

2022 BUDGET



Presented to Town Board - October 7, 2021

Study Session - November 18, 2021

Final Adoption – December 9, 2021

Town of Foxfield 2022 Budget Narrative

In accordance with the Local Government Budget Law of Colorado, staff is pleased to present the 2022 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 2022 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. The modified accrual basis of accounting is used in preparing the budget.

The 2022 General Fund proposed budget has revenues of \$711,847 and expenditures in the amount of \$819,316 with an ending fund balance of \$850,908. The General Fund expenditures are budgeted at a decrease of approximately 12% from the 2021 adopted budget. The decrease is due mostly to the completion of the two gates resulting in a reduction of capital expenditures.

The Open Space Fund has \$4,000 in expenses for possible improvements and maintenance of the Foxfield Open Space. The ending fund balance is \$203,005. The Conservation Trust Fund has \$13,000 of expenses in 2022 for maintenance by Terracare and an ending fund balance of \$19,631.

The American Rescue Plan Fund has \$50,000 in expenses and an ending fund balance of \$130,901.

The Board received a draft of the proposed 2022 budget for review on October 7th, 2021. Study sessions were held on November 4th and November 18th, 2021, to discuss the budget and a public hearing took place on December 9th, 2022.



December 9, 2021

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 2022 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 2022 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 2022 Annual Budget.

Randi Gallivan
Town Clerk/Treasurer

Karen Proctor
Town Administrator

**TOWN OF FOXFIELD
2022 Proposed Budget**

	2020 Actual	2021 Estimated	2022 Proposed Budget
GENERAL FUND			
Beginning Fund Balance	929,822	855,902	862,393
Revenues:			
Taxes and Franchise Fees	436,794	520,954	430,540
Licenses and Permits	45,153	51,678	37,150
Intergovernmental	47,468	47,421	41,957
Charges for Services	190	100	100
Fines	2,090	500	500
Miscellaneous	9,241	8,700	1,600
Total Revenues	540,936	629,353	511,847
Total Revenues and Fund Balance	1,470,758	1,485,255	1,374,240
Expenditures:			
Administration	185,977	190,032	216,801
Elections	676	0	700
Judicial	3,648	7,000	8,000
Public Safety	114,960	117,435	125,140
Public Works	144,916	181,938	166,675
ESTIP	0	0	0
Capital	164,679	126,457	2,000
Total Expenditures	614,856	622,862	519,316
Ending Fund Balance	855,902	862,393	854,924
ROAD MAINTENANCE FUND			
Beginning Fund Balance	0	207,357	108,477
Revenues	207,357	215,000	200,000
Total Revenues and Fund Balance	207,357	422,357	308,477
Expenditures:			
Crack Seal/Chip Seal	0	305,400	300,000
Other Road Maintenance	0	8,480	0
Total Expenditures	0	313,880	300,000
Ending Fund Balance	207,357	108,477	8,477

OPEN SPACE FUND

Beginning Fund Balance	140,765	163,767	186,905
Revenues	23,002	23,139	20,100
Total Revenues and Fund Balance	163,767	186,905	207,005
Expenditures:			
Maintenance	0	4,612	4,000
Improvements	0	0	0
Planning	0	0	0
Engineering and Design	0	0	0
Total Expenditures	0	0	4,000
Ending Fund Balance	163,767	186,905	203,005

CONSERVATION TRUST FUND

Beginning Fund Balance	28,260	29,986	24,801
Revenues	8,299	7,815	7,830
Total Revenues and Fund Balance	36,558	37,801	32,631
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	6,572	13,000	13,000
Total Expenditures	6,572	13,000	13,000
Ending Fund Balance	29,986	24,801	19,631

AMERICAN RESCUE PLAN FUND

Beginning Fund Balance	0	0	82,604
Revenues	0	98,287	98,297
Total Revenues and Fund Balance	0	98,287	180,901
Expenditures:			
Negative Economic Impact	0	2,430	50,000
Water, Sewer, Broadband Infrastructure	0	13,253	0
Total Expenditures	0	15,683	50,000
Ending Fund Balance	0	82,604	130,901

Budget Worksheet
2022

2022 PROPOSED BUDGET							
<u>Account</u>	<u>Account Title</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	<u>Description</u>
GENERAL FUND							
Taxes and Franchise Fees							
	Assessed Value	20,495,097	22,601,884	22,737,996	22,737,996	24,014,414	
	Mill Levy		4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	100,682	112,575	113,281	113,281	119,640	Provided by the county
10-31-121	Specific Ownership Tax	7,939	7,980	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	8,441	6,777	6,750	7,646	7,000	
10-31-162	IREA Franchise Fee	22,321	21,806	22,000	22,000	22,000	
10-31-163	Cable Television Fees	5,114	4,882	4,800	4,800	4,800	Comcast
10-31-191	Current Property Tax Interest	73	214	100	128	100	Interest on property tax
10-31-192	Delinquent Property Tax	(1,170)	1,329	0	2,074	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	(165)	551	0	510	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	338,428	262,046	400,000	325,000	250,000	3.75% on purchases made in the town or delivered into the town.
10-31-312	Use Tax	45,090	18,634	13,500	38,515	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.
		526,754	436,794	567,431	520,954	430,540	
Licenses and Permits							
10-32-211	Liquor Licenses	398	298	298	895	300	2 licenses + special events
10-32-215	Business Licenses	385	280	385	278	350	\$35 annual fee per business
10-32-218	Sign Permits	0	0	0	0	0	FVC and OLOL
10-32-219	Communique Ads	500	290	350	0	200	
10-32-221	Building Permits	49,499	36,679	25,000	47,952	35,000	
10-32-222	Street Cut Permits/ROW	300	450	300	1,636	300	

Budget Worksheet
2022

Account	Account Title	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Proposed	Description
						Budget	
10-32-223	Grading Permits	150	0	150	0	150	
10-32-224	Zoning Review	1,914	2,668	1,500	50	100	Costs billed through building permit
10-32-225	Engineering Review	807	3,488	500	618	500	Costs billed through building permit
10-32-226	Driveway Permits	250	1,000	250	250	250	
		54,203	45,153	28,733	51,678	37,150	
Intergovernmental							
10-33-321	Motor Vehicle Registration Fees	4,224	3,782	3,500	3,500	3,500	County collected
10-33-342	Cigarette Tax	1,222	1,576	1,000	1,225	1,200	State derived
10-33-350	Severance Tax	0	399	400	400	400	
10-33-352	Highway User Tax	52,434	36,142	35,772	35,772	30,000	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	133	133	157	133	
10-33-371	County Road/Bridge Levy	5,691	5,436	6,367	6,367	6,724	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
		63,572	47,468	47,172	47,421	41,957	
Charges for Services							
10-35-510	Traffic Court Revenues	6,310	2,090	2,500	500	500	
10-35-540	Chargeback Administration Fee	684	190	500	100	100	SafeBuilt & SEH
		6,994	2,280	3,000	600	600	
Miscellaneous							
10-36-611	Interest Earnings	17,972	6,686	1,541	485	600	estimated <1%
10-36-680	Miscellaneous/Other Income	2,223	2,555	500	8,215	1,000	Pinnacol dividend, IREA cap credit, gate tags
10-36-682	SIPA Grant	4,250	0	0	0	0	
10-36-690	Transfer In	0	0	0	0	0	
		24,444	9,241	2,041	8,700	1,600	
	TOTAL REVENUES	675,966	540,936	648,377	629,353	511,847	

Budget Worksheet
2022

Account	Account Title	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Proposed		Description
						Budget		
Administration								
10-41-110	Personnel Expenses	127,008	130,262	134,246	132,251	138,273		3% salary increases
10-41-116	Payroll Taxes (7.65%)	9,716	9,965	10,270	10,117	10,578		
10-41-118	Workers Compensation Ins.	715	724	750	781	800		Pinnacle
10-41-120	Supplies/Materials	461	470	500	400	700		
10-41-130	Postage/Bulk Mail Charges	330	336	400	495	450		PO Box Rental
10-41-140	Printing	0	0	50	50	50		
10-41-141	Newsletter	35	0	50	50	50		Hard copies of newsletter
10-41-143	Municipal Code Supplements	211	646	1,500	500	1,500		New ordinances
10-41-145	Legal Notices	266	255	250	296	250		
10-41-148	Recording Fees	26	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	16,345	20,651	25,000	15,000	15,000		HPWC. Pending lawsuit.
10-41-160	County Treasurer Fees	1,042	1,153	1,133	1,200	1,196		1% of current property tax revenue
10-41-170	Communications/IT	11,861	2,689	2,800	2,500	2,800		Caselle, Carbonite, Laserfiche
10-41-171	Telephone/Internet	1,518	1,582	1,600	1,600	1,500		Clerk's office
10-41-172	E-mail Server	498	505	500	500	500		
10-41-173	Web Site Dev/Mgmt	4,412	0	0	0	0		No cost with new website
10-41-180	Insurance	4,500	4,995	5,957	6,987	7,080		CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	2,832	1,889	3,000	2,500	4,000		DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	99	2,831	150	7,730	25,000		Master Plan and Code book update
10-41-192	Bank Service Charges	24	24	24	24	24		
	Total Administration	188,900	185,977	195,230	190,032	216,801		
Elections								
10-42-121	Elections - Judges	0	300	0	0	300		
10-42-131	Election Expenses	0	376	0	0	400		
		0	676	0	0	700		
Judicial								
10-44-211	Judge	3,000	3,000	3,000	3,000	3,000		\$250/month
10-44-220	Court Related Expenses	5,864	648	6,000	4,000	5,000		Approximately \$1250/qrt
		8,864	3,648	9,000	7,000	8,000		

Budget Worksheet
2022

Account	Account Title	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Proposed		Description
						Budget		
Public Safety								
10-46-311	Law Enforcement	101,181	112,830	113,281	112,935	119,640		IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	5,138	1,935	10,000	4,000	5,000		
10-46-400	Animal Control	260	195	325	500	500		
		106,579	114,960	123,606	117,435	125,140		
Public Works								
10-48-451	Planning	3,850	2,547	5,000	5,000	5,000		SafeBuilt
10-48-452	Engineering	16,934	27,155	16,960	22,112	17,000		SEH
10-48-453	Code Enforcement	9,308	10,129	10,000	10,000	10,000		SafeBuilt
10-48-454	Snow Removal	26,244	18,328	20,000	30,000	25,000		Terracare
10-48-455	ROW and Island Maintenance	37,421	44,811	45,000	50,000	52,000		90% of Terracare monthly contract
10-48-456	Traffic Control/Signage	2,468	687	1,500	5,000	1,500		Sign placement and repair
10-48-457	Building Permit Expenses	35,788	27,195	25,000	35,000	25,000		SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	175	0	300	300	300		
10-48-459	Street Lights	1,279	1,311	1,200	1,200	1,200		Lewiston Way and Parker Road
10-48-460	Engineering Road Maintenance	6,800	9,369	6,000	9,454	17,000		Misc. Terracare charges, SEH pavement mgmt
10-48-461	Gates Electricity and Maintenance	0	0	5,000	6,184	6,000		\$5,000 Maintenance, \$1,000 Electricity
10-48-500	Comm Events (Parade,Directory)	5,614	2,855	5,000	7,100	6,000		Parade, Chili Fest, Trunk or Treat, Spring & Fall Clean-ups
10-48-600	Storage Unit	529	529	675	588	675		
		146,410	144,916	141,635	181,938	166,675		
ESTIP								
10-52-620	ESTIP	0	0	0	0	0		Last payment made in May 2018
		0	0	0	0	0		
Capital								
10-58-800	Capital Exp > \$5,000.00	32,634	164,679	467,437	126,457	2,000		Gate cameras
10-58-801	Capital Exp < \$5,000.00	0	0	0	0	0		
10-58-804	Improvements - Ring Road	0	0	0	0	0		
		32,634	164,679	467,437	126,457	2,000		
	TOTAL EXPENDITURES	483,387	614,856	936,908	622,862	519,316		
	REVENUES LESS EXPENDITURES	192,579	(73,920)	(288,531)	6,491	(7,469)		

Budget Worksheet
2022

<u>Account</u>	<u>Account Title</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	<u>Description</u>
ROAD MAINTENANCE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	<u>Description</u>
	Beginning Fund Balance	0	0	0	207,357	108,477	
	Village Center Sales Tax	0	207,357		215,000	200,000	
	TOTAL REVENUES	0	207,357	0	215,000	200,000	
	Crack Seal	0	0	0	21,404	20,000	
	Chip Seal	0	0	0	283,996	280,000	
	Other Road Maintenance	0	0	0	8,480		
	TOTAL EXPENDITURES	0	0	0	313,880	300,000	
	Ending Fund Balance	0	207,357	0	108,477	8,477	
OPEN SPACE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	<u>Description</u>
22-30-130	Arapahoe CO Open Space Distrib	20,282	21,936	19,000	23,059	20,000	
22-30-611	Interest Earnings	3,026	1,066	1,100	80	100	
22-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	23,308	23,002	20,100	23,139	20,100	
22-40-511	Maintenance	0	0	0	4,612	4,000	
22-40-530	Planning	0	0	0	0	0	
22-40-620	Improvements	358	0	3,400	0	0	
22-40-630	Engineering and Design	0	0	0	0	0	
	TOTAL EXPENDITURES	358	0	3,400	4,612	4,000	
	REVENUES LESS EXPENDITURES	22,950	23,002	16,700	18,527	16,100	

Budget Worksheet
2022

<u>Account</u>	<u>Account Title</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	<u>Description</u>
CONSERVATION TRUST FUND							
		<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	
31-30-611	Interest Earnings	809	274	280	15	30	
31-30-634	CTF Distribution	5,982	8,024	7,800	7,800	7,800	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	6,791	8,299	8,080	7,815	7,830	
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	10,803	6,572	13,000	13,000	13,000	20% of Terracare contract, IREA sprinkler, ACWWA
	TOTAL EXPENDITURES	10,803	6,572	13,000	13,000	13,000	
	REVENUES LESS EXPENDITURES	(4,012)	1,726	(4,920)	(5,185)	(5,170)	
AMERICAN RESCUE PLAN FUND							
		<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Proposed Budget</u>	
23-30-150	American Rescue Plan Funds				98,277	98,277	
23-30-611	Interest Income				10	20	
	TOTAL REVENUES	0	0	0	98,287	98,297	
23-411-40	Negative Economic Impact				2,430	50,000	
23-484-51	Water, Sewer, Broadband Infrastructure				13,253	0	
	TOTAL EXPENDITURES	0	0	0	15,683	50,000	
	REVENUES LESS EXPENDITURES	0	0	0	82,604	48,297	

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Arapahoe County, Colorado.
 On behalf of the Town of Foxfield,
(taxing entity)^A
 the Board of Trustees,
(governing body)^B
 of the Town of Foxfield,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 24,014,414 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/13/2021 for budget/fiscal year 2022.
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE <small>(see end notes for definitions and examples)</small>	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>4.982</u> mills	\$ <u>119,639.80</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< > mills	\$ < >
SUBTOTAL FOR GENERAL OPERATING:	<u>4.982</u> mills	\$ <u>119,639.80</u>
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
_____	_____ mills	\$ _____
TOTAL: <small>[Sum of General Operating Subtotal and Lines 3 to 7]</small>	<u>4.982</u> mills	\$ <u>119,639.80</u>

Contact person: Randi Gallivan Daytime phone: (303) 680-1544
 (print)
 Signed: Randi Gallivan Title: Town Clerk

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD
ADOPTING A BUDGET, LEVYING PROPERTY TAXES AND AUTHORIZING
APPROPRIATIONS FOR FISCAL YEAR 2022

WHEREAS, the Town of Foxfield prepared a budget for fiscal year 2022 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 \$886,316 for the fiscal year beginning January 1, 2022, and ending December 31, 2022, is hereby approved and adopted.

Section 2. The Mayor and Town Clerk of the Town of Foxfield, Colorado, are hereby authorized and directed to certify a General-Purpose Levy of 4.982 mills to the Board of County Commissioners of Arapahoe County, Colorado, on or before the 15th day of December 2021, to be levied against all property within the Town of Foxfield for taxes to be collected in 2022 for the valuation year 2021.

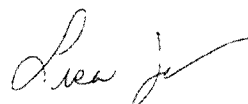
Section 3. From monies obtained from taxation and all other sources of revenue of the Town of Foxfield, Colorado, during the year beginning January 1, 2022, and ending December 31, 2022, there are hereby appropriated the following sums for the following funds, to-wit:

General Fund	\$819,316
Open Space Fund	4,000
Conservation Trust Fund	13,000
American Rescue Plan Fund	<u>50,000</u>
TOTAL	\$886,316

Section 4. 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 9th day of December 2021.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO



Lisa Jones, Mayor

ATTEST:


Randi Gallivan, Town Clerk

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE TOWN OF FOXFIELD
AUTHORIZING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

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

Section 1. That the 2021 Budget and Appropriations be hereby supplemented by increasing the following funds, to-wit:

	From:	To:
Open Space Fund	\$3,400	\$4,612
American Rescue Plan Fund	\$0	\$15,683

Section 2. 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 9th day of December 2021.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO



Lisa Jones, Mayor

ATTEST:

Randi Gallivan
Randi Gallivan, Town Clerk