

**Town of Milliken  
Colorado**

**Proposed  
2017 ANNUAL BUDGET  
FOR PUBLIC HEARING**

**Presented to:  
Town of Milliken  
Board of Trustees**

Beau Woodcock, Mayor  
Linda Measner, Mayor Pro Tem  
Elizabeth Austin  
Katy Burack  
LeRon Ehrlich  
Nick Ehrlich  
Ken Kidd

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

TO: MAYOR AND MEMBERS OF TOWN BOARD

We hereby submit, for your review and consideration, the proposed Operating and Capital Budget for all funds for the fiscal year beginning January 1, 2017.

The Budget represents one of the most important documents presented to the Town Board. It is designed to reflect the goals and objectives of the Board and establishes an action, operational and financial plan for the achievement of those goals and the delivery of Town's essential services. This Budget has been prepared to provide a comprehensive overview of all Town funds and services, and to give residents a better understanding of the Town's operating programs. In today's economic climate, every business and governmental organization functions with a unique set of challenges and circumstances based on its past decisions, current financial conditions, and the expectations established by their customers and constituents. We believe this budget proposal reflects the same well-planned, fiscally responsible approach to meeting these challenges that has served the Town well for many years.

Although we are in a period of economic expansion, the oil and gas industry's contraction is affecting the Northern Colorado and Milliken economy. The Office of State Planning and Budgeting for the State of Colorado published an economic outlook as of September 2016. It states that the state's "General Fund revenue increased only 1.7 percent in FY 2015-16, a sharp drop from the robust 9.2 percent growth rate one year earlier." However, the report states that "with these factors (*oil and gas industry contraction – along with weaker investment gains and lower corporate profits*) largely behind us, the state's General Fund revenue will increase 4.5 percent in FY 2016-17 and a 5.0 percent increase for FY 2017-18." For Milliken, there is still a need to remain cautious and prudent as we strive to maintain and improve service performance, while investing in the growth and development of the Town in order to diversify its revenues and property tax base. Accordingly, the 2017 Budget continues the tradition of emphasizing a professional and conservative fiscal approach to serving the citizens of Milliken, while being mindful of its needs for the future.

The Town residents deserve and insist on quality municipal services provided in a productive, friendly, and efficient manner at the lowest possible costs. Our citizens also need to feel confident that the Town is effectively planning for the future to ensure the highest quality of life possible for the community. To meet this challenge, your Town Staff and Department Directors have approached the budget process with thoughtfulness, professionalism, and a sincere desire to meet the current and future needs of the Town.

Milliken, like many other municipalities in Colorado, is committed to providing excellent service, maintaining the integrity of our infrastructure and property values, and responsively attending to road repairs, public safety needs and expectations for the provision of quality community amenities. We are also committed to maintaining a healthy financial position so that we can be prepared for unexpected contingencies and maintain superior credit ratings for our bonds. We continue to emphasize cost control, cost avoidance, protection of infrastructure investments, increasing productivity through continuous process improvements, growing our tax base through development, and diversifying our revenues to protect our financial condition. At the same time we are paying attention to our human capital, our staff, and investing in them because the quality and stability of staff dictates the quality and effectiveness of the service we provide.

In order to provide you, and other readers, a meaningful context to guide your review of the 2017 Budget, we offer the following background and highlights:

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**GOALS FOR 2017 BUDGET**

The proposed Budget is designed to achieve the following objectives:

- Support the Pursuit of Board Goals and Objectives.
- Improve Service Levels and Provide the Staffing Required to Achieve Them.
- Estimate 2017 Revenues in Accordance with Current Economic Trends.
- Maintain Adequate Fund Balances to Protect the Town's Finances and Commitments.
- Invest in the Community to Improve the Quality of Life for Milliken Citizens.
- Invest in Community Infrastructure and Amenities to Help Diversify Future Revenues Sources.
- Prepare a Transparent Budget in a Format that Can Be Adequately Understood and Discussed.

**BUDGET PROCESS AND BASIS**

**The Town Budget**

The Town provides a wide variety of services to 6,388 residents as per the 2015 census estimate. Municipal services are financed through a variety of taxes, fees, charges for service, and intergovernmental assistance. In order to plan for the delivery of effective services and efficiently manage the revenues which support those services, the Town adopts a budget, or financial plan. Direction for the budget comes from many distinct sources. State law provides the basic legal requirements and timelines for the process. Board Goals and public input provide the policy direction to respond to the needs of the community, and Town Staff brings its professionalism and expertise in assessing the Town's needs in accordance with these directives. The fiscal year of the Town is the calendar year. The Town is required by statute to adopt and appropriate a budget on an annual basis. The Town uses the modified accrual accounting method for all funds except proprietary funds, which use the accrual method used by private business.

**Budget Process**

The intent of the annual budget process is to provide an opportunity to reflect on the level and effectiveness of providing for the present and future needs of the Town and then generate a sound financial and operational plan to serve the residents of the community. As a statutory Town, the Town of Milliken follows the State established time limits pertaining to the adoption of the budget.

During the development of the budget, various department managers are called upon to provide their experience and expertise in planning for, and meeting, the operational needs of the Town. In addition, the Town Board provides guidance during preparation through goal-setting meetings it convenes focusing on its objectives for the current year and beyond. Revenue projections for the coming year are compiled to estimate the resources available to provide for the Town. As the majority of Town revenues currently come from property taxes, the statutory limits on this revenue source are an important component of resource allocations. Weld County provides an estimate of the Town's valuation by the end of August and provides a final valuation in December. The Town Staff then works to integrate the needs of required operational service levels, the immediate goals adopted by the Board, and the future investments required to fulfill the long-term visions adopted by the Board. The Town Administrator's budget recommendation is submitted to Town Board before October 15. The recommended budget is made available for public inspection at this time. One public hearing is held in November **for this year - November 21**. The budget for the ensuing budget term and the annual appropriation ordinance is adopted no later than December 15.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**MILLIKEN FACTS**

- Milliken was founded in 1910 and is part of Weld County, Colorado.
- Milliken is a statutory town that has a Board/Administrator form of government.
- The Town Board consists of six (6) Trustees who are elected for 4-year terms, and a Mayor who is elected for a 4-year term.
- On November 4, 2001, voters within the Town approved the collection, retention and expenditure of the full revenues generated by the Town commencing January 1, 2001, and subsequent years, notwithstanding the provisions of the TABOR Amendment, which otherwise limits the growth in Town revenue.
- In 2004, voters approved a .5% sales and use tax to fund the construction of a traffic signal at Hwy 257 and Hwy 60. In 2006, voters approved a mill levy increase to fund a new Police Station/Meeting House.
- Residential property is assessed at 7.96% of appraised value.
- Commercial property is assessed at 29% of appraised value.
- The Town/State has a combined sales tax rate of 5.4%.
- Milliken's sales tax rate is 2.5% (one of the lowest in the region and in Weld County for any community that assesses a sales tax).

**DEMOGRAPHICS**

Population (2010 Census) (2015 estimate)	5,610 6,388
Median age	31.7
Average household size	3.0
Median household income	\$66,649
Median home value	\$176,000
Owner occupied homes	78%

(Population, Median Income, Home Value from Census Bureau & Age, Household Size, Owner Occupied Homes from City-Data)

**TOWN ORGANIZATIONAL STRUCTURE**

Town operations are organized into six departments:

- Community and Economic Development
- Public Works
- Parks and Outdoors
- Police
- Finance
- Administration

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

Each department has its own Mission Statement and primary functions, while operating as part of a team to provide the best possible service and support to the Town and its citizens.

**Community and Economic Development**

**Mission Statement:** *“To promote economic development, quality growth, and a sense of place for the Town of Milliken.”*

- Functions:**
- Promote Economic Development
  - Promote Infrastructure Development
  - Provide Information and Data Resources
  - Review and Process Land Use Applications
  - Facilitate and Coordinate Long Range Planning
  - Building Services Oversight and Permit Processing

**Public Works**

**Mission Statement:** *“To support and enhance a high quality of life for the Town’s residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality.”*

- Functions:**
- Provide High Quality, Safe Drinking Water
  - Maintain Water Treatment Plant and Infrastructure
  - Provide a Well-maintained Wastewater Treatment Plant
  - Maintain Wastewater Infrastructure
  - Maintain 69.58 Lane Miles of Roadway Infrastructure
  - Maintain Equipment, Street Signs, Traffic Lines, Sidewalks, and Gutters
  - Snow Removal
  - Street Cleaning

**Parks & Outdoors**

**Mission Statement:** *“To acquire, develop, operate, and maintain our parks and outdoor environment which enriches the quality of life for residents and visitors alike, and preserves it for future generations.”*

- Functions:**
- Maintain Approximately 30 Acres of Parks and Park Facilities
  - Maintain Approximately 62 Acres of Open Space and Lakes
  - Maintain and Improve the 28 Acres of Right-of-Ways and Alleys
  - Weed Control
  - Manage a Tree Maintenance Program
  - Maintain Irrigation Infrastructure

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**Police**

**Mission Statement:** *“Enhance the quality of life within the Town by working closely with citizens in the development and delivery of professional police services.”*

- Functions:**
- Protection of Life and the Prevention of Crime and Disorder
  - Through Emphasis on Community Policing, Build Partnerships and Seek Proactive Approaches and Innovative Solutions to Address Crime and Other Safety Issues.
  - Work with Other Local Agencies to Evaluate and Regularly Update the Public Safety Response to Large-Scale Emergencies Through Advance Disaster Planning and Incident Command Procedures.
  - Find Innovative Ways to Involve the Police Department in the Community

**Finance**

**Mission Statement:** *“Protect the public interest through proper custody and accounting of public funds, help facilitate the achievement of the Town’s goals and objectives through sound financial management, timely financial reporting and to serve the public, Town Board and staff efficiently and pleasantly as valued customers.”*

- Functions:**
- Maintain Accurate Financial Records
  - Utility Billing and Payment Processing
  - Safeguarding of Assets
  - Grant Management
  - Monitor Investments and Debt
  - Collect and Record Receipts for Taxes, Licenses, Fees, etc.
  - Budget Preparation and Adherence to Budgetary Restrictions
  - Purchasing of Goods and Services
  - Payroll

**Administration**

**Mission Statement:** *“Provide prompt and courteous service to citizens, elected officials, and staff in the form of information, ordinances, resolutions, minutes, and record keeping protecting the Town’s interest through communication and public education.”*

- Functions:**
- Compile and Maintain the Records and Action of the Town Board and Planning Commission
  - Directs the Management and Maintenance of all Town Records
  - Administration of Municipal Elections
  - Notary Services
  - Liquor Licensing
  - Courts Management
  - Human Resources
  - Risk Management
  - Codify and Distribute Milliken Municipal Code and Supplements
  - Issue Business Licenses, Dog licenses, Special Events Permits

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

Although each department has its own functions, the culture in the Town workforce today reflects a team effort to recognize our joint responsibility to provide service and support to our constituents, while creatively approaching the need to generate new revenue and reduce costs where it is reasonable and responsible to do so. At the same time, it is critically important to recognize that the residents of Milliken have high expectations as to the services they demand and expect the Town to deliver. These standards not only relate to their immediate need for emergency response but to their needs to protect their property values through responsible planning, smart growth, and maintenance programs that make Milliken a unique community, and to provide fiscally conservative and responsible leadership. Based on conditions found throughout Weld County and around the State of Colorado, the Town finds itself in a solid financial position today because of proactive leadership **by elected officials** and staff in support of past and present initiatives funded by the budget process.

**TOWN FINANCIAL STRUCTURE**

The Town, as do all governmental entities, accounts for its activities through the use of Funds, which are divided into two groups: Governmental Funds and Proprietary Funds. Governmental Funds are used to account for all, or most, of the Town's general activities, including the collection and disbursement of earmarked funds (Special Revenue Funds) and the Capital Projects Funds. The Town's Governmental Funds are the: General Fund, Grants Fund, Oil & Gas – 5.5% Exempt Fund, Street Fund, Capital Improvement Fund, Conservation Trust Fund, Impact Fees Fund, Debt Service Fund, KMB Fund, and Milliken Housing Authority Fund. Below are some of the highlights of the activities and proposals included in each fund in this proposed Budget for 2017. Proprietary Funds are used to account for activities for which a fee is charged, which provides the primary source of revenue for the fund. The funds operate much like a private business and record financial transactions on the accrual basis. The Town's Proprietary Funds are: Water Fund, Sewer Fund, Trash Collection Fund and the recently created Storm Water Fund.

**GOVERNMENTAL FUNDS**

**General Fund**

The primary fund for the Town is the General Fund. The General Fund revenues, including transfers, are estimated to decrease from \$4,512,342 in the 2016 Budget to \$4,197,275 in 2017. General Fund expenditures are projected to increase \$96,523 from \$4,269,958 in the 2016 Budget to \$4,366,481 in 2017.

***Revenues***

**Property Tax.** The Town's Total Taxable Assessed Valuation decreased 18.5% (\$12.7 million) in 2016, virtually all of which is attributable to oil and gas properties. See the following chart with the December 2015 figures versus the August 2016 figures from Weld County for the Town of Milliken.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

	Dec 2015	Aug 2016 (\$ in assessed value)
Vacant Land	2,282,150	2,014,660
Residential	31,057,610	32,642,140
Commercial	5,345,600	5,229,410
Industrial	4,870,650	4,561,990
Agricultural	613,920	629,560
Oil & Gas	26,926,860	12,933,820
State Assessed	3,561,030	3,798,450
Minerals	45,580	193,260
Exempt	7,325,600	7,477,880
 Total minus Exempt	 74,703,400	 62,003,290

This decreased the relative contribution of oil and gas properties from 36% to just over 17% of Property Tax revenues for the Town. For 2017, the constitutional limit of 5.5% in the growth of these revenues that prevents the Town from realizing all of the potential income from this increase in assessed valuation will not apply. Accordingly, the Town will not apply for an exclusion from the 5.5% revenue limitation for new oil and gas property. General Fund property tax revenues will decrease about \$363,515 over 2017. Based on the preliminary assessed valuations, however, the levy for the General Fund will remain at 28.623. The final assessed valuation will be released on November 23.

Due to the drop in valuation, the revenue generated has changed. 28.623 mills in the general fund generates:

\$2,140,682 in 2015 (\$74,788,880 in town's valuation - thus 1 mill = \$74,789)  
 \$2,138,235 in 2016 (\$74,703,400 in town's valuation - thus 1 mill = \$74,703)  
 \$1,774,720 in 2017 (\$62,003,290 in town's valuation - thus 1 mill = \$62,003)

**Sales and Use Taxes.** The Town currently imposes a 2.5% Sales Tax on all applicable sales, which is collected by the State and remitted to the Town on a monthly basis. The base Sales Tax is 2%. The additional .5% was added to pay for the bond issued to construct the traffic light at the intersection of Highways 60 and 257. This bond matures in 2023. At 2.5%, Milliken has one of the lowest sales tax rates in Weld County, with 22 of the 27 municipalities in the county having rates from 3 to 4.11%, two at 2.5%, and three with a rate of 2%. In 2017, each 1% of Sales (and Use) Taxes will generate approximately \$517,268. A majority of the increase is associated with the increased building (and thus use taxes). Based on current trends, we are projecting a 4.7% increase in Sales and Use Tax revenue in 2017.

**Licenses and Permits.** The Town issues several types of Licenses and Permits that yield about 9.3% of total General Fund Revenues. Licenses and Permit Fees are, generally speaking, fees for service and are intended to reflect the cost of administering specific activities and enforcing regulations related to those activities. Examples are Business Licenses, Soliciting Licenses, Pet Licenses, etc. The most significant of these permit fees, with respect to both revenues generated and enforcement/regulatory costs, are Building Permit Fees. These fees are directly related to building activity and have dramatically increased over the past year and are expected to increase again in 2017. For example, the Town issued just 12 building permits for new homes in 2012, which increased to 37 in 2013, 90 in 2014, 83 in 2015. We have already issued nearly 108 new construction

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

permits for single family residences **at the end of September** in 2016 and are projecting at least 100 for 2017.

**Charges for Services.** Accounting for less than 2% of Total General Fund revenues, the primary sources of these funds are Oil and Gas Safety Inspection Fees and Vehicle Registration Fees. The remaining items include Development Fees, Abatement Charges, Facility and Park Rental Fees.

**Fines and Forfeitures.** Court Fines are the primary source of this revenue and represent less than 1% of all General Fund Revenues.

**Intergovernmental.** The major sources in this category are State Grants and the reimbursement from the school district for our School Resource Officer.

**Contributions.** The Town receives contributions for Beef and Bean Day and other events, in addition to an occasional general contribution.

**Transfers In.** The General Fund receives reimbursements from the Street Fund and the Enterprise Funds (Water, Sewer, and Trash) to cover the costs of direct labor and administration related to these activities and funded out of General Fund resources. The amount of these reimbursements are calculated each year based on the payroll costs of employees performing services for these funds and any other indirect costs appropriately allocated to these activities not otherwise paid directly out of these funds.

***Expenditures***

**Administration.** Headed by the Town Administrator, this department is charged with the oversight, management, administration, and execution of Board policy, State statutes, and Citizen Customer Service. This department includes the office and responsibilities of the Town Clerk, Human Resources, Risk Management, Finance, Accounting, Utility Billing, Communications, Information Technology, and Project Management. There are currently 6 employees included in this department. The 2017 proposed budget includes the continued use of Pinnacle, Inc. for accounting services related to financial oversight and assistance. In addition, an amount has been included for a home rule ballot measure. Small increase in legal fees is included for the home rule process (if it proceeds). Discussion on timing of ballot measures may require an additional increase. Staff is communicating with firms regarding services to provide human resources **and a project to update the personnel manual which is included in this budget**.

**Municipal Court.** The Town is statutorily required to operate and maintain a Municipal Court for the adjudication of local offenses and ordinance violations. In 2010, Milliken made the visionary decision to expand the role of the Municipal Court with the Community Court concept and received grant support to implement a new approach to community justice, which has distinguished the Town on a national basis. While the Court adjudicates traditional cases, it has also successfully encouraged defendants to participate in a more holistic restorative approach to justice that has proven to be one of the Town's more effective initiatives in community outreach and participation with members of the community who are not traditionally well-represented or served. The community services provided by Community Court staff make a significant contribution to creating a spirit of inclusiveness and support for Milliken's citizens. There are currently 1.5 salaried employees in this department. The judge and attorney are paid on a contractual basis.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**Community Development.** Planning, Land Use and Development oversight and administration, Building Permit issuance and administration, Building Code Enforcement, and Economic Development represent the majority of responsibilities and activities in this department. This past year has also seen a significant increase in grant funding, which has been developed through this department. There are currently 3 salaried employees in this department, which also oversees the Building Official, who is under contract and also including the Community Engagement Specialist. The 2017 Budget for Community Development includes \$50,000 for a rewrite of the Land Use Code section. In addition, legal expenses have been increased by \$10,000 for the number of hours dedicated for this update. These costs may be mitigated or could be used for the Town's match for a current Department of Local Affairs grant application. The grant application has been approved. In addition, changes in personnel have created an opening and a request for proposal to contract out planning services has been advertised. During the first quarter of 2017, there will be a contract executed with an outside firm to provide planning services. Adjustments to budgeted outcomes will be presented at that time. Increased building inspection fees to match the increased building permit fees are set for 2017.

**Public Safety.** With an emphasis on Community Policing, our Police Department is responsible for the protection of our citizens, their property, and the general order of the Town. Our department also takes the lead in Emergency Management. This department is now fully staffed with 11 employees including the Community Service Officer. The contract for dispatch services by Weld County has been increased by \$7,000 for 2017. A small additional amount has been included for animal control. Capital purchases of equipment is decreased but will still allow the replacement of either a radio/pac set, taser, or other small equipment. The current replacement schedule can handle the decreased amount for 2017.

**Public Works and Facilities Maintenance.** The Public Works Department has responsibility for providing quality water and sewer services to our citizens, and maintaining and improving our roads for the health, safety and well-being of our citizens and visitors. In addition, this department maintains Town buildings and facilities (other than Parks). This department currently has 3 employees and portions of 3 other employees many of whom are partially funded with transfers (reimbursements) from the Streets Fund and the Water and Sewer Funds. The current budget will continue the replacement of street signs for compliance with new MUTCD regulations coming in 2018. A portion was completed in 2016. The Town Board also included \$60,000 towards the annual lease payment for 2 pieces of heavy equipment including a grader and loader. As a result, the expenses for equipment repair/maintenance have been reduced. This should greatly enhance the capabilities of those pieces of heavy equipment compared to what the Town currently owns.

**Parks.** Quality of life and the environment lead the priorities of the Parks Department, responsible for the care and maintenance of our parks, Open Space and right-of-ways in the Town. This department currently has 4 employees. The current budget proposes continuing the contracting out of mowing the vast majority of parks, right of ways and open spaces for which the Town is responsible. The amount set aside for seasonal employees has been reduced. New landscape improvements have been decreased in order to concentrate on the completion of irrigation & system improvements. These include additions to the non potable wells & overall system that serves the west side parks. In addition, coordination with metro district interests regarding an additional well to serve the non potable system from Ehrlich Lake may be realized.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**Festivals and Programs.** This “department” houses the expenses for Beef ‘N Bean Day, the Festival of Lights, Halloween, Easter, National Night Out and the other smaller events held throughout the year. During budget work sessions, the Board added amounts to support a couple small events that would be added in 2017.

**Capital Transfers/Fund Balance.** The Board’s desire to continue investing General Fund Surplus Operating Funds in Capital Improvements is reflected in this line item. The Minimum Target Reserve is three months. However, the current reserve is far more than that at over five months available. This adequately fulfills the objective of an additional reserve for the commitment (\$200,000) to support funding for a Field House and Soccer Fields that was constructed by the Thompson Rivers Parks and Recreation Department (TRPR). Because of the drop in valuation, the proposed budget has an operating deficit of \$169,205 which will come out of the fund balance or “reserves”. In addition, there is still \$912,614 of available funds above and beyond the minimum target reserve of \$1,091,620. Consequently, there are over 5 months’ fund balance or “reserves” for operating expenditures with this proposed budget for the General Fund. There also remains a reserve in the Fund Balance for a sewer project committed in a prior year as a result of a land purchase for senior housing. The sewer project will be installed in the future and direction has been given to develop plans for this sewer main extension.

**Special Revenue - Grants Fund**

The Town has been extremely fortunate to have been awarded a number of grants, many coming as a direct result of the Flood of 2013. This is in addition to the Great Outdoors Colorado (GOCO) grants that were received for the reconstruction of the Hillsboro Skate Park, completed in 2014, and the Heritage House grant for the equipment installed in the adjacent park. As a result, over \$2 million in projects have been, or will be, completed during the period 2013-2017, including:

Downtown Design	Housing Needs Assessment
Hillsboro Skate Park	Major Sewer Line Reconstruction
Stormwater Master Plan	Tourism Marketing Grant
Milliken Comprehensive Plan Update	Sidewalk Gap Analysis
Josephine Storm Sewer	Milliken-Johnstown Trail

The major items to finish up in 2016-2017 include the Josephine Storm Sewer, property acquisition related to the Josephine storm sewer and the Sanitary Sewer Encasement project if it is not completed before the end of 2016. Currently, there are applications for Transportation Alternatives Program, Emergency Sirens, GOCO and revision of the Land Use Codes. Within the last two weeks, notification has been received of grant awards for a portion of the Transportation Alternatives Program grant and also the Land Use Code grant application.

**Oil & Gas 5.5% Exempt Fund**

This fund was established to segregate those monies received by the Town through its application for exemption from the revenue limitations for first year oil and gas wells. The receipt of these revenues is conditional upon their application to the impact the oil and gas industry has on the Town and, thus, the Board has again elected to send 100% of these funds to the Streets Fund for road maintenance if any are received. However, due to the property valuation decreasing, there will be no funds available in 2017.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**Street Fund**

**Intergovernmental.** The Town receives tax revenues from the State of Colorado and Weld County for the specific purpose of funding road projects.

**HUTF.** The Town receives a portion of the revenues received by the state's Highway Users Tax Fund (HUTF). By far, the largest source of revenue for this fund is the motor fuel tax levied on each gallon of fuel purchased in the state. Municipalities receive their allocation of these funds based on the weighted combination of (1) the number of registered vehicles in the municipality (80%) and (2) the relative number of miles of used and maintained roads within the municipality (20%). The Town reports the road miles each year for inclusion in this calculation.

**Weld County Road and Bridge Tax.** This tax is levied by Weld County and divided between the county (approximately 3/4) and the local municipalities (1/4), based on the relative tax revenues collected by each municipality. The Town receives most of these revenues prior to June, as the oil and gas companies usually pay 100% of their taxes in April, rather than in two payments like most residential property owners.

**Transfers In.** As noted above, 100% of the property taxes received by the Oil & Gas Tax Exempt Fund are transferred into the Street Fund to finance road maintenance and repairs. However, there will be no revenues in the Oil & Gas Tax Exempt Fund this coming year.

In addition to the ongoing repair and maintenance of our roads, including snow plowing and removal, these funds are applied to major maintenance and repair items, such as crack sealing, chip and slurry sealing, milling and filling, and other items related to our long-term road maintenance plan. In accordance with that plan, 2017 street project will include the following:

**Crack Sealing.** The emphasis will be on wide crack repair per Public Works Director Landwehr.

**Chip Sealing.** There will be selected blocks included in the 2017 street project.

**Infrared Patching.** We have budgeted for another set of these effective patches for 2017 on an as-needed basis when we review our specific needs in the spring and summer.

**Bridge Deck – WCR 25.** Needs to be included in long term capital plans.

**WCR 46.** Collaboration with property owners/developers along the mile section from Alice to WCR25 will be needed to develop a project to build an asphalt surface. We have reserved the balance of the funds we have allocated thus far, after assigning our resources the projects noted above, and will make recommendations for further funding as we address other capital investments throughout the budget process. In addition, there will an application of mag chloride to address dust control in the interim.

**Capital Improvement Fund**

The proposed budget includes projects that have been budgeted previously; but, for one reason or another have not come to completion. Consequently, the funds have been transferred to the Capital Improvement Fund already. The Board will give final authorization for these projects before they proceed. These include the sidewalks over three railroad crossings which are currently included in the application for the Transportation Alternatives Program Grant (TAP). If the TAP is not approved, Union Pacific railroad approval and coordination will be needed before proceeding. The Town has received notice that two of the three crossings were approved in the grant application. Further details will be forthcoming. The Town Hall parking lot project will be presented for Town Board direction once the Xcel electrical undergrounding project is completed. Latest information is that the project will be completed within the next couple weeks.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

Finally, there is an amount to finalize the current park improvement projects in Centennial Park. The Board could choose to add improvements from the Parks CIP plan for 2017. Depending on the plan development of the Josephine storm water project, improvements to Fireman's Park could occur.

**Conservation Trust Fund**

Conservation Trust Funds are the portion of Lottery Proceeds constitutionally mandated to be distributed directly to local governments, based on population, for acquiring and maintaining parks, open space and recreational facilities. The Town receives distribution quarterly and the Proposed Budget includes a transfer of \$30,000 of these funds to the Capital Improvement Fund to support the projects noted above.

**Impact Fees Fund**

The Town assesses Impact Fees on new development and construction within the Town to help fund the cost of providing the services and infrastructure affected by the new development. The Town currently assesses Impact Fees for:

Park Development	Drainage
Trails and Open Space	Police Infrastructure
Public Facilities Infrastructure	Administration Infrastructure
Streets	Centennial Farms Irrigation Line

In 2012, the Impact Fees Fund had a substantial deficit balance, which was remedied by a Board-appropriated transfer of \$180,000 from the General Fund, putting the Fund back on track to finance future projects. The current and projected increase in construction activity has fueled significant growth in the fund's available resources, all of which are earmarked for the specific types of projects for which the fees were collected. The Proposed Budget transfers \$90,000 of these funds to the Streets Fund to support the projects slated for 2017 and \$50,000 to the Capital Improvement Fund from the Park Impact Fees to support the parks projects identified in that fund. Additional funds remain available to appropriate for projects yet to be identified and prioritized by the Board. There were no changes requested by the Board, although, there was discussion on several potential projects including transportation improvements which could be addressed in a budget amendment during 2017.

**Debt Service Fund**

These funds are restricted for debt service payments. A ½ penny sales tax is dedicated to the Hwy 60 & 257 traffic light bond and 2.631 Mills in property tax revenue is dedicated to the police building bonds. This Mill Levy remains the same as in 2016; however, the Board will be asked whether to reduce the rate from the previous year.

The Town has experienced a steady increase in the Fund Balance of this fund as the result of receiving Sales and Use Taxes in excess of the debt service requirements for the bond issued for the traffic light at Highways 60 and 257. Staff is recommending again that a thorough analysis of this fund balance be conducted, as the Town appears to have an opportunity to accelerate payments on the Traffic Light Bonds, which would help re-route more Sales and Use Tax to the General Fund. Staff will be making a future recommendation as to how to proceed on this effort once this analysis is complete.

**KMB Fund**

This fund has been established to segregate funding for the Keep Milliken Beautiful organization which is an affiliate of Keep America Beautiful. This fund is grant and donation driven. The auditors have

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

requested that this fund be expended or transferred to close out the fund since the organization has not been operational.

**Milliken Housing Authority Fund**

This fund is considered a component unit of the Town, which is overseen by the Milliken Housing Authority. The limited funds available are utilized on an as-needed basis and the operation of the Dove Valley Housing Development is managed by the Loveland Housing Authority. There is included in the proposed budget the request from a previous work session to transfer funds from the General Fund to this Fund of \$20,000. This will go towards preparation on another housing project. In addition, at the Board's direction, there will be a request to authorize the transfer of \$10,000 in the current budget year (2016) at the December 14 meeting.

**PROPRIETARY FUNDS**

**Water Fund**

The Board approved increased water rates on the base water fee and the usage fees per thousand gallons earlier this year. The Water Fund has benefitted from these rates to address the continuing price increases from the City of Greeley and Central Weld. This fund has held its own in 2016 and stopped the increasing losses to the operational fund balance that was occurring over the last few years. In addition, the efforts of Town Staff to more assertively manage the water supply from Greeley, continues to drive down Water Treatment costs. However, the shutdown of the reverse osmosis plant in late 2014 has had a negative effect on the fund balance. Efforts to address the permit requirements for the reverse osmosis plant have not reached the point where budgeted expenses for treatment can be reduced. In addition, there is not enough information to budget for an expansion/construction/remodeling of the plant; but, it may be presented to the Board during 2017. The adoption of the Water Sewer Master Plan and the reverse osmosis plant decisions have caused a reevaluation of the capital project schedule for 2016-17.

- 1) The potential cost of purchasing all treated water from either Central Weld or Greeley.
- 2) In addition, town staff continues to assertively manage the water supply (the portion from Greeley versus Central Weld) to limit Water Treatment costs as much as possible. However, based on a model by Greeley's consulting engineering firm, the rate per thousand gallons was increased by 24% for 2016. Explanation given is that were using less and consequently the maximum day usage is out of line with the average day demand. Based on usage for all of 2015, this will change in 2017; however, the cost increase will remain for 2016.

For 2017, Greeley will charge 7% less per thousand gallons. However, the \$5.40 per thousand gallons is still more expensive than the initial usage rates that the Town charges customers even after the rate increase. Central Weld is completing a rate study and may set an increase for the Town's usage in 2017. The rate for Central Weld is still less than half of the cost for Greeley water currently.

- 3) The bypass line is installed which will continue to improve the delivery of ditch water to Centennial Lake for irrigation and to the river for augmentation.
- 4) The east side water line loop will be completed by November 2016 according to the terms of the Mineral & Energy Impact Grant. Project construction is close to complete.
- 5) Pump station, chlorine and SCADA connection will finish up the storage tank project in 2017 (although funds were budgeted in 2016). It is currently in design plans & specifications.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

- 6) There will be a recommendation to set aside funds to continue addressing the non potable system in 2017 – Application will be initiated before the end of 2016 and new wells will be drilled in 2017 which is allowed while the application is adjudicated in water court and the wells are added to the Town's current decree.
- 7) Water rates were adjusted in 2016. Smaller increases should occur on a regular basis in the future – staff will inform the Board of the operational fund balance analysis.

The significant increase in capital funds available from our surge in Tap Fees and the continuing follow up to the completion of the updated Master Plan warrant special consideration of the capital projects to be funded over the next few years.

**Sewer Fund**

The capital item is for a rebuild of a pump in the headworks building. As for operations, the major items are the rebuild of pumps 2 and 3 in the headworks building, an allowance for emergency equipment rentals, the completion of the permit review process for the Mad Russian lift station and the east side interceptor sewer main, SCADA upgrades to the lift station, and continuing a project to replace or line sewer mains in the older parts of the Town

Some deferred expenses and operational savings also helped our projection for a projected surplus of \$48,712 in 2017. 2016 is also estimated to reach an operating surplus rather than an operating deficit. An additional project to address replacement or lining of older sewer mains will be proposed in 2017. Developments on the east side of town and in the south side of WCR46 (if they are processed) may require major improvements to the sewer system that will benefit multiple properties. Finally, as the Town continues to grow there is a need to keep in mind that plant expansion will be needed when operational capacity of the plant reaches a certain level.

**Trash Collection Fund**

This fund is designed primarily as a pass-through fund, as the charges are directly related to the fees charged by the Town's solid waste disposal contractor (currently, Waste Management), plus a small administrative charge, which is reimbursed to the General Fund. Charges are projected to increase approximately 2.75%, which is consistent with the contractual allowance of the Waste Management contract.

**Storm Water Fund**

This fund is designed to account for the collection of the Storm Water Utility Fee and the expenditure for specific projects. The first objective is to meet the Town's required match for the Josephine Storm Sewer project (when it is approved by FEMA/HMGP project). Other areas that will be needed to addressed include Aragon Ct., N. Beulah & N. Cora, and N. Grace amongst other small projects.

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

**Working Document**

The budget, as presented, represents the Town's financial plan to maintain and improve existing services, fund the goals articulated by the Town Board, and ensure adequate fund balances to maintain a strong financial position. The Budget is a working document that guides Staff and the Board in the care, custody, and management of the resources available to serve the needs of our citizens and will be amended as needed at the discretion and consideration of the Board.

Respectfully submitted,

  
Kent Brown  
Town Administrator

  
Courtney Diller  
Finance/Accounting Manager

**Town of Milliken**  
**2017 Budget Message for Public Hearing**

This document is overall the same document presented at the initial budget presentation at the October 12, 2016 meeting. All changes or additions to the document presented in the October meeting are in blue.

**Town of Milliken  
Proposed Budget 2017**

<u>GENERAL FUND</u>	2015 Actual	2016 Amended Budget	2016 Year-End Estimates	2017 Budget
<b>Beginning Fund Balance</b>	<b>\$ 2,181,703</b>	<b>\$ 1,758,831</b>	<b>\$ 2,266,314</b>	<b>\$ 2,375,440</b>
<b>Revenues</b>				
Taxes & Fees	3,508,715	3,623,142	3,640,204	3,286,855
Licenses & Permits	305,276	315,600	372,360	377,320
Charges for Services	81,071	79,400	50,017	44,900
Fines & Forfeitures	40,037	41,000	55,000	50,000
Intergovernmental	83,047	25,500	27,241	25,500
Earnings on Investments	6,818	4,300	6,285	4,300
Miscellaneous Revenue	57,060	4,400	61,109	7,400
Contributions	13,664	13,000	12,117	13,000
Flood Grants and Reimbursements	80,333	-	-	-
<i>Transfers In</i>	436,000	406,000	406,000	388,000
<b>Total Revenues</b>	<b>4,612,021</b>	<b>4,512,342</b>	<b>4,630,333</b>	<b>4,197,275</b>
<b>Expenditures</b>				
Administration	893,556	899,382	910,431	926,004
Municipal Court	94,112	126,286	129,185	134,979
Community Development	385,343	521,213	537,712	599,883
Public Safety	817,859	1,078,384	1,071,585	1,048,438
Town Board	98,270	129,202	98,702	105,409
Public Works & Facilities Maint.	629,504	691,708	698,938	767,123
Parks	468,446	499,521	460,612	438,323
Festivals/Seniors/TRPR Building	262,884	268,012	264,042	270,072
<i>Transfers Out</i>	8,891	56,250	-	76,250
<b>Total Operating Expenditures</b>	<b>3,658,865</b>	<b>4,269,958</b>	<b>4,171,207</b>	<b>4,366,481</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>953,156</b>	<b>242,384</b>	<b>459,126</b>	<b>(169,206)</b>
Capital Investment - Transfers Out	(868,545)	(350,000)	(350,000)	(100,000)
<b>Ending Fund Balance</b>	<b>\$ 2,266,314</b>	<b>\$ 1,651,215</b>	<b>\$ 2,375,440</b>	<b>\$ 2,106,234</b>
<b>Minimum Target Reserve</b>	<b>1,829,433</b>	<b>1,067,490</b>	<b>1,042,802</b>	<b>1,091,620</b>
<b>Franks (2014-2015-\$102K)</b>	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>
<b>Available Funds</b>	<b>\$ 334,881</b>	<b>\$ 481,725</b>	<b>\$ 1,230,638</b>	<b>\$ 912,614</b>

**Town of Milliken  
Proposed Budget 2017**

<u>SPECIAL REVENUE - GRANTS</u>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Balance</b>	<b>\$ 231,967</b>	<b>\$ 252,625</b>	<b>\$ 219,920</b>	<b>\$ 139,239</b>
<b><u>Revenues</u></b>				
Intergovernmental	475,476	1,081,767	583,017	498,750
<i>Transfers In</i>	148,891	81,250	25,000	56,250
<b>Total Revenues</b>	<b>624,367</b>	<b>1,163,017</b>	<b>608,017</b>	<b>555,000</b>
<b><u>Expenditures</u></b>				
Grant Expenditures	636,414	1,258,698	688,698	570,000
<b>Total Expenditures</b>	<b>636,414</b>	<b>1,258,698</b>	<b>688,698</b>	<b>570,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(12,047)</b>	<b>(95,681)</b>	<b>(80,681)</b>	<b>(15,000)</b>
<b>Ending Fund Balance</b>	<b>\$ 219,920</b>	<b>\$ 156,944</b>	<b>\$ 139,239</b>	<b>\$ 124,239</b>

**Town of Milliken  
Proposed Budget 2017**

<u>STREET FUND</u>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Balance</b>	<b>\$ 89,760</b>	<b>\$ 142,291</b>	<b>\$ 106,693</b>	<b>\$ 133,313</b>
<b><u>Revenues</u></b>				
Intergovernmental	276,150	248,926	250,420	262,195
<i>Transfers In</i>	296,726	90,000	90,000	90,000
<b>Total Revenues</b>	<b>572,876</b>	<b>338,926</b>	<b>340,420</b>	<b>352,195</b>
<b><u>Expenditures</u></b>				
Operations	365,943	293,800	153,800	293,800
<i>Transfers Out</i>	190,000	160,000	160,000	140,000
<b>Total Expenditures</b>	<b>555,943</b>	<b>453,800</b>	<b>313,800</b>	<b>433,800</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>16,933</b>	<b>(114,874)</b>	<b>26,620</b>	<b>(81,605)</b>
<b>Ending Fund Balance</b>	<b>\$ 106,693</b>	<b>\$ 27,417</b>	<b>\$ 133,313</b>	<b>\$ 51,708</b>

**Town of Milliken  
Proposed Budget 2017**

<b><u>CAPITAL IMPROVEMENT FUND</u></b>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Balance</b>	<b>\$ 306,142</b>	<b>\$ 402,698</b>	<b>\$ 629,081</b>	<b>\$ 565,081</b>
<b><u>Revenues</u></b>				
Grants and Contributions	75,000	-	-	-
<i>Transfers In</i>	996,907	426,000	426,000	180,000
<b>Total Operating Revenues</b>	<b>1,071,907</b>	<b>426,000</b>	<b>426,000</b>	<b>180,000</b>
<b><u>Expenditures</u></b>				
Capital Outlay	636,872	704,450	490,000	364,450
Other	42,096	-	-	-
<i>Transfers Out</i>	70,000	-	-	-
<b>Total Expenditures</b>	<b>748,968</b>	<b>704,450</b>	<b>490,000</b>	<b>364,450</b>
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>322,939</b>	<b>(278,450)</b>	<b>(64,000)</b>	<b>(184,450)</b>
<b>Ending Fund Balance</b>	<b>\$ 629,081</b>	<b>\$ 124,248</b>	<b>\$ 565,081</b>	<b>\$ 380,631</b>

**Town of Milliken  
Proposed Budget 2017**

<u>CONSERVATION TRUST FUND</u>	2015 Actual	2016 Amended Budget	2016 Year-End Estimates	2017 Budget
<b>Beginning Fund Balance</b>	\$ 34,896	\$ (1,004)	\$ -	\$ 30,000
<b>Revenues</b>				
Intergovernmental	28,322	30,000	30,000	30,000
Earnings on Investments	144	-	-	-
<b>Total Revenues</b>	<b>28,466</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Expenditures</b>				
<i>Transfers Out</i>	63,362	-	-	30,000
<b>Total Expenditures</b>	<b>63,362</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(34,896)</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 28,996</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

**Town of Milliken  
Proposed Budget 2017**

	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
<u><b>IMPACT FEES FUND</b></u>	<u><b>Actual</b></u>	<u><b>Amended Budget</b></u>	<u><b>Year-End Estimates</b></u>	<u><b>Budget</b></u>
<b>Beginning Fund Balance</b>	<b>\$ 370,532</b>	<b>\$ 298,824</b>	<b>\$ 309,368</b>	<b>\$ 454,368</b>
<b><u>Revenues</u></b>				
Fees	311,599	274,300	336,000	339,500
Earnings on Investments	805	-	-	-
<b>Total Revenues</b>	<b>312,404</b>	<b>274,300</b>	<b>336,000</b>	<b>339,500</b>
<b><u>Expenditures</u></b>				
Capital Projects	38,568	-	-	-
<i>Transfers Out</i>	335,000	191,000	191,000	140,000
<b>Total Expenditures</b>	<b>373,568</b>	<b>191,000</b>	<b>191,000</b>	<b>140,000</b>
<b>Excess (Deficiency) of Revenues and Over (Under) Expenditures</b>	<b>(61,164)</b>	<b>83,300</b>	<b>145,000</b>	<b>199,500</b>
<b>Ending Fund Balance</b>	<b>\$ 309,368</b>	<b>\$ 382,124</b>	<b>\$ 454,368</b>	<b>\$ 653,868</b>

**Town of Milliken  
Proposed Budget 2017**

<u>WATER FUND</u>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Equity</b>	<b>\$ 19,376,737</b>	<b>\$ 19,602,946</b>	<b>\$ 19,827,496</b>	<b>\$ 20,624,043</b>
<b><u>Operating Revenues</u></b>				
Charges for Services	1,382,744	1,307,000	1,659,000	1,758,000
Miscellaneous Revenue	28,347	28,000	25,280	23,000
<b>Total Operating Revenues</b>	<b>1,411,091</b>	<b>1,335,000</b>	<b>1,684,280</b>	<b>1,781,000</b>
<b><u>Operating Expenses</u></b>				
Operations and Maintenance	1,314,956	1,534,579	1,547,507	1,473,406
Depreciation	238,952	265,000	265,000	265,000
<i>Transfer Out</i>	115,000	115,000	115,000	115,000
<b>Total Operating Expenses</b>	<b>1,668,908</b>	<b>1,914,579</b>	<b>1,927,507</b>	<b>1,853,406</b>
<b>Operating Income (Loss)</b>	<b>(257,817)</b>	<b>(579,579)</b>	<b>(243,227)</b>	<b>(72,406)</b>
<b><u>Non-Operating Revenues (Expenses)</u></b>				
Interest Income	10,298	6,000	9,000	7,000
Tap Fees	750,060	864,000	864,000	900,000
Cash-in-Lieu Fees	16,500	-	-	-
Grant Revenues	18,790	788,200	-	-
Misc. Revenues	105,462	35,976	200,300	94,040
Infrastructure Improvements	(1,459,955)	(3,510,000)	(3,510,000)	(250,000)
CDPHE Penalty	(158,195)	-	-	-
Interest Expense	(34,339)	(33,526)	(33,526)	(32,598)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(751,379)</b>	<b>(1,849,350)</b>	<b>(2,470,226)</b>	<b>718,442</b>
<b>Increase (Decrease) in Fund Equity</b>	<b>(1,009,196)</b>	<b>(2,428,929)</b>	<b>(2,713,453)</b>	<b>646,036</b>
<b><u>Enterprise Adjustments to Fund Equity</u></b>				
Increase in Net Assets from Capital Outlay	1,459,955	3,510,000	3,510,000	250,000
<b>Adjusted Increase in Fund Equity</b>	<b>450,759</b>	<b>1,081,071</b>	<b>796,547</b>	<b>896,036</b>
<b>Ending Fund Equity</b>	<b>\$ 19,827,496</b>	<b>\$ 20,684,017</b>	<b>\$ 20,624,043</b>	<b>\$ 21,520,079</b>
Debt Service Principle Appropriation	\$ 18,417	\$ 19,302	\$ 19,302	\$ 20,229

**Town of Milliken  
Proposed Budget 2017**

<u>SEWER FUND</u>	2015 Actual	2016 Amended Budget	2016 Year-End Estimates	2017 Budget
<b>Beginning Fund Equity</b>	<b>\$ 6,015,207</b>	<b>\$ 6,276,723</b>	<b>\$ 6,406,411</b>	<b>\$ 6,803,187</b>
<b><u>Operating Revenues</u></b>				
Charges for Services	974,426	980,000	1,008,000	1,020,000
Miscellaneous Revenue	23,348	23,500	23,500	23,500
<b>Total Operating Revenues</b>	<b>997,774</b>	<b>1,003,500</b>	<b>1,031,500</b>	<b>1,043,500</b>
<b><u>Operating Expenses</u></b>				
Operations and Maintenance	407,147	550,121	509,016	524,787
Capital Outlay	-	31,000	31,000	25,000
Depreciation	322,209	325,000	325,000	325,000
<i>Transfer Out</i>	110,000	110,000	110,000	110,000
<b>Total Operating Expenses</b>	<b>839,356</b>	<b>1,016,121</b>	<b>975,016</b>	<b>984,787</b>
<b>Operating Income (Loss)</b>	<b>158,418</b>	<b>(12,621)</b>	<b>56,484</b>	<b>58,713</b>
<b><u>Non-Operating Revenues (Expenses)</u></b>				
Interest Income	6,323	3,500	3,500	6,500
Tap Fees	318,000	384,000	384,000	450,000
Misc. Revenues	15,736	16,992	16,992	20,390
Infrastructure Improvements	(55,970)	(700,000)	(500,000)	(200,000)
Flood Grants and Reimbursements	7,344	-	-	-
CDPHE Penalty	(15,500)	-	-	-
Interest Expense	(99,117)	(95,200)	(95,200)	(92,528)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>176,816</b>	<b>(390,708)</b>	<b>(190,708)</b>	<b>184,362</b>
<b>Increase (Decrease) in Fund Equity</b>	<b>335,234</b>	<b>(403,329)</b>	<b>(134,224)</b>	<b>243,075</b>
<b><u>Enterprise Adjustments to Fund Equity</u></b>				
Increase in Net Assets from Capital Outlay	55,970	731,000	531,000	225,000
<b>Adjusted Increase in Fund Equity</b>	<b>391,204</b>	<b>327,671</b>	<b>396,776</b>	<b>468,075</b>
<b>Ending Fund Equity</b>	<b>\$ 6,406,411</b>	<b>\$ 6,604,394</b>	<b>\$ 6,803,187</b>	<b>\$ 7,271,262</b>
Debt Service Principle Appropriation	\$ 300,603	\$ 306,068	\$ 306,068	\$ 311,534

**Town of Milliken  
Proposed Budget 2017**

<b><u>TRASH COLLECTION FUND</u></b>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Equity</b>	<b>\$ 14,897</b>	<b>\$ 17,016</b>	<b>\$ 15,637</b>	<b>\$ 24,312</b>
<b><u>Operating Revenues</u></b>				
Customer Revenues	324,510	317,255	335,000	344,213
<b>Total Operating Revenues</b>	<b>324,510</b>	<b>317,255</b>	<b>335,000</b>	<b>344,213</b>
<b><u>Operating Expenses</u></b>				
Operations	302,770	293,500	305,325	313,713
<i>Transfers Out</i>	21,000	21,000	21,000	23,000
<b>Total Operating Expenses</b>	<b>323,770</b>	<b>314,500</b>	<b>326,325</b>	<b>336,713</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenses</b>	<b>740</b>	<b>2,755</b>	<b>8,675</b>	<b>7,500</b>
<b>Ending Fund Equity</b>	<b>\$ 15,637</b>	<b>\$ 19,771</b>	<b>\$ 24,312</b>	<b>\$ 31,812</b>

**Town of Milliken  
Proposed Budget 2017**

<u>STORMWATER FUND</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2016 Year-End Estimates</u>	<u>2017 Budget</u>
<b>Beginning Fund Equity</b>	\$ -	\$ -	\$ -	\$ 67,200
<b><u>Operating Revenues</u></b>				
Customer Revenues	-	-	67,200	135,000
<b>Total Operating Revenues</b>	-	-	67,200	135,000
<b><u>Operating Expenses</u></b>				
Operations	-	-	-	100,000
Transfers Out	-	-	-	-
<b>Total Operating Expenses</b>	-	-	-	100,000
<b>Excess (Deficiency) of Revenues Over (Under) Expenses</b>	-	-	67,200	35,000
<b>Ending Fund Equity</b>	\$ -	\$ -	\$ 67,200	\$ 102,200

**Town of Milliken  
Proposed Budget 2017**

<b><u>DEBT SERVICE FUND</u></b>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Balance</b>	<b>\$ 672,551</b>	<b>\$ 778,078</b>	<b>\$ 796,770</b>	<b>\$ 928,881</b>
<b><u>Revenues</u></b>				
Taxes	415,317	421,857	427,411	412,723
Earnings on Investments	1,614	-	-	-
<b>Total Revenues</b>	<b>416,931</b>	<b>421,857</b>	<b>427,411</b>	<b>412,723</b>
<b><u>Expenditures</u></b>				
Debt Service				
Principal	175,000	185,000	185,000	190,000
Interest	117,412	110,300	110,300	102,675
Other	300	-	-	-
<b>Total Expenditures</b>	<b>292,712</b>	<b>295,300</b>	<b>295,300</b>	<b>292,675</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>124,219</b>	<b>126,557</b>	<b>132,111</b>	<b>120,048</b>
<b>Ending Fund Balance</b>	<b>\$ 796,770</b>	<b>\$ 904,635</b>	<b>\$ 928,881</b>	<b>\$ 1,048,929</b>

**Town of Milliken  
Proposed Budget 2017**

<u>MILLIKEN HOUSING AUTHORITY FUND</u>	<b>2015 Actual</b>	<b>2016 Amended Budget</b>	<b>2016 Year-End Estimates</b>	<b>2017 Budget</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,823,478</b>	<b>\$ 1,832,878</b>	<b>\$ 1,834,126</b>	<b>\$ 1,843,526</b>
<b>Revenues</b>				
<i>Transfers In</i>				20,000
Interest Income	10,713	9,400	9,400	9,400
<b>Total Operating Revenues</b>	<b>10,713</b>	<b>9,400</b>	<b>9,400</b>	<b>29,400</b>
<b>Expenditures</b>				
Operating	65	-	-	-
<b>Total Expenditures</b>	<b>65</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>10,648</b>	<b>9,400</b>	<b>9,400</b>	<b>29,400</b>
<b>Ending Fund Balance</b>	<b>\$ 1,834,126</b>	<b>\$ 1,842,278</b>	<b>\$ 1,843,526</b>	<b>\$ 1,872,926</b>

**Town of Milliken  
Proposed Budget 2017**

	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
<u>Keep Milliken Beautiful Fund</u>	<u>Actual</u>	<u>Amended Budget</u>	<u>Year-End Estimates</u>	<u>Budget</u>
<b>Beginning Fund Balance</b>	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895
<b><u>Revenues</u></b>				
Miscellaneous Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b><u>Expenditures</u></b>				
Operating	-	-	-	2,895
<b>Total Expenditures</b>	-	-	-	2,895
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	-	-	-	(2,895)
<b>Ending Fund Balance</b>	\$ 2,895	\$ 2,895	\$ 2,895	\$ -

### CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of Weld County, Colorado.

On behalf of the Town of Milliken,  
 the Board of Trustees (taxing entity)<sup>A</sup>,  
 of the Town of Milliken (governing body)<sup>B</sup>,  
 (local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 62,003,290 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>R</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ \_\_\_\_\_ (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

**Submitted:** Draft for budget/fiscal year 2017  
 (no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	28.623 mills	\$ 1,774,720
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	28.623 mills	\$ 1,774,720
3. General Obligation Bonds and Interest <sup>J</sup>	2.496 mills	\$ 154,760
4. Contractual Obligations <sup>K</sup>	mills	\$
5. Capital Expenditures <sup>L</sup>	mills	\$
6. Refunds/Abatements <sup>M</sup>	mills	\$
7. Other <sup>N</sup> (specify): _____	mills	\$
_____	mills	\$
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	31.119 mills	\$ 1,929,480

Contact person: (print) Courtney Diller Daytime phone: (970) 660-5048  
 Signed: \_\_\_\_\_ Title: Finance/Accounting Manager

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).

**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

1. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

2. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

**CONTRACTS<sup>K</sup>:**

3. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

4. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

<sup>A</sup> **Taxing Entity**—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a *taxing entity* is also a geographic area formerly located within a *taxing entity's* boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government<sup>C</sup>.

<sup>B</sup> **Governing Body**—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity's* mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

<sup>C</sup> **Local Government** - For purposes of this line on Page 1 of the DLG 70, the *local government* is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The *local government* is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the *local government* and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the *local government* when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the *local government* if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the *local government* when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

<sup>D</sup> **GROSS Assessed Value** - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a "tax increment financing" entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity's* total mills upon the *taxing entity's* *Gross Assessed Value* found on Line 2 of Form DLG 57.

<sup>E</sup> **Certification of Valuation by County Assessor, Form DLG 57** - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25<sup>th</sup> each year and may amend it, one time, prior to December 10<sup>th</sup>. Each entity must use the **FINAL** valuation provided by assessor when certifying a tax levy.

<sup>F</sup> **TIF Area**—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use "tax increment financing" to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity's* mill levy applied against the *taxing entity's* gross assessed value after subtracting the *taxing entity's* revenues derived from its mill levy applied against the net assessed value.

<sup>G</sup> **NET Assessed Value**—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57. **Please Note:** A downtown development authority (DDA) may be both a *taxing entity* and have also created its own *TIF area* and/or have a URA *TIF Area* within the DDA's boundaries. As a result DDAs may both receive operating revenue from their levy applied to their certified *NET assessed value* and also receive TIF revenue generated by any *tax entity* levies overlapping the DDA's *TIF Area*, including the DDA's own operating levy.

**<sup>H</sup> General Operating Expenses (DLG 70 Page 1 Line 1)**—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

**<sup>I</sup> Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)**—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity*'s levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not applicable to other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

**<sup>J</sup> General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)**—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

**<sup>K</sup> Contractual Obligation (DLG 70 Page 1 Line 4)**—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

**<sup>L</sup> Capital Expenditures (DLG 70 Page 1 Line 5)**—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

**<sup>M</sup> Refunds/Abatements (DLG 70 Page 1 Line 6)**—The county assessor reports on the *Certification of Valuation* (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: Pursuant to Article X, Section 3 of the Colorado Constitution, if the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity*'s total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

**<sup>N</sup> Other (DLG 70 Page 1 Line 7)**—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.