



TOWN BOARD REGULAR MEETING AGENDA

Location: Hybrid
South Metro Fire Protection District Station #42
7320 South Parker Road

Or

[Meetings | Town of Foxfield \(colorado.gov\)](https://www.colorado.gov/townoffoxfield/meetings)

Thursday, December 12, 2024: 6:30 p.m.

Call to Order

1. Pledge of Allegiance
2. Roll Call of Board Members
3. Audience Participation Period (limit 4 minutes per speaker)
4. Consent Agenda
 - a. Approval of Minutes – November 21, 2024
 - b. November Financials
5. Public Hearing
 - a. 2025 Proposed Budget
6. For Possible Action
 - a. Resolution 2024-06 Adopting a Budget and Authorizing Appropriations for Fiscal Year 2025
 - b. Ordinance 2024-02 Amending Article 4 of Chapter 16 of the Town of Foxfield Municipal Code by the Addition Thereto of a New Section 16-4-80 Entitled “Natural Medicine Businesses”

7. Reports
 - a. Members of Town Board
 - b. Staff

8. Future Agenda Items
 - a. Tunnel and sidewalk repairs
 - b. MHFD public outreach
 - c. Culvert Clean-up
 - d. Land Use Code Final Draft
 - e. Speed Mitigation
 - f. 2025 Budget
 - g. Wards Discussion

9. Adjournment



BOARD OF TRUSTEES MEETING MINUTES

November 21st, 2024

Call to Order

The meeting was called to order at 6:30 p.m. via Microsoft Teams.

1. Pledge of Allegiance

2. Roll Call

The following Trustees were present: Mayor Jones, Trustee Thompson, Trustee Cockrell, Trustee Hodge, Trustee Shultz, and Trustee Pakanati.

A quorum was present.

3. Audience Participation

None

4. Consent Agenda

- a. Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Shultz. The motion passed unanimously.

5. For Possible Action

- a. Approval of the Tenth Addendum for Services with Terracare
Ms. Proctor explained the rate adjustment for 2025. Discussion included the rate percentage increase in the last five years and projection of the next five years. Mayor Jones moved to approve the Tenth Addendum and 2025 pricing agreement with Terracare, with a second by Trustee Shultz. The motion passed unanimously.
- b. Approval of 2025 Agreement for Law Enforcement Services with Arapahoe County
Mayor Jones explained the agreement and why we use Arapahoe County. Mayor Jones moved to approve the 2025 Agreement for Law Enforcement Services as presented, with a second by Trustee Thompson. The motion passed unanimously.

6. For Discussion

- a. Ordinance 2024-02 Amending Article 4 of Chapter 16 of the Town of Foxfield Municipal Code by the Addition Thereto of a New Section 16-4-80 Entitled "Natural Medicine Businesses"
Discussion ensued with topics related to local licensing, buffers in areas such as parks, commercial and residential use, regulations around what kind of

businesses can have this, hours of operation, and use of accessory structures.
The board provided Ms. Torres questions to discuss with Town Attorney.

7. Members of Town Board

a. Members of Town Board

- i. Mayor Jones contacted Chapparral about their security cameras but has not received a response on whether there has been an increase in crime. She also contacted ACSO.
- ii. Trustee Cockrell gave an update from DRCOG meeting and projects that have passed. She mentioned regional transportation efforts that are being put in place for seniors under "Ride Alliance" and spoke on the Regional housing needs assessment.
- iii. Trustee Thompson asked for clarification on the Arapahoe Road sidewalk and Trustee Cockrell clarified that this would not be in our jurisdiction. Trustee Thompson asked if Foxfield maintains Arapahoe Road sidewalks. Mayor Jones clarified which sections we do maintain. Trustee Thompson asked about the culvert letters. Ms. Torres informed the board that this will be taken up again next year. Trustee Thompson asked about the Telluride property and Ms. Torres gave an update. Trustee Thompson gave an update regarding the October police report. She also inquired on a Trustee code of conduct regarding attendance.
- iv. Trustee Pakanati informed the board that there are some gaping cracks not done with the crack seal. He will inform the clerk of the location of these cracks.
- v. Trustee Shultz mentioned that the stop sign on the top of the hill at Yampa is leaning and Ms. Torres said she would contact Terracare. He gave an update on the last MHFD meeting and suggested that the board may include items in our code regarding drainage and culverts. Discussion was held on areas of concern in the town.
- vi. Trustee Hodge mentioned that residents asked if we are going to repair the Foxfield sign. Ms. Torres mentioned she would look into it. Trustee Cockrell asked about flattening the bump on Richfield to Buckley. Trustee Hodge asked about gate timers and Ms. Proctor clarified that they were fixed.

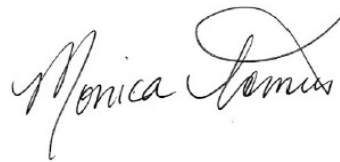
b. Staff.

- i. Town Clerk Torres
 1. Ms. Torres updated the board about the property at 7400 S Parker Rd being under contract and the intention of the developer. She also mentioned a FVC Pawn Shop inquiry.
- ii. Town Administrator Proctor
 1. Ms. Proctor reminded the board that the next meeting is December 12th. Mayor Jones asked Ms. Proctor if we should notify residents about work being done by Xcel. Ms. Torres mentioned that SEH has provided comments that Xcel still needs to address.

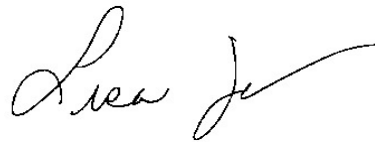
8. Future Agenda Items
 - a. Tunnel, sidewalk repairs
 - b. MHFD public outreach
 - c. Culvert Clean-up
 - d. Land Use Code Final Draft
 - e. Speed Mitigation
 - f. 2025 Budget
 - g. Ward discussion
 - h. Event Calendar
 - i. Trustee Code of Conduct – Attendance

9. Adjournment

Mayor Jones adjourned the meeting at 7:49 p.m.



Monica Torres, Town Clerk



Lisa Jones, Town Mayor

Exhibit #3b	Treasurer's Report		2024
November			
First Bank Checking			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 40,084.62
Colo Interac - gate tags	\$ 72.00	-	-
Colo Interac - building permits	\$ 2,748.40	-	-
Colo Interac- Use tax	\$ 1,186.08	-	-
Arapahoe County Use Tax	\$ 172.60	-	-
Colo Trust Transfer	\$ 15,000.00	-	-
Storquest	-	\$ 97.00	-
Caselle - monthly support	-	\$ 383.00	-
Microsoft Online email hosting	-	\$ 52.82	-
Microsoft Phone	-	\$ 15.26	-
HPWC, PC - legal services	-	\$ 1185.00	-
Terracare Assoc - public works	-	\$ 6378.88	-
Parker Court - Court Revenue	\$ 77.25	-	-
Core Electric - Franchise Fee	\$ 7,691.23	-	-
CIRSA - premium	-	\$ 2522.41	-
ACWWA	-	\$ 341.11	-
CORE - 6806 S Parker Road lights	-	\$ 101.15	-
Adobe	-	\$ 20.74	-
Arapahoe County Open Space Tax Remittal	-	\$ 448.39	-
Jeffrey Briar	-	\$ 300.14	-
Karen Proctor	-	\$ 5,592.76	-
Monica Torres	-	\$ 2,766.23	-
George Poggioli	-	\$ 277.05	-
EFTPS	-	\$ 2,615.95	-
Ending Balance	\$ 26,947.56	\$ 23,097.89	\$ 53,555.28

August

Treasurer's Report

2024

ColoTrust General Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 1,872,717.92
Sales Tax	\$ 43,030.43	-	-
AC Property Tax	\$ 1,120.01	-	-
Cigarette Tax	\$ 104.21	-	-
HUTF Distribution	\$ 3,395.16	-	-
Transfer to checking		\$ 15,000.00	-
Public Service	\$ 397.17		-
Interest Income	\$ 7,613.93	-	-
Ending Balance	\$ 55,660.91	\$ 15,000.00	\$ 1,913,378.83

ColoTrust CTF Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 23,291.65
Interest Income	\$ 93.10	-	-
Ending Balance	\$ 93.10	\$ 0.00	\$ 23,384.75

ColoTrust Open Space Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 287,614.84
Arapahoe County Open Space Distribution	\$ 82.60	-	-
Interest Income	\$ 1,149.88	-	-
Ending Balance	\$ 1,232.48	\$ 0.00	288,847.32

ColoTrust American Rescue Plan Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 68,791.15
Interest Income	\$ 274.99	-	-
Ending Balance	\$ 274.99	\$ 0.00	\$ 69,066.14

2022 Town of Foxfield Sales Tax Revenue

Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	35,322	25,179	18,488	23,894	27,061	22,707	21,535	18,366	21,373	17,317	17,534	16,310	265,086
Remote	12,097	7,822	8,154	11,229	17,329	18,912	18,539	9,342	11,280	10,096	9,500	14,780	149,080
FVC	23,767	18,843	15,448	18,191	10,044	10,627	8,637	17,200	22,278	18,142	17,887	18,659	199,722
Totals	71,185	51,843	42,091	53,314	54,434	52,245	48,711	44,908	54,931	45,555	44,922	49,749	\$ 613,887.62

2023 Town of Foxfield Sales Tax Revenue

Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	18,032	17,726	15,741	21,479	17,504	19,576	20,521	24,972	16,358	22,882	23,518	20,217	238,526
Remote	11,157	10,836	9,389	10,254	9,137	9,814	10,219	9,738	10,138	13,692	37,948	12,476	154,799
FVC	21,366	17,696	15,181	12,957	13,369	14,164	13,845	17,690	23,338	18,077	17,088	16,572	201,344
Totals	50,555	46,258	40,310	44,691	40,010	43,553	44,585	52,401	49,834	54,651	78,555	49,266	\$ 594,668.90

2024 Town of Foxfield Sales Tax Revenue

Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	28,432	18,598	17,046	27,273	23,107	18,861	20,127	22,784	27,680	21,615	21,790	-	247,314
Remote	11,302	10,141	10,135	9,679	10,679	11,411	12,774	9,325	10,667	10,467	9,620	-	116,200
FVC	15,739	12,391	11,505	14,993	12,117	11,819	10,185	12,233	11,346	10,948	12,695	-	135,972
Totals	55,473	41,130	38,685	51,945	45,903	42,091	43,086	44,342	49,693	43,030	44,106	0	\$ 499,484.94

TOWN OF FOXFIELD
 BALANCE SHEET
 NOVEMBER 30, 2024

GENERAL FUND

ASSETS

10-10220	CASH ON DEPOSIT - 1ST BANK		33,242.39	
10-10310	CASH - COUNTY TREASURER	(2,191.84)	
10-10410	INVESTMENT ACCOUNT - COLOTRUST		1,913,378.83	
10-11500	PROPERTY TAX RECEIVABLE	(5,577.00)	
10-13110	DUE FROM CTF		5,902.24	
10-13180	DUE FROM OPEN SPACE FUND		369.19	
10-13190	DUE FROM ARP FUNDS		1,347.00	
	TOTAL ASSETS			<u>1,946,470.81</u>

LIABILITIES AND EQUITY

LIABILITIES

10-20100	ACCOUNTS PAYABLE	(5,098.59)	
10-21110	PAYROLL TAXES PAYABLE		775.94	
10-22000	A.C. USE TAX PAYABLE		497.48	
10-22210	DEFERRED PROPERTY TAX	(5,577.00)	
10-22950	LAND USE ESCROW- PHILLIPS		232.50	
10-22960	LAND USE ESCROW-VANSTELLE	(733.50)	
	TOTAL LIABILITIES	(9,903.17)	

FUND EQUITY

10-28970	FUND BAL RESRVD-LAW ENFORCEMNT		21,000.00	
	UNAPPROPRIATED FUND BALANCE:			
10-29800	FUND BALANCE - UNRESTRICTED		1,572,756.72	
	REVENUE OVER EXPENDITURES - YTD		362,602.26	
	BALANCE - CURRENT DATE		1,935,358.98	
	TOTAL FUND EQUITY			<u>1,956,358.98</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,946,455.81</u>

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>						
10-31-111	854.26	142,481.00	136,904.00	(5,577.00)	104.1
10-31-121	574.27	7,261.45	7,000.00	(261.45)	103.7
10-31-161	397.17	10,584.91	10,000.00	(584.91)	105.9
10-31-162	7,691.23	19,227.37	22,000.00		2,772.63	87.4
10-31-163	.00	2,806.39	4,800.00		1,993.61	58.5
10-31-191	58.27	246.68	100.00	(146.68)	246.7
10-31-311	43,030.43	455,379.03	450,000.00	(5,379.03)	101.2
10-31-312	1,186.08	23,506.40	25,000.00		1,493.60	94.0
	<u>53,791.71</u>	<u>661,493.23</u>	<u>655,804.00</u>	(<u>5,689.23)</u>	<u>100.9</u>
<u>LICENSES AND PERMITS</u>						
10-32-211	.00	597.50	350.00	(247.50)	170.7
10-32-212	.00	100.00	.00	(100.00)	.0
10-32-215	.00	280.00	210.00	(70.00)	133.3
10-32-221	2,748.40	46,053.60	40,000.00	(6,053.60)	115.1
10-32-222	.00	553.50	300.00	(253.50)	184.5
10-32-223	.00	.00	150.00		150.00	.0
10-32-224	.00	.00	100.00		100.00	.0
10-32-225	.00	.00	500.00		500.00	.0
10-32-226	.00	.00	250.00		250.00	.0
	<u>2,748.40</u>	<u>47,584.60</u>	<u>41,860.00</u>	(<u>5,724.60)</u>	<u>113.7</u>
<u>INTERGOVERNMENTAL</u>						
10-33-321	304.42	3,498.95	3,500.00		1.05	100.0
10-33-342	104.21	861.75	1,000.00		138.25	86.2
10-33-350	.00	662.97	600.00	(62.97)	110.5
10-33-352	3,395.16	34,036.55	20,000.00	(14,036.55)	170.2
10-33-360	.00	126.51	200.00		73.49	63.3
10-33-371	.00	4,919.84	6,500.00		1,580.16	75.7
	<u>3,803.79</u>	<u>44,106.57</u>	<u>31,800.00</u>	(<u>12,306.57)</u>	<u>138.7</u>
<u>CHARGES FOR SERVICES</u>						
10-35-510	77.25	102.25	500.00		397.75	20.5
10-35-540	.00	.00	150.00		150.00	.0
	<u>77.25</u>	<u>102.25</u>	<u>650.00</u>		<u>547.75</u>	<u>15.7</u>

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
10-36-600 GATE VIOLATION	.00	700.00	1,500.00	800.00	46.7
10-36-601 GATE TAG REVENUE	72.00	947.00	800.00	(147.00)	118.4
10-36-611 INTEREST EARNINGS	7,613.93	82,146.02	60,000.00	(22,146.02)	136.9
10-36-680 MISCELLANEOUS/OTHER INCOME	.00	65.00	1,000.00	935.00	6.5
10-36-684 COLORADO PLASTIC BAG FEE	.00	4.44	.00	(4.44)	.0
TOTAL MISCELLANEOUS	7,685.93	83,862.46	63,300.00	(20,562.46)	132.5
TOTAL FUND REVENUE	68,107.08	837,149.11	793,414.00	(43,735.11)	105.5

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-41-110 PERSONNEL EXPENSES	11,018.26	136,776.64	158,760.00	21,983.36	86.2
10-41-116 PAYROLL TAXES	842.89	10,463.41	12,145.00	1,681.59	86.2
10-41-118 WORKERS COMPENSATION INS.	.00	207.00	900.00	693.00	23.0
10-41-120 SUPPLIES/MATERIALS	.00	363.63	1,500.00	1,136.37	24.2
10-41-130 POSTAGE/BULK MAIL CHARGES	.00	524.50	550.00	25.50	95.4
10-41-140 PRINTING	.00	109.50	100.00	(9.50)	109.5
10-41-143 MUNICIPAL CODE SUPPLEMENTS	.00	.00	3,000.00	3,000.00	.0
10-41-145 LEGAL NOTICES	.00	69.44	250.00	180.56	27.8
10-41-148 RECORDING FEES	.00	.00	50.00	50.00	.0
10-41-151 AUDIT	.00	7,000.00	7,750.00	750.00	90.3
10-41-152 LEGAL	1,185.00	7,702.14	15,000.00	7,297.86	51.4
10-41-160 COUNTY TREASURER FEES	9.13	1,427.27	1,458.00	30.73	97.9
10-41-170 COMMUNICATIONS/IT	403.74	8,143.97	9,000.00	856.03	90.5
10-41-171 TELEPHONE/INTERNET	24.08	263.98	1,500.00	1,236.02	17.6
10-41-172 E-MAIL SERVER	44.00	444.80	550.00	105.20	80.9
10-41-180 INSURANCE	2,522.41	10,203.76	10,185.00	(18.76)	100.2
10-41-182 MEMBERSHIP/DUES/TRAINING	.00	3,883.64	5,500.00	1,616.36	70.6
10-41-190 MISCELLANEOUS EXPENSE	.00	263.72	7,000.00	6,736.28	3.8
10-41-192 BANK SERVICE CHARGES	.00	16.00	24.00	8.00	66.7
TOTAL ADMINISTRATION	16,049.51	187,863.40	235,222.00	47,358.60	79.9
<u>ELECTIONS</u>					
10-42-121 ELECTIONS - JUDGES	.00	.00	300.00	300.00	.0
10-42-131 ELECTION EXPENSES	.00	.00	100.00	100.00	.0
TOTAL ELECTIONS	.00	.00	400.00	400.00	.0
<u>JUDICIAL</u>					
10-44-211 MUNICIPAL JUDGE	250.00	2,750.00	3,000.00	250.00	91.7
10-44-220 COURT RELATED EXPENSES	.00	145.38	5,000.00	4,854.62	2.9
TOTAL JUDICIAL	250.00	2,895.38	8,000.00	5,104.62	36.2
<u>PUBLIC SAFETY</u>					
10-46-311 LAW ENFORCEMENT	.00	136,904.06	145,762.00	8,857.94	93.9
10-46-314 OFF DUTY OFFICER PATROLS	.00	.00	15,000.00	15,000.00	.0
10-46-400 ANIMAL CONTROL	.00	130.00	500.00	370.00	26.0
TOTAL PUBLIC SAFETY	.00	137,034.06	161,262.00	24,227.94	85.0

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
10-48-451 PLANNING	70.00	3,175.00	5,000.00	1,825.00	63.5
10-48-452 ENGINEERING	.00	14,489.25	20,000.00	5,510.75	72.5
10-48-453 CODE ENFORCEMENT	1,095.00	7,938.75	10,000.00	2,061.25	79.4
10-48-454 SNOW REMOVAL	.00	13,873.50	35,000.00	21,126.50	39.6
10-48-455 ROW AND ISLAND MAINTENANCE	5,320.73	55,685.34	65,000.00	9,314.66	85.7
10-48-456 TRAFFIC CONTROL/SIGNAGE	.00	.00	1,500.00	1,500.00	.0
10-48-457 BUILDING PERMIT EXPENSES	2,399.81	28,509.03	35,000.00	6,490.97	81.5
10-48-458 ST. CUT/ROW PERMIT EXPENSES	.00	.00	500.00	500.00	.0
10-48-459 STREET LIGHTS	101.15	1,223.60	1,400.00	176.40	87.4
10-48-460 ENGINEERING ROAD MAINTENANCE	.00	6,728.25	5,000.00	(1,728.25)	134.6
10-48-461 GATE ELECTRICITY & MAINTENANCE	248.00	9,029.70	11,000.00	1,970.30	82.1
10-48-500 COMM EVENTS (PARADE,DIRECTORY)	.00	5,256.59	8,000.00	2,743.41	65.7
10-48-600 STORAGE UNIT	97.00	845.00	924.00	79.00	91.5
TOTAL PUBLIC WORKS	9,331.69	146,754.01	198,324.00	51,569.99	74.0
<u>CAPITAL EXPENDITURES</u>					
10-58-800 CAPITAL EXP > \$5,000.00	.00	.00	25,000.00	25,000.00	.0
TOTAL CAPITAL EXPENDITURES	.00	.00	25,000.00	25,000.00	.0
TOTAL FUND EXPENDITURES	25,631.20	474,546.85	628,208.00	153,661.15	75.5
NET REVENUE OVER EXPENDITURES	42,475.88	362,602.26	165,206.00	(197,396.26)	219.5

TOWN OF FOXFIELD
 BALANCE SHEET
 NOVEMBER 30, 2024

OPEN SPACE FUND

ASSETS

22-10410	INVESTMENT ACCOUNT - COLOTRUST	288,847.32	
22-13120	DUE TO GENERAL FUND	(369.19)	
	TOTAL ASSETS		<u>288,478.13</u>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
22-29800	FUND BALANCE	246,337.04	
	REVENUE OVER EXPENDITURES - YTD	42,141.09	
	BALANCE - CURRENT DATE	<u>288,478.13</u>	
	TOTAL FUND EQUITY		<u>288,478.13</u>
	TOTAL LIABILITIES AND EQUITY		<u>288,478.13</u>

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

OPEN SPACE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
22-30-130 ARAPAHOE CO OPEN SPACE DISTRIB	82.60	28,967.98	25,000.00	(3,967.98)	115.9
22-30-611 INTEREST EARNINGS	1,149.88	13,116.86	10,000.00	(3,116.86)	131.2
22-30-680 MISCELLANEOUS/OTHER INCOME	.00	56.25	.00	(56.25)	.0
TOTAL REVENUES	1,232.48	42,141.09	35,000.00	(7,141.09)	120.4
TOTAL FUND REVENUE	1,232.48	42,141.09	35,000.00	(7,141.09)	120.4

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

OPEN SPACE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
22-40-511 MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
22-40-530 PLANNING	.00	.00	7,500.00	7,500.00	.0
22-40-620 IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURES	.00	.00	21,500.00	21,500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	21,500.00	21,500.00	.0
NET REVENUE OVER EXPENDITURES	1,232.48	42,141.09	13,500.00	(28,641.09)	312.2

TOWN OF FOXFIELD
 BALANCE SHEET
 NOVEMBER 30, 2024

AMERICAN RESCUE PLAN FUND

ASSETS

23-10410	INVESTMENT ACCOUNT - COLOTRUST	69,066.14	
23-13120	DUE TO GENERAL FUND	20,508.00	
	TOTAL ASSETS		89,574.14

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
23-29800	FUND BALANCE	96,954.03	
	REVENUE OVER EXPENDITURES - YTD	(7,379.89)	
	BALANCE - CURRENT DATE	89,574.14	
	TOTAL FUND EQUITY		89,574.14
	TOTAL LIABILITIES AND EQUITY		89,574.14

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

AMERICAN RESCUE PLAN FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
23-30-611 INTEREST INCOME	274.99	4,405.61	5,500.00	1,094.39	80.1
TOTAL REVENUE	274.99	4,405.61	5,500.00	1,094.39	80.1
TOTAL FUND REVENUE	274.99	4,405.61	5,500.00	1,094.39	80.1

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

AMERICAN RESCUE PLAN FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GOVERNMENT SERVICES</u>					
23-41-140 GOVT SERVICES- ADMIN EXP	.00	7,935.50	91,381.00	83,445.50	8.7
23-41-148 MUNICIPAL CODE UPDATES	.00	3,850.00	.00	(3,850.00)	.0
TOTAL GOVERNMENT SERVICES	.00	11,785.50	91,381.00	79,595.50	12.9
TOTAL FUND EXPENDITURES	.00	11,785.50	91,381.00	79,595.50	12.9
NET REVENUE OVER EXPENDITURES	274.99	(7,379.89)	(85,881.00)	(78,501.11)	(8.6)

TOWN OF FOXFIELD
 BALANCE SHEET
 NOVEMBER 30, 2024

CTF

ASSETS

31-10410	INVESTMENT ACCOUNT - COLOTRUST	23,384.75	
31-13110	DUE FROM OTHER FUNDS	(1,903.95)	
	TOTAL ASSETS		<u>21,480.80</u>

LIABILITIES AND EQUITY

LIABILITIES

31-23110	DUE TO GENERAL FUND	1,438.80	
	TOTAL LIABILITIES		1,438.80

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
31-29800	FUND BALANCE	22,951.06	
	REVENUE OVER EXPENDITURES - YTD	(2,909.06)	
	BALANCE - CURRENT DATE	20,042.00	
	TOTAL FUND EQUITY		<u>20,042.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>21,480.80</u>

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

CTF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
31-30-611	INTEREST EARNINGS	93.10	1,095.32	800.00	(295.32)	136.9
31-30-634	CTF DISTRIBUTION	.00	4,930.79	7,800.00	2,869.21	63.2
	TOTAL REVENUES	93.10	6,026.11	8,600.00	2,573.89	70.1
	TOTAL FUND REVENUE	93.10	6,026.11	8,600.00	2,573.89	70.1

TOWN OF FOXFIELD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

CTF

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
31-40-550 MAINTENANCE	.00	8,935.17	13,000.00	4,064.83	68.7
TOTAL EXPENDITURES	.00	8,935.17	13,000.00	4,064.83	68.7
TOTAL FUND EXPENDITURES	.00	8,935.17	13,000.00	4,064.83	68.7
NET REVENUE OVER EXPENDITURES	93.10	(2,909.06)	(4,400.00)	(1,490.94)	(66.1)



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 12, 2024

RE: 2025 Budget Public Hearing

DISCUSSION:

The 2024 General Fund (includes the Road Maintenance Fund) proposed budget has revenues of \$919,477 and expenditures in the amount of \$696,151 with an ending fund balance of \$2,138,074. The General Fund expenditures are budgeted at an increase of approximately 11% from the 2024 adopted budget. The increase is due mostly to the addition of funds for speed mitigation work and road maintenance.

The Open Space Fund has \$21,500 in expenses for possible improvements and maintenance of the Foxfield Open Space, in addition to the Easter Trail Study. The ending fund balance is \$300,526.

The Conservation Trust Fund has \$16,000 of expenses in 2025 for maintenance by Terracare and an ending fund balance of \$11,473.

The American Rescue Plan Fund has \$67,554 in expenses and an ending fund balance of \$0.

The Board received a draft of the proposed 2025 budget for review on October 15th, 2024, and a study session was held on November 7th, 2024, to discuss the budget.

RECOMMENDED MOTION:

"I move to approve the 2025 proposed budget".

ATTACHMENTS:

Exhibit A – 2025 Proposed Budget

2025 BUDGET



Presented to Town Board - October 15, 2024

Study Session - November 7, 2024

Final Adoption – December 12, 2024



December 12, 2024

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 2025 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 2025 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 2025 Annual Budget.

Monica Torres
Town Clerk/Treasurer

Karen Proctor
Town Administrator

TOWN OF FOXFIELD
2025 Proposed Budget

	2023 Actual	2024 Estimated	2025 Proposed Budget
GENERAL FUND			
Beginning Fund Balance	1,131,856	1,465,757	1,622,161
Revenues:			
Taxes and Franchise Fees	653,510	590,597	586,926
Licenses and Permits	131,231	40,878	41,930
Intergovernmental	49,399	38,544	37,472
Charges for Services	335	50	150
Fines	400	100	500
Miscellaneous	77,658	72,010	62,500
Total Revenues	912,534	742,178	729,477
Total Revenues and Fund Balance	2,044,390	2,207,935	2,351,639
Expenditures:			
Administration	205,800	234,789	242,490
Elections	0	0	0
Judicial	2,555	4,000	8,000
Public Safety	122,221	142,204	148,526
Public Works	248,057	204,781	210,824
Capital	0	0	40,000
Total Expenditures	578,634	585,774	649,839
Ending Fund Balance	1,465,757	1,622,161	1,701,799
ROAD MAINTENANCE FUND			
Beginning Fund Balance	46,851	127,587	292,587
Revenues	201,344	190,000	190,000
Total Revenues and Fund Balance	248,195	317,587	482,587
Expenditures:			
Crack Seal/Chip Seal	102,860	18,000	26,312
Other Road Maintenance	17,748	7,000	20,000
Total Expenditures	120,608	25,000	46,312
Ending Fund Balance	127,587	292,587	436,275

OPEN SPACE FUND			
Beginning Fund Balance	210,336	246,337	287,026
Revenues	40,001	40,689	35,000
Total Revenues and Fund Balance	250,337	287,026	322,026
Expenditures:			
Maintenance	4,000	0	4,000
Improvements	0	0	10,000
Planning	0	0	7,500
Engineering and Design	0	0	0
Total Expenditures	4,000	0	21,500
Ending Fund Balance	246,337	287,026	300,526

CONSERVATION TRUST FUND			
Beginning Fund Balance	24,240	22,873	18,673
Revenues	11,711	8,800	8,800
Total Revenues and Fund Balance	35,951	31,673	27,473
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	13,078	13,000	16,000
Total Expenditures	13,078	13,000	16,000
Ending Fund Balance	22,873	18,673	11,473

AMERICAN RESCUE PLAN FUND			
Beginning Fund Balance	159,881	96,954	62,054
Revenues	7,899	5,100	5,500
Total Revenues and Fund Balance	167,781	102,054	67,554
Expenditures:			
Government Services	70,827	40,000	67,554
Small Business Grants	0	0	0
Water, Sewer, Broadband Infrastructure	0	0	0
Total Expenditures	70,827	40,000	67,554
Ending Fund Balance	96,954	62,054	0

Budget Worksheet
2025

2025 PROPOSED BUDGET							
Account	Account Title	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Proposed Budget	Description
GENERAL FUND							
Taxes and Franchise Fees							
	Assessed Value	24,014,414	23,501,605	27,479,739	27,479,739	27,704,848	
	Mill Levy	4.982	4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	119,777	117,456	136,904	141,610	138,026	Provided by the county
10-31-121	Specific Ownership Tax	7,553	7,672	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	12,021	15,588	10,000	10,000	10,000	
10-31-162	CORE Franchise Fee	24,086	24,061	22,000	22,000	22,000	
10-31-163	Cable Television Fees	5,301	5,725	4,800	4,800	4,800	Comcast
10-31-191	Current Property Tax Interest	273	227	100	187	100	Interest on property tax
10-31-311	Sales Tax	415,234	393,325	275,000	380,000	380,000	3.75% on purchases made in the town or delivered into the town.
10-31-312	Use Tax	24,456	89,457	25,000	25,000	25,000	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.
		608,701	653,510	480,804	590,597	586,926	
Licenses and Permits							
10-32-211	Liquor Licenses	298	545	350	598	350	2 licenses + special events
10-32-215	Business Licenses	470	170	210	280	280	\$35 annual fee per business
10-32-218	Sign Permits	0	0	0	0	0	
10-32-219	Communique Ads	0	0	0	0	0	
10-32-221	Building Permits	37,381	127,566	40,000	40,000	40,000	
10-32-222	Street Cut Permits/ROW	(254)	900	300	0	300	
10-32-223	Grading Permits	150	300	150	0	150	
10-32-224	Zoning Review	1,200	0	100	0	100	Costs billed through building permit
10-32-225	Engineering Review	1,515	1,000	500	0	500	Costs billed through building permit
10-32-226	Driveway Permits	1,100	750	250	0	250	
		41,861	131,231	41,860	40,878	41,930	

Budget Worksheet
2025

<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
Intergovernmental							
10-33-321	Motor Vehicle Registration Fees	3,798	5,194	3,500	3,500	3,500	County collected
10-33-342	Cigarette Tax	1,047	1,285	1,000	800	1,000	State derived
10-33-350	Severance Tax	885	1,160	600	663	600	
10-33-352	Highway User Tax	38,542	36,603	20,000	26,954	25,672	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	230	289	200	127	200	
10-33-371	County Road/Bridge Levy	5,751	4,868	6,500	6,500	6,500	Shareback from Arapahoe County
		50,254	49,399	31,800	38,544	37,472	
Charges for Services							
10-35-510	Traffic Court Revenues	1,132	400	500	100	500	
10-35-540	Chargeback Administration Fee	1,255	335	150	50	150	SafeBuilt & SEH
		2,387	736	650	150	650	
Miscellaneous							
10-36-600	Gate Violations	1,800	2,935	1,500	700	700	
10-36-601	Gate Tags	0	1,261	800	800	800	
10-36-611	Interest Earnings	21,439	67,558	60,000	70,000	60,000	estimated approximtely 4%
10-36-680	Miscellaneous/Other Income	1,277	397	1,000	500	1,000	Pinnacol dividend, IREA cap credit
10-36-681	MFSD Youth Program Distribution	7,223	0	0	0	0	
10-36-683	DOLA Grant- Municipal Code	0	5,492	0	0	0	
10-36-684	CO Plastic Bag Fee	0	16	0	10	0	
		31,738	77,658	63,300	72,010	62,500	
	TOTAL REVENUES	734,942	912,534	618,414	742,178	729,477	

Budget Worksheet
2025

<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
Administration							
10-41-110	Personnel Expenses	143,061	142,425	158,760	170,000	167,760	3-12% salary increases
10-41-116	Payroll Taxes (7.65%)	10,944	10,896	12,145	13,005	12,834	
10-41-118	Workers Compensation Ins.	810	1,063	900	900	900	Pinnacle
10-41-120	Supplies/Materials	214	566	1,500	1,000	1,500	Budget for laptop included
10-41-130	Postage/Bulk Mail Charges	453	508	550	550	550	PO Box Rental
10-41-140	Printing	0	118	100	110	100	
10-41-143	Municipal Code Supplements	1,930	9,103	3,000	0	3,000	New ordinances
10-41-145	Legal Notices	107	183	250	100	250	
10-41-148	Recording Fees	0	0	50	50	50	
10-41-151	Audit	7,000	7,000	7,750	7,000	7,750	John Cutler and Associates
10-41-152	Legal	14,270	8,689	15,000	10,000	15,000	HPWC
10-41-160	County Treasurer Fees	1,201	1,177	1,458	1,500	1,380	1% of current property tax revenue
10-41-170	Communications/IT	4,115	9,548	9,000	9,000	9,000	Caselle, Laserfiche, TextMyGov
10-41-171	Telephone/Internet	1,537	271	1,500	500	1,500	Clerk's office
10-41-172	E-mail Server	521	523	550	550	550	
10-41-180	Insurance	7,082	8,263	10,185	10,000	9,842	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	3,923	4,572	5,500	5,500	5,500	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	2,663	887	7,000	5,000	5,000	
10-41-192	Bank Service Charges	24	10	24	24	24	
		199,855	205,800	235,222	234,789	242,490	
Elections							
10-42-121	Elections - Judges	0	0	300	0	0	
10-42-131	Election Expenses	0	0	100	0	0	
		0	0	400	0	0	
Judicial							
10-44-211	Judge	3,000	2,000	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	227	555	5,000	1,000	5,000	
		3,227	2,555	8,000	4,000	8,000	

Budget Worksheet
2025

<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
Public Safety							
10-46-311	Law Enforcement	119,663	117,085	145,762	136,904	138,026	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	16,548	5,006	15,000	5,000	10,000	
10-46-400	Animal Control	455	130	500	300	500	
		136,665	122,221	161,262	142,204	148,526	
Public Works							
10-48-451	Planning	315	2,146	5,000	5,000	5,000	SafeBuilt
10-48-452	Engineering	10,635	24,977	20,000	20,000	20,000	SEH
10-48-453	Code Enforcement	10,826	10,129	10,000	10,000	10,000	SafeBuilt
10-48-454	Snow Removal	38,460	15,496	35,000	35,000	35,000	Terracare
10-48-455	ROW and Island Maintenance	54,502	67,034	65,000	65,000	70,000	Terracare
10-48-456	Traffic Control/Signage	4,270	1,548	1,500	1,000	1,500	Sign placement and repair
10-48-457	Building Permit Expenses	28,101	95,649	35,000	35,000	35,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	0	0	500	0	500	
10-48-459	Street Lights	1,434	1,680	1,400	1,400	1,400	Lewiston Way and Parker Road
10-48-460	Engineering Road Maintenance	13,867	8,797	5,000	12,457	12,500	SEH pavement mgmt
10-48-461	Gates Electricity and Maintenance	4,095	4,995	11,000	11,000	11,000	\$10,000 Maintenance, \$1,000 Electricity
10-48-462	MHSD Expense	0	6,803	0	0	0	
10-48-500	Community Events	4,283	7,988	8,000	8,000	8,000	Parade, Chili Fest, Spring Event, Spring & Fall Clean-ups
10-48-600	Storage Unit	590	815	924	924	924	\$77/month
		171,377	248,057	198,324	204,781	210,824	
Capital							
10-58-800	Capital Exp > \$5,000.00	0	0	0	0	40,000	Speed Mitigation
10-58-801	Capital Exp < \$5,000.00	3,319	0	0	0	0	
		3,319	0	0	0	40,000	
	TOTAL EXPENDITURES	514,443	578,634	603,208	585,774	649,839	
	REVENUES LESS EXPENDITURES	220,499	333,901	15,206	156,404	79,638	

Budget Worksheet
2025

<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
ROAD MAINTENANCE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
	Beginning Fund Balance	120,811	46,851	19,759	127,587	292,587	
	Village Center Sales Tax	199,722	201,344	175,000	190,000	190,000	
	TOTAL REVENUES	199,722	201,344	175,000	190,000	190,000	
	Crack Seal	8,000	16,722	18,000	18,000	26,312	
	Chip Seal	225,034	86,139	0	0	0	
	Other Road Maintenance	40,648	17,748	7,000	7,000	20,000	
	TOTAL EXPENDITURES	273,682	120,608	25,000	25,000	46,312	
	Ending Fund Balance	46,851	127,587	169,759	292,587	436,275	
OPEN SPACE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
22-30-130	Arapahoe CO Open Space Distrib	25,758	27,866	25,000	28,633	25,000	
22-30-611	Interest Earnings	3,624	12,135	10,000	12,000	10,000	
22-30-680	Miscellaneous/Other Income	0	0	0	56	0	
	TOTAL REVENUES	29,382	40,001	35,000	40,689	35,000	
22-40-511	Maintenance	1,245	4,000	4,000	0	4,000	Weed mitigation, cleanup
22-40-530	Planning	0	0	7,500	0	7,500	Easter Trail Study
22-40-620	Improvements	97	0	10,000	0	10,000	New plantings
22-40-630	Engineering and Design	0	0	0	0	0	
	TOTAL EXPENDITURES	1,342	4,000	21,500	0	21,500	
	REVENUES LESS EXPENDITURES	28,040	36,001	13,500	40,689	13,500	

Budget Worksheet
2025

<u>Account</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
CONSERVATION TRUST FUND							
		<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
31-30-611	Interest Earnings	439	1,221	800	1,000	1,000	
31-30-634	CTF Distribution	9,618	10,489	7,800	7,800	7,800	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	10,057	11,711	8,600	8,800	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	13,000	13,078	13,000	13,000	16,000	20% of Terracare contract, IREA, ACWWA
	TOTAL EXPENDITURES	13,000	13,078	13,000	13,000	16,000	
	REVENUES LESS EXPENDITURES	(2,943)	(1,367)	(4,400)	(4,200)	(7,200)	
AMERICAN RESCUE PLAN FUND							
		<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed Budget</u>	<u>Description</u>
23-30-150	American Rescue Plan Funds	98,278	0	0	0	0	
23-30-611	Interest Income	2,590	7,899	5,500	5,100	5,500	
	TOTAL REVENUES	100,868	7,899	5,500	5,100	5,500	
23-411-40	Government Services	6,026	70,827	91,381	40,000	67,554	Master Plan and Code Update
23-42-140	Small Business Grants	20,000	0	0	0	0	
23-484-51	Water Sewer Broadband Exp	0	0	0	0	0	
	TOTAL EXPENDITURES	26,026	70,827	91,381	40,000	67,554	
	REVENUES LESS EXPENDITURES	74,842	(62,927)	(85,881)	(34,900)	(62,054)	



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 12, 2024

RE: Resolution 06; Series 2024 – Adopting a Budget and Authorizing Appropriations for Fiscal Year 2025

DISCUSSION:

The attached resolution authorizes the adoption of the budget and appropriations for the Town of Foxfield's for Fiscal Year 2025.

RECOMMENDED MOTION:

"I move to approve Resolution 06, Series 2024, adopting a budget and authorizing appropriations for fiscal year 2025."

ATTACHMENTS:

Resolution 06, Series 2024- A Resolution of the Board of Trustees of the Town of Foxfield Adopting a Budget and Authorizing Appropriations for Fiscal Year 2025.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD
ADOPTING A BUDGET, AND AUTHORIZING APPROPRIATIONS FOR FISCAL YEAR 2025

WHEREAS, the Town of Foxfield prepared a budget for fiscal year 2025 and held a public hearing prior to adoption of the budget;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD, COLORADO, AS FOLLOWS:

Section 1. The Town of Foxfield Budget in the total amount of \$801,205 for the fiscal year beginning January 1, 2025, and ending December 31, 2025, is hereby approved, and adopted.

Section 2. From monies obtained from taxation and all other sources of revenue of the Town of Foxfield, Colorado, during the year beginning January 1, 2025, and ending December 31, 2025, there are hereby appropriated the following sums for the following funds, to-wit:

General Fund	\$696,151
Open Space Fund	21,500
Conservation Trust Fund	16,000
American Rescue Plan Fund	<u>67,554</u>
TOTAL	\$801,205

Section 3. The Board of Trustees may, by resolution, transfer any unexpended balance in any of the funds to any fund or to a reserve.

PASSED ON FIRST AND FINAL READING THIS 12th day of December 2024.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO

Lisa Jones, Mayor

ATTEST:

Monica Torres, Town Clerk



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Monica Torres, Town Clerk

DATE: December 12, 2024

RE: Ordinance 2024-02 A Bill for an Ordinance amending Article 4 of Chapter 16 of The Town of Foxfield Municipal Code by the addition thereto of a new section 16-4-80 entitled "Natural Medicine Businesses" FINAL READING

DISCUSSION:

Attached for discussion is Ordinance 2024-02. This ordinance amends article 4 of Chapter 16 of the Foxfield Municipal Code to authorize the Town to regulate the time, place and manner of the operation of licenses issued pursuant to the Natural Medicine Code. As of December 30, 2022, personal use and possession of natural medicine by adults 21 years of age or older was no longer a crime in Colorado; so, any adult 21 years or older could grow, cultivate, process, store, use, transport and ingest natural medicine. C.R.S. § 12-170-107(1) allows the Town to regulate "time, place and manner" for these facilities.

RECOMMENDED MOTION:

"I move to approve Ordinance 2024-02 Amending Article 4 of Chapter 16 of The Town of Foxfield Municipal Code by the Addition Thereto of a New Section 16-4-80 entitled "Natural Medicine Businesses" on final reading".

ATTACHMENT:

Exhibit A: Ordinance 2024-02

Trustee Bill No. 2024-02
 Series of 2024
 Town of Foxfield

Introduced by Trustee

A BILL FOR AN ORDINANCE AMENDING ARTICLE 4 OF CHAPTER 16 OF THE TOWN OF FOXFIELD MUNICIPAL CODE BY THE ADDITION THERETO OF A NEW SECTION 16-4-80 ENTITLED "NATURAL MEDICINE BUSINESSES"

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF FOXFIELD, COLORADO:

Section 1. The Town of Foxfield Municipal Code is amended by the addition thereto of a new Section 16-4-80 to read as follows:

16-4-80 – Natural Medicine Businesses

(a) Authority and Purpose. The Colorado Natural Medicine Code, C.R.S. § 44-50-101, *et seq.* (the "CNMC") specifically authorizes the Town to regulate the time, place and manner of the operation of licenses issued pursuant to the Natural Medicine Code. The purpose of this Section is to regulate the time, place and manner where natural medicine and natural medicine healing centers are provided.

(b) Definitions. For purposes of this Section, the following terms shall have the following meanings:

Natural medicine means psilocybin or psilocyn and other substances described in the CNMC as natural medicine.

Natural medicine business means any of the following entities licensed under the CNMC: a natural medicine healing center, a natural medicine cultivation facility, a natural medicine products manufacturer, or a natural medicine testing facility, or another licensed entity created by the state licensing authority.

Natural medicine healing center means a facility where an entity is licensed by the state licensing authority that permits a facilitator, as defined by the CNMC, to provide and supervise natural medicine services for a participant, as defined by the CNMC, which includes a participant consuming and experiencing the effects of regulated natural medicine or a regulated natural medicine product under the supervision of a facilitator.

Natural medicine product means a product infused with natural medicine that is intended for consumption, as provided by the CNMC.

Natural medicine services mean a preparation session, administrative session, and integration session, as provided by the CNMC.

Participant means an individual who is twenty-one (21) years of age or older who receives natural medicine services prescribed by and under the supervision of a facilitator, as provided by the CNMC.

Regulated natural medicine means natural medicine that is cultivated, manufactured, tested, stored, distributed, transported, or dispensed, as provided by the CNMC.

Regulated natural medicine product means a natural medicine product that is cultivated, manufactured, tested, stored, distributed, transported, or dispensed, as provided by the CNMC.

State licensing authority means the authority created under the CNMC for the purpose of regulating and controlling the licensing of the cultivation, manufacturing, testing, storing, distribution, transfer, and dispensation of regulated natural medicine and regulated natural medicine product, as provided by the CNMC.

(c) Operation.

(1) *Hours*: Natural medicine businesses shall only operate between the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday.

(2) *Public view*: All doorways, windows and other openings of a natural medicine business shall be located, covered, or screened in such a manner to prevent a view into the interior from any exterior public or semipublic area. All activities shall occur indoors.

(3) *Location*.

a. No natural medicine business that provides natural medicine services shall operate out of a home or accessory structure of a home within the Town.

b. No natural medicine business that provides natural medicine services shall operate within 500 feet of a park.

(4) *Lighting*: Primary entrances, parking lots and exterior walkways of a natural medicine business shall be clearly illuminated with downward facing security lights to provide after-dark visibility for facilitators, participants, and employees.

(5) *Storage*: All storage of natural medicine shall be located within a permanent building, and not a trailer, tent, or motor vehicle.

(6) *Odor*: Natural medicine businesses shall use an air filtration and ventilation system designed to ensure that the odors from natural medicine, natural medicine products, natural medicine healing, and natural medicine healing products are confined to the premises and are not detectable beyond the property boundaries on which the business is located.

(7) *Disposal*: Natural medicine businesses shall provide secure disposal of natural medicine and natural medicine product remnants or by-products. Natural medicine and natural medicine product remnants or by-products shall not be placed in an exterior refuse container.

(8) *Processing*:

a. The processing of natural medicine that includes the use of hazardous materials, including without limitation flammable and combustible liquids, carbon dioxide, and liquified petroleum gases, such as butane, is prohibited.

b. Nonhazardous materials used to process natural medicine shall be stored in a manner so as to mitigate and ensure odors are not detectable beyond the property boundaries on which the processing facility is located, or the exterior walls of the processing facility associated with the processing of natural medicine or natural medicine healing products.

c. The processing of natural medicine shall meet the requirements of all adopted Town building codes and other applicable law.

(d) **Violation and Penalty.** It is unlawful to violate this Section. Violations of this Section shall be subject to the civil penalties set forth in Section 1-4-20 of this Code. Each day of violation shall constitute a separate offense.

Section 2. The Town Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police powers of the Town of Foxfield, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare.

Section 3. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. This ordinance shall become effective thirty (30) days after final publication.

Adopted as Ordinance No. 2024-02 Series of 2024, by the Board of Trustees of Foxfield, Colorado, and signed and approved by its Mayor or presiding officers this ____ day of _____, 2024.

Lisa Jones, Mayor

ATTEST:

Monica Torres, Town Clerk

Town Seal

Corey Y. Hoffmann, Town Attorney
(Approved as to Form)