



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: November 3, 2022

RE: 2023 Proposed Budget

DISCUSSION:

The Board received and held a discussion regarding the proposed 2023 budget on October 6th, 2022.

Attached is also an updated draft 10-year long-range financial plan that will be discussed along with the 2023 proposed budget and a roadway maintenance update memo from SEH.

A public hearing and final reading of the proposed 2023 budget will be held on December 8th, 2022.

ATTACHMENTS:

Exhibit A – 2023 Proposed Budget Draft

Exhibit B – Draft Long-Range Financial Plan

Exhibit C – Foxfield Roadway 2023 Update Memo from SEH

TOWN OF FOXFIELD
2023 Proposed Budget

Exhibit A
Revised

	2021 Actual	2022 Estimated	2023 Proposed Budget
GENERAL FUND			
Beginning Fund Balance	855,904	911,357	915,773
Revenues:			
Taxes and Franchise Fees	545,438	435,681	504,485
Licenses and Permits	55,580	39,452	36,930
Intergovernmental	49,985	36,939	31,813
Charges for Services	19	100	100
Fines	0	1,132	1,500
Miscellaneous	8,760	11,335	21,000
Total Revenues	659,782	524,639	595,828
Total Revenues and Fund Balance	1,515,686	1,435,996	1,511,602
Expenditures:			
Administration	185,550	197,505	221,663
Elections	0	0	0
Judicial	5,301	5,000	8,000
Public Safety	116,608	139,163	132,585
Public Works	178,445	177,034	181,600
Capital	118,425	1,521	400
Total Expenditures	604,329	520,223	544,248
Ending Fund Balance	911,357	915,773	967,354
ROAD MAINTENANCE FUND			
Beginning Fund Balance	207,357	120,811	69,929
Revenues	227,334	225,000	225,000
Total Revenues and Fund Balance	434,691	345,811	294,929
Expenditures:			
Crack Seal/Chip Seal	313,880	252,322	105,292
Other Road Maintenance	0	23,560	22,840
Total Expenditures	313,880	275,882	128,132
Ending Fund Balance	120,811	69,929	166,798

Exhibit A

OPEN SPACE FUND			
Beginning Fund Balance	163,766	182,296	205,754
Revenues	23,142	27,458	24,100
Total Revenues and Fund Balance	186,908	209,754	229,854
Expenditures:			
Maintenance	4,612	4,000	4,000
Improvements	0	0	10,000
Planning	0	0	0
Engineering and Design	0	0	0
Total Expenditures	4,612	4,000	14,000
Ending Fund Balance	182,296	205,754	215,854
CONSERVATION TRUST FUND			
Beginning Fund Balance	29,985	27,183	22,283
Revenues	12,327	8,100	8,280
Total Revenues and Fund Balance	42,312	35,283	30,563
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	15,129	13,000	13,000
Total Expenditures	15,129	13,000	13,000
Ending Fund Balance	27,183	22,283	17,563
AMERICAN RESCUE PLAN FUND			
Beginning Fund Balance	0	85,039	149,417
Revenues	98,292	99,378	3,000
Total Revenues and Fund Balance	98,292	184,417	152,417
Expenditures:			
Government Services	0	15,000	50,000
Small Business Grants	0	20,000	0
Water, Sewer, Broadband Infrastructure	13,253	0	0
Total Expenditures	13,253	35,000	50,000
Ending Fund Balance	85,039	149,417	102,417

2023 PROPOSED BUDGET							
Account	Account Title	2020 Actual	2021 Actual	2022 Budget	2022 Estimate	2023 Proposed Budget	Description
GENERAL FUND							
Taxes and Franchise Fees							
	Assessed Value	22,601,884	22,737,996	24,014,414	24,014,414	23,501,605	
	Mill Levy	4.982	4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	112,575	113,185	119,640	119,640	117,085	Provided by the county
10-31-121	Specific Ownership Tax	7,980	7,807	7,000	7,000	7,000	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.
10-31-161	Xcel Franchise Fee	6,777	8,831	7,000	9,696	8,500	
10-31-162	CORE Franchise Fee	21,806	22,881	22,000	22,000	22,000	
10-31-163	Cable Television Fees	4,882	5,017	4,800	4,800	4,800	Comcast
10-31-191	Current Property Tax Interest	214	128	100	108	100	Interest on property tax
10-31-192	Delinquent Property Tax	1,329	2,101	0	0	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	551	512	0	0	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	262,046	346,316	250,000	250,000	325,000	3.75% on purchases made in the town or delivered into the town.
10-31-312	Use Tax	18,634	38,660	20,000	22,437	20,000	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.
		436,794	545,438	430,540	435,681	504,485	
Licenses and Permits							
10-32-211	Liquor Licenses	298	895	300	300	350	2 licenses + special events
10-32-215	Business Licenses	280	278	350	350	280	\$35 annual fee per business
10-32-218	Sign Permits	0	0	0	0	0	
10-32-219	Communique Ads	290	0	200	0	150	
10-32-221	Building Permits	36,679	51,853	35,000	35,000	35,000	
10-32-222	Street Cut Permits/ROW	450	1,636	300	300	300	
10-32-223	Grading Permits	0	0	150	150	0	
10-32-224	Zoning Review	2,668	50	100	1,200	100	Costs billed through building permit
10-32-225	Engineering Review	3,488	618	500	1,052	500	Costs billed through building permit
10-32-226	Driveway Permits	1,000	250	250	1,100	250	
		45,153	55,580	37,150	39,452	36,930	

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
Intergovernmental							
10-33-321	Motor Vehicle Registration Fees	3,782	3,944	3,500	3,500	3,500	County collected
10-33-342	Cigarette Tax	1,576	1,700	1,200	600	1,200	State derived
10-33-350	Severance Tax	399	20	400	885	400	
10-33-352	Highway User Tax	36,142	38,718	30,000	25,000	20,000	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	133	157	133	230	133	
10-33-371	County Road/Bridge Levy	5,436	5,446	6,724	6,724	6,580	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
		47,468	49,985	41,957	36,939	31,813	
Charges for Services							
10-35-510	Traffic Court Revenues	2,090	0	500	1,132	1,500	
10-35-540	Chargeback Administration Fee	190	19	100	100	100	SafeBuilt & SEH
		2,280	19	600	1,232	1,600	
Miscellaneous							
10-36-600	Gate Violations	0	0	0	2,050	2,050	
10-36-611	Interest Earnings	6,686	497	600	10,000	20,000	estimated 2%
10-36-680	Miscellaneous/Other Income	2,555	8,263	1,000	1,335	1,000	Pinnacol dividend, IREA cap credit, gate tags
10-36-690	Transfer In	0	0	0	0	0	
		9,241	8,760	1,600	11,335	21,000	
	TOTAL REVENUES	540,936	659,782	511,847	524,639	595,828	

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
Administration							
10-41-110	Personnel Expenses	130,262	131,916	138,273	140,000	151,200	8% salary increases (COLA projected at 8.7%)
10-41-116	Payroll Taxes (7.65%)	9,965	10,092	10,578	10,710	11,567	
10-41-118	Workers Compensation Ins.	724	781	800	810	850	Pinnacol
10-41-120	Supplies/Materials	470	271	700	500	500	
10-41-130	Postage/Bulk Mail Charges	336	495	450	453	500	PO Box Rental
10-41-140	Printing	0	0	50	0	50	
10-41-141	Newsletter	0	0	50	0	50	Hard copies of newsletter
10-41-143	Municipal Code Supplements	646	0	1,500	1,930	2,000	New ordinances
10-41-145	Legal Notices	255	296	250	250	250	
10-41-148	Recording Fees	0	0	50	50	50	
10-41-151	Audit	7,000	7,000	7,000	7,000	7,000	John Cutler and Associates
10-41-152	Legal	20,651	11,841	15,000	15,000	15,000	HPWC. Pending lawsuit.
10-41-160	County Treasurer Fees	1,153	1,169	1,196	1,196	1,171	1% of current property tax revenue
10-41-170	Communications/IT	2,689	2,584	2,800	4,000	8,862	Caselle, Laserfiche, TextMyGov
10-41-171	Telephone/Internet	1,582	1,707	1,500	1,500	1,500	Clerk's office
10-41-172	E-mail Server	505	498	500	500	550	
10-41-180	Insurance	4,995	6,987	7,080	7,082	8,239	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	1,889	2,021	4,000	4,000	4,000	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	2,831	7,868	25,000	2,500	8,300	Master Plan and Code book update
10-41-192	Bank Service Charges	24	24	24	24	24	
		185,977	185,550	216,801	197,505	221,663	
Elections							
10-42-121	Elections - Judges	300	0	300	0	0	
10-42-131	Election Expenses	376	0	400	0	0	
		676	0	700	0	0	
Judicial							
10-44-211	Judge	3,000	3,000	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	648	2,301	5,000	2,000	5,000	
		3,648	5,301	8,000	5,000	8,000	

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
Public Safety							
10-46-311	Law Enforcement	112,830	112,935	119,640	119,663	117,085	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	1,935	3,218	5,000	19,000	15,000	
10-46-400	Animal Control	195	455	500	500	500	
		114,960	116,608	125,140	139,163	132,585	
Public Works							
10-48-451	Planning	2,547	3,777	5,000	5,000	5,000	SafeBuilt
10-48-452	Engineering	27,155	19,531	17,000	17,000	17,000	SEH
10-48-453	Code Enforcement	10,129	9,855	10,000	10,000	10,000	SafeBuilt
10-48-454	Snow Removal	18,328	26,894	25,000	35,000	30,000	Terracare
10-48-455	ROW and Island Maintenance	44,811	53,608	52,000	52,000	62,700	90% of Terracare monthly contract
10-48-456	Traffic Control/Signage	687	5,260	1,500	2,859	1,500	Sign placement and repair
10-48-457	Building Permit Expenses	27,195	34,521	25,000	25,000	25,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	0	(1,107)	300	300	300	
10-48-459	Street Lights	1,311	1,243	1,200	1,200	1,200	Lewiston Way and Parker Road
10-48-460	Engineering Road Maintenance	9,369	9,454	17,000	17,000	15,000	SEH pavement mgmt
10-48-461	Gates Electricity and Maintenance	0	7,721	6,000	6,000	7,000	\$4,000 Maintenance, \$2,000 Cellular Connectivity, \$1,000 Electricity
10-48-500	Comm Events (Parade,Directory)	2,855	7,100	6,000	5,000	6,000	Parade, Chili Fest, Trunk or Treat, Spring & Fall Clean-ups
10-48-600	Storage Unit	529	588	675	675	900	\$75/month larger unit
		144,916	178,445	166,675	177,034	181,600	
Capital							
10-58-800	Capital Exp > \$5,000.00	164,679	118,425	2,000	1,521	400	Gate Camera Routers
10-58-801	Capital Exp < \$5,000.00	0	0	0	0	0	
10-58-804	Improvements - Ring Road	0	0	0	0	0	
		164,679	118,425	2,000	1,521	400	
	TOTAL EXPENDITURES	614,856	604,329	519,316	520,223	544,248	
	REVENUES LESS EXPENDITURES	(73,920)	55,453	(7,469)	4,416	51,581	

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
ROAD MAINTENANCE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
	Beginning Fund Balance	0	207,357	108,477	120,811	69,929	
	Village Center Sales Tax	207,357	227,334	200,000	225,000	225,000	
	TOTAL REVENUES	207,357	227,334	200,000	225,000	225,000	
	Crack Seal	0	305,400	20,000	27,288	20,600	
	Chip Seal	0	8,480	280,000	225,034	84,692	
	Other Road Maintenance	0	0	0	23,560	22,840	
	TOTAL EXPENDITURES	0	313,880	300,000	275,882	128,132	
	Ending Fund Balance	207,357	120,811	8,477	69,929	166,798	
OPEN SPACE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
22-30-130	Arapahoe CO Open Space Distrib	21,936	23,059	20,000	25,758	20,000	
22-30-611	Interest Earnings	1,066	83	100	1,700	4,100	
22-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	23,002	23,142	20,100	27,458	24,100	
22-40-511	Maintenance	0	4,612	4,000	4,000	4,000	Weed mitigation, cleanup
22-40-530	Planning	0	0	0	0	0	
22-40-620	Improvements	0	0	0	0	10,000	New plantings
22-40-630	Engineering and Design	0	0	0	0	0	
	TOTAL EXPENDITURES	0	4,612	4,000	4,000	14,000	
	REVENUES LESS EXPENDITURES	23,002	18,530	16,100	23,458	10,100	
CONSERVATION TRUST FUND							

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
		<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
31-30-611	Interest Earnings	274	17	30	300	480	
31-30-634	CTF Distribution	8,024	12,310	7,800	7,800	7,800	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	8,298	12,327	7,830	8,100	8,280	
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	6,572	15,129	13,000	13,000	13,000	20% of Terracare contract, IREA, ACWWA
	TOTAL EXPENDITURES	6,572	15,129	13,000	13,000	13,000	
	REVENUES LESS EXPENDITURES	1,726	(2,802)	(5,170)	(4,900)	(4,720)	
AMERICAN RESCUE PLAN FUND							
		<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
23-30-150	American Rescue Plan Funds		98,278	98,277	98,278	0	
23-30-611	Interest Income		14	20	1,100	3,000	
	TOTAL REVENUES	0	98,292	98,297	99,378	3,000	
23-411-40	Government Services		930	50,000	15,000	50,000	
23-42-140	Small Business Grants		0	0	20,000	0	
23-484-51	Water Sewer Broadband Exp		12,323				
	TOTAL EXPENDITURES	0	13,253	50,000	35,000	50,000	
	REVENUES LESS EXPENDITURES	0	85,039	48,297	64,378	(47,000)	

Exhibit B Revised

LONG RANGE FINANCIAL FORECAST													H(1)14D
		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
Account	Account Title	Actual	Actual	Actual	Actual	Estimate	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Description
GENERAL FUND													
	BEGINNING FUND BALANCE	572,989	737,240	929,820	855,904	911,359	915,773	967,354	1,063,905	1,164,356	1,265,329	1,369,129	
Taxes and Franchise Fees													
	Assessed Value	20,495,097	20,309,298	22,601,884	22,737,996	24,014,414	23,501,605	24,676,685	24,676,685	25,910,520	25,910,520	27,206,045	
	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	112,575	113,185	119,640	117,085	122,939	122,939	129,086	129,086	135,541	Provided by the county
10-31-121	Specific Ownership Tax	7,420	7,939	7,980	7,807	7,000	7,000	7,070	7,141	7,212	7,284	7,357	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	6,777	8,831	9,696	8,500	8,585	8,671	8,758	8,845	8,934	
10-31-162	CORE Franchise Fee	23,159	22,321	21,806	22,881	22,000	22,000	22,220	22,442	22,667	22,893	23,122	
10-31-163	Cable Television Fees	5,242	5,114	4,882	5,017	4,800	4,800	4,848	4,896	4,945	4,995	5,045	Comcast
10-31-191	Current Property Tax Interest	137	73	214	128	108	100	101	102	103	104	105	Interest on property tax
10-31-192	Delinquent Property Tax	4,164	(1,170)	1,329	2,101	0	0	0	0	0	0	0	
10-31-193	Delinquent Property Tax Intrst	1,262	(165)	551	512	0	0	0	0	0	0	0	
10-31-311	Sales Tax	292,566	338,428	262,046	346,316	250,000	325,000	329,396	332,690	336,017	339,377	342,771	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	18,634	38,660	22,437	20,000	20,200	20,402	20,606	20,812	21,020	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	436,793	545,436	435,680	504,485	515,359	519,283	529,394	533,397	543,895	
Licenses and Permits													
10-32-211	Liquor Licenses	475	398	298	895	300	350	400	400	400	400	400	3 licenses + special events
10-32-215	Business Licenses	420	385	280	278	350	280	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	290	0	0	150	350	350	350	350	350	Increase in the number of newsletters
10-32-221	Building Permits	24,611	49,499	36,679	51,853	35,000	35,000	25,000	25,000	25,000	25,000	25,000	
10-32-222	Street Cut Permits/ROW	1,054	300	450	1,636	300	300	300	300	300	300	300	
10-32-223	Grading Permits	150	150	0	0	150	0	150	150	150	150	150	
10-32-224	Zoning Review	2,848	1,914	2,668	50	1,200	100	200	1,200	1,200	1,200	1,200	Costs billed through building permit
10-32-225	Engineering Review	2,600	807	3,488	618	1,052	500	500	500	500	500	500	Costs billed through building permit
10-32-226	Driveway Permits	250	250	1,000	250	1,100	250	250	250	250	250	250	
	Total Licenses and Permits	33,508	54,203	45,152	55,580	39,452	36,930	27,570	28,570	28,570	28,570	28,570	
Intergovernmental													
10-33-321	Motor Vehicle Registration Fees	4,021	4,224	3,782	3,944	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	1,576	1,700	600	1,200	1,000	1,000	1,000	1,000	1,000	State derived
10-33-350	Severance Tax	0	0	399	20	885	400	400	400	400	400	400	
10-33-352	Highway User Tax	47,492	52,434	36,143	38,718	25,000	20,000	20,000	20,000	20,000	20,000	20,000	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	157	230	133	133	133	133	133	133	
10-33-371	County Road/Bridge Levy	5,810	5,691	5,436	5,446	6,724	6,580	6,909	6,909	7,255	7,255	7,618	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
	Total Intergovernmental	58,448	63,572	47,469	49,985	36,940	31,813	31,942	31,942	32,288	32,288	32,651	
Charges for Services													
10-35-510	Traffic Court Revenues	8,861	6,310	2,090	0	1,132	1,500	3,000	3,000	3,000	3,000	3,000	
10-35-540	Chargeback Administration Fee	1,549	684	190	19	100	100	500	500	500	500	500	SafeBuilt & SEH
	Total Charges for Services	10,410	6,994	2,280	19	1,232	1,600	3,500	3,500	3,500	3,500	3,500	
Miscellaneous													
10-36-600	Gate Violation	0	0	0	0	2,050	2,050	2,050	2,050	2,050	2,050	2,050	
10-36-611	Interest Earnings	10,609	17,972	6,686	497	10,000	20,000	21,000	23,000	25,000	27,000	29,000	Estimated at 2%
10-36-680	Miscellaneous/Other Income	54,447	2,223	2,555	8,263	1,335	1,000	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	9,241	8,760	11,335	21,000	21,500	23,500	25,500	27,500	29,500	

	TOTAL REVENUES	624,103	675,967	540,936	659,780	524,638	595,828	599,872	606,796	619,252	625,255	638,116	
Administration													
10-41-110	Personnel Expenses	115,284	127,008	130,262	131,916	140,000	151,200	154,224	157,308	160,455	163,664	166,937	
10-41-116	Payroll Taxes (7.65%)	8,819	9,716	9,965	10,092	10,710	11,567	11,798	12,034	12,275	12,520	12,771	
10-41-118	Workers Compensation Ins.	826	715	724	781	810	850	1,000	1,000	1,000	1,000	1,000	Pinnacol
10-41-120	Supplies/Materials	1,445	461	470	271	500	500	500	500	500	500	500	Server and equipment upgrades
10-41-130	Postage/Bulk Mail Charges	537	330	336	495	453	500	400	400	400	400	400	PO Box Rental
10-41-140	Printing	1,044	0	0	0	0	50	100	100	100	100	100	
10-41-141	Newsletter	195	35	0	0	0	50	50	50	50	50	50	Hard copies of newsletter
10-41-143	Municipal Code Supplements	2,056	211	646	0	1,930	2,000	1,500	1,500	1,500	1,500	1,500	
10-41-145	Legal Notices	312	266	255	296	250	250	250	250	250	250	250	
10-41-148	Recording Fees	26	26	0	0	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	20,651	11,841	15,000	15,000	10,000	10,000	10,000	10,000	10,000	HPWC
10-41-160	County Treasurer Fees	1,072	1,042	1,153	1,169	1,196	1,171	1,229	1,229	1,291	1,291	1,355	1% of current property tax revenue
10-41-170	Communications/IT	2,155	11,861	2,689	2,584	4,000	8,862	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	1,582	1,707	1,500	1,500	1,600	1,600	1,600	1,600	1,600	Clerk's office
10-41-172	E-mail Server	521	498	505	498	500	550	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	6,987	7,082	8,239	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	1,889	2,021	4,000	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	2,831	7,865	2,500	8,300	150	150	150	150	150	\$25,000 grant matching funds for code book update
10-41-192	Bank Service Charges	36	24	24	24	24	24	30	30	30	30	30	
	Total Administration	162,902	188,900	185,976	185,546	197,506	221,663	203,422	206,742	210,190	213,645	217,233	
Elections													
10-42-121	Elections - Judges	325	0	300	0	0	0	350	0	350	0	350	
10-42-131	Election Expenses	128	0	376	0	0	0	425	0	450	0	450	
	Total Elections	453	0	676	0	0	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	648	2,301	2,000	5,000	6,000	6,000	6,000	6,000	6,000	Approximately \$1250/qrt
	Total Judicial	9,117	8,864	3,648	5,301	5,000	8,000	9,000	9,000	9,000	9,000	9,000	
Public Safety													
10-46-311	Law Enforcement	102,056	101,181	112,830	112,935	119,663	117,085	122,939	122,939	129,086	129,086	135,541	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	14,152	5,138	1,935	3,218	19,000	15,000	13,000	13,000	13,000	13,000	13,000	
10-46-400	Animal Control	390	260	195	455	500	500	325	325	325	325	325	
	Total Public Safety	116,598	106,579	114,960	116,607	139,163	132,585	136,264	136,264	142,411	142,411	148,866	
Public Works													
10-48-451	Planning	5,110	3,850	2,547	3,777	5,000	5,000	6,500	6,500	7,000	7,000	7,000	SafeBuilt
10-48-452	Engineering	15,739	16,934	27,155	19,531	17,000	17,000	17,510	17,525	18,036	18,066	18,578	SEH
10-48-453	Code Enforcement	7,939	9,308	10,129	9,855	10,000	10,000	10,000	10,000	10,000	10,000	10,000	SafeBuilt
10-48-454	Snow Removal	8,036	26,244	18,328	26,894	35,000	30,000	20,000	20,000	20,000	20,000	20,000	Terracare
10-48-455	ROW and Island Maintenance	37,827	37,421	44,811	53,608	52,000	62,700	45,000	45,000	45,000	45,000	45,000	Terracare
10-48-456	Traffic Control/Signage	2,759	2,468	687	5,260	2,859	1,500	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	27,194	34,521	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	0	(1,107)	300	300	400	400	450	450	450	
10-48-459	Street Lights	1,272	1,279	1,311	1,243	1,200	1,200	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	9,369	9,454	17,000	15,000	15,450	15,914	16,391	16,883	17,389	Misc Terracare charges, SEH pavement management
10-48-461	Gates Electricity & Maintenance	0	0	0	7,721	6,000	7,000	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	2,855	7,100	5,000	6,000	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	588	675	900	700	700	700	700	700	
	Total Public Works	111,491	146,410	144,913	178,446	177,034	181,600	153,860	154,339	155,877	156,399	157,417	
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	164,679	118,425	1,521	400	0	0	0	0	0	Gate Cameras
10-58-801	Capital Exp < \$5,000.00	1,876	0	0	0	0	0	0	0	0	0	0	
10-58-804	Improvements - Ring Road	0	0	0	0	0	0	0	0	0	0	0	
	Total Capital	34,041	32,634	164,679	118,425	1,521	400	0	0	0	0	0	
	TOTAL EXPENDITURES	459,852	483,387	614,851	604,326	520,224	544,248	503,321	506,345	518,278	521,455	533,315	

Exhibit B

	REVENUES LESS EXPENDITURES	164,251	192,579	(73,916)	55,455	4,415	51,581	96,551	100,451	100,974	103,800	104,801
	ENDING FUND BALANCE	737,240	929,820	855,904	911,359	915,773	967,354	1,063,905	1,164,356	1,265,329	1,369,129	1,473,930
ROAD MAINTENANCE FUND												
	Beginning Fund Balance	0	0	0	207,357	120,811	69,929	166,797	316,797	466,797	616,797	491,797
	Village Center Sales Tax	0	0	207,357	227,334	225,000	225,000	225,000	225,000	225,000	225,000	225,000
	TOTAL REVENUES			207,357	227,334	225,000	225,000	225,000	225,000	225,000	225,000	225,000
	Crack Seal/Chip Seal	0	0	0	305,400	275,882	105,292	75,000	75,000	75,000	350,000	350,000
	Other Road Maintenance	0	0	0	8,480		22,840					
	TOTAL EXPENDITURES	0	0	0	313,880	275,882	128,132	75,000	75,000	75,000	350,000	350,000
	ENDING FUND BALANCE	0	0	207,357	120,811	69,929	166,797	316,797	466,797	616,797	491,797	366,797
OPEN SPACE FUND												
	BEGINNING FUND BALANCE	95,993	117,815	140,765	163,766	182,296	205,754	215,854	236,954	258,054	279,154	300,254
22-30-130	Arapahoe CO Open Space Distrib	19,845	20,282	21,936	23,059	25,758	20,000	20,000	20,000	20,000	20,000	20,000
22-30-611	Interest Earnings	1,977	3,026	1,066	83	1,700	4,100	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	23,002	23,142	27,458	24,100	21,100	21,100	21,100	21,100	21,100
22-40-511	Maintenance	0	0	0	4,612	4,000	4,000	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	0	0	0	10,000	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	0	4,612	4,000	14,000	0	0	0	0	0
	REVENUES LESS EXPENDITURES	21,822	22,950	23,002	18,530	23,458	10,100	21,100	21,100	21,100	21,100	21,100
	ENDING FUND BALANCE	117,815	140,765	163,766	182,296	205,754	215,854	236,954	258,054	279,154	300,254	321,354
CONSERVATION TRUST FUND												
	BEGINNING FUND BALANCE	37,094	32,271	28,259	29,985	27,182	22,282	17,562	12,842	8,122	3,402	(1,318)
31-30-611	Interest Earnings	757	809	274	17	300	480	280	280	280	280	280
31-30-634	CTF Distribution	7,898	5,982	8,024	12,310	7,800	7,800	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	8,299	12,326	8,100	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	10,803	6,572	15,129	13,000	13,000	13,000	13,000	13,000	13,000	13,000
	TOTAL EXPENDITURES	13,478	10,803	6,572	15,129	13,000	13,000	13,000	13,000	13,000	13,000	13,000
	REVENUES LESS EXPENDITURES	(4,823)	(4,012)	1,726	(2,803)	(4,900)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)
	ENDING FUND BALANCE	32,271	28,259	29,985	27,182	22,282	17,562	12,842	8,122	3,402	(1,318)	(6,038)
AMERICAN RESCUE PLAN FUND												
	Beginning Fund Balance	0	0	0	0	85,039	149,417	102,417	52,467	(0)	(0)	(0)
	American Rescue Plan Funds	0	0	0	98,278	98,278	0	0	0	0	0	0
	Interest Income	0	0	0	14	1,100	3,000	50				
	TOTAL REVENUES			0	98,292	99,378	3,000	50	0	0	0	0
	Government Services	0	0	0	930	15,000	50,000	50,000	52,467	0	0	0
	Small Business Grants	0	0	0	0	20,000	0	0	0	0	0	0
	Water Sewer Broadband Exp	0	0	0	12,323	0						
	TOTAL EXPENDITURES	0	0	0	13,253	35,000	50,000	50,000	52,467	0	0	0
	ENDING FUND BALANCE	0	0	0	85,039	149,417	102,417	52,467	(0)	(0)	(0)	(0)

15% of Terracare contract, ACWWA, IREA



Building a Better World
for All of Us®

Exhibit C

MEMORANDUM

TO: Town of Foxfield

FROM: Erica Olsen, PE (Lic. CO)

DATE: October 28, 2022

RE: 2023 Pavement Maintenance Plan

This memo summarizes the Town of Foxfield's pavement maintenance program since 2012, provides recommendations for 2023 pavement maintenance program and initial planning for future years.

Background

From 2003 when the Town streets were paved, until 2012 the Town of Foxfield maintained streets through an annual crack sealing and patching program. In 2012 the Town contracted with Terracon to conduct a field investigation and develop a pavement condition index of your ten miles of streets. A Pavement Condition Index (PCI) is a numerical scale from 1-100 by which pavement condition is rated either very poor, poor, good, very good or excellent. At that time all streets were rated fair or better, which is to be expected for properly constructed pavement less than 10 years old. At that time the Town decided to develop a more formal pavement management program for treatments to maintain your pavement condition at fair (PCI of 55) or better.

In the summer of 2012 SEH conducted an evaluation of the roadways and ranking based on the PCI, traffic level and field observations. We provided a multi-year program to chip seal all streets. Chip seal provides a first line of defense for an on-going program improving the wearing ability of roadways, extending the pavement life and reducing cracking. It is about 15% of the cost of an overlay and is appropriate for roadways in fair condition. The initial program was three years, however the Town chose to chip seal all streets over two summers in 2013 and 2014. Prior to chip seal placement failing areas were patched, larger cracks (over 1 inch wide) were milled and patched, and crack seal material was placed. Two different sizes of chip (1/4" or 3/8") were then placed, depending on the level of traffic on the street.

Beginning in 2020 the Town initiated the next round of chip seal pavement maintenance. The Town opted to plan this round of chip seal into a multi-year program initially planned for three years but due to budgets has been extended to four years.

2022 Pavement Maintenance Program Evaluation

In the summer/early fall of 2022, SEH completed the yearly pavement maintenance program that included crack sealing and crack patching all streets, along with chip sealing specific streets. The Town's streets were observed prior to the work to accurately log and document the crack sealant tonnage, crack patch linear footage and damage. Remaining streets that had not been chip sealed in 2020 and 2021 were reviewed and prioritized based on condition and usage for the 2022 work.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2000 South Colorado Boulevard, Suite 6000, Colorado Center Tower One, Denver, CO 80222-7938

720.540.6800 | 800.490.4966 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Recommended 2023 Maintenance Program

As requested, and periodically when SEH is on site for Town development inspections, we will observe and note locations where pavement is failing, or excessive cracking is occurring. Needed repairs are identified, inventoried, and included as part of the work performed annually by the pavement maintenance contractor. To establish recommendations for the 2023 crack seal/ patch maintenance program, a visual inspection will be completed by SEH. The evaluation for the 2023 maintenance program will follow the same procedures and observations as the 2022 maintenance program. The visual inspection of the roadways does also include the Town's concrete drainage cross pans.

At the Town's request, SEH will identify, inventory, and provide a list of recommended pavement crack patch and crack seal locations on Town streets to the contractor. Please see the attached 2023 estimate (Exhibit A) for your consideration. The 2023 estimate also includes an allowance for potential repair or replacement of one concrete cross pan. Also, please see the attached map (Exhibit B) identifying 2023 proposed chip seal locations based off the remaining roadways from 2020-2022 work.

Roadway Surfacing: Chip Seal Program and Mill and Overlay – 2023 and Beyond

The provided mapping (Exhibit B) indicates proposed chip seal locations recommended for the 2023 program as well as chip seals already completed in 2020, 2021, and 2022 for reference.

Areas of concern will also need to be addressed as they arise. With input, direction, and approval of the Town we will develop the 2023 Pavement Surfacing Program so that bidding can occur in mid-winter of 2022 for 2023 work to get the best prices, since that's when most communities bid their pavement management work.

As expected, the roadways will need surface evaluations and/or surface work again in approximately 7-10 years. Inspection and maintenance for crack seal and crack patching are recommended annually. SEH recommends a full roadway evaluation, including PCI ratings, of the Town roadways by 2030. Potentially as early as 2027 for future maintenance planning purposes. Future alternatives include another round of chip seal or mill and overlay.

Attachments:

Exhibit A: 2023 Quantity Estimation
Exhibit B: 2023 Chip Seal Plan

c: Scott Jardine

Exhibit C



Foxfield 2023 Pavement Improvements Project
 Foxfield, Colorado
 Quantity Estimation

Crack Seal

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Crack Seal	\$ 4,200.00	TON	3.0	\$ 12,600.00
TOTAL					\$ 12,600.00

Large Crack Repair

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Crack Patching (18 Inches Wide)	\$ 12.00	LF	500.0	\$ 6,000.00
TOTAL					\$ 6,000.00

Small Patch

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Small Patch	\$ 100.00	SY	20.0	\$ 2,000.00
TOTAL					\$ 2,000.00

Chip Seal

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Chip Seal 3/8" with Fog Seal	\$ 3.93	SY	21,550.0	\$ 84,691.50
TOTAL					\$ 84,691.50

Traffic Control

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Traffic Control	\$ 12,000.00	EA	1.0	\$ 12,000.00
TOTAL					\$ 12,000.00

Contingency/Emergency Repair

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Contingency/Emergency Repair	\$ 10,000.00	EA	1.0	\$ 10,000.00
TOTAL					\$ 10,000.00

Epoxy Pvmt Mkg

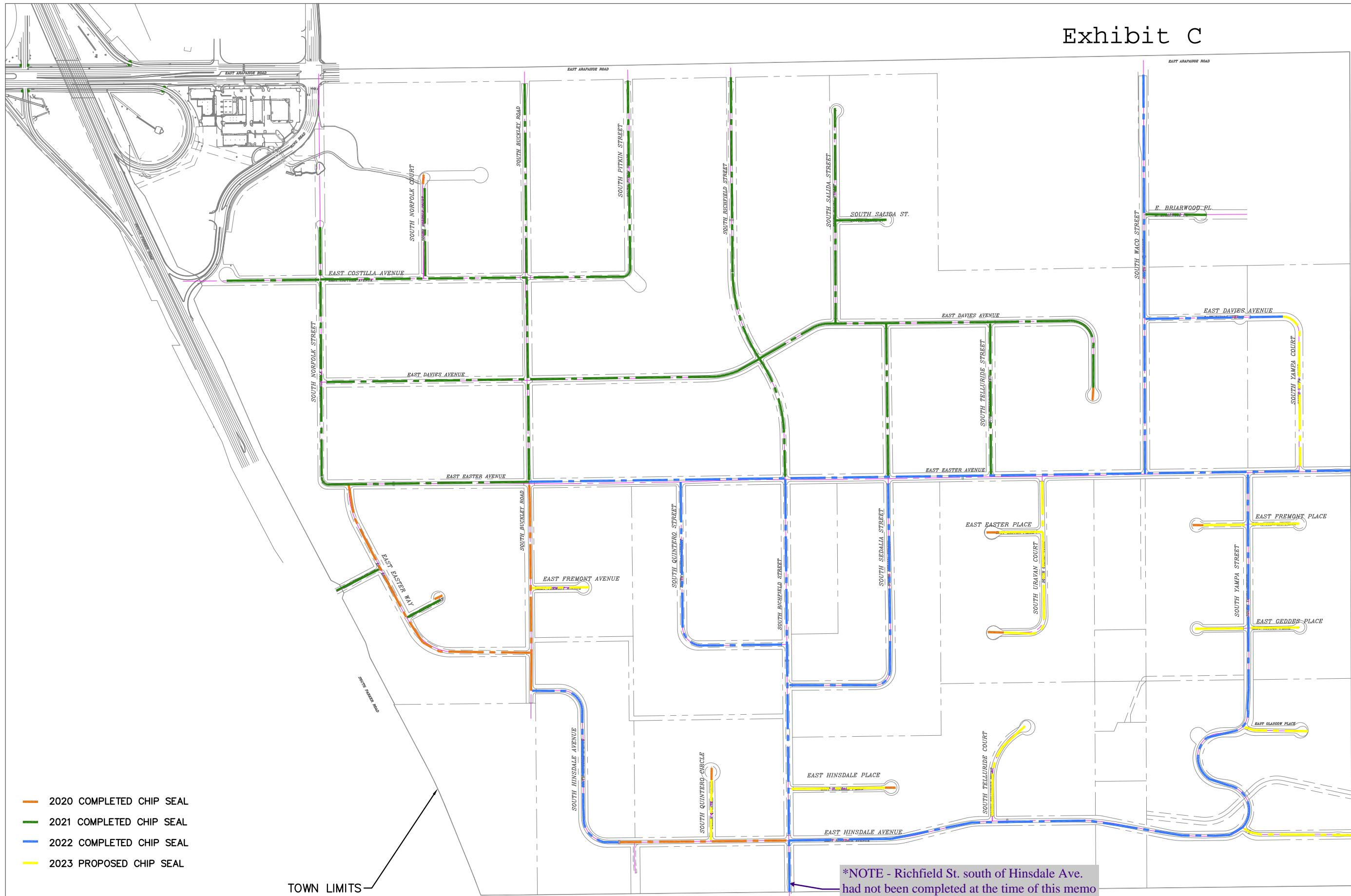
	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Epoxy Pvmt Mkg	\$ 14.00	SF	60.0	\$ 840.00
TOTAL					\$ 840.00

Construction Administration

	ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
	Construction Administration	\$ 15,000.00	EA	1.0	\$ 15,000.00
TOTAL					\$ 15,000.00

Overall Total	\$				143,131.50
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Exhibit C



- 2020 COMPLETED CHIP SEAL
- 2021 COMPLETED CHIP SEAL
- 2022 COMPLETED CHIP SEAL
- 2023 PROPOSED CHIP SEAL

TOWN LIMITS

***NOTE - Richfield St. south of Hinsdale Ave. had not been completed at the time of this memo but is scheduled to be done with 2022 work**

\\sehdevrmt.sahinc.com\projects\FAX\Foxfield\126350\CIP Projects\Roadway Repairs\Government Maintenance Plans\2023\Planning\2023 Chip Seal Plan.dwg 9/30/2022 1:55:27 PM

NO.	REVISIONS	DATE	BY
1	2020 UPDATE	01/31/20	GM
2			
3			
4			
5			

COLORADO LAW (SENATE BILL 93-155) REQUIRES PERSONS TO NOTIFY THE UTILITY NOTIFICATION CENTER OF COLORADO 2 BUSINESS DAYS PRIOR TO MAKING OR BEGINNING AN EXCAVATION. NOTIFICATION MAY BE MADE BY CALLING:
811

DESIGNED _____ DATE _____
DRAWN _____ DATE _____
CHECKED _____ DATE _____



PHONE: 720.540.6800
2000 S. COLORADO BLVD.
TOWER ONE, SUITE 6000
DENVER, CO 80222-7938

TOWN OF FOXFIELD

2023 CHIP SEAL PLAN		SHEET NO. 1
SEH PROJECT NO. 130900	DATE ISSUED SEPTEMBER 30, 2022	SHEET