



TOWN OF TIMNATH

Budget 101 Workshop

September 12, 2018

Agenda

- Introductions
- Budget Calendar
- Budget Process Overview and Considerations
- Overview of Town Finances
- Three to Five-Year Capital Improvement Plan
- Q & A

Budget Calendar

May – July

- Staff works through revisions for the next calendar year
 - Draft 3-5 Year Capital Improvement Plan
 - Staffing Projections
 - Year to Date Actuals for current year

August

- Strategic Planning Meeting with Town Council to discuss projections
- Finance department develops projections for revenue, salaries and benefits
- Department Heads submit draft department budgets
- Individual departments meet with Finance Dept and Town Manager to review department Budgets
- Finance and Town Manager review draft budget including revenue projections, expenditures and fund balances

September

- Final round of Department Head meetings
- Budget Narrative created
- Finance and Town Manager prepare for Town Council Work Session

Budget Calendar

October

- Town Council Budget work session
- Finance modifies Draft Budget based on Town Council direction
- Draft Budget made available to the public and posted on the Towns website
- Proposed work session with Public to review Budget

November

- First reading of Budget ordinance to set Public Hearing for adoption
- Final meeting with Department Heads to finalize budget and carry forward balances

December

- Second Reading to adopt Final Budget Ordinance
 - Includes setting mill levy for following year
 - TDA board adopts TDA Budget
- Finance certifies Mill Levy with Larimer County
- Department Heads meet to discuss budget monthly allocations for next year

January

- Final budget filed with State per Statutory requirements (January 31st)

Budget Process Overview and Considerations

- Statutory requirements vs Fiscal planning
- Significant expenditure needs
 - Capital and associated maintenance costs
 - Personnel
 - Maintenance
- Revenue projections
- Restricted revenues vs unrestricted revenues
- Town and Timnath Development Authority (interrelationship)



REVENUES

1. TAXES
2. INTERGOVERNMENTAL
3. LICENSES, FEES AND CHARGES
4. OTHER
5. GRANTS



EXPENDITURES

- 1. GENERAL GOVERNMENT**
- 2. MUNICIPAL COURT**
- 3. COMMUNITY DEVELOPMENT**
- 4. PUBLIC SAFETY**
- 5. PUBLIC WORKS**
- 6. PARKS AND RECREATION**
- 7. CAPITAL OUTLAY**



FUND BALANCE

FUNDS RESERVED FOR

- Emergency Reserves (TABOR)
- Conservation Trust
- 1/4 cent
- Impact fees
 - Police, Park, Public Buildings, Stormwater, Transportation
- Cash in lieu
 - School
 - Parks

FUNDS DESIGNATED FOR

- Working Reserve

UNDESIGNATED AND UNRESERVED

TAXES



- Property tax
- Specific ownership tax
- Sales tax
- Motor vehicle sales tax
- Use tax - building materials

INTERGOVERNMENTAL

- 1/4 cent sales tax
- Highway Users Tax (HUTF)
- Conservation Trust Fund (Lottery)
- Cigarette tax
- Severance tax
- County Road & Bridge shareback
- Motor vehicle registration fees
- Town of Windsor reimbursement
- Capital - transfer from TDA
- Intergovernmental - TDA - general

LICENSES, FEES AND CHARGES

- Sales tax and business license fees
- Liquor license fees
- Building permit fees
- Annexation fees
- Community development fees
- Administrative fees
- Building assessments
- Contract reimbursements
- Developer charge backs
- Other licenses, fees and charges



OTHER

- Franchise fees
- Fines and forfeitures
- Certificates of Participation (COPs)
- Recreation program fees
- Land sale
- Net investment income
- Miscellaneous



GRANTS

STATE

- GOCO, DOLA

FEDERAL

- Bureau of Justice Assistance, CDOT

OTHER

GENERAL GOVERNMENT

- Town Council expenditures
- Town Administration - salaries and benefits
- Town Clerk - elections
- County Treasurer and other fees
- Dues and memberships
- Finance - Contracted
- Finance - Contracted - Out of Scope
- Human resources - Contracted
- Information Technology - Contracted
- Information Technology - hardware and software

GENERAL GOVERNMENT, Continued

- Legal - Contracted
- Legal - Contracted - Out of Scope
- Legal - Special counsel
- Audit
- Consulting
- Insurance
- General Office and Administration
- Town events
- Community engagement
- Economic development
- COPs costs of issuance
- Other



MUNICIPAL COURT

- Municipal Judge
- Legal
- Translator
- Defendant Counsel
- Jail services

COMMUNITY DEVELOPMENT

- Salaries and benefits
- Planning services - Contracted
- Master planning studies
- Consulting services
- Building permits - Contracted
- Code enforcement - Contracted
- Development review
- General Office and Administration
- Other



PUBLIC SAFETY

- Salaries and benefits
- General Office and Administration
- Equipment
- Contracted services
- Vehicles and maintenance
- Training
- Other

PUBLIC WORKS

- Salaries and benefits
- Public Works Director - Contracted
- General engineering - Contracted
- General engineering - Contracted - Out of Scope
- Mosquito control
- Weed control
- Grading
- Vehicles - repairs and maintenance
- Materials
- Equipment rentals
- Snow plowing
- Street sweeping

PUBLIC WORKS, Continued

- Street lighting
- Signal maintenance
- Drainage
- Road maintenance/resurfacing
- Landscape maintenance
- Street signs
- Street striping
- Town clean-up day
- Tractor lease
- Boxelder ESDP Participation
- Other



PARKS AND RECREATION

- Salaries and benefits
- Park maintenance
- Reservoir lease
- Capital outlay



CAPITAL OUTLAY

- Roads and Utilities
- Buildings and Equipment
- Parks and Recreation
- Stormwater
- Community Revitalization/Visioning Projects
- Certificates of Participation

THREE TO FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Development of the draft 3-5 year CIP is the responsibility of the **Community Development, Engineering and Public Works Departments.**

Projects are identified based on 3 separate criteria:

1. Projects identified in Town Master Plans
2. Projects identified by Staff as community needs or Health Safety or Welfare related
3. Projects that have been contractually committed to by the Town Council

THREE TO FIVE-YEAR CAPITAL IMPROVEMENT PLAN

1. Projects identified in Master Plans:

- **Transportation Master Plan**

- Short, Medium and Long Term Projects identified
- Projects are prioritized yearly based on current usage and future needs

- **Drainage Master Plan**

- Short and Long Term Projects are identified
- Projects prioritized based on Health Safety and Welfare impacts

- **PROST - Parks, Recreation, Open Space, and Trails Master Plan**

- Projects identified in Plan, and sequenced based on population growth

THREE TO FIVE-YEAR CAPITAL IMPROVEMENT PLAN

2. Projects identified by Staff as Community Needs or Health Safety or Welfare related:

- **Water and Sewer Districts**

- The Water and Sewer Districts have their own Master Plans, and the Town monitors the plans and implementation of those plans.
- From time to time, it is beneficial for the Town to accelerate the timing of some of these projects to enable or spur development in the Town. These types of projects are candidates for reimbursement to the Town.

- **Community Needs Projects**

- Projects that are prioritized based on feedback from the community, based on outreach such as the 2018 Survey or the upcoming Comp Plan Workshops.

- **Health Safety and Welfare issues**

- Projects are identified by staff as a HS&W issue to the Public, these are issues that present a hazard to the Citizens of the Town, and need to be addressed by the Town

THREE TO FIVE YEAR CAPITAL IMPROVEMENT PLAN

3. Projects that have been contractually committed to by the Town Council:

- On a case by case basis, the Town Council may agree to make improvements as part of a Public Agreement
- These improvements may be a part of a Public Private Partnership, an Annexation Agreement, or a Subdivision Improvement Agreement

The image features a central white square containing the text "Q & A" in a bold, black, sans-serif font. This square is overlaid on a larger, semi-transparent grey square. The background is further decorated with several overlapping, semi-transparent shapes in muted colors: a light green shape at the top, a light orange shape on the right, a light yellow shape on the left, and a large, light red shape at the bottom. The overall composition is abstract and modern.

Q & A