

# 2022 ANNUAL BUDGET



*welcome neighbors.*



THE HISTORIC  
CHARLES  
MUEGGE  
HOUSE

— BUILT 1913 —

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# INTRODUCTION



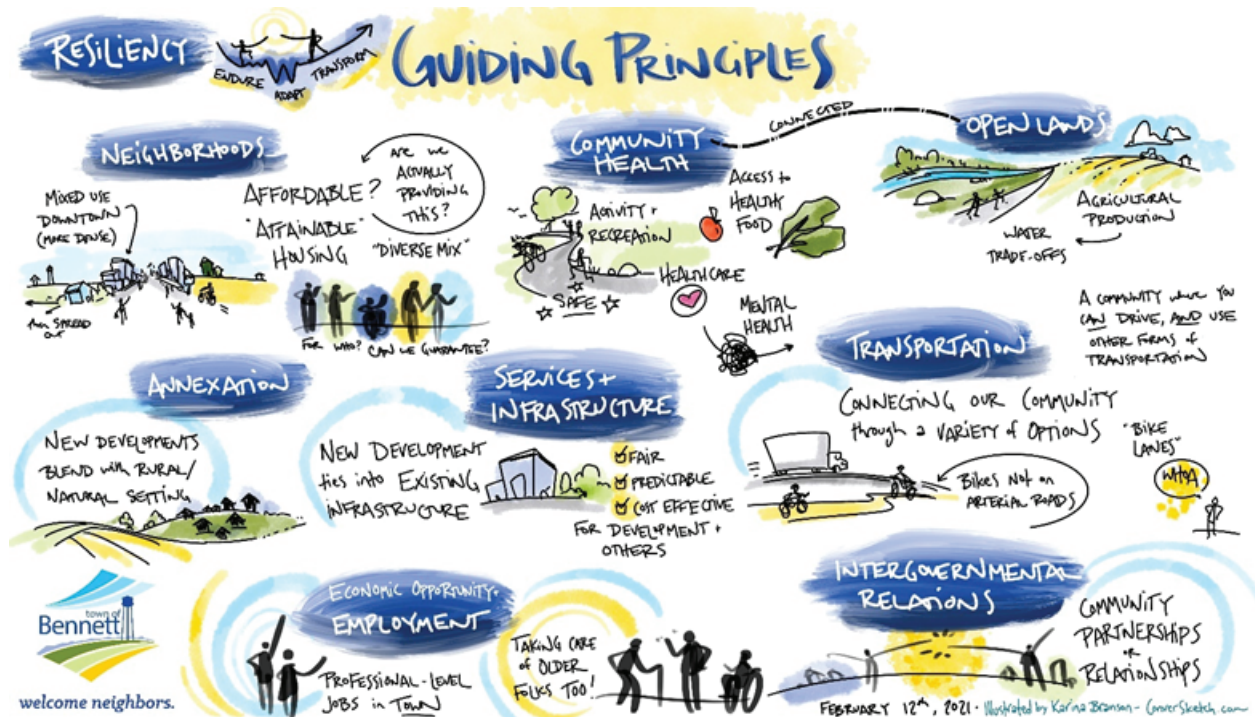
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## INTRODUCTION

January 31, 2022

Dear Mayor, Town of Bennett Board of Trustee and Bennett Residents:

As the Director of Finance, I present you with the Town of Bennett 2022 Budget. It is my privilege to work with the Town's talented and dedicated staff to create this balanced budget in accordance with applicable Colorado State Statutes and Town policies. This budget is the Town's financial plan for January 1, 2022, through December 31, 2022, and focuses on the Town of Bennett Board of Trustees Guiding Principles: Resiliency, Neighborhoods, Annexation, Economic Opportunity, Employment, Services, Infrastructure, Community Health, Open Lands, Transportation and Intergovernmental Relations. These Guiding Principles are the driving force behind all budget decisions, Town operations and service to residents.



In 2021, the Mayor, Board of Trustees and Town department heads held a retreat where they redefined Guiding Principles for the Town as well as developed a new Town Vision Statement.

These Guiding Principles inspire both the Board of Trustees and Town Staff to serve the community of Bennett in a way that is consistent with the Vision Statement and provides residents with the opportunity to live well and thrive.



Additionally, the Board's Guiding Principles and Vision Statement created the foundation for the 2021 Town of Bennett Comprehensive Plan. The plan reads, "Bennett is committed to responsible planned development; economic vitality; high-quality public services, resilient infrastructure, programs and policies; and the continued expansion of a healthy community..." The updated 2021 Comprehensive Plan process involved master planning and public engagement efforts, including:

- Modernizing the Town of Bennett Website to include a page dedicated to master planning and public transparency.
- Updating Town social media to provide residents with public meeting information, public meeting summaries, draft documents and a public comment forum.
- In-Person Engage.Shape.Build public forums to facilitate one-on-one conversations with residents.
- Adams County, Arapahoe County and Colorado Air and Spaceport master planning efforts.
- Work Sessions with:
  - o Adams County Planning Staff
  - o Arapahoe County Planning Staff
  - o Bennett Planning and Zoning Commission
- Public Hearings with the Bennett Planning and Zoning Commission and the Town Board.
- Adoption of the Capital Asset Inventory Master Plan (CAIMP), which monitors current and future public infrastructure.

The 2021 Comprehensive Plan can be viewed on the Town website.

CAIMP is a vital piece of the Town's planning strategy. It plans for public infrastructure resiliency for both replacement plans and future development. CAIMP was developed in conjunction with consultants in November of 2019. It summarizes a comprehensive review of the Town's capital needs, updates cost estimates and reviews changes in development projections and impacts; this allows the Town to determine the capital facilities needed to serve new development and the proportionate costs of such facilities that may be funded through development impact fees. Growth projections are developed and revised annually to support the CAIMP. These projections provide population and land use density predictions over a 10-year period as a basis for capital asset demand analysis. The CAIMP allows the Town to prepare financial plans that ensure proper funding for current and future assets. A complete CAIMP Dashboard can be viewed on the Town Website.

In 2021, the Board of Trustees identified seven capital projects, referred to as the "Lucky 7," for Town Staff to focus resources on. Below is a description of each project and its status.

- Construction of the North Municipal Complex (NOMCOM). NOMCOM is the new Public Works Facility that will allow for the expansion of staff and necessary equipment for serving the growing community. In May of 2021, the Town issued Certificates of Participation to finance the construction of this facility as well as to refinance the lease purchase of Town Hall. The Town received an A+ rating from Standard and Poor's resulting in a very favorable issuance. NOMCOM is currently under construction and is set to open in late Summer of 2022.
- Market Place Drive Improvements. This project will improve the intersection at Market Place Drive and State Highway 79. The improvements include, signalization, lane widening and restriping. The project started construction in December of 2021 and will be completed in the first quarter of 2022.
- Exit 304 Bridge Modification. The Exit 304 Bridge Modifications are being completed through regional funding from both Adams and Arapahoe County as well as the Colorado Department of Transportation. The changes will improve the exit ramp into Bennett and help eliminate queuing traffic backing onto Interstate-70. This project went through the design process in 2021 and construction will begin in Spring of 2022.
- Bennett Regional Park and Open Space (BRPOS) Fishing Pond. The BRPOS Pond is a project that will convert the existing storm drainage pond in the open space to a fishing pond. In 2021, the Town completed a Beautiful Colorado Trail grant to extend existing trails to the pond. The design for the pond is complete and construction will begin in the Spring of 2022. The project is being funded through an Arapahoe County Open Space Grant.
- Water Rights. The Town will continue to pursue acquisition of water rights to expand its water portfolio.
- 2021 Comprehensive Plan. In 2021 the Town updated the 2015 Comprehensive Plan. The Comprehensive Plan was created through a series of information meetings with the Board of Trustees, consultants, staff and the public. This document will be used to guide development in Bennett. The 2021 Comprehensive Plan was adopted by the Board of Trustees in October of 2021.
- At Grade Water Storage Tank and Redrill of Well 6. This project was to redrill a well at Well Site 6 which is located within the Civic Center Park complex near Bennett Town Hall. The second phase of this project is the construction of a 500,000-gallon water storage tank, which will be filled from the new well. This project is important to ensure capacity and redundancy in the Town's water system to prevent system outages. The well and storage tank will be completed in Spring of 2022.

In 2021, a project management and tracking system was implemented in SmartSheet. Smartsheet is a software for collaboration and work management. Using a tabular user interface, it assigns tasks, tracks project progress, manages calendars, shares documents and manages other work.

Town management uses this platform to monitor progress and completion of all projects and tasks across all departments. This interface allows for collaboration and communication with the Town Administrators and other department heads. The tracking sheet can also be converted into a comprehensive dashboard that can be presented to the Board and the Public.

The Finance department has begun using SmartSheet to create interactive quarterly reports and an interactive budget summary. SmartSheet has become an important tracking and communication tool both internally and for the public by creating a collaborative and dynamic work environment. Please visit the 2022 Town of Bennett Budget SmartSheet Dashboard on our Town website.

In all, the Town of Bennett continues to grow and develop at a rapid pace. This growth was not tempered or slowed by the COVID-19 Pandemic, in fact it served as a catalyst to stimulate our revenue generation through sales tax, permit fees and a population increase resulting from the housing market spike.

The Town of Bennett Board and Staff have demonstrated clear, decisive and effectual management of not only Town operations but capital expenditures through this challenging time while maintaining the Vision Statement.

Enclosed is a comprehensive review of the 2022 Town of Bennett Budget.



Danette Ruvalcaba  
Director of Finance and Technology  
Town Treasurer

# TOWN OVERVIEW



*welcome neighbors.*

## TOWN OVERVIEW

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### History

The Town of Bennett is a statutory town located in both Adams and Arapahoe Counties. It is governed by a Board of Trustees elected for four-year terms and was incorporated on September 25, 1929.

The local historical society has done a great deal of research to dig into the origins of the Town. Documents from the Bureau of Land Management show that four Bennet brothers (Hiram, John, Uriah and one un-named brother) filed homestead papers in 1862 for two sections (34 and 24) now in the Town of Bennett. These two sections were adjacent diagonally on the north and south to the current location of the Post Office in Bennett and, together with other sections homesteaded by the Bennet brothers, formed the Bennet Ranch.

One of these brothers, Hiram Pitt Bennet, was a respected judge in the early territory of Colorado. Mr. Bennet was elected the first Territorial Representative for Colorado in 1862 and was instrumental in obtaining statehood for Colorado. Mr. H. P. Bennet went on to become the third Postmaster of Denver in 1869 and began developing a method of delivering mail to all the new pioneer people in rural areas. Through the years the English name of Bennet was Americanized to Bennett, first noted in railroad records; thus, the Town name evolved from the old Bennet Ranch.

The Town of Bennett was not incorporated until 1929. Still long before that time, the family that originally homesteaded the Town and for whom the Town was named were leaders in the development of the State of Colorado and in forging communications for the original settlers of the area.

### Budget Narrative

This budget represents the Town's continued commitment to prudent fiscal management and proposes several innovations in the organization of government, thereby advancing our ongoing efforts to improve the efficient and effective delivery of Town services.

Adoption of the Annual Budget is an important policy action of the Town Board each year. The document allocates resources to a variety of Town programs and priorities in order to protect the community's physical security, enhance the quality of life and maintain and develop the Town's facilities and infrastructure. Once adopted by the Board, the budget establishes the policy direction for all Town departments and services for the coming year.

The 2022 Budget provides projected fund balances that meet or exceed the long-range financial plan and position the Town in steady financial progress. The 2022 budget is balanced for all funds. In this case, balanced means that sources of funds (Revenues and Fund Balance) are equal to or greater than uses of funds (Expenditures and Transfers).

### Summary of Funds

<b>Sources of Funds</b>	<b>\$23,533,845</b>
<b>Uses of Funds</b>	<b>\$22,576,525</b>
<b>Budgeted FTE</b>	<b>34</b>
<b>Budgeted LDE</b>	<b>1</b>

The Board of Trustees has directed Danette Ruvalcaba, Director of Finance and Town of Bennett Treasurer, to prepare and submit a proposed 2022 Budget to the governing body on December 14, 2021, for annual appropriation of sums of money to the various funds, in the amounts and for the purposes set forth by resolutions 894-21, 895-21 and 896-21.

This budget message is a synopsis of some of the key aspects of the 2022 Budget. The Town establishes a budget for seventeen separate funds or accounting divisions and reports using modified accrual accounting. Town operation can be narrowed down to three major fund groupings: General Fund, Special Revenue Funds and Enterprise Funds. The largest fund in 2022 will be the Special Revenue Funds, which provides a total of \$12,215,720 in funding over fourteen separate funds. Most of this revenue source is generated through the collection of use tax, development fees and impact fees on building permits. The General Fund makes up \$5,624,160 of the revenue that is allocated to nineteen different operational departments. Finally, the Enterprise Funds provides \$5,693,965 in funding. The total budget for the 2022 revenues is \$23,533,845; of which \$739,975 are from unappropriated surplus or reserve fund balance and \$22,793,870 from revenue sources. The Town of Bennett will be appropriating \$22,576,525 for 2022 expenditures; therefore, the projected net balance of revenues over expenditures is a positive \$957,320.

The budget preparation was guided by the Town Board's financial policies and the following budget principles:

- Balance the budget (current revenues and current expenses) and maintain acceptable reserve levels.
- Make decisions that continue to reset the Town's financial plan and create a foundation to maintain a balanced budget in future years.
- Provide the highest quality of service within the limitations of our current resources.
- Actual and forecasted 2021 revenues and expenditures.
- Future economic outlook.
- Board of Trustee Guiding Principles and Vision Statement.
- Commitment to provide services that are in the best interest of the residents.

## Tax Rates

The Town's property tax rate is 11.95 mills.

The Town's sales tax rate is four percent, with one percent being restricted to the sales tax capital improvement fund. The three percent of sales tax is the largest revenue source for the Town general fund. The sales tax rates collected in Bennett are as follows:

State Sales Tax	2.9%
Adams County Sales Tax	0.75%
Arapahoe County Sales Tax	0.25%
Town of Bennett Sales Tax	4.0%
Lodging Tax	\$4/day

## **Town Amenities**

The Town has completed \$45 million in capital construction and improvements since 2011. This money was invested across all Town amenities, including water, wastewater, roads, parks and buildings. The Town believes that this significant capital investment into the “bones” of our Town will set Bennett on a firm foundation for resiliency and future development and growth.

### **Water**

The Town owns and operates two water systems. The North Water System (NWS) or “Old Town Water System” serves the Town north of I-70, and the South Water System (SWS) serves the Antelope Hills development south of I-70. The NWS infrastructure includes seven groundwater wells, three booster pumping stations, four storage tanks, and a distribution system. The SWS (Antelope Hills) consists of four groundwater wells, a common booster pump station, a single storage tank, and a distribution system. Both the NWS and SWS provide potable water service for domestic, commercial, and industrial water uses, including indoor consumption and outdoor uses such as irrigation. In addition, due to recent increases in residential and commercial development project construction activities, construction water needs are also served. In 2021, the Town opened a reuse water fill station that allows developers to utilize reuse water for construction at a substantially lower rate than potable bulk water.

In 2022, the Town will continue constructing a Reusable Water Pipeline, known as the Purple Pipe Beltway. This pipeline will allow for the use of the Category 1 Reclaimed water produced at the Town’s Water Resource Recovery Facility, WRRF. Additionally, the Town will renovate the second decommissioned lagoon, to facilitate additional reuse water storage.

The Town’s water supply comes from four Denver Basin aquifers underlying the Town. In descending order, these aquifers are the Denver aquifer, the Upper Arapahoe aquifer, the Lower Arapahoe aquifer and the Laramie-Fox Hills aquifer. Each of these sources is withdrawn through the Town’s well system. Considering all aquifers, the Town has a total of 3,087.06 acre-feet of water rights. The Town operates a total of eleven active wells. Eight wells are in the NWS and three are in the SWS.

Due to the high quality of the Town’s existing groundwater wells, the only required treatment is chlorination. However, in the future, as new wells or alternative water supply sources are brought online, the water quality of these wells/sources will be tested, and additional treatment may be required to meet CO Primary Drinking Water Regulation. The Town has three booster pump stations in the NWS and three well pumps that pump directly into the NWS distribution system. These pumps boost/maintain the distribution system pressure. The NWS has four storage tanks that provide a total storage volume of 1.195 million gallons (MG). The South Water System has a single storage tank with a volume of 355,000 gallons. In Spring of 2022 one of the NWS storage tanks will be replaced with a 500,000-gallon storage tank.

A water distribution system model was developed and calibrated as part of the 2019 Capital Asset Inventory and Master Plan, CAIMP. Detailed maps of the water system are included in the CAIMP database and GIS. This master plan provides guiding principles and future planning tools that help with our water assets replacement and integration into the system with new development.

## **Wastewater**

In early 2019, the Town finished construction and commissioned a new Water Resource Recovery Facility (WRRF) located on the north end of Town, bordering E. 38th Avenue and Darco Street. The WRRF is permitted by the Colorado Department of Public Health and Environment (CDPHE) for a hydraulic design capacity of 0.4 MGD and an organic loading capacity of 1,130 pounds per day of biochemical oxygen demand (BOD5). BOD5 is the oxygen required to convert the organic material into wastewater. The new WRRF replaced the Town's aerated lagoon facility with an advanced treatment process designed to remove solids, organic pollutants, pathogens, and total nitrogen to very low levels. The new WRRF will have a strict ammonia limit that ranges from 6.1 to 13 mg/L (30-day avg) and a Total Inorganic Nitrogen (TIN) limit of 10 mg/L (daily max) starting in 2023. In 2021, the Town contracted with an engineering firm to expand capacity at the WRRF due to the continued population growth within the Town. The expansion of the WRRF is currently scheduled to begin in 2023.

## **Storm Drainage**

In 2021, the Town completed two storm drainage improvements at 1st and Roosevelt and as well as in the alley between Pike St and Elbert St, south of Colfax. Storm drainage improvements will continue into 2022 with two more projects. One on Jefferson St and one on Washington Way.

## **Roadways**

In 2021, Muegge Way and Highway 79 were expanded to allow better traffic flow to the Bennett Recreation Center, the Shared County Services Building, the Corridor of Honor and the New Town Hall. Furthermore, repairs were made to Palmer Avenue, restriping was completed on all crosswalks and roadways and crack sealing was completed in the Cordella subdivision and the Centennial subdivision. In 2022, the Town will continue safety repairs to Kiowa Bennett Roads through a CDOT grant. This improvement will include culvert replacements and other minor safety features. One of these culverts will be converted to a dual-use culvert allowing for a pedestrian underpass to connect our trail system to the North Kiowa Open Space in Arapahoe County. Furthermore, Marketplace improvements will continue in 2022, including signalization, lane realignment and expansion. In addition, the Town will continue with improvements on I-70 exit 304 into Bennett.

## **Parks and Open Space**

The Town contains seven parks, several miles of trail and one open space distributed across two counties. The Town's Public Works Department maintains these parks and open spaces. Over the last 10 years, the Town has expended over \$6 million in park improvements and acquisitions.

Through partial grant funding, Trupp Park has had staged improvements over the last six years, including improved drainage, new play equipment and rubber surfacing, and a skate park and bicycle playground. A recently renovated playfield and additional lighting, shade and benches. The most recent improvement was a renovation of the grandstand within the park. In 2022, the Town will make improvements of the second playfield as well as shade for the grandstand seating. Furthermore, staff will seek grant funding to expand the Bicycle and Skate Park and replace the perimeter sidewalk.

In 2017, the Town constructed 2.1 Miles of trail throughout Bennett Regional Park and Open Space. Furthermore, a large picnic pavilion was constructed at one of the trailheads. In 2021, the trail was extended by 4 miles into the eastern part of the open space through partial grant funding from the Beautiful Colorado Trail program funded by the State of Colorado and Great Outdoors Colorado.

A new play structure and play surface was installed at Brother's 4 park. This completed a series of renovations to the park including landscaping improvements, drainage improvements and new benches and trash cans.

At Centennial Park the Town installed a new picnic area under a shade tree and made improvements to the drainage system. Community Park was also updated with new landscaping, fencing, and parking area.

The Town began the restoration of the Historic Charles Muegge House located within Civic Center Park in 2021. This house received stabilization and beautification of both the interior and exterior. The renovation will include updated landscaping to include a garden in partnership the Bennett FFA. In 2022, the Chares Muegge House will be commissioned by the Town as a living museum that will commemorate history of Bennett.

Also, in Civic Center Park the Town expanded its Community Garden by adding additional water supply and six more raised beds. All the beds were planted in the 2021 growing season.

The Town has begun the conversion of the easternmost drainage pond in the open space to a fishing pond. Work on this project will continue into 2022.

In 2022, the Town will seek grant funding to complete the third and final phase of Future Park, including amendments to the parking, finalization of the landscaping, and other amenities. Additionally, funding will be sought to begin the final design and construction of Civic Center Park, located near the Town Hall which will feature many new and unique amenities for the Town such as additional sports fields, a splash park and community art.

In 2021, the Town made several improvements to the Mountview Cemetery. The improvements included new fencing as well as roadway and landscaping improvements. Additionally, new entrance gates were designed, built and installed by a long time Town resident in memory of a beloved family member.

The Town's ability to complete many of these park and open space improvements are reliant on grant funding from both Adams County and Arapahoe County Open Space.

## Arts, Culture and Events

The Town's emphasis on youth programs, hosted events and art and cultural activities highlights its commitment to the community. In 2018, the Bennett Arts Council was created. The mission of the Bennett Arts Council is to promote, connect and empower arts and culture for all ages. Its values sustainability, collaboration, innovation and the transformative power of the arts.

The following programs provide youth and family interaction and the Town looks forward to accumulative growth and future development in subsequent years.

- I-70 Corridor Art Show and Mural Wall Auction
- Technical art and writing classes
- Bennett Community Market
- Party in the Park
- Music on the Farm at May Farms
- Bennett Days
- Bennett Days Art Show and Mural Wall Dedication
- Student Art Show
- Trunk-or-Treat
- Fiber Arts Show
- Small Business Saturday
- Bennett High School Student Play
- Breakfast with Santa

Please visit the Town Website for more detailed information and tentative dates for these events.

## Local Demographics



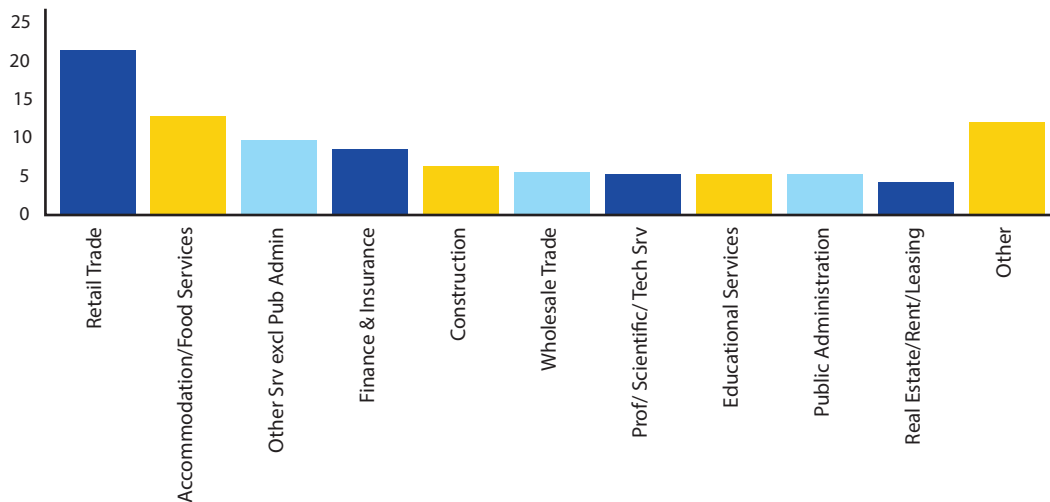
**3,200**  
Total Population in  
Bennett in 2020



**36.4**  
Median Age in  
Bennett in 2020



**\$57,423**  
Median Household  
Income in Bennett  
in 2020



### Establishments by Industry in the Town of Bennett

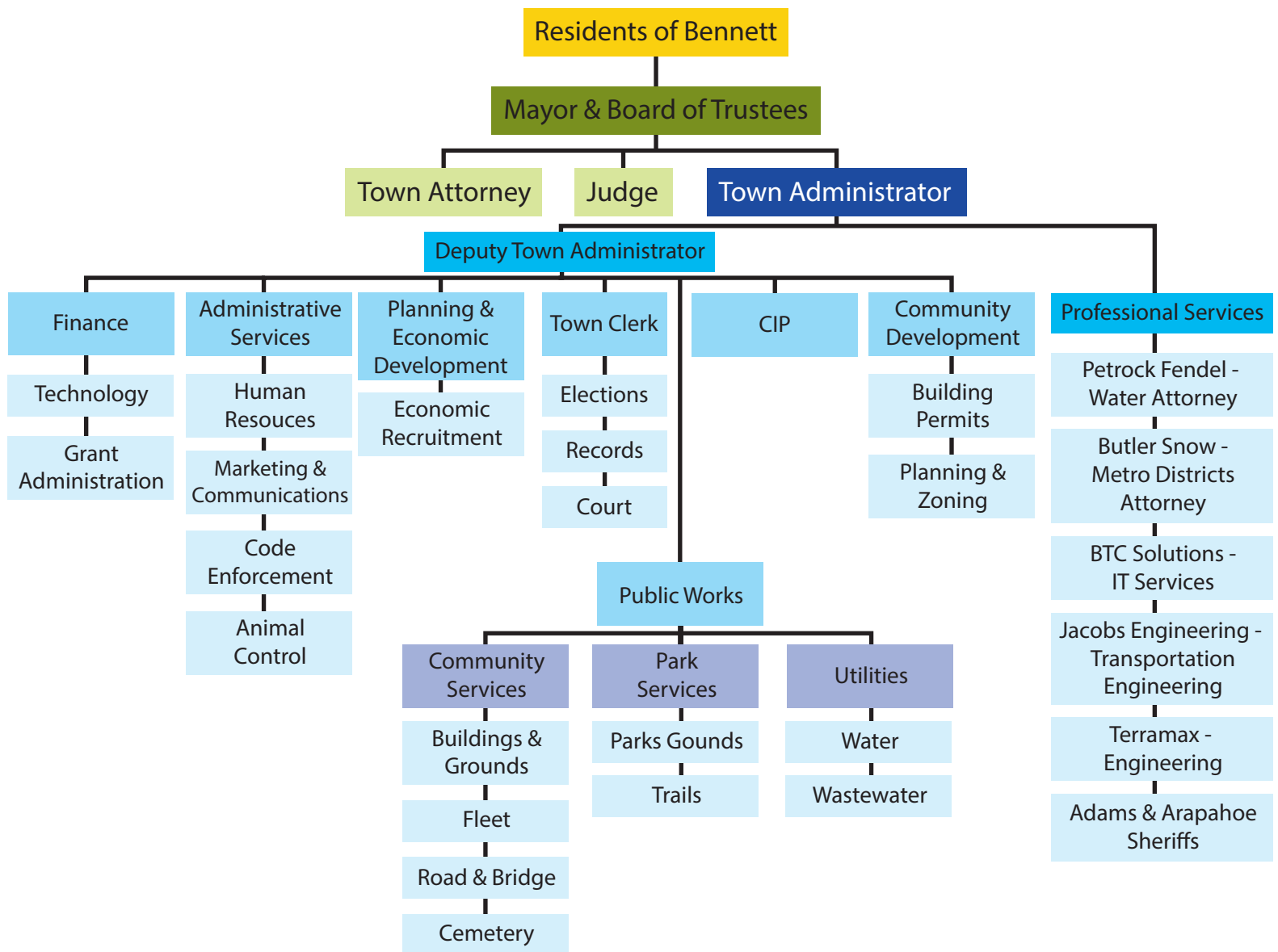


**1,394**  
Total Labor Force in  
Bennett in 2020



**90**  
Total Establishments in  
Bennett in 2020

## Organizational Chart



### **Bennett Board of Trustees**

Mayor	Royce Pindell	Elected	2 <sup>nd</sup> Term	4/2024
Mayor Pro-Tem	Darvin Harrell	Elected	2 <sup>nd</sup> Term	4/2022
Trustee	Kevin Barden	Appointed	1 <sup>st</sup> Term	4/2022
Trustee	Whitney Oakley	Elected	1 <sup>st</sup> Term	4/2024
Trustee	Denice Smith	Elected	1 <sup>st</sup> Term	4/2024
Trustee	Donna Sus	Elected	1 <sup>st</sup> Term	4/2024
Trustee	Larry Vittum	Appointed	3 <sup>rd</sup> Term	4/2022

### **Planning and Zoning Commission**

Commission Chair	Martin Metsker	Appointed	1/2023
Commissioner	Wayne Clark	Appointed	1/2022
Commissioner	Rachel Connor	Appointed	1/2023
Commissioner	Scott Smith	Appointed	1/2022
Commissioner	Grider Lee	Appointed	1/2022
Commissioner	Gino Childs	Appointed	1/2024
Commissioner	James Delaney	Appointed	1/2024

### **Municipal Court**

Presiding Judge	Shawn Day
Associate Judge	Andy Ausmus
Prosecuting Attorney	Joe Lico

### **Staff Appointments**

Town Administrator	Trish Stiles
Town Clerk	Christina Hart
Clerk Pro-Tem	Taeler Houlberg
Clerk Pro-Tem	Rachel Summers
Town Treasurer	Danette Ruvalcaba

## **Town Management**

### **Town Administrator**



The Town Administrator is appointed by the Board, serving for an indefinite term at the pleasure of the Board, and is responsible for overseeing the day-to-day operations of all the Town's departments, including hiring and supervising Town staff. She assesses, and provides solutions for, community issues such as growth and transportation. The Town Administrator coordinates intergovernmental agreements with other municipalities, school districts, regional groups and similar entities.

Trish Stiles has been the Town Administrator since 2013. Her prior experience includes 10 years working with several municipalities in planning, community development, budgeting, economic development and project management in Adams County, Colorado. She holds a bachelor's degree in Politics and Government from the University of Puget Sound and a Master of Public Administration from the University of Colorado at Denver.

### **Deputy Town Administrator**



The Deputy Town Administrator performs complex professional and administrative work and assists the Town Administrator in day-to-day operations of the Town's government including coordinating activities of several administrative divisions. Confers with department heads on addressing staffing, organization, budgeting and other aspects of administration. Her work is performed under the direction of the Town Administrator with broad latitude for independent action and decisions. The Deputy Town Administrator acts for the Town Administrator when the Town Administrator is absent.

Rachel Summers has served as the Town's Deputy Town Administrator since January 2017, previously serving as the Town's Administrative Services Director for approximately six years. She holds a bachelor's degree in sociology from the University of Northern Colorado and recently obtained her Master of Public Administration from Adams State University.

### **Assistant to the Town Administrator**



Assists the Town Administrator and Deputy Town Administrator with executing the vision set by the Board of Trustees. Performs a variety of highly responsible, confidential and complex assignments, including ongoing tasks as well as overall responsibility for specifically assigned projects that require experience in administration, project management and public involvement. Maintains expert levels of internal and external communications, working with management staff and residents to fulfill projects and duties. Coordinates and participates in various programs and administrative operations and activities including those having Town-wide impact and provides information and assistance to internal and external customers

regarding assigned programs and services. Acts as a representative of the Town and is a liaison for the Town Administrator with the Bennett community. Other position duties include policy analysis and recommendations, report preparation, project coordination and other related duties as required.

Taeler Houlberg has a bachelor's degree in Political Science from the University of Colorado Denver and a master's degree in Politics and Public Policy from the University of Colorado Denver. She came to the Town of Bennett through the Best and Brightest Management Fellowship and became a permanent employee following her time in the program. She oversees the Communications and Town Clerk Departments and is currently heading up a review and update of the entire Bennett Municipal Code. She has been with the Town since January 2018.

### **Director of Finance and Technology**



The responsibility of the Director of Finance and Technology is to manage all functions of the Finance Department and provide fiscal responsibility, accountability and accurate reporting on the financial status of the Town to the Board, Town Administrator, department heads and citizens.

Danette Ruvalcaba holds a Master of Business Administration from Regis University and has been employed with the Town, in the Finance Department since March of 2016. She is responsible for all financial management and reporting for the Town. She has experience with managing and reporting State and Federal Grants, State and Federal Loans and bond funds.

### Director of Public Works



The Public Works Director is authorized and empowered to perform such duties and obligations as are necessary and proper to carry out the duties of the Public Works Department and to adopt necessary rules and regulations. The responsibilities of the Public Works Director include but are not limited to all aspects of operations and infrastructure needed to provide high quality water, wastewater and storm drainage services to the community.

Robin Price started with the Town of Bennett in 2018 as the Parks and Open Space Supervisor. She became Public Works Director the summer of 2020. Robin has a Bachelor of Science degree and was born and raised in Eastern Colorado.

### Director of Capital Projects



Directs and manages the development and implementation of the Town's capital projects including overseeing engineering, construction, infrastructure and facility upgrades. Ensures that schedules, cost and overall quality performance objectives are met across a diverse range of capital projects. Coordinates, manages and monitors the progress of assigned projects at all stages of development to ensure projects are timely, efficient and cost effective. Works collaboratively across Town departments, answering technical questions and providing guidance on matters concerning roads, buildings, government regulations, and construction feasibility.

Daymon Johnson has been employed with the Town since August of 2014 and holds a Bachelor of Science degree in Construction Management from Ohio State University. In his career, he has served as Project Manager for nearly \$1 billion in commercial construction projects ranging from athletic stadiums and high-rise buildings to medical facilities and office buildings. Some of his notable construction management projects include, the elevated water storage tank, the Water Resource Recovery Facility and New Town Hall. He is currently overseeing seven other Board directed projects.

### **Manager of Community Development**



Manages and participates in the development and implementation of goals, objectives, policies and priorities of the Community Development Department including planning, zoning, building, GIS and mapping.

Sara Aragon has been with the Town of Bennett since 2017. She is an International Code Council (ICC) Certified Permit Technician as well as ICC Code Specialist. She served on the Board of Directors for the Colorado Association of Permit Technicians. Prior to coming to the Town of Bennett she spent much of her career in the construction industry doing management and customer service.

### **Manager of Planning and Economic Development**



Helps in the creation of a vibrant community by coordinating economic development and advanced professional planning. The position is multi-faceted, requiring advanced professional planning experience and a wide breadth of knowledge of municipal comprehensive planning, economic development and federal and state planning law. Oversees and coordinates all planning, zoning, and economic development initiatives within the Town. Coordinates the economic and community development process from its initial inception to the final approval from the Board of Trustees. Manages the implementation of Bennett's Comprehensive Plan, updates and edits development regulations, and marketing and attraction outreach.

Works collaboratively and effectively with other departments, existing businesses, regional partners, potential developers and Town contractors.

Before coming to Bennett, Steve was the Deputy City Manager for the City of Lone Tree, Colorado. In addition to managing multiple and diverse special projects, he led the Administrative Services Department. From 2008-2014, he served as Lone Tree's Community Development Director, guiding the Planning, Building and Code Enforcement staff of the fast-growing community in the south Denver metro area.

From 2001 to 2008, Steve was the Planning Manager for the City of Greenwood Village, CO. Prior to Greenwood Village, he was the vice-president of Community Matters, Inc. a local planning firm, where he managed several comprehensive planning projects in Colorado and Wyoming. Between 1989 and 1996, Steve was the director of special projects for the Anschutz Corporation and the Southern Pacific Real Estate Enterprises. While with Southern Pacific, he managed the redevelopment efforts of the Sacramento Railyards.

### **Executive Services Supervisor**



Makes administrative decisions and supports executive via administrative duties. Performs a broad range of administrative tasks for a major executive; such as the Town Administrator, Deputy Town Administrator and other management staff. Relieves the Town Administrator and other management staff of special reporting and non-routine correspondence. Serves as purchasing officer and is involved in special project work. Exercises frequent independent judgement within agreed-upon limits. Responsible for scheduling regular and special meetings and preparing agendas. May keep minutes of meetings. Prepares confidential correspondence and maintains classified files. Performs other high level secretarial functions, including receiving visitors, scheduling appointments, and

making travel arrangements. May lead other clerical employees concerning proper procedures, methods and standards.

Corren joined the Town of Bennett team eight years ago as an Administrative Assistant. She graduated from York College in May 2003 with a bachelor's degree in accounting. When she is not keeping busy with family and Town events she enjoys playing bunco, walking in 5K races, solving crossword puzzles and camping in the mountains.

### **Assistant Director of Communications**



The Assistant Communications Director manages all internal and external communication for the Town of Bennett including citizen information and community outreach, media and public relations, marketing, special events, employee communication and change management. They also serve as Public Information Officer for the Town and serves as a spokesperson and information resource to the public, news media, elected officials and individuals at all levels of the Town

Alison Belcher is a Colorado native. She graduated from Aurora University with a bachelor's degree in Communications. Previously, she

has worked for 850 KOA, 9News and WGRZ Channel 2 in Buffalo, New York. She joined the Town of Bennett team in 2016 and oversees all communication initiatives for the Town. She is currently a member of the Emergency Services Public Information Officers of Colorado as well as the national Government Social Media Organization.

# BUDGET OVERVIEW



*welcome neighbors.*

## BUDGET OVERVIEW

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### Budget Process

#### Align Priority Projects

At the beginning of the budget process the Town of Bennett Board and Town Staff hold a retreat to review the priority projects identified in CAIMP for the next budget year. Projects in CAIMP are assigned a target year and priority score based on four criteria using a scale of 1-5.

- Capacity, what is the remaining useful life of the asset if any exists or remains.
- Criticality, how critical is the asset in relation to public safety and efficient and reliable operation of the Town and its services.
- Condition, what is the current condition of the item.
- Community Care, how does this item impact our residents in relation to quality of life.

These projects are then tested against the Board's Guiding Principles, Vision Statement and the 2021 Comprehensive Plan to ensure they are in alignment. Board members can also recommend other focus items for the next budget year. This process allows the Director of Finance to have a prioritized and comprehensive list of capital projects that will be included in the budget as revenues allow.

#### Revenue Projections

After the second quarter actual revenue amounts are received, the Director of Finance begins to make revenue projections for the next year. The Town utilizes three primary methods for revenue projections.

- First, the Town receives estimates from outside agencies. This method is utilized for property tax and highway user tax.
- Second, the Town projects a three percent increase over the current end of year projections. This method is a directive of the Board and allows for the Director of Finance to make conservative growth estimates for revenue sources such as sales tax, court revenue, rental income and other special revenue sources like open space funds and conservation trust funds. In this method we also do evaluate prior year averages to ensure that the increases are meeting the three percent benchmark.
- Lastly, growth estimates. The Town utilizes a Single-Family Equivalency (SFE) unit of measurement to estimate Town growth. An SFE accounts for the impact an average single-family home has on Town operations, infrastructure and revenue generation. SFE growth effects General Fund Revenue in relation to license and permit revenue, Special Revenue Funds through impact and development fees and Enterprise Funds through water and wastewater sales.

#### Department Head Budget Request

Each department head is responsible for completing a budget worksheet to request the operating budget for their departments for the next year. In addition to operating budget requests, the department heads can make one-time capital expenditure requests for items not identified in CAIMP. These capital items are often one-time equipment purchases or large-scale maintenance projects in parks or buildings.

Like Revenues, department heads and the Director of Finance utilize three primary methods for estimating expenses.

- First, past performance. The previous and current year revenues and expenditures are reviewed to determine what the actual expenditures were during a specific period. This method is used for operating expenses.
- Second, actual cost estimates. This method involves seeking actual bids and price comparisons. This method is used for one-time capital expenditures as well as insurance premiums.
- Third, personnel expenses. Salaries and benefits are reviewed, approved and recommended by the Town Administrator. The Town Administrator utilizes salary surveys provided through the Mountain States Employers Council and the Colorado Municipal League to determine salaries. Other employee benefits are calculated utilizing a per employee expense.

Once the budget requests are received, the Director of Finance enters all the request into a budget workbook so that the expenses can be balanced against revenue projections in each fund. The Town Administrators, the Director of Finance and the department heads then meet to make preliminary approval and reconsiderations of budget requests based on available revenues.

### **Budget Drafts**

The first draft of the budget is presented to the Board during a study session prior to October 15, as required by State Statute. During the study session, the Board can review proposed revenue and expenditure appropriation, estimated valuation for mill levies and capital projects that are recommended for funding.

At this time the Board can express any opinions, questions or recommendations to the Director of Finance that can be incorporated into the next draft of the budget. The first draft of the budget as presented to the Board is then made available to the public for 30 days in the Clerk's office as required by statute.

Subsequent drafts are presented to the Board as needed to address Board recommendations, updated revenue, operation projections and additional capital requests from department heads.

### **Schedule of Fees**

A first draft of the Schedule of Fees is taken to the Board in November. This draft includes recommendations of fee changes as put forward by Staff. In addition, the Director of Finance completes cash flow analysis on the enterprise funds to ensure that operation expenses, debt reserve requirements and replacement reserves are being met in the next year as well as ten years into the future.

Every other year the Town Administrators and the Director of Finance review CAIMP projects in relation to developers' financial responsibility due to growth impact on infrastructure. This is required by law. This list is then utilized to calculate impact fees as well as water and wastewater development fees, which are collected on new building permits.

Additional drafts of the Schedule of Fees are taken before the Board as needed to address Board or Staff recommendations.

### **Budget Adoption, Appropriation and Mill Levy Certification**

In December, prior to December 15, a Public Hearing is conducted to allow for public comment on the budget, appropriations, fees and mill levies. Once the Public Hearing closes, the Board then passes three resolutions: one to adopt the budget, one to appropriate funds and one to certify the mill levies.

### **Submission of Approved Documents**

The approved mill levies are submitted to the Counties by December 15. The approved budget is submitted to the State by January 31.

### **Budget Amendments**

Budget Amendments are only brought before the Board at a public hearing when expenditures exceed annual appropriation.

## **Budget Calendar**

<b>July 2, 2021</b>	Board Retreat to Align Priority Projects
<b>July 9, 2021</b>	Distribution of Budget Worksheet to Department Heads
<b>July 13, 2021</b>	2022 Priority Projects Presentation
<b>August 20, 2021</b>	Completed Worksheets to Finance
<b>August 24, 2021</b>	2022 Revenue Projections
<b>September 6 – 17, 2021</b>	Review with Department Heads
<b>October 1, 2021</b>	Budget Notice Published
<b>October 12, 2021</b>	1 <sup>st</sup> Draft of 2022 Budget
<b>October 15, 2021</b>	Budget Available for Public View
<b>November 9, 2021</b>	2 <sup>nd</sup> Draft of 2022 Budget 1 <sup>st</sup> Draft of Fee Schedule
<b>November 23, 2021</b>	3 <sup>rd</sup> Draft of 2022 Budget 2 <sup>nd</sup> Draft of Free Schedule
<b>December 14, 2021</b>	Public Hearing to Appropriate 2022 Budget
<b>December 15, 2021</b>	Mill Levy Certifications due to Adams and Arapahoe Counties
<b>January 31, 2022</b>	2022 Town of Bennett Budget Book Submitted to State

## **Budget Basis**

The Town's annual budget for governmental funds is prepared using the modified accrual basis of accounting. Under this method, the focus is on current financial resource measurement whereby revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities from the current period. Expenditures are recognized when the related fund liability is incurred.

The annual budgets for the proprietary (enterprise) funds are also prepared using the accrual basis of accounting. When preparing the annual financial statements for these funds, the full accrual basis of accounting is used, meaning that revenues and expenses are recognized when they are earned and incurred.

## **Fund Structure**

### **General Fund**

The General Fund is the main operating fund for the Town. It accounts for sources and uses of resources that are discretionary in the provision of activities, programs and services deemed necessary and desirable by the community. It accounts for all general revenues of the Town not specifically levied or collected for other Town funds, and the related expenditures. The major revenue sources for this fund are sales taxes, property taxes, franchise fees, business license fees, unrestricted revenues from the state, fines and forfeitures, and interest income. Expenditures are allocated by operational department as detailed below.

- **Administration**

- o Department Head-Town Administrator

- The Town Administrator's office is responsible for providing direction on day-to-day operations, overseeing and implementing organizational policies, laws and Town ordinances, providing Town Board support, implementing Town Board and organizational goals and appointing department directors

- **Finance**

- o Department Head-Director of Finance and Technology

- The Finance Department is responsible for development of the annual budget, long-range financial plans, assisting Town leadership with policy decisions that may impact Town finances and developing and implementing policies and procedures that serve to protect all Town assets. Other department responsibilities include accounting, financial reporting, asset management, debt management, cash management, purchasing authority, internal controls and payroll processing.

- **Internal Services**

- o Department Head-Town Administrator

- The Internal Services budget accounts for expenditures that benefit multiple departments or ones that are not specifically assigned to a Town department. In addition, expenditures that are related to employee retention and supply use are coded to this department. The department is funded by fund transfers from water fund, wastewater fund and road and bridge fund.

- **Boards and Commissions**

- o Department Head-Assistant to the Town Administrator
  - The Town Board is the legislative and policy-making body of the Town government and represents the citizens of Bennett. The Board establishes Town policies through the enactment of ordinances and resolutions, determines the Town's budget, establishes Town goals and appoints advisory committees.

- **Clerk**

- o Department Head-Assistant to the Town Administrator
  - The Town Clerk is an appointed position and the custodian of all Town legal documents, including the Municipal Code. The Clerk also prepares Council meeting agendas and minutes, administers municipal elections, manages the Town's record-keeping system, administers liquor licenses, registers voters and handles open records requests.

- **Courts**

- o Department Head-Assistant to the Town Administrator
  - The Municipal Court functions include collection of fines, court fees and restitution, as well as conducting trials on cases as needed. The court processes all summons issued by the Adams and Arapahoe County Police Departments.

- **Public Safety**

- o Department Head-Town Administrator
  - Public safety services the Adams and Arapahoe County Police Departments through a contractual agreement to provide patrol, investigations, community policing, 911 communications, property and evidence, records and victim services. In addition, this department employs two Community Services Officers and a supervisor that offer community programs and enforce code and animal control.

- **Community Development**

- o Department Head- Deputy Town Administrator
  - The Community Development Department is responsible for the development and implementation of the Town's Master Plan and other long-term plans, processing land use applications, reviewing sign permits, vendor and temporary use permits and requests for variances from the Land Development Ordinance. The Building Inspection Division enforces the adopted building codes and handles the building permit and plan review process.

- **Information Technology**

- o Department Head-Director of Finance and Technology
  - The Information Technology Department is responsible for computer maintenance, network administration, data backup and recovery, software management, GIS mapping and technical support for all Town departments. The purpose of this fund is to provide for the replacement of aging and obsolete technology and software licensing costs.

- **Economic Development**

- o Department Head- Deputy Town Administrator
  - The Economic Development Department provides full-service economic development assistance to meet the needs of existing, expanding and relocating businesses and development. Services include providing demographic information, site and building inventory, a community profile and business assistance information necessary to make a site or building location decision.

- **Public Works Internal Services**

- o Department Head-Director of Public Works
  - Like the Internal Services Department, this Public Works Internal Services Department budget accounts for expenditures that benefit multiple departments or ones that are not specifically assigned to a Town department. These expenditures are reflective of public works non departmental work.

The public works administrative staff, fleet program and other auto related expenses are allocated to this department. The department is funded by fund transfers from general fund, water fund, wastewater fund and road and bridge fund.

- **Parks**

- o Department Head-Director of Public Works

- The Parks and Open Space division of the Parks, Recreation and Open Space Department maintains the Town's parks, open spaces and trails. The division also prepares parks and trails for special events and a variety of community activities and assists in the development and design of new park and open space areas.

- **Buildings**

- o Department Head-Director of Public Works

- The Public Works Department maintains all Town facilities, including building maintenance and janitorial services. It is the responsibility of the Public Works Department to keep the Town's facilities in prime condition. Staff provides an exceptional level of skilled maintenance to these properties and customer service to members of the community.

- **Non-Department**

- o Department Head-Deputy Town Administrator

- The Non-Departmental Department serves as an expense department with funding that is not identified by staff but rather by occurrence. This includes transfers, bank fees, cost reimbursement agreements, treasurer fees on property taxes, employee merit pool and contingency.

## Special Revenue Funds

A special revenue fund is an account established by a government to collect money that must be used for a specific project. Special revenue funds provide an extra level of accountability and transparency to taxpayers that tax dollars will go toward an intended purpose.

- **Grants Fund**

- This fund is for revenues collected for grant projects.

- **Bennett Arts and Culture Fund**

- This fund is for revenues collected through donations for art and cultural events.

- **Adams County Open Space Fund**

- The Open Space Sales Tax was approved by Adams County voters in 1999. The sales tax is 1/4 of one percent, or 25 cents on every \$100 purchase, and is authorized through 2026. Proceeds from the sales tax benefit parks, recreation and open space projects countywide. This revenue is collected for capital needs located within Adams County parks, trails and open spaces.

- **Arapahoe County Open Space**

- The Open Spaces Program began in 2003 when citizens of Arapahoe County voted to fund the program through a quarter-of-a-penny Open Space sales and use tax (25 cents on every \$100 spent). The tax was renewed in 2011 when voters approved extending the program to 2023. Revenue from the Open Space sales and use tax is designated for specific uses. 50% of collected tax is distributed to cities and towns. This revenue is collected for capital needs located within Arapahoe County parks, trails and open spaces.

- **Reserve Fund**

This fund sets aside money for covering scheduled, routine and unscheduled expenses that would otherwise be drawn from the general fund.

- **Capital Improvement Fund**

The primary source of revenue in the Capital Improvement Fund is use tax. Use tax is collected on building permits. The revenues in this fund are collected for use on capital construction projects within the Town.

- **Road and Bridge Fund**

The revenue in this fund is county and state generated road tax. Revenues in this fund are collected for road and bridge operations, maintenance and capital projects.

- **Conservation Trust Fund**

The revenue in this fund can be used for the acquisition, development and maintenance of new conservation sites, capital improvements or maintenance for recreational purposes on any public site. A public site is defined as a publicly owned site, or a site in which a public entity/local government holds an interest in land or water.

- **Sales Tax Capital Improvement**

The one percent restricted sales tax revenue was passed in 2016 to be collected for expenses associated with capital replacement and maintenance of Town roadways.

- **Water Capital Fund**

Revenues collected are primarily on new building permits and shall be used only for purposes related to water capital projects.

- **Wastewater Capital Fund**

Revenues collected are primarily on new building permits and shall be used only for purposes related to wastewater capital projects.

- **Storm Drainage Impact Fee Fund**

Revenues collected are primarily on new building permits and shall be used only for purposes related to storm drainage as set forth in the CAIMP.

- **Public Facilities Impact Fee Fund**

Revenues collected are primarily on new building permits and shall be used only for purposes related to public facilities as set forth in the CAIMP.

- **Transportation Impact Fee Fund**

Revenues collected are primarily on new building permits and shall be used only for purposes related to transportation as set forth in the CAIMP.

## Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a business enterprise--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges.

- **Water Fund**

Accounts for revenues generated through the sale of water.

- **Wastewater Fund**

Accounts for revenues generated through the sale of wastewater.

## Revenues

The following table illustrates the total sources of funding (revenues) for all Town funds:

FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
GENERAL FUND	5,233,135	5,027,595	5,688,170	5,624,160	-1%
ROAD AND BRIDGE FUND	268,725	239,025	275,665	281,330	2%
WATER FUND	7,553,115	2,691,625	5,073,020	3,398,085	-33%
WASTE WATER FUND	2,252,870	2,358,075	1,985,315	2,246,835	13%
GRANTS	1,318,515	6,268,350	6,078,715	5,660,000	-7%
BENNETT ARTS & CULTURAL FUND	35,255	112,000	91,595	156,320	71%
CONSERVATION TRUST FUND	14,985	14,445	16,445	16,930	3%
ADAMS COUNTY OPEN SPACE FUND	45,415	34,010	51,430	52,975	3%
ARAPAHOE COUNTY OPEN SPACE FUND	10,870	10,870	13,280	13,680	3%
SALES TAX CAPITAL IMPROVEMENT FUND	1,093,660	2,973,380	4,149,750	1,122,650	-73%
RESERVE FUND	58,475	85,435	85,435	105,445	23%
CAPITAL IMPROVEMENT FUND	670,450	2,701,185	3,768,200	589,570	-84%
WATER CAPITAL FUND	3,600,895	2,039,205	4,681,510	2,175,560	-54%
WASTEWATER CAPITAL FUND	1,171,875	612,115	874,150	811,505	-7%
STORM DRAINAGE IMPACT FEE FUND	85,028	59,020	96,203	100,265	4%
PUBLIC FACILITIES IMPACT FEE FUND	439,570	292,820	484,990	331,760	-32%
TRANSPORTATION FACILITIES IMPACT FEE FUND	129,646	83,005	137,461	106,800	-22%
<b>TOTAL</b>	<b>\$ 23,982,484</b>	<b>\$ 25,602,160</b>	<b>\$ 33,551,334</b>	<b>\$ 22,793,870</b>	<b>-32%</b>

## Revenue Summary

The principal general fund revenue sources for the Town are sales taxes, grant revenue, building permit fees and property taxes. The local, state and national economies are always a consideration for projecting the revenues for the coming year. The economy for Bennett and the nation showed strong growth during 2021, despite the on-going worldwide COVID-19 Pandemic. Residential growth for Bennett has continued to increase. In 2021, one residential development was completed with all houses sold and a second development is nearing completion with all houses under contract. In addition, two other residential developments began infrastructure improvements and are projected to go vertical in 2022. Furthermore, Bennett experienced substantial commercial growth. The commercial growth included new businesses moving into existing buildings, existing businesses moving into new buildings, as well as new businesses moving into new buildings. The notable commercial changes were a new regional facility for CORE Electrical, a new Comfort Inn and Suites, QuikTrip and a new building for longtime Bennett business FNB Bank. Conservative attainable revenue estimates have been projected in all funds.

### • Sales Tax

- The General Fund anticipated sales tax revenues for 2022 are based on an economic growth projection rate of three percent over 2021 projected sales tax revenues. This increase includes anticipated new business revenue and a conservative increase for existing businesses. Sales tax equates to \$3.36 million of the total \$5.6 million General Fund revenues. Sales Tax actuals for 2021 are trending at nearly a seven percent increase over 2020.

On November 3, 2015, the Town successfully passed an additional one percent sales tax to be collected, retained and spent to finance the construction and maintenance of existing and planned streets and other street related capital improvements within the Town. The increase in this fund correlates to the growth in the General Fund. Town Staff anticipates that this trend will continue; however, based on a directive from the Town Board the budgeted sales tax projections are at a conservative growth estimate of three percent.

### • Water & Wastewater Sales

In 2022 the Town will continue efforts to update systems by continuing construction of water storage and completing two new well locations. In addition, the Town will continue the acquisition of additional water rights to expand our water portfolio. Furthermore, construction of the Purple Pipe Beltway that will circumvent the Town will continue. It is the Town's desire to begin to convert all Town irrigation to reuse water and to further encourage new developers to do the same.

Due to the continued need for capital repairs and new construction of utilities, along with the Board of Trustee's direction to build fund balance for future utility expansion, the Town Board of Trustees adopted a base rate increase for water and wastewater from \$32.80 to \$33.62 and \$37.98 to \$38.98.

In addition, the increased Town water usage rates are as follows:

TIERS	CURRENT PRICE/1,000 GAL	NEW PRICE/1,000 GAL
TIER 2 4,001-8,000 GALLONS	4.00	4.10
TIER 3 8,001-16,000	6.00	6.15
TIER 4 16,001 AND ABOVE	14.00	14.35
BULK WATER	19.00	19.48
REUSE WATER	3.00	3.08

The wastewater usage rate remains at \$7.50/1000 gallons.

### • Grant Revenue

When viewed comprehensively, grant revenue is an ongoing effort to establish and research the highest level of resources available to the Town for capital improvement projects that Bennett cannot fund solely. Grant revenue in 2022 is projected to be \$5.6 million for new parks, facility improvements, roads, water and trails. The Town of Bennett has limited revenue sources and an abundance of capital improvement projects forthcoming. That, of course, raises the questions of where those resources will come from, and who will do the work. As the Town of Bennett works to develop other financing options in the future, the opportunity to obtain assistance grant funds will supplement the cost of some of the major infrastructure projects. The Town has the funds available to provide match but is unable to complete the project without additional monetary support.

### • Property Tax

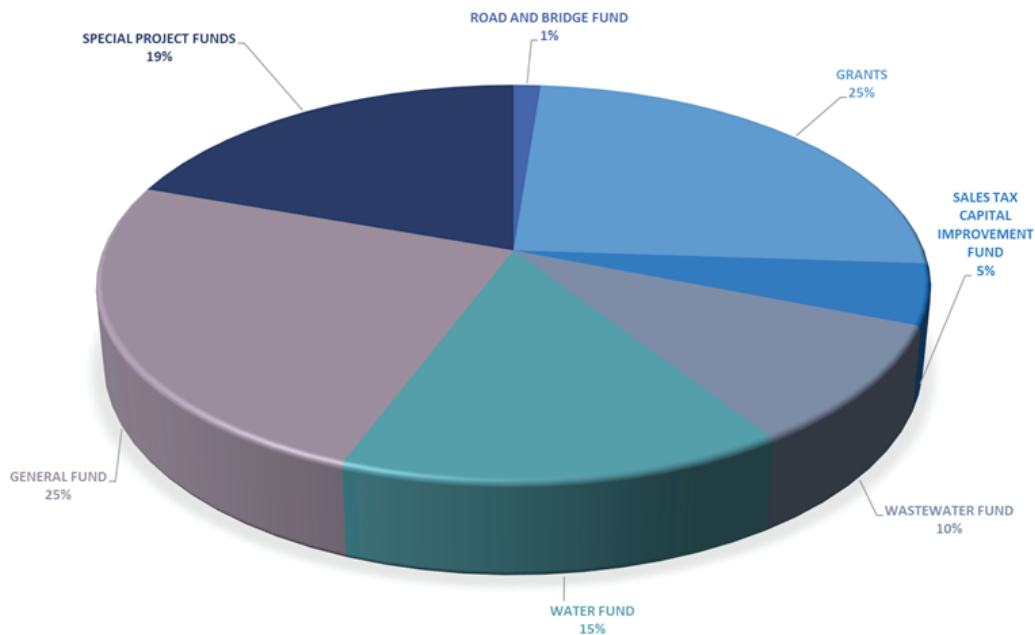
Revenues in Adams and Arapahoe County assessed valuations have increased significantly for 2022, including 26% in Adams County and 20% in Arapahoe County. The Town anticipates continued and sustained growth in this revenue source resulting from slated residential growth.

Overall, the 2022 budget revenues represent an 32% decrease over the 2021 projected revenue. This decrease is contributed to several one-time revenue sources such as certificate of participation proceeds, American Recovery Plan funding, impact fees related to development and developer contributions. Bennett's community leaders are visionary and willing to take bold steps to secure the Town's future. Bennett's growth intentions are reflected by its objective to introduce public improvements related to development of job creation and retention. It is vital that our infrastructure improvements continue to support current and future development. In 2021, the Town saw the continuation of the Sky View and Bennett Crossing housing development as well as the continued commercial development in Bennett Crossing. In 2022, the Town will see the continuation of two housing developments as well as several that will begin. It will also see the start of construction on several commercial buildings.

Below is a table detailing the major revenue sources for the Town of Bennett in 2022.

FUND	2022 BUDGET	% of All Revenue
ROAD AND BRIDGE FUND	281,330	1%
GRANTS	5,660,000	25%
SALES TAX CAPITAL IMPROVEMENT FUND	1,122,650	5%
WASTEWATER FUND	2,246,835	10%
WATER FUND	3,398,085	15%
GENERAL FUND	5,624,160	25%
SPECIAL PROJECT FUNDS	4,460,810	20%
<b>Total</b>	<b>\$22,793,870</b>	<b>100%</b>

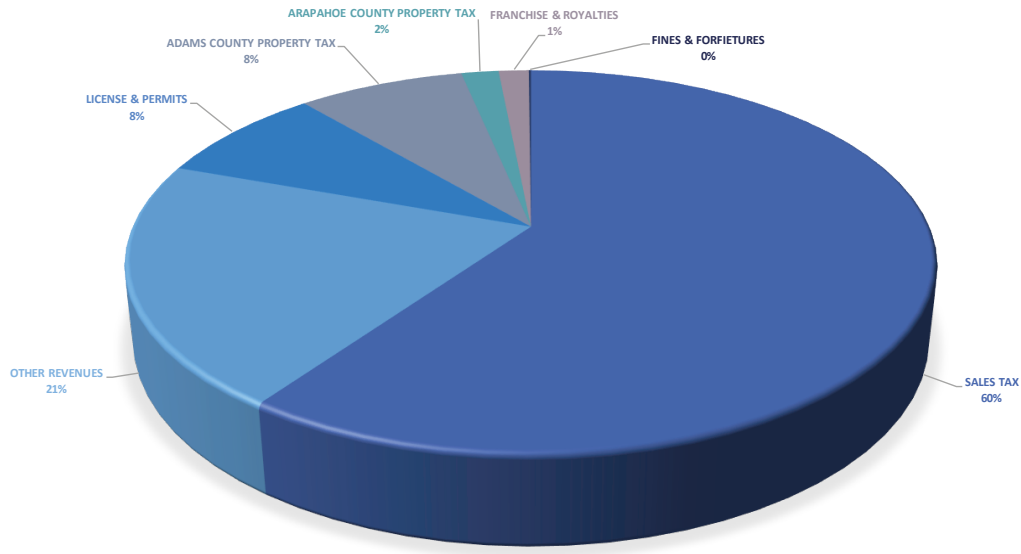
Below is graphic illustration of the major revenue sources for the Town of Bennett in 2022.



Below is a table of the 2022 General Fund revenue sources for the Town of Bennett.

REVENUE SOURCE	2022 BUDGET	% of General Fund Revenue
SALES TAX	3,367,125	15%
OTHER REVENUES	1,158,315	21%
LICENSE & PERMITS	464,390	8%
ADAMS COUNTY PROPERTY TAX	447,500	8%
ARAPAHOE COUNTY PROPERTY TAX	100,145	2%
FRANCHISE & ROYALTIES	80,870	1%
FINES & FORFEITURES	5,815	0%
<b>TOTAL</b>	<b>\$5,624,160</b>	<b>100%</b>

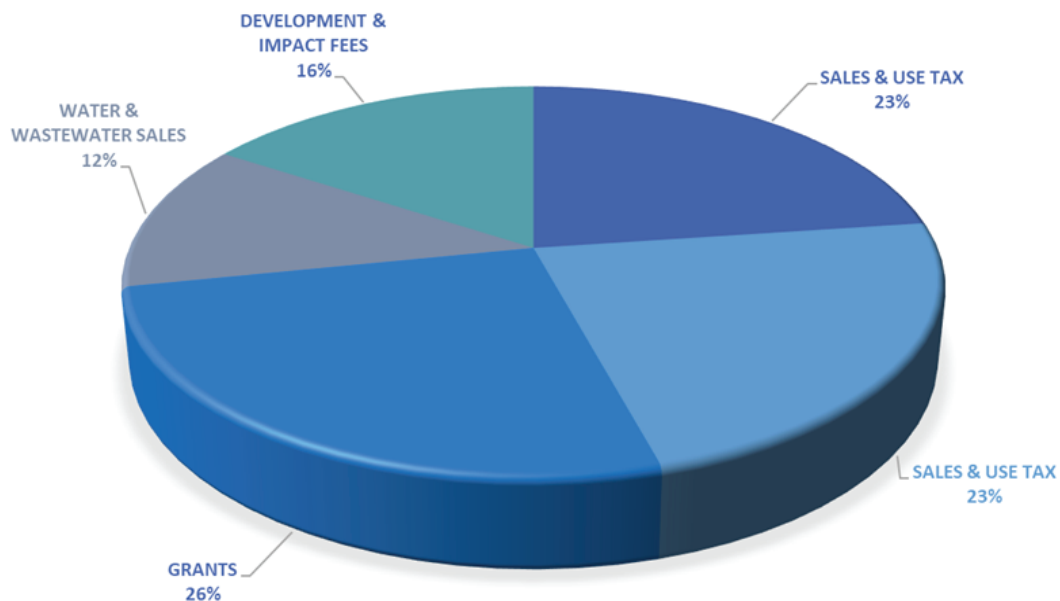
Below is graphic illustration of the 2022 General Fund revenue sources for the Town of Bennett.



Below is a table of the largest revenue sources for the Town of Bennett in 2022

REVENUE SOURCE	2022 BUDGET	% of All Revenue
SALES & USE TAX	5,078,940	22%
GRANTS	5,800,140	25%
WATER & WASTEWATER SALES	2,733,485	12%
DEVELOPMENT & IMPACT FEES	3,524,445	15%
<b>TOTAL</b>	<b>\$17,137,010</b>	<b>75%</b>

Below is an illustration of the largest revenue sources for the Town in 2022.



## Expenditures

The following table details the total expenditures for all Town funds.

FUND REVENUE	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
GENERAL FUND	4,110,534	5,027,605	4,906,800	5,624,160	15%
ROAD AND BRIDGE FUND	222,065	239,025	217,605	281,330	29%
WATER FUND	2,188,223	7,160,180	6,727,705	3,447,130	-49%
WASTE WATER FUND	1,232,425	2,198,495	1,739,375	2,156,650	24%
GRANTS	1,313,715	6,268,350	6,083,515	5,660,000	-7%
BENNETT ARTS & CULTURAL FUND	33,270	119,770	64,820	183,650	183%
CONSERVATION TRUST FUND	12,562	14,445	21,010	16,930	-19%
ADAMS COUNTY OPEN SPACE FUND	53,110	69,955	17,205	98,645	473%
ARAPAHOE COUNTY OPEN SPACE FUND	14,025	13,891	0	26,960	-
SALES TAX CAPITAL IMPROVEMENT FUND	635,865	3,884,985	5,275,990	1,178,284	-78%
RESERVE FUND	0	0	0	0	-
CAPITAL IMPROVEMENT FUND	249,815	2,599,420	3,430,505	299,900	-91%
WATER CAPITAL FUND	758,290	1,926,210	4,130,675	1,820,300	-56%
WASTEWATER CAPITAL FUND	626,960	1,087,400	763,935	940,300	23%
STORM DRAINAGE IMPACT FEE FUND	3,200	114,920	115,600	173,140	50%
PUBLIC FACILITIES IMPACT FEE FUND	124,920	651,570	437,950	215,000	-51%
TRANSPORTATION FACILITIES IMPACT FEE FUND	3,012	274,515	0	454,146	-
<b>TOTAL</b>	<b>\$ 11,581,991</b>	<b>\$ 31,650,736</b>	<b>\$ 33,932,690</b>	<b>\$ 22,576,525</b>	<b>-33%</b>

## Expenditure Summary

During the preparation of the 2022 Budget, each department was asked to carefully review its budget and produce sustainable operating expenditure levels in line with 2021 projection expenses. This engagement provides an opportunity for Staff to be actively involved in the budgeting process by submitting suggestions, reinforcing job knowledge and creating processes. In addition, departments are introduced to budgeting tools that further enhance business practices by planning for future goals and services. Since the Town is primarily a service and maintenance business, the salaries and benefits of Town employees represent 15% of total operating expenses. This is an increase from 2021, which is the result of an additional Full-time Employee (FTE) being approved by the Board mid-year 2021.

Services offered by the Town in 2022 include: administration, finance, budget, accounting, utility billing, human resources, information technology, clerk, court, planning, economic development, community development, community services, animal control, building code enforcement and inspection, water, wastewater, parks, fleet, street maintenance and facilities.

Specifically, Public Works services include:

- Operation and administration of the water and wastewater systems;
  - o 1,496 water service units
  - o 1,425 wastewater service connections
- Street/road maintenance and snow plowing operations; and
- Maintenance of the Town's parks, trails, facilities and fleet.

A major portion of expenditures for the Town is spent on Public Safety. This is the amount paid to Arapahoe County and Adams County for law enforcement services. The Sheriff's Office for each county enforces the law within their respective area. In 2021, the Town added two full-time Community Services Officers to provide additional safety services to the community. These new employees are included in the 2022 Public Safety department budget.

In addition, the Town of Bennett will engage in professional service contracts to provide the following services:

Animal Control	Adams County
Traffic Engineering	Jacobs
IT Consultant	BTC Solutions LLC
Engineering	Terramax, INC.

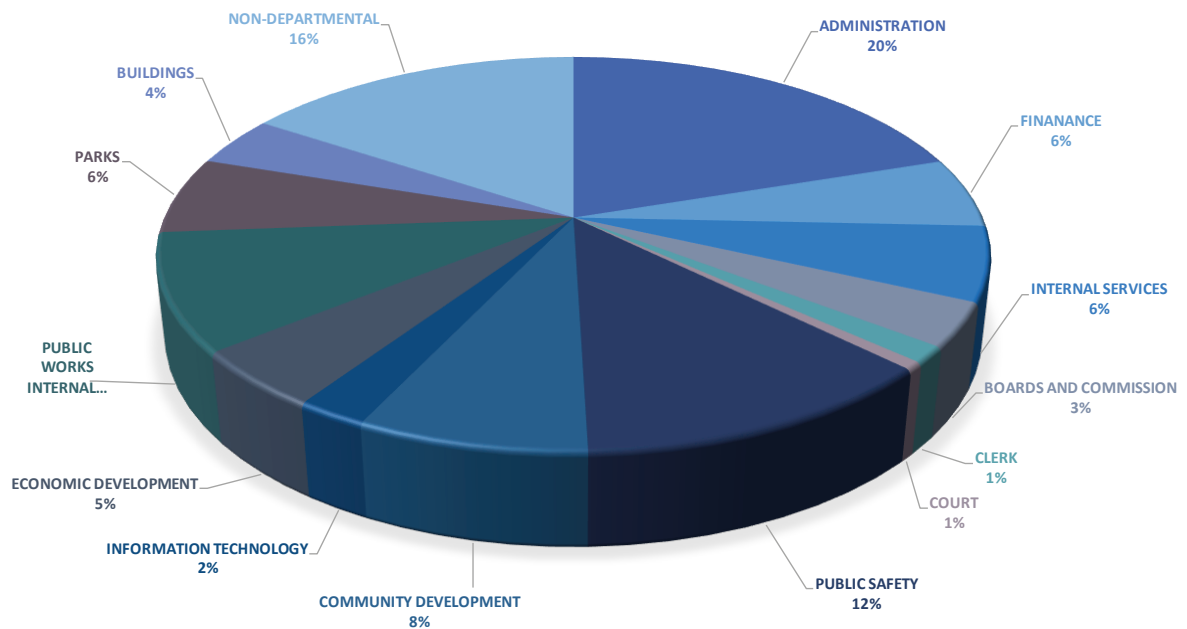
## Capital Projects

CAPITAL PROJECT	2022 BUDGET	FUND
MINI EXCAVATOR	20,000	GENERAL FUND
60" MOWER	12,000	GENERAL FUND
ATV	15,000	GENERAL FUND
NORTH SHOP IMPROVEMENTS	30,000	GENERAL FUND
SIDEWALK IMPROVEMENTS	10,000	ROAD & BRIDGE FUND
ADA ACCESSIBILITY	35,000	ROAD & BRIDGE FUND
EAST LAGOON RENNOVATIONS	225,000	WATER FUND
MUEGGE FARMS WELL LFH	1,140,000	WATER FUND
INTERIM JAGEE WELL	500,000	WATER FUND
ANTELOPE HILLS WELL HOUSE	245,000	WATER FUND
EDWARD AVE WATER LINE EXTENSION	125,000	WATER FUND
CIP WASTEWATER EXTENSION	100,000	WASTWATER
EAST OF ELBERT WASTEWATER LINE	200,000	WASTWATER
KIOWA - GREG'S PLACE GRAVITY MAIN	900,000	WASTWATER
WASHINGTON WAY STORM DRAINAGE	68,830	STORM DRAINAGE IMPACT FEE FUND
JEFFERSON STREET STORM DRAINAGE	60,000	STORM DRAINAGE IMPACT FEE FUND
PUBLIC ART SCULPTURE	100,000	BENNETT ARTS & CULTURE FUND
TRUPP PARK PHASE VI	200,000	GRANTS FUND
TRAIL MAINTENANCE	50,000	GRANTS FUND
CIVIC CENTER PARK DESIGN BID BUILD	4,600,000	GRANTS FUND
KIOWA ROAD BENNET TRAIL IMP	200,000	GRANTS FUND
BRPOS TRAIL AMENITIES	20,000	GRANTS FUND
MURAL PROJECT	250,000	GRANTS FUND
FUTURE PARK PHASE III	300,000	GRANTS FUND
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$9,405,830</b>	

The chart below details the Town's General Fund expenditures by department.

GENERAL FUND DEAPRTMENT	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
ADMINISTRATION	1,096,875	955,710	899,950	1,055,740	10%
FINANANCE	184,729	251,255	308,395	303,950	21%
INTERNAL SERVICES	262,150	280,585	288,010	321,745	15%
BOARDS AND COMMISSION	67,570	81,980	60,575	189,535	131%
CLERK	87,730	63,910	65,275	70,065	10%
COURT	18,295	30,290	24,395	32,510	7%
PUBLIC SAFETY	415,450	491,845	483,835	648,510	32%
COMMUNITY DEVELOPMENT	446,195	523,040	572,185	402,365	-23%
INFORMATION TECHNOLOGY	95,025	144,295	146,365	124,945	-13%
ECONOMIC DEVELOPMENT	191,835	214,005	231,450	249,585	17%
PUBLIC WORKS INTERNAL SERVICES	415,435	428,030	449,450	507,670	19%
PARKS	465,420	314,555	318,505	333,565	6%
BUILDINGS	225,140	248,295	240,435	217,135	-13%
NON-DEPARTMENTAL	138,685	663,579	817,975	836,132	26%
<b>TOTAL</b>	<b>\$4,110,534</b>	<b>\$4,691,374</b>	<b>\$4,906,800</b>	<b>\$5,293,452</b>	<b>12%</b>

Below is a graphical illustration of the the Town's General Fund expenditures by department.



## **Significant Budget Variance Discussion**

- The increase in expenditures in the Administration department budget is the result of moving the Town Safety Officer from Public Works Internal Services to Administration.
- The increase in the Finance department was created through changes in personnel salaries and benefits.
- The increase in expenditures in Internal Services relates to the increase in operating fees related to services such as auditing and payroll. In addition, the Town's safety training programs have escalated in 2021 at the request of CIRSA, the Town's insurance provider. This has increased the cost of programming. Lastly, the Town will be purchasing fireproof document retention file cabinets.
- The increase in expenditures in the Boards and Commissions department is due to moving the REVIVE Community Development Grant and the Christmas lights from the Community Development department and Administrative department respectively.
- The increase in expenditures in the Clerk department is related to election expenses that may be incurred in 2022.
- The increase in expenditures in the Court department is related to the pay increases, adopted by the Board, for the judges and prosecuting attorney in 2022.
- The decrease in expenditures in the Community Development department is due to a restructuring of the Code Enforcement and Animal Control departments. These departments are now the Community Services department, which offers not only code enforcement and animal control but other public safety services. As such, the salaries and operating expenses were moved to the Public Safety department.
- The decrease in expenditures in the Information Technology department is due to a one-time implementation expense incurred in 2021, which will not be in 2022.
- The increase in the Economic Development department is related to employee benefit changes.
- The increase Public Works Internal Services is due to operating expenses for vehicle maintenance and trash collection.
- The increase in expenditures for Parks is due to the increased operating costs for all the newly renovated parks.
- The decrease in expenditures for Buildings is related to one-time capital maintenance projects that were completed in 2021 but will not reoccur in 2022.
- The increase in expenditures for Non-Departmental is related to required transfer from the General Fund for Capital Projects and Debt Service in other funds.

## Schedules of Full-Time Employees

### 2020 Schedule of Full-Time Employee Allocations

	GENERAL FUND															
	ADMIN	FINANCE	CLERK	COURT	PUBLIC SAFETY	CD	ED	PWIS	PARK	B&G	SCIP	R&B	WATER	WW		
TOWN ADMINISTRATOR	1.00													1.00		
DEPUTY TOWN ADMINISTRATOR	1.00													1.00		
ASSISTANT TO THE TOWN ADMINISTRATOR	1.00													1.00		
PUBLIC RELATIONS COORDINATOR	1.00													1.00		
EXECUTIVE SERVICES SUPERVISOR	1.00													1.00		
ADMINISTRATIVE ASSISTANT	1.00													1.00		
TOWN SAFETY OFFICER								1.00						1.00		
ASSISTANT DIRECTOR OF FINANCE & TECHNOLOGY		1.00												1.00		
FINANCE AND TECHNOLOGY COORDINATOR		1.00												1.00		
UTILITY BILLING CLERK													0.50	0.50	1.00	
CLERK			0.75	0.25											1.00	
CODE ENFORCEMENT AND ANIMAL CONTROL						1.00									1.00	
COMMUNITY DEVELOPMENT MANAGER						1.00									1.00	
CHIEF BUILDING OFFICIAL						1.00									1.00	
COMMUNITY DEVELOPMENT COORDINATOR						1.00									1.00	
PLANNING AND ECONOMIC DEVELOPMENT MANAGER							1.00								1.00	
ECONOMIC DEVELOPMENT COORDINATOR							1.00								1.00	
PUBLIC WORKS DIRECTOR								1.00							1.00	
COMMUNITY SERVICES SUPERVISOR								0.25		0.25	0.25	0.25			1.00	
UTILITY SUPERVISOR													0.50	0.50	1.00	
PARKS SUPERVISOR									1.00						1.00	
UTILITY OPERATOR														1.00	1.00	
UTILITY OPERATOR													0.50	0.50	1.00	
UTILITY OPERATOR													1.00		1.00	
MAINTENANCE WORKER									0.50	0.50					1.00	
MAINTENANCE WORKER										0.50	0.25	0.25			1.00	
MAINTENANCE WORKER										0.50	0.25	0.25			1.00	
MAINTENANCE WORKER									1.00						1.00	
MAINTENANCE WORKER									1.00						1.00	
MAINTENANCE WORKER															0.00	
TOTALS	6.00	2.00	0.75	0.25	0.00	4.00	2.00	2.25	3.50	1.75	0.75	0.75	2.50	2.50	29.00	

### 2021 Schedule of Full-Time Employee Allocations

	GENERAL FUND															
	ADMIN	FINANCE	CLERK	COURT	PUBLIC SAFETY	CD	ED	PWIS	PARK	B&G						
TOWN ADMINISTRATOR	1.00															1.00
DEPUTY TOWN ADMINISTRATOR	1.00															1.00
ASSISTANT TO THE TOWN ADMINISTRATOR	1.00															1.00
ASSISTANT DIRECTOR OF COMMUNICATIONS	1.00															1.00
EXECUTIVE SERVICES SUPERVISOR	1.00															1.00
ADMINISTRATIVE ASSISTANT	1.00															1.00
TOWN SAFETY OFFICER								1.00								1.00
DIRECTOR OF FINANCE AND TECHNOLOGY		1.00														1.00
ACCOUNTANT		1.00														1.00
FINANCE AND TECHNOLOGY COORDINATOR		1.00														1.00
UTILITY BILLING CLERK													0.50	0.50		1.00
CAPITAL PROJECTS DIRECTOR										0.25	0.20	0.15	0.35	0.05		1.00
CLERK			0.75	0.25												1.00
CODE ENFORCEMENT AND ANIMAL CONTROL						1.00										1.00
COMMUNITY DEVELOPMENT MANAGER						1.00										1.00
CHIEF BUILDING OFFICIAL						1.00										1.00
BUILDING OFFICIAL						1.00										1.00
COMMUNITY DEVELOPMENT COORDINATOR						1.00										1.00
PLANNING AND ECONOMIC DEVELOPMENT MANAGER							1.00									1.00
ECONOMIC DEVELOPMENT COORDINATOR							1.00									1.00
PUBLIC WORKS DIRECTOR								1.00								1.00
ASSISTANT PUBLIC WORKS DIRECTOR								0.60					0.20	0.20		1.00
UTILITY SUPERVISOR													0.50	0.50		1.00
UTILITY OPERATOR													0.50	0.50		1.00
UTILITY OPERATOR														1.00		1.00
UTILITY OPERATOR													1.00			1.00
MAINTENANCE WORKER										0.50	0.25	0.25				1.00
MAINTENANCE WORKER										0.50	0.25	0.25				1.00
MAINTENANCE WORKER										0.50	0.25	0.25				1.00
MAINTENANCE WORKER									1.00							1.00
MAINTENANCE WORKER									1.00							1.00
MAINTENANCE WORKER									1.00							1.00
TOTALS	6.00	3.00	0.75	0.25	0.00	5.00	2.00	2.60	3.00	1.75	0.95	0.90	3.05	2.75		32.00

### 2022 Schedule of Full-Time Employee Allocations

	GENERAL FUND														
	ADMIN	FINANCE	CLERK	COURT	PUBLIC SAFETY	CD	ED	PWIS	PARK	B&G	SCIP	R&B	WATER	WW	
TOWN ADMINISTRATOR	1.00														1.00
DEPUTY TOWN ADMINISTRATOR	1.00														1.00
ASSISTANT TO THE TOWN ADMINISTRATOR	1.00														1.00
ASSISTANT DIRECTOR OF COMMUNICATIONS	1.00														1.00
EXECUTIVE SERVICES SUPERVISOR	1.00														1.00
TOWN SAFETY OFFICER	1.00														1.00
ADMINISTRATIVE ASSISTANT	1.00														1.00
EXECUTIVE ENFORCEMENT SUPERVISOR	0.50				0.50										1.00
DIRECTOR OF FINANCE AND TECHNOLOGY		1.00													1.00
ACCOUNTANT		1.00													1.00
FINANCE AND TECHNOLOGY COORDINATOR		1.00													1.00
UTILITY BILLING CLERK													0.50	0.50	1.00
CAPITAL PROJECTS DIRECTOR										0.32	0.13	0.13	0.30	0.12	1.00
CLERK			0.75	0.25											1.00
COMMUNITY SERVICES OFFICER					1.00										1.00
COMMUNITY SERVICES OFFICER					1.00										1.00
COMMUNITY DEVELOPMENT MANAGER						1.00									1.00
CHIEF BUILDING OFFICIAL						1.00									1.00
BUILDING OFFICIAL						1.00									1.00
PERMIT TECHNICIAN						1.00									1.00
PLANNING AND ECONOMIC DEVELOPMENT MANAGER							1.00								1.00
ECONOMIC DEVELOPMENT COORDINATOR							1.00								1.00
PUBLIC WORKS DIRECTOR								1.00							1.00
ASSISTANT PUBLIC WORKS DIRECTOR								0.60					0.20	0.20	1.00
PUBLIC WORKS SUPERVISOR								1.00							1.00
UTILITY OPERATOR													0.50	0.50	1.00
UTILITY OPERATOR														1.00	1.00
UTILITY OPERATOR													1.00		1.00
MAINTENANCE WORKER										0.50	0.25	0.25			1.00
MAINTENANCE WORKER										0.50	0.25	0.25			1.00
MAINTENANCE WORKER										0.50	0.25	0.25			1.00
MAINTENANCE WORKER									1.00						1.00
MAINTENANCE WORKER									1.00						1.00
MAINTENANCE WORKER									1.00						1.00
<b>TOTALS</b>	7.50	3.00	0.75	0.25	2.50	4.00	2.00	2.60	3.00	1.82	0.88	0.88	2.50	2.32	<b>34.00</b>

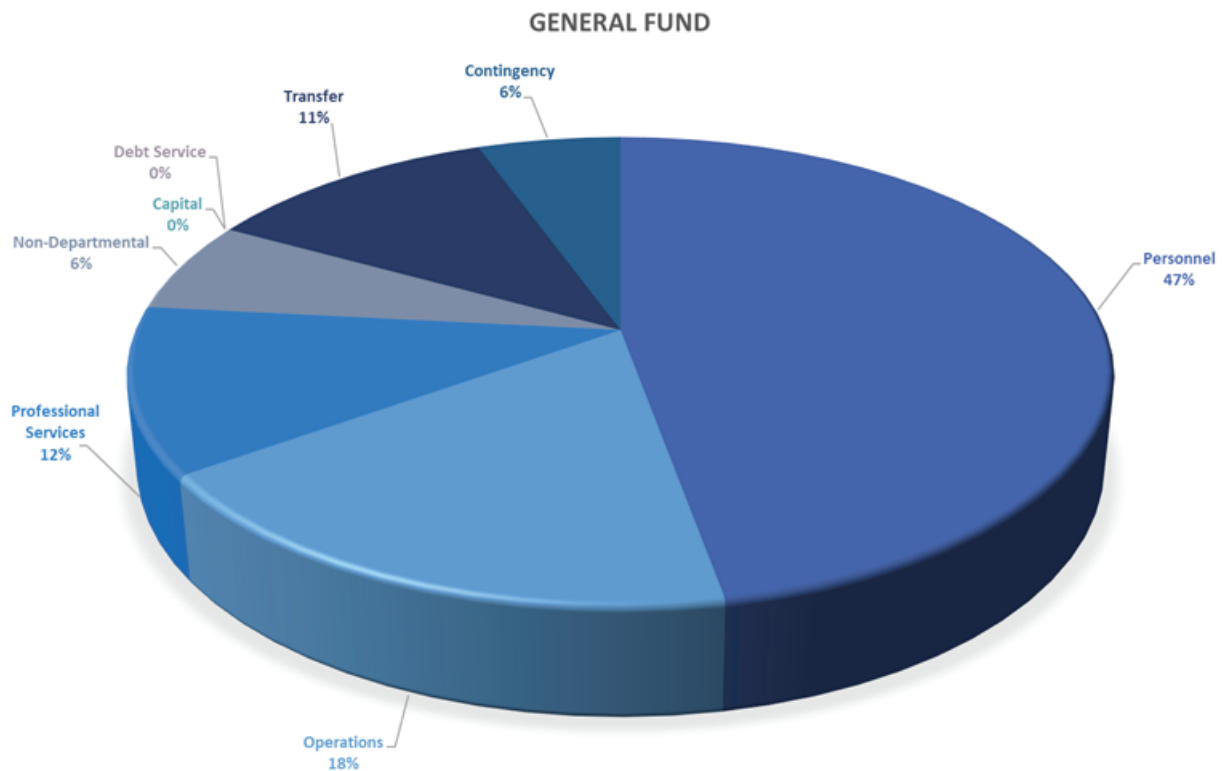
# FUND SUMMARIES



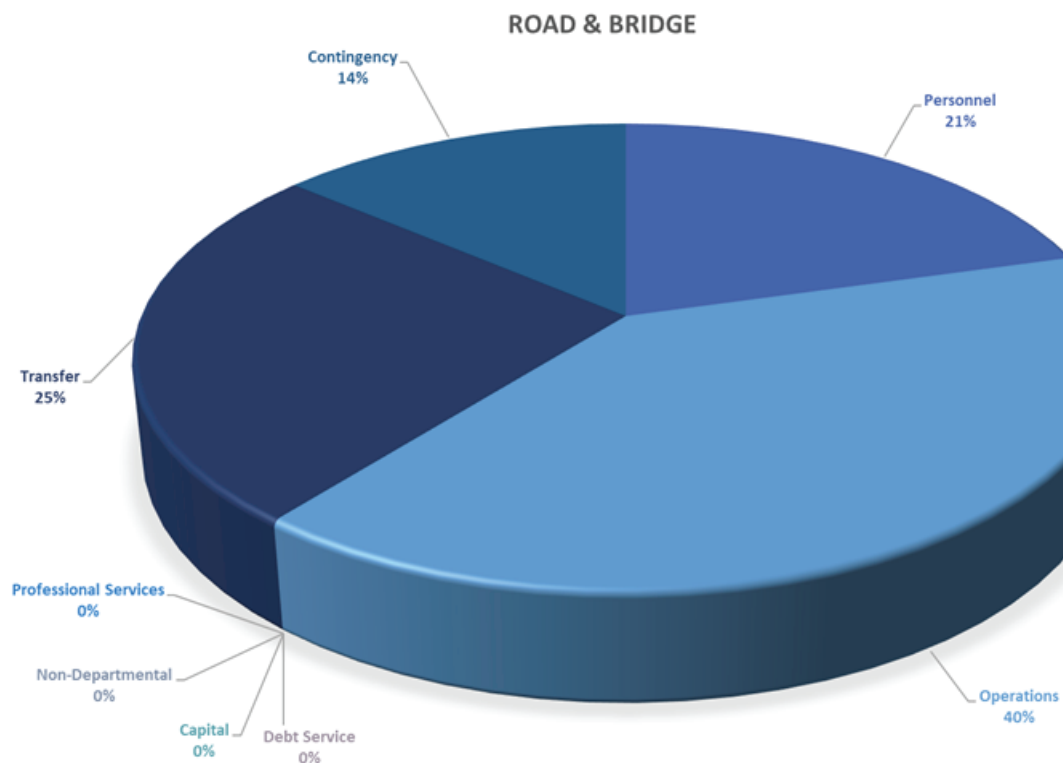
*welcome neighbors.*

## FUND SUMMARIES

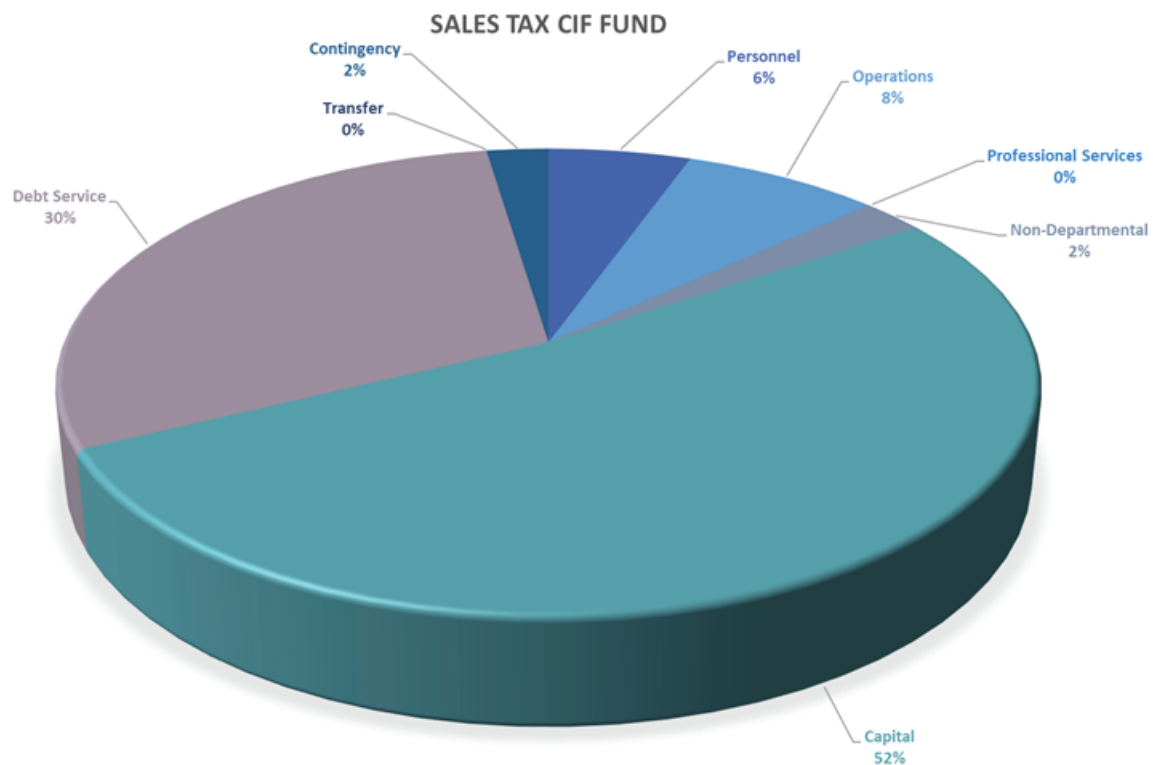
GENERAL FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
<b>EXPENDITURES</b>					
PERSONNEL	1,988,410	2,311,955	2,459,810	2,800,920	
OPERATIONS	1,354,894	1,096,785	923,735	1,072,745	
PROFESSIONAL SERVICES	628,545	711,645	788,890	681,100	
NON DEPARTMENTAL	11,280	407,606	8,800	376,408	
CAPITAL	-	-	-	-	
DEBT SERVICE	-	-	-	-	
TRANSFERS	127,405	499,614	809,175	692,987	
	<b>4,110,534</b>	<b>5,027,605</b>	<b>4,906,800</b>	<b>5,624,160</b>	<b>12%</b>
<b>GENERAL FUND BEGINNING FUND BALANCE</b>					
	<b>\$1,212,050</b>	<b>\$1,657,935</b>	<b>\$2,334,270</b>	<b>\$3,115,640</b>	<b>88%</b>
<b>GENERAL FUND REVENUES</b>					
	<b>5,233,135</b>	<b>5,027,595</b>	<b>5,688,170</b>	<b>5,624,160</b>	<b>12%</b>
<b>GENERAL FUND EXPENDITURES</b>					
	<b>4,110,914</b>	<b>5,027,595</b>	<b>4,906,800</b>	<b>5,624,160</b>	<b>12%</b>
<b>GENERAL FUND ENDING FUND BALANCE</b>					
	<b>\$2,334,270</b>	<b>\$1,657,935</b>	<b>\$3,115,640</b>	<b>\$3,115,640</b>	<b>88%</b>



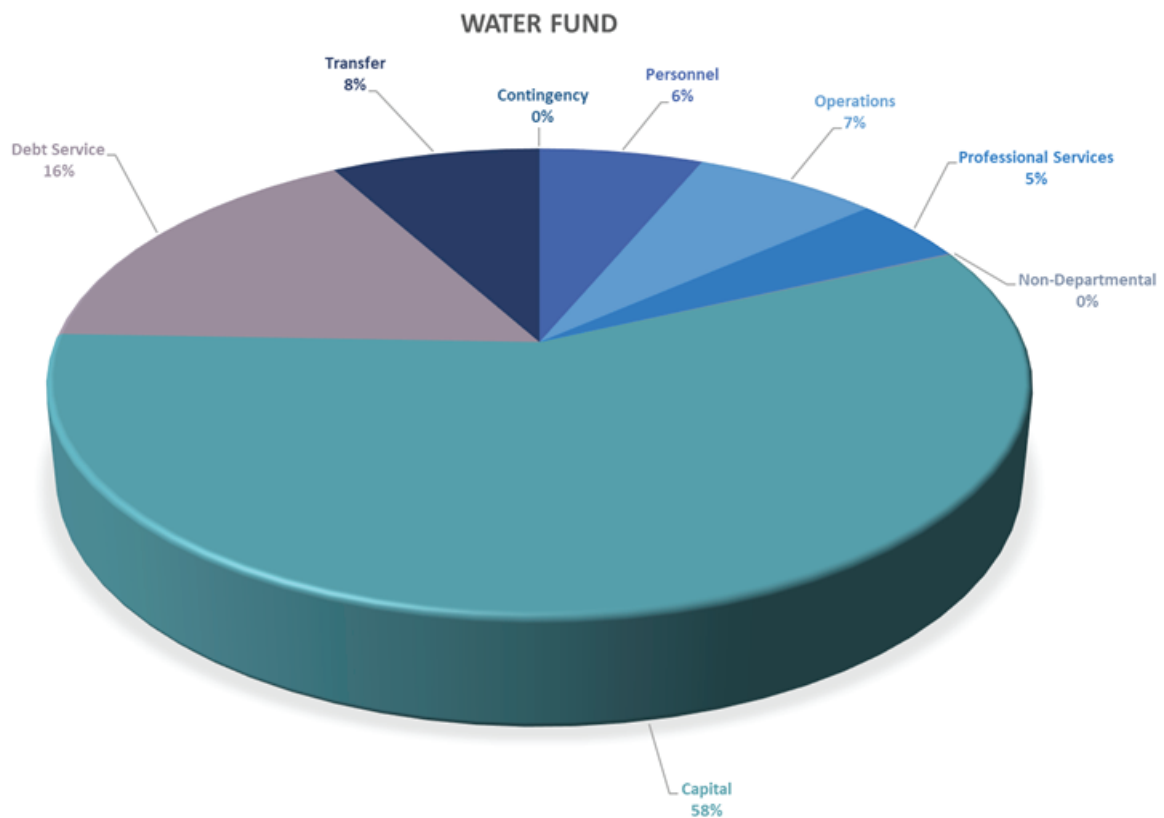
ROAD & BRIDGE FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
<b>EXPENDITURES</b>					
PERSONNEL	46,000	70,695	53,720	67,400	
OPERATIONS	82,135	86,470	75,130	130,990	
PROFESSIONAL SERVICES	-	-	-	-	
NON DEPARTMENTAL	-	-	-	-	
CAPITAL	26,505	11,000	14,790	-	
DEBT SERVICE	-	-	-	-	
TRANSFERS	67,425	70,860	73,965	82,940	
<b>TOTAL EXPENDITURES ROAD &amp; BRIDGE</b>	<b>222,065</b>	<b>239,025</b>	<b>217,605</b>	<b>281,330</b>	<b>18%</b>
ROAD & BRIDGE FUND BEGINNING FUND BALANCE	\$214,632	\$214,625	\$261,292	\$319,350	49%
ROAD & BRIDGE FUND REVENUES	268,725	239,025	275,665	281,330	18%
ROAD & BRIDGE FUND EXPENDITURES	222,065	239,025	217,605	281,330	18%
ROAD & BRIDGE FUND ENDING FUND BALANCE	\$261,292	\$214,625	\$319,352	\$319,350	49%



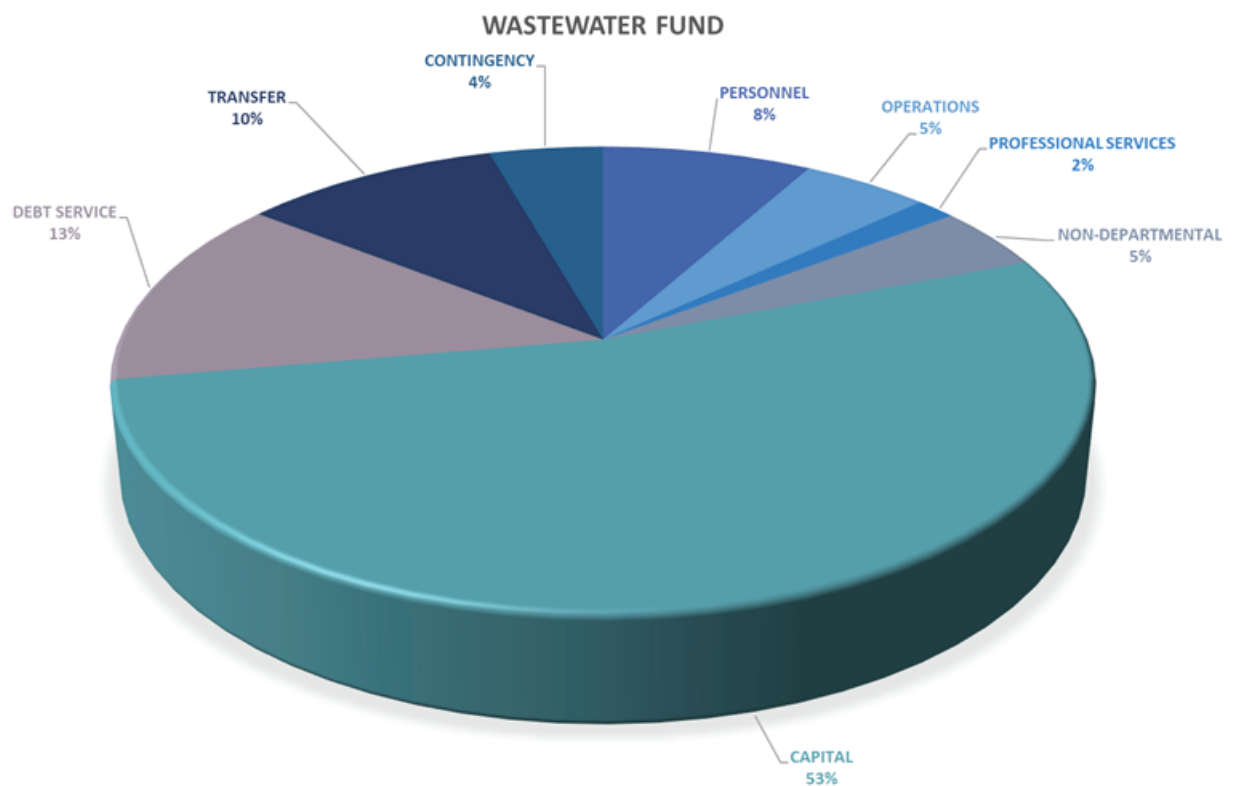
SALES TAX CAPITAL IMPROVEMENT FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
<b>EXPENDITURES</b>					
PERSONNEL	53,645	76,440	76,440	66,680	
OPERATIONS	4,810	63,000	32,805	93,000	
PROFESSIONAL SERVICES	2,350	-	915	-	
NON DEPARTMENTAL	-	440,245	-	28,984	
CAPITAL	223,760	2,945,000	4,805,530	629,320	
DEBT SERVICE	351,300	360,300	360,300	360,300	
TRANSFERS	-	-	-	-	
<b>SALES TAX CIF TOTAL EXPENDITURES</b>	<b>635,865</b>	<b>3,884,985</b>	<b>5,275,990</b>	<b>1,178,284</b>	<b>-70%</b>
SALES TAX CIF BEGINNING FUND BALANCE	\$1,445,302	\$1,632,207	\$1,902,474	\$776,234	-52%
SALES TAX CIF REVENUES	1,093,660	2,973,380	4,149,750	1,122,650	-62%
SALES TAX CIF EXPENDITURES	635,865	3,884,985	5,275,990	1,178,284	-70%
SALES TAX CIF ENDING FUND BALANCE	\$1,902,474	\$720,600	\$776,234	\$720,600	0%
DEBT SERVICE RESERVE	(720,600)	(720,600)	(720,600)	(720,600)	0%



WATER FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
<b>EXPENDITURES</b>					
PERSONNEL	187,550	249,600	239,185	219,275	
OPERATIONS	200,835	190,925	206,760	248,775	
PROFESSIONAL SERVICES	354,220	55,150	244,845	156,000	
NON DEPARTMENTAL	22,280	4,000,850	5,880	3,850	
CAPITAL	642,979	1,864,000	4,623,845	1,977,500	
DEBT SERVICE	551,159	561,850	1,164,725	561,850	
TRANSFERS	229,200	237,805	242,465	279,880	
<b>WATER TOTAL EXPENDITURES</b>	<b>2,188,223</b>	<b>7,160,180</b>	<b>6,727,705</b>	<b>3,447,130</b>	<b>-52%</b>
<b>WATER BEGINNING FUND BALANCE</b>	<b>\$957,123</b>	<b>\$5,385,063</b>	<b>\$6,322,015</b>	<b>\$4,667,330</b>	<b>-13%</b>
<b>WATER FUND REVENUES</b>	<b>7,553,115</b>	<b>2,691,625</b>	<b>5,073,020</b>	<b>3,398,085</b>	<b>26%</b>
<b>WATER FUND EXPENDITURES</b>	<b>2,188,223</b>	<b>7,160,180</b>	<b>6,727,705</b>	<b>3,447,130</b>	<b>-52%</b>
<b>WATER ENDING FUND BALANCE</b>	<b>\$6,322,015</b>	<b>\$916,508</b>	<b>\$4,667,330</b>	<b>\$4,618,285</b>	<b>404%</b>



WASTEWATER FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
<b>EXPENDITURES</b>					
PERSONNEL	179,105	207,445	212,290	184,090	
OPERATIONS	77,685	166,210	84,865	112,000	
PROFESSIONAL SERVICES	55,895	546,800	420,820	34,500	
NON DEPARTMENTAL	-	-	-	100,000	
CAPITAL	601,685	527,700	368,385	1,200,000	
DEBT SERVICE	88,805	417,460	417,460	299,460	
TRANSFERS	229,250	226,600	235,555	226,600	
<b>WASTEWATER TOTAL EXPENDITURES</b>	<b>1,232,425</b>	<b>2,198,495</b>	<b>1,739,375</b>	<b>2,156,650</b>	<b>-2%</b>
<b>WASTEWATER BEGINNING FUND BALANCE</b>	<b>\$1,143,830</b>	<b>\$1,301,760</b>	<b>\$2,164,275</b>	<b>\$2,410,215</b>	<b>85%</b>
<b>WASTEWATER FUND REVENUES</b>	<b>2,252,870</b>	<b>2,358,075</b>	<b>1,985,315</b>	<b>2,246,835</b>	<b>-5%</b>
<b>WASTEWATER FUND EXPENDITURES</b>	<b>1,232,425</b>	<b>2,198,495</b>	<b>1,739,375</b>	<b>2,156,650</b>	<b>-2%</b>
<b>WASTEWATER ENDING FUND BALANCE</b>	<b>\$2,164,275</b>	<b>\$1,461,340</b>	<b>\$2,410,215</b>	<b>\$2,500,400</b>	<b>71%</b>



CONSERVATION TRUST FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
CONSERVATION TRUST BEGINNING FUND BALANCE	\$2,140	\$0	\$4,565	\$0	0%
CONSERVATION TRUST FUND REVENUES	14,985	14,445	16,445	16,930	17%
CONSERVATION TRUST FUND EXPENDITURES	12,562	14,445	21,010	16,930	17%
CONSERVATION TRUST ENDING FUND BALANCE	\$4,563	\$0	\$0	\$0	0%
ADAMS COUNTY OPEN SPACE FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
ADCO OPEN SPACE BEGINNING FUND BALANCE	\$19,140	\$35,945	\$11,445	\$45,670	27%
ADCO OPEN SPACE FUND REVENUES	45,415	34,010	51,430	52,975	56%
ADCO OPEN SPACE FUND EXPENDITURES	53,110	69,955	17,205	98,645	41%
ADCO OPEN SPACE ENDING FUND BALANCE	\$11,445	\$0	\$45,670	\$0	0%
ARAPAHOE COUNTY OPEN SPACE FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
ARAP OPEN SPACE BEGINNING FUND BALANCE	\$3,155	\$3,021	\$0	\$13,280	340%
ARAP OPEN SPACE FUND REVENUES	10,870	10,870	13,280	13,680	26%
ARAP OPEN SPACE FUND EXPENDITURES	14,025	13,891	-	26,960	94%
ARAP OPEN SPACE ENDING FUND BALANCE	\$0	\$0	\$13,280	\$0	0%
RESERVE FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
RESERVE FUND EXPENDITURES	\$0	\$0	\$0	\$0	0%
RESERVE BEGINNING FUND BALANCE	335,191	393,666	393,665	479,100	0%
RESERVE FUND REVENUES	58,475	85,435	85,435	105,445	0%
RESERVE FUND EXPENDITURES	\$0	\$0	\$0	\$0	0%
3% Reserve	78,261	93,811	93,811	149,444	
Annual Reserve	167,272	198,542	198,542	248,357	
RESERVE ENDING FUND BALANCE	\$393,666	\$479,101	\$479,100	\$584,545	22%
Total General Fund Rev.				5,624,160	
Less transfers				(642,705)	
Rev.				4,981,455	
3% for rev reserve				149,444	
3% for rev reserve				55,633	
1% of revised rev.				49,815	
GRANTS FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
GRANTS BEGINNING FUND BALANCE	\$0	\$0	\$4,800	\$0	0%
GRANTS FUND REVENUES	1,318,515	6,268,350	6,078,715	5,660,000	-10%
GRANTS FUND EXPENDITURES	1,313,715	6,268,350	6,083,515	5,660,000	-10%
GRANTS ENDING FUND BALANCE	\$4,800	\$0	\$0	\$0	0%
CAPITAL IMPROVEMENT FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
CAP BEGINNING FUND BALANCE	\$219,887	\$476,397	\$194,222	\$531,917	12%
CAP FUND REVENUES	670,450	2,701,185	3,768,200	589,570	-78%
CAP FUND EXPENDITURES	249,815	2,599,420	3,430,505	299,900	-88%
CAP ENDING FUND BALANCE	\$640,522	\$578,162	\$531,917	\$821,587	42%
WATER CAPITAL IMPROVEMENT FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
WATER CAPITAL BEGINNING FUND BALANCE	\$1,334,596	\$3,121,380	\$4,177,200	\$4,728,035	51%
WATER CAPITAL FUND REVENUES	3,600,895	2,039,205	4,681,510	2,175,560	7%
WATER CAPITAL FUND EXPENDITURES	758,290	1,926,210	4,130,675	1,820,300	-5%
WATER CAPITAL ENDING FUND BALANCE	\$4,177,201	\$3,234,375	\$4,728,035	\$5,083,295	57%
WASTEWATER CAPITAL IMPROVEMENT FUND	2020 ACTUALS	2021 BUDGET	2021 PROJECTED	2022 BUDGET	% CHANGE
WASTE WATER CAPITAL BEGINNING FUND BALANCE	\$971,892	\$1,462,620	\$1,516,805	\$1,627,020	11%
WASTE WATER CAPITAL FUND REVENUES	1,171,875	612,115	874,150	811,505	33%
WASTE WATER CAPITAL FUND EXPENDITURES	626,960	1,087,400	763,935	940,300	-14%
WASTE WATER CAPITAL ENDING FUND BALANCE	\$1,516,807	\$987,335	\$1,627,020	\$1,498,225	52%

<b>STORM DRAINAGE IMPACT FEE FUND</b>	<b>2020 ACTUALS</b>	<b>2021 BUDGET</b>	<b>2021 PROJECTED</b>	<b>2022 BUDGET</b>	<b>% CHANGE</b>
STORM DRAINAGE IMPACT BEGINNING FUND BALANCE	\$ 10,445	\$55,898	\$92,272	\$72,875	30%
STORM DRAINAGE IMPACT FUND REVENUES	85,028	59,022	96,203	100,265	70%
STORM DRAINAGE IMPACT FUND EXPENDITURES	3,200	114,920	115,600	173,140	51%
STORM DRAINAGE IMPACT ENDING FUND BALANCE	\$92,272	\$0	\$72,875	\$0	0%
<b>PUBLIC FACILITIES IMPACT FEE FUND</b>	<b>2020 ACTUALS</b>	<b>2021 BUDGET</b>	<b>2021 PROJECTED</b>	<b>2022 BUDGET</b>	<b>% CHANGE</b>
PUBLIC FACILITIES BEGINNING FUND BALANCE	\$105,015	\$358,750	\$419,665	\$466,705	30%
PUBLIC FACILITIES FUND REVENUES	439,570	292,820	484,990	331,760	13%
PUBLIC FACILITIES FUND EXPENDITURES	124,920	651,570	437,950	215,000	-67%
PUBLIC FACILITIES ENDING FUND BALANCE	\$419,665	\$0	\$466,705	\$583,465	0%
<b>TRANSPORTATION IMPACT FEE FUND</b>	<b>2020 ACTUALS</b>	<b>2021 BUDGET</b>	<b>2021 PROJECTED</b>	<b>2022 BUDGET</b>	<b>% CHANGE</b>
TRANSPORT FACILITIES BEGINNING FUND BALANCE	\$83,251	\$191,512	\$209,885	\$347,346	81%
TRANSPORT FACILITIES FUND REVENUES	129,646	83,005	137,461	106,800	29%
TRANSPORT FACILITIES FUND EXPENDITURES	3,012	274,517	-	454,146	65%
TRANSPORT FACILITIES ENDING FUND BALANCE	\$209,885	\$0	\$347,346	\$0	0%
<b>BENNETT ARTS &amp; CULTURE FUND</b>	<b>2020 ACTUALS</b>	<b>2021 BUDGET</b>	<b>2021 PROJECTED</b>	<b>2022 BUDGET</b>	<b>% CHANGE</b>
BENNETT ARTS & CULTURE BEGINNING FUND BALANCE	\$0	\$7,770	\$555	\$27,330	252%
BENNETT ARTS & CULTURE FUND REVENUES	35,255	112,000	91,595	156,320	40%
BENNETT ARTS & CULTURE FUND EXPENDITURES	33,270	119,770	64,820	183,650	53%
BENNETT ART & CULTURE ENDING FUND BALANCE	\$1,985	\$0	\$27,330	\$0	0%

# FINANCIAL POLICIES



*welcome neighbors.*

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## 10 - FINANCE MANUAL OVERVIEW:

It is the Town Board of Trustees mission to proactively manage community needs to develop the Town of Bennett into one of the premier 'rural town centers' of Colorado, providing optimum levels of service to our citizens.

Keeping in line with this mission, Town staff strives to continuously improve practices and procedures, while positively contributing and representing the Town of Bennett.

This Finance Policy is intended to provide policies, procedures and guidelines necessary to direct the purchasing activities of the Town of Bennett. This manual is also designed to provide a user friendly reference to help each Trustee and Department Head with purchasing and expenditures of the Town's funds. These Policies and Procedures are an extension of the Town's Budget. This Policy is solely for the benefit of the Town of Bennett and confers no rights, duties or entitlements to any bidders or proposers.

### These policies are to:

1. Comply with applicable law.
2. Provide for full competition in the purchasing program and assure all departments of quality products, reasonably prompt delivery at the best possible prices.
3. Provide a modern comprehensive purchasing program up to a defined limit and a comprehensive program above that limit.
4. Provide procedures for the procurement of material, equipment, supplies and services.
5. Assure transparency according to the Colorado Open Records Act (CORA).

It is recommended that all policies in this manual be reviewed every three (3) years to ensure that the policy is still relevant and that the process described is accurate. Users of this manual are encouraged to recommend improvements and/or revisions.

## General Financial Policies:

### General Policies

An annual audit will be conducted of the Town's financial records by a Certified Public Accounting firm. No firm shall serve more than five consecutive years as the Town auditor.

The Town Treasurer shall provide a quarterly financial report of major operating funds to the Board of Trustees, providing sufficient information to permit the Board to know and understand the current financial condition of each fund.

The Board of Trustees will be receptive of receiving grants so long as they are accepted only after an assessment is made of long-range financial obligations from a cost/benefit analysis. The Town Administrator will establish, implement and administer personnel policies (with Board approval) and procedures, administrative regulations, pay and position classification plans and procedures, and departmental goals and policies. The Board of Trustees will not become involved in employee negotiations, unless specifically authorized by ordinance or law. Town of Bennett employee salaries and benefits should generally be paid at the median of towns in Colorado in which the Town competes for employees. Nothing herein is to be construed as an express or implied contract of employment or as altering any employees as an employee at-will.

Conferences, business luncheons, Town banquets (and similar activities) in which employees and elected/appointed officials are expected to participate shall be funded by the Town, if such funds have been sufficiently appropriated in the Annual Budget. No Town funds shall be spent on alcoholic beverages or other materials extraneous to the purpose of the Town-involved event.

The Board of Trustees will consider the purchase or construction of new capital assets with a value of \$25,000 or more that have an estimated useful life of more than one year.

### **Utility Fund Policies**

Town the Board of Trustees has determined that the operation of the Water and Wastewater Treatment facilities should be paid for by its users. User charges are to be utilized for operation and maintenance.

Major utility system improvements shall be funded through tap fees, bond proceeds, special improvement districts, or Federal and State grants.

### **Revenue Policies**

Revenue projections are conservative and authorized expenditures are closely monitored. In stable economic times, the combination of these two strategies leads to revenue collections higher than actual expenditures. This also allows for the prudent financing of capital construction and replacement projects.

Not later than December 15th, or such date as may be required by State law, the Board shall approve a tax levy resolution. Such resolution shall establish a tax levy, in mills, upon each dollar of assessed valuation of taxable property within the corporate limits of the Town's, and shall certify same as required by law.

### **Fund Balance**

The Fund Balance represents accumulated revenues over expenditures that may be appropriated for use by Town's Board of Trustees. Within the Fund Balance, specific reserves have been set aside. Excluding the TABOR or other legal reserves, the reserves may be adjusted depending on current Town's financial conditions.

### **Expenditure Policies**

The General Fund is composed of nine departments. The departments are Administration; Administrative Services (Finance; Budget, Accounting, Utility Billing; Human Resources; IT); Town Clerk; Municipal Court; Economic Development; Community Development (Code Enforcement, Animal Control, Planning); and Public Works, Parks, and Facilities. The General Fund Administration includes general operations, which includes operational expenditures such as phone internet and fax, postage, and transfers and contingency. Each General Fund department includes personnel costs, services and supplies.

The Road and Bridge Fund is used to account for state highway users trust funds, county road and bridge taxes, and other revenues designated for the construction and maintenance of roads and bridges.

The Cemetery Fund accounts for the operations of the Mountview Cemetery.

The Town's Water and Waste Water Funds are used to account for those operations that are financed and operated in a manner similar to private business, in that fees are charged to external users for goods and services.

The General Fund will be reimbursed for overhead expenses incurred in the administration of the Water and Wastewater Funds. A detailed expenditure for additional budgeted funds is available by request, to facilitate monitoring of day-to-day expenditures.

Subject to the below comprehensive list of expenditure purchasing levels, policies and procedures, the Board of Trustees, by appropriating the budget annually, authorizes Town staff to make purchases and provide services for the benefit of the Town.

### **Ethics in Town Contracting**

As provided in C.R.S. § 24-18-201 et seq., elected and appointed Town officials and Town employees shall not have a financial or other interest in any contract made by them as Town employees or officials, or by any Town body or board of which they are members or employees, except in the circumstances described in such statute. Such circumstances generally include contracts awarded via competitive bidding procedures, contracts with respect to which the official or employee has complied with the disclosure and recusal requirements of state law, and other limited situations.

Elected and appointed Town officials and Town employees involved in the procurement process shall comply with all ethics laws governing such process. Additional information regarding ethics rules for Town contracting can be provided by the Town Administrator.

## 20 - AUTHORIZATION LEVELS FOR PURCHASING TRANSACTIONS:

The approval levels are defined below for the procurement of commodities and services for the Town of Bennett. These approval levels are based on the total value of the contract or material. The Board of Trustees approval is required on all purchases in excess of \$50,000.

### PURCHASING LEVELS

<u>Amount</u>	<u>Required Procedures</u>
Less than \$50.00	Purchases within these amounts must be verbally approved in advance by a Department Head or the Town Administrator, and may be submitted on an expense reimbursement form. (Appendix C)
\$50.00 to \$5,000.00	Purchases within these amounts must be approved in advance by a Department Head or the Town Administrator and require the vendor invoice and receiving document when the items are received.
\$5,000 to \$49,999.99	This level of purchase requires the preparation of a "Purchase Order" (referenced section 30).  Written quotations are required from a minimum of three vendors. The Town Administrator may waive written quotation requirements if it is determined that it is not practical or advantageous.
\$50,000 and above	This level of purchase requires "Formal Bidding Requirements" (referenced section 40).
Please note: All purchases for goods or services under \$50,000 shall be approved by the Town Administrator, unless noted otherwise. Purchases of goods or services over \$50,000 require approval from the Board of Trustees. The Town Administrator may request a formal or informal bid on the purchase of any product or service without consideration of dollar amount. In addition to the appropriate approvals, all purchases shall be supported by appropriated funds within the budget.	

## 30 - PURCHASE ORDER(S) POLICY AND PROCEDURE:

Purchase orders are used to initiate the purchase of materials or services of \$5,000 or more. Purchase orders will be granted in response to a purchase requisition under the following circumstances:

1. The requesting department shall be responsible for obtaining prices, designating vendors, and preparing purchase requisitions and purchase orders far enough in advance of the required date.
2. All orders must be signed by the Department Head and approved by the Town Administrator.
3. A purchase order number must be obtained prior to placing orders with vendors.

A purchase order authorizes a vendor to release goods or services to the Town and informs them that funds have been encumbered to pay for the goods or services.

A purchase order is to be used for one-time purchases and shall be required for all purchases of \$5,000 or more, excluding the following areas:

The Town Administrator has the authorization to approve the use of Standing Purchase Orders on an as needed basis if the use is qualified by these guidelines:

1. Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of no more than one year, or on a monthly basis.
2. Order standard materials or maintenance supplies, which require numerous shipments and may enable the Town of Bennett to obtain more favorable pricing through volume commitments.

**Purchase Order Amendments:**

A purchase order amendment shall be required when an amendment to an existing purchase order is necessary. If the amendment is less than 5% or \$500 (whichever is less) then the amendment will be automatic, meaning that the Treasurer will pay the invoice if all the required documents are provided in the check request. If the amount is greater than 5% or \$500 (whichever is less) then the approval process must be initiated again.

## 40 - BID POLICY AND PROCEDURE:

Bidding procedures are used to provide vendors the opportunity to bid, to elicit greater vendor response. The Town Administrator reserves the right to call for formal or informal bids regardless of the amount to be spent. As used herein, "bidding" shall include requests for bids, requests for proposals and/or requests for qualifications. The responsible Department Head shall determine when bidding procedures shall utilize a request for bids, request for proposals, or request for qualifications, as appropriate.

All purchases of goods or acquisition of services of \$50,000 and over shall require formal bidding procedures unless otherwise required by statute, Municipal Code or funding agreement. Bids obtained through the state bidding process are exempt from this policy. See the "State Bid" section of this document.

### Types of Bids:

#### Formal Bids

All requests for formal bids shall be published at least two (2) times in a newspaper of general circulation in the Town or posted to the Town's website. The last publication shall not be more than ten (10) days or fewer than five (5) days prior to the date set for the opening of bids. Such notice may also be published in other publications of limited circulation or trade journals.

Notices, general instructions, conditions and specifications shall be mailed to identified vendors.

All requests for formal bids shall be reviewed and approved by the Town Administrator or Treasurer prior to publication.

Steps to complete a formal bid: (unless otherwise stated responsibility falls on requesting department)

1. Develop specifications. Upon finalization of the specifications, determine any special requirements, such as bid, performance and payment bonds; insurance; retainage; and any special requirements the requesting department may need. See bonding and insurance requirements listed below.
2. Prepare all bid documents required for the request for formal bid and public notice. All bid documents become public information upon completion of the bid opening, unless otherwise provided by applicable law. Bid documents shall contain the following information:
  - 2.1 Where the bidder can obtain bid documents
  - 2.2 Any costs of bid documents
  - 2.3 Bid submittal deadline
  - 2.4 Date, time and location of bid openings
  - 2.5 Any bond and/or insurance requirement
  - 2.6 Any special requirements
  - 2.7 A statement to the effect that the Town reserves the right to reject any and all bids, and to accept the bid deemed to be the lowest reliable and responsible bidder
  - 2.8 General conditions
  - 2.9 Minimum specifications
  - 2.10 Bid proposal form
  - 2.11 Delivery date or completion date

## 2.12 Period of bid validity

3. If any bonds, insurance or contracts are required or are waived, obtain Town Attorney's approval. See bonding and insurance requirements listed below.
4. Mail a complete set of bid documents to all qualified vendors on the bidders list or request vendors to pick up bid documents.
5. Conduct the public bid opening per the advertised bid opening date. Any bids received after the specified time will be returned to the bidder unopened.
6. Evaluate the bid results and determine which bid serves the Town's best interests. If the recommended vendor has not submitted the low bid, the department must demonstrate how the higher bid serves the best interests of the Town.
7. Prepare report to Board of Trustees.
8. Obtain Town Attorney's approval on all bids requiring bonds, insurance or contracts prior to the Board of Trustees meeting.
9. Upon Board of Trustees' award of bid, notify all bidders of the results.
10. Obtain signatures on all contracts and any additional required documents from contractor.

### Informal Bids

All purchases within the financial parameters of \$5,000 to \$49,999 shall require informal bidding procedures.

For purchases between \$5,000 and \$49,999 the Requesting Department shall obtain and document a minimum of three (3) written quotations. If three (3) quotations are not obtained, valid justification must be provided and approved by the Town Administrator. The Town Administrator reserves the right to call for formal or informal bids.

Steps to complete an informal bid: (unless otherwise stated responsibility falls on requesting department)

1. Develop specifications. Upon finalization of the specifications, prepare any documents required by the informal bid.
2. Mail a copy of specifications to identified vendors.
3. Evaluate the bid results and determine which bid serves the Town's best interests.
4. Prepare a Purchase Requisition and obtain approval from the Town Administrator.

### Receiving Procedures

1. It shall be the responsibility of the receiving department/division to ensure that goods and services are received as ordered and in good condition. Immediately upon receipt of merchandise, check quantity, quality, and any specifications such as model number, etc. to ensure that the goods have been received as indicated on the packing slip and as ordered on the Purchase Order.
2. If the goods are faulty or damaged, notify the vendor and Treasurer immediately. If damage is concealed or not noticed at time of delivery, leave all boxes and packing lists intact and notify vendor immediately.
3. It shall be the responsibility of the receiving department/division to inform the Treasurer of the delivery and acceptance of an order by submitting the receiving documents.
4. It shall be the responsibility of the receiving department/division to inform the Treasurer when full or partial payments are authorized.

5. All invoices shall be mailed by the vendor directly to the purchasing department.
6. The receiving department shall be responsible for notifying the vendor of any goods received that are not in compliance with the terms of the Purchase Order and any damaged goods.

**Documentation Requirement:**

A Bidder's List may be established and maintained by the Town as an effort to promote competitive bidding from qualified vendors and to establish a source of supplier.

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity and skill to perform within the specified time limits;
2. The bidder's experience, reputation, efficiency, judgment, and integrity;
3. The quality, availability, and adaptability of the supplies or materials bid;
4. Bidder's past performance;
5. Sufficiency of bidder's financial resources to fulfill the contract;
6. Bidder's ability to provide future maintenance and/or service;
7. Other applicable factors as the Town determines necessary or appropriate. (Such as compatibility with existing equipment or hardware.)
8. If a bid other than the lowest bid is recommended, the requesting department must demonstrate how the higher bid serves the best interests of the Town.

**State Bids:**

State Bids are quotations or bids solicited by the buyer through the State of Colorado (Bid Information and Distribution System). Bids are permitted for any equipment or vehicle purchases on items priced from \$50,000 to \$150,000. This process would override the formal bidding process and procedures listed above.

## 50 – BONDS AND INSURANCE REQUIREMENTS:

Bonds shall be executed on forms prescribed or approved by the Town Administrator based on review by the Town Attorney as to form and State of Colorado law. Normally, bonding should be used only on critical or complex purchasing actions. Unless required by State statute, the purchaser may declare the purchasing of any standard items of commerce and services from standard trades and professions, which are not altered or customized to unique Town specifications, to be exempt from bonding requirements. Some examples of bonds are:

1. **Bid Bonds:** The bid bond requirement may be satisfied by receipt of a certified bank check or a bid bond. The bid security is submitted as guarantee that the bid will be maintained in full force and effect for a period of thirty (30) calendar days after the opening of bids or as specified in the solicitation documents. If the supplier/contractor fails to provide the bid security with the bid, the bid shall be deemed non-responsive. The bid bond should be in an amount equal to at least 10% of the vendor's bid price.
2. **Performance Bonds:** A performance bond, satisfactory to the Town, may be required for all contracts awarded in excess of \$50,000. The performance bond shall be in amount equal to one hundred percent (100%) of the price specified in the contract, or any other higher amount determined by the purchaser to be in the best interest of the Town.
3. **Payment Bonds:** A payment bond for the protection of all persons supplying labor and material to the contractor or its subcontractors may be required for all contracts awarded in excess of \$50,000. The payment bond shall be in an amount equal to at least one hundred percent (100%) of the price specified in the contract or any other higher amount determined by the purchaser to be in the best interest of the Town.

### Insurance Requirement:

All bids shall require the contractor to provide certificates of insurance with the Town named as additional insured, for the following minimum amounts of insurance coverage's and amounts:

General Liability	
\$2,000,000	Each Occurrence
\$2,000,000	Aggregate
Workman's Compensation in statutory limits (if applicable)	
Employer's Liability	
\$100,000	Each Accident
\$500,000	Disease – Each Employee
Automobile Liability	
\$1,000,000	Each Accident
Professional Liability	
\$2,000,000	Each Occurrence (if applicable)
\$2,000,000	Aggregate

Depending on the type of contract or services to be provided, higher or lower insurance coverages may be required or allowed.

## 60 – SOLE SOURCE AND EMERGENCY PURCHASES:

### **Sole Source Purchases:**

It is the policy of the Town of Bennett to recognize and solicit quotes. Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service. These purchases should be used if it is in the best interest of the Town.

### **Purchases in the amount of \$5,000 to \$49,999.99:**

1. Prepare a memorandum to the Town Administrator justifying the sole source purchase.
2. Bidding procedures may be waived by the Town Administrator when it has been demonstrated that the requested goods or services are a sole source purchase.
3. If the sole source purchase is not approved, the department shall obtain additional bids or quotes in compliance with this Policy.

### **Purchases in the amount of \$50,000 and above:**

1. Prepare a memorandum to the Board of Trustees justifying the sole source purchase.
2. Bidding procedures may be waived by the Board of Trustees when it has been demonstrated that the requested goods or services are a sole source purchase.
3. If the sole source purchase is not approved, the department shall obtain additional bids or quotes in compliance with this Policy.

### **Purchases During Emergencies**

In the event of local disaster declared by the Town, the Town shall comply with this Purchasing Policy to the extent practicable. Purchase orders and other forms required herein for the purpose of authorizing and acquiring goods or services necessary for the immediate preservation of health and safety may be ratified after acquisition when a delay in acquiring the goods or services will cause immediate risk to health and safety, based upon the determination of the Town Administrator. Goods and services necessary for the immediate preservation of health and safety during the event of a local disaster shall not require compliance with bidding or advertising requirements set forth in this Policy, and may be awarded on a sole-source basis.

## 70 - PROCUREMENT CARD POLICY AND PROCEDURES:

It is Town of Bennett policy to provide Procurement Cards (P-Cards) to employees to streamline the purchasing and payment process for small dollar transactions less than \$2,500 under the following circumstances:

### 1. The Department Head is responsible for:

- 1.1. Determining which of their employees shall be issued procurement cards and approve the P-Card Holder Application. (Appendix A)
- 1.2. Determining the single transaction and monthly transaction purchase limits assigned to each employee.
- 1.3. Approving the monthly reconciliation of each employee's account. The Department Head will forward the reconciled statement and all receipts to the Finance Department within five (5) working days of receipt of the statement.
- 1.4. Any change to the dollar limits for an employee must be submitted by the Department Head to the Finance Department, where the change shall be reviewed and may require the approval of the Town Administrator.
- 1.5. Once approved the Finance Department shall arrange for the procurement card to be issued by the bank in the name of the employee.

### 2. The card holding employee is responsible for:

- 2.1. Attending the training session that is conducted by the Finance Department prior to using the Procurement Card.
- 2.2. Signing the card upon receipt.
- 2.3. Assuring that the tax-exempt number is given to all vendors and assuring that the Town of Bennett is not charged sales taxes. Failure to do so may require employee to reimburse the Town for taxes paid.
- 2.4. Requesting a receipt and insisting that no additional invoices be sent when making purchases over the phone. The issuance of an additional invoice may cause a double payment of the purchase.
- 2.5. Keeping all receipts generated by their purchases in order to reconcile the purchases to the monthly statements.
- 2.6. Reconciling the monthly statement on the reconciliation sheet (Appendix B) and accompanying the receipts and submitting to the Department Head for approval.
- 2.7. Ensuring compliance to the IRS and the Towns requirements that whenever meals are purchased with the Town's funds and include the following information on the receipt:
  - 2.7.1. The name(s) of the person(s) participating in the business meal.
  - 2.7.2. The nature of the business meeting.
  - 2.7.3. The date of the meeting.
  - 2.7.4. The location of the meeting.
  - 2.7.5. The itemized receipt.
- 2.8. Attaching a copy of the class registration form, conference agenda or meeting agenda to the statement when using the P-Card for classes or training.
- 2.9. Attaching a copy of the hotel bill (if an overnight stay is involved) to the statement along with a copy of any information detailing the purpose of the trip, when using the P- Card for travel, verifying that all transactions on the statement were made by the employee and on behalf of the Town.
- 2.10. Contacting the Finance Department as soon as possible should the card be lost, stolen, disputed charges or if unauthorized charges appear on the monthly statement.

### 3. Statement Review:

- 3.1. On a random basis the Treasurer or his or her designee and/or Internal Audit shall review the purchases made by employees with the P-Card to assure that all purchases made were appropriate, within established limits, and that the product(s) were delivered to and used by the Town.
- 3.2. In the event that a review reveals the inappropriate use of a P-Card the employee's Department Head and the Town Administrator shall be notified and the employee may lose the privilege of using the P-Card. The employee may also face disciplinary action up to and including termination.
- 3.3. The employee shall be held responsible for any transaction that is not documented by receipt or any transaction not made in the interest of the Town of Bennett.

**4. Unauthorized purchases using the P-Card include:**

- 4.1. In many cases there are co-operative purchasing contracts where significant discounts are obtained by the Town, it is best to call the Treasurer or his or her designee regarding these contracts prior to purchasing.
- 4.2. Any purchase of goods or services where there is a contractual obligation or potential liability to the Town.
- 4.3. Gasoline for Town Vehicles: fuel should be purchased using the contracted fuel card provider, unless not practicable or an emergency occurs.

**5. Returning Purchased Items:**

- 5.1. When it is necessary to return an item to a vendor, the employee is to request that a credit be issued to the P-Card account. The employee is never to accept cash or a store credit when returning an item.

These cards are to be used for the Town of Bennett business only. Any employee found to be using the P-Card for personal use is subject to disciplinary action up to and including dismissal. Failure to comply with the procedures outlined in this document may result in the cancellation of P-Card privileges, and may be subject to legal action.

## **80 - REIMBURSABLE EXPENSES POLICY AND PROCEDURE:**

Please refer to the established reimbursement policy in Chapter 8, Section 8.03 of the Personnel Policy. This policy was established as a guideline relating to the accounting, control, reporting, and reimbursement of travel and out-of pocket expenses incurred by Town of Bennett employees while doing business for the Town of Bennett. Exceptions to this policy must be approved by the Town Administrator within their allowable purchasing limit.

The Mileage and Expense Reimbursement Form can be located on the shared drive in an Excel format and is attached as the Appendix C of this finance policy.

**90 - TELECOMMUNICATIONS POLICY:**

The Town of Bennett's cell phone policy has evolved from a time when cell phones were an expensive and rare business tool. The below reimbursement policy for communication devices is an extension to the established reimbursement policy in Chapter 9, Section 9.12 of the Personnel Policy.

The intent of this policy is to provide a fair reimbursement to Town employees who use their personal devices for Town business. The following guidelines are used when allowing for reimbursement of a personal cell phone plan:

1. Each employee and his/her Supervisor are expected to make sound and consistent decisions so that the Town and employee each pay their fair share of the cost for mobile communication plan.
2. Any employee with a Town provided cell phone is not eligible for reimbursement of personal device.
3. The Town provides or reimburses for only one device per employee.
4. Each employee using a cell phone reimbursement plan must complete and return with department head approval the Telecommunications Reimbursement Form (Appendix D), to the Treasurer, in order to process their reimbursement via payroll.
5. The reimbursement of the cellular device may be considered taxable Income by the IRS, and the employee shall be responsible for paying all the taxes as a result of his or her use of the cellular device.
6. The cellular device reimbursement is not considered an entitlement and may be changed or withdrawn by the Town at any time.

## 100 - GLOSSARY OF TERMS:

**Capital Asset** - Tangible property, including durable goods, equipment, buildings, installations, and land valued at \$5,000 or more.

**Capital Outlay** – Expenditures which result in the acquisition of or addition to capital assets (\$5,000 or more).

**Capital Projects** – A project to build, alter, regulate or maintain necessary public buildings, streets and alleys, public parks and facilities, municipal utilities, sidewalks, highways, parks or public grounds, and that is budgeted in capital accounts.

**Department Head** – For purposes of this Policy shall mean the Town Administrator, Public Works Director, Administrative Service Director, and Town Clerk.

**Emergency conditions** - Situations in which the health, welfare, and/or safety of employees or the public are endangered, or to effectuate a savings. This includes those instances when immediate repair to Town property, equipment, or vehicles is necessary under the aforementioned circumstances.

**Expenditures** – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**Professional Services** – Those services within the scope of the practice of architecture, engineering, information technology, professional land surveying, and industrial hygiene, legal counsel, financial advisers, and banks. Exceptions to these providers can be approved by the Town Administrator within their allowable purchasing limit.

**Purchase Order** – A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

**Retainage** - A portion or percentage of payments due for work completed on a contract that is held back until the entire job is completed satisfactorily.

**Services** – The furnishing of labor, time or effort by a contractor not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. The term does not include professional services as previously defined.

**Sole Source Purchase** - A procurement of goods or services can only be obtained from a single local supplier capable of meeting all specifications and purchase requirements or when it is in the Town's best interests.

**Unbudgeted expenditures** - Expenditures for which no funds have been budgeted.

## APPENDIX A -PROCUREMENT CARD APPLICATION

### CARD HOLDER INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_ (Last Four Digits Only)

Title: \_\_\_\_\_

Account Number: \_\_\_\_\_

### TRANSACTION LIMITS

Transaction Limit	
\$50	<input type="checkbox"/> By Request Only <input type="checkbox"/>
\$100	<input type="checkbox"/>
\$250	<input type="checkbox"/>
\$1,000	<input type="checkbox"/>
\$2,500	<input type="checkbox"/>
\$5,000	<input type="checkbox"/>
\$25,000	<input type="checkbox"/>

### CHANGE REQUEST

Please indicate requested change(s):

Account Closure/Cancellation (effective immediately)	<input type="checkbox"/>
Change Transaction Limit (See Above)	<input type="checkbox"/>
New Cardholder Application	<input type="checkbox"/>
Card Lost or Stolen Employee Needs Replacement	<input type="checkbox"/>
Other (See Below)	<input type="checkbox"/>

\_\_\_\_\_  
\_\_\_\_\_

### Authorization

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Administrator

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Employee: \_\_\_\_\_ Date: \_\_\_\_\_





<b>Name</b>	
<b>Department</b>	
<b>Period</b>	
<b>Per Mile</b>	
<b>Reimbursement</b>	
<b>Total</b>	
<b>Reimbursement</b>	
<b>Due</b>	\$0.00

Authorized by \_\_\_\_\_

\$ -	<b>Total Reimbursement:</b>	\$ -
Less Cash Advance		\$ -
Amount Owed Employee / (Owed Town)		\$ -

Less Cash Advance	\$ -
Amount Owed Employee / (Owed Town)	\$ -

## APPENDIX D - TELECOMMUNICATIONS REIMBURSEMENT FORM

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Monthly standardized reimbursement: \$50.00

### Supervisor Certification

I certify to the information presented by me, and agree to the reimbursement stipulations noted above.

Signed Employee \_\_\_\_\_ Date \_\_\_\_\_

Signed Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgment of Receipt

I have received a copy of the Town of Bennett Finance Policy dated January 01, 2019. I understand that I am to become familiar with its contents.

Employee Name

(print)\_\_\_\_\_

Employee Signature\_\_\_\_\_Date\_\_\_\_\_

## Objectives

- A. The primary objectives of the Town of Bennett ("the Town") investments are, in order of priority: safety, liquidity, and yield.
- B. To link long-term financial planning with short-term daily operations.
- C. To maintain the Town's stable financial position.
- D. To ensure that the Board's adopted policies are implemented efficiently and effectively.
- E. To protect the Town from an emergency fiscal crisis by providing the continuance of service even in the event of an unforeseen occurrence.
- F. To secure the highest possible credit and bond ratings by meeting or exceeding the requirements of bond rating agencies through sound, conservative financial decision making.

## Policy

- A. It is the policy of the Town to preserve capital and invest public funds in a manner that provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town and conforming to all state statutes governing the investment of public funds.
- B. The standard of prudence to be used by staff will be the "prudent person" rule. The "prudent person" concept discourages speculative transactions. It attaches primary significance to the preservation of capital and secondary importance to the generation of income and capital gains. Authorized staff, if acting under the Town Board policies, state statutes, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Provided that these deviations are reported immediately, and action is taken to control adverse developments.
- C. Safety of principal is the foremost objective of the investment program. Investments of the Town will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification is required so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- D. The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which may be reasonably anticipated through the use of structured maturities and marketable securities.
- E. The Town's investment portfolio will be designed to attain a market rate of return while minimizing risk and retaining liquidity.
- F. The Town Board will delegate management responsibility for the investment program to the Town Administrator and Finance Director. Together, they will establish and maintain written procedures for the operation of the investment program consistent with this investment policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director and approved by the Town Administrator. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinates.

# TOWN OF BENNETT INVESTMENT POLICY



- G. Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the Finance Director or Town Administrator any material financial interests in financial institutions that conduct business within this jurisdiction. They will further disclose any significant personal financial/investment positions that could be related to the performance of the Town's portfolio. Employees and officers will subordinate their personal investment transactions to those of the Town, particularly concerning the time of purchase and sales.
- H. The Finance Director will maintain a list of financial institutions authorized to provide investment services.
- I. The Town will invest only in securities authorized by Colorado General Statutes pertaining to local government and restricts the purchase of securities to the highest possible ratings whenever particular types of securities are rated. The Town Administrator and Finance Director may elect to limit the Town's investment security authority further.
- J. All transactions entered into by the Town will be conducted on a delivery-versus-payment basis. The Town shall utilize a third part custodial agent for book-entry transactions, all of which shall be maintained in the Town's name. The custodial agent, as designated within the investment program, shall be a trust department authorized to do work in CO who has an account with the Federal Reserve. Certificated securities shall be in the custody of the Finance Director or their designee.
- K. The Town will make every effort to maintain a diversified investment portfolio according to security type and institution.
- L. To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Beyond identified cash flow needs, investments will be purchased, so those maturities are staggered to avoid undue concentration of assets in a single maturity range. However, the Town will not directly invest in securities maturing more than (5) years from the date of purchase. The Town may collateralize its repurchase agreements using longer-dated investments not to exceed ten (10) years to maturity.
- M. It is the Town's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, economic or market conditions may change, making it in the Town's best interest to sell or trade security before maturity.
- N. All sums of money earned and collected from investments other than bond proceed earnings will be allocated monthly to various fund amounts based on the month's average cash balance in each fund as a percentage of the entire pooled portfolio. Earnings on bond proceeds will be directly allocated to the same proceeds.
- O. The Finance Director is charged with the responsibility of preparing a quarterly investment inventory report that includes investment types, cost, market value, maturity date, yield and average portfolio yield. The Finance Director is also responsible for establishing and maintaining a system of internal controls designed to ensure that the assets of the Town are protected from loss, theft or misuse.
- P. This investment policy applies to all financial assets in the Town's investment portfolio, including debt proceeds.

## **Reserve Policy**

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The Town utilizes the TABOR Reserve Policy as follows:

By its terms, TABOR requires all state and local governments to retain a 3% reserve in cash or other assets. Such a reserve must be depleted before the emergency tax power may be exercised.

# SUMMARY OF DEBT



*welcome neighbors.*

**Town of Bennett, Colorado**  
Notes to Financial Statements  
December 31, 2020

**Note 4: Long-Term Debt**

**Governmental Activities**

Following is a summary of long-term debt transactions of the governmental activities for the year ended December 31, 2020:

	<u>12/31/19</u>	<u>Additions</u>	<u>Payments</u>	<u>12/31/20</u>	<u>One Year</u>
2016 Sales tax Revenue Bond	\$ 5,070,000	\$ -	\$ (150,000)	\$ 4,920,000	\$ 150,000
2016 Bonds Premium	430,147	-	(32,963)	397,184	-
2017 Capital lease	1,259,100	-	(62,100)	1,197,000	65,900
Compensated Absences	50,090	76,378	(50,090)	76,378	7,499
Total	<u>\$ 6,809,337</u>	<u>\$ 76,378</u>	<u>\$ (295,153)</u>	<u>\$ 6,590,562</u>	<u>\$ 223,399</u>

During 2016, the Town issued \$5,700,000 Sales Tax Revenue Bond to finance the construction and maintenance of existing and planned street-related capital improvements within the Town. Interest payments are due semi-annually on June 1 and December 1, with interest accruing at rates ranging from 2% to 4%. Principal payments are due annually on December 1, through 2040.

The Bonds maturing on and after December 2025 are subject to redemption prior to maturity, at the option of the Town, in whole or in part. If in part, the Town shall determine and by lot within a maturity, on December 2024 and on any date thereafter at a redemption price equal to the principal amount with the accrued interest to the redemption date.

Following is a summary of debt service requirements under the agreement.

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 150,000	\$ 196,800	\$ 346,800
2022	150,000	190,800	340,800
2023	175,000	184,800	359,800
2024	175,000	177,800	352,800
2025	175,000	170,800	345,800
2026-2030	1,015,000	739,800	1,754,800
2031-2035	1,230,000	521,200	1,751,200
2036-2040	1,850,000	255,400	2,105,400
Total	<u>\$ 4,920,000</u>	<u>\$ 2,437,400</u>	<u>\$ 7,357,400</u>

In 2017, the Town entered into a lease/purchase agreement for to provide funds for the construction of a new Town Hall. Interest payments are due semi-annually on June 1 and December 1, with interest accruing at rates 3.08%. Principal payments are due annually on December 1, through 2031.

**Town of Bennett, Colorado**  
Notes to Financial Statements  
December 31, 2020

**Note 4: Long-Term Debt (Continued)**

**Governmental Activities** (Continued)

Following is a summary of debt service requirements under the agreement.

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 64,000	\$ 36,868	\$ 100,868
2022	65,900	34,896	100,796
2023	68,000	32,867	100,867
2024	70,100	30,772	100,872
2025	72,200	28,613	100,813
2026-2030	396,000	118,295	514,295
2031	460,800	14,193	474,993
Total	<u>\$ 1,197,000</u>	<u>\$ 296,504</u>	<u>\$ 1,493,504</u>

**Business-type Activities**

Following are the changes in long-term debt of the business-type activities for the year ended December 31, 2020:

	<u>Balance 12/31/19</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance 12/31/20</u>	<u>Due Within One Year</u>
Energy and Impact Assistance Loan					
2010 Wastewater Loan	48,238	-	(7,093)	41,145	7,819
Colorado Water Conservation Board					
2015 Water Loan	1,425,048	-	(30,306)	1,394,742	32,308
Colorado Water Resources and Power Development Authority					
2006 Wastewater Loan	71,168	-	(9,069)	62,099	9,769
2016 Water Loan	2,223,423	-	(111,012)	2,112,411	115,519
2017 Wastewater Loan	2,366,058	-	(83,019)	2,283,039	83,020
2018 Wastewater Loan	3,403,323	-	(91,105)	3,312,218	94,598
2019 Capital Lease	361,055	12,144	(80,562)	292,637	71,682
2020 Water Bond	-	4,905,000	-	4,905,000	125,000
2020 Water Bond Premium	-	716,644	(16,105)	700,539	-
Compensated Absences	14,114	1,323		15,437	-
Total	<u>\$ 9,912,427</u>	<u>\$ 5,635,111</u>	<u>\$ (428,271)</u>	<u>\$ 15,119,267</u>	<u>\$ 539,715</u>

During 2010, the Town issued \$99,057 Wastewater Note with Energy and Impact Assistance Program to construct a wastewater line that passes underneath railroad tracks to the wastewater plant. Interest payments are due annually on September 1, with interest accruing at rate of 5%. Principal payments are due annually on September 1, through 2025.

**Town of Bennett, Colorado**  
Notes to Financial Statements  
December 31, 2020

**Note 4: Long-Term Debt (Continued)**

**Business-type Activities** (Continued)

Following is a summary of debt service requirements under the agreement.

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 7,446	\$ 2,058	\$ 9,504
2022	7,819	1,685	9,504
2023	8,209	1,295	9,504
2024	8,620	884	9,504
2025	9,051	452	9,503
Total	<u>\$ 41,145</u>	<u>\$ 6,374</u>	<u>\$ 47,519</u>

During 2015, the Town issued \$1,454,400 Water Loan with Colorado Water Conservation Board to replace two wells. Interest payments are due annually on August 1, with interest accruing at rate of 3.25%. Principal payments are due annually on August 1, through 2048.

The Town must maintain a reserve of \$7,662 annually beginning in 2019, with a maximum of \$76,620. The Town has funded these reserves through restrictions of its cash balances in the Water Fund (Note 2), in the amount of \$15,324 as of December 31, 2020.

Following is a summary of debt service requirements under the agreement.

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 31,291	\$ 45,329	\$ 76,620
2022	32,308	44,312	76,620
2023	33,358	43,262	76,620
2024	34,442	42,178	76,620
2025	35,562	41,059	76,621
2026-2030	195,914	187,187	383,101
2031-2035	229,889	153,214	383,103
2036-2040	269,754	113,348	383,102
2041-2045	316,532	66,569	383,101
2046-2048	215,692	14,170	229,862
Total	<u>\$ 1,394,742</u>	<u>\$ 750,628</u>	<u>\$ 2,145,370</u>

During 2006, the Town issued \$161,000 Water Pollution Control Revolving Fund Loan with Colorado Water Resources and Power Development Authority to upgrade the existing wastewater treatment lagoons. Interest payments are due semi-annually on May 1 and November 1, with interest accruing at rate 3.75%. Principal payments are due semi-annually on May 1 and November 1, through 2026. The loan contains a net revenue pledge Wastewater Fund revenue towards repayment.

The Town is required to maintain an operations and reserve fund in an amount equal to three months of operations and maintenance expenses, excluding depreciation. Accordingly, the Town has restricted \$104,306 of the Wastewater Fund's net position.

**Town of Bennett, Colorado**  
Notes to Financial Statements  
December 31, 2020

**Note 4: Long-Term Debt** (Continued)

**Business-type Activities** (Continued)

During 2016, the Town issued \$2,500,000 Drinking Water Revolving Fund Loan with Colorado Water Resources and Power Development Authority to replace existing water system storage. Interest payments are due semi-annually on May 1 and November 1, with interest accruing at rate 2%. Principal payments are due semi-annually on May 1 and November 1, through 2036. The loan contains net revenue pledge Water Fund revenues towards repayment.

The Town is required to maintain an operations and reserve fund in an amount equal to three months of operations and maintenance expenses, excluding depreciation. Accordingly, the Town has restricted \$229,418 of the Water Fund's net position.

During 2017, the Town issued \$2,500,000 Water Pollution Control Revolving Fund Loan with Colorado Water Resources and Power Development Authority to construct a new mechanical wastewater treatment facility to replace the existing lagoon system. Principal payments are due semi-annually on May 1 and November 1, through 2038. The loan contains net revenue pledge of Wastewater Fund revenues towards repayment.

During 2018, the Town issued \$3,500,000 Water Pollution Control Revolving Fund Loan with Colorado Water Resources and Power Development Authority to construct a new mechanical wastewater treatment facility to replace the existing lagoon system. Interest payments are due semi-annually on May 1 and November 1, with interest accruing at rate 1.89%. Principal payments are due semi-annually on May 1 and November 1, through 2048. The loan contains net revenue pledge of Wastewater Fund revenues towards repayment.

Annual debt service requirements for the outstanding loans at December 31, 2020, were as follows.

<b><u>Year Ended December 31,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2021	\$ 298,511	\$ 106,091	\$ 404,602
2022	302,906	101,696	404,602
2023	307,395	97,207	404,602
2024	311,978	92,624	404,602
2025	316,656	87,946	404,602
2026-2030	1,607,237	369,157	1,976,394
2031-2035	1,716,261	248,479	1,964,740
2036-2040	1,207,057	137,971	1,345,028
2041-2045	1,117,474	72,626	1,190,100
2046-2048	584,292	10,747	595,039
Total	<u>\$ 7,769,767</u>	<u>\$ 1,324,544</u>	<u>\$ 9,094,311</u>

**Town of Bennett, Colorado**  
Notes to Financial Statements  
December 31, 2020

**Note 4: Long-Term Debt (Continued)**

**Business-type Activities** (Continued)

In 2019, the Town entered into a lease/purchase agreement for a Vac-Con Jetvac Truck in the original principal amount of \$361,055. Lease payments are due annually on August 15, with interest accruing at rate 3.97%, through 2024.

Following is a summary of debt service requirements under the agreement.

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 68,944	\$ 11,618	\$ 80,562
2022	71,681	8,881	80,562
2023	74,527	6,035	80,562
2024	77,485	3,076	80,561
Total	<u>\$ 292,637</u>	<u>\$ 29,610</u>	<u>\$ 322,247</u>

During 2020, the Town issued \$4,905,000 Water Revenue Bond to finance the acquisition of renewable water rights and the construction of well and well field improvements. Interest payments are due semi-annually on June 1 and December 1, with interest accruing at rates ranging from 3% to 4%. Principal payments are due annually on December 1, through 2045.

Following is a summary of debt service requirements under the agreement.

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 125,000	\$ 164,700	\$ 289,700
2022	130,000	160,950	290,950
2023	135,000	157,050	292,050
2024	140,000	153,000	293,000
2025	140,000	148,800	288,800
2026-2030	790,000	662,400	1,452,400
2031-2035	965,000	490,800	1,455,800
2036-2040	1,150,000	305,100	1,455,100
2041-2045	1,330,000	121,950	1,451,950
Total	<u>\$ 4,905,000</u>	<u>\$ 2,364,750</u>	<u>\$ 7,269,750</u>

**Component Unit**

Following are the changes in long-term debt of the component unit for the year ended December 31, 2020:

	<u>Balance 12/31/19</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance 12/31/20</u>	<u>Due Within One Year</u>
2017 General Obligation Refunding Note	<u>\$ 1,739,386</u>	<u>\$ -</u>	<u>\$ (117,395)</u>	<u>\$ 1,621,991</u>	<u>\$ 25,000</u>

**Town of Bennett, Colorado**  
Notes to Financial Statements  
December 31, 2020

**Note 4: Long-Term Debt** (Continued)

**Component Unit** (Continued)

During 2017, the District issued \$1,995,000 General Obligation Refunding Note to refund and pay the outstanding Series 2006 bond. Interest payments are due semi-annually on June 1 and December 1, with interest accruing at rate of 5.50%. Principal payments are due annually on December 1, through 2040. The District has pledged its net revenue derived from the District, after payment of any costs of collection to pay the principal on the Note as they become due.

The Note is subject to redemption prior to maturity, at the option of the District, as a whole or in part, on any date thereafter, upon payment of par and accrued interest to the date of redemption.

The 2017 Note is secured by and payable solely from and to the extent of the Net Pledged Revenue, which includes the following, after the payment of costs for Allowable Operations Expenses which are limited to an initial amount of \$12,500, which may be increased 2% per year (up to a maximum of \$15,000):

- a) the District's covenant to levy the Limited Mill Levy on all taxable property in the District
- b) any specific ownership tax revenues attributable to the Limited Mill Levy
- c) revenues collected from the Facilities Fees imposed by the District
- d) any other legally available funds of the District

The Limited Mill Levy is defined as an ad valorem mill levy not less than 35 mills and not in excess of 36.71 mills. Such minimum and maximum mill levies are subject to adjustment due to changes in the method of calculating assessed valuation after the issuance of the 2017 Note. For the purposes of this provision, collection year 2017 is the base year for the ratio for assessment to actual valuation and for making any determination of mill levy equivalency.

Following is a summary of debt service requirements under the agreement.

<b><u>Year Ended December 31,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2021	\$ 25,000	\$ 89,210	\$ 114,210
2022	25,000	87,835	112,835
2023	25,000	86,460	111,460
2024	25,000	85,085	110,085
2025	25,000	83,710	108,710
2026-2030	125,000	397,923	522,923
2031-2035	125,000	363,548	488,548
2036-2040	1,246,991	329,173	1,576,164
Total	\$ 1,621,991	\$ 1,522,944	\$ 3,144,935

# SUPPLEMENTAL DOCUMENTS



*welcome neighbors.*

# SCHEDULE OF FEES

JANUARY 1, 2022



welcome neighbors.

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## SECTION 1: ADMINISTRATIVE ([Resolution 568-14](#))

### A) Fee Waiver

- 1) Any fees imposed by the Town and listed in the Directory of the Town Fees and Charges adopted by the Town Board may, unless prohibited by ordinance, be administratively waived by the Town Administrator or their designee upon the determining that a waiver is in the best interest of the Town of Bennett.

### B) Fees Not Specified

- 1) Any fee not specified in this document will be assessed at cost plus the abatement rate per hour for any Town employee involved in the service.

### C) Public Notary ..... \$5.00

- 1) Exemption for Town business purposes

### D) Town Board Meeting Audio ..... \$15.00

### E) Municipal Records Fees

- 1) Certified Copies ..... \$1.75
- 2) Certified Letters ..... \$2.95
- 3) Extraction of Email Data ..... \$77.00/device
- 4) Photocopies
  - (a) 8 ½ x 11 ..... \$0.25/page
  - (b) 8 ½ x 14 ..... \$0.40/page
  - (c) 11 x 17 ..... \$0.50/page
  - (d) 18 x 24 ..... \$3.50/page
  - (e) 24 x 36 ..... \$5.00/page
  - (f) 36 x 58 ..... \$10.00/page
  - (g) Large Scan ..... \$3.00
- 5) Research and Retrieval Fee greater than 1 hour [[§24-72-205\(6\)](#)] ..... \$33.58/hr.
- 6) Miscellaneous Fees
  - (a) Fax Request
    - (1) Resident ..... \$0.25/page
    - (2) Non-Resident ..... \$0.50/page
  - (b) Postage/Mailing Fees ..... at Cost
  - (c) Photographs ..... at Cost
  - (d) Video Tape ..... Not Available
  - (e) Audio Tape ..... \$15.00/each

### F) Purchasing

- 1) Contracts and Plans ..... \$30.00-\$550.00
- 2) Municipal Code Book ..... \$300.00

### G) Facilities Rentals

- 1) Park Rental ([§ 11-5-90](#)) ..... \$20.00
  - (a) Trupp Park Pavilion ..... \$75.00
  - (b) BRPOS Pavilion ..... \$75.00
  - (c) Community Center Park Pavilion ..... \$75.00
  - (d) Centennial Park Pavilion ..... \$25.00
  - (e) Deposit ([§ 11-5-110](#)) ..... \$100.00-\$500.00
  - (f) Trupp Fields ..... Set by Contract
- 2) Community Center
  - (a) Non-Profit Discounts
    - (1) Free Public Event ..... 50%
    - (2) Fundraising ..... 25%

(b) Room "C"

(1) Residents

- (i) Up to six (6) hours ..... \$250.00
- (ii) Additional hour ..... \$50.00/hr.
- (iii) Deposit ..... \$150.00-\$500.00
- (iv) Audio/Video Deposit (In addition to facility deposit) ..... \$500.00
- (v) Alcohol Deposit (In addition to facility deposit) ..... \$500.00
- (vi) Security Fee
  - 1. Per Officer ..... \$50.00/hr.
- (vii) Kitchen fee ..... \$75.00

(2) I-70 Corridor Resident

- (i) Up to six (6) hours ..... \$300.00
- (ii) Additional hour ..... \$50.00/hr.
- (iii) Deposit ..... \$200.00-\$500.00
- (iv) Audio/Video Deposit (In addition to facility deposit) ..... \$500.00
- (v) Alcohol Deposit (In addition to facility deposit) ..... \$500.00
- (vi) Security Fee
  - 1. Per Officer ..... \$50.00/hr.
- (vii) Kitchen ..... \$75.00

(3) Other

- (i) Up to six (6) hours ..... \$600.00
- (ii) Additional hour ..... \$100.00/hr.
- (iii) Deposit ..... \$300.00-\$500.00
- (iv) Audio/Video Deposit (In addition to facility deposit) ..... \$500.00
- (v) Alcohol Deposit (In addition to facility deposit) ..... \$500.00
- (vi) Security Fee
  - 1. Per Officer ..... \$50.00/hr.
- (vii) Kitchen fee ..... \$100.00

(c) Lions Room

(1) Resident

- (i) Up to two (2) hours ..... \$50.00
- (ii) Additional hour ..... \$10.00/hr.
- (iii) Deposit ..... \$50.00-\$150.00

(2) I-70 Corridor Resident

- (i) Up to two (2) hours ..... \$50.00
- (ii) Additional hour ..... \$20.00/hr.
- (iii) Deposit ..... \$50.00-\$150.00

(3) Other

- (i) Up to two (2) hours ..... \$75.00
- (ii) Additional hour ..... \$30.00/hr.
- (iii) Deposit ..... \$50.00-\$150.00

**SECTION 2: FINANCE**

**A) Returned Check Fee** ..... \$40.00

**B) Use Tax ([§4-6-20](#))**

- 1) Levied on the full price of building and construction material ..... 2%

**C) Sales Tax ([§4-5-10](#))**

- 1) Rate is subject to change bi-annually. Collection of the correct tax is the sole responsibility of the vendor.  
See Publication [DR 1002](#) to verify current rate.

- (a) Assessed on all tangible personal property sold within Town limits..... 4%
- (b) Vendor fee retained for sales tax collection..... 3.33%

**D) Lodging Tax** ..... \$4.00/night

### **SECTION 3: TOWN CLERK'S OFFICE**

#### **A) Business License ([§6-1-100](#))**

- 1) Standard..... \$30.00/yr.
- 2) Home Based..... \$15.00/yr.
- (a) Additional licensures may be required by the County and State. Please inquire to ensure compliance.

**B) Commissary Kitchen License** ..... \$250.00/yr.

#### **C) Liquor License ([§6-2-10](#))**

- 1) Beer and Wine
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$798.75
  - (c) Renewal..... \$148.75/yr.
- 2) H&R
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$825.00
  - (c) Renewal..... \$175.00/yr.
- 3) Tavern
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$825.00
  - (c) Renewal..... \$175.00/yr.
- 4) Liquor Store
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$772.50
  - (c) Renewal..... \$122.50/yr.
- 5) Arts
  - (a) New..... \$308.75
  - (b) Renewal..... \$41.25/yr.
- 6) Drug Store
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$772.50
  - (c) Renewal..... \$122.50/yr.
- 7) Racetrack
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$825.00
  - (c) Renewal..... \$175.00/yr.
- 8) Club
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$753.75
  - (c) Renewal..... \$103.75/yr.
- 9) 3.2 Beer Off Premise
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$753.75
  - (c) Renewal..... \$103.75/yr.
- 10) 3.2 Beer On/Off Premise
  - (a) New..... \$1,000.00
  - (b) Transfer..... \$753.75

(c) Renewal.....	\$103.75/yr.
11) Brew Pub	
(a) New.....	\$1,000.00
(b) Transfer.....	\$825.00
(c) Renewal.....	\$175.00/yr.
12) Optional Premises	
(a) New.....	\$1,000.00
(b) Transfer.....	\$825.00
(c) Renewal.....	\$175.00/yr.
13) Mini Bar with H&R	
(a) New.....	\$1,200.00
(b) Transfer.....	\$1,075.00
(c) Renewal.....	\$425.00/yr.
14) Bed and Breakfast	
(a) New.....	\$1,000.00
(b) Transfer.....	\$775.00
15) Renewal.....	\$125.00/yr.
16) Art Gallery	
(a) New.....	\$100.00
(b) Renewal.....	\$71.25/yr.
17) Tastings Permit	
(a) New.....	\$150.00
(b) Renewal.....	\$50.00/yr.
18) Change of Location.....	\$750.00
19) Manager's Registration.....	\$75.00
20) Corporate/LLC Changes.....	\$100.00
21) Temporary Permit.....	\$100.00
22) Late Renewal.....	\$500.00
23) Special Event Liquor.....	\$100.00/event
24) Special Event Beer.....	\$100.00/event

#### **D) Special Use Permits**

1) Permit.....	\$50.00-\$200.00
2) Deposit.....	\$100.00-\$1,000.00
3) Food Vendor.....	\$50.00/yr.
4) Tasting New.....	\$150.00
(a) Tasting Renewal.....	\$50.00/yr.

### **SECTION 4: MUNICIPAL COURT**

#### **A) Court ([§2-7-170](#))**

1) Cost.....	\$35.00
2) Jury Trial	
(a) Advanced Deposit.....	\$25.00
(b) Upon Conviction.....	\$75.00
3) OJW.....	\$0.00
4) Bench Warrant.....	\$75.00
5) Default Judgment.....	\$30.00
6) Deferred Judgment.....	\$75.00
7) Stay of Execution.....	\$25.00
8) Community Service Fee.....	\$25.00

- 9) Failure to Appear ..... \$25.00
- B) Contempt of Court ([§2-7-120](#))** ..... up to \$1,000.00
- C) Penalties and Violations ([§1-4-20](#))** ..... up to \$2,650.00
  - 1) Failure to pay ..... \$25.00/violation
- D) Transcript ([§1-4-20](#))**
  - 1) Deposit ..... \$100.00
  - 2) Transcription ..... at Cost

## SECTION 5: COMMUNITY DEVELOPMENT

### A) Permits

- 1) Right of Way ([§11-4-10](#)) ..... \$75.00
  - (a) Curb Cut ..... \$75.00/per
  - (b) Right of Way Multi Location ..... \$75.00/1<sup>st</sup> Location
    - (1) Additional Location ..... \$25.00/per
- 2) Building Permit ([§18-1-20](#)) ..... Based on Valuation
  - (a) \$1.00-\$500.00 ..... \$23.50
  - (b) \$501.00-\$2,000.00 ..... \$3.05
    - (1) Additional per \$100.00 of valuation
  - (c) \$2,001.00-\$25,000.00 ..... \$14.00
    - (1) Additional per \$1,000.00 of valuation
  - (d) \$25,001.00-\$50,000.00 ..... \$10.10
    - (1) Additional per \$1,000.00 of valuation
  - (e) \$50,001.00-\$100,000.00 ..... \$7.00
    - (1) Additional per \$1,000.00 of valuation
  - (f) \$100,001.00-\$500,000.00 ..... \$5.60
    - (1) Additional per \$1,000.00 of valuation
  - (g) \$500,001.00-\$1,000,000.00 ..... \$4.75
    - (1) Additional per \$1,000.00 of valuation
  - (h) \$1,000,001.00-up ..... \$3.15
    - (1) Additional per \$1,000.00 of valuation
- 3) Plan Review Fees
  - (a) Administrative Fee ..... 65% of Permit Fee
    - (1) This fee is assessed on both complete and incomplete plans
  - (b) Residential Stock Model Plans ..... \$100.00
    - (1) Any changes to Stock Plan will be treated as a new plan and therefore be subject to all fees.
  - (c) Solar Panel Plans
    - (1) Residential ..... \$100.00
    - (2) Commercial ..... \$200.00
- 4) Electrical Permits [Set by State](#)
  - (a) Plumbing Permit ..... See Building Permit
  - (b) Mechanical Permit ..... See Building Permit
- 5) Grading Permit
  - (a) Residential Lot (if required) ..... \$75.00
  - (b) <1 acre ..... \$250.00
  - (c) 1 acre to 5 acres ..... \$1,000.00
  - (d) Greater than 5 acres ..... \$1,750.00
- 6) New Infrastructure Permit ..... \$1,000.00 + Cost
- 7) Fence Permit ..... \$75.00
- 8) Landscaping Permit ..... \$10.00

9) Working without Permit .....	\$100.00
10) Solar Panel Permit	
(a) Residential.....	\$100.00
(b) Commercial.....	\$200.00
11) Sign Permit.....	Valuation/\$75.00 Min
12) Banners.....	\$25.00/quarter
13) Demolition Permit.....	\$50.00
14) Mobile Home Permit.....	\$250.00
15) Moving Mobile Home Permit .....	\$50.00
16) Construction/Sales Trailer Permit .....	\$100.00
17) RV Parking Permit	
(a) 7-day permit .....	\$75.00
(b) 2-day permit .....	\$25.00
18) Investigation Fee/Working Without a Permit ( <a href="#">§18-1-20</a> )	
(a) Percentage of Building Fee .....	100%
19) Reinspection Fee.....	\$75.00

#### **B) Contractor Licensing**

1) Class A.....	\$75.00
2) Class B .....	\$50.00
3) Class C .....	\$25.00
4) Class D.....	\$25.00
5) ROW .....	\$25.00
6) Plumber Registration.....	\$75.00
7) Electrician Registration.....	No Fee

#### **C) Impact Fees**

1) Public Facilities Impact Fee .....	\$3,153.00/SFE**
2) Storm Drainage Impact Fee .....	\$1,053.00/SFE**
3) Transportation Facilities Impact Fee.....	\$1,015.00/SFE**

#### **D) Land Development Fees** (Cost Agreement\* plus 20% Administrative Fee)

### **SECTION 6: ANIMAL CONTROL**

#### **A) Animal Licenses** ([§7-7-70](#))

1) Spayed or Neutered Animal.....	\$10.00/yr.-\$27.00/3 yr.
(a) Senior (65+).....	\$5.00/yr.-\$13.00/3 yr.
(b) Veterans.....	\$5.00/yr.-\$13.00/3 yr.
2) Unaltered Animal.....	\$25.00/yr.-\$70.00/3 yr.
3) Guard Dog License .....	\$25.00/yr.
4) Duplicate tag .....	\$5.00/each
5) Poultry License	
(a) New.....	\$25.00/yr.
(b) Renewal.....	\$25.00/yr.
6) Bee Permit .....	\$25.00/yr.

#### **B) Violations** ([§1-4-20](#))

1) Failure to License .....	\$50.00
2) Guard Dog Violation	
(a) 1 <sup>st</sup> Offense .....	\$300.00
(b) 2 <sup>nd</sup> and Subsequent Offense(s) .....	\$600.00

3) Aggressive Animal

- (a) 1<sup>st</sup> Offense ..... \$200.00
- (b) 2<sup>nd</sup> and Subsequent Offense(s) ..... \$400.00
- 4) Vicious Animal
  - (a) 1<sup>st</sup> Offense ..... \$300.00
  - (b) 2<sup>nd</sup> and Subsequent Offense(s) ..... \$600.00
- 5) Barking Dog
  - (a) 1<sup>st</sup> Offense ..... \$150.00
  - (b) 2<sup>nd</sup> and Subsequent Offense(s) ..... \$250.00
- 6) Animal at Large
  - (a) 1<sup>st</sup> Offense ..... \$100.00
  - (b) 2<sup>nd</sup> Offense ..... \$150.00
  - (c) 3<sup>rd</sup> Offense ..... \$300.00

(1) Each fine excludes the cost of restitution.

**C) Impound Fees ([§7-7-60](#))**

- 1) Dog/Other
  - (a) 1<sup>st</sup> Day ..... \$45.00
  - (b) Additional Board ..... \$5.00/day
- 2) Cat
  - (a) 1<sup>st</sup> Day ..... \$35.00
  - (b) Additional Board ..... \$5.00/day

**D) Adoption Fees ([§7-7-60](#))**

- 1) Dog/Other ..... \$50.00
- 2) Cat ..... \$40.00

**E) Cat Trap**

- 1) Fee ..... \$25.00
- 2) Deposit ..... \$25.00

**SECTION 7: CODE ENFORCEMENT**

- A) **Vehicle Impoundment Hearing ([§8-3-50\(c\)](#))** ..... \$50.00
- B) **Snow Emergency Parking ([§1-4-20](#))** ..... up to \$1,000.00
- C) **Debris ([§7-2-10](#))** ..... \$100.00
- D) **Dumping on Property ([§7-2-10](#))** ..... \$100.00
- E) **Accumulation Prohibited ([§7-3-10](#))** ..... \$100.00
- F) **Responsibility of Owner ([§7-3-30](#))** ..... \$100.00
- G) **Declaration of Nuisance ([§7-5-20](#))** ..... \$50.00
- H) **Duty to Cut ([§7-5-30](#))** ..... \$50.00
- I) **Parking ([§8-5-10](#))** ..... \$50.00
- J) **Snow & Ice Removal ([§11-1-20](#))** ..... \$100.00
- K) **Failure to Permit ([§1-4-20](#))** ..... up to \$2,650.00
- L) **Property Maintenance Violation** ..... up to \$2,650.00
- M) **Abatement**
  - 1) All Abatement except Obnoxious Weed ..... at Cost
    - (a) Administrative ..... 10% of Cost
  - 2) Obnoxious Weed ..... at Cost
    - (a) Administrative ..... 20% of Cost

## SECTION 8: PUBLIC WORKS

### A) Mount View Cemetery ([Resolution 398](#))

- 1) Casket Plot
  - (a) Resident..... \$300.00
  - (b) Non-Resident..... \$1,000.00
- 2) Cremation Plot
  - (a) Resident..... \$300.00
  - (b) Non-Resident..... \$1,000.00
- 3) Opening/Closing
  - (a) Casket Plot
    - (1) Weekdays..... \$350.00
    - (2) Weekend/Holiday ..... \$450.00
  - (b) Cremation Plot
    - (1) Weekdays..... \$100.00
    - (2) Holiday..... \$200.00

### B) Water ([Resolution 391](#))

- 1) Base Rate..... \$33.62
- 2) Usage Rate
  - (a) Tier 1
    - (1) 0 to 4,000 gallons ..... \$0.00
  - (b) Tier 2
    - (1) 4,001 to 8,000 gallons..... \$4.10/1,000 gallons
  - (c) Tier 3
    - (1) 8,001 to 16,000 gallons ..... \$6.15/1,000 gallons
  - (d) Tier 4
    - (1) 16,001 and above..... \$14.35/1,000 gallons
  - (e) Bulk Water ..... \$19.48/1,000 gallons
  - (f) Reuse Water ..... \$3.08/1,000 gallons
- 3) Shut-off..... \$40.00
- 4) Water Turn on Fee ..... \$20.00
- 5) Late Payment ([§ 13-2-40](#)) ..... 5%
- 6) Bulk Water Meter Deposit..... \$3,500.00
- 7) Account Activation Fee ..... \$25.00
- 8) New Build Meter/Reader ..... at Cost
- 9) Meter and Associated Equipment Damage
  - (a) Repairs ..... at Cost
  - (b) Labor Employee Abatement ..... Rate/hr.
- 10) Lien Fees
  - (a) Percentage of total past due ..... 10%
  - (b) Administrative Fee ..... \$100.00
- 11) Outside Source Meter Testing
  - (a) Meter is found faulty..... \$0.00
  - (b) Working meters ..... \$30.00
- 12) Water Development Fees ..... \$24,896/SFE\*\*
  - (a) Tap Inspection Fee ..... \$150.00
  - (b) Administrative Cost for Reimbursement ([§13-1-150](#))..... \$100.00

- 13) Lateral Street Cut ([§11-3-30](#))
  - (a) Less than 60 ft. .... \$350.00
    - (1) Additional ..... \$4.00/ft.
- 14) Utility Extension Permit Fee ([§11-3-40](#))
  - (a) Permit..... \$350.00
    - (1) Excavation ..... \$4.00/ft.
- 15) New Infrastructure Permit ..... \$1,000.00 + Cost
- 16) Inspection Fee ([§13-1-40](#)) ..... \$63.00
- 17) Tampering with Water Equipment
  - (a) Repair ..... at Cost
  - (b) Fine..... up to \$1,000
- 18) Water Restriction Violation ([§13-3-440](#))
  - (a) 1<sup>st</sup> Violation..... \$100.00
  - (b) 2<sup>nd</sup> Violation ..... \$250.00
  - (c) 3<sup>rd</sup> Violation ..... \$500.00
  - (d) 4<sup>th</sup> Violation and above..... \$500.00

**C) Wastewater ([§ 13-2-30](#))**

- 1) Base Rate ..... \$38.98
- 2) Usage Rate Per 1,000 gallons..... \$7.50
  - (a) Based on average water use from November 15<sup>th</sup> to February 15<sup>th</sup>
- 3) Late Payment ([§ 13-2-40](#)) ..... 5%
- 4) Wastewater Development Fees ([§13-1-20](#)) ..... \$6,422/SFE\*\*
  - (a) Tap Inspection Fee ([§13-1-40](#))..... \$150.00
  - (b) Administrative Cost for Reimbursement ([§13-1-150](#))..... \$100.00
- 5) Lateral Street Cut ([§11-3-30](#))
  - (a) Less than 60 ft. .... \$350.00
    - (1) Additional ..... \$4.00/ft.
- 6) Utility Extension Permit Fee ([§11-3-40](#))
  - (a) Permit Plus..... \$350.00
    - (1) Excavation ..... \$4.00/ft.
- 7) New Infrastructure Permit ..... \$1,000.00 + Cost
- 8) Inspection Fee ([§13-1-40](#)) ..... \$63.00

\* Development Plans are subject to cost agreements. Cost agreements are based on the cost for the Town to obtain the services of various consultants necessary to development plan.

\*\*Single Family Equivalent or SFE a numerical value assigned to a specific property based upon the demand placed on the infrastructure of the Town by an average single-family residential unit in accordance with the schedule and SFE calculator adopted pursuant to Chapter 13 of this Code.

## **RESOLUTION NO. 894-21**

### **A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF BENNETT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022 AND ENDING ON THE LAST DAY OF DECEMBER 2022 AND ADOPTING THE TOWN OF BENNETT SCHEDULE OF FEES**

**WHEREAS**, the Board of Trustees of the Town of Bennett has appointed Danette M. Ruvalcaba, Town of Bennett Treasurer, to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, Danette M. Ruvalcaba, Treasurer, has submitted a proposed budget and schedule of fees to this governing body on October 12th, 2021, for its consideration; and

**WHEREAS**, upon due and proper notice, published and posted in accordance with the Local Government Budget Law of Colorado, said proposed budget was open for inspection by the public at a designated place and a public hearing was held December 14, 2021, and electors of the Town were given an opportunity to file or register any objections to said proposed budget; and

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance as required by law.

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

#### **Section 1.** That estimated expenditures for each fund are as follows:

GENERAL FUND	\$5,624,160
WATER FUND	3,447,130
WASTE WATER FUND	2,156,650
ROAD AND BRIDGE FUND	281,330
SALES TAX CAPITAL IMPROVEMENT FUND	1,178,284
CONSERVATION TRUST FUND	16,930
ADAMS COUNTY OPEN SPACE FUND	98,645
ARAPAHOE COUNTY OPEN SPACE FUND	26,960
RESERVE FUND	-0-
GRANTS	5,660,000
CAPITAL IMPROVEMENT FUND	299,900
WATER CAPITAL FUND	1,820,300
WASTEWATER CAPITAL FUND	940,300
STORM DRAINAGE IMPACT FEE FUND	173,140
PUBLIC FACILITIES IMPACT FEE FUND	215,000
TRANSPORTATION FACILITIES IMPACT FEE FUND	454,146

DEBT SERVICE FUND	-0-
BENNETT ARTS & CULTURAL FUND	183,650
<b>TOTAL EXPENDITURES</b>	<b>\$22,576,525</b>

**Section 2.** That the estimated revenues for each fund are as follows:

**GENERAL FUND**

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	5,076,515
From general property tax levy	547,645
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$5,624,160</b>

**WATER FUND**

From unappropriated surpluses and reserves	\$49,045
From sources other than general property tax	3,398,085
From general property tax levy	0-
<b>TOTAL WATER FUND REVENUES</b>	<b>\$3,447,130</b>

**WASTEWATER FUND**

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	2,246,835
From general property tax levy	-0-
<b>TOTAL WASTEWATER FUND REVENUES</b>	<b>\$2,246,835</b>

**ROAD AND BRIDGE FUND**

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	281,330
From general property tax levy	-0-
<b>TOTAL ROAD AND BRIDGE FUND REVENUES</b>	<b>\$281,330</b>

**SALES TAX CAPITAL IMPROVEMENT FUND**

From unappropriated surpluses and reserves	\$55,634
From sources other than general property tax	1,122,650
From general property tax levy	-0-
<b>TOTAL RESTRICTED STREET REVENUES</b>	<b>\$1,178,284</b>

**CONSERVATION TRUST FUND**

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	16,930
From general property tax levy	-0-
<b>TOTAL CONSERVATION TRUST FUND REVENUES</b>	<b>\$16,930</b>

#### ADAMS COUNTY OPEN SPACE FUND

From unappropriated surpluses and reserves	\$45,670
From sources other than general property tax	52,975
From general property tax levy	-0-
TOTAL ADAMS COUNTY OPEN SPACE FUND REVENUES	\$98,645

#### ARAPAHOE COUNTY OPEN SPACE FUND

From unappropriated surpluses and reserves	\$13,280
From sources other than general property tax	13,680
From general property tax levy	-0-
TOTAL ARAPAHOE COUNTY OPEN SPACE REVENUES	\$26,960

#### RESERVE FUND

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	105,445
From general property tax levy	-0-
TOTAL RESERVE FUND	\$105,445

#### GRANTS

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	5,660,000
From general property tax levy	-0-
TOTAL GRANT REVENUES	\$5,660,000

#### CAPITAL IMPROVEMENT FUND

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	589,570
From general property tax levy	-0-
TOTAL CAPITAL IMPROVEMENT REVENUES	\$589,570

#### WATER CAPITAL FUND

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	2,175,560
From general property tax levy	-0-
TOTAL WATER CAPITAL REVENUES	\$2,175,560

#### WASTEWATER CAPITAL FUND

From unappropriated surpluses and reserves	\$128,795
From sources other than general property tax	811,505
From general property tax levy	-0-
TOTAL WASTEWATER CAPITAL REVENUES	\$940,300

#### STORM DRAINAGE IMPACT FEE FUND

From unappropriated surpluses and reserves	\$72,875
From sources other than general property tax	100,265
From general property tax levy	-0-
<b>TOTAL STORM DRAINAGE IMPACT FEE FUND REVENUES</b>	<b>\$173,140</b>

#### PUBLIC FACILITIES IMPACT FEE FUND

From unappropriated surpluses and reserves	\$-0-
From sources other than general property tax	331,760
From general property tax levy	-0-
<b>TOTAL PUBLIC FACILITIES IMPACT FEE FUND REVENUES</b>	<b>\$331,760</b>

#### TRANSPORTATION FACILITIES IMPACT FEE FUND

From unappropriated surpluses and reserves	\$347,346
From sources other than general property tax	106,800
From general property tax levy	-0-
<b>TOTAL TRANSPORTATION IMPACT FEE FUND REVENUES</b>	<b>\$454,146</b>

#### BENNETT ARTS & CULTURAL FUND

From unappropriated surpluses and reserves	\$27,330
From sources other than general property tax	156,320
From general property tax levy	-0-
<b>TOTAL BENNETT ARTS &amp; CULTURAL FUND</b>	<b>\$183,650</b>

**TOTAL REVENUES** **\$23,533,845**

**Section 3.** That the budget as submitted, amended and herein above summarized by fund, a copy of which is attached as Attachment “A” hereto and incorporated herein by this reference, is hereby approved and adopted as the budget for the Town of Bennett for the 2022 fiscal year.

**Section 4.** That the budget hereby approved and adopted shall be signed by the Mayor and Town Clerk and made a part of the public records for the Town of Bennett.

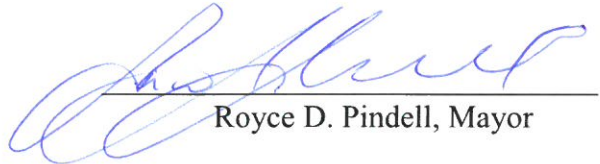
**Section 5.** The following appropriations made in Resolution No. 852-20 for Fiscal Year 2021 shall be carried forward into Fiscal Year 2022:

- a. From the General Fund, the net amount of thirty-five thousand dollars (\$35,000).
- b. From the Sales Tax Capital Improvement Fund, the net amount of three million eight hundred seventy thousand dollars (\$3,870,000).
- c. From the Water Fund, the net amount of three million three hundred twenty-five thousand dollars (\$3,325,000).
- d. From the Wastewater Fund, the net amount of three hundred fifty thousand dollars (\$350,000).
- e. From the CIP Fund, the net amount of two million seven hundred ten thousand dollars (\$2,710,000).

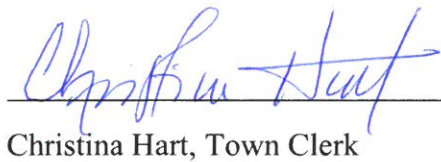
**Section 6.** That the Town of Bennett Schedule of Fees is created and a copy of which is attached as Attachment "B" hereto and incorporated herein by this reference, is hereby approved and adopted. The fees and charges set by this resolution shall be effective January 1, 2022, and may thereafter be amended from time to time by resolution of the Board of Trustees.

**Section 7.** That the Town of Bennett Schedule of Fees hereby approved and adopted shall be signed by the Mayor and Town Clerk and made a part of the public records for the Town of Bennett.

**INTRODUCED, READ AND ADOPTED THIS 14TH DAY OF DECEMBER 2021.**

  
Royce D. Pindell, Mayor

ATTEST:

  
Christina Hart, Town Clerk



## RESOLUTION NO. 895-21

### A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW, FOR THE TOWN OF BENNETT, COLORADO FOR THE 2022 BUDGET YEAR

**WHEREAS**, the Board of Trustees has adopted the 2022 Annual Budget in accordance with the Local Government Budget Law, on December 14, 2021: and

**WHEREAS**, the Board of Trustees has made provisions therein for in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues as provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Town.

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

**Section 1.** That the following sums are hereby appropriated from the revenue of each fund to each fund, for purposes stated, for the fiscal year beginning January 1, 2022:

#### **GENERAL FUND**

Current Operating Expenses	\$5,299,397	
Contingency	324,763	
Debt Service	-	
<b><u>TOTAL GENERAL FUND</u></b>		<b><u>\$5,624,160</u></b>

#### **WATER FUND**

Current Operating Expenses	\$2,885,280	
Contingency	-	
Debt Service	561,850	
<b><u>TOTAL WATER FUND</u></b>		<b><u>\$3,447,130</u></b>

#### **WASTEWATER FUND**

Current Operating Expenses	\$1,757,190	
Contingency	100,000	
Debt Service	299,460	
<b><u>TOTAL WASTEWATER FUND</u></b>		<b><u>\$2,156,650</u></b>

**ROAD AND BRIDGE FUND**

Current Operating Expenses	\$236,180
Contingency	45,150
Debt Service	-

**TOTAL ROAD AND BRIDGE FUND** **\$281,330****SALES TAX CAPITAL IMPROVEMENT FUND**

Current Operating Expenses	\$789,000
Contingency	28,984
Debt Service	360,300

**TOTAL RESTRICTED STREET** **\$1,178,284****CONSERVATION TRUST FUND**

Current Operating Expenses	\$15,000
Contingency	1,930
Debt Service	-

**TOTAL CONSERVATION TRUST FUND** **\$16,930****ADAMS COUNTY OPEN SPACE FUND**

Current Operating Expenses	\$40,000
Contingency	58,645
Debt Service	-

**TOTAL ADAMS COUNTY OPEN SPACE FUND** **\$98,645****ARAPAHOE COUNTY OPEN SPACE FUND**

Current Operating Expenses	\$5,000
Contingency	21,960
Debt Service	-

**TOTAL ARAPAHOE COUNTY OPEN SPACE FUND** **\$26,960****RESERVE FUND**

Current Operating Expenses	\$-
Contingency	-
Debt Service	-

**TOTAL RESERVE FUND** **\$-**

**GRANTS**

Current Operating Expenses	\$5,660,000
Contingency	-
Debt Service	-

**TOTAL GRANT FUND** **\$5,660,000****CAPITAL IMPROVEMENT FUND**

Capital Outlay	\$84,000
Contingency	-
Debt Service	215,900

**TOTAL CAPITAL IMPROVEMENT FUND** **\$299,900****WATER CAPITAL FUND**

Capital Outlay	\$1,820,300
Contingency	-
Debt Service	-

**TOTAL WATER CAPITAL FUND** **\$1,820,300****WASTEWATER CAPITAL FUND**

Capital Outlay	\$940,300
Contingency	-
Debt Service	-

**TOTAL WASTEWATER CAPITAL FUND** **\$940,300****STORM DRAINAGE IMPACT FEE FUND**

Capital Outlay	\$128,830
Contingency	44,310
Debt Service	-

**TOTAL STORM DRAINAGE IMPACT FEE FUND** **\$173,140****PUBLIC FACILITIES IMPACT FEE FUND**

Capital Outlay	\$215,000
Contingency	-
Debt Service	-

**TOTAL PUBLIC FACILITIES IMPACT FEE FUND** **\$215,000**

**TRANSPORTATION FACILITIES IMPACT FEE FUND**

Capital Outlay	\$100,000
Contingency	354,146
Debt Service	-

**TOTAL TRANSPORTATION FACILITIES IMPACT FEE FUND \$454,146**

**DEBT SERVICE FUND**

Current Operating Expenses	\$-
Contingency	-
Debt Service	-

**TOTAL DEBT SERVICE FUND \$-**

**BENNETT ARTS & CULTURAL FUND**

Current Operating Expenses	\$183,650
Contingency	-
Debt Service	-

**TOTAL BENNETT DAYS FUND \$183,650**

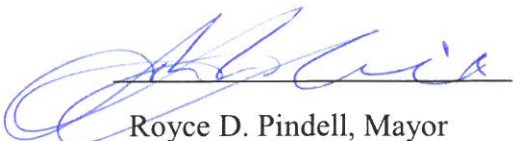
**TOTAL EXPENDITURES \$22,576,525**

**Section 2.** Within the Reserve Fund, there is hereby established and funded an Emergency Reserve Fund as required and in accordance with paragraph 5 of Section 20 to Article X, Section 20 of the Colorado Constitution.

**Section 3.** Any and all year-end fund balances for fiscal year 2021 are hereby carried forward to their respective funds for fiscal year 2022.

**Section 4.** All prior resolutions or parts of such resolutions, codes or parts of codes in conflict with the provisions of this resolution are hereby repealed.

**INTRODUCED, READ, AND ADOPTED THIS 14TH DAY OF DECEMBER 2021.**

  
Royce D. Pindell, Mayor

ATTEST:

Christina Hart

Christina Hart  
Town Clerk



## **RESOLUTION NO. 896-21**

### **A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TAX YEAR 2021 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF BENNETT, COLORADO, FOR THE 2022 BUDGET YEAR.**

**WHEREAS**, the Board of Trustees of the Town of Bennett has adopted the 2022 Annual Budget in accordance with the Local Government Budget Law, on December 14, 2021; and

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$547,689; and

**WHEREAS**, the amount of money necessary to balance the budget for bonds and interest is \$-0-; and

**WHEREAS**, the 2021 valuation for assessment for the Town of Bennett as certified by the Adams County Assessor is \$37,451,220; and

**WHEREAS**, the 2021 valuation for assessment for the Town of Bennett as certified by the Arapahoe County Assessor is \$7,561,087; and

**WHEREAS**, the mill levy is set in accordance with the applicable provisions of the Colorado Constitution and Colorado Statutes.

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

**Section 1.** That for the purpose of meeting all general operating expenses of the Town of Bennett during the 2022 budget year, there is hereby levied a tax of 11.950 mills upon each dollar of the total valuation for the assessment of all taxable property within the Town for the year 2021.

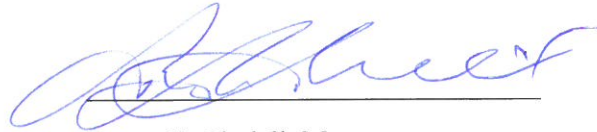
**Section 2.** That for the purpose of meeting payments for bonded indebtedness and interest of the Town of Bennett during the 2022 budget year, there is hereby levied a tax of -0-mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2021.

**Section 3.** That the Town Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of Adams County, Colorado and to the County Commissioners of Arapahoe County, Colorado, the mill levies for the Town of Bennett as herein determined and set.

**Section 4.** All prior resolutions or parts of such resolutions, codes, or parts of codes in conflict with the provisions of this resolution are hereby repealed.

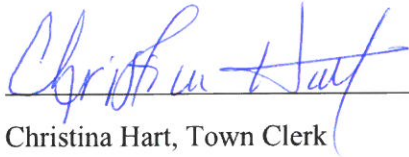
**INTRODUCED, READ, AND ADOPTED THIS 14TH DAY OF DECEMBER 2021.**

TOWN OF BENNETT, COLORADO



Royce D. Pindell, Mayor

ATTEST:



Christina Hart, Town Clerk

