

MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 13, 2018

RE: 2019 Budget- Public Hearing

DISCUSSION:

The 2019 General Fund is balanced with revenues equal to expenditures in the amount of \$564,925 and an ending fund balance of \$617,192. The General Fund expenditures are budgeted at an increase of approximately 3% from the 2018 adopted budget. The largest increase is due to capital expenditures of \$50,000 for roads maintenance and \$100,000 for the installation of two gates.

The Open Space Fund has zero expenses budgeted in 2019 and an ending fund balance of \$121,904.

The Conservation Trust Fund has \$11,000 of expenses in 2019 for maintenance by Terracare and an ending fund balance of \$36,088.

The Board received a draft of the proposed 2019 budget on October 4th and a study session was held to discuss the proposed 2019 budget on November 1st, 2018.

RECOMMENDED MOTION:

"I move to approve the 2019 proposed budget".

ATTACHMENTS:

Exhibit A – 2019 Proposed Budget

2019 BUDGET



Study Session – November 1, 2018

Final Adoption - December 13, 2018



December 13, 2018

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 2019 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 2019 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 2019 Proposed Annual Budget.

Randi Gallivan
Town Clerk/Treasurer

Karen Proctor
Town Administrator

TOWN OF FOXFIELD
2019 Proposed Budget

	2017 Actual	2018 Estimated	2019 Budget
GENERAL FUND			
Beginning Fund Balance	489,221	572,989	617,192
Revenues:			
Taxes and Franchise Fees	423,452	428,992	456,663
Licenses and Permits	43,310	30,690	30,570
Intergovernmental	54,179	51,714	50,691
Charges for Services	3,080	1,580	2,500
Fines	15,050	9,500	15,000
Miscellaneous	60,545	11,254	9,500
Total Revenues	599,616	533,730	564,925
Total Revenues and Fund Balance	1,088,837	1,106,719	1,182,117
Expenditures:			
Administration	175,483	159,606	169,519
Elections	534	453	0
Judicial	7,110	10,210	8,000
Public Safety	97,921	115,376	114,588
Public Works	107,296	114,919	122,818
ESTIP	104,349	43,113	0
Capital	23,155	45,850	150,000
Total Expenditures	515,848	489,527	564,925
Ending Fund Balance	572,989	617,192	617,192
OPEN SPACE FUND			
Beginning Fund Balance	57,835	77,495	101,104
Revenues	19,660	23,609	20,800
Total Revenues and Fund Balance	77,495	101,104	121,904
Expenditures:			
Maintenance	0	0	0
Improvements	0	0	0
Planning	0	0	0
Engineering and Design	0	0	0
Total Expenditures	0	0	0
Ending Fund Balance	77,495	101,104	121,904

CONSERVATION TRUST FUND

Beginning Fund Balance	44,800	39,848	38,763
Revenues	8,025	8,325	8,325
Total Revenues and Fund Balance	52,825	48,173	47,088
Expenditures:			
Improvements	0	0	0
Legal	0	0	0
Planning & Engineering	0	0	0
Maintenance	12,977	9,410	11,000
Total Expenditures	12,977	9,410	11,000
Ending Fund Balance	39,848	38,763	36,088

Budget Worksheet
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
GENERAL FUND						
Taxes and Franchise Fees						
	Assessed Value	17,083,548	20,495,097	20,495,097	20,325,847	
	Mill Levy		4.982	4.982	4.982	
10-31-111	Current Property Tax	84,042	102,107	102,107	101,263	Provided by the county
10-31-121	Specific Ownership Tax	6,711	6,000	7,397	6,700	County collected. Basically property tax on the type of registered vehicles. 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	6,600	9,000	
10-31-162	IREA Franchise Fee	22,291	22,000	23,000	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	469	0	Property Taxes due or refunded from previous years
10-31-193	Delinquent Property Tax Interest	(68)	0	315	0	Property Tax interest due or refunded from previous years
10-31-311	Sales Tax	261,647	295,000	270,000	300,000	3.75% on purchases made in the town or delivered into the town. Online sales tax decision effective 11/18.
10-31-312	Use Tax	13,221	10,000	14,975	13,500	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)
		423,452	448,307	428,992	456,663	
Licenses and Permits						
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	650	200	FVC and OLOL
10-32-219	Communique Ads	165	100	450	500	Increase in the number of newsletters
10-32-221	Building Permits	39,178	30,000	21,794	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	2,847	1,500	Costs billed through building permit
10-32-225	Engineering Review	0	500	2,600	1,500	Costs billed through building permit
10-32-226	Driveway Permits	250	250	250	250	
		43,310	32,935	30,690	30,570	
Intergovernmental						
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

Budget Worksheet
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
10-33-371	County Road/Bridge Levy	5,561	5,800	5,789	5,691	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
		54,179	50,997	51,714	50,691	
Charges for Services						
10-35-510	Traffic Court Revenues	15,050	15,000	9,500	15,000	
10-35-540	Chargeback Administration Fee	3,080	2,000	1,580	2,500	SafeBuilt & SEH
		18,130	17,000	11,080	17,500	
Miscellaneous						
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	2,447	500	Mineral and Severance Tax from the State of CO
10-36-690	Transfer In	56,145	0	70	0	
		60,545	3,850	11,254	9,500	
	TOTAL REVENUES	599,616	553,089	533,730	564,925	
Administration						
10-41-110	Personnel Expenses	130,183	131,224	115,640	124,000	
10-41-116	Payroll Taxes (7.65%)	9,959	10,039	8,850	9,486	
10-41-118	Workers Compensation Ins.	951	1,000	826	950	Pinnacol
10-41-120	Supplies/Materials	500	200	300	500	Server and equipment upgrades
10-41-130	Postage/Bulk Mail Charges	298	300	540	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	250	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	1,013	1% of current property tax revenue
10-41-170	Communications/IT	2,978	2,550	2,040	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	100	150	
10-41-192	Bank Service Charges	24	24	36	30	
	Total Administration	175,483	177,908	159,606	169,519	
Elections						
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

Budget Worksheet
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
		534	1,350	453	0	
Judicial						
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
		7,110	8,000	10,210	8,000	
Public Safety						
10-46-311	Law Enforcement	85,110	102,056	102,056	101,263	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	400	325	
		97,921	113,381	115,376	114,588	
Public Works						
10-48-451	Planning	4,748	5,000	5,160	5,000	SafeBuilt
10-48-452	Engineering	11,845	10,000	14,000	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	12,000	20,000	Terracare
10-48-455	Roads Maintenance Contract	36,358	36,358	38,000	38,000	Terracare
10-48-456	Traffic Control/Signage	4,406	1,500	3,000	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	0	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	7,000	10,593	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	
		107,296	117,083	114,919	122,818	
ESTIP						
10-52-620	ESTIP	104,349	130,000	43,113	0	Last payment made in May 2018
		104,349	130,000	43,113	0	
Capital						
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		
		23,155	0	45,850	150,000	
	TOTAL EXPENDITURES	515,848	547,722	489,527	564,925	
	REVENUES LESS EXPENDITURES	83,768	5,367	44,203	(0)	

Budget Worksheet
2019

Account	Account Title	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	Description
OPEN SPACE FUND						
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 \$ to higher interest earning account
22-30-680	Miscellaneous/Other Income	0	0	1,983	0	
	TOTAL REVENUES	19,660	19,660	23,609	20,800	
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	
	TOTAL EXPENDITURES	0	10,000	0	0	
	REVENUES LESS EXPENDITURES	19,660	9,660	23,609	20,800	
CONSERVATION TRUST FUND						
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	
	TOTAL REVENUES	8,025	8,325	8,314	8,700	
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
	TOTAL EXPENDITURES	12,977	30,500	9,410	11,000	
	REVENUES LESS EXPENDITURES	(4,952)	(22,175)	(1,096)	(2,300)	