Town Council

AMENDED AGENDA

Tuesday, February 8, 2022

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 via Zoom.

   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 jenny.rakow@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.*

CONSENT AGENDA - 6:15 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 - January 25, 2022
2. Bill Pay - January 2022
3. Resolution 14, Series 2022 "A Resolution Designating the Place for Posting of Notices of Meetings for the Boards and Commissions of the Town of Eagle"
4. Resolution 12, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Third

Amendment to the Annexation and Development Agreement for the Haymeadow Property."

5. Resolution 16, Series 2022 “A Resolution of the Town Council of the Town of Eagle, Colorado, Appointing and Reappointing Members to Various Boards and Commissions”

STAFF REPORTS - 6:20 PM *The Town Manager and department staff prepare and provide internal updates to the council.*

1. Town Manager Update
2. Department Update

BUSINESS ITEMS - 6:30 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. PUBLIC HEARING: DR21-04 Haymeadow Design Guidelines
   a. Resolution 13, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Haymeadow Design Guidelines."
2. PUBLIC HEARING: LLA21-01 Gordon Lot Line Adjustment
   a. Resolution No.15, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving a Lot Line Adjustment for Lots 39 and 40, Eagle Ranch Filing No. 3."
3. Proposed Budget for Eagle Flight Days
4. PUBLIC HEARING: 2021 and 2022 Eagle Town Budget
   a. Ordinance No 06, Series 2022, "An Ordinance Reappropriating Funds to the Various Funds and Spending Agencies, the Amounts and for the Purposes as set forth below for the Town of Eagle, Colorado for the 2021 Budget Year"
   b. Certify the 2022 Budget to send to the State
5. Resolution 18, Series 2022 "A Resolution of the Town Council of the Town of Eagle, Colorado Granting Approving a Contract with Browns Hill Engineering and Controls Inc. for Scada System Maintenance and Leasing"
6. Resolution 19, Series 2022 "A Resolution Approving a Contact with Mott MacDonald for Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study"

COUNCIL DISCUSSION - 8:30 PM

ADJOURN - 8:45 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

PUBLIC WIFI - TOEG – townofeagle2019

MEETING MINUTES
Town Council
Tuesday, January 25, 2022
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

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Times listed are approximate and are subject to change.

TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

1. This was a hybrid meeting.

CALL TO ORDER - 6:00 PM

ROLL CALL

COUNCILMEMBERS PRESENT
Mikel Kerst, Ellen Bodenhemier, Janet Bartnik, Geoffrey Grimmer, Sarah Parrish, Nick Sunday

COUNCILMEMBERS ABSENT
Scott Turnipseed

STAFF PRESENT
Brandy Reitter, Town Manager
Jim White, Interim Town Manager
Matt Mire, Town Attorney
Jenny Rakow, Town Clerk
Jill Kane, Finance Director/Treasurer
Chad Phillips, Comm Dev Director/Town Planner
Tom Gosiorowski, Public Works Director
Carrie Buhlman, Lieutenant
Lynette Horan, Human Resources Manager

ADOPTION OF AGENDA

MOTION: Councilmember Janet Bartnik motioned to adopt the amended agenda as presented. The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

PRESENTATIONS

1. Moment of Silence, Lewis Browning
   Mayor Pro Tem Mikel Kerst called for a moment of silence for community member Lewis Browning.
2. Town of Eagle and Black Hills Energy Colorado Gas Joint Sustainability Cooperation Statement
   Geoff Grimmer Councilmember presented this item. Carly West from Black Hills Energy provided support.

   MOTION: Councilmember Ellen Bodenhemier motioned to direct the Mayor to sign the Colorado Gas Joint Sustainability Cooperation Statement with Black Hills Energy. The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

PUBLIC COMMENT

Mayor Pro Tem Mikel Kerst opened public comment. There was no public comment.

EXECUTIVE SESSION

1. Executive session to determine positions relative to matters that may be subject to negotiations, develop a

strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e), on the topic of hiring a new Town Manager.

MOTION: Councilmember Janet Bartnik motioned to enter into executive session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e), on the topic of hiring a new Town Manager. The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

MOTION: Councilmember Janet Bartnik motioned to enter into an agreement with KRW Professional Services for the Town Manager search in a form approved by legal counsel. The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

CONSENT AGENDA

1. Minutes - January 11, 2022

2. Minutes - January 18, 2022

3. Change order to complete the migration of THOR telecom services from Town Hall to Public Works in the amount of $57,797.00.

4. Resolution No. 6, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving a Development Agreement for Broadway Station"

5. Resolution No. 11, Series 2022 "A Resolution Approving an Intergovernmental Agreement Between Eagle County Fleet Management for the Purposes of Providing for the Maintenance of Town Police Department Vehicles"

6. Resolution No. 4, Series 2022, "Resolution of the Town Council of the Town of Eagle, Colorado Approving the First Amendment to the Development Agreement for the Haymeadow Cabin Parcel"

Councilmember Janet Bartnik removed the January 11, 2022 minutes from the Consent Agenda.

MOTION: Councilmember Janet Bartnik motioned to approve items 2 – 6 on the Consent Agenda. The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

MOTION: Councilmember Nick Sunday motioned to approve the January 11, 2022 minutes. The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenhemier, Grimmer, Parrish, and Sunday), 0 opposed and 1 abstain (Bartnik).

STAFF REPORTS

1. Town Manager Update

   Brandy Reitter provided an update on the Grand Avenue work session. She thanked the council for her time at the Town of Eagle. A work session will be scheduled in April for the Open Space and Trails Master Plan. Discussion on transition document and update on when the council will receive it.

2. Department Update

   Council discussion on elk crossing on Highway 6.

BUSINESS ITEMS

1. PUBLIC HEARING: 435 Eby Creek Road Rezone

Mayor Pro Tem Mikel Kerst opened the public hearing for Ordinance No. 4, Series 2022, An Ordinance of the Town Council of the Town of Eagle, Colorado, Rezoning the Property Located at 435 Eby Creek Road, Eagle, Colorado from Commercial General (CG) to Residential Multi-Family (RMF).

Peyton Heitzman Town Planner presented this item.

Applicant David Nudell was present for this item.

Mayor Pro Tem opened this item for public comment. There was no public comment.

a. Ordinance No. 4, Series 2022, An Ordinance of the Town Council of the Town of Eagle, Colorado, Rezoning the Property Located at 435 Eby Creek Road, Eagle, Colorado from Commercial General (CG) to Residential Multi-Family (RMF).

MOTION: Councilmember Janet Bartnik motioned to approve Ordinance No. 4, Series 2022, An Ordinance of the Town Council of the Town of Eagle, Colorado, Rezoning the Property Located at 435 Eby Creek Road, Eagle, Colorado from Commercial General (CG) to Residential Multi-Family (RMF). The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

2. PUBLIC HEARING: 263 Sawatch Road Special Use Permit

Mayor Pro Tem Kerst opened the Public Hearing for 263 Sawatch Road Special Use Permit.

Peyton Heitzman Town Planner presented this item.

Council comments: confirmation that staff follows up on special conditions. The applicant will have up to two years from approval until the special use expires.

Applicant representative Asley Patriacca spoke to why the property was purchased, the conditions, and the timeline process for development.

Mayor Pro Tem Mikel Kerst opened public comment. There was no public comment.

a. Resolution No. 5, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado, Approving a Special Use Permit for 263 Sawatch Road to Allow for a Contractor Yard, with Conditions"

MOTION: Councilmember Geoffrey Grimmer motioned to approve Resolution No. 5, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado, Approving a Special Use Permit for 263 Sawatch Road to Allow for a Contractor Yard, with Conditions". The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

3. PUBLIC HEARING: Eagle County Schools Housing Rezone and Associated Development Agreement

Mayor Pro Tem Pappy Kerst opened the public hearing for Ordinance No. 5, Series 2022, "An Ordinance of the Town Council of the Town of Eagle, Colorado Rezoning the Property Located at 747 East 3rd Street, Eagle, Colorado from Public Area (PA) to Residential Medium Density (RM), and Approving the Associated Development Agreement".

Peyton Heitzman Town Planner presented this item.

Tom Braun representing the applicant thanked the town.

Mayor Pro Tem Mikel Kerst opened public comment. There was no public comment.

a. Ordinance No. 5, Series 2022, "An Ordinance of the Town Council of the Town of Eagle, Colorado Rezoning the Property Located at 747 East 3rd Street, Eagle, Colorado from Public Area (PA) to Residential Medium Density (RM), and Approving the Associated Development Agreement"

MOTION: Councilmember Sarah Parrish motioned to approve Ordinance No. 5, Series 2022, "An Ordinance of the Town Council of the Town of Eagle, Colorado Rezoning the Property Located at 747 East 3rd Street, Eagle, Colorado from Public Area (PA) to Residential Medium Density (RM), and Approving the Associated Development Agreement". The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

4. Resolution 08, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado, Establishing and Adopting a Fee Schedule Pursuant to 2.34 of the Eagle Municipal Code"

Mayor Pro Tem Mikel Kerst recused himself from this item due to his relationship with the Fire District.

Jill Kane Finance Director presented this item.

MOTION: Councilmember Janet Bartnik motioned to approve Resolution 08, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado, Establishing and Adopting a Fee Schedule Pursuant to 2.34 of the Eagle Municipal Code". The motion was seconded and passed with a vote of 5 in favor (Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday), 0 opposed and 1 abstain (Kerst).

5. Town Council Committee Appointments

Council comments: Discussion took place on the various appointments needed for town committees and boards. The following were appointed or volunteered for committees: Eagle County Regional Transit Authority - Nick Sunday; MEAC - Sarah Parrish; River Park – close committee; LBWTP – close committee; Council Policy Committee - staff can bring this to the council for approval at a later date; Land Use Code Update Committee - Scott Turnipseed; VISTA - Janet Bartnik; Economic Vitality Committee - Nick Sunday; Eagle Recreation Facility Advisory Corporation Board - Town Engineer; NWCCOG - Geoff Grimmer; Vail Valley Partnership Economic Advisory - Janet Bartnik; Economic Vitality Committee - Nick Sunday; Downtown Development Authority - Sarah Parrish; Affordable Housing - Geoff Grimmer - alternate Janet Bartnik; Eagle Ranch Wildlife Committee - Ellen Bodenhemier; Compact of Colorado Communities – close committee; Sustainability / Climate Action Framework - Geoff Grimmer; CC4CA - Geoff Grimmer; and ECO Transit Advisory Board - Ellen Bodenhemier

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS

The Council thanked Brandy Reitter for her service as Town Manager.

1. Eagle River Park County Response

Matt Mire stated the Town will need an agreement and to hold an executive session regarding annexation questions and agreements.

2. Memorial Tribute, Adam Palmer, Andy Jessen, Seth Bossung, and Jeff Brausch

Ellen Bodenhemier stated that memorial organizers want to keep it small and simple. The Town will put information on the electronic message board.

Council discussion on future memorial tribute ideas for community members and contributors to the town.

ADJOURN - 8:15 PM

MOTION: Councilmember Janet Bartnik motioned to adjourn. The motion was seconded and passed with a vote of 6 in favor (Kerst, Bodenhemier, Bartnik, Grimmer, Parrish, and Sunday) and 0 opposed.

Date:

Mikel Kerst, Mayor

Jenny Rakow, CMC Town Clerk

BILL SCHEDULE
JANUARY 2022

GENERAL FUND			
Town Council			
Executech Utah LLC	Computer Support	$	68.13
Performance Enhancements, Inc.	Computer Support		78.00
Site Pieces LLC	Special Council Funding		3,715.00
Vail Valley Foundation	Community Requests		25,560.00
Vail Valley Partnership	Community Requests		1,633.00
Total Town Council		**$**	**31,054.13**
General Government			
Rocky Mountain Reserve	Health Insurance Expenses	$	1.36
Standard Insurance Company	Disability Insurance		35.55
Eagle County Clerk & Recorder	Election Expense		2,991.12
Colo Communications & Utility Alliance	Dues & Subscriptions		550.00
Colorado Municipal League	Dues & Subscriptions		5,067.00
Northwest Colo Council Of Gov.	Dues & Subscriptions		5,588.00
ICMA	Recruitment		471.12
Executech Utah LLC	Computer Support		102.19
Performance Enhancements, Inc.	Computer Support		33.00
Sprout Social	Computer Support		269.63
Back Bowl	Meeting Expense		88.91
Casa Mexico	Meeting Expense		228.07
Gallery Collection	Public Relations		1,076.77
Signature Signs Inc	Public Relations		30.00
Color Coffee Roasters	Employee Appreciation		49.29
Total General Government		**$**	**16,582.01**
General Administration			
Hennum, Tim & Gretchen	Utility Overpayment Refund	$	154.50
Orr, William & Carolina	Utility Overpayment Refund		123.07
Tiemeier, Mark & Gottwald, Valdimir	Utility Overpayment Refund		110.35
Family Support Registry	Misc Deductions Payable		73.38
Tarango, Shandise	Facility Usage Deposit Refund		275.00
Red Canyon Café	Employee Appreciation		183.38
Rocky Mountain Reserve	Health Insurance Expenses		12.08
Standard Insurance Company	Disability Insurance		245.83
Amazon	Office Supplies		262.34
Home Depot	Office Supplies		140.2
Fleet Services	Gas & Oil		32.56
Versa Desk	Equipment		443.44
King Soopers Customer Charges	Employee Appreciation		25.75
Pitney Bowes	Communication & Transportation		71.25
Costco	Dues & Subscriptions		153.67
Mailchimp	Dues & Subscriptions		85.03
U.S. Post Office	Dues & Subscriptions		130.00

General Administration (Cont.)			
Century Link	Utility Services		1,068.47
Chase Paymentech	C.C. Transaction Fees		130.00
Forte Payments	C.C. Transaction Fees		5.10
Xpress Bill Pay	C.C. Transaction Fees		18.79
Mountain Careers	Town Manager Search		153.66
Caselle, Inc.	Computer Support		1,634.49
Civic Plus	Computer Support		14,553.00
Executech Utah LLC	Computer Support		317.46
MuniRevs Inc.	Computer Support		833.34
Performance Enhancements, Inc.	Computer Support		137.46
Xpress Bill Pay	Computer Support		500.00
Paper Wise	Contract Payments		60.00
Total General Administration		**$**	**21,933.60**
Community Development			
Rocky Mountain Reserve	Health Insurance Expenses	$	16.36
Standard Insurance Company	Disability Insurance		233.19
Amazon	Office Supplies		360.25
Fleet Services	Gas & Oil		94.81
Amazon	Equipment (Non-Capital)		426.37
Versa Products	Equipment (Non-Capital)		715.35
Versa Products	Communication & Transportation		89.00
Century Link	Utility Services		175.73
Certified Mail Labels	Planning Reimbursable		81.64
Colorado Mtn. News Media	Planning Reimbursable		152.11
LRE Water	Planning Reimbursable		367.00
Executech Utah LLC	Computer Support		476.88
Performance Enhancements, Inc.	Computer Support		232.00
Pazzo's Pizzeria	Meeting Expense		98.81
Mountain Man Nut & Fruit	Contract Services		68.62
Amazon	Tuition & Books		269.52
Total Community Development		**$**	**3,857.64**
Municipal Court			
Rocky Mountain Reserve	Health Insurance Expenses	$	0.41
Standard Insurance Company	Disability Insurance		6.11
Carlson, Edwards & O'Connor P.C.	Legal		1,500.00
Caselle, Inc.	Computer Support		256.39
Executech Utah LLC	Computer Support		74.94
Performance Enhancements, Inc.	Computer Support		25.30
Ace Security And Safety Services LLC	Contract Payments		96.00
High Country Copiers	Contract Payments		30.69
Total Municipal Court		**$**	**1,989.84**

Streets

Rocky Mountain Reserve	Health Insurance Expenses	$	14.86
Standard Insurance Company	Disability Insurance		168.76
Amazon	Office Supplies		15.48
King Soopers Customer Charges	Office Supplies		9.99
Amazon	Repair & Maintenance Supplies		82.31
Collett Enterprises	Repair & Maintenance Supplies		77.00
Grand Junction Pipe & Supply	Repair & Maintenance Supplies		2,867.88
Wagner Equipment Co	Repair & Maintenance Supplies		313.60
Wear Parts & Equip Co, Inc	Repair & Maintenance Supplies		2,754.56
Collett Enterprises	Gas & Oil		106.15
Fleet Services	Gas & Oil		4,396.94
Century Link	Utility Services		804.80
Holy Cross Energy	Utility Services		62.26
Info Cubic	Recruitment		15.17
Utility Notification Center Of Colorado	Repair & Maintenance Services		9.68
Caselle, Inc.	Computer Support		53.37
Executech Utah LLC	Computer Support		320.19
Performance Enhancements, Inc.	Computer Support		101.40
Moe's Original BBQ	Meeting Expense		64.46
Colorado LTAP	Tuition & Books		135.3
Colorado Mountain Medical, LLC	CDL Testing		257.00
Total Streets		**$**	**12,631.16**

Public Safety

Rocky Mountain Reserve	Health Insurance Expenses	$	29.87
Standard Insurance Company	Disability Insurance		566.43
Amazon	Office Supplies		29.09
Best Canvas	Office Supplies		-8.45
Vista Print	Office Supplies		158.95
Zazzle	Office Supplies		-13.79
Amazon	Operating Supplies		383.42
Amazon	Uniforms		61.84
Thin Blue Line	Uniforms		121.67
Auto Zone, Inc	Vehicle Repair & Maintenance Supplies		22.00
Two Valley Tire LLC	Vehicle Repair & Mtn Supplies		304.40
Fleet Services	Gas & Oil		2,713.88
Two Valley Tire LLC	Gas & Oil		414.00
Amazon	Equipment (Non-Capital)		57.01
Vista Print	Communication & Transportation		32.83
Colo Assn Chiefs Of Police	Dues & Subscriptions		120.8
Century Link	Utility Services		645.49
Doctors On Call	Recruitment		260.00
Indeed	Recruitment		241.6
Two Valley Tire LLC	Repair & Maintenance Services		1,016.00
White Water Express Carwash	Repair & Maintenance Services		83.06
Wrap Colorado	Repair & Maintenance Services		1,600.00
Executech Utah LLC	Computer Support		17.03

Public Safety (Cont.)			
Performance Enhancements, Inc.	Computer Support		178.40
Real Jalisco	Meeting Expense		28.44
Smoke BBQ	Meeting Expense		669.48
Applebee's	Training & Travel - Grants		20.54
Chili's	Training & Travel - Grants		13.34
Doubletree Greeley	Training & Travel - Grants		936.91
Old Chicago	Training & Travel - Grants		22.21
Panda Noodles	Training & Travel - Grants		12.21
Rio Grande Mexican Restaurant	Training & Travel - Grants		19.65
Texas Roadhouse	Training & Travel - Grants		30.22
Wingate	Training & Travel - Grants		-31.35
Calibre Press	Tuition & Books		566.97
Eagle County Animal Control	Animal Control		5,112.00
High Country Copiers	Contract Payments		71.64
Total Public Safety		**$**	**16,507.79**
Buildings & Grounds			
Rocky Mountain Reserve	Health Insurance Expenses	$	9.55
Standard Insurance Company	Disability Insurance		127.18
Amazon	Office Supplies		15.48
King Soopers Customer Charges	Office Supplies		9.99
Amazon	Repair & Maintenance Supplies		82.31
Collett Enterprises	Repair & Maintenance Supplies		77.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Supplies		476.37
Thompson Welding	Repair & Maintenance Supplies		269.00
Collett Enterprises	Gas & Oil		106.15
Fleet Services	Gas & Oil		846.14
Black Hills Energy	Utility Services		6,849.25
Century Link	Utility Services		131.63
Holy Cross Energy	Utility Services		683.49
Orkin - Grand Jct. Adm Ctr.	Repair & Maintenance Services		612.32
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services		1,027.12
Thompson Welding	Repair & Maintenance Services		2,347.50
Vail Honeywagon	Repair & Maintenance Services		157.80
Caselle, Inc.	Computer Support		53.37
Executech Utah LLC	Computer Support		255.47
Performance Enhancements, Inc.	Computer Support		56.00
Moe's Original BBQ	Meeting Expense		64.46
Total Buildings & Grounds		**$**	**14,257.58**
Information Center			
Century Link	Utility Services	$	216.17
Executech Utah LLC	Computer Support		68.13
Performance Enhancements, Inc.	Computer Support		66.00
Total Information Center		**$**	**350.30**

Marketing & Events			
Rocky Mountain Reserve	Health Insurance Expense	$	0.41
Standard Insurance Company	Disability Insurance		6.91
Oriental Trading Company	Communication & Transportation		24.15
Otter	Dues & Subscriptions		96.63
SESAC, Inc.	Dues & Subscriptions		513.00
Info Cubic	Recruitment		33.53
Executech Utah LLC	Computer Support		78.34
Google Storage	Computer Support		1.92
Performance Enhancements, Inc.	Computer Support		47.30
Colorado Logos	Media		1,440.00
Costco	Meeting Expense		42.4
Grand Ave Grill	Meeting Expense		49.29
Oriental Trading Company	Meeting Expense		55.95
Red Canyon Café	Meeting Expense		158.93
Colo High School Cycling League	Events		15,000.00
Eagle Economic Vitality Foundation	Events		1,500.00
Crown Awards	Event Production		93.24
Signature Signs Inc	Event Production		354.00
Total Marketing & Events		**$**	**19,496.00**
Engineering			
Rocky Mountain Reserve	Health Insurance Expenses	$	4.18
Standard Insurance Company	Disability Insurance		74.95
Amazon	Office Supplies		15.47
Amazon	Repair & Maintenance Supplies		82.31
Fleet Services	Gas & Oil		196.72
MO Professional Registration	Dues & Subscriptions		35.03
Executech Utah LLC	Computer Support		81.75
Performance Enhancements, Inc.	Computer Support		41.73
Moe's Original BBQ	Meeting Expense		64.46
Total Engineering		**$**	**596.60**
Information Technology			
Civic Plus	Computer Support	$	4,457.70
Total Information Technology		**$**	**4,457.70**
Total GENERAL FUND		**$**	**143,714.35**
CAPITAL IMPROVEMENTS FUND			
Zehren And Associates, Inc	Grand Avenue Improvements	$	29,267.96
Rifle Truck & Trailer	Police Department Equipment		4,825.00
Total CAPITAL IMPROVEMENTS FUND		**$**	**34,092.96**

WASTE WATER FUND

Rocky Mountain Reserve	Health Insurance Expenses	$	11.93
Standard Insurance Company	Disability Insurance		218.71
Mid-American Research Chemical	Operating Supplies		553.00
Fastenal Company	Uniforms		144.10
Eagle Lock & Key	Repair & Maintenance Supplies		6,708.00
King Soopers Customer Charges	Repair & Maintenance Supplies		58.77
Pentad Associates, Inc	Repair & Maintenance Supplies		2,740.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Supplies		105.00
UV Doctor Lamps, LLC	Repair & Maintenance Supplies		144.00
Water Technology Group	Repair & Maintenance Supplies		6,902.03
Fleet Services	Gas & Oil		447.25
Mid-American Research Chemical	Communication & Transportation		68.26
Nextrust Inc	Communication & Transportation		679.60
Pentad Associates, Inc	Communication & Transportation		38.47
UV Doctor Lamps, LLC	Communication & Transportation		22.74
American Water Works Assoc	Dues & Subscriptions		171.54
Black Hills Energy	Utility Services		7,985.97
Century Link	Utility Services		536.67
Chase Paymentech	C.C. Transaction Fees		568.07
Xpress Bill Pay	C.C. Transaction Fees		328.61
Denali Water Solutions LLC	Sludge Disposal		6,926.59
Eagle Lock & Key	Repair & Maintenance Services		2,110.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services		454.00
Utility Notification Center Of Colorado	Repair & Maintenance Services		9.68
Water Technology Group	Repair & Maintenance Services		6,567.10
Caselle, Inc.	Computer Support		257.13
Executech Utah LLC	Computer Support		344.71
Performance Enhancements, Inc.	Computer Support		87.91
SGS North America Inc	Testing & Permits		2,243.53
USDA Forest Service	Testing & Permits		157.29
Moe's Original BBQ	Meeting Expense		64.46
American Mechanical Services	Contract Payments		808.00
Cummins Rocky Mtn LLC	Contract Payments		704.00
Intermountain Systems	Contract Payments		407.00
Water Technology Group	Contract Payments		15,000.00
US Bank	WW 2007 Loan Principal		351,780.00
US Bank	Debt Service Interest		47,243.75
US Bank	Debt Service Admin Fee		46,023.65
Total WASTE WATER FUND		**$**	**509,621.52**

WATER FUND

Rocky Mountain Reserve	Health Insurance Expenses	$	16.51
Standard Insurance Company	Disability Insurance		301.35
Amazon	Office Supplies		15.46
Amazon	Repair & Maintenance Supplies		82.31
Browns Hill Engineering	Repair & Maintenance Supplies		360.00
Grand Junction Pipe & Supply	Repair & Maintenance Supplies		5,791.38

WATER FUND (Cont.)			
Pye-Barker Fire & Safety LLC	Repair & Maintenance Supplies		263.13
Fleet Services	Gas & Oil		736.80
Browns Hill Engineering	Communication & Transportation		14.00
Nextrust Inc	Communication & Transportation		679.60
American Water Works Assoc	Dues & Subscriptions		171.54
Northwest Colo Council Of Gov.	Dues & Subscriptions		1,913.00
AmeriGas	Utility Services		1,441.78
Black Hills Energy	Utility Services		311.71
Century Link	Utility Services		2,088.88
Holy Cross Energy	Utility Services		1,263.50
Chase Paymentech	C.C. Transaction Fees		883.65
Xpress Bill Pay	C.C. Transaction Fees		516.40
LRE Water	Engineering		512.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services		514.88
Utility Notification Center Of Colorado	Repair & Maintenance Services		9.68
Vail Honeywagon	Repair & Maintenance Services		173.26
SGS North America Inc	Testing & Permits		350.53
USDA Forest Service	Testing & Permits		157.29
Moe's Original BBQ	Meeting Expense		64.46
Caselle, Inc.	Computer Support		257.13
Executech Utah LLC	Computer Support		459.84
Performance Enhancements, Inc.	Computer Support		149.47
US Bank	WW 2007 Loan Principal		326,649.50
US Bank	Debt Service Interest		84,425.00
US Bank	Debt Service Admin Fee		84,209.41
Total WATER FUND		**$**	**514,783.45**
REFUSE FUND			
Nextrust Inc	Communication & Transportation	$	679.60
Chase Paymentech	C.C. Transaction Fees		126.24
Xpress Bill Pay	C.C. Transaction Fees		75.11
Caselle, Inc.	Computer Support		257.12
Vail Honeywagon	Contract Services		50,464.98
Total REFUSE FUND		**$**	**51,603.05**
CONSERVATION TRUST FUND			
SE Group	Professional Services	$	7,461.50
Total CONSERVATION TRUST FUND		**$**	**7,461.50**
OPEN SPACE FUND			
Rocky Mountain Reserve	Health Insurance Expenses	$	2.48
Standard Insurance Company	Disability Insurance		42.27
Amazon	Repair & Maintenance Supplies		23.17
Signature Signs Inc	Repair & Maintenance Supplies		169.00
Fleet Services	Gas & Oil		64.76
Amazon	Communication & Transportation		5.79
Vail Honeywagon	Repair & Maintenance Services		180.94

OPEN SPACE FUND (Cont.)		
Executech Utah LLC	Computer Support	59.94
Performance Enhancements, Inc.	Computer Support	28.03
Total OPEN SPACE FUND		**$ 576.38**
TOTAL		**$ 1,261,853.21**
PAYROLL		**$ 395,605.15**
GRAND TOTAL		**$ 1,657,458.36**

To: Mayor and Town Council

From: Jenny Rakow, Town Clerk

Date: February 8, 2022

Agenda Item: Resolution No. 14, Series 2022, "A Resolution Designating the Place for Posting of Notices of Meetings for the Boards and Commissions of the Town of Eagle"

REQUEST: Staff requests that the Town Council approve a Resolution for posting notices for boards and commissions for 2022.

BACKGROUND: This Resolution addresses the posting of notices by municipalities and is required by statute.

ANALYSIS: The Town of Eagle posts its meeting notices on our website. Posting electronically will occur unless an event requires physical posting on our meeting board outside of Town Hall. Approval of this Resolution would not preclude staff from posting physical notices and staff may at its discretion physically post notices as needed and in emergencies.

COMMUNITY INPUT: None required.

BUDGET / STAFF IMPACT: None directly, the Town has consistently posted meeting notices on its website prior to my arrival in 2015.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This is a statutory reference and is not in the strategic plan, however, this does provide transparency and consistency for the public.

RECOMMENDED ACTION OR PROPOSED MOTION: MOTION TO APPROVE THE CONSENT AGENDA

ATTACHMENTS:

1. 01 Designating Posting Place

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 14
(SERIES 2021)

A RESOLUTION DESIGNATING THE PLACE FOR POSTING OF NOTICES OF MEETINGS FOR THE BOARDS AND COMMISSIONS OF THE TOWN OF EAGLE

WHEREAS, Section 24-6-402(2)(c), Colorado Revised Statutes, as amended requires that a place for posting of notices of meetings be designated annually each year; and

WHEREAS, it is necessary to designate a posting of notices of meetings held by the Board and Commissions of the Town of Eagle for the 2022 calendar year.

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

Section 1. The Town's website, www.townofeagle.org, is hereby adopted as the official posting location for all meeting notices pursuant to C.R.S. § 24-6-402.

Section 2. In the event online notice is not possible due to emergency circumstances, the alternative posting place is the bulletin board at the Eagle Town Hall, 200 Broadway, Eagle, Colorado.

INTRODUCED, READ, PASSED, AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on February 8, 2022.

TOWN OF EAGLE, COLORADO

By _____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

To: Mayor and Town Council

From: Jessica Lake, Planner I, Community Development Department

Date: February 8, 2022

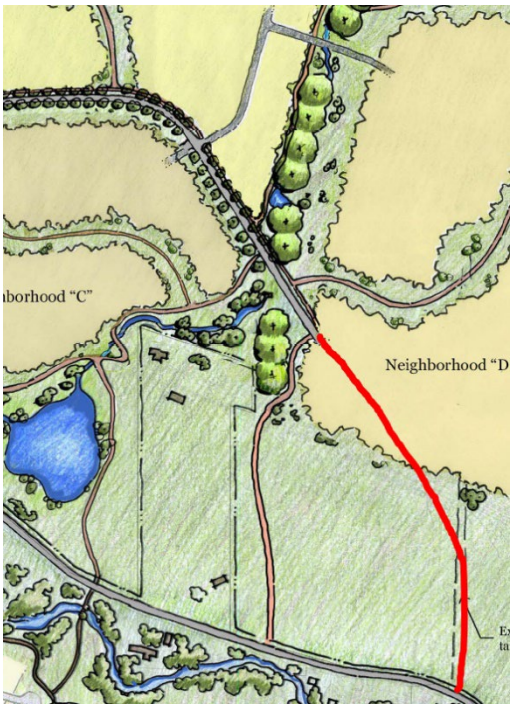
Agenda Item: Resolution 12, Series, 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Third Amendment to the Annexation and Development Agreement for the Haymeadow Property."

REQUEST:

The Applicant is requesting the Town Council review and approve a resolution authorizing a 3rd Amendment to the Annexation and Development Agreement (ADA), which would withdraw the requirement for a future road connection through Neighborhood D to Brush Creek Road.

INTRODUCTION:

The Annexation and Development Agreement for Haymeadow, approved in 2014, currently includes a section that would allow the Town to require the Developer to complete a road connection from Sylvan Lake Road through Neighborhood D to Brush Creek Road. Abrika Properties, LLC has notified the Town that they have 200 acres of the Haymeadow development under contract for purchase by The Conservation Fund with the intent of placing that portion of the development under a conservation easement.



> *Section 9.10. <u>Sylvan Lake Road Extension to Brush Creek Road</u>. Developer agrees that any subdivision or development permit application for Neighborhoods C and D shall include for Town review and approval an evaluation of extending Sylvan Lake Road to intersect with the existing Brush Creek Road near the eastern boundary of the Property. Upon review of this evaluation, should the Town choose to require the extension of Sylvan Lake Road, Developer shall construct, at its sole cost and expense, the roadway including the dedication of any right-of-way necessary for the extension.*

Abrika Properties, LLC is requesting that this section be struck from the ADA, as this requirement is problematic for The Conservation Fund and not necessary if this 200 acres is not developed.

ANALYSIS:

Planning and Public Works staff has reviewed this request and discussed possible impacts and ramifications. Staff believes that it is unlikely that this road connection would be needed, wanted, or required with the sale of Neighborhood D to The Conservation Fund. If the sale does not go through, there is the potential to connect Sylvan Lake Road to the existing "gravel ranch road" that goes to the Cabin and would be improved per the Development Agreement for the Cabin. Based on the applicability of the Cabin Development Agreement, staff believes that striking Section 9.10 from the ADA would not hinder the Town's ability to require a future road connection, should the sale of the property fall through.

COMMUNITY INPUT:
None required.

BUDGET / STAFF IMPACT:
This request has no budget impact.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:
This request does not align with any strategies and is administrative.

RECOMMENDED ACTION OR PROPOSED MOTION:
Motion to **approve** the adoption of Resolution 12, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Third Amendment to the Annexation and Development Agreement for the Haymeadow Property."

ATTACHMENTS:

- Memo from Brandon Cohen, ABRIKA Properties, LLC
- Resolution 12, Series 2022
- Third Amendment to the Annexation and Development Agreement

HAYMEADOW

Town Council Members,

As you know, we are currently under contract with The Conservation Fund (TCF) to purchase the back 200-acres of Haymeadow that would otherwise be the future home of Neighborhood D. As part of the due diligence process, TCF has brought up a concern that Section 9.10 of our ADA gives the Town the option to require Abrika to construct a connection of Sylvan Lake Rd to Brush Creek Rd near the eastern boundary of Haymeadow upon development of any part of Neighborhood C or D if Town Staff deems it necessary at that time. This road would run directly through the 200-acre conservation parcel, which conflicts with TCF's desire to see the property remain in its natural state. Therefore, TCF has asked that we request that the Town of Eagle amend our ADA to eliminate the possibility that a road could be constructed through the future conservation easement.

We look forward to continuing to work with TCF to finalize this transaction this Summer and thank you for your consideration of this request.

Best,

Brandon Cohen
Abrika Properties LLC

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 12
(Series of 2022)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO APPROVING THE THIRD AMENDMENT TO THE ANNEXATION AND DEVELOPMENT AGREEMENT FOR THE HAYMEADOW PROPERTY

WHEREAS, on March 25, 2014, the Parties entered into an agreement entitled "Agreement Relating to the Annexation and Development of Property Known as the Haymeadow Parcel A, Parcel B, and Parcel C Additions to the Town of Eagle, Colorado, Also Known as the Haymeadow PUD" (the "ADA"), which ADA was recorded on May 30, 2014, at Reception No. 201408816;

WHEREAS, the Town and Developer have agreed to amend the Annexation and Development Agreement as set forth in the Third Amendment to Annexation and Development Agreement ("Third Amendment") attached hereto as Exhibit A and incorporated herein by this reference.

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

Section 1. The Third Amendment to the Annexation and Development Agreement is hereby approved in substantially the form attached hereto, subject to final approval by the Town Attorney . Upon such approval, the Mayor is authorized to executed the Third Amendment on behalf of the Town.

INTRODUCED, READ, PASSED AND ADOPTED ON February 8, 2022.

TOWN OF EAGLE, COLORADO

_____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

THIRD AMENDMENT TO ANNEXATION AND DEVELOPMENT AGREEMENT

This THIRD AMENDMENT TO ANNEXATION AND DEVELOPMENT AGREEMENT (the "Second Amendment") is entered into as of February ___, 2022 (the "Effective Date"), by and between the TOWN OF EAGLE, COLORADO, a Colorado municipal corporation (the "Town"); and ABRIKA PROPERTIES, LLC, a Florida limited liability company ("Abrika") (each a "Party" and collectively the "Parties").

WHEREAS, on March 25, 2014, the Parties entered into an agreement entitled "Agreement Relating to the Annexation and Development of Property Known as the Haymeadow Parcel A, Parcel B, and Parcel C Additions to the Town of Eagle, Colorado, Also Known as the Haymeadow PUD" (the "ADA"), which ADA was recorded on May 30, 2014, at Reception No. 201408816;

WHEREAS, pursuant to Section 9.10, the Town may require Abrika to construct a connection of Sylvan Lake Rd to Brush Creek Rd near the eastern boundary of the Property upon development of any part of Neighborhood C or D;

WHEREAS, the Town and Abrika desire to remove that requirement in order to allow The Conservation Fund to move forward with a purchase of a 200-acre portion of the Property which includes Neighborhood D.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and Abrika agree as follows:

1. Section 9.10 of the ADA is hereby deleted.

2. All provisions of the ADA not expressly modified in this Third Amendment, or the First or Second Amendments, shall remain in full force and effect.

IN WITNESS WHEREOF, Abrika and the Town have executed this Third Amendment as of the Effective Date.

TOWN OF EAGLE, COLORADO

_____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

ABRIKA PROPERTIES, LLC, a Florida limited liability company

By: _____
Brandon Cohen, President

STATE OF FLORIDA)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of February, 2022, by Brandon Cohen, President of Abrika Properties, LLC, a Florida limited liability company.

WITNESS MY HAND AND OFFICIAL SEAL.

My commission expires: _____
Notary Public

To: Mayor and Town Council

From: Jenny Rakow, Town Clerk

Date: February 8, 2022

Agenda Item: Resolution 16, Series 2022 "A Resolution of the Town Council of the Town of Eagle, Colorado, Appointing and Reappointing Members to Various Boards and Commissions"

REQUEST: Staff is requesting the Council to approve Resolution 16, Series 2022, appointing members to various boards and committees.

BACKGROUND: The Town Council appoints members to various boards and committees annually and as needed. These appointments were discussed at the January 25,2022 Town Council meeting. All appointees in the Resolution were discussed and nominated.

ANALYSIS: The Resolution will be updated as needed to reflect any changes.

COMMUNITY INPUT: None required.

BUDGET / STAFF IMPACT: Attendance of committee meetings is included in the Town Council budget if expenses are necessary.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: There is no direct reference in the Strategic Plan to committees. However, participating on these committees gives the Council information to assist with fulfilling the Strategic Plan by allowing for information gathering to assist with consideration of the major challenges and opportunities likely to arise during the planning horizon and increases the confidence among Eagle's Town Council, community leaders, and residents that the Town is appropriately addressing opportunities, future risks, and needed investments.

RECOMMENDED ACTION OR PROPOSED MOTION: MOTION TO APPROVE OR DENY: Resolution 16, Series 2022 "A Resolution of the Town Council of the Town of Eagle, Colorado, Appointing and Reappointing Members to Various Boards and Commissions"

ATTACHMENTS:

1. Resolution 16- 2022 Appointing Members to Boards and Commissions

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 16
(SERIES 2022)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO, APPOINTING AND REAPPOINTING MEMBERS TO VARIOUS BOARDS AND COMMISSIONS

WHEREAS, the Town Council has several boards and commissions requiring participation from councilmembers; and

WHEREAS, the Town Council has reviewed and discussed appointments to various volunteer boards listed below; and

WHEREAS, the following Council Members have expressed interest to serve on these boards and committees.

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

Section 1. The following individuals are hereby appointed or reappointed to the listed boards and commissions:

Organization Name	Member	Alternate	Alternate 2
Affordable Housing	Geoff Grimmer	Janet Bartnik	
CC4CA	Geoff Grimmer		
CML Policy and Legislative Committee	Geoff Grimmer		
Compact of Colorado Communities	CLOSED		
Council Policy Committee	CLOSED		
Downtown Development Authority	Nick Sunday		
Eagle County Climate Action Committee/Sustainability	Geoff Grimmer	Ellen Bodenhemier	
Eagle County Housing and Development Authority Advisory Committee (ECHDA)	Bret Hooper	Dominic Mauriello	
Eagle Ranch Housing Corporation	Ellen Bodenhemier	Scott Turnipseed	Grant Murphy
Eagle Ranch Wildlife Committee	Ellen Bodenhemier		
Eagle Recreation Facility Advisory Corporation Board	Dennis Wike		
Eagle River Park Citizens Committee	CLOSED		
Eagle River Park Steering Committee	CLOSED		
ECO Transit Advisory Board	Nick Sunday	Ellen Bodenhemier	
Economic Vitality Committee	Nick Sunday		
Grand Avenue Corridor Stakeholder Committee	Ellen Bodenhemier	Janet Bartnik	
Land Use Code Update Committee	Scott Turnipseed		
MEAC	Sarah Parrish		

Organization Name	Member	Alternate	Alternate 2
NWCCOG	Geoff Grimmer	Jim White	
Open Space and Recreation Advisory Committee	Ellen Bodenhemier		
Vail Valley Partnership Economic Advisory	Janet Bartnik		
VISTA	Janet Bartnik		

INTRODUCED, READ, PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on February 8, 2022.

TOWN OF EAGLE, COLORADO

By:_____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

February 8, 2022

Dear Mayor, Town Council, and Town Manager,

I am presenting this transition document for future use by the organization. While it includes mostly my thoughts, conversations, and strategies, the next Town Manager will have to meet with staff on the history of projects and initiatives. My approach was to document items that are not obvious, in a plan, or topics that staff wouldn't know. Over the last 6 weeks, my transition included meeting with each staff member to populate sections of this document. I then added items that I felt were important to communicate. I also included 2 attachments that reference my East Eagle strategy for redevelopment as well as the leadership team's retreat summary from December. I didn't want these two items to get lost in the transition. I also know how challenging it can be for a new manager to start from scratch and focus on things that have already been done.

Over the last week, I spent time with Jim White on the transition. I have taken him to meetings with community members, discussed Eagle dynamics, introduced him to staff, and taken him on a tour of the Town. Tours by the Town Manager offer a different perspective than what staff can provide which can be helpful. There are a few items that are outstanding on my list that I need to get to staff next week so I will hold on to my laptop a little longer to assist with those items. The job of a Town Manager is never completed, nor can you get to everything, so Jim will pick up the ball now and run with it. I will be available if the team has any questions, and they have my cell phone.

This concludes my transition. Thanks for your patience, it has been a busy month. Good luck with your Town Manager search. I am sure you will find an excellent leader to take Eagle to the next level. It's been an honor working for you, the organization and community.

Take care,

Brandy Reitter
Eagle Citizen

Town Manager Transition Information

February 2022

Organizational Culture
Over the last 4 years the administration has built a culture of trust, accountability, empowerment, communication, respect, collaboration, and professionalism. The organization is still evolving and growing. While we have addressed many issues in a positive way, there is more work to do. Provided below are what has worked and issues that still need to be addressed:

The organization has prioritized being an employer of choice and to make the investments that are nessesary to recruit and retain the workforce. I have been very intentional to not to cheap our employees or balances town's finances on the backs of our wonderful employees. While I haven't been able to say yes to things like eliminating vacation caps or paying phone stipends, I haven't taken any benefits away. I have continued to add benefits.

I think it is very important for the Town Manager to schedule face time with employees in the departments outside of regular meetings. I have scheduled lunches with PWs, especially pre-covid. I have attended events with PD and had dinner with them. I attend all of Community Development's parties even when I have deadlines. I held admin lunches pre-COVID, and I brought back the summer picnics, REAL holiday parties, and write out all holiday cards for staff. I tell people all the time they are appreciated. The little things go a long way. People don't leave for money; they leave because of toxic leadership and culture. The Town of Eagle is still very much a small family, and the big city ivory tower manager approach will not work.

Empowerment is working for our organization. The Town Manager doesn't need to sign off on every single action. This has happened in the past and it created bottlenecks and morale issues. Delegating is so important because there is no way the Town Manager can do everything. I found that it has really helped to develop my team and trickles down throughout the organization. Staff will also make an error or mess something up. We are all human. I have created a culture where people are comfortable failing forward without living in fear of being perfect. It's not realistic to expect people to be perfect and our staff have grown successfully with this approach.

The decision-making process has improved over the last several years. Staff really likes to know the how or why we make decisions in administration. I don't think it is always good to make decisions by committee but explaining the rationale has really helped to build trust and transparency at all levels. I have used a committee decision-making approach for various administrated policies and projects. I have set up the following committees to engage employees in the decision-making process for the employee handbook, safety and communication committees as well as procurement policies.

When town has extra money, I have always reinvested in employee's wages, bonuses, trainings, parties, and benefits. When manager's bring employee issues to me, I jump on them and do not wait to address them. When I bring new employees into the organization at a higher pay rate, I increase the wages of those with longevity so that we don't have equity issues. Equity was a big priority for me. I declined requests that negatively impact all my employees, if I can't do it for everyone then it's not the right thing to do. Everyone is important regardless of job, pay, or life goals.

Values that I tried to live by as a manager and demonstrate to the team:

- Employee Appreciation
- Employer of choice
- Kindness, fairness, and respect
- Collaboration and teamwork
- Having fun
- Work life balance (this one was a struggle)

Council

Packets – Town uses CivicClerk to upload agenda items and manage the review of packets. Everyone is trained on how to use the system and are expected to upload their items into the system for review and approval by the Town Manager. Jenny is busy and cannot upload every item on behalf of the organization. Software with adequate workflow has improved our efficiency related to the packet.

Below are a few rules that I used to manage the packet:

- Packet items are due from staff and need to be uploaded into the system by Wednesday COB.
- I review each item for accuracy, typos, attachments, working links, template consistency, and make sure the material makes sense. If I don't understand it, the Council won't which makes our meetings less efficient. I wouldn't recommend delegating quality control to anyone on staff at this time.
- This council doesn't prefer PowerPoints, so I asked staff not to use this tool to present information. However, there are a few exceptions to this rule. PowerPoints are okay as part of a public hearing, especially for land use applications. I also allow use when Town's consultants present to council. When a PowerPoint is being used, I remind people to not read them verbatim. As a rule, most PowerPoints are included in the packet so Council can read them ahead of time (excluding land use applications).

Communication – There are a couple of communication items that I have used over the last several years that I think helps Council. When I have information to share, I send a weekly or bi-weekly update email to Council. The purpose of this communication is to capture information that comes up between council meetings as well as share information that doesn't need to be included in the packet. After each meeting, I typically share follow up action items resulting from our meetings. I give the Council an opportunity to confirm or clarify actions items that they requested before staff starts work.

Training – The Council needs to schedule training with the attorney and CIRSA to go over liability, roles, and responsibilities, and risk management.

Retreat – The 2022 retreat hasn't been scheduled or planned yet. That is something that you will work on with the Mayor. I have a big list of consultants that I have vetted so at least that information is there if you want to use it. In 2022, the Council will need to do a bigger update to the plan because of the newly elected members. In between election cycles we make minor changes with the understanding that after a new Council is seated, the plan will require a bigger update. In the past, we have scheduled retreats in early summer before budget kickoff so that staff has a chance to incorporated council

priorities in the upcoming budget. These retreats are held one day and are scheduled at Frost Creek. In the past the Council schedules these during the weekdays to avoid weekends.

Council Member Check-ins – What I found helpful is to reach out to council members every couple of months to schedule a coffee, breakfast, lunch, or happy hour. I call these my Council rounds. I think it helps build relationships outside of our regular work and have conversations about strategies and preferences. It's also a lot of fun.

Town Manager
Working in Eagle is a real joy as a manager. The Town is growing, the projects are intellectually challenging, and the community is very positive. You couldn't ask for a better community to manage. I have spent most of my time professionalizing the organization as well as building a positive culture. The next manager will benefit from having systems and policies in place as well as the dream team that we have hired. Below are a few items that the next manager needs to know:

- Even though the Town's financial position is positive, the Town has serious revenue structural issues it will need to address in the short-term. Revenue will not keep pace with the projected expenses in the future. I had finance develop proformas for most of our funds and we will go negative over the next 4 -5 years if revenue isn't part of the sustainability discussion. The Capital Improvement Fund doesn't have a dedicate revenue in addition to Use Tax. Most communities have a dedicated sales tax to fund capital. Because the Town doesn't, the CIF requires major General Fund subsidies that take away from core operating functions. The CIF expenditure requirements will outgrow the funding that the General Fund can support. I didn't make a GF transfer in 2022 so I could afford to hire staff needed to increase operational capacity and support major management functions.
- Open Space is a program that relies on a lodging tax that isn't sufficient to support the program which requires subsidies from the General Fund was well. Special events also rely on lodging tax that that doesn't adequately fund the program requiring additional subsidies. I recommend that the Town consider a dedicate tax to support the CIF at a minimum. Looking at this now vs. later will ensure that there is proper planning of Town's resources.
- Town provides contract trash services through Vail Honeywagon. The contract has been renewed but I would recommend that the Town bid this service so that we can assess the market. This is a big undertaking so the Town will need to schedule this in advance of the next contract renewal.
- Sustainability is a top priority for the Town. There are several projects budgeted in 2022 that the next manager will execute. One item that was suggested by staff was to create an internal green team to review our day-to-day behaviors and practices to make more sustainable. I recommend putting this together and having a department representative on the green team.
- Part of my vision for the marketing and communications manager was to use them to create monthly videos of the Town Manager providing a message to the organization. This is similar to the County Manager and the feedback from their staff is positive. I recommend that the next manager consider doing something similar. I didn't get to this because of bandwidth and COVID management.
- COVID-19 will be something that the next manager will have to track. The Town only implements requirements outlined in public health orders. We typically don't come up with requirements beyond the law because we don't need to. I would stay away from vaccine requirements and anything else that walks the fine line between what is legal/illegal.

- The Town needs to evaluate the need for information center. The staff are wonderful, but I am not sure how relevant it is for the Town of Eagle.
- The Chamber is located at Town Hall, and they were told to move over to the Info Center by July 1st. This is nessesary because we do not have the room for the staff that the Town is going to hire over the next 2 years. The space they occupy at Town Hall sits vacant most of the time and is underutilized. I already had the conversation with the board, and they are aware they need to relocate.
- Parking management on Broadway is becoming more important. I recommend implementing meters and was working with a company last summer to get a quote for full management of our parking meter program. We would outsource the function to a company, so Town doesn't have to hire staff to perform enforcement. I would also recommend a resident permit program because of the new mix use projects that are being built and planned for. Being proactive now will prevent headaches later on. It's much easier to implement when less people live on Broadway criticizing the shift in approach.
- There are a few outstanding grants that the next manager will need to keep track of. We are closing out the Main Street, meet me center grants, and need to execute the Clean Water Grant that Paul Hempel has extended for our Source Water Protection Plan.
- New managers always are asked to do things from staff or the community that are not a great idea. To spare the new manager of having to figure out these requests, I have provided a list of items that might be asked of you that you might avoid:
    - Can you eliminate vacation caps for staff because we are short staffed? I said no because people bank leave, town must pay out massive amounts of money when someone leaves, people don't take vacation, then staff get burned out which leads to morale problems. We recently up the amount of leave people can accrue and adjusted the caps upwards at the same time. Leave caps are a best practice.
    - Can you expand the EHOP program so that I can buy house in in Garfield or Mesa County? We just limited the program to Eagle County because we want to encourage our employees to live locally. What I have found is that people who used this program buy more house for their money living outside Eagle County. That's not the point of the program.
    - Can the Town pay me a cell phone stipend to use my personal phone for work? We have stayed away from this approach because people should use Town issued equipment to conduct official business. If we need to investigate an issue, taking someone's personal phone for a period will be an issue.
    - Can I switch the title of my employees without updating the job description or pay plan? I have avoided these requests to maintain the integrity and equity of the pay plan and to prevent job audit claims. Following the structure is easier to implement for administration and makes it easier to comp wages.
    - Can you increase my credit card limit? We have a policy on limits that ensures that major purchases are expensed properly and so that people can manage their budgets easier.
    - Can you ask Council to remove the expense limit so that we can spend what is budgeted? The current limit is more than generous and there are more advantages than disadvantages when bringing large ticket items to the Council. The current policy is an important check and balance and keeps the Council in the loop on major expenses.

- Can we close my department during lunch? I have declined this request because our customers often conduct business on their lunch break, so we need to be opened. I default to find coverage so that we can offer the level of service that is expected in the community.
- Town has always waved tap fees on Broadway and Chambers Avenue. This is not true.
- I didn't have to pull permits before. This is not true.
- Can you refund my Pavilion rental because I canceled due to COVID concerns among the attendees? Town only refunds payments if Town forces cancellations due to public health orders.
- Can I see the compensation market data the HR uses to assess wages? We can't do this because the data is proprietary, and town has an agreement with the Employers Council.

Finance

This function has evolved over the years. It used to be a one-person shop and has expanded. With that, we were able to implement better accounting controls and increase bandwidth to handle the uptick in transactions, compliance, and the application of financial best practices. While we have made significant improvements, more is required. Below are few items that the next manager should know:

- Staff is rolling out our fixed management asset program which will help with documentation and improve tracking of town's inventory.
- Finance has an incredible opportunity for automation. The function lacks software that would improve accuracy, efficiencies, and documentation. Approximately 90% of our functions could be automated. This includes time keeping, a/p, budget development, analytics, statistical analysis, visualization, reporting, asset management, and grant making. It would be helpful for the Town to consider hire someone temporarily to assist with this effort. The current staff do not have the capacity to innovate the finance function.
- Staff have made improvements to policies and procedures. This has been a big push by the team because there was a serious lack of polices for staff to follow. There are two policies that I would prioritize in the short-term and that is to develop a purchasing policy and financial policies by the Council.
- The Town will need to determine what it wants to do with the ARPA funds. The last distribution of the funds is in May. The Town received $1.7 million in funding. The funds must be encumbered by 2025/26, so there is time to assess the strategy for the use of funds. DOLA encourages communities to take their time and be strategic with the funding.
- It will be good for the next manager to understand the developer contributions from recently approved annexations like Haymeadow, Red Mountain Ranch, and the Reserve at Hockett Gulch.
- The finance team needs to be more involved in the health insurance rates on the front end. This will be helpful so that they can analyze the financial impact of our benefit plans. Benefits are always at odds with pricing, but I would encourage the Town to stay competitive.
- I highly recommend bidding out the audit this summer. The Town has good audits, but I have struggled with the communication between the manager and the auditing firm. I am used to the auditor scheduling time with the Town Manager to communicate issues and to discuss areas of focus and this hasn't happened the last 3 years. They are not proactive, and the Manager is only made aware of issues when it's too late to remedy the situation. We have had the same auditor for decades and it's a best practice to bid services out periodically. If the Town does stay with the firm, I would recommend that the next Manager schedule monthly communication during the audit process to make sure things are happening with they are supposed to because they

won't tell you. The current firm also ignores requests to be included on emails so being proactive is the only way to receive the communication you will need.

- The Town recently moved to home rule which has been a great success and will serve the Town well. One of the functions that the Town has available to them is the ability to self-collect sales tax. I do not recommend that the Town ever consider self-collection. We do not have the staff and I don't think the investment has any return. Now that we are receiving online sales tax, self-collection would be next to impossible for the Town to execute without losing significant amounts of money.

Human Resources

This function is 5 years old and didn't exist. Establishing this function in the beginning was a challenge. The administration has made significant progress on professionalizing the organization and HR has played an important role. We have improved risk management, apply and track employment laws, improved benefit offerings, and have implemented standards for hiring and termination practices that have prevented claims that have been problematic in the past. The rules don't' change each time we hire someone anymore which is great. Below are some of the philosophies and strategies HR would like to continue to support:

- Empowering staff and having management support investments in employees.
- We need to discontinue the PPO3 plan as planned. After we moved our healthcare plan from Benefit Health Advisors to CEBT, the only purpose for the PPO3 was to give employees one more year to switch to a richer plan. This was to manage change slowly for those who needed it. Most people are on the PPO4 and that was the goal. We need to adjust the plans a little closer to market and not include the HRA with the PPO4 going forward. We didn't adjust the premiums employees pay in 2022 and will need to plan for that in 2023. I know this isn't always popular, but it is nessesary to avoid major premium spikes in the future. It's much easier to make incremental increases overtime vs. a rate spike. Employees can't afford spikes.
- What has worked well in HR is when decisions are made quickly, which is something that I have always done. Whether it's hiring, firing, plan design changes, compensation/classification, or resolving employee issues quickly so that they don't become toxic to organization or individuals, we have built a culture of moving the needle quickly. It has helped to establish credibility and trust with the employees in the organization.
- Finance used to be responsible for HR before it was separated. It has taken time to change behavior to get employees to stop going to finance for HR issues and for finance to stop trying to do HR functions. Going forward, you will have to make sure that these roles are separated, and finance knows what HR role is and when to they need to be involved. I do not recommend putting HR under finance because one function can be at odds with the other when it comes to investing in employer of choice initiatives. One wants to save money the other wants to spend it. Neither function is wrong in their approaches. The Town Manager plays an important role in balancing the two and it has worked well for Eagle.
- There are a couple of pending items that need to be addressed in the short-term. The Town needs to increase on call pay in PW to make it market competitive. It is too low and needs to be adjust upwards. The department heads need to utilize the spot bonus program more. Often department heads will ask the administration to increase base pay when employees go above the call of duty. This is not a good approach because of equity issues in the pay bands as well as

throwing other employees out of market. Bonus pay is the tool that needs to be utilized for these requests. The next Town Manager should remind the leadership team that this program is available to their staff.

- The directors and managers need leadership training. We have some people that are newer to management and director level positions that could benefit from a formal leadership training program. This is true in administration, public works, and community development. The police department has an excellent training program, and the town is experiencing the benefits. Leadership training will help improve risk management, morale, retention, and succession planning.
- Performance management is important. Regardless of the tool that is used, SMART goals are important. Goals help move the organization forward and give employees a sense of purpose. This year, performance management is weighted 50% customer service, 25% goals, and 25% core competencies. We weighted customer service more because we have had issues with employees not responding to customers calls, emails, and voicemails in accordance with our customer service policy.
- HR needs an enterprise level software package to automate performance management, onboarding, applicant tracking, and financial data. This project should also be reviewed for financial functions as well.
- I spent the last 4 years overhauling benefits, retirement, vacation and leave schedules and variety of other foundational initiatives in HR and didn't get to implement some initiatives. Below is a list of cool ideas that I had planned to implement to reinforce our employer of choice initiatives:
    - Sabbatical program for employees who work for the Town 3 – 5 years. The private sector does this and it is a great incentive to reduce turnover.
    - Paid family and medical leave. Labor laws are moving in this direction, but I wanted Eagle to be a leader on this because it will make the town more competitive and morally it is the right thing to do.
    - Diversity, equity and inclusion is very important, and I wanted to initiate a program to train employees. I recently chaired the DEI committee for CCCMA and gained a lot of knowledge on the subject.
    - This one isn't a new idea, but the town pays a holiday bonus at the end of the year. Employees love this and it is a long-standing tradition. One thing I changed in 2021 was that I stopped pro-rating the payout for new employees based on how many months they worked in the current year. Everyone gets the same amount no matter what. I also hand write holiday cards to every employee. It takes time but personal touches really go a long way with the team.
    - We gave part-time employees leave for the first time a few years ago. It was met with some resistance, but part-time employees deserve what full-time employees enjoy. They are just as important to the team. I wanted to take it a step future and provide health benefits at a prorated amount to part-time employees. I had this experience when I worked in Denver during graduate school, and it was a big benefit. I wanted to do that for employees in Eagle. The Town can't do this very well for seasonal employees because the duration of employment is too short.

- The Town needs to pay a comp/class consultant to analyze wages each year. HR does a good job, but it is too much work for the resources we have.

Clerk

The clerk function at the Town is in a great place. Jenny is an experienced professional and one of the best around. There are few things that I would recommend for this function that are important to the long-term success of the organization:

- There isn't a succession plan for the current Clerk. This can be achieved by hiring a Deputy Clerk. This is the most successful model and town's that have one, can transition to a new Clerk easier. Town is ready for one and should prioritize that in 2023.
- Document sharing and management continues to evolve. The organization needs to develop a strategy for document sharing that includes systems that are user friendly, ensure security and help with capacity.
- The Clerk keeps track of our sales tax data and puts together reports for the organization and council. There is a lot of data that can be used to inform policy. Once the town establishes its' economic development functions as proposed in the 2022 budget, this would be a great project for new staff.
- The organization recently converted to a new court software. It is still doesn't help with paperless efficiencies. It does have a public facing component. We converted to Caselle but it doesn't work very well and the Town should look at bid out our financial/court software.

Economic Development

Over the last 4 years, the administration and council have prioritized intentional economic development. This is an area that the Assistant Town Manager provides oversight, and an economic development specialist is budgeted in 2022 to build capacity for this program. Below are few items that the next manager should know:

- The town is working on an assessment with CU to strategize how town can leverage recreation and technology to attract theses industries to Eagle. The town also completed an RFP for a town-wide economic development strategy. The firm that was selected was EPS and we need to engage them to execute a professional services agreement.
- We completed a downtown assessment and staff needs to begin to execute on the recommendations identified in the plan.
- East Eagle is a huge opportunity to do real economic development in Eagle. Staff recently completed a sub-area plan for the development and those recommendations should be included in the land use code rewrite and in the strategies mentioned above. Included in this document is an economic development strategy that I have outlined to help start the conversation with partners.

Law Enforcement

We have made significant improvements and investments in this area. We recently achieved accreditation which has professionalized the PD as well as made it possible to attract and retain the best

talent in the region. It is difficult to hire for law enforcement and the Town needs to continue to make investments in this area. Below are a few things that the next manager needs to know:

- I usually fund every request that PD asks of me. They are great about making requests that are not excessive and accomplish their goals.
- Take home cars are a big benefit and something that helps with retention – keep it.
- Fund their strategic plan and support them when it's feasible. It is more expensive to lose a cop because we didn't invest than it is to hire one.

Community Development

This function has evolved significantly of the last several years. The town was finally able to bring stability to this function with great staff and the development community is benefiting from it. We still utilize consulting services to assist with processing development applications but once the department hires the staff that are budgeted, this will improve. Good planners are hard to find, and it will be important to keep this in mind when the new manager arrives. I have been flexible with schedules and give the department the permission to be creative in their approaches without micro-managing. Below are a few things that the next manager should know:

- We are re-writing the land use code which will provide for more flexibility and administrative efficiencies.
- Code enforcement continues to be a challenging function to nail down. I had staff come up with a work plan for this position based on feedback. It will be important for the new person to stay focused on proactive code enforcement and not get absorbed into unrelated administrative functions. The work plan will help with this.
- Building services was another challenging function where we have seen great success over the last 4 years. We have recently added FTE to support the building official in the areas of permitting and plans examiner. We also contract with Gypsum as a back up building department as needed. This is a great benefit and a good example of a shared service model that I would recommend the town keep. It costs money but it supports a higher service level.
- Community development has fun, support them because they are the fun team, and it brings joy to Town Hall. PD is fun too; I can hear them through my office ceiling. Admin is quiet.
- Continue to create opportunities to promote staff within the department. We have created new bands and positions in the pay plan to provide upward mobility. Grooming up is the best way to manage a community development function because it is so difficult to hire and onboard people unfamiliar with the development community.
- CITIX is a new initiative that the department has started which is a great example of proactive communication with the development community. Keep and support it.
- In general, the development community in Eagle is great. There are challenges with the code, but the community has great ideas and is respectful. It is very collaborative which is a culture we are trying to support. We can't say yes, all the time, but I have empowered staff to try and find ways to get to yes.
- One of the challenges that community development continues to have internally is automation. The department needs GIS, software, and a proper system for archiving. Staff spends a lot of time trying to locate documents which eats up bandwidth.

Special Events
The Town hosts and process several special events. This function has seen a lot of turnover and still needs improvement administratively. Recently, the Town conducted a community survey and residents really want more local events that they can support. Major events that draw tourists are not as important. Below are a few items that the next manager should know:

- The town hasn't done the best job sticking to the 45-day rule for processing special events. It has led to confusion, customer service issues, poor planning, and has created negative tension between the departments. I know it's hard to tell the neighborhood who wants to plan a Santa parade on Friday when it's Wednesday to wait until next year, but it's super important. Town needs time to plan limited resources and sticking to the 45-day rule will help event planners with certainty and consistency.
- The event permitting process needs to be automated. We investigated software but didn't execute. This would help with succession planning and documentation. Everything is brand new when the position turns over which has created issues with retention and customer service.
- I recommend adding seasonal staff to this position in 2023 as part of the budget process. This will help with burnout and make sure things don't fall through the cracks.
- This position tends to get pulled in directions that are non-event related like marketing, branding and communications. Event planning has been the casualty of this approach. It will be important to make sure that staff stay focused on events. Hiring the marketing and communication position will be critical for this function and will free up resources to make sure there is focus.

Information Technology/Innovation
This is new function for the town and long overdue. The organization made the switch from a consultant to an inhouse model, and we have been able to move our IT/innovation strategies forward in ways that we haven't before. There are few things that the next manager needs to be aware of:

- Whatever is decided, I would recommend investing properly in IT or innovation. We haven't in the past and it has led to problems with efficiency, accuracy, and security. While the organization has a basic technology backbone or infrastructure, we have a long way to catch up to the 21st century. Below are a few deficiencies that the next administration should address:
    - Software to automate financial, HR, special events, permitting, document storage, GIS, security, and a coordinated network between facilities.
    - Ensuring that IT is the clearing house for the purchasing of equipment, software, and hardware. The town has moved away from everyone doing their own purchasing to standardization. It's easier to manage and provide for security.
    - The administration has improved replacement schedules for all IT equipment and hardware. It will be important to maintain these cycles for planning purposes. When you delay or ignore replacement cycles, it's difficult to absorb financially.
    - Security cameras and access to buildings needs to be addressed as soon as possible.
- Broadband – IT oversees the town's broadband program. There are a few projects that IT has prioritized which are implementing public wifi, connecting town facilities via broadband, and providing access to THOR for our community anchors. At minimum, the town must make the

meet-me-center available to private ISPs and community anchors per our DOLA grant agreements.

- The vendor that manages PD's network needs to continue to provide support instead of the current IT Manager. One must obtain specific certifications to handle police data, networking, and hardware.

Public Works

This area has seen a fair amount of turnover because of retirements and the tight labor market. Some of the turnover has brought with it new ideas, different skill sets, and professionalism. PW was under the same leadership for 40+ years so some of the change was expected. Like most towns, PW has the largest footprint. The department is responsible for buildings, grounds, water, wastewater, stormwater, streets, engineering, and open space. Below are few items broken out by division that the next Town Manager needs to know and address:

<u>Buildings and Grounds</u>

- Historically the town hasn't invested enough money in preventative maintenance. This is because we haven't completed an assessment of our properties so that they can be set up on a maintenance plan. This is in the budget and needs to be a top priority.
- The organization is growing, and town hall and public works are at capacity. The plan to expand capacity is for police to move to public works and share the building. This will require a site plan analysis, engineering, and construction. These items are budgeted. Funding will be an issue because voters typically don't vote on taxes to build public buildings. The approach was to use COPs to fund the construction of the building. The Town implemented a public safety impact fee and the rationale nexus included a new building for PD. These funds will help supplement the cost of the new facility. Excluding the shop, my gut tells me that the existing building might be a complete scrape.

<u>Water</u>

- Town just completed the LBWTP, and it still needs to be closed out. MWH has been working with SGM and staff to complete the remaining items, but progress is slow. This should move along quickly given the relationship that has transpired over the last 4 years with the vendors. The Town had to hire legal counsel to assist with different aspects of the project and I am concerned that if it isn't closed out those tensions will rise again.
- In 2022, the town will need to move quickly on hiring another water operator and put a staffing plan in place for the treatment plants. Now that both plants are online and operating together, it will be easier to assess the staffing resources required to operate both plants.
- The town needs to work with Raftelis on the tap and fee study for water. Last time this was completed was in 2018 and now that we have completed major capital projects it's time to update our proformas. When the models are updated, the town needs to go back and update the tap fee for wastewater. The methodology for tap fees for water and wastewater need to align better because they don't, and it is confusing for staff and customers. Once the methodology is completed, staff needs to amend the code to reflect the new approach.
- Many of our tanks need to be replaced because they are undersized or are beyond their useful life. The discussion among staff was to conduct an analysis of how our tanks operate together

and identify approaches that result in efficiencies, innovation, and sustainability. This analysis would be helpful to conduct before the town makes major investments. I have encouraged staff to utilize our tank locations for telecommunication towers to assist with co-location of broadband services to assist ISPs and town to connect our facilities. This is also a great source of revenue that the town can generate. Leases can generate up to $20,000 annually per lease.

Wastewater

- Town just completed a rate study for wastewater. We will l need to revisit this study more often. The last time one was completed was in 2011.
- The big item that the Town will need to keep an eye on is the new EPA nutrient requirement in the future. Once these regulations are finalized and we know what it will look like for the Town, the rates will need to be adjusted now to plan for the future. Depending on the outcome, it is likely that the town will need to look at a revenue bond.
- The town is not compliant with it's discharge permit. There are discrepancies that need to be worked out with CDPHE. You will receive compliance letters from the state until it's resolved. Staff is aware of the issue.

Stormwater

- This program was officially established in 2020 via ordinance and includes a fee that is generating revenue to begin planning for maintenance and capital projects. The first thing that needs to happen is for the town to fund a stormwater assessment so that a CIP can be developed to fund improvements. The town has constructed several stormwater facilities and hasn't maintained them due to funding constraints in the General Fund.
- Since this fund is an enterprise, it can issue debt. What will be helpful is to use some of the funding in this enterprise to fund portions of the Grand Avenue corridor project when it's ready for construction.
- In addition to storm drainage, curb, gutter, and culverts, the stormwater enterprise can be used for water quality in creeks, improve riverbank erosion, and support river restoration projects.

Streets

- The town recently added staffing to the streets crews but could use more resources over time.
- The town completed a 5-year asphalt management plan and budgets every year for maintenance. The streets are in great shape because of this approach. In 2021, the Town didn't do the maintenance that was planned and now we are behind. It is important to execute the plan so that we can complete the work when it is required and to avoid major capital expenses because of deferred maintenance. It is also easier to spread the costs out over several years so that the budget isn't impacted as much, and town can budget for other programs.
- If town performs the maintenance that is identified in the asphalt management plan, the plan will need to be updated in 2- 3 years. I recommend fully funding this program each year.
- Chambers Avenue needs major improvements. The town would have completed some of these improvements but is waiting on the status of the East Eagle development to perform work. Depending on when it develops, the town will need to upgrade the utilities under and along Chambers Avenue and it's better to perform this work at the same time. The timing might not align but this is something that staff has discussed over the last several years. Staff has used the

same approach for Grand Avenue as well. Depending on the costs, it is likely that Chambers Avenue will also require a revenue bond.

Engineering

- This function is supervised by public works. This function has floated around before. It has been under community development and a direct report to the Town Manager. It is under public works which I think is the best fit and similar to other organizations. We have used a hybrid model of staffing and consultants to support this work. Consultants really help with ensuring that town can provide for a variety of services on demand and maintain a well-rounded division. Engineering is understaffed and will require more FTE as the town grows.

Open Space

- In 2020, the administration dedicated more resources to this program because it wasn't functioning as well as it needed to. We added a full-time FTE for the first time which has helped to execute the vision the community has for its open space program. The town also established the Open Space and Recreation Advisory Committee to give the community a voice as well as provide a sounding board for the Council to help inform policy.
- The town initiated on Open Space and Trails Master Plan in 2021 and it is mostly complete. The Council needs to schedule a work session in April to review the plan and provide feedback to the consultant to finalize the document. Once that is completed the town needs to budget money each year for plan execution. This plan isn't a shelf plan and stakeholders are motivated and excited.
- The Open Space program is funded through a lodging tax. We increased the tax in 2020, but it is not enough to sustain the program which is also subsidized by the General Fund.

Capital Projects

- Eagle River Park – The ERP was constructed in 2019 for $6.2 million leveraging a half cent sales tax dedicated to pay off a $5.9 revenue bond. Extra sales tax can be used for parks and to construct future phases of the ERP. There are few outstanding items associated with the park. The town is in the process of working with the US Army Corps of Engineers on a 5-year permit for the installation of RapidBlocs that will include whitewater events. The project team which includes staff, S2o and NV5 are modelling configurations for the permit and will submit the plan to the Corps over the next few months.

  The Town needs to schedule an executive session to discuss the conveyance and annexation of the ERP from the County. We have a Use Agreement with the County through May, and a decision needs to be made before the Town moves forward.

- Lower Basin Water Treatment Plant – This project is completed and needs to be closed out. Staff needs to prioritize the closeout of this project before any legal issues occur. The town had to hire special counsel due to claims made by the contractor. It's in the town's best interest to respond to MWH and closeout out quickly. SGM was the design engineer and owner's representative, and they owe the Town money for design omissions and re-design work. I

recommend engaging Bryon McGinnis our previous Public Works Director because he is most knowledgeable about what SGM needs to provide. He is available and his wages are budgeted.

- Grand Avenue Corridor Plan – Phase 1 and 2 of the plans are completed. The next steps are to execute a contract with Rail Pros to begin the review of the plan and engineering to seek approval. Portions of the plan are in UP's ROW and will likely need to be redesigned based on the negotiations. I recommend that the Town seek special counsel that specializes in railroad land negotiations to assist with the negotiations. Communities that are successful with these negotiations have used attorneys to help. It's a plan worth fighting for.

- Broadband – The town is a partner in the THOR collaborative and has a meet-me-center that makes fiber available to the private and public sector. In 2020, staff raised $10.7 million dollars to build a muni broadband utility. The Council decided not to take this approach and wants staff to come back later to discuss how the town might use this investment for other alternatives. I recommend focusing on middle mile development using grants and making these projects available for private ISPs to provide last mile. It's too expensive for the Town to run a muni fiber utility without the revenues to support it. Let the private sector do this work on behalf of the community. Over the next 10 – 20 years when town has more middle mile fiber built, it might make more sense to reassess a muni broadband utility. The biggest priority is to connect town's facilities using fiber to support expansion of middle mile fiber in the town. It will make innovation easier to support our operations too.

Community Ideas

- Art & Culture hub at Old Town Hall – Don't sell old Town Hall because this is a great adaptive reuse project and there is grant funding out there to do something big on that corner. The town also needs to keep this property to take advantage of the COPs that are nessesary to fund the new PW/PD facility. If the town sells it, we will lose $1 -$2 million or more in funding towards the new facility. Despite what it looks like and what is needed for an adaptive reuse project, it's worth it. When I look at the potential, it reminds me of the Salida Steamplant.

- Creative District – EagleArts is a non-profit who is very interested in this initiative. It is an economic driver and would improve the downtown area.

- 2nd Street ped mall/activation – This is part of the Grand Avenue Corridor Plan. In the past, there has been support for closing the intersection of 2nd Street and Grand Avenue and turning it into a plaza that town could use to support events, public art, street fairs and a variety of activations. The town decided to include this concept in the Grand Avenue Corridor Plan instead of assessing feasibility on its own. Changes made to that intersection will impact the corridor.

- Public Art Committee – This idea was established when we put together a committee to select the muralist that was going to install art along the Eby Creek corridor next to the Alpine Lumber property. After we wrapped up the public process, the group wanted to create a public art citizen committee to install more art projects in town. This was on my to-do list, but I didn't get to it because of staffing capacity and managing COVID for 2 years. The mural is included in the

2022 budget. The muralist committee were very interested in being on that committee when it was time.

- DDA Expansion/Annexations – The town successfully established and raised up to $27 million for the district. They must wait until the TIF funding that will come to the town in 2023 to fund projects. The board has received requests from some property owners to be included in the district. The town will process those annexations if the DDA board approves.

- Pool & Ice Rink Expansion – Haymaker Trailhead Master Plan – This project was a successful collaboration with Mountain Recreation. The facility is operated by Mountain Recreation and the town owns the land. The plan was to raise funding to construct a proper recreation center which failed at the ballot box in 2021. Mountain Recreation is tweaking the proposal and will ask voters again in 2022.

- Town-Wide Traffic Study – This has been mentioned a few times in the past by community members. The town conducts traffic studies when a development proposal requires it but hasn't conducted a study of the town. I think it could be helpful to do at some point down the road, but I think it will tell us what we already know. That is why I haven't prioritized it.

- Gypsum/Eagle/Airport Interchange – This alternative route is critical for western Eagle County and for the success of the Grand Avenue Corridor Plan. This project was designed many years ago but didn't move forward for a variety of reasons. With the federal recovery dollars proposed, there is a real opportunity to revisit the project. An interchange will not have a negative impact economically for the town and was an argument used in the past to not support the project. Sales tax is up and that is due to online sales and recent tax increases from tobacco and lodging. I highly recommend that the next manager prioritize town's participation.

- BMX Track Improvements – There is a volunteer group that supports this amenity located at the Pool & Ice Rink. They are very active and have done a great job with maintenance and event planning on the track. They do make requests of the town to expand their track and I have politely declined for a few reasons. Any expansion of the land would conflict with the site plan for the Haymaker Trail Master Plan. Temporary land requests are never temporary, so I don't grant these requests. They have also requested to temporarily use land on the site for a bike park, but their request would be the construction staging area for the recreation center expansion. I don't think it makes sense to spend money on a site that will be torn down in a few years. The group does want to partner on a GOCO grant to construct an event box and storage unit on the existing site. I was working with them on this request.

- Skate Park – I receive requests for this a lot. The skate park is proposed in the Haymaker Trailhead Master Plan and will be constructed in phases or as the town has money. I received a request to put a skate park in the Town Park. I politely declined because it conflicts with concerts in the summer and the ice rink in the winter. The Town Park is too small.

Leadership Team Retreat Summary – December 2021

The plan for the day was to spend time going over our Emergentics profiles for how we communicate individually and together. Then we identified values, culture, what is and isn't working, and goals. The day finished with a few games of bowling and beer at Back Bowl.

Summary Notes:

Town-Wide Culture & Values: Community, pride, empowerment, and resiliency.

Eagle Employee Values: Growth, service, support, cheap, getting by, fun, valued, doing more with less, respectful, teamwork, training, and small town.

Council Values: Customer service, sustainability (economic and environmental), economic development, policies, service delivery, transparency, consistency, environment, community engagement, and clarity.

Leadership Team Values: Employee focus, creativity, accountability, professionalism, honesty, fairness, equity, collaboration, knowledge, dynamic, well-being (emotional and physical), work life balance, adaptable, fun, and love.

Leadership Team Culture: Supportive, open to feedback, collaborative, inclusive, transparency, responsive to each other, succession planning, automation, staff stability, and fun.

Significant experiences and events that have had a positive/negative impact on the organization:

- PD accreditation in 2021
- 1st Council strategic plan in 2017
- Establishing HR function
- Eagle Ranch development
- Home Rule
- Hiring Brandy in 2017
- Wildfires
- Adams Rib
- Eagle River Stations
- Internet web commerce – Sales tax collections
- Remote working
- State and federal mandates
- 2021 avalanche tragedy
- Pandemic
- Short-staffed

What is and is not working for the organization:

Working:

- Leadership team, crisis management, IT, HR, open to change, community dynamics, trust, family, pivoting, info sharing, PW/CD communication, standards, pay, project management, professionalism, project management, and the right people on the bus.

Not Working (the * is for the most important items):

- PD/PW communication
- More SOPs
- Land use and muni code issues
- Too many priorities*
- Code enforcement
- Legal services*
- Safety
- Communications (public relations) *
- Staffing consistency
- New council priorities
- Innovation/automation*

Initial goals to accomplish by the team:

1. Create staff time for innovation
2. Create time to be creative and improve processes – celebrate success

East Eagle Town Manager Proposed Vision Transition Document

All Strategies are subject to Town Council Approval – These ideas do not bind or obligate the Town. All proposals will go through the Town's development review process.

Land Use Strategies
To operationalize the sub-area plan to make it easier to develop, I recommend the following:

- Make all uses in the sub-area plan a use by right to avoid costly PUDs and land use processes. This could be achieved by developing an East Eagle overlay district. Even with improvements to base zoning, it's unlikely that traditional zoning will accommodate every proposal. Overlay districts are cheaper for the town and developer. Mixed uses should be as flexible as possible, but not create another downtown.
- In addition to the sub-area plan, the owner/developer needs to work closely with the town's land-use code re-write and incorporate the vision for East Eagle so that staff can include proactive regulations in the new code. I have done this in the past and it makes a big difference and saves time and money.
- Dedicate the land for the interchange and cost-share on the financing with public-private partners to build it in future phases. Take advantage of federal infrastructure dollars.
- Remove open space and park dedications for the area and establish a reasonable fee-in-lieu structure – current dedication requirements are excessive and a barrier to commercial development. Parking requirements need to be reasonable. The value of land is so high that the highest and best use shouldn't include excessive parking requirements. The new parking fee-in-lieu is an option that strikes balance.
- Town would hire a planner/consultant dedicated to the project. We have done this in the past.

Infrastructure
- Phase infrastructure with buildout to make it more cost-effective.
- Infrastructure should be coordinated with Red Mountain Ranch.
- Set up a recapture agreement with metro district, and/or businesses/developer/Town on infrastructure.
- Town could plan for investment in offsite utility upgrade improvements in town's 5 – 10-year Capital Improvement Plan (CIP). The ARPA funds could subsidize costs.

Incentives – This would have been headed up by my newly created economic development function at the town because it requires bandwidth and planning. Below are tools that can be leveraged to finance redevelopment:

- Public Improvement Fee (PIF)
- Tax increment finance (TIF)
- General Improvement District (GID)
- Sales/property tax share-backs
- Job creation incentives
- Sales and property tax deferments

Marketing & Promotion of Property Ideas
Below are a few ideas that the town and the owner could partner on to attract prospects:

- Develop a concept plan and economic statistical data profile based on the sub-area plan to advertise on an economic development website that the town creates similar to what Grand Junction has: https://riverfront.gjep.org/
- Town's economic development staff would work with the developers to promote the plan at places like Innovating Commerce Serving Communities (ICSC) to attract anchor businesses to redevelop the property. Town would also attend other retailor tradeshows in partnership with the developer.

Prospects

Menards
Matt Dennis
Executive Vice President
Woodsonia Real Estate, Inc.
6750 W 93rd Street, Suite 250
Overland Park, KS 66212
E: matt@woodsonia.net
C: 816.863.7101 www.woodsonia.net
Background: This lead was a red hot, and they were working with Red Development. Unfortunately, Red Development took an all or nothing approach, and they moved on. They did let me know that if anything changed to let them know because they are still interested. They want full ownership of their site and building. They needed 11-15 acres.

Name: Ryan E Warren
Email: rwarren@warrenaspenco.com
Background: Represents an investment group out of Aspen looking to develop properties in Eagle. They liked downtown Eagle but there might be contacts who have leads in the area.

Culver's Restaurant (don't have a contact) but visited with their real estate person who wanted to locate a facility in Eagle. They did their market analysis and determined it was a fit. They don't want to lease land and want to own the land and building. They needed 4-6 acres.

Marriot (don't have a contact). This was more of a rumor, but Stan Kensinger had a contact on this lead. He has moved to Arizona but has several contacts in the hotel and convention industry. His email is StanK@olivereg.com. They needed 8 – 9 acres.

To: Mayor and Town Council

From: Jim White, Interim Town Manager, and Department Leads

Date: February 8, 2022

Re: Department Updates for January 2022

FINANCE DEPARTMENT

January 2022

Administration/Financial:

- GovOS Update (Short Term Rental licensing and Lodging Tax payment Software)
  - 25 properties were initially identified – as of 1/31/22:
    - One address has completed and obtained an Eagle STR permit
    - Three addresses have started the process however have not completed it
    - Remaining identified properties have not responded.
  - Staff will be preparing a second letter to be sending out to identified properties during the second week of February.
- CivicRec Software Implementation Update– For Pavilion and Event Permits
  - Pavilion/Studio: Staff needs to input all actual rentals schedule year to date prior to going live. While staff began this process, there have been several issues related to reserving the pavilion that CivicRec has been slow to respond to. We have requested another virtual training to resolve the issues. Until we solve these issues we cannot go live and roll out to the public. – *Original estimated Go Live by date: 1/1/22 (Revised to 2/28/22)*
  - Event Permits: Finance will be meeting with Marketing and Events at the end of February to fully understand the process to build it out in CivicRec – *Estimated rollout 3/31/22*

Accounts Payable:

ACCOUNTS PAYABLE: INVOICES PAID							
	2018	2019	2020	2021	2022	VARIANCE FROM PY	
JANUARY	258	303	205	230	249	19	8%

- Completed Year-end Payroll Accounts Payable
  - 2021 – 1099-Misc and 1099-NECs completed and distributed

Debt Service:

- Scheduled 02/01/2022 – 2018 Water Revenue Bond: CWRPDA Payment - $495,284 (Last Payment 2040)
- Scheduled 02/01/2022 – 2007 Wastewater Loan: CWRPDA Payment - $445,048 (Last Payment 2028)

Budget:

- Since staff failed to public notice the budget hearing for the January 25th meeting and in discussions with the State, this is how we will move forward with the budget amendments for 2021 and 2022:
    - Staff submitted the 2021/2022 budget that was approved on December 14th to the State
    - During the February 8th meeting, Council will make a supplemental amendment to the 2021 budget, to ensure that we do not overspend fund appropriations in the 2021 budget cycle
    - After approval of the 2021 budget amendments, Staff will resubmit the amended budget to the State in February
    - Later in 2022 we will amend the 2022 budget, which will likely be mid-year.
- Admin will be printing 2022 budget books for staff with budget worksheets – If anyone on Council would like a printed copy of the budget, please let us know and we can do that for you

Payroll/HR:

- Completed Year-end Payroll
    - 2021 - W2s completed and distributed
- Set up and rolled out electronic access for 2021 W2 via NATPAY
- Researched and created policy update regarding the Healthy Family Workplace Act for use of emergency sick leave, updated Emergency Sick Leave form and rolled out to Staff
- Met with CEBT and HR to review 2021 Health Insurance and HRA utilization
- Assisted with development of the job description for the new admin position
- 2022 Payroll/Insurance Adjustments
    - Implemented payroll staff allocation changes
    - Reviewed and input market and merit increases; assisted HR by creating all personnel action notice forms for wage increase approvals
    - Input changes for health insurance and wellness changes
    - Increase Employee Retirement contribution from 3% to 4% in the 401A
    - Decrease Unemployment Tax Rate from 0.3% to 0.2% per the State
- Positions changes in Payroll
    - 1 New Hire: Town Manager
    - No Terms in January – Yay!

Utilities:

- Property Transfers – 10
- New Account Set Up – 0
- Red Tags – 30
- Shut Offs – 0
- Updated 2022 utility rates for January statements; Updated website and included communication regarding the increases in the Eagle Today

Town Council Department

Budget to Actual:

TOWN OF EAGLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TOWN COUNCIL					
10-49-110	SALARIES & WAGES	3,800.00	3,800.00	45,600.00	41,800.00	8.3
10-49-142	WORKERS COMPENSATION	.00	.00	59.00	59.00	.0
10-49-143	HEALTH & INSURANCE BENEFITS	18.00	18.00	168.00	150.00	10.7
10-49-144	FICA - EMPLOYER'S	290.70	290.70	3,488.00	3,197.30	8.3
10-49-320	LEGAL NOTICES	.00	.00	500.00	500.00	.0
10-49-347	PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
10-49-371	TRAVEL EXPENSE	.00	.00	1,000.00	1,000.00	.0
10-49-372	MEETING EXPENSE	.00	.00	3,000.00	3,000.00	.0
10-49-380	TUITION & BOOKS	.00	.00	1,750.00	1,750.00	.0
10-49-450	SPECIAL COUNCIL FUNDING	.00	.00	52,000.00	52,000.00	.0
10-49-510	INSURANCE	.00	.00	818.00	818.00	.0
10-49-915	COMMUNITY REQUESTS	21,088.00	21,088.00	100,000.00	78,912.00	21.1
	TOTAL TOWN COUNCIL	25,196.70	25,196.70	218,383.00	193,186.30	11.5

SPECIAL EVENTS & MARKETING

January 2022

January Events:

- 12th Night Bonfire – January 6 (CANCELED)
- Porchlight Players – February 11-14 & February 17-19 (CANCELED)

Point of contact for community events:

- Remembering Lewis Browning – January 22, 2022
- Silverton Avalanche Remembrance – February 1, 2022

FOCUS:

- Flight Days
- Implemented Flight Days Committee. Bi-weekly zoom meeting.
- Working on proposed budget to submit to TC
- Researching kid's activities, color run
- Contacting entertainment, producers, sponsors, vendors

Getting to know you:

- Tara Novak, DBA
- Lizzy Owens, Mountain Rec
- Angela Mueller, Farmers Market
- Katherine Pollock, Event Rents
- Danita Dempsey, Town of Avon
- PR firm planning meeting & site tour for LBWTP
- Tanya and Kathryn with Eagle County Fair & Rodeo
- Stephan Ridgway, Kaleidoscope
- Megan Carter, Mountain Rec
- Zoom call with VVF to discuss ShowDown Town
- Zoom call with Kate Rau, HS Cycling

MEAC:

- Created agenda for MEAC Meeting February 3 – Zoom Meeting
- Recruiting for new MEAC members. Promoting on Town website and Vail Daily. Application deadline is February 14.

Monthly:

- Updated Event Calendar – Version 4.
- Met with PW & PD to discuss details of summer events
- Updating Digital Sign
- Sprout Social; Facebook and Instagram
- WordPress – EagleOutside
- CivicPlus – Town of Eagle
- Communications Meeting. Bi-weekly Teams meeting.

COMMUNITY DEVELOPMENT

January 2022

BUILDING DEPARTMENT UPDATES:

Activity:	Status:
2021 International Building Codes (IBC) code adoption Once a defined timeline is established, the Building Department plans to create a board of interested stakeholders, contractors, designers, and council members. This stakeholder group will focus on reviewing current adoption ordinance and amendments as well as the 2021 Code editions for changes and how they impact Eagle. The Building Department will hire a consultant and review with local agencies for consistency of amendments.	Ongoing and postponed to Fall of 2022.
CTIX - Construction Trades Information Exchange CTIX is a way for the Community Development Department to communicate with the Contractor & Developer community. Read the 2022 First Quarter Edition today! **(LINK)**	Quarterly distribution to over 500 subscribers.

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 2022					
	November 2021	December 2021	January 2022	EOY 2021	YTD 2022
Number of Inspections	**142**	**126**	**86**	**1,380**	**86**
Number of Electrical Inspections by Gypsum Building Dept.	36	28	18	**68**	18
Number of Permits Requiring Plan Review	8	11	7	**174**	7
Number of Building Permits	**29**	**18**	**21**	**359**	**21**
Building	14	13	5	139	5
Electrical	8	5	6	97	6
Plumbing	6	1	4	49	4
Mechanical	7	3	6	76	6
Demo	0	0	0	4	0
Out of Town Water/Sewer Taps	3	1	0	15	0
*ALL Commercial**	3	3	5	47	5
*SF Detached Residential**	0	2	1	17	1
*Multi-Family & Attached SF Residential**	0	0	0	0	0
Residential Remodel/Addition/ Basement Finish	1	0	1	30	1
PV	5	7	2	51	2
One Stop	12	8	3	111	3

** YTD Plan Review Data Unavailable*

Major Construction Projects Under Review and Oversight:

- **Broadway Station** – Ongoing work on interior punch list and exterior finishes. The developer is aiming for an occupancy certificate by mid-February 2022. Potential commercial tenants have begun preliminary analysis of indoor tenant improvements and outdoor spaces.
- **410 Broadway** – Building review is complete and awaiting approval from other agencies. The developer has submitted a lot consolidation application.

PLANNING DEPARTMENT UPDATES:

PLANNING ACTIVE APPLICATIONS	STATUS
DR21-02 & PPFP21-01: Reserve at Hockett Gulch – Subdivision & Major Development Permit	• Development Agreement along with Covenants, Conditions & Restrictions (CC&Rs) have been sent to Town attorneys for review. • Colorado Parks & Wildlife (CPW) would like to schedule a site visit to discuss wildlife mitigation measures to be incorporated in subsequent resubmittal. Possible PUD Guide amendment required.
LLA21-01: 82 Silver Spur Road Lot Consolidation	• Planning Commission approved the file at the 1/18/22 meeting. • Public hearing schedule: o Town Council 2/8/22
DR21-04: Haymeadow Design Guidelines	• An application requesting for a Major Development Permit to establish design guidelines and create a Design Review Committee. • Planning Commission approved the file at the 1/18/22 meeting. • Public hearing schedule: o Town Council 2/8/22
DR22-01 & LLA22-02: Haymeadow RMF 1&2	• Development permit application received 1/13/22 though staff is awaiting additional materials. • Lot line adjustment application delivered 2/1/22.
SU22-01: 641 McIntire Street Mountain Tots Preschool	• An application for a Special Use Permit to operate a childcare center out of the home. • Public hearing schedule: o Planning Commission 2/15/22 o Town Council: 3/8/22
LLA22-01: 410 Broadway Lot Consolidation	• Complete application received and referral comments have been sent out with a deadline of 2/2/22. • Public hearing schedule: o Planning Commission: 2/15/22 o Town Council: 2/22/22
SU21-05: 332 Grand Ave (AG Roofing)	• Special use permit application submitted for outdoor storage, but applicant also needs to apply for shop use. • Application not deemed complete for processing. No new information to report (2/3/22).
LONG RANGE PLANNING	**STATUS**
ReCode Eagle – Title 4 Update / Land Use and Development Code (LUDC) Update Committee	• The next committee meeting is scheduled for 2/7/22 which will be an introduction to affordable housing strategies.

	• The committee has a vacancy and staff has begun advertising for new applicants. Interested community members should visit www.Townofeagle.org/CommitteeApplication as well as www.Townofeagle.org/LUDCCommittee to learn more about the position. Applications are being accepted until Monday 2/28/22.
Grand Avenue Corridor Plan	• A Town Council work session was held on 1/31/22. Members of the design team, stakeholder group, and staff presented a technical overview of Phase 1 & 2 accomplishments along with action items for the final phase of the project. • A roundtable meeting has been scheduled for 2/10/22 with a variety of property owners on Grand Avenue. The group and staff will discuss accessibility and intersection possibilities between 5th Street and the Brush Creek Road Extension.
Comprehensive Affordable Housing Assessment RFP ---------- HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program	• The RFP was republished with a new application deadline of 2/25/22. • The RFP was shared with 24 consultants throughout the state and has been advertised on APA Colorado, Facebook, and the Town's website.
Code Updates (Ahead of the ReCode Eagle project)	• Indoor recreation facility (~<5,000 sq.ft.) in the Central Business District (CBD). o Public hearing schedule: ▪ Planning Commission 2/15/22 ▪ Town Council 2/22/22 • Add parking exception for Central Business District (CBD)/Broadway. o Public hearing schedule ▪ Planning Commission 3/1/22 ▪ Town Council 3/8/22

SCHEDULE OF UPCOMING MEETINGS:

February 2022
February 7th | Land Use and Development Code (LUDC) Update Committee • Innovative Strategies to Promote Affordable Housing • Committee vacancy
February 8th | Town Council • Third Amendment to Haymeadow ADA (Consent Agenda) • Haymeadow Design Guidelines • 82 Spur Road Lot Consolidation • Community Development Department Update
February 15th | Planning & Zoning Commission • 410 Broadway • 641 McIntire Mountain Tots Special Use Permit • Update to Section 4.04.070, Indoor Recreation in Central Business District (CBD) • Community Development and Council Update
February 22nd | Town Council • 410 Broadway • Update to Section 4.04.070, Indoor Recreation in Central Business District (CBD)

March 2022
March 1st | Planning & Zoning Commission • Update to Section 4.07.140 Parking Exception
March 8th | Town Council • 641 McIntire Mountain Tots Special Use Permit • Update to Section 4.07.140 Parking Exception • Community Development Department Update
March 15th | Planning & Zoning Commission • No land use file scheduled at this time. • Community Development and Council Update
March 22nd | Town Council • No land use file scheduled at this time.

POLICE DEPARTMENT

January 2022

January 2022 Calls for Service: **925** **January 2021 Calls for Service: 929**

Agency Assist 21	*Fraud 2*
Assault 4	*Harassment 3*
Burglary 1	*Juvenile/Family Incident 6*
Child Abuse Investigations 1	*Missing/Recovered Juvenile – Adult 0 - 1*
Citizen Assist 72	*Narcotics 1*
Civil 9	*Noise 3*
Code Violation 1	*Protection Order Violation 2*
Crash 27	*Sex Assault/Misconduct Investigations 1*
Damage/Vandalism 1	*Sex Offender Check/Registration 2*
Death 1	*SRO Related 9*
Disturbance 13	*Suicidal/Welfare 8*
Dogs Leash, Welfare or Noise (EPD and not A.C.) 5	*Suspicious Person/Vehicle/Occurrence 34*
Domestic/Disturbance- Harassment or Assault 5	*Theft 2*
DUI/D 4	*Trespassing 2*
DUR 6	*Warrant Arrest 4*
Fire/Medical 8	

Your Eagle Police Department remained busy with calls for service, training, neighborhood activities and routine business operations. Disturbances, suspicious people/occurrences, alarms, various issues related to local schools, traffic crashes, lost and found, agency assists, walkthroughs, parking problems, medicals and routine VIN checks also continued at a steady pace in January. Citizen and motorist assist activities also remained consistent, especially with the number of slide-offs on local roadways, following snowstorms. Vehicle crashes involving wildlife were considerable this month, resulting in EPD monitoring the elk crossing areas with our local wildlife officer.

EPD continues to focus on community-oriented policing activities. Response to community service requests in designated areas continues to remain a priority as well. Business checks, vacation home checks and security patrols continue within the confines of available staff (EPD continues to try and fill our two vacant police positions).
An alert witness saw a man and woman arguing in the parking lot of a local convenience store. The witness called 911 when the male punched the female. The male fled from the location. Police officers were able to track down the male at a local residence, where he was arrested.

EPD was called to a report of an assault involving a suspect who left the scene in a vehicle. Officers discovered this to be a domestic assault with a child present. EPD asked Eagle County law enforcement agencies to be on the lookout for the vehicle. Vail Police spotted the vehicle in Vail and attempted to stop it. The driver fled from the police at high rates of speed and was not immediately apprehended. EPD entered a warrant for the suspect's arrest and the investigation revealed that the suspect was likely in the Denver area. Front-range agencies assisted EPD. The suspect was later arrested on the warrant, which included charges for assault, domestic violence, child abuse and eluding.

EPD was called to assist ECSO for a domestic assault. A suspect was identified and upon trying to contact the suspect in his vehicle, the suspect fled, ran into a residence, locked the door and turned off the interior lights. ECSO breached the door, and the suspect was taken into custody.

A driver who was about to be stopped by the police attempted to conceal themselves behind a building. Officers are aware of these elusive tactics, which draw even more attention, as there is typically a reason and/or officer-safety related issue in play. In this case, the driver was intoxicated and arrested for DUI.

A careless driver caught the attention of an EPD officer on HWY 6. The officer began to follow the vehicle and the driver pulled into an apartment complex, where he was contacted. The driver turned out to be intoxicated, which explained the careless driving, and was arrested for DUI. Another careless driver caught the attention of a different EPD officer who initiated a traffic stop and discovered the driver to be highly intoxicated.

Avon Police received a call of an intoxicated driver who left a convenience store and dropped a firearm while walking. A witness reported that there may be a child in the vehicle and the vehicle left heading west on I70. A REDDI report was aired for all Eagle County law enforcement. An alert EPD officer noticed the vehicle exiting I70 at Eagle and followed the vehicle to a convenience store, where the driver was contacted. Avon police responded and arrested the driver for various charges, including DUI.

EPD assisted ECSO in Gypsum after a vehicle, which had damage to it, fled from a traffic stop. The deputy saw the vehicle stop at an intersection and noticed six people running from the vehicle. Officers and deputies formed a perimeter around the area and the driver was eventually located walking in the area. The driver admitted to driving carelessly in Eagle and stated he hit another vehicle, which was parked. The EPD officer located a Toyota which had been parked and pushed about 3 ½ feet forward from the impact of the crash. The driver was later charged with reckless driving, leaving the scene of an accident and other related charges.

A citizen called in a careless driver on Grand Avenue, as it entered Eagle. An alert officer located the vehicle and made contact with the driver as they were leaving the vehicle. The driver was found to have no license, after being revoked for a DUI. A summons was issued.

EPD responded to several disturbances at local licensed liquor establishments, resulting in trespass warnings. EPD also responded to several fight calls. A few examples include: a fight between patrons elicited a law enforcement response. The primary suspect fled the area. EPD was able to collect sufficient information to identify the suspect. A warrant was drafted. The suspect was located and charged. At a different establishment, a fight ensued between two patrons and was broken up. One patron elected to leave in order to defuse the issue and was followed to his car by the suspect. As the patron prepared to drive, the suspect opened the car door and grabbed the driver, throwing him to the ground, where another fight took place. EPD arrived, conducted an investigation and charged the suspect with multiple crimes.

EPD began an investigation after it was noted in EPD records that a local sex offender failed to register as required. As a warrant was being drafted, another officer located the offender and placed him into custody. The suspect was transported to jail.

An intoxicated overdue (missing) adult was aired to Eagle County agencies after a male was reported to have gotten on an ECO bus in Vail to meet friends in Edwards at midnight. ECO reported a male getting off at the stop in Eagle. EPD and assisting agencies canvassed the area. CSP located the male walking on I70 about 2-miles outside of Eagle. He was given a ride home to his friends.

A GEFPD assist with a fire alarm at a local apartment complex turned into a multiple felony incident after a suspect, who was presumed to be under the influence of narcotics, was found to have discharged a fire extinguisher, broken a fire alarm, broken a window and tore an exit sign off the building. The suspect began assaulting police officers on scene, who were trying to assist him into getting checked out in the ambulance. The suspect was able to bite an officer and kick another one in the chest before being subdued with a less-lethal conducted energy weapon. ECSO and EPD assisted medics with transporting the suspect to the medical center. He was arrested and charged, following treatment. Your officers are doing well!

EPD assisted Colorado State Patrol (CSP) with a failure to yield incident. CSP attempted to initiate a traffic stop on a suspected impaired driver on I70. The driver failed to stop and continued towards Eagle. EPD set up at the off-ramp to prevent the vehicle from exiting into Eagle. The vehicle continued past Eagle and ran over the tire deflation device placed on I70 by ECSO. The vehicle stopped a short distance later, where EPD assisted CSP with a high-risk traffic stop.

A disturbance between a guest and hotel clerk was dispatched to the police who arrived and attempted to help resolve the situation of a dirty room. Hotel staff attempted to accommodate the guest in another room, however, that room was not tidy to the guest's satisfaction. The guest began to yell at the hotel staff and the guest was asked to leave the property. EPD officers explained why the hotel had this right and the guest left with no further issues. In a separate incident, an intoxicated adult went into the lobby of a local hotel and began to yell and curse at the front desk attendant. The male left and EPD was called to look into the matter. The intoxicated adult was not located and the hotel clerk had no other issues arise that evening.

A disturbance between two individuals at the laundry mat was called into EPD. Both parties were found to have instigated the incident. Both were also found to have assaulted each other, resulting in both being charged with disorderly conduct.

EPD assisted a detective from Vail. The detective traced a suspect to Eagle who was seen with a stolen snowboard. EPD responded to the local home to collect the stolen snowboard from the suspect. Upon arrival, our EPD officer asked the suspect for the stolen item from Vail. The suspect handed over not only a snowboard, but a pair of skis as well. The detective in Vail was contacted and advised that there was additional presumed stolen property handed over by their suspect.

A mountain bike was left locked to an outside bike rack. The owner let his son borrow it and the owner's son forgot about it for about a week. After recalling where it was locked, they returned to discover the bike was stolen.

Two observant citizens were provided with EPD Community Service Awards for calling in their observations of a suspicious person which led to a possession of narcotics arrest.

Officer Shaffer came across a motorist who was having a bad day and had run out of money on his trip to Wyoming. Officer Shaffer filled the motorists fuel tank and sent him on his way.

All occupants of the pickup truck that crashed into a semitruck near the on-ramp of Eagle I70 (which resulted in the closure) were checked out and were doing well. The driver of the pickup was found to be driving carelessly and was issued a summons.

EPD assisted CSP on several occasions for I70 closures. We are still waiting for CDOT to build road closure gates for Eagle!

EPD officers assisted ECSO with two disturbances at the fairgrounds for a private party event.

Learning Point: A homeowner began to complain about a roommate that he allowed to live at his residence under a verbal agreement. The homeowner wanted the police to throw out the other roommate, due to disagreements. The homeowner quickly found out that Colorado has unique residency laws pertaining to written and verbal agreements for accommodations. Since the roommate established residency under an agreement, an eviction would be necessary. The process for an eviction was reviewed with the homeowner. Note- EPD encounters this frequently. Homeowners and landlords are frequently caught off guard by Colorado's tenant laws.

Current job mundane and boring? Is working from home a challenge? Do you wish to join a professionally accredited, dynamic and fun team, committed to service excellence, while protecting the citizens and guests of Eagle? Join the Eagle Police Department! Minimum qualifications listed on our TOE website. Please email inquiries to: ApplyEPD@townofeagle.org

County Court – *Available upon request.* ***Local and Regional Calls for Service –*** *Available at Dispatch*

PUBLIC WORKS
January 2022

Streets and Buildings & Grounds

- January was rough for the Streets and B&G crew. Unfortunately, we had many staff who needed to take time off work for health and family reasons - we had almost 35% of our staff away during two consecutive weeks in January. I'm glad to report that everyone is happy and healthy at this time.
- We will be losing one of our Streets Team later this month. Travis Berglund is relocating to Florida in order provide the best environment possible for his family. He's making the decision that any father or parent would and we admire his commitment to his family, but we'll miss him terribly and wish him the best.
- I know I keep talking about snow, but the cleanup is still on-going. Focus areas recently have been West Eagle, The Terrace, and The Bluffs. At this stage we working on opening up the full width of streets, eliminating the ponding of water when snow melts, and removing packed snow that has become icy and rutted.
- Yes, Christmas is long gone and we still have Holiday lighting in-place. The work on snow removal has prevented us from taking down lighting on the timeline we would normally achieve. We have been turning off lighting when time has not allowed us to remove it. The snowflakes along Grand Avenue should come down on Friday 2/4, the next priority will be the "Happy Holidays" displays in the roundabouts and the garland lighting on Broadway.
- We are still accepting Christmas trees at the Town Yard Waste drop site on Violet Lane, I continue to see a few on car tops each week – apparently, we aren't the only ones who haven't taken all their decorations down yet!
- Bids for construction of the pavilion at the River Park were due on 2/2, I'll be able to provide more info in a verbal update at the Council meeting. Lumber prices have dropped again in recent weeks so fingers are crossed for favorable bids.
- Wildlife strikes on our local streets seem to be trending down recently, and we are all grateful for that.

Water and Wastewater

- A good time was had by all at the ribbon cutting for the Lower Basin Water Treatment Plant. The plant continues to perfom excellently. Since Christmas we have shifted the balance of water production back toward the Upper Basin Plant as it is simply more economical to produce water at that plant.

Open Space

- As I mentioned at the last Coucnil meeting, we will be trying to schedule a worksession in April to present the draft Open Space and Trails Master Plan, I'll work with Jim and Jenny to get a poll out to the Council soon. The plan is coming together nicely.

Engineering

- Comcast has applied for their final right-of-way permit to complete construction of their system this spring/summer. Currently they have service available to about 1000 homes in Eagle.
- We are having discussions with a new wireless internet service provider about a right-of-way permit that would allow them to connect to the THOR meet-me-center at Public Works, more to come as this progresses.
- We just extended a job offer to an excellent applicant for our vacant engineer position and I hope to be able to introduce a new team member to you soon, fingers crossed.
- Stephan and Dennis have been doing a lot of work to with Kevin Aoki to investigate the creation of a Town operated wireless network that would allow for better connectivity of our facilities, reduced telecommunication expenditures, and could become the backbone of a publicly available service. More to come on this, but it looks very promising from a Public Works perspective.

HUMAN RESOURCES

January 2022

Benefits

- Assisting with Open Enrollment election errors and late enrollees.
- Update Jobs Website with 2022 Benefits Summary
- Benefits orientation and enrollment processed for 3 new hires
- Hired and onboarded Interim Town Manager

Recruiting – Onboarding

- Streets & B & G Maintenance Technician – no strong candidates yet
- Mechanic – 1 candidate, Dept. reviewing
- Interim Town Manager hired and onboarded
- Town Manager - facilitate Exec. Session Special Meeting to discuss Town Manager initial recruitment with Council, appoint KRW Assoc., assisting with contract and marketing documents.
- Engineer – finalist identified
- Hired Consultant to help with general recruiting, conducted process meetings, adding access to Civic Plus Jobs website
- Drafting Job descriptions for 2022 New positions

Risk Management, Safety and Work Comp

- Managing 3 General Liability & PC Open claims 2 carry over
- Managing 1 work comp claim
- Administering 2 Medical Leave of Absence Requests, 1 Disability claim

Other

- Continued efforts on 2022 compensation, finalized merit worksheets for manager approvals
- Multiple Staff Announcement Promotions sent out

TOWN CLERK
January 2022

Communications
Eagle Today: 1/28/22
IN THIS EDITION:

- **Welcome Jim White**
- **LBWTP - Open House**
- **Position Openings**
- **MEAC Vacancies**
- **Open Space Update**
- **Wildlife Closures**
- **Utility Rate Update**
- **Grand Avenue Phase 3**
- **ReCode Eagle**
- **CTIX Newsletter**
- **Mobile Vendors**
- **Land Use Code Updates**

Website News Flash

- Posting of RFQP for Pavilion Structure – Upland Park Project
- MEAC request for applications
- 2022 utility rate increase
- RFP – Affordable Housing Assessment
- LBWTP ribbon cutting
- New Interim Town Manager
- Cancellation of 12th Night
- Holiday Lighting contest winners

Licenses

- Business License 2022 Revenue: $15,750.00 – Budget $44,000.00 (includes contractors)
    - Business Licenses Issued: 210
- Liquor License Renewals
    - Real Jalisco
    - Loaf N Jug
    - Casa Mexico
    - The Bowlmor
    - Two new inquiries for a Tavern License – locations are former Bonfire Brewing Tap Room and Katch of the Day
- Marijuana
    - No activity
- Tobacco
    - All licenses issued for 2022
    - State conducted compliance check and all Eagle tobacco retailers passed

Website – www.townofeagle.org

- Ask the Town questions: 6
    - Recreation Permit request
    - Engine brake sign request
    - Eagle County property tax inquiry
    - Eagle County public health inquiry (Lake Creek Apartments)
    - Utility bill inquiry
    - Basalt property inquiry

Sales Tax – Report for January was not distributed in time for this update

MUNICIPAL COURT

- Court held January 5 and 19

August Citations Issued	Current	YTD	2021
Animal Control	2	2	15
Juvenile	0	0	14
Misdemeanor/Ordinance	5	5	12
Parking	20	20	138
Traffic	5	5	182
Total	**30**	**30**	**361**

August Fines and Fees Collected (includes collections for previous months)	Current	YTD	2021
Court Costs	120.00	120.00	1068.75
Criminal Police Equipment and Training Surcharge	30.00	30.00	190.00
Traffic Surcharge	190.00	190.00	2840.00
Deferred Judgment Fee	75.00	75.00	150.00
Fines	1000.00	1000.00	29100.00
Outstanding Judgement Fee	0	0	-10.00
Stay of Execution Fee	0	0	0
Bad Check Fee	0	0	90.00
Warrant Fee	0	0	50.00
Failure to Appear	210.00	210.00	1360.00
Victim Restitution Fee	0	0	0
Total	**$1,625.00**	**$1,625.00**	**$34,838.75**

August Dispositions (Payments or Court Appearances)	Current	YTD	2021
Animal Control	3	14	110
Juvenile	1	14	0
Misdemeanor/Ordinance	2	8	72
Parking	33	139	443
Traffic	26	183	205
Total	**65**	**358**	**830**

Outstanding Fines and Fees by Date	
Current	600.00
1-30 Days Past Due	0.00
31-60 Days Past Due	**335.00**
61-90 Days Past Due	705.00
91-180 Days Past Due	**7,944.00**
Total	**$9,584.00**

To: Mayor and Town Council

From: Jessica Lake, Planner I, Community Development Department

Date: February 8, 2022

Agenda Item: Resolution 13, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Haymeadow Design Guidelines"

REQUEST:

ABRIKA Properties is requesting a Major Development Permit to establish the Design Guidelines and create a Design Review Committee in the Haymeadow Planned Unit Development (PUD).

INTRODUCTION:

Section 1.10. of the Haymeadow Annexation and Development Agreement (ADA) requires Haymeadow to submit *Design Guidelines to the Town for review and approval by the Town Board using the process identified in Section 4.06.060 of the Municipal Code for Major Development Permit Review*. Haymeadow submitted an application to the Town on October 29, 2021 for review of the Design Guidelines (Guidelines) according to the process as determined by the ADA.

The Guidelines include general architectural requirements for both single family/duplex and multifamily homes. Section 4 establishes specific architectural design requirements and includes foundations and retaining walls, exterior walls and finishes, doors and windows, garages and doors, balconies, porches, stairs and railings, exterior colors, exterior light fixtures, exterior equipment, utilities, meters, ac units, and fireplaces and fire pits. Section 5 includes elements related to site planning and landscape design. Section 6 establishes the design review process and Section 7 outlines the organization, duties, responsibilities and authority of the Design Review Committee (DRC). Section 8 is the final section and speaks to construction regulations, inspections, and changes.

The applicant reviewed design guidelines from other PUD's and developments throughout the Valley and used those as a template for Haymeadow. The PUD Guide, approved by the Town in 2014, also provided general architectural guidance that has been incorporated into the Guidelines. Once these have been approved by Council, the Town will not have the responsibility of enforcement for the Guidelines. Enforcement will be by the Haymeadow DRC.

ANALYSIS:

In reviewing this application, staff primarily looked to the PUD Guide and the Comprehensive Plan. As noted above, the ADA required that the Guidelines follow the process of a Major Development Permit, however the standards are not fully applicable to this specific application. Staff worked with the applicant to ensure that the Guidelines were fully in alignment with the PUD Guide, in order to minimize future issues between the Design Review Committee and Town Staff. The primary purpose to reviewing the Guidelines as a Major Development Permit was to allow for Planning & Zoning Commission review as well

as Town Council review. A full analysis of the application and Code standards was provided in the Staff Report to the Planning & Zoning Commission (attached).

The Planning & Zoning Commission reviewed this application on January 18, 2022 and had the following comments:

- Design Guidelines Section 3.3 – revised to include Eagle's Energy Codes and include the Water Efficiency and Conservation Plan.
    - Section 3.3 – *All homes at Haymeadow are required to be constructed in compliance with Town of Eagle's adopted energy, building, and water conservation ordinances*.
- The Commission also discussed including a maximum percentage of irrigation for the lots in Haymeadow, this did not have full Commission support and they weren't able to decide what should be an appropriate maximum. Irrigation maximums have not been added to the Design Guidelines. The Haymeadow Metro District and DRC will have a variety of tools, similar to the Town's, to enforce and encourage water conservation. Imposing a tiered fee system that increases the rates as water consumption increases is one way that the Metro District might look to conserve water.
- The Commission noted that the PUD Guide did not seem to be updated to include some of the information provided in the Design Guidelines – primarily building height. The definition for Building Height was updated in the PUD Guide through the minor amendment process, which includes staff level review and approval as well as taking public comment. The PUD Guide has not been updated yet to reflect these changes, but staff is working with the applicant, and we believe that it will be ready to be recorded very soon. Once the PUD Guide has been updated, the Design Guidelines will be fully compliant with the Guide.

Staff has reviewed the updated Guidelines and believes that all of the Commission's comments have been addressed.

COMMUNITY INPUT:

Staff has not received any letters of public comment as of February 4, 2022. Letters received after this time will be gathered and entered into the public record at the hearing.

BUDGET / STAFF IMPACT:

No impact to the budget.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This application does not align with any strategies.

RECOMMENDED ACTION OR PROPOSED MOTION:

APPROVAL of Resolution 13, Series 2022, "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Haymeadow Design Guidelines."

ATTACHMENTS:

- Resolution 13, Series 2022
- Staff Report – Planning & Zoning Commission

- Minutes – Planning & Zoning Commission dated January 18, 2022
- Project Narrative (LINK)
- Design Guidelines updated February 1, 2022
- Haymeadow PUD Guide (LINK)
- Streetscape Design Guidelines (LINK)
- Resolution 12-2014 Annexation and Development Agreement (LINK)

STAFF REPORT AND
CERTIFICATE OF RECOMMENDATION

TO:	Planning & Zoning Commission
FROM:	Community Development Department
DATE:	January 18, 2022
FILE NUMBER:	DR21-04
PROJECT:	Haymeadow Design Guidelines
REQUEST:	Request for a Major Development Permit to establish the design guidelines and create a Design Review Committee in the Haymeadow Planned Unit Development (PUD).
APPLICANT:	ABRIKA Properties, LLC
LOCATION:	Haymeadow Planned Unit Development
CODE:	Chapter 4.06 Development Review Chapter 4.07 Development Standards
ZONING:	Planned Unit Development (PUD) Zone District
EXHIBITS:	A: Project Narrative B: Design Guidelines C: Haymeadow PUD Guide (LINK) D: Streetscape Design Guidelines (LINK) E: Resolution 12-2014 Annexation and Development Agreement (LINK)
PUBLIC COMMENT:	Staff has not received any letters of public comment as of January 14, 2022. Letters received after this time will be gathered and entered into the public record at the hearing.
STAFF:	Jessica Lake, Planner I, jessica.lake@townofeagle.org

INTRODUCTION

Section 1.10. of the Haymeadow Annexation and Development Agreement (ADA) requires Haymeadow to submit *Design Guidelines to the Town for review and approval by the Town Board using the process identified in Section 4.06.060 of the Municipal Code for Major Development Permit Review*. Haymeadow submitted an application to the Town on October 29, 2021 for review of the Design Guidelines (Guidelines) according to the process as determined by the ADA. Planning, Public Works and Building have all reviewed the Guidelines for conformance with the Town's Regulations, Goals, Policies, Plans, and the Haymeadow PUD Guide. The PUD Guide also requires that the Guidelines be reviewed and approved by the Town prior to any vertical development within the PUD. An application for vertical development in Haymeadow must go through the design review process developed by Haymeadow prior to any submittals to the Town.

During the 2018 Subdivision Review of Haymeadow, the Streetscape Design Guidelines were reviewed and approved. These streetscape guidelines work with the Guidelines to ensure a comprehensive design throughout the PUD. The Streetscape Design Guidelines are attached via a link for general review purposes.

The Guidelines include general architectural requirements for both single family/duplex and multifamily homes. Section 4 establishes specific architectural design requirements and includes foundations and retaining walls, exterior walls and finishes, doors and windows, garages and doors, balconies, porches, stairs and railings, exterior colors, exterior light fixtures, exterior equipment, utilities, meters, ac units, and fireplaces and fire pits. Section 5 includes elements related to site planning and landscape design. Section 6 establishes the design review process and Section 7 outlines the organization, duties, responsibilities and authority of the Design Review Committee (DRC). Section 8 is the final section and speaks to construction regulations, inspections, and changes.

ISSUES FOR DISCUSSION

1. Are there any designs shown in the Guidelines that do not "blend appropriately with the character and scale of surrounding neighborhoods"?

STANDARDS FOR MAJOR DEVELOPMENT PERMIT

Section 4.06.070.D.1.

STANDARD #1: *The proposed development complies with the Town's ordinances, regulations, goals, policies and plans and that any adverse impacts resulting from the proposed development will be reasonably and adequately mitigated by the applicant to minimize such impacts.*

Staff Comment: The Guidelines comply with the Town's ordinances, regulations, goals, policies and plans and staff has not identified any adverse impacts. Below staff has reviewed the Guidelines against the Elevate Eagle Comprehensive Plan for general conformance.

The Haymeadow PUD Guide provides the zoning regulations for the Haymeadow PUD. The Town is responsible for enforcing the PUD Guide. The Haymeadow Design Review Committee (DRC) will have the responsibility of enforcing the Guidelines.

Staff has reviewed the Guidelines against the relevant sections in the PUD Guide and finds conformance with the PUD Guide. This is an important element of the review process as the Town has responsibility for administering and enforcing of the PUD Guide and the DRC has responsibility for administering and enforcing the Guidelines. The Guidelines are a dynamic document that may be modified by the DRC in the future. As modifications happen, contradictions between the two documents may arise potentially resulting in a strained relationship between the Town and the DRC. The Guidelines do include information on Administration, Changes, Supplemental, Conflicts and Future Updates; which should help minimize future conflicts between the Guidelines and the PUD Guide.

Section 4.06.020.B.

STANDARD #1: *The proposed development is in conformance with the provisions of Chapter 4.07.*

Staff Comment: As the Guidelines are part of a PUD and are administered and enforced by the Design Review Committee, they do not need to conform with the provisions of Chapter 4.07. However, the elements found under Chapter 4.07 Development Standards should be included in these Guidelines. Lighting standards, landscape standards, erosion and sediment control and general architectural standards are found to be both in the regulations and in the Guidelines (or in the Streetscape Design Guidelines).

The 2021 Comprehensive Plan (Plan) generally provides the goals, policies and plans for the Town. The Future Land Use Map designates the property as Residential, Public/Institutional and Open Space. The property also falls within the Brush Creek Character Area. The goals and policies for this area are:

2021 Comprehensive Plan:

Policy 1-1.1. Ensure a healthy mix of housing types and densities (e.g. Single-family, duplex, multifamily, mixed use, and accessory dwelling units) to allow for greater diversity.

Staff Comment: The Guidelines and the PUD Guide allow for and describe a variety of housing types, such as single-family, duplex, multifamily and ADU's.

Policy 2-3.3. Ensure new development builds upon and adds value to Eagle's unique community character through adherence to high quality standards of design and construction.

a. Ensure residential infill and redevelopment blend appropriately with the character and scale of surrounding neighborhoods.

Goal 2-4. Connect Eagle's unique neighborhoods physically and visually though a walkable and trail-oriented environment with high-quality wayfinding.

Staff Comment: The Guidelines do adhere to high quality standards of design and construction, through requiring design professionals on new residential and encouraging green and high-level building practices throughout. Haymeadow has taken some design cues from the surrounding neighborhoods, like Soleil and Mountain Recreation, such as off-set shed roofs and a "mountain modern" aesthetic. The "ranch" style home is also encouraged to duplicate the original structures on the property. In terms of scale, the surrounding neighborhoods include both single family and multifamily housing. Nearby multifamily homes include the Brush Creek Village Townhomes and the Soleil Homes duplexes.

Policy 2-8.1. Support and preserve the attributes and quality of the "country lane" experience along Brush Creek Road.
Policy 2-8.2. Encourage clustering to balance conservation and development objectives so that wildlife habitat, views and sensitive environmental areas are preserved.
Policy 2-8.3. Large developments should provide for neighborhood connections setback significantly from Brush Creek Road to allow for a continued "country lane" experience.
Policy 2-8.4. New development should create connections to existing trails and pedestrian areas within the Brush Creek character area, where appropriate.
Policy 2-8.5. Enhance multi-modal and pedestrian connectivity within the Brush Creek Character Area.

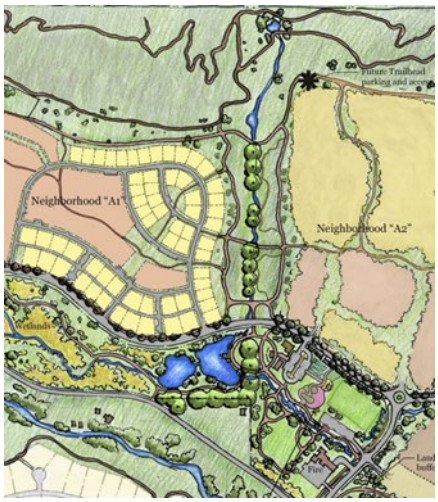
Staff Comment: This section is more supported by the PUD Guide than by the Guidelines, but the Guidelines also support the PUD by encouraging clustering. The streets in Haymeadow are setback from Brush Creek Road and a strong buffer is present between Brush Creek Road and the Haymeadow neighborhoods. Haymeadow has proposed an internal trail network that will connect to existing Town trails outside of the development.

Policy 3-3.1. Ensure residents have access to recreation amenities.

Staff Comment: This policy is also supported primarily by the PUD Guide and Streetscape Guidelines, but trails and parks will be created throughout Haymeadow, ensuring that residents will have access to a variety of recreation amenities (Mountain Recreation facilities are also nearby).

Policy 4-3.1. Enhance or create a tree canopy in new development areas or existing urban areas where tree cover is lacking.
Policy 4-3.2. Promote energy efficient designs and building codes that encourage energy conscious lifestyles and reduce overall energy consumption.

a. Encourage all construction efforts to utilize green building practices.



Staff Comment: Haymeadow currently does not include many trees, but as development begins and progresses, trees and tree canopies will be included throughout the property. Section 5 of the Guidelines includes information on Right-of-Way (ROW) Landscaping and references the Streetscapes

Guidelines, willow tree corridors are also shown on the approved Development Plan for Haymeadow. The Guidelines strongly encourage energy efficient designs and green building practices throughout the multifamily and single family neighborhoods.

STAFF RECOMMENDATION

Staff recommends APPROVAL of DR21-04 Haymeadow Design Guidelines based on conformance with Chapters 4.06 and 4.07 of the Municipal Code and the Haymeadow PUD Guide.

PLANNING AND ZONING COMMISSION POTENTIAL MOTIONS

Below are the Planning and Zoning Commission options related to file #DR21-04:

1. Recommend approval with no conditions.

2. Recommend approval with conditions.

3. Continue (table) the application:
   (Provide staff and the application detail regarding information needed for a decision).

4. Recommend denial:
   (Cite all Code sections and/or Plan policies that resulted in motion for denial).

FINDING OF FACT

That the application is in conformance with Chapters 4.06 and 4.07 of the Land Use and Development Code, the Haymeadow PUD Guide and with the 2021 Comprehensive Plan.

MEETING MINUTES
Planning & Zoning Commission
Tuesday, January 18, 2022, 6:00 PM
Public Meeting Room / Eagle Town Hall
200 Broadway, Eagle, CO 81631
ON-LINE MEETING

This agenda and the meetings can be viewed at www.Townofeagle.org.

PUBLIC WIFI - TOEE – ((TOEEWireless))

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

This was an on-line meeting with access for the public to attend via Zoom.

6:00 PM REGULAR MEETING CALLED TO ORDER

Chair Hood called the meeting to order at 6:02 PM.

COMMISSIONERS PRESENT

Matt Hood, Bill Nutkins, Jesse Gregg,
Robert Townsend, Kyle Hoiland,
Charlie Perkins

COMMISSIONERS ABSENT

Keegan Winkeller, Lani Webb

STAFF

Chad Phillips – Community Development Director
Dennis Wike – Town Engineer
Peyton Heitzman – Planner II
Nikki Davis - Administrative Tech II

APPROVAL OF MINUTES

1. Minutes dated January 4, 2022

MOTION: NUTKINS MOTIONED TO APPROVE THE MINUTES. MOTION WAS SECONDED BY HOILAND AND PASSED WITH A VOTE OF 5 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND) AND O OPPOSED. PERKINS ABSTAINED.

PUBLIC COMMENT

Public comment opened at 6:03 PM. There was no public comment.

PUBLIC HEARINGS

2. Project: Haymeadow Design Guidelines
File #: DR21-04
Applicant: ABRIKA Properties, LLC
Location: Haymeadow Planned Unit Development
Staff Contact: Jessica Lake, Planner I
Request: Request for a Major Development Permit to establish the design guidelines and create a Design Review Committee in the Haymeadow Planned Unit Development (PUD).

Applicant Presentation

Rick Pylman was the applicant representative. Other members of the Haymeadow design team also present on Zoom included Brandon Cohen, Scott Schlosser, Michael Hood, Michael Noda, Beata Chudobinska, and Alex Fales.

Pylman described that the Planned Unit Development (PUD) Guide serves as the zoning document that governs development standards such as density and permitted uses. The separate design guidelines document controls the design review process. The PUD Guide requires the Town to approve design guidelines prior to any vertical construction. Pylman explained that the team drew examples from other various guidelines to assemble their comprehensive document. The applicant also included a brief narrative which summarized compliance with the PUD Guide, the framework of how Haymeadow functions, and compliance with the Town's goals.

Staff Presentation

Phillips presented this file. First, Philips highlighted that both the Town's Annexation and Development Agreement (ADA) as well as Haymeadow's PUD Guide both require the submittal of design guidelines ahead of the development permit process. The primary topics addressed in the design guidelines document include general architectural requirements for single and multi-family homes, more specific architectural requirements for interior and exterior finishes, site planning & landscape design, a description of the design review process, establishing a Design Review Committee (DRC), and construction regulations. To conclude, staff recommended approval leaving the Planning Commission with one discussion question: are there any designs that do not "blend appropriately with the character and scale of the surrounding neighborhoods" or do not on comply with the policies of Elevate Eagle?

Q & A

Perkins asked if we should include language that addresses electric vehicle (EV) charging stations at residences. Michael Noda replied that the International Residence Code (IRC), International Building Code (IBC), and International Energy Conservation Code (IECC) now require a rough in for EV charging stations regardless of the design guidelines.

Gregg asked for more detail on the irrigation system. He noted the document does not address limits on irrigation square footage and asked if this is something we should include. Pylman confirmed that Haymeadow utilizes an underground non-potable irrigation system. Due to the varying lot sizes throughout Haymeadow, the design team worked to create a balance between water conservation and planting. On every lot, there will be some irrigation and impervious surface. Although the design team chose not to quantify water usage, there is still a greater understanding of limited water rights and availability. Gregg suggested irrigating a percentage of each lot, though with a non-potable system, it should not be much of an issue.

Hood noted that building height should have a clearer definition. Next, Hood asked if the residential multi-family building height limit of 40 ft. conflicts with PUD Guide which has a max limit of 35 ft. Pylman replied they have been working with staff on this new building height definition and measurement. That is one of the minor amendments to the PUD Guide which has been approved, but not yet recorded. Michael Hood expanded on the how the measurement points from the roof have changed.

Nutkins asked if there are any minimum or maximum requirements to fill a lot for walkout basements considering how flat Haymeadow is. Michael Hood disagreed stating there is more slope and their site plans have been adjusted to accommodate the natural topography of the area.

Hoiland asked about the Town of Eagle's Efficient Builder Ordinance. Michael Noda explained the language helps ensure that future developers abide by local, county, and state building requirements for energy efficiency. Hood confirmed this was an Eagle County ordinance and Pylman replied they would work with staff to refine or strike the language as needed.

Public Comment

Public comment opened at 6:47 PM.

TJ Davis, 505 Church Street – Davis asked for further clarification on the irrigation plan and if water usage will be allocated by the HOA or per residence. Pylman explained the irrigation system will operate similar to the Town's schedule and billing structure.

Public comment closed at 6:48 PM.

Discussion

Unanimously, the Planning Commission supported approval for the design guidelines. Several Commissioners acknowledged that the document is aligned with other design guidelines and nearby neighborhoods like Soleil and Brush Creek Townhomes.

Hood and Gregg echoed the recommendation for a maximum lot percentage to create an irrigation plan. Hoiland questioned how the Town can dictate water usage when Haymeadow would be utilizing its own non-potable water. Townsend asked if there was a water usage standard and Pylman replied they would have to perform additional studies to determine how much water is left after development and landscaping.

Wike explained that the water rights have been dedicated to the Town and leased back to Haymeadow. It is the Town's water rights. Pylman added that the Brush Creek Management Plan dictates when water can be pulled out of Brush Creek based on minimum stream flow standards. Gregg voiced his concern about the potential for massive lawns and the need to establish a cap for irrigated areas. He noted there is no language in the design guidelines that discourages massive amounts of lawn though the decision could be managed by the Design Review Committee. Hoiland cited section 3.3 - Resource Conservation and suggested inserting water conservation language there. Phillips said there isn't anything that supports that requirement either in the Development Code or Elevate Eagle. It will likely be reviewed during the Code update. Wike noted that about a year ago, Town Council adopted a water conservation / water efficiency plan. He suggested that may be the appropriate item to insert in section 3.3. Pylman agreed with this comment stating they will work with staff to obtain the document.

MOTION: HOILAND MOTIONED TO APPROVE FILE # DR21-04 HAYMEADOW DESIGN GUIDELINES BASED ON CONFORMANCE WITH CHAPTERS 4.06 AND 4.07 OF THE MUNICIPAL CODE AND THE HAYMEADOW PUD GUIDE.

MOTION WAS SECONDED BY TOWNSEND AND PASSED WITH A VOTE OF 6 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND, PERKINS) AND 0 OPPOSED.

Hood closed file # DR21-04.

HAYMEADOW

Design Guidelines

February 1, 2021

DRAFT

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1. Purpose and Intent of Design Guidelines

Purpose and Intent. The Haymeadow (HM) Master Design Guidelines (guidelines) have been created to ensure that all improvements at HM reflect the natural beauty of the Brush Creek Valley setting, ensure harmonious residential design, and protect and enhance property values. The architecture will both integrate with and enhance the beauty of the Town of Eagle and the Brush Creek Valley. The guidelines are intended for use by all persons and entities involved in any improvements within Haymeadow. All new buildings or landscapes, as well as subsequent additions or alterations to any property or improvements in Haymeadow must be reviewed and approved in accordance with the provisions of these guidelines.

The Haymeadow community has been designed to include a series of individual yet interconnected neighborhoods supported by a school site, large park and recreation areas, a comprehensive, integrated pedestrian and bicycle trail system, and the preservation of key areas of open space. This framework of roads, trails, parks and open space creates an organized layout of neighborhoods and community uses. The concepts of livability, sense of place, community and compact, walkable neighborhoods are important elements of the overall Haymeadow plan and will be reflected in the guidelines.

The site design for Haymeadow, and for Neighborhood A in particular, is to create pedestrian friendly, walkable, well-connected neighborhoods. The streetscape plan includes a wide planting strip with street trees and sidewalks along both sides of the street to frame the residential development. In the single family and duplex neighborhoods, recessed garages and a well-established front porch element will create a strong neighborhood pattern. As development progresses into Neighborhoods A1, B, C and D the densities decrease and the narrow lot pattern and streetscape design may become more relaxed.

Haymeadow provides a wide range of housing choices within this series of neighborhoods. These guidelines will encourage a diversity of design that also fosters an overall unified and harmonious community. The overall architectural design is inspired by the natural materials and simple gathered forms of the surrounding historic Western Slope of Colorado mountain architecture. These typical asymmetric historic buildings which evolved over time have a casual and intimate architecture which is at harmony with the land. The proposed palette of earth colored stucco, timbers and stained wood sidings will give buildings a natural patina that will blend in with the surroundings. The architecture of the community will be rooted in the history of the place. An understanding and respect for the beauty of the site, as well as an understanding of the area's history and climate, will provide the keys to the successful design of new buildings and landscapes at Haymeadow.

Any and all exterior improvements must have approval from the DRC, and as required approval from the Town of Eagle prior to commencement of construction.

Administration. The Guidelines are administered and enforced by the Design Review Committee (DRC) in accordance with procedures set forth in this document and Covenants for Haymeadow (covenants). The DRC's role is to provide guidance to owners and their design professionals.

Changes. This document may be amended and supplemented by the DRC with the ratification of the Haymeadow Master Association (HMMA) Executive Board (Board).

Supplemental. The Design Guidelines are supplemental to the Town of Eagle's Building Codes, the Haymeadow PUD Guide, and the Master Declaration of Protective Covenants for Haymeadow, as may be amended from time to time. The owner and their chosen consultant(s) should carefully review the Covenants and the Haymeadow PUD Guide, as well as all pertinent Town of Eagle codes and regulations, prior to commencing the design review process.

Conflicts. In the event of any conflict between these guidelines and other documents or authorities, the more restrictive shall govern and control. Unless the conflict arises from amended documents, then the most current amendment shall govern and control.

Quality and Features. The strengths of the property are the openness of the valley and the views to the surrounding mountains as well as the interconnected neighborhoods through an integrated trail system with the preservation of key open space areas. Haymeadow has been designed to recreate the classic living environment for the Eagle River Valley for today's lifestyles by including:

- Traditional friendly neighborhoods.
- Rancher's sense of living close to the land.
- Long views to mountain skylines
- A sense of community created by a group of families that have sought out this spectacular natural setting and the lifestyle accompanying it.

Visual Harmony. The design of the homes in Haymeadow should work together to create a tapestry of compatible architectural solutions: no individual multi-family building or residence should stand so apart in its design as to detract from the visual harmony of the community.

Sustainable Design. Sustainable design will be a significant review point by the DRC in all applications. Sustainable design systems and technologies are dynamic and evolve rapidly. The DRC will expect applicants to incorporate cost-efficient technologies and practices to minimize & optimize non-renewable energy systems when possible. Such systems should be incorporated into the architecture so that they are aesthetically pleasing.

Location and orientation. Building sites provide for the optimization of views to key elements of the landscape. Those view opportunities should be an important organizing factor in the architectural design.

Future Updates. From time to time, the DRC will revise these guidelines, as it deems necessary to strengthen their ability to realize the original intent of the guidelines or to respond to changing construction technologies and market conditions. In the event these guidelines are revised property owners should expect that some existing homes in the community would not be approved under the then current guidelines.

Licensed Professionals Required. It is required that the owner retain competent assistance from an architect licensed in Colorado and a landscape professional and licensed surveyor for all major improvements or new custom homes. All plans submitted for DRC final approval shall be stamped and signed by the architect. A topographical survey shall be signed and stamped by the surveyor. Additional assistance from other licensed design professionals such as a civil engineer is also recommended. It is also

recommended that the owner of a lot commission a specific soils test for the proposed homesite prior to engaging the architect or structural engineer.

Minor Improvements: Projects listed here as minor improvements do not require licensed professionals assistance in getting DRC final approval, however all minor improvements still require DRC approval. Minor improvements included items such as, but not limited to, roofs, fences, window or door revision/replacements, painting or staining the exterior of the building, other minor alterations to the exterior of the building or solar. The DRC shall have final authority to determine whether a Project constitutes only minor improvements.

1.1 DRC Capacity to Interpret Guidelines

Interpretations by DRC. By their nature, these guidelines are largely subjective. The DRC has broad capacity to interpret both qualitative and quantitative requirements to ensure that the intent of the guidelines is realized in the architecture of homes at Haymeadow. The DRC is charged with the preservation of quality and value of homes and properties at Haymeadow.

Design Review Process. The DRC and staff work hard to provide an efficient and friendly review process. It will, however, be strong in its enforcement of these guidelines and the realization of their authority and intent. Applicants are asked to share the same positive approach in working with the DRC. This is particularly important in the process of discussing attributes of proposed designs that the DRC feels need to be changed to achieve the quality and spirit of Haymeadow.

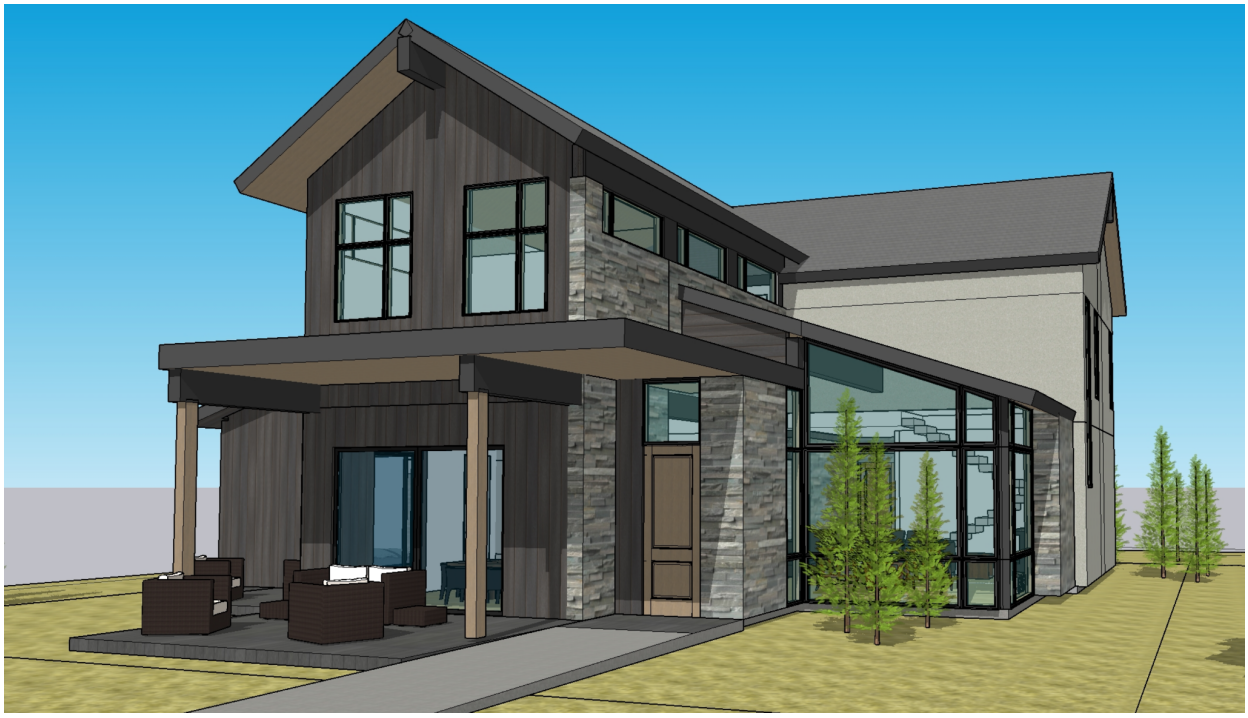


Photo showing key features for single-family home design standards

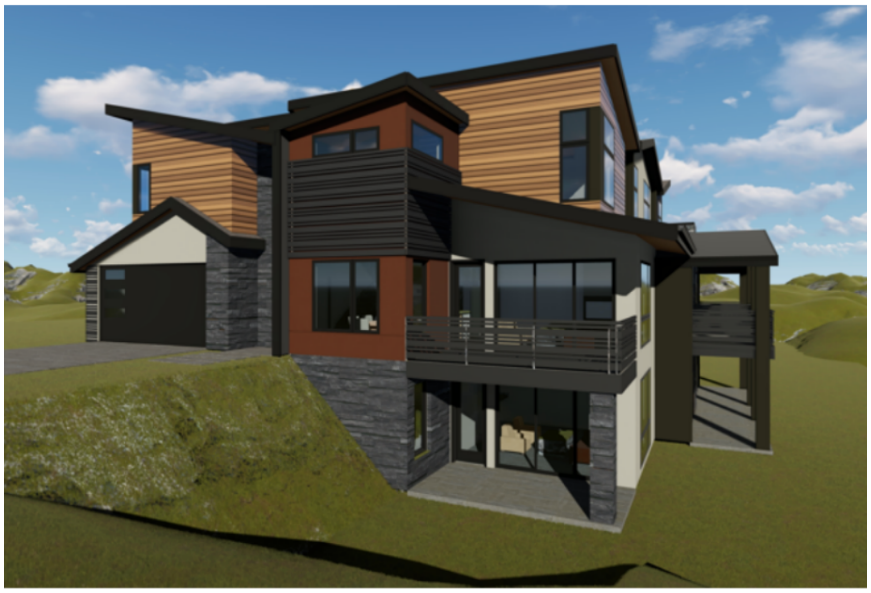
- Mountain Modern vocabulary
- Two (2) distinct building masses
- Cascading roofs with primary gable roof elements

2. Single Family and Duplex - General Architectural Design Requirements

2.1 **Design Appropriate to the Site:** Buildings are to be designed such that they appear to fit into the site instead of just sitting on top of it. To accomplish this goal, buildings must follow topographic changes using stepped floor levels or details on the exterior of the home that give the appearance that the building steps up or down where appropriate. This is particularly important for the hillside lots on the property. While it is required that building masses follow natural site contours, nothing in these guidelines shall prohibit a single floor level, provided that the building height, massing and grading guidelines are met. The DRC may require, in such a case, that the exterior detailing of the building reflect changes in contour through changes in siding materials and details.

Image #1: Stepped floor plan across the street elevation of the house.

Image #2: Image of walkout basement driven by sloping site.



2.2 **Non-Repetition:** In general, each custom home at Haymeadow must be unique. Floor plans may not be re-used with an exception for developers who are building an entire enclave or street that is separate from any custom home neighborhoods. Such arrangements must be worked out prior to the beginning of construction within the community.

2.3 **Developer Built Enclaves:** A "develop built enclave" is defined as any unified project of residence constructed or to be constructed by one party for retail sale to homeowners. Developer shall submit a site plan for the complete enclave or street for DRC review. When reusing a floor plan, the developer is encouraged to mirror or flip the floor plan, adjust the roof lines when possible, and/or use different exterior finishes to differentiate between the appearance of neighboring buildings.

2.4 **Resource Conservation:** All homes at Haymeadow are required to be constructed in compliance with Town of Eagle's adopted energy building and water conservation ordinances.

2.5 **Passive Energy and Recycled Materials:** Haymeadow encourages the use of appropriate passive energy technologies and the utilization of products made from recycled materials. The DRC will actively support the use of additional resource conservation measures in the design of all new homes in ways that are compatible with the intent of the Master Design Guidelines.

2.6 **Building Height:** The maximum vertical rise from the lowest grade on the perimeter of the building to the highest point of the building, as illustrated below as H. Grade shall be from the finished grade. The perimeter of the building shall include any and all attached decks. An additional 10 feet h over and above the maximum height will be allowed for deck piers as illustrated below as h. Antennae (except those exempted from federal regulations), chimneys, flues, vents and similar unoccupied appurtenances shall not extend over five feet (5') above the maximum height limit. Those unoccupied appurtenances on the roof shall not exceed five percent (5%) of building footprint area.

a. Residential Single Family/Duplex: 35 ft.

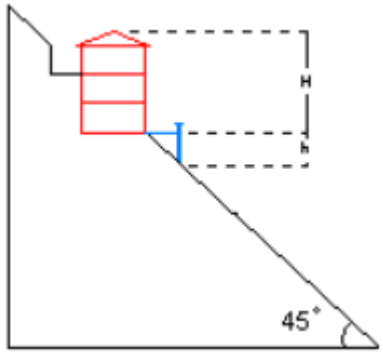


Image clarification for building height definition

2.7 **Single story buildings:** Are allowed in single family neighborhoods. Roof forms must follow requirements of the Master Design Guidelines, roofs must be broken into a minimum of two roof forms with additive and descending roof elements. Single story single family residences adjacent to another single story residence must have different roof forms. Creative design solutions which seek to maximize views from within each home and the surrounding neighborhood will be considered by the DRC.

2.8 Setbacks/Building siting

a. **Single family with front loaded garage:**
   1. Front: 12.5 feet minimum setback to the front porch and /or front of the building facade. Porch steps may encroach up to 5 feet into the 12.5 foot required setback. The minimum distance from the front property line to a garage door shall be 25 feet. The maximum front setback for the front porch shall be 22 feet from the front property line.
   2. Side: 12.5 feet.
   3. Rear: 12.5 feet for one-story elements and 20 feet for two-story elements.

b. **Duplex with front loaded garage:**
   1. Front: 12.5 feet minimum setback to the front porch and /or front of the building facade. Porch steps may encroach up to 3 feet into the 12.5 foot required setback. The maximum front setback for the front porch shall be 22 feet from the front property line. The minimum distance from the property line to a garage door facing a front property line shall be 25 feet.
   2. Side: 12.5 feet. The minimum distance from the side property line to a garage door shall be 33 feet for a lot with a shared driveway.
   3. Rear: 12.5 feet. An unenclosed, covered porch or deck may encroach up to 5 feet into the rear setback.

c. **Single family and duplex uses with alley loaded garage:**
   1. Front: 12.5 feet to the front porch and /or front of the building facade. Porch steps may encroach up to 3 feet into the 12.5 foot required setback. The maximum front setback for the front porch shall be 22 feet from the front property line.
   2. Side: 12.5 feet
   3. Rear: 12.5 feet, however, the minimum distance from the property line to a garage door shall be 22 feet, or 24 feet to the alley travel way, whichever is more restrictive.

d. **Supplementary setback requirements:**
   1. Roof eaves, bay window elements and similar features may encroach up to 30 inches into any required setback.
   2. Corner lots shall require compliance with the front setback standards on each side of the lot that fronts a public street.
   3. There shall also be a 50 foot building setback from Sylvan Lake Road in Neighborhood A1 and A2.

e. **Neighborhood D:**
   a. Front: 25 feet
   b. Side: 15 feet
   c. Rear: 20 feet.

2.9 Single family and duplex maximum lot coverage:

a. **Neighborhoods A1, A2, B, & C**
   1. Building 40%
   2. All impervious materials - 60%
      i. Impervious material coverage includes paving, concrete walkways/patios, building footprint. Excluding wood decks.

b. **Neighborhoods D**
   1. Building 30%
   2. All impervious materials - 50%

2.10 **Building Mass and Form:** Buildings must be residential in scale and preferably asymmetrical in form. Exterior volumes should express the nature and organization of interior spaces to provide articulation of walls and roofs. In order to guarantee the articulation of multiple masses within each building, a minimum of at least two distinct masses are required on each home when site grading allows. The exemption on two distinct building masses are when steep site grading requires tuck under parking or garden level walkouts. Building elements such as walls and roofs and roof ridges cannot have an unbroken horizontal length greater than 30 feet, not including distance required for roof overhangs. Exterior elevations may not exceed two-stories in height without some form of set-back, projection or other architectural elements that create visual relief. Similarly, elements that create long horizontal wall planes such as unbroken materials/wainscots are not permitted in single family building forms.

2.11 **Roof Forms:** Homes should be designed such that they appear to "cascade" from a higher mass to lower volumes at the perimeter.

Image example for cascading roof forms.

2.12 **Building Projections:** The use of porches, courtyards, and patios for climate control and/or outdoor living and circulation is encouraged. Such projections must be designed as integral elements of the building using compatible forms and materials.

2.13 **Building Projections into setbacks:** The PUD Guide established at 30" projection into setbacks for bay windows and roof eaves. Additionally, the Town of Eagle allows certain "architectural projections to exceed the limits of the building setbacks." These are reviewed by the Town Community Development Department and typically include roof overhangs, balconies and porches. Check with the Town to determine what will be acceptable for determining a final design that includes projections into building setbacks. Elements that extend into the building setbacks are also subject to review and approval by the DRC which is directed to make determinations based on both the overall scale of the home and the impact of the projection on neighboring properties.

2.14 **Ancillary Structures:** Garages, storage sheds, guest wings, caretaker units, etc. are to be designed as integral parts or extensions of the main building in terms of material and color, even if they are physically separated. In all cases, they are required to be secondary in scale to the primary structure. The DRC has wide latitude to make decisions regarding subjective questions about the appropriateness of the design of ancillary structures. Construction can be phased but the primary component of the home must be completed first. Accessory Dwelling Units (ADUs) may not be constructed in advance of the main house.

2.15 **Garden Level Basements:** Garden level basements are allowed on hillside home sites that have the existing topography to accommodate exposed garden levels. The home is to appear that it steps up or down per the topography.

2.16 **Other Design Features of Importance:**

- Typical ranch house building forms with additive building elements like covered porches, garages, and connector elements are encouraged.
- Houses designed to optimize views and utilize natural features found on-site.
- An architectural vocabulary that emphasizes a ranch house heritage with a modern interpretation.
- Exterior surfaces that harmonize with the natural landscape as well as provide an outer skin that will withstand the climate extremes.
- Natural, stained, integrated/manufactured and painted finishes are encouraged to create distinctive homes/neighborhoods.
- Unfenced front yards.

3. Multifamily - General Architectural Design Requirements

3.1 **Definition of Multifamily:** Any building with three or more units.

3.2 **Design Appropriate to the Site:** Buildings should generally be designed such that they appear to fit into the site instead of just sitting on top of it. To accomplish this goal, buildings must follow topographic changes using stepped floor levels or details on the exterior of the building that give the appearance that the building steps up or down where appropriate. This is particularly important for the hillside lots on the property. While it is required that building masses follow natural site contours, nothing in these guidelines shall prohibit a single floor level, provided that the building height, massing and grading guidelines are met. The DRC may require, in such a case, that the exterior detailing of the building reflect changes in contour through changes in siding materials and details.

3.3 **Resource Conservation:** All homes at Haymeadow are required to be constructed in compliance with Town of Eagle's adopted energy building and water conservation ordinances.

3.4 **Building Height:** The maximum vertical rise from the lowest grade on the perimeter of the building to the highest point of the building, as illustrated below as H. Grade shall be from the finished grade. The perimeter of the building shall include any and all attached decks. An additional 10 feet h over and above the maximum height will be allowed for deck piers as illustrated below as h. Antennae (except those exempted from federal regulations), chimneys, flues, vents and similar unoccupied appurtenances shall not extend over five feet (5') above the maximum height limit. Those unoccupied appurtenances on the roof shall not exceed five percent (5%) of building footprint area.

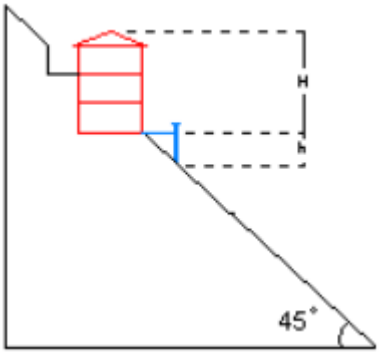


Image clarification for building height definition

a. Residential Multi-Family: 40 ft.

3.5 **Setbacks/building siting**

a. Multiple Family:

1. Front: 15 feet. The minimum distance from the front property line to a garage door shall be 25 feet.
2. Side: 15 feet
3. Rear: 20 feet

3.6 **Residential Multi-Family Maximum Lot Coverage:**

1. Building 60%
2. All impervious materials - 70%
   i. Impervious material coverage includes paving, concrete walkways/patios, building footprint. Excluding wood decks.

3.7 **Building Mass and Form:** Multi family and townhome building massing and roof forms are to be reminiscent of mountain lodge and historic mountain mercantile town architecture with an interpretation of modern architectural elements. Building elements such as walls and roofs can have continuous wall lengths greater than 45 feet, but architectural elements to break up unbroken wall lengths are encouraged.

3.8 **Roof Forms:** Multi Family and Townhome roof forms shall follow similar roof forms of Single Family homes but are allowed to have shallow roof pitches and flat roof elements. Roof forms for Multi Family and Townhome building must be additive in nature and shall have cascading roof and wall elements to break down the massing of the taller wall elements. Flat roof structures must have special roof elements like towers, cupolas, chimneys, etc to hide long lengths of flat roof parapets.

3.9 **Upper Floors:** Multifamily projects may have second and third floor equal to the ground floor square footage.

3.10 **Building Projections:** The use of porches, courtyards, and patios for climate control and/or outdoor living and circulation is encouraged. Such projections must be designed as integral elements of the building using compatible forms and materials.

3.11 **Building Projections into setbacks:** The PUD Guide established at 30” projection into setbacks for bay windows and roof eaves. Additionally, the Town of Eagle allows certain "architectural projections to exceed the limits of the building setbacks." These are reviewed by the Town Community Development Department and typically include roof overhangs, balconies and porches. Check with the Town to determine what will be acceptable for determining a final design that includes projections into building setbacks. Elements that extend into the building setbacks are also subject to review and approval by the DRC which is directed to make determinations based on both the overall scale of the home and the impact of the projection on neighboring properties.

3.12 **Ancillary Structures:** All multifamily parcels are only allowed to have trash, water service, pool equipment and recycling outbuildings. Within multifamily development parcels, there may be park amenities, shelters, bathrooms, common community buildings, garages/carports, and common HOA storage buildings. Ancillary Structure’s architecture must complement the architecture of the principal building structure. Building materials of the ancillary structure must be of similar materials and percentage of material.

3.13 **Garden Level Basements:** "Garden level" basements are to be designed such that they appear to fit into the site. To accomplish this goal, buildings must follow topographic changes using stepped floor levels or details on the exterior of the building that give the appearance that the building steps up or down where appropriate. This is particularly important for the hillside developed areas of the property lots on the property.

3.14 **Other Design Features of Importance:**

- An architectural vocabulary that emphasizes a Western Slope mountain architecture or hunting/ranch lodge heritage with a modern interpretation.

- Multi family buildings are designed to optimize views from individual units, while being sensitive to adjacent buildings and homes to maintain mountain views.

- Exterior surfaces that harmonize with the natural landscape as well as provide an outer skin that will withstand the climate extremes.

- Natural, stained, integrated/manufactured and painted finishes are encouraged to create distinctive homes buildings/neighborhoods.

4. Specific Architectural Design Requirements

4.1 **Roofs:** Roofs potentially have the greatest impact upon the overall image of Haymeadow from many public viewpoints, community spaces and individual lots. For that reason, roof design will be one of the most carefully considered elements for design review by the DRC.

4.2 **Key Design Features:** The roof pitches, forms, color, texture and reflectivity are all key design considerations to ensure minimal visual impact. Internal volumes and groups of uses within the building should be expressed by changes in roof planes. The design of roofs should consider snow accumulation and shedding. Entryways, garages and pedestrian areas should be protected from potential snow shedding.

4.3 **Roof Forms:** A simple pattern of primary and secondary roof forms, dormers and a limited palette of materials and colors are the primary characteristics of acceptable roof forms. Gable roof forms are to be primary elements in the design. Hip roof forms with dormers and limited shed roofs are to be used as secondary elements in the design. Large unbroken expanses of single pitched roof, flat and mansard roof forms are prohibited.

4.4 **Ridge lines and roof planes:** These may not exceed 45' (except for overhangs) in horizontal length without some form of break to provide visual relief. Ridgelines for Multi Family Buildings will be reviewed by the DRC as a matter of scale. Vertical elements like cupolas, vents, and fireplaces can be considered as ridgeline breaks. For shed roofs, no more than 40% of the total roof may be designed as a single plane**.** If Gable and Shed dormers are used, they should be functional to allow window openings and head heights for upper level or loft living spaces. They can also be used to bring light into multi-story living spaces and to provide protection to entryways, decks and garages. If skylights are used in roof forms they will only be permitted if their visual impact from prominent views to the home is minimized.

4.5 **Type and Location:** Dormers may be gable, hip or shed. Dormers, if any, should be designed and located relative to the style and overall proportional balance of the roof and building. Shed dormers should not exceed more than 2/3 of the primary roof plane. In order to maintain a simple roof form and to effectively break up the mass of the building, the front face of larger dormers should be at least 2' back from the plane of the wall below.

4.6 **Roofing Materials:** In general, roofing materials are to be non-reflective, textured and a variegated dark color. Composite thick butt architectural grade asphalt shingles are all encouraged. Standing seam metal roofs and oxidized corrugated metal roofs may be approved if they are an integral part of the overall building aesthetic. Metal roofs must have a non-reflective surface and color cohesive to the building's exterior design.

4.7 **Overhangs:** Projecting roof overhang provides protection of vertical wall surfaces and can create deep shadow lines that reduce the appearance of the wall expanse as well as add visual interest to the overall structure. Other architectural roof elements such as corbels, rafter tails, and decorative cornices are encouraged to create shadow patterns, visual depth, and interest. Smaller elements such as dormers and selected shed roof may have appropriately scaled overhangs of 6 inches to 12 inches.

4.8 **Pitches:** A slope of 6 inches vertical in 12 inches horizontal (6:12) is recommended on the primary gable. Porch roofs and limited shed roofs are exempt from this requirement. The lower pitched roofs will be limited to a maximum of 30% of the roof and will be reviewed on a case-by-case basis by the DRC. For developer enclaves or streets, the DRC will take special consideration of alternate roof designs for similar floor plans and allow more leniency to roof pitches to allow for more variation. Multi family buildings can have roof pitches of 3 inch vertical in 12 inches horizontal (3:12) Flat roofs are allowed on single family and multi family building forms as secondary accent and connecting elements.

4.9 **Variation Required:** The DRC may determine that there is a negative cumulative effect of many residences having similar roof specifications and subsequently may not approve further use of the same specification.

4.10 **Roof Colors and Reflectivity:** Colors should be selected to be compatible with the surrounding natural landscape and integral to the exterior color palette of the house. Samples of approved colors are available from the DRC. In no case shall reflective surfaces be permitted, regardless of their color. Colors must be in the following families: black, dark greens, browns, grays or natural cedar.

4.11 **Roof Projections:** Flues, vents, and other equipment must penetrate the roof behind the ridge and must be compatible in height and material with the structure from which they project and/or painted to match the roof color. Large vents should be disguised so as to appear consistent with the building architecture.

4.12 **Roof Mounted Mechanical Equipment** is prohibited with those permitted in the Renewable Energy Law.

4.13 **Renewable Energy Generation Devices and Energy Efficiency Measures** shall comply with Colorado law, CRS Section 38-30-168 (HB 08-1270).

Devices and measures may be approved by the DRC on an individual basis, after special review based upon adequate evidence. Plans shall show locations and dimensions of all devices and measures, including site plan, roof plan and elevations. Application submittals shall fully describe the devices and measures and graphically or photographically show all visible characteristics, including but not limited to external appearances, placement/location, dimensions, etc.

Pursuant to the Law, the DRC may place "reasonable aesthetic provisions that govern the dimensions, placement, or external appearance of an energy efficiency measure". Additionally, the law states that "In creating reasonable aesthetic provisions, Common Interest Communities (the DRC) shall consider:

- The impact on the purchase price and operating cost of the energy efficiency measure;
- The impact on the performance of the energy efficiency measure; and
- The criteria contained in the governing documents (The RVRMA Protective Covenants and Design Guidelines) of the Common Interest Community."

Therefore:

- Devices and measures shall visually blend in with the home, including colors and non-reflectivity characteristics.
- Devices and measures shall be located to minimize visibility from adjacent properties and public spaces.
- Special scrutiny shall be done for ground mounted devices, whether placed in a berm or on a free standing pole.

4.14 **Renewable Energy Generation Devices:** All devices shall be integrated into the design of the home and should not appear as add-ons, unrelated to the overall design. Non-reflective components shall be used wherever possible. Solar energy applications shall relate to the adjacent roof, match its plane, and blend/match its color with minimal projection therefrom. Other devices will be reviewed based upon submittal of plans, elevations, manufacturer's specifications and cut sheets, etc.

4.15 **Energy Efficiency Measures:**

Pursuant to the Law, CRS Section 38-30-168, energy efficiency measures include ONLY:

- "Awning, shutter, trellis, ramada, or other shade structure that is marketed for the purpose of reducing energy consumption;
- garage or attic fan and any associated vents or louvers;
- evaporative cooler;
- energy-efficient outdoor lighting device, including without limitation a light fixture containing a coiled or straight fluorescent light bulb, and any solar recharging panel, motion detector, or other equipment connected to the lighting device
- a retractable clothesline.

4.16 **Retractable Clothesline Characteristics:** Show locations and dimensions when extended on site plan, floor plan and elevations. These devices shall:

- Only be extended during sunny daylight hours;
- Only be extended as necessary for full usage;
- Be directly attached to the home and enclosed to visually blend with the home's design when retracted.

4.17 **Skylights and Sun Tunnels Characteristics:** These shall not be located on prominent, primary elevations of the home. They must match the slope of the adjacent roof with minimal projection from roof surface and lowest practical profile. They must be flat translucent surfaces, as opposed to dome or bubble in shapes. The colors of the translucent surfaces, and the frame, flashing and trim colors should blend or match the adjacent roof. Steps must be taken to minimize light emission to the exterior at night. "Energy Star" certification must be included with application, as evidence of net positive energy efficiency and performance.

4.18 **Gutters and Downspouts:** These must follow rooflines and building forms in logical places to diminish their overall visual impact. Downspouts and gutters must match exterior finish colors, be dark or muted colors that are complementary to the color scheme of the home.

FOUNDATIONS & RETAINING WALLS

4.19 **Design Objectives:** One of the primary design objectives at Haymeadow is to create a close integration of site, landscaping and building. The design of foundations is an important aspect of integrating these elements. Foundations and finished site grading must be designed so that the building is balanced and visually pleasing. Foundation walls that are above grade must be clad. The DRC will allow exposed foundations of 6 inches or less.

4.20 **Sloping sites:** Foundations must be stepped with the contours of the land to avoid high retaining walls or extensive cut or fill slopes. Exposed foundations or retaining walls that are in excess of 4 feet in height are generally not permitted. Special conditions are subject to review by the DRC.

EXTERIOR WALLS & FINISHES

4.21 **Articulation:** An excessive vertical or horizontal expanse of a wall plane may visually compete and contrast with the natural surroundings forming a dominant structure that cannot aesthetically blend or harmonize with its setting. To avoid this condition, the DRC will take special consideration for long expanses of a continuous wall. In addition, wall surfaces must be articulated for the purpose of adding interest and alleviating visual monotony. A continuous wall plane may be visually broken by one or more of a variety of design treatments described herein. The intent of any of these methods of articulation is to create a change in the appearance of wall surfaces utilizing: color, form, depth, material, or textural variations. Strong shadow lines resulting from different architectural treatments are effective means to achieve this objective.

4.22 **Exterior Wall Materials:** Exterior building materials are to be sensitive to the exposure and topography of the site. Exterior wall materials are to relate to the historic mountain proportion and position of the materials. Heavier materials are to be found on earth, lighter building materials should bear on heavier materials. Haymeadow mountain homes and multi-family buildings allow single materials on building faces as long as additive building elements break up building materials.

4.23 **Exterior Finishes:** Strong textural qualities, siding should be the dominant facade material with a clear break between different materials. Texture can be introduced into a wall surface using shingles, shiplap boards, board and batten, corrugated metal siding. Stone and Brick can be used to 'found' buildings, but are not required.

4.24 **Typical Exterior Walls:** Exterior steps or jogs in the exterior walls are encouraged to break up continuous planes of the exterior wall. Jogs or steps in the wall surfaces may be required over long continuous expenses of the exterior wall and the minimum jog/step required is 1'-0". Structural elements such as porches and trellis are used to add a sense of depth and are considered breaking a continuous exterior wall.

4.25 **Siding:** This should be the primary exterior building material within Haymeadow. Textured and smooth siding with profiles of channel rustic, shiplap, tongue and groove, vertical flush siding or board and

batten are appropriate. Simulated wood siding is allowed if profiles simulate real wood siding profiles. Larger format panel siding is allowed as an accent material. Composite siding from James Hardie or equal is allowed as a siding material, vinyl or plastic siding is prohibited.

4.26 **Stains and Paint:** The use of transparent and semi-transparent stains is preferred to highlight the grain of the wood. The use of solid stain and paint is allowed to create a variety of colors in the neighborhood.

4.27 **Cedar shakes and shingles:** These may be used in lieu of wood siding on secondary wall areas such as dormers and gables. Rectangular or half round shingles may be used.

4.28 **Logs and timbers:** These may be used as a secondary exterior finish material but must be approved by DRC. Logs with chinking on wall surfaces are prohibited. Heavy timber, logs and glue-lam beams can be used to express the structural framing of the building, particularly as trusses, lintels, sills, beams, purlins and rafters. The scale of the members should be consistent with the actual or apparent structural value. Connection details should be designed with care and heavy steel plates should be concealed or avoided. Columns must be set on a stone or concrete base or otherwise appear to be supported. Timbers should express a massive, hand-hewn appearance to reflect the natural shape, grain and inconsistencies of the material.

4.29 **Stone:** No requirement for stone on structures. Stone can be utilized on fireplace masses, accent walls, garden level walkouts and at the base of several building masses. If stone is present, a relatively flat surface such as sandstone or quarried mountain stones is strongly encouraged. Rounded alluvial or river rock is not permitted. If stone is utilized, large rocks or boulders to visually anchor comers and ground levels of rock walls and fireplaces is encouraged. Similarly, stone is to be used to enhance whole building volumes instead of single elevations; stone must wrap around comers and terminate at logical ending points.

4.30 **Type of stone veneer:** This will be reviewed by the DRC and it should appear natural and indigenous to the immediate area. Cultured/simulated stone is acceptable. Cultured stone must closely emulate natural stone and will be reviewed by the DRC very closely.

4.31 **Lintels:** Stone must appear to be self-supporting, where it is used above windows, doors or other openings, it must appear to be supported by an appropriately heavy lintel or a structural appearing arch.

4.32 **Lintels and Sills:** In accent walls or garden level walkout walls of stone, the use of lintel and sills at door and window openings is required. These lintel and sill members are to be detailed and proportioned so as to appear structurally sound. Lintels and sills may be made of timber, logs, cut stone or natural stone.

4.33 **Stucco:** Stucco may be used as a secondary exterior finish material, therefore no more than 45% of exterior surface area can be stucco. If used at significant wall surface areas stucco shall be finished in earth-tone colors that are compatible with the natural soils and rock. If stucco is being used as an accent wall, more color options are available and will be reviewed by the DRC very closely on a case by case basis.

4.34 **Metal Siding:** Rusted, corrugated, or prefinished metal materials may be used as an exterior finish material, not to exceed 25% of the exterior surface area. Galvanized or other reflective surfaces are not permitted.

4.35 **Prohibited Wall Materials:** In general, exterior materials are limited to the previously described materials. The DRC has the discretion to allow the use of non-identified materials provided that they meet the intent of the guidelines. The following materials, however, are specifically prohibited:

- Plastics
- Vinyl siding

4.36 **Exterior Trim:** Details are critical to expressing the quality and craftsmanship of a new home. In concert with the overall architectural style, details should be consistent throughout the building. At panel siding joints exposed metal flashing must be painted.

DOORS & WINDOWS

4.37 **Arrangements:** Doors and windows shall be designed in proportion to the structure and form of the building and should adhere to a traditional rectangular pattern in keeping with the overall design theme. Windows, in general, should be vertically oriented, however, large window openings are allowed to feature mountain views. Horizontal windows are allowed on secondary elevations or can be allowed on primary elevations with DRC review.

4.38 **Large window openings:** Large unbroken windows to provide unobstructed access to important views are allowed as long as it is adjacent to divided windows in traditional patterns. Additionally, windows must be used in logical patterns throughout the home such that they reveal the internal spatial organization of the home and are consistent on all elevations.

4.39 **Elevations:** All elevations of each home at Haymeadow must have sufficient fenestration to create visual interest and to prevent the appearance of blank wall areas. Windows and doors must be balanced such that the majority of openings are not concentrated on single elevations. Haymeadow DRC will take into consideration the unique view corridors in reviewing window elevations.

4.40 **Special Window Shapes:** Bay windows may be used.. Triangular windows where they occur within gable ends must match the angle of the roof and not the interior ceiling form created by a scissors truss. Rectangular windows are encouraged in this condition as an alternative.

4.41 **Glass:** Window glass may be coated or tinted to control solar heat gain, but a reflective mirrored appearance is prohibited.

GARAGES & DOORS

4.42 **Garage Designs:** These should be complementary to the rest of the home and follow the PUD Guide with relation to setbacks and front porch. Garage doors facing the street will be required to have glazing. Garage doors facing the street may have up to two bays - unless special permission is granted by the DRC for more than two. The number of bays may be limited to two if the DRC determines that the scale of the rest of the home is not sufficient to support the larger garage.

4.43 **Garage Doors:** The materials, treatment and color selected for the garage doors must be integrated into the design of the main residence. Garage doors facing the street must be of a premium nature, and have integral glazing.

4.44 **Orientation:** Garage doors may face the street for front loaded single family homes. Homesites that have alley access must follow PUD setback requirements. Multi family garage doors can be oriented with side access to all for some architectural variation.

4.45 **Main Entry Door:** Wherever possible, the front door of the home, rather than the garage structure, should be designed as the focal point to greet visitors rather than the garage structure; especially main entry doors, which should be designed with great attention to detail in order to create an individual identity for the building. Richly detailed doors are also characteristic of the design theme and must be in keeping with ranch and mountain design.

BALCONIES, PORCHES, STAIRS & RAILINGS

4.46 **Balconies:** Balconies are encouraged. They can be either recessed into the wall mass or projected from exterior walls. When a projected balcony is used, consideration must be given to protection from snow shedding. The underside of projecting balconies must be finished with materials that match or complement exterior wall materials. Supporting structural systems must be visible and appear appropriately massive and must be decorative in nature. Balconies should be sized to individual room functions and should be proportional to the overall building massing.

4.47 **Railings:** These are subject to specific review by the DRC which is charged with the responsibility to ensure that accepted designs reflect quality and craftsmanship appropriate to Haymeadow. Historic and modern interpretations of railings are allowed. Railings can be fabricated of wood, steel, cable, and metal panels. Metal panel railings can only be used for 50% of individual railings.

4.48 **Stucco or Stone Enclosures:** Balconies or patios fully enclosed with solid stucco or stone walls are allowed if designed in character with the rest of the Master Design Guidelines.

4.49 **Exterior Stairs:** Exterior stairs of more than one story are prohibited in single family residences. Exterior stairs in single family homes are meant for primary access to the accessory dwelling unit. Exterior stairs are allowed in townhome and multi family residences.

EXTERIOR COLORS

4.50 **Earth Tones:** Black, brown, gray, dark green, dark red, white, beige, or natural wood color families are required. Colors must be carefully chosen for their compatibility with the natural environment, their harmony with each other, and the overall aesthetic goals of the guidelines. Because of the emphasis on natural materials, finishes which complement and enhance the material's intrinsic qualities are encouraged. Colors should complement and blend, rather than contrast with the surrounding natural environment. Colors should generally be recessive; particularly those used for roofs and walls.

4.51 **Accent color:** A minor amount of accent color on trim work may be considered appropriate by the DRC.

4.52 **Sample Board:** This is required for Final Design Review by the DRC.

TEXTURE & DETAILS

4.53 **Textures:** Textures are to be incorporated throughout a structure in order to create a variety of light and shadows at all scales and eliminate monotony. Building forms are to be complex with setbacks, overhangs, porches, and varied skylines. Walls, roofs and windows are to be made up of clearly defined smaller elements.

4.54 **Natural Materials:** These are to appear closer to their natural state rather than manufactured in appearance.

4.55 **DRC Review:** Because this is a particularly subjective requirement, the DRC has the responsibility to act based on the spirit and intent of the Master Design Guidelines as it determines if a proposed design is characterized by an appropriate level of texture and detail. The DRC must be the arbiter that determines the right balance between the poles of austerity and excess.

EXTERIOR LIGHT FIXTURES

4.56 **Minimal Lighting:** In order to maintain a mountain character and to preserve views to the night sky, exterior lighting is to be minimized. Lighting should be used to meet the requirements of safety and easy identification of entrances and buildings. Exterior lights should be compatible with the design of the residence. Lights whose sole function is to floodlight a building or its yard will not be permitted. The Town of Eagle has an Exterior Lighting ordinance. Owners are responsible for verifying with the Town of Eagle Community Development Department that any exterior lighting meets the requirements of the ordinance and those ordinances are subject to change.

4.57 **Design Character:** Fixtures are to be in character with the architecture at Haymeadow. Historic and mountain modern style decorative lanterns characterized by metal finishes are preferred, exposed light bulb fixtures are prohibited. Utilitarian fixtures will not be allowed anywhere the fixture is visible.

4.58 **Soffits:** Recessed can lights in exterior soffits cannot be higher than ten feet above exterior grade, unless approved by DRC.

4.59 **Landscape Lighting:** Up lights and floodlights are not permitted. Down lights and/or path lights may be used to light paths and terraces. Down lights may not be placed higher than five feet from the ground to avoid the appearance of a flood light. Solar lights are encouraged.

4.60 **Pictorial specifications:** for all exterior lights shall be submitted to the DRC before or during the Final Review process. Final approval will not be granted without submission and approval of light fixtures. Any changes must be submitted for review prior to installation.

EXTERIOR EQUIPMENT, UTILITIES, METERS, A/C UNITS, ETC.

4.61 **Exterior Equipment:** All exterior equipment, utilities, meters, air conditioning units and other equipment must be shown on architectural plans.

4.62 **Equipment Enclosed or Screened:** Any and all screening shall conform to manufacturers

recommendation. Free standing external pad-mounted equipment such as A/C units, pools and spas or garbage can storage areas, must be integrated into the building through the use of walled or fenced enclosures, or intensely screened with landscaping materials where allowed within the manufacturers recommendation for specific equipment.

4.63 **Meters and Utility Hook-ups:** Utility meters and hook-ups must be coordinated with the utility provider and located in the most unobtrusive area possible. They shall be adequately screened, within requirements allowed from the purveyor, from any street on which the lot or unit is located and from any neighboring Lot or Unit and the Master Common Areas and public parks by structure or landscaping. Their location must be identified during the design submission and review process.

4.64 **Site Utilities:** All site utilities are to be installed underground in alignments that minimize grading, tree clearing, and other physical impacts on the homesite. To the extent possible and with the approval of the utility company, utility boxes are to be located and/or screened so that they are not visible from off-site.

4.65 **Satellite dishes:** Satellite dishes smaller than 18" in diameter are permitted, but their location must be approved by the DRC.

4.66 **Exterior Service Areas:** Outdoor work/storage areas and outside equipment such as mechanical equipment must be completely screened from off-site views by using walls, fences, and/or heavy landscaping and incorporating them into the building design. In addition to screening, garbage can storage areas must also be made inaccessible to wildlife.

4.67 **Irrigation Controls:** These must be located so as to be accessible to maintenance personnel for repair and winterization.

FIREPLACES & FIRE PITS

4.68 **Fireplaces:** In accordance with Town of Eagle ordinances, no wood burning fireplaces are allowed. Interior fireplaces and exterior facing fireplaces which are an integral element of the home are permitted, if gas fired UL labeled and approved by the Town.

4.69 **Site Fire Pits/Exterior Fireplaces:** Fire pits and exterior fireplaces are permitted, but special care must be taken to ensure safety. These must be constructed of fire-proof materials, contain spark arresting screening, and must be surrounded by a minimum circumference of five (5) feet of non-combustible material. Solid fuel sources are allowed per Town of Eagle code.

5. Site Planning & Landscape Design

5.1 **Purpose:** The landscape guidelines have been formulated to ensure that residential construction and all public areas on the Haymeadow site create an overall pleasing aesthetic appearance which is consistent with the overall Haymeadow Development. Landscaping shall conserve water and follow best environmental practices. It is also the intent of these guidelines to provide flexible requirements at the discretion of the DRC.

5.2 **Recommendations:** The guidelines provide a framework for installation of landscape elements across the development.

5.3 **General Design Considerations:** The landscape is a major component in the overall image of the Haymeadow Development and these guidelines are provided to direct landscape treatments for multi-family dwellings, duplexes, single-family homes and community amenities. A separate document outlines the approach to landscaping for the streetscape and ROW plantings. The site design and landscape treatment are important considerations in creating a cohesive statement in relationship to the architecture itself. Homesite owners should plan on budgeting a minimum of 5% of their construction budget for landscaping.

5.4 **Concepts:** The following landscape concepts are recommended:

- Vegetation planted in clusters of like species.
- Landscape elements used to define spaces and frame views.
- Water-wise
- No requirement to protect views, however the DRC does encourage neighbor to neighbor cooperation.

5.5 **Easements:** Some homesites include drainage easements. Easements shall be maintained to allow for unimpeded drainage flow and access for maintenance operations. Trees, shrubs, retaining walls, fences, large decorative boulders, berms, etc. are not allowed in platted utility or drainage easements except if a TOE Encroachment Agreement has been approved.

5.6 **Site Design:** The site design for residential units, whether multi-family, duplex or single-family, shall be designed in relationship to the overall Haymeadow Development. Landscape improvements should minimize the amount of intensive irrigation to the extent possible with areas of irrigation concentrated at building entries and exterior patios and yards. Landscape plans should respond to and integrate the landscape designs, grading plans, and plant materials of adjacent buildings, community spaces and streetscape.

5.7 **Changes from Approved Plan:** Any substantial change or additions require submission of proposed design drawings and DRC review.

5.8 **Plant Material Selection and Location:** The DRC will carefully review landscape plans to ensure that plant materials are located in appropriate areas and groupings. The DRC will also look to ensure that plant materials are compatible with the climate and the aesthetic objectives. Selected plant materials shall promote water conservation. Plant materials must be indicated on design drawings at mature size so that they will be located neither too close to each other nor too close to buildings, nor impinge on adjacent lots. Replacement of existing materials that have died or deteriorated at the same location and size does not require DRC review. Plant selection should be appropriate to deter attraction of wildlife, avoiding use of fruiting trees and shrubs. The use of herbicide and pesticide should be used on a limited basis with an emphasis on appropriate, maintenance, and watering practices.

5.9 **Grouping:** Materials must be grouped with compatible species with particular attention focused on relative water requirements of different species. All plant materials must be placed in ecologically appropriate areas. Landscaping shall be clumped: dry with dry and wet with wet. Drip irrigation, appropriate for dry type

plants and trees, separate from other zones must be provided.

5.10 **Screening:** Evergreen trees and shrubs should be used where visual screening is an important functional requirement of the landscape. Long term growth and maintenance should also be considered when developing the landscape plan.

5.11 **Tree Removal:** The removal of existing trees and shrubs on homesites is to be avoided, but must be approved by the DRC, including where necessary to accommodate a new structure, or damage due to severe weather. Clearing for view corridors and solar exposure may be considered by the DRC provided it does not increase the visual impacts on adjacent homesites, public spaces, or off-site visibility of the house. Damage and performance deposits may be required.

5.12 **Preservation of Native Vegetation:** This is particularly important where homesites are adjacent to common areas and back to the edge of residential development. The transition line from cultivated and irrigated area to native and dry land should be made in a pleasing manner. Landscape designers may choose to create an irrigated and manicured area around the home.

5.13 **Xeriscape** approaches to the entire site are encouraged as the landscape moves away from the buildings. The DRC will exercise ultimate authority in determining if a landscape design is appropriate for the context of the particular building site. Soil amendments should be added to promote healthy plant growth and reduce water needs.

5.14 **Wood Mulch:** Wood mulch should be organic in nature and indicated on the landscape plans. Decorative scattered and clumped gravel/stone accents may be approved in natural, tastefully designed, manicured and bark mulch areas.

5.15 **Gravel/Stone Ground Cover:** The use of gravel and stone as a ground cover should be used as a tasteful application in hard to landscape areas such as drainage areas and adjacent to building foundations. Gravel/stone ground cover will be reviewed on an individual basis with samples of proposed material submitted and approved prior to installation.

5.16 **Slopes and Berms, Maximum:** In areas where grading is altered, slopes shall not exceed a rise of 1 foot over a run of 4 feet, (4 to 1), except in appropriate, special and hardship conditions, as determined by the DRC. Such graded areas must not affect off-site drainage.

FRONT, SIDE & BACKYARDS FOR DUPLEX & SINGLE FAMILY LOTS

5.17 **Landscape Planning Areas:** Each residential site can be considered in three zones; front yard, side yards, and back yard. The front yard is the public face of the residence, the side yards define and separate adjacent residences, and the backyard is the private outdoor living space but may also be visible from public spaces such as the streets or parks. Low undulating landforms shall be permitted provided they blend with existing grade, do not exceed a slope of 4 feet horizontally to 1 foot vertically, and do not affect offsite drainage. Play structures and out buildings are not permitted in the front yard zone. Native seed areas will be allowed in the side and back yard zones. All seeded areas, shrub beds, and gardens visible from off-site shall be maintained in a clean, weed free condition. Vegetation may not be used to form a wall that hides the residence from the street.

5.18 **Front Yards:** This area should provide continuity along the streetscape, compliment the vegetation planted in the Right of Way (ROW) and form a welcoming entrance to the residence. Landscape elements shall be used to enhance the residence's architectural design, soften long expanses of the facade, and screen

utilities and parking. Graceful transitions shall be made between lawn/garden spaces and native/xeriscape spaces. Low water bluegrass sod shall be placed in the front yard along the entire front property line to create continuity between the ROW and the private residence.

5.19 **Side Yards:** The side yard landscape design should provide privacy and screening between adjacent residences. The DRC will consider the owner's homesite and adjacent properties when evaluating the design. Utilities and Service Areas are permitted in the side yard, provided they are screened from offsite view. All seeded areas, shrub beds, and gardens visible from offsite shall be maintained in a clean, weed free condition. Due to the narrow cross section of most side yards, landforms will only be permitted by special review.

5.20 **Back Yards:** Landscape design should provide private outdoor spaces and continuity with adjacent uses such as park areas or undisturbed native areas. Landscape elements shall be used to compliment the architecture of the residence especially if the home is visible from public spaces.

5.21 **Property to Open Space:** Property lines that adjoin public spaces shall consider adjacent landscape treatment to create continuity between the public and private space. All seeded areas, shrub beds and gardens visible from offsite shall be maintained in a clean, weed free condition. Vegetation may not be used to form a wall that hides the residence from the public spaces.

5.22 **Landscaping Compliance:** All yards shall be fully landscaped. In addition to required street trees, additional ornamental and/or shade trees are strongly recommended in all yard areas. Such trees shall be of suitable growth habit for the site and placed to respect the architecture and ordinary use of the site.

RIGHT-OF-WAY (ROW) LANDSCAPING

5.23 **ROW Landscaping:** This area consists of turf, shrubs and trees planted in clusters along the street or within the street right of way. Irrigation systems, sidewalks and paths may also be present in this zone. Owners are not allowed to install or alter landscaping in this area. Landscape guidelines for streetscapes are detailed in the Haymeadow Guidelines dated April 18, 2019.

5.24 **Damages:** Due to the importance of the ROW landscape features, any damage except damage to the common irrigation system caused to this area by the owner or owner's operators shall be repaired by the HMMA and materials and labor billed to the owner. See sections related to damages in other parts of the guideline document.

5.25 **Notices:** The owner shall notify the HMMA of any damage that has occurred to the landscape elements within 24 hours of the occurrence. The disturbance shall be temporarily repaired or made functional within 24 hours and permanently repaired within 2 weeks of the disturbance. Due to the importance of the ROW irrigation system, any damage caused to this system by owner or owner's operators shall be reported immediately by the owner to the HMMA. See **Repair of Damage to Common Irrigation System** below.

5.26 **Right of Way Irrigation:** An underground irrigation system is installed in the street right of way (ROW). Damage caused to any part of the irrigation system jeopardizes the functioning of that irrigation zone and thus affects the health of the streetscape plantings in that area. Specifics of the irrigation layout for the ROW are available from the HMMA.

5.27 **Fines:** In addition to the responsibility to reimburse the HMMA for its out-of-pocket expenses, the following fines will also be charged to the property owner:

- $2000 for each main line break.

- $1000 for each damaged valve.
- $500 for each instance of damage to lateral service lines and irrigation heads.

In addition, the cost of repair of any damage to neighboring irrigation systems as a direct result of the original damages will be assessed.

5.28 **Performance and Damage Deposit:** If there are funds remaining in the Performance and Damage Deposit, this account may be debited upon proper notification of the Owner. Otherwise, the property owner will receive a reimbursement assessment.

IRRIGATION & DRIVEWAY CONSTRUCTION

5.29 **Driveway:** Driveway construction may occur over the existing irrigation system. HMMA representatives or a contractor hired by the HMMA will meet with the Owner or Owner's Contractor during the pre-construction meeting to help locate the irrigation line and to provide guidance for installation. Any costs associated with this service and charged to the HMMA will be passed directly to the owner and collected as stated above.

5.30 **Driveway Location:** Driveways shall be located to affect as few irrigation heads as reasonably possible. Driveways will not be allowed over valve box or control clock locations except by DRC approval. The HMMA will be responsible for relocating valve boxes and control clocks with the costs to be paid to the HMMA by the Owner. Any costs associated with this service and charged to the HMMA will be passed directly to the Owner and collected as stated above.

5.31 **Prior Inspection:** Prior to making a driveway cut, the owner must request a visual inspection by the HMMA to determine if the cut will affect existing irrigation systems. In the event that irrigation heads are affected by driveway construction, the owner shall request relocation by the HMMA and will be responsible for the cost of its relocation.

5.32 **Sleeving:** The owner is also responsible to place three PVC sleeves under the entire width of the new driveway. Four inch and six inch sleeves must be installed 30" deep, 18" from the curb; an additional 4-inch sleeve is to be installed at a depth of 12 inches below grade immediately adjacent to the curb. This sleeve is necessary to accommodate future repairs or adjustments to the irrigation lateral line.

5.33 **Private Residence Irrigation:** Each residence is required to install and maintain an underground electrically controlled irrigation system that is connected to the Haymeadow Irrigation mainline in the adjacent ROW. Homeowners to coordinate irrigation requirements with the DRC prior to design and installation. Coordination required for size of water meter, isolation valve, backflow preventer, and available water pressure. All irrigation system design shall promote the efficient use of water. For the untreated water irrigation system the following are required:

- **Inspection:** Irrigation system design must be reviewed and approved by the DRC's authorized representative prior to its installation.
- **System Zone Controls:** Zone control boxes must be located in an area accessible to maintenance personnel for repair and winterization purposes.

5.34 **Dry Climate Vegetation:** Due to the dry climate in Colorado, lawn areas, trees, shrubs, and gardens will require permanent irrigation throughout the summer. Native seed areas and xeriscape gardens will require irrigation for the first few years to establish the plant material. Irrigation may be removed from these areas upon establishment of healthy, naturally sustainable plant material.

5.35 **Weed Control:** Homeowners shall be responsible for controlling the growth and spread of noxious weeds and invasive plant species. Failure to do so may result in enforcement action by DRC.

SITE GRADING & DRAINAGE

5.36 **Site Grading:** Site grading shall be used to provide adequate drainage within the homesite, as well as enhance the aesthetic qualities of the residence. Due to the character of the neighborhood, imposed severe grade changes and steep berms are not permitted. Existing vegetation and site features shall be protected from potential damage from site grading.

Surface drainage shall not drain to adjoining homesites nor open spaces except as established by natural drainage patterns, nor cause a condition that could unnaturally lead to off-site soil erosion on open spaces. Wherever practical, natural drainage courses should be protected and existing drainage patterns maintained. New drainage ways are to be designed to appear and function like natural drainage ways. Impervious surfaces are to be minimized and excessive cut and fill is discouraged. Grading is not permitted outside the property line.

5.37 **Drainage Plan:** Developing a proper drainage plan will be the responsibility of the owner. Owners must ensure that when driveways intersect streets that any existing road shoulder drainage patterns are maintained. Any drainage damage that may occur from one homesite to another or common areas because of a change in natural conditions will be the responsibility of the owner of the homesite that caused the unnatural drainage flow. Approval of a drainage plan by the DRC does not make it liable or responsible to the owner or others with respect to the adequacy of the engineering or otherwise, but merely implies compliance with the intent of these guidelines and with design aesthetics. DRC approval does not eliminate or reduce the obligation of the owner to comply with all legal requirements and be responsible for all damages arising from changes in natural conditions.

5.38 **Grading Requirements:** Grading is to be designed as a combination of cuts, fills, and occasional retaining walls that protect existing vegetation and blend into and/or appear to be extensions of existing natural landforms. Whenever possible, natural slopes are preferable to structures. Retaining walls where visible from off-site, are to be built of rock or stone, and/or treated timber. Structures exceeding four feet in height require a TOE Building Permit with a Professional Engineer stamped Plans and should be battered and stepped to include ample planting pockets. Slopes should not exceed a slope of four feet horizontally by one foot vertically unless there are extenuating circumstances. Disturbed areas are to be re-vegetated and blended into the surrounding vegetation and site conditions.

5.39 **Erosion Control Plan:** Grading plans to include erosion control methods for areas of steeper grades. Erosion control must be considered on a proactive basis to prevent damage to the site. Erosion control measures to follow best management practices per construction industry methodology.

5.40 **Stockpiling and Removal of Excavated Materials:** Topsoil disturbed by grading operations must be stockpiled within the construction area and reused as a part of the site restoration/landscape plan. Excess materials must be removed from the Haymeadow site unless specific permission is granted by the DRC.

DRIVEWAYS, VEHICLE ACCESS

5.41 **Driveways:** The street scene of Haymeadow has been carefully planned to include street trees and landscape features. The interruption of this landscape feature can have a significant impact on the appearance and character of a site. Only one driveway entrance will be permitted for each homesite. Lots located at the corner of a collector street, a residential street, or a cul-de-sac, shall have the driveway access from the subordinate street.

5.42 **Alignments:** To ensure minimal visual impact and disturbance, the alignment of residential driveways must generally follow the contours of the land and avoid the removal of trees, shrubs and irrigation to the greatest extent possible. Driveways are not to exceed 10% in slope.

5.43 **Turning Radius:** Minimum inside radius of the driveway edge or curb should accommodate easy egress and exit from garages.

5.44 **Damages:** Any damage done to the landscaping and irrigation in the street ROW that may occur during the construction of the driveway, must be repaired at the Owner's expense.

5.45 **Drainage across driveways:** This should be integrated into the design of the drive or apron. Additionally, consideration must be given to the location, orientation and screening capacity of adjacent building envelopes and public areas relative to potential visual impacts from exposed road pavement, headlight glare, traffic disturbance, and general loss of privacy.

5.46 **Paving Materials:** Paving materials should have a primary material. These materials may vary as they relate to individual architecture, but should always maintain a finished, and purposeful quality. These areas shall have a dull, non-reflective surface and color that blend well with the natural surroundings. Concrete, Bomanite concrete, colored exposed aggregate concrete, colored concrete, stone black asphalt, and chip-and-seal are approved materials. Gravel is not permitted.

5.47 **Bike Paths:** Where driveways cross the bike path, the Owner shall maintain the path surface material regardless of their choice of materials for their driveway. The new driveway surface shall be flush with the path. The Owner shall repair any damage done to the bike path at their expense.

5.48 **Parking Requirements:** Each single family residence or duplex shall include at least one parking space in an enclosed garage and shall adhere to Town of Eagle parking requirements.

FENCES, WALLS & GATES

5.49 **Locations:** In order to preserve a continuous neighborhood character, the DRC will generally prohibit the use of fences, walls or gates along the front property line or within the front yard. In addition, on corner homesites, fences, walls, or gates will not be allowed along the side yard property line facing the street. The DRC will consider exceptions on a case-by-case basis where the building envelope of a lot may restrict the placement of a main structure in such a way that the front of the home is not facing the street and/or the area facing the street is the usable recreational space typically reserved for a rear or side yard. Perimeter fences along other side and rear yards are permitted, however, these fences shall be limited to a two or three rail split fence with a maximum height of 4 feet 6 inches at top of rail , a corral type fence, or a wooden privacy fence of similar height. The DRC may approve the addition of a 12 or 14 gauge galvanized wire fencing to the corral fence to provide animal control, however additional landscape screening will be required. In all circumstances, the DRC's primary objective will be to preserve a consistent streetscape with the rest of the community, particularly with the neighboring homesites. The DRC will review fencing plans for material selection and layout prior to approval.

5.50 **Retaining walls, privacy fences, or screen walls:** These elements must be an extension of the architectural design of the residence and will be permitted within the building envelope and within the side yards that must not abut streets. They may be built out of wood or stone. They may be used to separate the private areas from the rest of the building envelope and/or as a screening element for

parking and service areas otherwise visible from other homesites or public areas. These walls may be used to articulate horizontal and vertical building planes. The standards that shall apply to the use and treatment of site wall are listed below:

- **Uses:** Site walls may not be used to delineate property lines or building envelopes. Site walls are typically used for screening and/or defining outdoor living or private spaces.
- **Colors** of the walls must be compatible with the residential exterior walls and conform to the same exterior color requirements.
- **Finish To Grade:** Finish materials on all site and building walls must be continued down to finished grade so as to eliminate exposed or unfinished foundation walls.
- **Stone:** When stone is used, the base course of stone must be 1/3 below grade to give the appearance of a true structural wall.
- **Maximum Height:** The objective to minimize site disturbance suggests balanced cut and fill grading solutions, and in turn, reduces the need for tall retaining walls. However, if retaining walls are required, they may not exceed a height of 4' measured from the lowest natural grade adjacent to the wall. Slope at the back of the wall shall not exceed 3 to 1.
- **Terraced retaining walls** must be offset horizontally by a minimum distance of 3 feet to support viable plant materials in each terrace.

5.51 **Deer/Wildlife Fencing:** Fencing temporarily erected for protection of landscape vegetation from deer and elk shall have the following characteristics:

Maximum height: 7 feet

Maximum continuous length offence surrounding a group of plants: 200 feet (The maximum area that this will enclose is 2500 sq. ft.)

Fencing material: 12 or 14 gauge galvanized steel wire fencing is recommended to keep wildlife from reaching low lying branches. However, in areas that may not require a heavy gauge to prevent wildlife from reaching vegetation, such as in areas with planting beds, a light gauge steel fencing (sold locally as "poultry fencing") and fine plastic mesh fencing may be used.

Color: Brown, black, gray or dark green. Galvanized steel fencing may be painted or left bare.

Mesh: The mesh shall have at least 94% open area. Mesh made of steel wire or of individual strands of plastic mesh meets this requirement. Stamped plastic mesh used as temporary construction fencing does not.

Posts: Posts for fencing should be standard metal or wood fencing stakes with a maximum width (or diameter) of 4 inches, and should be of a subdued color as specified above. Wood posts may be left in their natural color.

Properties larger than .50 acres that have open-rail fencing may erect plastic deer fencing inside of or above the wooden fence. Maximum height is limited to 7 feet. The posts supporting the deer fencing shall not be greater than 2 inches in width. The mesh and posts shall conform to the above requirements in all other respects.

Allowable time frame: This material may be erected from October 15th to April 15th. These are general dates as conditions may necessitate extending these dates, which will be at the discretion of the DRC.

6. Design Review Process

6.1 **Purpose of Design Review Process**: This section provides a guide to the design review process for the Haymeadow community. The process involves a series of meetings between the owner, their design professionals and the DRC. It begins with an informal introductory meeting and concludes with the completion of construction. Along the way are a series of meetings designed to ensure a smooth and efficient review of the new home design or improvements to an existing home. The DRC is committed to assisting owners through the design review process.

6.2 **Before submitting plans**. For any DRC Design Review, the owner and their consultants are highly encouraged to obtain and review all pertinent documents to the development of their property, including but not limited to the Design Guidelines, the Covenants, the Haymeadow PUD Guide and any other pertinent Town of Eagle regulations, such as lighting and water use requirements.

6.3 **Submittals for Improvements**: Submittals will be reviewed for completeness prior to acceptance and scheduling for a formal DRC hearing. Incomplete submittals will not be accepted for review at the discretion of the DRC. Applicants and their consultants should review the appropriate submittal checklist found in the Appendix. The design review process, and DRC approval, is required for any of the following improvements:

- Construction of new buildings.
- Any change, renovation, expansion or refinishing of the exterior of existing buildings including re-painting or restaining with a different color than previously approved by the DRC.
- Site or landscape improvements, including removal of landscape plantings, except for replacement of plant materials similar to those previously approved by the DRC. The installation of fences or any changes that might impact existing drainage will require DRC approval.

6.4 **Interpretations of Guidelines:** The DRC evaluates proposals on the basis of the Master Design Guidelines. Most of the guidelines outlined in this document are written as relatively broad standards and the interpretation of these standards is left up to the discretion of the DRC. Some of the standards contained herein are absolute design parameters and it is the responsibility of the DRC and the owner's professional designers to ensure that improvements comply with these absolute standards.

6.5 **Interpretations by DRC:** By their nature, these guidelines are largely subjective. The DRC has broad capacity to interpret both qualitative and quantitative requirements to ensure that the intent of the guidelines is realized in the architecture of homes at Haymeadow. The DRC is charged with the preservation of quality and value of homes and property at Haymeadow and takes its responsibility seriously.

6.6 **Meetings, fees and inspections:** Meetings of the DRC shall follow a regular schedule as published by the DRC at the beginning of each calendar year. A special meeting of the DRC may be called by the Chairman of the DRC as deemed necessary. A fee schedule shall be published at the beginning of each calendar year. The DRC will conduct inspections at the following stages of each project, as applicable: site/utility grading, foundation, framing, final architectural and final landscape.

The Design Review process shall include the following steps:

- Pre-application meeting
- Preliminary design meeting
- Final design review
- Pre-construction conference
- Construction commencement notification
- Inspections during construction

6.7 **Pre-Application Meeting:** This is a required meeting between the HMMA Executive Director or DRC Administrator and the architect and/or owner that is held prior to the submission of any design materials. The purpose of the meeting is to review the design and construction process in an informal atmosphere, while reinforcing the importance of enforcement of Master Design Guidelines and the rules regarding the construction process. This meeting is required to take place prior to the submission of design materials for Preliminary Design Review. This review will address property boundaries, easements and utilities, homesite location, architectural theme and special design considerations and the design rationale. The DRC will respond as quickly as possible to requests for a pre-submission conference, but may require up to (10) business days to schedule the meeting.

PRELIMINARY DESIGN REVIEW

6.8 **Meeting Agendas:** To be placed on a DRC agenda, Complete Submittal Packages are required a minimum of five (5) working days in advance of the regularly scheduled meeting. In the event that there is no regularly scheduled meeting, the DRC will notify the owner of the date of the meeting, which is to be held within three (3) weeks of the submission. The DRC reserves the right to set its agenda and assign meeting dates for review of Submittal Packages.

6.9 **Design Review Application Form:** Submission of all required materials together with the fee for design review will initiate the process. This preliminary step in the review process is intended to avert wasted time and professional fees that result from pursuing a design solution which is in conflict with the standards contained in these guidelines.
Preliminary Plan staking: The applicant will use a licensed surveyor to stake the location of the corners of the proposed building(s) and all other major improvements including driveways two (2) days prior to the DRC meeting. In some cases the DRC may require ridgeline flagging be erected to indicate proposed heights of buildings. The DRC or a DRC representative will conduct a site visit prior to the meeting to review the staking.

6.10 **Meeting Summary:** The DRC will provide a written summary of the findings of the Preliminary Design meeting within five (5) working days of the meeting.

FINAL DESIGN REVIEW

6.11 **Timing:** Within six-months (6) after the initial Preliminary Design meeting, the owner must initiate

the Final Design Review process by submitting a Design Review application form together with the required final documents. Should more than six months lapse between the preliminary and final submission, the DRC may require the owner to resubmit for preliminary review.

6.12 **Final meeting submittal:** the owner/architect should deliver fully developed design drawings that address any concerns identified in the Preliminary Design Review. All submission requirements and a material Sample Board is required for final approval. In situations where significant changes are required during the Preliminary Reviews, the DRC may reasonably encourage an interim submittal prior to a Final Review, to make sure that the redesign is on the right track before proceeding to completed documents.

6.13 **Design Review meeting:** The DRC will provide a written summary of the findings of the DRC within fifteen (15) days. Additional review meetings may be necessary to review corrected and/or new materials.

If the decision of the DRC is to disapprove the submission, the DRC will provide the owner with a written statement of the basis for such disapproval to assist the owner in modifying or redesigning the project so as to obtain the approval of the DRC. An additional design review fee may be required for each resubmission as required by the DRC.

Final approval is valid for eighteen (18) months. Should more than eighteen months lapse, the owner must resubmit for approval and pay the necessary resubmission fees. If necessary, the DRC can require that the process be started at the beginning.

6.14 **Conformance of Improvements:** Any "Improvements" by owners must conform to approved plans. Therefore, the final approval of a proposed design constitutes an agreement with the HMMA that the proposed home or modification be consistent with the approved plans and specifications.

6.15 **Subsequent Changes:** Additional construction, landscaping or other changes in the improvements that differ substantially from the approved final design documents must be submitted in writing to the DRC for review and approval prior to making changes.

6.16 **Changes after Approval:** The DRC understands that the construction process may result in either a need or desire to make a change from the approved drawings. It is required that the DRC review and approve proposed changes to final approved plans and will welcome the opportunity to review proposed changes before they happen. In the event a change is desired, the owner, builder or architect must first contact the Executive Director to inform of the proposed change and submit the proposed changes in a graphic form including applicable photographs. The DRC will work in a reasonable manner to respond to a request for change as quickly as possible, but the review process will remain consistent with the aforementioned guidelines.

6.17 **Reconsideration Procedure:** The owner has the right to request that the DRC reconsider decisions made by the DRC. The owner can initiate such a reconsideration procedure by submitting in writing a document stating the reason for the request. The DRC or its Administrator will set a hearing date for the DRC to review the appeal and notify the owner of such a date. The owner or representative must be present at the reconsideration hearing. The DRC will render a decision in writing within fifteen (15) days after the hearing and provide the reasons for denying or approving the reconsideration.

6.18 **Pre-Construction Conference:** The contractor (and the owner if possible) shall participate in the Pre-Construction Conference with the DRC Administrator. The design guidelines and construction

regulations are reviewed during this meeting to ensure that the owner and builder understand the policies contained in the guidelines and the HMMA's ability to enforce them. Particular emphasis is placed on the importance of requesting approval for potential changes to the design..

6.19 **Enforcement of Approved Design:** The final approval of a design submission is an agreement between the HMMA and the property owner that the property owner will construct the proposed home consistent with the design documents approved by the DRC. Any failure of the property owner to construct the home consistent with the approved design shall be a default by that owner under these Master Design Guidelines and the HMMA Covenants.

6.20 **Inspections:** These will be performed by a DRC representative and Inspection Reports filed with the DRC Administrator, as described in Section TBD: Construction Regulations,

6.21 **Unapproved Changes:** If the DRC or DRC Administrator determines that any changes made by the owner or builder are not in compliance with the approved design, a letter is sent to the builder and owner with a copy of the inspection report notifying the builder and/or owner that specific changes that are noncompliant. All construction work related to the noncompliant design must be stopped immediately, but so long as the owner timely submits for DRC approval of the revised design, other construction on the project may continue. The builder and/or owner must submit to the DRC an alternative plan to bring the design into compliance with the guidelines and to revise the approved plans within one week. Proposed revisions must be submitted graphically and are subject to normal review by the DRC.

6.22 **Stop Work Order:** If the builder or owner fails to submit a proposed revision within the required time frame, the DRC will issue a stop work order requiring all construction work on the project to be suspended immediately. If the stop work order is violated, the owner will be subject to a daily fine for each day work continues without resolution with the DRC of the unapproved construction. The owner has the right to appeal the decision of the DRC to the Executive Board.

6.23 **Fines Levied:** Fines may be imposed where changes are made without advance approval of the DRC or for any violation of the Covenants, rules and regulations and policies of HMMA, or violation of these Master Design Guidelines, in accordance with a written fine schedule adopted by the DRC from time to time. Fines can be doubled for repeat violations, as provided in the fine schedule. Any fines levied are, as between the owner and HMMA, the direct obligation of the owner regardless of whether the owner knew of or participated in the violation; owners are in all respects responsible for the acts and omissions of their contractors, builders and the like performing work on a project. If not paid, fines will become default assessments pursuant to the HMMA Covenants and enforceable as such, including by legal action and foreclosure of HMMA's lien on the owner's property.

6.24 **Schedule of Design Reviews and Inspections:** The DRC will make every reasonable effort to comply with the time schedule for development review outlined below. However the DRC will not be liable for delays that are caused by circumstances beyond its control. See Appendices for necessary checklists and forms. The DRC will provide a design review according to the following schedule. If all required materials are not submitted, the DRC will not be responsible to meet these requirements.

- **Pre-Submission Meeting:** Scheduled within fourteen (14) days of receipt of written request.
- **Preliminary Design Review(s):** Application documents to be submitted at least seven (7) days prior to the next scheduled DRC meeting. Written comments from the DRC meeting shall be provided to the builder/owner within fourteen (14) days after the meeting.

- **Final Design Review(s):** Application documents must be submitted fourteen (14) days prior to the scheduled DRC meeting, and within six months after completion of Preliminary Design Review. Written comments from the DRC meeting and/or written notice of Final Design Approval shall be provided to the owner within fourteen (14) days after the meeting.
- **Pre-construction Meeting:** Scheduled within fourteen (14) days after the date that the owner's written request is received by the DRC Administrator.
- **Construction Inspections:** Performed periodically throughout the process. Final inspection within twenty-one (21) days after the date the DRC Administrator receives a written request for Certificate of Compliance from the owner.

6.25 **Fees for Design Reviews:** In order to defray the expense of reviewing plans and related data, and to compensate any consulting architects, landscape architects, and other professionals, the DRC will publish a Fee Schedule at the beginning of each calendar year. No applications will be accepted or meetings scheduled without proper payment of the required fees. The DRC reserves the right to require payment of additional fees for review meetings in excess of 2 meetings.

6.26 **Damage and Performance Deposit:** A Damage and Performance Deposit must be deposited with and held by the DRC prior to the commencement of any work on-site. The Damage and Performance Deposit will be included in the Fee Schedule and can be used to reimburse the DRC for time involving unapproved changes and/or to cure damages incurred during construction and/or for any other proper purpose.

6.27 **Non-Liability**: The DRC, any member, employee or consultant shall not be liable to any party for any action or failure to act with respect to any matter if such action or failure to act was without malice.

7. Design Review Committee (DRC): Organization, Duties, Responsibilities & Authority

7.1 **DRC Membership:** The DRC shall consist of a minimum of three (3) members. All members of the DRC shall be appointed and removed from time to time as described in Section 6.6 of the Declarations for the HMMA. Any member of the DRC may resign from the DRC at any time upon written notice stating the effective date of the member's resignation.

7.2 **Interpretations by DRC:** By their nature, these guidelines are largely subjective. The DRC has broad capacity to interpret both qualitative and quantitative requirements to ensure that the intent of the guidelines is realized in the architecture of homes at Haymeadow. The DRC is charged with the preservation of quality and value of homes and property at Haymeadow.

7.3 **Functions of the DRC:** The principal functions of the DRC are as follows:

- To consider and act upon such proposals or plans submitted to it in accordance with the Design Review Process described in these guidelines.
- To amend the Guidelines as deemed appropriate.
- To perform any duties assigned to it by the HMMA as set forth in this document and the covenants.

7.4 **Administrative Assistant:** The DRC may hire or appoint an administrative assistant for the DRC and shall provide appropriate compensation for any such services. The DRC shall have the right to establish one or more sub-committees to perform one or more of the functions of the DRC.

7.5 **DRC Meetings:** The DRC will meet bi-monthly or as needed to perform its duties. A quorum shall consist of three (3) members. The DRC's actions on matters will be by a majority vote. If one of those members is associated with an application that member shall abstain from voting and such project may only be approved upon agreement of the other members present. DRC meetings will include a virtual meeting link, and committee members can attend virtually.

7.6 **Email Actions:** Any action required to be taken by the DRC may be taken without a meeting, if consent in writing, or by E-mail, setting forth the action so taken is signed by a majority of the DRC members. Meetings may be held by telecommunication or video conference.

7.7 **Records of Actions:** The DRC's Administrative assistant will keep and maintain a record of all actions taken by it, and report in writing to the Executive Board all final actions taken by the DRC relating to design review will be in addition to requirements imposed by the Town of Eagle.

7.8 **Compensation:** The Executive Board has the right to set compensation for DRC Members. Professional consultants retained by the DRC to assist them in carrying out their responsibilities may be paid such compensation as the board determines appropriate.

7.9 **Amendments of Design Guidelines:** The DRC may recommend adopting, and/or repealing, by majority vote, any changes to be incorporated into or amendments to the guidelines which, among other

things, interpret, supplement, or implement the provisions of the guidelines. All such changes will be appended to and made a part of the guidelines.

7.10 **Current Revised Design Guidelines:** Each owner is responsible for obtaining from the DRC a copy of the most recently revised Design Guidelines. These are available via the HMMA website, delivered via email or produced in hard copy for a fee.

7.11 **Non-Liability:** Provided that DRC members act in good faith and without malice, neither the DRC nor any member will be liable to the HMMA, any Owner or any other person for any damage, loss or prejudice suffered or claimed on account of:

- Approving or disapproving any plans, specifications and other materials, whether or not defective constructing or performing any work, whether or not pursuant to approved plans, specifications and other materials.
- The development or manner of development of any land within Haymeadow
- Executing and recording a form of approval or disapproval, whether or not the facts stated therein are correct; and/or;
- Performing any other function pursuant to provisions of the Guidelines and/or the Covenants.

7.12 **Master Declaration of Protective Covenants,** contains additional requirements regarding the DRC and its activities, responsibilities, and authority.

8. Construction & Builder Regulations, Inspections and Changes

8.1 **Introduction:** To assure that the construction of any Improvements on a homesite will occur in a safe and timely manner and without damaging the natural landscape or common improvements of Haymeadow or disrupting residents or guests, these regulations will be enforced during the construction period. The contractor and owner must sign the Pre Construction check-list, which acknowledges that the owner and his contractors have read and will comply with the most recent copy of the guidelines prior to commencement of work.

8.2 **Storage of Materials and Equipment:** The storage of materials and equipment on the lot is prohibited until completion of the Pre-Construction Meeting and authorization to begin construction.

8.3 **Commencement of Construction:** Construction will not begin until:

- **Final Plan Approvals** have been issued from the DRC
- **Building permit** has been obtained from the Town of Eagle
- **Damage and Performance Deposit** has been placed with the HMMA. See Appendix X.
- **Adjacent Lot Use Permission or Party Wall Permission** form completed and signed with the neighboring Owner, if necessary. See AppendixX.
- **Construction area plan** approved by the HMMA.
- **Pre-Construction Meeting:** Prior to commencing construction, the builder/contractor must meet with an authorized representative of the DRC or Haymeadow to review the Pre-Construction Checklist, approved Final Plans, the Construction Area Plan and the Construction Regulations. At this meeting the builder/contractor or owner must have available a copy of the Building Permit issued by the Town of Eagle.
- **Construction** shall begin within fifteen (15) days or as reasonably agreed upon in writing by the Executive Director after the Pre-Construction Conference.

8.4 **Construction Management Plan:** Prior to the commencement of any construction activity the builder/contractor will provide the DRC with a detailed construction management plan inclusive of all items listed below as well as identifying location of construction trailers, sanitary facilities, dumpsters and showing the area in which all construction activities will be confined, and how the remaining portions of the homesite will be protected.

- **Construction Fencing -** The construction area is required to be fenced with green mesh construction fencing, chain link, or other material approved by the DRC that must be maintained in good upright condition throughout the construction period. Orange fencing is prohibited.
- **Storage and parking areas:** The owner or owner's contractor will identify the location and size of the construction material storage and parking areas, and the locations of the chemical toilet, temporary trailer structures, dumpster, debris storage, utility trenching, and the limits of excavation. Additionally, silt dams are required where conditions merit their use to prevent the loss of soil into waterways or onto adjacent property. Silt fences, where required, must be secured by burial of a minimum of 12 inches.
- **Access to Construction Areas:** Access to the construction site for all will be limited to the route established by the DRC prior to the commencement of any construction activity. Usually, the identified route is the future driveway. Prior to the installation of the permanent driveway materials, contractors are required to use a road base on the access route. If the identified access route is violated or not maintained with gravel or superior surfaces, the DRC may seek

curative measures as described in Section TBD of the Covenants

- **Vehicles and Parking Areas:** Parking for construction personnel vehicles machinery other than within the DRC approved construction area on-site, will occur only in specific areas designated by the DRC to minimize damage to the existing landscape and adjacent properties. Any approved on-street parking must be limited to one side of the street, thereby allowing the smooth flow of normal vehicular traffic. Construction crews will not be permitted to park on adjacent homesites without written approval from the homesite Owner that is forwarded to and recorded by the DRC or any other unapproved areas.

8.5 **Construction Period and Phasing:** Construction must be completed within twenty-four (24) months of the date of final approval of the planned Improvements by the DRC. Construction can be phased, but the primary component of the home must be completed first. Accessory Dwelling Units may not be constructed in advance of the main house.

8.6 **Construction Activity Times:** The time of construction will be limited to the period from 7:00 AM until 7:00PM Monday through Friday, 8:00 AM until 6:00 PM on Saturdays. Town of Eagle's regulations prohibit construction activity on certain national holidays or on Sundays.

8.7 **Construction Trailers, Sanitary Facilities and Temporary Structures:** Owner or Builder/Contractor who wants to bring a construction trailer or the like to Haymeadow must obtain written approval from the DRC. The DRC will work closely with the builder to locate the trailer in the best possible location to minimize impacts to the site and to adjacent homesite owners. Sanitary facilities must be provided for construction personnel on-site in a location approved by the DRC. The facility must be facing the interior of the lot, away from the street, and is not allowed within the Right-of Way. It must be maintained in such a manner to prevent it from becoming foul smelling or unsightly. All such facilities must be removed from the homesite prior to issuance of a Certificate of Compliance and may not remain on the site after substantial completion of the home or homes for which it is being used. Temporary living quarters for the owner, builder/contractor or their employees will not be permitted.

8.8 **Debris and Trash Removal:** Builders/contractors must clean up all trash debris on the construction site at the end of each day. Trash and debris must be removed from each construction site whenever the trash receptacle has become full or poses a threat of allowing trash to blow away. Lightweight material, packaging, and other items, must be covered to prevent wind from blowing such materials off the construction site. Builders/contractors are prohibited from dumping, burying, or burning trash on the Lot or elsewhere in Haymeadow.

8.9 **Clean Up and Eyesore Appearance:** During the construction period, the site must be kept neat and tidy to prevent it from becoming a public eyesore or affecting adjacent homesites. Dirt, mud or debris resulting from activity on each construction site must be promptly removed from roads, open spaces, and driveways or other portions of Haymeadow. Any clean-up costs incurred by the DRC or the HMMA in enforcing these requirements will be billed to the Owner, and payable to the HMMA per Section TBD of the Covenants.

8.10 **Excavation, Grading and Tree Protection:** The Builder/Contractor will take extreme care during excavation to assure that trees not authorized for removal are not damaged. All trees remaining within an approved construction area must be properly tagged and protected prior to the commencement of any grading operations. Every effort must be made to reduce compaction and/or disturbance within the drip line

of all trees located within and outside of the fenced approved Construction Area.

8.11 **Dust and Erosion Control:** Blowing dust resulting from grading operations must be controlled by watering. During construction, erosion must be minimized on exposed cut and/or fill slopes through proper soil stabilization, water control and revegetation. The Builder is responsible for the implementation of all erosion control techniques as may be required by State or local agencies. Grading operations may be suspended by the DRC during periods of heavy rains or high winds.

8.12 **Damage Repair and Restoration During Construction:** Damage and scarring to other property including open space, adjacent homesites, roads, driveways, and/or other improvements will not be permitted. If any such damage occurs, it must be repaired or restored promptly at the expense of the Owner of the homesite. See Fines in Appendix X for special requirements for the repair of common irrigation systems. Upon completion of construction, each Owner and Builder will be responsible for cleaning up the construction site and the repair of all property which was damaged including, but not limited to restoring grades, planting shrubs and trees as approved or required by the DRC, and repair of streets, driveways, pathways, drains, culverts, ditches, signs, lighting and fencing, but not including common irrigation systems. Any property repair costs as mentioned above, incurred by the DRC or the HMMA will be billed to the Owner. Failure to remedy damage as directed by the DRC will result in the cost of the damage repair being deducted from the Damage and Performance Deposit. See Fines in Appendix X.

8.13 **Damage to Right of Way Landscaping:** Due to the importance of the Right of Way (ROW) landscape features, any damage except damage to the common irrigation system caused to this area by the Owner or Owner's Contractors shall be repaired in a timely fashion by the Owner utilizing materials and construction techniques to match existing landscape elements. See Appendix X for procedures regarding damage to irrigation systems in Common Areas and Right of Ways. The Owner shall notify the HMMA of any damage that has occurred to the landscape elements within 24 hours of the occurrence. The disturbance shall be temporarily repaired or made functional within 24 hours and permanently repaired within l0 days of the disturbance. If damage to the landscape elements is not repaired within 10 days, the HMMA shall perform the repairs and subsequently charge the Owner for all costs incurred.

8.14 **Damage to Common Irrigation System:** Because the long term effective operation of the common irrigation system in the ROW's and Limited Common Assessment areas depends on its coherence in materials and installation, damage done by property owners or their operators to the common irrigation system will be repaired by the HMMA and its operators. Owners are required to reimburse the HMMA for all of its direct expenses. Frequent damage to the common irrigation system and the downstream impacts of allowing dirt and gravel into the lines necessitates a fining system to discourage sloppy construction activities.

8.15 **Driveway Construction:** New driveway construction will occur over the existing irrigation system. The Owner or Builder shall locate the driveway to effect as few irrigation heads as possible. Driveways will not be allowed over valve box or control clock locations, except by DRC approval. The HMMA will be responsible for relocating valve boxes and control clocks with costs to be paid for by the Owner.

8.16 **Irrigation Sleeves:** Prior to making a driveway cut, the Owner or Builder must request a visual inspection by the HMMA to determine if the cut will affect existing irrigation systems. In the event that irrigation heads are affected by driveway construction, the Owner or Builder shall request relocation by the HMMA and will be responsible for the cost of its relocation. The Owner or Builder is also responsible

to place three (3) PVC sleeves under the entire width of the new driveway. Four-inch (4") and 6" sleeves must be installed 30" deep and 18" from the curb. An additional 4" sleeve is to be installed at a depth of 12" below grade, immediately adjacent to the curb. This sleeve is necessary to accommodate future repairs or adjustments to the irrigation lateral line.

8.17 **HMMA Inspections:** In addition to the building inspections required by the Town of Eagle, the following inspections must be scheduled with the DRC and the HMMA:

- **Site Inspection** which will include the staking within the fenced Construction Area, all comers of proposed buildings, the driveway, extent of grading, protected vegetation must be staked, together with the locations of any temporary buildings. This inspection must be completed prior to any site clearing or disturbance of existing grade.

- **Final Inspection** - This inspection must be done prior to any application to the Town of Eagle for a Certificate of Occupancy.

- **Landscaping Inspection** shall be performed as part of the Final Inspection. In the event that seasonal restrictions prohibit the completion of the landscape installation concurrent with the completion of the home, scheduling of completion must be made and agreed to in writing with the Executive Director. A portion of the Damage and Performance Deposit may be withheld pending completion, inspection and approval of the landscape installation.

- **Irrigation Inspection** shall be performed as part of the Final Inspection to determine that the irrigation as installed conforms to approved plans.

Additionally, the DRC will be doing on-going frequent informal inspections with the intent to catch any problems, deviations from plans or violations before they become "built-in".

8.18 **Pets:** All pets belonging to construction personnel must be kept within vehicles or always leashed while within Haymeadow. They must not be a nuisance to or threaten any persons or wildlife.

8.19 **Security:** Precautions at the construction site may include temporary fencing approved by the DRC. Security lights are prohibited except for those activated by motion detectors. Audible alarms and guard animals will not be permitted.

8.20 **Noise:** Builders/Contractors will make every effort to keep noise to a minimum. Radio sound will be kept at a low level to minimize disturbance to neighbors and wildlife. Builders/Contractors will follow all Town of Eagle noise ordinances.

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 13
(Series of 2022)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO APPROVING THE HAYMEADOW DESIGN GUIDELINES

WHEREAS, Abrika Properties, LLC ("Abrika") and the Town own the real property described as Tracts E, 37, 38, 44, 55, 59, 61, 62 and 63, Town of Eagle, Eagle County, Colorado (the "Property");

WHEREAS, on March 25, 2014, the Town and Abrika entered into an agreement entitled "Agreement Relating to the Annexation and Development of Property Known as the Haymeadow Parcel A, Parcel B, and Parcel C Additions to the Town of Eagle, Colorado, Also Known as the Haymeadow PUD", which ADA was recorded on May 30, 2014 at Reception No. 201408816, and has been amended three times since (as amended, the "ADA");

WHEREAS, § 1.10 of the ADA requires that the Haymeadow development be subject to Design Guidelines, which must be approved by the Town Council in accordance with the procedure set forth in § 4.06.060 of the Eagle Municipal Code;

WHEREAS, on November 2, 2021, Rick Pylman, on behalf of Abrika, submitted an application for approval of the Haymeadow Design Guidelines (the "Application");

WHEREAS, on January 18, 2022, the Planning Commission held a properly-noticed public hearing to consider the Application, and recommended approval of the Application;

WHEREAS, on February 8, 2022, the Town Council held a properly-noticed public hearing to consider the Application; and

WHEREAS, the Town Council, upon reviewing the recommendation of the Planning Commission, and upon hearing the statements of staff and the public, and giving due consideration to the matter, determines as provided below.

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

Section 1. The Town Council finds that the Application complies with all applicable provisions of the ADA and the Eagle Municipal Code and that approval of the Application is in the best interest of the public health, safety and welfare.

Section 2. Based on the foregoing findings, the Town Council hereby approves the Design Guidelines as set forth in the Application.

INTRODUCED, READ, PASSED AND ADOPTED ON FEBRUARY 8, 2022.

TOWN OF EAGLE, COLORADO

_____

Scott Turnipseed, Mayor

ATTEST:

_____

Jenny Rakow, Town Clerk

To: Mayor and Town Council

From: Peyton Heitzman, Planner

Date: February 8, 2022

Agenda Item: Resolution No.15, Series 2022, A Resolution of the Town Council of the Town of Eagle, Colorado Approving a Lot Line Adjustment for Lots 39 and 40, Eagle Ranch Filing No. 3.

REQUEST:
To vacate the lot line between lots 40 (82 Silver Spur) and 39 (424 Abrams Creek), consolidating two lots into one lot.

INTRODUCTION:
Stephen and Linda Jean Gordon (Applicant) are the owners of 82 Silver Spur and 424 Abrams Creek. The Applicant is requesting to vacate a lot line and consolidate two lots into one. There is a structure on 82 Silver Spur and the other lot is vacant. The property is located in the Eagle Ranch Planned Unit Development. Included with the application is a letter of consent from the Eagle Ranch Homeowners Association.

The Planning and Zoning Commission (Commission) reviewed the application on January 18, 2022. The Commission recommends approval with conditions. The staff report from the Commission meeting can be accessed through this LINK.

The Commission meeting was virtual due to precautions taken by the Town to minimize the spread of COVID. The Applicant had intended to give a statement during the meeting to address the third condition of approval. Due to technical issues, the Applicant was unable to speak and the Applicant's concerns were not considered in the Commission's recommendation. Since the meeting, the Applicant has submitted a written statement which is included in the packet.

ANALYSIS:
The Final Plat has been reviewed by the Town Planning Department, Public Works Department, Town Attorney, and a 3rd Party Surveyor. A condition of approval has been included that requires the Applicant address technical comments from these referral agencies within 30 days.

In addition to the vacation of the lot line, there are two 7.5' easements on either side of the lot line. A condition of approval has been included that requires the Applicant verify the existence of utilities in the easements. If utilities exist, the Applicant is required to either remove the utilities with the approval of the respective utility entities or maintain the easements running through the property.

The last condition of approval requires the Applicant abandon the water and wastewater utilities from the vacant lot. Only one tap will serve the one lot once the consolidation has been finalized. Abandoning water and wastewater utilities is a public health requirement of Public Works that has been applied to

other lot consolidations in the past. The purpose of this requirement is to prevent the unused water stub from becoming a breeding ground for bacteria.

COMMUNITY INPUT:
No public comment has been received.

BUDGET / STAFF IMPACT:
The application does not impact the budget.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:
The application does not align with the Strategic Plan or standards.

RECOMMENDED ACTION OR PROPOSED MOTION:
I move to APPROVE Resolution No. 15, Series 2022, A Resolution of the Town Council of the Town of Eagle, Colorado Approving a Lot Line Adjustment for Lots 39 and 40, Eagle Ranch Filing No. 3.

ATTACHMENTS:
- A: Application and Narrative
- B: Final Plat
- C: Eagle Ranch Consent
- D: Statement from Applicant
- E: P&Z Meeting minutes dated January 18, 2022
- F: Referral Agency Comments (LINK)

TOWN OF EAGLE
COMMUNITY DEVELOPMENT
200 BROADWAY • PO BOX 609 • EAGLE, CO 81631
PHONE: 970-328-9655 • FAX: 970-328-9656
www.townofeagle.org

LAND USE & DEVELOPMENT APPLICATION

Pursuant to the Land Use & Development Code, Title 4

ZONING REVIEW	DEVELOPMENT REVIEW	SUBDIVISION REVIEW
☐ Special Use Permit	☐ Minor Development Permit	☐ Concept Plan
☐ Zoning Variance	☐ Major Development Permit	☐ Preliminary Plan
☐ Rezoning		☐ Final Plat
☐ Temporary Use Permit	**PLANNED UNIT DEVELOPMENT (PUD) REVIEW**	☒ Lot Line Adjustment
☐ Amendment to Zone District Regulations	☐ PUD Zoning Plan	☐ Condominium / Townhouse
☐ Encroachment Permit	☐ PUD Development Plan	☐ Minor Subdivision

PROJECT NAME Gordon Lot line adjustment

PRESENT ZONE DISTRICT PUD PROPOSED ZONE DISTRICT PUD
(if applicable)

LOCATION

STREET ADDRESS 82 Silver Spur - 424 Abrahms Creek

PROPERTY DESCRIPTION

SUBDIVISION Eagle Ranchs LOT(S) 39 & 40 BLOCK 3
(attach legal description if not part of a subdivision)

DESCRIPTION OF APPLICATION/PURPOSE Applicants propose to eliminate the lot line between 2 adjacent properties combining ~~the~~ 2 lots into one.

APPLICANT NAME Stephen & Linda Jean Gordon PHONE 913-226-0070

ADDRESS Po Box 6197 Eagle, Co 81631 EMAIL whoopi10@hotmail.com

OWNER OF RECORD SAA PHONE

ADDRESS EMAIL

REPRESENTATIVE* PHONE

ADDRESS EMAIL

*A representative must submit an affidavit or power of attorney signed by the property owner of record authorizing the representation.

APPLICATION SUBMITTAL ITEMS:

The following submittal materials must be submitted in full before the application will be deemed complete (please check all items that are being submitted):

☐ Applicable fees and deposits.

☐ Project Narrative, describing the project, its compliance with any applicable review criteria, any impacts to the surrounding area, and any other relevant information.

☐ Surrounding and interested Property Ownership Report (see project specific checklist for more information).

☐ Proof of Ownership (ownership & encumbrance report) for subject property.

☐ Site Plan, drawn to scale and depicting the locations and boundaries of existing and proposed lots and structures.

☐ Project specific checklist.

FEES AND DEPOSITS:
See Eagle Municipal Code Section 4.03.080

1. Application fees shall be paid in full at the time of the filing of the application and unless paid, the application shall not be deemed complete. All fees are nonrefundable.
2. As described in Eagle Municipal Code § 4.03.080, third-party consultants may be necessary for the review and processing of applications. These costs ("pass-through costs") must be paid by the applicant. If pass-through costs are expected, the applicant must pay a deposit at the time the application is filed. If at any time the deposit does not fully cover the pass-through costs, the applicant must pay another subsequent deposit before the Town will continue processing the application.
3. The Town may withhold the recording of any Subdivision Final Plat or Development Plan or the signing of any Resolution or Ordinance until all pass-through fees are paid in full.
4. Within 30 days of approval or denial of an application, any remaining deposit shall be returned to the applicant. If an application is withdrawn, any remaining deposit shall be returned to the applicant within 60 days.

I have read the application form and certify that the information contained herein is correct and accurate to the best of my knowledge. I understand that it is my responsibility to provide the Town with accurate information related to this application. I UNDERSTAND THAT FILING AN APPLICATION IS NOT A GUARANTEE THAT THE APPLICATION WILL BE APPROVED.

Stephen Mugdon _____ 10-20-2021 _____
Signature Date

FOR OFFICE USE ONLY
DATE RECEIVED _____ BY _____ FILE NUMBER _____
REVIEW FEE _____ DATE PAID _____ RECEIVED BY _____
DATE CERTIFIED COMPLETE _____ BY _____
P&Z HEARING DATE _____ DECISION _____
BOT HEARING DATE _____ DECISION _____

rev. 10/2018

Application for Approval of Lot Line Adjustment
82 Silver Spur (Lot 40) and 424 Abrams Creek (Lot 39)
Stephen M. Gordon and Linda Jean Gordon

Narrative

Stephen M. Gordon and Linda Jean Gordon, ("Applicants") are the owners of the two adjacent lots located at 82 Silver Spur and 424 Abrams Creek in the Eagle Ranch subdivision of the Town of Eagle, Colorado. 82 Silver Spur consists of 0.827 acres and 424 Abrams Creek consists of 0.736 acres. Applicants propose to eliminate the lot line between the properties, combining the two lots into one lot consisting of 1.563 acres±. Upon approval of this proposal, Applicants intend to continue maintaining their one (1) single family residence on what is designated as Lot 40 and maintain what is designated as Lot 39 in its natural state with native plant species.

Applicants submit this proposal pursuant to Section 4.12.040 of the Eagle Municipal Code. Section 4.12.040 allows for lot line adjustments, "where the potential for development of resulting parcels remains substantially unchanged, in relation to number of lots, number of units, size of buildings, types of uses allowed, and similar factors." The lot line adjustment proposed by Applicant will result in decreased development potential on the order of one single-family home, with no other change in development potential or allowable land use. Development of the 1.563± acre lot resulting from this lot line adjustment would comply with all provisions of the Town of Eagle Land Use and Development Ordinance and all other provisions of the Eagle Municipal Code.

In the broad context of the Eagle Ranch development, which consists of approximately 1900 acres and 1250 separate properties, the decrease in development potential by one single- family home that will result from this lot line adjustment is insignificant. Viewed more narrowly, the proposed lot line adjustment would have no negative impact to the subject neighborhood. To the contrary, the decreased development potential and decreased development density that will result from this proposal could be viewed as an attribute for neighboring property owners.

The Town of Eagle and the Eagle Ranch Association and Design Review Board have approved lot line adjustments such as this in the past, including the matter covered by Application LLA19-02 in November 2019.

AMENDED FINAL PLAT

Eagle Ranch Filing No. 3, Block 3, Lots 39 & 40

A Consolidation of Lots 39 and 40, Block 3,
Eagle Ranch Filing No. 3
Town of Eagle, County of Eagle, State of Colorado

Certificate of Dedication and Ownership

Know all men by these presents that Stephen M. Gordon and Linda J. Gordon, being sole owner(s) in fee simple of all that real property situated in Eagle County, Colorado described as follows:
Lots 39 and 40, Block 3, Eagle Ranch Filing No. 3, Town of Eagle, County of Eagle, State of Colorado according to the Final Plat of Eagle Ranch, Filing No. 3, as filed for record on December 16, 1999 as Reception No. 718009, in the Clerk and Recorder's Office, County of Eagle, State of Colorado.
Containing 1.564 Acres more or less; have by these presents laid out, platted and subdivided the same into lots and blocks as shown on this final plat under the name and style of EAGLE RANCH FILING No. 3, BLOCK 3, LOTs 39 & 40, a subdivision (consolidation) in the Town of Eagle, County of Eagle; and do hereby accept the responsibility for the completion of required improvements; and do hereby dedicate and set apart all of the public roads and other public improvements and places as shown on the accompanying plat to the use of the public forever; and do hereby dedicate those portions of said real property which are created as easements on the accompanying plat to the public forever as easements for the purposes shown herein, unless otherwise expressly provided thereon; and do hereby grant the right to install and maintain necessary structures to the entity responsible for providing the services for which the easements are established.
EXECUTED this _____day of _____ , A.D., 20___ .

By Owners: _____
Stephen M. Gordon
and
_____
Linda J. Gordon

Address: Po Box 6197
Eagle, Co 81631

STATE OF COLORADO)
) SS
COUNTY OF EAGLE)

The foregoing instrument was acknowledged before me this ____ day of _____,
A.D. 20___ , by Stephen M. Gordon as Owner.

My Commission expires _____

Witness my hand and official seal. _____
Notary Public

(SEAL)

The foregoing instrument was acknowledged before me this ____ day of _____,
A.D. 20___ , by Linda J. Gordon as Owner.

My Commission expires _____

Witness my hand and official seal. _____
Notary Public

(SEAL)

TITLE CERTIFICATE

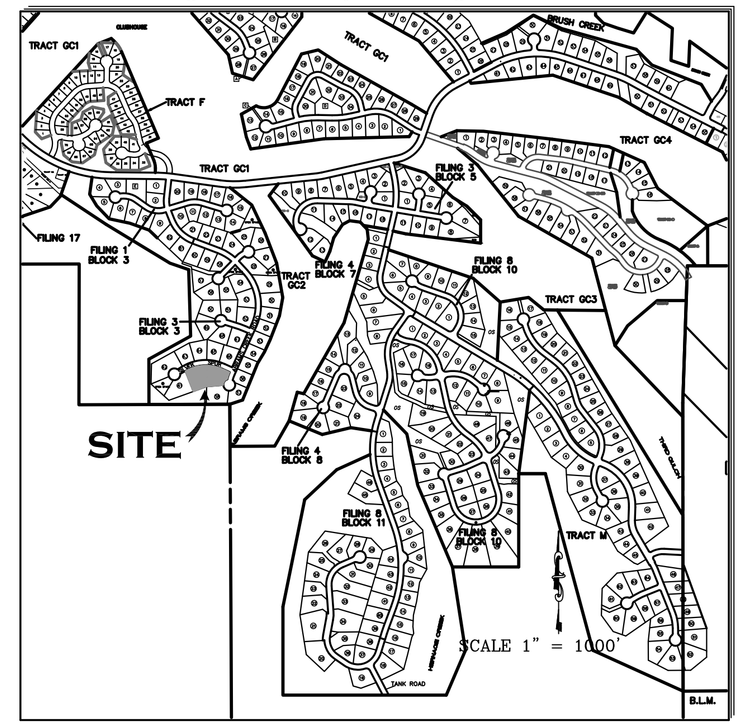
_____ does hereby certify that it has examined the Title to all lands shown upon this Plat and that Title to such lands is vested in
_____
_____
free and clear of all liens, and encumbrances, except as follows:
_____
_____
_____
_____

Dated this _____ day of _____, A.D., 20__.

AGENT: _____

LAND USE SUMMARY			
LOT	LAND USE	AREA	ADDRESS
Lot 40A	Residential	1.564 Acres	0082 Silver Spur
TOTAL		1.564 Acres	

NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discovered such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of certification shown hereon.



PORTION OF SOUTHWEST QUARTER OF SECTION 9,
TOWNSHIP 5 SOUTH, RANGE 84 WEST, 6th P.M.

General Notes:

1) The purpose of this plat is to i) vacate the lot line with it's platted Utility and Drainage Easement 7.5' each side between Lots 39 and 40, thus consolidating the two separate lots into one now known as Lot 40A, as shown hereon.
2) Basis of Bearings: Calculated and Based off the hereon referenced Final Plat of Eagle Ranch Filing No. 3 as recorded in the office of the Eagle County Clerk and Recorder, as Reception No. 718009, a grid bearing of N52°14'32"E between monuments marking the Southwest Corner of Lot 40 and point of Curvature along the South right of way line of Silver Spur, as shown and described herein.
3) Legal Description, location of improvements, record easements, rights of way, and record deed lines were derived from the hereon referenced Final Plat of Eagle Ranch Filing No 3, survey monuments, as shown and described herein and the Old Republic National Title Insurance Company title commitment order No. V50063581 dated October 15, 2021, according to items referenced in Schedule B II of the hereon referenced title commitment order No. V50063581:
Items 1 through 9, and 11, were not researched by surveyor or do not reference surveying or platting related issues.
- Item 10 this lot is subject to all notes, easements, restrictions and / or covenants defined on the hereon referenced Final Plat of Eagle Ranch Filing No. 3
- Item 12 this lot is subject to terms, conditions and provisions of the Eagle Ranch Planned Unit Development Guide recorded June 26, 2013 and filed as Reception No. 201312976.
4) Date of Field Work: October 31, 2021.
5) Lineal Units of the U.S. Survey Foot were used herein.

SURVEYOR'S CERTIFICATE

I, Matthew S. Slagle, do hereby certify that I am a Professional Land Surveyor licensed to practice land surveying under the laws of the State of Colorado, that this subdivision plat is true, correct and complete plat of EAGLE RANCH FILING No. 3, BLOCK 3, LOTs 39 & 40, as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and/or under my supervision, and accurately shows the locations and dimensions of the lots, easements and rights of way of said plat as the same are monumented upon the ground in compliance with acceptable regulation governing the subdivision of land, that said plat is based upon the said land surveyor's knowledge, information and belief, that such plat has been prepared in accordance with applicable standards of practice, and that such plat is not a guaranty or warranty, either expressed or implied.

In Witness Whereof, I have set my hand and seal this _____ day of _____ , A.D., 20___.

COLORADO REGISTERED
MATTHEW S. SLAGLE
34998
12-01-2021
PROFESSIONAL LAND SURVEYOR

PRELIMINARY

Matthew S. Slagle PLS 34998
Professional Land Surveyor
State of Colorado

File No. _____

County Commissioners' Certificate

Based upon the review and recommendation of the Eagle County Director of Community Development, the Board of County Commissioners of Eagle County, Colorado hereby approved this plat this ___ day of _____ , A.D., 20____, for filing with the Clerk and Recorder of Eagle County and for conveyance to the County of the public dedications shown hereon; subject to the provisions that approval in no way obligates Eagle County for maintenance of roads dedicated to the public until construction of improvements thereon shall have been completed in accordance with Eagle County specifications and the Board of County Commissioners of Eagle County has by a subsequent resolution agreed to undertake maintenance of the same. This approval does not guarantee that the size, soil conditions, subsurface geology, ground water conditions or flooding conditions of any lot shown hereon are such that a building permit, sewage disposal permit or any other required permit will be issued. This approval is with the understanding that all expenses involving required improvements for all utility services, paving, grading, landscaping, curbs, gutter, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the County of Eagle.

_____
Chairman, Board of County Commissioners
Eagle County, Colorado

Witness my hand and seal of the County of Eagle.

ATTEST: _____
Clerk to the Board of County Commissioners

Community Development Director Certificate

Pursuant to the Eagle County Land Use Regulations, the Director of Eagle County Community Development hereby approves this final plat the _____ day of _____ , AD., 20___ .

_____
Director, Community Development
County of Eagle, Colorado

STATE OF COLORADO)
) SS
COUNTY OF EAGLE)

The foregoing instrument was acknowledged before me this ____ day of _____,
A.D. 20___ ,
by _____.

My Commission expires _____

Witness my hand and official seal. _____
Notary Public

(SEAL)

CERTIFICATE OF TAXES PAID

I, _____, the undersigned, do hereby certify that the entire amount of taxes and assessments due and payable as of _____ upon all parcels of real estate described on this plat are paid in full.

Dated this _____ day of _____, A.D., 20___ .

_____

Treasurer of Eagle County

CLERK AND RECORDER'S CERTIFICATE

This Plat was filed for record in the office of the Clerk and Recorder at _____ o'clock _____ on this _____ day of _____, 20___, and is duly recorded in Reception No. _____

_____
Clerk & Recorder

By: _____
Deputy

SLAGLE SURVEY SERVICES
800 Castle Drive - P.O. Box 751 Eagle, Colorado 81631
970.471.1499 Office matthew@slaglesurvey.com
www.SlagleSurvey.com

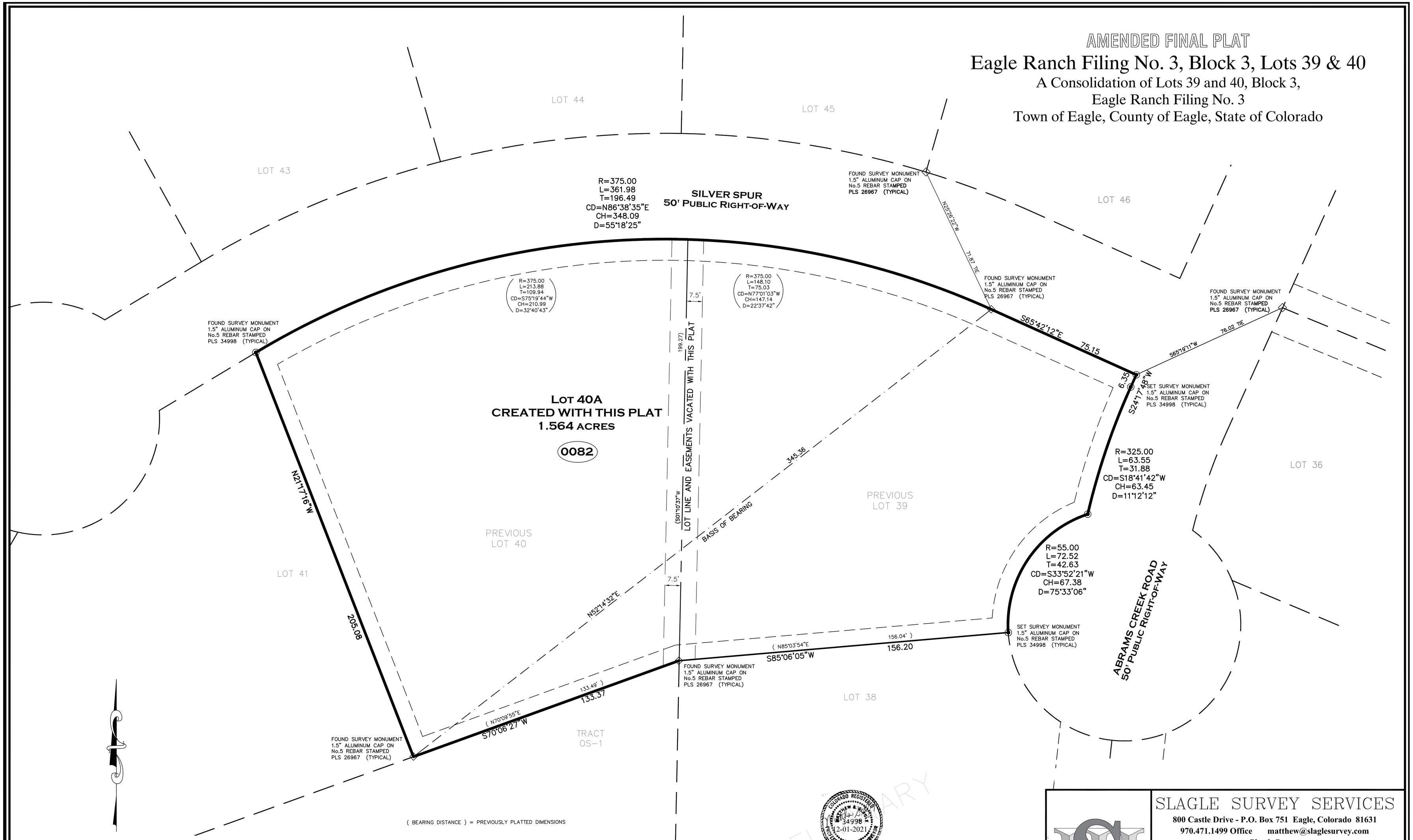
AMENDED FINAL PLAT
Eagle Ranch Filing No. 3, Block 3, Lots 39 & 40
A Consolidation of Lots 39 and 40, Block 3,
Eagle Ranch Filing No. 3
Town of Eaglee, County of Eagle, State of Colorado

DRAWN BY:	JOB NUMBER:	DRAWING NAME:
MSS	21095	21095_AFP.dwg
SHEET 1 OF 2		DATE: 12-01-2021

AMENDED FINAL PLAT

Eagle Ranch Filing No. 3, Block 3, Lots 39 & 40

A Consolidation of Lots 39 and 40, Block 3,
Eagle Ranch Filing No. 3
Town of Eagle, County of Eagle, State of Colorado



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COLORADO REGISTERED
MATTHEW S. SLAGLE
34998
12-01-2021
PROFESSIONAL LAND SURVEYOR

PRELIMINARY

Matthew S. Slagle PLS 34998
Professional Land Surveyor
State of Colorado

SLAGLE SURVEY SERVICES
800 Castle Drive - P.O. Box 751 Eagle, Colorado 81631
970.471.1499 Office matthew@slaglesurvey.com
www.SlagleSurvey.com

AMENDED FINAL PLAT
Eagle Ranch Filing No. 3, Block 3, Lots 39 & 40
A Consolidation of Lots 39 and 40, Block 3,
Eagle Ranch Filing No. 3
Town of Eaglee, County of Eagle, State of Colorado

DRAWN BY:	JOB NUMBER:	DRAWING NAME:
MSS	21095	21095_AFP.dwg
SHEET 2 OF 2		DATE: 12-01-2021

UNANIMOUS CONSENT OF DIRECTORS
OF EAGLE RANCH ASSOCIATION
August 24, 2020

Pursuant to Section 7-128-202 of the Colorado Nonprofit Corporation Act (C.R.S. 1973, as amended) the undersigned, being all of the Directors of Eagle Ranch Association, a Colorado non-profit corporation (the "Association"), hereby consent to, vote in favor of and adopt the following resolutions:

WHEREAS, Section 4 (Density Control) of the Eagle Ranch PUD establishes that the combination of two or more existing residential units into a lesser number of units shall first be approved by the Eagle Ranch Design Review Board and the Town of Eagle Planning Department; and

WHEREAS, the Owner of Lots 39 and 40 (the "Lots") has requested approval to combine the Lots; and

WHEREAS, the Board of Directors believes it is in the best interest of the Association to approve the request, including the reduction of votes and dues to one lot, subject to the Owner of the Lots acknowledging and agreeing to comply with the following: (i) when multiple lots are combined, the building envelope shall be adjusted and drawn to accommodate no more than one Building Site; (ii) if the combined lots are subsequently partitioned, the Owner of the partitioned Lots(s) shall be responsible for Assessments equivalent to the Assessments which would have been due from the multiple lots from the date of combination;

NOW THEREFORE BE IT RESOLVED that the application providing for the combination of the Lots is approved.

By their signatures, the undersigned Directors evidence their approval of the resolutions as of the date written above. Signatures transmitted electronically shall be effective as original.

Liz Adams

eric eves (Aug 25, 2020 08:56 MDT)

Eric Eves

Steve Lindstrom

Steve Lindstrom (Aug 25, 2020 15:38 MDT)

Steve Lindstrom

Kevin Sharkey

Kevin Sharkey (Aug 24, 2020 13:47 MDT)

Kevin Sharkey

John Shipp (Aug 24, 2020 18:28 MDT)

John Shipp

Scott Turnipseed

Scott Turnipseed (Aug 24, 2020 14:47 MDT)

Scott Turnipseed

David Viele (Aug 24, 2020 14:30 MDT)

David Viele

Eagle Ranch Consent Lots 39 & 40

Final Audit Report 2020-08-25

Created:	2020-08-24
By:	Emily Walz (ewalz@eastwestresorts.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtjulp6y5QO6VZ2Zvbr0kiJHXXKMXTuxd

"Eagle Ranch Consent Lots 39 & 40" History

Document created by Emily Walz (ewalz@eastwestresorts.com)
2020-08-24 - 7:31:42 PM GMT- IP address: 66.86.94.174

Document emailed to Elizabeth Adams (lizadams.co@gmail.com) for signature
2020-08-24 - 7:34:10 PM GMT

Document emailed to eric eves (eeves@hotmail.com) for signature
2020-08-24 - 7:34:10 PM GMT

Document emailed to Steve Lindstrom (slmf@vailmovies.com) for signature
2020-08-24 - 7:34:10 PM GMT

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2020-08-24 - 7:34:10 PM GMT

Document emailed to John Shipp (jshipp@roadhousehg.com) for signature
2020-08-24 - 7:34:10 PM GMT

Document emailed to Scott Turnipseed (scott@sstaia.com) for signature
2020-08-24 - 7:34:10 PM GMT

Document emailed to David Viele (dviele@gmail.com) for signature
2020-08-24 - 7:34:10 PM GMT

Email viewed by David Viele (dviele@gmail.com)
2020-08-24 - 7:34:18 PM GMT- IP address: 66.102.6.226

Email viewed by Elizabeth Adams (lizadams.co@gmail.com)
2020-08-24 - 7:35:22 PM GMT- IP address: 66.102.6.228

Document shared with Erin Vega (evega@eastwest.com)
2020-08-24 - 7:35:54 PM GMT- IP address: 66.86.94.174

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Document shared with mruh@eastwest.com

2020-08-24 - 7:35:54 PM GMT- IP address: 66.86.94.174

Document e-signed by Elizabeth Adams (lizadams.co@gmail.com)

Signature Date: 2020-08-24 - 7:42:13 PM GMT - Time Source: server- IP address: 66.86.86.23

Email viewed by Kevin Sharkey (eaglesharkey@yahoo.com)

2020-08-24 - 7:46:08 PM GMT- IP address: 209.73.183.72

Document e-signed by Kevin Sharkey (eaglesharkey@yahoo.com)

Signature Date: 2020-08-24 - 7:47:08 PM GMT - Time Source: server- IP address: 165.225.10.98

Document e-signed by David Viele (dviele@gmail.com)

Signature Date: 2020-08-24 - 8:30:25 PM GMT - Time Source: server- IP address: 50.243.152.169

Email viewed by eric eves (eeves@hotmail.com)

2020-08-24 - 8:40:05 PM GMT- IP address: 24.8.201.181

Email viewed by Scott Turnipseed (scott@sstaia.com)

2020-08-24 - 8:47:29 PM GMT- IP address: 63.238.165.98

Document e-signed by Scott Turnipseed (scott@sstaia.com)

Signature Date: 2020-08-24 - 8:47:43 PM GMT - Time Source: server- IP address: 63.238.165.98

Email viewed by John Shipp (jshipp@roadhousehg.com)

2020-08-25 - 0:27:50 AM GMT- IP address: 66.86.87.28

Document e-signed by John Shipp (jshipp@roadhousehg.com)

Signature Date: 2020-08-25 - 0:28:55 AM GMT - Time Source: server- IP address: 66.86.87.28

Document e-signed by eric eves (eeves@hotmail.com)

Signature Date: 2020-08-25 - 2:56:18 PM GMT - Time Source: server- IP address: 107.77.200.6

Email viewed by Steve Lindstrom (slmf@vailmovies.com)

2020-08-25 - 9:35:42 PM GMT- IP address: 67.190.140.60

Document e-signed by Steve Lindstrom (slmf@vailmovies.com)

Signature Date: 2020-08-25 - 9:38:13 PM GMT - Time Source: server- IP address: 67.190.140.60

Signed document emailed to Kevin Sharkey (eaglesharkey@yahoo.com), Erin Vega (evega@eastwest.com), mruh@eastwest.com, David Viele (dviele@gmail.com), and 6 more

2020-08-25 - 9:38:13 PM GMT

Adobe Sign

From: Jenny Rakow
To: Peyton Heitzman; Nikki Davis
Subject: Fwd: LLA21-01
Date: Thursday, January 20, 2022 5:44:00 PM

Get Outlook for iOS

From: Jean Gordon <whoopi10@hotmail.com>
Sent: Thursday, January 20, 2022 5:43:15 PM
To: Jenny Rakow <jenny.rakow@townofeagle.org>
Subject: LLA21-01

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from Mail for Windows
Jenny: Per your instruction I am sending you a copy of the comments I had planned to make at the 1/18/2022 PZ meeting. As I had mentioned, secondary to Zoom connection issues, I was not able to participate virtually. I was able to sign-up for notification on line. Thank you for your help and guidance.

Stephen Gordon

My name is Stephen Gordon. My wife Linda and I have owned a home at 82 Silver Spur since 2005. In 2010 we bought the adjacent unimproved lot, 424 Abrams Creek, so no one would build and obstruct our views.
We are before the Planning and Zoning Committee to request a lot line adjustment allowing us to combine the lots, as we have no intention of erecting improvements on the second lot. We are in receipt of the Planning commissions recommendations and would like to formally submit the following comments.

The "last minute" requirements (condition No. 3 from Public Works) that we remove the existing sanitary sewer and potable water stub-outs was never mentioned during my prior meetings with town staff or presented in the document of requirements provided to us by staff. Such requirement for the removal of the existing sanitary sewer and potable water stub-outs is (a) overly burdensome and cost prohibitive, (b) unnecessary and (c) exceeds the requirements obtained in the applicable ordinances. (See: Section 12.36.180. - Abandonment of wastewater service line; and Section 13.18.500. - Abandonment and removal of facilities). We have incurred and expended significant

expenses, time, and effort to advance our Application and comply with Staff guidance, in reliance on the information provided to us by the Town of Eagle, and adding the “new” requirement of removal is grossly unfair.

The connections mentioned in Staff Condition 3 are currently sealed, have been in place for years (more than 20), and there is NO EVIDENCE OF LEAKS OR PRESENCE OF BACTERIA; and we are willing to formally abandon the facilities “in place” by filing appropriate documents of record thereby prohibiting any future attempt to restore the services (this in any event would require the issuance of a City permit by the Town of Eagle), thereby rendering removal unnecessary. The proposed Conditions for removal of the stub-outs would result in (1) the replacement of the existing SECURE seals/connections with new connections that may be less secure, and essentially transfers the risk and responsibility of leaks and contamination from us the property owner to the Town of Eagle; and (2) damage and degradation to the public road and right of way, with no apparent benefit to the Town of Eagle or its taxpayers.

We feel the removal of Condition 3 from our approval allows the spirit of the applicable ordinances to be met and the interests of the Town of Eagle to be protected.

MEETING MINUTES
Planning & Zoning Commission
Tuesday, January 18, 2022, 6:00 PM
Public Meeting Room / Eagle Town Hall
200 Broadway, Eagle, CO 81631
ON-LINE MEETING

This agenda and the meetings can be viewed at www.Townofeagle.org.

PUBLIC WIFI - TOEE – ((TOEEWireless))

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

This was an on-line meeting with access for the public to attend via Zoom.

6:00 PM REGULAR MEETING CALLED TO ORDER

Chair Hood called the meeting to order at 6:02 PM.

COMMISSIONERS PRESENT

Matt Hood, Bill Nutkins, Jesse Gregg,
Robert Townsend, Kyle Hoiland,
Charlie Perkins

COMMISSIONERS ABSENT

Keegan Winkeller, Lani Webb

STAFF

Chad Phillips – Community Development Director
Dennis Wike – Town Engineer
Peyton Heitzman – Planner II
Nikki Davis - Administrative Tech II

APPROVAL OF MINUTES

1. Minutes dated January 4, 2022

MOTION: NUTKINS MOTIONED TO APPROVE THE MINUTES. MOTION WAS SECONDED BY HOILAND AND PASSED WITH A VOTE OF 5 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND) AND O OPPOSED. PERKINS ABSTAINED.

PUBLIC COMMENT

Public comment opened at 6:03 PM. There was no public comment.

PUBLIC HEARINGS

Hood first opened file # DR21-04 Haymeadow Design Guidelines at 6:04 PM. The file was temporarily tabled and closed. The file was re-opened at 6:26 PM following file # LLA21-01 Gordon Lot Line Adjustment.

1. Project: Gordon Lot Line Adjustment
   File #: LLA21-01
   Applicant: Stephen & Linda Jean Gordon
   Location: 82 Silver Spur & 424 Abrams Creek
   Staff Contact: Peyton Heitzman, Planner II
   Request: To vacate the lot line between lots 40 (82 Silver Spur) and 39 (424 Abrams Creek), consolidating two lots into one lot.

Staff Presentation

Heitzman presented this file. There is a single-family home on 82 Silver Spur while 424 Abrams Creek is a vacant lot. According to the final plat, there is a 7.5-foot utility and drainage easement between lot 39 and 40. If the request is approved, the two lots would be combined to create lot 40A and the existing center lot line and easements would be vacated. Heitzman cited section 4.12.040.C of the Code which requires the final subdivision plat to conform to the Town's regulations, goals, and policies. After review, staff determined the application complies with the standard. Staff included a condition of approval requiring the applicant to address the technical comments on the final plat prior to recording. Furthermore, the consolidation of the two lots supports the Town's policy to mitigate impacts to the natural environment and native species. In conclusion, staff recommended approval with three conditions of approval.

Q & A

Hoiland asked if utilities are found in the easement, would that negate the Planning Commission's approval? Wike replied that if utilities are found, the property owner would not want to vacate them unless they are being vacated up to the right-of-way. Phillips added that staff would need to verify if there are utilities prior to final plat recordation.

Nutkins asked if the applicant could vacate the lot line and not the easement. Phillips replied this is correct.

Gregg asked if the building envelopes are not recorded on the plat for these lots. Heitzman replied that staff did not ask the applicant to provide that information. Gregg cited an Eagle Ranch Association standard which allows only one building site when lots are combined. Heitzman confirmed multiple residences on one lot is not permitted, however, there is the option to build an accessory structure or an expansion.

Nutkins added that if the lot does not have a pre-prescribed building envelope, it results in a maximum building envelope of 16,500 sq.ft. unless the property owner applies for a variance. Heitzman noted that any request to expand would go through the building permit process and staff would verify the building envelope at that time.

Applicant Presentation

The applicant, Stephen Gordon, was present and Heitzman noted he had prepared a statement. However, staff and the applicant continued to experience connectivity issues throughout the hearing. The applicant was not able to provide a clear statement for the record. Phillips noted that the final approval will be with Town Council.

Discussion

Nutkins noted the application has been reviewed by the Eagle Ranch Design Review Board (DRB) and Homeowners Association (HOA) and it meets the requirements of a plat amendment. Nutkins echoed staff's recommendation to check the utility easement and for the property owner to decide if they want to abandon those utilities. Unanimously, the Planning Commission was in support of staff's recommendation for approval.

Public Comment

Public comment opened at 6:17 PM.

Wike stated that the applicant was concerned about permanently abandoning the utility stub-outs. Wike described that historically, this is a practice Public Works has not deviated from when combining two lots. For public health and safety reasons, if a second water and sewer connection is found, both utilities should be permanently abandoned back up to the right-of-way. The applicant asked if there were alternative, more affordable options, but Public Works remained firm on this procedure.

Public comment closed at 6:19 PM.

The Planning Commission was in unanimous support of staff's recommendation to permanently abandon the stub-outs.

MOTION: NUTKINS MOTIONED TO APPROVE THE GORDON LOT LINE ADJUSTMENT FILE # LLA21-01 WITH THE FOLLOWING AMENDED CONDITIONS OF APPROVAL:

1. **WITHIN 30 DAYS OF APPROVAL, THE FINAL PLAT SHALL BE REVISED TO REFLECT TECHNICAL COMMENTS FROM THE TOWN PLANNING AND PUBLIC WORKS DEPARTMENTS, THE TOWN ATTORNEY, AND THE TOWN'S 3RD PARTY SURVEYOR.**
2. **PRIOR TO RECORDATION OF FINAL PLAT, THE APPLICANT SHALL VERIFY THAT NO UTILITIES EXIST IN THE TWO SIDE YARD EASEMENTS TO BE VACATED. IF THERE ARE UTILITIES IN THE SIDE YARD EASEMENTS, THE APPLICANT SHALL EITHER REMOVE THEM OR KEEP THE UTILITY EASEMENT AS NOTED.**
3. **APPLICANT NEEDS TO REMOVE AND ABANDON THE EXISTING SANITARY SEWER & POTABLE WATER STUB-OUTS THAT EXIST FOR LOT 39, 424 ABRAMS CREEK, THROUGH A TOWN OF EAGLE PUBLIC WORKS PERMIT FOR CONSTRUCTION IN THE PUBLIC RIGHT-OF-WAY PRIOR TO RECORDING THE FINAL PLAT.**

MOTION WAS SECONDED BY HOILAND AND PASSED WITH A VOTE OF 6 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND, PERKINS) AND 0 OPPOSED.

Hood closed file # LLA21-01.

2. Project: Haymeadow Design Guidelines
File #: DR21-04
Applicant: ABRIKA Properties, LLC
Location: Haymeadow Planned Unit Development
Staff Contact: Jessica Lake, Planner I
Request: Request for a Major Development Permit to establish the design guidelines and create a Design Review Committee in the Haymeadow Planned Unit Development (PUD).

Applicant Presentation

Rick Pylman was the applicant representative. Other members of the Haymeadow design team also present on Zoom included Brandon Cohen, Scott Schlosser, Michael Hood, Michael Noda, Beata Chudobinska, and Alex Fales.

Pylman described that the Planned Unit Development (PUD) Guide serves as the zoning document that governs development standards such as density and permitted uses. The separate design guidelines document controls the design review process. The PUD Guide requires the Town to approve design guidelines prior to any vertical construction. Pylman explained that the team drew examples from other various guidelines to assemble their comprehensive document. The applicant also included a brief narrative which summarized compliance with the PUD Guide, the framework of how Haymeadow functions, and compliance with the Town's goals.

Staff Presentation

Phillips presented this file. First, Philips highlighted that both the Town's Annexation and Development Agreement (ADA) as well as Haymeadow's PUD Guide both require the submittal of design guidelines ahead of the development permit process. The primary topics addressed in the design guidelines document include general architectural requirements for single and multi-family homes, more specific architectural requirements for interior and exterior finishes, site planning & landscape design, a description of the design review process, establishing a Design Review Committee (DRC), and construction regulations. To conclude, staff recommended approval leaving the Planning Commission with one discussion question: are there any designs that do not "blend appropriately with the character and scale of the surrounding neighborhoods" or do not on comply with the policies of Elevate Eagle?

Q & A

Perkins asked if we should include language that addresses electric vehicle (EV) charging stations at residences. Michael Noda replied that the International Residence Code (IRC), International Building Code (IBC), and International Energy Conservation Code (IECC) now require a rough in for EV charging stations regardless of the design guidelines.

Gregg asked for more detail on the irrigation system. He noted the document does not address limits on irrigation square footage and asked if this is something we should include. Pylman confirmed that Haymeadow utilizes an underground non-potable irrigation system. Due to the varying lot sizes throughout Haymeadow, the design team worked to create a balance between water conservation and planting. On every lot, there will be some irrigation and impervious surface. Although the design team chose not to quantify water usage, there is still a greater understanding of limited water rights and availability. Gregg suggested irrigating a percentage of each lot, though with a non-potable system, it should not be much of an issue.

Hood noted that building height should have a clearer definition. Next, Hood asked if the residential multi-family building height limit of 40 ft. conflicts with PUD Guide which has a max limit of 35 ft. Pylman replied they have been working with staff on this new building height definition and measurement. That is one of the minor amendments to the PUD Guide which has been approved, but not yet recorded. Michael Hood expanded on the how the measurement points from the roof have changed.

Nutkins asked if there are any minimum or maximum requirements to fill a lot for walkout basements considering how flat Haymeadow is. Michael Hood disagreed stating there is more slope and their site plans have been adjusted to accommodate the natural topography of the area.

Hoiland asked about the Town of Eagle's Efficient Builder Ordinance. Michael Noda explained the language helps ensure that future developers abide by local, county, and state building requirements for energy efficiency. Hood confirmed this

was an Eagle County ordinance and Pylman replied they would work with staff to refine or strike the language as needed.

Public Comment

Public comment opened at 6:47 PM.

TJ Davis, 505 Church Street – Davis asked for further clarification on the irrigation plan and if water usage will be allocated by the HOA or per residence. Pylman explained the irrigation system will operate similar to the Town's schedule and billing structure.

Public comment closed at 6:48 PM.

Discussion

Unanimously, the Planning Commission supported approval for the design guidelines. Several Commissioners acknowledged that the document is aligned with other design guidelines and nearby neighborhoods like Soleil and Brush Creek Townhomes.

Hood and Gregg echoed the recommendation for a maximum lot percentage to create an irrigation plan. Hoiland questioned how the Town can dictate water usage when Haymeadow would be utilizing its own non-potable water. Townsend asked if there was a water usage standard and Pylman replied they would have to perform additional studies to determine how much water is left after development and landscaping.

Wike explained that the water rights have been dedicated to the Town and leased back to Haymeadow. It is the Town's water rights. Pylman added that the Brush Creek Management Plan dictates when water can be pulled out of Brush Creek based on minimum stream flow standards. Gregg voiced his concern about the potential for massive lawns and the need to establish a cap for irrigated areas. He noted there is no language in the design guidelines that discourages massive amounts of lawn though the decision could be managed by the Design Review Committee. Hoiland cited section 3.3 - Resource Conservation and suggested inserting water conservation language there. Phillips said there isn't anything that supports that requirement either in the Development Code or Elevate Eagle. It will likely be reviewed during the Code update. Wike noted that about a year ago, Town Council adopted a water conservation / water efficiency plan. He suggested that may be the appropriate item to insert in section 3.3. Pylman agreed with this comment stating they will work with staff to obtain the document.

MOTION: HOILAND MOTIONED TO APPROVE FILE # DR21-04 HAYMEADOW DESIGN GUIDELINES BASED ON CONFORMANCE WITH CHAPTERS 4.06 AND 4.07 OF THE MUNICIPAL CODE AND THE HAYMEADOW PUD GUIDE. MOTION WAS SECONDED BY TOWNSEND AND PASSED WITH A VOTE OF 6 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND, PERKINS) AND 0 OPPOSED.

Hood closed file # DR21-04.

3. Project: Sinclair Station
File #: DR21-01 & V21-01
Applicant: Turnipseed AIA Architecture + Construction Inc. representing Ed Oyler
Location: 131 Chambers Avenue
Staff Contact: Peyton Heitzman, Planner II
Request: 1) A Minor Development Permit with design variances for a building addition and drive-through window on the southeast side of the existing building and 2) a Zoning Variance for increased

impervious surface coverage beyond what is allowed for in the Commercial General zone district.

MOTION: HOILAND MOTIONED TO CONTINUE FILE # DR21-01 & V21-01, THE DEVELOPMENT PERMIT AND ZONING VARIANCE FOR 131 CHAMBERS AVENUE, TO FEBRUARY 1, 2022, PLANNING & ZONING COMMISSION MEETING. MOTION WAS SECONDED BY PERKINS AND PASSED WITH A VOTE OF 6 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND, PERKINS) AND 0 OPPOSED.

Hood closed file # DR21-01 & V21-01.

COMMUNITY DEVELOPMENT DEPARTMENT AND TOWN COUNCIL UPDATE

1. Department and Council Update: January 18, 2022

Nutkins asked about the Eagle County School District Housing file and if it was continued or approved. Heitzman explained the Town attorney's recommendation for a minor Municipal Code amendment that would permit rezoning prior to subdivision.

Phillips included that Town Hall is still doing virtual meetings until further notice.

OPEN DISCUSSION

No other discussion items.

ADJOURN

MOTION: HOILAND MOTIONED TO ADJOURN. THE MOTION WAS SECONDED BY NUTKINS AND PASSED WITH A VOTE OF 6 IN FAVOR (HOOD, NUTKINS, GREGG, TOWNSEND, HOILAND, PERKINS) AND 0 OPPOSED.

MEETING ADJOURNED AT 7:13 PM.

APPROVED:
DATE:

_____
Matthew Hood, Chairman

Nikki Davis
_____
Nikki Davis, Administrative Tech II

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 15
(Series of 2022)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO APPROVING A LOT LINE ADJUSTMENT FOR LOTS 39 AND 40, EAGLE RANCH FILING NO. 3

WHEREAS, Stephen and Linda Jean Gordon ("Owners") own the real property described as Lot 40, Eagle Ranch Filing No. 3 and Lot 39, Eagle Ranch Filing No. 3, both located in Eagle, Colorado, also known as 82 Silver Spur and 424 Abrams Creek;

WHEREAS, Owners filed an Application for a Lot Line Adjustment to vacate the lot line between Lots 40 and 39 (the "Application");

WHEREAS, on January 18, 2022, the Planning Commission held a properly-noticed public hearing on the Application and recommended that the Town Council approve the Application with conditions; and

WHEREAS, on February 8, 2022, the Town Council held a properly-noticed public hearing on the Application, at which the Applicant, Town staff and the public were provided an opportunity to be heard on the Application.

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

Section 1. Findings. Based on the Application, the recommendation of the Planning Commission, input from Town staff and any public comment received, the Town Council finds that the Lot Line Adjustment complies with the applicable criteria in Section 4.12.040 of the Eagle Municipal Code.

Section 2. Decision. Based on the foregoing findings, the Council approves the Lot Line Adjustment, subject to the following conditions:

a. Within 30 days of the date of this Resolution and prior to recordation of the plat depicting the Lot Line Adjustment, Owners shall make technical corrections to the Application documents as directed by Town staff.

b. Within 30 days of the date of this Resolution, Owners shall verify that no utilities exist in the two side yard easements to be vacated. If utilities exist in either or both of the side yard easements, Owners shall either remove the utilities with permission from the appropriate utility companies or retain the required utility easements on the plat.

c. Within 180 days of the date of this Resolution and prior to recordation of the plat depicting the Lot Line Adjustment, Owners shall demonstrate to the Town that the water and sewer service to Lot 53 has been permanently abandoned.

INTRODUCED, READ, PASSED AND ADOPTED ON FEBRUARY 8, 2022.

TOWN OF EAGLE, COLORADO

_____

Scott Turnipseed, Mayor

ATTEST:

_____

Jenny Rakow, Town Clerk

To: Mayor and Town Council

From: Molly Furtado, Special Events Manager

Date: February 8, 2022

Agenda Item: Proposed Budget for Eagle Flight Days

REQUEST:

Staff requests that the Town Council review a proposed budget for Eagle Flight Days, for consideration.

INTRODUCTION:

Flight Days is considered the town's signature summertime event, a "homecoming" for families and friends to reunite. Over the past several years, there has been a decrease in participation. Sustainable long-term funding will help grow a successful event. Staff is asking to be granted allocated funds from the general fund, with the intent to offset with Sponsorships. Staff has implemented a flight days committee to collaborate in the planning process, obtain sponsorships and provide support in the execution of the event.

ANALYSIS:

Proposal allows staff the ability to secure vendors and orchestrate a successful event. Pros and Cons are:

Pros:

- *Long-term financial stability*
- *Prioritizing community focused events*
- *Committed Sponsors*

Cons:

- *Poor attendance*
- *Lack of community interest*
- *Evasive sponsors*

COMMUNITY INPUT:

Marketing and Events Advisory Committee (MEAC) has created a sub-committee for Flight Days. MEAC Chairperson, Holli Snyder will be in attendance to answer any questions.

BUDGET / STAFF IMPACT:

Budget:
Staff is seeking $30,000 from the general fund via appropriation. Projected sponsorships to backfill the general fund, in the amount of $10,000, is an average based on trends over the past years.

No staff impacts.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Proposal aligns with The Town in capitalizing on the unique heritage and attracting visitors to Eagle. The Town of Eagle is a destination for residents and visitors to participate in a wide range of activities. Community events will continue to promote a high quality of life and the unique location that is a strong value for the community.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to approve proposed budget for Eagle Flight Days.

ATTACHMENTS:

See Attachment(s):

- *Flight Days_Proposed Budget 2022*
- *Flight Days_Sponsorship Levels*

Eagle Flight Days June 24-26, 2022

Sky's the Limit

presented by Town of Eagle

Eagle's signature summertime event, Flight Days, is back! Blue skies ahead! This year's theme, Sky's the Limit, will take us to spectacular heights. Friday evening kicks off the weekend with silent disco and a movie shown on an LED video panel. Saturday's color run will conclude just in time for the parade, while live music wraps up the day's festivities. Support the town's heritage by sponsoring this community event with a variety of price points and benefits. Up, up and away!

Sponsorship Levels

Hot Air Balloon ($2,500)

- Prominent logo on EagleOutside, registration forms, social media, radio, parade banners
- 20' x 2' Banner hanging across Broadway for entire month of June
- Organization announced more than three times during parade

Helicopter ($1,500)

- Logo on EagleOutside, registration forms, social media
- Sponsor for chosen event (Silent Disco, Movie Night, Color Run, Kids Gravity Play, etc.)
- Banner posted at your chosen event and your organization announced at that event
- Organization announced more than three time during parade

Hang Glider ($500)

- Logo on EagleOutside, registration forms, social media
- Organization announced three times during the parade

If you are interested in sponsoring Flight Days 2022, please contact Molly Furtado at events@townofeagle.org

or call (970) 328-9625. Sponsorship deadline is Friday, May 27, 2022.

Flight Days - Proposed Budget 2022			
June 24 - 26, 2022			
Expense		Total Projected Expenses	Budget Detail
Activities			
Color Run	$	1,500.00	T-shirt, color packet, bracelet, sunglasses
Parade / Fun Run	$	200.00	Prizes
Horseshoe tournament	$	150.00	
Basketball shoot out	$	150.00	
Crafts	$	500.00	Kid's crafts, glow-in-the dark crafts
Sub-Total:	**$**	**2,500.00**	
Food & Beverage			
Staff/Volunteers Food & Beverage	$	500.00	Beverages & snacks for staff and volunteers
Sub-Total:	**$**	**500.00**	
Other Professional Services			
Kid's Activation & Entertainment	$	5,000.00	Face painting, activities, inflatables, etc.
Generators	$	1,000.00	
Sub-Total:	**$**	**6,000.00**	
Printing & Reproduction			
Collateral/Printing	$	500.00	
Banners, Posters	$	1,000.00	
Sub-Total:	**$**	**1,500.00**	
Audio Visual			
Friday Movie & Sound	$	3,500.00	Kaleidoscope
Sound & Light Production: Saturday	$	3,500.00	Stage production (Kaleidoscope)
Sub-Total:	**$**	**7,000.00**	
Security Services			
Two Officers	$	1,585.00	
Professional Security	$	720.00	24 hours @$30
Sub-Total:	**$**	**2,305.00**	

Public Works			
Radio Rentals	$	250.00	
Light Towers	$	500.00	
Sub-Total:	**$**	**750.00**	
Portable Facilities			
Blue Monster	$	1,000.00	Portable restrooms, trash, recycling, compost; dumpsters; and hand washing stations; 5 Stand Units ($75 per + $35; per to clean); Handwashing stations (3) at $90 per unit.
Sub-Total:	**$**	**1,000.00**	
Contracted Services			
Temporary Labor	$	240.00	$20 per man hour / 12 man hours per
Friday Silent Disco	$	1,600.00	100 headphones and 2 DJs / 4 hours
Walking Mountains	$	1,200.00	Trash, recycle, compost green team services; support for no plastic - sustainability message
Saturday Headlining Talent	$	2,000.00	Derringer
Saturday Opening Talent	$	1,200.00	Rewind
Astronomy Nights	$	500.00	Blue Creek productions
Sub-Total:	**$**	**6,740.00**	
Permits & Licensing			
Inspection Permit	$	100.00	Tent and inspection permit
Environmental Health Dept.	$	100.00	Health dept. inspection / coordinator form
Sub-Total:	**$**	**200.00**	
Sales Tax	$	-	
Sub-Total:	**$**	**-**	
CC Fee's	$	-	
Sub-Total:	**$**	**-**	
Advertising			
Mixed Media	$	1,500.00	Vail Daily, Weekly, Radio, etc.
Sub-Total:	**$**	**1,500.00**	
TOTAL:	**$**	**29,995.00**	

To: Mayor and Town Council

From: Jill Kane, Finance Director/Treasurer

Date: February 8, 2022

Agenda Item: PUBLIC HEARING: Ordinance No 06, Series 2022, "An Ordinance Reappropriating Funds to the Various Funds and Spending Agencies, the Amounts and for the Purposes as set forth below for the Town of Eagle, Colorado for the 2021 Budget Year"

REQUEST: Staff is requesting the Council:

1. Review the updated 2021/2022 budget and changes that have been made to the 2021 budget since the December 14th Council meeting
2. Review proposed Ordinance 06, series 2022 reappropriating funds for the 2021 revised budget
3. Review and certify the revised 2022 budget with the 2021 amendments that will be sent to the State

INTRODUCTION: The Council adopted the 2022 budget during the December 14, 2021 Council meeting. However, staff realized prior to the end of the year that the Town would need to reappropriate additional funds for 2021 to ensure expenditures do not exceed appropriations for the Capital Improvements Fund and the Conservation Trust Fund. After discussion with the State, staff is recommending the amendments proposed for the 2022 budget be completed at a later date. Staff will need to prepare a new budget showing the original approved 2022 budget and a revised 2022 budget. The State recommended submitting a revised 2022 budget with the reappropriation of 2021 expenditures once approved by Council.

ANALYSIS: Please review the finalized budget that will be sent to the State. Information regarding the modifications to the 2021 budget are listed below. There is a $490,579 reduction in Town-wide fund balance for the year ending 2021 for the recommended amendments. The most significant adjustment is the $329,194 reduction in revenues in the Capital Improvements fund for Grand Avenue planning funding from Haymeadow and Eagle County. The other $161,385 is for work that was anticipated by staff to be completed in 2022 however, was completed in 2021. When staff revises the 2022 budget, we will reduce the 2022 project budgets by the amounts that are being transferred back to 2021.

- Ordinance 06-2022: The proposed ordinance reappropriates $161,385 in additional funds for the following expenditures:
    - $7,790 for the Open Space Master Plan in the Conservation Trust Fund - The total contract for the Open Space & Trails Master Plan is $53,000. The amount was split between 2021 and 2022. SE group was able to complete more work in 2021 than originally anticipated. To be in compliance with Colorado Revised Statutes, expenditures must not exceed appropriations. Staff recommends transferring funds budgeted in 2022 to 2021.

- $153,595 for the Grand Ave Project in the Capital Improvements Fund – The total cost of the contract for Grand Ave Planning is $660,000. Staff moved $400,000 of the $660,000 budgeted amount over to 2022, however, Zehren & Associates completed more than anticipated in 2021. Thus, funds that were transferred to 2022 need to be reappropriated back to 2021 to not exceed appropriations.

- Although staff is currently only recommending a reappropriation of the 2021 budget, a revision to the 2022 budget will be completed with a future reappropriation of the 2022 budget to remove these expenses from the 2022 budget.

Townwide Budget Changes From 12/14/2021 Budget					
2021 Revenues					
Fund	**Account**	**2021**	**2021 Revised**	**Variance**	**Reason for Increase/Decrease**
Capital Improvements Fund	Developer Contribution to Grand Ave (31-430-74)	360,000	180,806	(179,194)	Per the development agreement for the Haymeadow PUD, After the Town funds the first $300,000 the developer will pay up to $700,000 for Grand Avenue Planning Services. Based on the totalexpenses to date, in the amount of $480,806 for 2020 & 2021, the Town will collect $180,806 in 2021
Capital Improvements Fund	Eagle County Contribution (31-430-77)	150,000	-	(150,000)	Staff received information from the County that the $150,000 that the County had been rolling over in their budget for the last few years for planning purposes was not rolled over in 2021. The County requested that the Town make an ask for the construction phase of Grand Ave.
			Total 2021 Revenue Budget Changes	**(329,194)**	
2021 Expenditures					
Fund	**Account**	**2021**	**2021 Revised**	**Variance**	**Reason for Increase/Decrease**
Capital Improvements Fund	Grand Ave Improvements (31-52-780)	260,000	413,595	153,595	The original 2021 budget and contract amount for Zehren & Associates Grand Avenue Planning was $660,000. It was revised down to $260,000 and the remainder was transferred to 2022. Zehren & Associates was able to accomplish much more than anticipated in 2021. Staff recommends reappropriating those funds back to 2021 from the 2022 budget.
Conservation Trust Fund	Professional Services (71-50-347)	28,000	35,790	7,790	The total contract for the Open Space & Trails Master Plan is $53,000. The amount was split between 2021 and 2022. SE group was able to complete more work in 2021 than originally anticipated. To be in compliance with Colorado Revised Statutes, expenditures must not exceed appropriations. Staff recommends transfering funds budgeted in 2022 to 2021.
			Total 2021 Expense Budget Changes	**161,385**	
			Net Changes to 2021 Townwide Budget	**$ (490,579)**	

- Certify 2022 Budget: A certified copy of the 2022 adopted budget is required to be filed with the State by January 31st (C.R.S 29-1-113(1)). Staff submitted the budget approved by Council on December 14, 2021. The budget presented includes the modifications made with the proposed ordinance attached. In accordance with best practices the Council should certify the final budget document to be delivered to the State.

COMMUNITY INPUT: The Budget has been made available on the Town's website and community input was solicited throughout the budget process. The public hearing for the 2021 supplemental amendment to the budget has been publicly noticed on the Town website and was published in the Eagle Valley Enterprise on February 3, 2022. No public comment has been received.

BUDGET / STAFF IMPACT: Budget and staff impact are not applicable.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED: The strategic plan alignment is not applicable as the amendment to the 2021 revised budget is an administrative task.

RECOMMENDED ACTION OR PROPOSED MOTION:

1. Motion to **approve** or **deny** adoption of Ordinance 06, Series 2022, "An Ordinance Reappropriating Funds to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as set forth below for the Town of Eagle, Colorado for the 2021 Budget Year".

2. Motion to **certify** the 2022 Budget that will be delivered to the Colorado Department of Local Affairs.

ATTACHMENTS:

- Ordinance 06-2022 – Reappropriating Various 2021 Funds
- 2021/2022 Final Budget to be sent to the State

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 06
(Series of 2022)

AN ORDINANCE REAPPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE TOWN OF EAGLE, COLORADO FOR THE 2021 BUDGET YEAR.

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

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2021 beginning January 1, 2021 and ending December 31, 2021, the sum of $22,412,014 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

GENERAL FUND	
Operating Expenditures	$ 7,663,994
Transfer to Other Funds	2,190,000
TOTAL GENERAL FUND	$9,853,994
WATER FUND	
Operating Expenditures	$ 1,806,627
Captial Expenditures	3,546,990
Debt Service	1,266,277
Transfer to Other Funds	-
TOTAL WATER FUND	$ 6,619,894
WASTE WATER FUND	
Operating Expenditures	$ 1,530,191
Capital Expenditures	210,000
Debt Service	940,288
Transfer to Other Funds	-
TOTAL WASTE WATER FUND	$ 2,680,479
REFUSE FUND	
Operating Expenditures	$ 641,443
Capital Expenditures	-
Transfer to Other Funds	20,000
TOTAL REFUSE FUND	$ 661,443
STORMWATER FUND	
Operating Expenditures	$ 6,297
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL STORMWATER FUND	$ 6,297

CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	$ 1,795,685
Transfer to Other Funds	
TOTAL CAPITAL IMPROVEMENTS FUND	$ 1,795,685
SALES TAX CAPITAL IMPROVEMENT FUND	
Operating Expenditures	$ 86,356
Capital Expenditures	117,000
Debt Service	320,440
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	$ 523,796
CONSERVATION TRUST FUND	
Operating Expenditures	$ 35,790
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	$ 35,790
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	$ 174,209
Capital Expenditures	60,427
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	$ 234,636
GRAND TOTAL ALL FUNDS	$ 22,412,014

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON JANUARY 25, 2022.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

TOWN OF EAGLE

ANNUAL BUDGET 2022

2022 BUDGET DOCUMENT
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TOWN OFFICIALS

TOWN COUNCIL

Scott Turnipseed, Mayor

Mikel "Pappy" Kerst, Mayor Pro-tem
Sarah Parrish
Janet Bartnik
Geoffrey Grimmer
Ellen Bodenhemier
Nick Sunday

TOWN COUNCIL
APPOINTED OFFICIALS

Brandy Reitter, Town Manager
Erik Johnson, Municipal Court Judge
Matt Mire, Town Attorney

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Town of Eagle Organizational Chart

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December 14, 2021

Honorable Mayor and Members of the Town Council:

The 2022 Budget presented to you is a balanced approach to revenues and expenditures for all funds. Although needs typically exceed the availability of resources, the budget manages to accomplish the priorities of the Town Council, staff, the community and maintains the current level of service. The budget is a living document that serves as a planning tool for the upcoming year. The Town Council and staff refer to the budget all year to plan and execute the priorities of the community.

Different areas of the budget achieve the goals of the Town of Eagle and they are provided below:

Economic Outlook
Sales tax collections continue to improve. Overall sales tax collections in 2021 are up around 18% over 2020. In 2022, the Town is proposing a conservative 6% in projected sales tax collections for 2022. This represents a $477,376 increase over last year. Overall revenue in the General Fund will increase by $765,907 over 2021. The Town expects to see an increase in revenues from licenses and permits but will amend the budget as fees are realized. This is a result of the recent approvals of major and minor developments that will start construction in 2022. The total revenues for the General Fund are $15,872,682 which represents a 5% increase over last year.

The real estate market is strong in the region and the values of residential and commercial properties are at an all-time high. The Town projects a 10% increase in property tax collections over 2021. This equates to an increase of $36,285 totaling $389,427 for the year. Other taxes will remain flat for 2022.

In 2021, the Town's position was conservative due to the COVID-19 global pandemic. The economic recovery is ongoing. The Town weathered an unpredictable environment and has emerged strongly compared to 2020 and 2021. The Town made significant investments in 2021 to support local businesses. Eagle Bucks pumped nearly $100,000 into the local economy along with the conclusion of the Be our Guest Program that helped businesses expand their operations into public spaces to negate capacity restrictions.

In 2022, the Town is in a great position and will transition from a pandemic recovery to a proactive business-friendly economic environment.

Economic Development Initiatives
Most of the Town's revenues are generated by sales tax and economic development is important to ensure long-term financial stability. There are a few investments that the Town is making in economic development in 2022.

- Downtown Development Authority (DDA) – The voters recently approved a DDA in 2020 to support revitalization in Eagle's historic downtown. In 2021, the DDA will ask voters to authorize

up to $27,000,000 to go towards improvements and investments in the downtown. The Town will also provide $50,000 in funding support to complete elements of the DDA work plan.

- Public Art and Beautification Gateway Project – In 2022, the Town will combine the installation of a public art mural wall and landscaping along the eastside of the Eby Creek Road roundabouts. This will create an inviting gateway into the Town of Eagle.

- Broadband – Town invested in broadband in 2021 by constructing a telecommunications hut at Public Works and extended fiber along Chambers Rd. This expanded access for the Town to begin subscribing to customers. In 2022, if the Town will focus on expanding middle mile broadband within the community.

- Regional Transit Authority (RTA) – The Town will become a funding partner and participate in the RTA technical advisory committee if the RTA ballot measure is successful in 2021. This initiative establishes the RTA and consolidates and expands transit options in the region.

- Housing Strategies – The Town continues to partner with Eagle County on the West Eagle Housing project. In 2021, the stakeholder committee will finalize the developer selection and move forward with planning the project in 2022. Community Development applied for a grant to develop an affordable housing strategy for the Town of Eagle. This project will begin in 2022 and the organization will include recommendations in the rewrite of the development code.

- Technology and Outdoor Recreation Assessment – The Town kicked this project off in 2021 in partnership with CU Boulder. Phase 1 of the plan will be completed in 2022. The scope of the project includes a market assessment and recommendations for how the Town can retain and attract businesses in the outdoor industry.

- Town-Wide Economic Development Strategy – In 2021, the Town Council approved funds for a town-wide economic development strategy. The Economic Vitality Committee will work with the consultant to complete the plan in 2022.

- Quality of Life Initiative Polling – In 2022, the Town will conduct polling to assess the public's desire to fund projects like Grand Avenue, open space, trails, and capital improvements. This information will help the Town decide if it would like to move forward with a ballot measure in 2023.

- Wayfinding and Branding – The Town will invest in establishing a brand and creating a wayfinding sign plan.

Long Range Planning Initiatives

The Town has prioritized long-range planning and development of a vision that will inform several of the projects that Community Development is working on. These projects will set the foundation for how the Town will develop and grow. Below is a list of initiatives that are slated for 2022:

- Rewrite of the Land Use Code – In 2021, the Town switch gears and contracted with Clarion to kick off the rewrite of the development code. In 2022, the document will be completed along with revisions to the sign code.

- Highway 6/Grand Avenue Corridor Plan – The Town kicked off this project in 2020 and it will take approximately 18 months to complete. In 2021, the consultant team and stakeholder committee completed phases one and two of the project and successfully revealed a concept plan to the public. In 2022, the concept plan will be completed, and the Town will identify funding strategies for the plan.

- Open Space & Trails Master Plan – This initiative will be completed in 2021. In 2022, the Town will start to implement the recommendations identified in the plan.

Administrative Initiatives

In 2021, the Town created for the first time an Information Technology Department with staff dedicated full-time to the operation. Previously, IT was contracted out with limited support to the organization. This was an important step and as a result, the Town will see improvements in security, efficiencies, and innovation. In 2022, the organization is proposing the following projects:

- Network Improvements – The Town does not have connectivity to the network for its facilities. This is one of the major reasons why the organization has struggled to improve its internal IT functions and process. In 2022, the organization is proposing to connect its facilities to the network via THOR. This will also include a complete overhaul of the networks at each of its facilities.

- Security Cameras – As a result of network improvements, the organization is proposing to install security cameras at facilities that are constantly plagued by vandalism.

- Virtual Servers – The Town will invest in new servers that are beyond their useful life. The oldest server was installed in 2012 and is obsolete. Virtual servers are necessary to expand the capacity of the network and improve cyber security.

Infrastructure and Capital Improvements

The Town has several important infrastructure projects in the works. In 2018, staff developed the Town's first Capital Improvement Plan. The Town will continue the execution of that plan and identification of additional projects. In 2022, the Town is planning to work on the following projects:

- The newly created stormwater management enterprise fund has enough revenue to pay for projects. In 2022, the Town will invest $50,000 in a stormwater assessment to identify projects to maintain and improve infrastructure.

- Capital Improvement Identification Planning – In 2022, the Town will hire a consultant to improve the CIP and develop a 10-year plan. The staff has done a good job of identifying capital but could benefit from having the capacity to complete a comprehensive capital improvements list.

- Pavement Management – Public Works continues to complete maintenance and improvements. In 2022, the Town will resurface Chambers Avenue along Swatch Road, Marmot Lane, Pond Road, and Eby Creek Road near Pond Road.

- Cemetery Tank Replacement – The Town completed the design of the Cemetery Tank and will begin the construction process in 2022. The project will likely continue into 2023. The Town plans to install telecommunication towers on the site for high-speed internet and phone services.

Public Safety Investments
The Town continues to prioritize investments in public safety. As Eagle grows it is important to provide safe and reliable services. Below are items that are funded in 2021 to ensure that the Town is making improvements in this area:

- Police Department Equipment and Fleet Upgrades – The Town will continue the replacement cycle for patrol cars. In 2022, staff will replace two cars and add vehicles for the School Resource Officer and the Detective.

- Brush Creek Park Playground Equipment Replacement – The existing equipment at Brush Creek Park was built over 20 years ago. The wood play structure is showing its age, is harder to maintain, and is unsafe. In 2022, the Town will complete a design for a new play structure and apply for a GOCO grant to replace the equipment 2022.

Sustainability and Conservation
In 2021, the Town Council adopted a net-zero carbon emissions policy which established goals for the organization to achieve. In 2022, the Town will fund strategies to save money and improve the environment. Those projects are listed below:

- Net-Zero Carbon Emissions Assessment – In 2022, the Town will initiate an assessment to establish a baseline for carbon emissions and develop strategies to achieve net-zero goals.

- Electric Vehicle Charging Stations – To begin the process of converting fleet to electric, the Town will install EV stations at Public Works, Town Hall, and the Eagle River Park.

- Adam Palmer Fund – In 2021, we lost Adam Palmer and Andy Jessen in an avalanche. Adam was a supporter of sustainability and spent most of his time dedicated to these efforts. Andy was also supportive. In 2022, the Town will set up the Palmer Fund in partnership with the Eagle Valley Community Fund to raise money for sustainability projects in the community.

- Colorado Energy Office Partnership – In 2021, the Town Council approved a partnership with the Colorado Energy Office and Yearout to apply for grants and to implement sustainability projects in the water and wastewater facilities. Improvements include upgrades to meters, equipment, and installation of PVC systems and other solar projects.

Structural and Organizational Changes
The Town is proposing a few changes to departments, staffing, and funds. In 2021, the organization experienced prolonged vacancies and struggle to fill positions. Once filled, the organization continues to struggle with keeping up with the growth the Town is experiencing. To ensure that we maintain a positive organizational culture, the Town has proposed making investments in the workforce in 2022. These investments include:

- Staff Changes – The Town continues to build capacity. The organization went from 66 positions in 2021 to 74 in 2022. The organization will hire 8 FTE which will increase the ability to provide improved levels of service. The proposed budget includes the following positions:

    - Police – School Resource Officer
    - Police - Detective
    - Public Works – Streets Maintenance Technician
    - Public Works – Building & Grounds Technician
    - Public Works – Water Operator A
    - Finance/HR – Administrative Technician
    - Administration – Communications & Marketing Specialist
    - Administration – Economic Development Specialist
    - Community Development – Plans Examiner/Inspector

- Pay Plan – Human resources completed a comprehensive assessment of wages and grades of the pay plan for 2022. This resulted in making several market adjustments. The average market adjustments are between 5% - 6% and the projected merit pool will be 2% - 3%.

The Town is proposing a restructure in Special Events and plans on moving the Information Center under the Assistant Town Manager. The proposed budget adds two new programs to the organization. For the first time, the Town will have dedicated programs for communications/marketing and economic development.

Insurance & Benefits
In 2021, the Town invested significant resources to enrich healthcare and retirement plans for employees. In 2022, the proposed budget will keep the benefits the same. The Town will see a 7.5% increase in healthcare costs. The administration is proposing to have the Town cover these costs so that employees can receive 100% of the benefit of the proposed market adjustments and merit pool.

Conclusion
The Town continues to execute the Strategic Plan and make investments in economic development, service delivery, and organizational capacity. The Town is growing and will continue to be the beneficiaries of development. The 2022 budget reflects new economic investments that will pay off over time. It is our goal to become a standard-driven organization and operate with professionalism. Progress made towards proactive policies and initiatives will serve the Town well. The budget builds on these efforts. The development of the 2022 budget was a collaboration between all departments and elected officials. Thanks to the entire team for their efforts.

Respectfully submitted,

Brandy Reitter
Town Manager
Town of Eagle

TOWN OF EAGLE MISSION, VISION, VALUES, & GUIDING PRINCIPLES

MISSION:

Maintain and enhance quality of life for everyone in our community.

VISION:

The Town of Eagle is a vibrant mountain community that is diverse, inclusive, and unique.

VALUES:

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

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

Respect
We thoughtfully consider each other's differences and opinions.

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

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

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

Leadership
We are proactive in advancing the interests of our communities.

GUIDING PRINCIPLES:

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

ABOUT THE TOWN OF EAGLE, COLORADO

The Community

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

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

The Town's Organization

Established in 1887, incorporated in 1905, the Town of Eagle became the County seat in 1920. The Town is a home rule form of government led by a mayor and 6 additional council members elected for four-year terms. The Council appoint the Town Manager, Town Attorney, and Municipal Court Judge. The Town has a staff of approximately 50 dedicated full and part-time employees. Eagle provides a full range of services including police protection, water, wastewater, refuse, and stormwater services, street and parks maintenance, community and economic development, and events planning. Fire service is provided by the Greater Eagle Fire Protection District.

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

Eagle's Rich History

(Pictures and Excerpts from Eagle County Historical Society)

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

Eagle's Rich History (continued)

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

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

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

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

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

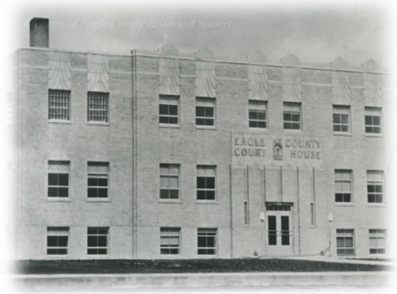
In May 1913, the voters petitioned the Town Council to construct a sewer system, after much debate and having estimates made, the contract was awarded to H.B. Ikeler for 11 thousand dollars. A year later the system was accepted to be paid for over a period of years by lot assessments.

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

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

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

Eagle's Rich History (continued)



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

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

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

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

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

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

2022 Financial & Budget Policy Statements:

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

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

Financial policies are reviewed annually by the Town Manager and Finance Director as a part of the budget process.

Financial Reporting Entity:
The Town is a "home rule" organization and as such must comply with Town charter. The Town operates under a Town Council and provides the following services: public safety (police), streets, water, waste water, refuse, stormwater, marketing and events, public improvements, open space preservation, community development, and general administration services.

The Town of Eagle was originally incorporated in 1905. The Town is governed by an elected mayor and an elected council which is responsible for setting policy, appointing administration personnel and adopting an annual budget in accordance with the Town charter.

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

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

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

2022 Financial & Budget Policy Statements (continued):

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

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

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

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

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

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

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

2022 Financial & Budget Policy Statements (continued):

Budget Control and Accountability (continued):
All contracts in excess of $50,000 for professional services and $250,000 for capital improvements must be review by the Town Council prior to commencement of work or signing the contract.

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

Department heads are authorized by the Town Manager to approve and execute all contracts for in the amount of $15,000 or less, which have been approved in the budget and appropriation documents.

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

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

TOWN OF EAGLE - 2023 BUDGET CALENDAR	
January	
	Start of Fiscal Year; begin planning for 2023 budget
	A certified copy of the 2022 adopted budget must be filed with the Division by January 31st (C.R.S 29-1-113(1))
February	
	Review 2023 budget plan with Town Manager
March	
	Continue planning for 2023 Budget Cycle
April	
	Continue planning for 2023 Budget Cycle
	Plan for 2022-2026 Capital Improvement Plan (CIP)
May	
	Initiate development of 2023 Compensation Plan
	Budget Training/Instructions
	Department Heads to discuss major topics in preparation for Spring Retreat
June	
	Spring Trustee Budget Retreat
	Departments to submit changes to positions or staffing levels to Human Resources
	Vehicle requests submitted to Public Works
	Technology requests submitted to IT
	Issue instructions and request forms to departments for Five-Year Capital Improvement Program (CIP)
	Distribution of Budget Schedule, Forms, and Operating Budget Documents
	June 30 - Deadline for auditor to submit audit report to local government governing body. (C.R.S 29-1-606(a)(1))
July	
	Departments submit 2023 Operational Budget requests
	Departments submit project requests for Five Year CIP
	Meet with departments to review CIP requests
	Personnel Requests and Reallocations Submitted to Finance
	Finalize Draft Compensation Plan
	Deadline for submitting annual audit report to the Office of the State Auditor. (C.R.S 29-1-606(3)) Deadline for request for extension of audit. (C.R.S 29-1-606(4))
August	
	Assessors certify total new assessed and actual values for property tax revenues
	Review and Finalize revenue projections and fixed costs
	2023 Fee changes submitted to General Admin
	Revision and proofing of budget book by Finance and Departments
September	
	First Draft of 2022 Draft Budget for Town Manager
	Review 2023 proposed fee revisions
	Work Sessions on Operating Budget and Capital Improvement Projects with Council
October	
	Budget officer must submit proposed budget to the governing body. (C.R.S. 29-1-105) Governing body must publish "Notice of Budget" upon receiving proposed budget. (C.R.S. 29-1-106(1)) - and set a public hearing
	Submit proposed budget and CIP to Trusees (Statutory requirement –deliver budget to Council no later than October 15 (CRS 29-1-106))
November	
	Submit division budget narratives for review
	Submit CIP budget narratives for review
	Public hearing on revised recommended 2021 Budget
	Assessors' changes in assessed valuation will be made by a single notification
December	
	Adoption of 2023 Budget, Fees and Compensation Plan
	December 15 - Deadline to certify mill levy to the Board of County Commissioners (C.R.S 39-5-128(1))

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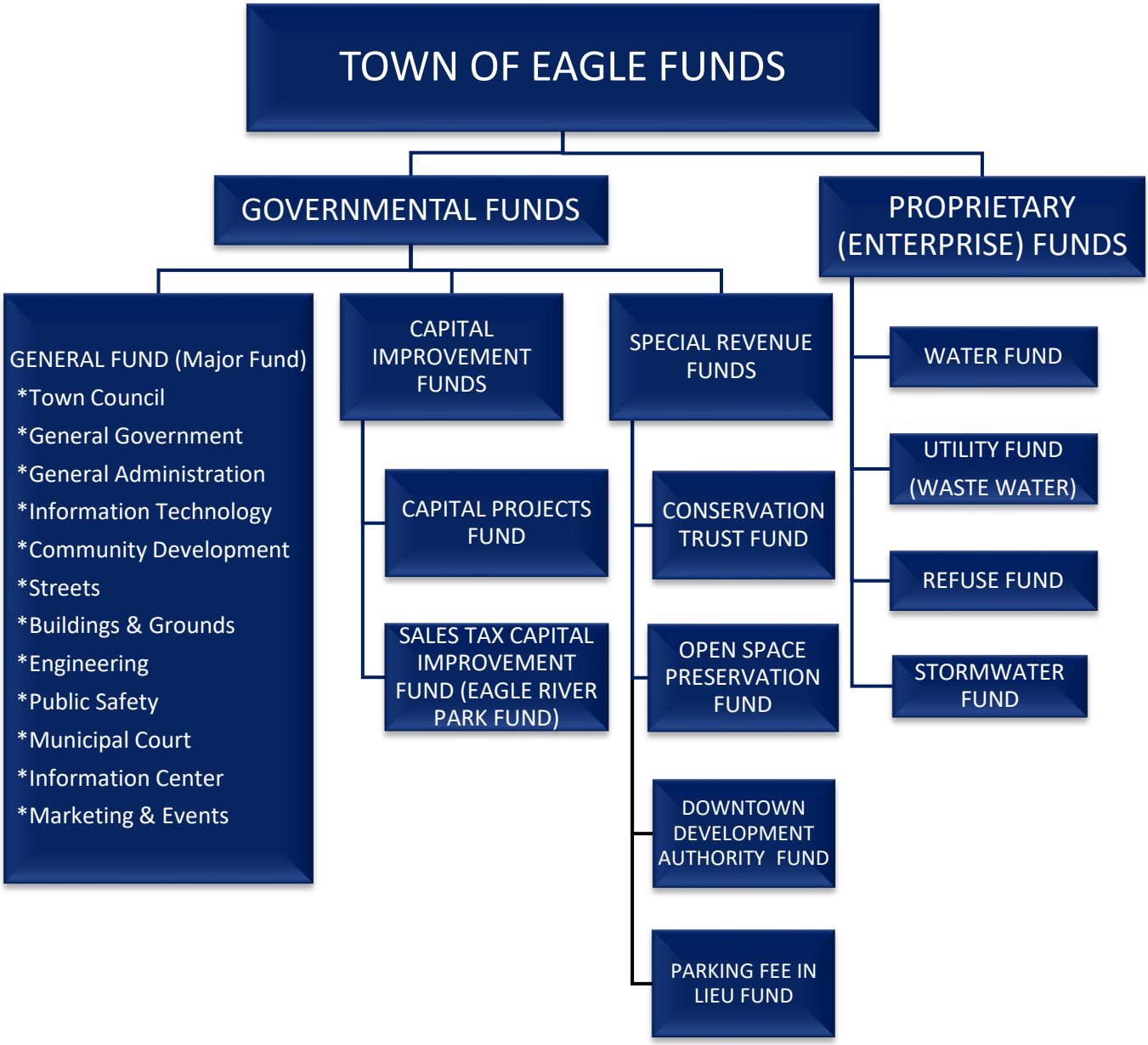
FUND STRUCTURE OVERVIEW

FUND TYPES: The Town uses the following fund categories: (1) Governmental funds and (2) Proprietary funds. See fund descriptions on the following page.



FUND STRUCTURE OVERVIEW (continued)

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

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

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

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

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

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

Conservation Trust Fund – accounts for the lottery proceeds received directly from the state of Colorado. The monies collected are restricted for the acquisition, development, and maintenance of new conservation sites or for capital improvements or maintenance for recreational purposes on any public site. A public site is defined by the state as a publicly owned site, or a site in which a public entity/local government holds an interest in land or water.

Open Space Preservation Fund – accounts for revenue from the Town's lodging occupancy tax committed for the acquisition of open space lands, conservation, trail easements and development rights, trail expansion and maintenance, and other open space recreational amenities.

Downtown Development Authority Fund – accounts for tax revenue received within the Downtown District to fund improvements in the downtown that increase economic vitality for the businesses and residents located in the district.

Parking Fee in Lieu Fund – accounts for operating and capital parking fee in lieu revenue collected from developers within the Parking Fee In-Lieu Program Boundary. The fees are voluntary in nature meaning, a developer or owner will have the option to pay a fee if they choose not to provide all or a portion of the required parking spaces on-sit as required by the Town's parking regulations. All funds collected will be used to conduct parking studies or evaluations, construct parking facilities, operate and maintain parking facilities, and administrative services related to parking, all within the Program Boundary.

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

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

Utility Fund – accounts for activities related to the sewage treatment facilities and sewage transmission lines and potential future Town Broadband activities related to providing fixed and wireless broadband internet access to the residents of the Town.

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

Stormwater Fund – accounts for activities related to implementing and financing a stormwater management program.

BUDGET - ALL FUNDS SUMMARY

	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
GENERAL FUND:				
BEGINNING FUND BALANCE	**$ 4,445,370**	**$ 4,052,698**	**$ 4,893,512**	**$ 4,953,416**
REVENUES	9,100,817	8,735,227	9,893,898	10,425,852
TRANSFERS-IN FROM OTHER FUNDS	115,641	20,000	20,000	190,134
EXPENDITURES	(6,538,315)	(8,194,150)	(7,663,994)	(10,604,591)
TRANSFERS-OUT TO OTHER FUNDS	(2,230,000)	(2,050,000)	(2,190,000)	(150,000)
ENDING FUND BALANCE	**$ 4,893,512**	**$ 2,563,775**	**$ 4,953,416**	**$ 4,814,812**
WATER FUND:				
BEGINNING FUND BALANCE	**$ 24,360,097**	**$ 13,245,133**	**$ 15,949,480**	**$ 14,362,649**
REVENUES	6,455,582	5,177,020	5,033,063	5,215,061
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(14,866,200)	(8,414,471)	(6,619,894)	(9,629,190)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	(89,473)
ENDING FUND BALANCE	**$ 15,949,480**	**$ 10,007,682**	**$ 14,362,649**	**$ 9,859,047**
WASTE WATER FUND:				
BEGINNING FUND BALANCE	**$ 6,362,271**	**$ 6,867,711**	**$ 7,143,385**	**$ 8,145,906**
REVENUES	3,352,234	3,691,000	3,683,000	3,491,530
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(2,571,121)	(2,653,828)	(2,680,479)	(3,472,371)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	(64,806)
ENDING FUND BALANCE	**$ 7,143,385**	**$ 7,904,883**	**$ 8,145,906**	**$ 8,100,259**
REFUSE FUND:				
BEGINNING FUND BALANCE	**$ 255,570**	**$ 233,307**	**$ 256,059**	**$ 262,028**
REVENUES	623,357	667,750	667,412	684,914
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(602,868)	(640,899)	(641,443)	(661,625)
TRANSFERS-OUT TO OTHER FUNDS	(20,000)	(20,000)	(20,000)	(20,000)
ENDING FUND BALANCE	**$ 256,059**	**$ 240,158**	**$ 262,028**	**$ 265,317**
STORMWATER FUND:				
BEGINNING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ 83,703**
REVENUES	-	106,000	90,000	90,000
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	(106,000)	(6,297)	(89,466)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ -**	**$ -**	**$ 83,703**	**$ 84,237**

BUDGET - ALL FUNDS SUMMARY (continued)

	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
CAPITAL IMPROVEMENTS FUND:				
BEGINNING FUND BALANCE	**$ 5,024,966**	**$ 6,854,522**	**$ 6,975,140**	**$ 8,159,511**
REVENUES	533,124	1,169,250	1,090,056	873,853
TRANSFERS-IN FROM OTHER FUNDS	2,230,000	1,890,000	1,890,000	-
EXPENDITURES	(717,309)	(2,181,082)	(1,795,685)	(2,352,070)
TRANSFERS-OUT TO OTHER FUNDS	(95,641)	-	-	-
ENDING FUND BALANCE	**$ 6,975,140**	**$ 7,732,690**	**$ 8,159,511**	**$ 6,681,294**
SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND):				
BEGINNING FUND BALANCE	**$ 709,163**	**$ 1,040,953**	**$ 1,096,745**	**$ 1,436,872**
REVENUES	749,455	725,200	863,923	859,180
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(361,873)	(567,976)	(523,796)	(1,017,305)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ 1,096,745**	**$ 1,198,177**	**$ 1,436,872**	**$ 1,278,747**
CONSERVATION TRUST FUND:				
BEGINNING FUND BALANCE	**$ 75,692**	**$ 110,117**	**$ 112,040**	**$ 114,320**
REVENUES	36,348	32,300	38,070	36,120
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	(30,000)	(35,790)	(25,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ 112,040**	**$ 112,417**	**$ 114,320**	**$ 125,440**
OPEN SPACE PRESERVATION FUND:				
BEGINNING FUND BALANCE	**$ 325,989**	**$ 294,876**	**$ 359,736**	**$ 625,350**
REVENUES	113,900	93,580	200,250	195,903
TRANSFERS-IN FROM OTHER FUNDS	-	150,000	300,000	150,000
EXPENDITURES	(80,153)	(238,770)	(234,636)	(457,225)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	(15,855)
ENDING FUND BALANCE	**$ 359,735**	**$ 299,686**	**$ 625,350**	**$ 498,173**
DOWNTOWN DEVELOPMENT AUTHORITY FUND:				
BEGINNING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**
REVENUES	-	-	-	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	-	-	-
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**
PARKING FEE IN LIEU FUND:				
BEGINNING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**
REVENUES	-	-	-	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	-	-	-
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL - ALL FUNDS:				
BEGINNING FUND BALANCE	**$ 41,559,118**	**$ 32,699,317**	**$ 36,786,097**	**$ 38,143,755**
REVENUES	20,964,816	20,397,327	21,559,672	21,872,413
TRANSFERS-IN FROM OTHER FUNDS	2,345,641	2,060,000	2,210,000	340,134
EXPENDITURES	(25,737,839)	(23,027,176)	(20,202,014)	(28,308,843)
TRANSFERS-OUT TO OTHER FUNDS	(2,345,641)	(2,070,000)	(2,210,000)	(340,134)
ENDING FUND BALANCE	**$ 36,786,096**	**$ 30,059,468**	**$ 38,143,755**	**$ 31,707,324**

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GENERAL FUND SUMMARY

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR: TABOR RESERVE	**$ 190,500**	**$ 208,091**	**$ 211,500**	**$ 233,160**	**10%**	**$ 21,660**
NON-SPENDABLE: [1]	**223,825**	**219,000**	**204,677**	**219,000**	**7%**	**14,323**
UNASSIGNED FUND BALANCE:	**4,031,045**	**3,625,607**	**4,477,335**	**4,501,257**	**1%**	**23,921**
TOTAL FUND BALANCES (Beginning)	**$ 4,445,370**	**$ 4,052,698**	**$ 4,893,512**	**$ 4,953,416**	**1%**	**$ 59,904**
REVENUE						
Taxes	7,135,938	7,322,242	8,465,593	8,939,054	6%	473,461
Licenses and Permits	401,892	467,740	396,940	397,940	0%	1,000
Intergovernmental Revenue	698,102	574,045	675,355	717,433	6%	42,078
Charges for Services	190,980	233,100	228,000	232,000	2%	4,000
Fines & Forfeitures	75,493	94,000	89,310	95,425	7%	6,115
Misc. Revenues	598,411	44,100	38,700	44,000	14%	5,300
Transfers from Other Funds						
From Water	-	-	-	89,473	-	89,473
From Wastewater	-	-	-	64,806	-	64,806
From Refuse	20,000	20,000	20,000	20,000	0%	-
From Capital Improvements	95,641	-	-	-	-	-
From Open Space	-	-	-	15,855	-	15,855
TOTAL REVENUE	**$ 9,216,458**	**$ 8,755,227**	**$ 9,913,898**	**$ 10,615,986**	**7%**	**$ 702,088**
TOTAL SOURCES	**$ 13,661,828**	**$ 12,807,925**	**$ 14,807,410**	**$ 15,569,402**	**5%**	**$ 761,992**
EXPENDITURES						
Town Council	138,965	307,918	347,985	240,383	-31%	(107,602)
General Government	422,110	452,757	474,716	659,898	39%	185,182
General Administration	597,749	789,256	731,084	965,020	32%	233,936
Information Technology	-	-	-	725,913	-	725,913
Community Development	817,929	1,109,557	1,043,391	1,429,105	37%	385,714
Streets	1,518,842	1,610,074	1,341,358	1,807,948	35%	466,590
Engineering	206,710	294,525	248,753	341,317	37%	92,564
Buildings & Grounds	694,267	940,702	843,141	1,146,109	36%	302,968
Public Safety	1,872,276	2,174,667	2,130,787	2,705,097	27%	574,310
Municipal Court	68,576	83,586	81,046	81,180	0%	134
Information Center	30,620	50,794	42,442	47,910	13%	5,468
Marketing & Events	170,270	380,314	379,291	454,711	20%	75,420
TOTAL EXPENIDTURES	**$ 6,538,315**	**$ 8,194,150**	**$ 7,663,994**	**$ 10,604,591**	**38%**	**$ 2,940,597**
TRANSFERS TO OTHER FUNDS						
Transfer to Open Space Fund	-	150,000	300,000	150,000	-50%	(150,000)
Transfer to DDA Fund	-	-	-	-		
Transfer to Capital Improvements Fund	2,230,000	1,900,000	1,890,000	-	-100%	(1,890,000)
TOTAL TRANSFERS TO OTHER FUNDS	**$ 2,230,000**	**$ 2,050,000**	**$ 2,190,000**	**$ 150,000**	**-93%**	**$ (2,040,000)**
TOTAL EXPENDITURES & TRANSFERS	**$ 8,768,315**	**$ 10,244,150**	**$ 9,853,994**	**$ 10,754,591**	**9%**	**$ 900,597**
NET SOURCE (USE) OF FUNDS	**$ 448,142**	**$ (1,488,923)**	**$ 59,904**	**$ (138,605)**	-331%	**$ (198,509)**
FUND BALANCES (Ending):						
RESTRICTED FOR: TABOR RESERVE	**211,500**	**244,685**	**233,160**	**316,698**	**36%**	**83,538**
NON-SPENDABLE: [1]	**204,677**	**219,000**	**219,000**	**219,000**	**0%**	**-**
UNASSIGNED FUND BALANCE:	**4,477,335**	**2,100,091**	**4,501,257**	**4,279,114** [2]	**-5%**	**(222,143)**
TOTAL FUND BALANCES (Ending)	**$ 4,893,512**	**$ 2,563,775**	**$ 4,953,416**	**$ 4,814,812**	**-3%**	**$ (138,605)**

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 2022 budgeted unassigned fund balance is 40.35% of total expenditures not including transfers to other funds

Note:

GENERAL FUND
REVENUE SOURCES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
TAXES							
10-431-10	General Property Tax	$ 335,665	$ 353,142	$ 353,142	$ 385,512	9%	$ 32,370
10-431-20	Specific Ownership Tax	16,701	16,500	20,000	20,000	0%	$ -
10-431-30/31	Sales Tax	6,457,304	6,658,000	7,691,851	8,117,242	6%	425,391
10-431-44	Severance Tax	516	350	350	350	0%	-
10-431-45	Federal Mineral Tax	261	250	250	250	0%	-
10-431-50	Franchise Tax	223,192	210,000	210,000	220,000	5%	10,000
10-431-60	Marketing Lodging Tax	102,298	84,000	190,000	195,700	3%	5,700
	TOTAL TAXES	**$ 7,135,938**	**$ 7,322,242**	**$ 8,465,593**	**$ 8,939,054**	**6%**	**$ 473,461**
LICENSES & PERMITS							
10-432-10	Business Licenses	$ 30,880	$ 32,000	$ 43,000	$ 44,000	2%	$ 1,000
10-432-12	Liquor Licenses	5,250	4,800	4,800	4,800	0%	-
10-432-13	Marijuana Licenses	10,750	4,000	6,000	6,000	0%	-
10-432-15	Marketing Fee	6,000	5,240	5,240	5,240	0%	-
10-432-20	Building Permits	306,195	384,000	300,000	300,000	0%	-
10-432-27	Electrical Permits	33,667	34,000	30,000	30,000	0%	-
10-432-30	Road Cut Permits	8,050	2,800	7,000	7,000	0%	-
10-432-35	Sign Permits	1,000	650	650	650	0%	-
10-432-40	Special Event Permits	100	250	250	250	0%	-
	TOTAL LICENSES & PERMITS	**$ 401,892**	**$ 467,740**	**$ 396,940**	**$ 397,940**	**0%**	**$ 1,000**
INTERGOVERNMENTAL REVENUE							
10-433-20	Motor Vehicle License Fee	$ 32,391	$ 31,000	$ 31,000	$ 31,000	0%	-
10-433-30	Highway Users Tax	221,263	223,545	234,355	258,459	10%	24,104
10-433-40	Cigarette Tax	6,283	-	-	-	-	-
10-433-60	Road & Bridge Tax	100,648	98,000	100,000	100,000	0%	-
10-433-70	County Sales Tax	189,790	196,500	218,000	231,000	6%	13,000
10-433-75	Grants	147,726	25,000	92,000	45,000	-51%	(47,000)
10-433-85	Intergovernmental Contributions	-	-	-	51,974	-	51,974
	TOTAL INTERGOVERNMENTAL REVENUES	**$ 698,102**	**$ 574,045**	**$ 675,355**	**$ 717,433**	**6%**	**$ 42,078**
CHARGES FOR SERVICES							
10-434-10	Planning & Zoning Fees	$ 17,500	$ 26,000	$ 23,000	$ 23,000	0%	$ -
10-434-20	Planning & Zoning Reimbursable	166,891	159,000	159,000	159,000	0%	-
10-434-25	Facility Usage Fees	6,589	16,100	40,000	40,000	0%	-
10-434-26	Facility Usage Deposits	-	-	-	-	-	-
10-434-30	Sponsorship & Event Fees	-	32,000	6,000	10,000	67%	4,000
	TOTAL CHARGES FOR SERVICES	**$ 190,980**	**$ 233,100**	**$ 228,000**	**$ 232,000**	**2%**	**$ 4,000**
FINES & FORFEITURES							
10-435-10	Fines & Forfeits	$ 41,421	$ 41,500	$ 37,000	$ 40,000	8%	$ 3,000
10-435-15	Police Surcharge	4,466	3,000	5,000	5,000	0%	-
10-435-20	Police Miscellaneous	2,139	1,500	5,000	3,500	-30%	(1,500)
10-435-25	Police Grants	20,156	19,000	9,310	7,925	-15%	(1,385)
10-435-30	Special Duty Reimbursable	7,312	29,000	33,000	39,000	18%	6,000
	TOTAL FINES & FORFEITS	**$ 75,493**	**$ 94,000**	**$ 89,310**	**$ 95,425**	**7%**	**$ 6,115**

GENERAL FUND
REVENUE SOURCES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
MISCELLANEOUS REVENUE							
10-436-10	General Interest	$ 40,058	$ 13,500	$ 3,700	$ 9,000	143%	$ 5,300
10-436-17	Penalty & Interest	2,333	-	-	-	-	-
10-436-30	Contributions & Donations	10,166	-	-	-	-	-
10-436-40	Information Center Sales	7,075	-	-	-	-	-
10-436-42	Information Center Donations	45	-	-	-	-	-
10-436-45	Information Center Sales Tax	681	-	-	-	-	-
10-436-50	Rental Income	19,427	15,600	20,000	20,000	0%	-
10-436-70	Other Miscellaneous Revenue	19,893	15,000	15,000	15,000	0%	-
10-436-72	Sale of Fixed Assets	37,976	-	-	-	-	-
10-436-75	Service Charge	50	-	-	-	-	-
10-436-78	Insurance Proceeds	82,826	-	-	-	-	-
10-436-80	Reimbursable Revenue - Other	2,115	-	-	-	-	-
10-436-94	Impact Fees Administration Fees	766	-	-	-	-	-
10-436-95	Fee in Lieu - LERP	375,000	-	-	-	-	-
	TOTAL MISCELLANEOUS REVENUE	**$ 598,411**	**$ 44,100**	**$ 38,700**	**$ 44,000**	**14%**	**$ 5,300**
TRANSFERS FROM OTHER FUNDS							
10-437-20	Water - Computer Support	$ -	$ -	$ -	$ 89,473	-	$ 89,473
10-437-30	Wastewater - Computer Support	-	-	-	64,806	-	64,806
10-437-40	General Admin. Refuse	$ 20,000	$ 20,000	$ 20,000	$ 20,000	0%	-
10-437-31	Capital Improvements	95,641	-	-	-	-	-
10-437-80	Open Space - Computer Support	-	-	-	15,855	-	15,855
	TOTAL TRANSFERS FROM OTHER FUNDS	**$ 115,641**	**$ 20,000**	**$ 20,000**	**$ 174,279**	**771%**	**$ 154,279**
	TOTAL GENERAL FUND REVENUES	**$ 9,216,458**	**$ 8,755,227**	**$ 9,913,898**	**$ 10,600,131**	**7%**	**$ 686,233**

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Town Council Department

DESCRIPTION

The Town of Eagle is a Home Rule community governed by the Town Charter. The Town Council serves as its governing body. In this role, the Town Council sets policy and appoints the Town officers, including the Town Manager, Town Attorney, and Municipal Court Judge. The Town Council consists of the Mayor, Mayor Pro-Tem, and five Council Members. The Mayor is the political head of the Town government and together with the Town Council, supervises appointed officers of the Town. The Mayor also presides at all meetings of the Town Council.

2021 ACCOMPLISHMENTS

- New and improved new council members orientation
- Implementation of monthly policy work sessions
- Approved major technology upgrades to the Town Council Chambers
- Supported regional effort to curb tobacco use of young people under the age of 21
- Established a Downtown Development Authority (DDA) $27 million bond
- Adopted the East Eagle Sub-Area Plan and amended the West Eagle Plan
- Completed the Open Space and Trails Master Plan
- Completed the construction of the Lower Basin Water Treatment Plant (LBWTP).
- Complete the rate and tap fee study and finalize rates for the Wastewater Fund.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Complete the net-zero sustainability strategy.
- Onboard new council members and participate complete an update to the strategic plan.
- Continue to support staff and all the work that they do.
- Participate in long-range planning efforts for the Town of Eagle.

2022 HIGHLIGHTS

The Town has accomplished major projects over the last few years. The Town completed the $28 million Lower Basin Water Treatment Plan that will provide water to the community for many years to come. The Town Council prioritized the Grand Avenue Corridor Plan that will create a vision for the western gateway of the Town of Eagle. Home Rule continues to be a successful initiative and has provided a lot of flexibility in the way that Town governs. This document will help provide a governing framework and assist with the onboarding of new council members in the future.

FUND: GENERAL
DEPT: TOWN COUNCIL

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 36,638	$ 42,680	$ 42,848	$ 49,315	15%	$ 6,467
SUPPLIES	229	200	200	-	-100%	(200)
CHARGES FOR SERVICES	17,946	29,798	39,100	16,250	-58%	(22,850)
DISCRETIONARY FUNDING	83,920	235,000	265,113	174,000	-34%	(91,113)
FIXED CHARGES	233	240	724	818	13%	94
TOTAL EXPENDITURES	**$ 138,965**	**$ 307,918**	**$ 347,985**	**$ 240,383**	**-31%**	**$(107,602)**

General Government Department

Town Manager

DESCRIPTION

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

2021 ACCOMPLISHMENTS

- Implemented a successful COVID-19 operation plan in response to the global pandemic.
- Created work from home policies so that employees could safely operate virtually.
- Completed a Downtown Development Authority workplan and successfully executed a $27 million bond election for improvements in the district.
- Supported the Town Council through a difficult transition after the passing of Andy Jessen and Adam Palmer.
- Established a net-zero sustainability goal for the Town of Eagle.
- Completed the construction of Project THOR to bring municipal broadband to the community.
- Hired a new Director of Public Works and Special Events Manager.
- Complete the West Eagle Area Plan amendment to provide attainable housing and partner with Eagle County to solicit a development partner.
- Complete the Red Development Sub-Area Plan to create a vision for the property to inform the re-write of the development code.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Facilitate the Grand Avenue Corridor Plan to create the vision for the western gateway of Eagle.
- Implement municipal broadband and partner with ISPs to increase high-speed internet options.
- Complete CU Assessment and Economic Development strategy.
- Construct the public art mural along Eby Creek Road.
- Build staffing capacity and establish a marketing and communications and economic development programs.

2022 HIGHLIGHTS

In 2022, the administration is focused on process improvements that include the implementation of broadband, automation of back-office systems, and policy development. There are a few major projects that the Town will complete this year like the Grand Avenue Corridor Plan and economic development plans. The Town will still need to address COVID-19 public health orders which will put pressures on the organization and the community that wouldn't exist. In 2022, the administration's economic development strategies will focus on recovery and support for the local economy.

FUND: GENERAL
DEPT: GENERAL GOVERNMENT

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 176,796	$ 249,190	$ 244,083	$ 286,415	17%	$ 42,332
SUPPLIES	17,445	4,800	4,800	800	-83%	(4,000)
CHARGES FOR SERVICES	209,327	179,668	206,734	351,101	70%	144,367
FIXED CHARGES	18,542	19,099	19,099	21,582	13%	2,483
TOTAL EXPENDITURES	**$ 422,110**	**$ 452,757**	**$ 474,716**	**$ 659,898**	**39%**	**$185,182**

Administration Department
Finance

DESCRIPTION

The Finance Department supports the Town of Eagle citizens, Town Council, and staff by providing accurate and timely information and transaction processing. The Department is responsible for all accounting functions including cash receipting, utility billing, and other accounts receivables, processing and distribution of funds for accounts payable and payroll, budget preparation and monitoring, debt administration, cash management, fixed asset recording, financial record keeping and reporting, financial planning, and risk management.

2021 ACCOMPLISHMENTS

- Received an unqualified audit report for the Town's 2020 Fiscal Year Audit
- Coordinated gathering of information for 2022 budget document.
- Implemented an activity code system for all Town Capital Improvement purchases.
- Ongoing processing of accounts payable, payroll, utility billing, collections and cash receipts, reconciliation of bank accounts, invoicing, and fixed asset recording.
- Financial administration of bonds and loans issued for the Water Fund, Wastewater Fund and Sales Tax Capital Improvement Fund.
- Continued development of Town of Eagle Financial Policies and Procedures manual including, fixed asset management policy and purchasing policy.
- Implemented retirement plan change from Edward Jones and ICMA-RC to Colorado Retirement Association through our payroll process.
- Implemented CEBT health insurance plan, including the Town's first high deductible health plan (HDHP) and health savings accounts (HSA) through payroll. Town went from one option to three options to provide increased options/benefits to our employees.
- Successful administration of Council's requested "Eagle Bucks Program".
- Worked with all departments to provide guidance and training for the Town's invoicing system, to ensure that we are reconciling to the general ledger and no departments are creating invoices outside of the Town's Wave invoicing system.
- Modified the Employee Home Ownership program to hopefully increase utilization of the funds.
- Finance staff completed process documentation/notifications for Real Estate Transfer Assessments (RETA) to have a process in place prior to collections.
- Implemented and trained staff on CivicRec software for facility rental and Event Permitting process, which will be rolled out for the beginning of 2022.
- Implemented and trained staff on MuniRevs software for Short Term Rental Licenses and collection of corresponding lodging tax which will be rolled out in December to begin licensing/collections starting January 2022.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Provide accurate, concise, and quarterly reporting of the Town's financial condition and budget comparisons to the Council and department heads to facilitate good oversight, management and ensure the fiscal stability of the Town.
- Monitor revenue sources and trends to react quickly and appropriately during economic changes.
- Identify and implement process improvements.
- Review tobacco tax collection process currently through Eagle County IGA and assess whether to bring collections directly through the Town of Eagle.
- Continued development of policies and procedures that protect the Town and ensure compliance.
- Implement Caselle's electronic Accounts Payable Software, through Caselle Connect, for Staff's

invoice approval processes and electronic document storage.

- Continue to increase enrollment in online billing and payment for utility customers.
- Work with Mangers and Departments to Implement the Asset Management Policy and Procedures to ensure fixed asset information is up to date and recorded in a timely manner.
- Work with Town Manager and Council to assist with any implementation of Broadband that the Council would like to move forward with
- Implement Downtown Development Authority debt service fund.
- Implement new IT department within the general fund.

2022 HIGHLIGHTS

- In 2022, finance will be focused on process improvements and policy development that include accounts payable, payroll, fixed assets, and IT.
- Recruit and train new administrative position. This new position will allow for a further separation of duties in the department, create efficiencies in the accounts payable process, and allow for more in-depth financial planning, analysis, and policy creation.

Administration Department
Town Clerk

DEPARTMENT/FUND DESCRIPTION

The Town Clerk prepares agenda materials, packets and minutes for Town Council meetings, attends meetings, keeps accurate record of all official acts, manages liquor, marijuana, tobacco, public right of way/temporary licenses and business licenses, including special event permits, designated election official for regular municipal and special elections, coordinates records management functions, is the custodian of the seal and affixes to documents as the law or the Town Council requires, manages content and updates of website and social media, serves as the Municipal Court Supervisor and attends all court dates, coordinates the updates to our Municipal Code and responds to Open Records Requests.

2021 ACCOMPLISHMENTS

- November General Election for four councilmembers and DDA debt authorization (TABOR).
- Assist bars and restaurants with State Liquor Law changes due to public health orders.
- Updated code to allow for administrative approval of marijuana renewals.
- Updated code to allow for outdoor festival permits and communal outdoor dining areas to support local bars and restaurants.
- Updated business license software to Caselle. Transition to be complete for 2022 licensing.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Continue to bring Town of Eagle into current practices with similar towns by prioritizing information technology as an efficient tool to ensure staff is productive.
- Continue to report and track online sales and provide quarterly sales tax receipts for transparency and for the benefit of the organization and public.

2022 HIGHLIGHTS

- Complete transition to Caselle for management of Business Licenses.
- Work with IT Manager on council room and town-wide IT improvements.

Administration Department
Human Resources

DESCRIPTION

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

2021 ACCOMPLISHMENTS

- Continuous evaluation of pay plan, provided 2022 compensation recommendations, researched market data and analyzed existing practices.
- Heavy recruitment year resulted in 25 total openings, in comparison to 18 openings in 2020.
- 9 full time new hires, 1 part time new hire, 7 seasonal positions including 4 seasonal rehires:
    - IT Manager
    - Code Enforcement Specialist
    - Administrative Technician II – Community Development
    - Permit Technician
    - Utility Manager
    - Public Works Operations Manager
    - Police Officers – 3
    - Information Center Host - Part time
    - Open Space Trails Technician - Seasonal Rehire
    - Building and Grounds Maintenance Worker Seasonal - 4 New hires, 3 rehires
        - Pending open positions: Special Events Manager, Assistant Town Manager, Mechanic, Engineer I or II
- Updated employee policies for Tuition Reimbursement, Worker's Compensation, HFWA leave, Family Medical Leave of Absence and ADA Accommodation procedures.
- Managing 14 General Liability Claims and 7 Work comp Claims.
- Orchestrated health insurance renewal and premium cost share analysis for 2022 in preparation for open enrollment in November 2021.
- Wellness – Annual Onsite biometric testing and flu shots organized for November 2021.
- Attended Work Force Planning training to assist the town with development of a 5-year staffing plan.
- Planned All Employee Meeting & Training, recognized Employee of the Year for 2020 and 2021.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Recommended Market Adjustments to better compete with regional competitive set.
- Focused on improving Standard Operating procedures for employee policies.
- Coordinate with Accounting to research and demo automated time-keeping and HRIS technology systems.

FUND: GENERAL
DEPT: GENERAL ADMINISTRATION

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 392,398	$ 525,384	$ 469,662	$ 653,160	39%	$ 183,498
SUPPLIES	6,552	16,500	16,098	10,863	-33%	(5,235)
CHARGES FOR SERVICES	195,677	233,805	231,500	285,419	23%	53,919
FIXED CHARGES	3,123	13,567	13,824	15,578	13%	1,754
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 597,749**	**$ 789,256**	**$ 731,084**	**$ 965,020**	**32%**	**$ 233,936**

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Information Technology Department

DESCRIPTION

The Information Technology Department supports all Town of Eagle departments and is responsible for the installation, operating, and maintenance of the Town's computer, communications, and digital systems. Guidance and support are provided to all departments to maximize the use and benefits of all systems.

2021 ACCOMPLISHMENTS

- Created department and budget for 2022 Budget

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Connect all Town office locations
- Standardize employee workstations
- Redirect efforts toward preventative vs reactive technology support

2022 HIGHLIGHTS

- Updating all building networks to match acceptable industry standards of connectivity and security
- Standardizing office hardware for ease of maintenance and to align with a sustainable support model
- Upgrading and reconfiguring software suites to align with user needs
- Provide frequent end user training to maximize the Town's investment in technology systems
- Restructuring helpdesk to focus on preventative maintenance

FUND: GENERAL
DEPT: INFORMATION TECHNOLOGY

SUMMARY OF EXPENDITURES	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ -	$ -	$ -	$ 108,820	-	$ 108,820
SUPPLIES	-	-	-	83,000	-	83,000
CHARGES FOR SERVICES	-	-	-	534,093	-	534,093
FIXED CHARGES	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 725,913**	**-**	**$725,913**

Community Development Department

The Community Development Department is comprised of the Town's Planning & Zoning, Building, and Code Enforcement divisions. The Code Enforcement duties may involve enforcing regulations from other Town of Eagle departments. Staff includes the following members:

- Chad Phillips, A.I.C.P., Director/Town Planner
- Charlie Davis, Building Official
- Jessica Lake, Planner I
- Peyton Heitzman, Planner I
- Jackie VanEyll, Permit Tech
- Nikki Davis, Administrative Tech II
- Vacant Position, Code Enforcement Specialist

The Community Development Department is responsible for maintaining and enhancing the quality of life for Town of Eagle residents through proper land use management. This includes both short and long-range planning as well as construction review and permits administration. Our department's work is governed by various guiding documents including the Town's Land Use and Development Code (LUDC), the International Building Code (IBC), the Elevate Eagle Comprehensive Plan, and the Town of Eagle Strategic Plan. The team's fundamental responsibilities include but are not limited to the review and processing of land use applications and building permits; small area planning efforts and special studies; revisions to and enforcement of the Land Use and Development Code and Community Plans; and community engagement. Additionally, the department provides support to the Town Council, Planning & Zoning Commission, Town Manager, and Public Works.

2021 ACCOMPLISHMENTS

Planning Department

- HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program
    - The Town was awarded a $45,000 grant from the Department of Local Affairs (DOLA) to 1) conduct a Housing Assessment and 2) modify the LUDC update to include a component that analyzes land use regulations that limit/support attainable housing in the Town and additional public outreach that focuses on existing and proposed regulations.
- Elected to join the Selection Committee tasked with identifying and contracting a consultant team to lead a comprehensive LUDC update.
- Long-range planning initiatives, completed or underway:
    - Adopted the newly created *East Eagle Sub Area Plan (EESAP)* on November 9, 2021.
    - Adopted amendments to the *Elevate Eagle Comprehensive Plan* with a focus on the Future Land Use Map and Land Use Designations.
    - Adopted amendments to the *West Eagle Sub Area Plan* with a focus on the Future Land Use Map and Land Use Designations.
    - Underway with updates to two sections of the LUDC:
        - Parking Fee in-lieu program
        - Accessory apartments in single family homes
    - Underway with a comprehensive update to the LUDC, partnering with Clarion Associates. The new code is due for adoption in early 2023.
    - Successfully completed Phases I and II of the Grand Avenue Corridor Plan, centered on Discovery & Visioning followed by Conceptual Design. Notable public and/or stakeholder engagement initiatives accomplished to date include virtual walking tours & audits, (4) stakeholder meetings, a design charette, and a progress meeting that showcased conceptual direction for the plan.
    - Approval of Haymeadow 2nd PUD Amendment
        - Secured 30% deed restricted units reserved for Town of Eagle residents in

Neighborhood A1, with vertical construction to commence no later than 12 months after approval. Approval was obtained on November 9, 2021.
    - Secured 30 Resident Occupied deed restricted units within Haymeadow over and above the existing Local Employee Residency Program (LERP) requirements.
- Successfully launched a new mobile vending permit program that promotes small business and contributes to economic development.
- Reviewed approximately (17) code enforcement cases (as of November 2021).
- Reviewed and processed over (25) land use applications (as of November 2021).
- Continuously enhancing Community Core, the department's permit tracking software, that builds functions useful to archiving planning files.
- Recruited, hired, and onboarded a new Administrative Technician II and Code Enforcement Specialist.

Building Department

- Continuously enhancing Community Core to streamline the building permit process, including integrating permit applications for customer use on this platform.
- Ongoing quarterly distribution of the *Construction Trades Information Exchange* (CTIX) newsletter, successfully reaching over 500 members of the local building & construction sector.
- Recruited, hired, and onboarded a new Permit Technician and cross-trained Administrative Tech II to cover front desk duties.
- Continued partnership with Town of Gypsum for electrical inspections and electrical plan review.
- Engaged third party plan review consultant to decrease process time and maintain a high level of customer service.
- Oversight and inspection of major construction projects:
    - *Broadway Station*: Mixed Use / Multi Family. A minor development project in the heart of Downtown Eagle. This project is the first large-scale development to revitalize Downtown Eagle in over a decade and provides 22 studio apartments above ground floor commercial.
    - *Talon Flats:* Mixed Use / Multi Family. A minor development project in Eagle Ranch providing 20 one- and two-bedroom rental apartments above ground floor commercial.
- Reviewed, permitted, and administered 134 permits (as of November 2021):
    - 19 - Commercial
    - 17 - Single-Family
    - 0 - Multi-Family
    - 29 - Residential Remodel/Addition/Basement Finish/Other
- Conducted 1,112 Inspections (as of November 2021).

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Comprehensive Plan Updates and Land Use and Development Code Update. *(Major Objectives 1, 5, 8, 10 and 11)*
- Internal Process and Review and Improvement - continue improvements of coordinated plan review and permitting process between all departments. *(Major Objectives 5, 10, 11 and 13)*
- Integrate essential technologies into the planning and building department functions including GIS, Community Core, and other platforms to improve efficiencies and support data driven decision making. *(Major Objectives 10, 11 and 13)*

2022 HIGHLIGHTS

- The Town will commission a Comprehensive Affordable Housing Assessment utilizing grant funds awarded through HB21-1271. The Assessment is due for completion by June 2022.
- Robust and creative public engagement opportunities will be activated to help inform and influence the LUDC update project, especially land use policies supporting affordable housing.
- Expand the Community Development team by hiring a Plans Review Examiner and a Planner III and additional consultant support.

FUND:GENERAL
DEPT: COMMUNITY DEVELOPMENT

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 482,810	$ 711,894	$ 652,420	$ 928,761	42%	$ 276,341
SUPPLIES	9,955	11,200	11,200	6,800	-39%	(4,400)
CHARGES FOR SERVICES	323,380	384,625	377,307	490,760	30%	113,453
FIXED CHARGES	1,784	1,838	2,464	2,784	13%	320
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 817,929**	**$ 1,109,557**	**$ 1,043,391**	**$ 1,429,105**	**37%**	**$ 385,714**

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Streets Department

DESCRIPTION

The Streets Department maintains the Town's Street infrastructure; this includes pavement, markings, the associated drainage systems, signage, sidewalks, curbs, lighting, trees, and landscaping. Work is generally structured around summer maintenance of the built infrastructure and winter snow removal maintenance. In addition, the Streets Department often assists other Public Works Departments with their day-to-day work as well.

2021 ACCOMPLISHMENTS

- Created and filled a Streets Supervisor position to lead the team.
- Acquisition of a new heavy snowplow truck.
- Began the practice of creating and utilizing near-term work plans to better schedule and organize the accomplishment of maintenance work.
- Utilized the rental of a new type of material placement machine to dramatically speed up road shoulder maintenance.
- Executed a contract to repair the stone veneer planter walls on Broadway.
- Began repairing planter wall lights on Broadway by converting the lighting fixtures to utilize LED bulbs.
- Utilized sub-contractor services for traffic control operations thereby allowing Streets staff to increase the volume of work accomplished.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Fill one additional Streets Maintenance Worker position which will allow the team to perform more work and better accommodate staff absences that arise due to vacations and illnesses.
- Complete necessary pavement maintenance projects identified in the Town's pavement maintenance study and through observation and citizen comments.
- Begin to develop a long-term sidewalk maintenance plan that coordinates sidewalk replacements with street tree replacements.
- Acquire a new street sweeper that will allow the team to perform street clean-up more consistently.
- Upgrade the Market Street and remaining Broadway lighting to LED technology.
- Complete preliminary design of traffic calming and pedestrian improvements along Sylvan Lake Road.

2022 HIGHLIGHTS

- Addition of one staff person
- Acquisition of new street sweeper
- Preliminary design of traffic calming/pedestrian improvements along Sylvan Lake Road

FUND: GENERAL
DEPT: STREETS

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 487,167	$ 564,856	$ 536,400	$ 641,569	20%	$ 105,169
SUPPLIES	144,291	163,570	156,970	165,870	6%	8,900
CHARGES FOR SERVICES	863,856	869,972	633,352	983,970	55%	350,618
FIXED CHARGES	23,529	11,676	14,636	16,539	13%	1,903
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 1,518,842**	**$ 1,610,074**	**$ 1,341,358**	**$ 1,807,948**	**35%**	**$ 466,590**

Engineering Department

DESCRIPTION

The Engineering Department is responsible for assisting the Public Works Division with development reviews, capital project delivery, and the management of right-of-way construction permits. In addition, Engineering responds to public inquiries regarding road signage and markings, drainage, traffic operations, etc.

2021 ACCOMPLISHMENTS

- Continued management of right-of-way permits associated with the Comcast installation.
- Management of the THOR fiberoptic installation between the Eagle County Government building and Town Hall.
- Construction administration of the THOR Meet-Me-Center project.
- Significant participation and assistance with the Grand Avenue Corridor Project.
- Significant participation and assistance in the development of the parking fee-in-lieu program.
- Assisted Community Development with the review of a larger number of development and building permit applications, including a significant grading permit for the Reserve at Hockett Gulch.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Continued administration and completion of the Comcast right-of-way permits.
- Design and construction of the Eby Creek Road art wall and landscape project.
- Design and grant application preparation for the Brush Creek Park playground project.
- Assist with the construction administration of the bulk water sale station project.
- Filling of the staff engineer position vacancy.

FUND:GENERAL
DEPT: ENGINEERING

SUMMARY OF EXPENDITURES	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 158,642	$ 234,605	$ 211,921	$ 307,456	45%	$ 95,535
SUPPLIES	6,643	17,020	11,420	12,200	7%	780
CHARGES FOR SERVICES	40,019	41,451	23,411	19,400	-17%	(4,011)
FIXED CHARGES	1,407	1,449	2,001	2,261	13%	260
TOTAL EXPENDITURES	**$ 206,710**	**$ 294,525**	**$ 248,753**	**$ 341,317**	**37%**	**$ 92,564**

Buildings & Grounds Department

DESCRIPTION

The Buildings & Grounds department maintains all the Town owned buildings, public restrooms, parks, playgrounds, and much of the formal landscaping within Town rights-of-way. This work includes daily maintenance of five public restrooms, weekly mowing of many parks, customer service for the Brush Creek Pavilion, and support of multiple special events. Wintertime work includes snow removal for many recreation paths, sidewalks, and parking lots. The Buildings & Grounds department also inspects and monitors the safe condition of all town owned facilities.

2021 ACCOMPLISHMENTS

- Converted much of the Town's holiday lighting to LED technology.
- Installed additional rubber cushion safety surfacing at the Town Park.
- Worked with the Town Park ice rink enthusiasts to install a new water line and heater that will allow for more efficient maintenance of the outdoor ice rink.
- Replaced the River Park beach area sand with a much softer sand that provides a more authentic beach experience for users.
- Applied magnesium chloride to the River Park gravel parking lot in order to reduce dust and surface degradation.
- Completed replacement of a second HVAC roof top unit at the Town Hall.
- Successfully filled our summer seasonal positions.
- Improved the maintenance and appearance of the Eby Creek Road right-of-way landscaping.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Fill one additional B&G Maintenance Worker position which will allow the team to perform more work and better accommodate staff absences that arise due to vacations and illnesses.
- Complete the design and request for proposal for upgrades to the Brush Creek Park playground.
- Solicit and establish multi-year service agreements for landscaping, cleaning, etc.
- Complete a building maintenance assessment and plan that will guide the long-term maintenance of the Town's facilities.
- Complete a Facility Master Plan for the Town's Public Works facility that will guide the long-term buildout of the site.

2022 Highlights

- Addition of new staff person.
- Completion of studies and master plans that will guide the long-term maintenance, preservation, and expansion of Town facilities.

FUND: GENERAL
DEPT: BUILDING & GROUNDS

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 373,339	$ 455,288	$ 433,798	$ 606,352	40%	$ 172,554
SUPPLIES	67,689	112,849	101,172	123,072	22%	21,900
CHARGES FOR SERVICES	204,808	310,648	245,054	365,211	49%	120,157
FIXED CHARGES	44,045	44,352	45,552	51,474	13%	5,922
CAPITAL OUTLAY	4,386	17,565	17,565	-	-100%	(17,565)
TOTAL EXPENDITURES	**$ 694,267**	**$ 940,702**	**$ 843,141**	**$ 1,146,109**	**36%**	**302,968**

Public Safety

DESCRIPTION

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

2021 ACCOMPLISHMENTS

- Your Eagle Police Department became professionally accredited!
- Maintained safe, effective, and efficient services.
- Outstanding Service Award and Employee of the Year: Operations Sergeant C. Buhlman.
- Eagle County Public Safety Appreciation Awards; Distinguished Service: Chief J. Staufer.
- Eagle Police Department Lifesaving Award: Officer C. Stahl.
- Recruited two experienced officers to join our team.
- Continued Partnerships with community stakeholders and professional entities.
- Furthered education, enhancement of partnerships, community development and collaboration through special patrol activities, school-based patrol liaison approaches, targeted community initiatives and youth engagement.
- Updated our citizen review committee with operational reports.
- Fiscal responsibility – continued to utilize financial resources efficiently.
- Received over $6,000 in scholarships for the 2020/2021 fiscal cycle.
- Maintained consistency with Colorado P.O.S.T. standards.
- Implemented new software and maintenance design to maintain pace with technology and networking.
- Members worked diligently to cover calls for service, while concentrating on additional investigations and patrol activities.

2022 GOALS/STRATEGIC PLAN ALIGNMENT:

- Initial process for review and conceptual design of an updated shared facility with public works.
- Recruitment, training, and deployment of members joining our amazing team (new school resource officer assignment, detective position, and administrative technician).
- Align Department with new and upcoming mandated standards with sufficient time to test, train and implement standards/process prior to standing execution dates.
- Focus on retention of police professionals by aligning wages consistent with years of service, duties, and assignments comparable to other neighboring law enforcement entities and provide for competitive market adjustments.
- Focus on strategies to provide for enhanced levels of proficiency, safety, and service.
- Continue to assess policy and delivery of services within the confines of current staffing levels; procure staff and equipment necessary to enhance officer safety and community objectives; maintain crucial service requirements and further progress with department goals; ensure best-practice standards are consistently achieved and aligned with our strategic plan, Department & Community priorities and professional mandates.
- Continue to invest in training, grants, technology, and development of in-house instructors.

2022 HIGHLIGHTS

- Increased efficiency and alignment with current community growth with fulfillment of necessary assignments and support positions.
- Limited grant opportunities, reduced academy scholarship and limited training grant funding in 2022 will have an impact on public safety. Deficiencies will need to be covered via operating costs.

FUND:GENERAL
DEPT:PUBLIC SAFETY

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 1,410,027	$ 1,672,983	$ 1,616,021	$ 2,158,703	34%	$ 542,682
SUPPLIES	68,692	77,424	78,638	102,051	30%	23,413
CHARGES FOR SERVICES	362,867	391,680	396,128	399,143	1%	3,015
FIXED CHARGES	30,690	32,580	40,000	45,200	13%	5,200
TOTAL EXPENDITURES	**$ 1,872,276**	**$ 2,174,667**	**$ 2,130,787**	**$ 2,705,097**	**27%**	**$ 574,310**

Municipal Court

DEPARTMENT/FUND DESCRIPTION

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

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

2021 ACCOMPLISHMENTS

- Completed transition of court software to Caselle.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Continue to seek additional alternative sentencing and restorative justice options instead of fines. Currently have liaison with Mountain Youth for juveniles.
- Continue the process to move toward a paperless municipal court system, making progress on state reporting.
- Collaborate with Eagle County Animal Control to update our code to be compatible with other towns in Eagle County. This will ensure consistency of animal control measures with the intent to increase compliance.
- Automation of DMV reporting of traffic violation points for efficiency and accuracy.

2022 HIGHLIGHTS

- Automation of document filing with the state.
- Improve animal control violation tracking with new forms.

FUND:GENERAL
DEPT: MUNICIPAL COURT

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 37,508	$ 42,171	$ 38,626	$ 43,915	14%	$ 5,289
SUPPLIES	82	1,200	1,200	1,200	0%	-
CHARGES FOR SERVICES	30,839	40,063	41,068	35,893	-13%	(5,175)
FIXED CHARGES	148	152	152	172	13%	20
TOTAL EXPENDITURES	**$ 68,576**	**$ 83,586**	**$ 81,046**	**$ 81,180**	**0%**	**$ 134**

Town of Eagle – Information Center Department

DESCRIPTION

The Town of Eagle Information Center and adjacent historical museum serves to draw traffic from I-70 into Eagle to increase the awareness of Eagle amenities and increase sales of goods and services for all of Eagle. The Information Center also provides critical travel and road conditions information to travelers, and general knowledge to hikers, bikers, and campers. The Information Center, museum and Chambers Park sites are included in the design of the Riverfront Park.

2021 ACCOMPLISHMENTS

- We continued to focus on being solely a welcome and information center representing the Town of Eagle and its surrounding areas.
- We continued to operate in the pandemic and to serve our traveling guests with a sense of welcome and valuable information.
- Staff focused on referring guests to local businesses, restaurants and local amenities and features such as our Downtown area, world class biking/hiking trails and our River Park. Our hosts also informed guests of our current and upcoming specials events.
- The number of visitors to the Information Center were greatly increased as people began to travel more and stop by on their travels. The Information Center continues to provide a much-needed service to the traveling public and promoting Eagle and our local businesses.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- To help create and execute a vibrant, engaging, and hospitable information center that serves the interests of our local community and guests. To continue to contribute to the economic vitality of our town. Always keeping in mind, the health and safety of our community, guests, and staff – and the protection of our environment.

2022 HIGHLIGHTS

- Informed our guests of what our town has to offer them. Made referrals to local businesses. Worked to contribute to the economic vitality of the Town of Eagle.
- Clearly focus on the welcome and informational mission of the Info Center with our staff.
- To offer a pleasant place for the traveling public to stop and get information, appropriate maps and brochures and provide orientation to Town of Eagle.
- To look for ways to increase visitor referrals to local businesses and amenities.
- Depending how the pandemic plays out in the coming year, we hope to develop the Info Center into a more comprehensive welcome and information center with displays honoring our historical legacy, offer information on our natural surroundings and working to increase referrals to Eagle businesses. We will strive serving as an example our genuine hospitality that is a direct reflection of the Eagle community culture.
- To find ways to work with local businesses to help them promote and grow their businesses.
- Update all info systems to online access for our staff and guests.
- Work to support the Marketing & Events initiatives and events occurring in town.

FUND: GENERAL
DEPT: INFORMATION CENTER

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 23,729	$ 35,633	$ 34,497	$ 37,594	9%	$ 3,097
SUPPLIES	1,214	9,350	2,100	9,450	350%	7,350
CHARGES FOR SERVICES	5,610	5,742	5,742	750	-87%	(4,992)
FIXED CHARGES	67	69	103	116	13%	13
TOTAL EXPENDITURES	**$ 30,620**	**$ 50,794**	**$ 42,442**	**$ 47,910**	**13%**	**$ 5,468**

Town of Eagle

Marketing & Events Department

DESCRIPTION

The Marketing and Events Manager recruits, secures, coordinates, and permits single and multi-day events for the Town of Eagle. These events may be created and produced by local groups, businesses, and organizations or by producers from the Eagle Valley and beyond. The M&E manager also updates the Eagleoutside.com tourism website, the digital sign on Grand Ave, and creates and executes the town's marketing and public relations plan via print, broadcast, digital and social media, and collateral. The Marketing and Events Manager works closely with the town's lodging establishments, businesses and Chamber of Commerce to promote events and tourism. This work continues to hold guests and staff health and safety as a top priority when executing all events. Much of the time of the Events Manager has been spent serving as a consultant to our event producers to look at the feasibility of their event and ways to help make them as successful as possible for the producers and the Town. We also worked hard as the liaison between the event producers and our Town internal departments to ensure efficiency and safety.

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

- Continue to help create, recruit, and execute vibrant, engaging events that serve the interests of our local community and guests.
- Create events that contribute to the economic vitality of our town.
- Development of the Eagle River Park Project, Maximize Economic Benefits
- Seek new ways to stimulate economic vitality, development.
- Continue Investing in Outdoor Activities, Recreation, and Open Space
- Enhance the Town's Communications, Build Eagle's Brand
- Initiate and Maintain a Community Building Effort

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

The Events Manager also manages and facilitates the MEAC Event Funding Program, the Eagle Community Funding Program and the Eagle Info Center and its staff. The Events Manager also serves on the Town of Eagle Communications Committee and the TOE Safety Committee.

2021 ACCOMPLISHMENTS

Events

- Worked to bring back and produce several Town events including "Spruce Up Eagle Day", The Eagle Whitewater Throwdown, Eagle Flight Days, July 4th Kids Bike Parade and Celebration.
- Executed Eagle Flight Days with 6 weeks preparation and no existing production budget.
- Increased the use and animation of the Eagle River Park by bringing in several new events including the Eagle Farmer's Market & Art Show and the "Carve Wars" Chainsaw Carving Competition.
- Concluded the "Be Our Guest Program", a program to help local businesses mitigate the challenges of the Pandemic.
- Worked with local businesses and event producers to build a more active events schedule and program offering starting in June and building through summer and into the Fall.
- Recruited and seated new members to fill out the MEAC Committee.
- Held the first MEAC Developmental and Planning Retreat
- Executed the Eagle Special Events Program Evaluation Workshop with local event producers and members of our Town of Eagle team.

Marketing/PR

- Continued the "Eagle at Work" and "Eagle at Play" social media campaign.
- Created the Fall 2021 "Eagle. A Summer Remembered" social media campaign.
- Participated in the Town of Eagle Communications Committee.
- Drove awareness of our event schedules and program offerings. Forged new partnerships with event producer partners to increase the marketing impact of these events.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- To help create, recruit, and execute vibrant, engaging events that serve the interests of our local community and guests. Continue to create events that contribute to the economic vitality of our town. Always keeping in mind, the health and safety of our community and staff – and the protection of our environment.

2022 HIGHLIGHTS

- Will work to contract 3rd party producers to execute Town of Eagle 2022 Events – Easter Egg Hunt, WhiteWater Throwdown, Eagle Flight Days, Eagle Kids July 4th Bike Parade.
- Wil work to recruit more events to Eagle to animate key areas and serve our community and guests.
- Will review procedures and policies to accomplish greater efficiencies when working with the Eagle Police and Eagle Public Works to greater involve them in the preplanning and review of special events in Eagle.
- Will contract a marketing firm to create and execute Town of Eagle marketing and promotions.
- Will create stronger sponsorship program for Town of Eagle produced events.

FUND: GENERAL
DEPT: MARKETING & EVENTS

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 101,743	$ 144,522	$ 140,831	$ 202,314	44%	$ 61,483
SUPPLIES	1,500	16,600	16,600	9,950	-40%	(6,650)
CHARGES FOR SERVICES	65,912	218,044	220,358	240,750	9%	20,392
FIXED CHARGES	1,114	1,148	1,502	1,697	0%	195
TOTAL EXPENDITURES	**$ 170,270**	**$ 380,314**	**$ 379,291**	**$ 454,711**	**20%**	**$ 75,420**

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Water Fund

DESCRIPTION

Responsible for the production, distribution, and sale of safe and high-quality potable water within the Town's water service area in compliance with all applicable State and Federal standards and regulations. Maintains and operates significant Town assets including: two water treatment plants, nine water storage tanks, four booster pump stations, and many miles of distribution piping.

2021 ACCOMPLISHMENTS

- Completed construction and began operations of the Lower Basin Water Treatment Plant.
- Completed several capital maintenance projects at the Upper Basin Water Treatment Plant.
- Utilized the Lower Basin Water Treatment plant operations to minimize upstream diversions from Brush Creek thereby helping to improve the aquatic habitat in a seven-mile reach of the stream.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- Construct Cemetery Tank replacement project.
- Implement GIS.
- Upgrade SCADA system for Upper Basin Water Treatment Plant and distribution system.
- Prepare distribution system master plan.
- Perform facility evaluation and preliminary design for upper basin life cycle improvements.
- Improve stream flow monitoring in Brush Creek.
- Improve distribution system flow monitoring and pressure reducing valve control.
- Plan and implement water storage tanks cathodic protection improvements.
- Construct bulk water sale station.
- Assess water treatment and conveyance costs relative to each water treatment plant.
- Continue leak detection program.
- Finalize and implement meter replacement project.

WATER FUND SUMMARY

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR:						
DEBT SERVICE [1]	**$ 816,346**	**$ 729,729**	**$ 649,478**	**$ 768,226**	**18%**	**$ 118,748**
ASSIGNED FUND BALANCE	**23,543,751**	**12,515,404**	**15,300,002**	**13,594,423**	**-11%**	**$ (1,705,579)**
TOTAL FUND BALANCES (Beginning)	**$ 24,360,097**	**$ 13,245,133**	**$ 15,949,480**	**$ 14,362,649**	**-10%**	**$ (1,586,831)**
REVENUE						
Operating Revenues	$ 4,506,203	$ 4,169,900	$ 4,354,775	$ 4,471,561	3%	$ 116,786
Interest on Investments	74,589	12,120	6,500	6,500	0%	-
Other Revenue	123,863	109,000	75,520	87,000	15%	11,480
Plant Investment Fees (Tap Fees)	757,593	886,000	596,268	650,000	9%	53,732
Water Miscellaneous Revenue	-	-	-	-	-	-
Water Rights, Cash in Lieu	993,335	-	-	-	-	-
Transfers-In	-	-	-	-	-	-
TOTAL REVENUE	**$ 6,455,582**	**$ 5,177,020**	**$ 5,033,063**	**$ 5,215,061**	**4%**	**$ 181,998**
TOTAL SOURCES	**$ 30,815,679**	**$ 18,422,153**	**$ 20,982,543**	**$ 19,577,710**	**-7%**	**$ (1,404,833)**
EXPENDITURES						
Operating Expenditures	$ 1,335,642	$ 2,045,661	$ 1,806,627	$ 2,188,512	21%	$ 381,885
Capital Expenditures	12,268,289	5,102,533	3,546,990	6,176,145	74%	2,629,155
Debt Service	1,262,268	1,266,277	1,266,277	1,264,533	0%	(1,744)
Transfers-Out	-	-	-	89,473	-	89,473
TOTAL EXPENDITURES	**$ 14,866,200**	**$ 8,414,471**	**$ 6,619,894**	**$ 9,718,663**	**47%**	**$ 3,098,769**
NET SOURCE (USE) OF FUNDS	**$ (8,410,617)**	**$ (3,237,451)**	**$ (1,586,831)**	**$ (4,503,602)**	**184%**	**$ (2,916,771)**
FUND BALANCES (Ending):						
RESTRICTED FOR:						
DEBT SERVICE [1]	**$ 649,477.66**	**$ 827,985**	**$ 768,226**	**$ 863,261**	12%	**$ 95,035**
ASSIGNED FUND BALANCE	**15,300,002**	**9,179,697**	**13,594,423**	**8,995,786**	-34%	**$ (4,598,637)**
TOTAL FUND BALANCE (Ending)	**$ 15,949,480**	**$ 10,007,682**	**$ 14,362,649**	**$ 9,859,047**	**-31%**	**$ (4,503,602)**

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

DETAIL OF REVENUES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
52-434-70	Debt Service Surcharge	$ 463,616	$ 461,900	$ 461,900	$ 461,900	0%	$ -
52-434-80	Water Sales - In Town	3,521,061	3,230,000	3,386,433	3,488,026	3%	101,593
52-434-83	Water Sales - Out Of Town	521,526	478,000	506,442	521,635	3%	15,193
52-434-85	Water Materials/Other	97,020	97,000	63,520	75,000	18%	11,480
52-434-90	Plant Investment Fees (Tap Fees)	757,593	886,000	596,268	650,000	9%	53,732
52-434-95	Cash-In-Lieu Of Water Rights	993,335	-	-	-	-	-
52-436-50	Water Interest	73,688	12,000	6,000	6,000	0%	-
52-436-60	Water Rights Interest	901	120	500	500	0%	-
52-436-65	Nwcog Grant	14,222	-	-	-	-	-
52-436-75	Service Charge	11,365	12,000	12,000	12,000	0%	-
52-436-95	Water Miscellaneous Revenue	-	-	-	-	-	-
	Transfers-In	-	-	-	-	-	-
	TOTAL REVENUE	**$ 6,455,582**	**$ 5,177,020**	**$ 5,033,063**	**$ 5,215,061**	**4%**	**$ 181,998**

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 688,752	$ 907,776	$ 847,619	$ 994,490	17%	$ 146,871
SUPPLIES	199,612	271,516	267,331	321,683	20%	54,352
CHARGES FOR SERVICES	386,761	754,036	595,816	770,516	29%	174,700
FIXED CHARGES	60,518	62,333	45,861	51,823	13%	5,962
CAPITAL EXPENDITURES	12,268,289	5,102,533	3,546,990	6,176,145	74%	2,629,155
DEBT SERVICE	1,262,268	1,266,277	1,266,277	1,264,533	0%	(1,744)
CONTINGENCY	-	50,000	50,000	50,000	0%	-
TRANSFER TO OTHER FUNDS	-	-	-	89,473	-	89,473
TOTAL EXPENDITURES	**$ 14,866,200**	**$ 8,414,471**	**$ 6,619,894**	**$ 9,718,663**	**47%**	**$ 3,098,769**

Waste Water Fund

DESCRIPTION

Responsible for the collection and treatment of wastewater within the Town's water service area in compliance with all applicable State and Federal standards and regulations. Maintains and operates significant Town assets including: one wastewater treatment plants, one lift station, and many miles of distribution piping.

2021 ACCOMPLISHMENTS

- Successfully began operating within the requirements of a new discharge permit issued by the Colorado Department of Public Health and Environment.
- Performed numerous treatment plant maintenance projects to ensure the effective operation of the plant and to ensure the longevity of the facility.
- Initiated several studies that will help the Town to identify potential permit changes that could reduce future capital expenditures as well as to prepare for future regulatory changes.

2022 GOALS/STRATEGIC PLAN ALLIGNMENT

- Finalize and construct equipment energy efficiency and PV power generation project.
- Design and construct Howard Street collection system upgrade.
- Implement GIS.
- Continue regulatory support and analysis for discharge permit.
- Complete mixing zone study and design.
- Finalize nutrient removal study Phase 1.
- Upgrade SCADA System.
- Reduce power consumption through process control improvements.
- Complete sewer hydraulic modeling to prepare for future growth.
- Continue collection system flushing and video inspection program.
- Continue collection system repair program.
- Complete rate study update.

UTILITY (WASTE WATER) FUND SUMMARY

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR:						
RATE STABILIZATION ACCOUNT [1]	**$ 256,733**	**$ 362,777**	**$ 310,899**	**$ 382,548**	**23%**	**$ 71,649**
ASSIGNED FUND BALANCE	**$ 6,105,538**	**$ 6,504,934**	**$ 6,832,486**	**$ 7,763,358**	**14%**	**$ 930,872**
TOTAL FUND BALANCES (Beginning)	**$ 6,362,271**	**$ 6,867,711**	**$ 7,143,385**	**$ 8,145,906**	**14%**	**$ 1,002,521**
REVENUE						
Operating Revenues	$ 2,728,957	$ 2,851,000	$ 2,851,000	$ 2,936,530	3%	$ 85,530
Interest on Investments	39,277	12,000	4,000	5,000	25%	1,000
Plant Investment Fees (Tap Fees)	584,000	828,000	828,000	550,000	-34%	(278,000)
Loan Proceeds	-	-	-	-	-	-
Transfers-In	-	-	-	-	-	-
TOTAL REVENUE	**$ 3,352,234**	**$ 3,691,000**	**$ 3,683,000**	**$ 3,491,530**	**-5%**	**$ (191,470)**
TOTAL SOURCES	**$ 9,714,505**	**$ 10,558,711**	**$ 10,826,385**	**$11,637,436**	**7%**	**$ 811,051**
EXPENDITURES						
Operating Expenditures	$ 1,243,596	$ 1,479,794	$ 1,530,191	$ 1,633,055	7%	$ 102,864
Capital Expenditures	344,993	235,000	210,000	868,136	313%	658,136
Debt Service	982,532	939,034	940,288	971,180	3%	30,892
Transfers-Out	-	-	-	64,806	-	64,806
TOTAL EXPENDITURES	**$ 2,571,121**	**$ 2,653,828**	**$ 2,680,479**	**$ 3,537,177**	**32%**	**$ 856,698**
NET SOURCE (USE) OF FUNDS	**$ 781,114**	**$ 1,037,172**	**$ 1,002,521**	**$ (45,647)**	**-105%**	**$(1,048,168)**
FUND BALANCES (Ending):						
RESTRICTED FOR:						
RATE STABILIZATION ACCOUNT [1]	**$ 310,899**	**$ 369,949**	**$ 382,548**	**$ 424,465**	**11%**	**$ 41,918**
ASSIGNED FUND BALANCE	**6,832,486**	**7,534,935**	**7,763,358**	**7,675,793**	**-1%**	**$ (87,565)**
FUND BALANCE (Ending)	**$ 7,143,385**	**$ 7,904,883**	**$ 8,145,906**	**$ 8,100,259**	**-1%**	**$ (45,647)**

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

DETAIL OF REVENUES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
51-434-70	Service Fees	$ 2,728,957	$ 2,851,000	$ 2,851,000	$ 2,936,530	3%	$ 85,530
51-436-50	Interest Income	39,277	12,000	4,000	5,000	25%	1,000
51-434-90	Plant Investment Fees (Tap Fees)	584,000	828,000	828,000	550,000	-34%	(278,000)
51-436-69	Miscellaneous	-	-	-	-	-	-
51-436-78	Insurance Proceeds	-	-	-	-	-	-
	Transfers-In	-	-	-	-	-	-
	TOTAL REVENUE	**$ 3,352,234**	**$ 3,691,000**	**$ 3,683,000**	**$ 3,491,530**	**-5%**	**$ (191,470)**

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 522,204	$ 637,006	$ 566,965	$ 712,989	26%	$ 146,024
SUPPLIES	129,658	138,318	104,382	134,087	28%	29,705
CHARGES FOR SERVICES	556,891	620,110	774,484	697,152	-10%	(77,332)
FIXED CHARGES	34,842	34,360	34,360	38,827	13%	4,467
CAPITAL OUTLAY	344,993	235,000	210,000	868,136	313%	658,136
DEBT SERVICE	982,532	939,034	940,288	971,180	3%	30,892
CONTINGENCY	-	50,000	50,000	50,000	0%	-
TRANSFER TO OTHER FUNDS	-	-	-	64,806	-	64,806
TOTAL EXPENDITURES	**$ 2,571,121**	**$ 2,653,828**	**$ 2,680,479**	**$ 3,537,177**	**32%**	**$ 856,698**

Refuse Fund

DESCRIPTION

The Town provides solid waste collection and disposal services to single family home residential customers within the Town boundary. Service includes curbside recycling collection. Collection is provided by a vendor operating under a multi-year contract with the Town. The Town also operates a yard waste collection facility for Town residents.

2021 ACCOMPLISHMENTS

- Completed grinding and disposal of yard waste stockpiles at the Town's collection facility. Material was disposed of with a vendor who will compost it into a usable product.

2022 GOALS/STRATEGIC PLAN ALLIGNMENT

- Solicit proposals for the Town's residential collection contract.
- Encourage increased recycling through additional education and public messaging, and through the placement of additional recycle collection stations throughout Town.

REFUSE FUND SUMMARY

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
ASSIGNED FUND BALANCE	**$ 255,570**	**$ 233,307**	**$ 256,059**	**$ 262,028**	**2%**	**$ 5,969**
TOTAL FUND BALANCES (Beginning)	**$ 255,570**	**$ 233,307**	**$ 256,059**	**$ 262,028**	**2%**	**$ 5,969**
REVENUE						
Operating Revenues	$ 621,650	$ 667,300	$ 667,282	$ 684,794	3%	$ 17,512
Non-Operating Revenues	1,707	450	130	120	-8%	(10)
Transfers-In	-	-	-	-	-	-
TOTAL REVENUE	**$ 623,357**	**$ 667,750**	**$ 667,412**	**$ 684,914**	**3%**	**$ 17,502**
TOTAL SOURCES	**$ 878,927**	**$ 901,057**	**$ 923,471**	**$ 946,942**	**3%**	**$ 23,471**
EXPENDITURES						
Operating Expenditures	$ 602,868	$ 640,899	$ 641,443	$ 661,625	3%	$ 20,182
Capital Expenditures	-	-	-	-	-	-
Transfers-Out	20,000	20,000	20,000	20,000	0%	-
TOTAL EXPENDITURES	**$ 622,868**	**$ 660,899**	**$ 661,443**	**$ 681,625**	**3%**	**$ 20,182**
NET SOURCE (USE) OF FUNDS	**$ 489**	**$ 6,851**	**$ 5,969**	**$ 3,289**	**-45%**	**$ (2,680)**
FUND BALANCES (Ending):						
ASSIGNED FUND BALANCE	**$ 256,059**	**$ 240,158**	**$ 262,028**	**$ 265,317**	**1%**	**3,289**
TOTAL FUND BALANCE (Ending)	**$ 256,059**	**$ 240,158**	**$ 262,028**	**$ 265,317**	**1%**	**$ 3,289**

DETAIL OF REVENUES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
OPERATING REVENUES							
53-434-40	SERVICE FEES	$ 585,898	$ 601,000	$ 600,982	$ 618,244	3%	$ 17,262
53-434-50	YARDWASTE/RECYCLE CENTER FEE	10,162	40,800	40,800	41,050	1%	250
53-434-60	ADMINISTRATIVE FEE	25,591	25,500	25,500	25,500	0%	-
	OPERATING REVENUES	**$ 621,650**	**$ 667,300**	**$ 667,282**	**$ 684,794**	**3%**	**$ 17,512**
NON-OPERATING REVENUES							
53-436-50	INTEREST INCOME	$ 1,707	$ 450	$ 130	$ 120	-8%	$ (10)
53-436-70	MISCELLANEOUS REVENUE	-	-	-	-	-	-
	NON-OPERATING REVENUES	**$ 1,707**	**$ 450**	**$ 130**	**$ 120**	**-8%**	**$ (10)**
	TOTAL REVENUES	**$ 623,357**	**$ 667,750**	**$ 667,412**	**$ 684,914**	**3%**	**$ 17,502**

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 7,486	$ 10,026	$ 10,022	$ 10,817	8%	$ 795
SUPPLIES	33	3,500	550	750	36%	200
CHARGES FOR SERVICES	594,390	626,386	630,656	649,815	3%	19,159
FIXED CHARGES	958	987	215	243	13%	28
CAPITAL EXPENDITURES	-	-	-	-	-	-
TRANSFERS TO OTHER FUNDS	20,000	20,000	20,000	20,000	0%	-
TOTAL EXPENDITURES	**$ 622,868**	**$ 660,899**	**$ 661,443**	**$ 681,625**	**3%**	**$ 20,182**

Stormwater Fund

DESCRIPTION

The Town's stormwater fund is responsible for collection and treatment of urban runoff within the Town's boundaries. Maintains and operates many drainage conveyances such as storm drains and ditches, and many water quality treatment structures.

2020 ACCOMPLISHMENTS

- Cleaning and maintenance of several stormwater treatment ponds within the Eagle Ranch subdivision.
- Repair and maintenance of numerous ditches and catch basins.

2021 GOALS/STRATEGIC PLAN ALIGNMENT

- Continued maintenance of stormwater infrastructure in accordance with the 10-year CIP.
- Contract vendor for cleaning of the mechanical stormwater treatment vaults on Eby Creek Road.
- Inspect catch basins and stormwater pipes to identify maintenance needs.

STORMWATER FUND SUMMARY

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
ASSIGNED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ 83,703**	**-**	**$ 83,703**
TOTAL FUND BALANCES (Beginning)	**$ -**	**$ -**	**$ -**	**$ 83,703**	**-**	**$ 83,703**
REVENUE						
Operating Revenues	$ -	$ 106,000	$ 90,000	$ 90,000	0%	$ -
Non-Operating Revenues	-	-	-	-	-	-
Transfers-In	-	-	-	-	-	-
TOTAL REVENUE	**$ -**	**$ 106,000**	**$ 90,000**	**$ 90,000**	**0%**	**$ -**
TOTAL SOURCES	**$ -**	**$ 106,000**	**$ 90,000**	**$ 173,703**	**93%**	**$ 83,703**
EXPENDITURES						
Operating Expenditures	$ -	$ 106,000	$ 6,297	$ 89,466	1321%	$ 83,169
Capital Expenditures	-	-	-	-	-	-
Transfers-Out	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ 106,000**	**$ 6,297**	**$ 89,466**	**1321%**	**$ 83,169**
NET SOURCE (USE) OF FUNDS	**$ -**	**$ -**	**$ 83,703**	**$ 534**	**-99%**	**$ (83,169)**
FUND BALANCES (Ending):						
ASSIGNED FUND BALANCE	**$ -**	**$ -**	**$ 83,703**	**$ 84,237**	**1%**	**534**
TOTAL FUND BALANCE (Ending)	**$ -**	**$ -**	**$ 83,703**	**$ 84,237**	**1%**	**$ 534**

DETAIL OF REVENUES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
OPERATING REVENUES							
55-434-40	Service Fees	$ -	$ 106,000	$ 90,000	$ 90,000	0%	$ -
	OPERATING REVENUES	**$ -**	**$ 106,000**	**$ 90,000**	**$ 90,000**	**0%**	**$ -**
NON-OPERATING REVENUES							
55-436-10	Interest Income	$ -	$ -	$ -	$ -	-	$ -
55-436-70	Miscellaneous Revenues	-	-	-	-	-	-
	NON-OPERATING REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
TRANSFERS							
55-437-10	Transfer From General Fund	$ -	$ -	$ -	$ -	-	$ -
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
	TOTAL REVENUES	**$ -**	**$ 106,000**	**$ 90,000**	**$ 90,000**	**0%**	**$ -**

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
SUPPLIES	$ -	$ -	$ -	$ -	-	$ -
CHARGES FOR SERVICES	-	106,000	6,297	89,466	1321%	83,169
CAPITAL EXPENDITURES	-	-	-	-	-	-
TRANSFERS TO OTHER FUNDS	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ 106,000**	**$ 6,297**	**$ 89,466**	**1321%**	**$ 83,169**

Capital Improvements Fund

DESCRIPTION

This fund provides for land acquisition, construction of major capital improvement projects, and the acquisition of vehicles and equipment. The fund has two dedicated sources of funding: use tax and off-site road impact fees. This fund's revenue streams are limited. Consequently, to grow this fund more rapidly, we have been transferring dollars into this fund from the General Fund which has more robust revenue streams. This fund would be used as a source for improvements to Grand Avenue. There is no stated minimum ending fund balance by statute, code, or policy of the Town. In the next five years the Town's capital improvements plan projects spending of approximately $25 million from the Capital Improvement Fund.

2021 ACCOMPLISHMENTS

- Executed $550,000 in pavement improvements in the Brush Creek Terrace, along Golden Eagle, Snow Owl, Brush Creek Ct., Ryshot, Condor Drive, Pintail, Ringneck, Canvas Back, Church Street, and Second Street to Grand Avenue.
- Completed technology upgrades to the Council Chambers.
- Started planning for the Grand Avenue Corridor Plan.
- Continued work on THOR Town construction.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- North gateway entrance beautification project that includes landscaping and the construction of an art mural wall.
- Grand Avenue Corridor Plan design and engineering project.
- Investments in completing sidewalks to improve pedestrian and bike traffic.
- Continued progress on the middle mile broadband buildout.
- Right of Way improvements will be completed on Capitol Street.
- Pedestrian traffic control improvements will be implemented on Sylvan Lake Road and Capitol Street.

2022 HIGHLIGHTS

In 2021 the Studio at the Brush Creek Pavilion will receive upgrades to the floor and Town Hall will see repairs to the exterior stucco walls and A/C unit replacements. Public works will be replacing and plow truck, three buildings & grounds work trucks, and a lawn mower. The Police Department will also see upgrades to body camera equipment and four new patrol vehicles.

CAPITAL IMPROVEMENTS FUND SUMMARY

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
COMMUNITY ENHANCEMENT		**$ 219,931**	**$ 268,031**	**$ 269,124**	**$ 317,374**	**18%**	**$ 48,250**
TRANSPORTATION EXPENDITURES		**1,750,652**	**1,666,511**	**1,667,801**	**1,670,801**	**0%**	**3,000**
ASSIGNED FOR:							**-**
GRAND AVENUE		**550,000**	**2,780,000**	**2,780,000**	**4,350,806**	**57%**	**1,570,806**
OTHER CAPITAL PROJECTS		**2,504,383**	**2,139,980**	**2,258,215**	**1,820,530**	**-19%**	**(437,685)**
TOTAL FUND BALANCES (Beginning)		**$ 5,024,966**	**$ 6,854,522**	**$ 6,975,140**	**$ 8,159,511**	**17%**	**$ 1,184,371**
REVENUE							
31-430-45	Capital Improvement Interest	$ 23,135	$ 6,000	$ 6,000	$ 3,949	-34%	$ (2,051)
31-430-46	Community Enhancement Interest	1,270	250	250	222	-11%	(28)
31-430-47	Devolution & Transportation Interest	12,790	3,000	3,000	1,170	-61%	(1,830)
31-430-50	Community Enhancement 1	47,923	48,000	48,000	49,440	3%	1,440
31-430-74	Developer Contribution to Grand Ave.	-	360,000	180,806	340,000	88%	159,194
31-430-77	Eagle County Contributions	-	150,000	-	-	-	-
31-430-84	Public Safety Impact Fees	27,112	35,000	35,000	82,304	135%	47,304
31-430-85	Street Impact Fees	39,625	103,000	103,000	7,632	-93%	(95,368)
31-430-86	Use Tax	381,269	464,000	464,000	389,136	-16%	(74,864)
31-430-87	Grants	-	-	250,000	-	-100%	(250,000)
31-437-10	Transfer from General Fund	2,230,000	1,890,000	1,890,000	-	-100%	(1,890,000)
TOTAL REVENUE		**$ 2,763,124**	**$ 3,059,250**	**$ 2,980,056**	**$ 873,853**	**-71%**	**$ (2,106,203)**
TOTAL SOURCES		**$ 7,788,090**	**$ 9,913,772**	**$ 9,955,196**	**$ 9,033,364**	**-9%**	**$ (921,832)**
EXPENDITURES							
Capital Expenditures		$ 717,309	$ 2,181,082	$ 1,795,685	$ 2,352,070	31%	$ 556,385
Transfers to Other Funds		95,641	-	-	-	-	-
TOTAL EXPENDITURES		**$ 812,950**	**$ 2,181,082**	**$ 1,795,685**	**$ 2,352,070**	**31%**	**$ 556,385**
NET SOURCE (USE) OF FUNDS		**$ 1,950,174**	**$ 878,168**	**$ 1,184,371**	**$(1,478,217)**	**-225%**	**$ (2,662,588)**
FUND BALANCES (Ending):							
RESTRICTED FOR:							
COMMUNITY ENHANCEMENT		**$ 269,124**	**$ 316,281**	**$ 317,374**	**$ 367,036**	**16%**	**$ 49,662**
TRANSPORTATION EXPENDITURES		**1,667,801**	**1,669,511**	**1,670,801**	**1,671,971**	**0%**	**1,170**
ASSIGNED FOR: CAPITAL PROJECTS:							**-**
GRAND AVENUE		**2,780,000**	**4,170,000**	**4,350,806**	**4,290,806**	**-1%**	**(60,000)**
OTHER CAPITAL PROJECTS		**2,258,215**	**1,576,898**	**1,820,530**	**351,481**	**-81%**	**(1,469,049)**
TOTAL FUND BALANCES (Ending):		**$ 6,975,140**	**$ 7,732,690**	**$ 8,159,511**	**$ 6,681,294**	**-18%**	**$ (1,478,217)**

1 Per Holy Cross 2010 Franchise agreement

DETAIL CAPITAL EXPENDITURES

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
BLDGS, PARKS & OPEN SPACE							
31-51-724	Pool and Ice Capital Improvements Funding	$ 40,000	$ 50,000	$ 50,000	$ 50,000	0%	$ -
31-51-730	Town Hall Improvements	43,042	108,125	117,000	503,000	330%	386,000
31-51-745	Town Parks Improvements	-	11,000	11,000	20,000	82%	9,000
31-51-750	Town Shop Improvements	13,197	188,492	178,492	107,700	-40%	(70,792)
31-51-752	Public Art	-	25,000	25,000	25,000	0%	
	TOTAL BLDGS, PARKS & OPEN SPACE	**$ 96,239**	**$ 382,617**	**$ 381,492**	**$ 705,700**	**85%**	**$ 324,208**
STREETS & RIGHTS-OF-WAY							
31-52-712	R-O-W Improvements	$ -	$ 350,000	$ -	$ 138,600	-	$ 138,600
31-52-724	Storm Drain Improvements	-	-	-	-	-	-
31-52-726	CDOT ROW at Gateway Beautification	-	100,000	-	200,000	-	200,000
31-52-737	Traffic Control Improvements	-	85,000	-	89,250	-	89,250
31-52-780	Grand Avenue Improvements	67,212	660,000	413,595	400,000	-3%	(13,595)
	TOTAL STREETS & RIGHTS-OF-WAY	**$ 67,212**	**$ 1,195,000**	**$ 413,595**	**$ 827,850**	**100%**	**$ 414,255**
EQUIPMENT							
31-54-728	Snow Removal Equipment	$ -	$ -	$ -	$ -	-	$ -
31-54-730	Multipurpose Truck	57,621	380,000	380,000	103,000	-73%	(277,000)
31-54-729	Project THOR	231,295	50,000	473,502	50,000	-89%	(423,502)
31-54-780	Mower	6,171	20,000	-	41,200	-	41,200
31-54-795	Loader	117,220	-	-	-	-	-
31-55-715	Police Equipment	24,778	11,869	5,500	25,259	359%	19,759
31-55-724	Patrol Vehicles	116,772	141,596	141,596	290,061	105%	148,465
	TOTAL EQUIPMENT	**$ 553,857**	**$ 603,465**	**$ 1,000,598**	**$ 818,520**	**-18%**	**$ (182,078)**
CONTINGENCY							
31-51-900	**CONTINGENCY**	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
TRANSFERS							
31-51-920	Transfer to General Fund	$ 95,641	$ -	$ -	$ -	-	-
31-51-950	Transfer to Broadband	$ -	$ -	$ -	$ -	-	$ -
	TOTAL TRANSFERS	**$ 95,641**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
	TOTAL EXPENDITURES	**$ 812,950**	**$ 2,181,082**	**$ 1,795,685**	**$ 2,352,070**	**31%**	**$ 556,385**

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Sales Tax Capital Improvement Fund
(Eagle River Park Fund)

DESCRIPTION

The Sales Tax Capital Improvement Fund provides for the improvement, construction, and maintenance of Town Parks, multi-use recreational facilities, paved recreation paths, and the Eagle River Park. This Capital Fund is supported by the one-half percent sales tax, beginning July 1, 2016 through June 30, 2046.

2020 ACCOMPLISHMENTS

- Completed construction of the dumpster enclosure at the Eagle River Park.
- Completed replacement of the sand in the beach areas at the Eagle River Park.
- Completed river velocity measurements and macroinvertebrate surveys required for the 404-permit associated with the Eagle River Park.

2021 GOALS/STRATEGIC PLAN ALIGNMENT

- Complete hydraulic modeling associated with permitting of the Rapid Blocs at the Eagle River Park.
- Complete design and grant applications for the Brush Creek Park playground project.
- Complete construction of the Pavilion improvements at the Eagle River Park.

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

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	% CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
RESERVE		**$ 161,619**	**$ 161,619**	**$ 161,619**	**$ 161,619**	**0%**	**$ -**
CAPITAL IMPROVEMENTS		**-**	**-**	**-**	**-**	**-**	**-**
ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE		**547,544**	**879,334**	**935,126**	**1,275,253**	**36%**	**340,127**
TOTAL FUND BALANCES (Beginning)		**$ 709,163**	**$ 1,040,953**	**$ 1,096,745**	**$ 1,436,872**	**31%**	**$ 340,127**
REVENUE							
61-431-30	Sales Tax	$ 743,105	$ 724,000	$ 805,000	$ 853,300	6%	$ 48,300
61-433-10	Grants	-	-	-	-	-	-
61-436-10	Interest - ColoTrust STCIF	6,350	1,200	959	880	-8%	(79)
61-436-20	Interest - UMB Project Fund	-	-	-	-	-	-
61-436-42	Contributions & Donations	-	-	57,964	5,000	-91%	(52,964)
TOTAL REVENUE		**$ 749,455**	**$ 725,200**	**$ 863,923**	**$ 859,180**	**-1%**	**$ (4,743)**
TOTAL SOURCES		**$ 1,458,618**	**$ 1,766,153**	**$ 1,960,668**	**$ 2,296,052**	**17%**	**$ 335,384**
EXPENDITURES							
CHARGES FOR SERVICES							
61-50-372	Meeting Expense	$ -	$ -	$ -	$ -	-	$ -
61-50-347	Professional Services	14,624	15,536	15,536	15,536	0%	-
61-50-351	Legal	10,943	15,000	15,000	15,000	0%	-
61-50-354	Engineering	7,952	-	-	-	-	-
61-50-360	R&M Services	-	-	55,820	10,000	-82%	(45,820)
TOTAL CHARGES FOR SERVICES		**$ 33,518**	**$ 30,536**	**$ 86,356**	**$ 40,536**	**-53%**	**$ (45,820)**
CAPITAL OUTLAY							
61-50-745	Town Park Improvements	$ 794	$ 217,000	$ -	$ 100,000	-	$ 100,000
61-50-750	Design	863	-	-	-	-	-
61-50-760	Construction	7,461	-	117,000	555,331	375%	438,331
TOTAL CAPITAL OUTLAY		**$ 9,118**	**$ 217,000**	**$ 117,000**	**$ 655,331**	**460%**	**$ 538,331**
DEBT SERVICE							
61-50-815	Debt Service	$ 95,000	$ 100,000	$ 100,000	$ 105,000	5%	$ 5,000
61-50-816	Debt Service Interest	223,738	219,940	219,940	215,938	-2%	(4,002)
61-50-820	Agent Fees	500	500	500	500	0%	-
TOTAL DEBT SERVICE		**$ 319,238**	**$ 320,440**	**$ 320,440**	**$ 321,438**	**0%**	**$ 998**
TOTAL EXPENDITURES		**$ 361,873**	**$ 567,976**	**$ 523,796**	**$ 1,017,305**	**94%**	**$ 493,509**
NET SOURCE (USE) OF FUNDS		**$ 387,582**	**$ 157,224**	**$ 340,127**	**$ (158,125)**	**-146%**	**$ (498,252)**
FUND BALANCES (Ending):							
RESTRICTED FOR:							
RESERVE		**$ 161,619**	**$ 161,619**	**$ 161,619**	**$ 161,619**	**0%**	**$ -**
CAPITAL IMPROVEMENTS		**-**	**-**	**-**	**-**	**-**	**-**
ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE		**935,126**	**1,036,558**	**1,275,253**	**1,117,128**	**-12%**	**(158,125)**
TOTAL FUND BALANCEs (Ending):		**$ 1,096,745**	**$ 1,198,177**	**$ 1,436,872**	**$ 1,278,747**	**-11%**	**$ (158,125)**

Conservation Trust Fund

DESCRIPTION

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

The CTF statute governs that a municipality can only use these funds for the acquisition, development, and maintenance of "new conservation sites" or for capital improvements or maintenance for recreational purposes on any public site.

2021 ACCOMPLISHMENTS

- In 2021 the Town began the creation of the Town's first Open Space and Trails Master Plan.

2022 GOALS/STRATEGIC PLAN ALIGNMENT

- In 2022 the Town will complete the Open Space and Trails Master Plan.

2022 HIGHLIGHTS

The Conservation Trust Fund is one of the smallest funds that the Town has. The Town saves up its allocation each year so that funds can be used strategically to pay for projects that qualify.

CONSERVATION TRUST FUND SUMMARY

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FUND BALANCE		**$ 75,692**	**$ 110,117**	**$ 112,040**	**$ 114,320**	**2%**	$ 2,280
TOTAL FUND BALANCES (Beginning)		**$ 75,692**	**$ 110,117**	**$ 112,040**	**$ 114,320**	**2%**	$ 2,280
REVENUES							
71-430-10	Lottery Proceeds	$ 35,753	$ 32,000	$ 38,000	$ 36,000	-5%	$ (2,000)
71-430-20	Interest on Investments	595	300	70	120	71%	50
TOTAL REVENUES		**$ 36,348**	**$ 32,300**	**$ 38,070**	**$ 36,120**	**-5%**	**$ (1,950)**
TOTAL SOURCES		**$ 112,040**	**$ 142,417**	**$ 150,110**	**$ 150,440**	**0%**	**$ (1,950)**
EXPENDITURES							
71-50-347	Professional Services	$ -	$ 30,000	$ 35,790	$ 25,000	-30%	$ (10,790)
71-50-746	Camping	-	-	-	-	-	-
71-50-750	Park Improvements	-	-	-	-	-	-
71-50-950	Transfer to Capital Imp. Fund	-	-	-	-	0%	-
71-50-900	Contingency	-	-	-	-	0%	-
TOTAL EXPENDITURES		**$ -**	**$ 30,000**	**$ 35,790**	**$ 25,000**	**-30%**	**$ (10,790)**
NET SOURCE (USE) OF FUNDS		**$ 36,348**	**$ 2,300**	**$ 2,280**	**$ 11,120**	**-388%**	**$ 8,840**
FUND BALANCES (Ending):							
RESTRICTED FUND BALANCE		**$ 112,040**	**$ 112,417**	**$ 114,320**	**$ 125,440**	**10%**	**$ 11,120**
TOTAL FUND BALANCE (Ending)		**$ 112,040**	**$ 112,417**	**$ 114,320**	**$ 125,440**	**10%**	**$ 11,120**

Open Space Fund

DESCRIPTION

The purpose of the Open Space fund is to preserve and protect natural open space areas and wildlife habitat while also providing outdoor recreation opportunities for Eagle's citizens and visitors. The fund's primary source of income is a 3% lodging tax. Staff continually works to secure grant monies and establish partnerships with other governmental entities to leverage the funding generated by the lodging tax.

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

2021 ACCOMPLISHMENTS

- Removed 7,000 feet of old barbered wire fence and improved trail conditions on the Abrams Creek Open Space property to benefit recreationists and wildlife.
- Coordinated with Eagle County Open Space to connect the Eagle Ranch loops with Hardscrabble Road and Brush Creek Valley and Ranch Open Space via the new Adam's Way Trail.
- Installed power to replace the aging BMX start gate with Eagle County BMX.
- Completed improvements at the Haymaker Trailhead, including a restroom enclosure, fencing, improved signage, trashcans, and a changing room.
- Facilitated deferred signage, infrastructure, and trail maintenance projects with Town staff and the Vail Valley Mountain Trails Alliance ("VVMTA") Trail Conservation Crew.

2022 GOALS / STRATEGIC PLAN ALIGNMENT

- Finalize the Open Space and Trails master plan to guide maintenance and preservation of existing natural resources, assets, and trails. The plan will also highlight community desired improvements to the trail system and open space lands (2020 Elevate Eagle Action Plan #3).
- Replace the Town's aging trailhead kiosks with updated maps, information, and rules. Use rusted steel frames to improve durability (2020 Elevate Eagle Action Plan #3.5 & 3.18).
- Continue coordination with the Bureau of Land Management on trail network expansions and implementation of the Open Space and Trails Master Plan (Action Plan #3.9, 3.10 & 3.18).
- Complete needed updates to the Fishing is Fun Pond, with support from grant funding (#3.5).

2022 HIGHLIGHTS

In 2022, the Open Space program will focus on continued maintenance and improvements to trails and infrastructure in open space. Town staff will work with VVMTA's Trail Conservation Crew and potentially a youth corps to complete annual and deferred trail maintenance and signage projects. Staff will also start planning to implement projects highlighted in the Open Space and Trails Master plan, including partnering with federal and county land managers to identify new recreational opportunities on surrounding publicly accessible lands.

OPEN SPACE PRESERVATION FUND SUMMARY

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
COMMITTED FUND BALANCE		**$ 325,989**	**$ 294,876**	**$ 359,736**	**$ 625,350**	**74%**	**$ 265,614**
TOTAL FUND BALANCES (Beginning)		**$ 325,989**	**$ 294,876**	**$ 359,736**	**$ 625,350**	**74%**	**$ 265,614**
REVENUES							
81-430-10	Lodging Tax	$ 102,298	$ 84,000	$ 190,000	$ 195,700	3%	$ 5,700
81-430-15	Penalty & Interest	1,033	-	-	-	-	$ -
81-430-20	Interest on Investments	2,406	600	250	203	-19%	(47)
81-430-30	Usage Fees	-	-	-	-	-	-
81-431-00	State Grants (GOCO)	-	-	5,000	-	-100%	(5,000)
81-433-00	Other Grants	7,662	8,980	5,000	-	-100%	(5,000)
81-434-10	Reimbursable Revenue	-	-	-	-	-	-
81-436-70	Miscellaneous	500	-	-	-	-	-
81-437-10	Transfer from General Fund	-	150,000	300,000	150,000	-50%	(150,000)
TOTAL REVENUES		**$ 113,900**	**$ 243,580**	**$ 500,250**	**$ 345,903**	**-31%**	**$ (154,347)**
							-
TOTAL SOURCES		**$ 439,889**	**$ 538,456**	**$ 859,986**	**$ 971,253**	**13%**	**$ 111,267**
EXPENDITURES							
Operating Expenses		$ 70,153	$ 193,810	$ 174,209	$ 315,975	81%	$ 141,766
Capital Expenditures		10,000	44,960	60,427	141,250	134%	80,823
Transfers-Out		-	-	-	15,855	-	15,855
TOTAL EXPENIDTURES		**$ 80,153**	**$ 238,770**	**$ 234,636**	**$ 473,080**	**102%**	**$ 238,444**
NET SOURCE (USE) OF FUNDS		**$ 33,747**	**$ 4,810**	**$ 265,614**	**$ (127,177)**	-148%	**$ (392,791)**
FUND BALANCES (Ending):							-
COMMITTED FUND BALANCE		**$ 359,736**	**$ 299,686**	**$ 625,350**	**$ 498,173**	**-20%**	**$ (127,177)**
TOTAL FUND BALANCE (Ending)		**$ 359,736**	**$ 299,686**	**$ 625,350**	**$ 498,173**	**-20%**	**$ (127,177)**

SUMMARY OF EXPENDITURES

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL	$ 36,876	$ 120,233	$ 117,827	$ 159,764	36%	$ 41,937
MATERIALS & SUPPLIES	2,269	10,625	11,731	13,700	17%	1,969
CHARGES FOR SERVICES	23,722	60,597	42,296	139,850	231%	97,554
DISCRETIONARY FUNDING	5,000	-	-	-	-	-
FIXED CHARGES	2,286	2,355	2,355	2,661	13%	306
CAPITAL EXPENDITURES	10,000	44,960	60,427	141,250	134%	80,823
TOTAL EXPENDITURES	**$ 80,153**	**$ 238,770**	**$ 234,636**	**$ 473,080**	**102%**	**$ 238,444**

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Downtown Development Authority Fund

DESCRIPTION

The Downtown Development (DDA) was approved by voters in 2020. The DDA includes the old downtown area of Eagle and is governed by a board. The DDA is responsible for funding improvements in the downtown that increase economic vitality for the businesses and residents located in the district.

2021 ACCOMPLISHMENTS

- Completed a DDA work plan
- Successfully executed a $27 million bond election for improvements for the downtown district

2022 GOALS / STRATEGIC PLAN ALIGNMENT

- Complete a DDA website
- Hire an Executive Director
- Implement elements of the work plan
- Consider new annexations into the district

2022 HIGHLIGHTS

The DDA is still a new organization. In 2022, the focus of the DDA over the next few years will be to establish a foundation that will include developing administrative policies, implementing elements of the work plan and tracking the tax increment that the district will start to receive. The Town Council will continue to provide seed money to help the DDA accomplish short-term goals until the DDA can support itself over the long-term.

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

		ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FUND BALANCE		**$ -**	**$ -**	**$ -**	**$ -**	**-**	$ -
TOTAL FUND BALANCES (Beginning)		**$ -**	**$ -**	**$ -**	**$ -**	**-**	$ -
REVENUES							
91-431-10	TIF Property Taxes	$ -	$ -	$ -	$ -	-	$ -
91-436-10	DDA Interest	-	-	-	-		
91-436-70	Miscellaneous	-	-	-	-	-	-
91-437-10	Transfer From General Fund	-	-	-	-		
TOTAL REVENUES		**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
TOTAL SOURCES		**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
EXPENDITURES							
91-50-210	Office Supplies	$ -	$ -	$ -	$ -	-	$ -
91-50-220	Operating Supplies	-	-	-	-	-	-
91-50-347	Professional Services	-	-	-	-	-	-
91-50-351	Legal	-	-	-	-	-	-
91-50-385	Treasurer Fees	-	-	-	-	-	-
91-50-510	Insurance	-	-	-	-	-	-
TOTAL EXPENDITURES		**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
NET SOURCE (USE) OF FUNDS		**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
FUND BALANCES (Ending):							
RESTRICTED FUND BALANCE		**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
TOTAL FUND BALANCE (Ending)		**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**

Parking Fee in Lieu Fund

DESCRIPTION

The Council approved the implementation of the Parking Fee in Lieu Fund in 2022 for a Parking Fee in Lieu Program. The fund accounts for operating and capital parking fee in lieu revenue collected from developers within the Parking Fee In-lieu Program Boundary. The fees are voluntary in nature meaning, a developer or owner will have the option to pay a fee if they choose not to provide all or a portion of the required parking spaces on-sit as required by the Town's parking regulations. All funds collected will be used to conduct parking studies or evaluations, construct parking facilities, operate and maintain parking facilities, and administrative services related to parking, all within the Program Boundary.

2021 ACCOMPLISHMENTS

- Completion of the updated Downtown Parking Study to develop the Parking Fee in Lieu Program

2022 GOALS / STRATEGIC PLAN ALIGNMENT

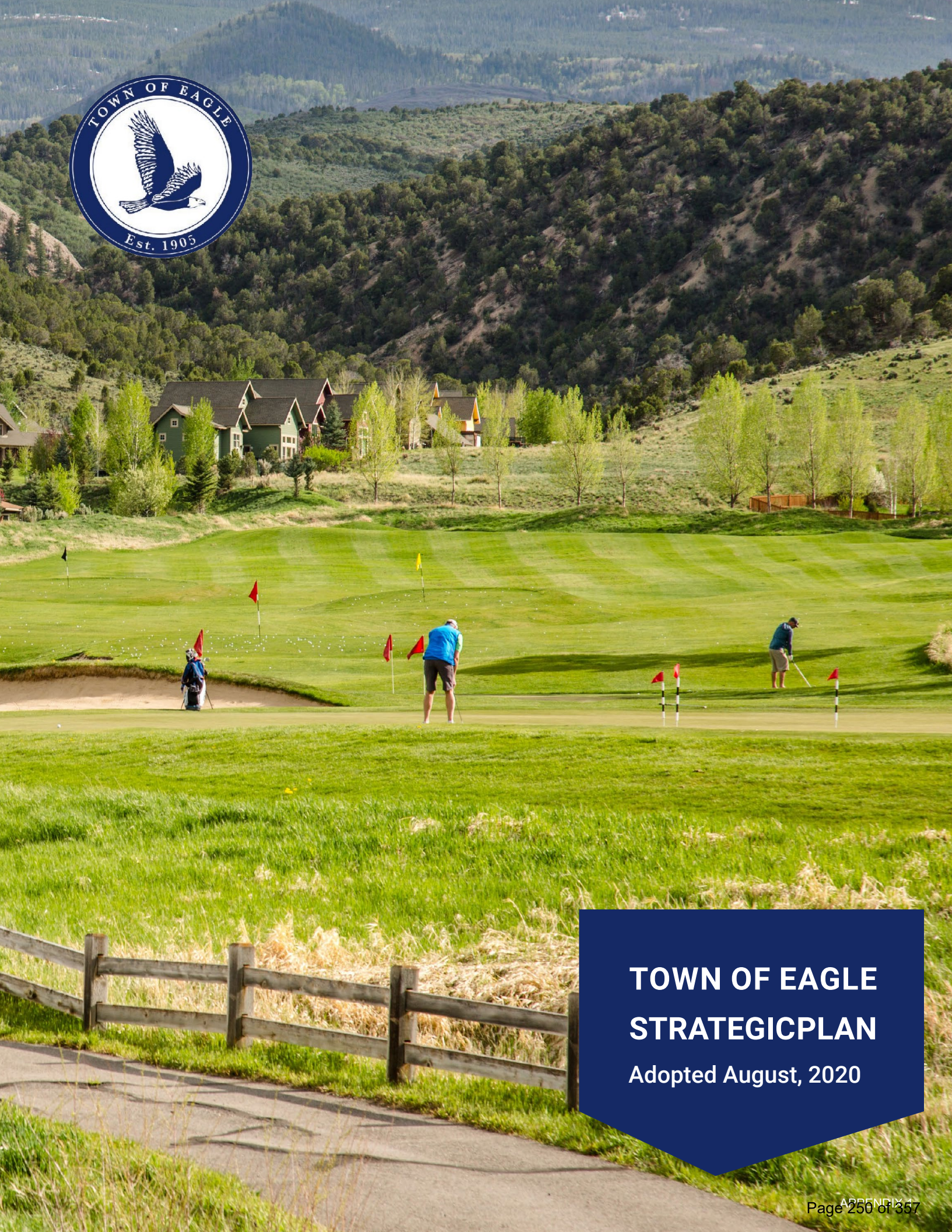
- Implement the Program and roll out to developers

2022 HIGHLIGHTS

The Parking Fee in Lieu Program is brand new to the organization. The focus over the next few years will be to plan for future projects and build up funds to complete the planned projects within the Program Boundary.

PARKING FEE IN LIEU FUND SUMMARY

	ACTUAL 2020	BUDGET 2021	REVISED 2021	BUDGET 2022	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**	**-**	$ -
TOTAL FUND BALANCES (Beginning)	**$ -**	**$ -**	**$ -**	**$ -**	**-**	$ -
REVENUES						
Parking Fee in Lieu - Operating	$ -	$ -	$ -	$ -	-	$ -
Parking Fee in Lieu - Capital	-	-	-	-		
Miscellaneous	-	-	-	-	-	-
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
TOTAL SOURCES	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
EXPENDITURES						
Office Supplies	$ -	$ -	$ -	$ -	-	$ -
Operating Supplies	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Legal	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
NET SOURCE (USE) OF FUNDS	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
FUND BALANCES (Ending):						
RESTRICTED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**
TOTAL FUND BALANCE (Ending)	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**$ -**



TOWN OF EAGLE STRATEGICPLAN

Adopted August, 2020

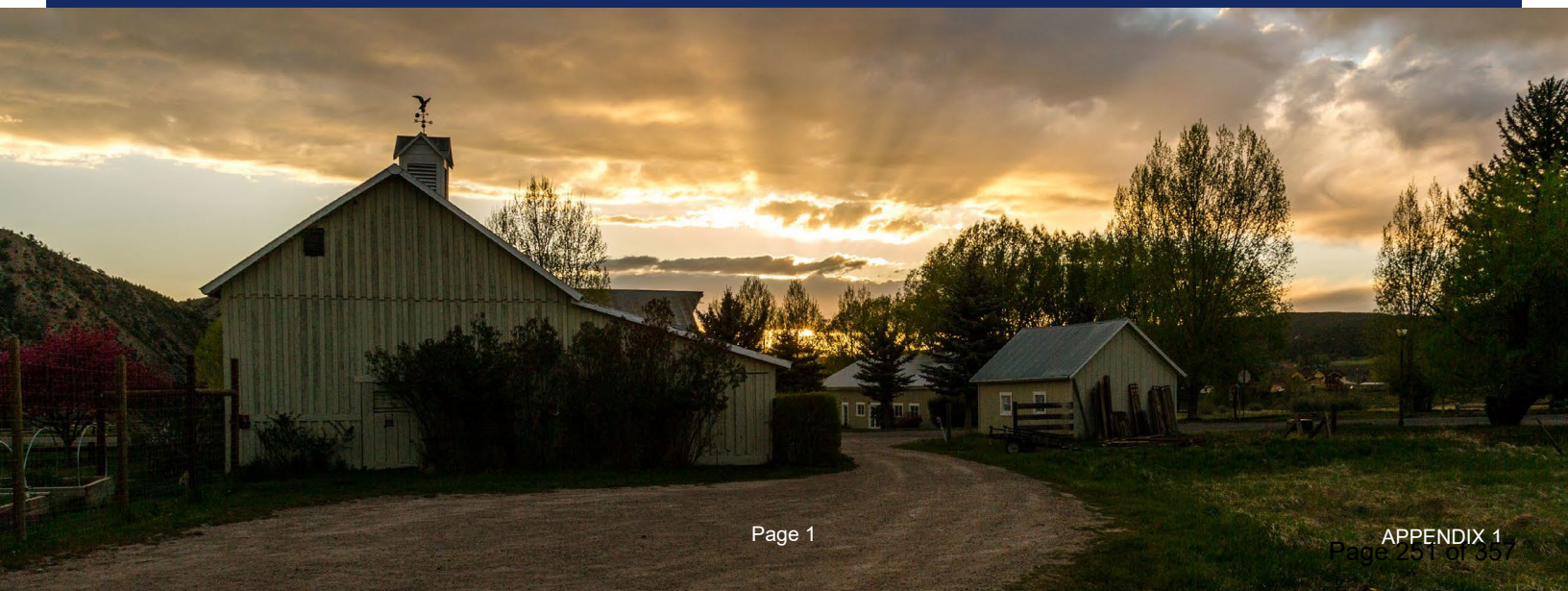
AB0UT THE TOWN OF EAGLE

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

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

The Town's Organization - Established in 1887, incorporated in 1905, the Town of Eagle became the County seat in 1921 and adopted a home rule charter in 2020. The Town is a council-manager form of government led by a 7-member Town Council elected for four-year terms. The Town Council appoints the Town Manager, Town Attorney, and Municipal Court Judge. The Town has a staff of approximately 50 dedicated employees with an average longevity of 10 years. Eagle provides a full range of services including police protection, water and wastewater services, street and parks maintenance, community and economic development, and events planning. Fire service is provided by the Greater Eagle Fire Protection District.

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



PURPOSE OF THE TOWN'S STRATEGIC PLAN

This Strategic Plan has been updated for the community of Eagle by the Town Council and staff during an annual retreat. It establishes a common language and proposes strategies designed to ensure a bright future for Eagle. Specifically, this Plan creates the following outcomes:

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

It is important to emphasize that this Strategic Plan does not approve or communicate final policy decisions on specific issues or objectives. Rather, it provides a framework for an ongoing dialogue about maintaining and enhancing the quality of life in Eagle. Each of the Major Objectives in this Plan will require additional collaboration by the Town's staff, advice from experts, and input from the community before the Town Council makes final policy or investment decisions. The Town will provide ample opportunities for citizens to be engaged as specific issues are addressed.

ELEMENTS OF THE STRATEGIC PLAN

FOUNDATION

The Town's Vision, Mission and Values establish a foundation for meeting the needs of the community, and defining how the staff of the Town will conduct business.

GUIDING PRINCIPLES

The Town's Guiding Principles describe specific commitments to protect the interests of the residents and businesses in Eagle. These Principles provide the framework for identifying more explicit standards and for engaging with the community on important issues.

MAJOR OBJECTIVES

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

The Implementation Plan is a separate document, created by staff and approved by the Town Council that captures the strategies and tactics used to accomplish the Major Objectives. The Implementation Plan is consistently updated and the results are captured and reported back to the Town Council. Each implementation step has been linked to the Major Objectives and the Guiding Principles as well as to the Mission and Vision of the Town of Eagle.

FOUNDATION

VISION

The Town of Eagle is a vibrant mountain community that is diverse, inclusive, and unique.

MISSION

Maintain and enhance the quality of life for everyone in our community.

VALUES

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

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

Respect
We thoughtfully consider each other's differences and opinions.

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

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

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

Leadership
We are proactive in advancing the interests of our communities.

GUIDING PRINCIPLES

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

Proactive Economic Development

Progressive Community Based Law Enforcement

Protecting Public Health, Safety, and the Environment

Reliable and Cost Effective Services

Sound Planning and Appropriate Investment

Sustainable Finances and Increasing Efficiency

Transparency and Community Engagement

The following narrative provides more information on the Town's Guiding Principles and articulates some of the Town's specific standards

Appropriate Investment

Providing reliable services requires funding that covers today's financial needs and supports investments in the Town's vision for the future. The Town must also invest in a highly effective, motivated, and well-trained workforce.

Proactive Economic Development

Eagle's economy is the engine for quality of life. Eagle is fortunate to have a variety of natural and developed assets, including its location on Interstate 70, proximity to world class ski resorts and the regional airport, and access to multiple outdoor activities, including hiking, mountain biking, fishing, river rafting, kayaking, snowmobiling, and hunting.

Progressive Community Based Law Enforcement

The Town of Eagle Police Department is defined by transparency, community building, and adaptability. Utilizing a community policing approach as its baseline, the department is committed to evolving thoughtfully to respond to the needs of Eagle and its visitors with a progressive, and sometimes non-traditional approach to law enforcement.

Protecting Public Health, Safety, and the Environment

The Town is committed to protecting the well-being of the community. This means supporting dynamic and diverse neighborhoods, and maintaining a strong framework for business opportunities, being good stewards of the environment.

Reliable and Cost-Effective Services

A key responsibility for the Town is to provide essential services, whether it be reliable water and sewer services, trash and recycling services, or support with respect to permitting, zoning, planning, and other basic needs. Meeting the needs of customers also requires that the Town adopt standards of service that make it easy for people to do business with the Town.

Sound Planning

The foundation for providing reliable services and quality of life is planning. The Town focuses on adequate resources, reliable infrastructure, compliance with regulations, and a local economy that supports a high quality of life for Eagle residents.

Sustainable Finances and Increasing Efficiency

The Town's financial capabilities and standards ensure that it has the financial strength and resources to provide the reliable and high-quality services that residents expect. The Town's finances must be resilient to economic downturns, cover the full cost of operations, provide adequate funding to maintain financial reserves, and support capital investment.

Transparency and Community Engagement:

By providing easy access to information and timely responses to customer inquiries, the Town creates an environment that fosters public trust and allows Eagle's residents and business owners to understand the Town's values, priorities and strategic plans. The Town is committed to maintaining an ongoing, meaningful, and substantive dialogue with the community that is based on clearly defined standards and compelling arguments for proposed policies and investments.

MAJOR OBJECTIVES

Eagle's Strategic Plan employs several criteria for assessing future challenges and opportunities. These criteria include the following:

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

Based on the criteria above, the Town has developed a series of Major Objectives. The following Major Objectives describe the most significant areas, challenges, and opportunities likely to come before Eagle's Town Council within a 5-year planning horizon. As stated above, they do not represent final decisions by the staff or Town Council, rather they provide enough detail for the Town's staff to develop specific action steps, continue clarifying the issues, collaborate with experts, and inform the public. Each Major Objective adheres to Guiding Principles and is designed to align with the Town's vision and mission statement, which is to maintain and enhance the quality of life for everyone in Eagle. These objectives and associated activities may have implications well beyond the planning horizon, consistent with the need to have a long-term view. The following Major Objectives address these fundamental realities in an integrated manner. They are listed in alphabetical order, as they are all equally important to the community.

MAJOR OBJECTIVES

STIMULATE ECONOMIC VITALITY AND DEVELOPMENT

The Town focuses on development that follows the Elevate Eagle Comprehensive Plan to ensure results that maximize the economic benefits. The economic impact of visitors and business investments result in positive benefits in terms of amenities, job creation, increases in wages, infrastructure and the overall quality of life.

IMPROVE COMMUNITY RESPONSIVE SERVICES

The Town is adopting policies and regulations to be responsive to changes in the business environment, which will encourage thoughtful growth and development. Community interaction and engagement will inform decision making by the Town Council.

MATCH INFRASTRUCTURE TO QUALITY OF LIFE

The Town is investing in and implementing infrastructure improvements that increase the high quality of life and vibrant economy without creating an undue burden on the residents of the Town.

ATTRACT VISITORS

The Town is capitalizing on the unique heritage and outdoor amenities to attract visitors to Eagle. Proximity to I 70 and regional airports along with special events will encourage a wide and diverse range of tourists, bringing an investment which will improve the economy and quality of life for everyone.

FOCUS ON RECREATION, EVENTS AND OPEN SPACE

The Town of Eagle is a destination for outdoor recreation, and residents and visitors participate in a wide range of opportunities and activities. Open space and community buffers will continue to promote a high quality of life and the unique location that is a strong value for the community.

STRENGTHEN TOWN ORGANIZATION AND CULTURE

The Town staff is highly competent, empowered, motivated and collaborative and enjoy working with and for the Town of Eagle. The Town develops this potential by creating a work culture that is inclusive, respects employees, and values contributions at all levels. Training, benefits and pay are competitive and result in attraction and retention of a high quality workforce.

ENHANCE THE ECONOMIC RESILIENCY OF THE TOWN GOVERNMENT

The Town is fiscally responsible, and revenues received are balanced against current and future needs of the community. Diversified sources of revenue are allocated to provide a high quality of life while ensuring ongoing maintenance and operation of current amenities.

INVEST IN ENVIRONMENTAL AND ENERGY SUSTAINABILITY

The Town is focused on environmental impacts of decision making and will ensure that projects and policies reflect a focus on improving and sustaining natural resources for future generations.

DIVERSIFY THE ATTAINABLE HOUSING STOCK

The Town creates opportunities for a diversified, attainable housing stock for a variety of rental and purchase options.

STRATEGIC GOALS

Stimulate Economic Vitality and Development

- Support a Business Improvement District or similar approach
- Continue to create opportunities on Highway 6
- Develop a comprehensive strategy for economic vitality

Improve Community Responsive Services

- Revise the existing code
- Review policies and identify areas to simply for administrative approval
- Adopt zoning or overlay districts that are designed to achieve this outcome

Match Infrastructure to Quality of Life

- Develop and implement broadband solutions
- Implement a system for reporting maintenance issues
- Evaluate impact fees throughout the Town
- Adopt a multi-modal transportation plan

Attract Visitors

- Develop the Eagle Brand
- Fund a Wayfinding, Gateway and Entry Signage Plan
- Collaborate with regional tourism & marketing efforts

Focus on Recreation, Events and Open Space

- Adopt a Capital Improvement Plan for open space & parks
- Identify a sustainable revenue source for open space
- Support culturally diverse events in the community

Strengthen Town Organization and Culture

- Build capacity of existing staff through strategic investments
- Establish and fund competitive salary and benefits plan
- Invest in technology and systems to improve performance

Enhance the Economic Resiliency of the Town Government

- Adopt policies to ensure value of real property in Town
- Identify partners for revenue sharing
- Identify and implement diverse revenue streams

Invest in Environmental and Energy Sustainability

- Research the feasibility of a new electric utility
- Set goals for energy reduction for Town or community
- Adopt a philosophy and principles for sustainability

Diversify the Attainable Housing Stock

- Develop a strategy for housing
- Collaborate on solutions in the West Eagle Area
- Revise the inclusionary zoning standards to be more specific

CONCLUDING REMARKS

The execution of this plan will begin by assigning the Town staff to research each of the Major Objectives and create specific action steps and implementation items. The staff will return to the Town Council to offer recommendations, present updates, and continue to discuss the Strategic Plan. The financial implications of implementing the Major Objectives will be reflected in specific policy proposals, discussions with the community during outreach efforts, and included in the Town's operating and capital budgets. In addition, as important policy issues come before the Town Council, the supporting information provided by the staff will reference the relevant Major Objective from this Strategic Plan.

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

For more information about this plan, please visit the Town of Eagle website at www.townofeagle.org or contact the Town Manager at

PO Box 609
200 Broadway
Eagle, CO 81631

970-328-6354

970-328-5203

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2022 Pay Plan

Effective: January 1, 2022

Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
			$14.5000	**$18.8500**	**$23.2000**	*Hourly*
			$1,160.0000	**$1,508.0000**	**$1,856.0000**	*Bi-Weekly*
			$30,160.0000	**$39,208.0000**	**$48,256.0000**	**If Annualized*
1	Maintenance Worker (Seasonal)	Non-Exempt				
	Info Center Host (Part Time)	Non-Exempt				
	Intern I (Career X)	Non-Exempt				
	Open Space Trail Technician (Seasonal)	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$19.1500	**$22.9800**	**$26.8100**	*Hourly*
			$1,532.0000	**$1,838.4000**	**$2,144.8000**	*Bi-Weekly*
			$39,832.0000	**$47,798.4000**	**$55,764.8000**	**If Annualized*
	Town Mgr. Assistant - Intern	Non-Exempt				
2	Administrative Technician I, Utility Billing Technician I	Non-Exempt				
	Records-Information Tech I (PD)	Non-Exempt				
	Maintenance Technician I	Non-Exempt				
	Municipal Court Clerk (Part Time)	Non-Exempt				
	Plant Operator D & Trainee	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$22.9558	**$27.5470**	**$32.1382**	*Hourly*
			$1,836.4667	**$2,203.7600**	**$2,571.0533**	*Bi-Weekly*
	Administrative Technician II	Non-Exempt	**$47,748.1333**	**$57,297.7600**	**$66,847.3867**	**If Annualized*
	Code Enforcement Officer	Non-Exempt				
3	Permit Technician	Non-Exempt				
	Plant Operator - C License	Non-Exempt				
	Maintenance Technician II	Non-Exempt				
	Mechanic I	Non-Exempt				
	Records-Information Tech II (PD)	Non-Exempt				
	Utility Billing & Accounting Specialist	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$26.4654	**$33.0817**	**$39.6980**	*Hourly*
			$2,117.2288	**$2,646.5360**	**$3,175.8432**	*Bi-Weekly*
			$55,047.9488	**$68,809.9360**	**$82,571.9232**	**If Annualized*
	Building & Grounds Supervisor	Non-Exempt				
	IT Technician I	Non-Exempt				
4	Maintenance Technician III	Non-Exempt				
	Mechanic II	Non-Exempt				
	Plant Operator B	Non-Exempt				
	Records-Evidence Supervisor & Exec. Asst (PD)	Non-Exempt				
	Public Works Inspector	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$27.6133	**$34.5166**	**$41.4199**	*Hourly*
			$2,209.0624	**$2,761.3280**	**$3,313.5936**	*Bi-Weekly*
	Building Inspector I	Non-Exempt	**$57,435.6224**	**$71,794.5280**	**$86,153.4336**	**If Annualized*
	Economic Development Specialist (New 2022)	Non-Exempt				
5	IT Technician II (possible future IT Staff)	Non-Exempt				
	Maintenance Technician IV	Non-Exempt				
	Mechanic III/Master Mechanic (New 2022)	Non-Exempt				
	Plant Operatior - A License	Non-Exempt				
	Planner I	Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$29.0000	**$30.0000**	**$31.0000**	*Hourly*
5a			**$2,320.0000**	**$2,400.0000**	**$2,480.0000**	*Bi-Weekly*
	Police Trainee, Academy Sponsor	Non-Exempt	**$60,320.0000**	**$62,400.0000**	**$64,480.0000**	**If Annualized*

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

2022 Pay Plan
Effective: January 1, 2022

Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
6			$30.0196	$37.5245	$45.0294	*Hourly*
			$2,401.5680	$3,001.9600	$3,602.3520	*Bi-Weekly*
	Special Events Manager	Exempt	$62,440.7680	$78,050.9600	$93,661.1520	**If Annualized*
	Civil Engineer I	Exempt				
	Planner II	Exempt				
	Plans Examiner/Inspector (New 2022)	Non-Exempt				
	IT Technician III	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
7			$30.7500	$38.4375	$46.1250	*Hourly*
			$2,460.0000	$3,075.0000	$3,690.0000	*Bi-Weekly*
			$63,960.0000	$79,950.0000	$95,940.0000	**If Annualized*
	Police Officer-School Resource Officer I & II	Non-Exempt				
	Police Detective	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
8			$31.4364	$39.2955	$47.1546	*Hourly*
			$2,514.9139	$3,143.6400	$3,772.3680	*Bi-Weekly*
			$65,387.7619	$81,734.6400	$98,081.5680	**If Annualized*
	Building Inspector II	Non-Exempt				
	Communications & Marketing Manager (New 2022)	Exempt				
	Planner III/Senior Planner	Exempt				
	Senior Accountant	Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
9			$33.1368	$41.4210	$49.7051	*Hourly*
			$2,650.9440	$3,313.6760	$3,976.4080	*Bi-Weekly*
			$68,924.5440	$86,155.5760	$103,386.6080	**If Annualized*
	Lead Plant Operator	Non-Exempt				
	Town Clerk, Court Supervisor	Exempt				
	Civil Engineer II - PW, Utility Manager	Exempt				
	Police Sergeant	Non-Exempt				
	Public Works Operations Manager	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
10			$38.0315	$47.5394	$57.0473	*Hourly*
			$3,042.5216	$3,803.1520	$4,563.7824	*Bi-Weekly*
			$79,105.5616	$98,881.9520	$118,658.3424	**If Annualized*
	Building Official	Non-Exempt				
	Human Resources Manager	Exempt				
	Information Technology Manager	Exempt				
	Open Space & Trails Manager	Non-Exempt				
	Lieutenant (new for 2022)	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
11			$42.1998	$52.7498	$63.2998	*Hourly*
			$3,375.9872	$4,219.9840	$5,063.9808	*Bi-Weekly*
			$87,775.6672	$109,719.5840	$131,663.5008	**If Annualized*
	Town Engineer	Exempt				
	Public Works Advisor - Part Time	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
12			$43.9521	$57.1377	$70.3233	*Hourly*
			$1,142.7540	$4,571.0160	$5,625.8658	*Bi-Weekly*
			$91,420.3200	$118,846.4160	$146,272.5120	**If Annualized*
	Assistant Town Manager	Non-Exempt				
	Town Planner-Community Development Director	Exempt				
	Police Chief	Exempt				
	Public Works Director	Exempt				
	Finance Director	Exempt				

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

2022 Pay Plan Implementation Guide
Effective 01/01/2022*
*First full pay period for 2022, paid 1/21/2022

The following is a guide regarding how the 2022 Pay Plan will be implemented:

1. The Town established a 2-3% merit pool.
2. Upon rehire, seasonal employees are eligible for a 2% - 3% merit increase based on performance.
3. Supervisors must complete a performance evaluation for each employee; information regarding the performance evaluation process was provided in 4th Quarter of 2021.
4. Employees who receive a less than satisfactory evaluation will not be eligible for a merit increase.
5. Employees who receive a satisfactory/meets expectations evaluation will be eligible to receive a 1.0 – 1.70 % merit increase.
6. Employees who receive an effective/outstanding/above expectations evaluation will be eligible to receive a 1.75 – 3.0 % merit increase.
7. Employees who have been employed by the Town for less than 11 months as of 12/01/2021 may be eligible to receive a pro-rated merit increase based on the months of employment. Employees hired in December of 2021 may not receive a merit increase until 1/2023.
8. All merit increases are based on job performance and must be explained and justified in a written performance evaluation; all performance evaluations must be reviewed and approved by the Human Resources Manager.

2022 Town Holidays Observed

Date	Holiday
Monday, January 3	New Year’s Day Observed
Monday, January 17	Martin Luther King Day
Monday, February 21	President's Day
Monday, May 30	Memorial Day
Monday, June 20	Juneteenth Observed
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday October 10	Indigenous Peoples Day
Friday, November 11	Veterans' Day holiday
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day After Thanksgiving
Friday, December 23	Christmas Eve. Observed
Monday, December 26	Christmas Day Observed
Friday, December 30	New Year's Eve. Observed
upon supervisory approval	Floating Holiday

Total 15 full days

2022 Town Holidays for Sworn Police Officers

Date	Holiday
Saturday, January 1	New Year’s Day
Monday, January 17	Martin Luther King Day
Monday, February 21	President's Day
Monday, May 30	Memorial Day
Sunday, June 19	Juneteenth
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Indigenous Peoples Day
Friday, November 11	Veteran's Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day After Thanksgiving
Saturday, December 24	Christmas Eve.
Sunday, December 25	Christmas Day
Saturday, December 31	New Year's Eve.
upon supervisory approval	Floating Holiday

Total 15 full days

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ADMINISTRATIVE FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
ADMINISTRATIVE	Copies Black and White – per copy	$ 0.25	$ 0.25	NO CHANGE
ADMINISTRATIVE	Copies Large – per copy	$ 1.50	$ 1.50	NO CHANGE
ADMINISTRATIVE	Copy of Annual Audit	$ 25.00	$ 25.00	NO CHANGE
ADMINISTRATIVE	Copy of Eagle Municipal Code (Paper Copy)	$ 100.00	$ 100.00	NO CHANGE
ADMINISTRATIVE	Notary Services	$ 5.00	$ 5.00	NO CHANGE
ADMINISTRATIVE	Records USB Flash Drive	$ 2.00	$ 2.00	NO CHANGE
ADMINISTRATIVE	Research/Records Search (per hour, first hour free)	$ 30.00	$ 30.00	NO CHANGE
ADMINISTRATIVE	Colorado Open Record Act Request - Audio/Video	$ 5.00	$ 5.00	NO CHANGE
ADMINISTRATIVE	Colorado Open Record Act Request	$0.25/page	$0.25/page	NO CHANGE
ADMINISTRATIVE	Returned Check Fee	$ 25.00	$ 25.00	NO CHANGE
ADMINISTRATIVE	Verbatim Transcripts – per page, PLUS HOURLY RATE	$ 15.00	$ 15.00	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
BUSINESS LICENSE FEE	Business License - Sales Within Public Right of Way	$ 25.00 - 250.00	$ 25.00 - 250.00	NO CHANGE
BUSINESS LICENSE FEE	Business License/Business Marketing Fee	$ 20.00	$ 20.00	NO CHANGE
BUSINESS LICENSE FEE	Business License/Business Occupation Tax	$ 55.00	$ 55.00	NO CHANGE
BUSINESS LICENSE FEE	Business & Tobacco License Late Fee	$15/month after January 31st max of $45	$15/month after January 31st max of $45	NO CHANGE
BUSINESS LICENSE FEE	Business License Peddler and Solicitors: One Day	$ 50.00	$ 50.00	NO CHANGE
BUSINESS LICENSE FEE	Business License Peddler and Solicitors: Two Consecutive Days	$ 65.00	$ 65.00	NO CHANGE
BUSINESS LICENSE FEE	Business License Peddler and Solicitors: Three Consecutive Days	$ 85.00	$ 85.00	NO CHANGE
BUSINESS LICENSE FEE	Business License Peddler and Solicitors: Seven Consecutive Days	$ 105.00	$ 105.00	NO CHANGE
BUSINESS LICENSE FEE	Business License Peddler and Solicitors: Thirty Consecutive Days	$ 125.00	$ 125.00	NO CHANGE
BUSINESS LICENSE FEE	Business License Peddler and Solicitors: One Year	$ 275.00	$ 275.00	NO CHANGE
BUSINESS LICENSE FEE	Communal Outdoor Dining Permit	N/A	$ 75.00	NEW FEE
BUSINESS LICENSE FEE	Takeout Delivery Permit	N/A	$ 25.00	NEW FEE
LIQUOR LICENSE FEE	3.2% Beer Off Premises	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	3.2% Beer On Premises	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	3.2% Beer On/Off Premises	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Add Optional Premises to Hotel & Restaurant License	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Art	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Art Gallery Permit	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Background Investigation	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Bed & Breakfast Permit	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Beer & Wine	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Brew Pub	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Campus Liquor Complex	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Change in Financial Interests	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Change of Location	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Change of Trade Name/Corporate Name	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Club	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Corporate/LLC Change (Per Person)	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Distillery Pub	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Duplicate License	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Each Additional OP License	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Hotel & Restaurant	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Hotel & Restaurant (with optional premises)	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Late Renewal	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	License Application Fee	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Licensed Drugstore	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Limited Liability Change	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Lodging & Entertainment	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Master File Background	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Mini Bar Permit with Hotel Restaurant License	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Modification of Premises	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Optional Premises	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Retail Gaming Tavern	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Retail Liquor Store	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Special Event Permit Malt, Vinous and Spirituous Liquor	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Tasting Permit	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Tavern	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LIQUOR LICENSE FEE	Temporary License Pending Transfer	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Transfer of Ownership	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue, Liquor Licensing Division.	NO CHANGE
LIQUOR LICENSE FEE	Entertainment District - New Application	$ 300.00	$ 300.00	NO CHANGE
LIQUOR LICENSE FEE	Entertainment District - Annual Renewal	$ 100.00	$ 100.00	NO CHANGE
LIQUOR LICENSE FEE	Communal Outdoor Dining Area Application Fee	N/A	$ 50.00	NEW FEE
LIQUOR LICENSE FEE	Festival Permit Application Fee	N/A	$ 100.00	NEW FEE
TOBACCO LICENSE FEE	Retail Tobacco License Fee	$ 250.00	$ 250.00	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Change in Corporate Structure	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Change in Financial Interests	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Change of Manager	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Late Renewal Fee	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED License New	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Modification of Premises	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Renewal Fee (ANNUAL)	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Marijuana MED Transfer of Location	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	This fee shall be charged as set forth in the fee schedule currently adopted by the State of Colorado Department of Revenue Marijuana Enforcement Division	NO CHANGE
MARIJUANA LICENSE FEE	Retail Marijuana Business Operating Fee (ANNUAL)	$ 1,500.00	$ 1,500.00	NO CHANGE
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business License Fee	$ 100.00	$ 100.00	NO CHANGE
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business License Renewal Fee	$ 100.00	$ 100.00	NO CHANGE

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business Manager's Registration Fee	$ 100.00	$ 100.00	NO CHANGE

FACILITY RENTAL

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
OPENSPACE FEES	Chambers Park Usage for Rafting Disembarkation by Rafting Operators (per paid customer)	$ 1	$ 1	NO CHANGE
FACILITY DEPOSIT	Pavilion Deposit Fees	$ 750	$ 750	NO CHANGE
FACILITY DEPOSIT	Studio Deposit Fees	$ 375	$ 375	NO CHANGE
FACILITY DEPOSIT	Centennial Stage-Key Deposit	$ 100	$ 100	NO CHANGE
PAVILION FEES	Pavilion Friday-Sunday: Eagle Resident	$ 600	$ 600	NO CHANGE
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident	$ 900	$ 900	NO CHANGE
PAVILION FEES	Pavilion Friday-Sunday: Non-Profit	$ 400	$ 400	NO CHANGE
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident	$ 300	$ 300	NO CHANGE
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident	$ 400	$ 400	NO CHANGE
PAVILION FEES	Pavilion Monday-Thursday: Non-Profit	$ 200	$ 200	NO CHANGE
STUDIO FEES	Studio Friday-Sunday: Eagle Resident	$ 250	$ 250	NO CHANGE
STUDIO FEES	Studio Friday-Sunday: Non Resident	$ 350	$ 350	NO CHANGE
STUDIO FEES	Studio Friday-Sunday: Non-Profit	$ 200	$ 200	NO CHANGE
STUDIO FEES	Studio Monday-Thursday: Eagle Resident	$ 100	$ 100	NO CHANGE
STUDIO FEES	Studio Monday-Thursday: Non-Resident	$ 150	$ 150	NO CHANGE
STUDIO FEES	Studio Monday-Thursday: Non-Profit	$ 100	$ 100	NO CHANGE
FACILITY RENTAL FEES	Cancellation fee (less than thirty (30) days prior to the event	Town will retain the full deposit fee	Town will retain the full deposit fee	NO CHANGE
FACILITY RENTAL FEES	Cancellation fee (more than thirty (30) days prior to the event	$ 100	$ 100	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Late Check-In Fee	$ 125	$ 125	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Late Key Return	$ 30/Day	$ 30/Day	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Lost Key	Cost to re-key	Cost to re-key	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Unsecured Facility	$ 100	$ 100	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Unsatisfactory Cleaning Fee	$ 65 /half hour minimum: half hour Forfeiture of part of the deposit may be assessed if the next lessee is impacted by the condition of the complex and a discount is required for the next lessee	$ 65 /half hour minimum: half hour Forfeiture of part of the deposit may be assessed if the next lessee is impacted by the condition of the complex and a discount is required for the next lessee	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Repair Fee	$ 65 / half hour plus 1.25 x Cost of parts minimum: half hour	$ 65 / half hour plus 1.25 x Cost of parts minimum: half hour	NO CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Stains on Carpet	$75 / Stain	$75 / Stain	NO CHANGE

FACILITY RENTAL

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Liability Insurance: Low, Medium, and High Hazard Events	Per Colorado Intergovernmental Risk Sharing Agency's (CIRSA) Special Event liabiltiy insurance schedule	Per Colorado Intergovernmental Risk Sharing Agency's (CIRSA) Special Event liabiltiy insurance schedule	NO CHANGE
TOWN HALL FEES	Town Hall Conference Room	$ 25	$ 25	NO CHANGE
TOWN HALL FEES	Town Hall Council Chambers	$ 50	$ 50	NO CHANGE

SPECIAL EVENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
SPECIAL EVENTS	Clean Up Deposits - For events taking place on town property, a deposit for clean up may be charged. The amount returned will be dependent on the amount of staff time spent cleaning the site after the event.	$ 250.00	$ 250.00	NO CHANGE
SPECIAL EVENTS	Fee for Additional Officers - Fee per hour per officer for additional coverage that may be required when a certain number of attendees are expected at an event.	$60-$80/hr/officer	$60-$80/hr/officer	NO CHANGE
SPECIAL EVENTS	Special Event Application Fee - Lower cost application fee for all events. Additional review fee will be charged for events that take significant staff time for review.	$ 25.00	$ 25.00	NO CHANGE
SPECIAL EVENTS	Special Event Application Review Fee - For larger public events that need staff review beyond the collection of event information, a $100 fee will be assessed.	$ 100.00	$ 100.00	NO CHANGE
SPECIAL EVENTS	This fee may be charged when staff are required to assist with an event outside of normal business hours or outside of the standard job duties of the department.	$50/hr/employee	$50/hr/employee	NO CHANGE
SPECIAL EVENTS	Special Event Temporary Use Permit for Using Town Property	$ 250.00	$ 250.00	NO CHANGE

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 1-500	$ 39.40	$ 39.40	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 500.01-2,000	$39.40 for the first 500 plus $3.60 for each add 'l 100 or fraction thereof, to and including 2,000	$39.40 for the first 500 plus $3.60 for each add 'l 100 or fraction thereof, to and including 2,000	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 2,000.01-25,000	$93.40 for the first 2,000 plus $16.30 for each add 'l 1,000 or fraction thereof, to and including 25,000	$93.40 for the first 2,000 plus $16.30 for each add 'l 1,000 or fraction thereof, to and including 25,000	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 25,000.01-50,000	$468.30 for the first 25,000 plus $11.75 for each add 'l 1,000 or fraction thereof, to and including 50,000	$468.30 for the first 25,000 plus $11.75 for each add 'l 1,000 or fraction thereof, to and including 50,000	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 50,000.01-100,000	$762.05 for the first 50,000 plus $8.15 for each add 'l 1,000 or fraction thereof, to and including 100,000	$762.05 for the first 50,000 plus $8.15 for each add 'l 1,000 or fraction thereof, to and including 100,000	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 100,000.01-500,000	$1,169.55 for the first 100,000 plus $6.55 for each add 'l 1,000 or fraction thereof, to and including 500,000	$1,169.55 for the first 100,000 plus $6.55 for each add 'l 1,000 or fraction thereof, to and including 500,000	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 500,000.01-1,000,000	$3789.55 for the first 500,000 plus $5.55 for each add 'l 1,000 or fraction thereof, to and including 1,000,000	$3789.55 for the first 500,000 plus $5.55 for each add 'l 1,000 or fraction thereof, to and including 1,000,000	NO CHANGE
BUILDING PERMIT FEES	Roof Replacement - For single-family structure only	$ 65.00	$ 65.00	NO CHANGE
BUILDING PERMIT FEES	Move or Demolish - Any building or structure	$ 65.00	$ 65.00	NO CHANGE
BUILDING PERMIT FEES	Use Tax	2% of 120% of Total Valuation	2% of 120% of Total Valuation	NO CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Performing work without first obtaining a permit	Double the Permit Fee	Double the Permit Fee	NO CHANGE

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
BUILDING PERMIT FEES	Building Permit Fee - Total Valuation 1,000,000.01 and up	$6,564.55 for the first 1,000,000 plus $4.30 for each add 'l 1,000	$6,564.55 for the first 1,000,000 plus $4.30 for each add 'l 1,000	NO CHANGE
CONTRACTORS REGISTRATION FEES	Building Contractor's Registration	$ 50.00	$ 50.00	NO CHANGE
CONTRACTORS REGISTRATION FEES	Plumbing Contractor's Registration	$ 50.00	$ 50.00	NO CHANGE
CONTRACTORS REGISTRATION FEES	Special Contractor's Registration	$ 50.00	$ 50.00	NO CHANGE
CONTRACTORS REGISTRATION FEES	General Contractor's Registration	$ 100.00	$ 100.00	NO CHANGE
CONTRACTORS REGISTRATION FEES	Electrical Contractor's Registration	$ -	$ -	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - Under 1,000 square feet	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - 1,001-1,500 square feet	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - 1,501-2,000 square feet	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Residential - More than 2,000 sf	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee – Commercial – Total Valuation 1-2,000	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee – Commercial – Total Valuation 2,001 and above	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Permit Fee - Mobile home and travel trailer parks	15% above the fees established by the State Electrical Board	15% above the fees established by the State Electrical Board	NO CHANGE
ELECTRICAL PERMIT FEES	Electrical Temporary power permits	$ 57.50	$ 57.50	NO CHANGE
ELEVATOR PERMIT FEES	Reinspection fees	$1,000 per unit	$1,000 per unit	NO CHANGE
INSPECTIONS	Reinspection fees	$50/Hour (Minimum 1 hour)	$50/Hour (Minimum 1 hour)	NO CHANGE
INSPECTIONS	Inspections for which no fee is specifically indicated	$50/Hour (Minimum 1 hour)	$50/Hour (Minimum 1 hour)	NO CHANGE
INSPECTIONS	Inspections outside of normal business hours 8am-5pm	$100/Hour (Minimum 2 Hours)	$100/Hour (Minimum 2 Hours)	NO CHANGE
MANUFACTURED/MOBILE HOME PERMIT FEES	Single-wide Mobile Home	$ 200.00	$ 200.00	NO CHANGE
MANUFACTURED/MOBILE HOME PERMIT FEES	Double-wide Mobile Home	$ 300.00	$ 300.00	NO CHANGE

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
MANUFACTURED/MOBILE HOME PERMIT FEES	Factory Built/Manufactured Home Double Unit	$ 500.00	$ 500.00	NO CHANGE
MANUFACTURED/MOBILE HOME PERMIT FEES	Factory Build/Manufactured Home Triple Unit	$ 800.00	$ 800.00	NO CHANGE
MECHANICAL PERMIT FEES	Mechanical Permit Fee Total Valuation 1-2,000	$ 65.00	$ 65.00	NO CHANGE
MECHANICAL PERMIT FEES	Mechanical Permit Fee Total Valuation 2,001-25,000	$65 for the first 2,000 plus $22 for each additional 1,000 of fraction thereof up to 25,000	$65 for the first 2,000 plus $22 for each additional 1,000 of fraction thereof up to 25,000	NO CHANGE
MECHANICAL PERMIT FEES	Mechanical Permit Fee Total Valuation 25,001 or more	$571 for the first 25,000 plus $11 for each additional 1,000 or fraction thereof	$571 for the first 25,000 plus $11 for each additional 1,000 or fraction thereof	NO CHANGE

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
MECHANICAL PERMIT FEES	Replacement of existing boiler or furnace	$ 65.00	$ 65.00	NO CHANGE
PERMIT ISSUE/TRANSFER	Permit issuance or transfer (Issuance fee does not apply for Electrical Permits)	$ 25.00	$ 25.00	NO CHANGE
PLAN REVIEW	Repetitive Plan Check Fee - Residential (multi-family)	$75/Hour (Minimum 4 Hours)	$75/Hour (Minimum 4 Hours)	NO CHANGE
PLAN REVIEW	Repetitive Plan Check Fee - Commercial/Industrial/Mixed Use	$75/Hour (Minimum 5 Hours)	$75/Hour (Minimum 5 Hours)	NO CHANGE
PLAN REVIEW	Additional Plan Review required by Changes, Additions, Revisions	$75/Hour (Minimum 1 Hour)	$75/Hour (Minimum 1 Hour)	NO CHANGE
PLAN REVIEW	Plan Check Fee	65% of the amount of the Building Permit Fee	65% of the amount of the Building Permit Fee	NO CHANGE
PLAN REVIEW	Use of an Outside Consultant for plan check and/or inspection	Actual Costs	Actual Costs	NO CHANGE
PLUMBING PERMIT FEES	Plumbing Permit Fee Total Valuation 1-2,000	$ 65.00	$ 65.00	NO CHANGE
PLUMBING PERMIT FEES	Plumbing Permit Fee Total Valuation 2,001-25,000	$65 for the first 2,000 plus $22 for each additional 1,000 of fraction thereof up to 25,000	$65 for the first 2,000 plus $22 for each additional 1,000 of fraction thereof up to 25,000	NO CHANGE
PLUMBING PERMIT FEES	Plumbing Permit Fee Total Valuation 25,001 or more	$571 for the first 25,000 plus $11 for each additional 1,000 or fraction thereof	$571 for the first 25,000 plus $11 for each additional 1,000 or fraction thereof	NO CHANGE
PLUMBING PERMIT FEES	Replacement of existing hot water heater	$ 65.00	$ 65.00	NO CHANGE
PV SOLAR PERMIT FEES	Residential PV Installation -	$ 250.00	$ 250.00	NO CHANGE
PV SOLAR PERMIT FEES	Commercial PV Installation -	$ 500.00	$ 500.00	NO CHANGE
WATER METER FEES	Water Meter Fees - 1” Service	$ 990	$ 990	NO CHANGE
WATER METER FEES	Water Meter Fees - ¾” Service	$ 960	$ 960	NO CHANGE
WATER METER FEES	Water Meter Fees - Greater than 1” Service	Meter and all items associated with insallation of meters larger than 1" - actual cost x 2	Meter and all items associated with insallation of meters larger than 1" - actual cost x 2	NO CHANGE
PLANT INVESTMENT FEE-WATER	Water Per Equivalent Residential Unit (EQR) In Town	$ 12,243	$ 14,080	FEE CHANGE
PLANT INVESTMENT FEE-WATER	Water Per Equivalent Residential Unit (EQR) Out of Town	$ 18,365	$ 21,119	FEE CHANGE

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
PLANT INVESTMENT FEE-WATER	Deed Restricted Affordable Housing or Local Employee residence, per unit	50% Discount	50% Discount	NO CHANGE
PLANT INVESTMENT FEE-SEWER	Sewer - Per Equivalent Residential Unit (1.0 EQR)	$ 10,000	$ 10,000	NO CHANGE

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
MOBILE VENDING PERMIT	Mobile Vending Permit Fee	$ 250.00	$ 250.00	NO CHANGE
SHORT-TERM RENTAL FEES	Short-Term Rental Registration Fees	$ -	$ -	NO CHANGE
FIRE IMPACT FEES	Residential - Single Family (per unit)	$ 2,359.23	$ 2,481.90	FEE CHANGE
FIRE IMPACT FEES	Residential - Multi family (per unit)	$ 1,078.01	$ 1,134.07	FEE CHANGE
FIRE IMPACT FEES	Nonresidential, except temporary & extended stay lodging facilities (per 1,000sqft)	$ 950.74	$ 1,000.18	FEE CHANGE
FIRE IMPACT FEES	Temporary & extended stay lodging facilities (per 1,000sqft)	$ 950.74	$ 1,000.18	FEE CHANGE
PUBLIC SAFETY IMPACT FEE	Impact fee per dwelling unit for residential land use	$ 1,359.89	$ 1,407.49	FEE CHANGE
PUBLIC SAFETY IMPACT FEE	Impact fee for commercial land use	$0.32 / square foot	$0.33 / square foot	FEE CHANGE
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD <2 acres)	$1,500 + Deposit of 20% of estimated passthrough costs	$1,500 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD >2 acres)	$2,500 + Deposit of 20% of estimated passthrough costs	$2,500 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Annexation and Initial Zoning (PUD any size)	$2,500 + Deposit of 20% of estimated passthrough costs	$2,500 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Rezoning Application Fee	$600 + $600 Deposit	$600 + $600 Deposit	NO CHANGE
LAND USE APPLICATION FEES	Amendment to Zone District Regulations	$900 + $900 Deposit	$900 + $900 Deposit	NO CHANGE
LAND USE APPLICATION FEES	Zoning Variance	$ 500.00	$ 500.00	NO CHANGE
LAND USE APPLICATION FEES	Community Plan Exception	$2,000 + Deposit of 20% of estimated passthrough costs	$2,000 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Small Area Plan Exception/Amendment	$1,000 + Deposit of 20% of estimated passthrough costs	$1,000 + Deposit of 20% of estimated passthrough costs	NO CHANGE

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LAND USE APPLICATION FEES	PUD Residential Zoning Plan	$750 + $25 per du + Deposit of 20% of estimated passthrough costs	$750 + $25 per du + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Residential Development Plan	$1,000 + $25 per du + Deposit of 20% of estimated passthrough costs	$1,000 + $25 per du + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Commercial & Industrial Zoning Plan	$800 + Deposit of 20% of estimated passthrough costs	$800 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Commercial & Industrial Development Plan	$1,250 + Deposit of 20% of estimated passthrough costs	$1,250 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Multiple Use - Zoning Plan	$1,000 + Deposit of 20% of estimated passthrough costs	$1,000 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Multiple Use - Development Plan	$2,000 + Deposit of 20% of estimated passthrough costs	$2,000 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Zoning Plan and Development Plan Combination	Listed Fee with 15% discount + Deposit of 20% of estimated passthrough costs	Listed Fee with 15% discount + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Minor Amendment	$500 + Deposit of 20% of estimated passthrough costs	$500 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	PUD Major Amendment	$1,500 + Deposit of 20% of estimated passthrough costs	$1,500 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Subdivision - Sketch Plan	$500 Plus $25 per Lot + Deposit of 20% of estimated passthrough costs	$500 Plus $25 per Lot + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Subdivision - Preliminary Plan	$800 Plus $25 per Lot + Deposit of 20% of estimated passthrough costs	$800 Plus $25 per Lot + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Subdivision - Final Plat	$800 Plus $25 per Lot + Deposit of 20% of estimated passthrough costs	$800 Plus $25 per Lot + Deposit of 20% of estimated passthrough costs	NO CHANGE

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
LAND USE APPLICATION FEES	Subdivision - Lot Line Adjustment	$450 +$ 600 Deposit	$450 +$ 600 Deposit	NO CHANGE
LAND USE APPLICATION FEES	Subdivision - Condominium/Townhouse Plat	$450 + Deposit of 20% of estimated passthrough costs	$450 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Subdivision – Minor	$550 + $600 Deposit	$550 + $600 Deposit	NO CHANGE
LAND USE APPLICATION FEES	Subdivision - Combination Sketch Plan/Prelim Plan	Listed fees with 15% discount + 20% of estimated passthrough costs	Listed fees with 15% discount + 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Subdivision - Combination Prelim/Final Plat	Listed fees with 15% discount + deposit of 20% of estimated passthrough costs	Listed fees with 15% discount + deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Special Use Permit	$600 + $600 Deposit	$600 + $600 Deposit	NO CHANGE
LAND USE APPLICATION FEES	Special Use Permit – Amendment	$ 350	$ 350	NO CHANGE
LAND USE APPLICATION FEES	Sign Permit	$ 50	$ 50	NO CHANGE
LAND USE APPLICATION FEES	Sign Permit - Comprehensive sign program	$ 100	$ 100	NO CHANGE
LAND USE APPLICATION FEES	Design Variance - non DP or Subdivision	$ 300	$ 300	NO CHANGE
LAND USE APPLICATION FEES	Temporary Use Permit - No Hearing	$ 250	$ 250	NO CHANGE
LAND USE APPLICATION FEES	Temporary Use Permit - Public Hearing	$ 600	$ 600	NO CHANGE
LAND USE APPLICATION FEES	Wireless Communcation Facility (WCF) Administrative Approval Fee	N/A	$ 450	NEW FEE
LAND USE APPLICATION FEES	Address Change Fee	$ 25	$ 25	NO CHANGE
LAND USE APPLICATION FEES	Planner - Hourly Rate	$ 60	$ 60	NO CHANGE
LAND USE APPLICATION FEES	Development Permit - Minor non PUD	$1,000 + Deposit of 20% of estimated passthrough costs	$1,000 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Development Permit - Major non PUD	$2,000 + Deposit of 20% of estimated passthrough costs	$2,000 + Deposit of 20% of estimated passthrough costs	NO CHANGE
LAND USE APPLICATION FEES	Encroachment Permit	$ 250	$ 250	NO CHANGE
LAND USE APPLICATION FEES	An Appeal of a Planning Decision	Original application fee (No Deposit)	Original application fee (No Deposit)	NO CHANGE
PARKING FEE IN-LIEU	Parking Fee In-Lieu (Operating)	N/A	$7,000 / Parking Space within the Parking Fee In-Lieu Program Boundary	NEW FEE
PARKING FEE IN-LIEU	Parking Fee In-Lieu (Capital)	N/A	$16,100 / Parking Space within the Parking Fee In-Lieu Program Boundary	NEW FEE
STREET IMPROVEMENT FEES	Residential single family	$1,016 per dwelling unit	$1,016 per dwelling unit	NO CHANGE
STREET IMPROVEMENT FEES	Residential multifamily	$646 per dwelling unit	$646 per dwelling unit	NO CHANGE
STREET IMPROVEMENT FEES	Bank	$7,634 per 1,000 sf	$7,634 per 1,000 sf	NO CHANGE
STREET IMPROVEMENT FEES	Convenience Store w gas	$10,309 per 1,000 sf	$10,309 per 1,000 sf	NO CHANGE
STREET IMPROVEMENT FEES	High turnover sit down restaurant	$3,613 per 1,000 sf	$3,613 per 1,000 sf	NO CHANGE
STREET IMPROVEMENT FEES	Fast food restaurant	$13,681 per 1,000 sf	$13,681 per 1,000 sf	NO CHANGE
STREET IMPROVEMENT FEES	Industrial	$194 per 1,000 sf	$194 per 1,000 sf	NO CHANGE

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
STREET IMPROVEMENT FEES	Commercial General	$1,016 per 1,000 sf	$1,016 per 1,000 sf	NO CHANGE

ENGINEERING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
ENGINEERING DEPARTMENT	Engineer - Hourly Rate	$ 60	$ 60	NO CHANGE
GRADING PERMIT FEES	Grading Permit Fee - 50 cubic yards or less	$ 65	$ 65	NO CHANGE
GRADING PERMIT FEES	Grading Permit Fee - 51-100 cubic yards	$65 for the first 50 cy plus $15.00 for each add 'l 10 cy or fraction thereof	$65 for the first 50 cy plus $15.00 for each add 'l 10 cy or fraction thereof	NO CHANGE
GRADING PERMIT FEES	Grading Permit Fee - 101-1,000 cubic yards	$140 for the first 1,000 cy plus $10.50 for each add 'l 100 cy or fraction thereof	$140 for the first 1,000 cy plus $10.50 for each add 'l 100 cy or fraction thereof	NO CHANGE
GRADING PERMIT FEES	Grading Permit Fee - 1,001-10,000 cubic yards	$234.50 for the first 1,000 cy plus $9.00 for each add 'l 1,000 cy or fraction thereof	$234.50 for the first 1,000 cy plus $9.00 for each add 'l 1,000 cy or fraction thereof	NO CHANGE
GRADING PERMIT FEES	Grading Permit Fee - 10,001-100,000 cubic yards	$315.50 for the first 10,000 cy plus $40.50 for each add 'l 10,000 cy or fraction thereof	$315.50 for the first 10,000 cy plus $40.50 for each add 'l 10,000 cy or fraction thereof	NO CHANGE
GRADING PERMIT FEES	Grading Permit Fee - 100,001 cubic yards or more	$680 for the first 100,000 cy plus $22.50 for each add 'l 10,000 cy or fraction thereof	$680 for the first 100,000 cy plus $22.50 for each add 'l 10,000 cy or fraction thereof	NO CHANGE
GRADING PERMIT FEES	Grading Plan Review Fee	Town Engineer Hourly Rate (Minimum 2 Hours)	Town Engineer Hourly Rate (Minimum 2 Hours)	NO CHANGE

PUBLIC WORKS DEPARTMENT

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
PUBLIC WORKS	Door Tag – Water Notice Shut Off	$ 25.00	$ 25.00	NO CHANGE
PUBLIC WORKS	Meter Check Service Fee	75.00 (Hourly)	75.00 (Hourly)	NO CHANGE
PUBLIC WORKS	Meter Check Service Fee – After Hours/Holidays	150.00 (Hourly)	150.00 (Hourly)	NO CHANGE
PUBLIC WORKS	Public Works Engineer - Hourly Rate	$85-$90	$85-$90	NO CHANGE
PUBLIC WORKS	Water Shut Off/Turn On After Hours/Holidays	$ 150.00	$ 150.00	NO CHANGE
PUBLIC WORKS	Backflow Device Inspection Fee	75.00 (Hourly)	75.00 (Hourly)	NO CHANGE
PUBLIC WORKS	Right of Way Construction Permit	$ 150.00	$ 150.00	NO CHANGE
PUBLIC WORKS	Road Cut Permit Annual	$ 300.00	$ 300.00	NO CHANGE
PUBLIC WORKS	Road Cut Permit One Time	$ 100.00	$ 100.00	NO CHANGE
PUBLIC WORKS	Water Shut Off/Turn On	$ 75.00	$ 75.00	NO CHANGE
PUBLIC WORKS	Non-Operational Meter	$100/month	$100/month	NO CHANGE
PUBLIC WORKS	Yard Waste Fee (per month)	$ 2.00	$ 2.00	NO CHANGE
PUBLIC WORKS	Hydrant Meter Fees (Base Fee)	$ 50.00	$ 50.00	NO CHANGE
PUBLIC WORKS	Hydrant Meter Fees (per 1,000 gallons)	$4.77/1,000 gallons	$4.77/1,000 gallons	NO CHANGE
PUBLIC WORKS	Excavation Permit One Time	N/A	$ 50.00	MISSING FEE
PUBLIC WORKS	Excavation Permit Annual	N/A	$ 150.00	MISSING FEE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Public Works Employee Labor - Not For Public	$38/Hour	$38/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Tandem Dump Truck -Not For Public	$70/Hour	$70/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Backhoe -Not For Public	$50/Hour	$50/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Tool Cat -Not For Public	$50/Hour	$50/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Loader -Not For Public	$60/Hour	$60/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Street Sweeper -Not For Public	$120/Hour	$120/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Skid Steer -Not For Public	$50/Hour	$50/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Motor Grader -Not For Public	$65/Hour	$65/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Lift Truck -Not For Public	$115/Hour	$115/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Boom Mower Tractor/Mowing -Not For Public	$50/Hour	$50/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	ATV -Not For Public	$13.20/Hour	$13.20/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Flushing Trailer/Flushing Skid -Not For Public	$90/Hour	$90/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Pickup Truck/4x4 Vehicle -Not For Public	$20.80/Hour	$20.80/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Water Pump/Trash Pump -Not For Public	$27.10/Hour	$27.10/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Chainsaw + Employee Rate -Not For Public	$3.45 + $38/Hour	$3.45 + $38/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Demo Saw + Employee Rate -Not For Public	$7.20 + $38/Hour	$7.20 + $38/Hour	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Air Compressor -Not For Public	$104/Day	$104/Day	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Traffic Cones -Not For Public	$1.25/Cone	$1.25/Cone	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Type 2 barricades -Not For Public	$2.00/Barricade	$2.00/Barricade	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Type 3 barricades -Not For Public	$2.75/Barricade	$2.75/Barricade	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Traffic Barrels -Not For Public	$2.50/Barrel	$2.50/Barrel	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Additional signage -Not For Public	$1.50 /Sign	$1.50 /Sign	NO CHANGE
PUBLIC WORKS-FOR EMERGENCY RESPONSE	Variable Message Sign -Not For Public	$220/Day	$220/Day	NO CHANGE

UTILITY FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
WATER FUND FEE	**Rate Class Monthly Base Fee Usage Block (gal) Charge per 1,000 gal**			
WATER FUND FEE	**Residential without accessory dwelling unit**	$ 37.44	$ 38.56	FEE CHANGE
WATER FUND FEE	0-6,000	$ 3.18	$ 3.28	FEE CHANGE
WATER FUND FEE	6,001-17,000	$ 7.02	$ 7.23	FEE CHANGE
WATER FUND FEE	17,001-28,000	$ 10.52	$ 10.84	FEE CHANGE
WATER FUND FEE	28,000 +	$ 15.79	$ 16.26	FEE CHANGE
WATER FUND FEE	**Residential with accessory dwelling unit base fee**	$ 46.97	$ 48.38	FEE CHANGE
WATER FUND FEE	0-8,000	$ 3.18	$ 3.28	FEE CHANGE
WATER FUND FEE	8,001-17,000	$ 7.02	$ 7.23	FEE CHANGE
WATER FUND FEE	17,001-28,000	$ 10.52	$ 10.84	FEE CHANGE
WATER FUND FEE	28,000 +	$ 15.79	$ 16.26	FEE CHANGE
WATER FUND FEE	**Non-Residential Commercial & Mixed Use Base Fee (per unit)**	$ 37.44	$ 38.56	FEE CHANGE
WATER FUND FEE	0-6,000	$ 3.18	$ 3.28	FEE CHANGE
WATER FUND FEE	6,000 +	$ 7.02	$ 7.23	FEE CHANGE
WATER FUND FEE	**Non-Residential Government, Schools & Churches base fee (per unit)**	$ 37.44	$ 38.56	FEE CHANGE
WATER FUND FEE	0-6,000	$ 3.18	$ 3.28	FEE CHANGE
WATER FUND FEE	6,000 +	$ 7.02	$ 7.23	FEE CHANGE
WATER FUND FEE	**Residential/ Non- Residential Compound Meter High Side base fee (per unit)**	$ -	$ -	FEE CHANGE
WATER FUND FEE	All Usage	$ 7.02	$ 7.23	FEE CHANGE
WATER FUND FEE	**Out of Town Residential without accessory dwelling unit base fee**	$ 56.16	$ 57.85	FEE CHANGE
WATER FUND FEE	0-6,000	$ 4.77	$ 4.92	FEE CHANGE
WATER FUND FEE	6,001-17,000	$ 10.49	$ 10.81	FEE CHANGE
WATER FUND FEE	17,001-28,000	$ 15.74	$ 16.22	FEE CHANGE
WATER FUND FEE	28,000 +	$ 23.61	$ 24.31	FEE CHANGE
WATER FUND FEE	**Out of Town Residential with accessory dwelling unit base fee**	$ 70.50	$ 72.61	FEE CHANGE
WATER FUND FEE	0-8,000	$ 4.77	$ 4.92	FEE CHANGE
WATER FUND FEE	8,001-17,000	$ 10.49	$ 10.81	FEE CHANGE
WATER FUND FEE	17,001-28,000	$ 15.74	$ 16.22	FEE CHANGE
WATER FUND FEE	28,000 +	$ 23.61	$ 24.31	FEE CHANGE

UTILITY FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
WATER FUND FEE	**Out of Town Non-Residential Commercial & Mixed Use base fee (per unit)**	$ 56.16	$ 57.85	FEE CHANGE
WATER FUND FEE	0-6,000	$ 4.77	$ 4.92	FEE CHANGE
WATER FUND FEE	6,000 +	$ 10.49	$ 10.81	FEE CHANGE
WATER FUND FEE	**Non-Residential Government, Schools & Churches base fee (per unit)**	$ 56.16	$ 57.85	FEE CHANGE
WATER FUND FEE	0-6,000	$ 4.77	$ 4.92	FEE CHANGE
WATER FUND FEE	6,000 +	$ 10.49	$ 10.81	FEE CHANGE
WATER FUND FEE	**Residential/ Non- Residential Compound Meter High Side base fee(per unit)**	$ -	$ -	FEE CHANGE
WATER FUND FEE	All Usage	$ 10.49	$ 10.81	FEE CHANGE
WATER FUND FEE	**Surcharge Residential (per unit)**			NO CHANGE
WATER FUND FEE	Low Usage - (0 - 4,000 gallons)	$ 8.15	$ 8.15	NO CHANGE
WATER FUND FEE	Average Usage - (4,000 - 14,000)	$ 12.50	$ 12.50	NO CHANGE
WATER FUND FEE	High Usage - (14,000 +)	$ 17.00	$ 17.00	NO CHANGE
WATER FUND FEE	**Surcharge Non-Residential (per unit)**			NO CHANGE
WATER FUND FEE	Low Usage - (0 - 4,000 gallons)	$ 8.15	$ 8.15	NO CHANGE
WATER FUND FEE	Average Usage - (4,000 - 46,000)	$ 12.50	$ 12.50	NO CHANGE
WATER FUND FEE	High Usage - (46,000 +)	$ 17.00	$ 17.00	NO CHANGE
WATER FUND FEE	Utility Payment Late Fee (Water/Sewer/Trash)	$ 5.00	$ 5.00	FEE TITLE CHANGE ONLY
WASTE WATER FUND FEE	Residential/Commercial/Mixed Use/Government/Schools - Monthly Sewer Service (per unit)	$ 61.76	$ 63.61	FEE CHANGE
REFUSE FEE	Residential monthly charges rubish removal and recycling base fee	$ 26.92	$ 27.72	FEE CHANGE
REFUSE FEE	Additional can fee per month	$ 21.52	$ 22.16	FEE CHANGE
REFUSE FEE	Extra Trash Charges: Furniture - couch, sofa, twin or single box springs/mattresses	$ 15.00	$ 15.00	NO CHANGE
REFUSE FEE	Extra Trash Charges: Furniture - per king/queen mattress or box springs	$ 20.00	$ 20.00	NO CHANGE
REFUSE FEE	Extra Trash Charges: Appliances - stove, oven, washing machine, dishwasher, dryer, microwave	$ 15.00	$ 15.00	NO CHANGE
REFUSE FEE	Extra Trash Charges: Appliances - hot water heater, cast iron tub, refridgerator	$ 30.00	$ 30.00	NO CHANGE
REFUSE FEE	Extra Trash Charges: Carpet: per cubic yard	$ 18.00	$ 18.00	NO CHANGE

UTILITY FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
REFUSE FEE	Extra Trash Charges: Construction Materials - per cubic yard	$ 18.00	$ 18.00	NO CHANGE
REFUSE FEE	Extra Trash Charges: Tires (each)	$ 7.00	$ 7.00	NO CHANGE
REFUSE FEE	Trash Can - New	$ 90.00	$ 90.00	NO CHANGE
REFUSE FEE	Trash Can - Used	$ 50.00	$ 50.00	NO CHANGE
REFUSE FEE	Recycle Container	$ 20.00	$ 20.00	NO CHANGE
REFUSE FEE	Yardwaste Fee	$ 2.00	$ 2.00	NO CHANGE
REFUSE FEE	Administrative Fee for Refuse Billing	$ 1.26	$ 1.34	FEE CHANGE
STORMWATER MANAGEMENT FEE	Residential Monthly Fee	$ 3.00	$ 3.00	NO CHANGE
STORMWATER MANAGEMENT FEE	Commercial Monthly Fee	$ 6.00	$ 6.00	NO CHANGE

COURT FEES

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
COURT	Court Cost	$ 30	$ 30	NO CHANGE
COURT	Surcharge - Criminal Violation	$ 20	$ 20	NO CHANGE
COURT	Surcharge - Traffic Code Violation	$ 10	$ 10	NO CHANGE
COURT	Jury Demand Fee	$ 25	$ 25	NO CHANGE
COURT	Witness Fee	$ 5/day	$ 5/day	NO CHANGE
COURT	Juror Fee-Engaged on Jury	$6/day	$6/day	NO CHANGE
COURT	Juror Fee-Attendance on Panel	$3/day	$3/day	NO CHANGE
COURT	Mileage Fees (witnesses and jurors)	$0.15/mile	$0.15/mile	NO CHANGE
COURT	Deferred Judgement Fee	$ 75	$ 75	NO CHANGE
COURT	Deferred Prosecution Fee	$ 40	$ 40	NO CHANGE
COURT	Insurance Dismissal Fee	$ 10	$ 10	NO CHANGE
COURT	Bench Warrant Fee	$ 50	$ 50	NO CHANGE
COURT	Incarceration Fee	Amount equal to sum charged to the Town by the County for incarceration	Amount equal to sum charged to the Town by the County for incarceration	NO CHANGE
COURT	Charitable Contribution	$ 5	$ 5	NO CHANGE
COURT	Collections Administration Fee	$ 50	$ 50	NO CHANGE
COURT	Stay of Execution Fee	$ 25	$ 25	NO CHANGE
COURT	Non-Resident Violator Compliance Fee	$ 30	$ 30	NO CHANGE
COURT	Outstanding Judgment Warrant Fee	$ 30	$ 30	NO CHANGE
COURT	Record Sealing Fee	$ 65	$ 65	NO CHANGE

POLICE DEPARTMENT

FEE TYPE	FEE TITLE	2021 FEE	2022 FEE	PROPOSED FEE CHANGE
POLICE DEPARTMENT	Abandoned Vehicle Administration Fee	$ -	$ -	NO CHANGE
POLICE DEPARTMENT	Nuisance Alarm Fee	50-150	50-150	NO CHANGE
POLICE DEPARTMENT	VIN Inspection Fee	$ 15.00	$ 15.00	NO CHANGE
POLICE DEPARTMENT	Sex Offender Annual Registration	$ 25.00	$ 25.00	NO CHANGE
POLICE DEPARTMENT	Sex Offender Information Update	$ -	$ -	NO CHANGE
POLICE DEPARTMENT	Sex Offender Quarterly Registration	$ 25.00	$ 25.00	NO CHANGE
POLICE DEPARTMENT	Police Report Digital Evidence Disc Fee	$ 5.00	$ 5.00	NO CHANGE
POLICE DEPARTMENT	Police Report Fee	.25 per page	.25 per page	NO CHANGE
POLICE DEPARTMENT	Police Report Research Fee (per hour, first hour free)	$ 30.00	$ 30.00	NO CHANGE
POLICE DEPARTMENT	Sex Offender De- Registration	$ -	$ -	NO CHANGE
POLICE DEPARTMENT	Video Redaction Fee	Cost of Third Party Contract	Cost of Third Party Contract	NO CHANGE

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TOWN OF EAGLE

DEBT SERVICE BY YEAR

Year	Series 2013 Water Enterprise Revenue Refunding Bond		Series 2018 Water Enterprise Bond: Colorado Water Resource Power & Development Authority		2007 Waste Water Loan: Colorado Water Resource Power & Development Authority		2011 Waste Water Loan: Colorado Water Resource Power & Development Authority		Series 2016 Sales Tax Revenue Bonds		Total Annual Debt Service
	Principal	Interest	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	
2022	$ 250,863	$ 23,102	$ 653,299	$ 337,269	$ 703,560	$ 188,835	$ 64,891	$ 13,894	$ 105,000	$ 215,938	$ 2,556,651
2023	258,339	15,626	659,649	330,269	725,208	168,275	66,196	12,590	110,000	211,738	2,557,889
2024	266,037	7,928	669,583	323,394	746,856	145,877	67,526	11,260	115,000	207,338	2,560,798
2025	-	-	680,928	309,644	768,504	126,417	68,883	9,902	120,000	202,738	2,287,016
2026	-	-	694,329	296,394	790,152	100,532	70,268	8,518	125,000	197,938	2,283,130
2027	-	-	709,588	283,394	849,684	44,050	71,680	7,105	130,000	192,938	2,288,439
2028	-	-	720,873	270,644	889,036	-	73,121	5,665	135,000	187,738	2,282,076
2029	-	-	732,782	258,644	-	-	74,591	4,195	140,000	182,338	1,392,549
2030	-	-	742,627	249,444	-	-	76,090	2,696	145,000	176,738	1,392,594
2031	-	-	750,411	240,644	-	-	77,620	1,166	150,000	170,938	1,390,778
2032	-	-	776,563	213,552	-	-	-	-	155,000	164,938	1,310,052
2033	-	-	800,638	188,510	-	-	-	-	160,000	158,738	1,307,886
2034	-	-	810,202	180,310	-	-	-	-	170,000	150,738	1,311,250
2035	-	-	815,052	174,135	-	-	-	-	180,000	142,238	1,311,425
2036	-	-	839,945	151,606	-	-	-	-	190,000	133,238	1,314,788
2037	-	-	880,948	112,072	-	-	-	-	195,000	123,738	1,311,757
2038	-	-	899,667	88,730	-	-	-	-	205,000	114,475	1,307,872
2039	-	-	943,008	48,465	-	-	-	-	215,000	104,738	1,311,211
2040	-	-	964,745	24,367	-	-	-	-	225,000	94,525	1,308,637
2041	-	-	-	-	-	-	-	-	235,000	83,838	318,838
2042	-	-	-	-	-	-	-	-	250,000	72,675	322,675
2043	-	-	-	-	-	-	-	-	260,000	60,800	320,800
2044	-	-	-	-	-	-	-	-	270,000	48,450	318,450
2045	-	-	-	-	-	-	-	-	285,000	35,625	320,625
2046	-	-	-	-	-	-	-	-	465,000	14,725	479,725
Total	$ 775,238	$ 46,656	$ 14,744,837	$ 4,081,485	$ 5,473,000	$ 773,986	$ 710,866	$ 76,991	$ 4,735,000	$ 3,449,850	$ 34,867,910

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

2022 Projected Debt Service Coverage Ratio:

Gross Revenues	5,215,061	5,215,061	3,491,530	3,491,530	$ 859,180
Operating Expenses	3,179,080	2,462,477	1,711,840	2,525,449	41,036
Budgeted Net Revenues	$ 2,035,981	$ 2,752,584	$ 1,779,690	$ 966,081	818,144
2022 Debt Service	273,965	990,568	892,395	78,786	320,938
2022 Projected Debt Service Coverage Ratio	**743%**	**278%**	**199%**	**1226%**	**255%**
Debt Service Coverage Ratio by Fund	**239%**		**210%**		**216%**

Projected Debt Service Coverage Ratio Caluation = Budgeted Net Revenues* / Debt Service

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

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

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Capital Improvement Plan Summary for 2022 - 2026

Department/Fund and Project	2022	2023	2024	2025	2026	TOTAL
Capital Improvements Fund:						
General Administration						
Town Council Room AV Upgrades	$ 60,000	$ -	$ -	$ -	$ -	**$ 60,000**
Town Hall Office Renovation	$ 20,000	$ -	$ -	$ -	$ -	**$ 20,000**
Building Interconnectivity IT Project	$ 200,000	$ -	$ -	$ -	$ -	**$ 200,000**
Network overhaul Admin	$ 12,500	$ -	$ -	$ -	$ -	**$ 12,500**
Network overhaul PD	$ 16,000	$ -	$ -	$ -	$ -	**$ 16,000**
Security Cameras	$ 20,000	$ -	$ -	$ -	$ -	**$ 20,000**
CivicRec Software	-	-	-	-	-	**-**
Civic Plus ATS Software	-	-	-	-	-	**-**
General Administration Total	**$ 328,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 328,500**
Streets						
Sylvan Lake Rd and Capitol St. Refuge Island-Flashing Lights	$ 89,250	$ -	$ -	$ -	$ -	**$ 89,250**
Sidewalk, Trees, etc.: Capitol Street between 2nd & 5th Streets.	-	-	-	-	-	**-**
Sidewalk/Trail: Capitol Street - Highway 6 to Second Street.	-	-	-	-	-	**-**
CDOT ROW at Gateway Beautification	200,000	-	-	-	-	**200,000**
Grand Avenue Improvements	246,405	-	23,152,500	-	-	**23,398,905**
Street Lights-Market St. LED Conversion	44,100	-	-	-	-	**44,100**
Sidewalk/Trail: Pedestrian Trail Bull Pasture - West Side	-	110,250	-	-	-	**110,250**
Sylvan Lake Roundabout Crossing – Street Light	31,500	-	-	-	-	**31,500**
Grand Avenue and Capitol Street - Street Light	10,500	-	-	-	-	**10,500**
Sidewalk/Trail: Chambers Avenue Sidewalk Extension	52,500	-	-	-	-	**52,500**
Sidewalk/Trail: Pedestrian Trail Cemetery Connection	-	253,575	-	-	-	**253,575**
Nogal Road and Highway 6 Street Light	-	44,100	-	-	-	**44,100**
Public Works Bins	-	110,250	-	-	-	**110,250**
Public Works Hut	-	275,625	-	-	-	**275,625**
Handicap Ramps and Sidewalks "Safe Routes to School"	-	-	-	145,861	-	**145,861**
Sidewalk/Trail: Brush Creek Road - Pathway connection.	-	-	-	243,101	-	**243,101**
Sidewalk/Trail: Sixth Street between Capitol Street and Town	-	-	-	243,101	-	**243,101**
Capitol Street - 6TH TO 7TH PARKING	-	-	-	-	96,615	**96,615**
Sidewalk/Trail: Highway 6 sidewalk connection improvements	-	-	-	-	127,628	**127,628**
Streets Total	**$ 674,255**	**$ 793,800**	**$ 23,152,500**	**$ 632,063**	**$ 224,243**	**$ 25,476,861**
Buildings & Grounds						
Pool and Ice Capital Improvements Funding	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**
Pool and Ice Capital Improvements Debt Service Funding	-	-	-	-	-	**-**
Art Mural	25,000	-	-	-	-	**25,000**
Project THOR	50,000	50,000	50,000	50,000	50,000	**250,000**
Network Overhaul - PW	7,700	-	-	-	-	**7,700**
Town Park – Remove pea gravel and pour-in-place	-	-	-	-	-	**-**
Town Hall Exterior Wall	-	-	-	-	-	**-**
Studio – Floor	-	10,500	-	-	-	**10,500**
Town Hall Roof Top Unit	-	-	-	-	-	**-**
Public Works Solar	-	-	-	-	-	**-**
Town Hall Exterior Parking Lot	21,000	-	-	-	-	**21,000**
Public Works Expansion design (2022 Build)	-	441,000	4,630,500	-	-	**5,071,500**
Public Works Charging Station	100,000	-	-	-	-	**100,000**
Town Hall Roof Top Unit	73,500	-	-	-	-	**73,500**
Pavilion Solar	-	55,125	-	-	-	**55,125**
Town Hall Charging Station	100,000	-	-	-	-	**100,000**
Town Hall Solar	-	110,250	-	-	-	**110,250**
Recycle Drop-off Center Paving	-	-	63,669	-	-	**63,669**
Information Center Solar	-	-	-	46,305	-	**46,305**
Town Park Solar	-	-	-	34,729	-	**34,729**
Studio Solar	-	-	-	48,620	-	**48,620**
Irrigation Intake Improvements	-	-	-	121,551	-	**121,551**
Visitor Center & Bathrooms	-	-	-	-	638,141	**638,141**
Building & Grounds Total	**$ 427,200**	**$ 716,875**	**$ 4,794,169**	**$ 351,205**	**$ 738,141**	**$ 7,027,590**

Capital Improvement Plan Summary for 2022 - 2026

Department/Fund and Project	2022	2023	2024	2025	2026	TOTAL
Public Safety						
Radar Feedback Signage	-	-	12,123	-	-	**12,123**
Axon Body Camera Technology	-	-	-	-	-	**-**
Meraki 24-Port POE Switch	-	-	-	-	-	**-**
Server Replacement Schedule	6,000	-	-	-	-	**6,000**
Patrol Room Upgrades	14,000	-	-	-	-	**14,000**
Interstate 6X10 Victory Cargo from Trailer Plus	5,259	-	-	-	-	**5,259**
License Plate Reader	-	19,214	-	-		**19,214**
Public Safety Total	**$ 25,259**	**$ 19,214**	**$ 12,123**	**$ -**	**$ -**	**$ 56,596**
Total Capital Improvements Fund	**$ 1,455,214**	**$ 1,529,889**	**$ 27,958,792**	**$ 983,268**	**$ 962,384**	**$ 32,889,547**
General Fund - Streets						
Street Resurfacing - Sylvan Lake Road - Part 1 (Lime Park Drive to MacDonald), Abrams Creek Road & Robins Egg Lane, and Violet Lane.	$ -	$ -	$ -	$ -	$ -	**$ -**
Street Resurfacing - Chambers Avenue (from Sawatch to Sawatch), Marmot Lane, Loren Lane, Pond Road and Eby Creek Road near Pond Road.	650,000	-	-	-	-	**$ 650,000**
Street Resurfacing - Newquist, Horton, Seabry, Pat's Circle, Deep Eddy Cove, and Ouzel Lane	-	700,000	-	-	-	**$ 700,000**
Street Resurfacing - West Eagle (Castle Drive, King Road, and Prince Alley)	-	-	735,000	-	-	**$ 735,000**
Grand Avenue Improvements (update pavement management plan in 2025)	-	-	-	771,750	-	**$ 771,750**
Sylvan Lake Road - Part 2	-	-	-	-	810,338	**$ 810,338**
General Fund - Streets Total	**$ 650,000**	**$ 700,000**	**$ 735,000**	**$ 771,750**	**$ 810,338**	**$ 3,667,088**
Fleet						
Patrol Vehicle - (Public Safety)	$ 290,061	$ 158,657	$ 182,717	$ 192,020	$ 203,304	**$ 1,026,759**
Administrative Police Vehicle - (Public Safety) - Chief	-	56,575	-	-	-	**56,575**
Street Sweeper - (Streets)	309,000	-	-	-	-	**309,000**
Bobcat Multi-tool #1 (Streets)	-	-	-	135,061	-	**135,061**
International 7400 SFA 4X2 (Streets)	-	-	-	-	-	**-**
Air Compressor Trailer/185 Atlas (Streets)	-	-	-	33,765	-	**33,765**
PJ Utility Trailer - 2016 (B&G)	-	10,609	-	-	-	**10,609**
Ford F-350 Flat Bed / Plow (B&G)	-	-	-	-	-	**-**
Ford F-350 Flat Bed /Weed Sprayer (B&G)	-	-	-	-	-	**-**
Ford F-250 (B&G)	-	-	-	-	-	**-**
Ford F-250 (B&G)	51,500	-	-	-	-	**51,500**
Ford F-150 Crew Cab (Engineering)	51,500	-	-	-	-	**51,500**
Ford F-350 (B&G)	-	53,045	-	-	-	**53,045**
Ford F-350 Plow/Sander (WW)	-	63,654	-	-	-	**63,654**
Ford F-350 Service Bed (Streets)	-	-	65,564	-	-	**65,564**
Ford F-150 Extended Cab (Engineering)	-	-	43,709	-	-	**43,709**
Ford F-250 Super Duty (Water)	-	-	-	56,275	-	**56,275**
Ford F-550 Hook Truck (Streets)	-	-	-	67,531	-	**67,531**
Ford F-150 (WW)	-	-	-	-	46,371	**46,371**
Ford F-150 (Water)	-	-	-	-	46,371	**46,371**
Ford F-150 (Water)	36,050	-	-	-	-	**36,050**
John Deere 1435 Mower/Broom (B&G)	-	42,436	-	-	-	**42,436**
John Deere X740 A (B&G)	-	-	-	-	-	**-**
John Deere X740 Mower (B&G)	-	-	-	-	-	**-**
John Deere 301- A Tractor (B&G)	-	63,654	-	-	-	**63,654**
Ventrac 3400 (B&G)	-	-	-	-	-	**-**
Toro Z Master (B&G)	20,600	-	-	-	-	**20,600**
Toro Z Master (B&G)	20,600	-	-	-	-	**20,600**
Jeep Wrangler - 2007 (Open Space)	-	37,132	-	-	-	**37,132**

Capital Improvement Plan Summary for 2022 - 2026

Department/Fund and Project	2022	2023	2024	2025	2026	TOTAL
Ford F-350 Flat Bed - 1999 (Marketing & Events)	-	-	-	-	40,575	**40,575**
Jeep Patriot (Community Development)	-	-	38,245	-	-	**38,245**
Fleet Total	**$ 779,311**	**$ 485,762**	**$ 330,235**	**$ 484,652**	**$ 336,621**	**$ 2,416,581**
Water Fund						
Cemetery Tank	3,675,000	-	-	-	-	**3,675,000**
Water Line: Downtown Distribution: Capitol Street: 2nd to 5th Street & Fourth Street: Broadway to Capitol	895,160	-	-	-	-	**895,160**
Water Fill Station	-	-	-	-	-	**-**
Filter Train Electric Valves	-	-	-	-	-	**-**
Generator on trailer / electrical work at pump houses	-	-	-	-	-	**-**
UBWTP - Bathroom	-	-	-	-	-	**-**
UBWTP - Valve replacement	78,750	-	-	-	-	**78,750**
Communication Tower - Cemetery Tank x2	105,000	-	-	-	-	**105,000**
Communication Tower - Upper Kaibab & additional site	105,000	-	-	-	-	**105,000**
Water Line: Howard Street Water Main: 2nd Street to 6th Street	1,090,935	-	-	-	-	**1,090,935**
IT Network Overhaul - Water	7,000	-	-	-	-	**7,000**
Eby Creek PRV	-	42,000	622,913	-	-	**664,913**
Fairgrounds Water Main Loop	-	210,000	2,628,579	-	-	**2,838,579**
Xeriscape Opportunities	-	15,460	-	-	-	**15,460**
Disaster Plan - Pump & Hose for LBWTP	10,000	-	-	-	-	**10,000**
Fencing for Water Properties	78,750	82,688	86,822	-	-	**248,260**
Brush Creek Transmission Main Replacement - Ouzel to Sylvan Lake Road	78,750	1,102,500	-	-	-	**1,181,250**
UBWTP: New Fluoride system	15,750	-	-	-	-	**15,750**
Highlands Pump Station drain	-	33,075	-	-	-	**33,075**
Eagle Ranch Filing 26: Water Flush Station / Prv Main Extension / Water Tank mixing (PAX)	-	82,688	-	-	-	**82,688**
Micro Hydro in water system	-	220,500	-	-	-	**220,500**
Water Line: Brooks Lane Water Main	-	55,125	324,135	-	-	**379,260**
Lower Eby Creek Tank: Pump Station, Yard Piping, & Fire Hydrants	-	55,125	460,018	-	-	**515,143**
Water Line: Downtown Distribution: Fourth Street: Wall St. to Washington St.	-	55,125	202,584	-	-	**257,709**
UBWTP - 3 Filter Trains	-	-	3,879,563	-	-	**3,879,563**
Grand Avenue Water Infrastructure Improvements	-	-	-	2,431,013	-	**2,431,013**
I-70 Water Main Loop	-	-	-	2,066,361	-	**2,066,361**
Water Line: Brush Creek Transmission Main Replacement - Phase III	-	-	-	-	1,867,142	**1,867,142**
Water Fund Total	**$ 6,140,095**	**$ 1,954,286**	**$ 8,204,614**	**$ 4,497,374**	**$ 1,867,142**	**$ 22,663,511**
Waste Water Fund						
Capitol Street Sanitary Sewer Main: 5th Street to 6th Street	$ -	$ -	$ -	$ -	$ -	**$ -**
Fix Truss Pipe in System	-	-	-	-	-	**-**
Main Under Eagle River from Fairgrounds	-	220,500	2,315,250	-	-	**2,535,750**
Howard Street Sanitary Sewer Main, 4th Street to 5th Street & 5th Street south	467,386	-	-	-	-	**467,386**
Energy Navigator	26,250	-	-	-	-	**26,250**
Backlot Line Improvements	210,000	-	-	-	-	**210,000**
Brush Creek Rd Sanitary Sewer Collection System: Phase 1	157,500	1,653,750	-	-	-	**1,811,250**
IT Network Overhaul - Water	7,000	-	-	-	-	**7,000**
WWTP: Clarifier piping and valving	-	110,250	-	-	-	**110,250**
Sanitary Sewer Piers across Eagle River	-	220,500	2,315,250	-	-	**2,535,750**
Brush Creek Road Sanitary Sewer Collection System: Phase 2	-	-	115,763	1,215,506	-	**1,331,269**
Grand Avenue Wastewater Infrastructure Improvements	-	-	144,703	1,519,383	-	**1,664,086**
Headworks Replacement Equipment	-	-	-	-	546,371	**546,371**
Waste Water Fund Total	**$ 868,136**	**$ 2,205,000**	**$ 4,890,966**	**$ 2,734,889**	**$ 546,371**	**$ 11,245,362**

Capital Improvement Plan Summary for 2022 - 2026

Department/Fund and Project	2022	2023	2024	2025	2026	TOTAL
Stormwater Fund						
Third Street Storm Drain	$ -	$ 210,000	$ -	$ -	$ -	**210,000**
Town Park - Drainage, parking improvements	-	-	231,525	-	-	**231,525**
Bluffs Water Quality Outfall @ Eagle River	-	-	-	303,877	-	**303,877**
Grand Avenue Stormwater Infrastructure Improvements	-	-	-	-	1,276,282	**1,276,282**
Stormwater Fund Total	**$ -**	**$ 210,000**	**$ 231,525**	**$ 303,877**	**$ 1,276,282**	**$ 2,021,684**
Sales Tax Capital Improvement Fund						
Eagle River Water Park -Dumpster Enclosure	$ -	$ -	$ -	$ -	$ -	**$ -**
Eagle River Water Park - Wetland Plantings	5,000	-	-	-	-	**5,000**
Eagle River Water Park - Beach Sand	-	-	-	-	-	**-**
Eagle River Water Park - Air Compressor	5,000	-	-	-	-	**5,000**
Eagle River Water Park - Rapid Blocs	80,000	40,000	40,000	15,000	-	**175,000**
Brush Creek Park - Playground Equipment	100,000	500,000	-	-	-	**600,000**
Eagle River Water Park - Donor Wall	-	-	-	-	-	**-**
Eagle River Water Park - Wood Fire Pits	-	-	-	-	-	**-**
Eagle River Water Park - Pavilion	465,331	-	-	-	-	**465,331**
Eagle River Water Park - Bouldering Feature	-	350,000	-	-	-	**350,000**
Eagle River Water Park - Park Lighting	-	90,000	-	-	-	**90,000**
Eagle River Water Park - Slalom Gates	-	-	-	-	90,000	**90,000**
Eagle River Water Park - Public Art	-	40,000	-	-	-	**40,000**
Dog Park Improvements	-	45,000	-	-	-	**45,000**
Eagle River Water Park - Chambers Park Path Connection	-	-	350,000	-	-	**350,000**
Eagle River Water Park - Downtown Bridge	-	-	1,000,000	-	-	**1,000,000**
Eagle River Water Park - Shower Tower	-	-	-	100,000	-	**100,000**
Whiting Park - Pour-in-Place	-	-	-	100,000	-	**100,000**
Skateboard Park	-	-	-	500,000	-	**500,000**
Brush Creek Valley Ranch Improvements: Paved Recreation Path along Brush Creek Road	-	-	-	40,000	-	**40,000**
Terrace Park - Playground	-	-	-	-	300,000	**300,000**
Sales Tax Capital Improvement Fund Total	**$ 655,331**	**$ 1,065,000**	**$ 1,390,000**	**$ 755,000**	**$ 390,000**	**$ 4,255,331**
Open Space Fund						
Haymaker II Trail - Brush Creek Valley Ranch	$ -	$ -	$ -	$ -	$ -	**$ -**
BMX Track Starting Gate	-	-	-	-	-	**-**
Abrams Creek Property - Trail Improvements	10,000	-	-	-	-	**10,000**
Haymaker Trailhead Improvements	-	-	-	-	-	**-**
Children's Fishing Pond Improvements - Contribution Only	10,500	-	-	-	-	**10,500**
Soft Path Trail Construction - East Eagle SRMA - Phase 1	15,750	-	-	-	-	**15,750**
Trailhead Kiosk replacements	105,000	-	-	-	-	**105,000**
Hardscrabble Mountain SRMA Trail Reroutes	-	16,538	-	-	-	**16,538**
Soft Path Trail Construction - East Eagle SRMA - Phase 2	-	22,050	-	-	-	**22,050**
Irrigation for the Haymaker Trail Descent	-	11,025	-	-	-	**11,025**
Riparian Habitat & Streambank Improvements on Brush Creek Phase 1	-	-	57,881	-	-	**57,881**
Bike Park Improvements/Dirt Jumps	-	-	173,644	-	-	**173,644**
Soft Path Trail Construction - East Eagle SRMA - Phase 3	-	-	-	36,465	-	**36,465**
Haymaker Trailhead Master Plan Implementation	-	-	-	60,775	-	**60,775**
Boat Ramp on Red Mountain Ranch	-	-	-	-	319,070	**319,070**
Open Space Total	**$ 141,250**	**$ 49,613**	**$ 231,525**	**$ 97,240**	**$ 319,070**	**$ 838,698**
Grand Total	**$ 10,689,337**	**$ 8,199,550**	**$ 43,972,657**	**$ 10,628,050**	**$ 6,508,208**	**$ 79,997,802**

ACCOUNT CLASSIFICATIONS

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

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PROOF OF PUBLICATION

STATE OF COLORADO)
)
COUNTY OF EAGLE)

I, Jenny Rakow, Town Clerk for the Town of Eagle, do solemnly swear and affirm that I published in full a true and correct copy of ORDINANCE NO. 18 (Series of 2021) AN ORDINANCE APPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, AND SETTING THE 2022 MILL LEVY FOR THE TOWN OF EAGLE, COLORADO FOR THE 2022 BUDGET YEAR on the Town of Eagle's web site, www.townofeagle.org, on the 15th day of December 2021.

Witness my hand and seal this 15th day of December 2021.

Jenny Rakow
Town Clerk

OFFICIAL
TOWN OF EAGLE
Est. 1905
SEAL

Ordinance Effective Date:
December 27, 2021

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 18
(Series of 2020)

AN ORDINANCE APPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, AND SETTING THE 2022 MILL LEVY FOR THE TOWN OF EAGLE, COLORADO FOR THE 2022 BUDGET YEAR.

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

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2022 beginning January 1, 2022 and ending December 31, 2022, the sum of $28,648,977 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

GENERAL FUND	
Operating Expenditures	$ 10,604,591
Transfer to Other Funds	150,000
TOTAL GENERAL FUND	$ 10,754,591
WATER FUND	
Operating Expenditures	$2,188,512
Captial Expenditures	6,176,145
Debt Service	1,264,533
Transfer to Other Funds	89,473
TOTAL WATER FUND	$ 9,718,663
WASTE WATER FUND	
Operating Expenditures	$ 1,633,055
Capital Expenditures	868,136
Debt Service	971,180
Transfer to Other Funds	64,806
TOTAL WASTE WATER	$ 3,537,177
REFUSE FUND	
Operating Expenditures	$ 661,625
Capital Expenditures	-
Transfer to Other Funds	20,000
TOTAL REFUSE FUND	$ 681,625

STORMWATER FUND	
Operating Expenditures	$ 89,466
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL STORMWATER FUND	$ 89,466
CAPITAL IMPROVEMENTS FUND	
Capital Expenditures	$ 2,352,070
Transfer to Other Funds	-
TOTAL CAPITAL IMPROVEMENTS FUND	$ 2,352,070
SALES TAX CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	$ 40,536
Capital Expenditures	655,331
Debt Service	321,438
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	$1,017,305
CONSERVATION TRUST FUND	
Operating Expenditures	$ 25,000
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	$ 25,000
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	$ 315,975
Capital Expenditures	141,250
Transfer to Other Funds	15,855
TOTAL OPEN SPACE PRESERVATION FUND	$ 473,080
GRAND TOTAL ALL FUNDS	$ 28,648,977

Section 2. That for the purpose of providing necessary funds for meeting the appropriations set forth in Section 1 of this Ordinance, a levy of 2.301 mills upon each dollar of assessed valuation of all taxable property within the corporate limits of the Town of Eagle is hereby made and assessed. Such levy represents the amount of taxes for the Town purposes necessary to provide payment during the ensuing budget year of all properly authorized demands against the Town taking into account all of the revenues and funds to be received by the Town. Said mill levy of 2.301 mills shall be certified to the County Assessor and the Board of County Commissioners of Eagle County by the Town Clerk as provided by State Statutes.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on December 14, 2021.

TOWN OF EAGLE, COLORADO

By: _____

Scott Turnipseed, Mayor

ATTEST:

_____

Jenny Rakow, Town Clerk

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 76
(Series of 2021)

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF EAGLE, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2022, AND ENDING ON THE LAST DAY OF DECEMBER, 2022.

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

WHEREAS, Brandy Reitter has submitted a proposed budget to this governing body on October 12, 2021 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was opened for inspection by the public at a designated place, a public hearing was held on November 9 and December 14, 2020 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

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

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

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

GENERAL FUND	$ 10,754,591
WATER FUND	9,718,663
WASTE WATER FUND	3,537,177
REFUSE FUND	681,625
STORMWATER FUND	89,466
CAPITAL IMPROVEMENTS FUND	2,352,070
SALES TAX CAPITAL IMPROVEMENTS FUND	1,017,305
CONSERVATION TRUST FUND	25,000
OPEN SPACE PRESERVATION FUND	473,080
TOTAL ALL FUNDS	**$ 28,648,977**

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

GENERAL FUND	
Non Property Tax	$ 10,230,474
Property Tax	385,512
GENERAL FUND TOTAL	$ 10,615,986
WATER FUND	
Non Property Tax	$ 5,215,061
Property Tax	-
WATER FUND TOTAL	$ 5,215,061
WASTE WATER FUND	
Non Property Tax	$ 3,491,530
Property Tax	-
WASTE WATER FUND TOTAL	$ 3,491,530
REFUSE FUND	
Non Property Tax	$ 684,914
Property Tax	-
REFUSE FUND TOTAL	$ 684,914
STORMWATER FUND	
Non Property Tax	$ 90,000
Property Tax	-
STORMWATER FUND TOTAL	$ 90,000
CAPITAL IMPROVMENTS FUND	
Non Property Tax	$ 873,853
Property Tax	-
CAPITAL IMPROVEMENTS FUND TOTAL	$ 873,853
SALES TAX CAPITAL IMPROVMENTS FUND	
Non Property Tax	$ 859,180
Property Tax	-
SALES TAX CAPITAL IMPROVEMENTS FUND TOTAL	$ 859,180
CONSERVATION TRUST FUND	
Non Property Tax	$ 36,120
Property Tax	-
CONSERVATION TRUST FUND TOTAL	$ 36,120

OPEN SPACE PRESERVATION FUND	
Non Property Tax	$ 345,903
Property Tax	-
OPEN SPACE PRESERVATION FUND TOTAL	$ 345,903
TOTAL ALL FUNDS	**$ 22,212,547**

INTRODUCED, READ, PASSED, ADOPTED at a regular meeting of the Town of Eagle Town Council held on the 14th day of December, 2021.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, CMC
Town Clerk

PROOF OF PUBLICATION

STATE OF COLORADO)
)
COUNTY OF EAGLE)

I, Jenny Rakow, Town Clerk for the Town of Eagle, do solemnly swear and affirm that I published in full a true and correct copy of ORDINANCE NO. 19 (Series of 2021) AN ORDINANCE REAPPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE TOWN OF EAGLE, COLORADO FOR THE 2021 BUDGET YEAR on the Town of Eagle's web site, www.townofeagle.org, on the 15th day of December 2021.

Witness my hand and seal this 15th day of December 2021.

Jenny Rakow
Town Clerk

OFFICIAL
TOWN OF EAGLE
Est. 1905
SEAL

Ordinance Effective Date:
December 27, 2021

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 19
(Series of 2021)

AN ORDINANCE REAPPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE TOWN OF EAGLE, COLORADO FOR THE 2021 BUDGET YEAR.

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

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2021 beginning January 1, 2021 and ending December 31, 2021, the sum of $22,250,629 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

GENERAL FUND	
Operating Expenditures	$ 7,663,994
Transfer to Other Funds	2,190,000
TOTAL GENERAL FUND	$9,853,994
WATER FUND	
Operating Expenditures	$ 1,806,627
Captial Expenditures	3,546,990
Debt Service	1,266,277
Transfer to Other Funds	-
TOTAL WATER FUND	$ 6,619,894
WASTE WATER FUND	
Operating Expenditures	$ 1,530,191
Capital Expenditures	210,000
Debt Service	940,288
Transfer to Other Funds	-
TOTAL WASTE WATER FUND	$ 2,680,479
REFUSE FUND	
Operating Expenditures	$ 641,443
Capital Expenditures	-
Transfer to Other Funds	20,000
TOTAL REFUSE FUND	$ 661,443
STORMWATER FUND	
Operating Expenditures	$ 6,297
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL STORMWATER FUND	$ 6,297

CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	$ 1,642,090
Transfer to Other Funds	
TOTAL CAPITAL IMPROVEMENTS FUND	$ 1,642,090
SALES TAX CAPITAL IMPROVEMENT FUND	
Operating Expenditures	$ 86,356
Capital Expenditures	117,000
Debt Service	320,440
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	$ 523,796
CONSERVATION TRUST FUND	
Operating Expenditures	$ 28,000
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	$ 28,000
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	$ 174,209
Capital Expenditures	60,427
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	$ 234,636
GRAND TOTAL ALL FUNDS	$ 22,250,629

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Town Council of the Town of Eagle, Colorado, held on December 14, 2021.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 06
(Series of 2022)

AN ORDINANCE REAPPROPRIATING FUNDS TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE TOWN OF EAGLE, COLORADO FOR THE 2021 BUDGET YEAR.

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

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2021 beginning January 1, 2021 and ending December 31, 2021, the sum of $22,412,014 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

GENERAL FUND	
Operating Expenditures	$ 7,663,994
Transfer to Other Funds	2,190,000
TOTAL GENERAL FUND	$9,853,994
WATER FUND	
Operating Expenditures	$ 1,806,627
Captial Expenditures	3,546,990
Debt Service	1,266,277
Transfer to Other Funds	-
TOTAL WATER FUND	$ 6,619,894
WASTE WATER FUND	
Operating Expenditures	$ 1,530,191
Capital Expenditures	210,000
Debt Service	940,288
Transfer to Other Funds	-
TOTAL WASTE WATER FUND	$ 2,680,479
REFUSE FUND	
Operating Expenditures	$ 641,443
Capital Expenditures	-
Transfer to Other Funds	20,000
TOTAL REFUSE FUND	$ 661,443
STORMWATER FUND	
Operating Expenditures	$ 6,297
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL STORMWATER FUND	$ 6,297

CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	$ 1,795,685
Transfer to Other Funds	
TOTAL CAPITAL IMPROVEMENTS FUND	$ 1,795,685
SALES TAX CAPITAL IMPROVEMENT FUND	
Operating Expenditures	$ 86,356
Capital Expenditures	117,000
Debt Service	320,440
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	$ 523,796
CONSERVATION TRUST FUND	
Operating Expenditures	$ 35,790
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	$ 35,790
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	$ 174,209
Capital Expenditures	60,427
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	$ 234,636
GRAND TOTAL ALL FUNDS	$ 22,412,014

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON JANUARY 25, 2022.

TOWN OF EAGLE, COLORADO

By: _____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

Glossary/Acronyms

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

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

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

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

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

Assessment Rate: The rate established by the State Legislature, based on a State Constitutional Provision, which, when applied to the actual value of real and personal property, determines the assessed value of property. Residential assessment rates change every re-appraisal (odd) year to keep the residential property taxes generated statewide to 45% of all property taxes. The current residential assessment rate is set at 7.15%. All other properties (vacant land, commercial, agriculture, etc.) have a fixed 29% assessment rate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CIRSA: (Colorado Intergovernmental Risk Sharing Agency) is a municipal self-insurance pool dedicated to providing Colorado public entities with risk management coverage and resources.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Home Rule: Statutory and constitutional provisions which allow municipalities to exercise powers of local self-government such as the administration and collection of local taxes. The Town of Eagle is a home rule town.

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

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

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

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

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

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

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

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

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

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

Objectives: A method to accomplish an established goal.

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

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

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

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

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

Proposed Budget: The recommended Town budget submitted by the Town Manager and Staff to the Town Council by October 15th of each fiscal year.

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

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

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

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

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

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

Statutory Town: Operates under Title 31 of the Colorado Revised Statutes. Statutory towns have an elected Mayor and board of trustees composed of the mayor and additional members elected at large. The Town is no longer a statutory Town beginning in 2020.

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

TABOR (Taxpayer's Bill of Rights) – An amendment to the Colorado Constitution approved by the voters in November 1992. The Taxpayer's Bill of Rights has been incorporated in the State Constitution as Section 20 of Article X. The amendment limits growth in both state and local government revenue and expenditures, makes provision for annual elections, and requires voter approval for tax increases.

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

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

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

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

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

Acronyms:

Article X, Section 20	– of the Taxpayer's Bill of Rights of Colorado
CIRSA	- Colorado Intergovernmental Risk Sharing Agency
CPI	– Consumer Price Index
DUI Enforcement	– Driving Under the Influence
G.A.	– General Administration
GAAP	– Generally Accepted Accounting Principles
GASB	– Governmental Accounting Standards Board
IGA	– Intergovernmental Agreement
LEAF grant	– Law Enforcement Assistance Funds
MEAC	– Marketing & Events Advisory Committee
MGD	- Million gallons per Day

PW	– Public Works
PY	– Prior Year
TABOR	– Taxpayer's Bill of Rights
YE	– Yearend

To: Mayor and Town Council

From: Stephan Wilson P.E., Utility Manager
Kyle Anderson, Lead Water Plant Operator
Steve Sutherland, Lead Wastewater Treatment Operator

Date: January 25, 2022

Agenda Item: RESOLUTION NO. 18 (SERIES 2022) A Resolution Approving a Contact with Browns Hill Engineering & Controls Inc. for vmSCADA Ignition – Revision 5

REQUEST:
Staff is requesting the Council review for approval the vmSCADA Proposal – Ignition Revision 5 submitted by Browns Hill Engineering & Controls Inc. Jan. 12 2022.

BACKGROUND:
The Town of Eagle has used Browns Hill Engineering and Controls (BHE&C) as its Supervisory Control and Data Acquisition (SCADA) integrator for the wastewater treatment facilities. The previous SCADA contract with BHE&C ended in June of 2020. Since then, BHE&C has continued to support the existing system without invoicing since June of 2020 and resolving software licenses which expired in 2021.

The SCADA servers and visualization desktops at the wastewater treatment plant and upper basin water treatment plant were installed in 2015 and are approaching seven (7) years in service. The typical service life expectancy of this equipment is 3 to 5 years. Replacement of this equipment is included in the BHE&C proposal.

The Town and BHE&C started working on a proposal and revised contract in 2019 and early 2020. The Town and BHE&C have worked through four revisions to the proposal refining assumptions and evaluating opportunities for the Town to add value by taking on the role of providing connectivity. The current version places connectivity under the scope of BHE&C and covers operational needs while adhering to industry best practices for network security.

ANALYSIS:
BHE&C has previously provided the Town with SCADA integration and maintenance services used to operate the upper basin water treatment plant, Wastewater Treatment Facility, and Distribution system. Upgrading and maintaining the Town's SCADA system without support from BHE&C is beyond the technical ability and staffing level of existing utility staff. The upgrades SCADA system and support from BHE&C will allow staff to focus on treatment, operations, facility maintenance, and compliance.

The current lead time on equipment is anticipated between 12 and 16 weeks. The current estimate for equipment build time is 8 to 12 weeks. These time estimates would mean that equipment would likely be installed in Q3 or Q4 of 2022.

COMMUNITY INPUT: None.

BUDGET / STAFF IMPACT:

Budget:

The original 2022 budget for the vmSCADA subscription was $76,200 annually for a 5-year lease. The proposal has been revised through several iterations to $123,972 annual requiring the budget to be increased by $47,772 for a 5-year lease. Table 1 below summarizes the vmSCADA lease options. Staff can include this increase when we propose a 2022 supplemental budget to Council later this year.

Several factors have contributed to the cost increase between proposal revisions including equipment price increases, subscription price increases, and a more robust approach to radio communication due to the remote nature of the Town's utility sites. In the 2020 revision the Town of Eagle would have been an early adapter of the vmSCADA system. Browns Hill, recognized that due to learning curve expectations on their end that there would be errors developing the system for Eagle. In the initial proposal Brown's Hill gave the Town a discounted price due to this. Dell and networking equipment prices have increased over the last five years and the price increase has been captured in Revision 5.

A remote telemetry unit (RTU) for the Upper Kiabab Tank site was added to allow for more robust monitoring including high level sensors, and intrusion alarms. Currently the Town's water storage tanks do not allow for overflow alarms. The potential addition of RTUs at the Cemetery Tank and Eby Creek Tanks was eliminated from this scope of work in an attempt to manage costs. The Eby Creek and Cemetery Tanks will be due for replacement in the near future and controls additions to those sites can be made under the future capital projects.

The Town's utility sites are located in remote locations in the Brush Creek and Eby Creek drainages. While the location of utility sites is ideal for eliminating visual impacts on the surrounding areas it makes connectivity more challenging and costly. A radio path study under a separate scope will allow the Town to ensure the connectivity of existing and proposed remote facilities while eliminating potential over design in the proposed radio upgrade. The quoted cost of the radio path study is $7,085 and includes evaluating connectivity at the Upper Eby Creek, Upper Kiabab, Horton St. and Hernage Creek sites for existing and proposed RTUs.

Staff:

The proposed SCADA upgrade will allow staff to continue to operate the treatment facilities and distribution system with the current staffing level. With the digital alarms and controls provided, operators will be better positioned to identify breaks, overflows, and equipment failures throughout the distribution system. The equipment purchase package was evaluated however it is believed that the Town would be better served by the scope of services offered under a lease agreement. Under the lease agreement BHE&C provides an uptime guaranty, updates screens, and will perform system maintenance that the Town would otherwise have to pay for. These services reduce the burden on staff and simplifies the contracting requirements for the maintenance of the SCADA system.

Table 1: vmSCADA Lease Costs

		Monthly Cost	Yearly Cost
2022 Budget		$6,350	$76,200
vmSCADA Revision 4	3 – year =	$15,302	$183,624
Lease Package	5 – year =	$10,331	$123,972
Additional Budget Needed (for 5 – year lease)		**$2,805**	**$33,660**

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The proposal is not in direct alignment with any of our major objectives, however, is required to continue to operate the treatment facilities and distribution system with our current staffing level. The proposal provides for the following:

1. Replaces existing servers and computer equipment that is at the end of its service life.
2. Continued operation of the distribution system, water treatment plants, and wastewater treatment plant.
3. Provides RTU and additional monitoring at Upper Kiabab Tank Site.
4. Allows for future RTUs at the Upper Eby Creek, Cemetery Tank, and Pressure Reducing Valve Vaults.

5. Provides PLC for Hernage Pump Station Controls
6. Converts Upper Basin Water Treatment Plant Pre-Treatment screens to Ignition software
7. Provides digital alarms to improve alarm functionality and incident response.

RECOMMENDED ACTION OR PROPOSED MOTION:
A motion to **approve** of or **deny** adoption of Resolution No. 00 (Series 2022) A Resolution Approving a Contract with Brown's Hill Engineering and Controls for SCADA system improvements and leasing as outlined in vmSCADA proposal – Ignition Revision 5 with the 5-year lease package subject to annual appropriation.

ATTACHMENTS:
- Resolution No. 00, Series 2022
- Agreement for professional services between the Town of Eagle Colorado and Browns Hill Engineering and Controls Inc.
- Browns Hill Engineering and Controls Inc. - vmSCADA Proposal – Ignition r5.

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 18
(Series of 2022)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO APPROVING A CONTRACT WITH BROWNS HILL ENGINEERING AND CONTROLS INC. FOR SCADA SYSTEM MAINTENANCE AND LEASING

WHEREAS, the Town desires to contract with Browns Hill Engineering and Controls Inc. for the performance of the described Services in the attached Exhibit "A" on the terms and conditions set forth therein; and

WHEREAS, Browns Hill Engineering and Controls Inc. agrees to perform such Services on the terms and conditions set forth in Exhibit "A"; and

WHEREAS, pursuant to the 2022 Financial and Budget Policy adopted by the Town requiring all contracts in excess of $50,000 for professional services must be reviewed by the Town Council prior to commencement of work or signing the contract.

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

The Council approves the contract with Browns Hill Engineering and Controls Inc. for SCADA System Maintenance and Leasing attached as Exhibit "A" and directs the Town Manager to sign as on behalf of the Town.

RESOLVED, APPROVED AND ADOPTED THIS 8TH DAY OF FEBRUARY 2022.

TOWN OF EAGLE, COLORADO

_____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into this _8_ day of __February_, 2022 (the "Effective Date"), by and between the Town of Eagle, a Colorado home rule municipality with an address of P.O. Box 609, Eagle, Colorado 81631 (the "Town") and _BROWNS HILL ENGINEERING AND CONTROLS INC.___, a __Contractor_____ with an address of _8119 Shaffer Pkwy #C, Littleton, CO 80127__ ("Contractor") (each a "Party" and collectively the "Parties").

WHEREAS, the Town requires professional services; and

WHEREAS, Contractor has held itself out to the Town as having the requisite expertise and experience to perform the required services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until Contractor completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days' advance written notice. The Town shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

In consideration for the completion of the Scope of Services by Contractor, the Town shall pay Contractor per the prices outlined in Exhibit A not to exceed $_10,331.00 monthly fee for the duration of a 5-year lease. This amount shall include all fees, costs and expenses incurred by Contractor, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Contractor may submit periodic invoices, which shall be paid by the Town within 30 days of receipt.

IV. RESPONSIBILITY

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Contractor for its professional expertise, Contractor agrees not to employ subcontractors to perform any work except as expressly set forth in the Scope of Services.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Contractor shall be exclusively owned by the Town. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Contractor.

VI. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Workers' Compensation insurance as required by law.

2. Commercial General Liability insurance with minimum combined single limits of $1,000,000 each occurrence and $2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property

damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

3. Professional liability insurance with minimum limits of $1,000,000 each claim and $2,000,000 general aggregate.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be cancelled, terminated or materially changed without at least 30 days' prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance showing the required policies are in full force and effect. The certificate shall identify this Agreement.

VIII. INDEMNIFICATION

A. Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor. Contractor's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor.

B. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to indemnify and hold harmless the Town may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. WORKERS WITHOUT AUTHORIZATION

A. *Certification*. By entering into this Agreement, Contractor hereby certifies that at the time of this certification, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement and that Contractor will participate in either the E-Verify Program

administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. *Prohibited Acts*. Contractor shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

C. *Verification*.

1. If Contractor has employees, Contractor has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Contractor shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization who is performing work under this Agreement, Contractor shall: notify the subcontractor and the Town within 3 days that Contractor has actual knowledge that the subcontractor is employing or contracting with a worker without authorization who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the worker without authorization who is performing work under this Agreement; except that Contractor shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with a worker without authorization who is performing work under this Agreement.

D. *Duty to Comply with Investigations*. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Contractor is complying with the terms of this Agreement.

E. *Affidavits*. If Contractor does not have employees, Contractor shall sign the "No Employee Affidavit" attached hereto. If Contractor wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Contractor shall sign the "Department Program Affidavit" attached hereto.

X. MISCELLANEOUS

A. *Governing Law and Venue*. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Eagle County, Colorado.

B. *No Waiver*. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. *Integration*. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. *Third Parties*. There are no intended third-party beneficiaries to this Agreement.

E. *Notice*. Any notice under this Agreement shall be in writing and shall be deemed sufficient when directly presented or sent prepaid, first-class United States Mail to the Party at the address set forth on the first page of this Agreement.

F. *Severability*. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. *Modification*. This Agreement may only be modified upon written agreement of the Parties.

H. *Assignment*. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either Party without the written consent of the other.

I. *Governmental Immunity*. The Town and its officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. *Rights and Remedies*. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. *Subject to Annual Appropriation*. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

L. *Force Majeure*. No Party shall be in breach of this Agreement if such Party's failure to perform any of the duties under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any of the duties under this Agreement due to acts of God, floods, storms, fires, sabotage, terrorist attack, strikes, riots, war, labor disputes, forces of nature, the authority and orders of government or pandemics.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF EAGLE

_____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

Browns Hill Engineering and Controls Inc.

_____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Subscribed, sworn to and acknowledged before me this _____ day of _____, 2021, by _____ as _____ of _____.

My Commission expires:

(SEAL)

_____
Notary Public

Attachments:

- Browns Hill Engineering and Controls Inc. proposal r5 date January 12, 2022

NO EMPLOYEE AFFIDAVIT

[To be completed only if Contractor has no employees]

1. Check and complete one:

☐ I, _____, am a sole proprietor doing business as _____. I do not currently employ any individuals. Should I employ any employees during the term of my Agreement with the Town of Eagle (the "Town"), I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

☐ I, _____, am the sole owner/member/shareholder of _____, a _____ [specify type of entity – *i.e.*, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

2. Check one.

☐ I am a United States citizen or legal permanent resident.

The Town must verify this statement by reviewing one of the following items:

- *A valid Colorado driver's license or a Colorado identification card;*
- *A United States military card or a military dependent's identification card;*
- *A United States Coast Guard Merchant Mariner card;*
- *A Native American tribal document;*
- *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card; or*
- *Any other documents or combination of documents listed in the Town's "Acceptable Documents for Lawful Presence Verification" chart that prove both Contractor's citizenship/lawful presence <u>and</u> identity.*

OR

☐ I am otherwise lawfully present in the United States pursuant to federal law.

Contractor must verify this statement through the federal Systematic Alien Verification of Entitlement ("SAVE") program, and provide such verification to the Town.

_____ _____

Signature Date

DEPARTMENT PROGRAM AFFIDAVIT

[To be completed only if Contractor participates in the Department of Labor Lawful Presence Verification Program]

I, _____, as a public contractor under contract with Town of Eagle (the "Town"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Agreement") with the Town within 20 days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Agreement; and

3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Agreement.

_____ _____

Signature Date

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this ___ day of _____, 2021, by _____ as _____ of _____.

My commission expires:

(S E A L)

_____

Notary Public

EXHIBIT A
SCOPE OF SERVICES

Contractor's Duties

During the term of this Agreement, Contractor shall perform the following duties, as directed by the Town:

- Contractor shall preform SCADA improvements as identified on pages 5 and 6 of the vmSCADA Proposal – Ignition r5.

- Contractor mobilization cost shall be paid at a rate of $10,331 per month through the duration of a 5-year lease.

Contractor's Deliverables

In performance of the duties described above, Contractor shall deliver the following items to the Town, during the timeframes established by the Town:

- Contractor shall preform SCADA improvements as identified on pages 5 and 6 of the vmSCADA Proposal – Ignition r5.

Browns Hill Engineering & Controls

vmSCADA® Proposal - Ignition r5

Town of Eagle

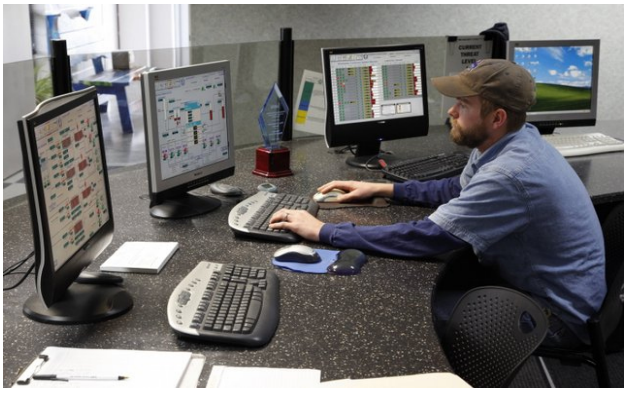
WTP, WWTP, PWO

1/12/2022

Ten Reasons for Choosing BHEC

vmSCADA®

1. Complete System Level Disaster Recovery in Minutes.
2. Ultimate Data Protection with Onsite and Offsite Backup, Including the Cloud.
3. Leading Edge Virtual Machine Technology
4. Always on Availability Through Redundancy.
5. Secure: Dept. of Homeland Security: Cyber Security Compliant
6. Anytime, Anywhere Mobile Access Built-in.
7. Market Leading Systemware — vmWare, Microsoft.
8. All Major SCADA Software: GE, Rockwell, WonderWare, Ignition.
9. Lease it: No Capital Investment to Get Started.
10. Managed Services



Proposed System Overview

Browns Hill is very appreciative of this opportunity to propose an upgrade to the Town of Eagle SCADA System. We highly value our longstanding business relationship and are pleased to be able to bring you the best valued and comprehensive offer we have.

At the highest level, the value Browns Hill offers with this proposal is delivered 3 ways. The first and foremost is the business model. We have tailored an attractive leased solution that is simple to implement. There is no faster and or easier way to acquire and use SCADA with less risk than vmSCADA®. Secondly, we propose to install not just high technology, but the best end-to-end SCADA solution available – the best systemware, a customized user experience, optimized resiliency, and stellar service. Finally, because we are partners and owners too, we are on it proactively. We update, monitor, and maintain the solution as if it were ours – because it is!

The lineup of the solution components is impressive:

- A scalable leased solution to avoid the capital investment cycle burden
- Upgrading the SCADA application to Ignition by Inductive Automation for the best, latest, and most flexible web technologies
- State of the art alarm notification for voice, message, and email notifications
- New Programmable Logic Controllers (PLC) where needed
- Fully integrated SCADA cameras and video control system for critical sites
- Redundant alarm notification for critical sites
- Integrated mobile devices for Anytime, Anywhere Access™
- Department of Homeland Security compliant cyber security measures throughout
- Hardware and software redundancy for high resiliency
- Guaranteed performance and availability
- On- and offsite complete system backup daily
- System disaster recovery in minutes – The Sleep at Night Solution™

Taken in aggregate, the features and benefits of vmSCADA® are unparalleled. Coupled with our commitment to stellar customer service, this solution delivers unequalled value. We are excited to offer it to you.

As your partner, we thank you for considering this proposal and welcome any and all dialogue about the proposal.

Proposed System Overview

Exclusions:

The following items are specifically excluded from this scope of work. These items are noted for clarification purposes. This list is not intended to include all items on the project that are excluded.

- All costs associated with cutting, patching and painting
- No local taxes, state taxes, or federal taxes have been included in this proposal
- No bonding costs have been included in this proposal
- Installation of in-line devices

Your Solution Includes the Following:

Security & Compliance
- (2) FortiGate Firewalls
- LAN, Server and Firewall Configured to DHS Standards.
- Web Protection Services Available.

Back Up
- Daily Virtual Machine Back Up.
- Onsite NAS for local back up.

SLAs & Support
- 99.7% Uptime SLA.
- 24/7 Phone and Email Customer Support.
- Service Management Option with Lease.
- 30 Minute Response and 24 Hour Resolution Time Commitments.

Mobility & Connectivity
- DMZ Capable.
- VPN (SSL, & IPSEC)
- 1GB Ethernet.
- Window Remote Desktop Services for Remote Access. (10 Cals)
- (3) 10.5" iPad Pro or Samsung Tablet

SCADA Application Software
- (2) Ignition Vision Modules (WTP, WWTP)
- Unlimited Vision Clients (PWO)
- (1) Ignition Vision Redundant Module
- (1) Ignition Perspective
- (1) Ignition Perspective Redundant Module
- (2) Ignition Historian (WTP, WWTP)
- (1) Ignition Historian Redundant Module
- (1) Ignition Alarming Module
- (1) Ignition Alarming Module Redundant
- (1) Ignition Voice Notification Module
- (1) Ignition Voice Notification Redundant
- (1) Ignition Twilio Notification Module
- (1) Ignition Twilio Notification Redundant
- (2) Allen Bradley Drivers
- (1) Allen Bradley Drivers Redundant

- Convert existing iFix screens to Ignition

Virtualization
- 2 Virtual Machines
- 1 Virtual Appliance

Compute
- (1) Dell Power VRTX Server Chassis Dual Controller, Dual Power Supply
- (2) Dell M640 VRTX Server, Dual Processor 8 Cores, 64GB RAM, Dual Power Supply
- (1) Dell T440 Server, Dual Processor, 8 Cores, 64GB RAM, Dual Power Supply
- VMware, vSphere ESXi v6.5
- Windows Server 2016 Standard.
- (2) 1000va UPS

Storage
- (2) Buffalo NAS, 8TB

Visualization
- (4) Dell OptiPlex Desktop w/Windows 10 Pro and (8) 24" Touch Screen Monitor

Support Application Software
- Webroot A/V Software
- (3) Microsoft Office 2019
- Basic Domain Server
  - Active Directory
  - Domain Name Server
- vRanger Pro Backup Software
- BHEC Auto-Sync
- BHEC Multi-Monitor Application

*Customer provided Broadband Internet Service required

Your Solution Includes the Following (continued):

Remote Location PLC Upgrade:
• Provide & Install a CompactLogix PLC and required IO modules at Hernage Pump Station
• Provide & Install a 7" color touch screen at Hernage Pump Station
• Convert existing PLC programming to Logix5000 platform

Broadband Ethernet Radio Ugprade:
• Provide & Install Ubiquiti Ethernet Radios at all the remote locations, WWTP, PWO, and Upper Basin WTP
• Configure Radio Parameters

Hardwired Autodialers:
• Provide & Install 4 Channel Autodialers at the following locations: Eby Creek BPS, Kaibab PS, Cemetary Tank, Hernage PS, Highlands PS, Upper Basin WTP, WWTP, Vistors Center
• Configure Autodialer Parameters
• A standard telephone line is required at each location for the autodialers

Hawkeye Camera System:
• Provide & Install PTZ SecurityCameras at the following locations: Cemetary Tank & Town of Eagle Water Facility
• Configure Camera Parameters
• Provide & Install Security Camera application software at the WWTP

WWTP Lift Station:
• Provide & Install (2) Broadband Ethernet Radios (One at LS and one at the UV PLC)
• Provide & Install MicroLogix 1400 PLC and Analog Module in existing enclosure
• Provide PLC & HMI programming

Pre-Treatment
• Convert FTView screens from ActivFlo to Ignition

Lower Basin WTP
• Continue use of previously provided vmSCADA system using iFix HMI Software
• Upgrade to Ignition software when project warranty period expires

Upper Kaibab Tank RTU:
• Provide & Install RTU Panel with Micrologix PLC
• Provide & Install the following Instruments:
• High Level Switch
• Laser Level Sensor
• Hatch Intrusion
• Provide PLC & HMI programming for new IO signals

Acquisition Proposals

- The folllowing represents BHEC's vmSCADA® proposal according to the information we received and the aforementioned assumptions.

PURCHASE PACKAGE

vmSCADA - Purchase	**$**	**391,650**

OPTION / ADDERS (3):

Reporting as a Service	$	600/setup
(12 reports @ 6 per site, 3 Year minimum)	$	240/month
Enterprise Monitoring (Applies to Purchased systems only, included w/ lease	$	200/month
Cellular Data (5GB/month each mobile device), included w/lease	$	99/month

Includes 2 Wireless Access points for local internet accessability

LEASE PACKAGE 5YR

vmSCADA - 3 Year Lease / Per Month	**$**	**15,302.00**

vmSCADA - 5 Year Lease / Per Month	**$**	**10,331.00**

Security Deposit $0

This document is not a contract and our pricing is subject to due dilligence, assumptions/requirements validation, and additional discussion. When we condut business, our relationship will be governed by BHEC's service description and standard terms and conditions unless we negotiate a separate written agreement. Notwithstanding any bid requirement, creation of any binding contractural obligations is contingent upon the successful and mutual execution of a separate written agreement.

vmSCADA® Comparison

FEATURE	TYPICAL HMI SCADA	vmSCADA®	vmSCADA® PLUS
Redundant Servers			●
SAN			●
Rack & Enclosure			●
DR Appliance(s)			●
Redundant Nodes			●
MS Domain			●
Server Class		●	●
Redundant HD		●	●
RAID		●	●
Redundant PS		●	●
NAS w/ Removable		●	●
Remote Access		●	●
Mobile Device		●	●
DHS Cyber Security		●	●
Touchscreen		●	●
System Level Backup		●	●
System Level DR		●	●
Offsite BU Storage		●	●
VMWare VMs		●	●
Microsoft Server OS		●	●
Industrial Firewall		●	●
Financing		●	●
Leasing		●	●
Gigabit Networking	●	●	●
24 X 7 BH Support	●	●	●
Remote BH Support	●	●	●
Standard SCADA Apps	●	●	●
AntiVirus	●	●	●
1 yr Warranty	●	●	●

Contact Browns Hill Engineering & Controls
to review our solution in detail.

Justin Hillan 720-402-3712
jhillan@brownshilleng.com

Learn more about the security and benefits of
Browns Hill Engineering & Controls vmSCADA® at
www.vmSCADA.com

BROWNS HILL ENGINEERING & CONTROLS

1/12/2022

To: Mayor and Town Council

From: Stephan Wilson P.E., Utility Manager
Steve Sutherland, Lead Wastewater Treatment Operator
Tom Gosiorowski, Public Works Director

Date: February 9, 2022

Agenda Item: RESOLUTION NO. 19 (SERIES 2022) A Resolution Approving a Contact with Mott MacDonald for Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study

REQUEST:
Staff is requesting the Council review for approve of the Wastewater Treatment Plant – Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study Proposal submitted by Mott MacDonald. Jan. 13, 2022.

BACKGROUND:
The Town of Eagle received a renewed Wastewater Treatment Facility (WWTF) Discharge Permit No.: CO0048241 on January 29th, 2021, which became effective March 1, 2021. The renewed permit features several compliance schedules including one to meet Total Ammonia, Total Inorganic Nitrogen (TIN), and Nitrite final effluent limits. The retaining of Mott MacDonald for nutrient modeling will allow the Town to fully satisfy the first milestone in the compliance schedule with a due date of 6/30/2021. The full nitrogen compliance schedule is shown in Table 1 below.

Table 1: Activities to Meet Total Ammonia, Total Inorganic Nitrogen, and Nitrite final limits

Event	Description	Due Date
Hire a Consultant/ Professional Engineer (06599)	Submit a letter of notification that a Colorado licensed engineering consultant has been obtained and funding has been secured for planning aspects	6/30/2021
Plan, Report, or Scope of Work (CS011)	Submit a progress report in obtaining funding for design and construction aspects	6/30/2022
Engineering Plan (73905)	Submit a letter of notification that funding has been obtained for design and construction aspects, and final plans specifications have been submitted to the Division. Note that a Site Application and a preliminary design must be submitted and approved by the Division prior to final plans and specifications.	6/30/2024
Commence Required Work or On-Site Construction (CS015)	Submit a letter of notification that Final Design Approval has been received from the Division and construction has commenced.	6/30/2024
Status/Progress Report (CS010)	Submit a construction progress report summarizing the progress in construction or other activities.	12/31/2024
Complete Required Work or On-Site Construction (CS016)	Complete construction of facilities or other appropriate actions, which will allow the permittee to meet the final limitations.	6/30/2025

ANALYSIS:
Mott MacDonald has previously provided the Town with water and wastewater planning and design services. They were selected for this project as the firm with the most background on the Town's WWTF.

The proposal for the effort associated with the compliance schedule has been through one revision with Mott MacDonald. Revision No. 1 contained a scope that only evaluated the facilities ability to meet the parameters and limits identified in the compliance schedule and had an estimated fee of $29,000. Revision No. 2 added phosphorus along with varying potential effluent limits to the modeling effort. The revisions made to the proposal increased the cost estimate to $74,300 for Revision No. 2.

The additions were requested in an attempt to determine the wastewater treatment facilities ability to meet potential future limits in an uncertain regulatory environment. If the Town were to strictly follow the compliance schedule as identified by Colorado Department of Public Health and Environment – Water Quality Control Division (CDPHE – WQCD) the facility would have construction for the nutrient removal project ending June 2025. The current discharge permit expires February 28, 2026 at which point the facilities discharge permit becomes eligible for renewal with additional limits potentially being applied for parameters such as metals and temperature. Regulation 85 contains additional numeric limits for TIN and total phosphorus with delayed implementation until December 2027. By adding total phosphorus to this scope of work and evaluating the facilities ability to meet additional effluent limits in a later project phase the Town will be able to reduce some uncertainty as to the facilities ability to meet currently identified and future limits.

COMMUNITY INPUT: None.

BUDGET / STAFF IMPACT:
Budget:
This effort will require the allocation of $74,300 from the wastewater fund. Future efforts will require additional budget for regulatory support, modeling, facility planning, facility design, and construction.

Staff:
Staff will provide historic data for this phase of the project along with review. The Town's current staff do not have the technical expertise or the necessary experience to perform this work.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The proposal is not in direct alignment with any of our major objectives, however, is required to achieve compliance with the Town's wastewater treatment facility discharge permit. The proposal provides for the following:

1. Achieve compliance with the first milestone in the nitrogen compliance schedule.
2. Seek to judiciously spend wastewater funds to meet current and future regulations.
3. Allows the Town's Wastewater system to demonstrate to its constituents that resources used to meet regulation and industry standards are cost-effective, environmentally beneficial, and holistically sustainable over time.

RECOMMENDED ACTION OR PROPOSED MOTION:
Motion to **approve** or **deny** adoption fo Resolution No. 00 (Series 2022) A Resolution Approving a Contract with Mott MacDonald for Engineering Scope of Services and Fee Proposal – Wastewater Treatment Plant – Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study.

ATTACHMENTS:

- Mott MacDonald Engineering Scope of Services and Fee Proposal, Wastewater Treatment Plant – Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study.

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 19
(Series of 2022)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO APPROVING A CONTRACT WITH MOTT MACDONALD FOR PRELIMINARY TOTAL AMMONIA, TOTAL INORGANIC NITROGEN, AND NITRITE COMPLIANCE STUDY

WHEREAS, the Town desires to contract with Mott MacDonald for the performance of the described Services in the attached Exhibit "A" on the terms and conditions set forth therein; and

WHEREAS, Mott MacDonald agrees to perform such Services on the terms and conditions set forth in Exhibit "A"; and

WHEREAS, pursuant to the 2022 Financial and Budget Policy adopted by the Town requiring all contracts in excess of $50,000 for professional services must be reviewed by the Town Council prior to commencement of work or signing the contract.

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

The Council approves the contract with Mott MacDonald for a Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study attached as Exhibit "A" and directs the Town Manager to sign as on behalf of the Town.

RESOLVED, APPROVED, AND ADOPTED THIS 8TH DAY OF FEBRUARY 2022.

TOWN OF EAGLE, COLORADO

_____
Scott Turnipseed, Mayor

ATTEST:

_____
Jenny Rakow, Town Clerk

DocuSign Envelope ID: D146C249-FC9C-455F-87DC-B76492C6F02C

MOTT MACDONALD

165 South Union Boulevard
Suite 200
Lakewood CO 80228

T +1 (303) 831 4700

mottmac.com

Mr. Tom Gosiorowski
Public Works Director
1050 Chambers Avenue
Eagle, CO 81631

Engineering Scope of Services and Fee Proposal
Town of Eagle, Colorado
Wastewater Treatment Plant – Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study

June 29, 2021 (REV January 13, 2022)

Dear Tom:

We are pleased to provide you with our revised scope of services and engineering budget for the Nitrogen and Phosphorus Removal Preliminary Evaluation project based on the October 28 meeting.

GENERAL

The Town of Eagle operates a 1.65 million gallon per day (mgd) wastewater treatment plant (WWTP). The WWTP's most recent discharge permit included compliance schedules, including a schedule associated with meeting future total ammonia, total inorganic nitrogen, and nitrite effluent limits (Attachment A). Additionally, per discussions of 28 October, there is concern that limits on phosphorus and possibly iron and aluminum may be forthcoming. Therefore, the scope of work has been expended. The goal of this study is to determine if the WWTP can achieve the future effluent nitrogen limits using the existing aeration basins operated in a Modified Ludzak-Ettinger (MLE) configuration and to examine the possibility of enhanced biological phosphorus removal (EBPR) by means of one of several processes such as a 5-stage Bardenpho process. It does not include looking at multiple EBPR processes.

The MLE process is an aeration basin configuration often used to reduce effluent nitrate and nitrite concentrations. The process consists of operating an anoxic zone at the influent side of the aeration basin. An internal mixed liquor return pump is used to return flow from the effluent side of the aeration basin back to the anoxic zone. The wastewater at the effluent side of the aeration basin has high concentrations of nitrate resulting from nitrification of the influent ammonia and organic nitrogen.

Plant operations staff have made in-house modifications to test the MLE process. The results of this ongoing testing will be reviewed as part of this study.

MOTT MACDONALD

SCOPE OF SERVICES

The proposed scope of services for completing the project is presented below. A copy of the compliance schedule is provided in Attachment A. A copy of the proposed engineering fee breakdown is provided as Attachment B.

Task 1 – Project Management

- ***1.1*** ***Initiation –*** Initiate the project, including setting up the schedule, work breakdown structure, staff assignments, and communication protocol.
- ***1.2*** ***Coordination –*** Coordinate staffing and work assignments through the duration of the work.
- ***1.3*** ***Controls –*** Establish QA requirements for project and complete established QC steps.
- ***1.4*** ***Monthly Invoicing –*** Prepare monthly invoices and summary of work completed during invoicing period.

Task 2 – Preliminary Study

- ***2.1*** ***Review Background Information***
- ***2.2*** ***Gather and Analyze Current Influent Data –*** Influent data for the last three years will be gathered and analyzed.
- ***2.3*** ***Update Influent Loading Criteria –*** Based on the data gathered, the influent loading design criteria to be used for the process model will be determined. The updated loadings will also be compared to the original design loadings for reference.
- ***2.4*** ***Review MLE Operation Results –*** The results of ongoing operational testing of an MLE process will be reviewed and the results to date will be summarized in the final memorandum.
- ***2.5*** ***Develop Model for MLE Process –*** A Biowin process model will be prepared for the current aeration basin configuration. This model will be used to help assess the ability of the existing WWTP process to meet the pending nitrate and nitrite effluent limits.
- ***2.6*** ***Develop Model for One EBPR Process –*** Provided that the evaluation of the influent data indicates favorable P:BOD ratios for EBPR, a BioWin process model of an EBPR process, such as a 5-stage Bardenpho will be developed to assess the potential for biological removal of phosphorus.
- ***2.7*** ***Run Multiple Simulations for Each Process –*** Various simulations for each process will be performed.
- ***2.8*** ***Prepare Draft Report –*** A draft report will be prepared to summarize the results of the study. Following review with the City, a final report will be prepared and submitted.
- ***2.9*** ***QA / QC –*** Review work and provide comments
- ***2.10*** ***Address Client Comments on Draft –*** Review, Coordinate, and incorporate Town's review comments.
- ***2.11*** ***Submit Final Report –*** Provide electronic submittal of final report
- ***2.12*** ***Workshop to Present Results and Discuss Options –*** Present results and discuss options.

MOTT MACDONALD

DELIVERABLES

- Draft Summary Memorandum - Electronic
- Final Summary Memorandum - Electronic

ENGINEERING BUDGET AND TERMS

Our proposed budget for the tasks outlined above is:

- **Not-to-Exceed Budget = $74,300**

The work identified under Scope of Services will be undertaken under the terms and conditions of our most recent General Services Agreement between the Town and Mott MacDonald dated March 2, 2017, amended on October 23, 2020.

SCHEDULE

The overall project schedule and individual project milestones will be established and reviewed at project initiation. It is anticipated that the project will take approximately 3-4 months to complete.

ASSUMPTIONS

We have assumed the following:

1. This is a Preliminary Evaluation only. Further model refinement or simulation of additional EBPR process may be required before selection of the most suitable process for the Town Eagle.

COMMENCEMENT AND COMPLETION OF WORK

We will commence work upon execution of this Letter of Authorization.

We thank you for this opportunity. If you have any questions or comments, please give us a call. If the proposal is acceptable, please execute in the space provided below and return one copy for our files. An executed copy will serve as our Notice-to-Proceed.

Sincerely,

DocuSigned by:
Rodney Fredericks
9F6B184D8610418...

Rodney Fredericks, PE
Principal Project Manager

DocuSigned by:
Mohamed Basma
43F4205A006D4C2...

Mohamed Basma
Senior Vice President

ACCEPTED BY:
Town of Eagle, Colorado

By: _____ Date: _____

RAF/mta
Attachments

MOTT MACDONALD

ATTACHMENT A – COMPLIANCE SCHEDULE

Activities to Meet Total Ammonia, Total Inorganic Nitrogen, and Nitrite final limits – In order to meet Total Ammonia, Total Inorganic Nitrogen and Nitrite final limits, the following schedule for construction (if deemed necessary by the permittee) are included in the permit.

Event	2021	2022	2023	2024	2025	Description
Hire a Consultant/ Professional Engineer	6/30/2021					Submit a letter of notification that a Colorado licensed engineering consultant has been obtained and funding has been secured for planning aspects
Plan, Report, or Scope of Work		6/30/2022				Submit a progress report in obtaining funding for design and construction aspects
Engineering Plan			6/30/2023			Submit a letter of notification that funding has been obtained for design and construction aspects, and final plans specifications have been submitted to the Division. Note that a Site Application and a preliminary design must be submitted and approved by the Division prior to final plans and specifications.
Commence Required Work or On-Site Construction				6/30/2024		Submit a letter of notification that Final Design Approval has been received from the Division and construction has commenced
Status/Progress Report				12/31/2024		Submit a construction progress report summarizing the progress in construction or other activities.
Complete Required Work or On-Site Construction					6/30/2025	Complete construction of facilities or other appropriate actions, which will allow the permittee to meet the final limitations.

MOTT MACDONALD

ATTACHMENT B – ENGINEERING FEE

Town of Eagle, Colorado
Wastewater Treatment Plant - Preliminary Total Ammonia, Total Inorganic Nitrogen, and Nitrite Compliance Study
Engineering Fee Proposal

Project No: 507398349-003
By: PP CHK: RAF
Date: 11/8/2021 Date: 11/8/2021

Tasks	Mott MacDonald									Direct Costs	TOTAL
	Project Principal JS $285.00	QA / QC JP $250.00	Project Manager RAF $235.00	Process Engineer PP $285.00	Project Engineer AS $120.00	CADD Designer CWC $150.00	Admin. Assistant MTA $100.00	TOTAL HOURS	LABOR ($)		
Task Description											
Task 1 - Project Management											
Task 1.1 - Initiation	1		4				2	7	$1,425		$1,425
Task 1.2 - Coordination			8					8	$1,880		$1,880
Task 1.3 - Controls	4		2					6	$1,610		$1,610
Task 1.4 - Monthly Invoicing	8		8				4	20	$4,560		$4,560
Task 2 - Preliminary Study											
Task 2.1 - Review Background Information				8	4			12	$2,760		$2,760
Task 2.2 - Gather and Analyze Current Influent Data				12	4			16	$3,900		$3,900
Task 2.3 - Update Influent Loading Criteria				6	3			9	$2,070		$2,070
Task 2.4 - Review MLE Operation Results	1	2		16	4			23	$5,825		$5,825
Task 2.5 - Develop Model for MLE process				24	4			28	$7,320		$7,320
Task 2.6 - Develop Model for one EBPR Process (such as 5-stage Bardenpho)				16	4			20	$5,040		$5,040
Task 2.7 - Run multiple simulations for each process				24	8			32	$7,800		$7,800
Task 2.8 - Prepare Draft Report			1	24	40	2	2	69	$12,375		$12,375
Task 2.9 - QA/QC	8	8	1					17	$4,515		$4,515
Task 2.10 - Address client comments on draft				8	4			12	$2,760		$2,760
Task 2.11 - Submit Final Report				4	4			8	$1,620		$1,620
Task 2.12 - Workshop to Present Results and Discuss Options	4		8	8	8			28	$6,260	$2,500	$8,760
TOTAL HOURS	26	10	32	150	87	2	8	315			**$74,220**
TOTAL COST									$71,720	$2,500	**$74,220**

Notes:

Total **$74,300**

1 - Preliminary study to evaluate if operating the exiting aeration basins in a MLE mode is predicted to comply with future nitrate and nitrite effluent limits.
2 - Process model will be developed using BioWin.
3 - Study is not intended to develop additional process alternatives.
4 - Study does not include calibration of the BioWin Model