



# Town Of Ignacio

## **Annual Budget**

**Fiscal Year Ending December 31, 2019**

### **Board of Trustees**

Stella Cox, Mayor  
Alison deKay, Mayor Pro-Tem  
Tom Atencio  
Edward Box, III  
Sharon Craig  
Dixie Melton  
Sandra Maez

### **Town Manager**

Mark Garcia

### **Budget Officer**

Diana Briar

## **Town of Ignacio Staff Contact Information**

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Town Manager

Mark Garcia

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Chief of Police

Kirk Phillips

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Town Treasurer

Diana Briar

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Public Works Director

Chris Howlett

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## **2019 Budget Message**

The 2019 Town of Ignacio budget details the anticipated 2019 revenues and expenditures and the beginning and ending fund balances. Fund balances, revenues and expenditures for 2017 (Actual) and 2018 (Budgeted and Year-End Estimated) are also detailed. This information is intended to document and illustrate the overall fiscal health of the Town. The Town finances are separated into nine (9) funds which are listed below and summarized with details for revenues and expenditures and beginning and ending fund balances for 2019:

<b>Fund</b>	<b>Estimated Beginning Fund Balance</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Estimated Ending Fund Balance</b>
<b>General</b>	811,759	1,914,137	1,844,656	884,240
<b>Impact Fees</b>	14,219	0	14,219	0
<b>Capital Improvement</b>	53,521	160,000	80,000	133,521
<b>Conservation Trust</b>	52,969	26,500	40,000	39,469
<b>Economic Development</b>	120,718	23,604	44,101	100,221
<i>Total Governmental Funds</i>	<b>1,053,187</b>	<b>2,124,241</b>	<b>2,019,976</b>	<b>1,157,452</b>
<b>Water</b>	26,963	619,000	611,486	34,477
<b>Gas</b>	142,399	263,500	350,786	55,113
<b>Sewer</b>	13,468	526,500	560,196	(20,228)
<b>Irrigation</b>	10,045	78,000	77,656	10,389
<i>Total Enterprise Funds</i>	<b>192,874</b>	<b>1,487,000</b>	<b>1,600,124</b>	<b>79,750</b>
<b>Total All Funds</b>	<b>1,246,061</b>	<b>3,611,241</b>	<b>3,620,100</b>	<b>1,237,202</b>

General fund revenues for 2019 are derived from the same sources as prior years and estimated to remain relatively stable and similar when compared to 2018. However, the Town successfully passed a 1.0% sales tax increase in April of 2018, and these tax proceeds are restricted for Town Board approved capital improvement expenditures. This increase in revenue is estimated to result in \$160,000 available for

capital improvements and these funds are illustrated in the Capital Improvement Fund. Local sales tax continues to trend upwards while County sales tax was down in 2018 due primarily to the drought and summer wildfires. Past and current sales tax projections have been conservative and result in measurable fund balance growth when revenues exceed projections. Grant funding also provides critical revenue and is again budgeted in 2019 with several grants from DOLA for HITDA and LGGF grant programs. Total Government Fund(s) revenue is estimated to total \$2,124,241, which is \$135,780 more than the estimated 2018 year-end revenues, and due primarily to the new capital improvement sales tax revenues. Total Enterprise Fund(s) revenue is estimated to total \$1,487,000, which is \$220,160 less than the estimated 2018 year-end revenues, and due primarily to no major capital improvement grants and projects budgeted for 2019.

General fund expenses for 2019 are also similar and consistent with prior year spending requirements and remain relatively unchanged when compared to 2018. All departments are operating at full staffing levels and all vacancies have been filled in 2018. The Town Board approved a 3% merit pay increase for employees. Health insurance benefits continue to rise and the Town continues to cover 100% of employee premiums. Multiple projects are still underway and associated expenses are allocated and rolling over from the 2018 budget. A new car for the police department is budgeted for 2019. Total Government Fund(s) expenditures for 2019 are estimated to total \$2,019,976, which is \$24,190 more than the estimated 2018 year-end expenditures. Total Enterprise Fund(s) expenditures is estimated to total \$1,600,124, which is \$496,340 less than estimated 2018 year-end expenses and due to cost allocation changes and paying off debt in the Water and Irrigation Funds.

General Fund revenues in excess of expenditures is projected to total \$72,481 for 2019, and will result in an estimated year-end fund balance total of \$884,240. TABOR Reserves total \$55,250.

The Town maintains eight (8) separate restricted funds that are not included in the general fund and they are:

1. Water Fund: This fund is for the water distribution system which delivers treated water to residents and businesses in town. Water is provided by the Southern Ute Utility Department (SUUD) and distributed through a network of zones throughout town. The SUUD charges the town for each gallon of water delivered at three (3) different master meter locations, and the town bills customers on usage tracked by meters located on all services. In 2018, the Town completed a comprehensive rate study on water rates which indicates a rate increase is necessary and reflects increased revenues in the 2019 budget. Rate analysis is also underway by the SUUD and the Town anticipates a slight increase in rates and this too is reflected in increased revenues. Final water rates have not been set and will be finalized in early 2019. The Town is also working on a major water infrastructure project which began in 2018 and will continue with most of the work and expense being incurred in 2019. The 2019 water revenues and expenditures total \$619,000 and \$611,486, respectively. The 2019 year-end estimated fund balance totals \$34,477.

2. Sewer Fund: This fund is for the wastewater collection system which collects all wastewater from residents and businesses in town. Wastewater is collected via a gravity fed collection system and conveyed to the SUUD for treatment. The SUUD charges the town for treatment of wastewater and the town bills customers a flat rate (ERT) based on type of use and business size. In 2018, the Town completed a comprehensive rate study on sewer rates which indicates a rate increase is necessary and reflects increased revenues in the 2019 budget. Rate analysis is also underway by the SUUD and the Town anticipates a decrease in rates, but is uncertain and has not adjusted required revenues. Final sewer rates have not been set and will be finalized in early 2019. The 2019 sewer revenue and expenditures total \$526,500 and \$560,196, respectively. The 2019 year-end estimated fund balance totals (\$20,228). This fund would have finished 2018 in the negative if funds were not transferred from the Gas Fund to offset expenditures primarily for SUUD treatment costs. The Town hopes to avoid having to transfer funds from other sources to the Sewer Fund in order to balance this fund, and seeks to have productive rate discussions with the SUUD in early 2019 and reduce expenses incurred for wastewater treatment resulting in positive year-end financials.
3. Gas Fund: This fund is for the natural gas delivery system which provides natural gas to town residents and businesses. Natural gas is provided by the SUUD and distributed through a network of zones throughout town. The SUUD charges the town of gas (MCF) and the town bills customers for gas usage tracked by meters located on all services. The SUUD adjusts rates monthly based on the EPI-Flat market rate. In 2018, the Town completed a comprehensive rate study on gas rates which indicates a rate decrease is necessary and reflects decreased revenues in the 2019 budget. The 2019 revenues and expenses total \$263,500 and \$350,786, respectively. The 2019 year-end estimated fund balance totals \$55,113. This fund had accrued a sizable fund balance and in 2018 was utilized to pay off water and irrigation debt, fund other utility infrastructure project and provide funds to sewer fund to avoid finishing the year in negative territory. Gas funds will again be used for other utility infrastructure projects as reflected in the expenditures exceeding revenues denoted for 2019 above.
4. Irrigation Fund: This fund is for the irrigation water delivery system which provides raw water to town residents and businesses. Town customers are billed a flat rate during the warmer months (six-month season). In 2018, the Town completed a comprehensive rate study on irrigation rates which indicates a rate increase is necessary and reflects increased revenues in the 2019 budget. The Town completed several infrastructure improvements in 2018 utilizing grant and reserve funds, and additional improvements are slated for the Spring of 2019 utilizing funds from the Capital Improvement Fund. The 2019 revenues and expenditures total \$78,000 and \$77,656, respectively. The 2019 estimated year-end fund balance totals \$10,389.
5. Conservation Trust Fund: This fund receives lottery fund from Colorado lottery proceeds which is restricted for specific recreation and outdoor capital expenses. The Town is planning to complete

playground improvements in 2019 and anticipates a total expense of \$40,000. The 2019 estimated year-end fund balance totals \$39,469.

6. Impact Fee Fund: This fund receives impact fees from new development and associated fees are restricted for expenses on streets, public safety, schools and parks. All collected funds will be expensed accordingly in 2019. The Town Board has decided to cease collecting impact fees now that a new capital improvement funding source has been approved and also in an effort to promote economic growth and development. The 2019 estimated expenses total \$14,219 and are for specific expenses in Parks, Public Safety and Public Works. The 2019 estimated year-end fund balance is \$0.
7. Capital Improvement Fund: This fund is used for capital improvement projects and is now the designated fund for new restricted sales tax revenues. In 2019, the Town is budgeting for expenses in the irrigation utility fund and for the Goddard/Becker crosswalk improvements. The 2019 estimated revenues and expenditures total \$160,000 and \$80,000, respectively. The 2019 estimated year-end fund balance is \$133,521.
8. Economic Development Fund: This fund is used for specific economic development projects. ED Funds have been used for housing, business façade improvements and other economic development stimulus. In 2018, the General Fund transferred funds into this fund to repay for ED funds used in 2016 for the Slaughterhouse Property acquisition. The Town is working on new entry and wayfinding signage and grant and ED funds will be used for these expenditures. The 2019 estimated revenues and expenditures total \$23,604 and \$44,101, respectively. The 2019 estimated year-end fund balance totals \$100,221.

All of the utility services require regular and ongoing operation and maintenance, completion of minor and extensive capital infrastructure improvements, regular meter readings, billing, general management and assistance from various administrative staff. In 2019, the Enterprise Salary and Benefit Allocation has been revised to more closely represent the time and expenses allocated for each work and expense component. The associated utility funds have fund balances necessary to ensure proper operation and funds for infrastructure improvements. The Sewer Fund is the exception and information on this fund's performance is detailed above.

Overall the Town is in a sound financial position and able to provide essential Town services for 2019. The only financial pitfall is with the Sewer Fund which is budgeted to finish in negative territory.

New retail businesses and improvements in the downtown area and new housing starts will continue to help promote business activities and increase sales tax revenues overall. The future financial picture for the Town of Ignacio is definitely positive and shows signs of growth and prosperity for citizens and local businesses.

Mark B Garcia, Interim Town Manager

## **Debt Services**

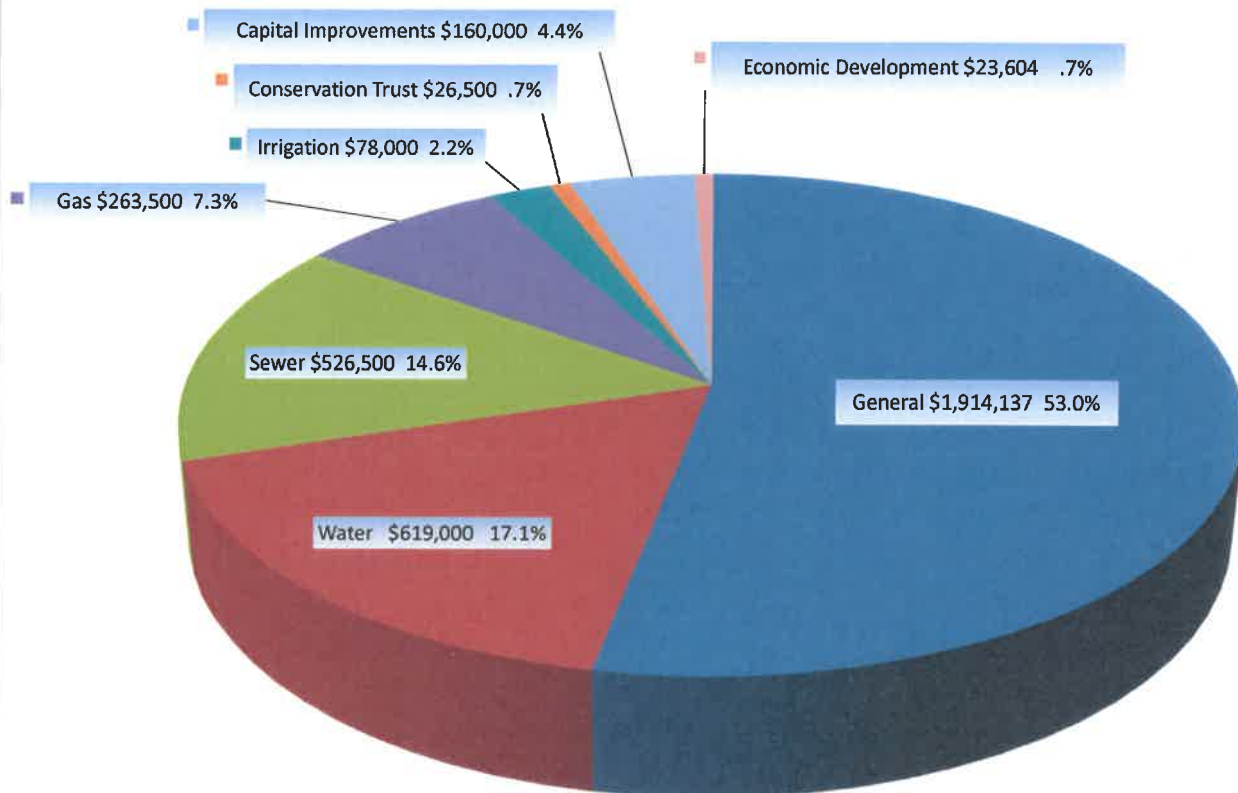
### **Sewer Fund**

Description:	Sewer Revenue Bond Series 1998
Payee:	USDA
Date of Origin:	12/01/1998
Original Amount:	\$399,600
Year-End 2018 Balance:	\$294,325
Date of Retirement:	12/01/2038
Annual Payment:	\$21,568

## Town of Ignacio 2019 Revenues by Fund

General	\$1,914,137	53.0%
Water	\$619,000	17.1%
Sewer	\$526,500	14.6%
Gas	\$263,500	7.3%
Irrigation	\$78,000	2.2%
Conservation Trust	\$26,500	0.7%
Capital Improvements	\$160,000	4.4%
Economic Development	\$23,604	0.7%
Total	\$3,611,241	100%

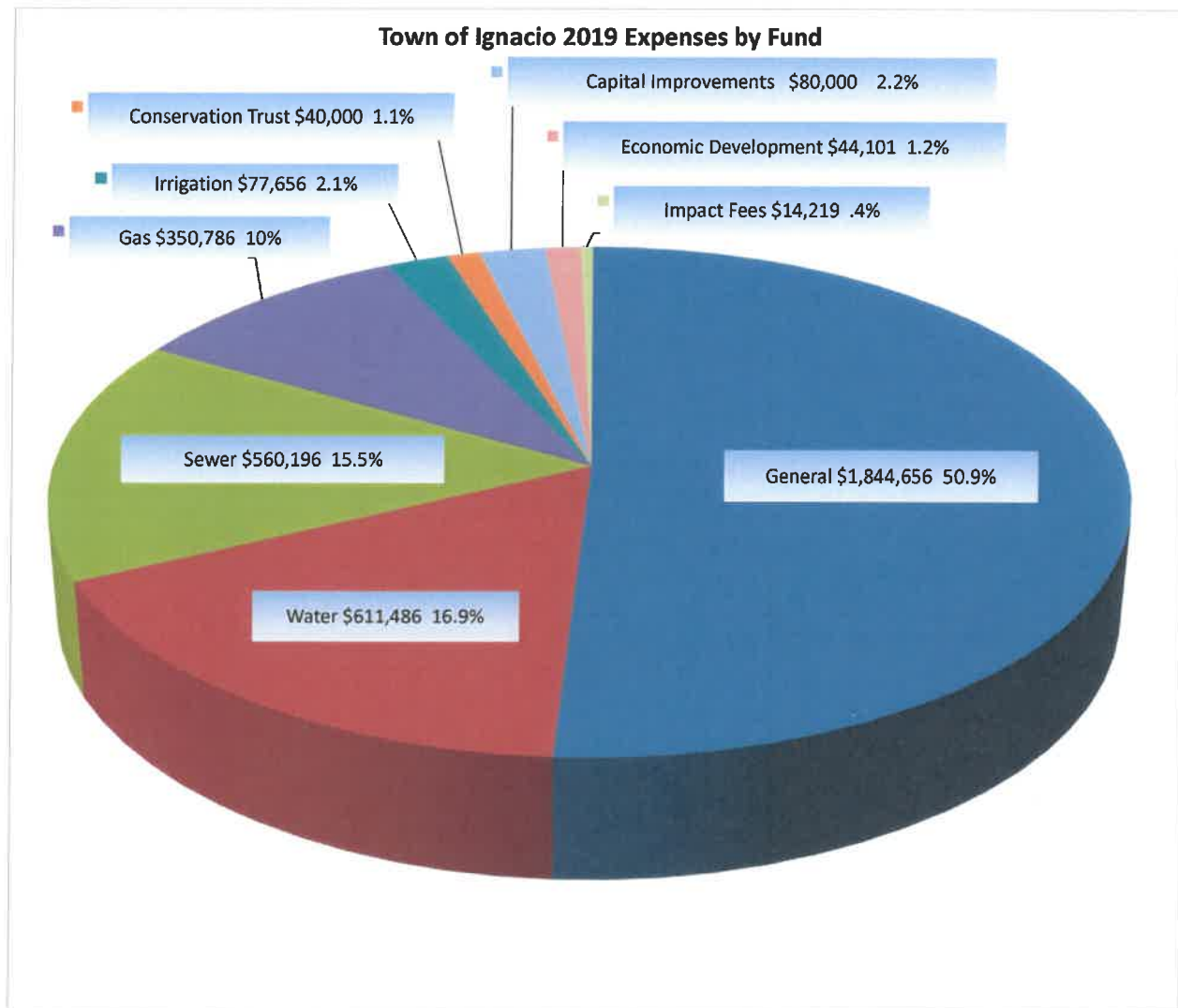
Town of Ignacio 2019 Revenues by Fund





## Town of Ignacio 2019 Expenses by Fund

General	\$1,844,656	50.9%
Water	\$611,486	16.9%
Sewer	\$560,196	15.5%
Gas	\$350,786	9.7%
Irrigation	\$77,656	2.1%
Conservation Trust	\$40,000	1.1%
Capital Improvements	\$80,000	2.2%
Economic Development	\$44,101	1.2%
Impact Fees	\$14,219	0.4%
Total	\$3,623,100	100%



## **General Fund**

The General Fund is the Town's operating fund or general purpose fund. It is used to account for all financial resources of the town except those required to be accounted for in other funds. It contains expenditures such as support services, Town Manager, Town Clerk, Finance, Community Development, Legislative, Judicial, Elections, Public Works, Public Safety and Parks. These funds are also used to bolster particular priorities identified by the Board of Trustees through the budgeting process.

### **Budget Summary**

Total General Fund Revenues & Transfers In - \$1,914,137

Total General Fund Expenses & Transfers Out - \$1,844,656

# **General Fund Government & Administration**

## **General Fund**

### **General Government**

The Town of Ignacio is a statutory town and operates under the council-manager form of government. This form of government operates with a Town Board of Trustees as a policy body and a Town Manager as the chief executive-administrative officer of the town government. In the council-manager form of government, the Board provides legislative direction while the manager is responsible for the day to day administrative operations of the town based on the Board's policies. The Town of Ignacio's Board consists of six members and an elected Mayor.

### **Town Manager**

The Town Manager is the Chief Executive Officer of the Town and is directly responsible to the Town Board of Trustees for planning, organizing and directing the activities of all town departments and agencies under his authority. The Town Manager is responsible for appointing and supervising town employees, preparing the proposed annual budget, recommending approval and amendments of municipal ordinances, regulations and implementing policies established by the Board of Trustees.

### **Town Clerk**

The Town Clerk attends all meeting of the Board of Trustees and makes a true and accurate record of all the proceedings, prepares the meeting agendas, posts all public notices and certifies record of town business (including ordinances, resolutions, meeting minutes, official deeds, leases contracts and agreements). It is the duty of the Town Clerk to follow the municipal election code in administering all municipal, special and coordinated elections. The Town Clerk is the Chief Election Officer and is responsible for the registration of voters, nominations, judges, canvassing and certifying the election results under the provisions of the state statutory requirements. The Town Clerk is responsible for the administration and maintenance of liquor licenses, special permits and business licenses.

### **Town Treasurer**

The Town Treasurer provides general fiscal services including preparing, monitoring and submitting the budget, overseeing the annual audit, general ledger oversight and sales tax analysis. In addition, the town treasurer performs grant funds management for all departments, accounts payable, payroll and all utility billing. The primary focus of the Town Treasurer to provide accurate, timely and useful information to support effective decision making.

# **General Government & Administration**

## **General Fund Continued**

### **Community Development**

The Community Development Department guides and facilitates development within the Town of Ignacio. This is accomplished through creativity, perseverance and a commitment to the community to preserve the health, safety, general welfare and quality of life for people who live, work and visit Ignacio. The Community Development Department is responsible for land use planning, building and code enforcement within the town. The department also provides support to the Town Board and Planning Commission.

### **Mission Statement**

"Our diversity inspires and challenges us to improve. We strive to partner with all kinds of people and organizations. We also strive to have a clean and safe place to live and work, and to have a beautiful town that honors its southwest heritage and traditions."

### **Budget Summary**

Total General Governmental Administration (including Legislative, Judicial, Election and Community Development) Expenditures - \$581,780

# **Public Safety**

## **General Fund**

### **Public Safety Department**

The Ignacio Police Department is committed to enhancing the safety and security of our citizens by providing effective, efficient law enforcement and promoting community partnerships. Police services include patrol, law enforcement services, traffic enforcement, criminal investigations, safety, security, Ignacio School District resource officer and monitoring of special events, animal control emergency response.

### **Mission Statement**

The mission of the Ignacio Police Department is to enhance the quality of life in the Town of Ignacio by working cooperatively with the public and within the framework of the U.S. Constitution to enforce the laws, preserve the peace, reduce fear and provide for a safe environment.

### **Budget Summary**

Total Public Safety Expenditures - \$854,913

## **Public Works**

### **General Fund**

#### **Public Works Department**

The Public Works Department is responsible for maintenance and improvements to the town's infrastructure and is comprised of a Director, Foreman and two (2) Maintenance Workers. This crew is responsible for snow plowing and removal, road repairs and improvements, sidewalks, street cleaning and landscaping. Additionally, this department oversees Town facility repairs and maintenance.

The Public Works Department also supports water, sewer, gas and irrigation operation and maintenance requirements and revenues and expenses for these Enterprise Funds are maintained in separate funds respectively. Certain recurring expenses such as IT, phone, utility payments, insurance and benefits are covered by the General Fund and allocation of these expenses is covered in each respective Enterprise Fund. These allocation are based on estimated percentages for time and general service expense. A worksheet is contained within this budget and details specifics for each fund, and each Enterprise Fund compensates the General fund accordingly.

#### **Mission Statement**

To operate, maintain and improve the critical infrastructure within the Town, including water, sewer, gas and irrigation, and exceed the service expectations of Ignacio residents and businesses.

#### **Budget Summary**

Total Public Works Expenditures - \$386,691

# **Parks**

## **General Fund**

### **Parks Department**

The Parks Department is responsible for all parks repairs and maintenance including cutting grass, spraying weeds, trimming trees, operating irrigation systems, maintaining playgrounds, ballfields, facilities, trails and associated equipment. Seasonal staff are hired for work during the warm months of the year.

### **Mission Statement**

To provide all citizens of Ignacio the opportunity to enjoy well-maintained parks and facilities.

### **Budget Summary**

Total Parks Expenditures - \$21,272

# GENERAL FUND REVENUES

		2017 Actuals	2018 Budget	2018 Estimates	2019 Budget	Notes
<b>Fund #100</b>						
<b>GENERAL GOVERNMENT REVENUES</b>						
<b>Taxes / Unrestricted County-State:</b>						
100.331100	Property Tax	29,355	31,771	31,771	33,534	1
100.331120	Tribe Pmt in Lieu of Taxes	350	500	450	500	1
100.331200	Specific Ownership Tax	2,997	1,500	3,345	2,500	1
100.331310	Town Sales Tax	341,582	310,000	320,000	320,000	2
100.331330	County Sales Tax	804,707	750,000	750,000	800,000	3
100.331420	Cigarette Tax	2,315	1,800	1,800	1,800	
100.331510	CO HUTF Highway Users	24,383	23,969	23,969	24,798	
100.331520	LP Co Motor Vehicle License	3,690	2,300	2,500	2,500	
100.331530	LP County Road & Bridge	2,806	2,500	3,000	3,000	
100.331810	Severance Tax	5,820	6,000	12,661	12,000	
100.331820	Franchise Tax	3,985	3,000	640	500	
100.331830	Co Fed Mineral Dist. Tax	5,337	5,000	9,289	10,000	
<b>Total Taxes/Unrestricted County-State:</b>		<b>1,227,327</b>	<b>1,138,340</b>	<b>1,159,425</b>	<b>1,211,132</b>	
<b>Licenses &amp; Permits:</b>						
100.332100	Business License Fee	2,695	2,000	1,700	2,000	
100.332110	Liquor License Fee	2,120	1,700	1,500	1,700	
100.332210	Building Permit Fee	6,241	4,500	4,500	3,500	
100.332250	Vendor Permit Fee	230	150	270	150	
100.332255	Rally Vendor Fee	200	-	-	-	
100.332260	Animal License Fee	705	500	200	200	
100.332270	Business Service License	3,150	2,000	2,500	2,000	
100.332275	Excavation Permit Fee	270	50	120		
100.332275	Other Permit Fee	-	-	700	-	
<b>Total Licenses and Permits:</b>		<b>15,611</b>	<b>10,900</b>	<b>11,490</b>	<b>9,550</b>	
<b>Grants / Restricted Funds:</b>						
100.333158	HIDTA	79,607	91,721	87,500	93,305	4
100.333159	HIDTA - OT Hrs	5,757	-	-	-	
100.333400	LGGF Gaming Grant	160,786	168,656	168,656	145,000	5
100.333405	DS (Drug & Seizure) Monies	10,389	-	6,426	6,426	
100.333530	Snow Removal	4,318	4,500	-	4,000	6
<b>Total Grants / Restricted Funds:</b>		<b>260,857</b>	<b>264,877</b>	<b>262,582</b>	<b>248,731</b>	
<b>Fines / Fees:</b>						
100.334110	Court Costs/Fines/Citations	2,425	1,000	2,220	1,000	
100.334130	Plan / Zone Fees	-	-	-	-	
100.334140	Reproduction Fees	17	20	30	20	
100.334150	Other Legal Service	50	100	10	-	
100.334160	NSF Fees	300	75	75	50	
100.334170	Notary Public Fees	415	200	100	100	
100.334240	VIN Inspections	340	200	180	150	
100.334250	Finger Printing	870	400	340	-	
100.334400	Residential Trash	38,373	36,000	38,000	39,000	7
100.334401	Recycle			250	2,000	7
<b>Total for Fines / Fees:</b>		<b>42,790</b>	<b>37,995</b>	<b>41,205</b>	<b>42,320</b>	
<b>Other Income:</b>						
100.336030	BP Dividends	298.09	-	-	-	
100.336040	Equipment Sales	2,247	-	-	-	
100.336050	Misc. Income	12,807	500	20,000	12,000	8



# GENERAL FUND REVENUES

			2017 Acutuals	2018 Budget	2018 Estimates	2019 Budget	Notes
	<b>Fund #100</b>						
	100.336060	Police Department Reimburseme	1,517	2,000	2,354	2,000	
	100.336061	Resource Officer - School Dist	-	51,798	23,500	62,229	9
	100.336300	Building Space Rental	765	200	960	200	
	100.336500	Enterprise Salary & Benefit Allocat	315,782	237,538	324,019	270,673	
	100.336501	Enterprise General Services Allocat	42,318	40,086	40,086	41,083	
		<b>Total Other Income:</b>	<b>375,734</b>	<b>332,122</b>	<b>410,919</b>	<b>388,185</b>	
	<b>In House Transfers:</b>						
	100.339100	Transfers In (from Impact Fee)	-	55,800	55,800	14,219	10
		<b>Total In House Transfers In:</b>	<b>-</b>	<b>55,800</b>	<b>55,800</b>	<b>14,219</b>	
	<b>General Fund Total Operating Revenues &amp; Transfers</b>		<b>1,922,319</b>	<b>1,840,034</b>	<b>1,941,421</b>	<b>1,914,137</b>	

# GENERAL FUND - ADMINISTRATION EXPENSES

			2017 Actual	2018 Budget	2018 Estimates	2019 Budget	Notes
<b>Fund #100</b>							
<b>Administration Expenses</b>							
<b>Legislative:</b>							
100.411000.1150	Town Board Salaries		7,200	7,200	7,275	7,200	
100.411000.2200	FICA		446	446	483	446	
100.411000.2250	Medicare		105	105	110	105	
100.411000.2500	Unemployment Insurance		22	22	24	22	
100.411000.5800	Travel, Training, Meetings		3,276	2,250	3,000	3,000	
100.411000.5810	Hosting Joint Meetings		1,670	1,500	1,500	1,500	
<b>Total Legislative:</b>			<b>12,719</b>	<b>11,523</b>	<b>12,392</b>	<b>12,273</b>	
<b>Judicial:</b>							
100.412000.3200	Professional Service - Judge		1,800	2,400	2,200	3,000	
100.412000.5800	Travel, Training, Meetings		-	-	-	1,000	
<b>Total Judicial:</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	
<b>Elections:</b>							
100.414000.1105	Election Judges		-	510	315	1,000	
100.414000.4600	Election Supplies		-	500	654	1,000	
<b>Total Elections:</b>			<b>-</b>	<b>1,010</b>	<b>969</b>	<b>2,000</b>	
<b>Administration Salaries &amp; Benefits:</b>							
100.415000.1100	Salaries Manager		-	80,000	-	80,000	
100.415000.1101	Salaries Clerk		66,142	66,788	50,953	49,274	
100.415000.1102	Salaries Treasurer		48,380	48,047	56,112	53,559	
100.415000.1103	Salaries Admin Assistant		36,218	37,125	29,818	32,135	
100.415000.1200	Overtime		5,859	7,598	5,200	1,607	11
100.415000.2100	Health Insurance		20,082	36,660	21,120	31,140	
100.415000.2101	Life Insurance		101	134	94	115	
100.415000.2102	Dental Insurance		1,477	2,016	1,724	1,512	
100.415000.2103	Vision Insurance		216	288	268	216	
100.415000.2104	Aflac		3,522	4,800	1,925	3,600	
100.415000.2200	FICA		13,321	14,382	8,470	13,328	
100.415000.2250	Medicare		2,219	3,363	1,940	3,117	
100.415000.2300	Retirement		7,236	11,598	5,692	10,748	
100.415000.2500	Unemployment Insurance		472	696	343	645	
<b>Total Administration Salaries &amp; Benefits:</b>			<b>205,245</b>	<b>313,495</b>	<b>183,659</b>	<b>280,996</b>	
<b>Administration Operating:</b>							
100.416000.2600	Workers Compensation Ins.		27,174	24,990	24,990	33,781	12
100.416000.2700	Insurance / PC		38,477	24,752	28,882	25,455	12
100.416000.3000	Contract Work		76,530	2,000	105,000	10,000	13
100.416000.3201	Legal Service - Attorney		8,050	10,000	7,500	10,000	
100.416000.3203	Prof. Service - Audit		13,000	13,400	13,400	14,250	
100.416000.3204	Prof. Service - Engineer		-	500	-	-	
100.416000.4110	Utilities - Water		2,161	2,650	2,700	2,700	
100.416000.4120	Utilities - Sewer		3,236	4,000	3,500	3,500	
100.416000.4130	Utilities - Electric		8,881	10,000	10,000	10,000	
100.416000.4150	Utilities - Gas		2,853	4,000	2,500	2,500	
100.416000.4160	Telephone		3,750	3,750	2,550	2,125	
100.416000.4162	Cell Phone - AT&T		5,249	5,600	5,600	5,025	
100.416000.4164	IT Services & Maintenance		15,564	12,000	13,000	12,000	14
100.416000.4165	Internet Line		4,986	4,500	4,500	4,550	
100.416000.4166	IT Equipment & Supplies		4,688	5,000	5,000	5,000	14

# GENERAL FUND - ADMINISTRATION EXPENSES

			2017 Actual	2018 Budget	2018 Estimates	2019 Budget	Notes
	<b>Fund #100</b>						
	100.416000.4191	Recording Fees	61	-	130	-	
	100.416000.4304	Building R & M	3,235	3,000	2,600	10,000	15
	100.416000.4444	Intergovernmental Payments	7,332	6,808	6,808	18,808	16
	100.416000.4950	Misc. Expense	836	-	260	-	
	100.416000.4951	Community Christmas	405	200	200	200	
	100.416000.4952	Community Support	553	1,000	2,000	1,000	
	100.416000.5400	Advertising / Public Notices	769	1,500	1,900	2,000	
	100.416000.5420	Cleaning Service	3,246	3,315	3,315	3,315	
	100.416000.5430	Office Equipment L & M	1,452	2,000	1,460	1,452	
	100.416000.5440	Publication Legal Notice	72	500	300	500	
	100.416000.5500	Printing Services	4,559	5,000	5,000	4,000	
	100.416000.5550	Bank Service Charges	1,777	2,500	1,000	800	
	100.416000.5600	Office Supplies	2,388	3,500	4,000	4,000	
	100.416000.5650	Operating Supplies	3,327	2,500	4,000	4,000	
	100.416000.5800	Travel, Training, Meetings	2,956	500	1,500	4,000	
	100.416000.5820	Special Events	150	1,000	1,000	1,000	
	100.416000.6150	Postage	4,623	4,800	4,800	4,800	
	100.416000.6260	Gas, Oil, Etc.	1,731	1,500	1,500	1,500	
	100.416000.6450	Membership Fees / Subscriptions	8,906	10,000	7,900	8,000	17
	100.416000.6453	FSA	1,942	2,000	1,600	2,000	
	100.41600.9140	Transfer Out	-	-	114,171	-	18
	<b>Total Administration Operating:</b>		<b>264,920</b>	<b>178,765</b>	<b>394,566</b>	<b>212,261</b>	
	<b>Community Development:</b>						
	100.419000.1104	Salaries Community Developer	63,753	66,746	32,450	-	
	100.419000.1200	Overtime	485	1,335	529	-	19
	100.419000.2100	Health Insurance	7,421	10,200	2,473	-	
	100.419000.2101	Life Insurance	34	34	11	-	
	100.419000.2102	Dental Insurance	1,018	504	348	-	
	100.419000.2103	Vision Insurance	156	72	52	-	
	100.419000.2104	Aflac	1,580	1,200	527	-	
	100.419000.2200	FICA	3,515	4,138	1,853	-	
	100.419000.2250	Medicare	822	968	433	-	
	100.419000.2300	Retirement	3,183	3,337	1,155	-	
	100.419000.2500	Unemployment Insurance	193	200	98	-	
	100.419000.2501	Prof. Services Consulting	128	500	25,000	48,000	20
	100.419000.3205	Prof. Serv. Building Inspector/Code	723	500	-	20,000	
	100.419000.5650	Operating Supplies	807	500	650	500	21
	100.419000.5800	Travel, Training, Meetings	1,652	500	1,351	1,500	
	100.419000.6450	Membership Fees/Subscriptions	31	230	40	250	22
	<b>Total Community Development:</b>		<b>85,503</b>	<b>90,964</b>	<b>66,970</b>	<b>70,250</b>	
	<b>Total Administration Expenses:</b>		<b>568,386</b>	<b>595,757</b>	<b>658,556</b>	<b>581,780</b>	

GENERAL FUND - PUBLIC SAFETY EXPENSES							
			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #100</b>						
	<b>Public Safety Salaries &amp; Benefits:</b>						
	100.420000.1106	Salaries Chief	95,194	99,651	103,483	102,625	
	100.420000.1107	Salaries Sergeant	76,708	76,168	76,168	78,456	
	100.420000.1108	Salaries Officers	278,762	275,726	281,240	297,082	23
	100.420000.1110	Resource Officer	-	50,918	17,477	48,421	24
	100.420000.1180	P/T Clerk	2,082	1,950	1,920	1,920	
	100.420000.1200	Overtime	49,519	48,337	48,337	50,875	25
	100.420000.2100	Health Insurance	43,212	60,880	60,880	74,700	
	100.420000.2101	Life Insurance	222	269	371	269	
	100.420000.2102	Dental Insurance	5,726	4,032	6,235	4,032	
	100.420000.2103	Vision Insurance	816	576	878	576	
	100.420000.2104	Aflac	13,883	9,600	13,795	9,600	
	100.420000.2130	Legal Insurance	1,936	1,950	2,784	1,950	
	100.420000.2200	FICA	129	121	123	119	
	100.420000.2250	Medicare	6,710	7,314	7,300	7,663	
	100.420000.2350	Police Pension	34,386	40,197	39,867	42,127	
	100.420000.2450	Death & Disability	11,606	13,567	12,664	14,744	
	100.420000.2500	Unemployment Insurance	1,512	1,513	1,407	1,580	
	<b>Total Public Safety Salaries &amp; Benefits:</b>		<b>622,404</b>	<b>692,769</b>	<b>674,929</b>	<b>736,739</b>	
	<b>Public Safety Operating:</b>						
	100.421000.3415	Clinic & Hospital	142	500	295	500	
	100.421000.4305	Fleet Maintenance	1,706	2,000	2,500	-	
	100.421000.4306	Vehicle R & M	6,013	5,000	13,500	7,000	
	100.421000.4444	Intergovernmental Payments	11,358	14,989	14,989	16,989	26
	100.421000.4950	Misc. Expense	182	300	-	300	
	100.421000.4980	Animal Control	-	300	-	300	
	100.421000.5420	Cleaning Service	573	585	585	585	
	100.421000.5650	Operating Supplies	23,535	10,000	10,000	10,000	
	100.421000.5800	Travel, Training, Meetings	2,191	3,000	4,000	3,000	
	100.421000.6110	Uniforms	1,802	3,000	3,000	3,000	
	100.421000.6140	Other DS Costs	-	-	4,473		
	100.421000.6160	Dispatch (Radio) Services	-	10,000	-	10,000	
	100.421000.6230	Firearm Supplies	1,577	1,500	3,500	1,500	
	100.421000.6260	Gas, Oil, Etc.	16,088	15,000	17,000	17,000	
	100.421000.6450	Membership Fees/Subscriptions	2,098	4,800	4,800	4,800	27
	100.421000.8400	Contributions to Institutions	200	200	200	200	
	100.421000.9000	Capital Outlay	1,413	4,500	4,500		28
	100.421000.9010	Capital Outlay	-	38,000	38,836	43,000	29
	<b>Total Public Safety Operating:</b>		<b>68,878</b>	<b>113,674</b>	<b>122,178</b>	<b>118,174</b>	
	<b>Total Public Safety Expenses:</b>		<b>691,282</b>	<b>806,443</b>	<b>797,107</b>	<b>854,913</b>	

# GENERAL FUND PUBLIC WORKS EXPENSES

			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #100</b>						
	<b>Public Works Salaries &amp; Benefits:</b>						
	100.430000.1109	Salaries Public Works Director	51,230	54,266	57,255	51,640	
	100.430000.1111	Salaries Foreman	44,131	45,863	45,863	46,799	
	100.430000.1112	Salaries Maintenance Worker I	63,212	33,924	43,465	65,768	
	100.430000.1113	Salaries Maintenance Worker II	4,806	40,122	21,971	-	
	100.430000.1200	Overtime	11,575	8,628	11,000	16,421	30
	100.430000.2100	Health Insurance	29,001	35,280	35,339	36,660	
	100.430000.2101	Life Insurance	130	133	134	134	
	100.430000.2102	Dental Insurance	2,465	2,016	2,517	2,016	
	100.430000.2103	Vision Insurance	366	288	367	288	
	100.430000.2104	Aflac	1,500	4,800	1,071	1,200	
	100.430000.2200	FICA	10,321	10,799	10,477	10,181	
	100.430000.2250	Medicare	2,414	2,526	2,450	2,381	
	100.430000.2300	Retirement	7,969	8,709	7,488	8,210	
	100.430000.2500	Unemployment Insurance	524	523	547	493	
	<b>Total Public Works Salaries &amp; Benefits:</b>		<b>229,643</b>	<b>247,877</b>	<b>239,944</b>	<b>242,191</b>	
	<b>Public Works Operating:</b>						
	100.431000.3000	Contract Work	-	5,000	6,000	5,000	31
	100.431000.3415	Clinic & Hospital	956	300	400	300	
	100.431000.3910	Residential Trash	30,691	32,000	31,000	32,000	32
	100.431000.3911	Recycle	-	-	200	2,000	
	100.431000.4225	Rental Equipment / Supplies	-	200	200	200	
	100.431000.4300	Equipment R & M	9,773	10,000	8,000	8,000	
	100.431000.4306	Vehicle R & M	2,876	5,000	2,500	5,000	
	100.431000.4308	Bldg. & Prop. R & M	351	500	700	500	
	100.431000.4309	Mosquito Control	8,000	8,500	8,500	8,500	
	100.431000.4313	Street Repairs	38,113	50,000	40,000	50,000	33
	100.431000.4316	Street Lights - Electric	17,408	19,000	20,000	20,000	
	100.431000.4318	Street Signs	196	2,000	3,500	2,000	
	100.431000.4365	Seasonal Decorations	180	500	500	500	
	100.431000.4950	Misc. Expense	5,217	-	7,500	-	
	100.431000.5800	Travel, Training, Meetings	1,153	500	75	500	
	100.431000.6000	Debt Payment	5,232	5,232	11,489	-	34
	100.431000.6003	R & M Supplies	972	3,000	2,700	3,000	
	100.431000.6004	Tools	1,517	500	800	500	
	100.431000.6110	Uniforms	2,379	3,000	2,500	3,000	
	100.431000.6260	Gas, Oil, Etc.	3,331	4,000	3,500	3,500	
	100.431000.7450	Small Equip/Vehicle Purchases	-	-	1,200		
	<b>Total Public Works Operating:</b>		<b>128,346</b>	<b>149,232</b>	<b>151,264</b>	<b>144,500</b>	
	<b>Total Public Works Expenses:</b>		<b>357,989</b>	<b>397,109</b>	<b>391,208</b>	<b>386,691</b>	

# GENERAL FUND - PARKS EXPENSES

			2017 Acutal	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #100</b>						
	<b>Parks Expenses:</b>						
	100.452000.1114	Salaries Seasonal Worker	3,444	14,560	6,455	13,520	
	100.452000.1200	Overtime	-	111	10	100	
	100.452000.2200	FICA	214	903	401	838	
	100.452000.2250	Medicare	50	211	94	196	
	100.452000.2500	Unemployment Insurance	10	44	19	41	
	100.452000.6003	R & M Supplies	2,556	3,000	1,600	2,000	
	100.452000.7110	Grounds Improvements	294	15,800	21,896	4,077	35
	100.452000.7180	Trails		500	-	500	
		<b>Total Parks Expenses:</b>	<b>6,569</b>	<b>35,129</b>	<b>30,475</b>	<b>21,272</b>	
		<b>Total Parks Expenses:</b>	<b>6,569</b>	<b>35,129</b>	<b>30,475</b>	<b>21,272</b>	

GENERAL FUND TOTALS						
		2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
Fund #100						
	ADJUSTED BEGINNING FUND BALANCES	449,591	679,820	747,684	811,759	
	Total General Fund Revenues & Transfers In	1,922,319	1,840,034	1,941,421	1,914,137	
	Administration Expenses	568,386	595,757	658,556	581,780	
	Public Safety Expenses	691,282	806,443	797,107	854,913	
	Public Works Expenses	357,989	397,109	391,208	386,691	
	Parks Expenses	6,569	35,129	30,475	21,272	
	Total General Fund Expenses & Transfers Out	1,624,226	1,834,438	1,877,346	1,844,656	
	Total General Fund Net Revenues	298,093	5,596	64,075	69,481	
	ENDING FUND BALANCE	747,684	685,416	811,759	881,240	
	TABOR Reserve (3% of Expenditures)	48,727	55,033	56,320	55,340	
	Unallocated Operating Reserve	698,957	630,383	755,439	825,900	
	TOTAL ENDING FUND BALANCE	747,684	685,416	811,759	881,240	

## **Water Fund**

The Water Fund is an Enterprise Fund that tracks revenues and expenses associated with the operation of the Town's water distribution system. The Southern Ute Utility Division (SUUD) provides treated water and the Town distributes it to residents and business via a network of pipes, valves and meters. The Town operates and maintains this system as efficiently as possible and completes billing monthly. Rates are comprised of charges for treated water supplied by SUUD and a fee levied by the Town for operation and maintenance expenses and infrastructure replacement. The Town is obligated to repay funds borrowed in the past for the installation of physical assets, including pipelines, meters and valves. This loan is being repaid in full in 2018 utilizing reserve funds from the Gas Fund.

In 2018, the Town began a water infrastructure and meter upgrade project in accordance with the Capital Improvements Plan. The total project cost is \$444,500 and utilizes \$288,925 in DOLA grant funding and \$155,575 in funding from Town sources (\$135,000 from the Gas Fund). The design work was completed and the project bid and awarded in 2018, and project work is scheduled to commence in 2019.

The Town completed rate analysis in 2018 and established a Base Rate for water services. The Town and SUUD also have been studying treatment rates and anticipate a change to the monthly rate charged by SUUD. Final water rates will be determined and approved in early 2019 by the Town Board. Revenue in the 2019 budget reflects a slight increase in water rates.

### **Budget Summary**

2019 Beginning Fund Balance - \$26,963

Total Water Fund Revenues - \$619,000

Total Water Fund Expenditures - \$611,486

2019 Year-End Fund Balance - \$34,477



WATER FUND							
			2017 Acutal	2018 Budget	2018 Estimate	2019 Budget	Notes
	Fund #610						
	REVENUES						
	Fines / Fees / Utilities:						
	610.334120	Late Fees	11,260	10,500	10,000	10,000	
	610.334419	Reconnect Fees	1,960	1,500	2,850	1,500	
	610.334420	Metered Water Sales	215,837	229,000	230,000	240,000	
	610.334430	Tap Fees	4,965	-	-	-	
	610.334440	Ready to Serve Fees	8,204	7,500	7,500	7,500	
	610.334495	Special Meter Read	-	-			
	610.333449	Infrastructure DOLA Grant	-	288,925	38,925	250,000	36
		Total Fines / Fees / Utilities:	242,226	537,425	289,275	509,000	
	In House Transfers:						
	610.339100	Transfers In from Gas Fund		135,000	233,460	110,000	37
		Total In House Transfers:	-	135,000	233,460	110,000	
		Total Water Revenue	242,226	672,425	522,735	619,000	
	EXPENSES						
	Water Operations:						
	610.610416.3000	Contract	-	-	14,990	5,000	
	610.610416.3204	Prof. Service - Engineer	5,000	-	-	-	
	610.610416.5800	Training, Travel & Meetings	2,540	2,500	2,939	4,000	
	610.610416.5901	Enterprise Salary & Benefit Allocation	80,875	60,539	79,484	80,220	
	610.610416.5902	Enterprise General Services Allocatio	15,673	14,847	14,847	15,216	
	610.610416.6000	Debt Payment	26,783	27,410	225,870	-	38
	610.610416.6003	R & M Supplies	3,591	5,000	1,000	1,500	
	610.610416.6004	Tools	-	500	-	500	
	610.610416.6025	Water Tests	2,470	3,000	2,500	3,000	
	610.610416.6100	Purchased Water	124,836	131,200	131,120	131,200	39
	610.610416.6450	Membership Fees/Subscriptions	275	275	531	275	
	610.610416.7450	Small Equipment Purchases	-	15,000		-	40
	610.610416.9000	Capital Outlay	-	429,500	73,925	370,575	40
		Total Water Operations:	262,042	689,771	547,206	611,486	
		Total Water Expenses	262,042	689,771	547,206	611,486	
		Water Fund Beginning Fund Balance	71,250	57,865	51,434	26,963	
		Revenues	242,226	672,425	522,735	619,000	
		Expenses	262,042	689,771	547,206	611,486	
		Water Fund Subtotal	51,434	40,519	26,963	34,477	

## **Sewer Fund**

The Sewer Fund is an Enterprise Fund that tracks revenues and expenses associated with the operation of the Town's sewer collection system. The Southern Ute Utility Division (SUUD) has a treatment facility south of town that treats all sewer flows generated by area residents and businesses, and includes wastewater from Town billed residents and businesses. Wastewater is collected via a gravity feed collection system comprised of a network of pipes, manholes and valves, and is piped directly to the SUUD treatment facility. The Town operates and maintains this system as efficiently as possible and completes billing monthly. Rates are comprised of charges for treatment of wastewater by SUUD and a fee levied by the Town for operation and maintenance expenses and infrastructure replacement. The Town is obligated to repay funds borrowed in the past for the installation of physical assets, including pipelines, valves and manholes.

In 2018, the Town Board approved the transfer of \$15,000 from the Gas Fund into the Sewer Fund in order to avoid the fund finishing the year in negative territory. No fund transfers have been approved for 2019 and the fund is estimated to finish the year with a negative fund balance.

The Town completed rate analysis in 2018 and established a Base Rate for sewer services. The Town and SUUD also have been studying treatment rates and anticipate a change to the monthly rate charged by SUUD. Final water rates will be determined and approved in early 2019 by the Town Board. Revenue in the 2019 budget reflects an increase in water rates based on the increased rate charged by SUUD beginning in October of 2018. The Town is intent on achieving a reduction in sewer treatment rates once negotiations are complete with SUUD and ideally will finish 2019 with a positive fund balance.

### **Budget Summary**

2019 Beginning Fund Balance - \$13,468

Total Sewer Fund Revenues - \$526,500

Total Sewer Fund Expenditures - \$560,196

2019 Year-End Fund Balance - (\$20,228)

SEWER FUND							
			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #630</b>						
	<b>REVENUES</b>						
	<b>Fines / Fees / Utilities:</b>						
	630.334190	Public Works Fees	-	-	-	-	
	630.334430	Tap Fees	2,850	-		2,500	
	630.334460	Sewage Collection	489,811	512,000	512,000	524,000	
		<b>Total Fines / Fees / Utilities:</b>	<b>492,661</b>	<b>512,000</b>	<b>512,000</b>	<b>526,500</b>	
	<b>In House Transfers:</b>						
	630.339100	Transfers In Gas Fund	-	15,000	15,000		41
		<b>Total In House Transfers:</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	
		<b>Total Sewer Operating Revenue</b>	<b>492,661</b>	<b>527,000</b>	<b>527,000</b>	<b>526,500</b>	
	<b>EXPENSES</b>						
	<b>Sewer Operations:</b>						
	630.630416.3204	Prof. Service - Engineer	5,000	-	-		
	630.630416.5800	Travel, Training, Meetings	499	2,500	506	2,500	
	630.630416.5901	Enterprise Salary & Benefit Alloc	67,087	51,486	67,498	80,220	
	630.630416.5902	Enterprise General Services Allo	7,837	7,423	7,423	7,608	
	630.630416.6000	Debt Payment	13,423	21,555	21,555	21,568	42
	630.630416.6003	R & M Supplies	20	2,000	20	2,000	
	630.630416.6004	Tools	-	500	-	500	
	630.630416.6240	SUIT - Treatment	416,776	427,000	427,000	445,800	43
	630.630416.7450	Small Equipment Purchases	-	-			
		<b>Total Sewer Operations</b>	<b>510,641</b>	<b>512,464</b>	<b>524,002</b>	<b>560,196</b>	
		<b>Total Sewer Fund Expense:</b>	<b>510,641</b>	<b>512,464</b>	<b>524,002</b>	<b>560,196</b>	
		<b>Sewer Fund Beginning Fund Balance</b>	<b>28,450</b>	<b>(2,136)</b>	<b>10,470</b>	<b>13,468</b>	
		<b>Revenues</b>	<b>492,661</b>	<b>527,000</b>	<b>527,000</b>	<b>526,500</b>	
		<b>Expenses</b>	<b>510,641</b>	<b>512,464</b>	<b>524,002</b>	<b>560,196</b>	
		<b>Sewer Ending Fund Subtotal</b>	<b>10,470</b>	<b>12,400</b>	<b>13,468</b>	<b>(20,228)</b>	

## **Gas Fund**

The Gas Fund is an Enterprise Fund that tracks revenue and expenses associated with the operation of the Town's gas distribution system. The Southern Ute Utility Division (SUUD) provides natural gas and the Town distributes to residents and businesses via a network of pipes, valves and meters. The Town operates and maintains this system as efficiently as possible and completes billing monthly.

Transfers from the Gas Fund into the Water, Sewer and Irrigation Funds were completed in 2018 in order to support expenses, capital projects and also pay-off long-term debt. Again in 2019, Gas Funds will be transferred into the Water Fund for capital project expenses.

The Town completed rate analysis in 2018 and established a Base Rate for gas services and also rate strategies for new natural gas consumption rate structures. Final water rates will be determined and approved in early 2019 by the Town Board with an anticipated reduction in the eventual natural gas consumption rate. Revenue in the 2019 budget reflects a decrease in natural gas rates.

### **Budget Summary**

2019 Beginning Fund Balance - \$143,424

Total Gas Fund Revenue - \$263,500

Total Gas Expenditures - \$350,786

2019 Year-End Fund Balance - \$56,138

# GAS FUND

		2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
<b>Fund #620</b>						
<b>REVENUES</b>						
<b>Grants / Restricted Funds</b>						
620.333450	DOLA EIAF Grant - 5,110' d	301,045	70,000	18,500		
<b>Total Grants / Restricted Funds:</b>		<b>301,045</b>	<b>70,000</b>	<b>18,500</b>	<b>-</b>	
<b>Fines / Fees / Utilities:</b>						
620.334412	Gas Residential	249,079	220,000	201,000	150,000	
620.334413	Gas Commercial	186,136	140,000	145,000	100,000	
620.334415	Gas Stand-By Fees	4,951	3,500	4,500	3,500	
620.334430	Tap Fees	5,193	-			
620.334470	Gas Taxes	15,442	12,500	12,500	10,000	
<b>Total Fines / Fees / Utilities:</b>		<b>460,801</b>	<b>376,000</b>	<b>363,000</b>	<b>263,500</b>	
<b>Other Income:</b>						
620.336100	Interest Income	8	5			
<b>Total Other Income:</b>		<b>8</b>	<b>5</b>	<b>-</b>	<b>-</b>	
<b>Total Gas Fund Revenue</b>		<b>761,853</b>	<b>446,005</b>	<b>381,500</b>	<b>263,500</b>	
<b>EXPENSES</b>						
<b>Gas Fund Operations:</b>						
620.620416.3000	Contract Work	7,894	1,000	24,758	5,000	
620.620416.3204	Prof. Service - Engineer	5,000	-			
620.620416.3410	CDOT Physicals, Drug Test	310	400	440	400	
620.620416.4300	Equipment R & M	552	3,000	282		
620.620416.4306	Vehicle R & M	-	3,000			
620.620416.4950	Misc Expense	705	-	700		
620.620416.5800	Travel, Training, Meetings	2,697	8,000	3,500	8,000	
620.620416.5901	Enterprise Salary & Benefit A	162,577	115,870	164,449	80,220	
620.620416.5902	Enterprise General Services	15,673	14,847	14,847	15,216	
620.620416.6003	R & M Supplies	3,843	5,000	1,000	2,000	
60.620416.6004	Tools	-	500	-	-	
620.620416.6210	Natural Gas Purchases	152,339	115,000	85,000	115,000	44
620.620416.6220	Gas Sales Tax	15,401	14,000	12,600	8,750	
620.620416.6250	Energy Outreach Colorado	1,446	2,000	1,500	2,000	45
620.620416.6260	Gas, Oil, Etc.	3,273	4,000	3,700	4,000	
620.620416.6450	Membership Fees / Subscri	90	200	100	200	
620.620416.8400	Contribution	248	-	-	-	
620.620416.9000	Capital Outlay - Gas Line	528,661	112,000	42,500	-	46
620.620416.9010	Capital Outlay - Vehicle	5,232	5,232	11,489	-	
620.620416.9140	Transfer Out		150,000	355,960	110,000	47
<b>Total Gas Fund Operations:</b>		<b>905,941</b>	<b>554,049</b>	<b>722,825</b>	<b>350,786</b>	
<b>Total Gas Fund Expenses &amp; Transfers</b>		<b>905,941</b>	<b>554,049</b>	<b>722,825</b>	<b>350,786</b>	
<b>Gas Fund Beginning Fund Balance</b>		<b>627,812</b>	<b>579,952</b>	<b>483,724</b>	<b>142,399</b>	
	<b>Revenues</b>	<b>761,853</b>	<b>446,005</b>	<b>381,500</b>	<b>263,500</b>	
	<b>Expenses</b>	<b>905,941</b>	<b>554,049</b>	<b>722,825</b>	<b>350,786</b>	
<b>Gas Ending Fund Balance</b>		<b>483,724</b>	<b>471,908</b>	<b>142,399</b>	<b>55,113</b>	

## **Irrigation Fund**

The Irrigation Fund is an Enterprise Fund that tracks revenues and expenses associated with the delivery of raw irrigation water to Town residents and businesses. The Town receives irrigation water from the Bureau of Indian Affairs (BIA) who oversee the allocation and distribution of irrigation water rights, and also from water rights in the Los Pinos River. Irrigation water obtained from the BIA is delivered to the Town's storage pond via the Goodnight Ditch. River water from the Los Pinos River is collected via an infiltration gallery along the river bank and transported via a pipeline to the Town and can be directly distributed to customers or conveyed to the Town storage pond. Irrigation water is distributed to customers via a network of pipelines, risers and valves. The system operates for six (6) months from May till October if water is available, and customers are billed a flat monthly rate. The Town is obligated to repay funds borrowed in the past for the installation of physical assets, including pipelines, risers and valves. This loan is being repaid in full in 2018 utilizing reserve funds from the Gas Fund.

In 2018, the Town completed extensive improvements to irrigation infrastructure utilizing grant funds from the Colorado Water Conservation Board (distributed by the Southwest Basin Round Table) and the Southwest Water Conservation Board. Funds were also provided by the Gas Fund and the total improvements expense totaled \$172,500. Irrigation improvements are still slated for 2019 and budgeted in the amount of \$40,000 and funded by the Capital Improvements Fund. These improvements will increase the capacity of the pond and increase operating pressures on specific water mains.

The Town completed rate analysis in 2018 and established a Base Rate for irrigation services. Final water rates will be determined and approved in early 2019 by the Town Board with an anticipated increase in irrigation rates. Revenue in the 2019 budget reflects an increase in irrigation rates.

### **Budget Summary**

2019 Beginning Fund Balance - \$10,045

Total Irrigation Fund Revenues - \$78,000

Total Irrigation Fund Expenditures - \$77,656

2019 Year-End Fund Balance - \$10,389

IRRIGATION FUND							
			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #640</b>						
	<b>REVENUES</b>						
	<b>Fines / Fees / Utilities:</b>						
	640.334430	Tap Fees	1,422	-			
	640.334480	Irrigation Water Charges	30,500	31,665	30,925	38,000	
	640.334481	Irrig. Infrast. Impr. Proj. Grant Funds		100,000	97,500		48
		<b>Total Fines / Fees / Utilities:</b>	<b>31,922</b>	<b>131,665</b>	<b>128,425</b>	<b>38,000</b>	
	<b>In House Transfers:</b>						
	640.339100	Transfer In	-	-	147,500	40,000	49
	640.336000	Misc Income	-	-	-	-	
		<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>147,500</b>	<b>40,000</b>	
		<b>Total Irrigation Fund Revenue</b>	<b>31,922</b>	<b>131,665</b>	<b>275,925</b>	<b>78,000</b>	
	<b>EXPENSES</b>						
	<b>Irrigation Operations:</b>						
	640.640416.3000	Contract Work	-	-	-	-	
	640.640416.3204	Prof. Service - Engineer	1,500	-	-	-	
	640.640416.4315	BIA Water Rights	2,498	3,100	2,624	3,100	50
	640.640416.5400	Advertising/Public Notices	-	-	-	-	
	640.640416.5901	Enterprise Salary & Benefit Allocation	12,279	9,643	12,588	30,013	
	640.640416.5902	Enterprise General Services Allocation	3,135	2,969	2,969	3,043	
	640.640416.6000	Debt Payment	13,191	13,501	111,250	-	51
	640.640416.6003	R & M Supplies	242	1,500	500	1,500	
	640.640416.9000	Capital Outlay - Infrast. Impr. Proj.	-	130,318	172,500	40,000	52
		<b>Total Irrigation Operations:</b>	<b>32,845</b>	<b>161,031</b>	<b>302,431</b>	<b>77,656</b>	
		<b>Total Irrigation Fund Expenses</b>	<b>32,845</b>	<b>161,031</b>	<b>302,431</b>	<b>77,656</b>	
		<b>Irrigation Fund Beginning Fund Balance</b>	<b>37,474</b>	<b>37,157</b>	<b>36,551</b>	<b>10,045</b>	
		<b>Revenues</b>	<b>31,922</b>	<b>131,665</b>	<b>275,925</b>	<b>78,000</b>	
		<b>Expenses</b>	<b>32,845</b>	<b>161,031</b>	<b>302,431</b>	<b>77,656</b>	
		<b>Irrigation Ending Fund Balance</b>	<b>36,551</b>	<b>7,791</b>	<b>10,045</b>	<b>10,389</b>	

## **Conservation Trust Fund**

The Conservation Trust Fund was established to accurately account for the Colorado Lottery proceeds that are received through the State of Colorado Conservation Trust Fund program. The revenues in this fund are restricted and earmarked for the establishment and continued upkeep of parks, trails and open spaces. This fund receives funding annually, and typically balances are grown in order to construct a large project when funds are sufficient.

The Town will seek grant funds in 2019 for new playground equipment. The grant will be for \$20,000.00 with a Town match of \$20,000.00. The total cost of this project is \$40,000.00.

### **Budget Summary**

2019 Beginning Fund Balance - \$52,969

Total Conservation Trust Fund Revenues - \$26,500

Total Conservation Trust Expenditures - \$40,000

2019 Year-End Fund Balance - \$39,469



CONSERVATION TRUST FUND							
			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #400</b>						
	<b>REVENUES</b>						
	<b>Grants / Restricted Funds:</b>						
	400.333100	GOCO Grant	-	20,000		20,000	53
	400.333580	Lottery Funds	7,234	6,000	6,900	6,500	
	<b>Total Grants / Restricted Funds:</b>		<b>7,234</b>	<b>26,000</b>	<b>6,900</b>	<b>26,500</b>	
	<b>Total Conservation Trust Fund Revenue</b>		<b>7,234</b>	<b>26,000</b>	<b>6,900</b>	<b>26,500</b>	
	<b>EXPENSES</b>						
	<b>Conservation Trust:</b>						
	400.700452.9000	GOCO Grant Expenditure	-	40,000		40,000	54
	<b>Total Conservation Trust Fund Expenses</b>		<b>-</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	
	<b>Conservation Trust Fund Beginning Fund Balance</b>		<b>38,835</b>	<b>44,089</b>	<b>46,069</b>	<b>52,969</b>	
		<b>Revenues</b>	7,234	26,000	6,900	26,500	
		<b>Expenses</b>	-	40,000	-	40,000	
	<b>Conservation Trust Fund Ending Fund Balance</b>		<b>46,069</b>	<b>30,089</b>	<b>52,969</b>	<b>39,469</b>	

## **Capital Improvement Fund**

The Capital Improvement Fund is used for major capital improvement expenditures. These expenditures include buildings and construction projects. The Capital Improvement Fund sources of revenue are from grants, 1% sales tax and transfers from the General or Enterprise Funds.

In the 2019 budget a transfer of \$40,000 will be made to the Irrigation Fund for irrigation pond improvements. Also, the Town will spend approximately \$40,000 for a crosswalk improvements project at Goddard/Becker street.

### **Budget Summary**

2019 Beginning Fund Balance - \$53,521

Total Capital Improvement Fund Revenue - \$160,000

Total Capital Improvement Fund Expenditures - \$80,000

2019 Year-End Fund Balance - \$133,521

# CAPITAL IMPROVEMENT FUND

			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #300</b>						
	<b>REVENUES</b>						
	<b>Grants / Restricted Funds</b>						
	300.333414	DOLA EIAF #8231-CIP Grant	24,889				
	300.333415	Sales Tax Revenue	-	-	40,000	160,000	55
	300.333413	DOLA EIAF #7577-Util. Mapping	18,808				
	<b>Total Grants / Restricted Funds:</b>		<b>43,697</b>	<b>-</b>	<b>40,000</b>	<b>160,000</b>	
	<b>In House Transfers:</b>						
	300.339100	Transf. In From Utility Funds	16,500				
	<b>Total In House Transfers In:</b>		<b>16,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Capital Fund Revenues</b>		<b>60,197</b>	<b>-</b>	<b>40,000</b>	<b>160,000</b>	
	<b>EXPENSES</b>						
	<b>Capital Improvement:</b>						
	300.930000.3204	Prof. Service - Engineer	37,626	-			
	300.930000.6453	CIP Transfer Out	-	-	40,000	40,000	56
	300.930000.9202	Goddard/Becker Crosswalk Proj	-	20,000	20,000	40,000	57
	300.930000.9230	Prof. Service on Cap Projects	49,779				
	<b>Total Capital Improvement Expenses</b>		<b>87,405</b>	<b>20,000</b>	<b>60,000</b>	<b>80,000</b>	
	<b>Capital Improvement Fund Beginning Fund Balance</b>		<b>100,730</b>	<b>70,823</b>	<b>73,521</b>	<b>53,521</b>	
		<b>Revenues</b>	60,197	-	40,000	160,000	
		<b>Expenses</b>	87,405	20,000	60,000	80,000	
	<b>ENDING FUND BALANCE</b>		<b>73,521</b>	<b>50,823</b>	<b>53,521</b>	<b>133,521</b>	
	<i>Committed Operating Reserve</i>		73,521	50,823	53,521	133,521	
	<b>Capital Improvement Fund Ending Fund Balance</b>		<b>73,521</b>	<b>50,823</b>	<b>53,521</b>	<b>133,521</b>	

## **Impact Fees Fund**

The Impact Fee Fund was established for the collection and distributions of impact fees derived from development and used to offset the necessary public service costs of new development. These were collected at the time building permits were issued, and were dedicated to providing additional services made necessary by the expansion of both commercial and residential development. Specific impact fees were collected for parks, roads and police.

Impact Fees collected for Parks totaling \$4,077 will be transferred to Parks General Fund to pay for park improvements. Impact Fees collected for Streets totaling \$9,854 will be transferred to Public Works General Fund to pay for much needed street repairs and improvements. Impact Fees collected for Police totaling \$288 will be transferred to Public Safety General Fund to be used towards the purchase of a new police car. These expenditures will be for all to-date collected Impact Fees.

The Town Board has decided to no longer collect impact fees in 2019 with the intention that these waived fees will help promote residential and commercial development. Impact Fees will no longer be collected as of Year-End 2018.

### **Budget Summary**

2019 Beginning Fund Balance - \$14,219

Total Revenues - \$0

Total Expenditures - \$14,219

2019 Year-End Fund Balance - \$0

IMPACT FEES FUND							
			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
<b>Fund #200</b>							
<b>REVENUES</b>							
<b>Fines / Fees / Utilities:</b>							
200.334010	Street Impact Fees		6,030				
200.334020	Park Impact Fees		5,428				
200.334030	Police Impact Fees		384	-			
200.334040	School Impact Fees		-	-			
	<b>Total Fines / Fees / Utilities:</b>		<b>11,842</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Impact Fees Fund Revenues</b>		<b>11,842</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>EXPENSES</b>							
<b>Police Impact:</b>							
200.828420.4222	Police Impact		96	-		288	58
	<b>Total Police Impact:</b>		<b>96</b>	<b>-</b>	<b>-</b>	<b>288</b>	
<b>Street Impact:</b>							
200.828431.4310	Street Impact		-	40,000	40,000	9,854	59
200.828431.4313	Street Repairs		-	-	-	-	
	<b>Total Street Impact:</b>		<b>-</b>	<b>40,000</b>	<b>40,000</b>	<b>9,854</b>	
<b>Park Impact:</b>							
200.828452.4522	Park Impact		1,357	15,800	15,800	4,077	60
	<b>Total Park Impact:</b>		<b>1,357</b>	<b>15,800</b>	<b>15,800</b>	<b>4,077</b>	
<b>School Impact:</b>							
200.828460.4622	School Impact		-	-			
	<b>Total School Impact:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Impact Fees Expenses</b>		<b>1,453</b>	<b>-</b>	<b>55,800</b>	<b>14,219</b>	
	<b>Impact Fees Fund Beginning Fund Balance</b>		<b>59,630</b>	<b>70,019</b>	<b>70,019</b>	<b>14,219</b>	
	<b>Revenues</b>		11,842		-	-	
	<b>Expenses</b>		1,453	55,800	55,800	14,219	
	<b>ENDING FUND BALANCE</b>		<b>70,019</b>	<b>14,219</b>	<b>14,219</b>	<b>-</b>	
	<i>Restricted for Parks and Recreation</i>		19,877	4,077	4,077	-	
	<i>Retricted for Streets</i>		49,854	9,854	9,854	-	
	<i>Restricted for Public Safety</i>		288	288	288	-	
	<i>Restricted for Schools</i>				-	-	
	<b>Impact Fund Ending Fund Balance</b>		<b>70,019</b>	<b>14,219</b>	<b>14,219</b>	<b>-</b>	

## **Economic Development Fund**

The Economic Development Fund was originally established to provide affordable housing within the town limits of Ignacio. This fund was established in 2003 when a grant was received from DOLA for the acquisition of 60 acres of land slated for the development of affordable housing which was named Rock Creek, and located in an area also known as Candelaria Heights. The Town also received an economic development grant from the United States Department of Housing and Urban Development (HUD) in 2005 to help provide necessary infrastructure for affordable housing in the Rock Creek/Candelaria Heights area. The property was eventually sold when the 2008 recession occurred and proceeds from the sale of this property were deposited into this fund.

The Economic Development Fund is now used for overall Economic Development projects and provides a means for grant matches, acquisitions or other Economic Development projects.

The Town will complete spending of a two year DOLA DCI grant in the amount of \$44,101 on signs with the new Town logo.

### **Budget Summary**

2019 Beginning Fund Balance - \$120,718

Total Revenues - \$23,604

Total Expenditures - \$44,101

2019 Year-End Fund Balance - \$100,221

# **ECONOMIC DEVELOPMENT FUND**

			2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Notes
	<b>Fund #500</b>						
	<b>REVENUES</b>						
	<b>Grants / Restricted Funds:</b>						
	500.333851	DOLA DCI Plan Grant	10,625	10,625	320	23,604	61
	<b>Total Grants / Restricted Funds:</b>		<b>10,625</b>	<b>10,625</b>	<b>320</b>	<b>23,604</b>	
	<b>Other Income:</b>						
	500.336100	Interest Income on Co. Trust	16	-	-	-	
	<b>Total Other Income:</b>		<b>16</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>In House Transfers:</b>						
	500.339100	Transfers In	8,900	-	114,171		62
	<b>Total In House Transfers:</b>		<b>8,900</b>	<b>-</b>	<b>114,171</b>	<b>-</b>	
	<b>Total Economic Development Fund Revenues</b>		<b>19,541</b>	<b>10,625</b>	<b>114,491</b>	<b>23,604</b>	
	<b>EXPENSES</b>						
	500.500463.3207	DCI Grant	27,800	22,800	2,640	44,101	63
	<b>Total</b>		<b>27,800</b>	<b>22,800</b>	<b>2,640</b>	<b>44,101</b>	
	<b>Total Economic Development Fund Expenses</b>		<b>27,800</b>	<b>22,800</b>	<b>2,640</b>	<b>44,101</b>	
	<b>Economic Development Fund Beginning Fund Balance</b>		<b>17,126</b>	<b>17,766</b>	<b>8,867</b>	<b>120,718</b>	
		<b>Revenues</b>	19,541	10,625	114,491	23,604	
		<b>Expenses</b>	27,800	22,800	2,640	44,101	
	<b>ENDING FUND BALANCE</b>		<b>8,867</b>	<b>5,591</b>	<b>120,718</b>	<b>100,221</b>	
	<i>Assigned for Rock Creek III Project</i>						
	<i>Assigned for Façade Loans Project</i>		-			-	
	<b>Economic Development Fund Ending Fund Balance</b>		<b>8,867</b>	<b>5,591</b>	<b>120,718</b>	<b>100,221</b>	

2019 Fund Summary					
Fund	Estimated Beginning Fund Balance	REVENUES	EXPENSES	Estimated Ending Fund Balance	
General	811,759	1,914,137	1,841,656	884,240	
Impact Fee	14,219	-	14,219	-	
Capital Improvement	53,521	160,000	80,000	133,521	
Conservation Trust	52,969	26,500	40,000	39,469	
Economic Development	120,718	23,604	44,101	100,221	
<b>Total Governmental Funds</b>	<b>1,053,187</b>	<b>2,124,241</b>	<b>2,019,976</b>	<b>1,157,452</b>	
Water	26,963	619,000	611,486	34,477	
Gas	142,399	263,500	350,786	55,113	
Sewer	13,468	526,500	560,196	(20,228)	
Irrigation	10,045	78,000	77,656	10,389	
<b>Total Enterprise Funds</b>	<b>192,874</b>	<b>1,487,000</b>	<b>1,600,124</b>	<b>79,750</b>	
<b>Total All Funds</b>	<b>1,246,061</b>	<b>3,611,241</b>	<b>3,620,100</b>	<b>1,237,202</b>	



Note #	GENERAL LEDGER FOOTNOTES
1	Property Tax based on a 2018 Ignacio Valuation of \$23,232,323 and 3.333 mill levy. Valuation and mill levy for 2017 where \$12,121,212 and 2.222.
2	Town Sales Tax rate is 2%.
3	Town receives 3.55% of the 2% County-wide Sales Tax.
4	Grant Funding for one Full-Time Officer salary, benefits and overtime hours.
5	Gaming Grant
6	Snow removal compensation from CDOT and Library.
7	Trash billing revenue and estimated recycling billing revenue.
8	2018: CIRSA and CML reimbursements, Municipal Code Grant; 2019: Municipal Code Grant
9	Reimbursement from Ignacio School District for Resource Officer
10	Street and Public Safety Impact Fee transfers (\$14,219).
11	Overtime calculated at 5% of Administrative Assistant Salary.
12	CIRSA WC, Property & Casualty Insurance for Town and Enterprise Funds
13	Contract Manager
14	IT for Town, Public Safety, Public Works and Enterprise funds
15	Town Hall Improvements (carpet).
16	and Homesfund \$1808
17	CML, R9, SWCCOG, Alliance, Chamber, Amazon, CMCA, Small Business, SOCO Board Donation and Sam's Club.
18	Transfer to Economic Development Fund for reimbursement of funds used to purchase the Slaughterhouse Property in 2016.
19	Overtime calculated at 2% of total salaries.
20	2018: \$25,000 Municipal Code update; 2019: \$20,000 Contract Planner and \$25,000 Municipal Code update.
21	Census materials.
22	Colorado/International Code Council Membership
23	5 Full-time Officer Salaries.
24	Resource Officer for Ignacio School District
25	Overtime is calculated at 12% of total salaries (except the Chief & Resource Officer).
26	2018: Axis \$7189 and Youth Services Contributions \$7800; 2019: Axis \$7189 and Youth Services Contributions \$9800.
27	RMS, CCNC, Coban, Wolfcom, Eforce, Lexipol and Colorado Association of Chiefs.
28	Car camera (2018).
29	New car purchase and car camera.
30	Overtime is calculated at 10% of total salaries.
31	Tree trimming fund.
32	Trash hauling fees charged to the Town.
33	Impact Fees have been transferred for street repairs in 2018 and 2019.
34	50% of the truck loan is paid out of gas. Loan paid in full early in 2018.
35	Impact Fees tranferred for sprinklers (\$15,800 - 2018) and other park improvements (\$4077) in 2019.
36	DOLA grant water infrastructure improvements project funding which includes meter register replacement.
37	Transfer In from Gas Fund for matching grant funds for DOLA Grant (\$135,000 total) and also funds to pay off Water Loan in full (\$198,460 in 2018).
38	Water Revenue Bond payment with 67% paid out of water fund (4% interest rate with 2028 maturity). Loan balance (\$225,870) paid in full in 2018.
39	Purchased water expense from SUUD with \$.1/1000 gallon increase beginning on October 1st.
40	Water infrastructure improvements project and meter register replacement. Total project budget is \$444,500.
41	Transfer In from Gas Fund for revenue required to subtain this fund.
42	Sewer Revenue Bond annual payment with maturity date in 2038 and a fixed interest rate of 4.50%.
43	Wastewater treatment cost from SUUD with 3.3% increase on October 1st based on CPI-U.
44	Natural gas purchased from SUUD.
45	Dontation to Energy Outreach for low income Gas Bill payment assistance.

<b>Note #</b>	<b>GENERAL LEDGER FOOTNOTES</b>
46	Gas pipeline replacement project.
47	2019: \$110,000 to Water Fund for infrastructure project.
48	Water infrastructure improvements grant proceeds (\$48,750 from Southwest Water Conserv. District and \$48,750 from CWCBC).
49	Transfer In - 2018: \$107,500 from Gas Fund in 2018 and \$40,000 from Capital Impr. Fund; 2019: \$40,000 from Capital Impr. Fund
50	Raw water irrigation charge from the BIA.
51	Water Revenue Bond payment with 33% paid out of irrigation fund (4% interest rate with 2028 maturity). Loan balance (\$111,250) paid in full in 2028.
52	Irrigation infrastructure improvement project.
53	GOCO Grant for Shoshone Park Playground Equipment (50% Funding).
54	GOCO Grant expenditure for playground equipment (50%/50% Funding/Match).
55	1% Sales Tax Revenue restricted for Capital Improvements
56	Transfer Out to Irrigation Fund for Infrastructure Improvement Project (\$40,000 for 2018/2019).
57	Becker Street crosswalk project expenses.
58	Transfer to General Fund for police car expense.
59	Transfer to General Fund for street repairs.
60	Transfer to General fund for sprinkler and park improvements.
61	DOLA DCI Plan Implementation grant funds.
62	Transfer from General Fund for reimbursement of funds used to purchase the Slaughterhouse Property in 2016.
63	DOLA DCI Plan Implementation Project and signage expenditures.

<b>2019 Enterprise Salary &amp; Benefit Allocation</b>						
<b>Manager Salary &amp; Benefits</b>	99,180	Admin - 58%	57,524	<b>General Service Expenses</b>		<b>Amounts</b>
		Water - 12%	11,902	Town Board		11,523
		Sewer - 12%	11,902	Audit		14,250
		Gas - 12%	11,902	Workman Comp		33,781
		Irrigation - 6%	5,951	Insurance / PC		25,455
<b>Clerk Salary &amp; Benefits</b>	64,475	Admin - 58%	37,395	Utilities Water		2,700
		Water - 12%	7,737	Utilities Sewer		3,500
		Sewer - 12%	7,737	Utilities Electric		10,000
		Gas - 12%	7,737	Utilities Gas		2,500
		Irrigation - 6%	3,868	Telephone		3,125
<b>Treasurer Salary &amp; Benefits</b>	69,315	Admin - 40%	27,726	Cell Phone		5,025
		Water - 18%	12,477	IT Services & Maintenance		12,000
		Sewer - 18%	12,477	Internet Line		4,550
		Gas - 18%	12,477	IT Equipment & Supplies		5,000
		Irrigation - 6%	4,159	Advertising/Public Notice		1,500
<b>Admin Assistant Salary &amp; Benefits</b>	46,496	Admin - 40%	18,599	Office Equipment L&M		1,452
		Water - 18%	8,369	Printing Services		4,000
		Sewer - 18%	8,369	Bank Service Charges		1,500
		Gas - 18%	8,369	Uniforms		3,000
		Irrigation - 6%	2,790	Office Supplies		2,500
<b>CDC Salary &amp; Benefits</b>	0	Admin - 65%	0	Postage		4,800
		Water - 10%	0	<b>Total</b>		<b>152,161</b>
		Sewer - 10%	0	<b>2019 General Services Allocation</b>		
		Gas - 10%	0	Administration	37%	56,300
		Irrigation - 5%	0	Public Work (Streets&Parks)	16%	24,346
<b>PW Director Salary &amp; Benefits</b>	67,147	Public Works - 40%	26,859	Public Safety	20%	30,432
		Water - 18%	12,087	Irrigation	2%	3,043
		Sewer - 18%	12,087	Sewer	5%	7,608
		Gas - 18%	12,087	Gas	10%	15,216
		Irrigation - 6%	4,029	Water	10%	15,216
<b>Foreman</b>	61,679	Public Works - 40%	24,672	<b>Total</b>	<b>100%</b>	<b>152,161</b>
		Water - 18%	11,102	<b>2019 Enterprise Salary &amp; Benefit Allocation</b>		
		Sewer - 18%	11,102	Admin		141,244
		Gas - 18%	11,102	Public Works		88,301
		Irrigation - 6%	3,701	Water		80,220
<b>MW I (2 FTE)</b>	91,925	Public Works - 40%	36,770	Sewer		80,220
		Water - 18%	16,546	Gas		80,220
		Sewer - 18%	16,546	Irrigation		30,013
		Gas - 18%	16,546	<b>Total</b>		<b>500,218</b>
		Irrigation - 6%	5,515			
<b>MW II</b>	0	Public Works - 40%	0	<b>2019 Public Safety Salary Allocation</b>		
		Water - 18%	0	Chief	102,625	
		Sewer - 18%	0			
		Gas - 28%	0	Sergeant	78,456	
		Irrigation - 6%	0			
<b>TOTALS:</b>	<b>500,218</b>		<b>500,218</b>	Officers (5 FTE)	290,102	
				Resource Officer	48,421	

## Glossary of Terms

**Accrual** – Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded as incurred.

**Audit** – An annual accounting review of the town's financial operations by an independent party, as required by state law.

**Assessed Valuation** – The valuation set upon real estate and certain personal property by the county assessor as a basis for levying property taxes.

**Asset** – Resources owned or held by the town which has monetary value.

**Available (Undesignated) Fund Balance** – This refers to funds remaining from the prior year that are available for appropriation and expenditure in the current year. Also see beginning fund balance.

**Balanced Budget** – Refers to a balance between revenues and expenditures. It may include the use of fund balance because a budget is considered balanced if reserves are used to complement revenues.

**Beginning Fund Balance** – Refers to funds left-over and remaining from previous years.

**Bond** – A town issued debt instrument which is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date).

**Budget** – A plan of financial activity for a specified period of time indicating all planned revenues and expenses for the budget period. The town's budget is based on a calendar year beginning January 1 and ending December 31.

**Budget Calendar** – The schedule of key dates that the town follows to prepare and adopt the annual budget. The town's budget process spans several months, beginning in August and concluding in December.

**Business License Fee** – A fee for conducting business within the Town of Ignacio.

**Capital Improvement Fund** – Capital Improvement funds are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital expenditures (other than those financed by the enterprise funds).

**Capital Outlay** – Expenditures for acquisition of operating equipment, furniture, machinery, vehicles and other assets that are not expended during normal use. May be used to differentiate from larger expenditures for capital improvements, such as land, building and etc.

**Charges for Services** – The payment of a fee for direct receipt of a public service by the party who benefits from the service. A water bill is an example of user charge.

**Cigarette Tax** – Colorado state tax on wholesale distribution of cigarettes which is given to local government based upon the proportion of state sales tax collected in the municipality.

## **Glossary of Terms (continued)**

**Conservation Trust Revenue** – Revenue received from Colorado lottery proceeds which are constitutionally mandated to be distributed directly to local governments based on population. Revenues are restricted to be used for acquiring and maintaining parks, recreation facilities and open space.

**Debit Service** – Principal and interest payments on outstanding bonds and borrowed funds.

**Department** – The basic organization unit of government that is functionally unique in its delivery of services. The Town of Ignacio has seven major departments: Administration, Public Safety, Public Works, Parks, Capital Improvement, Conservation Trust and Economic Development.

**Employee Benefits** – Contributions made by the town to meet commitments or obligations for employee benefits.

**Ending Fund Balance** – The accumulated balance or carryover that occurs when actual revenues exceed expenditures at the end of the fiscal year (December 31).

**Enterprise Fund** – These funds are proprietary fund types which are intended to be operated like a private business, where the results indicate income or loss from operations. The intent of the government is that the costs of providing goods or services to the general public on a continuing basis be recovered primarily through user charges. The town has four enterprise funds: Sewer, Water, Gas and Irrigation.

**Expense** – Charges incurred for operations, maintenance, interest or other charges.

**Federal Mineral Lease Revenue** – Revenues from the leases of federal lands for mineral production. They are distributed to local governments based on the number of oil and gas employee residences, permits, energy production, population and highway user miles in the energy impacted communities.

**Fire & Police Pension Association (FPPA)** – A statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the state of Colorado.

**Fiscal Year** – A 12-month period designated as the operating year for accounting and budgetary purposes in an organization. The town's fiscal year is January 1 to December 31.

**Fund** – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity based on legal or administrative restrictions.

**General Fund** – This fund is the town's primary operating fund and is used to account for services typically associated with local governments. It is used to account for activities that are not accounted for in the other funds such as support services, Town Manager, Town Clerk, Finance, Public Work's and Public Safety.

**Grants** – Contributions and cash from another government, private or non-profit entity. They are generally restricted to be used for a specific purpose or activity.

## **Glossary of Terms (continued)**

**Highway Users Tax (HUTF)** – A Colorado state tax collected mostly from gasoline sales and vehicles registration and disbursed to local governments. Funds are dedicated to provide support for street improvements and maintenance.

**Infrastructure** – The physical assets of the town including streets, water, wastewater, irrigation, public buildings and parks.

**Interest Income** – The amount of revenue earned on cash deposits and investments.

**Intergovernmental Agreement (IGA)** – A contract between governmental entities as authorized by State law.

**Intergovernmental Revenue** – Funds received from federal, state and other local governmental sources in the form of grants, shared revenues and payments in lieu of taxes.

**International City/County Management Association-Retirement Corporation (ICMA-RC)** – A non-profit independent financial services corporation focused on providing retirement plans and related services.

**Liquor License** – A license approved by the local government as well as the state government authorizing the sale of alcoholic beverages, subject to regulations imposed by the state.

**Net Assets** – Assets minus liabilities; term used for the enterprise funds.

**Obligations** – Amounts that a government may be legally required to meet from its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Expenses** – The cost of personnel, materials and equipment required for a department to function.

**Reserve** – An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Revenue** – Sources of income financing the operations of government.

**Specific Ownership Tax** – Taxes collected from motor vehicle registrations which are allocated to the town based on a proportion of property tax levied within La Plata County for the preceding year.

**Severance Tax** – A Colorado state tax imposed on the removal of nonrenewable resources such as crude oil, condensate and natural gas, coal bed methane and carbon dioxide. Revenues are distributed to local governments based on the number of energy employee residences, permits, production, population and highway user miles in the energy impacted communities.

**Tax Levy** – Tax rate per one hundred dollars multiplied by the tax base imposed for the support of government activities, such as in the case of property taxes assessed by the county assessor.

## **Glossary of Terms (continued)**

**TABOR** – The taxpayer’s bill of rights, established in 1992, which restricts revenues for all levels of government (state, local and schools). Under TABOR state and local governments cannot raise tax rates without voter approval and cannot spend revenues collected under existing tax rates if revenues grow faster than the rate of inflation and population growth, without voter approval. “De-Brucing” can eliminate these restrictions.

**Transfers** – The movements of moneys between funds of the same governmental entity to reimburse costs or provide financial support.

TO: County Commissioners of La Plata County, Colorado.

(taxing entity)

(governing body)

(local government)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of:

\$ 8,432,480	(NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
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**Submitted:** 12/14/18 for budget/fiscal year 2019  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY	REVENUE
1. General Operating Expenses	3.977 mills	\$ 33,536
2. <b>&lt;Minus&gt;</b> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	< 0 > mills	\$ <0
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>3.977 mills</b>	<b>\$ 33,536</b>
3. General Obligation Bonds and Interest	mills	\$
4. Contractual Obligations	mills	\$
5. Capital Expenditures	mills	\$
6. Refunds/Abatements	mills	\$
7. Other (specify):	mills	\$
	mills	\$
<b>TOTAL: [ Sum of General Operating Subtotal and Lines 3 to 7</b>	<b>3.977 mills</b>	<b>\$ 33,536</b>

Contact person:	<u>Diana Briar</u>	Daytime phone:	<u>(970) 563-9494</u>
Signed:	<u><i>DB</i></u>	Title:	<u>Budget Officer</u>

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.*



**RESOLUTION NO. 10-2018**

**A RESOLUTION TO SET MILL LEVIES NECESSARY TO DETERMINE  
PROPERTY TAX REQUIRED TO HELP DEFRAY THE COSTS OF  
GOVERNMENT FOR THE TOWN OF IGNACIO, COLORADO,  
FOR THE 2019 BUDGET YEAR**

WHEREAS, the Ignacio Town Board of Trustees will adopt the annual budget in accordance with the Local Government Budget Law, on December 13, 2018 and;

WHEREAS, the 2019 valuation for assessment for the Town of Ignacio as certified by the La Plata County Assessor is \$8,432,480.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Ignacio, Colorado:

Section 1. For the purpose of meeting general operating expenses of the Town of Ignacio during the 2019 budget year, there is hereby levied a tax of 3.977 mills upon each dollar of the total assessed valuation for all taxable property within the Town for the year 2019.

Section 2. The Budget Officer is hereby authorized and directed to certify the mill levies for the Town of Ignacio, and this Resolution forwarded to the La Plata County Assessor/Treasurer up approval by the Ignacio Board of Trustees.

ADOPTED, this 13th day of December 2018.

TOWN OF IGNACIO, COLORADO



Stella Cox, Mayor

ATTEST:



Tuggy Dunton, Town Clerk

## ORDINANCE NO. 336

**AN ORDINANCE APPROPRIATING ADDITIONAL SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF IGNACIO, COLORADO FOR THE 2019 BUDGET YEAR.**

WHEREAS, the Board of Trustees has made provisions for revenues in an amount equal to or greater than the total proposed expenditures as set forth in the 2019 budget, and;

WHEREAS, in order to ensure the essential operations of the Town and as required by law, the necessary revenues are appropriated into the budget as describe below.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Town of Ignacio Colorado;

Section 1. The following sums are hereby appropriated from the revenues of respective funds for the expenditures and purposes detailed in the 2019 Town of Ignacio Budget.

**GENERAL FUND:**

Current operating expenses	\$1,844,656
<u>Transfers</u>	<u>\$ 0</u>
Total	\$1,844,656

**IMPACT FEES FUND:**

Current expenses	\$ 14,219
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 14,219

**CAPITAL IMPROVEMENT FUND:**

Capital Projects	\$ 80,000
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 80,000

**CONSERVATION TRUST FUND:**

Operating expenses	\$ 40,000
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 40,000

**ECONOMIC DEVELOPMENT FUND:**

Current operating expenses	\$ 44,101
<u>Transfers</u>	<u>\$ 0</u>
Total	\$ 44,101

## WATER FUND:

Current Operating expenses	\$ 240,911
Capital Projects	\$ 370,575
Transfer	\$ 0
Total	\$ 611,486

## GAS FUND:

Current Operating expenses	\$ 240,786
Capital Projects	\$ 0
Transfers	\$ 110,000
Total	\$ 350,786

## SEWER FUND:

Current operating expenses	\$ 560,196
Transfers	\$ 0
Total	\$ 560,196

## IRRIGATION FUND:

Current operating expenses	\$ 37,656
Capital Projects	\$ 40,000
Transfers	\$ 0
Total	\$ 77,656

ADOPTED, this 13<sup>th</sup> day of December, 2018.

TOWN OF IGNACIO, COLORADO

*Stella Cox*

Stella Cox, Mayor

ATTEST:

*Tuggy Dunton*

Tuggy Dunton, Town Clerk

## RESOLUTION NO. 11-2018

### A RESOLUTION SUMMARIZING BUDGETED REVENUES AND EXPENDITURES FOR ALL FUNDS AND ADOPTING A BUDGET FOR THE TOWN OF IGNACIO, COLORADO, FOR THE 2019 CALENDAR YEAR.

WHEREAS, the Ignacio Board of Trustees has appointed Diana Briar, Finance Officer, to prepare and submit the proposed budget of said governing body at the proper time, and;

WHEREAS, the Finance Officer, prepared a proposed budget and published notice of a public hearing to review the proposed 2019 Town of Ignacio budget, and;

WHEREAS, upon due and proper notice, the Finance Officer presented the proposed budget during the published public hearing on October 15, 2018, and detailed subject budget was available for public review at Town Hall during business hours, and;

WHEREAS, the Finance Officer conducted noticed work sessions with the Board of Trustees to refine the budget and adjust revenues and expenditures in accordance with department and capital improvement needs, and;

WHEREAS, a final budget has been reviewed by the Board of Trustees and is now ready for adoption, and details estimated revenues and expenditures for all funds for the 2019 calendar year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF IGNACIO:

#### Section 1. Estimated expenditures for each fund are as follows:

General Fund	\$ 1,844,656
Impact Fees Fund	\$ 14,219
Capital Improvement Fund	\$ 80,000
Conservation Trust Fund	\$ 40,000
Economic Development Fund	\$ 44,101
Water Fund	\$ 611,486
Gas Fund	\$ 350,786
Sewer Fund	\$ 560,196
<u>Irrigation Fund</u>	<u>\$ 77,656</u>
Total	\$ 3,623,100

#### Section 2. Estimated revenues for each fund are as follows:

##### General Fund:

From sources other	
than General Property Tax	\$ 1,880,603
General Property Tax	\$ 33,534
<u>Estimated Beginning Balance</u>	<u>\$ 811,759</u>
Total	\$ 2,725,896

Impact Fees Fund:	
Impact Fees Income	\$ 0
<u>Estimated Beginning Balance</u>	\$ 14,219
Total	\$ 14,219
Capital Improvement Fund:	
CIP Income	\$ 160,000
<u>Estimated Beginning Balance</u>	\$ 53,521
Total	\$ 213,521
Conservation Trust Fund:	
Lottery Income	\$ 26,500
<u>Estimated Beginning Balance</u>	\$ 52,969
Total	\$ 79,469
Economic Development Fund:	
DOLA Grant	\$ 23,604
<u>Estimated Beginning Balance</u>	\$ 120,718
Total	\$ 144,322
Water Fund:	
Penalties	\$ 10,000
Transfer In	\$ 110,000
Metered Sales	\$ 240,000
Ready to serve fees	\$ 7,500
Reconnect fees	\$ 1,500
DOLA Grant	\$ 250,000
<u>Estimated Beginning Balance</u>	\$ 26,963
Total	\$ 645,963
Gas Fund:	
Gas sales residential	\$ 150,000
Gas sales commercial	\$ 100,000
Gas stand-by fee	\$ 3,500
Gas taxes	\$ 10,000
<u>Estimated Beginning Balance</u>	\$ 142,399
Total	\$ 405,899
Sewer Fund:	
Sewage Collection	\$ 526,500
<u>Estimated Beginning Balance</u>	\$ 13,468
Total	\$ 539,968
Irrigation Fund:	
Unmetered water	\$ 38,000
Transfer In	\$ 40,000
<u>Estimated Beginning Balance</u>	\$ 10,045
Total	\$ 88,045

Section 3. The budget as herein above summarized by fund, is hereby approved and adopted as the budget of the Town of Ignacio for the 2019 calendar year.

Section 4. The budget hereby approved and adopted shall be signed by Mayor Stella Cox and made a part of the public records of the Town.

ADOPTED, this 13<sup>th</sup> day of December, 2018.

TOWN OF IGNACIO, COLORADO



Stella Cox, Mayor

ATTEST:



Tuggy Dunton, Town Clerk

# **Certification of Approved Budget**

## **Town of Ignacio**

### **For Budget Year 2019**

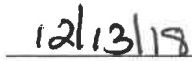
I, Diana Briar, Town Treasurer, certify that the attached document is a true and accurate copy of the adopted 2019 budget for the Town of Ignacio.



Diana Briar

Town of Ignacio

Town Treasurer/Budget Officer



Date