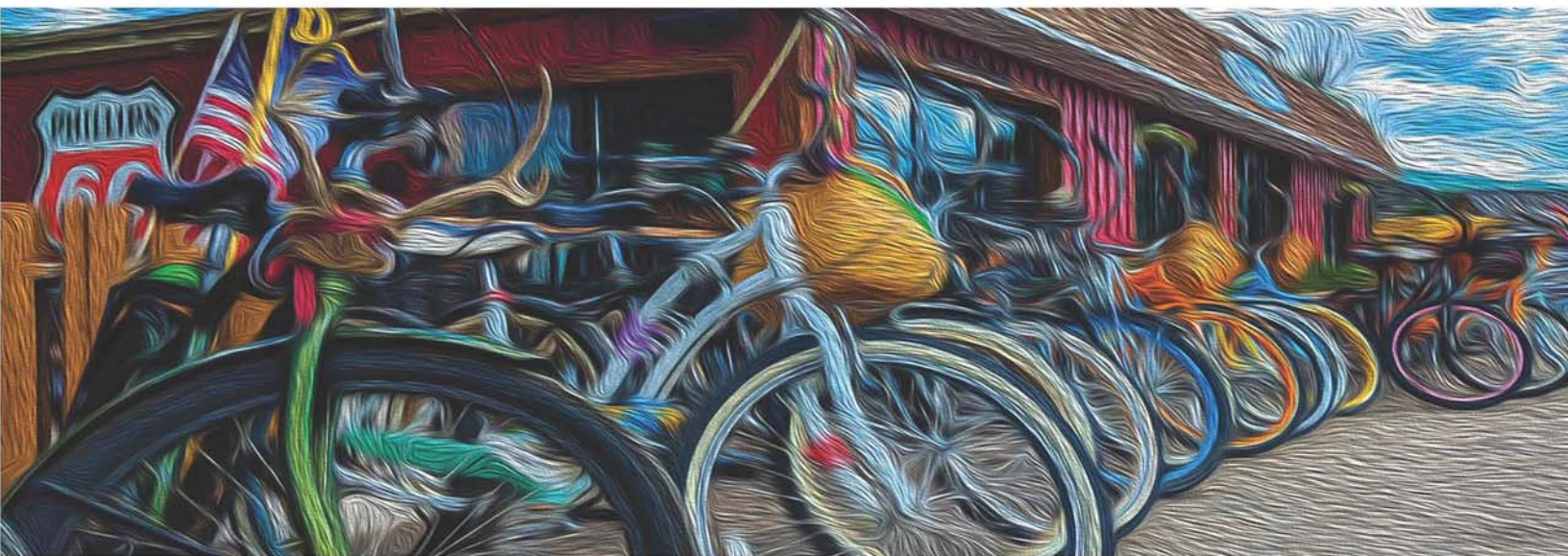
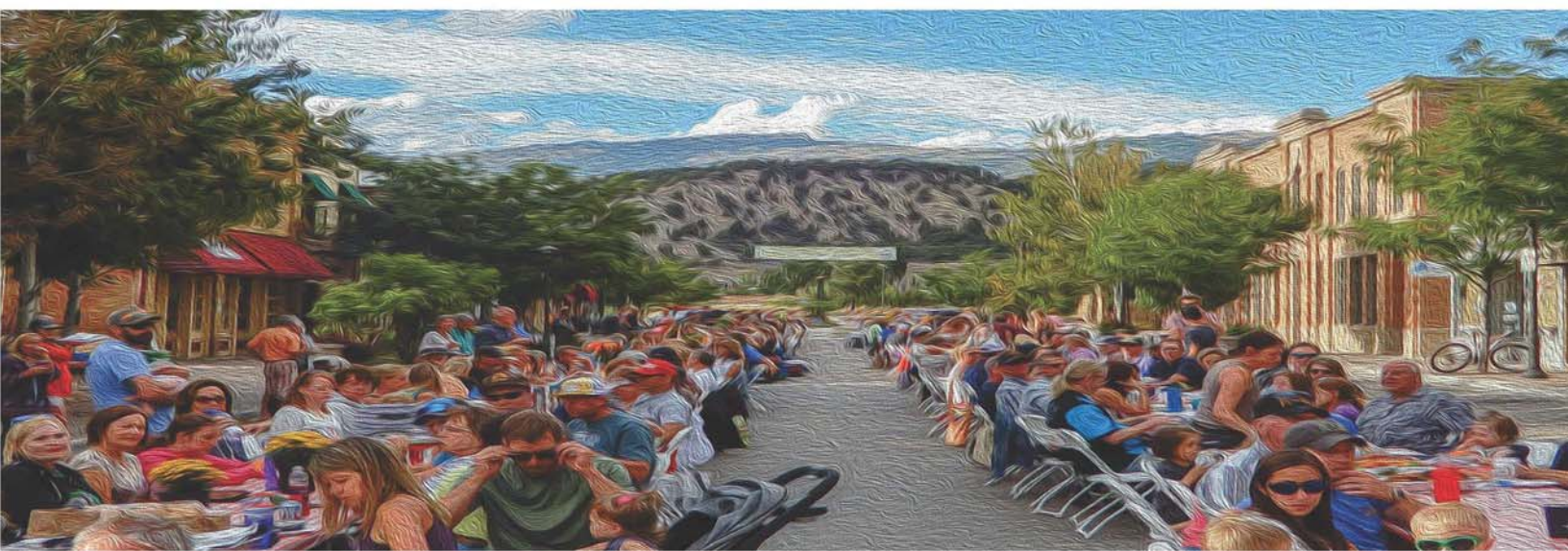




# Town of Eagle - Annual Budget



For the year ended December 31, 2019









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## **TOWN OFFICIALS**

### **TOWN BOARD OF TRUSTEES**

Anne McKibbin, Mayor

Kevin Brubeck, Mayor Pro-tem  
Andy Jessen  
Mikel "Pappy" Kerst

Matt Solomon  
Scott Turnipseed  
Paul Witt

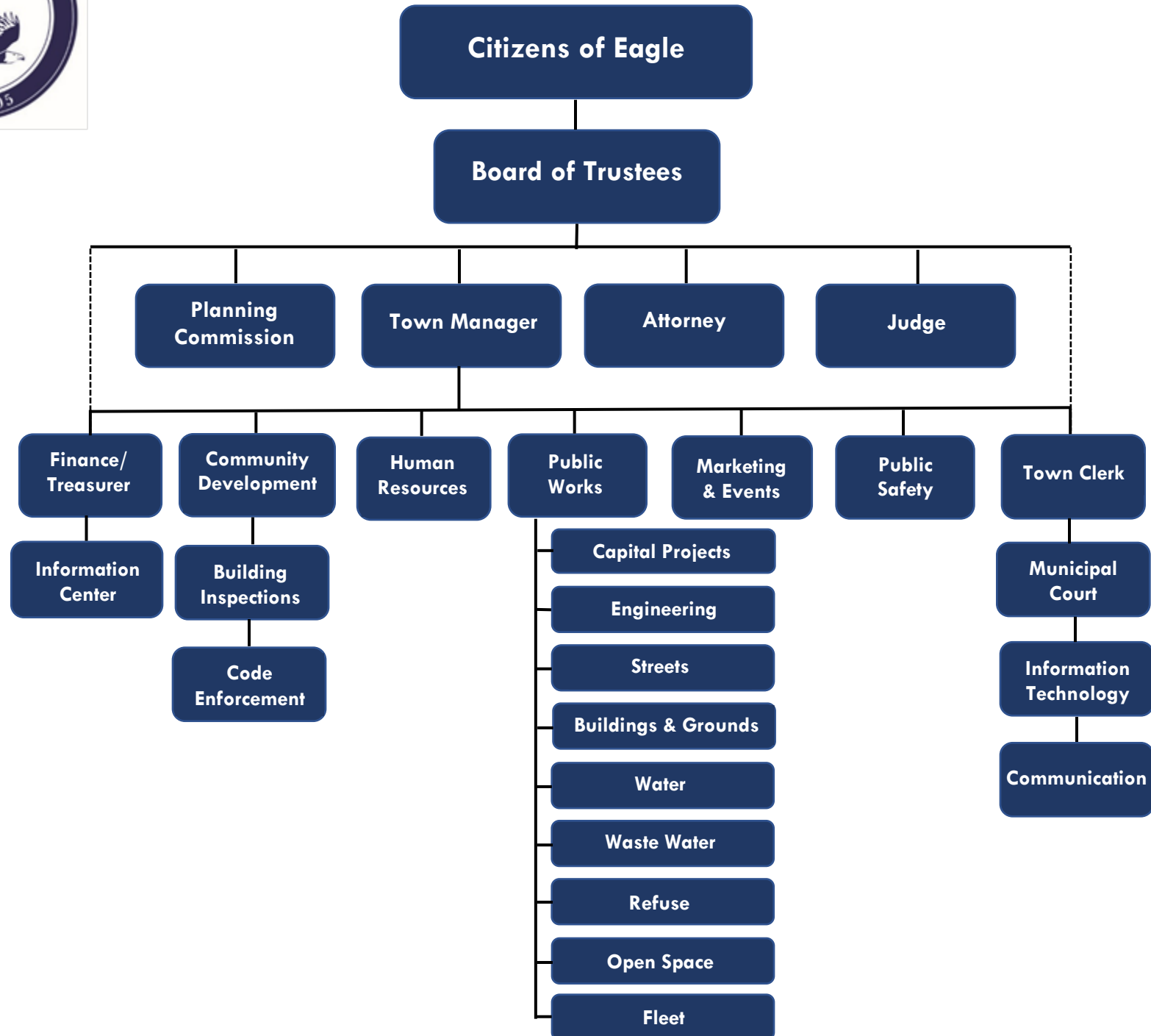
### **TOWN BOARD APPOINTED OFFICIALS**

Brandy Reitter, Town Manager  
Cyrus Allen III, Town Judge  
Jill Kane, Treasurer

Matt Mier, Town Attorney  
Jenny Rakow, Town Clerk



# TOWN OF EAGLE ORGANIZATIONAL CHART





January 8, 2019

Honorable Mayor and Member of the Board of Trustees:

The 2019 Budget presented before you is a balanced approach to revenues and expenditures for all funds. Although needs typically exceed available resources, the budget manages to accomplish the priorities of the Board of Trustees, staff and the community while maintaining the current level of service. The budget is a living document that serves as a planning tool for the upcoming year. The board and staff refer to the budget all year to plan and execute the priorities of the community.

There are different areas of the budget that achieve the goals of the Town of Eagle and they are provided below:

### **Economic Outlook**

Sales tax collections continue to improve. Overall sales tax collections are up around 6% over actuals received in 2017. In 2019, the Town projects a conservative 3% in sales tax collections. Overall sales tax budgeted revenues are \$161,351 over 2018. The Town has projected decreases in revenues generated by fees associated with development. Total sources of funds projected for the General Fund equals \$6,709,617 which represents a 4% increase over last year.

### **Economic Development Initiatives**

Since most of Town's revenues are generated by sales tax and economic development is important to ensure long-term financial stability. There are a few investments that the Town is making in economic development in 2019.

- Downtown Revitalization – The Town is going to engage a downtown assessment to develop strategies to increase vitality in the downtown corridor.
- Public Art Gateway – In partnership with a local business owner, the Town will facilitate a public art process that will result in the installation of a mural at the entrance of the Town of Eagle.
- Highway 6/Grand Avenue Plan – The Town received grant funding from Eagle County to develop a transportation plan of Highway 6/Grand Avenue. The goal is to plan a corridor with consolidated access points, improve traffic and pedestrian safety, and beautify the corridor to improve the look and feel.
- Marketing & Events – The Town will increase funding for marketing and continue to enhance events in 2019. The Bonfire Block Party and Eagle Outside Festival were a big success. The goal is to increase participation and sponsorships.
- Eagle River Park – The Town will complete phase one of the River Park in 2019 and annex the facility. The white-water park will bring boaters from across the country to play in Eagle.

- Broadband – The Town will partner with DOLA and the NWRCOG on the implementation of broadband. The project is funded by a grant and the Town will work regionally to develop the best business model for implementation.

### **Long Range Planning Initiatives**

The Town has prioritized long-range planning and developing vision that will inform several of the projects that Community Development is working on. These projects will set the foundation for how the Town will develop and growth. Below is a list of initiatives that are slated for 2019:

- Rewrite of the Land Use Code – This project will overhaul the Town’s development regulations. These regulations have not seen a serious update since 1983. This has resulted in outdated regulations that do not reflect the current vision for the community.
- Comprehensive (comp) Plan Update – The last time the Town’s community plan was updated was in 2010. It is a best practice to update the comp plan every 8 – 10 years. Due to updating the comp plan prior to the rewrite of the development regulations, the Town will be able to execute the vision for the community. This will also make it easier for the development community to do business with the Town.

### **Organizational Changes**

In 2018, the Town has stabilized the organization and hired positions approved last year. This has helped to increase capacity and morale. In 2019, the organization will continue to see improvements. Staff will launch an internship program to help build capacity. Included in the budget are priorities that improve the organization as well as program initiatives:

- Onboarding intern from the Best and Brightest program.
- Update and implementation of the revised Employee Handbook.
- Reclassifications of specific employees to promote and recognize team members.
- Developing a merit/step plan for the police department.
- Mitigate compression issues and make current assessments of compensation market.
- Developed a fleet management program and long-term capital improvements plan.

### **Capital Investments**

The Town will begin or complete several big capital projects in 2019. These projects are identified in the Strategic Plan and support growth and economic development. Below is a list of major projects:

- Lower Basin Water Treatment Plant (LBWTP)– The is a \$27 million investment in a 5 MGD water treatment facility. This project will support growth, provide redundancy, and increase efficiencies in production.
- Cemetery Tank – To support growth, the Town will construct a 1 MGD new tank in 2019.
- Violet Lane Waterline – In order to connect our new LBWTP to the rest of the distribution system, the Town will construct a waterline along Violet Lane in 2019. The goal is to be prepared for the new treatment plant when it is completed.



- Pavement Management Plan – The Town will continue to invest more to address our roads. We have increased funding for this initiative by \$50,000 with a total of \$500,000 in 2019. Road repairs will occur along Capitol Street over to Sylvan Lake Road.
- Waste Water Treatment Plant Roof – The Town will need to replace the roof at our waste water treatment plant in 2019. The roof is around 20 years old. It is beyond its useful life and can no longer be repaired.

### **Insurance**

There are a few changes to medical insurance in 2019. Last year was the first year that the Town had employees contribute to health insurance premiums. Due to rising costs, employees will be required to contribute more toward their insurance premiums in 2019. Employees will now make contributions to vision and dental insurance premiums as well. Employees will also see an increase to their health insurance premiums. Even though this is a change, the Town of Eagle is still the most competitive in the county regarding employee contributions.

In 2018, the Town completed a 5-year CIRSA audit of all our facilities and assets. During this process CIRSA also assess value and conditions. Because of the audit the Town will see an increase to premiums in 2019. This typically happens after a 5-year audit. This year we have also received a workers' compensation audit and had a great year. The Town received credits applied to the bill in 2019 at levels not seen since 2012.

### **Conclusion**

The Town continues to execute the Strategic Plan and make investments in economic development. The Town is growing and will continue to be the beneficiaries of development. The 2019 budget reflects new economic investments that will pay off over time. It is our goal to become a standard driven organization and operate with professionalism. Progress made towards proactive policies and initiatives will serve the Town well. The budget builds on these efforts.

The development of the 2019 budget was a collaboration between all departments and was a display of teamwork. Thanks to the entire team for their efforts.

Respectfully submitted,



Brandy Reitter  
Town Manager  
Town of Eagle

## TOWN OF EAGLE MISSION, VISION & VALUES

### MISSION

Maintain and enhance quality of life for everyone in our community

### STAFF BEHAVIORAL VALUES

We are guided in our daily decisions and activities by these values:

#### **Integrity**

We are open, honest, and ethical in all our communications and actions.

#### **Respect**

We thoughtfully consider each other's differences and opinions.

#### **Commitment**

We give our individual best to get the job done right.

#### **Responsibility**

We are accountable for our behaviors, actions, and use of public resources.

#### **Collaboration**

We listen and openly share our ideas to achieve better decisions and outcomes.

#### **Leadership**

We are proactive in advancing the interests of our communities

### VISION

The Town of Eagle is a vibrant community that respects and includes all residents, neighbors and visitors.

### BUSINESS VALUES

Sound Planning and  
Appropriate Investment

Reliable and Cost  
Effective Services

Economic Development

Sound Finances and  
Increasing Efficiency

Protecting Public  
Health, Safety, and the  
Environment

Transparency and  
Community  
Engagement

*\* Please find the Strategic Plan in the appendix of the budget*

## **ABOUT THE TOWN OF EAGLE, COLORADO**

### **The Community**

The Town of Eagle is located on the western slope of the Rockies, halfway between Denver and Grand Junction, the Town of Eagle (pop. Approximately 6,875) is one of Colorado's best kept secrets. Eagle offers access to epic mountain biking, trail running and hiking, golf, kayaking, rafting, snowmobiling, hunting, and gold-medal fly fishing. In addition to a variety of public parks, there are over 1,000 acres of town owned public open space. The Town has a sustained commitment to facilitate and provide quality of life improvements for its residents. Located a short drive from Vail and Beaver Creek, residents also enjoy world-class amenities provided by these resorts. The Eagle County Regional Airport is located just five miles west of Town and serves both commercial and private aviation. Eagle is a thriving recreational community and is a great place to live, work, or visit.

Eagle, the county seat, is a traditional town with a main street lined with shops and cafes. Eagle boasts a variety of great neighborhoods, excellent parks, over 100 miles of single-track trails, concerts in the park, an Arnold Palmer designed golf course, a county-fair venue, and a variety of restaurants. The community has an authentic western flavor and friendly vibe, attracting top-notch events and outdoor adventurers. Its population includes a variety of age groups and income levels. Eagle enjoys a mountain climate with warm dry summers and moderate winters. Average temperatures averages from 33 degrees in January to a high of 85 in July. Typical snowfall is 10-12 inches per month in December through April, yet Eagle boasts over 290 days of sunshine per year.

### **The Town's Organization**

Established in 1887, incorporated in 1905, the Town of Eagle became the County seat in 1920. The Town is a council-manager form of government led by a 7-member board of trustees elected for four-year terms. The trustees appoint the Town Manager, Town Attorney, Municipal Court Judge, Town Clerk and Treasurer. The Town has a staff of approximately 50 dedicated full and part-time employees. Eagle provides a full range of services including: police protection, water and wastewater services, street and parks maintenance, community and economic development, and events planning. Fire service is provided by the Greater Eagle Fire Protection District.

The mayor, trustees, and employees of the Town are committed to maintaining and enhancing the quality of life for everyone in the community.

### **Eagle's Rich History**

*(Pictures and Excerpts from Eagle County Historical Society)*

In the early 1880's, the town site of our present Town of Eagle was covered with sagebrush, grass, and small bushes. The first person to live on what is now the town site was William Edwards. Mr. Edwards laid claim to land on the Eagle River at the mouth of Brush Creek. He laid out a town site which he called Castle. Gradually the people began moving down the Eagle River Valley.

## Eagle's Rich History (continued)



Until 1887 the only way that people could get into Castle was by wagon road. In this year, the Denver and Rio Grande Western Railroad extended their line through the Eagle Valley. They built a bridge opposite Castle and also built a section house and a water tank.

Soon people came from around the country to settle ranches located on Brush Creek and the Eagle River where they farmed the land and raised horses, cattle and sheep. The people thought a school was necessary for their children, so a school district was established and a school board elected. The first schoolhouse was finished in 1890.



In 1891 a document was made recording the statement "Town of Castle". The "Town of Castle" was sold for taxes (\$74.58). Mr. B. Clark Wheeler, who was then the owner of the town site, redeemed the tax sale certificate and later in 1893, sold his entire holding to A.A. McDonald of Leadville. In 1895, Mr. McDonald dedicated the town site as the "Town of McDonald".

The "Town of McDonald" was sold shortly after the renaming. In 1896 the Town became known as the "Town of Eagle". The Town of Eagle was officially incorporated on March 17, 1905 as a statutory town pursuant to the constitution and laws of the State of Colorado.

In 1902 the population of Eagle was 140 and there was much talk about making Eagle the County Seat.

In May 1913, the voters petitioned the Town Council to construct a sewer system, after much debate and having estimates made, the contract was awarded to H.B. Ikeler for 11 thousand dollars. A year later the system was accepted to be paid for over a period of years by lot assessments.



In the fall of 1920 the removal of the county seat was again voted on and Eagle finally obtained a substantial majority.

In 1923, the town council voted a fund of \$297.50 to purchase fire equipment and a voluntary fire company was formed. There was no genuine need for it until 1931, when the Nogal Building burned down, which housed the "Eagle Valley Enterprise".

In 1929 a water tank holding 200,000 gallons was built up Brush Creek near the Alex MacDonnell Ranch, and in 1930 the town water rights were obtained.



## Eagle's Rich History (continued)



In 1932, the courthouse was built and the following February 1933, just fifty years after the forming of the county, the county offices were moved into their own home.

In 1934 Eagle had a population of about 341 people and was still growing, as it was a very flourishing town.

On August 1, 1934 the new Highway No. 40 opened for travel.

On May 5, 1939, a flying field on Cooley Mesa was proposed. The owners of the mesa willingly loaned the land for this purpose. The field was improved by citizens of Eagle making a 1 half mile runway.

The official census taken by the Eagle Young League counted the population in March of 1940 to be 543 citizens.



In the 2000 Census Eagle's population was 3,032 and in 2015 the population was estimated at 6,678.



## **2019 Financial & Budget Policy Statements:**

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The purpose of financial policies is to enable the Town to achieve and maintain a stable and positive long-term financial condition. More specifically, it is to provide guidelines for the Finance Director in planning and directing the Town's day to day financial affairs so recommendations can be made to the Town Manager.

The scope of these policies includes accounting, auditing, financial reporting, internal controls, operating and capital improvements program, revenue management, cash and investment management, expenditure control, asset management, debt management and planning concepts. The financial policy statements define objectives, establish rules with parameters and express guidelines for fiscal guidelines by the Town in connection with the operating budget and capital improvement program.

Financial policies will be reviewed annually by the Town Manager and Finance Director as a part of the budget process. in future years.

### **Financial Reporting Entity:**

The Town is a "statutory" organization and as such must comply with the statutes of the State of Colorado regarding such entities. The Town operates under a Town Board and provides the following services: public safety (police), streets, water, waste water, refuse, marketing and events, public improvements, open space preservation, community development, and general administration services.

The Town of Eagle was originally incorporated in 1905. The Town is governed by an elected mayor and an elected Board of Trustees ("Board") which is responsible for setting policy, appointing administration personnel and adopting an annual budget in accordance with state statutes.

### **Financial Reporting and Auditing:**

The Town will establish and maintain a high standard of accounting practices. Accounting standards will conform to Generally Accepted Accounting Principles ("GAAP") as outlined by the Governmental Accounting Standards Board ("GASB"). Accounting standards will reflect Best Practices recommended by the Government Finance Officers Association ("GFOA").

After each fiscal year, a comprehensive annual financial report will be prepared for the Town and a certified public accounting firm will conduct an audit of the Town's records. The comprehensive annual financial report will include an independent audit opinion regarding presentation of the financial statements, taken as a whole, in conformity with accounting principles generally accepted in the United States. This report shall be made available to the Board, staff, bond-rating agencies and the general public.

### **Budget Overview:**

The preparation and adoption of the annual budget is an important exercise for the entire organization. Sound financial practice and the desire to maintain a strong credit rating dictate that the budgets be balanced, constantly monitored and responsive to changes. The process encompasses an extended period of planning, review, forecasting and priority setting. The Town's annual budget is a comprehensive fiscal plan which spells out how services will be provided and community improvements will be achieved. Upon its adoption by Board, it becomes a controlling mechanism by which to measure the resources receipted and expenditures made to meet approved objectives.

## **2019 Financial & Budget Policy Statements (continued):**

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### **Budget Overview (continued):**

The annual budget is a plan which provides the Board and Town Manager with the financial information necessary for the allocation of resources to accomplish the goals and objectives of the Town. The provision of municipal services is accomplished through the budget. The budget, along with the annual appropriation ordinances, provides the basis for the control of expenditures and sets the financial guidelines for the Town. The basic legal requirements and budget process are defined by the State Constitution and the Town Code. Board approves the budget objectives.

### **Fiscal Year:**

The fiscal year of the Town shall begin on the first day of January and end on the last day of December.

### **Budgets and Budgetary Basis of Accounting:**

Annual budgets for governmental funds (General Fund, Capital Improvements Funds, and Special Revenue Funds) are prepared using a modified accrual basis of accounting which is consistent with generally accepted accounting principles (GAAP). Modified accrual basis of accounting recognizes revenues in the accounting period in which they become available and measurable, and expenditures are recognized in the accounting period when a liability is incurred, if measurable, except for interest on long-term debt, which is recognized when due.

Annual budgets for the Town's Enterprise funds (Water, Waste Water, Refuse) are also prepared using a modified accrual basis of accounting, which includes capital expenditures and current debt service principle and interest payments, and excludes depreciation, amortization, and adjustments for accrued compensated absences. Although this basis is not consistent with GAAP for enterprise funds, it is common practice among municipalities and is acceptable to our auditors. This practice allows the Town to adopt the spending measurement focus consistent with the other governmental funds.

### **Budget Calendar:**

The budget calendar provides a "big picture" view of the budget process which can help to ensure that all aspects of the budget process have been considered and that adequate time has been provided to meet deadlines. It also informs stakeholders when key budget tasks, events, and decisions will occur so they have an opportunity to plan and to participate in the process. Therefore, a Budget Calendar for the following year will be included as a part of the adopted annual budget.

### **Budget Control and Accountability:**

Monthly expenditure reports will be made available to enable department heads to manage their budgets and to support the Finance Director in monitoring the budget authorized by the Board of Trustees. The Finance Director will prepare a quarterly summary revenue and expenditure reports for the Board of Trustees to be discussed at a Board of Trustees meeting to assist in the understanding of the overall budget and the Town's financial status.

Department heads shall be solely responsible for insuring their department budgets do not exceed overall budgeted amounts. Failure to achieve budgetary control of their individual budgets will be looked into by the Town Manager or Finance Director. The point of budgetary control is at the department level for department heads.

## 2019 Financial & Budget Policy Statements (continued):

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### **Budget Control and Accountability (continued):**

All contracts in excess of \$50,000 for professional services and \$250,000 for capital improvements must be review by the Board of Trustees prior to commencement of work or signing the contract.

The Town Manager is authorized by the Board of Trustees to approve and execute all contracts for *professional services* in the amount of \$50,000 or less and all *capital improvements* contracts in the amount of \$250,000 or less, which have been approved in the budget and appropriation documents.

Department heads are authorized by the Town Manager to approve and execute all contracts for in the amount of \$10,000 or less, which have been approved in the budget and appropriation documents.

Final signed contracts must then be forwarded to the Finance Director.

### **Budget Amendments and Supplemental Appropriations:**

Amendments to the original budget that alter the total revenues, expenses or reserves of any fund must be approved by the Board of Trustees. If the Town Manager, in consultation with the Finance Director, certifies that there are available projected revenues for appropriations in excess of those estimated in the budget, the Board of Trustees may authorize supplemental appropriations. The level of control in the budget at which expenditures exceed appropriations is at the fund level. All annual appropriations lapse at fiscal year end.



## TOWN OF EAGLE - 2020 BUDGET CALENDAR

### January

- Start of Fiscal Year; begin planning for 2020 budget
- A certified copy of the 2019 adopted budget must be filed with the Division by January 31st (C.R.S 29-1-113(1))

### February

- Review 2020 budget plan with Town Manager

### March

- Continue planning for 2020 Budget Cycle
- Plan for Capital Improvement Program (CIP)

### April

- Issue instructions and request forms to departments for Five-Year Capital Improvement Program (CIP)
- Department Heads to discuss major topics in preparation for Spring Retreat

### May

- Spring Trustee Budget Retreat
- Initiate development of 2019 Compensation Plan
- Departments submit project requests for Five Year CIP

### June

- Budget training/instructions and Distribution of Budget Schedule, Forms, and Documents
- Departments to submit changes to positions or staffing levels to Human Resources
- Vehicle requests submitted to Public Works
- Technology requests submitted to IT
- 2019 Annual Fee Review
- Meet with departments to review CIP requests
- June 30 - Deadline for auditor to submit audit report to local government governing body. (C.R.S 29-1-606(a)(1))

### July

- Revenue projections submitted for review
- 2020 Fee changes submitted to General Admin
- Review 2020 proposed fee revisions
- Meet with departments and finalize draft five-year CIP
- Deadline for submitting annual audit report to the Office of the State Auditor. (C.R.S 29-1-606(3)) Deadline for request for extension of audit. (C.R.S 29-1-606(4))

### August

- Assessors certify total new assessed and actual values for property tax revenues
- Departments submit 2020 Operational Budget requests
- Meet with departments and review Operational Budget
- Review revenue projections and Finalize revenue projections
- Finalize Draft Compensation Plan
- Submit division budget narratives for review

### September

- First Draft of 2020 Draft Budget
- Revision and proofing of budget book by Finance and Departments
- Work Session on Capital Improvement Projects and Operating Budget with Council

### October

- Budget officer must submit proposed budget to the governing body. (C.R.S. 29-1-105) Governing body must publish "Notice of Budget" upon receiving proposed budget. (C.R.S. 29-1-106(1)) - and set a public hearing
- Submit proposed budget and CIP to Trusees (Statutory requirement –deliver budget to Council no later than October 15 (CRS 29-1-106))

### November

- Public hearing on revised recommended 2020 Budget
- Adoption of 2020 Budget, Fees and Compensation Plan
- Assessors' changes in assessed valuation will be made by a single notification

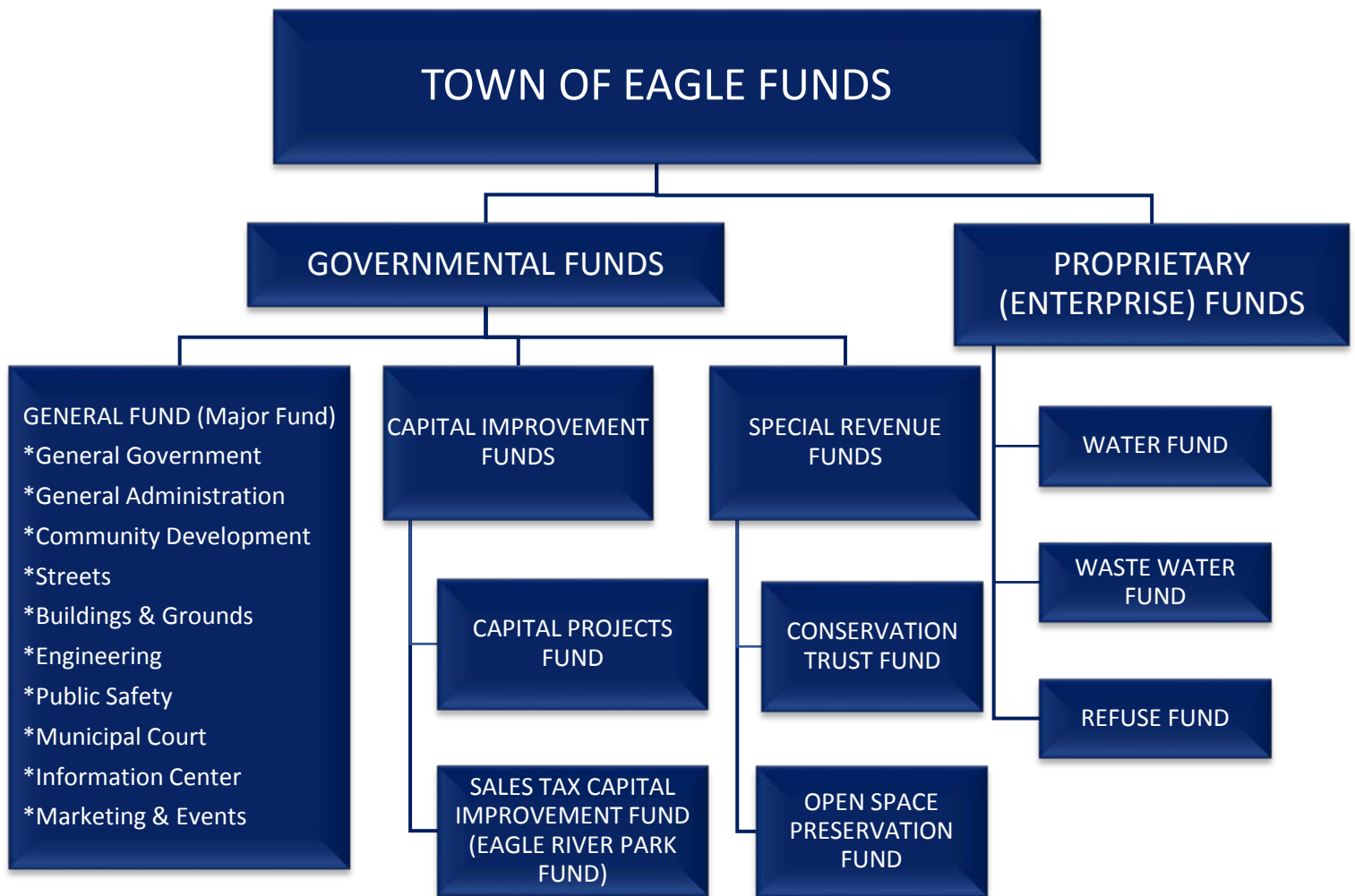
### December

- December 15 - Deadline to certify mill levy to the Board of County Commissioners (C.R.S 39-5-128(1))

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# FUND STRUCTURE OVERVIEW

**FUND TYPES:** The Town uses the following fund categories: (1) Governmental funds and (2) Proprietary funds with explanations regarding the funds below.



# FUND STRUCTURE OVERVIEW (continued)

**Governmental Funds** – The Town’s activities are reported in governmental funds, which focus on how monies flow into and out of those funds and the balances left at fiscal year-end for spending in future periods. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The Town maintains the following governmental funds:

General Fund – used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

Capital Improvement Funds – are used to account for the acquisition of fixed assets or construction of major capital projects not being financed by the General or other funds.

Capital Projects Fund – used to account for funds for the acquisition of lands, construction of major capital improvements and projects, and acquisition of more expensive pieces of equipment.

Sales Tax Capital Improvement Fund (Eagle River Park Fund) – used to account for the voter approved 0.5% sales tax for the acquisition, design, and construction of the Eagle River Park project and other Town park and improvements.

Special Revenue Funds – used to account for proceeds of resources that are restricted or committed for purposes other than debt service or capital projects. The Town’s special revenue funds include the following:

Conservation Trust Fund – accounts for the lottery proceeds received directly from the state of Colorado. The monies collected are restricted for use in parks and recreation acquisition, development and maintenance.

Open Space Preservation Fund – account for revenue from the Town’s Lodging and Occupancy Tax committed for the acquisition of open space lands, conservation and trail easements and development rights.

**Proprietary (enterprise) Funds** – Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The proprietary (enterprise) funds include the following:

Water Fund – accounts for activities related to water services to the citizens of the Town.

Wastewater Fund – accounts for activities related to the sewage treatment facilities and sewage transmission lines.

Refuse Fund – accounts for activities related to trash collection and disposal, recycling, and yardwaste.



# BUDGET - ALL FUNDS SUMMARY

**2017 ACTUAL      2018 BUDGET      2018 REVISED      2019 BUDGET**

**GENERAL FUND:**

BEGINNING FUND BALANCE	\$ 3,106,183	\$ 2,197,557	\$ 2,749,207	\$ 2,418,350
REVENUES	6,401,819	6,459,147	6,440,465	6,709,617
TRANSFERS-IN FROM OTHER FUNDS	134,465	169,877	169,877	16,120
EXPENDITURES	(5,676,014)	(6,830,688)	(6,733,199)	(7,008,251)
TRANSFERS-OUT TO OTHER FUNDS	(1,217,246)	(200,000)	(208,000)	(350,000)
ENDING FUND BALANCE	\$ 2,749,207	\$ 1,795,893	\$ 2,418,350	\$ 1,785,836

**WATER FUND:**

BEGINNING FUND BALANCE	\$ 9,568,090	\$ 14,457,923	\$ 15,330,146	\$ 29,258,221
REVENUES	7,541,117	20,563,383	22,022,183	4,441,970
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(1,701,736)	(8,513,821)	(8,004,191)	(21,330,402)
TRANSFERS-OUT TO OTHER FUNDS	(77,325)	(89,917)	(89,917)	-
ENDING FUND BALANCE	\$ 15,330,146	\$ 26,417,568	\$ 29,258,221	\$ 12,369,789

**WASTE WATER FUND:**

BEGINNING FUND BALANCE	\$ 5,647,837	\$ 8,485,680	\$ 8,493,629	\$ 9,490,260
REVENUES	3,293,828	2,826,000	2,817,000	2,789,600
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(1,829,857)	(2,154,693)	(2,224,925)	(2,813,427)
TRANSFERS-OUT TO OTHER FUNDS	(38,140)	(60,460)	(60,460)	-
ENDING FUND BALANCE	\$ 7,073,667	\$ 9,096,527	\$ 9,025,244	\$ 9,466,433

**REFUSE FUND:**

BEGINNING FUND BALANCE	\$ 171,618	\$ 171,724	\$ 190,024	\$ 183,203
REVENUES	587,748	614,392	610,795	634,467
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(550,341)	(602,571)	(598,091)	(618,347)
TRANSFERS-OUT TO OTHER FUNDS	(19,000)	(19,500)	(19,525)	(16,120)
ENDING FUND BALANCE	\$ 190,024	\$ 164,045	\$ 183,203	\$ 183,203

**CAPITAL IMPROVEMENTS FUND:**

BEGINNING FUND BALANCE	\$ 1,327,963	\$ 4,185,157	\$ 4,464,407	\$ 4,619,307
REVENUES	2,479,026	618,050	471,050	428,500
TRANSFERS-IN FROM OTHER FUNDS	1,217,246	200,000	200,000	350,000
EXPENDITURES	(528,828)	(716,150)	(516,150)	(641,929)
TRANSFERS-OUT TO OTHER FUNDS	(31,000)	-	-	-
ENDING FUND BALANCE	\$ 4,464,407	\$ 4,287,057	\$ 4,619,307	\$ 4,755,878

**SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND):**

BEGINNING FUND BALANCE	\$ 6,219,958	\$ 4,969,427	\$ 5,306,543	\$ 1,246,468
REVENUES	569,148	551,523	561,649	906,349
TRANSFERS-IN FROM OTHER FUNDS	48,000	-	-	-
EXPENDITURES	(1,530,563)	(4,690,114)	(4,621,724)	(1,845,634)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	\$ 5,306,543	\$ 830,836	\$ 1,246,468	\$ 307,183

**BUDGET - ALL FUNDS SUMMARY (continued)**

	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 REVISED</u>	<u>2019 BUDGET</u>
<b>CONSERVATION TRUST FUND:</b>				
BEGINNING FUND BALANCE	\$ 64,177	\$ 96,289	\$ 98,138	\$ 58,428
REVENUES	33,961	33,152	35,290	34,985
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	(75,000)	(75,000)	(25,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	\$ 98,138	\$ 54,441	\$ 58,428	\$ 68,413

**OPEN SPACE PRESERVATION FUND:**

BEGINNING FUND BALANCE	\$ 847,617	\$ 185,865	\$ 210,762	\$ 212,734
REVENUES	148,000	136,240	157,315	146,820
TRANSFERS-IN FROM OTHER FUNDS	-	-	8,000	-
EXPENDITURES	(767,855)	(154,813)	(163,343)	(210,456)
TRANSFERS-OUT TO OTHER FUNDS	(17,000)	-	-	-
ENDING FUND BALANCE	\$ 210,762	\$ 167,292	\$ 212,734	\$ 149,098

**TOTAL - ALL FUNDS:**

BEGINNING FUND BALANCE	\$ 26,953,443	\$ 34,749,622	\$ 36,842,857	\$ 47,486,972
REVENUES	21,054,647	31,801,887	33,115,747	16,092,308
TRANSFERS-IN FROM OTHER FUNDS	1,399,711	369,877	377,877	366,120
EXPENDITURES	(12,585,195)	(23,737,850)	(22,936,623)	(34,493,446)
TRANSFERS-OUT TO OTHER FUNDS	(1,399,711)	(369,877)	(377,902)	(366,120)
ENDING FUND BALANCE	\$ 35,422,895	\$ 42,813,659	\$ 47,021,956	\$ 29,085,834

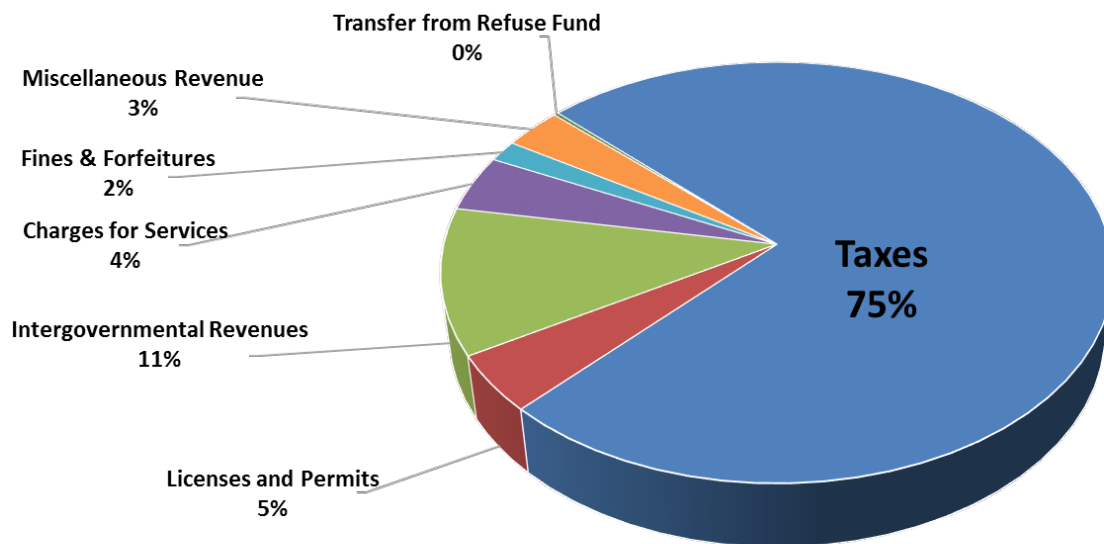
# General Fund

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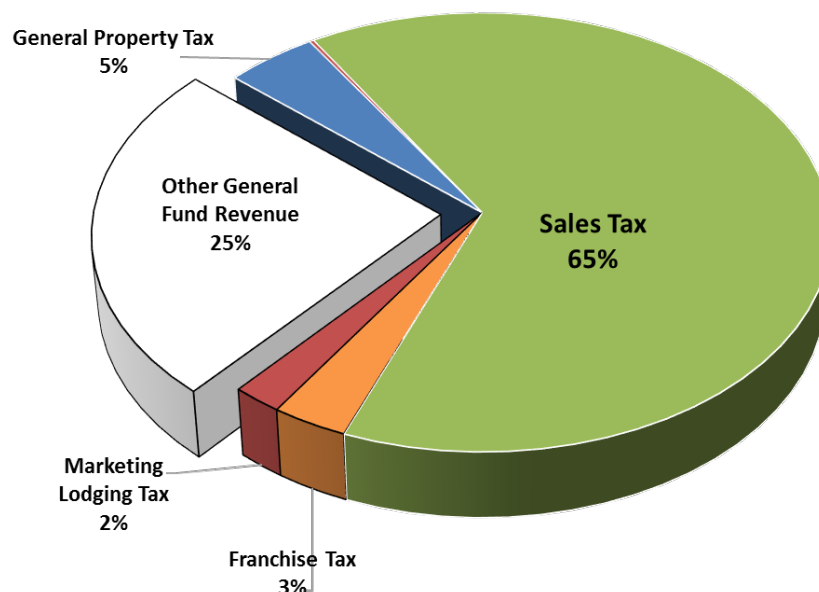
## PURPOSE OF THE FUND

The General Fund accounts for resources traditionally associated with government, which are not legally required, or by sound financial management, to be accounted for in another fund. General Fund revenues include sales tax, property taxes, licenses and permits, intergovernmental and other types of revenue. This fund supports most of the basic operating services including general government, general administration, community development, streets, engineering, buildings and grounds, public safety, municipal court, information center, and marketing and events.

## 2019 GENERAL FUND - TOTAL REVENUES

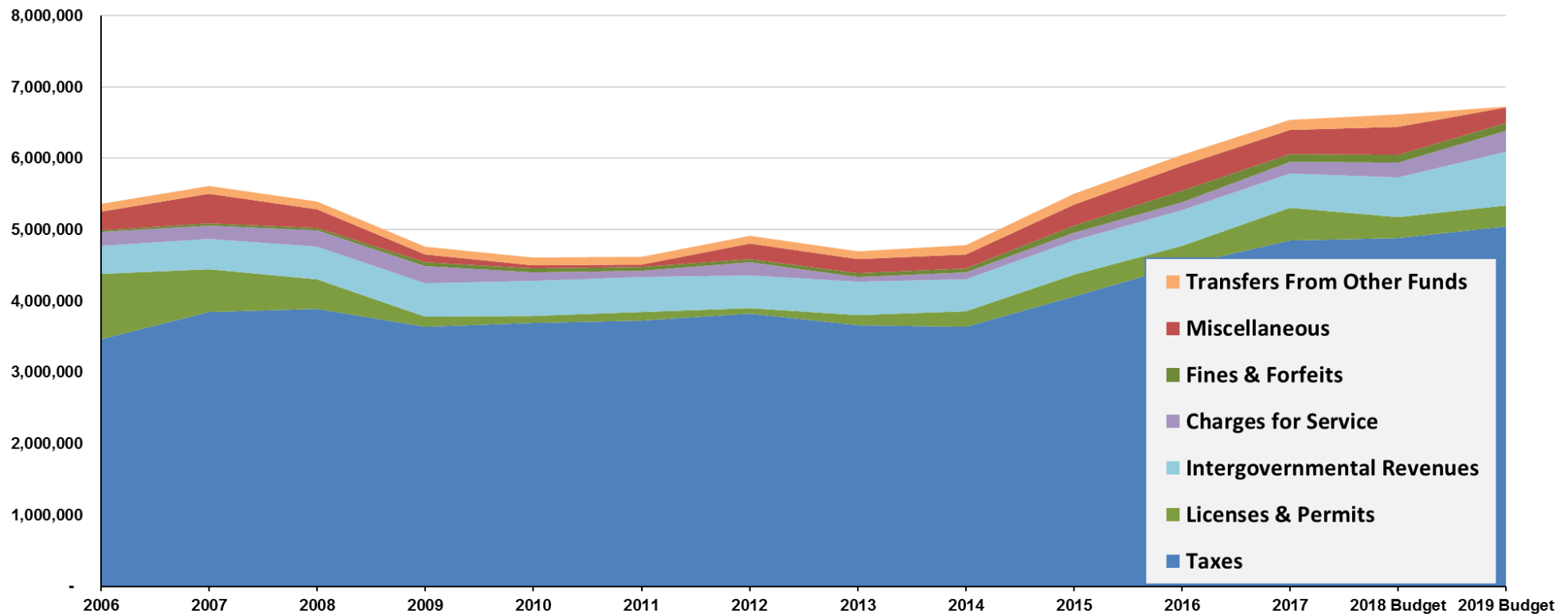


## 2019 GENERAL FUND - TAX REVENUE SPLIT



The graph below illustrates the Town's year over year General Fund revenues from 2006 - 2017 and projections for 2018 and 2019:

# GENERAL FUND REVENUE SOURCES 2006 - 2019 OVERVIEW



## **General Fund Revenue Descriptions:**

**Taxes** – represent the largest revenue category for 2019 budgeted revenues, accounting for approximately 75% (\$5,042,136). Tax revenues are budgeted to increased by 3% from 2018. Due to the material nature of this revenue category each revenue source is discussed in more detail below.

- **Property Tax** – generated through the Town’s mill levy assessed on real and personal property valuation. While property tax remains a consistent revenue stream for the Town, it also remains one of the most restricted under State law. In 1992 Colorado voters adopted an amendment to Article X of the State Constitution. Known as the Taxpayer’s Bill of Rights (TABOR), the amendment limits the growth of local government revenues to the rate of inflation plus local growth. Colorado law also includes limits on the amount of revenue which local governments may derive from property taxes. Of these statutory limits, the most restrictive is a cap placed on the growth of property tax collection of 5.5% over the prior year. In 1994 Eagle voters approved a de-brucing, however the 5.5% cap limitation still applies. Property tax for 2019 is budgeted to increase \$20,586 or approximately 7%. This is above the 5.5% limit, however the additional 1.5% is due to new construction.
- **Sales Tax** – is the largest tax revenue for the Town with projections of \$4,351,797 in 2019. This accounts for 86% of tax revenue and 65% of total General Fund revenue for 2019. Sales tax is collected through the State and remitted to the Town monthly. It is monitored through both the State and the Town. Projections of sales tax are based on historical trends, economic forecasts, and anticipated changes in the local commercial environment, community growth, and tourism activity. In 2017, voters approved a marijuana sales tax of 2.5% to increase 0.5% annually, up to a maximum of 5%. This special sales tax began on January 1, 2018 and was increase to 3% for 2019. The special sales tax collected locally and included in our total sales tax amount.
- **Franchise Tax** – is levied on certain business organizations by the Town for purposes of granting the business the ability to transport, distribute, and sell certain utilities within the Town. Franchise tax makes up 3% (\$220,000) of the 2019 budgeted tax revenues.
- **Lodging Taxes** – In 2011 the Town of Eagle voters approved a \$2 per room night at lodging establishments. Lodging tax funds are used for Town marketing and events operations. The Town is projecting a 2% increase in 2019 to \$143,820.
- **Occupation Tax** – In 2014, voters approved a transaction fee for recreational marijuana purchases in Town. The fee is currently \$1 fee for transactions \$20 and under and \$5 for transactions exceeding \$20. Marijuana occupation collections are primarily used to support the general operations of the Town including, public safety, streets, and administration. In 2017, voters approved a marijuana sales and excise tax of 2.5% to increase 0.5% annually until it reaches 5%. The approval of this tax repealed the marijuana occupation tax for 2018 and going forward.

## **General Fund Revenue Descriptions (continued):**

**Licenses and Permits** – The Town issues several forms of licenses and permits which grant the holder specific use privileges. The fees, which account for approximately 4% or \$290,550 of the 2019 budgeted general fund revenues. This is down from the 2018 revised budget of \$300,225, the decrease is mainly due to projected building permits and the Town's conservative budget approach. The fees are intended to offset some of the administration, recording, and regulation costs associated with those activities. Currently the Town issues and collects fees for business licenses and marketing fees, contractor's licenses, liquor licenses, retail marijuana licenses, building permits, electrical permits, road cut permits, sign permits, and special event permits.

**Intergovernmental Revenues** – represents 11% (\$756,105) of the 2019 General Fund projected revenues. Intergovernmental revenues are generally collected on behalf of the Town by other governments. Revenues which fall under this category include motor vehicle license fees, specific ownership, highway user tax, cigarette tax, severance tax, federal mineral tax, road and bridge tax, and county distributed sales tax

**Charges for Services** – is generally intended to offset some or all costs associated with specific services provided to a customer. The revenue category represents approximately 4% (\$290,550) of the 2019 General Fund projected revenues. This is a \$88,550 increase from 2018 revised budgeted amounts. This increase is mainly due to a new fee for staff time spent for inspection and reviews that are above what is normally required for plan reviews or Town inspections. Charges for services include planning and zoning fees and reimbursable fees, Pavilion usage fees and special event sponsorship and event fees.

**Fines & Forfeitures** – include court costs, violation fines, police grant funding, special duty reimbursable from other agencies, police surcharges and charitable organization fees. This revenue category represents 2% (\$110,486) of the 2019 budgeted General Fund revenues. Some of the funds received are intended as a financial punishment for the commission of minor crimes or the settlement of a claim. Other funds received are pass through funding to financially aid the public safety department. Monies received are used to help offset the operations of the Police Department, provide training to police personnel, and support municipal court activities.

**Miscellaneous Revenues** – includes sale of equipment, general interest earned, rental income, Information Center sales/donations/sales tax, grants, and other miscellaneous revenue. Miscellaneous revenue accounts for 3% (\$215,040) of 2019 General Fund budgeted revenues. This is a decrease of \$181,146 or 46% from revised 2018 budgeted revenues. The decrease is mainly due to a conservative nature of these account projections including interest, information center sales, and sale of fixed assets.

**Transfers from Other Funds** – represents 0% (\$16,120) of the total 2019 General Fund budgeted revenues. Historically transfers from other funds (water fund/waste water fund/refuse fund) were meant to reimburse the general fund for services or goods provided and not allocated to that fund. Examples include administrative personnel costs, billing expenditures, HR expenditures, IT grouped expenditures, and other miscellaneous expenses. In 2019 administrative expenses are better allocated to the Water and Waste Water funds, thus no transfer would be necessary. The Refuse transfer will

continue since it is the one-dollar admin fee that is charged monthly on refuse accounts. The admin fee is collected into the Refuse Fund and transferred directly to the General Fund

**General Fund Expenditures:**

General Fund expenditures are split up by department to account for certain services provided by the Town. The 2018 General Fund budget consists of the following departments and programs:

**General Government**

- Town Board
- Town Manager
- Elections

**General Administration**

- Town Clerk
- Finance
- Human Resources
- Information Technology

**Municipal Court**

- Judge
- Court Clerk
- Prosecution Attorney

**Community Development**

- Planning & Zoning
- Building Inspection

**Public Safety**

- Administration
- School Resource Program
- Traffic & Patrol
- Investigations
- Police Support Services

**Engineering**

- Public Improvements
- Development Review

**Marketing & Events**

- Special Events
- Marketing

**Streets**

- Road Maintenance
- Traffic Safety

**Information Center**

**Buildings & Grounds**

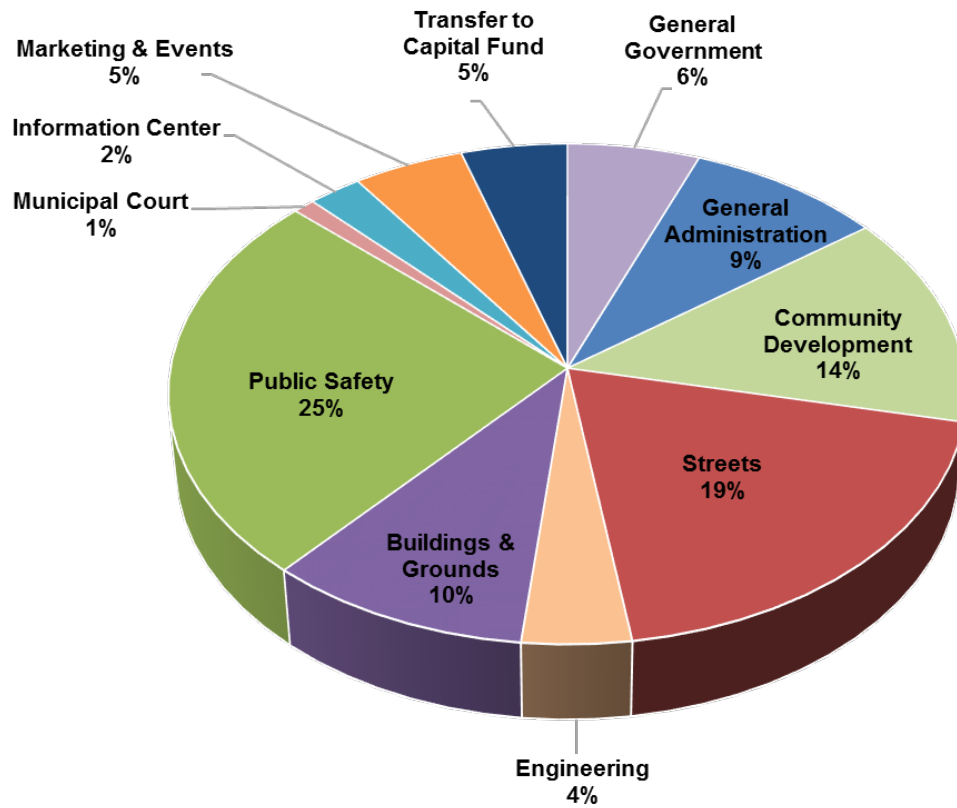
- Town Building Maintenance
- Park Maintenance
- Pavilion
- Safety

*Note: There is a more detailed description of each department preceding the department's budgeted expenditures.*

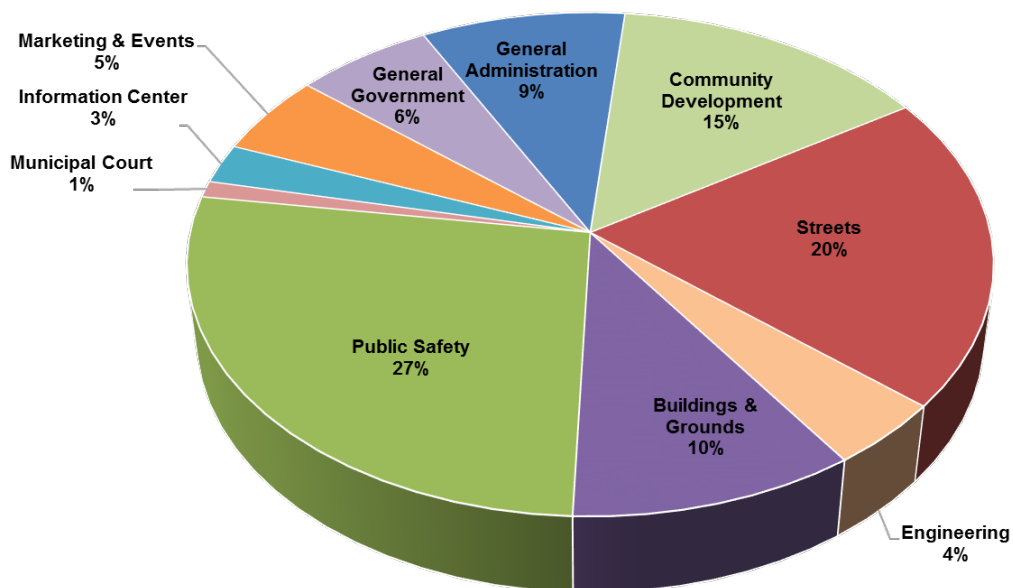


General Fund Expenditures (continued):

**2019 GENERAL FUND EXPENDITURES BY DEPARTMENT**

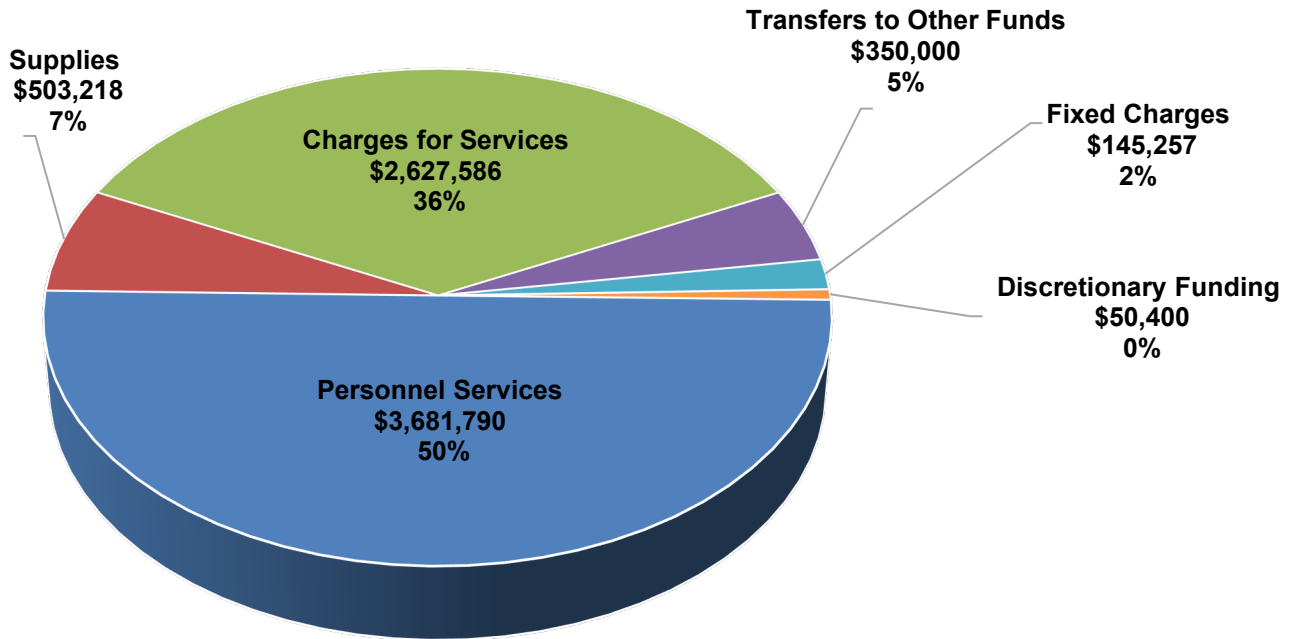


**2018 GENERAL FUND EXPENDITURES BY DEPARTMENT (Without Transfers)**

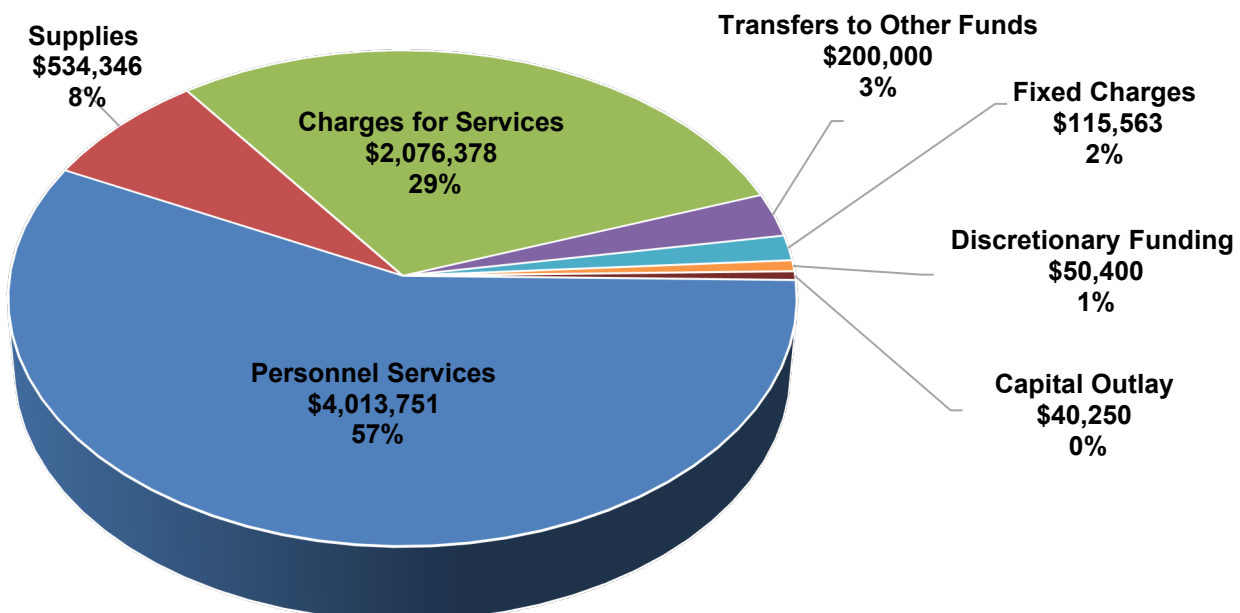


General Fund Expenditures (continued):

**2019 GENERAL FUND PROJECTED EXPENDITURES BY CATEGORY**



**2018 GENERAL FUND PROJECTED EXPENDITURES BY CATEGORY**



## GENERAL FUND SUMMARY

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
<b>FUND BALANCES (Beginning):</b>						
<b>RESTRICTED FOR: TABOR RESERVE</b>	\$ 135,000	\$ 183,586	\$ 172,000	\$ 198,036	15%	\$ 26,036
<b>NON-SPENDABLE: <sup>1</sup></b>	193,014	168,015	193,041	178,400	-8%	(14,641)
<b>UNASSIGNED FUND BALANCE:</b>	2,778,169	1,845,956	2,384,166	2,041,914	-14%	(342,252)
<b>TOTAL FUND BALANCES (Beginning)</b>	<u>\$ 3,106,183</u>	<u>\$ 2,197,557</u>	<u>\$ 2,749,207</u>	<u>\$ 2,418,350</u>	-12%	\$ (330,857)
<b>REVENUE</b>						
Taxes	4,849,905	4,820,401	4,880,785	5,042,136	3%	161,351
Licenses and Permits	454,694	288,875	300,225	295,300	-2%	(4,925)
Intergovernmental Revenue	487,386	477,731	553,868	756,105	37%	202,237
Charges for Services	163,826	404,000	202,000	290,550	44%	88,550
Fines & Forfeitures	106,164	128,901	107,401	110,486	3%	3,085
Misc. Revenues	339,845	339,239	396,186	215,040	-46%	(181,146)
Transfers from Other Funds						
From Water	77,325	89,917	89,917	-	-100%	(89,917)
From Wastewater	38,140	60,460	60,460	-	-100%	(60,460)
From Refuse	19,000	19,500	19,500	16,120	-17%	(3,380)
From Capital Improvements	-	-	-	-	0%	-
From Open Space (Fixed Asset Transfers)	-	-	-	-	0%	-
<b>TOTAL REVENUE</b>	<u>\$ 6,536,284</u>	<u>\$ 6,629,024</u>	<u>\$ 6,610,342</u>	<u>\$ 6,725,737</u>	2%	\$ 115,395
<b>TOTAL SOURCES</b>	<u>\$ 9,642,467</u>	<u>\$ 8,826,581</u>	<u>\$ 9,359,549</u>	<u>\$ 9,144,087</u>	-2%	\$ (215,462)
<b>EXPENDITURES</b>						
General Government	515,817	483,687	494,807	435,714	-12%	(59,093)
General Administration	676,886	843,827	825,139	647,085	-22%	(178,054)
Community Development	505,287	738,417	711,981	1,008,442	42%	296,461
Streets	1,126,463	1,468,969	1,457,913	1,414,985	-3%	(42,928)
Engineering	292,667	311,341	287,040	296,398	3%	9,358
Buildings & Grounds	581,519	664,908	663,194	718,020	8%	54,826
Public Safety	1,423,266	1,703,001	1,676,556	1,873,038	12%	196,482
Municipal Court	40,528	46,571	46,584	72,906	57%	26,322
Information Center	228,608	225,195	222,488	177,072	-20%	(45,416)
Marketing & Events	284,972	344,772	347,497	364,591	5%	17,094
<b>TOTAL EXPENDITURES</b>	<u>\$ 5,676,014</u>	<u>\$ 6,830,688</u>	<u>\$ 6,733,199</u>	<u>\$ 7,008,251</u>	4%	\$ 275,052
<b>TRANSFERS TO OTHER FUNDS</b>						
Transfer to Open Space Fund	-	-	8,000	-	-100%	(8,000)
Transfer to Capital Improvements Fund	1,217,246	200,000	200,000	350,000	75%	150,000
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	<u>\$ 1,217,246</u>	<u>\$ 200,000</u>	<u>\$ 208,000</u>	<u>\$ 350,000</u>	68%	\$ 142,000
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<u>\$ 6,893,260</u>	<u>\$ 7,030,688</u>	<u>\$ 6,941,199</u>	<u>\$ 7,358,251</u>	6%	\$ 417,052
<b>FUND BALANCES (Ending):</b>						
<b>RESTRICTED FOR: TABOR RESERVE</b>	172,000	201,921	198,036	203,065	3%	5,029
<b>NON-SPENDABLE: <sup>1</sup></b>	193,041	168,016	178,400	178,600	0%	200
<b>UNASSIGNED FUND BALANCE:</b>	2,384,166	1,425,956	2,041,914	1,404,172 <sup>2</sup>	-31%	(637,743)
<b>TOTAL FUND BALANCES (Ending)</b>	<u>\$ 2,749,207</u>	<u>\$ 1,795,893</u>	<u>\$ 2,418,350</u>	<u>\$ 1,785,836</u>	-26%	\$ (632,514)

<sup>1</sup> Non-Spendable: Prepaid Expenditures and EHOP (Long-term notes and funds held with fiscal agent for the Town's Employee Home Ownership Program)

<sup>2</sup> Ending 2019 budgeted unassigned fund balance is 20.04% of total expenditures not including transfers to other funds

**GENERAL FUND  
REVENUE SOURCES**

		ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
<b>TAXES</b>							
10-431-10	General Property Tax	\$ 272,733	\$ 290,833	\$ 290,833	\$ 311,419	7%	\$ 20,586
10-431-20	Specific Ownership Tax	23,112	22,675	14,000	14,700	5%	\$ 700
10-431-30/31	Sales Tax	4,024,513	4,160,353	4,223,406	4,351,797	3%	128,391
10-431-44	Severance Tax	364	350	212	200	-6%	(12)
10-431-45	Federal Mineral Tax	608	600	244	200	-18%	(44)
10-431-50	Franchise Tax	218,247	211,090	211,090	220,000	4%	8,910
10-431-60	Marketing Lodging Tax	140,609	134,500	141,000	143,820	2%	2,820
10-431-70	Occupation Tax	169,718	-	-	-	0%	-
10-431-80	Excise Tax	-	-	-	-	0%	-
	<b>TOTAL TAXES</b>	<b>\$ 4,849,905</b>	<b>\$ 4,820,401</b>	<b>\$ 4,880,785</b>	<b>\$ 5,042,136</b>	<b>3%</b>	<b>\$ 161,351</b>
<b>LICENSES &amp; PERMITS</b>							
10-432-10	Business Licenses	\$ 32,965	\$ 27,750	\$ 27,750	\$ 28,000	1%	\$ 250
10-432-12	Liquor Licenses	5,821	6,125	6,125	6,000	-2%	(125)
10-432-13	Marijuana Licenses	4,000	5,000	5,000	4,000	-20%	(1,000)
10-432-15	Marketing Fee	8,120	8,000	8,000	8,000	0%	-
10-432-17	Marketing Fee - Hotels	-	-	-	-	0%	-
10-432-20	Building Permits	362,396	215,000	225,000	223,000	-1%	(2,000)
10-432-27	Electrical Permits	40,142	25,000	27,000	25,000	-7%	(2,000)
10-432-30	Road Cut Permits	500	500	500	500	0%	-
10-432-35	Sign Permits	250	1,000	350	300	-14%	(50)
10-432-40	Special Event Permits	500	500	500	500	0%	-
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 454,694</b>	<b>\$ 288,875</b>	<b>\$ 300,225</b>	<b>\$ 295,300</b>	<b>-2%</b>	<b>\$ (4,925)</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
10-433-20	Motor Vehicle License Fee	\$ 29,712	\$ 30,000	\$ 30,000	\$ 30,000	0%	-
10-433-30	Highway Users Tax	226,252	224,895	291,438	246,965	-15%	(44,473)
10-433-40	Cigarette Tax	11,198	11,000	11,000	11,000	0%	-
10-433-60	Road & Bridge Tax	79,218	83,430	83,430	83,000	-1%	(430)
10-433-70	County Sales Tax	141,006	128,406	138,000	142,140	3%	4,140
10-433-75	Grants	-	-	-	243,000	0%	243,000
	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>\$ 487,386</b>	<b>\$ 477,731</b>	<b>\$ 553,868</b>	<b>\$ 756,105</b>	<b>37%</b>	<b>\$ 202,237</b>
<b>CHARGES FOR SERVICES</b>							
10-434-10	Planning & Zoning Fees	\$ 54,163	\$ 20,000	\$ 18,500	\$ 15,000	-19%	\$ (3,500)
10-434-20	Planning & Zoning Reimbursable	36,170	100,000	100,000	100,000	0%	-
10-434-25	Facility Usage Fees	42,916	50,000	51,000	53,550	5%	2,550
10-434-26	Facility Usage Deposits	3,339	1,000	500	-	-100%	(500)
10-434-28	Inspections Reimbursable	-	-	-	-	0%	-
10-434-30	Sponsorship & Event Fees	27,238	32,000	32,000	22,000	-31%	(10,000)
10-434-29	Staff Time Reimbursable	-	201,000	-	100,000	#DIV/0!	100,000
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 163,826</b>	<b>\$ 404,000</b>	<b>\$ 202,000</b>	<b>\$ 290,550</b>	<b>44%</b>	<b>\$ 88,550</b>
<b>FINES &amp; FORFEITURES</b>							
10-435-10	Fines & Forfeits	\$ 49,435	\$ 60,000	\$ 40,000	\$ 45,000	13%	\$ 5,000
10-435-15	Police Surcharge	1,900	4,000	2,500	3,000	20%	500
10-435-20	Police Miscellaneous	1,912	2,000	2,000	2,000	0%	-
10-435-25	Police Grants	20,817	22,501	22,501	20,654	-8%	(1,847)
10-435-30	Special Duty Reimbursable	31,807	40,000	40,000	39,432	-1%	(568)
10-435-35	Charitable Organization Fee	292	400	400	400	0%	-
	<b>TOTAL FINES &amp; FORFEITS</b>	<b>\$ 106,164</b>	<b>\$ 128,901</b>	<b>\$ 107,401</b>	<b>\$ 110,486</b>	<b>3%</b>	<b>\$ 3,085</b>

**GENERAL FUND  
REVENUE SOURCES**

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
<b>MISCELLANEOUS REVENUE</b>						
10-436-10 General Interest	\$ 63,896	\$ 66,250	\$ 126,000	\$ 40,000	-68%	\$ (86,000)
10-436-15 Police Department Interest	-	-	-	-	0%	-
10-436-17 Penalty & Interest	244	-	-	-	0%	-
10-436-20 Information Center Interest	-	-	-	-	0%	-
10-436-25 Property Damage Interest	-	-	-	-	0%	-
10-436-30 Contributions & Donations	288	-	-	-	0%	-
10-436-40 Information Center Sales	230,096	204,664	162,604	120,000	-26%	(42,604)
10-436-42 Information Center Donations	910	750	750	-	-100%	(750)
10-436-45 Information Center Sales Tax	20,485	18,215	14,472	10,680	-26%	(3,792)
10-436-50 Rental Income	10,825	9,360	9,360	9,360	0%	-
10-436-70 Other Miscellaneous Revenue	11,554	15,000	15,000	35,000	133%	20,000
10-436-72 Sale of Fixed Assets	-	-	43,000	-	-100%	(43,000)
10-436-80 Reimbursable Revenue - Other	-	-	-	-	0%	-
10-436-94 Impact Fees Administration Fees	1,198	-	-	-	0%	-
10-436-96 Grants	350	25,000	25,000	-	-100%	(25,000)
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>\$ 339,845</b>	<b>\$ 339,239</b>	<b>\$ 396,186</b>	<b>\$ 215,040</b>	<b>-46%</b>	<b>\$ (181,146)</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
10-437-20 General Admin. Water	\$ 77,325	\$ 89,917	\$ 89,917	\$ -	-100%	\$ (89,917)
10-437-30 General Admin. Wastewater	38,140	60,460	60,460	-	-100%	(60,460)
10-437-40 General Admin. Refuse	19,000	19,500	19,500	16,120	-17%	(3,380)
10-437-31 Capital Improvements - Community Enhancement	-	-	-	-	0%	-
10-437-80 Open Space - Capital Asset Transfers	-	-	-	-	0%	-
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 134,465</b>	<b>\$ 169,877</b>	<b>\$ 169,877</b>	<b>\$ 16,120</b>	<b>-91%</b>	<b>\$ (153,757)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 6,536,284</b>	<b>\$ 6,629,024</b>	<b>\$ 6,610,342</b>	<b>\$ 6,725,737</b>	<b>2%</b>	<b>\$ 115,395</b>

# General Government Department

## Town Board of Trustees

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### **DESCRIPTION**

The Town of Eagle is a Statutory Town governed by state statute. The Board of Trustees serves as its governing body. In this role, the board sets policy and appoints town officers, including the Town Manager. The Board of Trustees consists of the Mayor, Mayor Pro-Tem and five Trustees. The Mayor is the political head of town government and together with the Board of Trustees, supervises appointed officers of the town. The Mayor also presides at all meetings of the Board of Trustees.

### **2018 ACCOMPLISHMENTS**

- Hired new Town Manager and Town Attorney.
- Developed official performance evaluations of appointed officers.
- Hosted a retreat and completed vision statement.
- Continued guidance on River Park and LBWTP construction.
- Developed community presentation polices.
- Prioritized the development of a variety of organizational polices.
- Prioritized updating the Land Use Code with the Community Plan together.
- Finalized water rates and tap fees to support the LBWTP and Water Fund.
- Executed SRF loan and bond financing for the LBWTP.
- Held a joint work session with Planning & Zoning Commission and the Board of Commissioners.
- Prioritized regular policy discussions in a work session format.

### **GOALS/STRATEGIC PLAN ALIGNMENT** *(Major Objectives #3, #4, #5 and #14)*

- Complete phase one of the River Park.
- Continue progress on the construction of the LBWTP.
- Complete rate and tap fee study and finalize rates for the Wastewater Fund.
- Complete water conservation planning and prioritize sustainability strategies.
- Continue communication with Planning & Zoning Commission and regional partners.
- Continue to support staff and all the work that they do.
- Participate in long-range planning efforts for the Town of Eagle.
- Complete a successful Home Rule campaign in November of 2019.

### **HIGHLIGHTS**

Implementation of the Strategic Plan continues to be a priority. In 2018, the town began two of the largest infrastructure projects it has seen. The town has spent the last few years planning these initiatives and will complete phase one of the River Park in 2019. The LBWTP will be completed in 2022. Building a solid foundation is important. The board is looking forward to updating the regulatory environment to make it easier to execute the vision and accommodate growth in a meaningful way including asking the electorate to consider become Home Rule in 2019.

# General Government Department

## Town Manager & Town Attorney

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### **DESCRIPTION**

General Government provides for the administrative oversight of the Town of Eagle. The Town Manager provides for the day-to-day direction, organization leadership and development, and oversight of all operational areas. The Town Manager also executes the policies of the Board of Trustees. The Town Attorney is responsible for providing legal guidance to the Board of Trustees and the organization.

### **2018 ACCOMPLISHMENTS**

#### Town Manager:

- Implemented final water rate and tap fee study.
- Awarded \$540,000 in grants for River Park, broadband and Land Use Code projects.
- Applied to become a Tree City USA community.
- Conducted leadership and communication workshop with the organization.
- Revised budget process and performance management program.
- Improved communications with the Board of Trustees.
- Improved communications with the community.
- Developed student internship program.
- Launched sustainability program by hiring a coordinator.
- Completed 5-year Capital Improvements Plan.

#### Town Attorney:

- Completed the SRF loan and bonding documents for the Lower Basin Water Treatment Plant (LBWTP).
- Completed construction contracts with MWH and SGM for the LBWTP.
- Separated Town Attorney from Prosecutor.

### **2019 GOALS/STRATEGIC PLAN ALIGNMENT**

#### Town Manager:

- Help facilitate Home Rule election with education and outreach. *(Major Objective #1, #14)*
- Complete the River Park and develop policies. *(Major Objective #4, #5, #9, #11)*
- Hire Best & Brightest Intern in partnership with the Colorado Department of Local Affairs. *(Major Objective #13)*
- Develop procurement, communications, and customer service standards. *(Major Objective #12, #13)*
- Continue organization development to include bias training and communications workshops. *(Major Objective #13)*
- Complete downtown revitalization assessment. *(Major Objective #1, #5)*
- Begin an affordable housing strategy to be completed in 2020. *(Major Objective #1, #8)*



- Create a citizen economic development advisory committee. *(Major Objective #1, #5, #12)*
- Launch emergency management program. *(Major Objective #6, #13)*
- Continue to apply for grants to offset program and project costs. *(Major Objective #2)*
- Leverage Creative Industries as an economic development tool. *(Major Objective 5, #11, #12)*
- Facilitate a public art process for a display at the gateway to the town. *(Major Objective #5, #11, #12)*
- Participate on Eagle County's broadband committee and develop strategies to support THOR. *(Major Objective #5, #6, #7)*
- Explore economic development tools and financing for economic development in downtown and along the Highway 6/Grand Ave. corridor. *(Major Objective #1, #2, #5, #7)*
- Facilitate a 2019 Board of Trustees retreat. *(Major Objective #1, #13)*

Town Attorney:

- Complete backlog of legal projects for each department. *(Major Objective #10, #13)*
- Be proactive in providing legal advice and guidance. *(Major Objective #13)*
- Take a lead role of assisting the town with Home Rule. *(Major Objective #14)*

**HIGHLIGHTS**

- Continued economic development approaches and increase revenues.
- Execute the policies and strategies of the Board of Trustees.
- Continue to stabilize the organization, improve communication and morale.
- Conduct outreach and participate in the community and create more partnerships.
- Improve employee appreciation and recognition.

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>REVISED 2018</b>	<b>BUDGET 2019</b>	<b>% CHANGE FROM PY</b>	<b>\$ CHANGE FROM PY</b>
PERSONNEL SERVICES	\$ 243,108	\$ 214,287	\$ 225,407	\$ 197,757	-12%	\$ (27,650)
SUPPLIES	4,275	17,100	17,100	12,500	-27%	(4,600)
CHARGES FOR SERVICES	179,625	177,300	177,300	144,207	-19%	(33,093)
DISCRETIONARY FUNDING	63,945	50,000	50,000	50,000	0%	-
FIXED CHARGES	24,864	25,000	25,000	31,250	25%	6,250
<b>TOTAL EXPENDITURES</b>	<b>\$ 515,817</b>	<b>\$ 483,687</b>	<b>\$ 494,807</b>	<b>\$ 435,714</b>	<b>-12%</b>	<b>\$ (59,093)</b>

# Administration Department

## Finance

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### **DESCRIPTION**

The Finance Department provides accounting, budgeting and other financial services for the Town. This includes such functions as budget preparation and monitoring, debt administration, cash management, processing and distribution of funds for accounts payable and payroll, utility billing, accounts receivable, fixed asset recording, financial record keeping and reporting, risk management and oversight of Information Center.

### **2018 ACCOMPLISHMENTS**

- Received an unqualified audit report from the Town's Auditing firm
- Coordinated gathering of information for assembled 2019 budget document
- Ongoing processing of accounts payable, payroll, utility billing, collections and cash receipts, reconciliation of bank accounts, invoicing, and fixed asset recording
- Financial administration of bonds and loans issued for the Water Fund, Waste Water Fund and Sales Tax Capital Improvement Fund
- Implemented new surcharge and water rates for Water Enterprise debt service and capital improvement funding
- Implemented Caselle Connect Online which expanded access to accounting information to all Town Management for increased efficiency and knowledge
- Initiated development of Town of Eagle Financial Policies and Procedures manual
- Trained and supported new Senior Accountant position

### **GOALS/STRATEGIC PLAN ALIGNMENT**

- Provide accurate, concise, and quarterly reporting of the Town's financial condition and budget comparisons to the Board of Trustees and department heads to facilitate good oversight, management and ensure the fiscal stability of the Town (*Major objective #2*)
- Monitor revenue sources and trends to react quickly and appropriately during changing economic conditions (*Major objective #2*)
- Effectively supervise employees and resolve work flow issues (*Major objectives #2 and 13*)
- Process payments to employees and vendors and billing to customers in a timely and accurate manner (*Major objective #2*)
- Maximize earnings on investments while insuring safety of investments (*Major objective #2*)
- Establish policies and procedures that protect the Town and ensure compliance (*Major objective #2*)
- Adhere to budget calendar and development of the Five-Year Capital Improvement Program (*Major objectives #2 and 7*)
- Develop basic Purchasing Policies for review by Town Manager and adoption by Board of Trustees (*Major objective #2*)
- Assist HR Manager with development of 2019 Compensation Plan (*Major objective #13*)

### **HIGHLIGHTS –**

- A Senior Accountant position was added in 2018. This position will continue to be developed in 2019 and allow Finance to support the funding and construction of the LBWTP, strategic plan implementation, the creation of new pay practices and employee benefits, create and implement best practices and policies, implement Internal Service Funds for Fleet/Vehicles, administration of grants, work on process improvements within finance and support other Town departments.

**HIGHLIGHTS (continued) –**

- Staff has made significant improvements to operations that will continue in 2019.
- There are Caselle software solutions that staff currently has access to, however, needs to be developed and implemented which will increase efficiencies and effectiveness.
- Shifting approximately 35% of personnel services to enterprise funds to reflect the true cost burden in 2019

# Administration Department

## Town Clerk

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### **DESCRIPTION**

The Town Clerk prepares agenda materials, packets and minutes for town board meetings, attends meetings, keeps accurate record of all official acts, manages liquor, marijuana and business licenses, issues special event permits, conducts regular municipal and special elections, coordinates records management function, is the custodian of the seal and affix to such documents as the law or the Board of Trustees requires, manages content and updates of website, coordinates updates to Municipal Code and responds to Open Records Requests.

### **2018 ACCOMPLISHMENTS**

- MuniCode Corporation was contracted to update and re-codify our Municipal Code; process was completed June of 2018.
- Fiber installation was completed to town hall and public works buildings.
- Internal and external communication focus on Lower Basin Water Treatment Plant and rate structure.
- Leadership Academy and Master Clerk Academy training completed.
- Established communication schedule and plan for Eagle Today.
- Coordinated water rate community outreach with staff and public relations contractor.

### **GOALS/STRATEGIC PLAN ALIGNMENT**

- Continue to bring Town of Eagle into current practices with similar towns by prioritizing information technology as an efficient tool to ensure staff is productive. *(Major Objective No. 1, 2, 5 & 13)*
- Continue to provide personal service to businesses during licensing processes. *(Major Objective No. 5 & 11)*
- Continue to report quarterly sales tax reporting for transparency and for the benefit of the organization and public. *(Major Objective No. 11)*
- Enable staff to provide timely information and data to create packets and agendas by implementing workflows.
- Continue to develop internal and external communications plan with staff and contractor. *(Major Objective No. 11)*
- Attend IIMC and CMCA training courses for Master Municipal Clerk designation. *(Major Objective No. 13)*

### **HIGHLIGHTS**

- Increased internet speeds at Town Hall from 10mbps to 100mbps.
- Implemented Municipal Code on-line with MuniCode Publishers.
- Utilization of BidNet as an online procurement database.
- Receiving lease payments for communication equipment on water tank from ForeThought.
- Canceled 2018 Regular Municipal Election.

# Administration Department

## Human Resources

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### DESCRIPTION

Human Resources oversees all aspects of talent and risk management. This includes, but is not limited to, recruitment activities, compliance, record keeping, establishing and updating policies and procedures, maintaining and updating the Employee Handbook and Safety Manual; developing and updating job descriptions; developing an organizational development and culture communication program, compensation, employee classification, responding to employee concerns; and administration of employee benefits, worker's compensation and general liability claims.

### 2018 ACCOMPLISHMENTS

- Performance evaluation process conducted for all staff, collaborated with management and finance for merit increases effective March 2018. Modify process for 2018 to integrate strategic plan behavioral values into the process and move up timeline to implement 4<sup>th</sup> quarter reviews and merit increases effective January 2019.
- Continuous evaluation of pay plan, provided 2019 budget pay compression solutions and options, analyzed existing practices and recommended compensation policy priorities.
- Continued progress on Employee Handbook and facilitated 4 Handbook Committee Meetings (July – November) with project completion anticipated early 2019.
- Hired and oriented 10 full time new hires, 1 part time hire, 1 seasonal position and assisted with 3 seasonal rehire vacancies:
  - Town Manager (collaboration with GovHR accepted in 2017, start date Feb 2018)
  - Community Development Planning Tech
  - Staff Accountant
  - Public Works Lead Plant Operator
  - Public Works Maintenance Technician – Distribution and Collection Operator
  - Public Works Utility Manager
  - Police Officers
  - Information Center Manager
  - Open Space Trails Technician - Seasonal Rehire
  - Building and Grounds Maintenance Worker
- Updated job descriptions for all new hires with newly defined staff behavioral values and evaluate knowledge, skills and abilities to link with pay ranges and market data.
- Assisted with RFP and hiring process for prosecuting and town attorney.
- Researched and prepared recommendations for implementation of health insurance cost share for 2019 in preparation for open enrollment planned for October/November 2018.
- Conducted RFP for benefits broker, alternate benefits renewal options.
- Established a new 86 hour pay period for sworn police officers.
- Helped create and implement a Police Academy Cadet Training program, and the associated policy and benefits plan modifications to support program.
- Modified medical plan with 4 amendments to better serve needs of staff and departments.
- Rolled out new short-term Disability Plan effective 3/1/18.
- Researched Wellness Incentive partnerships with local providers, opened a new hire testing cycle and communicated 6-month re-testing opportunities.
- Collaborated with Finance/Payroll to modify retirement plan to allow for early auto enrollment.

- Researched ICMA and FPPA retirement plan implementation for late 2018 or early 2019.
- Collaboration with finance department to implement formal leave request tracking and started enforcing vacation caps.
- Develop Employee of the Year program to implement in early 2019.
- Retirement rewards/gifts purchased for 2 retiree's and outgoing attorney.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT**

### **Linked to Major Objective #13: Improve Town Organization, Culture, and Workforce Effectiveness**

- Roll out new Handbook to all supervisors and employees and train for understanding and compliance.
- Work with town manager to further develop organizational culture action plan, employee recognition program and organizational development plan.
- Continue improve recordkeeping practices with Civic Plus HR modules.
- Direct efforts in development of a detailed work force and three-year staffing plan.
- Evaluate time-keeping practices as they continue to be a concern, recommend automated time-keeping when budget can justify expense, reconsider in 2019 for 2020 budget.
- Increase involvement in safety and wellness practices.
- Organize Safety Manual Committee update.
- Evaluate work comp programs offered by CIRSA/Pinnacol.



SUMMARY OF EXPENDITURES

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL SERVICES	\$ 471,807	\$ 623,581	\$ 587,993	\$ 394,452	-33%	\$ (193,541)
SUPPLIES	15,716	11,030	13,750	9,638	-30%	(4,112)
CHARGES FOR SERVICES	144,926	164,278	178,458	207,984	17%	29,526
FIXED CHARGES	29,752	28,688	28,688	35,011	22%	6,323
CAPITAL OUTLAY	14,685	16,250	16,250	-	-100%	(16,250)
TOTAL EXPENDITURES	\$ 676,886	\$ 843,827	\$ 825,139	\$ 647,085	-22%	\$ (178,054)

# Community Development Department

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## **DESCRIPTION**

The Community Development Department is comprised of the town's planning division and building division. The Community Development is responsible for maintaining and enhancing the quality of life for everyone in the community through short and long-range planning, and construction review/administration. This work is guided by the town's Land Use and Development Code, Eagle Area Community Plan, the Eagle River Corridor Plan, and the International Building Code. The department conducts a variety of functions including but not limited to review and processing of land use applications and building permits; small area planning efforts and special studies; revisions to the Land Use and Development Code and Community Plan; and community engagement. The department also provides support to the town manager, open space and public works.

## **2018 ACCOMPLISHMENTS**

### *Planning Department*

- Initiation of the update to the town's Comprehensive Plan and Land Use Code Update:
  - Recruitment and formulation of two Citizen Advisory Committees – Comprehensive Plan Update Committee and the Land Use Code Update Committee.
  - Conducted a competitive bid process for the selection of a consultant team to lead the Comprehensive Plan and Land Use Code Update.
- Launched the department's geographic information system (GIS) for cataloguing and updating town land use information in a digital format.
- Recruited, hired, and onboarded a new Planning Technician for the department with an emphasis on planning project communications and code enforcement.
- Streamlined deposit and reimbursement practices/invoicing related to land use applications.
- Conducted annual joint work session between the Board of Trustees and the Planning and Zoning Commission.
- Recruited and onboarded three new Planning Commissioners.
- Launched "Active Land Use Applications" webpage and began overhaul of the department's website.
- Began Code Enforcement program development.
- Conducted two training workshops for the Planning and Zoning Commission.
- Initiation of the Highway 6 Corridor Study – RFP publication and selection of consultant.
- Reviewed and processed more than 35 land use applications (as of September 2018).

### *Building Department*

- Launch of the online permit and inspection portal, Contractor Connect, an arm of the Meritage permitting system.
- Implemented changes to the Plant Investment Fee and EQR fee structure for the town.
- Restructured permitting system in Meritage to streamline, clean up reporting redundancy, and increase clarity for applicants.
- Updated fee structure for electrical permit fees and solar PV installation fees.
- Oversight and inspection of major construction projects.

- Reviewed, permitted, and administered 214 permits (July 2018):
  - 132 Mechanical/Electrical/Plumbing
  - 10 Commercial
  - 16 Single-Family
  - 16 Multi-Family
  - 28 Other
- Conducted 907 Inspections (July 2018).

#### **GOALS/STRATEGIC PLAN ALIGNMENT**

- Comprehensive Plan Update and Land Use and Development Code Update. *(Major Objectives 1, 5, 8, 10 and 11)*
- Highway 6 Land Planning and Transportation Study – coordinated effort with engineering and public works including community outreach and coordination with Eagle County. *(Major Objective 7 and 10)*
- Launch Code Enforcement program. *(Major Objective 6 and 10)*
- Internal Process and Review and Improvement - continue improvements of coordinated plan review and permitting process between all departments. *(Major Objectives 5, 10, 11 and 13)*
- Integrate essential technologies into the planning and building department functions including GIS, Meritage, and other platforms to improve efficiencies and support data driven decision making. *(Major Objectives 10, 11 and 13)*
- Develop annual engagement plan for HOAs, contractors, and homeowners about hot button topics related to planning or building construction. *(Major Objective 10, 11 and 12)*

#### **HIGHLIGHTS**

- Support the enhancement of quality of life for everyone in our community.
- Focus on stabilizing the operations/efficiencies of the Community Development Department.
- Enhanced integration of the department with other town departments and partners.
- Focus on long range planning efforts for sound decision making.
- Enhance communications with the community on major efforts.

<b><u>SUMMARY OF EXPENDITURES</u></b>	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL SERVICE	\$ 336,653	\$ 429,090	\$ 388,439	\$ 325,925	-16%	\$ (62,514)
SUPPLIES	3,890	5,500	4,895	7,385	51%	2,490
CHARGES FOR SERVICES	164,744	296,827	313,047	675,132	116%	362,085
CAPITAL OUTLAY	-	7,000	5,600	-	-100%	(5,600)
<b>TOTAL EXPENDITURES</b>	<b>\$ 505,287</b>	<b>\$ 738,417</b>	<b>\$ 711,981</b>	<b>\$ 1,008,442</b>	<b>42%</b>	<b>\$ 296,461</b>

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# Streets Department

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## **DESCRIPTION**

The Streets Department maintains and performs limited construction of the streets and rights-of-way within the Town limits. Department is also responsible for signage, weed control, management of the “urban forest,” storm water drainage, assist in water and wastewater field operations, and winter maintenance within the public ROW.

## **2018 ACCOMPLISHMENTS**

- Completed street resurfacing of Bluffs Drive, Founders Avenue, Peach Street, and a portion Eagle Ranch Road.
- New equipment has been purchased and within budget.
- Snow plowing, street sweeping, sign maintenance, street striping, curb and gutter replacement.
- Aiden Meadow storm drain system improvements.
- Worked with planning division on miscellaneous projects.
- Purchased approved equipment for 2018.
- Hired more personnel – one employee.
- Continued leasing program for heavy equipment.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** *(Major Objective #1, 5, 7, & 10)*

- Continued implementation of Pavement Management Plan, budgeted \$500,000.
- Implement Storm Drain Maintenance program.
- Begin Highway 6/Grand Ave Corridor study.
- Work with planning division on both capital and development projects.
- Order approved equipment for 2019.
- Complete crack filling of streets.
- Work with CDOT and ECOTransit to implement RRFB at Eby Creek Road Roundabouts.
- Continue upgrading Broadway Street and Market Street lights to LEDs.

## **HIGHLIGHTS**

- Continued implementation of Pavement Management Plan, budgeted \$500,000.
- Implement Storm Drain Maintenance program.
- Begin Highway 6/Grand Ave Corridor study.

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>REVISED 2018</b>	<b>BUDGET 2019</b>	<b>% CHANGE FROM PY</b>	<b>\$ CHANGE FROM PY</b>
PERSONNEL SERVICES	\$ 447,719	\$ 596,919	\$ 560,863	\$ 444,565	-21%	\$ (116,298)
SUPPLIES	122,397	173,650	181,650	180,278	-1%	(1,372)
CHARGES FOR SERVICES	535,403	667,400	692,400	761,392	10%	68,992
FIXED CHARGES	20,944	23,000	23,000	28,750	25%	5,750
CAPITAL OUTLAY	-	8,000	-	-	0%	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,126,463</u></b>	<b><u>\$ 1,468,969</u></b>	<b><u>\$ 1,457,913</u></b>	<b><u>\$ 1,414,985</u></b>	<b><u>-3%</u></b>	<b><u>\$ (42,928)</u></b>



# Engineering Department

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## **DESCRIPTION**

Engineering department is a part of the public works team which is responsible for both capital projects and Development Projects. Instrumental in reviewing all plans associated with projects. Works in partnership with all other departments including Community Development, Finance, Public Safety, and Town Manager and operates with safety as a priority. The department consists of the Town Engineer and Senior Engineer.

## **2018 ACCOMPLISHMENTS**

- Assumed leadership role as member of the executive committee on Eagle River Park project.
- Lower Basin Water Treatment Plant – design plans, SRF Funding, CMAR selection, 24-inch water line extension, Final Construction Contract, and issued Notice to Proceed.
- Participated in development review team and provided input on Haymeadow, Chambers Lofts/R&H Mechanical, Eagle Climbing & Fitness, Red Mountain Ranch, 316 Wall Street and others.
- Assisted with traffic & pedestrian improvements at Sylvan Lake Road & Eagle Ranch Road.
- Assisted with Eagle County School 3<sup>rd</sup> Street Campus traffic & pedestrian improvements.
- Finalized Grand Avenue Improvements RFP.
- Recommended improvements for public safety on town properties and Right of Ways. (*Major Objective 1, 5, and 7*)

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** (*Major Objectives #1, 3, 4, 5, 6, 7, & 10*)

- Continue leadership role on River Park project team – design & construction.
- Continue leadership role in Lower Basin Water Treatment Plant construction.
- Recommend improvements for public safety on town properties and right of ways initiate and complete phase 1 Grand Avenue Engineering/Planning Study.
- Initiate and complete storm water regulations with Eagle River Watershed Council.
- Chambers Avenue and Eby Creek Roundabout pedestrian RRFB (cost share with ECOTransit).
- Improve public safety at the Sylvan Lake Road and Capitol Street intersection.

## **HIGHLIGHTS**

- The Lower Basin Water Treatment Plan is on schedule for construction to begin 2018.
- The town will complete phase 1 of the Eagle River Park.
- Development and completion of storm water regulations.

FUND:GENERAL  
DEPT: ENGINEERING

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>REVISED 2018</b>	<b>BUDGET 2019</b>	<b>% CHANGE FROM PY</b>	<b>\$ CHANGE FROM PY</b>
PERSONNEL SERVICE	\$ 188,277	\$ 247,291	\$ 242,990	\$ 251,759	4%	\$ 8,769
SUPPLIES	11,602	19,750	19,750	20,027	1%	277
CHARGES FOR SERVICES	92,788	44,300	24,300	24,612	1%	312
FIXED CHARGES	-	-	-	-	0%	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 292,667</u></b>	<b><u>\$ 311,341</u></b>	<b><u>\$ 287,040</u></b>	<b><u>\$ 296,398</u></b>	<b>3%</b>	<b><u>\$ 9,358</u></b>

# Buildings & Grounds Department

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## **DESCRIPTION**

Maintain town buildings, restrooms, parks, Broadway streetscape, Visitor Center and roundabout landscaping. Responsibilities include repair, mowing, cleaning of facilities and pavilion check in and out. Department clears snow from recreation paths, sidewalks and town facilities in the winter. Department is responsible for daily safety checks of all town properties, especially playgrounds as safety is a priority.

## **2018 ACCOMPLISHMENTS**

- Finished and completed landscaping Centennial Park and Gazebo.
- Updated town parks sprinkler systems according to the water efficiency program.
- Painted the public works facility.
- Continued pathway maintenance program.
- Oiled and re-mulched Pavilion Park playgrounds.
- Completed LED lighting for Town Hall and Public Works.
- Re-evaluated flooring for Pavilion.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** *(Major Objectives #1, 4, 5, 7, 9, & 10)*

- Update town's non-potable sprinkler systems per water efficiency program.
- Continue pathway maintenance program and Broadway streetscape.
- Oil and re-mulch Pavilion Park playgrounds.
- Hire personnel – one employee, electrician.
- Replace pea gravel with pour-in-place around Town Park boulders.
- Design public works facility expansion, conference room, offices, etc.
- Eagle River Park new bathroom.
- Finish LED lighting in Town Hall, occupancy sensors, etc.

## **HIGHLIGHTS**

- Finish River Park and start maintaining property.
- Update town non-potable sprinkler systems per water efficiency program.
- Hire personnel – one employee, electrician.
- Replace pea gravel with pour-in-place around Town Park boulders.

SUMMARY OF EXPENDITURES

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL SERVICES	\$ 298,972	\$ 342,962	\$ 341,248	\$ 388,344	14%	\$ 47,096
SUPPLIES	84,519	96,500	98,200	101,664	4%	3,464
CHARGES FOR SERVICES	153,082	200,446	200,446	207,332	3%	6,886
FIXED CHARGES	15,064	16,000	16,000	20,680	29%	4,680
CAPITAL OUTLAY	29,882	9,000	7,300	-	-100%	(7,300)
TOTAL EXPENDITURES	\$ 581,519	\$ 664,908	\$ 663,194	\$ 718,020	8%	54,826

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# Public Safety

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## **DESCRIPTION**

The Town of Eagle Police Department is a community-oriented organization, providing for public safety services 24 hours a day, 365 days a year. With a focus on innovative techniques and quality police services for our citizens and guests, we are committed to providing professional standards of care, achieved through a shared vision of mutual responsibility for safety, service and problem resolution. As public trust is at the foundation to our profession, we are committed to fair, ethical, honest and impartial execution of duties based on our Mission and Strategic Plan.

## **2018 ACCOMPLISHMENTS**

- Recipient of the 2018 Colorado Association of Chiefs of Police “Pioneer Policing Award.”
- Officer D. Scriver awarded the Lifesaving Award and Det. B. Hinton a Meritorious Service Commendation, in addition to a 2018 Eagle County Public Safety Appreciation Unit Citation Award.
- Officer T. Stonum awarded with a 2018 Eagle County Public Safety Appreciation Unit Citation Award.
- Department recognized for the “Call of the Year Award” assistance at the Lake Christine Fire.
- Brush Creek Saloon attempted homicide investigation/trial resulted in suspect receiving 42 years DOC.
- Implemented a restructured training design and software platform.
- Executive Assistant continues work with regional records management (scheduled release 11/2018).
- Successfully sponsored an academy recruit.
- Partnered with Eagle River Youth Coalition (Chief was appointed a board member of ERYC this year).
- Improved the on-line report functionality and on-line police department survey.
- Utilized our citizen review committee for review of proposals, procedures and monthly updates.
- Continued to align the police department with our special event coordinator.
- Fiscal responsibility – continued to utilize financial recourses efficiently.
- Awarded approximately \$19,000 in training scholarships and equipment grants.
- Maintained consistency with Colorado P.O.S.T. standards.
- Aligned the department with the Hope Center.
- Focused on sustainability of delivery of services, even during the period of short-staffing.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT:**

- Focus on retention of police professionals by aligning wages consistent with years of service, duties and assignments comparable to other neighboring law enforcement entities; focus on strategies to provide for minimum safety levels to increase proficiency, safety and service; staff essential special events with Town patrol officer(s); staff properly to meet current needs and that of a growing population and proper management of police operations.
- Continue discussions with Greater Eagle Fire Protection District - development of a cost-sharing plan; develop an impact fee structure to off-set costs of new capital (*Major Objective 6,7,10 & 13*).
- Provide for merit increases; align the department with current salaries for high-cost living areas; Human Resources to implement Ladder Program for annual merit/qualifications (*Major Objective 6 & 13*).
- Continue to assess policy and delivery of services within the confines of current staffing levels; procure staff and equipment necessary to enhance officer safety and community objectives; maintain crucial service requirements and to further progress with department goals; ensure best-practice standards are consistently achieved and aligned with our Strategic Plan (*Major Objective 6, 11, 12 & 13*).
- Continue to invest in training, grants and development of in-house instructors. (*Major Objective 6 & 13*).

- With a new 3<sup>rd</sup> Street Campus, focus on school initiatives, educational programs, safety drills, parent-teacher opportunities, after-school programs and interventions (utilizing our full-time SRO during the school year in lieu of this position covering patrol shifts); work with engineering to identify infrastructure improvements for a safer route to school. (*Major Objective 6 & 11*).

#### **HIGHLIGHTS**

- Eagle County Animal Control and Dispatch services will have an impact on the Public Safety budget.
- Proposed 2019 Capital Improvements align with replacement schedules.

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>REVISED 2018</b>	<b>BUDGET 2019</b>	<b>% CHANGE FROM PY</b>	<b>\$ CHANGE FROM PY</b>
PERSONNEL SERVICE	\$ 1,078,749	\$ 1,325,633	\$ 1,294,282	\$ 1,423,621	10%	\$ 129,339
SUPPLIES	56,245	70,051	69,751	73,246	5%	3,495
CHARGES FOR SERVICES	265,172	284,442	289,648	346,605	20%	56,957
FIXED CHARGES	23,101	22,875	22,875	29,566	29%	6,691
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,423,266</b>	<b>\$ 1,703,001</b>	<b>\$ 1,676,556</b>	<b>\$ 1,873,038</b>	<b>12%</b>	<b>\$ 196,482</b>

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# Municipal Court

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## **DESCRIPTION**

The Eagle Municipal Court is responsible for resolving traffic and animal control violations, criminal misdemeanors, Town Ordinance violations and in some cases, juvenile delinquency. We are committed to community and victim safety, offender accountability and fair resolution to the cases heard by the Court. We strive to provide an efficient, knowledgeable, fair and respectful criminal justice experience to our community.

The court oversees and manages warrants, court payment transactions, scheduling of hearings and general administration.

## **2018 ACCOMPLISHMENTS**

- Collections Agency policy and procedure established.
- Implementation of the Clancy Parking and Tracking System.
- Identification of interpreter services for Muni Court to include phone or video translation in almost any language.
- Separated the Town Attorney and Municipal Court Prosecutor.
- Contracted with Carlson and Carlson for Municipal Prosecutor.
- Transition to later court time (4pm) to meet the needs of the community to appear in court.
- Transition of all day to day court duties to the Court Clerk. Finalization of plan to move supervision of Municipal Court out of the Public Safety Department.

## **GOALS/STRATEGIC PLAN ALIGNMENT**

- Begin the process to move toward a paperless municipal court system. *(Major Objective 6)*
- Identify and secure a working space for the Municipal Court Clerk to have permanent office. *(Major Objective 13)*
- Seek alternative sentencing options *(Major Objective 6)*
- Establish administrative authority regarding case load *(Major Objective 6 and 13)*
- Create written Standard Operating Procedures for the Municipal Court *(Major Objective 13)*
- Prioritize customer service with the Procedural Justice basis. *(Major Objective 13 and 11)*
- Create a fine schedule for ordinance violations not listed in the MTC Fine Schedule. *(Major Objective 6 and 13)*

## **HIGHLIGHTS**

Revenues in the Municipal Court have decreased again in 2018. Year to date (August 2018) fines and fees collected in 2018 are \$25,988.00, while 2017 was \$28,870.57 and 2016 was 46,355.37. This decrease is due to the reduction in traffic and ordinance violation cases pulled by the Municipal Court as well as the amount of fine/fees being assessed in the cases at sentencing by the Judge.

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>REVISED 2018</b>	<b>BUDGET 2019</b>	<b>% CHANGE FROM PY</b>	<b>\$ CHANGE FROM PY</b>
PERSONNEL SERVICE	\$ 36,580	\$ 37,446	\$ 37,459	\$ 44,781	20%	\$ 7,322
SUPPLIES	1,082	1,400	1,400	1,400	0%	-
CHARGES FOR SERVICES	2,866	7,325	7,325	26,325	259%	19,000
DISCRETIONARY FUNDING	-	400	400	400	0%	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,528</b>	<b>\$ 46,571</b>	<b>\$ 46,584</b>	<b>\$ 72,906</b>	<b>57%</b>	<b>\$ 26,322</b>

# Information Center Department

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## **DESCRIPTION**

The Information Center (and adjacent historical museum) serves to draw traffic from I-70 into Eagle to increase the sales of goods and services. The Information Center also provides information to travelers. The Information Center, museum and Chambers Park sites are included in the design of the Riverfront Park.

## **2018 ACCOMPLISHMENTS**

- Staff made many referrals to local businesses.
- While visitor numbers decreased, the Visitor Center continues to provide a much-needed service to the traveling public and promotes Eagle and the local businesses

## **GOALS/STRATEGIC PLAN ALIGNMENT**

- Continue to offer a pleasant place for the traveling public to stop and get information, appropriate maps and brochures and provide orientation to Town of Eagle.
- Continue to look for ways to increase visitor referrals to local businesses and revenues.
- Continue to offer a venue for local artisans where their goods can be sold and add new consignors whose work is an asset to the Information Center and a reflection of the community.
- Leverage social media and the Marketing & Events initiatives occurring in town.
- Replace CDOT Rest Area signage with signs that advertise restrooms and attractions.

## **HIGHLIGHTS**

- Offered assistance to many of the traveling public.
- Made referrals to local businesses.
- Replacement of current manager due to retirement is on-going.

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b><u>ACTUAL 2017</u></b>	<b><u>BUDGET 2018</u></b>	<b><u>REVISED 2018</u></b>	<b><u>BUDGET 2019</u></b>	<b><u>% CHANGE FROM PY</u></b>	<b><u>\$ CHANGE FROM PY</u></b>
PERSONNEL SERVICES	\$ 75,522	\$ 83,460	\$ 84,496	\$ 89,982	6%	\$ 5,486
SUPPLIES	143,672	132,665	128,922	77,480	-40%	(51,442)
CHARGES FOR SERVICES	9,413	9,070	9,070	9,610	6%	540
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 228,608</u></b>	<b><u>\$ 225,195</u></b>	<b><u>\$ 222,488</u></b>	<b><u>\$ 177,072</u></b>	<b><u>-20%</u></b>	<b><u>\$ (45,416)</u></b>

- Note:**
- \* 2017 actual revenue over expenditures was \$22,883 (*this amount does not include building operating and maintenance costs*)
  - \* 2018 Projected Information Center Revenues (Sales/Sales Tax/Donations) are \$177,826, projected expenditures over revenue \$44,662
  - \* 2019 Projected Information Center Revenues (Sales/Sales Tax/Donations) are \$130,680, projected expenditures over revenue \$46,392

# Marketing & Events Department

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## **DESCRIPTION**

The Marketing and Events Manager recruits, secures and coordinates and permits multi-day events, manages and updates the tourism website and creates and executes the town's marketing and public relations plan via print, broadcast, digital and social media and collateral. The Marketing and Events Manager works closely with the town's lodging establishments, businesses and Chamber of Commerce to promote events and tourism.

The Marketing and Events Department will have significant influence over the following major objectives from the Eagle Strategic Plan:

- Develop River Park Project, Maximize Economic Benefits
- Stimulate Economic Vitality, Development
- Continue Investing in Outdoor Activities, Recreation, and Open Space
- Enhance the Town's Communications, Build Eagle's Brand
- Initiate and Maintain a Community Building Effort

The Marketing and Events Manager works with an advisory board, the Marketing & Events Advisory Committee (MEAC), consisting of local business leaders and residents selected by the Board of Trustees. The primary role of MEAC is to recruit and review proposals from event producers, evaluate economic impact and potential according to a matrix following established town goals and allocate the event funding for Town Board of Trustees' approval. In addition, MEAC assists with communications, reviews the budget and provides insights and input into marketing and events. Monthly MEAC meetings held at Town Hall are open to the public.

## **2018 ACCOMPLISHMENTS**

### **Events**

- Took over production of the Eagle Outside Festival:
  - Realized a positive impact on the town budget of over \$5000, transferring the proceeds of the event to Open Space for trail maintenance and wayfinding signage.
  - Estimated economic impact from the event was over \$75,000.
  - Collected demographic information and conducted a post event survey for the first time.
- Produced Flight Days with a positive budget impact of \$1400+ including returning all allocated funds from community event funding.
- Supported 30+ 3<sup>rd</sup> party events in town.

### **Marketing/PR**

- Executed an increased media buy and marketing plan with the \$25,000 CTO Marketing Matching Funds Grant.
- Realized a 45% increase in website traffic with a wider national audience.
- Executed a diverse media plan including digital display ads, regional print, social, Out Of Home, and new geotargeted ads.

- Saw an increase in earned media hits (bicycling.com, House Method, Elevation Outdoors, Readers Digest, etc.).

### **GOALS/STRATEGIC PLAN ALIGNMENT**

- Create a new marketing campaign to highlight the grand opening of the Eagle River Park. Work with PR to increase the earned media coverage of the River Park. (Major Objective 4, 9, 11)
- Effectively use the data and audiences gained in 2018 from the increased ad spend with in 2019 to achieve strong marketing metrics. (Major Objective 2,5,11)
- Grow and manage the marketing plan to a targeted national audience to bring new visitors to town. (*Major Objectives 2, 4, 5, 9, 11*)
- Form a subcommittee of MEAC to analyze regional special events in 2019 and create a sales strategy to solicit events to move to Eagle in 2020. (*Major Objective 9*)
- Develop a new event incorporating the Eagle River Park. (Major Objective 4, 9, 11)

### **HIGHLIGHTS**

- Using the geographically based custom audiences we built in 2018, we will work to reach a highly targeted and qualified audience.
- Taking ownership of the Eagle Outside Festival in 2018 allows us to leverage that brand and audience to build the mountain biking reputation of the town.
- Through successful event production, sponsorships and marketing and town support, the 2018 Bonfire Block Party was a big success and will expand in 2019 with an estimated attendance increase of 60%+. We will work to capitalize on the increased attendance at this and other events to build our audiences.

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>REVISED 2018</b>	<b>BUDGET 2019</b>	<b>% CHANGE FROM PY</b>	<b>\$ CHANGE FROM PY</b>
PERSONNEL SERVICES	\$ 109,695	\$ 113,082	\$ 115,807	\$ 120,604	4%	\$ 4,797
SUPPLIES	6,629	6,700	8,405	19,600	133%	11,195
CHARGES FOR SERVICES	167,284	224,990	223,285	224,387	0%	1,102
FIXED CHARGES	1,365	-	-	-	0%	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 284,972</b>	<b>\$ 344,772</b>	<b>\$ 347,497</b>	<b>\$ 364,591</b>	<b>5%</b>	<b>\$ 17,094</b>

**Note:** Marketing Revenues (Occupation Lodging tax, Marketing fees, Special Event Permits, Grants, and Sponsorship & Event revenue

- \* 2017 Actual : \$176,467
- \* 2018 Projected : \$206,500
- \* 2019 Projected: \$174,320

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# Water Fund

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## **DESCRIPTION**

Responsible for providing safe, high-quality domestic potable water service to all water customers within the town distribution system. Responsibilities include maintaining the water treatment plant, the distribution system, water meters, managing residential distribution and forming a long-range capital plan. The town funds the system through monthly service fees and plant investment fees. The town is continuing the construction of a second water treatment plant, the Lower Basin Water Treatment Plant (LBWTP) to provide redundant water service to current and future customers.

## **2018 ACCOMPLISHMENTS**

- Finished Lower Basin Water Treatment Plant design and started 2-year construction phase.
- Selected CMAR contractor for Lower Basin Water Treatment Plant.
- Continued Leak Detection program.
- Completed rate and tap fee study.
- Maintained and operated water system efficiently per state regulations.
- Started conservation program.
- Secured SRF funding LBWTP.
- Continued work on distribution system analysis.
- Implemented work order program.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** *(Major Objectives #1, 2, 3, 7, & 10)*

- Continue LBWTP construction.
- Violet Lane water line construction and easement acquisition.
- Perform a self-audit to ensure correct billing and improve efficiency of system.
- Water Efficiency and Conservation Plan.
- Continue work on distribution system analysis.
- Purchase back-up generators for both existing pre-treatment and water plant.
- Design and construct cemetery tank.
- Continue leak detection program.
- Install electric valves for 3-filter trains.

## **HIGHLIGHTS**

- Lower Basin Water Treatment Plant construction.
- Violet Lane water line construction.
- Cemetery tank design and construction.
- Water Efficiency and Conservation Plan.

## WATER FUND SUMMARY

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
<b>FUND BALANCES (Beginning):</b>						
<b>ASSIGNED FUND BALANCE</b>	<b>\$ 9,568,090</b>	<b>\$ 14,457,923</b>	<b>\$ 15,330,146</b>	<b>\$ 29,258,221</b>	<b>91%</b>	<b>\$ 13,928,075</b>
<b>TOTAL FUND BALANCES (Beginning)</b>	<b>\$ 9,568,090</b>	<b>\$ 14,457,923</b>	<b>\$ 15,330,146</b>	<b>\$ 29,258,221</b>	<b>91%</b>	<b>\$ 13,928,075</b>
<b>REVENUE</b>						
Operating Revenues	\$ 3,082,804	\$ 4,070,067	\$ 3,603,867	\$ 4,008,070	11%	\$ 404,203
Interest on Investments	115,958	120,816	171,000	120,900	-29%	(50,100)
Other Revenue	62,669	47,500	40,500	38,000	-6%	(2,500)
Prepaid Plant Investment Fees	3,757,575	-	263,500	-	-100%	(263,500)
Plant Investment Fees (Tap Fees)	522,112	325,000	265,000	275,000	4%	10,000
Loan Proceeds	-	16,000,000	17,676,316	-	-100%	(17,676,316)
Water Miscellaneous Revenue	-	-	2,000	-	-100%	(2,000)
<b>TOTAL REVENUE</b>	<b>\$ 7,541,117</b>	<b>\$ 20,563,383</b>	<b>\$ 22,022,183</b>	<b>\$ 4,441,970</b>	<b>-80%</b>	<b>\$ (17,580,213)</b>
<b>TOTAL SOURCES</b>	<b>\$ 17,109,207</b>	<b>\$ 35,021,306</b>	<b>\$ 37,352,329</b>	<b>\$ 33,700,191</b>	<b>-10%</b>	<b>\$ (3,652,138)</b>
<b>EXPENDITURES</b>						
Operating Expenditures	\$ 1,044,385	\$ 1,447,841	\$ 1,391,475	\$ 1,676,409	20%	\$ 284,934
Capital Expenditures	315,716	6,706,200	5,826,200	18,380,000	215%	12,553,800
Debt Service	341,636	359,780	786,516	1,273,993	62%	487,477
Admin Charges to General Fund	77,325	89,917	89,917	-	-100%	(89,917)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,779,061</b>	<b>\$ 8,603,738</b>	<b>\$ 8,094,108</b>	<b>\$ 21,330,402</b>	<b>164%</b>	<b>\$ 13,236,294</b>
<b>FUND BALANCES (Ending):</b>						
<b>ASSIGNED FUND BALANCE</b>	<b>\$ 15,330,146</b>	<b>\$ 26,417,568</b>	<b>\$ 29,258,221</b>	<b>\$ 12,369,789</b>	<b>-58%</b>	<b>\$(16,888,432)</b>
<b>TOTAL FUND BALANCE (Ending)</b>	<b>\$ 15,330,146</b>	<b>\$ 26,417,568</b>	<b>\$ 29,258,221</b>	<b>\$ 12,369,789</b>	<b>-58%</b>	<b>\$(16,888,432)</b>

## FUND: WATER

**DETAIL OF REVENUES**

		ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
52-434-70	DEBT SERVICE SURCHARGE	\$ -	\$ 702,000	\$ 235,800	\$ 471,600	100%	\$ 235,800
52-434-80	WATER SALES - IN TOWN	2,679,426	2,928,200	2,928,200	3,074,610	5%	146,410
52-434-83	WATER SALES - OUT OF TOWN	403,378	439,867	439,867	461,860	5%	21,993
52-434-85	WATER MATERIALS/OTHER	43,042	30,000	30,000	30,000	0%	-
52-434-90	PLANT INVESTMENT FEES (TAP FEES)	522,112	325,000	265,000	275,000	4%	10,000
52-434-92	PLANT INVESTMENT FEES (prepaid)	3,757,575	-	263,500	-	-100%	(263,500)
52-436-50	WATER INTEREST	115,209	120,000	170,000	120,000	-29%	(50,000)
52-436-60	WATER RIGHTS INTEREST	749	816	1,000	900	-10%	(100)
52-436-75	SERVICE CHARGE	15,550	17,500	10,500	8,000	-24%	(2,500)
52-436-80	REIMBURSABLE INCOME	4,077	-	-	-	0%	-
52-436-91	LOAN PROCEEDS	-	16,000,000	17,676,316	-	-100%	(17,676,316)
52-436-95	WATER MISCELLANEOUS REVENUE	-	-	2,000	-	-100%	(2,000)
	<b>TOTAL REVENUE</b>	<b>\$ 7,541,117</b>	<b>\$ 20,563,383</b>	<b>\$ 22,022,183</b>	<b>\$ 4,441,970</b>	<b>-80%</b>	<b>\$ (17,580,213)</b>

FUND: WATER

SUMMARY OF EXPENDITURES

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL SERVICES	\$ 421,070	\$ 586,641	\$ 492,275	\$ 783,525	59%	\$ 291,250
SUPPLIES	201,188	250,300	260,300	270,404	4%	10,104
CHARGES FOR SERVICES	391,264	526,400	554,400	536,807	-3%	(17,593)
FIXED CHARGES	30,863	34,500	34,500	35,673	3%	1,173
CAPITAL EXPENDITURES	315,716	6,706,200	5,826,200	18,380,000	215%	12,553,800
DEBT SERVICE	341,636	359,780	786,516	1,273,993	62%	487,477
CONTINGENCY	-	50,000	50,000	50,000	0%	-
TRANSFER TO OTHER FUNDS	77,325	89,917	89,917	-	-100%	(89,917)
TOTAL EXPENDITURES	\$ 1,779,061	\$ 8,603,738	\$ 8,094,108	\$ 21,330,402	164%	\$ 13,236,294

# Waste Water Fund

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## **DESCRIPTION**

Responsible for treatment of wastewater for the residents in the Town of Eagle and surrounding subdivisions, including maintaining the sewer plant on Violet Lane, installing sewer taps, collection system maintenance, formulating long range capital improvements plan for the system and compliance with State and Federal clean water and operational standards. The wastewater plant has sufficient capacity for all foreseeable growth in the town.

## **2018 ACCOMPLISHMENTS**

- Improved electrical savings due to operational changes.
- Chemical savings due to operational changes.
- Continued camera and flushing collection system program.
- Maintenance at the plant has improved.
- Completed improvements to lift station.
- Upgraded sanitary sewer pipe across Brush Creek at Violet Lane.
- Implemented work order program.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT (Major Objectives #1, 2, 7, & 10)**

- Continue camera and flushing collection system program.
- Hire one employee – collection system.
- Tap fee and rate study.
- Mixing zone study.
- Update fine screen to ultra-screen in headworks.
- Update SCADA alarm system.
- Sanitary sewer collection system updates.
- Complete roof replacement at the wastewater treatment plant.

## **HIGHLIGHTS**

- New personnel Collections System Operator.
- Camera and flushing collection system program.
- Mixing zone study.

## WASTE WATER FUND SUMMARY

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
<b>FUND BALANCES (Beginning):</b>						
<b>RESTRICTED FOR:</b>						
<b>RATE STABILIZATION ACCOUNT <sup>1</sup></b>	\$ 186,131	\$ 205,822	\$ 192,000	\$ 258,599	35%	\$ 66,599
<b>ASSIGNED FUND BALANCE</b>	\$ 2,730,853	\$ 4,139,929	\$ 4,150,814	\$ 4,615,831	11%	\$ 465,017
<b>TOTAL FUND BALANCES (Beginning)</b>	<u>\$ 2,916,984</u>	<u>\$ 4,345,751</u>	<u>\$ 4,342,814</u>	<u>\$ 4,874,429</u>		
<b>REVENUE</b>						
Operating Revenues	\$ 2,234,901	\$ 2,352,000	\$ 2,352,000	\$ 2,469,600	5%	\$ 117,600
Interest on Investments	16,620	24,000	15,000	20,000	33%	5,000
Taxes	177,306	-	-	-	0%	-
Plant Investment Fees (Tap Fees)	865,000	450,000	450,000	300,000	-33%	(150,000)
<b>TOTAL REVENUE</b>	<u>\$ 3,293,828</u>	<u>\$ 2,826,000</u>	<u>\$ 2,817,000</u>	<u>\$ 2,789,600</u>	<b>-1%</b>	<b>\$ (27,400)</b>
<b>TOTAL SOURCES</b>	<u>\$ 6,210,812</u>	<u>\$ 7,171,751</u>	<u>\$ 7,159,814</u>	<u>\$ 7,664,029</u>	<b>7%</b>	<b>\$ 504,215</b>
<b>EXPENDITURES</b>						
Operating Expenditures	\$ 718,696	\$ 1,023,702	\$ 973,934	\$ 1,311,620	35%	\$ 337,686
Capital Expenditures	-	190,000	310,000	565,000	82%	255,000
Debt Service	1,111,161	940,991	940,991	936,807	0%	(4,184)
Transfers-Out	38,140	60,460	60,460	-	-100%	(60,460)
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,867,997</u>	<u>\$ 2,215,153</u>	<u>\$ 2,285,385</u>	<u>\$ 2,813,427</u>	<b>23%</b>	<b>\$ 528,042</b>
<b>FUND BALANCES (Ending):</b>						
<b>RESTRICTED FOR:</b>						
<b>RATE STABILIZATION ACCOUNT <sup>1</sup></b>	\$ 192,000	\$ 271,041	\$ 258,599	\$ 327,905	27%	\$ 69,307
<b>ASSIGNED FUND BALANCE</b>	\$ 4,150,814	\$ 4,685,558	\$ 4,615,831	\$ 4,522,697	-2%	\$ (93,134)
<b>FUND BALANCE (Ending)</b>	<u>\$ 4,342,814</u>	<u>\$ 4,956,598</u>	<u>\$ 4,874,429</u>	<u>\$ 4,850,602</u>		

<sup>1</sup> Per the 2007 loan the Town shall maintain an operations and maintenance reserve in an amount equal to three months of operation and maintenance expenses excluding depreciation of the system

FUND: WASTEWATER

**DETAIL OF REVENUES**

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
51-434-70 SERVICE FEES	\$ 2,234,901	\$ 2,352,000	\$ 2,352,000	\$ 2,469,600	5%	\$ 117,600
51-431-15 LOAN PAYMENT MILL LEVY 1	177,306	-	-	-	0%	-
51-436-50 INTEREST INCOME	16,620	24,000	15,000	20,000	33%	5,000
51-434-90 PLANT INVESTMENT FEES (TAP FEES)	865,000	450,000	450,000	300,000	-33%	(150,000)
TOTAL REVENUE	<u>\$ 3,293,828</u>	<u>\$ 2,826,000</u>	<u>\$ 2,817,000</u>	<u>\$ 2,789,600</u>	<u>-1%</u>	<u>\$ (27,400)</u>

1 Mill Levy received to pay for 1997 waste water loan which will be paid in full in 2017, revenues will expire with debt

FUND: WASTEWATER

SUMMARY OF EXPENDITURES

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL SERVICES	\$ 217,608	\$ 333,892	\$ 334,124	\$ 551,308	65%	\$ 217,184
SUPPLIES	116,877	142,800	142,800	154,516	8%	11,716
CHARGES FOR SERVICES	359,946	470,010	470,010	527,878	12%	57,868
FIXED CHARGES	24,265	27,000	27,000	27,918	3%	918
CAPITAL OUTLAY	-	190,000	310,000	565,000	82%	255,000
DEBT SERVICE	1,111,161	940,991	940,991	936,807	0%	(4,184)
CONTINGENCY	-	50,000	-	50,000	#DIV/0!	50,000
TRANSFER TO OTHER FUNDS	38,140	60,460	60,460	-	-100%	(60,460)
TOTAL EXPENDITURES	\$ 1,867,997	\$ 2,215,153	\$ 2,285,385	\$ 2,813,427	23%	\$ 528,042



# Refuse Fund

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## **DESCRIPTION**

The town contracts out to a private hauler for pickup and disposal of curbside residential solid waste and recycling. The town also provides other services: Recycle drop-off center at the public works facility (partnered with Eagle County) and yard waste drop-off on Violet Lane.

## **2018 ACCOMPLISHMENTS**

- Operated yard waste facility within budget.
- Continue to provide trash and recycle service in an economic manner.
- Recycle drop-off center is still a model in the valley.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** *(Major Objectives #2, 7, & 10)*

- Keep up on grinding at yard waste.
- Work with Vail Honeywagon on composting leaves and grass.
- Work internally to expand yard waste drop-off hours and customer base.
- Investigate with Vail Honeywagon to expand yard waste drop-off streams to include food scraps

## **HIGHLIGHTS**

- Continue grinding yard material.
- Expanded composting.
- Increase recycle bins at key locations around town

REFUSE FUND SUMMARY

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):						
ASSIGNED FUND BALANCE	\$ 171,618	\$ 171,724	\$ 190,024	\$ 183,203	-4%	\$ (6,821)
TOTAL FUND BALANCES (Beginning)	<u>\$ 171,618</u>	<u>\$ 171,724</u>	<u>\$ 190,024</u>	<u>\$ 183,203</u>		
REVENUE						
Operating Revenues	\$ 586,090	\$ 612,592	\$ 608,112	\$ 631,467	4%	\$ 23,355
Non-Operating Revenues	1,658	1,800	2,683	3,000	12%	317
Transfers-In	-	-	-	-	0%	-
TOTAL REVENUE	<u>\$ 587,748</u>	<u>\$ 614,392</u>	<u>\$ 610,795</u>	<u>\$ 634,467</u>	4%	\$ 23,672
TOTAL SOURCES	<u>\$ 759,366</u>	<u>\$ 786,116</u>	<u>\$ 800,819</u>	<u>\$ 817,670</u>	2%	\$ 16,851
EXPENDITURES						
Operating Expenditures	\$ 550,341	\$ 602,571	\$ 598,091	\$ 614,347	3%	\$ 16,256
Capital Expenditures	-	-	-	4,000	#DIV/0!	4,000
Transfers-Out	19,000	19,500	19,525	16,120	-17%	(3,405)
TOTAL EXPENDITURES	<u>\$ 569,341</u>	<u>\$ 622,071</u>	<u>\$ 617,616</u>	<u>\$ 634,467</u>	3%	\$ 16,851
FUND BALANCES (Ending):						
ASSIGNED FUND BALANCE	\$ 190,024	\$ 164,045	\$ 183,203	\$ 183,203	0%	\$ -
TOTAL FUND BALANCE (Ending)	<u>\$ 190,024</u>	<u>\$ 164,045</u>	<u>\$ 183,203</u>	<u>\$ 183,203</u>		

DETAIL OF REVENUES

		ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
OPERATING REVENUES							
53-434-40	SERVICE FEES	\$ 527,765	\$ 553,977	\$ 549,497	\$ 571,477	4%	\$ 21,980
53-434-50	YARDWASTE/RECYCLE CENTER FEE	38,900	39,090	39,090	39,481	1%	391
53-434-60	ADMINISTRATIVE FEE	19,425	19,525	19,525	20,509	5%	984
OPERATING REVENUES		\$ 586,090	\$ 612,592	\$ 608,112	\$ 631,467	4%	\$ 23,355
NON-OPERATING REVENUES							
53-436-50	INTEREST INCOME	\$ 1,658	\$ 1,800	\$ 2,683	\$ 3,000	12%	\$ 317
NON-OPERATING REVENUES		\$ 1,658	\$ 1,800	\$ 2,683	\$ 3,000	12%	\$ 317
TOTAL REVENUES		\$ 587,748	\$ 614,392	\$ 610,795	\$ 634,467	4%	\$ 23,672

**SUMMARY OF EXPENDITURES**

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL SERVICES	\$ 8,192	\$ 9,144	\$ 9,144	\$ 9,420	3%	\$ 276
SUPPLIES	532	3,250	3,250	3,250	0%	-
CHARGES FOR SERVICES	541,618	590,177	585,697	601,677	3%	15,980
CAPITAL EXPENDITURES	-	-	-	4,000	#DIV/0!	4,000
TRANSFERS TO OTHER FUNDS	19,000	19,500	19,525	16,120	-17%	(3,405)
TOTAL EXPENDITURES	<b>\$ 569,341</b>	<b>\$ 622,071</b>	<b>\$ 617,616</b>	<b>\$ 634,467</b>	<b>3%</b>	<b>\$ 16,851</b>

# Capital Improvements Fund

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## **DESCRIPTION**

This fund provides for land acquisition, construction of major capital improvement projects and acquisition of vehicles and equipment. The fund has two dedicated sources of funding: use tax and off-site road impact fees. This fund's revenue streams are limited. Consequently, to grow this fund more rapidly, we have been transferring dollars into this fund from the General Fund which has more robust revenue streams. This fund would be used as a source for improvements to Grand Avenue. There is no stated minimum ending fund balance by statute, code or policy of the Town.

## **2018 ACCOMPLISHMENTS**

- Eagle Valley Trail Funding for the connection between Eagle and Edwards.
- Improvements to the Town Park.
- Town shop painting, LED lighting, and roof work.
- Installation of an electronic message reader sign on Highway 6.
- Purchase of truck and patrol vehicle.
- Update policy equipment.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** *(Major Objective #7)*

- Town park improvements to pathways.
- Public Works expansion planning and design.
- Storm water facility improvements.
- Pedestrian crossing improvements at the Eby Creek and Chambers Ave. roundabout.
- THOR broadband partnership with the Northwest Regional Council of Governments.
- Updated police equipment to include body cameras, rifle replacements and office furniture.

## **HIGHLIGHTS**

- Completed first long-term Capital Improvements Plan (CIP).
- Completed first Fleet Maintenance Fund.

CAPITAL IMPROVEMENTS FUND SUMMARY

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR:						
COMMUNITY ENHANCEMENT	\$ 79,779	\$ 124,400	\$ 123,587	\$ 169,637	37%	\$ 46,050
TRANSPORTATION EXPENDITURES	-	1,671,649	1,675,081	1,708,081	2%	33,000
TABOR RESERVE	15,000	19,199	16,000	15,485	-3%	(516)
ASSIGNED FOR:						-
GRAND AVENUE	-	-	-	200,000	#DIV/0!	200,000
OTHER CAPITAL PROJECTS	1,233,184	2,369,909	2,649,739	2,526,105	-5%	(123,635)
TOTAL FUND BALANCES (Beginning)	\$ 1,327,963	\$ 4,185,157	\$ 4,464,407	\$4,619,307	3%	\$ 154,900
REVENUE						
31-430-45 Capital Improvement Interest	\$ 15,241	\$ 42,000	\$ 42,000	\$ 60,000	43%	\$ 18,000
31-430-46 Community Enhancement Interest	1,263	2,003	2,003	2,000	0%	(3)
31-430-47 Devolution & Transportation Interest	3,432	-	33,000	32,000	-3%	(1,000)
31-430-50 Community Enhancement 1	43,055	44,047	44,047	44,500	1%	453
31-430-60 Municipal Land Dedication	125,000	-	-	-	0%	-
31-430-75 CDOT Devolution	1,671,649	-	-	-	0%	-
31-430-77 Eagle County Contributions	-	150,000	-	-	0%	-
31-430-85 Street Impact Fees	93,805	55,000	35,000	40,000	14%	5,000
31-430-86 Use Tax	525,581	325,000	315,000	250,000	-21%	(65,000)
31-437-10 Transfer from General Fund	1,217,246	200,000	200,000	350,000	75%	150,000
TOTAL REVENUE	\$ 3,696,272	\$ 818,050	\$ 671,050	\$ 778,500	16%	\$ 107,450
TOTAL SOURCES	\$ 5,024,235	\$ 5,003,207	\$ 5,135,457	\$5,397,807	5%	\$ 262,350
EXPENDITURES						
Capital Expenditures	\$ 528,828	\$ 716,150	\$ 516,150	\$ 641,929	24%	\$ 125,779
Transfers to Other Funds	31,000	-	-	-	0%	-
TOTAL EXPENDITURES	\$ 559,828	\$ 716,150	\$ 516,150	\$ 641,929	24%	\$ 125,779
FUND BALANCES (Ending):						
RESTRICTED FOR:						
COMMUNITY ENHANCEMENT	\$ 123,587	\$ 170,450	\$ 169,637	\$ 216,137	27%	\$ 46,500
TRANSPORTATION EXPENDITURES	1,675,081	1,671,649	1,708,081	1,740,081	2%	32,000
TABOR RESERVE	16,000	21,485	15,485	19,258	24%	3,773
ASSIGNED FOR: CAPITAL PROJECTS:						-
GRAND AVENUE	-	-	200,000	200,000	0%	-
OTHER CAPITAL PROJECTS	2,649,739	2,423,474	2,526,105	2,580,402	2%	54,298
TOTAL FUND BALANCES (Ending):	\$ 4,464,407	\$ 4,287,057	\$ 4,619,307	\$4,755,878	3%	\$ 136,571

1 Per Holy Cross 2010 Franchise agreement

**DETAIL CAPITAL EXPENDITURES**

		ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
<b>BLDGS, PARKS &amp; OPEN SPACE</b>							
31-51-724	Pool and Ice Capital Improvements Funding	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	0%	\$ -
31-51-730	Town Hall Improvements	132,202	-	-	-	0%	-
31-51-765	Eagle Valley Trail Funding	-	200,000	200,000	-	-100%	(200,000)
31-51-745	Town Parks Improvements	-	45,000	45,000	23,876	-47%	(21,124)
31-51-750	Town Shop Improvements	-	35,000	35,000	25,000	-29%	(10,000)
	<b>TOTAL BLDGS, PARKS &amp; OPEN SPACE</b>	<b>\$ 172,202</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 98,876</b>	<b>-70%</b>	<b>\$ (231,124)</b>
<b>STREETS &amp; RIGHTS-OF-WAY</b>							
31-52-712	R-O-W Improvements	\$ 267	\$ 25,000	\$ 25,000	\$ -	-100%	\$ (25,000)
31-52-716	CBD Parking/Streetscape Improvements	-	5,000	5,000	-	-100%	(5,000)
31-52-724	Storm Drain Improvements	-	-	-	32,700	#DIV/0!	32,700
31-52-719	Monument Reader Board	-	20,000	20,000	-	-100%	(20,000)
31-52-723	Grand Avenue Planning	3,430	200,000	-	-	0%	-
31-52-737	Traffic Control Improvements	28,413	20,000	20,000	42,000	110%	22,000
	<b>TOTAL STREETS &amp; RIGHTS-OF-WAY</b>	<b>\$ 32,110</b>	<b>\$ 270,000</b>	<b>\$ 70,000</b>	<b>\$ 74,700</b>	<b>7%</b>	<b>\$ 4,700</b>
<b>EQUIPMENT</b>							
31-54-728	Snow Removal Equipment	\$ 36,214	\$ -	\$ -	\$ 225,000	#DIV/0!	\$ 225,000
31-54-729	Project THOR	-	-	-	173,855	#DIV/0!	173,855
31-54-740	4x4 Pickups	-	32,000	32,000	-	-100%	(32,000)
31-54-765	Trailer	-	6,200	6,200	-	-100%	(6,200)
31-54-780	Mower	7,328	-	-	-	0%	-
31-54-785	Skidsteer	59,571	-	-	-	0%	-
31-55-715	Police Equipment	11,000	33,000	33,000	18,998	-42%	(14,002)
31-55-724	Patrol Vehicles	81,363	44,950	44,950	50,500	12%	5,550
	<b>TOTAL EQUIPMENT</b>	<b>\$ 324,515</b>	<b>\$ 116,150</b>	<b>\$ 116,150</b>	<b>\$ 468,353</b>	<b>303%</b>	<b>\$ 352,203</b>
<b>TRANSFERS</b>							
31-51-940	Transfer to Sales Tax CIF	\$ 31,000	\$ -	\$ -	\$ -	0%	\$ -
	<b>TOTAL TRANSFERS</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 559,828</b>	<b>\$ 716,150</b>	<b>\$ 516,150</b>	<b>\$ 641,929</b>	<b>24%</b>	<b>\$ 125,779</b>

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# Sales Tax Capital Improvement Fund (Eagle River Park Fund)

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## **DESCRIPTION**

All expenses associated with the Eagle River Park are appropriated through this fund, which is required per the 2016 Sales Tax Bond Ordinance. Funding for other town parks and paved path improvements may also be allocated through this fund. All proceeds from the half-cent sales tax, approved in April 2016, will be receipted in this fund.

## **2018 ACCOMPLISHMENTS**

- Constructed pavilion at the Town Park to provide a shade structure.
- Completed all four whitewater features in the Eagle River.
- Installed and tested RapidBloc pads for each feature and was successful.
- Provided successful hydraulic testing of instream features in partnership with Colorado Parks & Wildlife and the U.S. Army Corps of Engineers.
- Completed intake structure for the Case property.
- Raised money from private donations for the installation of the fire pit.
- Increased participation in the River Park community calls each month.

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT** (Major Objective #4)

- Complete construction of whitewater park.
- Complete construction of phase one of upland park.
- Complete annexation of the River Park and Fair and Rodeo Grounds.
- County will deed over the Upland Park land to the town.
- Identify grants for Phase two.

## **HIGHLIGHTS**

- Received GOCO grant for \$350,000 for the construction of the restrooms for the Upland Park.

# SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND) SUMMARY

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	% CHANGE FROM PY
<b>FUND BALANCES (Beginning):</b>						
<b>RESTRICTED FOR:</b>						
<b>RESERVE</b>	\$ 161,619	\$ 161,619	\$ 161,619	\$ 161,619	0%	\$ -
<b>CAPITAL IMPROVEMENTS</b>	5,928,201	4,494,820	4,826,182	556,096	-88%	(4,270,086)
<b>ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE</b>	130,138	312,988	318,742	528,753	66%	210,011
<b>TOTAL FUND BALANCES (Beginning)</b>	<u>\$ 6,219,958</u>	<u>\$ 4,969,427</u>	<u>\$ 5,306,543</u>	<u>\$ 1,246,468</u>	<u>-77%</u>	<u>\$ (4,060,075)</u>
<b>REVENUE</b>						
61-431-30 Sales Tax	\$ 503,064	\$ 512,543	\$ 522,669	\$ 538,349	3%	\$ 15,680
61-433-10 Grants	-	-	-	350,000	#DIV/0!	350,000
61-436-10 Interest - ColoTrust STCIF	5,578	8,980	8,980	8,000	-11%	(980)
61-436-20 Interest - UMB Project Fund	60,489	30,000	30,000	10,000	-67%	(20,000)
61-436-30 Interest - UMB COI Project Fund	18	-	-	-	0%	-
61-437-31 Transfer from Capital Improvements Fund	31,000	-	-	-	0%	-
61-437-81 Transfer from Open Space Fund	17,000	-	-	-	0%	-
<b>TOTAL REVENUE</b>	<u>\$ 617,148</u>	<u>\$ 551,523</u>	<u>\$ 561,649</u>	<u>\$ 906,349</u>	<u>61%</u>	<u>\$ 344,700</u>
<b>TOTAL SOURCES</b>	<u>\$ 6,837,106</u>	<u>\$ 5,520,950</u>	<u>\$ 5,868,192</u>	<u>\$ 2,152,817</u>	<u>-63%</u>	<u>\$ (3,715,375)</u>
<b>EXPENDITURES</b>						
<b>CHARGES FOR SERVICES</b>						
61-50-372 Meeting Expense	\$ 2,133	\$ 5,000	\$ 5,000	\$ 2,000	-60%	\$ (3,000)
61-50-347 Professional Services	60,101	38,586	38,586	11,536	-70%	(27,050)
61-50-351 Legal	-	-	-	2,000	#DIV/0!	2,000
<b>TOTAL CHARGES FOR SERVICES</b>	<u>\$ 62,234</u>	<u>\$ 43,586</u>	<u>\$ 43,586</u>	<u>\$ 15,536</u>	<u>-64%</u>	<u>\$ (28,050)</u>
<b>CAPITAL OUTLAY</b>						
61-50-745 Town Park Improvements	\$ 324,411	\$ 50,000	\$ 50,000	\$ -	-100%	\$ (50,000)
61-50-750 Design	409,069	100,000	250,000	15,000	-94%	(235,000)
61-50-760 Construction	412,418	4,100,000	3,956,500	1,492,060	-62%	(2,464,440)
61-50-715 Acquisitions	2,393	-	-	-	0%	-
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ 1,148,291</u>	<u>\$ 4,250,000</u>	<u>\$ 4,256,500</u>	<u>\$ 1,507,060</u>	<u>-65%</u>	<u>\$ (2,749,440)</u>
<b>DEBT SERVICE</b>						
61-50-815 Debt Service	\$ 85,000	\$ 90,000	\$ 90,000	\$ 95,000	6%	\$ 5,000
61-50-816 Debt Service Interest	234,538	231,138	231,138	227,538	-2%	(3,600)
61-50-820 Agent Fees	500	500	500	500	0%	-
<b>TOTAL DEBT SERVICE</b>	<u>\$ 320,038</u>	<u>\$ 321,638</u>	<u>\$ 321,638</u>	<u>\$ 323,038</u>	<u>0%</u>	<u>\$ 1,400</u>
<b>CONTINGENCY</b>						
61-50-900 CONTINGENCY	<u>\$ -</u>	<u>\$ 74,890</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,530,563</u>	<u>\$ 4,690,114</u>	<u>\$ 4,621,724</u>	<u>\$ 1,845,634</u>	<u>-60%</u>	<u>\$ (2,776,090)</u>
<b>FUND BALANCES (Ending):</b>						
<b>RESTRICTED FOR:</b>						
<b>RESERVE</b>	\$ 161,619	\$ 161,619	\$ 161,619	\$ 161,619	0%	\$ -
<b>CAPITAL IMPROVEMENTS</b>	4,826,182	156,344	556,096	-	-100%	(556,096)
<b>ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE</b>	318,742	512,873	528,753	145,564	-72%	(383,189)
<b>TOTAL FUND BALANCES (Ending):</b>	<u>\$ 5,306,543</u>	<u>\$ 830,836</u>	<u>\$ 1,246,468</u>	<u>\$ 307,183</u>	<u>-75%</u>	<u>\$ (939,285)</u>

# Conservation Trust Fund

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## **DESCRIPTION**

This fund was established to account for funds the Town of Eagle receives from the State of Colorado lottery proceeds. The Colorado Constitution directs 40% of the net proceeds of the Colorado Lottery to the Conservation Trust Fund (CTF) for distribution to municipalities and counties and other eligible entities for parks, recreation, and open space purposes. The CTF funds are received quarterly on a per capita basis.

The CTF statute governs that a municipality can only use these funds for the acquisition, development, and maintenance of “new conservation sites” or for capital improvements or maintenance for recreational purposes on any public site. At the end of 2018, fund balance is projected to be approximately \$68,413.

## **2018 ACCOMPLISHMENTS**

- Funds were allocated to the construction of a soft path trail connection from the River Park to the Eagle County Fairgrounds. The total project budget was \$75,000. (*Major Objective #4*)

## **2019 GOALS/STRATEGIC PLAN ALIGNMENT**

- Funds are allocated to complete a facilities master plan in partnership with Mountain Recreation (formally WECRMD) for the Pool & Ice Rink campus. The total project budget is \$50,000 and the town and Mountain Recreation will apply for a GOCO grant and will split the match of \$25,000. (*Major Objectives #2, #9, #10, #12*)

CONSERVATION TRUST FUND SUMMARY

		ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FUND BALANCE		\$ 64,177	\$ 96,289	\$ 98,138	\$ 58,428	-40%	\$ (39,710)
TOTAL FUND BALANCES (Beginning)		<u>\$ 64,177</u>	<u>\$ 96,289</u>	<u>\$ 98,138</u>	<u>\$ 58,428</u>		
REVENUES							
71-430-10	Lottery Proceeds	\$ 33,069	\$ 32,000	\$ 33,450	\$ 33,785	1%	\$ 335
71-430-20	Interest on Investments	892	1,152	1,840	1,200	-35%	(640)
TOTAL REVENUES		<u>\$ 33,961</u>	<u>\$ 33,152</u>	<u>\$ 35,290</u>	<u>\$ 34,985</u>	-1%	<u>\$ (305)</u>
TOTAL SOURCES		<u>\$ 98,138</u>	<u>\$ 129,441</u>	<u>\$ 133,428</u>	<u>\$ 93,413</u>	-30%	<u>\$ (305)</u>
EXPENDITURES							
71-50-750	Park Improvements	-	75,000	75,000	25,000	-67%	(50,000)
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 25,000</u>	-67%	<u>\$ (50,000)</u>
FUND BALANCES (Ending):							
RESTRICTED FUND BALANCE		\$ 98,138	\$ 54,441	\$ 58,428	\$ 68,413	17%	\$ 9,985
TOTAL FUND BALANCE (Ending)		<u>\$ 98,138</u>	<u>\$ 54,441</u>	<u>\$ 58,428</u>	<u>\$ 68,413</u>		

# Open Space Fund

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## DESCRIPTION

The purpose of the Open Space fund is to preserve and protect natural open space areas and wildlife habitat while also providing outdoor recreation opportunities for Eagle's citizens and visitors. The fund's primary source of income is a \$2 per night lodging tax. Staff continually works to secure grant monies and establish partnerships with other governmental entities to leverage the funding generated by the lodging tax.

The ballot measure establishing the fund was passed in 1996. The goal at that time was to simply build up a fund balance which would be used for the acquisition and maintenance of natural open space and trails. Over time, the scope of the Open Space program grew, and the fund was used to pay for many of the popular new trails and other amenities that have helped promote Eagle as an outdoor tourism destination.

## 2018 ACCOMPLISHMENTS

- **Hardscrabble Ranch Open Space** – Open Space staff worked in close partnership with Eagle County on the preparation of the Management Plan for this important open space parcel.
- **East Eagle SRMA Trail Planning** – Staff coordinated with the BLM, Hardscrabble Trails Coalition, and the County on new trail planning south of Bellyache Road and east of Hardscrabble Ranch.
- **Trail Maintenance, Trail Signage, and General Maintenance Tasks** – No new capital projects were proposed in 2018 due to the \$600,000 expenditure that was made on the Hardscrabble Ranch acquisition in 2017. Staff focused on completing numerous trail maintenance and fencing projects and installing additional signage. The fund again paid for a Seasonal Open Space Trails Technician position for the summer months.
- **Land Management and Stewardship** – Completed routine but important annual open space stewardship tasks, including noxious weed abatement, pest control, hazards mitigation, and seasonal wildlife closures. Managed volunteer groups who performed trail maintenance tasks.

## 2019 GOALS / STRATEGIC PLAN ALIGNMENT

- Coordinate with Eagle County on the implementation of the Hardscrabble Ranch Management plan. This will include making trail connections from Hardscrabble Ranch to the Haymaker Trail, Riddle Trail, and trails in the East Eagle area. *(Major Objectives 1, 2 and 9)*
- Facilitate trail planning on the BLM's East Eagle SRMA parcel so that a multi-year construction of up to 15 miles can begin. Final timeline is dependent upon the BLM's NEPA permitting process. *(Major Objectives 1, 2, and 9)*
- Expand natural history interpretation and environmental education opportunities. Work with Walking Mountains on potential programming and interpretive trail signage. *(Major Objective 9)*
- Work with Eagle County, the BLM, the Town of Gypsum and developers on identifying a specific location for a campground. This would serve the needs of visiting outdoor enthusiasts, further promoting Eagle as an outdoor recreation destination. *(Major Objectives 2, 4, 5, and 9)*
- Continue to perform land management tasks that are consistent with best stewardship

practices. *(Major Objectives 9 and 13)*

### **HIGHLIGHTS**

The 2019 budget will serve as another rebuilding year to help the Open Space fund recover from the \$600,000 Hardscrabble Ranch purchase in 2017. New trail construction opportunities on adjacent open space and/or BLM land are possible in 2019, although exact timing will ultimately be dependent upon BLM and the County.

OPEN SPACE PRESERVATION FUND SUMMARY

		ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):							
COMMITTED FUND BALANCE		\$ 847,617	\$ 185,865	\$ 210,762	\$ 212,734	1%	\$ 1,972
TOTAL FUND BALANCES (Beginning)		<u>\$ 847,617</u>	<u>\$ 185,865</u>	<u>\$ 210,762</u>	<u>\$ 212,734</u>	1%	<u>\$ 1,972</u>
REVENUES							
81-430-10	Lodging Tax	\$ 140,609	\$ 134,500	\$ 141,000	\$ 143,820	2%	\$ 2,820
81-430-15	Penalty & Interest	872	-	15	-	-100%	(15)
81-430-20	Interest on Investments	6,520	1,440	6,000	3,000	-50%	(3,000)
81-430-30	Usage Fees	-	300	300	-	-100%	(300)
81-433-00	Other Grants	-	-	10,000	-	0%	(10,000)
81-437-10	Transfer from General Fund	-	-	8,000	-	-100%	(8,000)
TOTAL REVENUES		<u>\$ 148,000</u>	<u>\$ 136,240</u>	<u>\$ 165,315</u>	<u>\$ 146,820</u>	-11%	<u>\$ (18,495)</u>
TOTAL SOURCES		<u>\$ 995,617</u>	<u>\$ 322,105</u>	<u>\$ 376,077</u>	<u>\$ 359,554</u>	-4%	<u>\$ (16,523)</u>
EXPENDITURES							
Operating Expenses		\$ 89,742	\$ 127,813	\$ 129,383	\$ 160,456	24%	\$ 31,073
Capital Expenditures		678,114	27,000	33,960	50,000	47%	16,040
Transfers-Out		17,000	-	-	-	0%	-
TOTAL EXPENDITURES		<u>\$ 784,855</u>	<u>\$ 154,813</u>	<u>\$ 163,343</u>	<u>\$ 210,456</u>	29%	<u>\$ 47,113</u>
FUND BALANCES (Ending):							-
COMMITTED FUND BALANCE		<u>\$ 210,762</u>	<u>\$ 167,292</u>	<u>\$ 212,734</u>	<u>\$ 149,098</u>	-30%	<u>\$ (63,636)</u>
TOTAL FUND BALANCE (Ending)		<u>\$ 210,762</u>	<u>\$ 167,292</u>	<u>\$ 212,734</u>	<u>\$ 149,098</u>	-30%	<u>\$ (63,636)</u>

FUND: OPEN SPACE

**SUMMARY OF EXPENDITURES**

	ACTUAL 2017	BUDGET 2018	REVISED 2018	BUDGET 2019	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL	\$ 42,460	\$ 70,063	\$ 68,593	\$ 74,672	9%	\$ 6,079
MATERIALS & SUPPLIES	5,806	7,250	9,850	22,924	133%	13,074
CHARGES FOR SERVICES	31,779	45,800	41,240	58,000	41%	16,760
DISCRETIONARY FUNDING	5,000	-	5,000	-	-100%	(5,000)
FIXED CHARGES	4,697	4,700	4,700	4,860	3%	160
CAPITAL EXPENDITURES	678,114	27,000	33,960	50,000	47%	16,040
TRANSFERS	17,000	-	-	-	0%	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 784,855</b>	<b>\$ 154,813</b>	<b>\$ 163,343</b>	<b>\$ 210,456</b>	<b>29%</b>	<b>\$ 47,113</b>



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## ABOUT THE TOWN OF EAGLE

**The Community** - Located on the western slope of the Rockies, halfway between Denver and Grand Junction, the Town of Eagle (pop. Approximately 6,600) is one of Colorado's best kept secrets. Eagle offers access to epic mountain biking, trail running and hiking, golf, kayaking, snowmobiling, hunting, and gold-medal fly fishing. In addition to a variety of public parks, there are over 1,000 acres of town owned public open space. The Town has a sustained commitment to facilitate and provide quality of life improvements for its residents. Located a short drive from Vail and Beaver Creek, residents also enjoy world-class amenities provided by these resorts. The Eagle County Regional Airport is located just five miles west of Town and serves both commercial and private aviation. Eagle is a thriving recreational community and is a great place to live, work, or visit.

Eagle, the county seat, is a traditional town with a main street lined with shops and cafes. Eagle boasts a variety of great neighborhoods, excellent parks, over 100 miles of single-track trails, concerts in the park, an Arnold Palmer golf course, a county-fair venue, and a variety of restaurants. The community has an authentic western flavor and friendly vibe, attracting topnotch events and outdoor adventurers. Its population includes a variety of age groups and income levels. Eagle enjoys a mountain climate with warm dry summers and moderate winters. Average temperatures range from 35 degrees in January to a high of 85 in July. Typical snowfall is 10-12 inches per month in December through April, yet Eagle boasts over 290 days of sunshine per year.

**The Town's Organization** - Established in 1887, incorporated in 1905, the town of Eagle became the County seat in 1921. The Town is a council-manager form of government led by a 7-member board of trustees elected for four-year terms. The trustees appoint the Town Manager, Town Attorney, and Municipal Court Judge. The Town has a staff of approximately 40 dedicated employees with an average longevity of 10 years. Eagle provides a full range of services including: police protection, water and wastewater services, street and parks maintenance, community and economic development, and events planning. Fire service is provided by the Greater Eagle Fire Protection District.

The mayor, trustees, and employees of the Town are committed to maintaining and enhancing the quality of life for everyone in the community. The following Strategic Plan reaffirms the values of the Town and outlines the major objectives designed to guide Eagle's future.

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## PURPOSE OF THE TOWN'S STRATEGIC PLAN

This Strategic Plan (the Plan) has been prepared for the citizens of Eagle by the employees of the Town in collaboration with the Board of Trustees. It establishes a common language and proposes strategies designed to ensure a bright future for Eagle. Specifically, this Plan creates the following outcomes:

- Establishes a 5-year planning horizon, and provides the basis for an ongoing dialogue between the staff, Trustees, and the community regarding the direction of the Town and specific objectives
- Identifies the major challenges and opportunities likely to arise during the planning horizon and proposes specific objectives to address these challenges
- Increases confidence among Eagle's Trustees, community leaders, and residents that the Town is appropriately addressing, opportunities, future risks, and needed investments
- Ensures that proposed strategies and activities are consistent with Town's mission and values, especially the commitment to enhance quality of life
- Provides sufficient information to allow the Town's staff to develop more specific objectives and tasks, and ultimately fulfill Eagle's Vision for the future

It is important to emphasize that this Strategic Plan does not approve or communicate final policy decisions on specific issues or objectives. Rather, it provides a framework for an ongoing dialogue about maintaining and enhancing quality of life in Eagle. Each of the Major Objectives in this Plan will require additional

collaboration by the Town's staff, advice from experts, and input from the community before the Trustees make final policy or investment decisions. Outreach efforts on the River Park project, and upcoming outreach on the new water treatment plant are examples. The Town will provide ample opportunities for citizens to be engaged in the dialogue as specific issues are addressed.

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## ELEMENTS OF THE STRATEGIC PLAN

**Foundation** – The Town's Mission and Behavioral Values establish a foundation for meeting the needs of the community, and defining how the employees of the Town will conduct business.

**Business Values** – The Town's Business Values describe specific commitments to protect the interests of the residents and businesses in Eagle, for example reliable and cost-effective services, economic development, sound financial management, and transparency. These values provide the framework for identifying more explicit standards and for engaging with the community on important issues.

**Standards** - To provide consistent value to the community, and to be transparent in its decision making and communications, it is essential that the Town develop and comply with standards. A standard is simply a rule, a level of quality, or an achievement that is considered acceptable or desirable. The Town's standards drive its activities, decisions, and proposed investments, whether they are internal policies or regulations. They also provide a mechanism for having a more meaningful dialogue with the community and empowering the Town's staff to enhance quality of life in Eagle.

**Major Objectives** – The Major Objectives outlined in this plan identify significant challenges, opportunities, or investments likely to arise during the planning horizon. In general, these objectives do not address tasks associated with normal daily operations. The information provided in each objective is designed to provide a foundation for future collaborations between the Town's Trustees, employees, community leaders, and the residents of Eagle. These collaborations will likely result in one or more policy decisions by the Trustees to address the stated problem or opportunity.

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## FOUNDATION

### MISSION

Maintain and enhance quality of life for everyone in our community

### VISION

The Town of Eagle is a vibrant community that respects and includes all residents, neighbors and visitors.

### STAFF BEHAVIORAL VALUES

We are guided in our daily decisions and activities by these values:

#### Integrity

We are open, honest, and ethical in all our communications and actions.

#### Respect

We thoughtfully consider each other's differences and opinions.

#### Commitment

We give our individual best to get the job done right.

#### Responsibility

We are accountable for our behaviors, actions, and use of public resources.

#### Collaboration

We listen and openly share our ideas to achieve better decisions and outcomes.

### Leadership

We are proactive in advancing the interests of our communities

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## BUSINESS VALUES

Business Values describe the Town's commitments to advance the interests of Eagle's residents and businesses. The Town's Business Values establish a framework for developing more detailed standards, assessing risks, identifying issues, and evaluating and implementing solutions. These Business Values also enable the Town to clearly communicate the value of its activities and proposed investments. In addition to the Mission Statement, the Town's commitments to provide value are as follows:



The following narrative provides more information on the Town's Business Values and articulates some of the Town's specific standards.

**Sound Planning:** The foundation for providing reliable services and quality of life is planning. The Town's planning process is based on having a long-term view, identifying key standards, taking advantage of significant opportunities and mitigating risks. Specifically, The Town focuses on adequate resources, reliable infrastructure, compliance with regulations, and a local economy that supports high quality of life for Eagle residents. Infrastructure planning must ensure that the Town's roads, parks, water system, and wastewater facilities are proactively maintained and when necessary modernized. Economic planning must adhere to specific standards that enhance and maintain quality of life for everyone in the community. Finally, planning is about creating a better future, which often requires a willingness to change. The Town is working to create a culture of continuous improvement where change is not only viewed as the norm, but essential for providing exceptional value to the community.

**Appropriate Investment:** Providing reliable services requires funding that covers today's financial needs and supports investments in the Town's vision for the future. The Town must also invest in a highly effective, motivated, and well-trained workforce. Securing community support for adequate funding requires that Town's leadership and staff are trusted, that standards driving investment are clear, and that investment proposals are compelling. These investments must strike a balance between creating value for the community and the cost burden placed on residents and businesses. For these reasons, the Town pursues public participation in the decision-making process, which includes building strong relationships with elected officials, community leaders, and the public.

**Reliable and Cost-Effective Services:** A key responsibility for the Town is to provide essential services, whether it be reliable water and sewer services, trash and recycling services, or support with respect to

permitting, zoning, planning, and other basic needs. The Town is committed to delivering potable water service that is highly reliable, high quality, meets all regulatory standards, and is responsive to customer-reported problems. Meeting the needs of customers also requires that the Town adopt standards of service that make it easy for people to do business with the Town. This means going the extra mile to make sure that customers know where to find requested information, and ensuring that employees have the knowledge to resolve a customer's problem. Finally, Eagle is a small town, so residents should receive consistent service with a personal touch, ideally where people come to trust individual Town employees to address their needs.

**Protecting Public Health, Safety, and the Environment:** Whether it is providing reliable water and sewer services that protect people and the environment, or providing highly responsive police service, the Town is committed to protecting the well-being of its people and the community. This means supporting dynamic and diverse neighborhoods, maintaining a strong framework for business opportunities, being good stewards of the environment and addressing the problem of greenhouse gasses. These values drive a comprehensive land-use and development code that guides smart and safe development.

**Sound Finances and Increasing Efficiency:** The Town's financial capabilities and standards ensure that it has the financial strength and resources to provide the reliable and high-quality services that residents expect. These resources, which come from the Town's ongoing revenue sources, include local and county sales taxes, property taxes, utility franchise taxes, lodging and occupation taxes, water service bills, new customer water tap fees, and fees for licensing, permitting, planning, and zoning. The Town's finances must be resilient to economic downturns, cover the full cost of operations, provide adequate funding to maintain financial reserves, and support capital investment. These financial practices and reserves are necessary for earning favorable credit ratings for bond funds, which gives the Town access to low-cost financing for infrastructure improvements. Combined with aggressively pursuing grant funding and improving efficiency, the Town's financial practices help keep fees for service low while allowing for investments in services, human resources, and infrastructure.

**Economic Development:** Eagle's economy is the engine for quality of life. Simply stated, Eagle is a place to live, work, raise a family, and retire. It is a place that attracts outdoor adventurers and tourists, allows businesses to grow, and offers travelers a friendly place to stop and purchase goods and services. Eagle is fortunate to have a variety of natural and developed assets, including its location on Interstate 70, proximity to world class ski resorts and the regional airport, and access to multiple outdoor activities, including hiking, mountain biking, fishing, river rafting, kayaking, snowmobiling, and hunting. These assets are strong in comparison to many other communities, which gives Eagle a leg-up in determining its future. The economic impacts of visitors and economic development efforts by the Town, should align with the Town's vision and produce benefits for the residents in terms of amenities, special events, activities, jobs, wages, infrastructure, and revenue for the Town. In short, economic development activities and growth should align with the Town's mission of enhancing quality of life for everyone in the community. Development activities must also consider the desire to maintain an authentic small-town feel, where people know their community leaders and government officials, and it's easy to get around Eagle, whether you are walking, biking, or driving.

**Transparency and Community Engagement:** By providing easy access to information and timely responses to customer inquiries, the Town creates an environment that fosters public trust and allows Eagle's residents and business owners to understand the Town's values, priorities and Strategic Plans. The Town is committed to maintaining an ongoing, meaningful, and substantive dialogue with the community that is based on clearly defined standards and compelling arguments for proposed policies and investments. Eagle's population is not homogeneous, rather an eclectic combination of people and communities, whether these communities are based on location, age, income, or spoken language. Therefore, the staff and Trustees need to listen and understand community needs from a variety of perspectives. People from different communities need to feel they are being heard and feel connected to both the Town and people from other communities within Eagle. This involves embracing our common bond of being residents of Eagle while also valuing our differences. This

transparent approach facilitates long-term and mutually beneficial relationships, ultimately leading to better policy decisions and levels of service that meet the needs of the community.

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## PURSUING OPPORTUNITIES AND MITIGATING RISKS

The Town of Eagle engages in planning, makes capital investments, and provides essential services designed to sustain a vibrant economy and high quality of life. Consequently, the Town must not only take advantage of opportunities, but analyze and mitigate significant risks, whether these risks relate to the economy, the reliability of essential services, the natural environment, public health, or public-safety. Properly addressing these risks, and pursuing opportunities to improve the community, requires that the Town maintain a robust planning process and recommend prudent policies and investments. The following Major Objectives address these opportunities and risks and are aligned with the Town's Business Values and key standards. They provide the basis for further collaboration and ultimately policy decisions by the Town's Trustees.

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## MAJOR OBJECTIVES

**Using Major Objectives to Describe the Future** – Eagle's Strategic Plan employs several criteria for assessing future challenges and opportunities. These criteria include the following:

- Ensuring that the Town is adhering to its mission statement and aggressively pursuing its vision
- Making sure that the Town remains compliant with agreed-upon standards
- Continuing to enhance the Town's workforce and performance
- Anticipating and planning for changes in regulations or legal requirements
- Responding to economic trends and evolving needs of Eagle's residents and businesses

Based on the criteria above, the Town has developed a series of Major Objectives.

### LIST OF MAJOR OBJECTIVES

The following Major Objectives describe the issues, discussions, and decisions likely to come before Eagle's Trustees within a 5-year planning horizon. As stated above, they do not represent final decisions by the staff or Trustees, rather they provide enough detail for the Town's staff to continue clarifying the issues, collaborating with experts, and leading a community dialogue. Each Major Objective lists key Business Values and standards, and is designed to align with the Town's mission statement, which is to *maintain and enhance quality of life for everyone in Eagle*. These objectives and associated activities may have implications well beyond the planning horizon, consistent with the need to have a long-term view. In summary, Eagle is a great place to live, work, raise a family, retire, and a great place to visit. The following Major Objectives address these fundamental realities in an integrated manner.

1. Develop a Long-Term Vision for Eagle
2. Enhance the Financial Health of the Town
3. Build Lower Basin Water Treatment Plant, Enhance Water Management
4. Develop River Park Project, Maximize Economic Benefits
5. Stimulate Economic Vitality, Development
6. Invest in Public Safety to Respond to Evolving Community Needs
7. Implement Priority Infrastructure Improvements
8. Improve Housing Availability and Affordability
9. Continue Investing in Outdoor Activities, Recreation, and Open Space
10. Address Essential Planning and Land-Use Challenges
11. Enhance the Town's Communications, Build Eagle's Brand
12. Initiate and Maintain a Community Building Effort
13. Improve Town Organization, Culture, and Workforce Effectiveness

#### 14. Consider Implementing Home Rule

##### **Major Objective No. 1: Develop a Long-Term Vision for Eagle**

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Mission – Maintain and Enhance Quality of Life for Everyone in Our Community</li> <li>• All Business Values</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• A great place to live, work, raise a family, and retire</li> <li>• An economy that provides opportunities for a diverse population of all ages</li> <li>• Transportation system that facilitates pedestrian, bicycle and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day</li> <li>• Total population that supports a sustainable economy, is consistent with Eagle’s geography, and maintains a small-town feel</li> <li>• High quality infrastructure that encourages beneficial growth and development</li> <li>• Events and amenities that attract visitors and enhance quality of life for Eagle’s residents</li> </ul>
<i>Background</i>	Eagle is a community with a variety of natural and developed assets, including its location on Interstate 70, proximity to world-class ski resorts and the regional airport, and access to multiple outdoor activities. These assets are strong in comparison to many other communities, which means that the Town has a clear advantage in determining future quality of life.
<i>Challenge/ Opportunity</i>	Even though Eagle’s assets are strong, the Town needs to have a vision for the future and a plan for realizing this future. This vision, or vivid description of the future, is the basis for sound planning, policy decisions, and investments. More specifically, it will inform the process of working through and making final policy decisions related to the Major Objectives in this Strategic Plan.
<i>Solution</i>	<p>Continue to collaborate with staff, Trustees, and the community to develop and maintain a vivid description of Eagle 15 years from now that addresses the following key issues:</p> <ul style="list-style-type: none"> <li>• Population and demographics – Approximately 10,000 people 15 years from now</li> <li>• Community culture – How we treat each other and work together to build our future</li> <li>• Economic vitality, community amenities, and availability of jobs</li> <li>• Quality of infrastructure, especially water, wastewater, and transportation</li> <li>• Look and feel of the Town, and ease of transportation</li> <li>• Housing availability and affordability</li> <li>• Quality of the Town’s services, support, and communications</li> <li>• Community Engagement - Relationship between the Town and the various communities in Eagle</li> </ul>
<i>Timing</i>	The Strategic Planning process will result in a draft vision statement. Elements of this vision should be shared and discussed during the ongoing dialogue with the community on the objectives in the Strategic Plan, with more formal reviews and updates occurring every two years.

## Major Objective No. 2: Enhance the Financial Health of the Town

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Reliable and Cost-Effective Services</li> <li>• Sound Finances and Increasing Efficiency</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Revenues that fully fund operations costs, reserve funding, and needed capital investments</li> <li>• Investments that create compelling value for residents and businesses</li> <li>• Finances that are resilient to economic downturns</li> <li>• Strong credit ratings for bond funds, facilitating low financing costs</li> <li>• 20% reserve for general fund and adequate reserves for enterprise funds</li> <li>• Accurate and timely financial/budget reports</li> <li>• Documented financial standards, policies, and procedures</li> </ul>
<i>Background</i>	<p>The ability to provide high levels of service and invest appropriately in future quality of life hinges on the staff and Trustees being stewards of the Town's financial resources. These resources, which come from the Town's ongoing revenue sources, include local and county sales taxes, water service bills, new customer water tap fees, and fees for licensing, permitting, planning, and zoning.</p>
<i>Challenge/ Opportunity</i>	<p>The challenge for the Town is to ensure that its financial management is sound and that current revenues reflect 100% of the revenue entitled to the Town under current regulations and policies. This should include developing strategies to increase revenue that are not burdensome to residents and taxpayers. These revenues can in turn be used to create compelling value for the community.</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Benchmark current revenue given the Town's size and economy</li> <li>• Update out-of-date fees and revenue sources</li> <li>• Raise water-service Tap Fees to reflect the cost of replacing shared system infrastructure</li> <li>• Assess current lodging revenues and determine lost revenue opportunities</li> <li>• Develop a stronger relationship with Eagle's state sales tax representative to more proactively address issues with reporting and revenues</li> <li>• Develop ROI/revenue reports that analyze the benefits of economic development initiatives</li> <li>• Provide quarterly financial/budget reports to the Trustees and monthly reports to managers</li> <li>• Continue to perform and enhance training for financial staff and department managers</li> <li>• Review, enhance, and document financial standards, policies, and procedures</li> <li>• Develop a grant-funding strategy and aggressively pursuing grant funding in conjunction with Eagle's infrastructure needs and economic development plans</li> </ul>
<i>Timing</i>	<p>Lost opportunities mean lost revenue that can never be recovered. Addressing revenue issues should be a high priority.</p> <ul style="list-style-type: none"> <li>• Review, enhance, and document financial standards by October 1, 2017</li> <li>• Complete assessment items noted above and define specific corrective actions, including implementation milestones, by December 1, 2017</li> </ul>



### Major Objective No 3: Build Lower Basin Water Treatment Plant, Enhance Water Management

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Reliable and Cost-Effective Services</li> <li>• Protect Public Health, Safety, and the Environment</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Provide reliable water supply and water service, and safe, high-quality water</li> <li>• Provide adequate public facilities to support beneficial growth</li> <li>• Infrastructure that attracts desired economic development</li> </ul>
<i>Background</i>	<p>The Town receives its water from the upper Brush Creek water plant. Peak usage occurs in the summer months when outdoor watering greatly increases potable water demand. This outdoor water use has a large positive visual impact on both residential and commercial neighborhoods, which is especially important given the increase in our summertime events and activities in Eagle.</p>
<i>Challenge/ Opportunity</i>	<p>The Town faces the following challenges related to its water supply:</p> <ul style="list-style-type: none"> <li>• The Town's water supply is limited by Brush Creek water rights and the peak capacity of the current water plant (which purifies the water to meet drinking water standards)</li> <li>• Peak demands in the summer are approaching the maximum capacity of the plant, even with 90% of customers complying with odd-even day watering restrictions</li> <li>• Given that Eagle has only one water treatment plant, there is no water-supply redundancy or treatment plant redundancy, which increases water supply and service reliability risks</li> <li>• Brush Creek could be compromised due to a wildfire contaminating the water, mudslides that could block the Creeks' flow, or other events in the watershed that could impact water quality or flows</li> <li>• Brush Creek flows could be severely curtailed by low snowpack during any given year and in general due to climate change. Eagle has no significant water storage to buffer yearly snowpack variations</li> <li>• Growth of Eagle cannot be supported by the current water plant without imposing significant additional water restrictions and growth control.</li> <li>• The Town needs to review water-system management practices, including current levels of water-use efficiency and opportunities to increase efficiency (conservation)</li> <li>• Current Tap Fees (new connection fees) are too low, and don't cover a new customer's fair share of the Town's wholesale water infrastructure costs, and reservation of treatment plant capacity</li> <li>• Current water bills are not easy to read and billing system needs improvement</li> </ul>
<i>Solution</i>	<p>Build the Lower Basin Water Treatment Plant which provides the following benefits:</p> <ul style="list-style-type: none"> <li>• Allows the Town to utilize new legal and physical water rights on the Eagle River, plus provides emergency access to flow in the Eagle River</li> <li>• Provides water supply redundancy, and water-supply capacity to support beneficial growth</li> <li>• Increases water supply and water service reliability – Significantly reduces water-supply risks</li> <li>• Allows the Town to increase flows in Brush Creek, providing environmental benefits</li> </ul> <p>Address other water system issues, including the following:</p> <ul style="list-style-type: none"> <li>• Review water management practices against industry best practices, and recommended changes</li> <li>• Upgrade billing system, enhance water bills, and implement automated meters if indicated</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Both construction and financing costs are projected to increase if the water-plant project is delayed.</li> <li>• Complete all water system planning and outreach tasks by December 2017</li> <li>• Complete new Lower Basin Water Treatment Plant by June 2020</li> </ul>



#### Major Objective No. 4: Develop River Park Project, Maximize Economic Benefits

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Protect Public Health and the Environment</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Economic development that benefits all of Eagle's communities</li> <li>• Enhance the look, feel, and experience of Eagle</li> <li>• Maximize the economic benefits of investments in infrastructure, amenities, and events</li> <li>• Design and construct the River Park to support world-class competitive whitewater events</li> </ul>
<i>Background</i>	<p>The Eagle River Park plan envisions a new amenity both in and along the river. The Park will be located immediately east of the Eagle County Fairgrounds. The plan includes river features to attract boaters, kayakers, and tubers, and a riverfront park that includes a gathering area, access to the water, trails, and a river-front beach area. The project incorporates the latest thinking in whitewater park design. Phase 1 includes in-stream and riverbank improvements, riverside park development, and trail connections. The Park will create a visual draw for people driving by on I-70, attract major competitive whitewater events, and provide a recreational amenity for residents of Eagle and surrounding communities.</p>
<i>Challenge/Opportunity</i>	<p>The primary challenge is for the Town to ensure that the River Park project stays on schedule and within budget. Beyond initial construction issues, it is important that plans for economic development associated with the Eagle River Park are defined and being pursued. Eagle should get the most out of its investment in the project in terms of benefits for residents, businesses, and revenue for the Town.</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Complete project on schedule and within budget</li> <li>• Collaborate with whitewater experts to ensure that the Park has the features, seating, and amenities to support major whitewater competitions</li> <li>• Create a specific economic development plan associated with the River Park. Include both entrepreneurial and retail business elements, and recruiting process for competitive events</li> <li>• Coordinate economic planning with the Eagle River Corridor Plan</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Complete River Park economic development plan by the summer of 2018</li> <li>• Complete River Park Construction by Fall 2018.</li> </ul>

### Major Objective No. 5: Stimulate Economic Vitality, Development

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Sound Finances and Increasing Efficiency</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Economic development plans align with Eagle’s vision for the future</li> <li>• Economic development that benefits all of Eagle’s communities</li> <li>• Enhance the look, feel, and experience of Eagle</li> <li>• Transportation system that facilitates pedestrian, bicycle, and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day</li> <li>• Small town feel, and a great place to raise a family</li> <li>• High-quality events that are aligned with Eagle’s values and infrastructure capabilities</li> </ul>
<i>Background</i>	Eagle’s economy is the engine for quality of life. The economic impacts of visitors, and economic development efforts by the Town, should produce benefits for the residents of Eagle in terms of amenities, jobs, wages, infrastructure, and revenue for the Town.
<i>Challenge/ Opportunity</i>	To date, Eagle has not developed a clearly defined plan to stimulate economic development that is aligned with the Town’s assets, brand, and the values of the community. This increases the risk that the community is missing opportunities to enhance the experience of visiting and being a resident of Eagle, or allowing development to occur that does not enhance quality of life or degrades the local environment.
<i>Solution</i>	<p>Initiate an ongoing process that addresses economic vitality and development. This process will include ongoing collaboration between the Town’s staff and Trustees, seeking advice from the Chamber of Commerce and other experts, and facilitating a meaningful dialogue with the community on specific activities and plans. This Major Objective will entertain a variety of opportunities that are expressed in the following goals or tasks.</p> <ul style="list-style-type: none"> <li>• Seek advice from the Economic Developers Council of Colorado</li> <li>• Take better advantage of the I-70 traffic corridor from an economic and Town revenue perspective <ul style="list-style-type: none"> <li>○ Establish Eagle as “The place to stop” west of Vail Pass</li> <li>○ Encourage visitors to go Downtown and further south (Eagle Ranch)</li> <li>○ Improve way-finding signage and advertising</li> </ul> </li> <li>• Continue to advance Eagle as a government, business, and recreational hub for the region, including providing affordable lodging</li> <li>• Evaluate and enhance marketing for special events and Eagle as a destination, and continue to strive to attract better brands to support events</li> <li>• Analyze threats to current assets, events, and economic development plans, and the various ramifications of economic development and growth</li> <li>• Maximize/optimize economic activity and revenues from current events and visitors, especially associated with the new River Park</li> <li>• Coordinate economic planning with the Eagle River Corridor Plan</li> <li>• Identify and recruit businesses that fulfill regional needs and are consistent with Eagle’s brand, visitors, and lifestyle – Find out which businesses are interested in Eagle</li> <li>• Develop clear plan for enhancing the Downtown experience for residents, and therefore visitors</li> <li>• Ensure that infrastructure, parking, and housing plans support planned economic development</li> <li>• Develop a mechanism for reporting on progress and engaging in periodic community outreach</li> </ul>
<i>Timing</i>	Develop a more detailed list of economic development activities and milestones by December 31, 2017.

### Major Objective No. 6: Invest in Public Safety to Respond to Evolving Community Needs

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> </ul>
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## Major Objective No. 6: Invest in Public Safety to Respond to Evolving Community Needs

	<ul style="list-style-type: none"> <li>• Public Safety</li> <li>• Transparency and Community Engagement</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Fully fund the costs of police services</li> <li>• Valuing human life, and recognizing that police powers come from the people</li> <li>• Fair, ethical, and honest execution of our duties</li> <li>• Being sensitive to diversity, providing equal protection under the law</li> <li>• Creating partnerships in the community to enhance cooperation and increase safety</li> <li>• Being a part of the community and further community policing perspectives</li> <li>• Continuous improvement in safety, services, and police behaviors</li> <li>• Physical and moral courage</li> <li>• Ensure that the Department complies with all Colorado Post standards</li> </ul>
<i>Background</i>	<p>Eagle is an appealing Town with an eclectic combination of neighborhoods, offering a unique quality of life for residents and visitors. The Eagle Police Department strives to protect this lifestyle by maintaining high standards for public safety and community involvement. Lower crime rates correlate with members of the community working in close partnership with the Police Department, including reporting suspicious activities, aiding in crime prevention, and supporting community networking and education programs. This focus on community involvement is a critical element of Eagle's police and public-safety strategy.</p>
<i>Challenge/ Opportunity</i>	<p>The public image of law enforcement is as diverse and complex as the communities it serves. Due to the impact and visibility of police activities, it is a highly-scrutinized profession, placing tough demands on both officers and leadership. This is the context in which the Town addresses important public-safety issues, for example in recruiting and retaining qualified officers, investing in training and new equipment, advocating for new positions and resources, and ultimately meeting the evolving needs of Eagle.</p>
<i>Solution</i>	<p>Eagle's police force must respond to the public-safety needs of the community as it continues to grow and evolve. This will include taking the following actions.</p> <ul style="list-style-type: none"> <li>• Focus on retention of qualified staff by instituting competitive pay and benefits, and investing in housing options and transitional housing</li> <li>• Invest in new positions to increase safety and efficiency</li> <li>• Expand current space, or combine fire and police services in a new building</li> <li>• Continue enhancing community networking through modern strategies of patrol, community meetings, and technology</li> <li>• Increase focus on youth programs with special attention on safety, technologies, and social issues such as marijuana use</li> <li>• Continue to research and implement innovative solutions to improve efficiency, service, safety, and community relations</li> <li>• Remain committed to a Town Police Department with a Chief of Police</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Align the timing of specific initiatives with Eagle's evolving needs and growth</li> </ul>

### Major Objective No. 7: Implement Priority Infrastructure Improvements

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Reliable and Cost-Effective Services</li> <li>• Protect Public Health, Safety, and the Environment</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Infrastructure investments that support approved economic development plans</li> <li>• Transportation system that facilitates pedestrian, bicycle, and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day</li> <li>• Provide ample parking, especially for businesses and specific events venues</li> <li>• Proactive maintenance and modernization of critical infrastructure</li> <li>• Balance infrastructure investment needs with the cost burden placed on residents and tax payers</li> </ul>
<i>Background</i>	<p>The Town's infrastructure is the foundation for high quality of life and a strong economy. Businesses considering a move to Eagle will be looking at the quality of the infrastructure, its capacity to support a reasonable amount of growth, and the Town's plans for enhancing the infrastructure.</p>
<i>Challenge/ Opportunity</i>	<p>The challenge is to Implement priority infrastructure improvements without creating an undue burden on residents and tax payers</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Develop a Capital Improvement Plan with appropriate cycles</li> <li>• Build new Lower Basin Water Treatment Plant, as outlined in Major Objective #3</li> <li>• Implement the Grand Avenue (Highway 6) Corridor Plan</li> <li>• Appropriately implement other infrastructure priorities including a broadband system, Capitol Street improvements, and the Brush Creek Road Extension</li> <li>• Plan and implement Infrastructure as needed to support economic development initiatives, and the parking to support current and future special events</li> <li>• Develop resources to aggressively seek grant funding</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Timing of infrastructure improvements should be aligned with economic development plans and the most pressing infrastructure needs</li> <li>• Develop Capital Improvement Plan by December 2018</li> </ul>

## Major Objective No. 8: Improve Housing Availability and Affordability

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Protect the Environment</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Zoning and housing plans that align with Eagle’s vision and economic development plans</li> <li>• Housing that supports a diverse population, including all ages, ethnicities and income groups</li> <li>• Housing that provides a wide range of housing types in walkable neighborhoods</li> </ul>
<i>Background</i>	<p>The availability and affordability of housing is a central issue in determining the character of a community, including who can afford to live in the community, and quality of life and its authenticity. It directly contributes to the success and sustainability of businesses in Eagle, and effects the ability of government to attract high-quality employees. Finally, cost of housing determines whether the local economy provides the resources for people to live comfortably.</p>
<i>Challenge/ Opportunity</i>	<p>The cost of housing in Colorado is 56% higher than the national average, and Eagle is no exception when it comes to high housing costs. The following housing challenges apply to Eagle:</p> <ul style="list-style-type: none"> <li>• Given Eagle’s size and location, construction costs for new dwellings is high, and it is difficult for developers to profit from more affordable housing.</li> <li>• The high cost of housing and low availability of housing means that it is difficult for businesses and the government to recruit employees.</li> <li>• Housing costs and availability will represent a significant concern for business or entrepreneurs who might consider locating in Eagle.</li> <li>• It is difficult for people who have grown up in Eagle to remain in Eagle.</li> <li>• Given Eagle’s assets and location, a certain number of people will want to live in Eagle even if the housing is expensive. Allowing growth to be dictated by people who already have the resources to move to Eagle without needing to be employed by a local business will naturally shift the population toward people who work from home, or older retired people.</li> <li>• Eagle will likely reach build-out in the next 15 years, at which point the options available to change the housing mix will be severely limited.</li> </ul>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Become an active participant in the county-wide conversation about housing, and work actively with Eagle County on efforts to provide affordable housing</li> <li>• Assess current housing prices and availability, its impacts on the community, and future trends if there is no intervention</li> <li>• Develop a specific vision for future housing that is aligned with Eagle’s vision, desired population mix in 15 years, and economic development plans</li> <li>• Explore zoning and other methods to create a more balanced and affordable housing mix that supports young people and young families</li> <li>• Coordinate Efforts with Eagle River Corridor Plan</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Complete vision or plan for Eagle’s housing mix at build-out by December 31, 2018</li> </ul>

### Major Objective No. 9: Continue Investing in Outdoor Activities, Recreation, and Open Space

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Protect Public Health and the Environment</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Appropriately invest in open space and recreation opportunities</li> <li>• Actively manage the Town's open space lands using sound land stewardship practices</li> <li>• Provide for outdoor recreation while preserving and enhancing native flora and fauna populations</li> <li>• Market and promote the town to target audiences, promoting the Town as a summer destination</li> <li>• Preserve and enhance access to Town, State, BLM, and Forest Service public lands</li> <li>• Enhance the look, feel, and experience of Eagle and its environment</li> <li>• Design and develop parks and open space for uses that serve the people in Eagle</li> <li>• Provide lodging which fit people's budget and preferences, including hotels and camping.</li> <li>• Grow the open space and recreation business over time, increasing staffing and responsibilities</li> <li>• Increase usability of recreation and open space for all of Eagle residents.</li> </ul>
<i>Background</i>	<p>The Town of Eagle has found its place in the tourism driven economy of the Greater Eagle River Valley as a destination for biking, hunting, fishing and other recreational activities. These activities support the Town's mission to enhance the quality of life for everyone in our community, as well as promoting the town and its businesses to tourism. Resources have been allocated to support and enhance Eagle's recreational offerings. However, plans need to continually evolve in response to changing uses, new opportunities, and environmental concerns.</p>
<i>Challenge/ Opportunity</i>	<p>Not all residents use the town's recreational spaces, or participate in outdoor activities on a regular basis. However, the availability of these amenities arguably contributes to the quality of life for all residents. Unfortunately, return-on-investment for open spaces and amenities is not always easy to quantify, so the Town needs to carefully assess the benefits of proposed projects and investments. Since the costs for developed amenities has exceeded revenue in recent years, the Town should seek new funding sources.</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Develop/update an open space plan that addresses the open space standards noted above</li> <li>• Actively apply for Great Outdoors Colorado (GOCO) and other open space related grants</li> <li>• Assess current lodging revenues and determine if there are lost revenue opportunities</li> <li>• Educate citizens and school children about the open space recreation opportunities that exist in their backyard through increased public outreach</li> <li>• Further coordinate outdoor recreation, tourism, and events marketing to increase visitation</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Update open space plan by December 31, 2017</li> <li>• Apply for two outdoor recreation and natural resources management grants (at a minimum) by March 31, 2018.</li> <li>• Complete lodging revenue assessment by December 1, 2017.</li> <li>• Develop open space focused citizen outreach plan by January 31, 2018.</li> </ul>

### Major Objective No. 10: Address Essential Planning and Land-Use Challenges

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Protect Public Health, Safety, and the Environment</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Support a small-town look and feel for Eagle</li> <li>• Maintain standards that support new development while managing risks to the Town</li> <li>• Maintain land-use codes that are current with new development, engineering, regulatory, and technology standards</li> <li>• Transportation system that facilitates pedestrian, bicycle, and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day</li> <li>• Park and open space system that provides for recreational needs and protects sensitive landscapes</li> <li>• Meeting key water quality, habitat improvement, and wildlife standards</li> <li>• Housing that provides a wide range of housing types in walkable neighborhoods</li> </ul>
<i>Background</i>	<p>Planning is an essential component of managing any city, town, or community. The challenge is to determine the appropriate level of planning given the community's economy and government resources. Poor planning, or the lack of planning, can lead to negative outcomes in terms of inadequate infrastructure, degraded public services, or negative impacts on the environment.</p>
<i>Challenge/Opportunity</i>	<p>Planning can be a messy process, and the most creative plans often come from a willingness to be flexible in the face of unique or difficult challenges. The Town needs to strike a balance between the need for comprehensive planning, meeting key planning standards, and addressing specific initiatives, opportunities and problems.</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Analyze land-use regulations as compared with the Comprehensive Community Plan</li> <li>• Complete a major overhaul of the land-use and development codes</li> <li>• Continue working the Eagle River Corridor Plan</li> <li>• Review current zoning to make sure that it's consistent with Eagle's vision and economic development plans</li> <li>• Highlight key planning standards in planning documents and investment proposals</li> <li>• Prioritize planning needs as they relate to the specific opportunities associated with the Major Objectives in this Strategic Plan</li> <li>• Continue to support specific initiatives and opportunities by developing sub-area plans</li> <li>• Assess and address the human resources to maintain needed planning activities</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Identify, document, and share key planning standards by December 1, 2017</li> <li>• Continue to develop sub-area plans consistent with needed timing of specific initiatives</li> <li>• Assess needed human resources for planning and make recommendations by Jan 2018</li> <li>• Complete overhaul of the land-use codes by December 2019</li> </ul>

### Major Objective No. 11: Enhance the Town’s Communications, Build Eagle’s Brand

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Transparency and Community Engagement</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Be proactive in communications, getting ahead of important community issues</li> <li>• Engage in an ongoing dialogue with the community about strategies, plans, and pending decisions</li> <li>• Provide information that is brief, relevant, and emphasizes the Town’s Business Values</li> <li>• Emphasize motivations and relevant standards in communications and investment proposals</li> <li>• Build strong ongoing relationships with community leaders (influencers)</li> <li>• Provide ample access for the public to provide input on major strategies and policy decisions</li> </ul>
<i>Background</i>	<p>The essential competencies for any municipality are to provide essential services and to ensure that the community is investing appropriately in future quality of life for its residents. Appropriate investment requires that the staff of the municipality is trusted and is leading a meaningful dialogue with the community on important issues and policy decisions.</p>
<i>Challenge/ Opportunity</i>	<p>Historically, the Town of Eagle has had limited resources for systematically engaging with the community. However, as Eagle approaches its critical mass of population and build-out over the next 15 years, it will be important to ensure that policy decisions and investments are aligned with community desires and that key economic development initiatives are supported with effective communications.</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Clarify and adopt key standards for both internal communications and community outreach</li> <li>• Assess the quality of the Town’s customer service, and develop clear standards of service</li> <li>• Conduct community outreach on the new Lower Basin Water Treatment Plant, using the Town Strategic Plan as the context</li> <li>• Develop a written communication vehicle specifically designed to build stronger relationships with community leaders and influencers, for example “Eagle Today.”</li> <li>• Ensure that the staff’s work on the Major Objectives in this Strategic Plan includes outreach and collaboration with the community prior to final policy decisions by the Trustees</li> <li>• Improve tactical communications, specifically developing a professional response to questions from the community on current or more controversial issues</li> <li>• Ensure that communications demonstrate the Town’s commitment to fulfill the promises embodied in the Town’s Mission Statement and Business Values.</li> <li>• Clarify the brand of Eagle to the outside world, and align marketing communications with this brand and high-priority economic development initiatives</li> <li>• Strengthen the Town’s outreach function, including the hiring of a dedicated outreach professional</li> </ul>
<i>Timing</i>	<p>Near-term communication priorities include outreach on the new Lower Basin Water Treatment Plant, the River Park project, and building stronger relationships with community leaders. More detailed milestones for enhancing communications will be developed December 31, 2017</p>



## Major Objective No. 12: Initiate and Maintain a Community Building Effort

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Protect Public Health, Safety, and the Environment</li> <li>• Transparency and Community Engagement</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Understand the needs of people in all of Eagle's communities</li> <li>• Enhance the connection that people have with the community and the Town's staff and Trustees</li> <li>• Embrace the differences between the various communities and people who live in Eagle</li> </ul>
<i>Background</i>	<p>The essential competencies for any municipality are to provide essential services and to ensure that the community is investing appropriately in future quality of life for its residents. Appropriate investment requires that the staff of the Town is trusted, is listening to its residents, and is leading a meaningful dialogue with the community on important issues and policy decisions.</p>
<i>Challenge/ Opportunity</i>	<p>A specific challenge related to supporting the community is for the Town's staff and Trustees to recognize that Eagle's population is not homogeneous, rather an eclectic combination of people and communities. The staff and Trustees need to listen and understand community needs from a variety of sources. People from different communities need to feel they are being heard by the Town, and feel connected to people from different communities. This involves accepting our common bond as residents of Eagle while also embracing our differences.</p>
<i>Solution</i>	<ul style="list-style-type: none"> <li>• Implement an ongoing community building effort that brings people together from different communities in Eagle to discuss their needs and aspirations for Eagle</li> <li>• Assess and address the need to provide more information in Spanish</li> <li>• Address specific areas of concern, including feelings that Eagle's neighborhoods and communities are disconnected and isolated</li> <li>• Use this Strategic Plan and the Major Objectives in this plan to facilitate discussions about the future of Eagle, making this part of the community-building process</li> <li>• Enlist Eagle's Police Department to be part of the community building process, and to better understand the needs of people in various communities</li> <li>• Document inputs from people in the various communities to develop a stronger understanding of their values, concerns, and, specific needs</li> <li>• Integrate public feedback into the ongoing process of planning and policy decisions</li> <li>• Conduct periodic Community Survey</li> </ul>
<i>Timing</i>	<p>The process of community building can be integrated with all outreach efforts, so it begins with the outreach on the new water plant, and continues with the ongoing outreach on key objectives of the Strategic Plan.</p>

**Major Objective No. 13: Improve Town Organization, Culture, and Workforce Effectiveness**

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Sound Finances and Increasing Efficiency</li> <li>• Reliable and Cost-Effective Services</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Highly effective workforce - Be an Employer of Choice</li> <li>• Adequate human resources to support the Town's operations and Major Objectives</li> <li>• Maintain positive employee/employer relations</li> <li>• Offer competitive compensation and benefits</li> <li>• Provide for professional development and growth</li> <li>• Encourage collaboration in a collegial and welcoming environment</li> </ul>
<i>Background</i>	<p>The Town is a relatively small organization with employees taking on multiple responsibilities. This means that the staff needs to be highly competent, empowered, motivated, and collaborative. To meet its objectives and realize its vision, the Town needs to hire, train, and maintain a highly productive workforce.</p>
<i>Challenge/ Opportunity</i>	<p>The Town needs better information and better plans related to optimizing its workforce, specifically with respect to the following issues: job functions/descriptions, organizational culture, optimum staffing, appropriate training, and internal communications. All these issues affect employee performance.</p>
<i>Solution</i>	<p>Enhance the Town's workforce and organizational effectiveness by taking the following actions:</p> <ul style="list-style-type: none"> <li>• Identify and elevate standards to enhance organizational culture, morale, and performance</li> <li>• Establish and implement clear standards for external customer service, internal customer service, and communication between employees</li> <li>• Empower selected members of the staff to take ownership of the Strategic Plan Major Objectives, and make all employees aware of their role in supporting strategic-planning efforts</li> <li>• Assess current employee tasks, productivity, goals, and priorities</li> <li>• Evaluate salary and benefits, and make needed adjustments</li> <li>• Strengthen the human resources function and information, including pay grades, job descriptions, employee manual, training, and professional development</li> <li>• Develop three-year staffing plan that addresses current shortages and key competencies</li> <li>• Develop a compensation and benefits strategy that attracts and retains high-quality employees</li> <li>• Align benefits and working conditions to be attractive to younger employees</li> <li>• Define and adhere to procedures for addressing under-performing employees</li> <li>• Integrate Strategic Plan Behavioral Values into the employee review process</li> </ul>
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Identify customer service and other key standards by November 1, 2017</li> <li>• Provide a detailed workforce plan that includes key milestones by January 15, 2018</li> <li>• Complete the major elements of the workforce plan by July 1, 2019</li> </ul>

#### Major Objective No. 14: Encourage Implementing Home Rule

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Planning and Appropriate Investment</li> <li>• Economic Development</li> <li>• Transparency and Community Engagement</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• All Business Values</li> </ul>
<i>Background</i>	Of the nation's 50 states, Colorado is one of 30 recognized as a Home Rule State, having amended its constitution to grant municipalities the ability to exercise local control of their individual governments. Home rule allows for greater flexibility in municipal government, including local elections, organizational structure, and municipal courts.
<i>Challenge/Opportunity</i>	Adopting Home Rule is an involved process and requires an initiative from its citizens. This process should not be initiated unless there is a compelling argument for making this change.
<i>Solution</i>	The Town's staff and Trustees will commence an education effort and process for receiving community input, making it clear that the Town is open to Home Rule. If citizens believe Home Rule will be beneficial to Eagle, the Town will hold a Home Rule process election.
<i>Timing</i>	<ul style="list-style-type: none"> <li>• Complete Home Rule Education by December 31, 2020</li> <li>• Hold Home Rule process election by April 20, 2021 (if applicable)</li> <li>• Prepare Home Rule Charter and hold an election</li> </ul>

#### CONCLUDING REMARKS

The execution of this plan will begin by assigning each of the Major Objectives to a Trustee or staff champion. The champion is not responsible for finding all the answers or performing all the work. But they are responsible for facilitating ongoing collaboration and decision making. This should include internal collaboration with the staff and Trustees, soliciting advice from experts, and ensuring that the appropriate public outreach is completed before the Trustees make final policy decisions. The financial implications of implementing the Major Objectives will be reflected in specific policy proposals, discussions with the community during outreach efforts, and included in the Town's operating and capital budgets. In addition, as important policy issues come before the Trustees, the supporting information provided by the staff will reference the relevant Major Objective from this Strategic Plan.

The Town is committed to ensuring that the implementation of this plan reflects the mission, vision, and values of the Town as defined by the staff, Trustees, community leaders, and members of the public who choose to provide input. If at any time the Town's staff or Trustees feel that this Plan is at odds with prevailing sentiments in the community, then the Plan will be altered accordingly. The Town anticipates this Plan will be subjected to a formal update in 2-3 years. This will not be a recreation of the plan, but an update that reflects progress, new insights, and feedback received during outreach efforts.





**2019 Pay Plan**  
Effective: January 1, 2019

Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
1			\$13.00	\$16.00	\$19.00	Hourly
			\$1,040.00	\$1,280.00	\$1,520.00	Bi-Weekly
			\$27,040.00	\$33,280.00	\$39,520.00	*If Annualized
	Maintenance Worker (Seasonal)	Non-Exempt				
	Info Center Host or Stocker (Part Time)	Non-Exempt				
	Open Space Trail Technician (Seasonal)	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
2			\$17.21	\$20.65	\$24.09	Hourly
			\$1,376.78	\$1,652.13	\$1,927.49	Bi-Weekly
			\$35,796.22	\$42,955.46	\$50,114.70	*If Annualized
	Special Events Coord. - Seasonal (proposed 2020)	Non-Exempt				
	Town Mgr. Assistant - Intern	Non-Exempt				
	Administrative Assistant or Technician	Non-Exempt				
	Info Center Manager (Part Time)	Non-Exempt				
	Maintenance Worker I (Regular)	Non-Exempt				
	Municipal Court Clerk (Part Time)	Non-Exempt				
	Plant Maintenance Operator D & Trainee	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
3			\$19.84	\$23.81	\$27.78	Hourly
			\$1,587.41	\$1,904.89	\$2,222.37	Bi-Weekly
			\$41,272.53	\$49,527.04	\$57,781.55	*If Annualized
	Code Enforcement Officer (proposed 2020)	Non-Exempt				
	Building & Grounds Supervisor	Non-Exempt				
	Planning Technician	Non-Exempt				
	Plant Maintenance Operator - C License	Non-Exempt				
	Maintenance Technician II (New Grade 2018/2019)	Non-Exempt				
	Records and Evidence Supervisor	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
4			\$22.88	\$27.45	\$32.03	Hourly
			\$1,830.09	\$2,196.11	\$2,562.13	Bi-Weekly
			\$47,582.42	\$57,098.90	\$66,615.38	*If Annualized
	Plant Maintenance Operator B (2019, prev.Gd. 3)	Non-Exempt				
	Maintenance Technician III (New Grade 2019)	Non-Exempt				
	Public Works Inspector	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
5			\$23.87	\$28.64	\$33.42	Hourly
			\$1,909.48	\$2,291.37	\$2,673.27	Bi-Weekly
			\$49,646.44	\$59,575.72	\$69,505.01	*If Annualized
	Building Inspector I	Non-Exempt				
	Marketing and Events Manager	Exempt				
	Maintenance Technician IV (New Grade 2019)	Non-Exempt				
	Plant Maintenance Operator - A License	Non-Exempt				
	Planner I	Exempt				
	Police Detective	Non-Exempt				
	Police Officer	Non-Exempt				
	Public Works Supervisor	Non-Exempt				
	Police School Resource Officer	Non-Exempt				
Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
6			\$26.20	\$31.44	\$36.68	Hourly
			\$2,096.02	\$2,515.23	\$2,934.43	Bi-Weekly
			\$54,496.60	\$65,395.92	\$76,295.24	*If Annualized
	Lead Plant Operator	Non-Exempt				
	Civil Engineer I (possible future design engineer)	Exempt				
	Planner II (formerly Asst. Town Planner)	Exempt				

**EXEMPT Positions are compensated on a bi-weekly basis. NON-EXEMPT are compensated at an Hourly rate. Annualized amounts are rounded, and are shown only to approximate what an employee working in a "full-time" status during a 12-month period might earn.**



## 2019 Pay Plan, Effective January 1, 2019

Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
7			\$28.26	\$33.92	\$39.57	Hourly
			\$2,260.80	\$2,713.60	\$3,165.60	Bi-Weekly
			\$58,780.80	\$70,553.60	\$82,305.60	*If Annualized
	Building Inspector II	Non-Exempt				
	Civil Engineer II - PW, Utility Manager (new in 2018)	Exempt				
	Human Resources Manager	Exempt				
	Senior Accountant	Exempt				
	Police Sergeant	Non-Exempt				
8	Public Works Superintendent/Lead Operator	Non-Exempt				
	Town Clerk	Non-Exempt				
			\$34.19	\$41.026	\$47.86	Hourly
			\$2,735.10	\$3,282.12	\$3,829.14	Bi-Weekly
			\$71,112.56	\$85,335.07	\$99,557.58	*If Annualized
	Building Official	Non-Exempt				
	Executive Advisor	Non-Exempt				
	Open Space Coordinator (Part Time)	Non-Exempt				
9	Police Lieutenant	Non-Exempt				
	Senior Engineer	Exempt				
			\$36.48	\$43.77	\$51.07	Hourly
			\$2,918.14	\$3,501.77	\$4,085.40	Bi-Weekly
			\$75,871.67	\$91,046.00	\$106,220.33	*If Annualized
	Town Planner-Community Development Director	Exempt				
			\$41.25	\$49.50	\$57.75	Hourly
			\$3,300.26	\$3,960.31	\$4,620.36	Bi-Weekly
10			\$85,806.74	\$102,968.09	\$120,129.43	*If Annualized
	Public Works Advisor (Part Time New added 2017)	Non-Exempt				
	Police Chief	Exempt				
	Public Works Director	Exempt				
	Town Engineer	Exempt				
	Treasurer-Finance Director	Exempt				

**EXEMPT Positions are compensated on a biweekly basis. NON-EXEMPT are compensated at an Hourly rate. Annualized amounts are rounded, and are shown only to approximate what an employee working in a "full-time" status during a 12-month period might earn.**



**2019 Pay Plan Implementation Guide  
Effective 01/01/2019**

The following is a guide regarding how the 2019 Pay Plan will be implemented:

1. Upon rehire, seasonal employees are eligible for a \$0.25/hour increase based on performance
2. The Town will establish a 3% merit pool
3. Supervisors must complete a performance evaluation for each employee; information regarding the performance evaluation process will be provided in late 2018
4. Employees who receive a less than satisfactory evaluation will not be eligible for a merit increase
5. Employees who receive a satisfactory/meets expectations evaluation will be eligible to receive a 2.0 – 2.5% merit increase effective 01/05/2019
6. Employees who receive an outstanding/above expectations evaluation will be eligible to receive a 2.6 – 3.0% merit increase effective to 01/05/2019
7. If an employee's pay is above the 2019 pay grade maximum, and the employee receives a merit increase, the employee will be eligible for a bonus equal to the amount of merit increase they would have been eligible to receive;
  - a. this bonus will be paid monthly and taxed as income effective 01/05/19
  - b. this bonus terminates at the end of the year
8. Employees who have been employed by the Town for less than 12 months as of 01/2019 will be eligible to receive a pro-rated merit increase effective 01/2019 based on the months of employment
9. All merit increases are based on job performance and must be explained and justified in a written performance evaluation; all performance evaluations must be reviewed and approved by the Manager of Human Resources

## Holiday Schedule

The Town observes the following paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day and the Day after Thanksgiving
- One-half (1/2) Day on December 24<sup>th</sup>
- Christmas Day
- One-half (1/2) Day on New Year's Eve
- Floating Holiday or Employee's Birthday (On birthday or upon supervisory approval).

Holidays that fall on a Saturday are typically observed the preceding Friday; those that fall on a Sunday are typically observed the following Monday. If a holiday falls during an employee's vacation or paid leave, the holiday will not be counted as vacation or leave time.

The Town will grant paid holiday time off to all eligible employees. Holiday pay for full-time, non-police officer employees will be calculated based on the employee's base rate (as of the date of the holiday), pay is based on 8 hours for a full day and 4 hours for a half day.

Part-time employees will receive 4 hours of holiday pay for a full day and 2 hours for a half day if the holiday occurs when they are typically scheduled to work, and their location is closed to observe the holiday.

Seasonal and temporary employees are not eligible for paid time off for holidays.



2019

A scenic photograph of a mountain lake. The lake is calm, reflecting the surrounding landscape. In the foreground, there are large, dark, weathered logs floating in the water. The middle ground shows a rocky shoreline with green vegetation and a dense forest of evergreen trees. The background features steep, rocky mountain slopes under a clear blue sky. The overall scene is peaceful and natural.

Town of Eagle  
Colorado

# Adopted Fee Schedule

[illegible]



## TOWN OF EAGLE FEE SCHEDULE

**ADMINISTRATIVE FEES**

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
ADMINISTRATIVE	Copies Black and White – per copy	\$ 0.25	\$ 0.25
ADMINISTRATIVE	Copies Large – per copy	\$ 1.50	\$ 1.50
ADMINISTRATIVE	Copy of Annual Audit	\$ 25.00	\$ 25.00
ADMINISTRATIVE	Copy of Eagle Municipal Code (Paper Copy)	\$ 100.00	\$ 100.00
ADMINISTRATIVE	Notary Services	\$ 5.00	\$ 5.00
ADMINISTRATIVE	Records on CD	\$ 10.00	\$ 10.00
ADMINISTRATIVE	Research/Records Search (per hour, first hour free)	\$ 30.00	\$ 30.00
ADMINISTRATIVE	Colorado Open Record Act Request - Audio/Video	\$ 5.00	\$ 5.00
ADMINISTRATIVE	Colorado Open Record Act Request	\$0.25/page	\$0.25/page
ADMINISTRATIVE	Returned Check Fee	\$ 25.00	\$ 25.00
ADMINISTRATIVE	Verbatim Transcripts – per page, PLUS HOURLY RATE	\$ 15.00	\$ 15.00

## TOWN OF EAGLE FEE SCHEDULE

## TOWN CLERK FEES

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
BUSINES LICENSE FEE	Business License - Sales Within Public Right of Way	\$ 25.00 - 250.00	\$ 25.00 - 250.00
BUSINES LICENSE FEE	Business License/Business Marketing Fee	\$ 20.00	\$ 20.00
BUSINES LICENSE FEE	Business License/Business Occupation Tax	\$ 50.00	\$ 55.00
BUSINES LICENSE FEE	Business License Late Fee	\$ -	\$15/month after January 31st max of \$45
LIQUOR LICENSE FEE	Vintner's Restaurant	\$ 63.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	3.2% Beer Off Premises	\$ 3.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	3.2% Beer On Premises	\$ 3.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	3.2% Beer On/Off Premises	\$ 3.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

## TOWN OF EAGLE FEE SCHEDULE

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Add Optional Premises to Hotel & Restaurant License	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Alternating Proprietor Licensed Premises	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Art	\$ 41.25	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Art Gallery Permit	\$ 3.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Background Investigation	\$ 38.50	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Bed & Breakfast Permit	\$ 3.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Beer & Wine	\$ 48.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Brew Pub	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Campus Liquor Complex	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Change in Financial Interests	\$ 100.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Change of Location	up to \$750.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Change of Trade Name/Corporate Name	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Club	\$ 41.25	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Corporate/LLC Change (Per Person)	\$ 100.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Distillery Pub	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

## TOWN OF EAGLE FEE SCHEDULE

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Duplicate License	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Each Additional OP License	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Each Resort-Complex-Related Facility Permit	\$ 15.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Hotel & Restaurant	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Hotel & Restaurant (with optional premises)	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.



TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Late Renewal	\$ 500.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	License Application Fee	up to \$1000	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Licensed Drugstore	\$ 22.50	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Limited Liability Change	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Lodging & Entertainment	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Master File Background	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Master File Location Fee (Per Location)	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Mini Bar Permit with Hotel Restaurant License	\$ 48.75	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Modification of Premises	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	New Application Fee	up to \$1000	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	New Manager Registration	No Local Fee Charged	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Optional Premises	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Racetrack	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Related Facility – Campus Liquor Complex	\$ 15.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Related Facility – Resort Complex	\$ 15.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Retail Gaming Tavern	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Retail Liquor Store	\$ 22.50	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Special Event Permit Malt, Vinous and Spirituous Liquor	\$ 100.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Tasting Permit	\$ 100.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LIQUOR LICENSE FEE	Tavern	\$ 75.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Temporary License Pending Transfer	\$ 100.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
LIQUOR LICENSE FEE	Transfer of Ownership	\$ 750.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.
MARIJUANA LICENSE FEE	Marijuana MED Change in Corporate Structure	\$ 150.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Marijuana MED Change in Financial Interests	\$ 100.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division

## TOWN OF EAGLE FEE SCHEDULE

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
MARIJUANA LICENSE FEE	Marijuana MED Change of Manager	\$ 150.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Marijuana MED Late Renewal Fee	\$ 500.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Marijuana MED License New	\$ 1,000.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Marijuana MED Modification of Premises	\$ 250.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Marijuana MED New License App Fee Associated Facilities	\$ 500.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division

TOWN CLERK FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
MARIJUANA LICENSE FEE	Marijuana MED Renewal Fee (ANNUAL)	\$ 500.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Marijuana MED Transfer of Location	\$ 1,000.00	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division
MARIJUANA LICENSE FEE	Retail Marijuana Business Operating Fee (ANNUAL)	\$ 1,500.00	\$ 1,500.00
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business License Fee	\$ 100.00	\$ 100.00
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business License Renewal Fee	\$ 100.00	\$ 100.00
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business Manager's Registration Fee	\$ 100.00	\$ 100.00

## TOWN OF EAGLE FEE SCHEDULE

## FACILITY RENTAL

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
OPENSOURCE FEES	Chambers Park Usage for Rafting Disembarkation by Rafting Operators (per paid customer)	\$ 1	\$ 1
FACILITY DEPOSIT	Pavilion Deposit Fees	\$ 750	\$ 750
FACILITY DEPOSIT	Studio Deposit Fees	\$ 375	\$ 375
FACILITY DEPOSIT	Centennial Stage-Key Deposit	\$ 100	\$ 100
PAVILION FEES	Pavilion Friday-Sunday: Eagle Resident	\$ 500	\$ 500
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident	\$ 800	\$ 800
PAVILION FEES	Pavilion Friday-Sunday: Eagle Resident (Non-Profit)	\$ 200	\$ 200
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident (Non-Profit)	\$ 400	\$ 400
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident	\$ 250	\$ 250
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident	\$ 350	\$ 350
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident (Non-Profit)	\$ 100	\$ 100
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident (Non-Profit)	\$ 200	\$ 200
STUDIO FEES	Studio Friday-Sunday: Eagle Resident	\$ 200	\$ 200
STUDIO FEES	Studio Friday-Sunday: Non Resident	\$ 300	\$ 300
STUDIO FEES	Studio Friday-Sunday: Eagle Resident (Non-Profit)	\$ 100	\$ 100
STUDIO FEES	Studio Friday-Sunday: Non-Resident (Non-Profit)	\$ 200	\$ 200
STUDIO FEES	Studio Monday-Thursday: Eagle Resident	\$ 80	\$ 80
STUDIO FEES	Studio Monday-Thursday: Non-Resident	\$ 120	\$ 120
STUDIO FEES	Studio Monday-Thursday: Eagle Resident (Non-Profit)	\$ 50	\$ 50
STUDIO FEES	Studio Monday-Thursday: Non-Resident (Non-Profit)	\$ 100	\$ 100
FACILITY RENTAL FEES	Pavilion/Studio-Late Check-In Fee	\$ 125	\$ 125
FACILITY RENTAL FEES	Pavilion/Studio-Late Key Return	\$ 30/Day	\$ 30/Day



## TOWN OF EAGLE FEE SCHEDULE

FACILITY RENTAL			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
FACILITY RENTAL FEES	Pavilion/Studio-Lost Key	Cost to re-key	Cost to re-key
FACILITY RENTAL FEES	Pavilion/Studio-Unsecured Facility	\$ 100	\$ 100
FACILITY RENTAL FEES	Pavilion/Studio-Unsatisfactory Cleaning Fee	\$ 65 / half hour minimum: half hour	\$ 65 /half hour minimum: half hour
FACILITY RENTAL FEES	Pavilion/Studio-Repair Fee	\$ 65 / half hour plus 1.25 x Cost of parts minimum: half hour	\$ 65 / half hour plus 1.25 x Cost of parts minimum: half hour
FACILITY RENTAL FEES	Pavilion/Studio-Stains on Carpet	\$75 / Stain	\$75 / Stain
FACILITY RENTAL FEES	Pavilion/Studio-Liability Insurance: Low Hazard Events	\$68.11 - \$127.85 determined by type of event, length of event, and other factors	Unknow at this time; Staff should know by 2nd Meeting in November
FACILITY RENTAL FEES	Pavilion/Studio-Liability Insurance: Medium Hazard Events	\$148.45 - \$163.90 determined by type of event, length of event, and other factors	Unknow at this time; Staff should know by 2nd Meeting in November
TOWN HALL FEES	Town Hall Conference Room	\$ 25	\$ 25
TOWN HALL FEES	Town Hall Council Chambers	\$ 50	\$ 50

## TOWN OF EAGLE FEE SCHEDULE

SPECIAL EVENT FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
SPECIAL EVENTS	Clean Up Deposits - For events taking place on town property, a deposit for clean up may be charged. The amount returned will be dependent on the amount of staff time spent cleaning the site after the event.	\$ 250.00	\$ 250.00
SPECIAL EVENTS	Fee for Additional Officers - Fee per hour per officer for additional coverage that may be required when a certain number of attendees are expected at an event.	\$60-\$80/hr/officer	\$60-\$80/hr/officer
SPECIAL EVENTS	Special Event Application Fee - Lower cost application fee for all events. Additional review fee will be charged for events that take significant staff time for review.	\$ 25.00	\$ 25.00
SPECIAL EVENTS	Special Event Application Review Fee - For larger public events that need staff review beyond the collection of event information, a \$100 fee will be assessed.	\$ 100.00	\$ 100.00
SPECIAL EVENTS	This fee may be charged when staff are required to assist with an event outside of normal business hours or outside of the standard job duties of the department.	\$50/hr/employee	\$50/hr/employee
SPECIAL EVENTS	Special Event Temporary Use Permit for Using Town Property	\$ 250.00	\$ 250.00

## TOWN OF EAGLE FEE SCHEDULE

**BUILDING DEPARTMENT FEES**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 1-500	\$ 39.40	\$ 39.40
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 500.01-2,000	\$39.40 for the first 500 plus \$3.60 for each add 'l 100 or fraction thereof, to and including 2,000	\$39.40 for the first 500 plus \$3.60 for each add 'l 100 or fraction thereof, to and including 2,000
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 2,000.01-25,000	\$93.40 for the first 2,000 plus \$16.30 for each add 'l 1,000 or fraction thereof, to and including 25,000	\$93.40 for the first 2,000 plus \$16.30 for each add 'l 1,000 or fraction thereof, to and including 25,000
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 25,000.01-50,000	\$468.30 for the first 25,000 plus \$11.75 for each add 'l 1,000 or fraction thereof, to and including 50,000	\$468.30 for the first 25,000 plus \$11.75 for each add 'l 1,000 or fraction thereof, to and including 50,000
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 50,000.01-100,000	\$762.05 for the first 50,000 plus \$8.15 for each add 'l 1,000 or fraction thereof, to and including 100,000	\$762.05 for the first 50,000 plus \$8.15 for each add 'l 1,000 or fraction thereof, to and including 100,000
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 100,000.01-500,000	\$1,169.55 for the first 100,000 plus \$6.55 for each add 'l 1,000 or fraction thereof, to and including 500,000	\$1,169.55 for the first 100,000 plus \$6.55 for each add 'l 1,000 or fraction thereof, to and including 500,000
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 500,000.01-1,000,000	\$3789.55 for the first 500,000 plus \$5.55 for each add 'l 1,000 or fraction thereof, to and including 1,000,000	\$3789.55 for the first 500,000 plus \$5.55 for each add 'l 1,000 or fraction thereof, to and including 1,000,000
BUILDING PERMIT FEES	Roof Replacement - For single-family structure only	\$ 65.00	\$ 65.00
BUILDING PERMIT FEES	Move or Demolish - Any building or structure	\$ 65.00	\$ 65.00
BUILDING PERMIT FEES	Use Tax	2% of 120% of Total Valuation	2% of 120% of Total Valuation

## TOWN OF EAGLE FEE SCHEDULE

**BUILDING DEPARTMENT FEES**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
BUILDING PERMIT FEES	Building Permit Fee - Performing work without first obtaining a permit	Double the Permit Fee	Double the Permit Fee
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 1,000,000.01 and up	\$6,564.55 for the first 1,000,000 plus \$4.30 for each add 'l 1,000	\$6,564.55 for the first 1,000,000 plus \$4.30 for each add 'l 1,000
CONTRACTORS REGISTRATION FEES	Building Contractor's Registration	\$ 50.00	\$ 50.00
CONTRACTORS REGISTRATION FEES	Plumbing Contractor's Registration	\$ 50.00	\$ 50.00
CONTRACTORS REGISTRATION FEES	Special Contractor's Registration	\$ 50.00	\$ 50.00
CONTRACTORS REGISTRATION FEES	General Contractor's Registration	\$ 100.00	\$ 100.00
CONTRACTORS REGISTRATION FEES	Electrical Contractor's Registration	\$ -	\$ -
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - Under 1,000 square feet	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - 1,001-1,500 square feet	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - 1,501-2,000 square feet	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - More than 2,000 sf	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Permit Fee – Commercial – Total Valuation 1-2,000	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Permit Fee – Commercial – Total Valuation 2,001 and above	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Mobile home and travel trailer parks	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board
ELECTRICAL PERMIT FEES	Electrical Temporary power permits	\$ 57.50	\$ 57.50

## TOWN OF EAGLE FEE SCHEDULE

**BUILDING DEPARTMENT FEES**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
ELEVATOR PERMIT FEES	Elevator (up to 3 stops), Dumbwaiter & Lift Annual Certificate of Inspection	\$ 225.00	\$ 225.00
ELEVATOR PERMIT FEES	Escalator Annual Certificate of Inspection	\$100 / hour	\$100 / hour
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 1-10,000	\$ 350.00	\$ 350.00
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 10,001-25,000	\$ 500.00	\$ 500.00
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 25,000 and up	\$500 for the first 25,000 plus \$20 for each additional 1,000 or fraction thereof	\$500 for the first 25,000 plus \$20 for each additional 1,000 or fraction thereof
ELEVATOR PERMIT FEES	New Passenger or Freight Elevator, Lula, Escalator or Moving Walk Total Valuation 1-50,000	\$ 500.00	\$ 500.00
ELEVATOR PERMIT FEES	New Passenger or Freight Elevator, Lula, Escalator or Moving Walk Total Valuation 50,000 and up	\$500 for first 50,000 plus \$20 for each 1,000 or fraction thereof over 50,000	\$500 for first 50,000 plus \$20 for each 1,000 or fraction thereof over 50,000
ELEVATOR PERMIT FEES	New Lift, Dumbwaiter or Private Residence Elevator Total Valuation 1-20,000	\$ 350.00	\$ 350.00
ELEVATOR PERMIT FEES	New Lift, Dumbwaiter or Private Residence Elevator Total Valuation 20,000 and up	\$350 for first 20,000 plus \$10 for each 1,000 or fraction thereof over 20,000	\$350 for first 20,000 plus \$10 for each 1,000 or fraction thereof over 20,000
ELEVATOR PERMIT FEES	Reinspections	\$150/Hour	\$150/Hour
ELEVATOR PERMIT FEES	Witness Inspection	\$150/Hour	\$150/Hour
ELEVATOR PERMIT FEES	Elevator/Escalator - Inspections outside of normal business hours	\$150/Hour (Minimum 2 Hours)	\$150/Hour (Minimum 2 Hours)
ELEVATOR PERMIT FEES	Elevator/Escalator - Inspections for which no fee is specifically indicated	\$150/Hour (Minimum 1 Hour)	\$150/Hour (Minimum 1 Hour)
ELEVATOR PERMIT FEES	Elevator/Escalator - Additional Plan Review required by Changes, Additions, Revisions	\$150/Hour (Minimum 1 Hour)	\$150/Hour (Minimum 1 Hour)
ELEVATOR PERMIT FEES	Elevator Fire Alarm Permit	\$150/Hour	\$150/Hour

## TOWN OF EAGLE FEE SCHEDULE

**BUILDING DEPARTMENT FEES**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
ELEVATOR PERMIT FEES	Reinspection fees	\$1,000 per unit	\$1,000 per unit
GRADING PERMIT FEES	Grading Permit Fee - 50 cubic yards or less	\$ 65.00	\$ 65.00
GRADING PERMIT FEES	Grading Permit Fee - 51-100 cubic yards	\$65 for the first 50 cy plus \$15.00 for each add 'l 10 cy or fraction thereof	\$65 for the first 50 cy plus \$15.00 for each add 'l 10 cy or fraction thereof
GRADING PERMIT FEES	Grading Permit Fee - 101-1,000 cubic yards	\$140 for the first 1,000 cy plus \$10.50 for each add 'l 100 cy or fraction thereof	\$140 for the first 1,000 cy plus \$10.50 for each add 'l 100 cy or fraction thereof
GRADING PERMIT FEES	Grading Permit Fee - 1,001-10,000 cubic yards	\$234.50 for the first 1,000 cy plus \$9.00 for each add 'l 1,000 cy or fraction thereof	\$234.50 for the first 1,000 cy plus \$9.00 for each add 'l 1,000 cy or fraction thereof
GRADING PERMIT FEES	Grading Permit Fee - 10,001-100,000 cubic yards	\$315.50 for the first 10,000 cy plus \$40.50 for each add 'l 10,000 cy or fraction thereof	\$315.50 for the first 10,000 cy plus \$40.50 for each add 'l 10,000 cy or fraction thereof
GRADING PERMIT FEES	Grading Permit Fee - 100,001 cubic yards or more	\$680 for the first 100,000 cy plus \$22.50 for each add 'l 10,000 cy or fraction thereof	\$680 for the first 100,000 cy plus \$22.50 for each add 'l 10,000 cy or fraction thereof
GRADING PERMIT FEES	Grading Plan Review Fee	\$65/Hour (Minimum 2 Hours)	\$65/Hour (Minimum 2 Hours)
INSPECTIONS	Reinspection fees	\$ -	<b>\$50/Hour (Minimum 1 hour)</b>
INSPECTIONS	Inspections for which no fee is specifically indicated	\$75/Hour (Minimum 1 Hour)	<b>\$50/Hour (Minimum 1 hour)</b>
INSPECTIONS	Inspections outside of normal business hours 8am- 5pm	\$100/Hour (Minimum 2 Hours)	\$100/Hour (Minimum 2 Hours)
MANUFACTURED/MOBILE HOME PERMIT FEES	Single-wide Mobile Home	\$ 200.00	\$ 200.00
MANUFACTURED/MOBILE HOME PERMIT FEES	Double-wide Mobile Home	\$ 300.00	\$ 300.00
MANUFACTURED/MOBILE HOME PERMIT FEES	Factory Built/Manufactured Home Double Unit	\$ 500.00	\$ 500.00
MANUFACTURED/MOBILE HOME PERMIT FEES	Factory Build/Manufactured Home Triple Unit	\$ 800.00	\$ 800.00

## TOWN OF EAGLE FEE SCHEDULE

**BUILDING DEPARTMENT FEES**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
MANUFACTURED/MOBILE HOME PERMIT FEES	Mobile Home/Factory Build/Manufactured Home Certification Tag	\$ 45.00	\$ 45.00
MECHANICAL PERMIT FEES	Mechanical Permit Fee Total Valuation 1-2,000	\$ 65.00	\$ 65.00
MECHANICAL PERMIT FEES	Mechanical Permit Fee Total Valuation 2,001-25,000	\$65 for the first 2,000 plus \$22 for each additional 1,000 of fraction thereof up to 25,000	\$65 for the first 2,000 plus \$22 for each additional 1,000 of fraction thereof up to 25,000
MECHANICAL PERMIT FEES	Mechanical Permit Fee Total Valuation 25,001 or more	\$571 for the first 25,000 plus \$11 for each additional 1,000 or fraction thereof	\$571 for the first 25,000 plus \$11 for each additional 1,000 or fraction thereof
MECHANICAL PERMIT FEES	Replacement of existing boiler or furnace	\$ 65.00	\$ 65.00
PERMIT ISSUE/TRANSFER	Permit issuance or transfer (Issuance fee does not apply for Electrical Permits)	\$ 25.00	\$ 25.00
PERMIT ISSUE/TRANSFER	Replacement Permit Card	\$ 25.00	\$ 25.00
PLAN REVIEW	Repetitive Plan Check Fee - Residential (multi-family)	\$75/Hour (Minimum 3 Hours)	<b>\$75/Hour (Minimum 4 Hours)</b>
PLAN REVIEW	Repetitive Plan Check Fee - Commercial/Industrial/Mixed Use	N/A	<b>\$75/Hour (Minimum 5 Hours)</b>
PLAN REVIEW	Additional Plan Review required by Changes, Additions, Revisions	\$75/Hour (Minimum 1 Hour)	\$75/Hour (Minimum 1 Hour)
PLAN REVIEW	Plan Check Fee	65% of the amount of the Building Permit Fee	65% of the amount of the Building Permit Fee
PLAN REVIEW	Use of an Outside Consultant for plan check and/or inspection	Actual Costs	Actual Costs
PLUMBING PERMIT FEES	Plumbing Permit Fee Total Valuation 1-2,000	\$ 65.00	\$ 65.00
PLUMBING PERMIT FEES	Plumbing Permit Fee Total Valuation 2,001-25,000	\$65 for the first 2,000 plus \$22 for each additional 1,000 of fraction thereof up to 25,000	\$65 for the first 2,000 plus \$22 for each additional 1,000 of fraction thereof up to 25,000

## TOWN OF EAGLE FEE SCHEDULE

**BUILDING DEPARTMENT FEES**

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
PLUMBING PERMIT FEES	Plumbing Permit Fee Total Valuation 25,001 or more	\$571 for the first 25,000 plus \$11 for each additional 1,000 or fraction thereof	\$571 for the first 25,000 plus \$11 for each additional 1,000 or fraction thereof
PLUMBING PERMIT FEES	Replacement of existing hot water heater	\$ 65.00	\$ 65.00
PV SOLAR PERMIT FEES	Residential PV Installation -	\$ 250.00	\$ 250.00
PV SOLAR PERMIT FEES	Commercial PV Installation -	\$ 500.00	\$ 500.00
WATER METER FEES	Water Meter Fees - 1" Service	\$ 900	\$ 990
WATER METER FEES	Water Meter Fees - ¾" Service	\$ 600	\$ 960
WATER METER FEES	Water Meter Fees - Greater than 1" Service	meters larger than 1" - actual cost x 2	Meter and all items associated with insallation of meters larger than 1" - actual cost x 2
PLANT INVESTMENT FEE-WATER	Water Per Equivalent Residential Unit (EQR) In Town	\$ 8,050	\$ 9,258
PLANT INVESTMENT FEE-WATER	Water Per Equivalent Residential Unit (EQR) Out of Town	\$ 12,075	\$ 13,886
PLANT INVESTMENT FEE-WATER	Deed Restricted Affordable Housing or Local Employee residence, per unit	50% Discount	50% Discount
PLANT INVESTMENT FEE-SEWER	Sewer - Residential - Single Family Residence (1.0 EQR)	\$ 10,000	\$ 10,000



## TOWN OF EAGLE FEE SCHEDULE

# **PLANNING DEPARTMENT FEES**

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
FIRE IMPACT FEES	Residential - Single Family (per unit)	\$ 1,764.80	\$ 2,269.97
FIRE IMPACT FEES	Residential - Multi family (per unit)	\$ 806.40	\$ 1,037.23
FIRE IMPACT FEES	Nonresidential, except temporary & extended stay lodging facilities (per 1,000sqft)	\$ 711.20	\$ 914.78
FIRE IMPACT FEES	Temporary & extended stay lodging facilities (per 1,000sqft)	\$ 711.20	\$ 914.78
PUBLIC SAFETY IMPACT FEE		N/A	Will provide at Novement 27th Meeting
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD <2 acres)	\$1,500 + \$10,000 Deposit	\$1,500 + \$10,000 Deposit
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD >2 acres)	\$2,500 + \$15,000 Deposit	\$2,500 + \$15,000 Deposit
LAND USE APPLICATION FEES	Annexation and Initial Zoning (PUD any size)	\$2,500 + \$15,000 Deposit	\$2,500 + \$15,000 Deposit
LAND USE APPLICATION FEES	Rezoning Application Fee	\$600 + \$600 Deposit	\$600 + \$600 Deposit
LAND USE APPLICATION FEES	Amendment to Zone District Regulations	\$900 + \$900 Deposit	\$900 + \$900 Deposit
LAND USE APPLICATION FEES	Zoning Variance	\$ 500.00	\$ 500.00
LAND USE APPLICATION FEES	Community Plan Exception	\$2,000 + \$2,000 Deposit	\$2,000 + \$2,000 Deposit
LAND USE APPLICATION FEES	Small Area Plan Exception/Amendment	\$1,000 + \$1,000 Deposit	\$1,000 + \$1,000 Deposit
LAND USE APPLICATION FEES	PUD Residential Zoning Plan	\$750 plus \$25 per du + \$7,000 Deposit	\$750 plus \$25 per du + \$7,000 Deposit
LAND USE APPLICATION FEES	PUD Residential Development Plan	\$1,000 plus \$25 per du + \$12,000 Deposit	\$1,000 plus \$25 per du + \$12,000 Deposit
LAND USE APPLICATION FEES	PUD Commercial & Industrial Zoning Plan	\$800 + \$5,000 Deposit	\$800 + \$5,000 Deposit
LAND USE APPLICATION FEES	PUD Commercial & Industrial Development Plan	\$1,250 + \$10,000 Deposit	\$1,250 + \$10,000 Deposit
LAND USE APPLICATION FEES	PUD Multiple Use - Zoning Plan	\$1,000 + \$7,000 Deposit	\$1,000 + \$7,000 Deposit
LAND USE APPLICATION FEES	PUD Multiple Use - Development Plan	\$2,000 + \$12,000 Deposit	\$2,000 + \$12,000 Deposit
LAND USE APPLICATION FEES	PUD Zoning Plan and Development Plan Combination	Listed Fee with 15% discount +\$10,000 Deposit	Listed Fee with 15% discount +\$10,000 Deposit
LAND USE APPLICATION FEES	PUD Minor Amendment	\$500 + \$3,000 Deposit	\$500 + \$3,000 Deposit
LAND USE APPLICATION FEES	PUD Major Amendment	\$1,500 + \$5,000 Deposit	\$1,500 + \$5,000 Deposit

## TOWN OF EAGLE FEE SCHEDULE

# **PLANNING DEPARTMENT FEES**

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
LAND USE APPLICATION FEES	Subdivision - Sketch Plan	\$500 Plus \$25 per Lot + \$3,000 Deposit	\$500 Plus \$25 per Lot + \$3,000 Deposit
LAND USE APPLICATION FEES	Subdivision - Preliminary Plan	\$800 Plus \$25 per Lot + \$5,000 Deposit	\$800 Plus \$25 per Lot + \$5,000 Deposit
LAND USE APPLICATION FEES	Subdivision - Final Plat	\$800 Plus \$25 per Lot + \$7,000 Deposit	\$800 Plus \$25 per Lot + \$7,000 Deposit
LAND USE APPLICATION FEES	Subdivision - Lot Line Adjustment	\$450 + \$ 600 Deposit	\$450 + \$ 600 Deposit
LAND USE APPLICATION FEES	Subdivision - Condominium/Townhouse Plat	\$450 + \$2,000 Deposit	\$450 + \$2,000 Deposit
LAND USE APPLICATION FEES	Subdivision – Minor	\$550 + \$600 Deposit	\$550 + \$600 Deposit
LAND USE APPLICATION FEES	Subdivision - Combination Sketch Plan/Prelim Plan	Listed fees with 15% discount + \$5,000 Deposit	Listed fees with 15% discount + \$5,000 Deposit
LAND USE APPLICATION FEES	Subdivision - Combination Prelim/Final Plat	Listed fees with 15% discount + \$10,000 Deposit	Listed fees with 15% discount + \$10,000 Deposit
LAND USE APPLICATION FEES	Special Use Permit	\$600 + \$600 Deposit	\$600 + \$600 Deposit
LAND USE APPLICATION FEES	Special Use Permit – Amendment	\$ 350	\$ 350
LAND USE APPLICATION FEES	Sign Permit	\$ 50	\$ 50
LAND USE APPLICATION FEES	Sign Permit - Comprehensive sign program	\$ 100	\$ 100
LAND USE APPLICATION FEES	Design Variance - non DP or Subdivision	\$ 300	\$ 300
LAND USE APPLICATION FEES	Temporary Use Permit - No Hearing	\$ 250	\$ 250
LAND USE APPLICATION FEES	Temporary Use Permit - Public Hearing	\$ 600	\$ 600
LAND USE APPLICATION FEES	Address Change Fee	\$ 25	\$ 25
LAND USE APPLICATION FEES	Planner - Hourly Rate	N/A	\$ 60
LAND USE APPLICATION FEES	Development Permit - Minor non PUD	\$1,000 + \$1,200 Deposit	\$1,000 + \$1,200 Deposit
LAND USE APPLICATION FEES	Development Permit - Major non PUD	\$2,000 + \$3,000 Deposit	\$2,000 + \$3,000 Deposit
LAND USE APPLICATION FEES	Encroachment Permit	\$ 250	\$ 250
STREET IMPROVEMENT FEES	Residential single family	\$1,016 per dwelling unit	\$1,016 per dwelling unit
STREET IMPROVEMENT FEES	Residential multifamily	\$646 per dwelling unit	\$646 per dwelling unit
STREET IMPROVEMENT FEES	Bank	\$7,634 per 1,000 sf	\$7,634 per 1,000 sf
STREET IMPROVEMENT FEES	Convenience Store w gas	\$10,309 per 1,000 sf	\$10,309 per 1,000 sf
STREET IMPROVEMENT FEES	High turnover sit down restaurant	\$3,613 per 1,000 sf	\$3,613 per 1,000 sf
STREET IMPROVEMENT FEES	Fast food restaurant	\$13,681 per 1,000 sf	\$13,681 per 1,000 sf

### PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
STREET IMPROVEMENT FEES	Industrial	\$194 per 1,000 sf	\$194 per 1,000 sf
STREET IMPROVEMENT FEES	Commercial General	\$1,016 per 1,000 sf	\$1,016 per 1,000 sf

## TOWN OF EAGLE FEE SCHEDULE

**ENGINEERING DEPARTMENT FEES**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
ENGINEERING DEPARTMENT	Engineer - Hourly Rate	N/A	\$ 60
ENGINEERING DEPARTMENT	Grading Permit Fee - 1,001-10,000 cubic yards	234.50 for the first 1,000 cy plus 9 for each add 'l 1,000 cy or fraction thereof	234.50 for the first 1,000 cy plus 9 for each add 'l 1,000 cy or fraction thereof
ENGINEERING DEPARTMENT	Grading Permit Fee - 10,001-100,000 cubic yards	315.50 for the first 10,000 cy plus 40.50 for each add 'l 10,000 cy or fraction thereof	315.50 for the first 10,000 cy plus 40.50 for each add 'l 10,000 cy or fraction thereof
ENGINEERING DEPARTMENT	Grading Permit Fee - 100,001 cubic yards or more	680 for the first 100,000 cy plus 22.50 for each add 'l 10,000 cy or fraction thereof	680 for the first 100,000 cy plus 22.50 for each add 'l 10,000 cy or fraction thereof
ENGINEERING DEPARTMENT	Grading Permit Fee - 101-1,000 cubic yards	140 for the first 1,000 cy plus 10.50 for each add 'l 100 cy or fraction thereof	140 for the first 1,000 cy plus 10.50 for each add 'l 100 cy or fraction thereof
ENGINEERING DEPARTMENT	Grading Permit Fee - 50 cubic yards or less	\$ 65	\$ 65
ENGINEERING DEPARTMENT	Grading Permit Fee - 51-100 cubic yards	65 for the first 50 cy plus 15 for each add 'l 10 cy or fraction thereof	65 for the first 50 cy plus 15 for each add 'l 10 cy or fraction thereof
ENGINEERING DEPARTMENT	Grading Plan Review Fee	Town Engineer Hourly Rate (Minimum 2 Hours)	Town Engineer Hourly Rate (Minimum 2 Hours)

## TOWN OF EAGLE FEE SCHEDULE

**PUBLIC WORKS DEPARTMENT**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
PUBLIC WORKS	Door Tag – Water Notice Shut Off	\$ 25.00	\$ 25.00
PUBLIC WORKS	Meter Check Service Fee	75.00 (Hourly)	75.00 (Hourly)
PUBLIC WORKS	Meter Check Service Fee – After Hours/Holidays	150.00 (Hourly)	150.00 (Hourly)
PUBLIC WORKS	Public Works Engineer - Hourly Rate	\$85-\$90	\$85-\$90
PUBLIC WORKS	Water Shut Off/Turn On After Hours/Holidays	\$ 150.00	\$ 150.00
PUBLIC WORKS	Road Cut Permit Annual	\$ 300.00	\$ 300.00
PUBLIC WORKS	Road Cut Permit One Time	\$ 100.00	\$ 100.00
PUBLIC WORKS	Water Shut Off/Turn On	\$ 75.00	\$ 75.00
PUBLIC WORKS	Yard Waste Fee (per month)	\$ 2.00	\$ 2.00
PUBLIC WORKS	Hydrant Meter Fees	OUT OF TOWN RATE	OUT OF TOWN RATE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Public Works Employee Labor - Not For Public	N/A	\$38/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Tandem Dump Truck -Not For Public	N/A	\$70/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Backhoe -Not For Public	N/A	\$50/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Tool Cat -Not For Public	N/A	\$50/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Loader -Not For Public	N/A	\$60/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Street Sweeper -Not For Public	N/A	\$120/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Skid Steer -Not For Public	N/A	\$50/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Motor Grader -Not For Public	N/A	\$65/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Lift Truck -Not For Public	N/A	\$115/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Boom Mower Tractor/Mowing -Not For Public	N/A	\$50/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	ATV -Not For Public	N/A	\$13.20/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Flushing Trailer/Flushing Skid -Not For Public	N/A	\$90/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Pickup Truck/4x4 Vehicle -Not For Public	N/A	\$20.80/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Water Pump/Trash Pump -Not For Public	N/A	\$27.10/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Chainsaw + Employee Rate -Not For Public	N/A	\$3.45 + \$38/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Demo Saw + Employee Rate -Not For Public	N/A	\$7.20 + \$38/Hour
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Air Compressor -Not For Public	N/A	\$104/Day
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Traffic Cones -Not For Public	N/A	\$1.25/Cone
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Type 2 barricades -Not For Public	N/A	\$2.00/Barricade
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Type 3 barricades -Not For Public	N/A	\$2.75/Barricade
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Traffic Barrels -Not For Public	N/A	\$2.50/Barrel

TOWN OF EAGLE FEE SCHEDULE

**PUBLIC WORKS DEPARTMENT**

FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Additional signage -Not For Public	N/A	\$1.50 /Sign
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Variable Message Sign -Not For Public	N/A	\$220/Day

## TOWN OF EAGLE FEE SCHEDULE

UTILITY FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
WATER FUND FEE	<b>Rate Class Monthly Base Fee Usage Block (gal) Charge per 1,000 gal</b>		
WATER FUND FEE	<b>Residential without accessory dwelling unit</b>	\$ 35.29	\$ 35.29
WATER FUND FEE	0-6,000	\$ 1.50	\$ 3.00
WATER FUND FEE	6,001-17,000	\$ 6.62	\$ 6.62
WATER FUND FEE	17,001-28,000	\$ 9.92	\$ 9.92
WATER FUND FEE	28,000 +	\$ 14.88	\$ 14.88
WATER FUND FEE	<b>Residential with accessory dwelling unit base fee</b>	\$ 44.27	\$ 44.27
WATER FUND FEE	0-8,000	\$ 1.50	\$ 3.00
WATER FUND FEE	8,001-17,000	\$ 6.62	\$ 6.62
WATER FUND FEE	17,001-28,000	\$ 9.92	\$ 9.92
WATER FUND FEE	28,000 +	\$ 14.88	\$ 14.88
WATER FUND FEE	<b>Non-Residential Commercial &amp; Mixed Use Base Fee (per unit)</b>	\$ 35.29	\$ 35.29
WATER FUND FEE	0-6,000	\$ 1.50	\$ 3.00
WATER FUND FEE	6,000 +	\$ 6.62	\$ 6.62
WATER FUND FEE	<b>Non-Residential Government, Schools &amp; Churches base fee (per unit)</b>	\$ 35.29	\$ 35.29
WATER FUND FEE	0-6,000	\$ 1.50	\$ 3.00
WATER FUND FEE	6,000 +	\$ 6.62	\$ 6.62
WATER FUND FEE	<b>Residential/ Non- Residential Compound Meter High Side base fee (per unit)</b>	\$ -	\$ -
WATER FUND FEE	All Usage	\$ 6.62	\$ 6.62
WATER FUND FEE	<b>Out of Town Residential without accessory dwelling unit base fee</b>	\$ 52.94	\$ 52.94
WATER FUND FEE	0-6,000	\$ 2.25	\$ 4.50
WATER FUND FEE	6,001-17,000	\$ 9.89	\$ 9.89
WATER FUND FEE	17,001-28,000	\$ 14.84	\$ 14.84
WATER FUND FEE	28,000 +	\$ 22.25	\$ 22.25
WATER FUND FEE	<b>Out of Town Residential with accessory dwelling unit base fee</b>	\$ 66.45	\$ 66.45

## TOWN OF EAGLE FEE SCHEDULE

UTILITY FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
WATER FUND FEE	0-8,000	\$ 2.25	\$ 4.50
WATER FUND FEE	8,001-17,000	\$ 9.89	\$ 9.89
WATER FUND FEE	17,001-28,000	\$ 14.84	\$ 14.84
WATER FUND FEE	28,000 +	\$ 22.25	\$ 22.25
WATER FUND FEE	<b>Out of Town Non-Residential Commercial &amp; Mixed Use base fee (per unit)</b>	\$ 52.94	\$ 52.94
WATER FUND FEE	0-6,000	\$ 2.25	\$ 4.50
WATER FUND FEE	6,000 +	\$ 9.89	\$ 9.89
WATER FUND FEE	<b>Non-Residential Government, Schools &amp; Churches base fee (per unit)</b>	\$ 52.94	\$ 52.94
WATER FUND FEE	0-6,000	\$ 2.25	\$ 4.50
WATER FUND FEE	6,000 +	\$ 9.89	\$ 9.89
WATER FUND FEE	<b>Residential/ Non- Residential Compound Meter High Side base fee(per unit)</b>	\$ -	\$ -
WATER FUND FEE	All Usage	\$ 9.89	\$ 9.89
WATER FUND FEE	<b>Surcharge Residential (per unit)</b>		
WATER FUND FEE	Low Usage - (0 - 4,000 gallons)	\$ 8.15	\$ 8.15
WATER FUND FEE	Average Usage - (4,000 - 14,000)	\$ 12.50	\$ 12.50
WATER FUND FEE	High Usage - (14,000 + )	\$ 17.00	\$ 17.00
WATER FUND FEE	<b>Surcharge Non-Residential (per unit)</b>		
WATER FUND FEE	Low Usage - (0 - 4,000 gallons)	\$ 8.15	\$ 8.15
WATER FUND FEE	Average Usage - (4,000 - 46,000)	\$ 12.50	\$ 12.50
WATER FUND FEE	High Usage - (46,000 + )	\$ 17.00	\$ 17.00
WATER FUND FEE	Utility Payment Late Fee	\$ 5.00	\$ 5.00
WASTE WATER FUND FEE	Residential/Commercial/Mixed Use/Government/Schools - Monthly Sewer Service (per unit)	\$ 56.02	\$ 58.82
REFUSE FEE	Residential monthly charges rubbish removal and recycling base fee	\$ 24.81	\$ 25.60
REFUSE FEE	Additional can fee per month	\$ 20.89	\$ 20.89
REFUSE FEE	Extra Trash Charges: Furniture - couch, sofa, twin or single box springs/mattresses	\$ 15.00	\$ 15.00



## TOWN OF EAGLE FEE SCHEDULE

UTILITY FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
REFUSE FEE	Extra Trash Charges: Furniture - per king/queen mattress or box springs	\$ 20.00	\$ 20.00
REFUSE FEE	Extra Trash Charges: Appliances - stove, oven, washing machine, dishwasher, dryer, microwave	\$ 15.00	\$ 15.00
REFUSE FEE	Extra Trash Charges: Appliances - hot water heater, cast iron tub, refrigerator	\$ 30.00	\$ 30.00
REFUSE FEE	Extra Trash Charges: Carpet: per cubic yard	\$ 18.00	\$ 18.00
REFUSE FEE	Extra Trash Charges: Construction Materials - per cubic yard	\$ 18.00	\$ 18.00
REFUSE FEE	Extra Trash Charges: Tires (each)	\$ 7.00	\$ 7.00
REFUSE FEE	Trash Can - New	\$ 90.00	\$ 90.00
REFUSE FEE	Trash Can - Used	\$ 50.00	\$ 50.00
REFUSE FEE	Recycle Container	\$ 20.00	\$ 20.00
REFUSE FEE	Yardwaste Fee	\$ 2.00	\$ 2.00
REFUSE FEE	Administrative Fee for Refuse Billing	\$ 1.00	\$ 1.00

## TOWN OF EAGLE FEE SCHEDULE

COURT FEES			
FEE TYPE	FEE TITLE	2018 FEE	2019 FEE - ADOPTED
COURT	Court Cost	\$ 20	\$ 25
COURT	Surcharge - Criminal Violation	\$ 20	\$ 20
COURT	Surcharge - Traffic Code Violation	\$ 10	\$ 10
COURT	Jury Demand Fee	\$ 25	\$ 25
COURT	Witness Fee	\$ 5/day	\$ 5/day
COURT	Juror Fee-Engaged on Jury	\$6/day	\$6/day
COURT	Juror Fee-Attendance on Panel	\$3/day	\$3/day
COURT	Mileage Fees (witnesses and jurors)	\$0.15/mile	\$0.15/mile
COURT	Deferred Judgement Fee	\$ 40	\$ 75
COURT	Deferred Prosecution Fee	\$ 40	\$ 40
COURT	Insurance Dismissal Fee	\$ 10	\$ 10
COURT	Bench Warrant Fee	\$ 50	\$ 50
COURT	Incarceration Fee	Amount equal to sum charged to the Town by the County for incarceration	Amount equal to sum charged to the Town by the County for incarceration
COURT	Charitable Contribution	\$ 5	\$ 5
COURT	Collections Administration Fee	\$ 50	\$ 50
COURT	Stay of Execution Fee	\$ -	\$ 25
COURT	Non-Resident Violator Compliance Fee	\$ 30.00	\$ 30.00
COURT	Outstanding Judgment Warrant Fee	\$ 30.00	\$ 30.00
COURT	Record Sealing Fee	\$ -	\$ 65.00

## TOWN OF EAGLE FEE SCHEDULE

**POLICE DEPARTMENT**

<b>FEE TYPE</b>	<b>FEE TITLE</b>	<b>2018 FEE</b>	<b>2019 FEE - ADOPTED</b>
POLICE DEPARTMENT	Abandoned Vehicle Administration Fee	\$ -	\$ -
POLICE DEPARTMENT	Nuisance Alarm Fee	50-150	50-150
POLICE DEPARTMENT	VIN Inspection Fee	\$ 15.00	\$ 15.00
POLICE DEPARTMENT	Sex Offender Annual Registration	\$ 25.00	\$ 25.00
POLICE DEPARTMENT	Sex Offender Information Update	\$ -	\$ -
POLICE DEPARTMENT	Sex Offender Quarterly Registration	\$ 25.00	\$ 25.00
POLICE DEPARTMENT	Police Report Digital Evidence Disc Fee	\$ 5.00	\$ 5.00
POLICE DEPARTMENT	Police Report Fee	.25 per page	.25 per page
POLICE DEPARTMENT	Police Report Research Fee (per hour, first hour free)	\$ 30.00	\$ 30.00
POLICE DEPARTMENT	Sex Offender De- Registration	\$ -	\$ -
POLICE DEPARTMENT	Video Redaction Fee	Cost of Third Party Contract	Cost of Third Party Contract



## TOWN OF EAGLE

### DEBT SERVICE BY YEAR

Year	1979 Colorado Water Conservation Board Loan		Series 2013 Water Enterprise Revenue Refunding Bond		Series 2018 Water Enterprise Bond: Colorado Water Resource Power & Development Authority		2007 Waste Water Loan: Colorado Water Resource Power & Development Authority		2011 Waste Water Loan: Colorado Water Resource Power & Development Authority		Series 2016 Sales Tax Revenue Bonds		Total Annual Debt Service
	Principal	Interest	Principal	Interest	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	
2019	\$ 10,194	\$ 621	\$ 229,709	\$ 44,256	\$ 625,193	\$ 364,019	\$ 611,556	\$ 246,465	\$ 61,130	\$ 17,655	\$ 95,000	\$ 227,538	2,533,336
2020	10,500	315	236,554	37,411	633,320	355,469	633,204	228,280	62,359	16,427	95,000	223,738	2,532,576
2021	-	-	243,603	30,361	648,043	344,269	649,440	212,060	63,613	15,173	100,000	219,938	2,526,500
2022	-	-	250,863	23,102	653,299	337,269	703,560	188,835	64,891	13,894	105,000	215,938	2,556,651
2023	-	-	258,339	15,626	659,649	330,269	725,208	168,275	66,196	12,590	110,000	211,738	2,557,889
2024	-	-	266,037	7,928	669,583	323,394	746,856	145,877	67,526	11,260	115,000	207,338	2,560,798
2025	-	-	-	-	680,928	309,644	768,504	126,417	68,883	9,902	120,000	202,738	2,287,016
2026	-	-	-	-	694,329	296,394	790,152	100,532	70,268	8,518	125,000	197,938	2,283,130
2027	-	-	-	-	709,588	283,394	849,684	44,050	71,680	7,105	130,000	192,938	2,288,439
2028	-	-	-	-	720,873	270,644	889,036	-	73,121	5,665	135,000	187,738	2,282,076
2029	-	-	-	-	732,782	258,644	-	-	74,591	4,195	140,000	182,338	1,392,549
2030	-	-	-	-	742,627	249,444	-	-	76,090	2,696	145,000	176,738	1,392,594
2031	-	-	-	-	750,411	240,644	-	-	77,620	1,166	150,000	170,938	1,390,778
2032	-	-	-	-	776,563	213,552	-	-	-	-	155,000	164,938	1,310,052
2033	-	-	-	-	800,638	188,510	-	-	-	-	160,000	158,738	1,307,886
2034	-	-	-	-	810,202	180,310	-	-	-	-	170,000	150,738	1,311,250
2035	-	-	-	-	815,052	174,135	-	-	-	-	180,000	142,238	1,311,425
2036	-	-	-	-	839,945	151,606	-	-	-	-	190,000	133,238	1,314,788
2037	-	-	-	-	880,948	112,072	-	-	-	-	195,000	123,738	1,311,757
2038	-	-	-	-	899,667	88,730	-	-	-	-	205,000	114,475	1,307,872
2039	-	-	-	-	943,008	48,465	-	-	-	-	215,000	104,738	1,311,211
2040	-	-	-	-	964,745	24,367	-	-	-	-	225,000	94,525	1,308,637
2041	-	-	-	-	-	-	-	-	-	-	235,000	83,838	318,838
2042	-	-	-	-	-	-	-	-	-	-	250,000	72,675	322,675
2043	-	-	-	-	-	-	-	-	-	-	260,000	60,800	320,800
2044	-	-	-	-	-	-	-	-	-	-	270,000	48,450	318,450
2045	-	-	-	-	-	-	-	-	-	-	285,000	35,625	320,625
2046	-	-	-	-	-	-	-	-	-	-	465,000	14,725	479,725
Total	\$ 20,694	\$ 936	\$ 1,485,105	\$ 158,685	\$ 16,651,393	\$ 5,145,241	\$ 7,367,200	\$ 1,460,790	\$ 897,968	\$ 126,246	\$ 5,025,000	\$ 4,121,063	\$ 42,460,321

<b>Funding:</b>	Water Fund Operating Revenues	Water Fund Operating Revenues	Water Fund Operating Revenues	Waste Water Fund Operating Revenues	Waste Water Fund Operating Revenues	Sales Tax Capital Improvement Fund - Sales tax at 0.5%.
<b>Interest Dates:</b>	October 1	June 1 and December 1	February 1 and August 1	February 1 and August 1	May 1 and November 1	June 1 and December 1
<b>Date of Issue:</b>	October 1, 1979	July 26, 2013	May 24, 2018	May 31, 2007; refunded in 2016	January 21, 2011	September 9, 2016
<b>Interest Rate:</b>	2.999662%	2.98%	2.5% -5%	3.5%	2%	4% - 5%
<b>Amount of Issue:</b>	\$250,000	\$2,605,868	\$16,841,882	\$11,505,912 plus premium \$494,088	\$1,288,966	\$5,200,000 plus premium \$967,936

**2019 Projected Debt Service Coverage Ratio:**

Gross Revenues	4,441,970	4,441,970	4,441,970	2,789,600	2,789,600	\$ 906,349
Operating Expenses	2,939,587	2,676,437	1,961,190	1,390,406	2,169,641	16,036
Budgeted Net Revenues	\$ 1,502,383	\$ 1,765,533	\$ 2,480,780	\$ 1,399,194	\$ 619,959	890,313
2019 Debt Service	10,815	273,965	989,212	858,021	78,786	322,538
2019 Projected Debt Service Coverage Ratio	<b>13892%</b>	<b>644%</b>	<b>251%</b>	<b>163%</b>	<b>787%</b>	<b>276%</b>
Debt Service Coverage Ratio by Fund	<b>217%</b>			<b>158%</b>		<b>276%</b>

**Projected Debt Service Coverage Ratio Calculation** = Budgeted Net Revenues\* / Debt Service

\* Budgeted Gross Revenues (For specific Fund)  
Less Budgeted Operating Expenses (For specific Fund - excludes capital improvements & debt service on on outstanding Debt)  
**Budgeted Net Revenues**

**Debt Service Coverage Ratio (DSCR):** is a measure of the Town's ability to repay any loans or debt obligations over the course of a year. The greater the DSCR is over 1 or 100% indicates a better financial position.





### TOWN OF EAGLE STAFFING SUMMARY

ALL FUNDS	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
(2019 Finalized 12.26.18)				
<b>TOTAL FTE</b>	<b>43.09</b>	<b>51.55</b>	<b>46.11</b>	<b>51.59</b>
<b>Appointed &amp; Elected Positions</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>
<b>Full Time Regular Staff</b>	<b>36.97</b>	<b>44.09</b>	<b>39.85</b>	<b>44.28</b>
<b>Part-Time/Seasonal Staff</b>	<b>4.51</b>	<b>5.86</b>	<b>4.66</b>	<b>5.72</b>
<b>General Government FTE</b>	<b>1.71</b>	<b>1.81</b>	<b>1.77</b>	<b>2.21</b>
<i>Appointed &amp; Elected Positions</i>	<i>0.70</i>	<i>0.70</i>	<i>0.70</i>	<i>0.70</i>
<i>Full Time Regular Staff</i>	<i>1.00</i>	<i>1.09</i>	<i>1.06</i>	<i>1.50</i>
<i>Part-Time/Seasonal Staff</i>	<i>0.01</i>	<i>0.02</i>	<i>0.01</i>	<i>0.01</i>
<b>General Administration FTE</b>	<b>5.00</b>	<b>6.00</b>	<b>5.54</b>	<b>3.66</b>
<i>Appointed &amp; Elected Positions</i>	-	-	-	-
<i>Full Time Regular Staff</i>	<i>5.00</i>	<i>6.00</i>	<i>5.54</i>	<i>3.66</i>
<i>Part-Time/Seasonal Staff</i>	-	-	-	-
<b>Community Development FTE</b>	<b>4.23</b>	<b>5.43</b>	<b>4.74</b>	<b>4.43</b>
<i>Appointed &amp; Elected Positions</i>	<i>0.80</i>	<i>0.80</i>	<i>0.80</i>	<i>0.80</i>
<i>Full Time Regular Staff</i>	<i>3.43</i>	<i>4.00</i>	<i>3.60</i>	<i>3.00</i>
<i>Part-Time/Seasonal Staff</i>	-	<i>0.63</i>	<i>0.34</i>	<i>0.63</i>
<b>Streets FTE</b>	<b>5.24</b>	<b>6.30</b>	<b>6.05</b>	<b>4.70</b>
<i>Full Time Regular Staff</i>	<i>5.20</i>	<i>6.30</i>	<i>6.05</i>	<i>4.70</i>
<i>Part-Time/Seasonal Staff</i>	<i>0.04</i>	-	-	-
<b>Engineering FTE</b>	<b>1.72</b>	<b>2.08</b>	<b>2.08</b>	<b>2.03</b>
<i>Full Time Regular Staff</i>	<i>1.68</i>	<i>2.08</i>	<i>2.08</i>	<i>2.03</i>
<i>Part-Time/Seasonal Staff</i>	<i>0.04</i>	-	-	-
<b>Buildings &amp; Grounds FTE</b>	<b>3.98</b>	<b>4.45</b>	<b>4.06</b>	<b>5.14</b>
<i>Full Time Regular Staff</i>	<i>3.07</i>	<i>3.20</i>	<i>3.20</i>	<i>3.75</i>
<i>Part-Time/Seasonal Staff</i>	<i>0.91</i>	<i>1.25</i>	<i>0.86</i>	<i>1.39</i>
<b>Public Safety FTE</b>	<b>10.55</b>	<b>11.90</b>	<b>10.94</b>	<b>12.20</b>
<i>Appointed &amp; Elected Positions</i>	-	-	-	-
<i>Full Time Regular Staff</i>	<i>10.55</i>	<i>11.90</i>	<i>10.94</i>	<i>12.20</i>
<i>Part-Time/Seasonal Staff</i>	-	-	-	-

TOWN OF EAGLE STAFFING SUMMARY (continued)				
ALL FUNDS	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
(2019 Finalized 12.26.18)				
<b>Municipal Court FTE</b>	<b>0.68</b>	<b>0.70</b>	<b>0.68</b>	<b>0.75</b>
<i>Appointed &amp; Elected Positions</i>	0.10	0.10	0.10	0.10
<i>Full Time Regular Staff</i>	0.10	0.10	0.10	0.15
<i>Part-Time/Seasonal Staff</i>	0.48	0.50	0.48	0.50
<b>Info Center FTE</b>	<b>2.07</b>	<b>2.22</b>	<b>1.98</b>	<b>2.22</b>
<i>Full Time Regular Staff</i>	-	-	-	-
<i>Part-Time/Seasonal Staff</i>	2.07	2.22	1.98	2.22
<b>Marketing &amp; Events FTE</b>	<b>1.22</b>	<b>1.11</b>	<b>1.08</b>	<b>1.11</b>
<i>Full Time Regular Staff</i>	1.15	1.00	1.00	1.00
<i>Part-Time/Seasonal Staff</i>	0.07	0.11	0.08	0.11
<b>Total General Fund</b>	<b>36.41</b>	<b>41.99</b>	<b>38.92</b>	<b>38.45</b>
<i>Appointed &amp; Elected Positions</i>	1.60	1.60	1.60	1.60
<i>Full Time Regular Staff</i>	31.18	35.67	33.57	31.99
<i>Part-Time/Seasonal Staff</i>	3.63	4.72	3.75	4.85
<b>Water Fund FTE</b>	<b>3.90</b>	<b>5.48</b>	<b>3.66</b>	<b>6.93</b>
<i>Full Time Regular Staff</i>	3.70	5.23	3.46	6.93
<i>Part-Time/Seasonal Staff</i>	0.19	0.24	0.20	-
<b>Waste Water Fund FTE</b>	<b>2.09</b>	<b>3.18</b>	<b>2.83</b>	<b>5.04</b>
<i>Full Time Regular Staff</i>	2.09	3.18	2.83	5.04
<i>Part-Time/Seasonal Staff</i>	-	-	-	-
<b>Refuse Fund FTE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.24</b>
<i>Full Time Regular Staff</i>	-	-	-	-
<i>Part-Time/Seasonal Staff</i>	-	-	-	0.24
<b>Open Space Fund FTE</b>	<b>0.69</b>	<b>0.90</b>	<b>0.71</b>	<b>0.93</b>
<i>Full Time Regular Staff</i>	-	-	-	0.31
<i>Part-Time/Seasonal Staff</i>	0.69	0.90	0.71	0.63
<b>TOTAL FTE</b>	<b>43.09</b>	<b>51.55</b>	<b>46.11</b>	<b>51.59</b>
FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)				
ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.				
Regular positions are counted as one (1) FTE				





## General Government

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Town Mayor & Board of Trustees 1	0.70	0.70	0.70	0.70
Acting Town Manager 2	0.42	0.09	0.17	-
Executive Advisor (Part-Time)	0.01	0.02	0.01	0.01
Town Manager	0.58	1.00	0.89	0.50
Town Manager Assistant - Intern 3	-	-	-	1.00
<b>TOTAL FTE</b>	<b>1.71</b>	<b>1.81</b>	<b>1.77</b>	<b>2.21</b>
Appointed & Elected Positions	0.70	0.70	0.70	0.70
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	1.00	1.09	1.06	1.50
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.01	0.02	0.01	0.01
<b>TOTAL FTE</b>	<b>1.71</b>	<b>1.81</b>	<b>1.77</b>	<b>2.21</b>
<i>1 - Reflects 0.1 FTE per each elected or appointed official</i> <i>2 - Position created for Town Manager transition period</i> <i>3 - New intern through DOLA Best &amp; Brightest Internship program (2 year grant)</i>				
<i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i> ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs. Regular positions are counted as one (1) FTE				



## General Administration

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Administrative Assistant 1	1.00	1.00	1.00	0.70
Administrative Technician 2	1.00	1.00	1.00	0.50
Finance Director 3	1.00	1.00	1.00	0.65
Human Resources Manager 4	1.00	1.00	1.00	0.77
Senior Accountant 5	-	1.00	0.54	0.34
Town Clerk	1.00	1.00	1.00	0.70
<b>TOTAL FTE</b>	<b>5.00</b>	<b>6.00</b>	<b>5.54</b>	<b>3.66</b>
Appointed & Elected Positions	-	-	-	-
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	5.00	6.00	5.54	3.66
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	-	-	-	-
<b>TOTAL FTE</b>	<b>5.00</b>	<b>6.00</b>	<b>5.54</b>	<b>3.66</b>
<p>1 General Admin Admin Asst. is split: 70% General Admin, 15% Water and 15% WW in 2019</p> <p>2 - General Admin Administrative Tech will be split in 2019: General Admin 50%, 30% Water, 20% Waste Water</p> <p>3 - Finance Director will be split in 2019: General Admin 65%, 25% Water, 10% Waste Water</p> <p>4 - HR Manager will be split in 2019: allocation based on positions within each fund: 77% General Administration, 12% Water Fund, 8% Waste Water Fund, 3% Open Space Fund</p> <p>5 - Senior Accountant is a new position in 2018 and will be split in 2019: General Admin 34%, 33% Water, 33% Waste Water</p> <p>6 - Town Clerk split in 2019: 70% General Admin, 10% Court, 10% Water, 10% Waste Water</p>				
<p><i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i></p> <p>ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.</p> <p>Regular positions are counted as one (1) FTE</p>				



## Community Development

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Planning Commission 1	0.80	0.80	0.80	0.80
Administrative Assistant 2,3	0.84	1.00	1.00	-
Administrative Technician 3	-	-	-	1.00
Assistant Planner 4	0.78	-	-	-
Building Inspector 5	0.85	1.00	0.60	-
Planner I 4	-	1.00	1.00	1.00
Planning Technician (Part-Time) 6	-	0.63	0.34	0.63
Town Planner/Community Development Director	0.96	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>4.23</b>	<b>5.43</b>	<b>4.74</b>	<b>4.43</b>
Appointed & Elected Positions	0.80	0.80	0.80	0.80
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	3.43	4.00	3.60	3.00
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	-	0.63	0.34	0.63
<b>TOTAL FTE</b>	<b>4.23</b>	<b>5.43</b>	<b>4.74</b>	<b>4.43</b>
<i>1 - Reflects 0.1 FTE per each elected or appointed official</i> <i>2 - Position Split 85%/15% between Community Development and Marketing &amp; Events in 2017, however allocated 100% to Community Development in 2018 due to workload</i> <i>3 - Position reclassified to Administrative Technician in 2019</i> <i>4 - Assistant Planner position reclassified as Planner I in 2018</i> <i>5 - Building Inspector services contracted out in 2019</i> <i>6 - New part-time position in 2018</i>				
<p><i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i></p> <p>ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.</p> <p>Regular positions are counted as one (1) FTE</p>				



## Streets

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Administrative Assistant 1	0.26	0.25	0.25	0.20
Maintenance Worker	3.50	3.50	3.50	3.50
Mechanic/Maintenance Worker 2	0.04	1.00	1.00	0.25
Public Works Advisor (Part-Time) 3	0.04	-	-	-
Public Works Director 4	0.14	0.30	0.30	0.20
Public Works Superintendent/Lead Plant Operator 5	0.25	0.25	-	-
Public Works Supervisor 6	1.00	1.00	1.00	0.45
Utility Manager 7	-	-	-	0.10
<b>TOTAL FTE</b>	<b>5.24</b>	<b>6.30</b>	<b>6.05</b>	<b>4.70</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	5.20	6.30	6.05	4.70
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.04	-	-	-
<b>TOTAL FTE</b>	<b>5.24</b>	<b>6.30</b>	<b>6.05</b>	<b>4.70</b>
<p>1 - Position was Split 50% Water/25% Streets/25% Engineering in 2017 &amp; 2018; in 2019 Public Works Admin Asst. is split equally between five departments (20% Streets, 20% B&amp;G, 20% Engineering, 20% Water, and 20% Waste Water)</p> <p>2 - Mechanic/Maintenance worker added in 2018 will be split in 2019: 25% Streets, 25% Public Safety, 25% B&amp;G, 15% Water and 10% Waste Water</p> <p>3 - Position terminated in April 2019</p> <p>4 - Public Works Director position allocation changes annually based on budgeted projects:  <b>2017:</b> 10% B&amp;G, 20% Engineering, 20% Streets, 10% Waste Water, and 40% Water  <b>2018:</b> Split of position changed due to separation of Engineering and Public Works: 20% Building &amp; Ground, 30% Streets, 20% Waste Water, and 30% Water  <b>2019:</b> 20% Streets, 10% B&amp;Gs, 60% Water and 10% Waste Water</p> <p>5 - Position terminated in 2018 and reallocated as utility manager</p> <p>6 - Public Works Supervisor has been 100% in Streets and will be split in 2019: Streets 45%, 15% B&amp;G, 20% Water, 20% Waste Water</p> <p>7 - Utility Manager position added in 2018 was allocated between Water and WW in 2019 the allocation has changed in 2019 to: 25% WW, 60% Water, 10% Streets, 5% B&amp;G</p>				
<p><i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i></p> <p>ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.</p> <p>Regular positions are counted as one (1) FTE</p>				



## Engineering

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN 1</b>				
Administrative Assistant 2	0.26	0.25	0.25	0.20
Assistant Engineer	0.10	-	-	-
Public Works Advisor (Part-Time) 3	0.04	-	-	-
Public Works Director	0.14	-	-	-
Public Works Inspector 4	0.50	0.33	0.33	0.33
Senior Engineer 5	0.06	0.50	0.50	0.50
Town Engineer	0.62	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>1.72</b>	<b>2.08</b>	<b>2.08</b>	<b>2.03</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	1.68	2.08	2.08	2.03
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.04	-	-	-
<b>TOTAL FTE</b>	<b>1.72</b>	<b>2.08</b>	<b>2.08</b>	<b>2.03</b>
<p>1 - New department created in 2017, previously in Streets</p> <p>2 - Position was Split 50% Water/25% Streets/25% Engineering in 2017 &amp; 2018; in 2019 Public Works Admin Asst. is split equally between five departments (20% Streets, 20% B&amp;G, 20% Engineering, 20% Water, and 20% Waste Water)</p> <p>3 - Position terminated in April 2019</p> <p>4 - 2017 Position Split: 50% Engineering and 50% Water; 2018 &amp; 2019 Split equally between Engineering, Water and Waste Water</p> <p>5 - Position added in 2017: Split 50% Engineering, 35% Water and 15% Waste Water</p>				
<p><i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i></p> <p>ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.</p> <p>Regular positions are counted as one (1) FTE</p>				



## Buildings & Grounds

	2016 ACTUAL FTE	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>					
Administrative Assistant 1	-	-	-	-	0.20
Buildings & Grounds Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Maintenance Worker (Part-Time) 2	-	-	-	-	0.14
Maintenance Worker (Seasonal) 3	0.94	0.91	1.25	0.86	1.25
Mechanic/Maintenance Worker 4	-	-	-	-	0.25
Public Works Director 5	-	0.07	0.20	0.20	0.10
Public Works Supervisor 6	-	-	-	-	0.15
Utility Manager 7	-	-	-	-	0.05
<b>TOTAL FTE</b>	<b>3.94</b>	<b>3.98</b>	<b>4.45</b>	<b>4.06</b>	<b>5.14</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	3.00	3.07	3.20	3.20	3.75
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.94	0.91	1.25	0.86	1.39
<b>TOTAL FTE</b>	<b>3.94</b>	<b>3.98</b>	<b>4.45</b>	<b>4.06</b>	<b>5.14</b>
<p>1 - Public Works Admin Asst. is split equally between five departments in 2019 (20% Streets, 20% B&amp;G, 20% Engineering, 20% Water, and 20% Waste Water)</p> <p>2 - A part-time maintenance worker was added in 2019 to assist with cleaning bathrooms and checking groups in and out of the pavilion on weekends which will cut back on the amount of overtime regular employees will need to work and assist with increasing B&amp;G maintenance demands</p> <p>3 - Three seasonal positions increased to four in 2017, however only three were utilized; budgeting four in 2019</p> <p>4 - Mechanic/Maintenance worker will be split in 2019: 25% Streets, 25% Public Safety, 25% B&amp;G, 15% Water and 10% Waste Water</p> <p>5 - Public Works Director position allocation changes annually based on budgeted projects:  <b>2017:</b> 10% B&amp;G, 20% Engineering, 20% Streets, 10% Waste Water, and 40% Water  <b>2018:</b> Split of position changed due to separation of Engineering and Public Works: 20% Building &amp; Ground, 30% Streets, 20% Waste Water, and 30% Water  <b>2019:</b> 20% Streets, 10% B&amp;Gs, 60% Water and 10% Waste Water</p> <p>6 - Public Works Supervisor has been 100% in Streets and will be split in 2019: Streets 45%, 15% B&amp;G, 20% Water, 20% Waste Water</p> <p>7 - Utility Manager position added in 2018 was allocated between Water and WW in 2019 the allocation has changed in 2019 to: 25% WW, 60% Water, 10% Streets, 5% B&amp;G</p>					
<p><i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i></p> <p>ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.</p> <p>Regular positions are counted as one (1) FTE</p>					



## Public Safety

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Lieutenant 1	0.58	-	-	-
Mechanic/Maintenance Worker 2	-	-	-	0.25
Police Chief	1.00	1.00	1.00	1.00
Police Officer 3, 4	4.13	6.00	5.04	5.00
Police Officer/Detective	1.00	1.00	1.00	1.00
Police Officer/School Resource Officer	1.00	1.00	1.00	1.00
Records and Evidence Supervisor/Executive Asst. 5	0.90	0.90	0.90	0.95
Sergeant 4	1.95	2.00	2.00	3.00
<b>TOTAL FTE</b>	<b>10.55</b>	<b>11.90</b>	<b>10.94</b>	<b>12.20</b>
Appointed & Elected Positions	-	-	-	-
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	10.55	11.90	10.94	12.20
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	-	-	-	-
<b>TOTAL FTE</b>	<b>10.55</b>	<b>11.90</b>	<b>10.94</b>	<b>12.20</b>
<i>1 - Position reclassified to Police Officer in 2018</i> <i>2 - Mechanic/Maintenance worker will be split in 2019: 25% Streets, 25% Public Safety, 25% B&amp;G, 15% Water and 10% Waste Water</i> <i>3 - Total Officer FTEs down in 2017 and 2018 due to vacancies</i> <i>3 - One officer position was reclassified in 2019 as a Administrative Sergeant</i> <i>5 - Position Split 90% Public Safety and 10% Court in 2018; 95% Public Safety and 5% Court in 2019</i>				
<i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i> ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs. Regular positions are counted as one (1) FTE				



## Municipal Court

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN <sup>1</sup></b>				
Municipal Judge <sup>2</sup>	0.10	0.10	0.10	0.10
Records and Evidence Supervisor/Executive Asst. <sup>3</sup>	0.10	0.10	0.10	0.05
Town Clerk <sup>4</sup>	-	-	-	0.10
Municipal Court Clerk (Part-Time)	0.48	0.50	0.48	0.50
<b>TOTAL FTE</b>	<b>0.68</b>	<b>0.70</b>	<b>0.68</b>	<b>0.75</b>
Appointed & Elected Positions	0.10	0.10	0.10	0.10
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	0.10	0.10	0.10	0.15
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.48	0.50	0.48	0.50
<b>TOTAL FTE</b>	<b>0.68</b>	<b>0.70</b>	<b>0.68</b>	<b>0.75</b>
<sup>1</sup> - New department created in 2017, previously in Public Safety <sup>2</sup> - Reflects 0.1 FTE per each elected or appointed official <sup>3</sup> - Position Split 90% Public Safety and 10% Court in 2018; 95% Public Safety and 5% Court in 2019 <sup>4</sup> - Town Clerk split in 2019: 70% General Admin, 10% Court, 10% Water, 10% Waste Water				
<i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i> ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs. Regular positions are counted as one (1) FTE				





## Information Center

	2016 ACTUAL FTE	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>					
Information Center Host (Part-Time) <sup>1</sup>	1.44	1.41	1.44	1.38	0.96
Information Center Lead Host (Part-Time) <sup>2</sup>	-	-	-	0.14	0.48
Information Center Manager (Part-Time)	0.64	0.53	0.64	0.31	0.64
Merchandise Receiver/Stocker (Part-Time) <sup>3</sup>	-	0.13	0.13	0.14	0.13
<b>TOTAL FTE</b>	<b>2.08</b>	<b>2.07</b>	<b>2.22</b>	<b>1.98</b>	<b>2.22</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	-	-	-	-	-
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	2.08	2.07	2.22	1.98	2.22
<b>TOTAL FTE</b>	<b>2.08</b>	<b>2.07</b>	<b>2.22</b>	<b>1.98</b>	<b>2.22</b>
<sup>1</sup> - Three Part-Time Employees in 2018 and two in 2019 <sup>2</sup> - One Information Host Position reclassified to I.C. Lead Host in 2018 to assist with manager duties <sup>3</sup> - One Part-time position added in 2017					
<i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i> ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs. Regular positions are counted as one (1) FTE					



## Marketing & Events

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Administrative Assistant 1	0.15	-	-	-
Events Coordinator 2	1.00	-	-	-
Marketing & Events Manager 2	-	1.00	1.00	1.00
Open Space Coordinator (Part-Time) 3	0.07	0.11	0.08	0.11
<b>TOTAL FTE</b>	<b>1.22</b>	<b>1.11</b>	<b>1.08</b>	<b>1.11</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	1.15	1.00	1.00	1.00
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.07	0.11	0.08	0.11
<b>TOTAL FTE</b>	<b>1.22</b>	<b>1.11</b>	<b>1.08</b>	<b>1.11</b>
1 - Position Split in 2017 85%/15% between Community Development and Marketing & Events; allocated 100% to Community Development in 2018 due to workload 2 - Events Coordinator reclassified to Marketing & Events Manager in 2018 3 - Open Space Coordinator services are split 85% Open Space & 15% Marketing & Events				
<i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i> ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs. Regular positions are counted as one (1) FTE				



## Water Fund

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Administrative Assistant 1	0.52	0.50	0.50	0.35
Administrative Technician 2	-	-	-	0.30
Assistant Engineer	0.10	-	-	-
Finance Director 3	-	-	-	0.25
Human Resources Manager 4	-	-	-	0.12
Lead Plant Operator	0.23	1.00	1.03	1.00
Maint. Technician II -Collections & Distributions 5	-	0.50	-	0.50
Maintenance Worker	0.50	0.50	0.50	0.50
Mechanic/Maintenance Worker 6	-	-	-	0.15
Plant Maintenance Operator - A License 7	0.77	1.00	-	1.00
Public Works Advisor (Part-Time) 8	0.19	0.24	0.20	-
Public Works Director 9	0.29	0.30	0.30	0.60
Public Works Inspector	0.50	0.33	0.34	0.33
Public Works Superintendent/Lead plant Operator 10	0.75	0.75	-	-
Public Works Supervisor 11	-	-	-	0.20
Senior Accountant 12	-	-	-	0.33
Senior Engineer 13	0.04	0.35	0.35	0.35
Town Clerk 14	-	-	-	0.10
Town Manager 15	-	-	-	0.25
Utility Manager 16	-	-	0.44	0.60
<b>TOTAL FTE</b>	<b>3.90</b>	<b>5.48</b>	<b>3.66</b>	<b>6.93</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	3.70	5.23	3.46	6.93
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.19	0.24	0.20	-
<b>TOTAL FTE</b>	<b>3.90</b>	<b>5.48</b>	<b>3.66</b>	<b>6.93</b>
<p>1- There are two Administrative Assistants allocated to the Waste Water Fund in 2019:</p> <p>* Public Works Admin Asst. was split equally between five departments (20% Streets, 20% B&amp;G, 20% Engineering, 20% Water, and 20% Waste Water)</p> <p>* General Admin Admin Asst. was split: 70% General Admin, 15% Water and 15% Waste Water</p> <p>2- General Admin Administrative Tech will be split in 2019: General Admin 50%, 30% Water, 20% Waste Water</p> <p>3- Finance Director will be split in 2019: General Admin 65%, 25% Water, 10% Waste Water</p> <p>4 - HR Manager will be split in 2019: allocation based on positions within each fund: 77% General Administration, 12% Water Fund, 8% Waste Water Fund, 3% Open Space Fund</p> <p>5- New maintenance Technician II position added in 2018 with a 50% split between Water/Wastewater; Town was unable to hire in 2018, position carried over to 2019</p> <p>6- Mechanic/Maintenance worker will be split in 2019: 25% Streets, 25% Public Safety, 25% B&amp;G, 15% Water and 10% Waste Water</p>				



## Water Fund (continued)

*7 - Plant Maintenance Operator position was open in 2018 and carried over to 2019*

*8 - Position terminated in April 2019*

*9 - Public Works Director position allocation changes annually based on budgeted projects:*

**2017:** 10% B&G, 20% Engineering, 20% Streets, 10% Waste Water, and 40% Water

**2018:** Split of position changed due to separation of Engineering and Public Works: 20% Building & Ground, 30% Streets, 20% Waste Water, and 30% Water

**2019:** 20% Streets, 10% B&Gs, 60% Water and 10% Waste Water

*10 - Position terminated in 2018 and reallocated as utility manager*

*11 - Public Works Supervisor has been 100% in Streets and will be split in 2019: Streets 45%, 15% B&G, 20% Water, 20% Waste Water*

*12 - Senior Accountant will be split in 2019: General Admin 34%, 33% Water, 33% Waste Water*

*13 - Position added in 2017: Split 50% Engineering, 35% Water and 15% Waste Water*

*14 - Town Clerk split in 2019: 70% General Admin, 10% Court, 10% Water, 10% Waste Water*

*15 - Town Manager split in 2019: 50% General Gov't, 25% Water, 25% Waste Water*

*16 - Utility Manager position added in 2018 was allocated between Water and WW in 2019 the allocation has changed in 2019 to: 25% WW, 60% Water, 10% Streets, 5% B&G*

*FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)*

*ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.*

*Regular positions are counted as one (1) FTE*



## Waste Water Fund

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Administrative Assistant 1	-	-	-	0.35
Administrative Technician 2	-	-	-	0.20
Finance Director 3	-	-	-	0.10
Human Resources Manager 4	-	-	-	0.08
Lead Plant Operator	1.00	1.00	1.00	1.00
Maint. Technician II -Collections & Distributions 5	-	0.50	-	0.50
Mechanic/Maintenance Worker 6	-	-	-	0.10
Plant Maintenance Operator - A License	1.00	1.00	1.00	1.00
Public Works Director 7	0.07	0.20	0.20	0.10
Public Works Inspector	-	0.33	0.33	0.33
Public Works Supervisor 8	-	-	-	0.20
Senior Accountant 9	-	-	-	0.33
Senior Engineer 10	0.02	0.15	0.15	0.15
Town Clerk 11	-	-	-	0.10
Town Manager 12	-	-	-	0.25
Utility Manager 13	-	-	0.15	0.25
<b>TOTAL FTE</b>	<b>2.09</b>	<b>3.18</b>	<b>2.83</b>	<b>5.04</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	2.09	3.18	2.83	5.04
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	-	-	-	-
<b>TOTAL FTE</b>	<b>2.09</b>	<b>3.18</b>	<b>2.83</b>	<b>5.04</b>
<p>1- There are two Administrative Assistants allocated to the Waste Waste Fund in 2019:</p> <p>* Public Works Admin Asst. was split equally between five departments (20% Streets, 20% B&amp;G, 20% Engineering, 20% Water, and 20% Waste Water)</p> <p>* General Admin Admin Asst. was split: 70% General Admin, 15% Water and 15% Waste Water</p> <p>2- General Admin Administrative Tech will be split in 2019: General Admin 50%, 30% Water, 20% Waste Water</p> <p>3- Finance Director will be split in 2019: General Admin 65%, 25% Water, 10% Waste Water</p> <p>4 - HR Manager will be split in 2019: allocation based on positions within each fund: 77% General Administration, 12% Water Fund, 8% Waste Water Fund, 3% Open Space Fund</p> <p>5- New maintenance Technician II position added in 2018 with a 50% split between Water/Wastewater; Town was unable to hire in 2018, position carried over to 2019</p> <p>6- Mechanic/Maintenance worker will be split in 2019: 25% Streets, 25% Public Safety, 25% B&amp;G, 15% Water and 10% Waste Water</p>				



## Waste Water Fund (continued)

*7 - Public Works Director position allocation changes annually based on budgeted projects:*

**2017:** 10% B&G, 20% Engineering, 20% Streets, 10% Waste Water, and 40% Water

**2018:** Split of position changed due to separation of Engineering and Public Works: 20% Building & Ground, 30% Streets, 20% Waste Water, and 30% Water

**2019:** 20% Streets, 10% B&Gs, 60% Water and 10% Waste Water

*8 - Public Works Supervisor has been 100% in Streets and will be split in 2019: Streets 45%, 15% B&G, 20% Water, 20% Waste Water*

*9 - Senior Accountant will be split in 2019: General Admin 34%, 33% Water, 33% Waste Water*

*10 - Position added in 2017: Split 50% Engineering, 35% Water and 15% Waste Water*

*11 - Town Clerk split in 2019: 70% General Admin, 10% Court, 10% Water, 10% Waste Water*

*12 - Town Manager split in 2019: 50% General Gov't, 25% Water, 25% Waste Water*

*13 - Utility Manager position added in 2018 was allocated between Water and WW in 2019 the allocation has changed in 2019 to: 25% WW, 60% Water, 10% Streets, 5% B&G*

*FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)*

*ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.*

*Regular positions are counted as one (1) FTE*



## Refuse Fund

	2016 ACTUAL FTE	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN 1</b>					
Maintenance Worker (Part-Time) 2	-	-	-	-	0.24
<b>TOTAL FTE</b>	-	-	-	-	<b>0.24</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	-	-	-	-	-
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	-	-	-	-	0.24
<b>TOTAL FTE</b>	-	-	-	-	<b>0.24</b>

1- Prior to 2019, public works employees were utilized at overtime rates to staff the yard waste site. Overtime will only be utilized going forward when the part-time maintenance worker is unavailable.

2- A part-time maintenance worker was added in 2019 which will assist with increasing hours of operation of the yard waste site or lowering the cost of the facility.

*FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)*

ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs.

Regular positions are counted as one (1) FTE



## Open Space Fund

	2017 ACTUAL FTE	2018 BUDGET FTE	2018 REVISED FTE (YE)	2019 BUDGET FTE
<b>STAFFING PLAN</b>				
Open Space Coordinator (Part-Time) 1	0.41	0.60	0.44	0.60
Open Space Trail Technician (Seasonal) 2	0.28	0.31	0.27	0.03
Human Resources Manager 3	-	-	-	0.31
<b>TOTAL FTE</b>	<b>0.69</b>	<b>0.90</b>	<b>0.71</b>	<b>0.93</b>
Full Time Regular Staff ( <i>FTE positions budgeted</i> )	-	-	-	0.31
Part-Time/Seasonal Staff ( <i>FTE hours budgeted</i> )	0.69	0.90	0.71	0.63
<b>TOTAL FTE</b>	<b>0.69</b>	<b>0.90</b>	<b>0.71</b>	<b>0.93</b>
<i>1 - Open Space Coordinator services are split 85% Open Space &amp; 15% Marketing &amp; Events</i> <i>2 - One seasonal position</i> <i>3 - HR Manager will be split in 2019: allocation based on positions within each fund: 77% General Administration, 12% Water Fund, 8% Waste Water Fund, 3% Open Space Fund</i>				
<i>FTE refers to a "Full Time Equivalent". One FTE represents 2080 staff hours in a year (40 hrs. x 52)</i> ONE (1) Part time or Seasonal FTE can be filled by several employees working "Part-time" to perform 2080 hrs. Regular positions are counted as one (1) FTE				



# CAPITAL IMPROVEMENT PLAN

## 2019 - 2023



For the Year Ending  
December 31, 2019

### **Presented To: Eagle Town Council**

Anne McKibbin, Mayor

Kevin Brubeck

Scott Turnipseed

Andy Jessen

Paul Witt

Matt Solomon

Mikel "Pappy" Kerst

### **Presented by:**

Brandy Reitter, Town Manager

& Staff

## Capital Improvement Plan Summary for 2019 - 2023

Department/Fund and Project	2019	2020	2021	2022	2023	TOTAL
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### Capital Improvements Fund:

#### Streets

Chambers Avenue Flashing Lights	\$ 42,000	\$ -	\$ -	\$ -	\$ -	42,000
Storm Drain Cleaning and Inspection: Ponds, Pipe, Inlets, Manholes, Eby Creek Road Oil Water Separators, etc.	32,700	99,500	-	-	-	\$ 132,200
3rd Street sidewalk and handicap ramps	-	120,000	-	-	-	120,000
Eby Creek Road - Pond Road Sidewalk Extension	-	150,000	-	-	-	150,000
Market Street – Street Lights	-	-	42,000	-	-	42,000
Senior Center – flashing lights / refuge island	-	-	85,000	-	-	85,000
Pedestrian Trail Bull Pasture - West Side	-	-	105,000	-	-	105,000
Sylvan Lake Roundabout Crossing – Street Light	-	-	-	30,000	-	30,000
Grand Avenue and Capitol Street - Street Light	-	-	-	10,000	-	10,000
Chambers Avenue Sidewalk Extension	-	-	-	45,557	-	45,557
Nogal Road and Highway 6 Street Light	-	-	-	40,000	-	40,000
Xeriscape Opportunities – Market Street Roundabout	-	-	-	14,724	-	14,724
Pedestrian Trail Cemetery Connection	-	-	-	230,000	-	230,000
Capitol Street - 6TH TO 7TH PARKING	-	-	-	-	65,399	65,399
<b>Total</b>	<b>\$ 74,700</b>	<b>\$ 369,500</b>	<b>\$ 232,000</b>	<b>\$ 370,281</b>	<b>\$ 65,399</b>	<b>\$ 1,111,880</b>

#### Buildings & Grounds

Pool and Ice Capital Improvements Funding	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Town Park – Remove pea gravel and pour-in-place	11,000	-	-	-	-	11,000
Public Works Expansion design (2020 Build)	25,000	Unknown	-	-	-	25,000
Project THOR	173,855	-	-	-	-	173,855
Warm Springs Pump	12,876	-	-	-	-	12,876
Town Hall Exterior Parking Lot	-	20,000	-	-	-	20,000
Public Works - Fencing	-	17,000	-	-	-	17,000
Studio / Pavilion LED lights	-	8,000	-	-	-	8,000
Public Works Solar	-	178,492	-	-	-	178,492
Town Hall Exterior Wall	-	-	40,000	-	-	40,000
Studio Solar	-	-	40,000	-	-	40,000
Weed Sprayer - pickup mounted	-	-	10,000	-	-	10,000
Fertilize Hopper	-	-	6,000	-	-	6,000
Town Park - Drainage, parking improvements	-	-	-	164,145	-	164,145
Pavilion Solar	-	-	-	50,000	-	50,000
Information Center Solar	-	-	-	40,000	-	40,000
Studio – Floor	-	-	-	-	10,000	10,000
Brush Creek Pavilion Park and Playground	-	-	-	-	500,000	500,000
Town Hall Windows	-	-	-	-	250,000	250,000
Town Park Solar	-	-	-	-	30,000	30,000
Town Hall Solar	-	-	-	-	100,000	100,000
<b>Total</b>	<b>\$ 272,731</b>	<b>\$ 273,492</b>	<b>\$ 146,000</b>	<b>\$ 304,145</b>	<b>\$ 940,000</b>	<b>\$ 1,936,368</b>

#### Public Safety

Camera Replacement	\$ 5,940	\$ -	\$ -	\$ -	\$ -	\$ 5,940
Rifle Replacement	7,908	8,145	3,353	-	-	19,406
Facilities	5,150	-	-	-	-	5,150
Radar Feedback Signage	-	8,000	-	-	-	8,000
Radio Replacement	-	11,368	5,941	6,119	6,302	29,730
<b>Total</b>	<b>\$ 18,998</b>	<b>\$ 27,513</b>	<b>\$ 9,294</b>	<b>\$ 6,119</b>	<b>\$ 6,302</b>	<b>\$ 68,226</b>

<b>Total Capital Improvements Fund</b>	<b>\$ 366,429</b>	<b>\$ 670,505</b>	<b>\$ 387,294</b>	<b>\$ 680,545</b>	<b>\$ 1,011,701</b>	<b>\$ 3,116,474</b>
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## Capital Improvement Plan Summary for 2019 - 2023

Fund/Department and Project	2019	2020	2021	2022	2023	TOTAL
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### General Fund - Streets

Street Resurfacing - Capitol Street (Sylvan Lake Road to Brush Creek Road)	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Street Resurfacing - Terrace Subdivision	-	550,000	-	-	-	550,000
Street Resurfacing - Chambers Avenue (from Sawatch to Sawatch), Marmot Lane, and Loren Lane	-	-	600,000	-	-	600,000
Street Resurfacing - Abrams Creek Road & Robins Egg Lane	-	-	-	650,000	-	650,000
Street Resurfacing - Newquist, Horton, Seabry, Pat's Circle, Deep Eddy Cove, and Ouzel Lane	-	-	-	-	700,000	700,000
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 550,000</b>	<b>\$ 600,000</b>	<b>\$ 650,000</b>	<b>\$ 700,000</b>	<b>\$ 3,000,000</b>

### Fleet

4900 Snow Plow Truck - Streets	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Patrol Vehicle - Public Safety	50,500	104,200	107,400	113,800	117,200	493,100
Liftgate for Truck - Water	10,000	-	-	-	-	10,000
Vehicle Replacement- Streets	-	80,000	-	-	-	80,000
Vehicle Replacement - Open Space	-	10,000	-	-	15,000	25,000
<b>Total</b>	<b>\$ 285,500</b>	<b>\$ 194,200</b>	<b>\$ 107,400</b>	<b>\$ 113,800</b>	<b>\$ 132,200</b>	<b>\$ 833,100</b>

### Sales Tax Capital Improvement Fund

Eagle River Water Park-Construction	\$ 1,352,060	\$ -	\$ -	\$ -	\$ -	\$ 1,352,060
Eagle River Water Park-Design	15,000	-	-	-	-	15,000
Eagle River Water Park - Signage	10,000	-	-	-	-	10,000
Eagle River Water Park	130,000	-	-	-	-	130,000
<b>Total</b>	<b>\$ 1,507,060</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,507,060</b>

### Water Fund

LBWTP	\$ 14,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 18,000,000
Violet Lane Water Line	1,570,000	-	-	-	-	1,570,000
UBWTP - Generator	300,000	-	-	-	-	300,000
Cemetery Tank	2,500,000	-	-	-	-	2,500,000
Water Fill Station	-	50,000	-	-	-	50,000
Filter Train Electric Valves	-	40,680	-	-	-	40,680
Fencing for Water Properties	-	20,000	20,000	20,000	20,000	80,000
Fairgrounds Water Main Loop	-	-	2,370,666	-	-	2,370,666
Downtown Distribution: Capitol Street: 2nd to 6th Street	-	-	818,198	-	-	818,198
UBWTP - 3 Filter Trains	-	-	-	3,351,312	-	3,351,312
Brooks Lane Water Main	-	-	-	-	305,000	305,000
<b>Total</b>	<b>\$ 18,370,000</b>	<b>\$ 4,110,680</b>	<b>\$ 3,208,864</b>	<b>\$ 3,371,312</b>	<b>\$ 325,000</b>	<b>\$ 29,385,856</b>

### Waste Water Fund

Fix Truss Pipe in System	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ 155,000
Waste Water Treatment Plant Roof Replacement	410,000	-	-	-	-	410,000
Downtown Collection: Capitol Street: 5th St. to 6th Street	-	-	188,599	-	-	188,599
Re-air pump for recycle tank	-	25,000	-	-	-	25,000
Sanitary Sewer System upgrades	-	-	-	175,000	-	175,000
Sanitary Sewer System upgrades	-	-	-	-	175,000	175,000
Nutruient Criteria	-	-	-	-	3,000,000	3,000,000
<b>Total</b>	<b>\$ 565,000</b>	<b>\$ 25,000</b>	<b>\$ 188,599</b>	<b>\$ 175,000</b>	<b>\$ 3,175,000</b>	<b>\$ 4,128,599</b>

## Capital Improvement Plan Summary for 2019 - 2023

Fund/Department and Project	2019	2020	2021	2022	2023	TOTAL
<b>Refuse Fund</b>						
Recycle Bins	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Recycle Bins	-	11,000	-	-	-	11,000
Recycle Bins	-	-	12,000	-	-	12,000
Recycle Bins	-	-	-	13,000	-	13,000
Recycle Bins	-	-	-	-	15,000	15,000
<b>Total</b>	<b>\$ 4,000</b>	<b>\$ 11,000</b>	<b>\$ 12,000</b>	<b>\$ 13,000</b>	<b>\$ 15,000</b>	<b>\$ 55,000</b>
<b>Open Space Fund</b>						
Wayfinding Signage	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Soft Path Trail Construction - 2019	30,000	-	-	-	-	30,000
Eagle Ranch Wildlife Committee Capital Project	10,000	-	-	-	-	10,000
Soft Path Trail Construction - 2020	-	60,000	-	-	-	60,000
Hardscrabble Mountain Trail Reroutes	-	15,000	-	15,000	-	30,000
Hardscrabble Ranch Improvements	-	20,000	20,000	20,000	-	60,000
Mini Excavator purchase	-	-	20,000	-	-	20,000
Soft Path Trail Construction - 2021	-	-	30,000	-	-	30,000
Campground	-	-	-	50,000	-	50,000
Open Space Acquisition(s)	-	-	-	-	170,000	170,000
Nature Center / Cabin	-	-	-	-	100,000	100,000
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 95,000</b>	<b>\$ 70,000</b>	<b>\$ 85,000</b>	<b>\$ 270,000</b>	<b>\$ 570,000</b>
<b>Grand Total</b>	<b>\$ 21,647,989</b>	<b>\$ 5,656,385</b>	<b>\$ 4,574,157</b>	<b>\$ 5,088,657</b>	<b>\$ 5,628,901</b>	<b>\$ 42,596,089</b>



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Streets
Department Lead:	Fred Tobias
Project Team:	Fred Tobias & Jerad Parker

Project ID:	Year Identified: 2018	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20-YEARS
Project Title: Chambers Avenue Flashing Lights			
Project Description:	This project is located at the Chambers Avenue & Eby Creek Road roundabout on the north side. This will help pedestrian safety to Eco Transit bus stop.		
Project Justification:	Partially or fully funded, community and/or staff priority, improves public quality of life, mitigates risk, public safety, leverage funds, and community impact.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This aligns with the Town's intersection safety priority plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$42,000	\$0	\$0	\$0	\$0	\$42,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Public Works
Department Lead:	Deron Dircksen & Jerad parker
Project Team:	Deron Dircksen, Jerad Parker, & John Boyd

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life:
Project Title: Storm Drain Cleaning and Inspection: Ponds, Pipe, Inlets, Manholes, Eby Creek Road Oil Water Separators, etc.			
Project Description:	The existing storm drain system includes storm water ponds, pipe, inlets, manholes, eby creek road oil water separators, etc. which need to be cleaned to ensure proper function.		
Project Justification:	Regulatory requirement, community and/or staff priority, cost or efficiency saving, improves public quality of life, mitigates risk, public safety, and community impact.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Board's Strategic Plan and the Hazard Mitigation Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$32,700	\$99,500	\$0	\$0	\$0	\$132,200

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input checked="" type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Finance
Department Lead:	Jill Kane
Project Team:	None

Project ID:	Year Identified: N/A	<input type="checkbox"/> New Project <input checked="" type="checkbox"/> Existing Project	Estimated Useful Life: 20
Project Title: Pool and Ice Rink Capital Improvements			
Project Description:	The Town transfers \$50,000 to Mountain Recreation for capital construction and maintenance of the Pool and Ice Rink facility. Funding is used for both the pool and ice rink as well as the facilities and grounds. Mountain Recreation determines the projects to be funded for the calendar year.		
Project Justification:	Providing a subsidy ensures that recreation program fees are reasonably priced to increase access for community members.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Funding aligns with the strategic plan and 2010 Community Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Buildings and Grounds
Department Lead:	Jerad Parker
Project Team:	Jerad Parker & company

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 50-YEARS
Project Title: Town Park – Remove pea gravel and pour-in-place			
Project Description:	Located at the Town Park, the existing pea gravel around the large boulders located near the commemorative circle will be replaced by pour-in-place similar to the new playground area.		
Project Justification:	Funded, community and/or staff priority, cost or efficiency saving, mitigates risk, and provides community impact.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Facilities Master Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$11,000	\$0	\$0	\$0	\$0	\$11,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		





## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Buildings and Grounds
Department Lead:	Bryon McGinnis
Project Team:	Jerad Parker

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 50
Project Title: Public Works Expansion Design			
Project Description:	Design Public Works Expansion which includes new conference room, offices, etc.		
Project Justification:	Community and/or staff priority, improves public quality of life, leverage funds.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Facilities Master Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$25,000	\$0	\$0	\$0	\$0	\$25,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Administration
Department Lead:	Brandy Reitter
Project Team:	Bill Shrum

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20
Project Title: Project THOR			
Project Description:	THOR is a broadband project that the Town of Eagle is partnering on with the Northwest Colorado Council of Governments to bring high speed internet options to the community. The project includes a meet-me-center on I70 and auxiliary infrastructure improvements.		
Project Justification:	The Town has limited options for high speed internet. The current service levels are not adequate and impacts businesses and residents.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Funding aligns with the strategic plan and 2010 Community Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$173,855	\$0	\$0	\$0	\$0	\$0

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
Reoccurring services	\$2,000	\$24,000	\$24,000	\$24,000	\$74,000
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Buildings & Grounds
Department Lead:	Jerad Parker
Project Team:	Deron Dircksen, Louie Atencio

Project ID:	Year Identified: 2018	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 15-YEARS
Project Title: Warm Springs Pump			
Project Description:	Located on Sylvan Lake Road, the Warm Spring non-potable water pump house delivers non-potable water for irrigation for the Town of Eagle, Soleil, and Brush Creek Village. At build-out, the pump house will provide a total of 39-acres of non-potable water irrigation. Approximately \$5,250 of the pump repairs will be funded through Soleil and Brush Creek Village.		
Project Justification:	Partially or fully funded, regulatory requirement, community and/or staff priority, cost or efficiency saving, improves public quality of life, leverage funds, and provides community impact.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Facilities Master Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$12,876	\$0	\$0	\$0	\$0	\$12,876

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0

Full Time Equivalent (FTE) Information		
Classification:	Number:	Personnel Expenditures:
None	0.0	\$0
	0.0	\$0



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Public Safety
Department Lead:	Chief Joey Staufer
Project Team:	Leadership and Management Team

Project ID:	Year Identified: 2015	<input type="checkbox"/> New Project <input checked="" type="checkbox"/> Existing Project	Estimated Useful Life: 3-5 years
Project Title: Body Worn Camera Program			
Project Description:	Replacement of worn body-worn cameras with new equipment and assessment of software applications. In 2018 body worn equipment are covered by a testing and evaluation period. In 2019, EPD will need to purchase equipment and issue body worn cameras to each officer (note these are assigned cameras and cannot be shared). \$499/each body camera.		
Project Justification:	Investigations, transparency and accountability.		
Project Milestones:	<input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Major Objective #6 of the Board's Strategic Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$5,940	\$0	\$0	\$0	\$0	\$5,940

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Public Safety
Department Lead:	Detective Bryce Hinton
Project Team:	Department Armorer

Project ID:	Year Identified: 2018	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 5+ years
Project Title: Rifle Replacements			
Project Description:	Purchase patrol rifles based on acquisition schedule. Each officer is assigned a patrol rifle as their duty rifle. Note- members are responsible to purchase handgun. \$1,581.28 per Rifle.		
Project Justification:	Law enforcement business necessity.		
Project Milestones:	<input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Major Objective #6 from the Board's Strategic Plan		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$7,908	\$8,145	\$3,353	\$0	\$0	\$19,406

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
Training Ammunition (currently covered by grant)	\$500	\$500	\$500	\$500	\$2,000
None	\$	\$	\$	\$	\$
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Capital-Public Safety
Department Lead:	Chief Joey Staufer
Project Team:	Leadership and Management Team

Project ID:	Year Identified: 2018	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 5+ years
Project Title: Facilities Update			
Project Description:	Reconfigure witness interview room into an office for upper-management position, to include a workspace and computer. Purchase desk risers for all administrative managers to alleviate back pain while typing in uniform with bullet-proof vest.		
Project Justification:	Develop workspace for confined police department staff and procure rising desks so those assigned to administrative work may stand to alleviate back pain.		
Project Milestones:	<input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Major Objective #6 from the Board's Strategic Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$5,150	\$0	\$0	\$0	\$0	\$5,150

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input checked="" type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Streets
Department Lead:	Bryon McGinnis
Project Team:	Deron Dircksen, Jerad Parker, & John Boyd

Project ID:	Year Identified: 2016	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20-YEARS
Project Title: Street Resurfacing			
Project Description:	The pavement management plan identified projects and budgets for the next ten years. The 2019 project will resurface Capitol Street from Sylvan Lake Road in Eagle Ranch north to Brush Creek Road.		
Project Justification:	Regulatory requirement, community and/or staff priority, cost or efficiency saving, improves public quality of life, mitigates risk, public safety, and community impact.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This aligns with the Pavement Management Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$500,000	\$550,000	\$600,000	\$650,000	\$650,000	\$3,000,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input checked="" type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Fleet - Streets
Department Lead:	Jerad Parker
Project Team:	Jerad Parker & team

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 15-YEARS
Project Title: 4900 Snow Plow Truck			
Project Description:	4900 snow plow truck (1997) is past its useful life and needs replacing with a new snow plow truck.		
Project Justification:	Community and/or staff priority, cost or efficiency saving, mitigates risk, public safety, and provides community impact.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This aligns with the fleet administrative policies.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$225,000	\$0	\$0	\$0	\$0	\$225,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
Fuel	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Maintenance	\$500	\$500	\$500	\$500	\$2,000
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$		





## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Fleet – Public Safety
Department Lead:	Chief Joey Staufer
Project Team:	Chief Joey Staufer and Team

Project ID:	Year Identified: 2018	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 6-8 years or 100,000 miles
Project Title: Police Vehicle			
Project Description:	Police Vehicle Acquisition		
Project Justification:	Replacement vehicle proposed for the remaining aging and ill-effective Jeep fleet for public safety. A vehicle replacement schedule was enacted by the current Chief of Police in 2014. Prior to that time, the last replacement vehicle for public safety was purchased in 2010, which created an imbalance and delay with implementing a viable replacement program. By maintaining this purchase plan, it will provide for an enhanced and effective fleet management schedule, as well as reduced impact to our vehicle maintenance costs.		
Project Milestones:	<input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	The replacement schedule is consistent with our TOE Strategic Plan, Major Objective 6: appropriate investment, sound planning and investing in public safety.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$50,500	\$104,200	\$107,400	\$113,800	\$117,200	\$493,100

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
Fuel	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Maintenance	\$500	\$500	\$500	\$500	\$2,000
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Fleet & Water Fund
Department Lead:	Jerad Parker
Project Team:	Deron Dirksen

Project ID:	Year Identified: 2018	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 50 Years
Project Title: Truck Liftgate			
Project Description:	A lift gate to assist with safety and getting heavy supplies to the upper basin water treatment plant. This has been requested by the previous and current Water Plant Operators.		
Project Justification:	Partially or fully funded, community and/or staff priority, cost or efficiency saving, and mitigates risk.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This aligns with the fleet administrative policies.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$10,000	\$0	\$0	\$0	\$0	\$10,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input checked="" type="checkbox"/> Sales Tax-River Park
Department:	Public Works
Department Lead:	Bryon McGinnis
Project Team:	Open Space, Community Development, Administration

Project ID:	Year Identified: 2015	<input type="checkbox"/> New Project <input checked="" type="checkbox"/> Existing Project	Estimated Useful Life: 20
Project Title: Eagle River Water Park			
Project Description:	In 2015, the Town approved a .5% sales tax to fund the design and construction of the Eagle River Park. Elements of the project include 4 white water features, the Upland Park, pavilion, restrooms, bouldering structure, beaches and trails.		
Project Justification:	The funding and project were approved by voters therefore, the Town is obligated to complete the project. The park is also an attraction for residents, tourists and travelers along the I70 corridor.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Funding aligns with the strategic plan, 2010 Community Plan, and the Eagle River Corridor Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$1,507,060	\$0	\$0	\$0	\$0	\$0

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
Park Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Water
Department Lead:	Bryon McGinnis
Project Team:	Deron Dirksen & Fred Tobias

Project ID:	Year Identified: 2007	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 50 years
Project Title: Lower Basin Water Treatment Plant (LBWTP)			
Project Description:	Located at the 311 Violet Lane, The LBWTP is being constructed. Construction started in 2018 and will continue through 2019 for a total of approximately 24-months. The LBWTP has a 2.5mgd capacity.		
Project Justification:	Partially or fully funded, regulatory requirement, community and/or staff priority, cost or efficiency saving, improves public quality of life, mitigates risk, public safety, leverage funds, and provides community impact.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Water Master Plan and the Board's Strategic Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$14,000,000	\$4,000,000	\$0	\$0	\$0	\$18,000,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
Utilities	\$0	\$20,000	\$40,000	\$40,000	\$100,000
Supplies	\$0	\$5,000	\$5,000	\$5,000	\$15,000
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
TBD – 2020 BUDGET	0.0		\$0		
	0.0		\$		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Water
Department Lead:	Bryon McGinnis
Project Team:	Deron Dircksen & Fred Tobias

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 75 Years
Project Title: Violet Lane Water Line			
Project Description:	Located on Violet Lane, the Violet Lane Water Line will connect the Lower Basin Water Treatment Plant to the existing distribution system.		
Project Justification:	Partially or fully funded, regulatory requirement, community and/or staff priority, cost or efficiency saving, improves public quality of life, mitigates risk, public safety, leverage funds, and provides community impact.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Water Master Plan and the Boards Strategic Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$1,570,000	\$0	\$0	\$0	\$0	\$1,570,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0

Full Time Equivalent (FTE) Information		
Classification:	Number:	Personnel Expenditures:
None	0.0	\$0
	0.0	\$0



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Water
Department Lead:	Bryon McGinnis
Project Team:	Jerad Parker & Kyle Anderson

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 75 Years
Project Title: Upper Basin Water Treatment Plant - Generator			
Project Description:	Located at the existing Upper Basin Water Treatment Plant. A generator will be purchased and installed. This will provide backup power to the plant.		
Project Justification:	Regulatory requirement, community and/or staff priority, improves public quality of life, mitigates risk, public safety, leverage funds, and provides community impact.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This aligns with the Hazard Mitigation Plan and Emergency Operations Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$300,000	\$0	\$0	\$0	\$0	\$300,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Water
Department Lead:	Bryon McGinnis
Project Team:	Deron Dirksen

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 75 Years
Project Title: Cemetery Tank			
Project Description:	The existing Cemetery Tank (i.e. Lower Kaibab Tank) is past its useful life and will be replaced with a new larger tank to help operational functions, fire flow, and emergency storage.		
Project Justification:	Regulatory requirement, community and/or staff priority, improves public quality of life, mitigates risk, public safety, leverage funds, and provides community impact.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project aligns with the Board's Strategic Plan and the Water Master Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input checked="" type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Waste Water
Department Lead:	Deron Dircksen & Jerad Parker
Project Team:	Jerad Parker, John Boyd, & Deron Dircksen

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 15 Years
Project Title: Fix Truss Pipe In System			
Project Description:	The Town has an old sanitary sewer pipe which is called a truss pipe and is problematic. This project will slip-line the existing truss pipe to ensure reliable service.		
Project Justification:	Community and/or staff priority, cost or efficiency saving, improves public quality of life, mitigates risk, and public safety		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:			

Project Budget:					
2019	2020	2021	2022	2023	Total
\$155,000	\$0	\$0	\$0	\$0	\$155,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$	\$	\$	\$	\$
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$		





## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input checked="" type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Waste Water
Department Lead:	Bryon McGinnis & Steve Sutherland
Project Team:	Jerad Parker, John Boyd, & Deron Dirksen

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20 Years
Project Title: Waste Water Treatment Plant Roof Replacement			
Project Description:	The Town's Waste Water Treatment plant's roof needs to be replaced. It was severely damaged in 2018 and was temporarily fixed. Staff recommends an entire roof replacement based on the assessment made during the appraisal of the 2018 damage.		
Project Justification:	Partially or fully funded, regulatory requirement, community and/or staff priority, cost or efficiency saving, improves public quality of life, and mitigates risk.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This aligns with the Board's Strategic Plan prioritizing improvements to critical infrastructure.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$410,000	\$0	\$0	\$0	\$0	\$410,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input checked="" type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Refuse
Department Lead:	Deron Dircksen
Project Team:	Deron Dircksen & Jerad Parker

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20 years
Project Title: Recycle Bins			
Project Description:	Installation of recycle bins around town to increase waste diversion.		
Project Justification:	Community and/or staff priority, cost or efficiency saving, improves public quality of life, and community impact.		
Project Milestones:	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Increasing recycling efforts is in the Board's Strategic Plan.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$4,000	\$0	\$0	\$0	\$0	\$4,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
None	0.0		\$0		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Open Space
Department Lead:	John Staight
Project Team:	John Staight and Jeremy Gross

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20 years
Project Title: Wayfinding Signage			
Project Description:	Creation and installation of wayfinding signage directing drivers and cyclists to the Town's various open space amenities, including trailheads, recreation paths, bike park, dog park, and river park. Also includes wayfinding trailside maps at key intersections.		
Project Justification:	Intent is to help visitors more easily find the amenities they are looking for, thereby having a better experience.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Consistent with Town's Strategic Plan, Major Objective No. 9: Continue investing in outdoor activities, recreation, and open space. Will help to market the Town's outdoor recreation amenities.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$10,000	\$0	\$0	\$0	\$0	\$10,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
NA	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
Open Space Coordinator	Less than 0.1		\$ 5,000		
	0.0		\$0		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Open Space
Department Lead:	John Staight
Project Team:	John Staight, Seasonal Open Space Trails Technician

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20 years
Project Title: Soft Path Trail Construction			
Project Description:	Construction of up to 3 miles of new trail in the BLM's East Eagle SRMA area. Some additional re-routing of existing trails on the Hardscrabble SRMA to bring down the grade, thereby improving the user experience and trail sustainability. Depending on phasing with the County, may include rerouting or an extension of the Riddle Trail to provide a connection to the County's Brush Creek Ranch and Open Space trail network. Work would be completed by a combination of a contracted trail builder, Town Open Space staff, and volunteers. All of the above work would expand upon and improve the trail network available to Eagle residents and visitors. Work would be completed by fall of 2019.		
Project Justification:	The new trails in the East Eagle SRMA would provide connectivity from the end of the Boneyard trail to the Brush Creek Ranch trails and Haymaker Trail. The reroutes would make uphill access to the Hardscrabble SRMA feasible for more trail users, and would reduce maintenance by providing better drainage.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	This project achieves the goal of providing diverse, high quality trail options for outdoor enthusiasts as outlined in the Town's 2014 Trails Master Plan and the BLM's 2015 Resource Management Plan. Consistent with Town's Strategic Plan, Major Objective #9: Continue investing in outdoor activities, and recreation.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$30,000	\$60,000	\$30,000	\$0	\$0	\$120,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure: N/A	2019	2020	2021	2023	Total
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
Open Space Trails Technician	0.2		\$ 7,000		
Open Space Coordinator	0.2		\$ 16,000		



## CAPITAL IMPROVEMENT PROJECT PAGE

Fund(s):	<input type="checkbox"/> General <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Open Space <input type="checkbox"/> Water <input type="checkbox"/> Waste Water <input type="checkbox"/> Refuse <input type="checkbox"/> Conservation Trust <input type="checkbox"/> Sales Tax-River Park
Department:	Open Space
Department Lead:	John Staight
Project Team:	John Staight

Project ID:	Year Identified: 2019	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Existing Project	Estimated Useful Life: 20 years
Project Title: Eagle Ranch Wildlife Committee Capital Project			
Project Description:	Capital project to be identified in 2019 and to be completed with partner funding from the Eagle Ranch Wildlife Committee. Project could include a second fishing pond, in-stream improvements to Brush Creek, partnering on an acquisition with additional funders, or a similar project.		
Project Justification:	As the Eagle Ranch Wildlife Committee fund has been increasing with the uptick in real estate sales, there will be opportunities to leverage funding for conservation and open space projects.		
Project Milestones:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Bid Phase <input checked="" type="checkbox"/> Design/Planning <input type="checkbox"/> Project Management <input type="checkbox"/> Pre-Construction <input type="checkbox"/> Construction <input type="checkbox"/> Close-Out		
Community Alignment:	Consistent with Town's Strategic Plan, Major Objective No. 9: Continue investing in outdoor activities, recreation, and open space.		

Project Budget:					
2019	2020	2021	2022	2023	Total
\$10,000	\$0	\$0	\$0	\$0	\$10,000

Operating Budget Impact (e.g. furniture, phones, vehicles, tools, computers, and utilities):					
Expenditure:	2019	2020	2021	2023	Total
None	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) Information					
Classification:	Number:		Personnel Expenditures:		
Open Space Coordinator	Less than 0.1		\$ 5,000		
	0.0		\$		



### ACCOUNT CLASSIFICATIONS

<b>PERSONNEL SERVICES</b>	<b>SUPPLIES</b>	<b>CHARGES FOR SERVICE</b>	<b>DISCRETIONARY FUNDING</b>	<b>FIXED CHARGES</b>	<b>CAPITAL OUTLAY</b>
Salaries & Wages	Stationery & Forms	Postage/Shipping	Community Requests	Insurance	IT Equipment
Overtime	Operating Supplies	Printing			Police Equipment
Bonuses	Office Supplies	Legal Notices			Construction Equipment
Auto Allowance	First Aid Supplies	Telephone/ Gas/ Electric			Public Works Equipment
Moving Expenses	Election Expenses	Plumbing/Heating/Electrical			Vehicles
Unemployment Insurance	Janitorial Supplies	Repair & Maintenance Service			
Workers Comp Insurance	Supplies for Resale (Info Center)	Janitorial Services			
Health/Dental/Life Insurance	Supplies for Consignment (Info Center)	Dues and Subscriptions			
Disability Insurance	Uniforms	Advertising/Marketing/Media			
Employee Assistance Program	Repair & Maintenance Supplies	Consultants			
Retirement Contributions	Gas & Oil	Legal Services			
Fringe Benefits	Minor Equipment	Community Survey			
FICA (Employer)	Hand tools	Public Relations			
	Employee Appreciation	Recruitment Expenses			
	Chemicals	Credit Card Service Fees			
		Tuition/Books/Training			
		Auditing/Accounting Services			
		Engineering Services			
		Computer Maintenance/support			
		Office Equipment Repair			
		Meeting Expense			
		Travel Expense			
		Treasurer Fees			
		Recording Documents			
		Events/Event Production			
		Other Contract Services			





**ORDINANCE NO. 40**

Series of 2018

AN ORDINANCE APPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, AND SETTING THE 2019 MILL LEVY FOR THE TOWN OF EAGLE, COLORADO FOR THE 2019 BUDGET YEAR.

NOW THEREFORE BE IT ORDAINED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO THAT:

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2019 beginning January 1, 2019 and ending December 31, 2019, the sum of \$34,859,566 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

**GENERAL FUND**

Operating Expenditures	\$ 7,008,251
Transfer to Other Funds	350,000
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,358,251</b>

**WATER FUND**

Operating Expenditures	\$ 1,676,409
Capital Expenditures	18,380,000
Debt Service	1,273,993
Transfer to Other Funds	-
<b>TOTAL WATER FUND</b>	<b>\$ 21,330,402</b>

**WASTE WATER FUND**

Operating Expenditures	\$ 1,311,620
Capital Expenditures	565,000
Debt Service	936,807
Transfer to Other Funds	-
<b>TOTAL WASTE WATER</b>	<b>\$ 2,813,427</b>

**REFUSE FUND**

Operating Expenditures	\$ 614,347
Capital Expenditures	4,000
Transfer to Other Funds	16,120
<b>TOTAL REFUSE FUND</b>	<b>\$ 634,467</b>

**CAPITAL IMPROVEMENTS FUND**

Capital Expenditures	\$ 641,929
Transfer to Other Funds	-
<b>TOTAL CAPITAL IMPROVEMENTS FUND</b>	<b>\$ 641,929</b>

SALES TAX CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	\$ 15,536
Capital Expenditures	1,507,060
Debt Service	323,038
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	<u>\$1,845,634</u>
CONSERVATION TRUST FUND	
Operating Expenditures	\$ -
Capital Expenditures	25,000
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	<u>\$ 25,000</u>
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	\$ 160,456
Capital Expenditures	50,000
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	<u>\$ 210,456</u>
GRAND TOTAL ALL FUNDS	<u>\$ 34,859,566</u>

Section 2. That for the purpose of providing necessary funds for meeting the appropriations set forth in Section 1 of this Ordinance, a levy of 2.424 mills upon each dollar of assessed valuation of all taxable property within the corporate limits of the Town of Eagle is hereby made and assessed. Such levy represents the amount of taxes for the Town purposes necessary to provide payment during the ensuing budget year of all properly authorized demands against the Town taking into account all of the revenues and funds to be received by the Town. Said mill levy of 2.424 mills shall be certified to the County Assessor and the Board of County Commissioners of Eagle County by the Town Clerk as provided by State Statutes.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Board of Trustees of the Town of Eagle, Colorado, held on December 11, 2018.

TOWN OF EAGLE, COLORADO

ATTEST:  
  
 Jenny Rakow, Town Clerk



By:

  
 Anne McKibbin, Mayor

**CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**TO: County Commissioners<sup>1</sup> of Eagle County, Colorado.On behalf of the Town of Eagle,the (taxing entity)<sup>A</sup>  
Board of Trusteesof the (governing body)<sup>B</sup>  
Town of Eagle  
(local government)<sup>C</sup>Hereby officially certifies the following mills  
to be levied against the taxing entity's GROSS \$  
assessed valuation of:

128,489,130

(GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)Note: If the assessor certified a NET assessed valuation  
(AV) different than the GROSS AV due to a Tax  
Increment Financing (TIF) Area<sup>F</sup> the tax levies must be  
calculated using the NET AV. The taxing entity's total  
property tax revenue will be derived from the mill levy  
multiplied against the NET assessed valuation of:

128,489,130

(NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED  
BY ASSESSOR NO LATER THAN DECEMBER 10**Submitted: 12/11/2018 for budget/fiscal year 2019  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)**PURPOSE** (see end notes for definitions and examples)**LEVY<sup>2</sup>****REVENUE<sup>2</sup>**

1. General Operating Expenses <sup>H</sup>	2.423 mills	\$ 311,329
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<input type="text"/> mills	\$ <input type="text"/>
3. General Obligation Bonds and Interest <sup>J</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____

**TOTAL:** [Sum of General Operating  
Subtotal and Lines 3 to 7]

2.423

mills

\$

311,329


Contact person:  
(print)

Jill E. Kane

Daytime

phone: (970) 328-9624

Signed:



Title:

Finance Director/Treasurer

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the  
Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form  
for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of  
Form DLG57 on the County Assessor's FINAL certification of valuation).

**RESOLUTION NO. 66**

Series of 2018

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF EAGLE, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2019, AND ENDING ON THE LAST DAY OF DECEMBER, 2019.

WHEREAS, The Town Board of Trustees of the Town of Eagle has appointed Brandy Reitter, Town Manager, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, Brandy Reitter has submitted a proposed budget to this governing body on October 23, 2018 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was opened for inspection by the public at a designated place, a public hearing was held on November 13, November 27 and December 11, 2018 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO:

SECTION 1. That estimated expenditures for each fund are as follows:

GENERAL FUND	\$ 7,358,251
WATER FUND	21,330,402
WASTE WATER FUND	2,813,427
REFUSE FUND	634,467
CAPITAL IMPROVEMENTS FUND	641,929
SALES TAX CAPITAL IMPROVEMENTS FUND	1,845,634
CONSERVATION TRUST FUND	25,000
OPEN SPACE PRESERVATION FUND	210,456
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 34,859,566</u></b>

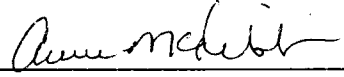
**SECTION 2.** That estimated revenues for each fund are as follows:

GENERAL FUND	
Non Property Tax	\$ 6,414,318
Property Tax	311,419
GENERAL FUND TOTAL	<u>\$ 6,725,737</u>
WATER FUND	
Non Property Tax	\$ 4,441,970
Property Tax	-
WATER FUND TOTAL	<u>\$4 ,441,970</u>
WASTE WATER FUND	
Non Property Tax	\$ 2,789,600
Property Tax	-
WASTE WATER FUND TOTAL	<u>\$ 2,789,600</u>
REFUSE FUND	
Non Property Tax	\$ 634,467
Property Tax	-
REFUSE FUND TOTAL	<u>\$634,467</u>
CAPITAL IMPROVMENTS FUND	
Non Property Tax	\$ 778,500
Property Tax	-
CAPITAL IMPROVEMENTS FUND TOTAL	<u>\$778,500</u>
SALES TAX CAPITAL IMPROVMENTS FUND	
Non Property Tax	\$ 906,349
Property Tax	-
SALES TAX CAPITAL IMPROVEMENTS FUND TOTAL	<u>\$ 906,349</u>
CONSERVATION TRUST FUND	
Non Property Tax	\$ 34,985
Property Tax	-
CONSERVATION TRUST FUND TOTAL	<u>\$ 34,985</u>
OPEN SPACE PRESERVATION FUND	
Non Property Tax	\$ 146,820
Property Tax	-
OPEN SPACE PRESERVATION FUND TOTAL	<u>\$ 146,820</u>
<b>TOTAL ALL FUNDS</b>	<u><b>\$ 16,458,428</b></u>


INTRODUCED, READ, PASSED, ADOPTED at a regular meeting of the Town of Eagle Board of Trustees held on the 11<sup>th</sup> day of December, 2018.

TOWN OF EAGLE, COLORADO

By:

  
Anne McKibbin, Mayor

ATTEST:

  
Jenny Rakow, CMC  
Town Clerk



## ORDINANCE NO. 2

Series of 2019

AN ORDINANCE REAPPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE TOWN OF EAGLE, COLORADO FOR THE 2018 BUDGET YEAR.

NOW THEREFORE BE IT ORDAINED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO THAT:

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2018 beginning January 1, 2018 and ending December 31, 2018, the sum of \$23,314,525 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

### GENERAL FUND

Operating Expenditures	\$ 6,733,199
Transfer to Other Funds	208,000
TOTAL GENERAL FUND	<u>\$ 6,941,199</u>

### WATER FUND

Operating Expenditures	\$ 1,391,475
Capital Expenditures	5,826,200
Debt Service	786,516
Transfer to Other Funds	89,917
TOTAL WATER FUND	<u>\$ 8,094,108</u>

### WASTE WATER FUND

Operating Expenditures	\$ 973,934
Capital Expenditures	310,000
Debt Service	940,991
Transfer to Other Funds	60,460
TOTAL WASTE WATER FUND	<u>\$ 2,285,385</u>

### REFUSE FUND

Operating Expenditures	\$ 598,091
Capital Expenditures	-
Transfer to Other Funds	19,525
TOTAL REFUSE FUND	<u>\$ 617,616</u>

### CAPITAL IMPROVEMENTS FUND

Capital Expenditures	\$ 516,150
Transfer to Other Funds	-
TOTAL CAPITAL IMPROVEMENTS FUND	<u>\$ 516,150</u>

SALES TAX CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	\$ 43,586
Capital Expenditures	4,256,500
Debt Service	321,638
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	<u>\$4,621,724</u>
CONSERVATION TRUST FUND	
Operating Expenditures	\$ 75,000
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	<u>\$ 75,000</u>
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	\$ 129,383
Capital Expenditures	33,960
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	<u>\$ 163,343</u>
GRAND TOTAL ALL FUNDS	<u>\$ 23,314,525</u>

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Board of Trustees of the Town of Eagle, Colorado, held on January 22, 2019.

TOWN OF EAGLE, COLORADO

By:

  
Anne McKibbin, Mayor

ATTEST:

  
Jenny Rakow, Town Clerk





# Glossary/Acronyms

**Accrual Basis:** The basis of accounting under which revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, notwithstanding that the receipt of revenue or the payment of the expense may take place in whole or in part, in another accounting period.

**Administrative Fees:** An umbrella term for all fees and charges assessed by Town operations for services provided. Fees and charges are reviewed each year by the departments. Revisions may be recommended based on Town Board guidance, cost of services and other factors.

**Adopted Budget:** Budget amounts as originally approved by the Town Board at the beginning of the year and to the budget document which consolidates all beginning-of-the-year operating appropriations and new capital project appropriations.

**Amended Budget:** Budget which includes changes to the Adopted Budget that are approved by the Town Board and transfers within the authority of management.

**Appropriation:** An authorization of a specific amount of money made by the Town Board which permits the Town to incur obligations and to make expenditures of resources.

**Assessment Rate:** The rate established by the State Legislature, based on a State Constitutional Provision, which, when applied to the actual value of real and personal property, determines the assessed value of property. Residential assessment rates change every re-appraisal (odd) year to keep the residential property taxes generated statewide to 45% of all property taxes. The current residential assessment rate is set at 7.2%. All other properties (vacant land, commercial, agriculture, etc.) have a fixed 29% assessment rate.

**Assessed Valuation:** The value that is established for real or personal property by the County Assessor for the purpose of levying property taxes.

**Assets:** Resources owned or held by a government which have monetary value.

**Audit:** The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence.

**Balanced Budget:** A balanced budget according to State budget law is defined as one where expenditures are not more than available revenues plus beginning fund balances. A structurally balanced budget is one in which current ongoing expenditures do not exceed current ongoing revenues.

**Basis of Accounting:** A term used when revenues, expenditures, and transfers are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing and characterization of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

**Bond:** A financial instrument issued by a government promising to return a previously determined interest rate at a specified date or dates in the future, and the amount of money (principal) borrowed.

**Budget:** The financial plan for a specified period of time (fiscal year) that balances projected revenues and fund balance appropriations to estimated expenditures and operating transfer obligations.

**Budget Transfer:** A transfer of funds from one fund to another. Funds cannot be transferred between funds without the Town Board's approval.

**Capital Budget:** The budget for capital outlay in the Capital Fund.

**Capital Expenditure:** An expenditure greater than \$5,000 for acquiring or constructing land, buildings, machinery, equipment, and improvements to these items with a useful life of greater than one (1) year, including all related costs to bring the item to a state of usefulness. In the case of improvements, the expenditure must extend the useful life of the item or significantly increase its value.

**Capital Improvement Plan (CIP):** The annual capital budgeting process that develops a multi-year capital budget.

**Capital Outlay:** Represents expenditures, which result in the acquisition or addition to the Towns capital assets.

**Capital Projects:** Major, non-recurring projects that have a purpose of acquiring, building or maintaining assets such as buildings, facilities, infrastructure and roadways.

**Cash Accounting:** a basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

**Contract Service:** Expenses that are usually incurred by entering into a formal agreement or contract with another party. Examples include architectural services and consultants.

**Contributions:** Funds derived from outside sources through agreements with another party.

**Debt Service:** The payment of principal, interest and bond reserve requirements on borrowed funds such as bonds.

**Debt Service Fund:** These funds are used to account for the principal, interest and the bond reserve requirements on borrowing funds such as bond issues.

**Department:** a major administrative division of the Town which has overall management responsibility for an operation or a group of related operations within a functional area.

**Depreciation:** The allocation of the estimated cost of the expiration in the service life of capital assets attributable to wear and tear over the useful life of permanent structures, vehicles, equipment and infrastructure.

**Employee:** An authorized, budgeted position, which is included in the Town Pay Plan.

**Enterprise Funds:** Used to account for operations that are financed and operated similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The Towns Enterprise Funds are the Water Fund, Waste Water Fund, and Refuse Fund.

**Expenditure:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received, or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payment for the above purposes are made.

**Expenses:** Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges which benefit the current fiscal period.

**Fees:** A general term used for any charge levied by a government associated with providing a service, permitting an activity, or imposing a fine or penalty.

**Fiscal Year:** The time period designated by the Town signifying the beginning and ending period for recording financial transactions. The Towns fiscal year is the calendar year January 1 through December 31.

**Fiscal Year Spending:** Defined by the Taxpayer's Bill of Rights (TABOR Amendment) as all district expenditures and reserve increases except, as to both, those for refunds made in the current or next fiscal year of those from gifts, federal funds, collections for another government, pension contributions by employees, and pension fund earnings, reserve transfers or expenditures, damage awards, or property sales.

**Fringe Benefits:** These include social security, retirement, group health, dental, life and disability insurance.

**Full-Time Equivalent Value (FTE):** The FTE value is based on the number of hours per week an employee works. Generally, an employee who works 40 hours per week is considered as one (1) FTE.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or governmental functions.

**Fund Balance/Fund Equity:** The difference between assets and liabilities.

**GAAP (Generally Accepted Accounting Principles):** Standards for financial accounting and reporting as primarily defined by the Government Accounting Standards Board.

**GASB (Governmental Accounting Standards Board):** The authoritative accounting and financial reporting standard-setting body for governmental entities.

**General Fund:** The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in other funds. General Fund revenues include sales tax, property taxes, licenses and permits, intergovernmental and other types of revenue. This fund accounts for most of the basic operating services including general government, general administration, community development, streets, engineering, buildings and grounds, public safety, municipal court, information center, and marketing and events.

**General Obligation Bond:** Bonds which the full faith and credit of the issuing government are pledged for payment.

**Goal:** A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

**Grants:** Contributions or gifts of cash or other assets from another government or agency to be used or expended for a specified purpose or activity.

**Highway User Tax Fund (HUTF) -** Revenue that is derived from the state gasoline tax, and restricted for Road and Bridge activities. The State of Colorado allocates HUTF revenue to various local governments based on a formula established by law.

**Home Rule:** Statutory and constitutional provisions which allow municipalities to exercise powers of local self-government such as the administration and collection of local taxes.

**Infrastructure:** Facilities on which the continuance and growth of a community depend, such as streets.

**Interfund Transfers:** Amounts transferred from one fund to another. Transfers are not expenditures and must be appropriated to expend in the funds receiving the transfer.

**Intergovernmental Revenue:** Revenue for other governments (i.e. County, State, Federal) in the form of grants, entitlements, or shared revenues.

**Internal Service Funds:** Funds that account for goods or services provided to other Town departments or agencies with the intention of recovering the full cost of the service.

**Levy:** To impose taxes or service charges for the support of Town activities.

**Line Item Budget:** A traditional approach to budgeting which categorizes expenditures and revenues in detail itemized by object for items such as salaries, supplies and services.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Maturity:** The date on which the principal or stated value of investments or debt obligations are due and may be reclaimed.

**Mill Levy (Tax Rate):** The tax rate on real property, based on 1 mill equals \$1 per \$1,000 of assessed property value.

**Modified Accrual Accounting:** A basis of accounting in which the revenue is recorded when susceptible to accrual i.e. both measurable and available within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term obligations are recorded when the liability is incurred or the long-term obligation paid.

**Objectives:** A method to accomplish an established goal.

**Operating Budget:** The expenditure plan for continuing every-day expenditures such as personnel, purchased services, operating and maintenance and operating capital.

**Operating Expense:** Those costs other than expenses for salaries, wages and fixed assets which are necessary to support the primary services of the organization. For example, office supplies, printing, internet and phone, heating, and repair and maintenance services.

**Ordinance:** A formal legislative enactment by the Board. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the Town.

**Personnel Services:** Salaries, wages, federal and state withholding, and fringe benefits such as insurance and retirement.

**Property Tax:** A tax which is levied on both real and personal property according to that property's valuation, assessment rate and mill levy.

**Proposed Budget:** The recommended Town budget submitted by the Town Manager and Staff to the Town Board by October 15<sup>th</sup> of each fiscal year.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds. The Town only has enterprise funds.

**Resolution:** A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

**Restricted Funds:** The portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Revised Budget:** Most recent estimate of revenue and expenditures including additional appropriations made throughout the year and encumbrances carried over from the prior year.

**Revenue:** Funds the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants and interest income.

**Special Revenue Funds:** These funds are used to account for specific revenues that are legally restricted for particular purposes. These funds include the Conservation Trust Fund and Open Space Preservation Fund.

**Statutory Town:** Operates under Title 31 of the Colorado Revised Statutes. Statutory towns have an elected Mayor and board of trustees composed of the mayor and six additional members elected at large. The Town of Eagle is a statutory town.

**Supplemental Appropriation:** An appropriation by the Town Council when there is a need to transfer budgeted and appropriated monies from one or more spending agencies in a fund to one or more spending agencies in another fund, or to transfer budgeted and appropriated monies between spending agencies within a fund, or if, during the fiscal year, the governing body or any spending agency of such local government received unanticipated revenue or revenues not assured at the time of the adoption of the budget.

**TABOR (Taxpayer's Bill of Rights)** – An amendment to the Colorado Constitution approved by the voters in November 1992. The Taxpayer's Bill of Rights has been incorporated in the State

Constitution as Section 20 of Article X. The amendment limits growth in both state and local government revenue and expenditures, makes provision for annual elections, and requires voter approval for tax increases.

**TABOR Reserve:** Term applied to a reserve which is required by the TABOR Amendment. Starting in 1995 this reserve is 3% of "Fiscal Year Spending" excluding bonded debt service. This reserve is for use in declared emergencies only.

**Town Board** – Governing body of the Town of Eagle which includes seven elected members including the Mayor.

**Transfers:** Legally authorized intra-town transfers of appropriations from one Town fund to another Town fund. Revenue and expenditures are accounted for in both funds.

**Unappropriated Reserves:** Fund balances available at the close of the preceding year which are not appropriated in the annual budget.

**Unassigned Funds:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

## Acronyms:

Article X, Section 20	– of the Taxpayer's Bill of Rights of Colorado
CPI	– Consumer Price Index
DUI Enforcement	– Driving Under the Influence
G.A.	– General Administration
GAAP	– Generally Accepted Accounting Principles
GASB	– Governmental Accounting Standards Board
IGA	– Intergovernmental Agreement
LEAF grant	– Law Enforcement Assistance Funds
MEAC	– Marketing & Events Advisory Committee
PW	– Public Works
PY	– Prior Year
TABOR	– Taxpayer's Bill of Rights
YE	– Yearend