



SPECIAL MEETING

Tuesday, October 29, 2019
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.*

CALL TO ORDER - 6:00 PM

ROLL CALL - 6:05 PM

ADOPTION OF AGENDA - 6:05 PM *Opportunity for amendment or deletions to this evenings agenda.*

PUBLIC COMMENT - 6:10 PM *Citizens are invited to comment on any item not on the Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person per topic unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to sign in.*

BUSINESS ITEMS - 6:15 PM *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the Board.*

1. Eagle Pool and Ice Rink Recreation Campus Master Plan Review
2. Use Tax Policy Amendment
3. Tobacco Licensing Ordinance Example - Avon
4. 2020 Proposed Budget Discussion
 - a. Proposed Budget Priority List
5. Charter Commission Applicants Update

BOARD DISCUSSION AND FUTURE AGENDA ITEMS - 8:15 PM

ADJOURN - 8:30 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



To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: October 29, 2019

Agenda Item: Eagle Pool and Ice Rink Recreation Campus Master Plan Review

REQUEST:

Staff is requesting that the Board of Trustees review the outcome of the Pool and Ice Rink Recreation Campus Master Plan and public process and provide feedback.

INTRODUCTION:

The town and Mountain Recreation partnered on a master plan of the Eagle Pool and Ice Rink facility and adjacent parkland space including the Haymaker trailhead. Funding for the project was supported by both boards and was included in the 2019 budget. The project kicked off in March and staff worked together on the facilitation and coordination of all aspects of the project. The facility was built in 2003, over 16 years ago. Over the course of time, the needs of the community have changed. This prompted the town and Mountain Recreation to explore a visioning process for the facility and park site. This resulted in a master plan with preliminary numbers. Staff would like for the board to review the proposal and give feedback on the facility, site, and funding analysis. Feedback will assist in the development of a strategy that staff will present over the next several months.

ANALYSIS:

After collecting data and conducting cost analysis, staff was presented with 2 concepts. Staff recommends concept 2 with a few modifications:

- Move the parking closer to the facility where the play amenity/pavilion/restrooms are located.
- Move the play area to the west of the bike amenity and add a skate park to the west of the play area closer to Brush Creek Road.
- Staff recommended a buffer or landscape berm along Soleil Circle.
- The play amenity area would serve as separation between the skate park and bike area. This is to prevent the tracking of dirt in the skate park area.

Construction of various elements of the plan will likely be phased. This plan is a roadmap for the future of the facility and park site. The school district is working on their conceptual plan for the remaining acreage. Initial discussions with the school and Mountain Recreation include sharing space and programming of ballfields on the east-side of the site.

COMMUNITY INPUT:

Community input was successful. The project received 684 responses. Staff hosted several outreach sessions, open houses, and reached out to underrepresented communities. Mountain Recreation is currently working with the school district to ensure that their feedback is included.

BUDGET / STAFF IMPACT

Concept 2 is approximately \$53,435,000. This doesn't include the skate park or berm mention above. Initial conversations with Mountain Recreation have resulted in a basic funding strategy that includes the following approaches:

- Possible phasing of facility and park features
- Mill levy and bond
- Capital campaign with several private sector partners
- Town and community partner contributions
- Grants for park site features
- Foundation funding

Prior to finalizing a funding strategy. Mountain Recreation will conduct polling for the concept plan prior to a bond election. This will gauge support for the project and willingness to pay by potential voters.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This proposal aligns with the following strategic objectives and business values:

- Major Objective No. 9 – Continue Investing in Outdoor Activities, Recreation, and Open Space:
This project develops a plan for how the town might invest in open space and additional recreation opportunities. Right now, most of the park site isn't being utilized and has potential for additional recreation opportunities. This plan not only enhances the look and feel of the area but increases access to recreation for locals. It's a plan developed by Eagle for the residents who live here.

RECOMMENDED ACTION OR PROPOSED MOTION:

Staff does not expect a decision by the BOT. At this point, feedback on the proposal is important in order to develop the next steps of the planning process.

ATTACHMENTS:

- Haymaker Trailhead Area Master Plan
- Concept boards
- Haymaker Trailhead Area survey results

HAYMAKER TRAILHEAD AREA

MASTER PLAN





HAYMAKER TRAILHEAD

Eagle Pool & Ice Rink Area Survey - Results
Resultados - Encuesta del Área de la Alberca y Pista de Hielo de Eagle
08/2019
Overall Responses/ Respuestas Generales: 684



Top 6 most requested priorities for improvement / Top 6 prioridades solicitadas para mejorar

#1

BIKE TRAILS & AMENITIES
RUTAS PARA BICIS Y COMODIDADES



#2

PARK RESTROOMS
BAÑOS DEL PARQUE

#3

POOL IMPROVEMENTS
MEJORAMIENTOS DE LA ALBERCA



#4

SHADE SHELTER GATHERING
ZONA DE PICNIC Y SOMBRA

#5

FITNESS CENTER
CENTRO DE ACONDICIONAMIENTO



#6

ICE RINK IMPROVEMENTS
MEJORAMIENTOS DE LA PISTA DE HIELO

SURVEY
ENCUESTA

554

WHAT DO YOU CURRENTLY USE?

- 1. BIKE TRAILS & AMENITIES
 - 2. OUTDOOR POOL
 - 3. ICE RINK
 - 4. BMX
- ¿QUE USAS ACTUALMENTE?
- 1. RUTAS PARA BICIS Y COMODIDADES
 - 2. ALBERCA AL AIRE LIBRE
 - 3. PISTA DE HIELO
 - 4. BMX

TOP 4 MOST REQUESTED IMPROVEMENTS

- 1. BIKE TRAILS & AMENITIES
 - 2. PARK RESTROOMS
 - 3. SHADE SHELTER GATHERING
 - 4. ICE RINK IMPROVEMENTS
- LOS 4 MEJORAMIENTOS MAS SOLICITADOS
- 1. RUTAS PARA BICIS Y COMODIDADES
 - 2. BAÑOS DEL PARQUE
 - 3. ZONA DE PICNIC Y SOMBRA
 - 4. MEJORAMIENTOS DE LA PISTA DE HIELO

OPEN HOUSE
CASA ABIERTA

130

WHAT DO YOU CURRENTLY USE?

- 1. BIKE TRAILS & AMENITIES
 - 2. OUTDOOR POOL
 - 3. ICE RINK
 - 4. BMX
- ¿QUE USAS ACTUALMENTE?
- 1. RUTAS PARA BICIS Y COMODIDADES
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 - 3. PISTA DE HIELO
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TOP 4 MOST REQUESTED IMPROVEMENTS

- 1. POOL IMPROVEMENTS
 - 2. GYMNASIUM
 - 3. FITNESS CENTER
 - 4. SHADE SHELTER GATHERING
- LOS 4 MEJORAMIENTOS MAS SOLICITADOS
- 1. MEJORAMIENTOS DE LA ALBERCA
 - 2. GIMNASIO
 - 3. CENTRO DE ACONDICIONAMIENTO
 - 4. ZONA DE PICNIC Y SOMBRA

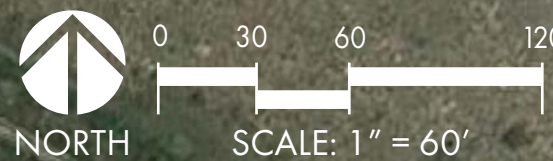




LEGEND

- PAVED PATH
- TRAIL CONNECTIONS
- EXISTING WATER LINE

NOTES:
1. ALL CONCEPTS ARE DRAWN ON SCALED AERIALS, PROPERTY LINES, UTILITIES, EXISTING CONDITIONS AND OTHER SURVEY INFORMATION WERE NOT AVAILABLE AT TIME OF CONCEPTS.
2. CONCEPTS ASSUME SHARED ASSETS WITH FUTURE SCHOOL DEVELOPMENT SITE.
3. ADDITIONAL PARKING WILL NEED TO BE CONSIDERED THROUGH AN AGREEMENT WITH ADJACENT SCHOOL PROPERTY.
4. EXISTING CONDITIONS AND SURVEY INFORMATION SHALL BE REQUIRED FOR FURTHER DESIGN WORK
5. THESE DRAWINGS ARE CONCEPTUAL AND ARE NOT INTENDED FOR CONSTRUCTION

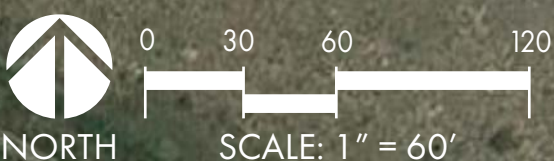




LEGEND

- TRAIL CONNECTION
- PAVED PATH
- PROPOSED VEHICULAR CIRCULATION
- WOONERF - PROPOSED PEDESTRIAN AND BIKE CIRCULATION GATHERING SPACES, EVENT FLEX AREAS, FESTIVAL STREET AND FIRE LANE
- PHASE 1
- PHASE 2
- EXISTING WATER LINE

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"WOONERF"
- LIVING STREET OR SHARED PAVED
WALKING AND BIKING SPACE



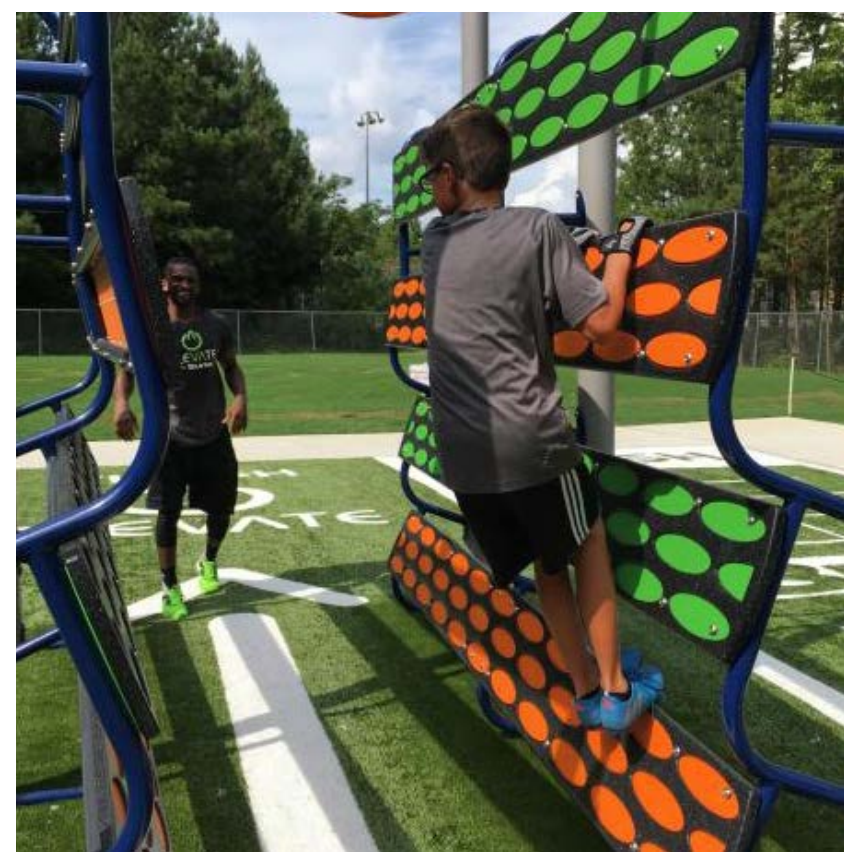
GATEWAY →

CHARACTER IMAGERY



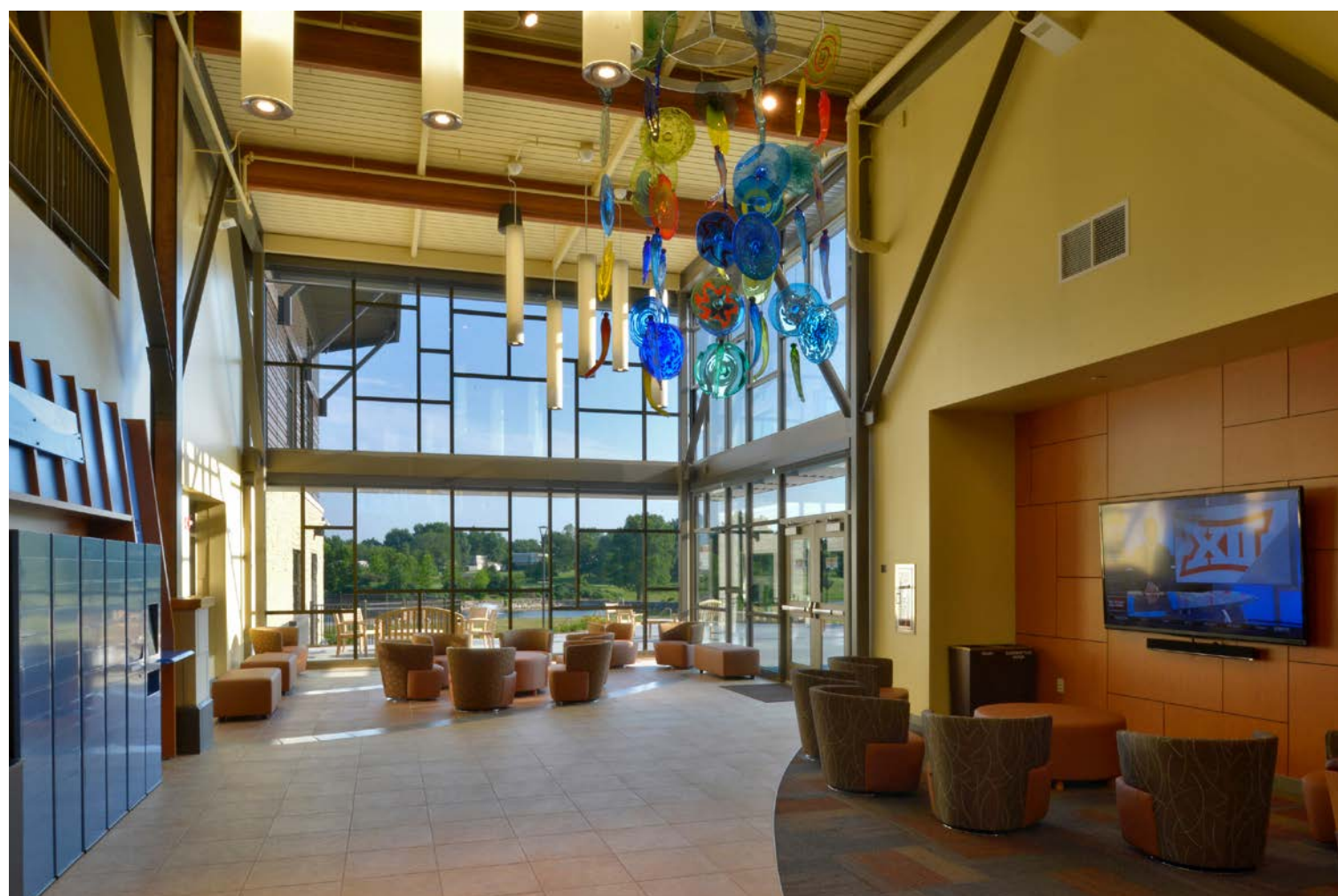
← PAVILION AND PARK RESTROOMS

PLAY AMENITY →



CHARACTER IMAGERY

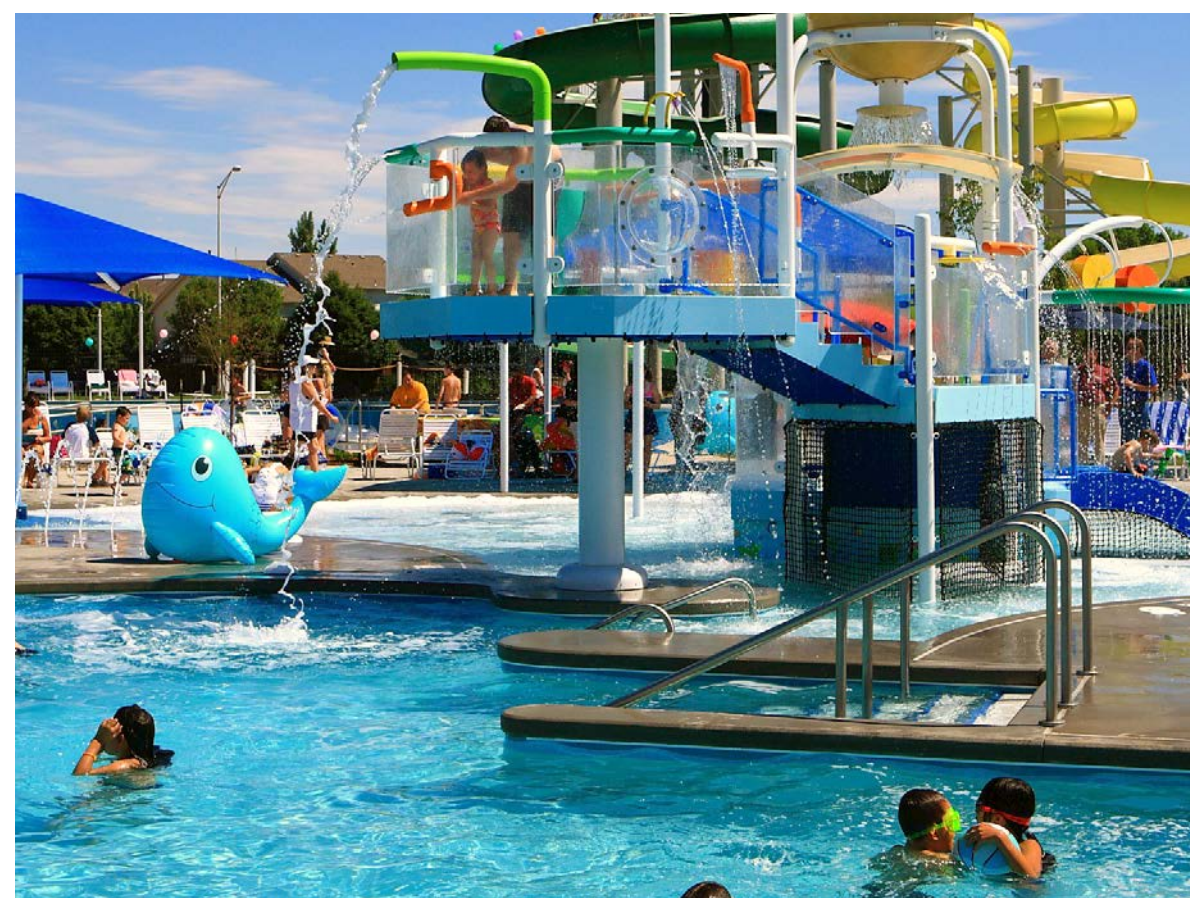
↓ LOBBY



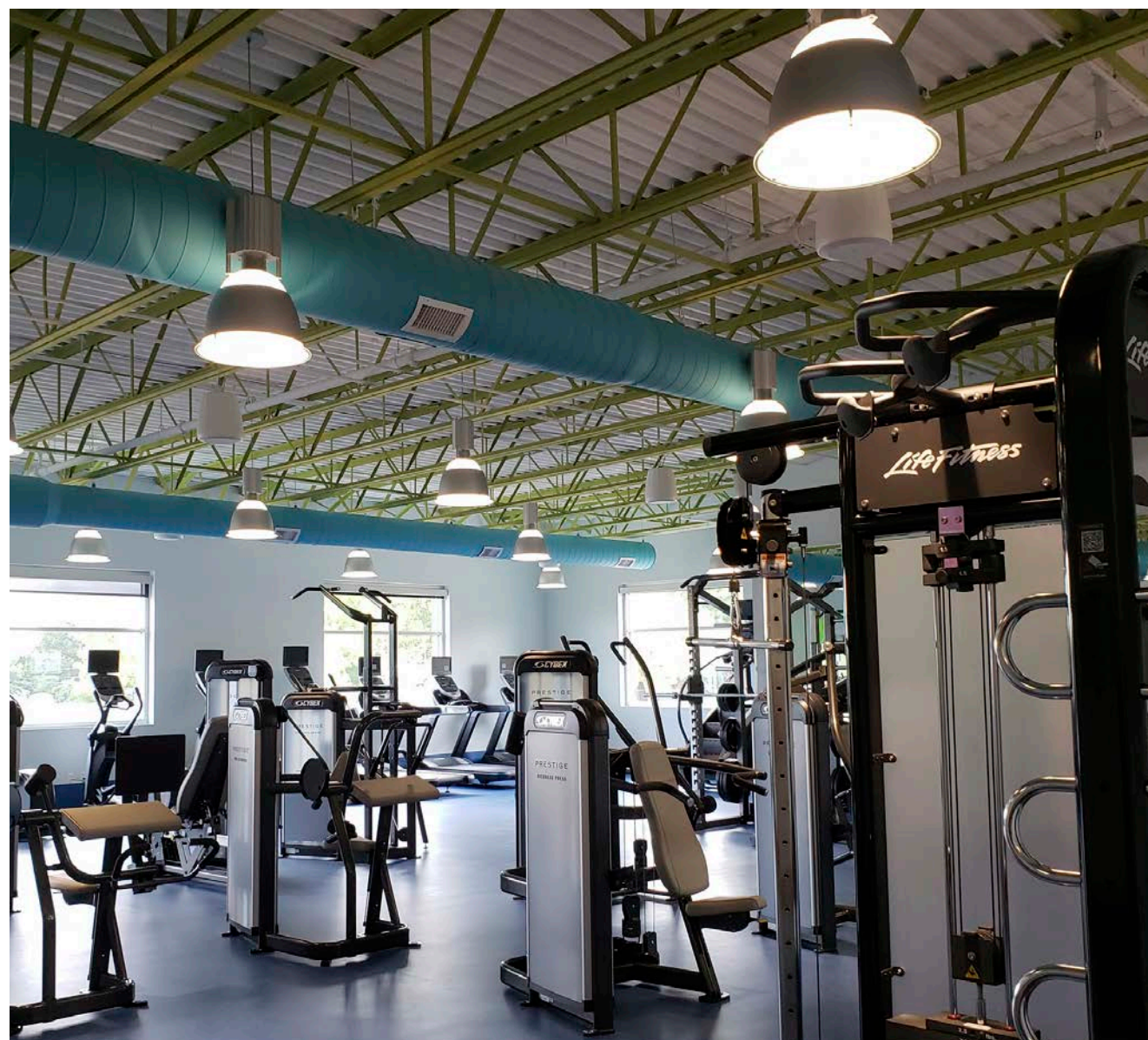
MULTI-USE ROOMS →



↓ OUTDOOR POOL



↑ IMPROVED LOCKERS



↑ GROUP AND OPEN FITNESS



↑ GYMNASIUM



↑ CHILD CARE



Haymaker Trailhead Area - Concept 2 - "WOONERF/THE FUNK"

Opinion of Probable Cost - Per Phase

Date: 10/23/19

Haymaker TrailHead Phase 1			
Item		Item Total	
Building Improvements - Existing Building Reno and Rec Addition	\$	11,475,000	
Building Soft Cost (25% of construction)	\$	2,868,800	
Playground, Bike & Gateway Improvements	\$	891,900	
Playground, Bike & Gateway Soft Cost (12% of construction)	\$	107,100	
	Subtotal	\$	15,342,800
Contingency and Escalation (10% of budget)	\$	1,534,300	
	Phase 1 Subtotal	\$	16,877,100

Haymaker TrailHead Phase 2			
Item		Item Total	
Building Improvements - New Outdoor Pool Area	\$	7,441,000	
Building Soft Cost (25% of construction)	\$	1,860,300	
Pavilion, (1) Field & Woonerf	\$	2,368,750	
Pavilion, (1) Field & Woonerf Soft Cost (12% of construction)	\$	284,300	
	Subtotal	\$	11,954,350
Contingency and Escalation (10% of budget)	\$	1,195,500	
	Phase 2 Subtotal	\$	13,149,900

Haymaker TrailHead Phase 3			
Item		Item Total	
Building Improvements - New Ice Facility Addition	\$	13,777,000	
Building Soft Cost (25% of construction)	\$	3,444,300	
(1) Field, Parking & Pickleball	\$	3,550,250	
(1) Field, Parking & Pickleball Soft Cost (12% of construction)	\$	426,100	
	Subtotal	\$	21,197,650
Contingency and Escalation (10% of budget)	\$	2,119,800	
	Phase 3 Subtotal	\$	23,317,500

Project Total - All Phases	Grand Total	\$	53,345,000
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Note: This is an opinion of probable cost prepared by the design team during the conceptual phase of the Master Planning Process. This opinion of probable cost is intended to guide budgets and includes allowances for many construction items. Budgets also include allowances for soft costs such as engineering, surveying, permitting, architecture, landscape architecture and other consulting services. Allowances for furnishing, fixtures, and equipment are also included. The above cost not intended to serve as a replacement for construction costs prepared by a construction contractor.

HAYMAKER TRAILHEAD AREA SCHEDULE																																				
Task	May				June				July				August				September				October				November				December				January			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Task 1: Project Initiation and Discovery																																				
Task 2: Community Engagement																																				
Task 3: Conceptual Design																						*														
Task 4: Final Master Plan																																				

* = WE ARE HERE



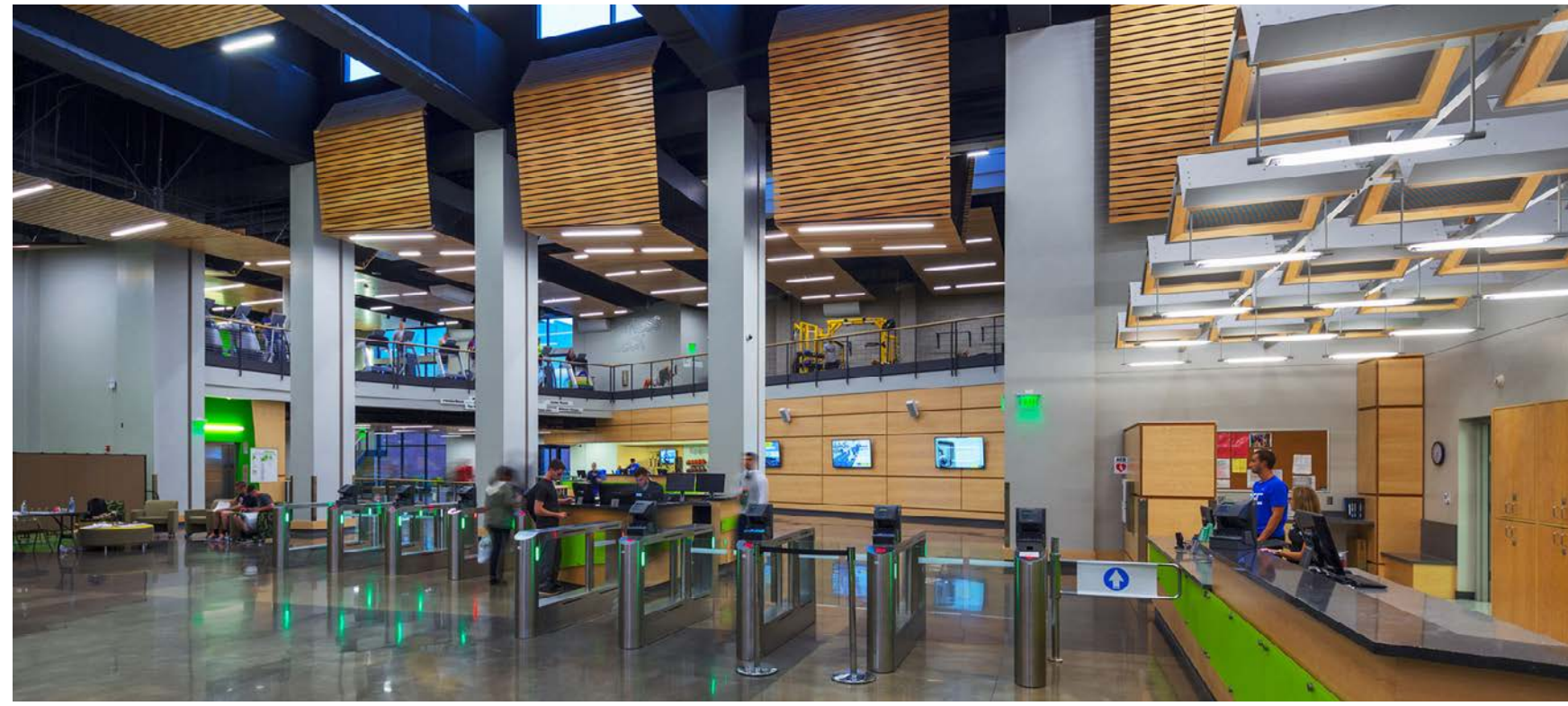
Go Big

- **Phase 1** – Outdoor Pool
(needs to be relocated to allow for recreation addition)
 - \$8,341,000 – Construction Cost
 - \$2,085,250 – Soft Costs
(25% of Construction)
 - \$10,426,250 – Sub-total
 - \$1,042,750 – Contingency and Escalation (10%)
 - **\$11,467,000 – Total Budget Phase 1**
- **Phase 2** – Existing Bldg & Rec Addition
 - \$10,560,000 – Construction Cost
 - \$2,640,000 – Soft Costs
(25% of Construction)
 - \$13,200,000 – Sub-total
 - \$1,320,000 – Contingency and Escalation (10%)
 - **\$14,520,000 – Total Budget Phase 2**
- **Phase 3** – Ice & Multi-use Room Addition
 - \$14,400,000 – Construction Cost
 - \$3,600,000 – Soft Costs
(25% of Construction)
 - \$18,000,000 – Sub-total
 - \$1,800,000 – Contingency and Escalation (10%)
 - **\$19,800,000 – Total Budget Phase 3**
- **Grand Total – All Phases**
 - **\$45,789,000**



The Funk

- **Phase 1** – Existing Building and Rec Addition (needs to occur before outdoor pool to provide locker space)
 - \$11,475,000 – Construction Cost
 - \$2,868,750 – Soft Costs
(25% of Construction)
 - \$14,343,750 – Sub-total
 - \$1,434,350 – Contingency and Escalation (10%)
 - **\$15,778,100 – Total Budget Phase 1**
- **Phase 2** – Outdoor Pool (needs to be relocated to allow for ice addition)
 - \$7,441,000 – Construction Cost
 - \$1,860,250 – Soft Costs
(25% of Construction)
 - \$9,301,250 – Sub-total
 - \$930,150 – Contingency and Escalation (10%)
 - **\$10,231,400 – Total Budget Phase 2**
- **Phase 3** – Ice Addition
 - \$13,777,000 – Construction Cost
 - \$3,444,250 – Soft Costs
(25% of Construction)
 - \$17,221,250 – Sub-total
 - \$1,722,150 – Contingency and Escalation (10%)
 - **\$18,943,400 – Total Budget Phase 3**
- **Grand Total – All Phases**
 - **\$44,952,900**





LEGEND

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- NOTES:
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CHARACTER IMAGERY



“WOONERF”
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GATEWAY



CHARACTER IMAGERY

PLAY AMENITY



PAVILION AND
PARK RESTROOMS



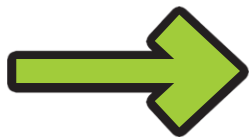
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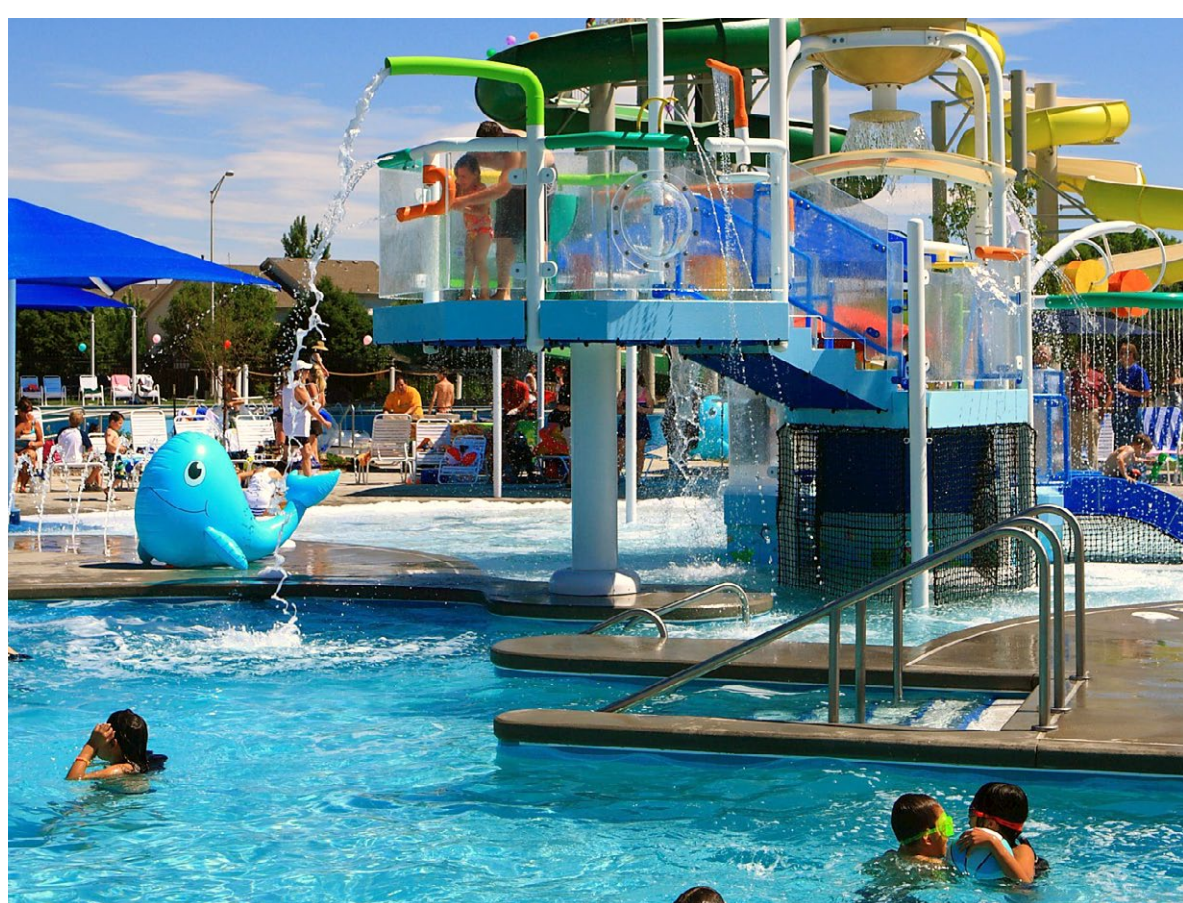
LOBBY



MULTI-USE
ROOMS



OUTDOOR POOL



IMPROVED
LOCKERS



GROUP AND
OPEN FITNESS



GYMNASIUM



CHILD
CARE

HAYMAKER TRAILHEAD AREA

MOUNTAIN RECREATION POOL & ICE RINK - SURVEY RESULTS

OVERALL RESPONSES: 684

TOP 6 MOST REQUESTED PRIORITIES FOR IMPROVEMENT

#1
BIKE TRAILS & AMENITIES



#2
PARK RESTROOMS



#3
POOL IMPROVEMENTS



#4
SHADE SHELTER GATHERING



#5
FITNESS CENTER



#6
ICE RINK IMPROVEMENTS



SURVEY
554

OPEN HOUSE
130

WHAT DO YOU CURRENTLY USE?

- 1. BIKE TRAILS & AMENITIES
- 2. OUTDOOR POOL
- 3. ICE RINK
- 4. BMX

WHAT DO YOU CURRENTLY USE?

- 1. BIKE TRAILS & AMENITIES
- 2. OUTDOOR POOL
- 3. ICE RINK
- 4. BMX

TOP 4 MOST REQUESTED IMPROVEMENTS

- 1. BIKE TRAILS & AMENITIES
- 2. PARK RESTROOMS
- 3. SHADE SHELTER GATHERING
- 4. ICE RINK IMPROVEMENTS

TOP 4 MOST REQUESTED IMPROVEMENTS

- 1. POOL IMPROVEMENTS
- 2. GYMNASIUM
- 3. FITNESS CENTER
- 4. SHADE SHELTER GATHERING

= 50 RESPONSES

RESULTS REPRESENT WEIGHTED DATA FROM TOP 4 PRIORITIES OF THE SURVEY & OPEN HOUSE RESPONSES

ALL SURVEYS WERE PROVIDED IN BOTH ENGLISH & SPANISH LANGUAGES

08/07/2019

NORRIS DESIGN



To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: October 29, 2019

Agenda Item: Use Tax Policy Amendment

REQUEST: Staff is requesting the Board of Trustees review a presentation to be given at the time of the meeting on Use Tax policies.

BACKGROUND: The town has made a few changes to use tax policies over the last couple of years. Staff will make a formal presentation on October 29. At the meeting staff will cover the changes made to the policy, how it is being implemented, proposed changes, and a recommendation for how to proceed forward.

The current implementation is not efficient, confusing for customers, and doesn't align well with the expected outcomes. The reason why the complete analysis is not in this memo, is staff needs more time to put the proposal together.

ANALYSIS: Analysis will be presented on October 29.

COMMUNITY INPUT: Community input is not required.

BUDGET / STAFF IMPACT: There are budget and staff impacts and those will be presented at the meeting on October 29.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This is an internal policy and alignment isn't required.

RECOMMENDED ACTION OR PROPOSED MOTION: Staff will seek feedback on the proposal.

ATTACHMENTS: None



To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: October 29, 2019

Agenda Item: Tobacco Licensing Example - Avon

REQUEST:

Staff is requesting that the Board of Trustees review an example of Avon's tobacco licensing ordinance and give feedback.

INTRODUCTION:

On October 22 the board reviewed a draft ordinance of tobacco licensing. The BOT wanted the ordinance to be consistent with other communities in Eagle County. The Town of Avon was the first to pass an ordinance, and since then others have modeled the ordinance like Basalt. The board also requested that staff get feedback from tobacco retailers on a draft ordinance. Staff thought it would be ideal if the BOT agreed conceptually on an ordinance prior to outreach. Attached is Avon's ordinance for review. If the BOT prefers the language in Avon's ordinance, staff will make Eagle specific changes, conduct outreach on the language, and bring it back to the board on November 12.

ANALYSIS:

Avon's ordinance includes many of the same provisions in Eagle's draft ordinance, however, their ordinance is more descriptive.

COMMUNITY INPUT:

Community input will begin once the BOT gives staff input on Avon's ordinance. Notification will go out to all tobacco retailers prior to adoption of the ordinance. The board might also consider scheduling a public hearing on the ordinance on November 12.

BUDGET / STAFF IMPACT

A new licensing program does have an impact on budget and staff. With the approval of an ordinance, town will establish a licensing and application fee for retailers who sell tobacco. This fee will be established in the 2020 fee schedule with the adoption of the budget. A new licensing program will be enforced by the clerk, police and community development departments. Enforcement is similar to how the town addresses liquor and marijuana licensing.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This proposal doesn't align with the any strategic objectives but does touch on the following business values:

- Protecting Public Health, Safety, and the Environment: This policy is crafted so that the town can protect the well-being of the community. By being proactive through regulation and enforcement, town can ensure that sale and use of tobacco are compliant with state and local laws and reinforces to use of tobacco by people over the age of 21.

RECOMMENDED ACTION OR PROPOSED MOTION:

Give staff feedback on Avon's tobacco ordinance.

ATTACHMENTS:

- Avon's tobacco ordinance

EXHIBIT A: ADDITION OF CHAPTER 5.10 TO TITLE 5 OF THE AVON MUNICIPAL CODE

CHAPTER 5.10 LICENSING OF TOBACCO RETAILERS

Section 5.10.010 Incorporation of general licensing provisions.
Section 5.10.020 Legislative intent.
Section 5.10.030 Definitions.
Section 5.10.040 Minimum legal sales age.
Section 5.10.050 License requirements and prohibitions.
Section 5.10.060 Conditions of the Tobacco Product Retail License.
Section 5.10.070 Application procedure.
Section 5.10.080 Issuance of a Tobacco Product License.
Section 5.10.090 Denial of Tobacco Product License.
Section 5.10.100 License term, renewal and expiration.
Section 5.10.110 License non-transferable.
Section 5.10.120 Fee for License.
Section 5.10.130 Compliance monitoring.
Section 5.10.140 Suspension or revocation of License.
Section 5.10.150 Violation, Penalties and Fines.
Section 5.10.160 Enforcement.
Section 5.10.170 No rights in License.
Section 5.10.180 Violations
Section 5.10.190 Effective date.

5.10.010 Incorporation of general licensing provisions.

The provisions of Chapter 5.04 Town of Avon Municipal Code (Business Licenses) and Chapter 1.09 (Civil Infractions), shall apply to this Chapter except where they are specifically modified by the provisions of this Chapter.

5.10.020 Legislative Intent

It is the intent of the Town in enacting this Chapter to establish License requirements for Tobacco Product and Tobacco Paraphernalia Retailers and to set forth the requirements for the sale of Tobacco Products and Tobacco Paraphernalia to persons under twenty-one years of age to protect the health, safety and welfare of individuals in the Town, to encourage responsible Tobacco Product and Tobacco Paraphernalia retailing and to reduce illegal sales of said products in Avon, Colorado.

5.10.030 Definitions.

The following definitions shall apply throughout this Chapter:

Accessory means any product that is intended or reasonably expected to be used with or for the human consumption of a Tobacco Product; does not contain tobacco and is not made or derived from tobacco; and meets either of the following: (1) is not intended or reasonably expected to affect or alter the performance, composition, Constituents, or characteristics of a Tobacco Product; or (2) is intended or reasonably expected to affect or maintain the performance, composition,

Constituents, or characteristics of a Tobacco Product but (a) solely controls moisture and/or temperature of a stored Tobacco Product; or (b) solely provides an external heat source to initiate but not maintain combustion of a Tobacco Product. Accessory includes, but is not limited to, carrying cases, lanyards and holsters.

Adult-Only Establishment means a facility where the operator ensures or has a reasonable basis to believe, such as by checking the identification of any person appearing to be under the age of thirty (30), that no person under the Legal Age is permitted entrance.

Cigarette means any product that contains tobacco or nicotine, that is intended to be burned or heated under ordinary conditions of use, and consists of or contains:

- (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco;
- (2) tobacco in any form that is functional in the product, which, because of its appearance, the type of tobacco used in the filler, or its packaging or labeling, is likely to be offered to, or purchased by consumers as a cigarette; or
- (3) roll of tobacco wrapped in any substance containing tobacco that, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described in subparagraph (1)(a) above.
- (4) the term includes all "roll-your-own," i.e., any tobacco that, because of its appearance, type, packaging, or labeling, is suitable for use and likely to be offered to, or purchased by consumers as tobacco for making cigarettes.

Component or Part means any software or assembly of materials intended or reasonably expected: (1) to alter or affect the Tobacco Product's performance, composition, Constituents, or characteristics; or (2) to be used with or for the human consumption of a Tobacco Product or Electronic Smoking Device. Component or Part excludes anything that is an Accessory, and includes, but is not limited to e-liquids, cartridges, certain batteries, heating coils, programmable software and flavorings for Electronic Smoking Device.

Electronic Smoking Device means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance, even if marketed as nicotine-free, through inhalation of vapor from the product. Electronic Smoking Device includes any refill, cartridge or component part of a product, whether or not marketed or sold separately. Electronic Smoking Device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco - cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.

Hearing Officer means the Town Manager or person appointed by the Town Manager.

Licensee means the owner or holder of a Tobacco Product Retailer License.

License refers to the Tobacco Product Retailer License.

Licensing Administrator means the person(s) within the Town government designated with responsibilities by the Town Manager for license issuance, renewal and collection of fees.

Legal Age means twenty-one (21) years of age.

License Fee means the annual fee for a Tobacco Product Retail License of \$500.00.

Licensed Premises means any location where Tobacco Products and/or Tobacco Paraphernalia are authorized to be sold or distributed to a consumer including, but not limited to, the grounds occupied by a Licensee, and any store, outlet, location, vending machine or structure where Tobacco Products and/or Tobacco Paraphernalia are sold, as designated in the approved License application.

Minimum Legal Sales Age means twenty-one (21) years of age or older.

Mobile Vending means any sales of Tobacco Products and/or Tobacco Paraphernalia at other than a fixed location.

Retail Tobacco Business means any retail location that sells, offers for sale or does or offers for exchange for any form of consideration Tobacco Products or Tobacco Paraphernalia. This definition is without regard to the quantity of Tobacco Products or Tobacco Paraphernalia sold, offered for sale, exchanged or offered for exchange.

Self-Service Display means the open display or storage of Tobacco Products or Tobacco Paraphernalia in a manner that is physically accessible in any way to the general public without assistance from the Licensee or an employee of the Licensee through a direct, person-to-person transfer between the recipient and the Licensee or an employee of the Licensee. A vending machine is a form of Self-Service Display.

Tobacco Paraphernalia means any item designed for the consumption, use, or preparation of Tobacco Products.

Tobacco Product means and includes any product that is made or derived from tobacco or that contains nicotine or synthetic nicotine that is intended for human consumption or is likely to be consumed whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including, but not limited to a cigarette, cigar, pipe tobacco, chewing tobacco, snuff or snus. Tobacco Product also means any Electronic Smoking Device and any Component or Part used in the consumption of a Tobacco Product(s) such as filters, rolling papers pipe and liquids used in Electronic Smoking Devices whether or not said product contains nicotine. Tobacco

Product does not include drugs, devices or combination products authorized for sale as a cessation product by the United States Food and Drug Administration as the terms are defined in the Federal Food, Drug and Cosmetic Act.

Tobacco Product Retail Location or Retail Location means any premises where Tobacco Products or Tobacco Paraphernalia are sold or distributed to a consumer including, but not limited to, hookah bar, lounge or café, any grounds occupied by a retailer, any store, outlet, location, vending machine or structure where Tobacco Products are sold.

Tobacco Product Retailer means any Person who sells, offers for sale, or does or offers to exchange for any form of consideration, Tobacco or Nicotine Products, or Tobacco Paraphernalia. "Tobacco Retailing" shall mean the doing of any of these things. This definition is without regard to the quantity of Tobacco Products or Tobacco Paraphernalia sold, offered for sale, exchanged, or offered for exchange.

Tobacco Product Retailing means the selling, offering for sale, or exchanging for any form of consideration a Tobacco Product or Tobacco Paraphernalia.

Vending machine shall mean any mechanical, electrical, or electronic self-service device which, upon insertion of money, tokens, or any other form of payment, dispenses product.

Youth Centered Facility means a school, park, playground, recreation center and any other facility frequented by youth.

5.10.040 Minimum legal sales age.

Tobacco Products shall not be sold to any person younger than the Minimum Legal Sales Age.

5.10.050 License requirements and prohibitions.

(a) Tobacco Product Retailer License required.

(1) It shall be unlawful for any person to act as a Tobacco Product Retailer in the Town unless a License has been first obtained from the Town and such License is maintained in full force and effect pursuant to this Chapter for each location where Tobacco Product Retailing occurs.

(2) No license may be issued to authorize Tobacco Product retailing anywhere other than at a fixed location that is designated in the License application and approved by the Licensing Administrator. Tobacco Product Retailing by a persons on foot, from vehicles or through Mobile Vending is prohibited.

(3) Tobacco Retailing without a valid License is a violation of this Chapter.

(b) Display of License. Each License shall be prominently displayed in a publicly visible location at the licensed Tobacco Product Retail Location.

- (c) Display of Minimum Legal Sales Age Requirements. The requirement of the Minimum Legal Sale Age for the purchase of Tobacco Retail Products and Tobacco Paraphernalia shall be prominently displayed in the entrance (or other clearly visible location) of the Tobacco Product Retail Location.
- (d) Other Prohibitions.
 - (1) A Tobacco Product Retail Location may only have one active License at one time. Every License is separate and distinct and specific to a designated location. The License cannot be assigned, delegated, sold, inherited or otherwise transferred between persons or transferred to a different location, except as provided in this Chapter. No Licensee shall exercise the privileges of any other License or delegate the privileges of its own License.
 - (2) A person or entity may not apply for a License for a one-year period after a License has been revoked.
 - (3) No License shall be issued to any person under twenty-one (21) years of age.

5.10.060 Conditions of the Tobacco Product Retail License.

The following conditions shall apply to the Licensee:

- (a) Minimum age for persons handling Tobacco Products. No Person who is younger than the minimum age established by the Town to purchase and possess the Tobacco Products shall, while employed at a Tobacco Product Retail Location, sell, stock, retrieve, or otherwise handle Tobacco Products or Tobacco Paraphernalia.
- (b) Prohibition of Self-Service Displays. Licensees shall stock and display all Tobacco Products and Tobacco Paraphernalia in a manner so as to make all such products inaccessible to customers without the assistance of a retail clerk, thereby requiring a direct face-to-face exchange of the Tobacco Product or Tobacco Paraphernalia from an employee of the business to the customer except in an Adult-Only Establishment.
- (c) Requirements of positive identification. No person engaged in Tobacco Product Retailing shall sell or transfer a Tobacco Product or Tobacco Paraphernalia to another person who appears to be under the age of forty (40) years without first examining the identification of the recipient to confirm that the recipient is at least twenty-one (21) years of age.
- (d) No Licenses shall be issued within 500' of schools. No Licenses will be issued to retailers located within 500 feet from schools or youth populated areas (community specific locations, playgrounds, parks etc.), as determined by the Licensing Administrator. This restriction shall not apply to a Retail Location within 500 feet of a youth populated area that existed as of the date of first reading of this Ordinance.

5.10.070 Application procedure.

- (a) An application for a License shall be submitted and signed by an individual authorized by the person or entity making application for the License. It is the responsibility of each applicant and/or

Licensee to be informed regarding all laws applicable to tobacco retailing, including those laws affecting the issuance of said License. No applicant and/or Licensee may rely on the issuance of a License as a determination by the Town that the proprietor has complied with all applicable Tobacco Product Retailing laws.

- (b) All applications shall be submitted on a form supplied by the Licensing Administrator.
- (c) A licensed Tobacco Product Retailer shall inform the Licensing Administrator in writing of any change in the information submitted on an application for a License within thirty (30) business days of a change.
- (d) All License applications shall be accompanied by the payment in full of all fees as required in this Chapter.

5.10.080 Issuance of a Tobacco Product License.

Upon the receipt of a completed application for a License as required by this Chapter, the Licensing Administrator shall review and act on a License application within thirty (30) days, which period may be extended by the Licensing Administrator for good cause, including but not limited to a request for more information. The Licensing Administrator consider the following criteria reviewing a License application and may deny such application based on non-compliance with the following review criteria:

- (a) The information presented in the application is incomplete, inaccurate or false;
- (b) The applicant seeks authorization for a License at a location where this Chapter prohibits the issuance of a License;
- (c) The applicant seeks a License for a location that is not appropriately zoned for the use;
- (d) The applicant previously held and operated a License under this Chapter which License was revoked during the last three (3) years or the applicant has held multiple Licenses which were revoked in the last twenty (20) years;
- (e) The applicant is not qualified to hold the requested License under the provisions of this Chapter; or
- (f) The applicant and/or retail location is not in compliance with all Town, state or federal laws;
- (g) The applicant is indebted to, or obligated in any manner to the Town for unpaid taxes, liens or other monies; or
- (h) The payment of the licensing fee in the full amount chargeable for such License does not accompany such License application.

5.10.090 Denial of Tobacco Product License.

- (a) If the Licensing Administrator denies the issuance of the License, the Licensing Administrator shall notify the applicant in writing by regular mail postage prepaid on the address shown in the

application. The notice shall include the grounds for denial. Notice is deemed to have been properly given upon mailing.

- (b) An applicant has the right to appeal the Licensing Administrator's denial of an application to the to the Avon Town Council. Such an appeal shall be initiated by filing a written request with the Town Clerk within thirty (30) days of the date of the notice of denial of the issuance of a License. The failure to file a written appeal within thirty (30) days after the date of transmittal of the decision to deny the application shall bar any further consideration of the application, shall bar any appeal to the Town Council and shall bar any judicial review by a Colorado court. The written appeal shall state the reasons for the appeal. An appeal which is filed timely shall be considered and acted upon by the Town Council within forty-five (45) days after the date of receipt. The Town shall provide at least three (3) days' prior notice to the applicant stating the date, time and location where the Town Council will consider the appeal. The decision of the Town Council shall be in writing. The Town Council shall review the appeal and application de novo and shall act on the appeal based on compliance with the review criteria.

5.10.100 License term, renewal and expiration.

- (a) Term. All Licenses issued under this Code shall be for the period of one (1) year or a fraction thereof and shall expire on the last day of December of each calendar year unless otherwise specifically provided.
- (b) Renewal of License. A Licensee shall apply for the renewal of the License and submit the renewal License fee no later than thirty (30) days prior to expiration of the existing term. The Licensing Administrator shall renew the License prior to the end of the term, provided that the renewal application and fee were timely submitted and the Licensing Administrator is not aware of any fact that would have prevented issuance of the original License or issuance of the renewal.
- (c) Expiration of License. A License that is not timely renewed shall expire at the end of its term. The failure to timely obtain a renewal of a License requires submission of a new application. There shall be no sale of any Tobacco Products or Tobacco Paraphernalia after the License expiration date and before the new License is issued.

5.10.110 License non-transferable.

- (a) A License shall not be transferred from one (1) person to another or from one location to another.
- (b) When a License has been issued to a husband and wife, or to general or limited partners, the death of a spouse or partner shall not require the surviving spouse or partner to obtain a new License for the remainder of the term of that License. All rights and privileges granted under the original License shall continue in full force and effect as to such survivors for the balance of the term of the License.

5.10.120 Fee for License.

- (a) The annual fee for original issuance of a License for applications filed in 2018 shall be two hundred fifty dollars (\$250). The fee to issue or to renew a License may be changed from time to time by resolution of the Town Council. The fee shall be calculated so as to recover the direct and indirect costs of administration and enforcement of this Chapter, including, for example, issuing a License, administering the License program, retailer education and training, retailer inspection, compliance checks, community outreach and education, documentation of violations, and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this Chapter. Fees are nonrefundable except as may be required by law.
- (b) All fees and interest from proceeds of License fees under this Chapter shall be deposited in a separate cash account established by the Town. These funds are to be used exclusively to defray the costs of the local licensing program.
- (c) As part of the annual budget process, the amount of fees charged by the Town pursuant to this Section shall be reviewed and, if necessary, adjusted to reflect the direct and indirect costs incurred by the Town in connection with the adoption, administration and enforcement of this Chapter.
- (d) Beginning with the fiscal 2018 budget, the amount of the fees charged by the Town pursuant to this Section shall be fixed by Town Council as part of its annual budget process. If, for any reason, such fees are not fixed by Town Council as part of its annual budget process, the fees for the preceding year shall continue to in full force and effect until changed by Town Council.

5.10.130 Compliance monitoring.

- (a) Compliance monitoring of this Chapter shall be by the Avon Police Department, as the Avon Police Department (or its designee) deems appropriate.
- (b) The Avon Police Department shall have discretion to consider previous compliance check history or prior violations of a Licensee in determining how frequently to conduct compliance checks of the Licensee with respect to individual Licensees.
- (c) The Avon Police Department may inspect each Tobacco Product Retailer for compliance with this Chapter.
- (d) Compliance checks shall be conducted as the Avon Police Department deems appropriate so as to allow the Avon Police Department to determine, at a minimum, if the Tobacco Product Retailer is conducting business in a manner that complies with laws regulating access to Tobacco Products. When the Avon Police Department deems appropriate, the compliance checks shall determine compliance with other laws applicable to Tobacco Products.

5.10.140 Suspension or revocation of License.

- (a) The following shall be grounds for suspension or revocation of the Licensee's License:

- (1) A violation by a Licensee or Licensee's officers, agents, or employees of any of the provisions of this Chapter, or any laws of the United States, the State of Colorado or ordinances of the Town relating to the sale or furnishing of tobacco or Cigarettes to minors, or the storage or display of Cigarettes or tobacco products;
 - (2) Violations of any conditions imposed by the Licensing Administrator, Hearing Officer or Town Council in connection with the issuance or renewal of a License;
 - (3) Failure to pay State or local taxes that are related to the operation of the business associated with the License;
 - (4) Loss of right to possession of the licensed premises; or,
 - (5) Fraud, misrepresentation, or a false statement of material fact contained in the original or renewal license application.
- (b) The Town Council shall hear all actions relating to the suspension or revocation of Licenses pursuant to this Chapter. The Town Council shall have the authority to suspend, revoke, or impose remedial sanctions for violations.
- (c) The Licensing Administrator shall commence suspension or revocation proceedings by petitioning the Town Council to issue an order to the Licensee to show cause why the Licensee's License(s) should not be suspended or revoked. The Town Council shall issue such an order to show cause if the petition demonstrates that probable cause exists to determine that one or more grounds exist pursuant to subsection (a) to suspend or revoke the Licensee's License. The order to show cause shall set the matter for a public hearing before the Town Council.
- (d) Notice of the order to show cause order and hearing date shall be mailed to Licensee by regular mail, postage prepaid, at the address shown on the License no later than twenty (20) days prior to the hearing date. Notice is deemed to have been properly given upon mailing.
- (e) In determining whether a License should be suspended or revoked, and in determining whether to impose conditions in the event of a suspension, the Town Council shall consider the following factors:
- (1) The nature and circumstances of the violation;
 - (2) Corrective action, if any taken by the Licensee;
 - (3) Prior violations, if any by the Licensee;
 - (4) The likelihood of recurrence of the violation;
 - (5) Whether the violation was knowing or willful; and

- (6) Previous suspensions, revocations, penalties, fines or other sanctions, if any, imposed on the Licensee.

5.10.150 Violation, Penalties and Fines.

- (a) Licensees: penalties and fines. In addition to any other penalty authorized by law, and if the Town Council determines based on a preponderance of the evidence, that the Licensee, or any of the Licensee's agents or employees, has violated any of the requirements, conditions, or prohibitions of this Chapter, or has pleaded guilty, "no contest" or its equivalent, or admitted to a violation of any law relating to the sale of tobacco to minors including but not limited to C.R.S. sections 18-13-121 and 24-35-503, the Town Council may consider the following non-binding guidelines in determining the sanctions to be imposed upon a Licensee as follows:
 - (1) One violation within thirty-six (36) months: a civil penalty of five hundred dollars (\$500) and/or suspension of the License for three (3) days.
 - (2) Two violations within thirty-six (36) months: a civil penalty of one thousand five hundred dollars (\$1,500) and a minimum twenty (20) days suspension of the License.
 - (3) Three violations within thirty-six (36) months: a civil penalty of two thousand dollars (\$2,000) and revocation of License.

The actual sanction imposed upon a Licensee for any violation may vary from the above-stated guidelines when warranted by the specific facts and circumstances of the case.

- (b) After the effective date of this ordinance, it shall be unlawful for any Tobacco Product Retailer to sell a Tobacco Product or Tobacco Paraphernalia without a License as mandated under this Chapter, or with a suspended or revoked License. In addition, the Hearing Officer may impose civil penalties of up to \$2,500 for each separate Tobacco Product or Tobacco Paraphernalia sold during the period of non-compliance with this Chapter. A retailer whose License has been suspended or revoked 1) shall not display Tobacco Products or Tobacco Paraphernalia in public view during the timeframe in which the License is suspended or revoked; and 2) advertisements relating to Tobacco Products and/or Tobacco Paraphernalia that promote the sale or distribution of such products from the location that could lead a reasonable person to believe that such products can be obtained from that location shall not be displayed.

5.10.160 Enforcement.

- (a) The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity. In addition to other remedies provided by this Chapter or by other law, any violation of this Chapter may be remedied by a civil action brought by the Town Attorney, including but not limited to injunctive relief.
- (b) Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Chapter shall cause the offender to be subject to the penalties set forth herein or in the Avon Municipal Code.

5.10.170 No rights in License.

Every License issued under this Chapter confers only a limited and conditional privilege subject to the requirements, conditions, limitations and qualifications of this Chapter. The License does not confer a property right of any kind. The License and privilege created by the License may be further regulated, limited or completely extinguished at the discretion of Town Council or the electorate of the Town, as provided in this Chapter, without any compensation to the Licensee. Nothing contained in this Chapter grants to any Licensee any vested right to continue operating under the provisions of this Chapter as they existed at the time the License was approved or issued, and every License shall be subject to any ordinance or prohibition adopted after the License was approved or issued.

5.10.180 Violations.

It is unlawful for any person to violate any provision or to fail to comply with any of the requirements of this Chapter. Any person who violates any provisions of this Chapter shall be punished in accordance with the provisions of Chapter 1.08 – General Penalty of this Code.

5.10.190 Effective Date.

This Chapter shall become effective as of January 1, 2019 and shall be subject to enforcement on and after that date. Any Tobacco Product Retailer without a License after the effective date will be in violation of this Chapter.



To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager
Jill Kane, Finance Director/Treasurer

Date: October 29, 2019

Agenda Item: 2020 Proposed Budget Discussion

REQUEST:

Staff is requesting that the Board of Trustees review the proposed 2020 – 2025 CIP and budget prioritization policy list.

INTRODUCTION:

The board discussed the proposed 2020 budget on October 22. Staff requested that the budget hearing be continued until November 12. There are two remaining matters the BOT needs to discuss as part of the review of the 2020 budget. A draft of the 5-year CIP is included with this memo. Last year, staff proposed a prioritization exercise of high-level policies in the budget. This process received a position response from the BOT. Staff has included a list of policies that the BOT might want to score and rank in the budget. Anything in the budget is subject to approval by the BOT.

ANALYSIS:

Changes in the 2020 Proposed Budget – There are a few changes to the budget as of this meeting:

- Increase pavement management from \$500,000 to \$550,000
- Increase transfer from Capital Improvement Fund to General Fund by \$50,000 from street impact fees to cover that additional \$50,000

Prioritization Approach Proposal – Staff has provided a list of items that the board might want to score as part of the budget process. The items on the list are request that are included in the budget. The BOT can make modifications to the list. After the list is finalized, the policies will be scored and presented on November 12. Staff will make modifications to the budget based on the results for the December 10 budget approval. The prioritization worksheet is **due to staff by November 6.**

COMMUNITY INPUT:

Community input is not required at this point; however, the community will have a chance to provide feedback during budget hearings.

BUDGET / STAFF IMPACT

Budget and staff impact are not applicable.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This proposal aligns with the following values and objectives:

- The 2020 Proposed Budget reflects all the business values and strategic objectives.

RECOMMENDED ACTION OR PROPOSED MOTION:

Give feedback to staff on budget items.

ATTACHMENTS:

- 2020 Proposed Capital Improvement Plan
- Proposed Budget Priority List

2020 Budget Prioritization Exercise

Name: _____

Introduction:

This exercise is to facilitate the prioritization of policies proposed in the budget. It is the desire of the BOT to focus on policies vs. line items. However, everything that is proposed in the budget is subject to BOT approval. Below are items that were mentioned by the BOT during work sessions and regular meetings.

The goal is for the BOT to discuss policies and give staff direction to include, modify or delete a budget item. If there is a project or policy that is not include in the budget, the BOT can direct staff to include it that item. If an item was already approved, under contract, is a multi-year project or fixed cost, it is not included in this exercise. Projects that are part of a master plan that was already approved are not included. Staff has included supporting documents from budget presentations as reminder of what has been discussed. Here is the link: <https://www.townofeagle.org/275/Budget>

Instructions:

Review the following tables and be prepared to discuss items being proposed. For each item, staff will poll the board for a majority or consensus for each item. Once all items have been discussed and unofficially voted on, staff will request an official motion on both tables. Staff will make modifications based on the approvals. Modifications will be made subject to the resources available. If a priority cannot be funded, we will keep it on the list of high priorities by the BOT. When resources become available, staff will try to make priorities work in the budget.

Scoring:

To prioritize an item, please rate each item using the following scale:

- 1 – High priority
- 2 – Medium priority
- 3 – Not a priority (2019 only)

CIP Prioritization – All items are one-time expenditures

Amount	Fund	Item Description	Budgeted (Y/N)	Score
\$50,000	CIF	THOR buildout	Y	
\$15,000	CIF	Board Room IT upgrades	Y	
\$12,000	CIF	CivicRec software for facility rentals	Y	
\$11,125	CIF	HR software -application and performance tracking	Y	
\$10,265	CIF	Radar feedback sign for speeding	Y	
\$119,574	CIF	2 patrol vehicles	Y	
\$35,000	CIF	Replace 2002 Ford Explore	Y	
\$75,000	WF	Install security fencing at water treatment facilities	Y	

2020 Budget Prioritization Exercise

\$14,724	WF	Xeriscape demonstration at Eby Creek/Market Street roundabout	Y	
\$25,000	WF	Water conservation projects at Town Hall	Y	
\$20,000	WF	LED lights at water facilities	Y	
\$20,000	OSF	Campground pilot project at Fairgrounds	Y	
\$40,000	CIF	Art wall installation	Y	
\$15,000	STF	River Park - wetlands planting	Y	
\$50,000	STF	River Park - RapidBlocs	Y	
\$50,000	STF	River Park - additional beach sand	Y	

Operating Prioritization – Funded budget items are over \$10,000 or 10% from last year's budget

Amount	Fund	On-Going One-Time	Item Description	Budgeted (Y/N)	Score
\$5,000	GF	One-Time	One stop shop website for economic development	Y	
\$3,000	GF	One-Time	Broadway street banners	Y	
\$30,000	GF	One-Time	CIP assessment 5 to 10-year planning	Y	
\$10,000	GF	One-Time	Community survey - contract out	Y	
\$3,000	GF	One-Time	Community Dinner funding	Y	
\$10,000	GF	One-Time	Event management software	Y	
N/A	GF	On-Going	FT Patrol Officer	Y	
N/A	GF	On-Going	FT Street Technician	Y	
\$5,000	GF	One-Time	USFS Front Ranger Country program	Y	
\$10,000	GF	One-Time	Eagle Outside website refresh	Y	

Budget Follow Up Policies

Amount	Fund	On-Going One-Time	Item Description	Budgeted (Y/N)	Score
\$103,000	SWF	On-Going	Stormwater Management Fund as proposed	Y	
\$50,000	BF	On-Going	Broadband Fund as proposed	Y	
\$42,000	GF	On-Going	Information Center as proposed	Y	
				N	
				N	
				N	
				N	
				N	
				N	



To: Mayor and Town Board of Trustees

From: Jenny Rakow, Town Clerk

Date: October 29, 2019

Agenda Item: Charter Commission Applicants Update

REQUEST: The following individuals have submitted their applications for consideration of appointment to the Charter Commission. Anne Robinson, Brent McFall, Charlie Wick and Paul Wisor.

If the ballot question passes, the Town Board is being asked to appoint three additional members to the commission.

BACKGROUND: The Town Board has approved an ordinance to start the home rule process with adoption of Ordinance 18A, Series 2019 setting the number of commission members at nine and authorizing a coordinated election with Eagle County to be held on November 5th.

In August, six petitions were submitted with sufficiency from the following individuals: Holli A. Snyder, David R. Gaboury, Kyle Hoiland, Jon Stavney, Janet Bartnik and Kraige Kinney.

ANALYSIS: If the ballot passes on November 5th, the commission will need to meet within 20 days. Additionally, the commission must hold at least one public hearing while preparing the charter and submit a proposed charter to the governing body within 180 days after the commission election. With the election timing for the April 2020 mail ballot, the final date for presentation to the Town Board for is January 28, 2020.

COMMUNITY INPUT: Community input for the purposes of the charter commission will be determined by the outcome of the November 5th election.

BUDGET / STAFF IMPACT: The Town has budgeted for the expenses related to home rule. There are no additional expenses anticipated at this time.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This process aligns specifically with Major Objective No. 14: Encourage Implementing Home Rule.

RECOMMENDED ACTION OR PROPOSED MOTION: Action requested is for the Town Board to review the applications and be prepared to vote for three candidates on November 12th via secret ballot.

ATTACHMENTS:

1. Anna Robinson
2. Brent McFall
3. Charlie Wick
4. Paul Wisor
5. CHARTER COMMISSION

Town Board, Commission or Committee Application Form - Submission #961

Date Submitted: 10/7/2019



Select the Board, Commission, or Committee applying for*

Charter Commission ▼

PERSONAL INFORMATION

First Name*

Anna

Last Name*

Robinson

Address1*

29 Redhaw Close

Address2

City*

Eagle

State*

CO

Zip*

81631

Email Address*

annacutts@gmail.com

Contact Phone Number*

9704458154

Business Address

29 Redhaw Close

Business Phone Number

9704458154

Occupation

Vail Valley Partnership

RESIDENCY INFORMATION**Length of Residency in Eagle**

2 years

Are you a registered voter

☒ Yes

☐ No

EDUCATION AND HOBBIES**High School**

Brookwood HS - Snellville, GA

College

Georgia Tech - Atlanta, GA

Trade or Business School**Hobbies**

Reading, cooking, hiking, snowshoeing, spending time with my family

ORGANIZATION MEMBERSHIP INFORMATION

Are you or have you served on other Boards, Commissions, or Committees?

- ☒ Yes
☐ No

If yes, which

Comprehensive Plan Update Committee

Please list organization memberships and positions held

Western Slope Rodeo Royalty Clinic - Volunteer
Eagle Chamber - Member
Gypsum Chamber - Member
Vail Chamber & Business Association - Member

Please List Areas of Special Interest

Home Rule, Healthcare, Housing, Early Childhood Education, General Livability

CHARTER COMMISSION QUESTIONS

Must be a town resident within the corporate boundaries of Eagle and have lived in Eagle for 12 months. Must be 18 years of age and registered to vote. The Board is seeking three (3) applicants to complete the nine (9) Member Commission.

1. Can you commit to at least two meetings a month from November 27, 2019-January 28, 2020?

Yes. Some may need to be via phone/video conference.

Public meetings of the Charter Commission will take place at Eagle Town Hall at times and dates to ensure the Charter can be drafted, reviewed, and presented to the Eagle Town Board no later than January 28, 2020.

2. What drives you to want to participate on this commission?

Eagle is a great place to live and raise a family, but it will face some difficult growth-related challenges in the coming years. We need to have the proper structure in order to preempt and react to those challenges in the way that is the best fit for Eagle.

2. What unique perspectives do you bring to the group?

Each community in Eagle County is unique and fills a different niche. Through my work with the regional chamber of commerce, I am able to see Eagle's role in the bigger picture and bring knowledge of regional resources that may be available to us.

3. As our community grows, what are the top three trends/challenges facing our community in the next ten years?

1) Affordability (especially housing), 2) Business recruitment/retention, 3) Infrastructure to support growth

4. What do you think are the town’s biggest opportunities?

1) Creative recruitment of businesses that bring much needed tax revenue, 2) Smart growth that allows our community to continue to feel like a small town, 2) Smart growth that allows us to be a more inclusive & diverse community.

PLANNING COMMISSION QUESTIONS

1. What opportunities does the Town of Eagle have?

2. What challenges currently exist in the Town of Eagle?

3. As a Commissioner, how would you approach these challenges?

Attach Resume

No file chosen
Please attach resume in .pdf format.

Print

Town Board, Commission or Committee Application Form - Submission #946

Date Submitted: 9/17/2019



Select the Board, Commission, or Committee applying for*

Charter Commission ▼

PERSONAL INFORMATION

First Name*

Brent

Last Name*

McFall

Address1*

PO Box 998

Address2

703 Founders Ave.

City*

Eagle

State*

CO

Zip*

81631

Email Address*

JBMAC5@MSN.COM

Contact Phone Number*

3038802243

Business Address

Business Phone Number

Occupation

Retired

RESIDENCY INFORMATION

Length of Residency in Eagle

5 years

Are you a registered voter

☒ Yes

☐ No

EDUCATION AND HOBBIES

High School

Fort Scott High School, Fort Scott, Kansas

College

University of Kansas, Bachelor of Arts 1974, Master of Public Administration 1976

Trade or Business School

Hobbies

Skiing, Golf, Biking, Reading

ORGANIZATION MEMBERSHIP INFORMATION

Are you or have you served on other Boards, Commissions, or Committees?

☒ Yes

☐ No

If yes, which

Planning and Zoning Commission

Please list organization memberships and positions held

International City/County Management Association Lifetime Member, Colorado City/County Management Association Senior Advisor, Kansas University City Manager Alumni Past President,

Please List Areas of Special Interest

Local Government Management, Land Use Planning, Downtown Redevelopment, City Charter Development

CHARTER COMMISSION QUESTIONS

Must be a town resident within the corporate boundaries of Eagle and have lived in Eagle for 12 months. Must be 18 years of age and registered to vote. The Board is seeking three (3) applicants to complete the nine (9) Member Commission.

1. Can you commit to at least two meetings a month from November 27, 2019-January 28, 2020?

Yes

Public meetings of the Charter Commission will take place at Eagle Town Hall at times and dates to ensure the Charter can be drafted, reviewed, and presented to the Eagle Town Board no later than January 28, 2020.

2. What drives you to want to participate on this commission?

My life's work was local government management; 42 years. 37 of those years were spent as a city manager or county manager. I believe that I bring a unique perspective to the Charter Commission having worked in a Home Rule Municipality for most of my career.

2. What unique perspectives do you bring to the group?

Fourteen years as the City Manager of Westminster, CO gave me insights into what works and what doesn't work in a City Charter. I worked under the guidance of a well constructed Charter, and believe that my expertise would be beneficial to the Charter Commission and to drafting a City Charter.

3. As our community grows, what are the top three trends/challenges facing our community in the next ten years?

- 1) Providing sufficient infrastructure to handle increased population. This includes utilities, streets, parks, etc.
- 2) Having the capital resources necessary to pay for city services and infrastructure maintenance and replacement.
- 3) Housing affordability to allow young families to make their homes here, raise their children here, and pursue their careers here.

4. What do you think are the town's biggest opportunities?

Great location. A place where people want to live.
Tremendous opportunity to expand the job opportunities here for small business and entrepreneurs with reliable, fast internet service.
Tourism growth through mountain biking and white water sports.

PLANNING COMMISSION QUESTIONS

1. What opportunities does the Town of Eagle have?

2. What challenges currently exist in the Town of Eagle?

3. As a Commissioner, how would you approach these challenges?

Attach Resume

Brent McFall resume 5.11.17.docx

Please attach resume in .pdf format.

Brent McFall

PO Box 998

Eagle, CO 81631

Jbmac5@msn.com

303-880-2243

Work Experience:

March 2015 – February 2017

County Manager, Eagle County, Colorado

Reporting to the Board of County Commissioners I was responsible for management of all county operations not otherwise the purview of independently elected officers. These included finance and budget, human resources, transit, fleet, road & bridge, community development, airport including commercial air service, public health, and human services. Accomplishments include introducing comprehensive strategic planning methodology culminating in a plan adopted by the Commissioners, introducing financial controls and financial discipline to address ongoing deficits in a number of county funds, implementing cost control measures to help address rapidly growing health care costs, implementing performance measurement tools, implementing a number of greenhouse gas reduction strategies for county operations to include investment in two large solar arrays, and developing strategies to address senior housing and low income housing needs.

May 2001 – February 2015

City Manager, City of Westminster, Colorado

I served as the Chief Executive Officer of the City of Westminster, a dynamic, full service city with a population of 110,000 in the greater Denver metropolitan area. I was responsible for all day to day operations of the city as well as visioning, strategic planning, guidance, and leadership for the organization. I provided assistance, support and recommendations to the Westminster City Council. I was responsible for preparation of the city's \$200 million annual operating budget as well as overall management of the city's financial affairs, and over 1,000 employees. Westminster takes pride in providing quality, value based municipal services that are consistently highly rated by citizens. We enjoyed citizen support, and were successful in receiving voter approval for major ballot measures including a sales tax increase dedicated to public safety services, and an extension of a dedicated tax for parks, open spaces and trails.

As Executive Director of the Westminster Economic Development Authority, I took the lead on several major development and redevelopment projects including the 1.2 million sq. ft. Orchard Town Center and the 500,000 sq. ft. Shops at Walnut Creek. I led efforts to redevelop a former regional shopping center

into a new urban downtown; an effort that continues today. Over 3,000 primary jobs were attracted to Westminster during my tenure through aggressive economic development efforts. Finally, I was principally involved in bringing commuter rail service to Westminster through my negotiations with RTD to bring the B Line train to Westminster Station providing not only a badly needed transportation link but serving as a catalyst for redevelopment in a challenged neighborhood.

During my tenure Westminster was recognized by the ICMA Center for Performance Measurement, by the National Recreation and Parks Association as its Gold Medal winner (3 times), and by the United Nations as winner of the 2005 International Livable Communities Environmental Sustainability award. In 2005 I was honored by the University of Kansas as recipient of the Edwin O. Stene Award for Managerial Excellence recognizing my contributions to local government management throughout my career. In 2014 I received the Colorado City and County Management Association's Lifetime Achievement Award for career excellence.

January 1994 – May 2001

Chief Administrative Officer, City of Kent, Washington

Kent is a rapidly growing, full service city of over 100,000 in the Seattle metropolitan area. I was responsible to the Mayor and City Council for management of the city's daily operations including preparation and management of the city's annual budget of over \$120 million, as well as management of all of the city's financial affairs. Due to its rapid growth, Kent dealt extensively, and successfully, with issues of growth management, planning, major annexations, and preservation of open space. I was also heavily involved with environmental remediation efforts on three EPA Super Fund sites. We engaged in extensive economic development resulting in Kent's leadership in the region as an industrial center, and an award winning redevelopment in Kent's historic downtown. I successfully managed a staff of 780, which involved maintaining positive relationships with unions representing six different contracts. Finally, I worked closely with the Mayor and Council to assist them in achieving their goals through strategic planning, goal setting, advising, and strategic implementation of their policy decisions. In 1998, I received for the second time the Washington City/County Management Association Award for Excellence for my innovation and service to Kent.

April 1990 – January 1994

City Manager, City of Federal Way, Washington

In 1990 the City of Federal Way incorporated as the sixth largest city in the state with approximately 70,000 residents. I was asked to become its first City Manager where I was responsible for management of all city functions as well as developing a new organization from scratch. As such, I implemented financial policies allowing the city to survive its initial years while building strategic financial reserves without raising taxes beyond the level utilized in unincorporated King County prior to incorporation. I prepared the annual operating and capital budget for adoption by Council, and successfully negotiated a number of contracts with both public and private vendors for delivery of municipal services. Comprehensive land use plans were developed and adopted, and development codes were established.

The city acquired and developed several regional and neighborhood parks including a cooperative venture with the school district in conjunction with construction of a new junior high school. I provided advice and counsel to the City Council as they worked to establish themselves as an effective governing body, and represented the city regionally and to the community in order to establish a corporate identity. In 1994, I was awarded the Washington City/County Management Association's first ever Award for Excellence for my efforts as Federal Way's first City Manager.

January 1989 – April 1990

Consultant

During this time I served as a consultant/facilitator to cities and other public agencies. I conducted a number of goal setting and team building sessions for city councils, other elected officials, and municipal managers. I conducted organizational development activities and needs analysis, facilitated strategic planning activities with city councils and represented cities in negotiations with other governmental agencies. I served as Interim Assistant to the Mayor of Renton, Washington where I was responsible for the daily operation of city services. I negotiated impact mitigation agreements with Boeing Co, and Paccar for major industrial expansions, and developed strategies for coping with rapid growth and redevelopment.

June 1986 – January 1989

City Administrator, City of Kent, Washington

My duties in this position were the same as in my later service with the City of Kent. Significant accomplishments during my tenure included financing and construction of several major public facilities such as a new public library, golf course, corrections facility (jail), and senior citizens activity center. Additionally, I conceived and developed a complex public/private partnership for construction of a new office building in downtown Kent to be partially utilized as municipal offices while providing a catalyst for downtown renewal efforts.

January 1982 – June 1986

City Manager, City of Emporia, Kansas

I served for four and one half years as City Manager of Emporia, a market center community of 25,000 in East Central Kansas. I was responsible for management of all municipal services. Unique services included a municipal airport, and a 4,000 seat sports and cultural arena. I was actively involved in economic development activity working cooperatively with the Chamber of Commerce to develop innovative programs such as a revolving loan program to finance industrial site development and serving as a member of the Kansas Cavalry, a state-wide business and industrial recruiting effort.

June 1979 – January 1982**City Administrator, City of Merriam, Kansas**

I served as the Chief Administrative Officer of this Kansas City suburban community of 11,000. I was responsible to the Mayor and Council for the daily operation of municipal services including police, fire, public works, planning and development, and parks. I developed the city's first comprehensive annual budget and financial plan, as well as implementing the city's first comprehensive land use plan.

May 1975 – June 1979**Administrative Assistant/Assistant to the City Manager, City of Lawrence, Kansas**

I began my municipal management career as an intern with the City of Lawrence and continued my apprenticeship for four years under the guidance of Buford M. Watson, City Manager. I served as the city's Personnel Director for three years managing all aspects of employment, discipline, labor relations, wages and benefits. I conducted numerous special projects including financial analysis of rate structure for utilities, implementation of a storm water utility, and water resource development.

Education:

Master of Public Administration, University of Kansas, 1976

Bachelor of Arts, University of Kansas, 1974

Personal:

Date of Birth: February 1, 1952

Health: Excellent

Married to Gail McFall; three adult children

Affiliations:

International City and County Management Association – Life Member

Colorado City and County Management Association

Denver Metro City Managers Association – Past President

Kansas University MPA Alumni (KUCIMAT) – Past President

Kansas University MPA Practitioner in Residence 2000-2001

Numerous past Chamber of Commerce Boards and Community Foundation Boards

Town Board, Commission or Committee Application Form - Submission #945

Date Submitted: 9/16/2019



Select the Board, Commission, or Committee applying for*

Charter Commission ▼

PERSONAL INFORMATION

First Name*

Charlie

Last Name*

Wick

Address1*

PO Box 1925

Address2

City*

Eagle

State*

US

Zip*

81631-1925

Email Address*

charlie.wick53@gmail.com

Contact Phone Number*

9703909497

Business Address

PO Box 3969

Business Phone Number

970-329-4959

Occupation

Financial Advisor

RESIDENCY INFORMATION**Length of Residency in Eagle**

Mid July 2001 Lived up Brush Creek from July 1990 to July 2001

Are you a registered voter

☒ Yes

☐ No

EDUCATION AND HOBBIES**High School**

Cedaredge High School

College

University of Northern Colorado BS Business, University of Colorado Boulder MPA Master of Public Administration

Trade or Business School**Hobbies**

Wide variety of Reading: Financial and Historical and Science Reading, Walking, Family, Friends, Song Writing-which is something recent.

ORGANIZATION MEMBERSHIP INFORMATION

Are you or have you served on other Boards, Commissions, or Committees?

- ☒ Yes
☐ No

If yes, which

Various Edward Jones Regional Leadership positions, Past Eagle Chamber President, Member of Club 20, Past Board Member of Eagle Vail Metro District, Past Eagle Vail Homeowners Board Member, Past Terrace Homeowners Board, 2 Egle School Dist. Fnnce Cmmttee

Please list organization memberships and positions held

See above. I also was voted on to the Eagle County Home Rule Charter Commission (one of 12 I believe) a few years back. I enjoyed this process very much as well.

Please List Areas of Special Interest

Government (local and federal primarily), history, readings on finance and commerce, readings on geography and space

CHARTER COMMISSION QUESTIONS

Must be a town resident within the corporate boundaries of Eagle and have lived in Eagle for 12 months. Must be 18 years of age and registered to vote. The Board is seeking three (3) applicants to complete the nine (9) Member Commission.

1. Can you commit to at least two meetings a month from November 27, 2019-January 28, 2020?

Yes. Need a schedule 3 weeks to one month in advance preferably.

Public meetings of the Charter Commission will take place at Eagle Town Hall at times and dates to ensure the Charter can be drafted, reviewed, and presented to the Eagle Town Board no later than January 28, 2020.

2. What drives you to want to participate on this commission?

I believe in Home Rule for municipalities and want to see the best charter we can for the citizens to vote on. I also

2. What unique perspectives do you bring to the group?

I held two several high management positions while with the Town of Vail in the 90's. I also was the assigned as a circuit rider Town Manager for Minturn from 1980-1984. Two Town of Minturn, at my urging, adopted a Home Rule Charter and I assisted in the process of course. I also volunteered my time to work with the Town of Gypsum to establish and adopt their Home Rule Charter in the mid 80's or so. Gary Hollingsworth was the Mayor. Gypsum had no monies except property taxes and we put a Real Estate Transfer Tax in so at least there was some other source of funding at the time. Gerald Dahl from the Colorado Municipal League worked with both Minturn and Gypsum on providing his legal skills at my and the Towns request.

3. As our community grows, what are the top three trends/challenges facing our community in the next ten years?

Efficient and safe traffic flow and road improvements as new homes/units come on, continued intergovernmental relations with the County and special districts to provide efficient infrastructure and governmental services to keep up with growth, have a home rule charter which will provide the Town of Eagle the tools and management and financial mechanisms and governance instead of just State Statutes, which have limitations.

4. What do you think are the town's biggest opportunities?

Continued strong growth of the middle classes and the upper lower class and the lower upper classes with mostly primary residents. Kind of the community of choice for the people who want to make the valley their home. So development and services which appeal to this community of people including the 60 and over groups which are rapidly expanding. Too keep the Town integrated and vibrate and financially strong while providing efficient local governmental services.

PLANNING COMMISSION QUESTIONS

1. What opportunities does the Town of Eagle have?

2. What challenges currently exist in the Town of Eagle?

3. As a Commissioner, how would you approach these challenges?

Attach Resume

No file chosen

Please attach resume in .pdf format.

Town Board, Commission or Committee Application Form - Submission #963

Date Submitted: 10/11/2019



Select the Board, Commission, or Committee applying for*

Charter Commission ▼

PERSONAL INFORMATION

First Name*

Paul

Last Name*

Wisor

Address1*

729 Founders Avenue

Address2

City*

EAGLE

State*

Colorado

Zip*

81631

Email Address*

paul.wisor@gmail.com

Contact Phone Number*

3038861301

Business Address

70 W Benchmark Rd # 104, Avon, CO 81620

Business Phone Number

970-3004373

Occupation

Attorney

RESIDENCY INFORMATION**Length of Residency in Eagle**

18 months

Are you a registered voter

☒ Yes

☐ No

EDUCATION AND HOBBIES**High School**

Cherry Creek High School

College

Lehigh University

Trade or Business School

University of Colorado School of Law

Hobbies

Skiing, running

ORGANIZATION MEMBERSHIP INFORMATION

Are you or have you served on other Boards, Commissions, or Committees?

- ☒ Yes
☐ No

If yes, which

Please list organization memberships and positions held

Board Member, Childrens Garden of Learning; Board Member, Colorado Municipal Bond Supervisory Board; Board Member; New American School; Former Board Member, BlueFlower Fund; Former Chair, Rocky Mountain MS Center; Former Board Member, New Era Colorado

Please List Areas of Special Interest

Local government; politics.

CHARTER COMMISSION QUESTIONS

Must be a town resident within the corporate boundaries of Eagle and have lived in Eagle for 12 months. Must be 18 years of age and registered to vote. The Board is seeking three (3) applicants to complete the nine (9) Member Commission.

1. Can you commit to at least two meetings a month from November 27, 2019-January 28, 2020?

Yes. However, I have Town/City Council meetings on Tuesday, and occasionally a Town Council meeting on Mondays.

Public meetings of the Charter Commission will take place at Eagle Town Hall at times and dates to ensure the Charter can be drafted, reviewed, and presented to the Eagle Town Board no later than January 28, 2020.

2. What drives you to want to participate on this commission?

Pursuing home rule will be one of the most important actions the Town of Eagle will ever take. If properly embraced, home rule authority can be transformational for a community. The Town will be able to craft solutions tailored to address their unique problems as we as be innovators in municipal governance. I want to make sure the charter provides the Town with all the authority it needs without needlessly restricting itself with certain provisions that may be better articulate in ordinances rather than a founding document.

2. What unique perspectives do you bring to the group?

I currently serve as Town Attorney for the Town of Fairplay, a statutory town, as well as the City of Fruita and Town of Avon, home rule communities, so I have a unique perspective as to the challenges and restrictions faced by statutory communities, while having first hand experience with the opportunities afforded home rule communities. In addition, I have worked with enough home rule charters to be aware of certain pitfalls to avoid when a modern municipality adopts its charter.

3. As our community grows, what are the top three trends/challenges facing our community in the next ten years?

I believe growth will drive three main challenges for the town. First, residential growth will continue with Haymaker, but there will inevitably be more residential growth to come. The Town needs a full array of land use tools afforded home rule municipalities to address continued (and better) smart growth planning strategies. Second, with increased growth, the Town will need to find additional revenue to support growth as not all growth pays for itself. The enhanced taxing powers afforded home rule municipalities, particularly in the areas of sales and use taxes, will be in this manner. Finally, there remain opportunities for the Town to grow as a community through eminent domain, and the broader power provided to home rule municipalities under the Colorado Constitution rather than state statute will allow the Town to more effectively address these particular land use issues.

4. What do you think are the town's biggest opportunities?

The Town's downtown core presents a huge opportunity for the Town and the Valley as a whole. The potential establishment of a DDA, BID or URA is an excellent idea, and should be pursued in order to activate what someday could be an incredibly gateway to the Town. The people of Eagle are also an incredible asset, and the Town is lucky to have Brandy Reitter at the helm.

PLANNING COMMISSION QUESTIONS

1. What opportunities does the Town of Eagle have?

Having worked with communities across the state, the ability to become a home rule town is the most significant opportunity before the Town. Some home rule communities operate as home rule, but do not operate much differently than statutory towns. Other communities, however, like Aspen and Telluride, truly take advantage of their authority to provide a regulatory framework beyond anything contemplated by the State, and it allows them to be nimble leaders where people want to live, work and play.

2. What challenges currently exist in the Town of Eagle?

Managing the coming growth is the Town's biggest challenge. While growth alone is difficult to deal with, it seems that some decisions made decades ago will begin to put pressures on the Town's infrastructure and capital improvements budget that will be difficult to manage in addition to all the new infrastructure needs.

3. As a Commissioner, how would you approach these challenges?

The Charter Commission is not going to solve any pressing problem or be an immediate boon to the Town. However, it will provide future Councils and Commissions with the ability to be proactive stewards of the community. While certain issues should be addressed, the Charter should be seen as an asset rather than an albatross on the Town. As such, I would take a very long term view of the Charter, and not necessarily look to address the crisis of the day.

Attach Resume

Paul Wisor Resume (1).pdf

Please attach resume in .pdf format.

PAUL F. WISOR

729 Founders Avenue, Eagle, Colorado 81631 ▪ 303-886-1301 ▪ paul.wisor@gmail.com

Work Experience:

Garfield & Hecht, P.C., September 2018 – Present

Of Counsel

Serve as general and special counsel to statutory and home rule municipalities, including the City of Fruita, Town of Fairplay and Town of Avon, providing legal advice on issues concerning annexation, zoning and land use planning, elections, taxation, urban renewal, real property, construction, liquor licensing and TABOR compliance. Act as bond and disclosure counsel to developers, governmental and non-profit entities in connection with public finance transactions throughout the Rocky Mountain West. Represent buyers and sellers in all phases of real estate purchase, sales, development, and redevelopment, whether commercial, residential, or mixed-use in nature, vacant or improved land, new or existing construction.

Kline Alvarado Veio, P.C., July 2016 – September 2018

Partner

Acted as bond and disclosure counsel to developers, governmental and non-profit entities in connection with public finance transactions throughout the Rocky Mountain West. Worked with underwriters and lenders in both public sales and negotiated private placements of tax-exempt and taxable obligations. Assisted issuers in the areas of election law, TABOR, federal securities and tax law. Served as outside general counsel to several privately held companies operating in a wide array of industries with annual revenues ranging from \$10MM to \$350MM.

Ehlers & Associates, October 2014 – July 2016

Municipal Advisor

Represented governmental and private entities in public finance transactions and economic development matters. Assisted clients in all aspects of the bond issuance process including authorization, debt structure, ratings and post-sale compliance. Supported clients in economic development matters including government entity selection and formation, negotiation of public improvement fees and evaluation of tax increment financing proposals.

Special District Association of Colorado, June 2013 – July 2014

General Counsel & Legislative Liaison

Provided legal guidance to special districts throughout Colorado regarding applicable federal and state law, including land use, public finance water law and election law issues. Represented special districts before the Colorado General Assembly, various state agencies and courts.

Sherman & Howard L.L.C., March 2010 – June 2013

Associate

Worked in the Public Finance Department representing governmental entities and underwriters in public finance transactions and economic development matters in Colorado and Nevada. Provided legal advice regarding applicable federal and state securities and tax law in connection with the issuance and refinancing of public debt. Drafted official statements, related agreements and supporting documents for the issuance and refinancing of public debt.

Ritter For Governor, May 2009 – January 2010

Legal Counsel/Deputy Political Director

Provided legal advice on election law and other legal issues the campaign faced. Assured the campaign was in compliance with all relevant campaign finance laws, rules and regulations. Assisted the Political Department with all aspects of the political program including developing a community organizational plan as well as interfacing with political leaders throughout the state.

Lathrop & Gage LLP, February 2008 – April 2009

Associate

Served in the Litigation Department focusing on patent, trademark, copyright and trade secret litigation, as well as subrogation matters, construction disputes, breach of contract matters, loan enforcement actions, insurance disputes, regulatory matters and business torts.

Spencer Fane LLP (formerly Grimshaw & Harring, P.C.), September 2006 – February 2008

Associate

Worked in the Municipal Law and Real Estate Departments representing developers and governmental entities throughout the various stages of the real estate development process. Specifically focused on public-private partnerships, special district formation, land use, open records law and election law.

The Honorable Arthur P. Roy, September 2005 – August 2006

Colorado Court of Appeals Judicial Clerk

Researched legal issues before the Court, drafted and edited judicial opinions, reviewed trial records, and attended oral arguments.

Education:

University of Colorado School of Law, Boulder, Colorado

Juris Doctor, May 2005

Honors:

University of Colorado Law Review, Casenote & Comment Editor

Lehigh University, Bethlehem, Pennsylvania

Bachelor of Arts, Political Science, June 2001

Honors:

High Honors

Dean's Honor Roll

Publications:

Co-author, "Tax-Exempt Financing of Sectarian Institutions Following the Supreme Court's Decision in *Trinity Lutheran Church of Columbia v. Comer*" 38 *Municipal Finance Journal* 4 (Winter 2018).

Co-author, "Public Moneys and Ballot Issues Under the Fair Campaign Practices Act" 34 *Colorado Lawyer* 81 (September 2005).

Community Involvement:

Board Member, Children's Garden of Learning

Board Member, Colorado Municipal Bond Supervision Board

Board Member, New American School Colorado

Board Member, Colorado BlueFlower Fund

Former Chairman, Board of Directors, Rocky Mountain Multiple Sclerosis Center

Former Board Member, New Era Colorado

Former Board Member, Multiple Sclerosis Young Professionals Network

DenverForward Transition Team, City Attorney Committee

CHARTER COMMISSION

Duties of the Commission. The commission must hold at least one public hearing while preparing the charter, submit a proposed charter to the governing body within 180 days after the commission election, and prepare and submit a revised proposed charter if the proposed charter is rejected by the voters.

Organization of the Commission. The governing body calls the first meeting of the commission within 20 days after the election of the commission. Because the commission has a limited time in which to work (180 days), and because that time begins running from the date of the commission election, the governing body should call the first meeting of the commission as soon as possible after the election.

Further meetings of the commission are called either by the chairperson of the commission or by a majority of the members of the commission. All meetings of the commission must be open to the public.

At the first meeting, the commission is required to elect a chairperson and a secretary from among its members and may elect any other officers as it feels necessary from among its members. In addition, the commission may adopt its own rules of procedure. A quorum of the commission consists of a majority of the commission members.

Number of Members. The number of commission members is determined by the initiating ordinance and was set at nine.

Powers of the Commission. The commission has the power to employ a staff; consult and retain experts; purchase, lease, or otherwise obtain necessary supplies, materials, and equipment; accept funds, grants, gifts, and services from any public or private source; conduct interviews; and make investigations. After completion of the commission's work and dissolution of the commission, the commission's property becomes the property of the municipality.

Qualifications of Commission Members. Any registered elector of the municipality is eligible to serve on the commission.

Compensation of Commission Members. Commission members receive no compensation but may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

Vacancies on the Commission. The governing body of the municipality fills, by appointment, any vacancy on the commission.

Expenses of the Commission. The municipality pays the reasonable expenses of the commission, upon written verification of the expenses by the chairperson and secretary of the commission. The governing body of the municipality must enact any supplemental appropriation ordinances as necessary to cover the commission's expenses.