



BAYFIELD

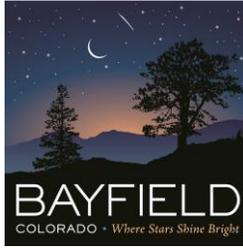
COLORADO ♦ *Where Stars Shine Bright*

**Town of Bayfield
Annual Budget
2019**

TABLE OF CONTENTS

INTRODUCTION	PAGE
Table of Contents	1-2
Budget Message	3-8
 GENERAL INFORMATION	
General Information	9-19
Organizational Chart	20
Elected Officials	21
Executive Officials	22
FTE's	23
Budget Process	24-25
Overview of Funds	26
 BUDGET SUMMARIES	
Summary of Debt	27
Consolidated Budget Summary	28
Graphs	29-30
 FUNDS	
Revenues & Expenditures Summary by Fund	31
 GENERAL FUND	
Summary – General Fund	32-36
Budget – 2016, 2017, 2018	37-42
Summary – Public Safety	43
Budget – 2016, 2017, 2018	44-45
Summary – Parks and Recreation	46
Budget – 2016, 2017, 2018	47-48
 CAPITAL PROJECT FUNDS	
Capital Improvement Fund	
Summary – Capital Improvement Fund	49-51
Budget – 2016, 2017, 2018	52-53
Transportation Fund	
Summary – Transportation Fund	54-55
Budget – 2016, 2017, 2018	56

Equipment Replacement Fund	
Summary – Equipment Replacement Fund	57-58
Budget – 2016, 2017, 2018	59
ENTERPRISE FUNDS	
Sewer Utility Fund	
Summary – Sewer Fund	60-62
Budget – 2016, 2017, 2018	63-65
Water Utility Fund	
Summary – Water Fund	66-68
Budget – 2016, 2017, 2018	69-72
Garbage Fund	
Summary – Garbage Fund	73-74
Budget – 2016, 2017, 2018	75
SPECIAL REVENUE FUNDS	
Street Fund	
Summary – Street Fund	76-78
Budget – 2016, 2017, 2018	79-81
Conservation Trust – Lottery Fund	
Summary – Conservation Trust Fund	82-83
Budget – 2016, 2017, 2018	84
DEBT SERVICE FUNDS	
Special Improvement District Fund	
Summary – Special Improvement District Fund	85-86
Budget – 2016, 2017, 2018	87
FINANCIAL POLICIES	
Capital Assets Policy	88-90
Formal Bidding Policy	91-92
Investment Policy	93
Purchasing Policy	94-96
MISCELLANEOUS	
Resolution No. 384 – Adoption of Budget	97-99
Resolution No. 385 – Setting of Mill Levy	100
Ordinance No. 411 – Annual Appropriation	101
Certification of Valuation	102
Certification of Approved Budget	103
Glossary	104-109



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

Consistent with CRS 29-1-103, the 2019 Budget includes all proposed expenditures for administration, operations, maintenance, debt service, and capital projects to be undertaken or executed by any department during the 2019 budget year. The 2019 Budget includes anticipated revenues for the budget year, estimated beginning and ending fund balances, the corresponding actual figures for the prior fiscal year and estimated figures projected through the end of the year, consistent with the modified accrual method of accounting.

The Budget is presented on a balanced budget basis; that is no fund has expenditures in excess of available resources and fund balances.

The 2019 Budget includes ten separate accounting funds including the General, Street, Special Improvement District (SID) Debt Service, Conservation Trust, Capital Improvement, Equipment Replacement, Sewer, Water, Garbage, and Transportation.

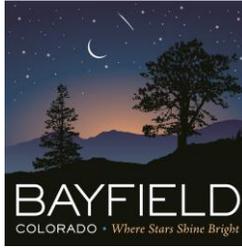
A summary of each fund’s budgeted expenditures follows:

General Fund	\$1,969,187
Capital Improvement Fund	\$302,125
Sewer Fund	\$1,111,763
Water Fund	\$589,448
Garbage Fund	\$153,328
Transportation Fund	\$2,500
Street	\$1,084,778
Conservation Trust Fund	\$0
SID Debt Service Fund	\$73,400
Equipment Replacement Fund	\$0
Total	\$5,286,529

General Fund

The budgeted revenues and transfer in to the General Fund includes an overall 8% increase from the 2018 Budget. This is primarily due to increases in the budgeted amounts for the Town sales and property taxes, additional contribution from the Bayfield School District for the School Resource Officer position, and a Justice Assistance Grant (JAG) from the Colorado Division of Criminal Justice for partial funding of a new deputy marshal position.

The 2019 county shared and Town sales tax, while increasing over 2018 budgeted figures, are actually budgeted flat in comparison to the 2018 estimated actual figures. Property tax revenue includes a modest 2% increase, primarily from new construction and the 2017 price on natural gas. The price of natural gas went from an average \$2.09 per MCMCF in 2016 to \$2.47 per MCMCF in 2017 for the 2018 assessment. Property is reassessed every two years on odd years, which makes 2018 an “intervening” year in the appraisal cycle. Natural gas prices thus far are down in 2018 by 35% for assessment in 2019.



1199 Bayfield Parkway • P.O. Box 80 • Bayfield, CO 81122 • (970) 884-9544

The three major sources of revenue (County Shared Sales Tax, 1% of the Town Sales Tax, and Property Tax) account for 73% of the financial resources in the General Fund. There are four grant revenues included in the 2019 Budget including a \$63,806 JAG Grant for a new deputy position in the Bayfield Marshal's Office, \$15,000 for the CDOT DUI/Seatbelt enforcement grant, and \$11,000 toward In Service Continuing Education grant. The revenues also include \$94,996 in reimbursements from the High Intensity Drug Trafficking Area (HIDTA) program, and \$55,931 in contribution from the Bayfield School District for 75% of the School Resource Officer position.

On the expenditure side the General Fund budget includes a 4% increase over the previous year's budget. The General Fund budget includes one new deputy marshal position. The budget also includes the General Funds portion for contracted financial and planning services, in lieu of hiring full time equivalents for those disciplines.

The 2019 Budget includes a budgeted 10% increase in employee health insurance costs. General liability insurance increased 15%. Workers compensation insurance decreased 7% based on a better experience modification rating.

The Budget includes approximately \$49,476 for market adjustment to positions that are below market range, with a 2.0% budgeted salary adjustment for merit increases ranging from 1 - 2.0%. The Budget also includes funding \$30,000 toward non-profit community organizations.

Finally, the General Fund includes \$4,800 for four (4) new bear proof receptacles in the parks, \$18,952 for new fencing for the north softball/baseball field, and \$6,500 for a replacement traveling sprinkler for Joe Stephenson Park. Other significant General Fund expenses include contracted dispatch, information technology support, mosquito control, building official, and legal services.

Capital Improvement Fund

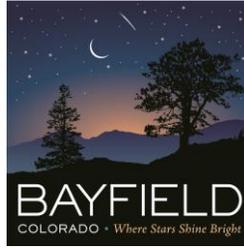
The 2018 Capital Improvement Fund budget has traditionally included the annual Town Hall debt service. Fortunately the Town retired the Town Hall debt in 2017. The 2019 Capital Improvement Fund proposes to continue funding the equipment replacement fund for future purchase of vehicles and equipment and transfers \$200,000 to the Street Fund to partially assist with street improvement projects.

Sewer Fund

In the Sewer Fund, the budget includes an expenditure of \$342,065 in annual debt service for the wastewater treatment plant loan from the Colorado Water Resources and Power Development Authority (CWRPDA), \$36,547 for the debt service associated with infiltration loan from the CWRPDA, and \$28,838 for a transfer back to the General Fund for debt repayment for the decommissioning of wastewater lagoons. Other significant expenditures proposed include \$65,000 to rebuild the Sunrise Lift Station, \$55,000 to rebuild the Conoco Lift Station, \$10,000 to establish nutrient protocol, \$10,000 for replacement of step screen and compactor at the headworks to the wastewater treatment plant, \$5,000 for a polymer mixer, \$50,000 for update to the Wastewater Master Plan and \$23,288 for infiltration identification and repairs. Please note the Budget is based on 2018 rate structure, which is scheduled to change in 2019. Current rate is \$49.74/ERT/month. The budget also typically includes 35% of personnel costs for the public works department.

Water Fund

The Water Fund budget includes anticipated expenditures of \$40,000 for a mixer in the reservoir and \$20,000 for updates to the Water Dock Station. The Water fund also include \$37,937 for water shares and ditch fees, and \$20,000 for continued water rights adjudication. The Pine River Irrigation District (PRID) provided notice to the Town that it will be raising rates for leased storage water in 2019. The budget includes \$18,697 for annual debt service, \$30,000 for treatment chemicals, and \$8,200 for property and general liability insurance.



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

The budget includes set aside money for future projects including meters and radio reads, water rights, plant expansion, water tank expansion, ditch piping, and tank recoating. The budget includes 25% of the personnel costs for personnel for the public works department. The budget is based on 2018 rates, which are scheduled to change in 2019.

Garbage Fund

The Garbage Fund budget includes \$153,328 in annual revenues and \$153,328 in expenditures. The primary expense is the contract with Transit Waste for weekly residential garbage service, which typically includes an annual CPI increase to the contract estimated at 3% for 2019. Additionally, the new recycling contract with TDL Recycling has been added to the Fund for 2019.

Transportation Fund

The Transportation Fund was established upon receipt of \$6,800,000 from the Colorado Department of Transportation (CDOT), through the Maintenance Incentive Pilot Program for the transfer of US Highway 160 B (Bayfield Parkway) to the Town of Bayfield. Monies are to be utilized for transportation related expenses and are to be accounted for separately. The completion of the 2017-18 bridge replacement project has significantly reduced the ending fund balance in the transportation fund to an estimated \$289,116. \$2,500 in expenditures are proposed as part of the 2019 Budget for wetland monitoring associated with the 2017 bridge replacement project.

Street Fund

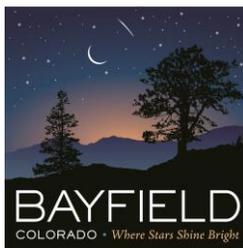
The Street Fund was established in accordance with Ordinance 391 approved by the Board of Trustees on September 1, 2015, and subsequent voter approval at the November 2015 general election. In addition to 1% of the Town's sales tax, the budget includes revenues legally marked for road and street maintenance including the State Highway User Tax proceeds and the County Road & Bridge Property Tax. The Fund includes other revenues that may have a nexus with streets and roads including Specific Ownership Tax, Natural Gas Franchise Fees, Cable Television Franchise Fees, Right-of-Way fees, and Overweight Vehicle Fees. The budget also includes transfer of \$200,000 from the Capital Improvement Fund to the Street Fund for 2019 street repairs. Proposed expenditures include 45% of the Public Work Department personnel costs, and a portion of the Town's Administration expense typically at 10%. The street maintenance projects proposed for 2019 include \$250,000 for mill and overlay of local streets including Palo Verde and Westview; \$40,000 for annual crack sealing; \$60,000 for lining of irrigation culverts, \$60,000 for Town's share of CR 509/Bayfield intersection improvements, and \$220,000 for seal treatment of Bayfield Parkway.

Conservation Trust Fund

The Conservation Trust Fund was established to accurately account for the Colorado Lottery proceeds received through the State of Colorado Conservation Trust Fund program. The monies received are earmarked for the establishment and continued upkeep of new conservation and park areas. The 2019 budget for the Conservation Trust Fund includes no proposed expenditures.

Special Improvement Fund

The Special Improvement District (SID) Debt Service Fund was established to account for the receipt of revenues from a special assessment on properties in the Bayfield Business Center and the payment of debt service for the bonds issued for the construction of public improvements in favor of the business center. The bonds were issued for a 20 year term in 2001, but with early payment from select properties, the Town is prepared to retire the remaining bonds by July of 2019.



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

Equipment Replacement Fund

The Equipment Replacement Fund includes no proposed expenditures for vehicles and equipment. Revenues are derived from other funds through transfers and interest income.

Economic Outlook

Nation

The nation's economic condition remain positive. Some economist have referred to the economic condition of the nation as a "Goldilocks Economy" so named after the famous children's story Goldilocks and the Three Bears. "A Goldilocks economy is when growth isn't too hot, causing inflation, nor too cold, creating a recession. It has an ideal growth rate of between 2-3 percent, as measured by GDP growth. It also has moderately rising prices, as measured by the core inflation rate."¹

U.S. GDP growth is expected to rise to 2.5 percent in 2019, according to the most recent forecast released at the Federal Open Market Committee meeting on September 26, 2018. The unemployment rate is expected to drop to 3.5 percent in 2019, albeit a lot of workers are part-time and would prefer full-time work. Most job growth is in low-paying retail and food service industries. Structural unemployment, referring to a mismatch between the jobs available and the skill levels of the unemployed, has increased. Inflation is expected to reach 2.0 percent in 2019. The Federal Open Market Committee raised the current fed funds rate to 2.25 percent on September 26, 2018. It expects to increase this interest rate to 2.5 percent in December 2018, 3.0 percent in 2019, and 3.5 percent in 2020.²

The Federal Reserve Bank of Kansas City in its October 2018 U.S. Economic Outlook summarizes the economic condition reporting that economic activity appears to be expanding at an above trend rate; labor market conditions continue to tighten with moderate increases in wage inflation; inflation remains low and stable; and financial conditions remain supportive of economic growth.³

Risks to a positive economic outlook include threatened longer-term economic activity as international trade disputes continue to escalate, risks in global markets continue to mount, and the U.S. expansion grows old.⁴

State

Colorado's economic growth accelerated in the first half of 2018. Colorado's employment growth has been robust and widespread across all industries and regions, while wage growth has risen above inflation in recent months. Oil and gas production has recovered from the mid-decade downturn, albeit at lower levels of employment, and business formation is strong. However, slower labor force growth and tight housing market conditions are expected to limit growth going forward.⁵

Region

The southwest mountain region comprises five counties in the southwest corner of the state. The region is fairly diverse with agriculture, tourism, and natural gas extraction, coupled with regional health care and education services. The diversity helped the region in 2018 as prolonged drought and wildfire plagued the area in 2018. The tourism industry suffered as a result, but the regional economy demonstrated resiliency.⁵

As of June 2018, the labor market was considered mature, with 1.9 percent job growth over the same period last year, which is proximate the annual population growth in the region. The unemployment rate was measured at 3.0 percent, just 0.1 percentage points higher than the average rate measured in 2017. Residential construction surged experiencing a 38% increase in permits issued for residential units placing the regional homebuilders at their highest level of construction activity since the mid-2000s"⁵ While this provides some optimism in potentially alleviating the high price pressure in the area, the demand for housing continues to outpace supply.



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

Local

The suppressed tourism in the region weakened revenues for many local governments, with declines in sales and lodging tax receipts; however, in Bayfield those impacts did not surface, providing some evidence that the Town's retail demand is driven primarily by the local population and their service needs. The Town does not have lodging accommodations or associated tax, but retail sales experienced positive growth continuing a 14 months trend of month to month growth over previous 2017 collections. This enables the Town to remain in a relatively stable financial position, affording the opportunity to continue to provide current levels of service.

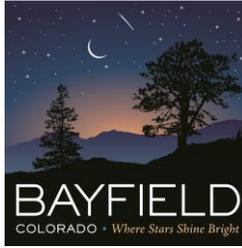
Although the 2018 Budget calls for the spend down of fund balance in certain funds, the Town still holds reserves in all funds to offset any dramatic decline in revenues. The Town's most significant revenue is collections from the county shared sales tax. The fires and drought had some negative impact on these collections, but trends indicate that there will still be year-end growth, albeit nominal. In June of 2018, the U.S. Supreme Court issued a decision in the South Dakota v. Wayfair case that changes how out-of-state (including online) retail sales are taxed. In light of this ruling, the Department of Revenue announced in September that it will require out-of-state retailers to collect and remit sales tax on sales to Colorado consumers beginning December 1, 2018. Retailers that have less than \$100,000 in sales to Colorado consumers, or fewer than 200 transactions with Colorado consumers, are exempt from the remittance requirement. As more companies comply with the new requirement and as online sales continue to grow as a share of total retail sales, it is hopeful that the Town's sales tax collections will increase.⁵

The Town experienced commercial growth in 2018, with M & R Durango relocating their biological insecticide business to Bayfield and occupying a 7,284 sq. ft. building that was vacant. They were previously located in the unincorporated La Plata County, but their operations were destroyed by fire. Momentum Fitness, a local fitness center is currently constructing a new 9,600 sq. ft. facility in the Bayfield Business Center, relocating their business from the Bayfield Business complex located on Wolverine Drive. Mexican Tile Design closed its operation in Bayfield, but the space was quickly filled by EIS Inspection Services (EIS). F& M Construction was leasing space to EIS, but expanded their operation filling space previously occupied by EIS.

Residential construction permits were down from the previous year. This is primarily driven by lack of available land. The Town did approve a new 54 unit single family subdivision and has a 40 single family unit subdivision proposed as part of an annexation request. The Town continues to work with property owners on development northeast of Town. The Town has requested the Colorado Department of Transportation (CDOT) break the access line on U.S. Highway 160 to allow a roadway north of the East Bayfield Parkway/US 160 Intersection. This would provide access to over 100 acres of land for both residential and commercial development.

Better broadband connection is now a possibility with the installation of a fiber optic backbone in the Town of Bayfield. The Town continues to explore the leveraging of those assets with private providers and further expansion. The Town completed the replacement of two bridges on Bayfield Parkway, which included pedestrian facilities on, under and proximate the bridges. The Town updated the Comprehensive Plan and Land Use Code to streamline development and completed a conceptual park plan for park properties along the Pine River Corridor. The Town also completed construction of the Library Park. The Town resurfaced Mesa Avenue and portions of Kremer Drive, and completed the annual crack sealing to preserve road conditions in the community.

The results of the November 2018 election were significant for the Town of Bayfield. A proposed amendment to the State Constitution, Amendment 74, which would have required state and local governments to compensate property owners for actions, or inaction, by the entity failed. Its passage would have turned the state upside down and likely would have required significant legal expense defending Town regulations. Proposition 110 requesting a 0.65 percent increase in the State's sales tax also failed. The Town would have received a portion of the proceeds from the tax potentially doubling the amount the Town currently receives in Highway User Tax Fund (HUTF)



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

money from the Colorado Department of Transportation. At the local level, the Town asked the registered voters of Bayfield if they wanted to allow facilities for the sale, manufacture, or testing of medical and retail marijuana. The result of the vote indicated that the majority of residents did not want those facilities in Town. The voters, likely hedging the outcome of the marijuana facilities vote, did pass an occupational tax on the sale of retail marijuana. Finally, the voters did vote favorable to allow the Town to publishing ordinances in the newspaper by title only and publish the monthly invoices on the Town's website rather than in the local paper. The publication measures were in effort to reduce publishing expense for the Town.

As evident in the 2019 Budget, the Town continues to spend significant resource and effort to address infrastructure needs. For 2019 the Town continues street maintenance to prolong the life of streets. The wastewater treatment plant is reaching 10 years since it was constructed, and the Town will be replacing equipment to ensure continued operability and will improve sanitary sewer lift stations in the sanitary sewer collection system. The Town's law enforcement services and planning services will be supplemented with the addition of one new deputy and a contract planner. The Town is also moving forward with contract for financial services in 2019.

The future is bright for Bayfield, and the 2019 Budget is prepared to assist the Town in providing those necessary services required of a fully functioning municipality.

Sincerely,

Chris S. La May
Town Manager

1. the balance, Goldilocks Economy, Its Causes, and Its Effects, Kimberly Amadeo, April 20, 2018 at www.thebalance.com/goldilocks-economy-definition-causes-effects-3305932
2. the balance, US Economic Outlook for 2018 and Beyond, Kimberly Amadeo, April 20, 2018 at www.thebalance.com/us-economic-outlook-3305669.
3. Federal Reserve Bank of Kansas City, The U.S. Economic Outlook, October 2018. www.kansascityfed.org/~media/files/publicat/research/outlook/outlook-report.pdf?la=en.
4. Economic & Revenue Forecast, Colorado Legislative Council Staff, September 2018 at <https://leg.colorado.gov/sites/default/files/sept2018forecast.pdf>.
5. The Colorado Outlook, Economic and Fiscal Review, September 2018, Colorado Office of State Planning and Budgeting at <https://drive.google.com/file/d/1CSofhcLs3datpf8dzCApRG0HYQ7uZ-z0/view>.

General Information

HISTORY

There are many theories as to where the earliest inhabitants of the Pine River Valley came from, but the most accepted theory seems to be that they were nomadic hunters from Asia known as "The Folsom People", named for an archeological find near Folsom, NM. These ancient tribes were said to have crossed the Bering Strait when the Ice Age had created a land bridge and traveled throughout most of the western part of our continent, and eventually migrating down into what is now Colorado. Little record exists of the habitation of these ancient desert people except for proof of their beautiful stone tools and links of ancestry to the Anasazi Indians, a very civilized tribe, small of stature, who forged and farmed the Western Slope of the Rockies.

Eventually, European Explorers would initiate many changes upon the American Indian during the 1500's. There are records of many adventurers who came to make their fortune in the Southwest, but the first were probably the Spaniards who embellished intriguing stories of abundant gold and silver. In 1540, Francisco Coronado and his contingency of 250 armored soldiers pressed northward from Mexico to verify these persistent rumors of treasure. Francisco Coronado and his men ruthlessly pillaged Indian pueblos along the way.



Coronado and his men marching thru Mexico

Coronado's soldiers records didn't make mention of problems with any "Ute" Indians during their travels, but stories of attacks by the dark-skinned "Utichahs" were widely circulated among the Spaniards during trading with the Plains Indians

in the early 1600's. About 80 Utichahs were eventually captured and punished for horse thievery by means of slave labor in Coronado's gold and silver mines. Eventually, the brutal treatment and extremely difficult working conditions would result in many deaths among the captives. The Spaniards attempted to round up more Utichahs to replace the increasing numbers of slave deaths, but they were hampered drastically in their attempts as their wily adversaries had become very skilled riders on their stolen Spanish ponies. The slave hunters resolved to focus on the more docile "Plains" and "Navajo" tribes for their slave trade and by the late 1600's, the Spaniards had begun trading horses with the Utichahs in return for slaves from other tribes. This led to Spanish ponies being distributed throughout the Southwest.

The lure of riches continued to bring in Spanish and French explorers during the 1700's. Although the different Indian tribes that inhabited the area were not pleased to see these white invaders, they established a much more respectful relationship with the French. These friendships would eventually lead to the establishment of trading posts deep in Indian territory and increasing animosity between the Spanish and French settlers. In 1799 a French Canadian mining expedition journeyed into present day Southern Colorado where they joined a band of Capote Ute, saving them from a certain slaughter at the hands of a much larger force of Comanche. In return for their help, the natives led the expedition to the summit of the Continental Divide near Wolf Creek Pass, where they did in fact, hit some big strikes near Summitville and the east side of the San Juan River. Hunting details from these mining sights were said to have traveled westward to the heights above Pagosa Springs and Vallecito during leaner years caused by drought.

By the 19th Century, word of great treasures in the new world had spread throughout Europe sparking wide-spread interest in the Rocky Mountain Regions. More and more people would venture westward, enjoying the plentiful farmlands and following the lure of great riches. Railroads were built across the continent to move

General Information

HISTORY

people, supplies and equipment to new locations and before long the “Wild West” was tame. The exciting news of seemingly endless discoveries of gold and silver during the 1870’s sparked a rush of greedy prospectors and various mining companies toward what is now Denver, into the San Juan’s, and all the way down to the present day Durango area.



Mill Street Celebration circa 1910

The end of the American Civil War and the “Homestead Act” of 1862 caused many released soldiers and wandering souls from the east to drift west, and soon many found their way to the Pine River Valley area. The area, however, was still a part of the Ute Reservation. Many white settlers were moving onto the Ute land but, unlike the explorers, they didn’t just come for a while and then move on; they came and began farming, ranching, and setting up stores to furnish supplies for even more settlers. Confrontations were plentiful. The Indians were being crowded out and finally, the Bruno Agreement, an unfair treaty reached in 1873, dishonestly imposed more hardships on the natives and cut their territory even further. Chief Ouray skillfully negotiated on the part of the Southern Utes to retain their last remaining piece of land in Colorado



Ute Chief Ouray

As settlers continued to venture in, ranches sprang up along the edges and bottom of the wildest part of the valley where the rivers actually join, and other ranches were located up both of the individual rivers. Other people chose to settle down on the area below where the rivers combined, which was known as the Los Pinos or “Pine River”. These hardy settlers were soon followed closely by a number of others. The original settlement in the Pine River Valley was named Los Pinos and it consisted of approximately fifteen families. The first settler who had claimed to be in the Pine River Valley was John Taylor, who arrived sometime between 1871 and 1873.

Bayfield was originally a ranching community that was homesteaded by George Morrison and later sold to R.C. and Clarence Hensley. In 1894, it was sold to William A. and Laura E. Bay from Missouri who settled where Bayfield itself is situated. Their original home still stands at 225 Pearl Street (the street being named after Mr. Bay’s daughter).



Bayfield Store & Post Office circa 1890

Feeling that the area needed a supply town, the Bays would donate eighty of the original acres of land in April of 1898 for the Town to be laid out. A second family, the Schiller’s, also donated land in April of 1898 to the Town. This acreage was later incorporated on August 18, 1906 with long time resident George Wheeler as its first mayor. It became the trading and social center for the farmers and ranchers in the Pine River Valley. The first newspaper, The Bayfield Blade was published

General Information

HISTORY

by Dan Eggar and in its' many reports are found the stories of Bayfield's heritage.



1st Mayor George Wheeler

The Town received its name after a flip of a coin between Mr. Bay and Mr. Schiller. Mr. Bay won the honor of naming the community and thus the name of Bayfield was established. If Mr. Schiller had won, the town would have been called "Schillerville". Bayfield co-founder Warren Schiller appears to be the original owner of property which would eventually become the first restaurant in town in 1898 when he leased the property to F. M Anderson. Mr. Anderson was reported to have hosted gambling and sold liquor in his establishment with neither of these activities believing to have been licensed. The property would change hands several times, eventually being purchased by Jack Glenn who began a grocery and dry goods business that would last for some 25 years.



Glenn Brothers Store circa 1911

On December 23, 1899 H.C. Schroder bought a sizable section of land, on the south side and west end the "main street", building the first mill in the community and likely also providing the district's street name: Mill Street. Mill Street remains the main street in downtown today. Mr. Schroder would also build his residence and a store on the northern part of the property, eventually selling the mill to Dr. Newland and Mel Springer who formed The Newland & Springer Mercantile & Milling Co. The mill and mercantile would change hands many times through the years eventually housing businesses such as a pool hall and a liquor store within its walls.

As with most settlement communities, Bayfield would have an early establishment of churches. The Calvary Presbyterian Church of the Pine River was organized on March 6, 1898. It would be joined by the Free Methodist Church organizing on June 25th, 1897 and the Union Church incorporating in 1901. These churches would provide homes to a variety of denominations, and had memberships that would fluctuate significantly over time. The economic base of the Pine River Valley was agriculture, ranching, and lumber production prone to significant market fluctuations. Another of the first businesses in the future Town of Bayfield was a general store established in 1900 by the Coulson Brothers. The brothers operated a very successful enterprise until 1912 when a new owner purchased the stock of goods and leased the store building, warehouse, elevator and lumber yard, some of which was across adjoining Pine Street. The new firm was called the Bayfield Mercantile, Co. and it operated from 1912 until the late 1920's. The brothers continued to own the property, returning to run a general merchandise store during the Depression, and eventually selling the land in 1944. Cecil Lewis purchased the business and changed the name to Lewis Mercantile. The business remained in operation as a food market until as late as 1959

General Information

HISTORY

when two-thirds interest was sold to Esther and C.J. Moberly and a one-third interest to Glade E. Stowell. The business continued to operate under the Lewis Mercantile name on this site until 1977, possibly 1979, when the business was moved to a location on the north side of US Highway 160. The building remained and was operated as a Shur-Value Food Market until 1984 by Mr. Stowell.



Lewis Mercantile circa 1945

Another town resident, Marion Drury, acquired the lot at 11 W Mill Street where he built his blacksmith shop. This lot was sold in 1914 to L.E. Jenkins who erected a stone building and established the Bayfield Drug Store. The drug store would remain for several years, changing its use from groceries, to a meat locker, to a creamery, to a five and dime, to an antique store and eventually in 1978 to the Bayfield Town Hall building.

In 1904 the first doctor, Dr. Ellis W. Newland opened an office in Town. Dr. Newland built his home in Bayfield, arriving in 1900 and over the years he would own several pieces of property in the town. Dr. Newland is credited with caring for cases of diphtheria and a typhoid fever epidemic as well as owning the first automobile in Bayfield. The growing community felt it was time to build a dedicated school and land was purchased in 1906 from town co-founder Warren Schiller for \$400. Prior to the construction of the first school, students gathered in places like the Union Church and the Woodmen of the World Hall. In 1906-1907 the local school district constructed the first school within the town limits of the newly incorporated Bayfield. The school was a wood-frame two-story

building with two classrooms on each floor. The high school was located at the top with the lower level being used for the elementary grades. Due to overcrowding, in 1923 a new high school was completed and the State of Colorado approved a Standard School in Bayfield in 1923. Many additions and changes have occurred to the first building and in 1946, Bayfield decided it needed a meeting place for citizens and a building where the youth could engage in athletics. Up to this time, many such community events were hosted in the large room above Akers Garage, on Mill Street. A fundraising committee was formed to build the new gym, and in a true community effort after much fundraising, donated material and labor, the gym was completed in 1948. The area of the first school as well as the gym are still included in the Bayfield School District properties today.

In 1910 F.A. Irwin, William Glassner, and W.A. Bay incorporated the Farmers and Merchants Bank in Bayfield. In 1911 the Corporation constructed a building to house the business at 15 E Mill Street where it stayed until it apparently went bankrupt in 1924. The building housed many organizations to follow, eventually becoming the home of a free public library established by the Bayfield Study Club around 1934. The front portion of the building was rented to the US Post Office.

Originally the first mail was delivered by Pony Express to the Los Pinos post office whose name was later changed to the Bayfield Post Office. Progress came to Bayfield after its 1906 incorporation, and by 1910, the building at 105 W Mill Street owned by the Coulson Brothers would house the telephone exchange for Bayfield. Mrs. Ware was in charge and the pay station from the post office moved to this location. The building would operate as the telephone exchange into the late 1930s or early 1940's.

In 1911, a wood frame hotel owned by Joe Cudney was constructed and was aptly named "Hotel Central". The hotel was in operation by various proprietors until 1929.

Sometime between 1917 and 1919, a garage was constructed at 17 W Mill Street where it subsequently burned. The garage owned by F.

General Information

HISTORY

Akers and L. Jenkins, was rebuilt with two stories housing a dance hall, auditorium, high school basketball court and meeting place on its' second floor. The building still bears a faint painted sign on the outside, stating "Akers Motor Co. Garage.



Akers Garage circa 1922

In October of 1911, a flood washed out part of the town of Bayfield. There was much debate over water rights and how to delegate such rights so as to meet the needs of ranchers both in the upper and lower Pine River Valley. After the June and September floods of 1927 washed out several bridges and caused terrible damage, it was generally agreed upon that something had to be done to solve the water shortage problem as well as flood control. After years of studies and meetings, a plan was successfully negotiated and the "Pine River Project" was drawn up and signed by President Franklin D. Roosevelt on June 17, 1937. A dam and reservoir were built, further helping shape the face of Bayfield.

The Town of Bayfield is still home to a variety of the old business and home locations including the W.A Bay house where town co-founders William and Laura Bay raised their three children, the H.C. Schroder House where one of the earliest settlers to the Pine River Valley built his home, and the Dr. E. W. Newland House said to have been run as the first hospital in Bayfield. After more than 100 years, Bayfield is still at its' heart a traditional neighborhood with a strong sense of community.

General Information

Size & Location

The Town of Bayfield is a small municipality located in the eastern part of La Plata County in Southwestern Colorado. It is located about 18 miles east of Durango and 50 miles west of Pagosa Springs on Highway 160. The Town was incorporated in 1906 and boasts a population of 2573. The San Juan Mountain range is located to the east and the La Plata Mountains loom to the west. Closer to the Town is the HD Mountain Range, where many residents like to escape for hikes and peaceful outdoor experience. Nestled in the Pine River Valley next to the Los Pinos River at an elevation of 6900 feet, Bayfield offers the best of all worlds with mountain ranges on two sides and spectacular desert landscapes on the other two.

Climate

The climate of Bayfield boasts moderate temperatures and low humidity year round. Lots of sunshine make the winter days seem mild and comfortable. Most of the snowfall occurs from January through March. The elevation of 6900 feet contributes to the well-defined seasons. The average rain fall is 20 inches per yer and snowfall is 108 inches. The Town has about 269 days of sunshine per year and the July high is around 84 degrees. Because of Bayfield's proximity to both the desert and mountain landscapes, residents can choose to spend a day on renowned ski slopes, or enjoying an afternoon hike at the abundant maze of trails offered nearby.

Population and Household Growth

The Town of Bayfield is located in the eastern portion of the highly sought after La Plata County. The 2016 census reported an increase of 273 residents from 2010 and an increase in housing units of 369 between 2000 and 2010. Since 2010, Bayfield's population continues to grow at a moderate pace, 1.8% per year. There was a significant increase in both families (25-34 year olds with dependent children under age 9)

as well as non-family households (over 55 population of empty nesters) from 2000 to 2010. La Plata County, where Bayfield is located, is expected to show brisk growth between 2015 and 2025. The largest amount of this growth is forecast for those between 70 to 79 years of age. Working age adults in all age groups, except for 50 to 59 are also projected to see increases. In-migration to the county will be driven by the need for replacement workers for older adults aging out of the county's current labor force and also to meet the demand for jobs driven by the increasing population. Due to the forecast growth in working age adults, there is also growth in the number of children. This mirrors the growth of family households.

Age Distribution

The 2010 Census reports the Town of Bayfield's median age as 34.1 years with 8.3% being in the 5 to 9 year age range reflecting the influx of working age adults who have started families in the recent years.

Education

The Town of Bayfield has a higher share than the state of its population with high school diplomas at approximately 28% for the 25 and older age groups. Additionally, the Town has approximately 23% of the same population who have obtained a bachelor's degree or higher.

Household Incomes

Reflecting the "bedroom community" function as well as the limited presence of low income and rental housing, the Town of Bayfield income distribution shows that Bayfield has a smaller share of households earning between \$10,000 and \$39,999, than the state and a much larger share of households earning between \$50,000 and \$125,000, than the state. The median household income estimate in 2016 was \$64,087.

General Information

Employment and Commuting

Commuting plays an important role in the economy of the area because not all workers live where they work. This is very true for the Town of Bayfield where a majority of the workforce commute to surrounding areas for their employment. "The LEHD On the Map, 2016" showed that just over 11% of the jobs in Bayfield are held by residents and 89% of the jobs are held by people who live outside the town. Considering Bayfield's labor force, about 8% work in Bayfield and roughly 92% are employed outside of the town.

Miscellaneous Statistics

❖ The Bayfield Marshal's Office consists of 8 sworn officers, 1 marshal, 2 sergeants, 5 deputies, and 1 investigator. Additionally two of the deputies serves in the capacity as the School Resource officer and the department has a full time administrative assistant on staff. All of the members work from the Bayfield Marshal's Office located adjacent to the Bayfield Town Hall. The Marshal's office fleet includes 6 marked patrol vehicles, 1 unmarked patrol vehicle, 1 utility trailer and 1 search vehicle. The Town of Bayfield is an exceptionally safe town and enjoys a very low crime rate.



❖ Bayfield has a water fund that supports 15.5 miles of water distribution lines serving the Town and its residents. Current treatment capacity is 2.5 million gallons per day and a recent partnership with La Plata Archuleta Water District produced a plant expansion to further serve needs of residents located further from town.

The Town of Bayfield took over the Bayfield Sanitation District at the beginning of 2007 and now controls and maintains the Bayfield Wastewater system and the Gem Village Wastewater System. The Town recently built a fully mechanical Wastewater Treatment Plant that treats approximately 600,000 gallons of sewage per day.

❖ The Town's drinking water comes from the Pine River and is treated and maintained by the Town of Bayfield Public Works Department. The water plant operation requires a Class A license and the department currently employs a Class A operator and a Class B operator on staff for the day to day operations.

❖ The Town of Bayfield's Parks and Recreation Department maintains and runs 6 parks in the town limits. Structures for events, ball fields, open space, biking and walking paths, playground equipment, and a skateboard park are just a few of the available amenities for town residents. Additionally, the Parks and Recreation Department is responsible for the running of several youth and adults sports programs including Flag Football, Spring and Fall Soccer, Basketball, Volleyball, Coed Indoor Soccer, Coed Volleyball and Softball. An estimated 1062 youth participated in sporting programs in 2018.



❖ In 2018, the Town of Bayfield completed an update to the Comprehensive Land Use Plan as well as a completed a Parks and Recreation Master Plan to help plan for the future growth and needs of its residents.

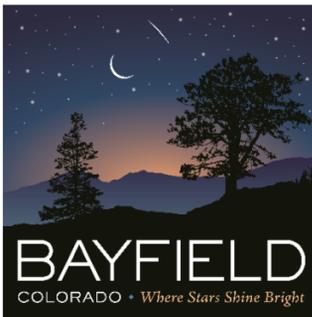
❖ The Town of Bayfield maintains and serves its residents with a local Senior Center and food bank. The Senior Center is staffed by 1 full time

General Information

Miscellaneous Statistics

employee and is open 3 days a week providing meals, games, informational resources, and exercise classes to it's members. The food bank is open daily 8-5 and is located within the Town Hall building.

❖ In 2016, the Town of Bayfield contracted with Avant Marketing to produce a new logo and tag line for the Town, updating and refreshing the Town image. "Where Stars Shine Bright" was selected and is being integrated into the Town's work including upcoming plans for new wayfinding and location signage in 2019 and beyond.



❖ There are 4 schools located in the Town of Bayfield 1 high school (grades 9-12), 1 middle school 9 (grades 6-8), 1 intermediate (grades 3-5) and 1 primary school (grades K-2). Bayfield Early Education Programs (BEEP) offers quality early childhood education for children ages 3 to 5 and there are 2 choices for higher education within a 30 miles radius to the Town.

❖ The Lavenia McCoy Public Library or Pine River Library which was founded in 1930 as the Bayfield Study Club and was formally formed into the Pine River Public Library District in 1972 is located in the heart of the expanded business district and boasts a large community room, 45 public computers, 2 smaller meetings rooms, a children's imagination room, and a community garden in addition to it's almost 40,000 items. The library was awarded the Best Small Library in America in 2014 by the Library



❖ There are many recreational opportunities just miles from the Town of Bayfield. Vallecito Lake is just 10 miles north and Navajo Lake is 18 miles southeast. Both lakes are a short half hour drive and offer recreational, boating and fishing opportunities. The Weminuche Wilderness, San Juan National Forest, and Bureau of Land Management lands surround the Town on almost all sides providing hiking, backpacking, camping, snow shoeing, cross country skiing and hunting opportunities at various times throughout the year. Wolf Creek Ski Area is 1 ½ hours to the east and Purgatory Resort is about 1 hour north as well as the San Juan National Forest providing downhill and cross country skiing opportunities within a few minutes of Bayfield. Mountain biking, river rafting, rock climbing, hiking, fishing, and many other activities make Bayfield extremely popular with outdoor lovers.

❖ The Pine River Heritage Museum was founded in 2003 by a group of local pioneers and in December 2010 the Pine River Valley Heritage Society opened its doors in the Town of Bayfield's historic downtown on Mill Street. The museum's mission is to collect, preserve, protect and interpret the history and heritage of the Pine River Valley.

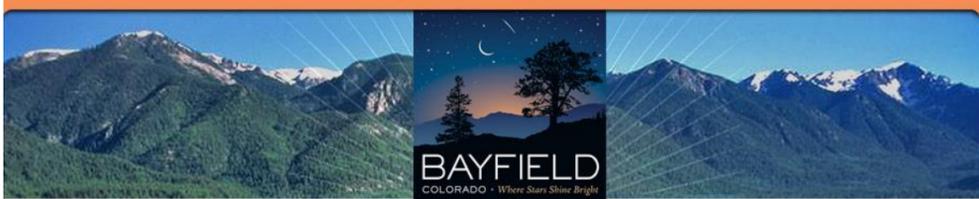


Cultural Opportunities & Events

There are many cultural activities and events both in and around Bayfield. The Town itself celebrates during the year with four main activities: The Spring Fling celebration with an Easter egg hunt, 5K and other festivities; The Fourth of July parade and fireworks; Heritage Days and Sheep Trailing in the fall with a parade, BBQ dinner and sheep moving; and the Olde Fashioned Christmas with visits from Santa, chili, cookies and lots of activities for the kids. Just

General Information

18 miles west of Bayfield is Durango which has a large variety of cultural activities including movies, plays, music festivals, restaurants, the Durango-Silverton Narrow Gauge Train and Train Museum, the Diamond Circle Melodrama, Bar-D Chuckwagon, a river walk, an arts center and a few museums.



Organization

The Town of Bayfield is a statutory town, regulated by state statutes. The Town operates with a council-manager form of government creating the Town's legislative and governing body. The Town Board consists of the Mayor, elected to serve a four-year term and six trustees whom are also elected to serve four-year terms and are required to be Town residents. This form of government operates with the Town Board of Trustees as the policy body and the Town Manager as the Chief Executive-Administrative officer of the town 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 direction.

The Town Board appoints the town manager, town attorney, municipal judge, town marshal, town clerk and treasurer and several members to separate boards and commissions to administer and advise on the operations of certain services.

The Town Manager is responsible for hiring and supervising Town employees, including the Public Works Director, the Town Clerk, the Parks and Recreation Director and the Town Marshal.

The Town contracts for additional services including finance and audit, planning, building official, engineering, surveying, mosquito control, and garbage and recycling services.

Services

The Town provides a full range of local government services including police protection, municipal court, planning and zoning, building permitting, finance, general administration, street and road maintenance, public improvements, parks and recreation, and utility services.

Resources:

Sperlings Best Places –

www.bestplaces.net/climate/city/Colorado/bayfield

Colorado Travel News –

<https://dino3535.wordpress.com/Bayfield-vallecito-lake-history/>

www.census.gov

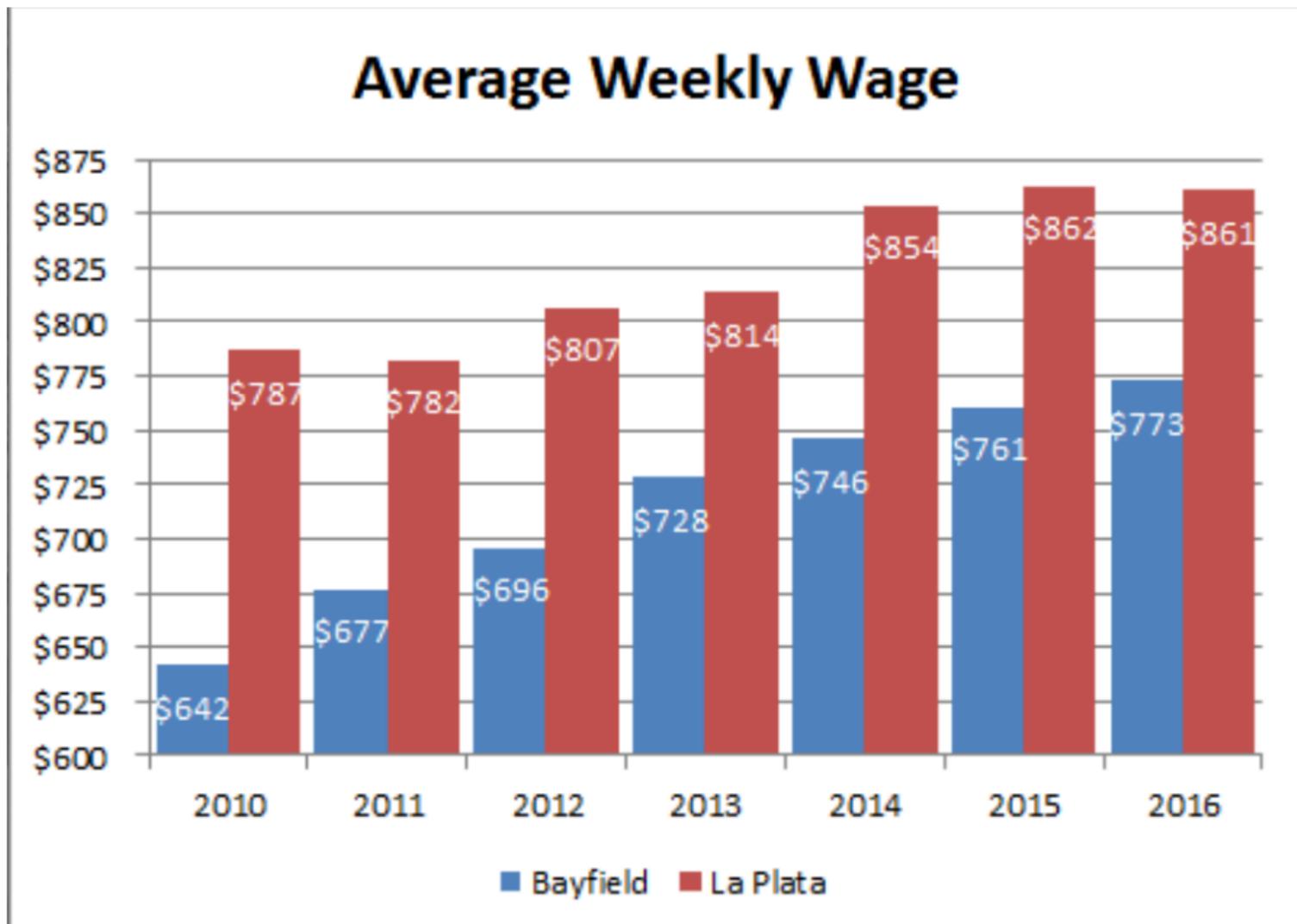
Bayfield Historic Walking Tour Cultural Histories research by Nik Kendziorski, M.A.

www.bayfieldgov.org

Colorado Department of Local Affairs Bayfield Demographic and Economic Profile 2017

General Information

Principal Job Industry Shares			
Sector Name		Bayfield	La Plata
Agriculture		0.7%	2.8%
Mining		2.6%	2.2%
Utilities		0.3%	0.4%
Construction		15.7%	10.2%
Manufacturing		60.0%	2.3%
Wholesale Trade		4.8%	2.0%
Retail Trade		13.2%	10.6%
Transportation & Warehousing		0.7%	2.1%
Information		1.1%	1.6%
Finance and Insurance		1.7%	3.2%
Real Estate and Rental and Leasing		2.1%	3.8%
Professional and Technical Services		4.3%	6.3%
Management of Companies		0.5%	0.2%
Administrative and Waste Services		7.7%	3.8%
Educational Services		0.1%	1.6%
Health Care and Social Assistance		3.6%	11.2%
Arts, Entertainment, and Recreation		0.2%	3.6%
Accomodation and Food Services		9.2%	9.9%
Other Services		3.0%	5.1%
Government		27.9%	17.1%

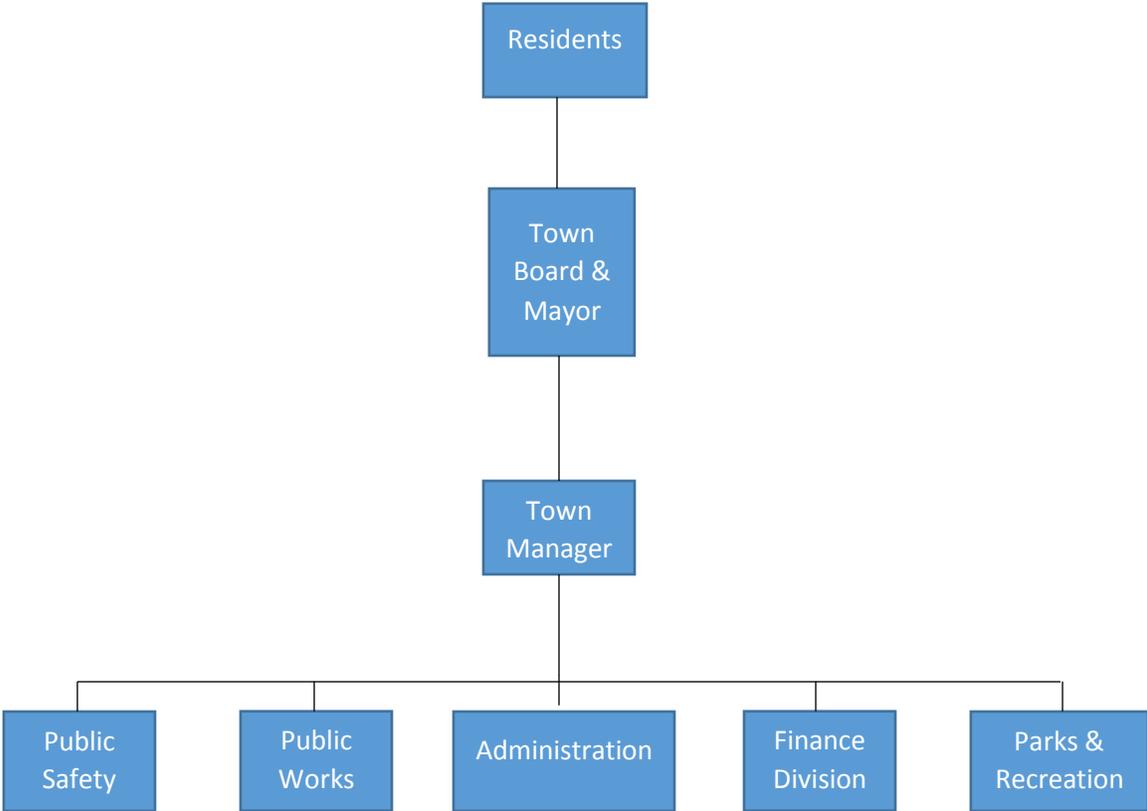


Community Vision

Bayfield is a safe, livable community, with a small town feel striving to become a multigenerational, diverse community that maintains its values while progressively pursuing ongoing sustainability of economic resources, natural resource stewardship and livability. We are committed to the promotion of a vibrant business community balanced by recreational and educational opportunities in order to foster a unique and complete community for future generations.

TOWN OF BAYFIELD

Organizational Chart



**TOWN OF BAYFIELD
ELECTED OFFICIALS
2019**

TOWN BOARD

Matthew Salka
Kristen Dallison
David Black
Brenna Morlan
Matthew Nyberg
Kelly Polites
Ashleigh Tarkington

Mayor
Mayor Pro-tem
Trustee
Trustee
Trustee
Trustee
Trustee

TOWN OF BAYFIELD
Executive Officers
2019

Kathleen Cathcart

Town Clerk

Amy Lyons

Finance Director (Consultant)

Jeremy Schulz

Director of Public Works

Joseph McIntyre

Town Marshal

Rebecca Eisenbraun

Director of Parks & Recreation

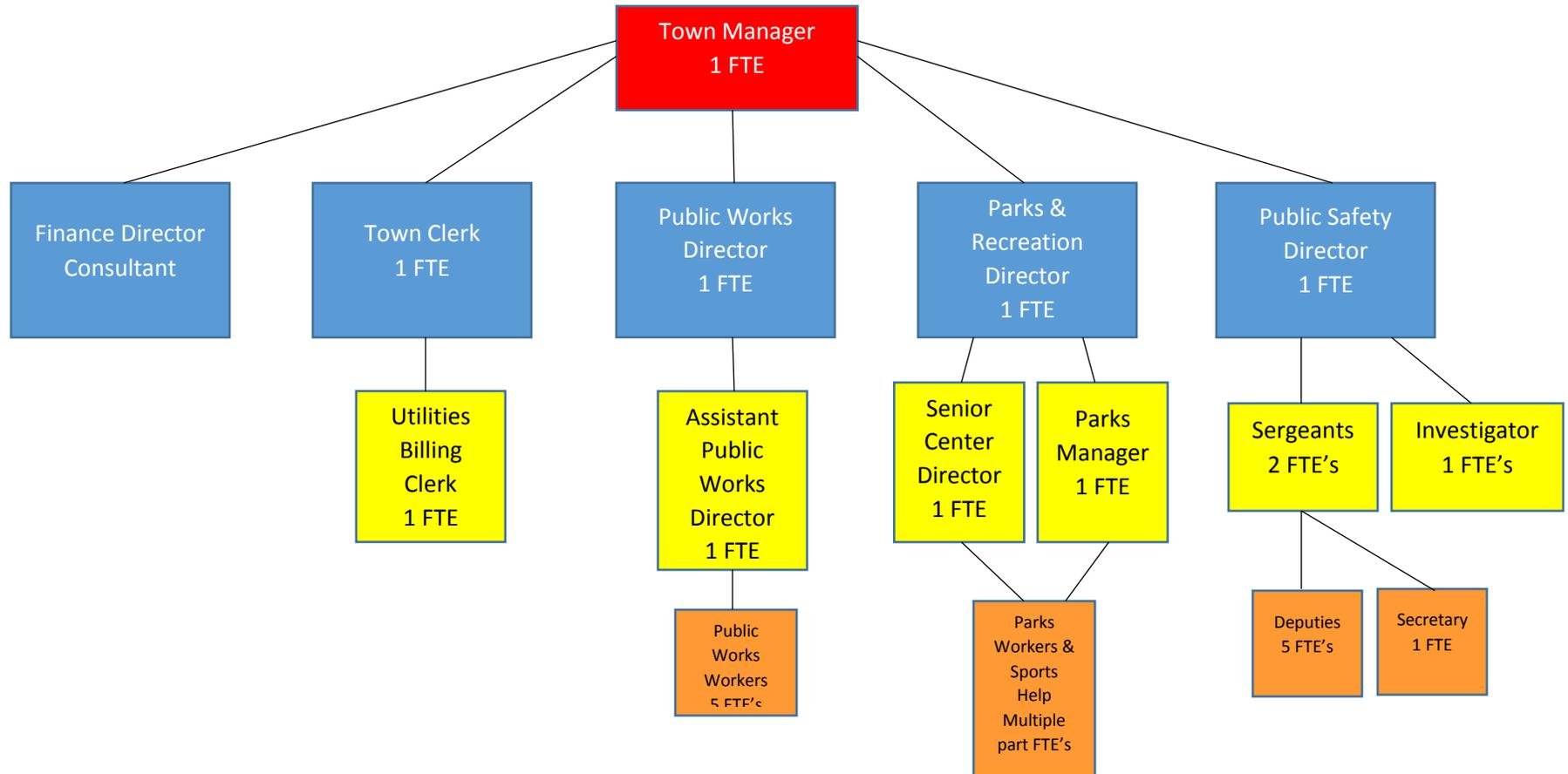
Jeffrey Robbins

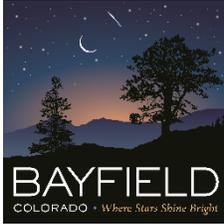
Town Attorney

James Casey

Municipal Judge

Town of Bayfield FTE's By Department





TOWN OF BAYFIELD BUDGETARY PROCESS

The Town of Bayfield budgetary process begins in June of each fiscal year. The Finance Director prepares budgeting forms for each fund consisting of the line item, requested amount of funding, and space for explanations of changes in the budgetary request year to year. In addition, these forms are then given to the appropriate Department Head to compile their expenditure/expense needs along with any unexpected/unusual revenues. The Finance Director also provides forms related to singular capital expenditure requests and personnel position request forms to each Department Head. The forms must be returned to the Finance Director by July 31st.

ANNUAL OPERATING BUDGET

All Department Heads are asked to carefully review their current operating budgets and to anticipate any future requirements for the next fiscal year. The intent of the budget is to retain the current level of services provided to Town citizens, taking into account increased rates of materials and supplies, as well as increases necessary to fund Federal, State, or Local mandates. Any request for new personnel carry an expectation of a departmental staffing plan with explanation of the duties, need, and cost estimate for the additional position. Single capital expenditure requests require 3 price quotes for items equal to or exceeding the \$5000 mark and explanation of need and plan for use for all items. Once the Department Heads have completed their individual budget forms, personnel request forms, and capital expense forms, they are turned into the Finance Director who then compiles a preliminary budget document including the previous year's final audited numbers, the current year's budgeted numbers, the current year's amount spent to date, the remainder of the current year's budget, the estimated final spending for the current year, the requested amount for the upcoming fiscal year, one time capital outlay requests for the upcoming fiscal year, and the final total for the upcoming fiscal year. Additionally, the Finance Director advertises in the local paper and on social media for Non-Profit funding support requests from local agencies wishing to be included in the upcoming fiscal year budget. The proposed numbers are included in the preliminary budget.

TOWN MANAGER/FINANCE DIRECTOR REVIEW

Once the preliminary budget is completed, the Town Manager and the Finance Director schedule time to prepare the revenue estimates for the upcoming year. This item is generally

completed in late August after the Certification of Valuation is received from the county. After the revenue projections are completed, the Town Manager and the Finance Director begin a review of the requested expenditure/expense needs of each fund. The Finance Director has extensive records of the past spending on operating expenses such as fuel, electricity, water and sewer usage, garbage disposal, and postage. This information is used to make educated estimates in costs for the current year end as well as the new fiscal year. State statues requires that the Budget officer must submit a proposed budget to the governing body no later than October 15th. Additionally, the governing body must publish a "Notice of Budget" upon receiving the proposed budget.



OVERVIEW OF FUNDS

Each individual fund is a separate accounting entity having its own assets, liabilities, revenues, and expenditures. Town financial resources are allocated to and accounted for in individual funds based on legal or administrative restrictions or requirements.

- **General Fund**

The General Fund (010) is the Town's operating fund - the general purpose fund. It is used to account for all financial resources except those that are required to be accounted for in other funds.

It contains expenditures such as Support Services, Town Manager, Town Clerk & Finance, Public Safety, Parks and Recreation, and Police Pension.

- **Capital Improvement Fund**

The Capital Improvement Fund (040) is for the revenues and expenditures associated with the acquisition or construction of major capital expenditures, except those paid for by enterprise funds.

- **Enterprise Funds**

Enterprise funds are created to deliver specific service that are usually funded by user fees or charges.

The Sewer Fund (030) is for the operations of the Wastewater Treatment and Collection System.

The Water Fund (050) is for the operations of the Water Treatment Plant and Distribution System.

The Garbage Fund (060) is for trash and recycling collection services.

- **Transportation Fund**

The Transportation Fund (070) is used to account for financial resources related to transportation. This fund was started with the transfer of monies from the Colorado Department of Transportation to the Town for the devolution of US Highway 160 B (Bayfield Parkway).

- **Street Fund**

The Street Fund (071) is used to account for financial resources related to streets and storm water. The fund was created in 2016 upon a 1% voter approved Town Sales Tax.

- **The Conservation Trust Fund**

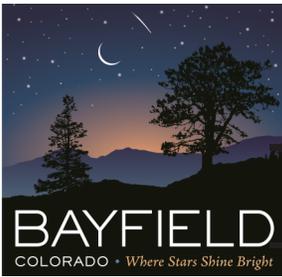
The Conservation Trust (020) fund holds lottery proceeds that are distributed to the Town on a per capita basis. These funds are restricted in their use for new park and conservation sites or maintenance of such.

- **Special Improvement District (SID) Debt Service Fund (011)**

The Town is a pass-thru for the assessments that are paid by property owners of the Special Improvement District (SID) in the Bayfield Business Park. Assessments are collected by the County Treasurer and distributed to the Town of Bayfield who pays the interest and principal on the bonds for the SID infrastructure.

- **Equipment Replacement Fund**

The Equipment Replacement Fund (090) was created in 2009 to set aside funds on an annual basis for the acquisition of vehicles and equipment. The amount set aside is based on the estimated life of the asset plus a percentage of the estimated replacement cost.



SUMMARY OF DEBT BY FUND

Sewer Operating & Capital Fund

Description: Colorado Water Resources & Power Development Authority Water Pollution Recovery Fund Loan (WPRF)

Date of Origin: 8/1/2007

Amount: \$4,780,000

Date of Retirement: 8/1/2028

Annual Payment: \$343,165

Description: Loan from General Fund for Lagoon Decommissioning

Date of Origin: 7/5/2013

Amount: \$475,038

Date of Retirement: 7/24/2032

Annual Payment: \$28,838

Description: Colorado Water Resources & Power Development Authority for Infiltration

Date of Origin: 2/22/13

Amount: \$600,000

Date of Retirement: 11/1/2033

Annual Payment: \$36,547

Water Operating & Capital Fund

Description: Energy Mineral Impact Assistance Loan (DOLA)

Date of Origin: 9/1/2003

Amount: \$233,000

Date of Retirement: 9/1/2022

Annual Payment: \$18,697

Special Improvement District (SID)

Description: Special Revenue Bonds

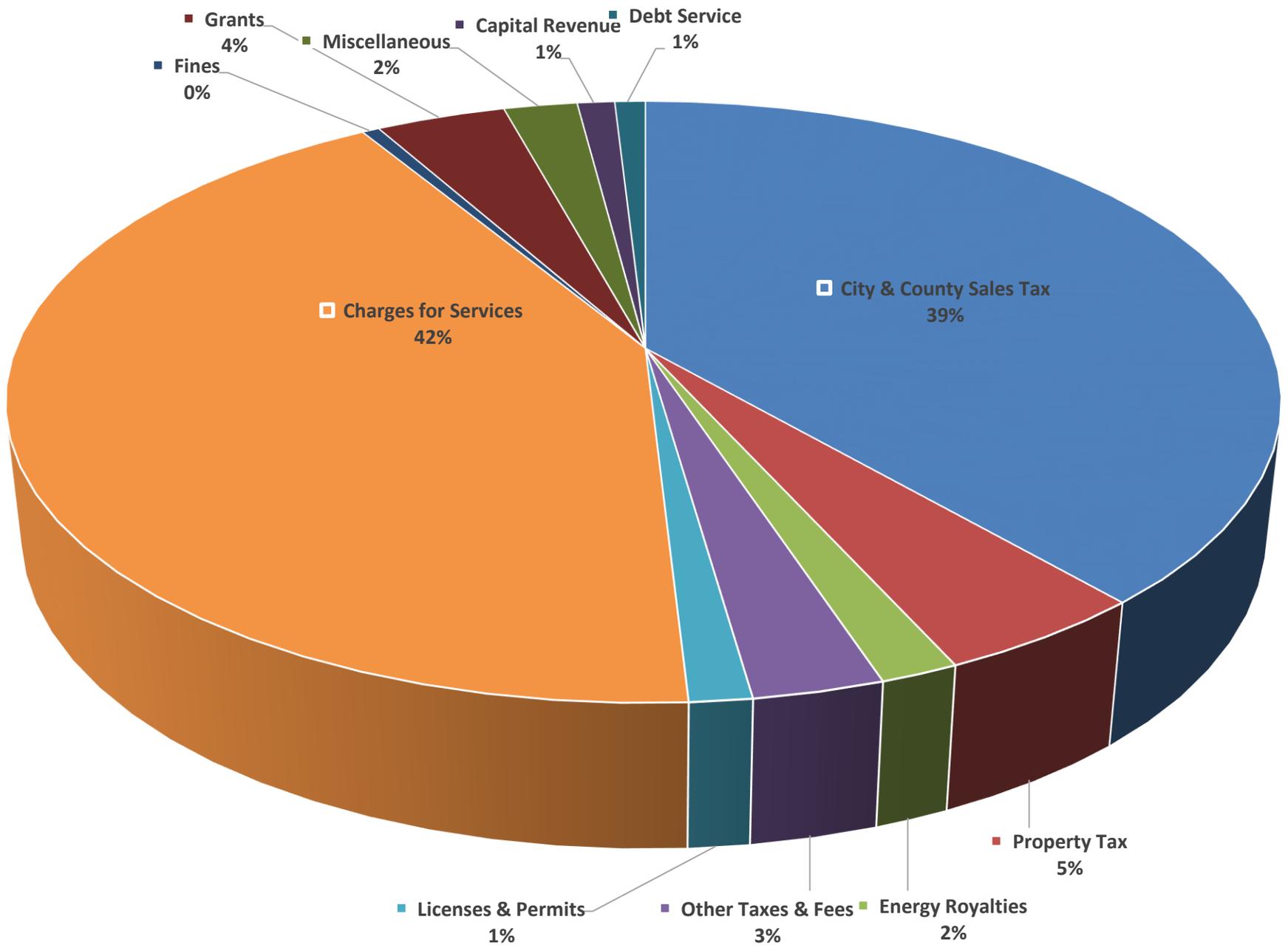
Date of Origin: 5/1/2001 *Rate Adjusted 10/1/2003

Amount: \$1,700,000

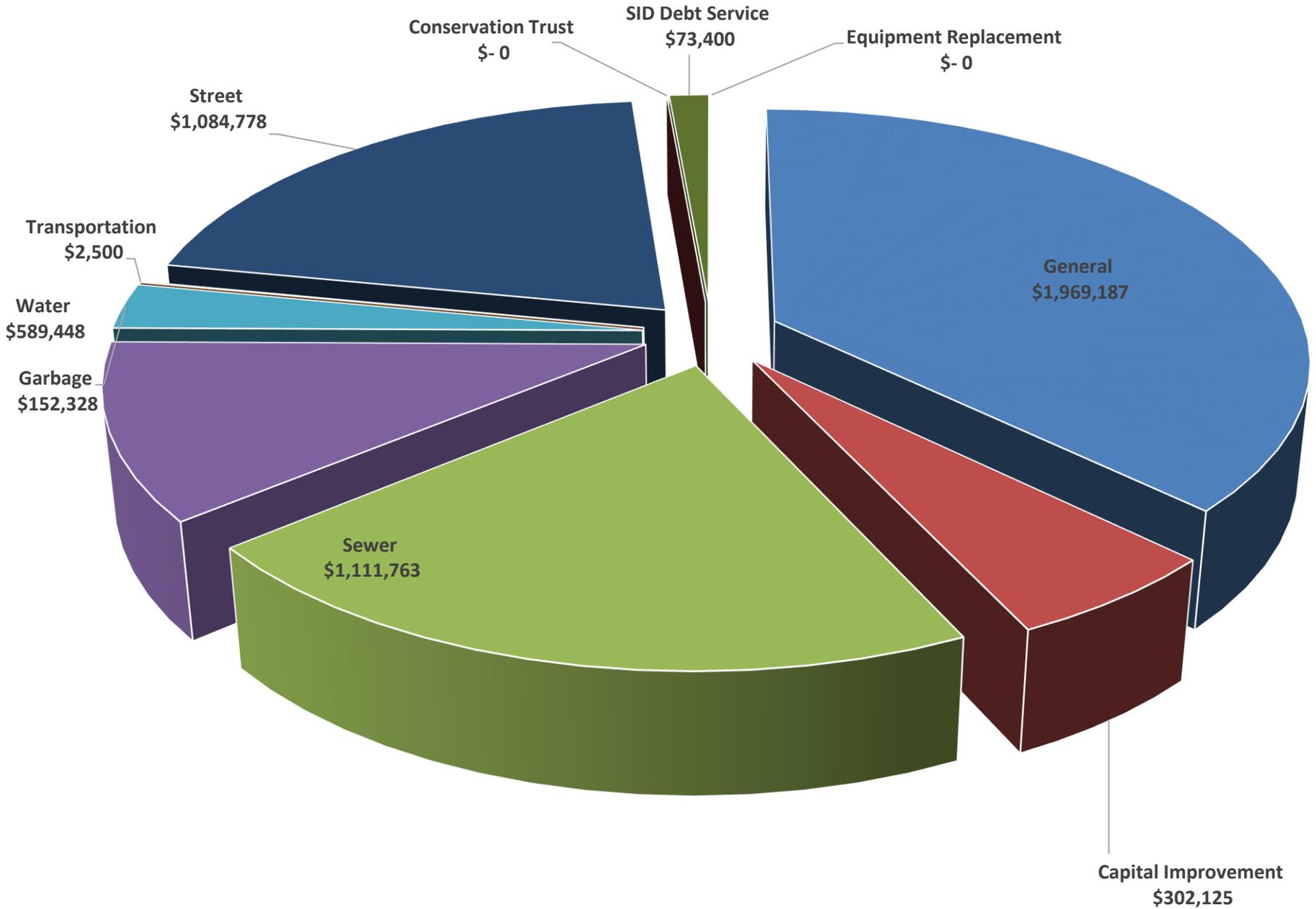
Date of Retirement: 7/3/2020

Annual Payment: \$145,325

Town of Bayfield
2019 Town - Wide Revenues



Town of Bayfield 2019 Expenses by Fund



Town of Bayfield Expenditures and Revenues 2019 Budget

Funds and Sub Funds	Sub Funds	Percent of Total Budget	Fund Expenditures	Fund Revenues	Fund Expenditures Covered by Revenues
General		2.15%	113,731	1,463,829	1287.10%
	Administration & Support Services	9.90%	523,150	91,360	17.46%
	Public Safety	17.37%	918,329	296,379	32.27%
	Parks & Recreation	7.83%	413,977	89,332	21.58%
Capital Improvement		5.71%	302,125	387,992	128.42%
Sewer		21.03%	1,111,763	995,516	89.54%
Water		11.15%	589,448	658,820	111.77%
Garbage		2.90%	153,328	153,328	100.00%
Transportation		0.05%	2,500	400	16.00%
Streets		20.52%	1,084,778	667,492	61.53%
Conservation Trust		0.00%	-	28,035	100.00%
SID		1.39%	73,400	42,803	58.31%
Equipment Replacement		0.00%	-	132,678	100.00%
Total All Programs		100.00%	5,286,529	5,007,964	94.73%



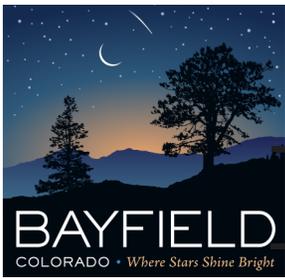
GENERAL FUND

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, Public Safety, and Parks & Recreation.

Budget Summary

Total General Fund Revenues & Transfers In—\$1,940,900
Total General Fund Expenses & Transfers Out—\$1,969,187



GENERAL GOVERNMENT & ADMINISTRATION

General Fund

General Government

The Town of Bayfield is a statutory town and operates under a 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 direction. The Town of Bayfield'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 and submitting the proposed annual budget, recommending approval of municipal ordinances and regulations, and implementing policies established by the Board of Trustees.

Town Clerk & Finance

The Town Clerk's office maintains and certifies records of all Town business, including resolutions, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the Town Clerk to administer all municipal elections and to provide and manage all petition forms for any purpose under the provisions of the State statutory requirements. The Town Clerk's Office handles the posting of all public notices, the administration and maintenance of liquor and business licenses. The Town Clerk also oversees utility billing, cash receipting, payroll and assists with human resource related duties. The Administrative Assistant reports to the Town Clerk.

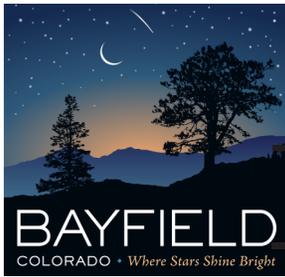
The Finance Director provides general fiscal services including preparing and monitoring the budget, overseeing the annual audit, general ledger oversight, sales tax analysis, and investment management. The primary focus of the Finance Director is to provide accurate, timely, and useful information to support effective decision making.

Mission Statement:

The Town Government of Bayfield is dedicated to serving our citizens with integrity and professionalism by providing quality services and infrastructure that protect and enhance the quality of life through planning and progressive leadership.

Budget Summary

Total General Government Administrative Expenses — \$636,881



BUDGET NARRATIVE

I. General Fund

The 2019 budget includes \$1,940,900 in revenues and transfers in and \$1,969,187 in expenditures, with a proposed \$28,287 spend down of fund balance. The budgeted revenues and transfer in to the General Fund includes an overall 8% increase from the 2018 Budget. This is primarily due to increases in the budgeted amounts for the Town sales and property taxes, additional contribution from the Bayfield School District for the School Resource Officer position, and a Justice Assistance Grant (JAG) from the Colorado Division of Criminal Justice for partial funding of a new deputy marshal position.

A. Revenues

1. Taxes and Fees

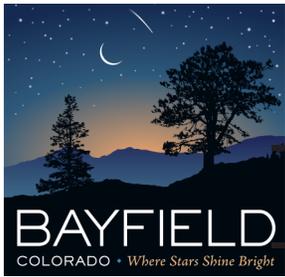
The 2019 Budget includes a flat forecast in county shared sale tax and Town sales tax collections for 2019. Based on the December 1, 2018 Certified Valuation information provided by the County Assessor, the Town will experience a modest 2% increase in property tax revenues.

2. Intergovernmental Revenue

The 2019 Budget includes \$94,996 in High Intensity Drug Trafficking Area (HIDTA) funds for reimbursement of a portion of the costs for an investigator position assigned to the Southwest Colorado Drug Task Force. Also included in this portion of the budget is funding for three-fourths of the School Resource Officer (SRO) position in the Bayfield Marshal's Office. The position was previously grant funded for a four year period. The Bayfield School District via MOU will continue to pay for three-fourths of the personnel costs of the position.

3. Licenses and Permits

The 2019 Budget projects relatively no change in License and Permit fees collected from building permits, business licenses and other fees. While the Town has recently approved the Clover Meadows Subdivision, it anticipates the current level of activity will remain into 2019.



BUDGET NARRATIVE

4. Charges for Services

The 2019 budgeted amount is \$98,437, relatively unchanged from the prior year.

5. Senior Center

The forecasted budget is relatively unchanged from the prior year.

6. Fines

The 2019 budget includes a \$6,512 increase in revenue for court fines and traffic surcharges as reflected in the actual dollars collected in recent years.

7. Grants

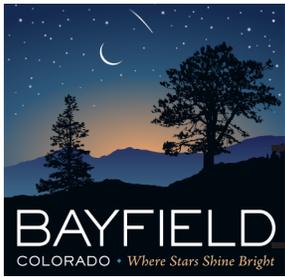
The budget for 2019 includes a JAG grant in the amount of \$63,806 for a new deputy position in the Marshall's Office; \$15,000 for the CDOT DUI/Seatbelt Enforcement grant; and \$21,000 from the DOLA Downtown Implementation grant.

8. Miscellaneous

The miscellaneous section of the general fund budget contain multiple interest income line items as well as the revenue line for food bank donations. The budget for 2019 is relatively flat based on actual expenditures collected in previous years.

9. Transfers

The General Fund will receive an annual debt payment from the Sewer Fund for completion of the decommissioning of the wastewater lagoons located at the wastewater treatment plant. The 2019 decommissioning payment is budgeted at \$28,838.



BUDGET NARRATIVE

B. Expenditures

1. General Government

The 2019 budget shows a 7.5% increase in expenses over the prior year for the general government accounts. Staffing levels are relatively consistent, but overall salaries and benefits have been impacted by a 10% increase in employee health insurance premiums and a 2% increase in salaries. Other significant expenditures include \$58,764 for the General Funds portion of the Liability/Property Insurance (15% increase from the prior year), \$55,830 for the Town's portion of the DOLA Downtown Implementation grant, \$25,000 for the Town's attorney services, \$15,000 for the Town's portion of the CDOT DUI/Seatbelt Grant, and \$41,593 for community funding.

2. Public Safety

Public Safety expenditures in the 2019 budget reflect a 7.5% increase over the 2018 Budget. Significant expenditures include \$72,000 for emergency dispatch services, \$13,000 for computer support and maintenance, \$15,840 for fuel, and \$12,000 for telephones, in addition to salaries and benefits which are increasing as previously noted.

3. Parks and Recreation

Parks and Recreation reflects a 2.2% increase from the 2018 budget. The 2019 Budget includes \$29,872 for park improvements including four bear-proof trash cans, fencing replacement for the north softball/baseball field, and a replacement traveling sprinkler for Joe Stephenson Park.

5. Senior Center

The Senior Center expenses for the 2019 budget increased 6.2%. Additionally, the Senior building is requiring more upkeep with age and the budget reflects this with \$10,000 proposed to be spent on building maintenance items, along with electricity, natural gas, water and sewer expenses.

6. Police Pension

The Town pays \$109.02 per month to the widow of a deceased Marshal. That expense is accounted for in the General Fund

GENERAL FUND

		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Taxes & Fees:					
010 3 3000 0001	County Sales Tax	906,712	877,858	899,318	899,318
010 3 3000 0005	City Sales Tax	280,086	267,918	298,696	298,696
010 3 3000 0010	Property Tax	199,479	209,827	209,827	214,055
010 3 3000 0015	Property Taxes Delinquent	(213)	50	-	200
010 3 3000 0035	BP Royalties	7,983	8,337	8,949	8,500
010 3 3000 0045	Cigarette Tax	4,220	4,400	3,700	3,500
010 3 3000 0060	Motor Vehicle Reg 602	4,487	4,211	4,500	4,512
010 3 3000 0065	Motor Vehicle Reg 603	6,313	5,975	5,900	6,210
	Total Taxes & Fees	1,409,068	1,378,576	1,430,890	1,434,991
Intergovernmental Revenue:					
010 3 3050 0005	HIDTA	89,012	91,448	91,448	94,996
010 3 3050 0007	School Resource Officer MOU Contribution	20,538	35,686	35,686	55,931
	Total Intergovernmental Revenue	109,550	127,134	127,134	150,927
Licenses & Permits:					
010 3 3100 0005	Building Permits	43,556	30,302	36,533	30,000
010 3 3100 0010	Business Licenses	15,865	15,850	16,285	16,000
010 3 3100 0015	Liquor Licenses	1,063	1,360	1,063	1,050
010 3 3100 0020	Development Fees	16,528	12,000	13,228	15,000
010 3 3100 0021	Right of Way Fees	50	-	-	-
010 3 3100 0030	Dog Licenses	70	100	50	60
	Total Licenses and Permits	77,131	59,612	67,159	62,110
Charges for Services:					
010 3 3200 0001	Court Costs	1,227	1,480	650	580
010 3 3200 0005	NSF Checks	180	200	205	200
010 3 3200 0010	Mosquito Control Fee	14,851	14,785	14,785	15,000
010 3 3200 0015	County Utility Fees Received	4,065	752	752	-
010 3 3200 0020	Indoor Soccer	1,758	1,450	1,344	1,394
010 3 3200 0025	Co-Ed Volleyball	1,750	1,750	2,100	2,100
010 3 3200 0030	Co-Ed Softball	6,370	4,400	5,600	5,600
010 3 3200 0035	Men's Softball	7,555	6,575	6,350	6,350
010 3 3200 0043	Yoga	2,844	2,562	3,678	3,678
010 3 3200 0050	Recreation Center Fees	-	20	-	-
010 3 3200 0055	Youth Basketball	5,809	6,040	6,040	5,809
010 3 3200 0060	Youth Flag Football	3,285	3,080	2,590	3,285
010 3 3200 0065	Youth Soccer	16,705	14,000	16,800	16,800
010 3 3200 0070	Youth Volleyball	2,970	2,830	3,955	3,800
010 3 3200 0075	Youth Sponsorships	6,010	5,000	4,350	4,350
010 3 3200 0080	4th of July	6,255	6,300	5,950	6,000
010 3 3200 0081	Fireworks	5,000	5,000	-	1,500
010 3 3200 0085	Concession Stand	2,301	1,850	1,825	1,850
010 3 3200 0090	Facility Use Rentals	4,690	5,520	4,500	4,500
010 3 3200 0095	Field Space Rental	3,240	3,000	3,000	3,000
010 3 3200 0110	Spring Festival	2,720	2,500	3,530	3,500
010 3 3200 0200	VIN Inspections	10,310	9,000	6,270	6,200
010 3 3200 0225	Fiber Lease	1,305	2,250	2,250	2,250
010 3 3200 0250	Services Performed	498	500	500	691
	Total Charges for Services	111,698	100,844	97,024	98,437

		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Fines:					
010 3 3300 0001	Court Fines	18,443	21,000	15,000	20,000
010 3 3300 0005	Traffic Surcharge	3,737	4,300	2,588	4,100
	Total Fines and Forfeitures	22,180	25,300	17,588	24,100
Grants:					
010 3 3400 0040	Post Training Backfill Grant	664	-	-	-
010 3 3400 0041	In Service Continuing Education Grant	11,398	-	6,754	11,000
010 3 3400 0050	CDOT DUI/Seatbelt Grant	10,349	11,000	6,392	15,000
	JAG Grant for new officer	-	-	-	63,806
010 3 3400 0059	JAG Grant SRO Yr 4 - 2015-DJ-15-008675	29,257	-	-	-
010 3 3400 0061	JAG Grant Fingerprints -2017-DJ-17-01-2-1	-	4,025	4,025	-
010 3 3400 0071	Downtown Implementation Grant (DOLA)	10,161	-	-	21,000
010 3 3400 0072	Comp Plan (DOLA) - Energy Impact	22,607	25,000	15,458	-
010 3 3400 0073	DOLA Intern	23,696	21,000	3,810	-
	Total Grants	108,132	61,025	36,439	110,806
Miscellaneous:					
010 3 3600 0001	Food Bank Donations	1,883	1,000	1,000	1,000
010 3 3600 0002	Marshal Scholarship Fund Donations	1,811	2,450	2,000	1,000
010 3 3600 0005	Interest Income	9,013	8,122	8,080	8,200
010 3 3600 0015	Miscellaneous Income	3,045	1,000	100	3,100
010 3 3600 0025	Miscellaneous Income (P&R)	10	-	223	-
010 3 3600 0030	Marshal Miscellaneous Revenue	7,703	5,400	10,955	4,000
010 3 3600 0036	Interest Income Marshal Scholarship	41	36	66	66
010 3 3600 0040	DOJ - Asset Forfeiture - Federal	3,682	2,355	2,355	2,500
010 3 3600 0041	DOJ - Asset Forfeiture - State	4,352	-	-	2,000
010 3 3600 0045	Fuel Tax Rebate	2,730	2,900	2,700	2,700
010 3 3600 0060	Downtown Contribution	-	-	450	450
	Total Miscellaneous	34,270	23,263	27,929	25,016
Senior Citizen Center:					
010 3 3700 0020	Senior Center Rental Fees	5,332	4,200	5,326	5,325
010 3 3700 0026	Senior Center Contributions	244	1,200	137	100
010 3 3700 0030	Senior Center Activities	184	500	181	250
010 3 3700 0032	Stretch & Flex	1,309	2,000	-	-
	Total Senior Citizen Center	7,068	7,900	5,644	5,675
	General Fund Operating Revenues	1,879,096	1,783,654	1,809,807	1,912,062
Transfers:					
010 3 3900 0030	Transfer from Sewer (Decommissioning Loan) 7 of 20	-	21,566	28,838	28,838
	Total Transfers	-	21,566	28,838	28,838
	General Fund Operating Revenues & Transfers	1,879,096	1,805,220	1,838,645	1,940,900

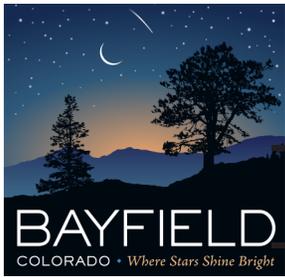
GENERAL FUND

		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
GENERAL GOVERNMENT EXPENSES					
Town Board:					
010 4 4111 0142	Workers Compensation Insurance	120	136	138	126
010 4 4111 0144	Medicare	135	139	140	140
010 4 4111 0145	PERA	1,164	1,315	1,250	1,315
010 4 4111 0190	Mayor Salary	2,400	2,400	2,400	2,400
010 4 4111 0191	Town Board Salary	6,900	7,200	7,200	7,200
010 4 4111 0200	Town Board Payroll Taxes	-	-	-	-
010 4 4111 0205	Town Board Meetings	740	1,350	1,500	2,000
010 4 4111 0208	Ordinances & Proceedings	2,524	5,000	9,000	3,000
010 4 4111 0221	Training, Travel & Meetings	1,170	2,500	3,000	4,000
010 4 4111 0225	Membership Dues	4,036	3,850	5,002	4,100
	Total Town Board	19,189	23,890	29,630	24,281
Town Manager's Office:					
010 4 4131 0100	Town Manager's Vehicle	3,912	3,900	3,900	3,900
010 4 4131 0111	Town Manager's Salary	53,806	55,066	55,066	56,442
010 4 4131 0141	Unemployment Insurance	212	215	215	169
010 4 4131 0142	Workers Compensation Insurance	193	219	222	203
010 4 4131 0143	Health Insurance	11,844	12,199	12,199	9,981
010 4 4131 0144	Medicare	1,061	1,039	1,039	818
010 4 4131 0145	PERA	9,447	9,820	9,820	7,733
010 4 4131 0146	Membership Dues	900	900	956	900
010 4 4131 0221	Training, Travel & Meetings	5,245	4,000	2,000	4,000
010 4 4131 0345	Telephone	638	630	630	640
010 4 4131 0350	Personnel Relations	1,809	2,500	1,500	2,500
010 4 4131 0355	Salary Adjustments	17,138	16,613	3,920	49,476
	Total Town Manager	106,205	107,101	91,467	136,762
Planning & Development:					
010 4 4135 0015	Planning & Zoning	63,314	105,000	35,268	-
010 4 4135 0016	Postage	374	420	420	420
	Consultant Services - Planning				28,000
010 4 4135 0020	Building Inspector	36,818	30,000	20,000	30,000
010 4 4135 0355	Engineering	13,267	5,000	11,725	5,000
010 4 4135 0365	Economic Development	102	3,500	1,300	1,000
010 4 4135 0370	Downtown Development	1,881	2,500	1,440	1,500
	Total Planning & Development	115,756	146,420	70,153	65,920
Town Clerk & Finance:					
010 4 4151 0111	Town Clerk's Salary	26,093	26,935	26,935	26,935
010 4 4151 0112	Finance Director's Salary	32,221	32,263	20,000	-
010 4 4151 0113	Admin Assistant's Salary	3,476	3,588	3,588	3,588
010 4 4151 0141	Unemployment Insurance	185	188	188	92
010 4 4151 0142	Workers Compensation Insurance	450	511	517	473
010 4 4151 0143	Health Insurance	11,688	11,899	10,000	8,052
010 4 4151 0144	Medicare	876	910	910	443
010 4 4151 0145	PERA	8,438	8,602	8,602	4,182
	Consultant Services - Finance			14,000	28,980
010 4 4151 0211	Office Supplies	8,717	8,500	8,500	9,000
010 4 4151 0220	Membership Dues	472	500	559	625
010 4 4151 0221	Training, Travel & Meetings	421	3,000	3,000	3,000
	Total Town Clerk & Finance	93,038	96,896	96,799	85,369
Elections:					
010 4 4155 0001	Elections	28	1,000	2,000	1,000
	Total Elections	28	1,000	2,000	1,000

GENERAL FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Municipal:					
010-4-4160-0001	Municipal Court	-	-	114	50
010 4 4160 0005	Municipal Judge	7,200	7,200	7,200	7,560
	Total Municipal	7,200	7,200	7,314	7,610
Administrative:					
010 4 4165 0250	Photocopier	2,391	2,500	2,500	5,700
010 4 4165 0332	Advertising	3,889	3,500	3,500	3,500
010 4 4165 0354	Auditing	3,517	3,517	4,495	4,000
010 4 4165 0381	Postage	1,484	1,500	1,500	1,800
010 4 4165 0513	Insurance	51,490	48,685	50,543	58,764
010 4 4165 0525	Attorney	23,248	29,000	25,000	25,000
010 4 4165 0610	Uniform Allowance	311	750	750	750
	Total Administrative	86,331	89,452	88,288	99,514
Town Hall:					
010 4 4170 0228	Water & Sewer Charges	5,066	6,000	5,619	6,000
010 4 4170 0344	Natural Gas	2,666	3,500	2,307	2,700
010 4 4170 0345	Telephone	838	825	900	825
010 4 4170 0346	Security System Telephone Line	3,402	3,400	3,500	3,405
010 4 4170 0348	Garbage Collection Town Hall	233	230	663	663
010 4 4170 0379	Electricity	12,005	17,000	15,000	12,250
010 4 4170 0382	Internet	2,139	1,711	1,467	1,711
010 4 4170 0385	Building Maintenance	14,609	19,120	12,500	15,000
	Total Town Hall	40,958	51,786	41,956	42,554
Information Technology:					
010 4 4175 0001	Computer Support & Maintenance	42,869	35,700	47,086	43,850
010 4 4175 0005	Website	690	1,075	40	500
010 4 4175 0010	Computer Equipment	35	1,000	3,343	2,500
010 4 4175 0015	Fiber Lease Hook-Up	-	-	-	-
	Total Information Technology	43,594	37,775	50,469	46,850
Non-Departmental:					
010 4 4180 0010	Pre-Employment Testing	55	110	100	110
010 4 4180 0015	Direct Deposit Payroll Fees	270	270	270	270
010 4 4180 0016	NSF Fees	45	60	60	50
010 4 4180 0020	Mosquito Control	2,930	3,200	7,530	7,530
010 4 4180 0030	Property Tax Treasurer's Fee	4,060	4,208	4,208	4,281
010 4 4180 0050	Property Tax Abatements	-	50	-	50
	Total Non-Departmental	7,360	7,898	12,168	12,291
Grants:					
010 4 4185 0014	CDOT DUI/ Seatbelt Grant	11,618	11,000	11,000	15,000
010 4 4185 0016	Post Training Backfill Grant	-	-	-	-
010 4 4185 0017	Downtown Implementation	21,223	-	2,536	55,830
010 4 4185 0018	In Service Continuing Education Grant	8,538	-	-	-
	Total Grants	41,380	11,000	13,536	70,830

GENERAL FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Community Funding:					
010 4 4188 0015	Regional Housing Alliance	2,622	-	-	-
010 4 4188 0019	La Plata Homes Fund	9,040	9,040	9,040	9,040
010 4 4188 0020	La Plata Family Youth Services	7,800	7,800	7,800	7,800
010 4 4188 0025	La Plata County Economic Alliance	5,000	5,000	5,000	5,000
010 4 4188 0030	SW Transportation Dues	341	341	341	341
010 4 4188 0045	Region 9 Economic Development	1,216	1,216	1,216	1,216
010 4 4188 0046	Small Business Development	622	622	622	650
010 4 4188 0051	Project Merry Christmas	1,000	-	-	250
010 4 4188 0052	Aspen Club	-	500	500	-
010 4 4188 0053	BEEP (Bayfield Early Education Programs)	-	3,000	-	-
010 4 4188 0054	Friends of the Pine River Library	-	1,000	1,000	750
010 4 4188 0055	Bayfield Family Center - La Plata Family Centers Coalition	5,000	2,500	4,500	3,000
010 4 4188 0056	San Juan Resource Conservation & Development Council	-	2,500	-	-
010 4 4188 0057	Pine River Shares	-	2,500	3,000	2,500
010 4 4188 0058	Bayfield Downtown Farmers Market	-	-	500	500
010 4 4188 0065	Axis Health (Southwest Mental Health)	1,500	1,500	1,500	1,500
010 4 4188 0070	Community Connections	1,000	1,200	1,200	1,200
010 4 4188 0075	Southwest Colorado Council of Governments	6,418	7,336	6,311	7,346
	Womens Resource Center	-	-	-	500
010 4 4188 0079	Pine River Heritage Society	-	-	-	-
	Total Community Funding	41,559	46,055	42,530	41,593
Miscellaneous:					
010 4 4195 0779	Miscellaneous Expense	35	-	5	1,000
010 4 4195 0781	GIS Data Recorder	4,025	-	2,492	-
	Total Miscellaneous	4,060	-	2,497	1,000
	Total General Government Expenses & Transfers	606,656	626,473	548,807	635,574

GENERAL FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
POLICE PENSION FUND EXPENSES					
Police Pension Fund Expenses:					
010 4 4500 0100	Pension Paid to Recipient	1,308	1,308	1,308	1,308
Total Police Pension Expenses		1,308	1,308	1,308	1,308
Transfers:					
010 4 4512 0756	Transfer to Transportation	-	-	-	-
	Transfer to Capital Improvement Fund			253,185	
010 4 4512 0757	Transfer to Street Fund	-	-	-	-
Total Transfers		-	-	253,185	-
Debt:					
010 4 5000 0001	Bad Debt Expenses	2	-	-	-
		2	-	-	-
Total General Fund Expenditures & Transfers		#REF!	#REF!	#REF!	#REF!
BEGINNING FUND BALANCE		1,254,290	1,253,899	#REF!	#REF!
Revenues & Transfers In		1,879,096	1,805,220	1,838,645	1,940,900
Expenses & Transfers Out		#REF!	#REF!	#REF!	#REF!
ENDING FUND BALANCE		#REF!	#REF!	#REF!	#REF!
	Assigned for Food Bank	2,482	2,482	2,511	2,511
	Assigned for Senior Center BP Donation	11,241	11,241	7,655	7,655
	Assigned for Marshal Scholarship Program	2,880	3,382	4,452	3,452
	Assigned for Daily Incarceration Fees	2,000	2,000	2,000	2,000
	Assigned for SRO Position Match	52,500	69,550	-	-
	Assigned for DOJ Asset Forfeiture	1,000	3,578	1,484	5,984
	Restricted for Wetland Maintenance & Monitoring	50,000	10,000	10,000	10,000
	Non spendable (loan to sewer/inventory)	373,443	373,443	373,443	351,877
TABOR Reserve (3% of Expenditures)		#REF!	#REF!	#REF!	#REF!
Unallocated Operating Reserve		#REF!	#REF!	#REF!	#REF!
TOTAL ENDING FUND BALANCE		#REF!	#REF!	#REF!	#REF!



PUBLIC SAFETY

General Fund

Public Safety Department

The Bayfield Marshal's Office (the Public Safety Department) is responsible for maintaining general public safety in and around the Bayfield area. The Marshals services include patrol, law enforcement, criminal investigation, safety monitoring during special events, animal control, code enforcement and emergency response.

Mission Statement:

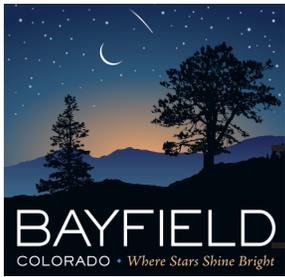
To embrace our community and enhance the quality of life through partnerships, problem solving, protecting life, liberty and property, preventing crime and reducing the fear of crime on a daily basis. We accomplish this mission by living our core values, providing exceptional customer service, maintaining technical excellence, and respecting individual liberties and personal dignity.

Budget Summary

Total Public Safety Expenditures—\$918,329

GENERAL FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
PUBLIC SAFETY EXPENSES					
Public Safety Wages & Benefits:					
010 4 4211 0001	Marshal's Salary	77,279	80,626	80,262	80,627
010 4 4211 0002	Corporal Salary	55,630	55,618	55,618	55,624
010 4 4211 0003	Corporal Salary	55,599	55,618	55,618	55,624
010 4 4211 0004	Deputy's Salary	46,483	46,792	46,792	46,501
010 4 4211 0005	Deputy's Salary	48,205	47,202	47,202	48,247
010 4 4211 0006	Deputy's Salary	48,423	48,251	48,251	48,601
010 4 4211 0007	Deputy's Salary (SRO)	47,260	48,599	48,599	47,200
	Deputy's Salary				44,896
010 4 4211 0017	Marshal's Secretary's Salary	25,677	32,108	32,108	32,108
010 4 4211 0018	Holiday Pay & Comp Time	9,206	7,500	6,500	7,500
010 4 4211 0020	Investigator's Salary	64,050	59,355	59,355	60,839
010 4 4211 0125	Overtime	-	2,000	-	2,000
010 4 4211 0141	Unemployment Insurance	1,463	1,423	1,423	1,472
010 4 4211 0142	Workers Compensation Insurance	16,479	18,482	18,721	17,111
010 4 4211 0143	Health Insurance	110,664	112,973	122,015	136,088
010 4 4211 0144	Medicare	6,892	6,875	6,875	6,893
010 4 4211 0145	PERA	3,473	2,569	2,569	4,399
010 4 4211 0146	FPPA	34,947	35,365	35,365	39,860
010 4 4211 0148	FPPA D & D	5,898	5,747	5,747	6,206
010 4 4211 0150	Tuition Reimbursement	624	2,000	2,000	2,000
	Total Public Safety Wages & Benefits	658,250	669,103	675,020	743,795
Public Safety Operations:					
010 4 4212 0225	Uniform Allowance	4,475	4,600	4,600	5,500
010 4 4212 0226	Shooting Supplies	5,056	4,500	4,500	4,000
010 4 4212 0228	Detox (Axis Health)	3,706	3,453	3,453	3,453
010 4 4212 0231	Fuel	15,498	14,000	19,000	15,840
010 4 4212 0233	Parts Inventory	2,453	3,000	3,000	2,000
010 4 4212 0239	Tires	1,895	2,600	2,500	2,600
010 4 4212 0240	Evidence Processing				1,000
010 4 4212 0316	Dispatch Services	89,561	89,561	84,834	72,000
010 4 4212 0340	Computer Support & Maintenance	11,175	12,350	13,651	13,000
010 4 4212 0360	Equipment Maintenance	3,728	5,000	5,000	6,000
010 4 4212 0362	Communications Maintenance & Equipment	239	2,000	1,500	1,000
010 4 4212 0391	Chemical Analysis	70	500	2,000	500
010 4 4212 0394	Impound Fees	890	1,000	1,000	580
010 4 4212 0397	Marshal Scholarship Fund	2,000	1,000	1,000	1,000
010 4 4212 0398	Equipment Purchase/Replacement	764	7,725	9,837	9,500
010 4 4212 0450	Lexipol	3,267	3,267	3,293	3,293
010 4 4212 0451	E FORCE	-	2,968	2,968	2,968
	Total Public Safety Operations	144,778	157,524	162,136	144,234
Public Safety Admin:					
010 4 4213 0211	Office Supplies	8,458	6,500	6,500	6,000
010 4 4213 0215	Postage	872	850	650	1,000
010 4 4213 0220	Membership Dues	1,430	1,305	1,305	1,500
010 4 4213 0221	Training, Travel & Meetings	7,465	1,700	8,322	2,500
010 4 4213 0332	Advertising	-	300	1,250	300
010 4 4213 0345	Telephone	11,573	11,200	11,018	12,000
010 4 4213 0382	Internet	1,782	1,300	1,300	1,000
	Total Public Safety Admin	31,579	23,155	30,345	24,300

GENERAL FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Public Safety Capital Outlay:					
010 4 4215 0005	Communications Equipment	1,145	-	-	-
010 4 4215 0010	EFORCE	2,968	-	-	-
	Total Public Safety Capital Outlay	4,113	-	-	-
Public Safety Miscellaneous:					
010 4 4295 0700	SRO Grant Set Aside	-	-	-	-
010 4 4295 0710	DOJ - Asset Forfeiture - Federal	1,950	2,355	4,087	2,500
010 4 4295 0711	DOJ - Asset Forfeiture - State	-	-	2,869	2,000
010 4 4295 0720	La Plata County Mounted Patrol	500	500	-	500
010 4 4295 0781	Miscellaneous Expense (PS)	4,152	1,000	6,000	1,000
	Total Public Safety Miscellaneous	6,602	3,855	12,956	6,000
	Total Public Safety Expenses	845,321	853,637	880,457	918,329



PARKS & RECREATION

General Fund

Parks and Recreation Department

The Parks and Recreation Department is responsible for numerous recreational activities including youth and adult sports, special events and senior citizen activities. It is responsible for the building and maintenance of the municipal parks infrastructure. The department also oversees the operations of the Senior Citizen Center.

Mission Statement:

To provide all citizens of Bayfield the opportunity to participate in a full range of quality recreational programs and enjoy well-maintained park facilities

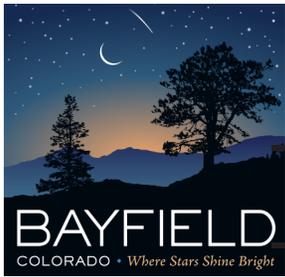
Budget Summary

Total Parks and Recreation Expenditures—\$413,977

GENERAL FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
PARKS & RECREATION OPERATING EXPENSES					
Wages & Benefits					
010 4 4400 0111	Director's Salary	54,590	58,425	58,425	58,425
010 4 4400 0112	Program Coordinator	31,635	-	-	-
010 4 4400 0114	Seasonal Employees Wages	50,469	43,080	43,080	43,080
010 4 4400 0131	Parks Manager's Salary	44,503	34,112	34,112	34,112
010 4 4400 0141	Unemployment Insurance	540	407	407	407
010 4 4400 0142	Workers Compensation Insurance	7,941	9,010	9,126	8,342
010 4 4400 0143	Health Insurance	25,234	23,026	33,811	18,334
010 4 4400 0144	Medicare	2,566	1,966	1,966	1,966
010 4 4400 0145	PERA	22,173	18,580	18,580	18,580
	Total Wages & Benefits	239,653	188,606	199,507	183,246
Adult Sports & Athletics:					
010 4 4410 0401	Indoor Soccer	735	475	365	475
010 4 4410 0405	Co-Ed Volleyball	635	730	717	800
010 4 4410 0410	Co-Ed Softball	2,141	1,500	1,014	1,500
010 4 4410 0415	Men's Softball	1,128	2,800	631	2,800
010 4 4410 0420	Women's Softball	-	500	-	500
010 4 4410 0423	Yoga	-	250	250	250
	Total Adult Sports & Athletics	4,639	6,255	2,977	6,325
Youth Sports & Athletics:					
010 4 4420 0001	Youth Basketball	1,228	1,150	1,150	1,150
010 4 4420 0002	Youth Flag Football	877	700	700	700
010 4 4420 0003	Youth Soccer	3,095	3,900	3,240	3,900
010 4 4420 0004	Youth Volleyball	350	400	477	500
010 4 4420 0015	Recreation Sponsorship	471	600	600	600
010 4 4420 0020	Youth T-Shirts	5,315	6,500	6,500	7,000
	Total Youth Sports & Athletics	11,336	13,250	12,667	13,850
Park Expenses:					
010 4 4430 0220	Supplies - Park Maintenance	5,092	18,000	10,000	9,500
010 4 4430 0223	Garbage Services	697	700	750	725
010 4 4430 0228	Water & Sewer	10,285	11,400	10,500	10,500
010 4 4430 0231	Fuel	2,286	3,000	3,200	3,000
010 4 4430 0233	Portapot Services	3,290	4,350	3,312	4,500
010 4 4430 0235	Tree Removal	1,881	5,000	2,500	5,000
010 4 4430 0360	Equipment Maintenance	4,313	5,000	2,500	5,000
010 4 4430 0379	Electricity	6,777	7,000	7,000	7,000
010 4 4430 0380	Natural Gas	335	500	500	350
010 4 4430 0385	Equipment Rental	2,737	3,500	3,500	4,000
010 4 4430 0390	Wetlands Monitoring	-	2,500	-	2,500
	Total Park Expenses	37,695	60,950	43,762	52,075
Special Events:					
010 4 4440 0005	Spring Festival	4,893	4,800	4,467	4,800
010 4 4440 0015	Fireworks	8,131	8,000	10,500	10,000
010 4 4440 0016	4th of July	3,684	4,000	4,277	5,000
010 4 4440 0020	Old Fashioned Christmas	1,802	2,100	2,100	2,100
	Total Special Events	18,509	18,900	21,344	21,900

GENERAL FUND

		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Senior Citizen Center:					
010 4 4450 0001	Senior's Activities	386	500	250	500
010 4 4450 0111	Senior Coordinator's Salary	32,546	33,089	33,089	32,885
010 4 4450 0141	Unemployment Insurance	97	99	95	99
010 4 4450 0143	Health Insurance	5,688	5,991	5,608	6,590
010 4 4450 0144	Medicare	458	480	480	477
010 4 4450 0145	PERA	4,430	4,533	4,533	4,505
010 4 4450 0211	Office Supplies - Senior Center	1,202	500	500	1,000
010 4 4450 0221	Training, Travel & Meetings - Senior Center	22	100	100	100
010 4 4450 0223	Garbage Services - Senior Center	1,554	1,550	1,550	1,700
010 4 4450 0228	Water & Sewer Charges - Senior Center	2,458	2,150	5,000	3,162
010 4 4450 0344	Natural Gas - Senior Center	1,869	2,500	1,250	2,000
010 4 4450 0345	Telephone - Senior Center	1,304	1,350	1,450	1,400
010 4 4450 0366	Building Maintenance - Senior Center	6,186	10,000	5,000	10,000
010 4 4450 0379	Electricity - Senior Center	4,613	3,500	3,859	4,500
010 4 4450 0513	Insurance - Senior Center	3,667	4,739	4,502	4,796
010 4 4450 0550	BP Donation Expenditures	373	1,600	3,214	3,500
	Total Senior Center	66,855	72,681	70,480	77,214
Food Bank:					
010 4 4460 0001	Food Bank	403	1,000	1,000	1,000
	Total Food Bank	403	1,000	1,000	1,000
Administrative:					
010 4 4470 0211	Office Supplies	1,483	3,387	1,000	3,000
010 4 4470 0220	Membership Dues	367	650	650	650
010 4 4470 0221	Training, Travel & Meetings	89	2,500	1,250	2,000
010 4 4470 0225	Uniform Allowance	871	1,000	1,000	1,100
010 4 4470 0332	Advertising	912	500	500	500
010 4 4470 0345	Telephone	1,089	1,500	1,050	1,100
010 4 4470 0346	Internet	621	500	500	500
010 4 4470 0347	Computer Software	-	1,455	-	4,000
010 4 4470 0381	Postage	495	500	500	600
010 4 4470 0410	Background Checks	494	1,200	1,200	1,200
010 4 4470 0513	Insurance	4,106	3,478	3,472	4,045
010 4 4470 0520	Midschool Lease	6,600	6,600	6,600	6,600
	Total Administrative	17,126	23,270	17,722	25,295
Miscellaneous:					
010 4 4480 0005	Recreation Center	-	200	200	1,500
010 4 4480 0010	Concession Stand	1,321	1,700	1,250	1,700
	Total Miscellaneous	1,321	1,900	1,450	3,200
Parks:					
010 4 4491 0001	Park Improvements	3,993	18,152	8,182	9,480
010 4 4491 0002	Equipment			-	6,500
010 4 4491 0020	Sports Park			-	13,892
	Total Capital Expenses	3,993	18,152	8,182	29,872
	Total Parks & Recreation Operating Expenses	401,529	404,964	379,091	413,977



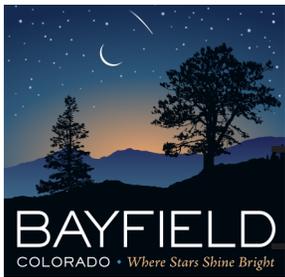
CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund is used to account for financial resources for the acquisition or construction of major capital expenditures (other than those financed by the Enterprise Funds). These expenditures include buildings and construction projects and transfers to the Equipment Service Fund for vehicle and equipment expense. The Capital Fund's primary source of revenue is a percentage of sales tax collections and grant revenues. In 2018, 33% of city sales tax revenue is committed to this fund.

Budget Summary

Total Revenues —\$387,992

Total Expenditures—\$302,125



BUDGET NARRATIVE

II. Capital Improvement Fund

The 2019 Capital Improvement Fund Budget is presented with revenues in excess of expenditures by \$85,867. That is the amount of anticipated revenues plus other financing sources is equivalent to the amount of proposed expenditures. The 2019 budget includes \$387,992 in revenues and \$302,125 in expenditures. The Capital Improvement has traditionally included the annual Town Hall debt service payment. Fortunately, this debt was retired in 2017.

A. Revenues

1. Tax and Fees

The 2019 Budget reflects revenues in the Capital Improvement Fund from a 33% share of the City Sales Tax monies, as well as Severance Tax and Federal Mineral Leasing funds. This total is projected to be \$358,696 in 2019.

2. Charges for Services

Charges for Services in the 2019 Budget decrease significantly with the cut back of services in the La Plata County DMV office per MOU with the Town.

3. Grants

The 2019 budget shows no funds in the grants portion of the Capital Improvement Fund for this year.

4. Miscellaneous

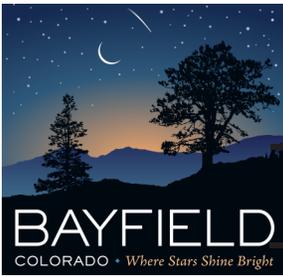
The 2019 Budget accounts for \$26,172 in revenues for interest income in the Capital Improvement Budget, due to the current favorable interest rate environment.

5. Transfers

The 2019 budget included funding of equipment replacement for future purchase of vehicles and equipment, along with a transfer of \$200,000 to the Street Fund to assist with street improvement projects.

6. Parks and Recreation Capital Improvement

The 2019 Budget includes Parks Facility Impact Fees budgeted at \$1,632 and minimal interest income of \$1,492.



BUDGET NARRATIVE

B. Expenditures

1. Building and Infrastructure

The 2019 Budget anticipates no expenditures.

2. Property

The 2019 Budget does not include any projects of this type.

3. Miscellaneous

The miscellaneous section shows no expenses this year.

4. Debt Service

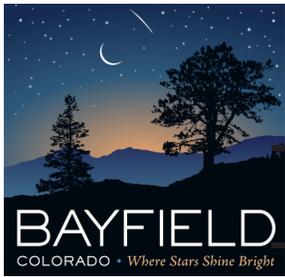
This fund has no debt service requirements in 2019.

5. Transfer

Two transfers are projected in the 2019 budget. They will be \$102,125 to the Equipment Replacement Fund for the annual depreciation of vehicles and equipment and to assist with the future purchase of new vehicles and equipment as well as a transfer to the Street Fund to partially aid in the 2019 street projects. The transfer amount is budgeted at \$200,000.

CAPITAL IMPROVEMENT FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Taxes:					
040 3 3900 0001	City Sales Tax	280,086	267,918	298,696	298,696
040 3 3900 0003	Severance Tax	29,410	30,000	40,574	30,000
040 3 3900 0004	Federal Mineral Leasing	27,052	30,000	31,215	30,000
	Total Taxes	336,548	327,918	370,485	358,696
Charges for Services:					
040 3 3920 0001	County Lease Payment	40,644	6,807	6,810	-
	Total Charges for Services	40,644	6,807	6,810	-
Miscellaneous:					
040 3 3930 0361	Interest Income	14,908	12,830	26,172	26,172
	Total Miscellaneous	14,908	12,830	26,172	26,172
	Total Capital Fund Revenues	392,101	347,555	403,467	384,868
PARKS & RECREATION CAPITAL					
REVENUES					
Capital Revenue:					
040 3 3940 0020	In Lieu of Parks Fee	2,328	-	-	-
040 3 3940 0021	Park Facility Impact Fees	5,712	4,080	1,362	1,632
	Total Capital Revenue	8,040	4,080	1,362	1,632
Miscellaneous:					
040 3 3930 0362	Interest Income (P & R Capital)	676	540	825	825
040 3 3930 0363	Interest Income (Park Facility)	433	420	667	667
		1,109	960	1,492	1,492
	Total Parks & Recreation Capital Fund Revenues	9,149	5,040	2,854	3,124
Transfers:					
	Transfer from General Fund	-	-	253,185	-
	Total Transfers	-	-	253,185	-
	Capital Fund Revenues & Transfers	401,249	352,595	659,506	387,992

CAPITAL IMPROVEMENT FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
EXPENSES					
Buildings & Infrastructure:					
040 4 4920 0006	Town Hall	-	50,000	50,000	-
	Total Buildings & Infrastructure	-	50,000	50,000	-
Property:					
040 4 4941 0001	Park Land Acquisition	5,790	-	253,185	-
	Total Property	5,790	-	253,185	-
Debt Service:					
040 4 4980 0001	Town Hall Debt 10 of 10	267,862	-	-	-
	Total Debt Service	267,862	-	-	-
Transfers:					
040 4 4990 0002	Transfer to Equipment Fund	102,125	102,125	102,125	102,125
040 4 4990 0003	Transfer to Street Fund	56,462	200,000	200,000	200,000
	Total Transfers	158,587	302,125	302,125	302,125
	Total Capital Improvement Expenses	432,239	352,125	605,310	302,125
	Capital Improvement Fund Beginning Fund Balance	163,552	147,781	132,563	186,759
	Revenues	401,249	352,595	659,506	387,992
	Expenses	432,239	352,125	605,310	302,125
	ENDING FUND BALANCE	132,563	148,251	186,759	272,626
	<i>Assigned for Park in Lieu</i>	42,459	42,459	53,178	54,003
	<i>Assigned for Park Facility Fees</i>	22,819	32,319	43,247	45,546
	<i>Assigned for TABOR Reserve 3% Expenditures</i>	12,967	600	9,096	9,064
	Unallocated Operating Reserve	54,318	72,873	81,238	164,013
	Capital Improvement Fund Ending Fund Balance	132,563	148,251	186,759	272,626



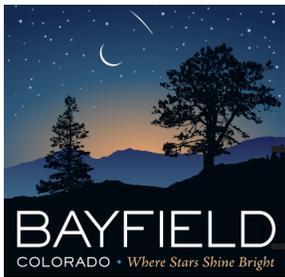
TRANSPORTATION FUND

The Transportation Fund was created in 2011 when the Town took over Highway 160B, now renamed Bayfield Parkway, from the State of Colorado. This fund is used to account for financial resources to be used for transportation related expenses. The Transportation Fund monies were transferred to the Town and are required to be accounted for separate from other funds.

Budget Summary

Total Transportation Revenues—\$400

Total Transportation Expenditures—\$2,500



BUDGET NARRATIVE

VI. Transportation

The Transportation Fund was created by the Town in 2011 primarily to manage the revenues and funds obtained in the transfer of U.S. Highway 160 B through the Colorado Department of Transportation (CDOT) Maintenance Incentive Pilot Program (MIPP). The funds must be used for transportation related expenses. The fund is presented with revenues and expenditures balanced. The anticipated amount of revenues plus other financing sources is \$400 and the expenditures are \$2,500.

A. Revenues

1. Interest

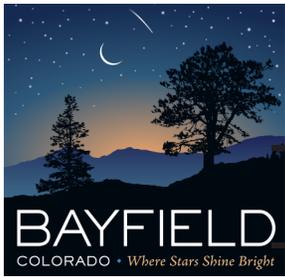
Interest revenue is projected at \$400 for 2019.

B. Expenditures

1. Street Repairs

Funds in the amount of \$2,500 have been allocated for wetland monitoring associated with the 2017 bridge replacement project.

TRANSPORTATION FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Grant:					
070 3 3200 0001	Bridge Replacement Grant	2,533,520	-	-	-
070 3 3200 0002	TAP Grant	-	-	-	-
		2,533,520	-	-	-
Interest:					
070 3 3444 0361	Interest Income	1,350	-	318	400
		1,350	-	318	400
	Total Transportation Fund Revenues	2,534,870	-	318	400
EXPENSES					
Street Repairs:					
070 4 4000 0040	Repairs and Maintenance	-	-	-	-
	Total Street Repairs	-	-	-	-
Bridge Repairs:					
070 4 4100 0001	Bridge Replacement	4,822,482	-	51,276	-
070 4 4100 0005	Wetland Monitoring	-	-	2,500	2,500
		4,822,482	-	53,776	2,500
	Total Transportation Fund Expenses	4,822,482	-	53,776	2,500
Transfers:					
070 4 4800 0001	Transfer to Street Fund	-	500,000	500,000	-
	Total Transfers	-	500,000	500,000	-
	Transportation Fund Expenses and Transfers	4,822,482	500,000	553,776	2,500
	Transportation Fund Beginning Balance	3,132,286	3,134,299	844,674	291,216
	Revenues	2,534,870	-	318	400
	Expenses and Transfers	4,822,482	500,000	553,776	2,500
	Restricted Funds	844,674	2,634,299	-	289,116
	Transportation Fund Ending Balance	844,674	2,634,299	291,216	289,116



EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund (ERF) was created in 2009 to set aside funds on an annual basis for the acquisition of high dollar equipment and vehicles. The amount set aside is based on the life of the asset plus the estimated replacement cost. Funds are transferred annually from the Capital Improvement Fund, the Water Fund, and the Sewer Fund. Revenues not expended in a given fiscal year are held in reserve for future vehicle and equipment replacement.

Budget Summary

Total Equipment Replacement Fund Revenues—\$132,678

Total Equipment Replacement Fund Expenditures—\$0



BUDGET NARRATIVE

X. Equipment Replacement Fund

The 2019 budget for the equipment replacement fund has been adjusted for shortages in previous years. The fund is designed as a “savings” fund in order to plan for purchase of future equipment and vehicles both new and replacement. The 2019 budget is presented with revenues exceeding expenditures by \$132,678.

A. Revenues

1. Transfers

The 2019 budget for revenues in the equipment replacement fund is typical of revenues in other budget years. Revenues are transferred from multiple other funds in order to pay for current equipment and vehicle replacement and save for future purchases. In 2019 the transfers from the capital fund, the water fund, and the sewer fund make up the majority of the revenues at \$132,678. The remaining revenue is interest of \$300.

B. Expenditures

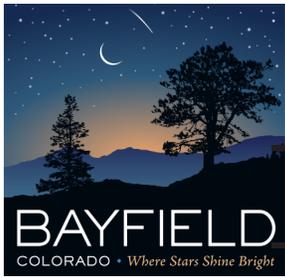
1. Vehicles

No vehicle purchases are planned for in 2019.

2. Equipment

No equipment purchases are planned for in 2019.

EQUIPMENT REPLACEMENT FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Transfers:					
090 3 3900 0002	Transfer from Capital Fund	102,125	102,125	102,125	102,125
090 3 3900 0003	Transfer from Sewer Fund	19,518	19,518	19,518	19,518
090 3 3900 0004	Transfer from Water Fund	10,735	10,735	10,735	10,735
090 3 3910 0002	JAG Grant 29-JR-01-78-1 (Patrol Vehicle Portion)	25,000	-	-	-
	Total Transfers	157,378	132,378	132,378	132,378
Miscellaneous:					
090 3 3920 0001	Sale of Used Vehicles	3,169	-	-	-
090 3 3920 0361	Interest Income	376	399	298	300
	Total Miscellaneous	3,545	399	298	300
	Total Equipment Replacement Fund Revenue	160,923	132,777	132,676	132,678
EXPENSES					
Vehicles:					
090 4 4900 0010	Plow Truck	64,690	-	-	-
090 4 4900 0015	Patrol Vehicle	-	-	-	-
090 4 4900 0016	JAG Grant 29-JR-01-78-1 (Patrol Vehicle Portion)	50,353	-	-	-
090 4 4900 0017	P&R Truck	23,445	-	-	-
090 4 4900 0030	RTV (Parks and Rec)	-	18,700	15,057	-
	Total Vehicles	138,488	18,700	15,057	-
	Total Equipment Replacement Fund Expenses	138,488	18,700	15,057	-
	Equipment Replacement Fund Beginning Fund Balance	639,274	593,242	661,709	779,329
	Revenues	160,923	132,777	132,676	132,678
	Expenses	138,488	18,700	15,057	-
	Restricted Funds	661,709	707,319	779,329	912,007
	Equipment Replacement Fund Ending Fund Balance	661,709	707,319	779,329	912,007



SEWER FUND

The Sewer Fund was created when the Town took over the Bayfield Sanitation District in 2007. The Town built a fully mechanical Wastewater Treatment Plant in 2009. This plant is designed to treat approximately 600,000 gallons of wastewater per day. Gem Village wastewater is pumped to the Bayfield Wastewater Treatment Plant. The Public Works Department is responsible for the operations of the plant.

The budgets for sewer operating and capital were merged together beginning in 2013. This fund contains all of the revenues and expenses associated with managing the wastewater collection and treatment systems. As an enterprise fund, the costs of providing these services to the public are recovered primarily through user charges. The capital portion of this fund is funded primarily with plant investment fees, which are assessed for any sewer connection made to any of the sewer lines or mains owned by the Town. Plant investment fees are paid at the time of building permit for all new construction.

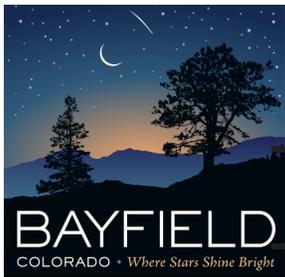
The Sewer Fund contains line items for non-cash expenditures. These amounts are annually reserved sums intended to carryover for future purchases. The future purchases include:

Plant Upgrade - \$1,237,496 is set aside in 2019 to address future needs for upgrades and expansion of the Wastewater Treatment plant.

Budget Summary

Total Sewer Revenues—\$995,516

Total Sewer Expenditures—\$1,111,763



BUDGET NARRATIVE

III. Sewer Fund

The 2019 Sewer Fund budget is presented with a projected spend-down of fund balance in the amount of \$16,247. That is the amount of anticipated revenues plus other financing sources is equivalent to the amount of proposed expenditures. The 2019 budget includes \$995,516 in revenues and \$1,111,763 in expenditures.

A. Revenues

1. Charges for Services

The 2019 Budget includes \$950,108 from the most significant source of revenue, charges for services. These monies are the monthly sewer charges from customers receiving sewer services from the Town. Revenues for 2019 are based on the 2018 rate schedule, at \$49.74/ERT/month. Rates are scheduled to change in 2019, and the budget will be adjusted to reflect these going forward.

2. Miscellaneous

The 2019 Budget includes \$21,208 of interest income, an increase of \$11,749 due to the current favorable interest rate environment.

3. Transfer

No transfers are anticipated for 2019.

4. Loan Proceed

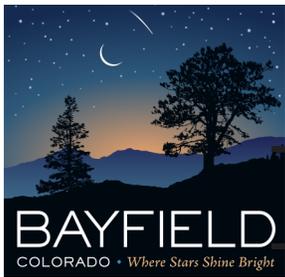
The 2019 Budget includes no loan proceeds.

5. Capital Revenues

The capital revenues include sewer plant investment fees. This estimate is based on past developments and is reserved for future capital improvements. The 2019 Budget reflects \$24,200 of these fees.

6. Grants

This section does not include any proposed funds for 2019.



BUDGET NARRATIVE

B. Expenditures

1. Salary and Benefits

The 2019 budget includes a break down of salaries and benefits based on percentages to each of the funds utilizing the services of various staff members. The Sewer Fund includes \$230,485 for salaries and benefits, which generally includes 35% of the personnel costs for the entire Public Works department and 10% of administrative staff.

2. Collection and Transmission

The 2019 budget for Collection and Transmission items in the Sewer Fund remained stable with very little change anticipated from 2018.

3. Sewer Treatment

The 2019 budget reflects changes in the Sewer Treatment section with a \$17,100 increase in expenditures related to maintenance and repairs primarily to assist in identifying future impacts from the new nutrient removal standards.

4. General Operations

The 2019 budget includes an increase of \$23,288 related to infiltration identification and repairs.

5. Administrative

The 2019 Sewer Fund budget for Administrative items reflects a decrease of \$5,763 in expenditures related to engineering and consulting expenses incurred during 2018, but not anticipated in 2019.

6. Debt Service

The annual payment of debt service for the Waste Water Treatment Facility is included in the 2019 Budget. In addition, the sixth payment of the CWRPDA loan for infiltrations is budgeted in 2019.

7. Capital Outlay

The 2019 Sewer Fund budget includes \$65,000 to rebuild the Sunrise Lift Station, \$55,000 for the Conoco Lift Station, \$10,000 for a step screen and compactor, and \$5,000 for a polymer mixer.

7. Transfers

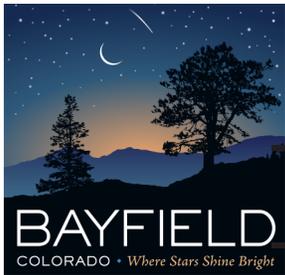
The transfer of funds from the Sewer Fund to the Equipment Replacement fund allows for purchase of needed equipment as well as replacement of worn out items both in 2019 and in future years. In addition, yearly payments to the General Fund for monies borrowed to complete the Decommissioning of the Sewer Lagoons are due from this portion of the fund.

SEWER FUND

		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Charges for Services:					
030 3 3000 0001	Sewer Fees	929,748	923,596	949,460	950,108
		929,748	923,596	949,460	950,108
Miscellaneous:					
030 3 3300 0361	Interest Income	11,545	9,459	21,208	21,208
		11,545	9,459	21,208	21,208
SEWER CAPITAL					
Capital Revenue:					
030 3 3900 0001	Plant Investment Fees	173,160	94,700	125,000	24,200
	Total Capital Revenue	173,160	94,700	125,000	24,200
030 3 3900 0006	DOLA EIAF Grant				-
	Total Grants and Loans				-
	Sewer Operating Revenue	1,114,453	1,027,755	1,095,668	995,516
Transfers:					
030 3 3930 0003	Transfer from Water Fund (Plant Investment)	-	79,800	79,800	-
	Total Transfers	-	79,800	79,800	-
	Sewer Fund Operating Revenues and Transfers	1,114,453	1,107,555	1,175,468	995,516

SEWER FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
EXPENSES					
Salary & Benefits:					
030 4 4000 0000	Salaries & Benefits (Reclass Account)	(698)	-		-
030 4 4050 0111	Town Manager's Salary	19,968	20,395	20,395	20,904
030 4 4050 0112	Town Clerk's Salary	9,684	9,976	9,976	9,976
030 4 4050 0113	Finance Director's Salary	4,677	4,676	2,811	-
030 4 4050 0114	Admin Assistant's Salary	13,980	14,353	14,353	14,353
030 4 4050 0116	Intern's Salary	6,347	6,153	1,452	-
030 4 4050 0117	Public Work's Director's Salary	23,018	23,794	23,794	21,000
030 4 4050 0118	1st PW Assistant's Salary	15,887	14,928	15,887	14,839
030 4 4050 0119	2nd PW Assistant's Salary	4,283	10,234		-
030 4 4050 0120	3rd PW Assistant's Salary	13,420	12,293	11,000	13,500
030 4 4050 0121	4th PW Assistant's Salary	8,623	10,234	1,734	10,423
030 4 4050 0122	5th PW Assistant's Salary	12,301	11,251	12,301	11,251
030 4 4050 0123	6th PW Assistant's Salary	10,657	10,234	7,636	-
030 4 4050 0123	Utilities Supervisor Salary	-	-	13,060	35,691
030 4 4050 0125	Overtime	7,598	8,800	6,687	8,000
030 4 4050 0141	Unemployment Insurance	428	446	446	456
030 4 4050 0142	Workers Compensation Insurance	1,725	1,768	1,791	1,637
030 4 4050 0143	Health Insurance	33,178	38,001	38,001	39,451
030 4 4050 0144	Medicare	1,994	2,154	2,154	2,203
030 4 4050 0145	PERA	19,339	20,347	20,347	20,815
030 4 4050 0146	GASB 68 PERA	33,424	-		-
030 4 4050 0355	Salary Adjustments	-	-		5,988
	Total Salary & Benefits	239,834	220,037	203,825	230,485
Collection & Transmission:					
030 4 4052 0233	Repairs & Maintenance	11,432	6,000	6,500	6,000
030 4 4052 0234	Generator Maintenance	1,095	1,166	500	1,166
030 4 4052 0235	UNCC - Sewer	376	350	500	350
030 4 4052 0379	Electricity	7,559	8,000	8,000	8,300
	Total Collection & Transmission	20,461	15,516	15,500	15,816
Sewer Treatment:					
030 4 4152 0211	Supplies	(4,677)	700	1,500	1,400
030 4 4152 0228	Water & Sewer Charges	19,738	10,000	10,000	10,250
030 4 4152 0229	Testing	7,291	3,500	3,500	3,500
030 4 4152 0230	Permit Fee & Sludge Testing	3,795	5,000	5,000	5,000
030 4 4152 0233	Repairs & Maintenance	28,421	20,000	30,000	37,500
030 4 4152 0234	Generator Maintenance - Treatment	1,448	2,181	2,181	2,181
030 4 4152 0250	Chemicals	16,637	11,300	11,365	11,400
030 4 4152 0344	Natural Gas	1,197	1,800	1,200	1,800
030 4 4152 0379	Electricity	53,559	56,000	50,000	54,000
030 4 4152 0380	Garbage Service & Removal	675	700	750	750
030 4 4152 0381	Sludge Removal	10,112	11,500	10,000	12,000
030 4 4152 0382	SCADA Support	4,193	7,500	7,500	7,500
030 4 4152 0390	Grease Removal	635	2,500	2,500	2,500
	Total Sewer Treatment	143,024	132,681	135,496	149,781
General Operations:					
030 4 4260 0240	Infiltration Repairs	165	5,000	-	23,288
030 4 4260 0241	Vehicle Maintenance & Repair	2,101	2,500	2,500	2,500
030 4 4260 0251	Contract Operations	-	2,000	100	2,000
	Total General Operations	2,266	9,500	2,600	27,788

SEWER FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Administrative:					
030 4 4301 0030	Treasurer's Fee Lien Collection	-	-		-
030 4 4301 0208	Ordinances & Proceedings	-	2,000	-	2,000
030 4 4301 0211	Office Supplies	1,560	800	929	1,000
030 4 4301 0221	Training, Travel & Meetings	1,163	2,200	2,200	2,200
030 4 4301 0231	Fuel	3,000	3,000	3,000	3,000
030 4 4301 0345	Telephone	1,685	2,000	2,300	2,400
030 4 4301 0354	Auditing	4,245	4,650	4,650	4,000
030 4 4301 0355	Engineering	4,568	10,000	5,000	7,000
030 4 4301 0380	Advertising	-	200	500	500
030 4 4301 0381	Postage	1,897	2,300	2,200	2,300
030 4 4301 0382	Internet	1,289	1,150	1,500	1,600
030 4 4301 0513	Insurance	16,531	17,388	18,530	20,225
030 4 4301 0514	Sewer Back-Up Policy	-	1,000	-	1,000
030 4 4301 0515	Computer Support & Maintenance	6,088	6,000	24,313	6,500
030 4 4301 0516	Consulting Services	-	75,000	25,000	68,200
030 4 4301 0525	Attorney	160	4,000	-	4,000
	Total Administrative	42,185	131,688	90,122	125,925
Debt Service:					
030 4 4310 0001	WWTF Loan (13 of 22)	109,028	349,265	349,265	342,065
030 4 4310 0002	Infiltration Loan (6 of 20)	10,400	36,547	36,547	36,547
		119,427	385,812	385,812	378,612
Capital Outlay:					
030 4 4900 0001	Wastewater Treatment Plant	-	-	-	-
030 4 4900 0008	GIS Data Recorder	6,329	-	1,970	-
030 4 4900 0009	Camera Purchase	-	-	-	-
030 4 4900 0011	SCADA Alarms install	7,034	-	-	-
030 4 4900 0012	Flow Meters - Gem Village Lift/RV Park	-	-	-	-
030 4 4900 0013	Sunrise Lift Station ReBuild	-	75,000	-	65,000
030 4 4900 0014	Shop Relocation	-	20,000	-	-
	Step Screen & Compactor	-	-	-	10,000
	Polymer mixer	-	-	-	5,000
	Conoco Lift Station Replacement	-	-	-	55,000
	Total Capital Outlay	13,363	95,000	1,970	135,000
	Total Sewer Operating Expense	580,561	990,234	835,325	1,063,407
Transfers:					
030 4 4325 0002	Transfer to Equipment Fund	19,518	19,518	19,518	19,518
030 4 4325 0003	Transfer to General (Decommissioning Loan) 7 of 20	-	28,838	28,838	28,838
	Total Transfers	19,518	48,356	48,356	48,356
	Total Sewer Expenses & Transfers	600,079	1,038,590	883,681	1,111,763
	Sewer Fund Beginning Fund Balance	823,056	1,213,940	1,061,957	1,353,744
	Revenues	1,114,453	1,107,555	1,175,468	995,516
	Expenses	600,079	1,038,590	883,681	1,111,763
	Depreciaton	(338,652)			
	GASB 68 Adjustments	63,179			
	Sewer Fund Ending Fund Balance	1,061,957	1,282,905	1,353,744	1,237,496
	<i>Assigned for Plant Upgrade</i>	748,933	909,620	1,213,296	1,237,496
	<i>Assigned for Operations/Maintenance Reserve</i>	88,772	90,006	88,368	-
	<i>Assigned for Collection System Improvements</i>	-	-	-	-
	<i>Unallocated Operating Reserve</i>	224,252		52,079	-
	Unassigned Fund Balance	224,252	283,279	52,079	-



WATER FUND

The Water Fund is an enterprise fund that is funded with revenues from user fees paid for the operation of the water treatment and delivery system. The Town's drinking water comes from the Pine River. Water is treated and facilities are maintained by the Town's Public Works Department.

The Town maintains approximately 15.5 miles of water distribution lines that service the Town and its residents. In 2016 the Town and the La Plata Archuleta Water District (LAPLAWD) upgraded and expanded the water treatment plant. The plant's treatment capacity was expanded 1.0 million gallons per day, with the Town receiving 250,000 gallons per day and LAPLAWD reserving 750,000 gallons per day. Together the water treatment plant has a capacity of 2.5 million gallons per day and the water storage capacity is 1.75 M.G.D. The Town Board adopted a policy to maintain 1,000 gallons of water storage per household per day in order to ensure adequate water availability for fire fighting, drought reserve and minor river contamination, due to forest fires and/or erosion.

The Water Capital and Operating Funds were merged together beginning in the 2014 budget. The capital portion is primarily funded with water tap fees which are assessed for any water connection made to any of the water mains owned by the Town. Plant investment fees are paid at the time of building permit for all new construction.

The Water Fund budget contains line items for non-cash expenditures. These amounts are annually reserved sums intended to carryover for future projects. The future projects include:

New Meters and Radio Reads - Approximately \$10,000 is being set aside each year to replace the meters which have expected lives of 20 years. Budgeted reserves are \$75,490.

Assigned for Water Rights - \$7,810 is held in reserve from collection of cash payments in-lieu of conveyance of water rights.

Ditch Piping - Approximately \$10,000 is being set aside each year to pipe sections of the ditch to alleviate water loss issues. Budgeted reserves are \$92,500.

Water Tank Expansion - Approximately \$10,000 is being set aside each year for an additional tank to increase storage capacity. Budgeted reserves are \$72,500.

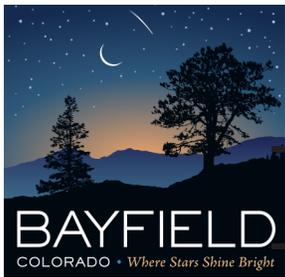
Line Replacement & New Lines - Monies have been accumulating to allow for replacement of old lines which break or that lack capacity to carry the amount of water needed. Budgeted reserves are currently \$251,926.

Plant Expansion - \$1,113,379 is being set aside for the expansion of the existing water plant as the Town grows and includes more residents with utility needs. This amounts corresponds to the revenue received from water plant investment fees.

Budget Summary

Total Water Revenues—\$658,820

Total Water Expenditures—\$589,448



BUDGET NARRATIVE

IV. Water Fund

The 2019 Water Fund budget is presented with revenues in excess of expenditures in the amount of \$69,372. The 2019 budget includes \$658,820 in revenues and \$589,448 in expenditures.

A. Revenues

1. Charges for Services

The 2019 budget includes water fees collected on a monthly basis, as well as penalties and interest on these services. The revenue is budgeted with a \$21,000 increase for the year. Collections are tied to the demand for irrigation in the summer months. The weather patterns are unpredictable, and the budget is conservative. The Town is predicting a collection of \$550,000 in water sales for the Town. The water salesman continues to be utilized by residents outside of Town and those revenues are expected to increase due to increased demand. Revenues are based on 2018 rates, which are scheduled to increase in 2019. The budget will be adjusted going forward to reflect this change.

2. Miscellaneous

The 2019 Budget includes \$700 in interest income and \$1,120 for turn off/on fees.

3. Capital Revenue

The plant investment fees (tap fees) are forecasted to be \$26,400 for 2019. This estimate is based on past developments and is reserved for future capital improvements.

B. Expenditures

1. Salary and Benefits

The 2019 budget includes a breakdown of salaries and benefits based on percentages to each of the funds utilizing the services of various staff members. The Water Fund includes a budgeted total of \$201,604 for salaries and benefits, which generally represents 25% of total personnel expenditures for the entire Public Works Department and 10% for administrative staff.

2. Water Storage

The 2019 budget includes a \$4,142 increase for the Pine River Irrigation District (PRID) leased storage water.



BUDGET NARRATIVE

3. Pumping Costs

The 2019 budget for pumping costs remains unchanged from 2018.

4. Water Treatment

The 2019 budget for water treatment shows a decrease of \$16,300 related to lower anticipated expenses for chemicals and engineering than in the prior year.

5. Transmission and Distribution

The transmission and distribution for 2019 shows an decrease from 2018 in the amount of \$9,875 due to lower anticipated costs for supplies.

6. Administrative Costs

Administrative costs in the 2019 water fund budget have decreased considerably from 2018. The prior year budgeted included expenses to update the Water Master Plan (\$75,000), which was completed in 2018.

7. Miscellaneous

The Town plans to spend \$2,500 for vehicle maintenance.

8. Debt Service

The 2019 budget for the water fund includes one payment of debt service from the water fund. The DOLA loan interest and principal payment is \$18,697.

9. Capital Outlay

The 2018 Water Capital budget reflects expenditures of \$40,000 for a mixer in the reservoir and \$20,000 for updates to the water dock station.

10. Transfers

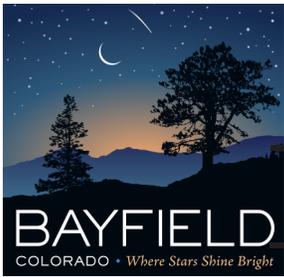
The 2019 budget includes an amount of \$10,735 to be transferred to the Equipment Replacement Fund for the water funds portion of depreciation expense of vehicles and equipment.

WATER FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Charges for Services:					
050 3 3000 0001	Water Sales	601,041	525,000	549,216	550,000
050 3 3000 0002	Penalties & Interest	15,070	13,000	14,620	14,000
050 3 3000 0005	Water Salesman	37,682	30,000	50,493	35,000
050 3 3000 0010	Hydrant Meter Deposits	6,043	-	-	-
050 3 3000 0015	Water Meters & Supplies	24,883	20,000	9,440	10,000
050 3 3000 0020	GIS Mapping Services	-	1,500	1,500	1,500
	Total Charges for Services	684,719	589,500	625,269	610,500
Grants:					
050 3 3200 0001	DOLA Grant Waterline Improvements	-	-	-	-
		-	-	-	-
Miscellaneous:					
050 3 3100 0001	Turn On/Off Fees	1,020	800	1,120	1,120
050 3 3100 0361	Interest Income	729	700	684	700
	Total Miscellaneous	1,749	1,500	1,804	1,820
WATER CAPITAL					
Charges for Services:					
050 3 3900 0001	Plant Investment Fees	151,870	66,000	74,205	26,400
050 3 3900 0002	Cash in Lieu of Water Rights	-	-	3,040	-
	Total Charges for Services	151,870	66,000	77,245	26,400
Miscellaneous:					
050 3 3920 0001	Interest Income Colotrust	10,357	8,500	18,772	20,000
050 3 3920 0002	Interest Income (In Lieu of Water Rights)	52	50	94	100
	Total Miscellaneous	10,409	8,550	18,866	20,100
	Total Water Revenue	848,748	665,550	723,184	658,820

WATER FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
EXPENSES					
Salary & Benefits:					
050 4 4000 0000	Salaries & Benefits (Reclass Account)	(17)	-		-
050 4 4330 0111	Town Manager's Salary	14,976	15,296	15,296	15,678
050 4 4330 0112	Town Clerk's Salary	7,263	7,482	7,482	7,482
050 4 4330 0113	Finance Director's Salary	4,677	4,676	2,811	-
050 4 4330 0114	Admin Assistant's Salary	13,980	14,353	14,353	14,353
050 4 4330 0116	Intern's Salary	4,761	4,615	1,089	-
050 4 4330 0117	Public Works Director's Salary	19,182	19,828	19,828	17,500
050 4 4330 0118	1st PW Assistant's Salary	13,239	12,440	12,440	12,366
050 4 4330 0119	2nd PW Assistant's Salary	3,569	8,528	-	11,250
050 4 4330 0120	3rd PW Assistant's Salary	11,183	10,244	7,724	8,686
050 4 4330 0121	4th PW Assistant's Salary	7,185	8,528	1,445	-
050 4 4330 0122	5th PW Assistant's Salary	10,251	9,375	9,375	9,375
050 4 4330 0123	6th PW Assistant's Salary	8,881	8,528	-	-
050 4 4330 0124	Utilities Supervisor Salary	-	-	5,208	35,691
050 4 4330 0140	Overtime	8,232	8,528	10,068	8,000
050 4 4330 0141	Unemployment Insurance	357	372	372	397
050 4 4330 0142	Worker's Compensation Insurance	1,593	1,618	1,639	1,498
050 4 4330 0143	Health Insurance	28,288	32,316	32,316	34,110
050 4 4330 0144	Medicare	1,662	6,360	6,360	1,920
050 4 4330 0145	PERA	16,138	10,614	10,614	18,136
050 4 4330 0146	GASB 68 PERA	27,395	-	-	
050 4 4330 0355	Salary Adjustments	-	-	-	5,163
	Total Salary & Benefits	202,796	183,701	158,420	201,604
Water Storage:					
050 4 4331 0227	Ditch Fees Los Pinos/Schroeder	12,951	22,000	22,000	22,000
050 4 4331 0228	PRID	11,795	31,500	11,795	15,937
050 4 4331 0232	Water Rights Adjudication	-	20,000	20,000	20,000
	Total Water Storage	24,747	73,500	53,795	57,937
Pumping Costs:					
050 4 4332 0379	Electricity	3,249	4,500	5,000	4,500
	Total Pumping Costs	3,249	4,500	5,000	4,500
Water Treatment:					
050 4 4333 0228	Water & Sewer Charges	1,433	13,500	12,636	13,000
050 4 4333 0229	Testing	9,461	12,500	12,500	14,000
050 4 4333 0230	Permit Fees	465	2,500	2,500	2,500
050 4 4333 0231	Natural Gas	1,020	5,000	5,000	5,000
050 4 4333 0233	Repairs & Maintenance	15,453	19,500	19,500	20,000
050 4 4333 0250	Chemicals	23,972	40,000	40,000	30,000
050 4 4333 0300	Computer	-	2,000	280	2,000
050 4 4333 0310	SCADA Support	4,867	7,500	7,500	7,700
050 4 4333 0355	Engineering	10,043	12,000	5,000	5,000
050 4 4333 0356	Electricity	43,277	45,000	42,000	44,000
	Total Water Treatment	109,991	159,500	146,916	143,200

WATER FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Transmission & Distribution:					
050 4 4334 0229	Supplies	4,605	17,875	15,000	8,000
050 4 4334 0230	Water Meters & Supplies	18,288	16,000	16,800	16,000
050 4 4334 0231	Fuel	4,000	4,000	4,000	4,000
050 4 4334 0300	Electricity	5,218	5,400	5,400	5,400
050 4 4334 0301	Natural Gas	298	600	600	600
050 4 4334 0500	GIS Mapping Services	-	1,500	-	1,500
050 4 4334 0901	Hydrant Replacement	42	6,000	-	6,000
050 4 4334 0905	Repairs & Maintenance	11,870	5,000	7,500	5,000
050 4 4334 0906	Tank Maintenance	7,121	-	4,763	-
050 4 4334 0960	UNCC - Water	376	400	400	400
Total Transmission & Distribution		51,817	56,775	54,463	46,900
Administrative Costs:					
050 4 4336 0030	Treasurer's Fee Lien Collection	-	25	-	125
050 4 4336 0208	Ordinances & Proceedings	-	500	-	500
050 4 4336 0211	Office Supplies	1,100	1,000	1,000	1,000
050 4 4336 0221	Training, Travel & Meetings	1,223	3,500	3,000	3,500
050 4 4336 0238	Safety Equipment	33	1,500	1,000	1,500
050 4 4336 0344	Natural Gas	3,303	-	-	-
050 4 4336 0345	Telephone	1,894	1,800	2,400	2,300
050 4 4336 0354	Auditing	4,117	4,400	4,650	4,000
050 4 4336 0380	Advertising	-	200	500	500
050 4 4336 0381	Postage	1,897	2,500	2,200	2,500
050 4 4336 0382	Internet	1,289	1,100	1,600	1,550
050 4 4336 0383	Computer Support & Maintenance	6,088	11,600	25,402	6,500
050 4 4336 0513	Insurance	13,584	6,955	8,162	8,200
050 4 4336 0525	Attorney	1,105	2,500	-	2,500
050 4 4336 0530	Consulting Services	-	75,000	75,000	8,200
050 4 4336 0600	Rodent Control	90	500	-	500
Total Administrative Costs		35,722	113,080	124,914	43,375
Miscellaneous:					
050 4 4336 0720	Vehicle Maintenance	1,472	2,500	2,500	2,500
Total Miscellaneous		1,472	2,500	2,500	2,500
Debt Service:					
050 4 4910 0002	DWARF Interest on Bonds	-	-	-	-
050 4 4910 0003	Interest & Principal DOLA Loan (17 of 20)	4,745	18,697	18,697	18,697
		4,745	18,697	18,697	18,697
WATER CAPITAL					
Capital Outlay:					
050 4 4900 0036	LAPLAWD Water Line Improvement	-	260,000	-	-
050 4 4900 0037	Water Treatment Plant Upgrade	-	25,000	25,000	-
					40,000
					20,000
050 4 4900 0040	Waterline Improvements			8,324	-
050 4 4900 0041	Meter Reader	-	-	-	-
050 4 4900 0050	GIS Data Recorder	7,138	-	4,857	-
050 4 4900 0060	Security Cameras	-	-	1,692	-
050 4 4900 0070	Media Filter Replacement	55,412	-	-	-
050 4 4900 0080	Schroeder Pump	-	6,000	-	-
050 4 4900 0081	Los Pinos Pump Station Upgrade			7,500	-
Total Capital Outlay		62,549	291,000	47,373	60,000

WATER FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Miscellaneous:					
050 4 5000 0001	Bad Debt Expense	56	-	-	-
	Total Miscellaneous	56	-	-	-
	Total Water Expenses	497,144	903,253	612,078	578,713
Transfers:					
050 4 4800 0001	Transfer to Equipment Fund	10,735	10,735	10,735	10,735
050 4 4800 0002	Transfer to Sewer Fund (Plant Investment)	-	79,800	79,800	-
	Total Transfers	10,735	90,535	90,535	10,735
	Total Water Expenses & Transfers	507,879	993,788	702,613	589,448
	Water Fund Beginning Fund Balance	1,289,416	1,461,136	1,586,162	1,606,733
	Revenues	848,748	665,550	723,184	658,820
	Expenses	507,879	993,788	702,613	589,448
	Depreciation	(210,603)			
	GASB 64 Adjustment	166,481			
	Water Fund Ending Fund Balance	1,586,162	1,132,898	1,606,733	1,676,105
	<i>Assigned for Tank Recoating</i>	50,000	52,500	52,500	62,500
	<i>Assigned for Meters & Radio Reads</i>	66,000	65,490	65,490	75,490
	<i>Assigned for Water Rights</i>	3,465	4,621	7,810	7,810
	<i>Assigned for Line Replacement and New Lines</i>	10,741	-	250,000	251,926
	<i>Assigned for Plant Expansion</i>	699,250	794,840	1,066,979	1,113,379
	<i>Assigned for Water Tank Expansion</i>	60,000	62,500	62,500	72,500
	<i>Assigned for Ditch Piping</i>	80,000	82,500	82,500	92,500
	Unassigned fund balance	616,706	33,835	18,954	-
	Water Fund Ending Fund Balance	1,586,162	1,132,898	1,606,733	1,676,105



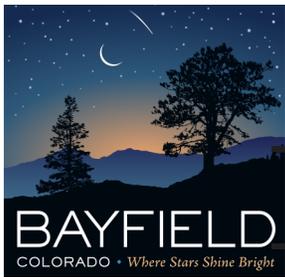
GARBAGE FUND

The Garbage Fund is an enterprise fund and is designed to be funded with user charges for the costs of providing services to the general public. The Town of Bayfield has a contract with a trash collection provider who provides trash collection to all residents that request service. New in 2018 is an opt-in recycling program that is available to all Town residents. The fees collected from residents pay trash collection and recycling, along with additional services including the annual clean-up.

Budget Summary

Total Garbage Revenues—\$153,328

Total Garbage Expenditures—\$153,328



BUDGET NARRATIVE

V. Garbage Fund

The 2019 Garbage Fund Budget is presented with revenues and expenditures balanced. That is, the amount of anticipated revenues plus other financing sources is equivalent to the amount of proposed expenditures. The 2019 budget includes \$153,328 in revenues and \$153,328 in expenditures.

A. Revenues

1. Charges for Services

The 2019 Garbage Fund budget shows the majority of its revenues being collected from garbage and recycling fees. The budget amount to revenue in 2019 for this line item is \$138,153. Recycling fees are projected to be \$14,400 based on actual results in 2018. The remainders of the revenues are collected thru clean up fees and interest earned.

B. Expenditures

1. Salary and Benefits

The 2019 budget includes a break down of salaries and benefits based on percentages to each of the funds utilizing the services of various staff members. The Garbage Fund includes a budgeted total of \$4,820 for salaries and benefits.

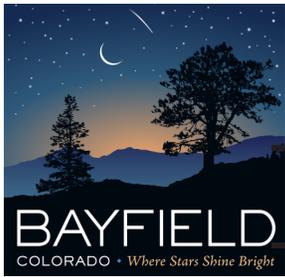
2. Operations

The 2019 budget includes waste control contract for removal of trash in the Town of Bayfield is anticipated to cost \$133,388 for 2019. Residential monthly garbage collections rates are \$11.15/residential poly cart and \$3.39 for additional poly carts. The recycling contract is estimated at \$14,400 based on program enrollment.

3. Administrative

These expenses are relatively unchanged from 2019 and include office supplies and a portion of the computer support and maintenance and auditing contracts.

GARBAGE FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Charges for Services:					
060 3 3482 0100	Garbage Fees	134,169	135,260	136,308	138,153
060 3 3482 0150	Clean-Up Fees	735	735	780	750
060 3 3482 0175	Recycling Fees	-	-	5,600	14,400
	Total Charges for Services	134,904	135,995	142,688	153,303
Miscellaneous:					
060 3 3483 0361	Interest Income	35	40	25	25
	Total Miscellaneous	35	40	25	25
	Total Garbage Fund Revenue	134,940	136,035	142,713	153,328
EXPENSES					
Salary & Benefits:					
060 4 4000 0000	Salaries & Benefits (Reclass)	(106)	-	-	-
060 4 4200 0111	Town Manager's Salary	998	1,020	1,020	1,045
060 4 4200 0112	Town Clerk's Salary	484	499	499	499
060 4 4200 0113	Finance Director's Salary	468	468	281	-
060 4 4200 0114	Admin Assistant's Salary	1,747	1,794	1,794	1,794
060 4 4200 0016	Intern's Salary	317	308	308	-
060 4 4200 0141	Unemployment Insurance	12	12	12	10
060 4 4200 0142	Worker's Compensation Insurance	-	-	-	-
060 4 4200 0143	Health Insurance	1,214	1,239	1,239	914
060 4 4200 0144	Medicare	56	59	59	48
060 4 4200 0145	PERA	542	560	560	457
060 4 4200 0355	Salary Adjustments	-	-	-	53
	Total Salary & Benefits	5,733	5,959	5,772	4,820
Operations:					
060 4 4300 0001	Waste Control Contract	125,042	126,970	128,558	133,388
060 4 4300 0003	Spring Clean Up	689	1,000	335	700
060 4 4300 000	Recycle Contract	-	-	7,662	12,000
	Total Operations	125,731	127,970	136,555	146,088
Administrative:					
	Consulting Services	-	-	175	820
060 4 4324 0146	GASB 68 PERA	-	-	-	-
060 4 4324 0211	Office Supplies	-	350	356	350
060 4 4324 0220	Computer Support & Maintenance	609	600	670	650
060 4 4324 0381	Postage	449	1,000	1,171	450
060 4 4324 0525	Attorney	-	-	-	-
060 4 4324 0526	Auditing	121	155	155	150
	Total Administrative	1,179	2,105	2,527	2,420
	Total Garbage Fund Expenses	132,644	136,034	144,854	153,328
	Total Garbage Fund Expenses and Transfers	132,644	136,034	144,854	153,328
	Garbage Fund Beginning Fund Balance	47,446	41,510	49,742	47,601
	Revenues	134,940	136,035	142,713	153,328
	Expenses	132,644	136,034	144,854	153,328
	Garbage Fund Ending Fund Balance	49,742	41,511	47,601	47,601



STREET FUND

The Street Fund was created in 2016 to house the voter approved 1% increase in Town Sales Tax revenues. The Street Fund contains additional revenues which have been earmarked for transportation related expenditures and which have traditionally been budgeted in the General Fund. Additionally, the fund is supplemented annually with transfers from the Capital Improvement Fund. The expenses that were traditionally associated with Public Works streets program have been moved to this fund including salaries and benefits, operational, and administrative items. The contribution to the cost of the Road Runner Transit System for transit services was also moved. This fund contains line items to account for the portion of administrative services that are done on behalf of the street program.

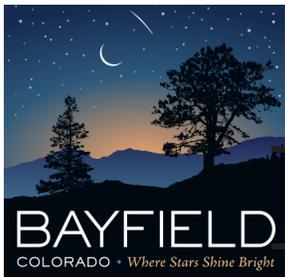
Mission Statement:

To construct and maintain critical infrastructure needs including roads, sidewalks, and storm water systems that exceed the expectations of Bayfield residents.

Budget Summary

Total Street Fund Revenues—\$667,492

Total Street Fund Expenditures—\$1,084,778



BUDGET NARRATIVE

VII. Streets

The Street Fund was a new addition to the budget of the Town of Bayfield in 2016. The fund was created primarily to manage the revenues and expenditures of the streets and storm water infrastructure of the town and is primarily funded by a 1% Town Sales Tax increase approved by the voters in November of 2015. The fund is presented with revenues and expenditures balanced. The anticipated amount of revenues plus other financing sources is \$667,492 and the expenditures are \$1,084,778, with a spend down of fund balance of \$417,286.

A. Revenues

1. Taxes & Fees

The 2018 street fund budget includes taxes and fees obtained from transportation related items such as Highway User Tax, Specific Ownership Tax, Natural Gas Franchise Fees, TV Franchise Fees, and County Road and Bridge Funds. It also includes the 1% share of the Town Sales Tax.

2. License & Permits

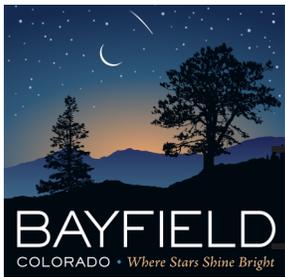
The license and permit revenues for the Street Fund are obtained thru Right of Way Fees and Overweight Vehicle Permits. This is a minimal revenue stream budgeted at \$500 for 2019.

3. Grants

A budgeted revenue of \$15,105 is listed for the DOLA Energy and Mineral Impact grant assigned for engineering and planning related to East Intersection improvements, along with a \$25,000 Telecom grant.

4. Transfers

A transfer into the Street Fund in 2019 of \$200,000 from the Capital Improvement Fund is included.



BUDGET NARRATIVE

B. Expenditures

1. Wages & Benefits

The 2019 budget includes a break down of salaries and benefits based on percentages to each of the funds utilizing the services of various staff members. The Street Fund includes \$211,369 for salaries and benefits. This generally represents 47% of all Public Works personnel costs and 10% of administrative personnel costs.

2. Public Works Streets

Street maintenance projects proposed for 2019 include \$250,000 for mill and overlay of streets including Palo Verde and Westview, \$40,000 for annual crack sealing, \$220,000 for seal treatment of Bayfield Parkway, and \$60,000 for lining of irrigation culverts.

3. Public Works Operations

The 2019 budget includes the Fund's portion of fuel for vehicles, shop maintenance supplies and tools, welding supplies and equipment maintenance and repairs unchanged from 2018.

4. Administrative

The Street Fund's portion of administrative costs for 2019 include \$5,000 in engineering fees associated with the projects mentioned above.

5. Transit

The 2019 budget includes community funding for the Road Runner Transit of \$12,000.

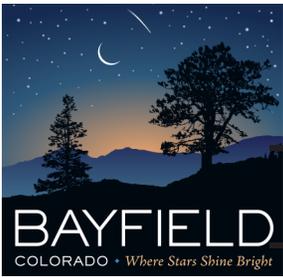
6. Capital

Capital projects \$60,000 for the Town's share of improvements at CR 509 and Bayfield Parkway.

STREET FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Taxes & Fees:					
071 3 3000 0005	City Sales Tax	280,086	267,918	298,696	298,696
071 3 3000 0020	Highway Users Tax	84,534	83,675	83,675	79,973
071 3 3000 0040	Specific Ownership Tax	20,849	18,000	21,950	22,000
071 3 3000 0050	Natural Gas Franchise Fee	10,738	10,000	10,000	10,000
071 3 3000 0055	TV Franchise Fee	2,402	2,500	2,352	2,300
071 3 3000 0070	County Road & Bridge Funds	11,797	12,519	12,519	12,771
		410,407	394,612	429,192	425,740
Licenses & Permits:					
071 3 3100 0006	Overweight Vehicle Permits	32,230	-	-	-
071 3 3100 0021	Right of Way Fees	675	300	550	500
		32,905	300	550	500
Grants:					
071 3 3700 0001	DOLA Energy Mineral Impact - Stormwater	18,970	250,000	6,030	-
071 3 3700 0004	DOLA Energy Mineral Impact - East Intersection Admin.				15,105
	DOLA Energy Mineral Impact - Telecommunications Plan				25,000
071 3 3700 0002	East Intersection Contribution BSD			500,000	-
071 3 3700 0003	Interest Income (East Intersection)			3,785	1,032
		18,970	250,000	509,815	41,137
Interest:					
071 3 3800 0001	Interest Income	161	175	114	115
		161	175	114	115
Transfers:					
071 3 3900 0015	Transfer from Capital	56,462	200,000	200,000	200,000
071 3 3900 0016	Transfer from Transportation	-	500,000	500,000	-
		56,462	700,000	700,000	200,000
	Total Street Fund Revenues	518,906	1,345,087	1,639,671	667,492

STREET FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
EXPENSES					
Wages & Benefits:					
071 4 4318 0110	Public Works Director's Salary	34,528	35,691	35,691	31,500
071 4 4318 0111	First PW Assistant's Salary	19,524	22,392	22,392	22,258
071 4 4318 0112	Second PW Assistant's Salary	5,068	15,350	-	20,250
071 4 4318 0113	Third PW Assistant's Salary	15,087	18,440	18,440	15,634
071 4 4318 0116	Fourth PW Assistant's Salary	10,494	15,350	2,122	-
071 4 4318 0117	Fifth PW Assistant's Salary	13,524	16,876	16,876	16,876
071 4 4318 0118	Sixth PW Assistant's Salary	13,544	15,350	-	-
071 4 4318 0119	Utilities Supervisor Salary	-	-	9,373	7,931
071 4 4318 0121	Temporary Labor	530	2,000	2,000	2,000
071 4 4318 0125	Overtime	4,707	5,000	5,000	5,000
071 4 4318 0130	Town Manager's Salary	10,090	10,197	10,197	10,542
071 4 4318 0131	Town Clerk's Salary	4,894	4,988	4,988	4,988
071 4 4318 0132	Finance Director's Salary	4,731	4,676	2,811	-
071 4 4318 0133	Admin Assistant's Salary	1,766	1,794	1,794	1,794
071 4 4318 0134	Intern's Salary	3,174	3,076	726	-
071 4 4318 0141	Unemployment Insurance	470	493	493	395
071 4 4318 0142	Workers Compensation Insurance	5,853	6,452	6,535	5,973
071 4 4318 0143	Health Insurance	33,766	40,647	40,647	39,028
071 4 4318 0144	Medicare	2,194	2,381	2,381	1,910
071 4 4318 0145	PERA	21,328	22,493	22,493	18,041
	Salary Adjustments				7,250
	Total Public Works Wages & Benefits	205,271	243,646	204,959	211,369
Public Works Streets:					
071 4 4319 0005	Street Lighting	18,707	18,400	19,000	20,000
071 4 4319 0006	Street Cleaning & Supplies	1,293	1,700	1,700	1,700
071 4 4319 0007	Street Repairs & Maintenance	42,789	554,000	515,000	570,000
071 4 4319 0008	Concrete Repairs & Maintenance	11,155	10,000	12	10,000
071 4 4319 0015	Traffic Services- Striping	2,447	3,700	3,700	2,500
071 4 4319 0016	Traffic Services - Signs	255	1,500	1,500	2,500
071 4 4319 0019	Banners	3,066	6,000	718	6,000
071 4 4319 0020	Snow & Ice Removal	7,046	12,000	7,500	12,000
071 4 4319 0025	Weed Control	3,608	2,000	3,000	2,000
	Total Public Works Streets	90,366	609,300	552,130	626,700
Public Works Operations:					
071 4 4320 0231	Fuel	4,787	10,500	10,500	10,500
071 4 4320 0232	Shop Maint, Supplies & Tools	1,891	1,500	1,500	1,500
071 4 4320 0250	Welding Supplies	285	500	245	300
071 4 4320 0360	Equipment Maintenance & Repair	5,560	5,000	5,000	5,000
	Total Public Works Operations	12,523	17,500	17,245	17,300

STREET FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
Public Works Administrative:					
071 4 4321 0211	Office Supplies	649	500	250	500
071 4 4321 0215	Postage	245	350	350	350
071 4 4321 0221	Travel, Training & Meetings	260	500	1,000	1,000
071 4 4321 0222	CDL Testing & Training	1,642	1,500	500	1,500
071 4 4321 0225	Uniform Allowance	2,364	2,500	2,500	2,100
071 4 4321 0228	Water & Sewer Charges	2,813	3,000	2,800	3,000
071 4 4321 0344	Natural Gas	1,357	2,500	800	1,700
071 4 4321 0345	Telephone	1,446	1,700	2,000	1,850
071 4 4321 0354	Auditing	-	1,550	1,550	1,400
071 4 4321 0379	Electricity	2,178	3,800	2,200	2,500
071 4 4321 0380	Advertising	-		500	500
071 4 4321 0382	Internet	828	830	830	830
071 4 4321 0383	Computer Support & Maintenance	6,088	6,050	6,473	6,500
071 4 4321 0525	Attorney	-	2,500	1,000	2,500
530	Consulting Services	-		1,750	113,410
071 4 4321 0942	Garbage Services	2,182	2,000	2,400	2,400
071 4 4321 0950	Engineering	6,144	5,000	5,000	5,000
071 4 4321 0960	Insurance	7,957	8,694	9,640	10,113
071 4 4321 0970	Road & Bridge Treasurer's Fee	-	250	250	256
	Total Public Works Admin	36,151	43,224	41,793	157,409
Transit:					
071 4 4322 0100	Road Runner Transit	8,000	11,089	11,089	12,000
		8,000	11,089	11,089	12,000
	Total Wages & Public Works Expenses	352,310	924,759	827,216	1,024,778
STREET CAPITAL					
Capital Outlay:					
071 4 4323 0023	GIS Data Recorder	6,928	-	2,850	-
071 4 4323 0024	Landscaping	-	-	-	-
071 4 4323 0025	Vehicle Lift	-	-	-	-
071 4 4323 0026	Stormwater Improvements	40,730	500,000	5,000	-
071 4 4323 0027	Backhoe and Implements	7,945	-	-	-
071 4 4323 0028	Bayfield Parkway and CR 509 Intersection Improvements	-	60,000	-	60,000
071 4 4323 0029	Telecommunications Improvements	-		3,126	-
		55,603	560,000	10,976	60,000
	Total Street Expenses	407,913	1,484,759	838,192	1,084,778
	BEGINNING FUND BALANCE	337,421	297,447	448,414	1,249,893
	Revenues & Transfers In	518,906	1,345,087	1,639,671	667,492
	Expenses & Transfers Out	407,913	1,484,759	838,192	1,084,778
	Ending Fund Balance	448,414	157,775	1,249,893	832,606
	Assigned for East Intersection Improvements	-	-	503,785	504,817
	Assigned for Future Street Repairs	-	-	-	200,000
	Assigned for Telecommunication Improvements	-	-	-	10,000
	Assigned for Stormwater Improvements	-	-	-	10,000
	Assigned for Pedestrian Improvements	-	-	-	10,000
	Assigned for Inventory	17,035	-	20,000	20,000
	Assigned for TABOR Reserve 3% Expenditures)	12,237	44,543	25,146	32,543
	Unallocated Operating Reserve	448,414	369,134	700,961	45,245
	TOTAL ENDING FUND BALANCE	448,414	157,775	1,249,893	832,606



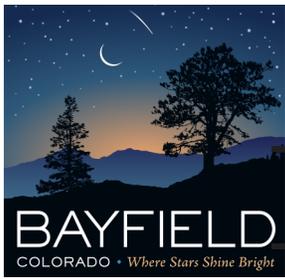
CONSERVATION TRUST FUND

The Conservation Trust Fund was established to accurately account for the Colorado Lottery proceeds that are received from the State of Colorado Conservation Trust Fund Program. The revenues in this fund are earmarked for the establishment and continued upkeep of new conservation and park areas.

Budget Summary

Total Conservation Trust Fund Revenues—\$28,035

Total Conservation Trust Fund Expenditures—\$0



BUDGET NARRATIVE

VIII. Conservation Trust Fund

The 2019 budget for the Conservation Trust Fund contains items that are related to the spending of conservation trust fund dollars, which are designated for specific purposes. The conservation trust fund budget is presented with revenues and other financing sources balanced with expenditures.

A. Revenues

1. Capital Revenue

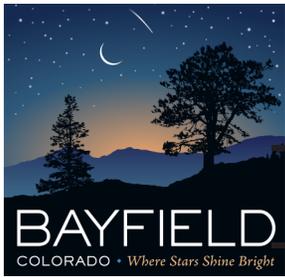
The 2019 budget for the Conservation Trust Fund shows the total revenues for the year being contained in the capital revenue section. The revolving revenue occurs in the form of lottery funds and is budgeted at \$28,000. Interest income is a nominal \$35.

B. Expenditures

1. Capital Expense

The 2019 budget includes no proposed expenditures.

CONSERVATION TRUST FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Capital Revenue:					
020 3 3100 0005	Lottery Funds	25,498	25,000	27,252	28,000
020 3 3100 0030	DOLA Planning Grant	18,463	22,460	40,923	-
020 3 3100 0031	GO CO Library Park Grant	236,167	-	18,833	-
020 3 3100 0032	Library Contribution	163,500	-	-	-
020 3 3930 0361	Interest Income	35	70	-	35
	Total Capital Revenue	443,663	47,530	87,008	28,035
	Total Conservation Trust Fund Revenue	443,663	47,530	87,008	28,035
EXPENSES					
Capital Expense:					
020 4 4900 0010	Playing Surface Treatment & Materials	1,539	2,922	2,973	-
020 4 4900 0030	DOLA Planning Grant	73,852	40,000	40,000	-
020 4 4900 0031	Joe Stephenson Planning	-	-	-	-
020 4 4900 0040	Gosney Park Landscaping	-	-	-	-
020 4 4900 0050	GO CO Library Park Grant	411,417	-	68,610	-
	Total Capital Expense	486,808	42,922	111,583	-
	Total Conservation Trust Fund Expenses	486,808	42,922	111,583	-
	Conservation Trust Fund Beginning Fund Balance	117,592	120,657	74,447	49,872
	Revenues	443,663	90,070	87,008	28,035
	Expenses	486,808	42,922	111,583	-
	Restricted Funds	74,447	167,805	49,872	77,907
	Conservation Trust Fund Ending Fund Balance	74,447	167,805	49,872	77,907



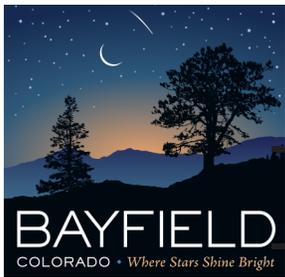
SPECIAL IMPROVEMENT DISTRICT FUND

The Special Improvement District (SID) Fund is a debt-service fund that was created in 2001 when the Town issued \$1,700,000 in special revenue bonds, which are payable from the assessments levied on the SID business district property owners. Assessments paid by the property owners are collected by the La Plata County Treasurer and then distributed to the town to pay the interest and principal of bonds for infrastructure constructed within the Bayfield Business Center. Due to early payment from certain properties, these bonds will be retired early in 2019.

Budget Summary

Total Special Improvement District Fund Revenues—\$42,803

Total Special Improvement District Fund Expenditures—\$73,400



BUDGET NARRATIVE

IX. Special Improvement District

The 2019 budget for the Special Improvement District (SID) Fund contains revenues and expenditures related to the 2001 issuance of special revenue bonds by the Town. The bonds are payable from assessments levied on the SID property owners. The full bonds will be retired early in 2019, instead of 2020.

A. Revenues

1. Debt Service Revenues

The 2019 budget for the special improvement district fund contains all of its revenues within the header of debt service revenues. All of the proposed \$42,628 in assessments are contained in the line item of special assessment and are paid by the business district property owners in the SID. The remainders of the revenues for this fund come from interest income.

B. Expenditures

1. Debt Service Fund Expenditures

The special improvement district fund (SID) shows budgeted expenditures for 2019 that have decreased from 2018. The principal payment for the bonds has decreased to \$70,000 with the interest payment decreasing to \$3,230 in 2019.

SID DEBT SERVICE FUND					
		Actual 2017	Budget 2018	Estimated 2018 Actual	Budget 2019
REVENUES					
Debt Service Revenues:					
011 3 3600 0001	Special Assessment	142,842	146,725	147,326	42,628
011 3 3600 0002	Interest Income	98	380	380	175
	Total Debt Service Revenues	142,940	147,105	147,706	42,803
EXPENSES					
Debt Service Fund Expenses:					
011 4 4700 0100	Principal on Bonds (Pmt 19 of 19)	120,000	125,000	165,000	70,000
011 4 4700 0200	Interest on Bonds (Pmt 19 of 19)	19,525	12,925	12,925	3,230
011 4 4700 0300	Transaction Fees	1,528	1,200	170	170
	Total Debt Service Expenses	141,053	139,125	178,095	73,400
	Beginning Fund Balance	59,099	60,026	60,986	30,597
	Revenues	142,940	147,105	147,706	42,803
	Expenses	141,053	139,125	178,095	73,400
	Restricted Funds	60,986	68,006	30,597	-
	Ending Fund Balance	60,986	68,006	30,597	-

Capital Assets Policy

Introduction

The purpose of the Capital Assets Policy is to present a uniform method of maintaining and updating the Town's capital asset records. Principles and processes incorporated into this policy are in accordance with generally accepted accounting principles (GAAP) and state law.

This policy encompasses all capital assets within the Town: land, land improvements, buildings, building improvements, infrastructure, water rights, machinery and equipment, vehicles, and public artwork. Capital assets are further distinguished as capital assets and non-capital assets.

Capital assets are those capital assets that meet the capitalization threshold as identified in Section II. State law requires the Town to maintain a current listing of capital assets, available for inspection at any time, and requires that an annual physical inventory is conducted. GAAP requires proper accounting for the acquisition and disposal of capital assets. Proper record keeping of the Town's capital assets also provides a management tool for budget and rate setting decisions.

Non-capital assets fall below the capitalization threshold and may include furniture, small tools and equipment (hand mowers, trimmers, etc.), and various telecommunications and computer equipment. Although not required, it may be important for departments to maintain inventories of non-capital capital assets for many reasons, including theft prevention, conducting condition assessments & future replacement estimate.

I. Capitalization Threshold

The current criteria requiring the capitalization of a capital asset is a cost or fair market value of \$5,000 or more and a useful life of one year or more.

II. Property Record Basis

The initial physical inventory and formal property record of capitalized capital assets was prepared by Michael Branch, CPA as of December 31, 1989. Since then, additions and deletions to the Town's capital assets have been maintained by Town staff. The capitalization threshold has increased several times since 1989, with assets falling below the new thresholds being deleted from the inventory.

III. Duties and Responsibilities

The Finance Department and various other Town departments have a role in the successful maintenance of the Town's capital asset records.

The Finance Department shall be responsible for the oversight of all duties and functions related to the capital asset management system, including:

- A. Update and maintain detailed records of all capital assets of the Town.
- B. Issue capital asset tags or assign asset numbers.
- C. Oversee annual physical inventories.
- D. Provide education and act as a resource for departments in the compliance of this policy.
- E. Generate capital asset reports as required or requested.

Other Town Departments have the following responsibilities:

- A. Custodianship of assets for the department.
- B. Attach capital asset tags to the capitalized assets as appropriate.
- C. Complete annual physical inventory of capital assets within the department.

- D. On a timely basis, report to the Finance Department all changes, transfers, surpluses, relevant alterations, acquisitions, and dispositions of capital assets (including lost or stolen items). The Capital Assets Disposition Form shall be used whenever applicable.

IV. Acquisition of Capital Assets

The purchase of capital assets is subject to the provisions of the Town's Purchasing Policy. All costs associated with the purchase of the asset shall be charged to a capital account within the Town's accounting system. Ancillary costs (shipping, installation, design, etc.) shall be included in the capitalized cost of the asset.

Donated assets shall be capitalized at the estimated fair value of the asset at the time of the donation. Finance staff shall determine the fair value of the asset based on the best information available, which may include original cost, age of the item, assessment of current condition, etc. Departments shall notify Finance staff within two business days of the acquisition of any donated assets.

At least annually, Finance staff shall provide inventory tags to the departments to attach to the newly acquired capital assets. Along with the tags, the departments shall receive a list that assigns the tag numbers to specific assets. As appropriate and practical, tags shall be attached to the asset in a conspicuous location that is easily accessible and allows for easy identification of the asset during the annual inventory, but in a location that does not interfere with the operation of the asset.

V. Annual Physical Inventory

Finance staff shall provide the various departments with the most recent list of capitalized assets assigned to their respective departments/divisions. Each department shall conduct an inventory to confirm the accuracy of the report and note all changes and discrepancies to the list. Departments shall return the completed inventories, complete with all notations, to the Finance Department in a timely manner (typically within two weeks).

VI. Disposition of Capital Assets

Capital assets may be disposed of in a number of ways, including: trade-in, sale, donation, scrapped, destroyed, etc. Departments are responsible to notify Finance in writing of all dispositions in a timely manner (typically within two business days).

When it is determined that a capital asset or any other commodity of the Town needs to be replaced or is no longer used by the department, the following order of disposition options shall be followed unless an option is determined to be unreasonable or impractical:

- A. Through email or other means of communication, make the asset available to all other departments in the Town for use within their operations. If the resulting transfer of the asset creates an overall increase in the Town's inventory or maintenance costs, such transfer must be approved by the Finance Director and/or Town Manager.
- B. If purchasing a new or similar asset, attempt to trade-in the old asset.
- C. Through advertising with CML or other government organizations (via newsletters, list serves, or other means of communication), attempt to sell the asset to another government entity.
- D. Attempt to sell the asset to a commercial business or to the public through advertising, public auction, bidding process, or other means of communication.
- E. Items with an estimated value less than \$5,000 may be donated to other government entities or other charitable organizations with the approval of the Town Manager or designee. Items with an estimated value greater than \$5,000 may be donated to other government entities or other charitable organizations with the approval of the Town Board.
- F. Through email or other means of communication, make the asset available to all employees. Any sale to employees shall require the submission of sealed bids, giving employees a minimum of one week to submit bids. To maintain the appearance of fairness, it may be appropriate for an employee outside the selling department to collect and open the bids. At

minimum, the bid opening shall be witnessed by an employee not submitting a bid. Submitters shall be notified of the bid opening time and place and may attend the bid opening if they so desire. The employee with the winning bid shall have two business days to provide payment to the Town for the asset. After two business days, the next highest bidder shall be considered the winning bid.

- G. The asset shall be properly trashed or destroyed.

Formal Bidding Policy

This Policy endeavors to secure supplies, equipment and contractual services of the highest quality at the least expense; to create an open and competitive arena and to encourage participation in bidding; to ensure all purchases and contracting is accomplished in the best interests of the Town.

- A. Formal Bidding — Generally: A formal (advertised) bidding process will be used when required by law or by the approved Purchasing Policy of the Town of Bayfield.
- B. Public Improvements by Contract: All construction of works of public improvement costing \$5,000 or more must comply with Colorado Revised Statute 31-15-712 as follows:

All work done by the Town in the construction of works of public improvement of five thousand dollars (\$5,000) or more shall be done by contract to the lowest responsible bidder on open bids after ample advertisement. It shall be unlawful for any person to divide a works of public improvement construction into two or more separate projects for the sole purpose of evading or attempting to evade the requirement that works of public improvement construction costing five thousand dollars or more be submitted to open bidding, unless the total cost of any such project would be less if divided into two or more projects than if submitted to open bidding as one project. If no bids are received or if, in the opinion of the Town Board, any of the bids are not acceptable for any reason or all bids received are too high, the Town may enter into negotiations concerning the contract. No negotiated price shall exceed the lowest responsible bid previously received. The Town is not required to advertise for and receive bids for such technical, professional, or incidental assistance as it may deem wise to employ in guarding the interest of the Town against the neglect of contractors in the performance of such work.

- C. Criteria for Consideration of Bids: Contracts shall be awarded to the lowest responsible and responsive bidder. In determining “lowest responsible and responsive bidder”, in addition to price, the Town shall consider the following:
1. The ability and skill of the bidder to perform the contract or furnish the supplies or equipment required;
 2. Whether the bidder can perform the contract or furnish the supplies or equipment promptly, or within the time specified, without delay or interference;
 3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 4. The quality of performance by the bidder on previous contracts;
 5. Previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 6. Sufficiency of financial resources and ability of the bidder to perform the contract or furnish the supplies;
 7. The quality, availability and adaptability of the product, supplies or contractual services to the particular required use;
 8. The ability of the bidder to provide future maintenance and service;
 9. The response to the invitation for bids;

10. The number and scope of conditions that the bidder attaches to the bid.
 11. The ability to provide any required insurance bonds.
- D. Award of Contract to Other Than Lowest Bidder: When it appears appropriate not to make the award to the lowest bidder, a full and complete statement of the reasons for the recommendation shall be prepared by the Town Manager or his/her assignee, and presented to the Town Board for their approval.
- E. Award of Contract - Authority: Authority levels for award of contracts will follow the same dollar levels as the Authority to Purchase amounts in the approved Purchasing Policy.
- F. Quotes - Permitted When: Quotes, rather than formal bids, shall be permitted in the following cases:
1. Supplies or services, the availability of which is so limited that the normal bid process cannot be used or will result in substantially higher costs to the Town;
 2. The item or service has previously — within the preceding twelve months — been negotiated with the successful low bidder. No purchase shall be made pursuant hereto at a price higher than the previous bid of the supplier.
- G. Quotes — How Obtained: Quotes may be solicited by direct mail announcement to prospective suppliers or by telephone. A record shall be maintained of all quotes solicited and submitted and such records shall be open to public inspection.
- H. Request for Proposal (RFP): The purpose of the RFP is to procure equipment and/or services whenever the formal or informal bid procedures are not practical, not required by law or in the best interest of the Town. Dollar limitations for RFPs will be equivalent to formal and informal bidding limitations.
- I. Additional Legal Requirements: All bids must comply with federal, state, or local law or any requirements imposed by a granting agency.

Investment Policy

I. SCOPE

The purpose of this Investment Policy is to identify the types of securities and other forms of investment into which the Finance Director may invest Town funds and moneys.

II. INVESTMENT OBJECTIVES

The Town shall manage and invest its public funds within the guidelines established by the Colorado Revised Statutes with three primary objectives, listed in order of priority: (1) safety; (2) liquidity; and (3) yield.

The Town shall maintain a cash management program which includes collection of accounts receivable, disbursement of funds, and prudent investment of its available cash.

III. DELEGATION OF AUTHORITY

The Finance Director shall be the Town's investment officer, and shall be responsible for the Town's cash management program, including the administration of these Investment Policies. The Finance Director, under the supervision of the Town Manager, shall be responsible for authorizing new investments, for the sale or other disposal of securities and for the deposit or reinvestment of any proceeds in amounts not to exceed \$250,000, properly accounting for these investments, and maintaining proper internal controls of investment functions.

For purpose of this policy new investment shall be defined as investing funds with a new vendor at a new rate.

IV. AUTHORIZED INVESTMENTS

Town funds may be invested in any of the securities allowed by C.R.S. § 24-75-601.1.

V. ACCOUNTABILITY

The Finance Director shall furnish the Town Manager and the Town Board with a quarterly report listing all investments held by the Town. This report will include the amount of interest earned to date, allocated by fund. An annual report will be provided which will summarize investment activity for the year and will give the rate of return for the year. State and local laws require an annual audit of the financial records of the Town. That audit will include a review of all investment activity for the year to review compliance with these investment procedures.

VI. BROKER DEALER CRITERIA

The Town may only purchase term securities through a broker-dealer that holds a valid license issued by the Federal Securities Commission and by the Colorado Division of Securities.

Purchasing Policy

This policy endeavors to ensure equitable and impartial treatment of all vendors seeking to do business with the Town of Bayfield. It is meant to supply the needs of the Town, encourage effective economic competition, and ensure the Town's dollars are spent in a wise and prudent manner. This is the written policy from which the Town will develop and administer its purchasing procedures.

Responsibility: The Town Manager will assume the responsibility of purchasing agent for all departments, offices, and divisions of the Town.

- A. Authority to Purchase: The following personnel, within the established guidelines and budgetary restraints, will assist the Town Manager with purchasing decisions and will have the following authority:
1. The Town Manager, the Finance Department (consisting of the Finance Director & Town Clerk) & other assigned individuals, are hereby designated as the monitoring agents for acquisition of goods and services, in accordance with the approved budget.
 2. Authority to purchase is delegated by the Town Board to the Town Manager in accordance with the intent of the annual budget. Further delegation of purchasing authority is as follows:
 - a. The Town Board must approve any agreement, contractual obligation, change order, or purchase, greater than \$10,000.00.
 - b. The Town Board must approve any non-budgeted purchase of goods or services or contractual obligation in excess of \$1,000.
 - c. Department Heads may approve budgeted purchases of goods or services and contractual agreements up to \$10,000 with review and approval by Finance Department and Town Manager.
 - d. Department heads may approve budgeted purchases of goods or services in amounts up to \$5,000 with prior review and approval by the Finance Department or Town Manager.
 - e. Department Heads may approve non-budgeted purchases of goods or services not to exceed \$1,000, with prior review and approval by the Town Manager.
 - f. All employees with Department Head approval may purchase goods or services in a single purchase not to exceed \$500. All purchases should be made using Town accounts where possible, if a Town account is not available a Town credit card can be utilized. Reimbursement to the employee is conditional upon agreement with the purchase and signing of the receipt by the employee's immediate supervisor.
 - g. Purchase Orders are required for any purchases totaling more than \$500.00.
 - h. The Town Clerk may approve normal utilities, insurance, debt service and other established payments (to include memberships, uniforms, and other identified expenditures) without further review or approval.

6. Require vendors/suppliers to fulfill all terms and conditions of purchase orders and contracts.
 7. Follow all current purchasing procedures and make recommendations for revisions as necessary.
 8. Purchase goods and services from local vendors/suppliers, when their services and goods are within an economically competitive and quality range, and will best serve the Town.
 9. When the Town has a professional services agreement with a consultant, expenditures shall be consistent with the agreement.
- C. Cooperative Purchasing: The Town of Bayfield may participate in joint bidding with other public agencies if it is deemed in the best interest of the Town. Cooperative purchases are exempt from internal bidding guidelines. Cooperative purchasing does not relieve the Town from following Colorado State Law C.R.S. 31-15-712 pertaining to purchases of works of public improvement costing \$5,000 or more.

RESOLUTION NO. 384

A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO, ADOPTING A BUDGET FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2018 AND ENDING ON THE LAST DAY OF DECEMBER 2018

WHEREAS, the Town Finance Director has submitted a proposed budget to the Board of Trustees for its consideration; and

WHEREAS, upon due and proper notice, published in accordance of the law, said proposed Budget was open for inspection by the public at a designated place, a public hearing was held and interested electors were given the opportunity to file or register any objections to said proposed Budget; and

WHEREAS, where changes may have been made on the expenditures, like changes were made to the revenues so that the Budget remains in balance as required by law.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD, COLORADO AS FOLLOWS:

Section 1. That the Budget as submitted, amended, and summarized by fund on the attached Exhibit A, is hereby approved and adopted as the Budget of the Town of Bayfield for 2018.

Section 2. That Budget hereby approved and adopted shall be signed by the Mayor and made a part of the public record of the Town.

Adopted this 5th day of December, 2017.

MAYOR:


Matthew Salka

Attest:


Kathleen S. Cathcart, Town Clerk

Exhibit A

Section 1. Estimated expenditures and transfers-out for each fund are as follows:

General Fund	\$1,889,971
Capital Improvement Fund	\$352,125
Sewer Fund	\$1,038,589
Water Fund	\$993,887
Garbage Fund	\$136,035
Transportation Fund	\$500,000
Street Fund	\$1,484,759
Conservation Trust Fund	\$42,922
SID Debt Service Fund	\$139,125
Equipment Replacement Fund	\$18,700
Total	<u>\$6,596,113</u>

Section 2. Estimated revenues and transfers in for each fund are as follows:

GENERAL FUND

From Unappropriated Fund Balance	\$84,752
From Sources other than General Property Tax	\$1,595,392
From General Property Tax Levy	\$209,827
TOTAL GENERAL FUND	<u>\$1,889,971</u>

CAPITAL IMPROVEMENT FUND

From Unappropriated Fund Balance	(\$470)
From Sources other than Sales Tax	\$84,677
From City Sales Tax	\$267,918
Transfers In	\$0
TOTAL CAPITAL IMPROVEMENT FUND	<u>\$352,125</u>

SEWER FUND

From Unappropriated Fund Balance	(\$68,966)
From Sources other than Fees	\$9,459
From Fees	\$1,018,296
Transfers In	\$79,800
TOTAL SEWER FUND	<u>\$1,038,589</u>

WATER FUND	
From Unappropriated Fund Balance	\$328,337
From Sources other than Fees	\$10,050
From Fees	\$655,500
TOTAL WATER FUND	<u>\$993,887</u>
GARBAGE FUND	
From Unappropriated Fund Balance	\$0
From Sources other than Fees	\$40
From Fees	\$135,995
TOTAL GARBAGE FUND	<u>\$136,035</u>
TRANSPORTATION FUND	
From Unappropriated Fund Balance	\$500,000
Transfers In	\$0
From Sources other than Transfers	\$0
TOTAL TRANSPORTATION FUND	<u>\$500,000</u>
STREET FUND	
From Unappropriated Fund Balance	\$139,672
From Sources other than Sales Tax	\$377,169
From City Sales Tax	\$267,918
Transfers In	\$700,000
TOTAL STREET FUND	<u>\$1,484,759</u>
CONSERVATION TRUST	
From Unappropriated Fund Balance	(\$4,608)
From Sources other than Lottery Funds	\$22,530
From Lottery Funds	\$25,000
TOTAL CONSERVATION TRUST FUND	<u>\$42,922</u>
SID (DEBT SERVICE) FUND	
From Unappropriated Fund Balance	(\$7,980)
From Sources other than Special Assessments	\$380
From Special Assessments	\$146,725
TOTAL SID (DEBT SERVICE) FUND	<u>\$139,125</u>
EQUIPMENT REPLACEMENT FUND	
From Unappropriated Fund Balance	(\$114,077)
From Sources other than Transfers In	\$399
From Transfers In	\$132,378
TOTAL EQUIPMENT REPLACEMENT FUND	<u>\$18,700.00</u>

RESOLUTION NO. 385

A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO, TO SET THE MILL LEVY FOR THE YEAR 2018 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE 2018 BUDGET YEAR

WHEREAS, the Board of Trustees of the Town of Bayfield has adopted the annual 2018 budget in accordance with the Local Government Budget Law, on December 5, 2017; and

WHEREAS, the majority of the registered voters in the Town of Bayfield, in the 2003 general election voted in favor of establishing a 5.950 mill levy.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD, COLORADO AS FOLLOWS:

Section 1. That for the purpose of meeting all general operating expenses of the Town of Bayfield during the 2018 Budget year, there is hereby levied a tax of 5.950 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2017.

Section 2. That the Town Clerk is hereby authorized and directed to certify such mill levy to the County Commissioners of La Plata County, Colorado, as required by law.

Adopted this 5th day of December, 2017.

MAYOR:



Matthew Salka

Attest:



Kathleen S. Cathcart, Town Clerk

ORDINANCE NO. 411

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE TOWN OF BAYFIELD, COLORADO, FOR THE 2018 BUDGET YEAR.

WHEREAS, the Town of Bayfield adopted a Budget for the year 2018 as required by law, and

WHEREAS, the Town of Bayfield has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said Budget, and:

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purpose described below, so as not to impair the operations of the Town.

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

Section 1. That the following sums are hereby appropriated from the Revenue of each fund, to each fund, for the purpose stated for the 2018 Budget year:

GENERAL FUND	\$1,889,971
CAPITAL IMPROVEMENT FUND	\$352,125
SEWER FUND	\$1,038,589
WATER FUND	\$993,887
GARBAGE FUND	\$136,035
TRANSPORTATION FUND	\$500,000
STREET FUND	\$1,484,759
CONSERVATION TRUST FUND	\$42,922
SID DEBT SERVICE FUND	\$139,125
EQUIPMENT REPLACEMENT FUND	\$18,700

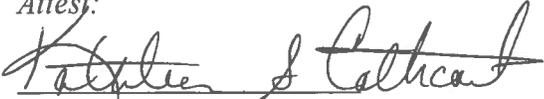
Section 2. This ordinance is necessary for the immediate preservation of the public safety, health, and welfare and shall be effective upon its adoption.

Passed and adopted this 5th day of December, 2017.

Mayor:


Matthew Salka, Mayor

Attest:


Kathleen S. Cathcart, Town Clerk

**AMENDED CERTIFICATION OF VALUATION BY
LA PLATA COUNTY ASSESSOR**

New Tax Entity

Date 12/01/2018

NAME OF TAX ENTITY: BAYFIELD (TOWN OF)

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2018

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1. \$ 35,265,080
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2. \$ 35,975,640
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$ 0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$ 35,975,640
5. NEW CONSTRUCTION: *	5. \$ 1,258,720
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6. \$ 0
7. ANNEXATIONS/INCLUSIONS:	7. \$ 0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8. \$ 0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Ⓞ	9. \$ 0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10. \$ 0.00
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11. \$ 1,276.27

- ‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
- * New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
- ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
- Ⓞ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2018

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$ 305,533,780
ADDITIONS TO TAXABLE REAL PROPERTY	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2. \$ 10,474,120
3. ANNEXATIONS/INCLUSIONS:	3. \$ 0
4. INCREASED MINING PRODUCTION: §	4. \$ 0
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$ 68,900
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$ 0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$ 0

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$ 0
9. DISCONNECTIONS/EXCLUSIONS:	9. \$ 0
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$ 3,420

- ¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
- * Construction is defined as newly constructed taxable real property structures.
- § Includes production from new mines and increases in production of existing producing mines.

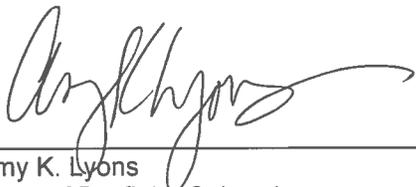
NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

CERTIFICATION OF APPROVED BUDGET

THE TOWN OF BAYFIELD

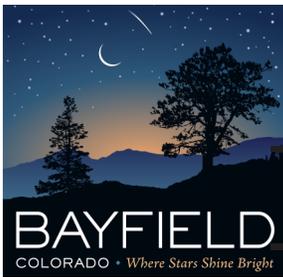
FOR BUDGET YEAR 2019

I, Amy K. Lyons, Finance Director, certify that the attached document is a true and accurate copy of the adopted 2019 budget for the Town of Bayfield.

A handwritten signature in cursive script, appearing to read "Amy Lyons", written over a horizontal line.

Amy K. Lyons
Town of Bayfield, Colorado
Finance Director (Consultant)

January 30, 2019



GLOSSARY OF TERMS

Accrual Accounting - 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 have a 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.

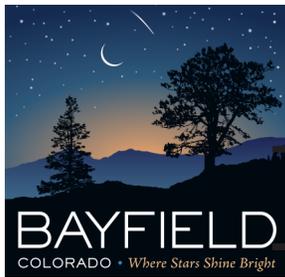
Beginning Fund Balance – Refers to funds left-over and remaining from previous years.

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 of the following year.

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 June and concluding in January.

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



GLOSSARY OF TERMS

Capital Project / Capital Improvements - Major construction, acquisition, or renovation activities which add value or increase the useful life of the Town's physical assets to accommodate future growth. Also called capital improvements

Capital Improvement Fund - Capital projects 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). The Town has two capital project funds – the Capital Improvement Fund and the Equipment Replacement Fund.

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.

Community Development Block Grant (CDBG) – Federal grants funds that are available from the US Department of Housing and Urban Development (HUD) to implement a wide range of programs and projects dealing with neighborhood improvement and city services.

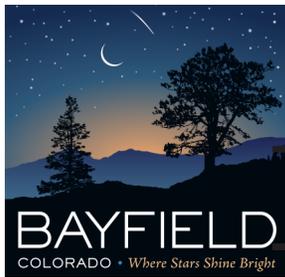
Conservation Trust Revenue – Revenue that is a portion of Colorado Lottery proceeds which are constitutionally mandated to be distributed directly to local governments based on population. Revenues are restricted to be used for acquiring and maintaining parks, recreation facilities and open space.

Contingency - A budgetary reserve that is not designated for a specific purpose. The contingency amount is set aside emergencies or unforeseen expenditures.

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

Department - The basic organizational unit of government that is functionally unique in its delivery of services. The Town of Bayfield has five major departments: Town Manager, Town Clerk & Administration, Public Safety, Public Work's and Parks & Recreation.

Employee Benefits - Contributions made by the Town to meet commitments or obligations for employee benefits. Examples are the Town's share of costs for PERA (retirement), medical, dental, and vision insurance plans.



GLOSSARY OF TERMS

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. They cease to be encumbrances when paid, canceled, or when the actual liability is created.

Ending Fund Balance — Refers to funds leftover and remaining at the end of the fiscal year.

Enterprise Fund – These funds are proprietary fund types which are 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 financed or recovered primarily through user charges. The Town has three enterprise funds: Sewer, Water, and Garbage.

Expense - Charges incurred (whether paid immediately or unpaid) 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 employee residences, permits, energy production, population and highway user miles in the energy impacted communities.

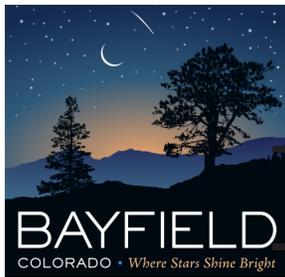
Fiscal Year - A 12 month period designated as the operating year for accounting and budgetary purposes in an organization. The Town's fiscal year is January 1 to December 31.

FPPA - Fire & Police Pension Association of Colorado is the retirement plan used by the Town of Bayfield for employees in the Public Safety office. Contributions by both the Town and the employees in Public Safety are used to administer this plan.

Full Time Equivalent Positions (FTE) - A part time position converted to the decimal equivalent of a full time position based on 2,080 hours per year. For example, a part time clerk working 20 hours per week would be the equivalent to 0.5 of a full-time position.

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.

Fund Balance – The accumulated balance between revenues and expenditures.



GLOSSARY OF TERMS

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, Park's and Recreation, and Public Safety.

Goal - A statement of broad direction, purpose or intent based on the needs of the community. Departmental goals are articulated in their section of the budget document.

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.

Highway Users Tax (HUTF) – A Colorado state tax collected mostly from gasoline sales and vehicle 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 treatment and distribution facilities and equipment, wastewater treatment and collection facilities and equipment, public buildings and parks.

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.

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

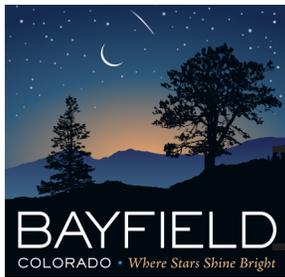
Liquor License – A license required for serving alcohol within the Town.

Long Term Debt - Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Accounting — Under the modified accrual basis of accounting, revenues are recognized when they become available and expenses are recorded when liabilities are incurred.

Mill Levy— A mill is 1/1000 of a dollar. The levy is assessed on the value assigned by the County Assessor and collected as property tax. The Town's Mill Levy is 5.950.

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



GLOSSARY OF TERMS

Objective - Something to be accomplished in specific, well defined, and measurable terms and that is achievable within a specific time frame. Each department has listed their objectives for the next fiscal year.

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 for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, and grant revenues. Operating revenues are used to pay for day-to-day services.

PERA – Stands for Public Employees Retirement Association, a retirement fund that replaces Social Security for Town employees.

Property Tax— Taxes collected by the town based on the estimated value of the property owned. Assessments are collected by the County Treasurer and administered to the Town of Bayfield.

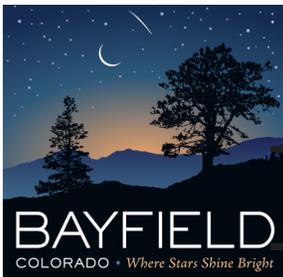
Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Revenue - Sources of income financing the operations of government.

Sales Tax — Taxes collected in both the town and the county on sales of retail goods and services. Revenues are distributed to local governments based on a percentage of the purchase price.

Special Improvement District (SID) Debt Service Fund - The Town is a pass-thru for the assessments that are paid by property owners of the SID business district. Assessments are collected by the County Treasurer and administered to the Town of Bayfield which pays the interest and principal of a bond for infrastructure constructed within the SID.

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.



GLOSSARY OF TERMS

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 employee residences, permits, production, population and highway user miles in the energy impacted communities.

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. The Town of Bayfield voted in 2004 to keep revenues above the Fiscal Spending limits.

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

Undesignated Fund Balance — Portions of fund balance not specifically reserved for certain purposes other than requirements of the designated fund.