

**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 4, 2018

RE: Draft 2019 Proposed Budget

**DISCUSSION:**

Attached is a draft of the proposed 2019 budget for your review. Staff would like input from the Board at the October 18<sup>th</sup>, 2018 meeting on any items or projects you might suggest for the 2019 budget. We will have a budget study session on November 1<sup>st</sup>, 2018.

Staff is working on a long-range financial plan that will be presented to the Board along with the budget at the November 1<sup>st</sup> study session.

**ATTACHMENTS:**

- Exhibit A** – 2019 Budget Fund Descriptions
- Exhibit B** – 2019 Proposed Budget

**2019 PROPOSED BUDGET  
DESCRIPTION OF THE TOWN OF FOXFIELD FUNDS**

***General Fund:***

The General Fund is the major operating fund of the Town and is used to account for all financial activities that are not required to be accounted for in another fund.

***Open Space Fund:***

The Open Space Fund was created to account for sales tax revenues generated from the Arapahoe County Open Space ballot measure (Resolution No. 030381). The Town receives a shareback of the tax revenues collected. These funds may be used to acquire real property and easements, and to improve, restore and protect open space. The funds may also be used for environmental education programs.

***Conservation Trust Fund:***

The Colorado Revised Statutes require the establishment of the Conservation Trust Fund if a local government desires to receive state allocations of funds for the acquisition, development and maintenance of park and open space properties. The Colorado Lottery is the primary revenue source of this fund.

**TOWN OF FOXFIELD  
2019 Proposed Budget**

	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<b>GENERAL FUND</b>			
<b>Beginning Fund Balance</b>	<b>468,221</b>	<b>551,989</b>	<b>700,832</b>
<b>Revenues:</b>			
Taxes and Franchise Fees	423,452	519,105	575,881
Licenses and Permits	43,310	27,652	30,570
Intergovernmental	54,179	51,714	50,687
Charges for Services	3,080	2,482	2,500
Fines	15,050	15,755	15,000
Miscellaneous	60,545	10,728	9,500
<b>Total Revenues</b>	<b>599,616</b>	<b>627,435</b>	<b>684,138</b>
<b>Total Revenues and Fund Balance</b>	<b>1,067,837</b>	<b>1,179,424</b>	<b>1,384,970</b>
<b>Expenditures:</b>			
Administration	175,483	155,037	169,518
Elections	534	453	0
Judicial	7,110	10,210	8,000
Public Safety	97,921	115,236	114,525
Public Works	107,296	108,693	124,225
ESTIP	104,349	43,113	0
Capital	23,155	45,850	150,000
<b>Total Expenditures</b>	<b>515,848</b>	<b>478,592</b>	<b>566,268</b>
<b>Ending Fund Balance</b>	<b>551,989</b>	<b>700,832</b>	<b>818,702</b>
<b>OPEN SPACE FUND</b>			
<b>Beginning Fund Balance</b>	<b>57,835</b>	<b>77,495</b>	<b>101,104</b>
<b>Revenues</b>	<b>19,660</b>	<b>23,609</b>	<b>20,800</b>
<b>Total Revenues and Fund Balance</b>	<b>77,495</b>	<b>101,104</b>	<b>121,904</b>
<b>Expenditures:</b>			
Maintenance	0	0	0
Improvements	0	0	0
Planning	0	0	0
Engineering and Design	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ending Fund Balance</b>	<b>77,495</b>	<b>101,104</b>	<b>121,904</b>

	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<b>CONSERVATION TRUST FUND</b>			
<b>Beginning Fund Balance</b>	<b>44,800</b>	<b>39,848</b>	<b>38,763</b>
<b>Revenues</b>	<b>8,025</b>	<b>8,325</b>	<b>8,325</b>
<b>Total Revenues and Fund Balance</b>	<b>52,825</b>	<b>48,173</b>	<b>47,088</b>
<b>Expenditures:</b>			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	12,977	9,410	11,000
<b>Total Expenditures</b>	<b>12,977</b>	<b>9,410</b>	<b>11,000</b>
<b>Ending Fund Balance</b>	<b>39,848</b>	<b>38,763</b>	<b>36,088</b>

Budget Worksheet  
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
<b>GENERAL FUND</b>						
<b>Taxes and Franchise Fees</b>						
	Assessed Value	17,083,548	20,495,097	20,495,097	20,309,298	
	Mill Levy		4.982	4.982	4.982	
10-31-111	Current Property Tax	84,042	102,107	102,107	101,181	Provided by the county
10-31-121	Specific Ownership Tax	6,711	6,000	7,397	6,500	County collected. Basically property tax on the type of vehicle. The year and taxable value determine these fees. Taxable value is determined by taking 85% of the suggested retail price.
10-31-125	Specific Ownership Tax - GOB	23,132	0	0	0	
10-31-161	Xcel Franchise Fee	7,897	9,000	9,028	9,000	
10-31-162	IREA Franchise Fee	22,291	22,000	21,974	22,000	
10-31-163	Cable Television Fees	4,952	4,200	4,042	4,200	Comcast
10-31-191	Current Property Tax Interest	156	0	87	0	Interest on property tax
10-31-192	Delinquent Property Tax	(529)	0	375	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	(68)	0	251	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	261,647	295,000	358,868	420,000	3.75% on purchases made in the town or delivered into the town. ESTIP agreement ended 5/18.
10-31-312	Use Tax	13,221	10,000	14,975	13,000	Three percent (3%) imposed for the privilege of storing, using or consuming within the Town any construction and building materials greater than twenty thousand dollars (\$20,000)
		<b>423,452</b>	<b>448,307</b>	<b>519,105</b>	<b>575,881</b>	
<b>Licenses and Permits</b>						
10-32-211	Liquor Licenses	2,700	300	475	400	3 licenses + special events
10-32-215	Business Licenses	420	385	420	420	\$35 annual fee per business
10-32-218	Sign Permits	472	100	500	200	FVC and OLOL
10-32-219	Communique Ads	165	100	335	500	Increase in the number of newsletters
10-32-221	Building Permits	39,178	30,000	20,000	25,000	
10-32-222	Street Cut Permits/ROW	(25)	500	1,054	500	
10-32-223	Grading Permits	150	300	150	300	
10-32-224	Zoning Review	0	500	2,618	1,500	Costs billed through building permit
10-32-225	Engineering Review	0	500	2,100	1,500	Costs billed through building permit
10-32-226	Driveway Permits	250	250	0	250	
		<b>43,310</b>	<b>32,935</b>	<b>27,652</b>	<b>30,570</b>	
<b>Intergovernmental</b>						
10-33-321	Motor Vehicle Registration Fees	4,064	3,800	3,930	3,900	County collected
10-33-342	Cigarette Tax	1,114	1,200	1,058	1,100	State derived
10-33-352	Highway User Tax	43,440	40,197	40,937	40,000	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
10-33-371	County Road/Bridge Levy	5,561	5,800	5,789	5,687	Shareback from Arapahoe County (.560 x Assessed Value X 50%)

Budget Worksheet  
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
		54,179	50,997	51,714	50,687	
<b>Charges for Services</b>						
10-35-510	Traffic Court Revenues	15,050	15,000	15,755	15,000	
10-35-540	Chargeback Administration Fee	3,080	2,000	2,482	2,500	SafeBuilt & SEH
		18,130	17,000	18,236	17,500	
<b>Miscellaneous</b>						
10-36-611	Interest Earnings	3,552	3,500	8,737	9,000	Colotrust funds moved to higher interest earning account
10-36-680	Miscellaneous/Other Income	848	350	1,921	500	Mineral and Serverance Tax from the State of CO
10-36-690	Transfer In	56,145	0	70	0	
		60,545	3,850	10,728	9,500	
	<b>TOTAL REVENUES</b>	<b>599,616</b>	<b>553,089</b>	<b>627,435</b>	<b>684,138</b>	
<b>Expenditures</b>						
<b>Administration</b>						
10-41-110	Personnel Expenses	130,183	131,224	111,513	124,000	
10-41-116	Payroll Taxes (7.65%)	9,959	10,039	8,527	9,486	
10-41-118	Workers Compensation Ins.	951	1,000	826	950	Pinnacle
10-41-120	Supplies/Materials	500	200	300	500	Server and equipment upgrades
10-41-130	Postage/Bulk Mail Charges	298	300	380	400	PO Box Rental
10-41-140	Printing	0	100	1,044	100	
10-41-141	Newsletter	129	200	265	250	Hard copies of newsletter
10-41-143	Municipal Code Supplements	835	1,400	2,056	1,500	
10-41-145	Legal Notices	508	250	178	250	
10-41-148	Recording Fees	13	50	0	50	
10-41-151	Audit	7,500	7,500	7,500	7,000	John Cutler and Associates
10-41-152	Legal	10,809	10,000	8,940	10,000	HPWC
10-41-160	County Treasurer Fees	836	1,021	1,010	1,012	1% of current property tax revenue
10-41-170	Communications/IT	2,978	2,550	2,140	3,500	Caselle (AP & Payroll added), Carbonite, Laserfiche, LogMeIn
10-41-171	Telephone/Internet	2,362	2,700	2,294	1,500	Clerk's office
10-41-172	E-mail Server	498	500	537	540	
10-41-173	Web Site Dev/Mgmt	240	250	240	250	
10-41-180	Insurance	4,571	4,750	4,759	4,800	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	2,166	3,700	2,378	3,250	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	123	150	113	150	
10-41-192	Bank Service Charges	24	24	36	30	
	<b>Total Administration</b>	<b>175,483</b>	<b>177,908</b>	<b>155,037</b>	<b>169,518</b>	

Budget Worksheet  
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
<b>Elections</b>						
10-42-121	Elections - Judges	0	350	325	0	No election in 2019
10-42-131	Election Expenses	534	1,000	128	0	No election in 2019
		<b>534</b>	<b>1,350</b>	<b>453</b>	<b>0</b>	
<b>Judicial</b>						
10-44-211	Judge	3,250	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	3,860	5,000	7,210	5,000	Approximately \$1250/qrt
		<b>7,110</b>	<b>8,000</b>	<b>10,210</b>	<b>8,000</b>	
<b>Public Safety</b>						
10-46-311	Law Enforcement	85,110	102,056	102,056	101,200	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	12,746	11,000	12,920	13,000	
10-46-400	Animal Control	65	325	260	325	
		<b>97,921</b>	<b>113,381</b>	<b>115,236</b>	<b>114,525</b>	
<b>Public Works</b>						
10-48-451	Planning	4,748	5,000	5,160	5,000	SafeBuilt
10-48-452	Engineering	11,845	10,000	10,161	10,000	SEH
10-48-453	Code Enforcement	6,519	6,500	8,021	8,000	SafeBuilt
10-48-454	Snow Removal	4,120	20,000	16,633	20,000	Terracare
10-48-455	Roads Maintenance Contract	36,358	36,358	36,239	40,000	Terracare
10-48-456	Traffic Control/Signage	4,406	1,500	1,192	1,500	Sign placement and repair
10-48-457	Building Permit Expenses	20,532	15,000	20,517	20,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	1,416	750	(500)	750	
10-48-459	Street Lights	1,258	1,300	1,298	1,300	Lewiston Way and Parker Road
10-48-460	Roads & ROW Maintenance	10,138	15,000	4,050	10,000	20% of Terracare's monthly charges
10-48-500	Comm Events (Parade,Directory)	5,319	5,000	5,286	7,000	25th Anniversary, Parade, Chili Fest, Trunk or Treat
10-48-600	Storage Unit	637	675	637	675	
		<b>107,296</b>	<b>117,083</b>	<b>108,693</b>	<b>124,225</b>	
<b>ESTIP</b>						
10-52-620	ESTIP	104,349	130,000	43,113	0	Last payment made in May 2018
		<b>104,349</b>	<b>130,000</b>	<b>43,113</b>	<b>0</b>	
<b>Capital</b>						
10-58-800	Capital Exp > \$5,000.00	18,655	0	42,850	150,000	Roads (\$50K) & Gates (\$100K)
10-58-801	Capital Exp < \$5,000.00	0	0	3,000	0	
10-58-804	Improvements - Ring Road	4,500	0	0		
		<b>23,155</b>	<b>0</b>	<b>45,850</b>	<b>150,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>515,848</b>	<b>547,722</b>	<b>478,592</b>	<b>566,268</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>83,768</b>	<b>5,367</b>	<b>148,843</b>	<b>117,870</b>	

Budget Worksheet  
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
<b>OPEN SPACE FUND</b>						
22-30-130	Arapahoe CO Open Space Distrib	18,958	18,960	19,845	19,000	
22-30-611	Interest Earnings	702	700	1,781	1,800	Colotrust moved funds to higher interest earning account
22-30-680	Miscellaneous/Other Income	0	0	1,983	0	
	<b>TOTAL REVENUES</b>	<b>19,660</b>	<b>19,660</b>	<b>23,609</b>	<b>20,800</b>	
22-40-511	Maintenance	0	0	0	0	
22-40-530	Planning	0	0	0	0	
22-40-620	Improvements	0	10,000	0	0	
22-40-630	Engineering and Design	0	0	0	0	
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>19,660</b>	<b>9,660</b>	<b>23,609</b>	<b>20,800</b>	
<b>CONSERVATION TRUST FUND</b>						
31-30-611	Interest Earnings	355	325	676	700	Colotrust moved funds to higher interest earning account
31-30-634	CTF Distribution	7,670	8,000	7,638	8,000	
31-30-680	Miscellaneous/Other Income	0	0	0	0	
	<b>TOTAL REVENUES</b>	<b>8,025</b>	<b>8,325</b>	<b>8,314</b>	<b>8,700</b>	
31-40-520	Improvements	0	0	0	0	
31-40-525	Legal	0	0	0	0	
31-40-530	Planning & Engineering	0	0	0	0	
31-40-550	Maintenance	12,977	30,500	9,410	11,000	20% of Terracare contract
	<b>TOTAL EXPENDITURES</b>	<b>12,977</b>	<b>30,500</b>	<b>9,410</b>	<b>11,000</b>	
	<b>REVENUES LESS EXPENDITURES</b>	<b>(4,952)</b>	<b>(22,175)</b>	<b>(1,096)</b>	<b>(2,300)</b>	



**2019 PROPOSED BUDGET  
LINE ITEM DETAILS**

**GENERAL FUND**

<b>Account</b>	<b>Description</b>	<b>Detail</b>	<b>2019 Budget</b>
10-41-110	Personnel Expenses	Administrator	69,000
		Clerk	42,000
		Sign Technician	4,200
		Trustees	8,400
		<b>124,000</b>	123,600
10-41-182	Membership/Dues	Colorado Municipal League	778
		DRCOG	600
		Colo Municipal Clerks Assoc	155
		Colo Gov Finances Officers Assoc	45
		Metro Mayors	62
		Int'l Institute of Municipal Clerks	160
		Arapahoe County Mayors	200
		CACNR (Airport Noise)	250
		2250	
	Training (Board & Clerk)	Conferences/Workshops	1,000
<b>3,250</b>	3,250		
10-48-500	Comm Events	Clean-Up spring and fall	1,800
		4th of July-25th Anniversary	5,000
		Chili Fest	100
		Trunk or Treat	100
		Winter Celebration	0
<b>7,000</b>	7,000		