

2018 BUDGET



Study Session - October 5, 2017

Final Adoption - December 14, 2017



December 14, 2017

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 2018 Proposed 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 2018 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 2018 Proposed Annual Budget.

Randi Gallivan
Town Clerk/Treasurer

Cheryl Kuechenmeister
Town Administrator

**TOWN OF FOXFIELD
2018 Proposed Budget
Fund Balance Summary**

	<u>2016 Actual</u>	<u>2017 Estimated</u>	<u>2018 Budget</u>
GENERAL FUND			
Beginning Fund Balance	551,289	560,221	678,766
Revenues:			
Taxes and Franchise Fees	445,900	432,849	448,307
Licenses and Permits	64,565	45,957	32,935
Intergovernmental	47,705	51,890	50,997
Charges for Services	11,754	3,200	2,000
Fines	7,800	15,000	15,000
Miscellaneous	2,012	4,298	3,850
Total Revenues	579,736	553,194	553,089
Transfer Debt Service Fund Balance		60,000	
Total Revenues and Fund Balance	1,131,025	1,173,415	1,231,855
Expenditures:			
Administration	173,187	174,144	177,908
Elections	487	600	1,350
Judicial	6,367	8,250	8,000
Public Safety	97,252	99,235	113,381
Public Works	157,294	124,265	117,083
ESTIP	130,315	125,000	130,000
Capital	5,903	23,155	0
Total Expenditures	570,805	554,649	547,722
Ending Fund Balance	560,220	678,766	684,134

	<u>2016 Actual</u>	<u>2017 Estimated</u>	<u>2018 Budget</u>
OPEN SPACE FUND			
Beginning Fund Balance	57,835	76,332	95,980
Revenues	18,497	19,648	19,660
Total Revenues and Fund Balance	76,332	95,980	115,640
Expenditures:			
Maintenance	0	0	0
Improvements	0	0	10,000
Planning	0	0	0
Engineering and Design	0	0	0
Total Expenditures	0	0	10,000
Ending Fund Balance	76,332	95,980	105,640

CONSERVATION TRUST FUND			
Beginning Fund Balance	44,800	42,047	37,470
Revenues	8,718	8,923	8,325
Total Revenues and Fund Balance	53,518	50,970	45,795
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	11,471	13,500	30,500
Total Expenditures	11,471	13,500	30,500
Ending Fund Balance	42,047	37,470	15,295

Budget Worksheet
2015

<u>Account</u>	<u>Account Title</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 thru 12/6</u>	<u>2017 Est YE</u>	<u>2018 Budget</u>
GENERAL FUND						
Taxes and Franchise Fees						
10-31-111	Current Property Tax	84,935	85,110	83,002	85,000	102,107
10-31-121	Specific Ownership Tax	6,557	5,600	6,023	6,025	6,000
10-31-125	Specific Ownership Tax - GOB	20,293	15,000	18,641	18,650	0
10-31-161	Xcel Franchise Fee	6,543	9,000	6,641	9,000	9,000
10-31-162	IREA Franchise Fee	22,713	22,000	17,308	22,000	22,000
10-31-163	Cable Television Fees	4,409	3,800	4,052	4,200	4,200
10-31-191	Current Property Tax Interest	141	0	71	71	0
10-31-192	Delinquent Property Tax	(24)	0	(529)	(529)	0
10-31-193	Delinquent Property Tax Intrst	(0)	0	(68)	(68)	0
10-31-311	Sales Tax	291,719	292,000	203,526	275,000	295,000
10-31-312	Use Tax	8,613	8,000	13,221	13,500	10,000
		445,900	440,510	351,888	432,849	448,307
Licenses and Permits						
10-32-211	Liquor Licenses	475	475	2,700	2,700	300
10-32-215	Business Licenses	420	385	420	420	385
10-32-218	Sign Permits	0	0	472	472	100
10-32-219	Communique Ads	240	150	90	215	100
10-32-221	Building Permits	61,121	20,000	39,178	40,000	30,000
10-32-222	Street Cut Permits/ROW	150	500	150	150	500
10-32-223	Grading Permits	525	300	150	150	300
10-32-224	Zoning Review	973	1,000	500	1,200	500
10-32-225	Engineering Review	661	800	0	400	500
10-32-226	Driveway Permits	0	0	250	250	250
		64,565	23,610	43,910	45,957	32,935
Intergovernmental						
10-33-321	Motor Vehicle Registration Fees	3,950	3,800	3,107	3,800	3,800
10-33-342	Cigarette Tax	1,204	1,100	934	1,150	1,200
10-33-352	Highway User Tax	36,937	41,140	33,766	41,140	40,197
10-33-371	County Road/Bridge Levy	5,614	5,800	5,283	5,800	5,800
		47,705	51,840	43,090	51,890	50,997
Charges for Services						
10-35-510	Traffic Court Revenues	7,800	15,000	11,550	15,000	15,000
10-35-540	Chargeback Administration Fee	11,754	2,000	2,915	3,200	2,000
		19,554	17,000	14,465	18,200	17,000
Miscellaneous						
10-36-611	Interest Earnings	1,246	800	3,080	3,450	3,500
10-36-680	Miscellaneous/Other Income	767	500	848	848	350
		2,012	1,300	3,928	4,298	3,850
	TOTAL REVENUES	579,736	534,260	457,281	553,194	553,089
Administration						
10-41-110	Personnel Expenses	126,235	129,926	118,093	129,500	131,224
10-41-116	Payroll Taxes (7.65%)	9,632	9,939	9,034	9,907	10,039
10-41-118	Workers Compensation Ins.	956	1,000	951	951	1,000
10-41-120	Supplies/Materials	202	500	0	100	200
10-41-130	Postage/Bulk Mail Charges	240	300	283	300	300
10-41-140	Printing	928	200	0	0	100
10-41-141	Newsletter	165	250	54	125	200
10-41-143	Municipal Code Supplements	1,423	2,500	835	835	1,400
10-41-145	Legal Notices	599	600	422	500	250
10-41-148	Recording Fees	11	100	13	13	50
10-41-151	Audit	7,500	7,500	7,500	7,500	7,500
10-41-152	Legal	10,352	10,000	9,954	10,500	10,000

Budget Worksheet
2015

<u>Account</u>	<u>Account Title</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 thru 12/6</u>	<u>2017 Est YE</u>	<u>2018 Budget</u>
10-41-160	County Treasurer Fees	851	900	825	900	1,021
10-41-170	Communications/IT	2,604	2,500	2,628	2,728	2,550
10-41-171	Telephone/Internet	3,010	2,800	2,276	2,500	2,700
10-41-172	E-mail Server	484	500	498	500	500
10-41-173	Web Site Dev/Mgmt	277	300	240	240	250
10-41-180	Insurance	5,404	5,500	4,571	4,571	4,750
10-41-182	Membership/Dues/Training	2,290	4,200	2,165	2,300	3,700
10-41-190	Miscellaneous Expense	0	150	123	150	150
10-41-192	Bank Service Charges	24	50	22	24	24
	Total Administration	173,187	179,715	160,487	174,144	177,908
Elections						
10-42-121	Elections - Judges	325	0	0	0	350
10-42-131	Election Expenses	162	0	0	600	1,000
		487	0	0	600	1,350
Judicial						
10-44-211	Judge	2,750	3,000	3,000	3,250	3,000
10-44-220	Court Related Expenses	3,617	5,000	3,761	5,000	5,000
		6,367	8,000	6,761	8,250	8,000
Public Safety						
10-46-311	Law Enforcement	85,567	85,394	85,110	85,110	102,056
10-46-314	Off Duty Officer Patrols	11,360	12,000	12,745	13,800	11,000
10-46-400	Animal Control	325	325	260	325	325
		97,252	97,719	98,115	99,235	113,381
Public Works						
10-48-451	Planning	3,016	5,000	3,148	3,500	5,000
10-48-452	Engineering	16,672	18,000	9,740	10,500	10,000
10-48-453	Code Enforcement	5,762	8,000	6,081	6,500	6,500
10-48-454	Snow Removal	18,915	25,000	3,428	15,000	20,000
10-48-455	Roads Maintenance Contract	39,106	39,000	36,358	36,358	36,358
10-48-456	Traffic Control/Signage	15,544	5,000	4,406	5,000	1,500
10-48-457	Building Permit Expenses	45,798	15,000	19,650	22,000	15,000
10-48-458	St. Cut/ROW Permit Expenses	4,400	2,000	1,100	1,500	750
10-48-459	Street Lights	1,155	1,250	1,203	1,270	1,300
10-48-460	Roads & ROW Maintenance	0	0	10,062	15,000	15,000
10-48-500	Comm Events (Parade,Directory)	6,353	8,000	5,319	7,000	5,000
10-48-600	Storage Unit	572	600	637	637	675
		157,294	126,850	101,132	124,265	117,083
ESTIP						
10-52-620	ESTIP	130,315	130,000	88,918	125,000	130,000
		130,315	130,000	88,918	125,000	130,000
Capital						
10-58-800	Capital Exp > \$5,000.00	5,843	30,000	18,655	18,655	0
10-58-801	Capital Exp < \$5,000.00	0	0	0	0	0
10-58-804	Improvements - Ring Road	60	39,289	4,500	4,500	0
		5,903	69,289	23,155	23,155	0
	TOTAL EXPENDITURES	570,804	611,573	478,568	554,649	547,722
	REVENUES LESS EXPENDITURES	8,932	(77,313)	(21,288)	(1,455)	5,367

Budget Worksheet
2015

<u>Account</u>	<u>Account Title</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 thru 12/6</u>	<u>2017 Est YE</u>	<u>2018 Budget</u>
<u>OPEN SPACE FUND</u>						
22-30-130	Arapahoe CO Open Space Distrib	18,299	18,000	18,958	18,958	18,960
22-30-611	Interest Earnings	198	200	607	690	700
22-30-680	Miscellaneous/Other Income	0	0	0	0	0
TOTAL REVENUES		18,497	18,200	19,565	19,648	19,660
22-40-511	Maintenance	0	0	0	0	0
22-40-530	Planning	0	0	0	0	0
22-40-620	Improvements	0	10,000	0	0	10,000
22-40-630	Engineering and Design	0	4,000	0	0	0
TOTAL EXPENDITURES		0	14,000	0	0	10,000
REVENUES LESS EXPENDITURES		18,497	4,200	19,565	19,648	9,660

<u>CONSERVATION TRUST FUND</u>						
31-30-611	Interest Earnings	132	135	315	345	325
31-30-634	CTF Distribution	8,585	8,000	8,578	8,578	8,000
31-30-680	Miscellaneous/Other Income	0	0	0	0	0
TOTAL REVENUES		8,718	8,135	8,893	8,923	8,325
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	11,471	14,000	12,886	13,500	30,500
TOTAL EXPENDITURES		11,471	14,000	12,886	13,500	30,500
REVENUES LESS EXPENDITURES		(2,754)	(5,865)	(3,993)	(4,577)	(22,175)