

2024 BUDGET



Presented to Town Board - October 10, 2023

Study Session - November 2, 2023

Final Adoption – December 14, 2023



December 14, 2023

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 2024 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 2024 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 2024 Annual Budget.

Kathleen Schmitz
Town Clerk/Treasurer

Karen Proctor
Town Administrator

TOWN OF FOXFIELD
2024 Proposed Budget

	2022 Actual	2023 Estimated	2024 Proposed Budget
GENERAL FUND			
Beginning Fund Balance	911,357	1,131,856	1,235,477
Revenues:			
Taxes and Franchise Fees	608,701	474,562	489,662
Licenses and Permits	41,861	87,205	41,860
Intergovernmental	50,254	36,926	31,800
Charges for Services	1,255	335	150
Fines	1,132	800	500
Miscellaneous	31,738	61,902	63,300
Total Revenues	734,942	661,731	627,272
Total Revenues and Fund Balance	1,646,299	1,793,587	1,862,749
Expenditures:			
Administration	199,855	223,825	235,221
Elections	0	0	400
Judicial	3,227	6,100	8,000
Public Safety	136,665	127,585	161,262
Public Works	171,377	200,200	198,324
Capital	3,319	400	0
Total Expenditures	514,443	558,110	603,208
Ending Fund Balance	1,131,856	1,235,477	1,259,541
ROAD MAINTENANCE FUND			
Beginning Fund Balance	120,811	46,851	93,719
Revenues	199,722	175,000	175,000
Total Revenues and Fund Balance	320,533	221,851	268,719
Expenditures:			
Crack Seal/Chip Seal	233,034	105,292	18,000
Other Road Maintenance	40,648	22,840	7,000
Total Expenditures	273,682	128,132	25,000
Ending Fund Balance	46,851	93,719	243,719

OPEN SPACE FUND

Beginning Fund Balance	182,296	210,336	238,202
Revenues	29,382	35,866	35,000
Total Revenues and Fund Balance	211,678	246,202	273,202
Expenditures:			
Maintenance	1,245	4,000	4,000
Improvements	0	0	10,000
Planning	97	4,000	7,500
Engineering and Design	0	0	0
Total Expenditures	1,342	8,000	21,500
Ending Fund Balance	210,336	238,202	251,702

CONSERVATION TRUST FUND

Beginning Fund Balance	27,183	24,240	19,859
Revenues	10,057	8,619	8,600
Total Revenues and Fund Balance	37,240	32,859	28,459
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	13,000	13,000	13,000
Total Expenditures	13,000	13,000	13,000
Ending Fund Balance	24,240	19,859	15,459

AMERICAN RESCUE PLAN FUND

Beginning Fund Balance	85,039	159,881	85,881
Revenues	100,868	6,000	5,500
Total Revenues and Fund Balance	185,907	165,881	91,381
Expenditures:			
Government Services	6,026	80,000	91,381
Small Business Grants	20,000	0	0
Water, Sewer, Broadband Infrastructure	0	0	0
Total Expenditures	26,026	80,000	91,381
Ending Fund Balance	159,881	85,881	0

Budget Worksheet
2024

2024 PROPOSED BUDGET							
Account	Account Title	2021 Actual	2022 Actual	2023 Budget	2023 Estimate	2024 Proposed Budget	Description
GENERAL FUND							
Taxes and Franchise Fees							
	Assessed Value	22,737,996	24,014,414	23,501,605	23,501,605	29,257,753	
	Mill Levy	4.982	4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	113,185	119,777	117,085	117,085	145,762	Provided by the county
10-31-121	Specific Ownership Tax	7,807	7,553	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	8,831	12,021	8,500	13,627	10,000	
10-31-162	CORE Franchise Fee	22,881	24,086	22,000	22,000	22,000	
10-31-163	Cable Television Fees	5,017	5,301	4,800	4,800	4,800	Comcast
10-31-191	Current Property Tax Interest	128	273	100	50	100	Interest on property tax
10-31-192	Delinquent Property Tax	2,101	0	0	0	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	512	0	0	0	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	346,316	415,234	325,000	275,000	275,000	3.75% on purchases made in the town or delivered into the town.
10-31-312	Use Tax	38,660	24,456	20,000	35,000	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.
		545,438	608,701	504,485	474,562	489,662	
Licenses and Permits							
10-32-211	Liquor Licenses	895	298	350	345	350	2 licenses + special events
10-32-215	Business Licenses	278	470	280	210	210	\$35 annual fee per business
10-32-218	Sign Permits	0	0	0	0	0	
10-32-219	Communique Ads	0	0	150	0	0	
10-32-221	Building Permits	51,853	37,381	35,000	85,000	40,000	
10-32-222	Street Cut Permits/ROW	1,636	(254)	300	750	300	

Budget Worksheet
2024

Account	Account Title	2021 Actual	2022 Actual	2023 Budget	2023 Estimate	2024 Proposed		Description
						Budget		
10-32-223	Grading Permits	0	150	0	150	150		
10-32-224	Zoning Review	50	1,200	100	0	100		Costs billed through building permit
10-32-225	Engineering Review	618	1,515	500	0	500		Costs billed through building permit
10-32-226	Driveway Permits	250	1,100	250	750	250		
		55,580	41,861	36,930	87,205	41,860		
Intergovernmental								
10-33-321	Motor Vehicle Registration Fees	3,944	3,798	3,500	3,500	3,500		County collected
10-33-342	Cigarette Tax	1,700	1,047	1,200	1,000	1,000		State derived
10-33-350	Severance Tax	20	885	400	1,160	600		
10-33-352	Highway User Tax	38,718	38,542	20,000	24,253	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	157	230	133	289	200		
10-33-371	County Road/Bridge Levy	5,446	5,751	6,580	6,724	6,500		Shareback from Arapahoe County
		49,985	50,254	31,813	36,926	31,800		
Charges for Services								
10-35-510	Traffic Court Revenues	0	1,132	1,500	800	500		
10-35-540	Chargeback Administration Fee	19	1,255	100	335	150		SafeBuilt & SEH
		19	2,387	1,600	1,135	650		
Miscellaneous								
10-36-600	Gate Violations	0	1,800	1,250	2,635	1,500		
10-36-601	Gate Tags	0	0	0	980	800		
10-36-611	Interest Earnings	497	21,439	20,000	55,000	60,000		estimated approximtely 5%
10-36-680	Miscellaneous/Other Income	8,263	1,277	1,000	3,287	1,000		Pinnacol dividend, IREA cap credit
10-36-681	MFSD Youth Program Distribution	0	7,223	0	0	0		
		8,760	31,738	22,250	61,902	63,300		
	TOTAL REVENUES	659,782	734,942	597,078	661,731	627,272		

Budget Worksheet
2024

Account	Account Title	2021 Actual	2022 Actual	2023 Budget	2023 Estimate	2024 Proposed	
						Budget	Description
Administration							
10-41-110	Personnel Expenses	131,916	143,061	151,200	151,200	158,760	5% salary increases
10-41-116	Payroll Taxes (7.65%)	10,092	10,944	11,567	11,567	12,145	
10-41-118	Workers Compensation Ins.	781	810	850	810	900	Pinnacol
10-41-120	Supplies/Materials	271	214	500	500	1,500	Budget for laptop included
10-41-130	Postage/Bulk Mail Charges	495	453	500	508	550	PO Box Rental
10-41-140	Printing	0	0	50	118	100	
10-41-141	Newsletter	0	0	50	0	0	Hard copies of newsletter
10-41-143	Municipal Code Supplements	0	1,930	2,000	2,000	3,000	New ordinances
10-41-145	Legal Notices	296	107	250	150	250	
10-41-148	Recording Fees	0	0	50	50	50	
10-41-151	Audit	7,000	7,000	7,000	7,000	7,750	John Cutler and Associates
10-41-152	Legal	11,841	14,270	15,000	15,000	15,000	HPWC
10-41-160	County Treasurer Fees	1,169	1,201	1,171	1,200	1,458	1% of current property tax revenue
10-41-170	Communications/IT	2,584	4,115	8,862	8,862	9,000	Caselle, Laserfiche, TextMyGov
10-41-171	Telephone/Internet	1,707	1,537	1,500	1,500	1,500	Clerk's office
10-41-172	E-mail Server	498	521	550	550	550	
10-41-180	Insurance	6,987	7,082	8,239	8,239	10,185	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	2,021	3,923	4,000	4,572	5,500	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	7,868	2,663	10,223	10,000	7,000	2k for website accessibility check
10-41-192	Bank Service Charges	24	24	24	0	24	
		185,550	199,855	223,586	223,825	235,221	
Elections							
10-42-121	Elections - Judges	0	0	0	0	300	
10-42-131	Election Expenses	0	0	0	0	100	
		0	0	0	0	400	
Judicial							
10-44-211	Judge	3,000	3,000	3,600	3,600	3,000	\$250/month
10-44-220	Court Related Expenses	2,301	227	5,000	2,500	5,000	
		5,301	3,227	8,600	6,100	8,000	

Budget Worksheet
2024

Account	Account Title	2021 Actual	2022 Actual	2023 Budget	2023 Estimate	2024 Proposed		Description
						Budget		
Public Safety								
10-46-311	Law Enforcement	112,935	119,663	117,085	117,085	145,762		IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	3,218	16,548	15,000	10,000	15,000		
10-46-400	Animal Control	455	455	500	500	500		
		116,608	136,665	132,585	127,585	161,262		
Public Works								
10-48-451	Planning	3,777	315	5,000	5,000	5,000		SafeBuilt
10-48-452	Engineering	19,531	10,635	17,000	17,000	20,000		SEH
10-48-453	Code Enforcement	9,855	10,826	10,000	10,000	10,000		SafeBuilt
10-48-454	Snow Removal	26,894	38,460	35,000	35,000	35,000		Terracare
10-48-455	ROW and Island Maintenance	53,608	54,502	62,700	62,700	65,000		90% of Terracare monthly contract
10-48-456	Traffic Control/Signage	5,260	4,270	1,500	1,500	1,500		Sign placement and repair
10-48-457	Building Permit Expenses	34,521	28,101	28,000	40,000	35,000		SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	(1,107)	0	300	300	500		
10-48-459	Street Lights	1,243	1,434	1,300	1,300	1,400		Lewiston Way and Parker Road
10-48-460	Engineering Road Maintenance	9,454	13,867	15,000	15,000	5,000		SEH pavement mgmt
10-48-461	Gates Electricity and Maintenance	7,721	4,095	7,000	4,000	11,000		\$10,000 Maintenance, \$1,000 Electricity
10-48-500	Community Events	7,100	4,283	6,000	7,500	8,000		Parade, Chili Fest, Spring Event, Spring & Fall Clean-ups
10-48-600	Storage Unit	588	590	900	900	924		\$77/month
		178,445	171,377	189,700	200,200	198,324		
Capital								
10-58-800	Capital Exp > \$5,000.00	118,425	0	400	400	0		
10-58-801	Capital Exp < \$5,000.00	0	3,319	0	0	0		
		118,425	3,319	400	400	0		
	TOTAL EXPENDITURES	604,329	514,443	554,871	558,110	603,208		
	REVENUES LESS EXPENDITURES	55,453	220,499	42,207	103,621	24,065		

Budget Worksheet
2024

<u>Account</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Estimate</u>	<u>2024 Proposed Budget</u>	<u>Description</u>
ROAD MAINTENANCE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Estimate</u>	<u>2024 Proposed Budget</u>	<u>Description</u>
	Beginning Fund Balance	207,357	120,811	69,929	46,851	93,719	
	Village Center Sales Tax	227,334	199,722	225,000	175,000	175,000	
	TOTAL REVENUES	227,334	199,722	225,000	175,000	175,000	
	Crack Seal	305,400	8,000	20,600	20,600	18,000	
	Chip Seal	8,480	225,034	84,692	84,692	0	
	Other Road Maintenance	0	40,648	22,840	22,840	7,000	
	TOTAL EXPENDITURES	313,880	273,682	128,132	128,132	25,000	
	Ending Fund Balance	120,811	46,851	166,797	93,719	243,719	
OPEN SPACE FUND							
<u>Account</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Estimate</u>	<u>2024 Proposed Budget</u>	<u>Description</u>
22-30-130	Arapahoe CO Open Space Distrib	23,059	25,758	20,000	27,866	25,000	
22-30-611	Interest Earnings	83	3,624	4,100	8,000	10,000	
22-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	23,142	29,382	24,100	35,866	35,000	
22-40-511	Maintenance	4,612	1,245	4,000	4,000	4,000	Weed mitigation, cleanup
22-40-530	Planning	0	0	0	0	7,500	Easter Trail Study
22-40-620	Improvements	0	97	10,000	4,000	10,000	New plantings
22-40-630	Engineering and Design	0	0	0	0	0	
	TOTAL EXPENDITURES	4,612	1,342	14,000	8,000	21,500	
	REVENUES LESS EXPENDITURES	18,530	28,040	10,100	27,866	13,500	

Budget Worksheet
2024

<u>Account</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Estimate</u>	<u>2024 Proposed Budget</u>	<u>Description</u>
CONSERVATION TRUST FUND							
		<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Estimate</u>	<u>2024 Proposed Budget</u>	<u>Description</u>
31-30-611	Interest Earnings	17	439	480	819	800	
31-30-634	CTF Distribution	12,310	9,618	7,800	7,800	7,800	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	TOTAL REVENUES	12,327	10,057	8,280	8,619	8,600	
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	15,129	13,000	13,000	13,000	13,000	20% of Terracare contract, IREA, ACWWA
	TOTAL EXPENDITURES	15,129	13,000	13,000	13,000	13,000	
	REVENUES LESS EXPENDITURES	(2,802)	(2,943)	(4,720)	(4,381)	(4,400)	
AMERICAN RESCUE PLAN FUND							
		<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Estimate</u>	<u>2024 Proposed Budget</u>	<u>Description</u>
23-30-150	American Rescue Plan Funds	98,278	98,278	0	0	0	
23-30-611	Interest Income	14	2,590	3,000	6,000	5,500	
	TOTAL REVENUES	98,292	100,868	3,000	6,000	5,500	
23-411-40	Government Services	930	6,026	50,000	80,000	91,381	Master Plan and Code Update
23-42-140	Small Business Grants	0	20,000	0	0	0	
23-484-51	Water Sewer Broadband Exp	12,323	0	0	0	0	
	TOTAL EXPENDITURES	13,253	26,026	50,000	80,000	91,381	
	REVENUES LESS EXPENDITURES	85,039	74,842	(47,000)	(74,000)	(85,881)	