RESOLUTION #009-2023

A RESOLUTION TO ADOPT BUDGET AND MAKE APPROPRIATIONS

FOR THE YEAR 2024

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR THE TOWN OF CRESTONE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the Board of Trustees of the Town of Crestone appointed a budget committee consisting of two Trustees, the Town Clerk, and a community member to prepare and submit a proposed budget to said governing body at the proper time; and,

WHEREAS, the Town Treasurer submitted a proposed budget to this governing body on December 6, 2023, for its consideration; and,

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the public at the Crestone Town Hall December 6, 2023, a public hearing was held on December 14, 2023, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and,

WHEREAS, it is not only required by law, but also necessary to appropriate the revenue and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Town of Crestone; and,

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or appropriated from cash reserves 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 CRESTONE, COLORADO:

Section I: The 2024 Budget for the Town of Crestone as submitted, and herein summarized by Fund, is approved and adopted.

Section II: The estimated 2024 expenditures for each fund are are follows:

General Fund:	**$1,163,589.00**
Conservation Trust Fund:	**$5,000.00**
Total:	**$1,168,589.00**

Section III: The estimated 2024 revenue for each fund are as follows:

General Fund:	**$1,163,589.00**
Conservation Trust Fund:	**$0**
Total:	**$1,163,589.00**

Section IV: The estimated 2024 Fund Balances plus estimated 2024 Revenues for each fund are:

General Fund:	**$1,829,398.00**
Conservation Trust Fund:	**$5,808.00**
Total:	**$1,835,206.00**

Section VI: The following sums are hereby appropriated for each Fund:

General Fund:	**$1,163,589.00**
Conservation Trust Fund:	**$5,000.00**
Total:	**$1,168,589.00**

Section IV: That the budget hereby approved and adopted shall be signed by the Mayor and made a part of the public records of the Town of Crestone.

ADOPTED this 14th day of December, 2023.

Scott Ehresman, Town Clerk

Kairina Danforth, Mayor

Town of
CRESTONE
Colorado

Town of Crestone

2024 Budget

Mayor Kairina Danforth

Mayor Pro-Tempore Kim Martinez

Trustee Kizzen Laki

Trustee Adam Kinney

Trustee Benjiman Byer

Trustee Dennis Posluzsny

Trustee Armando Mendez-Sanchez

Dear Mayor and Board of Trustees,

As per your direction, this budget was prepared by a budget committee consisting of Trustees Adam Kinney and Dennis Posluzsny, Community member Elaine Johnson, and Town Clerk Scott Ehresman. We have worked for countless hours to rework the budget in response to feedback from the community, including:

<u>A reduced projection for sales tax revenue</u>

There has been significant controversy over sales tax being collected by vendors from individuals outside of the town of Crestone, that has been distributed to the town by the state Department of Revenue. We are exploring ways to address this issue from a legal standpoint, but for the time being we have drastically reduced our expected sales tax numbers. If we stop receiving that sales tax we will be prepared; if we continue receiving that tax it will be put into a savings account that can be used to do work to benefit the entire community.

<u>Fitting all expenses into our revenue projections</u>

In the last two years, the town has spent more money than it has brought in. This is obviously unsustainable. This budget has been prepared specifically to fit all expenses into our current (reduced) expected revenue.

<u>A reduction of over $200,000 from the budget for personnel and professional services</u>

This is an area we have received significant criticism. With this budget we hope to reformat the way that Town Staff operate to run more lean. The exact figures provided in the employee appendix will likely shift, but the total allotment for personnel will remain the same.

<u>An increase in funding for essential supplies such as roadbase and materials</u>

In 2023, certain essential functions of the town were neglected as they were inadequately budgeted for. We have increased funding for items such as road base and maintenance in order to address this issue more adequately in 2024.

<u>A Grant Appendix separated out from the regular budget</u>

Accounting for grants can cause significant confusion on a budget, as the revenue and expenses must be accounted for but may not necessarily come to fruition. We have listed the grant revenue on the budget as is our legal requirement, but we've also tried to ensure that our base line revenue and expenses can be separated out from those numbers for clarity. We have also added an appendix to clarify the revenue and spending obligations for each grant.

<u>Combining funds into a single budget for ease of tracking both by staff and by the board.</u>

Our previous budgets have been separated out by fund. This created a good deal of confusion as to how much we are really working with, and made the budget difficult to read by the layman. We have combined those funds onto a single budget for the sake of simplicity. All funds will still be accounted for individually.

The elimination of the Water/Sewer Enterprise Fund

Our Water / Sewer Enterprise fund is designed to make it easier to get large multi year loans for improvements, but is not realistic for our community at this time. The reality of the matter is that the water department does not run as a separate business from the town--- staff, tools, and materials are shared. Trying to keep this fund in enterprise status when it is not in fact a separate enterprise is causing undue financial stress on the water system and great confusion on the accounting side of things as certain percentages of all employee costs need to be taken out of a separate fund and accounted for separately.

DESCRIPTION	Acct #	2022 Actual	2023 Proj. Actual	2024 Budget	NOTES
Beginning Cash Balances:					
GF Checking 5793		590,984	420,508	390,000	
GF CD 5376		5,839	5,865	5,875	
GF CD 5381		43,985	44,168	44,245	
Cemetery Account		00	00	00	New: Cemetery Reserve
Conservation Trust Fund 6365		5,089	5,808	5,808	
Court Escrow Account		00	00	00	New: Court-related escrow
Undeposited Funds					
Natural Burial Ground 0306		5,083	5,096	17,349	
Rental Security Deposits		00	00	2,504	New: Rental Deposits
Savings Account			00		New: Sales Tax over budget
W/S Checking 4636		131,950	110,243	45,000	
W/S CDs 9401/9501/1636		78,946	79,211	79,297	
W/S Capital Reserve				81,539	
Total Cash Balance		**$ 861,876**	**$ 670,899**	**$ 671,617**	
Reserves:					
TABOR 3%		28,892	23,084	15,898	
Conservation Trust 6365		4,317	5,808	5,808	
Natural Burial Ground 0306		5,083	17,349	17,349	
Operating Reserve		182,626	169,280	116,697	3 mos – Tabor 3%
Rental Security Deposits				2,504	
W/S Capital Reserve				81,539	
Total Restricted Reserves		**(220,918)**	**(215,521)**	**(239,795)**	
Total Unrestricted Funds		**$ 640,958**	**$ 455,378**	**$ 431,822**	
Tax Revenue:					
Cigarette		1,316	965	800	
Marijuana		12,693	12,151	10,000	
Motor Vehicle		1,527	3,108	2,000	
Property		17,115	15,597	15,500	
Sales tax GF		576,195	570,776	430,000	
Sales tax designated for W/S		-82,314	-81,539	-61,429	For Capital Reserve
Specific Ownership		1,155	2,116	2,000	
W/S Hydrant Fees		11,743	15,934	15,934	
W/S Tap Fees		3,500	1,200	4,700	
W/S Monthly Fees		92,023	83,967	83,937	
W/S Other					
Total Tax Revenue		**$ 634,953**	**$ 624,275**	**$ 503,442**	
Intergovernmental Revenue					
Highway Users Tax		23,417	15,112	15,000	
Severance/Mineral		1,778	1,947	1,900	
Speciall Marijuana Tax		4,161	3,644	3,500	
Total Intergovernmental Revenue		**$ 29,356**	**$ 20,703**	**$ 20,400**	

DESCRIPTION	Acct #	2022 Actual	2023 Proj. Actual	2024 Budget	Notes
Licenses and Permits					
Building/Signs		625	510	500	
Business		3,365	3,375	3,500	
Land Use		400	410	1,000	
Liquor		1,546	298	300	
Marijuana		3,000	3,000	3,000	
Other			605		
Total License & Permit Revenue		**$ 8,936**	**$ 8,198**	**$ 8,300**	
Other:					
Cemetery Lots		9,740	2,650	3,000	
Cemetery Reserve			(12,253)	(300)	
Charging Station Fees				800	
Copies, fax, research		239	161	200	
Court revenue		2,095	210	200	
Donations/contributions		6,047	4,691	5,000	
Interest/earnings		771	600	460	
Insurance Claims/Refunds		569	966	0	
Miscellaneous		7		0	
Museum		1,493		500	
Reimbursement from W/WW		0			
Rental		8,302	14,040	14,000	
Rental – other		129	120	150	
Sales & Services		0			
Other		60			
Total Other Revenue		**$ 29,452**	**$ 11,185**	**$ 24,010**	
Grants:					
Grants/remittance		82,683	14,823	607,437	See Appendix A
Total Grant/remittance revenue		**$ 82,683**	**$ 14,823**	**$ 607,437**	
Total Revenues		**$ 702,697**	**$ 664,361**	**$ 556,152**	
Total Grants		**$ 82,683**	**$ 14,823**	**$ 607,437**	
Total Unrestricted Resources					
Total Available Resources					

Town of Crestone 2024 Budget

DESCRIPTION Expenses	Acct #	2022 Actual	2023 Proj Actual	2024 Budget	NOTES
Personnel					
Administrator		0			
Board of Trustees		7,582	9,474	9,474	
Town Hall Employees		96,454	108,392	83,408	See Appendix B
Public Works Employees		95,851	104,533	66,560	See Appendix B
Employee Benefits			10,538	14,500	To be allocated
FAMLI			970	300	
Cell Phone		1,022	1,746	300	
Code Enforcer		17,213	1,811	6,500	See Appendix B
Colorado Unemployment			3,211	1,000	
Dues/memberships			581	300	
Insurance		33,564	40,564		
Mileage Reimbursement		0		500	
Payroll Taxes		24,822	46,995	11,970	
Pension		0	4,715		
Temporary Workers		6,947		4,415	
Travel/Training		11,609	9,673	2,000	
Water/Sewer Employees		62,011	85,963		Included in Public works
Worker's Compensation		0	8,022	3,000	
Total Personnel		**$ 357,075**	**$ 437,188**	**$ 204,227**	
Professional Services		121,155			
Attorney			54,000	28,000	
Auditor			12,000	12,000	
Auditor – One time forensic audit				24,714	
Bookkeeper			10,415		
Court – Clerk		2,796			
Court – Judge		5,400	3,500	3,600	
Election – Judge				450	
Election – Training		2,084		4,900	
Law Enforcement Contribution			1,050	1,000	
Public Works Professional Services		1,250	9,450		
Saguache County Treasurer		260	639	320	
Treasurer			17,900		
Water/Sewer Prof. Services		35,882	1,200		
Total Professional Services		**$ 168,827**	**$ 110,154**	**74,984**	
Total Personnel & Prof. Services		**$ 525,902**	**$ 547,342**	**$ 279,211**	

DESCRIPTION: EXPENSES	Acct #	2022 Actual	2023 Proj Actual	2024 Budget	Notes
Operations					
Bank Fees, Safety Deposit Box		161	250	240	
Codification				400	
Dues/Memberships		3,694	581	400	
Electricity – Charging Station			1,038	880	
Electricity – Museum			657	560	
Electricity – Public works, parks		1,738	2,270	2,300	
Electricity – Town Hall		2,078	3,200	3,200	
Electricity – Water, Creekside				480	
Electricity – Water, Irrigation			2,499	2,500	
Electricity – Water & Sewer			596	480	
Furniture & Fixtures		715	285	800	
IT/website Expense		2,059	5,467	4,000	
Insurance, Liability		9,797	7,836	9,822	Includes Auto
Insurance deductible			500	500	
Legal Notices/Advertising		3,137	312	1,080	
Meeting Food		1,727	965	800	
Misc.		289	879	0	
Postage – Election		207		240	
Postage – office		2,133	578	480	
Printing/copying		3,730	3,798	3,800	
Propane		5,598	3,943	6,000	
Subscriptions, books		1,259	800	400	
Supplies – Court		2	22	25	
Supplies – Elections		129	200	200	
Supplies – Office (maps, copies, etc)		5,393	3,770	3,600	
Supplies – Water/Sewer				800	
Telephone/Internet		4,795	4,288	4,500	
Trash/Recycle (custodian)		2,076	3,199	2,400	
Travel, training, off-site meetings		8,752	6,611	00	Moved to personnel
Water/Sewer – Public Works		9,206	4,998	1,032	
Water/Sewer – Town Hall			170	480	
Water: Creekside				552	
Water: Little Pearl Park				1,276	
Water: Irrigation		8,852	4,743	672	
Total Operations		**$ 77,527**	**$ 64,455**	**$ 54,899**	

DESCRIPTION	Acct #	2022 Actual	2023 Proj Actual	2024 Budget	NOTES
Other					
Cemetery – Green Burial Dues			345	345	
Cemetery – Repairs/Maintenance		202		10,000	
Code Compliance		0	1,811		
Events		27,398	15,301	7,550	
Museum		320	488	500	
Neighbors Helping Neighbors				5,000	
Tourist Signs		500	500	500	
Total Other		**$ 28,420**	**$ 18,445**	**$ 23,895**	
Public Works					
Public Works Operations					
Building repairs/maintenance		8,198	2,541	3,000	
Equipment and Tools		28,793	25,731	5,000	
Furnishings /Fixtures		106			
Supplies		8,879	6,870	2,500	
Total Public Works Operations		**$ 45,976**	**$ 35,142**	**$ 10,500**	
Vehicles					
Insurance			1,134	.00	In prop. liability
Repairs/Maintenance		3,129	168	3,000	
Purchase					
Gasoline		2,464	933	1,000	
Other			750		
Total Vehicles		**$ 5,593**	**$ 2,985**	**$ 4,000**	
Road Expenses					
Repairs/Maintenance “Service”		0	7,851	15,000	
Saguache County HUFT		6,802	2,702	2,800	
Signs		931	343	500	
Snow Removal		256	483	2,000	
Street Lights		1,094	1,015	500	
Total Road Expenses		**$ 9,083**	**$12,394**	**$ 20,800**	

Town of Crestone 2024 Budget

DESCRIPTION	Acct #	2022 Actual	2023 Proj Actual	2024 Budget	NOTES
Parks & Right-of-Ways					
Miscellaneous		3,967	442	0	
Mosquito Control				500	
Grounds maintenance/repairs		1,308	524	9,000	
Tree Removal		80		2,000	
Tree Replacement		4,570		500	
Weed Abatement		211			
Total Parks & Right-of-Ways		**$ 19,428**	**$ 1,484**	**$ 12,000**	
Projects					
Bridges		7,949			
Headgate		344			
Living Wisdom				7,100	To be spent as needed
Town Hall Renovation		5,064		49,164	See Appendix A
Expenses related to projects		**31,152**			
Matching Amounts for Grants				6,954	See Appendix A
Total Other Projects		**$ 44,509**	**$ .00**	**$ 58,218**	$5,000 from Conservation
Water & Sewer					
Baca Water & Sanitation		61.736	62,541	64,000	
Debt Service		10,999	10,999	10,999	
Extension Parts			4,530	4,530	
Repairs/Maintenance		355	9,007	5,000	
Taps		9,598			
Testing		6,524		1,000	
Utility locates			132	100	
Town Hall reimbursement		401		00	
Division 3 Augmentation				5,000	
Total Water & Sewer		**$ 89,613**	**$ 87,209**	**$ 90,629**	
Land purchase		**$ 260,000**	**$ 33,208**	**0**	
Total Operating Expenses		**$ 846,051**	**$ 769,456**	**$ 556,152**	
Total Grant Expenses		**$ 82,863**	**$ 13,672**	**$ 607,437**	
Total Expenditures					
Total Income		**$ 702,697**	**$ 664,361**	**$ 556,152**	
Total Expenses		**- 846,051**	**- 769,456**	**- 556,152**	
Net		**(143,354)**	**(105,095)**	**$ 0**	

2024 General Fund Budget **Appendix A** **Grants**

Total Cost	Description	Grant '24	Match '24	Notes:
$ 98,328	Town Hall Reno	$ 49,164	$ 49,164	Dola Grant
135,863	Fire Mitigation	43,333	1,954	FEMA – 3 year grant, '24, '25, '26
10,000	Museum Ramp	5,000	5,000	Match w/conservation trust funds
$ 244,191	**Sub-Total**	**$ 97,497**	**$ 56,118**	
$ 480,000	Sewer Line Extension	$ 480,000	.00	CDBGPF21-506
25,940	Sewer Line Engineering	24,940	.00	CDBGPF21-506
$ 509,940	**Sub-Total**	**$ 509,940**	**.00**	
$ 750,131	**Total**	**$ 607,437**	**$56,118**	

2024 General Fund Budget **Appendix B** **Personnel****

Position	Hours per week	Hours per year	Wage	Yearly Total
Clerk	32	1,664	$ 31.00/hr	$ 51,584
Clerical Assistant	32	1,664	16.00/hr	26,624
Code Enforcement	5	260	25.00/hr	6,500
Treasurer	5	260	20.00/hr	5,200
Public Works Supervisor	32	1,664	32.00/hr	53,248
Public Works Helper	16	832	16.00/hr	13,312
Total				**$ 156,468**

**Individual salaries and hours may be subject to change, but the total will remain the same.

2024 General Fund Budget Appendix C Future Planning for 2024

Projects are not in 2024 Budget but initial steps should be taken in 2024 to investigate grants and other funding sources.

Total Cost	Description	Notes
$ 24,000	Planning: Tract 1, 8 lots, skate park	
50-100,000	Cemetery Expansion	
5,000	Demolition of Outhouses/Creekside Park	
30-40,000	P.W. dump truck/plow	
7,500	Add concrete to drainage overflow ditch	
75,000	Bathroom in Little Pearl Park	
33,000	Control Panel (water/sewer)	
4,000	Emergency Call (water/sewer)	
$ 228,500-288,500	Total	