

# TOWN OF MEEKER

## ANNUAL BUDGET

Beginning January 1, 2016



The Market Street Sidewalk project was completed in 2015 with new sidewalks running from Watt's Ranch Market east of Meeker to 11th Street. Phase 1 of the project was funded in part by an enhancement grant awarded to the Town by the Colorado Dept. of Transportation.



In 2014 the Dept. of Local Affairs awarded a grant for the Eastern Meeker Utility Expansion project and through a cooperative effort between E. RBC Health Dist., Meeker Cemetery Dist., Meeker Sanitation Dist., Rio Blanco County, RBC Fire Protection Dist. and the Town of Meeker approx. 3 miles of utility infrastructure was run to the new Pioneers Medical Center east of Meeker, this also added an additional 500,000 gallon storage tank and provides services to all properties along Highway 13 to County Road 15. The new hospital (below) opened in 2015.

**Mayor: Regas K. Halandras**

**Mayor Pro Tem: John Strate**

**Trustees:**

**Danny Conrado**

**Scott Creecy**

**Travis Day**

**Bryce Ducey**

**Rodney Gerloff**



# TOWN OF MEEKER

## PUBLIC MEETINGS SCHEDULE

### BOARD OF TRUSTEES

First and Third Tuesdays of each month except December

7:00 P.M.

MEEKER TOWN HALL

345 Market Street

### PLANNING AND ZONING COMMISSION

Second Monday of each month as needed

Fourth Monday of each month as needed

7:00 P.M.

MEEKER TOWN HALL

345 Market Street

### BOARD OF ADJUSTMENT

AND

### BOARD OF APPEALS

Only as necessary

MEEKER TOWN HALL

345 Market Street

All meetings are open to the public. Agendas are published in the Rio Blanco Herald Times the week prior to a meeting and are available at the office of the Town Clerk. Special meetings, which cannot be published, due to time constraints, are posted at Town Hall and the Post Office. Meetings must be posted a minimum of 24 hours in advance. Each agenda contains an agenda item entitled "Public Participation", at which time citizens' comments are welcome and encouraged. A request to be included on the agenda must be made to the Town Administrator no later than 10 days prior to the meeting date.

**TOWN OF MEEKER BOARD MEMBERS**

**MAYOR**

*Regas Halandras*

**BOARD OF TRUSTEES**

*John Strate, Mayor Pro tem*

*Danny Conrado*

*Scott Creecy*

*Travis Day*

*Bryce Ducey*

*Rodney Gerloff*

**PLANNING AND ZONING COMMISSION**

**AND**

**BOARD OF ADJUSTMENT**

*Chairman: Terry Goedert*

*Sam Hale*

*Kurt Nielsen*

## **TOWN OF MEEKER STAFF**

### **Administration Department**

#### **General and Water Funds**

*Scott W. Meszaros, Administrator, Treasurer, Deputy Clerk*

*Lisa Cook, Town Clerk, Municipal Court Clerk and Finance Officer*

*Julie McNay, Water Clerk, Receptionist, Assistant Court Clerk*

*Kathy Sizemore, Assist. Water Clerk, Liquor License Clerk, Planning Commission Clerk*

### **Community Development**

*Carl Padilla, Building Inspector/Code Enforcement Officer/Loss Control*

*LSL, INC.- Contract Planning Firm*

### **Police Department**

*Bob Hervey, Chief of Police*

*Phil Stubblefield, Lieutenant*

*Jim Amick, Officer*

*Gardner Mendenhall, Officer*

*Mike Washburn, Officer*

*Keith Hood, Officer*

*Kathy Sizemore, Police Secretary, Part Time*

*Laurel Haney, Animal Control Officer*

*Vicki Crawford, Animal Control Facility*

*Cassi Hobbs, Animal Control Facility*

*Brandy Giau, Animal Control Facility*

### **Public Works and Water Department**

*Russell Overton, Public Works Superintendent*

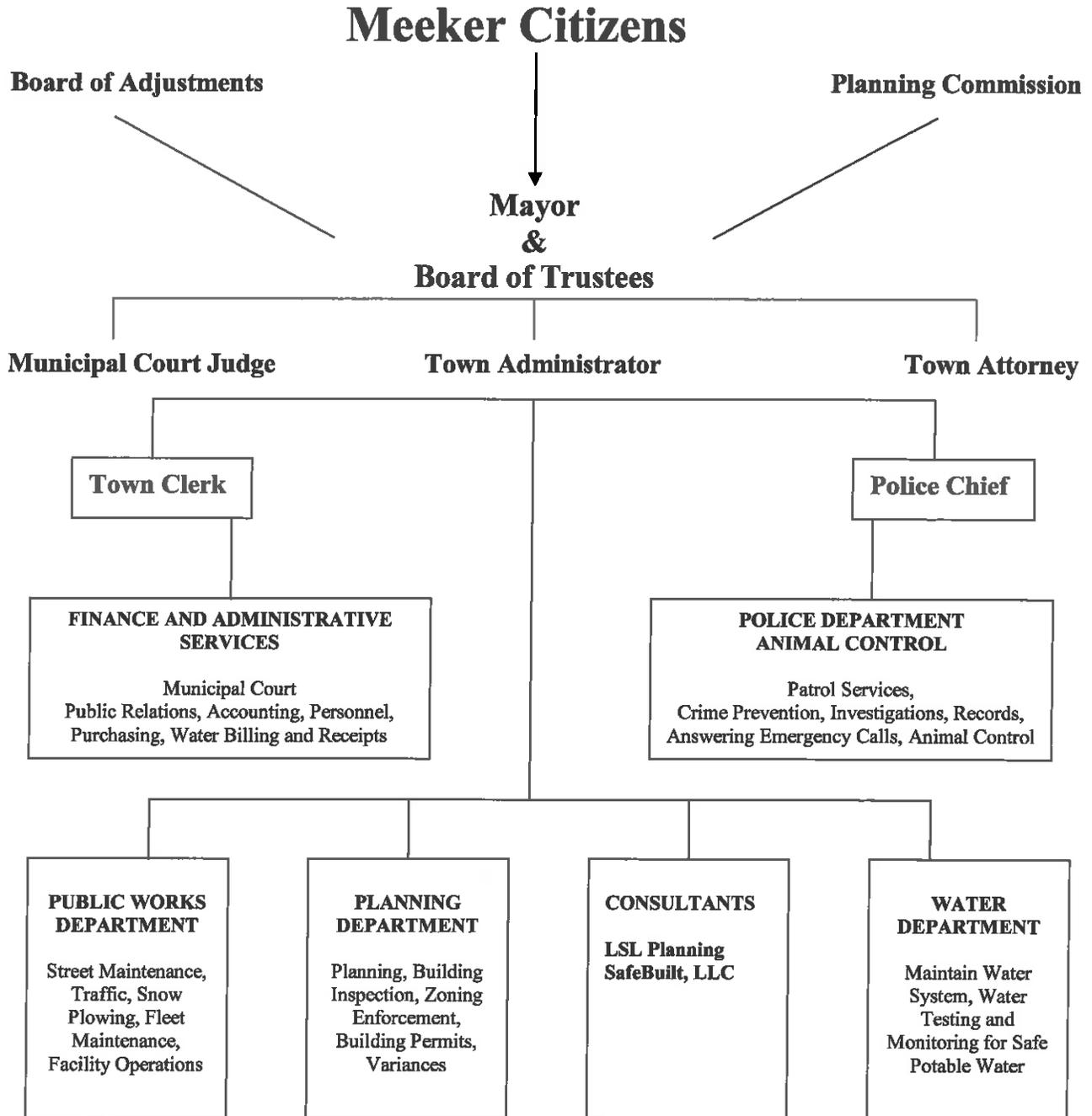
*Tobey Willey, Assistant Superintendent/Water System Operator*

*Landon Archuleta, Utility Man*

*J.W. Squire, Streets and Parks*

*Jak Kilduff, Utility Man*

# TOWN OF MEEKER ORGANIZATIONAL CHART



# **TOWN OF MEEKER, COLORADO**

The Town of Meeker acquired its name from Nathan Meeker, who was instrumental in establishing Greeley, Colorado and later came to the Meeker area as an Indian agent for the White River Ute Indian Tribe. The Town of Meeker was incorporated in 1885, and final proof of patent recorded in 1887. The Town of Meeker was the first, and only incorporated Town in northwestern Colorado for more than twenty years. The Town of Meeker's estimated population is 2,750. The Meeker area was home to the Ute Indian Tribe for many years prior to the Town being established. It is the desire of Meeker residents and the Ute Indian Tribe to build a long lasting relationship.

The Town of Meeker is located on the north bank of the White River in Northwestern Colorado in the east center portion of Rio Blanco County. The primary State Highway intersecting Meeker is Highway 13, the north-south connection, with Highway 64 located just west of Town, the east-west connection. The Town of Meeker is the County Seat for Rio Blanco County.

Although the Town of Meeker grew to over 2,500 during the oil shale development in the early 1980s, it is only now surpassing that population again. The Town regularly experiences the ebb and flow of energy development, leading to fluctuations in population.

## **GOVERNING BODY**

Meeker is a municipal corporation and a political subdivision of the State of Colorado. It is a statutory town and has an appointed town administrator. The voters elect a mayor and six members to the Board of Trustees. Municipal elections are held during even numbered years on the first Tuesday in April. The Mayor serves a term of two years. Board of Trustee members serve four year terms which are staggered. The next election will be the first Tuesday in April, 2016.

## **ECONOMIC BASE**

Meeker residents are employed in various activities, such as: agriculture, mineral extraction activities, construction and government. Although it has long been recognized that Meeker must diversify to become more economically stable, diversification has been difficult, and up to the present, not very successful. Agriculture continues to diminish in this area. Several corporations have purchased many working ranches in the immediate area and converted the land to guest ranches including providing guests with hunting and fishing activities and other ranches have been subdivided into smaller "ranchettes". The Board is examining a contract with "Better City" to move forward with Mathew Godfrey and his specialized development team to focus on specific industry clusters and projects laid out in a joint plan with Rio Blanco County and the Town of Rangely. The Scope of Work and focus of the project were presented to the Board in a workshop in October, 2015. Final approval of a contract is planned for the December 8<sup>th</sup> Board Meeting, following Budget Adoption for 2016.

**TOWN OF MEEKER  
2016 BUDGET MESSAGE**

This budget has been prepared for the fiscal year beginning January 1, 2016 and ending December 31, 2016 with all funds balanced and in accordance with the "Local Government Budget Law" of the State of Colorado. The budget establishes revenue estimates and expenditure limits for all Town funds and departments.

The budget includes beginning and ending fund balances, budget preparation and policy information, a plan for revenues and expenditures in each fund, an explanation of each department's function, both summary and line item statistics for the previous two years of revenues and expenditures. Other items included are: goals, historical information, a list of staff and board members, a description of each department's function and other general information so that the budget may be utilized as a policy and informational guide for the Town's Board, Staff Members, and Citizens. The budget was prepared in uniformity with generally accepted accounting principles using a modified accrual basis of accounting.

**Budget Highlights**

The budget has been prepared by projecting revenues with information available historically and incorporating other projections provided to the Town from the Department of Local Affairs, Associated Governments of Northwestern Colorado and the Colorado Municipal League. A section entitled "Budget Policies and Budget Preparation" explains the budget process in further detail. Staff members and elected officials strive to minimize expenditures without jeopardizing municipal services and maintenance for the Town's equipment and infrastructure and applying for grants when possible to assist funding various projects.

The Town's 2016 budget again includes funding to the Meeker Chamber of Commerce to assist funding the Director position to facilitate increasing tourism and economic development endeavors in the local business community as well as participating in projects involving surrounding towns and counties. It also includes the Town's payment to Rio Blanco County for dispatch fees, and a donation to the Meeker Historical Society to assist with salaries for those who work in the White River Museum to remain open on the weekends. Additionally, the initiation of the Meeker Business Grant Program will go towards Site Enhancement and Economic Development Grants to Town businesses in the amount of \$50k, matching requirements of 50% would make a total of \$100k available in the second year of the program.

The Capital Improvement Budget includes funding to utilize Mathew Godfrey's "Better City" team on specific industry and Town Improvement sectors which will specifically enhance Meeker's Sales Tax Base and bring new jobs to our community.

Capital improvements to the water system include Water Line Improvements on Eighth Street and Well and Electronics engineering design updates with an Engineering and Design grant from DOLA.

Town Services to be provided during 2016 include: providing water service; street repair; snowplowing; parks maintenance for Ute Park and the small RV park at 4<sup>th</sup> and Water Streets; planning services including zoning and building inspections; code enforcement; animal control, including operating an animal shelter; working to adopt abandoned dogs and issuing dog licenses; providing police protection services, sharing equipment with other governmental entities and other services too numerous to mention.

The 2016 budget is very similar to prior years in most departments; however the Capital Improvements for the year are not as ambitious as the previous construction cycle. Employee pay will be Merit Based for the majority of Staff, Department Heads and Supervisors will receive a 2016 adjustment based upon the CML

Data averages for positions to bring these position more in line with current pay schedules (several were as low as 72% to average for these positions). The Town also funds a 6% match to the Colorado County Officials and Employees Retirement Association (CCOERA) for all employees and matches an additional 6% to CCOERA for police officers in lieu of Social Security from which the officers are exempt.

## **GENERAL FUND**

### Revenue Overview

Revenues projected during 2016 are estimated to include: general taxes and fees in the amount of \$1,913,367.00, grants in the amount of \$52,000, \$1,416,591.00 from the reserve fund for capital improvements, plus \$105,250 which is a mandatory Tabor emergency reserve required by the State's Constitution, for a total budget of \$3,487,208.00. The Town has been very fortunate, in the past, to collect more revenue, than total annual expenses, primarily due to mineral lease - mineral severance payments, which funds have been used the following years for capital projects. The Board's philosophy has been to use reserve funds (fund balance) for large maintenance projects and capital needs, only when the project is above normal maintenance and day to day expense requirements. There are many uncertainties concerning the distribution of mineral severance - mineral lease payments and the effect to Meeker is unknown. The Highway Users Tax Fund revenue is projected to be somewhat lower. The Highway Users tax is set by the State and Federal legislators. As in the past, revenues have been budgeted conservatively. Any excess revenue collected, will be added to the reserve (fund balance) and used for capital expenditures in future years.

The Town's Certified Assessed Value by Rio Blanco County for 2015 was \$21,913,990 which is up slightly from last year's valuation of \$21,465,030. The Town mill levy will be 8.554 mills, the Town Board elected for another year of reduced collection to assist local business and citizens during current economic times. The Town was authorized during the election held April 1, 2008 to "De-Tabor" property taxes and can now collect the full permanent mill levy (9.781 Mills). The Towns of Meeker and Rangely combined, receive about 1% of all of the property taxes collected in Rio Blanco County.

## **WATER FUND**

### Revenue Overview

The Water Fund is supported by user fees and receives no regular tax revenues. Directly due to the DOLA Grant Funding, the Town Board examined and consequently increased Water Tap Fees in 2014 making Meeker's rates more in line with other similar Towns in the region, this change is only impactful when new users are joining into the water system.

## **CONSERVATION TRUST FUND**

Income from this fund is received from the State of Colorado Lottery funds and must be appropriated for recreational use. The funds have been budgeted for operation and maintenance costs of the Town's parks.

## **ACCOMPLISHMENTS**

Major accomplishments and activities during 2015 were:

1. Continued support to local businesses and the development of tourism by providing funding to the Meeker Chamber of Commerce to assist with the cost of the fulltime director.
2. Business Development/Assistance Grant Program pilot year.
3. DOLA infrastructure project which partnered with Pioneers Medical Center, Rio Blanco County, Meeker Fire Protection District, Meeker Sanitation District, the Cemetery District, and CDOT which provided water and sanitation services to the new Pioneers Medical Center Complex, Curtis Creek, and out to CR15 was completed. New Storage Tank and Pump House facilities.
4. Market Street Sidewalk Project phase 1 and 2 completed.
5. Paving project on 3<sup>rd</sup>, 5<sup>th</sup>, and Cedar Streets completed.

6. Waterline Project on 1<sup>st</sup> Street and Airport Road completed.
7. Initiated "Better City" Development study and work with RBC and Rangely.
8. Privatized Recycling Center operations which reduced expenses and increased services provided.
9. Transitioned Health Care Benefits over to Broker Frank Urman reducing plan expenses and creating Health Service Account program for employees.
10. Complete Board Room updating project to include presentation equipment, updated wood and tops for desks, carpeting, chairs, Town logo sign.
11. Joint Board Meeting effort with Eastern Rio Blanco Recreation & Parks Board.
12. Annexation of Curtis Creek Industrial Park, roadway improvements with Mill Tailings.
13. New Hospital Facility Construction completed and County Justice Center underway.

Scott W. Meszaros, CMC, Town Administrator

## MAYOR AND BOARD OF TRUSTEES MESSAGE

The Mayor and Board of Trustees have reviewed the proposed 2016 budget and are confident that its adoption and implementation will continue to provide services the community has been receiving in the past as well as protecting, maintaining and enhancing the Town's infrastructure. The Town's cash investments are guaranteed in accordance to the State of Colorado Statutes. The majority of the Town's funds are held by the local banks and guaranteed by FDIC/treasury bills.

The Town of Meeker will continue to support and work to increase tourism, through the cultural heritage tourism program, we are pursuing the "Main Street" program and other downtown development promotions. The Town will continue to support the business community in efforts led by the Meeker Chamber of Commerce by providing funding to the Meeker Chamber to insure its success.

### **Goals for the year 2016 include:**

1. Continued focus on sustaining and expanding Meeker businesses by providing funding for the Meeker Chamber of Commerce to focus on projects that will provide economic development to this community.
2. Obtain Development Project direction from "Better City" team and initiate projects as appropriate.
3. Will continue placing "Mag. Chloride" on all alleys to provide dust control and better surfaces, patch streets and continue the annual street crack filling projects.
4. Continue to assist with funding for staffing the White River Museum during summer weekends.
5. Work with Eastern Rio Blanco Metropolitan Recreation and Park District, who has assumed maintenance and programming for the Town owned parks, with the exception of Ute Park and the small recreational vehicle park located at 4<sup>th</sup> and Water Streets.
6. Continue to offer the best services possible to the citizens and visitors of Meeker.
7. Strive to serve you, the citizen, in the best manner possible.
8. Promote and seek more public input concerning the Town's operations and projects.

The Town's budget is actively monitored throughout the year by the Mayor, Trustees and Staff to insure that operating expenditures do not exceed operating revenues. The Board and staff strive to provide services in an economical manner and take an active role in promoting cooperation with other governmental entities recognizing the benefits to the community. The Town's motivated, competent and dedicated employees are essential to the success of the Town's goals and providing the best service possible. The Town employees are to be commended for the high level of service they provide the community and their endeavor to keep operating costs at a minimum, providing maximum services and going well beyond what is required to meet those goals. The services provided by the Town are equal or superior to other towns with many more employees. This commitment among employees, as well as the Mayor and Board Members, has contributed to the success and numerous services provided by the Town of Meeker, particularly given the level of funding that is available.

We appreciate the confidence you, the citizen, place in us. We will continue to be responsive, with a commitment to sound fiscal policies, including modifying programs if revenues are not available. Since the Town's revenues may be volatile again in 2016, given the world's economy as well as the State of Colorado's budget issues, staff and the Board will be even more diligent in monitoring revenues and expenditures. The Board's continuing goal is to offer the best services possible in the most economical manner and recognize this goal is key to the quality of life we experience in Meeker. **We believe that citizen input is very important and essential for successful Town government and value your input!** We will endeavor to be responsive to each concern, recognizing that the final decision must be made by

us, the elected representatives. We invite you to speak with us concerning any Town issue, either privately or at our meetings.

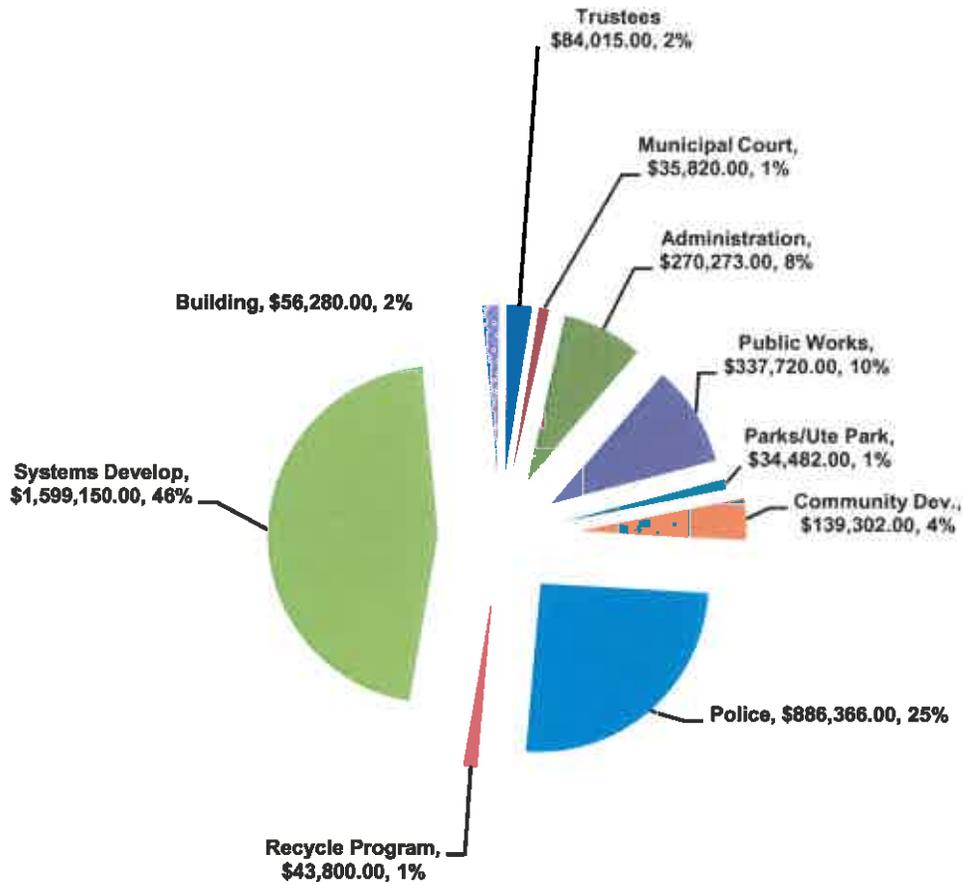
**Regas K. Halandras, Mayor**  
**John Strate, Mayor Pro Tem**  
**Danny Conrado, Trustee**  
**Scott Creecy, Trustee**  
**Travis Day, Trustee**  
**Bryce Ducey, Trustee**  
**Rodney Gerloff, Trustee**

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**TAX AND BUDGET  
INFORMATION  
AT A GLANCE**

BUDGET SUMMARY REPORT BY DEPARTMENTS												
PROPOSED 2016 BUDGET - ACTUAL 2006 THRU 2015 BUDGET AND PROPOSED 2016												
GENERAL FUND	YEAR END	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
	Actual	Budget	Proposed									
Revenue	\$2,445,107.00	\$2,389,324.00	\$2,989,438.79	\$3,184,008.35	\$3,912,391.12	\$3,018,558.90	\$3,402,602.04	\$2,309,528.45	\$2,895,091.08	\$4,345,445.00	\$3,487,208.00	
Expenditures/dept												
Trustees	\$58,230.00	\$62,507.00	\$50,411.62	\$88,766.92	\$45,574.34	\$53,048.23	\$49,399.55	\$41,866.84	\$44,082.83	\$53,040.00	\$84,015.00	
Municipal Court	\$21,271.00	\$18,573.00	\$22,305.09	\$23,427.63	\$26,322.20	\$22,013.32	\$22,476.61	\$25,402.23	\$28,027.77	\$29,397.00	\$35,820.00	
Administration	\$128,976.00	\$140,300.00	\$150,885.35	\$190,399.28	\$202,552.91	\$199,846.04	\$230,605.55	\$216,787.44	\$200,734.80	\$183,849.00	\$270,273.00	
Public Works	\$230,339.00	\$228,325.00	\$223,947.69	\$253,996.19	\$265,461.63	\$251,480.90	\$282,084.92	\$285,934.48	\$289,475.64	\$331,233.00	\$337,720.00	
Parks	\$36,324.00	\$41,062.00	\$42,808.99	\$33,209.28	\$44,698.99	\$42,360.58	\$10,287.72	\$22,381.82	\$21,501.27	\$32,123.00	\$34,482.00	
Community Dev.	\$76,209.00	\$141,851.00	\$149,436.12	\$149,390.45	\$146,640.88	\$100,634.78	\$64,705.90	\$71,035.63	\$75,973.05	\$198,340.00	\$139,302.00	
Police	\$448,764.00	\$491,538.00	\$612,954.37	\$627,977.07	\$709,210.75	\$724,714.43	\$747,979.11	\$736,086.19	\$750,467.32	\$816,657.00	\$886,366.00	
Recycle Program	\$18,275.00	\$19,068.00	\$21,241.20	\$37,245.37	\$37,967.07	\$35,540.60	\$33,866.44	\$57,225.18	\$59,841.19	\$66,520.00	\$43,800.00	
Systems Develop	\$619,142.00	\$784,221.00	\$935,983.82	\$412,119.54	\$1,981,239.02	\$879,757.46	\$906,186.00	\$707,868.10	\$277,868.63	\$2,579,000.00	\$1,599,150.00	
Building	\$50,185.00	\$49,690.00	\$53,742.57	\$48,542.07	\$48,554.68	\$44,202.16	\$51,325.29	\$43,286.60	\$42,720.70	\$55,286.00	\$56,280.00	
Build A Generation	\$75,784.00	\$90,131.00	\$106,145.86	\$73,903.86	\$20,849.68	\$14,888.97	\$22,491.47	\$9,247.23	\$0.00	\$0.00	\$0.00	
Edc/Main St Elem	\$97,516.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,014.26	\$15,872.59	\$11,649.02	\$0.00	\$0.00	\$0.00	
Total Expenses	\$1,859,015.00	\$2,057,266.00	\$2,369,643.68	\$1,908,977.64	\$3,508,872.15	\$2,380,482.73	\$2,437,181.15	\$2,228,750.76	\$1,790,693.30	\$4,345,445.00	\$3,487,208.00	
Revenue less exp.	\$586,092.00	\$332,058.00	\$619,795.11	\$1,275,030.71	\$403,518.97	\$638,076.17	\$965,420.89	\$80,778.69	\$1,104,397.78	\$0.00	\$0.00	
WATER FUND												
Revenue	\$525,018.00	\$576,619.00	\$838,964.50	\$922,266.64	\$679,844.73	\$630,433.26	\$651,481.29	\$824,139.70	\$4,959,441.80	\$1,714,966.00	\$1,492,885.00	
Expenditures	\$454,154.00	\$487,717.00	\$540,464.89	\$568,429.54	\$625,681.10	\$620,244.68	\$670,149.11	\$686,475.09	\$703,018.69	\$510,966.00	\$555,885.00	
Systems Dev.	\$158,078.00	\$55,814.00	\$131,521.92	\$362,928.39	\$245,658.32	\$53,127.02	\$0.00	\$15,175.00	\$4,236,952.88	\$1,204,000.00	\$937,000.00	
Totals	\$612,232.00	\$543,531.00	\$671,986.91	\$931,357.93	\$871,339.42	\$673,371.70	\$670,149.11	\$701,650.09	\$4,939,971.57	\$1,714,966.00	\$1,492,885.00	
Revenue Less exp.	\$87,214.00	\$33,088.00	\$33,022.41	\$99,091.29	\$191,494.69	\$42,938.44	\$18,667.82	\$77,510.39	\$19,470.23	\$0.00	\$0.00	
Balances showing negative amounts in the "Revenue less expenditures" line equal the amount of reserve used in the calendar year. Positive amounts are additional revenues collected over exp.												
Notes:												
2009 budget includes \$884,788 in reserve	General Fund											
2010 budget includes \$1,256,090 in reserve	General Fund											
2011 budget includes \$977,371 in reserve	General Fund											
2012 budget includes \$879,228 in reserve	General Fund											
2013 budget includes \$810,567.00 in reserve	General Fund											
2014 budget includes 288,754.00 in reserve	General Fund											
2015 budget includes \$946,490 in reserve	General Fund											
2016 budget includes \$1,416,591 in reserve	General Fund											
2009 budget includes \$99,836 in reserve	Water Fund											
2010 budget includes \$238,077 in reserve	Water Fund											
2011 budget includes \$26,219 in reserve	Water Fund											
2012 budget includes \$156,448 in reserve	Water Fund											
2013 budget includes \$0.00 in reserve	Water Fund											
2014 budget includes \$0.00 in reserve	Water Fund											
2015 budget includes \$593,039 in reserve	Water Fund											
2016 budget includes \$458,365 in reserve	Water Fund											

# 2016 General Fund Budget



VACANT LAND	
Residential	1,606,890
Commercial	818,690
Other	2,869,260
<b>TOTAL</b>	<b>5,294,840</b>

RESIDENTIAL	
Land	7,415,200
Real Improvements	31,451,250
<b>TOTAL</b>	<b>38,866,450</b>

COMMERCIAL	
Possessory Interest	60,790
Land	7,864,490
Real Improvements	13,394,490
Personal Property	5,251,740
<b>TOTAL</b>	<b>26,661,510</b>

INDUSTRIAL	
Land	1,006,930
Real Improvements	539,180
Personal Property	311,271,870
<b>TOTAL</b>	<b>312,818,060</b>

AGRICULTURE	
Irrigated	4,736
Dry Farm	10,702
Meadow Land	45,104
Dry Graze	372,513
Waste	24,378
Forest Land	628
Other Ag	9
Possessory Interest	3,616,900
Support Buildings	25,680
<b>TOTAL</b>	<b>524,057</b>

NATURAL RESOURCES	
Coal - Land	10,210,140
Coal - Real Improvements	2,760,550
Coal - Personal Property	12,791,150
Earth & Stone - Land	2,657,910
Earth & Stone - Real Improvements	1,101,880
Earth & Stone - Personal Property	3,238,270
Severed Minerals	537,560
<b>TOTAL</b>	<b>33,196,660</b>

OIL AND GAS	
Oil & Gas - Land	429,625,180
Oil & Gas - Real Improvements	1,191,590
Oil & Gas - Personal Property	220,120,360
<b>TOTAL</b>	<b>650,937,110</b>

STATE ASSESSED	
State Assessed Property	96,561,500

TOTAL ASSESSED VALUE 1,178,502,420

SUMMARY OF THE TAXES FOR 2014		
REVENUE	LEVY	VALUE
<b>RIO BLANCO COUNTY</b>		
General Fund	4.400	1,178,502,420
Road & Bridge	3.500	1,178,502,420
Public Welfare	0.200	1,178,502,420
Capital Expenditures	0.750	1,178,502,420
County Public Health	0.200	1,178,502,420
<b>TOTAL COUNTY</b>	<b>9.050</b>	<b>10,665,445</b>

SCHOOL DISTRICT RE-1		
General Fund	6.417	732,031,450
Bond	2.669	732,031,450
	9.286	6,797,644

SCHOOL DISTRICT RE-4		
General Fund	3.620	446,219,370
Bond	4.221	446,219,370
Transportation	0.145	446,219,370
	7.986	3,663,908

SCHOOL DISTRICT RE-JT3		
General Fund	30.445	251,600
Bond	8.462	251,600
	38.907	9,789
<b>TOTAL SCHOOLS</b>		<b>10,370,643</b>

Rangely Junior College		
General Fund	5.000	446,219,370
Bond	1.600	446,219,370
<b>TOTAL</b>	<b>6.600</b>	<b>2,845,148</b>

TOWN OF MEEKER		
General Fund	8.736	21,455,030
		187,519

TOWN OF RANGELY		
General Fund	10.000	20,053,580
		200,538

SPECIAL DISTRICTS		
Meeker Sanitation	8.470	20,769,830
Eastern R.B.C. Health	7.290	732,283,050
Rangely Hospital	12.884	446,219,370
E. RB Park & Rec.	2.302	696,498,010
W. RB Park & Rec.	6.436	441,343,990
Rio Blanco Fire	2.323	732,031,450
Rangely Rural Fire	0.874	446,219,370
Meeker Regional Library	2.032	732,031,450
Rangely Regional Library	0.500	446,219,370
Meeker Cemetery	0.867	732,031,450
Rangely Cemetery	0.092	446,219,370
White River SCD	0.275	716,161,420
Douglas Creek SCD	0.037	418,728,110
Colorado River WCD	0.253	1,178,502,420
Yellow Jacket WCD	0.209	101,487,880
Rio Blanco WCD	0.823	446,219,370
Pleasance Creek Past	2.000	135,507,050
Lower White River Past	2.000	120,321,290
<b>TOTAL SPECIAL DISTRICTS</b>		<b>21,463,513</b>

TOTAL REVENUE TO BE COLLECTED 45,833,002

**General Information**

The Abstract is the final tabulation of the valuation, revenues, and levies produced each year.

It is the duty of the Assessor to assess all real and personal property on an equitable basis in accordance with state guidelines. All property, except specified exempt by law, is subject to taxation. It is the responsibility of the owner to see that the property is listed on the Assessor's records.

County tax is levied by the County Commissioners. City & Town mill levies are set by the School Boards. Special districts, such as fire, recreation, and hospital districts are set by the various boards. Utilities are assessed by the Department of Property Taxation.

Taxes are figured: Assessed Value x Mill Levy = Tax Bill.

2014 taxes are due and payable January 1, 2015. First half of taxes are due March 2, 2015. Second half of taxes are due June 15, 2015. Tax payments in full are due by April 30, 2015.

2014 TOP TEN ASSESSED VALUE	
ENTERPRISE GAS PROCESSING LLC	256,633,250
CHEVRON U.S.A., INC.	266,243,570
XTO ENERGY INC	88,816,050
WILLOW CREEK	86,952,260
WPX ENERGY ROCKY MOUNTAIN, LLC	73,509,430
MERIT ENERGY COMPANY	52,913,360
ENCANA OIL & GAS (USA) INC.	44,912,400
BARGATH LLC	27,406,860
BLUE MOUNTAIN ENERGY, INC.	21,264,370
WHITE RIVER ELECTRIC ASSOCIATION	21,147,400
<b>Top Ten Total Assessed:</b>	<b>929,668,790</b>

Top Ten =	71%	of Total
County Assessed Value		

Year	Total Assessed Value	Revenue Generated
2004	\$ 339,764,980	\$ 13,200,805
2005	\$ 434,639,420	\$ 15,626,655
2006	\$ 575,347,810	\$ 20,979,825
2007	\$ 712,444,241	\$ 25,448,920
2008	\$ 821,281,380	\$ 33,999,157
2009	\$ 1,161,209,220	\$ 46,170,640
2010	\$ 1,128,334,240	\$ 48,764,981
2011	\$ 1,303,991,810	\$ 54,109,317
2012	\$ 1,383,176,070	\$ 57,785,901
2013	\$ 1,231,537,460	\$ 52,370,085
2014	\$ 1,178,502,420	\$ 45,833,003



**Summary of Levies and Values**  
also Tax Levies for State, County, School  
and all other purposes

**2014**

2016 ELECTED COUNTY OFFICIALS	
Assessor	Rennie T. Neilson
Clerk & Recorder	Boots M. Campbell
Commissioners	Shawn Bolton
	Jeff Ekelsten
	Jon Hill
Coroner	Albert Krueger, M.D.
Judge	Laurie Noble
Sheriff	Anthony Mazzola
Surveyor	Jonathan L. Joy
Treasurer	Karen Arnold

Rio Blanco County Assessor's Office  
P O Box 608 • 555 Main Street • Meeker, CO 81641  
Phone: (970) 878-9410 • Fax: (970) 878-5701  
Email: assessor@rbc.us

**BEGINNING  
AND ENDING  
FUND BALANCES**

**BEGINNING AND ENDING FUND BALANCES**

**2014**

Beginning Balance	
General Fund	\$7,191,589.86
Water Fund	\$1,307,704.48
Curtis Creek rst.	\$ 326,456.07
Depository Act.	\$ 2,884.31
Cons. Trust Fund	\$ <u>26,772.72</u>
<b>Total All Funds</b>	<b>\$8,855,407.44</b>
<b>This total includes restricted funds</b>	

**2014**

Ending Balance	
General Fund	\$8,018,546.72 + \$395,755.22 restricted
Water Fund	\$1,289,939.26 \$ 0.00 restricted
Curtis Creek Proj	\$1,324,599.22 all restricted
Depository Act.	\$ 2,943.42
Cons. Trust Fund	\$ <u>35,779.53</u>
<b>Total All Funds</b>	<b>\$11,067,563.37</b>
<b>This total includes restricted funds above</b>	

**2015**

Beginning Balance	
General Fund	\$8,414,301.94
Water Fund	\$1,289,939.26
Curtis Creek Proj	\$1,324,599.22 restricted
Depository Act.	\$ 2,943.42
Cons. Trust Fund	\$ <u>35,779.53</u>
<b>Total All Funds</b>	<b>\$11,067,563.37</b>
<b>This total includes restricted funds</b>	

**2015 October Balance**

Ending Balance	
General Fund	\$6,690,984.31 + \$1,055,734.03 restricted
Water Fund	\$ 707,721.45 + \$ 593,039.00 restricted
Curtis Creek Rst.	\$ 36,063.62 restricted
Depository Act.	\$ 3,016.48
Cons. Trust Fund	\$ <u>32,816.95</u>
<b>Total All Funds</b>	<b>\$9,119,375.84</b>
<b>including restricted funds shown above</b>	

**2016 Estimated**

Beginning Balance	
General Fund	\$7,467,811.94
Water Fund	\$ 696,900.26
Depository Act.	\$ 1,000.00
Cons. Trust Fund	\$ <u>37,775.53</u>
<b>Total All Funds</b>	<b>\$8,169,487.73</b>
<b>This total includes restricted funds</b>	

**2016 Estimated**

Ending Balance	
General Fund	\$5,945,958.94 + \$1,521,853.00 restricted
Water Fund	\$ 238,515.26 + \$ 458,385.00 restricted
Depository Act.	\$ 1,060.00
Cons. Trust Fund	\$ <u>37,775.53</u>
<b>Total All Funds</b>	<b>\$8,203,547.73</b>
<b>including restricted funds shown above</b>	

Financial cash position reports are prepared monthly delineating where all funds belonging to the Town of Meeker are deposited and also depict beginning and ending monthly balances in each fund. Fund balance excludes the amounts shown on the right side by the general and water funds as restricted. Further information concerning restricted funds is available at Town Hall, 345 Market Street, Meeker, CO.

**BUDGET POLICIES**

**AND**

**PREPARATION**

## **BUDGET PREPARATION**

The budget for governmental and proprietary funds is prepared in uniformity with generally accepted accounting principles (GAAP) using a modified accrual basis of accounting. The proprietary fund differs from GAAP principles in that outlays for debt retirement principal and acquisitions of fixed assets are included as expenses, and depreciation is excluded from expenses. All appropriations lapse at the end of each calendar year in accordance with the statutes. The budget is adopted in a manner that reflects the intent of the Board of Trustees for that budget year. The budget is presented with a related appropriating ordinance.

Actual annual Town expenditures cannot exceed the total amounts appropriated for each fund, except in the case of an emergency which was not reasonably foreseeable at the time of adoption of the budget. Under such circumstances, the Board may authorize the expenditure of funds in excess of the budget by an ordinance duly adopted by an affirmative majority vote of the Board. If revenues are received which are unanticipated at the time of adoption of the budget, the Board of Trustees may authorize by an affirmative majority vote at a public hearing, after advertising requirements have been met, the expenditure of unanticipated funds by enacting a supplementary budget and appropriation. Any fund transfer requires the Board's approval.

The Town sets aside its statutorily required reserve after the audit for the prior year is completed. Adjustments to the reserve to comply with Article X, Section 20, if required, are appropriated at that time. The adopted budget is always available to the media and the public for inspection. Yearly audits are available to the public upon request.

The Town's financial information is audited annually by Colorado CPA Services, PC. Copies of the Town's audits are available at Town Hall.

## **TOWN OF MEEKER, COLORADO BUDGET POLICIES AND BUDGET PREPARATION**

### **Legal Requirements**

The annual budget is a fiscal plan which presents the funds needed to perform the services provided by the Town and defining what those services will be. The calendar is written in accordance with State Law.

The budget officer is required to submit a proposed budget to the Town Board of Trustees for each budget year (January 1st to December 31st) no later than October 15th. A "Notice of Budget" must then be published after the Board has received the budget. The Town of Meeker presented the proposed 2016 budget in accordance to the legal requirements.

The following calendar is a listing of the various deadlines for the budget process and certification of mill levies. Deadlines set by state statutes are noted by an asterisk (\*).

### **Date    Event**

- 1/1     \*Start of Fiscal Year; planning begun for next year's budget. (CRS 29-1-102,9)
  
- 1/31    A certified copy of the adopted budget must be filed with the Division of Local Government (DLG) no later than January 31. The ordinance/resolution to adopt the budget, ordinance/resolution to set the mill levies and the ordinance/resolution to appropriate funds should accompany the budget. (Colorado Revised Statutes (C.R.S.) 29-1-113(1)(3) If the budget is not filed, tax revenue will be withheld by the county treasurer at the Division of Local Government's authorization.
  
- Feb.    Board of Trustees meet with staff to update capital plan.
  
- 3/1    U.S. Bureau of Labor & Statistics (BLS) releases Consumer Price Index for the Denver/Boulder area. The percent change in this figure is to be used with "local growth" to calculate "fiscal year spending" and property tax revenue limitations. (Article X, Sec. 20 Colo. Constitution)
  
- 3/31    \*Deadline for qualifying entities to request exemption from audit from the State Auditor. (C.R.S. 29-1-604,3) The division notifies local governments of the determination that the entity has exceeded the 5.5% property tax revenue limit.
  
- 6/30    \*Deadline for auditor to submit audit report to local government governing board. (C.R.S. 29-1-606)
  
- 7/31    \*Deadline for governing board to submit annual audit report to State Auditor. Penalty: If audit is not filed, the County Treasurer may be ordered to withhold property tax revenues. (C.R.S. 29-1-606,3)

- 8/25 \*Assessors must submit abstract of assessments reflecting assessed values of property in the county by class and subclass to the Division of Property Taxation. (CRS 39-2-115)
- 8/20 Board of Trustees gave staff direction regarding possible salaries and capital outlay to prepare preliminary budget.
- 10/13 On or before October 15th, the Manager and Department Heads present Board of Trustees with preliminary budget.\*Budget officer must submit proposed budget to the governing board. Governing body must publish "Notice of Budget" upon receiving proposed budget.
- 11/19 Public Hearing held for Final Budget and property tax mill levy.
- 12/10 Board of Trustees adopts budget, then adopts certification of mill levy.  
\*Changes in assessed valuation made by the assessors will be made once only by a single notification to the county commissioners or other body authorized by law to levy property tax, and to the DLG.
- 12/15 \*Deadline for certification of mill levy to Board of County Commissioners. If the budget is not adopted by certification deadline, only 90% of the amounts appropriated for operating and maintenance expenses in the last appropriating ordinance or resolution is deemed appropriated.
- 12/22 Deadline for county commissioners to levy taxes and to certify the levies to the assessor.
- 12/31 \*Local governments must file a certified copy of the adopted budget with the DLG no later than thirty days following the beginning of the fiscal year of the budget adopted.(Jan. 30). If budget is not filed, tax revenues will be withheld by county treasurer at DLG's authorization.

# **GENERAL FUND**

## **TOWN OF MEEKER**

### **GENERAL FUND BUDGET SUMMARY**

#### **2016 BUDGET YEAR**

**THE GENERAL FUND IS THE TOWN'S LARGEST OPERATING FUND. IT IS COMPRISED OF THE FOLLOWING DEPARTMENTS:  
BOARD OF TRUSTEES, MUNICIPAL COURT, ADMINISTRATION, PUBLIC WORKS, COMMUNITY DEVELOPMENT, PARKS,  
POLICE, SYSTEMS DEVELOPMENT, RECYCLING AND BUILDING.**

**TOWN OF MEEKER  
GENERAL FUND REVENUES  
2016 BUDGET YEAR**

Revenue sources for the General fund include the following:

**Taxes and Intergovernmental Revenue**

1. **General Property taxes:** Rio Blanco County collects property taxes for the Town of Meeker. A 2% treasurer's fee is paid to the County by the Town of Meeker to compensate for the County's administrative costs to collect the revenue. The Town's permanent mill levy is 9.781. The Town was authorized to collect its full permanent mill levy after the voters ratified a ballot issue during the Town's April 1, 2008 municipal election. The permanent mill levy of 9.781 may not be increased without an election. The Town Board has authorized a temporary mill levy reduction for the year 2016, to collect approximately the same amount of property tax collected by the Town since the 2010 budget primarily, to assist the businesses located in Meeker. The Town will be using reserve funds collected in previous years to balance the 2016 budget.
2. **Road and Bridge Assessment:** The Town is required to use funds received, specifically for the following: new construction, maintenance and administration of roads and bridges located within the Town of Meeker. This revenue is generated from a mill levy assessment by the Rio Blanco County Commissioners, of which the Town receives one half. The mill levy is determined by the County Commissioners
3. **Specific Ownership taxes and Motor Vehicle Registration:** This revenue is received from a portion of motor vehicle license fees. Specific Ownership tax is calculated using the year the vehicle was manufactured and its taxable value. The Motor Vehicle Registration fee is determined by the type and weight of the vehicle. Rio Blanco County administers and collects the revenue and the Town, in turn, pays treasurer's fees to the County for its administrative costs.
4. **Sales and Use Tax:** A County wide 3.6% sales and use tax is collected in Rio Blanco County. The Town receives all of the 3.6% sales and use tax collected within the Town's limits. The State of Colorado collects the County wide sales tax and distributes it to the County and the Towns of Rangely and Meeker depending upon where the sales tax was collected. A 1.6% increase was passed during an election in 2001.
5. **Highway Users' Tax:** The Highway Users' Tax Fund (HUTF) revenues are collected from: gas and special fuel taxes; an allocation of State sales tax attributable to sales of motor vehicles, parts and accessories; a portion of various motor vehicle registrations, titles, license fees and taxes. This revenue must be appropriated for administration, construction and maintenance associated with streets and bridges. This revenue is projected higher due to an increase in fees by State Legislative action in 2009.
6. **Cigarette Tax:** The State of Colorado imposes a tax on cigarettes and similar items. A portion, based upon a percentage of the state's gross collection, is appropriated to municipalities and counties. The Town receives this revenue monthly.
7. **Franchise Tax:** The Town collects a fee from franchises operating under and over public rights of way in the Town. Fees are received from Atmos Gas Company and Bresnan Cablevision, Inc. White River Electric provides electricity for the Town street lights and also performs electrical maintenance on the street lights in lieu of a franchise fee. In turn the Town waives water service fees for the WREA administrative building. The franchise agreement with Atmos Gas Company was renewed in 2002 for 20 years.

8. Occupation Tax: The Town assesses an occupation tax on telephone service in Meeker. The tax is \$3.00 per year per telephone service within the corporate limits.
9. Severance Tax: Municipalities receive a portion of state severance tax revenue, based upon the residence of employees and other factors, such as road miles, etc, connected with oil and gas, metals, molybdenum, and coal production and development. This revenue is difficult to estimate and is based upon information received by the Department of Local Affairs, Associated Governments and the Colorado Municipal League. There are many changes being made to distribution formulas and the State using funding from the tax, which may adversely affect Meeker and the surrounding area.
10. Mineral Leasing Tax: The Town receives a share of this tax based on a formula which includes allotments to the state, school districts and counties. The tax is collected on rentals and royalties from energy companies operating on federal lands. There are many changes being made to distribution formulas and the State of Colorado using a portion of the funding, which may adversely affect Meeker and the surrounding area.

#### **Licenses, Permits and Dog Impound Fees**

1. Liquor Licenses: Each liquor establishment: package, restaurant, tavern, located within the Town limits, is charged an annual license fee. The fee is set and adopted by Resolution by the Board of Trustees. A State fee is also assessed to the licensee and remitted to the State of Colorado.
2. Building Permits: The Town adopted the 2003 International Building Code, Mechanical, and other related codes and the 2003 Uniform Plumbing Code, during the year of 2004 and the 2006 energy code as mandated by the State of Colorado. Fee schedules have been adopted, to determine charges for new construction, remodeling, and other building related fees, within the Town limits.
3. Planning Permits-Including, but not limited to, Encroachment, Special Use & Variance Permits: The cost of permit fees are adopted by the Board of Trustees by Resolution.
4. Dog Licenses: The Town collects an annual fee from dog owners for each dog they own. The fee is set by the Board of Trustees.
5. Dog Impound Fees: The Town began to operate its own impound facility in 1997. The owner of a dog, that is impounded, is charged an impoundment fee. The fee is set by the Board of Trustees. The fee does not offset the entire cost of the service. The Town has received very good reports and scores during inspections conducted by the State inspector since the Town has been operating its own facility.
6. Park Fees: Fees for overnight camping in the Town's park are levied at the rate of \$15.00 per night. The fee was increased in 2003. Electricity was installed in the park for the convenience of R.V. owners and to silence generators which were annoying nearby residents.

### **Municipal Court Fines, Surcharge and County Court Fines**

1. **Municipal Court Fines:** The Town collects fines for municipal code violations and traffic violations occurring within the Town. The fines must be recorded delineating traffic fines and other court fines due to a requirement by the Colorado Division of Transportation that all traffic fines be reported on the annual Highway User Tax report. This annual report is required to be submitted in order to receive Highway User Tax revenue. The Town's fines were increased January, 2014 to be more comparable with the State of Colorado's fine schedule.
2. **Surcharge:** The Town collects a surcharge on all municipal code violations written into the Town's municipal court. Revenue received from the surcharge is allocated specifically for equipment and training in the police department.
3. **County Court Fines:** The Town receives a portion of Driving Under the Influence (DUI) and other fines written into County Court.

### **Miscellaneous Revenues**

1. **Interest Income:** The Town earns interest on its General Fund Reserve. The funds invested with the Bank of the San Juans (formerly First National Bank of the Rockies) and Mountain Valley Bank are insured by the federal depository insurance corporation or treasury bills. Town funds are also invested in the Colorado Statewide Investment Program (CSIP). CSIP was established for local government entities in Colorado to pool surplus funds for investment purposes as authorized by state statute. CSIP operates similar to a money market fund whereby each share is equal in value to \$1.00.
2. **Service Fees:** The Town Board has adopted a Resolution levying charges for services such as: vehicle inspections, accident reports, research, etc.
3. **Weed Removal Charge:** Property owners are notified to remove weeds from their property. If the weeds are not removed by the specified date, the Town removes them and assesses the cost to the owner's property tax.
4. **Misc. Revenue:** This revenue consists of charges paid for copies, maps, and other revenues collected which are not related to one of the specific items listed.
5. **Grants:** Staff is examining a Planning/Engineering Grant with DOLA or USDA which would be awarded to plan the Water System and Pump House Improvements upgrade. It is possible that if the planning work is completed, an application for construction would be applied for with one of these two agencies. It is expected to take some time to complete the design and engineering work, and that the actual project would be anticipated to be done in 2017, unless scheduling and grant cycles allow for the application to be submitted sooner.

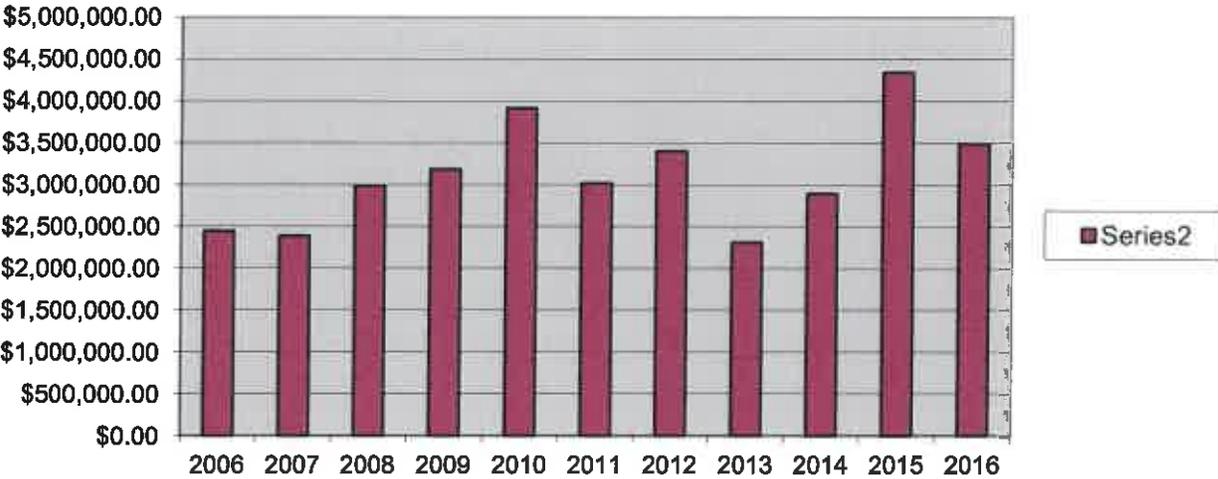
**TOWN OF MEEKER**  
**GENERAL FUND REVENUES**  
**2016 BUDGET YEAR**

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>REVENUE</b>						
3110 PROPERTY TAX	187,379.53	185,792.35	184,850.43	187,519	187,519.00	187,452.00
3111 ROAD & BRIDGE ASSMT	45,001.49	42,761.31	37,449.66	42,000	38,000.00	38,000.00
3120 SPEC OWNERSHIP TAX	4,634.78	5,267.85	5,568.63	4,700	5,700.00	5,000.00
3132 SALES & USE TAX	789,677.63	896,447.29	809,029.12	800,000	850,000.00	850,000.00
3133 HIGHWAY USERS TAX	80,668.94	86,112.10	69,728.01	82,000	77,000.00	80,700.00
3134 MTR VEHICLE REGIS	11,316.00	11,325.00	10,449.00	11,000	11,000.00	11,000.00
3142 CIGARETTE TAX	2,759.31	2,506.33	1,923.20	2,300	2,300.00	2,300.00
3146 LIQUOR LICENSES	3,560.00	4,365.00	1,246.25	1,900	1,250.00	1,400.00
3148 BUILDING PERMITS	12,183.25	9,033.10	13,855.83	7,000	12,252.00	7,000.00
3150 MISC PERMITS	150.00	50.00	75.00	25	100.00	25.00
3151 STREET CUT PERMITS	1,256.00	1,658.00	2,350.97	1,200	2,350.00	1,200.00
3152 DOG LICENSES	1,035.00	1,277.50	800.50	1,100	800.00	1,100.00
3154 PLAN/VAR/PERMITS	1,262.50	1,260.00	2,682.50	1,300	2,340.00	1,800.00
3160 FRANCHISE TAX	1,489.95	11,396.41	2,080.63	11,400	11,400.00	11,400.00
3161 WREA PATRONAGE CAP	941.57	1,014.47	1,885.05	900	1,885.00	1,885.00
3162 COURT SRCHRG/RES	544.00	500.00	690.00	400	700.00	700.00
3164 MUN CT/TRAFFIC FINES	3,545.00	2,775.00	5,355.00	2,400	5,355.00	6,000.00
3165 MUN COURT FINES	1,220.00	1,175.00	1,931.41	1,000	2,000.00	1,500.00
3166 COUNTY COURT & DUI FINES	1,470.59	1,376.42	1,347.14	1,700	1,700.00	1,700.00
3168 OCCUPATION TAX/TELE	2,863.75	3,032.60	3,260.50	2,800	3,300.00	3,300.00
3169 BUILDING LEASE PYMTS	38,477.60	37,810.81	37,843.62	37,800	37,845.00	37,800.00
3170 LAND LEASE PAYMENTS	2,000.00	2,000.00	2,000.00	2,000	2,000.00	2,000.00
3174 POLICE FORFEITURE FUNDS	7,578.72	2,706.45	0.00	0	0.00	3,430.00
3174.1 SHELTER DONATIONS	0.00	0.00	0.00	0	0.00	500.00
3175 MISCELLANEOUS REVENUES	5,435.75	1,595.00	4,025.98	125	4,020.00	1,000.00
3180 SERVICE FEES	25.00	25.00	25.00	30	25.00	25.00
3182 COURT RESTITUTION	162.82	413.18	303.59	250	304.00	500.00
3208 EQUIPMENT & MISC SALES	0.00	4,250.00	1,075.00	500	1,075.00	500.00
3400 PARKS REVENUE	3,246.50	3,819.50	4,076.00	3,000	4,014.00	3,000.00
3402 RECYCLE MATERIAL	8,322.76	5,768.10	2,184.00	7,000	2,184.00	0.00
3404 WEED REMOVAL CHRГ	0.00	0.00	0.00	50	0.00	50.00
3611 INTEREST INCOME	12,245.47	11,452.64	10,710.54	9,500	11,000.00	9,500.00
3612 MINERAL SEVERANCE TX	174,319.67	457,273.64	357,722.46	100,000	357,722.00	100,000.00
3614 MINERAL LEASING PYMT	823,040.63	1,065,095.74	955,557.15	500,000	955,557.00	500,000.00
3617 NAT HISTORIC DIST NOMINATION	0.00	0.00	0.00	0	0.00	28,350.00
3618 CCITF GRANT	55,000.00	0.00	0.00	0	0.00	0.00
3619 DOG IMPOUND & ADOPTION FEES	2,389.60	2,570.00	1,179.00	1,200	1,200.00	1,200.00
3623 MAP SALES	0.00	0.00	0.00	50	50.00	50.00
3624 RECYCLING GRANTS	5,879.40	9,529.41	4,460.35	1,000	4,460.00	0.00
3626 RESERVE	0.00	0.00	0.00	1,833,146	525,613.00	1,416,591.00
3628 BULLET PROOF VEST GRANT	0.00	0.00	0.00	1,900	1,900.00	2,000.00
3629 CDOT ENHANCEMENT GRANT	8,692.80	9,614.88	436,075.77	520,000	520,000.00	0.00
3634 CONSERVATION TRUST FD	9,753.44	12,041.00	0.00	10,000	10,000.00	12,000.00
3635 UNANTICIPATED GRANT REVENU	0.00	0.00	7,704.69	50,000	7,800.00	50,000.00
3636 EMERGENCY RESERVE	0.00	0.00	0.00	105,250	0.00	105,250.00
<b>TOTAL</b>	<b>2,309,529.45</b>	<b>2,895,091.08</b>	<b>2,981,501.98</b>	<b>4,345,445</b>	<b>3,663,720.00</b>	<b>3,487,208.00</b>

### REVENUE COMPARISON



**TOWN OF MEEKER**  
**GENERAL FUND EXPENDITURES**  
**BY DEPARTMENT**  
**2016 BUDGET YEAR**

## **BOARD OF TRUSTEES 2016 BUDGET YEAR**

The Town of Meeker Board of Trustees and Mayor serve as the Town's legislative body. The Board sets policy, determines the Town's priorities and direction, adopts policies, resolutions, and ordinances, in accordance with the State Statutes and the Town's ordinances.

The Board of Trustees is made up of one mayor and six trustees elected, on a non-partisan basis, from the Town at large. The Board of Trustees serve four year terms. Terms are overlapping with three trustees running in each election. If a Trustee resigns office during his/her term, the Board appoints a replacement until the next Municipal Election, at which time the seat is selected during an election. The Mayor serves a two year term. The municipal election is held the first Tuesday of April in even numbered years (2016). The Town Clerk administers the election.

Elected Official pay will be increased for those receiving a new term, the Mayor will receive \$500 rather than \$70 per month and each Board of Trustee member will receive \$300 rather than \$50 per month. The Board's budget also includes dues and subscriptions which consist of memberships to: Colorado Municipal League, Club 20, Meeker Chamber of Commerce, Associated Governments of Northwestern Colorado and the Human Resource Council. The Board will also be allocating \$5,000 to the Historical Society to fund weekend salaries at the White River Museum and assistance with the annual fireworks display.

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>EXPENSES</b>						
<b>BOARD OF TRUSTEES</b>						
5006 PART-TIME SALARIES	4,754.20	4,884.03	4,299.22	4,850	4,850.00	31,200.00
5018 SOCIAL SECURITY	294.78	302.84	266.56	300	300.00	1,935.00
5019 MEDICARE	69.29	71.18	62.66	70	70.00	455.00
5021 WORKMAN'S COMP	49.98	51.69	40.32	60	41.00	60.00
5033 AUDIT	630.00	630.00	640.00	700	640.00	700.00
5034 BANK SVC. CHARGE	118.23	115.88	9.27	120	10.00	60.00
5036 LEGAL FEES	6,682.00	6,912.00	9,276.00	10,000	10,000.00	10,000.00
5045 INSURANCE	11,991.90	15,243.81	12,359.37	14,000	12,400.00	14,000.00
5048 DUES & SUBSCRIPTIONS	4,019.54	4,073.76	3,924.93	4,130	4,130.00	4,130.00
5054 MEALS, TRAVEL, LODGING	493.66	908.00	778.74	3,000	1,500.00	3,000.00
5056 COMMUNITY IMPROVEMENT	12,567.97	10,457.09	11,743.41	15,000	15,000.00	17,625.00
5063 POSTAGE	33.12	38.81	30.36	125	125.00	125.00
5096 MISC SERV & EXP	0.00	3.60	52.57	100	100.00	100.00
5107 OFFICE SUPPLIES	101.06	204.69	192.85	225	225.00	225.00
5108 COPY EXPENSE	61.11	185.55	345.78	360	385.00	400.00
<b>TOTAL BOARD OF TRUSTEE</b>	<b>41,866.84</b>	<b>44,082.93</b>	<b>44,022.04</b>	<b>53,040</b>	<b>49,776.00</b>	<b>84,015.00</b>

## **MUNICIPAL COURT 2016 BUDGET YEAR**

The Municipal Court administers judicial operations of the Town in accordance with the Town's ordinances. Municipal Court is held monthly in the Board of Trustees' meeting room at 345 Market St. The Court budget includes a percentage of salary for the Town Clerk's duties as Municipal Court Clerk and assistant, cost for the Town's Municipal Judge and legal fees for the Town's Attorney. The Town adopted a criminal code, in 1990, which was revised in 1993. The Code allows the Town to handle a greater variety of offenses occurring within the Town.

The Board has appointed Laurie Noble, as municipal judge for seven, two year terms, 1994 to the year 2016. Laurie also serves as County Judge in Rangely and Meeker and has received high ratings for her work as County judge during the State Evaluation process.

**Budget Item 5003 Salaries include:**

10% of Town Clerk salary

10% Municipal Clerk Assistant

**Other Salary - Budget Item 5005**

The Municipal Judge

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>MUNICIPAL COURT</b>						
5003 REGULAR SALARIES	9,101.52	9,829.76	9,045.63	9,600	9,868.00	10,515.00
5005 MUNICIPAL JUDGE	3,775.00	3,775.00	3,325.00	3,900	3,525.00	3,900.00
5015 RETIREMENT	546.12	574.78	542.74	580	592.00	635.00
5018 SOCIAL SECURITY	564.24	609.45	560.78	600	612.00	655.00
5019 MEDICARE	131.96	142.42	131.01	140	144.00	155.00
5021 WORKMAN'S COMP	17.77	18.55	9.88	21	10.00	20.00
5022 HRA ADMINISTRATIVE FEE	0.00	6.26	11.00	7	12.00	17.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	62.60	265.26	520	520.00	520.00
5024 HLTH DENTL & LIFE INS	4,248.40	4,151.11	2,891.95	3,506	3,506.00	3,425.00
5027 UNEMPLOYMENT INSURANCE	45.26	29.48	22.20	30	30.00	35.00
5033 AUDIT	393.75	393.75	400.00	460	400.00	460.00
5034 BANK SVC. CHARGE	206.92	202.76	16.22	250	20.00	125.00
5036 LEGAL FEES	4,640.00	5,752.00	6,652.00	6,500	6,650.00	7,000.00
5037 LEGAL PUBLICATIONS	24.75	24.75	24.75	150	150.00	150.00
5045 INSURANCE	545.23	1,137.10	1,074.73	1,100	1,100.00	1,100.00
5048 DUES & SUBSCRIPTIONS	20.00	20.00	20.00	30	30.00	30.00
5054 MEALS, TRAVEL, LODGING	10.18	3.02	0.00	120	0.00	120.00
5054.1 JUDGE TRAVEL ALLOWANCE	484.00	484.00	396.00	528	528.00	528.00
5057 TELEPHONE/INTERNET/FAX	456.25	513.28	514.16	550	590.00	575.00
5063 POSTAGE	72.64	80.69	71.44	170	170.00	170.00
5096 MISC SERV & EXP	30.00	18.60	3.60	100	50.00	5,000.00
5107 OFFICE SUPPLIES	45.23	68.53	291.35	275	300.00	400.00
5108 COPY EXPENSE	43.01	129.88	242.02	260	285.00	285.00
<b>TOTAL MUNICIPAL COURT</b>	25,402.23	28,027.77	26,511.72	29,397	29,092.00	35,820.00

## **ADMINISTRATION 2016 BUDGET YEAR**

The Administrative Department implements policies set by the Board of Trustees, disseminates information to the public and other Town Boards, provides staff support including taking and preparing minutes for various boards and commissions, issues licenses, administers municipal elections, provides financial reports, prepares the annual budget, manages official Town records, processes liquor licenses, prepares payroll, maintains accounting records, collects receivables, prepares twice monthly, for the Board's consideration, a list of expenditures, monitors the Town's investments, supervises the Town's land development, manages capital projects, and assists in enforcing zoning regulations.

Budget Item 5003 Salaries include:

54% - Administrator/Treasurer

100% - Administrative Assistant

50% - Town Clerk/Finance/Municipal Court

30% - Water Clerk/Receptionist/Assistant Municipal Court Clerk

25% - Police Secretary/Water Clerk/Receptionist/Liquor License Clerk

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>ADMINISTRATION</b>						
5003 REGULAR SALARIES	90,470.58	97,279.37	87,393.79	93,500	95,670.00	144,682.00
5006 PART-TIME SALARIES	31,274.76	19,492.97	0.00	0	0.00	0.00
5009 OVERTIME PAY	0.00	0.00	0.00	400	0.00	400.00
5015 RETIREMENT	6,608.75	6,753.36	5,243.69	5,600	5,740.00	8,681.00
5018 SOCIAL SECURITY	7,548.23	7,239.93	5,418.50	5,800	6,005.00	8,970.00
5019 MEDICARE	1,765.28	1,693.20	1,267.18	1,400	1,390.00	2,098.00
5021 WORKMAN'S COMP	252.53	221.79	154.44	280	155.00	280.00
5022 HRA ADMINISTRATIVE FEE	0.00	49.70	87.45	59	96.00	220.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	497.00	2,652.58	4,654	4,654.00	6,735.00
5024 HLTH DENTL & LIFE INS	56,819.39	46,122.23	24,832.08	28,651	28,651.00	49,737.00
5027 UNEMPLOYMENT INSURANCE	449.33	343.62	212.58	300	290.00	440.00
5033 AUDIT	1,338.75	1,338.75	1,360.00	1,600	1,360.00	1,600.00
5034 BANK SVC. CHARGE	705.34	686.92	156.62	800	200.00	400.00
5035 TREASURER FEE	4,163.72	4,137.11	4,291.58	7,500	6,000.00	7,500.00
5036 LEGAL FEES	4,162.00	5,111.00	6,401.00	7,000	7,000.00	7,000.00
5037 LEGAL PUBLICATIONS	770.09	763.27	774.09	1,200	1,200.00	1,200.00
5038 CODIFI/RECORDS MANAGEMENT	1,644.69	465.78	455.07	2,500	1,000.00	2,500.00
5045 INSURANCE	1,119.70	1,725.14	1,631.59	1,700	1,635.00	1,700.00
5048 DJES & SUBSCRIPTIONS	415.00	450.00	460.00	405	460.00	500.00
5054 MEALS, TRAVEL, LODGING	693.83	278.58	207.05	2,500	500.00	2,500.00
5057 TELEPHONE/INTERNET/FAX	1,682.42	1,826.45	1,770.56	2,500	2,500.00	2,500.00
5063 POSTAGE	706.22	691.73	748.83	780	780.00	780.00
5069 TRAINING & SCHOOLING	854.73	0.00	92.42	3,500	500.00	3,500.00
5086 LABOR/EQMT/OFC/OTHER	112.50	0.00	0.00	300	150.00	300.00
5088 ELECTION EXPENSES	0.00	147.41	0.00	5,000	0.00	10,000.00
5094 ACCOUNTING SYSTEMS	2,070.52	1,925.50	2,022.00	3,000	3,000.00	0.00
5096 MISC SERV & EXP	244.00	38.20	91.00	300	300.00	300.00
5097 SOFTWARE SUPPT	0.00	0.00	0.00	0	0.00	3,000.00
5107 OFFICE SUPPLIES	651.35	1,084.70	758.65	1,700	1,700.00	1,700.00
5108 COPY EXPENSE	122.31	371.09	705.40	720	895.00	850.00
5116 EQMT PARTS/SUPPLIES	121.42	0.00	86.15	200	200.00	200.00
<b>TOTAL ADMINISTRATION</b>	216,767.44	200,734.80	149,274.30	183,849	172,031.00	270,273.00

## **PUBLIC WORKS 2016 BUDGET YEAR**

The Public Works Department provides general maintenance and repair services to the Town. Services provided by the department include: patching or repairing damaged pavement, painting and general maintenance for the Town's various properties, maintaining all of the Town's vehicles, managing and monitoring capital project's construction, plowing snow and sanding, spring cleanup, grading alleys, weed control, and sign installation.

The Department includes five full time employees who perform a broad range of duties and also maintain the Town's Water system. A part time employee will be hired during the summer months to assist with extra maintenance items during those months.

**Budget Item 5003 - Salaries include:**

70% - Public Works Superintendent

10% - Assistant Superintendent - Water Operator

70% - Utility Man

70% - Utility Man

50% - Utility Man

**Budget Item 5006 - Part Time Salary includes extra help during summer/fall projects**

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>PUBLIC WORKS</b>						
5003 REGULAR SALARIES	123,750.92	138,032.12	117,695.93	131,000	131,017.00	130,550.00
5006 PART-TIME SALARIES	5,783.44	5,833.53	0.00	6,030	0.00	6,030.00
5009 OVERTIME PAY	5,955.59	5,676.08	4,010.21	9,000	4,500.00	9,000.00
5012 HOLIDAY PAY	60.93	0.00	0.00	1,000	0.00	1,000.00
5015 RETIREMENT	6,238.31	5,987.49	6,093.35	7,300	6,995.00	8,795.00
5018 SOCIAL SECURITY	8,404.16	9,271.65	7,545.80	9,100	8,402.00	9,085.00
5019 MEDICARE	1,965.52	2,168.37	1,764.75	2,200	1,965.00	2,125.00
5021 WORKMAN'S COMP	5,947.88	6,659.47	5,578.46	6,660	5,579.00	6,660.00
5022 HRA ADMINISTRATIVE FEE	0.00	84.40	141.00	89	162.00	215.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	844.00	3,978.89	7,020	7,020.00	6,500.00
5024 HLTH DENTL & LIFE INS	50,067.42	51,266.29	40,139.16	46,144	46,144.00	51,860.00
5027 UNEMPLOYMENT INSURANCE	487.04	450.88	309.65	450	450.00	440.00
5028 DRUG SCREEN	73.52	337.28	36.76	300	300.00	300.00
5033 AUDIT	787.50	787.50	800.00	950	800.00	950.00
5034 BANK SVC. CHARGE	147.79	144.84	11.58	160	20.00	80.00
5036 LEGAL FEES	32.00	826.00	872.00	800	875.00	900.00
5037 LEGAL PUBLICATIONS	301.11	334.81	407.86	800	800.00	800.00
5045 INSURANCE	4,907.03	5,592.46	5,373.64	6,000	5,374.00	6,000.00
5048 DUES & SUBSCRIPTIONS	225.00	237.00	237.00	330	330.00	330.00
5054 MEALS, TRAVEL, LODGING	128.86	208.44	1,077.97	1,200	1,200.00	1,200.00
5057 TELEPHONE/INTERNET/FAX	721.25	716.17	1,118.10	1,030	1,030.00	1,200.00
5060.1 ELECTRIC	2,180.10	1,817.33	1,374.22	2,550	2,300.00	2,550.00
5060.2 GAS	3,496.81	4,178.28	3,492.30	5,400	4,500.00	5,400.00
5062 TRASH	643.49	855.00	453.75	1,600	1,200.00	1,600.00
5063 POSTAGE	52.81	56.00	39.40	190	190.00	190.00
5069 TRAINING & SCHOOLING	749.03	593.00	1,014.00	2,200	1,750.00	2,200.00
5074 REQUIRED SAFETY EQMT	989.95	1,639.81	882.92	2,100	2,100.00	2,100.00
5079 FIRE EXTINGUISHERS	0.00	183.00	0.00	400	200.00	400.00
5086 LABOR/EQMT/OFC/OTHER	0.00	141.25	120.00	1,000	1,000.00	1,000.00
5090 INSECT/WEED CONTROL	2,741.46	4,354.51	3,242.80	5,000	5,000.00	5,000.00
5096 MISC SERV & EXP	455.49	119.50	1,164.00	1,000	1,500.00	1,000.00
5099 BLDG MAINT LABOR	0.00	0.00	0.00	350	350.00	350.00
5107 OFFICE SUPPLIES	285.18	206.38	180.88	360	360.00	360.00
5108 COPY EXPENSE	36.70	111.32	207.45	220	240.00	250.00
5110 MISC SUPPLIES	25.57	0.00	36.28	1,200	750.00	1,200.00
5111 COVERALLS/SHIRTS	431.27	449.75	396.00	500	500.00	500.00
5112 BLDG MAINT SUPPLIES	461.02	150.54	632.11	2,000	1,500.00	2,000.00
5116 EQMT PARTS/SUPPLIES	15,599.25	12,083.90	11,594.37	15,000	15,000.00	15,000.00
5120 STREET MAINT & SUPPL	24,913.10	7,986.38	12,122.00	25,000	15,000.00	25,000.00
5122 FUEL	10,337.71	8,650.58	3,796.79	10,600	10,600.00	10,600.00
5128 GRAVEL	829.56	3,382.49	1,553.11	3,000	3,000.00	3,000.00
5131 CHRISTMAS DEC EXPENSE	2,527.04	4,014.86	748.50	4,000	4,000.00	4,000.00
5132 CULVERT CLEANING	0.00	390.80	0.00	3,000	0.00	3,000.00
5178 BROOM & WEED TRCT PTS	1,132.55	2,526.77	1,366.69	3,500	3,500.00	3,500.00
5179 TRAFFIC CONTROL SIGNS	2,061.12	125.41	0.00	2,000	2,000.00	2,000.00
5184 PROFESSIONAL SVCS.	0.00	0.00	0.00	1,500	750.00	1,500.00
<b>TOTAL PUBLIC WORKS</b>	<b>285,934.48</b>	<b>289,475.64</b>	<b>241,609.68</b>	<b>331,233</b>	<b>300,253.00</b>	<b>337,720.00</b>

## **HIGHWAY USERS' TAX FUND**

**BUDGET YEAR 2016**

The Town is required to prepare a separate Highway Users Tax Fund Budget. The funds are a part of the General Fund and are budgeted within the Public Work's Department Budget. Highway Users Tax Funds must be spent for personnel, maintenance and construction of streets.

2016 BUDGET BREAKDOWN FOR HIGHWAY USERS TAX FUND						
	2011	2012	2013	2014	2015	2016
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Projected
<b>REVENUES</b>						
HIGHWAY USERS TAX	\$90,803.00	\$86,293.00	\$80,669.00	\$79,442.00	\$82,000.00	\$80,700.00
<b>TOTAL REVENUE</b>	<b>\$90,803.00</b>	<b>\$86,293.00</b>	<b>\$ 80,669.00</b>	<b>\$ 79,442.00</b>	<b>\$ 82,000.00</b>	<b>\$80,700.00</b>
<b>EXPENDITURES</b>						
SALARIES	\$50,000.00	\$50,000.00	\$ 43,357.00	\$ 50,000.00	\$ 44,400.00	\$40,000.00
FUEL	\$8,914.00	\$8,363.00	\$ 10,338.00	\$ 7,165.00	\$ 10,600.00	\$10,600.00
TRAFFIC SIGNS	\$443.00	\$840.00	\$ 2,061.00	\$ 85.00	\$ 2,000.00	\$2,000.00
STREET MAINTENANCE	\$31,446.00	\$27,090.00	\$ 24,913.00	\$ 22,192.00	\$ 25,000.00	\$28,100.00
<b>TOTAL EXPENDITURES</b>	<b>\$90,803.00</b>	<b>\$86,293.00</b>	<b>\$ 80,669.00</b>	<b>\$ 79,442.00</b>	<b>\$ 82,000.00</b>	<b>\$80,700.00</b>

## **PARKS AND RECREATION 2016 BUDGET YEAR**

The Town will continue its lease agreement with the Eastern Rio Blanco Metropolitan Recreation and Parks District (ERBM) to enable ERBM operate parks as they did until 1988 after the Recreation District was formed. The Town owns five improved park facilities on approximately 5.5 acres of land. The Town will continue to operate Town owned open space known as “Ute Park” and the small recreation vehicle park at 4<sup>th</sup> and Water Streets, this budget provides maintenance and operation for the two facilities which the Town will continue to operate. Ute Park is comprised of over 100 acres, adjacent to Highway 13 and the West Town Limits. The park is designated primarily as open space and was leased to the Meeker Classic Sheepdog Trials for their annual event.

In 2016 ERBM Park & Recreation District is planning to renovate “Town Park” to include enhanced River access and upgraded parking and pavement.

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>PARKS/UTE PARK</b>						
5003 REGULAR SALARIES	8,262.68	7,572.13	5,163.68	7,800	5,788.00	7,855.00
5006 PART-TIME SALARIES	0.00	0.00	0.00	0	0.00	0.00
5015 RETIREMENT	459.85	466.32	309.82	480	350.00	475.00
5018 SOCIAL SECURITY	512.29	469.47	320.16	485	359.00	490.00
5019 MEDICARE	119.82	109.82	74.88	115	85.00	115.00
5021 WORKMAN'S COMP	605.42	0.00	0.00	670	0.00	1,300.00
5022 HRA ADMINISTRATIVE FEE	0.00	0.00	0.00	0	0.00	17.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	0.00	0.00	0	0.00	520.00
5024 HLTH DENTL & LIFE INS	3,336.00	3,269.41	2,102.59	2,953	2,953.00	4,075.00
5027 UNEMPLOYMENT INSURANCE	22.98	23.75	2.39	25	18.00	25.00
5033 AUDIT	157.50	157.50	160.00	175	160.00	175.00
5034 BANK SVC. CHARGE	59.13	57.96	4.64	80	5.00	80.00
5036 LEGAL FEES	0.00	0.00	0.00	100	100.00	100.00
5037 LEGAL PUBLICATIONS	0.00	0.00	0.00	150	50.00	150.00
5045 INSURANCE	300.00	2,274.19	2,149.46	2,200	2,150.00	2,200.00
5057 TELEPHONE/INTERNET/FAX	28.41	4.27	3.31	50	50.00	50.00
5060.1 ELECTRIC	6,079.49	5,526.79	5,215.68	6,200	6,000.00	6,200.00
5062 TRASH	412.75	705.00	716.25	1,000	1,000.00	1,000.00
5063 POSTAGE	8.28	10.01	7.59	30	30.00	30.00
5079 FIRE EXTINGUISHERS	0.00	29.00	0.00	150	75.00	150.00
5086 LABOR/EQMT/OFC/OTHER	0.00	130.00	0.00	125	125.00	125.00
5092 FERTILIZER	103.00	0.00	0.00	800	400.00	800.00
5096 MISC SERV & EXP	0.00	3.60	3.60	250	250.00	250.00
5099 BLDG MAINT LABOR	0.00	0.00	0.00	100	50.00	100.00
5107 OFFICE SUPPLIES	53.23	83.46	90.77	125	125.00	125.00
5108 COPY EXPENSE	18.14	55.68	103.71	110	120.00	125.00
5110 MISC SUPPLIES	181.46	63.96	165.50	1,000	500.00	1,000.00
5112 BLDG MAINT SUPPLIES	203.99	0.00	0.00	1,500	750.00	1,500.00
5114 IRRIGATION SYSTEM	0.00	0.00	0.00	800	400.00	800.00
5116 EQMT PARTS/SUPPLIES	1,457.40	488.95	119.90	4,500	2,000.00	4,500.00
5122 FUEL	0.00	0.00	9.12	150	75.00	150.00
<b>TOTAL PARKS/UTE PARK</b>	22,381.82	21,501.27	16,723.05	32,123	23,968.00	34,482.00

## **COMMUNITY DEVELOPMENT 2016 BUDGET YEAR**

The Community Development Department provides:

- A. Planning services
  - 1. Assisting property owners with zoning issues
  - 2. Enforcing zoning regulations
  - 3. Providing staff assistance to the Planning Commission
  - 4. Reviewing and coordinating annexation petitions, subdivision requests and a myriad of other planning related duties.
- B. Building inspection services and code enforcement
  - 1. Reviews residential construction Plans
  - 2. Issues Building permits
  - 3. Performs construction inspections
  - 4. Enforces the Town Code
- C. Risk Manager-The Building Inspector serves as the Town's risk management staff person, which includes
  - 1. Updating the Town's safety manual
  - 2. Enforcing the Town's safety regulations
  - 3. Investigating accidents
  - 4. Scheduling and accounting for ongoing safety training for all departments

A safety committee was appointed to assist in reviewing accidents, keeping the policy updated and to assist with compliance. Safety training is conducted routinely and the Building Inspector serves as Safety Coordinator for the town staff.

The Department works with citizens on various requests including: special review permits, setback variances, looking at potential code revisions, lot line adjustments, building permits, and inspection of new construction. Building construction and new subdivision activity has been significantly slower during the past several years, it is anticipated new retail and potential projects will begin due to the availability of infrastructure northeast of Town. The Planner Position remains unfilled at this time. Staff continues to fill in as necessary, should the need arise; Staff utilizes consultant(s) to assist with large projects and submittals. Much of the major project review expenses such as Plan and Engineering Review are incurred by the applicant on such projects via reimbursement agreements.

Budget item 5003 - Salaries include:

100% - Town Planner (Vacant)

100% -Building Inspector - Code Enforcement Officer

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>COMMUNITY DEVELOPMENT</b>						
5003 REGULAR SALARIES	46,300.04	50,005.53	44,269.50	100,800	48,295.00	54,000.00
5006 PART-TIME SALARIES	0.00	0.00	0.00	0	0.00	0.00
5009 OVERTIME PAY	0.00	0.00	0.00	0	0.00	0.00
5015 RETIREMENT	2,786.28	2,897.64	2,656.17	6,050	2,897.00	4,140.00
5018 SOCIAL SECURITY	2,870.60	3,100.33	2,744.71	6,250	2,995.00	4,278.00
5019 MEDICARE	671.34	725.14	641.96	1,500	700.00	1,000.00
5021 WORKMAN'S COMP	741.39	890.06	664.59	900	665.00	900.00
5022 HRA ADMINISTRATIVE FEE	0.00	31.25	55.00	60	60.00	85.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	312.50	2,652.60	4,680	4,680.00	2,600.00
5024 HLTH DENTL & LIFE INS	997.20	2,175.14	13,560.85	38,330	14,800.00	16,527.00
5027 UNEMPLOYMENT INSURANCE	173.46	148.63	108.66	305	145.00	207.00
5033 AUDIT	551.25	551.25	560.00	660	560.00	660.00
5034 BANK SVC. CHARGE	325.14	318.57	25.48	350	25.00	175.00
5036 LEGAL FEES	4,120.84	8,552.00	10,268.00	15,500	15,500.00	15,500.00
5037 LEGAL PUBLICATIONS	260.25	165.46	349.08	1,500	1,500.00	1,500.00
5038 CODIFI/RECORDS MANAGEMENT	846.69	465.78	396.07	2,500	1,000.00	2,500.00
5039 UBC CODE BOOKS	79.50	0.00	0.00	1,000	500.00	1,000.00
5045 INSURANCE	1,090.45	1,705.64	1,612.09	1,660	1,613.00	1,660.00
5048 DUES & SUBSCRIPTIONS	30.00	0.00	0.00	300	150.00	300.00
5054 MEALS, TRAVEL, LODGING	883.00	10.08	0.00	1,800	900.00	1,800.00
5057 TELEPHONE/INTERNET/FAX	1,439.09	1,550.02	1,740.33	2,000	2,000.00	2,000.00
5063 POSTAGE	123.51	124.27	303.15	400	400.00	400.00
5069 TRAINING & SCHOOLING	714.73	0.00	0.00	1,500	750.00	1,500.00
5086 LABOR/EQMT/OFC/OTHER	112.50	0.00	0.00	800	400.00	800.00
5096 MISC SERV & EXP	624.12	13.20	13.20	500	250.00	500.00
5098 RECORDING FEE	90.50	119.00	191.00	300	300.00	300.00
5107 OFFICE SUPPLIES	259.02	415.69	381.33	420	482.00	420.00
5108 COPY EXPENSE	97.89	289.68	555.04	575	630.00	650.00
5110 MISC SUPPLIES	0.00	0.00	213.93	200	200.00	400.00
5116 EQMT PARTS/SUPPLIES	199.48	174.96	62.93	1,100	550.00	2,100.00
5122 FUEL	1,531.26	1,167.48	536.63	1,600	1,600.00	1,600.00
5180 MAP REV/SIGNS	0.00	0.00	0.00	800	400.00	800.00
5184 PROFESSIONAL SVCS.	3,116.10	63.75	5,899.03	4,000	6,000.00	19,000.00
<b>TOTAL COMMUNITY DEVEL</b>	71,035.63	75,973.05	90,461.33	198,340	110,947.00	139,302.00

## **POLICE DEPARTMENT 2016 BUDGET YEAR**

The Police Department provides traffic control, crime investigation, animal control, enforcement of all state and local laws, assists in such programs as a bicycle safety program, Red Ribbon week and the bugling contest for elementary school students, checks on elderly individuals of the community, performs vehicle inspections, and searches for missing persons to name just a few of the services the Department performs. A 6<sup>th</sup> officer position was added to the force in 2006 due to the increase and severity of crimes. The Police Department will be working with Rio Blanco County, and others this year, to control illegal drug use and other rising crimes. A new Patrol vehicle will be purchased in 2016.

The animal control facility is being operated by the Town and the cost of part time help to care for the dogs and the cost of the facility is included in this budget.

Budget item 5003 - Salaries include:

100% - Police Chief (1)

100% - Lieutenant (1)

100% - Police Officers (4)

Deputy Assistance - Includes deputies who assist the Town when off duty for the Sheriff's office.

Part Time Salaries including:

50% - Police secretary

100% - Animal Control Officer

100% - part time individuals working in the animal control facility

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>POLICE</b>						
5002 POLICE SALARIES W/RETIREM	303,841.33	258,374.80	265,369.98	280,000	262,850.00	346,450.00
5002.1 POLICE SALARIES W/FICA	0.00	62,667.04	27,692.32	45,000	27,695.00	30,975.00
5003 REGULAR SALARIES	24,210.30	48,759.27	42,624.97	41,550	47,007.00	43,200.00
5004 DEPUTY ASSISTANCE	5,393.53	2,986.23	0.00	6,000	0.00	6,000.00
5004.1 DEPUTY ASSIST W/IGA	0.00	0.00	0.00	0	0.00	0.00
5006 PART-TIME SALARIES	30,447.54	10,291.20	6,816.15	11,350	9,071.00	11,350.00
5009 OVERTIME PAY	12,666.73	14,124.41	11,992.96	17,000	17,000.00	17,000.00
5012 HOLIDAY PAY	12,100.07	10,992.41	10,407.51	12,500	12,500.00	12,500.00
5015 RETIREMENT	20,936.60	11,074.22	18,272.01	21,100	18,600.00	21,175.00
5016 POLICE RET. PROGRAM	18,230.13	15,424.65	15,922.23	18,600	18,000.00	18,585.00
5018 SOCIAL SECURITY	3,558.56	7,576.90	5,009.83	3,300	5,194.00	5,300.00
5019 MEDICARE	5,579.08	5,882.77	5,291.16	5,860	5,500.00	6,691.00
5021 WORKMAN'S COMP	11,015.87	10,268.22	12,099.51	12,100	12,100.00	12,100.00
5022 HRA ADMINISTRATIVE FEE	0.00	171.86	357.50	214	390.00	550.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	1,718.60	9,549.33	16,900	16,900.00	16,900.00
5024 HLTH DENTL & LIFE INS	130,690.41	125,873.97	102,949.74	113,393	113,393.00	122,350.00
5027 UNEMPLOYMENT INSURANCE	1,474.81	1,213.67	830.21	1,200	1,200.00	1,385.00
5033 AUDIT	551.25	551.25	560.00	600	560.00	600.00
5034 BANK SVC. CHARGE	709.41	694.96	55.59	750	60.00	375.00
5036 LEGAL FEES	608.00	3,205.00	1,134.00	6,000	6,000.00	5,000.00
5037 LEGAL PUBLICATIONS	451.82	269.62	373.96	700	700.00	700.00
5038 CODIFI/RECORDS MANAGEMENT	0.00	445.75	120.00	1,250	1,250.00	1,250.00
5045 INSURANCE	16,056.71	15,992.54	15,122.19	16,000	15,193.00	16,000.00
5048 DUES & SUBSCRIPTIONS	1,306.10	1,053.14	951.81	1,000	1,000.00	1,200.00
5054 MEALS, TRAVEL, LODGING	3,577.06	1,832.11	2,564.82	4,000	4,000.00	4,000.00
5057 TELEPHONE/INTERNET/FAX	7,924.09	8,780.59	9,048.35	9,000	10,350.00	10,000.00
5060.1 ELECTRIC	519.40	536.79	350.02	800	700.00	800.00
5060.2 GAS	1,506.89	1,008.04	730.69	2,000	1,500.00	2,000.00
5063 POSTAGE	269.61	285.19	195.88	500	300.00	500.00
5069 TRAINING & SCHOOLING	1,904.73	1,270.73	654.39	4,000	3,000.00	4,000.00
5070 RADIO MAINTENANCE	0.00	0.00	653.53	1,000	1,000.00	1,000.00
5072 PUBLIC RELATIONS	444.81	1,513.98	534.59	3,000	2,000.00	3,000.00
5075 PD FORF. FUNDS EQUIPMENT	0.00	2,873.61	2,656.86	6,085	2,660.00	3,430.00
5076 BULLET PROOF VEST GRANT	0.00	0.00	0.00	1,900	0.00	2,000.00
5079 FIRE EXTINGUISHERS	0.00	106.00	0.00	200	200.00	200.00
5086 LABOR/EQMT/OFC/OTHER	352.50	17.00	55.00	1,000	500.00	1,000.00
5093 TOWING EXPENSE	0.00	0.00	0.00	1,000	500.00	1,000.00
5096 MISC SERV & EXP	3,175.65	2,607.91	3,842.84	4,000	4,000.00	4,000.00
5097 SOFTWARE SUPPT	2,434.24	2,805.00	3,305.00	3,000	3,305.00	5,000.00
5100 COUNTY DISPATCH SERV	68,567.00	72,984.00	72,984.00	72,985	72,985.00	73,000.00
5101 ADVERTISING	360.52	0.00	0.00	500	250.00	500.00
5102 ANIMAL FACILITY	3,998.86	3,796.40	3,998.71	5,000	5,000.00	5,000.00
5102.1 SHELTER DONATION EXP	0.00	0.00	0.00	0	0.00	500.00
5103 LEXIPOL	2,636.25	3,515.00	3,515.00	3,700	3,515.00	4,000.00
5104 DETOX	0.00	0.00	0.00	3,700	1,850.00	3,700.00
5106 TRIDENT&SPECIAL INVESTIGATIO	0.00	774.00	4,044.93	12,000	6,000.00	12,000.00
5107 OFFICE SUPPLIES	1,977.71	2,016.82	868.85	3,000	3,000.00	3,000.00
5108 COPY EXPENSE	138.81	378.28	822.94	720	890.00	900.00
5109 BIKE RODEO	359.62	430.34	39.00	700	350.00	700.00
5110 MISC SUPPLIES	1,582.94	1,656.04	917.40	2,500	2,500.00	2,500.00

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# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
5116 EQMT PARTS/SUPPLIES	7,004.31	5,668.50	3,599.55	7,000	7,000.00	9,000.00
5122 FUEL	19,922.46	18,125.71	9,656.66	20,000	20,000.00	20,000.00
5124 AMMUNITION	4,726.40	1,365.00	1,935.00	5,000	5,000.00	5,000.00
5124.1 LESS LETHAL MUNITIONS	0.00	897.46	262.82	1,500	1,500.00	1,500.00
5125 RANGE	0.00	0.00	0.00	500	500.00	500.00
5126 UNIFORMS	1,695.59	4,976.92	196.60	4,000	4,000.00	5,000.00
5127 K-9 EXPENSES	1,178.49	643.42	0.00	0	0.00	0.00
<b>TOTAL POLICE</b>	736,086.19	750,467.32	680,936.39	816,657	760,518.00	886,366.00

## **RECYCLING 2016 BUDGET YEAR**

The recycling center is open 24 hours per day, seven days per week. Materials are accepted from anyone wishing to use the recycling center and use is not restricted to Meeker's citizens. A new building was completed during 2004 and is located on Third Street close to the Town Shop and other Town facilities. The program has been so successful and grown so much that there is now a need to improve the efficiency of the recycling center to be able to handle the volume. The Town purchased a used horizontal baler in 2011, which allows the baling process to be less labor intensive and faster. At the end of 2012 grant funding and partnering with Yampa Valley Partners allowed for the improved storage, expanded bailing room to include a floor level conveyor, and a new forklift were funded. Staff continues to examine ways of working more efficiently through technology improvements at the Recycling Center.

Budget Item 5003 – Professional Services Contract w/Overton Recycling to operate the Center

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>RECYCLE PROGRAM</b>						
5003 REGULAR SALARIES	31,254.40	31,337.17	3,182.68	30,800	3,185.00	0.00
5006 PART-TIME SALARIES	0.00	0.00	0.00	0	0.00	0.00
5015 RETIREMENT	1,839.30	1,865.19	190.96	1,875	190.00	0.00
5018 SOCIAL SECURITY	1,937.78	1,942.87	197.33	1,910	200.00	0.00
5019 MEDICARE	453.20	454.38	46.16	450	50.00	0.00
5021 WORKMAN'S COMP	1,035.84	2,392.86	2,399.51	2,400	2,400.00	0.00
5022 HRA ADMINISTRATIVE FEE	0.00	31.25	5.00	33	5.00	0.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	312.50	1,591.56	2,600	2,000.00	0.00
5024 HLTH DENTL & LIFE INS	13,344.08	13,077.36	0.00	11,812	0.00	0.00
5027 UNEMPLOYMENT INSURANCE	107.68	95.06	9.55	95	10.00	0.00
5034 BANK SVC. CHARGE	29.56	29.00	2.32	40	5.00	0.00
5045 INSURANCE	545.23	1,137.10	1,074.73	1,100	1,075.00	0.00
5054 MEALS, TRAVEL, LODGING	91.76	1.00	0.00	200	0.00	0.00
5060.1 ELECTRIC	3,276.95	2,770.11	1,216.09	3,500	3,000.00	3,500.00
5062 TRASH	252.00	252.00	210.00	300	300.00	300.00
5083 POSTAGE	8.74	9.53	14.31	35	12.00	0.00
5072 PUBLIC RELATIONS	0.00	0.00	0.00	50	0.00	0.00
5078 FREIGHT	2,205.00	2,967.14	633.46	6,000	635.00	0.00
5079 FIRE EXTINGUISHERS	0.00	29.00	0.00	285	0.00	0.00
5086 LABOR/EQMT/OFC/OTHER	179.00	0.00	29,999.64	300	36,665.00	0.00
5107 OFFICE SUPPLIES	14.72	21.27	14.60	60	15.00	0.00
5108 COPY EXPENSE	12.23	37.15	57.80	75	75.00	0.00
5112 BLDG MAINT SUPPLIES	41.00	0.00	0.00	1,000	0.00	0.00
5116 EQMT PARTS/SUPPLIES	304.90	907.80	10.38	1,000	11.00	0.00
5122 FUEL	291.81	171.45	21.12	600	25.00	0.00
5184 PROFESSIONAL SVCS.	0.00	0.00	0.00	0	0.00	40,000.00
<b>TOTAL RECYCLE PROGRAM</b>	57,225.18	59,841.19	40,877.20	66,520	49,858.00	43,800.00

## **SYSTEMS DEVELOPMENT 2016 BUDGET YEAR**

The Systems' Development Department is designated for the Town's construction and higher cost maintenance projects plus other capital expenditures (such as vehicles), which are not part of the everyday operation and maintenance of the Town of Meeker's infrastructure. Capital projects are considered by the Board of Trustees each year and carefully selected. The Board Members and staff prioritize projects which are most important to maintain the Town's infrastructure or enhance the level of service to those served by the Town. The Town Board is also committed to maintaining Town reserves (fund balances) to provide adequate funds if there is an emergency or catastrophic loss.

### Street Maintenance

Maintenance such as Mag Chloriding the alleys and crack filling the streets will be funded.

### Public Works

The Public Works Department will be purchasing a pick up with a dump box, trailer and plow and chip sealing 5 miles of Sulphur Creek, Sanderson and Sage Hills.

### Tourism/Chamber

The Town Board recognizes the importance of promoting tourism and other economic development projects to diversify the economy resulting in sustainability and growth of local businesses. The Town assists the Meeker Chamber of Commerce by assistance to fund a full time director to successfully promote tourism and other economic development projects.

### Emergency Reserve

The emergency reserve is a requirement under Article X, Section 20 on the Colorado Constitution. The Town sets aside the required reserve each year, by resolution after the audit of the prior year is completed. The amount set aside is 3% of the prior year's expenditures. If the Town's budget goes down, the amount may not be adjusted lower, but must remain a percentage of the Town's highest expenditures.

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>SYSTEMS DEVELOPMENT</b>						
6006 STREET MAINT PROJECT	456,827.99	79,082.10	573,817.58	700,000	574,000.00	375,000.00
6006.2 MKT STREET SCAPES	3,055.75	24,682.04	732,430.56	700,000	732,435.00	0.00
6006.3 MKT STREET SCAPES PHASE II	0.00	0.00	635,033.28	700,000	697,750.00	0.00
6007.2 IT PROJECTS	28,642.00	27,160.00	22,892.92	39,750	39,750.00	39,750.00
6008 TOWN HALL BLDG	0.00	20,703.60	45,572.14	47,500	47,500.00	13,500.00
6011 POLICE DEPT EQUIPMENT	20,884.35	54,062.77	38,300.80	85,000	60,000.00	49,000.00
6013 COMPREHENSIVE PLAN	2,500.00	0.00	0.00	7,500	0.00	0.00
6014.1 ANIMAL SHELTER IMPROVEMENT	6,313.77	1,184.84	0.00	0	0.00	0.00
6016 UNANTICIPATED GRANT EXPENSE	0.00	0.00	20,951.22	50,000	23,000.00	50,000.00
6017 NAT HISTORIC DIST NOMINATION	0.00	0.00	0.00	0	0.00	28,350.00
6018 ADMIN/BOT EQUIP/S.WARE	269.97	6,055.36	11,740.13	12,000	12,000.00	39,800.00
6019 BLDG. OFFIC. VEHICLE	0.00	0.00	0.00	0	0.00	30,000.00
6021 BUSINESS GRANT PROGRAM	0.00	0.00	27,934.20	47,000	33,000.00	50,000.00
6022 GF TRNSFR WATER PROJECT	0.00	0.00	0.00	0	0.00	400,000.00
6023 BETTER CITIES CONTRIB.	0.00	0.00	0.00	0	0.00	275,000.00
6024 PUBLIC WORKS EQMT	95,189.00	6,525.77	0.00	0	0.00	73,500.00
6027 TOURISM/CHAMBER	50,000.00	50,000.00	50,000.00	50,000	50,000.00	50,000.00
6028 UTE PARK	13,008.32	8,412.15	7,571.63	35,000	10,000.00	20,000.00
6029 PARK EXPENSES	0.00	0.00	0.00	0	0.00	0.00
6032 EMERGENCY RESERVE	0.00	0.00	0.00	105,250	0.00	105,250.00
<b>TOTAL SYSTEMS DEVELOP</b>	<b>676,691.15</b>	<b>277,868.63</b>	<b>2,166,244.46</b>	<b>2,579,000</b>	<b>2,279,435.00</b>	<b>1,599,150.00</b>

## **TOWN HALL BUILDING DEPARTMENT 2016 BUDGET YEAR**

This department was created to provide accurate accounting of the operational cost of the Town Hall building at 345 Market. The Town through re-negotiated contract will receive a set lease payment amount from Rio Blanco County for their occupied space. The agreement places the cleaning and minor maintenance on the County who will arrange for those services to be taken care of. Items such as flooring, paint, and minor improvements will be done and paid for by the County at their convenience for the second floor.

In 2015 the layout and presentation of the Meeker Town Hall Meeting Room was enhanced. Also, new Carpeting on the First and Basement Floors was installed. The Front Desk will receive new counter tops in 2016 to complete the building upgrade project.

Item 5006 - Part Time Salary include:  
100% - Part Time custodians' salary.

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

GENERAL	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>BUILDING</b>						
5006 PART-TIME SALARIES	4,239.92	5,420.00	4,530.00	6,250	6,250.00	6,250.00
5018 SOCIAL SECURITY	262.86	336.04	280.86	400	390.00	390.00
5019 MEDICARE	61.43	78.56	65.64	91	91.00	95.00
5021 WORKMAN'S COMP	240.07	274.67	225.07	275	226.00	275.00
5027 UNEMPLOYMENT INSURANCE	21.64	16.26	11.01	20	19.00	20.00
5045 INSURANCE	3,271.35	3,979.83	4,668.55	4,750	4,669.00	4,750.00
5060.1 ELECTRIC	17,005.15	17,703.86	14,803.49	18,700	18,000.00	18,700.00
5060.2 GAS	3,125.60	3,316.54	3,129.82	5,000	4,500.00	5,000.00
5062 TRASH	1,344.00	1,344.00	1,412.00	1,500	1,640.00	1,500.00
5079 FIRE EXTINGUISHERS	0.00	176.00	0.00	500	250.00	500.00
5099 BLDG MAINT LABOR	2,870.11	947.00	3,527.00	4,800	4,800.00	5,800.00
5105 MAINT CONTRACT TELE/ELEVATO	6,519.15	6,729.53	2,307.83	7,000	3,205.00	7,000.00
5112 BLDG MAINT SUPPLIES	4,325.32	2,398.41	2,796.98	6,000	6,000.00	6,000.00
<b>TOTAL BUILDING</b>	43,286.60	42,720.70	37,758.25	55,286	50,040.00	56,280.00

**Town of Meeker  
Budget Worksheet**

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>TOTAL REVENUE</b>	2,309,529.45	2,895,091.08	2981501.98	4,345,445	\$3,663,720.00	\$3,487,208.00

**Town of Meeker  
Budget Worksheet**

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>TOTAL EXPENSES</b>	2,175,917.56	1,790,023.30	3504296.55	4,345,445	\$3,825,918.00	\$3,487,208.00

**Town of Meeker  
Budget Worksheet**

Report Date: 12/4/2015

GENERAL	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>EXCESS REVENUE OVER (UNDER) EXPENSES FOR GENERAL</b>	133,611.89	1,105,067.78	-522,794.57	0	162,198.00	0.00

# **WATER FUND**

## **TOWN OF MEEKER**

### **WATER FUND BUDGET SUMMARY**

#### **2016 BUDGET YEAR**

**The Water Fund is the Town's only proprietary fund. It is not supported by a tax base. Revenue is generated solely from user fees, transfers from the general fund and grants for specific projects.**

## **WATER FUND REVENUES 2016 BUDGET YEAR**

1. Water Service: Monthly costs for water are a minimum cost of \$24.00 for up to 8,000 gallons of water. A tiered rate was adopted in 2015 placing higher costs upon those who use excessive amounts of water, thus putting the larger burden upon those who consume more. Water user rates for customers outside the Town limits are double those for “in town” use. Meters are read monthly, year round, accomplished through the Town’s radio read meter system. Bulk water rates are \$24.00 minimum for the first 4,000 gallons, \$6.00 per thousand for the next 4,000 gallons, then \$12.00 per thousand for over ten thousand gallons per month. Bulk water is electronically metered when loaded for transport.

The Town’s goal is to generate enough revenue to cover costs of operations and capital maintenance requirements necessary to provide the Town with a dependable water system. The Town’s system was constructed to serve 5,000 people, with the exception of adequate water wells. The Town added another well to its system in 2008/2009 to insure meeting the growing community’s water use requirements. Bulk water sales remain high.

2. Water Taps: Revenue from water taps has been minimal. Tap rates were amended in 2014 making the Town’s rates more in-line with similar communities to Meeker. Although a substantial increase was implemented, Meeker’s tap rates remain on the lower end in comparison. Higher out-of-Town rates promote annexation for water users.
3. Miscellaneous Income: Miscellaneous income is comprised of any revenue received by the water fund which is not specified under other categories.
4. Interest Income: The Town earns interest on its Water Fund Reserve. The funds are invested with the Bank of the San Juans (formerly 1st National Bank of the Rockies) and Mountain Valley Bank, insured by federal depository insurance and/or secured by treasury bills; and Colorado Statewide Investment Program (CSIP). More information concerning CSIP is available in the narrative concerning the general fund revenues. Interest income continues to decline due to low interest rates locally and nationally.
5. Fund Reserve: The water fund reserve (fund balance) is set aside to assist with large maintenance and capital improvement costs.

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

WATER	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>REVENUE</b>						
<b>ACCOUNT</b>						
3441 WATER SERVICE	612,754.04	576,839.31	595,754.32	550,000	600,000.00	600,000.00
3443 WATER TAPS	0.00	0.00	8,060.00	6,100	8,060.00	6,100.00
3561 WREA PATRONAGE CAPITAL	8,474.10	9,130.27	9,896.50	5,000	9,896.00	7,000.00
3580 MISCELLANEOUS INCOME	-94.50	0.00	39,477.87	100	39,480.00	100.00
3611 INTEREST INCOME	1,371.54	1,459.02	1,405.55	1,300	1,320.00	1,300.00
3615 INTEREST-CURTIS CREEK WATER	1,634.52	275.85	0.00	0	0.00	0.00
3620 FLUORIDE SYSTEM GRANT	0.00	0.00	10,400.00	35,000	10,400.00	0.00
3626 RESERVE	0.00	0.00	0.00	593,039	548,173.00	458,385.00
3630 CURTIS CR. INFRASTRUCT/DOLA	0.00	4,371,737.35	101,373.08	825,000	101,375.00	0.00
3632 DOLA PLANNING GRANT	0.00	0.00	0.00	0	0.00	20,000.00
3688 TRFR FROM GEN FUND	0.00	0.00	0.00	0	0.00	400,000.00
<b>TOTAL ACCOUNT</b>	624,139.70	4,959,441.80	766,367.32	2,015,539	1,318,704.00	1,492,885.00

**WATER FUND EXPENDITURES  
2016 BUDGET YEAR**

The Water Fund provides for the operation, maintenance and distribution of potable water. The system includes: six water pumps located in six water wells, booster pumps, more than 25 miles of water mains and service lines, valves, fire hydrants, water meters, water storage tanks, chlorination and fluoridation equipment, system control equipment, and other items necessary to provide water to the Town.

At this time, the Town is currently debt free and has some reserve funding which will be utilized on the 8<sup>th</sup> Street Waterline Project. A General Fund transfer will be necessary.

The budget reflects funding assistance for the USGS water testing program for the White River. The federal government funded this testing project entirely until 1995 at which time the County, the Towns of Meeker and Rangely, the Sanitation District, Colorado River District and other entities agreed to fund a portion of the water testing fees to continue this very important program.

Budget Item 5003 Salaries include:

- 46% - Town Administrator
- 40% - Town Clerk/Finance/Court Clerk
- 60% - Water Clerk/Receptionist/Assistant Court Clerk
- 25% - Water Clerk/Police Secretary/Liquor License Clerk
- 30% - Public Works Superintendent
- 30% - Utility Person
- 30% - Utility Person - Weed Control Officer
- 90% - Water Operator
- 50% - Utility Person

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

WATER	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2015</i>	<i>2015</i>	<i>2016</i>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Estimated</i>	<i>Approved</i>
<b>EXPENSES</b>						
<b>ACCOUNT</b>						
5003 REGULAR SALARIES	197,485.80	213,494.34	193,175.63	209,500	218,865.00	222,825.00
5006 PART-TIME SALARIES	2,848.56	2,910.26	0.00	2,970	0.00	2,970.00
5009 OVERTIME PAY	2,843.67	10,340.42	3,537.84	8,000	4,750.00	8,000.00
5012 HOLIDAY PAY	49.00	0.00	0.00	500	0.00	500.00
5015 RETIREMENT	10,762.99	11,577.30	10,846.58	12,000	12,270.00	12,590.00
5018 SOCIAL SECURITY	12,600.09	14,055.71	12,196.12	13,600	13,915.00	14,530.00
5019 MEDICARE	2,946.81	3,287.27	2,852.44	3,200	3,245.00	3,400.00
5021 WORKMAN'S COMP	4,038.06	4,327.69	3,489.22	4,450	3,490.00	4,450.00
5022 HRA ADMINISTRATIVE FEE	0.00	125.28	213.05	132	241.00	340.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	1,252.80	5,835.68	10,426	8,000.00	10,430.00
5024 HLTH DENTL & LIFE INS	85,004.24	83,036.04	60,811.34	68,213	68,213.00	78,230.00
5027 UNEMPLOYMENT INSURANCE	758.61	668.38	486.38	660	675.00	705.00
5033 AUDIT	3,465.00	3,465.00	3,520.00	9,100	3,520.00	9,100.00
5034 BANK SVC. CHARGE	679.80	665.68	53.22	750	100.00	375.00
5035 TREASURER FEE	218.73	0.00	0.00	350	175.00	350.00
5036 LEGAL FEES	2,017.67	3,718.49	5,183.00	4,000	7,000.00	8,000.00
5037 LEGAL PUBLICATIONS	560.42	241.04	1,053.99	1,500	1,500.00	1,500.00
5038 CODIFI/RECORDS MANAGEMENT	0.00	444.54	396.08	1,250	1,000.00	1,250.00
5045 INSURANCE	9,288.35	10,253.29	9,692.05	10,500	9,700.00	10,500.00
5048 DUES & SUBSCRIPTIONS	665.00	620.00	635.00	900	700.00	900.00
5054 MEALS, TRAVEL, LODGING	1,053.89	1,347.30	919.80	2,000	2,000.00	2,000.00
5057 TELEPHONE/INTERNET/FAX	3,397.63	3,498.37	3,433.17	3,800	3,900.00	3,900.00
5060.1 ELECTRIC	38,908.05	38,269.73	32,829.63	43,000	43,000.00	46,600.00
5060.2 GAS	3,911.11	4,203.81	3,519.75	5,500	4,500.00	5,500.00
5063 POSTAGE	5,095.84	4,702.16	4,790.66	5,500	5,500.00	5,500.00
5069 TRAINING & SCHOOLING	949.74	3,422.00	5,070.00	3,500	5,200.00	3,500.00
5079 FIRE EXTINGUISHERS	0.00	253.00	0.00	465	250.00	465.00
5086 LABOR/EQMT/OFC/OTHER	112.50	141.25	0.00	1,000	500.00	1,000.00
5094 ACCOUNTING SYSTEMS	4,770.52	4,625.50	5,172.00	5,000	5,775.00	0.00
5096 MISC SERV & EXP	805.49	214.48	186.98	500	500.00	500.00
5097 SOFTWARE SUPPT	0.00	0.00	0.00	0	0.00	9,200.00
5099 BLDG MAINT LABOR	0.00	0.00	0.00	500	250.00	500.00
5107 OFFICE SUPPLIES	1,934.43	1,855.87	2,234.00	2,300	2,300.00	2,300.00
5108 COPY EXPENSE	97.83	296.80	567.20	575	650.00	650.00
5110 MISC SUPPLIES	107.82	1,700.00	36.27	2,000	1,000.00	2,000.00
5111 COVERALLS/SHIRTS	431.27	449.75	396.00	525	525.00	525.00
5112 BLDG MAINT SUPPLIES	79.75	150.54	1,466.56	2,000	2,000.00	2,000.00
5116 EQMT PARTS/SUPPLIES	10,541.42	12,131.12	8,677.79	10,000	15,000.00	10,000.00
5122 FUEL	6,709.14	7,571.81	3,358.48	8,000	8,000.00	8,000.00
5128 GRAVEL	989.34	2,101.67	1,824.14	2,500	2,500.00	2,500.00
5129 ASPHALT	4,131.87	3,160.41	2,848.14	3,700	3,700.00	3,700.00
5130 WTR TEST/LINE LOC	2,750.57	3,008.11	6,272.65	3,500	6,950.00	6,500.00
5133 LAB SUPPLIES	318.79	240.04	0.00	1,000	500.00	1,000.00
5135 PIPES & SUPPLIES	11,006.31	8,865.98	5,548.46	8,000	8,000.00	8,000.00
5138 WATER DISTRIBUTION FEE	310.00	310.00	310.00	500	310.00	500.00
5140 UTILITY SYSTEM MAINT	2,115.61	279.56	7,850.47	10,000	10,000.00	15,000.00
5144 PARTS, METERS & SUPPLIES	10,848.04	8,725.37	8,514.74	11,000	11,000.00	11,000.00
5177 CHEMICALS	2,019.00	3,009.10	2,712.32	4,000	4,000.00	4,000.00

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

<b>WATER</b>	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
5184 PROFESSIONAL SVCS.	0.00	0.00	0.00	600	300.00	600.00
5193 USGS WATER TESTING	14,751.00	7,559.00	7,597.00	8,000	8,000.00	8,000.00
5198 DEPRECIATION	222,095.33	216,442.43	0.00	0	0.00	0.00
<b>TOTAL ACCOUNT</b>	686,475.09	703,018.69	430,113.83	510,966	513,469.00	555,885.00

**WATER FUND  
SYSTEMS DEVELOPMENT  
2016 BUDGET YEAR**

This department includes the Capital Costs to continue to deliver water in a safe and continuous manner.

Capital Upgrade: The water system is constantly being upgraded to insure dependable, safe water delivery to each water user. In 2016, a project is budgeted to replace the worn and dated water mains on Eighth Street.

Well Electronics Update: A Planning Grant from DOLA will be requested to investigate the Pump House electronics and circuitry update project. Town Staff intends to apply for DOLA Grants to assist with offsetting the expense of the project for 2016 or 2017.

# Town of Meeker Budget Worksheet

Report Date: 12/4/2015

WATER	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>WATER SYSTEMS DEVELOPMENT</b>						
6004 CURTIS CRK INFRASTRUCTURE	0.00	4,156,661.39	649,700.98	825,000	649,701.00	0.00
6004.1 CURTIS CRK ENGINEERING	0.00	0.00	0.00	0	0.00	0.00
6004.2 CURTIS CRK WATER LINE	0.00	1,525.00	0.00	0	0.00	0.00
6004.3 CURTIS CRK SEWER LINE	0.00	0.00	0.00	0	0.00	0.00
6004.4 CURTIS CRK SHARED EXP	0.00	29,180.13	0.00	0	0.00	0.00
6007.1 CAPITAL MAINTENANCE	0.00	31,587.63	0.00	75,000	10,000.00	75,000.00
6009 MAP (GIS) WATER SYSTEM	0.00	13,525.00	0.00	0	0.00	0.00
6009.1 FLUORIDE SYST. EQUIP	0.00	0.00	10,400.00	35,000	10,400.00	0.00
6009.2 WATER LINE PROJECT	0.00	0.00	178,575.41	253,000	180,000.00	842,000.00
6009.3 WELL ELECTRONIC UPGRADE	0.00	0.00	0.00	16,000	0.00	0.00
6034 WATER SYSTEM EQUIPMENT	0.00	4,473.73	0.00	0	0.00	0.00
6036 DOLA/USDA PLANNING GRANT	15,175.00	0.00	0.00	0	0.00	20,000.00
<b>TOTAL WATER SYSTEMS D</b>	15,175.00	4,236,952.88	838,676.39	1,204,000	850,101.00	937,000.00

**Town of Meeker  
Budget Worksheet**

Report Date: 12/4/2015

WATER	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>TOTAL REVENUE</b>	624,139.70	4,959,441.80	766367.32	2,015,539	\$1,318,704.00	\$1,492,885.00

**Town of Meeker  
Budget Worksheet**

Report Date: 12/4/2015

WATER	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>TOTAL EXPENSES</b>	701,650.09	4,939,971.57	1268790.22	1,714,966	\$1,363,570.00	\$1,492,885.00

**Town of Meeker  
Budget Worksheet**

Report Date: 12/4/2015

WATER	<i>2013 Actual</i>	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2015 Budget</i>	<i>2015 Estimated</i>	<i>2016 Approved</i>
<b>EXCESS REVENUE OVER (UNDER) EXPENSES FOR WATER</b>	-77,510.39	19,470.23	-502,422.90	-300,573	44,866.00	0.00

**CONSERVATION TRUST FUND  
2016 Budget**

This fund is required by the State of Colorado in order to receive the Town's allocation of lottery proceeds from the State of Colorado.

**Revenues**

This fund receives revenue from the State of Colorado lottery proceeds and interest earned on cash reserves.

**Expenditures**

Funds are transferred to the General Fund and assist with the cost of the Town's parks expense. Conservation Trust Funds shall only be spent for expenses associated with parks.

## Town of Meeker Budget Worksheet

Report Date: 12/4/2015

CONSERVATION TRUST FUND	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>REVENUE</b>						
<b>ACCOUNT</b>						
3300 STATE LOTTERY SHARE	13,545.39	12,025.57	9,221.78	12,000	12,000.00	12,000.00
3611 INTEREST INCOME	14.58	16.04	14.20	12	15.00	16.00
3626 RESERVE	0.00	0.00	0.00	0	0.00	0.00
<b>TOTAL ACCOUNT</b>	<b>13,559.97</b>	<b>12,041.61</b>	<b>9,235.98</b>	<b>12,012</b>	<b>12,015.00</b>	<b>12,016.00</b>

## Town of Meeker Budget Worksheet

Report Date: 12/4/2015

CONSERVATION TRUST FUND	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>EXPENSES</b>						
<b>ACCOUNT</b>						
5034 BANK SVC. CHARGE	227.28	225.74	18.62	230	19.00	0.00
6000 RECREATION EXPENSES	0.00	0.00	0.00	0	0.00	0.00
6001 PARKS EXPENSES	9,753.44	12,041.00	0.00	11,782	10,000.00	12,016.00
<b>TOTAL ACCOUNT</b>	<b>9,980.72</b>	<b>12,266.74</b>	<b>18.62</b>	<b>12,012</b>	<b>10,019.00</b>	<b>12,016.00</b>

## Town of Meeker Budget Worksheet

Report Date: 12/4/2015

CONSERVATION TRUST FUND	<i>2013</i> <i>Actual</i>	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2015</i> <i>Budget</i>	<i>2015</i> <i>Estimated</i>	<i>2016</i> <i>Approved</i>
<b>EXCESS REVENUE OVER (UNDER) EXPENSES FOR CONSERVATION TRUST</b>	<b>3,579.25</b>	<b>-225.13</b>	<b>9,217.36</b>	<b>0</b>	<b>-1,996.00</b>	<b>0.00</b>

***EMPLOYEE  
INFORMATION***

**Full Time:**

Lisa Cook	Town Clerk, Finance Officer
Julie McNay	Water Clerk, Receptionist
Kathy Sizemore	Asst. Water Clerk, Liquor Clerk
Scott Meszaros	Town Administrator, Treasurer
Russell Overton	Public Works Superintendant
Jak Kilduff	Streets
Chris Coleflesh	Utility Man
Tobey Willey	Asst. Superintendant, Water Operator
J.W. Squire	Utility Man
Bob Hervey	Police Chief
Phillip Stubblefield	Police Lietenant
Gardner Mendenhall	Police Officer
Mike Washburn	Police Officer
Jim Amick	Police Officer
Keith Hood	Police Officer
Carl Padilla	Inspector/ Code Enforcer
To be hired 1/2016	Administration Clerk

**Part Time:**

Laurel Haney	Animal Control Officer
Brandy Giau	Animal Shelter
Cassie Hobbs	Animal Shelter
Vicki Crawford	Animal Shelter
2 Seasonal	Parks and Streets Division

**Elected Officials (Paid):**

Regas Halandras	Mayor
John Strate	Mayor Pro Tem
Scott Creecy	Trustee
Bryce Ducey	Trustee
Travis Day	Trustee
Rodney Gerloff	Trustee
Danny Conrado	Trustee

## SUMMARY OF SALARY DISTRIBUTIONS

Many Town employees perform tasks for more than one department. Therefore, salaries for those employees are proportioned throughout the various departments for cost accounting purposes.

POSITION	GENERAL FUND	WATER FUND
Town Administrator/Treasurer	Administrative 54%	Water 46%
Town Clerk/Finance/ Court Clerk	Administrative 50% Municipal Court 10%	Water 40%
Water Clerk, Receptionist Assist. Muni. Court Clerk	Administrative 30% Municipal Court 10%	Water 60%
Police Sec./Assistant Water and Liquor Clerk	Administrative 25% Police 50%	Water 25%
Administrative Asst.	Administrative 100%	
Building Insp./Code, Risk Management	Community Dev. 100%	
Water Operator/Asst. Supt.	Public Works 10%	Water 90%
Utility Man	Public Works 70%	Water 30%
Utility Man	Public Works 70%	Water 30%
Utility Man/Weed Control	Public Works 50%	Water 50%
Police Chief	Police Dept. 100%	
Police Lieutenant	Police Dept. 100%	
Five Patrolmen	Police Dept. 100%	
Animal Control	Police Dept. 100%	
Custodian	Bld. Dept. PT	
Animal Shelter Caretakers	Police Dept. PT	

## OVERVIEW OF EMPLOYEE DUTIES

Job descriptions for each Town employee are available at Town Hall. A short summary of each Town employee's duties follow:

### Town Administrator/Treasurer/Deputy Clerk

The Town Administrator is responsible for providing administrative support, direction, interpretation of the Board's policies and projects to the Town's Departments. The Town Administrator also serves as Town Treasurer, and Deputy Clerk, prepares a budget proposal, with the aid of the Town Clerk, for the Board's consideration, recruits and hires the Town Staff, handles personnel items, prepares Board agendas and packets for Board meetings, administers contracts for Town projects, applies for and administers grants and supervises the day to day administration and operations of the Town.

### Town Attorney

Serves at the pleasure of the Board of Trustees and is appointed every two years. The Attorney is responsible for providing legal advice to the Board of Trustees and other Town Boards as needed, the Town Administrator and other management personnel on both civil and criminal matters relative to policies, practices and procedures of the Town. The Town Attorney serves as prosecuting attorney for the Town Municipal Court, reviews contracts and various work products as directed for the Town.

### Town Clerk

Serves at the pleasure of the Board of Trustees and is appointed every two years. The Town Clerk assists in preparing the annual budget, prepares Board minutes and maintains records of the Town; provides financial reports as requested, completes all accounting tasks including: payroll, accounts receivable and accounts payable, assists in monitoring the Town's investments, and is responsible for maintaining personnel records. Oversees Municipal Court, liquor licensing and other administrative duties.

### Administrative Water Clerk/Receptionist Assistant Court Clerk

Serves as receptionist, answers the telephone, assists customers and Town Staff. Balances the daily revenue sheets, answers numerous public inquiries. Receives water payments and other payments, prepares customer water billing, posts and maintains customer records. Handles bulk water sales. Orders office supplies. Prepares accounts payable vouchers and processes payments after vouchers are approved. Assists the Town Clerk with Municipal Court functions as directed.

### Police and Administrative Secretary

Works full time; 50% for the police department and 50% for the administrative department. Records and files police reports, bicycle licenses, dog licenses, types various reports, performs general day to day tasks including correspondence, collects mail, delivers various documents to the Sheriff's office, combined courts and district attorney. Answers telephones, assists customers, assists with water billing, posting and maintaining customer records, assists water clerk balancing the daily revenue sheets, processes liquor license renewals and performs other tasks as assigned.

### Administrative Assistant

Serves as receptionist, answers the telephone, assists customers and Town Staff, receives water and other payments, and prepares Board minutes. Serves as Assistant Municipal Court Clerk which includes: collection of fees and fines, attending Municipal Court, maintaining court records and other administrative duties as assigned.

### Town Planner

Plans, organizes and directs the work activities of the Planning Department including Town planning, zoning, code enforcement, related to land use, building and other similar regulations. Reviews proposed developments and provides guidance to an applicant prior to submittal of planning related applications. Recommends upgrades and revisions to the Town's land use regulations and comprehensive plan. Provides staff assistance to the Planning Commission, works closely with the Building Inspector.

### Building Inspector/Code Enforcement Officer

Approves plans prior to building permits being issued, monitors and inspects new construction and enforces the International Building, Mechanical and other related codes adopted by the Town and issues building permits. Enforces the Town's Codes including inspecting the Town routinely for code violations, contacts citizens concerning code violations and other building/planning issues. Serves as risk manager which includes: maintaining an up-to-date safety manual, facilitating safety training, enforcing the Town's safety regulations, investigating accidents. Performs routine maintenance/repair of Town Hall Building as necessary.

### Public Works Superintendent

Supervises employees in the department, completes day to day tasks, such as: patching and repairing damaged pavement, painting and general maintenance for the Town's various properties, maintaining all of the Town's vehicles, plowing snow and sanding, spring cleanup, grading alleys, weed control, sign installation and maintenance. Assists in preparing bid proposals for the department, reads water meters, maintains service lines and meters, assists in daily maintenance. Supervises public works and water projects as well as construction of infrastructure in new subdivisions.

### Water Operator - Assistant Superintendent

Completes day to day tasks as described above: monitors and maintains the water system daily, collects weekly water samples and other mandated water tests, reads water meters, maintains service lines, the water system and meters. Assists with other projects as time permits. Serves as supervisor in the absence of the Public Works Superintendent. Must maintain water operator and other state required licensing.

### Utility Man Weed Officer,

Assists in day to day activities of the public works department, including snow plowing, street repair, vehicle maintenance, etc.; as weed control officer, controls weeds in the Town's right-of-ways and parks. Assists in water line maintenance, reads meters, maintains equipment used by the water department. Performs other day to day tasks as assigned.

### Utility Man, Class D Water License

Assists in day to day activities listed above, including plowing snow, assists with the Town's water system, including; water line maintenance, reading and repairing meters and taking emergency calls.

### Animal Control Officer

As animal control officer, patrols the Town for dogs at large, impounds dogs that are found at large, enforces the leash law and mandatory dog license requirements, and administers a program which controls skunks in town.

### Chief of Police

Serves at the pleasure of the Board and is appointed after the Board of Trustee's election and Trustees have been sworn in, each even year. The Chief of Police manages the Police Operations to include managing of police officers, the animal control officer and the Department's part time secretary. Also performs day to day tasks, such as, enforcement of state, and local laws, performing vehicle inspections, searching for missing persons, and investigating alleged crimes. The Police Department provides a home watch program and numerous other services.

### Lieutenant

Serves under the Chief of Police and as Training officer for the department. Reviews officer's reports, performs day to day tasks, including patrol, and other tasks as assigned by the Chief of Police.

### Patrolmen

There are four officers (patrolmen), in addition to the Police Chief and Lieutenant who perform the various tasks listed above. The Police Chief, Lieutenant, and Police Officers work 10 hour shifts, four days per week, on a rotating schedule.

Animal Shelter Employees - Three employees rotate three day schedules, with the Animal Control Officer also covering some shifts. Employees only work if there are animals in the shelter and are paid for hours worked.

Janitor - Cleans the Town Hall Facility and is paid hourly.