

Meeting Date: January 17, 2024

Location: Town Hall

Time: 5:00 – 6:00

BASALT FINANCE ADVISORY BOARD MEETING

5:00 PM

- 1. Call to order.**
- 2. Approval of the November minutes.**
- 3. Review Pitkin and Eagle Counties mill levy for the 2024 budget.**
- 4. Review sales tax reports for September and October.**
- 5. Review By-laws of Financial Advisory Board and discuss recruitment of new members.**
- 6. Next meeting February 21, 2024**

6:00 PM

Adjournment

Minutes from November 9, 2023 FAB meeting

Present at the meeting – Ann Nichols, Cheryl Ruppel, Simon Dogbe, Eric Theile absent. Non board members – Doug Pattison

The meeting was called to order at 5:00

The October minutes were recommended for approval by Cheryl and Ann seconded the motion. The minutes were unanimously approved.

The group reviewed 3rd quarter financial results and discussed various variances.

The group then reviewed the August sales tax report.

The meeting adjourned at approximately 6:00 pm

Next meeting will be January 17th at 5:00 p.m.

**TOWN OF BASALT
SALES TAX & FINANCIAL UPDATE
REPORT ADMINISTRATION**

Item Number:

Date: November 28, 2023

From: Doug Pattison, Finance Director

SUBJECT: Updated sales tax reports: Final for September 2023

RECOMMENDATION: No action required.

DETAILS:

The final sales tax report for September is attached. For the month of September 2023 sales taxes directly remitted by the State revealed a .75 % decrease compared to the month of September 2022. The categories of retail sales and building continue to present negative comparisons to the previous year's data.

The total of all sales taxes collected year-to-date through September total 7,674,169 vs. \$7,801,309 same time last year.

Town of Basalt
Sales Tax Revenue by Type
2014 - 2023 Actual
SEPTEMBER, Month:

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	% Change 2022 vs. 2023
Automotive	13,737	14,038	14,952	14,448	15,997	16,754	11,507	17,399	19,781	26,794	35.46%
Lodging	8,834	7,049	17,811	23,290	17,888	22,834	22,656	26,864	36,546	35,029	-4.15%
Restaurant Without Bar	14,744	11,558	13,021	11,396	10,644	12,110	10,054	15,413	11,653	12,793	9.78%
Restaurant With Bar	42,919	36,637	45,411	51,461	51,447	46,999	65,184	73,633	78,354	79,700	1.72%
Retail Sales	70,829	92,393	88,328	99,437	101,178	139,546	171,991	226,416	248,969	228,685	-8.15%
Sporting Retail	23,730	25,428	26,039	24,716	22,530	24,014	27,334	30,871	31,914	28,278	-11.39%
Finance	326	350	1,211	227	2,034	2,807	2,602	4,872	6,042	10,141	67.84%
In-Home Sales	317	101	130	217	47	246	248	191	149	270	81.06%
Retail Liquor	23,679	23,602	25,015	19,873	25,105	26,447	30,037	30,141	40,122	37,638	-6.19%
Telecommunications	7,502	10,709	7,393	7,027	5,711	8,024	7,549	10,322	10,914	9,841	-9.83%
Utilities	10,618	11,023	10,488	11,531	12,378	12,599	19,569	13,050	15,283	15,272	-0.07%
Building	24,015	23,953	25,694	28,872	45,539	37,408	70,876	83,830	122,219	90,705	-25.79%
Retail Food	232,533	246,895	288,815	364,948	191,762	210,205	224,044	213,158	355,539	365,650	2.84%
TOTAL, Broken out	473,783	503,736	564,308	657,443	502,259	559,991	663,651	746,160	977,485	940,796	-3.75%
Other Sales Tax	10,919	65,976	66,433	73,433	69,285	58,196	83,565	148,707	160,918	94,240	
Total, All Sales Tax	484,702	569,712	630,741	730,876	571,544	618,187	747,216	894,867	1,138,403	1,035,036	-9.08%
% change vs. prior yr.	0.95%	17.54%	10.71%	15.88%	-21.80%	8.16%	20.87%	19.76%	27.21%	-9.08%	

NOTE: The Town of Basalt receives detail information from the State of Colorado remittances. However, other receipts are not broken out separately due to state requirements.

Town of Basalt
Sales Tax Revenue by Type
2014 - 2023 Actual
SEPTEMBER, Year-to-Date:

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	% Change 2022 vs. 2023
Automotive	129,871	143,559	127,455	122,950	123,432	134,449	128,918	144,943	181,326	193,940	6.96%
Lodging	37,211	44,144	122,658	133,162	125,694	159,465	135,871	181,780	248,296	270,003	8.74%
Restaurant Without Bar	95,602	93,069	101,493	90,654	101,535	91,767	74,354	92,374	97,901	100,091	2.24%
Restaurant With Bar	267,071	298,003	312,744	370,341	388,168	386,342	355,402	494,189	547,955	565,693	3.24%
Retail Sales	484,982	593,372	582,368	737,461	736,591	926,114	1,264,941	1,624,111	1,949,165	1,794,040	-7.96%
Sporting Retail	152,823	165,848	181,255	180,616	169,906	176,293	197,770	247,342	262,542	234,899	-10.53%
Finance	6,438	3,837	4,970	4,051	15,921	26,919	26,338	44,038	48,590	77,235	58.95%
In-Home Sales	1,764	2,065	1,336	2,369	728	3,828	3,542	3,927	2,936	3,705	26.20%
Retail Liquor	173,662	181,219	191,175	185,421	196,808	202,865	247,377	250,107	252,392	253,242	0.34%
Telecommunications	71,344	69,611	65,849	65,670	83,308	65,493	83,177	90,342	98,710	91,839	-6.96%
Utilities	135,037	137,525	125,608	136,126	162,687	154,571	147,651	162,303	196,601	218,387	11.08%
Building	181,368	201,690	193,776	203,510	265,646	330,733	495,787	758,033	884,225	776,020	-12.24%
Retail Food	1,426,827	1,517,296	1,624,484	1,707,727	1,665,283	1,704,307	1,876,515	1,791,303	2,023,638	2,164,283	6.95%
TOTAL, Broken out	3,164,000	3,451,238	3,635,171	3,940,058	4,035,707	4,363,145	5,037,643	5,884,792	6,794,277	6,743,376	-0.75%
Other Sales Tax	320,112	581,090	413,870	592,586	439,269	446,436	506,029	701,114	1,007,032	930,793	-7.57%
Total, All Sales Tax	3,484,112	4,032,328	4,049,041	4,532,644	4,474,976	4,809,581	5,543,672	6,585,906	7,801,309	7,674,169	-1.63%
% change vs. prior yr.	2.25%	15.73%	0.41%	11.94%	-1.27%	7.48%	15.26%	18.80%	18.45%	-1.63%	

NOTE: The Town of Basalt receives detail information from the State of Colorado remittances. However, other receipts are not broken out separately due to state requirements.

**TOWN OF BASALT
SALES TAX & FINANCIAL UPDATE
REPORT ADMINISTRATION**

Item Number:

Date: December 29, 2023

From: Doug Pattison, Finance Director

SUBJECT: Updated sales tax reports: Final for October 2023

RECOMMENDATION: No action required.

DETAILS:

The final sales tax report for October is attached. For the month of October 2023 sales taxes directly remitted by the State revealed a 3.58 % decrease compared to the month of October 2022. The categories of retail sales and building continue to present negative comparisons to the previous year's data.

The total of all sales taxes collected year-to-date through October total 8,535,942 vs. \$8,692,501 same time last year, which presents as a cumulative decline of 1.8%.

Town of Basalt
Sales Tax Revenue by Type
2014 - 2023 Actual
OCTOBER, Month:

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	% Change 2022 vs. 2023
Automotive	15,297	13,304	14,202	10,430	13,792	14,230	19,468	20,327	21,499	22,794	6.03%
Lodging	20,126	8,259	31,580	19,131	20,160	18,749	20,932	31,551	31,969	28,820	-9.85%
Restaurant Without Bar	12,668	10,759	11,318	11,036	12,327	11,108	11,457	14,312	14,160	14,209	0.35%
Restaurant With Bar	30,003	42,952	34,239	44,597	41,152	44,325	62,516	65,545	76,319	68,820	-9.83%
Retail Sales	51,670	73,209	76,845	90,922	91,240	169,470	173,310	212,743	242,353	223,690	-7.70%
Sporting Retail	19,233	23,671	23,050	22,285	20,792	21,149	23,009	27,995	24,670	25,756	4.40%
Finance	442	406	379	229	3,354	2,438	3,603	4,833	4,957	9,097	83.52%
In-Home Sales	156	89	224	327	37	887	378	1,385	1,048	2,472	135.84%
Retail Liquor	17,966	20,302	20,657	27,846	20,821	23,392	28,333	28,091	30,625	27,492	-10.23%
Telecommunications	8,163	8,995	7,316	6,642	5,859	8,470	9,414	8,820	11,454	11,262	-1.67%
Utilities	10,223	10,192	10,328	10,922	10,516	11,675	10,724	11,808	13,869	13,728	-1.01%
Building	21,610	24,597	27,298	26,697	34,868	39,091	67,052	96,523	110,662	100,531	-9.16%
Retail Food	234,843	255,802	231,247	170,374	175,578	189,993	293,927	297,850	212,621	219,016	3.01%
TOTAL, Broken out	442,400	492,537	488,683	441,438	450,497	554,978	724,122	821,783	796,206	767,688	-3.58%
Other Sales Tax	105,663	56,524	21,838	81,076	62,901	67,876	81,918	79,052	94,986	94,085	-0.95%
Total, All Sales Tax	548,063	549,061	510,521	522,514	513,398	622,853	806,041	900,835	891,192	861,773	-3.30%
% change vs. prior yr.	46.00%	0.18%	-7.02%	2.35%	-1.74%	21.32%	29.41%	11.76%	-1.07%	-3.30%	

NOTE: The Town of Basalt receives detail information from the State of Colorado remittances. However, other receipts are not broken out separately due to state requirements.

Town of Basalt
Sales Tax Revenue by Type
2014 - 2023 Actual
OCTOBER, Year-to-Date:

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	% Change 2022 vs. 2023
Automotive	145,168	156,863	141,657	133,380	137,225	148,680	148,386	165,270	202,825	216,734	6.86%
Lodging	57,337	52,403	154,238	152,293	145,854	178,214	156,803	213,331	280,265	298,822	6.62%
Restaurant Without Bar	108,270	103,828	112,811	101,690	113,862	102,874	85,811	106,686	112,061	114,300	2.00%
Restaurant With Bar	297,074	340,955	346,983	414,938	429,320	435,714	417,918	568,494	624,274	634,513	1.64%
Retail Sales	536,652	666,581	659,213	828,383	827,832	1,090,537	1,438,251	1,828,093	2,191,518	2,017,730	-7.93%
Sporting Retail	172,056	189,519	204,305	202,901	190,698	197,442	220,778	275,337	287,212	260,655	-9.25%
Finance	6,880	4,243	5,349	4,280	19,275	29,357	29,941	48,871	53,547	86,332	61.23%
In-Home Sales	1,920	2,154	1,560	2,696	765	4,715	3,920	5,312	3,984	6,177	55.04%
Retail Liquor	191,628	201,521	211,832	213,267	217,629	226,256	275,709	278,198	283,017	280,734	-0.81%
Telecommunications	79,507	78,606	73,165	72,312	89,166	73,963	92,592	99,162	110,164	103,102	-6.41%
Utilities	145,260	147,717	135,936	147,048	173,203	166,246	158,374	174,111	210,470	232,115	10.28%
Building	202,978	226,287	221,074	230,207	300,514	369,823	562,840	854,556	994,887	876,550	-11.89%
Retail Food	1,661,670	1,773,098	1,855,731	1,878,101	1,840,860	1,894,301	2,170,442	2,089,153	2,236,259	2,383,298	6.58%
TOTAL, Broken out	3,606,400	3,943,775	4,123,854	4,381,496	4,486,204	4,918,123	5,761,765	6,706,575	7,590,483	7,511,063	-1.05%
Other Sales Tax	425,775	637,614	435,707	673,661	502,169	514,311	587,947	780,166	1,102,018	1,024,878	-7.00%
Total, All Sales Tax	4,032,175	4,581,389	4,559,561	5,055,157	4,988,373	5,432,434	6,349,712	7,486,741	8,692,501	8,535,942	-1.80%
% change vs. prior yr.	6.59%	13.62%	-0.48%	10.87%	-1.32%	8.90%	16.89%	17.91%	16.11%	-1.80%	

NOTE: The Town of Basalt receives detail information from the State of Colorado remittances. However, other receipts are not broken out separately due to state requirements.



Financial Advisory Board BY-LAWS

I. ROLE

A. **Mission:** To promote financial accountability and transparency through education, financial reporting, and policy review that result in an improved understanding of the Town's finances by its community and Council.

B. **Roles/Responsibilities:**

1. Provide recommendations to the Town Council regarding financial strategy or policy;
2. Assist in community education and messaging of Town budget and finances;
3. Review of budget, capital improvement plan, annual audit, and quarterly reporting;
4. Render additional recommendations or advice at Council's request;
5. Undertake research and analysis related to Town finances and policies as may be directed by the Town Council;
6. Request of the Town Council the ability to undertake a review of any item that the Financial Advisory Board determines significant for review.

In addition to these By-laws, the Financial Advisory Board is subject to the Town's Code of Ethics (Chapter 2, Article VIII of Basalt Municipal Code) in the same manner as Town Council. Copies of the By-laws and the Code of Ethics shall be provided to each member at the time of their appointment.

II. MEMBER GUIDELINES

A. The Financial Advisory Board works as a group and shall avoid pursuing individual interests without buy-in from the Board. Financial Advisory Board members shall not present themselves as a "representative of the Town" in any matter, private or public. Members shall not act independently to "make decisions" or "act on behalf" of the Town.

B. The Financial Advisory Board will work only on the projects included in the yearly work program or assigned by the Town Council or Town Manager, except as clarified in Section III D below.

C. The Financial Advisory Board will make recommendations to the Town Council, which may be accepted, altered, or rejected.

D. The Financial Advisory Board deliberative process is to take place during the meeting or an appointed subcommittee meeting, in public, only.

III. COMMUNICATION STRATEGY

A. The Financial Advisory Board should be prepared to make recommendations or present ideas that would require funding to the Town Council at the beginning of the budget process.

1. This information should be scheduled on a regular Council agenda or budget retreat agenda in June and July, giving the Town Council opportunity to weigh in on ideas and provide feedback or direction.
2. Project ideas should align with the Basalt Strategic Framework and/or Capital Improvement Plan.

B. The Financial Advisory Board will engage with the Town Council prior to budget adoption to request approval of the annual work plan.

C. Regular check-ins with the Town Council will be scheduled throughout the year by the Town Manager to update the Town Council, share progress and/or request further direction on projects. The check in may be by the entire Financial Advisory Board, the Chair, other representative or by Staff.

D. The Town Council wants its Financial Advisory Board to give the Council ideas on projects or policies within the Financial Advisory Board's mission statement and its stated roles and responsibilities. To make the most effective use of its boards/committees, the Council asks the board to conceptually develop ideas with a general outline and check in with the Council for the Council's input before spending considerable time developing its proposal.

E. The Financial Advisory Board is encouraged to work with other Town boards/commissions where there may be advantages in doing so. Example: public art in town parks (BPAC & POST).

F. Town Staff will maintain the Town's webpage information on the Financial Advisory Board, including its regular meeting schedule and notes from meetings.

G. The Town Manager will additionally update the Town Council on the activities of the Financial Advisory Board through the weekly report or at Council meetings.

IV. MEETINGS

A. *Regular Meetings* shall be held at least monthly. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting.

B. *Special Meetings* may be held at any time upon call by the Chairperson. The Chairperson shall call a special meeting upon request by the Town Council or Town Manager, or upon request by two-thirds of the members of the Financial Advisory Board.

C. *Meeting Procedures* for matters requiring action by the Financial Advisory Board, parliamentary procedure will be followed in discussion, moving and acting on such matters.

D. *Open Meetings* - All meetings and action of the board/commission shall be in full compliance with Colorado Statutes governing open meetings, as amended and incorporated herein by

reference. It is the responsibility of the Staff Liaison to be familiar with these statutes and regulations.

E. Attendance by Non-members - Meetings may be attended by persons who are not members of the Financial Advisory Board. At the discretion of the Chairperson, non-members may be allowed to speak at meetings. However, in no event shall non-members be allowed to vote on matters for which a vote is required.

V. MEMBERS AND QUORUM

A. Membership – The membership shall work as follows:

1. The Board will be comprised of 5 members. Members who live in the Town of Basalt must be registered voters in the Town of Basalt (herein "resident" members). One of the five members may be a Basalt business owner who does not live in the Town.
2. Board members will be appointed by Council at the expiration of terms in April or otherwise as needed to fill the unexpired term of any vacated position.
3. Criteria for Council appointment to consider includes:
 - a. Eligibility as described in Paragraph A. 1 above
 - b. Experience in finance/accounting, such as a lead financial role in an organization for over five years, or hold a current Certified Public Accountant license;
 - c. Experience in business or public sector leadership will also be taken into consideration;
 - d. Community involvement in other Basalt committees or functions;
 - e. Ability to demonstrate solid leadership background/experience.
4. The Mayor and the Council are not eligible to be appointed to the Financial Advisory Board. If a Financial Advisory Board member is elected to be the Mayor or a Councilor, their term with the Board will automatically terminate with their oath of office as Mayor or Councilor.

B. Terms - Council shall appoint members of the Financial Advisory Board to terms up to 3 years in length that end in the month of April. Council may create initial terms less than two (2) years in order to provide staggered terms. Any member whose term is expiring may apply for reappointment to the Board. Any appointment or reappointment shall be at the discretion of the Town Council.

C. Change in status - Any member, who is appointed as a resident member and no longer meets that definition, shall automatically be removed as member unless the membership can revert to a non-resident member status satisfying the requirements of Paragraph A.3 above.

D. Vacancies shall be filled by Council appointment, whether at the expiration of a term or when needed for an unexpired portion of a term. An acting member may stay in their position after the expiration of their term until an appointment is made.

E. Solicitation of Candidates - The Town Clerk will post vacancies on the Town's webpage or other media as appropriate and applications will be forwarded to the appropriate body for

consideration.

F. *Quorum* - A quorum shall be a majority of the Financial Advisory Board.

G. *Action* by the Financial Advisory Board shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided in these By-laws.

VI. OFFICERS

A. *Officers* – Shall include a Chairperson and a Vice chairperson, appointed and approved by a vote of the Financial Advisory Board members.

B. *Elections* - Officers shall be elected by the members annually, at the second regularly scheduled meeting of each year. Officers shall be members of the Board. Notification of who is elected Chair will be sent to the Town Clerk.

C. *Chairperson responsibilities:*

1. Preside at all meetings;
2. Ensure that all meetings are conducted with decorum and efficiency;
3. Call special meetings in accordance with the By-laws;
4. Sign any documents prepared by the Financial Advisory Board for submission to the Town Council or Town departments;
5. Assure that recommendations of the Financial Advisory Board are implemented;
6. Represent the Financial Advisory Board in dealings with the Town Council or other organizations;
7. Chairperson has the same right as any other member of the Financial Advisory Board to vote on matters before the Board and to speak for or against proposals;
8. Approve agendas for regular and special Board meetings;
9. Encourage participation and attendance of Board members;
10. Delegate duties and responsibilities to the Vice-Chairperson or other Board member based on the circumstances.

D. *Vice-Chairperson responsibilities:*

1. Assist the Chairperson as requested;
2. Accept and undertake duties delegated by the Chairperson;
3. Preside over meetings or perform other duties of the Chairperson in the event the Chairperson is absent or unable to act.

E. *Finance Director responsibilities:*

1. Assist Town Manager, Chairperson, and Vice-Chairperson in coordinating the meeting logistics and agenda;
2. Coordinate with Board and Town Manager to timely provide requested information to the Board;
3. Prepare and present financial information as needed.
4. Educate the Financial Advisory Board regarding the Town's finances.

F. *Removal from Office* - Any officer may be removed from office by a supermajority (quorum + 1) vote of the Town Council.

G. *Officer Vacancies* - If any office is vacant, the members of the Financial Advisory Board shall elect a member to fill the office for the remainder of the year, subject to Council approval.

VII. ATTENDANCE

A. Regular attendance by the members of the Board is expected. In the event any member misses three (3) consecutive regular meetings or more than 33% of the Financial Advisory Board meetings without excuse from the Financial Advisory Board, such member may be removed from the Financial Advisory Board by the Town Council upon recommendation of the Financial Advisory Board. The Financial Advisory Board may excuse the absence of any Board members for just cause.

VIII. COMPLIANCE WITH TOWN POLICIES

A. The Financial Advisory Board shall operate in compliance with all applicable adopted Town Council policies.

Adopted this 23rd day of April, 2019

BASALT TOWN COUNCIL

By: _____

Jacque R. Whitsitt, Mayor