



**TOWN BOARD AGENDA  
REGULAR MEETING**

(All items listed for discussion and possible action)

**Hybrid Meeting**

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

**Thursday, October 6, 2022  
6:30 p.m.**

1. Call to Order
2. Roll Call of Board Members
3. Audience Participation Period (limit 4 minutes per speaker)
4. Consent Agenda
  - a. Approval of Minutes – September 1, 2022
5. For Possible Action
  - a. Resolution 06-2022 A Resolution Revising A Traffic Control Gate Policy
  - b. Approval of Text Messaging Vendor--TextMyGov
6. For Discussion
  - a. 2023 Proposed Budget
7. Reports
  - a. Correspondence
  - b. Members of Town Board
  - c. Staff
8. Future Agenda Items
9. Adjournment



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 6, 2022

RE: Resolution 06-2022 A Resolution Revising the Traffic Control Gate Policy

**DISCUSSION:**

Resolution 05-2022 Adopting a Traffic Control Gate Policy was approved by the Board on August 4, 2022. At the Board meeting on September 1<sup>st</sup> the Board approved a carpool pilot program. Attached is Resolution 06-2022 to adopt the revised policy along with the revised policy document.

**RECOMMENDED MOTION:**

*"I move to approve Resolution 06-2022 Adopting a revised Traffic Control Gate Policy for the Town of Foxfield."*

**ATTACHMENTS:**

**Exhibit A** – Resolution 06-2022 A Resolution Adopting the revised Traffic Control Gate Policy

**A RESOLUTION REVISING A TRAFFIC CONTROL GATE POLICY FOR  
THE TOWN OF FOXFIELD, COLORADO**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF  
FOXFIELD, COLORADO, THAT:

Section 1. The revised Traffic Control Gate Policy, as attached hereto, is hereby  
approved by the Board of Trustees of the Town of Foxfield, Colorado.

DATED, at the Town of Foxfield, Colorado, this \_\_\_\_ day of \_\_\_\_\_ 2022.

Lisa Jones, Mayor

ATTEST:

\_\_\_\_\_  
Kathleen Schmitz  
Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

## Town of Foxfield Traffic Control Gate Policy

**Revised September 2022**

The Town of Foxfield has four (4) traffic control gates. Two (2) at South Richfield Street and Hinsdale Ave and two (2) at East Fremont Avenue and Easter Way. Tags are available to Foxfield residents for a fee.

Foxfield residents may purchase RFID tags on the Town of Foxfield website. A current vehicle registration will be required for each tag purchased. Once the purchase has been completed and property ownership has been verified, tags will be made available to the resident.

The Cherry Creek School District will be provided no more than three (3) RFID tags for their buses to access the bus stops located in the Town.

Our Lady of Loreto and Kingdom Hall of Jehovah's Witnesses will each be provided with no more than two (2) RFID tags.

### TAG PURCHASE AND REQUIREMENTS

- Tags will only be issued to Department of Motor Vehicle Registered vehicles. Temporary registrations may be used for new vehicle applications.
- The vehicle must be either registered to a Town resident, **a carpool participant** or it may be registered to a company; provide that, the company has submitted an attestation, on company letterhead, stating that the vehicle is to be solely used by the employee and/or any authorized person. The attestation must be presented along with the vehicle registration.
- The Town must be notified when a vehicle or property is sold, **or a resident is no longer part of a carpool** so that the RFID tags can be inactivated.
- If the RFID tag is not working, please do not remove it. Contact the Town of Foxfield so staff can troubleshoot the problem. If the tag is removed, it will be destroyed, and a replacement will need to be purchased.

### CARPOOL PILOT PROGRAM

The carpool pilot program will begin in September 2022 and will be reevaluated in August 2023.

- A maximum of 40 tags will be available to carpool participants
- There will be a \$25 yearly fee and \$8 per RFID tag
- A Foxfield resident must be a participant of the carpool
- The Foxfield resident participating in the carpool, that uses a route affected by the gates, will need to complete a document that lists all carpool participants' (names and addresses) and purpose for carpool (ie. school, work, after school activities). The Foxfield resident will need to attest that the information on the document is correct. They will be responsible for making the payment and delivering RFID tags to the carpool participants.

### HOURS OF OPERATION

The gates will be in operation during rush hour from 6:00 A.M. until 9:00 A.M and from 4:00 P.M. until 7:00 P.M. Monday through Friday. The Town may adjust these hours at any time as needed.

Gates may be raised for inclement weather, federal holidays or traffic emergencies.

### EMERGENCY ACCESS

The gates have a Fire Strobe system for emergency access. This provides rapid access to the gates and opens them when activated by an emergency vehicle properly equipped. The keypad is for Law Enforcement use only.

### ACCESS AND RETENTION OF GATE DATA

The only data recorded in the gate system is an RFID tag number and time the tag was read. The data is retained for approximately 8,000 cycles and then it is overwritten. The data will only be retrieved for Town traffic studies, gate maintenance or if a timely CORA request is received. Data will be downloaded when required by the Town Administrator, Town Clerk, Mayor or a Trustee. Downloaded data will be retained in accordance with the Town's record retention schedule.

### ACCESS AND RETENTION OF GATE CAMERA DATA

Data will be retained in the camera until the camera storage reaches maximum capacity; at which time it will automatically be overwritten. Camera data storage is approximately six days. Data will only be retrieved in the case of a violation, such as but not limited to, the gate being hit, the use of the keypad by an unauthorized user, driving around the gates in the Right-of-Way (ROW), damage to the gate or gate components in any way, traffic studies or a timely CORA request. Data will be downloaded by the Town Administrator, Town Clerk, Mayor or a Trustee. The Town Administrator and the Town Clerk will have access to the gate camera data. Downloaded data will be retained in accordance with the Town's record retention schedule.

### VIOLATION PROCEDURE

A letter will be sent to the vehicle owner in the case of a violation. The letter will detail the date, time, description of damage (if applicable), fine(s) and costs of damage (if applicable). If the fine(s) and costs of the damage (if applicable) is not paid by the due date on the letter, the Town may choose to undertake enforcement action to recover the fine and the cost of damages. The Town may impose fines based solely upon the data obtained from the Town's systems. If a violation of this policy occurs an RFID tag may be revoked by the Town Administrator.

### FINES

1. Hitting the gate arm and damaging breakaway components or driving around the gates, and unauthorized use of the keypad but no damage to gate arm, gate system/components or ROW property:

1 <sup>st</sup> violation:	\$250
2 <sup>nd</sup> violation:	\$300
3 <sup>rd</sup> violation:	\$350
4 or more violations:	\$500

The number of violations shall be determined by vehicle license plate regardless of driver.

2. Damage to gate arm, gate system/components or ROW property:

\$500.00 fine, in addition to restitution for actual repair costs.



## **MINUTES**

### **BOARD OF TRUSTEES MEETING**

**September 1, 2022**

#### **Call to Order/Roll Call**

The virtual meeting was called to order at 6:33 p.m. via Microsoft Teams.

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

The following Trustees were present via Microsoft Teams: Mayor Jones, and Trustee Goddard. A quorum was present.

#### **Audience Participation**

None.

#### **Consent Agenda**

Mayor Jones moved, seconded by Trustee Herold, to approve the following items on the Consent Agenda:

- a. Approval of Minutes – August 18, 2022

The motion passed by unanimous roll call vote.

#### **For Discussion**

Arapahoe County Sergeant Brett Cohn joined the Board Meeting. The Board asked Sergeant Cohn to provide updates and context regarding traffic patterns and traffic stops. Sergeant Cohn confirmed that traffic tickets were issued in the majority of stops, but that overall there were no concerning traffic patterns. Major Jones requested that Sergeant Cohn observe traffic on Arapahoe Road during high volume times, particularly the Our Lady of Loretto school release times. Given the complaints of traffic backups, Sergeant Cohn noted that other schools pay for officers to help with event traffic control, and suggested that may be reasonable way to effectively manage traffic for scheduled events.

#### **For Possible Action**

##### **Gate Study Group Carpool Proposal**

Town Administrator Proctor summarized the Gate Study meeting held on August 23, 2022.

During the meeting the issue of gate operations interfering with carpooling was discussed. As a result, the Gate Study Group proposed a pilot program that would allow for the issuance of 40 tags to non residents. The stipulations for participation include fee payments, resident attestations and a limit on the per household issuance.

Mayor Jones motioned to approve the proposal, and Trustee Cockrell seconded the motion. The motion passed by a vote of 4-1, with Trustee Goddard casting the dissenting vote.

## **Reports**

### **Mayor**

Mayor Jones proposed the idea of creating a QR code with a link to a map that would provide alternate pathways to and from Foxfield. The QR code could be affixed near each of the gates.

### **Members of the Town Board**

Trustee Cockrell provided updates on the following:

- Met with Council members from Aurora on the August 30, 2022. The Council members suggested that County should spearhead the multi-modal project, but that Aurora members would be willing to help initiate the project.
- Met with RTD on August 31, 2022. RTD provided some guidance and noted items of consideration; including, ADA compliance, and drainage remediation costs.

### **Staff:**

No updates.

### **Future Agenda Items:**

Master plan study session

Carpool follow-up

IGA

### **Adjournment**

Mayor Jones adjourned the meeting at 7:57pm.

---

Kathleen Schmitz, Town Clerk

---

Lisa Jones, Mayor



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: October 6, 2022

RE: Approval of Text Messaging Vendor--TextMyGov

**DISCUSSION:**

Attached is a new proposal from TextMyGov, a vendor offering a platform which is specifically designed for communication between the citizens and government agencies. TextMyGov is a texting technology tool that allows for governments to communicate out to citizens, allows for citizens to report issues and find information. Staff is seeking approval to move forward with onboarding the vendor and including the cost in the 2023 budget.

**ATTACHMENTS:**

**Exhibit A** – TextMyGov Service Proposal

# TextMyGov

Exhibit A

TextMyGov  
P.O. Box 3784  
Logan, Utah 84323  
435-787-7222

## Partnership Proposal

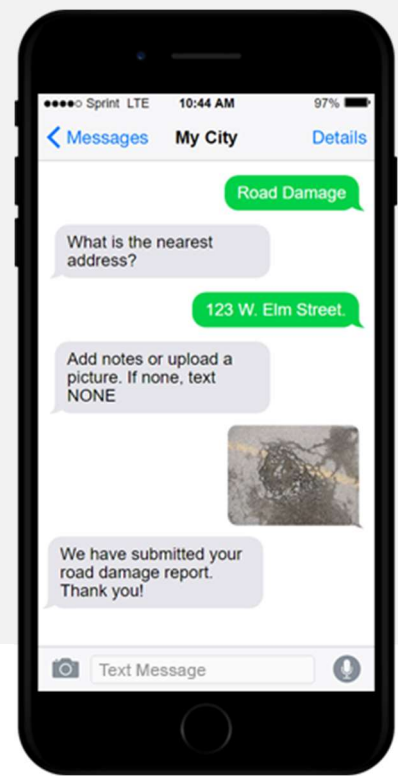
### Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, **97% of smartphone owners text regularly.**

The technology analysts at Compuware reported **that 80 to 90% of all downloaded apps are only used once and then eventually deleted** by users.



### TextMyGov Solutions:

*Communicate, Engage, Boost Website Traffic, Track, and Work*



#### Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



#### Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



## **Boost Website Traffic**

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



## **Track**

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



## **Work**

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

# **Implementation**

## **Getting Started**

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

## **Configuration**

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

## **Media Kit**

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

## **Unlimited Training and Support**

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

## Subscription Cost Breakdown

This quote represents a subscription to TextMyGov with an annual recurring charge for a period of one year. The agreement is set to automatically renew on the date of this agreement, after year one. See below for package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at [www.TextMyGov.com/terms](http://www.TextMyGov.com/terms)

**Prepared for:**

Kathleen Schmitz  
Foxfield, CO P.O. Box  
461450, Foxfield,  
CO 80046

**Prepared by:**

Jerica Jensen  
Account Executive  
P.O. Box 3784  
Logan, UT 84323

Package	Package Price	Billing
<b>TextMyGov</b> Package includes: <ul style="list-style-type: none"><li>• TextMyGov Web-Based Software</li><li>• Local Phone Number</li><li>• Short Code Number (for outgoing messages)</li><li>• Unlimited Users</li><li>• Unlimited Departments</li><li>• Unlimited Support for Every User</li><li>• 10 GB Managed online data storage</li><li>• 25,000 Text Messages per year</li></ul>	\$3,000	Annual
Implementation/Setup Fee	\$1,500	One Time
<b>Total (First Year):</b>	\$4,500	<b>First Year</b>
<b>Total (Ongoing):</b>	\$3,000	<b>Annual</b>

**Notes:**

1. This is a one-year contract. After the initial year, the contract can be canceled by providing 60-day written notice.
2. After the initial one-year contract, the agreement will revert to a year to year.
3. Customer is required to put TextMyGov widget on the Agency's Web Home page.
4. This agreement and pricing were provided at the customer's request and are valid until November 1<sup>st</sup>, 2022.
5. Customer is required to provide copy of W-9
6. Invoices will be sent out January 1st, 2023. Terms of invoicing is net 30 days.

## Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual\* cost, upon request.

<b>Enhanced Media &amp; Care Package</b> – Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information- <a href="https://textmygov.com/enhanced-media-care/">https://textmygov.com/enhanced-media-care/</a>	Price based on Population	Annual
<b>Additional Storage</b> – Each unit of storage contains an additional 100 GB.	\$250	Annual
<b>Additional text messages</b> – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)	Price based on amount of text messages	Annual

## Agreement Confirmation

### Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

### Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

### Billing Information

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

(Please attach copy of W-9 or Tax Exemption form. Must include FEIN #.)

### Agreement Signature

Name:

Title:

Date:

Signature:

### Widget Contact

Name:

Title:

Email:

Phone:

(This person is responsible for placing the TextMyGov Widget (see options-<https://support.textmygov.com/widget/>) on the agency's website within 60 days of the signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. This agreement was discounted \$1000/annually so the agency understands that they are required to place and maintain the widget on the agency's website.)

## Twilio Contact Authorization

### Twilio Authorized Contacts

Employee Name (1):

Email:

Phone Number:

Job Position:

Business Title:

Employee Name (2):

Email:

Phone Number:

Job Position:

Business Title:

☐ I confirm that my nominated authorized representatives agree to be contacted by Twilio.



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 6, 2022

RE: Draft 2023 Proposed Budget

**DISCUSSION:**

Attached is a draft of the 2023 proposed budget. Staff is still waiting on cost estimates from a few organizations so this is just a rough draft. Staff is seeking the Board's input on any projects or items that should be added to, or removed from, the 2023 proposed budget.

A budget study session will be held on November 3, 2022.

**ATTACHMENTS:**

**Exhibit A** – 2023 Proposed Budget Draft

**TOWN OF FOXFIELD**  
**2023 Proposed Budget**

	2021 Actual	2022 Estimated	2023 Proposed Budget
<b>GENERAL FUND</b>			
<b>Beginning Fund Balance</b>	<b>929,822</b>	<b>985,275</b>	<b>981,112</b>
<b>Revenues:</b>			
Taxes and Franchise Fees	545,438	433,040	504,485
Licenses and Permits	55,580	33,258	36,930
Intergovernmental	49,985	32,540	31,813
Charges for Services	19	100	100
Fines	0	1,132	1,500
Miscellaneous	8,760	11,000	25,000
<b>Total Revenues</b>	<b>659,782</b>	<b>511,070</b>	<b>599,828</b>
<b>Total Revenues and Fund Balance</b>	<b>1,589,604</b>	<b>1,496,344</b>	<b>1,580,941</b>
<b>Expenditures:</b>			
Administration	185,550	196,002	214,341
Elections	0	0	0
Judicial	5,301	5,000	8,000
Public Safety	116,608	139,163	132,585
Public Works	178,445	173,067	169,708
ESTIP	0	0	0
Capital	118,425	2,000	0
<b>Total Expenditures</b>	<b>604,329</b>	<b>515,232</b>	<b>524,634</b>
<b>Ending Fund Balance</b>	<b>985,275</b>	<b>981,112</b>	<b>1,056,307</b>
<b>ROAD MAINTENANCE FUND</b>			
<b>Beginning Fund Balance</b>	<b>0</b>	<b>227,334</b>	<b>152,334</b>
<b>Revenues</b>	<b>227,334</b>	<b>225,000</b>	<b>225,000</b>
<b>Total Revenues and Fund Balance</b>	<b>227,334</b>	<b>452,334</b>	<b>377,334</b>
<b>Expenditures:</b>			
Crack Seal/Chip Seal	0	300,000	118,532
Other Road Maintenance	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>300,000</b>	<b>118,532</b>
<b>Ending Fund Balance</b>	<b>227,334</b>	<b>152,334</b>	<b>258,803</b>

<b>OPEN SPACE FUND</b>			
<b>Beginning Fund Balance</b>	<b>140,765</b>	<b>163,907</b>	<b>190,796</b>
<b>Revenues</b>	23,142	26,889	24,100
<b>Total Revenues and Fund Balance</b>	<b>163,907</b>	<b>190,796</b>	<b>214,896</b>
<b>Expenditures:</b>			
Maintenance	4,612	4,000	4,000
Improvements	0	0	0
Planning	0	0	10,000
Engineering and Design	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>14,000</b>
<b>Ending Fund Balance</b>	<b>163,907</b>	<b>190,796</b>	<b>200,896</b>
<b>CONSERVATION TRUST FUND</b>			
<b>Beginning Fund Balance</b>	<b>28,260</b>	<b>25,458</b>	<b>20,418</b>
<b>Revenues</b>	12,327	7,960	8,280
<b>Total Revenues and Fund Balance</b>	<b>40,587</b>	<b>33,418</b>	<b>28,698</b>
<b>Expenditures:</b>			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	15,129	13,000	13,000
<b>Total Expenditures</b>	<b>15,129</b>	<b>13,000</b>	<b>13,000</b>
<b>Ending Fund Balance</b>	<b>25,458</b>	<b>20,418</b>	<b>15,698</b>
<b>AMERICAN RESCUE PLAN FUND</b>			
<b>Beginning Fund Balance</b>	<b>0</b>	<b>85,039</b>	<b>133,917</b>
<b>Revenues</b>	98,292	98,878	3,000
<b>Total Revenues and Fund Balance</b>	<b>98,292</b>	<b>183,917</b>	<b>136,917</b>
<b>Expenditures:</b>			
Government Services	0	30,000	50,000
Small Business Grants	0	20,000	0
Water, Sewer, Broadband Infrastructure	13,253	0	0
<b>Total Expenditures</b>	<b>13,253</b>	<b>50,000</b>	<b>50,000</b>
<b>Ending Fund Balance</b>	<b>85,039</b>	<b>133,917</b>	<b>86,917</b>

Budget Worksheet  
2023

2023 PROPOSED BUDGET							
Account	Account Title	2020 Actual	2021 Actual	2022 Budget	2022 Estimate	2023 Proposed Budget	Description
<b>GENERAL FUND</b>							
Taxes and Franchise Fees							
	Assessed Value	22,601,884	22,737,996	24,014,414	24,014,414	23,501,605	
	Mill Levy	4.982	4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	112,575	113,185	119,640	119,640	117,085	Provided by the county
10-31-121	Specific Ownership Tax	7,980	7,807	7,000	7,000	7,000	County collected. Basically property tax on type of vehicle. Year and taxable value determine these fees. Taxable value is determined by taking 85% of the suggested retail price.
10-31-161	Xcel Franchise Fee	6,777	8,831	7,000	9,500	8,500	
10-31-162	CORE Franchise Fee	21,806	22,881	22,000	22,000	22,000	
10-31-163	Cable Television Fees	4,882	5,017	4,800	4,800	4,800	Comcast
10-31-191	Current Property Tax Interest	214	128	100	100	100	Interest on property tax
10-31-192	Delinquent Property Tax	1,329	2,101	0	0	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	551	512	0	0	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	262,046	346,316	250,000	250,000	325,000	3.75% on purchases made in the town or delivered into the town.
10-31-312	Use Tax	18,634	38,660	20,000	20,000	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.
		<b>436,794</b>	<b>545,438</b>	<b>430,540</b>	<b>433,040</b>	<b>504,485</b>	
<b>Licenses and Permits</b>							
10-32-211	Liquor Licenses	298	895	300	300	350	2 licenses + special events
10-32-215	Business Licenses	280	278	350	210	280	\$35 annual fee per business
10-32-218	Sign Permits	0	0	0	0	0	
10-32-219	Communique Ads	290	0	200	0	150	
10-32-221	Building Permits	36,679	51,853	35,000	30,000	35,000	
10-32-222	Street Cut Permits/ROW	450	1,636	300	300	300	
10-32-223	Grading Permits	0	0	150	0	0	

Budget Worksheet  
2023

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
10-32-224	Zoning Review	2,668	50	100	1,200	100	Costs billed through building permit
10-32-225	Engineering Review	3,488	618	500	148	500	Costs billed through building permit
10-32-226	Driveway Permits	1,000	250	250	1,100	250	
		<b>45,153</b>	<b>55,580</b>	<b>37,150</b>	<b>33,258</b>	<b>36,930</b>	
<b>Intergovernmental</b>							
10-33-321	Motor Vehicle Registration Fees	3,782	3,944	3,500	3,500	3,500	County collected
10-33-342	Cigarette Tax	1,576	1,700	1,200	1,200	1,200	State derived
10-33-350	Severance Tax	399	20	400	885	400	
10-33-352	Highway User Tax	36,142	38,718	30,000	20,000	20,000	Based on the # of vehicles and street miles in each community relative to the same statistics in other municipalities and the CO Dept of Transportation revenue estimates.
10-33-360	Mineral Lease	133	157	133	230	133	
10-33-371	County Road/Bridge Levy	5,436	5,446	6,724	6,724	6,580	
		<b>47,468</b>	<b>49,985</b>	<b>41,957</b>	<b>32,540</b>	<b>31,813</b>	
<b>Charges for Services</b>							
10-35-510	Traffic Court Revenues	2,090	0	500	1,132	1,500	
10-35-540	Chargeback Administration Fee	190	19	100	100	100	SafeBuilt & SEH
		<b>2,280</b>	<b>19</b>	<b>600</b>	<b>1,232</b>	<b>1,600</b>	
<b>Miscellaneous</b>							
10-36-611	Interest Earnings	6,686	497	600	10,000	24,000	estimated 2%
10-36-680	Miscellaneous/Other Income	2,555	8,263	1,000	1,000	1,000	Pinnacol dividend, IREA cap credit, gate tags
10-36-690	Transfer In	0	0	0	0	0	
		<b>9,241</b>	<b>8,760</b>	<b>1,600</b>	<b>11,000</b>	<b>25,000</b>	
	<b>TOTAL REVENUES</b>	<b>540,936</b>	<b>659,782</b>	<b>511,847</b>	<b>511,070</b>	<b>599,828</b>	

Budget Worksheet  
2023

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
<b>Administration</b>							
10-41-110	Personnel Expenses	130,262	131,916	138,273	140,000	147,000	5% salary increases
10-41-116	Payroll Taxes (7.65%)	9,965	10,092	10,578	10,710	11,246	
10-41-118	Workers Compensation Ins.	724	781	800	810	850	Pinnacol
10-41-120	Supplies/Materials	470	271	700	500	500	
10-41-130	Postage/Bulk Mail Charges	336	495	450	500	500	PO Box Rental
10-41-140	Printing	0	0	50	50	50	
10-41-141	Newsletter	0	0	50	50	50	Hard copies of newsletter
10-41-143	Municipal Code Supplements	646	0	1,500	1,930	2,000	New ordinances
10-41-145	Legal Notices	255	296	250	250	250	
10-41-148	Recording Fees	0	0	50	50	50	
10-41-151	Audit	7,000	7,000	7,000	7,000	7,000	John Cutler and Associates
10-41-152	Legal	20,651	11,841	15,000	15,000	15,000	HPWC. Pending lawsuit.
10-41-160	County Treasurer Fees	1,153	1,169	1,196	1,196	1,171	1% of current property tax revenue
10-41-170	Communications/IT	2,689	2,584	2,800	2,800	7,362	Caselle, Laserfiche, TextMyGov
10-41-171	Telephone/Internet	1,582	1,707	1,500	1,500	1,500	Clerk's office
10-41-172	E-mail Server	505	498	500	550	550	
10-41-180	Insurance	4,995	6,987	7,080	7,082	8,239	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	1,889	2,021	4,000	4,000	4,000	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	2,831	7,868	25,000	2,000	7,000	Master Plan and Code book update
10-41-192	Bank Service Charges	24	24	24	24	24	
		<b>185,977</b>	<b>185,550</b>	<b>216,801</b>	<b>196,002</b>	<b>214,341</b>	
<b>Elections</b>							
10-42-121	Elections - Judges	300	0	300	0	0	
10-42-131	Election Expenses	376	0	400	0	0	
		<b>676</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>0</b>	
<b>Judicial</b>							
10-44-211	Judge	3,000	3,000	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	648	2,301	5,000	2,000	5,000	
		<b>3,648</b>	<b>5,301</b>	<b>8,000</b>	<b>5,000</b>	<b>8,000</b>	

Budget Worksheet  
2023

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
<b>Public Safety</b>							
10-46-311	Law Enforcement	112,830	112,935	119,640	119,663	117,085	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	1,935	3,218	5,000	19,000	15,000	
10-46-400	Animal Control	195	455	500	500	500	
		<b>114,960</b>	<b>116,608</b>	<b>125,140</b>	<b>139,163</b>	<b>132,585</b>	
<b>Public Works</b>							
10-48-451	Planning	2,547	3,777	5,000	5,000	5,000	SafeBuilt
10-48-452	Engineering	27,155	19,531	17,000	17,000	17,000	SEH
10-48-453	Code Enforcement	10,129	9,855	10,000	10,000	10,000	SafeBuilt
10-48-454	Snow Removal	18,328	26,894	25,000	30,000	30,000	Terracare
10-48-455	ROW and Island Maintenance	44,811	53,608	52,000	52,000	52,000	90% of Terracare monthly contract
10-48-456	Traffic Control/Signage	687	5,260	1,500	2,859	1,500	Sign placement and repair
10-48-457	Building Permit Expenses	27,195	34,521	25,000	25,000	25,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	0	(1,107)	300	300	300	
10-48-459	Street Lights	1,311	1,243	1,200	1,200	1,200	Lewiston Way and Parker Road
10-48-460	Engineering Road Maintenance	9,369	9,454	17,000	17,000	15,000	SEH pavement mgmt
10-48-461	Gates Electricity and Maintenance	0	7,721	6,000	6,000	6,000	\$5,000 Maintenance, \$1,000 Electricity
10-48-500	Comm Events (Parade,Directory)	2,855	7,100	6,000	6,000	6,000	Parade, Chili Fest, Trunk or Treat, Spring & Fall Clean-ups
10-48-600	Storage Unit	529	588	675	708	708	\$59/month
		<b>144,916</b>	<b>178,445</b>	<b>166,675</b>	<b>173,067</b>	<b>169,708</b>	
<b>Capital</b>							
10-58-800	Capital Exp > \$5,000.00	164,679	118,425	2,000	2,000	0	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	
		<b>164,679</b>	<b>118,425</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	
	<b>TOTAL EXPENDITURES</b>	<b>614,856</b>	<b>604,329</b>	<b>519,316</b>	<b>515,232</b>	<b>524,634</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>(73,920)</b>	<b>55,453</b>	<b>(7,469)</b>	<b>(4,162)</b>	<b>75,194</b>	

Budget Worksheet  
2023

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
<b>ROAD MAINTENANCE FUND</b>							
<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
	Beginning Fund Balance	0	207,357	108,477	120,811	45,811	
	Village Center Sales Tax	207,357	227,334	200,000	225,000	225,000	
	<b>TOTAL REVENUES</b>	<b>207,357</b>	<b>227,334</b>	<b>200,000</b>	<b>225,000</b>	<b>225,000</b>	
	Crack Seal	0	305,400	20,000	20,000	11,000	
	Chip Seal	0	8,480	280,000	280,000	107,532	
	Other Road Maintenance	0	0	0	0		
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>313,880</b>	<b>300,000</b>	<b>300,000</b>	<b>118,532</b>	
	Ending Fund Balance	<b>207,357</b>	<b>120,811</b>	<b>8,477</b>	<b>45,811</b>	<b>152,280</b>	
<b>OPEN SPACE FUND</b>							
<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
22-30-130	Arapahoe CO Open Space Distrib	21,936	23,059	20,000	25,758	20,000	
22-30-611	Interest Earnings	1,066	83	100	1,000	4,100	
22-30-680	Miscellaneous/Other Income	0	0	0	131	0	
	<b>TOTAL REVENUES</b>	<b>23,002</b>	<b>23,142</b>	<b>20,100</b>	<b>26,889</b>	<b>24,100</b>	
22-40-511	Maintenance	0	4,612	4,000	4,000	4,000	Weed mitigation, cleanup
22-40-530	Planning	0	0	0	0	0	
22-40-620	Improvements	0	0	0	0	10,000	New plantings
22-40-630	Engineering and Design	0	0	0	0	0	
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>4,612</b>	<b>4,000</b>	<b>4,000</b>	<b>14,000</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>23,002</b>	<b>18,530</b>	<b>16,100</b>	<b>22,889</b>	<b>10,100</b>	

Budget Worksheet  
2023

<u>Account</u>	<u>Account Title</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
<b>CONSERVATION TRUST FUND</b>							
		<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
31-30-611	Interest Earnings	274	17	30	160	480	
31-30-634	CTF Distribution	8,024	12,310	7,800	7,800	7,800	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	
	<b>TOTAL REVENUES</b>	<b>8,298</b>	<b>12,327</b>	<b>7,830</b>	<b>7,960</b>	<b>8,280</b>	
31-40-520	Improvements	0	0	0	0	0	
31-40-525	Legal	0	0	0	0	0	
31-40-530	Planning & Engineering	0	0	0	0	0	
31-40-550	Maintenance	6,572	15,129	13,000	13,000	13,000	20% of Terracare contract, IREA, ACWWA
	<b>TOTAL EXPENDITURES</b>	<b>6,572</b>	<b>15,129</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>1,726</b>	<b>(2,802)</b>	<b>(5,170)</b>	<b>(5,040)</b>	<b>(4,720)</b>	
<b>AMERICAN RESCUE PLAN FUND</b>							
		<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Estimate</u>	<u>2023 Proposed Budget</u>	<u>Description</u>
23-30-150	American Rescue Plan Funds		98,278	98,277	98,278	0	
23-30-611	Interest Income		14	20	600	3,000	
	<b>TOTAL REVENUES</b>	<b>0</b>	<b>98,292</b>	<b>98,297</b>	<b>98,878</b>	<b>3,000</b>	
23-411-40	Government Services		930	50,000	30,000	50,000	
23-42-140	Small Business Grants		0	0	20,000	0	
23-484-51	Water Sewer Broadband Exp		12,323				
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>13,253</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>0</b>	<b>85,039</b>	<b>48,297</b>	<b>48,878</b>	<b>(47,000)</b>	