

2023

Town of Blue River Budget Report



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*Town Board of Trustees
Mission Statement*

*The Town of Blue River endeavors to nurture
our serene mountain community by
Conserving our natural residential
environment,
Promoting unity with our neighbors and
surroundings,
Channeling the voice of our residents, and
enhancing the quality of life of all*



**Town of Blue River
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Budget Memorandum

Date: October 12, 2022

To: Mayor Toby Babich & Blue River Board of Trustees

From: Michelle Eddy, Town Manager/Clerk

RE: 2023 Budget Memo

I am pleased to present the 2023 Budget in accordance with State Statutes and the Blue River Municipal Code. The Town of Blue River is in a good financial position. The Town has seen increased revenues in taxes and fees due to increased online sales and lodging tax revenue. In 2022, the Town continued to observe increases in sales and lodging taxes with maintained revenues in building and fees. This has enabled the Town to maintain a stable financial position as well as invest in capital projects and obtain a single employee housing unit. The 2023 Budget reflects stable revenues and budget priorities focused on capital improvements and employee retention.

For 2023, the Town has set Spruce Creek Road and the development of broadband as a priority for capital improvements. The proposed capital road improvement project will be a multi-year project focused on improving safety and mitigating ongoing maintenance to improve overall road conditions and safety in the Crown neighborhood. A plan will be developed to evaluate the overall prospect of providing broadband to the area. Focus for roads will be to continue improved maintenance and planning in troublesome areas.

The General Fund Budget reflects conservative increases in expenses. Increases in community program incentives, and town hall technology and improvements for a total increase of 7%. Under the Conservation Trust Fund, focus will be on land acquisition and acquiring trail easements and trail development. The budget reflects estimated expenses related to the proposed CDOT chain-up station in relation to potential studies and cost incurred for the 1041 review process. These expenses will be billed back to CDOT.

Reserves and the Capital fund remain steady. Funding has been reallocated from a future Hwy 9 recreational path for the development of broadband.

Thank you to the Board of Trustees Finance Committee and Staff for all their hard work on the 2023 Budget.



Town Manager's 2022 Fiscal Summary

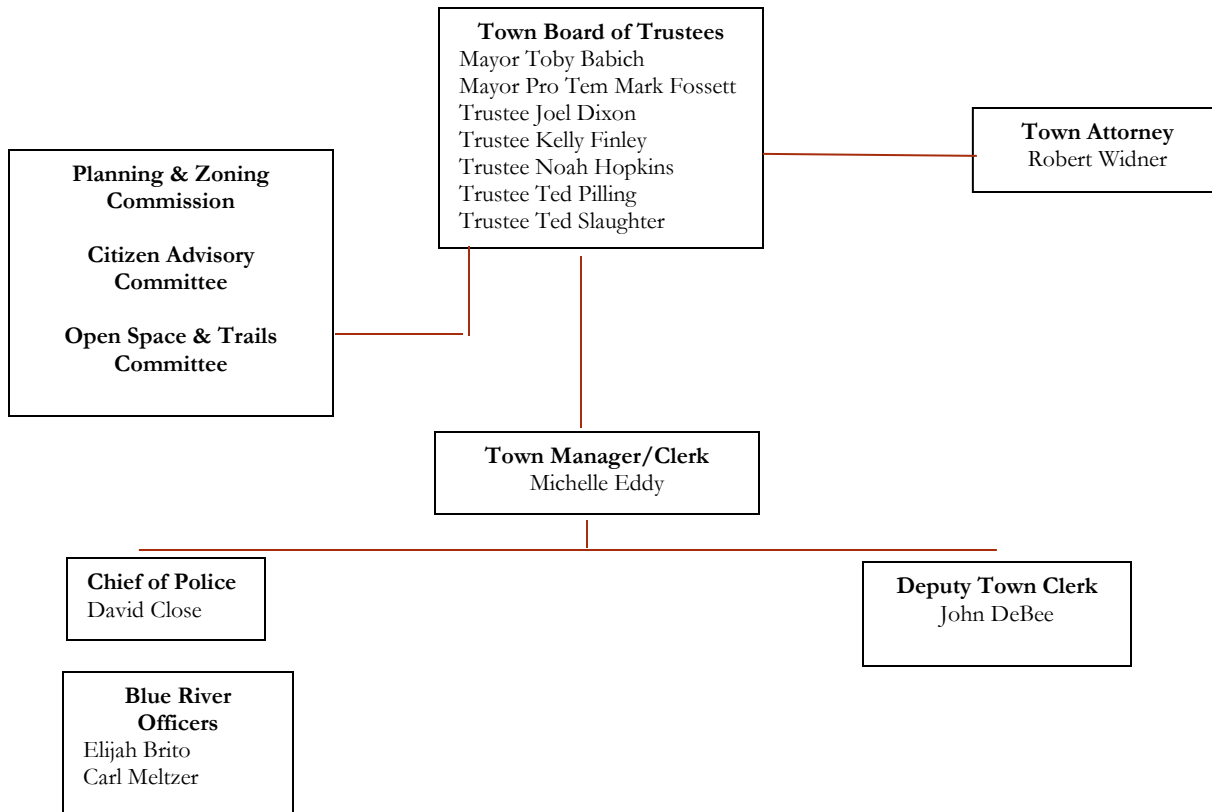
This summary is organized into 2022 retrospective and general fiscal notes

2022 Retrospective

The Town of Blue River was incorporated in 1964. It was developed as a residential community and remains solely, a residential community today. The Town is a Statutory Town with a council-manager form of government. The seven-member Board of Trustees determines policies, enacts local legislation, adopts the budget, and appoints the Town Manager. The Town Manager executes the laws and administers the Town government. The Board of Trustees appoints the Town Attorney, Planning & Zoning Commission, and any established committees. The seven-member Planning & Zoning Commission's responsibility is to review development applications in accordance with the building code and Architectural Guidelines. The 2020 Census shows the Town full-time population at 888. There are a total of 935 lots within the Town of Blue River. There are estimated to be 85 buildable lots remaining in Blue River. With the exception for four neighborhoods, all roads within the Town of Blue River are dirt roads maintained through a contract.

The Town of Blue River has been able to maintain overall revenues with steady increases from 2021. The Town is currently staffed with the Town Manager, Deputy Clerk, Police Chief and one officer.

Organizational Chart



Town of Blue River Overview 2023 Budget

Revenues for the 2023 budget total \$2,267,016.27. The Town’s primary revenue source remains taxes and fees which provides 83% of the total revenues. Other revenues include building permits and fees, court fines, grants, and business and lodging registration income.

General Fiscal Notes

Sales and lodging taxes are estimated to see a moderate increase in line with 2022 and with current economic projections. The number of homes registering for short-term rentals has increased over the past year. There are currently 198 registered homes in Blue River rented on a short-term (less than 30 days basis.)

The population in Blue River continues to grow with 46% of homes being occupied by full-time homeowners. The 2020 Census shows the population of Blue River remaining strong with only a slight increase. There have been 34 homes sold year to date in 2022 totaling \$51,132,000 with an average sales price of \$1,503,882.35 up 22% from 2021.

Large increase in revenues is due primarily to sales and lodging taxes. Increases in expenses are primarily due to technology upgrades to town hall; community fund incentives; a 4% increase in the plow contract and a recommendation of salary increases for staff based on inflation, merit, and retention. Overall budgeted revenue increased by 6% with expenses increasing by 9% and a positive net revenue balance.

2023 Budget Overview

General Fund

Beginning Balance: *As of 10/31/2022:	\$5,664,677.83
Revenues	\$2,267,016.27
Expenditures	\$1,954,479.44
Allocations	\$200,000.00
Net Revenue/Expense	\$312,536.83
Fiscal Ending Balance	\$5,977,214.66

Capital Fund

Beginning Balance	\$2,133,050.77
Contribution	\$103,500.00
Expenditures	\$575,000.00
Ending Balance	\$1,661,550.77



Conservation Trust Fund

Beginning Balance	\$118,551.87
Revenues	\$8,510.00
Expenditures	\$22,000.00
Ending Balance	\$105,061.87

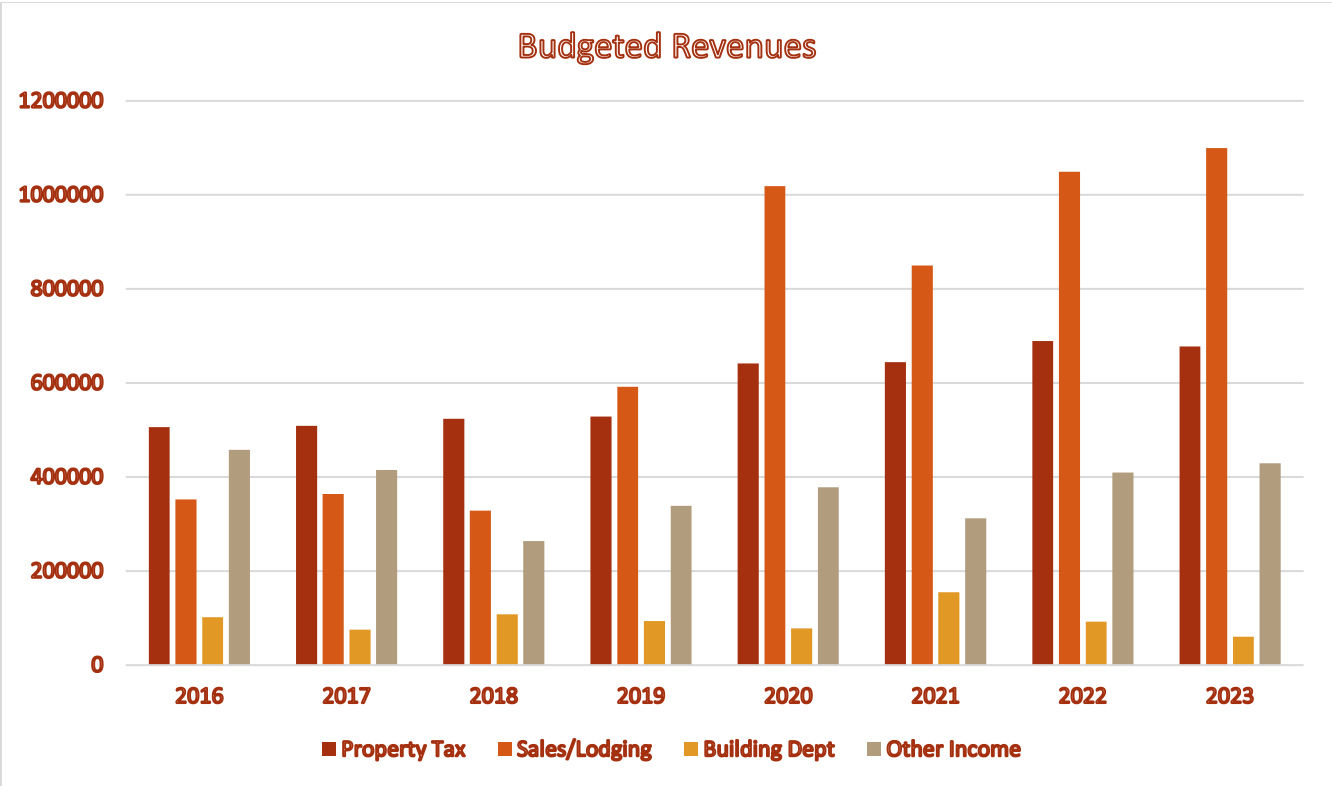
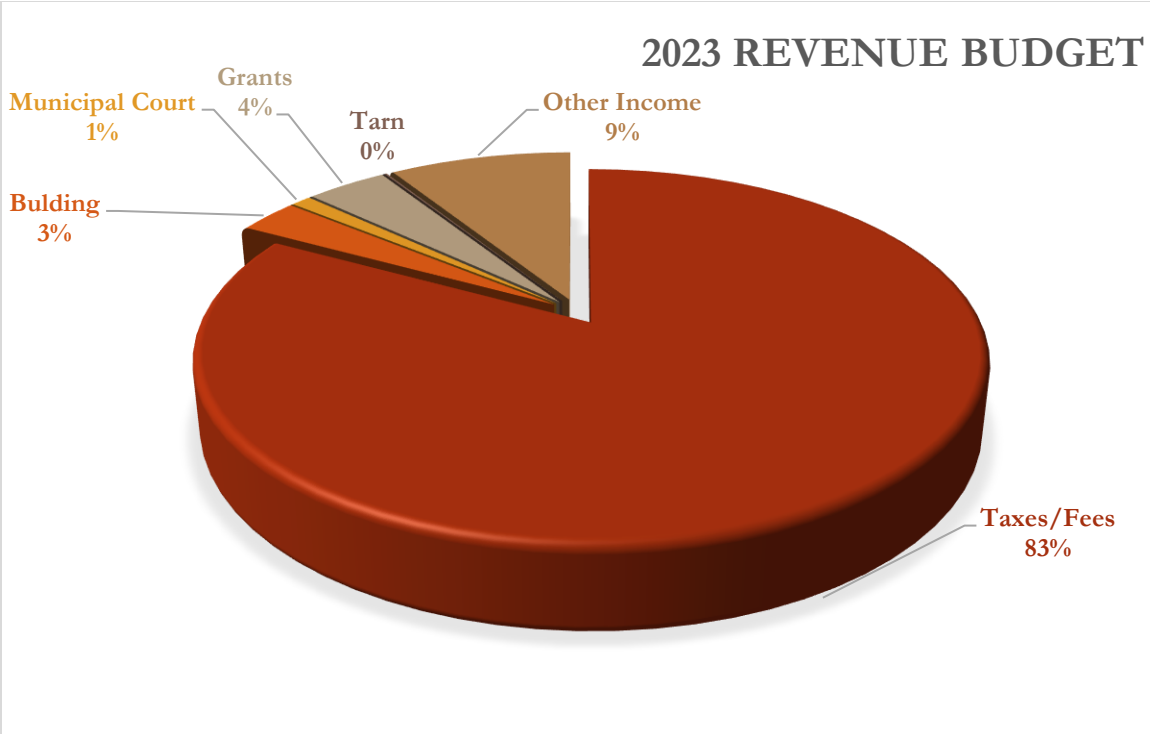
American Rescue Plan Fund

Beginning Balance	\$231,506.03
Revenues	\$15.00
Expenditures	\$100,000.00
Net	\$131,521.03

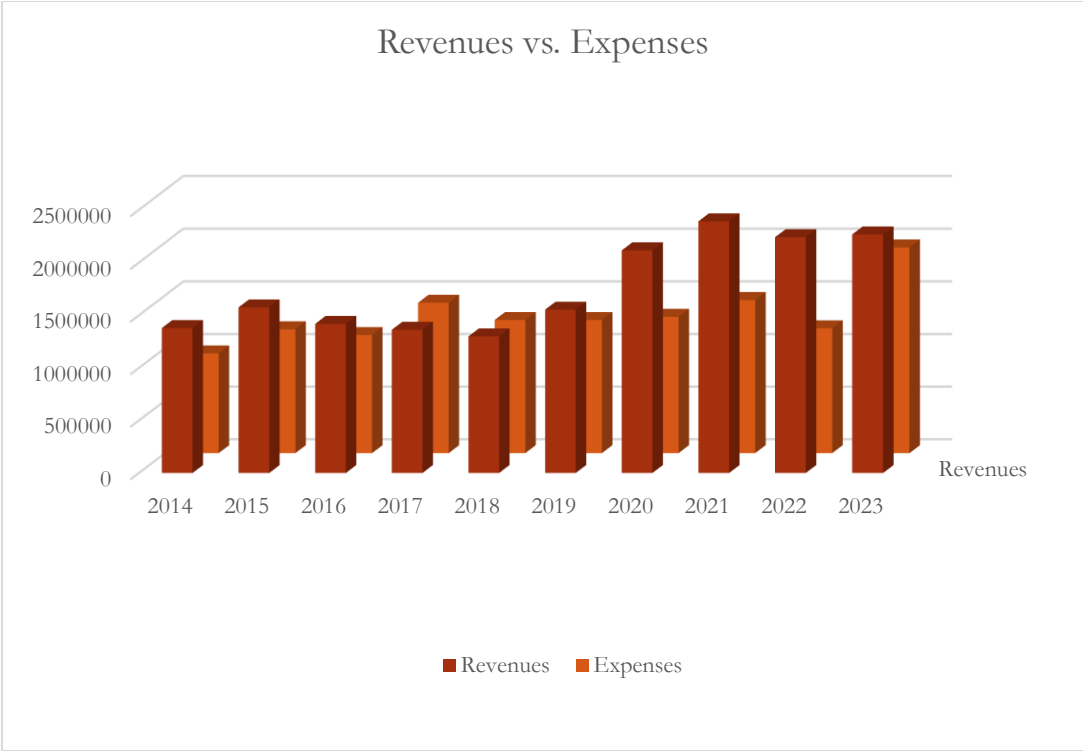
Broadband Fund

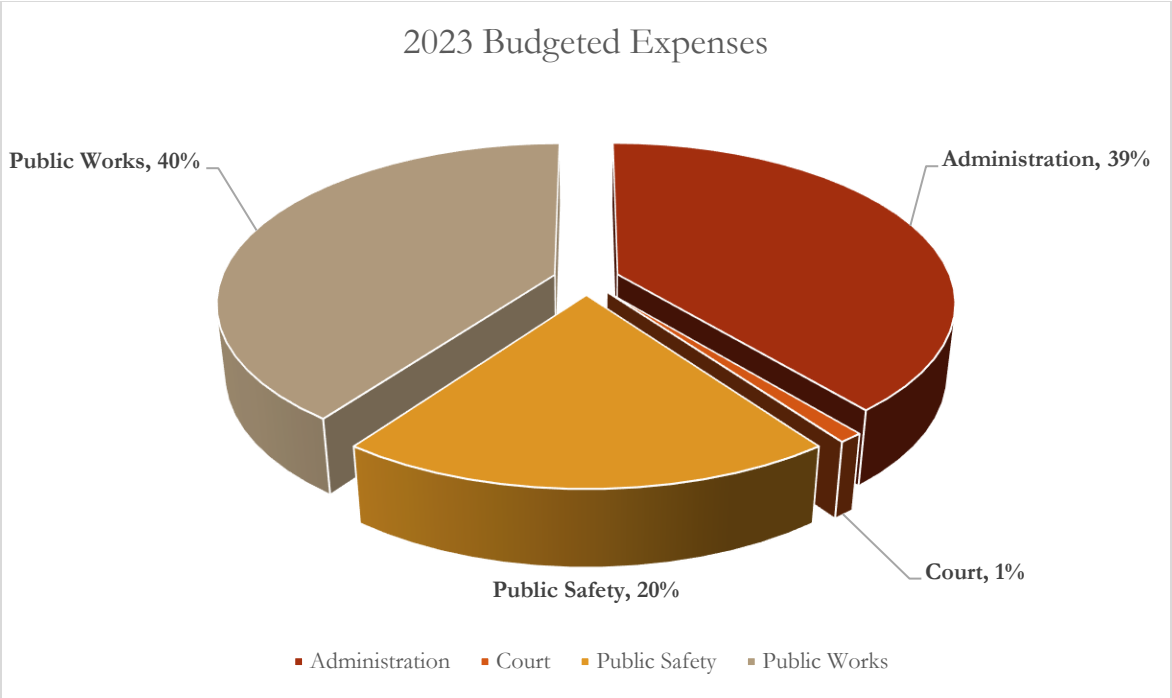
Beginning Balance	\$100,001.00
Revenues	\$100,000.00
Expenditures	\$0.00
Net	\$200,001.00





*2022 YTD 10/31/2022





As seen in the chart, most expenses for the Town of Blue River is in the Public Works Department and administration. The above is for the General Fund and does not reflect Capital Road Improvement expenses. The roads within Blue River remain the greatest asset and greatest expense.

The Town has budgeted moderate funding increases for Public Works (roads). Additional expenses include overall budget for salaries, technology, and inflation. Capital road improvements and the potential for broadband continue to be a focus for 2023.

**Town of Blue River
2023 Budget
Combined Balance Sheet**

	General Fund	Capital Fund	Conservation Trust
Beginning Balance	\$5,664,677.83	\$2,133,050.77	\$118,551.87
Revenues	\$2,267,016.27	\$103,500.00	\$8,510.00
Expenses	\$1,954,479.44	\$575,000.00	\$22,000.00
Fund Balance	\$5,977,214.66	\$1,661,550.77	\$105,061.87
	American Rescue Plan Fund	Broadband Fund	
Beginning Balance	\$231,506.03	\$100,001.00	
Revenues	\$15.00	\$100,000.00	
Expenses	\$100,000.00	\$0.00	
Fund Balance	\$131,521.03	\$200,001.00	



**Town of Blue River
General Fund
2023 Budget**

	2019	2020	2021	2022 YTD	2023 Budget
Beginning Balance	\$1,780,356.89	\$2,856,428.69	\$3,676,279.34	\$4,611,915.10	\$5,664,677.83
Revenues					
Taxes/Fees	\$1,240,066.03	\$1,759,995.46	\$1,885,249.73	\$1,839,400.16	\$1,885,066.27
Building	\$93,910.28	\$77,812.51	\$163,990.00	\$92,624.63	\$60,300.00
Court	\$33,433.45	\$44,336.99	\$37,020.20	\$16,418.25	\$26,650.00
Tarn	\$3,555.00	\$6,350.00	\$20.00	\$0.00	\$0.00
Grants	\$88,338.16	\$121,371.60	\$195,752.66	\$46,803.90	\$95,000.00
Other	\$94,155.48	\$106,487.61	\$109,486.16	\$245,464.37	\$200,000.00
Total	\$1,553,458.40	\$2,116,354.17	\$2,391,519.00	\$2,240,711.31	\$2,267,016.27

	2019	2020	2021	2022 YTD	2023 Budget
Expenses					
Administration	\$393,312.53	\$364,044.05	\$523,003.77	\$483,998.75	\$757,382.33
Public Safety/Court	\$201,431.53	\$288,806.64	\$316,422.47	\$315,544.48	\$402,445.00
Public Works	\$476,118.00	\$524,265.29	\$616,457.00	\$388,405.35	\$594,652.11
Total	\$1,266,558.50	\$1,296,503.52	\$1,455,883.24	\$1,187,948.58	\$1,754,479.44



Town of Blue River

General Fund-Administration Department

2023 Budget

Budget Narrative-Administration

The Administration Department for the Town of Blue River includes the administrative personnel, elected and appointed officials, employee benefits, community engagement and funding, town hall and employee housing expenses and utilities. The department is the hub of all operations for the town. Currently, there are two full-time paid staff members, seven elected Trustees and seven Planning/Zoning Commissioners.

Administration Accomplishments-2022

- The Trails Committee has made progress on a Trails Plan and is developing a strategy for a south to north trail.
- The Town's "Weed & Seed" program continues to see success in addressing noxious weeds in town. Citizens continue to participate in the defensible space program working towards town-wide forest mitigation.
- Monthly Newsletters-The Town continues to expand its community outreach to the residents. Monthly newsletters, Facebook pages, Instagram, Twitter, texts and emails are sent to provide continuous communication to the residents.

Administration Goals for 2023

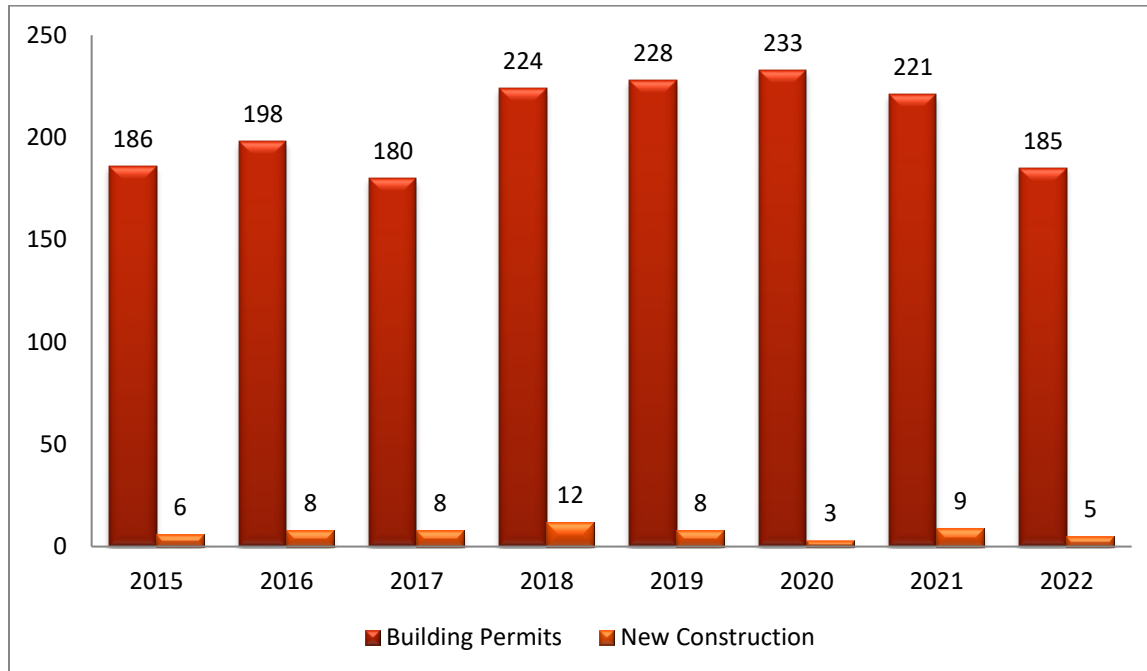
- **Goal #1: Technology**
 - Enhancements for hybrid meetings including new equipment in the Town Hall meeting room.
 - Improved security within Town Hall with the installation of cameras and key card access.
 - *Performance Measure:*
 - Fewer issues with the public being able to engage with the Trustees, Planning and Zoning Commission and Committees via hybrid meetings.
 - Improved video uploads and sharing.
 - A more professional and reliable security system along with key card access to eliminate keys being lost or not returned.
 - The key card access system will allow for the potential renting of the Town Hall meeting room to the public outside of business hours.
- **Goal #2: Community Engagement**
 - Increase the community engagement through established events.
 - Develop a volunteer base as well as utilize the Citizen Advisory Committee and Trails Committee for community projects.
 - Continue expansion of the Defensible Space Program
 - *Performance Measurement*



- With the increase in events, there will be more residents involved and connection with the community.

Town of Blue River General Fund-Public Works

Building Permits by Year



Budget Narrative-Public Works

The Public Works Department provides building permitting, road maintenance, snow removal, and wildfire defensible space program. In 2022, there has been a decrease in new construction and overall permits. This may be due to the increased in construction costs coupled with the limited land availability within the Town. There are 85 remaining “buildable” lots within Town limits. Permits issued were generally for home remodels and additions. There have 4 new construction projects in 2022. It is anticipated this trend will continue in the foreseeable future. The Town of Blue River utilizes Citizen Serve for permitting, code enforcement and licensing. The Town contracts with Charles Abbot, LLC for all building inspections and plan review. Beginning in November 2022, there will be a new online portal available through Citizen Serve for residents and contractors for permits, licenses, payment of lodging taxes and inspection requests.

In 2022, 18 homes participated in the wildfire defensible space grant program. Homeowners are increasingly working towards defensible space and fire protection activities.

Roads within the Town of Blue River, being primarily dirt, were graded three times in 2022. Road base was added to areas, ditching and crowning were conducted to help facilitate proper drainage.



Ongoing mitigation has assisted in road maintenance efforts improving drainage and overall wear and tear. Plans are to continue with extra grading as well as more preventative maintenance in 2023.

Goal #1:

- Continue and increase the preventative maintenance program for all roads to ensure longevity.

Performance Measurement:

- With preventative maintenance the occurrence of larger issues should be mitigated, and resident concerns addressed in a timely manner.



Town of Blue River General Fund-Public Safety

Budget Narrative-Public Safety

Since 2017, the Town of Blue River has operated an independent “Marshal’s Office”. In 2019, the Marshal’s Office officially changed to become the Blue River Police Department. There are two full-time officers. The Blue River Police Department provides 24/7 coverage of the Town. The Blue River Police Department is committed to crime prevention and working cooperatively with the community to identify and solve neighborhood problems.

Goal #1: Highway 9 Safety and Community Outreach

- With the recent transition of the Police Chief and a current reduction in staffing, the Police Department will focus on speeding and incidents along the Hwy 9 corridor. In addition, efforts surrounding community engagement and outreach will be enhanced to continue to build trust and cooperation with the community.

- *Performance Measures:*
 - Decreased number of accidents and speed related violations along the Hwy 9 corridor.

 - Increased events and building of positive relationships with the community to increase overall safety within the Town.



Town of Blue River Capital Fund 2023 Budget

Budget Narrative-Capital

Over the last several years, focus has remained on large road improvement projects including widening the entrance of Spruce Creek Road; guardrail installation and road base to Lakeshore Drive; drainage work in 97 Circle and drainage road improvements along Blue River Road. Capital improvements have included the installation of 35 cisterns in 17 locations throughout the Town.

At the end of 2018, the Town of Blue River adopted the Capital Improvement Plan. This plan outlines capital improvements identified by the Board of Trustees, Planning & Zoning Commission, Town Appointed Committees, and residents. The focus is road improvements but also additional cisterns, trails, and recreation path. The plan identifies estimated cost, locations and types of improvements needed.

In 2019, the Town of Blue River has worked with the Town of Breckenridge, Summit County and CDOT on a Highway 9 Access Plan. An access plan provides a unified vision of the future access needs for a particular roadway corridor. The plan defines existing and future access locations and configurations, with consideration for spacing, traffic movements, circulation, and alternative access opportunities. It is a long-rang planning document that identifies access conditions that will be implemented as highway and land-use characteristics change. The plan developed includes a design for what a recreation trail from Breckenridge to Hoosier Pass could look like. The plan is awaiting final approval.



In 2023, the Town will focus attention to addressing the drainage and ongoing maintenance issue on Spruce Creek Road. The project scope was expanded in 2022 to include potential improvements along Crown and Gold Nugget. The proposed project will be a multi-phased year project to address safety, maintenance and drainage issues within the Crown subdivision.



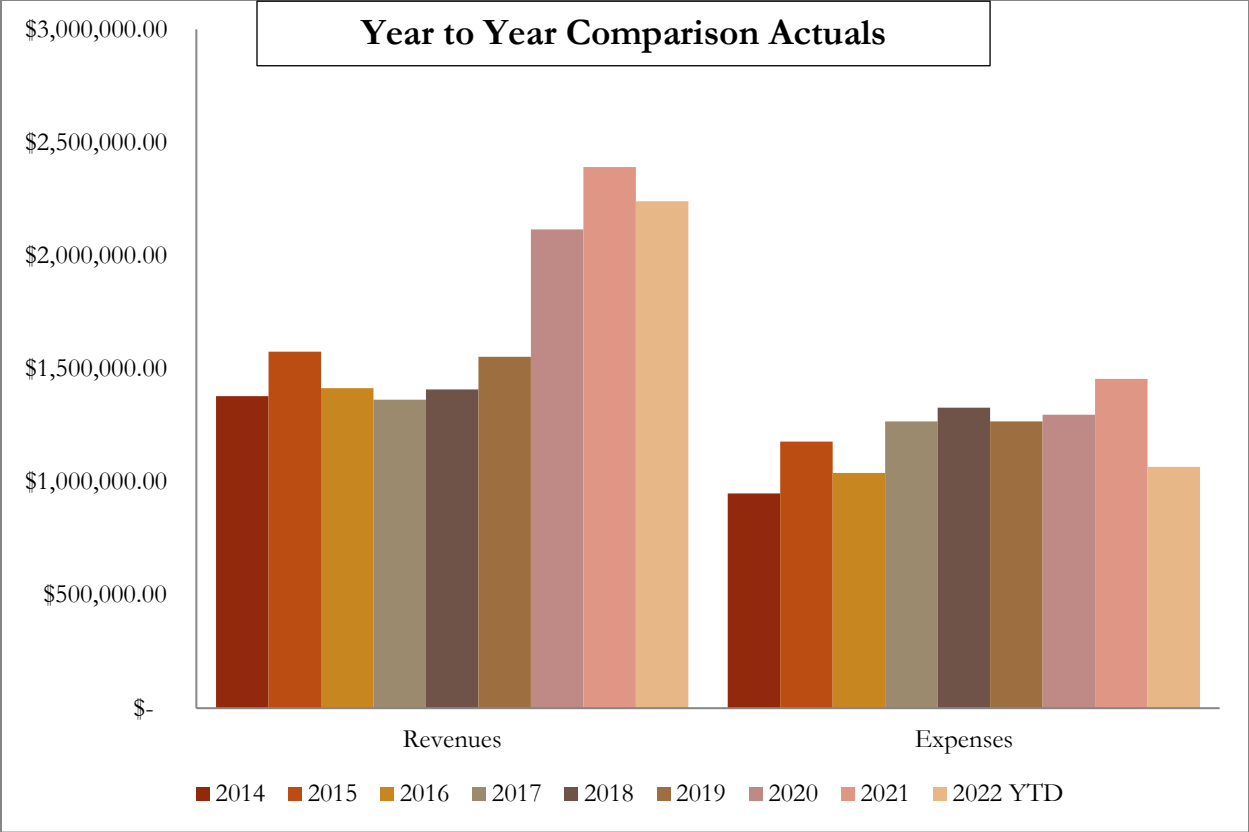
Town of Blue River Conservation Trust Fund 2023 Budget

Budget Narrative-Conservation Trust

The Conservation Trust revenues received are paid quarterly through the Department of Local Affairs on a per capita basis to 470 eligible local governments: counties, cities, towns, and Title 32 special districts that provide park and recreation services in their service plans. Funding can be used for the acquisition, development, and maintenance of new conservation sites or for capital improvements or maintenance for recreational purposes on any public site. A public site is defined by the department as a publicly owned site, or a site in which a public entity/local government holds an interest in land or water.

With the establishment of the Blue River Open Space and Trails Committee, there is opportunity to utilize the funds towards the development of a trail system in Blue River. Plans for the Conservation Trust Funds in 2023 include allocation of funding to obtain easements, and trail improvements.





General Fund	2020	2021	2022 Budget	2022 YTD	2023 Budget
Revenues/Inflows					
<i>Taxes/Fees</i>					
General Property Tax	641,900.41	643,227.29	692,958.13	689,422.36	677,625.86
Delinquent Taxes	(7,187.81)	(3,764.32)	(7,500.00)		
Lodging Tax	176,339.81	278,509.34	215,000.00	287,629.59	320,000
Specific Ownership Tax	32,711.38	34,054.92	25,000.00	25,033.34	25,000
Exempt Personal Property				5896.08	5,000
Motor Vehicle License Fees	9,439.96	13,723.53	12,000.00	7,105.80	7,500
Sales Tax	842,140.13	844,558.23	775,000.00	761,524.17	780,000
Cigarette Tax	679.15	1,399.00	1,000.00	918.03	1,000
Highway User's Tax	42,700.78	52,269.05	42,000.00	36,776.95	46,940.41
Road & Bridge Fees	21,271.65	21,272.69	22,000.00	25,093.84	22,000
Total Income Taxes/Fees	1,759,995.46	1,885,249.73	1,777,458.13	1,839,400.16	1,885,066.27
<i>Building Department</i>					
Building Inspection Department	75,062.51	162,890.25	85,000.00	92,224.63	60,000
Architectural Review Fees	750.00	650.00	700.00	400	300
Development Fees					
Total Income Building Department	77,812.51	154,934.50	85,700.00	92,624.63	60,300
Municipal Court					
Court Fines	37,079.31	29,975.20	40,000.00	13,315.50	25,000
Ticket Surcharge	7,115.68	6,985	5,000.00	2,872	1,500
Marshal Office Income (VIN/Fingerprinting)	142.00	60.00	100.00	230.75	150
Total Municipal Court	44,336.99	30,938.70	45,100.00	16,418.25	26,650
<i>Grants</i>					
Defensible Space Grants	116,032.50	180,145.75	100,000.00	34,218.50	85,000
Cisterns		-			
Police Department Grants	5,339.10	15,606.91	10,625.00	12,585.40	10,000



Total Grants	121,371.60	195,752.66	110,625.00	46,803.90	95,000
Other Income					
Tarn	6350	20			
Interest on Investments	3,247.11	571.62	1,500.00	8,377.67	3,000.00
Interest on Taxes	673.01	1,032.10	750.00	1,014.26	1,000.00
Natural Gas Franchise	57,365.45	59,380.26	58,000.00	62,204.64	60,000.00
Credit Card Fees	1,996.55	945.12	1,500.00	516.67	1,000.00
Lodging Tax Registration	18,970.00	24,555.79	25,000.00	33,800.00	60,500.00
Business Licenses	9,300.00	11,765.00	12,500.00	10,425.00	12,500.00
Administrative Misc. Income	14,935.49	11,236.27	12,000.00	129,126.13	12,000.00
Total Other Income	106,487.61	109,486.16	111,250.00	245,464.37	200,000
Total Income	2,116,354.17	2,391,519.00	2,129,256.85	2,240,711.31	2,267,016.27
Expenses/Outflows					
Administration					
Administrative Personnel	233,083.57	265,735.99	280,800.00	231,645.06	316,640.00
Unemployment Payments		11,105.79			
Workman's Comp	5,986.00	7,013.00	10,000.00	6,849.00	7,500.00
Benefits	50,398.02	30,062.57	142,000.00	42,148.00	53,200.00
Audit	8,400.00	10,500.00	11,000.00	9,200.00	11,000.00
Other Expense		2,820.00			
Office Supplies	9,402.63	6,694.04	9,000.00	1,849.65	5,000.00
Uniforms			500.00		1,000.00
Telephone	11,532.15	12,435.09	13,000.00	7,449.01	9,000.00
Postage		-	50.00		
Printing & Publishing	6,536.52	6,858.21	7,000.00	4,129.00	5,000.00
Meetings & Events Expense	8,230.62	7,862.19	15,000.00	12,699.37	15,000.00
Training	2,822.57	3,537.24	6,000.00	2,039.00	6,000.00
Sales & Lodging Tax Admin	581.00	1,181.47	1,500.00	2,703.15	2,000.00



Professional Services/Membership Fees	1,103.71	15,938.22	10,000.00	3,212.16	10,000.00
Equipment Repairs & Lease	4,123.77	5,293.90	6,500.00	4,841.87	6,500.00
Technology	26,442.68	64,609.74	70,000.00	54,279.41	95,000.00
Community Engagement/Marketing	2,077.50	652.95	3,000.00	2,840.25	10,000.00
Community Fund & Initiatives	8,500.00	6,050.00	10,000.00	7,550.00	45,000.00
Scholarships	3,000.00	750.00	3,000.00	3,000.00	3,000.00
Insurance	16,740.27	24,510.16	30,000.00	29,870.92	30,000.00
Codifying	3,430.50	200.00	6,500.00	1,169.32	6,500.00
Elections	3,920.81	5,621.88	12,000.00	13,798.83	
County Treasurer Fees	12,707.88	12,810.19	16,500.00	15,002.14	16,500.00
NWCOG	1,030.00	3,697.00	1,167.00		1,243.00
CML	1,558.00	1,210.00	383.00		383.00
CAST	630.00	315.00	630.00	630.00	630.00
Credit Card Charges	1,743.93	864.32	1,200.00	476.27	700.00
Tree Top Donation	1,000.00		-		
Payroll Accrued/Health	5,699.47	0	10,000.00		10,000.00
Admin Misc.	.01		-	-1,477.15	
Total Administration	430,681.61	508,328.95	676,730.00	462,190.46	716,312.33
Town Hall Expense					
Utilities	10,566.40	10,128.97	12,000.00	10,278.33	12,000.00
Trash	1,664.28	1,679.92	1,800.00	,2,602.51	3,500.00
Supplies	1,257.51	538.80	1,500.00	897.81	1,000.00
Repairs & Maintenance	1,001.87	746.92	5,000.00	559.74	15,050.00
Employee Housing HOA		921.00	3,684.00	3,229.00	4,020.00
Employee Housing Utilities		659.21	3,600.00	4,168.65	5,000.00
Employee Housing Supplies			2,000.00	72.25	500.00
Total Town Hall Expense	14,490.06	14,674.82	29,584.00	21,808.29	41,070.00



Public Safety					
Public Safety Personnel	223,611.17	234,230.52	280,000.00	253,938.08	289,600.00
Court Administration	17,091.90	16,325.03	17,100	13,604.15	16,600.00
Office/General Administrative Expense		3,957.00	4,000.00	5,495.57	8,000.00
Former Sheriff exp/MERT			5,000.00		5,000.00
Fuel-Police Department	6,643.32	8,124.04	10,000.00	6,232.27	10,000.00
Uniforms/Supplies	6,736.83	11,220.16	15,000.00	13,048.72	15,000.00
Auto (repair, maintenance, car wash)	11,195.46	8,565.59	10,000.00	2,961.13	13,000.00
Animal Shelter	2,075.00	2,100.00	2,100.00	2,100.00	2,100.00
Communications Center	18,433.00	19,029.00	22,000.00	14,041.00	22,000.00
Survivor Support	1,000.00		-		
HASMAT	1,979.96	2,079.00	2,079.00	2,183.00	2,200.00
Radar Certification	40.00	-	200.00		200.00
Training		1,099.91	8,000.00	1,906.00	5,000.00
Professional Services	-	8,162.22	4,200.00	34.56	4,200.00
Extra Work/Grant Expense	-	1,440.00	10,625.00		10,000.00
Total Public Safety	271,714.74	300,097.44	373,204.00	301,940.33	397,100.00
Public Works					
Building Administration Contracts	72,024.92	89,733.07	63,750.00	59,481.3	45,000.00
Fuel Building Dept. Auto Repair/Maintenance Building Dept.	695.68				
Streetlights Utilities	1,523.16	1,384.72	2,000.00	1,345.73	1,500.00
Snow Removal	196,450.48	210,680.96	208,350.78	149,905.20	233,852.11
Street Maintenance	123,202.69	98,801.67	160,000.00	100,562.26	160,000.00
Engineering	1,500.00	1,187.00	5,000.00		5,000.00
1041 Process Expense					50,000.00
Road Signs	5,640.86	17,445.37	10,000.00	12,759.61	10,000.00
Wildfire/Defensible Space Grant	122,877.50	189,096.55	120,000.00	62,790.00	85,000.00



High Country Conservation Energy Grants	350.00	150.00	300.00		300.00
Town Park Maintenance		3,856.71	15,000.00	177.38	1,000.00
Trail Easements		3,013.46		383.75	
Total Public Works	524,265.29	616,457.00	586,400.78	388,405.35	594,652.11
General Fund to restricted Accts	38,259.92	0	100,000.00		200,000.00
Total Expenses	1,296,503.52	1,455,883.24	1,783,018.78	1,187,948.58	1,954,479.44
Net Revenue/Expense	819,850.65	935,635.76	346,238.07	1,052,762.73	312,536.83
General Fund Reserves					
TABOR Requirement	40,000.00	40,000.00	50,000.00	50,000.00	50,000.00
General Fund Contingent Reserve	600,000.00	600,000.00	750,000.00	750,000.00	750,000.00
Total General Fund Reserves	640,000.00	640,000.00	800,000.00	800,000.00	800,000.00

