
Fees for Auditorium	410	710	450	420	400
Public Use License	20	850	850	11,200	25,200
Penalties, Fines, and Interest	-	4	-	-	-
Returned Check Fee	-	6	10	-	-
Fees Totals	<u>\$ 34,146</u>	<u>\$ 35,906</u>	<u>\$ 40,552</u>	<u>\$ 47,486</u>	<u>\$ 55,215</u>

Miscellaneous

Scholarships	\$ 325	\$ 700	\$ 700	\$ 100	\$ 100
Revenue - General	-	1,549	500	17	100
Revenue - Board of Park Mgrs.	2,191	643	643	-	-
Revenue - Marshal	142	10,000	-	6,919	1,000
Revenue - Public Works	9,054	15,605	500	1,558	1,000
Revenue - Parks	-	-	-	73	-
Revenue - Arena - Gate/Concessions	-	172	400	772	500
Interest Income	9,459	18,525	8,000	33,703	36,000
Dividends	738	1,001	1,000	1,014	1,000
Capital Credit Retirement	995	736	995	-	-
Insurance Claims	-	-	-	-	-
Donations - General	396	200	200	338	200
Donations - Marshal	-	-	10,000	-	200
Donations - Servicewomen's Memorial	50	50	25	-	100
Donations - Public Works	-	10,000	-	-	1,000
Donations - Parks	-	-	-	-	-
Donations - Fairgrounds	-	-	-	-	-
Donations - Auditorium	-	-	-	-	-
Workers Compensation Payments	-	-	-	-	-
Insurance & Misc.	-	-	-	-	-
Miscellaneous	(956)	126	200	1,504	200
Prior Years Surplus	-	-	-	-	-
Miscellaneous Totals	<u>22,394</u>	<u>59,309</u>	<u>23,163</u>	<u>45,998</u>	<u>41,400</u>

GENERAL FUND REVENUE TOTALS	<u><u>\$ 764,156</u></u>	<u><u>\$ 820,656</u></u>	<u><u>\$ 827,490</u></u>	<u><u>\$ 1,143,497</u></u>	<u><u>\$ 899,310</u></u>
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	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
GENERAL FUND EXPENSES					
<u>General Payroll</u>					
Salary Adjustment/Bonus	\$ -	\$ -	\$ 2,726	\$ -	\$ -
Wages - Treasurer/Clerk (Jeff) @ 60%	28,016	29,413	29,046	-	-
Wages - Admin. Asst. - Melonie @ 70%	15,149	17,181	16,395		
Wages from staffing schedule	-	-	-	44,532	54,823
Vision Insurance	46	47	50	22	155
Dental Insurance	370	384	400	468	1,332
Health Insurance	6,354	7,720	8,779	3,980	6,115
FICA/Medicare Expense	1,528	667	1,675	646	795
Retirement Expenses	2,429	3,757	3,635	3,563	4,386
Unemployment	-	-	-	-	164
Workers Compensation	349	272	450	317	450
General Payroll Totals	\$ 54,240	\$ 59,443	\$ 63,157	\$ 53,528	\$ 68,221
<u>General Expenditures</u>					
Mayor Stipend	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Trustee Stipend	3,300	3,300	4,000	3,060	4,000
Postage, Freight & Delivery	557	831	800	800	824
Office Supplies	970	881	1,200	2,000	2,060
Operating Supplies	4,301	3,673	4,000	5,500	5,665
Fuel Tax Expense	-	-	-	750	1,000
Contract Labor-General - Administrator	63,832	58,141	65,000	61,341	64,079
Caselle Service Agreement	3,564	3,564	4,500	8,525	6,900
Audit Expense	5,940	5,900	6,000	5,900	6,000
Dues & Subscriptions	1,062	1,827	2,200	2,579	2,500
Education & Training	760	2,242	4,000	2,000	4,000
Town Events	-	3,036	5,000	7,500	25,500
Website Fees/Computer Software	310	134	250	8,250	3,250
Fireworks	13,000	6,500	13,000	6,500	-
Charitable Donations -Discretionary Funds	8,410	7,250	5,000	7,138	7,750
Legal	9,176	8,531	10,000	12,000	10,000
Professional/Other	354	755	510	10,560	15,000
Treasurer's Fees	372	369	600	600	600
License, Fees & Permits	1,349	1,000	1,300	1,300	1,300
Repairs & Maintenance	3,858	4,176	3,500	3,500	3,605
Town Hall Improvements	-	-	5,000	-	5,000
Miscellaneous	1,617	1,830	800	1,500	1,500
Advertising & Publishing	1,152	2,761	1,500	2,000	2,060
Travel & Reimburse	713	3,287	3,500	1,200	3,500
Utilities	12,287	11,289	12,500	10,204	10,510
Insurance - Property and Casualty	9,903	9,829	13,000	13,000	14,040
General Expenditures Totals	147,988	142,306	168,360	178,907	201,844

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Downtown Facade Program</u>					
Grant/Loan Program	\$ -	\$ -	\$ -	\$ -	\$ -
Downtown Facade Program	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 <u>General Capital</u>					
Capital Outlay	\$ 8,771	\$ 2,383	\$ 3,000	\$ 3,000	\$ -
General Capital Totals	<u>8,771</u>	<u>2,383</u>	<u>3,000</u>	<u>3,000</u>	<u>-</u>
 <u>Land Use Expenditures</u>					
Postage & Freight Land Use	\$ 10	\$ -	\$ -	\$ 8	\$ -
Operating Supplies Land Use	-	-	-	-	-
Legal - Land Use	234	3,699	1,000	3,532	1,000
Professional - Land Use	-	-	-	1,041	1,000
License, Fees & Permits Land-Use	-	14	25	23	-
Advert & Publishing - Land Use	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Land Use Expenditures Totals	<u>244</u>	<u>3,712</u>	<u>1,025</u>	<u>4,604</u>	<u>2,000</u>
 <u>Election Payroll</u>					
Wages Election	\$ 1,790.99	\$ -	\$ 2,000.00	\$ -	\$ -
Vision Insurance Election	3	-	-	-	-
Dental Insurance Election	26	-	-	-	-
Health Insurance Election	444	-	250	-	-
FICA/Medicare Expense	23	-	40	-	-
Retirement Expenses Election	<u>143</u>	<u>-</u>	<u>200</u>	<u>-</u>	<u>-</u>
Election Payroll Totals	<u>2,431</u>	<u>-</u>	<u>2,490</u>	<u>-</u>	<u>-</u>
 <u>Election Expenditures</u>					
Postage, Fr.,& Del. - Election	263	-	275	-	-
Election Expense	921	25	1,500	214	-
Education & Training -Election	-	-	50	-	-
Legal - Election	2,823	1,179	2,500	533	-
Advertising & Publishing	90	-	100	90	-
Travel & Reimburse - Election	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Election Expenditures Totals	<u>4,097</u>	<u>1,204</u>	<u>4,425</u>	<u>838</u>	<u>-</u>

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Van Payroll</u>					
Wages Van	\$ 1,208	\$ 1,449	\$ 1,500	\$ 1,576	\$ 2,309
FICA/Medicare & Soc. Sec. Van	<u>92</u>	<u>111</u>	<u>115</u>	<u>121</u>	<u>177</u>
Van Payroll Totals	<u>1,300</u>	<u>1,560</u>	<u>1,615</u>	<u>1,697</u>	<u>2,485</u>
<u>Van Expenditures</u>					
Operating Supplies Van	-	-	-	-	-
Mileage reimbursement	-	-			2,126
Fuel Van	365	434	450	655	674
Legal & Professional Van	-	-	-	-	-
Repairs & Maintenance Van	-	66	500	250	258
Insurance - Property & Casualty	<u>272</u>	<u>260</u>	<u>325</u>	<u>325</u>	<u>351</u>
Van Expenditures Totals	<u>637</u>	<u>759</u>	<u>1,275</u>	<u>1,230</u>	<u>3,408</u>
<u>Library Expenditures</u>					
Operating Supplies Library	\$ 248	\$ -	\$ 250	\$ 643	\$ 663
Repairs & Maint Library	68	68	200	54	56
Utilities Library	<u>2,859</u>	<u>2,651</u>	<u>3,000</u>	<u>2,320</u>	<u>2,390</u>
Library Expenditures Total	<u>3,175</u>	<u>2,720</u>	<u>3,450</u>	<u>3,018</u>	<u>3,108</u>

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Marshal Payroll</u>					
Salary Adjustment/Bonus	\$ -	\$ -	\$ 5,705	\$ -	\$ -
Wages - Adam	52,703	53,838	53,418	-	-
Wages - Brian	36,700	32,314	37,428	-	-
Wages Admin Assist @15%	-	4,542	4,242	-	-
Wages from personnel schedule	-	-	-	67,372	100,260
Vision Insurance Marshal	157	138	170	80	181
Dental Insurance Marshal	1,281	1,143	1,300	673	1,548
Health Insurance Marshal	23,586	22,431	27,956	12,878	18,799
Disability Marshal	2,272	2,191	2,510	1,387	1,387
FICA/Medicare Expense Marshal	1,191	1,214	8,063	977	1,454
Retirement Expense Marshal	7,096	7,063	7,724	5,390	8,021
Unemployment Insurance	-	-	-	-	301
Work Comp Insurance Marshal	5,127	4,123	7,000	4,578	7,000
Marshal Payroll Totals	130,114	128,996	155,517	93,335	138,950
<u>Marshal Expenditures</u>					
Postage & Freight Marshal	909	1,010	1,000	500	515
Operating Supplies Marshal	26,193	35,368	20,000	28,000	10,000
Fuel Marshal	6,276	5,718	6,200	3,564	3,500
Dispatch/Cell Phone	13,437	15,293	12,000	12,496	14,904
Uniforms Marshal	3,197	4,871	3,000	1,800	3,000
Vehicle Impound Marshal	645	-	-	-	-
Rental Expenditure	1,200	1,400	1,400	1,400	1,500
Dues & Subscriptions Marshal	100	140	100	140	200
Education & Training Marshal	503	580	10,000	2,000	2,500
Legal	435	-	-	-	-
License, Fees & Permits Marshal	81	373	50	50	100
Repairs & Maint Marshal	6,459	12,554	2,500	4,500	5,000
Miscellaneous	142	1,000	-	-	-
Travel & Reimburse Marshal	752	1,663	2,000	1,500	2,000
Utilities Marshal	913	859	1,000	804	828
Insurance Marshal - Property & Casualty	7,404	7,320	6,000	6,000	6,480
Marshal Expenditures Totals	68,645	88,148	65,250	62,754	50,527
<u>Marshal Grant Expenditures</u>					
Oper. Supplies Marshal GRANT	-	10,748	-	3,483	-
Capital Outlay Marshal Grant	758	6,182	-	50,000	-
Marshal Grant Expenditures Totals	758	16,929	-	53,483	-
<u>Marshal Capital</u>					
Capital Outlay Marshal	1,734	2,747	1,500	2,200	-
Marshal Capital Totals	1,734	2,747	1,500	2,200	-

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Public Works Payroll</u>					
Salary Adjustment/Bonus	\$ -	\$ -	\$ 3,420	\$ -	\$ -
Wages - PW Assistant (Keith) @ 65%	28,838	29,054	33,000	-	-
Wages - Laborer (Mike) @ 65%	24,350	25,292	24,000	-	-
Wages from staffing schedule	-	-	-	52,886	59,411
Vision Insurance Public Works	102	102	125	102	109
Dental Insurance Public Works	417	448	500	410	936
Health Insurance Public Works	15,460	19,064	21,687	22,390	22,715
FICA Medicare Expense Public Works	702	694	876	767	861
Retirement Expense Public Works	4,255	4,348	4,500	4,231	4,753
Unemployment Insurance	-	-	3,500	-	178
Work Comp Insurance Pub. Wks.	2,743	2,555	4,000	2,807	4,000
Public Works Payroll Total	76,868	81,558	95,608	83,593	92,963

<u>Public Works Expenditures</u>					
Postage & Freight Public Works	1,620	1,512	1,500	3,000	3,090
O.S. - PW Road, Street, Bridge	3,432	22,417	30,000	15,000	15,450
Oper. Supplies PW Snow Removal	1,418	5,531	4,000	234	4,000
Operating Supplies Public Work	30,282	21,178	18,000	30,000	30,900
Fuel Public Works	4,465	5,124	7,000	5,517	5,682
Contract Services - Snow Removal	2,160	-	2,500	-	2,500
Lease Expense Public Works - Backhoe	-	-	-	4,014	4,220
Education & Training Public Wk.	-	-	500	-	1,000
Professional Public Works	469	94	2,000	-	-
License, Fees & Permits	138	20	200	-	-
Interest Expense Public Works - Backhoe	-	-	-	958	753
R & M Streets & Bridges	1,253	6,212	15,000	10,000	15,000
R & M Snow Removal	4,235	2,078	5,000	2,103	5,000
R & M Public Works	9,405	3,916	3,500	3,500	3,630
Advert.& Publish. Public Works	48	-	100	-	-
Travel & Reimb Public Works	19	-	100	-	-
Utilities Street Lights	6,381	6,154	6,000	4,808	4,952
Utilities Public Works	7,335	6,894	7,500	5,217	5,373
Insurance - Property & Casualty	2,041	2,872	3,000	3,000	3,240
Public Works Expenditures Totals	74,700	84,004	105,900	87,351	104,791

<u>Public Works Capital</u>					
Legal PW Grant	-	317	-	-	-
Capital R,S,B Pubwks Grant	-	33,545	-	70,000	-
Capital Outlay Pubwks Grant	-	109,604	-	130,000	-
Capital Outlay	-	-	35,000	-	-
Capital Outlay - Public Works	48,193	16,627	6,000	1,484	-
Public Works Capital Total	48,193	160,092	41,000	201,484	-

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Municipal Court Payroll</u>					
Wages - Jeff	\$ -	\$ -		\$ -	\$ -
Wages - Court Clerk@ 10%	4,431	4,902	5,000	-	-
Wages - Treasurer/Clerk@ 10%	-	-	-	-	-
Wages from staffing schedule	-	-	-	6,209	4,100
Vision Insurance Mun. Court	7	8	8	4	8
Dental Insurance Mun. Court	58	64	70	85	72
Health Insurance Mun. Court	1,000	1,220	1,386	724	-
FICA Medicare Expense Mun. Court	58	64	60	90	59
Retirement Expense Mun. Court	369	392	350	497	328
Unemployment Insurance	-	-	-	-	12
Work Comp Insurance Mun. Court	-	-	-	-	-
Municipal Court Payroll Total	<u>5,923</u>	<u>6,651</u>	<u>6,874</u>	<u>7,609</u>	<u>4,580</u>
<u>Municipal Court Expenditures</u>					
Postage - Municipal Court	-	-	-	-	-
Operating Supplies Mun. Court	26	25	35	50	52
Dues & Subscriptions Mun Court	-	20	-	20	21
Education & Training Mun Court	-	-	-	-	-
Legal & Professional Mun Court	7,322	7,900	7,000	4,759	4,053
Legal Fees, Municipal Court	55	28	-	-	-
Capital Expense	-	-	-	-	-
Advert & Publish Mun Court	-	-	-	-	-
Travel & Reimb Municipal Court	-	-	-	-	-
Municipal Court Expenditures Totals	<u>7,403</u>	<u>7,973</u>	<u>7,035</u>	<u>4,829</u>	<u>4,125</u>
<u>Municipal Court Capital</u>					
Capital Outlay Municipal Court	-	-	-	-	-
Total Municipal Court Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Parks Payroll</u>					
Salary Adjustment/Bonus	\$ -	\$ -	\$ 486	\$ -	\$ -
Wages Parks - Temporary	7,188	4,674	8,500	10,006	11,500
Wages Parks	-	1,856	-	-	-
PW Assistant (Keith) @ 10%	4,437	4,470	4,500	-	-
Laborer (Mike) @ 10%	3,746	3,891	3,600	-	-
Salaries from staffing schedule	-	-	-	8,136	20,640
Vision Insurance Parks	16	16	20	16	17
Dental Insurance Parks	64	69	75	63	144
Health Insurance Parks	2,379	2,927	3,332	3,445	3,495
FICA/Medicare Expense Parks	658	607	248	883	1,012
Retirement Expense Parks	655	669	1,367	651	731
Unemployment Insurance	-	-	-	-	62
Work Comp Insurance Parks	926	1,158	1,600	1,244	1,600
Parks Payroll Totals	20,068	20,337	23,728	24,444	39,201
<u>Parks Expenditures</u>					
Postage & Freight	7	120	300	300	309
Operating Supplies Parks	1,698	5,944	8,000	3,993	4,113
Fuel Parks	1,163	793	1,700	1,038	1,069
Repairs & Maint Parks	2,462	6,628	7,281	5,507	5,672
Utilities Terrell Park	6,496	14,226	10,000	14,356	14,786
Utilities Parks	2,846	3,999	3,500	4,717	4,859
Insurance Property & Casualty	416	392	600	600	648
Parks Expenditures Totals	15,089	32,102	31,381	30,510	31,455
<u>Parks Capital</u>					
Capital Outlay	-	-	10,000	10,000	11,680
Capital Outlay Terrell Park	-	-	-	-	-
Capital Outlay Gandhi Park	-	-	-	-	-
Parks Capital Totals	-	-	10,000	10,000	11,680

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Fairgrounds/Arena Expenditures</u>					
Postage & Freight Arena	\$ 0	\$ 67	\$ 110	\$ 152	\$ 157
Operating Supplies Arena	1,992	2,375	3,500	3,828	3,943
Master Plan Expense	-	-	-	-	-
Legal & Professional Arena	2,091	-	-	1,500	1,545
Repairs & Maint Arena	2,028	643	2,300	3,965	4,084
Utilities Arena (Fairgrounds)	832	1,518	1,300	1,850	1,906
Insurance - Property & Casualty	256	240	300	300	324
Arena Rental Equipment	-	-	1,500	-	1,500
Arena Grant	-	-	-	-	-
Arena Expenditures Totals	<u>7,199</u>	<u>4,843</u>	<u>9,010</u>	<u>11,596</u>	<u>13,459</u>
<u>Board of Park Mgr. Expenditures</u>					
Postage,F,D-Board of Park Mgrs.	\$ -	\$ 22	\$ 40	\$ -	\$ 40
Oper. Supp.- Board of Park Mgrs.	516	304	550	-	550
Professional - Board of Park Mgrs.	-	-	-	-	-
LF & Permits - Board of Park Mgrs.	398	365	500	-	500
Advertising	-	-	100	-	100
Insurance Property & Casualty	-	150	-	-	-
Board of Park Mgr. Expenditures Totals	<u>913</u>	<u>841</u>	<u>1,190</u>	<u>-</u>	<u>1,190</u>
<u>Arena Capital Expenditures</u>					
Capital Outlay Arena	\$ -	\$ 140	\$ 200	\$ 200	\$ 5,000
Arena Capital Totals	<u>-</u>	<u>140</u>	<u>200</u>	<u>200</u>	<u>5,000</u>
<u>Auditorium Expenditures</u>					
Postage & Freight Auditorium	\$ 2	\$ 9	\$ 50	\$ 26	\$ 27
Operating Supplies Auditorium	111	406	500	508	523
Legal & Professional Auditorium	-	-	-	-	-
Repairs & Maint - Auditorium	214	232	3,000	671	3,000
Utilities Auditorium	<u>2,073</u>	<u>2,267</u>	<u>2,500</u>	<u>2,518</u>	<u>2,593</u>
Auditorium Expenditures Totals	<u>2,400</u>	<u>2,914</u>	<u>6,050</u>	<u>3,723</u>	<u>6,143</u>
<u>General Miscellaneous</u>					
Transfer to Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
BEGINNING FUND BALANCE	<u>\$ 1,390,104</u>	<u>\$ 1,471,569</u>	<u>\$ 1,471,425</u>	<u>\$ 1,471,425</u>	<u>\$ 1,690,991</u>
GENERAL FUND REVENUE TOTAL	<u>764,156</u>	<u>820,656</u>	<u>827,490</u>	<u>1,143,497</u>	<u>899,310</u>
GENERAL FUND EXPENDITURE TOTAL	<u>682,888</u>	<u>852,363</u>	<u>809,040</u>	<u>923,932</u>	<u>785,132</u>
REVENUES OVER EXPENDITURES	<u>81,268</u>	<u>(31,707)</u>	<u>18,450</u>	<u>219,566</u>	<u>114,178</u>
ENDING FUND BALANCE	<u>\$ 1,471,372</u>	<u>\$ 1,439,862</u>	<u>\$ 1,489,875</u>	<u>\$ 1,690,991</u>	<u>\$ 1,805,169</u>

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
WATER FUND					
WATER FUND REVENUES					
<u>Water Grants</u>					
Grant/Loan - SRLF	-	-	-	-	-
Grant - DOLA	-	-	-	-	-
Water Grants Total	-	-	-	-	-
<u>Water Fees</u>					
Out of Town Surcharge	\$ 1,512	\$ 630	\$ 1,200	\$ 1,200	\$ 1,200
Reconnect/Disconnect Fees	-	-	-	-	-
Water Monthly User Fees	157,497	187,125	204,229	188,644	194,303
Water Service Maintenance Charge	-	50	-	1,000	500
Water Tap Fees	-	4,500	-	-	-
Lien Fees	-	-	-	-	-
Finance Charges	1,287	1,002	1,100	1,139	500
Returned Check Fee	-	-	-	-	-
Water Fees Total	<u>160,297</u>	<u>193,307</u>	<u>206,529</u>	<u>191,983</u>	<u>196,503</u>
<u>Water Miscellaneous</u>					
Miscellaneous water revenue	-	407	800	34	50
Watershed Permits	288	774	800	-	-
Dividends	46	47	75	63	50
Capital Credit Retirement	995	736	-	-	-
Insurance refund	<u>8,316</u>	-	-	-	-
Water Miscellaneous Total	<u>9,645</u>	<u>1,964</u>	<u>1,675</u>	<u>98</u>	<u>100</u>
<u>Bulk Water Fees</u>					
Bulk Water Fees	13,807	29,866	31,656	47,157	32,392
Bulk Water Interest	-	-	-	19	-
Bulk Water Fees Total	<u>13,807</u>	<u>29,866</u>	<u>31,656</u>	<u>47,176</u>	<u>32,392</u>
WATER REVENUES TOTAL	<u>\$ 183,748</u>	<u>\$ 225,137</u>	<u>\$ 239,860</u>	<u>\$ 239,256</u>	<u>\$ 228,995</u>

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Water Fund Expenditures					
<u>Water Payroll</u>					
Salary Adjustment/Bonus	\$ -	\$ -	\$ 1,416	\$ -	\$ -
Wages - Treasurer (Jeff) @ 15% Melonie	6,825	7,353	7,000	-	-
Wages - Admin. Asst. @15%	3,246	4,655	4,600	-	-
Wages - PW Assistant (Keith) @ 15%	6,655	6,705	6,500	-	-
Wages - Laborer (Mike) @ 15%	5,619	5,837	5,500	-	-
Salaries from staffing plan	-	-		24,594	27,160
Vision Insurance Water	35	35	60	29	63
Dental Insurance Water	186	200	300	222	540
Health Insurance Water	5,112	3,920	7,193	6,252	6,643
FICA/Medicare Expense	500	331	500	357	394
Retirement Expenses	1,549	1,955	1,561	1,968	2,173
Unemployment Insurance	-	-	-	-	81
Work Comp Insurance Water	477	455	700	591	700
Water Payroll Total	30,205	31,446	35,330	34,013	37,754

Operational Expenditures

Postage & Freight Water	1,198	1,447	1,500	1,652	1,702
Oper. Supplies Spgs. Pump Stn.	-	-	1,000	4,550	4,687
Operating Supplies Water -Dist.	181	1,033	25,000	2,844	2,920
Operating Supplies Water Treat	3,069	3,850	6,200	4,870	7,500
Contract Labor Water - Oper @ 70%	24,300	24,975	25,000	23,310	23,100
Contract Labor - Town Administrator @15%	13,678	12,459	14,000	13,145	13,731
Lease Expense	-	-	-	4,014	4,220
Audit Expense	2,970	2,950	2,500	2,500	2,500
Dues & Subscriptions Water	138	138	200	200	206
Education & Training Water	-	39	200	200	1,000
Legal Water	884	1,171	2,500	665	2,500
Professional/Engineering Water	2,831	4,423	3,500	3,827	3,969
License, Fees & Permits Water	709	950	1,200	679	1,200
Watershed Permits	126	-	500	-	-
Interest Expense	421	-	-	958	753
Repairs & Maint Springs Pump Stn	7,840	551	3,500	919	3,500
Repairs & Maint. Water Distrib	4,049	15,155	10,000	2,948	10,000
Repairs & Maint. Water Treatment	5,482	3,329	10,000	1,814	10,000
Bad Debt Expense	-	-	-	-	-
Advertising & Publishing Water	-	-	150	-	-
Travel & Reimburse - Water	-	39	200	-	500
Utilities Springs Pump Station	9,172	7,371	8,500	7,399	7,621
Utilities Water	5,407	5,657	6,500	4,918	5,066
Insurance - Property & Casualty	6,624	5,316	7,000	7,000	7,560
Water Expenditures Total	89,078	90,851	129,150	88,412	114,235

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Water Capital</u>					
Capital Outlay Water	-	5,277	10,000	10,000	160,500
Water Capital Total	-	5,277	10,000	10,000	160,500
<u>Bulk Water Expenditures</u>					
Operating Supplies	10	90	135	135	139
Legal & Professional Bulk Water	563	-	1,000	1,000	1,000
Lic, Fees & Permits Bulk Water	-	1,000	1,500	1,500	1,500
Repairs & Maint - Bulk Water	911	1,115	6,000	2,000	2,060
Utilities Bulk Water	920	910	1,000	806	830
Bulk Water Expenditures Total	2,404	3,115	9,635	5,441	5,529
BEGINNING UNRESTRICTED NET POSITION	\$ 367,026	\$ 429,087	\$ 472,840	\$ 542,221	\$ 643,611
WATER FUND REVENUE TOTAL	183,748	225,137	239,860	239,256	228,995
WATER FUND EXPENDITURE TOTAL	121,687	130,689	184,115	137,866	318,018
REVENUES OVER EXPENDITURES	62,061	94,448	55,745	101,390	(89,023)
ENDING UNRESTRICTED NET POSITION	\$ 429,087	\$ 542,221	\$ 528,585	\$ 643,611	\$ 554,589

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
SEWER FUND					
SEWER FUND REVENUES					
<u>Sewer Grant/Loan</u>					
Sewer Grant/Loan-- DOLA	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Sewer Grants Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>
<u>Sewer Fees</u>					
Sewer Monthly User Fees	\$ 98,599	\$ 115,310	\$ 118,002	\$ 133,339	\$ 137,339
Sewer Service Maint. Charge	2,690	3,148	4,000	69	100
Sewer Tap Fees	9,000	4,500	-	-	-
Out of Town Surcharge	6,493	2,742	4,000	-	-
Lien Fee	-	-	-	-	-
Penalties, Fines, and Interest	-	-	-	-	-
Finance Charges	981	798	800	935	500
Returned Check Fee	-	-	-	-	-
Sewer Fees Total	<u>117,763</u>	<u>126,498</u>	<u>126,802</u>	<u>134,343</u>	<u>137,939</u>
<u>Sewer Miscellaneous</u>					
Revenue Sewer	\$ -	\$ 332	\$ 400	\$ 12	\$ -
Dividends	18	20	25	23	-
Capital Credit Retirement	1,991	1,473	-	-	-
Prior Years Surplus	-	-	949	-	-
Sewer Miscellaneous Total	<u>2,009</u>	<u>1,824</u>	<u>1,374</u>	<u>36</u>	<u>-</u>
<u>School Lift Station Fees</u>					
School Lift Station Fees	<u>346</u>	<u>461</u>	<u>-</u>	<u>377</u>	<u>388</u>
TOTAL SCHOOL LIFT STATION FEES	<u>346</u>	<u>461</u>	<u>-</u>	<u>377</u>	<u>388</u>
SEWER FUND REVENUES TOTAL	<u>\$ 120,118</u>	<u>\$ 128,784</u>	<u>\$ 128,176</u>	<u>\$ 134,756</u>	<u>\$ 138,328</u>

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Sewer Payroll</u>					
Salary Adjustment/Bonus			\$ 1,172		
Wages - Treasurer (Jeff) @ 15% Melonie	6,825	7,353	7,000	-	-
Wages - Admin Asst. @ 15%	3,246	4,655	4,530	-	-
Wages - PW Assistant (Keith) @ 10%	4,437	4,470	4,400	-	-
Wages - Laborer (Mike) @ 10%	3,746	3,891	3,600	-	-
Wages from staffing schedule	-	-	-	20,526	22,590
Vision Insurance Sewer	27	27	45	22	55
Dental Insurance Water	154	165	275	191	468
Health Insurance Sewer	3,922	4,856	5,528	4,530	4,896
FICA/Medicare Expense	446	278	300	298	328
Retirement Expenses	1,222	1,621	1,656	1,642	1,807
Unemployment Insurance	-	-	-	-	68
Work Comp Insurance Sewer	177	160	250	154	250
Sewer Payroll Total	24,203	27,476	28,756	27,363	30,461

Sewer Expenditures

Postage & Freight Sewer	642	658	1,200	563	580
Oper. Supp. Sewer - collection	1,738	1,717	2,000	3,168	3,263
Oper. Supp. Sewer - treatment	1,205	1,257	2,000	4,415	6,723
Contract Labor Sewer - Oper @30%	8,100	8,325	9,900	8,325	9,900
Contract Labor Sewer - Admin @15%	13,678	12,459	14,000	13,560	13,731
Lease Expense	-	-	-	4,014	4,220
Audit Expense	2,970	2,950	2,700	2,700	2,781
Dues & Subscriptions Sewer	138	138	200	200	206
Education & Training Sewer	-	39	200	-	1,000
Legal Sewer	56	326	500	500	515
Professional/Engineering Sewer	5,302	3,130	10,000	10,000	10,370
License, Fees & Permits Sewer	1,695	1,342	1,800	5,132	5,286
Interest Expense	421	-	-	958	753
Rep.& Maint. Sewer -collection	3,563	3,648	15,000	1,307	1,347
Rep.& Maint. Sewer -treatment	1,382	5,567	8,000	4,091	4,213
Advertising & Publishing Sewer	-	-	100	36	37
Travel & Reimburse - Sewer	-	96	100	-	500
Utilities Sewer	27,216	27,132	25,000	23,995	24,714
Insurance Property & Casualty	820	796	1,000	1,000	1,080
Audit Adjustment	-	-	-	-	-
Sewer Expenditures Total	68,926	69,578	93,700	83,963	91,219

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<u>Sewer Grant Expenditure</u>					
Oper. Supplies Sewer GRANT	-	7	20	-	-
Professional Sewer GRANT	-	12,854	-	2,881	-
Capital Outlay Sewer GRANT	-	33,145	-	1,897	-
Sewer Grant Expenditure Total	-	46,006	20	4,778	-
<u>Sewer Capital</u>					
Capital Outlay Sewer	-	5,277	1,000	0	45,000
Sewer Capital Total	-	5,277	1,000	0	45,000
<u>School Lift Stn. Expenditures</u>					
Oper. Supp. School Lift Stn.	1,684	3,749	3,000	335	3,000
Repairs & Maint. School Lift Stn	-	7	1,000	-	1,000
Utilities School Lift Station	563	564	500	472	500
Insurance School Lift Station	156	148	200	179	200
School Lift Stn. Expenditures Total	2,403	4,467	4,700	986	4,700
BEGINNING UNRESTRICTED NET POSITION	\$ 145,161	\$ 169,748	\$ -	\$ 145,727	\$ 213,016
SEWER FUND REVENUES TOTAL	120,118	128,784	128,176	184,379	138,328
SEWER FUND EXPENDITURES TOTAL	95,531	152,805	128,176	117,090	171,380
REVENUES OVER EXPENDITURES	24,587	(24,021)	0	67,289	(33,052)
ENDING UNRESTRICTED NET POSITION	\$ 169,748	\$ 145,727	\$ -	\$ 213,016	\$ 179,964

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
CONSERVATION TRUST FUND					
CONS. TRUST FUND REVENUES					
State Transfer	\$ 7,771	\$ 6,897	\$ 7,000	\$ 5,101	\$ 5,000
Interest Income	32	94	-	-	-
Prior Years Surplus	-	-	-	-	-
Cons. Trust Revenue Total	<u>7,804</u>	<u>6,992</u>	<u>7,000</u>	<u>5,101</u>	<u>5,000</u>
 <u>Conservation Trust Fund Capital</u>					
Capital Outlay - Rodeo Arena	-	7,000	2,000	-	-
Conservation Trust Fund Capital Totals	<u>-</u>	<u>7,000</u>	<u>2,000</u>	<u>-</u>	<u>-</u>
 <u>CTF Grant Parks Expenditures</u>					
Postage & Freight Parks GRANT	-	-	-	-	-
Oper. Supplies Parks GRANT	-	-	-	-	-
Professional Parks GRANT	-	-	-	-	-
Advertising & Publishing GRANT	-	-	-	-	-
CTF Grant Parks Expenditures Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 <u>Cons.Trust Fund Parks Capital</u>					
Capital Fairgrounds	-	-	-	-	-
Cons.Trust Fund Parks Capital Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 CTF BEGINNING FUND BALANCE					
	<u>\$ 1,948</u>	<u>\$ 9,752</u>	<u>\$ 9,728</u>	<u>\$ 9,728</u>	<u>\$ 14,829</u>
CTF REVENUES TOTAL	7,804	6,992	7,000	5,101	5,000
CTF EXPENDITURES TOTAL	<u>-</u>	<u>7,000</u>	<u>2,000</u>	<u>-</u>	<u>-</u>
REVENUES OVER EXPENDITURES	<u>7,804</u>	<u>(8)</u>	<u>5,000</u>	<u>5,101</u>	<u>5,000</u>
CTF ENDING FUND BALANCE	<u><u>\$ 9,752</u></u>	<u><u>\$ 9,728</u></u>	<u><u>\$ 14,728</u></u>	<u><u>\$ 14,829</u></u>	<u><u>\$ 19,829</u></u>

Supplemental Schedule to the 2019 Adopted Budget

LEASE -PURCHASE AGREEMENT

During the year ended December 31, 2016 the Town leased a backhoe. The lease meets the criteria for a capital lease. Accordingly, the cost of the backhoe is capitalized and depreciated and the present value of the lease obligation is carried as a liability. One third of the cost of the backhoe and present value of the lease obligation (\$77,184) was assigned to each of the general fund, water fund and sewer fund. The interest rate related to the lease obligation is 5% and the maturity is October 19, 2022. The monthly lease payment is \$1,243. Future minimum payments under the lease are as follows:

Year	Base Principal	Base Interest	Payment
2019	\$ 12,659	\$ 2,258	\$ 14,917
2020	13,306	1,610	14,917
2021	13,987	930	14,917
2022	10,958	230	11,187
	<u>\$ 50,910</u>	<u>\$ 5,028</u>	<u>\$ 55,937</u>