

Date: October 9th, 2020

TO: Town of Rico Board of Trustees
FROM: Kari Distefano
SUBJECT: Town Manager's Report

Consideration of the 2122 Budget

According to State Statute, an annual budget must be presented to a municipality's governing body by October 15th. Attached to this memo is a proposed 2022 budget. Due to upcoming changes in personnel, there will likely be significant adjustments based on the skill set of the new manager prior to the final budget.

Included in the budget details attached to this memo are notes describing the method by which I made assumptions regarding revenues and expenses. The following is a summary of each fund.

General Fund Revenues:

Last year sales tax revenues did well but when I budgeted for them, I budgeted what I believed the Town would receive prior to transfers to the Street Fund and to the Parks, Open Space and Trails Fund (POST). That transfer was reflected in the Sales and Use Tax line item in the expense sheet of the General Fund in my budget. The 2020 Audit shows the sale tax collection after that transfer. The Audit does not indicate, in the expense column, the sales tax transfers out. This discrepancy is accounted for later in an amendment to the audit.

In the 2021 budget, I had budgeted \$130,000 revenue in sales tax and \$30,000 in transfer to the Street Fund and the POST fund. As of August 31st, the Town had received \$117,650.73 in sales tax and \$28,529.72 has been transferred to POST and the Street Fund. This leaves sales tax revenue at the end of August in the general fund at \$89,121.01. As a reminder, per ordinance, the Street Fund, and the POST Fund each receive 10% of sales tax revenues.

Property tax is based on the Town's actual valuation. 2021's actual valuation was \$78,169.67. As of August 31st, the Town has received \$73,057.65.

Mineral leasing continues to go down. Last year I budgeted \$15,000 based on receiving \$18,963 in 2020 but the Town only received \$13,077.10. For the upcoming year, I budgeted \$5,000 but that may be optimistic.

Should an agreement be reached with the Rico Center, the Town could receive consistent funding for staffing purposes. I budgeted \$40,000 from the Rico Center based on the 2019 Abstract of Assessment. That is the most recent information available on the Dolores County web site. I allowed for the reduction in severance tax that funds the Rico Center, but we won't know what that number will be until we reach an agreement with the Rico Center and the actual numbers are in place. Other revenues include licenses and permits and fines. This revenue is extremely variable and should not be counted upon.

General Fund Expenses - Employees:

To date, this year 78% of expenses are in employee costs. The Town is currently experiencing changes in Town Staff that are reflected in the budget for 2022, but the new town manager may want to make revisions depending on his skill set. It is also my understanding that Linda Yellowman will be retiring at the end the year. The following is a summary of the staffing expenses that are reflected in this budget:

Town Manager. Full time, \$65,000 per year, starting salary with benefits that include insurance for one person and PERA retirement benefits at a 14.2% match with a total cost including payroll taxes of \$89,388.56. At this time, I have distributed that expense to the General Fund 55%, the Water Fund 30%, the Sanitation fund 5%, and the Street Fund at 10%. I have also increased the training portion of the budget to allow for training in activities that are specific to the operations of municipalities.

Maintenance 1. Full time, \$37,044.89 per year with benefits that include insurance for one person and PERA retirement benefits at a 14.2% match with a total cost including payroll taxes of \$54,785.72. This expense is distributed between the Water Fund 60% and the Street Fund 40%.

Town Clerk/Administrative Assistant. Part time, \$25.00 per hour, no benefits. The Rico Home Rule Charter requires that the Town have a Town Clerk. This position is funded by the General Fund 50% and the Water Fund 50%. The increase in the training budget also allows for training a Town Clerk as this is a very specialized area. The new manager will have to hire someone for this position.

POST Administrator. Part Time, no benefits, wage dependent on duties. This is a legacy position from the prior town manager. Zach McManus was doing it when I took the job, but I saw no need to fill it once he left. I have budgeted \$5,000 for that position in case the new town manager determines that it is necessary. That position is funded entirely from the POST Fund.

POST Groomer. Part Time, no benefits, \$30.00 per hour. The amount spent on this activity is dependent entirely on the weather. I budgeted \$7,000 for this activity based on last year's expense.

POST Maintenance – Ice Rick and Park. Part Time, no benefits, \$30.00 per hour. This position is also variable. I budgeted \$8,900 for this activity and the new town manager may want to include the recycling program in this person's duties.

Maintenance 2. Part Time, no benefits, \$30.00 per hour. This position is funded by the Water Fund, 30% and the Street Fund, 70%. This position includes plowing snow and assisting with the water system maintenance.

Water Technician. Part Time, no benefits, \$45.00 per hour. This position is that of Rico's water system's Responsible Operator. Having a Responsible Operator is a requirement of the Colorado Department of Public Health and Environment. This activity is highly specialized and requires years of training and testing to become certified. This position is funded entirely by the Water Fund.

Town Marshal. Part Time, no benefits, \$35.00 per hour. The Town currently employ two Town Marshals. They are funded through the General Fund. A portion of their cost is offset by fines on traffic violations.

General Fund Expenses - Subcontractors:

Currently the Town employs several contractors. I arranged this budget based on activities that the new manager may want to subcontract. This may change based on the skill set of the new manager.

Municipal Court Judge. The Town has a long-standing arrangement with John Kelly for this duty. As far as I know, that will remain unchanged in the upcoming year. I have budgeted the usual \$4,500 for this position.

Town Attorney. The Rico Home Charter requires that Rico have a Town Attorney. Carol Viner of Viner Law is the appointed Town Attorney, but Marti Whitmore has also been used by the Town for water matters, planning matters and access issues. Tom Bloomfield is used by the Town for matters involving the VCUP. His costs are passed along to and paid for by ARCO. I have budgeted \$20,000 for regular Town Attorney fees. This money comes from the General Fund. We have \$10,757.75 left of a Rico Center Grant that was given to the Town to pay for Rico Land Use Code revisions including an attorney review and the resolution of water issues. Marti Whitmore's fees come out of that grant, which is included in Special Projects. I have budgeted \$75,000 for ongoing VCUP negotiations in the hope that this is nearing to a close. This comes out of the General Fund.

Town Planner. This has been a function that I have fulfilled, and it may be a function that the new town manager is equipped to take on. If not, I have budgeted \$20,000 for the upcoming year. The current Land Use Code has designated fees for specific planning applications. My recommendation is that the Board amend this and have fees based on actual time billed by a subcontractor if the town manager wants to subcontract this function. It should be noted that the Town does not at this time have GIS capabilities. This may change with a VCUP agreement, but GIS is a necessary function of planning.

Auditor. It is best management practices for municipalities to periodically change auditors. The Town of Rico has used the same auditor for over ten years and the Board of Trustees should consider charging the new town manager with engaging a new auditor. I have budgeted more money as the new auditor is likely to be more expensive. I would recommend that the Town start looking at this situation immediately because both the Town's current auditor and potential new auditors start getting busy quickly and waiting until spring or summer to engage an auditor will likely result in increased cost.

Building Inspector. This position has been fulfilled by Ken Haynes and Tyler Lapp. The building inspector is paid out of the building permit fees. Traditionally the building inspector takes all fees generated by building permit except the excise tax. I am not sure if either Haynes or Lapp will be available in the future. If the new town manager is not qualified to do this himself, he should secure the position prior to the onset of the building season.

I have been doing the septic inspections since I am a certified septic inspector. The new town manager may want to continue that practice or subcontract. I have been continuing throughout the summer, but I will no longer be available for the upcoming building season. I would recommend including this in the building inspector's duties if that person is qualified. If not, it may be possible to enter into an agreement with San Miguel County to use their inspector.

Accounting Services. In the past Linda Yellowman has been doing the bookkeeping and I have done the budget and put together Treasurer's report in a manner that is digestible to the Board. This is a time-consuming activity because the Treasurer's reports produced by the Town's aging software are incomprehensible to anyone not intimately familiar with the Town's financial activities. After having investigated new software, I have concluded that it may be more cost effective to subcontract with a company like ASAP that has appropriate skills and software. To that end, I have budgeted \$15,000 for accounting services. This price may come down once the

initial switch to new software has been made. This may also be an activity that the new manager feels that he can continue without the services of a subcontractor.

General Fund Expenses - Other:

The other 22% of the General Fund expenses are dedicated to administrative related expenses including insurance, utilities and supplies as well as other things that are included in the budget details attached to this memo. I based these expense estimates on last year's cost. Something that should be noted, is that I came to the manager's position with my own software and an adequate ability to keep the IT systems functional, including software glitches and website development. This is an outstanding item since I have no idea what the new town manager will need or want in terms of IT backup. I have included \$1,500 dollars for those purposes. An advantage to using a subcontractor for the finances, payroll, and billing, would be that the Town could discontinue the Peachtree and RVS annual licenses.

Water Fund Revenues:

As a reminder, our water fund is an enterprise fund, which means it can be operated in the manner of a business fund. It is not subject to TABOR restrictions and the Board of Trustees can increase user fees without having to go to a vote. Last year the Board did increase user fees, but the additional fees did not generate as much income as I had anticipated. Revenue from fees was also down from 2020. I estimated revenues from this year based on last year's intake.

The Town did extensive maintenance on the two newer tanks based on the idea that it would be easier to get grant funding for a full replacement of the older tank. This situation needs to be discussed and decided upon with and by the Board and the new town manager. I have done some research on replacing the old tank and estimate that it would cost \$350,000. I put that in the budget along with an estimate of revenues of \$175,000 from grants for this project. That will be a project for the new manager and may be put off. Also in long-term capital improvements, replacing the old ductile iron pipe that still exists in some parts of town should be considered.

Water Fund Expenses:

The expense budget is based on last year's expenses since I do not anticipate any significant changes. Included in the expenses is preliminary engineering of a new maintenance facility. Replacing the Town maintenance facility is of utmost importance. The current maintenance facility is bordering on unusable. There may be some band aid type fixes, but it would be better to start exploring grant funding for a replacement. The Department of Local Affairs has funding available for such projects, but the Town would have to come up with a fifty percent match. The cost of replacing that building would likely be in the \$1,500,000 - \$1,750,000 range.

Street Fund Revenues:

Street Fund revenues come from sales and use taxes, property taxes, a franchise tax (SMPA), highway user's tax (State) and the County Road and Bridge Reapportionment. In this budget, I have assumed that the proposed mill levy will not pass. If it does, that would add approximately \$76,849 to the street fund. The passage of the lodging tax initiative would add approximately \$1,000 to the street fund. This also is not included in the current budget. Should either or both ballot initiatives pass, the budget will be readjusted to reflect that.

Street Fund Expenses:

I have based cost estimates for the Street Fund on last year's expenses. Street Fund expenses continue to outpace revenue. If the ballot initiative does not pass, monies from the General Fund will have to be used to backfill short comings. This may necessitate some legal maneuvering.

Sanitation Fund Revenues:

Sanitation fund revenues come from a 3.939 mill levy. The income estimate in this budget is based on the August valuation. This will be updated in November when the November Valuations are assessed.

Sanitation Fund Expenses:

In this budget, I have included a minimum amount of the new town manager's time as well as miscellaneous engineering, which would only be necessary if Rico got lucky and was included in the congressionally directed funding bill when (or if) Congress passes a budget.

Parks, Open Space and Trails Fund Revenues:

This fund is supported by sales and use tax, lodging tax, and excise tax from building permits. Excise tax and sales and use tax were higher than expected in 2021. In the past, the Town has applied to the Rico Center for funding for the popular winter programs. The last two years, the Town has not had to do that because there were adequate funds in this account to allow the Town to continue these programs. The Town may need to apply to the Rico Center in the future as these funds get drawn down.

Parks, Open Space and Trails Fund Expenses:

Included in the 2021 work plan was continued work on a trail across the Popek property to the south of Town. Completion of this trail would necessitate the construction of a bridge that would likely cost approximately \$200,000 - \$225,000. The Town has received \$7,500 in grant funding that the Town is obliged to use on an environmental assessment and engineering for a bridge. If the Board decides to discontinue work on this trail, the Town will need to return those monies. In this budget, I have assumed that the Town wants to continue that project and would apply for and receive grant funding to offset the cost.

General Fund Revenues	2020	2021	2021	August 31th	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Revenues						
Property Tax*	77,551.00	78,169.67	-5,112.02	73,057.65	86,101.09	Based on Aug Actual Valuation
Delinquent Taxes & Interest	338.00	200.00	90.24	290.24	200.00	
Sales & Use Tax	123,061.00	130,000.00	20,000.00	150,000.00	126,752.00	Based on conservative evaluation of upward trends (3% increase)
Specific Ownership Tax	4,098.00	3,800.00	640.21	4,440.21	4,000.00	Based on last years audit
Cigarette Tax	0.00	120.00	71.66	191.66	190.00	Based on 2021 collection
Motor Vehicle Tax	1,549.00	1,300.00	249.49	1,549.49	1,500.00	Based on 2021 collection
Total Operating Revenues	206,597.00	213,589.67	15,939.58	229,529.25	218,743.09	
Intergovernmental Revenue						
Mineral Leasing	18,963.00	15,000.00	-1,922.90	13,077.10	5,000.00	mineral leasing is going away in Dolores County
Severance Tax	1,794.00	1,200.00	-1,200.00	0.00	0.00	mineral leasing is going away in Dolores County
Building Permits - All licenses and permits are grouped together in audit	19,126.00	3,000.00	8,846.86	11,846.86	5,000.00	Conservative guess
Septic Permit		0.00	37.50	37.50	375.00	Septic prices went up in 2021
Development Applications		500.00	4,777.50	5,277.50	20,000.00	An offset to actual applications - will likely vary
Business Licenses		200.00	50.00	250.00	200.00	Based on last year

Dog Licenses (licenses & permits together on audit)		100.00	-70.00	30.00	100.00	Based on last year
Total Intergovernmental Revenues & Fees	39,883.00	20,000.00	10,518.96	30,518.96	30,675.00	
Miscellaneous Revenues						
Insurance reimbursement	0.00	0.00	1,940.00	1,940.00	0.00	
Reimbursement	0.00	0.00	150.00	150.00	0.00	
Interest	498.00	400.00	70.07	470.07	475.00	Based on last year
Fines & Forfeits	6,317.00	4,000.00	6,390.74	10,390.74	10,000.00	Based on last year
Rent - in miscellaneous in audit		5,700.00	-300.00	5,400.00	5,400.00	Based on last year
SMPA dividend - in miscellaneous in audit		1,000.00	-565.82	434.18	400.00	Based on last year
Rico Center		0.00	0.00	0.00	40,000.00	Based on a reduction of 2019 revenues (severance tax loss)
Miscellaneous Revenues (lumped together in audit)	75,156.00	0.00	138.02	138.02	0.00	
CVRF (COVID relief fund) - in miscellaneous in audit		6,000.00	23,030.90	29,030.90	0.00	I think this money probably ran out but maybe not
Total Miscellaneous	81,971.00	17,100.00	30,853.91	47,953.91	56,275.00	
Total Revenues before Payroll Transfers	328,451.00	250,689.67	57,312.45	308,002.12	305,693.09	
Transfers						
Payroll Transfer	151,807.00	169,848.87	-6,170.43	163,678.44	114,194.89	
Attorney pass through	0.00	50,000.00	70,878.36	120,878.36	75,000.00	
Contract Labor Transfers	0.00	5,080.00	-5,080.00	0.00	15,500.00	

Total Payroll Transfers to / From Other Funds	151,807.00	224,928.87	59,627.93	284,556.80	204,694.89	
Total Operating Revenues and Transfers	480,258.00	475,618.54	116,940.38	592,558.92	510,387.98	
Special Projects Revenues	17,785.00	25,000.00	-6,609.57	18,390.43	94,583.76	
Total Revenues	498,043.00	500,618.54	110,330.81	610,949.35	604,971.74	Budgeted amount does not match Audit - Audit is wrong
Expenses - Total	425,305.00	544,580.76	66,751.04	611,331.80	617,123.59	
Fund Balance Ending	884,560.00	707,453.00		884,177.55	872,025.70	

General Fund Employee & Contract Labor Expenses				August 31th Report		
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Expenses						
Salaries & Wages						
Town Administrator / Manager	67,574.00	67,000.00	-8,791.64	58,208.36	65,000.00	
Maintenance 1	36,559.00	36,569.49	0.00	36,569.49	37,044.89	1.3% Cost of living raise
Town Clerk / Admin Assistant	33,723.00	33,731.86	0.00	33,731.86	26,000.00	20 hours per week @ \$20 - \$25 dollars per hour
Park & Recreation Administrator - combined with all POST programs in audit		5,000.00	-5,000.00	0.00	5,000.00	This position is may not be necessary
Park & Recreation groomer - combined with all POST programs in audit		7,000.00	-227.50	6,772.50	7,000.00	Based on last year
Park & Recreation ice rink & park - combined with all POST programs in audit		8,900.00	-2,900.00	6,000.00	8,900.00	Might want to give him the recycling program
Maintenance 2	640.00	20,000.00	-15,000.00	5,000.00	10,000.00	Not sure whether or not this will be used
Water Technician	2,543.00	5,000.00	-1,828.00	3,172.00	4,000.00	Based on last year
Town Marshall	22,645.00	30,000.00	-7,775.57	22,224.43	30,000.00	Based on last year
Subtotal - Salaries & Wages	163,684.00	213,201.35	-41,522.71	171,678.64	192,944.89	
Employee Taxes and Benefits						
Payroll Taxes	13,324.00	19,674.61	14,450.45	34,125.06	18,445.53	This will depend on Town Manager salary
Employer PERA (employee benefits combined on audit)	58,619.00	21,500.00	9,884.29	31,384.29	14,510.78	This will depend on Town Manager salary

Employee Health Insurance		41,704.80	-3,760.20	37,944.60	16,559.28	Based on last year - this may go up.
Employee Life Insurance (employee benefits combined on audit)		150.00	-12.21	137.79	71.20	Based on last year
Employee Consideration		3,000.00	0.00	3,000.00	1,500.00	Dennis will expect this bonus
Subtotal - Employee Taxes & Benefits	71,943.00	86,029.41	20,562.33	106,591.74	51,086.79	
Subtotal - Employee Costs	235,627.00	299,230.76	-20,960.38	278,270.38	244,031.68	
Other Labor						
Municipal Court Judge (Part Time)	4,500.00	4,500.00	0.00	4,500.00	4,500.00	
Town Attorney (plus prosecuter)	83,923.00	26,000.00	-16,757.75	9,242.25	20,000.00	Next year this will combine Viner & Whitmore - use Whitmore for land matters
VCUP Attorney (pass through)		50,000.00	70,878.36	120,878.36	75,000.00	Based on last year & the assumption that this will be resolved in 2022
Town Planner	0.00	2,500.00	-2,500.00	0.00	20,000.00	May not be contracted out. If it is, it will vary depending on applications.
Auditor	8,500.00	10,000.00	-1,500.00	8,500.00	12,000.00	We need a new auditor so this will go up
Building Inspector - not on audit	0.00	3,000.00	715.17	3,715.17	5,000.00	Only necessary if you want to contract this out
Accounting Services (Contract)	0.00	2,500.00	-2,500.00	0.00	15,000.00	Only necessary if you want to contract this out
Subtotal - Other Labor	96,923.00	98,500.00	48,335.78	146,835.78	151,500.00	

Total Employee & Other Labor	332,550.00	397,730.76	27,375.40	425,106.16	395,531.68
Other Administrative Expenses	56,565.00	101,850.00	20,304.39	122,154.39	138,250.40
Special Projects Expenses	36,190.00	45,000.00	19,071.25	64,071.25	83,341.51
Total General Fund Expenses	425,305.00	544,580.76	66,751.04	611,331.80	617,123.59

General Fund Other Administrative Expenses	2020	2021	2021	August 31th Report 2021	2022	Notes
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Administrative Costs						
Insurance (CIRSA)	4,968.00	5,200.00	-232.00	4,968.00	5,200.00	Based on last year need this to maintain the .gov and any other software that may be required.
IT/Website - Domain Maintenance - under miscellaneous in audit		1,200.00	-1,200.00	0.00	2,000.00	
Advertisements/Agenda - in supplies in audit		1,000.00	475.06	1,475.06	2,000.00	based on last year this includes licenses for software that the new manager may want to revisit
Supplies	10,472.00	12,000.00	-1,098.10	10,901.90	12,000.00	
Dues & Fees - in miscellaneous in audit		3,000.00	-1,716.66	1,283.34	3,000.00	based on last year
Travel/Conference/ Training Expenses - in miscellaneous in audit		1,750.00	-1,750.00	0.00	7,500.00	based on last year training new employees
Miscellaneous	30,361.00	1,500.00	21,995.40	23,495.40	2,000.00	
Transfers Out		0.00	0.00	0.00	0.00	
Debit Card - Transfer - Miscellaneous		0.00	0.00	0.00	0.00	
Subtotal - Administrative Costs	45,801.00	25,650.00	16,473.70	42,123.70	33,700.00	
Utilities						
Electric		2,000.00	-25.00	1,975.00	2,200.00	Conservative estimate
Propane		5,000.00	-665.00	4,335.00	5,000.00	Conservative estimate
Telephone & Internet		5,500.00	-261.31	5,238.69	6,000.00	Conservative estimate
Utilities-Other (all included in audit)	10,764.00	1,200.00	-406.86	793.14	1,000.00	Conservative estimate

Subtotal - Utilities	10,764.00	13,700.00	-1,358.17	12,341.83	14,200.00	
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Town Vehicle Costs						
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Fuel (not separated on audit)		2,000.00	341.49	2,341.49	3,500.00	Fuel has gone up a lot The marshalls will need a
Repair & Maintenance		0.00	4,695.33	4,695.33	25,000.00	new vehicle
Subtotal - Vehicle Costs	0.00	2,000.00	5,036.82	7,036.82	28,500.00	

Other						
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Facilities Maintenance - all lumped into special projects on Audit		15,000.00	-10,302.00	4,698.00	20,000.00	Courthouse painting project that didn't get done
Elections		8,000.00	8,000.00	3,000.00	3,000.00	
July 4th Expenses		2,500.00	-1,421.65	1,078.35	2,500.00	based on last year
Town Cleanup Day		0.00	4,372.63	4,372.63	6,000.00	Was in POST
Treasurer Fees		2,500.00	-291.52	2,208.48	2,500.00	based on last year Transfers from General Fund to POST and Street Funds
Sales & Use Tax		30,000.00	12,794.58	42,794.58	25,350.40	20%
Traffic Fine-Surcharge		2,500.00	0.00	2,500.00	2,500.00	
Subtotal - Other	0.00	60,500.00	152.04	60,652.04	61,850.40	

Total Other Administrative Expenses	56,565.00	101,850.00	20,304.39	122,154.39	138,250.40	
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General Fund Capital Improvement Revenues	2020	2021	2021	August 31th Report	2020	Notes
	Audit	Original Budget	Original vs Amended	2021 Projected Year End Budget	Proposed Budget	

Excise Tax	0.00	2,000.00	-884.00	1,116.00	2,000.00	The \$744 is not right - has been misallocated in the Treasurer's report
Total Capital Improvement Revenues	0.00	2,000.00	-884.00	1,116.00	2,000.00	

Special Projects / Grants Revenues

Rico Center Cemetery Pass through	0.00	0.00	3,400.00	3,400.00	3,400.00	Based on last year
Rico Center - River Corridor	0.00	3,000.00	-3,000.00	0.00	3,000.00	
Rico Center - LUC Amendments	0.00	20,000.00	-20,000.00	0.00	15,000.00	
Rico Center - Facilities improvements	0.00	0.00	13,000.00	13,000.00	0.00	
Rico Center - Food Bank & Rico Cares	0.00	0.00	874.43	874.43	0.00	
Recycling Program	0.00	0.00			71,183.76	
All lumped together on Audit	17,785.00					
Total Special Projects / Grants Revenues	17,785.00	23,000.00	-5,725.57	17,274.43	92,583.76	

Total Capital & Special Projects Revenues	17,785.00	25,000.00	-6,609.57	18,390.43	94,583.76	
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Capital Improvements Expenses

Facility Improvements (all special projects together in audit)

36,190.00 15,000.00 60.00 14,940.00 15,000.00

Total Capital Improvements Expenses **36,190.00** **15,000.00** **60.00** **14,940.00** **15,000.00**

Special Projects Expenses

River Corridor 0.00 5,000.00 -4,616.00 384.00 5,000.00

LUC Amendments & High Resolution Photo 0.00 20,000.00 -10,757.75 9,242.25 10,757.75

Rico Center Cemetery Pass through 0.00 0.00 3,400.00 3,400.00 3,400.00

Rico Cares 0.00 5,000.00 -4,895.00 105.00 5,000.00

Christmas Lights 0.00 0.00 3,000.00 3,000.00 3,000.00

Community Meetings 0.00 0.00 0.00 0.00 3,000.00

Recycling Program 0.00 0.00 33,000.00 33,000.00 38,183.76

Total Special Projects/ Capital Improvement Expenses **36,190.00** **45,000.00** **19,071.25** **64,071.25** **83,341.51**

Water Fund Revenues	August 31th Report					Notes
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Revenues						
Water Revenue	132,691.00	140,000.00	-12,408.17	127,591.83	127,500.00	Based on last year
Interest	614.00	100.00	-24.95	75.05	50.00	Based on last year
Electric Reimbursement	1,988.00	1,750.00	-257.50	1,492.50	1,492.00	Based on last year
Shut-off fee - with water revenue		5,250.00				Based on last year
Miscellaneous	0.00	0.00		-	500.00	Based on last year
Total Water Fund Operating Revenues	135,293.00	147,100.00	-17,940.62	129,159.38	129,542.00	
Capital Improvement Revenues						
Water Meter Replacement & Relocation Grant	52,249.00	240,051.47	-10,177.23	229,874.24	0.00	
Tap Installation		1,500.00	3,500.00	5,000.00	10,000.00	
Water Tank Replacement					0.00	
Water Tap		5,000.00	0.00	5,000.00		
Tank Replacement				-	234,500.00	Assumes 67% grant funding. Will need more to complete this project - some from CWCB and some from DOLA
Total Water Fund Capital Improvement Revenues	52,249.00	246,551.47	(6,677.23)	239,874.24	244,500.00	

Total Water Fund Revenues	187,542.00	393,651.47	-24,617.85	369,033.62	374,042.00
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Expenses - Total	441,505.00	289,406.29		305,050.45	473,772.50
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Fund Balance Ending	234,474.00	199,145.00		298,457.17	198,726.68
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Water Fund Expenses	August 31st Report					Notes
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Expenses						
Payroll Transfer	99,393.00	108,389.77	-4,284.80	104,104.97	60,022.45	
Employee Benefits Life	92.00	140.00	-94.07	45.93	50.00	
Auditor	0.00	2,125.00	0.00	2,125.00	5,000.00	
Accountant	0.00	0.00	0.00	0.00	5,000.00	
Attorney	0.00	1,000.00	-1,000.00	0.00	1,000.00	
Subtotal - Employee and Other Labor Costs	99,485.00	111,654.77	5,378.87	106,275.90	71,072.45	
Other Costs						
Insurance	5,285.00	6,000.00	776.06	6,776.06	7,000.00	
Repairs & Maintenance - included with tank repair in						
Audit	213,985.00	6,000.00	-1,012.02	4,987.98	7,500.00	
Supplies	3,969.00	7,500.00	-2,931.60	4,568.40	5,000.00	
Water Samples	4,507.00	6,000.00	-4,412.97	1,587.03	2,500.00	
Electric	5,184.00	5,400.00	-276.00	5,124.00	5,500.00	
Propane	2,250.00	2,500.00	500.00	3,000.00	5,000.00	
Utilities - other	1,962.00	2,100.00	-422.31	1,677.69	2,000.00	
Dolores Water Conservation District	2,700.00	2,700.05	0.00	2,700.05	2,700.05	
Miscellaneous	125.00	500.00	353.34	853.34	500.00	
Water Fund Operating Expenses	239,967.00	38,700.05	7,425.50	31,274.55	37,700.05	
Total Water Fund Operating Expenses	339,452.00	150,354.82	-12,804.37	137,550.45	108,772.50	
Capital Improvement Expenses						

Water Meter Replacement & relocation	102,053.00	130,051.47		160,000.00	0.00	
Tap Fee & Installation		1,500.00		7,500.00	7,500.00	
Preliminary maintenance facility planning		5,000.00		0.00	5,000.00	Won't get spent this year Will need grant funding to execute this project
Water Tank replacement					350,000.00	
Water Engineering Service		2,500.00		0.00	2,500.00	
Total Water Capital Improvement Expenses	102,053.00	139,051.47	28,448.53	167,500.00	365,000.00	

Total Water Fund Expenses	441,505.00	289,406.29	15,644.16	305,050.45	473,772.50	
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Street Fund Expenses	August 31st					Notes
	2020	2021	2021	2021	2022	
	Actual	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Expenses						
Payroll Transfer	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Auditor	0.00	0.00	0.00	0.00	0.00	
Accounting Services	0.00	0.00	0.00	0.00	0.00	
Subtotal - Employee and Other Labor Costs	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Contract Snow Removal	10,450.00	20,000.00	-10,000.00	10,000.00	5,000.00	Hopefully this won't be needed
Equipment Rental - on Audit?	23,159.00	0.00	0.00	0.00	0.00	
Fuel	4,620.00	8,000.00	-2,172.90	5,827.10	7,500.00	
Equipment Repairs & Maintenance	10,040.00	12,000.00	-7,232.35	4,767.65	5,000.00	
Insurance	0.00	5,000.00	1,481.61	6,481.61	6,500.00	
Supplies	3,180.00	2,500.00	-2,476.67	23.33	2,500.00	
Electric	1,279.00	2,000.00	-170.00	1,830.00	2,000.00	
Street Lights	1,128.00	2,000.00	-872.00	1,128.00	1,500.00	
Utilities - other	1,902.00	2,000.00	-90.65	1,909.35	2,500.00	
Treasurer Fees	210.00	300.00	0.68	300.68	350.00	
Total Street Fund Operating Expenses	55,968.00	53,800.00	21,532.28	32,267.72	32,850.00	
Capital Improvement Expenses						
Gravel Project - Various Streets		3,500.00		1,350.00	5,000.00	
Equipment Lease Loader	24,068.00	26,500.00		25,500.00	25,500.00	This lease might be up next year

Street Fund Expenses

August 31st

Preliminary mainteance
facility planning

5,000.00

0.00

5,000.00

This didn't get spent
We couldn't find one last
year and the Board
expressed doubts as to
whether the Town needed
one.

Water Truck

18,000.00

0.00

0.00

**Total Street Fund Capital
Improvement Expenses**

24,068.00

53,000.00

26,150.00

-

26,850.00

35,500.00

Total Street Fund Expenses

115,734.00

143,817.31

-46,723.31

97,094.00

98,372.45

Street Fund Revenues		2020	2021	2021	August 31st	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes	
Operating Revenues							
Property Tax (without a mill levy increase)	10,678.00	10,762.68	-746.70	10,015.98	11,804.18		
Sales & Use Tax	13,117.00	11,000.00	9,000.00	20,000.00	20,000.00		
Specific Ownership Tax	562.00	500.00	108.73	608.73	500.00		
Delinquent Tax & Interest		0.00	16.99	16.99	15.00		
Franchise Tax	5,779.00	6,000.00	1,303.11	7,303.11	7,300.00		
Highway Users Tax	14,389.00	13,500.00	-660.33	12,839.67	12,800.00		
County R&B Reapportionment	11,780.00	10,000.00	1,814.12	11,814.12	11,800.00		
Interest	48.00	40.00	3.73	43.73	30.00		
Miscellaneous	0.00	100.00	14,419.00	14,519.00	500.00		
Rico Center Grant - Plowing	24,627.00	20,000.00	0.00	20,000.00	0.00		
Total Street Fund Operating Revenues	80,980.00	71,902.68	25,258.65	97,161.33	64,749.18		
Capital Improvement Revenues							
Excise Tax	3,754.00	1,500.00	306.00	1,806.00	1,800.00	from building permits	
Total Street Fund Capital Improvement Revenues	3,754.00	1,500.00	306.00	1,806.00	1,800.00		
Total Street Fund Revenues	84,734.00	73,402.68	25,564.65	98,967.33	66,549.18		
Expenses - Total	115,734.00	143,817.31		97,094.00	98,372.45		
Fund Balance Ending	60,625.00	32,283.00		62,498.33	30,675.07		

Street Fund Revenues	August 31st					
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	Notes
Operating Revenues						
Property Tax (without a mill levy increase)	10,678.00	10,762.68	-746.70	10,015.98	11,804.18	
Sales & Use Tax	13,117.00	11,000.00	9,000.00	20,000.00	20,000.00	
Specific Ownership Tax	562.00	500.00	108.73	608.73	500.00	
Delinquent Tax & Interest		0.00	16.99	16.99	15.00	
Franchise Tax	5,779.00	6,000.00	1,303.11	7,303.11	7,300.00	
Highway Users Tax	14,389.00	13,500.00	-660.33	12,839.67	12,800.00	
County R&B Reapportionment	11,780.00	10,000.00	1,814.12	11,814.12	11,800.00	
Interest	48.00	40.00	3.73	43.73	30.00	
Miscellaneous	0.00	100.00	14,419.00	14,519.00	500.00	
Rico Center Grant - Plowing	24,627.00	20,000.00	0.00	20,000.00	0.00	
Total Street Fund Operating Revenues	80,980.00	71,902.68	25,258.65	97,161.33	64,749.18	
Capital Improvement Revenues						
Excise Tax	3,754.00	1,500.00	306.00	1,806.00	1,800.00	from building permits
Total Street Fund Capital Improvement Revenues	3,754.00	1,500.00	306.00	1,806.00	1,800.00	
Total Street Fund Revenues	84,734.00	73,402.68	25,564.65	98,967.33	66,549.18	
Expenses - Total	115,734.00	143,817.31		97,094.00	98,372.45	

Fund Balance Ending

60,625.00

32,283.00

62,498.33

30,675.07

Street Fund Expenses	August 31st					Notes
	2020	2021	2021	2021	2022	
	Actual	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Expenses						
Payroll Transfer	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Auditor	0.00	0.00	0.00	0.00	0.00	
Accounting Services	0.00	0.00	0.00	0.00	0.00	
Subtotal - Employee and Other Labor Costs	35,698.00	37,017.31	958.97	37,976.28	30,022.45	
Contract Snow Removal	10,450.00	20,000.00	-10,000.00	10,000.00	5,000.00	Hopefully this won't be needed
Equipment Rental - on Audit?	23,159.00	0.00	0.00	0.00	0.00	
Fuel	4,620.00	8,000.00	-2,172.90	5,827.10	7,500.00	
Equipment Repairs & Maintenance	10,040.00	12,000.00	-7,232.35	4,767.65	5,000.00	
Insurance	0.00	5,000.00	1,481.61	6,481.61	6,500.00	
Supplies	3,180.00	2,500.00	-2,476.67	23.33	2,500.00	
Electric	1,279.00	2,000.00	-170.00	1,830.00	2,000.00	
Street Lights	1,128.00	2,000.00	-872.00	1,128.00	1,500.00	
Utilities - other	1,902.00	2,000.00	-90.65	1,909.35	2,500.00	
Treasurer Fees	210.00	300.00	0.68	300.68	350.00	
Total Street Fund Operating Expenses	55,968.00	53,800.00	21,532.28	32,267.72	32,850.00	
Capital Improvement Expenses						
Gravel Project - Various Streets		3,500.00		1,350.00	5,000.00	
Equipment Lease Loader	24,068.00	26,500.00		25,500.00	25,500.00	This lease might be up next year

Preliminary maintenance facility planning		5,000.00		0.00	5,000.00	This didn't get spent We couldn't find one last year and the Board expressed doubts as to whether the Town needed one.
Water Truck		18,000.00		0.00	0.00	
Total Street Fund Capital Improvement Expenses	24,068.00	53,000.00	-	26,150.00	26,850.00	35,500.00
Total Street Fund Expenses	115,734.00	143,817.31	-46,723.31	97,094.00	98,372.45	

Parks, Open Space and Recreation (POST Fund)	August 31st Report				2022 Proposed Budget	Notes
	2020	2021	2021	2021		
	Actual	Original Budget	Original vs Amended	Projected Year End Budget		
Operating Revenues						
Sales & Use Tax	13,117.00	9,000.00	6,000.00	15,000.00	15,450.00	Based on 3% increase
Lodging Tax	242.00	1,000.00	-8.11	991.89	900.00	
Interest	44.00	35.00	12.03	47.03	30.00	
Excise Tax	3,754.00	1,500.00	498.00	1,998.00	500.00	We had a good building season in 2021.
Miscellaneous Income						
Total POST Fund Operating Revenues	17,157.00	11,535.00	6,501.92	18,036.92	16,880.00	
Special Project Revenues						
Rio Grande Southern Extension Grant Revenues	0.00	0.00	7,500.00	7,500.00	125,000.00	This is predicated on a successful grant application
Miscellaneous	0.00	0.00		0.00	0.00	
Total POST Fund Revenues	17,157.00	11,535.00	14,001.92	25,536.92	141,880.00	
Operating Expenses						
Grooming Payroll Transfer (all payroll combined on Audit)	8,425.00	7,000.00	1,827.50	8,827.50	7,000.00	
Ice Rink & Park Maintenance Payroll Transfer		8,900.00	-6,695.00	2,205.00	8,900.00	
Administrator Payroll Transfer	0.00	5,000.00	-5,000.00	0.00	5,000.00	

Repairs & Maintenance of Equipment (combined on audit)	8,808.00	1,000.00	0.00	1,000.00	1,500.00	
Supplies (combined on audit)		6,000.00	-1,552.87	4,447.13	7,500.00	
Insurance	4,852.00	5,000.00	-148.00	4,852.00	5,000.00	
Miscellaneous	0.00	300.00	-300.00	0.00	500.00	
Total POST Fund Operating Expenses	22,085.00	33,200.00	-11,868.37	21,331.63	35,400.00	
Special Project Expenses						
Town Clean Up	0.00	0.00	0.00	0.00	0.00	Included in General Fund Not sure where this expense got put in 2021.
Flowers	0.00	0.00	0.00	0.00	1,500.00	
Winter Carnival	0.00	750.00	-750.00	0.00	1,500.00	Canceled last year due to COVID but it is popular.
Rio Grande Southern Extension Trail	0.00	6,000.00	0.00	6,000.00	100,000.00	May not get construction grant but we are obliged to spend grants received on the EA and engineering.
POST Fund Special Project Expenses	0.00	6,750.00	-750.00	6,000.00	103,000.00	
Total POST Expenses	22,085.00	39,950.00		27,331.63	138,400.00	
Fund Balance Ending	87,787.00			85,992.29	3,480.00	

Conservation Trust Fund (CTF) Fund	August 31st Report					Notes
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
Operating Revenues						
Lottery Proceeds	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Reimbursements	0.00	0.00	0.00	0.00	0.00	
Total CTF Revenues	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Conservation Trust Expenses						
Projects - Rio Grande						
Southern Trail	0.00	5,000.00	-5,000.00	0.00	30,000.00	
Total CTF Expenses	0.00	5,000.00	-5,000.00	0.00	30,000.00	
Total POST Expenses	0.00	5,000.00		0.00	30,000.00	

Fund Balance Ending Conservation Trust Fund (CTF) Fund	August 31st Report					Notes
	2020	2021	2021	2021	2022	
	Audit	Original Budget	Original vs Amended	Projected Year End Budget	Proposed Budget	
	37,357.00			39,534.26	9,357.00	
Operating Revenues						
Lottery Proceeds	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Reimbursements	0.00	0.00	0.00	0.00	0.00	
Total CTF Revenues	2,025.00	2,000.00	177.26	2,177.26	2,000.00	
Conservation Trust Expenses						
Projects - Rio Grande						
Southern Trail	0.00	5,000.00	-5,000.00	0.00	30,000.00	
Total CTF Expenses	0.00	5,000.00	-5,000.00	0.00	30,000.00	

Total Expenses	0.00	5,000.00	0.00	30,000.00
Fund Balance Ending	37,357.00		39,534.26	9,357.00

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