

Town of Meeker

Annual Budget Beginning January 1, 2017



The Town of Meeker Board of Trustees began a Business Grant Program in 2015 allocating \$50,000 each year to local businesses for site enhancement and economic development. Grant requests include 50% matching funds from each business.

Site Enhancement Grants are provided to improve the appearance of individual businesses, which helps to provide an improved image for the Town's business community as a whole.

Economic Development Grants are designed to provide funding for businesses that make capital investments which assist the Town in meeting overall Economic Development goals.

Since the program's inception the Town has awarded a total of \$66,755 to 18 business applicants, much of which have been façade improvements including the addition of flowers, signs and benches. Pictured above is Restored Grace, left Prescriptions Salon and bottom MaFamiglia Restaurant, these are just a few of the projects accomplished with the program.



Mayor: Regas K. Halandras
Mayor Pro Tem: Rodney Gerloff

Trustees:

Danny Conrado
Scott Crococy
Travis Day
Wendy Gutierrez
Melisa Kindall



INDEX

PUBLIC MEETINGS SCHEDULE	1
MEEKER BOARD AND COMMISSION MEMBERS	2
MEEKER STAFF	3
ORGANIZATIONAL CHART	4
TOWN HISTORY	5
BUDGET MESSAGE.....	6-8
MAYOR’S MESSAGE	9-10
TAX AND BUDGET INFO AT A GLANCE	12-15
BEGINNING AND ENDING FUND BALANCES	16-17
BUDGET POLICIES AND PREPARATION.....	18-21
GENERAL FUND REVENUE AND EXPENSES	22-56
Revenue.....	23-28
Board of Trustees.....	30-31
Municipal Court.....	32-33
Administration	34-35
Public Works.....	36-37
Highway Users Tax Fund	38-39
Parks and Recreation.....	40-41
Community Development.....	42-43
Police Department.....	44-47
Recycling	48-49
Systems Development – Capital Projects	50-53
Town Hall Building	54-55
Total General Fund Revenue & Expenses	56
WATER FUND REVENUE AND EXPENSES	57-67
Revenue	59
Expenses (operational).....	60-62
Systems Development – Capital Projects	63-65
Total Water Fund Revenue & Expenses	67
CONSERVATION TRUST FUND	68-69
EMPLOYEE INFORMATION (Job descriptions, Departmental distributions).....	70-75



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 and the Town's website townofmeeker.org 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, the Post Office and the Town's website. 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

Rodney Gerloff, Mayor Pro tem

Danny Conrado

Scott Creecy

Travis Day

Wendy Gutierrez

Melissa Kindall

PLANNING AND ZONING COMMISSION

AND

BOARD OF ADJUSTMENT

Chairman: Terry Goedert

Sam Hale

Michele Morgan

Libby Morton

Kurt Nielsen

TOWN OF MEEKER STAFF

Administration Department

General and Water Funds

Scott W. Meszaros, Administrator, Treasurer, Deputy Clerk

Lisa Cook, Town Clerk, Finance Officer

Julie McNay, Water Clerk, Receptionist

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

Amy Tupy, Admin. Assistant, Court 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

Shane 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 Giao, Animal Control Facility

Public Works and Water Department

Russell Overton, Public Works Superintendent

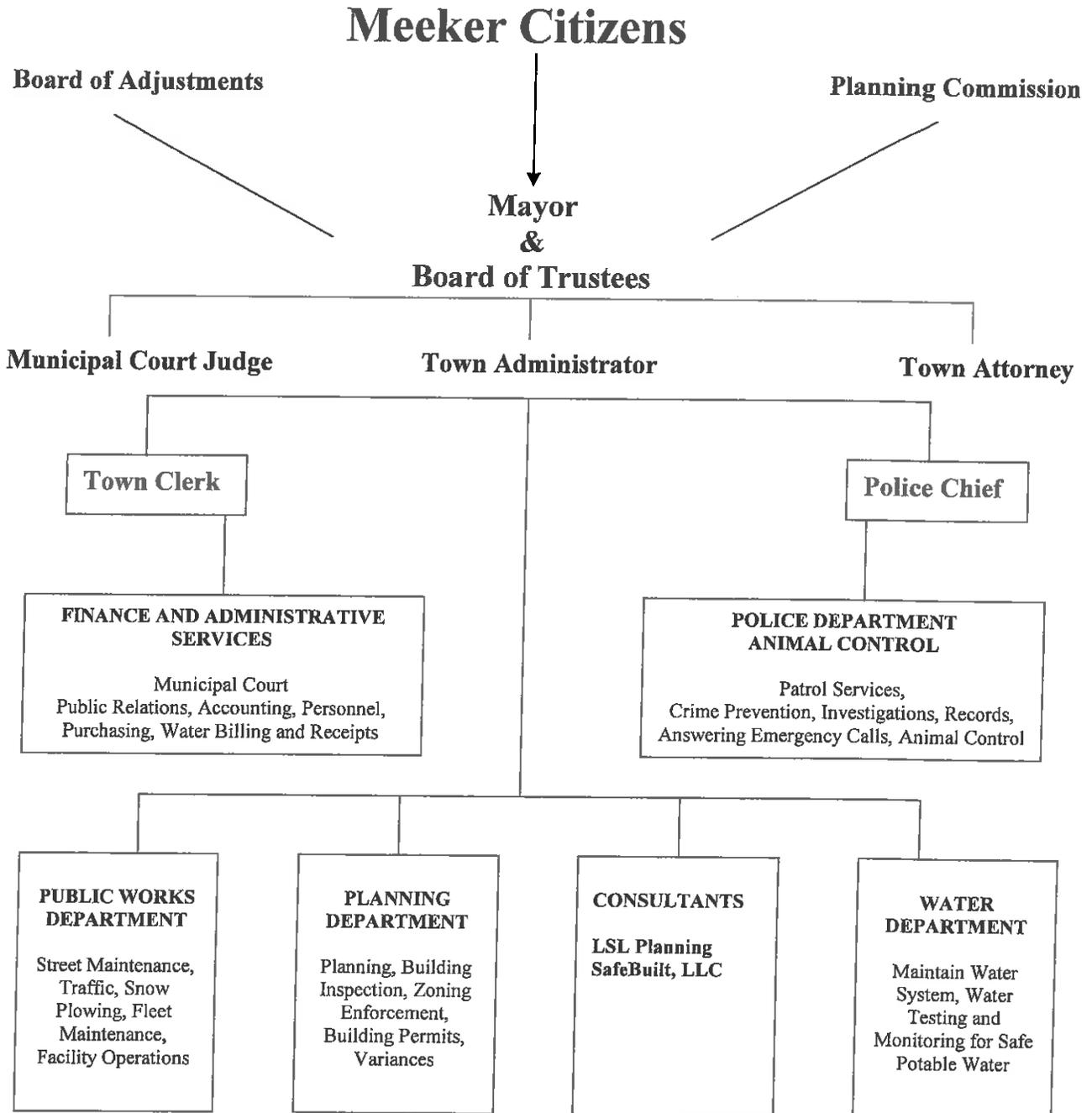
Tobey Willey, Assistant Superintendent/Water System Operator

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 2,500. 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, 2018.

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. Agriculture continues to diminish in the 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 has been working via contract with "Better City" on a joint effort with Rio Blanco County to propagate a destination attraction via a project to enhance regional attraction and initiate local business and job creation. Extensive analysis and study has resulted in the concept of the "Center for Outdoor Adventure" which would capitalize on the region's outdoor, shooting, hunting, fishing, and recreational experiences.

TOWN OF MEEKER 2017 BUDGET MESSAGE

This budget has been prepared for the fiscal year beginning January 1, 2017 and ending December 31, 2017 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 2017 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 develop Mathew Godfrey's "Better City" team on specific industry and Town Improvement projects which the Town has been partnering with Rio Blanco County on for the prior two years will be moving from pre-development into development and engineering in 2017.

Capital improvements to the water system include a Major overhaul project of the Town's Upriver Pump Facility; new electrical upgrades, SCADA communication updates, drilling and going online with two additional wells (#7 and #8), Final Project Engineering and Design. Olsson Associates will assist us in grant submissions to DOLA and the Town anticipates partial funding.

Town Services to be provided during 2017 include: providing water service; street repair; snowplowing; parks maintenance for Ute Park and placement of CenturyLink's fiber underground along Main Street is planned; 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 2017 operating budgets are very similar to prior years in most departments; however the Capital Improvements, Economic Development efforts, and Water Infrastructure projects are key priorities in 2017. Employee pay increases will be a flat amount for each employee rather than percentage based due to the significant adjustments done in 2016. The Town 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 2017 are estimated to include: general taxes and fees in the amount of \$1,984,754.00, grants in the amount of \$62,500.00, \$4,232,173.00 from the reserve fund for capital improvements, plus \$110,650.00 which is a mandatory Tabor emergency reserve required by the State's Constitution, for a total budget of \$6,390,077.00. The Town has been somewhat conservative in the minimal property taxes collected and somewhat flat Sales Taxes which cover approximately the Staffing expenses of the Town. The Board's philosophy has been to use reserve funds (fund balance) for large maintenance projects and capital needs. Mineral Severance- and Mineral Lease Taxes distributed to the Town of Meeker vary due to Commodity Pricing, the amount of local extraction, and on a tax holiday observed on the industry as statutorily mandated. In some years, these dollars exceed our Sales Tax and Property Tax allocations, however much is dependent upon production of the resource. The Highway Users Tax Fund revenue is projected to be somewhat higher and 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 2016 was \$22,379,920.00 which is up slightly from last year's valuation of \$21,913,990.00 primarily due to the annexation of Curtis Creek Industrial Park. The Town mill levy will be 8.376 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 Ute Park.

ACCOMPLISHMENTS

Major accomplishments and activities during 2016 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's second year.
3. Partnering and collaborating on the Better City, Main Street, Atlas Marketing, and numerous other Economic Development Projects with Rio Blanco County.

4. 8th Street Waterline Project completed.
5. Installed ice melt system on Town Hall facility.
6. Second Annual Joint Board Meeting effort with Eastern Rio Blanco Recreation & Parks Board.
7. Chip-Sealed 3.5 Miles of Town Streets.
8. Partnership and Public Works dedicated service towards installation of the Meeker Fiber Optic Project.
9. Initiated Code Enforcement project with projected roll-out to be spring of 2017.

Scott W. Meszaros, CMC, Town Administrator

MAYOR AND BOARD OF TRUSTEES MESSAGE

The Mayor and Board of Trustees have reviewed the proposed 2017 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 2017 include:

1. Complete the Water Pump House Project; Electrical, Communications, additional two wells, and system upgrades, the preliminary design was completed in 2016.
2. 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.
3. Continue Pre-Development stage with "Better City" team on Housing and Center for Outdoor Adventure and the creation of the Urban Renewal Authority (URA), as well as marketing and development of the proposed project.
4. 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 following completion of the fiber install.
5. Continue to assist with funding for staffing the White River Museum during summer weekends.
6. 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 4th and Water Streets.
7. Continue to offer the best services possible to the citizens and visitors of Meeker.
8. Strive to serve you, the citizen, in the best manner possible.
9. 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 2017, 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.

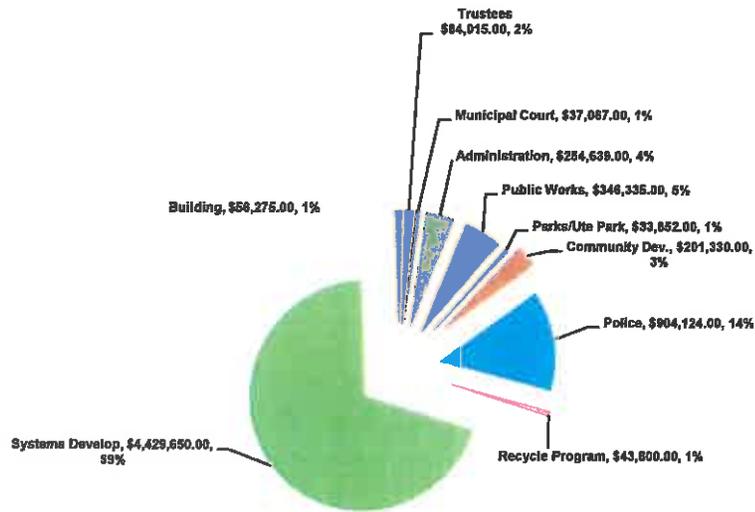
Regas K. Halandras, Mayor
Rod Gerloff, Mayor Pro Tem
Danny Conrado, Trustee
Scott Creecy, Trustee
Travis Day, Trustee
Wendy Gutierrez, Trustee
Melissa Kindall, Trustee

Blank Page

**TAX AND BUDGET
INFORMATION
AT A GLANCE**

BUDGET SUMMARY REPORT BY DEPARTMENTS																							
PROPOSED 2017 BUDGET - ACTUAL 2007 THRU 2016 BUDGET AND PROPOSED 2017																							
GENERAL FUND	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget									
Revenue	\$2,389,324.00	\$2,988,438.79	\$50,411.62	\$56,766.92	\$45,574.34	\$53,049.23	\$49,399.55	\$41,868.84	\$25,402.23	\$28,027.77	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00
Expenditures/dept			\$22,305.09	\$23,427.83	\$20,322.20	\$22,013.32	\$22,478.61	\$25,402.23	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Trustees	\$52,507.00		\$150,685.35	\$190,399.28	\$202,552.91	\$251,460.80	\$282,084.92	\$285,934.48	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Municipal Court	\$18,573.00		\$223,947.69	\$253,996.19	\$265,461.63	\$42,360.58	\$10,287.72	\$21,331.82	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Administration	\$140,300.00		\$42,809.99	\$33,209.26	\$44,698.99	\$100,634.78	\$84,705.90	\$71,035.63	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Public Works	\$228,325.00		\$149,436.12	\$149,390.45	\$146,840.88	\$100,634.78	\$84,705.90	\$71,035.63	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Parks	\$41,062.00		\$612,954.37	\$627,977.07	\$709,210.75	\$724,714.43	\$747,979.11	\$736,086.18	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Community Dev.	\$141,851.00		\$21,241.20	\$37,245.37	\$37,967.07	\$35,540.60	\$33,966.44	\$37,225.18	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Police	\$491,538.00		\$935,963.82	\$412,119.54	\$1,961,239.02	\$879,757.46	\$908,186.00	\$707,868.10	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Recycle Program	\$19,068.00		\$53,742.57	\$48,542.07	\$48,554.68	\$44,202.16	\$51,325.29	\$43,288.60	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Systems Develop	\$784,221.00		\$106,145.86	\$73,903.86	\$20,649.68	\$14,888.97	\$22,491.47	\$9,247.23	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Building	\$48,890.00		\$0.00	\$0.00	\$0.00	\$12,014.26	\$15,672.59	\$11,649.02	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Build A. Generation	\$90,131.00		\$2,369,643.68	\$1,908,977.84	\$3,508,872.15	\$2,380,482.73	\$2,437,181.15	\$2,228,750.76	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Main St. Elem Schoc	\$0.00		\$619,795.11	\$1,275,030.71	\$403,518.97	\$638,076.17	\$965,420.99	\$80,778.69	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Total Expenses	\$2,057,266.00		\$576,619.00	\$638,964.50	\$922,266.64	\$630,433.26	\$651,481.29	\$624,139.70	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
Revenue less exp.	\$332,058.00		\$487,717.00	\$540,464.98	\$625,681.10	\$620,244.68	\$670,149.11	\$686,475.08	\$216,767.44	\$200,734.80	\$289,475.64	\$21,501.27	\$18,020.94	\$34,482.00	\$139,302.00	\$84,015.00	\$35,820.00	\$30,281.97	\$270,273.00	\$254,939.00	\$346,335.00	\$63,005.00	
WATER FUND			\$55,614.00	\$131,521.92	\$362,928.39	\$245,658.32	\$0.00	\$15,175.00	\$1,101,791.33	\$1,837,570.00	\$1,492,885.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue			\$543,531.00	\$671,986.91	\$931,357.93	\$871,339.42	\$670,149.11	\$701,650.09	\$1,837,570.00	\$1,492,885.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures			\$33,088.00	\$33,072.41	\$9,091.29	\$42,938.44	\$18,667.82	\$77,510.39	\$1,837,570.00	\$1,492,885.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue less exp.			\$510,443.00	\$638,914.50	\$922,266.64	\$828,301.04	\$651,481.29	\$624,139.70	\$659,760.00	\$650,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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:																							
2010 budget includes \$1,256,090 in reserve																							
2011 budget includes \$977,371 in reserve																							
2012 budget includes \$879,228 in reserve																							
2013 budget includes \$610,567.00 in reserve																							
2014 budget includes \$268,754.00 in reserve																							
2015 budget includes \$946,490 in reserve																							
2016 budget includes \$1,416,591 in reserve																							
2017 budget includes \$4,232,173 in reserve																							
2010 budget includes \$238,077 in reserve																							
2011 budget includes \$26,219 in reserve																							
2012 budget includes \$156,446 in reserve																							
2013 budget includes \$0.00 in reserve																							
2014 budget includes \$0.00 in reserve																							
2015 budget includes \$593,039 in reserve																							
2016 budget includes \$458,385 in reserve																							
2017 budget includes \$418,710 in reserve																							

2017 General Fund Budget





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

2015

2015 ELECTED COUNTY OFFICIALS	
Assessor	Renee T. Neilson
Clerk & Recorder	Boots M. Campbell
Commissioners	Shawn Bolton Jeff Eskelson Jan Hill Albert Kneuger, M.D. Laurie Noble Anthony Mazzroja Jonathan L. Joy Karen Arnold
Coroner	Jan Hill
Judge	Albert Kneuger, M.D.
Sheriff	Laurie Noble
Surveyor	Anthony Mazzroja
Treasurer	Jonathan L. Joy

P O Box 508 • 565 Main Street • Meeker, CO 81641
Phone: (970) 878-9410 • Fax: (970) 878-5701
Email: assessor@rbco.us

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 unrefined 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.
School mill levies are set by the School Boards.
City & Town mill levies are set by the City & Town Councils.
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 = Taxes Due
2015 taxes are due and payable January 1, 2016.
First half of taxes are due February 29, 2016.
Second half of taxes are due June 15, 2016.
Tax payments in full are due by May 2, 2016.

2015 TOP TEN ASSESSED VALUE	
Enterprise Gas Processing, LLC	254,876,100
Cherom U.S.A., Inc.	242,085,760
XTO Energy, Inc.	128,582,680
WPX Energy Rocky Mountain, LLC	98,210,380
Willow Creek	84,363,160
ARP Rangely Production, LLC	48,017,970
EnCana Oil & Gas (USA) Inc.	43,869,080
Blue Mountain Energy, Inc.	27,389,660
White River Hub, LLC	19,442,250
Top Ten Total Assessed:	12,320,400
Top Ten =	75% of Total County Assessed Value

Year	Total Assessed Value	Revenue Generated
2004	\$ 338,784,880	\$ 13,200,806
2005	\$ 434,839,420	\$ 15,826,655
2006	\$ 575,347,810	\$ 20,979,825
2007	\$ 712,444,241	\$ 26,448,920
2008	\$ 821,281,360	\$ 33,988,157
2009	\$ 1,181,209,220	\$ 46,170,840
2010	\$ 1,126,334,240	\$ 46,784,881
2011	\$ 1,303,991,810	\$ 54,109,317
2012	\$ 1,383,178,070	\$ 57,785,901
2013	\$ 1,231,637,460	\$ 62,370,095
2014	\$ 1,178,502,420	\$ 45,833,003
2015	\$ 1,211,189,850	\$ 49,705,841

SUMMARY OF THE TAXES FOR 2015

PROPERTY TYPE	VALUE	LEVY	REVENUE
RIO BLANCO COUNTY			
General Fund	1,211,189,850	1.750	2,119,530
Road & Bridge	1,211,189,850	4.500	5,450,220
Public Welfare	1,211,189,850	0.050	60,558
Capital Expenditures	1,211,189,850	2.500	3,027,900
County Public Health	1,211,189,850	0.250	302,790
TOTAL COUNTY		9.050	10,930,998

SCHOOL DISTRICT RE-1			
General Fund	783,475,980	6.455	5,057,335
Bond	783,475,980	2.889	2,237,791
		9.324	7,295,126
SCHOOL DISTRICT RE-4			
General Fund	427,437,340	3.887	1,575,981
Bond	427,437,340	4.442	1,898,877
Transportation	427,437,340	0.181	77,356
		8.310	3,552,004

SCHOOL DISTRICT RE-17			
General Fund	247,030	30.852	7,622
Bond	247,030	8.459	2,082
		39.282	9,704
TOTAL SCHOOLS			10,866,834

TOWN OF MEEKER			
General Fund	21,919,990	8.554	187,453
TOTAL TOWN OF MEEKER			187,453

TOWN OF RANGELY			
General Fund	19,992,950	10.000	199,627
TOTAL TOWN OF RANGELY			199,627

SPECIAL DISTRICTS			
Meeker Sanitation	21,093,180	6.470	136,473
Eastern R.B.C. Health	783,729,610	7.280	5,705,501
Rangely Hospital	427,437,340	13.289	5,689,843
E. RB Park & Rec.	750,016,710	5.889	4,374,357
W. RB Park & Rec.	422,522,240	6.510	2,750,915
Rio Blanco Fire	783,475,980	2.323	1,820,914
Rangely Rural Fire	427,437,340	0.874	373,580
Meeker Regional Library	783,475,980	2.032	1,592,022
Rangely Regional Library	427,437,340	0.500	213,719
Meeker Cemetery	783,475,980	0.867	679,273
Rangely Cemetery	427,437,340	0.098	41,989
White River SCD	765,869,270	0.275	210,614
Douglas Creek SCD	400,218,850	0.037	14,806
Colorado River WCD	1,211,189,850	0.243	294,311
Yellow Jacket WCD	107,265,070	0.209	22,418
Piñon Creek WCD	427,437,340	0.623	266,283
Piñon Creek Past	195,422,270	2.000	389,645
Lower White River Past	112,033,700	2.000	224,067
TOTAL SPECIAL DISTRICTS			24,869,942

RESIDENTIAL		
Residential	ASSESSED VALUE	1,539,130
Commercial	ASSESSED VALUE	804,650
Other	ASSESSED VALUE	2,937,470
TOTAL	ASSESSED VALUE	5,281,250

COMMERCIAL		
Land	ASSESSED VALUE	7,687,920
Real Improvements	ASSESSED VALUE	32,421,480
TOTAL	ASSESSED VALUE	40,109,380

INDUSTRIAL		
Personal Interest	ASSESSED VALUE	41,020
Land	ASSESSED VALUE	7,227,150
Real Improvements	ASSESSED VALUE	12,896,590
Personal Property	ASSESSED VALUE	5,881,550
TOTAL	ASSESSED VALUE	25,816,310

AGRICULTURE		
Land	ASSESSED VALUE	930,420
Real Improvements	ASSESSED VALUE	524,870
Personal Property	ASSESSED VALUE	303,857,880
TOTAL	ASSESSED VALUE	305,313,270

NATURAL RESOURCES		
Irrigated	ACRES	5,108
Dry Farm	ACRES	7,395
Meadow Land	ACRES	45,290
Dry Grass	ACRES	375,190
Forest Land	ACRES	24,449
Other Ag	ACRES	628
Other	ACRES	2
Possessor Interest	ACRES	3,869,330
Support Buildings	ACRES	30,820
TOTAL	ACRES	5,276,100

OIL AND GAS		
Coal - Land	ASSESSED VALUE	34,588,270
Coal - Real Improvements	ASSESSED VALUE	10,972,640
Coal - Personal Property	ASSESSED VALUE	2,789,420
Earth & Stone - Land	ASSESSED VALUE	11,905,190
Earth & Stone - Real Improvements	ASSESSED VALUE	3,953,630
Earth & Stone - Personal Property	ASSESSED VALUE	1,230,440
Severed Minerals	ASSESSED VALUE	3,230,980
TOTAL	ASSESSED VALUE	55,810,570

STATE ASSESSED		
Oil & Gas - Land	ASSESSED VALUE	472,571,810
Oil & Gas - Real Improvements	ASSESSED VALUE	1,170,410
Oil & Gas - Personal Property	ASSESSED VALUE	216,489,500
TOTAL	ASSESSED VALUE	689,231,620

TOTAL ASSESSED VALUE		
State Assessed Property	ASSESSED VALUE	689,231,620
TOTAL ASSESSED VALUE	ASSESSED VALUE	95,869,440

**BEGINNING
AND ENDING
FUND BALANCES**

BEGINNING AND ENDING FUND BALANCES

2015

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

2015

Ending Balance	
General Fund	\$7,293,658.63 + \$624,485.79 restricted
Water Fund	\$ 833,062.22 \$499,448.26 restricted
Curtis Creek Proj	\$ 0.00
Depository Act.	\$ 3,024.58
Cons. Trust Fund	\$ <u>38,495.01</u>
Total All Funds	\$8,168,240.44
This total excludes restricted funds above	

2016

Beginning Balance	
General Fund	\$7,918,144.42
Water Fund	\$1,332,510.48
Curtis Creek Proj	\$ 0.00
Depository Act.	\$ 3,024.58
Cons. Trust Fund	\$ <u>38,495.01</u>
Total All Funds	\$9,292,174.49
This total includes restricted funds	

2016 October Balance

Ending Balance	
General Fund	\$6,491,029.06 + \$1,063,580.06 restricted
Water Fund	\$1,107,403.68 + \$ 157,960.00 restricted
Curtis Creek Rst.	\$ 0.00
Depository Act.	\$ 3,040.04
Cons. Trust Fund	\$ <u>36,770.28</u>
Total All Funds	\$7,638,243.06
excluding restricted funds shown above	

2017 Estimated

Beginning Balance	
General Fund	\$7,030,345.23
Water Fund	\$ 1,101,768.61
Depository Act.	\$ 1,000.00
Cons. Trust Fund	\$ <u>26,563.28</u>
Total All Funds	\$8,159,677.12
This total includes restricted funds	

2017 Estimated

Ending Balance	
General Fund	\$2,687,534.23 + \$4,342,811.00 restricted
Water Fund	\$ 683,058.61 + \$ 418,710.00 restricted
Depository Act.	\$ 1,060.00
Cons. Trust Fund	\$ <u>26,563.28</u>
Total All Funds	\$3,398,216.12
excluding restricted funds shown above	

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 2017 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 (*).

<u>Date</u>	<u>Event</u>
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)
- 9/20 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.
- 11/15 Public Hearing held for Final Budget and property tax mill levy.
- 12/13 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

2017 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
2017 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 2017, 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 2017 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.
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 Charter Communications. 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.
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.

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 has had several public entity construction projects which were waived the permit fees and only the cost of review was charged to those entities. Private Homes have been minimal, most of the permit fees are from additions, or minor modifications to existing structures.
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.

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 and Mountain Valley Bank are insured by the federal depository insurance corporation or treasury bills. Additionally we have some funds invested with COLOTRUST.
2. **Service Fees:** The Town Board has adopted a Resolution levying charges for services such as: vehicle inspections, accident reports, research, etc.
3. **Abatement/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 utilizing Ollson Associates grant writer in coordination with their technical expertise to request funds in the amount of \$1Million from DOLA for the up-river Water Pump House Upgrade Project.

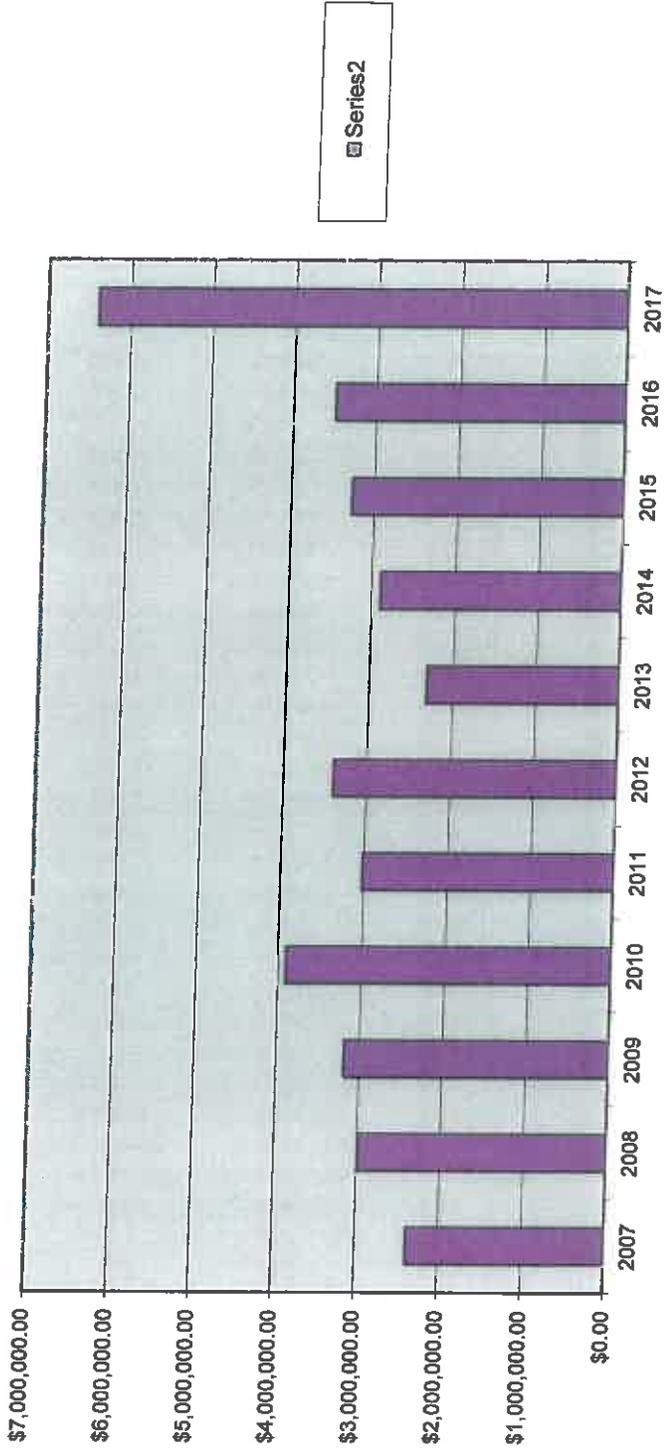
TOWN OF MEEKER
GENERAL FUND REVENUES
2017 BUDGET YEAR

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	2014 <i>Actual</i>	2015 <i>Actual</i>	2016 <i>Actual</i>	2016 <i>Budget</i>	2016 <i>Estimated</i>	2017 <i>Approved</i>
REVENUE						
3110 PROPERTY TAX	185,792.35	187,568.02	185,801.59	187,452	187,452.00	187,454.00
3111 ROAD & BRIDGE ASSMT	42,761.31	37,541.83	49,506.09	38,000	49,600.00	49,600.00
3120 SPEC OWNERSHIP TAX	5,267.85	6,088.83	4,745.72	5,000	5,000.00	5,000.00
3132 SALES & USE TAX	896,447.29	986,407.07	830,088.77	850,000	850,000.00	900,000.00
3133 HIGHWAY USERS TAX	86,112.10	86,244.28	64,649.73	80,700	70,800.00	88,400.00
3134 MTR VEHICLE REGIS	11,325.00	11,434.50	10,141.00	11,000	11,000.00	11,500.00
3142 CIGARETTE TAX	2,506.33	2,345.74	1,952.78	2,300	2,300.00	2,300.00
3146 LIQUOR LICENSES	4,365.00	1,246.25	3,676.22	1,400	3,700.00	2,100.00
3148 BUILDING PERMITS	9,033.10	13,855.83	10,942.35	7,000	11,000.00	8,500.00
3150 MISC PERMITS	50.00	75.00	75.00	25	75.00	75.00
3151 STREET CUT PERMITS	1,658.00	2,400.97	2,203.25	1,200	2,300.00	2,300.00
3152 DOG LICENSES	1,277.50	840.50	725.00	1,100	750.00	750.00
3154 PLAN/VAR/PERMITS	1,260.00	2,682.50	660.00	1,800	1,300.00	1,300.00
3160 FRANCHISE TAX	11,396.41	12,023.64	1,968.80	11,400	11,400.00	12,000.00
3161 WREA PATRONAGE CAP	1,014.47	1,885.05	3,336.79	1,885	3,337.00	2,000.00
3162 COURT SRCHRG/RES	500.00	710.00	640.00	700	700.00	650.00
3164 MUN CT/TRAFFIC FINES	2,775.00	5,655.00	6,005.00	6,000	6,500.00	6,000.00
3165 MUN COURT FINES	1,175.00	1,931.41	740.00	1,500	750.00	750.00
3166 COUNTY COURT & DUI FINES	1,376.42	1,393.10	2,400.34	1,700	2,500.00	1,600.00
3168 OCCUPATION TAX/TELE	3,032.60	3,262.25	3,255.25	3,300	3,300.00	3,300.00
3169 BUILDING LEASE PYMTS	37,810.81	37,843.62	37,880.40	37,800	37,800.00	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	2,706.45	0.00	0.00	3,430	0.00	0.00
3174.1 SHELTER DONATIONS	0.00	0.00	1,380.00	500	1,500.00	1,500.00
3175 MISCELLANEOUS REVENUES	1,595.00	4,282.55	2,396.20	1,000	2,400.00	1,500.00
3180 SERVICE FEES	25.00	25.00	50.00	25	50.00	25.00
3182 COURT RESTITUTION	413.18	303.59	71.39	500	100.00	100.00
3208 EQUIPMENT & MISC SALES	4,250.00	1,075.00	3,250.00	500	3,250.00	2,000.00
3400 PARKS REVENUE	3,819.50	4,106.00	3,699.40	3,000	3,600.00	3,500.00
3402 RECYCLE MATERIAL	5,768.10	2,184.00	0.00	0	0.00	0.00
3404 ABATEMENT REVENUE	0.00	0.00	0.00	50	0.00	1,000.00
3611 INTEREST INCOME	11,452.64	12,065.98	17,677.63	9,500	16,800.00	16,500.00
3612 MINERAL SEVERANCE TX	457,273.64	357,722.46	129,967.72	100,000	129,968.00	100,000.00
3614 MINERAL LEASING PYMT	1,065,095.74	955,557.15	668,293.97	500,000	668,300.00	500,000.00
3617 NAT HISTORIC DIST NOMINATION	0.00	0.00	7,088.00	28,350	15,309.00	20,000.00
3618 CCITF GRANT	0.00	0.00	0.00	0	0.00	0.00
3619 DOG IMPOUND & ADOPTION FEES	2,570.00	1,229.00	1,817.00	1,200	1,800.00	1,200.00
3623 MAP SALES	0.00	0.00	0.00	50	0.00	50.00
3624 RECYCLING GRANTS	9,529.41	4,460.35	0.00	0	0.00	0.00
3625 MAIN ST. PROGRAM GRANT	0.00	0.00	0.00	0	0.00	11,000.00
3626 RESERVE	0.00	0.00	0.00	1,416,591	949,350.00	4,232,173.00
3628 BULLET PROOF VEST GRANT	0.00	0.00	931.45	2,000	935.00	1,500.00
3629 CDOT ENHANCEMENT GRANT	9,614.88	499,975.77	0.00	0	0.00	0.00
3634 CONSERVATION TRUST FD	12,041.00	11,947.42	0.00	12,000	12,000.00	12,000.00
3635 UNANTICIPATED GRANT REVENU	0.00	7,704.69	9,950.00	50,000	9,950.00	50,000.00
3636 EMERGENCY RESERVE	0.00	0.00	0.00	105,250	0.00	110,650.00
TOTAL	2,895,091.08	3,268,074.35	2,069,966.84	3,487,208	3,078,876.00	6,390,077.00

REVENUE COMPARISON



TOWN OF MEEKER
GENERAL FUND EXPENDITURES
BY DEPARTMENT
2017 BUDGET YEAR

BOARD OF TRUSTEES 2017 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 (2018). The Town Clerk administers the election.

Elected Official pay was increased in 2016 for those receiving a new term, the Mayor receives \$500 rather than \$70 per month and each newly elected Board of Trustee member receives \$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, and Associated Governments of Northwestern Colorado. 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: 12/6/2016

GENERAL	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2016</i>	<i>2016</i>	<i>2017</i>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Estimated</i>	<i>Approved</i>
EXPENSES						
BOARD OF TRUSTEES						
5006 PART-TIME SALARIES	4,884.03	4,699.92	13,809.88	31,200	15,375.00	18,750.00
5018 SOCIAL SECURITY	302.84	291.42	856.22	1,935	1,000.00	1,165.00
5019 MEDICARE	71.18	68.50	200.46	455	250.00	275.00
5021 WORKMAN'S COMP	51.69	40.32	31.14	60	35.00	60.00
5033 AUDIT	630.00	640.00	640.00	700	640.00	700.00
5034 BANK SVC. CHARGE	115.88	9.27	0.00	60	10.00	30.00
5036 LEGAL FEES	6,912.00	11,548.00	11,266.00	10,000	12,500.00	12,000.00
5045 INSURANCE	15,243.81	12,359.37	11,776.96	14,000	11,800.00	14,000.00
5048 DUES & SUBSCRIPTIONS	4,073.76	3,924.93	4,126.87	4,130	4,130.00	4,130.00
5054 MEALS, TRAVEL, LODGING	908.00	832.84	1,824.55	3,000	2,500.00	3,000.00
5056 COMMUNITY IMPROVEMENT	10,457.09	12,837.41	12,038.07	17,625	17,625.00	15,000.00
5063 POSTAGE	38.81	41.40	30.36	125	75.00	125.00
5069 TRAINING & SCHOOLING	0.00	0.00	0.00	0	0.00	3,000.00
5096 MISC SERV & EXP	3.60	221.17	-113.29	100	100.00	100.00
5107 OFFICE SUPPLIES	204.69	198.45	400.02	225	425.00	250.00
5108 COPY EXPENSE	185.55	405.38	335.61	400	410.00	420.00
5119 EMPLOYEE RECRUITMENT	0.00	0.00	0.00	0	0.00	10,000.00
TOTAL BOARD OF TRUSTEE	44,082.93	48,118.38	57,222.85	84,015	66,875.00	83,005.00

MUNICIPAL COURT 2017 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 Administrative Assistant's duties as Municipal Court Clerk, 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 eight, two year terms, 1994 to the year 2018. 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:
30% of Administrative Assistant's Salary

Other Salary - Budget Item 5005
The Municipal Judge

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
MUNICIPAL COURT						
5003 REGULAR SALARIES	9,829.76	11,494.36	9,758.65	10,515	10,515.00	8,745.00
5005 MUNICIPAL JUDGE	3,775.00	3,525.00	3,325.00	3,900	3,250.00	3,900.00
5015 RETIREMENT	574.78	592.08	585.53	635	635.00	525.00
5018 SOCIAL SECURITY	609.45	712.60	605.04	655	655.00	545.00
5019 MEDICARE	142.42	166.50	141.46	155	155.00	130.00
5021 WORKMAN'S COMP	18.55	9.88	10.26	20	15.00	20.00
5022 HRA ADMINISTRATIVE FEE	6.26	12.00	11.35	17	17.00	17.00
5023 HEALTH REIMBURSEMENT ACCT	62.60	316.82	316.08	520	520.00	780.00
5024 HLTH DENTL & LIFE INS	4,151.11	3,163.76	2,986.11	3,425	3,300.00	4,840.00
5027 UNEMPLOYMENT INSURANCE	29.48	29.60	31.34	35	35.00	30.00
5033 AUDIT	393.75	400.00	400.00	460	400.00	460.00
5034 BANK SVC. CHARGE	202.76	16.22	0.00	125	50.00	50.00
5036 LEGAL FEES	5,752.00	7,052.00	3,752.00	7,000	7,000.00	7,000.00
5037 LEGAL PUBLICATIONS	24.75	49.50	0.00	150	150.00	150.00
5045 INSURANCE	1,137.10	1,074.73	966.69	1,100	970.00	1,100.00
5048 DUES & SUBSCRIPTIONS	20.00	20.00	20.00	30	30.00	30.00
5054 MEALS, TRAVEL, LODGING	3.02	0.00	261.09	120	300.00	500.00
5054.1 JUDGE TRAVEL ALLOWANCE	484.00	396.00	396.00	528	440.00	800.00
5057 TELEPHONE/INTERNET/FAX	513.28	559.74	521.90	575	575.00	575.00
5063 POSTAGE	80.69	86.89	74.33	170	170.00	170.00
5069 TRAINING & SCHOOLING	0.00	0.00	0.00	0	0.00	1,000.00
5096 MISC SERV & EXP	18.60	33.60	47.31	5,000	2,500.00	5,000.00
5107 OFFICE SUPPLIES	68.53	296.95	151.71	400	400.00	400.00
5108 COPY EXPENSE	129.88	283.74	234.93	285	295.00	300.00
TOTAL MUNICIPAL COURT	28,027.77	30,291.97	24,596.78	35,820	32,377.00	37,067.00

ADMINISTRATION 2017 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

70% - Administrative Assistant

60% - Town Clerk/Finance

40% - Water Clerk/Finance Asst.

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

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
ADMINISTRATION						
5003 REGULAR SALARIES	97,279.37	96,276.69	115,180.43	144,682	127,000.00	136,845.00
5006 PART-TIME SALARIES	19,492.97	0.00	0.00	0	0.00	0.00
5009 OVERTIME PAY	0.00	0.00	0.00	400	0.00	400.00
5015 RETIREMENT	6,753.36	5,739.69	5,660.82	8,681	7,700.00	8,215.00
5018 SOCIAL SECURITY	7,239.93	5,969.26	7,141.18	8,970	7,900.00	8,485.00
5019 MEDICARE	1,693.20	1,395.98	1,670.16	2,098	1,850.00	1,985.00
5021 WORKMAN'S COMP	221.79	154.44	165.45	280	165.00	280.00
5022 HRA ADMINISTRATIVE FEE	49.70	95.40	116.30	220	220.00	220.00
5023 HEALTH REIMBURSEMENT ACCT	497.00	3,168.14	3,633.90	6,735	6,735.00	6,474.00
5024 HLTH DENTL & LIFE INS	46,122.23	27,207.00	37,756.83	49,737	42,000.00	44,920.00
5027 UNEMPLOYMENT INSURANCE	343.62	286.98	354.76	440	400.00	415.00
5033 AUDIT	1,338.75	1,360.00	1,360.00	1,600	1,360.00	1,600.00
5034 BANK SVC. CHARGE	686.92	191.62	0.00	400	200.00	200.00
5035 TREASURER FEE	4,137.11	4,401.12	4,411.20	7,500	4,630.00	5,000.00
5036 LEGAL FEES	5,111.00	7,897.00	7,112.00	7,000	7,700.00	7,500.00
5037 LEGAL PUBLICATIONS	763.27	1,054.17	878.20	1,200	1,200.00	1,200.00
5038 CODIFI/RECORDS MANAGEMENT	465.78	514.07	336.92	2,500	1,200.00	1,200.00
5045 INSURANCE	1,725.14	1,631.59	1,469.54	1,700	1,500.00	1,700.00
5048 DUES & SUBSCRIPTIONS	450.00	460.00	2,763.33	500	2,820.00	2,820.00
5054 MEALS, TRAVEL, LODGING	278.58	207.05	709.16	2,500	1,250.00	7,000.00
5057 TELEPHONE/INTERNET/FAX	1,826.45	1,922.28	1,742.66	2,500	2,500.00	2,500.00
5063 POSTAGE	691.73	834.70	628.40	780	780.00	780.00
5069 TRAINING & SCHOOLING	0.00	92.42	1,449.42	3,500	3,500.00	3,500.00
5086 LABOR/EQMT/OFC/OTHER	0.00	0.00	0.00	300	150.00	300.00
5088 ELECTION EXPENSES	147.41	97.68	3,615.64	10,000	3,650.00	5,000.00
5094 ACCOUNTING SYSTEMS	1,925.50	2,022.00	0.00	0	0.00	0.00
5096 MISC SERV & EXP	38.20	101.00	116.91	300	200.00	300.00
5097 SOFTWARE SUPPT	0.00	0.00	2,022.00	3,000	3,000.00	3,000.00
5107 OFFICE SUPPLIES	1,084.70	1,033.09	1,109.53	1,700	1,700.00	1,700.00
5108 COPY EXPENSE	371.09	824.60	746.72	850	900.00	900.00
5116 EQMT PARTS/SUPPLIES	0.00	86.15	4.99	200	100.00	200.00
TOTAL ADMINISTRATION	200,734.80	165,024.12	202,156.45	270,273	232,310.00	254,639.00

PUBLIC WORKS 2017 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, 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

50% - 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: 12/6/2016

GENERAL	2014 <i>Actual</i>	2015 <i>Actual</i>	2016 <i>Actual</i>	2016 <i>Budget</i>	2016 <i>Estimated</i>	2017 <i>Approved</i>
PUBLIC WORKS						
5003 REGULAR SALARIES	138,032.12	117,351.77	117,473.18	130,550	130,550.00	132,555.00
5006 PART-TIME SALARIES	5,833.53	0.00	4,045.80	6,030	6,030.00	6,030.00
5009 OVERTIME PAY	5,676.08	7,105.08	4,548.47	9,000	9,000.00	10,000.00
5012 HOLIDAY PAY	0.00	0.00	0.00	1,000	1,000.00	1,000.00
5015 RETIREMENT	5,987.49	6,601.96	6,299.55	8,795	8,795.00	8,975.00
5018 SOCIAL SECURITY	9,271.65	7,716.36	7,816.16	9,085	9,085.00	9,275.00
5019 MEDICARE	2,168.37	1,804.62	1,828.17	2,125	2,125.00	2,170.00
5021 WORKMAN'S COMP	6,659.47	5,578.46	4,169.21	6,660	4,170.00	6,660.00
5022 HRA ADMINISTRATIVE FEE	84.40	152.00	151.60	215	215.00	215.00
5023 HEALTH REIMBURSEMENT ACCT	844.00	4,752.24	5,072.46	6,500	6,500.00	6,500.00
5024 HLTH DENTL & LIFE INS	51,266.29	43,473.32	46,591.99	51,860	49,825.00	54,285.00
5027 UNEMPLOYMENT INSURANCE	450.88	412.14	438.84	440	440.00	450.00
5028 DRUG SCREEN	337.28	36.76	110.28	300	300.00	300.00
5033 AUDIT	787.50	800.00	800.00	950	800.00	950.00
5034 BANK SVC. CHARGE	144.84	11.58	0.00	80	40.00	40.00
5036 LEGAL FEES	826.00	1,192.00	352.00	900	450.00	900.00
5037 LEGAL PUBLICATIONS	334.81	522.46	204.93	800	350.00	600.00
5045 INSURANCE	5,592.46	5,373.64	4,679.21	6,000	4,680.00	6,000.00
5048 DUES & SUBSCRIPTIONS	237.00	237.00	158.00	330	330.00	330.00
5054 MEALS, TRAVEL, LODGING	208.44	1,160.96	134.74	1,200	1,000.00	1,200.00
5057 TELEPHONE/INTERNET/FAX	716.17	1,263.50	938.33	1,200	1,200.00	1,300.00
5060.1 ELECTRIC	1,817.33	1,574.81	1,535.37	2,550	2,000.00	2,550.00
5060.2 GAS	4,178.28	3,963.61	2,667.88	5,400	4,500.00	5,400.00
5062 TRASH	855.00	798.75	371.25	1,600	1,200.00	1,600.00
5063 POSTAGE	56.00	53.20	51.17	190	95.00	190.00
5069 TRAINING & SCHOOLING	593.00	1,384.00	1,273.93	2,200	2,200.00	2,200.00
5074 REQUIRED SAFETY EQMT	1,639.81	1,862.36	829.53	2,100	2,100.00	2,100.00
5079 FIRE EXTINGUISHERS	183.00	0.00	238.94	400	250.00	400.00
5086 LABOR/EQMT/OFC/OTHER	141.25	120.00	10.00	1,000	1,000.00	1,000.00
5090 INSECT/WEED CONTROL	4,354.51	3,292.80	2,705.36	5,000	3,000.00	5,000.00
5096 MISC SERV & EXP	119.50	1,164.00	245.82	1,000	1,000.00	1,000.00
5099 BLDG MAINT LABOR	0.00	0.00	0.00	350	350.00	350.00
5107 OFFICE SUPPLIES	206.38	190.21	119.95	360	360.00	360.00
5108 COPY EXPENSE	111.32	243.21	201.37	250	250.00	250.00
5110 MISC SUPPLIES	0.00	36.28	20.69	1,200	600.00	1,200.00
5111 COVERALLS/SHIRTS	449.75	489.65	442.77	500	500.00	500.00
5112 BLDG MAINT SUPPLIES	150.54	632.11	459.63	2,000	1,000.00	2,000.00
5116 EQMT PARTS/SUPPLIES	12,083.90	12,089.37	11,386.59	15,000	13,000.00	15,000.00
5120 STREET MAINT & SUPPL	7,986.38	16,765.00	6,389.52	25,000	20,000.00	25,000.00
5122 FUEL	8,650.58	4,432.47	4,176.32	10,600	6,500.00	10,000.00
5128 GRAVEL	3,382.49	1,553.11	167.85	3,000	3,000.00	3,000.00
5131 CHRISTMAS DEC EXPENSE	4,014.86	748.50	4,870.38	4,000	4,870.00	4,000.00
5132 CULVERT CLEANING	390.80	0.00	0.00	3,000	1,500.00	3,000.00
5178 BROOM & WEED TRCT PTS	2,526.77	1,366.69	2,733.73	3,500	3,500.00	3,500.00
5179 TRAFFIC CONTROL SIGNS	125.41	0.00	0.00	2,000	500.00	2,000.00
5184 PROFESSIONAL SVCS.	0.00	0.00	0.00	1,500	3,000.00	5,000.00
TOTAL PUBLIC WORKS	289,475.64	258,105.98	246,710.97	337,720	313,160.00	346,335.00

HIGHWAY USERS' TAX FUND

BUDGET YEAR 2017

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.

2017 BUDGET BREAKDOWN FOR HIGHWAY USERS TAX FUND						
	2012	2013	2014	2015	2016	2017
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Projected
REVENUES						
HIGHWAY USERS TAX	\$86,293.00	\$80,669.00	\$79,442.00	\$79,832.00	\$80,700.00	\$88,400.00
TOTAL REVENUE	\$86,293.00	\$80,669.00	\$ 79,442.00	\$ 79,832.00	\$ 80,700.00	\$88,400.00
EXPENDITURES						
SALARIES	\$50,000.00	\$43,357.00	\$ 50,000.00	\$ 58,635.00	\$ 43,100.00	\$51,400.00
FUEL	\$8,363.00	\$10,338.00	\$ 7,165.00	\$ 4,432.00	\$ 10,600.00	\$10,000.00
TRAFFIC SIGNS	\$840.00	\$2,061.00	\$ 85.00	\$ -	\$ 2,000.00	\$2,000.00
STREET MAINTENANCE	\$27,090.00	\$24,913.00	\$ 22,192.00	\$ 16,765.00	\$ 25,000.00	\$25,000.00
TOTAL EXPENDITURES	\$86,293.00	\$80,669.00	\$ 79,442.00	\$ 79,832.00	\$ 80,700.00	\$88,400.00

**PARKS/UTE PARK
2017 BUDGET YEAR**

The Town will continue its lease agreement with the Eastern Rio Blanco Metropolitan Recreation and Parks District (ERBM) to enable ERBM to 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”, 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 2016/2017 ERBM Park & Recreation District is completing “Town Park” to include enhanced River access, enhanced public restrooms, basketball courts with lighting, new landscape and sidewalk as well as educational and enhancements which also includes upgraded parking and pavement facilities which will be turned over to the District for operation.

Budget Item 5003 - Salaries include:
50% - Utility Man

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
PARKS/UTE PARK						
5003 REGULAR SALARIES	7,572.13	5,261.74	7,436.00	7,855	7,855.00	8,435.00
5006 PART-TIME SALARIES	0.00	0.00	0.00	0	0.00	0.00
5015 RETIREMENT	466.32	347.26	446.16	475	475.00	510.00
5018 SOCIAL SECURITY	469.47	326.26	461.19	490	490.00	525.00
5019 MEDICARE	109.82	76.30	107.84	115	115.00	125.00
5021 WORKMAN'S COMP	0.00	0.00	0.00	1,300	0.00	0.00
5022 HRA ADMINISTRATIVE FEE	0.00	0.00	0.35	17	17.00	17.00
5023 HEALTH REIMBURSEMENT ACCT	0.00	0.00	316.08	520	520.00	520.00
5024 HLTH DENTL & LIFE INS	3,269.41	2,377.94	3,554.66	4,075	3,880.00	4,220.00
5027 UNEMPLOYMENT INSURANCE	23.75	2.39	0.00	25	25.00	30.00
5033 AUDIT	157.50	160.00	160.00	175	160.00	175.00
5034 BANK SVC. CHARGE	57.96	4.64	0.00	80	40.00	40.00
5036 LEGAL FEES	0.00	0.00	0.00	100	50.00	100.00
5037 LEGAL PUBLICATIONS	0.00	0.00	0.00	150	100.00	100.00
5045 INSURANCE	2,274.19	2,149.46	1,933.38	2,200	1,950.00	2,200.00
5057 TELEPHONE/INTERNET/FAX	4.27	3.31	0.00	50	0.00	0.00
5060.1 ELECTRIC	5,526.79	6,024.27	5,803.45	6,200	6,200.00	6,200.00
5062 TRASH	705.00	761.25	371.25	1,000	750.00	1,000.00
5063 POSTAGE	10.01	10.35	7.59	30	30.00	30.00
5079 FIRE EXTINGUISHERS	29.00	0.00	0.00	150	75.00	150.00
5086 LABOR/EQMT/OFC/OTHER	130.00	0.00	0.00	125	75.00	125.00
5092 FERTILIZER	0.00	0.00	0.00	800	400.00	800.00
5096 MISC SERV & EXP	3.60	3.60	14.97	250	125.00	250.00
5099 BLDG MAINT LABOR	0.00	0.00	0.00	100	100.00	100.00
5107 OFFICE SUPPLIES	83.46	96.06	64.50	125	125.00	125.00
5108 COPY EXPENSE	55.68	121.59	100.68	125	125.00	125.00
5110 MISC SUPPLIES	63.96	165.50	0.00	1,000	500.00	1,000.00
5112 BLDG MAINT SUPPLIES	0.00	0.00	0.00	1,500	750.00	1,500.00
5114 IRRIGATION SYSTEM	0.00	0.00	0.00	800	0.00	800.00
5116 EQMT PARTS/SUPPLIES	488.95	119.90	304.67	4,500	2,000.00	4,500.00
5122 FUEL	0.00	9.12	0.00	150	150.00	150.00
TOTAL PARKS/UTE PARK	21,501.27	18,020.94	21,082.77	34,482	27,082.00	33,852.00

COMMUNITY DEVELOPMENT 2017 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:

0% - Town Planner (Vacant) LSL Planning Contractor provides services

100% -Building Inspector - Code Enforcement Officer

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
COMMUNITY DEVELOPMENT						
5003 REGULAR SALARIES	50,005.53	44,916.79	49,882.56	54,000	54,420.00	56,860.00
5006 PART-TIME SALARIES	0.00	0.00	1,461.96	0	1,680.00	3,250.00
5009 OVERTIME PAY	0.00	0.00	0.00	0	0.00	0.00
5015 RETIREMENT	2,897.64	2,897.64	2,982.48	4,140	3,265.00	3,610.00
5018 SOCIAL SECURITY	3,100.33	2,784.85	3,183.36	4,278	3,500.00	3,730.00
5019 MEDICARE	725.14	651.35	744.63	1,000	825.00	875.00
5021 WORKMAN'S COMP	890.06	664.59	612.15	900	615.00	900.00
5022 HRA ADMINISTRATIVE FEE	31.25	60.00	58.85	85	85.00	85.00
5023 HEALTH REIMBURSEMENT ACCT	312.50	3,168.16	3,320.14	2,600	3,870.00	2,600.00
5024 HLTH DENTL & LIFE INS	2,175.14	14,886.40	14,614.29	16,527	15,950.00	16,830.00
5027 UNEMPLOYMENT INSURANCE	148.63	144.88	158.24	207	165.00	180.00
5033 AUDIT	551.25	560.00	560.00	660	560.00	660.00
5034 BANK SVC. CHARGE	318.57	25.48	0.00	175	85.00	85.00
5036 LEGAL FEES	8,552.00	10,956.00	11,990.00	15,500	15,500.00	15,500.00
5037 LEGAL PUBLICATIONS	165.46	373.83	120.78	1,500	750.00	1,500.00
5038 CODIFI/RECORDS MANAGEMENT	465.78	396.07	200.24	2,500	1,200.00	1,200.00
5039 UBC CODE BOOKS	0.00	0.00	0.00	1,000	500.00	1,000.00
5041 ABATEMENT COSTS	0.00	0.00	0.00	0	0.00	20,000.00
5045 INSURANCE	1,705.64	1,612.09	1,450.04	1,660	1,450.00	1,660.00
5048 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	300	300.00	300.00
5054 MEALS, TRAVEL, LODGING	10.08	0.00	27.84	1,800	900.00	1,800.00
5057 TELEPHONE/INTERNET/FAX	1,550.02	1,942.66	1,745.24	2,000	2,180.00	2,500.00
5063 POSTAGE	124.27	333.51	102.24	400	400.00	400.00
5069 TRAINING & SCHOOLING	0.00	0.00	1,864.94	1,500	1,900.00	1,500.00
5086 LABOR/EQMT/OFC/OTHER	0.00	0.00	21.56	800	400.00	800.00
5096 MISC SERV & EXP	13.20	13.20	103.67	500	250.00	500.00
5097 SOFTWARE SUPPT	0.00	0.00	0.00	0	0.00	7,000.00
5098 RECORDING FEE	119.00	191.00	0.00	300	150.00	300.00
5107 OFFICE SUPPLIES	415.69	410.33	311.03	420	420.00	420.00
5108 COPY EXPENSE	289.68	650.40	561.69	650	685.00	685.00
5110 MISC SUPPLIES	0.00	213.93	121.99	400	400.00	400.00
5116 EQMT PARTS/SUPPLIES	174.96	159.15	14.65	2,100	250.00	2,100.00
5122 FUEL	1,167.48	674.48	698.27	1,600	1,000.00	1,300.00
5180 MAP REV/SIGNS	0.00	0.00	60.00	800	400.00	800.00
5184 PROFESSIONAL SVCS.	63.75	5,899.03	6,290.00	19,000	9,500.00	50,000.00
TOTAL COMMUNITY DEVEL	75,973.05	94,585.82	103,262.84	139,302	123,555.00	201,330.00

**POLICE DEPARTMENT
2017 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 6th 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.

The animal control facility is being operated by the Town, 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: 12/6/2016

GENERAL	2014 <i>Actual</i>	2015 <i>Actual</i>	2016 <i>Actual</i>	2016 <i>Budget</i>	2016 <i>Estimated</i>	2017 <i>Approved</i>
POLICE						
5002 POLICE SALARIES W/RETIREM	258,374.80	290,080.30	296,906.96	346,450	300,000.00	348,000.00
5002.1 POLICE SALARIES W/FICA	62,657.04	27,692.32	7,295.44	30,975	10,500.00	80,410.00
5003 REGULAR SALARIES	48,759.27	43,121.67	40,076.08	43,200	44,000.00	44,810.00
5004 DEPUTY ASSISTANCE	2,986.23	0.00	2,160.00	6,000	2,200.00	5,000.00
5006 PART-TIME SALARIES	10,291.20	7,550.55	7,596.45	11,350	9,000.00	11,319.00
5009 OVERTIME PAY	14,124.41	12,838.45	15,962.53	17,000	21,000.00	17,000.00
5012 HOLIDAY PAY	10,992.41	10,769.16	9,208.42	12,500	12,500.00	12,500.00
5015 RETIREMENT	11,074.22	16,968.11	20,158.64	21,175	20,650.00	23,295.00
5016 POLICE RET. PROGRAM	15,424.65	17,404.85	17,814.24	18,585	18,000.00	15,620.00
5018 SOCIAL SECURITY	7,576.90	5,086.14	3,419.33	5,300	6,000.00	8,465.00
5019 MEDICARE	5,882.77	5,684.82	5,467.24	6,691	5,800.00	7,460.00
5021 WORKMAN'S COMP	10,268.22	12,099.51	8,785.15	12,100	8,800.00	12,100.00
5022 HRA ADMINISTRATIVE FEE	171.86	390.00	375.45	550	550.00	550.00
5023 HEALTH REIMBURSEMENT ACCT	1,718.60	11,405.36	11,695.46	16,900	16,900.00	16,900.00
5024 HLTH DENTL & LIFE INS	125,873.97	113,030.90	104,232.91	122,350	117,000.00	128,225.00
5027 UNEMPLOYMENT INSURANCE	1,213.67	1,185.58	1,229.08	1,385	1,530.00	1,545.00
5033 AUDIT	551.25	560.00	560.00	600	560.00	600.00
5034 BANK SVC. CHARGE	694.96	55.59	0.00	375	180.00	180.00
5036 LEGAL FEES	3,205.00	1,894.00	732.00	5,000	2,500.00	4,000.00
5037 LEGAL PUBLICATIONS	269.62	497.71	1,932.60	700	2,000.00	500.00
5038 CODIFI/RECORDS MANAGEMENT	445.75	120.00	296.80	1,250	600.00	600.00
5045 INSURANCE	15,992.54	15,122.19	13,404.44	16,000	13,450.00	16,000.00
5048 DUES & SUBSCRIPTIONS	1,053.14	951.81	968.00	1,200	1,200.00	1,200.00
5054 MEALS, TRAVEL, LODGING	1,832.11	2,575.71	793.85	4,000	3,000.00	3,000.00
5057 TELEPHONE/INTERNET/FAX	8,780.59	10,390.81	10,815.80	10,000	12,000.00	12,000.00
5060.1 ELECTRIC	536.79	453.06	624.20	800	800.00	800.00
5060.2 GAS	1,008.04	836.59	661.19	2,000	1,500.00	2,000.00
5063 POSTAGE	285.19	241.21	200.73	500	300.00	500.00
5069 TRAINING & SCHOOLING	1,270.73	654.39	1,978.37	4,000	4,000.00	4,000.00
5070 RADIO MAINTENANCE	0.00	653.53	0.00	1,000	1,000.00	1,000.00
5072 PUBLIC RELATIONS	1,513.98	1,630.78	1,387.15	3,000	2,000.00	3,000.00
5075 PD FORF. FUNDS EQUIPMENT	2,873.61	2,656.86	1,956.00	3,430	3,430.00	0.00
5076 BULLET PROOF VEST GRANT	0.00	0.00	1,018.99	2,000	1,020.00	2,000.00
5079 FIRE EXTINGUISHERS	106.00	0.00	119.47	200	120.00	200.00
5086 LABOR/EQMT/OFC/OTHER	17.00	55.00	73.11	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	2,607.91	6,171.52	2,536.93	4,000	4,000.00	4,000.00
5097 SOFTWARE SUPPT	2,805.00	3,305.00	2,875.00	5,000	5,000.00	5,000.00
5100 COUNTY DISPATCH SERV	72,984.00	72,984.00	36,500.00	73,000	36,500.00	36,500.00
5101 ADVERTISING	0.00	0.00	1,018.25	500	1,020.00	500.00
5102 ANIMAL FACILITY	3,796.40	5,267.72	2,650.05	5,000	5,000.00	5,000.00
5102.1 SHELTER DONATION EXP	0.00	0.00	1,000.00	500	1,000.00	500.00
5103 LEXIPOL	3,515.00	3,515.00	3,515.00	4,000	4,000.00	4,000.00
5104 DETOX	0.00	0.00	0.00	3,700	1,850.00	3,700.00
5106 TRIDENT&SPECIAL INVESTIGATIO	774.00	4,044.93	330.00	12,000	6,000.00	12,000.00
5107 OFFICE SUPPLIES	2,016.82	919.84	947.24	3,000	3,000.00	3,000.00
5108 COPY EXPENSE	378.28	942.14	741.72	900	945.00	945.00
5109 BIKE RODEO	430.34	39.00	427.14	700	500.00	700.00
5110 MISC SUPPLIES	1,656.04	917.40	1,370.42	2,500	2,500.00	2,500.00
5116 EQMT PARTS/SUPPLIES	5,668.50	4,260.90	5,084.25	9,000	9,000.00	9,000.00

Blank Page

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
5122 FUEL	18,125.71	11,247.18	6,975.03	20,000	18,000.00	18,000.00
5124 AMMUNITION	1,365.00	2,600.00	184.50	5,000	3,500.00	5,000.00
5124.1 LESS LETHAL MUNITIONS	897.46	262.82	650.53	1,500	1,000.00	2,000.00
5125 RANGE	0.00	0.00	0.00	500	0.00	0.00
5126 UNIFORMS	4,976.92	1,560.84	963.46	5,000	5,000.00	5,000.00
TOTAL POLICE	749,823.90	732,695.25	657,675.60	886,366	752,905.00	904,124.00

**RECYCLING
2017 BUDGET YEAR**

The recycling center has been turned over via private contractor to Overton Recycling, Inc. They provide enhanced services and manage the operations of the center. Arrangements can be made with them to dispose of TV's and electronics (private small fee), vehicles, scrap metal, Refrigerator/Freezer disposal and the other services previously provided at the facility.

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

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
RECYCLE PROGRAM						
5003 REGULAR SALARIES	31,337.17	2,104.76	0.00	0	0.00	0.00
5006 PART-TIME SALARIES	0.00	0.00	0.00	0	0.00	0.00
5015 RETIREMENT	1,865.19	190.96	0.00	0	0.00	0.00
5018 SOCIAL SECURITY	1,942.87	130.51	0.00	0	0.00	0.00
5019 MEDICARE	454.38	30.53	0.00	0	0.00	0.00
5021 WORKMAN'S COMP	2,392.86	2,399.51	0.00	0	0.00	0.00
5022 HRA ADMINISTRATIVE FEE	31.25	5.00	0.00	0	0.00	0.00
5023 HEALTH REIMBURSEMENT ACCT	312.50	1,900.90	0.00	0	0.00	0.00
5024 HLTH DENTL & LIFE INS	13,077.36	0.00	0.00	0	0.00	0.00
5027 UNEMPLOYMENT INSURANCE	95.06	9.55	0.00	0	0.00	0.00
5034 BANK SVC. CHARGE	29.00	2.32	0.00	0	0.00	0.00
5045 INSURANCE	1,137.10	1,074.73	0.00	0	0.00	0.00
5054 MEALS, TRAVEL, LODGING	1.00	0.00	0.00	0	0.00	0.00
5060.1 ELECTRIC	2,770.11	1,596.56	1,870.74	3,500	3,000.00	3,500.00
5062 TRASH	252.00	252.00	210.00	300	252.00	300.00
5063 POSTAGE	9.53	17.07	7.59	0	0.00	0.00
5072 PUBLIC RELATIONS	0.00	0.00	0.00	0	0.00	0.00
5078 FREIGHT	2,967.14	633.46	0.00	0	0.00	0.00
5079 FIRE EXTINGUISHERS	29.00	0.00	0.00	0	0.00	0.00
5086 LABOR/EQMT/OFC/OTHER	0.00	36,666.30	0.00	0	0.00	0.00
5107 OFFICE SUPPLIES	21.27	14.60	0.00	0	0.00	0.00
5108 COPY EXPENSE	37.15	69.72	0.00	0	0.00	0.00
5112 BLDG MAINT SUPPLIES	0.00	0.00	0.00	0	0.00	0.00
5116 EQMT PARTS/SUPPLIES	907.80	10.38	0.00	0	0.00	0.00
5122 FUEL	171.45	21.12	0.00	0	0.00	0.00
5184 PROFESSIONAL SVCS.	0.00	0.00	33,333.30	40,000	40,000.00	40,000.00
TOTAL RECYCLE PROGRAM	59,841.19	47,129.98	35,421.63	43,800	43,252.00	43,800.00

SYSTEMS DEVELOPMENT 2017 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 AMZ and crack filling the streets will be funded. Mag Chloriding the alleys will be discontinued until the fiber optic project installation is complete.

Public Works

The Public Works Department will be purchasing a pick up to replace Superintendent Overton's 2007 model, and paving 7th and 9th Streets in their entirety.

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.

Blank Page

**CAPITAL PROJECTS SUMMARY SHEET
FOR FISCAL YEAR 2017**

Description	Budgeted Amt	Outside Revenue
Chamber of Commerce Support for 2017	\$60,000.00	\$10,000 Additional Main St. Pro. Administ.
Business Grant Program	\$50,000.00	
Unanticipated Grant Expense	\$50,000.00	Offset by Grant Revenue
Better City Recruitment Implementation Funds	\$2,500,000.00	
Main Street Program	\$11,000.00	Offset by Grant Revenue
Nat. Historic District Nomination	\$20,000.00	Offset by Grant Revenue
Public Works		
AMZ streets/ Mag Chloride Alleys/Crack Filling	\$75,000.00	no mag in alleys 2017
Paving Project 7th and 9th Streets	\$800,000.00	
Pick Up (Overton replacement)	\$40,000.00	
Ute Park (bury phone cable)	\$25,000.00	
Police Department		
Police Unit (Washburn replacement)	\$50,000.00	
Building		
Maintenance Expenses	\$5,000.00	
GF Transfer to Water Project	\$575,000.00	
Administrative Equipment	\$6,000.00	
Information Technologies (IT)	\$40,000.00	
Replace Phone System	\$12,000.00	
Emergency Reserve	\$110,650.00	
Total General Fund	\$4,429,650.00	

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
SYSTEMS DEVELOPMENT						
6006 STREET MAINT PROJECT	79,082.10	573,817.58	302,670.03	375,000	375,000.00	875,000.00
6006.2 MKT STREET SCAPES	24,682.04	732,430.56	0.00	0	0.00	0.00
6006.3 MKT STREET SCAPES PHASE II	0.00	707,802.28	0.00	0	0.00	0.00
6007.2 IT PROJECTS	27,160.00	27,602.86	20,368.85	39,750	39,000.00	40,000.00
6008 TOWN HALL BLDG	20,703.60	45,572.14	16,056.29	13,500	16,100.00	5,000.00
6011 POLICE DEPT EQUIPMENT	54,062.77	39,984.75	41,138.48	49,000	45,000.00	50,000.00
6014.1 ANIMAL SHELTER IMPROVEMENT	1,184.84	0.00	0.00	0	0.00	0.00
6016 UNANTICIPATED GRANT EXPENSE	0.00	21,768.30	23,535.00	50,000	30,000.00	50,000.00
6017 NAT HISTORIC DIST NOMINATION	0.00	0.00	8,221.00	28,350	8,350.00	20,000.00
6018 ADMIN/BOT EQUIP/S.WARE	6,055.36	11,740.13	29,612.92	39,800	39,800.00	18,000.00
6019 BLDG. OFFIC. VEHICLE	0.00	0.00	24,994.00	30,000	25,000.00	0.00
6021 BUSINESS GRANT PROGRAM	0.00	32,934.20	33,820.49	50,000	50,000.00	50,000.00
6022 GF TRNSFR WATER PROJECT	0.00	0.00	400,000.00	400,000	400,000.00	575,000.00
6023 BETTER CITIES CONTRIB.	0.00	0.00	144,065.80	275,000	275,000.00	2,500,000.00
6024 PUBLIC WORKS EQMT	6,525.77	0.00	64,033.86	73,500	73,500.00	40,000.00
6027 TOURISM/CHAMBER	50,000.00	50,000.00	50,000.00	50,000	50,000.00	60,000.00
6027.1 MAIN ST. PROGRAM	0.00	0.00	0.00	0	0.00	11,000.00
6028 UTE PARK	8,412.15	7,571.63	198.13	20,000	12,000.00	25,000.00
6032 EMERGENCY RESERVE	0.00	0.00	0.00	105,250	0.00	110,650.00
TOTAL SYSTEMS DEVELOP	277,868.63	2,251,224.43	1,158,714.85	1,599,150	1,438,750.00	4,429,650.00

**TOWN HALL BUILDING DEPARTMENT
2017 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, it is anticipated that at the end of 2017, they will be moving their staff from our facility and terminating that agreement upon notification in the contract.

The Board will be asked to replace all windows in Town Hall in 2018, which should coordinate well with the vacancy of the entire second floor. Following this project, we will need to examine what the Board desires to see in a future tenant and how that would be structured. It may be necessary to renovate or do some type of work to facilitate a new use, or perhaps that will be negotiated with a potential future tenant.

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

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
BUILDING						
5006 PART-TIME SALARIES	5,420.00	4,940.00	5,210.00	6,250	6,000.00	6,250.00
5018 SOCIAL SECURITY	336.04	306.28	323.02	390	390.00	390.00
5019 MEDICARE	78.56	71.58	75.57	95	95.00	90.00
5021 WORKMAN'S COMP	274.67	225.07	165.45	275	170.00	275.00
5027 UNEMPLOYMENT INSURANCE	16.26	14.82	16.44	20	20.00	20.00
5045 INSURANCE	3,979.83	4,668.55	4,350.11	4,750	4,350.00	4,750.00
5060.1 ELECTRIC	17,703.86	17,005.76	13,103.48	18,700	18,000.00	18,700.00
5060.2 GAS	3,316.54	3,454.68	2,454.30	5,000	3,500.00	5,000.00
5062 TRASH	1,344.00	1,636.00	1,220.00	1,500	1,500.00	1,500.00
5079 FIRE EXTINGUISHERS	176.00	0.00	284.89	500	285.00	500.00
5099 BLDG MAINT LABOR	947.00	3,927.00	4,503.50	5,800	5,800.00	5,800.00
5105 MAINT CONTRACT TELE/ELEVATO	6,729.53	3,022.94	2,375.33	7,000	4,000.00	7,000.00
5112 BLDG MAINT SUPPLIES	2,398.41	3,361.35	1,633.37	6,000	4,500.00	6,000.00
TOTAL BUILDING	42,720.70	42,634.03	35,715.46	56,280	48,610.00	56,275.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>2016 Estimated</i>	<i>2017 Approved</i>
TOTAL REVENUE	2,895,091.08	3,268,074.35	2069966.84	3,487,208	\$3,078,876.00	\$6,390,077.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>2016 Estimated</i>	<i>2017 Approved</i>
TOTAL EXPENSES	1,789,379.88	3,688,030.90	2557483.99	3,487,208	\$3,078,876.00	\$6,390,077.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

GENERAL	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>2016 Estimated</i>	<i>2017 Approved</i>
EXCESS REVENUE OVER (UNDER) EXPENSES FOR GENERAL	1,105,711.20	-419,958.55	-487,517.15	0	0.00	0.00

WATER FUND

TOWN OF MEEKER

WATER FUND BUDGET SUMMARY

2017 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 2017 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 steady.

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 and Mountain Valley Bank, insured by federal depository insurance and/or secured by treasury bills. Interest rates remain low on both national and local levels.
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: 12/6/2016

WATER	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2016</i>	<i>2016</i>	<i>2017</i>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Estimated</i>	<i>Approved</i>
REVENUE						
ACCOUNT						
3441 WATER SERVICE	576,839.31	632,418.29	604,072.34	600,000	675,000.00	625,000.00
3443 WATER TAPS	0.00	0.00	1,520.00	6,100	1,520.00	15,000.00
3581 WREA PATRONAGE CAPITAL	9,130.27	9,896.50	17,518.15	7,000	17,520.00	9,000.00
3580 MISCELLANEOUS INCOME	0.00	39,477.87	0.00	100	0.00	100.00
3611 INTEREST INCOME	1,459.02	1,856.57	1,550.54	1,300	1,900.00	1,900.00
3615 INTEREST-CURTIS CREEK WATER	275.85	117.99	0.00	0	0.00	0.00
3620 FLUORIDE SYSTEM GRANT	0.00	10,400.00	0.00	0	0.00	0.00
3626 RESERVE	0.00	0.00	0.00	458,385	184,710.00	418,710.00
3630 CURTIS CR. INFRASTRUCT/DOLA	4,371,737.35	65,189.99	0.00	0	0.00	0.00
3632 DOLA GRANT	0.00	0.00	0.00	20,000	0.00	1,000,000.00
3688 TRFR FROM GEN FUND	0.00	0.00	400,000.00	400,000	400,000.00	575,000.00
TOTAL ACCOUNT	4,959,441.80	759,357.21	1,024,661.03	1,492,885	1,280,650.00	2,644,710.00

WATER FUND EXPENDITURES 2017 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 for well, electronic and power upgrades at the upriver pump station. 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
- 60% - Water Clerk/Finance Assistant
- 25% - Assist. 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: 12/6/2016

WATER	2014	2015	2016	2016	2016	2017
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Estimated</i>	<i>Approved</i>
EXPENSES						
ACCOUNT						
5003 REGULAR SALARIES	213,494.34	224,168.78	201,360.58	222,825	222,825.00	226,500.00
5006 PART-TIME SALARIES	2,910.26	0.00	1,992.70	2,970	1,995.00	2,970.00
5009 OVERTIME PAY	10,340.42	3,826.53	7,834.60	8,000	8,000.00	10,000.00
5012 HOLIDAY PAY	0.00	0.00	0.00	500	500.00	500.00
5015 RETIREMENT	11,577.30	11,796.94	11,332.82	12,590	12,590.00	12,695.00
5018 SOCIAL SECURITY	14,055.71	14,123.22	13,093.68	14,530	14,500.00	14,880.00
5019 MEDICARE	3,287.27	3,303.15	3,062.04	3,400	3,400.00	3,480.00
5021 WORKMAN'S COMP	4,327.69	3,489.22	2,605.71	4,450	2,610.00	4,450.00
5022 HRA ADMINISTRATIVE FEE	125.28	230.60	226.10	340	340.00	340.00
5023 HEALTH REIMBURSEMENT ACCT	1,252.80	6,969.92	7,404.80	10,430	10,430.00	10,430.00
5024 HLTH DENTL & LIFE INS	83,036.04	66,667.40	71,075.10	78,230	78,800.00	81,100.00
5027 UNEMPLOYMENT INSURANCE	668.38	649.96	680.65	705	705.00	720.00
5033 AUDIT	3,465.00	3,520.00	3,520.00	9,100	3,520.00	3,900.00
5034 BANK SVC. CHARGE	665.68	53.22	84.65	375	180.00	180.00
5035 TREASURER FEE	0.00	0.00	0.00	350	0.00	350.00
5036 LEGAL FEES	3,718.49	5,503.00	4,598.09	8,000	8,000.00	8,000.00
5037 LEGAL PUBLICATIONS	241.04	1,642.99	341.24	1,500	1,200.00	1,500.00
5038 CODIFI/RECORDS MANAGEMENT	444.54	396.08	292.08	1,250	625.00	625.00
5045 INSURANCE	10,253.29	9,692.05	8,565.48	10,500	8,600.00	10,500.00
5048 DUES & SUBSCRIPTIONS	620.00	910.00	315.00	900	900.00	900.00
5054 MEALS, TRAVEL, LODGING	1,347.30	930.80	596.21	2,000	1,000.00	2,000.00
5057 TELEPHONE/INTERNET/FAX	3,498.37	3,831.74	4,227.19	3,900	4,500.00	4,500.00
5060.1 ELECTRIC	38,269.73	36,283.61	34,098.06	46,600	42,000.00	46,600.00
5060.2 GAS	4,203.81	3,991.06	2,666.84	5,500	4,000.00	5,500.00
5063 POSTAGE	4,702.16	5,295.92	4,235.40	5,500	5,500.00	5,500.00
5069 TRAINING & SCHOOLING	3,422.00	5,270.00	2,124.19	3,500	3,500.00	3,500.00
5079 FIRE EXTINGUISHERS	253.00	0.00	275.70	465	280.00	465.00
5086 LABOR/EQMT/OFC/OTHER	141.25	0.00	368.00	1,000	500.00	1,000.00
5094 ACCOUNTING SYSTEMS	4,625.50	5,172.00	0.00	0	0.00	0.00
5096 MISC SERV & EXP	214.48	186.98	314.72	500	500.00	500.00
5097 SOFTWARE SUPPT	0.00	0.00	7,707.00	9,200	9,200.00	9,200.00
5099 BLDG MAINT LABOR	0.00	0.00	0.00	500	500.00	500.00
5107 OFFICE SUPPLIES	1,855.87	2,294.28	2,003.64	2,300	2,300.00	2,500.00
5108 COPY EXPENSE	296.80	662.56	632.79	650	740.00	700.00
5110 MISC SUPPLIES	1,700.00	36.27	58.15	2,000	1,000.00	2,000.00
5111 COVERALLS/SHIRTS	449.75	489.65	405.31	525	525.00	525.00
5112 BLDG MAINT SUPPLIES	150.54	1,466.56	551.17	2,000	1,000.00	2,000.00
5116 EQMT PARTS/SUPPLIES	12,131.12	9,319.48	4,671.00	10,000	11,500.00	12,000.00
5122 FUEL	7,571.81	4,067.88	3,163.37	8,000	7,500.00	7,500.00
5128 GRAVEL	2,101.67	1,824.14	302.38	2,500	2,500.00	2,500.00
5129 ASPHALT	3,160.41	2,848.14	5,232.63	3,700	5,235.00	3,700.00
5130 WTR TEST/LINE LOC	3,008.11	6,435.59	3,242.96	6,500	6,500.00	6,500.00
5133 LAB SUPPLIES	240.04	0.00	0.00	1,000	500.00	1,000.00
5135 PIPES & SUPPLIES	8,865.98	5,684.17	6,512.05	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	279.56	11,270.27	12,532.28	15,000	16,400.00	15,000.00
5144 PARTS, METERS & SUPPLIES	8,725.37	11,217.89	12,034.11	11,000	13,000.00	15,000.00
5177 CHEMICALS	3,009.10	2,712.32	3,344.48	4,000	4,000.00	4,000.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

WATER	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2016</i>	<i>2016</i>	<i>2017</i>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Estimated</i>	<i>Approved</i>
5184 PROFESSIONAL SVCS.	0.00	0.00	0.00	600	600.00	5,000.00
5193 USGS WATER TESTING	7,559.00	7,597.00	7,838.00	8,000	7,840.00	8,000.00
5198 DEPRECIATION	216,442.43	249,837.30	0.00	0	0.00	0.00
TOTAL ACCOUNT	703,018.69	735,778.67	457,832.95	555,885	540,650.00	569,710.00

**WATER FUND
SYSTEMS DEVELOPMENT
2017 BUDGET YEAR**

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

Up-River Well Pump House Facility Capital Upgrade: The Town in 2016 contracted with Olsson Associates for preliminary engineering, investigation, design, and analysis of the system. The electrical and communication issues, power supply, pump infrastructure and additional wellfield development was initiated. Olsson is working with Town Staff to submit a DOLA grant for assistance in this project, they will complete the RFP and bid process on the project and upon award, the project is intended to be constructed over the Summer and into late Fall 2017. This has been identified as the Town's number one priority project and has received the full attention needed to move this project to fruition.

CAPITAL PROJECTS SUMMARY SHEET		
FOR FISCAL YEAR 2017		
Water		
Pump House Project (2 wells, electronics, power, comm.)	\$2,000,000.00	Possibly Offset by Grant Revenue
Capital Maintenance	\$75,000.00	
Total Water Fund	\$2,075,000.00	

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

WATER	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
WATER SYSTEMS DEVELOPMENT						
6004 CURTIS CRK INFRASTRUCTURE	4,156,661.39	1,101,791.33	0.00	0	0.00	0.00
6004.2 CURTIS CRK WATER LINE	1,525.00	0.00	0.00	0	0.00	0.00
6004.4 CURTIS CRK SHARED EXP	29,180.13	0.00	0.00	0	0.00	0.00
6007.1 CAPITAL MAINTENANCE	31,587.63	0.00	14,573.00	75,000	75,000.00	75,000.00
6009.2 WATER LINE PROJECT	0.00	0.00	584,529.26	842,000	635,000.00	0.00
6009.3 WELL ELECTRONIC & POWER UP	0.00	0.00	21,064.00	0	30,000.00	2,000,000.00
6034 WATER SYSTEM EQUIPMENT	4,473.73	0.00	0.00	0	0.00	0.00
6036 DOLA/USDA PLANNING GRANT	0.00	0.00	0.00	20,000	0.00	0.00
TOTAL WATER SYSTEMS D	4,223,427.88	1,101,791.33	620,166.26	937,000	740,000.00	2,075,000.00

Blank Page

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

WATER	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>2016 Estimated</i>	<i>2017 Approved</i>
TOTAL REVENUE	4,959,441.80	759,357.21	1024661.03	1,492,885	\$1,280,650.00	\$2,644,710.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

WATER	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>2016 Estimated</i>	<i>2017 Approved</i>
TOTAL EXPENSES	4,926,446.57	1,837,570.00	1077999.21	1,492,885	\$1,280,650.00	\$2,644,710.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

WATER	<i>2014 Actual</i>	<i>2015 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>2016 Estimated</i>	<i>2017 Approved</i>
EXCESS REVENUE OVER (UNDER) EXPENSES FOR WATER	32,995.23	-1,078,212.79	-53,338.18	0	0.00	0.00

CONSERVATION TRUST FUND
2017 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: 12/6/2016

CONSERVATION TRUST FUND	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
REVENUE						
ACCOUNT						
3300 STATE LOTTERY SHARE	12,025.57	11,950.24	10,211.08	12,000	12,000.00	12,000.00
3611 INTEREST INCOME	16.04	15.80	12.51	16	16.00	16.00
3626 RESERVE	0.00	0.00	0.00	0	0.00	0.00
TOTAL ACCOUNT	12,041.61	11,966.04	10,223.59	12,016	12,016.00	12,016.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

CONSERVATION TRUST FUND	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
EXPENSES						
ACCOUNT						
5034 BANK SVC. CHARGE	225.74	18.62	0.00	0	0.00	0.00
6000 RECREATION EXPENSES	0.00	0.00	0.00	0	0.00	0.00
6001 PARKS EXPENSES	12,041.00	11,947.42	0.00	12,016	12,016.00	12,016.00
TOTAL ACCOUNT	12,266.74	11,966.04	0.00	12,016	12,016.00	12,016.00

Town of Meeker Budget Worksheet

Report Date: 12/6/2016

CONSERVATION TRUST FUND	<i>2014</i> <i>Actual</i>	<i>2015</i> <i>Actual</i>	<i>2016</i> <i>Actual</i>	<i>2016</i> <i>Budget</i>	<i>2016</i> <i>Estimated</i>	<i>2017</i> <i>Approved</i>
EXCESS REVENUE OVER (UNDER) EXPENSES FOR CONSERVATION TRUST	-225.13	0.00	10,223.59	0	0.00	0.00

***EMPLOYEE
INFORMATION***

Full Time:

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

Part Time:

Amy Tupy	Admin. Assistant, Court Clerk
Laurel Haney	Animal Control Officer
Brandy Giau	Animal Shelter
Cassie Hobbs	Animal Shelter
Vicki Crawford	Animal Shelter
1 Seasonal	Parks and Streets Division

Elected Officials (Paid):

Regas Halandras	Mayor
Rodney Gerloff	Mayor Pro Tem
Scott Creecy	Trustee
Wendy Guitierrez	Trustee
Travis Day	Trustee
Melissa Kindall	Trustee
Danny Conrado	Trustee
Terry Goedert	Planning Chairman
Michelle Morgan	Planning Commissioner
Kurt Neilsen	Planning Commissioner
Sam Hale	Planning Commissioner
Elizabeth Morton	Planning Commissioner

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	Administrative 60%	Water 40%
Water Clerk, Receptionist Finance Assistant	Administrative 40%	Water 60%
Police Sec./Assist. Water and Liquor Clerk	Administrative 25% Police 50%	Water 25%
Administrative Asst. Court Clerk	Administrative 70% Municipal Court 30%	
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 50% Parks 20%	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, 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.

Water Clerk/Finance

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 finance matters.

Police/Assist. Water Clerk/ Liquor Clerk

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 prepares Planning Commission minutes.

Administrative Assistant/Court Clerk

Serves as receptionist, answers the telephone, assists customers and Town Staff, receives water and other payments, and prepares Board minutes. Serves as 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.

Chief of Police

Serves at the pleasure of the Board and is appointed every two years. 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 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.

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.