

**TOWN OF YAMPA  
REGULAR MEETING AGENDA  
November 2, 2022 – 6:00 pm**

To the Town Board of Yampa and to all Other Persons to whom it may concern:

Notice is hereby given that a Regular Meeting of the Town Board of Yampa will be held on Wednesday, November 2, 2022 beginning at 6:00 pm in the Upstairs Board Room at Crossan's/Town Hall, 101 Main St., Yampa, CO. Agenda is subject to change up to 24 hours prior to the scheduled meeting.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/82474169605>

Meeting ID: 824 7416 9605

One tap mobile

+17207072699, 82474169605# US (Denver)

+17193594580, 82474169605# US

1. **Call to Order**
  - a. **Roll Call**
  - b. **Pledge of Allegiance**
2. **Audience Participation (5 minutes)**

Please limit comments to 5 minutes. The Town Board will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Town Board concerning any agenda item will be given the opportunity to speak for up to 5 minutes at the that item.
3. **2022 Supplemental #1 Budget - Public Hearing**

Public Hearing on 2022 Supplemental #1 Budget
4. **Resolution 2022-19 – 2022 Supplemental #1 Budget**

Consideration for approval and authorization to sign Resolution 2022-19, A Resolution to Adopt Supplemental 2022 Budget Appropriations to Defray Expenditures in Excess of Amounts Budgeted – General & Water/Sewer Fund
5. **Proposed 2023 Budget - Public Hearing**

Public Hearing on the proposed 2023 Budget
6. **Outside Entity Funding Application**

Review and consideration for approval of the Town of Yampa Budget & Community Support Preparation Package for Outside Entities guidelines
7. **Staff and Board Member Reports/Updates**
  - a. Committee and meeting reports from Staff and Board Members
  - b. Town Administrator/Clerk & Staff Reports
8. **Consent Agenda**
  - a. Approval of October 2022 Payment Reports
  - b. Approval of October 5, 2022 Regular Board Meeting Minutes
9. **Scheduled Meetings/Workshops**
  - a. November 2, 2022 @ 1:30 p.m. In-Person or Zoom: Work Session on Comprehensive Plan.
  - b. November 9, 2022 Public Open House for up-to-date results on Comprehensive Plan.
  - c. November 16, 2022 Regular Meeting Board Meeting
  - d. Town Board or other requests for Agenda Items
10. **Adjournment**



EST. FEBRUARY 28, 1906



GATEWAY TO THE FLATTOPS

## Town of Yampa

### Town Board Agenda Item

**Meeting Date:** November 2, 2022

**Agenda Item Title:** 2022 Supplemental #1 Budget & Proposed 2023 Budget

- a. Public Hearing on 2022 Supplemental #1 Budget
- b. Consideration for approval and authorization to sign Resolution 2022-19, A Resolution to Adopt Supplemental 2022 Budget Appropriations to Defray Expenditures in Excess of Amounts Budgeted – General & Water/Sewer Fund
- c. Public Hearing on the proposed 2023 Budget

**Presented by:** Mary Alice Page-Allen

**Attachments:** Draft Resolution 2022-19  
 Yampa 2023 Budget – 11-2-2022 Draft  
 Staffing Plan & Expenses by Category

#### Background:

- a./b. Expenses in 2022 are anticipated to exceed the originally budgeted amounts by \$36,952. These expenses are related to increases in electric rates for Town buildings, water and sewer charges for Town facilities and parks, professional fees for the Comprehensive Plan efforts, 4<sup>th</sup> of July Committee expenses, higher than anticipated law enforcement charges, and contract labor expenses when an employee was out sick for an extended period. Offsetting revenues include collected revenues exceeding budget amounts, grant revenues, 4<sup>th</sup> of July event revenues and general fund reserves. Subsequent to the public hearing on the proposed Supplemental Budget, the Town Board will consider Resolution 2022-19, A Resolution to Adopt Supplemental 2022 Budget Appropriations to Defray Expenditures in Excess of Amounts Budgeted – General & Water/Sewer Fund
- c. The Local Government Budget Law stipulates that the Town notice and hold a public hearing on its annually proposed budget to receive comments and input from citizens. The preliminary 2023 Budget was presented to the Board in early October. Highlights of the 2023 Budget include: sales tax revenues held at 90% of the 2022 budgeted level, additional grant revenues related to the Comprehensive Plan and wastewater treatment system efforts and expenses related to the costs thereof, step increases for those employees not otherwise topped out, health insurance benefits held at 2021/2022 levels, anticipated water and sewer revenues needed to covers the enterprise’s expenses and required reserves, and the expenditure of Conservation

Trust funds to improve local parks. Subsequent to this hearing, the Town Board will consider several resolutions at their December 7th meeting to finalize the 2023 Budget.

**Recommendation:** The Town Board approved and authorize the signing of Resolution 2022-19, A Resolution to Adopt Supplemental 2022 Budget Appropriations to Defray Expenditures in Excess of Amounts Budgeted – General & Water/Sewer Fund



# **2023 Budget**

**November 2, 2022 (Draft)**

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November 2, 2022

Board of Trustees:

Presented herein is the 2023 annual budget. The budget serves as the basis for the Town of Yampa's (Town) financial and operating plans over the next year. This budget has been prepared in accordance with the provisions of C.R.S. 29-1-103. It uses the modified accrual basis of accounting.

### **Current Outlook**

The budget contains a General Fund for the Town covering general town services, public works/streets, judicial and parks maintenance operations. Revenues for the General Fund come from a variety of sources including property, sales, specific ownership, cigarette, highway use and road taxes; motor vehicle registration, license and other fees; mineral leasing and severance tax related to mineral development; grant income; and interest and miscellaneous income.

The budget also contains a water and sewer enterprise fund that the majority of revenues come from the sales of services. The Conservation Trust Fund segregates funding related to parks upgrades and maintenance, and there is one (1) additional fund for a historical Police Pension Fund that was closed out in 2021.

Over the last year, the Town has taken proactive steps to refine and stabilize the finances of the organization. Current budgetary appropriations continue to reflect this policy. Designated General Fund reserves were loaned in 2022 to assure water and sewer operations solvency. The Town must remain diligent in assuring enterprise fund cash flows are adequate and that continued monitoring of revenues and expenses occurs.

Property sales in 2022 show that values are rising, leading to the expectation that future property tax collections will continue to recover, however economic pressures show a leveling off in this area. The Town, like others throughout the state, has seen sales tax revenue increase substantially, however such are offset by the uncertainties surrounding mineral lease and severance tax revenues, and minimal local residential or commercial development within the last 24 months. There are areas, however, where the signs point to an upturn as there are numerous development inquiries, undertaking the development of the Yampa Comprehensive Plan to update the 25-year-old Town Master Plan and to create Economic Development and Capital Improvement Plans, and interest in the future of the Royal Hotel property that burned in 2017 and which was recently conveyed to the Town by the Routt County Board of Commissioners.

Capital improvement planning, including preparing for needed equipment purchases, has been undertaken in 2022 being mindful that such is needed to avoid larger and irregular impacts on Town finances that these types of purchases and projects would otherwise have. Even so, there are projects looming where immediate action is necessary and will need to be completed before any substantial Town funding is available. The Town will have to seek outside grants and loans to complete these emergent projects.

The water and sewer enterprise is expected to cover all anticipated costs of overhead, operation and planned capital maintenance and repair projects in 2022. The Town continues to struggle in financing the needed improvements to the water treatment distribution and wastewater treatment and collection system facilities and other mandated or necessary improvements to remain in compliance

with applicable standards. A formal rate study, paired with the Capital Improvement Plan, is scheduled to be completed in late 2022. These will serve to identify the timing and amounts of any additional rate increases and outside funding resources that will be necessary to sustain the enterprise. Of immediate note is the wastewater system replacement and upgrade design work was initiated in 2022 and will proceed into 2023. Construction activities are being consider for 2024 and 2025.

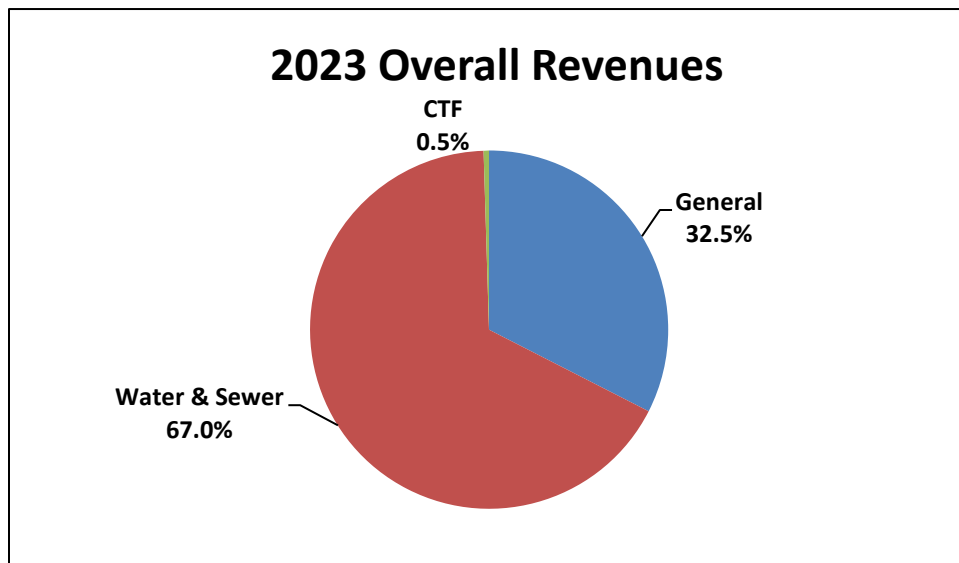
The Conservation Trust Fund holds revenues derived from Colorado lottery monies that are passed through to the Town and associated interest on these funds. Funds have been collected for several years to facilitate the development of restroom facilities and to upgrade equipment. The upcoming year includes plans to plan and prioritize these improvements.

The Town employs three (3) full time and two (2) part-time staff. Administrative staff includes the Town Administrator/Clerk, Deputy/Utility Clerk and part-time Town Treasurer/Planner. Public Works/Water & Sewer staff currently consists of a full-time water/sewer operator and a part-time streets maintenance worker. The Water & Sewer department contracts with a licensed Class A operator.

**Financial Outlook**

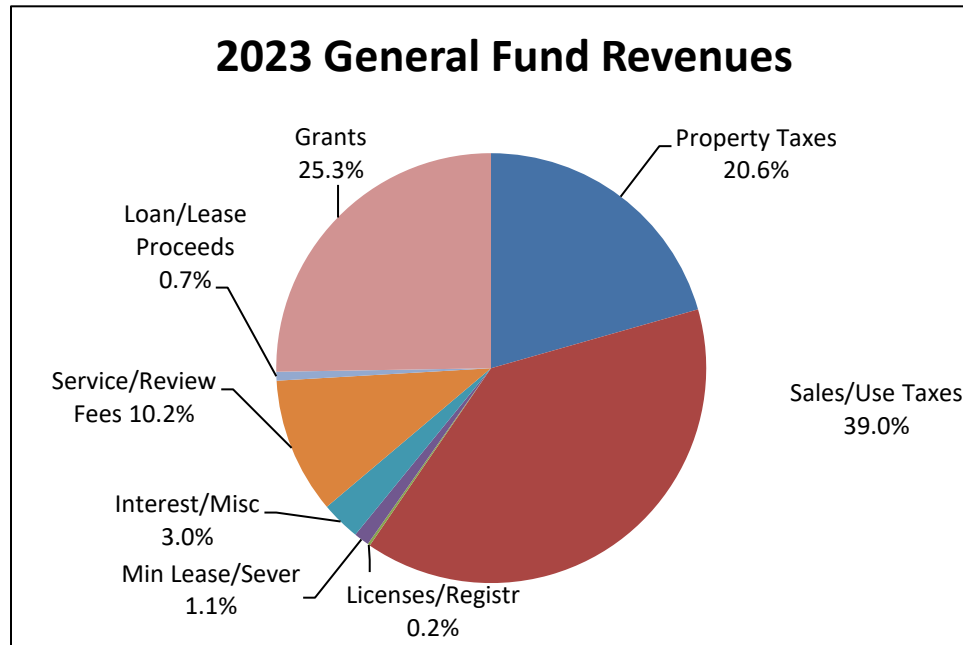
*Town Revenues*

Overall, revenues in the 2023 budget are projected to be \$1,216,615, a decrease of \$84,611, or 6.5% from the 2022 projected revenues of \$1,301,226. The decrease is mainly attributed to revenue decreases in the Water and Sewer Fund. The General Fund is expected to see a decrease of approximately \$16,188 mainly attributed to the end of the American Rescue Plan Act grant funding. The Water and Sewer Fund is expected to see a decrease of \$68,087 in revenues in 2023, while the Conservation Trust Fund revenues will remain generally flat from projected revenues in 2021.



General Fund revenues are a combination of property taxes, sales taxes, license and development related fees, service fees, mineral leasing and severance tax monies, interest income and miscellaneous income and fees. Property tax revenues are expected to increase approximately 5.5%,

sales tax revenues by 10%, and other typical revenues remaining generally flat. Exception are a 20% increase in 4<sup>th</sup> of July event revenues and a 25% increase in planned 2023 grant revenues being sought. Given the variability and uncertainty of mineral leasing and severance taxes, as well as indications from the state that funds will be limited, a minimal amount is again budgeted for 2023. Interest income remains at a relatively low level.



*General Fund*

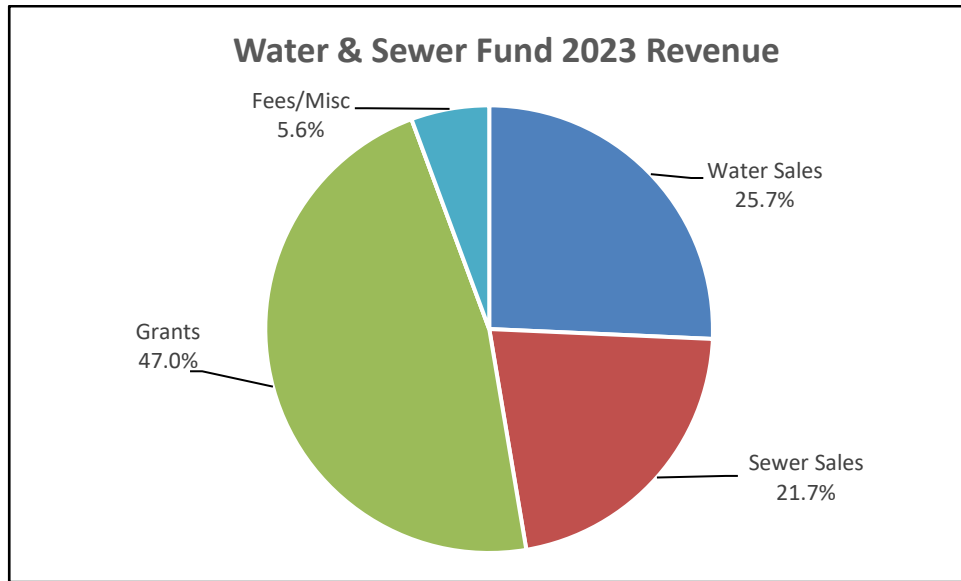
- ◆ Funding from property taxes for 2023 will total \$81,500 or 20.6% of the total General Fund revenues.
- ◆ Sales and use taxes are expected to provide \$154,177 in 2023 or 39.0% of the total General Fund revenues.
- ◆ License and registration fees are anticipated to provide \$750 in General Fund revenues in 2023 or 0.2% of total revenues.
- ◆ Mineral lease and severance taxes, while both variable and uncertain, are expected to provide in 2023 \$4,500 or 1.1% of the total General Fund revenues.
- ◆ Service and review fees will provide \$40,500 or 10.2% of total General Fund revenues in 2023.
- ◆ Grants are expected to provide \$100,000 or 25.3% in General Fund revenues in 2023.
- ◆ Loan/lease proceeds are expected to provide \$2,638 or 0.7% of General Fund revenues in 2023.



- ◆ Interest income and other miscellaneous fees will provide \$11,700 in revenues or 3.0% of the total General Fund revenues.

*Water & Sewer Enterprise*

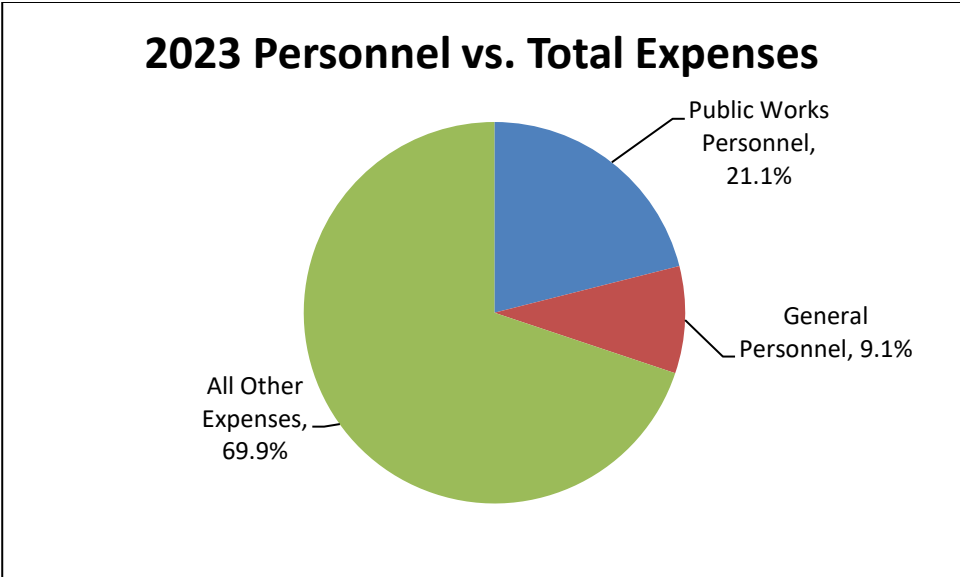
- ◆ Revenues collected in the Water & Sewer Fund are expected to provide \$814,850. Of these, 47.4% will be from the provision of services to consumers. Grant funds received by the Water & Sewer Fund are an atypical revenue in 2023. Without these funds, over 89% of revenues would be generated by the provision of services. Revenues received from grants will provide 47.0% of expected funding, and service and other miscellaneous fees providing 5.6% of revenues.



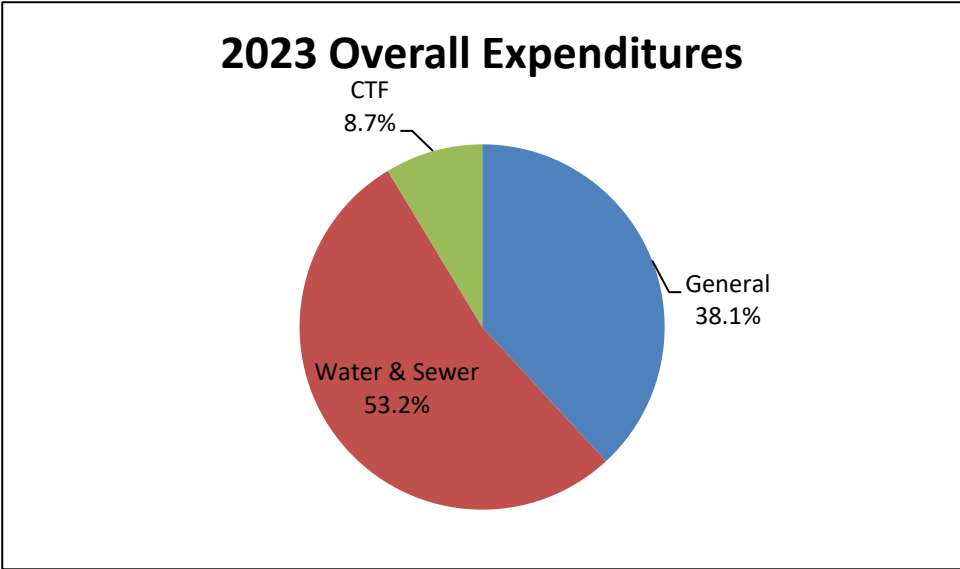
*Town Expenditures*

Overall, expenditures in the 2023 budget are projected to be \$1,282,430 a decrease of \$61,151 or 4.5% from the projected 2022 expenditures. The decrease reflects additional General Fund expenditures offset by reduced water & Sewer Enterprise Fund expenses.

Personnel costs in the General Fund excluding streets account for \$121,959 or 42.3% of the Town’s 2023 anticipated General Fund expenditures and include administrative and maintenance personnel. The enterprise fund’s and street’s personnel costs are \$282,997 or 32.5% of the total expenditures for these funds. Total personnel costs are \$404,956 or 30.1% of total Town expenditures.



- ◆ The Town’s 2023 General Fund budget is \$488,832, a decrease of \$340,554 or 41.1% over the 2022 projected expenditures. The decrease is attributed to the loan made to the enterprise fund in 2022.
- ◆ The Water & Sewer Fund budget is \$682,598 in 2023, an increase of \$176,203 or 34.8% from 2022 projected expenses. Capital outlay related mainly to sewer system improvements are mostly responsible for this change.
- ◆ The Conservation Trust Fund budget is \$111,000 in 2023, and such is the same as what was budgeted and generally unspent in 2022. Plans to move forward with a capital park project is driving this amount.
- ◆ Overall fund balance/net assets are projected to decrease by \$65,815 or 12.2%, in 2023, mainly attributed to expenditures in the General and Conservation Trust Funds offset by increases in the Water & Sewer Fund.



## **Conclusion**

The Town must continue to take steps to assure the finances of the organization stabilize in 2023 and in future years. This includes making budget appropriations that maintain or build fund balances and net assets, as well as planning for the short- and long-term contingencies by setting funds aside. While the local economy continues to exhibit signs of recovery with growing sales tax revenues and real estate pricing on the upswing, property tax revenues will continue to be limited, and the impacts of COVID-19 and the changing dynamics of the coal industry into the future remain relatively unknown. The Town must continue its focus on bringing new businesses to Town including revitalizing the downtown as well as supporting the existing businesses to bolster sales tax revenues that will lead to associated limited development and improvements to support other potential General Fund revenues. Policymakers need to assure revenues and fund balances are maintained to continue acceptable levels of service to the Town and its residents.

Capital needs of the water and sewer fund will require the continued successful grant and loan funding and implementation of the needed upgrades in facilities to assure that operations remain viable. Some of these projects and associated costs were addressed in recent years, but there are still significant undertakings in the offing. Steps also need to continue to be taken to meet the unmet maintenance and equipment needs of the systems in 2023 and beyond. Parks capital facilities' needs, whose upgrades, improvements and acquisition are supported by many members of the community, must be prioritized and the Town's scarce resources allocated carefully. The rate structure of water and sewer services need to be reviewed no less than biannually to assure their operations remain healthy, financially and otherwise.

The focus of the Board of Trustees should be to assure the financial health of the Town is maintained by preserving and stabilizing fund balances and planning for the critical capital improvements of the future, particularly for essential water and sewer infrastructure. As you can see from the 2023 Budget, the current short-term challenge continues to be met, but we should all remain vigilant and continue to make sure steps are taken to address the Town's long-term needs.

Respectfully submitted,



Mary Alice Page-Allen  
Town Treasurer

SUMMARY	2020	2021	2022	2022	2022	2023
	Year End Actual	Actual	Budget	Actual (8/31/2022)	Projected	Budget
<b>GENERAL FUND</b>						
Prior Year Fund Balances	\$610,867	\$662,737	\$729,916	\$729,916	\$729,916	\$312,484
Revenues	\$248,602	\$386,034	\$352,694	\$236,945	\$411,953	\$395,765
Expenditures:						
Administrative	\$44,648	\$58,330	\$177,035	\$91,723	\$217,249	\$286,539
Legislative	\$72,269	\$85,872	\$12,901	\$5,737	\$13,266	\$10,800
Public Works	\$0	\$104,968	\$0	\$0	\$0	\$0
Streets	\$59,062	\$0	\$159,498	\$83,294	\$156,007	\$189,493
Capital Outlay	\$15,000	\$69,685	\$8,000	\$5,920	\$5,920	\$0
Debt Service	\$0	\$0	\$435,000	\$436,944	\$436,944	\$2,000
<b>Total Expenses</b>	<b>\$190,979</b>	<b>\$318,855</b>	<b>\$792,434</b>	<b>\$623,618</b>	<b>\$829,386</b>	<b>\$488,832</b>
<b>Net Income/Loss</b>	<b>\$57,623</b>	<b>\$67,179</b>	<b>-\$439,740</b>	<b>-\$386,673</b>	<b>-\$417,432</b>	<b>-\$93,067</b>
<i>Fund Balances</i>	\$668,490	\$729,916	\$290,177	\$343,243	\$312,484	\$219,417
Designated Funds			\$34,025	\$34,025	\$34,025	\$48,683
Restricted Funds	\$15,861	\$11,581	\$10,581	\$7,108	\$12,359	\$11,873
Undesignated Funds	<b>\$652,629</b>	<b>\$718,335</b>	<b>\$245,571</b>	<b>\$302,110</b>	<b>\$266,100</b>	<b>\$158,861</b>
<b>WATER &amp; SEWER FUND</b>						
Prior Year Fund Balances	-\$367,484	-\$295,717	-\$392,076	-\$392,076	-\$392,076	-\$15,535
Revenues	\$355,591	\$328,258	\$781,495	\$711,017	\$882,937	\$814,850
Expenditures:						
Legislative	\$91,325	\$268,070	\$140,831	\$56,824	\$94,128	\$155,687
Public Works	\$152,849	\$152,226	\$158,641	\$146,919	\$236,827	\$176,471
Capital Outlay	\$19,211	\$0	\$16,500	\$88,291	\$155,000	\$330,000
Debt Service	\$20,440	\$4,321	\$20,441	\$10,220	\$20,441	\$20,441
<b>Total Expenses</b>	<b>\$283,824</b>	<b>\$424,617</b>	<b>\$336,413</b>	<b>\$302,254</b>	<b>\$506,395</b>	<b>\$682,598</b>
<b>Net Income/Loss</b>	<b>\$71,767</b>	<b>-\$96,359</b>	<b>\$445,082</b>	<b>\$408,763</b>	<b>\$376,541</b>	<b>\$132,252</b>
<i>Fund Balances</i>	-\$295,717	-\$392,076	\$53,005	\$16,687	-\$15,535	\$116,717
Designated Funds			\$12,000	\$12,000	\$21,786	\$23,923
Restricted Funds	\$58,277	\$60,608	\$63,032	\$63,032	\$53,426	\$42,926
Undesignated Funds	<b>-\$353,994</b>	<b>-\$452,684</b>	<b>-\$22,027</b>	<b>-\$58,346</b>	<b>-\$90,747</b>	<b>\$49,868</b>
<b>CONSERVATION TRUST FUND</b>						
Prior Year Fund Balances	\$126,591	\$132,344	\$138,020	\$138,020	\$138,020	\$136,556
Revenues	\$5,753	\$5,676	\$3,367	\$3,097	\$6,335	\$6,000
Expenditures	\$0	\$0	\$0	\$0	\$7,800	\$111,000
Total Expenses	\$0	\$0	\$0	\$0	\$7,800	\$111,000
<b>Net Income/Loss</b>	<b>\$5,753</b>	<b>\$5,676</b>	<b>\$3,367</b>	<b>\$3,097</b>	<b>-\$1,465</b>	<b>-\$105,000</b>
<i>Fund Balances</i>	\$132,344	\$138,020	\$141,387	\$141,117	\$136,556	\$31,556
Designated Funds						
Restricted Funds	\$132,344	\$138,020	\$141,387	\$141,117	\$136,556	\$31,556
Undesignated Funds	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>POLICE PENSION FUND</b>						

<b>Prior Year Fund Balances</b>	\$22,359	\$22,522	\$0	\$0	\$0	\$0
<b>Revenues</b>	\$163	\$11	\$0	\$0	\$0	\$0
<b>Expenditures</b>	\$0	\$22,533	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Income/Loss</b>	<b>\$163</b>	<b>-\$22,522</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Balances</b>	\$22,522	\$0	\$0	\$0	\$0	\$0
<b>Designated Funds</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Restricted Funds</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Undesignated Funds</b>	<b>\$22,522</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL - ALL FUNDS</b>						
<b>Prior Year Fund Balances</b>	\$386,268	\$521,573	\$580,515	\$580,515	\$580,515	\$538,159
<b>Revenues</b>	\$610,109	\$719,979	\$1,137,556	\$951,059	\$1,301,226	\$1,216,615
<b>Expenditures:</b>						
Operations	\$420,153	\$587,031	\$648,906	\$384,498	\$725,276	\$929,990
Capital Outlay	\$34,211	\$69,685	\$24,500	\$94,211	\$160,920	\$330,000
Debt Service	\$20,440	\$4,321	\$455,441	\$447,164	\$457,385	\$22,441
<b>Total Expenses</b>	\$474,803	\$661,037	\$1,128,847	\$925,872	\$1,343,581	\$1,282,430
<b>Net Income/Loss</b>	<b>\$135,306</b>	<b>\$58,942</b>	<b>\$8,709</b>	<b>\$25,187</b>	<b>-\$42,356</b>	<b>-\$65,815</b>
<b>Fund Balances</b>	\$521,573	\$580,515	\$589,224	\$605,702	\$538,159	\$472,344
<b>Designated Funds</b>	\$0	\$0	\$46,025	\$46,025	\$55,811	\$72,606
<b>Restricted Funds</b>	\$206,482	\$210,209	\$215,000	\$211,258	\$202,340	\$86,354
<b>Undesignated Funds</b>	<b>\$315,091</b>	<b>\$370,306</b>	<b>\$328,199</b>	<b>\$348,419</b>	<b>\$280,008</b>	<b>\$313,384</b>

<b>RESERVE POLICY - 2023</b>				
<b>General Fund Cash Reserve Policy</b>				
<i>Designated</i>				
Operating Reserve	\$ 486,832	10%	\$ 48,683	GF Operating Expense - Contingency
Annual Debt Service	\$ -	100%	\$ -	
Capital Reserve - Parks	\$ -	5%	\$ -	Based on CIP - future projects - Annual Set-Aside
Capital Reserve - Public Works/Streets	\$ -	10%	\$ -	Based on CIP - future projects & equipment - Annual Set-Aside
			\$ 48,683	
<i>Restricted</i>				
Grants	\$ -	100%	\$ -	Unexpended carryover
TABOR Emergency	\$ 395,765	3%	\$ 11,873	3% of GF Revenues
			\$ 11,873	
<b>GF Grand Total</b>			<b>\$ 60,556</b>	
<b>Water &amp; Sewer Cash Reserve Policy</b>				
<i>Designated</i>				
O&M Expenses 2023	\$ 10,500	100%	\$ 10,500	3% of O&M (Loan Covenant)
Plant in Service (Risk/Peril)	\$ 13,423	100%	\$ 13,423	Contingency (Build to \$62,732 equivalent to 1% of Facility Values)
Annual Debt Service	\$ -	100%	\$ -	
CY Capital Improvements Less Borrowing	\$ -	5%	\$ -	
5 Yr Capital Improvements Less Borrowing	\$ -	5%	\$ -	
<b>Total</b>			<b>\$ 23,923</b>	
<i>Restricted</i>				
WTP CRWP&DA (Authority) Debt Svc Reserve	\$ 42,926	100%	\$ 42,926	110% Loan Payment Reserve + Current Year
			\$ 42,926	
<b>Water &amp; Sewer Fund Grand Total</b>			<b>\$ 66,849</b>	
<b>Conservation Trust Fund Cash Reserve Policy</b>				
<i>Restricted</i>				
CTF Funds	\$ 31,556	100%	\$ 31,556	Unspent reserves
			\$ 31,556	
<b>CTF Grand Total</b>			<b>\$ 31,556</b>	

Town of Yampa							
2023 Budget							
(11/2/2022 DRAFT)							
2023 Gross Mill Levy	27.296	DRAFT!!					
Temporary Tax Credit	-11.498						
2023 Net Mill Levy	15.798						
GENERAL FUND							
REVENUES							
Acct #	Name	2020 Year End Actual	2021 Actual	2022 Budget	2022 Actual (8/31/22)	2022 Projected	2023 Budget
01 00 4000	Property tax	\$67,454	\$70,297	\$72,582	\$71,609	\$72,582	\$76,500
01 00 4010	Specific ownership	\$4,390	\$5,027	\$8,000	\$2,449	\$4,000	\$5,000
01 00 4020	Sales tax	\$112,153	\$160,503	\$150,000	\$72,030	\$123,479	\$135,827
01 00 4030	Fuel tax	\$0	\$0	\$0	\$0	\$0	\$0
01 00 4100	Cigarette tax	\$304	\$319	\$150	\$591	\$887	\$500
01 00 4110	Severance tax	\$3,613	\$300	\$500	\$8,555	\$8,555	\$4,000
01 00 4120	Franchise fees	\$12,504	\$14,896	\$12,000	\$8,297	\$16,594	\$16,500
01 00 4130	Mineral leasing	\$289	\$536	\$500	\$806	\$806	\$500
01 00 4140	Highway users	\$10,552	\$16,358	\$10,000	\$9,722	\$14,583	\$14,500
01 00 4150	Motor vehicle fee	\$2,205	\$1,919	\$3,000	\$0	\$0	\$0
01 00 4160	Use tax	\$3,808	\$8,556	\$4,000	\$1,316	\$1,448	\$2,000
01 00 4170	County road levy	\$1,350	\$1,363	\$1,350	\$804	\$1,350	\$1,350
01 00 4200	Liquor license	\$150	\$100	\$100	\$75	\$100	\$100
01 00 4201	Business Licenses	\$0	\$0	\$0	\$0	\$0	\$0
01 00 4202	Non business licenses	\$0	\$490	\$100	\$500	\$500	\$500
01 00 4205	4th of July	\$0	\$1,030	\$0	\$14,917	\$17,429	\$22,000
01 00 4210	Animal license	\$8	\$126	\$150	\$78	\$80	\$150
01 00 4300	Court fines	\$0	\$0	\$0	\$0	\$0	\$0
01 00 4310	Other income	\$7,957	\$3,175	\$2,500	\$8,457	\$9,000	\$6,000
01 00 4330	Fire protection district rent	\$3,010	\$1,932	\$4,500	\$2,295	\$3,061	\$4,000
01 00 4340	Ladies aid hall rent	\$275	\$450	\$450	\$750	\$1,125	\$1,200
01 00 4350	Town hall rent	\$0	\$0	\$0	\$0	\$0	\$0
01 00 4400	Interest	\$1,240	\$56	\$300	\$368	\$551	\$500
01 00 4710	American Rescue Plan Act	\$0	\$0	\$0	\$58,313	\$58,313	\$0
01 00 4720	Grant Income	\$15,000	\$49,003	\$75,000	\$0	\$75,000	\$100,000
01 00 4830	Palmer/Zirkel antenna	\$2,341	\$2,425	\$2,512	\$1,661	\$2,512	\$2,638
01 00 4840	PUD	\$0	\$0	\$5,000	\$0	\$0	\$0
01 00 4841	Olive/Whittal Subd	\$0	\$4,000	\$0	\$0	\$0	\$0
01 00 4842	Planning/Zoning	\$0	\$1,593	\$0	\$0	\$0	\$2,000
01 00 6000	Loan Proceeds	\$0	\$20,076	\$0	\$0	\$0	\$0
01 00 8000	Transfer	\$0	\$22,533	\$0	\$0	\$0	\$0
	<b>Total General Revenue</b>	<b>\$248,602</b>	<b>\$387,064</b>	<b>\$352,694</b>	<b>\$263,593</b>	<b>\$411,953</b>	<b>\$395,765</b>

EXPENDITURES							
Acct #	Name	2020 Year End Actual	2021 Actual	2022 Budget	2022 Actual (8/31/22)	2022 Projected	2023 Budget
<b>Administrative</b>							
01 01 5110	Salaries & Wages	\$0	\$0	\$60,636	\$53,861	\$80,791	\$98,118
01 01 5210	Employer Tax Expenses	\$0	\$0	\$4,821	-\$1,049	\$6,423	\$7,800
01 01 5310	Insurance - Life & Health & HRA	\$0	\$0	\$10,538	\$7,308	\$10,538	\$15,891
01 01 5411	Workers Compensation	\$0	\$0	\$150	\$97	\$97	\$150
01 01 5420	Blanket bond	\$148	\$148	\$178	\$0	\$178	\$178
01 01 5500	Staff & Board Training	\$0	\$559	\$0	\$0	\$0	\$0
01 01 5502	Travel & Mileage Allowance	\$0	\$0	\$3,000	\$694	\$1,500	\$2,000
01 01 6100	Property insurance	\$3,982	\$3,912	\$4,818	-\$488	\$2,400	\$3,900
01 01 6101	Liability insurance	\$7,099	\$7,930	\$8,722	\$30	\$8,000	\$8,722
01 01 6110	Building R&M	\$4,715	\$2,107	\$3,000	\$8,130	\$9,000	\$4,000
01 01 6112	Telephone	\$2,215	\$1,468	\$3,000	\$2,884	\$4,326	\$4,500
01 01 6120	Building utilities	\$5,166	\$5,521	\$6,000	\$4,854	\$9,719	\$11,500
01 01 6121	Coal-bldg heating	\$1,327	\$1,534	\$5,000	\$0	\$2,500	\$2,500
01 01 6122	Solar	\$0	\$69,685	\$0	\$0	\$0	\$2,000
01 01 6150	Trash removal	\$1,342	\$1,489	\$1,800	\$1,602	\$2,403	\$2,500
01 01 6601	Parks	\$95	\$236	\$500	\$8,470	\$1,920	\$2,000
01 01 6611	Janitorial	\$0	\$0	\$0	\$2,626	\$3,938	\$2,200
01 01 8120	Audit	\$2,750	\$2,750	\$4,000	\$5,700	\$5,700	\$5,800
01 01 8121	Legal	\$1,610	\$3,427	\$2,500	\$138	\$1,000	\$1,000
01 01 8122	Advertising-publishing	\$406	\$499	\$500	\$124	\$250	\$500
01 01 8123	Treasurer's fees	\$1,347	\$1,406	\$1,400	\$1,432	\$1,500	\$1,500
01 01 8130	Newsletter/Postage	\$1,516	\$918	\$2,000	\$626	\$1,000	\$1,500
01 01 8131	Office supplies	\$565	\$871	\$900	\$908	\$1,200	\$1,000
01 01 8132	Dues-subscriptions	\$2,455	\$2,726	\$2,700	\$2,845	\$3,000	\$3,000
01 01 8140	Community support/donations	\$625	\$972	\$1,600	\$0	\$1,600	\$7,000
01 01 8145	Economic Development	\$100	\$625	\$2,000	\$476	\$2,000	\$6,500
01 01 8150	Codification	\$0	\$0	\$6,000	\$0	\$0	\$6,000
01 01 8155	Special events	\$0	\$1,030	\$0	\$0	\$0	\$0
01 01 8170	Office equipment	\$260	\$53	\$1,000	\$710	\$1,000	\$1,000
01 01 8171	Office equip R&M/Copies	\$257	\$238	\$2,000	\$597	\$1,000	\$1,000
01 01 8175	Computer Support	\$1,618	\$2,106	\$10,000	\$5,956	\$8,933	\$10,000
01 01 8176	Website	\$330	\$0	\$600	\$660	\$660	\$800
01 01 8190	Grant Expense	\$0	\$0	\$50,000	\$0	\$0	\$0
01 01 8200	Palmer/Zirkel antenna lease	\$2,341	\$2,425	\$2,512	\$0	\$2,512	\$2,638
01 01 8400	PUD/Zoning Expense	\$0	\$0	\$500	\$3,627	\$3,627	\$0
01 01 8401	Olive/Whittal Subd	\$0	\$6,323	\$0	-\$5,646	-\$5,646	\$0
01 01 8402	Professional Fees	\$0	\$6,394	\$20,000	\$27,434	\$60,000	\$70,000
01 01 9000	Miscellaneous Expense	\$2,381	\$0	\$100	\$1,184	\$1,200	\$100
01 01 9001	Emergency reserves	\$0	\$0	\$0	\$0	\$0	\$0
01 01 9500	Capital Outlay	\$15,000	\$0	\$8,000	\$5,920	\$5,920	\$0
01 01 9600	Loan Expense	\$0	\$0	\$435,000	\$436,944	\$436,944	\$2,000
01 01 9900	Allocate Operating Expenses	\$0	\$0	-\$45,440	-\$19,587	-\$30,742	-\$31,440
	<b>Total Administrative</b>	<b>\$59,648</b>	<b>\$127,352</b>	<b>\$620,035</b>	<b>\$559,067</b>	<b>\$646,392</b>	<b>\$257,857</b>



<b>Legislative</b>							
01 02 5100	Board salaries	\$0	\$0	\$0	\$0	\$0	\$0
01 02 5110	Town Clerk salary	\$20,690	\$27,701	\$0	\$0	\$0	\$0
01 02 5120	Deputy Clerk	\$23,209	\$31,404	\$0	\$0	\$0	\$0
01 02 5130	Records clerk salary	\$2,071	\$1,569	\$0	\$0	\$0	\$0
01 02 5140	Judge salary	\$2,400	\$2,400	\$2,400	\$200	\$200	\$0
01 02 5150	Court Clerk salary	\$0	\$0	\$0	\$0	\$0	\$0
01 02 5210	Town clerk-pr tax-unemployment	\$1,644	\$1,860	\$0	\$2,362	\$2,362	\$0
01 02 5220	Asst clerk-pr tax-unemployment	\$1,526	\$2,671	\$0	\$842	\$842	\$0
01 02 5230	Records clerk-pr tax-unemployment	\$85	\$195	\$0	\$5	\$5	\$0
01 02 5240	Judge-pr tax-unemployment	\$191	\$191	\$201	-\$14	-\$14	\$0
01 02 5250	Court clerk-pr tax unemployment	\$0	\$0	\$0	\$0	\$0	\$0
01 02 5310	Health ins - town clerk	\$4,809	\$3,995	\$0	\$0	\$0	\$0
01 02 5320	Health ins - asst town clerk	\$4,445	\$3,995	\$0	\$0	\$0	\$0
01 02 5410	HRA-town clerk	\$182	\$949	\$0	\$0	\$0	\$0
01 02 5411	Workers comp	\$70	\$0	\$0	\$0	\$0	\$0
01 02 5420	HRA-ass't town clerk	\$55	\$1,244	\$0	\$0	\$0	\$0
01 02 5500	Staff and Board training	\$40	\$273	\$1,500	\$0	\$0	\$1,500
01 02 8124	Election expense	\$47	\$0	\$1,500	\$729	\$729	\$0
01 02 8510	Law enforcement	\$6,586	\$7,426	\$7,000	\$5,895	\$8,842	\$9,000
01 02 8520	Neighborhood watch	\$0	\$0	\$0	\$0	\$0	\$0
01 02 9000	Miscellaneous	\$4,221	\$0	\$300	\$0	\$300	\$300
	<b>Total Legislative</b>	<b>\$72,269</b>	<b>\$85,872</b>	<b>\$12,901</b>	<b>\$10,018</b>	<b>\$13,266</b>	<b>\$10,800</b>
<b>Streets</b>							
01 03 5110	Salaries & Wages	\$0	\$0	\$81,165	\$50,325	\$75,488	\$105,284
01 03 5160	PWS salary	\$0	\$69,501	\$0	-\$777	-\$777	\$0
01 03 5170	PWA salary	\$28,657	\$0	\$0	\$0	\$0	\$0
01 03 5180	PWTA salary	\$0	\$0	\$0	\$0	\$0	\$0
01 03 5210	Employer Tax Expenses	\$0	\$0	\$6,453	-\$993	\$6,001	\$8,370
01 03 5260	PWS-pr tax-unemployment	\$784	\$1,998	\$0	\$3,843	\$3,843	\$0
01 03 5270	PWA - pr tax - unemployment	\$1,830	\$0	\$0	\$0	\$0	\$0
01 03 5280	PWTA-pr tax-unemployment	\$0	\$0	\$0	\$0	\$0	\$0
01 03 5310	Insurance - Life & Health & HRA	\$0	\$0	\$12,328	\$7,052	\$11,000	\$11,390
01 03 5360	Health ins - PWS	\$0	\$8,027	\$0	\$0	\$0	\$0
01 03 5370	Health Insurance PWA	\$4,445	\$0	\$0	\$0	\$0	\$0
01 03 5411	Workers Compensation	\$1,615	\$538	\$2,266	\$1,916	\$1,916	\$2,266
01 03 5460	HRA-PWS	\$0	\$0	\$0	\$0	\$0	\$0
01 03 5470	HRA-PWA	\$572	\$0	\$0	\$0	\$0	\$0
01 03 5600	Alcohol/drug testing	\$0	\$0	\$0	\$0	\$0	\$0
01 03 5700	Contract labor	\$0	\$1,194	\$0	\$3,032	\$3,032	\$0
01 03 6102	Automobile insurance	\$1,343	\$1,565	\$1,600	\$0	\$1,600	\$1,600
01 03 6122	Street lighting	\$6,498	\$7,191	\$7,200	\$6,450	\$9,400	\$11,400
01 03 8150	Tools	\$1,556	\$1,155	\$5,000	\$1,665	\$5,000	\$5,000
01 03 8151	Machinery Replacement	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000
01 03 8152	Safety signs	\$0	\$61	\$500	\$28	\$500	\$1,500
01 03 8153	Fuel, oil, gas, diesel	\$2,334	\$2,690	\$5,000	\$2,088	\$3,131	\$4,000
01 03 8172	Street repairs & gravel	\$1,300	\$1,359	\$2,500	\$649	\$1,000	\$2,500
01 03 8173	Street improvements	\$6,204	\$6,080	\$11,200	\$9,013	\$10,000	\$11,200
01 03 8174	Machinery repairs	\$590	\$4,803	\$3,000	\$277	\$3,000	\$3,000
01 03 8200	Mosquito Control	\$0	\$0	\$0	\$0	\$0	\$0
01 03 9000	Miscellaneous Expenses	\$1,335	\$0	\$0	\$23	\$0	\$0
01 03 9000	Allocate Operating Expenses	\$0	\$0	\$20,286	\$0	\$20,872	\$20,983
	<b>Total Streets</b>	<b>\$59,062</b>	<b>\$106,162</b>	<b>\$159,498</b>	<b>\$84,591</b>	<b>\$156,007</b>	<b>\$189,493</b>

<b>Public Works</b>							
01 05 5420	Blanket Bond	\$0	\$0	\$178	\$0	\$178	\$178
01 05 5500	Board/Staff Training	\$0	\$0	\$1,000	\$0	\$500	\$500
01 05 5502	Mileage/Travel Allowance	\$0	\$0	\$400	\$212	\$400	\$400
01 05 6100	Property insurance	\$0	\$0	\$4,287	-\$488	\$4,287	\$4,287
01 05 6101	Liability insurance	\$0	\$0	\$8,590	\$0	\$8,590	\$8,590
01 05 6110	Building R & M	\$0	\$0	\$2,500	\$1,761	\$2,500	\$2,500
01 05 6112	Telephone	\$0	\$0	\$0	\$0	\$0	\$0
01 05 6120	Building Utilities	\$0	\$0	\$6,000	\$3,157	\$8,200	\$8,500
01 05 6121	Coal, building heat	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000
01 05 6150	Trash Removal	\$0	\$0	\$1,500	\$1,601	\$2,402	\$2,400
01 05 8122	Advertising-Publishing	\$0	\$0	\$500	\$94	\$250	\$250
01 05 8131	Office supplies	\$0	\$0	\$900	\$751	\$900	\$900
01 05 8132	Dues-subscriptions	\$0	\$0	\$400	\$1,099	\$1,200	\$400
01 05 8170	Office Equipment	\$0	\$0	\$2,000	\$240	\$500	\$1,000
01 05 9900	Allocate Operating Expenses	\$0	\$0	-\$29,077	-\$8,427	-\$31,907	-\$31,905
	<b>Total Public Works</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>4th of July</b>							
01 07 7110	Awards & Prizes	\$0	\$0	\$0	\$5,911	\$5,911	\$6,207
01 07 7210	Music	\$0	\$0	\$0	\$2,872	\$2,872	\$3,016
01 07 7310	Police/Security	\$0	\$0	\$0	\$0	\$0	\$0
01 07 7610	Merchandise Expense	\$0	\$0	\$0	\$1,520	\$1,520	\$2,596
01 07 7710	Equipment Rental	\$0	\$0	\$0	\$700	\$700	\$735
01 07 8110	Accounting Fees	\$0	\$0	\$0	\$22	\$22	\$23
01 07 9000	Miscellaneous	\$0	\$0	\$0	\$2,696	\$2,696	\$7,306
	<b>Total 4th of July</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,721</b>	<b>\$13,721</b>	<b>\$19,882</b>
	<b>General Fund Revenue Total</b>	<b>\$248,602</b>	<b>\$387,064</b>	<b>\$352,694</b>	<b>\$263,593</b>	<b>\$411,953</b>	<b>\$395,765</b>
	<b>General Fund Expenditures Total</b>	<b>\$190,979</b>	<b>\$319,385</b>	<b>\$792,434</b>	<b>\$667,397</b>	<b>\$829,386</b>	<b>\$478,032</b>
	<b>Net Total General Fund</b>	<b>\$57,623</b>	<b>\$67,679</b>	<b>-\$439,740</b>	<b>-\$403,805</b>	<b>-\$417,432</b>	<b>-\$82,267</b>

Town of Yampa							
2023 Budget							
(11/2/2022 DRAFT)							
<b>WATER &amp; SEWER FUND</b>							
<b>REVENUES</b>							
		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
<b>Acct #</b>	<b>Name</b>	<b>Year End Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual (8/31/22)</b>	<b>Projected</b>	<b>Budget</b>
03 00 4400	Interest	\$884	\$71	\$200	\$946	\$1,419	\$1,500
03 00 4500	Water rent	\$157,051	\$172,964	\$175,710	\$113,730	\$174,612	\$209,350
03 00 4510	Water thawing/other	\$2,931	\$2,262	\$2,500	\$2,353	\$3,529	\$2,500
03 00 4520	Water tap fees	\$0	\$5,000	\$10,000	\$0	\$0	\$10,000
03 00 4530	Water Improvements	\$9,628	\$10,503	\$10,000	\$6,248	\$9,372	\$10,000
03 00 4535	WTP Filtration Add	\$0	\$0	\$0	\$0	\$0	\$0
03 00 4600	Sewer rent	\$123,470	\$139,585	\$152,085	\$94,736	\$147,297	\$176,500
03 00 4610	Sewer other	\$2,970	\$2,425	\$2,500	\$1,499	\$2,249	\$2,500
03 00 4620	Sewer tap fees	\$0	\$5,000	\$10,000	\$0	\$0	\$10,000
03 00 4630	Sewer Improvements	\$6,958	\$7,590	\$7,500	\$4,306	\$6,459	\$7,500
03 00 4700	Misc income	\$2,416	\$1,022	\$1,000	\$2,438	\$2,500	\$1,000
03 00 4710	W&S/ROW Escrow	\$0	\$0	\$0	\$500	\$500	\$1,000
03 00 4800	Grant Revenue	\$49,283	\$0	\$0	\$49,262	\$100,000	\$383,000
03 00 4810	Loan Income	\$0	\$0	\$410,000	\$435,000	\$435,000	\$0
	<b>Total Water &amp; Sewer Fund Revenue</b>	<b>\$355,591</b>	<b>\$346,423</b>	<b>\$781,495</b>	<b>\$711,017</b>	<b>\$882,937</b>	<b>\$814,850</b>

EXPENDITURES		2020	2021	2022	2022	2022	2023
Acct #	Name	Year End Actual	Actual	Budget	Actual (8/31/22)	Projected	Budget
<b>Legislative</b>							
03 01 5110	Salaries & Wages	\$20,691	\$27,701	\$110,899	\$50,791	\$76,187	\$129,638
03 01 5120	Asst clerk salary	\$23,210	\$31,403	\$0	\$0	\$0	\$0
03 01 5130	Records clerk salary	\$2,071	\$1,570	\$0	\$0	\$0	\$0
03 01 5210	Employer Tax Expenses	\$1,644	\$1,860	\$8,816	-\$1,329	\$6,057	\$10,306
03 01 5220	Asst clerk-pr tax-unemployment	\$1,525	\$2,671	\$0	\$929	\$929	\$0
03 01 5230	Records clerk-pr tax-unemployment	\$85	\$193	\$0	\$5	\$5	\$0
03 01 5310	Insurance - Life & Health & HRA	\$4,809	\$3,995	\$18,700	\$6,331	\$10,853	\$13,327
03 01 5320	Health ins - asst town clerk	\$4,445	\$3,995	\$0	\$0	\$0	\$0
03 01 5410	Town Clerk - HRA	\$96	\$949	\$0	\$0	\$0	\$0
03 01 5411	Workers comp	\$70	\$0	\$2,416	\$97	\$97	\$2,416
03 01 5420	Blanket Bond	\$148	\$148	\$0	\$0	\$0	\$0
03 01 5421	Asst Clerk - HRA	\$55	\$1,244	\$0	\$0	\$0	\$0
03 01 5500	Board/Staff Training	\$40	\$0	\$0	\$0	\$0	\$0
03 01 5502	Mileage/Travel Allowance	\$0	\$0	\$0	\$0	\$0	\$0
03 01 6100	Property insurance	\$3,542	\$3,912	\$0	\$0	\$0	\$0
03 01 6101	Liability insurance	\$6,979	\$7,770	\$0	\$0	\$0	\$0
03 01 6110	Building R & M	\$4,604	\$1,988	\$0	\$0	\$0	\$0
03 01 6112	Telephone	\$2,215	\$1,468	\$0	\$0	\$0	\$0
03 01 6120	Building Utilities	\$3,512	\$4,581	\$0	\$0	\$0	\$0
03 01 6121	Coal, building heat	\$1,327	\$1,534	\$0	\$0	\$0	\$0
03 01 6150	Trash Removal	\$1,342	\$1,489	\$0	\$0	\$0	\$0
03 01 6611	Janitorial	\$0	\$0	\$0	\$0	\$0	\$0
03 01 8120	Audit	\$2,750	\$2,750	\$0	\$0	\$0	\$0
03 01 8121	Legal	\$506	\$368	\$0	\$0	\$0	\$0
03 01 8122	Advertising-Publishing	\$781	\$413	\$0	\$0	\$0	\$0
03 01 8130	Billing postage	\$1,485	\$840	\$0	\$0	\$0	\$0
03 01 8131	Office supplies	\$542	\$632	\$0	\$0	\$0	\$0
03 01 8132	Dues-subscriptions	\$387	\$387	\$0	\$0	\$0	\$0
03 01 8150	Codification	\$0	\$0	\$0	\$0	\$0	\$0
03 01 8170	Office Equipment	\$260	\$1,574	\$0	\$0	\$0	\$0
03 01 8171	Office Equipment R&M/Copies	\$257	\$238	\$0	\$0	\$0	\$0
03 01 8175	Computer Support	\$1,618	\$2,106	\$0	\$0	\$0	\$0
03 01 8176	Website	\$330	\$0	\$0	\$0	\$0	\$0
03 01 9010	Bond principal	\$15,889	\$0	\$16,210	\$8,085	\$16,210	\$16,372
03 01 9020	Bond interest	\$4,551	\$4,392	\$4,231	\$2,136	\$4,231	\$4,068
	<b>Total Legislative</b>	<b>\$111,765</b>	<b>\$112,169</b>	<b>\$161,272</b>	<b>\$67,045</b>	<b>\$114,569</b>	<b>\$176,128</b>
<b>Public Works</b>							
03 03 5160	PWS salary	\$0	\$64,563	\$0	\$2,001	\$2,001	\$0
03 03 5170	PWA salary	\$28,657	\$0	\$0	\$0	\$0	\$0
03 03 5180	PWTA salary	\$0	\$0	\$0	\$0	\$0	\$0
03 03 5260	PWS-payroll tax-unemployment	\$784	\$3,183	\$0	\$805	\$805	\$0
03 03 5270	PWA-pr tax-unemployment	\$1,830	\$0	\$0	\$0	\$0	\$0
03 03 5280	PWTA-pr tax-unemployment	\$0	\$0	\$0	\$0	\$0	\$0
03 03 5360	Health ins - PWS	\$0	\$7,818	\$0	\$0	\$0	\$0
03 03 5370	Health ins - PWA	\$4,445	\$0	\$0	\$0	\$0	\$0
03 03 5411	Workers comp	\$1,615	\$528	\$0	\$1,916	\$1,916	\$0
03 03 5460	PWS-HRA	\$0	\$543	\$0	\$0	\$0	\$0
03 03 5470	PWA-HRA	\$572	\$0	\$0	\$0	\$0	\$0

03 03 5500	Travel allowance	\$0	\$0	\$200	\$0	\$200	\$200
03 03 5501	Employee training	\$0	\$85	\$1,000	\$0	\$500	\$1,000
03 03 5600	Alcohol/drug testing	\$5	\$0	\$200	\$0	\$0	\$0
03 03 5700	Contract labor	\$9,400	\$11,254	\$0	\$32,120	\$44,620	\$10,000
03 03 6102	Automobile insurance	\$1,343	\$1,565	\$1,521	\$0	\$1,383	\$1,521
03 03 6220	Water utilities	\$4,106	\$4,290	\$5,000	\$4,763	\$7,145	\$7,502
03 03 6225	Propane	\$1,302	\$2,963	\$2,000	\$2,948	\$4,422	\$4,644
03 03 6320	Sewer utilities	\$12,789	\$13,441	\$12,000	\$9,480	\$14,220	\$14,931
03 03 7250	Water R&M	\$778	\$1,039	\$5,000	\$24,774	\$30,000	\$10,000
03 03 7260	Water Improvement Xfer	\$10,503	\$10,503	\$10,503	\$7,877	\$10,503	\$10,503
03 03 7350	Sewer R&M	\$4,708	\$2,943	\$5,000	\$60	\$2,500	\$5,000
03 03 7360	Sewer Improvement Xfer	\$7,590	\$7,590	\$7,590	\$5,693	\$7,590	\$7,590
03 03 8153	Fuel, oil, gas, diesel	\$453	\$1,144	\$1,000	\$563	\$1,000	\$1,000
03 03 8190	Equipment	\$999	\$0	\$3,500	\$14	\$3,500	\$3,500
03 03 8192	Equipment R&M	\$10,444	\$18,166	\$4,000	\$847	\$2,000	\$4,000
03 03 8210	Water supplies/chemicals	\$12,639	\$11,848	\$8,000	\$8,237	\$12,355	\$12,973
03 03 8220	Water lab	\$3,648	\$2,879	\$3,600	\$979	\$3,600	\$3,600
03 03 8230	Water permit/well permit	\$100	\$100	\$10,100	\$9,994	\$10,100	\$0
03 03 8240	Water Administration Fees	\$0	\$0	\$0	\$0	\$0	\$0
03 03 8310	Sewer supplies/chemicals	\$1,511	\$1,076	\$2,200	\$47	\$1,500	\$2,200
03 03 8320	Sewer lab	\$2,456	\$2,663	\$3,000	\$3,475	\$5,212	\$5,472
03 03 8330	Sewer permit	\$1,593	\$1,593	\$1,600	\$2,604	\$3,600	\$3,600
03 03 9500	Upper Yampa Water Conservancy Dist	\$25,749	\$26,066	\$26,000	\$13,713	\$27,426	\$28,000
03 03 9510	Bear River Reservoir	\$840	\$1,120	\$1,000	\$2	\$1,000	\$1,000
03 03 9520	Water Acquisition	\$0	\$0	\$5,000	\$0	\$0	\$0
03 03 9525	Add'l Water Storage Tank	\$0	\$0	\$0	\$0	\$0	\$0
03 03 9535	Water System Improvements	\$18,113	\$2,643	\$6,500	\$22,820	\$25,000	\$10,000
03 03 9536	Water Tank Access Road	\$1,791	\$1,845	\$1,900	\$0	\$1,900	\$1,960
03 03 9610	Sewer System Improvements	\$1,098	\$0	\$10,000	\$65,471	\$130,000	\$320,000
03 03 9700	Emergency Planning	\$200	\$0	\$200	\$0	\$200	\$200
03 03 9900	Allocate Operating Expenses	\$0	\$0	\$37,527	\$14,007	\$35,628	\$36,074
	<b>Total Public Works</b>	<b>\$172,059</b>	<b>\$203,450</b>	<b>\$175,141</b>	<b>\$235,210</b>	<b>\$391,827</b>	<b>\$506,471</b>
	<b>Water &amp; Sewer Fund Revenues Total</b>	<b>\$355,591</b>	<b>\$346,423</b>	<b>\$781,495</b>	<b>\$711,017</b>	<b>\$882,937</b>	<b>\$814,850</b>
	<b>W&amp;S Fund Expenditures Total</b>	<b>\$283,824</b>	<b>\$315,618</b>	<b>\$336,413</b>	<b>\$302,254</b>	<b>\$506,395</b>	<b>\$682,598</b>
	<b>Net Total W&amp;S Fund</b>	<b>\$71,767</b>	<b>\$30,804</b>	<b>\$445,082</b>	<b>\$408,763</b>	<b>\$376,541</b>	<b>\$132,252</b>

Town of Yampa							
2023 Budget (11/2/2022 DRAFT)							
<b>CONSERVATION TRUST FUND</b>							
<b>REVENUES</b>							
<b>Acct #</b>	<b>Name</b>	<b>2020 Year End Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual (8/31/22)</b>	<b>2022 Projected</b>	<b>2023 Budget</b>
01 04 4160	State payments to Town	\$3,569	\$5,611	\$4,000	\$2,570	\$5,140	\$5,000
01 04 4400	Interest	\$2,184	\$64	\$1,000	\$797	\$1,196	\$1,000
01 04 4310	Other Income	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total CTF Revenues</b>	<b>\$5,753</b>	<b>\$5,676</b>	<b>\$5,000</b>	<b>\$3,367</b>	<b>\$6,335</b>	<b>\$6,000</b>
<b>EXPENDITURES</b>							
01 04 6110	Restroom Facilities	\$0	\$0	\$100,000	\$0	\$0	\$100,000
01 04 6111	Playground Improvements	\$0	\$0	\$1,000	\$0	\$0	\$1,000
01 04 6112	Park Improvements	\$0	\$0	\$10,000	\$0	\$7,800	\$10,000
	<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,000</b>	<b>\$0</b>	<b>\$7,800</b>	<b>\$111,000</b>
	<b>CTF Revenue Total</b>	<b>\$5,753</b>	<b>\$5,676</b>	<b>\$5,000</b>	<b>\$3,367</b>	<b>\$6,335</b>	<b>\$6,000</b>
	<b>CTF Expenditures Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,000</b>	<b>\$0</b>	<b>\$7,800</b>	<b>\$111,000</b>
	<b>Net Total General Fund</b>	<b>\$5,753</b>	<b>\$5,676</b>	<b>-\$106,000</b>	<b>\$3,367</b>	<b>-\$1,465</b>	<b>-\$105,000</b>

Town of Yampa							
2023 Budget (11/2/2022 DRAFT)							
<b>POLICE PENSION FUND</b>							
<b>REVENUES</b>							
<b>Acct #</b>	<b>Name</b>	<b>2020 Year End Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual (8/31/22)</b>	<b>2022 Projected</b>	<b>20223 Budget</b>
01 04 4400	Interest	\$163	\$11	\$0	\$0	\$0	\$0
	<b>Total CTF Revenues</b>	<b>\$163</b>	<b>\$11</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>							
	Transfer to GF	\$0	\$22,530	\$0	\$0	\$0	\$0
	<b>Total Expenditures</b>	<b>\$0</b>	<b>\$22,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>CTF Revenue Total</b>	<b>\$163</b>	<b>\$11</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>CTF Expenditures Total</b>	<b>\$0</b>	<b>\$22,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Net Total General Fund</b>	<b>\$163</b>	<b>-\$22,519</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

STATE OF COLORADO )  
 ) ss.  
COUNTY OF ROUTT )

RESOLUTION 2022-19

**A RESOLUTION TO ADOPT SUPPLEMENTAL 2022 BUDGET APPROPRIATIONS TO DEFRAID EXPENDITURES IN EXCESS OF AMOUNTS BUDGETED – GENERAL & WATER/SEWER FUND**

**WHEREAS**, the Town of Yampa (the “Town”) has authority under CRS 29-1-109 to expend unanticipated and not assured funds by enacting a supplemental budget and appropriation; and

**WHEREAS**, General Fund expenses totaling \$36,952 over the amount authorized in the 2022 Budget are to be incurred as authorized by the Town’s Board of Trustees in the General Fund; and

**WHEREAS**, Water/Sewer Fund expenses totaling \$169,982 over the amount authorized in the 2022 Budget are to be incurred as authorized by the Town’s Board of Trustees in the General Fund; and

**WHEREAS**, the Town has available cash assets or anticipates revenues in the General Fund to pay for these additional and unanticipated expenses.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF YAMPA THAT:**

1. The expenses authorized under the 2022 Budget for the General Fund shall be increased by \$36,952.
2. The expenses authorized under the 2022 Budget for the General Fund shall be increased by \$169,982.

**READ AND ADOPTED THIS** 2<sup>nd</sup> day of November, 2022 by the Board of Trustees of Yampa, Colorado.

**TOWN OF YAMPA**

\_\_\_\_\_  
Stacey Geilert, Mayor

Attest:

\_\_\_\_\_  
Sheila Symons  
Town Administrator/Clerk



**2023 STAFFING PLAN**

	<b>2022 Budget</b>	<b>2022 Projected</b>	<b>2023 Budget</b>
<b>Administration</b>			
Full Time Employees			
Administrator/Clerk	0.70	0.70	0.70
Deputy/Utility Clerk	0.70	0.54	0.70
<b>Total Full-Time Staff</b>	<b>1.40</b>	<b>1.24</b>	<b>1.40</b>
Part Time Employees			
Municipal Judge	0.01	0.01	0.01
Treasurer	0.21	0.14	0.21
Records Clerk	0.00	0.00	0.00
Custodian	0.14	0.00	0.00
<b>Total Part-Time Staff</b>	<b>0.36</b>	<b>0.15</b>	<b>0.22</b>
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>1.76</b>	<b>1.39</b>	<b>1.62</b>

**EXPENDITURES BY CATEGORY**

Personnel	\$ 76,146	\$ 75,466	\$ 99,903
Operating	\$ 105,791	\$ 119,415	\$ 157,992
Capital Outlay	\$ 8,000	\$ 5,920	\$ -
Debt Service	\$ 435,000	\$ 412,000	\$ 2,000
<b>Total Expenditures</b>	<b>\$ 624,937</b>	<b>\$ 612,801</b>	<b>\$ 259,895</b>

**Public Works (Incl Streets, Water & Sewer)**

Full Time Employees			
Administrator/Clerk	0.30	0.30	0.30
Deputy/Utility Clerk	0.30	0.23	0.30
PW- Wtr/WW	1.00	0.42	1.00
<b>Total Full-Time Staff</b>	<b>1.60</b>	<b>0.95</b>	<b>1.60</b>
Part Time Employees			
PW - R&B	1.00	1.00	1.00
Treasurer	0.39	0.26	0.39
<b>Total Part-Time Staff</b>	<b>1.39</b>	<b>1.26</b>	<b>1.39</b>
<b>TOTAL PUBLIC WORKS STAFF</b>	<b>2.99</b>	<b>2.21</b>	<b>2.99</b>

24 hrs/wk (typically works 40)

**EXPENDITURES BY CATEGORY**

Personnel	\$ 243,043	\$ 149,493	\$ 238,237
Operating	\$ 299,473	\$ 311,783	\$ 289,844
Capital Outlay	\$ 16,500	\$ 160,000	\$ 330,000
Debt Service	\$ 20,441	\$ 20,441	\$ 20,441
<b>Total Expenditures</b>	<b>\$ 579,457</b>	<b>\$ 641,717</b>	<b>\$ 878,522</b>



EST. FEBRUARY 28, 1906



GATEWAY TO THE FLATTOPS

## Town of Yampa Town Board Agenda Item

**Meeting Date:** November 2, 2022

**Agenda Item Title: Outside Entity Funding Application**

Review and consideration for approval of the Town of Yampa Budget & Community Support Preparation Package for Outside Entities guidelines.

**Presented by:** Mary Alice Page-Allen

**Attachments:** Draft Guidelines Package  
Community Support Spreadsheet Example

**Background:** The 2023 Budget includes a line item for Community Support/Donations. To steer an equitable and consistent process the staff has developed the Town of Yampa Budget & Community Support Preparation Package for Outside Entity guidelines. Typically, the Package would be distributed to local non-profit/tax exempt entities in early August each year to assist with the Town’s budgeting process. As this is a new program in 2023, the timeline has been adjusted to a November 30, 2022 submittal date and some flexibility will be needed in making awards.

It should be noted that the proposed 2023 Budget does contain a \$7,000 appropriation for Community Support/Donations and \$2,638 for the Palmer/Zirkel Lease that is split between the 4<sup>th</sup> of July Committee and the Yampa Egeria Historical Society.

Town staff will reach out directly via email to the local non-profit/tax exempt entities. To date, the following have been identified: American Legion Post #189, Egeria Masonic Temple Association, South Routt Library District, and the Yampa Egeria Historical Society. Staff request feedback on others the Town Board feels should be notified of the opportunity.

**Recommendation:** The Town Board make a motion to approve the Town of Yampa Budget & Community Support Preparation Package for Outside Entities guidelines.

# **Town of Yampa**

**2023**

## **Budget & Community Support Preparation Package**

**For Outside Entities**



# Table of Contents

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**Budget Schedule .....2**  
**Budget Request Instructions .....2**  
**Town of Yampa Funding Request Format.....4**  
**Performance Measurement Instructions .....5**

# 2023 Budget Overview

## **Changes to the Budget Process**

The following budget overview is provided to outside entities requesting Town funding to provide information on the Town's financial status.

## **Revenues**

### Property Tax

Assessed valuation for the 2023 is estimated to remain relatively flat and is anticipated to generate approximately \$75,000. This represents a negligible increase over 2022. This figure represents the new construction seen in the last two years.

### Sales Tax

Sales tax through July is up about 12% over this same period in 2021. Overall the Town has experienced ups and downs in the retail, service and online sales that generate these dollars, and there are continuing signs that sales tax revenues may increase slightly overall in 2022. It is noteworthy, however, that the Town has seen a local business closure that may impact sales tax revenues.

### Specific Ownership Tax (SO Tax)

SO Tax looks to be down by about 3% and collections expected to be at \$5,000 for the year.

### Mineral Lease & Severance Tax

With the actions of the State legislature, the uncertainty of the direction of the Federal government with respect to extractive industries, and the continued contraction of the oil, gas and coal industries, this source of revenue to the Town is proving to continue to be significantly curtailed in 2022 and expected to continue on into the future.

## **Personnel**

The 2022 governmental and business activities personnel budget appears to be in alignment to the actual expenditures.

Overall health insurance costs are increasing. Costs vary on a number of factors but overall 2022 costs rose slightly, and the future remains an unknown. The Town has taken steps to cap health insurance costs with the creation of a health reimbursement account system and adopting employee-only coverages.

The Board and the Town Administrator/Clerk will provide direction as to increases or decreases in FTEs and compensation.

## **Operations**

The 2022 governmental activities change in net position reflected the completion of some small projects and the building of reserves leading to an increase in the fund balance of \$84,606 or 4%.

While the governmental activities fund balance increase is optimal, the Town must carefully consider what resources it is able to provide as many years saw the opposite be true. Any business activities that show a favorable variance is due to delayed capital projects that will be completed in subsequent years.

## Uncertainty

Items providing uncertainty are affordable and available housing, state and federal budgets and activities, local economic development needs, and any continued worldwide economic recovery status.

## Budget Request Schedule

Task	Dates	Time for Task (Weeks)
<b>Budget Requests Due</b>	<b>11/30</b>	4
Board/Town Administrator/Treasurer Work Sessions	Thru 12/6	1
Preparation for Board Work Session for Public Hearing Presentation	Thru 12/6	1
Presentation of Budget	10/5	
Legal Notice and Proposed Budget Published	10/26-11/1	1
Public Hearing on Proposed Budget	11/2	1
Budget Adoption	12/7	5
<b>Other Dates</b>		
New Construction and Assessed Valuation Provided by Assessor	8/25	
General Election	11/8	

## Budget Request Instructions

### Overview

This set of instructions describes the process for non-Town entities to use to request funding from Town of Yampa. Funding requests are typically submitted in late summer/early fall as part of the budget process for the following calendar year. Out of cycle requests should also use the format below to provide information in support of the funding request.

### Documentation

Please provide the following:

Cover letter on your organization's letterhead describing the nature and amount of the request. Complete and attach the Funding Request Form, as applicable. (See page 4.)

Program budget for 2023 using a standard profit and loss format. Include all sources of revenue and expenses, beginning and ending working capital, reserves etc., for 2023 through 2025, if possible. Projected current year, current year budget and at least two years of historical information should be included.

Performance based statistics should be provided (i.e. number of contacts, number of beneficiaries, types of cases, number of cases, etc.), where possible. Performance based measurement guidance is included in this document on page 5.

Completion of the budget in Excel is helpful. If you have the capabilities, please send the budget electronically.

Please provide the most current year audited financial statements where applicable. If audited financial statements are not available, provide what you have.

If your organization is a 501(c)3 non-profit, please provide a copy of your latest Form 990 (tax return).

**Please submit budget requests to the Town Administrator/Clerk by November 30, 2022.**

**Presentations**

Depending on the nature of your request, you may be asked to meet with the Town Administrator/Clerk and Town Treasurer or the Board of Trustees to provide additional information regarding the request.

**Questions**

Call Sheila Symons, Town Administrator/Clerk at 970-638-4511 or [clerk@townofyampa.com](mailto:clerk@townofyampa.com) .

## TOWN OF YAMPA FUNDING REQUEST FORMAT

1. Budget Year
  
2. Requesting entity
  
3. Amount requested
  
4. Project title / Use of funds
  
5. Description of project or use of funds
  
6. Other sources of funding
  
7. Grant funding. If a grant is part of the funding for this project please describe the grant, provide supporting documentation.
  
8. Justification. Provide information as to why the request is needed. Provide statistical information such as case load, turnaround time, reductions in cost, etc. to justify the request. Complete a cost/benefit analysis justifying the request if appropriate.
  
9. Consequences of postponement or denial. If the expenditure is postponed or denied what are the consequences (financial, completion of projects, etc.)?
  
10. Alternatives to the request / project.
  
11. Describe who will benefit from the request/project, how many people will benefit and why is support from the Town of Yampa taxpayers is appropriate?



# Performance Measurements Instructions

Please provide performance indicators where possible.

Performance measurement is the regular systematic collection, analysis and reporting of data that tracks resources used, work produced and whether specific outcomes were achieved.

## Strategic Planning and Performance Measurements

If we have performance measurement without strategic planning, we know how fast we are going, but we do not know whether we are going in the right direction. If we have strategic planning without performance measurement, we know we are going in the right direction, but we do not know whether we are getting there.

If you can't measure something, you can't evaluate it; if you can't evaluate something, you can't determine progress (or lack thereof) and all you're left with is opinions.

### Performance Indicators Should:

Be quantifiable and measurable.

Be relevant, understandable, timely, consistent, comparable and reliable.

### Types of Performance Indicators

#### **Input Indicators**

Input indicators are fundamentally the personnel, operating and capital budgets. Input indicators are fundamentally the current budget presentation.

#### **Output Indicators**

Outputs are goods and services performed by a department delivered to either external or internal customers. Outputs are measured quantitatively.

Quantity of units produced. Examples - miles of road, number of calls for service, number of inspections, number of property's assessed, number of cases per program, miles per vehicle, and hours per heavy equipment, etc.

#### **Efficiency Indicators**

Efficiency refers to how well inputs are utilized to produce outputs. Efficiency measures assess the relationship between program inputs and outputs.

Ratio of inputs used per unit of output (or outputs per input) Cost per unit of service and/or level of service provided by employee.

Examples - **Cost per unit:** cost per ton of refuse collected, cost per prisoner boarded, cost per transaction, cost per mile, cost per hour operated, cost per permit issued, etc. **Productivity:** hours per consumer complaint, plans reviewed per reviewer, permits per inspector, etc.

### **Service Quality Indicators**

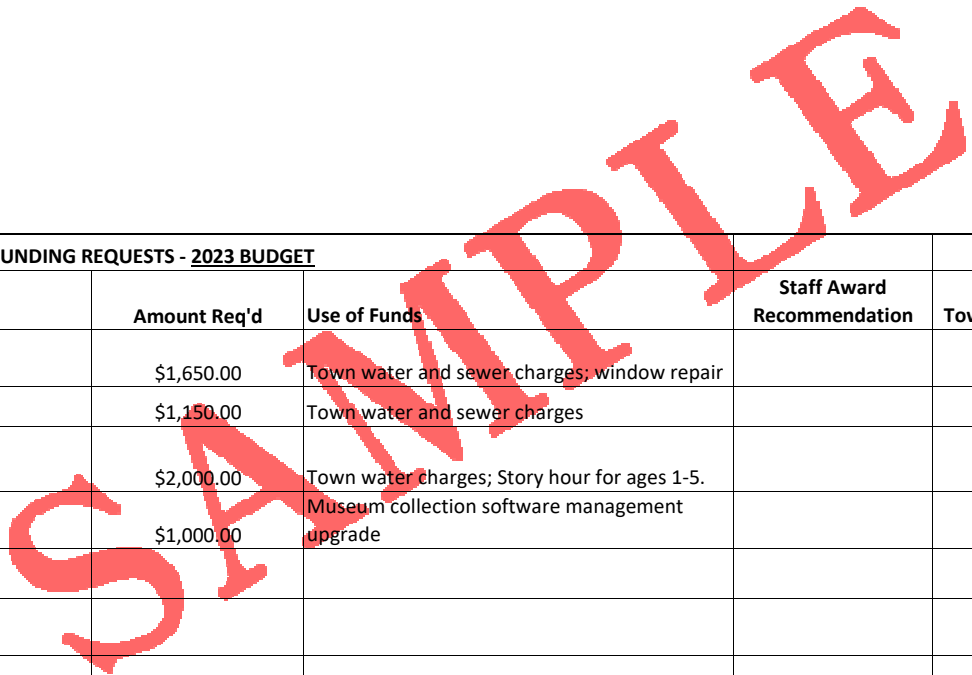
Quality refers to the level of satisfaction expressed by customers of a particular program with respect to goods and services delivered to them by the government.

How satisfied are customers, how accurately is a service provided, how timely a service is provided, etc. Examples - percentage of respondents satisfied with service, frequency of repeat repairs, average wait time, results of surveys, etc.

### **Outcome Indicators**

Outcomes refer to the intended results that should be achieved by a program or service undertaking a specific goal and objective. Outcomes are qualitative consequences associated with a program/service. Outcomes focus on the ultimate why of providing the service

Examples - reduction in violent/property crime rate, increase in job trainees who hold a job for more than six months, decrease in low birth-weight babies, water and air quality, availability of motor pool vehicles and heavy equipment.



<b>COMMUNITY SUPPORT - OUTSIDE ENTITIES FUNDING REQUESTS - 2023 BUDGET</b>					
<b>Entity</b>	<b>Amount Req'd</b>	<b>Use of Funds</b>	<b>Staff Award Recommendation</b>	<b>Town Board Award</b>	<b>Notes</b>
American Legion Post #189	\$1,650.00	Town water and sewer charges; window repair			
Egeria Masonic Temple Association	\$1,150.00	Town water and sewer charges			
South Rount Library District	\$2,000.00	Town water charges; Story hour for ages 1-5.			
Yampa Egeria Historical Society	\$1,000.00	Museum collection software management upgrade			
<b>Subtotal</b>	<b>\$5,800.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>No application needed:</b>					
4th of July Committee					
- 4th of July Special Event Liquor License	\$100.00				Annual event
- Palmer/Zirkel Distribution	\$1,256.00				
Yampa Egeria Historical Society					
- Palmer/Zirkel Distribution	\$1,256.00				
Christmas Lighting Contest	\$100.00				Annual event
Town Clean-Up Day	\$600.00				Annual event
<b>Subtotal</b>	<b>\$3,312.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>Town Board Discretionary Fund:</b>					
Out of Cycle Approvals	\$400.00				
Business Support Program	\$0.00				
<b>2023 TOTAL</b>	<b>\$9,512.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<b>COMMUNITY SUPPORT - OUTSIDE ENTITIES FUNDING REQUESTS - 2022 ACTUAL</b>				
	<b>REQUEST</b>			<b>ACTUAL TO DATE</b>
American Legion Post #189	\$1,650.00	Town water and sewer charges; window repair		
Egeria Masonic Temple Association	\$1,150.00	Town water and sewer charges		
South Routt Library District	\$2,000.00	Story hour for ages 1-5.		
Yampa Egeria Historical Society	\$1,000.00	Museum collection software management upgrade		
	\$5,800.00			\$0.00
4th of July Committee				
- 4th of July Special Event Liquor License	\$100.00	Special Events Liquor Permit		
- Palmer/Zirkel Distribution	\$1,256.00			
Yampa Egeria Historical Society				
- Palmer/Zirkel Distribution	\$1,256.00			
Christmas Lighting Contest	\$100.00			
Town Clean-Up Day	\$600.00			
				\$0.00
<b>Town Board Discretionary</b>				
Out of Cycle Requests	\$400.00	Discretionary Amount		\$0.00
				\$0.00
<b>2022 TOTAL</b>	<b>\$9,512.00</b>		<b>2022 Allocation</b>	<b>\$9,512.00</b>
			<b>Balance</b>	<b>\$9,512.00</b>
<b>Business Support Program</b>				
Business Name				
<b>Total</b>	\$0.00			\$0.00
<b>Town Contribution</b>				\$0.00
<b>REDI (DOLA) Grant</b>				\$0.00
<b>Total</b>	\$0.00		Balance	\$0.00

# Town Administrator/Clerk Report

## On-going projects, duties, and progress

- Monday the 31<sup>st</sup> was the Town's first annual Halloween Community Event
  - We received a \$150 donation from Bratton Enterprises to buy candy and decorations. Quite a few people brought in candy also.
- Old Town Hall Clean-Up Day – Still work to do, but the first clean up day was a great success. We will plan another clean up day soon. I am working on figuring out where to put all the paperwork and boxes that need to be verified if it needs to be saved. Once it is cleaned out, we will have the Board Room, Clerks office and Deputy Clerks office cleaned.
- Public Works
  - Greg has been working on the Ladies Aid Hall Heater.
  - Sewer work – 4<sup>th</sup> St Ct/Terhune – work will need to be done still.
  - Fire hydrants have been flushed
  - Colorado Rural Water Association is coming out again soon to continue working on leak detection.
- Attended a 3-hour Highway User Trust Fund Training. These are funds we receive for the number of miles of roads in Yampa. The training was very enlightening.
- Yampa Egeria Historical Society (YEHS) President Rita Herold was selected for the 2022 Leckenby Award. -Treads of Pioneers Museum advised – “Each year, we celebrate the Leckenby and Larson awards with a special presentation and gathering. This year, we will host the event on Nov. 2 at Olympian Hall, just before our History Happy Hour event (we hope you will also stay for this). You and a guest are invited. Please let me know if you would like to attend to support her and all she has done for our YEHS. The event starts at 400p – 530p. The History Happy Hour starts at 530p.
- I attended the Colorado Municipal Clerks Association Conference in Canon City the week of the 17<sup>th</sup> of October. There were amazing networking sessions, seminars and so much knowledge provided to bring back to Yampa. I am excited to implement some strategies and having Yampa be an even better place to work and live in.
- Budget Workshop for residents was held on the 26<sup>th</sup> of October. We had 4 residents attend. Questions were asked and I feel that many answers were taken in great regard. The zoom meeting was forwarded to all that were interested for any additional questions.
- Town Water Rate Study was also on the 26<sup>th</sup> of October. It was a preliminary discussion and more to come as RCAC completes research. They will be also considering the construction of our new Wastewater Treatment Plant and budget that we are currenting working on including a future 5-year budget.
- Deputy Clerk –
  - Amanda is working on Holiday Theme events for each month.
- Climate Action Plan (CAP) follow up. We will have 2 of the Board Members for the CAP Collaboration come to talk to the Town and Town Board. They will be doing a summary on what has been done, progress on upcoming initiatives and lastly to see what the Yampa residents want to see with this Collaboration. You can go to the website to see more details and see updates as presented

- Recap on what the Climate Action Plan is - Routt County's Climate Action Plan is an actionable document that will guide our community towards implementing climate action solutions to reduce our greenhouse gas emissions and enhance our community's overall quality of life and long-term resiliency. The strategies within the CAP have been divided into six sectors: Energy, Transportation, Land Use, Waste, Accountability, and Economics. The plan is currently in its final stages of development and the strategies and actions included in it, if implemented successfully, are likely to lead to a 74% reduction in community greenhouse gas emissions by the year 2050.
- - <https://www.routtclimateaction.com/the-plan>
- Wastewater Treatment Plant update on funding and progress
  - Disadvantaged Community – update
    - They work to see if communities qualify as a disadvantaged community (DAC), which provides access to a design and engineering grant and lower interest rates at loan application.
    - Our Median household income (MHI) values are higher than their benchmarks. This means that we do not qualify under the program criteria. However, they believe that we would be a good candidate for a business case for DAC status. They advised this is a common challenge with data for smaller communities.
    - If the business case is approved, the Town will qualify for a design and engineering grant (up to \$300,000) and potentially a lower interest rate.
    - This will be presented to the Authority Board on the December 2 meeting.
  -



EST. FEBRUARY 28, 1906



GATEWAY TO THE FLATTOPS

October 25, 2022

Victor Chen  
Colorado Department of Local Affairs  
1313 Sherman Street, Room 521  
Denver, CO 80203

RE: Town of Yampa  
Disadvantaged Community Status Request

Dear Mr. Chen,

This letter serves as the Town of Yampa's (Town) request for consideration under the criteria for a "Disadvantaged Communities" per the business case standards. While the Town does not qualify under the prescriptive evaluation criteria, we believe the Town is worthy of the designation. The demographics group Yampa with wealthier resort communities and therefore the don't accurately reflect our true economic challenges. In this respect, we offer the following:

- The Town's MHI is \$63,026 which is \$13,172 less than the Routt County's (County) MHI of \$76,198. While the County's MHI exceeds the benchmark, it is statistically dissimilar from the Town's MHI and the Town believes we should be considered under the standards accordingly.
- While the Town's MHI is presently 82.7% of the County's MHI, the Town's MHI has consistently been lower than \$54,000 over the past several years and such equates to approximately 78% of the County MHI, a number we believe is more accurate, relative to those many years.
- As well, the Town's 2020 MHI of \$63,026 is 83.8% of the State MHI but the Town's MHI in previous years have consistently been lower than \$54,000 as stated above.
- The Town's economy has a dependency on coal and energy extraction and related railroad jobs versus other population centers in the County, e.g. Steamboat Springs, that rely heavily on the tourism service industry. However, many of our local workforce are employed by these tourism-related businesses and travel to work 40 miles away in Steamboat Springs.
- Coal- and extraction-based industries are in a major transition toward renewable energy options that will significantly reduce local property taxes particularly for our local School District, Health Service District and Library District.
- Yampa, along with most other County communities, is classified as a Tier I community within the Just Transition Plan administered by the Office of Just Transition.
- The Community Profile for Yampa notes that over 95% of people travel outside of Yampa for their primary jobs (State Demography Office Colorado Demographic Profile, 6/20/2022.)
- Seventy percent (70%) of primary jobs in Yampa are filled by people living outside of Yampa. Only 1% of Yampa residents live and work in Yampa.
- The business community in Yampa consists of agricultural and energy-related jobs including the railroad, service-based sectors that service such industries, tourism support operations and basic retail. Examples include construction, equipment sales, hotel, grocery/general merchandise store, hunting/fishing/outfitting and guide services, and food services businesses.

Most people in Yampa work outside of Town and, as stated previously, approximately 95% are employed regularly outside of Town.

- The Town has lost 7% of its population in the last ten (10) years, and 10% in the last twenty (20) years (State Demography Office).
- The Town's MHV is below the benchmark and is not statistically similar to the County's MHV.
- While the County's unemployment rate is not representative of the Town as over one-half of the County's population resides in Steamboat Springs. The Town is experiencing a decline in energy, coal and related railroad jobs similar to what other areas of the County outside of Steamboat Springs are experiencing.
- The Town is and will be experiencing a significant transition in our economy over the next 15-20 years with the transition of energy, coal and related railroad jobs.
- Yampa serves a generally rural area surrounding the Town that instead gets blended in to the larger unincorporated County data, but for which the Town must also be prepared to serve.
- The potential debt for the needed capital project(s) means that community resources will be burdened more than many other Colorado communities and presents definite affordability issues.
- The Design and Engineering Grant that would come with the designation would allow the Town to immediately proceed with the final design of our wastewater system replacement project. The Town would be challenged to commence the project without the support of this grant.

The Town of Yampa is requesting that the Town be classified as a "Disadvantaged Community" as we believe we meet the criteria as well as experiencing significant transitions in our local economy that would easily place the Town in this category. We hope to be able to take advantage of the opportunities so we can continue to focus on diversifying our local economy without being placed at a disadvantage with the burden of higher interest rates and large loan costs.

Thank you for your consideration.

Respectfully,



Sheila Symons  
Town Administrator/Clerk

SS:map

xc: Yampa Town Board  
file



## Some Things Greg did in Oct - Nov,

- Graded some streets, roads dry out fast,
- Cleaned and worked on and repaired the coal furnaces in old Town Hall and Town shop they both needed a fair amount of cleaning and repairs this year.
- Lined up getting coal and having it delivered and put in coal bins
- Firing up the furnaces
- working on getting Heaters working in ladies Aide Hall getting a new Heater and parts for the other one,
- Putting a new Heater in the chemical room at the water plant
- service Grader and getting wing ready to put on for winter
- Some utility locates
- locate and overseen the boring job Pauley const. was doing on CR17
- Had to locate and oversees the luminate jobs a real pain
- over seeing leak Detection Peter from Rual Water is helping us with
- Blow out sprinklers at Yackey park
- Showed and had Joey pump out Saphen
- worked on water meter
- worked on showing Joey his water & sewer job. And having him do some of the other jobs

- Had Joey service the loader and the two P.U.
- Having Joey repair Ben strait water meter Post and readout someone drove over.
- meeting with Jim steiner of Browns Hill about moving the scada to the crossan Building.

**Town of Yampa**  
**Payment Approval Report - October 2022**

ACH	10/03/2022 ProWest Filtration Inv #3069	7,766.97
Debit	10/03/2022 Comp Plan Select Super	23.98
15949	10/04/2022 Comp Plan Food	650.00
Debit	10/04/2022 Comp Plan Ice	37.71
15950	10/05/2022 ACZ - ACZ ID L75065	312.50
15951	10/05/2022 Advanced Copier Solutions, Inc.	131.53
15952	10/05/2022 CEBT - Group #BBH4	2,590.88
15953	10/05/2022 Colotrust - W/S Imp fund CO 01-1297-8003	1,507.75
15954	10/05/2022 Corkle Oil Co. - #242	147.50
15955	10/05/2022 DPC Industries, Inc.	190.23
15956	10/05/2022 Gregory D. Samuelson - Oct Base/Sept OT 10.75/Sept OC 398.25	6,461.39
15957	10/05/2022 Jessica A. Ryan - Oct Payroll	184.70
15958	10/05/2022 Jonathan Cave - Reimb Comp Plan Drinks	15.75
15959	10/05/2022 Amanda Laman - October Base	2,515.99
15960	10/05/2022 Joseph L McLaughlin - October Base/Sept OT 11.25/Sept OC 138	4,042.04
15961	10/05/2022 Melinda J Willman - Cleaning Services 8/10/22	175.00
15962	10/05/2022 Mary Alice Page-Allen - October Payroll	3,482.67
15963	10/05/2022 Scott C. Smith - Aug 29-Oct 1 5 wk @ \$200/wk	1,000.00
15964	10/05/2022 Sheila Symons - Mileage 230.2 @.56/mile	128.91
15965	10/05/2022 Sheila Symons - October Payroll	4,824.39
15966	10/05/2022 Steamboat Springs Auto Parts - 7350	26.49
15967	10/05/2022 UNCC - ID 92450	15.60
Debit	10/06/2022 Steamboat Pilot Legal - Budget	20.08
ACH	10/07/2022 Sept 941	6,808.72
ACH	10/13/2022 AT&T FirstNet	44.03
ACH	10/14/2022 CWR&PDA 11-1-2022 Pymt	10,220.29
ACH	10/17/2022 Luminare 3001280901	100.90
15968	10/18/2022 Ace Hardware	65.80
15969	10/18/2022 City of Steamboat Springs Water & Sewer - Cust # 5171	15.00
15970	10/18/2022 Corkle Oil Co. - Invoices 220900200, 22100050	511.74
15971	10/18/2022 Stacey Geilert - Per Diem Mayors' Summit	322.64
15972	10/18/2022 Melinda J Willman - Cleaning Services 10/12/2022	175.00
15973	10/18/2022 Montgomery's General Merchandise	134.99
15974	10/18/2022 Sheila Symons - Invoices 10142022, 10172022	468.76
15975	10/18/2022 USA Bluebook	105.18
15976	10/18/2022 Val Kotter & Sons Inc.	5,910.50
EFT	10/18/2022 Reimb 4th of July - Chgs on wrong acct	243.25
15977	10/19/2022 Norris Design - Yampa Comp Plan	15,026.89
ACH	10/25/2022 YVEA 90007301	204.81
ACH	10/25/2022 YVEA 10027501	2,269.04
ACH	10/31/2022 3Q ST 2022	3,057.64
<b>Total</b>		<b>81,937.24</b>

Approved this \_\_\_\_\_ day of November, 2022.

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Stacey Geilert, Mayor

**TOWN OF YAMPA  
REGULAR MEETING MINUTES  
October 5, 2022 – 6:00 pm**

**BOARD MEMBERS PRESENT:** Mayor Pro-Tem Mike Lewis, Trustee Michael Geanious, Trustee Jonathan Cave and Mayor Stacy Geilert via Zoom

**EMPLOYEES PRESENT:** Town Administrator/Clerk Sheila Symons, Treasurer/Planner Mary Alice Page-Allen and Public Works Greg Samuelson

**AUDIENCE PRESENT:** John Bristol, Keith Hensley, Joe Edwards, Carl Ray, Gina Blake, Ken Montgomery, Cindy Montgomery, Scott Williamson, Julie Carolus, Dan Nielsen (YFPD) and Andrew Golike via Zoom

**1. Call to Order**

- a. Mayor Pro-Tem Lewis called the meeting to order at 6pm and Roll Call was taken
- b. The Pledge of Allegiance was recited

**2. Audience Participation (5 minutes)**

Carl Ray thanked the Mayor, Town Board and employees for their work and dedication to the Town

**3. Routt County Economic Development (EDC) Mid-Year Update – John Bristol-970-846-9061**

John Bristol presented the mid-year update on what the Routt County Economic Development Council organization has been working on. They primarily work to support the retention, expansion and attraction of primary businesses and jobs. The high priority for economic development partnerships is attracting new businesses through the rural jump-start program, which provides tax credits and networking opportunities to businesses in rural Colorado. The EDC has requested a \$2879.00 investment from the Town of Yampa. This is in the 2023 budget and once the budget is passed will be approved to cooperate with the EDC.

**4. Water/Sewer Rates and Charges Discussion**

Town Administrator/Clerk Symons reported with comparisons of water/sewer rates from other areas like the Town of Yampa. Recommendations for non-profits/tax exempt entities of a grant program for the non-profits/tax exempt entities. This would be a grant that would come from the General Fund to allow the Town to help support the non-profits/tax exempt entities as a community grant program.

Joe Edwards asked for a better explanation of the grant and recommended only paying for what they use. His biggest concern is that the grant will not be something that is guaranteed for the long term.

Trustee Cave explained that water is cheap and getting it dispersed is expensive and that is why the water rates are the way they are.

Mayor Geilert asked that a meeting to be held with the Ken Montgomery, Joe Edwards, Gary Burkholder, Treasurer/Planner Page-Allen, Town Administrator/Clerk Symons, Trustee Lewis, and Trustee Cave. (This meeting will be held on October 27, 2022 at 4pm). It was done with 2 Board members to avoid a quorum being present.

Ken Montgomery asked about the grant being for the base rate and how to apply for it. He asked as to why the public was not informed and how the “no free water” came about. It was advised that there is a loan with the Colorado Water Resources and Power Development Authority (CWRPDA) for the water transmission line that was built, and the loan agreement advises no free water can be given. He was curious as to why the public was not aware of this, and it was explained that was prior to current staff.

Carl Ray asked why the water had to be changed to having only 5000 gallons. Trustee Cave expressed that there are no other municipalities or entities that allow more water to be used in the summer months. Town Administrator/Clerk Symons also explained that there are only a handful of users that go over that much and the town average is around 5000. Public Works Samuelson then explained further by saying that when the 15,000-gallon allotment for summer was created it was before the new water treatment plant was in place and therefore it is now not cost effective to do that.

**5. Yampa Fire Protection District (YFPD) – Acquisition of Old Town Hall Building Proposal**

Treasurer/Planner Page-Allen explained that there was an offer made by the YFPD to purchase Old Town Hall. There is a staff report included in the Board Packet of what has been done since March to look at all improvements and also getting grant funding to implement the updates and needs. When the Town received the new offer the work that Treasurer/Planner Page-Allen was doing was put on hold. There is also a broker’s opinion to help understand the value. Treasurer/Planner Page-Allen wants a task force created to discuss options. This task force will be comprised of Treasurer/Planner Page-Allen, Town Administrator/Clerk Symons, Dan Nielsen, Tina Holiday, Trustee Lewis and Mayor Geilert as well as any other YFPD members.

**6. 2023 Budget Presentation**

Treasurer/Planner Page-Allen presented the budget. No questions from the Town Board came up. There was a decision made to have a meeting regarding details of the budget with Julie Carolus, Ken Montgomery, Carl Ray, Treasurer/Planner Page-Allen, and Town Administrator/Clerk Symons and any other resident that may be interested. (Meeting was scheduled for October 26, 2022 at 12pm)

**7. Staff and Board Member Reports/Updates**

- a. Committee and meeting reports from Staff and Board Members
- b. Town Administrator/Clerk & Staff Reports  
Town Administrator/Clerk Symons presented her report and added that there will be a Halloween event on Halloween as well as cleaning up old town hall.

**8. Consent Agenda**

Mayor Geilert made a motion to approve the Consent Agenda, Trustee Cave seconded the motion, motion passed with a unanimous voice vote.

- a. Approval of September 15, 2022 Regular Meeting Minutes
- b. Approval of August, 2022 and September, 2022 Payment Reports
- c. Ratification of authorization to renew Malt, Vinous, and Spirituous Liquor License for Antlers Café and Bar LLC dba Antlers Café and Bar.
- d. Approval and authorization to sign an Aid to Agency Grant Agreement between the Routt County and Yampa, Colorado for the Funding of Infrastructure Improvements in the amount of \$180,000

**9. Scheduled Meetings/Workshops**

- a. October 19, 2022 Regular Board Meeting (Was Canceled)
- b. October 19, 2022 Water Rate Study Meeting (Postponed to October 26, 2022)
- c. November 2, 2022 Regular Board Meeting (Public Hearing for Budget)
- d. November 9, 2022 Community Open House - Comprehensive Plan
- e. Town Board or other requests for Agenda Items

**10. Adjournment**

Trustee Geanious made a motion to adjourn, Trustee Cave seconded the motion, motion passed with a unanimous voice vote

Mayor Pro-Tem Lewis adjourned the meeting at 8:06pm

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Stacey Geilert, Mayor

Attest:

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Sheila Symons, Town Administrator/Clerk

November 2, 2022