



Town Council
Tuesday, July 13, 2021
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

*This agenda and the meetings can be viewed at www.Townofeagle.org.
Times listed are approximate and are subject to change.*

TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

1. This will be an in-person meeting with access for the public to attend via the Zoom link below.

[ACCESS THE ONLINE MEETING HERE](#)

Please note: All participants are automatically muted. In order to be called upon and unmuted, you will need to use the "raise hand."

When it's your turn to speak, the moderator will unmute your line and you will have three (3) minutes for public comment.

PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on this agenda can be submitted to Jenny Rakow, Town Clerk, and will be included as part of the record.

For technical difficulties please email bill.shrum@townofeagle.org and we will do our best to assist you.

CALL TO ORDER - 6:00 PM

ROLL CALL

ADOPTION OF AGENDA *Opportunity for amendment or deletions to the agenda.*

PUBLIC COMMENT - 6:05 PM *Citizens are invited to comment on any item, not on the Agenda subject to a public hearing. Please limit your comments to three (3) minutes per person per topic unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to state their name and address for the record.*

PRESENTATIONS - 6:15 PM *Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.*

1. Eagle Mushroom Festival, Mary Ann Morrison and Tom Boni

CONSENT AGENDA - 6:25 PM *Consent agenda items are routine Town business, items that have received clear direction previously from the council, final land-use file documents after the public hearing has been closed, or which do not require council deliberation.*

1. Minutes - June 22, 2021
2. Bill Pay - June 2021

3. Resolution No. 51, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado, Accepting Certain Public Improvements from Two10 Freestone and Authorizing the Reduction of Funds in Escrow Due to the Completion of Public Improvements"
4. Resolution No. 52, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado, Authorizing the Release of the Performance Guarantee for Chambers Lofts/R&H Mechanical due to the Completion of Public Improvements"
5. 2020 Audit Extension Request

STAFF REPORTS - 6:30 PM *The Town Manager and department staff prepare and provide internal updates to the council.*

1. Town Manager Update
2. Department Update
3. 2021 Election Information

BUSINESS ITEMS - 6:40 PM *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the council.*

1. Resolution No. 53, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Adopting an Intergovernmental Agreement Between the Town of Eagle and the City of Glenwood Springs for Broadband Operational Support."
2. Resolution No. 54, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Reappointing Members to the Downtown Development Authority Board of Directors."
3. Resolution No. 50, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Adopting the Eagle Downtown Development Authority Plan of Development."
4. PUBLIC HEARING: Ordinance No. 10, Series 2021, "An Ordinance of the Town of Eagle, Colorado, Amending the 2021 Budget for the Town of Eagle General Fund, Water Fund, Capital Improvements Fund, Sales Tax Capital Improvements Fund, Conservation Trust Fund, and Open Space Fund."
5. Town Council Update on Communication Strategy
6. Town Council Retreat Follow Up

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS - 7:15 PM

1. Council Committee Updates
2. Future Agenda Items
3. 4H Funding Request Discussion

ADJOURN - 8:00 PM

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.



Jenny Rakow, CMC
Town Clerk

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MEETING MINUTES
Town Council
Tuesday, June 22, 2021
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

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TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

1. This was an in-person meeting with access for the public to attend via Zoom.

CALL TO ORDER - 6:00 PM

Mayor Turnipseed called the meeting to order at 6:00 p.m.

ROLL CALL - 6:05 PM

COUNCIL MEMBERS PRESENT

Mikel Kerst, Scott Turnipseed, Ellen Bodenheimier,
David Gaboury, Janet Bartnik, Geoffrey Grimmer

COUNCIL MEMBERS ABSENT

Matt Solomon

STAFF PRESENT

Brandy Reitter, Town Manager
Matt Mire, Town Attorney
Bill Shrum, Assistant Town Manager
Jenny Rakow, Town Clerk
Jill Kane, Finance Director/Treasurer
Chad Phillips, Comm Dev Director/Town Planner
Tom Gosiorowski, Public Works Director
Joey Stauffer, Police Chief
Lynette Horan, Human Resources Manager
Dennis Wike, Town Engineer

ADOPTION OF AGENDA

Mayor Turnipseed amended the agenda to change Jeff Wetzel as presenter of the ECO transit item.

MOTION: Council Member Mikel Kerst motioned to amend the agenda as stated. The motion was seconded and passed with a vote of 6 in favor (Kerst, Turnipseed, Bodenheimier, Gaboury, Bartnik, and Grimmer) and 0 opposed.

PUBLIC COMMENT

Mayor Turnipseed opened public comment for items not on tonight's agenda, there was no public comment.

PRESENTATIONS

1. Proclamation for Pastatively
Mayor Turnipseed read the Proclamation into the record.
2. ECO Transit Bus Circulator Pilot Project Proposal, Jeff Wetzel and Tanya Allen
Tanya Allen and Jeff Wetzel presented this item.

Council comments: confirmation that the funding request is for one time only and a long-term funding proposal would need to be sought. Council provided their support for the proposal.

CONSENT AGENDA

MOTION: Council Member David Gaboury motioned to approve the consent agenda. The motion was seconded and passed with a vote of 6 in favor (Kerst, Turnipseed, Bodenheimier, Gaboury, Bartnik, and Grimmer) and 0 opposed.

1. Minutes - June 8, 2021

STAFF REPORTS

1. Town Manager Update

Brandy Reitter thanked all responders that are working on the Sylvan fire. A fire update was given by Sheriff Van Beek and Chief Joey Staufer.

LIQUOR LICENSE AUTHORITY - 6:40 PM

1. PUBLIC HEARING: Landshark Catering LLC dba Roundabout Grill - New Hotel & Restaurant Liquor License
Mayor Turnipseed opened the public hearing.

Owner Steven Bullock was present for this item.

MOTION: Council Member Janet Bartnik motioned to approve the Findings and Order approving a New Hotel & Restaurant License for Landshark Catering LLC dba Roundabout Grill located at 131 Chambers Avenue and directing the Mayor and Town Clerk to sign and submit the application to the State of Colorado. The motion was seconded and passed with a vote of 6 in favor (Kerst, Turnipseed, Bodenheimier, Gaboury, Bartnik, and Grimmer) and 0 opposed.

BUSINESS ITEMS.

1. 2021 Supplemental Budget Amendment Proposal

Council comments: confirmation that this supplement does not change the transfer to capital improvements. The council directed staff to draft an Ordinance for a public hearing for the supplemental budget as presented.

2. Resolution No. 47, Series 2021 "A Resolution of the Town Council of the Town of Eagle, Colorado Supporting Healthy Rivers, and Watersheds."

MOTION: Council Member Ellen Bodenheimier motioned to approve Resolution No. 47, Series 2021 "A Resolution of the Town Council of the Town of Eagle, Colorado Supporting Healthy Rivers, and Watersheds." The motion was seconded and passed with a vote of 6 in favor (Kerst, Turnipseed, Bodenheimier, Gaboury, Bartnik, and Grimmer) and 0 opposed.

3. Ordinance No. 8, Series 2021, "An Ordinance of the Town of Eagle, Colorado Establishing Regulations for Wireless Communication Facilities."

Bill Shrum provided an overview of the Ordinance.

Council comments: discussion on standard language used in the regulations and staff provided to the Council how it would align with state and federal regulations, making it easier for providers to navigate and use shared facilities.

MOTION: Council Member Janet Bartnik motioned to approve the draft of Ordinance No. 8, Series 2021, "An Ordinance of the Town of Eagle, Colorado Establishing Regulations for Wireless Communication Facilities" and requested staff to bring the final version for approval to the next meeting. The motion was seconded and passed with a vote of 6 in favor (Kerst, Turnipseed, Bodenheimier, Gaboury, Bartnik, and Grimmer) and 0 opposed.

4. Mountain Recreation Capital Campaign Funding Request Proposal
Council Member Janet Bartnik recused herself from this item.

Scott Robinson and Liz Jones from Mountain Recreation were present for this item.

Council comments: discussion on annual appropriations and length of commitment. Discussion on the current IGA that requires a \$50,000 annual payment for capital maintenance and if that would be included. Discussion on an appraisal of the land for the facility which is owned by the town. Council agreed on \$3 million for 20 years if the ballot question passes. Requested staff to draft a Resolution with the terms discussed.

5. Resolution No. 48, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving a Modified Code of Conduct and Ethics Policy"

Mayor Scott Turnipseed opened this item.

Council comments: confirmation that work sessions and retreats are not special meetings. Council as a whole will approve absences in order to excuse them. Discussion on quasi-judicial virtual participation. Town Manager Brandy Reitter offered to draft a virtual meeting policy if needed.

MOTION: Council Member Ellen Bodenhemier motioned to approve Resolution No. 48, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving a Modified Code of Conduct and Ethics Policy." The motion was seconded and passed with a vote of 6 in favor (Kerst, Turnipseed, Bodenhemier, Gaboury, Bartnik, and Grimmer) and 0 opposed.

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS

1. Council Committee Updates

2. Future Agenda Items

Brandy Reitter stated the retreat agenda and packet will be sent this Friday.

3. Draft Work Session Agenda - July 6: Sustainability

Council Member Grimmer requested books for this retreat and staff will purchase.

4. Town Council Table at Events Proposal

Discussion on Council Members at events as it relates to increasing communication. Staff can provide handouts to have available.

ADJOURN - 7:35 PM

Approved:

Date:

Scott Turnipseed, Mayor

Jenny Rakow, CMC Town Clerk

BILL SCHEDULE**JUNE 2021****GENERAL FUND****Town Council**

NHI Solutions LLC	Professional Services	\$	800.00
Executech Utah LLC	Computer Support		77.35
Forward Tech Solutions, LLC	Computer Support		119.50
7 Hermits Brewing Company LLC	Special Council Funding-Eagle Bucks		3,127.28
Boneyard	Special Council Funding-Eagle Bucks		9,358.33
Casa Mexico Restaurant	Special Council Funding-Eagle Bucks		1,151.05
Circle-A Auto Repair	Special Council Funding-Eagle Bucks		100.00
Pickled Kitchen & Pantry	Special Council Funding-Eagle Bucks		2,817.78
Yeti's Grind Inc.	Special Council Funding-Eagle Bucks		983.77
Yoga Off Broadway	Special Council Funding-Eagle Bucks		320.00
Eagle Arts	Community Requests		2,795.00
Eagle Chamber Of Commerce	Community Requests		2,975.00
Eagle River Watershed Council	Community Requests		610.00
Yoga Off Broadway	Community Requests		1,240.00
Total Town Council		\$	26,475.06

General Government

Meritain Health	Health Insurance Claims Paid	\$	(1.44)
CEBT	Health & Life Ins. Payable		1,571.87
Rocky Mountain Reserve LLC	Health & Insurance Benefits		9.06
Standard Insurance Company	Disability Insurance		168.96
Cintas Corporation	Office Supplies		18.24
Miller Visual Arts	Office Supplies		186.70
Signature Signs Inc	Office Supplies		6.00
Downtown Colorado Inc.,	Dues & Subscriptions		100.00
Verizon Wireless, Bellevue	Utility Services		50.64
McCool Development Solutions, LLC	Professional Services		3,220.00
Hoffman, Parker, Wilson & Carberry PC	Legal - General		6,725.44
Kissinger & Fellman, P.C.	Legal - General		183.00
Executech Utah LLC	Computer Support		116.02
Forward Tech Solutions, LLC	Computer Support		89.25
Mammoth Networks	Computer Support		375.00
CCCMA Conference	Tuition & Books		350.00
Total General Government		\$	13,168.74

General Administration

Blevins, Amanda & Hunter	Utility Overpayment Refund	\$	21.80
Geisheker, Margaret	Utility Overpayment Refund		167.13
Gold Dust Fund 1, LLC	Utility Overpayment Refund		121.06
Newton, Valerie & David	Utility Overpayment Refund		46.26
O'Malley, Joe & Heather	Utility Overpayment Refund		45.62
Stearns, Chris & Laurel	Utility Overpayment Refund		6.50
Thurston, Glenn & Julie	Utility Overpayment Refund		38.50

General Administration (Cont.)

Colorado Department Of Revenue	Misc. Deductions Payable	750.00
Benchmark Sales LLC	Facility Usage Deposit Refund	650.00
Brush Creek Elementary PTA	Facility Usage Deposit Refund	750.00
Carlin, Ann	Facility Usage Deposit Refund	750.00
Colo High School Cycling League	Facility Usage Deposit Refund	600.00
Davis, Alicia	Facility Usage Deposit Refund	750.00
Himmes, James	Facility Usage Deposit Refund	750.00
Holguin, Cecilia	Facility Usage Deposit Refund	375.00
Lottman, Justin	Facility Usage Deposit Refund	750.00
Phyllis B Johnson Trust	Facility Usage Deposit Refund	650.00
Vida Foundation	Facility Usage Deposit Refund	750.00
Witt, Paul & Mary	Facility Usage Deposit Refund	729.40
Wondrasek, Jennifer	Facility Usage Deposit Refund	650.00
Youth Power 365	Facility Usage Deposit Refund	550.00
Brush Creek Elementary PTA	Facility Usage Fees	163.90
Youth Power 365	Facility Usage Fees	200.00
Meritain Health	Health Insurance Claims Paid	(3.50)
CEBT	Health & Life Ins. Payable	4,986.12
Rocky Mountain Reserve LLC	Health & Insurance Benefits	22.12
Standard Insurance Company	Disability Insurance	318.77
Cintas Corporation	Office Supplies	103.36
City Market	Employee Appreciation	89.39
Pitney Bowes	Communication & Transportation	76.25
Colorado Mtn. News Media	Legal Notices	28.40
Mail Chimp	Dues & Subscriptions	77.99
Century Link	Utility Services	1,078.16
Mountain Careers	Recruitment	40.81
Chase Paymentech	C.C. Transaction Fees	1,525.41
Xpress Bill Pay	C.C. Transaction Fees	15.26
Caselle, Inc.	Computer Support	1,510.49
Executech Utah LLC	Computer Support	360.42
Forward Tech Solutions, LLC	Computer Support	285.27
TEC Integration, Inc.	Computer Support	100.00
Employer's Council	Tuition & Books	205.00
Paper Wise	Contract Payments	240.00
US Bank Equipment Finance	Contract Payments	417.92
Cirsa	Insurance - Pavilion	1,587.50
Total General Administration		\$ 23,330.31

Community Development

Meritain Health	Health Insurance Claims Paid	\$ (5.74)
CEBT	Health & Life Ins. Payable	5,268.42
Rocky Mountain Reserve LLC	Health & Insurance Benefits	36.26
Standard Insurance Company	Disability Insurance	496.85
Signature Signs Inc	Office Supplies	36.00
Staples	Office Supplies	(3.11)
Fleet Services	Gas & Oil	38.35
Colorado Mtn. News Media	Legal Notices	26.44

Community Development (Cont.)

International Code Council	Dues & Subscriptions	145.00
Century Link	Utility Services	177.14
Verizon Wireless, Bellevue	Utility Services	118.65
Colorado Mtn. News Media	Recruitment	265.00
McCool Development Solutions, LLC	Professional Services	517.00
Zehren And Associates, Inc	Professional Services	4,675.00
Alperstein & Covell, P.C.	Planning Reimbursable	247.50
Colorado Mtn. News Media	Planning Reimbursable	465.06
Garfield & Hecht, P.C.	Planning Reimbursable	9,858.00
Hoffman, Parker, Wilson & Carberry PC	Planning Reimbursable	13,800.00
LRE Water	Planning Reimbursable	5,632.25
McCool Development Solutions, LLC	Planning Reimbursable	598.50
Hoffman, Parker, Wilson & Carberry PC	Legal	234.00
Executech Utah LLC	Computer Support	541.42
Forward Tech Solutions, LLC	Computer Support	486.50
Town Of Gypsum	Contract Services	2,287.50
US Bank Equipment Finance	Contract Payments	417.91
Total Community Development		\$ 46,359.90

Municipal Court

Meritain Health	Health Insurance Claims Paid	\$ (0.14)
CEBT	Health & Life Ins. Payable	231.09
Rocky Mountain Reserve LLC	Health & Insurance Benefits	0.91
Standard Insurance Company	Disability Insurance	12.22
Carlson, Edwards & O'Connor P.C.	Legal	1,500.00
Caselle, Inc.	Computer Support	256.39
Executech Utah LLC	Computer Support	85.08
Forward Tech Solutions, LLC	Computer Support	66.55
Ace Security And Safety Services LLC	Contract Payments	192.00
High Country Copiers	Contract Payments	70.08
Total Municipal Court		\$ 2,414.18

Streets

Meritain Health	Health Insurance Claims Paid	\$ (6.32)
CEBT	Health & Life Ins. Payable	7,236.37
Rocky Mountain Reserve LLC	Health & Insurance Benefits	39.88
Standard Insurance Company	Disability Insurance	331.41
Cintas Corporation	Office Supplies	49.83
King Soopers Customer Charges	Office Supplies	9.24
Quill Corporation	Office Supplies	52.00
Alpine Lumber Co.	Repair & Maintenance Supplies	739.48
Amazon	Repair & Maintenance Supplies	25.29
Bobcat Of The Rockies	Repair & Maintenance Supplies	226.02
Econo Sign & Barricade LLC	Repair & Maintenance Supplies	2,263.92
Ewing Trucking And Construction LLC	Repair & Maintenance Supplies	5,672.97
G & S Tool Clinic, LLC	Repair & Maintenance Supplies	936.18
Grand Junction Pipe & Supply	Repair & Maintenance Supplies	16.11
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	194.79

Streets (Cont.)

Mac Equipment Inc	Repair & Maintenance Supplies	1,696.26
Paint Bucket	Repair & Maintenance Supplies	141.91
United Rentals (North America) Inc	Street Repair & Mtn Supplies	243.21
Wagner Equipment Co	Repair & Maintenance Supplies	1,282.70
Whitehall's Alpine BG	Repair & Maintenance Supplies	92.50
Wylaco Supply Co	Repair & Maintenance Supplies	301.85
Collett Enterprises	Vehicle Repair & Maintenance Supplies	44.55
Fleet Services	Gas & Oil	1,115.68
Amazon	Communication & Transportation	11.98
Bobcat Of The Rockies	Communication & Transportation	127.66
Econo Sign & Barricade LLC	Communication & Transportation	223.43
G & S Tool Clinic, LLC	Communication & Transportation	28.37
Century Link	Utility Services	811.13
Holy Cross Energy	Utility Services	2,429.89
Verizon Wireless, Bellevue	Utility Services	131.64
Mountain Careers	Recruitment	5.30
Castleton Masonry	Repair & Maintenance Services	5,400.00
Eagle County Solid Waste & Recycling	Repair & Maintenance Services	1,516.32
Safety-Kleen Systems, Inc.	Repair & Maintenance Services	467.85
Wagner Equipment Co	Repair & Maintenance Services	2,444.20
Caselle, Inc.	Computer Support	53.37
Executech Utah LLC	Computer Support	363.52
Forward Tech Solutions, LLC	Computer Support	279.45
Wagner Equipment Co	Winter Snow Equipment Rental	15,000.00
Total Streets		\$ 51,999.94

Public Safety

Meritain Health	Health Insurance Claims Paid	\$ (11.69)
CEBT	Health & Life Ins. Payable	17,499.40
Rocky Mountain Reserve LLC	Health & Insurance Benefits	73.70
Standard Insurance Company	Disability Insurance	1,036.46
Alpine Lumber Co.	Office Supplies	7.40
Amazon	Office Supplies	23.96
Gypsum Eagle Ace Hardware	Office Supplies	39.73
Alpine Lumber Co.	Operating Supplies	32.40
Amazon	Operating Supplies	79.90
Pye-Barker Fire & Safety LLC	Operating Supplies	40.00
U.S. Armor Corporation	Operating Supplies	599.50
Galls, LLC	Uniforms	479.94
Collett Enterprises	Vehicle Repair & Maintenance Supplies	44.55
Fleet Services	Gas & Oil	2,942.79
Axon Enterprise, Inc.	Equipment (Non-Capital)	284.24
Dooley Enterprises, Inc	Equipment (Non-Capital)	1,158.87
U.S. Armor Corporation	Equipment & Supplies - Grants	609.00
Federal Express Corp.	Communication & Transportation	32.91
Galls, LLC	Communication & Transportation	3.95
U.S. Armor Corporation	Communication & Transportation	9.50
AT&T Mobility	Utility Services	617.73

Public Safety (Cont.)

Century Link	Utility Services	650.49
Doctors On Call	Recruitment	100.00
Pedersen, Lori	Professional Services	209.00
Galls, LLC	Repair & Maintenance Services	15.96
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services	272.00
White Water Express Carwash	Repair & Maintenance Services	57.30
Executech Utah LLC	Computer Support	19.33
Forward Tech Solutions, LLC	Computer Support	205.09
Grand Ave Grill	Meeting Expense	33.94
Red Canyon Café	Meeting Expense	33.75
BJ's Boulder	Training & Travel - Grants	35.11
Embassy Suites	Training & Travel - Grants	840.00
Hilton Garden Inn	Training & Travel - Grants	396.00
Lexipol LLC	Training & Travel - Grants	4,542.00
McDonald's	Training & Travel - Grants	4.29
Mexico Bistro	Training & Travel - Grants	20.53
Noodles & Co	Training & Travel - Grants	13.50
Panda Express	Training & Travel - Grants	8.10
Panera Bread	Training & Travel - Grants	44.70
Pasta Jays	Training & Travel - Grants	24.00
Rincon Del Sol	Training & Travel - Grants	25.95
Texas De Brazil	Training & Travel - Grants	49.97
Nims Store	Tuition & Books	150.00
High Country Copiers	Contract Payments	76.12
Shaun's Towing & Recovery LLC	Contract Payments	369.75
Xerox Financial Services LLC	Contract Payments	190.53
Lexipol LLC	Lexipol Policy	1,028.00
Total Public Safety		\$ 35,019.65

Buildings & Grounds

Meritain Health	Health Insurance Claims Paid	\$ (3.54)
CEBT	Health & Life Ins. Payable	4,947.47
Rocky Mountain Reserve LLC	Health & Insurance Benefits	22.36
Standard Insurance Company	Disability Insurance	238.98
Cintas Corporation	Office Supplies	49.83
King Soopers Customer Charges	Office Supplies	9.23
Quill Corporation	Office Supplies	52.00
Jb T-Shirts Silkscreen & Embroidery	Uniforms	288.00
Alpine Lumber Co.	Repair & Maintenance Supplies	153.55
Amazon	Repair & Maintenance Supplies	886.40
Decker Inc	Repair & Maintenance Supplies	179.61
Eagle Lock & Key	Repair & Maintenance Supplies	34.00
Ferguson Enterprises, Inc.	Repair & Maintenance Supplies	738.30
Firkins Garage Doors Inc.	Repair & Maintenance Supplies	1,100.00
G & S Tool Clinic, LLC	Repair & Maintenance Supplies	339.83
Grainger	Repair & Maintenance Supplies	13.88
Grand Junction Pipe & Supply	Repair & Maintenance Supplies	2,742.49
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	688.68

Buildings & Grounds (Cont.)

Pet Pick-Ups	Repair & Maintenance Supplies	720.00
United Rentals (North America) Inc	Repair & Maintenance Supplies	35.78
Wagner Equipment Co	Repair & Maintenance Supplies	1,282.70
Collett Enterprises	Vehicle Repair & Maintenance Supplies	44.55
Fleet Services	Gas & Oil	801.21
Gypsum Eagle Ace Hardware	Equipment (Non-Capital)	649.99
Home Depot Pro	Janitorial Supplies	3,302.53
G & S Tool Clinic, LLC	Communication & Transportation	7.98
Pet Pick-Ups	Communication & Transportation	87.36
Black Hills Energy	Utility Services	1,342.34
Century Link	Utility Services	132.48
Holy Cross Energy	Utility Services	3,914.40
Verizon Wireless, Bellevue	Utility Services	188.79
Colorado Mtn. News Media	Recruitment	1,393.60
Mountain Careers	Recruitment	55.65
Jerry-master Janitorial	Janitorial Maint. Contracts	2,158.00
Eagle Lock & Key	Repair & Maintenance Services	105.00
Envirotech Services Inc	Repair & Maintenance Services	2,291.49
Firkins Garage Doors Inc.	Repair & Maintenance Services	800.00
Mountain Pest Control, Inc.	Repair & Maintenance Services	245.00
Skyline Mechanical, Inc.	Repair & Maintenance Services	483.00
Sno-White Linen Rental	Repair & Maintenance Services	226.76
Vail Honeywagon	Repair & Maintenance Services	272.00
Yarger Services, LLC	Repair & Maintenance Services	3,926.97
Caselle, Inc.	Computer Support	53.37
Executech Utah LLC	Computer Support	290.04
Forward Tech Solutions, LLC	Computer Support	198.03
G H Daniels III & Associates	Contract Payments	4,000.00
Superior Alarm & Electronics	Contract Payments	936.00
Forward Tech Solutions, LLC	Equipment Purchase	3,573.00
Total Buildings & Grounds		\$ 45,999.09

Information Center

Century Link	Utility Services	\$ 221.03
Executech Utah LLC	Computer Support	77.35
Forward Tech Solutions, LLC	Computer Support	103.50
Total Information Center		\$ 401.88

Marketing & Events

Meritain Health	Health Insurance Claims Paid	\$ (1.10)
CEBT	Health & Life Ins. Payable	2,078.25
Rocky Mountain Reserve LLC	Health & Insurance Benefits	6.95
Standard Insurance Company	Disability Insurance	102.42
Uline	Communication & Transportation	239.90
ASCAP	Dues & Subscriptions	368.51
Spotify	Dues & Subscriptions	10.88
Verizon Wireless, Bellevue	Utilities	51.35
Executech Utah LLC	Computer Support	88.94

Marketing & Events (Cont.)

Forward Tech Solutions, LLC	Computer Support	68.43
Google Storage	Computer Support	1.99
Yeti's Grind Inc.	Meeting Expense	35.00
The Greenspeed Project	Events - Eagle Outside Fest	3,750.00
Cadavid, Mauricio	Event Production	700.00
City Market	Event Production	226.45
Rewind Colorado, LLC	Event Production	1,000.00
Uline	Event Production	1,154.34
Waveworks, LLC	Event Production	2,000.00
Total Marketing & Events		\$ 11,882.31

Engineering

Meritain Health	Health Insurance Claims Paid	\$ (1.47)
CEBT	Health & Life Ins. Payable	2,562.08
Rocky Mountain Reserve LLC	Health & Insurance Benefits	9.27
Standard Insurance Company	Disability Insurance	150.30
Cintas Corporation	Office Supplies	49.82
King Soopers Customer Charges	Office Supplies	9.23
Quill Corporation	Office Supplies	187.99
Wylaco Supply Co	Repair & Maintenance Supplies	263.24
Fleet Services	Gas & Oil	86.15
Verizon Wireless, Bellevue	Utility Services	161.72
Executech Utah LLC	Computer Support	92.81
Forward Tech Solutions, LLC	Computer Support	88.73
Total Engineering		\$ 3,659.87

Total GENERAL FUND **\$ 260,710.93**

CAPITAL IMPROVEMENTS FUND

Jagger, Craig	Use Tax	\$ 6,308.19
Amazon	Town Hall Improvements	138.49
Skyline Mechanical, Inc.	Town Hall Improvements	31,914.50
A To Z Recreation, LLC	Town Parks Improvement	10,611.00
Zehren And Associates, Inc	Grand Avenue Improvements	30,723.95
Uptown Services LLC	Project THOR	5,000.00
Dana Safety Supply, Inc.	Patrol Vehicles	28,921.54
PCS Mobile	Patrol Vehicles	8,585.68
Total CAPITAL IMPROVEMENTS FUND		\$ 122,203.35

WASTE WATER FUND

CEBT	Health & Life Ins. Payable	\$ 6,572.58
Meritain Health	Health Insurance Claims Paid	(3.97)
Rocky Mountain Reserve LLC	Health & Insurance Benefits	25.04
Standard Insurance Company	Disability Insurance	374.64
Western Slope Supplies Inc	Operating Supplies	29.80
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	332.56
USA Blue Book	Repair & Maintenance Supplies	1,359.33

WASTE WATER FUND (Cont.)

VWR International, LLC	Repair & Maintenance Supplies	143.10
Fleet Services	Gas & Oil	128.97
Federal Express Corp.	Communication & Transportation	330.46
Nextrust Inc	Communication & Transportation	330.80
USA Blue Book	Communication & Transportation	43.13
Western Slope Supplies Inc	Communication & Transportation	1.75
Black Hills Energy	Utility Services	3,244.21
Century Link	Utility Services	538.97
Holy Cross Energy	Utility Services	10,215.97
Verizon Wireless, Bellevue	Utility Services	188.90
Mountain Careers	Recruitment	4.24
Mountain Careers	Recruitment	13.25
Xpress Bill Pay	C.C. Transaction Fees	266.99
Mott Macdonald	Engineering	1,268.75
Denali Water Solutions LLC	Sludge Disposal	4,911.28
Caselle, Inc.	Computer Support	257.13
Executech Utah LLC	Computer Support	391.36
Forward Tech Solutions, LLC	Computer Support	268.90
Colo Dept Of Public Health & Environment	Testing & Permits	115.00
Eagle River Water & Sanitation District	Testing & Permits	1,865.00
SGS North America Inc	Testing & Permits	1,764.81
Raftelis	Tap Fee And Rate Study	1,181.25
Browns Hill Engineering	Contract Payments	342.00
Cummins Rocky Mtn LLC	Contract Payments	2,588.00
Hach Company	Contract Payments	5,528.00
Railroad Management Company	Contract Payments	568.66
Total WASTE WATER FUND		\$ 45,190.86

WATER FUND

CEBT	Health & Life Ins. Payable	\$ 10,003.60
Meritain Health	Health Insurance Claims Paid	(5.25)
Rocky Mountain Reserve LLC	Health & Insurance Benefits	33.13
Standard Insurance Company	Disability Insurance	504.10
Cintas Corporation	Office Supplies	49.82
King Soopers Customer Charges	Office Supplies	9.23
Quill Corporation	Office Supplies	52.00
DPC Industries, Inc.	Operating Supplies	2,446.28
Salas, Ruben	Operating Supplies	4.76
USA Blue Book	Operating Supplies	1,440.79
Browns Hill Engineering	Repair & Maintenance Supplies	600.00
Grainger	Repair & Maintenance Supplies	418.98
Grand Junction Pipe & Supply	Repair & Maintenance Supplies	964.22
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	485.75
Johnson Excavation And Telecomm.	Repair & Maintenance Supplies	125.00
USA Blue Book	Repair & Maintenance Supplies	292.10
Fleet Services	Gas & Oil	401.40
Browns Hill Engineering	Communication & Transportation	15.00
Federal Express Corp.	Communication & Transportation	190.83

WATER FUND (Cont.)

Nexttrust Inc	Communication & Transportation	330.80
USA Blue Book	Communication & Transportation	197.54
AmeriGas	Utility Services	854.57
Black Hills Energy	Utility Services	39.14
Century Link	Utility Services	2,101.84
Holy Cross Energy	Utility Services	11,919.79
Verizon Wireless, Bellevue	Utility Services	384.47
Mountain Careers	Recruitment	38.16
Xpress Bill Pay	C.C. Transaction Fees	419.56
Garfield & Hecht, P.C.	Legal	1,916.50
LRE Water	Engineering	3,156.00
Bureau Of Reclamation	Green Mountain Reservoir	2,345.00
Johnson Excavation And Telecomm.	Repair & Maintenance Services	800.00
Vail Honeywagon	Repair & Maintenance Services	279.56
Eagle River Watershed Council	Water Quality Monitoring	12,000.00
Colo Dept Of Public Health & Environment	Testing & Permits	16.50
Eagle River Water & Sanitation District	Testing & Permits	250.00
SGS North America Inc	Testing & Permits	627.83
Caselle, Inc.	Computer Support	257.13
Executech Utah LLC	Computer Support	522.07
Forward Tech Solutions, LLC	Computer Support	363.80
RMWEA	Tuition & Books	525.00
Browns Hill Engineering	Contract Payments	6,498.00
Railroad Management Company	Contract Payments	1,138.90
US Bank Equipment Finance	Contract Payments	417.91
Mott Macdonald	Tank Replacement	23,095.00
Foster Graham Milstein & Calisher Llp	Lower Basin Water Treatment	330.00
Schmueser, Gordon, Meyer Inc.	Lower Basin Water Treatment	106,426.68
Superior Alarm & Electronics	Lower Basin Water Treatment	405.00
Wylaco Supply Co	Lower Basin Water Treatment	175.15
Total WATER FUND		\$ 195,863.64

REFUSE FUND

Nexttrust Inc	Communication & Transportation	\$ 330.81
Xpress Bill Pay	C.C. Transaction Fees	61.03
Vail Honeywagon	Repair & Maintenance Service	1,406.00
Caselle, Inc.	Computer Support	257.12
Vail Honeywagon	Contract Services	50,277.50
Total REFUSE FUND		\$ 52,332.46

SALES TAX CAPITAL IMPROVMENTS FUND

Garfield & Hecht, P.C.	Legal	\$ 3,150.00
LRE Water	Engineering	423.50
Eagle County Government	Repair & Maintenance Services-River Pk Diversion	55,819.70
Total SALES TAX CAPITAL IMPROVMENTS FUND		\$ 59,393.20

OPEN SPACE FUND

CEBT	Health & Life Ins. Payable	\$ 688.85
Meritain Health	Health Insurance Claims Paid	(0.84)
Rocky Mountain Reserve LLC	Health & Insurance Benefits	5.32
Standard Insurance Company	Disability Insurance	81.26
Alpine Lumber Co.	Repair & Maintenance Supplies	87.24
Amazon	Repair & Maintenance Supplies	8.99
Copy Plus	Repair & Maintenance Supplies	15.63
RockArt	Repair & Maintenance Supplies	89.13
Wylaco Supply Co	Repair & Maintenance Supplies	25.35
Fleet Services	Gas & Oil	166.95
Amazon	Communication & Transportation	5.99
RockArt	Communication & Transportation	15.12
Mountain Careers	Recruitment	1.59
Vail Honeywagon	Repair & Maintenance Services	126.00
Executech Utah LLC	Computer Support	68.07
Forward Tech Solutions, LLC	Computer Support	62.36
Mountain Pest Control, Inc.	Weed & Pest Control	245.00
Outdoor Services Inc	Weed & Pest Control	6,375.00
Black Diamond Enterprises Inc	Pool & Ice Campus Improvements	6,041.50
Spiegel Construction	Pool & Ice Campus Improvements	3,892.00
Total OPEN SPACE FUND		\$ 18,000.51
TOTAL		\$ 753,694.95
PAYROLL		\$ 336,571.13
GRAND TOTAL		\$ 1,090,266.08



To: Mayor and Town Council

From: Peyton Heitzman, Planner I
Dennis Wike, Town Engineer

Date: July 13, 2021

Agenda Item: Resolution 51, Series 2021, A Resolution of the Town Council of the Town of Eagle, Colorado, Accepting Certain Public Improvements from Two10 Freestone and Authorizing the Reduction of Funds in Escrow Due to the Completion of Public Improvements.

REQUEST:

Staff is requesting Town Council review and approve Resolution 51, Series 2021 authorizing the reduction of security for construction and installation of public and private improvements for Two10 Freestone from \$70,900.00 to \$7,090.00.

INTRODUCTION:

On May 24, 2019, the Town entered into an Escrow Agreement (Agreement) with the Eagle County Housing and Development Authority ("Developer") for the development of the Two10 Freestone apartments. The Agreement required the Developer to provide a performance guarantee for public improvements in the amount of \$70,900.00, which was 110% of the estimated cost of installing public improvements for the development.

The Two10 Freestone apartments were completed in 2020 and the Developer is requesting the security be reduced to 10% of the estimated costs.

ANALYSIS:

The Developer is requesting the performance guarantee be reduced to \$7,090.00. The remaining funds held in escrow will be warranty for the improvements. The Agreement requires a 24-month warranty period. Public Works has inspected the public improvements and has authorized the reduction through the attached Town Engineer Certificate of Final Acceptance.

COMMUNITY INPUT:

None required.

BUDGET / STAFF IMPACT:

The request has no budget impact as it is a liability to the Town and not a revenue or expense.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

Not applicable to this request.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **approve** the adoption of Resolution 51, Series 2021, A Resolution of the Town Council of the Town of Eagle, Colorado, Accepting Certain Public Improvements from Two10 Freestone and Authorizing the Reduction of Funds in Escrow Due to the Completion of Public Improvements.

ATTACHMENTS:

- Resolution 51, Series 2021
- Town Engineer Certificate of Final Acceptance
- Bill of Sale
- Escrow Agreement

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 51
(Series of 2021)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, ACCEPTING CERTAIN PUBLIC IMPROVEMENTS ASSOCIATED WITH THE TWO10 FREESTONE PROJECT AND AUTHORIZING RELEASE OF FUNDS IN ESCROW DUE TO THE COMPLETION OF PUBLIC IMPROVEMENTS.

WHEREAS, on December 18, 2018, the Planning and Zoning Commission approved a Minor Development Permit for the property located at 210 Freestone Road, Town of Eagle, County of Eagle, State of Colorado (the "Two10 Freestone Project");

WHEREAS, on May 30, 2021, the Town, the Eagle County Housing Development Authority (the "Developer") and Title Company of The Rockies ("Escrow Agent") entered into an Escrow and Disbursement Agreement, which required an escrow of funds to guarantee the completion of certain public improvements for the Two10 Freestone Project;

WHEREAS, the Escrow and Disbursement Agreement provides that upon completion of all of the required public improvements, and upon final inspection and approval by the Town Engineer of all such improvements, the Town shall disburse to the Developer all remaining funds except \$7,090, an amount equal to 10% of the total actual cost for construction and installation of the required public improvements, with the remaining funds to be held in escrow for 24 months, to secure the warranty on such public improvements;

WHEREAS, the Developer has certified that the public improvements for the Two10 Freestone Project have been completed;

WHEREAS, the Town Engineer has inspected the Two10 Freestone Project and found no deficiencies in the completed public improvements, and has recommended authorizing the release of funds in escrow; and

WHEREAS, Developer has executed a Quit Claim Deed and Bill of Sale conveying all public improvements to the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, AS FOLLOWS:

Section 1. The Town hereby accepts the public improvements conveyed by the Developer to the Town.

Section 2. The Escrow Agent is hereby authorized to disburse to Developer all remaining funds except \$7,090.00, an amount equal to ten percent of the original performance guarantee for construction and installation of the required improvements, as certified by the Town Engineer. Such remaining funds shall be retained by Escrow Agent for a period of 24 months from the date of this Resolution to secure the warranty on such public improvements as

further provided in the Escrow and Disbursement Agreement.

INTRODUCED, READ, PASSED AND ADOPTED ON JULY 13, 2021.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



CERTIFICATION OF FINAL ACCEPTANCE OF PUBLIC IMPROVEMENTS AND OTHER
REQUIRED DEVELOPMENT IMPROVEMENTS FOR TWO10 AT CASTLE PEAK WITH THE
EAGLE COUNTY HOUSING DEVELOPMENT AUTHORITY (ECHDA), TOWN OF EAGLE,
COUNTY OF EAGLE, STATE OF COLORADO

Dennis C. Wike, Town Engineer, on behalf of the Town of Eagle, hereby certifies the following:

1. All public and other development improvements have been completed in accordance with the Development Improvements Agreement. The public improvements have been inspected and hereby approved.
2. This Final Acceptance allows the Town Council to authorize the reduction of the amount of the security to ten percent (10%) of the total actual cost for construction and installation of the required improvements in accordance with the Development Improvements Agreement.
3. The warranties for all of the Improvements shall commence on the date of the Town Council resolution verifying the acceptance of improvements in accordance with the Development Improvements Agreement.

Dated this 8th day of January, 2021.

TOWN OF EAGLE, COLORADO, a
municipal corporation

By 

Dennis C. Wike, Town Engineer

BILL OF SALE

For value received, EAGLE COUNTY GOVERNMENT, hereby sets over, grants and conveys to TOWN OF EAGLE, COLORADO, all of its right, title and interest in and to the following described public improvements all located within the Town limits of Eagle, Colorado, to-wit:

All public improvements in the associated public right-of-way, including sidewalk, streetlamp, and ramp for Eagle Ranch filing 29, Lot 3 (AKA Two10 at Castle Peak) ("the improvements"), as required by the escrow agreement between Eagle County Housing and Development Authority and the Town of Eagle to secure a performance guarantee per the Town of Eagle's Land Use and Development code 4.06.010(F)(6).

All improvements have been finally accepted by the Town of Eagle in accordance with the Minor Development Permit, file number DR 18-04.

Executed this _____ day of _____, 2021

By:

Owner

NOTARY BLOCK

ACCEPTED BY TOWN OF EAGLE

Mayor

Date

ATTEST:

Town Clerk

Date

ESCROW INSTRUCTIONS

The Eagle County Housing and Development Authority ("ECHDA") hereby deposits or shall deposit with Title Company of The Rockies, a Colorado corporation, as the "Escrow Agent," the sum of \$70,900.00 as set forth in Schedule "A," to be held by the Escrow Agent, subject to the terms hereof including, but not limited to, the "Special Instructions" set forth in Schedule "B."

1. These Escrow Instructions may only be altered, amended, modified or revoked in writing, signed by all of the parties hereto, and approved by the Escrow Agent, upon payment of all fees, costs, and expenses incident thereto.
2. No assignments, transfer, conveyance or hypothecation of any rights, title, or interest in and to the subject matter of these Escrow Instructions shall be binding upon the Escrow Agent unless written notice thereof shall be served upon the Escrow Agent and all fees, costs, and expenses incident to such transfer of interest shall have been paid.
3. Any notice required or desired to be given by the Escrow Agent to any other party to these Escrow Instructions may be given by mailing the same to such party at the address noted below, and notice so mailed shall, for all purposes hereof, be as effectual as those served upon such party in person at the time of depositing such notice in the mail, postage prepaid, Certified Return Receipt Requested, and the date of postmark shall be determinative of such depositing.
4. The Escrow Agent and its employees shall not be liable, personally or otherwise, for any act it may do or omit to do hereunder as such Agent, while acting in good faith and in exercise of its own best judgment, except that Escrow Agent shall be liable for any acts of its own negligence or willful misconduct.
5. The Escrow Agent is hereby expressly authorized and directed to disregard any and all notices and warnings given by any of the parties hereto, or by any other person or corporation, excepting only such notices as may be expressly provided for herein or orders or process of court, and is hereby expressly authorized to comply with and obey all orders, judgments, or decrees of any court. The Escrow Agent agrees that it shall provide the ECHDA with reasonable notice of all orders, judgments or decrees of any court prior to complying with the same. The Escrow Agent shall not be liable to any other parties hereto or to any other person, firm, or corporation by reason of such compliance, notwithstanding any such order, judgment, or decree being subsequently reversed, modified, annulled, set aside or vacated, or found to have been entered without jurisdiction.
6. In consideration of the acceptance of these Escrow Instructions by the Escrow Agent, the undersigned agree, jointly and severally, for themselves, their heirs, personal representatives, successors and assigns, to pay the Escrow Agent its fees or charges hereunder and, to the extent permitted by law, to indemnify it and hold it as harmless as to any liability incurred by it to any other person, firm, or corporation by reason of it having accepted the same, or in connection herewith, and, to the extent permitted by law, to reimburse it for all of its costs and expenses actually incurred, including, but not limited to, reasonable attorney's fees and court costs incurred in connection herewith. Escrow fees or charges, as distinguished from other costs and expenses hereunder, shall be as written above the Escrow Agent's signature at the time of its acceptance hereof. This indemnification shall not apply to claims by third parties against the Escrow Agent to the extent that the Escrow Agent is liable to such third party for such claims without regard to the involvement of the ECHDA. This paragraph shall survive expiration or termination hereof.
7. In the event of any dispute or disagreement between the ECHDA and the Town of Eagle ("Town") as to the terms and obligations herein or to any other facts or matters relating to the transaction between the ECHDA and Town that results in adverse claims and demands being made upon Escrow Agent, Escrow Agent shall be entitled, at its option, to refuse to comply with said demands as long as such disagreement shall continue; and, in so refusing, Escrow Agent may refuse to deliver any monies or properties involved in or affected thereby. In so refusing, Escrow Agent shall not be or become liable

File No. 2000943

SCHEDULE "A"
(ESCROW DEPOSITS)

Deposited herewith, subject to the "Special Instructions" set forth in Schedule "B" hereto, are the following items:

FUNDS

\$70,900.00 (US Dollars)

THE ABOVE ITEMS have been deposited with the Escrow Agent by the parties hereto, and all parties hereby recognize and approve such deposit with and receipt for the above items by the Escrow Agent.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals, and hereby approve, adopt, and ratify these Escrow Instructions along with Schedules "A" and "B" attached hereto, and by this reference are incorporated herein as if fully set forth, this 24 day of ~~April~~ ^{May}, 2019.

APPROVED AND ACCEPTED:

APPROVED AND ACCEPTED:

By: *Anne McKibbin*

By: *Kimberly Bell Williams*

Print Name: Anne McKibbin

Print Name: Kimberly Bell Williams

For Town

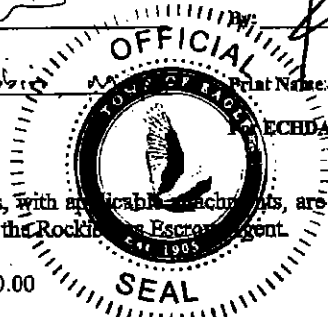
The above Escrow Instructions, with applicable attachments, are hereby accepted this 30 day of ~~April~~ ^{May}, 2019, by the Title Company of the Rockies, Escrow Agent.

Escrow Fees or Charges: \$50.00

The Title Company of the Rockies (a DBA of Colorado Escrow and Title Services, LLC, a Colorado limited liability company)

By: *Sheila Gordon*

Sheila Gordon, Escrow Officer



SCHEDULE "B"
(SPECIAL INSTRUCTIONS)

The deposits herewith made and receipted for, as referenced in Schedule "A" hereto, are to be received by the Escrow Agent and held, delivered, deposited and otherwise dealt with pursuant to the following Special Instructions:

The purpose of the escrow is to secure performance of a guarantee with the Town of Eagle (Town) for a development project called Two10 at Castle Peak with the Eagle County Housing Development Authority (ECHDA). Per a condition of approval by the Town a performance guarantee is needed for improvements in the associated public right of way (sidewalk, streetlight, ramp, landscaping, etc).

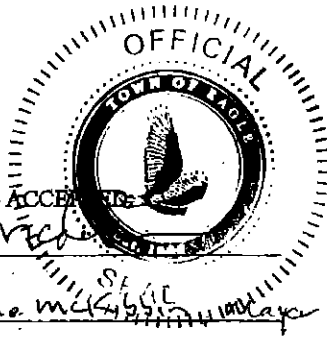
This performance guarantee shall released in the following manner, from 4.06.010(F)(6) of Town of Eagle code:

a. Upon completion of all of the required public improvements by ECHDA, and upon final inspection and approval by the Town Engineer of all such improvements, the Board of Trustees, or its designee, shall further authorize the release of the entire amount of the security guaranteeing the required public improvements less an amount equal to ten percent of the original performance guarantee of \$70,900.00 ("Retainage"). ECHDA shall be responsible for the condition of the public improvements for a period of 24-ⁱⁿ months after completion; this shall be guaranteed through the retention of the Retainage.

b. The performance guarantee issued to the Town by ECHDA, including any Retainage, shall be fully released and discharged by action of the Town Board of Trustees upon expiration of the 24-month warranty period, and the correction of any defects discovered during such warranty period. In the event that the correction of defects are not satisfactorily completed upon the expiration of the 24 months, the Town may require a new performance guarantee and withhold the issuance of any further building permits until a new public improvements guarantee are supplied.

For the release or disbursements of said Funds, written direction shall be provided to Escrow Agent by both the Town and ECHDA to the satisfaction of the above. If other disbursements of the Funds are required prior to completion of the public improvements, such disbursements shall be based on the mutual agreement of the Town and ECHDA, the Town and ECHDA shall both provide Escrow Agent such instructions in writing.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals, and hereby approve, adopt, and ratify these Escrow Instructions along with Schedules "A" and "B" attached hereto, and by this reference are incorporated herein as if fully set forth, this 30 day of ~~April~~ ^{May}, 2019.



APPROVED AND ACCEPTED:

By: *Anna McGee*

Print Name: Anna McGee

For Town

APPROVED AND ACCEPTED:

By: _____

Print Name: _____

For Town

APPROVED AND ACCEPTED:

By: *Kimberly Bell Williams*

Print Name: Kimberly Bell Williams

For ECHDA

APPROVED AND ACCEPTED:

By: _____

Print Name: _____

For ECHDA

The above Escrow Instructions, with applicable attachments, are hereby accepted this 30 day of April, May 2019, by the Title Company of the Rockies, as Escrow Agent.

Escrow Fee or Charges: \$50.00

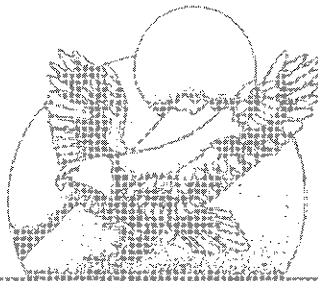
The Title Company of the Rockies (a DBA of Colorado Escrow and Title Services, LLC, a Colorado limited liability company)

By: *Sheila Gordon*
Sheilah Gordon, Escrow Officer

EAGLE COUNTY GOVERNMENT

WARRANT NO. 101796

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
05/21/2019	05212019-Two10	Escrow for Two10 Apartments	70,950.00



EAGLE COUNTY, COLORADO

EAGLE COUNTY
BOARD OF COMMISSIONERS
970-328-3510

2000943
DATE
05/22/2019

1ST Bank www.efirstbank.com 800-964-3444

AMOUNT

WARRANT
101796

PAY Seventy Thousand Nine Hundred Fifty and 00/100 Dollars

VOID AFTER 60 DAYS

\$70,950.00

TO THE
ORDER OF

TITLE COMPANY OF THE ROCKIES
PO Box 980
Avon, CO 81620

Edward Mueller, Jr.
CHAIRMAN BOARD COUNTY COMMISSIONERS
ATTEST *Angela O'Brien*
COUNTY CLERK



To: Mayor and Town Council

From: Peyton Heitzman, Planner I
Dennis Wike, Town Engineer

Date: July 13, 2021

Agenda Item: Resolution 52, Series 2021, A Resolution of the Town Council of the Town of Eagle, Colorado, Authorizing the Release of the Performance Guarantee for Chambers Lofts/R&H Mechanical due to the Completion of Public Improvements.

REQUEST:

Staff is requesting Town Council review and approve Resolution 52, Series 2021 authorizing the release of security for construction and installation of public improvements for the Chambers Lofts/R&H Mechanical development.

INTRODUCTION:

On January 22, 2019, Town Council authorized a reduction in the performance guarantee for the Chambers Lofts/ R&H Mechanical development. The original security for public improvements was \$215,400.65. The approval of Resolution 6, Series 2019 reduced the security to \$22,710.89 to be retained for a two-year warranty period.

ANALYSIS:

The warranty period has passed and the developer, Chambers Lofts, LLC, has requested the release of the remaining security. There are no deficiencies with the public improvements. Public Works has inspected the public improvements and has authorized the reduction through the attached Town Engineer Certificate of Final Acceptance.

COMMUNITY INPUT:

None required.

BUDGET / STAFF IMPACT:

The request has no budget impact as it is a liability to the Town and not a revenue or expense.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

Not applicable to this request.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **approve** the adoption of Resolution 52, Series 2021, A Resolution of the Town Council of the Town of Eagle, Colorado, Authorizing the Release of the Performance Guarantee for Chambers Lofts/R&H Mechanical due to the Completion of Public Improvements.

ATTACHMENTS:

- Resolution 52, Series 2021
- Town Engineer Certificate of Final Acceptance
- Development Agreement ([LINK](#))
- Resolution 6, Series 2019 ([LINK](#))

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 52
(Series of 2021)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
AUTHORIZING A RELEASE OF PERFORMANCE GUARANTEE DUE TO THE
COMPLETION OF PUBLIC IMPROVEMENTS FOR CHAMBERS LOFTS/R&H
MECHANICAL

WHEREAS, on June 13, 2017, the Town entered into a Development Improvements Agreement with Chambers Lofts, LLC ("Developer"), which required funds to guarantee the completion of certain public improvements for the development;

WHEREAS, on January 1, 2019, by Resolution 06, Series 2019, the Town authorized the disbursement to Developer of all remaining funds except \$22,710.89, an amount equal to 10% of the total actual cost for construction and installation of the required public improvements, with the remaining funds to be held for 24 months, to secure the warranty on such public improvements; and

WHEREAS, the warranty period has expired; and

WHEREAS, the Town Engineer has inspected the Project and found no deficiencies in the completed public improvements, and has recommended authorizing the release of remaining funds.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, AS FOLLOWS:

Section 1. The Town Council hereby authorizes the release of \$22,710.89 to Developer for Chambers Lofts/R&H Mechanical.

INTRODUCED, READ, PASSED AND ADOPTED ON JULY 13, 2021.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



CERTIFICATION OF FINAL ACCEPTANCE OF PUBLIC IMPROVEMENTS AND OTHER
REQUIRED DEVELOPMENT IMPROVEMENTS FOR CHAMBERS LOFTS/R&H MECHANICAL
DEVELOPMENT LOT C-12A of TROTTER MINOR SUBDIVISION, TOWN OF EAGLE, COUNTY
OF EAGLE, STATE OF COLORADO

Dennis C. Wike, Town Engineer, on behalf of the Town of Eagle, hereby certifies the following:

1. All public and other development improvements have been completed in accordance with the Development Improvements Agreement. The public improvements were inspected and approved in a 24th day of December, 2018 Certification.
2. In the 24th day of December, 2018 Certification of Final Acceptance of Public Improvements & Other Required Development Improvements for Lot C-12A between the Town and Developer the Town authorized the Escrow Agent to disburse to the Developer all remaining funds except an amount equal to ten percent (10%) of the total actual cost for construction and installation of the required improvements.
3. In Resolution No. 06, (Series of 2019) The Town authorized the disbursement of all funds except \$22,710.89, an amount equal to ten percent (10%). The Resolution further states "Such remaining funds shall be retained by Escrow Agent for a period of twenty-four (24) months from the date of this Resolution to secure the warranty on such public improvements".
4. Since the twenty-four (24) month period has passed and the remaining Escrow amount was not needed, this Final Acceptance Certification and Resolution allows the Town to disburse to the Developer the remaining ten percent (10%) in the amount of \$22,710.89 in accordance with the Development Agreement.

Dated this 8th day of July, 2021.

TOWN OF EAGLE, COLORADO, a
municipal corporation

By *Dennis C Wike*

Dennis C. Wike, PE - Town Engineer



To: Mayor and Town Council
From: Jill Kane, Finance Director
Date: July 13, 2021
Agenda Item: 2020 Audit Extension Request

REQUEST: Staff is requesting the Town Council review and approve the Request for Extension of Time to File the 2020 Audit.

BACKGROUND: Staff is requesting a 60-day extension of the due date to submit the 2020 audit to the State due to the delay in conducting the 2020 audit fieldwork due to some setback with a couple reconciliations due to the transition of municipal court from Full Court accounting software to Caselle, as well as the time invested in the Eagle Bucks program this spring.

ANALYSIS: Annual municipal audits are due to the State, annually, on July 31ST. If a municipality needs a 60-day extension, the request needs to be made prior to the end of seven months following the Town's fiscal year end, July 31, 2021. This extension will allow enough time to complete the 2020 audit, answer auditor questions, and for staff to complete a comprehensive review of the 2020 audit and financial statements.

COMMUNITY INPUT: There has been no public input on this matter.

BUDGET / STAFF IMPACT: There is no budget impact since there is no fee to request an extension with the State. This may have an impact on staff time allocations. Staff is usually done working on the audit by this time of year and is moving to other priorities.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED: This does not align with the major objectives in the strategic plan. However, is a requirement per state statute and the Home Rule charter.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to **approve** or **deny** the request for a 60-day extension of the due date to submit the 2020 audit to the State.

ATTACHMENTS:

- 2020 Audit Extension Request Form

**Request for Extension of Time to File Audit for Year End December 31, 2020 ONLY**

If someone other than an elected board member submitted an extension request, this form should be signed by a member of the elected governing body and submitted with the audit by September 30, 2021.

Requests may be submitted via mail, fax, e-mail, or internet portal: <https://apps.leg.co.gov/osa/lg>.

Government Name:	<u>TOWN OF EAGLE, COLORADO</u>
Name of Contact:	<u>ROGER D. MAGGARD, CPA</u>
Address:	<u>901 GRAND AVENUE, SUITE 203</u>
City/Zip Code	<u>GLENWOOD SPRINGS, CO 81601</u>
Phone Number:	<u>970-945-8588</u>
Fax Number:	<u>970-945-2398</u>
E-mail	<u>RMAGGARD@HMHCPA.COM</u>
Fiscal Year Ending (mm/dd/yyyy):	<u>12/31/2020</u>
Amount of Time Requested (in days): (Not to exceed 60 calendar days)	<u>60 days</u> <u>Audit Due:</u> <u>September 30, 2021</u>
Comments (optional):	<u></u>

I understand that if the audit is not submitted within the approved extension of time the government named in the extension request will be considered in default without further notice, and the State Auditor shall take further action as prescribed by Section 29-1-606(5)(b), C.R.S.

Must be signed by a member of the governing board.

Signature _____
Printed Name: _____
Title: _____
Date: _____



We Set the Standard for Good Government



To: Mayor and Town Council
From: Brandy Reitter, Town Manager
Date: July 13, 2021
Re: Town Manager Report

Administration & Organization

Staff continues to work on follow-up from the Town Council meetings. Included is a list of items that staff is tracking in July:

- Municipal Broadband Finance Ordinances
- Glenwood Springs Broadband Service IGA
- Wastewater Rate and Tap Fee Study Presentation
- Downtown Development Plan
- East Eagle Sub Area Plan Changes

2022 Budget Development Schedule:

- July 23, 2021 – Operating budgets due
- September 9, 2021 – Town Council Budget Work Session
- September 23, 2021 – Town Council Budget Work Session
- October 12, 2021 – Official presentation of the 2022 Budget
- November 9, 16, 30, 2021 – Public Hearings on the 2022 Budget
- December 14, 2021 – Adoption of the 2022 Budget

After years of making several improvements and implementing best practices in the Police Department, the Town will become an accredited agency of the Colorado Association of Chiefs of Police. The Town will join other law enforcement agencies across the state and in Eagle County. Here is a list of agencies and more information: <https://www.colochiefs.org/accredited-agencies>. Congratulations to the team for their hard work! We will host a ceremony at a future council meeting soon.

The Lower Basin Water Treatment Plant is making water and our community is drinking it. Testing is going well, and this is a major milestone for the Town. After years of planning, saving \$10 million, and bonding for \$18 million the Town has a redundant water plant that will serve the community forever. Once staff determines substantial completion, Town will host a ribbon-cutting ceremony.

The Town's annual All Employees meeting is scheduled for this Wednesday, July 14. Town facilities will be closed during that time. The organization was not able to host this meeting in 2020 because of the pandemic. We are looking forward to getting back together to share information and for staff development. Included is an agenda below:

- Welcome Message
- Department updates
- The Employee of the Year
- Introduction of New Staff
- Employment Anniversary Recognition
- Benefits Update from CEBT
- Crucial Conversations Training
- Harassment Prevention Training from CIRSA

The Sylvan Fire continues to burn and is contained at 68%. Staff will continue to provide regular updates to the Town Council. The moist weather has been helpful. The public can view updates on the fire at: <https://inciweb.nwcg.gov/incident/7562/>. The fire will likely burn through the end of the season.

I am on vacation starting July 26 – July 30 returning August 2. That means I will miss the council meeting on July 27. It's my first time missing a meeting in 3.5 years. Bill Shrum will be my backup and will help facilitate the meeting. I will be in the Telluride area recreating, enjoying the views, camping, biking, and SUPing.

Economic Development & Planning

Eagle River Park

- The team met to follow up on outstanding items. S2o is in the process of modeling the RapidBloc configurations and will have this phase completed by January of 2022, so that the Town can initiate the permitting process after we wrap up previous permits.
- December 1 is when S2o submits the current velocity measurements to the Army Corp per the requirement of closing out our permits.
- The new beach sand will be installed in mid to late August. NV5 is coordinating the vendors and installation.
- Staff will see proof of the donor wall plaques that will be placed on the restroom wall. There will be different sizes based on contributions. This work will be completed by the end of the summer.

Sustainability

- Staff met with the Climate Action Collaborative Local Government Committee on July 9. The group provided an overview of the budget as well as the next steps with the governing body proposal. So far Gypsum and Eagle are the only communities that have not approved the MOU for the governing body. Due to the cost increase at Walking Mountains to host the program, the funders will see a request to increase their allocations in 2022.
- Staff will work with council members on drafting a resolution that establishes sustainability goals to present on July 27.

Outreach & Meetings – Updates on participation in community outreach opportunities, regional/community meetings, and project-specific meetings.

- July 12 – Creative District discussion with EagleArts
- July 13 – OSRAC meeting
- July 14 – All Employees Meeting
- July 14 – Managers Taskforce meeting
- July 15 – Grand Avenue stakeholder meetings
- July 20 – Regional transit working group meeting
- July 23 – Eagle River Park project team meeting

Sincerely,



Brandy Reitter
Town Manager
Town of Eagle, CO

Town Council Requests – Once items are completed; they are deleted from the list Items in Red are new requests.		
Request Date	Request	Status
N/A	Strategy for STR memo	Not Scheduled
N/A	Plan for Mobile vending communication	Not Scheduled
N/A	Agenda Item: Plastic Bag and TREX discussion	Not Scheduled
N/A	Agenda Item: Fairgrounds annexation	Not Scheduled
N/A	Agenda Item: E-bike policies	Not Scheduled
10/13/2020	10% of tobacco funding for mitigation - policy	Not Scheduled
10/27/2020	Schedule Jacob Smith to come to a Town Council Meeting	Not scheduled
11/10/2020	Be Our Guest: Make it look less like a construction site	In Progress
1/12/2021	Work Session on sustainability and the CAC	Completed
3/9/2021	Bring back land donation proposal	Not Scheduled
3/9/2021	EQR Ordinance	Not Scheduled
3/9/2021	Broadband return un-used funds in loan documents	Not Scheduled
4/13/2021	Agenda Item: 2018 Public Presentation Policy	Not Scheduled
5/11/2021	Talk to County about ERP surveillance cost share	Not Scheduled
5/11/2021	Clarification on impacts of the CAC 2020 Plan update	Not Scheduled
5/11/2021	Bring back CAC 2020 Plan resolution	Not Scheduled
5/11/2021	Reach out to Eagle Ranch Housing Corp. on partnering	Not Scheduled
5/11/2021	Look into vacancy housing tax	Not Scheduled
5/11/2021	Include final community survey in packet	Not Scheduled
5/25/2021	\$1,500 donation to EVHS basketball program	In Progress
5/25/2021	Evaluate Bird Scooter proposal and bring it back	Not Scheduled
5/25/2021	Bring back street closure and how it fits with planning efforts	Not Scheduled
6/8/2021	Provide a memo of the history of the Eagle River Park	Not Scheduled
6/22/2021	Bring back telecom ordinance	Completed
6/22/2021	Bring back Mountain Recreation funding resolution	Not Scheduled



To: Mayor and Town Council

From: Brandy Reitter, Town Manager, and Department Leads

Date: July 13, 2021

Re: Department Updates for June 2021

ASSISTANT TOWN MANAGER

Downtown Broadway

- The Eagle DDA has chosen a firm to conduct a funding analysis of potential TIF income generated by the DDA participants and target parcels adjacent to the DDA. This report should be completed by the end of July.
- Downtown business and property owners have been invited to a specific roundtable on July 16 hosted by the Grand Avenue Corridor Study to discuss design solutions.
- McCool Development is progressing with the parking fee-in-lieu study. A total count of available on-street parking inventory should be complete in July, and an initial estimate of a fee-in-lieu rate for on-street parking will be available in August.

Grand Avenue Corridor Study

- Council members and the public are encouraged to go to the social pinpoint page for all engagement activities - <https://eaglecolorado.mysocialpinpoint.com/>
- Town Staff had a productive charette Monday, June 28. The work with Zehren and the Project Team helped to define design parameters for the upcoming public outreach and design efforts.
- The Project Team will host a series of community engagement events and design charettes for the public July 16-20. Town Hall will host most of the activity. More information and RSVPs for public events are available [HERE](#).

Economic Development

- Town Staff continues to meet with prospective development projects in key locations along Grand Avenue and in Downtown.

Project THOR, Broadband, and Telecom

- The new IT Manager, Kevin Aoki, will provide additional assistance for Project THOR and Broadband-related work and has begun attending relevant meetings.
- The Telecom Shelter planned for Public Works has had material and construction-related delays. An expected delivery is now planned for the end of August/ early September, 2021.
- A six-minute internet outage occurred at Town Hall on June 30 because of a software update on the Project THOR switch located at the Denver data center.

- The City Manager and Assistant City Manager in Greenwood Village, CO requested a meeting July 21 to discuss Eagle's broadband efforts.
- Town staff will attend the Mountain Connect conference in Keystone August 9-11.

Town Communication and Engagement

- I am assisting the Community Development Department with public outreach and engagement plans for the Land Use Code update.
- I am meeting with Lizzy Owens from Mountain Recreation to discuss diversity and inclusion efforts by the Town and to improve multicultural outreach and inclusion in major projects and initiatives.

Sustainability

- Yearout Energy conducted its facility tours July 7 and 8. Their review and energy audit will determine if the Town may qualify for Performance Bonds to improve our water meter equipment and other utility improvements for Town facilities.

Information Technology

- The Town has hired Kevin Aoki as our new IT manager. Kevin has experience as the IT manager for the City of Evans, Colorado and for the Eagle River Water and Sanitation District.
- IT has met with Department Heads to discuss IT needs for the 2022 budget.

FINANCE DEPARTMENT

Administration/Financial:

- Staff continued work on the 2020 Financial Audit
- American Rescue Plan Act (ARPA) – Town received the first tranche of \$877,965 from the State, the second tranche will be received in June 2022 (Total ARPA Funds - \$1,755,929.39)
 - These funds will be considered unearned/unbudgeted revenue until the funds are spent
 - Funds will need to be committed (i.e., under contract) by 12/31/2024
 - Funds must be spent by 12/31/2026
- Coronavirus Relief Fund (CVRF) – Town received final grant reimbursement of \$80,085; Total grant received \$99,188
- Water Fund: LBWTP Drinking Water Revolving Fund reimbursement request submitted for \$6,278,406
 - Town has received \$16,990,000 of the \$17,000,000 of loan proceeds
 - Town will receive final \$10,000 when project is fully completed and required paperwork is completed
- River Park Donations – Confirmed previously pledged donation and invoiced for collection

Eagle River Park Anticipated Donations:		
Business/Person	Amount	Amount Received
Bonfire Brewery	\$ 20,000	\$ 5,000
Vail Honeywagon	20,000	20,000
Matt Solomon	1,000	1,000
Slifer, Smith, & Frampton/VARE	20,000	5,000
Caroline Bradford	1,000	1,000
Our Community Foundation	1,000	1,000
	\$ 63,000	\$ 33,000

- Real Estate Transfer Assessment - Began research and development of collection process for Haymeadow, Reserve at Hockett Gulch, and Red Mountain Ranch subdivisions
 - Staff will be sending out notification to local title companies and real estate agencies
- Lodging Revs kickoff meeting – For Short Term Rentals and Regular Lodging tax collections

Accounts Payable:

ACCOUNTS PAYABLE: INVOICES PAID							
	2017	2018	2019	2020	2021	VARIANCE FROM PY	
JANUARY	289	258	303	205	230	25	12%
FEBRUARY	245	272	254	237	217	(20)	-8%
MARCH	340	304	326	234	247	13	6%
APRIL	267	299	215	137	214	77	56%
MAY	277	260	275	162	260	98	60%
JUNE	319	151	298	221	400	179	81%
YEAR TO DATE	1,737	1,544	1,671	1,196	1,568	372	31%

- The Increase in invoices in 2021 from 2020 is due to the 2020 budget freeze, as well as an additional AP check run in the month of June because of timing.

Budget:

- Staff held preliminary departmental IT budget meetings to assess upcoming needs
- Updated Capital Improvements Plans were due to Finance on July 2nd
- Personnel Requests/allocations are due to Finance on July 9th

- Operating budgets are due to Finance on July 23rd
- Draft Revenue Projections will be completed by August 6th
- Fee Schedule revisions due to Finance on August 6th

Training:

- Continued cross training with Senior Accountant for maternity leave in mid-late July
- Finance Admin Tech – Continued Advanced Excel Training Course
- CGFOA – ARPA Funds Q&A Session
- Caselle – Webinar on Invoice Cloud – possible new payment processor which would bring increased payment options to customers
- Caselle – Municipal Court month end processing Training

Payroll/HR:

- Completed 2nd Quarter Unemployment Tax Report
- Completed 2nd quarter 941 Report
- Positions changes in Payroll
 - 1 New Hire – Police Officer
 - 3 New Hires - Seasonal B&G Maintenance Workers
 - 1 Term – B&G Seasonal
- Discovery meeting with Time Clock Plus regarding timekeeping software

Utilities:

- New Accounts Setup – 5
- Property Transfers – 28
- Red Tags – 17
- Shut Offs – 1
- Completed annual variable surcharge re-averaging (2-year period) – Customers will see an adjustment in bill received in July for June water usage
- Discovery meeting with Invoice Cloud regarding online payment processing

Town Council Department – Budget to Actual:

TOWN OF EAGLE EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 6 MONTHS ENDING JUNE 30, 2021					
GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PONT
TOWN COUNCIL					
10-49-110 SALARIES & WAGES	3,550.00	19,550.00	39,600.00	20,050.00	49.4
10-49-142 WORKERS COMPENSATION	.00	38.31	51.00	12.69	75.1
10-49-144 FICA - EMPLOYER'S	271.58	1,495.62	3,029.00	1,533.38	49.4
10-49-210 OFFICE SUPPLIES	.00	12.00	200.00	188.00	6.0
10-49-320 LEGAL NOTICES	.00	325.50	.00	(325.50)	.0
10-49-340 UTILITY SERVICES	.00	965.12	.00	(965.12)	.0
10-49-347 PROFESSIONAL SERVICES	800.00	1,766.84	29,047.00	27,280.16	6.1
10-49-382 COMPUTER SUPPORT	196.85	1,142.58	3,048.00	1,905.42	37.5
10-49-371 TRAVEL EXPENSE	.00	.00	1,000.00	1,000.00	.0
10-49-372 MEETING EXPENSE	.00	233.51	2,000.00	1,766.49	11.7
10-49-380 TUITION & BOOKS	.00	.00	1,750.00	1,750.00	.0
10-49-450 SPECIAL COUNCIL FUNDING	17,858.21	103,829.50	167,483.00	63,653.50	61.9
10-49-510 INSURANCE	.00	724.32	240.00	(484.32)	301.8
10-49-915 COMMUNITY REQUESTS	7,620.00	11,542.34	50,000.00	38,457.66	23.1
TOTAL TOWN COUNCIL	30,296.64	141,425.64	297,448.00	156,022.36	47.6

SPECIAL EVENTS & MARKETING

June 2021 Report-

Town of Eagle – Marketing & Special Events:

- **NEW EAGLE MARKETING PIECE** - In production with Mary Ann/Chamber on joint Eagle Town map/restaurant guide brochure. 2500 mailers, the rest to be used at Eagle Info Center, at events and by the Chamber.
- Initiated Eagle Whitewater Throwdown Series at Eagle River Park
- Preproduction of Eagle Flight Days, Vendor recruitment, sponsorship sales, activity c=vendor commitment, scheduled 7 bands. Executed marketing plan.
- Cancelled Eagle Fireworks Display
- Updated eagleoutside.com events calendar
- Continued to develop TOE Events Application Process Evaluation Workshop and event application form improvements
- Executing summer marketing/promotion ad run program with Vail Daily, to include impressions in Vail Daily paper, Vail Daily TV Live and digital platforms.
- Accelerated Event permitting process to adjust for CDC opening after Covid.
- Working with Community Events Funding Program to review/payout funding by Town Council.

June - Executed Events

6/4, 5, 6/21 Eagle Outside Fest
6/6/21 Yoga in the Park
6/11/21 Artwalk
6/12/21 2021 Eagle Little League Baseball Opening Day
6/13/21 Yoga in the Park
6/15/21 Eagle Whitewater Throwdown at River Park
6/20/21 Yoga in the Park
6/22/21 Eagle Whitewater Throwdown at River Park
6/24/21 Eagle ShowDown Town Concert Series Kick Off
6/24/21 Eagle Town Council Meet & Greet Tent at ShowDown Town
6/25/21 Yoga in the Park
6/25/21 Eagle Farmer's Market & Art Show Kick Off Event at River Park
6/25-26/21 Eagle Flight Days
6/27/21 Eagle Enduro – Cancelled because of Sylvan Lake area fire
6/27/21 Eagle Water Safety Expo – Presented by Youth Foundation at River Park
6/29/21 Eagle Whitewater Throwdown at River Park

MEAC:

- -Executed monthly MEAC Meeting. Executed new members orientation
- Reviewed upcoming 2022 MEAC Funding season dates
- Began setting monthly and yearly goals
-

Be Our Guests Program:

- Existing permits have been renewed – Bonfire 2nd St. Closure, Red Canyon Café Sidewalk use and Brush Creek Saloon.

Eagle Info Center:

- Operating Info Center Summer 2021 Days and Hours - Info Center open Wednesdays through Sundays, 10:00am to 3:00pm. All staff is planning on returning. All staff has been vaccinated.
- Met with staff to create plan for 2021 Spring/Summer/Fall.

- Historical Museum will be open on the same days as the Info Center to create synergy.
- Met wit Tom G. to create list of physical improvements and renovations to the building inside and out for future consideration for 2022 TOE Budget.

Digital Sign:

- Created more intermittent scheduled messages.
- Promoting message for Eagle Downtown businesses
- Preparing slates for summer events and programs to build awareness and promotion.

Vail Daily Media Plan Ads:

Eagle River Park
WHITewater
THROWDOWN
 EVERY TUESDAY • JUNE 22 - JULY 13
 DOWN RIVER RACING, FREESTYLE BOATING
 & RIVER SURFING COMPETITIONS.

Learn more at
 BIT.LY/WHITEWATERTHROWDOWN

SPONSORS

EAGLE
Flight Days
 FRIDAY & SATURDAY • JUNE 25-26, 2021
A Salute to Our Veterans and First Responders

CARNIVAL
 CONCERTS
 PARADE

CUTE BABY
 CONTEST
 FOOD &
 CRAFT

Learn more at
EAGLEOUTSIDE.COM/FLIGHTDAYS

July 4th
KIDS
Bike Parade

The Kids July 4th Bike Parade and Ride is back and features a **NEW ROUTE**. We'll travel from the Eagle Medical Center to Brush Creek Park along the bike path.

9:15 AM Begin the line up for the Parade. Meet at the Eagle Medical Center North Parking Lot. Decorate your bike for July 4th at home or at the Medical Center.

10:00 AM Parade begins. We ride from the Eagle Medical Center North lot along the bike path to Capitol St. and on to the Brush Creek Park for a little celebration. Little riders and their parents can join the parade where the bike path meets Capitol St. and ride with us to Brush Creek Park.

Once at the Park we'll have some fun with a **BIRDS OF PREY EXHIBIT**, **THE WORLD'S LARGEST SIMON SAYS CONTEST**, some **CRAFTS** and **JULY 4TH ICE POPS**.

We'll give out ice pops as long as they last. Everything will wrap up by noon.

Learn more at **EAGLEOUTSIDE.COM/EVENTS**
 Contact us at events@townofeagle.org

Social Channel Examples:



Town of Eagle, CO

Published by Hootsuite · June 6 ·

The Town of Eagle is proud to announce the return of Eagle Flight Days! Go to <https://eagleoutside.com/flightdays/> for more info.



1,507
People Reached

133
Engagements

Boost Post



Town of Eagle, CO

Published by Hootsuite · June 7 ·

The town of Eagle is proud to announce th return of Eagle Flight Days. Go to <https://eagleoutside.com/flightdays/> for more info.



791
People Reached

31
Engagements

Boost Post



Town of Eagle, CO

Published by Hootsuite · June 23 at 11:48 AM ·

The Town of Eagle is sad to announce the cancellation of the 2021 July 4th Fireworks display. We were very concerned with the increasing fire danger leading up towards July 4th. The outbreak of the wildland fire south of Sylvan Lake left us with little cho... See More



19,058
People Reached

6,111
Engagements

Boost Post



Town of Eagle, CO

Published by Hootsuite · June 30 at 4:42 PM ·

The July 4th Kids' Bike Ride & Parade is coming up Sunday, July 4th, 2021 - 10:00am to Noon. New Route for the Ride!!! Bigger kids gather at 9:15am at Eagle Medical Center North Lot to ride to Brush Creek Park. Smaller riders gather at 9:15am at the Bike Pat... See More



Get More Messages for Town of Eagle, CO
You can add a Messenger button to your post to get more messages for Town of Eagle, CO.

356
People Reached

5
Engagements

Boost Post



Town of Eagle, CO added an event.

June 16 at 3:52 PM ·



W 5th St. & Eagle Town Park
17 Went · 61 Interested



Town of Eagle, CO added an event.

June 16 at 7:14 AM · 🌐



TUE, JUL 13 AT 4:30 PM MDT

Eagle WhiteWater Throwdown 2021

Eagle River Park - Eagle, Colorado

0 Going · 88 Interested



Town of Eagle, CO added an event.

June 16 at 11:45 AM · 🌐



FRI, JUN 25

Eagle Flight Days 2021

Eagle Town Park - Eagle, Colorado

8 Went · 33 Interested



Town of Eagle, CO added an event.

June 16 at 4:14 PM · 🌐



SUN, JUL 4

Eagle, Colorado - July 4th Fireworks

Eagle County Fairgrounds

1 Went · 6 Interested



Town of Eagle, CO

Published by Hootsuite · July 2 at 12:58 PM · 🌐

Please note new route this year! 2 choices of rides...

July 4th

KIDS Bike Parade

The Kids July 4th Bike Parade and Ride is back and features a NEW ROUTE! We'll leave from the Eagle Medical Center to Brush Creek Park along the bike path.

9:15 AM Begin the line up for the Parade. Meet at the Eagle Medical Center North Parking Lot. Decorate your bike for July 4th at home or at the Medical Center.

10:00 AM Parade begins. We ride from the Eagle Medical Center North Lot along the bike path to Capitol St. and on to the Brush Creek Park for a little celebration. Little riders and their parents can join the parade where the bike path meets Capitol St. and ride with us to Brush Creek Park.

Once at the Park we'll have some fun with a SERIES OF JURY GAMES, THE WORLD'S LARGEST SODA SIPS CONTEST, some CRAFTS and JULY 4TH ICE POPPS.

We'll give out our pops as long as they last. Everything will wrap up by noon.

Learn more at: EAGLEOUTSIDE.COM/EVENTS

Contact us at events@townofeagle.org

Eagle July 4th Kids' Bike Ride & Parade

New Route This Year!!!

Sunday, July 4th
Gathering - 9:15am
Ride & Parade - 10:00am
Followed by fun at Brush Creek Park

Parent's choice of start locations -

#1 - Older Kids - Eagle Health Center North Lot and Ride Bike Path to Brush Creek Park.

#2 - Younger Kids - Bike Path & Capitol by Boneyard to Brush Creek Park.

events@townofeagle.org



Reach More People With This Post

You could reach up to 1,215 people daily by boosting your post for \$56.

583

People Reached

6

Engagements

Boost Post

HUMAN RESOURCES

Benefits

- Contracts under legal review for 2021 new COBRA Compliance & Administration for HRA, additional research required
- First Hospital Reimbursement Plan Claim pre-planning with vendors

Recruiting – Onboarding

- Filled B & G Seasonal Maintenance Worker – 5 positions filled and onboarded
- Filled Lateral Police Officer position, started 6/14/2021
- Filled Code Enforcement Position, started 07/06/2021
- Filled IT Manager, started 07/02/2021
- Utility Manager reviewing applications
- Mechanic Position Posted

Risk Management, Safety and Work Comp

- Managing 6 General Liability & PC Open claims, 3 carry over, 3 new
- Managed one new work comp claim, now closed
- Researched other municipalities work comp claims management best practices

Other

- Respond to 2 verifications of employment
- Administering 4 Medical Leave of Absence Requests
- Planning Speakers and Agenda for All Employee Meeting in July
 - Sent Employee of the year nominations, awarding at All Employee Meeting
- CivicHR, pending contract compliance, negotiations
- Attended Staffing Projections 4 hr. Class, template will be adopted for town
- Budget research for compensation, CIP/Operating Budget submissions

TOWN CLERK

Communications

- Communications Committee June 2021:
 - Eagle Today June 30th 3219 subscribers
 - Governor Award Winners!
 - [Upcoming Events](#)
 - [Grand Ave. Update](#)
 - [Committee Volunteers Needed](#)
 - [Water Surcharge Update](#)
 - Welcome New Staff!
 - [Open Positions](#)
- Comcast Updates sent June 7, 21 and 28

Licenses

- BUSINESS:
 - 8 Licenses Issued in June – 422 licenses issued for 2021
 - 10 Mobile Licenses have been issued in 2021
 - 75 Home Business Licenses have been issued in 2021
- LIQUOR:
 - Custom Food Works LLC dba Pickled Kitchen & Pantry – New Retail License
 - Landshark Catering LLC dba Roundabout Grill – New Retail License
 - Brush Creek Saloon – Report of Changes (pending)
 - Moe's BBQ - Renewal
 - Project 1901 LLC dba Grand Avenue Grill – Temporary Permit Pending Transfer (public hearing July 27, 2021)
 - Hattori Hanzo LLC – Transfer of Ownership review
- MARIJUANA:
 - No activity

Website – www.townofeagle.org

- Ask the Town questions: 12
 - Dead tree inquiry
 - Garduno's complaint
 - Showdowntown inquiry
 - Marriage license inquiry x 2
 - Internet service inquiry for Eby Creek Mesa
 - Chambers Avenue noise complaint
 - Bill payment inquiry
 - Utility inquiry
 - Eagle Dog Park complaint
 - Fulford addressing inquiry
 - ADU inquiry

Other:

- Records Requests (2)
- IT Manager Interviews June 8

Sales Tax

Filing Period: this indicates sales tax for the actual month sales occurred. These numbers will fluctuate throughout the year as it is reflecting late payments by the retailer or customer retail returns (deductions). Filing Period numbers are updated quarterly. This is the most accurate picture of sales tax collections for that month.

Revenue Period: this amount indicates the month revenue is received by the Town. Revenue period is all money collected by the state for the previous month and any additional months a retailer remits. This amount is what is deposited in the Town's bank account. These returns also get categorized into a "filing period" and are reflected in the sales tax report. This total amount will not change.

2021				Revenue from online sales is included in the Retail sector and OOA. Total retailers includes individual returns and can be duplicate sellers.	
Month	Filing Period	Revenue Period	O/U	Online Sales	Online Retailers
Jan	\$ 548,763.48	\$ 688,558.97	19%	\$67,050.62	1443
Feb	\$ 512,867.73	\$ 576,588.68	20%	\$81,832.64	1311
Mar	\$ 605,219.40	\$ 525,690.74	13%	\$51,489.75	1270
1 Q	\$ 1,666,850.61	\$ 1,790,838.39	18%	\$ 200,373.01	
Apr	\$ 579,428.17	\$ 623,363.57	13%	\$67,089.31	1429
May	\$ 603,756.78	\$ 575,664.72	17%	\$70,368.59	1264
Jun		\$ 629,801.19	24%	\$61,561.99	1416
2 Q		\$ 1,828,829.48	18%		

2020					
Month	Filing Period	Revenue Period	O/U	Online Sales	Online Retailers
Jan	\$ 376,083.83	\$ 578,686.45	35%	\$58,628.84	905
Feb	\$ 600,020.25	\$ 480,407.70	24%	\$33,124.05	840
Mar	\$ 492,881.75	\$ 463,471.24	16%	\$34,545.98	937
1 Q	\$ 1,468,985.83	\$ 1,522,565.39	25%	\$ 126,298.87	
Apr	\$ 425,304.00	\$ 553,180.68	31%	\$131,519.10	927
May	\$ 505,676.56	\$ 492,253.55	20%	\$51,166.82	1097
Jun	\$ 544,617.55	\$ 508,611.57	18%	\$42,823.92	1102
2 Q	\$ 1,475,598.11	\$ 1,554,045.80	23%	\$ 225,509.84	

MUNICIPAL COURT

- Court held June 2nd and 16th

June Citations Issued	Current	YTD	2020
Animal Control	0	15	29
Juvenile	4	10	
Misdemeanor/Ordinance	2	4	29
Parking	5	70	97
Traffic	15	116	160
Total	26	215	315

June Fines and Fees Collected (includes collections for previous months)	Current	YTD	2020
Court Costs	30.00	885.00	1450.00
Criminal Police Equipment and Training Surcharge	20.00	70.00	601.00
Traffic Surcharge	170.00	1762.00	0
Deferred Judgment Fee	0	0	665.00
Fines	2500.00	16740.00	21651.66
Outstanding Judgement Fee	0	300.00	370.00
Stay of Execution Fee	0	0	25.00
Charitable Contribution (discontinued 2019)	0	0	10.00
Bad Check Fee	0	60.00	0
Warrant Fee	0	90.00	0
Failure to Appear	35.00	1015.00	35.00
Victim Restitution Fee	0	0	371.02
Total	\$2,755.00	\$20,922.50	\$25,178.68

June Dispositions (Payments or Court Appearances)	Current	YTD	2020
Animal Control	0	4	110
Juvenile	4	6	0
Misdemeanor/Ordinance	2	1	72
Parking	5	78	443
Traffic	15	85	205
Total	26	174	830

Outstanding Fines and Fees by Date	
Current	610.00
1-30 Days Past Due	800.00
31-60 Days Past Due	1280.00
61-90 Days Past Due	1225.00
91-180 Days Past Due	3939.00
Total	\$7,854.00

COMMUNITY DEVELOPMENT

BUILDING DEPARTMENT UPDATES:

Activity:	Status:
General coordination of contractors and projects.	Ongoing
Communications with Construction Community for Upcoming Reach-Out Meetings.	Ongoing
Participation in Pre-Application meetings as needed.	Ongoing
Plan review and inspection services for pending and active permits.	Ongoing
Expired Permits review and follow-up.	Ongoing
Code Adoption Process (2021 International Building Codes) The Building Department has begun the process of reviewing and completing the adopting ordinance for construction code updates with the intent to adopt the 2021 edition of the International Suite of Codes. In our July CITIX Newsletter (<i>Construction Industry Trades Communication Information Exchange</i>), we will solicit input for adoption and/or amendments to the 2021 Codes, including any recommended changes to the current Title 13 of the Town Code. Please contact Building Official, Charlie Davis, directly if there is an interest in being part of this process.	Ongoing
Work with the Town of Gypsum Building Department for Electrical Inspection Services. June – (23) inspections.	Ongoing
Archived plans – department is receiving large numbers of inquiries. Staff continues to electronically archive permits and plans.	Ongoing
CITIX JULY TENTATIVE TOPICS: <i>Construction Trades Information Exchange</i> - COVID-19 updates at Town Hall 2021 Code Adoption Stakeholder meetings - Tips for the application process - PV Systems - Update on current development projects - Use Tax - New Comm Dev Staff - Fire District update - Public Works update	- CITIX is a way for the Community Development Department to communicate with the Contractor community. - Latest issue sent July 1, 2021 - Next issue scheduled to be distributed October 1, 2021

The chart below shows the number of inspections conducted and building permits issued for the current month, the previous month, and the year to date.

Building Department Activity 2021					
	April 2021	May 2021	June 2021	YTD 2020	YTD 2021
Number of Inspections	106	132	101	1970	628
Number of Permits Requiring Plan Review	14	12	9	*	73
Number of Building Permits	21	27	13	498	121
Building	11	13	11	160	57
Electrical	2	6	0	137	22
Plumbing	1	1	0	69	12
Mechanical	1	5	2	107	28
Demo	0	1	0	3	1
Out of Town Water/Sewer Taps	1	1	0	22	4
<i>ALL Commercial*</i>	0	2	6	24	10
<i>SF Detached Residential*</i>	3	2	0	11	5
<i>Multi-Family & Attached SF Residential*</i>	0	0	0	16	0
<i>Residential Remodel/Addition/Basement Finish</i>	6	1	1	49	19
<i>PV</i>	2	2	3	46	14
<i>One Stop</i>	5	21	4	102	53

Unavailable

- **Major Construction Projects Under Review and Oversight:**
 - **Broadway Station** – Elevator permit received from NWCCOG on 3-30-21. Pre-drywall inspection completed, and the trusses have been added to top floor. No new construction changes to report. Anticipated approval in the Fall of 2021.
 - **Talon Flats** –PV System was released on June 18th and a rough inspection was performed on June 23rd. No new construction changes to report. Anticipated occupancy approval for the Fall of 2021.
- **Upcoming Activities for July 2021:**
 - Continue procedure for code updates to 2021 Codes, set to be adopted Spring of 2022.
 - Continue customizing Community Core Solutions.
 - Continue electronic archiving of permits.

PLANNING DEPARTMENT UPDATES:

PLANNING ACTIVE APPLICATIONS	STATUS
Red Mountain Ranch	• Landowners working with 1) CDOT on HWY 6 access and 2) water system engineering (no update). • Anticipating new land use application in 2022.
Brush Creek Road Extension	• Design plans have been submitted to Town Engineer for review - approval deadline was May 14th. PW staff to work with Town Attorney, Town Manager, Council on wording/drafting of approvals. • No new information to report (7/9/2021).

Haymeadow	• PUDA20-01 – Haymeadow Amendment - o Project close-out – recording of ordinance, development agreement, PUD Guide, Development Plan. • S20-01 - Haymeadow Amended Final Plat - o Recording final plat – extension granted to tax abatement of agricultural parcels until August 2021.
263 & 483 Sawatch Contractor Yard Special Use Permit	• Application & payment received as of 6/29/21. • Staff reviewing for completeness.
DR21-01 – Sinclair Station	• Applicant submitted additional application documents. • No new meeting scheduled as of 7/9/2021.
SU21-03 – 113 E. Fourth St. Vet Clinic	• Staff working with property owner on Encroachment Permit.
AN21-01- 1819 Brush Creek Rd	• Staff working on recording annexation map.
PUDA21-01 - Eagle Ranch 6th PUD Amendment	• Completeness review – pending. • No new information to report (7/9/2021).
PRE-APPLICATIONS	STATUS
341 Broadway Mountain Animal Hospital Center	• Pre-app meeting complete. • Proposing re-development of site – maintaining existing SUP approval for veterinary clinic.
295 Eby Creek Rd. (previously Burger King)	• Application for SUP for Rapid Care Clinic forthcoming, summer 2021.
1215 Chambers Ave. Innovation Station	• Concept plan and drainage info was sent to Public Works. • PUD application expected late summer/early fall.
Reserve at Hockett Gulch – Subdivision & Major Development Permit	• Staff anticipating new application in July. • Preliminary/Final Plat & Major Development Permit. • Town collaborating with Carrie McCool on plan review.
LONG RANGE PLANNING	STATUS
Elevate Eagle Comprehensive Plan	• Appendix A – connect with Eagle County Housing for housing report – temporarily on hold. • State Demographer report for Appendix A – in progress. • FLUM Amendment – tweaks to the Future Land Use Map based on updates made to the zoning map not completed at time of FLUM adoption/ratification. • No new information to report (7/9/2021).
Title 4 Land Use Code Update	• Staff held virtual kick off meeting on June 18th. • Clarion visit scheduled for July 15 & 16, final agenda forthcoming.
Hwy 6 Corridor Study	• Project now in Phase 2 (April 2021 – October 2021). • Phase 2 Town & Consultant charette was held on June 28th.
East Eagle Sub Area Plan	• Continue to revise concept plans and draft plan outline based on public feedback.
County West Eagle Property	• 4 RFQ's received and presentations heard on April 23rd. - o Favoring Gardner Capital with Norris Design. • No new information to report (7/9/2021).
SolSmart – Bronze Designation	• Staff reviewed zoning and baseline assessment on March 25th. • No new information to report (7/9/2021).

ECSD Employee Housing Project (3 rd Street)	• Need comp plan FLUM amendment, rezone, subdivision, development permit. • Application forthcoming, summer 2021. • 12-14 units currently proposed.
OTHER	STATUS
MOBILE VENDING / ENCROACHMENT	• No new applications to report.
ORDINANCES	• Impact Fee Ordinance Update - o Review of Public Safety and Fire District Nexus studies underway. - o No new information to report (7/9/2021).

Upcoming Meeting Schedule:

July 2021
July 13 th (Town Council) • Ratification Hearing: East Eagle Sub Area Plan (EESAP) • Two10 Freestone – performance guarantee release • Chambers Lofts – performance guarantee release • Community Development Department Update
July 20 th (Planning & Zoning Commission) – No Meeting.
July 27 th (Town Council) • No files scheduled at this time.
August 2021
August 3 rd (Planning & Zoning Commission) • No files scheduled at this time.
August 10 th (Town Council) • No files scheduled at this time. • Community Development Department Update
August 17 th (Planning & Zoning Commission) • No files scheduled at this time. • Department & Town Council Update
August 24 th (Town Council) • No files scheduled at this time.

POLICE DEPARTMENT



June 2021 Calls for Service: **911**
Calls for Service January – June 2021: 5,105

June 2020 Calls for Service: 1,025
Calls for Service January – June 2020: 5,115

Agency Assist 30

Assault 4

Burglary

Citizen Assist 53

Civil 5

Crash 16

Damage/Vandalism 4

Death 2

Disturbance 14

Dogs Leash, Welfare or Noise (EPD and not A.C.) 4

Domestic/Disturbance- Harassment or Assault 4

DUI/D 1

DUR 7

Fire/Medical 19

Fraud 2

Harassment 6

Juvenile/Family Incident 16

Missing/Recovered Juvenile – Adult 3 - 1

Noise 5

Protection Order Violation 3

Sex Assault/Misconduct Investigations 4

Sex Offender Check/Registration 1

Suicidal/Welfare 11

Suspicious Person/Vehicle/Occurrence 39

Theft 14

Trespassing 4

Warrant Arrest 5

Wildlife 3

There were several events this month!

Chief J. Stauffer and Officer D. Sriver assisted with traffic control and safe routes for the junior athletes for Brush Creek Elementary School's annual biathlon. All junior participants did a great job!

Several EPD officers were able to take a little bit of time in between calls for service to walk around the Eagle Outside event. Aside from a bike theft incident involving fraudulent credentials, the event operated well and attracted a great crowd of outdoor enthusiasts. If you ever wanted to demo an 8K mountain bike, this is the event to be at!

Although short-staffed for events this month, several EPD officers who were originally scheduled on their days off, came in to assist with our annual Flight Days event. There were plenty of smiling faces for the parade! EPD took the lead for floats and got to show off the new hybrid police car with updated mountain-themed door graphics.

Show Downtown events began this month and the first show was well attended. EPD had two officers committed to the event for public safety. It's great to be outside with family and friends at concerts again!

Officer Sanders spent some time at the ballfields for the opening day of baseball. He also checked in with athletes at the BMX park during the race series. If you haven't seen kids race on a BMX track, you're missing out on observing some great talent! These kids rock!

Officers D. Sriver, H. Samudio, E. Bonta, and J. Shaffer attended the Climb for Hope at the Eagle Climbing + Fitness center. The event was established to bring awareness to Speak Up Reach Out mental health and behavioral health initiatives.

EPD continues to support our young entrepreneurs with sidewalk pop-up stands with our annual Lemonade Stands project. With the nicer weather, more of these have been popping up in our neighborhoods. EPD continues to investigate why lemonade at these stands tastes better than what we have at Town Hall!

After a call nearby a residence, Officer Causey stopped and visited with a child who was celebrating his 6th birthday. He was a happy kid! Several stickers were handed out before Officer Causey needed to leave. A few days before, Officer Stahl happily gave kids a police car tour and handed out some stickers following a call for service at a local restaurant.

And in other news... your Eagle Police Department noted increases from last month in several calls for service (CFS) areas, including traffic complaints, thefts, traffic crashes, agency assists, assaults, vandalism, suspicious occurrences, and warrant arrest contacts. Contacts involving impaired individuals involved in suspicious activities or disturbances increased substantially. Road rage-type incidents flowing off I-70 into Eagle have increased as well.

A road rage incident turned into an arrest of a subject who had five active warrants when officers spotted the vehicle at City Market. Officers discovered the driver was also revoked. A search of the suspect yielded an additional charge, as a narcotic was found.

Disturbances at local licensed liquor establishments increased this month. In one case, an argument inside the establishment spilled onto the street, where it turned physical. One party, who also had an outstanding warrant for his arrest, was pushed to the ground by another patron and was transported to the hospital after hitting his head on the paver. A second involved person was identified, located, and charged.

EPD responded to a local gas station on a report of a disturbance, only to find out that the subjects were left in a vehicle. EPD located the vehicle pulling into a closed business. Upon contact, one of the occupants was discovered to have multiple warrants, including two felony warrants for dangerous drugs. That subject was arrested.

A driver reported another vehicle hit her vehicle and then left the scene of the crash. Another family member followed the fleeing vehicle and called the police. The family member saw the other vehicle park and reported the location to dispatch. EPD was able to contact the vehicle and driver. The driver who fled the crash had signs of impairment. He was arrested for DUI, leaving the scene of a crash and with no insurance.

A business owner reported an unlawful sexual contact and indecent exposure incident as a customer was leaving the business. EPD conducted an investigation and located the subject. The subject was placed under arrest and transported to jail. EPD is working with a network of providers for a child abuse and neglect case. These are the types of cases that are difficult to investigate and emotionally consuming. The child in this particular case is in a safe place and EPD has identified the suspects. EPD has forwarded this case to the District Attorney for charging.

EPD assisted an Eagle County Deputy who had stopped a vehicle in Eagle and suspected the driver was involved in the transportation of narcotics. Sure enough, a search led to the discovery of 8 kilos of methamphetamines and fentanyl. EPD aided with transporting the driver to jail, so the deputy could tow and process the vehicle.

Just don't drive: A driver/vehicle was called in as being suspicious after a firefighter attempted to wake up the driver who was passed out with an open liquor container. The driver eventually woke up, said he didn't drink the liquor, and began to drive away. An EPD officer contacted the driver and discovered he was revoked, had 16 additional active driver's license violations pending, and had violated a protection order. The driver was charged.

A driver who was identified and fled in a vehicle from Eagle Police several months ago was arrested on our warrant and several other warrants when contacted by Westminster Police. A discussion between area police chiefs and the Eagle County Sheriff revealed a connection between front-range individuals who are coming into mountain communities to commit crimes. There has been a notable increase in this area.

Father's Day turned into a response from multiple agencies as the Sylvan Lake fire began to advance towards campsites. EPD assisted with road closures and evacuations. Thankfully, the weather began to cooperate and assist with the Type I fire team that was subsequently deployed. Containment of the fire continues and additional restrictions are scheduled to be lifted in July.

Officer Shaffer came across a semi-truck that was almost out of fuel. The driver asked to leave the trailer on the street so she could obtain fuel at a local stop. Officer Shaffer gladly helped out and watched the trailer for the driver's short trip to the gas station.

EPD officers fielded several calls from motorists and kept the bathrooms open for stranded travelers when I-70 closed on the 27th. One family spoke with the Chief of Police the following day to thank the night shift officer who allowed them to plug an extension cord into the Town outlet to operate a CPAP.

This month's update is dedicated to Arvada School Resource Officer Gordon Beesley. SRO Beesley was working regular patrol during the summer break. On June 21, 2021, he responded to a suspicious event CFS near the Arvada Library. A subject saw SRO Beesley checking the area and shot him from behind, killing the Arvada police officer. SRO Beesley was remembered as a dedicated school resource officer, a hippie, a musician, a husband of 18 years, and a father to two teenage sons. Two EPD officers were among the hundreds of Colorado law enforcement officers gathered at Flatirons Community Church in Lafayette for Beesley's funeral. It was the [second time in three months](#) that officers have gathered there to remember a Colorado police officer killed in the line of duty. *Note - this is the sixth confirmed shooting of a Colorado police officer this year alone as increased violence directed towards police continues as a national trend.*

County Court – Available upon request.

Local and Regional Calls for Service – Available at Dispatch

PUBLIC WORKS

General

- My updates become more brief as Public Works become more busy. June and the first week of July have had, and continue to have, a large focus on special event support. Our Streets and Buildings & Grounds teams are largely structuring their day-to-day work around event support.
- We also spend a lot of staff time on the Comcast broadband project. Currently our Town Engineer, Public Works Inspector, and Water Maintenance Technician spend the majority of their time performing underground utility locates and problem solving related to the Comcast work. I expect this to continue through the end of the construction season.
- Our beloved staff mechanic, Marcus Medina, is leaving us for a terrific opportunity. We're sad to see him go, happy for his good fortune, and thank him for all the great work he has done for us.

Streets

- Gravel/soil road shoulder maintenance work is ongoing, currently in the Fourth of July Road/East Haystacker areas. The week of July 19th we intend to have a couple of one day road closures along East Haystacker and Arroyo. We will use our portable variable message sign, social media, Eagle Ranch HOA, to get the word out.

Buildings and Grounds

- We momentarily had all six of our seasonal B&G maintenance worker positions filled, but alas that did not last. Nevertheless, B&G is doing a great job with five seasonal staff.
- B&G is working to resolve the malfunction with the fire pit at the River Park, the problem appears to be with the ignition system and we are working with the appropriate vendor to resolve it soon.

Water/Wastewater

- The Lower Basin Water Treatment Plant began producing potable water and sending it to our customers on Tuesday July 6th. No one noticed, which indicates that it was a complete success. So far we've only produced about 300,000 gallons of water at the new plant as we continue to go through start-up testing, but no problems so far. As a point of reference, on a hot summer day, our customers use over three million gallons of water.

Open Space

- The Youth Conservation Core team did a great job of removing the old wire fence from the Abrams Creek Gulch area and that work is complete.
- We selected SE Group from Frisco as the consultant for the Open Space and Trails Master Plan project, the kickoff has occurred, and work is in progress.
- Construction of improvements at the Haymaker Trailhead has begun.

Engineering

- We have issued the final right-of-way permit to Comcast for their system build-out within the Town.
- Dennis is making progress on the art wall project and we will have some options to share with the Council soon.



To: Mayor and Town Council
From: Jenny Rakow, Town Clerk
Date: July 13, 2021

Agenda Item: 2021 Election Information

REQUEST: This is an informational item for the Council's awareness regarding the November 2021 Regular Municipal Election (coordinated with Eagle County), the nomination process for council members, and the election timeline.

BACKGROUND: With the passage of the Home Rule Charter, the Town of Eagle now has our general elections in odd years in November allowing for coordination with Eagle County. Previously the Town held its general election on even years in April and held a standalone election at the Town Hall. Our Charter adoption created an adjustment period for some of our council terms. Due to appointments made in 2020 and 2021, we have three seats open this year. The election will be held for two, two-year terms expiring in 2023 and one, four-year term expiring in 2025.

David Gaboury, Geoff Grimmer, and Janet Bartnik are the appointees who currently have these terms. All appointments are made based upon the position being held until the next general election.

Current Terms:

Mayor, Turnipseed	2020-2025
Bodenheimer	2020-2025
Kerst	2020-2025
Solomon	2018-2023
Gaboury*	2020-2021
Grimmer*	2021-2021
Bartnik*	2021-2021
Vacancy#1	2021-2023
Vacancy#2	2021-2023
Vacancy#3	2021-2025

ANALYSIS: As part of the election process, the Town Clerk prepares a Candidate Information packet that is available to candidates when they pick up their nomination petitions. Public notice is also required, which has been scheduled. Both the candidate packet and public notice are attached to this memo. The nomination Petition circulation period is August 3 - August 23, 2021.

COMMUNITY INPUT: The community will provide their input by choosing to run for the office of council members and voting in the election.

BUDGET / STAFF IMPACT: The November election is a budgeted item.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The foundation of the town is based upon its elected officials reviewing and implementing the strategic plan as a whole.

RECOMMENDED ACTION OR PROPOSED MOTION: No action is required, this is an informational item only. Please feel free to ask the Town Clerk any questions regarding the election process.

ATTACHMENTS:

1. Candidate Information
2. PUBLIC NOTICE CANDIDATE PETITIONS 7.8.21



**TOWN OF EAGLE
REGULAR MUNICIPAL ELECTION
TUESDAY, NOVEMBER 2, 2021**

CANDIDATE INFORMATION



Welcome Candidate!

Thank you for your interest in participating in the Town of Eagle's Municipal Election. The election will be a mail ballot coordinated election with Eagle County held on Tuesday, November 2, 2021, to fill three seats for the position of Town Council two positions will have a two-year term until November 2023 and one position for a four-year term until November 2025. Candidates must choose which term they are running for.

The enclosed materials have been prepared by the Town Clerk to answer general questions concerning the election process, nomination and petition information, council meetings and required Fair Campaign Practice Act (FCPA) report filings.

If you have questions after reviewing this information, or at any phase of the election process, please call me at 970-328-9623, or by e-mail at clerk@townofeagle.org. I will be happy to find answers to your questions.

I look forward to working with you during this election!

Jenny Rakow, CMC
Town Clerk



GENERAL ELECTION INFORMATION

Election Day: Tuesday, November 2, 2021. This will be a mail ballot election, and the Eagle County office will accept ballots from 7 AM to 7 PM on election day in addition to those mailed in.

Ballot: Positions to be voted on at this election will be for three Town Council members. One term is four-years expiring in November 2025 and two are a two-year term expiring in November 2023.

Candidate Forum: Candidates will have an opportunity to meet each other and the public in a Candidate Forum. The Forum is normally hosted by the Eagle Chamber of Commerce who picks a moderator for the evening. The Forum will be recorded for viewing on-line. This year's Forum has not yet been scheduled. Candidates will be notified as soon as a date is set. (Plan to be available the week of October 11).

NOMINATION PETITION INFORMATION

Nomination petitions are available from the Town Clerk beginning August 3, 2021, and must be returned by August 23, 2021. Petitions must be signed by a minimum of TEN registered electors. Candidates or circulators will choose either the two- or four-year term petition to complete. Further instructions are included on the form.

Qualification of Nominated Candidates: Candidates for the Office of Council Member for the Municipality of Eagle, Colorado shall be a citizen of the United States of America, a registered elector of the Town, a resident of the Town for a period of no less than twelve (12) consecutive months immediately preceding the date of the election; and currently eligible to vote in Colorado general elections.

TOWN COUNCIL MEETINGS AND GENERAL INFORMATION

Council Members receive compensation of \$500.00 per month.

Regular Town Council Meetings: The regular meetings of the Council are held the second (2nd) and fourth (4th) Tuesday of each month, with special meetings, retreats and work sessions being held as needed. Regular meetings generally begin at 6:00 PM, though there are exceptions to meeting start times. Meetings are held at the Eagle Town Hall, 200 Broadway. Regular Council meetings can be viewed on the Town's [website](#) by clicking the video icon.

Meeting/Agenda Packets: Candidates should sign up to receive agendas on our website, if they have not already, and are encouraged to attend the public meetings of the Town Council. If you sign up for



this list, subscribers are automatically notified by email when the agenda and packet have been posted to the Town's webpage. Candidates can download and print the packet if they prefer a paper copy.

With regard to electronic packets, the Town started using a special cloud-based program in 2019 called CivicClerk which provides a secure "Council Portal" for council members to receive packets and allows for confidential note-taking for members. The Town Clerk posts to the portal and members can access all meetings in this portal. Currently, the Town supplies Surface Pro laptops to review all Town electronic information.

Members should familiarize themselves with the Town's website for town information:
www.townofeagle.org.

The Town Council adopted a revised **Strategic Plan** in 2020. This document establishes a common language and proposes strategies designed to ensure a bright future for Eagle. [For more information, go to the Strategic Plan page.](#)

The Town's **Municipal Code** is hosted on-line by [MuniCode](#) and is updated throughout the year with code changes. This is the most accurate version of the Town's Code and should be used when researching or referencing Town Ordinances. Access to the code is on our main page of the website.

In addition to the Town's Municipal Code, governance is also guided by the **Town Charter**, adopted in April 2020. A copy of that is available on our website [here](#).

The Town is recently updated its **Comprehensive Plan** at the end of 2020, the final version of that document is available on our website [here](#).

The Town Council has adopted a **Code of Conduct and Ethics** as required the Town Charter, that document is available on our website [here](#).

***New Council Members Take Office:** After the election, successful candidates will be sworn into office at the regular meeting of the Town Council on **Tuesday, November 23, 2021**. Due to election timelines, the election will not be final until November 17th.



CANDIDATE DATES – FCPA FORMS WILL FOLLOW

DATE	ACTION
August 3, 2021 <i>Tuesday</i>	FIRST DAY Nomination Petitions can be circulated CRS. 31-10-909(a)
Within 10 Days after Petition is received by Clerk	☐ Candidates must file Candidate Affidavit / Fair Campaign Practices Act Paperwork with Town Clerk; Title 1, Article 45 (sign and leave with Clerk when checking out petition)
August 23, 2021 <i>Monday</i>	☐ LAST DAY that nomination petitions may be circulated and signed prior to the regular election. CRS. 31-10-909 (a) ☐ LAST DAY for nomination petitions to be filed with the municipal clerk. CRS. 31-10-909 (a)
August 30, 2021 <i>Monday</i>	☐ LAST DAY that nomination petitions that do not contain the requisite number of names of electors qualified to sign the petition can be <u>amended</u> in this respect prior to the election. CRS 31-10-909 (a) ☐ If any candidate should die or withdraw from the nomination prior to 63 days before the election, the vacancy may be filled by the vacancy committee; if no committee has been assigned, petition may be used in the same manner as original petition. CRS 31-10-304 (1) ☐ **LAST DAY to withdraw nomination petition. See requirements in CRS 31-10-909 (b) (a notarized statement is all that is required)
August 31, 2021 <i>Tuesday</i>	☐ LOT DRAWING for names on ballot; a signed letter of acceptance or withdrawal for candidacy must be submitted to the Clerk. The Town Clerk will perform the lot drawing and provide notice to candidates so they may attend.
October 11, 2021 <i>Monday</i>	☐ *FIRST DAY Designated Election Official can mail out ballots CRS 31-10-910(2)(a) ☐ FIRST DAY ballots can be made available CRS 31-10-910(2)(d)
October 12, 2021 <i>Tuesday</i>	☐ Contribution reports required by the Fair Campaign Practices Act to be filed with the municipal clerk must be filed on the twenty-first day and on the Friday before (November 2) and thirty days (December 2nd) after the election. ** Clerk receives them only. There is a \$50 per day fine to candidate who does not turn them in on time. Title 1-45-108 (1)(a)(I) and 1-45-108 (1)(II) and 1-45-108 (2)(II)
October 29, 2021 <i>Friday</i>	☐ LAST DAY to file with the Clerk, contribution reports required by the Fair Campaign Practices Act. CRS 1-45-108 (2)(a)



DATE	ACTION
November 2, 2021 <i>Tuesday</i>	ELECTION DAY
November 10, 2021 <i>Wednesday</i>	☐ Last day ballots of overseas and military voters may be received in order to be counted.
November 12, 2021 <i>Friday</i>	☐ LAST DAY for designated election clerk to open the returns and make all abstracts of votes for each office in the presence of the Mayor or other assistant. CRS 31-10-1201 ☐ LAST DAY an interested party may request a recount, at their expense. CRS 31-10-1207 ☐ CANVASS must be completed, and election results certified; copy of the Official Abstract of Votes Cast must be sent to SOS; newspaper; website. CRS. 31-10-1201 ** Results are official only after canvass
December 2, 2021 <i>Thursday</i>	☐ LAST DAY to file with the Clerk, contribution reports required by the Fair Campaign Practices Act. CRS 1-45-108 (2)(a)
November 23, 2021 <i>Tuesday</i>	☐ SWEAR IN NEW COUNCIL MEMBERS/APPOINT MAYOR-PRO-TEM

FCPA FORMS:

If you are spending money, you must open a separate bank account to hold the campaign funds.

Even if you are not spending any funds, you must complete the Non-Expenditure of Funds form.

Reporting Dates for the forms are:

August 23

October 12

October 29

December 2



PUBLIC NOTICE
TOWN OF EAGLE REGULAR MUNICIPAL ELECTION
NOMINATION PETITIONS AVAILABLE

The Town of Eagle Regular Municipal Election will be held on Tuesday, November 2, 2021, as a coordinated election with Eagle County. There are three (3) Councilmember positions that will be on the ballot, one position is for four (4) years and two are for two (2) years. Nomination petitions for the office of Councilmember will be available for circulation beginning on Tuesday, August 3, 2021, at 8:00 am. Nomination petitions must be filed with the Town Clerk's Office no later than Monday, August 23, 2021, at 4:30 pm. Candidates must be a citizen of the United States, eligible to vote in Colorado general elections, must be a registered elector and must have resided within the incorporated limits of the Town of Eagle for twelve (12) consecutive months immediately preceding the date of the election.

A handwritten signature in blue ink, appearing to read "Jenny Rakow".

Jenny Rakow, CMC
Town Clerk

Publish Dates:

EVE: July 8, 15, and 22, 2021

VD: July 8, 9, 10, 15, 16, 17, 22, 23, and 24, 2021



To: Mayor and Town Council

From: Bill Shrum, Assistant Town Manager

Date: July 13, 2021

Agenda Item: Resolution No. 53, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Adopting an Intergovernmental Agreement between the Town of Eagle and the City of Glenwood Springs for Broadband Operational Support."

REQUEST:

Staff is requesting that the Council review the draft resolution No. 53, Series 2021 and the draft intergovernmental agreement (IGA) between the Town and the City of Glenwood Springs for broadband operation support.

INTRODUCTION:

In the Broadband Feasibility Study published by Uptown Services and presented to the Town in December, 2019, the viable option supported by the Town Council included a proposed operating agreement between the Town and the City of Glenwood Springs to share operational costs. Glenwood Springs has been operating a retail municipal broadband network for several years, and recently reinvested in their network to provide service to each property in the City. This investment includes expanding their operational support staff required for operating a broadband network, and the City has affirmed that they have additional capacity to assist the Town of Eagle. The draft IGA is the result of months of iterative work and negotiations between the Town of Eagle, the City of Glenwood Springs, the City's legal department, and the Town's Communications Legal Council, Ken Fellman.

Other communities in Colorado who operate a municipal broadband network have assembled a shared operating program, including the affiliate cities of the Poudre Valley Power Authority and the Delta-Montrose Electric Association. These programs required a shared set of network infrastructure, a fee-for-service model, and coordinated use of personnel and rolling capital.

ANALYSIS:

Within the IGA, The Town of Eagle is committing to purchasing software licenses and maintaining equipment that matches the network in Glenwood Springs. The Town and Glenwood Springs are using the same Passive Optical Network (PON) design, making it easy to share similar equipment. The Town will direct its existing customers to use the Glenwood Springs customer support for increased availability during the week. Literature and marketing by the Town will represent the Town of Eagle's brand. The fee that the Town will pay the City of Glenwood Springs is \$10/ month per customer for standard support and an hourly fee for additional enterprise level support and service mobilization. Eagle County and Mammoth Networks, two existing customers of the

Town, have requested this additional capacity and with the adoption of the IGA the Town will have these service capacities without the upfront investment.

The City of Glenwood Springs will provide the Town an operational support system, reporting of network performance and service standards, active network management, advise on equipment procurement, field technical services for outages and other emergency response, and an integrated database with online portal access for improved GIS and network management of the Town's network.

Due to the investment in hardware, software, and personnel training required to execute this joint partnership, the IGA is written for an initial five-year term with the option to renew at three-year intervals afterwards. The IGA can be terminated by either party with nine months written notice. This termination period is necessary for the Town to solicit vendors, purchase equipment, and train personnel or alternative service solutions in a timely manner and not create service interruptions.

Town Staff will take an approved draft IGA to the City of Glenwood Springs and receive approval of the changes from the City before bringing a final version of the IGA back to the Council at the next available opportunity.

COMMUNITY INPUT:

Community input has not been gathered for this intergovernmental agreement.

BUDGET / STAFF IMPACT:

There is no budget or staff impact to the draft reading of this resolution.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Adopting the Town of Eagle – City of Glenwood Springs IGA for Broadband Operation Service supports the Town Council Strategic Goal of developing and implementing broadband solutions by allowing us to provide comprehensive operational support to existing customers without the upfront investment that would be required without this agreement.

RECOMMENDED ACTION OR PROPOSED MOTION:

Recommended action is that the Town Council provide feedback on the first reading of Resolution 53, Series 2021, and schedule a second reading of the resolution and associated intergovernmental agreement for July 27, 2021.

ATTACHMENTS:

Resolution 53, Series 2021 – Glenwood Springs Broadband IGA.pdf
070721 Eagle CoGS IGA for broadband services final draft.pdf

TOWN OF EAGLE, COLORADO
RESOLUTION No. 53
(SERIES 2021)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO ADOPTING AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF EAGLE AND THE CITY OF
GLENWOOD SPRINGS FOR BROADBAND OPERATIONAL SUPPORT

WHEREAS, the Town of Eagle and the City of Glenwood Springs are both Meet-Me Centers on the Project THOR network; and

WHEREAS, the City of Glenwood Springs has an established history of providing broadband operational support for retail and anchor institution customers subscribed to the Community Broadband Network; and

WHEREAS, the feasibility study conducted by Uptown Services in 2019 highlighted that the Town of Eagle would find operational efficiencies and cost savings by partnering with the City of Glenwood Springs for support of its Meet-Me Center operations;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, THAT:

Section 1: The Town of Eagle and the City of Glenwood Springs will enter into an Intergovernmental Agreement for broadband operation support; and

Section 2: The Intergovernmental Agreement will persist in accordance with and until terminated through a process described in Section 10 of the agreement.

INTRODUCED, READ, PASSED, AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on July 27, 2021.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk

INTERGOVERNMENTAL AGREEMENT BETWEEN CITY OF GLENWOOD SPRINGS AND TOWN OF EAGLE

THIS INTERGOVERNMENTAL AGREEMENT (the “Agreement”) is made and entered into this ____ day of _____, 2021 by and between the CITY OF GLENWOOD SPRINGS, a Colorado Home Rule Municipality, acting by and through its Community Broadband Network Enterprise, whose address is 101 West 8th Street, Glenwood Springs, CO 81601 (the “City”), and the TOWN OF EAGLE, whose address is 200 Broadway, Eagle, CO 81631 (the “Town”) (collectively, the “Parties”, individually, a “Party”).

WHEREAS, pursuant to the provisions of Section 29-1-201 et seq., C.R.S., as amended, the Parties have authority and are encouraged to enter into intergovernmental agreements to make the most efficient and effective use of their powers and responsibilities; and

WHEREAS, the Parties share similar objectives in expanded access to reliable and affordable high-speed broadband Internet services in rural Colorado; and

WHEREAS, the City’s Community Broadband Network provides fiber broadband services and is working on expanding its services; and

WHEREAS, the Town also desires to provide fiber broadband services; and

WHEREAS, the Town desires to retain the City to provide customer support, network management, and fiber outage recovery in exchange for fees described herein; and

WHEREAS, the City has capacity to provide the services requested by the Town and fees collected from the Town will help pay for the City’s fiber to home system.

NOW, THEREFORE, in consideration of the mutual covenants and agreements identified below, the Parties agree as follows:

1. **Incorporation of Recitals.** The forgoing recitals are incorporated herein as if set forth in full.

2. **Responsibilities of the Town:** The Town shall have the following responsibilities related to the operation of its fiber broadband system:

a. **Operations Support System:**

- i. The Town shall serve as the service provider of record for the Town’s broadband and voice services;
- ii. The Town shall maintain all Great Lakes Data Systems (GLDS) and associated software licenses necessary to provide broadband function comparable to the City’s Operations Support System (OSS) configuration;

- iii. The Town shall maintain Momentum Telecom and associated software licenses to provide Voice Over Internet Protocol (VoIP) function comparable to the City's OSS configuration;
 - iv. The Town shall maintain a payment processing vendor that integrates with GLDS.
- b. Reporting: The Town shall run and utilize BroadHub reports as needed for operational supervision and work order management of customer installs, service calls, and service suspensions/disconnects.
- c. Service Area Launches:
 - i. The Town shall provide 30 days' advance notification to the City of upcoming service launches and quantity of new serviceable premises; and
 - ii. The Town's new service launches shall not exceed 100 new premises per month without prior written authorization from the City.
- d. Equipment Selection and Management:
 - i. The Town shall procure necessary network equipment and materials for all construction and installation;
 - ii. Unless otherwise mutually agreed to by the parties, the Town will exclusively utilize Calix, GLDS, VoiceLog, Momentum and OnTrac during the term of the Agreement; and
 - iii. The Town shall provide the City with electronic inventory files of upcoming deliveries prior to equipment delivery in the Town;
 - iv. The Town shall confirm packing slip inventory matches goods received; and
 - v. The Town shall manage its own inventory, inventory counts, and reconciliations.
- e. Equipment Construction and Installation:
 - i. The Town shall source and manage its own Outside Plant ("OSP") construction activities; and
 - ii. The Town's install technicians will update all subscriber accounts using GLDS's WinForce Tech module.
- f. Field Technical Services: The Town shall provide onsite service and support for its subscribers including customer installs and service truck rolls.
- g. Residential and Commercial Sales:

- i. The Town shall direct customers to GLDS's MyBroadband market portal for self-subscription;
 - ii. The Town shall provide customers with a phone number to contact a City Customer Service Representative; and
 - iii. The Town shall develop, produce and implement all sales planning, direct marketing collateral, and advertising.
- h. Enterprise Broadband and Voice Sales: The Town shall conduct local sales activities towards the enterprise segment as needed.
- i. House File and Address Validation:
 - i. The Town shall provide the City an initial reference address file;
 - ii. The Town shall resolve issues related to address accuracy that preclude subscriber turn-up within 5 days; and
 - iii. During the construction and certification phase the Town shall provide the City with electronic updates of addresses changing status as service areas are released.
- j. Billing:
 - i. The Town's billing cycles and dates shall match those of the City;
 - ii. The Town shall manage and resolve any subscriber billing issues not resolved by the City's Customer Service Representative;
 - iii. The Town shall produce and mail hardcopies of customer bills to customers; and
 - iv. The Town shall receive and accept any cash payments at Town Hall.
- k. Monthly Fees: The Town shall pay the following fees to the City within thirty days of receipt of invoice from the City:
 - i. A fee of \$10 per month per subscriber; and
 - ii. A fee of \$.25/Mbps for monthly bandwidth usage to 910Telecom (billed in 1G increments); and
 - iii. Additional fees as appropriate for enterprise service support provided by the City and approved in advance by the Town.
- l. Marketing:
 - i. The Town shall manage public relations to provide its citizens information about services and support; and
 - ii. The Town shall develop, produce, and distribute required direct marketing collateral to potential subscribers; and
 - iii. The Town shall develop, produce, and purchase media for any required advertising.

3. **Responsibilities of the City:** The City shall have the following responsibilities related to the operation of the Town's fiber broadband system:

a. **Operations Support System:**

- i. The City shall recommend system inputs, fields, and other settings to initially configure GLDS's BroadHub;
- ii. The City shall configure the Town's pricing as needed in BroadHub;
- iii. The City shall manage GLDS system configuration changes for the Town; and
The City shall provide IP Transit for Internet Access as mutually agreed upon with the Town.

b. **Reporting:** The City shall report network performance metrics (Service Level Agreement metrics) on a monthly basis.

c. **Active Network Maintenance and Support:**

- i. The City shall provide network administration and troubleshooting functions for all centralized electronics (e.g. server configuration, firewall, equipment monitoring, etc.) as they relate to the Town's FTTX project.
- ii. The City shall provide Tier 1 & 2 support of FTTP electronics; and
- iii. The City shall provide Optical Network Terminal ("ONT") provisioning.
- iv. The City shall not provide any support or function whatsoever for the Town's IT department.

d. **Equipment Selection:**

- i. The City shall advise the Town regarding selection of necessary network equipment and materials; and
- ii. The City shall add the goods received by the Town into their GLDS inventory.

e. **Equipment Installation:** The City shall advise the Town regarding selection of necessary installation materials and methods.

f. **Field Technical Services:**

- i. The City shall respond to major outages (e.g. fiber cuts or splicing) involving OSP repairs within two hours after receiving written notice from the Town of an outage;
- ii. The City shall charge the Town \$250/hour with a 4-hour minimum for responding to calls for major outages and \$125/hour for responding to other outage or damage calls.

- iii. The City may provide at the Town's request on-site technical assistance at a rate of \$125/hour when scheduled times are agreed upon by both parties.
- iv. The City will respond within two (2) hours to enterprise level support calls made by the Town outside of normal business hours.

g. Residential and Commercial Sales:

- i. The City shall manage the GLDS MyBroadband Market Portal;
- ii. The City shall provide Customer Service Representatives to answer and respond to customer calls from 8am-9pm Monday-Friday;
- iii. The City shall collect required information from customers over the phone to create new subscriber accounts in GLDS's BroadHub; and
- iv. The City shall create work orders as needed in BroadHub.

h. Enterprise Broadband and Voice Sales: The City shall provide enterprise sales resources (e.g. sales presentations, sales collateral, sales training, sales tools, competitive analysis, sales engineering etc.) and expertise as needed to assist the Town in gaining enterprise broadband and voice subscribers.

i. House File and Address Validation:

- i. The City shall load an initial reference address file (house file) into BroadHub;
- ii. The City shall update premises status in BroadHub as directed by the Town when service areas are released; and
- iii. The City shall update address corrections in BroadHub that are provided from the Town.

j. GIS:

- i. The City will provide the Town with access to ArcFM hosted on the City's infrastructure and will integrate maps provided by Up Town into the City's database subject to the terms set forth in Attachment A. The Town shall pay the City \$23,000 for deployment and maintenance of these programs in year one and a service and maintenance fee of \$10,100 per year thereafter. This annual rate includes up to 10 hours of staff time per year for GIS administrative tasks and/or map requests and up to 5 hours of staff time per year for backend configuration. Additional time for administrative tasks/map requests can be purchased for the hourly rates set forth on Attachment A.
- ii. The City shall, at the Town's request, deploy Wavepoint to enable easy access to maps and fiber data by the Town and City. The Town shall pay the City a one-time fee of \$15,000 for deployment of

Wavepoint and a \$5,000 annual service fee each year after deployment.

- iii. The City will provide the Town with a dedicated virtual machine installed with ArcMap, Arc Catalog and ArcFM. The City shall retain ownership of all licensing of these programs, and nothing contained herein shall be construed as the sale, transfer or assignment of any licenses from the City to the Town. The Town will be responsible for the cost of any additional licenses of ArcFM requested by the Town.

k. Billing:

- i. The City will process each bill cycle via BroadHub;

- l. Monthly Fees: The City shall provide the Town with monthly invoices itemizing subscriber accounts, Network Bandwidth fees and fees for any additional services provided.

4. **Preservation of Purpose and Survival.** No portion of this IGA shall be read or understood to alter, amend, or terminate the purpose and intent of the IGA or the rights and responsibilities of the Parties created therein. Any conflict between the provisions of this IGA shall be resolved by the Parties in a manner agreed to be the least disruptive to the preservation of the IGA's purpose.

5. **Breach and Notice.** If either Party fails to perform its respective obligations under this Agreement, the non-breaching Party shall provide thirty (30) days' notification of such failure to the breaching Party's representative as provided in paragraph 17. If the breaching Party fails to correct or remedy the breach within 30 days of receiving notice of the breach, the non-breaching Party may terminate the Agreement and proceed in law or equity to seek injunctive relief, specific performance, and/or damages incurred as a result of the breach.

6. **Good Faith.** There is an obligation of good faith on the part of the Parties, including the obligation to make timely communication of information that may reasonably be believed to be material to the other Party.

7. **No Waiver of Governmental Immunity Act.** Nothing herein shall be deemed a waiver of the Colorado Governmental Immunity Act for or by either Party. C.R.S. § 24-10-101 *et seq.*

8. **No Joint Venture.** Nothing in this Agreement shall be construed to create a joint venture, partnership, employer/employee or other relationship between the Parties other than independent contracting parties. Except as permitted under the remedy's provisions hereunder, neither Party shall have the express or implied right to act for, on behalf of, or in the name of the other Party.

- 9. **No Third-Party Beneficiary.** No third party may enforce or rely upon this IGA.

10. **Term and Termination of Agreement.** This IGA shall become effective upon signature of the last Party to sign and shall remain in effect for five years thereafter. Upon expiration of the initial five-year term, the IGA shall automatically renew for three year terms unless notice of intent not to renew is provided by either Party at least six months prior to the renewal date. Either Party may terminate the Agreement for breach pursuant to Paragraph 5 above or for any reason within 9 months' prior written notification. All rights concerning remedies, fees and costs shall survive termination of this IGA.

11. **Amendment and Assignment.** This IGA may be amended by the Parties solely through a written agreement signed by both Parties. This IGA may not be assigned by either Party.

12. **Counterparts.** This IGA may be executed in counterparts, each of which shall be deemed an original, and all of which, when taken together, shall be deemed the same instrument. Electronic or photographic signatures of either Party to this IGA or subsequent modifications thereto, shall be effective for all purposes.

13. **Governing Law, Venue and Survival.** The laws of the State of Colorado to the extent not preempted by federal law shall govern the validity, performance and enforcement of this IGA. Should either Party institute legal action for enforcement of this IGA, venue of such action shall be in the United States District Court for the District of Colorado, if the court has jurisdiction; otherwise, any such action shall be filed in Garfield County, Colorado.

14. **Whole Agreement.** This IGA sets forth the whole agreement of the Parties. No representations, either verbal or written, shall be considered binding on either Party to the extent not set forth herein.

15. **Section Headings.** The section headings in this IGA are inserted only for the purpose of convenient reference and are in no way to define, limit or prescribe the scope or intent of this Agreement or any part thereof.

16. **Authority.** Each Party signing this IGA represents and warrants that the individual is fully authorized to enter into and execute this IGA and to bind the Party it represents to the terms and conditions thereof.

17. **Notice.** All notices, requests, demands, consents, and other communications pertaining to this Agreement shall be transmitted in writing and shall be deemed duly given when received by the Parties at their addresses below or any subsequent addresses provided to the other Party in writing.

To City: City of Glenwood Springs
Attn.: City Manager
101 West 8th Street
Glenwood Springs, CO 81601

With copy to: City of Glenwood Springs.
Attn.: City Attorney
101 West 8th Street
Glenwood Springs, CO 81601

To Town: Town of Eagle
 Attn: Brandy Reitter
 200 Broadway St.
 Eagle, CO 81631

With copy to: Town of Eagle
 Attn: Town Attorney
 PO Box 609.
 Eagle, CO 81631

IN WITNESS WHEREOF, the City and the Town have executed duplicate originals of this Agreement.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Ryan Muse, City Clerk

By: _____
Jonathan Godes, Mayor

Date: _____

THE TOWN OF EAGLE, COLORADO

ATTEST:

Jenny Rakow, Town Clerk

By: _____
Scott Turnipseed, Mayor

Date: _____



To: Mayor and Town Council

From: Bill Shrum, Assistant Town Manager

Date: July 13, 2021

Agenda Item: Resolution No. 54, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Reappointing Members to the Downtown Development Authority Board of Directors."

REQUEST:

Staff is requesting that the Council review Resolution No. 54, Series 2021 appointing members to the Downtown Development Authority Board of Directors.

INTRODUCTION:

On February 23, 2021, the Town Council approved Resolution No. 17, Series 2021 establishing the inaugural Board of Directors for the Downtown Development Authority (DDA). The resolution was drafted to stagger the appointments of members so that two members of the public were appointed for terms ending in June 2021, 2022, and 2023. Subsequent terms are for four years as described in the resolution. The two seats ending in June 2021 require appointments to be filled properly.

ANALYSIS:

The Town of Eagle opened the Application for the DDA Board of Directors on the Town website on June 4, 2021 and concluded the application period on July 5, 2021. The notice of open seats was posted online, through other Town media channels, and shared with Town partners. During the application process, current DDA Chair Kat Conner and Board Member Scott Schlosser indicated their intention to apply again, and their recent applications were included as there were no changes to the information they provided previously. No additional applications for the Board of Directors were received.

Qualified applicants must be a property or business owner within the district or be a stated representative of a business or property owner of the district. These restrictions limit the total number of eligible applicants significantly compared to other Town of Eagle boards and committees. Kat Conner is the owner of 228 Broadway, and of Katch of the Day, a business located at 228 Broadway. Scott Schlosser is a representative of the owners of 308 Broadway. The Town received an email confirmation from Brandon Cohen, owner of 308 Broadway, that Scott is his named representative for the Downtown Development Authority. No other applicants have applied for the vacancies.

COMMUNITY INPUT:

Community input has not been gathered for this resolution.

BUDGET / STAFF IMPACT:

There is no budget or staff impact to the resolution.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Appointing members to the DDA Board of Directors is a requirement of Section 3, Ordinance 25, Series 2020 which states the Town Council will appoint members of the Downtown Development Authority Board of Directors.

RECOMMENDED ACTION OR PROPOSED MOTION:

Recommended action is that the Town Council motion to **APPROVE** or **DENY** Resolution 54, Series 2021, A Resolution of the Town Council of the Town of Eagle, Colorado Reappointing Members to the Downtown Development Authority Board of Directors.

ATTACHMENTS:

Resolution 54, Series 2021 – DDA Reappointment.pdf
Conner, Kathleen – DDA App full.pdf
Schlosser, Scott – DDA App full.pdf

TOWN OF EAGLE, COLORADO
RESOLUTION No. 54
(SERIES 2021)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO REAPPOINTING
MEMBERS TO THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, Ordinance 21, Series 2020 was approved by the Town Council and proposed a ballot measure for the November 2020 election to create a Downtown Development Authority (DDA); and

WHEREAS, On November 3, 2020 eligible voters of the proposed Downtown Development Authority passed the ballot measure in the coordinated general election to create the Downtown Development Authority; and

WHEREAS, Section 3 of Ordinance 25, Series 2020 describes the operational structure of the Downtown Development Authority, calling for one member to be a sitting Council member, two members shall be property owners or residents in the district, or representatives of such, and four members shall be property owners or residents within the district; and

WHEREAS, The appointment of such members is for four year terms, and shall be aligned with existing appointments such that these members will serve until June 30, 2025;

WHEREAS, Appointments to the DDA Board of Directors fulfills the Town Council requirements of the ordinance creating the Downtown Development Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, THAT:

Section 1. The Town Council hereby names the following applicants as members of the Downtown Development Authority, with the appointment ending June 30, 2025.

Kat Conner, Property/Business Owner
Scott Schlosser, Property/Business Owner Representative.

INTRODUCED, READ, PASSED, AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on July 13, 2021.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



To: Mayor and Town Council

From: Bill Shrum, Assistant Town Manager

Date: July 13, 2021

Agenda Item: Resolution No. 50, Series 2021, "A Resolution of the Town Council of the Town of Eagle, Colorado Adopting the Eagle Downtown Development Authority Plan of Development."

REQUEST:

Staff is requesting that the Council review the Eagle Downtown Development Authority Plan of Development.

INTRODUCTION:

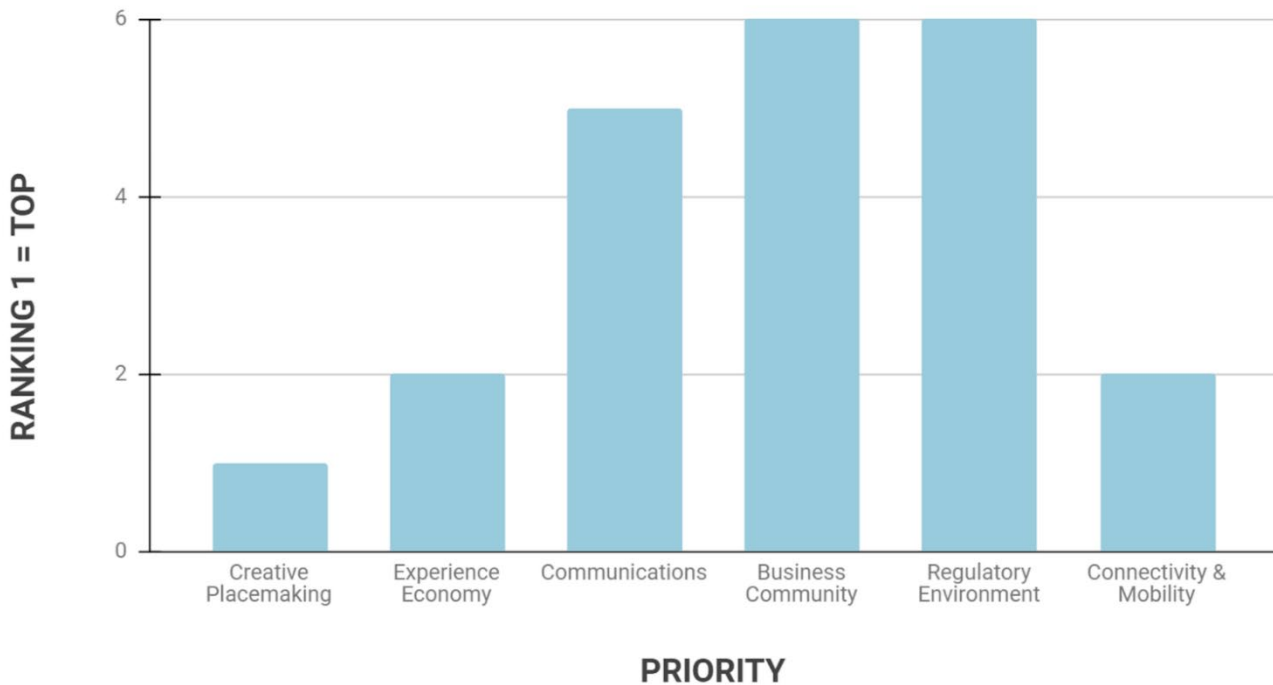
In November 2020, qualified electors within the boundaries of the Eagle Downtown Development Authority (DDA) approved the creation of the district. A statutory requirement of the district is the adoption of a Plan of Development. This Plan articulates the scope of involvement of the DDA to utilize funding in pursuit of the main goal of promoting the general welfare of the district. Adoption of a Plan of Development also sets the baseline valuation for the Tax Increment Financing, such that any additional increment in property valuation after the adoption of the Plan of Development is available to the DDA to use in accordance with the stated Plan. Downtown Colorado Inc. has been facilitating the DDA Board of Directors through a three-month process to identify strategic principles and refine the Plan presented to the Council.

ANALYSIS:

Similar to other strategic plans, the Plan of Development is written as a policy framework, guidance on the expenditure of funds, and as a statement of purpose to the public and community stakeholders. The DDA Board Members used examples of strategic priorities from the 2019 DCI Community Assessment, 2020 Elevate Eagle Comprehensive Plan, and 2020 Town Council Strategic Plan and outlined their view of the Town's priorities and how they relate to the DDA. DCI helped facilitate interviews with other statewide DDAs so that the Board may better understand how policies and strategy are implemented. The Board of Directors also reviewed the adopted Plans of Development from comparable DDA's, including Glenwood Springs, Rifle, Grand Junction, and Loveland. The Plan articulates the role of the DDA in achieving the following strategic priorities:

- Business Community Support
- Regulatory Environment
- Communications
- Experience Economy
- Access and Mobility
- Creative Placemaking

EAGLE DDA PRIORITIES



Monitoring and evaluating the execution of the Plan of Development is the key responsibility of the Executive Director of the DDA. Once a Plan of Development is adopted, Downtown Colorado Inc. will facilitate the development of a one to three-year workplan, focused on the strategies within the Plan and prioritized by feedback from the Board of Directors to identify the most impactful short-term steps. Polling results of this question of priorities is presented above. This workplan will provide a roadmap for immediate budget requests and allocations, programming, staff outreach, and communicate to stakeholders and partners of the DDA the clear direction and actions of the Board.

The Plan of Development also addresses perceived opportunity areas within or adjacent to the Downtown Development Authority boundary. The DDA is authorized to utilize funding in these areas in the interest of executing the Plan of Development.

The DDA Board of Directors unanimously recommended the Plan of Development as presented to the Council. However, alterations of the Plan can be made prior to adoption. Adoption of a Plan of Development is required by statute for the lawful formation of a Downtown Development Authority.

COMMUNITY INPUT:

Community input has been reflected in the Plan of Development through source material provided by the studies and community outreach described in the process above.

BUDGET / STAFF IMPACT:

Adoption of the Plan of Development sets the baseline of the Tax Increment Financing valuation. While there is no immediate impact in FY 2021 in setting this baseline, the DDA Board of Directors is interested in conducting a proforma analysis to understand what future TIF revenues might be realized. This information will be conveyed to the Town Council and Town Finance Department for budget considerations.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Adopting the Plan of Development is aligned with the first strategic goal listed in the 2020 Strategic Plan to support a Business Improvement District or similar approach. This Plan of Development empowers the DDA to spend money to improve the Downtown area in accordance with the stated principles of the plan and the Town of Eagle Comprehensive Plan.

RECOMMENDED ACTION OR PROPOSED MOTION:

Staff requests that the Town Council motion to **APPROVE** or **DENY** Resolution 50, Series 2021, A Resolution of the Town Council of the Town of Eagle, Colorado Adopting the Eagle Downtown Development Authority Plan of Development.

ATTACHMENTS:

Resolution 50, Series 2021 – Eagle DDA Plan of Development.pdf
Eagle Downtown Development Authority Plan of Development.pdf

TOWN OF EAGLE, COLORADO
RESOLUTION No. 50
(SERIES 2021)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO ADOPTING THE
EAGLE DOWNTOWN DEVELOPMENT AUTHORITY PLAN OF DEVELOPMENT

WHEREAS, registered voters within the Downtown Development District approved the creation of the Downtown Development Authority in November, 2020; and

WHEREAS, the Downtown Development Authority has worked with Downtown Colorado Inc. and other stakeholders downtown to prepare this Plan of Development, utilizing public workshops and guidance from the 2019 Community Assessment report; and

WHEREAS, the Downtown Development Authority Board of Directors find that adoption of the Eagle Downtown Plan of Development will promote the goals and objectives shared by the community, in conjunction with Elevate Eagle, the Town's Comprehensive Plan approved in 2020.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, THAT:

Section 1: The Eagle Downtown Plan of Development is hereby ADOPTED as part of the Town of Eagle's Comprehensive plan by the Town Council of the Town of Eagle.

INTRODUCED, READ, PASSED, AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on July 13, 2021.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



TOWN OF EAGLE

DOWNTOWN DEVELOPMENT AUTHORITY

PLAN OF DEVELOPMENT

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PLAN OF DEVELOPMENT OVERVIEW

PURPOSE OF THE DDA

Under ordinance number 599, the Eagle Town Council established a Downtown Development Authority known as the “Eagle Downtown Development Authority,” as a body corporate. By ordinance of the Town of Eagle, the Downtown Development Authority has all the powers authorized by Part Eight of Article 25 of Title 31, Colorado Revised Statutes 1973, and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part Eight.

The Authority is established to halt and prevent deterioration of property values within its district and to assist in the development and redevelopment of its district and to use its power to promote the general welfare of the district by the use of its direct and supplemental powers.

PURPOSE OF THE PLAN OF DEVELOPMENT

A Downtown Development Authority (DDA) Plan of Development is an official public document expressing a community vision for the downtown area. The Town of Eagle’s DDA Plan of Development will outline key concepts and priorities for the downtown as well as identify opportunities and partnerships that will strengthen the downtown. The Plan will be used as a guide to inspire and share future projects, policies, and action steps.

In 2021, The Town of Eagle DDA chose Downtown Colorado, Inc. (DCI) to provide administrative and planning support for the DDA Board of Directors and creation of the Plan of Development. DCI is a state-wide association representing Downtown Development Authorities and other commercial districts in Colorado. DCI provides advocacy, information, advisory services, and technical assistance to support vibrant downtowns in our state. DCI works with nearly 500 members and has provided over 100 downtown plans to Colorado communities.

The Downtown Development Authority and its associated Plan of Development should be a living and evolving policy document. The purpose of the plan is to coordinate the needs and priorities for the Downtown Eagle area in conjunction with broader Town of Eagle community goals by:



- Sharing the vision and values for Downtown
- Serving as a guide for policy and practical implementation
- Targeting resources
- Building understanding of partners and opportunities
- Capitalizing on the momentum of previous downtown work

PLAN OF DEVELOPMENT USES

The Plan of Development should inform decisions by the Downtown Development Authority (DDA), their counterparts at partner organizations, other Town Commissions, boards and committees, staff, key partners, residents, property owners, developers, and other stakeholders in the Downtown area.

- **Staff & Decision-Makers:** The Town, DDA and partner organizations should reference the Plan when developing work plans, allocating funding for programs and projects, reviewing development proposals, and adopting new regulations that impact Downtown.
- **Residents, Businesses & Property Owners:** Property owners, business owners, residents and community interest groups should use this Plan as the foundation for conversations with decision-makers and developers about the needs and priorities for Downtown.
- **Developers:** Applicants for building and development projects should reference the Plan when proposing new infill or redevelopment projects and as a starting point for a dialogue with neighbors and stakeholder groups about such proposals.
- **Partners & Other Stakeholders:** Private sector partners, non-profit organizations, and other partner organizations should review the Plan to better understand the community's vision and priorities for Downtown.

EAGLE DOWNTOWN EXISTING CONDITIONS

Downtown Broadway is a centrally located regional attraction for shopping, entertainment, culture, arts, public events, and offers a location for public gathering and community pride. This area should include special urban improvements to make vibrant and enjoyable public spaces. The Downtown area can include a mix of restaurants, bars, retail stores, offices, coffee shops, and civic services.



Development should encourage preservation of character, redevelopment, and infill; and should include above average standards for design. Renovation of older buildings are encouraged. This area is highly connected to surrounding neighborhoods through a safe, welcoming, pedestrian-oriented, and bicycle-oriented environment. It maintains access to an efficient multi-modal transportation network.

EAGLE DOWNTOWN ENGAGEMENT

The Town of Eagle and partners from non-profit, private business, and local residents have led an engaging community feedback process over a twenty-four-month period. The Town of Eagle began as a 2019 Colorado Challenge Accelerator Program Community with a primary focus on the best way to support Downtown Eagle. This process included engagement of a team of Eagle leaders in a three-day charette to envision the future and outline action steps. A primary outcome of this effort was the direction to explore the types of management districts that could support the Downtown.

As a second engagement step, the Town of Eagle conducted a Downtown Assessment in 2019 to invite community participation in developing an approach for Downtown Eagle and the other commercial areas in the Town. The assessment included several days of public meetings with stakeholders from the residents, business community, partner organizations, homeowner groups and commercial district leaders, and the Town elected officials and staff. It was determined that a Downtown Development Authority would be the best type of organization and financing mechanism to support the priorities and vision for the downtown. The Town of Eagle comprehensive planning process, Elevate Eagle, completed and ratified in 2020, and the adopted downtown overlay reinforce the priority areas for the downtown as outlined in the Downtown Assessment document.

Following the broad engagement, a dedicated group of Eagle Downtown Champions formed the Downtown Business Alliance, a non-profit organization focused on the community building and revitalization of Eagle's Downtown. This non-profit group mounted an information campaign to communicate the goals for the Downtown Development Authority and to gather input and feedback from the community.



DOWNTOWN EAGLE STRATEGIC PRIORITIES

Following extensive outreach, surveys, and several planning initiatives that focus on the revitalization of Eagle's Downtown, the Town of Eagle and the Downtown Development Authority leadership identified the following areas as strategic priorities for a vital downtown.

Business Community Support

Consider opportunities to enhance access to services and capital for business, collect data, identify, and catalyze underutilized assets. Identify and provide critical infrastructure and support to promote and develop successful business needs.

Regulatory Environment

Streamlining solutions and minimizing barriers to build trust and investment from business and property owners. Aligning regulation and incentives to encourage public-private partnerships for investment in the community vision through infill, redevelopment, and re-use of existing buildings.

Communications

Imparting or exchanging of information or news with an image building and informational component that includes arts, culture, and recreation. Downtown brand identity is the combined messaging transmitted via content, diverse platforms, logos, style, and visuals.

Experience Economy

Encourage the realization of emotion and entrepreneurial opportunity through interactive activities, events, and makers components. Enhance a person's time spent in a place with a unique and memorable experience.

Access + Mobility

Assess the experience and accessibility of getting to and around downtown as a local or visitor. Focuses on multi-modal infrastructure and access in and around the downtown including parking, gateways, walkability, rideability, wayfinding + signage, etc.

Creative Placemaking

Establish a sense of place through the strategic integration of art, the environment, design,



recreation, and cultural activities. Engage locals to produce authentic and distinctive planning and develop programming to foster a local love of place. Create a connection to the community's sense of identity through visible symbols, messaging, and activities.

PARTNERS + ENGAGEMENT

Partners have played a key role in engaging downtown stakeholders and aligning priority areas to establish and maintain a vibrant downtown. The Eagle DDA will establish and maintain relationships and two-way communication with governmental, non-profit, and private partners who intersect with Eagle DDA strategic priorities to ensure collaboration and limit duplication of efforts.

TOWN OF EAGLE OPPORTUNITY AREAS

The DDA encourages redevelopment opportunity and concepts in a variety of locations throughout Downtown and in surrounding areas around the central business district that would benefit from reinvestment and add content, connection, or value to the Downtown. The DDA may support projects and opportunity sites that support the strategic priorities in and around downtown as proposed by the Town, partners, and the private sector.

All areas of the central business district should provide a safe, welcoming, pedestrian-oriented, and bicycle-oriented connected network. Residential development near the downtown should vary in price and size and can include apartments in vertical mixed-use buildings near Broadway Street. Development in downtown and surrounding areas in the central business district should encourage preservation of character and the Town's western heritage, redevelopment, and infill, and should include above-average standards for design. Renovation of older buildings and homes is encouraged.

PLAN MONITORING + EVALUATION

Monitoring and evaluating the success of activities guided by the Plan of Development will be tracked through a work planning process. The DDA Board of Directors will establish a work plan that will be updated as needed, prioritizing tactical activity in achievable one-to-three-year



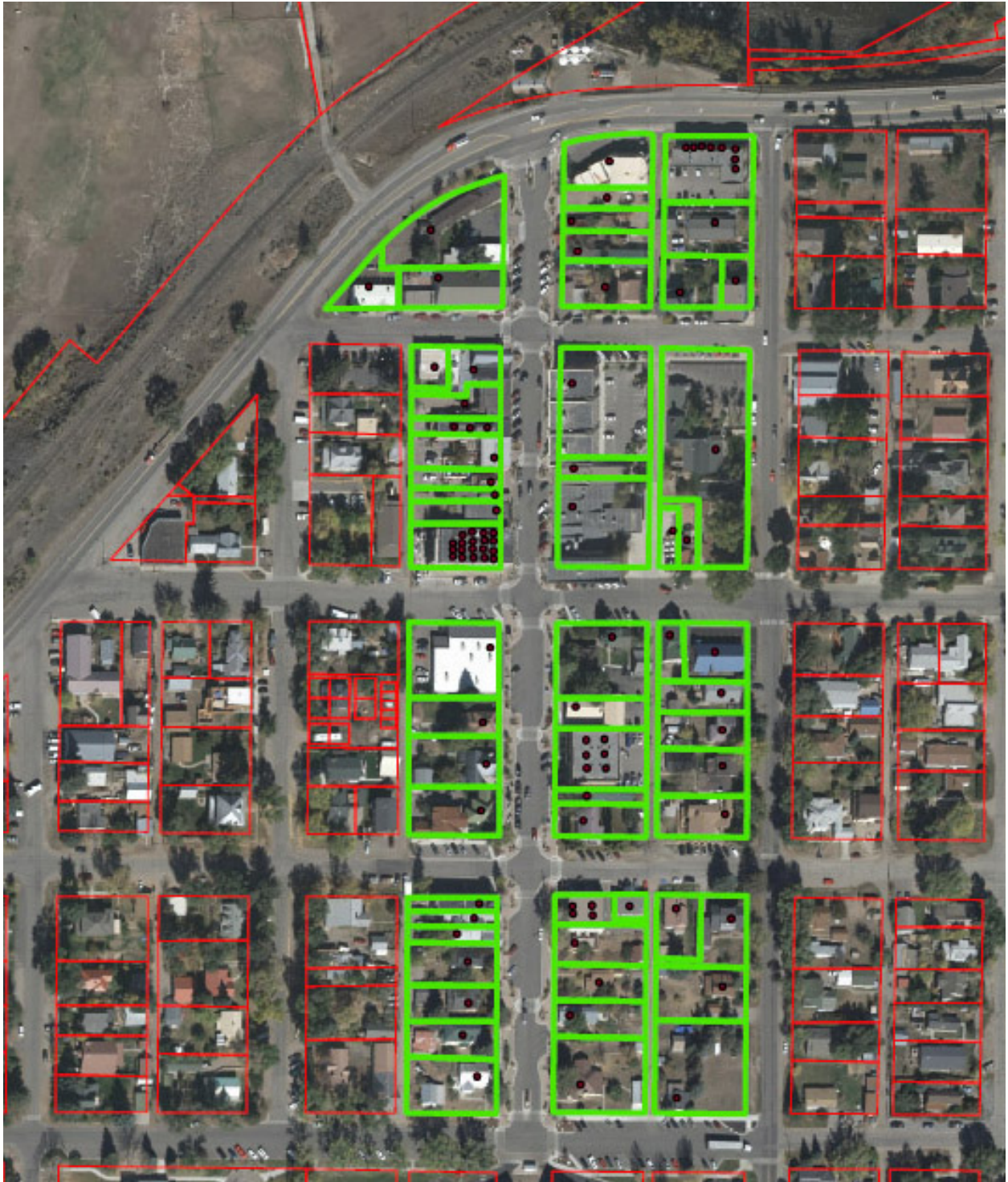
increments. The work plan will be reviewed on an annual basis by the Executive Director who will provide status updates and recommendations.

GETTING INVOLVED

The Eagle DDA invites participation from partners, community members, business, and property owners, etc. by speaking at monthly board meetings, online participation, and other forums for engagement. The DDA presence online will provide information and share the process and timing for communicating the content and purpose of the participation.



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT BOUNDARY





To: Mayor and Town Council

From: Jill Kane, Finance Director

Date: July 13, 2021

Agenda Item: PUBLIC HEARING: Ordinance No. 10, Series 2021, "An Ordinance of the Town Council of the Town of Eagle, Colorado Amending the 2021 Budget for the Town of Eagle General Fund, Water Fund, Capital Improvements Fund, Sales Tax Capital Improvements Fund, Conservation Trust Fund, and Open Space Fund"

REQUEST: Staff requests that the Town Council review the Ordinance for the proposed 2021 budget amendments as discussed at the June 22 Council meeting.

BACKGROUND: The purpose of this supplemental budget amendment is to re-appropriate funds for capital projects that were started in 2020 and are continuing into 2021, as well as, to reflect events or decisions that have occurred since the 2021 budget was finalized. The proposed ordinance amends the General Fund, Water Fund, Capital Improvement Fund, Sales Tax Capital Improvement Fund, Conservation Trust Fund, and Open Space Fund. The Town must adopt a supplemental budget amendment to authorize spending in excess of the original budget appropriations.

ANALYSIS: Below is a summary of the proposed amendments and the estimated impacts to fund balances that were discussed at the June 22 Council meeting. No additional items have been added. Staff is not currently including revenue adjustments unless the revenue adjustment is correlated to a proposed expenditure. 2021 projected revenue adjustments will be made through the budget process.

General Fund:

The following are proposed revisions to expenditure appropriations in the Town Council department within the General Fund:

- Increase of \$4,000 from \$50,000 to \$54,000 for community request donations to San Jan and La Plata County Search & Rescue teams
- Increase Eagle Bucks Program funding by \$43,630 from \$60,000 to \$103,630

With the proposed amendments, the revised estimated 2021 yearend (YE) General Fund balance is \$2,516,145 which is \$47,630 lower than the original projected ending fund balance.

Water Fund:

Staff proposes rolling over the remaining \$1,778,990 from the 2020 LBWTP budget to the 2021 LBWTP Budget. Since this is a roll over from the prior year there will be no change to the estimated YE 2021 Water Fund balance, it will remain at \$10,007,682.

Capital Improvement Fund (CIF):

The following are proposed revisions to expenditure appropriations in the CIF:

- Increase Project THOR budget by \$423,502 for items that were not included in the original 2021 budget
 - Comcast Joint Trench – Grand Ave & Sylvan Lake - \$3,091
 - Public Works Fiber and Shelter - \$407,791
 - Vero Networks – Grand Ave Joint Trench - \$12,620

The following is a proposed revision to CIF revenue estimates:

- Increase Grant Revenue by \$200,000 for the Public Works Fiber and Shelter Grant

With the proposed amendments, the revised estimated YE 2021 CIF fund balance is \$7,509,188 which is \$223,502 lower than the original projected ending fund balance for 2021.

Sales Tax Capital Improvement Fund (STCIF):

The following are proposed revisions to expenditure appropriations in the STCIF that were discussed during the April 13, 2021 Council meeting totaling a \$13,464 increase to expenditures:

- Add \$12,000 for 404 permit testing
- Add an additional \$1,000 for Macroinvertebrate testing
- Add \$9,000 for NV5 Engineering Services
- Add \$8,000 for additional fish bypass improvement
- Add \$5,000 for the donor wall
- Reappropriate \$5,000 for wetland plantings to the expenses above, reducing the cost from \$15,000 to \$10,000
- Reappropriate \$5,000 for Rapid Blocs to the expenses above, reducing the expense from \$35,000 to \$30,000
- Reappropriate \$11,536 budgeted for Eagle River Water Chemistry Monitoring and Colorado Analytical Lab testing that is no longer required to the other necessary testing expenses

With the proposed amendments, the revised estimated YE 2021 STCIF fund balance is \$1,184,713 which is \$13,464 lower than the original projected ending fund balance for 2021.

Conservation Trust Fund (CTF):

Staff budgeted \$30,000 in the CTF for the Open Space Master Plan, however all bids received have come in closer to \$50,000. Staff is proposing increasing the budget to \$53,000.

With the proposed amendment, the revised estimated YE 2021 CTF fund balance is \$89,417 which is \$23,000 lower than the original projected ending fund balance for 2021.

Open Space Fund:

The following are proposed revisions to expenditure appropriations in the Open Space Fund:

- Add \$10,000 for the contribution to the Eagle Valley Land Trust for the purchase of Sweet Water Lake (*approved at the June 6th Council meeting*)
- The Council transferred \$150,000 to the Open Space Fund from the General Fund in 2020
 - Council requested staff include the \$150,000 in expenditures appropriations
 - The Council identified approximately \$25,000 in spending for Haymaker Trailhead improvements; the remaining \$125,000 remains unidentified at this time

With the proposed amendments, the revised estimated YE 2021 Open Space fund balance is \$139,686 which is \$160,000 lower than the original projected ending fund balance for 2021.

COMMUNITY INPUT: There has been no community input received to date, however, staff published a notice of the public hearing for tonight's meeting on June 24th.

BUDGET/STAFF IMPACT: See budget attachments for additional detail.

BUDGET - ALL FUNDS SUMMARY (continued)						
	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>2020 REVISED</u>	<u>2021 BUDGET</u>	<u>2021 REVISED</u>	<u>SUPPLEMENTAL CHANGE</u>
TOTAL - ALL FUNDS:						
BEGINNING FUND BALANCE	\$ 47,513,789	\$ 38,145,274	\$ 41,559,117	\$ 32,699,316	\$ 34,478,306	\$ 1,778,990
REVENUES	18,385,430	19,398,976	20,255,726	20,397,327	20,597,327	200,000
TRANSFERS-IN FROM OTHER FUNDS	366,120	746,281	2,345,641	2,060,000	2,060,000	-
EXPENDITURES	(24,340,102)	(33,353,537)	(29,115,527)	(23,027,176)	(25,473,762)	(2,446,586)
TRANSFERS-OUT TO OTHER FUNDS	(366,120)	(796,281)	(2,345,641)	(2,070,000)	(2,070,000)	-
ENDING FUND BALANCE	\$ 41,559,117	\$ 24,140,713	\$ 32,699,316	\$ 30,059,467	\$ 29,591,871	\$ (467,596)

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The 2021 proposed budget amendment items reflect business values and help accomplish the major objectives prioritized by the Town Council.

The actual budget amendment reflects the Town's "transparency and community engagement" guiding principle in which we strive to continue to build public trust by communicating in a timely manner and receiving feedback from the public concerning the Town's budget and any amendments thereto.

RECOMMENDED ACTION OR PROPOSED MOTION:

- Motion to **approve** or **deny** adoption of Ordinance No. 10, Series 2021, "An Ordinance of the Town Council of the Town of Eagle, Colorado Amending the 2021 Budget for the Town of Eagle General Fund, Water Fund, Capital Improvements Fund, Sales Tax Capital Improvements Fund, Conservation Trust Fund, and Open Space Fund."

ATTACHMENTS:

- Ordinance No. 10, Series 2021
- 2021 Budget - All Fund Summaries with Budget Amendments
 - General Fund
 - Water Fund
 - Capital Improvements Fund
 - Sales Tax Capital Improvements Fund
 - Conservation Trust Fund
 - Open Space Fund

TOWN OF EAGLE, COLOARDO
ORDINANCE NO. 10
(Series of 2021)

AN ORDINANCE OF THE TOWN COUCIL OF THE TOWN OF EAGLE, COLOARDO AMENDING THE 2021 BUDGET FOR THE TOWN OF EAGLE GENERAL FUND, WATER FUND, CAPITAL IMPROVMENTS FUND, SALES TAX CAPITAL IMPROVEMENTS FUND, CONSERVATION TRUST FUND, AND OPEN SPACE FUND.

WHEREAS, contingencies have arisen during the fiscal year 2021 which could not have been reasonably foreseen or anticipated by the Town Council at the time it enacted Ordinance No 26, Series of 2020, adopting the 2021 Budget for the Town of Eagle, Colorado; and,

WHEREAS, the Town Manager has certified to the Town Council that sufficient funds are available to discharge the appropriation referred to herein, not otherwise reflected in the Budget;

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

Section 1. The 2021 appropriations for the following funds is increased, for the purpose of operating and capital expenditures,

GENERAL FUND – from \$10,244,150 to \$10,291,780
WATER FUND – from \$8,414,471 to \$10,193,461
CAPITAL FUND – from \$2,181,082 to \$2,604,584
SALES TAX CAPITAL IMPROVEMENT FUND – from \$567,976 to \$581,440
CONSERVATION TRUST FUND – from \$30,000 to \$53,000
OPEN SPACE FUND – from \$238,770 to \$398,770

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on July 13, 2021.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk

BUDGET - ALL FUNDS SUMMARY

	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>2020 REVISED</u>	<u>2021 BUDGET</u>	<u>2021 REVISED</u>	<u>SUPPLEMENTAL CHANGE</u>
GENERAL FUND:						
BEGINNING FUND BALANCE	\$ 3,370,971	\$ 3,188,090	\$ 4,445,369	\$ 4,052,698	\$ 4,052,698	\$ -
REVENUES	7,522,117	7,104,123	8,844,354	8,735,227	8,735,227	-
TRANSFERS-IN FROM OTHER FUNDS	16,120	16,281	115,641	20,000	20,000	-
EXPENDITURES	(6,113,838)	(7,357,888)	(7,122,666)	(8,194,150)	(8,241,780)	(47,630)
TRANSFERS-OUT TO OTHER FUNDS	(350,000)	(730,000)	(2,230,000)	(2,050,000)	(2,050,000)	-
ENDING FUND BALANCE	\$ 4,445,369	\$ 2,220,606	\$ 4,052,698	\$ 2,563,775	\$ 2,516,145	\$ (47,630)
WATER FUND:						
BEGINNING FUND BALANCE	\$ 32,359,003	\$ 23,308,375	\$ 24,360,097	\$ 13,245,133	\$ 15,024,123	\$ 1,778,990
REVENUES	4,904,137	5,462,699	6,205,170	5,177,020	5,177,020	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-	-	-
EXPENDITURES	(12,903,043)	(20,924,183)	(17,320,134)	(8,414,471)	(10,193,461)	(1,778,990)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 24,360,097	\$ 7,846,891	\$ 13,245,133	\$ 10,007,682	\$ 10,007,682	\$ -
WASTE WATER FUND:						
BEGINNING FUND BALANCE	\$ 5,202,445	\$ 5,779,337	\$ 6,362,271	\$ 6,867,710	\$ 6,867,710	\$ -
REVENUES	3,549,909	2,913,080	3,306,815	3,691,000	3,691,000	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-	-	-
EXPENDITURES	(2,390,083)	(2,980,748)	(2,801,376)	(2,653,828)	(2,653,828)	-
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 6,362,271	\$ 5,711,669	\$ 6,867,710	\$ 7,904,882	\$ 7,904,882	\$ -
REFUSE FUND:						
BEGINNING FUND BALANCE	\$ 224,990	\$ 224,990	\$ 255,570	\$ 233,307	\$ 233,307	\$ -
REVENUES	635,163	646,468	620,828	667,750	667,750	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-	-	-
EXPENDITURES	(588,463)	(622,133)	(623,091)	(640,899)	(640,899)	-
TRANSFERS-OUT TO OTHER FUNDS	(16,120)	(16,281)	(20,000)	(20,000)	(20,000)	-
ENDING FUND BALANCE	\$ 255,570	\$ 233,044	\$ 233,307	\$ 240,158	\$ 240,158	\$ -
STORMWATER FUND:						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES	-	103,000	-	106,000	106,000	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-	-	-
EXPENDITURES	-	(83,000)	-	(106,000)	(106,000)	-
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
CAPITAL IMPROVEMENTS FUND:						
BEGINNING FUND BALANCE	\$ 4,713,587	\$ 4,865,013	\$ 5,024,966	\$ 6,854,522	\$ 6,854,522	\$ -
REVENUES	573,991	2,372,965	461,884	1,169,250	1,369,250	200,000
TRANSFERS-IN FROM OTHER FUNDS	350,000	730,000	2,230,000	1,890,000	1,890,000	-
EXPENDITURES	(612,612)	(593,284)	(766,687)	(2,181,082)	(2,604,584)	(423,502)
TRANSFERS-OUT TO OTHER FUNDS	-	(50,000)	(95,641)	-	-	-
ENDING FUND BALANCE	\$ 5,024,966	\$ 7,324,694	\$ 6,854,522	\$ 7,732,690	\$ 7,509,188	\$ (223,502)
SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND):						
BEGINNING FUND BALANCE	\$ 1,319,247	\$ 432,961	\$ 709,163	\$ 1,040,953	\$ 1,040,953	\$ -
REVENUES	1,007,234	614,836	706,250	725,200	725,200	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-	-	-
EXPENDITURES	(1,617,317)	(551,774)	(374,460)	(567,976)	(581,440)	(13,464)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 709,163	\$ 496,023	\$ 1,040,953	\$ 1,198,177	\$ 1,184,713	\$ (13,464)
CONSERVATION TRUST FUND:						
BEGINNING FUND BALANCE	\$ 59,679	\$ 69,664	\$ 75,692	\$ 110,117	\$ 110,117	\$ -
REVENUES	41,013	34,985	34,425	32,300	32,300	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-	-	-
EXPENDITURES	(25,000)	(35,000)	-	(30,000)	(53,000)	(23,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 75,692	\$ 69,649	\$ 110,117	\$ 112,417	\$ 89,417	\$ (23,000)
OPEN SPACE PRESERVATION FUND:						
BEGINNING FUND BALANCE	\$ 263,867	\$ 276,844	\$ 325,989	\$ 294,876	\$ 294,876	\$ -
REVENUES	151,867	146,820	76,000	93,580	93,580	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	150,000	150,000	-
EXPENDITURES	(89,745)	(205,527)	(107,113)	(238,770)	(398,770)	(160,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 325,989	\$ 218,137	\$ 294,876	\$ 299,686	\$ 139,686	\$ (160,000)

BUDGET - ALL FUNDS SUMMARY (continued)

	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>2020 REVISED</u>	<u>2021 BUDGET</u>	<u>2021 REVISED</u>	<u>SUPPLEMENTAL CHANGE</u>
TOTAL - ALL FUNDS:						
BEGINNING FUND BALANCE	\$ 47,513,789	\$ 38,145,274	\$ 41,559,117	\$ 32,699,316	\$ 34,478,306	\$ 1,778,990
REVENUES	18,385,430	19,398,976	20,255,726	20,397,327	20,597,327	200,000
TRANSFERS-IN FROM OTHER FUNDS	366,120	746,281	2,345,641	2,060,000	2,060,000	-
EXPENDITURES	(24,340,102)	(33,353,537)	(29,115,527)	(23,027,176)	(25,473,762)	(2,446,586)
TRANSFERS-OUT TO OTHER FUNDS	(366,120)	(796,281)	(2,345,641)	(2,070,000)	(2,070,000)	-
ENDING FUND BALANCE	\$ 41,559,117	\$ 24,140,713	\$ 32,699,316	\$ 30,059,467	\$ 29,591,871	\$ (467,596)

GENERAL FUND SUMMARY

	ACTUAL 2019	BUDGET 2020	REVISED 2020	BUDGET 2021	REVISED 2021	% CHANGE	\$ CHANGE
FUND BALANCES (Beginning):							
RESTRICTED FOR: TABOR RESERVE	\$ 186,500	\$ 199,650	\$ 190,500	\$ 208,091	\$ 208,091	0%	\$ -
NON-SPENDABLE: 1	195,309	195,309	223,825	219,000	219,000	0%	-
UNASSIGNED FUND BALANCE:	2,989,162	2,793,131	4,031,045	3,625,607	3,625,607	0%	-
TOTAL FUND BALANCES (Beginning)	\$ 3,370,971	\$ 3,188,090	\$ 4,445,369	\$ 4,052,698	\$ 4,052,698	-9%	\$ -
REVENUE							
Taxes	5,734,133	5,448,859	6,746,542	7,322,242	7,322,242	0%	-
Licenses and Permits	405,978	295,300	362,160	467,740	467,740	0%	-
Intergovernmental Revenue	666,394	752,552	896,386	574,045	574,045	0%	-
Charges for Services	286,461	290,550	177,250	233,100	233,100	0%	-
Fines & Forfeitures	99,151	126,262	104,000	94,000	94,000	0%	-
Misc. Revenues	329,999	190,600	558,016	44,100	44,100	0%	-
Transfers from Other Funds							
From Refuse	16,120	16,281	20,000	20,000	20,000	0%	-
From Capital Improvements	-	-	95,641	-	-	0%	-
TOTAL REVENUE	\$ 7,538,237	\$ 7,120,404	\$ 8,959,995	\$ 8,755,227	\$ 8,755,227	0%	\$ -
TOTAL SOURCES	\$ 10,909,208	\$ 10,308,494	\$ 13,405,364	\$ 12,807,925	\$ 12,807,925	0%	\$ -
EXPENDITURES							
Town Council	-	111,281	141,622	307,918	355,548	15%	47,630
General Government	442,036	433,328	425,589	452,757	452,757	0%	-
General Administration	589,478	682,373	638,913	789,256	789,256	0%	-
Community Development	836,103	1,025,330	903,587	1,109,557	1,109,557	0%	-
Streets	1,187,519	1,550,839	1,603,529	1,610,074	1,610,074	0%	-
Engineering	238,149	255,724	224,841	294,525	294,525	0%	-
Buildings & Grounds	676,880	763,681	785,634	940,702	940,702	0%	-
Public Safety	1,642,487	2,061,530	2,068,448	2,174,667	2,174,667	0%	-
Municipal Court	64,011	84,110	82,942	83,586	83,586	0%	-
Information Center	144,954	43,739	36,906	50,794	50,794	0%	-
Marketing & Events	292,221	345,953	210,655	380,314	380,314	0%	-
TOTAL EXPENDITURES	\$ 6,113,838	\$ 7,357,888	\$ 7,122,666	\$ 8,194,150	\$ 8,241,780	1%	\$ 47,630
TRANSFERS TO OTHER FUNDS							
Transfer to Open Space Fund	-	-	-	150,000	150,000	0%	-
Transfer to Capital Improvements Fund	350,000	730,000	2,230,000	1,900,000	1,900,000	0%	-
TOTAL TRANSFERS TO OTHER FUNDS	\$ 350,000	\$ 730,000	\$ 2,230,000	\$ 2,050,000	\$ 2,050,000	0%	\$ -
TOTAL EXPENDITURES & TRANSFERS	\$ 6,463,838	\$ 8,087,888	\$ 9,352,666	\$ 10,244,150	\$ 10,291,780	0%	\$ 47,630
FUND BALANCES (Ending):							
RESTRICTED FOR: TABOR RESERVE	190,500	213,537	208,091	244,685	251,753	3%	7,069
NON-SPENDABLE: 1	223,825	168,600	219,000	219,000	219,000	0%	-
UNASSIGNED FUND BALANCE:	4,031,045	1,838,469	3,625,607	2,100,091 ²	2,045,392	-3%	(54,699)
TOTAL FUND BALANCES (Ending)	\$ 4,445,369	\$ 2,220,606	\$ 4,052,698	\$ 2,563,775	\$ 2,516,145	-2%	\$ (47,630)

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

2 Ending 2021 budgeted unassigned fund balance is 25.63% of total expenditures not including transfers to other funds

WATER FUND SUMMARY

	ACTUAL 2019	BUDGET 2020	REVISED 2020	BUDGET 2021	REVISED 2021	% CHANGE	\$ CHANGE
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
DEBT SERVICE ¹	\$ 480,600	\$ 480,600	\$ 816,346	\$ 729,729	\$ 729,729	0%	\$ -
ASSIGNED FUND BALANCE	31,878,403	22,827,775	23,543,751	12,515,404	14,294,394	14%	\$ 1,778,990
TOTAL FUND BALANCES (Beginning)	\$ 32,359,003	\$ 23,308,375	\$ 24,360,097	\$ 13,245,133	\$ 15,024,123	13%	\$ 1,778,990
REVENUE							
Operating Revenues	\$ 3,947,087	\$ 4,078,799	\$ 4,474,900	\$ 4,169,900	\$ 4,169,900	0%	\$ -
Interest on Investments	285,614	120,900	75,520	12,120	12,120	0%	-
Other Revenue	90,350	38,000	85,000	109,000	109,000	0%	-
Plant Investment Fees (Tap Fees)	581,014	275,000	616,000	886,000	886,000	0%	-
Water Miscellaneous Revenue	72	-	-	-	-	0%	-
Water Rights, Cash in Lieu	-	950,000	953,750	-	-	0%	-
Transfers-In	-	-	-	-	-	0%	-
TOTAL REVENUE	\$ 4,904,137	\$ 5,462,699	\$ 6,205,170	\$ 5,177,020	\$ 5,177,020	0%	\$ -
TOTAL SOURCES	\$ 37,263,140	\$ 28,771,074	\$ 30,565,267	\$ 18,422,153	\$ 20,201,143	10%	\$ 1,778,990
EXPENDITURES							
Operating Expenditures	\$ 1,342,812	\$ 1,690,890	\$ 1,645,345	\$ 2,045,661	\$ 2,045,661	0%	\$ -
Capital Expenditures	10,309,724	17,959,724	14,401,220	5,102,533	6,881,523	35%	1,778,990
Debt Service	1,250,507	1,273,569	1,273,569	1,266,277	1,266,277	0%	-
TOTAL EXPENDITURES	\$ 12,903,043	\$ 20,924,183	\$ 17,320,134	\$ 8,414,471	\$ 10,193,461	21%	\$ 1,778,990
FUND BALANCES (Ending):							
RESTRICTED FOR:							
DEBT SERVICE ¹	\$ 816,346	\$ 480,600	\$ 729,729	\$ 827,985	\$ 827,985	0%	\$ -
ASSIGNED FUND BALANCE	23,543,751	7,366,291	12,515,404	9,179,697	9,179,697	0%	\$ -
TOTAL FUND BALANCE (Ending)	\$ 24,360,097	\$ 7,846,891	\$ 13,245,133	\$ 10,007,682	\$ 10,007,682	0%	\$ -

¹ Per the 2018 loan agreement the Town shall maintain an operations and maintenance reserve in an amount equal to three months operations and maintenance expenses (not to exceed \$1,250,000)

CAPITAL IMPROVEMENTS FUND SUMMARY

	ACTUAL 2019	BUDGET 2020	REVISED 2020	BUDGET 2021	REVISED 2021	% CHANGE	\$ CHANGE
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
COMMUNITY ENHANCEMENT	\$ 169,863	\$ 216,363	\$ 219,931	\$ 268,031	\$ 268,031	0%	\$ -
TRANSPORTATION EXPENDITURES	1,710,263	1,742,263	1,750,652	1,666,511	1,666,511	0%	-
ASSIGNED FOR:							
GRAND AVENUE	200,000	550,000	550,000	2,780,000	2,780,000	0%	-
OTHER CAPITAL PROJECTS	2,633,461	2,356,387	2,504,383	2,139,980	2,139,980	0%	-
TOTAL FUND BALANCES (Beginning)	\$ 4,713,587	\$ 4,865,013	\$ 5,024,966	\$6,854,522	\$ 6,854,522	0%	-
REVENUE							
31-430-45 Capital Improvement Interest	\$ 66,629	\$ 60,000	\$ 23,000	\$ 6,000	\$ 6,000	0%	\$ -
31-430-46 Community Enhancement Interest	4,011	2,000	1,100	250	250	0%	-
31-430-47 Devolution & Transportation Interest	40,389	32,000	11,500	3,000	3,000	0%	-
31-430-50 Community Enhancement 1	46,056	44,500	47,000	48,000	48,000	0%	-
31-430-74 Developer Contribution to Grand Ave.	-	-	-	360,000	360,000	0%	-
31-430-77 Eagle County Contributions	-	-	-	150,000	150,000	0%	-
31-430-84 Public Safety Impact Fees	7,503	668,000	34,830	35,000	35,000	0%	-
31-430-85 Street Impact Fees	63,150	1,316,465	44,454	103,000	103,000	0%	-
31-430-86 Use Tax	317,253	250,000	300,000	464,000	464,000	0%	-
31-430-87 Grants	29,000	-	-	-	200,000	-	200,000
31-437-10 Transfer from General Fund	350,000	730,000	2,230,000	1,890,000	1,890,000	0%	-
TOTAL REVENUE	\$ 923,991	\$ 3,102,965	\$ 2,691,884	\$3,059,250	\$ 3,259,250	7%	\$ 200,000
TOTAL SOURCES	\$ 5,637,578	\$ 7,967,978	\$ 7,716,850	\$9,913,772	\$10,113,772	2%	\$ 200,000
EXPENDITURES							
Capital Expenditures	\$ 612,612	\$ 593,284	\$ 766,687	\$2,181,082	\$ 2,604,584	19%	\$ 423,502
Transfers to Other Funds	-	50,000	95,641	-	-	0%	-
TOTAL EXPENDITURES	\$ 612,612	\$ 643,284	\$ 862,328	\$2,181,082	\$ 2,604,584	19%	\$ 423,502
FUND BALANCES (Ending):							
RESTRICTED FOR:							
COMMUNITY ENHANCEMENT	\$ 219,931	\$ 262,863	\$ 268,031	\$ 316,281	\$ 316,281	0%	\$ -
TRANSPORTATION EXPENDITURES	1,750,652	1,774,263	1,666,511	1,669,511	1,669,511	0%	-
ASSIGNED FOR: CAPITAL PROJECTS:							
GRAND AVENUE	550,000	1,280,000	2,780,000	4,170,000	4,170,000	0%	-
OTHER CAPITAL PROJECTS	2,504,383	4,007,568	2,139,980	1,576,898	1,353,396	-14%	(223,502)
TOTAL FUND BALANCES (Ending):	\$ 5,024,966	\$ 7,324,694	\$ 6,854,522	\$7,732,690	\$ 7,509,188	-3%	\$ (223,502)

1 Per Holy Cross 2010 Franchise agreement

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

	ACTUAL 2019	BUDGET 2020	REVISED 2020	BUDGET 2021	BUDGET 2021	% CHANGE	% CHANGE
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
RESERVE	\$ 161,619	\$ 161,619	\$ 161,619	\$ 161,619	\$ 161,619	0%	\$ -
CAPITAL IMPROVEMENTS	611,676	-	-	-	-	0%	-
ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE	545,952	271,342	547,544	879,334	879,334	0%	-
TOTAL FUND BALANCES (Beginning)	\$ 1,319,247	\$ 432,961	\$ 709,163	\$ 1,040,953	\$ 1,040,953	0%	\$ -
REVENUE							
61-431-30 Sales Tax	\$ 623,223	\$ 585,836	\$ 700,000	\$ 724,000	\$ 724,000	0%	\$ -
61-433-10 Grants	350,000	11,000	-	-	-	0%	-
61-436-10 Interest - ColoTrust STCIF	25,600	8,000	6,250	1,200	1,200	0%	-
61-436-20 Interest - UMB Project Fund	8,410	10,000	-	-	-	0%	-
61-436-42 Contributions & Donations	-	-	-	-	-	#DIV/0!	-
TOTAL REVENUE	\$ 1,007,234	\$ 614,836	\$ 706,250	\$ 725,200	\$ 725,200	0%	\$ -
TOTAL SOURCES	\$ 2,326,481	\$ 1,047,797	\$ 1,415,413	\$ 1,766,153	\$ 1,766,153	0%	\$ -
EXPENDITURES							
CHARGES FOR SERVICES							
61-50-372 Meeting Expense	\$ 940	\$ -	\$ -	\$ -	\$ -	0%	\$ -
61-50-347 Professional Services	4,845	13,536	15,536	15,536	17,000	9%	1,464
61-50-351 Legal	59	1,000	15,000	15,000	15,000	0%	-
61-50-354 Engineering	-	-	8,000	-	9,000	0%	9,000
61-50-360 R&M Services	-	-	-	-	55,820	0%	55,820
TOTAL CHARGES FOR SERVICES	\$ 5,844	\$ 14,536	\$ 38,536	\$ 30,536	\$ 96,820	217%	66,284
CAPITAL OUTLAY							
61-50-745 Town Park Improvements	\$ -	\$ 218,000	\$ -	\$ 217,000	\$ 164,180	-24%	\$ (52,820)
61-50-750 Design	55,647	-	-	-	-	0%	-
61-50-760 Construction	1,232,789	-	16,686	-	-	0%	-
TOTAL CAPITAL OUTLAY	\$ 1,288,436	\$ 218,000	\$ 16,686	\$ 217,000	\$ 164,180	-24%	(52,820)
DEBT SERVICE							
61-50-815 Debt Service	\$ 95,000	\$ 95,000	\$ 95,000	\$ 100,000	\$ 100,000	0%	\$ -
61-50-816 Debt Service Interest	227,538	223,738	223,738	219,940	219,940	0%	-
61-50-820 Agent Fees	500	500	500	500	500	0%	-
TOTAL DEBT SERVICE	\$ 323,038	\$ 319,238	\$ 319,238	\$ 320,440	\$ 320,440	0%	-
TOTAL EXPENDITURES	\$ 1,617,317	\$ 551,774	\$ 374,460	\$ 567,976	\$ 581,440	2%	13,464
FUND BALANCES (Ending):							
RESTRICTED FOR:							
RESERVE	\$ 161,619	\$ 161,619	\$ 161,619	\$ 161,619	\$ 161,619	0%	\$ -
CAPITAL IMPROVEMENTS	-	-	-	-	-	0%	-
ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE	547,544	334,404	879,334	1,036,558	1,023,094	-1%	(13,464)
TOTAL FUND BALANCES (Ending):	\$ 709,163	\$ 496,023	\$ 1,040,953	\$ 1,198,177	\$ 1,184,713	-1%	(13,464)

CONSERVATION TRUST FUND SUMMARY

	ACTUAL 2019	BUDGET 2020	REVISED 2020	BUDGET 2021	REVISED 2021	% CHANGE	\$ CHANGE
FUND BALANCES (Beginning):							
RESTRICTED FUND BALANCE	\$ 59,679	\$ 69,664	\$ 75,692	\$ 110,117	\$ 110,117	0%	\$ -
TOTAL FUND BALANCES (Beginning)	\$ 59,679	\$ 69,664	\$ 75,692	\$ 110,117	\$ 110,117	0%	\$ -
REVENUES							
71-430-10 Lottery Proceeds	\$ 39,232	\$ 33,785	\$ 33,785	\$ 32,000	\$ 32,000	0%	\$ -
71-430-20 Interest on Investments	1,781	1,200	640	300	300	0%	-
TOTAL REVENUES	\$ 41,013	\$ 34,985	\$ 34,425	\$ 32,300	\$ 32,300	0%	\$ -
TOTAL SOURCES	\$ 100,692	\$ 104,649	\$ 110,117	\$ 142,417	\$ 142,417	0%	\$ -
EXPENDITURES							
71-50-347 Professional Services	\$ -	\$ 15,000	\$ -	\$ 30,000	\$ 53,000	77%	\$ 23,000
71-50-746 Camping	-	20,000	-	-	-	0%	\$ -
71-50-750 Park Improvements	25,000	-	-	-	-	0%	-
TOTAL EXPENDITURES	\$ 25,000	\$ 35,000	\$ -	\$ 30,000	\$ 53,000	-	\$ 30,000
FUND BALANCES (Ending):							
RESTRICTED FUND BALANCE	\$ 75,692	\$ 69,649	\$ 110,117	\$ 112,417	\$ 89,417	-20%	\$ (23,000)
TOTAL FUND BALANCE (Ending)	\$ 75,692	\$ 69,649	\$ 110,117	\$ 112,417	\$ 89,417	-20%	\$ (23,000)

OPEN SPACE PRESERVATION FUND SUMMARY

	ACTUAL 2019	BUDGET 2020	REVISED 2020	BUDGET 2021	REVISED 2021	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):							
COMMITTED FUND BALANCE	\$ 263,867	\$ 276,844	\$ 325,989	\$ 294,876	\$ 294,876	0%	\$ -
TOTAL FUND BALANCES (Beginning)	\$ 263,867	\$ 276,844	\$ 325,989	\$ 294,876	\$ 294,876	0%	\$ -
REVENUES							
81-430-10 Lodging Tax	\$ 143,666	\$ 143,820	\$ 73,000	\$ 84,000	\$ 84,000	0%	\$ -
81-430-15 Penalty & Interest	10	-	-	-	-	0%	-
81-430-20 Interest on Investments	7,191	3,000	2,500	600	600	0%	-
81-430-30 Usage Fees	-	-	-	-	-	0%	-
81-431-00 State Grants (GOCO)	-	-	-	-	-	0%	-
81-433-00 Other Grants	-	-	-	8,980	8,980	0%	-
81-434-10 Reimbursable Revenue	-	-	-	-	-	0%	-
81-436-70 Miscellaneous	1,000	-	500	-	-	0%	-
81-437-31 Transfer from Capital Improvements Fund	-	-	-	-	-	0%	-
81-437-81 Transfer from Open Space Fund	-	-	-	-	-	0%	-
81-437-10 Transfer from General Fund	-	-	-	150,000	150,000	0%	-
TOTAL REVENUES	\$ 151,867	\$ 146,820	\$ 76,000	\$ 243,580	\$ 243,580	0%	-
TOTAL SOURCES	\$ 415,734	\$ 423,664	\$ 401,989	\$ 538,456	\$ 538,456	0%	-
EXPENDITURES							
Operating Expenses	\$ 89,745	\$ 155,527	\$ 97,113	\$ 193,810	\$ 203,810	5%	\$ 10,000
Capital Expenditures	-	50,000	10,000	44,960	194,960	334%	150,000
TOTAL EXPENDITURES	\$ 89,745	\$ 205,527	\$ 107,113	\$ 238,770	\$ 398,770	67%	160,000
FUND BALANCES (Ending):							
COMMITTED FUND BALANCE	\$ 325,989	\$ 218,137	\$ 294,876	\$ 299,686	\$ 139,686	-53%	(160,000)
TOTAL FUND BALANCE (Ending)	\$ 325,989	\$ 218,137	\$ 294,876	\$ 299,686	\$ 139,686	-53%	(160,000)



To: Mayor and Town Council

From: Bill Shrum, Assistant Town Manager

Date: July 13, 2021

Agenda Item: Town Council Update on Communication Strategy

REQUEST:

Staff is requesting that the Council review the following analysis and summary presented in response to the Communication work session on April 6.

INTRODUCTION:

At the Communication work session April 6, 2021, staff presented an update on internal communication practices and changes since 2019. This included data reporting emails, readership and subscriptions, social media posts, and feedback from the public gathered from the recent Community Survey. Staff presented current challenges and opportunities for our current communication landscape, and Council requested a follow up with recommendations for a small, medium, and large commitment of resources.

ANALYSIS:

Fundamentally, there is a difference in the communication in the non-profit or government sectors, and that done by the private sector. That difference is summarized by Proxima (2019) with the following:

*"The objectives of private sector marketing are concretely defined, and clear cut: sell more; sell the same product for more; or increase the brand equity so the underlying company can be sold for more."
..."if we look more closely at public sector objectives, they are often far more difficult to achieve than anything the private sector needs to deal with."
"Those leading campaigns for the public sector have to carefully define their measurement of success. This requires thought-through metrics typically based around increased awareness, education, or behavioral change... This presents a challenge that can't be solved simply by lifting the same tools and techniques as used in private sector campaigns."*

There is a spectrum of resources available to the Town to improve communication, but they mostly fall into adding technological resources, and adding staff of various training and capacity. Recommendations for adding resources in either case must be done with an understanding of what metrics are important to the strategic thinking of municipalities. To start, the International Association of Public Participation has a scale of five different levels of communication and engagement that municipalities can use with their residents.

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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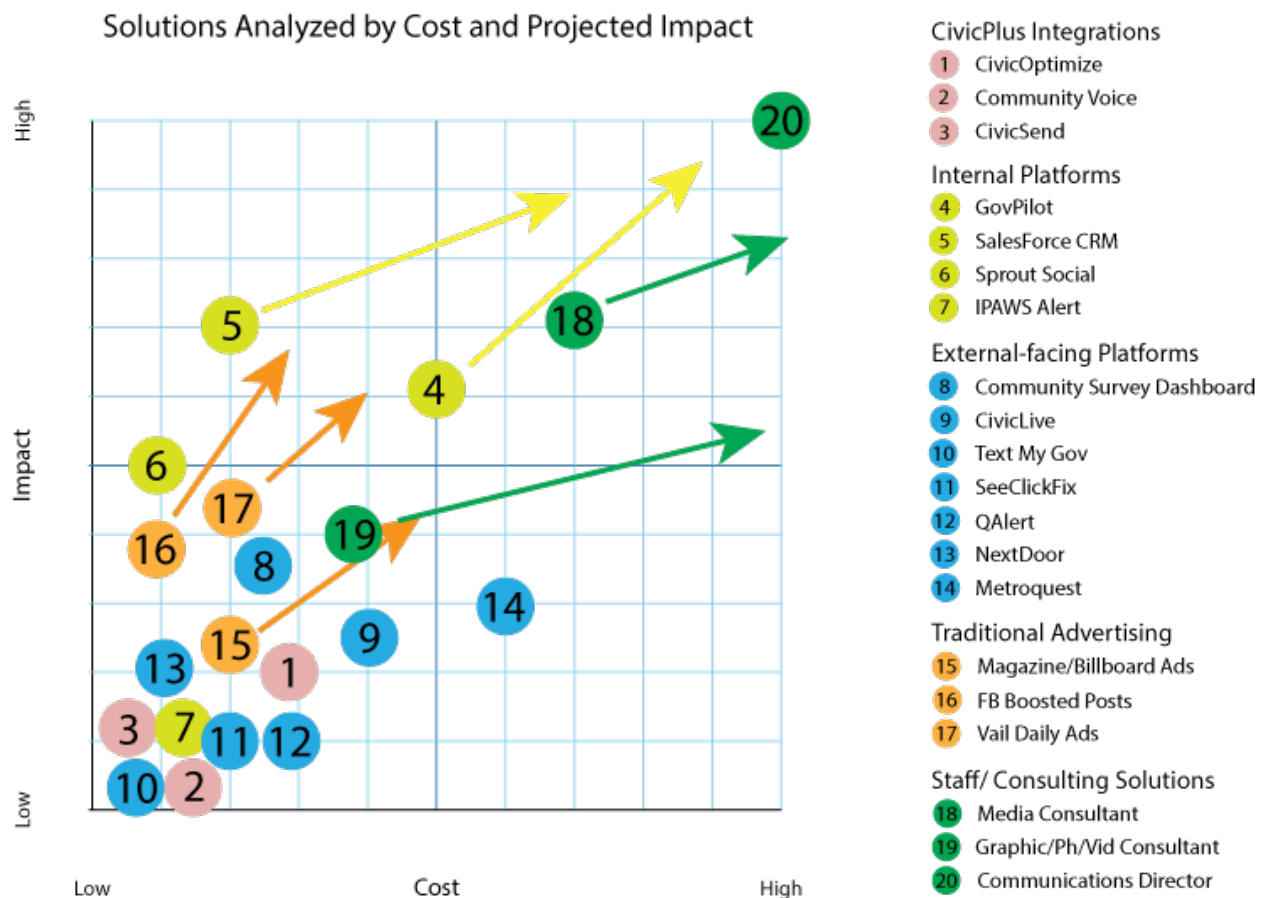
A generally accepted principle of pareto distribution can apply to this chart regarding the number of residents requiring what type of engagement, and inversely where custom engagement increases staff time. Generally, 80% of residents are only looking for information, and roughly 20% are looking for engagement. This is similar to question 51 of the recent community survey, where 21.03% of residents said *"Yes, I do know how to get involved in community process and do join in."* Distributing information is one-way, broadcast style communication, and can easily scale where slightly more staff time can exponentially increase the number of residents reached. Conversely, customized engagement of collaboration and empowerment requires significant staff time, citizen education, and deliberation. This is akin to a Comprehensive Plan, Home Rule Charter, or targeted stakeholder committee. Again, using a generalized pareto principle, 80% of staff time dedicated towards communication is often used towards the 20% of initiatives that require engagement.

All five of the levels of engagement as presented by IAP2 are necessary and efficient, as long as they are strategically used and align the expected outcome with what is needed by the Town and residents. Any additional resources set forth in a strategic plan of communication for the Town should attend to some level of these engagement methods.

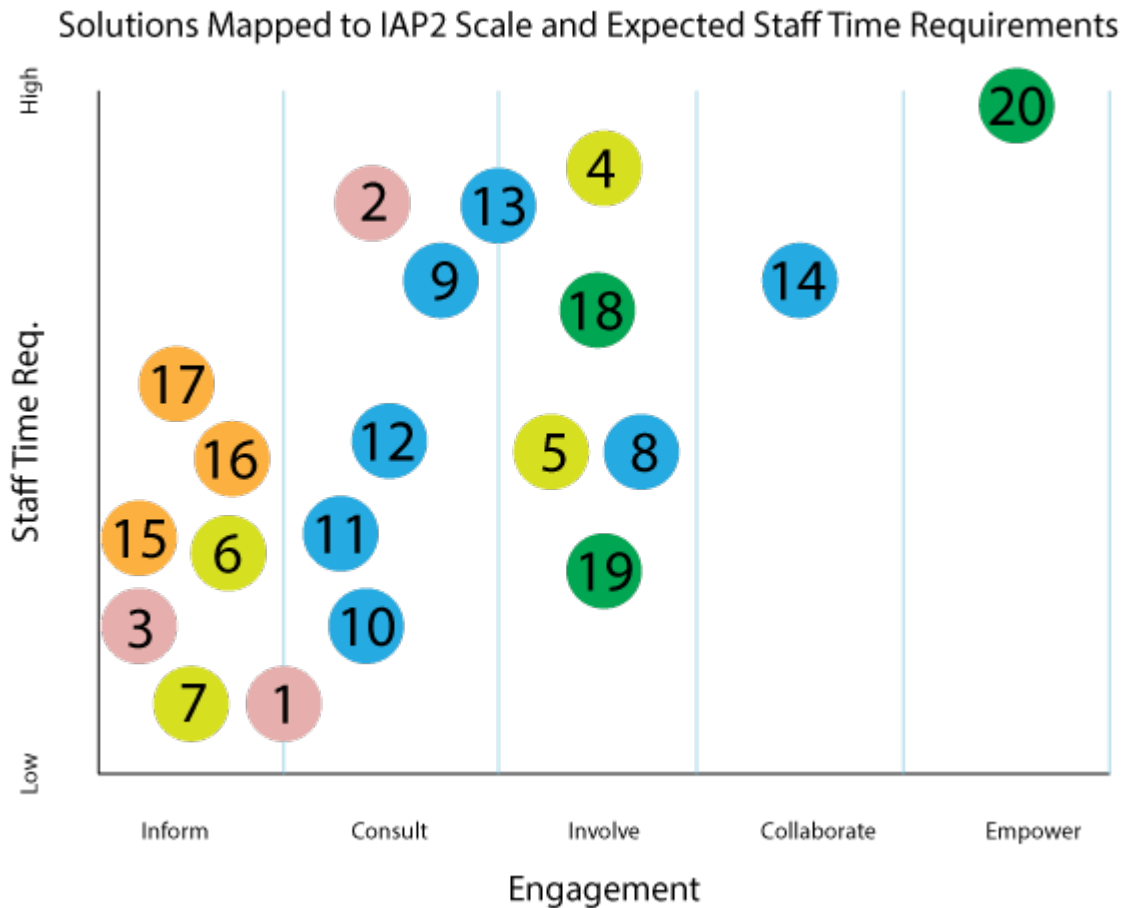
To help inform the Town on the appropriate investment of resources towards "INFORM" level communication, the Town asked residents in the Community Survey, *"How would you prefer to find out about Town Events and Issues?"*. The top results are below:

	Percent	Responses
Vail Daily	52.20%	416
TOE Website (townofeagle.org)	50.19%	400
Electronic Town Message Board on Grand Avenue	47.68%	380
Social Media	46.93%	374
Street banners	40.40%	322
Eagle Chamber website or e-blast	31.62%	252
Eagle Outside website (eagleoutside.com)	30.74%	245

This is incredibly helpful for making strategic decisions on where to invest resources. Based on this data, solutions and technology that can help improve the six of the top seven response were surveyed. To compliment this list, additional tools that may improve the Town's efficiency to CONSULT, INVOLVE, COLLABORATE, and EMPOWER were also reviewed.



Solutions generally fell into five categories, immediate add-ons to the existing Town website platform, other internal platforms to assist efficiencies, external facing platforms that change how we can communicate with the public, traditional advertising, and staff or consulting solutions where additional human hours are added to the available resources. An assessment of impact was made anecdotally based on product reviews, case studies, reported benefits/ issues on ICMA forums from other communities, and feedback received in the Community Survey. These solutions are also mapped against the IAP2 spectrum, and assessed for the expected staff time required to implement the solution effectively.



Based on this analysis, themes arose for the strategic application of resources to meet different needs, and at different resource requirements. Solutions to improve COLLABORATE and EMPOWER options come at higher costs, while a variety of price points are available for tools that help improve INFORM and CONSULT. Generally, traditional advertising improves INFORM, while technology has some role in improving CONSULT and INVOLVE levels of engagement. Internal platform solutions can have a high impact for relatively lower costs, but the scale of implementation increasingly requires more staff hours and creates change in internal processes.

The metric which government uses to measure impact in communication is different than the private sector. To repeat from Proxima, governments are often tasked with *awareness, education, and behavioral change*. I will add one more measure of impact from the Town of Eagle 2020 Strategic Plan. Transparency and Community Engagement is described as:

“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.”

Metrics of impact proposed here include fostering public trust, maintaining ongoing, meaningful, and substantive dialogue, and having clearly defined standards. Strategically, it may not be appropriate for the Council to propose one specific solution over another. It would be appropriate for the Council to provide staff feedback on the intention of communications. Policy questions that can inform the execution of our communication strategy include the following questions:

- Should we improve one element of the IAP2 scale over another?
- Should we consider ways to add resources to each element of the IAP2 scale?
- Should we look at only high-impact solutions or a mix of high and medium impact solutions?
- Should we limit the consideration of solutions at a certain cost?
- Should we consider internal process improvements that change staff operations?
- Do you agree with the proposed metrics of impact in Town communications?
- Are there any other metrics staff should consider when measuring impact of communications?

Based on the policy guidance on these questions, and a declaration of no, small, medium, or large resource investment, Town staff can create a strategic communication plan to implement the appropriate mix of available solutions to meet the policy objectives of the Council and measure the impacts important to government communications; awareness, education, behavior change, fostering trust, substantive dialogue, and clearly defined standards.

COMMUNITY INPUT:

Community input has not been gathered for this memo.

BUDGET / STAFF IMPACT:

Budget or staff impacts would be influenced by council direction. Staff requires direction if impacts should be immediate or can be planned as a part of the regular budget cycle for future allocation.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Moving forward with policy direction from Council to improve the Town's communication strategy directly relates to the 2020 Strategic Plan Guiding Principles of Transparency and Community Engagement by aligning staff time and community resources to execute the stated principles.

RECOMMENDED ACTION OR PROPOSED MOTION:

Staff recommends Council consider the policy questions presented in the memo and have staff prepare a communication plan that considers no additional investment, small, medium, or large additional resources in accordance with the policy direction.

ATTACHMENTS:

none



To: Mayor and Town Council

From: Brandy Reitter, Town Manager

Date: July 13, 2021

Agenda Item: Town Council Retreat Follow Up

REQUEST:

Staff requests that the Town Council review a summary of the follow-up items and notes from the retreat at Frost Creek on July 1 and provide feedback.

INTRODUCTION:

The staff took notes at the retreat as well as documented the strategies of the meeting. There were general policy themes at the retreat with minor edits to the Strategic Plan. Prioritization of the strategies will assist staff and the Town Council as we develop the 2022 budget. The Town Council should review the summary below and let staff know if the summary reflects the direction provided at the retreat.

ANALYSIS:

Below is a summary of the retreat discussion broken down by agenda items:

Town Council Roles & Responsibilities – Communication

- There was a request to establish a feedback loop regarding the Mayor's communication with the Town Manager.
- The Town Council would like clarification from the Town Attorney on the requirements for open meetings now that the legislation has changed.

2021 Budget Update & Review

- The Town Council would like to see the percentage of sales tax collections from out-of-town businesses.
- As part of the budget process, the Town Council would like to look at revenue mix and look at comparable towns.
- Additional projects we should consider adding to the budget are the East Eagle interchange and Mountain Recreation capital request over 20 years.
- No new requests for open space until the master plan is completed.

Strategic Plan Review

- Under vision: diverse and inclusive are different but overlap – need to review later.

- Under values: consider removing leadership.
- Future considerations are to revamp the vision statement and consolidate values.
- Under guiding principles, drop progressive on law enforcement and hyphenate "community based."
- Make sure subtitles are identical on pages 6 and 7.
- Under major objectives on page 7, update the first bullet point with the new vision statement.
- Take out the last sentence on page 7.
- Feedback on page 9 under strategic goals are below:
 - Under Stimulate Economic Vitality and Development add the East Eagle Sub-Area Plan to Highway 6.
 - Keep Improve Community Responsive Services the same.
 - Keep Match Infrastructure to Quality of Life the same.
 - Keep Attract Visitors the same.
 - Focus on Recreation, Events and Open Space should include a work session on DEI work.
 - Keep Strengthen Town Organization and Culture.
 - Enhance the Economic Resiliency of the Town Government should include a revision to adopt policies to ensure the value of real property in the Town so that it is clearer. Analyze inventory of property built in Town.
 - Keep Invest in Environmental and Energy Sustainability the same.
 - Keep Diversify the Attainable Housing Stock the same.

Strategic Plan Prioritization

Town Council Ranking	Major Objectives	Community Survey Ranking
1	Stimulate Economic Vitality and Development	1
1	Match Infrastructure to Quality of Life	2
1	Focus on Recreation, Events and Open Space	3
2	Improve Community Responsive Services	4
2	Strengthen Town Organization and Culture	5
2	Enhance the Economic Resiliency of the Town Government	9
3	Invest in Environmental and Energy Sustainability	6
3	Diversify the Attainable Housing Stock	7
3	Attract Visitors	8

Big Policy Ideas

The feedback from the Town Council was that the Town is doing a good job executing the

strategies identified in the plan. Due to completing many outstanding priorities over the years, the new policy list is smaller. Below were a few policy ideas that were mentioned by the Town Council:

- Establish policies that include economic vitality related to environmental sustainability.
- Explore a vacancy tax or fee.
- Revise the LERP program and modernize the language.
- Implement electric vehicle charging stations.
- Sustainable water usage policies.
- Explore Diversity, Equity, Inclusion, & Representation.
- Look at parking policies in the downtown area.

New Initiatives

During the retreat, the Town Council discussed a ballot initiative to fund projects and to improve the long-term financial viability of the Town. Included below were items that were identified by the group to include in a ballot question:

- Grand Avenue corridor reconstruction
- Open Space
- East Eagle interchange
- Downtown Parking
- Dedicated revenue to the Capital Improvements Fund

COMMUNITY INPUT:

Community input is not required with this proposal.

BUDGET / STAFF IMPACT:

There is no budget impact with this proposal.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Not applicable as this was a retreat.

RECOMMENDED ACTION OR PROPOSED MOTION:

Before staff finalizes the feedback, it would help to validate the notes and feedback summarized in this memo. A motion is not required, but staff is looking for consensus. If something is not reflected in the summary or needs to be clarified, please let staff know.

ATTACHMENTS:

- None.