

2020 BUDGET



Study Session – November 7, 2019

Final Adoption - December 12, 2019



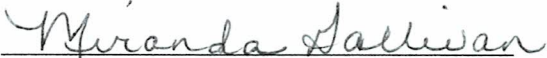
CERTIFICATE OF AUTHENTICITY

STATE OF COLORADO)
)
TOWN OF FOXFIELD)
)
COUNTY OF ARAPAHOE)

SS: Department of Local Affairs

I, Miranda Gallivan, Town Clerk, in and for said Town of Foxfield, in the County of Arapahoe, in the State aforesaid, do hereby certify that the attached is a true and correct copy of the Town of Foxfield's 2020 Budget that was unanimously passed at the Town of Foxfield's Regular Meeting which was held on December 12, 2019.

In witness whereof, I have hereunto set my hand and the seal of the Town of Foxfield, this 13th day of December, 2019.



Miranda Gallivan
Town Clerk





December 12, 2019

Mayor Jones and Members of the Town of Foxfield Board of Trustees:

In accordance with the Local Government Budget Law of Colorado, staff is pleased to present the 2020 Proposed Annual Budget. Upon final approval by the Board of Trustees, this budget document will provide the legal authority to appropriate and expend funds for the 2020 budget year.

The budget provides guidance throughout the year for projects, programs and services provided by the Town. It also requires constant monitoring to ensure that fund balances are preserved.

It has been staff's intent to produce a budget that demonstrates accountability and fiscal conservatism in order to meet the needs of the community yet protect the assets of the Town.

Therefore, it is with great appreciation for the continued leadership and support of the Mayor and the Board that staff presents this 2020 Proposed Annual Budget.

Randi Gallivan
Town Clerk/Treasurer

Karen Proctor
Town Administrator

TOWN OF FOXFIELD
2020 Proposed Budget

	2018 Actual	2019 Estimated	2020 Budget
GENERAL FUND			
Beginning Fund Balance	572,990	737,241	901,980
Revenues:			
Taxes and Franchise Fees	456,611	491,463	483,403
Licenses and Permits	33,508	46,504	29,135
Intergovernmental	58,448	56,274	51,329
Charges for Services	1,549	1,000	1,000
Fines	8,861	10,309	10,000
Miscellaneous	65,126	24,949	10,139
Total Revenues	624,103	630,499	585,005
Total Revenues and Fund Balance	1,197,093	1,367,740	1,486,986
Expenditures:			
Administration	162,902	192,520	202,423
Elections	453	0	725
Judicial	9,117	9,950	9,000
Public Safety	116,598	108,306	122,928
Public Works	111,491	123,515	120,275
ESTIP	25,250	0	0
Capital	34,041	31,469	315,000
Total Expenditures	459,852	465,760	770,351
Ending Fund Balance	737,241	901,980	716,635
OPEN SPACE FUND			
Beginning Fund Balance	77,495	99,317	122,241
Revenues	21,822	23,282	21,500
Total Revenues and Fund Balance	99,317	122,599	143,741
Expenditures:			
Maintenance	0	0	0
Improvements	0	0	0
Planning	0	358	3,400
Engineering and Design	0	0	0
Total Expenditures	0	358	3,400
Ending Fund Balance	99,317	122,241	140,341

CONSERVATION TRUST FUND

Beginning Fund Balance	37,094	32,272	30,092
Revenues	8,655	8,820	8,800
Total Revenues and Fund Balance	45,750	41,092	38,892
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	13,478	11,000	13,000
Total Expenditures	13,478	11,000	13,000
Ending Fund Balance	32,272	30,092	25,892

Budget Worksheet
2020

<u>Account</u>	<u>Account Title</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>	<u>Description</u>
GENERAL FUND							
Taxes and Franchise Fees							
	Assessed Value	17,083,548	20,495,097	20,325,847	20,325,847	22,601,884	
	Mill Levy			4.982	4.982	4.982	
10-31-111	Current Property Tax	84,042	101,683	101,263	101,263	112,603	Provided by the county
							County collected. Basically property tax on type of vehicle. Year and taxable value determine these fees. Taxable value is determined by taking 85% of the suggested retail price.
10-31-121	Specific Ownership Tax	6,711	7,420	6,700	7,607	7,000	
10-31-125	Specific Ownership Tax - GOB	23,132	0	0	0	0	
10-31-161	Xcel Franchise Fee	7,897	6,955	9,000	8,192	8,000	
10-31-162	IREA Franchise Fee	22,291	23,159	22,000	21,665	22,000	
10-31-163	Cable Television Fees	4,952	5,242	4,200	5,270	5,200	Comcast
10-31-191	Current Property Tax Interest	156	137	0	100	100	Interest on property tax
10-31-192	Delinquent Property Tax	(529)	4,164	0	1,726	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	(68)	1,262	0	640	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	261,647	292,566	300,000	305,000	315,000	3.75% on purchases made in the town or delivered into the town.
							Three percent (3%) imposed only for the privilege of storing, using or consuming within the Town any construction and building materials greater than \$20,000.
10-31-312	Use Tax	13,221	14,023	13,500	40,000	13,500	
		423,452	456,611	456,663	491,463	483,403	
Licenses and Permits							
10-32-211	Liquor Licenses	2,700	475	400	398	450	2 licenses + special events
10-32-215	Business Licenses	420	420	420	385	385	\$35 annual fee per business
10-32-218	Sign Permits	472	650	200	0	200	FVC and OLOL
10-32-219	Communique Ads	165	450	500	450	400	Increase in the number of newsletters
10-32-221	Building Permits	39,178	24,611	25,000	42,116	25,000	
10-32-222	Street Cut Permits/ROW	(25)	1,054	500	300	300	
10-32-223	Grading Permits	150	150	300	150	150	
10-32-224	Zoning Review	0	2,848	1,500	1,649	1,500	Costs billed through building permit
10-32-225	Engineering Review	0	2,600	1,500	807	500	Costs billed through building permit

Budget Worksheet
2020

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10-32-226	Driveway Permits	250	250	250	250	250	
		43,310	33,508	30,570	46,504	29,135	
Intergovernmental							
10-33-321	Motor Vehicle Registration Fees	4,064	4,021	3,900	4,294	4,000	County collected
10-33-342	Cigarette Tax	1,114	1,125	1,100	929	1,000	State derived
							Based on the # of vehicles and street miles in each community relative to the same statistics in other municipalities and the CO Dept of Transportation revenue estimates.
10-33-352	Highway User Tax	43,440	47,492	40,000	45,329	40,000	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
10-33-371	County Road/Bridge Levy	5,561	5,810	5,691	5,722	6,329	
		54,179	58,448	50,691	56,274	51,329	
Charges for Services							
10-35-510	Traffic Court Revenues	15,050	8,861	15,000	10,309	10,000	
10-35-540	Chargeback Administration Fee	3,080	1,549	2,500	1,000	1,000	SafeBuilt & SEH
		18,130	10,410	17,500	11,309	11,000	
Miscellaneous							
10-36-611	Interest Earnings	3,552	10,609	9,000	18,551	8,639	Colostrust funds moved to higher interest earning account
10-36-680	Miscellaneous/Other Income	848	54,447	500	2,148	1,500	Pinnacol dividend, IREA cap credit, Mineral/Severance tax, etc.
10-36-682	SIPA Grant	0	0	0	4,250	0	Grant for new website
10-36-690	Transfer In	56,145	70	0	0	0	
		60,545	65,126	9,500	24,949	10,139	
	TOTAL REVENUES	599,616	624,103	564,925	630,499	585,005	
Administration							
10-41-110	Personnel Expenses	130,183	115,284	124,000	127,781	131,614	3% salary increases
10-41-116	Payroll Taxes (7.65%)	9,959	8,819	9,486	9,772	10,069	
10-41-118	Workers Compensation Ins.	951	826	950	715	850	Pinnacol
10-41-120	Supplies/Materials	500	1,445	500	500	500	
10-41-130	Postage/Bulk Mail Charges	298	537	400	400	400	PO Box Rental
10-41-140	Printing	0	1,044	100	50	50	
10-41-141	Newsletter	129	195	250	50	50	Hard copies of newsletter

Budget Worksheet
2020

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10-41-143	Municipal Code Supplements	835	2,056	1,500	500	1,500	
10-41-145	Legal Notices	508	312	250	250	250	
10-41-148	Recording Fees	13	26	50	50	50	
10-41-151	Audit	7,500	7,500	7,000	7,000	7,000	John Cutler and Associates
10-41-152	Legal	10,809	11,397	18,000	18,000	35,000	HPWC. Pending lawsuit.
10-41-160	County Treasurer Fees	836	1,072	1,013	1,200	1,126	1% of current property tax revenue
10-41-170	Communications/IT	2,978	2,155	12,065	12,065	3,400	Caselle (AP & Payroll added), Carbonite, Laserfiche
10-41-171	Telephone/Internet	2,362	2,298	1,500	1,515	1,600	Clerk's office
10-41-172	E-mail Server	498	521	540	498	500	
10-41-173	Web Site Dev/Mgmt	240	240	4,500	4,500	25	No cost with new website
10-41-180	Insurance	4,571	4,759	4,800	4,500	5,015	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	2,166	2,342	3,250	3,000	3,250	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	123	38	150	150	150	
10-41-192	Bank Service Charges	24	36	30	24	24	
Total Administration		175,483	162,902	190,334	192,520	202,423	
Elections							
10-42-121	Elections - Judges	0	325	0	0	325	
10-42-131	Election Expenses	534	128	0	0	400	
		534	453	0	0	725	
Judicial							
10-44-211	Judge	3,250	3,000	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	3,860	6,117	5,000	6,950	6,000	Approximately \$1250/qrt
		7,110	9,117	8,000	9,950	9,000	
Public Safety							
10-46-311	Law Enforcement	85,110	102,056	101,263	101,181	112,603	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	12,746	14,152	13,000	6,800	10,000	
10-46-400	Animal Control	65	390	325	325	325	
		97,921	116,598	114,588	108,306	122,928	
Public Works							
10-48-451	Planning	4,748	5,110	5,000	5,000	5,000	SafeBuilt
10-48-452	Engineering	11,845	15,739	10,000	13,571	13,000	SEH
10-48-453	Code Enforcement	6,519	7,939	8,000	8,400	8,500	SafeBuilt
10-48-454	Snow Removal	4,120	8,036	20,000	20,000	20,000	Terracare
10-48-455	Roads Maintenance Contract	36,358	37,827	38,000	30,500	35,000	80% of Terracare monthly contract

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10-48-456	Traffic Control/Signage	4,406	2,759	1,500	1,500	1,500	Sign placement and repair
10-48-457	Building Permit Expenses	20,532	18,444	33,400	33,400	25,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	1,416	0	750	300	300	
10-48-459	Street Lights	1,258	1,272	1,300	1,315	1,300	Lewiston Way and Parker Road
10-48-460	Roads & ROW Maintenance	10,138	9,022	10,593	3,500	4,000	Misc. Terracare charges, SEH pavement mgmt
10-48-500	Comm Events (Parade,Directory)	5,319	4,706	7,000	5,500	6,000	Parade, Chili Fest, Trunk or Treat, Spring & Fall Clean-ups
10-48-600	Storage Unit	637	637	675	529	675	
		107,296	111,491	136,218	123,515	120,275	
ESTIP							
10-52-620	ESTIP	104,349	25,250	0	0	0	Last payment made in May 2018
		104,349	25,250	0	0	0	
Capital							
10-58-800	Capital Exp > \$5,000.00	18,655	32,165	150,000	31,469	315,000	Mill, Overlay and Crack Seal (\$165,000) at
10-58-801	Capital Exp < \$5,000.00	0	1,876	0	0	0	
10-58-804	Improvements - Ring Road	4,500	0	0	0	0	
		23,155	34,041	150,000	31,469	315,000	
TOTAL EXPENDITURES		515,848	459,852	599,140	465,760	770,351	
REVENUES LESS EXPENDITURES		83,768	164,251	(34,215)	164,739	(185,345)	

Budget Worksheet
2020

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OPEN SPACE FUND							
22-30-130	Arapahoe CO Open Space Distrib	18,958	19,845	19,000	20,282	19,000	
22-30-611	Interest Earnings	702	1,977	1,800	3,000	2,500	Colotrust moved funds to higher interest earning account
22-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	19,660	21,822	20,800	23,282	21,500	
22-40-511	Maintenance	0	0	0	0	0	
22-40-530	Planning	0	0	0	0	0	
22-40-620	Improvements	0	0	400	358	3,400	Trail Survey
22-40-630	Engineering and Design	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	400	358	3,400	
	REVENUES LESS EXPENDITURES	19,660	21,822	20,400	22,924	18,100	

CONSERVATION TRUST FUND

31-30-611	Interest Earnings	355	757	700	820	800	Colotrust moved funds to higher interest earning account
31-30-634	CTF Distribution	7,670	7,898	8,000	8,000	8,000	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	8,025	8,655	8,700	8,820	8,800	
31-40-520	Improvements	0	0	0	0	0	
31-40-525	Legal	0	0	0	0	0	
31-40-530	Planning & Engineering	0	0	0	0	0	
31-40-550	Maintenance	12,977	13,478	11,000	11,000	13,000	20% of Terracare contract, IREA sprinkler, ACWWA
	TOTAL EXPENDITURES	12,977	13,478	11,000	11,000	13,000	
	REVENUES LESS EXPENDITURES	(4,952)	(4,822)	(2,300)	(2,180)	(4,200)	