



**Town of Bayfield  
Annual Budget  
2020**

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## BUDGET MESSAGE

The adoption of the 2018 Budget comes after many months of hard work from the Board of Trustees and Town staff. One workshop and a public hearing were conducted in October and November to arrive at a balanced budget. The efforts extended will assist the Town of Bayfield in preparing for its future.

One of the primary objectives that guides the Board of Trustees during the annual budget process and remains consistent over the years is compliance with statutory requirements as outlined in the “Local Government Budget Law of Colorado”.

Consistent with CRS 29-1-103, the 2020 Budget includes all proposed expenditures for administration, operations, maintenance, debt service, and capital projects to be undertaken or executed by any department during the 2020 budget (calendar) year. The 2020 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 2020 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	\$2,265,552
Capital Improvement Fund	\$572,125
Sewer Fund	\$1,021,890
Water Fund	\$4,005,350
Garbage Fund	\$178,967
Transportation Fund	\$314,871
Street Fund	\$917,110
Conservation Trust Fund	\$0
SID Debt Service Fund	\$0
Equipment Replacement Fund	\$60,000
Total	\$9,335,865

### General Fund

The budgeted revenues and transfer in to the General Fund includes an overall 4% increase over the 2019 Budget. This is primarily due to increases in the budgeted amounts for the Town sales and property tax, and additional contribution from the Bayfield School District for the School Resource Officer position.

The 2020 county shared and Town sales tax, while increasing over 2019 budgeted figures, are flat in comparison to estimated 2019 actual figures. Property tax revenue includes a 9% increase, based on the 2019 Certification of Values. Property is reassessed every two years on odd years. 2019 was a reappraisal year moving property values from 2016 to the 2018 level of value. The property tax increase would have been more pronounced, but the assessment ratio for residential properties was also changed from 7.20% to 7.15% for 2019 in accordance with the Gallagher Amendment to the Colorado Constitution.





## BUDGET MESSAGE

The three major sources of revenue in the General Fund (County Shared Sales Tax, 1% of the Town Sales Tax, and Property Tax) account for 75% of the financial resources in the General Fund. There are three grant revenues included in the 2020 Budget including a \$63,806 JAG Grant for a new deputy position in the Bayfield Marshal's Office, \$7,000 for the CDOT Seat-belt enforcement grant, and \$11,000 toward In Service Continuing Education grant. The revenues also include \$84,100 in reimbursements from the High Intensity Drug Trafficking Area (HIDTA) program, and \$72,000 in contribution from the Bayfield School District for a School Resource Officer position.

On the expenditure side, the General Fund expenditures are increasing 15% over the 2019 Budget. The increase is primarily driven by a one-time expenditures for engineering services related to roadway and access improvements for Joe Stephenson Park and the athletic fields identified in the 2018 conceptual park plan. Without the one-time expenditure for the project, the General Fund is increasing 4% over 2019.

The General Fund budget includes two new positions. One a deputy marshal position, which is contingent on a JAG grant funding from the State being disbursed. The second is a Community Development Director position with primary responsibility current and long term planning. The budget also includes the General Fund's portion for the financial services contract, in lieu of hiring a full time equivalent for those services.

The 2020 Budget includes a 10% increase in employee health insurance costs, and a 16% increase in property and casualty insurance. Workers compensation insurance decreased 4% due to experience modification rating.

The 2020 Budget includes approximately \$13,257 for market adjustment to positions that are below market range, with a 2.0% budgeted salary adjustment for merit increases ranging from 0 - 2.0% amounting to \$18,874. The Budget also includes funding non-profit organizations, as determined by the Board of Trustees at its November 5, 2019 regular meeting.

The General Fund includes numerous one time purchases/upgrades to the Town parks including \$4,802 for four (4) new bear proof receptacles in the parks, \$1,532 for park benches, \$4,455 for ADA Picnic Tables, \$2,299 for additional fence/barricades, \$5,000 for improvements to Gosney Park, \$4,000 in mulch for the Library Park, and \$1,360 for top soil. The Marshal's Office budget also includes one-time purchases for a LIDAR speed radar unit (\$3,195) and spike strips for placement in patrol vehicles (\$2,605). These one-time expenditures and the engineering for park access and parking are proposed to be funded through spend down of General Fund reserves. Other significant General Fund expenses include dispatch, information technology, building official, and legal services.

### Capital Improvement Fund

The Capital Improvement Fund was established in 1984 for the purpose of providing capital improvements for the town or paying debt service on bonds or other obligations of the Town issued to provide capital improvements. Money shall not be pledged or expended, by inter-fund transfer or otherwise, for any general purpose of the Town. The 2020 Capital Improvement Fund budget does include two inter-fund transfers, \$102,125 to the equipment replacement fund for future purchase of vehicles and capital equipment, and a \$200,000 transfer to the Street Fund to pay for street improvement projects. The Capital Improvement Fund also include \$100,000 for security upgrades to Town Hall and \$170,000 for additional wayfinding signage.

### Sewer Fund

In the Sewer Fund, the Budget includes an expenditure of \$347,440 in annual debt service for the wastewater treatment plant loan from the Colorado Water Resources and Power Development Authority (CWRPDA), \$36,358 for the debt service associated with the infiltration loan from the CWRPDA, and \$28,838 for a transfer back to the General Fund for debt repayment for the decommissioning of the wastewater lagoons. Other significant expenditures proposed include \$5,000 for a WAS replacement pump, \$5,500 for air actuator valves, \$5,000 for an Ultra Violet (UV) disinfection enclosure, \$17,000 for SCADA software upgrades to monitor the belt press, UV disinfection, fire and power systems. The Budget is based on the current sanitary sewer user rate structure. The budget also includes 35% of personnel costs for general public works employees, and 45% of plant operator and utility superintendent positions.



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## BUDGET MESSAGE

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### Water Fund

The Water Fund budget includes anticipated expenditures of \$3,200,000 for water line replacement. The costs will be offset by a \$1,000,000 grant from the Department of Local Affairs, Energy and Mineral Impact Assistance program and \$2,200,000 from a Colorado Water Power and Resource Development (CWPRDA) direct loan. The Water Fund budget includes \$29,152 for water shares and ditch fees and \$20,000 for continued water rights adjudication. The budget also includes \$180,000 for debt service associated with new CWPRDA loan, \$30,000 for treatment chemicals, and \$8,200 for property and casualty insurance. Proposed improvements to the Water Treatment Plant include \$2,000 for Halliday Hatches, \$20,000 for redundant PLC/HMI panels, \$5,000 for CL17 Generator Chlorine Analyzer, \$15,000 for valves and looping to drain reservoir, and \$30,000 for reservoir engineering.

The Water Fund Budget also includes setting 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 general public works employees, and 45% of utility superintendent and operator. The Budget is based on the current water rate structure.

### Garbage Fund

The Garbage Fund budget includes \$178,967 in annual revenues and \$178,967 in expenditures. The Budget does include a proposed rate increase to account for bear resistant poly-carts. The primary expenditures are the contract with Transit Waste for weekly residential garbage service and TDL Recycling for recycling services.

### 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 to the Town of Bayfield. Monies are to be utilized for transportation related expenses and are to be accounted for accordingly. The 2020 Budget transfers the remaining \$315,271 from the Transportation Fund to the Street Fund and assigns those dollars to a future east side intersection project. In addition to addressing a Board of Trustee priority, it reduces the amount of accounting funds the Town manages, while still meeting the intent of the funding source.

### Street Fund

The Street Fund was established in accordance with Ordinance 391, approved by the Board of Trustees on September 1, 2015. In addition to 1% of the Town's sales tax, the Budget includes revenues legally marked for road and street maintenance including the portion of the State Highway User Tax proceeds and the portion of the County Road & Bridge Property Tax, as well as other revenues that have some 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 and a \$315,271 transfer from the Transportation Fund to the Street Fund for 2020. Expenses include the Public Works Departments portion of street expense, that portion generally equates to 45% of the personnel costs, and a portion of the administration expense typically at 10%. The street maintenance project currently proposed is \$200,000 for a sand and chip seal project on various streets and \$40,000 for annual crack sealing. Improvements associated with the Eight Corners intersection will also have bearing on 2020 expenditures. Finally, the Street Fund budget includes \$5,500 for portable speed signs to aid in traffic calming and \$9,000 in contribution to the Road Runner Transit service.

### 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 2020 budget for the Conservation Trust Fund includes \$0 in expenditures. The intent is to allow this fund to build up adequate reserves for future project to use as match for future grant applications.



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## BUDGET MESSAGE

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### Special Improvement District

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 Business Center for public improvements to the Business Center. The Fund accounted for the annual debt service payments on the bonds issued for the improvements. The bonds were issued for a 20 year term in 2001, but with early payment from select properties, the Town retired the remaining bonds in 2019. The SID Fund will be closed out and no longer part of Town's financials after 2019.

### Equipment Replacement Fund

The Equipment Replacement Fund includes expenditures for vehicles and equipment. The budget includes \$60,000 for one patrol vehicle. The Town intends to apply for a grant to assist in its purchase. Revenues are derived from other funds through transfers and interest income.

### Economic Outlook

#### **Nation**

The economic outlook for 2020 remains positive, albeit tempered. The current economic recovery in the United States is the longest period of continuous economic growth since 1854, as it moves into the 12<sup>th</sup> year of expansion. Low unemployment, rising wages, and moderate consumer spending are sustaining the economic expansion.<sup>4</sup> Economists forecast that the U.S. economy will continue to grow in 2020, but at a slow 2% growth in Gross Domestic Product (GDP) according to the most recent forecast released at the Federal Open Market Committee (Fed) at its meeting on September 18, 2019.<sup>1,2</sup>

The unemployment rate is expected to average 3.7% percent in 2020, which is lower than the Fed's 6.7% target, but a number 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.<sup>2</sup> Weaker demand for U.S. exports of manufactured and agricultural goods has led to a contraction in manufacturing output and decreased exports.<sup>4</sup> Inflation is expected to reach 1.9 percent in 2020. The Fed lowered the current federal funds rate to 2.0% on September 18, 2019 and is not expected to increase the interest rate for the foreseeable future and may likely lower further. The Fed appears to be more concerned about promoting growth than about preventing inflation.

The Federal Reserve Bank of Kansas City in its October 2019 U.S. Economic Outlook summarizes the economic condition reporting that U.S. economic growth is slowing toward its trend rate; trade policy uncertainty continues to weigh on investment; savings rate from households and state governments are elevated; labor markets remain healthy, but employment indicators in manufacturing have softened; and Inflation remains low and stable<sup>3</sup>

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.<sup>4</sup> Uncertainty in trade with China, has the growth rate of business investment declining, which has often been the difference in average length recoveries and longer ones.<sup>1</sup> Business confidence has also waned in recent months with a tight labor market, rising tariffs, and continued global economic uncertainty hindering business investment and profits.<sup>4</sup>

#### **State**

The Colorado economy continues to be among the top states for economic activity and is expected to continue to expand through 2020, though at a slower pace of growth as labor market tightening constrains business activity, global economic activity slows, and trade tensions persist.<sup>5</sup> Contributions to growth continue to be broad-based across most industries, with information and professional, scientific, and technical services posting the largest contributions to the increase in Colorado's GDP. Colorado's information industry and workforce continue to attract new companies to the state and add new employees; over 4,100 technology companies are now located in Colorado.<sup>4</sup>



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## BUDGET MESSAGE

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Lower interest rates and higher wages are helping to maintain demand for housing along the Front Range, but a lack of construction workers, a shortage of affordable housing, and increased input costs pose challenges to the state's construction and real estate industries. Economic growth in Colorado is expected to slow further in 2020 on increasing headwinds from a tighter labor market.<sup>4</sup>

### Region

The southwest mountain region comprises five counties in the southwest corner of the state. This area boasts a diverse economy, with significant contributions from agriculture, tourism, and natural gas extraction as well as typical regional services like health care and education. The region is coming off of three strong years of employment growth and two strong years of homebuilding, and now appears to have entered a period of slower growth consistent with a mature economic expansion. While the tourism industry took a hit with last year's fires and this year's federal government shutdown, the region was fortunate to have received tremendous snowfall during the winter, partially ameliorating years of pervasive drought.<sup>4</sup>

Labor market trends suggest that the regional job market is still absorbing some labor market slack, even though job growth is now occurring at post-peak growth rates. Even after years of expansion, the regional job market is still motivating more workers to enter the labor force. The rate of employment growth just exceeded the region's 1.9 percent population growth rate. However, the regional unemployment rate climbed as payroll increases failed to match the pace of growth in the regional labor force, 2.7 percent. As of June 2019, employment growth had slowed to 0.9 percent and the unemployment rate has ticked up further, from 3.5 percent to 3.8 percent.<sup>4</sup>

### Local

The resurgence of tourism in the region strengthened revenues for many local governments, with increases in retail sales and lodging tax receipts. Those impacts were advantageous for Bayfield, albeit the Town's retail demand is primarily driven by the local population and their service needs. The Town does not have institutional lodging accommodations or associated tax, but retail sales experienced positive growth, continuing an 11 month trend of month to month growth over previous year's collections. This enables the Town to remain in a relatively good financial position, affording the opportunity to expand its levels of service.

Although the 2020 Budget includes 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 and trends indicate that there will still be year-end growth. 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 of 2018 that out-of-state retailers are required to collect and remit sales tax on sales to Colorado consumers. 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. More companies are complying and online sales continue to grow as a share of total retail sales, it is hopeful that the Town's sales tax collections will continue to expand.

The Town experienced commercial growth in 2019, with Momentum Fitness, a local fitness center 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. Tailwinds Nutrition has experienced exponential growth in their manufacture of a sport drink product, the Town assisted in attempting to find a new larger location, but was unsuccessful. Expectations are the Tailwinds will be leaving Bayfield in 2020 opening up flex space for new business opportunities and the Bayfield Business Center still has available land for new business. Downtown Bayfield welcomed three new restaurants to the area further expanding the Town's dining options and helping bring traffic into the Downtown. The Bayfield School District was also busy refurbishing the school facilities on South Street to provide opportunity to a number of local non-profits, but more importantly class room space for Pueblo Community College to offer college credit courses in Bayfield.



## BUDGET MESSAGE

Residential construction permits were down from the previous year, which was driven by lack of available land. The Town did approve a new 54 unit single family subdivision and the developer of the property is nearing completion of the public improvements. This should aid in uptick of residential building permits in 2020. The Town also has a 40 unit single family subdivision proposed as part of an annexation request. The Town working cooperatively with the developer 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. CDOT approved this request in 2019, opening up 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 work through a planning effort with HR Green exploring the leveraging of fiber assets with private providers and further expansion. The Town completed mill and overlay projects on Palo Verde and Westview Drives, a microseal on Bayfield Parkway, and completed annual crack sealing to preserve road conditions in the community.

As evident in the 2020 Budget, the Town continues to spend significant resource and effort to address infrastructure needs. The water line replacement project will help ensure continued uninterrupted water services. For 2020 the Town continues street maintenance to prolong the life of streets. The Town's law enforcement services and planning services will be supplemented with the addition of one new deputy and a new community development director. The Town is also moving forward with contract for financial services, building services, and engineering services in 2020.

The future is bright for Bayfield, and the 2020 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. Bloomberg Business Week. With U.S. Help, Global Growth in 2020 May Recover a Bit From a Dismal 2019, Stephanie Flanders, October 23, 2019 at [www.bloomberg.com/news/features/2019-10-24/the-u-s-will-likely-avoid-recession-in-2020-here-s-why](http://www.bloomberg.com/news/features/2019-10-24/the-u-s-will-likely-avoid-recession-in-2020-here-s-why).
2. the balance, US Economic Outlook for 2019 and Beyond, Kimberly Amadeo, November 5, 2019 at [www.thebalance.com/us-economic-outlook-3305669](http://www.thebalance.com/us-economic-outlook-3305669).
3. Federal Reserve Bank of Kansas City, The U.S. Economic Outlook, October 2019. [www.kansascityfed.org/~media/files/publicat/research/outlook/outlook-report.pdf?la=en](http://www.kansascityfed.org/~media/files/publicat/research/outlook/outlook-report.pdf?la=en).
4. Economic & Revenue Forecast, Colorado Legislative Council Staff, September 2019 at <https://leg.colorado.gov/sites/default/files/images/septforecast.pdf#page=37>.
5. The Colorado Outlook, Economic and Fiscal Review, September 2019, Colorado Office of State Planning and Budgeting at <https://cosfp.org/wp-content/uploads/2019-09-Forecast-Infographic.pdf>.



## 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 “Uticahs” were widely circulated among the Spaniards during trading with the Plains Indians

in the early 1600’s. About 80 Uticahs 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 Uticahs 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 Uticahs 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 19<sup>th</sup> 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

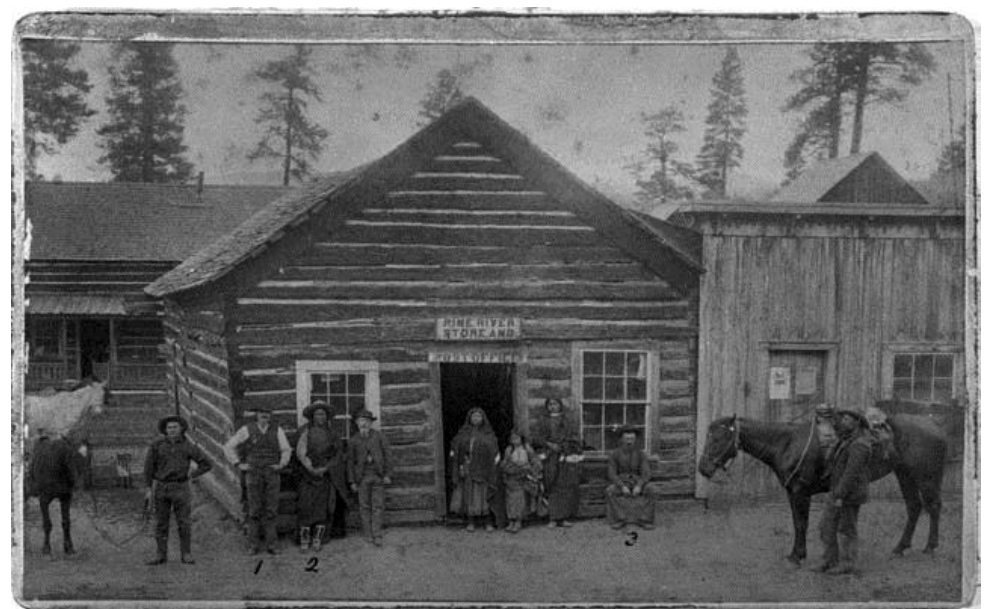
The end of the American Civil War and the “Homestead Act” of 1862 caused many released soldiers and wandering souls from the east to drift west, and soon many found their way to the Pine River Valley area. The area, however, was still a part of the Ute Reservation. Many white settlers were moving onto 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.



1<sup>st</sup> 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 25<sup>th</sup>, 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.

### 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 2701 estimated in 2017 according to State Demographers Office. 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 year 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 2020 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, 4 deputies, and 1 investigator. Additionally one 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 has 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 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 1031 youths participated in sporting programs in 2019.



❖ In 2018, the Town of Bayfield completed an update to the Comprehensive Land Use Plan as well as a completing a Parks and Recreation Master Plan in order 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, 1 middle school, 1 intermediary school, and 1 elementary school. Bayfield Early Education Programs (BEEP) offers quality early childhood education for children ages 3 to 5.
- ❖ In 2019 Pueblo Community College (PCC) constructed new higher education classrooms and offices in Bayfield School District facilities in Downtown Bayfield on South Street.
- ❖ 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. It 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 Journal.



- ❖ 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.

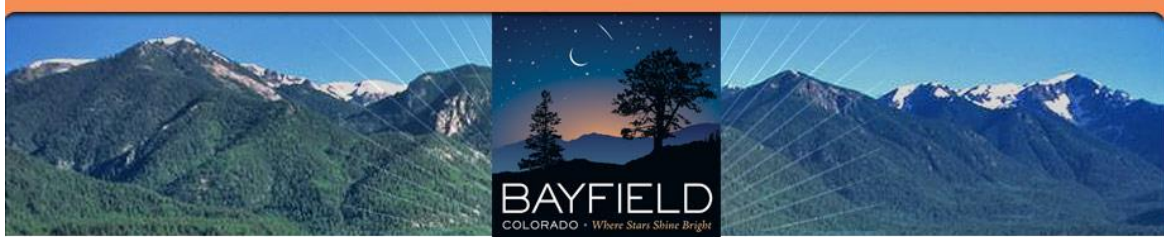


### Cultural Opportunities & Events

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 a town attorney, a municipal judge, 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 Finance Director, the Town Clerk, the Parks and Recreation Director and the Bayfield Town Marshal.

## 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](http://www.bestplaces.net/climate/city/Colorado/bayfield)

Colorado Travel News –

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

[www.census.gov](http://www.census.gov)

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

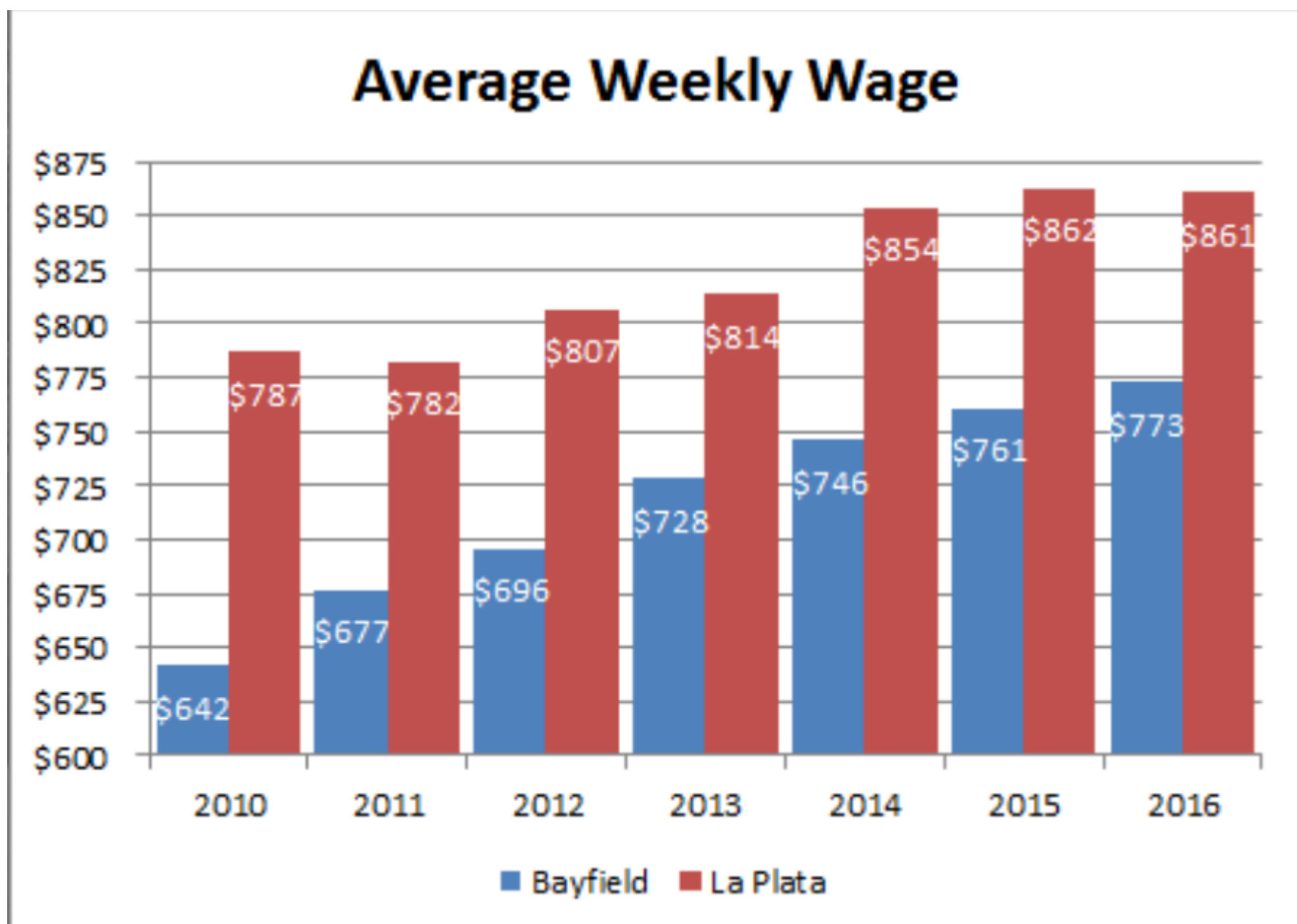
[www.bayfieldgov.org](http://www.bayfieldgov.org)

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%
Accommodation and Food Services		9.2%	9.9%
Other Services		3.0%	5.1%
Government		27.9%	17.1%



## Community Vision

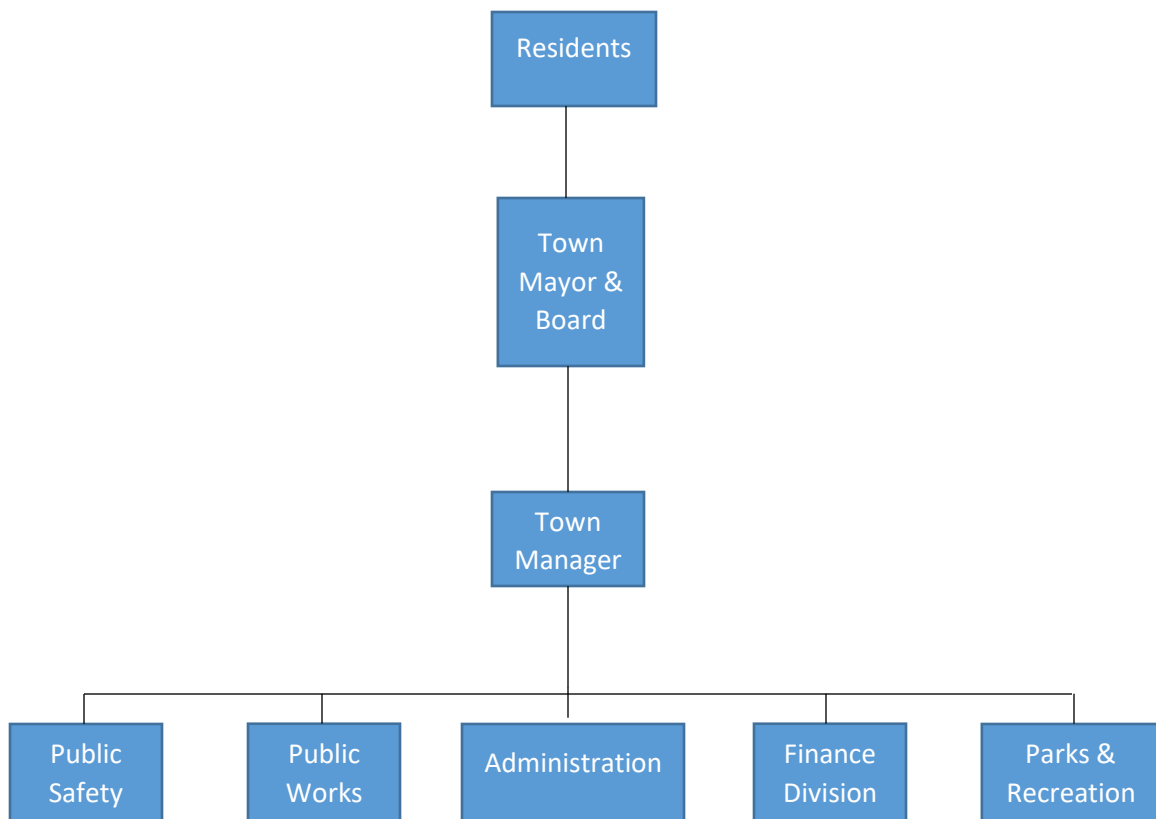
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Bayfield is a safe, livable community, with a small town feel striving to become a multigenerational, diverse community that maintains its values while progressively pursuing ongoing sustainability of economic resources, natural resource stewardship 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 2020**

## **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**

### **2020**

Chris La May

Town Manager

Kathleen Cathcart

Town Clerk

Sara Trujillo

Director of Finance (Consultant)

Jeremy Schulz

Director of Public Works

Joseph McIntyre

Marshal

Rebecca Eisenbraun

Director of Parks & Recreation

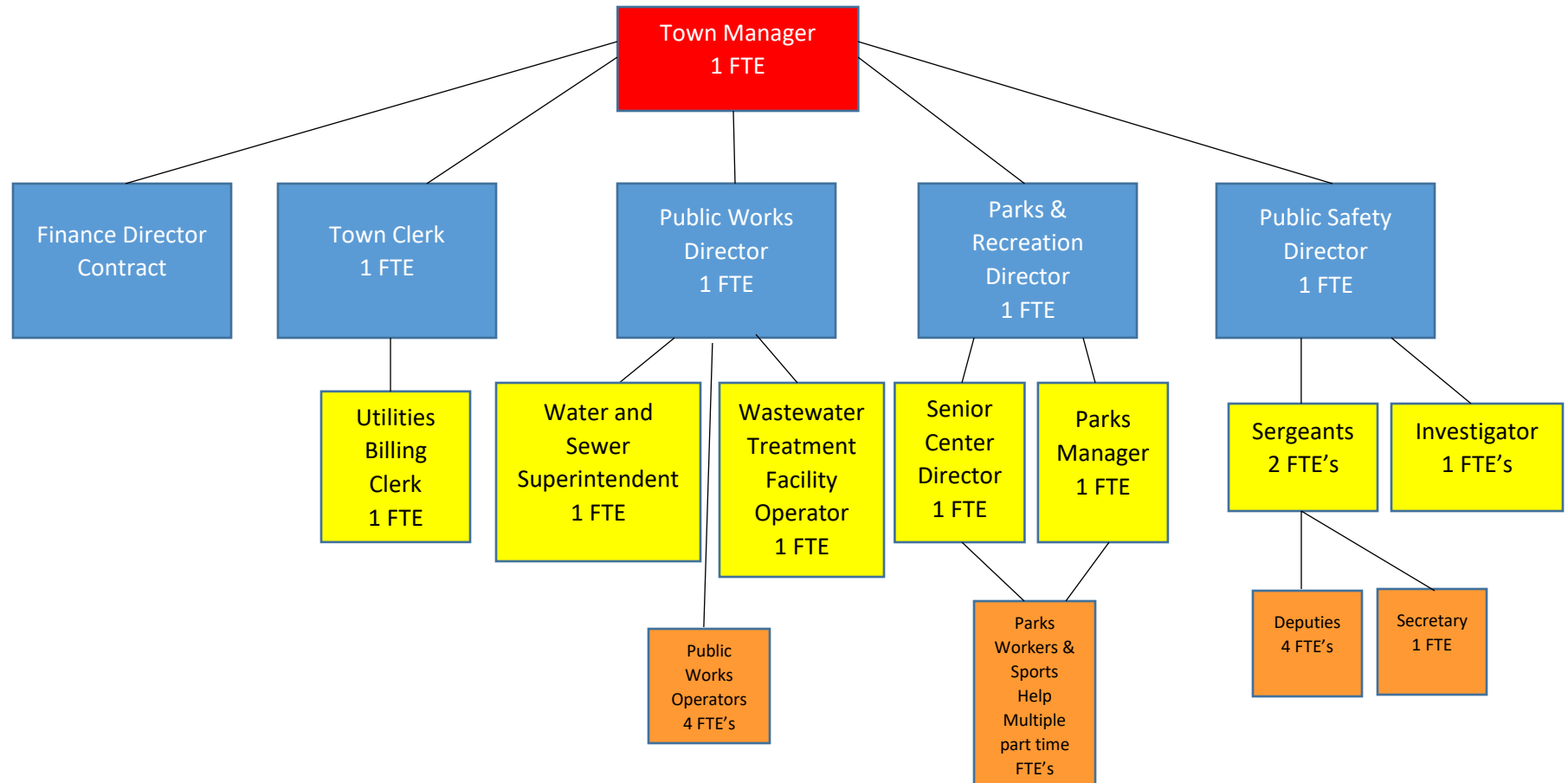
Michael Goldman

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 Consultant 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 Consultant 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 Consultant by July 31<sup>st</sup>.

### **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 \$5,000 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 Consultant 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 Consultant 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 CONSULTANT REVIEW**

Once the preliminary budget is completed, the Town Manager and the Finance Consultant schedule time to prepare the revenue estimates for the upcoming year. This item is generally completed in late August after the Preliminary Certification of Valuation is received from the

county. After the revenue projections are completed, the Town Manager and the Finance Consultant begin a review of the requested expenditure/expense needs of each fund. The Finance Consultant 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 statutes requires that the Budget officer must submit a proposed budget to the governing body no later than October 15<sup>th</sup>. The Town publishes a “Notice of Budget” upon receiving the proposed budget. The Board of Trustees adopts the budget after the legally noticed budget hearing, but before December 15 in order to certify the property tax levy to the Board of County Commissioners.



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## OVERVIEW OF FUNDS

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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 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 for the devolution of US Highway 160 B (Bayfield Parkway). The remaining proceeds in the Transportation Fund are slated for transfer to the Street Fund, enabling the Town to close this accounting fund.

- **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 has been a pass-thru for the assessments that are paid by property owners of the Special Improvement District (SID) in the Bayfield Business Park. Assessments were collected by the County Treasurer and distributed to the Town of Bayfield who paid the interest and principal on the bonds for the SID infrastructure. This fund is being removed as the full bond were retired in 2019.

- **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.



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## SUMMARY OF DEBT BY FUND

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### 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

Original Date of Retirement: 9/1/2022

Actual Date of Retirement: 11/15/2019

Annual Payment: \$0

Description: Colorado Water Resources & Power Development Authority for Waterlines

Date of Origin: TBD

Amount: \$3,000,000

Date of Retirement: TBD

Annual Payment: TBD

### Special Improvement District (SID)

Description: Special Revenue Bonds

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

Amount: \$1,700,000

Original Date of Retirement: 7/3/2020

Actual Date of Retirement: 7/31/2019

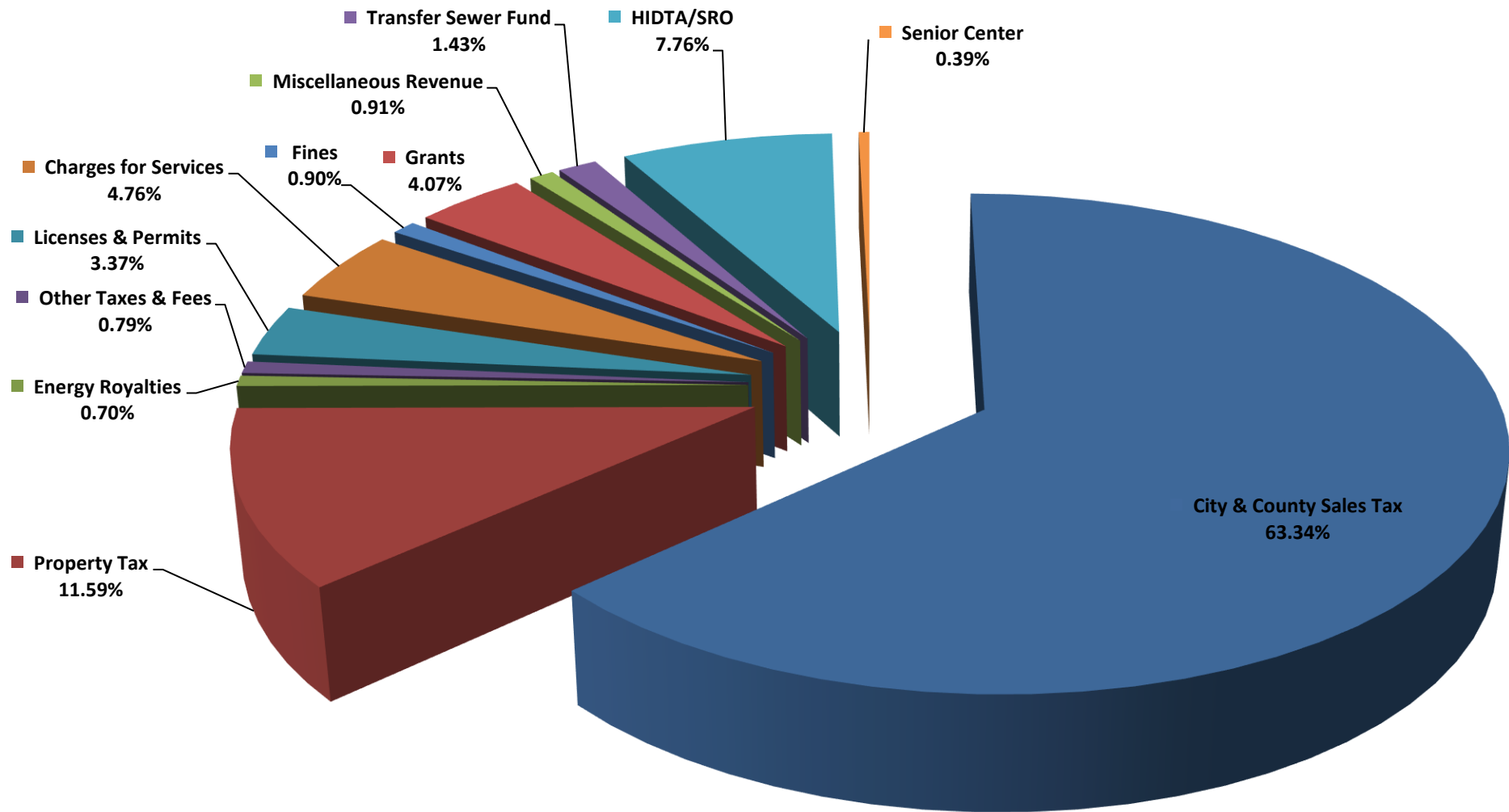
Annual Payment: \$0



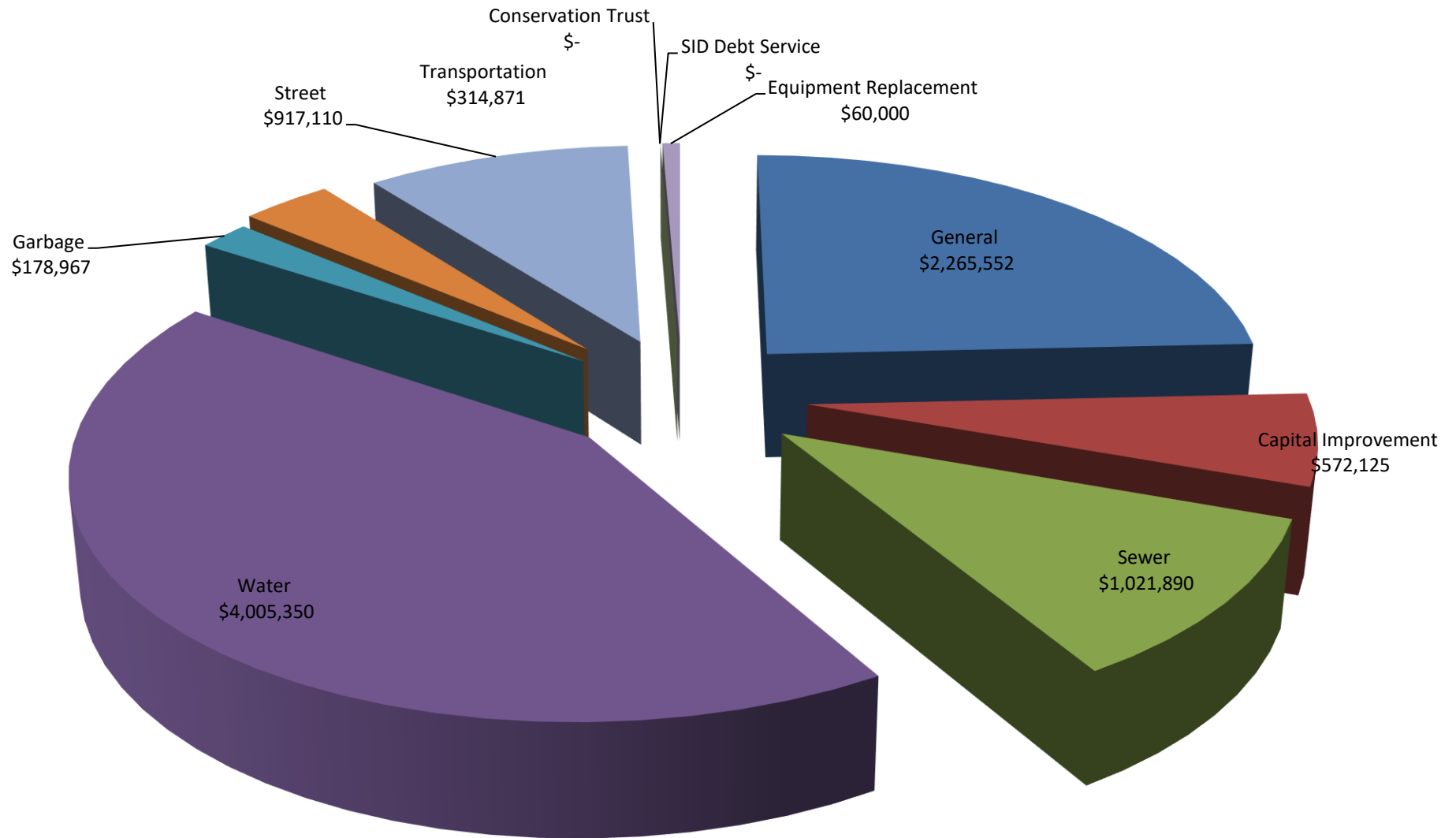
**Town of Bayfield  
Consolidated Budget Summary  
For the Year 2020**

	<b>General Fund 010</b>	<b>Capital Improvement 040</b>	<b>Sewer 030</b>	<b>Water 050</b>	<b>Garbage 060</b>	<b>Trans- portation 070</b>	<b>Streets 071</b>	<b>Conservation Trust 020</b>	<b>SID Debt Service 011</b>	<b>Equipment Replacement 090</b>	<b>Total All Funds</b>
<b><u>Actual Prior Year - 2018</u></b>											
Beginning Balance	1,278,569	132,543	834,834	1,586,162	43,658	844,674	448,413	74,447	60,986	661,709	5,965,995
Gross Property Tax Revenue	209,108	-	-	-	-	-	-	-	-	-	209,108
Other Revenues	1,641,399	668,625	1,187,894	809,540	144,934	639	1,677,394	84,853	151,416	133,014	6,499,708
Total Available Revenues	3,129,076	801,168	2,022,728	2,395,702	188,592	845,313	2,125,807	159,300	212,402	794,723	12,674,811
Total Expenditures	2,031,404	555,310	597,851	581,480	146,172	528,343	782,251	92,505	178,095	15,057	5,508,468
Ending Balance	1,097,672	245,858	1,424,877	1,814,222	42,420	316,970	1,343,556	66,795	34,307	779,666	7,166,343
Total Committed Funds	3,129,076	801,168	2,022,728	2,395,702	188,592	845,313	2,125,807	159,300	212,402	794,723	12,674,811
Mill Levy Needed for Line 2	5.950										
<b><u>Estimated Current Year - 2019</u></b>											
Beginning Balance	1,097,672	245,858	1,098,088	1,749,917	42,421	316,970	1,343,556	66,795	34,307	779,666	6,775,250
Gross Property Tax Revenue	214,055	-	-	-	-	-	-	-	-	-	214,055
Other Revenues	1,656,777	471,219	1,086,774	737,775	153,724	400	691,289	35,275	42,803	132,678	5,008,714
Total Available Revenues	2,968,504	717,077	2,184,862	2,487,692	196,145	317,370	2,034,845	102,070	77,110	912,344	11,998,019
Total Expenditures	1,812,887	302,125	997,135	681,266	155,846	2,500	1,027,835	-	74,000	-	5,053,594
Ending Balance	1,155,617	414,952	1,187,727	1,806,426	40,299	314,870	1,007,010	102,070	3,110	912,344	6,944,425
Total Committed Funds	2,968,504	717,077	2,184,862	2,487,692	196,145	317,370	2,034,845	102,070	77,110	912,344	11,998,019
Mill Levy Needed for Line 2	5.950										
<b><u>Budget Year - 2020</u></b>											
Beginning Balance	1,155,617	414,952	1,187,727	1,806,426	40,299	314,870	1,007,010	102,070	-	912,344	6,944,425
Gross Property Tax Revenue	232,939	-	-	-	-	-	-	-	-	-	232,939
Other Revenues	1,777,520	431,764	1,074,424	3,925,682	178,967	-	992,993	30,035	-	157,678	8,569,063
Total Available Revenues	3,166,076	846,716	2,262,151	5,732,108	219,266	314,870	2,000,003	132,105	-	1,070,022	15,743,317
Total Expenditures	2,265,552	572,125	1,021,890	4,005,350	178,967	314,870	917,110	-	-	60,000	9,335,864
Ending Balance	900,524	274,591	1,240,261	1,726,758	40,299	-	1,082,893	132,105	-	1,010,022	6,407,453
Total Committed Funds	3,166,076	846,716	2,262,151	5,732,108	219,266	314,870	2,000,003	132,105	-	1,070,022	15,743,317
Mill Levy Needed for Line 2	5.950										

## Town of Bayfield 2020 General Fund Revenues



## Town of Bayfield 2020 Expenses by Fund



## Town of Bayfield Expenditures and Revenues 2020 Budget

Funds and Sub Funds	Sub Funds	Percent of Total Budget	Fund Expenditures	Fund Revenues	Fund Expenditures Covered by Revenues
General		0.57%	53,027	1,721,115	3245.73%
	Administration & Support Services	5.66%	528,685	79,364	15.01%
	Public Safety	10.70%	999,124	129,678	12.98%
	Parks & Recreation	7.33%	684,716	80,302	11.73%
Capital Improvement		6.13%	572,125	431,764	75.47%
Sewer		10.95%	1,021,890	1,074,424	105.14%
Water		42.90%	4,005,350	3,925,682	98.01%
Garbage		1.92%	178,967	178,967	100.00%
Transportation		3.37%	314,871	-	0.00%
Streets		9.82%	917,110	992,993	108.27%
Conservation Trust		0.00%	-	30,035	100.00%
SID		0.00%	-	-	0.00%
Equipment Replacement		0.64%	60,000	157,678	100.00%
Total All Programs		100.00%	9,335,865	8,802,002	94.28%



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## GENERAL FUND

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### 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—\$2,010,459

Total General Fund Expenses & Transfers Out—\$2,265,552



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## GENERAL GOVERNMENT & ADMINISTRATION

### *General Fund*

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### **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 Consultant 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 Consultant 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 — \$581,712



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## BUDGET NARRATIVE

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### **I. General Fund**

The 2020 General Fund Budget is presented and includes \$2,010,459 in revenues and transfers in and \$2,265,552 in expenditures, with a proposed \$255,093 spend down of fund balance. The budgeted revenues and transfer in to the General Fund includes an overall 4% increase over the 2019 Budget. This is primarily due to increases in the budgeted amounts for the Town sales and property tax, and additional contribution from the Bayfield School District for the School Resource Officer position. On the expenditure side, the General Fund expenditures are increasing 15% over the 2019 Budget. The increase is primarily driven by a one-time expenditures for engineering services related to roadway and access improvements for Joe Stephenson Park and the athletic fields identified in the 2018 conceptual park plan. Without the one-time expenditure for the project, the General Fund is increasing 4% over 2019.

### **A. Revenues**

#### **1. Taxes and Fees**

The 2020 Budget includes a flat forecast in county shared sale tax and Town sales tax collections for 2020. Based on the December 1, 2019 Certified Valuation information provided by the County Assessor, the Town will experience a 9.0% increase in property tax revenues. The Town continues to pursue options for new retail businesses to increase revenue, but at this point the Town is not aware of any proposed developments in 2020.

#### **2. Intergovernmental Revenue**

The 2020 Budget includes \$84,100 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 one School Resource Officer (SRO) position in the Bayfield Marshal's Office. The Bayfield School District via MOU will pay for the personnel costs of one position.

#### **3. Licenses and Permits**

The 2020 Budget includes a flat prediction in License and Permit fees collected from building permits, business licenses and other fees. The available sites for single family home construction in the area are very limited, and thus, the Town has begun accounting for the leveling out of this activity in the General Fund. The Town anticipates the current level of activity will remain into 2020.



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## BUDGET NARRATIVE

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### **4. Charges for Services**

The budget includes a 3% decrease in charges for services, primarily driven by a decrease in county utility fees and VIN inspection services. With the county closing its DMV office all but two days a week, the decrease in office hours brings a decrease in the need for VIN Inspection services and use of utilities at the local office.

### **5. Senior Center**

The budget includes a forecasted increase in revenues for the Senior Center in 2020. This increase is related to the Senior Center Rental Fees.

### **6. Fines**

The 2020 budget includes a \$6,100 decrease in revenue in court fines and traffic surcharges as reflected in the actual dollars collected in recent years.

### **7. Grants**

The budget for 2020 includes a \$63,806 Bureau of Justice Assistance JAG grant for a new officer for the Bayfield Marshal's Office. The budget also includes grant revenue for Marshal's Office CDOT Seat belt enforcement and an In-Service Continuing Education grants.

### **8. Miscellaneous**

The 2020 miscellaneous section of the general fund budget contain multiple interest income line items as well as the revenue line for the food bank. Money that is received for the food bank is specifically earmarked for those purposes.

### **9. Transfers**

The General Fund receives an annual debt payment from the Sewer Fund for repayment of funds loaned to the Sewer Fund for completion of the decommissioning of the wastewater lagoons located at the wastewater treatment plant. The 2020 decommissioning payment is budgeted at \$28,838.





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## BUDGET NARRATIVE

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### ***B. Expenditures***

#### **1. General Government**

The 2020 budget shows an increase in expenses for the general government accounts. Significant expenditures include \$66,524 for the General Funds portion of the Liability/Property Insurance, \$15,000 for the Town Building Inspection services, \$25,000 for the Town's attorney services, \$7,000 for CDOT seatbelt enforcement program offset by grant, \$47,340 for computer support and maintenance, \$37,800 for the General Fund's portion of a new Community Development Director position, and \$44,719 for community funding.

#### **2. Public Safety**

Public Safety expenditures in the 2020 budget reflect a 12% increase over the 2019 Budget. Significant expenditures include \$832,432 for wages & benefits, \$68,000 for emergency dispatch services, \$13,200 for computer support and maintenance, \$13,255 for fuel, and \$10,000 for telephones.

#### **3. Parks and Recreation**

Parks and Recreation reflects an increase from the 2019 budget. The 2020 Budget includes \$20,360 in the Supplies-Park Maintenance line item to purchase much needed fertilizer for all of the park fields as well additional tools needed for day to day operations. In addition, there is \$220,000 budgeted for engineering design of vehicle access and parking features for Joe Stephenson Park, athletic fields, senior center and other proposed amenities.

#### **4. Senior Center**

The Senior Center expenses for the 2020 budget increased 10%. The senior center coordinator position which was reallocated to the Senior Center expenses continues to be the largest outgo in this department. The position spends three days of the week at the Senior Center. 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.

#### **5. 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.



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## **PUBLIC SAFETY**

*General Fund*

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### **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—\$997,816



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## **PARKS & RECREATION**

*General Fund*

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### **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—\$684,716

**GENERAL FUND**

			Estimated			
			Actual 2018	Budget 2019	2019 Actual	Budget 2020
<b>REVENUES</b>						
<b>Taxes &amp; Fees:</b>						
010 3 3000 0001	County Sales Tax		905,021	899,318	941,546	941,546
010 3 3000 0005	City Sales Tax		300,191	298,696	331,792	331,792
010 3 3000 0010	Property Tax		209,108	214,055	214,055	232,939
010 3 3000 0015	Property Taxes Delinquent		(411)	200	81	100
010 3 3000 0035	BP Royalties		8,900	8,500	14,000	14,000
010 3 3000 0045	Cigarette Tax		4,018	3,500	3,300	3,300
010 3 3000 0060	Motor Vehicle Reg 602		6,056	4,512	8,000	12,500
010 3 3000 0065	Motor Vehicle Reg 603		6,595	6,210	2,587	-
Total Taxes & Fees			1,439,480	1,434,991	1,515,361	1,536,177
<b>Intergovernmental Revenue:</b>						
010 3 3050 0005	HIDTA		92,937	94,996	82,468	84,100
010 3 3050 0007	School Resource Officer MOU Contribution		43,811	55,931	55,850	72,000
Total Intergovernmental Revenue			136,748	150,927	138,318	156,100
<b>Licenses &amp; Permits:</b>						
010 3 3100 0005	Building Permits		36,533	30,000	15,619	21,587
010 3 3100 0010	Business Licenses		21,310	16,000	11,375	17,000
010 3 3100 0015	Liquor Licenses		1,293	1,050	1,240	1,050
010 3 3100 0020	Development Fees		13,478	15,000	2,250	15,000
010 3 3100 0025	Reimbursement Fees		12,750			13,000
010 3 3100 0030	Dog Licenses		45	60	100	100
Total Licenses and Permits			85,408	62,110	30,584	67,737
<b>Charges for Services:</b>						
010 3 3200 0001	Court Costs		1,027	580	850	850
010 3 3200 0005	NSF Checks		220	200	-	-
010 3 3200 0010	Mosquito Control Fee		15,044	15,000	15,562	15,562
010 3 3200 0015	County Utility Fees Received		726	-	-	-
010 3 3200 0020	Indoor Soccer		3,444	1,394	500	2,700
010 3 3200 0023	Horseshoe League		-	-	800	650
010 3 3200 0025	Co-Ed Volleyball		2,100	2,100	2,100	2,100
010 3 3200 0030	Co-Ed Softball		5,600	5,600	4,800	5,600
010 3 3200 0035	Men's Softball		6,350	6,350	5,050	6,750
010 3 3200 0043	Yoga		3,772	3,678	3,122	3,122
010 3 3200 0055	Youth Basketball		6,125	5,809	-	6,575
010 3 3200 0060	Youth Flag Football		2,485	3,285	3,285	3,285
010 3 3200 0065	Youth Soccer		15,480	16,800	16,800	16,800
010 3 3200 0070	Youth Volleyball		3,955	3,800	3,325	3,885
010 3 3200 0075	Youth Sponsorships		4,595	4,350	4,350	4,350
010 3 3200 0080	4th of July		5,950	6,000	7,981	6,000
010 3 3200 0081	Fireworks		-	1,500	-	-
010 3 3200 0085	Concession Stand		2,005	1,850	1,200	1,700
010 3 3200 0090	Facility Use Rentals		4,683	4,500	4,129	4,600
010 3 3200 0095	Field Space Rental		3,250	3,000	-	-
010 3 3200 0110	Spring Festival		3,530	3,500	3,285	3,285
010 3 3200 0200	VIN Inspections		5,190	6,200	5,348	5,400
010 3 3200 0225	Fiber Lease		1,206	2,250	-	2,250
010 3 3200 0250	Services Performed		525	691	170	170
Total Charges for Services			97,262	98,437	82,657	95,634

**GENERAL FUND**

			Estimated			
			Actual 2018	Budget 2019	2019 Actual	Budget 2020
<b>Fines:</b>						
010 3 3300 0001	Court Fines		13,324	20,000	14,790	15,000
010 3 3300 0005	Traffic Surcharge		2,414	4,100	2,938	3,000
Total Fines and Forfeitures			15,738	24,100	17,728	18,000
<b>Grants:</b>						
010 3 3400 0041	In Service Continuing Education Grant		6,754	11,000	636	11,000
010 3 3400 0050	CDOT DUI/Seatbelt Grant		11,092	15,000	8,450	7,000
010 3 3400 0057	JAG New Officer 2019		-	63,806	-	63,806
010 3 3400 0061	JAG Grant Fingerprints -2017-DJ-17-01-2-1		4,025	-	-	-
010 3 3400 0071	Downtown Implementation Grant (DOLA)		-	21,000	21,000	-
010 3 3400 0072	Comp Plan (DOLA) - Energy Impact		15,458	-	-	-
010 3 3400 0073	DOLA Intern		3,810	-	-	-
Total Grants			41,139	110,806	30,086	81,806
<b>Miscellaneous:</b>						
010 3 3600 0001	Food Bank Donations		1,872	1,000	2,000	1,000
010 3 3600 0002	Marshal Scholarship Fund Donations		1,101	1,000	1,000	1,000

010 3 3600 0005	Interest Income	9,177	8,200	6,207	6,207
010 3 3600 0015	Miscellaneous Income	105	3,100	200	200
010 3 3600 0025	Miscellaneous Income (P&R)	223	-	-	-
010 3 3600 0030	Marshal Miscellaneous Revenue	11,450	4,000	3,000	3,000
010 3 3600 0036	Interest Income Marshal Scholarship	84	66	80	60
010 3 3600 0040	DOJ - Asset Forfeiture - Federal	-	2,500	4,163	4,000
010 3 3600 0041	DOJ - Asset Forfeiture - State	-	2,000	-	-
010 3 3600 0045	Fuel Tax Rebate	1,738	2,700	2,800	2,800
010 3 3600 0060	Downtown Contribution	572	450	-	-
Total Miscellaneous		26,321	25,016	19,450	18,267
Senior Citizen Center:					
010 3 3700 0020	Senior Center Rental Fees	8,032	5,325	7,429	7,500
010 3 3700 0026	Senior Center Contributions	190	100	181	200
010 3 3700 0030	Senior Center Activities	191	250	200	200
010 3 3700 0032	Stretch & Flex	-	-	-	-
Total Senior Citizen Center		8,413	5,675	7,810	7,900
General Fund Operating Revenues		1,850,507	1,912,062	1,841,994	1,981,621
Transfers:					
010 3 3900 0030	Transfer from Sewer (Decommissioning Loan) 7 of 20	-	28,838	28,838	28,838
Total Transfers		-	28,838	28,838	28,838
General Fund Operating Revenues & Transfers		1,850,507	1,940,900	1,870,832	2,010,459

## GENERAL FUND

		Estimated			
		Actual 2018	Budget 2019	2019 Actual	Budget 2020
GENERAL GOVERNMENT EXPENSES					
Town Board:					
010 4 4111 0142	Workers Compensation Insurance	138	126	137	122
010 4 4111 0144	Medicare	138	140	144	144
010 4 4111 0145	PERA	1,012	1,315	960	960
010 4 4111 0190	Mayor Salary	2,400	2,400	2,400	3,600
010 4 4111 0191	Town Board Salary	7,100	7,200	3,600	10,800
010 4 4111 0205	Town Board Meetings	1,141	2,000	2,000	2,000
010 4 4111 0208	Ordinances & Proceedings	8,465	3,000	4,100	3,000
010 4 4111 0221	Training, Travel & Meetings	3,020	4,000	3,445	5,000
010 4 4111 0225	Membership Dues	5,002	4,100		4,220
Total Town Board		28,414	24,281	16,786	29,846
Town Manager's Office:					
010 4 4131 0100	Town Manager's Vehicle	4,005	3,900	3,900	3,900
010 4 4131 0111	Town Manager's Salary	55,542	56,442	56,442	57,571
010 4 4131 0141	Unemployment Insurance	182	169	182	173
010 4 4131 0142	Workers Compensation Insurance	222	203	203	197
010 4 4131 0143	Health Insurance	8,805	9,981	10,972	10,995
010 4 4131 0144	Medicare	898	818	858	819
010 4 4131 0145	PERA	7,982	7,733	7,566	7,887
010 4 4131 0146	Membership Dues	956	900	911	1,000
010 4 4131 0221	Training, Travel & Meetings	1,428	4,000	2,000	4,000
010 4 4131 0345	Telephone	684	640	636	640
010 4 4131 0350	Personnel Relations	1,806	2,500	2,500	2,500
010 4 4131 0355	Salary Adjustments	3,920	49,476	-	-
Total Town Manager		86,430	136,762	86,170	89,682
Planning & Development:					
010 4 4135 0006	Community Development Director				37,800
010 4 4135 0007	Unemployment Insurance				145
010 4 4135 0008	Workers Compensation Insurance				173
010 4 4135 0009	Health Insurance				9,620
010 4 4135 0011	Medicare				700
010 4 4135 0012	PERA				6,618
010 4 4135 0013	Membership Dues				1,000
010 4 4135 0014	Training, Travel & Meetings				2,500
010 4 4135 0015	Planning & Zoning	33,627	-	4,500	2,500
010 4 4135 0016	Postage	320	420	454	454
010 4 4135 0020	Building Inspector	29,017	30,000	20,000	15,000
010 4 4135 0021	Consultant Services - Planning	-	28,000	8,000	5,000
010 4 4135 0355	Engineering	13,530	5,000	5,000	2,500
010 4 4135 0365	Economic Development	3,325	1,000	-	1,000
010 4 4135 0370	Downtown Development	1,715	1,500	1,530	1,500
Total Planning & Development		81,533	65,920	39,484	86,510

7,934  
10%

**GENERAL FUND**

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>Town Clerk &amp; Finance:</b>					
010 4 4151 0111	Town Clerk's Salary	26,865	26,935	26,935	28,024
010 4 4151 0112	Finance Director's Salary	24,534	-	-	-
010 4 4151 0113	Admin Assistant's Salary	3,580	3,588	3,588	3,876
010 4 4151 0141	Unemployment Insurance	163	92	92	97
010 4 4151 0142	Workers Compensation Insurance	517	473	513	458
010 4 4151 0143	Health Insurance	4,775	8,052	8,892	8,819
010 4 4151 0144	Medicare	783	443	430	464
010 4 4151 0145	PERA	6,854	4,182	3,900	4,371
010 4 4151 0146	Consultant Services - Finance	8,677	28,980	36,455	38,364
010 4 4151 0211	Office Supplies	8,000	9,000	9,000	10,000
010 4 4151 0220	Membership Dues	559	625	617	1,000
010 4 4151 0221	Training, Travel & Meetings	861	3,000	1,286	3,000
Total Town Clerk & Finance		86,169	85,370	91,708	98,473
<b>Elections:</b>					
010 4 4155 0001	Elections	2,115	1,000	180	2,000
Total Elections		2,115	1,000	180	2,000
<b>Municipal:</b>					
010-4-4160-0001	Municipal Court	114	50	50	50
010 4 4160 0005	Municipal Judge	6,600	7,560	7,200	7,560
Total Municipal		6,714	7,610	7,250	7,610
<b>Administrative:</b>					
010 4 4165 0250	Photocopier	2,060	5,700	5,700	4,608
010 4 4165 0332	Advertising	3,741	3,500	2,500	3,500
010 4 4165 0354	Auditing	4,495	4,000	5,432	4,428
010 4 4165 0381	Postage	1,268	1,800	2,995	2,995
010 4 4165 0513	Insurance	50,543	58,764	59,221	66,524
010 4 4165 0525	Attorney	17,534	25,000	23,000	25,000
010 4 4165 0610	Uniform Allowance	-	750	750	750
Total Administrative		79,641	99,514	99,598	107,805
<b>Town Hall:</b>					
010 4 4170 0228	Water & Sewer Charges	5,013	6,000	3,500	6,000
010 4 4170 0344	Natural Gas	2,446	2,700	3,820	4,000
010 4 4170 0345	Telephone	849	825	1,165	1,200
010 4 4170 0346	Security System Telephone Line	3,792	3,405	4,770	4,770
010 4 4170 0348	Garbage Collection Town Hall	706	663	240	240
010 4 4170 0379	Electricity	16,566	12,250	14,300	15,000
010 4 4170 0382	Internet	1,283	1,711	1,712	1,712
010 4 4170 0385	Building Maintenance	10,328	15,000	3,200	14,000
Total Town Hall		40,983	42,554	32,707	46,922
<b>Information Technology:</b>					
010 4 4175 0001	Computer Support & Maintenance	43,283	43,850	46,212	44,340
010 4 4175 0005	Website	-	500	500	500
010 4 4175 0010	Computer Equipment	3,343	2,500	2,500	2,500
010 4 4175 0015	Fiber Lease Hook-Up	-	-	-	-
Total Information Technology		46,626	46,850	49,212	47,340

**GENERAL FUND**

		Actual 2018	Budget 2019	Estimated 2020 Actual	Budget 2020
<b>Non-Departmental:</b>					
010 4 4180 0010	Pre-Employment Testing	575	110	1,332	1,000
010 4 4180 0015	Direct Deposit Payroll Fees	160	270	-	-
010 4 4180 0016	NSF Fees	30	50	96	96
010 4 4180 0020	Mosquito Control	7,530	7,530	8,000	8,000
010 4 4180 0030	Property Tax Treasurer's Fee	4,055	4,281	-	4,659
010 4 4180 0050	Property Tax Abatements	-	50	-	50
Total Non-Departmental		12,351	12,291	9,428	13,805

**Grants:**

010 4 4185 0014	CDOT DUI/ Seatbelt Grant	7,277	15,000	-	7,000
010 4 4185 0017	Downtown Implementation	2,563	55,830	55,830	-
Total Grants		9,840	70,830	55,830	7,000

**Community Funding:**

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 Development 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	650	650	650
010 4 4188 0051	Project Merry Christmas	-	250	205	-
010 4 4188 0052	Aspen Club	500	-	-	-
010 4 4188 0054	Friends of the Pine River Library	1,000	750	750	550
010 4 4188 0055	Bayfield Family Center - La Plata Family Centers Coalition	4,500	3,000	3,000	3,000
010 4 4188 0057	Pine River Shares	3,000	2,500	2,500	2,000
010 4 4188 0058	Bayfield Downtown Farmers Market	500	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	1,200	1,200	1,200	2,000
010 4 4188 0075	Southwest Colorado Council of Governments	6,311	7,346	6,320	7,472
010 4 4188 0076	Womens Resource Center	-	500	500	500
010 4 4188 0082	Bayfield Chamber of Commerce	-	-	-	1,000
010 4 4188 0083	BeFrank	-	-	-	700
010 4 4188 0084	Community Treehouse	-	-	-	1,000
010 4 4188 0086	Pine River Garden Club	-	-	-	700
010 4 4188 0088	Southwest Center for Independence	-	-	-	250
Total Community Funding		42,530	41,593	40,522	44,719

**Miscellaneous:**

010 4 4195 0779	Miscellaneous Expense	5	1,000	1,000	-
010 4 4195 0781	GIS Data Recorder	2,492	-	600	-
Total Miscellaneous		2,497	1,000	1,600	-

**Total General Government Expenses & Transfers** **525,844** **635,575** **530,475** **581,712**

**GENERAL FUND**

**Estimated**  
**Actual 2018 Budget 2019 2019 Actual Budget 2020**

**PUBLIC SAFETY EXPENSES****Public Safety Wages & Benefits:**

010 4 4211 0001	Marshal's Salary	79,412	80,627	80,627	83,884
010 4 4211 0002	Corporal Salary	58,340	55,624	55,624	60,713
010 4 4211 0003	Corporal Salary	57,559	55,624	55,624	60,713
010 4 4211 0004	Deputy's Salary	50,913	46,501	46,501	55,265
010 4 4211 0005	Deputy's Salary	50,195	48,247	48,247	54,901
010 4 4211 0006	Deputy's Salary	50,896	48,601	48,601	55,173
010 4 4211 0007	Deputy's Salary	49,768	47,200	47,200	53,347
010 4 4211 0008	Deputy's Salary	-	44,896	-	47,155
010 4 4211 0017	Marshal's Secretary's Salary	27,777	32,108	32,108	36,844
010 4 4211 0018	Holiday Pay & Comp Time	8,070	7,500	7,500	7,500
010 4 4211 0020	Investigator's Salary	67,400	60,839	60,839	61,752
010 4 4211 0125	Overtime	-	2,000	2,000	2,000
010 4 4211 0141	Unemployment Insurance	1,477	1,472	1,042	1,709
010 4 4211 0142	Workers Compensation Insurance	19,221	17,111	15,662	16,572
010 4 4211 0143	Health Insurance	99,787	136,088	136,088	169,408
010 4 4211 0144	Medicare	7,080	6,893	6,893	8,262
010 4 4211 0145	PERA	3,789	4,399	4,399	5,140
010 4 4211 0146	FPPA	35,868	39,860	39,860	42,633
010 4 4211 0148	FPPA D & D	6,053	6,206	6,206	7,461
010 4 4180 0040	Comp. Time Buy Out	1,979	-	-	-
010 4 4211 0150	Tuition Reimbursement	2,000	2,000	-	2,000
Total Public Safety Wages & Benefits		677,585	743,796	695,021	832,432

**Public Safety Operations:**

010 4 4212 0225	Uniform Allowance	3,616	5,500	2,000	5,500
010 4 4212 0226	Shooting Supplies	4,498	4,000	4,000	4,000
010 4 4212 0228	Detox (Axis Health)	3,543	3,453	3,453	4,088
010 4 4212 0231	Fuel	16,602	15,840	12,390	13,255
010 4 4212 0233	Parts Inventory	1,327	2,000	2,000	2,000
010 4 4212 0239	Tires	1,411	2,600	2,600	2,600
010 4 4212 0240	Evidence Processing	-	1,000	1,200	1,500
010 4 4212 0316	Dispatch Services	84,834	72,000	68,320	68,000
010 4 4212 0340	Computer Support & Maintenance	13,804	13,000	14,420	13,200
010 4 4212 0360	Equipment Maintenance	8,052	6,000	10,680	8,000
010 4 4212 0362	Communications Maintenance & Equipment	940	1,000	1,000	1,000
010 4 4212 0391	Chemical Analysis	1,585	500	500	500
010 4 4212 0394	Impound Fees	-	580	580	580
010 4 4212 0397	Marshal Scholarship Fund	-	1,000	2,000	1,000

010 4 4212 0398	Equipment Purchase/Replacement	9,988	9,500	17,537	5,800
010 4 4212 0450	Lexipol	3,293	3,293	3,293	3,293
010 4 4212 0451	E FORCE	-	2,968	2,968	2,968
Total Public Safety Operations		153,492	144,234	148,941	137,284
<b>Public Safety Admin:</b>					
010 4 4213 0211	Office Supplies	8,538	6,000	6,000	5,000
010 4 4213 0215	Postage	696	1,000	1,000	1,000
010 4 4213 0220	Membership Dues	953	1,500	600	1,500
010 4 4213 0221	Training, Travel & Meetings	6,332	2,500	3,500	2,500
010 4 4213 0332	Advertising	1,215	300	-	300
010 4 4213 0345	Telephone	11,503	12,000	11,000	10,000
010 4 4213 0382	Internet	1,385	1,000	1,268	1,300
Total Public Safety Admin		30,622	24,300	23,368	21,600

#### GENERAL FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>Public Safety Capital Outlay:</b>					
010 4 4215 0005	Communications Equipment	-	-	-	-
010 4 4215 0010	EFORCE	2,968	-	-	-
Total Public Safety Capital Outlay		2,968	-	-	-
<b>Public Safety Miscellaneous:</b>					
010 4 4295 0710	DOJ - Asset Forfeiture - Federal	4,087	2,500	2,500	4,000
010 4 4295 0711	DOJ - Asset Forfeiture - State	2,869	2,000	2,000	-
010 4 4295 0720	La Plata County Mounted Patrol	-	500	500	500
010 4 4295 0781	Miscellaneous Expense (PS)	9,392	1,000	1,112	2,000
Total Public Safety Miscellaneous		16,348	6,000	6,112	6,500
<b>Total Public Safety Expenses</b>		<b>881,015</b>	<b>918,330</b>	<b>873,442</b>	<b>997,816</b>

#### GENERAL FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>PARKS &amp; RECREATION OPERATING EXPENSES</b>					
<b>Wages &amp; Benefits</b>					
010 4 4400 0111	Director's Salary	59,092	58,425	60,476	64,509
010 4 4400 0114	Seasonal Employees Wages	46,543	43,080	43,080	53,618
010 4 4400 0131	Parks Manager's Salary	34,012	34,112	40,000	45,891
010 4 4400 0141	Unemployment Insurance	411	407	450	493
010 4 4400 0142	Workers Compensation Insurance	9,126	8,342	9,049	8,079
010 4 4400 0143	Health Insurance	22,900	18,334	18,228	33,252
010 4 4400 0144	Medicare	1,976	1,966	2,000	2,379
010 4 4400 0145	PERA	18,675	18,580	19,000	22,881
Total Wages & Benefits		192,735	183,246	192,283	231,102
<b>Adult Sports &amp; Athletics:</b>					
010 4 4410 0401	Indoor Soccer	365	475	354	500
010 4 4410 0405	Co-Ed Volleyball	717	800	594	800
010 4 4410 0410	Co-Ed Softball	1,500	1,500	834	1,800
010 4 4410 0415	Men's Softball	3,146	2,800	812	3,000
010 4 4410 0420	Women's Softball	500	500	1,284	500
010 4 4410 0423	Yoga	-	250	-	250
Total Adult Sports & Athletics		6,228	6,325	3,878	6,850
<b>Youth Sports &amp; Athletics:</b>					
010 4 4420 0001	Youth Basketball	732	1,150	750	1,150
010 4 4420 0002	Youth Flag Football	521	700	700	800
010 4 4420 0003	Youth Soccer	2,740	3,900	3,900	4,000
010 4 4420 0004	Youth Volleyball	477	500	-	500
010 4 4420 0015	Recreation Sponsorship	-	600	600	600
010 4 4420 0020	Youth T-Shirts	4,344	7,000	5,000	7,500
Total Youth Sports & Athletics		8,815	13,850	10,950	14,550
<b>Park Expenses:</b>					
010 4 4430 0220	Supplies - Park Maintenance	9,334	9,500	6,000	20,360
010 4 4430 0223	Garbage Services	710	725	900	874
010 4 4430 0228	Water & Sewer	10,639	10,500	9,240	10,500
010 4 4430 0231	Fuel	2,460	3,000	1,700	3,000
010 4 4430 0233	Portapot Services	3,232	4,500	3,876	5,000
010 4 4430 0235	Tree Removal	200	5,000	1,200	5,000
010 4 4430 0360	Equipment Maintenance	4,971	5,000	1,700	5,000
010 4 4430 0379	Electricity	6,685	7,000	4,330	7,000
010 4 4430 0380	Natural Gas	223	350	350	350
010 4 4430 0385	Equipment Rental	3,455	4,000	1,588	4,000



010 4 4430 0390	Wetlands Monitoring	-	2,500	-	2,500
	Total Park Expenses	41,909	52,075	30,884	63,584
<b>Special Events:</b>					
010 4 4440 0005	Spring Festival	4,467	4,800	4,811	5,000
010 4 4440 0015	Fireworks	10,612	10,000	10,000	10,000
010 4 4440 0016	4th of July	4,277	5,000	3,920	6,000
010 4 4440 0020	Old Fashioned Christmas	2,000	2,100	2,100	2,100
	Total Special Events	21,356	21,900	20,831	23,100

## GENERAL FUND

		Estimated			
		Actual 2018	Budget 2019	2019 Actual	Budget 2020
<b>Senior Citizen Center:</b>					
010 4 4450 0001	Senior's Activities	407	500	500	500
010 4 4450 0111	Senior Coordinator's Salary	33,208	32,885	33,540	34,214
010 4 4450 0141	Unemployment Insurance	97	99	97	103
010 4 4450 0143	Health Insurance	4,942	6,590	6,120	6,707
010 4 4450 0144	Medicare	465	477	455	497
010 4 4450 0145	PERA	4,386	4,505	4,267	4,773
010 4 4450 0211	Office Supplies - Senior Center	305	1,000	1,000	1,000
010 4 4450 0221	Training, Travel & Meetings - Senior Center	82	100	100	250
010 4 4450 0223	Garbage Services - Senior Center	1,802	1,700	1,808	1,808
010 4 4450 0228	Water & Sewer Charges - Senior Center	4,240	3,162	1,831	3,162
010 4 4450 0344	Natural Gas - Senior Center	1,926	2,000	4,068	4,068
010 4 4450 0345	Telephone - Senior Center	1,077	1,400	567	1,400
010 4 4450 0366	Building Maintenance - Senior Center	7,046	10,000	6,382	10,000
010 4 4450 0379	Electricity - Senior Center	4,052	4,500	7,586	7,586
010 4 4450 0513	Insurance - Senior Center	4,502	4,796	4,887	5,074
010 4 4450 0550	BP Donation Expenditures	3,214	3,500	1,000	1,000
	Total Senior Center	71,750	77,214	74,208	82,142
<b>Food Bank:</b>					
010 4 4460 0001	Food Bank	1,309	1,000	1,000	1,000
	Total Food Bank	1,309	1,000	1,000	1,000
<b>Administrative:</b>					
010 4 4470 0211	Office Supplies	1,195	3,000	1,000	3,000
010 4 4470 0220	Membership Dues	544	650	216	650
010 4 4470 0221	Training, Travel & Meetings	465	2,000	2,000	2,000
010 4 4470 0225	Uniform Allowance	1,429	1,100	600	1,100
010 4 4470 0332	Advertising	189	500	800	800
010 4 4470 0345	Telephone	1,031	1,100	760	1,100
010 4 4470 0346	Internet	395	500	630	752
010 4 4470 0347	Computer Software	-	4,000	4,000	4,000
010 4 4470 0381	Postage	436	600	625	600
010 4 4470 0410	Background Checks	831	1,200	840	1,200
010 4 4470 0513	Insurance	3,472	4,045	4,074	4,600
010 4 4470 0520	Midschool Lease	6,600	6,600	6,600	6,600
	Total Administrative	16,586	25,295	22,145	26,402
<b>Miscellaneous:</b>					
010 4 4480 0005	Recreation Center	109	1,500	1,500	1,500
010 4 4480 0010	Concession Stand	1,074	1,700	1,700	1,700
	Total Miscellaneous	1,183	3,200	3,200	3,200
<b>Parks:</b>					
010 4 4491 0001	Park Improvements	8,182	9,480		220,000
010 4 4491 0002	Equipment	-	6,500	12,000	12,786
010 4 4491 0020	Sports Park	-	13,892	36,283	-
	Total Capital Expenses	8,182	29,872	48,283	232,786
	<b>Total Parks &amp; Recreation Operating Expenses</b>	<b>370,051</b>	<b>413,977</b>	<b>407,662</b>	<b>684,716</b>

## GENERAL FUND

		Estimated			
		Actual 2018	Budget 2019	2019 Actual	Budget 2020
<b>POLICE PENSION FUND EXPENSES</b>					
<b>Police Pension Fund Expenses:</b>					
010 4 4500 0100	Pension Paid to Recipient	1,308	1,308	1,308	1,308
	<b>Total Police Pension Expenses</b>	<b>1,308</b>	<b>1,308</b>	<b>1,308</b>	<b>1,308</b>
<b>Transfers:</b>					
010 4 4512 0756	Transfer to Transportation	-	-	-	-
010 4 4490 0100	Transfer to Capital Improvement Fund	253,185			

010 4 4512 0757	Transfer to Street Fund	-	-	-	-
<b>Debt:</b>					
010 4 5000 0001	Bad Debt Expenses	-	-	-	-
		-	-	-	-
	<b>Total General Fund Expenditures &amp; Transfers</b>	<b>2,031,404</b>	<b>1,969,190</b>	<b>1,812,887</b>	<b>2,265,552</b>
	<b>BEGINNING FUND BALANCE</b>	1,278,569	1,054,366	1,097,672	1,155,617
	<b>Revenues &amp; Transfers In</b>	1,850,507	1,940,900	1,870,832	2,010,459
	<b>Expenses &amp; Transfers Out</b>	<b>2,031,404</b>	<b>1,969,190</b>	<b>1,812,887</b>	<b>2,265,552</b>
	<b>ENDING FUND BALANCE</b>	1,097,672	1,026,076	1,155,617	900,524
	Assigned for Food Bank	2,482	2,511	2,511	2,511
	Assigned for Senior Center BP Donation	11,241	7,655	7,655	7,655
	Assigned for Marshal Scholarship Program	2,880	3,452	5,634	5,634
	Assigned for Daily Incarceration Fees	2,000	2,000	2,000	2,000
	Assigned for DOJ Asset Forfeiture	1,000	5,984	1,484	5,484
	Restricted for Wetland Maintenance & Monitoring	50,000	10,000	10,000	10,000
	Non spendable (loan to sewer/inventory)	373,443	351,877	351,877	329,876
	<b>TABOR Reserve (3% of Expenditures)</b>	60,942	59,076	54,387	67,967
	<b>Unallocated Operating Reserve</b>	532,742	524,446	665,683	469,398
	<b>TOTAL ENDING FUND BALANCE</b>	<b>1,097,672</b>	<b>1,026,076</b>	<b>1,155,617</b>	<b>900,524</b>



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## CAPITAL IMPROVEMENT FUND

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The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital expenditures. 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. The Capital Improvement Fund receives 1% or 33% of city sales tax revenue from the Town's 3% sales tax.

### **Budget Summary**

Total Revenues —\$431,764

Total Expenditures—\$572,125



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## BUDGET NARRATIVE

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### II. Capital Improvement Fund

The 2020 Capital Improvement Fund Budget is presented with a spend down of fund balance of \$140,361. The 2020 budget includes \$431,764 in revenues and \$572,125 in expenditures.

#### A. Revenues

##### 1. Tax and Fees

The 2020 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 \$391,792 in 2020.

##### 2. Charges for Services

Charges for Services in the 2020 Budget decreased significantly with the cut back of services of the county DMV office. The collection of a county lease payment for use of building space in the Bayfield Town Hall went to two day a week with the Town donating the space.

##### 3. Grants

The 2020 budget shows no funds in the grants portion of the Capital Improvement Fund for this year.

##### 4. Miscellaneous

The 2020 Budget accounts for \$35,000 in revenues for interest income in the Capital Improvement Budget.

##### 5. Transfers

No transfers are planned for in the 2020 budget.

##### 6. Parks and Recreation Capital Improvement

The 2020 Budget includes Parks Facility Impact Fees budgeted at \$2,448 and interest at \$2,524



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## BUDGET NARRATIVE

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### ***B. Expenditures***

#### **1. Building and Infrastructure**

The 2020 Budget includes \$100,000 for Town Hall upgrades for security improvements and \$170,000 for wayfinding signage.

#### **2. Property**

The 2020 Budget does not include any projects of this type.

#### **3. Miscellaneous**

The miscellaneous section shows no expenses this year.

#### **4. Debt Service**

The debt service section shows no expenses this year.

#### **5. Transfer**

There are two transfers in 2020 from the Capital Improvement Fund. 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 Dove Ranch drainage challenges. The transfer amount is budgeted at \$200,000.

## CAPITAL IMPROVEMENT FUND

			Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>						
<b>Taxes:</b>						
040 3 3900 0001	City Sales Tax		301,468	298,696	320,307	331,792
040 3 3900 0003	Severance Tax		40,574	30,000	76,176	30,000
040 3 3900 0004	Federal Mineral Leasing		31,215	30,000	26,470	30,000
	Total Taxes		373,257	358,696	422,953	391,792
<b>Charges for Services:</b>						
040 3 3920 0001	County Lease Payment		6,810	-	-	-
	Total Charges for Services		6,810	-	-	-
<b>Miscellaneous:</b>						
040 3 3930 0361	Interest Income		32,145	26,172	41,802	35,000
	Total Miscellaneous		32,145	26,172	41,802	35,000
<b>Total Capital Fund Revenues</b>			<b>412,212</b>	<b>384,868</b>	<b>464,755</b>	<b>426,792</b>

## PARKS & RECREATION CAPITAL

### REVENUES

<b>Capital Revenue:</b>						
040 3 3940 0020	In Lieu of Parks Fee		-	-	3,104	-
040 3 3940 0021	Park Facility Impact Fees		1,224	1,632	408	2,448
	Total Capital Revenue		1,224	1,632	3,512	2,448
<b>Miscellaneous:</b>						
040 3 3930 0362	Interest Income (P & R Capital)		1,101	825	1,200	1,200
040 3 3930 0363	Interest Income (Park Facility)		904	667	1,752	1,324
			2,005	1,492	2,952	2,524
<b>Total Parks &amp; Recreation Capital Fund Revenues</b>			<b>3,229</b>	<b>3,124</b>	<b>6,464</b>	<b>4,972</b>
<b>Transfers:</b>						
040 3 3940 0005	Transfer from General Fund		253,185	-	-	-
	Total Transfers		253,185	-	-	-
<b>Capital Fund Revenues &amp; Transfers</b>			<b>668,625</b>	<b>387,992</b>	<b>471,219</b>	<b>431,764</b>

## CAPITAL IMPROVEMENT FUND

			Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>EXPENSES</b>						
<b>Buildings &amp; Infrastructure:</b>						
040 4 4920 0006	Town Hall		-	-	-	100,000
040 4 4920 0007	Wayfinding Signage		-	-	-	170,000
	Total Buildings & Infrastructure		-	-	-	270,000
<b>Property:</b>						
040 4 4941 0001	Park Land Acquisition		253,185	-	-	-
	Total Property		253,185	-	-	-
<b>Debt Service:</b>						
	Total Debt Service		-	-	-	-
<b>Transfers:</b>						
040 4 4990 0002	Transfer to Equipment Fund		102,125	102,125	102,125	102,125

	200,000	200,000	200,000	200,000
Total Transfers	302,125	302,125	302,125	302,125
<b>Total Capital Improvement Expenses</b>	<b>555,310</b>	<b>302,125</b>	<b>302,125</b>	<b>572,125</b>
<b>Capital Improvement Fund Beginning Fund Balance</b>	132,543	186,759	245,858	414,952
<b>Revenues</b>	668,625	387,992	471,219	431,764
<b>Expenses</b>	555,310	302,125	302,125	572,125
<b>ENDING FUND BALANCE</b>	<b>245,858</b>	<b>272,626</b>	<b>414,952</b>	<b>274,591</b>
<i>Assigned for Park in Lieu</i>	53,500	54,003	57,573	57,573
<i>Assigned for Park Facility Fees</i>	43,927	45,546	44,980	47,428
<i>Assigned for TABOR Reserve 3% Expenditures</i>	7,596	-	-	8,100
<b>Unallocated Operating Reserve</b>	140,835	173,077	312,399	161,490
<b>Capital Improvement Fund Ending Fund Balance</b>	<b>245,858</b>	<b>272,626</b>	<b>414,952</b>	<b>274,591</b>



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## SEWER FUND

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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. Sanitary sewer plant investment fees are paid at the time of building permit for all new construction. Those proceeds are reserved for future upgrades, expansion, or new construction of wastewater treatment facilities.

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* - \$1,240,261 is set aside in 2020 to address future needs for upgrades and expansion of the Wastewater Treatment plant.

### Budget Summary

Total Sewer Revenues—\$1,074,424

Total Sewer Expenditures—\$1,021,890





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## BUDGET NARRATIVE

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### III. Sewer Fund

The 2020 Sewer 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 2020 budget includes \$1,074,424 in revenues and \$1,021,890 in expenditures.

#### A. Revenues

##### 1. Charges for Services

The 2020 Budget includes \$1,006,414 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. User rates were unchanged for 2020, after an increase to rates in 2019.

##### 2. Miscellaneous

The 2020 Budget includes \$32,010 in interest income.

##### 3. Capital Revenues

The capital revenues is an estimate of the sewer plant investment fees. This estimate is based on past developments and is reserved for future capital improvements. The 2020 Budget reflects \$36,000 in plant investment fees.

##### 6. Grants

The grant section does not include any proposed funds for 2020.

##### 7. Transfer

The 2020 Budget includes no transfers.



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## BUDGET NARRATIVE

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### ***B. Expenditures***

#### **1. Salary and Benefits**

The 2020 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 \$271,849 for salaries and benefits. The budget also includes 35% of personnel costs for general public works employees, and 45% of plant operator and utility superintendent positions.

#### **2. Collection and Transmission**

The 2020 budget for Collection and Transmission items in the Sewer Fund includes a significant increase from 2019 primarily for purchase of new hose for the jet rodding vehicle and increase in electricity.

#### **3. Sewer Treatment**

The 2020 budget reflects changes in the Sewer Treatment section with a 7.6% increase in expenditures. The increase is driven by an increase in water and sewer charges and increase in electricity.

#### **4. General Operations**

The 2020 budget is consistent with the 2020 budget for infiltration repairs and contract operations line items.

#### **5. Administrative**

The 2020 Sewer Fund budget for Administrative items reflects a significant decrease in expenditures. This change is due in large part to reduction in Consulting Services due to the completion of the Wastewater Master Plan Update.

#### **6. Debt Service**

The Budget includes an expenditure of \$347,440 in annual debt service for the wastewater treatment plant loan from the Colorado Water Resources and Power Development Authority (CWRPDA), \$36,358 for the debt service associated with the infiltration loan from the CWRPDA, and \$28,838 for a transfer back to the General Fund for debt repayment for the decommissioning of the wastewater lagoons.

#### **7. Capital Outlay**

The 2020 Sewer Fund budget includes \$5,000 for a WAS replacement pump, \$5,500 for air actuator valves, \$5,000 for an Ultra Violet (UV) disinfection enclosure, \$17,000 for SCADA software upgrades to monitor the belt press, UV disinfection, fire and power systems.

#### **8. 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 2020 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 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>					
<b>Charges for Services:</b>					
030 3 3000 0001	Sewer Fees	955,426	950,108	1,006,414	1,006,414
		955,426	950,108	1,006,414	1,006,414
<b>Miscellaneous:</b>					
030 3 3300 0001	Miscellaneous Income	1,780	-		
030 3 3300 0361	Interest Income	25,888	21,208	32,010	32,010
		27,668	21,208	32,010	32,010
<b>SEWER CAPITAL</b>					
<b>Capital Revenue:</b>					
030 3 3900 0001	Plant Investment Fees	125,000	24,200	48,350	36,000
	Total Capital Revenue	125,000	24,200	48,350	36,000
030 3 3900 0006	DOLA EIAF Grant				-
	Total Grants and Loans				-
<b>Sewer Operating Revenue</b>		<b>1,108,094</b>	<b>995,516</b>	<b>1,086,774</b>	<b>1,074,424</b>
<b>Transfers:</b>					
030 3 3930 0003	Transfer from Water Fund (Plant Investment)	79,800	-	-	-
	Total Transfers	79,800	-	-	-
<b>Sewer Fund Operating Revenues and Transfers</b>		<b>1,187,894</b>	<b>995,516</b>	<b>1,086,774</b>	<b>1,074,424</b>

**SEWER FUND**

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>EXPENSES</b>					
<b>Salary &amp; Benefits:</b>					
030 4 4000 0000	Salaries & Benefits (Reclass Account)	(334)	-	-	-
030 4 4050 0111	Town Manager's Salary	20,571	20,904	20,904	21,323
030 4 4050 0112	Town Clerk's Salary	9,950	9,976	9,976	10,379
030 4 4050 0113	Finance Director's Salary	3,556	-	-	-
030 4 4050 0114	Admin Assistant's Salary	14,321	14,353	14,353	15,504
030 4 4050 0116	Intern's Salary	1,452	-	-	-
030 4 4050 0117	Public Work's Director's Salary	22,315	21,000	21,000	21,849
030 4 4050 0118	Utility Operator Salary	16,543	14,839	14,480	27,540
030 4 4050 0119	PW Operator Salary				10,856
030 4 4050 0120	PW Operator Salary	12,318	13,500	13,500	10,856
030 4 4050 0121	PW Operator Salary	1,734	10,423	10,423	10,856
030 4 4050 0122	PW Operator Salary	12,908	11,251	11,251	11,406
030 4 4050 0124	Utilities Superintendent	13,531	35,691	-	36,906
030 4 4050 0125	Overtime	7,717	8,000	8,000	8,000
030 4 4050 0126	Community Development Director				14,000
030 4 4050 0141	Unemployment Insurance	376	456	450	554
030 4 4050 0142	Workers Compensation Insurance	1,791	1,637	1,498	1,586
030 4 4050 0143	Health Insurance	26,107	39,451	29,941	42,285
030 4 4050 0144	Medicare	1,779	2,203	1,914	2,675
030 4 4050 0145	PERA	16,881	20,815	18,126	25,274
030 4 4050 0146	GASB 68 PERA	41,715	-	-	-
030 4 4050 0355	Salary Adjustments	-	5,988	-	-
	Total Salary & Benefits	225,232	230,487	175,816	271,849
<b>Collection &amp; Transmission:</b>					
030 4 4052 0233	Repairs & Maintenance	7,945	6,000	10,000	13,000
030 4 4052 0234	Generator Maintenance	1,295	1,166	1,166	1,200

030 4 4052 0235	UNCC - Sewer	156	350	108	350
030 4 4052 0236	GIS Maintenance	-	-	-	1,500
030 4 4052 0379	Electricity	7,684	8,300	7,416	8,300
Total Collection & Transmission		17,080	15,816	18,690	24,350
<b>Sewer Treatment:</b>					
030 4 4052 0380	Telephone	-	-	615	745
030 4 4152 0211	Supplies	4,888	1,400	1,960	2,000
030 4 4152 0228	Water & Sewer Charges	9,824	10,250	14,397	16,000
030 4 4152 0229	Testing	3,892	3,500	3,000	4,000
030 4 4152 0230	Permit Fee & Sludge Testing	4,630	5,000	5,508	5,500
030 4 4152 0233	Repairs & Maintenance	45,244	37,500	60,577	40,000
030 4 4152 0234	Generator Maintenance - Treatment	1,408	2,181	2,181	2,200
030 4 4152 0250	Chemicals	17,429	11,400	11,400	12,000
030 4 4152 0344	Natural Gas	1,325	1,800	1,440	1,800
030 4 4152 0379	Electricity	52,088	54,000	53,808	55,000
030 4 4152 0380	Garbage Service & Removal	3,550	750	665	750
030 4 4152 0381	Sludge Removal	8,536	12,000	10,726	12,000
030 4 4152 0382	SCADA Support	4,701	7,500	5,656	7,500
030 4 4152 0390	Grease Removal	420	2,500	2,500	2,500
Total Sewer Treatment		157,936	149,781	173,818	161,250
<b>General Operations:</b>					
030 4 4260 0240	Infiltration Repairs	-	23,288	-	25,000
030 4 4260 0241	Vehicle Maintenance & Repair	1,511	2,500	2,844	2,500
030 4 4260 0251	Contract Operations	100	2,000	2,000	2,000
Total General Operations		1,611	27,788	4,844	29,500

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## SEWER FUND

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		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>Administrative:</b>					
030 4 4301 0208	Ordinances & Proceedings	-	2,000	-	2,000
030 4 4301 0211	Office Supplies	1,032	1,000	1,000	1,000
030 4 4301 0221	Training, Travel & Meetings	2,147	2,200	2,200	2,200
030 4 4301 0231	Fuel	3,000	3,000	3,000	3,000
030 4 4301 0345	Telephone	1,987	2,400	2,095	2,400
030 4 4301 0354	Auditing	4,650	4,000	5,431	4,430
030 4 4301 0355	Engineering	490	7,000	2,000	5,000
030 4 4301 0380	Advertising	1,660	500	1,600	2,000
030 4 4301 0381	Postage	1,650	2,300	1,640	1,700
030 4 4301 0382	Internet	1,327	1,600	1,015	1,000
030 4 4301 0513	Insurance	18,863	20,225	20,371	22,997
030 4 4301 0514	Sewer Back-Up Policy	-	1,000	-	1,000
030 4 4301 0515	Computer Support & Maintenance	11,412	6,500	11,572	12,000
030 4 4301 0516	Consulting Services	13,746	68,200	68,200	5,560
030 4 4301 0525	Attorney	-	4,000	1,000	4,000
Total Administrative		61,964	125,925	121,124	70,287
<b>Debt Service:</b>					
030 4 4310 0001	WWTF Loan (14 of 22)	106,284	342,065	342,065	347,440
030 4 4310 0002	Infiltration Loan (7 of 20)	9,853	36,547	36,547	36,358
030 4 5000 0001	Interest Expense	(3,596)	-	-	-
		112,542	378,612	378,612	383,798
<b>Capital Outlay:</b>					
030 4 4900 0001	Wastewater Treatment Plant	-	-	-	15,500
030 4 4900 0008	GIS Data Recorder	1,970	-	-	-
030 4 4900 0009	Camera Purchase	-	-	-	-
030 4 4900 0011	SCADA Improvements	-	-	-	17,000
030 4 4900 0012	Flow Meters - Gem Village Lift/RV Park	-	-	-	-
030 4 4900 0013	Sunrise Lift Station ReBuild	-	65,000	21,634	-
030 4 4900 0016	Step Screen & Compactor	-	10,000	-	-
030 4 4900 0018	Polymer mixer	-	5,000	38	-
030 4 4900 0019	Conoco Lift Station Replacement	-	55,000	54,203	-
Total Capital Outlay		1,970	135,000	75,875	32,500
<b>Total Sewer Operating Expense</b>		<b>578,335</b>	<b>1,063,409</b>	<b>948,779</b>	<b>973,534</b>

**Transfers:**

030 4 4325 0002	Transfer to Equipment Fund	19,516	19,518	19,518	19,518
030 4 4325 0003	Transfer to General (Decommissioning Loan) 8 of 20	-	28,838	28,838	28,838
	Total Transfers	19,516	48,356	48,356	48,356
	<b>Total Sewer Expenses &amp; Transfers</b>	<b>597,851</b>	<b>1,111,765</b>	<b>997,135</b>	<b>1,021,890</b>
	<b>Sewer Fund Beginning Fund Balance</b>	834,834	1,353,744	1,098,088	1,187,727
	<b>Revenues</b>	1,187,894	995,516	1,086,774	1,074,424
	<b>Expenses</b>	597,851	1,111,764	997,135	1,021,890
	<b>Depreciaton</b>	(335,412)			
	<b>GASB 68 Adjustments</b>	8,623			
	<b>Sewer Fund Ending Fund Balance</b>	<b>1,098,088</b>	<b>1,237,496</b>	<b>1,187,727</b>	<b>1,240,261</b>
	<i>Assigned for Plant Upgrade</i>	1,098,259	1,237,496	1,187,727	1,240,261
	<i>Assigned for Collection System Improvements</i>	-	-	-	-
	<i>Unallocated Operating Reserve</i>	-	-	-	-
	Unassigned Fund Balance	-	-	-	-



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## WATER FUND

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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 raw water comes from Vallecito Reservoir and the Pine River. Water is treated and facilities are maintained by the Town's Public Works Department.

There are approximately 15.5 miles of water distribution lines that service the Town and its residents. In 2017 the Town and the La Plata Archuleta Water District (LAPLAWD) upgraded and expanded the water treat 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 1.7 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. Water plant investment fees 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 and reserved for water treatment facility upgrades, expansion, or 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 \$85,490.

*Assigned for Water Rights* - \$8,000 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 \$102,500.

*Water Tank Expansion* - Approximately \$10,000 is being set aside each year for an additional tank to increase storage capacity. Budgeted reserves are \$82,500.

*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 \$146,801.

*Plant Expansion* - \$1,236,467 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—\$3,925,682

Total Water Expenditures—\$4,005,350



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## BUDGET NARRATIVE

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### IV. Water Fund

The 2020 Water 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 2020 budget includes \$3,925,682 in revenues and \$4,005,350 in expenditures, with a proposed spend down of fund balance equivalent to \$79,668.

#### A. Revenues

##### 1. Charges for Services

The 2020 budget includes water fees collected on a monthly basis, as well as penalties and interest on these services. The revenue is budgeted with a \$55,000 increase for the 2020 budget. 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 \$605,000 in water sales for the Town. The water dock station continues to be utilized by residents outside of Town and those revenues are expected to remain steady based on previous year collections. The increase is due to the continued setting of water meters thus bringing in revenues for the supplies.

##### 2. Miscellaneous

The 2020 Budget includes \$500 in interest income and \$700 for turn off/on fees.

##### 3. Capital Revenue

The capital revenues are an estimate of the water plant investment fees. This estimate is based on past developments and is reserved for future capital improvements. The plant investment fees (tap fees) are forecasted to be \$39,600 for 2020.

##### 4. Grants and Loans

The 2020 Budget includes a \$1,000,000 grant from the Colorado Department of Local Affairs, Energy and Mineral Impact Assistance program and \$2,200,000 in loan proceeds from the Colorado Water Resource and Power Development Authority (CWRPDA) for waterline replacement project.





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## BUDGET NARRATIVE

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### ***B. Expenditures***

#### **1. Salary and Benefits**

The 2020 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 Water Fund includes a budgeted total of \$231,474 for salaries and benefits.

#### **2. Water Storage**

The 2020 budget includes a \$8,785 decrease in the water storage section of the water fund with all other items remaining steady. The Town is adjudicating water rights and the cost of the process is being accounted for in 2020.

#### **3. Pumping Costs**

The 2020 budget for pumping costs has increased to \$8,000, with the only cost being electricity, which is attributable to primary use of the Los Pinos Ditch for delivery of raw water.

#### **4. Water Treatment**

The 2020 budget for water treatment shows a decrease in expenditures in permit fees and electricity. The total of \$137,700 also includes \$35,000 in electricity and \$2,000 for Haliday hatches.

#### **5. Transmission and Distribution**

The transmission and distribution for 2020 shows an increase from 2019. An increase in the repairs and maintenance line item is budgeted to replace and repair parts as they age.

#### **6. Administrative Costs**

Administrative costs in the 2020 water fund budget have increased considerably from the 2019 budget. The large increase is to account for the remaining portion of the Drought Management Plan started in 2019.

#### **7. Miscellaneous**

The Town plans to spend \$2,500 for vehicle maintenance in relation to the water fund.

#### **8. Debt Service**

The 2020 budget for the water fund includes one payment of debt service from the water fund. The CWRPDA loan principal and interest was budgeted at \$180,000 for 2020.

#### **9. Capital Outlay**

The 2020 Water Capital budget reflects three expenses under the heading Capital Outlay. These expenditures include \$25,000 toward upgrades to the Water Treatment Plant, \$3,200,000 towards the waterline replacement project, and \$45,000 toward water reservoir improvements.

#### **10. Transfers**

The 2020 budget reflects on transfer from the Water Fund. \$10,735 will be transferred to the Equipment Replacement Fund for the water funds portion of depreciation expense of vehicles and equipment.

## WATER FUND

		Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<b>REVENUES</b>					
<b>Charges for Services:</b>					
050 3 3000 0001	Water Sales	623,664	550,000	603,597	605,000
050 3 3000 0002	Penalties & Interest	15,572	14,000	15,000	15,000
050 3 3000 0005	Water Salesman	50,138	35,000	32,909	30,000
050 3 3000 0010	Hydrant Meter Deposits	3,595	-	-	-
050 3 3000 0015	Water Meters & Supplies	13,688	10,000	6,147	5,000
050 3 3000 0020	GIS Mapping Services	-	1,500	-	1,500
Total Charges for Services		706,657	610,500	657,653	656,500
<b>Miscellaneous:</b>					
050 3 3100 0001	Turn On/Off Fees	1,070	1,120	540	500
050 3 3100 0361	Interest Income	2,519	700	700	700
Total Miscellaneous		3,589	1,820	1,240	1,200
<b>WATER CAPITAL</b>					
<b>Charges for Services:</b>					
050 3 3900 0001	Plant Investment Fees	74,205	26,400	50,500	39,600
050 3 3900 0002	Cash in Lieu of Water Rights	3,040	-	-	-
Total Charges for Services		77,245	26,400	50,500	39,600
<b>Grants and Loans:</b>					
050 3 3200 0001	DOLA Grant Waterline Improvements	-	-	-	1,000,000
050 3 3200 0002	Loan Proceeds (CWPRDA Loan)	-	-	-	2,200,000
Total Grants and Loans		-	-	-	3,200,000
<b>Miscellaneous:</b>					
050 3 3920 0001	Interest Income Colotrust	21,911	20,000	28,182	28,182
050 3 3920 0002	Interest Income (In Lieu of Water Rights)	138	100	200	200
Total Miscellaneous		22,050	20,100	28,382	28,382
<b>Total Water Revenue</b>		<b>809,540</b>	<b>658,820</b>	<b>737,775</b>	<b>3,925,682</b>

## WATER FUND

		Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<b>EXPENSES</b>					
<b>Salary &amp; Benefits:</b>					
050 4 4000 0000	Salaries & Benefits (Reclass Account)	(358)	-	-	-
050 4 4330 0111	Town Manager's Salary	15,428	15,678	15,678	15,992
050 4 4330 0112	Town Clerk's Salary	7,462	7,482	7,482	7,785
050 4 4330 0113	Finance Director's Salary	3,556	-	-	-
050 4 4330 0114	Admin Assistant's Salary	14,321	14,353	14,353	15,504
050 4 4330 0116	Intern's Salary	1,089	-	-	-
050 4 4330 0117	Public Works Director's Salary	18,596	17,500	17,500	18,207
050 4 4330 0118	Utility Operator Salary	13,786	12,366	12,366	27,540
050 4 4330 0119	PW Operator Salary	(142)	11,250	-	9,047
050 4 4330 0120	PW Operator Salary	10,265	8,686	8,686	9,047
050 4 4330 0121	PW Operator Salary	1,445	-	15,620	9,047
050 4 4330 0122	PW Operator Salary	10,756	9,375	9,375	9,505
050 4 4330 0124	Utilities Supervisor Salary	11,490	35,691	46,184	36,907
050 4 4330 0125	Community Development Director	-	-	-	-
050 4 4330 0140	Overtime	6,460	8,000	8,000	8,000
050 4 4330 0141	Unemployment Insurance	314	397	395	497
050 4 4330 0142	Worker's Compensation Insurance	1,639	1,498	1,371	1,460
050 4 4330 0143	Health Insurance	22,936	34,110	23,928	37,849
050 4 4330 0144	Medicare	1,487	1,920	1,870	2,402
050 4 4330 0145	PERA	14,100	18,136	17,782	22,685
050 4 4330 0146	GASB 68 PERA	34,796	-	-	-

050 4 4330 0355	Salary Adjustments	-	5,163	-	-
	Total Salary & Benefits	189,429	201,605	200,590	231,474
<b>Water Storage:</b>					
050 4 4331 0227	Ditch Fees Los Pinos/Schroeder	12,030	22,000	12,066	13,000
050 4 4331 0228	PRID	11,795	15,937	16,152	16,152
050 4 4331 0232	Water Rights Adjudication	-	20,000	20,000	20,000
	Total Water Storage	23,825	57,937	48,218	49,152
<b>Pumping Costs:</b>					
050 4 4332 0379	Electricity	5,799	4,500	7,121	8,000
	Total Pumping Costs	5,799	4,500	7,121	8,000
<b>Water Treatment:</b>					
050 4 4333 0228	Water & Sewer Charges	11,645	13,000	13,511	14,000
050 4 4333 0229	Testing	13,211	14,000	11,611	14,000
050 4 4333 0230	Permit Fees	465	2,500	465	1,000
050 4 4333 0231	Natural Gas	3,791	5,000	6,744	7,000
050 4 4333 0233	Repairs & Maintenance	17,759	20,000	20,000	22,000
050 4 4333 0250	Chemicals	27,360	30,000	27,000	30,000
050 4 4333 0300	Computer	280	2,000	-	2,000
050 4 4333 0310	SCADA Support	5,659	7,700	7,700	7,700
050 4 4333 0355	Engineering	2,519	5,000	1,500	5,000
050 4 4333 0356	Electricity	40,176	44,000	30,625	35,000
	Total Water Treatment	122,865	143,200	119,156	137,700

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**WATER FUND**

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		Estimated			
		Actual 2018	Budget 2019	2019 Actual	Budget 2020
<b>Transmission &amp; Distribution:</b>					
050 4 4334 0229	Supplies	2,968	8,000	5,000	5,000
050 4 4334 0230	Water Meters & Supplies	9,717	16,000	6,411	15,000
050 4 4334 0231	Fuel	2,869	4,000	4,189	4,000
050 4 4334 0233	Moveable Equipment	42			
050 4 4334 0300	Electricity	5,326	5,400	5,400	5,400
050 4 4334 0301	Natural Gas	401	600	600	600
050 4 4334 0302	Telephone	-	-	616	
050 4 4334 0500	GIS Mapping Services	-	1,500	-	1,500
050 4 4334 0901	Hydrant Replacement	-	6,000	-	6,000
050 4 4334 0905	Repairs & Maintenance	10,238	5,000	5,000	10,000
050 4 4334 0906	Tank Maintenance	4,763	-	128	1,000
050 4 4334 0960	UNCC - Water	501	400	400	400
	Total Transmission & Distribution	36,825	46,900	27,744	48,900
<b>Administrative Costs:</b>					
050 4 4336 0030	Treasurer's Fee Lien Collection	-	125	540	500
050 4 4336 0208	Ordinances & Proceedings	29	500	-	2,000
050 4 4336 0211	Office Supplies	1,022	1,000	1,000	1,000
050 4 4336 0221	Training, Travel & Meetings	2,525	3,500	3,500	3,500
050 4 4336 0238	Safety Equipment	536	1,500	-	1,500
050 4 4336 0345	Telephone	2,129	2,300	2,055	2,200
050 4 4336 0354	Auditing	4,650	4,000	5,432	4,430
050 4 4336 0380	Advertising	1,880	500	1,000	1,000
050 4 4336 0381	Postage	1,650	2,500	1,940	2,000
050 4 4336 0382	Internet	1,354	1,550	1,055	1,000
050 4 4336 0383	Computer Support & Maintenance	9,938	6,500	9,275	10,000
050 4 4336 0513	Insurance	8,495	8,200	8,149	9,199
050 4 4336 0525	Attorney	-	2,500	1,000	2,500
050 4 4336 0530	Consulting Services	56,379	8,200	38,200	25,560
050 4 4336 0600	Rodent Control	-	500	-	500
	Total Administrative Costs	90,586	43,375	73,146	66,889
<b>Miscellaneous:</b>					
050 4 4336 0720	Vehicle Maintenance	2,050	2,500	2,500	2,500
	Total Miscellaneous	2,050	2,500	2,500	2,500
<b>Debt Service:</b>					

050 4 4910 0000	CWPRDA Interest & Principal	-	-	-	180,000
050 4 4910 0003	Interest & Principal DOLA Loan (18 of 20)	4,047	18,697	51,127	-
		4,047	18,697	51,127	180,000

## WATER CAPITAL

### Capital Outlay:

050 4 4900 0036	LAPLAWD Water Line Improvement	-	-	-	-
050 4 4900 0037	Water Treatment Plant Upgrade	-	-	8,608	25,000
050 4 4900 0038	Mixer	-	40,000	37,143	-
050 4 4900 0039	Water Dock Station Improvements	-	20,000	20,000	-
050 4 4900 0040	Waterline Improvements	8,324	-	73,781	3,200,000
050 4 4900 0050	GIS Data Recorder	4,857	-	-	-
050 4 4900 0060	Security Cameras	1,692	-	-	-
050 4 4900 0070	Media Filter Replacement	29	-	-	-
054 4 4900 0071	Water Reservoir Improvements	-	-	-	45,000
050 4 4900 0090	Los Pinos Pump Station Upgrade	618	-	1,397	-
	Total Capital Outlay	15,520	60,000	140,929	3,270,000

## WATER FUND

		Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<b>Miscellaneous:</b>					
050 4 5000 0001	Bad Debt Expense	-	-	-	-
	Total Miscellaneous	-	-	-	-
	<b>Total Water Expenses</b>	<b>490,945</b>	<b>578,714</b>	<b>670,531</b>	<b>3,994,615</b>
<b>Transfers:</b>					
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	-	-	-
	Total Transfers	90,535	10,735	10,735	10,735
	<b>Total Water Expenses &amp; Transfers</b>	<b>581,480</b>	<b>589,449</b>	<b>681,266</b>	<b>4,005,350</b>
<b>Water Fund Beginning Fund Balance</b>		1,586,162	1,606,733	1,749,917	1,806,426
	<b>Revenues</b>	809,540	658,820	737,775	3,925,682
	<b>Expenses</b>	581,480	589,449	681,266	4,005,350
	<b>Depreciation</b>	(214,055)			
	<b>GASB 64 Adjustment</b>	149,750			
	<b>Water Fund Ending Fund Balance</b>	<b>1,749,917</b>	<b>1,676,104</b>	<b>1,806,426</b>	<b>1,726,758</b>
	<i>Assigned for Tank Recoating</i>	60,000	62,500	62,500	65,000
	<i>Assigned for Meters &amp; Radio Reads</i>	75,000	75,490	75,490	85,490
	<i>Assigned for Water Rights</i>	7,858	7,810	8,000	8,000
	<i>Assigned for Line Replacement and New Lines</i>	347,979	251,926	81,214	146,801
	<i>Assigned for Plant Expansion</i>	1,099,080	1,113,379	1,168,685	1,236,467
	<i>Assigned for Water Tank Expansion</i>	70,000	72,500	72,500	82,500
	<i>Assigned for Ditch Piping</i>	90,000	92,500	92,500	102,500
	Unassigned fund balance	0	-	245,537	0
	<b>Water Fund Ending Fund Balance</b>	<b>1,749,917</b>	<b>1,676,104</b>	<b>1,806,426</b>	<b>1,726,758</b>



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## GARBAGE FUND

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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 and a recycling contractor that provides service upon request. The fees collected from residents pay for the trash and recycling collection services and additional services including the annual clean-up.

### **Budget Summary**

Total Garbage Revenues—\$178,967

Total Garbage Expenditures—\$178,967



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## BUDGET NARRATIVE

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### **V. Garbage Fund**

The 2020 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 2020 budget includes \$178,967 in revenues and \$178,967 in expenditures.

#### **A. Revenues**

##### **1. Charges for Services**

The 2020 Garbage Fund budget shows the majority of its revenues being collected in garbage fees. The budget amount to revenue in 2020 for this line item is \$163,442. The budget also includes \$15,000 for recycling fees. The remainders of the revenues are collected thru clean up fees and interest earned.

#### **B. Expenditures**

##### **1. Salary and Benefits**

The 2020 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 \$6,005 for salaries and benefits.

##### **2. Operations**

The 2020 budget for the garbage fund includes its largest expense in the operations section of the budget. The waste control contract for removal of trash in the Town of Bayfield is anticipated to cost \$153,096 for 2020, which includes transitioning to bear resistant poly-carts. Residential garbage collections rates increased to offset the additional charges and are \$12.64/residential poly cart/month and \$8.49 for additional poly carts. Recycling contract is \$17,000 with residents selectively choosing to pay \$6.00 per poly-cart/month.

##### **3. Administrative**

The only expenses in the administrative portion of the garbage fund budget for 2020 are office supplies and the garbage funds portion of the proposed computer support and maintenance and auditing contracts.

## GARBAGE FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>					
<b>Charges for Services:</b>					
060 3 3482 0100	Garbage Fees	137,048	138,153	138,984	163,442
060 3 3482 0150	Clean-Up Fees	780	750	465	500
060 3 3482 0175	Recycling Fees	7,057	14,400	14,250	15,000
	Total Charges for Services	144,885	153,303	153,699	178,942
<b>Miscellaneous:</b>					
060 3 3483 0361	Interest Income	49	25	25	25
	Total Miscellaneous	49	25	25	25
	<b>Total Garbage Fund Revenue</b>	<b>144,934</b>	<b>153,328</b>	<b>153,724</b>	<b>178,967</b>
<b>EXPENSES</b>					
<b>Salary &amp; Benefits:</b>					
060 4 4000 0000	Salaries & Benefits (Reclass)	(68)	-	-	-
060 4 4200 0111	Town Manager's Salary	1,029	1,045	1,045	1,067
060 4 4200 0112	Town Clerk's Salary	498	499	499	519
060 4 4200 0113	Finance Director's Salary	356	-	-	-
060 4 4200 0114	Admin Assistant's Salary	1,790	1,794	1,794	1,938
060 4 4200 0015	Community Development Director				700
060 4 4200 0016	Intern's Salary	73	-	-	-
060 4 4200 0141	Unemployment Insurance	11	10	10	13
060 4 4200 0143	Health Insurance	1,421	914	914	1,127
060 4 4200 0144	Medicare	53	48	48	62
060 4 4200 0145	PERA	491	457	457	579
060 4 4200 0355	Salary Adjustments	-	53	-	-
	Total Salary & Benefits	5,653	4,820	4,767	6,005
<b>Operations:</b>					
060 4 4300 0001	Waste Control Contract	128,935	133,388	133,388	153,096
060 4 4300 0003	Spring Clean Up	335	700	202	500
060 4 4300 0004	Recycle Contract	7,312	12,000	15,024	17,000
	Total Operations	136,582	146,088	148,614	170,596
<b>Administrative:</b>					
060 4 4324 0146	GASB 68 PERA	1,486	-	-	-
060 4 4324 0211	Office Supplies	356	350	362	400
060 4 4324 0220	Computer Support & Maintenance	575	650	650	660
060 4 4324 0381	Postage	1,240	450	450	600
060 4 4324 0526	Auditing	155	150	183	150
060 4 4324 0530	Consulting Services	126	820	820	556
	Total Administrative	3,938	2,420	2,465	2,366
	<b>Total Garbage Fund Expenses</b>	<b>146,172</b>	<b>153,328</b>	<b>155,846</b>	<b>178,967</b>
	<b>Total Garbage Fund Expenses and Transfers</b>	<b>146,172</b>	<b>153,328</b>	<b>155,846</b>	<b>178,967</b>
	<b>Garbage Fund Beginning Fund Balance</b>	43,658	41,510	42,421	40,299
	<b>Revenues</b>	144,934	153,328	153,724	178,967
	<b>Expenses</b>	146,172	153,328	155,846	178,967
	<b>Depreciation</b>	2			
	<b>Garbage Fund Ending Fund Balance</b>	<b>42,421</b>	<b>41,510</b>	<b>40,299</b>	<b>40,299</b>





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## TRANSPORTATION FUND

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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 funds remaining at the end of 2019 will be merged into the Street Fund in 2020.

### **Budget Summary**

Total Transportation Revenues—\$0

Total Transportation Expenditures—\$314,871



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## BUDGET NARRATIVE

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### **VI. Transportation**

The Transportation Fund was a new addition to the budget of the Town of Bayfield in 2011. The fund was created 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 \$0 and the expenditures are \$314,871. A significant spend down of funds occurred in 2017 with the completion of the twin bridges project.

#### ***A. Revenues***

##### **1. Interest**

There are no budgeted revenues for the 2020 transportation fund budget.

#### ***B. Expenditures***

##### **1. Transfers**

This fund will be merged into the Street Fund in 2020; therefore, the only expenditure is the transfer of all remaining funds of \$314,871 to the Street Fund.

## TRANSPORTATION FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>					
<b>Grant:</b>					
070 3 3200 0001	Bridge Replacement Grant	-	-	-	-
070 3 3200 0002	TAP Grant	-	-	-	-
		-	-	-	-
<b>Interest:</b>					
070 3 3444 0361	Interest Income	639	400	400	-
		639	400	400	-
<b>Total Transportation Fund Revenues</b>		<b>639</b>	<b>400</b>	<b>400</b>	<b>-</b>
<b>EXPENSES</b>					
<b>Street Repairs:</b>					
070 4 4000 0040	Repairs and Maintenance	-	-	-	-
<b>Total Street Repairs</b>		-	-	-	-
<b>Bridge Repairs:</b>					
070 4 4100 0001	Bridge Replacement	19,694	-	-	-
070 4 4100 0005	Wetland Monitoring	8,649	2,500	2,500	-
		28,343	2,500	2,500	-
<b>Total Transportation Fund Expenses</b>		<b>28,343</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>Transfers:</b>					
070 4 4800 0001	Transfer to Street Fund	500,000	-	-	314,871
<b>Total Transfers</b>		500,000	-	-	314,871
<b>Transportation Fund Expenses and Transfers</b>		<b>528,343</b>	<b>2,500</b>	<b>2,500</b>	<b>314,871</b>
<b>Transportation Fund Beginning Balance</b>		844,674	291,216	316,971	314,871
<b>Revenues</b>		639	400	400	-
<b>Expenses and Transfers</b>		528,343	2,500	2,500	314,871
<b>Restricted Funds</b>		316,971	289,116	-	-
<b>Transportation Fund Ending Balance</b>		<b>316,971</b>	<b>289,116</b>	<b>314,871</b>	<b>-</b>



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## STREET FUND

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The Street Fund was created in 2016 to house the November 15, 2015 voter approved 1% increase in the Town Sales Tax rate. The Street Fund contains additional revenues which have been earmarked for transportation related expenditures which were traditionally budgeted in the General Fund. Additionally, the fund is supplemented with a transfer 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 annual contribution to the Road Runner Transit System for transit services was moved to this fund. This fund also 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—\$992,993

Total Street Fund Expenditures—\$917,110



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## BUDGET NARRATIVE

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### **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 \$992,993 and the expenditures are \$917,110.

#### **A. Revenues**

##### **1. Taxes & Fees**

There are three segments of budgeted revenues for the 2020 street fund budget. The first is 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. This section of the budget 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.

##### **3. Grants**

The Street fund contains a section for housing grant funds. A budgeted revenue of \$10,000 is listed for a DOLA Energy and Mineral Impact grant for the Telecommunication/Broadband Planning effort started in 2019.

##### **4. Transfers**

Two transfers into the Street Fund in 2020 of \$200,000 from the Capital Improvement Fund and \$314,871 from the Transportation Fund help make up the total revenues.



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## BUDGET NARRATIVE

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### ***B. Expenditures***

#### **1. Wages & Benefits**

The 2020 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 \$207,001 for salaries and benefits.

#### **2. Public Works Streets**

The 2020 budget includes \$479,200 in funding with the majority of expenditures going towards street repairs and maintenance. \$410,000 is budgeted specifically for the annual crack seal project (\$40,000), chip and sand seal project (\$200,000), drainage repairs at the Eight Corners Intersection (\$110,000), and replacement of one culvert (\$60,000).

#### **3. Public Works Operations**

The 2020 budget includes the street funds portion for fuel for vehicles, shop maintenance supplies and tools, welding supplies, tires and equipment maintenance and repairs.

#### **4. Administrative**

The street fund's portion of administrative costs for 2020 include \$5,000 in engineering fees and the portion of the street funds share of office supplies, postage, insurance and other operating costs.

#### **5. Transit**

The 2020 budget includes community funding for the Road Runner Transit of \$9,000.

#### **6. Capital**

Capital projects include expenses for storm water improvements of \$30,000 and \$80,000 contribution for improvements to the Bayfield Parkway and CR 509 intersection. La Plata County has agreed to contribute \$80,000 toward the project in 2020.

## STREET FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>					
<b>Taxes &amp; Fees:</b>					
071 3 3000 0005	City Sales Tax	301,468	298,696	320,307	320,307
071 3 3000 0020	Highway Users Tax	109,499	79,973	74,748	82,164
071 3 3000 0040	Specific Ownership Tax	25,007	22,000	26,181	26,181
071 3 3000 0050	Natural Gas Franchise Fee	17,670	10,000	10,000	10,000
071 3 3000 0055	TV Franchise Fee	1,686	2,300	2,176	2,000
071 3 3000 0070	County Road & Bridge Funds	12,417	12,771	12,771	13,898
		467,748	425,740	446,183	454,550
<b>Licenses &amp; Permits:</b>					
071 3 3100 0006	Overweight Vehicle Permits	-	-	-	-
071 3 3100 0021	Right of Way Fees	850	500	60	500
		850	500	60	500
<b>Grants:</b>					
071 3 3700 0001	DOLA Energy Mineral Impact - Stormwater	1,728	-	1,869	-
071 3 3700 0002	East Intersection Contribution BSD	500,000	-	-	-
071 3 3700 0003	Interest Income (East Intersection)	6,836	1,032	12,957	12,957
071 3 3700 0004	DOLA Energy Mineral Impact - East Intersection Admin.	-	15,105	15,105	-
071 3 3700 0005	DOLA Energy Mineral Impact - Telecommunications Plan	-	25,000	15,000	10,000
071 3 3700 0006	DoLA EIAF A0045 Broadband Plan	-	-	-	-
		508,564	41,137	44,931	22,957
<b>Interest:</b>					
071 3 3800 0001	Interest Income	231	115	115	115
071 3 3800 0002	Interst Income (Clover Meadows)	-	-	-	-
		231	115	115	115
<b>Transfers:</b>					
071 3 3900 0015	Transfer from Capital	200,000	200,000	200,000	200,000
071 3 3900 0016	Transfer from Transportation	500,000	-	-	314,871
		700,000	200,000	200,000	514,871
<b>Total Street Fund Revenues</b>		<b>1,677,394</b>	<b>667,492</b>	<b>691,289</b>	<b>992,993</b>

## STREET FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>EXPENSES</b>					
<b>Wages &amp; Benefits:</b>					
071 4 4318 0110	Public Works Director's Salary	33,473	31,500	31,500	33,094
071 4 4318 0111	PW Operator Salary	19,269	22,258	9,239	-
071 4 4318 0112	PW Operator Salary	-	20,250	-	16,284
071 4 4318 0113	PW Operator Salary	13,404	15,634	15,634	16,284
071 4 4318 0114	PW Operator Salary	(256)	-	-	16,284
071 4 4318 0116	Utility Operator Salary	2,122	-	-	6,120
071 4 4318 0117	PW Operator Salary	13,808	16,876	21,970	17,109
071 4 4318 0119	Utilities Supervisor Salary	18,654	7,931	11,921	8,202
071 4 4318 0121	Temporary Labor	160	2,000	4,000	5,000
071 4 4318 0125	Overtime	2,475	5,000	5,000	5,000
071 4 4318 0130	Town Manager's Salary	10,285	10,542	10,542	10,662
071 4 4318 0131	Town Clerk's Salary	4,975	4,988	4,988	5,190
071 4 4318 0132	Finance Director's Salary	3,556	-	-	-
071 4 4318 0133	Admin Assistant's Salary	1,790	1,794	1,794	1,938
071 4 4318 0134	Intern's Salary	726	-	-	-
071 4 4318 0135	Community Development Director Salary	-	-	-	7,000
071 4 4318 0141	Unemployment Insurance	407	395	395	415
071 4 4318 0142	Workers Compensation Insurance	6,535	5,973	5,467	5,785
071 4 4318 0143	Health Insurance	18,146	39,028	24,840	31,748
071 4 4318 0144	Medicare	1,921	1,910	1,910	2,000
071 4 4318 0145	PERA	18,290	18,041	15,392	18,886
071 4 4318 0146	Salary Adjustments	-	7,250	-	-
<b>Total Public Works Wages &amp; Benefits</b>		<b>169,739</b>	<b>211,370</b>	<b>164,592</b>	<b>207,001</b>



**Public Works Streets:**

071 4 4319 0005	Street Lighting	20,744	20,000	20,000	20,000
071 4 4319 0006	Street Cleaning & Supplies	(215)	1,700	1,700	1,700
071 4 4319 0007	Street Repairs & Maintenance	513,060	570,000	570,000	410,000
071 4 4319 0008	Concrete Repairs & Maintenance	12	10,000	398	10,000
071 4 4319 0015	Traffic Services- Striping	2,526	2,500	2,500	2,500
071 4 4319 0016	Traffic Services - Signs	66	2,500	3,500	8,000
071 4 4319 0019	Banners	718	6,000	6,000	5,000
071 4 4319 0020	Snow & Ice Removal	7,384	12,000	12,000	12,000
071 4 4319 0021	GIS Maintenance				1,500
071 4 4319 0022	Tree Trimming & Removal				5,000
071 4 4319 0025	Weed Control	2,424	2,000	3,500	3,500
Total Public Works Streets		546,718	626,700	619,598	479,200

**Public Works Operations:**

071 4 4320 0231	Fuel	3,146	10,500	10,500	10,500
071 4 4320 0232	Shop Maint, Supplies & Tools	1,437	1,500	1,500	1,500
071 4 4320 0250	Welding Supplies	313	300	300	300
071 4 4320 0251	Tires	-	-	-	4,500
071 4 4320 0360	Equipment Maintenance & Repair	3,632	5,000	6,000	5,000
Total Public Works Operations		8,528	17,300	18,300	21,800

**STREET FUND**

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>Public Works Administrative:</b>					
071 4 4321 0211	Office Supplies	182	500	200	300
071 4 4321 0215	Postage	220	350	350	350
071 4 4321 0221	Travel, Training & Meetings	929	1,000	-	1,000
071 4 4321 0222	CDL Testing & Training	968	1,500	1,000	1,500
071 4 4321 0225	Uniform Allowance	1,796	2,100	1,513	2,100
071 4 4321 0228	Water & Sewer Charges	2,739	3,000	3,000	3,000
071 4 4321 0344	Natural Gas	1,280	1,700	1,700	1,800
071 4 4321 0345	Telephone	2,838	1,850	2,900	2,225
071 4 4321 0354	Auditing	1,550	1,400	1,923	1,567
071 4 4321 0379	Electricity	1,113	2,500	2,415	2,500
071 4 4321 0380	Advertising	577	500	-	500
071 4 4321 0382	Internet	828	830	621	830
071 4 4321 0383	Computer Support & Maintenance	5,575	6,500	7,500	6,600
071 4 4321 0525	Attorney	656	2,500	1,900	2,500
071 4 4321 0530	Consulting Services	1,258	113,410	79,500	45,560
071 4 4321 0942	Garbage Services	2,261	2,400	960	1,000
071 4 4321 0950	Engineering	1,760	5,000	-	5,000
071 4 4321 0960	Insurance	9,974	10,113	13,686	11,499
071 4 4321 0970	Road & Bridge Treasurer's Fee	-	256	256	278
Total Public Works Admin		36,504	157,409	119,424	90,109
<b>Transit:</b>					
071 4 4322 0100	Road Runner Transit	11,089	12,000	12,000	9,000
		11,089	12,000	12,000	9,000
Total Wages & Public Works Expenses		772,577	1,024,779	933,914	807,110

**STREET CAPITAL****Capital Outlay:**

071 4 4323 0023	GIS Data Recorder	2,850	-	-	-
071 4 4323 0026	Stormwater Improvements	3,697	-	33,921	30,000
071 4 4323 0028	Bayfield Parkway and CR 509 Intersection Improvements	-	60,000	60,000	80,000
071 4 4323 0029	Telecommunications Improvements	3,126	-	-	-
		9,673	60,000	93,921	110,000
Total Street Expenses		782,251	1,084,779	1,027,835	917,110

BEGINNING FUND BALANCE	448,413	1,249,893	1,343,556	1,007,010
Revenues & Transfers In	1,677,394	667,492	691,289	992,993
Expenses & Transfers Out	782,251	1,084,779	1,027,835	917,110
Ending Fund Balance	1,343,556	832,606	1,007,010	1,082,893
Assigned for East Intersection Improvements	500,000	504,817	516,742	844,570
Assigned for Future Street Repairs	804,070	200,000	400,000	100,810

Assigned for Telecommunication Improvements	-	10,000	10,000	30,000
Assigned for Stormwater Improvements	-	10,000	10,000	30,000
Assigned for Pedestrian Improvements	-	10,000	10,000	30,000
Assigned for Inventory	16,019	20,000	20,000	20,000
Assigned for TABOR Reserve 3% Expenditures)	23,468	32,543	30,835	27,513
Unallocated Operating Reserve	(0)	45,246	9,433	(0)
<b>TOTAL ENDING FUND BALANCE</b>	<b>1,343,556</b>	<b>832,606</b>	<b>1,007,010</b>	<b>1,082,893</b>



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## CONSERVATION TRUST FUND

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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—\$30,035

Total Conservation Trust Fund Expenditures—\$0



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## BUDGET NARRATIVE

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### **VIII. Conservation Trust Fund**

The 2020 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 2020 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 \$30,000. Interest income is a nominal \$35.

#### ***B. Expenditures***

##### **1. Capital Expense**

There are no expenditures anticipated for 2020.

## CONSERVATION TRUST FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>					
<b>Capital Revenue:</b>					
020 3 3100 0005	Lottery Funds	26,650	28,000	35,240	30,000
020 3 3100 0030	DOLA Planning Grant	39,370	-	-	-
020 3 3100 0031	GO CO Library Park Grant	18,833	-	-	-
020 3 3930 0361	Interest Income	-	35	35	35
	Total Capital Revenue	84,853	28,035	35,275	30,035
	<b>Total Conservation Trust Fund Revenue</b>	<b>84,853</b>	<b>28,035</b>	<b>35,275</b>	<b>30,035</b>
<b>EXPENSES</b>					
<b>Capital Expense:</b>					
020 4 4900 0010	Playing Surface Treatment & Materials	2,973	-	-	-
020 4 4900 0030	DOLA Planning Grant	42,538	-	-	-
020 4 4900 0050	GO CO Library Park Grant	46,993	-	-	-
	Total Capital Expense	92,505	-	-	-
	<b>Total Conservation Trust Fund Expenses</b>	<b>92,505</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Conservation Trust Fund Beginning Fund Balance</b>	<b>74,447</b>	<b>49,872</b>	<b>66,795</b>	<b>102,070</b>
	<b>Revenues</b>	<b>84,853</b>	<b>28,035</b>	<b>35,275</b>	<b>30,035</b>
	<b>Expenses</b>	<b>92,505</b>	<b>-</b>	<b>-</b>	<b>-</b>
	Restricted Funds	66,795	77,907	102,070	132,105
	<b>Conservation Trust Fund Ending Fund Balance</b>	<b>66,795</b>	<b>77,907</b>	<b>102,070</b>	<b>132,105</b>



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## SPECIAL IMPROVEMENT DISTRICT FUND

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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 were payable from the assessments levied on the SID business district property owners. Assessments paid by the property owners were 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. The bonds were retired in 2019; therefore, the fund is being retired in 2020.

### **Budget Summary**

Total Special Improvement District Fund Revenues—\$0

Total Special Improvement District Fund Expenditures—\$0



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## BUDGET NARRATIVE

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### **IX. Special Improvement District**

The 2020 budget for the Special Improvement District (SID) Fund contains no revenues or expenditures as the full bonds were retired in 2019.

#### ***A. Revenues***

##### **1. Debt Service Revenues**

No revenues to report with fund being retired.

#### ***B. Expenditures***

##### **1. Debt Service Fund Expenditures**

No expenditures to report with fund being retired.



## SID DEBT SERVICE FUND

		Actual	Budget	Estimated	
		2018	2019	2019	Budget
				Actual	2020
<b>REVENUES</b>					
<b>Debt Service Revenues:</b>					
011 3 3600 0001	Special Assessment	151,173	42,628	42,628	-
011 3 3600 0002	Interest Income	243	175	175	-
	Total Debt Service Revenues	151,416	42,803	42,803	-
<b>EXPENSES</b>					
<b>Debt Service Fund Expenses:</b>					
011 4 4700 0100	Principal on Bonds (Pmt 19 of 19)	165,000	70,000	70,000	-
011 4 4700 0200	Interest on Bonds (Pmt 19 of 19)	12,925	3,230	3,850	-
011 4 4700 0300	Transaction Fees	170	170	150	-
	Total Debt Service Expenses	178,095	73,400	74,000	-
	<b>Beginning Fund Balance</b>	60,986	30,597	34,307	-
	<b>Revenues</b>	151,416	42,803	42,803	-
	<b>Expenses</b>	178,095	73,400	74,000	-
	Restricted Funds	34,307	-	3,110	-
	<b>Ending Fund Balance</b>	<b>34,307</b>	<b>-</b>	<b>3,110</b>	<b>-</b>



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## EQUIPMENT REPLACEMENT FUND

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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—\$157,678

Total Equipment Replacement Fund Expenditures—\$60,000



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## BUDGET NARRATIVE

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### **X. Equipment Replacement Fund**

This fund is designed as a “savings” fund in order to plan for purchase of future equipment and vehicles both new and replacement. The 2020 budget is presented with revenues exceeding expenditures by \$97,678.

#### **A. Revenues**

##### **1. Transfers**

The 2020 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 2020 the transfers from the capital fund, the water fund, and the sewer fund make up the majority of the revenues at \$132,378. The remaining revenue is interest of \$300 and a JAG grant in the amount of \$25,000.

#### **B. Expenditures**

##### **1. Vehicles**

A single vehicle purchase has been planned for in 2020. A patrol vehicle for the Marshal's Department totaling \$60,000.

##### **2. Equipment**

No equipment purchases are planned for in 2020.

# EQUIPMENT REPLACEMENT FUND

		Actual 2018	Budget 2019	Estimated 2019 Actual	Budget 2020
<b>REVENUES</b>					
<b>Transfers:</b>					
090 3 3900 0002	Transfer from Capital Fund	102,126	102,125	102,125	102,125
090 3 3900 0003	Transfer from Sewer Fund	19,516	19,518	19,518	19,518
090 3 3900 0004	Transfer from Water Fund	10,735	10,735	10,735	10,735
	Total Transfers	132,377	132,378	132,378	132,378
<b>Miscellaneous:</b>					
090 3 3920 0001	Sale of Used Vehicles	-	-	-	-
090 3 3920 0004	JAG Grant				25,000
090 3 3920 0361	Interest Income	638	300	300	300
	Total Miscellaneous	638	300	300	25,300
	<b>Total Equipment Replacement Fund Revenue</b>	<b>133,014</b>	<b>132,678</b>	<b>132,678</b>	<b>157,678</b>
<b>EXPENSES</b>					
<b>Vehicles:</b>					
090 4 4900 0010	Plow Truck	-	-	-	-
090 4 4900 0015	Patrol Vehicle	-	-	-	60,000
090 4 4900 0016	JAG Grant 29-JR-01-78-1 (Patrol Vehicle Portion)	-	-	-	-
090 4 4900 0017	P&R Truck	-	-	-	-
090 4 4900 0030	RTV (Parks and Rec)	15,057	-	-	-
	Total Vehicles	15,057	-	-	60,000
	<b>Total Equipment Replacement Fund Expenses</b>	<b>15,057</b>	<b>-</b>	<b>-</b>	<b>60,000</b>
<b>Equipment Replacement Fund Beginning Fund Balance</b>					
	Revenues	133,014	132,678	132,678	157,678
	Expenses	15,057	-	-	60,000
	Restricted Funds	779,666	912,007	912,344	1,010,022
	<b>Equipment Replacement Fund Ending Fund Balance</b>	<b>779,666</b>	<b>912,007</b>	<b>912,344</b>	<b>1,010,022</b>

# 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.

- i. In case of an apparent emergency which requires immediate purchase of supplies, services or letting or change of construction contract, regardless of cost, the Town Manager or his/her designee is empowered to authorize the using department head and the Finance Department to procure such emergency needs by informal, open-market quotes as expeditiously as possible, at the lowest obtainable price. If the dollar cost of such purchase is greater than the Town Manager's authority to purchase level, as defined by this Policy, a full report of the circumstances shall be given to the Town Board at its next meeting.
  - 3. No Town employee shall divide or attempt to divide what would normally be considered a single purchase for the sole purpose of evading the purchasing authority levels. Failure to comply will result in disciplinary action up to and including termination.
- B. Baseline Standards for Purchasing: The following standards will apply when purchasing goods or services for the Town of Bayfield.
- 1. Procure for the Town the best economic advantage, while maintaining the highest quality of services and goods necessary to accomplish the needed functions of the requesting department and the Town.
  - 2. Where possible, consolidate the purchasing function to ensure the following:
    - a. Maximum economic advantage;
    - b. Use of a centralized purchasing database;
    - c. Consistent and documented bidding procedures;
    - d. Use of hardcopy purchase orders where needed;
    - e. Tracking and follow-up of outstanding purchase orders;
    - f. Adequate receiving records;
    - g. Accurate matching of purchase orders, receiving records and invoices;
    - h. Receipt of all applicable federal and state tax exemptions on purchases and contracts.
  - 3. Use of a formal bidding process for all works of public improvement in excess of \$5,000 and in accordance with Colorado Revised Statute 31-15-712.
  - 4. An informal (non-advertised) bid process shall be used including a minimum of three suppliers where possible, or a formal bid process, for all purchases of goods and services in excess of \$10,000.
  - 5. For purchases of goods or services of at least \$1,000 but less than \$10,000, use either an informal bid process or contact a minimum of three suppliers where possible, for competitive pricing. In this case, the decision on which course of action to use will be made by the requesting departmental head, in conjunction with the Town Manager, based on whichever is deemed to be in the best interest of the Town.

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. 432**

**A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO, ADOPTING A BUDGET FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2020 AND ENDING ON THE LAST DAY OF DECEMBER 2020**

**WHEREAS**, the Town Manager 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:**

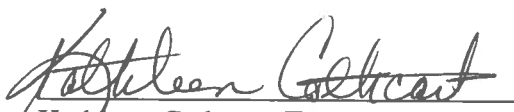
- Section 1. That the Budget as submitted, amended, and summarized by fund on the attached Exhibit A, is hereby approved and adopted as the Budget of the Town of Bayfield for 2020.
- Section 2. That Budget hereby approved and adopted shall be signed by the Mayor and made a part of the public record of the Town.

Adopted this 3<sup>rd</sup> day of December, 2019.

**MAYOR:**

  
Matthew Salka

*Attest:*

  
Kathleen Cathcart, Town Clerk

*Note: Resolution 432 was originally adopted as Resolution 423 at the December 3, 2019 regular meeting. The Resolution was renumbered by Resolution 436 adopted by the Board of Trustees at its December 17, 2019 regular meeting.*



## Exhibit A

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

General Fund	\$2,265,552
Capital Improvement Fund	\$572,125
Sewer Fund	\$1,021,890
Water Fund	\$4,005,350
Garbage Fund	\$178,967
Transportation Fund	\$314,871
Street Fund	\$917,110
Conservation Trust Fund	\$0
SID Debt Service Fund	\$0
Equipment Replacement Fund	\$60,000
Total	\$9,335,865

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

GENERAL FUND	
From Unappropriated Fund Balance	\$255,093
From Sources other than General Property Tax	\$1,777,520
From General Property Tax Levy	\$232,939
TOTAL GENERAL FUND	\$2,265,552
CAPITAL IMPROVEMENT FUND	
From Unappropriated Fund Balance	\$140,361
From Sources other than Sales Tax	\$99,972
From City Sales Tax	\$331,792
Transfers In	\$0.00
TOTAL CAPITAL IMPROVEMENT FUND	\$572,125
SEWER FUND	
From Unappropriated Fund Balance	(\$52,534)
From Sources other than Fees	\$68,010
From Fees	\$1,006,414
Transfers In	\$0
TOTAL SEWER FUND	\$1,021,890

WATER FUND	
From Unappropriated Fund Balance	\$79,668
From Sources other than Fees	\$3,251,082
From Fees	\$674,600
TOTAL WATER FUND	\$4,005,350
GARBAGE FUND	
From Unappropriated Fund Balance	\$0
From Sources other than Fees	\$25
From Fees	\$178,942
TOTAL GARBAGE FUND	\$178,967
TRANSPORTATION FUND	
From Unappropriated Fund Balance	\$314,871
Transfers In	\$0
From Sources other than Transfers	\$0
TOTAL TRANSPORTATION FUND	\$314,871
STREET FUND	
From Unappropriated Fund Balance	(\$75,883)
From Sources other than Sales Tax	\$81,932
From City Sales Tax	\$320,307
Transfers In	\$514,871
TOTAL STREET FUND	\$917,110
CONSERVATION TRUST	
From Unappropriated Fund Balance	\$0
From Sources other than Lottery Funds	(\$35)
From Lottery Funds	(\$35,000)
TOTAL CONSERVATION TRUST FUND	\$0
SID (DEBT SERVICE) FUND	
From Unappropriated Fund Balance	\$0
From Sources other than Special Assessments	\$0
From Special Assessments	\$0
TOTAL SID (DEBT SERVICE) FUND	\$0
EQUIPMENT REPLACEMENT FUND	
From Unappropriated Fund Balance	(\$97,678)
From Sources other than Transfers In	\$25,300
From Transfers In	\$132,378
TOTAL EQUIPMENT REPLACEMENT FUND	\$60,000

**RESOLUTION NO. 433**

**A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO, TO SET THE MILL LEVY FOR THE YEAR 2020 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE 2020 BUDGET YEAR**

**WHEREAS**, the Board of Trustees of the Town of Bayfield has adopted the annual 2020 budget in accordance with the Local Government Budget Law, on December 3, 2019; 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 2020 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 2020.
- 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 3<sup>rd</sup> day of December, 2019.

**MAYOR:**

  
Matthew Salka

Attest:

  
Kathleen S. Cathcart, Town Clerk

*Note: Resolution 433 was originally adopted as Resolution 424 at the December 3, 2019 regular meeting. The Resolution was renumbered by Resolution 436 adopted by the Board of Trustees at its December 17, 2019 regular meeting.*

## ORDINANCE NO. 426

**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 2020 BUDGET YEAR.**

**WHEREAS**, the Town of Bayfield adopted a Budget for the year 2020 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 2020 Budget year:


GENERAL FUND	\$2,265,552
CAPITAL IMPROVEMENT FUND	\$572,125
SEWER FUND	\$1,021,890
WATER FUND	\$4,005,350
GARBAGE FUND	\$178,967
TRANSPORTATION FUND	\$314,871
STREET FUND	\$917,110
CONSERVATION TRUST FUND	\$0
SID DEBT SERVICE FUND	\$0
EQUIPMENT REPLACEMENT FUND	\$60,000

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 3<sup>rd</sup> day of December, 2019.

  
Matthew Salka, Mayor

Attest:

  
Kathleen S. Cathcart, Town Clerk



**TOWN OF BAYFIELD  
TOWN CLERK MARIANNE JONES  
PO BOX 80  
BAYFIELD, CO 81122**

**RE-CERTIFICATION OF VALUATION 2019  
December 1, 2019**

Colorado Revised Statutes C.R.S.39-1-111 (5) states: If, after certification of valuations for assessment, changes in such valuations are made by the Assessor, the Assessor shall notify the Board of County Commissioners or other body authorized by law to levy property taxes that such changes have occurred. Upon receipt of such notification, such board or body shall make adjustments in the tax levies to ensure compliance with section 29-1-301, if applicable, and make adjustments in order that the same amount of revenue is raised. A copy of any adjustment to tax levies shall be transmitted to the administrator and the Assessor.

The adjustments since certification, August 25<sup>th</sup>, reflect our fall fieldwork with some new construction, demolitions, possessory interest changes and property condition situations we discovered through building permits and our data cleanup efforts.

The largest changes this fall, since the August 25<sup>th</sup> certification, are in residential new construction and any value changes from protest. Also important is the assessment rate change from 7.2% assessed value to 7.15% for residential property, all other classifications remain assessed at 29%.

The re-certification forms (DLG 57) will be posted to our website soon for your future viewing. See [http://www.co.laplata.co.us/government/elected\\_officials/assessor\\_s\\_office/forms/](http://www.co.laplata.co.us/government/elected_officials/assessor_s_office/forms/)

This is a reminder to you. According to C.R.S. 39-5-128, you must officially certify the levy to the Board of County Commissioners no later than December 15th. E-mail address: [Mill.Levies@co.laplata.co.us](mailto:Mill.Levies@co.laplata.co.us)

CERTIFIED BY:

Carrie Woodson  
LA PLATA COUNTY ASSESSOR  
PO Box 3339  
Durango, CO 81302  
Phone: (970) 382-6235  
Fax: (970) 382-6237  
[Carrie.Woodson@co.laplata.co.us](mailto:Carrie.Woodson@co.laplata.co.us)

**AMENDED CERTIFICATION OF VALUATION BY  
LA PLATA COUNTY ASSESSOR**New Tax Entity ☐

Date 12/01/2019

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 2019

1.	PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$	\$35,975,640
2.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$	\$39,149,360
3.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$	\$0
4.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$	\$39,149,360
5.	NEW CONSTRUCTION: *	5.	\$	\$315,560
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.	\$	\$967,290
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.	\$	\$25.76
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.	\$	\$0.00

‡ 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 &amp; 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. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2019

1.	CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$	\$342,259,230
<b>ADDITIONS TO TAXABLE REAL PROPERTY</b>				
2.	CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2.	\$	\$4,413,210
3.	ANNEXATIONS/INCLUSIONS:	3.	\$	\$0
4.	INCREASED MINING PRODUCTION: §	4.	\$	\$0
5.	PREVIOUSLY EXEMPT PROPERTY:	5.	\$	\$0
6.	OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$	\$1,105,470
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.	\$	\$20,700

**DELETIONS FROM TAXABLE REAL PROPERTY**

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

¶ 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 2020**

I, Sara Trujillo, Finance Consultant, certify that the attached document is a true and accurate copy of the adopted 2020 budget for the Town of Bayfield.

  
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Sara Trujillo  
Town of Bayfield, Colorado  
Finance Consultant

January 15, 2020



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## GLOSSARY OF TERMS

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**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.





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## GLOSSARY OF TERMS

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**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.

**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.



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## GLOSSARY OF TERMS

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**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. 104



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## GLOSSARY OF TERMS

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**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, 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.



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## GLOSSARY OF TERMS

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**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 distributed 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.



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## GLOSSARY OF TERMS

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**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.