



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 18, 2021

RE: 2021 Long Range Financial Forecast Update

DISCUSSION:

The numbers in the forecast for 2020 are not final yet as the 2020 financial audit is scheduled for the week of February 22nd, 2021. Staff added the year 2028 to the forecast and the new Road Maintenance Fund.

ANALYSIS:

Staff is forecasting a budget surplus for 2020 of approximately \$85,000 and an ending General Fund balance of approximately \$808,148.

Sales tax received in January looks to be back to similar levels as the Town received at this time last year and has steadily increased over the last few months.

An updated gate expense worksheet and the sales tax breakout are attached for your review.

ATTACHMENT:

- Exhibit A** – Updated Long Range Financial Forecast
- Exhibit B** – Gate Expense Detail
- Exhibit C** – Sales Tax Breakout

LONG RANGE FINANCIAL FORECAST													
Account	Account Title	2018 Actual	2019 Actual	2020 Estimate	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	Description
GENERAL FUND													
BEGINNING FUND BALANCE		572,989	737,240	929,820	808,148	660,597	660,597	660,597	660,597	667,313	674,150	682,958	
Taxes and Franchise Fees													
	Assessed Value	20,495,097	20,309,298	22,601,884	22,737,996	23,874,896	23,874,896	25,068,641	25,068,641	26,322,073	26,322,073	27,638,176	
	Mill Levy	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	101,683	100,682	112,603	113,281	118,945	118,945	124,892	124,892	131,137	131,137	137,693	Provided by the county
10-31-121	Specific Ownership Tax	7,420	7,939	7,429	7,000	7,070	7,141	7,212	7,284	7,357	7,431	7,505	County collected. Basically property tax on the type of vehicle. The year and taxable value determine these fees. Taxable value is determined by taking 85% of the suggested retail price.
10-31-161	Xcel Franchise Fee	6,955	8,441	6,750	6,750	6,818	6,886	6,955	7,024	7,094	7,165	7,237	
10-31-162	IREA Franchise Fee	23,159	22,321	22,000	22,000	22,220	22,442	22,667	22,893	23,122	23,353	23,587	
10-31-163	Cable Television Fees	5,242	5,114	4,800	4,800	4,848	4,896	4,945	4,995	5,045	5,095	5,146	Comcast
10-31-191	Current Property Tax Interest	137	73	214	100	101	102	103	104	105	106	107	Interest on property tax
10-31-192	Delinquent Property Tax	4,164	(1,170)	0	0	0	0	0	0	0	0	0	
10-31-193	Delinquent Property Tax Intrst	1,262	(165)	0	0	0	0	0	0	0	0	0	
10-31-311	Sales Tax	292,566	338,428	230,936	200,000	205,999	209,566	212,808	214,936	217,085	219,256	221,448	3.75% on purchases made in the town or delivered into the town. ESTIP agreement ended 5/18.
10-31-312	Use Tax	14,023	45,090	17,509	13,500	13,635	13,771	13,909	14,048	14,189	14,331	14,474	Three percent (3%) imposed only for the privilege of storing, using or consuming within the Town any construction and building materials greater than twenty thousand dollars (\$20,000.00)
Total Taxes and Franchise Fees		456,611	526,754	402,241	367,431	379,635	383,749	393,490	396,176	405,134	407,874	417,199	
Licenses and Permits													
10-32-211	Liquor Licenses	475	398	298	298	400	400	400	400	400	400	400	3 licenses + special events
10-32-215	Business Licenses	420	385	280	385	420	420	420	420	420	420	420	\$35 annual fee
10-32-218	Sign Permits	650	0	0	0	0	0	0	0	0	0	0	FVC and OLOL
10-32-219	Communique Ads	450	500	340	350	350	350	350	350	350	350	350	Increase in the number of newsletters
10-32-221	Building Permits	24,611	49,499	34,337	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
10-32-222	Street Cut Permits/ROW	1,054	300	450	300	300	300	300	300	300	300	300	
10-32-223	Grading Permits	150	150	0	150	150	150	150	150	150	150	150	
10-32-224	Zoning Review	2,848	1,914	2,611	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	Costs billed through building permit
10-32-225	Engineering Review	2,600	807	3,488	500	500	500	500	500	500	500	500	Costs billed through building permit
10-32-226	Driveway Permits	250	250	1,000	250	250	250	250	250	250	250	250	
Total Licenses and Permits		33,508	54,203	42,804	28,733	28,870	28,870	28,870	28,870	28,870	28,870	28,870	
Intergovernmental													
10-33-321	Motor Vehicle Registration Fees	4,021	4,224	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	County collected
10-33-342	Cigarette Tax	1,125	1,222	1,047	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	State derived
10-33-350	Severance Tax	0	0	399	400	400	400	400	400	400	400	400	
10-33-352	Highway User Tax	47,492	52,434	37,816	35,772	40,000	40,000	40,000	40,000	40,000	40,000	40,000	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.
10-33-360	Mineral Lease	0	0	133	133	133	133	133	133	133	133	133	
10-33-371	County Road/Bridge Levy	5,810	5,691	6,329	6,367	6,685	6,685	7,019	7,019	7,370	7,370	7,739	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
Total Intergovernmental		58,448	63,572	49,224	47,172	51,718	51,718	52,052	52,052	52,403	52,403	52,772	
Charges for Services													
10-35-510	Traffic Court Revenues	8,861	6,310	2,100	2,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
10-35-540	Chargeback Administration Fee	1,549	684	250	500	500	500	500	500	500	500	500	SafeBuilt & SEH
Total Charges for Services		10,410	6,994	2,350	3,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	
Miscellaneous													
10-36-611	Interest Earnings	10,609	17,972	6,592	1,541	3,363	3,997	4,760	11,082	12,680	14,303	14,303	.2% 2021, .5% 2022-2024, 1% 2025-2027
10-36-680	Miscellaneous/Other Income	54,447	2,223	469	500	500	500	500	500	500	500	500	
10-36-682	SIPA Grant	0	4,250	0	0	0	0	0	0	0	0	0	
10-36-690	Transfer In	70	0	0	0	0	0	0	0	0	0	0	
Total Miscellaneous		65,126	24,444	7,061	2,041	3,863	4,497	5,260	11,582	13,180	14,803	14,803	
TOTAL REVENUES		624,103	675,967	503,680	448,376	467,586	472,334	483,173	492,181	503,087	507,450	517,144	

Administration													
10-41-110	Personnel Expenses	115,284	127,008	131,614	134,246	136,931	139,670	142,463	145,312	148,219	151,183	154,207	
10-41-116	Payroll Taxes (7.65%)	8,819	9,716	10,068	10,270	10,475	10,685	10,898	11,116	11,339	11,566	11,797	
10-41-118	Workers Compensation Ins.	826	715	724	750	950	1,000	1,000	1,000	1,000	1,000	1,000	Pinnacol
10-41-120	Supplies/Materials	1,445	461	500	500	500	500	500	500	500	500	500	Server and equipment upgrades
10-41-130	Postage/Bulk Mail Charges	537	330	400	400	400	400	400	400	400	400	400	PO Box Rental
10-41-140	Printing	1,044	0	50	50	100	100	100	100	100	100	100	
10-41-141	Newsletter	195	35	50	50	50	50	50	50	50	50	50	Hard copies of newsletter
10-41-143	Municipal Code Supplements	2,056	211	646	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
10-41-145	Legal Notices	312	266	250	250	250	250	250	250	250	250	250	
10-41-148	Recording Fees	26	26	50	50	50	50	50	50	50	50	50	
10-41-151	Audit	7,500	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	John Cutler and Associates
10-41-152	Legal	11,397	16,345	20,475	25,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	HPWC
10-41-160	County Treasurer Fees	1,072	1,042	1,200	1,133	1,189	1,189	1,249	1,249	1,311	1,311	1,377	1% of current property tax revenue
10-41-170	Communications/IT	2,155	11,861	2,800	2,800	3,000	3,000	3,000	3,000	3,000	3,000	3,000	Caselle (AP & Payroll added), Carbonite, Laserfiche
10-41-171	Telephone/Internet	2,298	1,518	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	Clerk's office
10-41-172	E-mail Server	521	498	500	500	540	540	540	540	540	540	540	
10-41-173	Web Site Dev/Mgmt	240	4,412	0	0	0	0	0	0	0	0	0	
10-41-180	Insurance	4,759	4,500	4,995	5,957	6,000	6,000	6,000	6,000	6,000	6,000	6,000	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	2,342	2,832	2,500	3,000	3,500	4,000	4,000	4,000	4,000	4,000	4,000	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	38	99	746	150	150	150	150	150	150	150	150	
10-41-192	Bank Service Charges	36	24	24	24	30	30	30	30	30	30	30	
	Total Administration	162,902	188,900	186,192	195,230	184,216	187,714	190,781	193,848	197,039	200,230	203,551	
Elections													
10-42-121	Elections - Judges	325	0	300	0	350	0	350	0	350	0	350	
10-42-131	Election Expenses	128	0	376	0	400	0	425	0	450	0	450	
	Total Elections	453	0	676	0	750	0	775	0	800	0	800	
Judicial													
10-44-211	Judge	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	6,117	5,864	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	Approximately \$1250/qrt
	Total Judicial	9,117	8,864	8,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	
Public Safety													
10-46-311	Law Enforcement	102,056	101,181	112,830	113,281	118,945	118,945	124,892	124,892	131,137	131,137	137,693	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	14,152	5,138	4,000	10,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	
10-46-400	Animal Control	390	260	325	325	325	325	325	325	325	325	325	
	Total Public Safety	116,598	106,579	117,155	123,606	132,270	132,270	138,217	138,217	144,462	144,462	151,018	
Public Works													
10-48-451	Planning	5,110	3,850	5,000	5,000	6,000	6,000	6,500	6,500	7,000	7,000	7,000	SafeBuilt
10-48-452	Engineering	15,739	16,934	22,509	16,960	15,000	15,000	15,500	15,500	15,500	15,500	15,500	SEH
10-48-453	Code Enforcement	7,939	9,308	10,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	SafeBuilt
10-48-454	Snow Removal	8,036	26,244	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	Terracare
10-48-455	ROW and Island Maintenance	37,827	37,421	40,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	Terracare
10-48-456	Traffic Control/Signage	2,759	2,468	441	1,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000	Sign placement and repair, gates maintenance
10-48-457	Building Permit Expenses	18,444	35,788	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	0	175	300	300	350	350	400	400	450	450	450	
10-48-459	Street Lights	1,272	1,279	1,200	1,200	1,300	1,300	1,300	1,300	1,300	1,300	1,300	Lewiston Way and Parker Road
10-48-460	Engineering Pavement Management	9,022	6,800	9,059	6,000	6,000	8,000	8,000	8,000	8,000	8,000	8,000	Misc Terracare charges, SEH pavement management
10-48-461	Gates Electricity & Maintenance	0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	\$4,000 Maintenance, \$1,000 electricity
10-48-500	Comm Events (Parade,Directory)	4,706	5,614	1,755	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	4th of July, Parade, Chili Fest, Trunk or Treat
10-48-600	Storage Unit	637	529	529	675	700	700	700	700	700	700	700	
	Total Public Works	111,491	146,410	136,293	141,635	141,350	143,350	144,400	144,400	144,950	144,950	144,950	
ESTIP													
10-52-620	ESTIP	25,250	0	0	0	0	0	0	0	0	0	0	Last payment made in May 2018
	Total ESTIP	25,250	0	0	0	0	0	0	0	0	0	0	
Capital													
10-58-800	Capital Exp > \$5,000.00	32,165	32,634	177,035	126,457	0	0	0	0	0	0	0	Roads & Gates
10-58-801	Capital Exp < \$5,000.00	1,876		0	0	0	0	0	0	0	0	0	Bulletin boards/dog waste stations/libraries
10-58-804	Improvements - Ring Road	0	0	0	0	0	0	0	0	0	0	0	
	Total Capital	34,041	32,634	177,035	126,457	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	459,852	483,387	625,351	595,928	467,586	472,334	483,173	485,465	496,250	498,642	509,319	

	REVENUES LESS EXPENDITURES	164,251	192,579	(121,671)	(147,552)	0	0	0	6,716	6,837	8,808	7,825
	ENDING FUND BALANCE	737,240	929,820	808,148	660,597	660,597	660,597	660,597	667,313	674,150	682,958	690,783
ROAD MAINTENANCE FUND												
	Beginning Fund Balance	0	0	0	207,357	76,357	(23,404)	101,596	250,096	397,051	542,415	392,415
	Village Center Sales Tax	0	0	207,357	200,000	200,000	200,000	200,000	200,000	200,000	200,000	20,000
	TOTAL REVENUES			207,357	200,000	200,000	200,000	200,000	200,000	200,000	200,000	20,000
	Crack Seal/Chip Seal	0	0	0	331,000	299,761	75,000	51,500	53,045	54,636	350,000	350,000
	Other Road Maintenance	0	0	0								
	TOTAL EXPENDITURES	0	0	0	331,000	299,761	75,000	51,500	53,045	54,636	350,000	350,000
	ENDING FUND BALANCE	0	0	207,357	76,357	(23,404)	101,596	250,096	397,051	542,415	392,415	62,415
OPEN SPACE FUND												
	BEGINNING FUND BALANCE	77,495	99,317	122,267	144,903	161,603	181,703	201,803	221,903	242,003	262,103	282,203
22-30-130	Arapahoe CO Open Space Distrib	19,845	20,282	21,936	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
22-30-611	Interest Earnings	1,977	3,026	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
22-30-680	Miscellaneous/Other Income	0	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES	21,822	23,308	23,036	20,100	20,100	20,100	20,100	20,100	20,100	20,100	20,100
22-40-511	Maintenance	0	0	0	0	0	0	0	0	0	0	0
22-40-530	Planning	0	0	0	0	0	0	0	0	0	0	0
22-40-620	Improvements	0	358	400	3,400	0	0	0	0	0	0	0
22-40-630	Engineering and Design	0	0	0	0	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	358	400	3,400	0	0	0	0	0	0	0
	REVENUES LESS EXPENDITURES	21,822	22,950	22,636	16,700	20,100	20,100	20,100	20,100	20,100	20,100	20,100
	ENDING FUND BALANCE	99,317	122,267	144,903	161,603	181,703	201,803	221,903	242,003	262,103	282,203	302,303
CONSERVATION TRUST FUND												
	BEGINNING FUND BALANCE	37,094	32,271	27,831	23,113	18,393	13,673	8,953	4,233	(487)	(5,207)	(9,927)
31-30-611	Interest Earnings	757	809	282	280	280	280	280	280	280	280	280
31-30-634	CTF Distribution	7,898	5,982	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES	8,655	6,791	8,282	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280
31-40-520	Improvements	0	0	0	0	0	0	0	0	0	0	0
31-40-525	Legal	0	0	0	0	0	0	0	0	0	0	0
31-40-530	Planning & Engineering	0	0	0	0	0	0	0	0	0	0	0
31-40-550	Maintenance	13,478	11,231	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
	TOTAL EXPENDITURES	13,478	11,231	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
	REVENUES LESS EXPENDITURES	(4,823)	(4,440)	(4,718)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)
	ENDING FUND BALANCE	32,271	27,831	23,113	18,393	13,673	8,953	4,233	(487)	(5,207)	(9,927)	(14,647)

15% of Terracare contract, ACWWA, IREA

SUMMARY OF GATE EXPENDITURES TO DATE

Contractor	Contract Cost	Paid in 2019	Paid in 2020	Paid to date 2021	Amount Remaining
SEH	\$ 12,753.50	\$ (9,914.75)	\$ (76.00)	\$ (1,222.00)	\$ 1,540.75
Terracare	\$ 86,245.12		\$ (28,748.00)		\$ 57,497.12
DGO	\$ 66,712.98			\$ (27,211.64)	\$ 39,501.34
IREA	\$ 10,902.00		\$ (10,902.00)		\$ -
TOTAL	\$ 176,613.60	\$ (9,914.75)	\$ (39,726.00)	\$ (28,433.64)	\$ 98,539.21

TIMELINE

- March 2020** Project on hold due to pandemic
- June 2020** Move forward with the project, revenue projections are good
- July 2020** IREA did site visit to begin design
- September 2020** Received design and cost estimate. Required additional work by Terracare and DGO
- October 2020** Received final estimate from Terracare
- November 2020** Received final estimate from DGO
- December 2020** Construction begins
- February 2021/March 2021** Construction completed!!

