



**Town of Bayfield  
Annual Budget  
2021**

## TABLE OF CONTENTS

### INTRODUCTION

Table of Contents	Page 1
Budget Message	Page 2

### GENERAL INFORMATION

History	Page 6
About Bayfield	Page 12
Town Operations	Page 13
Bayfield Community	Page 15

### TOWN OF BAYFIELD

Organizational Chart	Page 17
Elected Officials & Executive Officials	Page 18
Debt Service/Retirement Information	Page 19
Glossary	Page 20

### BUDGET SUMMARIES

1. General Fund – 010	Page 23
2. Special Improvement Fund – 011	Page 29
3. Conservation Trust Fund – 020	Page 31
4. Sewer Fund – 030	Page 33
5. Capital Improvement Fund – 040	Page 37
6. Water Fund – 050	Page 39
7. Garbage Fund – 060	Page 43
8. Transportation Fund – 070	Page 45
9. Streets Fund – 071	Page 47
10. Equipment Replacement Fund – 090	Page 50
All Fund Summaries	Page 52

### FINANCIAL POLICIES

Capital Assets Policy	Page 54
Formal Bidding Policy	Page 57
Investment Policy	Page 59
Purchasing Policy	Page 60

### BUDGET ADOPTION DOCUMENTS

Resolution 466	Adoption of Budget	Page 63
Resolution 467	Annual Appropriation	Page 64
Resolution 468	Constrained Fund Balances	Page 65
Resolution 469	Mill Levy Certification	Page 67
Finance Director Certification of Approved Budget		Page 70

### CAPITAL IMPROVEMENT PLAN

Resolution 470 & 471	Attached
----------------------	----------

## 2021 Budget Message

Dear Board of Trustees,

### 2020

The World Health Organization (WHO) on March 11, 2020, declared the novel coronavirus (COVID-19) outbreak a global pandemic. March 17, the Mayor closed Town Hall operations and on March 24, 2020 the Board of Trustees declared an emergency. A drive through election took place on April 7<sup>th</sup> complying with all Public Health Orders. Board of Trustee meetings were held virtually during the shutdown and meeting attendance continues to be available by virtual access. May 15, Town Hall reopened with limited hours. The Town funded approximately \$40,000 in preventive and safety measures to protect the staff and public. An additional \$70,000 was available for granting to businesses impacted by the pandemic. The Town was a recipient of \$103,807 Cares Act funding through partnership with La Plata County to cover the pandemic expenditures and impacts to the local economy. Proposed 2020 expenditures were reduced or eliminated, and Department Directors managed staff and operations complying with Public Health Orders. The original estimated 25% loss in 2020 revenue never materialized due to a new Colorado Department of Revenue law requiring all businesses who sell goods to customers in their state to assess sales tax based on the customer's address, not the location of the business. By mid-year, the Town sales tax revenue was 40% higher than the previous year and the Town's County share was almost 20% higher than the previous year.

The 2021 budget could not be fully documented without a brief review of 2020. The increase in Town sales tax revenue does not reflect the same outcome for Bayfield business operations and individuals that were unemployed or under employed. Department of Local Affairs Energy Impact Assistance Fund (EIAF) reduced three grant cycles to two with reduced grant funding available due to impacts of a national pandemic. Federal and State stimulus assistance available in 2020 are not guaranteed for 2021. The 2021 Budget outlines certain restricted revenues including over \$400,000 for continued pandemic impacts.

### Town Manager 2021 Budget Message

I am pleased to offer for your consideration the proposed 2021 Operating & Capital Budget for all ten funds of the Town of Bayfield. This 2021 budget for the Town of Bayfield was prepared, and is a balanced budget, in accordance with State budget laws, C.R.S. 29-1-101. In accordance with C.R.S. 29-1-103(e), Colorado Revised Statutes, this budget message is prefaced by notice that the budgetary basis of accounting used by the Town of Bayfield is "**modified accrual**". This budget designates the funds and expenditures necessary to preserve public safety and health, to safeguard public facilities, maintain parks and open space and support services provided by the Town enterprise funds. The format of this budget is significantly different than that of previous years. The charts of accounts were revised consistently throughout all funds. There are columns totals to show the previous years audited revenues and expenditures ("Actual 2018 & 2019") as compared to current year budgeted revenues and expenditures ("Budget 2020"). The 2020 Est (Estimated) expenditures, as calculated are shown using the September 30, 2020 financials and forecasting 2020-year end revenues and expenditures. Page 53 shows the ending 2020 fund balances which are the 2021 beginning fund balances. These beginning balances, along with estimated 2021 revenues, constitute the total available for funding the proposed 2021 Budget.

Direct questions to Town Manager Katie Sickles at [ksickles@bayfieldgov.org](mailto:ksickles@bayfieldgov.org) or 970-884-9544 Ext 101.

The process was a collaboration of the Board of Trustees and Department Directors at four scheduled Budget Work Session meetings as outlined below.

<b>September 1, 6:00-6:55pm</b> <ul style="list-style-type: none"> <li>• Labor Cost</li> <li>• Health Insurance</li> <li>• Account Code Revision</li> </ul>	<b>September 29, 9:00-11:00am</b> <ul style="list-style-type: none"> <li>• Department Operations</li> <li>• Estimated Revenue</li> <li>Water, Sewer and Garbage Rates</li> </ul>
<b>September 15, 6:00-6:55pm</b> <ul style="list-style-type: none"> <li>• Capital Improvements</li> </ul>	<b>October 6, 6:00-6:55pm</b> <ul style="list-style-type: none"> <li>• Community/Agency Requests</li> <li>• Draft #1 review</li> </ul>

Budget Work Session meetings were open to the public. Public Input is scheduled **October 20, 2020 at 7:00pm** and a Public Hearing has been noticed for **November 3, 2020 at 6:00pm**. Action on the 2021 Budget is scheduled on **December 1, 2020 Time TBD**.

### **All Department Directors provided their top 2021 goals.**

#### **Finance Department:**

1. Review and update the chart of accounts update 2021 allocations
2. Ensure no duplications of vendor services
3. Review and update expense allocations
4. Continue working towards electronic records versus paper

#### **Marshal's Office**

1. Department accreditation thru CACP (CACP still has not updated the new process)
2. Participate in our first National Night Out Event (COVID permitting)
3. Hold our first Citizen Police Academy
4. Update section 9 (offenses) of the code book to match state statutes

#### **Parks and Recreation – Becky will be back on Thursday**

1. Continue to develop and work towards online applications for park rentals and special event applications/ registrations
2. Work towards achieving the next phase in the Conceptual Park Design Plan
3. Provide staff with a working environment that fosters professional growth
4. Seek and provide programming and/or events that adhere to the changing demands of COVID-19

#### **Public Works**

1. Maintain full staffing levels and reduce turnover
2. Cross train within the department to reduce compartmentalization
3. Improve image of department overall both externally and interdepartmentally (positive)
4. Continue to pursue additional Water/WW state certifications within the department

#### **Town Clerk**

1. Implement a Records Retention process and disposal
2. Participate in Caselle Training
3. Move forward with Express Bill Pay for customer access to their billing
4. Help

#### **Town Manager**

1. Improve Personnel Management System and Communication
2. Complete a Disaster Preparedness and Emergency Response Plan
3. Change utility billing system to 2<sup>nd</sup> party with monthly newsletters
4. Continue to revise Municipal Code as inconsistencies arise



The Board of Trustees reviewed Department Directors' goals and compiled their initial list.

### **Capital Improvement 2021**

1. Broadband coordination with area agencies
2. Proceed to next Park Conceptual Plan development which could include river access
3. Review culvert conditions as provided by SMA, determine priorities and budget a minimum of 3-replacements
4. Coordinate with CDOT to add the East Intersection to the 2040 plan and fund engineering to determine cost. Prepare the finance personnel to manage federal funding and seek finance partners
5. Prepare a three year strategy regarding the Dove Ranch detention and drainage

### **Operations 2021**

1. Add personnel, Finance Director as advertised in 2020, Public Works Director Assistant, Community Development Coordinator (or a combination position) and intern. Formulate a competitive salary plan
2. In order to offer competitive salaries, dig into an assortment of utility billing/fee structures: Water Salesman, Water, Sewer, Garbage, Income Based Accountability, Land Use, Customer access, billing format, training, etc.
3. Certifications all departments, training, support, resources, accreditation
4. Emergency Preparedness Plan

### **Long Term**

1. Downtown improvement: walkability, sidewalks, beautification, parking, landscaping
2. Wayfinding

Budget adoption requires an appropriation resolution establishing legal authority to expend monies. This legal authority is complemented by a detailed budget, which explains how funds will be utilized. "Colorado Budget Law" requires the Town adopt a balanced budget and charges the Board of Trustees with the duty of enforcing limits established by the adopted appropriation and budget policies. Further the law requires that the budgetary basis of accounting be clearly stated. The Town of Bayfield utilizes a **modified accrual method for its budgetary basis** of accounting.

### **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.

### **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 Highlights**

The 2021 Budget includes ten (10) separate funds: General, SID Debt Service, Conservation Trust, Sewer, Capital, Water, Garbage, Transportation, Street, and Equipment Replacement Funds.

A summary of each fund's budgeted expenditures follows:

Fund	Begin Fund Reserves	Revenue	Expenditures	End Fund Reserves	Labor	Labor %
General	\$547,788	\$2,369,174	\$2,403,327	\$513,634		
				Administration	\$359,309	15%
				Marshal	\$881,147	37%
				Parks & Rec	\$300,030	12%
SID	\$0	\$0	\$0	\$0		
Conservation	\$128,596	\$30,000	\$0	\$158,596		
Sewer	\$2,016,275	\$1,154,120	\$1,158,059	\$2,012,336	\$265,090	23%
Capital	\$497,406	\$688,200	\$665,000	\$520,606		
Water	\$2,224,315	\$1,154,786	\$1,114,665	\$2,264,436	\$268,640	24%
Garbage	\$49,877	\$196,786	\$196,937	\$49,726		
Transportation	\$0	\$0	\$0	\$0		
Street	\$1,517,938	\$1,229,833	\$1,018,457	\$1,729,314	\$134,563	13%
Vehicle/Equip	\$1,056,520	\$43,940	\$637,869	\$462,591		
<b>TOTALS</b>	<b>\$8,038,690</b>	<b>\$6,866,839</b>	<b>\$7,194,315</b>	<b>\$7,711,214</b>	<b>\$2,208,779</b>	

### **Labor & Benefits**

Labor cost was revised by removing specific percentage of allocations for each employee and placing each employee within a fund. The cost of administrative operations associated with enterprise funds and the street fund was charged to each fund as an administrative fee.

#### **FTE – Fulltime Equivalent Increases**

The Town hired a Finance Director September of 2020. The 2021 Budget includes Finance Director (0.8-FTE), Assistant Public Works Director (1-FTE) and Park Maintenance Worker (1-FTE) supported by the 2021 Budget anticipated revenues and a Deputy 1-FTE supported by a JAG Grant at 2 year funding with the option to apply for 3<sup>rd</sup> & 4<sup>th</sup> year eventually budgeted by the Town in the 5<sup>th</sup> year.

#### **Benefits**

Health, Dental and Vision insurance were quoted, and Option 1 Alternate was chosen to cover the lower cost HSA plan at 90% and 85% of the WCO higher option. The Town provision of health insurance covers the plan selected by the employee.

A wellness plan was approved in 2020 and will continue at the full 12-month period in 2021. The Town implemented additional benefits: cell phone stipend or allowance, EAP – Employee Assistance Program, maintained the uniform/clothing allowance and will apply for a Police Officer Mental Health Support Grant.

Required benefits include increases to PERA, FPPA, FPPA D&D and 33% anticipated increase for Unemployment (.3% to .4%) regarding state wide pandemic impacts.

## **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 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.

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*



*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

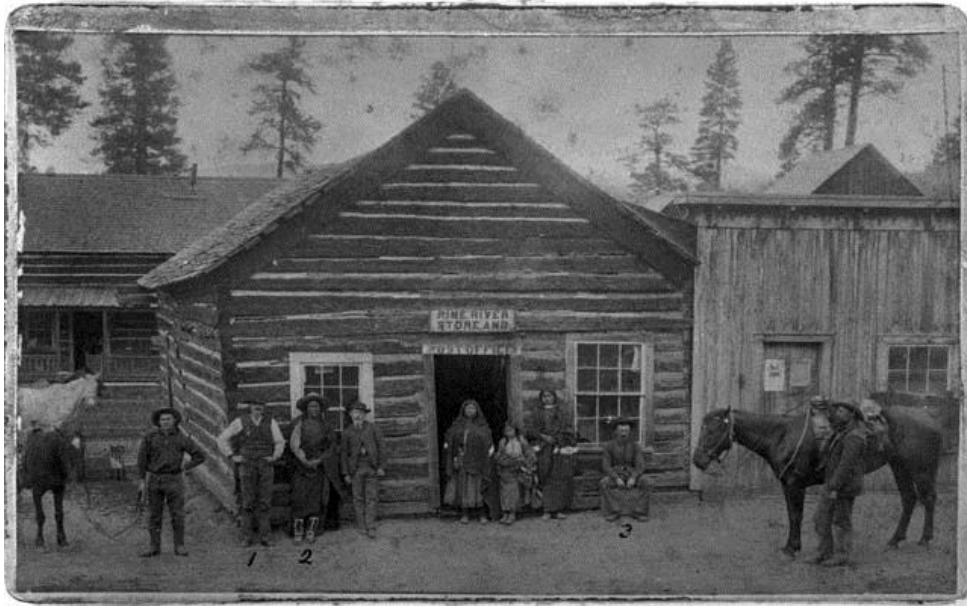
As settlers continued to venture in, ranches sprang up along the edges and bottom of the wildest part of the valley where the rivers actually join, and other ranches were located up both of the individual rivers. Other people chose to settle down on the area below where the rivers combined, which was 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).

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.



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

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



*1<sup>st</sup> Mayor George Wheeler*



*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 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. 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.



*Akers Garage circa 1922*

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. 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.”

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.

## **ABOUT BAYFIELD**

### **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. Immigration 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.

### **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.





## **TOWN OPERATIONS**

### **Government**

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 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.

### **Marshal Office**

The Bayfield Marshal's Office consists of 8 sworn officers, 1 marshal, 2 sergeants, 5 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.

### **Water Treatment & Distribution**

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'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.

### **Sewer Collection and Treatment**

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.

## Parks & Recreation

The Town of Bayfield's Parks and Recreation Department maintains and runs 6 parks in the town limits. Structures for events, ball fields,



*Eagle Park*

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.

## Community Development & Planning

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.

## Pine River Senior Center

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 employee and is open 3 days a week providing meals, games, informational resources, and exercise classes to its members.



*Pine River Senior Center*

## Wayfinding

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.



*Bayfield Brand*



## **BAYFIELD COMMUNITY**

### **Schools**

There are 4 schools located in the Town of Bayfield 1 high school, 1 middle school, 1



**BAYFIELD SCHOOL DISTRICT** elementary

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.

### **Library**

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.



*Pine River Valley Heritage Society Museum*

### **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 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.



*Lavenia McCoy Public Library*

The Pine River Heritage Museum was founded in 2003 by a group of local pioneers and in December

er 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.





*Vallecito Lake*

### Recreation

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.

### 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 Kendzierski, M.A.  
<https://townofbayfield.colorado.gov/>  
 Colorado Department of Local Affairs Bayfield Demographic and Economic Profile 2017

### 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%

### Contact Information

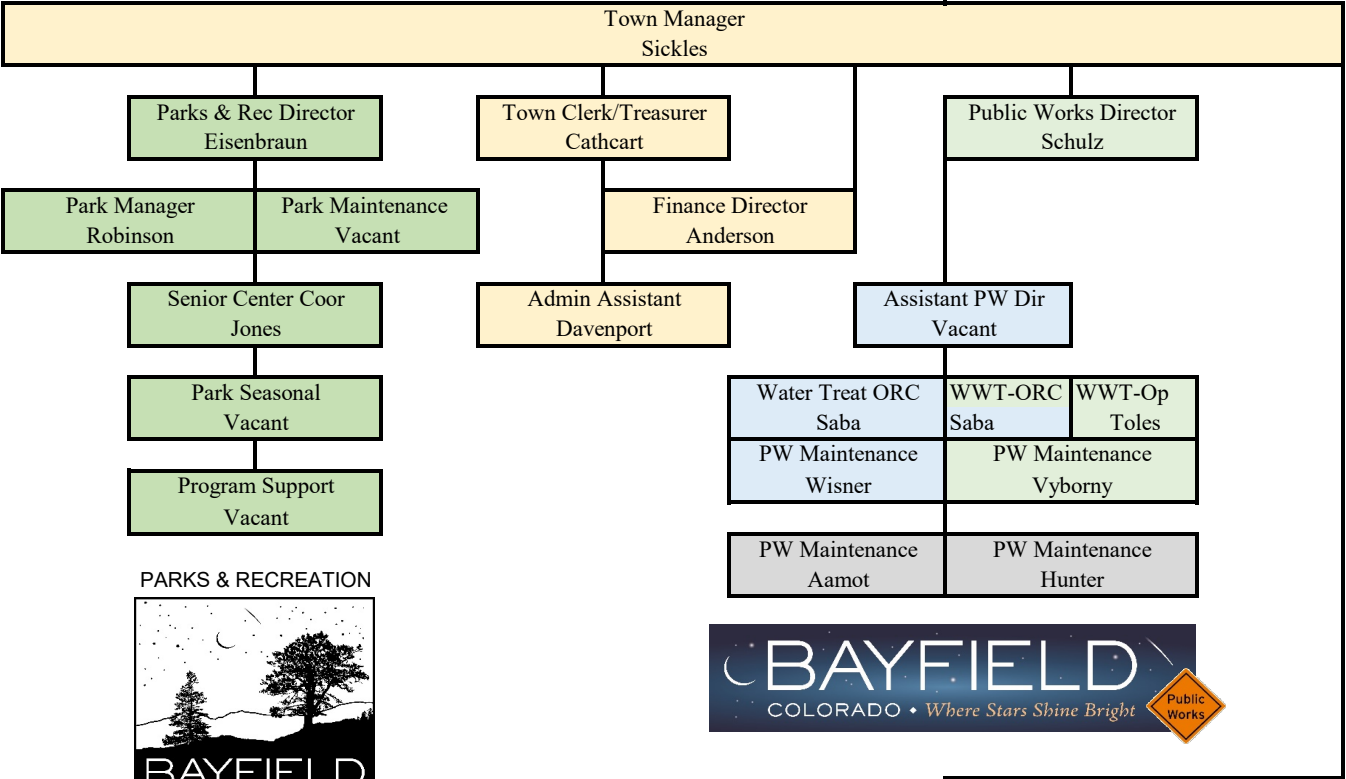




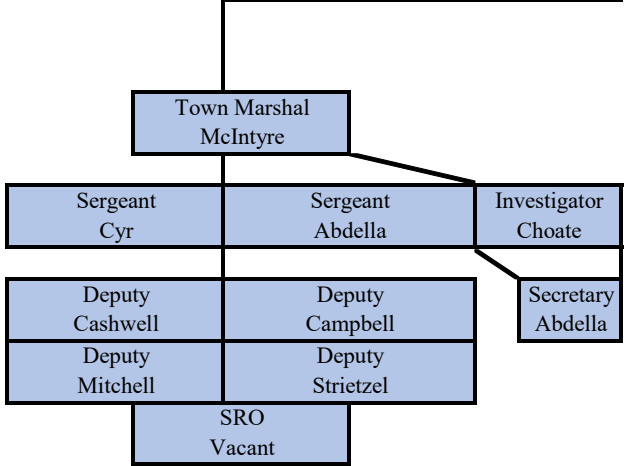
# 2021 Organizational Chart

## Bayfield Citizens

Mayor Ashleigh Tarkington					
Kristin Dallison	Trustee				
Mayor Protom	Trustee David Black	Brenna Morlan	Trustee Josh Joswick	Trustee Kelly Polites	Trustee Lori Zazzaro
<b>Board of Trustees</b>					
Town Attorney Goldman			Judge Casey		



PARKS & RECREATION



# TOWN OF BAYFIELD

## ELECTED OFFICIALS

2021

### TOWN BOARD

Ashleigh Tarkington	Mayor	2020-2024
Kristin Dallison	Mayor Pro-tem	2020-2024
David Black	Trustee	2020-2022
Brenna Morlan	Trustee	2018-2022
Kelly Polites	Trustee	2018-2022
Lori Zazzaro	Trustee	2020-2024
Josh Joswick	Trustee	2020-2022 (2024)

### EXECUTIVE OFFICERS

Kathleen “Katie” Ann Sickles	Town Manager
Kathleen “Kathy” Cathcart	Town Clerk & Town Treasurer
Jennifer Anderson	Finance Director
Jeremy Schulz	Director of Public Works
Joseph McIntyre	Marshal
Rebecca Eisenbraun	Director of Parks & Recreation
Michael Goldman	Town Attorney
James Casey	Municipal Judge



---

**SUMMARY OF DEBT BY FUND**

---

**Sewer Operating & Capital Fund**

Description: Colorado Water Resources & Power Development Authority WWTF  
Loan Number W07A195  
Recovery Fund Loan (WPRF)  
Date of Origin: 8/1/2007  
Amount: \$4,780,000  
Date of Retirement: 8/1/2028  
Annual Payment: \$343,165

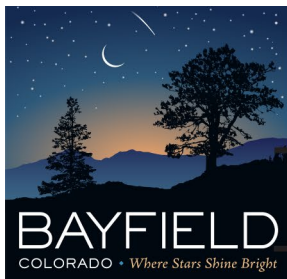
Description: Loan from General Fund for Lagoon Decommissioning  
Resolution Number 291A  
Date of Origin: 12/18/2012  
Amount: \$475,038  
Date of Retirement: 7/24/2032  
Annual Payment: \$28,838

Description: Colorado Water Resources & Power Development Authority for Infiltration  
Loan Number W13F195  
Date of Origin: 2/22/13  
Amount: \$600,000  
Date of Retirement: 11/1/2033  
Annual Payment: \$36,547

**Water Operating & Capital Fund**

Description: Colorado Water Resources & Power Development Authority for Waterlines  
Date of Origin: 2/14/2020  
Amount: \$3,000,000  
Date of Retirement: 2/1/2026  
Annual Payment: \$20,089 2021 (\$246,789 2022 and thereafter until retired.)

**NOTE:** Upon project completion any unused funds can be rescinded and applied toward the principal balance on the loan. The Authority will revise the loan repayment schedule accordingly.



**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.

**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.

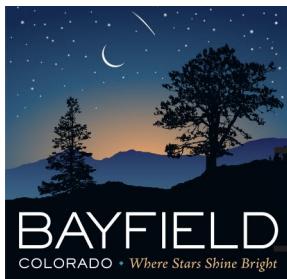
**Conservation Trust Revenue** – Revenue that is a portion of Colorado Lottery proceeds which are constitutionally mandated to be distributed directly to local governments based on population. Revenues are restricted to be used for acquiring and maintaining parks, recreation facilities and open space.

**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.

**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, and 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.

**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, Parks 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.

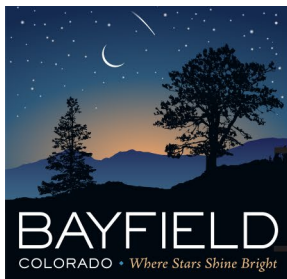
**Intergovernmental Revenue** – Funds received from federal, state and other local governmental sources in the form of grants, shared revenues, and payments in lieu of taxes.

**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.

**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 re- sources. 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.

**Severance Tax** – A Colorado state tax imposed on the removal of nonrenewable re- sources 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, and 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.

## 1. General Fund – 010

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.

The 2021 General Fund Budget is presented with a proposed \$44,154 spend down of fund balance. Charging admin fees for administrative cost to Sewer, Water, Garbage and Streets will replace the division of administrative labor and benefits historically documented in the budget. Sales Tax revenue increased over 30% from 2019 to 2020. For conservative budgeting the 2021 Sales Tax revenue equates to just under 20% increase from 2020. County Sales Tax has also increased, however a more conservative approach with less than 1% increase from budgeted 2020 to 2021 Budget. Additional contributions from the Bayfield School District for the School Resource Officer (SRO) position and High Intensity Drug Trafficking Areas (HIDTA) for the Investigator. On the expenditure side, the General Fund expenditures are increasing. All administration labor and benefits will be an expenditure in the General Fund and charged to Sewer, Water Garbage and Streets. Additional increases are driven by capital improvements.

### Economic Recovery

The Board of Trustees approved \$35,000 to hire an Economic Recovery Coordinator from September 2020 to March 2021. A smaller portion of the consultant compensation is budgeted in 2021. The Goal in 2021 is to aid Bayfield businesses in addition to the CVRF funding provided in 2020.

### Building and Community Development

The Town will continue contract Building Inspector and contract a consultant planner.

### Services

A plan to increase mosquito control coverage is in the works. Funding has been budgeted for Tree Board activities.

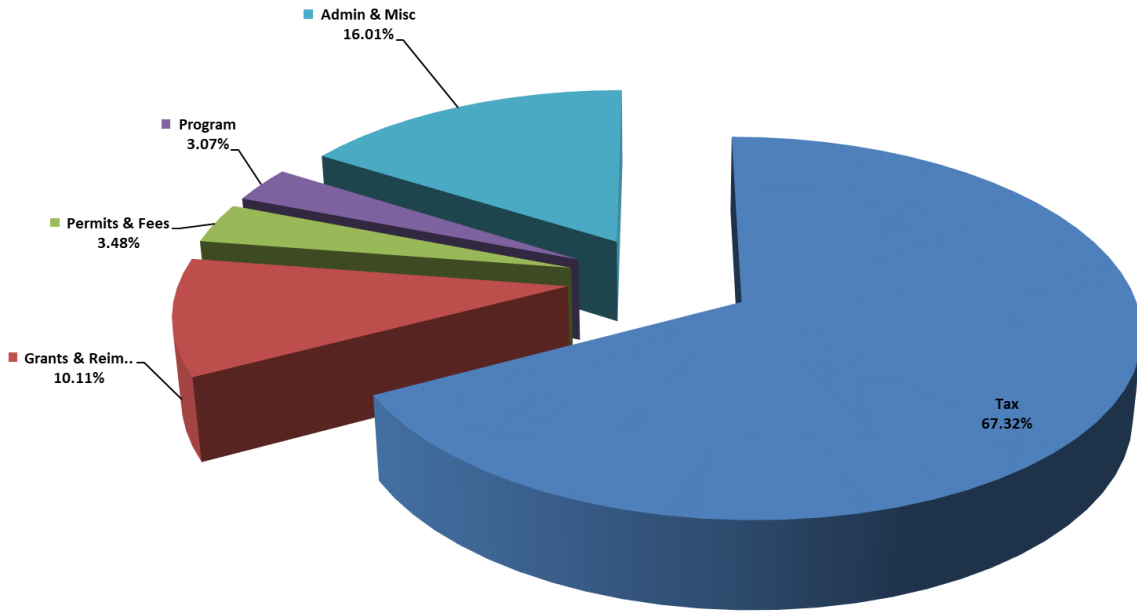
### Capital Improvements

Description	2021
Town Hall Landscape	\$5,000
Privacy Fence At The West Side Of Town Hall Parking Lot	\$1,500
Computer Upgrades	\$5,000
BOLOWRAP Less lethal tool	\$10,630
Bear Proof Trash Can	\$5,000
Parks Shop Storage	\$7,000
Parks Landscaping Materials	\$7,800
Park Shop Security System	\$2,000
Engineered Wood Fiber	\$6,000
Youth T-shirts	\$7,500
Easter Bunny Mascot	\$700
	<b>\$ 58,130</b>

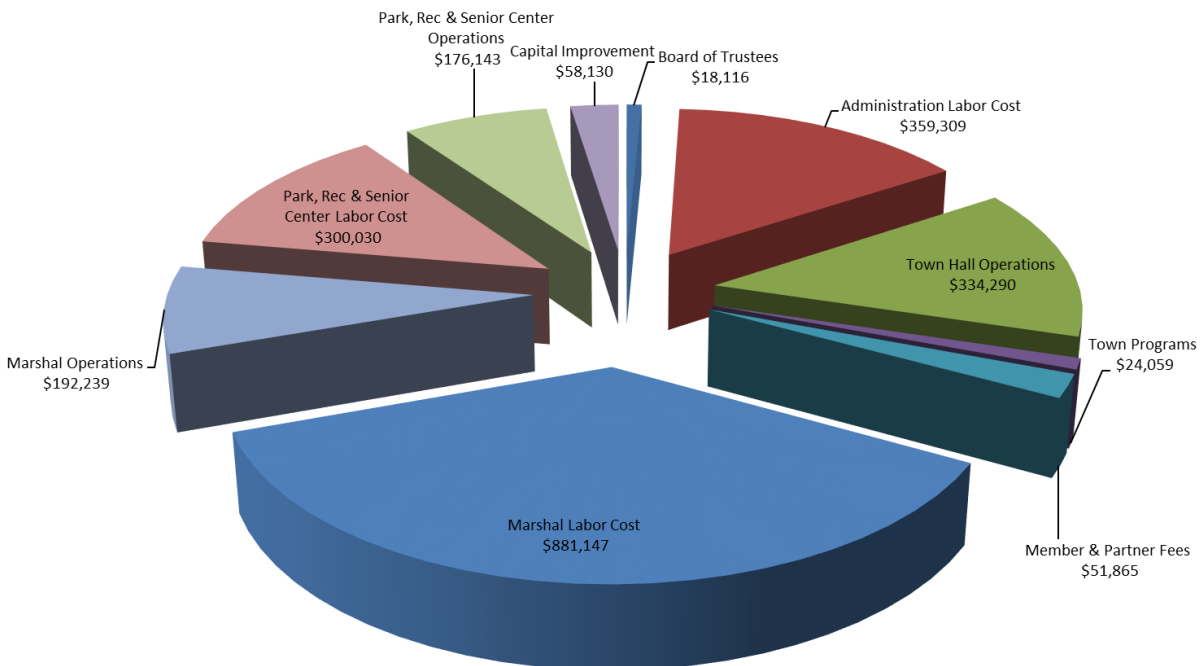
### Constrained Funds

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.

### Town of Bayfield 2021 General Fund Revenues



### Town of Bayfield 2021 General Fund Expenditures



Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
010-3-3000-0001	COUNTY SALES TAX	\$905,021	\$981,960	\$941,546	\$1,035,700	\$950,000	
010-3-3000-0005	CITY SALES TAX	\$300,191	\$355,858	\$331,792	\$415,000	\$395,000	
010-3-3000-0010	PROPERTY TAX	\$209,108	\$213,946	\$232,939	\$227,182	\$220,000	
010-3-3000-0035	BP ROYALTIES	\$8,900	\$14,493	\$14,000	\$9,000	\$14,000	
010-3-3000-0045	CIGARETTE TAX	\$4,018	\$3,634	\$3,300	\$3,300	\$3,300	
010-3-3000-0060	MOTOR VEHICLE REG 602	\$6,056	\$11,591	\$12,500	\$9,500	\$12,500	
010-3-3000-0065	MOTOR VEHICLE REG 603	\$6,595	\$0				
010-3-3000-0070	COUNTY ROAD & BRIDGE FL	\$0	\$0	\$0	\$100	\$100	
<b>010-3-3000-Taxes</b>		<b>\$1,439,478</b>	<b>\$1,581,482</b>	<b>\$1,536,177</b>	<b>\$1,699,782</b>	<b>\$1,594,900</b>	
010-3-3050-4205	HIDTA GRANT	\$92,937	\$85,423	\$84,100	\$84,100	\$93,700	Increase showing actual full amount reimbursed
010-3-3050-4207	School Resource Officer MC	\$43,811	\$56,524	\$72,000	\$72,000	\$76,000	Slight increase for salary adjustment/benefits increase paying 100%
010-3-3050-4241	IN SERVICE CONTINUING EDUCATIO					\$6,000	Decrease due to funding being cut
010-3-3050-4250	CDOT DUI/SEATBELT GRANT					\$0	Do not expect to receive anything due to state budget cuts
010-3-3050-4257	JAG NEW OFFICER 2019					\$63,806	Remains the same for 2nd year
<b>010-3-3050-Grants/Reimbursements</b>		<b>\$136,748</b>	<b>\$141,947</b>	<b>\$156,100</b>	<b>\$156,100</b>	<b>\$239,506</b>	
010-3-3100-0005	BUILDING PERMIT FEES	\$36,533	\$25,592	\$21,587	\$21,587	\$21,500	
010-3-3100-0010	BUSINESS LICENSE FEES	\$21,310	\$13,835	\$17,000	\$17,000	\$17,000	
010-3-3100-0015	LIQUOR LICENSE FEES	\$1,293	\$1,879	\$1,050	\$1,249	\$1,000	
010-3-3100-0020	DEVELOPMENT FEES	\$13,478	\$2,575	\$15,000	\$15,000	\$15,000	
010-3-3100-0025	REIMBURSEMENT FEES	\$12,750		\$13,000	\$0	\$0	
010-3-3100-0030	DOG LICENSE FEES	\$45	\$110	\$100	\$30	\$100	
010-3-3100-0110	MOSQUITO CONTROL FEE	\$15,044	\$16,041			\$15,562	
010-3-3100-3220	VIN INSPECTIONS	\$5,190	\$5,360			\$3,000	Decrease if DMV does not open back up
010-3-3100-3225	TRAFFIC SURCHARGE	\$2,414	\$1,975			\$1,500	Decrease due to COVID
010-3-3100-3310	COURT COSTS	\$1,027	\$735			\$400	Decrease due to COVID
010-3-3100-3320	COURT FINES	\$13,324	\$11,262			\$7,500	Decrease due to COVID
010-3-3100-3330	DOJ - ASSET FORFEITURE - F	\$0	\$4,163			\$0	Do not expect to receive any funds this year
	2018 & 2019	\$23,293	\$23,950				
<b>010-3-3100-Permits and Fees</b>		<b>\$145,701</b>	<b>\$107,477</b>	<b>\$67,737</b>	<b>\$54,866</b>	<b>\$82,562</b>	
<del>010-3-3200-Licenses and Permits</del>		<del>\$74,575</del>	<del>\$70,557</del>	<del>\$95,634</del>	<del>\$22,079</del>	<del>\$0</del>	
<del>010-3-3300-Intergovernmental Receipts</del>		<del>\$0</del>	<del>\$0</del>	<del>\$18,000</del>	<del>\$1,001</del>	<del>\$0</del>	
<del>010-3-3400-Charges for Service</del>		<del>\$17,846</del>	<del>\$11,503</del>	<del>\$81,806</del>	<del>\$0</del>	<del>\$0</del>	
010-3-3440-0100	YOUTH ATHLETIC PROGRAMS					\$37,595	
010-3-3440-0120	ADULT ATHLETIC PROGRAMS					\$18,222	
010-3-3440-0140	FACILITY USE RENTALS					\$4,600	
010-3-3440-0160	CONCESSION STAND					\$1,700	
010-3-3440-0180	SPECIAL EVENTS					\$9,285	July 4, Spring Festival
010-3-3470-1030	SENIOR CITIZEN PROGRAMS					\$400	
010-3-3470-1120	PINE RIVER SC-RENTALS					\$1,000	
<b>010-3-3440-Program Fees &amp; Sponsorships</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,802</b>	
010-3-3900-0010	Sewer Debt Retirement	\$28,838	\$28,838			\$28,838	9th of 20 Annual Payments
010-3-3900-0030	Sewer Admin Fees			\$28,838	\$28,838	\$150,962	
010-3-3900-0050	Water Admin Fees					\$98,475	
010-3-3900-0060	Garbage Admin Fees					\$26,841	
010-3-3900-0071	Street Admin Fees					\$68,183	
<b>010-3-3900-Admin &amp; Miscellaneous Revenue</b>		<b>\$64,999</b>	<b>\$71,040</b>	<b>\$55,005</b>	<b>\$36,194</b>	<b>\$379,404</b>	
<b>TOTAL REVENUE</b>		<b>\$1,879,347</b>	<b>\$1,984,006</b>	<b>\$2,010,459</b>	<b>\$1,970,021</b>	<b>\$2,369,174</b>	

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
010-4-4111-0142	WORKERS COMPENSATION	\$138	\$115	\$122	\$122	\$12	
010-4-4111-0144	MEDICARE	\$138	\$139	\$144	\$144	\$141	
010-4-4111-0145	PERA	\$1,012	\$955	\$960	\$960	\$1,363	
010-4-4111-0190	MAYOR SALARY	\$2,400	\$2,400	\$3,600	\$2,400	\$2,400	
010-4-4111-0191	TOWN BOARD SALARY	\$7,100	\$7,200	\$10,800	\$7,200	\$7,200	
010-4-4111-0205	TOWN BOARD MEETINGS	\$1,141	\$612	\$2,000	\$2,500	\$2,000	
010-4-4111-0221	TRAINING, TRAVEL & MEETI	\$3,020	\$4,572	\$5,000	\$1,750	\$5,000	
<b>010-4-4111-Town Board</b>		<b>\$28,416</b>	<b>\$22,650</b>	<b>\$29,846</b>	<b>\$16,774</b>	<b>\$18,116</b>	
010-4-4130-1000	Salary					\$260,750	
010-4-4130-1020	On-Call					\$0	
010-4-4130-1040	Overtime					\$400	
010-4-4130-1100	PERA					\$36,477	
010-4-4130-1110	Medicare					\$3,725	
010-4-4130-1200	FPPA					\$0	
010-4-4130-1210	FPPA D&D					\$0	
010-4-4130-1300	Unemployment					\$1,028	
010-4-4130-1310	Workers Comp					\$391	
010-4-4130-1350	Police Pro-Liability					\$0	
010-4-4130-1400	Health Ins					\$48,581	
010-4-4130-1410	Vision					\$406	
010-4-4130-1420	Dental					\$3,471	
010-4-4130-1500	U/C Allowance					\$0	
010-4-4130-1510	Cell Phone Allowance/Stipend					\$2,400	
010-4-4130-1520	Wellness					\$1,680	
<b>010-4-4131-Administrative Labor Expenditures</b>		<b>\$86,430</b>	<b>\$86,141</b>	<b>\$89,682</b>	<b>\$99,858</b>	<b>\$359,309</b>	
010-4-4134-0101	MEMBERSHIP DUES					\$1,500	TOWN ATTORNEY
010-4-4134-0105	TRAINING, TRAVEL & MEETINGS					\$14,000	COMMUNITY DEVELOPMENT
010-4-4134-0109	PERSONNEL RELATIONS					\$5,750	INCLUDES UNIFORMS
010-4-4134-0113	OFFICE SUPPLIES					\$10,000	INFORMATION TECHNOLOGY
010-4-4134-0117	POSTAGE					\$500	
010-4-4134-0121	SUPPLIES						OTHER
010-4-4134-0125	COMPUTER HARDWARE/SOFTWARE					\$3,500	
010-4-4134-0129	PUBLISHING/ADVERTISING					\$3,500	Ordinances
010-4-4134-0202	BUILDING/FACILITY MAINTENANCE					\$14,000	
010-4-4134-0206	VEHICLE/EQUIP MAINTENANCE					\$3,900	Includes repairs, tire & maintenance
010-4-4134-0210	VEHICLE/EQUIP FUEL						
010-4-4134-0351	OPERATIONAL FEES					\$5,500	Includes leases, copier, impound, etc
010-4-4134-0359	PROGRAMS						
010-4-4134-0441	LEGAL-CONSULTING SERVICES					\$55,000	TOWN ATTORNEY
010-4-4134-0445	AUDIT-CONSULTING SERVICES					\$15,000	ANNUAL AUDIT
010-4-4134-0449	LAND USE-CONSULTING SERVICES					\$30,000	COMMUNITY DEVELOPMENT
010-4-4134-0453	ENGINEER-CONSULTING SERVICES						TOWN ENGINEER
010-4-4134-0457	IT-CONSULTING SERVICES					\$45,000	INFORMATION TECHNOLOGY & GIS
010-4-4134-0461	BUILDING-CONSULTING SERVICES					\$15,000	BUILDING INSPECTION
010-4-4134-0465	OTHER-CONSULTING SERVICES					\$24,500	Other (2021 Alarm, ERC & Other)
010-4-4134-0500	INSURANCE					\$55,150	
010-4-4134-0601	ELECTRICITY					\$15,000	
010-4-4134-0602	ELECTRICITY/OPTION 2						Attributable to a 2nd level operation
010-4-4134-0611	NATURAL GAS/PROPANE					\$4,000	
010-4-4134-0621	SEWER					\$3,000	
010-4-4134-0631	WATER					\$3,000	
010-4-4134-0641	GARBAGE					\$240	
010-4-4134-0651	TELEPHONE					\$4,550	
010-4-4134-0661	INTERNET					\$1,200	
010-4-4134-0999	MISCELLANEOUS					\$1,500	
<b>010-4-4134-Town Hall Operations</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$334,290</b>	
<del>010-4-4135-Planning &amp; Development</del>		<del>\$81,534</del>	<del>\$39,124</del>	<del>\$86,510</del>	<del>\$38,215</del>	<del>\$0</del>	
<del>010-4-4151-Town Clerk &amp; Finance</del>		<del>\$86,168</del>	<del>\$91,052</del>	<del>\$98,473</del>	<del>\$96,048</del>	<del>\$0</del>	
<del>010-4-4155-Elections</del>		<del>\$2,115</del>	<del>\$180</del>	<del>\$2,000</del>	<del>\$1,304</del>	<del>\$0</del>	
010-4-4160-0005	MUNICIPAL JUDGE	\$6,600	\$6,600	\$7,560	\$3,600	\$7,200	Monthly contract payment is \$600.00
010-4-4160-0101	ELECTIONS						
010-4-4160-0200	PROPERTY TAX TREASURER'S FEE					\$4,659	
010-4-4160-0202	PROPERTY TAX ABATEMENTS					\$100	
010-4-4160-0300	MOSQUITO CONTROL					\$12,000	
010-4-4160-0400	TRAFFIC SAFETY EVENT						Buckle up, Bicycle, Drug take back etc.
010-4-4160-0600	NSF FEES					\$100	

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
010-4-4160	Town Operations & Programs	\$6,714	\$6,600	\$7,610	\$3,600	\$24,059	
<del>010-4-4165</del>	<del>Administrative</del>	<del>\$79,641</del>	<del>\$91,831</del>	<del>\$107,805</del>	<del>\$92,018</del>	<del>\$0</del>	
<del>010-4-4170</del>	<del>Town Hall</del>	<del>\$40,983</del>	<del>\$38,048</del>	<del>\$46,922</del>	<del>\$44,440</del>	<del>\$0</del>	
<del>010-4-4175</del>	<del>Information Technology</del>	<del>\$46,626</del>	<del>\$44,306</del>	<del>\$47,340</del>	<del>\$47,340</del>	<del>\$0</del>	
<del>010-4-4180</del>	<del>Non-Departmental</del>	<del>\$12,350</del>	<del>\$18,433</del>	<del>\$13,805</del>	<del>\$15,865</del>	<del>\$0</del>	
<del>010-4-4185</del>	<del>Grants</del>	<del>\$7,277</del>	<del>\$6,880</del>	<del>\$7,000</del>	<del>\$0</del>	<del>\$0</del>	
010-4-4188-0099						\$6,500	Move all grant funding to one code
010-4-4188-Community Funding		\$45,093	\$89,111	\$44,719	\$52,923	\$6,500	* = Application Submitted
010-4-4189-0099						\$51,865	Move all membership/partnership
010-4-4189-Town Membership/Partnership		\$0	\$0	\$0	\$0	\$51,865	
<del>010-4-4195</del>	<del>Miscellaneous</del>	<del>\$2,492</del>	<del>\$658</del>	<del>\$0</del>	<del>\$233</del>	<del>\$0</del>	
010-4-4210-1000	Salary					\$587,504	
010-4-4210-1020	On-Call					\$0	
010-4-4210-1040	Overtime					\$14,000	
010-4-4210-1100	PERA					\$5,526	
010-4-4210-1110	Medicare					\$8,337	
010-4-4210-1200	FPPA					\$45,564	
010-4-4210-1210	FPPA D&D					\$8,041	
010-4-4210-1300	Unemployment					\$2,300	
010-4-4210-1310	Workers Comp					\$20,150	
010-4-4210-1350	Police Pro-Liability					\$20,942	
010-4-4210-1400	Health Ins					\$145,774	
010-4-4210-1410	Vision					\$1,279	
010-4-4210-1420	Dental					\$11,531	
010-4-4210-1500	U/C Allowance					\$0	
010-4-4210-1510	Cell Phone Allowance/Stipend					\$6,000	
010-4-4210-1520	Wellness					\$4,200	
010-4-4211-Town Marshal Wages & Benefits		\$677,584	\$720,622	\$832,432	\$830,432	\$881,147	
010-4-4234-0101	MEMBERSHIP DUES					\$1,000	
010-4-4234-0105	TRAINING, TRAVEL & MEETINGS					\$11,500	Includes tuition reimbursement
							Includes Uniforms Slight increase with
010-4-4234-0109	PERSONNEL RELATIONS					\$6,000	additional deputy
010-4-4234-0113	OFFICE SUPPLIES					\$8,000	
010-4-4234-0117	POSTAGE					\$750	
010-4-4234-0121	SUPPLIES					\$29,000	Shooting Supplies, Equip Maint, Bolowrap
010-4-4234-0125	COMPUTER HARDWARE/SOFTWARE						
010-4-4234-0129	PUBLISHING/ADVERTISING					\$1,000	
010-4-4234-0202	BUILDING/FACILITY MAINTENANCE						
010-4-4234-0206	VEHICLE/EQUIP MAINTENANCE					\$7,600	
010-4-4234-0210	VEHICLE/EQUIP FUEL					\$13,000	
010-4-4234-0351	OPERATIONAL FEES						
							Evidence, Dispatch, Chemical, Impound,
							Eforce, Lexipol, Mounted Patrol, DOJ Asset
010-4-4234-0359	PROGRAMS					\$68,199	For
010-4-4234-0441	LEGAL-CONSULTING SERVICES						
010-4-4234-0457	IT-CONSULTING SERVICES					\$22,500	
010-4-4234-0465	OTHER-CONSULTING SERVICES					\$12,000	Psychological Response Support Services
010-4-4234-0500	INSURANCE						
010-4-4234-0651	TELEPHONE					\$10,000	
010-4-4234-0661	INTERNET					\$190	
010-4-4234-0700	MARSHAL SCHOLARSHIP FUND					\$1,000	
010-4-4234-0999	MISCELLANEOUS					\$500	
010-4-4234-Town Marshal Operations		\$0	\$0	\$0	\$0	\$192,239	
<del>010-4-4212</del>	<del>Public Safety Operations</del>	<del>\$156,461</del>	<del>\$157,341</del>	<del>\$137,284</del>	<del>\$175,768</del>	<del>\$0</del>	
<del>010-4-4213</del>	<del>Public Safety Admin</del>	<del>\$30,622</del>	<del>\$26,647</del>	<del>\$21,600</del>	<del>\$23,600</del>	<del>\$0</del>	
<del>010-4-4295</del>	<del>Public Safety Miscellaneous</del>	<del>\$16,348</del>	<del>\$8,703</del>	<del>\$6,500</del>	<del>\$155</del>	<del>\$0</del>	
010-4-4300-1000	Salary					\$215,508	
010-4-4300-1020	On-Call					\$0	
010-4-4300-1040	Overtime					\$0	
010-4-4300-1100	PERA					\$28,076	
010-4-4300-1110	Medicare					\$2,867	
010-4-4300-1200	FPPA					\$0	
010-4-4300-1210	FPPA D&D					\$0	
010-4-4300-1300	Unemployment					\$791	



Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
010-4-4300-1310	Workers Comp					\$5,691	
010-4-4300-1350	Police Pro-Liability					\$0	
010-4-4300-1400	Health Ins					\$40,290	
010-4-4300-1410	Vision					\$367	
010-4-4300-1420	Dental					\$3,381	
010-4-4300-1500	U/C Allowance					\$0	
010-4-4300-1510	Cell Phone Allowance/Stipend					\$1,800	
010-4-4300-1520	Wellness					\$1,260	
<b>010-4-4400-Parks, Rec &amp; Senior Center Wages &amp; Ben</b>		<b>\$192,735</b>	<b>\$216,019</b>	<b>\$231,102</b>	<b>\$231,102</b>	<b>\$300,030</b>	
010-4-4334-0101	MEMBERSHIP DUES					\$650	
010-4-4334-0105	TRAINING, TRAVEL & MEETINGS					\$2,250	
010-4-4334-0109	PERSONNEL RELATIONS					\$1,100	
010-4-4334-0113	OFFICE SUPPLIES					\$4,000	
010-4-4334-0117	POSTAGE					\$600	
010-4-4334-0121	SUPPLIES					\$20,360	
010-4-4334-0125	COMPUTER HARDWARE/SOFTWARE/MAINTENANCE					\$4,000	
010-4-4334-0129	PUBLISHING/ADVERTISING					\$800	
010-4-4334-0202	BUILDING/FACILITY MAINTENANCE					\$5,000	
010-4-4334-0206	VEHICLE/EQUIP MAINTENANCE					\$5,000	
010-4-4334-0210	VEHICLE/EQUIP FUEL					\$7,000	
010-4-4334-0351	OPERATIONAL FEES					\$9,800	
010-4-4334-0359	PROGRAMS					\$50,900	
010-4-4334-0453	ENGINEER-CONSULTING SERVICES					\$2,500	Wetland Monitoring
010-4-4334-0457	IT-CONSULTING SERVICES						
010-4-4334-0465	OTHER-CONSULTING SERVICES					\$15,000	Tree Services and Tree Board
010-4-4334-0500	INSURANCE					\$10,000	
010-4-4334-0601	ELECTRICITY					\$7,000	
010-4-4334-0602	ELECTRICITY/OPTION 2					\$8,029	Senior Center
010-4-4334-0611	NATURAL GAS/PROPANE					\$4,418	
010-4-4334-0621	SEWER					\$6,581	
010-4-4334-0631	WATER					\$6,581	
010-4-4334-0641	GARBAGE					\$2,774	
010-4-4334-0651	TELEPHONE					\$1,400	
010-4-4334-0661	INTERNET					\$300	
010-4-4334-0999	MISCELLANEOUS					\$100	
<b>010-4-4334-Parks, Rec &amp; Senior Center Operations</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,143</b>	
<del>010-4-4418-Adult Sports and Athletics</del>		<del>\$6,228</del>	<del>\$3,713</del>	<del>\$6,850</del>	<del>\$1,936</del>	<del>\$0</del>	
<del>010-4-4426-Youth Sports and Athletics</del>		<del>\$8,814</del>	<del>\$11,859</del>	<del>\$14,550</del>	<del>\$282</del>	<del>\$0</del>	
<del>010-4-4438-Park Expenses</del>		<del>\$41,909</del>	<del>\$42,734</del>	<del>\$63,584</del>	<del>\$51,834</del>	<del>\$0</del>	
<del>010-4-4448-Special Events</del>		<del>\$21,356</del>	<del>\$20,013</del>	<del>\$23,100</del>	<del>\$11,150</del>	<del>\$0</del>	
<del>010-4-4458-Senior Citizen Center</del>		<del>\$71,791</del>	<del>\$74,872</del>	<del>\$82,142</del>	<del>\$71,341</del>	<del>\$0</del>	
<del>010-4-4468-Food Bank</del>		<del>\$1,309</del>	<del>\$0</del>	<del>\$1,000</del>	<del>\$0</del>	<del>\$0</del>	
<del>010-4-4478-Administrative</del>		<del>\$16,587</del>	<del>\$21,896</del>	<del>\$26,402</del>	<del>\$9,112</del>	<del>\$0</del>	
<del>010-4-4480-Miscellaneous</del>		<del>\$1,183</del>	<del>\$1,189</del>	<del>\$3,200</del>	<del>\$373</del>	<del>\$0</del>	
<del>010-4-4491-Parks</del>		<del>\$8,182</del>	<del>\$10,352</del>	<del>\$232,786</del>	<del>\$87,440</del>	<del>\$0</del>	
010-4-4500-0100	PENSION PAID TO RECIPIEN	\$1,308	\$1,308	\$1,308	\$1,308	\$1,500	
010-4-4500-Pension Plan Expense		\$1,308	\$1,308	\$1,308	\$1,308	\$1,500	
010-4-4490-0100	Capital Improvements	\$253,185		\$0	\$0	\$58,130	
CIP		\$253,185	\$0	\$0	\$0	\$58,130	
<b>TOTAL EXPENDITURES</b>		<b>\$2,031,441</b>	<b>\$1,852,282</b>	<b>\$2,265,552</b>	<b>\$2,004,452</b>	<b>\$2,403,327</b>	
<b>NET</b>		<b>-\$152,094</b>	<b>\$131,724</b>	<b>-\$255,093</b>	<b>-\$34,431</b>	<b>-\$34,154</b>	

## **2. SID Special Improvement District – 011**

The Bayfield Center Subdivision Special Improvement District debt was paid in full in 2019. The remaining \$2850+ overpayment was paid out through grants for businesses operating within the Bayfield Center Subdivision in 2020 with a budget supplement as approved via the 2021 Budget process.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
011-3-3600-0002	REVENUE	\$151,416	\$42,542	\$1	\$0		
<b>TOTAL REVENUE</b>		<b>\$151,416</b>	<b>\$42,542</b>	<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	
011-4-4700-0100	EXPENDITURES	\$178,095	\$74,000	\$0	\$2,850	\$0	
<b>TOTAL EXPENDITURES</b>		<b>\$178,095</b>	<b>\$74,000</b>	<b>\$0</b>	<b>\$2,850</b>	<b>\$0</b>	
<b>NET</b>		<b>-\$26,679</b>	<b>-\$31,458</b>	<b>\$1</b>	<b>-\$2,850</b>	<b>\$0</b>	

### **3. Conservation Trust Fund – 020**

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.

#### **Constrained Funds**

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
020-3-3100-0005	LOTTERY FUNDS	\$84,853	\$30,954	\$30,000	\$30,000	\$30,000	
020-3-3930-0361	INTEREST INCOME		\$846	\$35			
<b>TOTAL REVENUE</b>		<b>\$84,853</b>	<b>\$31,800</b>	<b>\$30,035</b>	<b>\$30,000</b>	<b>\$30,000</b>	
020-4-4900-0010	EXPENDITURES	\$92,505	\$0	\$0	\$0		
<b>TOTAL EXPENDITURES</b>		<b>\$92,505</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>NET</b>		<b>-\$7,652</b>	<b>\$31,800</b>	<b>\$30,035</b>	<b>\$30,000</b>	<b>\$30,000</b>	

#### 4. Sewer Fund – 030

Fund revenue includes a monthly Sewer base fee increases that is expected to begin March 2021. The increase is approximately \$4.80 for in town taps and additional fees for out of town taps. The increase is necessary to cover the cost of an Inflow and Infiltration (I&I) project. The I & I project will identify inflow and infiltration within the collection lines and fund camera services, system lining, repairs, raising manholes and replacement.

#### Debt Retirement

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.

#### Capital Improvements

Description	2021
Online account viewing and payment software, mailing service with postage	\$6,000
Digester Pump - Borger Rotary Pump	\$34,181
WAS Pump 6.5 Flygt NP3102.060-256 3" discharge 460VAC/3PH/60HZ	\$10,560
Belt Press - Feed Box, Gravity Belt, Belt Press, Discharge Auger & Digester Auger	\$9,540
Poly Pump and repair kit: #10787 7200 GDP Milton Roy Pump & #12885	\$7,042
Crystal Sleeves for Bulbs 1910mm	\$6,784
Small Lift Station Pump Flygt 3000 Series, NX 3102.060, 5 HP 1800RPM, 460/3/60, 4" Discharge, #463 Impeller, W/ FLS	\$7,612
Stepscreen BK40-74VH with New Motor & BF60-24DPE with New Motor	\$9,742
	<b>\$51,280</b>

#### Constrained Funds

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.



### Utility Relief Sewer & Water

The Town Sewer and Water base rates are expected to increase by almost \$16. The Town is committed to funding sewer and water operating and future capital needs. Currently a senior discount is provided to seniors age 55 and older. The Town will discontinue this program and switch to an economic need formula. Currently LEAP – Low income Energy Assistance Program provides a needs-based system.

<https://www.colorado.gov/pacific/cdhs/leap>

You may qualify for LEAP benefits if you:

- Pay home heating costs, either directly to a utility company or to a landlord as part of rent.
- Are a permanent legal resident of the United States and a Colorado resident or you have household members who are U.S. citizens.
- Earn a maximum family household income that does not exceed 60% of the state median income level.
- Provide proof of lawful presence in the U.S. Valid forms of identification include:
  - ✓ Colorado driver's license or Colorado Identification card
  - ✓ United States Military Identification Card or Military Dependent's Identification card
  - ✓ United States Coast Guard Merchant Mariner card
  - ✓ Native American Tribal document

Use the table below to determine your monthly gross income according to your household size. Household refers to all people living with you and for whom you are financially responsible. Effective Nov. 1, 2020.

HOUSEHOLD SIZE	MAXIMUM GROSS MONTHLY INCOME
1	\$2,619
2	\$3,425
3	\$4,231
4	\$5,038
5	\$5,844
6	\$6,650
7	\$6,801
8	\$6,952
Each Additional Person	\$151

The Town is not a sponsor nor a participant of the program. However, if a Town sewer/water customer is awarded LEAP eligibility the Town will extend a discount for one calendar year. Unlike the senior discount an annual renewal of discounts will be required.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
030-3-3000-0001	SEWER FEES	\$955,426	\$1,030,467	\$1,006,414	\$1,006,000	\$1,097,120	
030-3-3300-0361	INTEREST	\$27,668	\$33,067	\$32,010	\$12,000	\$12,000	
<b>030-3-3300-Sewer Fees</b>		<b>\$983,094</b>	<b>\$1,063,534</b>	<b>\$1,038,424</b>	<b>\$1,018,000</b>	<b>\$1,109,120</b>	
030-3-3900-0001	PLANT INVESTMENT FEES	\$125,000	\$87,652	\$36,000	\$48,000	\$45,000	
<b>030-3-3900-Intergovernmental Receipts</b>		<b>\$125,000</b>	<b>\$87,652</b>	<b>\$36,000</b>	<b>\$48,000</b>	<b>\$45,000</b>	
030-3-3910-0006	DOLA EIAF GRANT			\$0	\$10,584		
<b>030-3-3910-Miscellaneous</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,584</b>	<b>\$0</b>	
<b>TOTAL REVENUE</b>		<b>\$1,108,094</b>	<b>\$1,151,186</b>	<b>\$1,074,424</b>	<b>\$1,076,584</b>	<b>\$1,154,120</b>	
030-4-4000-1000	Salary					\$178,190	
030-4-4000-1020	On-Call					\$5,200	
030-4-4000-1040	Overtime					\$1,200	
030-4-4000-1100	PERA					\$24,126	
030-4-4000-1110	Medicare					\$2,464	
030-4-4000-1200	FPPA					\$0	
030-4-4000-1210	FPPA D&D					\$0	
030-4-4000-1300	Unemployment					\$680	
030-4-4000-1310	Workers Comp					\$4,473	
030-4-4000-1350	Police Pro-Liability					\$0	
030-4-4000-1400	Health Ins					\$42,143	
030-4-4000-1410	Vision					\$364	
030-4-4000-1420	Dental					\$3,191	
030-4-4000-1500	U/C Allowance					\$0	
030-4-4000-1510	Cell Phone Allowance/Stipend					\$1,800	
030-4-4000-1520	Wellness					\$1,260	
<b>030-4-4050-Sewer Collection &amp; Treatment Labor an</b>		<b>\$225,565</b>	<b>\$221,525</b>	<b>\$271,849</b>	<b>\$242,905</b>	<b>\$265,090</b>	
<del><b>030-4-4052-Collection &amp; Transmission</b></del>		<del><b>\$17,080</b></del>	<del><b>\$22,444</b></del>	<del><b>\$24,350</b></del>	<del><b>\$25,333</b></del>	<del><b>\$0</b></del>	
030-4-4134-0101	MEMBERSHIP DUES						
030-4-4134-0105	TRAINING, TRAVEL & MEETINGS					\$3,500	
030-4-4134-0109	PERSONNEL RELATIONS						
030-4-4134-0113	OFFICE SUPPLIES					\$1,000	
030-4-4134-0117	POSTAGE					\$2,000	
030-4-4134-0121	SUPPLIES					\$11,000	
030-4-4134-0125	COMPUTER HARDWARE/SOFTWARE					\$1,500	GIS
030-4-4134-0129	PUBLISHING/ADVERTISING					\$500	
030-4-4134-0202	BUILDING/FACILITY MAINTENANCE					\$51,900	Collection & Treatment
030-4-4134-0206	VEHICLE/EQUIP MAINTENANCE					\$2,500	
030-4-4134-0210	VEHICLE/EQUIP FUEL					\$3,000	
030-4-4134-0351	OPERATIONAL FEES					\$8,850	UNCC, PERMIT & TESTING
030-4-4134-0359	PROGRAMS					\$39,500	I & I, SLUDGE & GREASE REMOVAL
030-4-4134-0441	LEGAL-CONSULTING SERVICES						
030-4-4134-0445	AUDIT-CONSULTING SERVICES						
030-4-4134-0449	LAND USE-CONSULTING SERVICES						
030-4-4134-0453	ENGINEER-CONSULTING SERVICES					\$10,500	
030-4-4134-0457	IT-CONSULTING SERVICES					\$15,500	SCADA
030-4-4134-0465	OTHER-CONSULTING SERVICES					\$2,000	
030-4-4134-0500	INSURANCE					\$23,997	
030-4-4134-0601	ELECTRICITY					\$55,000	Treatment
030-4-4134-0602	ELECTRICITY/OPTION 2					\$8,300	Collection & Transmission
030-4-4134-0611	NATURAL GAS/PROPANE					\$1,800	
030-4-4134-0621	SEWER					\$8,000	
030-4-4134-0631	WATER					\$8,000	
030-4-4134-0641	GARBAGE					\$825	
030-4-4134-0651	TELEPHONE						
030-4-4134-0661	INTERNET					\$1,000	
030-4-4134-0999	MISCELLANEOUS					\$100	
<b>030-4-4152-Sewer Collection &amp; Treatment Operatic</b>		<b>\$157,935</b>	<b>\$168,272</b>	<b>\$161,250</b>	<b>\$149,351</b>	<b>\$260,272</b>	
<del><b>030-4-4268-General Operations</b></del>		<del><b>\$1,611</b></del>	<del><b>\$3,162</b></del>	<del><b>\$29,500</b></del>	<del><b>\$159,018</b></del>	<del><b>\$0</b></del>	
<del><b>030-4-4301-Administrative</b></del>		<del><b>\$61,964</b></del>	<del><b>\$110,271</b></del>	<del><b>\$70,287</b></del>	<del><b>\$52,318</b></del>	<del><b>\$0</b></del>	
030-4-4310-0001	WWTF LOAN	\$347,440	\$347,440	\$347,440	\$347,440	\$347,440	
030-4-4310-0002	INFILTRATION LOAN	\$36,358	\$36,358	\$36,358	\$36,358	\$36,358	
030-4-4319-0030	Sewer Admin Fees					\$150,962	
<b>030-4-4310-Debt Service</b>		<b>\$383,798</b>	<b>\$383,798</b>	<b>\$383,798</b>	<b>\$383,798</b>	<b>\$534,760</b>	
030-4-4325-0002	TRANSFER TO EQUIPMEN	\$19,516	\$19,518	\$19,518	\$19,518	\$17,819	10% of Sewer Wages Only
030-4-4325-0003	TRANSFER TO GENERAL (DECOMMISS			\$28,838	\$28,838	\$28,838	9 of 20 Debt Retirement Payments
030-4-4900-0001	WASTEWATER TREATMENT PLANT			\$15,500	\$8,809		

030-4-4900-0011	SCADA ALARMS INSTALL			\$17,000	\$22,000	
030-4-4900-0016	STEP SCREEN & COMPACT	\$1,970		\$0	\$20,000	
				2021 - CIP		\$51,280
030-4-4900-Transfers		\$21,486	\$19,518	\$80,856	\$99,165	\$97,937
TOTAL EXPENDITURES		\$869,439	\$928,990	\$1,021,890	\$1,111,890	\$1,158,059
Net		\$238,655	\$222,196	\$52,534	-\$35,306	-\$3,939

## 5. Capital Improvement Fund – 040

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.

A transfer of \$200,000 to the Street Fund is budgeted.

### Capital Improvements

Description	2021
Broadband Engineering/Design	\$200,000
Dove Ranch Detention	\$200,000
Trail Extension to RDB & Replacement	\$10,000
Sidewalk Replacement Plan	\$50,000
Connect MO & Training W/Door	\$5,000
	<b>\$465,000</b>

### Constrained Funds

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
040-3-3900-0001	CITY SALES TAX	\$301,468	\$355,858	\$331,792	\$415,000	\$395,000	
040-3-3900-0003	SEVERENCE TAX	\$40,574	\$76,176	\$30,441	\$30,441	\$30,000	
040-3-3900-0004	FEDERAL MINERAL LEASIN	\$31,215	\$26,470	\$30,000	\$15,000	\$30,000	
<b>040-3-3900-Taxes</b>		<b>\$373,257</b>	<b>\$458,504</b>	<b>\$392,233</b>	<b>\$460,441</b>	<b>\$455,000</b>	
040-3-3920-0001	COUNTY LEASE PAYMENT	\$6,810		\$0	\$13,213	\$7,200	
<b>040-3-3920-County</b>		<b>\$6,810</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,213</b>	<b>\$7,200</b>	
040-3-3930-0361	COTRUST INTEREST CAPIT	\$32,145	\$38,416	\$35,000	\$8,500	\$10,000	
<b>040-3-3930-Interest</b>		<b>\$32,145</b>	<b>\$38,416</b>	<b>\$37,524</b>	<b>\$8,500</b>	<b>\$10,000</b>	
040-3-3940-0020	IN LIEU OF PARKS FEE		\$4,736	\$0	\$3,750	\$6,000	
040-3-3940-0021	PARK FACILITY IMPACT FE	\$3,229	\$816	\$2,448	\$2,040		Same as 040-3-3940-0020
<b>040-3-3940-Fees</b>		<b>\$3,229</b>	<b>\$5,552</b>	<b>\$2,448</b>	<b>\$5,790</b>	<b>\$6,000</b>	
<b>Grants</b>		<b>\$253,185</b>				<b>\$210,000</b>	<b>DOLA, DOLA &amp; TAP/MMOF</b>
<b>040-3-####-Grants</b>		<b>\$253,185</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>	
<b>TOTAL REVENUE</b>		<b>\$668,626</b>	<b>\$502,472</b>	<b>\$432,205</b>	<b>\$487,944</b>	<b>\$688,200</b>	
040-4-4920-0006	TOWN HALL			\$100,000	\$70,000	\$0	
040-4-4920-0007	WAYFINDING			\$170,000	\$0	\$0	
<b>2021 - CIP</b>		<b>\$253,185</b>				<b>\$465,000</b>	
<b>040-4-4920-Buildings &amp; Infrastructure</b>		<b>\$253,185</b>	<b>\$0</b>	<b>\$270,000</b>	<b>\$70,000</b>	<b>\$465,000</b>	
040-4-4990-0002	TRANSFER TO EQUIPMEN	\$102,125	\$102,125	\$102,125	\$102,125		
040-4-4990-0003	TRANSFER TO STREET FUN	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
<b>040-4-4990-Transfers</b>		<b>\$302,125</b>	<b>\$302,125</b>	<b>\$302,125</b>	<b>\$302,125</b>	<b>\$200,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$555,310</b>	<b>\$302,125</b>	<b>\$572,125</b>	<b>\$372,125</b>	<b>\$665,000</b>	
<b>Net</b>		<b>\$113,316</b>	<b>\$200,347</b>	<b>-\$139,920</b>	<b>\$115,819</b>	<b>\$23,200</b>	



## 6. Water Fund – 050

Fund revenue includes a monthly Water base fee increase that is expected to begin March 2021. The increase is approximately \$11.12 for in town taps and additional fees for out of town taps. The increase is necessary to cover the cost of debt retirement for the waterline replacement project \$180,000 annually.

### Debt Retirement

CWR&PDA \$20,089 2021 (\$246,789 2022 and thereafter until retired.) **NOTE:** Upon project completion any unused funds can be rescinded and applied toward the principal balance on the loan. The Authority will revise the loan repayment schedule accordingly.

### Capital Improvements

Description	2021
Online account viewing and payment software, mailing service with postage	\$6,000
Lightning Mixers Lightning Mixer Gear box(Spare) no core Required, 15QT-2.0 Mixer Motor (Spare) and 15QT-1.5 Mixer Motor (Spare)	\$16,808
Chlorinators 3-CL2 NXT Vacuum Regulator	\$4,940
Heaters (2)	\$7,500
Water Meter Replacement understructures and strategy to locate service lines within easements	\$35,000
Tank Recoating	\$60,000
Meter/Radio Read Replacements	\$10,000
Hydrant Replacement	\$6,000
Waterline Repairs	\$10,000
Water Treatment Plant Repairs	\$10,000
	<b>\$166,248</b>

### Constrained Funds

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.

### Utility Relief Sewer & Water

The Town Sewer and Water base rates are expected to increase by almost \$16. The Town is committed to funding sewer and water operating and future capital needs. Currently a senior discount is provided to seniors age 55 and older. The Town will discontinue this program and switch to an economic need formula. Currently LEAP – Low income Energy Assistance Program provides a needs-based system.

<https://www.colorado.gov/pacific/cdhs/leap>

You may qualify for LEAP benefits if you:

- Pay home heating costs, either directly to a utility company or to a landlord as part of rent.
- Are a permanent legal resident of the United States and a Colorado resident or you have household members who are U.S. citizens.
- Earn a maximum family household income that does not exceed 60% of the state median income level.
- Provide proof of lawful presence in the U.S. Valid forms of identification include:
  - ✓ Colorado driver's license or Colorado Identification card
  - ✓ United States Military Identification Card or Military Dependent's Identification card
  - ✓ United States Coast Guard Merchant Mariner card
  - ✓ Native American Tribal document

Use the table below to determine your monthly gross income according to your household size. Household refers to all people living with you and for whom you are financially responsible. Effective Nov. 1, 2020.

HOUSEHOLD SIZE	MAXIMUM GROSS MONTHLY INCOME
1	\$2,619
2	\$3,425
3	\$4,231
4	\$5,038
5	\$5,844
6	\$6,650
7	\$6,801
8	\$6,952
Each Additional Person	\$151

The Town is not a sponsor nor a participant of the program. However, if a Town sewer/water customer is awarded LEAP eligibility the Town will extend a discount for one calendar year. Unlike the senior discount an annual renewal of discounts will be required.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
050-3-3000-0001	WATER SALES	\$623,664	\$660,304	\$605,000	\$605,000	\$625,000	
<b>Debt Retirement</b>						<b>\$149,786</b>	<b>\$11.12 per Unit x 1347 for 10 Months</b>
050-3-3000-0002	PENALTIES & INTEREST	\$15,572	\$15,768	\$15,000	\$3,939	\$5,000	
050-3-3000-0005	WATER SALESMAN	\$50,138	\$34,465	\$30,000	\$45,000	\$50,000	
050-3-3000-0010	HYDRANT METER DEPOSIT	\$3,595	\$2,751	\$0	\$1,891		
050-3-3000-0015	WATER METERS & SUPPLIES	\$13,688	\$5,747	\$5,000	\$4,460	\$5,000	
050-3-3000-0020	GIS MAPPING SERVICES			\$1,500			
<b>050-3-3000-Fees</b>		<b>\$706,657</b>	<b>\$719,035</b>	<b>\$656,500</b>	<b>\$660,290</b>	<b>\$834,786</b>	
050-3-3100-0001	TURN ON/OFF FEES	\$1,070	\$750	\$500	\$310		
050-3-3100-0361	INTEREST INCOME	\$2,519	\$2,360	\$700	\$0	\$30,000	
<b>050-3-3100-Fees</b>		<b>\$3,589</b>	<b>\$3,110</b>	<b>\$1,200</b>	<b>\$310</b>	<b>\$30,000</b>	
050-3-3200-0001	DOLA GRANT WATERLINE IMPROVEMENT			\$1,000,000	\$900,000	\$100,000	
050-3-3200-0002	LOAN PROCEEDS (CWPRDA LOAN)			\$2,200,000	\$1,350,000	\$150,000	
050-3-3200-0003	DROUGHT MNGMT PLAN GRANT		\$18,246	\$0	\$3,718		
<b>050-3-3200-License &amp; Permits</b>		<b>\$0</b>	<b>\$18,246</b>	<b>\$3,200,000</b>	<b>\$2,253,718</b>	<b>\$250,000</b>	
050-3-3900-0001	PLANT INVESTMENT FEES	\$74,205	\$76,934	\$39,600	\$55,407	\$40,000	
050-3-3900-0002	CASH IN LIEU OF WATER FEE	\$3,040		\$0	\$2,660		Same as 050-3-3900-0001
<b>050-3-3900-Miscellaneous Revenue</b>		<b>\$77,245</b>	<b>\$76,934</b>	<b>\$39,600</b>	<b>\$58,067</b>	<b>\$40,000</b>	
<b>050-3-3920-Interest</b>		<b>\$22,049</b>	<b>\$28,091</b>	<b>\$28,382</b>	<b>\$9,630</b>	<b>\$0</b>	
<b>TOTAL REVENUE</b>		<b>\$809,540</b>	<b>\$845,416</b>	<b>\$3,925,682</b>	<b>\$2,982,015</b>	<b>\$1,154,786</b>	
050-4-4000-1000	Salary					\$186,212	
050-4-4000-1020	On-Call					\$7,800	
050-4-4000-1040	Overtime					\$6,700	
050-4-4000-1100	PERA					\$25,739	
050-4-4000-1110	Medicare					\$2,628	
050-4-4000-1200	FPPA					\$0	
050-4-4000-1210	FPPA D&D					\$0	
050-4-4000-1300	Unemployment					\$725	
050-4-4000-1310	Workers Comp					\$7,691	
050-4-4000-1350	Police Pro-Liability					\$0	
050-4-4000-1400	Health Ins					\$25,914	
050-4-4000-1410	Vision					\$251	
050-4-4000-1420	Dental					\$1,920	
050-4-4000-1500	U/C Allowance					\$0	
050-4-4000-1510	Cell Phone Allowance/Stipend					\$1,800	
050-4-4000-1520	Wellness					\$1,260	
<b>050-4-4330-Water Treatment &amp; Distribution Labor</b>		<b>\$189,926</b>	<b>\$194,117</b>	<b>\$231,474</b>	<b>\$221,090</b>	<b>\$268,640</b>	
050-4-4331-0227	DITCH FEES LOS PINOS/SC	\$12,030	\$12,066	\$13,000	\$13,072	\$13,500	
050-4-4331-0228	PRID	\$11,795	\$16,152	\$16,152	\$16,152	\$16,152	
050-4-4331-0232	WATER RIGHTS ADJUDICATION		\$26,621	\$20,000	\$21,000	\$20,000	
050-4-4331-0359	WATER SALESMAN PROCESSING					\$5,000	
<b>050-4-4331-Cost of Water Sales</b>		<b>\$23,825</b>	<b>\$54,839</b>	<b>\$49,152</b>	<b>\$50,223</b>	<b>\$54,652</b>	
<del><b>050-4-4332-Pumping Cost</b></del>		<del><b>\$5,799</b></del>	<del><b>\$6,418</b></del>	<del><b>\$8,000</b></del>	<del><b>\$8,500</b></del>	<del><b>\$0</b></del>	
050-4-4134-0101	MEMBERSHIP DUES						
050-4-4134-0105	TRAINING, TRAVEL & MEETINGS					\$3,500	
050-4-4134-0109	PERSONNEL RELATIONS						
050-4-4134-0113	OFFICE SUPPLIES						
050-4-4134-0117	POSTAGE					\$2,000	
050-4-4134-0121	SUPPLIES					\$35,000	
050-4-4134-0125	COMPUTER HARDWARE/SOFTWARE					\$12,000	
050-4-4134-0129	PUBLISHING/ADVERTISING					\$1,000	
050-4-4134-0202	BUILDING/FACILITY MAINTENANCE					\$21,500	Includes \$1000 for tanks & \$500 rodent control
050-4-4134-0206	VEHICLE/EQUIP MAINTENANCE					\$2,500	
050-4-4134-0210	VEHICLE/EQUIP FUEL					\$4,000	
050-4-4134-0351	OPERATIONAL FEES					\$11,950	UNCC, PERMIT & TESTING
050-4-4134-0359	PROGRAMS					\$6,500	monitors
050-4-4134-0441	LEGAL-CONSULTING SERVICES					\$2,500	
050-4-4134-0445	AUDIT-CONSULTING SERVICES					\$4,430	
050-4-4134-0449	LAND USE-CONSULTING SERVICES						
050-4-4134-0453	ENGINEER-CONSULTING SERVICES					\$20,000	
050-4-4134-0457	IT-CONSULTING SERVICES					\$10,000	
050-4-4134-0465	OTHER-CONSULTING SERVICES						
050-4-4134-0500	INSURANCE					\$27,325	

050-4-4134-0601	ELECTRICITY					\$35,000	Treatment Plant
050-4-4134-0602	ELECTRICITY/OPTION 2					\$8,000	Pumping Cost
050-4-4134-0603	ELECTRICITY/OPTION 3					\$5,400	Distribution
050-4-4134-0611	NATURAL GAS/PROPANE					\$7,600	\$7000 + \$600
050-4-4134-0621	SEWER					\$7,000	
050-4-4134-0631	WATER					\$7,000	
050-4-4134-0641	GARBAGE						
050-4-4134-0651	TELEPHONE					\$2,200	
050-4-4134-0661	INTERNET					\$1,000	
050-4-4134-0999	MISCELLANEOUS					\$100	
<b>050-4-4134-Water Treatment &amp; Distribution Opera</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,505</b>	
<del>050-4-4333-Water Treatment</del>		<del>\$122,865</del>	<del>\$133,778</del>	<del>\$137,700</del>	<del>\$123,450</del>	<del>\$0</del>	
<del>050-4-4334-Transmission &amp; Distribution</del>		<del>\$36,825</del>	<del>\$29,154</del>	<del>\$48,900</del>	<del>\$50,031</del>	<del>\$0</del>	
<del>050-4-4336-Administrative Costs</del>		<del>\$92,637</del>	<del>\$68,004</del>	<del>\$69,389</del>	<del>\$59,274</del>	<del>\$0</del>	
050-4-4800-0001	TRANSFER TO EQUIPMENT FUND		\$10,735	\$10,735	\$10,735	\$19,056	
050-4-4819-0050	Water Admin Fees					\$98,475	
<b>050-4-4800-Transfers</b>		<b>\$0</b>	<b>\$10,735</b>	<b>\$10,735</b>	<b>\$10,735</b>	<b>\$117,531</b>	
050-4-4900-0001	WATER STORAGE TANK			\$0	\$1,100		
050-4-4900-0037	WATER TREATMENT PLANT UPGRADE		\$8,608	\$25,000	\$50,000		
050-4-4900-0039	WATER DOCK STATION IN	\$8,324	\$14,642	\$0	\$850		
050-4-4900-0040	WATERLINE IMPROVEME	\$4,857	\$75,056	\$3,200,000	\$2,250,000	\$250,000	
050-4-4900-0071	WATER RESERVOIR IMPRC	\$618		\$45,000	\$10,000		
<b>2021 - CIP</b>		<b>\$1,721</b>	<b>\$37,143</b>			<b>\$166,248</b>	
<b>050-4-4900-Capital Outlay</b>		<b>\$15,520</b>	<b>\$135,449</b>	<b>\$3,270,000</b>	<b>\$2,311,950</b>	<b>\$416,248</b>	
							\$246,789.96 2022 NOTE: Upon project completion any unused funds can be rescinded and applied toward the principal balance on the loan. The Authority will revise the loan repayment schedule accordingly.
050-4-4910-0000	CWPRDA INTEREST & PRII	\$4,047	\$3,527	\$180,000	\$0	\$20,089	
<b>050-4-4910-Debt Service</b>		<b>\$4,047</b>	<b>\$3,527</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$20,089</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$491,444</b>	<b>\$636,021</b>	<b>\$4,005,350</b>	<b>\$2,835,253</b>	<b>\$1,114,665</b>	
<b>Net</b>		<b>\$318,096</b>	<b>\$209,395</b>	<b>(\$79,668)</b>	<b>\$146,762</b>	<b>\$40,121</b>	

**7. Garbage – 060**

Fund revenue includes a monthly Garbage base fee increases that is expected to begin January 2021. The increase is approximately \$1.26. The increase is necessary to cover the cost of Town Hall administration of garbage pickup and service.

**Constrained Funds**

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.



Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
060-3-3482-0100	GARBAGE FEES	\$137,048	\$138,696	\$163,442	\$163,000	\$179,786	
060-3-3482-0150	CLEAN-UP FEES	\$780	\$465	\$500	\$0	\$0	
060-3-3482-0175	RECYCLE FEES	\$7,057	\$14,754	\$15,000	\$15,000	\$17,000	
<b>060-3-3482-Charges for Service</b>		<b>\$144,885</b>	<b>\$153,915</b>	<b>\$178,942</b>	<b>\$178,000</b>	<b>\$196,786</b>	
060-3-3483-0361	INTEREST INCOME	\$49	\$124	\$25	\$10	\$0	
<b>060-3-3483-Interest</b>		<b>\$49</b>	<b>\$124</b>	<b>\$25</b>	<b>\$10</b>	<b>\$0</b>	
<b>TOTAL REVENUE</b>		<b>\$144,934</b>	<b>\$154,039</b>	<b>\$178,967</b>	<b>\$178,010</b>	<b>\$196,786</b>	
060-4-4200-0015	COMMUNITY DEVELOPMENT DIRECTOR			\$700	\$0		
060-4-4200-0111	TOWN MANAGER'S SALARY	\$1,029	\$1,045	\$1,067	\$1,500		
060-4-4200-0112	TOWN CLERK'S SALARY	\$498	\$505	\$519	\$525		
060-4-4200-0114	ADMIN ASSISTANT'S SALARY	\$2,219	\$1,864	\$1,938	\$2,000		
060-4-4200-0141	UNEMPLOYMENT INSURANCE	\$11	\$11	\$13	\$14		
060-4-4200-0143	HEALTH INSURANCE	\$1,421	\$943	\$1,127	\$1,200		
060-4-4200-0144	MEDICARE	\$53	\$48	\$62	\$65		
060-4-4200-0145	PERA	\$1,977	\$455	\$579	\$600		
<b>060-4-4200-Garbage Dept</b>		<b>\$7,208</b>	<b>\$4,871</b>	<b>\$6,005</b>	<b>\$5,904</b>	<b>\$0</b>	
060-4-4300-0001	WASTE CONTROL CONTRACT	\$128,935	\$130,296	\$153,096	\$161,943	\$153,096	
060-4-4300-0003	SPRING CLEAN UP	\$335	\$202	\$500	\$2,000	\$2,000	
060-4-4300-0004	RECYCLE CONTRACT	\$7,312	\$13,136	\$17,000	\$13,500	\$15,000	
<b>060-4-4300-Operations</b>		<b>\$136,582</b>	<b>\$143,634</b>	<b>\$170,596</b>	<b>\$177,443</b>	<b>\$170,096</b>	
060-4-4324-0211	OFFICE SUPPLIES	\$356	\$362	\$400	\$370		
060-4-4324-0220	COMPUTER SUPPORT & IN	\$575	\$639	\$660	\$700		
060-4-4324-0381	POSTAGE	\$1,240	\$979	\$600	\$650		
060-4-4324-0526	AUDITING	\$155	\$260	\$150	\$150		
060-4-4324-0530	CONSULTING SERVICES	\$126	\$182	\$556	\$750		
060-4-4329-0060	Garbage Admin Fees		\$552			\$26,841	
<b>060-4-4324-Administration</b>		<b>\$2,452</b>	<b>\$2,974</b>	<b>\$2,366</b>	<b>\$2,620</b>	<b>\$26,841</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$146,242</b>	<b>\$151,479</b>	<b>\$178,967</b>	<b>\$185,967</b>	<b>\$196,937</b>	
<b>Net</b>		<b>-\$1,308</b>	<b>\$2,560</b>	<b>\$0</b>	<b>-\$7,957</b>	<b>-\$151</b>	

## **8. Transportation – 070**

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 were merged into the Street Fund in 2019.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
070-3-3444-0361	REVENUE	\$639	\$705	\$0	\$0		
<b>TOTAL REVENUE</b>		<b>\$639</b>	<b>\$705</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
070-4-4800-0001	TRANSFER TO STREET FUN	\$528,343	\$313,908	\$314,871	\$0		Fund transferred in 2019 per FD
<b>TOTAL EXPENDITURES</b>		<b>\$528,343</b>	<b>\$313,908</b>	<b>\$314,871</b>	<b>\$0</b>	<b>\$0</b>	
<b>Net</b>		<b>-\$527,704</b>	<b>-\$313,203</b>	<b>-\$314,871</b>	<b>\$0</b>	<b>\$0</b>	

## 9. Street Fund – 071

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. This fund is charged admin fees in lieu of individual employee services that are done on behalf of the street program.

### Operations

Expenditures include streetlight electricity cost, sweeping, striping, snow removal, tree maintenance, weed control, a contract street sweeper and pothole patching supplies. Banner and other street operations are included as an operation expense.

### Transfer Note

An amount of \$500,000 will be transferred to the Street Fund from the Equipment Replacement Fund.

### Capital Improvements

Description	2021
Culvert Schroder/Sossaman	\$77,000
Culvert Los Pinos/Sossaman	\$59,000
Culvert Los Pinos/Mountain View	\$105,000
Resurface Tamarac, Mesquite & Cholla	\$398,018
Backhoe full service & repair	\$7,000
Sidewalks	\$20,000
	<b>\$666,018</b>

### Constrained Funds

Resolution 468 discloses fund balances and provides the constrained classifications for each fund.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
071-3-3000-0005	CITY SALES TAX	\$301,468	\$355,858	\$320,307	\$415,000	\$395,000	
071-3-3000-0020	HIGHWAY USERS TAX	\$109,499	\$102,495	\$82,164	\$82,164	\$71,333	
071-3-3000-0040	SPECIFIC OWNERSHIP TAX	\$25,007	\$23,185	\$26,181	\$26,181	\$20,000	
071-3-3000-0050	NATURAL GAS FRANCHISE	\$17,670	\$16,407	\$10,000	\$15,222	\$16,000	
071-3-3000-0055	TV FRANCHISE FEE	\$1,686	\$1,115	\$2,000	\$2,000	\$2,000	
071-3-3000-0056	INTERSECTION IMPROVE BAY PKWY			\$0	\$2,920		
071-3-3000-0070	COUNTY ROAD & BRIDGE	\$12,417	\$12,734	\$13,898	\$13,157	\$14,000	
<b>071-3-3000-Taxes</b>		<b>\$467,747</b>	<b>\$511,794</b>	<b>\$454,550</b>	<b>\$556,644</b>	<b>\$518,333</b>	
071-3-3100-0021	RIGHT OF WAY FEES	\$850	\$926	\$500	\$3,236	\$3,500	
<b>071-3-3100-Fees</b>		<b>\$850</b>	<b>\$926</b>	<b>\$500</b>	<b>\$3,236</b>	<b>\$3,500</b>	
071-3-3700-0001	DOLA STORMWATER IMP	\$1,728	\$42,540	\$0	\$1,250		
071-3-3700-0005	DOLA TELECOMMUNICATIONS PLAN		\$10,340	\$10,000	\$8,774	\$0	
<b>071-3-3700-Grants</b>		<b>\$1,728</b>	<b>\$64,849</b>	<b>\$22,957</b>	<b>\$17,524</b>	<b>\$0</b>	
071-3-3800-0001	INTEREST	\$6,836	\$944	\$115	\$0	\$8,000	Move all Interest into one code
<b>071-3-3800-Interst</b>		<b>\$7,067</b>	<b>\$4,801</b>	<b>\$115</b>	<b>\$1,750</b>	<b>\$8,000</b>	
071-3-3900-0015	TRANSFER FROM CAPITAL	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
071-3-3900-0016	TRANSFER FROM EQUIPM	\$1,000,000	\$306,659	\$314,871	\$0	\$500,000	
<b>071-3-3900-Transfers</b>		<b>\$1,200,000</b>	<b>\$506,659</b>	<b>\$514,871</b>	<b>\$200,000</b>	<b>\$700,000</b>	
<b>071-3-3920 Interest</b>		<b>\$0</b>	<b>\$873</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	
<b>TOTAL REVENUE</b>		<b>\$1,677,392</b>	<b>\$1,089,902</b>	<b>\$992,993</b>	<b>\$780,653</b>	<b>\$1,229,833</b>	
071-4-4000-1000	Salary					\$77,621	
071-4-4000-1020	On-Call					\$5,200	
071-4-4000-1040	Overtime					\$3,600	
071-4-4000-1100	PERA					\$11,951	
071-4-4000-1110	Medicare					\$1,220	
071-4-4000-1200	FPPA					\$0	
071-4-4000-1210	FPPA D&D					\$0	
071-4-4000-1300	Unemployment					\$337	
071-4-4000-1310	Workers Comp					\$3,858	
071-4-4000-1350	Police Pro-Liability					\$0	
071-4-4000-1400	Health Ins					\$26,221	
071-4-4000-1410	Vision					\$253	
071-4-4000-1420	Dental					\$2,263	
071-4-4000-1500	U/C Allowance					\$0	
071-4-4000-1510	Cell Phone Alloance/Stipend					\$1,200	
071-4-4000-1520	Wellness					\$840	
<b>071-4-4318-Street Labor &amp; Benefits</b>		<b>\$169,740</b>	<b>\$162,535</b>	<b>\$207,001</b>	<b>\$207,608</b>	<b>\$134,563</b>	
071-4-4134-0101	MEMBERSHIP DUES						
071-4-4134-0105	TRAINING, TRAVEL & MEETINGS					\$2,500	
071-4-4134-0109	PERSONNEL RELATIONS					\$4,000	Uniforms, EmpTesting
071-4-4134-0113	OFFICE SUPPLIES					\$250	
071-4-4134-0117	POSTAGE					\$250	
071-4-4134-0121	SUPPLIES					\$10,000	Includes banners
071-4-4134-0125	COMPUTER HARDWARE/SOFTWARE					\$2,500	
071-4-4134-0129	PUBLISHING/ADVERTISING					\$100	
071-4-4134-0202	BUILDING/FACILITY MAINTENANCE						
071-4-4134-0206	VEHICLE/EQUIP MAINTENANCE					\$6,500	
071-4-4134-0210	VEHICLE/EQUIP FUEL					\$10,500	
071-4-4134-0351	OPERATIONAL FEES					\$278	Treasurer
071-4-4134-0359	PROGRAMS						Sweep, Repairs, Striping, Snow, Tree Weed
071-4-4134-0441	LEGAL-CONSULTING SERVICES					\$42,200	Control, Contract Street Sweeper
071-4-4134-0445	AUDIT-CONSULTING SERVICES						
071-4-4134-0449	LAND USE-CONSULTING SERVICES						
071-4-4134-0453	ENGINEER-CONSULTING SERVICES					\$30,000	
071-4-4134-0457	IT-CONSULTING SERVICES						
071-4-4134-0465	OTHER-CONSULTING SERVICES						
071-4-4134-0500	INSURANCE					\$12,185	
071-4-4134-0601	ELECTRICITY					\$2,500	Shop
071-4-4134-0602	ELECTRICITY/OPTION 2					\$20,000	Street Lights
071-4-4134-0611	NATURAL GAS/PROPANE					\$2,500	
071-4-4134-0621	SEWER					\$750	
071-4-4134-0631	WATER					\$750	
071-4-4134-0641	GARBAGE					\$1,000	



071-4-4134-0651	TELEPHONE					
071-4-4134-0661	INTERNET					\$830
071-4-4134-0999	MISCELLANEOUS					\$100
<b>071-4-4134-Street Operations</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$149,693</b>
<del>071-4-4319-Streets</del>		<del>\$546,719</del>	<del>\$570,578</del>	<del>\$479,200</del>	<del>\$541,562</del>	<del>\$0</del>
<del>071-4-4326-Public Works Operations</del>		<del>\$8,528</del>	<del>\$23,414</del>	<del>\$21,800</del>	<del>\$17,150</del>	<del>\$0</del>
<del>071-4-4321-Public Works Administration</del>		<del>\$36,504</del>	<del>\$130,142</del>	<del>\$90,109</del>	<del>\$87,130</del>	<del>\$0</del>
<b>071-4-4322-0799</b>	Street Admin Fees					<b>\$68,183</b>
<b>071-4-4322-Admin Fees</b>		<b>\$11,089</b>	<b>\$12,000</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$68,183</b>
	2021 - CIP	\$5,976				\$666,018
<b>071-4-4323-Capital Outlay</b>		<b>\$9,673</b>	<b>\$44,545</b>	<b>\$110,000</b>	<b>\$124,659</b>	<b>\$666,018</b>
<b>TOTAL EXPENDITURES</b>		<b>\$782,253</b>	<b>\$943,214</b>	<b>\$917,110</b>	<b>\$987,110</b>	<b>\$1,018,457</b>
<b>Net</b>		<b>\$895,139</b>	<b>\$146,688</b>	<b>\$75,883</b>	<b>-\$206,456</b>	<b>\$211,376</b>

#### **10. Equipment Replacement Fund – 090**

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 Water Fund, and the Sewer Fund. Revenues not expended in a given fiscal year are held in reserve for future vehicle and equipment replacement. In 2021, the Board of Trustees will transfer \$500,000 from Equipment Replacement to the Streets Fund.

#### **Transfer Note**

An amount of \$500,000 will be transferred from the Equipment Replacement Fund to the Street Fund.

#### **Capital Improvements**

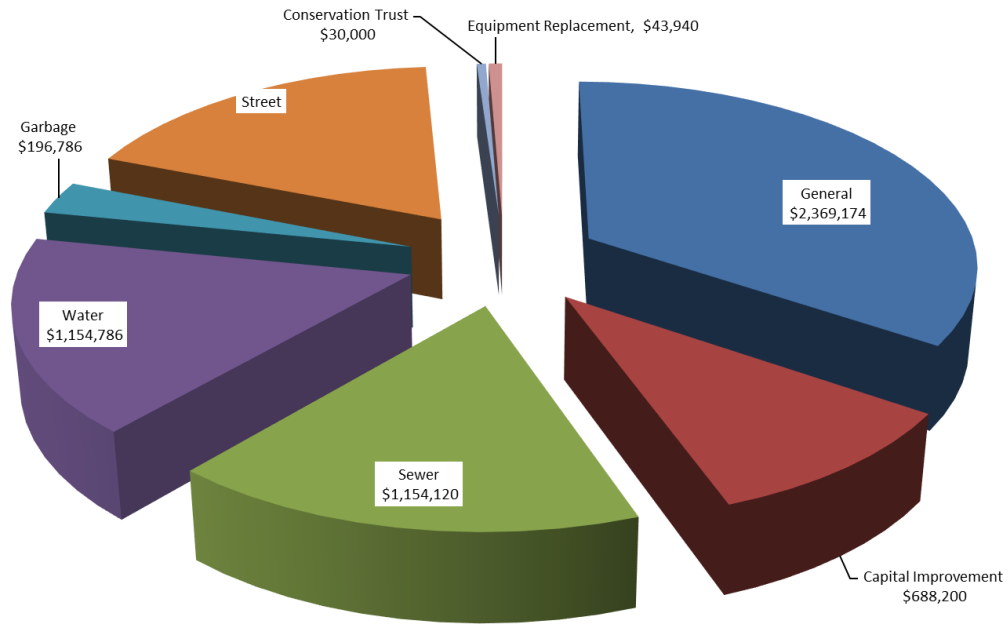
<b>Description</b>	<b>2021</b>
Dodge Charger or Durango	\$60,000
Dodge Charger or Durango	\$60,000
Kubota Mower Z781	\$10,119
Snowplow	\$7,750
	<b>\$137,869</b>

#### **Constrained Funds**

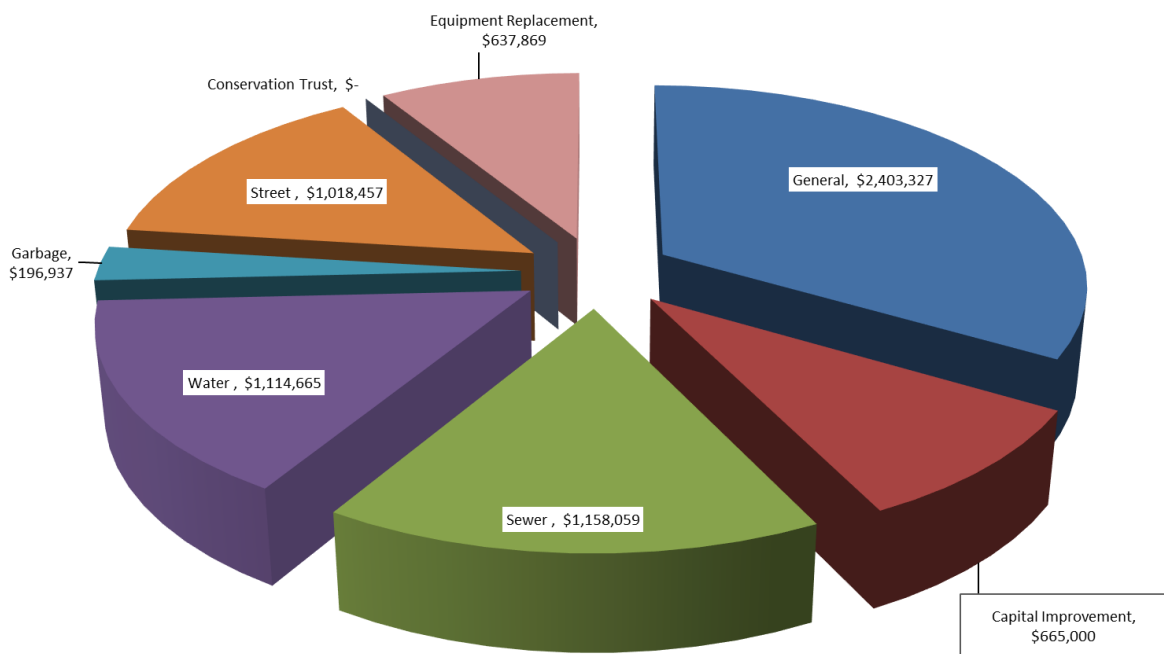
Resolution 468 discloses fund balances and provides the constrained classifications for each fund.

Account Number	Account Title	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Brief Description
090-3-3900-0002	TRANSFER FROM CAPITAL	\$102,126	\$102,125	\$102,125	\$102,126		
090-3-3900-0003	TRANSFER FROM SEWER I	\$19,516	\$19,518	\$19,518	\$19,518	\$17,819	10% of Sewer Wages Only
090-3-3900-0004	TRANSFER FROM WATER	\$10,735	\$10,735	\$10,735	\$10,735	\$18,621	10% of Water Wages Only
<b>090-3-3900-Transfers</b>		<b>\$132,377</b>	<b>\$132,378</b>	<b>\$132,378</b>	<b>\$132,379</b>	<b>\$36,440</b>	
090-3-3920-0004	JAG GRANT			\$25,000	\$0		
090-3-3920-0361	INTEREST INCOME	\$838		\$300	\$0	\$7,500	Move all Interest into one code
<b>090-3-3920-Interest</b>		<b>\$838</b>	<b>\$5,096</b>	<b>\$25,300</b>	<b>\$7,000</b>	<b>\$7,500</b>	
<b>TOTAL REVENUE</b>		<b>\$133,215</b>	<b>\$137,474</b>	<b>\$157,678</b>	<b>\$139,379</b>	<b>\$43,940</b>	
090-4-4900-0015	PATROL VEHICLE			\$60,000	\$0		
	TRANSFER TO STREETS					\$500,000	
	2021 - CIP	\$15,057				\$137,869	
<b>090-4-4900-Vehicles/Equipment</b>		<b>\$15,057</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$637,869</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$15,057</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$637,869</b>	
<b>Net</b>		<b>\$118,158</b>	<b>\$137,474</b>	<b>\$97,678</b>	<b>\$139,379</b>	<b>-\$593,929</b>	

### Town of Bayfield 2021 Revenue by Fund



### Town of Bayfield 2021 Expenditures by Fund



Account Number	2018 - Actual	2019 - Actual	2020 - Budget & Est		2021 Budget	Fund Reserv	Classification	Constrained
General Fund - Beginning Fund Balance			→	→	→	\$547,788	Restricted	\$72,100
TOTAL REVENUE	\$1,879,347	\$1,984,006	\$2,010,459	\$1,970,021	\$2,369,174		Committed	\$402,760
TOTAL EXPENDITURES	\$2,031,441	\$1,852,282	\$2,265,552	\$2,004,452	\$2,403,327		Assigned	\$4,360
NET - End Fund Balance	-\$152,094	\$131,724	-\$255,093	-\$34,431	-\$34,154	\$513,634	\$34,415	\$479,219
SID Debt Service Fund - Beginning Fund Balance			→	→	→	\$0	Restricted	
TOTAL REVENUE	\$151,416	\$42,542	\$1	\$0	\$0		Committed	
TOTAL EXPENDITURES	\$178,095	\$74,000	\$0	\$2,850	\$0		Assigned	
NET - End Fund Balance	-\$26,679	-\$31,458	\$1	-\$2,850	\$0	\$0		\$0
Conservation Trust Fund - Beginning Fund Balance			→	→	→	\$128,596	Restricted	\$0
TOTAL REVENUE	\$84,853	\$31,800	\$30,035	\$30,000	\$30,000		Committed	
TOTAL EXPENDITURES	\$92,505	\$0	\$0	\$0	\$0		Assigned	\$158,596
NET - End Fund Balance	-\$7,652	\$31,800	\$30,035	\$30,000	\$30,000	\$158,596	\$0	\$158,596
Sewer Fund - Beginning Fund Balance			→	→	→	\$2,016,275	Restricted	\$441,157
TOTAL REVENUE	\$1,108,094	\$1,151,186	\$1,074,424	\$1,076,584	\$1,154,120		Committed	\$0
TOTAL EXPENDITURES	\$869,439	\$928,990	\$1,021,890	\$1,111,890	\$1,158,059		Assigned	\$1,571,179
NET - End Fund Balance	\$238,655	\$222,196	\$52,534	-\$35,306	-\$3,939	\$2,012,336	\$0	\$2,012,336
Capital Improvement Fund - Beginning Fund Balance			→	→	→	\$497,406	Restricted	
TOTAL REVENUE	\$668,626	\$502,472	\$432,205	\$487,944	\$688,200		Committed	\$19,950
TOTAL EXPENDITURES	\$555,310	\$302,125	\$572,125	\$372,125	\$665,000		Assigned	\$500,656
NET - End Fund Balance	\$113,316	\$200,347	-\$139,920	\$115,819	\$23,200	\$520,606	\$0	\$520,606
Water Fund - Beginning Fund Balance			→	→	→	\$2,224,315	Restricted	\$22,098
TOTAL REVENUE	\$809,540	\$845,416	\$3,925,682	\$2,982,015	\$1,154,786		Committed	\$0
TOTAL EXPENDITURES	\$491,444	\$636,021	\$4,005,350	\$2,835,253	\$1,114,665		Assigned	\$2,242,338
NET - End Fund Balance	\$318,096	\$209,395	-\$79,668	\$146,762	\$40,121	\$2,264,436	\$0	\$2,264,436
Garbage Fund - Beginning Fund Balance			→	→	→	\$49,877	Restricted	
TOTAL REVENUE	\$144,934	\$154,039	\$178,967	\$178,010	\$196,786		Committed	\$25,000
TOTAL EXPENDITURES	\$146,242	\$151,479	\$178,967	\$185,967	\$196,937		Assigned	\$0
NET - End Fund Balance	-\$1,308	\$2,560	\$0	-\$7,957	-\$151	\$49,726	\$24,726	\$25,000
Transportation - Beginning Fund Balance			→	→	→	\$0	Restricted	
TOTAL REVENUE	\$639	\$705	\$0	\$0	\$0		Committed	
TOTAL EXPENDITURES	\$528,343	\$313,908	\$314,871	\$0	\$0		Assigned	
NET - End Fund Balance	-\$527,704	-\$313,203	-\$314,871	\$0	\$0	\$0	\$0	\$0
Street Fund - Beginning Fund Balance			→	→	→	\$1,517,938	Restricted	\$30,554
TOTAL REVENUE	\$1,677,392	\$1,089,902	\$992,993	\$780,653	\$1,229,833		Committed	\$160,000
TOTAL EXPENDITURES	\$782,253	\$943,214	\$917,110	\$987,110	\$1,018,457		Assigned	\$1,355,000
NET - End Fund Balance	\$895,139	\$146,688	\$75,883	-\$206,456	\$211,376	\$1,729,314	\$183,760	\$1,545,554
Vehicles/Equipment - Beginning Fund Balance			→	→	→	\$1,056,520	Restricted	
TOTAL REVENUE	\$133,215	\$137,474	\$157,678	\$139,379	\$43,940		Committed	\$232,500
TOTAL EXPENDITURES	\$15,057	\$0	\$60,000	\$0	\$637,869		Assigned	
NET - End Fund Balance	\$118,158	\$137,474	\$97,678	\$139,379	-\$593,929	\$462,591	\$230,091	\$232,500
All Funds - Beginning Fund Balance			→	→	→	\$8,038,715	Restricted	\$565,909
TOTAL REVENUE	\$6,658,056	\$5,939,542	\$8,802,444	\$7,644,605	\$6,866,839		Committed	\$840,210
TOTAL EXPENDITURES	\$5,690,129	\$5,202,019	\$9,335,865	\$7,499,646	\$7,194,315		Assigned	\$5,673,533
NET - End Fund Balance	\$967,927	\$737,523	-\$533,421	\$144,960	-\$327,475	\$7,711,239	Unassigned	\$472,992



# 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. 466

### A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO, ADOPTING A BUDGET FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021 AND ENDING ON THE LAST DAY OF DECEMBER 2021

**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 November 3, 2020 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:

That the Budget as submitted, amended, and summarized by fund provided is hereby approved and adopted as the Budget of the Town of Bayfield for 2021.


Fund	Begin Fund Reserves	Revenue	Expenditures	End Fund Reserves	Labor	Labor %
General	\$547,788	\$2,369,174	\$2,403,327	\$513,634	\$1,540,486	64%
SID	\$0	\$0	\$0	\$0		
Conservation	\$128,596	\$30,000	\$0	\$158,596		
Sewer	\$2,016,275	\$1,154,120	\$1,158,059	\$2,012,336	\$265,090	23%
Capital	\$497,406	\$688,200	\$665,000	\$520,606		
Water	\$2,224,315	\$1,154,786	\$1,114,665	\$2,264,436	\$268,640	24%
Garbage	\$49,877	\$196,786	\$196,937	\$49,726		
Transportation	\$0	\$0	\$0	\$0		
Street	\$1,517,938	\$1,229,833	\$1,018,457	\$1,729,314	\$134,563	13%
Vehicle/Equip	\$1,056,520	\$43,940	\$637,869	\$462,591		
<b>TOTALS</b>	<b>\$8,038,690</b>	<b>\$6,866,839</b>	<b>\$7,194,315</b>	<b>\$7,711,214</b>	<b>\$2,208,779</b>	

Adopted this 17<sup>th</sup> day of November 2020.

**MAYOR:**

Ashleigh Tarkington

*Attest:*

  
Kathleen Cathcart, Town Clerk

**RESOLUTION NO. 467**

**A RESOLUTION 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 2021 BUDGET YEAR.**

**WHEREAS**, the Town of Bayfield adopted a Budget for the year 2021 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.

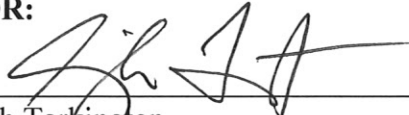
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD, COLORADO:**

That the following sums are hereby appropriated from the Revenue of each fund, to each fund, for the purpose stated for the 2021 Budget year effective upon its adoption:


Fund	Revenue	Expenditures
General	\$2,369,174	\$2,403,327
SID	\$0	\$0
Conservation	\$30,000	\$0
Sewer	\$1,154,120	\$1,158,059
Capital	\$688,200	\$665,000
Water	\$1,154,786	\$1,114,665
Garbage	\$196,786	\$196,937
Transportation	\$0	\$0
Street	\$1,229,833	\$1,018,457
Vehicle/Equip	\$43,940	\$637,869
<b>TOTALS</b>	<b>\$6,866,839</b>	<b>\$7,194,315</b>

Adopted this 17<sup>th</sup> day of November 2020.

**MAYOR:**

  
\_\_\_\_\_  
Ashleigh Tarkington

*Attest:*

  
\_\_\_\_\_  
Kathleen Cathcart, Town Clerk



## RESOLUTION NO. 468

### A RESOLUTION IDENTIFYING FUND BALANCE AMOUNTS THAT ARE CONSIDERED CONSTRAINED FOR THE 2021 BUDGET YEAR.

**WHEREAS**, Government Accounting Standards Board (GASB) Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions; and

**WHEREAS**, Statement 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds; and

**WHEREAS**, the classifications are as follows;

- Restricted Fund Balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- Committed Fund Balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.
- Assigned Fund Balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.
- Unassigned General Fund Balance represents the remaining amount that is not restricted or committed. Unassigned fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.
- Unassigned Fund Balance in other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

**WHEREAS**, the Board of Trustees have determined that disclosing information within a Resolution about each fund balance constraint imposed provides annual transparency, thus prepared with this Resolution is Exhibit A documenting the balance constraint in each fund.

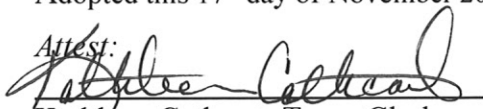
**WHEREAS**, Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

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


Disclosed all fund balance information per Exhibit A documenting the balance constraint in each fund and unless modified by the Board of Trustees the Town Manager shall provide fund oversight to constrain such funds.

Adopted this 17<sup>th</sup> day of November 2020.

Attest:

  
Kathleen Cathcart, Town Clerk

**MAYOR:**

  
Ashleigh Tarkington

**EXHIBIT A**  
**Fund Balance Constraint & Unassigned - 2021**

Fund	Restricted	Committed	Assigned	Unassigned	Purpose
General	\$72,100				TABOR 3%
General		\$402,760			Pandemic
General			\$4,360		Marshal Scholarship
General				\$34,415	Unassigned
SID					Not Applicable
Conservation Trust	\$0				TABOR 3%
Conservation Trust			\$158,596		Park Capital Imp Plan
Sewer			\$1,071,179		Plant Upgrade
Sewer			\$500,000		I & I Project
Sewer-Loan W07A195	\$400,956				110% of Debt Due
Sewer-Loan W13F195	\$40,201				110% of Debt Due
Sewer				\$0	Unassigned
Capital Improvement	\$19,950				TABOR 3%
Capital Improvement			\$112,840		Park Fees
Capital Improvement			\$387,816		Multiple CIP Items
Capital Improvement				\$0	Unassigned
Water			\$265,696		Water Right/Capacity
Water			\$1,976,642		Multiple CIP Items
Water-Loan #TBD	\$22,098				110% of Debt Due
Water				\$0	Unassigned
Garbage		\$25,000			Utility Relief
Garbage				\$24,726	Unassigned
Transportation					Not Applicable
Street	\$30,554				TABOR 3%
Street		\$160,000			Clover Meadows 7
Street			\$835,000		East Intersection
Street			\$520,000		2022 CIP
Street				\$183,760	Unassigned
Vehicles/Equipment		\$232,500			2022-2024 CIP
Vehicles/Equipment				\$230,091	Unassigned
<b>Total all Funds</b>	<b>\$565,909</b>	<b>\$840,210</b>	<b>\$5,673,533</b>	<b>\$472,992</b>	



**RESOLUTION NO. 469**

**A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO, TO SET THE MILL LEVY FOR THE YEAR 2021 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE 2021 BUDGET YEAR**

**WHEREAS**, the Board of Trustees of the Town of Bayfield has adopted the annual 2021 budget in accordance with the Local Government Budget Law, on November 17, 2020; 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:**

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 2021.

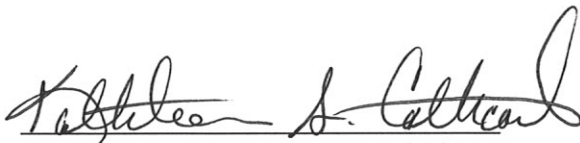
That the Town Clerk is hereby authorized and directed to certify such mill levy to the County Commissioners of La Plata County, Colorado, as required by law.

Adopted this 17<sup>th</sup> day of November 2020.

**MAYOR:**

  
Ashleigh Tarkington

*Attest:*

  
Kathleen S. Cathcart, Town Clerk





CARRIE WOODSON  
970-382-6225

*La Plata County*  
Colorado

ASSESSOR  
FAX 970-382-6237

BAYFIELD (TOWN OF)  
PO BOX 80  
BAYFIELD, CO 81122

### **CERTIFICATION OF VALUATION 2020**

(C.R.S. 39-5-123 & 128) No later than August 25th of each year (for the year 2020 the date was moved to October 13th per Executive order D 2020 022), the assessor shall certify to the clerk of each town and city and to the secretary of school and special districts within the county, the total valuation for assessment of all taxable property located within the territorial limits of each such town, city or special district; and shall notify each such clerk and secretary to officially certify the levy of such town, city or special district to the board of county commissioners no later than December 15th.

2020 is the “intervening” year in the appraisal cycle for Assessors. This means that changes are generally for new construction/destruction, new value created by subdividing and the annual changes in oil and gas valuation.

These certification forms (DLG 57) are posted to our website as soon as possible here: [https://www.co.laplata.co.us/departments/assessor\\_s\\_office/certification.php](https://www.co.laplata.co.us/departments/assessor_s_office/certification.php)

The valuation enclosed is subject to changes by the State Board of Equalization and State Board of Assessment Appeals.

CERTIFIED BY:

CARRIE WOODSON  
LA PLATA COUNTY ASSESSOR

# CERTIFICATION OF VALUATION BY LA PLATA COUNTY ASSESSOR

New Tax Entity ☐

Date 10/13/2020

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 **2020**

1.	PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$	\$39,149,360
2.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$	\$39,655,640
3.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$	\$0
4.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$	\$39,655,640
5.	NEW CONSTRUCTION: *	5.	\$	\$531,130
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.	\$	\$532,780
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.	\$	\$30.58
11.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$	\$1,819.70

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

\* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

☐ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

## USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR **2020**

1.	CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$	\$348,209,580
----	---	----	----	---------------

### ADDITIONS TO TAXABLE REAL PROPERTY

2.	CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2.	\$	\$3,918,950
3.	ANNEXATIONS/INCLUSIONS:	3.	\$	\$0
4.	INCREASED MINING PRODUCTION: §	4.	\$	\$0
5.	PREVIOUSLY EXEMPT PROPERTY:	5.	\$	\$396,540
6.	OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$	\$222,180
7.	TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX	7.	\$	\$72,320

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.):

### DELETIONS FROM TAXABLE REAL PROPERTY

8.	DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$	\$8,150
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.





1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544 TOWN HALL

Certification of Approved Budget  
Town of Bayfield, Colorado  
Budget Year 2021

This document represented the Board of Trustees estimate of revenues, proposed expenditures and the fund balances of available town funds for the 2021 annual year. The planning, preparation of the budget has been directed by the Town Manager as authorized by the Board of Trustees and the use of these resources will enable the town to accomplish its goals and objectives for the Town of Bayfield.

In compliance with 29-1-101, et seq., C.R.S., the State of Colorado and the policy of the Town of Bayfield, this document has been presented at a public hearing at Bayfield Town Hall; 1199 Bayfield Parkway; Bayfield, CO 81122 on November 3, 2020 at 6:00pm and the Board of Trustees formally adopted this budget on November 17, 2020 at their Regular Meeting.

I, Kathleen Cathcart, Town of Bayfield Treasurer, certify that the attached document is a true and accurate copy of the adopted 2021 budget for the Town of Bayfield.

Kathleen A. Cathcart  
Signature

11-18-2020  
Date

I, Jennifer Anderson, Town of Bayfield Finance Director, certify that the attached document is a true and accurate copy of the adopted 2021 budget for the Town of Bayfield.

Jennifer Anderson  
Signature

11/18/2020  
Date

**Durango Herald**  
**1275 Main Ave**  
**Durango, CO 81301**

**10/01/20**

Mailing Address: P.O. Box 950 Durango, CO 81302

Phone: (970) 247-3504

**YOUR AD COPY READS:**

**Public Legals**

331125

**Notice of Budget and  
Public Hearing**

Notice is hereby given that a proposed budget has been submitted to the Board of Trustees for the Town of Bayfield for the ensuing year of 2021; a copy of such proposed budget has been filed in the office of Town Clerk at Town Hall, where the same is open for public inspection; such proposed budget was presented to the Town Board at a meeting on October 6, 2020. Any interested elector of the Town of Bayfield may inspect the proposed budget and file or register any objections thereto at any time prior to the final adoption of the budget. A formal Public Hearing shall be conducted at Town Hall on Tuesday, November 3, 2020 at 6:00 p.m. to take public comment. Town Hall is located at 1199 Bayfield Parkway, Bayfield, Colorado.

Published in Durango Herald  
October 16 and 30, 2020

Account: <b>104442</b>	Date: <b>10/01/20</b>
Client: <b>Kathleen Cathcart</b>	Ad Date: <b>10/16/20</b>
	Ad ID: <b>331125</b>
	Class: <b>1020</b>
Company: <b>Town of Bayfield</b>	Ad Taker: <b>OZENIZO</b>
Address: <b>PO Box 80</b>	Sales Person: <b>R125</b>
<b>Bayfield, CO 81122</b>	Words: <b>148</b>
	Lines: <b>32</b>
	Agate Lines: <b>46</b>
Telephone: <b>(970) 884-9544</b>	Depth: <b>3.333</b>
Description: <b>331125 Notice of Budget and Public H</b>	Inserts: <b>4</b>
	Blind Box:

Other Charges:	<b>\$0.00</b>	Net:	<b>\$21.44</b>
Discount:	<b>\$0.00</b>		
Surcharge:	<b>\$0.00</b>	Paid Amount:	<b>- \$0.00</b>
Credits:	<b>\$0.00</b>		
Bill Depth:	<b>3.333</b>	Amount Due:	<b>\$21.44</b>

**Payments**

Ad Note:

Customer Note:

*-We Appreciate Your Business!-  
-Thank You Kathleen Cathcart!-*

#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#010-4-	Admin	Town Hall Landscape	\$ 5,000			\$ 5,000			\$ 5,000
2	#010-4-	Admin	Privacy Fence At The West Side Of Town Hall Parking Lot	\$ 1,500		\$ 1,500		\$ 1,500		
3	#010-4-	Admin	Document Management System		\$ 25,000		\$ 10,000			
4	#010-4-	Admin	Computer Upgrades	\$ 5,000		\$ 5,000		\$ 5,000		
5	#010-4-	Admin	Board Room Media System and Audio System Upgrade	\$ -				\$ 10,000		
6	#010-4-	Admin	Board Room and Office Chair Upgrades			\$ 6,500				\$ 6,500
7	#010-4-	MO	BOLOWRAP Less lethal tool	\$ 10,630						
8	#010-4-	Parks	Joe Stephenson Park Trail Development with River Access		\$ 387,657					
9	#010-4-	Parks	23 Acre Parcel Trails with Fishing Docks and River Access				\$ 353,603			
10	#010-4-	Parks	Joe Stephenson Playground						\$ 366,018	
11	#010-4-	Parks	Bear Proof Trash Can	\$ 5,000						
12	#010-4-	Parks	Relocation of the Rodeo Arena							\$ 500,000
13	#010-4-	Parks	Park Benches and Picnic Tables		\$ 5,633		\$ 6,000		\$ 3,000	
14	#010-4-	Parks	K-Connect PTO System and Snow blower for RTV		\$ 16,000					
15	#010-4-	Parks	Kubota RTV			\$ 21,000				
16	#010-4-	Parks	Parks Shop Storage	\$ 7,000						
17	#010-4-	Parks	Parks Landscaping Materials	\$ 7,800						
18	#010-4-	Parks	Park Shop Security System	\$ 2,000						
19	#010-4-	Parks	Engineered Wood Fiber	\$ 6,000						
20	#010-4-	Parks	Youth T-shirts	\$ 7,500						
21	#010-4-	Parks	Easter Bunny Mascot	\$ 700						
				\$ 58,130	\$ 434,290	\$ 34,000	\$ 374,603	\$ 16,500	\$ 369,018	\$ 511,500

#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#030-4-	Sewer	Online account viewing and payment software, mailing service with postage	\$ 6,000						
2	#030-4-	Sewer	Digester Pump - Borger Rotary Pump	\$ 34,181						
3	#030-4-	Sewer	WAS Pump 6.5 Flygt NP3102.060-256 3" discharge 460VAC/3PH/60HZ	\$ 10,560						
4	#030-4-	Sewer	Belt Press - Feed Box, Gravity Belt, Belt Press, Discharge Auger & Digester Auger	\$ 9,540						
5	#030-4-	Sewer	Poly Pump and repair kit: #10787 7200 GDP Milton Roy Pump & #12885	\$ 7,042						
6	#030-4-	Sewer	Crystal Sleeves for Bulbs 1910mm	\$ 6,784						
7	#030-4-	Sewer	Small Lift Station Pump Flygt 3000 Series, NX 3102.060, 5 HP 1800RPM, 460/3/60, 4" Discharge, #463 Impeller, W/ FLS	\$ 7,612						
8	#030-4-	Sewer	Stepscreen BK40-74VH with New Motor & BF60-24DPE with New Motor	\$ 9,742						
9	#030-4-	Sewer	Plant Upgrade			\$ 500,000		\$ 2,400,000		\$ 500,000
10	#030-4-	Sewer	Sewer collection line replacement		\$ 100,000		\$ 100,000		\$ 100,000	
				\$ 51,280	\$ 100,000	\$ 500,000	\$ 100,000	\$ 2,400,000	\$ 100,000	\$ 500,000

#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#040-4-	Capital	Broadband Engineering/Design	\$ 200,000	\$ 200,000	\$ 400,000				
2	#040-4-	Capital	Dove Ranch Detention	\$ 200,000	\$ 400,000	\$ 200,000	\$ -			
3	#040-4-	Capital	Trail Extension to RDB & Replacement	\$ 10,000	\$ 1,000,000	\$ 20,000				
4	#040-4-	Capital	Wayfinding		\$ 170,000	\$ 20,000	\$ 20,000	\$ 20,000		
5	#040-4-	Capital	Downtown Enhancement			\$ 750,000	\$ 250,000	\$ 250,000		
6	#040-4-	Capital	Sidewalk Replacement Plan	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 50,000
8	#010-4-	MO	Connect MO & Training W/Door	\$ 5,000						
				\$ 465,000	\$ 1,820,000	\$ 1,440,000	\$ 320,000	\$ 320,000	\$ 250,000	\$ 50,000



#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#050-4-	Water	Online account viewing and payment software, mailing service with postage	\$ 6,000						
2	#050-4-	Water	Lightning Mixers Lightning Mixer Gear box(Spare) no core Required, 15QT-2.0 Mixer Motor (Spare) and 15QT-1.5 Mixer Motor (Spare)	\$ 16,808						
3	#050-4-	Water	Chlorinators 3-CL2 NXT Vacuum Regulator	\$ 4,940						
4	#050-4-	Water	Heaters (2)	\$ 7,500						
5	#050-4-	Water	Water Meter Replacement understructures and strategy to locate service lines within easements	\$ 35,000	\$ 10,000	\$ 10,000	\$ 10,000			
6	#050-4-	Water	Tank Recoating	\$ 60,000		\$ 60,000		\$ 60,000		
7	#050-4-	Water	Meter/Radio Read Replacements	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
8	#050-4-	Water	Water Rights							
9	#050-4-	Water	Waterline Replacement		\$ 50,000		\$ 50,000		\$ 1,000,000	
10	#050-4-	Water	Treatment Plant Expansion			\$ 1,236,467				
11	#050-4-	Water	Water Tank Expansion				\$ 82,500			
12	#050-4-	Water	Ditch Piping					\$ 102,500		
13	#050-4-	Water	Hydrant Replacement	\$ 6,000						
14	#050-4-	Water	Waterline Repairs	\$ 10,000						
		Water	Water Treatment Plant Repairs	\$ 10,000						
				\$ 166,248	\$ 70,000	\$ 1,316,467	\$ 152,500	\$ 172,500	\$ 1,000,000	\$ -

#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#060-4-	Garbage	Online account viewing and payment software, mailing service with postage							
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#071-4-	Streets	Culvert Schroder/Sossaman	\$ 77,000						
2	#071-4-	Streets	Culvert Los Pinos/Sossaman	\$ 59,000						
3	#071-4-	Streets	Culvert Los Pinos/Mountain View	\$ 105,000						
4	#071-4-	Streets	Culvert Los Pinos/East Oak DR	\$ -	\$ 120,000					
5	#071-4-	Streets	Resurface Tamarac, Mesquite & Cholla	\$ 398,018	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		
6	#071-4-	Streets	Resurface Treatment							
7	#071-4-	Streets	Backhoe full service & repair	\$ 7,000						
8	#071-4-	Streets	East Intersection			\$ 1,000,000	\$ 2,000,000			
9	#071-4-	Streets	Mars & Buck Highway Intersection		\$ 250,000					
10	#071-4-	Streets	Los Pinos					\$ 600,000		
11	#071-4-	Streets	Westview Extension to Wolverine						\$ 600,000	
12	#071-4-	Streets	Sidewalks	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
				\$ 666,018	\$ 520,000	\$ 1,150,000	\$ 2,150,000	\$ 750,000	\$ 600,000	\$ -

#	Acct#	Fund	Description	2021	2022	2023	2024	2025	2026-2030	Unknown
1	#090-4-	Equip	Dodge Durango or Charger	\$ 60,000		\$ 65,000		\$ 67,500		
2	#090-4-	Equip	Kubota Mower Z781	\$ 10,119						
3	#090-4-	Equip	Snowplow	\$ 7,750						
4	#090-4-	Equip	Dodge Durango or Charger	\$ 60,000		\$ 65,000		\$ 67,500		
				\$ 137,869	\$ -	\$ 130,000	\$ -	\$ 135,000	\$ -	\$ -

Fund	2021 Funding	2021	2022	2023	2024	2025	2026-2030	Unknown
General	Revenue	\$ 58,130	\$ 434,290	\$ 34,000	\$ 374,603	\$ 16,500	\$ 369,018	\$ 511,500
Sewer	Revenue/Reserves	\$ 51,280	\$ 100,000	\$ 500,000	\$ 100,000	\$ 2,400,000	\$ 100,000	\$ 500,000
Capital	Revenue and Grants	\$ 465,000	\$1,820,000	\$ 1,440,000	\$ 320,000	\$ 320,000	\$ 250,000	\$ 50,000
Water	Revenue/Reserves	\$ 166,248	\$ 70,000	\$ 1,316,467	\$ 152,500	\$ 172,500	\$ 1,000,000	\$ -
Garbage	Revenue/Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	Revenue, Reserves, Transfers or Reduce	\$ 666,018	\$ 520,000	\$ 1,150,000	\$ 2,150,000	\$ 750,000	\$ 600,000	\$ -
Equipment	Reserves	\$ 137,869	\$ -	\$ 130,000	\$ -	\$ 135,000	\$ -	\$ -
<b>Total</b>		<b>\$1,544,545</b>	<b>\$2,944,290</b>	<b>\$ 4,570,467</b>	<b>\$ 3,097,103</b>	<b>\$ 3,794,000</b>	<b>\$ 2,319,018</b>	<b>\$1,061,500</b>

## RESOLUTION NO. 470

### A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ISSUE PURCHASE ORDERS REGARDING THE 2021 APPROVED BUDGET EFFECTIVE UPON ADOPTION

**WHEREAS**, the Board of Trustees have adopted the 2021 Budget; and

**WHEREAS**, certain provisions for 2021 expenditures require extended lead times; and

**WHEREAS**, creating a purchase order prior to purchase would facilitate access to vendors, proposals and commitments; and

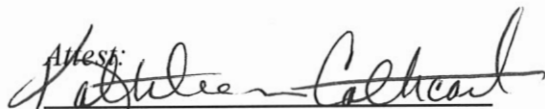
**WHEREAS**, the Board of Trustees have determined that the list provided within this resolution is an appropriate 2021 expenditure to issue a purchase order within the 2020 year.

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


Authorize the Town Manager to proceed with the list of appropriate expenditure purchase orders regarding the approved 2021 Budget as listed below.

General Fund	010-4-4490-0100	Park Shop Security System	\$2,000
Sewer Fund	030-4-4900-0100	Digester Pump – Borger Rotary	\$34,181
Sewer Fund	030-4-4900-0100	WAS Pump 6.5 Flygt	\$10,560
Sewer Fund	030-4-4900-0100	Online Utility Billing, Viewing plus Mailing	\$6,000
Water Fund	050-4-4900-0100	Online Utility Billing, Viewing plus Mailing	\$6,000
Water Fund	050-4-4900-0100	Chlorinators 3-CL2 NXT Vacuum Regulator	\$4,940
Water Fund	050-4-4900-0100	Heaters (2)	\$7,500
Equip/Vehicle	090-4-4900-0100	Patrol Vehicle Durango (Marshal)	\$60,000
Equip/Vehicle	090-4-4900-0100	Patrol Vehicle Charger (Marshal)	\$60,000
Equip/Vehicle	090-4-4900-0100	Snowplow Attachment (Parks & Rec)	\$7,750

Adopted this 17<sup>th</sup> day of November 2020.

Attest:  
  
Kathleen Cathcart, Town Clerk

**MAYOR:**

  
Ashleigh Tarkington

**RESOLUTION NO. 471**

**A RESOLUTION ADOPTING A 2021 WAGE SCALE**

**WHEREAS**, the Board of Trustees have adopted the 2021 Budget; and

**WHEREAS**, provisions for 2021 expenditures include labor expense; and

**WHEREAS**, transparency in compensation is key to recruitment and retaining good employees; and

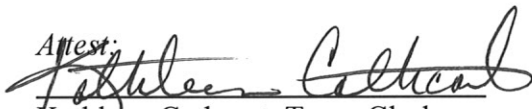
**WHEREAS**, the Board of Trustees have determined that the 2021 Wage Scale is a guide for hiring and retaining good employees.

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

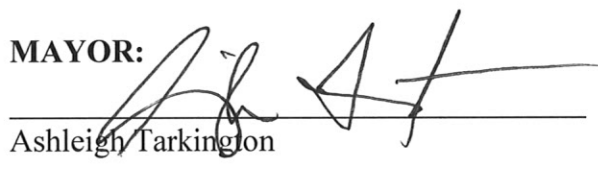
Board of Trustees have adopted the 2021 Wage Scale at attached.

Adopted this 17<sup>th</sup> day of November 2020.

*Attest:*

  
Kathleen Cathcart, Town Clerk

**MAYOR:**

  
Ashleigh Tarkington



**Town of Bayfield Wage Scale 2021**

<b>Town of Bayfield Wage Scale 2021</b>								
	<b>State Minimum Wage \$12.32</b>		<b>Entry</b>		<b>Midway</b>		<b>High</b>	
Dept	Job Title	Scale #	Per Hour	Annual \$	Per Hour	Annual \$	Per Hour	Annual \$
P&R	Park Seasonal	1	\$12.32	\$ 25,626	\$ 13.66	\$ 28,413	\$15.00	\$ 31,200
P&R	Park Seasonal	1	\$12.36	\$ 25,709	\$ 13.91	\$ 28,922	\$15.45	\$ 32,136
P&R	Park Maintenance Worker	1	\$12.62	\$ 26,244	\$ 14.55	\$ 30,261	\$16.48	\$ 34,278
PW	Public Works Seasonal	3	\$12.88	\$ 26,780	\$ 14.21	\$ 29,565	\$15.55	\$ 32,350
P&R	Senior Coordinator/Custodian	5	\$14.42	\$ 29,994	\$ 17.12	\$ 35,617	\$19.83	\$ 41,241
PW	Street Maintenance Worker	7	\$16.00	\$ 33,271	\$ 19.64	\$ 40,845	\$23.28	\$ 48,418
Admin	Utility Clerk/Customer Service	9	\$16.37	\$ 34,043	\$ 20.70	\$ 43,052	\$25.03	\$ 52,060
PS	Marshal Secretary	9	\$16.37	\$ 34,043	\$ 20.70	\$ 43,052	\$25.03	\$ 52,060
PS	Animal Control Officer	9	\$16.37	\$ 34,043	\$ 20.70	\$ 43,052	\$25.03	\$ 52,060
PS	Code Enforcement Officer	9	\$16.37	\$ 34,043	\$ 20.70	\$ 43,052	\$25.03	\$ 52,060
PW	Water/WW Journey/MS I	11	\$16.49	\$ 34,300	\$ 20.84	\$ 43,351	\$25.19	\$ 52,403
PW	Water/WW Journey/MS I	11	\$16.49	\$ 34,300	\$ 20.84	\$ 43,351	\$25.19	\$ 52,403
PW	Water/WW Journey/MS II	13	\$19.31	\$ 40,170	\$ 23.72	\$ 49,329	\$28.12	\$ 58,488
P&R	Park Manager	13	\$19.31	\$ 40,170	\$ 23.72	\$ 49,329	\$28.12	\$ 58,488
PW	Water/WW Journey/MS III	15	\$21.82	\$ 45,376	\$ 26.43	\$ 54,985	\$31.05	\$ 64,593
PW	Lead Water or Wastewater Op	16	\$22.40	\$ 46,597	\$ 27.19	\$ 56,559	\$31.98	\$ 66,522
PS	Deputy I	17	\$22.60	\$ 47,004	\$ 27.39	\$ 56,977	\$32.19	\$ 66,950
PS	Deputy II	18	\$24.18	\$ 50,304	\$ 28.57	\$ 59,430	\$32.96	\$ 68,557
PS	Deputy II	18	\$24.18	\$ 50,304	\$ 28.57	\$ 59,430	\$32.96	\$ 68,557
PS	Deputy II	18	\$24.18	\$ 50,304	\$ 28.57	\$ 59,430	\$32.96	\$ 68,557
PS	Deputy II	18	\$24.18	\$ 50,304	\$ 28.57	\$ 59,430	\$32.96	\$ 68,557
Admin	Town Clerk/Payroll & Benefits	19	\$24.46	\$ 50,882	\$ 30.32	\$ 63,062	\$36.17	\$ 75,241
Admin	Planner I	19	\$24.18	\$ 50,304	\$ 28.57	\$ 59,430	\$32.96	\$ 68,557
PW	Assistant Public Works Director	20	\$24.67	\$ 51,310	\$ 29.84	\$ 62,076	\$35.02	\$ 72,842
PS	Sergeant I	21	\$24.75	\$ 51,482	\$ 30.92	\$ 64,304	\$37.08	\$ 77,126
PS	Sergeant II	22	\$25.49	\$ 53,024	\$ 31.42	\$ 65,343	\$37.34	\$ 77,662
PS	Investigator/Drug Task Force	23	\$25.75	\$ 53,560	\$ 32.01	\$ 66,575	\$38.26	\$ 79,590
PW	Assistance PW Director	24	\$26.01	\$ 54,096	\$ 32.70	\$ 68,021	\$39.40	\$ 81,947
P&R	Parks & Recreation Director	25	\$26.27	\$ 54,631	\$ 33.22	\$ 69,092	\$40.17	\$ 83,554
PW	Lead Water/WW Operator	27	\$26.60	\$ 55,338	\$ 33.64	\$ 69,981	\$40.69	\$ 84,625
Admin	Assistant Town Manager	27	\$26.60	\$ 55,338	\$ 33.64	\$ 69,981	\$40.69	\$ 84,625
PW	Public Works Director	29	\$33.99	\$ 70,699	\$ 40.17	\$ 83,554	\$46.35	\$ 96,408
Admin	Finance Director	31	\$34.14	\$ 71,021	\$ 42.82	\$ 89,070	\$51.50	\$ 107,120
PS	Marshal	33	\$34.51	\$ 71,770	\$ 43.13	\$ 89,713	\$51.76	\$ 107,656
Admin	Town Manager	35	\$38.72	\$ 80,533	\$ 54.63	\$ 113,633	\$70.54	\$ 146,733