



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, April 24, 2023

AGENDA

- I. 5:30 p.m. to 6:00 p.m.**
Arbor Day Event
- II. 6:00 p.m. to 10:00 p.m.**
REGULAR MEETING
Meeting to be held remotely via Zoom

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, the April 24, 2023 regular meeting will be conducted as a Remote Meeting based on the determination of the Mayor and Town Manager that an in person meeting is not practical or prudent due to the ongoing renovations at Town Hall. The meeting link will be provided on the Town's website/designated posting place at least 24 hours prior to the meeting.

1. Call to Order – Roll Call

Mayor Colleen Whitlow
Mayor Pro Tem Chris Cartwright
Trustee David Adams
Trustee Debra Brodhead
Trustee Trisha Harris
Trustee Chris Parr
Trustee Herman Schranz

2. Moment of Silence

3. Pledge of Allegiance to the Flag

4. Review and Approve Agenda

5. Staff Report: Town Manager Report

[a.](#) Manager Report

6. Informational Items

- a. Community Engagement Update
- b. WCR 9.5 / High Plains Boulevard
- c. Capital Projects Update

7. Proclamations

- [a.](#) Arbor Day April 28, 2023
- [b.](#) Municipal Clerk's Week April 30 - May 6, 2023
- [c.](#) Older Americans Month May 2023

8. Public Comment: 3 minute time limit. Comment is for any item whether it is on the agenda or not unless it is set for public hearing.

9. Consent Agenda: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:

- [a.](#) Approval of Minutes - Regular Meeting April 10, 2023

- b. March 2023 Financials
- c. Check Register April 24, 2023
- d. **Resolution No. 31-R-2023** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order with Ayers Associates, Inc. to Perform Engineering Services for the Liberty Ranch Park Restrooms Project
- e. **Resolution No. 32-R-2023** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order with Ayers Associates, Inc. to Perform Engineering Services for the Gold Star Memorial Plaza, Founders Park
- f. **Ordinance No. 1032** – An Ordinance of the Town of Mead, Colorado, Repealing and Replacing Article 5 of Chapter 7 of the Mead Municipal Code Concerning Trees

10. New Business

- a. **Ordinance No. 1033** – An Ordinance of the Town of Mead, Colorado, Revising the Town of Mead Purchasing Policies and Amending Section 4-2-20(a) of the Mead Municipal Code Concerning the Spending Authority of the Town Manager

11. Public Comment: *3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.*

12. Legislative Update

13. Elected Official Reports

- a. Town Trustees
- b. Mayor Whitlow

14. Executive Session: Pursuant to C.R.S. Sections 24-6-402(4)(a) and -402(4)(e) to discuss the potential lease, transfer, or sale of Town-owned property at Liberty Ranch and to develop strategy for negotiations and to instruct negotiators regarding Municipal Facilities Master Plan process and potential lease, transfer or sale of Town property within the boundaries of the Master Plan

15. Executive Session Action Items

16. Adjournment

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: April 24, 2023

SUBJECT: Town Manager Report

- 2023 Spring Clean-Up Days are scheduled for Friday, May 5, 8:00 a.m. - 4:00 p.m. and Saturday, May 6, 8:00 a.m. - 12:00 p.m., at Mead Ponds. Residents are allowed one load of household trash and unlimited yard waste at no cost.
- The Colorado Municipal League annual conference is scheduled for June 25 – 28 at Gaylord of the Rockies in Aurora. Several staff and Board members will attend the educational seminars. Staff recommends cancelling the Regular Board of Trustees meeting scheduled for June 26, 2023.
- Along Third Street and Welker, United Power has been removing overhead power lines and power poles and replacing them with underground power. This will make way for the intersection improvements that are planned for early next year.
- Current road closures due to construction include WCR 13, WCR 5 and upcoming at WCR 9.5 south of Hwy 66. Full updates can be found on the town's website: <https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- 297 Business Licenses have renewed to date for 2023. Past due renewal letters were sent to 119 businesses although some of them may not renew if they are no longer doing business in Mead. A list of those businesses who have renewed and opted into the business directory has been provided to the Mead Area Chamber of Commerce. We are working through edits with MACC.
- Knuckle Puck Brewing has applied for a modification of premises. The application is under review and will be scheduled for public hearing. Rancheros annual renewal has been completed by the state and delivered. They were approved for the new delivery/takeout permit for alcohol.
- A Work Session to further discuss Home Rule was held April 17, 2023. The Board of Trustees discussed Home Rule and will continue to engage the community in dialog about the subject.
- Demolition of the grain silo on the Community Center site is complete. The final grading and seeding will take place this week.
- The boardroom/courtroom in Town Hall renovations have begun and will take approximately three months. The room will be remodeled to make important security and structural changes to better accommodate the Municipal Court and Board of Trustee and Planning Commission meetings. All of these meetings will be held remotely until the room is complete. The staging area for Elder Construction is located in the west parking lot.
- In preparing the Board Room / Court Room for construction, several surplus items were disposed of by donation, bid or referring to auction. Please see attached report.
- Municipal Court is scheduled for April 20th, with 35 cases on the docket. Court will be held virtually with access through Zoom due to the boardroom/courtroom remodel.
- Mead Municipal Code only allows burn permits and open burning on land in active agricultural production and allows a small recreational fire pit in residential areas. The ditch companies and schools also have rights to burn on their properties. In addition to Municipal Code, open burning is not recommended in residential areas by MVFPD due to the current drought, dry conditions and the potential for spread in a residential neighborhood. Residents are referred to Spring Clean Up Days scheduled for May 5th and 6th.
- The Board of Trustees has stood in unanimous opposition to Senate Bill SB 23-213, a State legislative bill intended to usurp local planning regulations and institute State mandated rules. A copy of the letter which was sent to the sponsors of the bill was also sent to all Mead residents. Residents are encouraged

to write, email or call the elected state officials to voice their opinions. The Board of Trustees and the Mead Planning Commission recently passed resolutions in opposition to SB 23-213.

- The new Agfinity Convenience Store and gas station are planning a soft opening on April 29th. A grand opening is tentatively scheduled for May 6.
- Key projects update:
 - 3rd and Welker Intersection – The PUC applications for the railroad crossing improvements are complete and have been submitted. A kick-off meeting with the real estate acquisition consultant is scheduled for April 24.
 - Mead Community Center – The early bid package was released for the pre-engineered metal building. Proposals are due April 20. Demolition of the silo is complete, and seeding of the site is scheduled for April 14.
 - SH66 Pedestrian Crossing – The preliminary surveying is complete, and staff is reviewing the first drafts of the underpass and overpass layouts. The biweekly progress meeting was held on April 21.
- YTD totals for new single family home permits:
 - 2023 YTD: 36 SF Permits, 42 Certificates of Occupancy
- Boards and Commissions
 - The Planning Commission will consider the Buffalo Highlands Annexation and Zoning applications on May 17th. The Planning Commission still has a vacant alternate position. An applicant is expected to attend the next two meetings (April and May) prior to his application being considered by the Board of Trustees.
 - The Finance Committee receives monthly updates and has no scheduled in-person meetings. The Committee reviewed the proposed Purchasing Policy revisions and was included on the recent development tour.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform <https://www.governmentjobs.com/careers/townofmead>
 - Open positions include Maintenance Tech I/II/III, Deputy Town Clerk/Municipal Clerk, and Police Officer. The job description for Community Service Officer/Code Enforcement Officer is being reviewed/reworked to assist in finding a suitable candidate.

Community Development

- The Sugar Beet Solar PUD application was continued from the April 10th Board meeting to May 8th as the applicant team requested an in-person meeting with the Board. The meeting will be held at the Public Works facility.
- The Club Car Wash Conditional Use application will go before the Board of Trustees on May 8th.
- Proposed parking code amendments are tentatively scheduled to be presented to the Board on May 30th.
- The Buffalo Highlands annexation and zoning applications are scheduled to be reviewed by the Board on June 12th.

Public Works and Engineering

- Staff selected Wilson to complete the design for the Safe Routes to School project. A scoping meeting was held on April 18.
- The courtroom remodel is underway. Removal of existing chairs, tables, audio/visual equipment, and appliances is complete and surplus items will be sent to auction.
- Bids were received for the annual concrete removal and replacement project on April 19. The asphalt patching and paving bids are due May 5.

Community Engagement

- Recreation Coordinator attending Active Adult Program Training on April 13.
- Rockin' N Reelin' bands, movies, and food trucks are officially booked. The first concert is on Friday June 16.
- Recreation added 2 additional lunch and bingo dates for later this year.
- Staff is coordinating with Mead Motorheads & Mead Area Chamber of Commerce for their upcoming community events – Annual Car Show and Summer Kick Off.
- Recreation will be hosting summer baseball games in Berthoud. Mead will be renting two fields with field prep from Berthoud.

Police Department

- The April Mid Monthly Report is attached.
- The department is staffed at 13 sworn personnel out of the 16 authorized.
- The shooting that occurred on April 10th at Hwy 66 and Foster Ridge Drive is still under investigation.
- Two vehicles were stolen and several other vehicles rifled through on April 11th. We encourage all residents to keep their vehicles locked and remove all valuables.
- The arrest and drug seizure on April 13th, led to a total of 500 fentanyl pills, a significant amount of cash, and over ¼ pound of methamphetamines being seized.



Agenda Item Summary

DATE: April 12, 2023
SUBJECT: Disposition of Surplus Items
BY: Mary Strutt, Administrative Services Director

As part of the remodel/reconstruction of the Boardroom / Courtroom, staff completed an inventory and review of furniture, equipment, supplies and other items in that space. Items that were identified as no longer valuable for Town use were disposed of in a manner that considered the option to reuse or repurpose. Items were donated, sold by bid or referred to auction based on the value of the item and the anticipated return. Items referred to auction were taken to Roller Auction in Denver which is used by many municipalities statewide. Roller Auction holds a monthly online government surplus auction and will send us the proceeds.

The following items were sold by bid:

- Five free standing floor partitions
- Electric Stove
- Commercial dishwasher and wash sink (see attached memo)

Donations:

- Eight round folding tables were donated to Mead Area Chamber of Commerce for use at Town and other events.
- Misc kitchen items – random coffee cups, dishes, serving utensils – and other items of nominal value were donated to Good Will due to the ease of dropping off items.

Roller Auction:

- 48 red chairs (these were first offered to other senior programs to no avail)
- 11 black executive chairs (old Board chairs)
- Five side chairs
- Three nesting wood tables
- Crock pots, coffee urns
- AV cart with VHS player
- Two recording systems with microphones
- Money box
- Three small folding tables
- Misc bulletin boards, dry erase boards etc.

Items to be stored for reuse are Board chairs, rectangular tables, folding chairs, large dry erase board, large monitors and AV rack. The kitchen cabinets will either be reused in the new kitchen, upstairs or at public works. The kitchen gates after removal may be reused or taken to future auction. The refrigerator is being stored/used in another Town building.



DATE: April 12, 2023
SUBJECT: Commercial Dishwasher Surplus – Sole Source
BY: Mary Strutt, Administrative Services Director

Helen,

Please approve the use of S & S Stainless Steel, Route 66 Restaurant Equipment, as the sole source to seek a bid for removal of the commercial dishwasher in the Town Hall. S & S Stainless was selected due to their longstanding location in Mead, their willingness to remove the equipment at their own expense and their offer for the equipment, which seemed reasonable based on the age and condition of the equipment.

- S & S Stainless Steel is located in Mead and has been doing business in Mead since at least 2014. Their business includes buying and selling used restaurant equipment. Staff is not familiar with any other local company who deals in this equipment.
- The commercial dishwasher in the Town Hall was purchased May 9, 2007 for \$4,530.00 and has been in service at the Town Hall for senior lunches and events.
- S & S Stainless has offered \$1,000.00 for the purchase of the dishwasher and wash sink. Their offer includes their staff disconnecting the equipment, removal and transportation to their location prior to our construction start date.
- The other option considered for disposal of this item was to take it to Roller Auction for sale. Public Works staff would disconnect and remove the items and take them to Roller Auction.
- Both S & S Stainless and Roller Auction indicated that S & S is a frequent customer. Selling directly to S & S saves us not only staff time in removing and transporting the item but also the consignment fee which would be paid to Roller.

Please sign below to indicate approval to accept the bid from S & S Stainless Steel.

Approved:


Helen Migchelbrink, Town Manager

4/12/2023



Mead Police Department

Monthly Activity – Mid April 2023

STAFFING:

Sergeants Ellis (Blue Side), Holmen (Red Side), and Officers Cramblet, Hansen, Lima, Palmer, Patton, Rollins, and Synn are working patrol.

Officers Barker and Salazar are assigned to Mead Schools as SROs.

Community Service Officer position is vacant.

Administrative Technician Madison McCullough and Michelle Rae in Administration, Records, and Evidence.

NOTABLE CALLS FOR SERVICE:

Code Violation – 3900 block of Highland Drive – 23ML00189/190/191/192 – 04/01/2023
Rodent violations x4.

Code Violation – 3600-3900 WCR 28 – 23ML00193 – 04/01/2023
Rodent violation.

Property – [REDACTED] Main Street – 23ML00194 – 04/02/2023
Found property secured and owner notified.

Meet – [REDACTED] Wagon TRL – 23ML00195 – 04/03/2023
Chicken permit inspection.

Fraud/Theft – Mead - 23ML00196 – 04/03/2023
Identity theft.

Disturbance – 2300 block of Kerry Street – 23ML00197 – 04/03/2023
Family disturbance. Verbally resolved.

Disturbance – 17400 block of Margil Road – 23ML00198 – 04/03/2023

Domestic disturbance, male party left prior to police arrival.

Theft – [REDACTED] Elevation Dr – 23ML00199 – 04/04/2023

Construction site theft.

Crash – [REDACTED] WCR 7 – 23ML00200 – 04/04/2023

Minor collision occurred in the school parking lot.

Harass – 2200 block of Galloway Street – 23ML00201 – 04/04/2023

Harassment involving restraining order reported.

Meet – [REDACTED] Wrangler Way – 23ML00202 – 04/05/2023

Child abuse under investigation.

Property – 100 block of 6th Street – 23ML00203 – 04/06/2023

Headphones turned in as found property.

Check Wellbeing – WCR 34.5 / 9th Street – 23ML00204 – 04/07/2023

Person experiencing medical emergency was transported to the hospital.

Harassment – 3100 block of Beaumon Blvd– 23ML00207 – 04/07/2023

Victim receiving threatening messages.

Traffic Stop – Mulligan Dr / E Interstate 25 Frontage Road – 23ML00208 – 04/08/2023

White Ford F250 fled northbound at high rate of speed. Same vehicle later eluded Larimer County and Fort Collins authorities, eventually crashing west of Fort Collins.

Mental Health Crisis – 3600 block of Homestead Trail – 23ML00209 – 04/09/2023

Drug Related Activity – [REDACTED] WCR 7 – 23ML00210 – 04/10/2023

Students with marijuana.

Lost Vehicle – [REDACTED] Whetstone Way – 23ML00211 – 04/10/2023

Located at local establishment.

Shots Fired/Attempted Homicide – [REDACTED] Highway 66 – 23ML00212 – 04/10/2023

Victim's vehicle shot multiple times by unknown suspect(s). Under investigation.

<https://www.townofmead.org/police/page/mead-police-investigate-shooting-near-i-25-and-highway-66>

Crash – mm245 25 NB – 23ML00213 – 04/11/2023

Two vehicle non-injury crash.

Assault – [REDACTED] Palmer Ave – 23ML00216 – 04/12/2023

Occurred previously, under investigation.

Trespass/Theft – [REDACTED] Wrangler Way – 23ML00217 – 04/12/2023
Vehicle entered and items stolen.

Trespass/Theft – [REDACTED] Branding Iron Way – 23ML00218 – 04/12/2023
Vehicle entered and items stolen.

Trespass/Theft – [REDACTED] Wrangler Way – 23ML00219 – 04/12/2023
Vehicle entered and items stolen.

Stolen Vehicle – [REDACTED] Bridle Drive – 23ML00220 – 04/12/2023
Vehicle stolen out of the driveway.

Stolen Vehicle – [REDACTED] Weber Way – 23ML00221 – 04/12/2023
Vehicle stolen overnight.

Trespass/Theft – [REDACTED] Mustang Drive – 23ML00222 – 04/12/2023
Vehicle entered and items stolen.

Trespass/Theft – [REDACTED] Branding Iron Way – 23ML00223 - 04/12/2023
Vehicle entered and items stolen.

Subject with a Warrant – WCR 5 / Highway 66 – 23ML00224 – 04/13/2023
Officer recognized the wanted person.

Drug Related Activity – [REDACTED] Mead Street – 23ML00225, 23ML00226 – 04/13/2023
Citizen called in a suspicious vehicle. Officer arrested driver on active warrant. Illegal drugs were located in the vehicle. Information shared with Longmont PD and additional arrest and seizure was made. See Press Release
<https://www.townofmead.org/police/page/concerned-citizen-calls-mead-police-leading-fentanyl-bust>

Crash – 3900 WCR 34 – 23ML00227 – 04/13/2023
Driver fell asleep and struck light pole.

Code Violation – [REDACTED] WCR – 23ML00228 – 04/14/2023
Student in possession of marijuana.

Code – [REDACTED] Wagon Trail – 23ML00229 – 04/14/2023
Chicken permit inspection.

Code – [REDACTED] Dillingham Avenue – 23ML00230 – 04/14/2023
Chicken permit inspection.

Property – Dillingham Avenue / 1st Avenue – 23ML00231 – 04/14/2023
Found wallet.

Theft – Pacific Circle / E I25 Frontage Road – 23ML00232 – 04/15/2023
Suspect caught stealing catalytic converter off car. The suspect ran from officers but was identified. Under investigation.

Code – ■ 5th Street – 23ML00233 – 04/15/2023
Chicken permit inspection.



Mead Arbor Day April 28, 2023

WHEREAS, the holiday called Arbor Day was first observed in Nebraska with the planting of more than one million trees; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our town increase property values, enhance economic vitality of business area, and beautify our community; and

WHEREAS, trees, wherever they are planted are a source of joy, wonder and renewal; and

WHEREAS, to show Mead's commitment to trees and their value to our community, the Board of Trustees has recommended application for Mead to be a Tree City USA.

NOW, THEREFORE, I, Colleen Whitlow, Mayor, do hereby proclaim April 28, 2023 as Mead Arbor Day.

Given under my hand and Seal of the Town of Mead, Colorado
On this 24th day of April, 2023

Colleen G. Whitlow
Mayor



Proclamation
Professional Municipal Clerks' Week
April 30 – May 6, 2023

WHEREAS, The Office of Professional Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, Municipal Clerks provide the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the municipality.

NOW, THEREFORE, I, Colleen Whitlow, Mayor, of the Town of Mead, do hereby proclaim April 30 through May 6, 2023 as Municipal Clerks' Week and further extend appreciation to our professional Municipal Clerk and Deputy Clerk for the vital services they perform and their dedication to the Town of Mead.

Given under my hand and Seal of the Town of Mead, Colorado
On this 24th day of April, 2023

Colleen G. Whitlow
Mayor



**Proclamation
Older Americans Month
May 2023**

WHEREAS, the Town of Mead includes many older Americans who enrich and strengthen our community; and

WHEREAS, we celebrate older Americans and the role they play in sharing the wisdom and experience that affect the decisions and actions we take today; and

WHEREAS, the Town of Mead is committed to engaging and supporting older adults, their families, and caregivers; and

WHEREAS, we acknowledge the importance of taking part in activities that promote physical, mental and emotional well-being-no matter your age; and

WHEREAS, the Town of Mead can enrich the lives of individuals of every age by

- Promoting home and community-based services that support independent living;
- Involving older adults in community planning, events and other activities; and
- Providing opportunities for older adults to work, volunteer, learn, lead and mentor.

NOW, THEREFORE, I, Colleen Whitlow, Mayor of the Town of Mead, do hereby proclaim the month of May, 2023 as Older Americans Month in the Town of Mead and urge my fellow citizens to take time during this month to recognize older adults and people who serve them as vital members of our community.

Given under my hand and Seal of the Town of Mead, Colorado
On this 24th day of April, 2023

Colleen G. Whitlow
Mayor



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, April 10, 2023

MINUTES

I. 6:00 p.m. to 10:00 p.m. REGULAR MEETING

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, this meeting was held as a remote meeting.

1. Call to Order – Roll Call

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:03 p.m.

Remote participation was provided through Zoom.

Present

Mayor Colleen Whitlow
Trustee Debra Brodhead
Mayor Pro Tem Chris Cartwright
Trustee David Adams
Trustee Trisha Harris
Trustee Chris Parr
Trustee Herman Schranz (via virtual access)

Absent

None

Also present: Town Manager Helen Migchelbrink; Administrative Services Director Mary Strutt; Police Chief Brent Newbanks; Town Attorney Marcus McAskin
Attending via virtual access: Town Engineer / Public Works Director Erika Rasmussen; Community Development Director Jason Bradford; Community Engagement Director / Public Information Officers Lorelei Nelson and members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for those injured or killed in work zone accidents.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Mayor Whitlow amended the agenda to add item 8.h. Resolution No. 30-R-2023.

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, to approve the amended agenda. Motion carried 7-0, on a roll call vote.

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed active shooter training, Agfinity Grand Opening, Ziggi's Coffee fundraiser for Mead High student, development tour 4/17, Home Rule work session 4/17. The Board discussed crosswalk sign at Range View, speed limit signs and the need for future ball fields.

6. Proclamations

a. National Work Zone Awareness Week April 17-21

Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to approve the signing of the proclamation for National Work Zone Awareness Week April 17-21, 2023. Motion carried 7-0, on a roll call vote.

- 7. Public Comment:** 3 minute time limit. Comment is for any item whether it is on the agenda or not unless it is set for public hearing.

There was no public comment at this time.

- 8. Consent Agenda:** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:

- a. Approval of Minutes - Regular Meeting March 27, 2023
- b. March 2023 Aging Report
- c. Check Register April 10, 2023
- d. **Ordinance No. 1028** – An Ordinance of the Town of Mead, Colorado, Approving a Lease Agreement with Deere Credit, Inc. For The Lease of 2023 Wheel Loader With Option to Purchase
- e. **Resolution No. 27-R-2023** – A Resolution of the Town of Mead, Colorado, Approving Change Order Nos. 27 and 28 to the Construction Agreement with Krische Construction Concerning Construction of the Public Works Facility
- f. **Resolution No. 28-R-2023** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Phase 1B Improvements (St. Acacius Subdivision – Replat No. 1)
- g. **Resolution No. 29-R-2023** – A Resolution of the Town of Mead, Colorado, Accepting an Annexation Petition, Making Certain Findings of Fact, Finding Substantial Compliance for Such Petition, and Setting a Public Hearing for Property Known as the Buffalo Highlands Annexation Nos. 1-4
- h. **Resolution No. 30-R-2023** - A Resolution of the Town of Mead, Colorado, in Opposition to Statewide Land Use and Zoning Preemptions in Senate Bill 23-213

Motion was made by Trustee Harris, seconded by Trustee Adams, to approve the consent agenda. Motion carried 7-0, on a roll call vote.

9. Public Hearing

a. Public Hearing Comcast Franchise Agreement

Mayor Whitlow opened the public hearing for Comcast Franchise Agreement at 6:19 p.m.

Town Attorney Marcus McAskin discussed the 10-year franchise agreement.

Special Counsel Ken Fellman and representative for Comcast Jon Lehmann discussed the agreement which includes a grant for access channel and the plan for implementation.

There was no public comment.

The Board discussed implementation and coverage of services. Comcast will bring updates to the Board semiannually.

- i. **Ordinance No. 1029** – An Ordinance of the Town of Mead, Colorado, Approving a Cable Franchise Agreement With Comcast of Colorado IX, LLC, Locally Known as Comcast, and Authorizing the Mayor and Town Clerk to Execute the Franchise Agreement on Behalf of the Town

Motion was made by Trustee Harris, seconded by Trustee Brodhead, to adopt Ordinance No. 1029 – An Ordinance of the Town of Mead, Colorado, Approving a Cable Franchise Agreement With Comcast of Colorado IX, LLC, Locally Known as Comcast, and Authorizing the Mayor and Town Clerk to Execute the Franchise Agreement on Behalf of the Town. Motion carried 7-0, on a roll call vote.

b. **Public Hearing: Sugar Beet Solar (continued from 1/30)**

Town Attorney Marcus McAskin relayed that the applicant requested an in-person public hearing. The Board discussed potential dates and locations.

Mayor Whitlow opened the continued public hearing at 6:46 p.m. and continued the hearing to a date, time and location to be determined.

- i. **Ordinance No. 1030** – An Ordinance of The Town of Mead, Colorado, Approving with Conditions the Sugar Beet Solar Planned Unit Development (PUD) Overlay/ Zoning Map Amendment
- ii. **Ordinance No. 1031** – An Ordinance of The Town of Mead, Colorado, Denying the Sugar Beet Solar Planned Unit Development (PUD) Overlay/ Zoning Map Amendment

10. Public Comment: *3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.*

Richard LiPuma, representative for the property owner PK Mead expressed the owners' willingness to cooperate with any rescheduling of the Sugar Beet Solar public hearing.

11. Legislative Update

Town Attorney Marcus McAskin discussed current legislation including: open records legislation – not yet presented; HB 23-1259 – open meetings; HB 23-1169 – no arrest for petty offenses; HB 23-1255 growth limits; SB 23-213 land use; and accessible apartments and public buildings, gender neutral restrooms and wild fire related legislation.

12. Elected Official Reports

- a. Town Trustees

The Board discussed commercial lights affecting neighborhoods.

- b. Mayor Whitlow

Mayor Whitlow discussed the Ziggi's fundraiser.

13. Adjournment

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, to adjourn the meeting. Motion carried 7-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:04 p.m. on Monday, April 10, 2023.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD
COMBINED CASH INVESTMENT
MARCH 31, 2023

COMBINED CASH ACCOUNTS

99-01-1001	INDEPENDENT BANK - CHECKING	1,541,815.55
99-01-1002	TBK BANK - OFFICE CHECK	52,581.34
99-01-1003	TBK BANK - MONEY MARKET	146,839.34
99-01-1005	TBK BANK - FLEX DEBIT CARDS	45,746.67
99-01-1011	XPRESS DEPOSIT ACCOUNT	130,932.10
99-01-1023	COLOTRUST PLUS	12,911,545.72
99-01-1024	COLOTRUST PRIME	10,250.34
99-01-1025	CSIP	5,194,006.10
99-01-1026	CSAFE	12,413,077.86
99-01-1075	UTILITY CASH CLEARING	134.69
99-01-1076	A/R CASH CLEARING	(134.69)
99-01-1077	COURT CASH CLEARING	(575.00)
99-01-1078	BUSINESS LICENSE CASH CLEARING	(2,403.75)
	TOTAL COMBINED CASH	32,443,816.27
99-01-0100	CASH ALLOCATED TO OTHER FUNDS	(32,443,816.27)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	12,445,886.36
4	ALLOCATION TO STREET IMPROVEMENT FUND	2,282,851.60
5	ALLOCATION TO CONSERVATION TRUST FUND	58,107.05
6	ALLOCATION TO SEWER FUND	1,727,396.18
8	ALLOCATION TO POLICE FUND	218,832.20
9	ALLOCATION TO MUNICIPAL FACILITIES FUND	3,089,812.13
11	ALLOCATION TO DOWNTOWN FUND	15,424.18
13	ALLOCATION TO STORM DRAINAGE FUND	86,941.31
14	ALLOCATION TO TRANSPORTATION FUND	6,657,202.83
18	ALLOCATION TO PARKS & OPEN SPACE	1,423,082.78
19	ALLOCATION TO CAPITAL IMPROVEMENT FUND	1,096,140.91
20	ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	3,342,138.74
	TOTAL ALLOCATIONS TO OTHER FUNDS	32,443,816.27
	ALLOCATION FROM COMBINED CASH FUND - 99-01-0100	(32,443,816.27)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

GENERAL FUND

ASSETS

01-01-0100	COMBINED CASH	12,445,886.36	
01-01-1007	CASH DRAWER - TOWN HALL	500.00	
01-01-1008	CASH DRAWER - POLICE	100.00	
01-01-1250	PROPERTY TAXES RECEIVABLE	1,243,835.23	
01-01-1300	A/R - BILLED ACCOUNTS	62,419.78	
01-01-1301	A/R - GENERAL	764,152.16	
01-01-1302	PREPAID EXPENSE	47,932.76	
01-01-1307	24HOUR FLEX DEPOSIT	1,500.00	
TOTAL ASSETS			14,566,326.29

LIABILITIES AND EQUITY

LIABILITIES

01-02-2000	ACCOUNTS PAYABLE	80,355.89	
01-02-2300	457(B) DEFERRED COMP PAYABLE	6,561.15	
01-02-2302	FLEXPLAN PAYABLE	5,967.11	
01-02-2307	SURCHARGE PAYABLE	1,365.00	
01-02-2308	DEPOSITS PAYABLE	1,000.00	
01-02-2310	EMPLOYEE HEALTH INS. PAYABLE	(2,144.95)	
01-02-2311	FPPA PAYABLE	11,330.08	
01-02-2312	WORKERS COMP INSURANCE PAYABLE	(7,282.24)	
01-02-2314	401(A) CONTRIBUTIONS PAYABLE	759.23	
01-02-2400	FED. WITHHOLDING TAX PAYABLE	11,692.74	
01-02-2401	SOCIAL SECURITY TAX PAYABLE	7,975.03	
01-02-2402	MEDICARE TAX PAYABLE	3,382.83	
01-02-2403	STATE WITHHOLDING TAX PAYABLE	12,457.12	
01-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	1,318.65	
01-02-2410	MISC PAYROLL PAYABLE	106,646.43	
01-02-2600	WARRANTY FUNDS	2,354,223.44	
01-02-2610	DEVELOPER DEPOSITS	223,000.00	
01-02-2615	DEVELOPER LIABILITIES	232,975.95	
01-02-2700	DEFERRED INFLOWS- PROPERTY TAX	1,243,835.23	
01-02-2705	DEFERRED REVENUE	580,626.60	
TOTAL LIABILITIES			4,876,045.29

FUND EQUITY

01-02-3001	FUND BALANCE	9,328,647.00	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		361,634.00	
BALANCE - CURRENT DATE		361,634.00	
TOTAL FUND EQUITY			9,690,281.00
TOTAL LIABILITIES AND EQUITY			14,566,326.29

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-10-4000 PROPERTY TAX	415,381.36	437,422.57	1,590,197.00	1,152,774.43	27.5
01-10-4010 SALES TAX	326,466.18	973,934.33	4,008,649.00	3,034,714.67	24.3
01-10-4012 LODGING TAX	8.00	54.00	1,000.00	946.00	5.4
01-10-4015 ROAD & BRIDGE TAX	.00	17,241.00	82,000.00	64,759.00	21.0
01-10-4020 SPECIFIC OWNERSHIP TAX	5,988.60	18,908.65	91,627.00	72,718.35	20.6
01-10-4030 BUILDING PERMIT USE TAX	25,675.66	114,097.76	411,556.00	297,458.24	27.7
01-10-4040 CIGARETTE TAX	1,062.80	2,973.45	15,000.00	12,026.55	19.8
01-10-4050 MURA REVENUE SHARING	.00	.00	150,778.00	150,778.00	.0
01-10-4070 FEDERAL MINERAL LEASE	.00	.00	35,000.00	35,000.00	.0
01-10-4071 STATE SEVERANCE TAXES	.00	.00	50,000.00	50,000.00	.0
TOTAL TAXES	774,582.60	1,564,631.76	6,435,807.00	4,871,175.24	24.3
<u>FEES AND PERMITS</u>					
01-11-4100 BUILDING PERMIT FEES	30,733.99	119,956.48	692,195.00	572,238.52	17.3
01-11-4102 OTHER PERMITS	2,002.50	4,035.00	54,200.00	50,165.00	7.4
01-11-4103 CONVENIENCE FEE	1,216.76	3,737.98	25,000.00	21,262.02	15.0
01-11-4110 BUILDING PERMIT - ADMIN. FEES	3,850.00	11,950.00	75,000.00	63,050.00	15.9
01-11-4111 PASSPORT FEES	770.00	1,890.00	7,000.00	5,110.00	27.0
01-11-4112 TOWN HALL/PARK FEES	15.00	175.00	3,000.00	2,825.00	5.8
01-11-4120 FRANCHISE FEES	31,866.40	92,834.09	236,250.00	143,415.91	39.3
01-11-4130 DEVELOPER APPLICATION FEES	792.00	2,952.37	65,000.00	62,047.63	4.5
01-11-4140 ROYALTIES	47,193.76	88,806.95	450,000.00	361,193.05	19.7
TOTAL FEES AND PERMITS	118,440.41	326,337.87	1,607,645.00	1,281,307.13	20.3
<u>LICENSES</u>					
01-12-4200 BUSINESS/SALES TAX LICENSE	.00	2,995.00	10,500.00	7,505.00	28.5
01-12-4210 LIQUOR LICENSE	.00	.00	1,500.00	1,500.00	.0
01-12-4220 PET LICENSES	80.00	225.00	650.00	425.00	34.6
TOTAL LICENSES	80.00	3,220.00	12,650.00	9,430.00	25.5
<u>CHARGES FOR SERVICES</u>					
01-13-4304 IGA--SCHOOL RESOURCE OFFICERS	.00	.00	161,561.00	161,561.00	.0
01-13-4305 SCHOOL GUARD REIMBURSEMENT	1,020.00	4,026.50	20,000.00	15,973.50	20.1
01-13-4310 NEW DEVELOPMENT CHARGES	23,594.00	102,645.51	250,000.00	147,354.49	41.1
01-13-4624 SENIOR EVENT FEES	40.00	50.00	400.00	350.00	12.5
01-13-4625 RECREATION REGISTRATION FEES	2,131.00	18,877.00	40,000.00	21,123.00	47.2
TOTAL CHARGES FOR SERVICES	26,785.00	125,599.01	471,961.00	346,361.99	26.6

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES AND FORFEITS</u>					
01-14-4420 COURT FINES	4,050.00	10,705.29	40,000.00	29,294.71	26.8
01-14-4422 COURT COSTS	1,250.00	3,664.71	21,000.00	17,335.29	17.5
01-14-4423 POLICE REPORTS	34.25	713.00	3,600.00	2,887.00	19.8
01-14-4620 MISC. POLICE INCOME	25.00	353.91	500.00	146.09	70.8
TOTAL FINES AND FORFEITS	5,359.25	15,436.91	65,100.00	49,663.09	23.7
<u>GRANTS & ECONOMIC DEVELOPMENT</u>					
01-15-4518 FED'L GRANT--AMER RESCUE PLAN	.00	.00	149,932.00	149,932.00	.0
01-15-4526 POLICE GRANTS	5,218.45	5,218.45	122,751.00	117,532.55	4.3
TOTAL GRANTS & ECONOMIC DEVELOPME	5,218.45	5,218.45	272,683.00	267,464.55	1.9
<u>MISCELLANEOUS</u>					
01-18-4619 INTEREST & DIVIDEND INCOME	67,961.12	156,779.46	192,000.00	35,220.54	81.7
01-18-4620 MISC. INCOME	.00	22,017.77	9,995.00	(12,022.77)	220.3
01-18-4622 DONATIONS/FUNDRAISING	.00	.00	5,000.00	5,000.00	.0
01-18-4623 SALE OF ASSETS	.00	.00	10,000.00	10,000.00	.0
01-18-4625 METRO DISTRICT PAYMENTS	.00	57,503.77	75,000.00	17,496.23	76.7
01-18-4648 DELINQUENT INTEREST EARNED	.00	827.88	2,000.00	1,172.12	41.4
TOTAL MISCELLANEOUS	67,961.12	237,128.88	293,995.00	56,866.12	80.7
TOTAL FUND REVENUE	998,426.83	2,277,572.88	9,159,841.00	6,882,268.12	24.9

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
01-40-5001 SALARIES & WAGES	35,469.84	103,060.21	361,164.00	258,103.79	28.5
01-40-5050 CLEANING	677.54	1,355.08	12,000.00	10,644.92	11.3
01-40-5055 OVERTIME	129.60	244.17	.00	(244.17)	.0
01-40-5060 PAYROLL TAXES	2,762.03	7,697.32	27,629.00	19,931.68	27.9
01-40-5065 WORKERS COMP	350.33	923.24	2,251.00	1,327.76	41.0
01-40-5066 HEALTH INSURANCE	2,079.43	11,347.45	50,718.00	39,370.55	22.4
01-40-5067 DEFERRED COMP/RETIREMENT	2,157.85	7,167.40	28,402.00	21,234.60	25.2
01-40-5068 MEDICAL SAVINGS	389.04	794.24	3,786.00	2,991.76	21.0
01-40-5075 EMPLOYMENT/RECRUITMENT EXPENSE	.00	.00	10,232.00	10,232.00	.0
01-40-5200 OFFICE SUPPLIES	502.32	1,554.90	7,000.00	5,445.10	22.2
01-40-5201 COMPUTER/TECHNOLOGY	851.00	11,067.20	40,000.00	28,932.80	27.7
01-40-5202 PRINTING EXPENSE	.00	53.30	2,500.00	2,446.70	2.1
01-40-5203 UNIFORMS	121.50	121.50	1,200.00	1,078.50	10.1
01-40-5205 POSTAGE	1,714.91	2,274.31	8,000.00	5,725.69	28.4
01-40-5210 OPERATING SUPPLIES	392.42	1,491.77	7,500.00	6,008.23	19.9
01-40-5212 FURNISHINGS	641.42	641.42	10,000.00	9,358.58	6.4
01-40-5215 REPAIRS & MAINT	552.45	1,600.25	20,000.00	18,399.75	8.0
01-40-5253 GAS & OIL	93.74	91.10	1,000.00	908.90	9.1
01-40-5300 TELEPHONE	566.49	1,987.59	7,352.00	5,364.41	27.0
01-40-5305 UTILITIES	1,073.84	2,031.00	10,500.00	8,469.00	19.3
01-40-5310 TRASH REMOVAL	128.10	158.29	1,260.00	1,101.71	12.6
01-40-5315 COPIER EXPENSES	750.27	1,439.09	9,000.00	7,560.91	16.0
01-40-5320 PROPERTY & LIABILITY INSURANCE	1,547.28	1,947.53	9,390.00	7,442.47	20.7
01-40-5325 INTERNET/WEBSITE EXPENSE	914.60	6,354.20	10,000.00	3,645.80	63.5
01-40-5330 TRAINING	1,939.59	2,464.59	20,000.00	17,535.41	12.3
01-40-5331 DUES AND SUBSCRIPTIONS	1,531.84	8,578.82	30,000.00	21,421.18	28.6
01-40-5332 TUITION REIMBURSEMENT	.00	.00	3,000.00	3,000.00	.0
01-40-5353 WATER ASSESSMENTS	413.50	1,113.50	1,400.00	286.50	79.5
01-40-5399 OTHER PROFESSIONAL SERVICES	816.20	1,737.40	13,772.00	12,034.60	12.6
01-40-5400 LEGAL FEES	15,509.60	33,490.55	216,315.00	182,824.45	15.5
01-40-5401 CONSULTING FEES	14,756.11	35,331.60	160,262.00	124,930.40	22.1
01-40-5415 AUDIT FEES	.00	.00	15,954.00	15,954.00	.0
01-40-5416 PASSPORT EXPENSES	39.98	39.98	400.00	360.02	10.0
01-40-5425 COUNTY TREASURER'S FEE	4,153.80	4,382.50	15,902.00	11,519.50	27.6
01-40-5426 PROPERTY/SALES TAX REBATE	.00	.00	1,000.00	1,000.00	.0
01-40-5560 CAPITAL OUTLAY--SFTWR UPGRADES	8,354.50	8,354.50	25,000.00	16,645.50	33.4
01-40-5700 MISC. EXPENSE	700.19	1,098.63	10,000.00	8,901.37	11.0
01-40-5701 BANK FEES	1,358.25	4,311.48	26,000.00	21,688.52	16.6
01-40-5705 MILEAGE	199.12	2,701.96	10,000.00	7,298.04	27.0
01-40-5720 CONTINGENCIES	.00	.00	25,000.00	25,000.00	.0
TOTAL ADMINISTRATION	103,638.68	269,008.07	1,214,889.00	945,880.93	22.1

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BOARD OF TRUSTEES</u>					
01-41-5001 SALARIES & WAGES	1,458.16	5,037.95	18,975.00	13,937.05	26.6
01-41-5030 MAYOR AND BOARD SALARIES	.00	13,200.00	48,000.00	34,800.00	27.5
01-41-5060 PAYROLL TAXES	110.87	1,384.23	5,124.00	3,739.77	27.0
01-41-5065 WORKERS COMP	1.52	11.07	39.00	27.93	28.4
01-41-5066 HEALTH INSURANCE	97.93	557.20	2,248.00	1,690.80	24.8
01-41-5067 DEFERRED COMP	72.90	251.87	880.00	628.13	28.6
01-41-5068 MEDICAL SAVINGS	3.12	18.72	76.00	57.28	24.6
01-41-5075 EMPLOYMENT/RECRUITMENT EXPENSE	.00	.00	500.00	500.00	.0
01-41-5201 COMPUTER / TECHNOLOGY	.00	.00	10,000.00	10,000.00	.0
01-41-5210 OPERATING SUPPLIES	446.67	446.67	2,000.00	1,553.33	22.3
01-41-5212 FURNISHINGS	.00	.00	5,000.00	5,000.00	.0
01-41-5230 ELECTIONS	.00	.00	15,000.00	15,000.00	.0
01-41-5320 PROPERTY & LIABILITY INSURANCE	704.79	864.89	3,756.00	2,891.11	23.0
01-41-5330 TRAINING	3,947.73	3,947.73	15,000.00	11,052.27	26.3
01-41-5331 DUES & SUBSCRIPTIONS	438.46	438.46	1,200.00	761.54	36.5
01-41-5340 PUBLISHED NOTICES	192.35	250.66	2,500.00	2,249.34	10.0
01-41-5341 ORDINANCE CODIFICATION	.00	1,065.00	7,500.00	6,435.00	14.2
01-41-5347 COMMUNITY CONTRIBUTIONS	10,000.00	10,000.00	24,000.00	14,000.00	41.7
01-41-5399 OTHER PROFESSIONAL SERVICES	3,400.00	3,400.00	5,000.00	1,600.00	68.0
01-41-5430 RECORDING FEES	.00	.00	2,000.00	2,000.00	.0
01-41-5700 MISC. EXPENSE	509.60	829.62	5,000.00	4,170.38	16.6
01-41-5841 BOARD OUTREACH ACTIVITIES	274.77	310.81	10,000.00	9,689.19	3.1
TOTAL BOARD OF TRUSTEES	21,658.87	42,014.88	183,798.00	141,783.12	22.9

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
01-42-5001 SALARIES & WAGES	110,175.36	361,940.35	1,734,231.00	1,372,290.65	20.9
01-42-5050 CLEANING	829.58	1,659.16	8,000.00	6,340.84	20.7
01-42-5055 OVERTIME	1,074.66	2,609.94	25,000.00	22,390.06	10.4
01-42-5060 PAYROLL TAXES	2,968.93	8,714.88	40,217.00	31,502.12	21.7
01-42-5065 WORKERS COMP	2,372.66	8,310.96	30,984.00	22,673.04	26.8
01-42-5066 HEALTH INSURANCE	8,734.69	49,017.86	214,932.00	165,914.14	22.8
01-42-5067 DEFERRED COMP	402.86	1,061.46	5,715.00	4,653.54	18.6
01-42-5068 MEDICAL SAVINGS	136.65	649.90	2,295.00	1,645.10	28.3
01-42-5069 FPPA	8,635.92	29,757.17	140,271.00	110,513.83	21.2
01-42-5071 D&D	3,090.76	10,649.97	48,518.00	37,868.03	22.0
01-42-5075 EMPLOYMENT/RECRUITMENT EXPENSE	371.44	1,237.40	5,000.00	3,762.60	24.8
01-42-5200 OFFICE SUPPLIES	284.05	361.86	4,000.00	3,638.14	9.1
01-42-5201 COMPUTER / TECHNOLOGY	6,442.87	8,010.07	42,250.00	34,239.93	19.0
01-42-5203 UNIFORMS	.00	.00	800.00	800.00	.0
01-42-5210 OPERATING SUPPLIES	1,400.98	4,472.01	9,000.00	4,527.99	49.7
01-42-5215 REPAIR & MAINTENANCE	20.98	135.70	4,000.00	3,864.30	3.4
01-42-5216 FLEET R&M	1,005.83	3,403.51	14,602.00	11,198.49	23.3
01-42-5253 GAS & OIL	3,069.11	5,226.01	40,000.00	34,773.99	13.1
01-42-5254 UNIFORMS & TOOLS	2,641.11	3,061.14	22,800.00	19,738.86	13.4
01-42-5255 EQUIPMENT	751.73	14,102.16	42,550.00	28,447.84	33.1
01-42-5300 TELEPHONES	1,144.15	3,714.82	16,000.00	12,285.18	23.2
01-42-5305 UTILITIES	2,325.86	4,547.45	18,000.00	13,452.55	25.3
01-42-5310 TRASH REMOVAL	179.67	332.90	600.00	267.10	55.5
01-42-5315 COPIER EXPENSE	235.62	514.86	3,500.00	2,985.14	14.7
01-42-5320 GENERAL LIABILITY INSURANCE	9,867.01	16,352.36	57,040.00	40,687.64	28.7
01-42-5325 INTERNET/WEBSITE EXPENSE	132.45	397.35	2,000.00	1,602.65	19.9
01-42-5330 TRAINING	5,676.84	6,277.94	39,858.00	33,580.06	15.8
01-42-5331 DUES & MEMBERSHIPS	659.87	7,738.18	13,600.00	5,861.82	56.9
01-42-5332 TUITION REIMBURSEMENT	.00	.00	9,000.00	9,000.00	.0
01-42-5343 CONTRACTUAL SERVICES	18.63	47,439.24	108,000.00	60,560.76	43.9
01-42-5345 LAW ENFORCEMENT CONTRACT	.00	3,000.00	.00	(3,000.00)	.0
01-42-5346 ANIMAL IMPOUND FEE	.00	355.00	5,000.00	4,645.00	7.1
01-42-5348 PEST CONTROL	.00	.00	2,000.00	2,000.00	.0
01-42-5349 WELLNESS PROGRAM	.00	150.00	3,500.00	3,350.00	4.3
01-42-5350 LAB FEES	.00	.00	500.00	500.00	.0
01-42-5399 OTHER PROFESSIONAL SERVICES	.00	105.00	2,386.00	2,281.00	4.4
01-42-5400 LEGAL FEES	.00	.00	15,000.00	15,000.00	.0
01-42-5500 CAPITAL OUTLAY	.00	416.28	45,000.00	44,583.72	.9
01-42-5700 MISC. EXPENSE	198.29	1,964.49	5,000.00	3,035.51	39.3
TOTAL POLICE	174,848.56	607,687.38	2,781,149.00	2,173,461.62	21.9

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
01-43-5001 SALARIES & WAGES	22,012.63	66,163.46	291,147.00	224,983.54	22.7
01-43-5060 PAYROLL TAXES	1,691.91	5,029.62	22,273.00	17,243.38	22.6
01-43-5065 WORKERS COMP	22.80	68.51	257.00	188.49	26.7
01-43-5066 HEALTH INSURANCE	1,627.72	7,426.48	77,981.00	70,554.52	9.5
01-43-5067 DEFERRED COMP	896.06	3,103.62	29,364.00	26,260.38	10.6
01-43-5068 MEDICAL SAVINGS	25.00	25.00	1,033.00	1,008.00	2.4
01-43-5075 EMPLOYMENT/RECRUITMENT EXPENSE	200.80	200.80	500.00	299.20	40.2
01-43-5200 OFFICE SUPPLIES	478.15	478.15	500.00	21.85	95.6
01-43-5201 COMPUTER / TECHNOLOGY	361.40	895.15	8,000.00	7,104.85	11.2
01-43-5202 PRINTING EXPENSE	.00	500.00	500.00	.00	100.0
01-43-5203 UNIFORMS	.00	.00	1,000.00	1,000.00	.0
01-43-5212 FURNISHINGS	.00	.00	1,600.00	1,600.00	.0
01-43-5300 TELEPHONE	11.25	355.95	1,900.00	1,544.05	18.7
01-43-5320 PROPERTY & LIABILITY INSURANCE	2,819.15	3,459.54	15,024.00	11,564.46	23.0
01-43-5330 TRAINING	3,167.77	3,167.77	8,000.00	4,832.23	39.6
01-43-5331 DUES & MEMBERSHIPS	.00	.00	2,500.00	2,500.00	.0
01-43-5353 WATER ASSESSMENTS	.00	.00	100.00	100.00	.0
01-43-5401 CONSULTING FEES	.00	.00	125,000.00	125,000.00	.0
01-43-5410 CONSULTANTS	337.50	2,235.02	25,000.00	22,764.98	8.9
01-43-5411 ANNEXATIONS & REZONING EXPENSE	.00	1,258.60	15,000.00	13,741.40	8.4
01-43-5460 BUILDING INSPECTIONS	22,196.39	50,262.05	246,884.00	196,621.95	20.4
01-43-5700 MISC.	549.03	574.79	2,000.00	1,425.21	28.7
TOTAL COMMUNITY DEVELOPMENT	56,397.56	145,204.51	875,563.00	730,358.49	16.6

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
01-45-5001 SALARIES & WAGES	17,867.38	66,106.94	258,619.00	192,512.06	25.6
01-45-5055 OVERTIME	.00	3,573.65	1,735.00	(1,838.65)	206.0
01-45-5060 PAYROLL TAXES	1,376.77	5,325.33	19,917.00	14,591.67	26.7
01-45-5065 WORKERS COMP	531.36	1,914.23	7,614.00	5,699.77	25.1
01-45-5066 HEALTH INSURANCE	1,512.55	7,590.48	38,522.00	30,931.52	19.7
01-45-5067 DEFERRED COMP	599.89	2,196.80	9,106.00	6,909.20	24.1
01-45-5068 MEDICAL SAVINGS	21.87	181.20	908.00	726.80	20.0
01-45-5203 UNIFORMS	.00	209.99	.00	(209.99)	.0
01-45-5210 OPERATING SUPPLIES	20.55	1,499.72	6,000.00	4,500.28	25.0
01-45-5212 FURNISHINGS	.00	.00	2,500.00	2,500.00	.0
01-45-5215 REPAIRS & MAINTENANCE	83.00	114.00	38,000.00	37,886.00	.3
01-45-5216 FLEET R&M	1,007.52	1,119.84	5,000.00	3,880.16	22.4
01-45-5253 GAS & OIL	806.49	1,690.86	5,000.00	3,309.14	33.8
01-45-5254 TOOLS	.00	.00	1,500.00	1,500.00	.0
01-45-5300 TELEPHONE	.00	419.00	1,500.00	1,081.00	27.9
01-45-5305 UTILITIES	1,321.26	2,084.19	40,000.00	37,915.81	5.2
01-45-5310 TRASH REMOVAL	.00	.00	2,500.00	2,500.00	.0
01-45-5320 PROPERTY & LIABILITY INSURANCE	3,523.94	4,324.43	18,780.00	14,455.57	23.0
01-45-5330 TRAINING	1,038.00	1,038.00	2,500.00	1,462.00	41.5
01-45-5348 PEST CONTROL	.00	.00	33,000.00	33,000.00	.0
01-45-5349 WELLNESS PROGRAM	.00	45.00	250.00	205.00	18.0
01-45-5363 WEED CONTROL	.00	.00	5,000.00	5,000.00	.0
01-45-5369 EQUIPMENT RENTAL	15.30	22.95	1,000.00	977.05	2.3
01-45-5370 LANDSCAPING	(31.14)	(31.14)	18,000.00	18,031.14	(.2)
01-45-5371 TREE MAINTENANCE	.00	.00	25,000.00	25,000.00	.0
01-45-5372 IRRIGATION SYSTEM	.00	.00	30,000.00	30,000.00	.0
01-45-5500 CAPITAL OUTLAY	.00	.00	117,000.00	117,000.00	.0
01-45-5700 MISC. EXPENSE	.00	.00	2,500.00	2,500.00	.0
TOTAL PARKS	29,694.74	99,425.47	691,451.00	592,025.53	14.4

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ENGINEERING</u>					
01-47-5001 SALARIES & WAGES	33,450.90	114,814.05	444,869.00	330,054.95	25.8
01-47-5050 CLEANING	746.00	1,492.00	7,000.00	5,508.00	21.3
01-47-5055 OVERTIME	133.32	1,518.12	.00	(1,518.12)	.0
01-47-5060 PAYROLL TAXES	2,592.52	8,854.43	536.00	(8,318.43)	1652.0
01-47-5065 WORKERS COMP	374.19	1,309.31	9,114.00	7,804.69	14.4
01-47-5066 HEALTH INSURANCE	1,855.60	10,407.82	41,785.00	31,377.18	24.9
01-47-5067 DEFERRED COMP	1,381.76	4,796.63	16,188.00	11,391.37	29.6
01-47-5068 MEDICAL SAVINGS	76.85	377.80	1,306.00	928.20	28.9
01-47-5075 EMPLOYMENT/RECRUITMENT EXPENSE	67.50	152.50	200.00	47.50	76.3
01-47-5200 OFFICE SUPPLIES	1,152.94	1,600.72	1,000.00	(600.72)	160.1
01-47-5201 COMPUTER/TECHNOLOGY	762.43	2,840.43	8,000.00	5,159.57	35.5
01-47-5203 UNIFORMS	471.20	471.20	1,000.00	528.80	47.1
01-47-5210 OPERATING SUPPLIES	3,700.31	5,552.58	3,000.00	(2,552.58)	185.1
01-47-5212 FURNISHINGS	641.42	641.42	3,000.00	2,358.58	21.4
01-47-5215 REPAIRS & MAINTENANCE	3,028.00	3,611.90	10,000.00	6,388.10	36.1
01-47-5216 REPAIR & MAINTENANCE--FLEET	76.80	88.80	3,000.00	2,911.20	3.0
01-47-5253 GAS & OIL	356.77	717.54	5,000.00	4,282.46	14.4
01-47-5300 TELEPHONE	160.04	858.12	2,880.00	2,021.88	29.8
01-47-5305 UTILITIES	3,321.84	6,118.93	15,000.00	8,881.07	40.8
01-47-5310 TRASH	179.79	282.40	1,500.00	1,217.60	18.8
01-47-5315 COPIER EXPENSES	322.41	486.69	5,000.00	4,513.31	9.7
01-47-5320 PROPERTY & LIABILITY INSURANCE	1,761.97	2,162.22	9,390.00	7,227.78	23.0
01-47-5330 TRAINING	337.95	337.95	5,000.00	4,662.05	6.8
01-47-5331 DUES & SUBSCRIPTIONS	.00	530.00	600.00	70.00	88.3
01-47-5399 OTHER PROFESSIONAL SERVICES	.00	.00	1,386.00	1,386.00	.0
01-47-5405 ENGINEERING FEES	5,842.20	5,842.20	30,000.00	24,157.80	19.5
01-47-5700 MISC. EXPENSE	20.98	85.40	5,000.00	4,914.60	1.7
TOTAL ENGINEERING	62,815.69	175,951.16	630,754.00	454,802.84	27.9

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MUNICIPAL COURT</u>					
01-48-5001 SALARIES & WAGES	3,666.16	10,923.65	48,673.00	37,749.35	22.4
01-48-5040 JUDGE	1,905.00	3,995.00	20,000.00	16,005.00	20.0
01-48-5055 OVERTIME	41.40	62.10	.00	(62.10)	.0
01-48-5060 PAYROLL TAXES	285.75	834.54	3,724.00	2,889.46	22.4
01-48-5065 WORKERS COMP	3.84	11.39	48.00	36.61	23.7
01-48-5066 HEALTH INSURANCE	344.17	1,406.44	7,583.00	6,176.56	18.6
01-48-5067 DEFERRED COMP	72.90	251.87	2,483.00	2,231.13	10.1
01-48-5068 MEDICAL SAVINGS	3.12	18.72	84.00	65.28	22.3
01-48-5075 EMPLOYMENT/RECRUITMENT EXPENSE	.00	.00	500.00	500.00	.0
01-48-5201 COMPUTER/TECHNOLOGY	.00	148.40	3,000.00	2,851.60	5.0
01-48-5203 UNIFORMS	.00	.00	200.00	200.00	.0
01-48-5235 COURT COSTS	136.20	136.20	1,500.00	1,363.80	9.1
01-48-5300 TELEPHONE	(35.94)	65.62	800.00	734.38	8.2
01-48-5320 PROPERTY & LIABILITY INSURANCE	704.79	864.89	3,756.00	2,891.11	23.0
01-48-5330 TRAINING	.00	.00	1,000.00	1,000.00	.0
01-48-5331 DUES & MEMBERSHIPS	.00	.00	100.00	100.00	.0
01-48-5399 OTHER PROFESSIONAL SERVICES	148.40	663.00	1,881.00	1,218.00	35.3
01-48-5455 PROSECUTING ATTORNEY	5,265.00	5,265.00	25,000.00	19,735.00	21.1
01-48-5456 PUBLIC DEFENDER	.00	.00	10,000.00	10,000.00	.0
01-48-5700 MISC. EXPENSE	.00	93.30	1,000.00	906.70	9.3
TOTAL MUNICIPAL COURT	12,540.79	24,740.12	131,332.00	106,591.88	18.8

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY ENGAGEMENT</u>					
01-49-5001 SALARIES & WAGES	13,540.36	41,386.22	217,304.00	175,917.78	19.1
01-49-5055 OVERTIME	.00	.00	5,000.00	5,000.00	.0
01-49-5060 PAYROLL TAXES	1,042.01	3,130.77	17,006.00	13,875.23	18.4
01-49-5065 WORKERS COMP	175.57	599.41	1,504.00	904.59	39.9
01-49-5066 HEALTH INSURANCE	564.33	3,665.43	21,597.00	17,931.57	17.0
01-49-5067 DEFERRED COMP	533.28	1,732.92	4,720.00	2,987.08	36.7
01-49-5068 MEDICAL SAVINGS	37.31	208.40	437.00	228.60	47.7
01-49-5075 EMPLOYMENT/RECRUITMENT EXPENSE	238.94	618.94	1,500.00	881.06	41.3
01-49-5201 COMPUTER/TECHNOLOGY	1,161.68	1,161.68	3,000.00	1,838.32	38.7
01-49-5202 PRINTING EXPENSE	.00	2,180.87	10,000.00	7,819.13	21.8
01-49-5203 UNIFORMS	698.33	698.33	1,500.00	801.67	46.6
01-49-5205 POSTAGE	.00	472.88	2,500.00	2,027.12	18.9
01-49-5220 TOWN DECORATIONS	.00	.00	10,000.00	10,000.00	.0
01-49-5236 COMMUNITY ENGAGEMENT	400.00	4,619.79	10,000.00	5,380.21	46.2
01-49-5260 RECREATION PROGRAMS	7,444.06	25,758.16	50,000.00	24,241.84	51.5
01-49-5261 COMMUNITY DAY	.00	.00	48,000.00	48,000.00	.0
01-49-5262 TOWN EVENTS	3,502.80	4,765.59	69,000.00	64,234.41	6.9
01-49-5265 SENIOR EVENTS	861.46	1,455.46	10,000.00	8,544.54	14.6
01-49-5300 TELEPHONE	.00	204.00	1,080.00	876.00	18.9
01-49-5320 GENERAL LIABILITY INSURANCE	2,819.15	3,806.74	15,374.00	11,567.26	24.8
01-49-5330 TRAINING	549.22	1,468.22	4,000.00	2,531.78	36.7
01-49-5331 DUES/MEMBERSHIPS	799.22	5,969.50	7,000.00	1,030.50	85.3
01-49-5349 WELLNESS PROGRAM	823.75	6,553.31	19,000.00	12,446.69	34.5
01-49-5399 OTHER PROFESSIONAL SERVICES	.00	.00	2,000.00	2,000.00	.0
01-49-5401 CONSULTANTS	.00	.00	25,000.00	25,000.00	.0
01-49-5500 CAPITAL OUTLAY--WAYFINDING	.00	.00	25,000.00	25,000.00	.0
01-49-5560 CAPITAL OUTLAY--SFTWR UPGRADES	.00	2,220.00	12,000.00	9,780.00	18.5
01-49-5700 MISC. EXPENSE	301.93	367.92	2,000.00	1,632.08	18.4
TOTAL COMMUNITY ENGAGEMENT	35,493.40	113,044.54	595,522.00	482,477.46	19.0
<u>NON-DEPARTMENTAL</u>					
01-90-5500 CAPITAL OUTLAY	.00	.00	50,000.00	50,000.00	.0
01-90-5804 TRANSFER TO STREET IMPVT FD	93,750.00	93,750.00	375,000.00	281,250.00	25.0
01-90-5805 TRANSFER TO CAPITAL IMPROVEMEN	345,112.75	345,112.75	1,380,451.00	1,035,338.25	25.0
01-90-8151 SPECIAL PROJECTS	.00	.00	100,000.00	100,000.00	.0
01-90-8155 ARPA BROADBAND	.00	.00	149,932.00	149,932.00	.0
TOTAL NON-DEPARTMENTAL	438,862.75	438,862.75	2,055,383.00	1,616,520.25	21.4
TOTAL FUND EXPENDITURES	935,951.04	1,915,938.88	9,159,841.00	7,243,902.12	20.9
NET REVENUE OVER EXPENDITURES	62,475.79	361,634.00	.00	(361,634.00)	.0

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

STREET IMPROVEMENT FUND

ASSETS

04-01-0100	COMBINED CASH	2,282,851.60	
04-01-1301	A/R - GENERAL	323,734.08	
	TOTAL ASSETS		2,606,585.68

LIABILITIES AND EQUITY

LIABILITIES

04-02-2000	ACCOUNTS PAYABLE	17,480.32	
04-02-2005	RETAINAGE PAYABLE	23,609.61	
04-02-2300	457(B) DEFERRED COMP PAYABLE	694.68	
04-02-2310	EMPLOYEE HEALTH INS. PAYABLE	9,454.36	
04-02-2312	WORKERS COMP INSURANCE PAYABLE	2,339.80	
04-02-2400	FED. WITHHOLDING TAX PAYABLE	1,074.94	
04-02-2401	SOCIAL SECURITY TAX PAYABLE	1,539.82	
04-02-2402	MEDICARE TAX PAYABLE	360.13	
04-02-2403	STATE WITHHOLDING TAX PAYABLE	1,358.30	
04-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	113.50	
	TOTAL LIABILITIES		58,025.46

FUND EQUITY

04-02-3001	FUND BALANCE	2,049,318.55	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	499,241.67	
	BALANCE - CURRENT DATE	499,241.67	
	TOTAL FUND EQUITY		2,548,560.22
	TOTAL LIABILITIES AND EQUITY		2,606,585.68

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 10</u>					
04-10-4005 HIGHWAY USERS TAX	13,054.21	50,518.42	235,190.00	184,671.58	21.5
04-10-4010 SALES TAX	163,233.10	486,967.18	2,004,325.00	1,517,357.82	24.3
04-10-4025 M.V. REGISTRATION	2,020.33	5,554.50	27,193.00	21,638.50	20.4
04-10-4030 BUILDING USE TAX	12,952.31	57,163.38	205,778.00	148,614.62	27.8
TOTAL SOURCE 10	191,259.95	600,203.48	2,472,486.00	1,872,282.52	24.3
<u>SOURCE 16</u>					
04-16-4601 TRANSFER FROM GF	93,750.00	93,750.00	375,000.00	281,250.00	25.0
TOTAL SOURCE 16	93,750.00	93,750.00	375,000.00	281,250.00	25.0
TOTAL FUND REVENUE	285,009.95	693,953.48	2,847,486.00	2,153,532.52	24.4

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES--STREET IMP FUND</u>					
04-44-5001 SALARIES & WAGES	24,636.75	80,106.60	238,136.00	158,029.40	33.6
04-44-5055 OVERTIME	.00	2,668.35	9,000.00	6,331.65	29.7
04-44-5060 PAYROLL TAXES	1,876.09	6,175.14	18,906.00	12,730.86	32.7
04-44-5065 WORKERS COMPENSATION	970.42	3,227.73	8,078.00	4,850.27	40.0
04-44-5066 HEALTH INSURANCE	2,034.38	9,728.53	40,410.00	30,681.47	24.1
04-44-5067 DEFERRED COMP	654.08	2,632.45	5,627.00	2,994.55	46.8
04-44-5068 MEDICAL SAVINGS	17.71	175.02	.00	(175.02)	.0
04-44-5075 EMPLOYMENT/RECRUITMENT EXPENSE	.00	61.46	1,500.00	1,438.54	4.1
04-44-5201 COMPUTER/TECHNOLOGY	.00	3,472.50	25,000.00	21,527.50	13.9
04-44-5203 UNIFORMS	.00	409.97	2,000.00	1,590.03	20.5
04-44-5210 OPERATING SUPPLIES	(128.99)	1,056.70	2,500.00	1,443.30	42.3
04-44-5212 FURNISHINGS	.00	.00	5,000.00	5,000.00	.0
04-44-5215 REPAIRS & MAINTENANCE--STREETS	.00	.00	240,000.00	240,000.00	.0
04-44-5216 REPAIR & MAINT.--FLEET	6,634.77	10,199.68	40,000.00	29,800.32	25.5
04-44-5250 ASPHALT/STREET PATCHING	.00	.00	1,800,000.00	1,800,000.00	.0
04-44-5252 STREET SIGNS & MARKERS	856.65	856.65	25,000.00	24,143.35	3.4
04-44-5253 GAS & OIL	2,372.80	5,181.41	20,000.00	14,818.59	25.9
04-44-5254 TOOLS	5,678.89	5,678.89	10,000.00	4,321.11	56.8
04-44-5255 SAFETY EQUIPMENT	499.86	499.86	3,500.00	3,000.14	14.3
04-44-5300 TELEPHONE	20.48	650.02	3,500.00	2,849.98	18.6
04-44-5305 UTILITIES	5,692.85	8,597.69	35,000.00	26,402.31	24.6
04-44-5320 PROPERTY & LIABILITY INSURANCE	8,809.85	10,811.08	46,951.00	36,139.92	23.0
04-44-5330 TRAINING	150.00	150.00	1,500.00	1,350.00	10.0
04-44-5331 DUES & MEMBERSHIPS	.00	.00	1,500.00	1,500.00	.0
04-44-5360 STREET SWEEPING	3,942.00	3,942.00	15,000.00	11,058.00	26.3
04-44-5361 DUST CONTROL	.00	.00	40,000.00	40,000.00	.0
04-44-5362 GRAVEL	.00	.00	38,000.00	38,000.00	.0
04-44-5363 WEED CONTROL	.00	.00	3,000.00	3,000.00	.0
04-44-5364 SNOW REMOVAL	27,851.79	31,498.97	100,000.00	68,501.03	31.5
04-44-5365 REPAIR & MAINTENANCE--SEALCOAT	.00	.00	500,000.00	500,000.00	.0
04-44-5366 REPAIR & MAINTENANCE--DRAINAGE	.00	.00	500,000.00	500,000.00	.0
04-44-5367 STREET STRIPING	.00	.00	75,000.00	75,000.00	.0
04-44-5369 REPAIR & MAINTENANCE--BRIDGES	818.95	1,818.95	127,620.00	125,801.05	1.4
04-44-5405 ENGINEERING FEES	5,112.16	5,112.16	200,000.00	194,887.84	2.6
04-44-5500 CAPITAL OUTLAY	.00	.00	205,000.00	205,000.00	.0
04-44-5604 2012 GRADER	.00	.00	2,500.00	2,500.00	.0
TOTAL EXPENDITURES--STREET IMP FUND	98,501.49	194,711.81	4,389,228.00	4,194,516.19	4.4
TOTAL FUND EXPENDITURES	98,501.49	194,711.81	4,389,228.00	4,194,516.19	4.4
NET REVENUE OVER EXPENDITURES	186,508.46	499,241.67	(1,541,742.00)	(2,040,983.67)	32.4

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

CONSERVATION TRUST FUND

ASSETS

05-01-0100	CASH IN COMMON - CTF	58,107.05	
	TOTAL ASSETS		58,107.05

LIABILITIES AND EQUITY

FUND EQUITY

05-02-3001	FUND BALANCE	36,128.17	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	21,978.88	
	BALANCE - CURRENT DATE	21,978.88	
	TOTAL FUND EQUITY		58,107.05
	TOTAL LIABILITIES AND EQUITY		58,107.05

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>LOTTERY REVENUE</u>					
05-17-4630	LOTTERY REVENUE	21,485.97	21,485.97	61,523.00	40,037.03	34.9
	TOTAL LOTTERY REVENUE	21,485.97	21,485.97	61,523.00	40,037.03	34.9
	<u>MISCELLANEOUS REVENUE</u>					
05-18-4619	INTEREST & DIVIDEND INCOME	227.69	492.91	.00	(492.91)	.0
	TOTAL MISCELLANEOUS REVENUE	227.69	492.91	.00	(492.91)	.0
	TOTAL FUND REVENUE	21,713.66	21,978.88	61,523.00	39,544.12	35.7
05-45-5506	CAPITAL OUTLAY--PARKS & EQUIP	.00	.00	98,500.00	98,500.00	.0
	TOTAL DEPARTMENT 45	.00	.00	98,500.00	98,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	98,500.00	98,500.00	.0
	NET REVENUE OVER EXPENDITURES	21,713.66	21,978.88	(36,977.00)	(58,955.88)	59.4

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

SEWER FUND

ASSETS

06-01-0100	COMBINED CASH	1,727,396.18	
06-01-1305	ACCUM DEPRECIATION - PLANT & E	(3,228,332.32)	
06-01-1306	A/R-UTILITY BILLING	91,196.95	
06-01-1501	LAND - SF OP	294,834.95	
06-01-1502	LAND IMPROV. - SF OP	322,159.37	
06-01-1503	SEWER LINES	1,025,308.44	
06-01-1504	BUILDING - SF OP	281,750.60	
06-01-1506	MACH. & EQUIP. - SF OP	179,757.28	
06-01-1507	TREATMENT PLANT - SF NON OP	6,496,730.44	
06-01-1510	CONSTRUCTION IN PROGRESS	5,794.00	
TOTAL ASSETS			7,196,595.89

LIABILITIES AND EQUITY

LIABILITIES

06-02-2000	ACCOUNTS PAYABLE	13,265.64	
06-02-2200	LOAN PAYABLE CWRPDA--LT	1,471,196.31	
06-02-2201	LOAN PAYABLE CWRPDA--CURRENT	76,793.89	
06-02-2300	EMPLOYEE PENSION PAYABLE	640.03	
06-02-2310	EMPLOYEE HEALTH INS. PAYABLE	1,049.79	
06-02-2312	WORKERS COMP INSURANCE PAYABLE	(6.42)	
06-02-2314	401(A) CONTRIBUTIONS PAYABLE	54.23	
06-02-2400	FED. WITHHOLDING TAX PAYABLE	730.30	
06-02-2401	SOCIAL SECURITY TAX PAYABLE	807.98	
06-02-2402	MEDICARE TAX PAYABLE	188.94	
06-02-2403	STATE WITHHOLDING TAX PAYABLE	745.25	
06-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	87.09	
06-02-2410	MISC PAYROLL PAYABLE	5,746.00	
06-02-2500	ACC'D COMPENSATED ABS--CURRENT	1,094.99	
06-02-2501	ACCR'D COMPENSATED ABSENCES-LT	9,854.89	
06-02-2502	ACCRUED INT PAYABLE--CWRPDA	22,510.35	
06-02-2601	BOND PREMIUM--UNAMORTIZED	53,756.12	
TOTAL LIABILITIES			1,658,515.38

FUND EQUITY

06-02-3001	FUND BALANCE	4,983,787.68	
UNAPPROPRIATED FUND BALANCE:			
06-02-3010	CONTRIBUTIONS FROM DEVELOPERS	15,000.00	
06-02-3020	CONTRIBUTIONS SEWER TAPS	425,400.00	
	REVENUE OVER EXPENDITURES - YTD	113,892.83	
BALANCE - CURRENT DATE		554,292.83	
TOTAL FUND EQUITY			5,538,080.51
TOTAL LIABILITIES AND EQUITY			7,196,595.89

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
06-11-4150 SEWER USER FEES	77,392.13	222,959.99	982,183.00	759,223.01	22.7
06-11-4152 RATERINK LIFT STA. SURCHARGE	1,020.00	3,020.00	.00	(3,020.00)	.0
06-11-4160 SEWER LATE/NSF FEES	990.00	3,270.00	16,000.00	12,730.00	20.4
06-11-4165 SEWER TAP FEES	25,628.00	64,518.00	494,932.00	430,414.00	13.0
TOTAL CHARGES FOR SERVICES	105,030.13	293,767.99	1,493,115.00	1,199,347.01	19.7
<u>MISCELLANEOUS REVENUE</u>					
06-18-4619 INTEREST & DIVIDEND INCOME	6,768.61	18,778.06	36,000.00	17,221.94	52.2
TOTAL MISCELLANEOUS REVENUE	6,768.61	18,778.06	36,000.00	17,221.94	52.2
TOTAL FUND REVENUE	111,798.74	312,546.05	1,529,115.00	1,216,568.95	20.4
<u>ADMINISTRATION</u>					
06-40-5001 SALARIES & WAGES	12,998.66	44,146.19	169,869.00	125,722.81	26.0
06-40-5055 OVERTIME	71.13	786.13	.00	(786.13)	.0
06-40-5060 PAYROLL TAXES	1,008.77	3,303.99	12,995.00	9,691.01	25.4
06-40-5065 WORKERS COMP	220.34	778.26	3,094.00	2,315.74	25.2
06-40-5066 HEALTH INSURANCE	941.43	5,290.48	25,845.00	20,554.52	20.5
06-40-5067 DEFERRED COMP/RETIREMENT	626.26	2,078.56	7,009.00	4,930.44	29.7
06-40-5068 MEDICAL SAVINGS	28.66	157.35	587.00	429.65	26.8
06-40-5201 COMPUTER / TECHNOLOGY	.00	371.00	.00	(371.00)	.0
06-40-5205 POSTAGE	391.77	769.84	4,800.00	4,030.16	16.0
06-40-5300 TELEPHONE	40.01	238.55	720.00	481.45	33.1
06-40-5320 GENERAL LIABILITY INSURANCE	1,761.97	2,162.22	9,390.00	7,227.78	23.0
06-40-5331 DUES AND MEMBERSHIP	.00	1,000.00	1,200.00	200.00	83.3
06-40-5399 OTHER PROFESSIONAL SERVICES	519.40	1,038.80	6,583.00	5,544.20	15.8
06-40-5400 LEGAL FEES	878.60	1,819.55	11,385.00	9,565.45	16.0
06-40-5401 CONSULTING FEES	1,344.21	3,135.29	13,647.00	10,511.71	23.0
06-40-5405 ENGINEERING FEES	1,710.00	1,710.00	70,000.00	68,290.00	2.4
06-40-5410 PLANNING/CONSULTANTS	205.37	414.73	2,040.00	1,625.27	20.3
06-40-5415 AUDIT FEES	.00	.00	7,977.00	7,977.00	.0
06-40-5460 ADMINISTRATIVE OVERHEAD	.00	.00	9,185.00	9,185.00	.0
06-40-5700 MISC. EXPENSE	.00	.00	500.00	500.00	.0
06-40-5701 BANK FEES	550.54	1,098.02	.00	(1,098.02)	.0
06-40-5705 MILEAGE	.00	150.00	300.00	150.00	50.0
TOTAL ADMINISTRATION	23,297.12	70,448.96	357,126.00	286,677.04	19.7

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
06-47-5210 OPERATING SUPPLIES	.00	.00	1,500.00	1,500.00	.0
06-47-5215 REPAIRS & MAINT	5,210.24	6,120.37	160,500.00	154,379.63	3.8
06-47-5227 CHEMICALS	.00	.00	750.00	750.00	.0
06-47-5231 SLUDGE DISPOSAL	7,415.14	11,056.75	65,000.00	53,943.25	17.0
06-47-5248 SEWER LINE REPAIRS	.00	581.76	15,000.00	14,418.24	3.9
06-47-5253 GAS & OIL	806.49	1,690.86	6,000.00	4,309.14	28.2
06-47-5305 UTILITIES	4,673.24	9,856.04	68,284.00	58,427.96	14.4
06-47-5310 TRASH	187.44	187.44	1,125.00	937.56	16.7
06-47-5390 SEWER MAINT. CONTRACT	10,390.32	26,101.71	85,638.00	59,536.29	30.5
06-47-5391 SEWER TESTING	698.40	1,242.72	6,000.00	4,757.28	20.7
06-47-5392 LINE LOCATOR	406.35	406.35	6,000.00	5,593.65	6.8
06-47-5393 STATE DISCHARGE PERMIT	.00	77.00	3,500.00	3,423.00	2.2
06-47-5394 SEWER LINE FLUSHING	.00	.00	85,000.00	85,000.00	.0
06-47-5396 R&M--RATERINK LIFT STATION	1,470.00	2,205.00	.00	(2,205.00)	.0
06-47-5556 CAPITAL OUTLAY--CIPP	.00	.00	100,000.00	100,000.00	.0
06-47-5557 CAPITAL OUTLAY-HEADWORKS MECH	3,601.00	3,601.00	185,700.00	182,099.00	1.9
06-47-5558 CAPITAL OUTLAY-BLOWER REPLACE	.00	.00	130,000.00	130,000.00	.0
06-47-5559 CAPITAL OUTLAY-CHEMICAL PHOSOP	.00	.00	100,000.00	100,000.00	.0
TOTAL OPERATIONS	34,858.62	63,127.00	1,019,997.00	956,870.00	6.2
<u>DEPARTMENT 98</u>					
06-98-9801 2007 CWRPDA LOAN--PRINCIPAL	.00	39,404.88	79,497.00	40,092.12	49.6
06-98-9802 2007 CWRPDA LOAN--INTEREST	.00	25,672.38	50,657.00	24,984.62	50.7
TOTAL DEPARTMENT 98	.00	65,077.26	130,154.00	65,076.74	50.0
TOTAL FUND EXPENDITURES	58,155.74	198,653.22	1,507,277.00	1,308,623.78	13.2
NET REVENUE OVER EXPENDITURES	53,643.00	113,892.83	21,838.00	(92,054.83)	521.5

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

POLICE FUND

ASSETS

08-01-0100	CASH IN COMMON - POLICE	218,832.20	
	TOTAL ASSETS		218,832.20

LIABILITIES AND EQUITY

FUND EQUITY

08-02-3001	FUND BALANCE	250,667.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(31,835.34)	
	BALANCE - CURRENT DATE	(31,835.34)	
	TOTAL FUND EQUITY		218,832.20
	TOTAL LIABILITIES AND EQUITY		218,832.20

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

POLICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
08-11-4165 IMPACT FEES	3,761.00	14,322.67	150,321.00	135,998.33	9.5
TOTAL SOURCE 11	3,761.00	14,322.67	150,321.00	135,998.33	9.5
<u>SOURCE 18</u>					
08-18-4619 INTEREST & DIVIDEND INCOME	857.47	2,553.81	5,400.00	2,846.19	47.3
TOTAL SOURCE 18	857.47	2,553.81	5,400.00	2,846.19	47.3
TOTAL FUND REVENUE	4,618.47	16,876.48	155,721.00	138,844.52	10.8
<u>DEPARTMENT 42</u>					
08-42-5491 VEHICLE LEASE EXPENSES	5,874.86	29,284.57	86,925.00	57,640.43	33.7
08-42-5511 CAPITAL OUTLAY--BLDGS & IMPVTS	149.99	19,427.25	225,000.00	205,572.75	8.6
TOTAL DEPARTMENT 42	6,024.85	48,711.82	311,925.00	263,213.18	15.6
TOTAL FUND EXPENDITURES	6,024.85	48,711.82	311,925.00	263,213.18	15.6
NET REVENUE OVER EXPENDITURES	(1,406.38)	(31,835.34)	(156,204.00)	(124,368.66)	(20.4)

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

MUNICIPAL FACILITIES FUND

ASSETS

09-01-0100	COMBINED CASH	3,089,812.13	
09-01-1300	A/R - MISCELLANEOUS	38,347.00	
09-01-1309	LAND	5,000.00	
	TOTAL ASSETS		3,133,159.13

LIABILITIES AND EQUITY

LIABILITIES

09-02-2000	ACCOUNTS PAYABLE	43,243.18	
09-02-2005	RETAINAGE PAYABLE	200,770.84	
	TOTAL LIABILITIES		244,014.02

FUND EQUITY

09-02-3003	FUND BALANCE-MUNICIPAL	2,465,446.65	
09-02-3004	FUND BALANCE-RECREATION	(51,497.43)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	475,195.89	
	BALANCE - CURRENT DATE	475,195.89	
	TOTAL FUND EQUITY		2,889,145.11
	TOTAL LIABILITIES AND EQUITY		3,133,159.13

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

MUNICIPAL FACILITIES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FEES</u>					
09-11-4165	IMPACT FEES	32,978.00	117,578.76	1,284,309.00	1,166,730.24	9.2
	TOTAL FEES	32,978.00	117,578.76	1,284,309.00	1,166,730.24	9.2
	<u>GRANTS</u>					
09-15-4545	GRANTS--EIAF 9349 STATE FUNDS	.00	38,347.00	40,000.00	1,653.00	95.9
	TOTAL GRANTS	.00	38,347.00	40,000.00	1,653.00	95.9
	<u>SOURCE 16</u>					
09-16-4806	TRANSFER FROM SEWER FUND	375,000.00	375,000.00	1,500,000.00	1,125,000.00	25.0
09-16-4819	TRF FR CAPITAL IMPRVT FUND	200,000.00	200,000.00	800,000.00	600,000.00	25.0
	TOTAL SOURCE 16	575,000.00	575,000.00	2,300,000.00	1,725,000.00	25.0
	<u>MISCELLANEOUS REVENUE</u>					
09-18-4619	INTEREST & DIVIDEND INCOME	12,107.08	31,527.73	63,525.00	31,997.27	49.6
	TOTAL MISCELLANEOUS REVENUE	12,107.08	31,527.73	63,525.00	31,997.27	49.6
	TOTAL FUND REVENUE	620,085.08	762,453.49	3,687,834.00	2,925,380.51	20.7
	<u>ADMINISTRATION</u>					
09-40-5410	PLANNING/CONSULTANTS	.00	3,740.00	30,000.00	26,260.00	12.5
	TOTAL ADMINISTRATION	.00	3,740.00	30,000.00	26,260.00	12.5
	<u>STREETS</u>					
09-44-5602	LEASE PURCH PRIN--2021 TRUCK 2	38,287.18	38,287.18	38,287.00	(.18)	100.0
09-44-5603	LEASE PURCH INT--2021 TRUCK 2	4,956.00	4,956.00	4,956.00	.00	100.0
09-44-5604	2021 LEASE PURCH PRIN--TRUCK 1	.00	.00	39,470.00	39,470.00	.0
09-44-5605	2021 LEASE PURCH INT--TRUCK 1	.00	.00	3,773.00	3,773.00	.0
	TOTAL STREETS	43,243.18	43,243.18	86,486.00	43,242.82	50.0

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

MUNICIPAL FACILITIES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEPARTMENT 45</u>					
09-45-5491	VEHICLE LEASE EXPENSES	5,662.90	16,950.26	63,140.00	46,189.74	26.9
	TOTAL DEPARTMENT 45	5,662.90	16,950.26	63,140.00	46,189.74	26.9
	<u>DEPARTMENT 49</u>					
09-49-5491	VEHICLE LEASE EXPENSES	.00	.00	12,333.00	12,333.00	.0
	TOTAL DEPARTMENT 49	.00	.00	12,333.00	12,333.00	.0
	<u>EXPENDITURES</u>					
09-50-5500	CAPITAL OUTLAY	2,415.00	2,415.00	400,000.00	397,585.00	.6
09-50-5505	CAPITAL OUTLAY--OFFICE EQ	.00	3,310.50	.00	(3,310.50)	.0
09-50-5511	CAPITAL OUTLAY--PW FACILITY	177,939.73	191,361.91	175,000.00	(16,361.91)	109.4
09-50-5512	CAPITAL OUTLAY--TH IMPRVMTS	.00	.00	50,000.00	50,000.00	.0
09-50-5514	CAPITAL OUTLAY--GRADER SHED	.00	.00	50,000.00	50,000.00	.0
	TOTAL EXPENDITURES	180,354.73	197,087.41	675,000.00	477,912.59	29.2
	<u>DEPARTMENT 51</u>					
09-51-5500	CAPITAL OUTLAY	25,855.55	26,236.75	5,385,000.00	5,358,763.25	.5
	TOTAL DEPARTMENT 51	25,855.55	26,236.75	5,385,000.00	5,358,763.25	.5
	TOTAL FUND EXPENDITURES	255,116.36	287,257.60	6,251,959.00	5,964,701.40	4.6
	NET REVENUE OVER EXPENDITURES	364,968.72	475,195.89	(2,564,125.00)	(3,039,320.89)	18.5

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

DOWNTOWN FUND

ASSETS

11-01-0100	COMBINED CASH	15,424.18	
	TOTAL ASSETS		15,424.18

LIABILITIES AND EQUITY

FUND EQUITY

11-02-3001	FUND BALANCE	15,251.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	172.40	
	BALANCE - CURRENT DATE	172.40	
	TOTAL FUND EQUITY		15,424.18
	TOTAL LIABILITIES AND EQUITY		15,424.18

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

DOWNTOWN FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS REVENUE</u>					
11-18-4619	INTEREST & DIVIDEND INCOME	60.44	172.40	.00	(172.40)	.0
	TOTAL MISCELLANEOUS REVENUE	60.44	172.40	.00	(172.40)	.0
	TOTAL FUND REVENUE	60.44	172.40	.00	(172.40)	.0
	NET REVENUE OVER EXPENDITURES	60.44	172.40	.00	(172.40)	.0

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

STORM DRAINAGE FUND

ASSETS

13-01-0100	COMBINED CASH	86,941.31	
	TOTAL ASSETS		86,941.31

LIABILITIES AND EQUITY

FUND EQUITY

13-02-3001	FUND BALANCE	33,077.79	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	53,863.52	
	BALANCE - CURRENT DATE	53,863.52	
	TOTAL FUND EQUITY		86,941.31
	TOTAL LIABILITIES AND EQUITY		86,941.31

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

STORM DRAINAGE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FEES</u>					
13-11-4165	IMPACT FEES	19,656.00	53,109.00	.00	(53,109.00)	.0
	TOTAL FEES	19,656.00	53,109.00	.00	(53,109.00)	.0
	<u>MISCELLANEOUS REVENUE</u>					
13-18-4619	INTEREST & DIVIDEND INCOME	340.67	754.52	.00	(754.52)	.0
	TOTAL MISCELLANEOUS REVENUE	340.67	754.52	.00	(754.52)	.0
	TOTAL FUND REVENUE	19,996.67	53,863.52	.00	(53,863.52)	.0
	NET REVENUE OVER EXPENDITURES	19,996.67	53,863.52	.00	(53,863.52)	.0

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

TRANSPORTATION FUND

ASSETS

14-01-0100	COMBINED CASH	6,657,202.83	
	TOTAL ASSETS		6,657,202.83

LIABILITIES AND EQUITY

LIABILITIES

14-02-2005	RETAINAGE PAYABLE	7,669.81	
	TOTAL LIABILITIES		7,669.81

FUND EQUITY

14-02-3001	FUND BALANCE	6,369,960.84	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	279,572.18	
	BALANCE - CURRENT DATE	279,572.18	
	TOTAL FUND EQUITY		6,649,533.02
	TOTAL LIABILITIES AND EQUITY		6,657,202.83

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

TRANSPORTATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FEES</u>					
14-11-4165	IMPACT FEES	25,977.00	131,311.93	2,056,551.00	1,925,239.07	6.4
	TOTAL FEES	25,977.00	131,311.93	2,056,551.00	1,925,239.07	6.4
	<u>GRANTS</u>					
14-15-4570	GRANTS	.00	.00	824,850.00	824,850.00	.0
14-15-4575	CML GRANT--BRIDGE	.00	.00	160,317.00	160,317.00	.0
14-15-4580	FEDERAL GRANT--3RD & WELKER	.00	.00	1,900,000.00	1,900,000.00	.0
14-15-4585	ENERGY COLO--EV CHARGING GRANT	.00	.00	40,000.00	40,000.00	.0
	TOTAL GRANTS	.00	.00	2,925,167.00	2,925,167.00	.0
	<u>SOURCE 16</u>					
14-16-4820	TRANSFER FROM MURA	125,000.00	125,000.00	500,000.00	375,000.00	25.0
	TOTAL SOURCE 16	125,000.00	125,000.00	500,000.00	375,000.00	25.0
	<u>MISCELLANEOUS REVENUE</u>					
14-18-4619	INTEREST & DIVIDEND INCOME	26,085.50	73,661.97	.00	(73,661.97)	.0
	TOTAL MISCELLANEOUS REVENUE	26,085.50	73,661.97	.00	(73,661.97)	.0
	<u>SOURCE 19</u>					
14-19-4941	P.I.L.O.CONSTRUCTION	.00	.00	500,000.00	500,000.00	.0
	TOTAL SOURCE 19	.00	.00	500,000.00	500,000.00	.0
	TOTAL FUND REVENUE	177,062.50	329,973.90	5,981,718.00	5,651,744.10	5.5

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

TRANSPORTATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
14-40-5405 ENGINEERING FEES	.00	.00	20,000.00	20,000.00	.0
14-40-5500 CAPITAL OUTLAY--WELKER/3RD	36,267.78	36,267.78	4,557,511.00	4,521,243.22	.8
14-40-5501 CAPITAL OUTLAY--SAFE RTESTOSCH	.00	.00	531,063.00	531,063.00	.0
14-40-5562 CAPITAL OUTLAY-Y BRIDGE DESIGN	.00	.00	200,396.00	200,396.00	.0
14-40-5564 CAPITAL OUTLAY--WING WALL	575.00	575.00	.00	(575.00)	.0
14-40-5565 CAPITAL OUTLAY-SH66/CR7 UNDER	3,801.19	13,558.94	500,000.00	486,441.06	2.7
14-40-5566 CAPITAL OUTLAY-SH 66/CR7--ITEN	.00	.00	1,250,000.00	1,250,000.00	.0
14-40-5567 CAPITAL OUTLAY-NORTH CREEK	.00	.00	20,000.00	20,000.00	.0
14-40-5568 CAPITAL OUTLAY-ALLEY IMPTS	.00	.00	1,250,000.00	1,250,000.00	.0
14-40-5569 CAPITAL OUTLAY-INT CR 38 & I	.00	.00	200,000.00	200,000.00	.0
14-40-5570 CAPITAL OUTLAY-EV CHARGING ST	.00	.00	40,000.00	40,000.00	.0
14-40-5720 CONTINGENCIES	.00	.00	175,000.00	175,000.00	.0
TOTAL EXPENDITURES	40,643.97	50,401.72	8,743,970.00	8,693,568.28	.6
TOTAL FUND EXPENDITURES	40,643.97	50,401.72	8,743,970.00	8,693,568.28	.6
NET REVENUE OVER EXPENDITURES	136,418.53	279,572.18	(2,762,252.00)	(3,041,824.18)	10.1

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

PARKS & OPEN SPACE

ASSETS

18-01-0100	CASH IN COMMON - PARKS & OPEN	1,423,082.78	
	TOTAL ASSETS		1,423,082.78

LIABILITIES AND EQUITY

FUND EQUITY

18-02-3001	FUND BALANCE	1,095,651.90	
18-02-3005	FUND BALANCE - OPEN SPACE	619,757.05	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(292,326.17)	
	BALANCE - CURRENT DATE	(292,326.17)	
	TOTAL FUND EQUITY		1,423,082.78
	TOTAL LIABILITIES AND EQUITY		1,423,082.78

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

PARKS & OPEN SPACE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FEES</u>					
18-11-4165	IMPACT FEES	20,344.00	64,159.00	666,020.00	601,861.00	9.6
	TOTAL FEES	20,344.00	64,159.00	666,020.00	601,861.00	9.6
	<u>MISCELLANEOUS REVENUE</u>					
18-18-4527	GOCO GRANT--FISHING IS FUN	.00	.00	100,000.00	100,000.00	.0
18-18-4619	INTEREST & DIVIDEND INCOME	5,576.19	18,514.83	.00	(18,514.83)	.0
	TOTAL MISCELLANEOUS REVENUE	5,576.19	18,514.83	100,000.00	81,485.17	18.5
	TOTAL FUND REVENUE	25,920.19	82,673.83	766,020.00	683,346.17	10.8
	<u>ADMINISTRATION</u>					
18-40-5410	PLANNING/CONSULTANTS	.00	.00	130,000.00	130,000.00	.0
	TOTAL ADMINISTRATION	.00	.00	130,000.00	130,000.00	.0
	<u>DEPARTMENT 45</u>					
18-45-5500	CAPITAL OUTLAY	.00	.00	350,000.00	350,000.00	.0
	TOTAL DEPARTMENT 45	.00	.00	350,000.00	350,000.00	.0
	<u>CAPITAL PROJECTS</u>					
18-52-5500	CAPITAL OUTLAY	.00	.00	375,000.00	375,000.00	.0
18-52-5909	TRANSFER TO MUNICIPAL FUND	375,000.00	375,000.00	1,500,000.00	1,125,000.00	25.0
	TOTAL CAPITAL PROJECTS	375,000.00	375,000.00	1,875,000.00	1,500,000.00	20.0
	TOTAL FUND EXPENDITURES	375,000.00	375,000.00	2,355,000.00	1,980,000.00	15.9
	NET REVENUE OVER EXPENDITURES	(349,079.81)	(292,326.17)	(1,588,980.00)	(1,296,653.83)	(18.4)

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

19-01-0100	COMBINED CASH	1,096,140.91	
	TOTAL ASSETS		1,096,140.91

LIABILITIES AND EQUITY

FUND EQUITY

19-02-3001	FUND BALANCE	939,833.52	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	156,307.39	
	BALANCE - CURRENT DATE	156,307.39	
	TOTAL FUND EQUITY		1,096,140.91
	TOTAL LIABILITIES AND EQUITY		1,096,140.91

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TRANSFERS IN</u>					
19-16-4615	TRANSFER IN FROM GENERAL	345,112.75	345,112.75	1,380,451.00	1,035,338.25	25.0
	TOTAL TRANSFERS IN	345,112.75	345,112.75	1,380,451.00	1,035,338.25	25.0
	<u>MISCELLANEOUS REVENUE</u>					
19-18-4619	INTEREST & DIVIDEND INCOME	4,295.10	11,194.64	21,000.00	9,805.36	53.3
	TOTAL MISCELLANEOUS REVENUE	4,295.10	11,194.64	21,000.00	9,805.36	53.3
	TOTAL FUND REVENUE	349,407.85	356,307.39	1,401,451.00	1,045,143.61	25.4
	<u>DEPARTMENT 46</u>					
19-46-5909	TRANSFER TO MUNI FACIL FUND	200,000.00	200,000.00	800,000.00	600,000.00	25.0
	TOTAL DEPARTMENT 46	200,000.00	200,000.00	800,000.00	600,000.00	25.0
	TOTAL FUND EXPENDITURES	200,000.00	200,000.00	800,000.00	600,000.00	25.0
	NET REVENUE OVER EXPENDITURES	149,407.85	156,307.39	601,451.00	445,143.61	26.0

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2023

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	COMBINED CASH	3,342,138.74	
20-01-1250	PROPERTY TAX RECEIVABLE	2,419,438.00	
20-01-1301	A/R - MURA	218.76	
	TOTAL ASSETS		5,761,795.50

LIABILITIES AND EQUITY

LIABILITIES

20-02-2000	ACCOUNTS PAYABLE	704.79	
20-02-2300	EMPLOYEE PENSION PAYABLE	836.11	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	2,069.21	
20-02-2312	WORKERS COMP INSURANCE PAYABLE	189.22	
20-02-2314	401(A) CONTRIBUTIONS PAYABLE	271.16	
20-02-2400	FED. WITHHOLDING TAX PAYABLE	974.36	
20-02-2401	SOCIAL SECURITY TAX PAYABLE	997.29	
20-02-2402	MEDICARE TAX PAYABLE	233.25	
20-02-2403	STATE WITHHOLDING TAX PAYABLE	1,045.33	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	105.64	
20-02-2410	MISC PAYROLL PAYABLE	6,219.45	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	2,419,438.00	
	TOTAL LIABILITIES		2,433,083.81

FUND EQUITY

20-02-3001	FUND BALANCE	3,090,513.67	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	238,198.02	
	BALANCE - CURRENT DATE	238,198.02	
	TOTAL FUND EQUITY		3,328,711.69
	TOTAL LIABILITIES AND EQUITY		5,761,795.50

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

MEAD URBAN RENEWAL AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
20-10-4050	TAX INCREMENT REVENUE (TIF)	384,908.19	406,847.02	2,904,204.00	2,497,356.98	14.0
	TOTAL TAXES	384,908.19	406,847.02	2,904,204.00	2,497,356.98	14.0
	<u>FEES</u>					
20-11-4110	ADMINISTRATIVE FEE	.00	.00	15,240.00	15,240.00	.0
	TOTAL FEES	.00	.00	15,240.00	15,240.00	.0
	<u>MISCELLANEOUS REVENUE</u>					
20-18-4619	INTEREST & DIVIDEND INCOME	13,095.79	35,726.57	29,295.00	(6,431.57)	122.0
	TOTAL MISCELLANEOUS REVENUE	13,095.79	35,726.57	29,295.00	(6,431.57)	122.0
	TOTAL FUND REVENUE	398,003.98	442,573.59	2,948,739.00	2,506,165.41	15.0
	<u>ADMINISTRATION</u>					
20-40-5001	SALARIES & WAGES	18,281.99	54,020.23	207,756.00	153,735.77	26.0
20-40-5060	PAYROLL TAXES	1,409.49	4,151.09	15,893.00	11,741.91	26.1
20-40-5065	WORKERS COMP	166.60	457.25	1,226.00	768.75	37.3
20-40-5066	HEALTH INSURANCE	908.99	5,098.53	23,307.00	18,208.47	21.9
20-40-5067	DEFERRED COMP/RETIREMENT	987.14	3,380.59	12,515.00	9,134.41	27.0
20-40-5068	MEDICAL SAVINGS	22.17	126.42	617.00	490.58	20.5
20-40-5100	TIF REVENUE SHARING	.00	.00	1,655,481.00	1,655,481.00	.0
20-40-5300	TELEPHONE	.00	109.50	523.00	413.50	20.9
20-40-5320	GENERAL LIABILITY INSURANCE	704.79	864.89	3,343.00	2,478.11	25.9
20-40-5400	LEGAL FEES	671.38	821.54	40,000.00	39,178.46	2.1
20-40-5401	CONSULTING FEES	1,272.68	2,881.11	13,187.00	10,305.89	21.9
20-40-5415	AUDIT FEES	.00	.00	2,659.00	2,659.00	.0
20-40-5425	COUNTY TREASURER'S FEE	5,773.60	6,593.32	43,563.00	36,969.68	15.1
20-40-5427	TIF ADVANCE	.00	.00	1,100,000.00	1,100,000.00	.0
20-40-5500	CAPITAL OUTLAY	.00	.00	50,000.00	50,000.00	.0
20-40-5700	MISC. EXPENSE	121.10	121.10	1,000.00	878.90	12.1
20-40-5705	MILEAGE	.00	750.00	2,000.00	1,250.00	37.5
20-40-5914	TRANSFER TO TRANSPORTATION FD	125,000.00	125,000.00	500,000.00	375,000.00	25.0
20-40-5999	OTHER PROJECTS	.00	.00	1,000,000.00	1,000,000.00	.0
	TOTAL ADMINISTRATION	155,319.93	204,375.57	4,673,070.00	4,468,694.43	4.4
	TOTAL FUND EXPENDITURES	155,319.93	204,375.57	4,673,070.00	4,468,694.43	4.4

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	242,684.05	238,198.02	(1,724,331.00)	(1,962,529.02)	13.8

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
04/23	04/24/2023	36415	4Rivers Equipment	1457727	04-44-5216	Parts PW13	76.58
Total 36415:							76.58
04/23	04/24/2023	36416	Alderman Bernstein LLC	18624	01-40-5400	Litigation - LTWD	1,070.00
Total 36416:							1,070.00
04/23	04/24/2023	36417	Alerus	79980	01-40-5068	FSA Administration - April	175.00
Total 36417:							175.00
04/23	04/24/2023	36418	All Copy Products Inc	499075547	01-40-5315	Copier Lease	126.42
04/23	04/24/2023	36418	All Copy Products Inc	499075547	01-42-5315	Copier Lease	93.52
Total 36418:							219.94
04/23	04/24/2023	36419	All Copy Products, Inc.	AR3891292	01-42-5315	Copier - Mar	102.32
04/23	04/24/2023	36419	All Copy Products, Inc.	AR3891293	01-40-5315	MARCH COPIES	110.38
Total 36419:							212.70
04/23	04/24/2023	36420	AMAZON CAPITAL SERVICES	11GD-N97F-	01-47-5210	OPERATING SUPPLIES	207.81
04/23	04/24/2023	36420	AMAZON CAPITAL SERVICES	1CH7-FV4K-	01-40-5200	Supplies	72.84
04/23	04/24/2023	36420	AMAZON CAPITAL SERVICES	1CH7-FV4K-	01-40-5210	Supplies	29.74
04/23	04/24/2023	36420	AMAZON CAPITAL SERVICES	1CH7-FV4K-	01-41-5841	Coffee w Mayor	29.99
Total 36420:							340.38
04/23	04/24/2023	36421	AXON ENTERPRISES, INC.	INUS148432	01-42-5255	2022 Taser 7 Cert Bundle w VR (8)	6,855.91
04/23	04/24/2023	36421	AXON ENTERPRISES, INC.	INUS149070	01-42-5255	Signal Unit, Cable Assem	608.00
04/23	04/24/2023	36421	AXON ENTERPRISES, INC.	INUS149865	01-42-5255	Taser 7 Cert Bundle (2)	3,866.83
04/23	04/24/2023	36421	AXON ENTERPRISES, INC.	INUS150398	01-42-5255	Taser 7 Cert Bundle (2)	724.50
Total 36421:							12,055.24
04/23	04/24/2023	36422	Big Tex Ordnance	64276117214	01-42-5255	Equipment	211.64
Total 36422:							211.64
04/23	04/24/2023	36423	BK Tire	28113	01-42-5216	Veh Repair	9.00
04/23	04/24/2023	36423	BK Tire	28132	01-42-5216	Veh Repair/Maint	596.12
Total 36423:							605.12
04/23	04/24/2023	36424	CASELLE	124037	01-40-5399	Support and Maintenance - 5/2023	816.20
04/23	04/24/2023	36424	CASELLE	124037	01-48-5399	Support and Maintenance - 5/2023	148.40
04/23	04/24/2023	36424	CASELLE	124037	06-40-5399	Support and Maintenance - 5/2023	519.40
Total 36424:							1,484.00
04/23	04/24/2023	36425	CIRSA	231066	01-40-5320	Member 12236 - Add/Delete Veh	25.01
04/23	04/24/2023	36425	CIRSA	231066	01-41-5320	Member 12236 - Add/Delete Veh	10.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
04/23	04/24/2023	36425	CIRSA	231066	01-42-5320	Member 12236 - Add/Delete Veh	140.06
04/23	04/24/2023	36425	CIRSA	231066	01-43-5320	Member 12236 - Add/Delete Veh	40.02
04/23	04/24/2023	36425	CIRSA	231066	04-44-5320	Member 12236 - Add/Delete Veh	125.06
04/23	04/24/2023	36425	CIRSA	231066	01-45-5320	Member 12236 - Add/Delete Veh	50.02
04/23	04/24/2023	36425	CIRSA	231066	01-47-5320	Member 12236 - Add/Delete Veh	25.01
04/23	04/24/2023	36425	CIRSA	231066	01-48-5320	Member 12236 - Add/Delete Veh	10.00
04/23	04/24/2023	36425	CIRSA	231066	01-49-5320	Member 12236 - Add/Delete Veh	40.02
04/23	04/24/2023	36425	CIRSA	231066	06-40-5320	Member 12236 - Add/Delete Veh	25.01
04/23	04/24/2023	36425	CIRSA	231066	20-40-5320	Member 12236 - Add/Delete Veh	10.00
04/23	04/24/2023	36425	CIRSA	231133	01-40-5320	Deductible - Claim PC6018853-1	1,000.00
Total 36425:							1,500.21
04/23	04/24/2023	36426	CO AUTO LGMTFRD LLC	80090405	01-42-5216	2019 F-150	2,195.02
Total 36426:							2,195.02
04/23	04/24/2023	36427	Cribari Law Firm	03312023	01-48-5455	Prosecuting Attorney	1,950.00
Total 36427:							1,950.00
04/23	04/24/2023	36428	Denali Water Solutions LLC	INV441270	06-47-5231	Sludge Disposal WE	910.00
04/23	04/24/2023	36428	Denali Water Solutions LLC	INV453226	06-47-5231	Sludge Disposal	1,820.00
Total 36428:							2,730.00
04/23	04/24/2023	36429	Ditesco LLC	2022-561	09-50-5500	TOM - Courtroom Remodel (Nov Service	5,482.00
04/23	04/24/2023	36429	Ditesco LLC	2022-565	09-51-5500	TOM - Comm Center (Nov 2022 services	10,829.38
04/23	04/24/2023	36429	Ditesco LLC	2022-566	09-50-5511	TOM - PW Facility (Nov Services)	1,853.00
Total 36429:							18,164.38
04/23	04/24/2023	36430	DYNAMIC DESIGNS PRINTING,	54058	01-41-5841	Letter to residents	3,247.06
Total 36430:							3,247.06
04/23	04/24/2023	36431	Elder Construction Inc	044591	09-50-5500	TH Courtroom Remodel	8,433.06
04/23	04/24/2023	36431	Elder Construction Inc	044591	09-02-2005	TH Courtroom Remodel	421.65-
Total 36431:							8,011.41
04/23	04/24/2023	36432	EMPLOYERS COUNCIL	460151	01-40-5401	Membership Dues - 5/1/23 - 4/30/24	7,071.68
04/23	04/24/2023	36432	EMPLOYERS COUNCIL	460151	06-40-5401	Membership Dues - 5/1/23 - 4/30/24	351.89
04/23	04/24/2023	36432	EMPLOYERS COUNCIL	460151	20-40-5401	Membership Dues - 5/1/23 - 4/30/24	276.43
Total 36432:							7,700.00
04/23	04/24/2023	36433	Essenza Architecture	2206-05	09-51-5500	Comm Ctr	43,519.25
Total 36433:							43,519.25
04/23	04/24/2023	36434	Fit For You Mead	1025	01-49-5265	Senior Exercise - March 2023	232.00
Total 36434:							232.00
04/23	04/24/2023	36435	Fox Tuttle Transportation Group	19021-48A	01-47-5405	Mead On Call - March	875.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 36435:							875.00
04/23	04/24/2023	36436	Freedom Fun USA LLC	1258	01-49-5262	Movie screen rental - 6/23/23	576.00
04/23	04/24/2023	36436	Freedom Fun USA LLC	1259	01-49-5262	Movie screen rental - 7/7/2023	576.00
Total 36436:							1,152.00
04/23	04/24/2023	36437	FRONTIER SELF STORAGE	050123	01-40-5700	Storage - May	100.00
Total 36437:							100.00
04/23	04/24/2023	36438	International Agents Inc	000724	01-42-5343	Contractual Services - March	1,350.00
Total 36438:							1,350.00
04/23	04/24/2023	36439	Invision GIS, LLC	2187	01-43-5201	GIS	1,207.50
04/23	04/24/2023	36439	Invision GIS, LLC	2187	01-44-5201	GIS	521.25
Total 36439:							1,728.75
04/23	04/24/2023	36440	JARVIS	5763	01-49-5260	Recreation Programs	120.00
Total 36440:							120.00
04/23	04/24/2023	36441	JOHN DEERE FINANCIAL	27406 04012	04-44-5203	Uniforms - DP (exchange)	7.86-
04/23	04/24/2023	36441	JOHN DEERE FINANCIAL	27406 04012	04-44-5203	Uniforms - JS	214.94
04/23	04/24/2023	36441	JOHN DEERE FINANCIAL	27406 04012	04-44-5203	Uniforms - JM	249.99
Total 36441:							457.07
04/23	04/24/2023	36442	Kaitlyn Newbanks	04132023	01-49-5330	Mileage Reimbursement - AAPs Confere	46.83
Total 36442:							46.83
04/23	04/24/2023	36443	Kimball Midwest	100893142	01-47-5210	Maintenance Supplies	345.73
04/23	04/24/2023	36443	Kimball Midwest	100942258	01-47-5210	Supplies	313.00
Total 36443:							658.73
04/23	04/24/2023	36444	Kinnon Entertainment	04062023	01-49-5261	Community Day Stage 50% Payment	3,631.84
Total 36444:							3,631.84
04/23	04/24/2023	36445	KINSCO, LLC	0013720-0	01-42-5254	Uniforms	135.00
Total 36445:							135.00
04/23	04/24/2023	36446	KISSINGER & FELLMAN PC	3564	01-02-2615	Legal Services February 2023 (332)	396.50
04/23	04/24/2023	36446	KISSINGER & FELLMAN PC	3713	01-02-2615	Legal Services March 2023 (332)	1,006.50
Total 36446:							1,403.00
04/23	04/24/2023	36447	KLEEN-TECH SERVICES CORP	INV001646	01-40-5050	Janitorial Services	677.54
04/23	04/24/2023	36447	KLEEN-TECH SERVICES CORP	INV001646	01-42-5050	Janitorial Services	829.58
04/23	04/24/2023	36447	KLEEN-TECH SERVICES CORP	INV001646	01-47-5050	Janitorial Services	746.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 36447:							2,253.12
04/23	04/24/2023	36448	KONICA MINOLTA PREMIER FIN	498445097	01-40-5315	Copier Lease	95.79
Total 36448:							95.79
04/23	04/24/2023	36449	LONGMONT HUMANE SOCIETY	ME033123	01-42-5346	Animal Impounds	380.00
Total 36449:							380.00
04/23	04/24/2023	36450	MAIN STREET MAT COMPANY	162925	01-47-5210	Mat svcs - PW	97.30
04/23	04/24/2023	36450	MAIN STREET MAT COMPANY	165067	01-40-5210	Floor Mats	65.50
04/23	04/24/2023	36450	MAIN STREET MAT COMPANY	165072	01-47-5210	Mat svcs - PW	97.30
Total 36450:							260.10
04/23	04/24/2023	36451	Mary Amelotte	040423	01-02-2308	Rental Deposit Refund - Mary Amelotte	50.00
Total 36451:							50.00
04/23	04/24/2023	36452	MEAD MOTORHEADS	04102023	01-41-5347	Mead Motorheads Annl Donation	700.00
Total 36452:							700.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MARCH 202	01-40-5400	Legal Services - Mar	15,461.25
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MARCH 202	06-40-5400	Legal Services - Mar	813.75
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Turion (277)	1,691.25
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Buffalo Highlands (321)	2,590.50
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Sugar Beet Solar (323)	1,771.50
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Elevator 25 (296)	275.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Meadow Ridge (297)	212.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	AMK Annexation (326)	316.25
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Rangeview (270)	265.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Club Car Wash (329)	1,722.50
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	ATT Cell Tower (331)	530.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Highland Drive Ext.(294)	397.50
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Postle (292)	583.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Home Run Heating (328)	1,086.50
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	Boulder Scientific (285)	159.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-02-2615	34 9.5 Metro District (278)	275.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5400	Litigation (disconnection action)	2,232.00
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5400	Mileage Reimbursement	64.85
04/23	04/24/2023	36453	MICHOW COX & MCASKIN LLP	MEAD.MAR2	06-40-5400	Mileage Reimbursement	64.85
Total 36453:							30,511.70
04/23	04/24/2023	36454	MJT Communications	13794	01-40-5401	Computer Consulting - May	1,100.00
04/23	04/24/2023	36454	MJT Communications	13794	06-40-5401	Computer Consulting - May	137.50
04/23	04/24/2023	36454	MJT Communications	13794	20-40-5401	Computer Consulting - May	137.50
Total 36454:							1,375.00
04/23	04/24/2023	36455	MURRAY DAHL BEERY & RENA	17876	01-40-5400	Litigation - disconnect	4,616.00
04/23	04/24/2023	36455	MURRAY DAHL BEERY & RENA	17950	01-40-5400	Litigation - disconnect	8,706.40

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 36455:							13,322.40
04/23	04/24/2023	36456	NATIONAL ASSOCIATION OF SR	38142	01-42-5330	Training - TB	550.00
Total 36456:							550.00
04/23	04/24/2023	36457	NEXTRUST INC.	349830	06-40-5410	Sewer Bills	204.14
04/23	04/24/2023	36457	NEXTRUST INC.	349830	06-40-5205	Sewer Bills - Postage	385.87
Total 36457:							590.01
04/23	04/24/2023	36458	One Way Inc	293637	01-47-5310	D13927G - 1341 County Rd 34 Trash	77.18
04/23	04/24/2023	36458	One Way Inc	293776	01-47-5310	D13927H - 1341 CR 34 Recycle	102.61
04/23	04/24/2023	36458	One Way Inc	293828	01-42-5310	D13927A - 537 Main St Trash	77.18
04/23	04/24/2023	36458	One Way Inc	293829	01-42-5310	D13927B - 537 Main St Recycle	49.61
04/23	04/24/2023	36458	One Way Inc	293834	01-40-5310	D13927C - 441 Third St Trash	77.18
04/23	04/24/2023	36458	One Way Inc	293835	01-40-5310	D13927D - 441 Third St Recycle	49.61
04/23	04/24/2023	36458	One Way Inc	293841	06-47-5310	D13927E - 4504 Welker Trash	93.72
04/23	04/24/2023	36458	One Way Inc	293880	01-42-5310	D13927F - 201 Welker	26.44
Total 36458:							553.53
04/23	04/24/2023	36459	Otak Inc	0000423000	14-40-5565	Proj 020596.A00 - SH66 PED Crossing 2	13,633.50
Total 36459:							13,633.50
04/23	04/24/2023	36460	Pattlen Enterprises Inc	1148791-00	01-45-5372	Clock Upgrades Parks	20,758.44
Total 36460:							20,758.44
04/23	04/24/2023	36461	PINNACOL ASSURANCE	21258455	01-02-2312	WC - April	10,811.13
04/23	04/24/2023	36461	PINNACOL ASSURANCE	21258455	06-02-2312	WC - April	397.94
04/23	04/24/2023	36461	PINNACOL ASSURANCE	21258455	20-02-2312	WC - April	135.93
Total 36461:							11,345.00
04/23	04/24/2023	36462	Prairie Mountian Media	343761	01-41-5340	Published Notices	185.22
04/23	04/24/2023	36462	Prairie Mountian Media	343761	01-02-2615	Published Notices - (329)	29.87
Total 36462:							215.09
04/23	04/24/2023	36463	Professional Management System	84766	01-40-5401	Financial Consulting - March	4,992.00
04/23	04/24/2023	36463	Professional Management System	84766	06-40-5401	Financial Consulting - March	624.00
04/23	04/24/2023	36463	Professional Management System	84766	20-40-5401	Financial Consulting - March	624.00
Total 36463:							6,240.00
04/23	04/24/2023	36464	RAMEY ENVIRONMENTAL COM	25522	06-47-5390	Wastewater svcs	216.00
04/23	04/24/2023	36464	RAMEY ENVIRONMENTAL COM	25522	06-47-5391	Lab Services	324.48
04/23	04/24/2023	36464	RAMEY ENVIRONMENTAL COM	25537	06-47-5215	Repairs - WWTF	615.63
Total 36464:							1,156.11
04/23	04/24/2023	36465	Saela Pest Control	82055	01-47-5215	Pest Control	149.00

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 36465:							149.00
04/23	04/24/2023	36466	Safebuilt	0097584-IN	01-43-5460	Bldg inspections	17,173.69
Total 36466:							17,173.69
04/23	04/24/2023	36467	SANDY'S UPHOLSTERY & FLAG	166950	01-49-5220	Flags	1,123.89
Total 36467:							1,123.89
04/23	04/24/2023	36468	Scannell Properties	040723-259	99-01-1076	Refund for overpayment on AR #259	15,345.59
Total 36468:							15,345.59
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-47-5200	3534788571 - refund supplies	222.49-
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-40-5210	3534788574 - Supplies	105.26
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-47-5200	3534788575 - Supplies	62.35
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-40-5200	3534788576 - Supplies	46.60
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-40-5210	3534788578 - Supplies	54.39
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-40-5210	3534788579 - Supplies	29.94
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-42-5210	3534788579 - Supplies	6.00
04/23	04/24/2023	36469	STAPLES ADVANTAGE	8069816043	01-40-5210	3534788573 - Supplies	386.24
Total 36469:							468.29
04/23	04/24/2023	36470	STERLING TALENT SOLUTIONS	9338821	01-49-5075	Background Checks - JR	61.46
04/23	04/24/2023	36470	STERLING TALENT SOLUTIONS	9338821	01-45-5075	Background Checks - JM	61.46
Total 36470:							122.92
04/23	04/24/2023	36471	Tom Barker	033123	01-42-5330	Mileage	275.10
04/23	04/24/2023	36471	Tom Barker	033123	01-42-5330	Meals 3/20 - 3/24	100.00
Total 36471:							375.10
04/23	04/24/2023	36472	Tradesman Elevator	10853	01-47-5215	Preventative Maint - April	180.25
Total 36472:							180.25
04/23	04/24/2023	36473	TRIDENT SECURITY SYSTEMS	28859	01-42-5399	Alarm Monitoring - Q2	105.00
04/23	04/24/2023	36473	TRIDENT SECURITY SYSTEMS	28859	01-40-5399	Alarm Monitoring - Q2	105.00
Total 36473:							210.00
04/23	04/24/2023	36474	University Auto Parts, Inc	263188	04-44-5216	HD Trickle Charger	625.00
04/23	04/24/2023	36474	University Auto Parts, Inc	265040	01-47-5210	Oil Caddy Fittings	160.49
Total 36474:							785.49
04/23	04/24/2023	36475	US Bank Voyager Fleet Systems	8694028342	01-42-5253	Fuel Acct #869402834	2,951.94
04/23	04/24/2023	36475	US Bank Voyager Fleet Systems	8694028342	04-44-5253	Fuel	1,691.67
04/23	04/24/2023	36475	US Bank Voyager Fleet Systems	8694028342	01-45-5253	Fuel	585.15
04/23	04/24/2023	36475	US Bank Voyager Fleet Systems	8694028342	01-47-5253	Fuel	635.01
04/23	04/24/2023	36475	US Bank Voyager Fleet Systems	8694028342	06-47-5253	Fuel	585.15

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 36475:							6,448.92
04/23	04/24/2023	36476	Utility Notification Center of Color	223010829	06-47-5392	Line locates - Jan 2023	641.13
04/23	04/24/2023	36476	Utility Notification Center of Color	223030884	06-47-5392	Line locates - March	483.75
Total 36476:							1,124.88
04/23	04/24/2023	36477	VECCHI & ASSOCIATES LLC	3169	01-43-5410	Planning Consultant	187.50
04/23	04/24/2023	36477	VECCHI & ASSOCIATES LLC	3169	01-43-5410	Mileage	16.38
04/23	04/24/2023	36477	VECCHI & ASSOCIATES LLC	3169-D	01-02-2615	Buffalo Highlands (321)	3,297.50
04/23	04/24/2023	36477	VECCHI & ASSOCIATES LLC	3619-C	01-02-2615	AMK Annexation (326)	217.50
Total 36477:							3,718.88
04/23	04/24/2023	36478	Voiance Language Services LLC	2023026184	01-42-5343	OP Interpretation Svs - Mar.	17.25
Total 36478:							17.25
04/23	04/24/2023	36479	WELD COUNTY PUBLIC SAFET	MEADPD-1Q	01-42-5201	RSA - MM	75.00
Total 36479:							75.00
04/23	04/24/2023	36480	WHITE BEAR ANKELE TANAKA	27303	20-40-5400	MURA Legal	520.19
Total 36480:							520.19
04/23	04/24/2023	36481	Wickham Tractor Company	IE18208	04-44-5216	PW20	100.53
04/23	04/24/2023	36481	Wickham Tractor Company	IE18209	04-44-5216	PW20	58.73
Total 36481:							159.26
04/23	04/24/2023	36482	WORKWELL OCCUPATIONAL M	739013	01-47-5075	Drug Screening - JM	36.00
Total 36482:							36.00
04/23	04/19/2023	41923100	CENTURY LINK	970-535-401	01-40-5300	Elevator Phone Line	78.85
Total 41923100:							78.85
04/23	04/19/2023	41923101	City of Loveland	303-007777	01-47-5305	PW Internet Services	289.89
Total 41923101:							289.89
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	08-42-5491	608136 21 Ford Police - 23TPHZ	1,012.95
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 21 Ford Ranger - 23VQXP	627.31
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 22 Ford F-250 - 23WMJ2	943.92
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 22 Ford F-350 - 23WQX4	1,201.11
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 22 Ford F-250 - 23WQX9	899.60
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 22 Ford Ranger - 25G6J7	679.32
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	08-42-5491	608136 22 Ford F-150 - 25HL9T	801.71
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 22 Ford Escape - 25S5SM	648.09
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	09-45-5491	608136 21 Ford Ranger - 26G3JG	751.64
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	08-42-5491	608136 22 Ford Utility Interceptor - 26G	1,019.76
04/23	04/19/2023	41923102	Enterprise FM Trust	FBN4704818	08-42-5491	608136 23 Toyota Highlander - 26N9DS	872.64

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 41923102:							9,458.05
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-47-5210	Supplies - 3/13	170.32
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-49-5260	Rec Kickoff	83.30
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-47-5200	Supplies - 3/13	218.01
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-47-5200	Supplies -3/17	72.94
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-40-5200	Supplies - 3/30	5.16
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-42-5200	Supplies - 3/30	5.16
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-42-5210	Supplies - 3/30/23	43.92
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-42-5200	Supplies - 3/30/23	106.33
04/23	04/19/2023	41923103	SAMSClub	4230 040223	01-40-5200	Supplies - 3/30/23	105.06
Total 41923103:							810.20
04/23	04/19/2023	41923104	UNITED POWER	12650701 4/	01-45-5305	Booster Pump Founders 3/2023	20.00
04/23	04/19/2023	41923104	UNITED POWER	12952800 4/	01-45-5305	Mead Ponds 3/2023	20.00
04/23	04/19/2023	41923104	UNITED POWER	14305100 4/	06-47-5305	WWTP 3/2023	4,348.74
04/23	04/19/2023	41923104	UNITED POWER	16836300 4/	01-45-5305	Park Sprinkler Liberty 3/2023	22.66
04/23	04/19/2023	41923104	UNITED POWER	16909300 4/	01-45-5305	Feather Ridge 3/2023	20.00
04/23	04/19/2023	41923104	UNITED POWER	17159100 4/	01-45-5305	Sprinkler Clock Dtn 3/2023	20.02
04/23	04/19/2023	41923104	UNITED POWER	17618300 4/	01-40-5305	Town Hall 3/2023	440.53
04/23	04/19/2023	41923104	UNITED POWER	17770000 4/	01-45-5305	Gazebo 3/2023	24.41
04/23	04/19/2023	41923104	UNITED POWER	18949400 4/	01-42-5305	Modular PD 3/2023	547.86
04/23	04/19/2023	41923104	UNITED POWER	21881700 4/	01-47-5305	1341 CR 343/2023	772.60
04/23	04/19/2023	41923104	UNITED POWER	6753101 4/4/	01-45-5305	Irrig Sprinkler N Creek 3/2023	20.00
04/23	04/19/2023	41923104	UNITED POWER	7490500 4/4/	06-47-5305	Pump lake Thomas 3/2023	20.00
04/23	04/19/2023	41923104	UNITED POWER	83701 4/4/20	04-44-5305	Shop 3/2023	153.07
04/23	04/19/2023	41923104	UNITED POWER	96302 4/4/20	06-47-5305	WWTP Lagoon 3/2023	39.99
Total 41923104:							6,469.88
04/23	04/19/2023	41923105	Xpress Bill Pay	72828	06-40-5701	Credit Trans Fees	567.51
Total 41923105:							567.51
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938689	01-40-5300	Wireless bill	40.01
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938689	01-41-5210	Wireless bill	83.17
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938689	01-43-5300	Wireless bill	50.74
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938689	01-47-5300	Wireless bill	160.04
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938689	04-44-5300	Wireless bill	66.92
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938689	06-40-5300	Wireless bill	40.01
04/23	04/24/2023	41923106	VERIZON WIRELESS	9931938690	01-42-5300	Wireless bill	1,013.84
Total 41923106:							1,454.73
Grand Totals:							288,511.65

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	222.49	161,312.82-	161,090.33-
01-02-2308	50.00	.00	50.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-02-2312	10,811.13	.00	10,811.13
01-02-2615	16,822.87	.00	16,822.87
01-40-5050	677.54	.00	677.54
01-40-5068	175.00	.00	175.00
01-40-5200	229.66	.00	229.66
01-40-5210	671.07	.00	671.07
01-40-5300	118.86	.00	118.86
01-40-5305	440.53	.00	440.53
01-40-5310	126.79	.00	126.79
01-40-5315	332.59	.00	332.59
01-40-5320	1,025.01	.00	1,025.01
01-40-5399	921.20	.00	921.20
01-40-5400	32,150.50	.00	32,150.50
01-40-5401	13,163.68	.00	13,163.68
01-40-5700	100.00	.00	100.00
01-41-5210	83.17	.00	83.17
01-41-5320	10.00	.00	10.00
01-41-5340	185.22	.00	185.22
01-41-5347	700.00	.00	700.00
01-41-5841	3,277.05	.00	3,277.05
01-42-5050	829.58	.00	829.58
01-42-5200	111.49	.00	111.49
01-42-5201	75.00	.00	75.00
01-42-5210	49.92	.00	49.92
01-42-5216	2,800.14	.00	2,800.14
01-42-5253	2,951.94	.00	2,951.94
01-42-5254	135.00	.00	135.00
01-42-5255	12,266.88	.00	12,266.88
01-42-5300	1,013.84	.00	1,013.84
01-42-5305	547.86	.00	547.86
01-42-5310	153.23	.00	153.23
01-42-5315	195.84	.00	195.84
01-42-5320	140.06	.00	140.06
01-42-5330	925.10	.00	925.10
01-42-5343	1,367.25	.00	1,367.25
01-42-5346	380.00	.00	380.00
01-42-5399	105.00	.00	105.00
01-43-5201	1,207.50	.00	1,207.50
01-43-5300	50.74	.00	50.74
01-43-5320	40.02	.00	40.02
01-43-5410	203.88	.00	203.88
01-43-5460	17,173.69	.00	17,173.69
01-44-5201	521.25	.00	521.25
01-45-5075	61.46	.00	61.46
01-45-5253	585.15	.00	585.15
01-45-5305	147.09	.00	147.09
01-45-5320	50.02	.00	50.02
01-45-5372	20,758.44	.00	20,758.44
01-47-5050	746.00	.00	746.00
01-47-5075	36.00	.00	36.00
01-47-5200	353.30	222.49-	130.81
01-47-5210	1,391.95	.00	1,391.95
01-47-5215	329.25	.00	329.25
01-47-5253	635.01	.00	635.01
01-47-5300	160.04	.00	160.04
01-47-5305	1,062.49	.00	1,062.49
01-47-5310	179.79	.00	179.79

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-47-5320	25.01	.00	25.01
01-47-5405	875.00	.00	875.00
01-48-5320	10.00	.00	10.00
01-48-5399	148.40	.00	148.40
01-48-5455	1,950.00	.00	1,950.00
01-49-5075	61.46	.00	61.46
01-49-5220	1,123.89	.00	1,123.89
01-49-5260	203.30	.00	203.30
01-49-5261	3,631.84	.00	3,631.84
01-49-5262	1,152.00	.00	1,152.00
01-49-5265	232.00	.00	232.00
01-49-5320	40.02	.00	40.02
01-49-5330	46.83	.00	46.83
04-02-2000	7.86	3,362.49-	3,354.63-
04-44-5203	464.93	7.86-	457.07
04-44-5216	860.84	.00	860.84
04-44-5253	1,691.67	.00	1,691.67
04-44-5300	66.92	.00	66.92
04-44-5305	153.07	.00	153.07
04-44-5320	125.06	.00	125.06
06-02-2000	.00	14,230.46-	14,230.46-
06-02-2312	397.94	.00	397.94
06-40-5205	385.87	.00	385.87
06-40-5300	40.01	.00	40.01
06-40-5320	25.01	.00	25.01
06-40-5399	519.40	.00	519.40
06-40-5400	878.60	.00	878.60
06-40-5401	1,113.39	.00	1,113.39
06-40-5410	204.14	.00	204.14
06-40-5701	567.51	.00	567.51
06-47-5215	615.63	.00	615.63
06-47-5231	2,730.00	.00	2,730.00
06-47-5253	585.15	.00	585.15
06-47-5305	4,408.73	.00	4,408.73
06-47-5310	93.72	.00	93.72
06-47-5390	216.00	.00	216.00
06-47-5391	324.48	.00	324.48
06-47-5392	1,124.88	.00	1,124.88
08-02-2000	.00	3,707.06-	3,707.06-
08-42-5491	3,707.06	.00	3,707.06
09-02-2000	421.65	75,867.68-	75,446.03-
09-02-2005	.00	421.65-	421.65-
09-45-5491	5,750.99	.00	5,750.99
09-50-5500	13,915.06	.00	13,915.06
09-50-5511	1,853.00	.00	1,853.00
09-51-5500	54,348.63	.00	54,348.63
14-02-2000	.00	13,633.50-	13,633.50-
14-40-5565	13,633.50	.00	13,633.50
20-02-2000	.00	1,704.05-	1,704.05-
20-02-2312	135.93	.00	135.93
20-40-5320	10.00	.00	10.00
20-40-5400	520.19	.00	520.19
20-40-5401	1,037.93	.00	1,037.93
99-01-1076	15,345.59	.00	15,345.59
99-02-2000	.00	15,345.59-	15,345.59-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
Grand Totals:	289,815.65	289,815.65-	.00

Report Criteria:

Report type: GL detail



Agenda Item Summary

MEETING DATE: April 24, 2023

SUBJECT: **Resolution No. 31-R-2023** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order with Ayers Associates, Inc. to Perform Engineering Services for the Liberty Ranch Park Restrooms Project

PRESENTED BY: Immanuel Windhorst, Pavement Management Manger

SUMMARY

The Town of Mead reviewed our existing on-call firms for engineering services (Ayres, EST, FHU, Otak, & Wilson) to determine which firm would best meet the needs of this specific project (Liberty Ranch Park Restrooms) (the “Project”). The review panel selected Ayers Associates, Inc. (the “Contractor”) and Staff is recommending approval of a task order with the Contractor for an amount not to exceed twenty-eight thousand four hundred dollars (\$28,400.00) for Project-related services. Approval of a task order is required by the terms of the Town’s Agreement for Professional Services with Contractor for on-call engineering services dated April 25, 2022 (the “Agreement”).

The Project-related services described in the Contractor’s task order include generating two (2) conceptual restroom locations and associated landscape designs for review and comment, to be refined and consolidated into a single, preferred concept which will be advanced into for-construction drawings.

FINANCIAL CONSIDERATIONS

The approved 2023 budget identified \$350,000.00 for this project in the Parks and Open Space Fund (18-45-5500). For engineering and design services, the task order is for a total amount not to exceed \$28,400.00.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the April 24th consent agenda will approve the Resolution (authorizing execution of the Task Order with the Contractor by the Town Manager in the not to exceed amount of \$28,400.00). If this item is pulled off the consent for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

“I move to adopt Resolution No. 31-R-2023, A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order with Ayers Associates, Inc. to perform Engineering Services for the Liberty Ranch Park Restrooms Project for an amount not to exceed \$28,400.00”.

ATTACHMENTS

Resolution No. 31-R-2023
Task Order
Task Order Memorandum

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 31- R-2023**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A
SPECIAL PROJECT TASK ORDER WITH AYERS ASSOCIATES, INC. TO
PERFORM ENGINEERING SERVICES FOR THE LIBERTY RANCH PARK
RESTROOMS PROJECT**

WHEREAS, the Town of Mead is authorized under C.R.S. § 31-15-101 to enter into contracts for any lawful municipal purpose; and

WHEREAS, the Board of Trustees previously approved that certain Agreement for Professional Services with Ayers Associates Inc., a Wisconsin corporation (“Contractor”) for on-call engineering services dated April 25, 2022 (the “Agreement”); and

WHEREAS, the Town has need of Contractor’s services for the Liberty Ranch Park Restrooms project (“Project”); and

WHEREAS, in accordance with the terms of the Agreement, Task Order No. 2023-003, attached hereto as **Exhibit 1** (“Task Order”), has been prepared for the Project; and

WHEREAS, the Town’s review panel has elected the Contractor as the engineering firm that best meets the needs of the Project; and

WHEREAS, the cost for completion of the engineering and design services associated with the Project is twenty-eight thousand four hundred dollars (\$28,400.00) as more specifically set forth in the Task Order and its attachments; and

WHEREAS, the Board of Trustees desires to approve the Task Order in substantially the form attached to this Resolution and delegate authority to the Town Manager to execute the Task Order.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Board of Trustees hereby: (a) approves the Task Order with the Contractor in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Manager, in consultation with the Town Attorney, to make any non-material changes to the Task Order as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Task Order when in final form.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

Section 3. Certification. The Town Clerk shall certify to the passage of this Resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 24th day of April, 2023.

ATTEST:

TOWN OF MEAD:

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Exhibit 1
Task Order No. 2023-003
(Ayers Associates, Inc.)

[see attached task order and memorandum]



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2023-003

Task Name: Ayers Associates – Engineering Services– Liberty Ranch Park Restrooms

Requested By: Immanuel Windhorst

Proposed Start Date: 05/2023

Funding Source: 18-45-5500

Proposed Completion Date: 12/2023

Tasks / Deliverables: See attached memorandum **Total Task Order Budget:** \$28,400.00

Approval:

_____ **Date:** _____
Town Manager

Additional Comments: This Task Order is not valid without attached Task Order memorandum, approved by the Town Engineer. Task orders with a total task order budget exceeding Twenty-Five Thousand Dollars (\$25,000.00) require approval by the Town Board of Trustees. If applicable, the Board resolution authorizing the Town Manager to execute this Task Order shall be attached hereto.

Attachment(s): Task Order Memorandum; Resolution approved by Board of Trustees

TOWN TREASURER/FINANCE REVIEW:

Town Treasurer/finance has reviewed this Task Order and the funds:

☒ *are appropriated*

☐ *are not appropriated (note: _____)*

By: _____

Account reference/information:



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Immanuel Windhorst/Pavement Management Manager

Date: April 11, 2023

Subject: Ayres Associates Engineering Services/Liberty Ranch Park Restrooms

Task Order No.: 2023-003

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with AYERS ASSOCIATES, INC., a Wisconsin corporation (the "Contractor") No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed:

- On-Site Project Kick Off Meetings and Additional Coordination Meetings
- Concept Site Plans
- Construction Documents
- Construction Administration
- Site Survey Allowance
- Site Geotech Investigation/Report Allowance

Time schedule

The construction documents will be completed to allow for construction to be completed by the end of the calendar year of 2023.

Deliverables: See attached scope of services.

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not to exceed (NTE) figure. Charges shall be calculated pursuant to the hourly rates in the PSA, unless otherwise set forth herein. A copy of the Letter Agreement related to the Task(s) outlined above is attached to this Task Order Memorandum. I have reviewed and approved the Letter Agreement, and I therefore request that you proceed to approve the attached Task Order, which will authorize the Engineer to proceed with the special project described above for the not to exceed fee of \$28,400.00



Review and approval of Task Order Memorandum:

Immanuel Windhorst

Immanuel Windhorst/Pavement Management
Manager

(Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed by the Town Manager and approved by the Town Treasurer/finance. *Task orders with a total task order budget exceeding Twenty-Five Thousand Dollars (\$25,000.00) require approval by the Town Board of Trustees.*)

March 17, 2023

Erika Rasmussen
Public Works Director – Town of Mead
Mead, CO 80542

Re: Professional Services – Restroom Building and Landscape Enhancements, Liberty Ranch Park

Dear Mrs. Rasmussen,

Thank you for the opportunity to provide planning and design services for siting a premanufactured restroom building and landscape enhancements at Liberty Ranch Park. This letter describes our proposed scope of work and fees to perform design and construction documents for the project site at 2720 Stage Coach Dr, Mead, CO 80542

PROJECT UNDERSTANDING

We understand that the Town of Mead is looking to secure and install a restroom and storage building at the existing Liberty Ranch Park. There is potential that the building will be plumbed and powered, utilizing existing sanitary and electrical infrastructure. Another potential option would be to install a vaulted toilet system in lieu of plumbed/powered. The scope of services below outlines the work to be performed by Ayres Associates.

PROJECT SCOPE AND SERVICES

For this effort we understand that you would like to engage Ayres Associates to perform design services to generate two (2) conceptual restroom locations and associated landscape designs for review and comment, to be refined and consolidated into a single, preferred concept which will be advanced into for-construction drawings. In addition to locating the restroom, the site program will include access from the street and sidewalks and pedestrian circulation (meeting code minimums) from existing walks, with maintenance considerations and minimal utility runs (if needed), and accent xeric irrigated landscape areas. The construction documents will be completed to allow for construction to be completed by the end of the calendar year of 2023.

DELIVERABLES AND PROFESSIONAL FEES

On-Site Project Kick Off Meeting and Additional Coordination Meetings \$ 1,200.00

Review existing conditions and discuss with Town Staff opportunities and constraints.
Assumes 3 virtual meetings.

Concept Site Plans \$ 1,800.00

Two (2) conceptual site plan layouts and planting plans for review and selection for preferred alternative.

Construction Documents (LA/Irrigation/Civil/Electrical) \$15,500.00

Following selection of a preferred concept, complete for-construction contract documents including:

- erosion control plan & details
- grading and horizontal control
- site details
- utility plans (including power and water/sanitary to restroom)
- layout and materials plan
- planting and irrigation plans and details
- project specifications

Construction Administration

\$2,400.00

- Bidding
- Submittal reviews
- Answering questions during construction
- One site visit
- Punch

Total Services **\$ 20,900.00**

Site Survey Allowance

\$2,500.00

Ayres will coordinate and solicit proposals from multiple professional land survey companies.

Site Geotechnical Investigation/Report Allowance

\$5,000.00

Ayres will coordinate and solicit proposals from multiple professional geotechnical engineering companies for recommendations for structural foundations for restroom/storage building.

Assumptions/Exclusions

- This proposal does not include aerial mapping services or subsurface utility exploration (SUE). We will develop concepts and construction drawings based on field-generated survey information.
- The following services are not included in this proposal but can be provided upon request:
 - Engineering services (structural, electrical - site lighting)
 - Signage design
 - 3D Renderings
 - Architectural Studies or Building Code Evaluation
 - Regulatory permitting and agency code reviews

Please contact me if you have questions about this proposal. We look forward to working with your community on this important project.

Respectfully,

Ayres Associates Inc

David Land
Landscape Architect
Cell: 303-548-2870
LandD@AyresAssociates.com

Matt Ashby
VP / Urban Planner
Cell: 307-286-5825
AshbyM@AyresAssociates.com

Acceptance

If this proposal and terms and conditions are acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

Proposed by Consultant:

Accepted by Town of Mead:



Signature

Matthew J Ashby

Vice President – Development Services

Title

Date



Signature

Immanuel Windhorst

Name

Pavement Management Program Manager

Title

4/11/2023

Date

Attachments: ~~Contract Terms and Conditions~~

Note: terms and conditions of Agreement for Professional Services dated April 25, 2022 will control the work described in this letter agreement



Agenda Item Summary

MEETING DATE: April 24, 2023

SUBJECT: **Resolution No. 32-R-2023** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order with Ayers Associates, Inc. to Perform Engineering Services for the Gold Star Memorial Plaza, Founders Park

PRESENTED BY: Immanuel Windhorst, Pavement Management Manger

SUMMARY

The Town of Mead reviewed our existing on-call firms for engineering services (Ayres, EST, FHU, Otak, & Wilson) to determine which firm would best meet the needs of this specific project (Gold Star Memorial Plaza, Founders Park) (the “Project”). The review panel selected Ayers Associates, Inc. (the “Contractor”) and Staff is recommending approval of a task order with the Contractor for an amount not to exceed twenty-eight thousand dollars (\$28,000.00) for Project-related services. Approval of a task order is required by the terms of the Town’s Agreement for Professional Services with Contractor for on-call engineering services dated April 25, 2022 (the “Agreement”).

The Project-related services described in the Contractor’s task order include generating two (2) conceptual plaza designs for review and comment, to be refined and consolidated into a single, preferred concept which will be advanced into for-construction drawings.

FINANCIAL CONSIDERATIONS

The approved 2023 budget identified \$200,000 for this project in the Parks and Open Space Fund (18-52-5500). For engineering and design services, the task order is for a total amount not to exceed \$28,000.00.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the April 24th consent agenda will approve the Resolution (authorizing execution of the Task Order with the Contractor by the Town Manager in the not to exceed amount of \$28,000.00). If this item is pulled off the consent for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

“I move to adopt Resolution No. 32-R-2023, A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order with Ayers Associates, Inc. to perform Engineering Services for the Gold Star Memorial Plaza, Founders Park for an amount not to exceed \$28,000.00”.

ATTACHMENTS

Resolution No. 32-R-2023
Task Order

Task Order Memorandum
Ayers Proposal + Scope

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 32- R-2023**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A
SPECIAL PROJECT TASK ORDER WITH AYERS ASSOCIATES, INC. TO
PERFORM ENGINEERING SERVICES FOR THE GOLD STAR MEMORIAL
PLAZA, FOUNDERS PARK**

WHEREAS, the Town of Mead is authorized under C.R.S. § 31-15-101 to enter into contracts for any lawful municipal purpose; and

WHEREAS, the Board of Trustees previously approved that certain Agreement for Professional Services with Ayers Associates Inc., a Wisconsin corporation (“Contractor”) for on-call engineering services dated April 25, 2022 (the “Agreement”); and

WHEREAS, the Town has need of Contractor’s services for the Gold Star Memorial Plaza, Founders Park project (“Project”); and

WHEREAS, in accordance with the terms of the Agreement, Task Order No. 2023-002, attached hereto as **Exhibit 1** (“Task Order”), has been prepared for the Project; and

WHEREAS, the Town’s review panel has elected the Contractor as the engineering firm that best meets the needs of the Project; and

WHEREAS, the cost for completion of the engineering and design services associated with the Project is twenty-eight thousand dollars (\$28,000.00) as more specifically set forth in the Task Order and its attachments; and

WHEREAS, the Board of Trustees desires to approve the Task Order in substantially the form attached to this Resolution and delegate authority to the Town Manager to execute the Task Order.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Board of Trustees hereby: (a) approves the Task Order with the Contractor in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Manager, in consultation with the Town Attorney, to make any non-material changes to the Task Order as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Task Order when in final form.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

Section 3. Certification. The Town Clerk shall certify to the passage of this Resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 24th day of April, 2023.

ATTEST:

TOWN OF MEAD:

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Exhibit 1
Task Order No. 2023-002
(Ayers Associates, Inc.)

[see attached task order and memorandum]



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2023-002

Task Name: Ayers Associates – Engineering Services– Gold Star Memorial Plaza, Founders Park

Requested By: Immanuel Windhorst

Proposed Start Date: 05/2023

Funding Source: 18-52-5500

Proposed Completion Date: 12/2023

Tasks / Deliverables: See attached memorandum **Total Task Order Budget:** \$28,000.00

Approval:

_____ **Date:** _____
Town Manager

Additional Comments: This Task Order is not valid without attached Task Order memorandum, approved by the Town Engineer. Task orders with a total task order budget exceeding Twenty-Five Thousand Dollars (\$25,000.00) require approval by the Town Board of Trustees. If applicable, the Board resolution authorizing the Town Manager to execute this Task Order shall be attached hereto.

Attachment(s): Task Order Memorandum; Resolution approved by Board of Trustees

TOWN TREASURER/FINANCE REVIEW:

Town Treasurer/finance has reviewed this Task Order and the funds:

☒ *are appropriated*

☐ *are not appropriated (note: _____)*

By: _____

Account reference/information:



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Immanuel Windhorst/Pavement Management Manager

Date: April 11, 2023

Subject: Ayres Associates Engineering Services/Gold Star Memorial Plaza, Founders Park

Task Order No.: 2023-002

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Ayres Associates Inc.**, a Wisconsin corporation (the "Contractor") dated April 25, 2022. No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed:

- On-Site Project Kick Off Meetings and Additional Coordination Meetings
- Concept Site Plans
- Construction Documents
- Construction Administration
- Site Survey Allowance

Time schedule

The construction documents will be completed to allow for construction to be completed by the end of the calendar year of 2023.

Deliverables: See attached scope of services (as described in the March 17, 2023 letter agreement).

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not to exceed (NTE) figure. Charges shall be calculated pursuant to the hourly rates in the PSA, unless otherwise set forth herein. A copy of the letter agreement related to the Task(s) outlined above is attached to this Task Order Memorandum. I have reviewed and approved the Letter Agreement, and I therefore request that you proceed to approve the attached Task Order, which will authorize the Engineer to proceed with the special project described above for the not to exceed fee of \$28,000.00.



Review and approval of Task Order Memorandum:

Immanuel Windhorst

Immanuel Windhorst/Pavement Management
Manager

(Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed by the Town Manager and approved by the Town Treasurer/finance. *Task orders with a total task order budget exceeding Twenty-Five Thousand Dollars (\$25,000.00) require approval by the Town Board of Trustees.*)

March 17, 2023

Erika Rasmussen
Public Works Director – Town of Mead
Mead, CO 80542

Re: Professional Services – Gold Star Memorial Plaza, Founders Park

Dear Mrs. Rasmussen,

Thank you for the opportunity to provide planning and design services for the planned Gold Star Memorial Plaza at Founders Park. This letter describes our proposed scope of work and fees to perform design and construction documents for the project site at 2700 WCR 34 ½, Mead, CO 80542

PROJECT UNDERSTANDING

We understand that the Town of Mead has engaged with Bailey Granite and Monuments for the design and installation of a Gold Star Families Memorial Monument to be installed in the area west of Founders Park. Additionally, we understand the Town is in need of design services to create a plaza space to accommodate the Memorial, and provide accessibility, seating (stone and benches), and accent landscaping to create a space for visitors to reflect, celebrate and remember.

Additionally, these planned improvements need to providing ADA parking along 9th Street and have access to the existing trail/planned plaza. New irrigation will utilize the existing meter at the intersection of WCR 34 ½, & 9th St. Conceptual lighting plans are wanted, showing general layout but no engineered / detailed electrical drawings are needed at this time. We understand those may be completed at a later date, outside of this contract.

Project budget assumptions from discussions with the Town include approximately \$200,000 for construction. The estimated completion of construction is anticipated by the end of the calendar year, 2023.

The scope of services below outlines the work to be performed by Ayres Associates.

PROJECT SCOPE AND SERVICES

For this effort we understand that you would like to engage Ayres Associates to perform design services to generate two (2) conceptual plaza designs for review and comment, to be refined and consolidated into a single, preferred concept which will be advanced into for-construction drawings. In addition to locating the Memorial, the site program will include access from the street and sidewalks and pedestrian circulation (meeting code minimums) from the existing trail. A plaza with concrete paving, variety of seating, and accent xeric irrigated landscape. Conceptual lighting plans will also be created, to assist in fully developed, engineered site electrical plans at a later date.

The construction documents will be completed to allow for construction to be completed by the end of the calendar year of 2023.

DELIVERABLES AND PROFESSIONAL FEES

On-Site Project Kick Off Meeting and Additional Coordination Meetings	\$ 1,200.00
Review existing conditions and discuss with Town Staff opportunities and constraints.	
Assumes 3 virtual meetings	

Concept Site Plans \$ 2,400.00

Two (2) conceptual site plans for review and selection for preferred alternative.

Construction Documents (LA/Irrigation/Structural/Civil) \$19,500.00

Following selection of a preferred concept, complete for-construction contract documents including:

- erosion control plan & details
- grading and horizontal control
- site details
- layout and materials plan
- planting and irrigation plans and details
- site furnishings
- conceptual lighting design layout (engineered lighting plans are excluded)
- project specifications.

Construction Administration \$2,400.00

- Bidding
- Submittal reviews
- Answering questions during construction
- One site visit
- Punch

Total Services **\$ 25,500.00**

Site Survey Allowance \$2,500.00

Ayres will coordinate and solicit proposals from multiple professional land survey companies.

Assumptions/Exclusions

- This proposal does not include aerial mapping services or subsurface utility exploration (SUE). We will develop concepts and construction drawings based on field-generated survey information.
- The following services are not included in this proposal but can be provided upon request:
 - Engineering services (electrical, mechanical)
 - Signage design
 - 3D Renderings
 - Stormwater evaluations and drainage reports
 - Architectural Studies or Building Code Evaluation
 - Regulatory permitting and agency code reviews
 - Geotech
 - ADA studies beyond the proposed work area

Please contact me if you have questions about this proposal. We look forward to working with your community on this important project.

Respectfully,

Ayres Associates Inc

David Land
Landscape Architect
Cell: 303-548-2870
LandD@AyresAssociates.com

Matt Ashby
VP / Urban Planner
Cell: 307-286-5825
AshbyM@AyresAssociates.com

Acceptance

If this proposal and terms and conditions are acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

Proposed by Consultant:

Accepted by Town of Mead:



Signature

Matthew J Ashby

Vice President – Development Services
Title

Date



Signature

Immanuel Windhorst
Name

Pavement Management Program Manager
Title

Date 4/11/2023

Attachments: ~~Contract Terms and Conditions~~

Note: terms and conditions of Agreement for Professional Services dated April 25, 2022 will control the work described in this letter agreement



Agenda Item Summary

MEETING DATE: April 24, 2023

SUBJECT: **Ordinance No. 1032** – An Ordinance of the Town of Mead, Colorado, Repealing and Replacing Article 5 of Chapter 7 of the Mead Municipal Code Concerning Trees

PRESENTED BY: Lorelei Nelson, Community Engagement Director / Public Information Officer

SUMMARY

A tree ordinance is required by the Arbor Day Foundation as part of their 4-step framework to become a nationally recognized Tree City. The Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides an avenue for communities to manage and expand their tree cover. Program applications are completely free. Many cities renew their Tree City USA status every year, making them eligible for a Growth Award and other urban forestry opportunities.

By becoming a tree city Mead will receive flags, signs, and other materials to proudly display our award. Mead will gain national recognition for the commitment to environmental stewardship and be able to educate residents about the value of trees and green space. Additionally, the benefit trees bring to communities are endless. Trees help absorb the sounds of traffic and reduce energy costs by shading buildings. Areas with trees have higher property values and dedicated green space plays a major role in improving mental and physical health.

Publicly demonstrating Mead's commitment to the environment is a great way to build pride among residents, as well as, Mead's position as an attractive place to live.

In accordance with the Ordinance, Public Works staff will be trained to ensure compliance with tree maintenance standards that conform to the BMOs required by the Ordinance and will review and update the preferred species lists.

FINANCIAL CONSIDERATIONS

There may be administrative costs associated with the training of Public Works staff and the development of preferred species lists and other administrative policies.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the April 24, 2023 consent agenda will approve this Ordinance. If the item is pulled off of the consent agenda for additional discussion, Town Staff recommends the following motion:

“I move to adopt Ordinance No. 1032 – An Ordinance of the Town of Mead, Colorado, Repealing and Replacing Article 5 of Chapter 7 of the Mead Municipal Code Concerning Trees.”

ATTACHMENTS

Ordinance No. 1032

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 1032**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, REPEALING AND
REPLACING ARTICLE 5 OF CHAPTER 7 OF THE *MEAD MUNICIPAL CODE*
CONCERNING TREES**

WHEREAS, the Town of Mead Board of Trustees (“Board”) desires to pursue a designation of “Tree City USA” for the Town of Mead (“Town”); and

WHEREAS, communities designated as a Tree City USA commonly enjoy cleaner air, improved stormwater management, energy savings, increased property values and commercial activity, among other benefits; and

WHEREAS, Tree City USA is a designation given by the Arbor Day Foundation to communities that meet the four designated standards of having a sustainable tree management program; and

WHEREAS, one such standard for obtaining such designation is to implement a public tree care ordinance; and

WHEREAS, the Town previously codified regulations regarding trees in Article 5 of Chapter 7 of the Mead Municipal Code (“MMC”); and

WHEREAS, the Board desires to amend the MMC to establish standards of tree care within the Town; and

WHEREAS, the Board finds it is in the best interest of the public health, safety, and welfare of all citizens to adopt the tree regulations and other amendments to the MMC set forth in this Ordinance.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Repeal and Replace Article 5 of Chapter 7 of the Municipal Code. Article 5 of Chapter 7 of the Mead Municipal Code is hereby repealed in its entirety and replaced to read in full as follows:

ARTICLE 5 - Trees.

Sec. 7-5-10. Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all residents, to enhance property values, and to ensure proper planting and care of trees on public property, the Board of Trustees herein delegates the authority and responsibility for managing public trees, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

Sec. 7-5-20. Definitions.

As used in this Article, the following words and phrases shall have the meanings defined below:

Damage means any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part of the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

Nuisance means any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety, and welfare.

Parkway means the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

Public property means all grounds and rights-of-way (ROWS) owned or maintained by the Town.

Public tree means any tree or woody vegetation on Town-owned or Town-maintained property or rights-of-way.

Top or Topping means the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Sec. 7-5-30. Authority and Power.

- (a) Delegation of authority and responsibility. The Public Works Director and/or their designee, hereinafter referred to as the "Director", shall have full authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all municipal streets, rights-of-ways, Town parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) Coordination among town departments. All town departments will coordinate as necessary with the Director and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements, and other public properties not under direct jurisdiction of the Director.
- (c) Interference. No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

Sec. 7-5-40. Tree planting and care standards.

- (a) Standards. All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.

- (b) Requirements of franchise utility companies. The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) Preferred species list. The Director shall maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Trees from this approved list may be planted without special permission; other species may be planted with written approval from the Director.
- (d) Planting distances. The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within 10 feet of a fire hydrant.
- (e) Planting trees under electric utility lines. Only trees listed as Ornamental trees on the official Town tree species list may be planted under or within 15 lateral feet of any overhead utility wire.

Sec. 7-5-50. Prohibition against harming public trees.

- (a) It shall be unlawful for any person, firm, or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
- (b) It shall be unlawful for any person, firm, or corporation to attach any cable, wire, sign, or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm, or corporation to “top” any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.
- (d) Any person, firm, corporation, or town department performing construction near any public tree(s) shall consult with the Director and shall employ appropriate measures to protect the tree(s), according to procedures contained in the Best Management Practices (BMPs) for “Managing Trees During Construction” published by the International Society of Arboriculture.
- (e) Each violation of this section shall constitute a separate violation, punishable by fines and penalties under Section 7-5-80, in addition to mitigation values placed on the tree(s) removed or damaged in violation of this section.

Sec. 7-5-60. Adjacent owner responsibility.

- (a) No property owner shall allow a tree, or other plant growing on his or her property to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the Town may undertake the necessary work and charge the cost to the property owner. If the property owner fails to remove the obstruction within the time period specified in the notice (to be not less than 15 days from the date of delivery of notice to the property owner), the Town may undertake the necessary treatment and/or removal and charge the cost to the property owner. If the property owner fails to pay the costs within ninety (90) days following written notice to the owner of the total charges incurred by the Town, inclusive of Town administrative charges which shall not exceed ten percent (10%) of the total cost of the work performed

by the Town, the Town may proceed to certify the total amount of the delinquent charges for collection with property taxes pursuant to the provisions of Section 1-4-80 of this Code.

Sec. 7-5-70. Certain trees declared a nuisance.

- (a) Any tree, or limb thereof, on private property determined by the Director to have contracted a lethal, communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the Town may require its treatment or removal.
- (b) Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The Town may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the Director within the written notification period. If the property owner fails to comply with the treatment and/or removal within the time period specified in the notice (to be not less than 60 days from the date of delivery of notice to the property owner), the Town may undertake the necessary treatment and/or removal and charge the cost to the property owner. If the property owner fails to pay the costs within ninety (90) days following written notice to the owner of the total charges incurred by the Town, inclusive of Town administrative charges which shall not exceed ten percent (10%) of the total cost of the treatment and/or removal work, the Town may proceed to certify the total amount of the delinquent charges for collection with property taxes pursuant to the provisions of Section 1-4-80 of this Code.

Sec. 7-5-80. Violations and penalty.

Violations of this Article shall be designated as noncriminal violations. Any person, firm or corporation violating any provision of this Article shall be subject to the fines and penalties set forth in Section 1-4-20 of this Code.

Section 2. Effective Date. This Ordinance shall be published and become effective as provided by law.

Section 3. Severability. If any part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board of Trustees hereby declares that it would have passed the Ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

Section 4. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

Section 5. Certification. The Town Clerk shall certify to the passage of this Ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 24TH DAY OF APRIL 2023.

ATTEST:

TOWN OF MEAD:

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: April 24, 2023

SUBJECT: **Ordinance No. 1033** – An Ordinance of the Town of Mead, Colorado, Revising the Town of Mead Purchasing Policies and Amending Section 4-2-20(a) of the Mead Municipal Code Concerning the Spending Authority of the Town Manager

PRESENTED BY: Mary Strutt, Administrative Services Director

SUMMARY

Town staff periodically reviews policies to ensure appropriateness and relevance for the efficient and effective provision of services. Staff is recommending revision to the Purchasing Policies (the “Policies”) in the following areas:

1. The purchasing thresholds for informal and formal purchases are being increased due to recent inflation and the increase in the costs of equipment and services.
2. Authorization levels for department heads and the town manager are being aligned with the new recommendations for purchasing thresholds.
3. The section on office checks is being removed and accounts payable added to reflect the current finance department processes more accurately.
4. A surplus policy is being added for disposal of supplies, equipment and/or property which is no longer valuable for Town use.
5. Other minor clean-up of the policies to be consistent with Town processes.

Staff has reviewed the Town’s Policies along with policies from several other municipalities to ensure that recommended thresholds and authorization levels are appropriate. The revision has been reviewed by the Town Attorney, Finance Committee and financial consultant, Lorraine Trotter.

The spending authority of the Town Manager is in Mead Municipal Code Section 4-2-20(a) (the “Code”). Increasing the Town Manager spending authority does require an ordinance amending Municipal Code. The Code only allows the spending authority for purchases and expenditures that are consistent with the approved budget.

FINANCIAL CONSIDERATIONS

There is no financial cost to revise the policies. All expenditures will still be appropriated annually in the Town of Mead budget.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Purchasing Policies revision.

Suggested Motion:

“I move to adopt Ordinance No. 1033 - An Ordinance of the Town of Mead, Colorado, Revising the Town of Mead Purchasing Policies and Amending Section 4-2-20(a) of the Mead Municipal Code Concerning the Spending Authority of the Town Manager.”

ATTACHMENTS

Ordinance No. 1033

Town of Mead Purchasing Policies (Revised April 24, 2023) – redline version

Town of Mead Purchasing Policies (Revised April 24, 2023) – CLEAN copy

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 1033**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, REVISING THE
TOWN OF MEAD PURCHASING POLICIES AND AMENDING SECTION 4-2-
20(a) OF THE MEAD MUNICIPAL CODE CONCERNING THE SPENDING
AUTHORITY OF THE TOWN MANAGER**

WHEREAS, the Board of Trustees adopted the *Town of Mead Purchasing Policies* (collectively, the “Policy”) by Ordinance No. 875; and

WHEREAS, the Board of Trustees desires to revise the Policy in the form attached to this Ordinance as **EXHIBIT A** (the “Updated Policy”); and

WHEREAS, by adopting the Updated Policy, the Board intends to continue to ensure adequate and uniform control of the Town of Mead’s purchasing and payment activities; and

WHEREAS, the Board has determined that the Updated Policy is consistent with applicable State of Colorado law and Generally Accepted Accounting Principles (GAAP); and

WHEREAS, the Town previously adopted certain purchasing authority limits for the Town Manager in Section 4-2-20(a) of the *Mead Municipal Code* (“MMC”); and

WHEREAS, the Town desires to amend Section 4-2-20(a) of the MMC to increase the spending limit of the Town Manager from twenty-five thousand dollars (\$25,000.00) to fifty thousand dollars (\$50,000.00), consistent with the Updated Policy; and

WHEREAS, the Board finds that it is in the best interest of the residents and taxpayers of the Town to adopt the Updated Policy in the form attached hereto and amend the MMC to increase the purchasing authority limits of the Town Manager consistent with the Updated Policy in order to promote efficiencies in the delivery of governmental services.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The *Town of Mead Purchasing Policies* attached hereto as **EXHIBIT A** are hereby adopted as the Purchasing Policy for the Town of Mead.

Section 2. The Board of Trustees shall be authorized to amend the Updated Policy by resolution.

Section 3. The Town Clerk shall maintain a full and complete copy of the Updated Policy in the Town Clerk’s Office and the same shall be available for public inspection.

Section 4. Paragraph (a) of Section 4-2-20 of the *Mead Municipal Code*, entitled “Spending authority”, is hereby amended to read as follows with deletions shown in ~~striethrough~~ and additions shown in **bold and underline**:

Sec. 4-2-20. - Spending authority.

(a)The Town Manager shall have the authority to approve all purchases and expenditures necessary for the functioning of the Town that are consistent with the approved budget up to a limit of ~~twenty-five thousand dollars (\$25,000.00)~~ **fifty thousand dollars (\$50,000.00)**. In case of accident, disaster or other circumstances creating a public emergency, the Town Manager or his or her designee shall have the authority to approve purchases or incur other obligations on behalf of the Town necessary to address the emergency. A written determination of the basis for emergency and for the purchase or selection of the particular vendor or contractor shall be included with the purchase documentation. All purchases and expenditures made by the Town Manager shall be made in accordance with the applicable provisions of the Town of Mead Purchasing Policies a copy of which is on file with the Town Clerk.

Section 5. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 6. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board of Trustees hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

Section 7. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

Section 8. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 24TH DAY OF APRIL, 2023.

ATTEST:

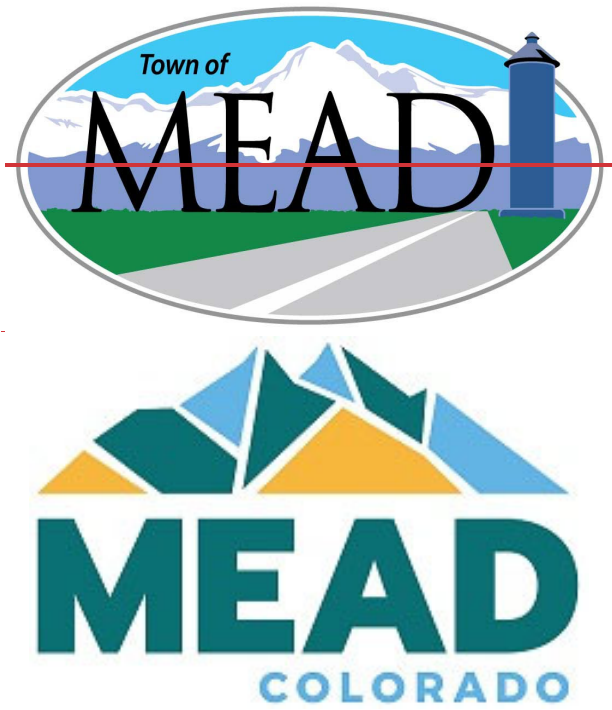
TOWN OF MEAD:

By: _____
Mary E. Strutt, CMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

EXHIBIT A

**Town of Mead Purchasing Policies
(revised April 24, 2023)**



Town of Mead Purchasing Policies

~~Effective—August 2018~~Revised April 24, 2023

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ORDINANCE NO. 875

INTRODUCTION

I. General

These Purchasing Policies (collectively, the “Policy”) are intended to ensure adequate and uniform control of the Town of Mead’s purchasing and payment activities. Principles and policies incorporated into this Policy are in accordance with Generally Accepted Accounting Principles (GAAP) and applicable State of Colorado Law.

All parties involved in the negotiation, performance, or administration of procurement and/or contracts for the Town shall act in good faith. All procurements should be made for the purpose of meeting the Town’s current budget goals.

Information in this Policy will be reviewed and updated by the Finance Department as necessary so that the maximum use and benefit may be derived in accordance with its intended purpose.

Questions on any purchasing or payments should be directed to the Town Treasurer.

II. Decentralized Purchasing

This is a system of purchasing in which purchasing authority, responsibility and control is given to the Department Heads. Department Heads are responsible for ensuring personnel in their department are knowledgeable of and trained in the purchasing procedures established by the Finance Department. By following the requirements established within this Policy, Department Heads shall be able to properly plan purchases, so as to allow sufficient time to obtain proposals, quotations or bids (with an allowable lead time for delivery). Departments shall not only be able to realize savings through competition between vendors but shall also increase efficiency. Departments may establish procedures specific to their Department with approval by the Finance Department.

III. Goals and Objectives

The objective of this Policy is to give employees guidelines that set a standard when purchasing goods or services on behalf of the Town, provide for the most efficient use of taxpayer's dollars, provide for timely purchases by being easy to interpret, with the best overall cost, quality, and quantity.

In selecting products and service providers, the Town considers and weighs all of the following criteria:

1. **Pricing:** Ensure the Town receives the required product or services at the lowest possible cost and highest value.
2. **Competition:** Provides vendors equal opportunity to sell to the Town.
3. **Quality:** Using the purchasing and bidding parameters, it will be the intent to acquire the highest quality product and service for the Town.
4. **Customer Service:** Vendor is consistent, reliable, and timely throughout the procurement process.

GENERAL RESTRICTIONS AND GUIDELINES

I. General

All purchases shall be made in accordance with the policies prescribed in this Policy. Any agreement made contrary to these policies shall not be binding to the Town.

II. General Provisions/Restrictions

- A. No personal purchases may be made using Town funds. Purchasing venues provided within this Policy may be utilized only in the interest of the Town.
- B. Only Town employees and approved volunteers, with valid Town identification and supervisor's authorization, may purchase utilizing Town funds.
- C. Purchases must be charged to the proper account, regardless of budget availability in that particular line item.
- D. Alcohol may not be purchased with Town funds, except for Town sponsored events.
- E. Sales tax is not to be charged on purchases. The Town's tax-exempt number should be given to the vendor before the sale is completed. The Town's tax-exempt certificate is available from the Finance Department.
- F. All Town personnel, including employees, elected officials, and volunteers, are obligated to establish and maintain ethical relationships with all vendors or suppliers of Town goods and services. Acceptance or solicitation of entertainment, loans, gifts, or special consideration from vendors or suppliers for personal benefit by Town personnel is limited per current state statute. No employee or official of the Town shall participate in a transaction, contract, activity, or service of the Town which has a direct or predictable effect on the employee's/official's financial interest or the financial interests of an employee's/official's immediate family member or is otherwise prohibited by law.
- G. No multi-year financing obligations (i.e. space rentals, copier leases, etc.) may be entered into without the review and concurrence of the Town Treasurer, the Town Manager, and the Board of Trustees.

III. Emergency Procurement

Notwithstanding any other provision of this Policy, the Town Manager or designee may make or authorize others to make emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions. A written determination of the basis for emergency and for the purchase or selection of the particular vendor or contractor shall be included with the purchase documentation (invoice, Office Check request, etc.).

IV. Sole Source

Occasionally it is necessary to purchase supplies, services, or construction items without going to bid, or that only one firm is in a better position to provide. Examples of potential sole source purchases/services include: state bid, engineering or other professional or consulting services, items for resale, matching existing equipment, custom items, paint, prime lumber (except for large quantities), new technology services or equipment, on site repairs (such as heating, air, plumbing, phone, etc.) and utilities.

When authorization above the Department Head level is required, written justification for the sole source request shall be attached to the documentation requiring approval.

V. Cooperative Purchasing

The Town Manager or designee shall have authority to join with other governmental bodies to the extent authorized by the Town Code, including but not limited to, the State of Colorado and the Multiple Assembly of Procurement Officials (MAPO), in cooperative purchasing in the best interest of the Town, notwithstanding any provisions of this Policy.

VI. Negotiating Price

Unless specifically stated otherwise within a bid or RFP document, the Town Manager, Department Head, or designee may negotiate the price for any given product or service.

PURCHASING THRESHOLDS

Dollar Limit	Type of Purchase	Bids/Proposals	Approvals
< \$ 5 20,000	Informal Purchase	No price quotations or bidding required.	Department Head
\$ 5 20,001 - \$ 25 50,000	Informal Purchase	Three (3) Required Quotes.	Department Head Town Manager
> \$ 25 50,000	Formal Purchase	Formal Bid or Proposal.	Department Head Town Manager Board of Trustees

Additional Considerations:

- Electronically transmitted bids are acceptable for informal written bids, provided the bid is a firm written price or quote for specific goods or services valid for no less than 30 days.
- Contracts for service shall include a Town Professional Services Agreement.
- If the recommended bid is not the lowest, a detailed explanation must accompany the bid's submission to the Department Head, Town Manager, or Board of Trustees.
- Resolutions are required for all service contracts and bids presented to the Board of Trustees for approval.
- Change Orders to contract amounts may be made by the Town Manager provided that funds are available within the Budget and the sum of Change Orders does not exceed 10% of the original contract amount. Otherwise, Change Orders shall be approved by the Board of Trustees.
- If less than the required number of informal or formal bids are received, the Town may consider seeking additional bids if time allows. If less than the number of required bids is received, the Town may award to a bidder if the Town finds that the price is fair and reasonable, and that other prospective bidders had a reasonable opportunity to respond.

AUTHORIZATION REQUIREMENTS

I. General

Signature authority is granted on an individual basis. All departments shall keep current a list of designated staff authorized to approve Town expenditures. The list shall include the full signatures and initials of each authorized individual and the amount of signature authorization granted to the individual.

II. Procedures

- A. A Signature Authorization Summary must be submitted to the Finance Department on an annual basis (January 1).
- B. The Finance Department shall be responsible for deleting signature authority for terminated employees. Should authority need to be revoked prior to termination, the applicable department shall be responsible for notifying the Finance Department.
- C. All changes and additions to the Signature Authorization Summary must be submitted in writing and must include the following information:
 - Name of employee
 - Title
 - Authorization amount
 - Effective date
 - Employee signature and initials
 - Signature of employee delegating authorization
- D. Unless signature authorization has been formally delegated, no employee shall sign on behalf of another otherwise authorized employee. Written notification of delegation must be sent to the Finance Department.

COMPETITIVE BIDDING

I. General

Competitive bids (formal or informal) are required per the dollar limits identified in the Summary of Purchasing Thresholds found on page 6 of this Policy. All bid specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the Town's needs and shall not be unduly restrictive so as to limit competition.

Depending on the nature of the product or service, bids are not necessarily awarded based on price alone. In situations where the low bid is not accepted, a written description of the other factors considered and the basis for the award shall be included with the bid information.

For purchases within the Department Head's authorization, bid information shall be maintained by the department. For purchases requiring additional authorization, a summary of the bid information shall be attached to the documentation requiring approval.

II. Bidder's List

Departments are encouraged, but not required, to maintain bidder's lists. Whenever possible, the Colorado State Price Agreement Listing (State Bid) or other cooperative purchasing venues should be consulted. All formal bids shall be advertised on the Town's website and other sites as determined by the Town. Public notice may also include publication in a newspaper of general circulation.

III. Types of Bids

- A. REQUESTS FOR QUOTE (RFQ): An RFQ is an informal quote obtained from a supplier or contractor in an informal manner (verbally, electronically, etc.). For repetitive purchases, it is not necessary to obtain bids with each purchase. However, a bid process must be conducted at least once every 12 months.
- B. INVITATION FOR BID (IFB): An IFB is a solicitation of formal bids. A "formal" bid is a solicitation that may require advertising, bonds, and sealed bids. The Department Head or designee is responsible for the bid package and vendor eligibility. The specifications, delivery requirements, plans, drawings, and other items must be determined and finalized prior to the bid package being provided. Eligibility may be determined from a pre-qualification process, general advertising of project, or any other method deemed appropriate.
- C. REQUESTS FOR PROPOSAL (RFP): An RFP is a solicitation for goods or services designed for an award based upon criteria other than price alone. It is most often used for items or services that are hard to quantify or describe because it allows the proposer to suggest the item or service that might best suit the Town's needs. Examples where an RFP may be appropriate include design services, professional services, janitorial services, specialized equipment purchases, etc. The RFP should contain the following as a minimum:
 - 1) A scope of services and/or detailed specifications;
 - 2) The required time schedule;
 - 3)

General requirements; 4) Conditions and provisions; 5) Location, date and time for submittal of the proposal; 6) Evaluation criteria to be used for selection and award.

- D. PRE-QUALIFICATION: The Department Head or designee may determine if a pre-qualification process is appropriate and determine the criteria. Criteria may include, but is not limited to, the following: construction experience, experience specific to the work specified, construction track record, government experience, and financial stability. The Department Head and/or project manager will review the qualifications and information to determine the acceptability of responding bidders.

IV. Bid Evaluation

Bids shall be evaluated based on the requirements set forth in the bid package, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total for life cycle costs. The bid package sets forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the bid package.

V. Award

The contract shall be awarded with reasonable promptness to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the bid package, unless the Town Manager or designee shall determine that the public interest will be better served by accepting a different bid. When the award is not given to the lowest bidder, a complete statement of the reasons for placing the order with another bidder shall be made available to all bidders upon request.

VI. Cancellation of Invitation for Bids

An invitation for bids, or any other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interests of the Town. The reasons therefore shall be put in writing and made part of the contract file.

BID GUIDELINES

I. General

The purpose of this Policy is to provide guidance on the process necessary when required to follow the bidding process.

II. Correspondence with Vendors

All correspondence with vendors should be communicated through the Department Head responsible for overseeing the specific bid unless the bid specifications make it advisable to delegate the authority to others.

III. Formal Bid Notice

All Formal bid purchases or formal contracts for services shall be advertised as follows:

- A. All notices and solicitation of bids shall state the time and place of the bid opening.
- B. Notices and solicitations of bids shall include information that these are sealed bids and that they should be so identified (as bids) on the envelope.
- C. Notices and solicitation of bids shall plainly state to whom the sealed bid(s) should be addressed.
- D. Performance bond(s), in cash or otherwise, or other acceptable financial assurance such as letter of credit shall be requested if in the best interest of the Town in such an amount as may be deemed sufficient to secure the execution of the contract or furnish supplies.
- E. The Town reserves the right to reject any and all bids and waive any informality. The Town also reserves the right to select the lowest and/or best bidder as determined by the Town in its sole discretion.

IV. Competitive Buying

Town policy requires quotes or bids to be obtained from as many providers as reasonably possible to insure a competitive marketing atmosphere and advantageous pricing. Bids will be solicited when required by policy and also when it is found to be advantageous to do so. Any qualified provider may respond to a Town request for quote or bid.

Periodically, the Finance Department may check items purchased by other authorized personnel to verify that the Town is obtaining the best prices for the quality of goods purchased. Recommendations will be made as necessary to benefit the Town.

V. Maintenance Agreements

If the need for a maintenance agreement is anticipated at the time of purchase, the terms of the agreement must be included in the bid specifications.

VI. Steps in Bid Process

The following steps are involved in the bid process:

- A. Department Head prepares the bid package, sets the bid opening date, prepares the advertisement for call for bids, the bid invitation letter, specifications and list of prospective bidders.
- B. Department Head holds public bid opening.
- C. The requesting department prepares a tabulation of bids received, analyzes bids, and returns bid documents with recommendations for bid award to Department Head, Town Treasurer, and Town Manager.
- D. The Department Head prepares final recommendation for submission to Town Manager or Board of Trustees, whenever appropriate as indicated through this Bid Policy.
- E. Bid award is made pursuant to the purchasing thresholds set forth above.
- F. Requesting department obtains purchase order prior to issuing a Notice to Proceed or otherwise obligating the Town financially, administers the contract, and notifies the Finance Department when payment is to be made through standard invoice procedures.

VII. Price Agreements and Other Centralized Purchasing

Price Agreements are contracts negotiated by the Town for goods or services, which are needed frequently throughout the year (e.g., fax machines, computers, uniforms, sand and gravel, etc.). It is to the Town's advantage for departments to use these agreements to save money and time by not having to go through a bid process for each purchase.

VIII. Contractor Performance Problems

It is very important that Departments document any performance problems with a particular vendor. Documentation should include written notification to the vendor of a problem, evidence of attempts to resolve the problem, and a summary of the final outcome of the situation.

The Town Manager may determine if a vendor is classed as irresponsible and may not be able to bid for a period of three (3) years or until the vendor can prove the problems have been corrected.

IX. Exclusive Service

In the event that there is only one firm or company or individual capable of providing a particular service or commodity, referred to as a sole source vendor, and such services or commodities cannot be secured from any other person(s) or company(ies), then the Town Manager may authorize securing such items without the above bidding process(es) by declaring a sole source vendor. Approval of the Town Manager must be received **prior** to making the purchase. To receive such authorization, the Department Head must submit a detailed report explaining why this is the only feasible person/company from which to purchase/contract and confirmed research must be included in the explanation.

X. Exemptions from the Public Bidding Process

The Town recognizes certain exemptions from the Public Bid Process, as described herein.

- A. Professional Services. This Policy shall not apply to professional services and the requirements shall not be mandatory in the employment of professional services. Professional services include, but are not limited to, the following: Attorneys, Bond Counsel, Certified Public Accountants/Auditors, Consultants, Engineers, Financial Advisors, Physicians, and Real Estate Brokers.
- B. Design-Build Services. This Policy shall not apply to design-build specialty services so long as the Town Board approves such an exemption through formal action.
- C. Use of State Bid Awards. This Policy shall not apply if the purchase is able to piggy-back on a State bid award, GSA bid award, or another bid award where a Public Bid Process has taken place.

CONTRACT AUTHORITY

- I. The Town Manager shall have the power and duty to approve and execute, by signature, all contracts or agreements of, or on behalf of, the Town or its enterprises, subject to the following limitations:
 - A. The Town Attorney must review and approve contracts as to form.
 - B. No contract or agreement shall exceed ~~\$2550~~,000. Contracts or agreement exceeding ~~\$2550~~,000 shall be taken to Town Board for approval.
 - C. No contract or agreement shall involve conveyances of interest in land, bonds, indentures, evidence of indebtedness, or proclamations, unless the authority to approve and execute such documents shall be granted by the Town Board.
 - D. Such contract or agreement does not constitute an "intergovernmental agreement" under Colorado law.
 - E. It shall be the Town Manager's duty to ensure that all Town contracts and agreements are procured in compliance with the requirements of the Mead Municipal Code and any applicable rules and regulations.
 - F. The Town Manager may delegate the Town Manager's signatory authority for the approval and execution of contracts and agreements to Department Heads where the contractual matters fall within their area of responsibility. With the Town Manager's prior approval, Department Heads may further delegate signatory authority for limited purposes.
 - G. No Town contract shall be approved or executed unless funds for the payment of obligations under the contract or agreement are in the Budget approved by the Town Board and the funds have been appropriated by the Town Board. This section shall not prohibit approval and execution of multi-year contracts or agreements where such agreements are legally permissible.

CAPITAL IMPROVEMENT CONTRACTS

I. General

The Capital Improvement Contracts Policy applies to any capital improvement contract that the Town enters into. Only the Town Manager or the Mayor has the authority to sign a contract for the Town (contractual authority). A Town Project Manager (or Town contact person) MUST be designated for each capital improvement project and specified within the contract. This individual will be accountable for all aspects of proper contract administration surrounding the construction in progress.

Refer also to the Competitive Bidding Policy for information on the bidding process.

Each department and its personnel are responsible for the effective planning for its capital improvement projects.

II. Contract Performance and Payment Bonds

- A. When a capital improvement contract is awarded, unless the Town Manager or designee deems otherwise, the following bonds or security shall be delivered to the Town and shall become binding on the parties upon the execution of the contract:
 - 1. Bid security in an amount equal to five (5) percent of the total amount of bid shall be required for all competitive sealed bidding for capital improvement contracts. Bid security shall be a bond provided by a surety company authorized to do business in this state, or the equivalent in certified funds, or otherwise supplied in a form satisfactory to the Town.

When the invitation for bid requires security, noncompliance requires that the bid be rejected.
 - 2. A performance bond, satisfactory to the Town, executed by a surety company authorized to do business in this state, or otherwise secured in a manner satisfactory to the Town, in an amount equal to one hundred (100) percent of the price specified in the contract; and
 - 3. A payment bond, satisfactory to the Town, executed by a surety company authorized to do business in this state, or otherwise secured in a manner satisfactory to the Town for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract, in an amount equal to one hundred (100) percent of the price specified in the contract.
- B. Nothing in this section shall be construed to limit the authority of the Town to require a bond or other security in addition to the bonding requirements as stated above.

III. Retainage

The contract shall include provisions for retainage of contract sums as prescribed by state law and may include provisions for retainage in contracts not covered by state law.

IV. Damage or Delay

The Town may, by contract, require the contractor to waive, release, or extinguish its rights to recover costs or damages, or obtain an equitable adjustment, for delays in performing such contract if such delay is caused, in whole or in part, by the acts or omissions of the Town or its agents, if the contract provides that an extension of time for completion of the work is the contractor's remedy for such delay. Such clause is valid and enforceable, any provision of state law to the contrary notwithstanding.

V. Final Payment

The last payment on a capital improvement contract, ~~in an amount of ten thousand dollars (\$10,000) or more for which retainage is required in accordance with this Capital Improvement Contracts Policy,~~ will not be made until at least ten (10) days after notice of intention to pay is published at least twice in a newspaper of general circulation in the Town ~~and after the Town has received a release of statements of claim or liens. The Town will withhold from payment any funds it may be required by law to withhold or that it may in the determination of the Town Project Manager or Town Attorney be entitled to withhold, and final payment will not be made until, in the sole determination of the Town Project Manager, all conditions of the contract and of law have been met.~~ Proof of publication of notice of final payment should be submitted to the Finance Department. Claims against the contract shall be filed as prescribed by state law.

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DEBARMENT OR SUSPENSION

I. General

The Town Manager is authorized to debar or suspend a vendor or contractor for just cause.

II. Guidelines

- A. No vendor or contractor shall be debarred or suspended until an opinion regarding the same has been obtained from the Town Attorney and until procedures recommended by the Town Attorney have been followed.
- B. The period for debarment shall be determined by the Town Manager on a case by case basis.
- C. Reasons for debarment or suspension include the following:
 - 1. Commission of fraud or a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such a contract or subcontract.
 - 2. Conviction or indictment under a state or federal statute of embezzlement, theft, forgery, bribery, falsification, or destruction of records, or receiving stolen property.
 - 3. Conviction or indictment under a state or federal antitrust statute.
 - 4. Failure or default without good cause to perform in accordance with the terms of any contract or unsatisfactory performance of any contract.
 - 5. Debarment, disqualification or suspension by another government entity for any reason.

TOWN ISSUED CREDIT CARDS

I. General

The purpose of this Policy is to maintain the financial integrity of the Town and its staff. This Policy applies to all items procured by the use of a credit card. The use of a Town issued credit card is a privilege and should be treated as such.

II. Issuance

Town credit cards may be issued to Department Heads or other personnel as authorized by the Town Manager and Town Treasurer.

III. Legitimate Business Expenses

No cardholder may procure goods or services for personal purposes. A personal use of a credit card consists of an item that is not a legitimate business expense and must be reimbursed to the Town. Misuse of the card could subject an employee to discipline pursuant to Town personnel policies and forfeiture of the card.

Department Heads may make available credit cards for purchases where time is of the essence to save the Town money; where a credit card is the only or easiest form of payment accepted for a product or service; or when required for travel purposes. It is the responsibility of the Department Head to notify the Town Treasurer if an employee is no longer authorized to use the Town's credit card.

IV. Prior Authorization of Expenditures

Proper approvals must be obtained for the purchase of goods and services prior to ordering as with any other Town purchase. Exceptions to this rule include business related meals or emergencies where there is no time to get proper approval. Proper approvals should be obtained as soon as practical for these exceptions.

V. Travel related expenses

If a spouse or family member is accompanying the employee on a business trip, only the employee's travel expenses may be charged to the card. Airline tickets or other travel expenses related to the family member must be paid by the individual at the time of purchase. It is not acceptable to reimburse the Town for those expenses. Personal expenses may not be charged to the hotel room and must be paid for separately. Hotel, car rental, parking, taxi, etc. receipts must be submitted to the Finance Department in accordance with other Town policies.

VI. Monthly Statements

It will be the responsibility of the Department Head to reconcile the monthly credit card statement to receipts. Reconciled statements must be forwarded to the Finance Department within one (1) week of statement receipt.

PURCHASING CARDS

I. General

Purchasing Cards are a streamlined purchasing approach for small to medium dollar purchases and paying for business-related travel expenses in the most cost-effective manner possible. Purchasing cards reduce paperwork, deploy resources to other activities, facilitate management authorization and internal controls, and increase the timeliness and quality of management and financial reporting. The use of purchasing cards is a privilege and should be treated as such.

II. Authorization for Purchasing Card

Employees must be authorized by the Department Head based upon both the need for a purchasing card and the signature limits.

III. Card Use

Purchasing card purchases are limited to those transactions completed upon purchase. Verify the availability of the item being charged when placing a telephone or fax order. Back orders should not be charged until time of shipment. Verify that the combined price and freight charge being charged is under the purchaser's signature authority dollar limit. Also verify that sales tax is not being charged. The Town's tax-exempt number should be imprinted on the purchasing card. A copy of the tax-exempt certificate is also available from the Finance Department.

When placing an order by FAX, phone, or mail, request that the **receiver's name** and "**credit card purchase**" be put on the shipping label or packing list to expedite delivery and request that a receipt be sent with the purchase. All charges will require a receipt be attached.

The Internet may be used to place orders only when the receiving website is secure. To determine whether a website is secure, look for a closed padlock on the lower right-hand corner of the screen. If the padlock is open or non-existent, the website is not secure and should not be used for placing orders.

If merchandise is to be returned, verify that the vendor will credit the purchasing card account, request a copy of the credit issued, and submit it with the monthly statement.

If an attempt to make a purchasing card transaction is denied, contact the Finance Department as soon as possible to resolve the problem. If there is concern that a transaction may be denied, contact the Finance Department in advance to authorize the vendor, or ask the vendor to run a pre-authorization on the purchasing card to make sure the transaction will go through.

IV. Unacceptable Uses

- Purchases over the holder's signature authority limit. Dividing an order to satisfy this limit is not allowed.
- Cash advances, traveler's checks, or the use of ATM machines.

- Fuel for personal vehicles. Reimbursement for mileage shall be made on the Expense Reimbursement Form at the current IRS reimbursement rate.

V. Transaction Allocation

Transactions should be allocated by the cardholder using the VISA Information Management (VIS) website (weekly allocations are recommended). Upon receipt of the monthly statement, cardholders shall confirm all transactions have been allocated through VIS, attach all receipts to the statement, and return the statement to Finance. Please note – the actual itemized receipt is also required (not just the summary amount on the signature slip typically provided at restaurants).

If a receipt is lost, or was never provided by the vendor, a "Missing Purchasing Card Receipt Form" (available on the Town server) shall be completed and attached to the monthly statement.

Under certain circumstances, and with the approval of the Town Treasurer and the head of the impacted department, the Finance Department may perform the allocation of cardholder transactions through VIS based on notes provided on the monthly statement by the cardholder.

VI. Personal / Non-Business Charges

In the event that personal or non-business related items are accidentally charged on the card, reimbursement to the Town shall be made via cash, credit, or a personal check payable to the Town of Mead, with a note attached showing the account to be credited. This reimbursement must be completed at the time of statement reconciliation. Repeated occurrences of personal or non-business related items being charged to the card and/or intentional misuse of the purchasing card may result in charging privileges being revoked and disciplinary action taken.

VII. Disputing Transactions

If there is a dispute about a transaction, the cardholder should first try to resolve it with the merchant. If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the statement. If charges are paid but not received by the next statement, contact the Finance Department for assistance in resolving the problem.

VIII. Change in Employment Status

The cardholder will surrender possession of his/her card upon termination of employment. The cardholder may be asked to surrender the card at any time deemed necessary by the Department Head, the Town Treasurer, or the Town Manager.

IX. If Card is Lost or Stolen

Keep the card in a safe place at all times. Contact the Finance Department immediately if the card is lost or stolen. If this contact cannot be made, call the card issuer immediately and then notify Finance as soon as possible.

PETTY CASH

I. General

Petty cash is available to cover small purchases (not to exceed \$25), may be disbursed as an advance or reimbursement, and must be approved by the employee's Department Head or designee.

II. Internal Controls

- A. Petty cash funds may only be established, or the amount of the fund increased or decreased, by the Town Treasurer or designee.
- B. Petty cash must be kept in a locked box in a secured location.
- C. The Finance Department is responsible for ensuring that the cash in the box plus the total of all petty cash slips exactly equals the total amount assigned to petty cash funds.

III. Procedures

Cash Advance/Reimbursement

- A. To obtain a cash advance for a petty cash purchase, a petty cash slip must be filled out by the employee indicating the following:
 - 1. Amount of advance
 - 2. Vendor
 - 3. Account number
 - 4. Description of purchase
 - 5. Date
 - 6. Employee's signature
 - 7. Approval signature

The slip is kept in the petty cash box until the employee returns with the cash receipt. The actual amount of the purchase should be recorded and circled on the petty cash slip, the cash receipt stapled to the petty cash slip, and the change from the advance returned to the petty cash box. Cash advances may not be held by the employees for more than two (2) business days.

- B. To obtain reimbursement for a purchase made, a petty cash slip must be filled out by the employee indicating the same as in III. A. above.

Attach the cash receipt to the petty cash slip. The slip is then exchanged for a cash reimbursement.

- C. The \$25 limit shall not be circumvented by making two separate purchases of related items and submitting two receipts, when the total exceeds the \$25 limit.

Replenishment

- A. To obtain a funding/reimbursement check to reimburse the fund, all petty cash slips and remaining cash should be turned into the Finance Department to ensure that the balance is properly accounted for, and create a funding check. Petty cash slips must be accompanied by the appropriate receipt or acceptable notation of why a receipt was not available in order to be funded.
- B. Petty cash funds are subject to internal audits by the Town Treasurer or designee and are also subject to audit any time the fund is reimbursed. Such audits shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS) and will evaluate the effectiveness of risk management, control and governance processes.

CHECK REQUESTS

A. OFFICE CHECKS

I. General

In the event that a vendor does not accept purchasing or credit cards, an Office Check may be obtained from the Finance Department to make the necessary purchase. Office Checks may be used for purchases not to exceed \$1,000. Office Checks are a streamlined approach for small dollar purchases. Office Checks are not to be used to by-pass the Town's Purchasing Policies. Multiple checks cannot be used to purchase items in excess of \$1,000 (i.e., two \$1,000 checks to purchase an item costing \$2,000). Office Checks must be made out for the exact amount, completed fully, and the receipt forwarded to the Finance Department within 24 hours of using the Office Check.

II. Procedures

A. The Finance Department shall be responsible for the distribution of all Office Checks, logging of Office Check activity in the check register, and proper use of Office Checks. An employee obtaining an Office Check from the Finance Department must sign the check out in the check register.

B. Sales tax is not to be charged on purchases. The tax exempt number is available from the Finance Department and the vendor should be made aware of the Town's tax exempt status before the transaction is completed.

C. In order to ensure proper usage of the Office Checks, the following check writing guide must be strictly adhered to. All sections on the check register and check must be properly completed with the correct information, i.e., account number, vendor, amount, etc.

1. The Check Register:

- a. Vendor name
- b. Date
- c. Description of items purchased
- d. Account number
- e. Amount
- f. Employee name

All appropriate backup, including the receipt, must be submitted to the Finance Department within 24 hours of issuing an Office Check.

D. If a check is lost or stolen, the Finance Department is to be notified immediately in order to stop payment. The department responsible for the missing check will be responsible for the cost of issuing the stop payment order. Checks should be safeguarded at all times.

E. When an Office Check is issued and later returned because the purchase or transaction was canceled, the returned check must be returned to the Finance Department immediately with a 'VOID' written across the check. This will cancel the check and will reverse the expense booked in the

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general ledger.

~~F. When an Office Check is voided because the check was incorrectly filled out, the check should be returned to the Finance Department with 'VOID' marked clearly on the front of the check.~~

~~G. If an item is returned for credit that was purchased with an Office Check, the vendor should issue a credit invoice or make a check payable to the Town of Mead, 441 3rd St. P.O. Box 626 Mead, CO 80542. Do not accept cash from the vendor for the returned items.~~

~~B. OTHER CHECK REQUESTS~~

~~I. General~~

~~Check requests should be used for non-material service type expenditures. Examples are refunds of revenues paid, payroll withholding, debt service payments, reimbursable expenses, utilities, insurance, postage, membership dues/subscriptions, advertising/publications, conferences/trainings, intergovernmental agreements, contributions/donations, etc. Any other purchase may be submitted with an invoice provided by the vendor and must follow all policies and guidelines aforementioned.~~

~~ACCOUNTS PAYABLE~~

~~I. General~~

~~The Finance Department is responsible for the timely payment of all invoices and tracking revenues and expenditures.~~

~~II. Procedures~~

~~A. Invoices must be submitted to the Finance Department in a timely manner.~~

~~B. Departments must approve invoices by initialing and indicating the accounting code to charge.~~

~~C. Approval must be indicated according to the purchasing thresholds.~~

~~D. Invoices will be input to check registers which will be submitted to the Board of Trustees for review in the consent agenda and published according to state statute.~~

~~E. Payments will generally be made via check after the check register has been reviewed.~~

~~F. Finance Department has discretion to make payments online or by manual check to ensure the timeliness of payments.~~

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PURCHASE ORDERS

I. General

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 and services. It serves as a binding agreement that describes the quantity and quality of the required goods and includes other information such as shipping terms, delivery dates and location, and prices quoted in the bid. A purchase order ~~is generally required~~ may be used to purchase goods or services that total ~~\$2,500~~10,000 or more. The term purchase order is used generically throughout this Policy to include all service / maintenance agreements, construction agreements and any other types of agreements in excess of ~~\$2,500~~10,000.

II. Objectives

The primary reasons for issuing a purchase order are as follows:

- 1) to facilitate prior approval for large dollar purchases above ~~\$2,500~~10,000;
- 2) to ensure adequate funds and to encumber funds on the accounting system;
- 3) to ensure adequate product specification for vendors; and/or
- 4) to facilitate vendor requirements.

III. Procedures

A. A purchase order is initiated at the Department level. Prior to the purchase of goods or services that total ~~\$2,500~~10,000 or more, a purchase order ~~must~~ may be completed, authorized and submitted to the Finance Department.

1. All purchase orders must include the following:
 - a. Requisition date
 - b. Item to be purchased (including item #, quantity, description)
 - c. Account number to be charged
 - d. Amount - projected cost of purchase
 - e. Authorized signature
 - f. Informal or formal bid documentation should be attached to request over ~~\$2,500~~10,000.

B. A purchase order number will be issued by the Finance Department and the funds are encumbered appropriately decreasing funds available.

C. The original purchase order containing adequate authorization shall be retained by the Finance Department for audit and internal control purposes.

D. If the department needs to modify the original purchase order, a change order should be sent to the Finance Department. All change orders should reference the purchase order number which they are modifying. Once received by the Finance Department, the purchase order will be modified.

1. If the change order does not modify the dollar amount of the purchase and does not significantly change the purpose of the original order, no additional authorization is required.

2. If the change order increases the dollar amount above the signature authority threshold of the original requisitioner, additional authorization will be required.
3. If the change order modifies the account number, no additional authorization is required as long as the original signer had signature authority for the account to be charged.
4. If the Town Board approved the original contract or purchase order and the change order is greater than 10% of the original amount, Town Board shall approve the change order.

G. All invoices should be directed to:

Town of Mead
Attn: Finance Department
PO Box 626
Mead, CO 80542
[Email: finance@townofmead.org](mailto:finance@townofmead.org)

- H. If, upon receipt of goods or services, the vendor provides an invoice for the item purchased, the requisitioner or other responsible employee should sign the invoice, indicating receipt of goods or services, and return the invoice to the Finance Department. No additional approvals are required at the time, only verification of receipt of goods.
- I. If the invoice forwarded to the Finance Department represents the final payment on a purchase order, the signer should indicate final payment so any remaining balance on the purchase order may be unencumbered.
- J. If the goods or services received are in different quantities or types from your order, and additional goods or services are forthcoming, the balances of the purchase order will remain encumbered until indication of final payment is received by the Finance Department.

INDEPENDENT CONTRACTORS

I. General

The Town Attorney shall make the determination that an individual or firm is an independent contractor and shall prepare any contract arrangements.

An individual is generally considered to be an independent contractor if the employer has the right to control or direct only the result of the work and not the means and methods of accomplishing it. Examples may include a software programmer, recreation instructor, electrician, etc.

The rules for determining whether an individual is or isn't an independent contractor are complex. The determination needs to be made on a case by case basis.

II. Procedures

The procedures outlined herein are set forth to assure conformity of the independent contractor policy. It is the responsibility of the department and its personnel to comply with all provisions set forth with this independent contractor policy.

- A. Steps in contracting with independent contractors include:
 - 1. Identification of need.
 - 2. Determination of status with Town Attorney.
 - 3. Negotiation / execution of contract.
 - 4. Personal Services Agreement filed with Town Clerk.
 - 5. IRS Form W-9 filed with the Finance Department.
- B. Once the Town Attorney's approval to contract with an independent contractor is received, terms need to be negotiated with that contractor. Each independent contractor must ~~be given a copy of the~~ provide a W-9. Additionally, each contractor must be made aware of the deadlines for payment processing through the Finance Department.
- C. A Personal Services Agreement must be completed, signed, and forwarded to the Town Clerk. IRS Form W-9 must be completed, signed, and forwarded to the Finance Department.
- D. The Personal Services Agreement is available on the Town server, and should not be modified, unless approved by the Town Attorney or designee.

REFUNDS

I. General

Refunds of money paid to the Town are to be initiated by the department responsible for the revenue collection. ~~All~~ Refunds must be run through the Finance Department for reimbursement by check. Exceptions ~~may be made for~~ are made for same-day admissions at Town recreation facilities, programs or events paid by credit card. Other credit card refunds may be approved by a department head on a case-by-case basis.

II. Procedures

- A. A Check Request, or other department specific refund form, must be completed, approved and submitted to the Finance Department.
- B. Refunds for overpayment of on-going receipts (i.e., Sales Tax, Utilities) may be given in the form of a credit on a future billing.

MISCELLANEOUS PURCHASING

I. General

Miscellaneous purchasing refers to purchasing outside of the aforementioned items.

A. Professional Dues and Licenses: Professional dues, licenses, and memberships to associations and organizations that benefit the Town will be paid from Town funds but shall be the responsibility of the employee to obtain and maintain. Examples include, but are not limited to: CDL and regular driver's licenses, professional engineering license, water/wastewater treatment operator's licenses, etc.

B. Magazine and Newspaper Subscriptions: Any necessary subscriptions, approved by the Department Head or Town Manager, shall be delivered to the Town address.

C. Purchase of Food/Meals: Food/meals for employees shall be paid for via a Town issued credit card, purchasing card, or check or reimbursed at a reasonable level, for justified expenses. Examples include, but are not limited to, the items listed below. Exceptions require written approval of the Department Head or other appropriate Town official. Consult the Travel Policy for meals relating to employee travel and training per diem.

- Board/Commission/Committee business meetings;
- Town Manager staff and/or business meetings;
- Department Head meetings when required outside normal working hours;
- Development related activities/meetings;
- Meetings or events hosted and/or sponsored by the Town;
- Meals purchased for employees required to work beyond normal meal breaks;
- Special events approved in advance by the Town Manager.

D. Purchase of Flowers/Plants: Department Heads/Town Manager can authorize the purchase of flowers/plants for employees/elected officials that are hospitalized or in the event of the death of an employee/elected official or immediate family member. A maximum amount of \$100 including delivery is authorized. Donations, not to exceed \$100, may be made in lieu of flowers/plants in the event of a death or serious illness.

SURPLUS PROPERTY

I. General

Surplus supplies, equipment and/or property may be identified as no longer valuable for Town use. The Town Manager, or their designee, may designate items as surplus. It is the intent of this policy to receive revenues from the sale of surplus property as a first priority. Donation to appropriate non-profits as a second priority, and destruction as the last priority.

II. Procedures

- G. De Minimis Valued Items. Non-capital material and supply items that are normally used up during the normal course of business and have individual value less than \$250 are exempted from the surplus disposal process. These items can be thrown away, destroyed, donated or sold with approval of the Town Manager or their designee.
- H. Surplus Disposal: Unusable, obsolete or other surplus property may be disposed of by public auction, trade-in or competitive bid.
- I. All equipment is sold on an "as is, where is" basis with no warranty expressed or implied.
- J. The Town reserves the right to accept or reject any bids.

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DEFINITIONS

Bid Package

Documentation prepared and distributed by the Town in the solicitation of bids.

Business

Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.

Capital Improvement

A fixed public improvement, including, but not limited to: streets, alleys, sidewalks, water or wastewater facilities, flood control facilities, traffic control devices, street lighting, parks, public structures, and landscaping.

Change Order

A written order signed by the Town Manager or designee, directing the contractor to make changes, or changing non-contractual information on the Town's purchasing system (i.e., account number, budgeted amount, etc.)

Town

The Town of Mead, Colorado, a municipal corporation with a primary business location of 441 3rd Street, Mead, CO 80542.

Town Board

The legislative and governing body of the Town.

Town Manager

The chief administrative officer of the Town.

Confidential Information

Any information which is available to an employee only because of the employee's status as an employee of the Town and is not a matter of public knowledge or available to the public on request.

Construction

The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property.

Consulting Services

Services provided by individuals possessing specialized educational qualifications, practical expertise or professional certification, including without limitation to architects, engineers, legal counsel, planners, accountants, and actuaries, where the final product is predominantly oral or written advice or information.

Contract

All types of Town agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction. The term shall not include intergovernmental agreements or any interest in real property by the Town or another governmental body.

Contract Modification

Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

Cooperative Purchasing

Procurement conducted by, or on behalf of, more than one (1) governmental body.

Department Head

Department Heads include Town Engineer/Public Works Director, Planning Director, Town Treasurer/Finance Director, Town Clerk, Police Chief and any other head of a department as designated by the Town Manager.

Designee

A duly authorized representative of a person holding a superior position.

Governmental Body

Any department, division, commission, Board, board, bureau, committee, institution, legislative body, agency, government, corporation, or other establishment of this Town.

Invitation for Bids

All documents, whether attached or incorporated by reference, utilized for soliciting bids.

Managerial Contingency

The difference between total project budget and award of bid as approved by Town Board. Managerial Contingency must be approved by Board at the time the bid is awarded. Adequate funds must be available and are to be encumbered as managerial contingency on the Purchase Order.

Non-Capital Purchases

Services, supplies and non-tangible property.

Person

Any business, individual, union, committee, club, other organization, or group of individuals.

Procurement

The process through which the Town acquires goods and services for its own use.

Professional Services

Services of a specialized nature, including, but not limited to: architecture, engineering, legal, accounting, hiring screening process (drug testing, psych testing, etc.), equipment repair and maintenance, etc.

Purchase Description

The words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specification attached to, or made part of the solicitation.

Purchase Order

A request to purchase goods or services, typically provided to the vendor as a confirmation of the Town's commitment to purchase.

Purchasing Agent

Any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority.

Purchasing

The process through which solicitations are issued, advertisements run, vendors selected, and goods or services received.

Regulation

A governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or policy, or describing organization, procedure, or practice requirements.

Request for Proposals (RFP)

A process used to acquire supplies and services that involves the review of written proposals and the use of negotiations with the most qualified bidder(s). This process may also include the use of a Request for Information (RFI) as a preliminary step to the RFP process in an attempt to gather information and pre-qualify prospective bidders.

Services

The furnishing of labor, time, or effort by a contractor not involving the delivery of specific end product other than reports which are merely incidental to the required performance, or repairs to an existing product.

Specification

Any description of the physical or functional characteristics, or the nature of a supply, service, or construction item. It may include a description of any requirement for inspection, testing, or preparing a supply, service, or construction item for delivery.

Supplier

Any person having or soliciting a contract, professional service agreement, purchase order arrangement or any other agreement to provide goods or services with a governmental body. Interchangeable with "contractor."

Supplies

Tangible property that is typically used or consumed within a year. Examples include: pens, paper, staples, fertilizer, chemicals, repair parts, etc.

Tangible Property

Personal property and materials, including without limitation supplies, equipment, parts, printing and consumable supplies, but not including insurance, real property leases, securities, or water rights.

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Town of Mead's purchasing policy and I understand that I am required to review and comply with its requirements. This policy supersedes all prior practices as well as any oral or written representations or statements. The need may arise to change the requirements described in this Purchasing Policy and the Town of Mead therefore reserves the right to interpret the policy or to change any requirements without prior notice.

By signing this acknowledgment, I confirm that I understand and will comply with the requirements of the Town of Mead's Purchasing Policy, including not exceeding my approved authorization amount.

Employee Signature

Date

Employee Printed Name

Employee Title

Authorization Amount



Town of Mead Purchasing Policies

Revised April 24, 2023

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INTRODUCTION

I. General

These Purchasing Policies (collectively, the “Policy”) are intended to ensure adequate and uniform control of the Town of Mead’s purchasing and payment activities. Principles and policies incorporated into this Policy are in accordance with Generally Accepted Accounting Principles (GAAP) and applicable State of Colorado Law.

All parties involved in the negotiation, performance, or administration of procurement and/or contracts for the Town shall act in good faith. All procurements should be made for the purpose of meeting the Town’s current budget goals.

Information in this Policy will be reviewed and updated by the Finance Department as necessary so that the maximum use and benefit may be derived in accordance with its intended purpose.

Questions on purchasing or payments should be directed to the Town Treasurer.

II. Decentralized Purchasing

This is a system of purchasing in which purchasing authority, responsibility and control is given to the Department Heads. Department Heads are responsible for ensuring personnel in their department are knowledgeable of and trained in the purchasing procedures established by the Finance Department. By following the requirements established within this Policy, Department Heads shall be able to properly plan purchases, so as to allow sufficient time to obtain proposals, quotations or bids (with an allowable lead time for delivery). Departments shall not only be able to realize savings through competition between vendors but shall also increase efficiency. Departments may establish procedures specific to their Department with approval by the Finance Department.

III. Goals and Objectives

The objective of this Policy is to give employees guidelines that set a standard when purchasing goods or services on behalf of the Town, provide for the most efficient use of taxpayer's dollars, provide for timely purchases by being easy to interpret, with the best overall cost, quality, and quantity.

In selecting products and service providers, the Town considers and weighs all of the following criteria:

1. **Pricing:** Ensure the Town receives the required product or services at the lowest possible cost and highest value.
2. **Competition:** Provides vendors with equal opportunity to sell to the Town.
3. **Quality:** Using the purchasing and bidding parameters, it will be the intent to acquire the highest quality product and service for the Town.
4. **Customer Service:** Vendor is consistent, reliable, and timely throughout the procurement process.

GENERAL RESTRICTIONS AND GUIDELINES

I. General

All purchases shall be made in accordance with the policies prescribed in this Policy. Any agreement made contrary to these policies shall not be binding to the Town.

II. General Provisions/Restrictions

- A. No personal purchases may be made using Town funds. Purchasing venues provided within this Policy may be utilized only in the interest of the Town.
- B. Only Town employees and approved volunteers, with valid Town identification and supervisor's authorization, may purchase utilizing Town funds.
- C. Purchases must be charged to the proper account, regardless of budget availability in that particular line item.
- D. Alcohol may not be purchased with Town funds, except for Town sponsored events.
- E. Sales tax is not to be charged on purchases. The Town's tax-exempt number should be given to the vendor before the sale is completed. The Town's tax-exempt certificate is available from the Finance Department.
- F. All Town personnel, including employees, elected officials, and volunteers, are obligated to establish and maintain ethical relationships with all vendors or suppliers of Town goods and services. Acceptance or solicitation of entertainment, loans, gifts, or special consideration from vendors or suppliers for personal benefit by Town personnel is limited per current state statute. No employee or official of the Town shall participate in a transaction, contract, activity, or service of the Town which has a direct or predictable effect on the employee's/official's financial interest or the financial interests of an employee's/official's immediate family member or is otherwise prohibited by law.
- G. No multi-year financing obligations (i.e. space rentals, copier leases, etc.) may be entered into without the review and concurrence of the Town Treasurer, the Town Manager, and the Board of Trustees.

III. Emergency Procurement

Notwithstanding any other provision of this Policy, the Town Manager or designee may make or authorize others to make emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions. A written determination of the basis for emergency and for the purchase or selection of the particular vendor or contractor shall be included with the purchase documentation (invoice, Office Check request, etc.).

IV. Sole Source

Occasionally it is necessary to purchase supplies, services, or construction items without going to bid, or that only one firm is in a better position to provide. Examples of potential sole source purchases/services include: state bid, engineering or other professional or consulting services, items for resale, matching existing equipment, custom items, paint, prime lumber (except for large quantities), new technology services or equipment, on site repairs (such as heating, air, plumbing, phone, etc.) and utilities.

When authorization above the Department Head level is required, written justification for the sole source request shall be attached to the documentation requiring approval.

V. Cooperative Purchasing

The Town Manager or designee shall have authority to join with other governmental bodies to the extent authorized by the Town Code, including but not limited to, the State of Colorado and the Multiple Assembly of Procurement Officials (MAPO), in cooperative purchasing in the best interest of the Town, notwithstanding any provisions of this Policy.

VI. Negotiating Price

Unless specifically stated otherwise within a bid or RFP document, the Town Manager, Department Head, or designee may negotiate the price for any given product or service.

PURCHASING THRESHOLDS

Dollar Limit	Type of Purchase	Bids/Proposals	Approvals
< \$20,000	Informal Purchase	No price quotations or bidding required.	Department Head
\$20,001 - \$50,000	Informal Purchase	Three (3) Required Quotes.	Department Head Town Manager
> \$50,000	Formal Purchase	Formal Bid or Proposal.	Department Head Town Manager Board of Trustees

Additional Considerations:

- Electronically transmitted bids are acceptable for informal written bids, provided the bid is a firm written price or quote for specific goods or services valid for no less than 30 days.
- Contracts for service shall include a Town Professional Services Agreement.
- If the recommended bid is not the lowest, a detailed explanation must accompany the bid's submission to the Department Head, Town Manager, or Board of Trustees.
- Resolutions are required for all service contracts and bids presented to the Board of Trustees for approval.
- Change Orders to contract amounts may be made by the Town Manager provided that funds are available within the Budget and the sum of Change Orders does not exceed 10% of the original contract amount. Otherwise, Change Orders shall be approved by the Board of Trustees.
- If less than the required number of informal or formal bids are received, the Town may consider seeking additional bids if time allows. If less than the number of required bids is received, the Town may award to a bidder if the Town finds that the price is fair and reasonable, and that other prospective bidders had a reasonable opportunity to respond.

AUTHORIZATION REQUIREMENTS

I. General

Signature authority is granted on an individual basis. All departments shall keep current a list of designated staff authorized to approve Town expenditures. The list shall include the full signatures and initials of each authorized individual and the amount of signature authorization granted to the individual.

II. Procedures

- A. A Signature Authorization Summary must be submitted to the Finance Department on an annual basis (January 1).
- B. The Finance Department shall be responsible for deleting signature authority for terminated employees. Should authority need to be revoked prior to termination, the applicable department shall be responsible for notifying the Finance Department.
- C. All changes and additions to the Signature Authorization Summary must be submitted in writing and must include the following information:
 - Name of employee
 - Title
 - Authorization amount
 - Effective date
 - Employee signature and initials
 - Signature of employee delegating authorization
- D. Unless signature authorization has been formally delegated, no employee shall sign on behalf of another otherwise authorized employee. Written notification of delegation must be sent to the Finance Department.

COMPETITIVE BIDDING

I. General

Competitive bids (formal or informal) are required per the dollar limits identified in the Summary of Purchasing Thresholds found on page 6 of this Policy. All bid specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the Town's needs and shall not be unduly restrictive so as to limit competition.

Depending on the nature of the product or service, bids are not necessarily awarded based on price alone. In situations where the low bid is not accepted, a written description of the other factors considered and the basis for the award shall be included with the bid information.

For purchases within the Department Head's authorization, bid information shall be maintained by the department. For purchases requiring additional authorization, a summary of the bid information shall be attached to the documentation requiring approval.

II. Bidder's List

Departments are encouraged, but not required, to maintain bidder's lists. Whenever possible, the Colorado State Price Agreement Listing (State Bid) or other cooperative purchasing venues should be consulted. All formal bids shall be advertised on the Town's website and other sites as determined by the Town. Public notice may also include publication in a newspaper of general circulation.

III. Types of Bids

- A. REQUESTS FOR QUOTE (RFQ): An RFQ is an informal quote obtained from a supplier or contractor in an informal manner (verbally, electronically, etc.). For repetitive purchases, it is not necessary to obtain bids with each purchase. However, a bid process must be conducted at least once every 12 months.
- B. INVITATION FOR BID (IFB): An IFB is a solicitation of formal bids. A "formal" bid is a solicitation that may require advertising, bonds, and sealed bids. The Department Head or designee is responsible for the bid package and vendor eligibility. The specifications, delivery requirements, plans, drawings, and other items must be determined and finalized prior to the bid package being provided. Eligibility may be determined from a pre-qualification process, general advertising of project, or any other method deemed appropriate.
- C. REQUESTS FOR PROPOSAL (RFP): An RFP is a solicitation for goods or services designed for an award based upon criteria other than price alone. It is most often used for items or services that are hard to quantify or describe because it allows the proposer to suggest the item or service that might best suit the Town's needs. Examples where an RFP may be appropriate include design services, professional services, janitorial services, specialized equipment purchases, etc. The RFP should contain the following as a minimum:
 - 1) A scope of services and/or detailed specifications;
 - 2) The required time schedule;
 - 3)

General requirements; 4) Conditions and provisions; 5) Location, date and time for submittal of the proposal; 6) Evaluation criteria to be used for selection and award.

- D. **PRE-QUALIFICATION:** The Department Head or designee may determine if a pre-qualification process is appropriate and determine the criteria. Criteria may include, but is not limited to, the following: construction experience, experience specific to the work specified, construction track record, government experience, and financial stability. The Department Head and/or project manager will review the qualifications and information to determine the acceptability of responding bidders.

IV. Bid Evaluation

Bids shall be evaluated based on the requirements set forth in the bid package, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total for life cycle costs. The bid package sets forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the bid package.

V. Award

The contract shall be awarded with reasonable promptness to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the bid package, unless the Town Manager or designee shall determine that the public interest will be better served by accepting a different bid. When the award is not given to the lowest bidder, a complete statement of the reasons for placing the order with another bidder shall be made available to all bidders upon request.

VI. Cancellation of Invitation for Bids

An invitation for bids, or any other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interests of the Town. The reasons therefore shall be put in writing and made part of the contract file.

BID GUIDELINES

I. General

The purpose of this Policy is to provide guidance on the process necessary when required to follow the bidding process.

II. Correspondence with Vendors

All correspondence with vendors should be communicated through the Department Head responsible for overseeing the specific bid unless the bid specifications make it advisable to delegate the authority to others.

III. Formal Bid Notice

All Formal bid purchases or formal contracts for services shall be advertised as follows:

- A. All notices and solicitation of bids shall state the time and place of the bid opening.
- B. Notices and solicitations of bids shall include information that these are sealed bids and that they should be so identified (as bids) on the envelope.
- C. Notices and solicitation of bids shall plainly state to whom the sealed bid(s) should be addressed.
- D. Performance bond(s), in cash or otherwise, or other acceptable financial assurance such as letter of credit shall be requested if in the best interest of the Town in such an amount as may be deemed sufficient to secure the execution of the contract or furnish supplies.
- E. The Town reserves the right to reject any and all bids and waive any informality. The Town also reserves the right to select the lowest and/or best bidder as determined by the Town in its sole discretion.

IV. Competitive Buying

Town policy requires quotes or bids to be obtained from as many providers as reasonably possible to insure a competitive marketing atmosphere and advantageous pricing. Bids will be solicited when required by policy and also when it is found to be advantageous to do so. Any qualified provider may respond to a Town request for quote or bid.

Periodically, the Finance Department may check items purchased by other authorized personnel to verify that the Town is obtaining the best prices for the quality of goods purchased. Recommendations will be made as necessary to benefit the Town.

V. Maintenance Agreements

If the need for a maintenance agreement is anticipated at the time of purchase, the terms of the agreement must be included in the bid specifications.

VI. Steps in Bid Process

The following steps are involved in the bid process:

- A. Department Head prepares the bid package, sets the bid opening date, prepares the advertisement for call for bids, the bid invitation letter, specifications and list of prospective bidders.
- B. Department Head holds public bid opening.
- C. The requesting department prepares a tabulation of bids received, analyzes bids, and returns bid documents with recommendations for bid award to Department Head, Town Treasurer, and Town Manager.
- D. The Department Head prepares final recommendation for submission to the Town Manager or Board of Trustees, whenever appropriate as indicated through this Bid Policy.
- E. Bid award is made pursuant to the purchasing thresholds set forth above.
- F. Requesting department obtains purchase order prior to issuing a Notice to Proceed or otherwise obligating the Town financially, administers the contract, and notifies the Finance Department when payment is to be made through standard invoice procedures.

VII. Price Agreements and Other Centralized Purchasing

Price Agreements are contracts negotiated by the Town for goods or services, which are needed frequently throughout the year (e.g., fax machines, computers, uniforms, sand and gravel, etc.). It is to the Town's advantage for departments to use these agreements to save money and time by not having to go through a bid process for each purchase.

VIII. Contractor Performance Problems

It is very important that Departments document any performance problems with a particular vendor. Documentation should include written notification to the vendor of a problem, evidence of attempts to resolve the problem, and a summary of the final outcome of the situation.

The Town Manager may determine if a vendor is classed as irresponsible and may not be able to bid for a period of three (3) years or until the vendor can prove the problems have been corrected.

IX. Exclusive Service

In the event that there is only one firm or company or individual capable of providing a particular service or commodity, referred to as a sole source vendor, and such services or commodities cannot be secured from any other person(s) or company(ies), then the Town Manager may authorize securing such items without the above bidding process(es) by declaring a sole source vendor. Approval of the Town Manager must be received **prior** to making the purchase. To receive such authorization, the Department Head must submit a detailed report explaining why this is the only feasible person/company from which to purchase/contract and confirmed research must be included in the explanation.

X. Exemptions from the Public Bidding Process

The Town recognizes certain exemptions from the Public Bid Process, as described herein.

- A. Professional Services. This Policy shall not apply to professional services and the requirements shall not be mandatory in the employment of professional services. Professional services include, but are not limited to, the following: Attorneys, Bond Counsel, Certified Public Accountants/Auditors, Consultants, Engineers, Financial Advisors, Physicians, and Real Estate Brokers.
- B. Design-Build Services. This Policy shall not apply to design-build specialty services so long as the Town Board approves such an exemption through formal action.
- C. Use of State Bid Awards. This Policy shall not apply if the purchase is able to piggy-back on a State bid award, GSA bid award, or another bid award where a Public Bid Process has taken place.

CONTRACT AUTHORITY

I. General

The Town Manager shall have the power and duty to approve and execute, by signature, all contracts or agreements of, or on behalf of, the Town or its enterprises, subject to the following limitations:

- A. The Town Attorney must review and approve contracts as to form.
- B. No contract or agreement shall exceed \$50,000. Contracts or agreements exceeding \$50,000 shall be taken to Town Board for approval.
- C. No contract or agreement shall involve conveyances of interest in land, bonds, indentures, evidence of indebtedness, or proclamations, unless the authority to approve and execute such documents shall be granted by the Town Board.
- D. Such contract or agreement does not constitute an “intergovernmental agreement” under Colorado law.
- E. It shall be the Town Manager’s duty to ensure that all Town contracts and agreements are procured in compliance with the requirements of the Mead Municipal Code and any applicable rules and regulations.
- F. The Town Manager may delegate the Town Manager’s signatory authority for the approval and execution of contracts and agreements to Department Heads where the contractual matters fall within their area of responsibility. With the Town Manager’s prior approval, Department Heads may further delegate signatory authority for limited purposes.
- G. No Town contract shall be approved or executed unless funds for the payment of obligations under the contract or agreement are in the Budget approved by the Town Board and the funds have been appropriated by the Town Board. This section shall not prohibit approval and execution of multi-year contracts or agreements where such agreements are legally permissible.

CAPITAL IMPROVEMENT CONTRACTS

I. General

The Capital Improvement Contracts Policy applies to any capital improvement contract that the Town enters into. Only the Town Manager or the Mayor has the authority to sign a contract for the Town (contractual authority). A Town Project Manager (or Town contact person) MUST be designated for each capital improvement project and specified within the contract. This individual will be accountable for all aspects of proper contract administration surrounding the construction in progress.

Refer also to the Competitive Bidding Policy for information on the bidding process.

Each department and its personnel are responsible for the effective planning for its capital improvement projects.

II. Contract Performance and Payment Bonds

- A. When a capital improvement contract is awarded, unless the Town Manager or designee deems otherwise, the following bonds or security shall be delivered to the Town and shall become binding on the parties upon the execution of the contract:

1. Bid security in an amount equal to five (5) percent of the total amount of bid shall be required for all competitive sealed bidding for capital improvement contracts. Bid security shall be a bond provided by a surety company authorized to do business in this state, or the equivalent in certified funds, or otherwise supplied in a form satisfactory to the Town.

When the invitation for bid requires security, noncompliance requires that the bid be rejected.

2. A performance bond, satisfactory to the Town, executed by a surety company authorized to do business in this state, or otherwise secured in a manner satisfactory to the Town, in an amount equal to one hundred (100) percent of the price specified in the contract; and
3. A payment bond, satisfactory to the Town, executed by a surety company authorized to do business in this state, or otherwise secured in a manner satisfactory to the Town for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract, in an amount equal to one hundred (100) percent of the price specified in the contract.

- B. Nothing in this section shall be construed to limit the authority of the Town to require a bond or other security in addition to the bonding requirements as stated above.

III. Retainage

The contract shall include provisions for retainage of contract sums as prescribed by state law and may include provisions for retainage in contracts not covered by state law.

IV. Damage or Delay

The Town may, by contract, require the contractor to waive, release, or extinguish its rights to recover costs or damages, or obtain an equitable adjustment, for delays in performing such contract if such delay is caused, in whole or in part, by the acts or omissions of the Town or its agents, if the contract provides that an extension of time for completion of the work is the contractor's remedy for such delay. Such clause is valid and enforceable, any provision of state law to the contrary notwithstanding.

V. Final Payment

The last payment on a capital improvement contract, for which retainage is required in accordance with this Capital Improvement Contracts Policy, will not be made until at least ten (10) days after notice of intention to pay is published at least twice in a newspaper of general circulation in the Town. The Town will withhold from payment any funds it may be required by law to withhold or that it may in the determination of the Town Project Manager or Town Attorney be entitled to withhold, and final payment will not be made until, in the sole determination of the Town Project Manager, all conditions of the contract and of law have been met. Proof of publication of notice of final payment should be submitted to the Finance Department. Claims against the contract shall be filed as prescribed by state law.

DEBARMENT OR SUSPENSION

I. General

The Town Manager is authorized to debar or suspend a vendor or contractor for just cause.

II. Guidelines

- A. No vendor or contractor shall be debarred or suspended until an opinion regarding the same has been obtained from the Town Attorney and until procedures recommended by the Town Attorney have been followed.
- B. The period for debarment shall be determined by the Town Manager on a case by case basis.
- C. Reasons for debarment or suspension include the following:
 - 1. Commission of fraud or a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such a contract or subcontract.
 - 2. Conviction or indictment under a state or federal statute of embezzlement, theft, forgery, bribery, falsification, or destruction of records, or receiving stolen property.
 - 3. Conviction or indictment under a state or federal antitrust statute.
 - 4. Failure or default without good cause to perform in accordance with the terms of any contract or unsatisfactory performance of any contract.
 - 5. Debarment, disqualification or suspension by another government entity for any reason.

TOWN ISSUED CREDIT CARDS

I. General

The purpose of this Policy is to maintain the financial integrity of the Town and its staff. This Policy applies to all items procured by the use of a credit card. The use of a Town issued credit card is a privilege and should be treated as such.

II. Issuance

Town credit cards may be issued to Department Heads or other personnel as authorized by the Town Manager and Town Treasurer.

III. Legitimate Business Expenses

No cardholder may procure goods or services for personal purposes. A personal use of a credit card consists of an item that is not a legitimate business expense and must be reimbursed to the Town. Misuse of the card could subject an employee to discipline pursuant to Town personnel policies and forfeiture of the card.

Department Heads may make available credit cards for purchases where time is of the essence to save the Town money; where a credit card is the only or easiest form of payment accepted for a product or service; or when required for travel purposes. It is the responsibility of the Department Head to notify the Town Treasurer if an employee is no longer authorized to use the Town's credit card.

IV. Prior Authorization of Expenditures

Proper approvals must be obtained for the purchase of goods and services prior to ordering as with any other Town purchase. Exceptions to this rule include business related meals or emergencies where there is no time to get proper approval. Proper approvals should be obtained as soon as practical for these exceptions.

V. Travel related expenses

If a spouse or family member is accompanying the employee on a business trip, only the employee's travel expenses may be charged to the card. Airline tickets or other travel expenses related to the family member must be paid by the individual at the time of purchase. It is not acceptable to reimburse the Town for those expenses. Personal expenses may not be charged to the hotel room and must be paid for separately. Hotel, car rental, parking, taxi, etc. receipts must be submitted to the Finance Department in accordance with other Town policies.

VI. Monthly Statements

It will be the responsibility of the Department Head to reconcile the monthly credit card statement to receipts. Reconciled statements must be forwarded to the Finance Department within one (1) week of statement receipt.

PURCHASING CARDS

I. General

Purchasing Cards are a streamlined purchasing approach for small to medium dollar purchases and paying for business-related travel expenses in the most cost-effective manner possible. Purchasing cards reduce paperwork, deploy resources to other activities, facilitate management authorization and internal controls, and increase the timeliness and quality of management and financial reporting. The use of purchasing cards is a privilege and should be treated as such.

II. Authorization for Purchasing Card

Employees must be authorized by the Department Head based upon both the need for a purchasing card and the signature limits.

III. Card Use

Purchasing card purchases are limited to those transactions completed upon purchase. Verify the availability of the item being charged when placing a telephone or fax order. Back orders should not be charged until time of shipment. Verify that the combined price and freight charge being charged is under the purchaser's signature authority dollar limit. Also verify that sales tax is not being charged. The Town's tax-exempt number should be imprinted on the purchasing card. A copy of the tax-exempt certificate is also available from the Finance Department.

When placing an order by FAX, phone, or mail, request that the **receiver's name** and "**credit card purchase**" be put on the shipping label or packing list to expedite delivery and request that a receipt be sent with the purchase. All charges will require a receipt be attached.

The Internet may be used to place orders only when the receiving website is secure. To determine whether a website is secure, look for a closed padlock on the lower right-hand corner of the screen. If the padlock is open or non-existent, the website is not secure and should not be used for placing orders.

If merchandise is to be returned, verify that the vendor will credit the purchasing card account, request a copy of the credit issued, and submit it with the monthly statement.

If an attempt to make a purchasing card transaction is denied, contact the Finance Department as soon as possible to resolve the problem. If there is concern that a transaction may be denied, contact the Finance Department in advance to authorize the vendor, or ask the vendor to run a pre-authorization on the purchasing card to make sure the transaction will go through.

IV. Unacceptable Uses

- Purchases over the holder's signature authority limit. Dividing an order to satisfy this limit is not allowed.
- Cash advances, traveler's checks, or the use of ATM machines.

- Fuel for personal vehicles. Reimbursement for mileage shall be made on the Expense Reimbursement Form at the current IRS reimbursement rate.

V. Transaction Allocation

Transactions should be allocated by the cardholder using the VISA Information Management (VIS) website (weekly allocations are recommended). Upon receipt of the monthly statement, cardholders shall confirm all transactions have been allocated through VIS, attach all receipts to the statement, and return the statement to Finance. Please note – the actual itemized receipt is also required (not just the summary amount on the signature slip typically provided at restaurants).

If a receipt is lost, or was never provided by the vendor, a “Missing Purchasing Card Receipt Form” (available on the Town server) shall be completed and attached to the monthly statement.

Under certain circumstances, and with the approval of the Town Treasurer and the head of the impacted department, the Finance Department may perform the allocation of cardholder transactions through VIS based on notes provided on the monthly statement by the cardholder.

VI. Personal / Non-Business Charges

In the event that personal or non-business related items are accidentally charged on the card, reimbursement to the Town shall be made via cash, credit, or a personal check payable to the Town of Mead, with a note attached showing the account to be credited. This reimbursement must be completed at the time of statement reconciliation. Repeated occurrences of personal or non-business related items being charged to the card and/or intentional misuse of the purchasing card may result in charging privileges being revoked and disciplinary action taken.

VII. Disputing Transactions

If there is a dispute about a transaction, the cardholder should first try to resolve it with the merchant. If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the statement. If charges are paid but not received by the next statement, contact the Finance Department for assistance in resolving the problem.

VIII. Change in Employment Status

The cardholder will surrender possession of his/her card upon termination of employment. The cardholder may be asked to surrender the card at any time deemed necessary by the Department Head, the Town Treasurer, or the Town Manager.

IX. If Card is Lost or Stolen

Keep the card in a safe place at all times. Contact the Finance Department immediately if the card is lost or stolen. If this contact cannot be made, call the card issuer immediately and then notify Finance as soon as possible.

PETTY CASH

I. General

Petty cash is available to cover small purchases (not to exceed \$25), may be disbursed as an advance or reimbursement, and must be approved by the employee's Department Head or designee.

II. Internal Controls

- A. Petty cash funds may only be established, or the amount of the fund increased or decreased, by the Town Treasurer or designee.
- B. Petty cash must be kept in a locked box in a secured location.
- C. The Finance Department is responsible for ensuring that the cash in the box plus the total of all petty cash slips exactly equals the total amount assigned to petty cash funds.

III. Procedures

Cash Advance/Reimbursement

- A. To obtain a cash advance for a petty cash purchase, a petty cash slip must be filled out by the employee indicating the following:
 - 1. Amount of advance
 - 2. Vendor
 - 3. Account number
 - 4. Description of purchase
 - 5. Date
 - 6. Employee's signature
 - 7. Approval signature

The slip is kept in the petty cash box until the employee returns with the cash receipt. The actual amount of the purchase should be recorded and circled on the petty cash slip, the cash receipt stapled to the petty cash slip, and the change from the advance returned to the petty cash box. Cash advances may not be held by the employees for more than two (2) business days.

- B. To obtain reimbursement for a purchase made, a petty cash slip must be filled out by the employee indicating the same as in III. A. above.

Attach the cash receipt to the petty cash slip. The slip is then exchanged for a cash reimbursement.

- C. The \$25 limit shall not be circumvented by making two separate purchases of related items and submitting two receipts, when the total exceeds the \$25 limit.

Replenishment

- A. To obtain a funding/reimbursement check to reimburse the fund, all petty cash slips and remaining cash should be turned into the Finance Department to ensure that the balance is properly accounted for, and create a funding check. Petty cash slips must be accompanied by the appropriate receipt or acceptable notation of why a receipt was not available in order to be funded.
- B. Petty cash funds are subject to internal audits by the Town Treasurer or designee and are also subject to audit any time the fund is reimbursed. Such audits shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS) and will evaluate the effectiveness of risk management, control and governance processes.

ACCOUNTS PAYABLE

I. General

The Finance Department is responsible for the timely payment of all invoices and tracking revenues and expenditures.

II. Procedures

- A. Invoices must be submitted to the Finance Department in a timely manner.
- B. Departments must approve invoices by initialing and indicating the accounting code to charge.
- C. Approval must be indicated according to the purchasing thresholds.
- D. Invoices will be input to check registers which will be submitted to the Board of Trustees for review in the consent agenda and published according to state statute.
- E. Payments will generally be made via check after the check register has been reviewed.
- F. The Finance Department has the discretion to make payments online or by manual check to ensure the timeliness of payments.

PURCHASE ORDERS

I. General

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 and services. It serves as a binding agreement that describes the quantity and quality of the required goods and includes other information such as shipping terms, delivery dates and location, and prices quoted in the bid. A purchase order may be used to purchase goods or services that total \$10,000 or more. The term purchase order is used generically throughout this Policy to include all service / maintenance agreements, construction agreements and any other types of agreements in excess of \$10,000.

II. Objectives

The primary reasons for issuing a purchase order are as follows:

- to facilitate prior approval for large dollar purchases above \$10,000;
- to ensure adequate funds and to encumber funds on the accounting system;
- to ensure adequate product specification for vendors; and/or
- to facilitate vendor requirements.

III. Procedures

- A. A purchase order is initiated at the Department level. Prior to the purchase of goods or services that total \$10,000 or more, a purchase order may be completed, authorized and submitted to the Finance Department.

Purchase orders must include the following:

- Requisition date
- Item to be purchased (including item #, quantity, description)
- Account number to be charged
- Amount - projected cost of purchase
- Authorized signature
- Informal or formal bid documentation should be attached to request over \$10,000.

- B. A purchase order number will be issued by the Finance Department and the funds are encumbered appropriately decreasing funds available.
- C. The original purchase order containing adequate authorization shall be retained by the Finance Department for audit and internal control purposes.
- D. If the department needs to modify the original purchase order, a change order should be sent to the Finance Department. All change orders should reference the purchase order number which they are modifying. Once received by the Finance Department, the purchase order will be modified.

- If the change order does not modify the dollar amount of the purchase and does not significantly change the purpose of the original order, no additional authorization is required.
- If the change order increases the dollar amount above the signature authority threshold of the original requisitioner, additional authorization will be required.
- If the change order modifies the account number, no additional authorization is required as long as the original signer had signature authority for the account to be charged.
- If the Town Board approved the original contract or purchase order and the change order is greater than 10% of the original amount, Town Board shall approve the change order.

E. All invoices should be directed to:

Town of Mead
 Attn: Finance Department
 PO Box 626
 Mead, CO 80542
 Email: finance@townofmead.org

- F. If, upon receipt of goods or services, the vendor provides an invoice for the item purchased, the requisitioner or other responsible employee should sign the invoice, indicating receipt of goods or services, and return the invoice to the Finance Department. No additional approvals are required at the time, only verification of receipt of goods.
- G. If the invoice forwarded to the Finance Department represents the final payment on a purchase order, the signer should indicate final payment so any remaining balance on the purchase order may be unencumbered.
- H. If the goods or services received are in different quantities or types from your order, and additional goods or services are forthcoming, the balances of the purchase order will remain encumbered until indication of final payment is received by the Finance Department.

INDEPENDENT CONTRACTORS

I. General

The Town Attorney shall make the determination that an individual or firm is an independent contractor and shall prepare any contract arrangements.

An individual is generally considered to be an independent contractor if the employer has the right to control or direct only the result of the work and not the means and methods of accomplishing it. Examples may include a software programmer, recreation instructor, electrician, etc.

The rules for determining whether an individual is or isn't an independent contractor are complex. The determination needs to be made on a case-by-case basis.

II. Procedures

The procedures outlined herein are set forth to assure conformity of the independent contractor policy. It is the responsibility of the department and its personnel to comply with all provisions set forth with this independent contractor policy.

- A. Steps in contracting with independent contractors include:
 - 1. Identification of need.
 - 2. Determination of status with Town Attorney.
 - 3. Negotiation / execution of contract.
 - 4. Personal Services Agreement filed with Town Clerk.
 - 5. IRS Form W-9 filed with the Finance Department.
- B. Once the Town Attorney's approval to contract with an independent contractor is received, terms need to be negotiated with that contractor. Each independent contractor must provide a W-9. Additionally, each contractor must be made aware of the deadlines for payment processing through the Finance Department.
- C. A Personal Services Agreement must be completed, signed, and forwarded to the Town Clerk. IRS Form W-9 must be completed, signed, and forwarded to the Finance Department.
- D. The Personal Services Agreement is available on the Town server, and should not be modified, unless approved by the Town Attorney or designee.

REFUNDS

I. General

Refunds of money paid to the Town are to be initiated by the department responsible for the revenue collection. Refunds must be run through the Finance Department for reimbursement by check. Exceptions are made for Town recreation facilities, programs or events paid by credit card. Other credit card refunds may be approved by a department head on a case-by-case basis.

II. Procedures

- A. A Check Request, or other department specific refund form, must be completed, approved and submitted to the Finance Department.
- B. Refunds for overpayment of on-going receipts (i.e., Sales Tax, Utilities) may be given in the form of a credit on a future billing.

MISCELLANEOUS PURCHASING

I. General

Miscellaneous purchasing refers to purchasing outside of the aforementioned items.

A. Professional Dues and Licenses: Professional dues, licenses, and memberships to associations and organizations that benefit the Town will be paid from Town funds but shall be the responsibility of the employee to obtain and maintain. Examples include, but are not limited to: CDL and regular driver's licenses, professional engineering license, water/wastewater treatment operator's licenses, etc.

B. Magazine and Newspaper Subscriptions: Any necessary subscriptions, approved by the Department Head or Town Manager, shall be delivered to the Town address.

C. Purchase of Food/Meals: Food/meals for employees shall be paid for via a Town issued credit card, purchasing card, or check or reimbursed at a reasonable level, for justified expenses. Examples include, but are not limited to, the items listed below. Exceptions require written approval of the Department Head or other appropriate Town official. Consult the Travel Policy for meals relating to employee travel and training per diem.

- Board/Commission/Committee business meetings;
- Town Manager staff and/or business meetings;
- Department Head meetings when required outside normal working hours;
- Development related activities/meetings;
- Meetings or events hosted and/or sponsored by the Town;
- Meals purchased for employees required to work beyond normal meal breaks;
- Special events approved in advance by the Town Manager.

D. Purchase of Flowers/Plants: Department Heads/Town Manager can authorize the purchase of flowers/plants for employees/elected officials that are hospitalized or in the event of the death of an employee/elected official or immediate family member. A maximum amount of \$100 including delivery is authorized. Donations, not to exceed \$100, may be made in lieu of flowers/plants in the event of a death or serious illness.

SURPLUS PROPERTY

I. General

Surplus supplies, equipment and/or property may be identified as no longer valuable for Town use. The Town Manager, or their designee, may designate items as surplus. It is the intent of this policy to receive revenues from the sale of surplus property as a first priority. Donation to appropriate non-profits as a second priority, and destruction as the last priority.

II. Procedures

- A. De Minimis Valued Items. Non-capital material and supply items that are normally used up during the normal course of business and have individual value less than \$250 are exempted from the surplus disposal process. These items can be thrown away, destroyed, donated or sold with the approval of the Town Manager or their designee.
- B. Surplus Disposal: Unusable, obsolete, or other surplus property may be disposed of by public auction, trade-in or competitive bid.
- C. All equipment is sold on an “as is, where is” basis with no warranty expressed or implied.
- D. The Town reserves the right to accept or reject any bids.

DEFINITIONS

Bid Package

Documentation prepared and distributed by the Town in the solicitation of bids.

Business

Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.

Capital Improvement

A fixed public improvement, including, but not limited to: streets, alleys, sidewalks, water or wastewater facilities, flood control facilities, traffic control devices, street lighting, parks, public structures, and landscaping.

Change Order

A written order signed by the Town Manager or designee, directing the contractor to make changes, or changing non-contractual information on the Town's purchasing system (i.e., account number, budgeted amount, etc.)

Town

The Town of Mead, Colorado, a municipal corporation with a primary business location of 441 3rd Street, Mead, CO 80542.

Town Board

The legislative and governing body of the Town.

Town Manager

The chief administrative officer of the Town.

Confidential Information

Any information which is available to an employee only because of the employee's status as an employee of the Town and is not a matter of public knowledge or available to the public on request.

Construction

The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property.

Consulting Services

Services provided by individuals possessing specialized educational qualifications, practical expertise or professional certification, including without limitation to architects, engineers, legal counsel, planners, accountants, and actuaries, where the final product is predominantly oral or written advice or information.

Contract

All types of Town agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction. The term shall not include intergovernmental agreements or any interest in real property by the Town or another governmental body.

Contract Modification

Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

Cooperative Purchasing

Procurement conducted by, or on behalf of, more than one (1) governmental body.

Department Head

Department Heads include Town Engineer/Public Works Director, Planning Director, Town Treasurer/Finance Director, Town Clerk, Police Chief and any other head of a department as designated by the Town Manager.

Designee

A duly authorized representative of a person holding a superior position.

Governmental Body

Any department, division, commission, Board, board, bureau, committee, institution, legislative body, agency, government, corporation, or other establishment of this Town.

Invitation for Bids

All documents, whether attached or incorporated by reference, utilized for soliciting bids.

Managerial Contingency

The difference between total project budget and award of bid as approved by Town Board. Managerial Contingency must be approved by Board at the time the bid is awarded. Adequate funds must be available and are to be encumbered as managerial contingency on the Purchase Order.

Non-Capital Purchases

Services, supplies and non-tangible property.

Person

Any business, individual, union, committee, club, other organization, or group of individuals.

Procurement

The process through which the Town acquires goods and services for its own use.

Professional Services

Services of a specialized nature, including, but not limited to: architecture, engineering, legal, accounting, hiring screening process (drug testing, psych testing, etc.), equipment repair and maintenance, etc.

Purchase Description

The words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specification attached to, or made part of the solicitation.

Purchase Order

A request to purchase goods or services, typically provided to the vendor as a confirmation of the Town's commitment to purchase.

Purchasing Agent

Any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority.

Purchasing

The process through which solicitations are issued, advertisements run, vendors selected, and goods or services received.

Regulation

A governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or policy, or describing organization, procedure, or practice requirements.

Request for Proposals (RFP)

A process used to acquire supplies and services that involves the review of written proposals and the use of negotiations with the most qualified bidder(s). This process may also include the use of a Request for Information (RFI) as a preliminary step to the RFP process in an attempt to gather information and pre-qualify prospective bidders.

Services

The furnishing of labor, time, or effort by a contractor not involving the delivery of specific end product other than reports which are merely incidental to the required performance, or repairs to an existing product.

Specification

Any description of the physical or functional characteristics, or the nature of a supply, service, or construction item. It may include a description of any requirement for inspection, testing, or preparing a supply, service, or construction item for delivery.

Supplier

Any person having or soliciting a contract, professional service agreement, purchase order arrangement or any other agreement to provide goods or services with a governmental body. Interchangeable with "contractor."

Supplies

Tangible property that is typically used or consumed within a year. Examples include: pens, paper, staples, fertilizer, chemicals, repair parts, etc.

Tangible Property

Personal property and materials, including without limitation supplies, equipment, parts, printing and consumable supplies, but not including insurance, real property leases, securities, or water rights.

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Town of Mead's purchasing policy and I understand that I am required to review and comply with its requirements. This policy supersedes all prior practices as well as any oral or written representations or statements. The need may arise to change the requirements described in this Purchasing Policy and the Town of Mead therefore reserves the right to interpret the policy or to change any requirements without prior notice.

By signing this acknowledgment, I confirm that I understand and will comply with the requirements of the Town of Mead's Purchasing Policy, including not exceeding my approved authorization amount.

Employee Signature

Date

Employee Printed Name

Employee Title

Authorization Amount