

TOWN OF LYONS BOARD OF TRUSTEES MEETING
VIRTUAL MEETING
LYONS TOWN HALL, 432 5TH AVENUE, LYONS, COLORADO

ZOOM LINK

[https://us02web.zoom.us/j/88037730897?
pwd=TXJXY0xjdG9aazRQdFN2Rk9YZIA1UT09](https://us02web.zoom.us/j/88037730897?pwd=TXJXY0xjdG9aazRQdFN2Rk9YZIA1UT09)

Meeting ID: 880 3773 0897

Passcode: 804667

Dial by your location

+1 929 205 6099

Meeting ID: 880 3773 0897

DRAFT AGENDA
MONDAY, AUGUST 2, 2021

5:30 pm – 6:50 pm
2022 Budget Process and Priorities

7:00 PM BOARD OF TRUSTEES
REGULAR MEETING

I. WORKSHOP

I.1. 2022 BUDGET PROCESS & PRIORITIES

Documents:

[BUDGET DISCUSSION PREP.PDF](#)
[BUDGET CALENDAR 2022.PDF](#)
[2022 BUDGET PRIORITIES.PDF](#)

“The Town of Lyons will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Persons needing accommodations or special assistance should contact the Town at hr@townoflyons.com as soon as possible, but no later than 72 hours before the scheduled event.”

Budget Discussion Prep

Projects that I Would Like to Complete This Term (by April 2022):

Capital Projects that Should be Prioritized in the Next Year or Two:

I Would Like to See My Commission(s) Complete This in 2022:

My Tolerance for a Property Tax Increase is...

In 2022, I think Sales Tax Will....

It seems that staffing needs adjusted in this department(s):

I anticipate that operating costs will increase/decrease by _____%

The town should contribute around _____% toward retirement.

TOWN OF LYONS

2022 BUDGET PREPARATION CALENDAR

July 27 – Tuesday	Meet with department heads, discuss budget process and deliver budget worksheets to departments
August 16 – Monday	Board workshop to develop priorities and direction for the 2021 budget Trustees will need to meet with their Commissions to get budget input over the next 5 weeks
August 20 – Friday	Completed department budget requests returned to finance department by 4:30 pm
Week of August 30	Department head meetings with Town Administrator and Finance Director for preliminary review
September 3– Friday	Budget adjustments given to department heads
September 10 – Friday	Adjusted budgets due back to Finance Director including Boards and Commissions requests
Week of September 20	Department head meetings with Town Administrator and Finance Director to prepare final draft of budget
October 4 - Monday	Budget is delivered to Board and Notice of Public Hearing is posted
October 16 – Saturday	Study session with Board – All Day – Directors be prepared to present your budget
October 18 – Monday	Workshop with Town Board (if needed)
November 1 – Monday	Town Board Public Hearing on proposed budget Resolution adopting the budget, appropriation, establishing the annual mill levy, establishing a Tabor reserve

Calendar for July–December 2021

July	August	September
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October	November	December
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TOWN OF LYONS

2022 BUDGET PROCESS AND PRIORITIES

2022 BUDGET PROCESS

- Budget Calendar Distributed – Review and Save the Dates
 - BOT Set Priorities and Direction
 - Town Administrator and Finance Director
 - Overall responsibility for the annual budget and ensuring budgetary compliance at the Fund level. Presentation on the General Fund.
 - Department Heads will develop operating budgets
 - Board and Commission requests needed no later than September 15
 - Staff Present Draft Budget
 - Board Hosts Public Hearing
 - Board Adjusts / Adopts Budget
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MAIN SOURCES OF REVENUE

- Taxes
 - Property, Sales & Use, Specific Ownership, Franchise, Highway Users, Cigarette Tax, and Lodging Tax
 - Licenses & Permits
 - Business, Dog, Liquor, Planning & Building, Marijuana, Flood plain, Waste Hauling, Short Term Rentals
 - Intergovernmental
 - County Road & Bridge, State (Severance And Mineral), Local (Ztrips)
 - Charges for Services
 - Vehicle Charging Station, Eco Pass, Spring Clean Up
 - Fines & Forfeitures
 - Other Income
 - Rental Income, Donations
 - Investment Income
 - Transfers from Other Funds
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EXPENDITURES

- Operating Expenses
 - Anticipating 2022 to be slightly higher than 2021
 - Inflation Factors
 - Maintenance Needs Increasing
 - 01-50-4250 – Boards & Commissions
 - Staffing
 - Staffing Changes to be Discussed
 - Salary and Benefit Adjustments
 - Transfers
 - Transfer to Grant Fund: Sustainability match, 2nd Avenue, Safe Routes to School
 - Transfer to Capital Improvement Projects Fund: streets/sidewalks/curb & gutter
 - Capital
 - Equipment Needs and Project Priorities
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QUESTIONS

Questions from the Board

Direction to Staff

- Monthly or Annual budget?
 - Property Tax Increase – mill levy?
 - Sales Tax Projections?
 - Boards & Commissions Requests?
 - Staffing Concerns or Needs?
 - Salary and Benefit Adjustments?
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