



**TOWN BOARD AGENDA
REGULAR MEETING**

(All items listed for discussion and possible action)

VIRTUAL MEETING

**Thursday, October 7, 2021
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 2, 2021
5. For Possible Action
 - a. Resolution 2021-08 Adopting A Fee Schedule for Animal Control Services
6. For Discussion
 - a. 2022 Draft Budget
 - b. Open Space Clean Up
7. Reports
 - a. Mayor
 - b. Members of Town Board
 - c. Staff
8. Future Agenda Items
9. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

September 2, 2021

Call to Order/Roll Call

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

The following Trustees were present: Amy Snell-Johnson, Debby Farreau, Josie Cockrell, Scott Freas, Lori Finch and Mayor Jones. A quorum was present.

Consent Agenda

Mayor Jones moved, seconded by Trustee Finch, to approve the following item on the Consent Agenda:

- a. Approval of Minutes – August 19, 2021

The motion passed by unanimous roll call vote.

For Possible Action

Resolution 2021-07 Revising the Rules of Procedure for the Town of Foxfield, Colorado

The revision includes adding an additional public comment period following Board discussion on any agenda item listed under For Discussion. Mayor Jones moved to approve Resolution 2021-07 Revising the Rules of Procedure for the Town of Foxfield, Colorado. Following a second by Trustee Farreau, the roll call vote was 5 to 1, with Trustee Snell-Johnson dissenting.

For Discussion

Draft Resolution Regarding Animal Control Fees

The only change discussed was adding the current cost of \$65.00 for an Animal Control response to the fee schedule.

Text Messaging Options

There was discussion about doing a survey to see how many residents would be willing to register their cell numbers in order to receive texts from the Town regarding time-sensitive information. An affordable option for the service to send texts has been found with Ring Central.

Open Space Clean Up

This topic was postponed because Town Administrator Proctor has arranged a meeting at the Open Space with the Mile High Flood District to see what services they can provide at no charge for clearing out the pond and channel.

Reports

Mayor

Mayor Jones thanked Town Clerk Gallivan, Trustee Debby Farreau and resident Diane Leshar for the successful gate tag distribution on August 28, where approximately 115 tags were handed out to residents. She reported the Town will put up 6 banners announcing the imminent operation of the gates.

Members of the Town Board

Trustee Farreau requested the town ask if Terracare could skip the mowing in October if it is not needed.

Trustee Snell-Johnson asked if the white stop lines would be repainted on the new pavement.

Trustee Freas mentioned trash left by panhandlers. Terracare sent out a team but could not locate anything except a small amount of litter.

Trustee Cockrell expressed gratitude to CDOT for smoothing out the concrete on the approach to E. Fremont from Parker Road. She also noted that DRCOG is working on the Slow Speeding Kills campaign (slowspeedingkills.com).

Town Staff

Town Administrator Proctor reported she expects the gates to go live the week of September 20.

Town Clerk Gallivan announced her retirement effective December 31, 2021. The search for a new Town Clerk/Treasurer will begin immediately.

Adjournment

Mayor Jones adjourned the meeting at 7:41 p.m.

Randi Gallivan, Town Clerk

Lisa Jones, Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 7, 2021

RE: Resolution 2021-08 Adopting a Fee Schedule for Animal Control Fees

DISCUSSION:

Ordinance 2021-06 was approved by the Board on August 19, 2021. The Ordinance states that the animal control fees will be set by a separate Resolution. The fees in this Ordinance were set and adopted by Arapahoe County.

Town Attorney Hoffmann stated that while we could add the \$65 charge for any response by an Animal Control Officer, this may be hard to collect as it would require the court's buy-in to add the fine to a ticket and collect as restitution and be remitted to the Town. The Town has very few Animal Control calls and a budget to cover this service. Therefore, no changes have been made to the Resolution.

RECOMMENDED MOTION:

"I move to approve Resolution 2021-08 Adopting a Fee Schedule for Animal Control Fees"

ATTACHMENT:

Exhibit A: Resolution 2021-08 Adopting a Fee Schedule for Animal Control Fees

Trustee's Resolution

Resolution No. 08, Series 2021

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FOXFIELD,
COLORADO ADOPTING A FEE SCHEDULE FOR ANIMAL CONTROL SERVICES**

WHEREAS, the Board of Trustees has adopted Ordinance 2021-06 Regarding Animal Control, which may be amended from time to time, to provide reasonable regulations and restrictions for the control, licensing and impoundment of dogs and other pet animals as the Board deems necessary; and

WHEREAS, the Animal Control Services Ordinance provides for the imposition of fees to cover the costs of certain services provided by the County under or in accordance with the Animal Control Ordinance; and

WHEREAS, the Animal Control Services Ordinance contemplates that the Board establishes and amends such fees from time to time and may do so by separate Resolution; and

WHEREAS, the Arapahoe County Animal Services Manager and the Town of Foxfield have recommended and proposed that the Board amend the existing fee schedule and approve fees for services for returning an animal to the owner, disposal of deceased animals, and costs for impounding of animals; and

WHEREAS, the Board has considered such proposed fee schedule and finds such fees to be reasonable and reasonably related to the costs of such services.

NOW, THEREFORE, the Board of Trustees for The Town of Foxfield hereby resolves as follows:

1. That the following fees are established for the administration of the Animal Services Resolution:
 - a. Return to Owner Fee: \$50.00 (this fee is paid to the Animal Services Officer, not the contracted facility, upon the return of the animal to an owner or keeper. Any fees charged by the contracted facility are separate and apart from the Return to Owner Fee).
 - b. Dead Pet Animal/Wildlife Pickup for Disposal Fee: \$50.00 (this fee is paid to the Animal Services Officer at the time of service).
 - c. Cost of Impound Fee: \$65.00 (this fee is paid to the Town of Foxfield upon receipt of invoice) in addition to the amount set by the impound facility Arapahoe County contracts to house such impounded animals.

2. That such fees shall apply to the above services and to the Animal Services Ordinance in effect at the time of the provision of the services for which the fees are charged and that the Board may amend the fees schedule by Resolution from time to time without necessity of additionally amending the Animal Services Ordinance then in effect.
3. That this Fee Schedule shall take effect immediately upon passage of this Resolution on October 7, 2021.

DATED, at Town of Foxfield, Colorado, this _____ day of _____,
2021.

Lisa Jones, Mayor

ATTEST:

Randi Gallivan, Town Clerk



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 7, 2021

RE: Draft 2022 Proposed Budget

DISCUSSION:

Attached is a draft of the 2022 proposed budget. Staff is seeking the Board's input on any projects or items that should be added to the 2022 proposed budget.

A budget study session will be held on November 4, 2021.

ATTACHMENTS:

Exhibit A – 2022 Proposed Budget Draft

2022 BUDGET



Presented to Town Board - October 7, 2021

Study Session - November 4, 2021



October 7, 2021

Mayor Jones and Members of the Town of Foxfield Board of Trustees:

In accordance with the Local Government Budget Law of Colorado, staff is pleased to present the 2022 Annual Budget. Upon final approval by the Board of Trustees, this budget document will provide the legal authority to appropriate and expend funds for the 2022 budget year.

The budget provides guidance throughout the year for projects, programs and services provided by the Town. It also requires constant monitoring to ensure that fund balances are preserved.

It has been staff's intent to produce a budget that demonstrates accountability and fiscal conservatism in order to meet the needs of the community yet protect the assets of the Town.

Therefore, it is with great appreciation for the continued leadership and support of the Mayor and the Board that staff presents this 2022 Annual Budget.

Randi Gallivan
Town Clerk/Treasurer

Karen Proctor
Town Administrator

TOWN OF FOXFIELD
2022 Proposed Budget

| | 2020 Actual | 2021 Estimated | 2022 Proposed Budget |
|--|------------------|------------------|-------------------------|
| GENERAL FUND | | | |
| Beginning Fund Balance | 929,822 | 855,902 | 766,180 |
| Revenues: | | | |
| Taxes and Franchise Fees | 436,794 | 421,499 | 405,563 |
| Licenses and Permits | 45,153 | 49,823 | 37,150 |
| Intergovernmental | 47,468 | 47,172 | 41,958 |
| Charges for Services | 190 | 100 | 100 |
| Fines | 2,090 | 500 | 500 |
| Miscellaneous | 9,241 | 8,500 | 1,600 |
| Total Revenues | 540,936 | 527,594 | 486,871 |
| Total Revenues and Fund Balance | 1,470,758 | 1,383,495 | 1,253,051 |
| Expenditures: | | | |
| Administration | 185,977 | 203,054 | 215,357 |
| Elections | 676 | 0 | 700 |
| Judicial | 3,648 | 7,000 | 8,000 |
| Public Safety | 114,960 | 116,260 | 124,988 |
| Public Works | 144,916 | 154,564 | 158,675 |
| ESTIP | 0 | 0 | 0 |
| Capital | 164,679 | 136,437 | 0 |
| Total Expenditures | 614,856 | 617,315 | 507,720 |
| Ending Fund Balance | 855,902 | 766,180 | 745,332 |
| ROAD MAINTENANCE FUND | | | |
| Beginning Fund Balance | 0 | 207,357 | 101,957 |
| Revenues | 207,357 | 200,000 | 200,000 |
| Total Revenues and Fund Balance | 207,357 | 407,357 | 301,957 |
| Expenditures: | | | |
| Crack Seal/Chip Seal | 0 | 305,400 | 300,000 |
| Other Road Maintenance | 0 | 0 | 0 |
| Total Expenditures | 0 | 305,400 | 300,000 |
| Ending Fund Balance | 207,357 | 101,957 | 1,957 |
| OPEN SPACE FUND | | | |
| Beginning Fund Balance | 140,765 | 163,767 | 186,905 |
| Revenues | 23,002 | 23,139 | 20,100 |

| | | | |
|--|----------------|----------------|----------------|
| Total Revenues and Fund Balance | 163,767 | 186,905 | 207,005 |
| Expenditures: | | | |
| Maintenance | 0 | 15,000 | 5,000 |
| Improvements | 0 | 0 | 0 |
| Planning | 0 | 0 | 0 |
| Engineering and Design | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | 5,000 |
| Ending Fund Balance | 163,767 | 186,905 | 202,005 |

| CONSERVATION TRUST FUND | | | |
|--|---------------|---------------|---------------|
| Beginning Fund Balance | 28,260 | 29,986 | 24,806 |
| Revenues | 8,299 | 7,820 | 7,830 |
| Total Revenues and Fund Balance | 36,558 | 37,806 | 32,636 |
| Expenditures: | | | |
| Improvements | 0 | 0 | 0 |
| Legal | 0 | 0 | 0 |
| Planning & Engineering | 0 | 0 | 0 |
| Maintenance | 6,572 | 13,000 | 13,000 |
| Total Expenditures | 6,572 | 13,000 | 13,000 |
| Ending Fund Balance | 29,986 | 24,806 | 19,636 |

Budget Worksheet
2022

| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
|---------------------------------|----------------------------------|--------------------|--------------------|--------------------|----------------------|---------------------------------|--|
| GENERAL FUND | | | | | | | |
| Taxes and Franchise Fees | | | | | | | |
| | Assessed Value | 20,495,097 | 22,601,884 | 22,737,996 | 22,737,996 | 24,019,009 | |
| | Mill Levy | | 4.982 | 4.982 | 4.982 | 4.982 | |
| 10-31-111 | Current Property Tax | 100,682 | 112,575 | 113,281 | 113,281 | 119,663 | Provided by the county |
| 10-31-121 | Specific Ownership Tax | 7,939 | 7,980 | 7,000 | 7,000 | 7,000 | County collected. Basically property tax on type of vehicle. Year and taxable value determine these fees. Taxable value is determined by taking 85% of the suggested retail price. |
| 10-31-161 | Xcel Franchise Fee | 8,441 | 6,777 | 6,750 | 7,071 | 7,000 | |
| 10-31-162 | IREA Franchise Fee | 22,321 | 21,806 | 22,000 | 22,000 | 22,000 | |
| 10-31-163 | Cable Television Fees | 5,114 | 4,882 | 4,800 | 4,800 | 4,800 | Comcast |
| 10-31-191 | Current Property Tax Interest | 73 | 214 | 100 | 123 | 100 | Interest on property tax |
| 10-31-192 | Delinquent Property Tax | (1,170) | 1,329 | 0 | 1,763 | 0 | Property Taxes due or refunded from previous years |
| 10-31-193 | Delinquent Property Tax Interest | (165) | 551 | 0 | 461 | 0 | Property Tax interest due or refunded from previous years |
| 10-31-311 | Sales Tax | 338,428 | 262,046 | 200,000 | 225,000 | 225,000 | 3.75% on purchases made in the town or delivered into the town. |
| 10-31-312 | Use Tax | 45,090 | 18,634 | 13,500 | 40,000 | 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. |
| | | 526,754 | 436,794 | 367,431 | 421,499 | 405,563 | |
| Licenses and Permits | | | | | | | |
| 10-32-211 | Liquor Licenses | 398 | 298 | 298 | 895 | 300 | 2 licenses + special events |
| 10-32-215 | Business Licenses | 385 | 280 | 385 | 278 | 350 | \$35 annual fee per business |
| 10-32-218 | Sign Permits | 0 | 0 | 0 | 0 | 0 | FVC and OLOL |
| 10-32-219 | Communique Ads | 500 | 290 | 350 | 0 | 200 | |
| 10-32-221 | Building Permits | 49,499 | 36,679 | 25,000 | 46,500 | 35,000 | |
| 10-32-222 | Street Cut Permits/ROW | 300 | 450 | 300 | 1,082 | 300 | |
| 10-32-223 | Grading Permits | 150 | 0 | 150 | 150 | 150 | |
| 10-32-224 | Zoning Review | 1,914 | 2,668 | 1,500 | 50 | 100 | Costs billed through building permit |

Budget Worksheet
2022

| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
|-----------------------------|---------------------------------|--------------------|--------------------|--------------------|----------------------|---------------------------------|--|
| 10-32-225 | Engineering Review | 807 | 3,488 | 500 | 618 | 500 | Costs billed through building permit |
| 10-32-226 | Driveway Permits | 250 | 1,000 | 250 | 250 | 250 | |
| | | 54,203 | 45,153 | 28,733 | 49,823 | 37,150 | |
| | | | | | | | |
| Intergovernmental | | | | | | | |
| 10-33-321 | Motor Vehicle Registration Fees | 4,224 | 3,782 | 3,500 | 3,500 | 3,500 | County collected |
| 10-33-342 | Cigarette Tax | 1,222 | 1,576 | 1,000 | 1,000 | 1,200 | State derived |
| 10-33-350 | Severance Tax | 0 | 399 | 400 | 400 | 400 | |
| 10-33-352 | Highway User Tax | 52,434 | 36,142 | 35,772 | 35,772 | 30,000 | Based on the # of vehicles and street miles in each community relative to the same statistics in other municipalities and the CO Dept of Transportation revenue estimates. |
| 10-33-360 | Mineral Lease | 0 | 133 | 133 | 133 | 133 | |
| 10-33-371 | County Road/Bridge Levy | 5,691 | 5,436 | 6,367 | 6,367 | 6,725 | Shareback from Arapahoe County (.560 x Assessed Value X 50%) |
| | | 63,572 | 47,468 | 47,172 | 47,172 | 41,958 | |
| Charges for Services | | | | | | | |
| 10-35-510 | Traffic Court Revenues | 6,310 | 2,090 | 2,500 | 500 | 500 | |
| 10-35-540 | Chargeback Administration Fee | 684 | 190 | 500 | 100 | 100 | SafeBuilt & SEH |
| | | 6,994 | 2,280 | 3,000 | 600 | 600 | |
| Miscellaneous | | | | | | | |
| 10-36-611 | Interest Earnings | 17,972 | 6,686 | 1,541 | 600 | 600 | estimated <1% |
| 10-36-680 | Miscellaneous/Other Income | 2,223 | 2,555 | 500 | 7,900 | 1,000 | Pinnacol dividend, IREA cap credit, gate tags |
| 10-36-682 | SIPA Grant | 4,250 | 0 | 0 | 0 | 0 | Grant for new website |
| 10-36-690 | Transfer In | 0 | 0 | 0 | 0 | 0 | |
| | | 24,444 | 9,241 | 2,041 | 8,500 | 1,600 | |
| | | | | | | | |
| | TOTAL REVENUES | 675,966 | 540,936 | 448,377 | 527,594 | 486,871 | |
| | | | | | | | |
| Administration | | | | | | | |
| 10-41-110 | Personnel Expenses | 127,008 | 130,262 | 134,246 | 134,246 | 136,931 | 2% salary increases |
| 10-41-116 | Payroll Taxes (7.65%) | 9,716 | 9,965 | 10,270 | 10,270 | 10,475 | |
| 10-41-118 | Workers Compensation Ins. | 715 | 724 | 750 | 781 | 800 | Pinnacol |

Budget Worksheet
2022

| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
|----------------------|-----------------------------|--------------------|--------------------|--------------------|----------------------|---------------------------------|---|
| 10-41-120 | Supplies/Materials | 461 | 470 | 500 | 500 | 700 | |
| 10-41-130 | Postage/Bulk Mail Charges | 330 | 336 | 400 | 495 | 450 | PO Box Rental |
| 10-41-140 | Printing | 0 | 0 | 50 | 50 | 50 | |
| 10-41-141 | Newsletter | 35 | 0 | 50 | 50 | 50 | Hard copies of newsletter |
| 10-41-143 | Municipal Code Supplements | 211 | 646 | 1,500 | 1,500 | 1,500 | New ordinances |
| 10-41-145 | Legal Notices | 266 | 255 | 250 | 250 | 250 | |
| 10-41-148 | Recording Fees | 26 | 0 | 50 | 50 | 50 | |
| 10-41-151 | Audit | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | John Cutler and Associates |
| 10-41-152 | Legal | 16,345 | 20,651 | 25,000 | 25,000 | 15,000 | HPWC. Pending lawsuit. |
| 10-41-160 | County Treasurer Fees | 1,042 | 1,153 | 1,133 | 1,200 | 1,197 | 1% of current property tax revenue |
| 10-41-170 | Communications/IT | 11,861 | 2,689 | 2,800 | 2,800 | 2,800 | Caselle, Carbonite, Laserfiche |
| 10-41-171 | Telephone/Internet | 1,518 | 1,582 | 1,600 | 1,600 | 1,500 | Clerk's office |
| 10-41-172 | E-mail Server | 498 | 505 | 500 | 500 | 500 | |
| 10-41-173 | Web Site Dev/Mgmt | 4,412 | 0 | 0 | 0 | 0 | No cost with new website |
| 10-41-180 | Insurance | 4,500 | 4,995 | 5,957 | 6,987 | 7,080 | CIRSA Property/Casualty and volunteer medical |
| 10-41-182 | Membership/Dues/Training | 2,832 | 1,889 | 3,000 | 3,000 | 4,000 | DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training |
| 10-41-190 | Miscellaneous Expense | 99 | 2,831 | 150 | 6,751 | 25,000 | Master Plan and Code book update |
| 10-41-192 | Bank Service Charges | 24 | 24 | 24 | 24 | 24 | |
| | Total Administration | 188,900 | 185,977 | 195,230 | 203,054 | 215,357 | |
| | | | | | | | |
| Elections | | | | | | | |
| 10-42-121 | Elections - Judges | 0 | 300 | 0 | 0 | 300 | |
| 10-42-131 | Election Expenses | 0 | 376 | 0 | 0 | 400 | |
| | | 0 | 676 | 0 | 0 | 700 | |
| Judicial | | | | | | | |
| 10-44-211 | Judge | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | \$250/month |
| 10-44-220 | Court Related Expenses | 5,864 | 648 | 6,000 | 4,000 | 5,000 | Approximately \$1250/qrt |
| | | 8,864 | 3,648 | 9,000 | 7,000 | 8,000 | |
| Public Safety | | | | | | | |
| 10-46-311 | Law Enforcement | 101,181 | 112,830 | 113,281 | 112,935 | 119,663 | IGA with Arapahoe County Sherriff |
| 10-46-314 | Off Duty Officer Patrols | 5,138 | 1,935 | 10,000 | 3,000 | 5,000 | |
| 10-46-400 | Animal Control | 260 | 195 | 325 | 325 | 325 | |
| | | 106,579 | 114,960 | 123,606 | 116,260 | 124,988 | |

Budget Worksheet
2022

| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
|---------------------|-----------------------------------|--------------------|--------------------|--------------------|----------------------|---------------------------------|---|
| Public Works | | | | | | | |
| 10-48-451 | Planning | 3,850 | 2,547 | 5,000 | 5,000 | 5,000 | SafeBuilt |
| 10-48-452 | Engineering | 16,934 | 27,155 | 16,960 | 16,960 | 17,000 | SHE |
| 10-48-453 | Code Enforcement | 9,308 | 10,129 | 10,000 | 10,000 | 10,000 | SafeBuilt |
| 10-48-454 | Snow Removal | 26,244 | 18,328 | 20,000 | 30,000 | 25,000 | Terracare |
| 10-48-455 | ROW and Island Maintenance | 37,421 | 44,811 | 45,000 | 45,000 | 45,000 | 90% of Terracare monthly contract |
| 10-48-456 | Traffic Control/Signage | 2,468 | 687 | 1,500 | 2,000 | 1,500 | Sign placement and repair |
| 10-48-457 | Building Permit Expenses | 35,788 | 27,195 | 25,000 | 25,000 | 25,000 | SafeBuilt |
| 10-48-458 | St. Cut/ROW Permit Expenses | 175 | 0 | 300 | 300 | 300 | |
| 10-48-459 | Street Lights | 1,279 | 1,311 | 1,200 | 1,200 | 1,200 | Lewiston Way and Parker Road |
| 10-48-460 | Engineering Road Maintenance | 6,800 | 9,369 | 6,000 | 7,766 | 17,000 | Misc. Terracare charges, SEH pavement mgmt |
| 10-48-461 | Gates Electricity and Maintenance | 0 | 0 | 5,000 | 5,000 | 5,000 | \$4,000 Maintenance, \$1,000 Electricity |
| 10-48-500 | Comm Events (Parade,Directory) | 5,614 | 2,855 | 5,000 | 5,750 | 6,000 | Parade, Chili Fest, Trunk or Treat, Spring & Fall Clean-ups |
| 10-48-600 | Storage Unit | 529 | 529 | 675 | 588 | 675 | |
| | | 146,410 | 144,916 | 141,635 | 154,564 | 158,675 | |
| | | | | | | | |
| ESTIP | | | | | | | |
| 10-52-620 | ESTIP | 0 | 0 | 0 | 0 | 0 | Last payment made in May 2018 |
| | | 0 | 0 | 0 | 0 | 0 | |
| Capital | | | | | | | |
| 10-58-800 | Capital Exp > \$5,000.00 | 32,634 | 164,679 | 126,457 | 136,437 | 0 | Gates |
| 10-58-801 | Capital Exp < \$5,000.00 | 0 | 0 | 0 | 0 | 0 | |
| 10-58-804 | Improvements - Ring Road | 0 | 0 | 0 | 0 | 0 | |
| | | 32,634 | 164,679 | 126,457 | 136,437 | 0 | |
| | | | | | | | |
| | TOTAL EXPENDITURES | 483,387 | 614,856 | 595,928 | 617,315 | 507,720 | |
| | | | | | | | |
| | REVENUES LESS EXPENDITURES | 192,579 | (73,920) | (147,551) | (89,721) | (20,849) | |
| | | | | | | | |

Budget Worksheet
2022

| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
|------------------------------|-----------------------------------|--------------------|--------------------|--------------------|----------------------|---------------------------------|--------------------|
| ROAD MAINTENANCE FUND | | | | | | | |
| | | | | | | | |
| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
| | Beginning Fund Balance | 0 | 0 | 0 | 207,357 | 101,957 | |
| | | | | | | | |
| | Village Center Sales Tax | 0 | 207,357 | | 200,000 | 200,000 | |
| | TOTAL REVENUES | 0 | 207,357 | 0 | 200,000 | 200,000 | |
| | | | | | | | |
| | Crack Seal | 0 | 0 | 0 | 21,404 | 20,000 | |
| | Chip Seal | 0 | 0 | 0 | 283,996 | 280,000 | |
| | Other Road Maintenance | 0 | 0 | 0 | 0 | | |
| | TOTAL EXPENDITURES | 0 | 0 | 0 | 305,400 | 300,000 | |
| | | | | | | | |
| | Ending Fund Balance | 0 | 207,357 | 0 | 101,957 | 1,957 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| OPEN SPACE FUND | | | | | | | |
| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
| 22-30-130 | Arapahoe CO Open Space Distrib | 20,282 | 21,936 | 19,000 | 23,059 | 20,000 | |
| 22-30-611 | Interest Earnings | 3,026 | 1,066 | 1,100 | 80 | 100 | |
| 22-30-680 | Miscellaneous/Other Income | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL REVENUES | 23,308 | 23,002 | 20,100 | 23,139 | 20,100 | |
| | | | | | | | |
| 22-40-511 | Maintenance | 0 | 0 | 0 | 15,000 | 5,000 | |
| 22-40-530 | Planning | 0 | 0 | 0 | 0 | 0 | |
| 22-40-620 | Improvements | 358 | 0 | 3,400 | 0 | 0 | |
| 22-40-630 | Engineering and Design | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL EXPENDITURES | 358 | 0 | 3,400 | 15,000 | 5,000 | |
| | | | | | | | |
| | REVENUES LESS EXPENDITURES | 22,950 | 23,002 | 16,700 | 8,139 | 15,100 | |
| | | | | | | | |

Budget Worksheet
2022

| <u>Account</u> | <u>Account Title</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | <u>Description</u> |
|---------------------------------------|-----------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| <u>CONSERVATION TRUST FUND</u> | | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Proposed Budget</u> | |
| 31-30-611 | Interest Earnings | 809 | 274 | 280 | 20 | 30 | |
| 31-30-634 | CTF Distribution | 5,982 | 8,024 | 7,800 | 7,800 | 7,800 | |
| 31-30-680 | Miscellaneous/Other Income | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL REVENUES | 6,791 | 8,299 | 8,080 | 7,820 | 7,830 | |
| | | | | | | | |
| 31-40-520 | Improvements | 0 | 0 | 0 | 0 | 0 | |
| 31-40-525 | Legal | 0 | 0 | 0 | 0 | 0 | |
| 31-40-530 | Planning & Engineering | 0 | 0 | 0 | 0 | 0 | |
| 31-40-550 | Maintenance | 10,803 | 6,572 | 13,000 | 13,000 | 13,000 | 20% of Terracare contract, IREA sprinkler, ACWWA |
| | TOTAL EXPENDITURES | 10,803 | 6,572 | 13,000 | 13,000 | 13,000 | |
| | | | | | | | |
| | REVENUES LESS EXPENDITURES | (4,012) | 1,726 | (4,920) | (5,180) | (5,170) | |



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 7, 2021

RE: Open Space Clean Up

DISCUSSION:

As staff reported at the meeting on September 2nd, Mile High Flood District (MHFD) indicated that they may be able to do some of the clean up work in the Open Space. On September 8th Trustee Thompson and Trustee Farreau met with members of MHFD at the Open Space.

The result of this meeting was that MHFD can do about half the work the Town would like done in the open space. The MHFD channel goes about 120 feet or so east of the concrete forebay, so they can help with the vegetation removal up to there. They believe they can do this work later this fall or right after the first of the year. MHFD can also secure the grates on the overflow structure.

Based on the work that MHFD has indicated they can do, staff asked Terracare to rebid the remaining work with the understanding that their scope of work is the area east of the stone wall retention area only. Attached is their revised proposal in the amount of \$14,640. The initial pruning and removal are proposed to be done in the fall to winter months for easier access to work zone and to lessen the chances of happening upon things that bite.

Terracare is doing a good job bagging the thistle in the open space. The thistle is also in the east area, and it tends to reseed its way in toward the debris. MHFD explained that the willow trees naturally replacing the dead cottonwoods are "crack" willows and considered an invasive species. As the branch bends or drops to the ground, it roots and grows a new tree. This is the reason why Terracare is suggesting pruning 10-foot clearance from the ground and spraying the suckers. MHFD did suggest possibly reseeding the area once it is cleared.

MHFD securing the grates is a top priority due to potential health and safety issues.

The vegetation removal west of the stone wall retention area (along the trickle pond and outlet structure) is secondary. It is not as bad as the east area but does tend to be the area where needles and bottles are found and there is evidence of some disruption in the rock wall, like a stash area. This area also has a lot of “driftwood” lying on the ground and remnants of small fires have been found in the tunnel and along the walkway wall. There are some “crack” willow present in this area. MHFD cleanup of the west area could help deter some of this activity.

The current Open Space Fund balance is \$163,766. These funds can be used for this project.

Would the Board like to accept Terracare’s bid and move forward with this cleanup of the east area?

Graffiti-

We have had no calls in response to the signs asking for a volunteer to paint a full mural in the tunnel. The project to commission a mural can move forward.

EXHIBITS:

Exhibit A: Terracare Associates Proposal



Proposal

10/1/2021

Terracare Info:

Bill Winfield

303-419-3060

Bill.Winfield@myterracare.net

Submitted To

Town Of Foxfield

P.O. Box 461450

Foxfield, CO 80046

Open Space Tree Trimming

Attn: Karen Proctor

Project Discription

Open Space Tree Trimming

| | |
|--|-------------|
| Remove all dead trees and brush in riparian zone between drain pan & property line | \$11,400.00 |
| Spray all cut stumps | \$300.00 |
| Spray all sprouts in 2022 twice | \$600.00 |
| Prune all trees living greater than 6" dia.at 4.5' height to deadwood & raise to 10' | \$2,340.00 |
| Project total estimated cost | \$14,640.00 |

Term and Conditions

This quotation is valid for 30 days from the "Proposal" date listed above. Net terms do apply.

By: Bill Winfield 10/1/2021 Accepted: _____
 Terracare Associates, LLC Date Town Of Foxfield Date: