



TOWN BOARD AGENDA

REGULAR MEETING

(All items listed for discussion and possible action)

Hybrid Meeting

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

South Metro Fire Protection District Station #42
7320 South Parker Road

Thursday, February 1, 2024
6:30 p.m.

Call to Order

1. Roll Call of Board Members
2. Audience Participation Period (limit 4 minutes per speaker)
3. Consent Agenda
 - a. Approval of Minutes – January 4, 2024
 - b. Financials December 2023
4. Public Hearing
 - a. Supplemental Appropriation for 2023
 - b. Amending the 2024 Budget
5. For Discussion
 - a. Election Polling Place Requirements
6. For Possible Action
 - a. Resolution 2024-03 Authorizing a Supplemental Appropriation for Fiscal Year 2023
 - b. Resolution 2024-04 Amending the 2024 Budget
 - c. Approval of SEH 2024 Contract Addendum Proposal
 - d. Resolution 2024-05 Cancelling the April 2024 Election

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

8. Future Agenda Items
 - a. Tunnel and sidewalk repairs
 - b. MHFD follow-up
 - c. Culvert Clean-up

9. Adjournment

10. Study Session-Code Enforcement



BOARD OF TRUSTEES MEETING

January 4, 2024

1. Call to order:

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

2. Roll Call:

The following Trustees were present via Microsoft Teams: Mayor Jones, Trustee Farreau, and

The following Trustees were present in person: Trustee Thompson, Trustee Cockrell, Trustee Herold.

Trustee Goddard was absent, and Trustee Schultz joined remotely at 7:00 pm.

A quorum was present.

3. Audience Participation

None

4. Consent Agenda

a. Approval of Minutes – December 14, 2023

Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Thompson. The motion passed by unanimous roll call vote.

5. For Discussion

a. SEH Culvert Assessment Findings

Erica Olsen, of Short Elliott Hendrickson Inc., introduced the findings and explained that assessment was a starting point. While the team did not find any immediate safety concerns there were areas that need to be addressed. It was discussed and agreed that any Town owned culvert work should be done prior to May. It was also agreed that American Rescue Plan Funds should be appropriated for the Town repairs. An action and communication plan for residential culverts will be developed in the near future.

6. For Possible Action

- a. Resolution 2024-01 Designating Public Places for the Posting of Meeting Notices
Mayor Jones moved to approve Resolution 2024-01 Designating Public Places for the Posting of Meeting Notices, with a second from Trustee Thompson. The motion passed by unanimous roll call vote.
- b. Resolution 2024-02 Adopting a Property Tax Mill Levy
Mayor Jones moved to approve Resolution 2024-02 Adopting a Property Tax Mill Levy, with a second from Trustee Farreau. The motion passed by unanimous roll call vote.

Reports

- a. Mayor's Report
 - i. No report
- b. Members of the Town Board
 - i. Trustee Thompson noted the Centennial Airport Community Noise Roundtable will conduct a Part 150 Airport Noise Compatibility study. Trustee Thompson will be on the advisory committee.
 - ii. Trustee Farreau also reported a resident complaint about streets not being plowed.
 - iii. Trustee Cockrell reported a resident complained about cul-de-sacs not being plowed.
- c. Staff
 - i. Ms. Proctor will be trying to get a response from All Metro Door regarding gate repairs and will advise there are further vendor concerns. Ms. Proctor highlighted that Mr. Lawrence has been immensely helpful analyzing issues on the gates, and that Mr. Guzman did evaluate speed bumps and speed dips with a trailer and reported that he successfully navigated both the bumps and dips without issue.
 - ii. Mrs. Schmitz reported that the new email communication, which is sent via the website, is working. While there are limitations the tool will continue to be utilized.

7. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Code Enforcement
- d. speed mitigation
- e. culvert follow-up

8. Adjournment

Mayor Jones adjourned the meeting at 7:15 p.m.

Kathleen Schmitz, Town Clerk

Lisa Jones, Town Mayor

**Treasurer's Report
December 2023**

	Credit	Debit	Balance
1st Bank Checkbook Beginning Balance			\$ 220,285.63
Deposits			
Colo Interac - gate tags	32.00		
Colo Interac - gate violation	250.00		
Colo Interac - building permits	6,084.80		
Colo Interac- Use tax	2,133.90		
Misc Income--duplicate payment received pending reimburseme	315.75		
Total Deposits	\$8,816.45		
Disbursements			
Storquest		77.00	
Caselle - monthly support		330.00	
Colorado Mediation & Resolution Service-Municipal Judge		250.00	
Microsoft Online email hosting		47.73	
Microsoft Phone		17.76	
First Bank--activity fee		2.00	
CORE- Lewiston way lights		33.01	
CORE- Gate electricity fremont		28.28	
CORE- Gate electricity- Richfield		28.02	
CORE- Irrigation		21.76	
HPWC, PC - legal services		1,280.00	
Terracare Assoc - public works		5,806.06	
ACWWA		112.26	
CORE - 6806 S Parker Road lights		113.42	
SafeBuilt - building, CE, P&Z		15,030.05	
Whole Foods-gift card		100.00	
Pinnacol premium		422.00	
Vance Brothers--RoadMaintenance		140,162.30	
Colorado Department of Revenue withholding tax		1,295.00	
EFTPS - payroll tax deposit		3,126.87	
Herold, Hark		277.05	
Schultz, Tim		277.05	
Schmitz, Kathleen		3,682.64	
Staal, Sarah		23.09	
Tiraschi, Ryan		69.26	
Cockrell, Josie		277.05	
Farreau, Debby		277.05	
Thompson, Pam		277.05	
Goddard, Dave		277.05	
Jones, Lisa		277.05	
Briar, Jeff		369.40	
Proctor, Karen		5,319.18	
Total Disbursements		\$ 179,686.44	
1st Bank Checkbook Ending Balance			\$ 49,415.64

**Treasurer's Report
December 2023**

	Credit	Debit	Balance
ColoTrust General Fund Beginning Balance			\$ 1,419,379.99
Deposits			
Transfer from CTF	1144.91		
Cigarette Tax	80.84		
Sales Tax	78,554.78		
Arapahoe County	2,220.75		
Open space transfer for motor vehicle tax	243.23		
HUTF	3,077.73		
ARP transfer for paving	9,392.25		
Public Service	899.74		
CTF distribution	3,054.33		
Interest Income	7,040.65		
Total Deposits	\$ 105,709.21		
Disbursements			
Transfer to CTF		3,348.87	
Total Disbursements		\$ 3,348.87	
ColoTrust General Fund Ending Balance			\$ 1,521,740.33
	Credit	Debit	Balance
ColoTrust CTF Fund Beginning Balance (Lottery Money)			\$ 20,653.39
Deposits			
CTF Distributon (transferred From GF)	3,054.33		
CTF Credit	294.54		
Interest Income	93.71		
Total CTF Deposits	\$ 3,442.58		
Disbursements			
Transfer to General Fund		1,144.91	
Total CTF Disbursements		\$ 1,144.91	
ColoTrust CTF Fund Ending Balance			\$ 22,951.06

**Treasurer's Report
December 2023**

	Credit	Debit	Balance
ColoTrust Open Space - Beginning Balance			\$ 245,174.69
Deposits			
Interest Income	1,162.35		
Motor Vehicle (to be transferred to GF)	243.23		
Total Deposits	1,405.58		
Disbursements			
Transfer to General Fund		243.23	
Total Disbursements		\$ 243.23	
ColoTrust Open Space Ending Balance			\$ 246,337.04
	Credit	Debit	Balance
ColoTrust Amer Rescue Plan - Beginning Balance			\$ 110,433.55
Deposits			
Interest Income	523.23		
Total Deposits	\$ 523.23		
Disbursements			
Transfer to General Fund for Paving		9,392.25	
Total Disbursements		\$ 9,392.25	
ColoTrust Amer Rescue Plan Ending Balance			\$ 101,564.53

TOWN OF FOXFIELD
BALANCE SHEET
DECEMBER 31, 2023

GENERAL FUND

ASSETS

10-10220	CASH ON DEPOSIT - 1ST BANK	56,848.26	
10-10310	CASH - COUNTY TREASURER	(400.56)	
10-10410	INVESTMENT ACCOUNT - COLOTRUST	1,526,350.83	
10-11500	PROPERTY TAX RECEIVABLE	(343.87)	
	TOTAL ASSETS		1,582,454.66

LIABILITIES AND EQUITY

LIABILITIES

10-20100	ACCOUNTS PAYABLE	41,354.18	
10-22000	A.C. USE TAX PAYABLE	(5,169.67)	
10-22210	DEFERRED PROPERTY TAX	(343.87)	
10-22950	LAND USE ESCROW- PHILLIPS	232.50	
10-22960	LAND USE ESCROW-VANSTELLE	(676.00)	
	TOTAL LIABILITIES		35,397.14

FUND EQUITY

10-28970	FUND BAL RESRVD-LAW ENFORCEMNT	21,000.00	
	UNAPPROPRIATED FUND BALANCE:		
10-29800	FUND BALANCE - UNRESTRICTED	1,158,120.72	
	REVENUE OVER EXPENDITURES - YTD	367,936.80	
	BALANCE - CURRENT DATE	1,526,057.52	
	TOTAL FUND EQUITY		1,547,057.52
	TOTAL LIABILITIES AND EQUITY		1,582,454.66

TOWN OF FOXFIELD
 BALANCE SHEET
 DECEMBER 31, 2023

OPEN SPACE FUND

ASSETS

22-10410	INVESTMENT ACCOUNT - COLOTRUST		246,337.04	
	TOTAL ASSETS			246,337.04

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
22-29800	FUND BALANCE	210,336.47		
	REVENUE OVER EXPENDITURES - YTD	36,000.57		
	BALANCE - CURRENT DATE		246,337.04	
	TOTAL FUND EQUITY			246,337.04
	TOTAL LIABILITIES AND EQUITY			246,337.04

TOWN OF FOXFIELD
 BALANCE SHEET
 DECEMBER 31, 2023

AMERICAN RESCUE PLAN FUND

ASSETS

23-10410	INVESTMENT ACCOUNT - COLOTRUST		96,954.03	
	TOTAL ASSETS			96,954.03

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
23-29800	FUND BALANCE	159,881.24		
	REVENUE OVER EXPENDITURES - YTD	(62,927.21)		
	BALANCE - CURRENT DATE		96,954.03	
	TOTAL FUND EQUITY			96,954.03
	TOTAL LIABILITIES AND EQUITY			96,954.03

TOWN OF FOXFIELD
 BALANCE SHEET
 DECEMBER 31, 2023

CTF

ASSETS

31-10410	INVESTMENT ACCOUNT - COLOTRUST		22,951.06	
	TOTAL ASSETS			22,951.06

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
31-29800	FUND BALANCE		24,240.20	
	REVENUE OVER EXPENDITURES - YTD	(1,289.14)	
	BALANCE - CURRENT DATE		22,951.06	
	TOTAL FUND EQUITY			22,951.06
	TOTAL LIABILITIES AND EQUITY			22,951.06

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>						
10-31-111	.00	117,455.77	117,085.00	(370.77)	100.3
10-31-121	496.81	7,671.99	7,000.00	(671.99)	109.6
10-31-161	899.74	15,587.60	8,500.00	(7,087.60)	183.4
10-31-162	5,311.18	22,861.17	22,000.00	(861.17)	103.9
10-31-163	.00	5,625.01	4,800.00	(825.01)	117.2
10-31-191	.00	227.17	100.00	(127.17)	227.2
10-31-311	78,554.78	545,403.28	550,000.00	(4,596.72)	99.2
10-31-312	2,133.90	89,456.76	20,000.00	(69,456.76)	447.3
	<u>87,396.41</u>	<u>804,288.75</u>	<u>729,485.00</u>	(<u>74,803.75)</u>	<u>110.3</u>
<u>LICENSES AND PERMITS</u>						
10-32-211	200.00	545.00	350.00	(195.00)	155.7
10-32-212	.00	100.00	.00	(100.00)	.0
10-32-215	.00	70.00	280.00	(210.00)	25.0
10-32-219	.00	.00	150.00	(150.00)	.0
10-32-221	5,653.50	127,873.28	35,000.00	(92,873.28)	365.4
10-32-222	.00	900.00	300.00	(600.00)	300.0
10-32-223	.00	300.00	.00	(300.00)	.0
10-32-224	.00	.00	100.00	(100.00)	.0
10-32-225	.00	1,000.00	500.00	(500.00)	200.0
10-32-226	.00	750.00	250.00	(500.00)	300.0
	<u>5,853.50</u>	<u>131,538.28</u>	<u>36,930.00</u>	(<u>94,608.28)</u>	<u>356.2</u>

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>INTERGOVERNMENTAL</u>						
10-33-321	563.22	5,193.68	3,500.00	(1,693.68)	148.4
10-33-342	80.84	1,225.17	1,200.00	(25.17)	102.1
10-33-350	.00	1,160.44	400.00	(760.44)	290.1
10-33-352	3,077.73	36,602.68	20,000.00	(16,602.68)	183.0
10-33-360	.00	289.09	133.00	(156.09)	217.4
10-33-371	.00	4,624.72	6,580.00		1,955.28	70.3
	<u>3,721.79</u>	<u>49,095.78</u>	<u>31,813.00</u>	(<u>17,282.78)</u>	<u>154.3</u>
<u>CHARGES FOR SERVICES</u>						
10-35-510	.00	400.30	1,500.00		1,099.70	26.7
10-35-540	.00	335.32	100.00	(235.32)	335.3
	<u>.00</u>	<u>735.62</u>	<u>1,600.00</u>		<u>864.38</u>	<u>46.0</u>
<u>MISCELLANEOUS</u>						
10-36-600	250.00	2,934.60	1,250.00	(1,684.60)	234.8
10-36-601	32.00	1,261.00	.00	(1,261.00)	.0
10-36-611	7,040.65	67,557.81	20,000.00	(47,557.81)	337.8
10-36-680	315.75	396.75	1,000.00		603.25	39.7
10-36-683	.00	5,491.25	.00	(5,491.25)	.0
10-36-684	.00	15.78	.00	(15.78)	.0
	<u>7,638.40</u>	<u>77,657.19</u>	<u>22,250.00</u>	(<u>55,407.19)</u>	<u>349.0</u>

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	104,610.10	1,063,315.62	822,078.00	(241,237.62)	129.3
<u>ADMINISTRATION</u>					
10-41-110 PERSONNEL EXPENSES	13,913.41	142,424.92	151,200.00	8,775.08	94.2
10-41-116 PAYROLL TAXES	1,064.38	10,895.52	11,567.00	671.48	94.2
10-41-118 WORKERS COMPENSATION INS.	422.00	1,063.00	850.00	(213.00)	125.1
10-41-120 SUPPLIES/MATERIALS	73.48	566.02	500.00	(66.02)	113.2
10-41-130 POSTAGE/BULK MAIL CHARGES	.00	507.64	500.00	(7.64)	101.5
10-41-140 PRINTING	.00	117.50	50.00	(67.50)	235.0
10-41-141 NEWSLETTER	.00	.00	50.00	50.00	.0
10-41-143 MUNICIPAL CODE SUPPLEMENTS	.00	.00	2,000.00	2,000.00	.0
10-41-144 MUNICIPAL CODE UPDATES	1,572.50	9,102.50	.00	(9,102.50)	.0
10-41-145 LEGAL NOTICES	36.56	183.26	250.00	66.74	73.3
10-41-148 RECORDING FEES	.00	.00	50.00	50.00	.0
10-41-151 AUDIT	.00	7,000.00	7,000.00	.00	100.0
10-41-152 LEGAL	480.00	8,689.07	15,000.00	6,310.93	57.9
10-41-160 COUNTY TREASURER FEES	.00	1,176.83	1,171.00	(5.83)	100.5
10-41-170 COMMUNICATIONS/IT	330.00	9,548.39	8,862.00	(686.39)	107.8
10-41-171 TELEPHONE/INTERNET	23.99	270.62	1,500.00	686.29	18.0
10-41-172 E-MAIL SERVER	41.50	523.05	550.00	26.95	95.1
10-41-180 INSURANCE	.00	8,262.76	8,239.00	(23.76)	100.3
10-41-182 MEMBERSHIP/DUES/TRAINING	.00	4,571.86	4,000.00	(571.86)	114.3
10-41-190 MISCELLANEOUS EXPENSE	100.00	887.28	10,223.00	9,335.72	8.7
10-41-192 BANK SERVICE CHARGES	4.00	10.00	24.00	14.00	41.7
TOTAL ADMINISTRATION	18,061.82	205,800.22	223,586.00	17,785.78	92.1

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL</u>					
10-44-211 MUNICIPAL JUDGE	250.00	2,000.00	3,600.00	1,600.00	55.6
10-44-220 COURT RELATED EXPENSES	.00	555.14	5,000.00	4,444.86	11.1
TOTAL JUDICIAL	250.00	2,555.14	8,600.00	6,044.86	29.7
<u>PUBLIC SAFETY</u>					
10-46-311 LAW ENFORCEMENT	.00	117,085.00	117,085.00	.00	100.0
10-46-314 OFF DUTY OFFICER PATROLS	.00	5,005.75	15,000.00	9,994.25	33.4
10-46-400 ANIMAL CONTROL	.00	130.00	500.00	370.00	26.0
TOTAL PUBLIC SAFETY	.00	122,220.75	132,585.00	10,364.25	92.2

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
10-48-451 PLANNING	122.50	2,146.25	5,000.00	2,853.75	42.9
10-48-452 ENGINEERING	2,374.50	24,976.50	17,000.00	(7,976.50)	146.9
10-48-453 CODE ENFORCEMENT	821.25	10,128.75	10,000.00	(128.75)	101.3
10-48-454 SNOW REMOVAL	3,140.00	15,496.00	35,000.00	19,504.00	44.3
10-48-455 ROW AND ISLAND MAINTENANCE	12,026.29	63,171.99	62,700.00	(471.99)	100.8
10-48-456 TRAFFIC CONTROL/SIGNAGE	76.87	1,548.09	1,500.00	(48.09)	103.2
10-48-457 BUILDING PERMIT EXPENSES	16,755.53	95,648.72	28,000.00	(67,648.72)	341.6
10-48-458 ST. CUT/ROW PERMIT EXPENSES	.00	.00	300.00	300.00	.0
10-48-459 STREET LIGHTS	281.69	1,680.20	1,300.00	(380.20)	129.3
10-48-460 ENGINEERING ROAD MAINTENANCE	1,008.00	8,797.00	15,000.00	6,203.00	58.7
10-48-461 GATE ELECTRICITY & MAINTENANCE	113.33	4,995.11	7,000.00	2,004.89	71.4
10-48-462 MFSD EXPENSE	.00	6,802.98	.00	(6,802.98)	.0
10-48-500 COMM EVENTS (PARADE,DIRECTORY)	.00	7,988.31	6,000.00	(1,988.31)	133.1
10-48-600 STORAGE UNIT	77.00	815.26	900.00	84.74	90.6
TOTAL PUBLIC WORKS	36,796.96	244,195.16	189,700.00	(54,495.16)	128.7
<u>CAPITAL EXPENDITURES</u>					
10-58-800 CAPITAL EXP > \$5,000.00	.00	120,607.55	128,532.00	7,924.45	93.8
TOTAL CAPITAL EXPENDITURES	.00	120,607.55	128,532.00	7,924.45	93.8
TOTAL FUND EXPENDITURES	55,108.78	695,378.82	683,003.00	(12,375.82)	101.8
NET REVENUE OVER EXPENDITURES	49,501.32	367,936.80	139,075.00	(228,861.80)	264.6

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

OPEN SPACE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUES</u>						
22-30-130	ARAPAHOE CO OPEN SPACE DISTRIB	.00	27,865.58	20,000.00	(7,865.58)	139.3
22-30-611	INTEREST EARNINGS	1,162.35	12,134.99	4,100.00	(8,034.99)	296.0
	TOTAL REVENUES	1,162.35	40,000.57	24,100.00	(15,900.57)	166.0
	TOTAL FUND REVENUE	1,162.35	40,000.57	24,100.00	(15,900.57)	166.0
<u>EXPENDITURES</u>						
22-40-511	MAINTENANCE	.00	4,000.00	4,000.00	.00	100.0
22-40-620	IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
	TOTAL EXPENDITURES	.00	4,000.00	14,000.00	10,000.00	28.6
	TOTAL FUND EXPENDITURES	.00	4,000.00	14,000.00	10,000.00	28.6
	NET REVENUE OVER EXPENDITURES	1,162.35	36,000.57	10,100.00	(25,900.57)	356.4

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

AMERICAN RESCUE PLAN FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
23-30-611 INTEREST INCOME	523.23	7,899.29	3,000.00	(4,899.29)	263.3
TOTAL REVENUE	<u>523.23</u>	<u>7,899.29</u>	<u>3,000.00</u>	<u>(4,899.29)</u>	<u>263.3</u>
TOTAL FUND REVENUE	<u>523.23</u>	<u>7,899.29</u>	<u>3,000.00</u>	<u>(4,899.29)</u>	<u>263.3</u>
<u>GOVERNMENT SERVICES</u>					
23-41-140 GOVT SERVICES- ADMIN EXP	14,002.75	33,739.50	68,862.00	35,122.50	49.0
23-41-141 GOVT SERVICES-GATE EXPENSES	.00	30,987.00	.00	(30,987.00)	.0
23-41-148 MUNICIPAL CODE UPDATES	.00	6,100.00	.00	(6,100.00)	.0
TOTAL GOVERNMENT SERVICES	<u>14,002.75</u>	<u>70,826.50</u>	<u>68,862.00</u>	<u>(1,964.50)</u>	<u>102.9</u>
TOTAL FUND EXPENDITURES	<u>14,002.75</u>	<u>70,826.50</u>	<u>68,862.00</u>	<u>(1,964.50)</u>	<u>102.9</u>
NET REVENUE OVER EXPENDITURES	<u>(13,479.52)</u>	<u>(62,927.21)</u>	<u>(65,862.00)</u>	<u>(2,934.79)</u>	<u>(95.5)</u>

TOWN OF FOXFIELD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

		CTF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUES</u>						
31-30-611	INTEREST EARNINGS	93.71	1,221.37	480.00	(741.37)	254.5
31-30-634	CTF DISTRIBUTION	3,054.33	10,489.49	7,800.00	(2,689.49)	134.5
	TOTAL REVENUES	<u>3,148.04</u>	<u>11,710.86</u>	<u>8,280.00</u>	<u>(3,430.86)</u>	<u>141.4</u>
	TOTAL FUND REVENUE	<u>3,148.04</u>	<u>11,710.86</u>	<u>8,280.00</u>	<u>(3,430.86)</u>	<u>141.4</u>
<u>EXPENDITURES</u>						
31-40-550	MAINTENANCE	(294.54)	13,000.00	13,000.00	.00	100.0
	TOTAL EXPENDITURES	<u>(294.54)</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>.00</u>	<u>100.0</u>
	TOTAL FUND EXPENDITURES	<u>(294.54)</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>.00</u>	<u>100.0</u>
	NET REVENUE OVER EXPENDITURES	<u>3,442.58</u>	<u>(1,289.14)</u>	<u>(4,720.00)</u>	<u>(3,430.86)</u>	<u>(27.3)</u>



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 1, 2024

RE: Public Hearing Supplemental Appropriation for Fiscal Year 2023

DISCUSSION:

The 2023 approved budget included \$28,000 of appropriations in the General Fund for building permits. Due to the hailstorms this past summer, there was a large unanticipated amount of roofing permits. Therefore, the building permit expenses of \$95,649 far exceeded what was originally budgeted.

In addition, the Board approved the proposal from SEH for the culvert inspections in the amount of \$15,182. That cost was not included in the ARP Fund budget.

Due to the building permit expenditures exceeding the approved budget and the culvert inspection expense not included in the ARP budget, a supplemental appropriation is needed for both the General Fund and the ARP fund. The additional building permit expense is covered by the additional building permit revenue that was received and the additional expense for the culvert inspections is covered by the fund balance available in the ARP fund.

Resolution 2024-03 authorizes a supplemental appropriation in the amount of \$67,649 to the General Fund for the additional building permit expenses and \$15,182 to the ARP Fund for the culvert inspection.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 1, 2024

RE: 2024 Budget Amendment Public Hearing

DISCUSSION:

Senate Bill 23B-001 made several changes to the property tax process for the 2024 budget year which resulted in a change to the Town's final property tax assessment after the 2024 budget was adopted by the Board in December 2023. Therefore, the property tax assessment and property tax revenue in the 2024 budget have been revised to match the final valuation received by the Town from Arapahoe County.

RECOMMENDED MOTION:

"I move to approve the 2024 amended budget".



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: February 1, 2024

RE: Election Polling Place Requirements

DISCUSSION:

In preparing for election season staff reviewed the Colorado State Statutes. In doing so, staff identified that the Town must comply with section 502 under Title 31, Article 10. The article stipulates that municipalities with wards must have a voting precinct for each ward, additionally each voting precinct must have a separate and distinct polling place.

Historically, the Town has had only one polling place, which does not comply with section 502.

After seeking guidance from legal counsel, staff has outlined potential options to address the requirement.

OPTIONS:

1. Legal Counsel suggested that the Clerk, who acts as the designated Election Official, write an operating policy that outlines what the Town is currently doing, and why the Town is not able to comply with the State Statute.
2. Eliminate the Wards. Without wards having one polling place would comply with the law.
3. This option is only mentioned to provide context, but it is not possible for the Town to implement. If there was an in-Town secure location for ballot drop offs, the Town could run mail-in ballot elections. However, the requirements for a secure location can not be met without a Town owned and secure building. Additionally, there would still have to be three locations to allow for in person voting.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 1, 2024

RE: Resolution 2024-03 A Resolution Authorizing A Supplemental Appropriation for Fiscal Year 2023

DISCUSSION:

The 2023 approved budget included \$28,000 of appropriations in the General Fund for building permits. Due to the hailstorms this past summer, there was a large unanticipated amount of roofing permits. Therefore, the building permit expenses of \$95,649 far exceeded what was originally budgeted.

In addition, the Board approved a proposal from SEH for the culvert inspections in the amount of \$15,182. That cost was not included in the ARP Fund budget.

Due to the building permit expenditures exceeding the approved budget and the culvert inspection expense not included in the ARP budget, a supplemental appropriation is needed for both the General Fund and the ARP fund. The building permit expense is covered by the additional building permit revenue that was received and the additional expense for the culvert inspections is covered by the fund balance available in the ARP fund.

Resolution 2024-03 authorizes a supplemental appropriation in the amount of \$67,649 to the General Fund for the additional building permit expenses and \$15,182 to the ARP Fund for the culvert inspection.

RECOMMENDED MOTION:

"I move to approve Resolution 2024-03 Authorizing A Supplemental Appropriation for Fiscal Year 2023."

ATTACHMENT:

Exhibit A: Resolution 2024-03 Authorizing A Supplemental Appropriation for Fiscal Year 2023

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE TOWN OF FOXFIELD
AUTHORIZING A SUPPLEMENTAL APPROPRIATION FOR FISCAL YEAR 2023

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

Section 1. That the 2023 Budget and Appropriations be hereby supplemented by increasing the following funds, to-wit:

	From:	To:
General Fund		
Building Permit Expenditures 10-48-457	\$28,000	\$95,649
American Rescue Plan Fund		
Government Services 23-411-40	\$68,862	\$84,044

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 1st day of February 2024.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO

c

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 1, 2024

RE: Resolution 04; Series 2024 – Amending the Budget for Fiscal Year 2024

DISCUSSION:

The attached resolution authorizes an amendment to the 2024 Town of Foxfield budget for Fiscal Year 2024.

Senate Bill 23B-001 made several changes to the property tax process for the 2024 budget year which resulted in a change to the Town’s final property tax assessment after the 2024 budget was adopted by the Board in December 2023. Therefore, the property tax assessment and property tax revenue in the 2024 budget have been revised to match the final valuation received by the Town from Arapahoe County.

RECOMMENDED MOTION:

“I move to approve Resolution 04, Series 2024, amending the budget for fiscal year 2024.”

ATTACHMENTS:

Resolution 04, Series 2024- A Resolution of the Board of Trustees of the Town of Foxfield Amending the Budget for Fiscal Year 2024.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD
AMENDING THE BUDGET FOR FISCAL YEAR 2024

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 for the fiscal year beginning January 1, 2024, and ending December 31, 2024, is hereby amended as set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

PASSED ON FIRST AND FINAL READING THIS 1st day of February 2024.

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz
Town Clerk

TOWN OF FOXFIELD
2024 Amended Budget

	2022 Actual	2023 Estimated	2024 Amended Budget
GENERAL FUND			
Beginning Fund Balance	911,357	1,131,856	1,235,477
Revenues:			
Taxes and Franchise Fees	608,701	474,562	480,804
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	618,414
Total Revenues and Fund Balance	1,646,299	1,793,587	1,853,891
Expenditures:			
Administration	199,855	223,825	235,222
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	1,250,683
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 AMENDED BUDGET							
Account	Account Title	2021 Actual	2022 Actual	2023 Budget	2023 Estimate	2024 Amended Budget	Description
GENERAL FUND							
Taxes and Franchise Fees							
	Assessed Value	22,737,996	24,014,414	23,501,605	23,501,605	27,479,739	
	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	136,904	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	480,804	
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 Amended		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	618,414		

Budget Worksheet
2024

Account	Account Title	2021 Actual	2022 Actual	2023 Budget	2023 Estimate	2024 Amended	Description
						Budget	
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	Pinnacle
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	235,222	
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 Amended	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	15,206	

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 Amended 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 Amended 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 Amended 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 Amended 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 Amended 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 Amended 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)	



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 1, 2024

RE: 2024 Addendum to SEH Contract

DISCUSSION:

Attached is SEH's proposed 2024 rates and draft contract addendum. The rate increases reflect 2024 annual salary adjustments with an average of approximately 9%. The Board is asked to acknowledge that the original signed contract and general conditions will remain and the Town of Foxfield is approving the rate increases through the end of 2024.

SUGGESTED MOTION:

"I move to approve the 2024 Addendum to the SEH Contract."

ATTACHMENT:

Exhibit A – SEH 2024 Contract Addendum and Rates Letter Proposal



Building a Better World
for All of Us™

Exhibit A

January 19, 2024

RE: Town of Foxfield 2024 On-Call
Engineering Services Contract

Ms. Karen Proctor
Town Administrator
Town of Foxfield
P.O. Box 461450
Foxfield, CO 80046

Dear Karen:

Please find attached SEH's proposed 2024 rates and draft contract addendum. Similar to past updates, the rate increases reflect annual salary adjustments.

After review of the statement below, if all looks acceptable, please sign and return a copy for my files acknowledging the originally signed contract and general conditions remains in force, and that the Town of Foxfield finds our rates to be acceptable through the end of 2024.

"The agreement entered into between Short Elliott Hendrickson Incorporated and the Town of Foxfield, signed and dated, December 14, 2014, is hereby extended through December 31, 2024, and SEH's attached 2024 Rate Schedule is hereby accepted".

Sincerely,

Short Elliott Hendrickson Inc.

Scott Jardine, PE (CO), LEED AP -
Project Manager -

Accepted for Town of Foxfield -

By: _____ -

Title: _____ -

Date: _____

Attachments: 2024 Foxfield Contract Addendum, SEH 2024 Rate Schedule -
Cc: Erica Olsen, PE, RPCL – Short Elliott Hendrickson, Inc. -

ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT

THIS ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT is made and entered into this ___ day of 2024, by and between the Town of Foxfield, Colorado (hereinafter referred to as the "Town") and Short Elliott Hendrickson, Inc. (hereinafter referred to as "Consultant").

RECITALS:

- A. Effective January 1, 2015, the Town and Consultant entered into a Professional Services Agreement (the "Agreement").
- B. The parties desire to extend the Agreement with this Addendum for one additional year.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, Consultant shall provide to the Town, the additional work as needed in the manner provided in this Addendum.

- 1. The contract term for the Agreement is hereby extended by this Addendum for one additional year, from January 1, 2024, through and including December 31, 2024.
- 2. Consultant shall perform all work as set forth in the Agreement in accordance with Consultant's rate schedule attached hereto as Attachment A, and incorporated by this reference.
- 3. The original Agreement is in full force and effect and is hereby ratified by the Town and the Consultant. The original Agreement and this Addendum constitute all of the agreements between the Town and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

TOWN OF FOXFIELD, COLORADO

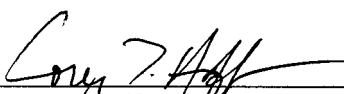
By:

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk/Treasurer

APPROVED AS TO FORM:



Corey Y. Hoffmann
Town Attorney

Attachment A

Rate Sheet
Through December 31, 2024

Name	Title	Hourly Rate
Rob Ekstrom, Mike Perez, Chuck Gustafson, Steve Kaye	Principal / Group Manager	\$252.00
Scott Jardine, Jason Triplett, Tom Wrona, Josh Anfinson, Erica Olsen	Senior Project Manager/Snr. Technical Lead	\$230.00
Gabrielle Renner, Josh Sopata	Project Manager/Technical Lead	\$227.00
Tim Nuetzel, Annette Marquez, David Hoesly	Senior Project Engineer II	\$206.00
Scott Klinker	Survey Field Manager	\$205.00
Steve Halewski, Parsa Kolahi	Senior Project Engineer I	\$195.00
Kit Clunis	Professional Engineer II	\$185.00
Craig Burgess, Mitch Wagner, Christian Elsner, Katie Croell, Blayne Risk	Professional Engineer I	\$150.00
Jaime Hepner, Kyle Boldt, Abril Gonzalez-Torres	Staff Engineer II	\$137.00
Ryan Christi	Snr. Survey Crew Chief	\$155.00
Ryan Weber	Survey Field Chief	\$140.00
TBD	Staff Engineer I	\$124.00
TBD	Senior Designer	\$145.00
TBD	Designer	\$110.00
Suzie O'Connor	Accounting	\$135.00
Jessica Pease, Kari Young	Administration	\$113.00
Bob Ewing	Utility Locator	\$119.00
TBD	Engineer Intern	\$102.00
Expenses		
Drone Level 2		\$135.00/Hr
3D Scanner (SX-10)		\$35.00/Hr
Survey Equipment		\$35.00/Hr
Magnetometer		\$10.00/Hr
Subconsultants (preapproved)		Cost + 5%
Vehicle Mileage		Current IRS Federal mileage rate
Field Vehicle		\$4.90/Hr + mileage
All other expenses		At cost



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: February 1, 2024

RE: Resolution 2024-05 A Resolution Canceling the April 4, 2024, Regular Election and Declaring Candidates Elected

DISCUSSION:

Attached is a resolution canceling the April 4 election and declaring the following candidates elected:

For the Office of Mayor: Lisa Jones

For the Office of At-large Trustee: Pam Thompson and Josie Cockrell

The three candidates will be sworn in on April 4, 2024.

The election is being canceled as there was only one candidate for Mayor and two candidates for At-Large Trustee.

Following the swearing in ceremony, the solicitation of applicants to fill the open seats of Ward 1 Trustee, Ward 3 Trustee, and At-Large Trustee may begin.

RECOMMENDED MOTION:

"I move to approve Resolution 2024-05 Canceling the April 4, 2024, Election and Declaring Candidates for the Offices of Mayor and Trustees Elected."

ATTACHMENT:

Exhibit A: Resolution 2024-05 Canceling the April 4, 2024, Election

**A RESOLUTION CANCELING THE APRIL 4, 2024, REGULAR ELECTION AND
DECLARING CANDIDATES FOR THE OFFICES OF MAYOR AND TRUSTEES
ELECTED**

WHEREAS, pursuant to C.R.S. § 31-10-507, the Town may cancel an election when the only matter before the voters is the election of persons to office, and when at the close of business on the sixty-fourth (64th) day before the election, there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent to be write-in candidates;

WHEREAS, the deadline for filing nomination petitions was January 22, 2024, and there were not more candidates nominated than offices to be filled at the April 4, 2024, election;

WHEREAS, the deadline for filing affidavits of intent for write-in candidates was January 29, 2024, and the Town did not received any affidavits of intent; and

WHEREAS, the election can be cancelled after the close of business, January 29, 2024, the sixty-fourth (64th) day prior to the election.

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

Section 1. On January 29, 2024, because there are not more candidates than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, the Town Clerk is hereby directed to cancel the April 4, 2024, regular election for the Town of Foxfield.

Section 2. The following person is hereby deemed elected to a four-year term as Mayor: Lisa Jones.

Section 3. The following persons are hereby deemed elected to a four-year term as At-Large Trustees: Josie Cockrell and Pamela Thompson.

Section 4. The Town Clerk shall publish notice of such cancellation to inform the electors of the Town and shall post notice of such cancellation on the Town website and at not less than one other public place in the Town.

PASSED ON FIRST AND FINAL READING THIS 1st day of February 2024.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk