Town Board of Trustees
Tuesday, December 10, 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 - 6:05 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.*

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

1. Purchase Renewal Energy (PuRE), Holy Cross Energy
2. Eagle Valley Land Trust Request - Sweetwater Lake, Bergen Tjossem

CONSENT AGENDA - 6:30 PM *Consent agenda items are routine Town business, items which have received clear direction previously from the board, final land use file documents after the public hearing has been closed, or which do not require board deliberation. (5 Minutes)*

1. Minutes - November 12, 2019
2. Bill Pay - November 2019
3. Resolution 46, Series 2019 A Resolution of the Board of Trustees of the Town Of Eagle, Colorado Providing that the Regular Municipal Election to Be Held April 7, 2020 Shall be Conducted as a Mail Ballot Election
4. Resolution 47, Series 2019 A Resolution of the Board of Trustees of the Town of Eagle, Colorado Delegating to the Town Clerk the Authority and Responsibility to Appoint Election Judges
5. Resolution 48, Series 2019 A Resolution of the Board of Trustees of the Town of Eagle, Colorado Adopting ICMA 457 Retirement Plan

STAFF REPORTS - 6:35 PM *The Town Manager and Department Staff prepare and provide internal updates to the Board.*

1. Town Manager Update
    a. Quarterly Strategic Plan Report
2. Department Update
3. Lower Basin Water Treatment Plant Update

BUSINESS ITEMS - 6:55 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. Broadband Feasibility Study Presentation, Uptown Services LLC
2. Ordinance No. 29, Series 2019, An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Amending Chapter 9.15 of the Eagle Municipal Code Regarding Tobacco Products and Underage Persons. (Public Hearing)
3. Ordinance No. 24, Series 2019 An Ordinance of the Board of Trustees of The Town of Eagle, Colorado Adding a New Chapter 5.16 to the Eagle Municipal Code Regarding Licensing Retail Tobacco Businesses. (Public Hearing)
4. 2020 Budget Hearing (Public Hearing)
   a. Budget Prioritization Report
   b. Ordinance 30, Series 2019 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 2020 Mill Levy For The Town Of Eagle, Colorado For The 2020 Budget Year.
   c. Ordinance 31, Series 2019 An Ordinance Reappropriating Funds To The Various Funds And Spending Agencies, In The Amounts And For The Purpose As Set Forth Below For The Town Of Eagle, Colorado For The 2019 Budget Year.
   d. Resolution 49, Series 2019 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, 2020, And Ending On The Last Day Of December, 2020.
   e. Resolution 50-2019 A Resolution of the Board of Trustees of the town of Eagle, Colorado, Establishing and Adopting A Fee Schedule Pursuant to 2.34 of the Eagle Municipal Code
5. 2020 Community Funding Requests
6. Ordinance 27, Series 2019 An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Amending Section 3.04.066 of the Eagle Municipal Code to Increase the Sales Tax on Retail Purchases of Marijuana and Marijuana Products From 3.0% to 3.5%, and Declaring an Emergency (Public Hearing)
7. Ordinance No. 28, Series 2019, An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Enacting a New Chapter 8.13 of the Eagle Municipal Code to Prohibit Pet Shops from Selling, Bartering, Auctioning, or Otherwise Disposing of Dogs or Cats, except when Acquired from an Animal Care Facility of Animal Rescue Organization. (Public Hearing)

EXECUTIVE SESSION - 8:55 PM *To consider personnel matters, pursuant to C.R.S. § 24-6-402(4)(f) as it relates to the Town Manager Annual Review.*

BOARD DISCUSSION AND FUTURE AGENDA ITEMS - 9:25 PM

1. 2020 Board Retreat Proposal
2. NWCCOG Update, Mayor McKibbin

ADJOURN - 9:35 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.

Jenn

____
Jenny Rakow, CMC
Town Clerk

PUBLIC WIFI - TOEG – townofeagle2019

Contribute to a clean energy future by participating in our PuRE -Renewable Energy Program

Commitment to Carbon Free Electricity

PuRE allows are members to have 100% of their electricity sourced from renewable resources. This program allows members to be net-zero without installing solar or being wait-listed for community solar.

How PuRE works

Members may purchase energy from multiple clean sources:

- Wind @ $.0076 / kWh
- Hydro @ $.0107 / kWh
- Solar @ $.0122 / kWh

The PuRE surcharge will be added as a line item on members' bills based on their over-all energy usage. A twelve-month minimum subscription is requested.

HCE's renewable content is currently ~40%. As HCE increases its clean supply, cost of PuRE will decrease.

Some HCE Large Members Enrolled

- Eagle County
- Eagle River Water and Sanitation
- Avon
- Vail
- Carbondale
- Basalt
- Snowmass Village

Holy Cross Energy's PuRE Commitment

Revenues from the PuRE program will be allocated to HCE's WeCare fund. The WeCare fund contributes to Energy Efficiency and local renewables for the HCE system and its members.

Help HCE and local communities reach our sustainability goals!

Contact: Mike Steiner

Key Accounts Specialist

msteiner@holycross.com

(p):970-947-5438

SAVE THE LAKE

HELP PROTECT SWEETWATER LAKE

The Conservation Fund (TCF) and the Eagle Valley Land Trust (EVLT) are leading a campaign to raise $3.5M to purchase Sweetwater Lake for the public before it is sold for development or extractive commercial uses. We need your help to make it happen.

The property—if acquired—will provide new public access to the iconic Sweetwater Lake and surrounding public lands. The 488-acre parcel is an important community asset, but public access was revoked after development plans for 240 homes, a hotel, and golf course failed to materialize.

Protecting Sweetwater Lake means:

- Creating new public recreational access to Sweetwater Lake for fishing, horseback riding, boating, and camping.
- Opening access to surrounding public lands including Flat Tops Wilderness, White River National Forest (the most visited National Forest in the U.S.), and the Ute trail.
- Conserving critical habitat for elk, deer, osprey, bald eagles, and other wildlife.
- Protecting the Upper Colorado Watershed.
- Opening new public access to the historic Ute Cave while protecting cultural resources.

TCF, a national non-profit land conservation organization, secured a contract to purchase the property amidst competing bids from private developers. With your help, TCF, EVLT, and other local partners are raising money to purchase Sweetwater Lake for our community.

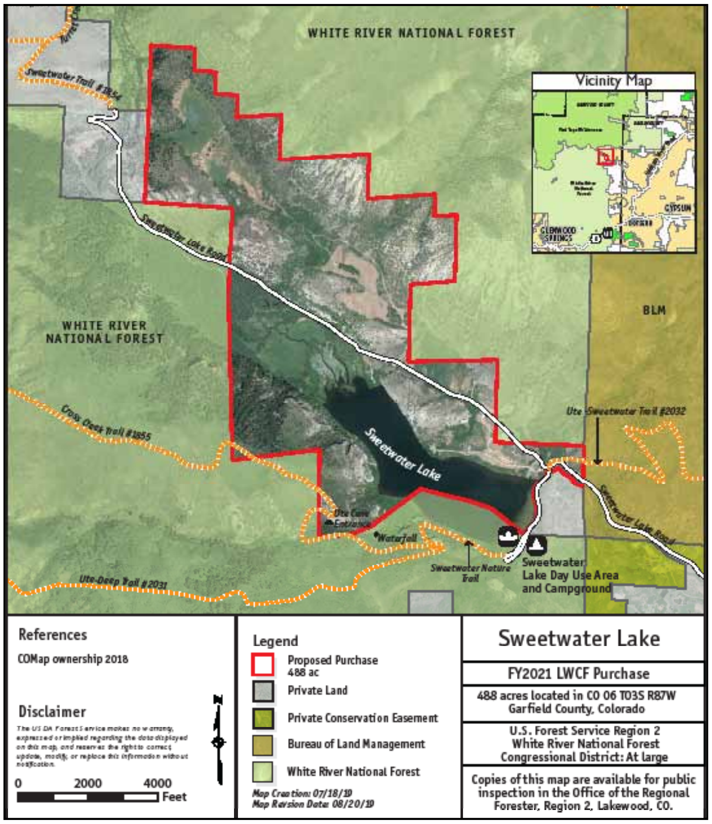
If the required public and private funding can be raised, TCF will move forward in purchasing the property. TCF will hold the property until the U.S. Forest Service can purchase and integrate it into the surrounding White River National Forest.

DONATIONS REQUESTED

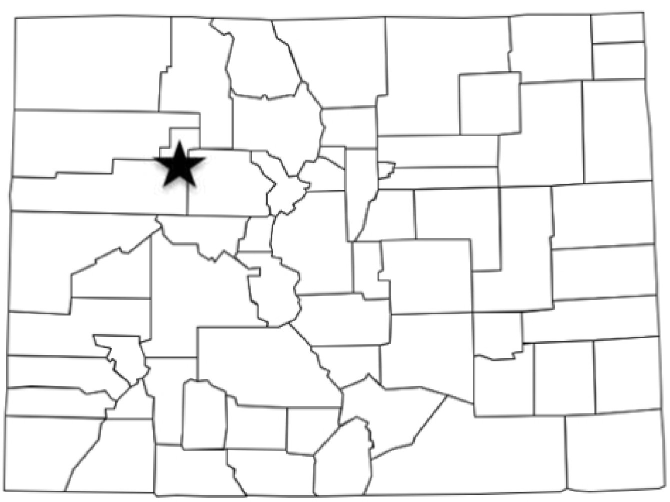
(100% TAX DEDUCTIBLE)

PHONE: (970) 748-7654
ONLINE: www.evlt.org/savethelake

MAIL: Eagle Valley Land Trust
PO Box 3016, Edwards, CO 81632
Memo: Save The Lake



CONSERVE



The Conservation Fund
Justin Spring, Senior Project Manager
jspring@conservationfund.org | 303.444.4369

Eagle Valley Land Trust
Bergen Tjossem, Communications & Development Manager
bergen@evlt.org | 970.748.7654

SWEETWATER LAKE

FUNDRAISING GOAL
$3,500,000

KEY FEATURES
Recreation Access: Sweetwater lake, White River National Forest, Flat Tops Wilderness, Ute Indian Cave.

Habitat Protection: Permanent conservation of important watershed; habitat for bald eagles, osprey, elk, deer, and other wildlife.

PARTNERS
The Conservation Fund, Eagle Valley Land Trust, Garfield County, Brink Outfitters, U.S. Forest Service, Colorado Parks and Wildlife, Sweetwater Lake Community, Walking Mountains Science Center.

December 2, 2019

Dear Town of Eagle Council Members,

Thank you for your support of the campaign to save Sweetwater Lake for our community. EVLT has received over 130 letters in support of this remarkably popular project. As you know, we must raise $3.5 million from our community to accompany an anticipated $6 million Land and Water Conservation Fund grant to close the deal. Therefore, EVLT requests $100,000 from the Town of Eagle, which can be paid over two or three years. To date, EVLT has received 77 pledges and donations totaling approximately $676,358 for the project including at least $500,000 from Eagle County and other towns.

Thank you for your consideration,

Bergen Tjossem
Eagle Valley Land Trust
Bergen@evlt.org

Vail Daily
BRINGING COMMUNITIES TOGETHER
FRIDAY, 9 • 20 • 19 | VAILDAILY.COM | FREE

Save Sweetwater push begins

Fundraising effort underway to purchase and preserve 488 acres at historic Sweetwater Lake. **A3**

Valley land trust launches 'Save the Lake'

Effort to preserve Sweetwater Lake hopes to raise $3.5 million from local sources

By Scott N. Miller
smiller@vaildaily.com

EAGLE COUNTY — An effort has started to preserve Sweetwater Lake. It could take some time, but those who love the area are optimistic.

While the lake is in Garfield County, the effort is being spearheaded from Eagle County — the only road access is off the Colorado River Road just north of Dotsero.

The nearly 500-acre property includes most of the lake and a lot of surrounding property. The property has gone through a number of owners over the decades, and the current owners have had it on the market for a couple of years. Marketing for the sale has touted the property's development potential. That hasn't gone over well with the neighbors.

Bill Stephens and his family are longtime residents in the area. Stephens said he and his neighbors are "extremely" happy to see the preservation effort.

"We don't need another golf course or high-density housing," Stephens said, adding that the lake is a "centerpiece" of the community.

SPECIAL TO THE DAILY

A fundraising campaign has begun to purchase and preserve Sweetwater Lake and surrounding property.

A COMMUNITY'S HEART

The resort, Stephens said, has long been "a neat place to congregate." It's also been a resource for the community, he added.

There was an automated external defibrillator at the resort for a while, Stephens said. That device put help a matter of minutes away in case someone suffered a sudden cardiac arrest. An ambulance could take the better part of an hour.

The resort was also a good staging area for fire crews in case of a nearby wildfire.

This is the second summer the resort hasn't been open. That's been a disappointment to those who would spend an afternoon or weekend there.

The resort was well-known as a good place for a bit of breakfast or lunch, and is renowned for its pie. Those who dined on the deck overlooking the lake often shared the space with countless hummingbirds. Visitors could rent a rowboat, or launch their own from the dock.

WHERE IS SWEETWATER LAKE?

If you've never been there, Sweetwater Lake is about 17 miles north and west of Dotsero, at the top of Sweetwater Creek.

Adrienne Brink has run the resort for about 35 years. These days, she's running the horseback riding and outfitting operation just a short way from the now-closed resort.

Brink said her business income has taken a substantial hit with closing off the property from public use.

Brink would like to see the preservation effort succeed, of course, not just for her own business, but for the public.

School kids have been known to take field trips to a cave across the lake from the resort. That cave, on private property, contains a number of cave drawings.

"I'd like it to be open, and have the public back again," Brink said.

'SAVE THE LAKE'

That could happen again if the Eagle Valley Land Trust's "Save the Lake" campaign succeeds.

That campaign is being conducted in conjunction with the Colorado chapter of The Conservation Fund. In fact, The Conservation Fund has the purchase contract for the property.

SWEETWATER, A11

SWEETWATER

From page **A3**

And that's where the effort gets serious.

The fundraising campaign seeks a total of $9.5 million. The local land trust hopes to raise $3.5 million. Much of the funding from outside Eagle County could conceivably come from the federal Land and Water Conservation Fund.

Eagle Valley Land Trust director Jim Daus said there's a lot of competition for money from that fund — which would come from the U.S. Forest Service in this case. But, he added, a large local contribution to the purchase price can help in that competition.

Private donations will probably make up much if not all of the local match. But there could be some public money involved.

Gypsum Town Council Member Tom Edwards is also a member of the Eagle County Open Space Advisory Council, as a well as board member at the Eagle Valley Land Trust.

Asked to put on his open space committee hat, Edwards said he'd be "willing to listen" to a request for county open space money, although Sweetwater Lake is in an adjacent county.

"My contention is it's a really neat amenity for Eagle County."

In his role on the Gypsum Town Council, Edwards said that board for several years held budget meetings at the resort.

"Nobody gets a cell phone call up there," he said, adding that between the ambiance and the pie, everybody stayed in a pretty good mood through the day-long meetings.

If the fundraising is a success — Daus said he's optimistic — and the federal funding comes through, the question then becomes what to do with the property.

The Forest Service is probably the most likely recipient of the space. If that happens, the resort could reopen as a concessionaire.

The important, thing, Daus said, is preserving the land, the lake — and its water.

The "Save the Lake" campaign is "possibly the most important project we'll have worked on" at the land trust, he said. "I'm really excited about it."

Vail Daily Business Editor Scott Miller can be reached at smiller@vaildaily.com or 970-748-2930.

Town Board of Trustees
MINUTES
Tuesday, November 12, 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

TRUSTEES PRESENT
Anne McKibbin, Andy Jessen, Mikel, Kerst, Scott Turnipseed, Paul Witt

TRUSTEES ABSENT
Kevin Brubeck and Matt Solomon

STAFF

Brandy Reitter, Town Manager
Matt Mire, Town Attorney
Bill Shrum, Assistant to the Town Manager
Jenny Rakow, Town Clerk
April Kroner, Town Planner/Comm Dev Director
Jill Kane, Finance Director/Treasurer
Bryon McGinnis, Public Works Director
Joey Staufer, Police Chief
Carrie Buhlman, Sergeant
Tyler Stonum, Sergeant
Erin Ivie, Assistant to Chief Staufer

ADOPTION OF AGENDA

There were no changes to the agenda.

PUBLIC COMMENT

Mayor McKibbin opened Public Comment.

Dave Dantas requested agenda item to discuss the fee collection process for building permits and impact fees. Staff will provide the board with a review of the fees and how they are collected.

Dave Kulesza 412 Bluffs Drive requested follow up on incident from last November involving his son and the police department. Still has questions and feels strongly police mishandled the situation. Concerned that he is not able to speak with the police chief. Dave was asked to meet with the Town Manager.

Mayor McKibbin closed public comment.

PRESENTATIONS

1. Proclamation 03-2019 Colorado Gives Day, John Weiss Executive Director Small Champions, Inc

Members from Colorado Gives Day were present for this item. Mayor McKibbin read the proclamation into the record.

2. Colorado Headwaters - Homestake Project, Jerry Mallett

   Jerry Mallett was present for the Colorado Headwaters, Homestake Project. Provided the Board with an overview of this initiative and stated he will be back in the next few weeks for additional support.

3. Eagle County Historical Society Annual Report, Kathy Heicher

   Kathy Heicher, President of the Eagle County Historical Society provided the annual report for the organization. Brought up concerns with impact of the visitor's center proposed changes on the museum visitation and possible revenue. Requested to coordinate on days and times the visitor center would be open.

4. Proposed Ordinance banning sales of dogs and cats as it relates to breeding facilities, Joyce Cohen

   Joyce Cohen - provided information to the Board regarding puppy mills and factory farms that produce animals. Requested the Board pass an Ordinance banning the sale of puppies and kittens in pet stores.

CONSENT AGENDA

1. Minutes - October 22, 2019

2. Minutes - October 29, 2019 Special Meeting

3. Bill Pay - October 2019

4. THOR Temporary Construction Easement and Utility Easement Agreement

MOTION: Trustee Scott Turnipseed motioned to Approve the Consent Agenda. Motion was seconded and Passed with a vote of 5 in favor and 0 opposed.

STAFF REPORTS

1. Town Manager Update

   Brandy provided highlights from her report.

   Board Comments: Trustee Turnipseed thanked staff for working with liquor license applicant. Trustee Turnipseed and Brubeck will set up schedule to meet with Bryon McGinnis on the Lower Basic Water Treatment Plant.

2. Department Update

3. Lower Basin Water Treatment Plant Project Report

4. Communication Report, PR Studios

5. Sales Tax, Third Quarter

   Board Comments: requested information on online sales tax numbers and projection for end of year sales tax revenues.

BUSINESS ITEMS

1. Water Efficiency and Conservation Plan, Amy Volckens, PE Senior Engineering Manager - Brendle Group

   Amy Volckens presented this item from Brendle Group. Staff members Deron Dircksen and Dawn Koenig were thanked for helping with the effort.

Board Comments: confirmation that some items would be paid for out of the water enterprise fund. There are no commitments being made with the plan, including items to apply for grant funding and flexibility. Board requested two more weeks to provide comments to staff on this plan.

2. Resolution 44, Series 2019 A Resolution of the Board of Trustees of the Town of Eagle, Colorado Establishing the Full Membership of the Town's Home Rule Charter Commission

Town Clerk named the appointees selected by the Board, Charlie Wick, Paul Wisor and Brent McFall were selected as the remaining three members of the Charter Commission.

MOTION: Trustee Scott Turnipseed motioned to Approve Resolution 44, Series 2019 A Resolution of the Board of Trustees of the Town of Eagle, Colorado Establishing the Full Membership of the Town's Home Rule Charter Commission. Motion was seconded and Passed with a vote of 5 in favor and 0 opposed.

3. Tumbleweed Medical Marijuana *(Public Hearing)*

April Kroner presented this item. This is similar to previous request for change location of their retail sales, this request is for medical. They are moving to existing building. Due to changes in state law, uses of retail and medical will be combined and not required to have separate entrances. No public comments were received. Conditions of approval will be occupancy of the property for the approved use shall not be permitted prior to the issuance of State of Colorado Licenses and the Chambers Avenue access shall not be permitted for exiting the property.

Mayor McKibbin opened the public hearing. There was no public comment.

a. Resolution 38, Series 2019, A Resolution of the Board of Trustees of the Town of Eagle, Colorado Approving a Special Use Permit for Tumbleweed Eagle, LLC.

MOTION: Trustee Scott Turnipseed motioned to Approve Resolution 38, Series 2019, A Resolution of the Board of Trustees of the Town of Eagle, Colorado Approving a Special Use Permit for Tumbleweed Eagle, LLC. Motion was seconded and Passed with a vote of 5 in favor and 0 opposed.

4. 2020 Budget Hearing *(Public Hearing)*

Brandy Reitter presented this item.

Board Comments: request for information on the visitor's center changes in 2020. Staff was asked to propose alternatives and ideas for use of this facility moving away from retail sales. The intent is to keep the center open for marketing and educational information about the town and our area. Wanting to modernize the purpose of the facility and get referrals out. Intent is to keep it open five days a week and work with the Historical Society on timing. There will be a cut back on hours but not staff. Discussion regarding retail sales and finding another organization to run it. Continuing retail would require additional investment. Willy Powell provided some history of the location and request from Historical Society to keep it open while the museum is open May to September. Brandy will discuss with staff a more seasonal approach to the hours of operation for the visitor's center. Focus on information being given out to visitors. Additional discussion on Code Enforcement for 2020. Concerns regarding the approach by whomever is hired for the position in handling code issues. Brandy provided that the initial intent and focus will be on compliance and education.

MOTION: Trustee Scott Turnipseed motioned to Continue the 2020 Budget Hearing to the December 10, 2019

Town Board Meeting. Motion was seconded and Passed with a vote of 5 in favor and 0 opposed.

a. 2020 Proposed Capital Improvement Plan

b. Information Center

c. Budget Changes and Prioritization

5. Ordinance 26, Series 2019 An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Repealing And Reenacting Section 5.10.040 of the Eagle Municipal Code To Eliminate the Distance Requirements For Liquor-Licensed Establishments *(Public Hearing)*

Mayor McKibbin opened the public hearing.

Mandy Ivanov, Eagle County Public Health expressed her concerns regarding eliminating buffers and believes this does not help with public health and safety. Provided information on increase in alcohol use by youth. Distance requirements assist with eliminating marketing exposure.

Mikayla Curtis of Mountain Youth expressed her concerns regarding public health and youth access to alcohol. Requested language in the Ordinance to include vetting process for locations.

Mayor McKibbin closed public comment.

Board Comments: requested inclusion of private schools.

MOTION: Trustee Scott Turnipseed motioned to Approve . Motion was seconded and Passed with a vote of 5 in favor and 0 opposed.

Ordinance 26, Series 2019 An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Repealing And Reenacting Section 5.10.040 of the Eagle Municipal Code To Eliminate the Distance Requirements For Liquor-Licensed Establishments

BOARD DISCUSSION AND FUTURE AGENDA ITEMS

Reminder that the town holiday party is December 12th.

Trustee Jessen with regard to the Highway 6 Corridor Plan, would like to see land use goals outside of adding lanes for traffic on Highway 6.

Trustee Jessen felt it would be appropriate to review a draft Ordinance on the puppy mill issue.

Trustee Turnipseed would like to see what other municipalities are doing with regarding to collection of building fees and timing. April Kroner stated her staff is putting together a matrix and will provide that and data from other towns for board review.

Trustee Turnipseed expressed concerns with 410 Broadway and how this level of dilapidation and health hazard was allowed for this long. Disagreed with grant process and expressed concern that this location needs to have repairs done immediately.

Trustee Turnipseed on behalf of Trustee Solomon requested board policy the mayor has been working on.

1. ECRTA Advisory Board Nominations, Mayor McKibbin

   Mayor McKibbin stated the Town needs a regular member for this Board. Mayor volunteered through end of her Mayor term in April.

   MOTION: Trustee Paul Witt motioned to Approve the appointment of Anne McKibbin to the ECRTA Advisory Board through April 2020. Motion was seconded and Passed with a vote of 5 in favor and 0 opposed.

<u>CORRESPONDENCE</u>

1. Eagle Library District Grand Opening Flyer

2. Local Government Get Together

<u>ADJOURN - 8:50 PM</u>

Approved:
Date:

Anne McKibbin, Mayor

Jenny Rakow, CMC Town Clerk

BILL SCHEDULE		
November 2019		
GENERAL FUND		
General Government		
Meritain Health	Health Insurance	$ 698.14
Triad EAP	Employee Assistance Program	10.58
Verizon Wireless, Bellevue	Utility Services	53.26
Hoffman, Parker, Wilson & Carberry PC	Legal - General	78.00
Kissinger & Fellman, P.C.	Legal - General	1,815.00
Executech Utah LLC	Computer Support	267.46
Microsoft	Computer Support	280.00
Shrum, Bill	Travel Expense	753.37
Westin Resort	Travel Expense	50.00
Red Canyon Café	Meeting Expense	85.28
Amazon	Tuition & Books	23.48
Colorado Municipal League	Tuition & Books	115.00
Art Management & Planning Associates Inc	Contract Payments	1,801.91
PR Studio	Contract Payments	1,500.00
Castle Lodge #122	Community Requests	1,000.00
Eagle Air Alliance	Community Requests	4,675.00
TOTAL General Government		**$ 13,206.48**
General Administration		
Gold Dust Partners	Utility Refund	$ 15.37
Lane, Jared Or Beth	Utility Refund	516.83
Moore, Benjamin	Utility Refund	32.02
Parrish, Douglas	Utility Refund	159.83
Eagle County Clerk & Recorder	Other Prepaid Expenses	1,000.00
John Deere Financial	Other Prepaid Expenses	17,109.90
Hartford, The	Health & Life Insurance	1,361.06
Meritain Health	Health & Life Insurance	25,009.04
MetLife	Vision Insurance	495.17
Alzheimer's Association	Facility Usage Deposit Refund	750.00
Carrazco Gonzalez, Johanna	Facility Usage Deposit Refund	750.00
Kienzle Construction	Facility Usage Deposit Refund	750.00
Tafoya, Pamela	Facility Usage Deposit Refund	750.00
Oleson, Penny	Planning & Zoning Fees Appl. Refund	450.00
Desmond, Bryan	Planning & Zoning Deposit Refund	(600.00)
Second And Broadway Ltd	Planning & Zoning Deposit Refund	600.00
Carrazco Gonzalez, Johanna	Facility Usage Fees-Overpayment	0.50
Meritain Health	Health & Life Insurance	1,706.46
Triad EAP	Employee Assistance Program	25.79
Staples	Office Supplies	(2.22)
Colorado Mtn. News Media	Legal Notices	388.97
Int'l Inst Of Municipal Clerks	Dues & Subscriptions	50.00
Mail Chimp	Dues & Subscriptions	84.99
Chase Paymentech	C.C. Transaction Fees	1,897.83
Xpress Bill Pay	C.C. Transaction Fees	636.40
Caselle, Inc.	Computer Support	2,089.00
Executech Utah LLC	Computer Support	961.86
Godaddy.Com	Computer Support	(2.79)
Double Tree Durango	Travel Expense	315.00
General Administration (Cont.)		

Rakow, Jenny	Travel Expense	322.48
CGFOA	Tuition & Books	950.00
US Bank Equipment Finance	Copier Contract	374.70
TOTAL General Administration		**$ 58,948.19**
Community Development		
Meritain Health	Health Insurance	$ 1,396.28
Triad EAP	Employee Assistance Program	28.20
Davis, Charlie	Office Supplies	124.99
Fleet Services	Gas & Oil	37.48
Verizon Wireless, Bellevue	Utility Services	172.13
Certified Mail Envelopes	Planning Reimbursable	99.00
Colorado Mtn. News Media	Planning Reimbursable	186.79
Kumar & Associates Inc	Planning Reimbursable	4,533.70
Executech Utah LLC	Computer Support	565.36
Zoom Video Communications	Computer Support	16.31
Kroner, April	Travel Expense	130.76
City Market	Meeting Expense	5.18
Costco	Meeting Expense	89.02
Shrum, Bill	Meeting Expense	35.35
Int'l Code Council	Tuition & Books	325.00
US Bank Equipment Finance	Copier Contract	374.70
TOTAL Community Development		**$ 8,120.25**
Municipal Court		
Meritain Health	Health Insurance	$ 69.81
Triad EAP	Employee Assistance Program	8.09
Carlson, Edwards & O'Connor	Legal	1,500.00
Executech Utah LLC	Computer Support	67.65
Ace Security And Safety Services LLC	Contract Payments	96.00
Johnson, Erik A.	Contract Payments	3,000.00
TOTAL Municipal Court		**$ 4,741.55**
Streets		
Meritain Health	Health Insurance	$ 1,978.06
Triad EAP	Employee Assistance Program	29.97
Quill Corporation	Office Supplies	35.91
Collett Enterprises	Street Repair & Mtn Supplies	87.38
Lawson Products	Street Repair & Mtn Supplies	335.09
Paint Bucket	Street Repair & Mtn Supplies	142.20
Signature Signs Inc	Street Repair & Mtn Supplies	83.00
United Rentals (North America) Inc	Street Repair & Mtn Supplies	12.87
Wylaco Supply Co	Street Repair & Mtn Supplies	3,465.46
Collett Enterprises	Gas & Oil	699.70
Fleet Services	Gas & Oil	1,564.38
Lawson Products	Communication & Transportation	24.63
Colorado Mtn. News Media	Legal Notices	158.62
Mountain Careers	Legal Notices	89.55
Holy Cross Energy	Utility Services	62.87
Verizon Wireless, Bellevue	Utility Services	89.42
Safety-Kleen Corp.	Repair & Maintenance Services	201.80
Streets (Cont.)		
Signature Signs Inc	Repair & Maintenance Services	56.25

SKM Services	Repair & Maintenance Services	200.00
Executech Utah LLC	Computer Support	224.03
John Deere Financial	Winter Snow Equipment Rental	2,444.27
CIRSA	Insurance	5.00
TOTAL Streets		**$ 11,990.46**
Public Safety		
Pinnacol Assurance	Worker's Compensation	$ 373.11
Meritain Health	Health Insurance	5,212.77
Triad EAP	Employee Assistance Program	78.96
Batson's	Office Supplies	1.49
Sandy's Office Supply	Office Supplies	29.93
Amazon	Operating Supplies	197.89
Fire Awards	Operating Supplies	189.00
Harbor Freight Tools	Operating Supplies	42.37
Auto Zone, Inc	Vehicle Repair & Mtn Supplies	35.47
Performance Automotive Center	Vehicle Repair & Mtn Supplies	477.49
Tire Rack	Vehicle Repair & Mtn Supplies	1,400.48
Fleet Services	Gas & Oil	2,503.38
Oriental Trading	School Res Officer Supplies	228.13
Adamson Police Products	Equipment - Supplies	3,736.00
AT&T/FirstNet	Equipment - Supplies	1,406.61
Fire Awards	Communication & Transportation	20.15
AT&T Mobility	Utility Services	587.18
Doctors On Call	Recruitment	100.00
Performance Automotive Center	Repair & Maintenance Services	365.40
White Water Express Carwash	Repair & Maintenance Services	76.40
Executech Utah LLC	Computer Support	102.69
Stout House	Meeting Expense	134.54
Vail Health Foundation	Meeting Expense	50.00
Patterson, Carson	Tuition & Books	95.62
Centura Health-St Anthony Summit Medical	Contract Payments	72.07
High Country Copiers	Contract Payments	48.56
Vail Health Hospital	Contract Payments	110.40
Xerox Financial Services LLC	Contract Payments	190.53
Town Of Vail	Dispatching Services	169,987.27
TOTAL Public Safety		**$ 187,853.89**
Buildings and Grounds		
Meritain Health	Health Insurance	$ 1,675.53
Triad EAP	Employee Assistance Program	25.37
Quill Corporation	Office Supplies	30.62
Alpine Lumber Co.	Operating Supplies	17.54
All-Phase Electric	Repair & Maintenance Supplies	1,019.46
Alpine Lumber Co.	Repair & Maintenance Supplies	259.12
Eagle Lock & Key	Repair & Maintenance Supplies	105.00
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	59.93
Native Electric	Repair & Maintenance Supplies	299.11
Glenwood Springs Ford	Repair & Maintenance Supplies	386.29
Collett Enterprises	Gas & Oil	596.29
Buildings and Grounds (Cont.)		
Fleet Services	Gas & Oil	764.62
Costco	Janitorial Supplies	121.01

Home Depot Pro	Janitorial Supplies	1,067.78
All-Phase Electric	Communication & Transportation	31.68
Black Hills Energy	Utility Services	3,161.47
Century Link	Utility Services	451.48
Holy Cross Energy	Utility Services	18.55
Verizon Wireless, Bellevue	Utility Services	93.27
Colorado Mtn. News Media	Recruitment	52.88
Mountain Careers	Recruitment	29.85
Jerrymaster Janitorial	Janitorial Maint. Contracts	2,158.00
Eagle Lock & Key	Repair & Maintenance Services	133.00
Native Electric	Repair & Maintenance Services	176.00
SKM Services	Repair & Maintenance Services	500.00
Sno-White Linen Rental	Repair & Maintenance Services	98.48
Vail Honeywagon	Repair & Maintenance Services	167.87
Venzor Carpet Cleaning	Repair & Maintenance Services	375.84
Yarger Services, LLC	Repair & Maintenance Services	3,057.30
Executech Utah LLC	Computer Support	201.55
TOTAL Buildings and Grounds		**$ 17,134.89**
Information Center		
Triad EAP	Employee Assistance Program	$ 35.25
Costco	Operating Supplies	83.21
Home Depot	Operating Supplies	(43.43)
OG Printer	Operating Supplies	82.50
Walmart	Operating Supplies	92.34
Costco	Equipment - Supplies	(279.99)
Home Depot	Equipment - Supplies	(50.58)
American Legacy Products, Inc.	Supplies For Resale	204.81
B&B Glass Creations	Supplies For Resale	595.80
Bookmasters Inc	Supplies For Resale	329.00
Calico Pony, The	Supplies For Resale	421.00
Color Your Own	Supplies For Resale	132.00
Colorado Candy Kitchen	Supplies For Resale	711.94
Costco	Supplies For Resale	13.49
Creative Consumer Products	Supplies For Resale	443.30
Impact Photographics, Inc.	Supplies For Resale	398.85
Red Canyon Spice LLC	Supplies For Resale	282.00
Walmart	Supplies For Resale	62.04
Derived From Nature	Supplies - Consignment	28.20
Eagle County Historical Society	Supplies - Consignment	359.04
Fried, Mickey	Supplies - Consignment	46.50
Nature's Details Photography	Supplies - Consignment	257.25
Pamela Saden	Supplies - Consignment	420.71
Rick Olsen	Supplies - Consignment	6.75
Selcke, Jim	Supplies - Consignment	6.00
Teresa Hauser	Supplies - Consignment	81.00
Vandusen, Richard	Supplies - Consignment	29.25
Williams, Sam	Supplies - Consignment	42.75
Colorado Department Of Revenue	Sales Tax	849.74
Information Center (Cont.)		
Saul Morales	Professional Services	135.00
Executech Utah LLC	Computer Support	136.20
TOTAL Information Center		**$ 5,911.92**

Marketing and Events		
Triad EAP	Employee Assistance Program	$ 7.76
Indeed	Legal Notices	90.77
Formstack	Dues & Subscriptions	990.00
Verizon Wireless, Bellevue	Utilities	52.94
Executech Utah LLC	Computer Support	110.82
PR Studio	Public Relations	2,500.00
Hall, Michael	Event Production	400.00
Wallace, Anne R	Event Production	320.00
Yoga Off Broadway	Event Production	200.00
TOTAL Marketing and Events		**$ 4,672.29**
Engineering		
Meritain Health	Health Insurance	$ 248.23
Triad EAP	Employee Assistance Program	3.80
Quill Corporation	Office Supplies	129.77
Fleet Services	Gas & Oil	85.75
Federal Express Corp.	Communication & Transportation	27.17
DORA Professional License	Dues & Subscriptions	188.00
Verizon Wireless, Bellevue	Utility Services	165.59
American Public Works	Recruitment	325.00
Executech Utah LLC	Computer Support	203.11
TOTAL Engineering		**$ 1,376.42**
TOTAL GENERAL FUND		**$ 313,956.34**
CAPITAL IMPROVEMENTS FUND		
316 Wall Street Investments	Use Tax	$ 839.02
TOTAL CAPITAL IMPROVEMENTS FUND		**$ 839.02**
WASTE WATER FUND		
Meritain Health	Health Insurance	$ 2,184.40
Triad EAP	Employee Assistance Program	33.09
Western Slope Supplies Inc	Office Supplies	22.35
Browns Hill Engineering	Repair & Maintenance Supplies	987.00
Fastenal Company	Repair & Maintenance Supplies	46.64
Fleet Services	Gas & Oil	303.55
Federal Express Corp.	Communication & Transportation	89.47
NexTrust Inc	Communication & Transportation	345.93
Western Slope Supplies Inc	Communication & Transportation	3.50
Colorado Mtn. News Media	Legal Notices	70.50
Mountain Careers	Legal Notices	39.80
Black Hills Energy	Utility Services	4,897.39
Verizon Wireless, Bellevue	Utility Services	73.27
Veris Environmental LLC	Sludge Disposal	3,556.80
Browns Hill Engineering	Repair & Maintenance Services	9.50
Executech Utah LLC	Computer Support	417.25
WASTE WATER FUND (Cont.)		
Water Technology Group	Contract Payments	15,000.00
TOTAL WASTE WATER FUND		**$ 28,080.44**
WATER FUND		

Meritain Health	Health Insurance	$ 2,970.97
Triad EAP	Employee Assistance Program	37.94
Quill Corporation	Office Supplies	30.62
Diamond A Excavating	Repair & Maintenance Supplies	3,806.30
Grand Junction Pipe & Supply	Repair & Maintenance Supplies	225.50
Fleet Services	Gas & Oil	492.17
Core & Main LP	Meters & Related Items/Resale	4,114.50
Federal Express Corp.	Communication & Transportation	80.41
NexTrust Inc	Communication & Transportation	345.93
Colorado Mtn. News Media	Legal Notices	70.50
Mountain Careers	Legal Notices	39.80
AmeriGas	Utility Services	1,054.12
Holy Cross Energy	Utility Services	281.65
Verizon Wireless, Bellevue	Utility Services	219.69
Resource Engineering Inc	Engineering	286.75
Diamond A Excavating	Repair & Maintenance Services	1,715.00
Executech Utah LLC	Computer Support	580.54
Browns Hill Engineering	Contract Payments	2,972.00
PR Studio	Contract Payments	1,000.00
US Bank Equipment Finance	Copier Contract	374.71
Mott MacDonald	Tank Replacement	800.00
Eagle County Government	Violet Lane Water Line	(10.00)
Ground Engineering Consultants	Violet Lane Water Line	465.00
Hobbs Excavating	Violet Lane Water Line	76,232.82
Rail Pros Field Services	Violet Lane Water Line	27,025.00
Schmueser, Gordon, Meyer Inc.	Violet Lane Water Line	73,699.42
Signature Signs Inc	Violet Lane Water Line	30.50
Ground Engineering Consultants	Lower Basin Water Treatment	2,590.00
Schmueser, Gordon, Meyer Inc.	Lower Basin Water Treatment	37,828.06
TOTAL WATER FUND		**$ 239,359.90**
REFUSE FUND		
NexTrust Inc	Communication & Transportation	$ 345.93
Vail Honeywagon	Repair & Maintenance Service	848.00
Vail Honeywagon	Contract Services	47,817.21
TOTAL REFUSE FUND		**$ 49,011.14**
SALES TAX CAPITAL IMPROVEMENT FUND		
Colorado Analytical Laboratories Inc	Professional Services	$ 590.00
Eagle River Watershed Council	Professional Services	5,586.00
Grand Junction Pipe & Supply	Construction	1,634.93
JEV Construction Inc.	Construction	4,750.00
Oldcastle SW Group Inc	Construction	1,017.75
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND		**$ 13,578.68**

OPEN SPACE FUND		
Meritain Health	Health Insurance	$ 13.96
Triad EAP	Employee Assistance Program	6.55
Alpine Lumber Co.	R & M Supplies	15.99
Wylaco Supply Co	R & M Supplies	954.37
Fleet Services	Gas & Oil	51.28
Vail Honeywagon	Repair & Maintenance Services	242.00
Executech Utah LLC	Computer Support	103.34
Mountain Pest Control, Inc.	Weed & Pest Control	2,240.00
TOTAL OPEN SPACE FUND		**$ 3,627.49**
TOTAL		**$ 648,453.01**
PAYROLL		**$ 376,815.94**
GRAND TOTAL		**$ 1,025,268.95**

To: Mayor and Town Board of Trustees

From: Jenny Rakow, Town Clerk

Date: December 10, 2019

Agenda Item: Resolution 46, Series 2019 A Resolution of the Board of Trustees of the Town Of Eagle, Colorado Providing that the Regular Municipal Election to Be Held April 7, 2020 Shall be Conducted as a Mail Ballot Election

REQUEST: To hold the April 7, 2020 Regular Municipal Election as a mail ballot election.

BACKGROUND: The Town has conducted mail ballot elections since 2010 pursuant to 31-10-908 C.R.S.

ANALYSIS: Since 2010, voters are accustomed to mail ballot elections as the State required them for all County Elections. Voting by mail has shown to have higher voter turnout. Once ballots are mailed, Town Hall serves as a polling place where ballots can be dropped off or voted on in person. Mail ballot elections are considered best practice and are the standard in most communities.

COMMUNITY INPUT: None required.

BUDGET / STAFF IMPACT: The April 2020 Election is budgeted for mail ballot. For staff impact the mail ballot process offers ability to assemble and prepare final tally as ballots are returned and will result in less time for judges on election day.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The election process is a core function of the Town and is required every two years.

RECOMMENDED ACTION OR PROPOSED MOTION: MOTION TO APPROVE OR DENY Resolution 46, Series 2019, "A Resolution Of The Board of Trustees of the Town of Eagle, Colorado Providing that the Regular Municipal Election to be Held April 7, 2020 Shall be Conducted as a Mail Ballot Election".

ATTACHMENTS:

1. MAIL BALLOT ELECTION 12.10.2019
2. ELECTION DATES UPATE FOR BOARD

PO Box 609 • 200 Broadway • Eagle, CO 81631 • www.townofeagle.org • info@townofeagle.org • 970-328-6354

RESOLUTION NO. 46
(Series of 2019)

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO PROVIDING THAT THE REGULAR MUNICIPAL ELECTION TO BE HELD APRIL 7, 2020 SHALL BE CONDUCTED AS A MAIL BALLOT ELECTION

WHEREAS, Sections 31-10-907, C.R.S. through 31-10-913, C.R.S., contained in the Colorado Municipal Election Code provide for municipal mail ballots elections; and

WHEREAS, Section 31-10-908, C.R.S. provides that the governing body of the municipality may determine that an election is to be conducted by mail ballot; and

WHEREAS, the Board of Trustees of the Town of Eagle, Colorado finds and determines that a municipal mail ballot election is appropriate because state elections are now conducted using mail ballots, voters are becoming accustomed to voting by mail, and a mail ballot election is likely to increase voter participation.

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

Section 1. Pursuant to the authority granted in Section 31-10-908, C.R.S., the Board of Trustees of the Town of Eagle hereby determines that the regular municipal election to be held on April 7, 2020 shall be conducted by mail ballot.

Section 2. The Town of Eagle Clerk shall supervise the distributing, handling, counting of ballots, and the survey of returns and shall take all steps necessary to protect the confidentiality of the ballots cast and the integrity of the election.

Section 3. The April 7, 2020 mail ballot election shall be conducted pursuant to the Colorado Municipal Election Code, Article 10 of Title 31, C.R.S.

INTRODUCED, READ, PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Town of Eagle, Colorado held on December 10, 2019.

TOWN OF EAGLE, COLORADO

By: ______________________________
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, Town Clerk

ELECTION DATE HIGHLIGHTS/TIMELINE

DATE	**ACTION**
January 7, 2020 *Tuesday*	**FIRST DAY Nomination Petitions can be circulated CRS. 31-10-909(a)**
January 27, 2020 *Monday*	☐ LAST DAY that nomination petitions may be circulated and signed prior to the regular election. CRS. 31-10-909 (a) ☐ LAST DAY for nomination petitions to be filed with the municipal clerk. CRS. 31-10-909 (a)
February 3, 2020 *Monday*	☐ **LAST DAY** that nomination petitions that do not contain the requisite number of names of electors qualified to sign the petition can be amended in this respect prior to the election. CRS 31-10-909 (a) ☐ If any candidate should die or withdraw from the nomination prior to 63 days before the election, the vacancy may be filled by the vacancy committee; if no committee has been assigned, petition may be used in the same manner as original petition. CRS 31-10-304 (1) ☐ **LAST DAY to withdraw nomination petition. CRS 31-10-909 (b)
February 11, 2020 *Tuesday*	☐ LOT DRAWING for names on ballot; a signed letter of acceptance or withdrawal for candidacy must be submitted to the Clerk.
March 16, 2020 *Tuesday*	☐ ***FIRST DAY** Designated Election Official can mail out ballots CRS 31-10-910(2)(a) ☐ **FIRST DAY** ballots can be made available CRS 31-10-910(2)(d)
April 7, 2020 ***Tuesday***	**ELECTION DAY**
April 15, 2020 *Wednesday*	☐ Last day ballots of overseas and military voters may be received in order to be counted.
April 17, 2020 *Friday*	☐ **LAST DAY** an interested party may request a recount, at their expense. CRS 31-10-1207 ☐ **CANVASS** must be completed and election results certified CRS 31-10-1201 **** Results are official only after canvass**
April 28, 2020 *Tuesday*	☐ **SWEAR IN NEW BOARD/APPOINT MAYOR-PRO-TEM**

To: Mayor and Town Board of Trustees

From:

Date: December 10, 2019

Agenda Item: Resolution 47, Series 2019 A Resolution of the Board of Trustees of the Town of Eagle, Colorado Delegating to the Town Clerk the Authority and Responsibility to Appoint Election Judges

REQUEST: To allow the Town Clerk, serving as the Town's Designated Election Official, to appoint election judges for the April 7, 2020 general municipal election.

BACKGROUND: This Resolution has been adopted prior to every election giving the authority and discretion for appointing election judges to the Town Clerk.

ANALYSIS: Without this Resolution and delegation, the Town Board would appoint election judges. Delegating places the responsibility on the Town Clerk to obtain, review qualifications and appoint judges for the election. Election Judges report to the Town Clerk serving as the Designated Election Official during the election process.

The Town has been very fortunate in the past with citizens applying to perform this vital function for the Town. Eagle County's election department has been a valuable resource and referral agency for obtaining qualified and experienced judges. The Town Clerk's goal is to find the best judges available to serve in this important role. No issues have ever been raised regarding the judges selected.

COMMUNITY INPUT: None required. However, the Town Clerk does post a notice seeking applications for the Election Judge position.

BUDGET / STAFF IMPACT: Election Judges are paid out of the election line item and is budgeted for 2020. Judges are paid $15 per hour and in 2016 averaged 27 hours of service throughout the election ballot counting process.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: Elections are a core function of the Town of Eagle and are required every two years.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to Approve or Deny adoption of Resolution 47, Series 2019, "A Resolution of the Board of Trustees of the Town of Eagle, Colorado Delegating to the Town Clerk the Authority and Responsibility to Appoint Election Judges".

ATTACHMENTS:

1. 47 Election Judges-R111919

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 47
(Series of 2019)

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO DELEGATING TO THE TOWN CLERK THE AUTHORITY AND RESPONSIBILITY TO APPOINT ELECTION JUDGES

WHEREAS, the Town is holding its regular election on April 7, 2020; and

WHEREAS, the Board of Trustees is authorized by C.R.S. § 31-10-401 to "delegate to the clerk the authority and responsibility to appoint judges of election".

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

Section 1. Pursuant to C.R.S. § 31-10-410, the Board of Trustees hereby delegates to the Town Clerk the authority and responsibility to appoint qualified election judges to serve during the Town's regular election on April 7, 2020.

INTRODUCED, READ, PASSED AND ADOPTED ON DECEMBER 10, 2019.

TOWN OF EAGLE, COLORADO

____
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, Town Clerk

To: Mayor and Town Board of Trustees

From: Lynette Horan, HR Manager

Date: December 10, 2019

Agenda Item: Resolution 48, Series 2019 A Resolution of the Board of Trustees of the Town of Eagle, Colorado Adopting ICMA 457 Retirement Plan

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REQUEST: Staff requests that the Board of Trustees review a resolution adopting the ICMA-RC 457 Deferred Compensation Plan for 2020.

BACKGROUND: The town has offered one retirement option as a part of our benefits package. Staff have requested other options. ICMA-RC (retirement corporation) was one of the most requested vendors by staff.

ANALYSIS: The Town would like to offer a 457 deferred compensation plan for employee voluntary contributions for non-matching funds. The details of what a 457 Plan is and the benefits are provided in this link: https://www.icmarc.org/products-and-services/457-deferred-compensation-plans.html

The Town will continue to investigate options for matching funds to provide a wider variety of options for employees to invest or set aside money for retirement. Since the 457 Plan does not have a vesting option, town is not proposing to contribute a match. Staff is exploring matching options for the 457 Plan if it is financially sustainable.

COMMUNITY INPUT: Community input is not required.

BUDGET / STAFF IMPACT: There is a zero impact to the budget. There is a staff impact to set up and administer the plan.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

This proposal accomplishes the following objectives:

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

This will ensure that the town is an employer of choice and make us more competitive with similar employers in the region. Employees have requested this plan over the years and the administration is prioritizing feedback from the workforce by offering an additional benefit. Listening to employees and incorporating feedback improves organizational culture.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to **Approve** or **Deny** Resolution No. 48, Series 2019, "A Resolution of the Board of Trustees of the Town of Eagle, Colorado Adopting the ICMA-RC 457 Deferred Compensation Plan for 2020".

ATTACHMENTS:

1. 48 ADOPTING ICMA 457 Deferred Comp Plan Resolution TOE FINAL
2. 457PlanandTrustPlan

RESOLUTION NO. 48

(Series 2019)

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO ADOPTING THE ICMA-RC 457 DEFERRED COMPENSATION PLAN FOR 2020

Title of Program Coordinator: Finance Director - Treasurer Account Number 30-7604

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by the ICMA Retirement Corporation, and that some or all of the funds held under such plan be invested in VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

WHEREAS, the Town Manager has the authority to make changes, adjustments and interpretations to the employee benefits options and has recommended adding an additional deferred compensation option; and

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

1. The Town of Eagle ICMA-RC Deferred Compensation Plan and Trust, referred to as Appendix A, attached hereto and incorporated herein by this reference, is hereby adopted as a new retirement option for eligible employees.

2. The effective date of the use of the ICMA 457 Plan shall be January 1, 2020.

BE IT FURTHER RESOLVED that the Employer hereby adopts the Declaration of Trust of VantageTrust, attached hereto as Appendix B (pages 29 and 30), intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in VantageTrust.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the Finance Director/Treasurer shall be the coordinator for this program; shall receive necessary reports, notices, etc. from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

I, Jenny Rakow, Clerk of the Town of Eagle, do hereby certify that the foregoing resolution, proposed by the Town Manager and Finance Director, in the Town of Eagle was duly passed and adopted in the Board of Trustees, of the Town of Eagle at regular meeting thereof assembled this 10th day of December, 2020, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

INTRODUCED, READ, PASSED AND ADOPTED by the Board of Trustees of the Town of Eagle, Colorado, at a regular meeting of the Board of Trustees held on December 10, 2019.

TOWN OF EAGLE, COLORADO

____

Anne McKibbin, Mayor

ATTEST:

____

Jenny Rakow, Town Clerk

457 GOVERNMENTAL DEFERRED COMPENSATION PLAN AND TRUST

ICMARC

BUILDING PUBLIC SECTOR RETIREMENT SECURITY

TABLE OF CONTENTS

457 GOVERNMENTAL DEFERRED COMPENSATION PLAN AND TRUST

As Amended and Restated

Article I. Purpose

The Employer identified in Article 2.09 hereby establishes and maintains the Employer's Deferred Compensation Plan and Trust, hereafter referred to as the "Plan." The Employer is a State, political subdivision of a State, or an agency or instrumentality of a State or political subdivision, as described in Section 457(e)(1)(A) of the Internal Revenue Code ("the Code").

The primary purpose of this Plan is to provide retirement income and other deferred benefits to the Employees of the Employer and the Employees' Beneficiaries in accordance with the provisions of Section 457 of the Code.

The Employer has determined that the establishment of a deferred compensation plan for the Employees of the Employer serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel.

This Plan shall be an agreement solely between the Employer and participating Employees. The Plan and Trust forming a part hereof are established and shall be maintained for the exclusive benefit of Participants and their Beneficiaries. No part of the corpus or income of the Trust shall revert to the Employer or be used for or diverted to purposes other than the exclusive benefit of Participants and their Beneficiaries.

The Employer adopts the Group Trust created by the Declaration of Trust of VantageTrust Company.

Article II. Definitions

2.01 Account. The bookkeeping account maintained for each Participant reflecting the cumulative amount of the Participant's Deferred Compensation, including any income, gains, losses, or increases or decreases in market value attributable to the Employer's investment of the Participant's Deferred Compensation, and further reflecting any distributions to the Participant or the Participant's Beneficiary and any fees or expenses charged against such Participant's Deferred Compensation.

2.02 Accounting Date. For valuing the Trust's assets, as provided in Section 6.06, each business day that the New York Stock Exchange is open for trading.

2.03 Administrator. The person or persons named in writing to carry out certain nondiscretionary administrative functions under the Plan, as hereinafter described. The Employer may remove any person as Administrator upon seventy-five (75) days' advance notice in writing to such person, in which case the Employer shall name another person or persons to act as Administrator. The Administrator may resign upon seventy-five (75) days' advance notice in writing to the Employer, in which case the Employer shall name another person or persons to act as Administrator. Unless otherwise provided in the Plan, the Administrator shall act at the direction of the Employer and shall be fully protected in acting on such direction. The Employer may enter into a separate agreement with the Administrator detailing features of the Plan and any elections as to the administration of the Plan.

2.04 **Automatic Distribution Date.** April 1 of the calendar year after the year the Participant attains age 70½ or, if later, has a Severance Event.

2.05 **Beneficiary.** The person or persons named by the Participant in his or her Joinder Agreement who shall receive any benefits payable hereunder in the event of the Participant's death. In the event that the Participant names two or more Beneficiaries, each Beneficiary shall be entitled to equal shares of the benefits payable at the Participant's death, unless otherwise provided in the Participant's Joinder Agreement. If no Beneficiary is named in the Joinder Agreement, if the named Beneficiary predeceases the Participant, or if the named Beneficiary does not survive the Participant for a period of fifteen (15) days, then the estate of the Participant shall be the Beneficiary. If a married Participant resides in a community property state, the Participant shall be responsible for obtaining appropriate consent of his or her spouse in the event the Participant names someone other than his or her spouse as Beneficiary; provided, however that solely for purposes of this sentence, the term "spouse" shall have the meaning determined by the Employer.

For purposes of Section 7.09(c), relating to unforeseeable emergency withdrawals, the term Primary Beneficiary means an individual who is named as a Beneficiary under the Plan and who would have an unconditional right to all or a portion of the Participant's account balance under the Plan upon the death of the Participant (or Beneficiary who has inherited an account balance).

2.06 **Deferred Compensation.** The amount of Includible Compensation otherwise payable to the Participant that the Participant and the Employer mutually agree to defer hereunder (including pursuant to automatic enrollment in Section 4.03), any amount credited to a Participant's Account by reason of a transfer under Section 6.09 or 6.10, a rollover under Section 6.11, or any other amount the Employer agrees to credit to a Participant's Account.

2.07 **Dollar Limitation.** The applicable dollar amount within the meaning of Section 457(b)(2)(A) of the Code, as adjusted for the cost-of-living in accordance with Section 457(e)(15) of the Code.

2.08 **Employee.** Any individual who provides services for the Employer, whether as an employee of the Employer, as defined by state law, or as an independent contractor, and who has been designated by the Employer as eligible to participate in the Plan.

2.09 **Employer.** ________________________ which is a State, political subdivision of a State, or agency or instrumentality of a State, as described in Section 457(e)(1)(A) of the Code.

2.10 **457 Catch-Up Dollar Limitation.** Twice the Dollar Limitation.

2.11 **Includible Compensation.** Includible Compensation of a Participant means "compensation," as defined in Section 415(c)(3) of the Code, for services performed for the Employer. Includible Compensation shall be determined without regard to any community property laws. For purposes of a Participant's Joinder Agreement only and not for purposes of the limitations in Article V, Includible Compensation shall include pre-tax contributions (excluding direct employer contributions) to an integral part trust of the employer providing retiree health care benefits.

2.12 **Joinder Agreement.** An agreement entered into between an Employee and the Employer, including any amendments or modifications thereof, that fixes the amount of Deferred Compensation, specifies a preference among the investment alternatives designated by the Employer, names the Employee's Beneficiary or Beneficiaries, and incorporates the terms, conditions, and provisions of the Plan by reference. A Joinder Agreement includes amounts that an Employer agrees to credit to the Employee's account as "employer contributions."

2.13 **Normal Limitation.** The maximum amount of Deferred Compensation for any Participant for any taxable year (other than amounts referred to in Sections 6.09, 6.10, and 6.11).

2.14 **Normal Retirement Age.** Age 70½, unless the Participant has elected an alternate Normal Retirement Age by written instrument delivered to the Administrator prior to a Severance Event. A Participant's Normal Retirement Age determines the period during which a Participant may utilize the additional catch-up dollar limitation of Section 5.02(b) hereunder and determines the right to receive certain tax free distributions described in Section 7.14. Once a Participant has to any extent utilized the catch-up limitation of Section 5.02(b), his Normal Retirement Age may not be changed.

A Participant's alternate Normal Retirement Age may not be earlier than the earliest date that the Participant will become eligible to retire and receive immediate, unreduced retirement benefits under the Employer's basic defined benefit retirement plan covering the Participant (or a money purchase pension plan of the Employer in which the Participant also participates if the Participant is not eligible to participate in a defined benefit plan of the Employer), and may not be later than the date the Participant will attain age 70½. If the Participant will not become eligible to receive benefits under a basic defined benefit retirement plan (or money purchase pension plan, if applicable) maintained by the Employer, the Participant's alternate Normal Retirement Age may not be earlier than 65 and may not be later than age 70½ (except as provided in the next paragraph). Solely for purposes of the prior two sentences, a plan of the Employer includes a plan maintained by the state (or a political subdivision or agency or instrumentality of the state) in which the Employer is located. In no event may a Participant's normal retirement age be different than the normal retirement age under the Employer's other 457(b) plans, if any.

In the event the Plan has Participants that include qualified police or firefighters (as defined under Section 415(b)(2)(H)(ii)(I) of the Code), a normal retirement age may be designated for such qualified police or firefighters that is not earlier than age 40 or later than age 70½. Alternatively, qualified police or firefighters may be permitted to designate a normal retirement age that is between age 40 and age 70½.

2.15 **Participant.** Any Employee who has joined the Plan pursuant to the requirements of Article IV. Unless the context requires otherwise, the term Participant includes an Employee or former Employee of the Employer who has not yet received all of the payments of benefits to which he/she is entitled under the Plan.

2.16 **Percentage Limitation.** 100 percent of the Participant's Includible Compensation available to be contributed as Deferred Compensation for the taxable year.

2.17 **Plan Year.** The calendar year, unless otherwise elected by the Employer.

2.18 **Severance Event.** A severance of the Participant's employment with the Employer within the meaning of Section 457(d)(1)(A)(ii) of the Code.

In general, a Participant shall be deemed to have experienced a Severance Event for purposes of this Plan when, in accordance with the established practices of the Employer, the employment relationship is considered to have actually terminated. If the Plan does not allow participation by independent contractors of the Employer, a Participant shall also be deemed to have experienced a Severance Event for purposes of the Plan when, in accordance with the established practices of the Employer, the Participant ceases to be an employee and becomes an independent contractor. If the Plan allows participation by independent contractors of the

Employer, then in the case of a Participant who is an independent contractor of the Employer, a Severance Event shall be deemed to have occurred when the Participant's contract under which services are performed has completely expired and terminated, there is no foreseeable possibility that the Employer will renew the contract or enter into a new contract for the Participant's services, and it is not anticipated that the Participant will become an Employee of the Employer, or such other events as may be permitted under the Code.

2.19 **Trust.** The Trust created under Article VI of the Plan which shall consist of all compensation deferred under the Plan, plus any income and gains thereon, less any losses, expenses and distributions to Participants and Beneficiaries.

Article III. Administration

3.01 **Duties of the Employer.** The Employer shall have the authority to make all discretionary decisions affecting the rights or benefits of Participants that may be required in the administration of this Plan. The Employer's decisions shall be afforded the maximum deference permitted by applicable law.

3.02 **Duties of Administrator.** The Administrator, as agent for the Employer and subject to oversight by the Employer, shall perform nondiscretionary administrative functions in connection with the Plan, including the maintenance of Participants' Accounts, the provision of periodic reports of the status of each Account, and the disbursement of benefits on behalf of the Employer in accordance with the provisions of this Plan.

Article IV. Participation in the Plan

4.01 **Initial Participation.** An Employee that the Employer elects to be eligible for the Plan may become a Participant by entering into a Joinder Agreement (or by being treated as entering into a Joinder Agreement pursuant to Section 4.03) prior to the beginning of the calendar month in which the Joinder Agreement is to become effective to defer compensation not yet paid or made available, or such other date as may be permitted under the Code. A new employee may defer compensation in the calendar month during which he or she first becomes an employee if a Joinder Agreement is entered into on or before the first day on which the employee performs services for the Employer.

4.02 **Amendment of Joinder Agreement.** A Participant may amend an executed Joinder Agreement to change the amount of Includible Compensation not yet paid or made available that is to be deferred (including the reduction of such future deferrals to zero). Such amendment shall become effective as of the beginning of the calendar month commencing after the date the amendment is executed, or such other date as may be permitted under the Code. A Participant may at any time amend his or her Joinder Agreement to change the Beneficiary or specify investments, and such amendment shall become effective immediately.

4.03 **Automatic Enrollment.**

(a) *If elected by the Employer, the Plan will provide for automatic enrollment.* In this case, an Employee will become a Participant, shall be treated as entering into a Joinder Agreement, and shall have compensation deferred, at the amount equal to the percentage of compensation specified by the Employer, unless the Employee affirmatively elects a different amount (or elects not to enter into a Joinder Agreement) within the initial "opt-out" period specified by the Employer. The "opt-out" period shall be no less than thirty (30) days and no more than ninety (90) days. The Participant will be treated as having entered into a Joinder Agreement at the end of such opt-out period and Default Elective Deferrals shall begin on the first pay period of the following calendar month. Unless otherwise elected by the Employer, these automatic enrollment provisions will also apply when an Employee is rehired. An Employee who becomes a Participant pursuant to this Section 4.03 may amend the Joinder Agreement as provided in Section 4.02.

(b) **Definitions.** *The following definitions shall apply for this Section 4.03:*

(1) **Eligible Automatic Contribution Arrangement ("EACA").** An automatic contribution arrangement that satisfies the uniformity and notice requirements of this Section 4.03.

(2) **Automatic Contribution Arrangement.** An arrangement under which, in the absence of an affirmative election by a Covered Employee, a specified percentage of compensation will be withheld from the Covered Employee's pay and contributed to the Plan as Deferred Compensation.

(3) **Covered Employee.** A Participant identified by the Employer as being covered under the EACA. An independent contractor cannot be a Covered Employee.

(4) **Default Elective Deferrals.** The Deferred Compensation contributed to the Plan under the EACA on behalf of Covered Employees who do not have an affirmative election in effect regarding Deferred Compensation.

(5) **Default Rate.** The percentage of a Covered Employee's compensation contributed to the Plan as a Default Elective Deferral, per pay period, for a given Plan Year. The Default Rate is specified by the Employer.

(c) **Rules of Application**

(1) Default Elective Deferrals will be made on behalf of Covered Employees who do not have an affirmative election in effect regarding Deferred Compensation. The amount of Default Elective Deferrals made for a Covered Employee each pay period is equal to the Default Rate multiplied by the Covered Employee's compensation for that pay period. If the Employer elects, a Covered Employee's Default Elective Deferrals will increase each Plan Year by a designated percentage, per pay period, beginning with the second Plan Year that begins after the Default Rate first applies to the Covered Employee. The increase will be effective beginning with the first pay period that begins in such Plan Year.

(2) A Covered Employee will have a reasonable opportunity after receipt of the notice described in Section 4.03(e) to make an affirmative election regarding Deferred Compensation (either to have no Deferred Compensation contributed or to have a different amount of Deferred Compensation contributed) before Default Elective Deferrals are made on the Covered Employee's behalf. Default Elective Deferrals being made on behalf of a Covered Employee will cease as soon as administratively feasible after the Covered Employee makes an affirmative election. An affirmative election to have no Deferred Compensation contributed, made no later than ninety (90) days after Default Elective Deferrals are first withheld from a Covered Employee's pay, shall be deemed a request for distribution of the Covered Employee's Default Elective Deferrals under Section 4.03(f) of the Plan, unless the Covered Employee affirmatively elects otherwise.

(d) **Uniformity Requirement**

(1) Except as provided in (2), below, if the Employer has elected to have Covered Employees' Default

Elective Deferrals increase each Plan Year by a designated percentage, the same percentage of compensation will be withheld as a Default Elective Deferral from all Covered Employees subject to the Default Rate.

(2) Default Elective Deferrals will be reduced or stopped to meet the limitations under Section 457(b) of the Code, and to satisfy any suspension period required after a hardship distribution from another plan maintained by the Employer.

(e) **Notice Requirement**

(1) At least thirty (30) days, but not more than ninety (90) days, before the beginning of the Plan Year, the Employer will provide each Covered Employee a comprehensive notice of the Covered Employee's rights and obligations under the EACA, written in a manner calculated to be understood by the average Covered Employee. If an employee becomes a Covered Employee after the 90th day before the beginning of the Plan Year and does not receive the notice for that reason, the notice will be provided no more than ninety (90) days before the employee becomes a Covered Employee but no later than the date the employee becomes a Covered Employee.

(2) The notice must accurately describe:

(i) the amount of Default Elective Deferrals that will be made on the Covered Employee's behalf in the absence of an affirmative election;

(ii) the Covered Employee's right to elect to have no Deferred Compensation deferred on his or her behalf or to have a different amount of Deferred Compensation deferred;

(iii) how Default Elective Deferrals will be invested in the absence of the Covered Employee's investment instructions; and

(iv) the Covered Employee's right to make a withdrawal of Default Elective Deferrals and procedures for making such a withdrawal.

(f) **Withdrawal of Default Elective Deferrals**

(1) No later than ninety (90) days after Default Elective Deferrals are first withheld from a Covered Employee's pay, the Covered Employee may request a distribution of his or her Default Elective Deferrals. No spousal consent is required for withdrawal under this provision.

(2) The amount distributed from the Plan upon the Covered Employee's request is equal to the amount of Default Elective Deferrals made through the earlier of (a) the pay date for the second payroll period that begins after the Covered Employee's withdrawal request and (b) the first pay date that occurs after thirty (30) days following the Covered Employee's request, plus attributable earnings through the date of distribution. Any fee charged to the Covered Employee for the withdrawal may not be greater than any other fee charged for a cash distribution.

(3) Unless the Covered Employee affirmatively elects otherwise, any withdrawal request will be treated as an affirmative election to stop having Deferred Compensation deferred on the Covered Employee's behalf as of the date specified in Section 4.03(f)(2) above.

(4) Default Elective Deferrals distributed pursuant to this Section 4.03(f) are not counted towards the dollar limitation on Deferred Compensation contained in Section 457(b) of the Code. Matching contributions that might otherwise be allocated to a Covered Employee's account on behalf of Default Elective Deferrals will not be allocated to the extent the Covered Employee withdraws such Deferred Compensation pursuant to this Section 4.03(f) and any matching contributions already made on account of Default Elective Deferrals that are later withdrawn pursuant to this Section 4.03(f) will be forfeited.

4.04 Vesting of Employer Contributions. If a Participant's Joinder Agreement provides for the Employer to credit Deferred Compensation to a Participant's Account in the form of "employer contributions," such credits shall be immediately vested, except as provided in Section 4.03(f)(4).

Article V. Limitations on Deferrals

5.01 Normal Limitation. Except as provided in Section 5.02, the maximum amount of Deferred Compensation for any Participant for any taxable year, shall not exceed the lesser of the Dollar Limitation or the Percentage Limitation.

5.02 Catch-Up Limitations.

(a) Catch-up Contributions for Participants Age 50 and Over: A Participant who has attained the age of 50 before the close of the taxable year, and with respect to whom no other elective deferrals may be made to the Plan for the Plan Year by reason of the Normal Limitation of Section 5.01, may enter into a Joinder Agreement to make elective deferrals in addition to those permitted by the Normal Limitation in an amount not to exceed the lesser of:

(1) The applicable dollar amount as defined in Section 414(v)(2)(B) of the Code, as adjusted for the cost-of-living in accordance with Section 414(v)(2)(C) of the Code; or

(2) The excess (if any) of:

(i) The Participant's Includible Compensation for the year, or

(ii) Any other elective deferrals of the Participant for such year which are made without regard to this Section 5.02(a).

An additional contribution made pursuant to this Section 5.02(a) shall not, with respect to the year in which the contribution is made, be subject to any otherwise applicable limitation contained in Section 5.01 above, or be taken into account in applying such limitation to other contributions or benefits under the Plan or any other plan. This Section 5.02(a) shall not apply in any year to which a higher limit under Section 5.02(b) applies.

(b) Last Three Years Catch-up Contribution: For each of the last three (3) taxable years for a Participant ending the year before the year he or she attains (or will attain) Normal Retirement Age, the maximum amount of Deferred Compensation shall be the lesser of:

(1) The 457 Catch-Up Dollar Limitation, or

(2) The sum of

(i) The Normal Limitation for the taxable year, and

(ii) The Normal Limitation for each prior taxable year of the Participant commencing after 1978 less the amount of the Participant's Deferred Compensation for such prior taxable years. A prior taxable year shall be taken into account under the preceding sentence only if (x) the Participant was eligible to participate in the Plan for such year, and (y) compensation (if any) deferred under the Plan (or such other plan) was subject to the Normal Limitation.

Should the maximum Deferred Compensation under this Section 5.02(b) be lower in any of the three (3) years than the maximum Deferred Compensation under Section 5.02(a), the Participant may instead defer amounts under 5.02(a) if otherwise permitted and no further deferrals under Section 5.02(b) will be permitted.

5.03 Sick, Vacation and Back Pay. If the Employer so elects, a Participant may defer all or a portion of the value of the Participant's accumulated sick pay, accumulated vacation pay and/or back pay, provided that such deferral does not cause total deferrals on behalf of the Participant to exceed the Dollar Limitation or Percentage Limitation (including any catch-up dollar limitation) for the year of deferral. The election to defer such sick, vacation and/or back pay must be made in a manner and at a time permitted under Section 1.457-4(d) of the Income Tax Regulations.

For Plan Years beginning before January 1, 2009, pursuant to proposed IRS regulations issued under Section 415 of the Code, the Plan may permit deferrals from compensation, including sick, vacation and back pay, so long as the amounts are paid within 2½ months following severance from employment and the other requirements of Sections 457(b) and 415 of the Code are met. For Plan Years beginning on or after January 1, 2009, pursuant to final IRS regulations issued under Section 415 of the Code, the Plan may permit deferrals from compensation, including sick, vacation and back pay, so long as the amounts are paid by the later of: (i) 2½ months following severance from employment, and (ii) the end of the calendar year that includes the date of such severance from employment, and the other requirements of Sections 457(b) and 415 of the Code are met. Additionally, the agreement to defer such amounts must be entered into prior to the first day of the month in which the amounts otherwise would be paid or made available.

5.04 Other Plans. Notwithstanding any provision of the Plan to the contrary, the amount excludible from a Participant's gross income under this Plan or any other eligible deferred compensation plan under Section 457(b) of the Code shall not exceed the limits set forth in Sections 457(b) and 414(v) of the Code.

5.05 Excess Deferrals. Any amount that exceeds the maximum Dollar Limitation or Percentage Limitation (including any applicable catch-up dollar limitation) for a taxable year, shall constitute an excess deferral for that taxable year. Any excess deferral shall be distributed to the Participant in accordance with the requirements for excess deferrals under the Code and Section 1.457-4(e) of the Income Tax Regulations or other applicable Internal Revenue Service guidance.

5.06 Protection of Person Who Serves in a Uniformed Service. An Employee whose employment is interrupted by qualified military service under Section 414(u) of the Code or who is on leave of absence for qualified military service under Section 414(u) of the Code may elect to contribute additional Deferred Compensation upon resumption of employment with the Employer equal to the maximum Deferred Compensation that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Includible Compensation) without the interruption or leave, reduced by Deferred Compensation, if any, actually made for the Employee during the period of the interruption or leave. This right applies for five (5) years following the resumption of employment (or, if sooner, for a period equal to three (3) times the period of the interruption or leave).

5.07 Benefit Accruals with Respect to Qualified Military Service. Notwithstanding any provision of the Plan to the contrary, if the Employer so elects, Participants who die or become Disabled while performing qualified military service (as defined in Code Section 414(u)) with respect to the Employer shall receive Plan contributions as permitted under Code Section 414(u)(9).

5.08 Benefit Accruals with Respect to Differential Wage Payments. Unless otherwise elected by the Employer, Plan contributions shall be made based on differential wage payments (as such term is defined in Section 3401(h)(2) of the Code).

Article VI. Trust and Investment of Accounts

6.01 Investment of Deferred Compensation. A Trust described in Section 457(g) of the Code is hereby created to hold all the assets of the Plan for the exclusive benefit of Participants and Beneficiaries, except that expenses and taxes may be paid from the Trust as provided in Section 6.03. The trustee shall be the Employer or such other person that agrees with the consent of the Employer to act in that capacity hereunder.

6.02 Investment Powers. The trustee shall have the powers listed in this Section with respect to investment of Trust assets, except to the extent that the investment of Trust assets is directed by Participants, pursuant to Section 6.05 or to the extent that such powers are restricted by applicable law.

(a) To invest and reinvest the Trust without distinction between principal and income in common or preferred stocks, shares of regulated investment companies and other mutual funds, bonds, loans, notes, debentures, certificates of deposit, contracts with insurance companies including but not limited to insurance, individual or group annuity, deposit administration, guaranteed interest contracts, and deposits at reasonable rates of interest at banking institutions including but not limited to savings accounts and certificates of deposit. Assets of the Trust may be invested in securities that involve a higher degree of risk than investments that have demonstrated their investment performance over an extended period of time.

(b) To invest and reinvest all or any part of the assets of the Trust in any common, collective or commingled trust fund that is maintained by a bank or other institution and that is available to Employee plans described under Sections 457 or 401 of the Code, or any successor provisions thereto, and during the period of time that an investment through any such medium shall exist, to the extent of participation of the Plans, the declaration of trust of such commonly collective, or commingled, trust fund shall constitute a part of this Plan.

(c) To invest and reinvest all or any part of the assets of the Trust in any group annuity, deposit administration or guaranteed interest contract issued by an insurance company or other financial institution on a commingled or collective basis with the assets of any other 457 plan or trust qualified under Section 401(a) of the Code or any other plan described in Section 401(a)(24) of the Code, and such contract may be held or issued in the name of the Administrator, or such custodian as the Administrator may appoint, as agent and nominee for the Employer. During the period that an investment through any such contract shall exist, to the extent of participation of the Plan, the terms and conditions of such contract shall constitute a part of the Plan.

(d) To hold cash awaiting investment and to keep such portion of the Trust in cash or cash balances, without liability for interest, in such amounts as may from time to time be deemed to be reasonable and necessary to meet obligations under the Plan or otherwise to be in the best interests of the Plan.

(e) To hold, to authorize the holding of, and to register any investment to the Trust in the name of the Plan, the Employer, or any nominee or agent of any of the foregoing, including the Administrator, or in bearer form, to deposit or arrange for the deposit of securities in a qualified central depository even though, when so deposited, such securities may be merged and held in bulk in the name of the nominee of such depository with other securities deposited therein by any other person, and to organize corporations or trusts under the laws of any jurisdiction for the purpose of acquiring or holding title to any property for the Trust, all with or without the addition of words or other action to indicate that property is held in a fiduciary or representative capacity but the books and records of the Plan shall at all times show that all such investments are part of the Trust.

(f) Upon such terms as may be deemed advisable by the Employer or the Administrator, as the case may be, for the protection of the interests of the Plan or for the preservation of the value of an investment, to exercise and enforce by suit for legal or equitable remedies or by other action, or to waive any right or claim on behalf of the Plan or any default in any obligation owing to the Plan, to renew, extend the time for payment of, agree to a reduction in the rate of interest on, or agree to any other modification or change in the terms of any obligation owing to the Plan, to settle, compromise, adjust, or submit to arbitration any claim or right in favor of or against the Plans to exercise and enforce any and all rights of foreclosure, bid for property in foreclosure, and take a deed in lieu of foreclosure with or without paying consideration therefor, to commence or defend suits or other legal proceedings whenever any interest of the Plan requires it, and to represent the Plan in all suits or legal proceedings in any court of law or equity or before any body or tribunal.

(g) To employ suitable consultants, depositories, agents, and legal counsel on behalf of the Plan.

(h) To open and maintain any bank account or accounts in the name of the Plan, the Employer, or any nominee or agent of the foregoing, including the Administrator, in any bank or banks.

(i) To do any and all other acts that may be deemed necessary to carry out any of the powers set forth herein.

The trustee may authorize the Administrator to exercise these powers as an agent for the trustee, subject to the oversight of the trustee.

6.03 Taxes and Expenses. All taxes of any and all kinds whatsoever that may be levied or assessed under existing or future laws upon the Plan, or in respect to the Trust, or the income thereof, and all commissions or acquisitions or dispositions of securities and similar expenses of investment and reinvestment of the Trust, shall be paid from the Trust. Such reasonable compensation of the Administrator, as may be agreed upon from time to time by the Employer and the Administrator, and reimbursement for reasonable expenses incurred by the Administrator in performance of its duties hereunder (including but not limited to fees for legal, accounting, investment and custodial services) shall also be paid from the Trust.

6.04 Payment of Benefits. The payment of benefits from the Trust in accordance with the terms of the Plan may be made by the Administrator, or by any custodian or other person so authorized by the Employer to make such disbursement. The Administrator, custodian or other person shall not be liable with respect to any distribution of Trust assets made at the direction of the Employer.

6.05 Investment Funds. In accordance with uniform and nondiscriminatory rules established by the Employer and the Administrator, the Participant may direct his or her Accounts to be invested in one (1) or more investment funds available under the Plan (including a fund or investment that consists of or is available through an open brokerage window); provided, however, that the Participant's investment directions shall not violate any investment restrictions established by the Employer. Neither the Employer, the Administrator, nor any other person shall be liable for any losses incurred by virtue of following such directions or with any reasonable administrative delay in implementing such directions.

6.06 Valuation of Accounts. As of each Accounting Date, the Plan assets held in each investment fund offered shall be valued at fair market value and the investment income and gains or losses for each fund shall be determined. Such investment income and gains or losses shall be allocated proportionately among all Account balances on a fund-by-fund basis. The allocation shall be in the proportion that each such Account balance as of the immediately preceding Accounting Date bears to the total of all such Account balances as of that Accounting Date. For purposes of this Article, all Account balances include the Account balances of all Participants and Beneficiaries.

6.07 Participant Loan Accounts. Participant loan accounts shall be invested in accordance with Section 8.03 of the Plan. Such Accounts shall not share in any investment income and gains or losses of the investment funds described in Sections 6.05 and 6.06.

6.08 Crediting of Accounts. The Participant's Account shall reflect the amount and value of the investments or other property obtained by the Employer through the investment of the Participant's Deferred Compensation pursuant to Sections 6.05 and 6.06. It is anticipated that the Employer's investments with respect to a Participant will conform to the investment preference specified in the Participant's Joinder Agreement, but nothing herein shall be construed to require the Employer to make any particular investment of a Participant's Deferred Compensation. Each Participant shall receive periodic reports, not less frequently than annually, showing the then current value of his or her Account.

6.09 Post-Severance Transfers Among Eligible Deferred Compensation Plans.

(a) *Incoming Transfers:* A transfer may be accepted from an eligible deferred compensation plan maintained by another employer and credited to a Participant's or Beneficiary's Account under the Plan if:

(1) In the case of a transfer for a Participant, the Participant has had a Severance Event with that employer and become an Employee of the Employer;

(2) The other employer's plan provides that such transfer will be made; and

(3) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer.

The Employer may require such documentation from the predecessor plan as it deems necessary to effectuate the transfer in accordance with Section 457(e)(10) of the Code, to confirm that such plan is an eligible deferred compensation plan within the meaning of Section 457(b) of the Code, and to assure that transfers are provided for under such plan. The Employer may refuse to accept a transfer in the form of assets other than cash, unless the Employer and the Administrator agree to hold such other assets under the Plan.

(b) *Outgoing Transfers:* An amount may be transferred to an eligible deferred compensation plan maintained by another employer, and charged to a Participant's or Beneficiary's Account under this Plan, if:

(1) In the case of a transfer for a Participant, the Participant has a Severance Event with the Employer and becomes an employee of the other employer;

(2) The other employer's plan provides that such transfer will be accepted;

(3) The Participant or Beneficiary and the employers have signed such agreements as are necessary to assure that the Employer's liability to pay benefits to the Participant has been discharged and assumed by the other employer; and

(4) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer.

The Employer may require such documentation from the other plan as it deems necessary to effectuate the transfer, to confirm that such plan is an eligible deferred compensation plan within the meaning of Section 457(b) of the Code, and to assure that transfers are provided for under such plan. Such transfers shall be made only under such circumstances as are permitted under Section 457 of the Code and the regulations thereunder.

6.10 Transfers Among Eligible Deferred Compensation Plans of the Employer.

(a) *Incoming Transfers.* A transfer may be accepted from another eligible deferred compensation plan maintained by the Employer and credited to a Participant's or Beneficiary's Account under the Plan if:

(1) The Employer's other plan provides that such transfer will be made;

(2) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer; and

(3) The Participant or Beneficiary whose deferred amounts are being transferred is not eligible for additional annual deferrals in the Plan unless the Participant or Beneficiary is performing services for the Employer.

(b) *Outgoing Transfers.* An amount may be transferred to another eligible deferred compensation plan maintained by the Employer and credited to a Participant's or Beneficiary's Account under the Plan if:

(1) The Employer's other plan provides that such transfer will be accepted;

(2) The Participant or Beneficiary whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer; and

(3) The Participant or Beneficiary whose deferred amounts are being transferred is not eligible for additional annual deferrals in the Employer's other eligible deferred compensation plan unless the Participant or Beneficiary is performing services for the Employer.

6.11 Eligible Rollover Distributions.

(a) *Incoming Rollovers:* An eligible rollover distribution may be accepted from an eligible retirement plan and credited to a Participant's Account under the Plan. The Employer may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with Section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of Section 402(c)(8)(B) of the Code. The Plan shall separately account (in one (1) or more separate accounts) for eligible rollover distributions from any eligible retirement plan.

(b) *Outgoing Rollovers:* Notwithstanding any provision of the Plan to the contrary that would otherwise limit a distributee's election under this Section, a distributee may elect, at the time and in the manner prescribed by the Administrator, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover.

(c) *Definitions:*

(1) Eligible Rollover Distribution: An eligible rollover distribution is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include: any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or joint life expectancies) of the distributee and the distributee's named beneficiary, or for a specified period of ten years or more; any distribution to the extent such distribution is required under Sections 401(a)(9) and 457(d)(2) of the Code; and any distribution made as a result of an unforeseeable emergency of the employee. Subject to Section 9.04 (related to rollovers of Roth amounts), for purposes of distributions from other eligible retirement plans rolled over into this Plan, the term eligible rollover distribution shall not include the portion of any distribution that is not includible in gross income (determined without regard to the exclusion for net unrealized appreciation with respect to employer securities), such as after-tax contributions.

(2) Eligible Retirement Plan: An eligible retirement plan is an individual retirement account described in Section 408(a) of the Code, an individual retirement annuity described in Section 408(b) of the Code, an annuity plan described in Sections 403(a) or 403(b) of the Code, a qualified trust described in Section 401(a) of the Code, or an eligible deferred compensation plan described in Section 457(b) of the Code which is maintained by an eligible governmental employer described in Section 457(e)(1)(A) of the Code, that accepts the distributee's eligible rollover distribution. Effective for distributions after December 31, 2007, a Participant may elect to have any portion of an Eligible Rollover Distribution paid directly to a Roth IRA described in Section 408A of the Code. Such a direct payment, as a qualified rollover distribution described in Section 408A(e)(1) of the Code, would be taxable to the Participant to the extent required by Section 408A(d)(3) of the Code.

(3) Distributee: A distributee includes an Employee or former Employee. In addition, the Employee's or former Employee's surviving spouse and the Employee's or former Employee's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Section 414(p) of the Code, are distributees with regard to the interest of the spouse or former spouse. For distributions after December 31, 2006 (unless the Employer elected a different effective date in a prior plan document, a distributee includes the Employee's or former Employee's nonspouse designated Beneficiary, in which case, the distribution can only be transferred to a traditional or Roth IRA established on behalf of the nonspouse designated Beneficiary, in the Participant's name, for the purpose of receiving the distribution.

(4) Direct Rollover: A direct rollover is a payment by the plan to the eligible retirement plan specified by the distributee.

(d) *Rollover by a Non-Spouse Designated Beneficiary*

(1) Unless otherwise elected by the Employer, for distributions in Plan Years beginning after December 31, 2006 but on or before December 31, 2009, a non-spouse Beneficiary who qualifies as a

"designated beneficiary" under Code Section 401(a)(9)(E) may establish an individual retirement plan that will be treated as an inherited IRA pursuant to the provisions of Code Section 402(c)(11) into which all or a portion of a death benefit distribution from this Plan can be transferred directly. A trust maintained for the benefit of one (1) or more designated beneficiaries shall be treated in the same manner as a designated beneficiary.

(2) Notwithstanding subsection (1), for distributions in Plan Years beginning after December 31, 2009, a non-spouse Beneficiary who qualifies as a "designated beneficiary" under Code Section 401(a)(9)(E) may establish an individual retirement plan that will be treated as an inherited IRA pursuant to the provisions of Code Section 402(c)(11) into which all or a portion of a death benefit distribution from this Plan can be transferred directly. A trust maintained for the benefit of one (1) or more designated beneficiaries shall be treated in the same manner as a designated beneficiary.

(3) Notwithstanding anything herein to the contrary, a death benefit distribution shall not be eligible for transfer to an inherited IRA to the extent such distribution is a required minimum distribution under Code Section 401(a)(9).

(4) If the dates noted above are modified by the Employer's prior plan document, the December 31, 2009 dates in subsections (1) and (2), above, will be modified, as applicable, by the Employer's prior plan document.

6.12 Trustee-to-Trustee Transfers to Purchase Permissive Service Credit. All or a portion of a Participant's Account may be transferred directly to the trustee of a defined benefit governmental plan (as defined in Section 414(d) of the Code) if such transfer is (a) for the purchase of permissive service credit (as defined in Section 415(n)(3)(A) of the Code) under such plan, or (b) a repayment to which Section 415 of the Code does not apply by reason of subsection (k)(3) thereof, within the meaning of Section 457(e)(17) of the Code.

6.13 Treatment of Distributions of Amounts Previously Rolled Over From 401(a) and 403(b) Plans and IRAs. For purposes of Section 72(t) of the Code, a distribution from this Plan shall be treated as a distribution from a qualified retirement plan described in Section 4974(c)(1) of the Code to the extent that such distribution is attributable to an amount transferred to an eligible deferred compensation plan from a qualified retirement plan (as defined in Section 4974(c) of the Code).

6.14 Employer Liability. In no event shall the Employer's liability to pay benefits to a Participant under this Plan exceed the value of the amounts credited to the Participant's Account; neither the Employer nor the Administrator shall be liable for losses arising from depreciation or shrinkage in the value of any investments acquired under this Plan.

Article VII. Benefits

7.01 Retirement Benefits and Election on Severance Event.

(a) *General Rule:* Except as otherwise provided in this Article VII, the distribution of a Participant's Account shall commence as of a Participant's Automatic Distribution Date, and the distribution of such benefits shall be made in accordance with one of the payment options described in Section 7.02. Notwithstanding the foregoing, but subject to the following paragraphs of this Section 7.01, the Participant may elect following a Severance Event to have the distribution of benefits commence on a fixed determinable date other than that described in the preceding sentence, but not later than April l of the year following the year of the Participant's retirement or attainment of age 70½, whichever is later. The Participant's right to change his or her election with respect to commencement of the distribution of benefits shall not be restrained by this Section 7.01. Notwithstanding the foregoing, the Administrator, in order to ensure the orderly administration of this provision, may establish a deadline after which such election to defer the commencement of distribution of benefits shall not be allowed for those benefits administered by Administrator.

(b) *Loans:* Notwithstanding the foregoing provisions of this Section 7.01, no election to defer the commencement of benefits after a Severance Event shall operate to defer the distribution of any amount in the Participant's loan account in the event of a default of the Participant's loan.

7.02 Payment Options. As provided in Sections 7.01 and 7.04, a Participant may elect to have the value of the Participant's Account distributed in accordance with one of the following payment options, provided that such option is consistent with the limitations set forth in Section 7.03:

(a) Equal monthly, quarterly, semi-annual or annual payments in an amount chosen by the Participant, continuing until his or her Account is exhausted;

(b) One (1) lump-sum payment;

(c) Approximately equal monthly, quarterly, semi-annual or annual payments, calculated to continue for a period certain chosen by the Participant;

(d) Annual Payments equal to the minimum distributions required under Section 401(a)(9) of the Code, including the incidental death benefit requirements of Section 401(a)(9)(G), over the life expectancy of the Participant or over the life expectancies of the Participant and his or her Beneficiary;

(e) Payments equal to payments made by the issuer of a retirement annuity policy acquired by the Employer;

(f) A split distribution under which payments under options (a), (b), (c) or (e) commence or are made at the same time, as elected by the Participant under Section 7.01, provided that all payments commence (or are made) by the latest benefit commencement date permitted under Section 7.01;

(g) Any other payment option elected by the Participant and agreed to by the Employer and Administrator.

A Participant's selection of a payment option under Subsections (a), (c), or (g) above may include the selection of an automatic annual cost-of living increase. Such increase will be based on the rise in the Consumer Price Index for All Urban Consumers (CPI-U) from the third quarter of the last year in which a cost-of-living increase was provided to the third quarter of the current year. Any increase will be made in periodic payment checks beginning the following January.

7.03 Limitation on Options. A Participant may not select a payment option under subsections 7.02(a) or (c) if the amount of any such periodic payment is less than $100. No payment option may be selected by a Participant under Sections 7.02 or 7.04 unless it satisfies the requirements of Sections 401(a)(9) and 457(d)(2) of the Code, including the requirement that payments commencing before the death of the Participant shall satisfy the incidental death benefit requirements under Section 401(a)(9)(G) of the Code.

7.04 Minimum Required Distributions. Notwithstanding any provision of the Plan to the contrary, the Plan shall comply with the minimum required distribution rules set forth in Sections 457(d)(2) and 401(a)(9) of the

Code, including the incidental death benefit requirements of Section 401(a)(9)(G) of the Code.

(a) *Application of Minimum Distribution Requirements:* The minimum distribution requirements of Section 401(a)(9) of the Code shall only apply to the Plan to the extent that such requirements are applicable by law for a year. Pursuant to the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), required minimum distributions were suspended for 2009.

(b) *Special Rule for Scheduled Installment Payments:* All installment payments scheduled to be distributed to a Participant prior to the effective date of a suspension of the required minimum distribution provisions of Code Section 401(a)(9) shall be distributed as scheduled unless the Participant affirmatively elects to have the payments stopped. Notwithstanding the foregoing, for purposes of this Section 7.04(b), the effective date of the suspension of the required minimum distribution provisions for 2009 shall be deemed January 6, 2009.

7.05 Time and Manner of Distribution.

(a) *Automatic Distribution Date.* The Automatic Distribution Date is April 1 of the year that follows the later of (1) the calendar year the Participant attains age 70½ or (2) retires due to a Severance Event. If the Participant postpones the required distribution due in the calendar year he or she attains age 70½ or severs employment, to the Automatic Distribution Date, the second required minimum distribution must be taken by the end of that year. The Participant's Account will be distributed, or begin to be distributed to the Participant no later than the Participant's Automatic Distribution Date.

(b) *Death of Participant Before Distributions Begin*. Except as otherwise permitted by Section 401(a)(9) of the Code, if the Participant dies before distributions begin, the Participant's Account will be distributed, or begin to be distributed, no later than as follows:

(1) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary, then, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 70½, if later.

(2) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, then distributions to the Designated Beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.

(3) If there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, the Participant's Account will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

(4) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse begin, this subparagraph 7.05(b), other than subsection 7.05(b)(1), will apply as if the surviving spouse were the Participant.

Distributions are considered to begin on the Participant's Automatic Distribution Date for purposes of this Section 7.05 and Section 7.07, unless Section 7.05(b)(4) applies. If Section 7.05(b)(4) applies, distributions are considered to begin on the date distributions are required to begin to the surviving spouse under Section 7.05(b)(1). If distributions under an annuity purchased from an insurance company irrevocably commence to the Participant before the Participant's Automatic Distribution Date (or to the Participant's surviving spouse before the date distributions are required to begin to the surviving spouse under Section 7.05(b)(1)), the date distributions are considered to begin is the date distributions actually commence.

(c) *Death of Participant On or After Distributions Begin*. Except as otherwise permitted by Section 401(a)(9) of the Code, if the Participant dies on or after distributions begin and before depleting his or her Account, distributions must commence to the Designated Beneficiary by December 31 of the calendar year immediately following the calendar year in which the Participant died.

(d) *Forms of Distribution.* Unless the Participant's Account is distributed in the form of an annuity purchased from an insurance company or in a single-sum on or before the Automatic Distribution Date, as of the first Distribution Calendar Year, distributions will be made in accordance with Sections 7.06 and 7.07. If the Participant's Account is distributed in the form of an annuity contract purchased from an insurance company, distributions thereunder will be made in accordance with the requirements of Section 401(a)(9) of the Code and the Income Tax Regulations.

7.06 Required Minimum Distributions During Participant's Lifetime.

(a) *Amount of Required Minimum Distribution for Each Distribution Calendar Year*. During the Participant's lifetime, the minimum amount that will be distributed for each Distribution Calendar Year is the lesser of:

(1) the quotient obtained by dividing the Participant's Account Balance by the distribution period set forth in the Uniform Lifetime Table set forth in Section 1.401(a)(9)-9, Q&A-2, of the Income Tax Regulations using the Participant's age as of the Participant's birthday in the Distribution Calendar Year; or

(2) if the Participant's sole Designated Beneficiary for the Distribution Calendar Year is the Participant's spouse, the quotient obtained by dividing the Participant's Account Balance by the number in the Joint and Last Survivor Table set forth in Section 1.401(a)(9)-9, Q&A-3, of the Income Tax Regulations using the Participant's and spouse's attained ages as of the Participant's and spouse's birthdays in the Distribution Calendar Year.

(b) *Lifetime Required Minimum Distributions Continue Through Year of Participant's Death.* Required minimum distributions will be determined under this Section 7.06 beginning with the first Distribution Calendar Year and continuing up to, and including, the Distribution Calendar Year that includes the Participant's date of death.

7.07 Required Minimum Distributions After Participant's Death.

(a) *Death On or After Date Distributions Begin.*

(1) Participant Survived by Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is a Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the longer of the remaining Life Expectancy of the Participant or the remaining Life Expectancy of the Participant's Designated Beneficiary, determined as follows:

(i) The Participant's remaining Life Expectancy is calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

(ii) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary, the remaining Life Expectancy of the surviving spouse is calculated for each Distribution Calendar Year after the year of the Participant's death using the surviving spouse's age as of the spouse's birthday in that year. For Distribution Calendar Years after the year of the surviving spouse's death, the remaining Life Expectancy of the surviving spouse is calculated using the age of the surviving spouse as of the spouse's birthday in the calendar year of the spouse's death, reduced by one for each subsequent calendar year.

(iii) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, the Designated Beneficiary's remaining life expectancy is calculated using the age of the Beneficiary in the year following the year of the Participant's death, reduced by one for each subsequent year.

(2) No Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is no Designated Beneficiary as of September 30 of the year after the year of the Participant's death, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the Participant's remaining Life Expectancy calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

(b) *Death Before Date Distributions Begin.*

(1) Participant Survived by Designated Beneficiary. Except as permitted by Section 401(a)(9) of the Code, if the Participant dies before the date distributions begin and there is a Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the remaining Life Expectancy of the Participant's Designated Beneficiary, determined as provided in Section 7.07(a).

(2) No Designated Beneficiary. If the Participant dies before the date distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, distribution of the Participant's entire Account will be completed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

(3) Death of Surviving Spouse Before Distributions to Surviving Spouse Are Required to Begin. If the Participant dies before the date distributions begin, the Participant's surviving spouse is the Participant's sole Designated Beneficiary, and the surviving spouse dies before distributions are required to begin to the surviving spouse under Section 7.05(b)(1), this Section 7.07(b) will apply as if the surviving spouse were the Participant.

7.08 Definitions.

(a) *Designated Beneficiary*. The individual who is a designated by the Participant (or the Participant's surviving spouse) as the Beneficiary of the Participant's interest under the Plan and who is the Designated Beneficiary under Section 401(a)(9) of the Code and Section 1.401(a)(9)-4 of the Income Tax Regulations.

(b) *Distribution Calendar Year.* A calendar year for which a minimum distribution is required. For distributions beginning before the Participant's death, the first Distribution Calendar Year is the calendar year immediately preceding the calendar year which contains the Participant's Automatic Distribution Date. For distributions beginning after the Participant's death, the first Distribution Calendar Year is the calendar year in which distributions are required to begin under Sections 7.05(b) and (c). The required minimum distribution for the Participant's first Distribution Calendar Year will be made on or before the Participant's Automatic Distribution Date. The required minimum distribution for other Distribution Calendar Years, including the required minimum distribution for the Distribution Calendar Year in which the Participant's Automatic Distribution Date occurs, will be made on or before December 31 of that Distribution Calendar Year.

(c) *Life Expectancy.* Life Expectancy as computed by use of the Single Life Table in Section 1.401(a)(9)-9, Q&A-1, of the Income Tax Regulations.

(d) *Participant's Account Balance*. The Account Balance as of the last Accounting Date in the calendar year immediately preceding the Distribution Calendar Year (valuation calendar year) increased by the amount of any contribution made and allocated or forfeitures allocated to the Account Balance as of dates in the valuation calendar year after the Accounting Date and decreased by distributions made in the valuation calendar year after the Accounting Date. The Account Balance for the valuation calendar year includes any amounts rolled over or transferred to the Plan either in the valuation calendar year or in the Distribution Calendar Year if distributed or transferred in the valuation calendar year.

7.09 Unforeseeable Emergencies.

(a) In the event an unforeseeable emergency occurs, a Participant, or a Beneficiary with a current unconditional right to all or a portion of the Participant's account balance under the Plan following the death of the Participant, may, unless otherwise elected by the Employer, apply to the Employer (or the Administrator, acting on behalf of the Employer) to receive that part of the value of his or her Account that is reasonably needed to satisfy the emergency need. If such an application is approved by the Employer (or the Administrator, acting on behalf of the Employer), the Participant or Beneficiary shall be paid only such amount as the Employer or Administrator deems necessary to meet the emergency need, but payment shall not be made to the extent that the financial hardship may be relieved through cessation of deferral under the Plan, insurance or other reimbursement, or liquidation of other assets to the extent such liquidation would not itself cause severe financial hardship.

(b) An unforeseeable emergency shall be deemed to involve only circumstances of severe financial hardship of a Participant or Beneficiary resulting from an illness or accident of the Participant or Beneficiary, the Participant's or Beneficiary's spouse, or the Participant's or Beneficiary's dependent (as defined in Section 152 of the Code, and, for taxable years beginning on or after January 1, 2005, without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B) of the Code); loss of the Participant's or Beneficiary's property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, e.g., as a result of a natural disaster); or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant or the Beneficiary. For example, the imminent foreclosure of or eviction from the Participant's or Beneficiary's primary residence may constitute an unforeseeable emergency. In addition, the need to pay for medical expenses, including non-refundable deductibles, as well as for the cost of prescription drug medication, may constitute an unforeseeable emergency. The need to pay for the funeral expenses of a spouse or a dependent (as defined in Section 152 of the Code, and, for taxable years beginning on or after January 1, 2005, without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B) of the Code) may also constitute an unforeseeable emergency. In addition, loss of property due to theft, legal bills involving criminal charges, and lost or reduced wages of the Participant's or Beneficiary's household may constitute an unforeseeable emergency if extraordinary, unforeseeable, and arising as a result of events beyond the control of the Participant or Beneficiary and otherwise meeting the conditions described in Section 7.09(a). Except as otherwise specifically provided in this Section 7.09(b), the purchase of a home and the payment of college tuition are not unforeseeable emergencies.

(c) Unless otherwise elected by the Employer, the determination of any unforeseeable emergency will be expanded to include circumstances of severe financial hardship resulting from an illness or accident of a Primary Beneficiary or other similar extraordinary and unforeseeable circumstances of a Primary Beneficiary that result in a severe financial hardship.

7.10 In-Service Distribution of Rollover Contributions. Effective January 1, 2006, the Employer may elect to allow Participants to receive an in-service distribution of amounts attributable to rollover contributions to the Plan. If the Employer has elected to make such distributions available, a Participant that has a separate account attributable to rollover contributions to the Plan may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

7.11 In-Service Distribution to Participants Age 70½ or Older. Unless otherwise elected by the Employer, a Participant who has reached age 70½ and has not yet had a Severance Event, may, at any time, request a distribution of all or a part of his or her Account.

7.12 Distribution of De Minimis Accounts. Notwithstanding the foregoing provisions of this Article VII:

(a) *Mandatory Distribution:* If the value of a Participant's Account is less than $1,000, the Participant's Account shall be paid to the Participant in a single lump sum distribution, provided that:

(1) No amount has been deferred under the Plan with respect to the Participant during the 2-year period ending on the date of the distribution; and

(2) There has been no prior distribution under the Plan to the Participant pursuant to this Section 7.12.

Notwithstanding any other provisions of the Plan to the contrary, if the amount of a Beneficiary's Account following notification of a Participant's death is less than $1,000, the Beneficiary's Account may be paid to the Beneficiary in a single lump sum distribution.

(b) *Voluntary Distribution:* If the value of the Participant's Account is at least $1,000 but not more than the dollar limit under Section 411(a)(11)(A) of the Code, the Participant may elect to receive his or her entire Account in a lump sum payment if:

(1) No amount has been deferred under the Plan with respect to the Participant during the 2-year period ending on the date of the distribution; and

(2) There has been no prior distribution under the Plan to the Participant pursuant to this Section 7.12.

7.13 Deemed Severance from Employment.

(a) Unless otherwise elected by the Employer, effective January 1, 2009, a Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services (as defined in chapter 43 of title 38, United States Code) for more than thirty (30) days.

(b) If a Participant receives a distribution pursuant to Section 7.13(a), then during the six-month period beginning on the date of the distribution the Participant shall not be permitted to defer compensation.

(c) If a Participant receives a distribution which could be attributable to: (i) a deemed severance from employment described in subsection (a); or (ii) another distribution event under the Plan, then the distribution shall be considered made pursuant to the distribution event referenced in (ii), and the Participant shall not be subject to the limitation on elective deferrals or Voluntary Employee

Contributions set forth in subsection (b).

7.14 Distributions for Health and Long-Term Care Insurance for Public Safety Officers.

(a) If elected by the Employer, for Plan Years beginning after December 31, 2006, Eligible Retired Public Safety Officers may elect after separation from service to have up to $3,000 distributed tax-free annually from the Plan in order to pay for Qualified Health Insurance Premiums for an accident or health plan (including a self-insured plan) or a qualified long-term care insurance contract. The Plan shall make such distributions directly to the provider of the accident or health plan or qualified long-term care insurance contract.

(b) The term "Eligible Retired Public Safety Officer" means an individual who, by reason of disability or attainment of Normal Retirement Age, is separated from service as a Public Safety Officer with the Employer who maintains the eligible retirement plan from which distributions pursuant to this Section are made. The term "Public Safety Officer" has the same meaning given such term by Section 1204(9)(A) of the Omnibus Crime Control and Safe Streets Act of 1968.

(c) The term "Qualified Health Insurance Premiums" means premiums for coverage for the Eligible Retired Public Safety Officer, his spouse, and dependents, by an accident or health insurance plan or qualified long-term care insurance contract (as defined in Code Section 7702B).

7.15 EESA Provisions. The provisions relating to qualified disaster recovery assistance distributions for Participants affected by certain 2008 severe storms, flooding, and tornadoes and repayment thereof, and relating to repayment of prior qualified distributions for home purchases, set forth in Section 702 of the Emergency Economic Stabilization Act of 2008 ("EESA") shall apply to the Plan.

7.16 KETRA and GOZA Provisions. The provisions relating to qualified hurricane distributions and repayment thereof set forth in Section 1400Q(a) of the Code, and relating to repayment of prior qualified distributions for home purchases set forth in Code Section 1400Q(b), shall apply to the Plan. These provisions added to the Code by the Katrina Emergency Tax Relief Act of 2005 ("KETRA") and the Gulf Opportunity Zone Act of 2005 (GOZA), permit plans to allow repayments of certain prior qualified distributions for home purchases for Participants affected by Hurricanes Katrina, Rita, and Wilma.

Article VIII. Loans to Participants

8.01 Availability of Loans to Participants.

(a) If elected by the Employer, loans will be available to Participants in this Plan. A Participant may apply for a loan from the Plan subject to the limitations and other provisions of this Article.

(b) The Employer shall establish written guidelines governing the granting of loans, provided that such guidelines are approved by the Administrator and are not inconsistent with the provisions of this Article, and that loans are made available to all applicable Participants on a reasonably equivalent basis.

8.02 Terms and Conditions of Loans to Participants. Any loan by the Plan to a Participant under Section 8.01 of the Plan shall satisfy the following requirements:

(a) *Availability.* Loans shall be made available to all Participants who are active employees on a reasonably equivalent basis. Loans shall not be made available to terminated Employees, Beneficiaries, or alternate payees.

(b) *Interest Rate.* Loans must be adequately secured and bear a reasonable interest rate.

(c) *Loan Limit.* No Participant loan shall exceed the present value of the Participant's Account.

(d) *Foreclosure.* In the event of default on any installment payment, the outstanding balance of the loan shall be a deemed distribution. In such event, an actual distribution of a plan loan offset amount will not occur until a distributable event occurs in the Plan.

(e) *Reduction of Account.* Notwithstanding any other provision of this Plan, the portion of the Participant's Account balance used as a security interest held by the Plan by reason of a loan outstanding to the Participant shall be taken into account for purposes of determining the amount of the Account balance payable at the time of death or distribution, but only if the reduction is used as repayment of the loan.

(f) *Amount of Loan.* At the time the loan is made, the principal amount of the loan plus the outstanding balance (principal plus accrued interest) due on any other outstanding loans to the Participant from the Plan and from all other plans of the Employer that are either eligible deferred compensation plans described in Section 457(b) of the Code or qualified employer plans under Section 72(p)(4) of the Code shall not exceed the lesser of:

(1) $50,000, reduced by the excess (if any) of

(i) The highest outstanding balance of loans from the Plan during the one (1) year period ending on the day before the date on which the loan is made; over

(ii) The outstanding balance of loans from the Plan on the date on which such loan is made; or

(2) One-half of the value of the Participant's interest in all of his or her Accounts under this Plan.

For the purpose of the above limitation, all loans from all qualified employer plans of the Employer under Code Section 72(p)(4) are aggregated.

(g) *Application for Loan.* The Participant must give the Employer adequate written notice, as determined by the Employer, of the amount and desired time for receiving a loan. No more than one (1) loan may be made by the Plan to a Participant in any twelve-month period, unless a different period is elected by the Employer. No loan shall be approved if an existing loan from the Plan to the Participant is in default to any extent.

(h) *Length of Loan.* Any loan issued shall require the Participant to repay the loan in substantially equal installments of principal and interest, at least monthly, over a period that does not exceed five (5) years from the date of the loan; provided, however, that if the proceeds of the loan are applied by the Participant to acquire any dwelling unit that is to be used within a reasonable time (determined at the time of the loan is made) after the loan is made as the principal residence of the Participant, the five (5) year limit shall not apply. In this event, the period of repayment shall not exceed a reasonable period determined by the Employer. Principal installments and interest payments otherwise due may be suspended for up to one (1) year during an authorized leave of absence, if the promissory note so provides, but not beyond the original term permitted under this subsection (h), with a revised payment schedule (within such term) instituted at the end of such period of suspension.

(i) *Prepayment.* The Participant shall be permitted to repay the loan in whole or in part at any time prior to maturity, without penalty.

(j) *Promissory Note.* The loan shall be evidenced by a promissory note executed by the Participant and delivered to the Employer, and shall bear interest at a reasonable rate determined by the Employer.

(k) *Security.* The loan shall be secured by an assignment of the participant's right, title and interest in and to his or her Account.

(l) *Assignment or Pledge.* For the purposes of paragraphs (f) and (g), assignment or pledge of any portion of the Participant's interest in the Plan and a loan, pledge, or assignment with respect to any insurance contract purchased under the Plan, will be treated as a loan.

(m) *Other Terms and Conditions.* The Employer shall fix such other terms and conditions of the loan as it deems necessary to comply with legal requirements, to maintain the eligibility of the Plan and Trust under Section 457 of the Code, or to prevent the treatment of the loan for tax purposes as a distribution to the Participant. The Employer, in its discretion for any reason, may also fix other terms and conditions of the loan, not inconsistent with the provisions of this Article, including:

(1) the circumstances under which a loan becomes immediately due and payable, provided, however, with respect loans issued after December 31, 2012, that the loan program shall not provide that a loan becomes due and payable solely because the Participant requests or receives a partial distribution of the Participant's account balance after termination of employment;

(2) rules relating to reamortization of loans; and

(3) rules relating to refinance of loans.

8.03 Participant Loan Accounts.

(a) Upon approval of a loan to a Participant by the Employer, an amount not in excess of the loan shall be transferred from the Participant's other investment fund(s), described in Section 6.05 of the Plan, to the Participant's loan account as of the Accounting Date immediately preceding the agreed upon date on which the loan is to be made.

(b) The assets of a Participant's loan account may be invested and reinvested only in promissory notes received by the Plan from the Participant as consideration for a loan permitted by Section 8.01 of the Plan or in cash. Uninvested cash balances in a Participant's loan account shall not bear interest. Neither the Employer, the Administrator, nor any other person shall be liable for any loss, or by reason of any breach, that results from the Participant's exercise of such control.

(c) Repayment of principal and payment of interest shall be made by payroll deduction or, Automated Clearing House (ACH) transfer, or with respect to a terminated Employee solely by ACH, and shall be invested in one (1) or more other investment funds, in accordance with Section 6.05 of the Plan, as of the next Accounting Date after payment thereof to the Trust. The amount so invested shall be deducted from the Participant's loan account. A payment intended to be a prepayment or payment of the loan in full may also be made by cashier's check or money order, and shall be invested in accordance with this provision.

(d) The Employer shall have the authority to establish other reasonable rules, not inconsistent with the provisions of the Plan, governing the establishment and maintenance of Participant loan accounts.

Article IX. Roth Provisions

This Article IX has no effect unless and until the Employer affirmatively elects to offer Designated Roth Accounts.

9.01 Definitions. The following definitions shall apply for purposes of this Article I X.

(a) *Designated Roth Account.* A bookkeeping account established and maintained to record the Participant's Roth Elective Deferrals, In-Plan Roth Conversions, rollovers from designated Roth account under other eligible retirement plans, and the income gains and losses thereon. Unless specifically stated otherwise, all references in the Plan to a Participant's Account shall include a Participant's Designated Roth Account.

(b) *In-Plan Roth Conversion.* (1) A distribution from a Participant's Pre-Tax Account that is rolled over to the Participant's Designated Roth Account under the Plan, as described in Code Section 402A(c)(4)(B); or (2) A transfer from an amount in the Participant's Pre-Tax Account not otherwise distributable from the Plan to the Participant's Designated Roth Account under the Plan, as described in Code Section 402A(c)(4)(E), to the extent permitted by Section 9.05(e).

(c) *Pre-Tax Account.* A bookkeeping account established and maintained to record the portion of the Participant's Account attributable to amounts other than Roth Elective Deferrals, In-Plan Roth Conversions, rollovers from designated Roth accounts under other eligible retirement plans, and the income gains and losses thereon. Unless specifically stated otherwise, all references in the Plan to a Participant's Account shall include a Participant's Pre-Tax Account.

(d) *Qualified Roth Contribution Program.* A program described in paragraph (1) of Code Section 402A(b), under which a Participant may make Roth Elective Deferrals in lieu of all or a portion of the elective deferrals the Participant is otherwise eligible to make under the Plan.

(e) *Roth Elective Deferrals.* Deferred Includible Compensation contributed pursuant to Section 9.02 by a Participant, which amounts are:

(1) designated irrevocably by the Participant at the time of the deferral election as a Roth elective deferral that is being made in lieu of all or a portion of the pre-tax deferrals the Participant is otherwise eligible to make under the Plan; and

(2) treated by the Employer as includible in the Participant's income at the time the Participant otherwise would have received that amount as Includible Compensation.

9.02 Permitted Roth Elective Deferrals

(a) If the Employer elects to offer Designated Roth Accounts, as of the effective date of such election, a Participant shall be permitted to make Roth Elective Deferrals from his or her Includible Compensation in such amount or percentage as may be specified in the Joinder Agreement. A Participant's Roth Elective Deferrals will be allocated to a separate Designated Roth Account maintained for such deferrals as defined in Section 9.01(a) above.

(b) Unless specifically stated otherwise, Roth Elective Deferrals will be treated as Deferred Compensation for all purposes under the Plan.

9.03 Separate Accounting

(a) Contributions and withdrawals of Roth Elective Deferrals, In-Plan Roth Conversions and rollovers from a designated Roth account under an eligible retirement plan will be credited and debited to a Participant's Designated Roth Account.

(b) The Plan will maintain a record of the amount of Roth Elective Deferrals, In-Plan Roth Conversions, and rollovers from a designated Roth account under an eligible retirement plan in each Participant's Designated Roth Account.

(c) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Designated Roth Account and Pre-Tax Account under the Plan.

(d) No contributions other than Roth Elective Deferrals, In-Plan Roth Conversions, and rollovers from a designated Roth account under an eligible retirement plan and properly attributable earnings thereon will be credited to each Participant's Designated Roth Account.

9.04 Direct Rollovers

(a) Notwithstanding anything to the contrary in the Plan, a direct rollover of a distribution from a Designated Roth Account under the Plan shall be made only to another designated Roth account under an eligible retirement plan described in Section 402A(e)(1) of the Code or to a Roth IRA described in Section 408A of the Code, and only to the extent the rollover is permitted under the rules of Section 402(c) of the Code.

(b) Notwithstanding anything to the contrary in the Plan, unless otherwise elected by the Employer, the Plan will accept a rollover contribution to a Designated Roth Account only if it is a direct rollover from another designated Roth account under an eligible retirement plan described in Section 402A(e)(1) of the Code, or if the rollover is an In-Plan Roth Conversion defined in Section 10.05.

(c) Eligible rollover distributions from a Participant's Designated Roth Account are taken into account in determining whether the total amount of the Participant's Account balances under the Plan exceeds $1,000 for purposes of mandatory distributions from the Plan.

9.05 In-Plan Roth Conversions. Unless otherwise elected by the Employer, as of the effective date of this Article the Plan shall allow for In-Plan Roth Conversions.

(a) *Tax Treatment.* The amount of an In-Plan Roth Conversion shall be includible in the Participant's gross income, as though it were not part of a qualified rollover contribution.

(b) *Irrevocability.* Any election made by the Participant pursuant to Section 9.05(a) to do an In-Plan Roth Conversion shall be irrevocable.

(c) *Treatment of Loans.* Outstanding plan loans shall be excluded from In-Plan Roth Conversions. Notwithstanding anything herein to the contrary, an In-Plan Roth Conversion shall not accelerate or otherwise cause a Participant to default on an outstanding plan loan.

(d) *Spousal Consent.* Notwithstanding anything herein to the contrary, if the Plan requires spousal consent for a distribution, a married Participant shall not be required to obtain spousal consent in connection with an election to make an In-Plan Roth Conversion.

(e) *In-Plan Roth Conversions of Non-Distributable Amounts.* Effective January 1, 2013, a Participant may transfer, as part of an In-Plan Roth Conversion, an amount that is not otherwise distributable from the Participant's Pre-Tax Account to the Participant's Designated Roth Account. Such transfer shall be treated as a distribution which was contributed in a qualified rollover contribution within the meaning of Code Section 408A(e). Any distribution restrictions that were applicable to the amount before the In-Plan Roth Conversion shall apply to such amount (and earnings and losses thereon) in the Participant's Designated Roth Account. If the Participant's Account or a portion of the Account is subject to a vesting schedule, an In-Plan Roth Conversion is available only if the Account or portion of the Account is fully vested. The Participant may not transfer under this Section 9.05(e) any portion of the Account that is partially vested.

9.06 Availability of Loans from Designated Roth Accounts. A Participant's Designated Roth Account balance can be included to determine a Participant loan amount under Article VIII. However, unless the Employer elects otherwise, Designated Roth Accounts will not be available as a source for loans under the Plan.

Article X. Non-Assignability

10.01 General. Except as provided in Article VIII and Section 10.02, no Participant or Beneficiary shall have any right to commute, sell, assign, pledge, transfer or otherwise convey or encumber the right to receive any payments hereunder, which payments and rights are expressly declared to be non-assignable and non-transferable.

10.02 Domestic Relations Orders.

(a) *Allowance of Transfers:* To the extent required under a final judgment, decree, or order (including approval of a property settlement agreement) that (1) relates to the provision of child support, alimony payments, or marital property rights and (2) is made pursuant to a state domestic relations law, and (3) is permitted under Sections 414(p)(11) and (12) of the Code, any portion of a Participant's Account may be paid or set aside for payment to a spouse, former spouse, child, or other dependent of the Participant (an "Alternate Payee"). Where necessary to carry out the terms of such an order, a separate Account shall be established with respect to the Alternate Payee who shall be entitled to make investment selections with respect thereto in the same manner as the Participant. Any amount so set aside for an Alternate Payee shall be paid in accordance with the form and timing of payment specified in the order. Nothing in this Section shall be construed to authorize any amount to be distributed under the Plan at a time or in a form that is not permitted under Section 457(b) of the Code and is explicitly permitted under the uniform procedures described in Section 10.02(d) below. Notwithstanding the foregoing sentence, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State, then the amount of the Participant's Account shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order. Any payment made to a person pursuant to this Section shall be reduced by any required income tax withholding. An Account maintained by the Alternate Payee shall otherwise be treated as if it were a Participant Account.

(b) *Release from Liability to Participant:* The Employer's liability to pay benefits to a Participant shall be reduced to the extent that amounts have been paid or set aside for payment to an Alternate Payee to paragraph (a) of this Section and the Participant and his or her Beneficiaries shall be deemed to have released the Employer and the Plan Administrator from any claim with respect to such amounts.

(c) *Participation in Legal Proceedings:* The Employer and Administrator shall not be obligated to defend against or set aside any judgment, decree, or order described in paragraph (a) or any legal order relating to the garnishment of a Participant's benefits, unless the full expense of such legal action is borne by the Participant. In the event that the Participant's action (or inaction) nonetheless causes the Employer or Administrator to incur such expense, the amount of the expense may be charged against the Participant's Account and thereby reduce the Employer's obligation to pay benefits to the Participant. In the course of any proceeding relating to divorce, separation, or child support, the Employer and Administrator shall be authorized to disclose information relating to the Participant's Account to the Alternate Payee (including the legal representatives of the Alternate Payee), or to a court.

(d) *Determination of Validity of Domestic Relations Orders:* The Administrator shall establish uniform procedures for determining the validity of any domestic relations order. The Administrator's determinations under such procedures shall be conclusive and binding on all parties and shall be afforded the maximum amount of deference permitted by law.

10.03 IRS Levy. Notwithstanding Section 10.01, the Administrator may pay from a Participant's or Beneficiary's Account balance the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

10.04 Mistaken Contribution. To the extent permitted by applicable law, if any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned directly to the Participant or, to the extent required or permitted by the Administrator, to the Employer.

10.05 Payments to Minors and Incompetents. If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable if giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid to such persons as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

10.06 Procedure When Distributee Cannot Be Located. The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer or Administrator's records, (b) notification sent to the Social Security Administration or the Pension Benefit Guarantee Corporation (under their program to identify payees under retirement plans), and (c) the payee has not responded within six (6) months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the Trust shall continue to hold the benefits due such person to the extent consistent with applicable law.

Article XI. Relationship to Other Plans and Employment Agreements

This Plan serves in addition to any other retirement, pension, or benefit plan or system presently in existence or hereinafter established for the benefit of the Employer's employees, and participation hereunder shall not affect benefits receivable under any such plan or system. Nothing contained in this Plan shall be deemed to constitute an employment contract or agreement between any Participant and the Employer or to give any Participant the right to be retained in the employ of the Employer. Nor shall anything herein be construed to modify the terms of any employment contract or agreement between a Participant and the Employer.

Article XII. Amendment or Termination of Plan

The Employer may at any time amend this Plan provided that it transmits such amendment in writing to the Administrator at least thirty (30) days prior to the effective date of the amendment. The consent of the Administrator shall not be required in order for such amendment to become effective, but the Administrator shall be under no obligation to continue acting as Administrator hereunder if it disapproves of such amendment.

The Administrator may at any time propose an amendment to the Plan by an instrument in writing transmitted to the Employer. Such amendment shall become effective unless, within the 30-day period beginning on the date the Administrator transmits such amendment, the Employer notifies the Administrator in writing that it disapproves such amendment, in which case such amendment shall not become effective. In the event of such disapproval, the Administrator shall be under no obligation to continue acting as Administrator hereunder.

The Employer may at any time terminate this Plan. In the event of termination, assets of the Plan shall be distributed to Participants and Beneficiaries as soon as administratively practicable following termination of the Plan. Alternatively, assets of the Plan may be transferred to an eligible deferred compensation plan maintained by another eligible governmental employer within the same State if (a) all assets held by the Plan are transferred; (b) the receiving plan provides for the receipt of transfers; (c) the Participants and Beneficiaries whose deferred amounts are being transferred will have an amount immediately after the transfer at least equal to the deferred amount immediately before the transfer; and (d) the Participants or Beneficiaries whose deferred amounts are being transferred are not eligible for additional annual deferrals in the receiving plan unless the Participants or Beneficiaries are performing services for the employer maintaining the receiving plan. In addition, unless otherwise prohibited by applicable law, with respect to Participants or Beneficiaries who cannot be located or who do not elect otherwise, the assets held in the accounts of such Participants or Beneficiaries may be transferred to an individual retirement plan (as defined in Section 7701(a)(37) of the Code) selected by the Employer.

Except as may be required to maintain the status of the Plan as an eligible deferred compensation plan under Section 457(b) of the Code or to comply with other applicable laws, no amendment or termination of the Plan shall divest any Participant of any rights with respect to compensation deferred before the date of the amendment or termination.

Article XIII. Applicable Law

This Plan and Trust shall be construed under the laws of the state where the Employer is located and is established with the intent that it meet the requirements of an "eligible deferred compensation plan" under Section 457(b) of the Code, as amended. The provisions of this Plan and Trust shall be interpreted wherever possible in conformity with the requirements of that Section of the Code.

In addition, notwithstanding any provision of the Plan to the contrary, the Plan shall be administered in compliance with the requirements of Section 414(u) of the Code.

Article XIV. Miscellaneous Items

14.01 **Gender and Number.** The masculine pronoun, whenever used herein, shall include the feminine pronoun, and the singular shall include the plural, except where the context requires otherwise.

14.02 **Electronic Communication and Consent.** Unless expressly required otherwise, where this Plan provides that a document, election, notification, direction, signature, or consent will be in writing, such writing may occur through an electronic medium, including but not limited to electronic mail, intranet or internet web posting and online account access, to the fullest extent permitted by applicable law.

DECLARATION OF TRUST

This Declaration of Trust (the "Group Trust Agreement") is made as of the 19th day of May, 2001, by VantageTrust Company, which declares itself to be the sole Trustee of the trust hereby created.

WHEREAS, the ICMA Retirement Trust was created as a vehicle for the commingling of the assets of governmental plans and governmental units described in Section 818(a)(6) of the Internal Revenue Code of 1986, as amended, pursuant to a Declaration of Trust dated October 4, 1982, as subsequently amended, a copy of which is attached hereto and incorporated by reference as set out below (the "ICMA Declaration"); and

WHEREAS, the trust created hereunder (the "Group Trust") is intended to meet the requirements of Revenue Ruling 81-100, 1981-1 C.B. 326, and is established as a common trust fund within the meaning of Section 391:1 of Title 35 of the New Hampshire Revised Statutes Annotated, to accept and hold for investment purposes the assets of the Deferred Compensation and Qualified Plans held by and through the ICMA Retirement Trust.

NOW, THEREFORE, the Group Trust is created by the execution of this Declaration of Trust by the Trustee and is established with respect to each Deferred Compensation and Qualified Plan by the transfer to the Trustee of such Plan's assets in the ICMA Retirement Trust, by the Trustees thereof, in accord with the following provisions:

(a) Incorporation of ICMA Declaration by Reference; ICMA By-Laws. Except as otherwise provided in this Group Trust Agreement, and to the extent not inconsistent herewith, all provisions of the ICMA Declaration are incorporated herein by reference and made a part hereof, to be read by substituting the Group Trust for the Retirement Trust and the Trustee for the Board of Trustees referenced therein. In this respect, unless the context clearly indicates otherwise, all capitalized terms used herein and defined in the ICMA Declaration have the meanings assigned to them in the ICMA Declaration. In addition, the By-Laws of the ICMA Retirement Trust, as the same may be amended from time-to-time, are adopted as the By-Laws of the Group Trust to the extent not inconsistent with the terms of this Group Trust Agreement.

Notwithstanding the foregoing, the terms of the ICMA Declaration and By-Laws are further modified with respect to the Group Trust created hereunder, as follows:

1. any reporting, distribution, or other obligation of the Group Trust vis-à-vis any Deferred Compensation Plan, Qualified Plan, Public Employer, Public Employer Trustee, or Employer Trust shall be deemed satisfied to the extent that such obligation is undertaken by the ICMA Retirement Trust (in which case the obligation of the Group Trust shall run to the ICMA Retirement Trust); and

2. all provisions dealing with the number, qualification, election, term and nomination of Trustees shall not apply, and all other provisions relating to trustees (including, but not limited to,

resignation and removal) shall be interpreted in a manner consistent with the appointment of a single corporate trustee.

(b) *Compliance with Revenue Procedure 81-100.* The requirements of Revenue Procedure 81-100 are applicable to the Group Trust as follows:

1. Pursuant to the terms of this Group Trust Agreement and Article X of the By-Laws, investment in the Group Trust is limited to assets of Deferred Compensation and Qualified Plans, investing through the ICMA Retirement Trust.

2. Pursuant to the By-Laws, the Group Trust is adopted as a part of each Qualified Plan that invests herein through the ICMA Retirement Trust.

3. In accord with the By-Laws, that part of the Group Trust's corpus or income which equitably belongs to any Deferred Compensation and Qualified Plan may not be used for or diverted to any purposes other than for the exclusive benefit of the Plan's employees or their beneficiaries who are entitled to benefits under such Plan.

4. In accord with the By-Laws, no Deferred Compensation Plan or Qualified Plan may assign any or part of its equity or interest in the Group Trust, and any purported assignment of such equity or interest shall be void.

(c) *Governing Law.* Except as otherwise required by federal, state or local law, this Declaration of Trust (including the ICMA Declaration to the extent incorporated herein) and the Group Trust created hereunder shall be construed and determined in accordance with applicable laws of the State of New Hampshire.

(d) *Judicial Proceedings.* The Trustee may at any time initiate an action or proceeding in the appropriate state or federal courts within or outside the state of New Hampshire for the settlement of its accounts or for the determination of any question of construction which may arise or for instructions.

IN WITNESS WHEREOF, the Trustee has executed this Declaration of Trust as of the day and year first above written.

VANTAGETRUST COMPANY

ICMARC
BUILDING PUBLIC SECTOR
RETIREMENT SECURITY

ICMA RETIREMENT CORPORATION
777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002-4240
800-669-7400
WWW.ICMARC.ORG

BRC000-28794-0416

To: Mayor and Board of Trustees

From: Brandy Reitter, Town Manager

Date: December 10, 2019

Re: Town Manager Report

Administration & Organization

Staff continues to work on follow up from the BOT meetings. Included are a list of items that that staff is tracking in January.

- Short-term rental policy proposal
- Mobile vending policy proposal
- 2019 4th QTR Financial report
- MEAC funding request report
- Stormwater Enterprise Ordinance
- Broadband Enterprise Ordinance
- Highway 6/Grand Ave. RFP review
- Eagle Valley Home Store IGA update

The Charter Commission met on December 4. The group has reviewed 50% of the charter. The deadlines are tight for this project. The updated schedule for the commission is below:

- December 11, 18 and January 8 – Charter review meetings
- January 14 – Charter BOT presentation
- January 15, 22 – Public Hearings on the charter
- January 28 – BOT approval of Charter ballot questions

Community development is in the process of setting up a joint work session with P&Z and the BOT for the review of the comprehensive plan update. This meeting will occur in January. Staff will send out a poll to assess everyone’s availability. There might be an opportunity to use an existing meeting.

EcoTransit, Eagle County, and the Climate Action Collaborative are planning on expanding their shared bike program into western Eagle County. The vendor these groups are partnering with is Zagster. They run a successful program in Avon and with the pathway connections in and between Avon and Eagle, a shared bike program could be a fit. Right now, town is not being asked to contribute funding at this time.

I will be out of the office a few times in December but will be available via email. The dates for travel are December 14 – December 18 returning for the Charter Commission meeting that evening.

Economic Development, & Planning

Pool & Ice Rink Recreation Campus Master Plan – Staff is meeting with Mountain Recreation on December 11 to discuss the next steps with the funding plan for the facility and site. Final feedback for the plan is incorporated. Staff will share the final and post it on the website. The funding plan will likely be phased over time. Prioritization is the next step as the plan moves forward. Town and Mountain Recreation have plenty of time to develop a capital campaign.

Eagle River Park – There are few updates on the River Park:

Staff met with the USACE and CPW on December 2 to discuss the velocity reports and as-builts. Now that the park is completed, USACE must review all documents and make a determination on the final 401 Certification and compliance with the 404 Permit. Below are highlights from the meeting:

- Town addressed CPW's concerns and reminded them that the goal was to see reduced velocities, which was achieved.
- The USACE will complete their review and issue a determination in January.
- After compliance of the River Park, staff and S2O will begin the process of modeling the velocities for the RapidBlocs.
- The approach for modeling will include a template of configurations for pre-approval so that town doesn't have to seek a permit each season.
- Town will continue compliance with the river monitoring plan over the next few years per the 404 Permit.

Broadband – There are several updates on broadband in Eagle:

THOR:

- Bonfire has completed the fiber installation at Town Hall. Phase one is almost complete and the town will have a turnkey service ready to implement phase two in 2020. In the budget presentation, staff has made a request to include public works since Bonfire has additional grant funding and are mobilized to complete the connection in 2019. If this occurs, then town would be completely independent from CenturyLink or Comcast in 2020.

Feasibility Study:

- The study is complete, and a presentation will be made on December 10. The presentation will include options for the BOT to considered as town prepares for phase two of broadband implementation.

Comcast:

- Staff met with the Comcast team on December 4. The group discussed permit requirements, prioritized neighborhoods to start with, and will begin submitting their permits within 60 days for review by the town. Each permit is called a node. Each node will cover an area. This will result in more efficiencies with the permitting process. Comcast plans to start outreach in February or March of 2020.

- Town is not staffed well to handle the volume of inspections and permitting review as a result of this project. Staff will do what is needed to support the project and balance the projects prioritized by the town. If additional resources are needed, staff will present a request to the BOT.

<u>Art Wall & Mural</u> - The process continues to move along on this project. The next steps are:

- Now that the art selection process is completed, staff is working on agreements with Alpine Lumber and the artist in preparation of a 2020 installation. Town learned that Alpine Lumber will not be able to replace the shed in 2020. To ensure that the project and momentum move forward, town will still install the art and only install new wood where the art will be placed. This added some costs and this is reflected in the Capital Improvement Plan.

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

- December 9 – Climate Action Collaborative at 8:45 AM at Miller Ranch
- December 11 – Charter Commission at 4 PM
- December 11 – Pool & Ice Rink Recreation Campus coordination meeting
- December 12 – Project THOR coordination meeting
- December 12 – Economic Vitality meeting
- December 18 – Art Wall coordination meeting

Reminders – *Updates on events or meetings that might be of interest to the Board of Trustees.*

- December 12 – Town Holiday Party at 6 PM at Back Bowl

Sincerely,

Brandy Reitter

Brandy Reitter
Town Manager

To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: December 10, 2019

Agenda Item: Strategic Plan Quarterly Update

REQUEST:
Staff is requesting that the BOT review a quarterly progress report on the Strategic Plan adopted by the Board of Trustees in 2017.

BACKGROUND:
Staff presented the first draft of this report in June that included all the priorities and objectives approved by the BOT in 2017. The last time the board reviewed the update was on June 11 and gave staff permission to consolidate unnecessary and redundant action items. Those items are crossed out. Progress is being made on the remaining items. The BOT will receive reports on progress quarterly or upon request. Updates are attached to this memo.

ANALYSIS:
Instructions for reviewing the report are included below:

- Everything in bold indicates a change from the prior report.
- Items highlighted in green are complete and will be removed on the next report.
- The completed items are in a separate report to track.
- Items highlighted in yellow are in progress or are scheduled.
- Updates on each item are listed in the Update column.
- Items that are not highlighted haven't started or there is no change in status from the last report.

Significant changes from last report:

- Successful Home Rule election in April.
- Elevate Eagle comprehensive plan is 80% completed.
- Established Economic Vitality Committee and Downtown Business Alliance.
- LWBTP is 50% completed including the Violet Lane distribution connection.

- Awarded grants for branding, broadband, mental health, and downtown revitalization.
- Completed art mural selection process for installation in 2020.
- Overhauled pay plan and made several market adjustments.
- Added new benefits like the ICMA-RC 457 retirement plan.
- Town has a brand new fully updated website.
- Phase one of municipal broadband and feasibility study are finished.
- Developed new downtown revitalization vision and plan and will present it in 2020.
- Successfully partnered with Mountain Recreation on a Pool and Ice Rink Recreation Campus Master plan.
- Programmed the new River Park with the Whitewater Showdown event.
- The communications committee completed a strategic plan to be adopted in 2020.
- Completed the water conservation and efficiency plan.
- Completed technology upgrades in administration, police and community development.

Major Projects Outside of the Strategic Plan:

- Haymeadow filing one
- Comcast Franchise Agreement
- Reserve at Hockett Gulch

Strategic Plan statistics:

Staff is tracking 50 strategic plan outcomes. Out of 50, approximately 14 are complete and 21 are in progress. There are 27 items that have not started or do not have an update from the last report. There are 16 that staff is recommending deleting and consolidating.

BUDGET / STAFF IMPACT:
There is no impact to budget or staff with this report.

COMMUNITY ENGAGEMENT:
- None required.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:
This report aligns with the following standards, values and policies:

An update on the strategic plan illustrates how the organization is accomplishing all the business values and strategic objectives that were identified by the BOT in 2017.

RECOMMENDED ACTION OR PROPOSED MOTION:

Action by the BOT is not required.

ATTACHMENTS:
- Quarterly report

Town of Eagle Strategic Plan Update - As of 12/10/19

Major Obj.	Department	Project	Description	Prioritized	Funded	Status	Update
Sound Planning & Appropriate Investment							
7	**Administration**	**Seek grant funding**	**Identify grants that support town initiatives.**	**2017**	**N/A**	**In progress**	**Awarded a Colorado Toursim grant for $15,000 for Eagle Outside Branding.**
8	**Community Development**	**County-wide housing strategies**	**Participate in county-wide affordable housing strategies.**	**2017**	**N/A**	**In progress**	**Eagle County is presenting a West Eagle action plan to the BoCC in February prior to issuing an RFP to develop the property.**
3	**Water**	**LBWTP**	**LBWTP to be constructed by September 2020.**	**2007**	**Yes**	**In progress**	**Project is 50% completed. Staff will present change orders and comprehensive update in January of 2020.**
9	Open Space	Open space plan	Develop an open space plan that addresses standards.	2017	Yes	Not started	This project was carried over to 2020.
10	**Community Development**	**Assessment of land use regulations**	**Analyze land use regulations compared to community plan.**	**2017**	**N/A**	**Completed**	**This process occurred during the first phase of the comp plan update and code assessment.**
10	**Community Development**	**Rewrite Land Use Code**	**Complete overhaul of land use code and update to community plan.**	**2017**	**N/A**	**In progress**	**Wrapping up the comprehensive plan update with approvals occuring in February of 2020. Land Use Code is slated for late 2020.**
14	**Administration**	**Home Rule**	**Facilitate community discussion on Home Rule process that might result in a possible election in 2020.**	**2017**	**N/A**	**In progress**	**Achieved a successful election and approved a charter commission. The charter is being developed and voters will see it on the ballot in April 2020.**
~~8~~	~~Community Development~~	~~Improve affordable housing~~	~~Assess current housing prices and availability, impacts and trends.~~	~~2017~~	~~N/A~~	~~Not started~~	
7	**Community Development**	**Grand Avenue Hwy 6 Corridor Plan**	**Develop a strategy for the corridor that is coordinated with other areas of town.**	**2015**	**Yes**	**In progress**	**Staff is drafting the RFP and will present it for feedback to the BOT in January.**
8	Community Development	Vision for affordable housing	Develop a vision that aligns with Eagle for housing along with economic development plans.	2017	N/A	Not started	
8	Community Development	Zoning for affordable housing	Update zoning methods to create a balance of affordable housing for young people and families.	2017	N/A	Not started	
~~8~~	~~Community Development~~	~~Coordinated housing and river corridor planning~~	~~Coordinate housing with existing plans.~~	~~2017~~	~~N/A~~	~~Not started~~	
~~10~~	~~Community Development~~	~~Review of zoning for economic development~~	~~Review zoning so the it is consistent with Eagle's vision for economic development.~~	~~2017~~	~~N/A~~	~~Not started~~	
10	**Community Development**	**Support for sub-area plans**	**Develop opportunities to support sub-area plans.**	**2017**	**N/A**	**Scheduled**	**Partnering with Red Development on a sub-area plan to help deterimine zoning for the new zoning map and land use code.**
Reliable & Cost Effective Services							
13	**Human Resources**	**Compensation analysis**	**Evaluate salary and benefits.**	**2017**	**N/A**	**Completed**	**Completed comprehensive pay plan audit and included it in the 2020 proposed budget. This will be an annual practice.**
13	**Human Resources**	**Strengthen human resources function**	**Improve communicaton, pay grades, job descriptions, employee handbook, training, and professional development.**	**2017**	**N/A**	**In progress**	**In 2020, we will implement at new managers professional development program with the Employers Council.**
13	Human Resources	Three-year staffing plan	Develop staffing plan that addresses shortages and compentencies.	2017	N/A	Not started	Staff will start this process in 2020.

7	**Public Works & Administration**	**Implement other infrastructure priorities**	**Consider the implementation of broadband, Capitol Street improvements and the Brush Creek Road Extensions.**	**2017**	**N/A**	**In progress**	**Broadband has been installed at town hall. Staff is working with CDOT, Eagle County and Haymeadow on the design of the Brush Creek Rd. extension. Paving upgrades made to Capitol Street in Eagle Ranch.**	
10	**Community Development**	**Maintain planning activities**	**Assess and address human resources to maintain planning activities.**	**2017**	**Yes**	**Completed**	**Administration staff analyzed a staffing plan. This has resulted in a transition in the department. We completed the needs assessment and have elevated a few positions.**	
13	Human Resources	Compensation benefits strategy	Develop strategy that attracts and retains high-quality employees.	2017	N/A	Not Started		
13	Human Resources	Attract younger employees	Align benefits and working conditions to be attractive to younger employees.	2017	N/A	Not Started		
~~13~~	~~Human Resources~~	~~Improve under-performance~~	~~Define and adhere to procedures for addressing under-performing employees.~~	~~2017~~	~~N/A~~	~~Not Started~~		

Economic Development

5	**Administration**	**Seek advisement from Economic Developers Council of Colorado**	**Seek advisement from regional economic development parters to assist the town with our efforts.**	**2017**	**N/A**	**Completed**	**Town is plugged into ED resources and developed a website of partners to help with ED.**	
5	**Marketing & Events**	**I-70 as an economic driver**	**Take advantage of I-70 corridor as an economic driver for Eagle.**	**2017**	**N/A**	**Ongoing**	**Eagle Outside brand refresh in 2020, billboards placed on the Front Range, advertising in Eagle Airport, and marketing strategies help. We are shifting the focus of the Information Center to focuss on marketing of town for I70 travelers.**	
5	**Administration**	**Eagle as an economic development hub**	**Develop support for businesses, government, recreation and affordable lodging.**	**2017**	**N/A**	**In progress**	**Town has supported the Business Advocacy Council, created the Economic Vitality Advisory Committee, and Downtown Revitalization Group. Eagle hosted the Innovation Summit to support and connect businesses.**	
5	**Marketing & Events**	**Enhance marketing and events**	**Evaluate and enhance marketing and events so that Eagle attracts more talent and elevates the status of existing events.**	**2017**	**Yes**	**Scheduled**	**White water throwdown event is new to showcase the River Park.**	
5	**Administration**	**Downtown Development Plan**	**Create a plan for the revitalization of downtown to improve the experience for the community and businesses.**	**2017**	**Yes**	**Completed**	**Downtown assessment is complete and will be presented in January of 2020. Plan implementation will occur over the next 2 years.**	
10	**Community Development**	**Eagle River Cooridor Implementation**	**Execute the plan.**	**2017**	**N/A**	**Completed**	**Finished River Park and Eagle River Cooridor plan is included in our new land use code and zoning maps.**	
~~9~~	~~Marketing & Events~~	~~Coordinate marketing efforts~~	~~Coordinate outdoor recreation, tourism, and events marketing to increase visitation.~~	~~2017~~	~~N/A~~	~~In progress~~		
5	Administration	SWOT for economic development growth	Analyze threats to assets, events, and plans for economic development and growth.	2017	N/A	Not started		
~~5~~	~~Administration~~	~~Maximize economic activity from the River Park~~	~~Utilize the River Park to increase revenues and visitors to the area.~~	~~2015~~	~~N/A~~	~~Not started~~		
5	Community Development	Coordinate economic development planning with Eagle River Cooridor Plan	Coordinate existing efforts with economic development planning.	2017	N/A	Not started		
~~5~~	~~Administration~~	~~Infrastructure planning that supports economic development~~	~~Create a plan for parking and housing to support planned economic development.~~	~~2017~~	~~N/A~~	~~Not started~~		
~~4~~	~~Community Development~~	~~River Park economic development plan~~	~~Develop an economic development plan associated specifically for the River Park.~~	~~2017~~	~~No~~	~~Not started~~		
~~4~~	~~Community Development~~	~~Coordinated Eagle River Corridor and Economic Development Plan~~	~~Enhance the utilization of the River Park by coordinating the economic development strategy with the corridor plan.~~	~~2017~~	~~No~~	~~Not started~~		

5	Administration	Public out reach for economic development progress	Develop a mechanism to report out to the community on economic development progress.	2017	N/A	Not started		
7	Public Works	Economic development infrastructure	Implement infrastructure that supports economic development and special events.	2017	N/A	Not started		
11	Marketing & Events	Eagle's branding	Clarify the brand and align with high-priority economic development initiatives.	2017	N/A	Not started		
Sound Finances and Increase Efficiency								
~~**2**~~	~~**Finance**~~	~~**Update out-of-date fees**~~	~~**Update ordinances and fee schedules to reflect the cost of service.**~~	~~**2017**~~	~~**N/A**~~	~~**Completed**~~	~~**This occures every budget cycle.**~~	
2, 9	**Finance, Marketing & Events**	**Lodging tax assessment**	**An assesment of revenues to see where there are opportunities.**	**2017**	**N/A**	**In progress**	**Staff assessed the impacts on VRBOs and will schedule a policy discussion with the BOT in 2020. There is a positive revenue impact for making VBROs legal and assessing a fee/tax.**	
~~**2**~~	~~**Finance**~~	~~**Sales tax representative relationship**~~	~~**Build a stronger relationship with Eagle's sales tax represenative.**~~	~~**2017**~~	~~**N/A**~~	~~**Completed**~~	~~**We have a postive relationship with the State of Colorado.**~~	
2	Finance	ROI for economic development intiatives	Analyze benefits of economic development initiatives.	2017	N/A	Not started		
10	**Community Development**	**Support planning needs**	**Prioritize planning needs as they relate to specific opportunities associated with the strategic plan.**	**2017**	**Yes**	**In progress**	**New director hired and we have started the process of prioritizing. Once a new planner is hired, staff will complete this exercise.**	
Protecting Public Health, Safety, and the Environment								
6	**Police**	**Focus on staff retention**	**Institute competitive pay and benefits and invest in housing options.**	**2017**	**Yes**	**Completed**	**Made several market adjustments, conducted stay interviews, and added capacity by increasing FTE to mitigate burnout. Will assess in 2020 due to ECSO 2020 compensation rollout. Housing options (affordable local, transitional, etc.) are pending.**	
12	**Police**	**Inclusion of PD in community-building strategies**	**Enlist Eagle's PD to be part of the community building process, and to better understand the needs of people in various communities.**	**2017**	**N/A**	**In progress**	**PD played a lead in providing Hope Center access valley-wide - wrote and received grant funding for $266K to support correspondent and peer response model in the Eagle River Valley (About $39K goes to law enforcement entities for counseling after utilizing EAP services). PD has board members on Immigrant Alliance, Bright Future, Speak Up Reach Out and Mountain Youth. PD continues to make use of Citizen Advisory Board. PD continues to network with professional organizations. PD continues to work with community programs (to include in-house programs for community networking). PD actively develops or participates in community networking and events (Empty Bowls, Shop With A Cop, Coffee With a Cop, Tip A Cop, National Night Out, Etc.)**	
6	**Police**	**Public safety facility**	**Expand space for a combined fire and police services building.**	**2017**	**Yes**	**In progress**	**Implemented public safety impact fee for future facilities. Dedicated land in Haymeadow too small for combined facility. PD will be assessing potential shared building in a future development.**	

6	Police	Enhance community networking	Develop modern strategies for patrol, community meetings and use of technology.	2017	Yes	In progress	Ordered vehicles with full technology packages. Implemented Mobile Data Terminals that is consistent with other agencies. Migrated to new records management software (all Eagle County agencies will have access to data). Implemented Brazos system with plans to increase capacity through technology updates. Performance and EIS software to be implemented. All sworn members attended various training. Several youth-focused, school programs and community/public safety impact meetings.	
6	Police	Focus on youth programs	Develop safety programs, technology and address social issues such as marijuana use.	2017	N/A	In progress	Member of the Eagle River Youth Coalition, focusing on vaping and tobacco use to reflect the county's policies. We were able to get our SRO in the schools in 2019 after staffing up in 2018. PD is also an active member in the Law Enforcement Immigration Alliance that helps with youth and other initiatives. PD working on collective initiatives on topics such as bullying, suicide and impaired driving. In-house training and brochures for dangerous apps and marijuana.	
6	Police	Invest in new positions	Fund new positions that increase safety and efficiencies.	2017	No	Completed	Added one FTE in 2020. **This will need to be consistently assessed with CFS/development/population and other data.	
Transparency and Community Engagement								
14	Administration	Home Rule	Complete Home Rule election eduction	2017	Yes	In progress	Will be completed April 2020.	
11	Administration	Building stronger community relationships	Develop written communication vehicle to build stronger relationships with community leaders.	2017	N/A	Completed	Developed a communication plan and strategy. We have created citizen committees to communicate and partner on strategic priorities, i.e. broadband, economic development, water conservation, and downtown redevelopment.	
11	Administration	Proactive communication	Develop professional responses ahead of questions on controversial issues.	2017	Yes	Competed	Proactive communication strategies are part of our process. Staff does this with each major project and includes polling and feedback prior to acting on issues.	
12	Administration	Bring diverse communities together	Implement ongoing community building effort to discuss their needs and aspirations for Eagle.	2017	Yes	Completed	In addition to Elevate Eagle and the Downtown Assessment planning, staff completed a plan in partnership with Mountain Recreation. Outreach efforts include the entire town.	
12	Administration	Spanish translations	Provide information in Spanish.	2017	N/A	Completed	Every community project that requires outreach is conducted in both Spanish and English now.	
~~12~~	~~Administration~~	~~Connect neighborhoods and communities~~	~~Connect Eagle so that residents don't feel disconnected and isolated.~~	~~2017~~	~~N/A~~	~~Completed~~	~~Staff's outreach considers all neighborhoods.~~	
6	Town-Wide	Support innovative solutions	Develop solutions that improve efficiency, service safety, and community relations.	2017	N/A	Ongoing	Completed website and have several technology solutions planned in 2020. Phase one of THOR was completed.	
~~11~~	~~Administration~~	~~Strategic plan communication~~	~~Town and community collaborations on objectives before final policy decisions.~~	~~2017~~	~~N/A~~	~~Completed~~	~~We have set up a citizen committee for each of the strategic objectives where appropriate to ensure collaborations.~~	
11	Administration	Commitment to strategic plan	Ensure communications demonstrate commitment to fulfill promises in mission statement and business values.	2017	N/A	Completed	The strategic plan is now communicated in all citizen committee meetings, policy documents, and internally as an organization.	
~~12~~	~~Community Development~~	~~Use of strategic plan in community building~~	~~Use plan and objectives to facilitate discussions about future Eagle, making this part of the community-building process.~~	~~2017~~	~~N/A~~	~~In progress~~		
9	Marketing & Events, Open Space	Open space outreach	Educate children about open space opportunities in their backyard.	2017	N/A	Not started		

10	Community Development	Planning standards	Highlight key planning standards in planning documents and development proposals.	2017	N/A	Not started		
~~12~~	~~Community Development~~	~~Increase understanding of community needs~~	~~Document inputs from people in various communities to develop a stronger understanding of their values, concerns and needs.~~	~~2017~~	~~Yes~~	~~Scheduled~~	~~Input will be solicited through the comprehensive plan update.~~	
14	**Administration**	**Home Rule**	**Hold Home Rule election**	**2017**	**Yes**	**Completed**	**57% approval by the electorate.**	
14	**Administration**	**Home Rule**	**Prepare Home Rule Charter and hold election**	**2017**	**Yes**	**In progress**	**Charter Commission is 50% through their review of the draft charter.**	
12	Community Development	Community Survey	Conduct community survey	2017	No	Not started		
~~12~~	~~Marketing & Events~~	~~Inegrate public feedback~~	~~Include feedback on initiatives in the planning and policy process.~~	~~2017~~	~~N/A~~	~~In progress~~		

To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager and Department Leads

Date: December 10, 2019

Re: Department Updates for November 2019

TOWN CLERK

Communications Committee (PR Studios, Jessica Lake, Erin Ivie, Bill Shrum)

- 11/13/2019 Eagle Today sent
- 11/25/2019 Eagle Today content review for December

Licenses

- BUSINESS: 11/14/2019 Renewal notice sent to all businesses for 2020 License
  - 146 Renewals processed
- LIQUOR:
  - Renewal Garduno's- Hotel and Restaurant

Website – www.townofeagle.org

- Ask the Town questions: 1 (all questions are responded by the Town Clerk or appropriate staff)
- Topics:
  - Broadband Questions
  - ADU Zoning Question

Meeting Attendance and Prep

- 11/1/2019 Home Rule Charter Review (Internal)
- 11/6/2019 Home Rule Scheduling
- 11/14/2019 IT Budget Review
- 11/15/2019 Court Clerk Interview
- 11/19/2019 IT Budget Review
- 11/20/2019 Charter Commission Meeting

Training

- 11/19/2019 Election Webinar CML

MUNICIPAL COURT

- Court Dates November 12 and 26

November Fines and Fees Assessed: $1,500.00

Animal Control	**0**
Misdemeanor	2
Parking	1
Traffic	19
Total	22

November Fines and Fees Collected: $3,588.00 (includes previous months)

Fines	**$2,900.00**
Court Costs	$215.00
Outstanding Judgment Warrant Department of Motor Vehicle	$15.00
DJS Fee	$75.00
Charitable Contributions	$3.00
Outstanding Judgment Warrant Eagle Municipal Court	$15.00
Surcharge	$340.00
Stay of Execution	$25.00
Total	$3,588.00

November Dispositions (Court Appearances)

Animal Control	**0**
Misdemeanor	7
Parking	23
Traffic	19
Total	49

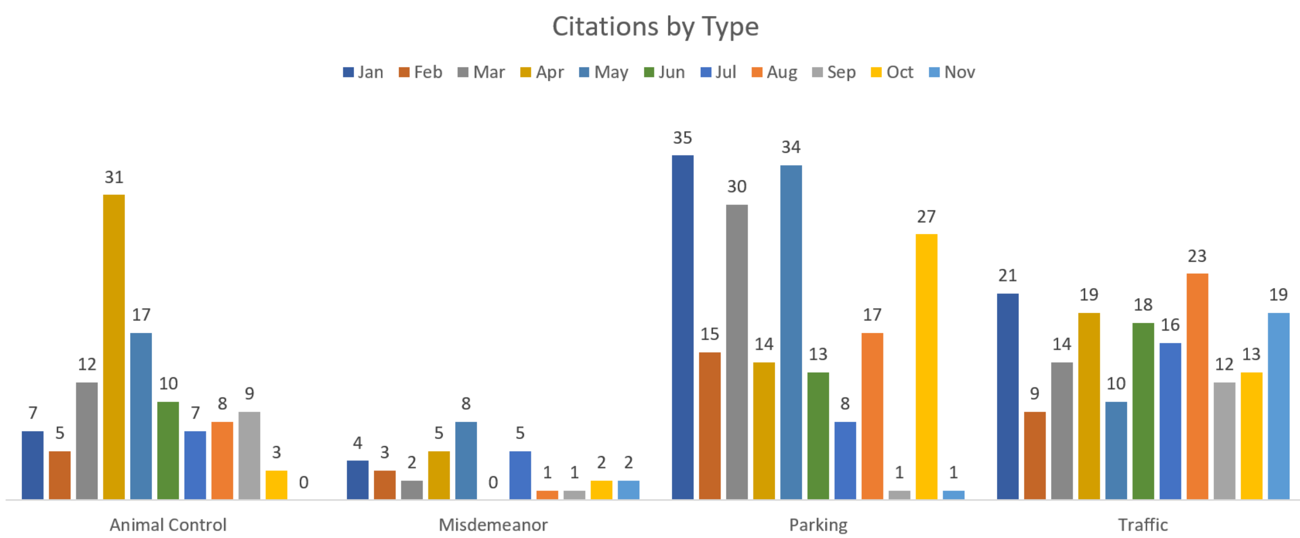
Outstanding Fines and Fees by Date:

Current	**$1,853.25**
1-30 Days Past Due	**$995.00**
31-60 Days Past Due	**$180.00**
61-90 Days Past Due	**$118.75**
91-180 Days Past Due	**$975.00**
Over 180 Days Past Due	**$23,889.53**
Total	**$28,011.53**

Receivable Budget YTD

2019 Budget	**$45,000.00**
Year to Date	$37,298.14
Variance	$7,701.86

Eagle Municipal Court



ASSISTANT TO THE TOWN MANAGER

Economic Vitality and Development Work

- Developing Economic Development Benchmarks and establishing baseline metrics for the Town to measure Economic Performance.
- Created a database to analyze new business starts in the Town, sortable by district and by industry.
- Scheduling meetings with top employers in town to conduct Business Retention and Expansion surveys in conjunction with our economic data benchmarks.

Downtown Broadway – DCI Community Assessment

- DCI is hosting an immersive and art workshop in Eagle December 12th at 4pm in Town Hall. Brian Corrigan and other artists with experience in art installations like Meow Wolf will work with local artists to bring temporary installations to vacant storefronts along Downtown Broadway during the first quarter of 2020.
- Downtown Business Association received 501c3 status.
- The draft Community Assessment is under review and targeted feedback now and should be ready for publication by mid-December.

Project THOR

- Boring under I-70 expected to be completed by 12-6-19, other conduit and fiber installation is complete, and the Meet-Me Center is installed in Town Hall.
- NWCCOG and Mammoth have conducted isolated circuit tests for redundancy, including Steamboat, Grandby, Aspen, and Breckenridge. I-70 from Denver to Frisco is expected to go live within a week, and full system operations are expected to be verified and available by the end of December.
- The Broadband Feasibility study will be presented to the Town Board of Trustees on Dec. 10th outlining the requested scenarios for using Project THOR and data to support Pro-Forma models.

Alpine Lumber Art Wall on Eby Creek Road

- The final Art Wall Selection committee has chosen an artist for the Art Wall. Logistics for access and maintenance, LOI's, and other contractual arrangements are being secured.
- The artist will begin work in the beginning of 2019, with an expected installation date of May/ June, 2020. The installation will incorporate local residents and students in a town event.

Pool-Ice Rink Recreation Campus Master Plan Process

- Norris Design, Mountain Recreation, and the Town of Eagle is presenting the Pool and Ice Rink Master Plan to the Eagle Valley School District at their next meeting Dec. 11th. With their approval we will have a plan ready to share with the public for further feedback.

PUBLIC WORKS

LBWTP Construction

- Shoring dismantled and removed from lower level of treatment building
- Plumbing install in raw water pump station building
- Water testing in chlorine contact basin
- Final slab pours completed on treatment building main level
- Winter Protection

Next four weeks:

- Install equipment pads in basement level of treatment building
- Backfill Water Treatment Building
- Waterproofing and insulation of treatment building basement exterior
- Winter protection

Cemetery Tank

- Construction documents are being developed

Capitol Street Water & Sanitary Sewer

- Starting engineering design

Public Works Staff

- Source Water Protection Plan Stakeholder meeting is anticipated for December/January
- Water Efficiency Plan – Draft Plan has been reviewed by stakeholders
- THOR Project construction is underway
- Fleet Management has started winterization of all TOE vehicles
- Snowplow operations
- Preparing for 2020 projects

Upper Basin Water Treatment Plants

- Installation of generators at both Pre-Treatment and Treatment Water Plants

Grand Avenue Study

- Began initial RFP document in the summer 2019

COMMUNITY DEVELOPMENT DEPARTMENT

November 2019 Monthly Report

The following provides a summary of the primary activities and/or project updates of the Community Development Department (please note, this is not all-inclusive):

CURRENT PLANNING PROJECTS

- Pre-Apps and follow-ups to pre-apps:
    - 2 Annexations (continued discussion)
    - 2 Mixed-Use Projects in Broadway District (1 new, 1 continue)
    - 2 Eagle Ranch Neighborhood Center Projects (continued discussion)
    - 1 Variance Request (continued discussion)
- Development Review Process:
    - 410 Broadway mixed-use project
- Recent Development Permits Issued:
    - 410 Broadway Mixed-Use
- RED Development Property – continuing work with property owner on next steps to better position property for marketing, considering sub-area plan development and DOLA grant to fund.
- Continued work on RMR; site visit with owner; PUD Guide work.
- Brush Creek Road Extension work/project coordination; meetings with PW, CDOT, County, Developer
- Code enforcement as allowed: Notices issued on 3 properties; 1 issue closed.
- In progress: Assessing Development Review process and working towards improvements and clear expectations for internal staff external customers/development community.

LONG-RANGE PLANNING/SPECIAL PLANS

- Met with CDOT on property issues as part of Brush Creek Rd Extension.
- Elevate Eagle and Land Use Code Update project management
    - Bi-weekly phone conferences with consultant
    - Draft of entire plan issued to staff and committees for review. Working through amendments, including review and input from P&Z Committee.
    - Comp Plan anticipated final approval Feb/March 2020.
    - Addressing Land Use Code items with the consultant.
- Hwy 6 Corridor Plan RFP schedule: RFP to be developed by contract engineer Jan 2019 and distributed with intent of Plan being done in 2020.
- Working with County on West-Eagle Sub-Area/County Affordable Housing Property Plans (incorporating into comp plan; working on process for annexation and site development).
- Sub-Area plan for RED Development property – getting quotes.

ECONOMIC DEVELOPMENT EFFORTS

- Meeting with execs of three companies that will be moving into the former Carpenter's bldg. on Chambers.
- Economic Vitality Committee bi-weekly meetings.
- Working with venture funds and developing a prospectus on Eagle for marketing with Assistant Town Manager.
- Continue working with Downtown Business Alliance and Assistant to Town Manager on downtown development.

- Gathering info for grant submittal for feasibility study as follow-up to Outdoor Rec/Innovation Summit (Oct 14th).
- Work collaboratively with Assistant Town Manager on economic development efforts.
- Soon to begin efforts on implementing the DCI Downtown Community Assessment (2020).

CODE UPDATES/POLICIES

- Items of Consideration prior to full Land Use Code Update: Mobile Vendors, Air B&B's/short-term rentals, Parklets, outdoor furniture/seating on public r-o-w along Broadway.
- Addressing ADU issues/permits.

ADMINISTRATIVE

- No 'qualified' applicants for Planner II/III applications were submitted.
- Working with existing staff on job description updates.
- Performance self-evals due; prep for year-end evals.

MISCELLANEOUS

- Assist Building Inspector with interps as needed
- Review addressing policy and procedure.
- Committee/Major Meetings: P & Z Commission, TBOT, Economic Vitality Committee (bi-monthly), Downtown Business Alliance, Monthly meetings with Eagle Ranch HOA, Monthly meetings with Eagle County Comm Dev Director; Bi-monthly Dept lead meetings, weekly check-ins with Town manager, weekly comm dev staff meetings.

NEXT MONTH/UPCOMING COMM DEV

- Pre-Apps and follow-up work on existing pre-apps as they prepare for submittal (annexations, development reviews, rezonings, subdivisions, variance, etc).
- Economic Development – Business Retention Survey review and establish process. Continue bi-monthly meetings with EVC.
- Develop priorities for 2020 and plan out all projects/timeframes and goals.
- Complete staff evals.
- Land Use Law Conference Dec 5-6.
- Comprehensive Plan final draft document review.
- Work with consultant on Land Use Code Update – get process moving.
- Work with County on Affordable Housing property/west eagle area (P&Z and TBOT will see more in early 2020 after County Commissioners discuss in Feb).
- Continue work with County – Fairgrounds Master Planning status.
- Contract on Sub-Area plan for RED Development property; Grant to Dola for sub-area plan for RED Development site.
- Committee/Major meetings: P & Z Commission 12-3; TBOT 12-10; Pre-App mtgs every Thursday afternoon; Downtown Business Alliance 12-4; EVC Meeting 12-12; comp plan coordination calls 12-10 & 12-27; County Comm Dev 12-9; weekly check-ins w/Town Manager; weekly Comm Dev staff meetings; bi-monthly dept lead meetings.
- Continue work with new town engineer firm on dev review process.
- Planner II/II recruitment, app reviews, interviews.
- Staff Eval finalization.

BUILDING DEPARTMENT

- General coordination of contractors and projects
- Participation in Development Review Team meetings as needed
- Plan review and inspection services for pending and active permits
- Refine processes and procedures

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 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	YTD 2019	YTD 2018
Number of Inspections	**240**	**191**	**160**	**150**	**1449**	**1885**
Number of Building Permits	**18**	**24**	**22**	**18**	**238**	**284***
ALL Commercial	0	3	0	2	27	15
SF Detached Residential	2	1	2	1	12	22
Multi-Family & Attached SF Residential	0	2	8	1	23	17
Residential Remodel/Addition/Basement Finish	15	18	12	14	146	51

2018 YTD data reflects separate MEP permits included in permit count (total of 140 as of August 2018)

- Major Construction Projects Under Review and Oversight:
    - Lower Basin Water Treatment Plant
    - Eagle Landing at Brush Creek (Seven More Units Issued Permits Oct. 2019)
    - Soleil Homes-All homes have been permitted
    - Outwest Drywall
    - 210 Freestone (Eagle Ranch Apartments)
    - 700 Chambers Lot 3 Mixed Use Building
    - 1353 Chambers Avenue warehouse

- Upcoming Activities for rest of 2019:
    - Integration of Public Works inspections for new construction in Community Core
    - Continue department audit of best practices, policies, and procedures
    - Continue customizing Community Core Solutions

Records retention, relocation and archiving project for upcoming THOR project.

HUMAN RESOURCES September – November 2019

Training

- Attended Colorado SHRM State Conference October 2-4, Keystone
- Attended CivicPlus Website training
- Set up leadership training for new supervisors

Benefits

- Set up annual wellness biometric on-site testing for 12/4/19
- Set up annual on site employee flu shots
- Researched and orchestrated 2020 Benefits options/renewal
- Open enrollment conducted, closes 12/9/19
- Initiated implementation for new retirement option ICMA-RC

Budget: continued compensation and benefit market research for 2020 budget made market recommendations for Pay Plan.

Recruiting: Strategized with PD on marketing for lateral candidates
8 positions open, 4 filled, one offer pending

- Mechanic, filled 9/25/19
- Municipal Court Clerk, filled 11/27/19
- Special Events Manager, filled 10/11/19
- Public Works Operations Manager, filled 11/20/19
- Planner II or III, offer rejected, re-advertising
- Town Engineer, offer rejected, re-advertising
- Water Plant Operator, offer rejected, re-advertising
- Police Officer, close to offering another cadet sponsorship

4 new hire orientations conducted, paperwork processed

- 2020 Police Academy Cadet
- Special Events Manager
- Municipal Court Clerk
- Mechanic

Policies: finished Handbook Roll out Department Meetings for Public Works and Information Center

Risk Management, Safety and Work Comp

- Attended Safety Quarterly meeting
- Manage 3 Cirsa Claims, address-investigate 3 incidents/complaints, finalize property audit
- Manage 4 work comp claims and one safety incident
- Run Hide Fit video shared with all staff
- Conducted General Safety Meeting with Public Works, review Run, Hide, Fight Training Video

Other

- Performance review process rolled out, assist with process
- 1 Exit Interview conducted, Police Dept. stay interviews conducted
- Assist with Holiday Party Plans

- Assist with Information Center Transition, staff concerns
- Nominated and offered to serve on the Colorado SHRM Board of Directors as the Western Regional Director

OPEN SPACE

- Held debrief with Colorado Cycling League staff regarding the 2019 high school mountain bike races held in October
- Completed the Boneyard Extension connector trail, connecting Boneyard to the newly official “Love Child” trail (a permanent trail name is being worked out with the Hardscrabble Trails Coalition community). Fifty volunteers, BLM staff, HTC, and the Adopt-a-Trail staff participated in the construction of the trail.
- Presented as a partner at a BLM national training event held in Gypsum
- Performed clean-up tasks with ERFPD wildland fire staff near Mayer Gulch for fire break work done last summer.
- Attended Hardscrabble Trails Coalition meeting
- Winter Seasonal Wildlife Closures will go into effect on December 15th. Green gates at trailheads will be closed.

Lower Basin Water Treatment Plant

Project Progress Report – December 10th, 2019

SAFETY

Total manhours worked to date = 50,000+

Health, Safety, and Environmental Incidents			
Incident Type	**Details**	**Total Incidents in the Period**	**Total To Date**
Health & Safety	None for reporting period	0	1
Environmental	None for reporting period	0	0
Community	None for reporting period	0	0

SCHEDULE

Project schedule update provided to team on November 7, 2019

Notice to Proceed: 11 July 2018	***Original Contract***	***Current Contract***	***Forecast***
Total Contract Time	731 Days	750 Days	~750 Days
Substantial Completion Date	11 July 2020	30 July 2020	30 July 2020
Final Completion Date	11 September 2020	30 September 2020	30 September 2020

PROJECT FINANCIALS

Payment Application #16 submitted and approved.

Preconstruction Contract Amount	$638,062
Original Construction Contract Amount	$22,938,752
Change Orders Approved to Date (CO's 1-9)	$1,137,053
Overall GMP Including Approved CO's	$24,075,805
Change Orders Approved to Date	1-9
Payment Applications Submitted	16
Amount Billed to Date	$8,638,013

PROJECT UPDATE SUMMARY

- Shoring Dismantled and removed from Lower Level of Treatment Building
- Plumbing Install in Raw Water Pump Station Building
- Water Testing in Chlorine Contact Basin.
- Final Slab Pours Completed on Treatment Building Main Level
- Winter Protection

PLANNED ACTIVITIES FOR THE NEXT 4 WEEKS:

- Install Equipment Pads in basement level of Treatment Building
- Backfill Water Treatment Building
- Waterproofing and Insulation of Treatment Building Basement Exterior
- Winter protection

PROJECT PHOTOS – SEE NEXT PAGE

PROJECT PHOTOS

Concrete Pour 11-22-19

Winter Protection 11/22

To: Mayor and Board of Trustees

From: Brandy Reitter, Town Manager
Bill Shrum, Assistant to the Town Manager

Date: December 10, 2019

Agenda Item: Broadband Feasibility Study Final Report

REQUEST:

Staff requests the Board of Trustees review the Broadband Feasibility Study Final Report and final presentation.

INTRODUCTION:

In March 2019, the Board of Trustees approved the involvement of the Town with Project THOR, including the purchase of a Meet-Me Center now installed at Town Hall and online by the end of December. With the assistance of a $25,000 EIAF Grant from the Colorado Department of Local Affairs, the Town budgeted to conduct a Broadband Feasibility Study to provide the Board of Trustees with the necessary data to make an informed decision about Phase 2 for Broadband in the Town of Eagle. This report is the culminating event of a months-long study.

ANALYSIS:

Based on the direction from the Town Board, an RFP was published looking for qualified consultants to prepare the Broadband Feasibility Study. Within this report, the Board specifically asked for analysis and pro-forma information on three scenarios: Town-owned Municipal Broadband Service, a Public-Private Partnership to provide broadband service, and analysis of policies that would assist a private-sector broadband solution with no Town involvement in service.

Based on the RFP responses and references from other communities, Uptown Services was chosen as the consultant for the Broadband Feasibility Study. Starting in August 2019, Uptown Services has worked to complete the study to coincide with the installation of the Meet-Me Center. During their work, Uptown Services and the Town of Eagle Administration has taken the following steps to assist the study:

- 2 Broadband Committee meetings and 1 Eagle Chamber Breakfast Briefing
- 261 responses to a phone and online market survey
- 14 businesses, developers, and non-profit/government agencies engaged in depth interviews

This input was gathered to assist in the five main tasks of the study and inform the requested scenarios:

1) Market Analysis
2) Technology Strategy, Design, and Capital Budget
3) Product Strategy
4) Potential Business Models & Funding Sources
5) Pro Forma Financial Analysis

Results of the community feedback and market research study are included in the final report from Uptown Services.

COMMUNITY INPUT:

There was significant community input throughout the Broadband Feasibility Study. In addition to the outreach steps listed above, the Town of Eagle has a Broadband projects page online, fielded emails and calls regarding the current state of Broadband in the community and solicited informal feedback and insight from community members to be included anecdotally in the study. Our community input does include discussions with Eagle County, Eagle Valley School District, the Eagle Library District, Eagle Ranch HOA, the Eagle Chamber, residents from Eby Creek Mesa and Upper Kaibab, and other business and residential associations within the community.

BUDGET / STAFF IMPACT:

The Broadband Feasibility study has had a planned impact on staff time and the budget. This impact was partially mitigated through the award of a $25,000 EIAF grant from DOLA. Upcoming budget and staff impact vary in scale and scope across the four proposed scenarios and will depend on board direction.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Implementation of the Project THOR Meet-Me Center and a Broadband strategy for the Town of Eagle impacts Economic Development in town and improves the quality of life for the residents and businesses in the Town.

RECOMMENDED ACTION OR PROPOSED MOTION:

Recommended action is for staff guidance on preferred next steps regarding Phase 2 of Project THOR implementation.

ATTACHMENTS:

- Broadband Feasibility Study Report.pptx

Broadband Assessment & Feasibility Study

for

The Town of Eagle

December 2019

Uptown Services, LLC
Dave Stockton & Neil Shaw, Principals

STUDY OBJECTIVE & SCOPE

OBJECTIVE: *Identify and evaluate the financially feasibility of a range of options for the Town to significantly enhance the availability, reliability, and capacity of broadband infrastructure to residents and businesses*

SCOPE:

1. Market Analysis
   - Quantitative market research
   - Demand estimation
2. Technology Strategy, Design, and Capital Budget
   - Reference architecture
   - Sample designs
3. Product Strategy
   - Data and Voice services
   - Current and near-term multi-Gig offerings
4. Potential Business Models & Funding Sources
5. Pro Forma Financial Analysis
   - Revenue, Opex, and Capex detail
   - Pro forma outcomes

Residential Quantitative Survey

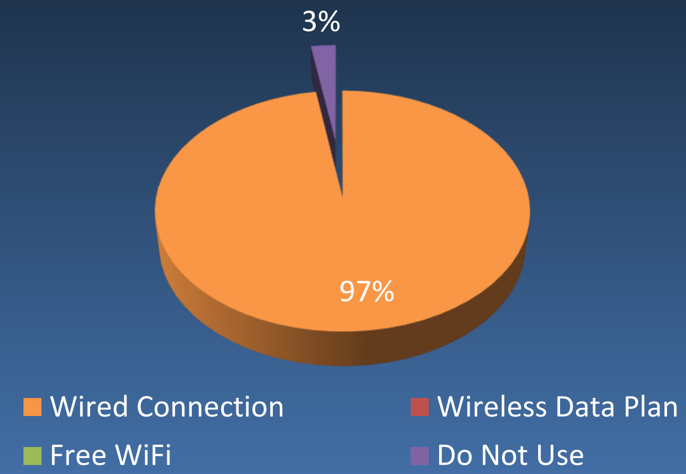
DESIGN FRAMEWORK

- Phone and online surveys
  - Total sample of 261 respondents (214 via phone and 47 online) of universe of 2,394 households
  - ± 5.7 sample error at 95% confidence interval
  - List included wireline and wireless numbers
  - English and Spanish language interviews
- Age quotas used to ensure robust sample across all age groups. Results weighted to reflect actual age distribution from 2010 Census data
- Respondents screened to ensure
  - Decision-maker for telecommunications and entertainment services in the home
  - Reside within town limits
  - Respondents with immediate family members employed by any of the following were excluded:
    - The Town of Eagle
    - Comcast
    - CenturyLink
    - Visionary
    - Forethought

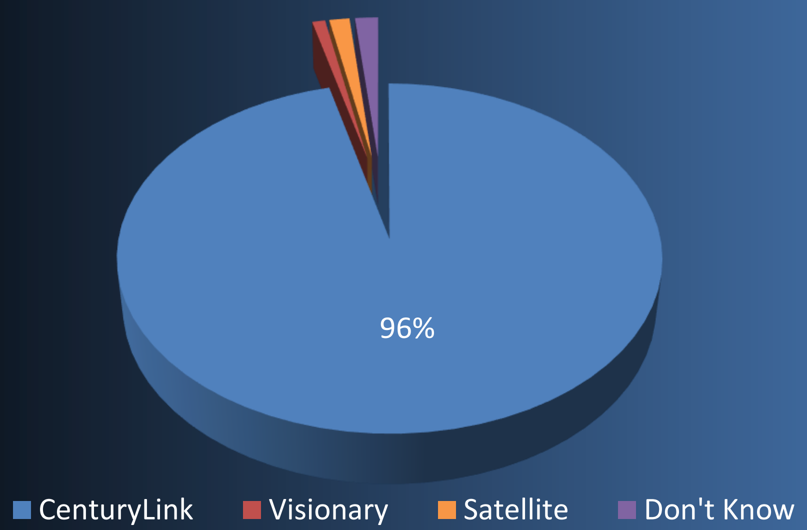
INTERNET SERVICE PURCHASING BEHAVIOR

- 97% of Eagle households subscribe to a wired Internet connection at home
- CenturyLink has 96% market share
- Nearly 2 in 3 households use their home Internet service to perform job tasks 5 or more days per week

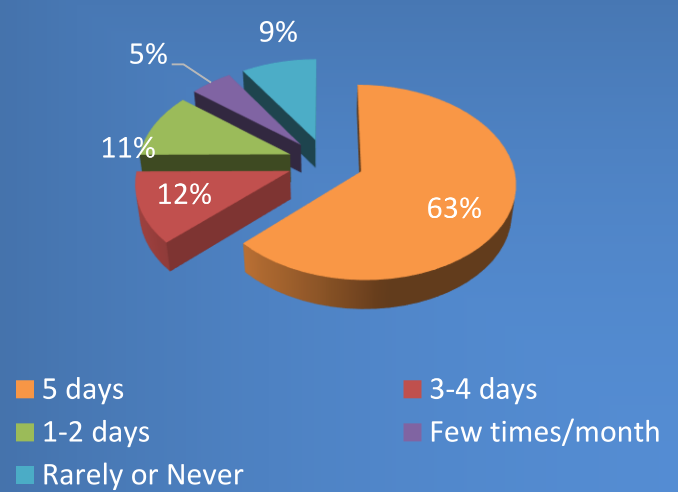
Incidence of Internet Households



Internet Market Share
(Households)



Using Internet at Home for Work Tasks



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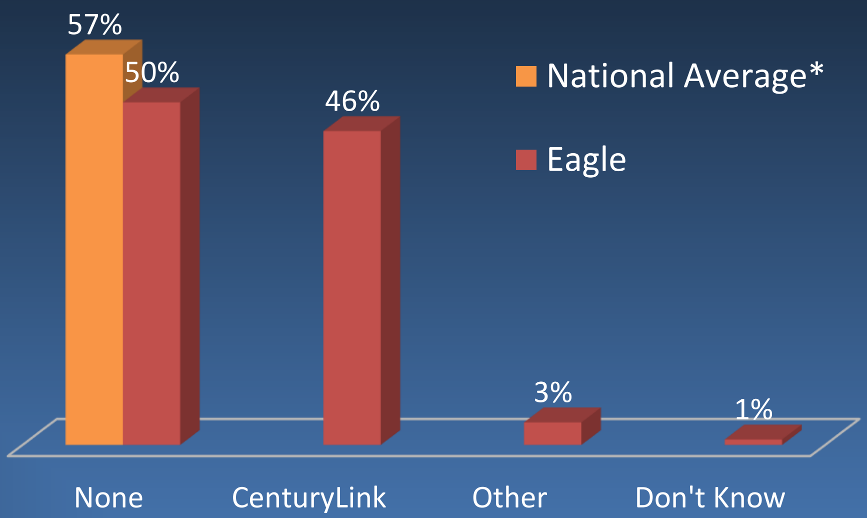
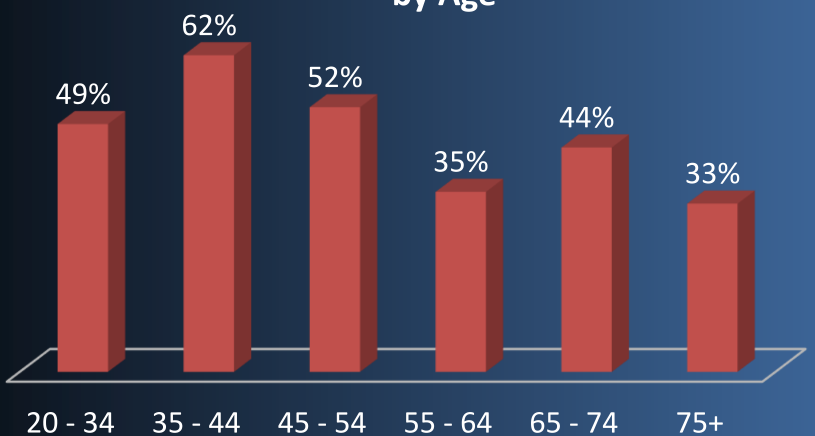
WIRELINE VOICE SERVICE

- Wireless substitution is lower than the national average at 50% of HHs.
- This substitution is less correlated to age than typical, but still lower among older households
- Monthly spending averages $60 for those households with a wireline phone

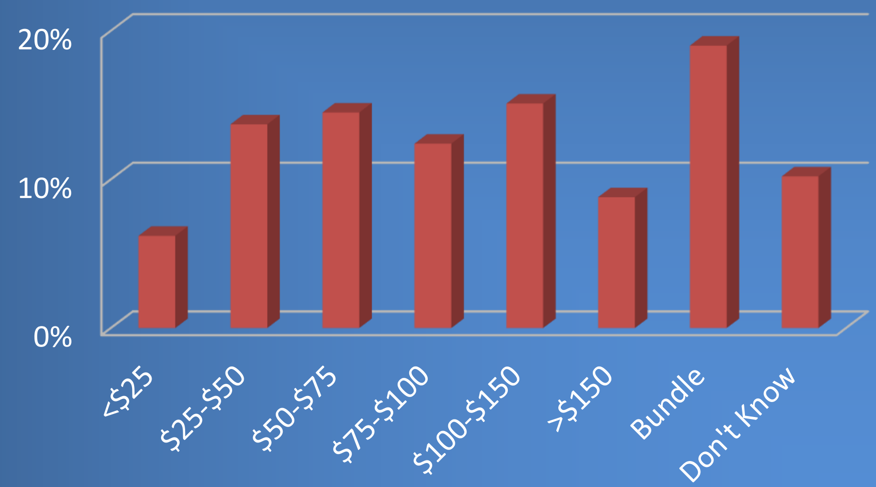
Home Phone Provider
(*source: National Health Interview Survey, 2018)



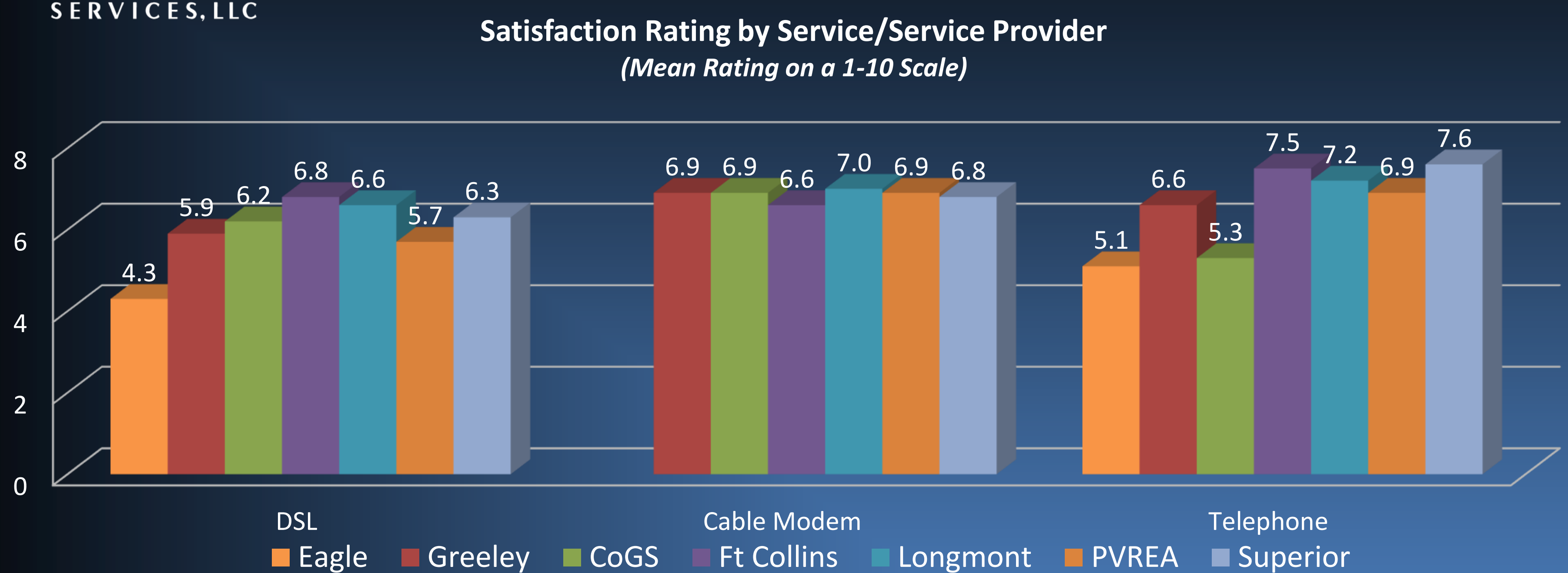
Households Without Wireline Phone Service by Age

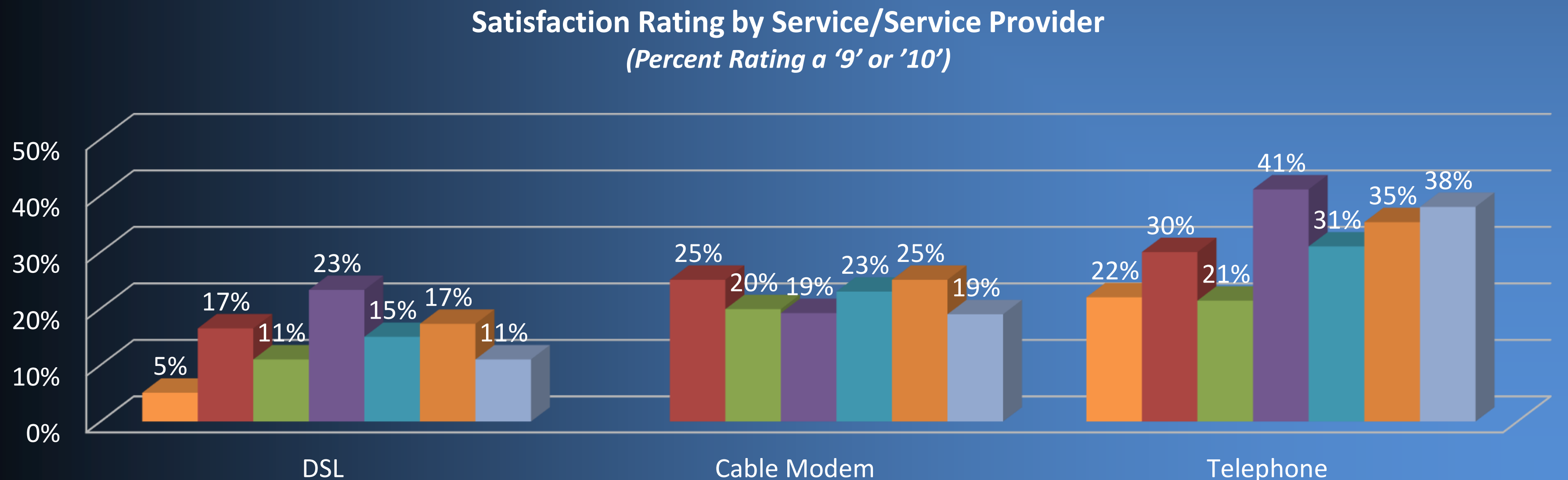


Monthly Voice Spending



SATISFACTION RATINGS





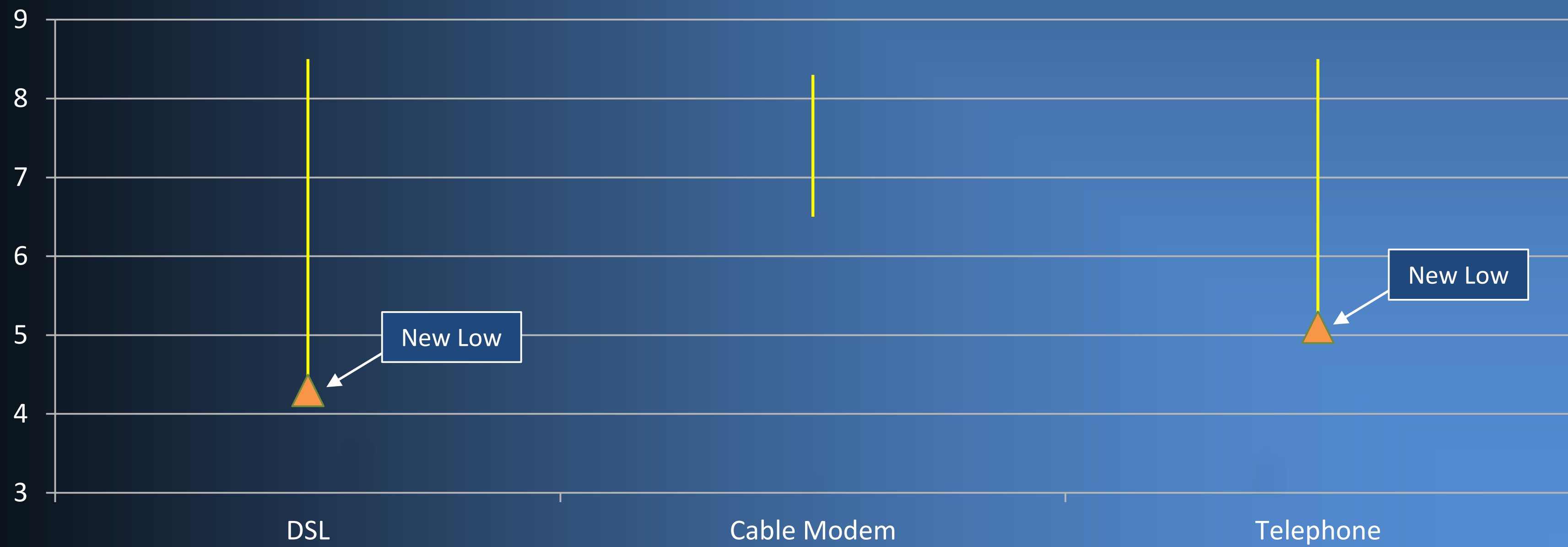
SATISFACTION RATING BENCHMARKS

The chart below compares the results of this study with over 30 other markets where Uptown has completed similar quantitative research:

Ohio (3)	*Washington*	*North Carolina*	*Oregon (2)*
Iowa	*Wisconsin*	*Kansas (2)*	*Alabama*
Georgia	*Oklahoma (2)*	*New York*	*Arkansas*
Tennessee (4)	*Michigan*	*Kentucky*	*Colorado (8)*

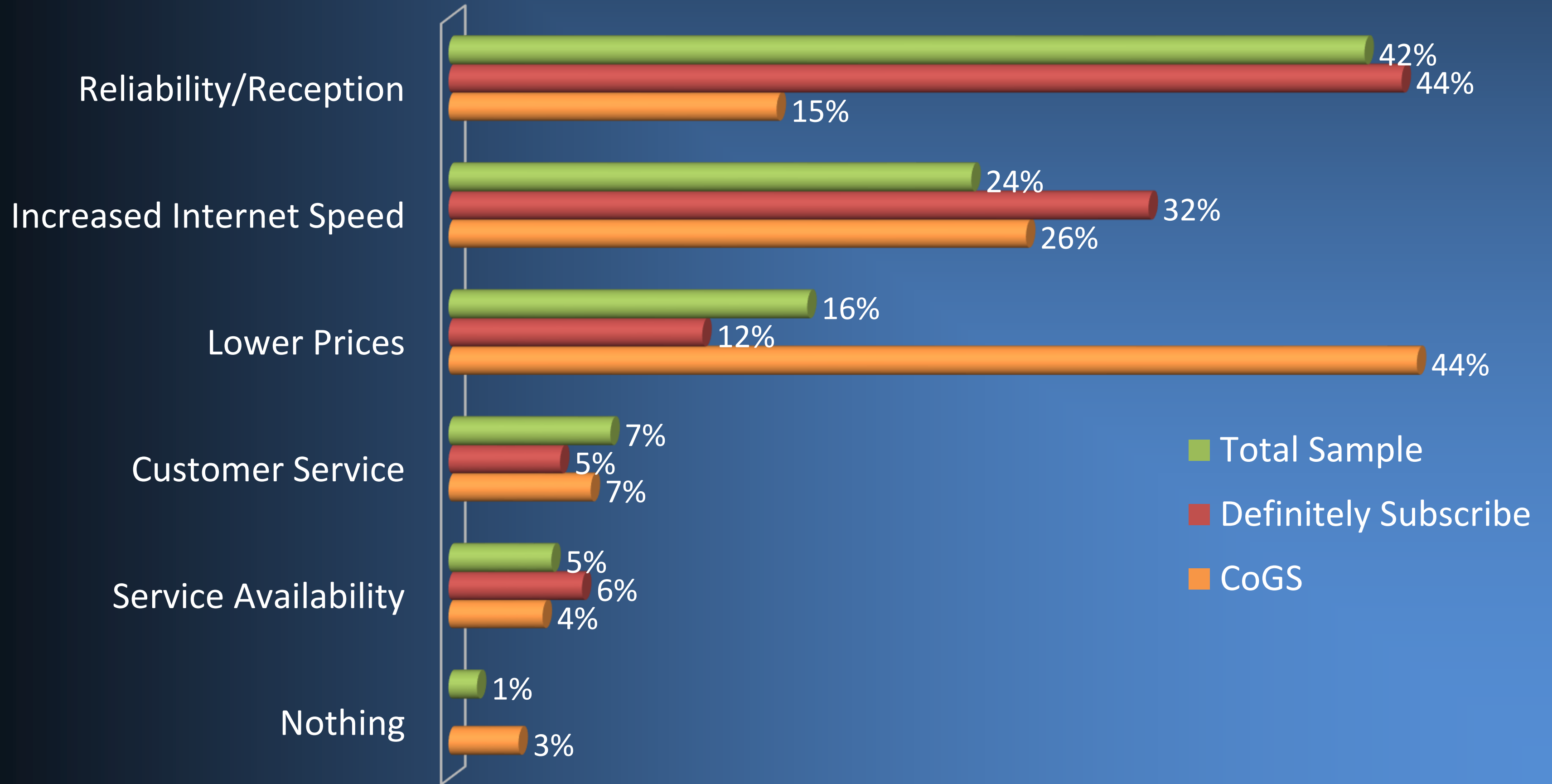
Satisfaction Rating by Service/Service Provider

(Mean Rating on a 1 to 10 Scale)



Eagle residents see Internet reliability as the most important dimension for improving their broadband, followed by Internet speed…

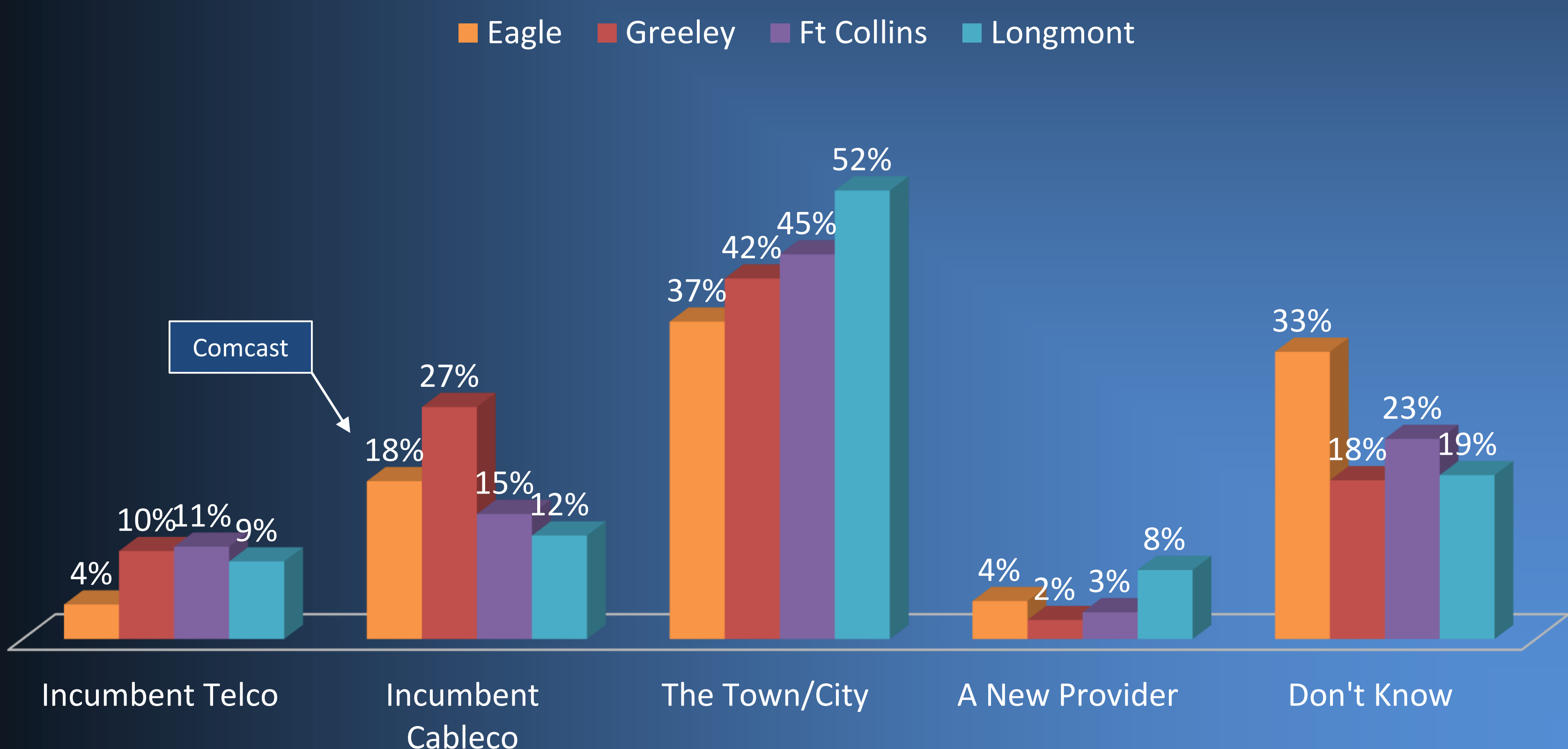
Q34: *"What would you like to see most improved from your current broadband services?"*



PROVIDER PREFERENCE

- 37% of respondents, when given the choice, would prefer to receive high speed Internet from the Town, but 1 in 3 households are undecided…

Q30: *"Among the following list of potential providers, who would you prefer to receive high-speed Internet service from?"*



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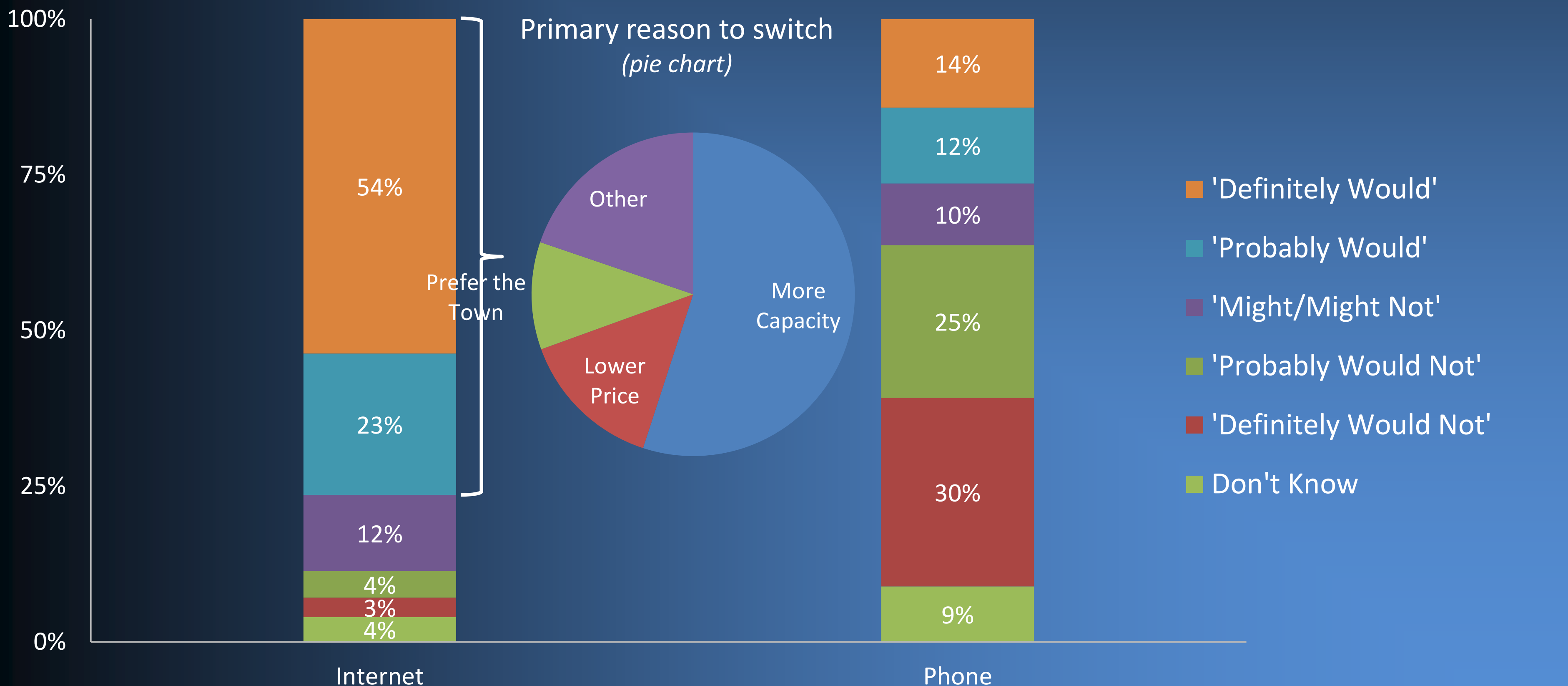
PURCHASE INTENT

- 77% of respondents indicated they would definitely or probably switch their Internet service to a fiber system installed by the Town…

Q24/Q27: *Stated purchase intent for:*
- Internet at $70/mo. for 1Gbps
- Voice at 10% Less than CenturyLink



PENETRATION CALCULATIONS

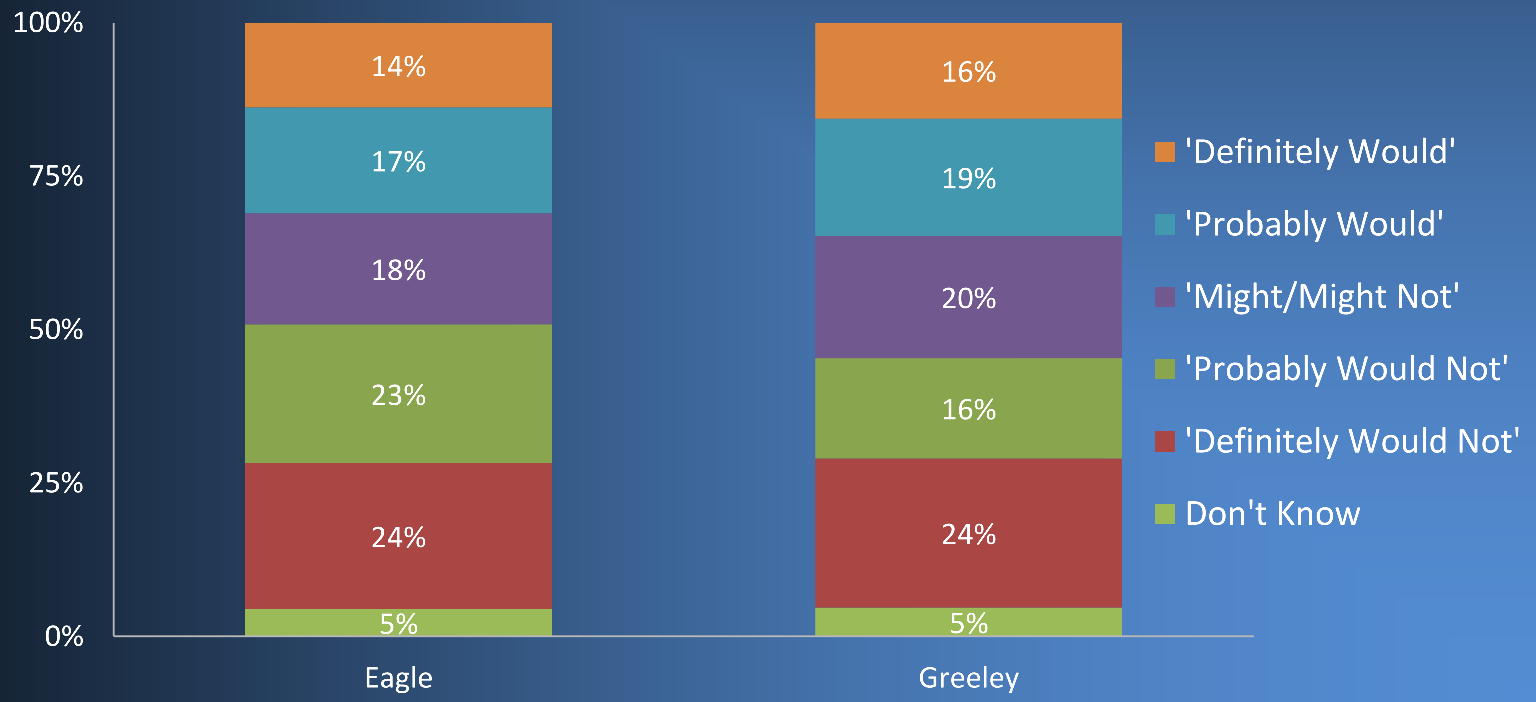
- Uptown uses a ‘Likert Scale’ with Overstatement Adjustment
  - Conservative research techniques from the Packaged Goods sector
  - Clearly specify purchase intent vs. “interest” and removes overstatement bias
- Example: “How likely would you be to subscribe?”
  - Definitely Would 21.5% x 70% = 15.0%
  - Probably Would 35.6% x 30% = 10.7%
  - Might/Might Not 20.0% x 10% = 2.0%
  - Probably Would Not 10.4% 27.7% = Penetration Estimate
  - Definitely Would Not 4.4%
  - Don't Know 8.1%

	Residential Research (Terminal / Year 5 Eroded)	Small Business (Terminal)
Internet	**46% @ $70**	**45%**
Telephone	**15% / 10% @ 10% Less**	**35%**

COMCAST GIG OFFERING PURCHASE INTENT

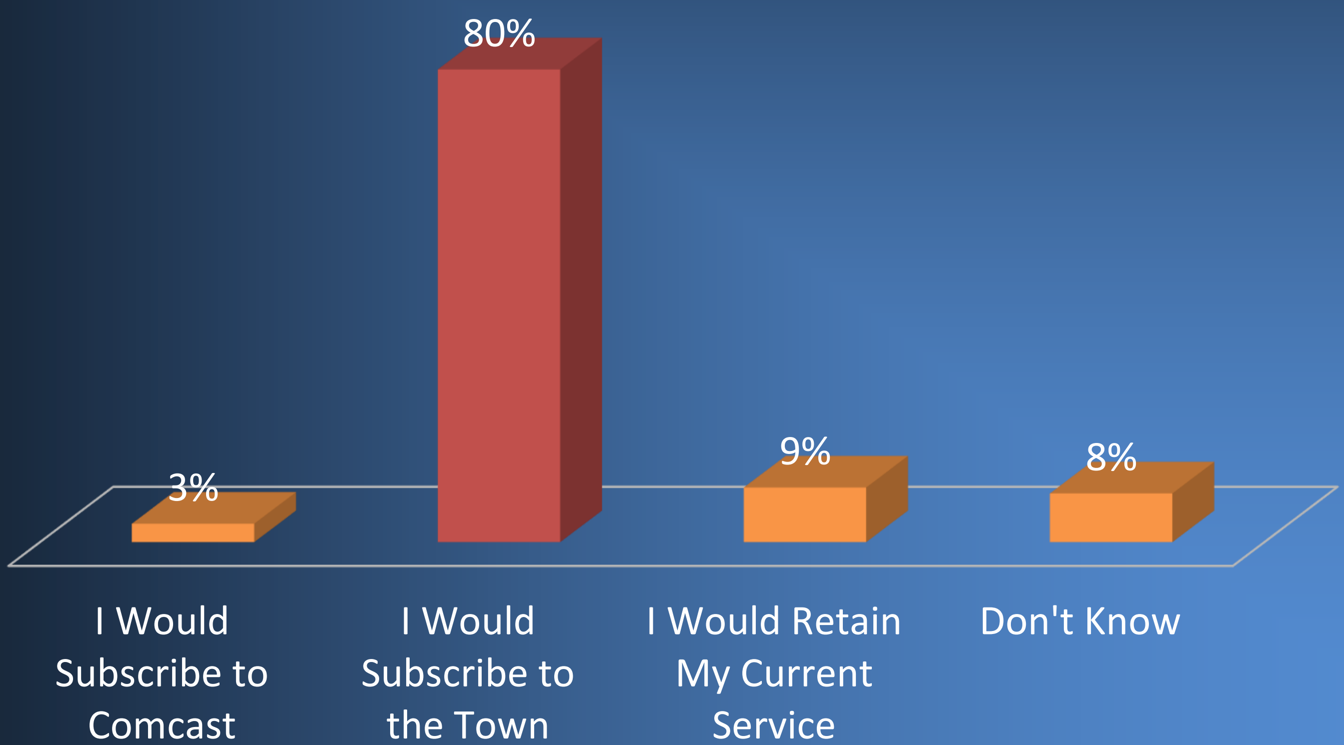
- The survey asked participants if they would upgrade to Gig Internet service if offered by Comcast at $110 per month. Participants were told this was the only Gig offering in this scenario. At $110, only 14% stated they would definitely subscribe versus 54% if provided by the Town at $70. We observed very similar upgrade demand for 1G at $110 in Greeley where Comcast is the incumbent…

Q31: *Stated Purchase Intent for Comcast Gig Offering (sole Gig offering in Eagle)*



COMCAST AND THE TOWN 1G INTERNET

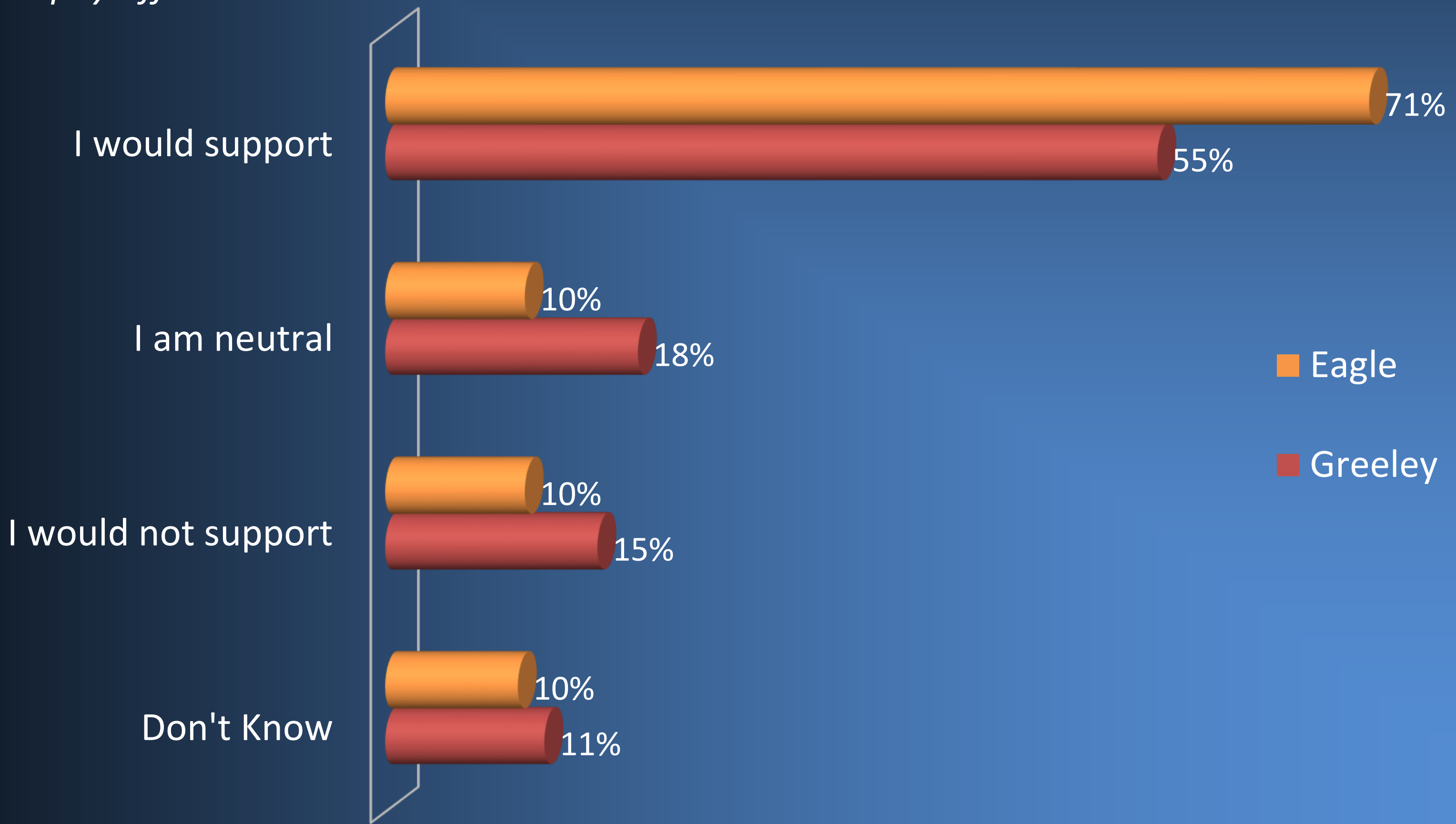
- **Q32: "If both Comcast and the Town of Eagle were to offer 1 gigabit Internet to your home and your service options were:**
  - **1 gigabit Internet from Comcast for $110 per month**
  - **1 gigabit Internet from the Town for $70 per month**



REVENUE BOND SUPPORT

7 out of 10 Eagle households support the issuance of a revenue bond to help fund the new fiber network…

Q35: "Without raising taxes, would you support the Town of Eagle issuing a Revenue Bond to fund the construction of the fiber network, if the service subscription revenues were used to pay off the bond?"



HIGH CAPACITY COMMERCIAL MARKET NEEDS

- Typical High Capacity Needs and Desired Service Attributes
  - Infrastructure Availability: Fiber is the Standard
  - Dedicated Capacity: Superior to shared bandwidth connections
  - Competitive Pricing
  - Service Experience: Reliability, Customer Service, and Responsiveness
  - Network Integration: Some entities require national/global tier 1 provider
- CenturyLink is the sole High Capacity Provider in Eagle

DEPTH INTERVIEW PARTICIPANTS

Health Care
- Vail Health

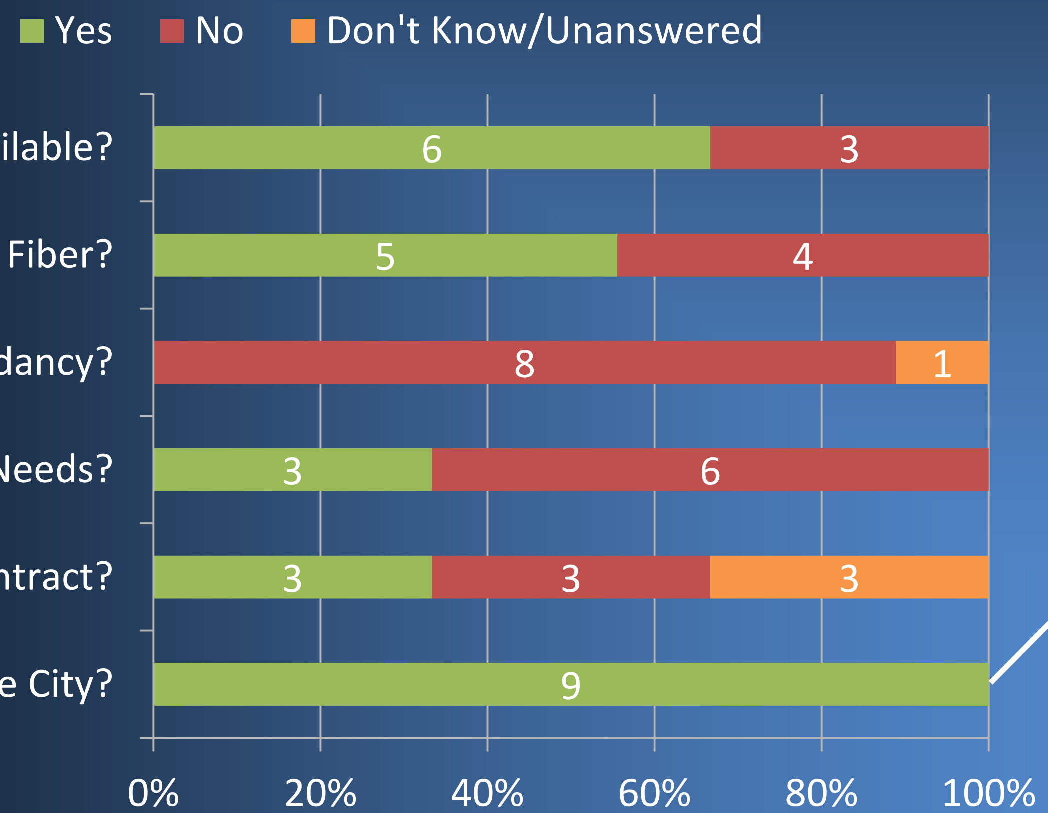
Technology
- Hawk Digital
- McDowell Engineering

Education/Government
- Eagle County School District
- Eagle Valley Library District
- Eagle County

Other
- Slifer, Smith, & Frampton
- Alpine Bank
- Eagle Ranch
- Mountain Rec

FIBER IS AVAILABLE BUT WILLING TO SWITCH

While there is only one wireline provider for the commercial segment, CenturyLink has deployed fiber to some business locations. Advanced data needs are being met for most, but all participants would consider the Town as a provider option…



1. Redundancy
2. Reliability
3. Better Value

UPTOWN SERVICES, LLC

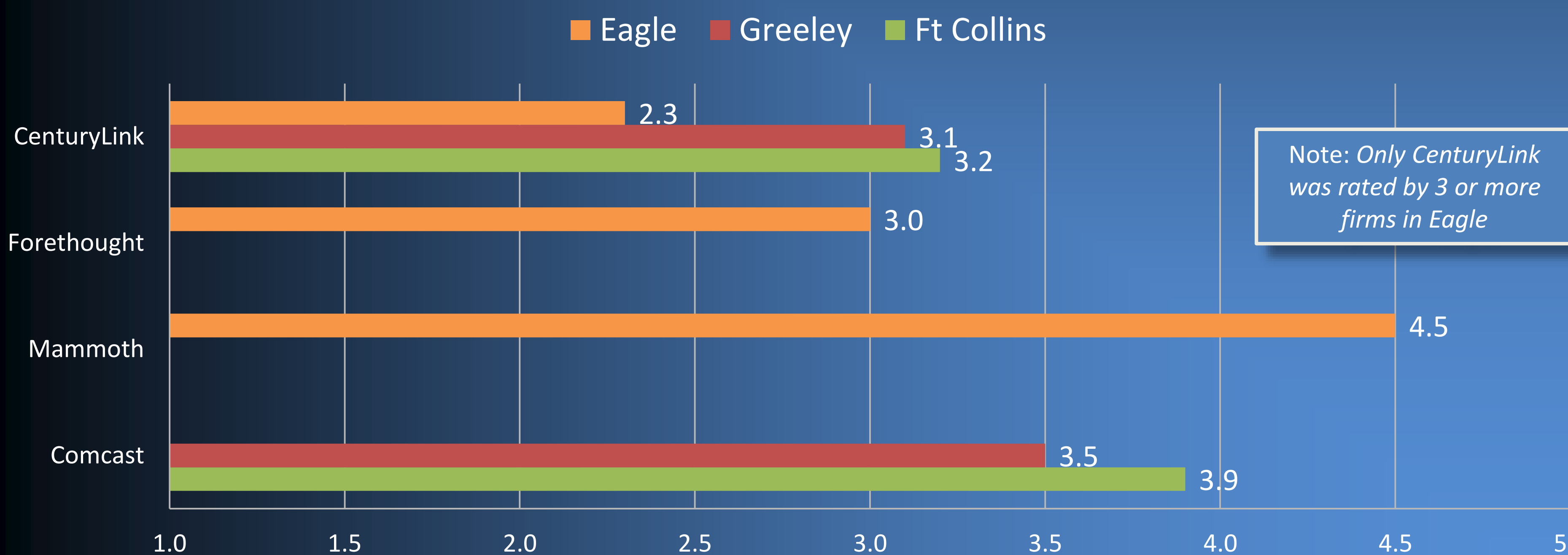
SERVICE PROVIDER SATISFACTION

Satisfaction levels are low for the single incumbents and higher for alternative providers

- Average satisfaction with CenturyLink in Eagle is 2.3 (versus 3.1 in Greeley and 3.2 in Fort Collins)
- Most prevalent areas of dissatisfaction:
  - Poor customer service / responsiveness
  - Poor product performance (speed/capacity)
  - Poor reliability

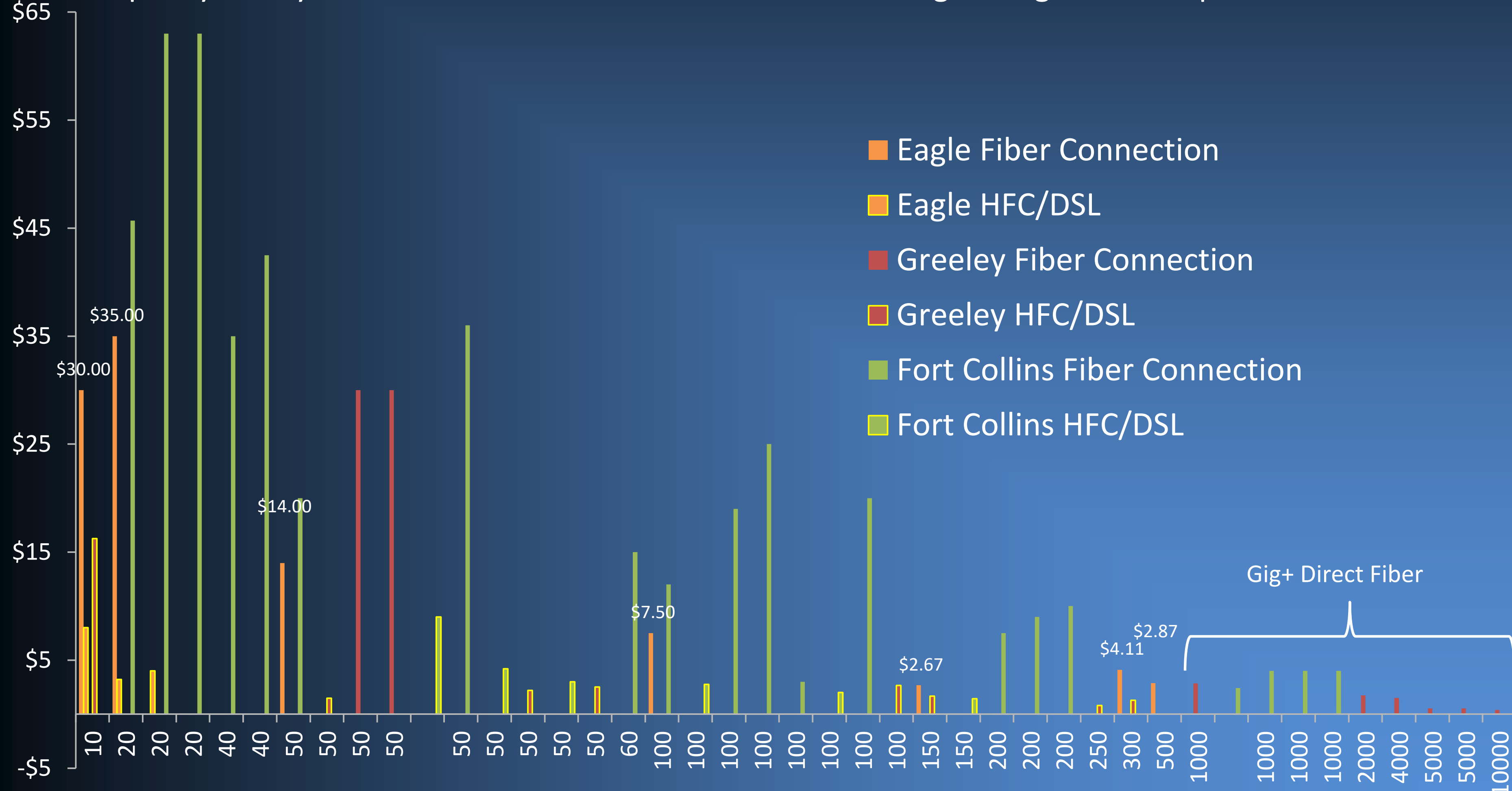
Satisfaction Rating by Service/Service Provider

(Mean Rating on a 1-5 Scale)



HIGH CAPACITY PRICING

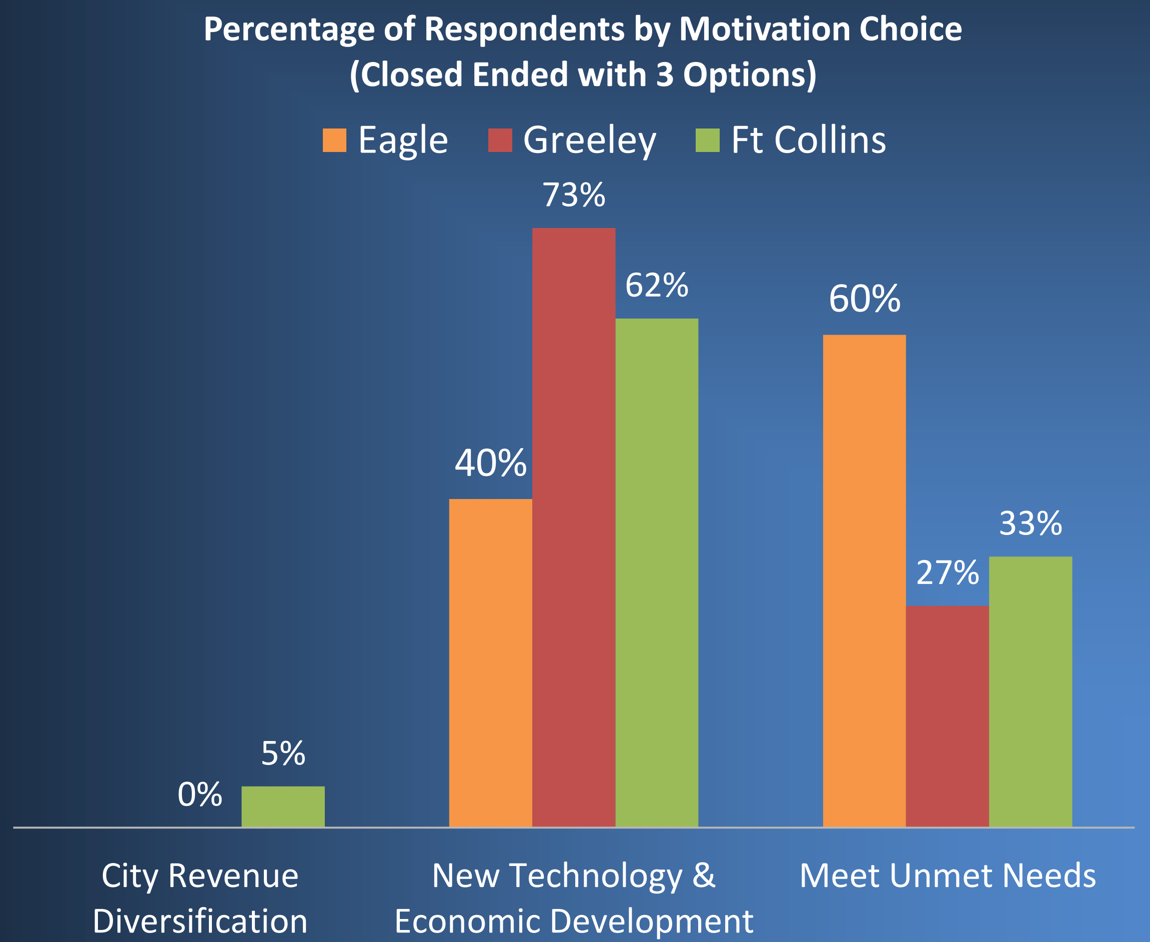
Anchor institutions in Eagle are paying $3-$35 per Mbps for direct fiber connections. Average monthly spending per fiber connection is $772 (at average capacity of 180Mbps). Subscribed capacity is very low for fiber connections and this is lowering average revenue per connection…



Additional Sources: Eagle, Greeley Depth Interviews in 2019 and Fort Collins Depth Interviews in 2016.

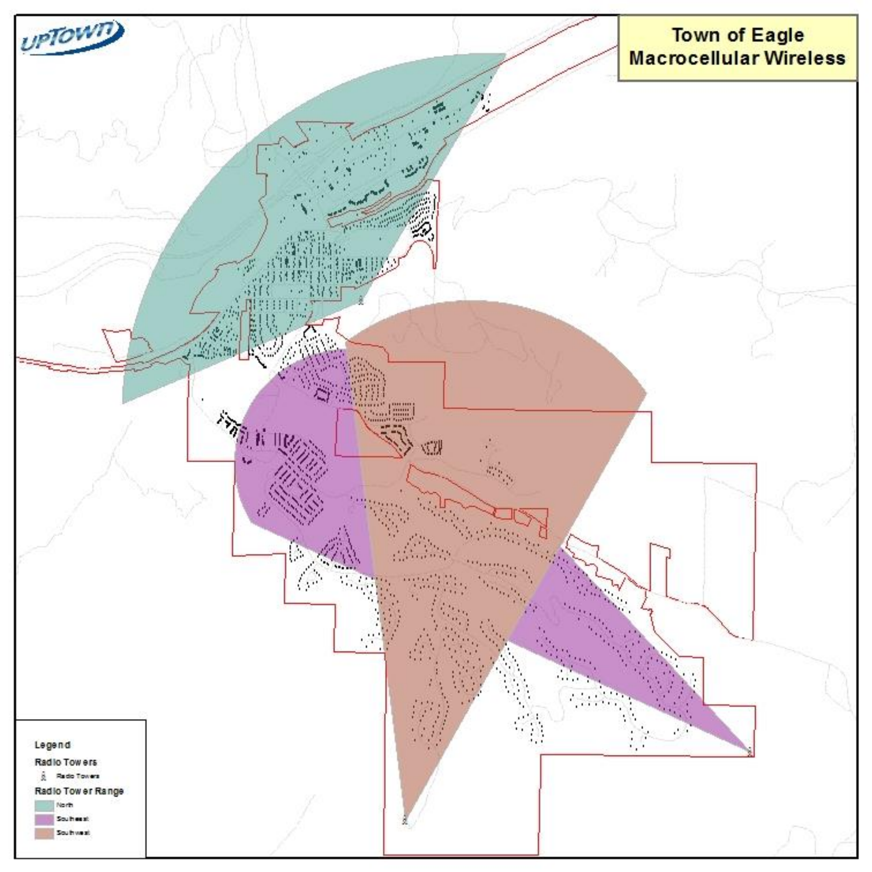
MOTIVATION FOR CITY-PROVIDED BROADBAND

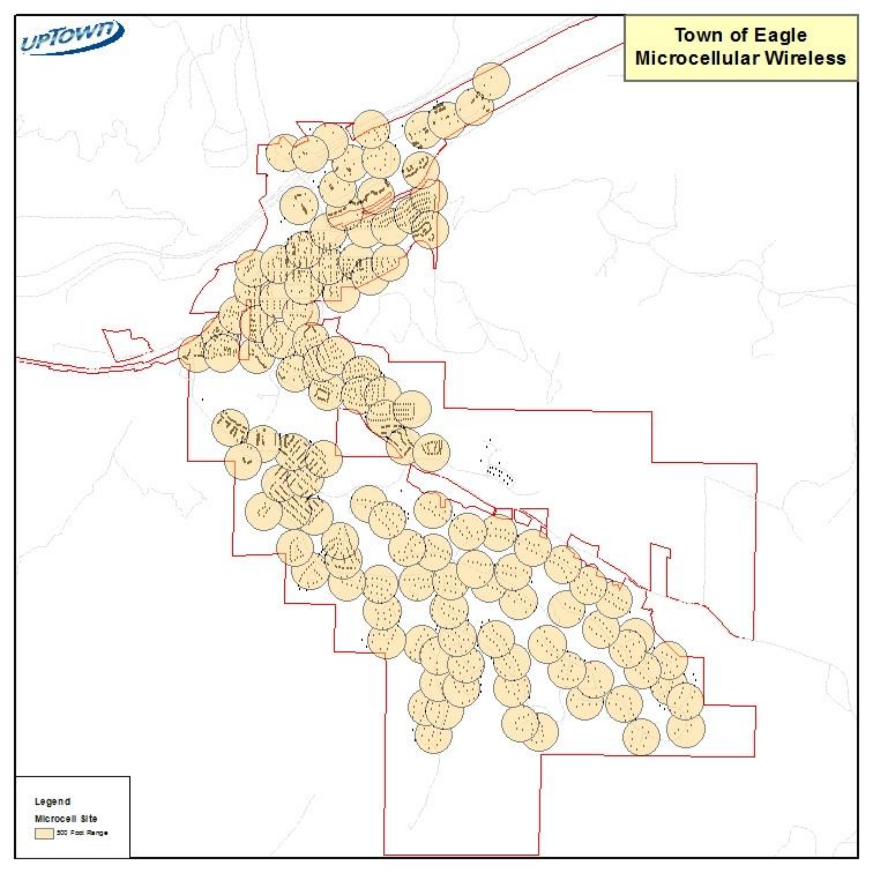
Eagle opinion leaders perceive that the most viable goal for the Town in pursuing a broadband initiative would be to meet broadband needs not currently being met by incumbent providers…



Technology Analysis
Wireless Opportunities and Implications

MACROCELL VERSUS MICROCELL WIRELESS





- Three water towers used as tower sites
- Line of site limited by geographic features
- Range of towers is consistent current technology
- Service capabilities from 10-100Mbps

- "5G" architecture with 500 foot radius radios
- 117 radios required for full coverage
- Each radio should be fiber fed for full performance
- Radio range does not reflect line of site barriers

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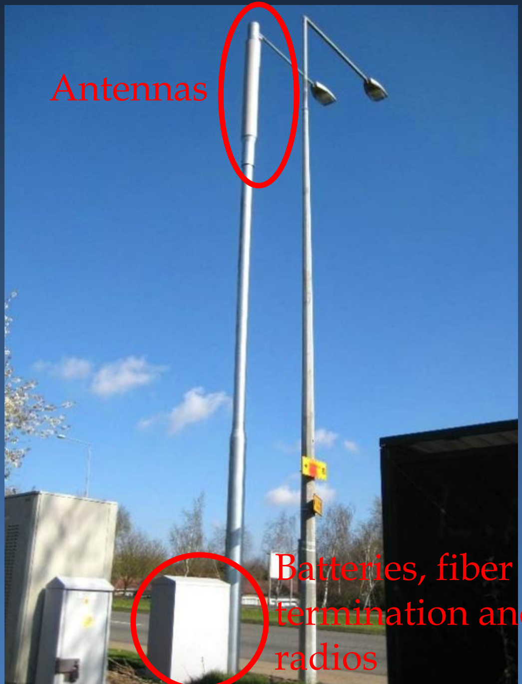
NEW SMALL CELL ANTENNAS BRING ISSUES

Existing Pole

Light Pole – No Ground Cabinet

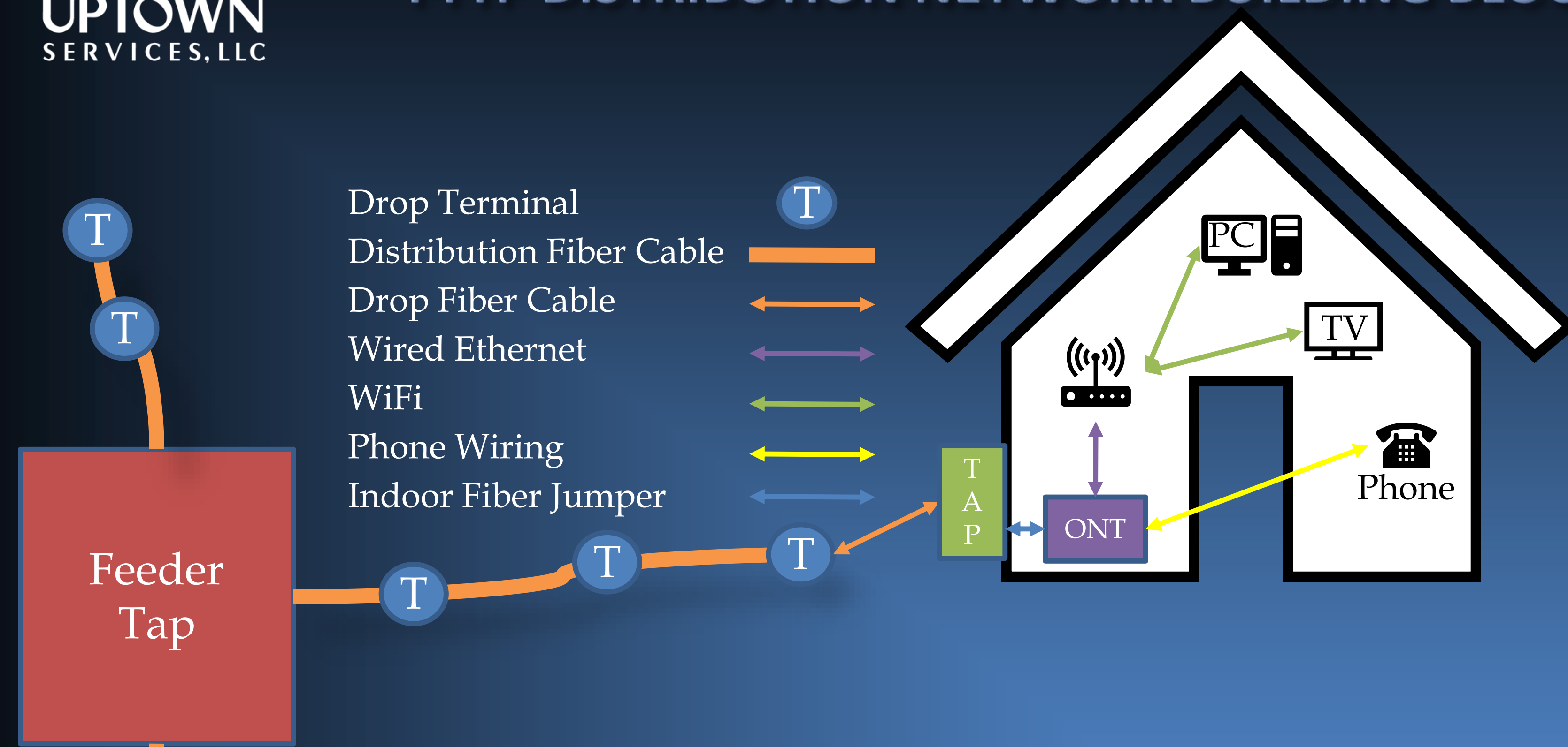


Light Pole – Ground Cabinet

- Significant resistance to hundreds and thousands of small cell antenna sites required for 5G
- Small cell sites required to cover Eagle is highly variable due to variability in signal range
    - 500 foot range = 84 new small cells
    - 400 foot range = 131 new small cells
    - 300 foot range = 233 new small cells
- Placing fiber fed small cells closer to homes may be cost prohibitive for less dense service areas

Technology Analysis
Reference Architecture – Building Blocks

FTTP DISTRIBUTION NETWORK BUILDING BLOCKS

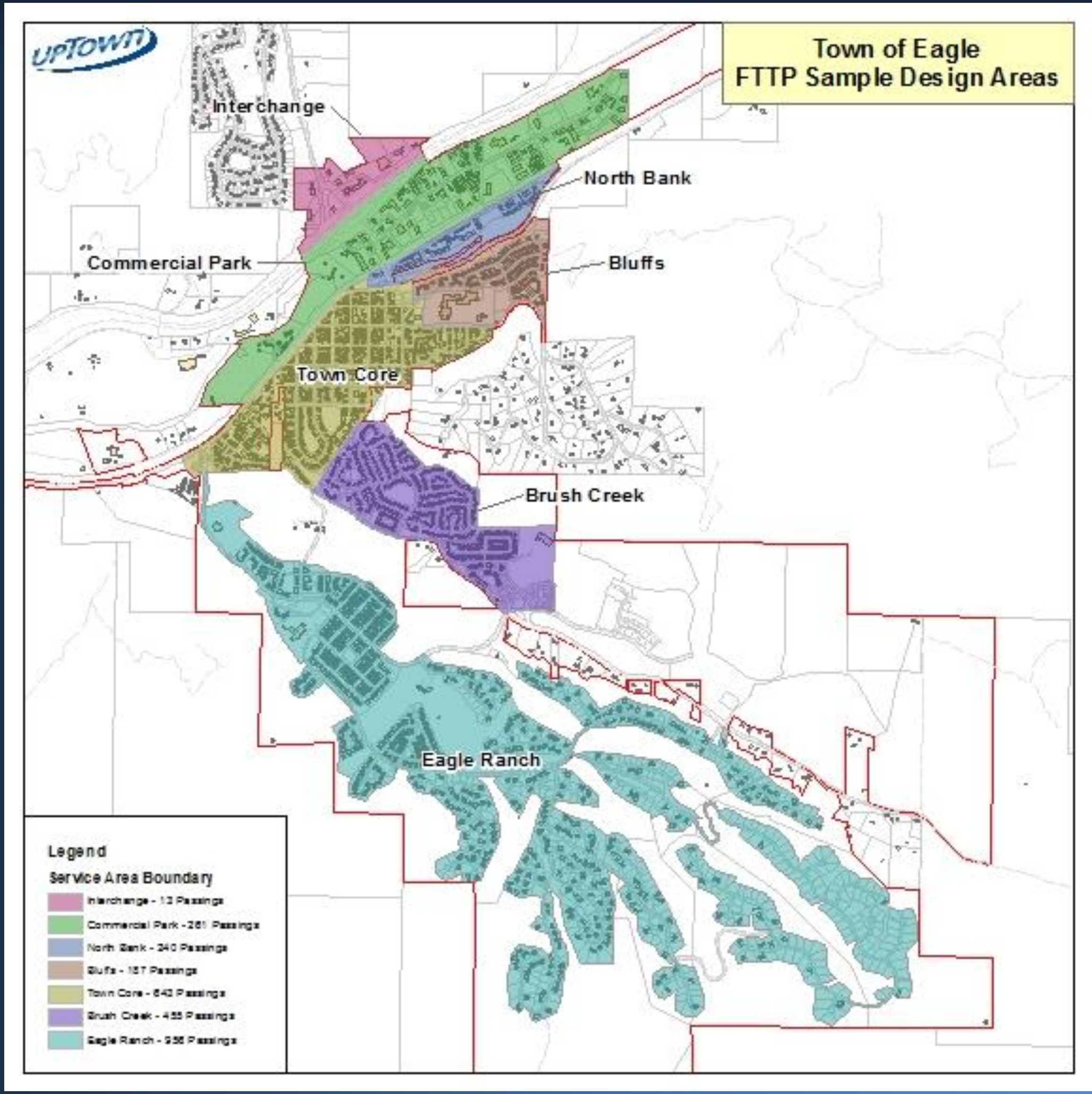


- Service drops installed after subscriber orders first service
- Drops plug into terminal with hardened connector (no splicing required)
- Connectorized drop terminates on Test Access Point (TAP)
- Optical Network Terminal (ONT) placed in dwelling
- WiFi and non-WiFi ONTs to be offered
- Streaming video supported using SmartTV or device

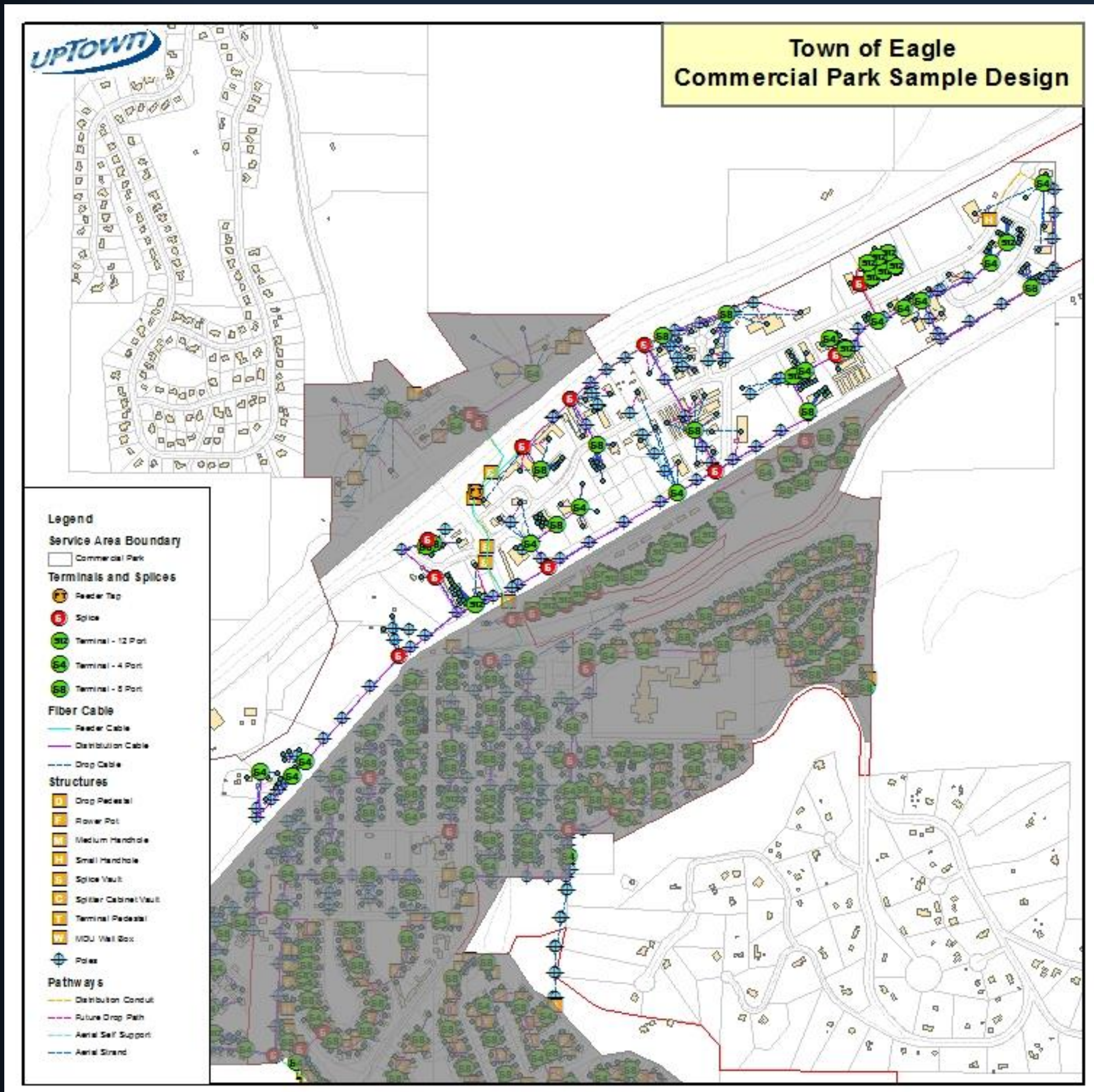
Technology Analysis

Sample Designs

SAMPLE DESIGN AREA OVERVIEW



COMMERCIAL PARK SAMPLE DESIGN



Design Metric	Value
New Aerial Plant Miles	3.8
New Underground Plant Miles	0.9
% Aerial	80%
% UG	20%
Passings	261
Passings per Mile of Plant	56
Materials Cost per Passing	$198
Labor Cost per Passing	$453
Total Cost per Passing	**$651**
Total Materials (no drops)	$51,715
Total Labor (no drops)	$118,164
Total Cost	**$169,879**

* - Does not include engineering, fixed equipment, subscriber capital and installation costs.

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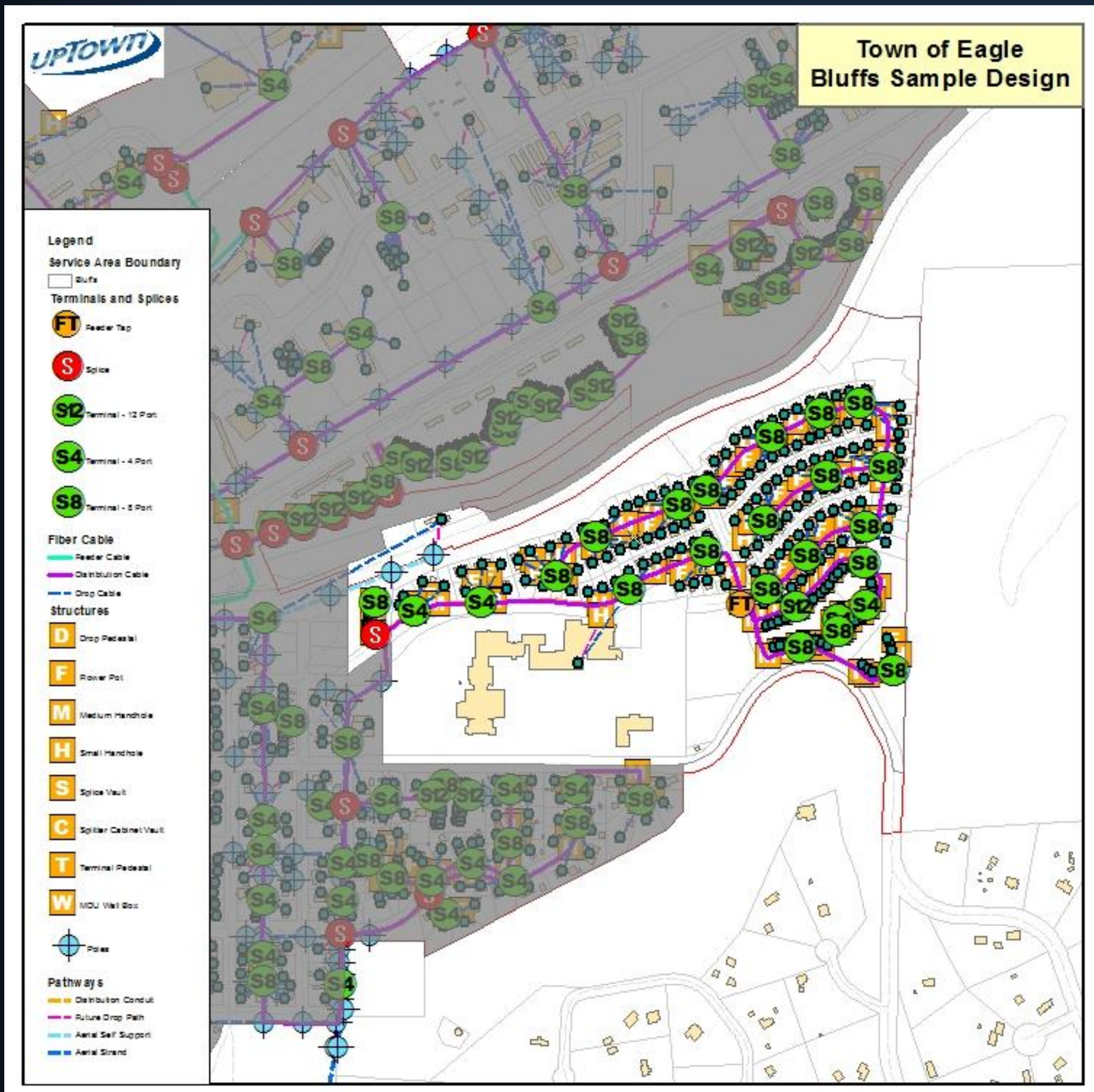
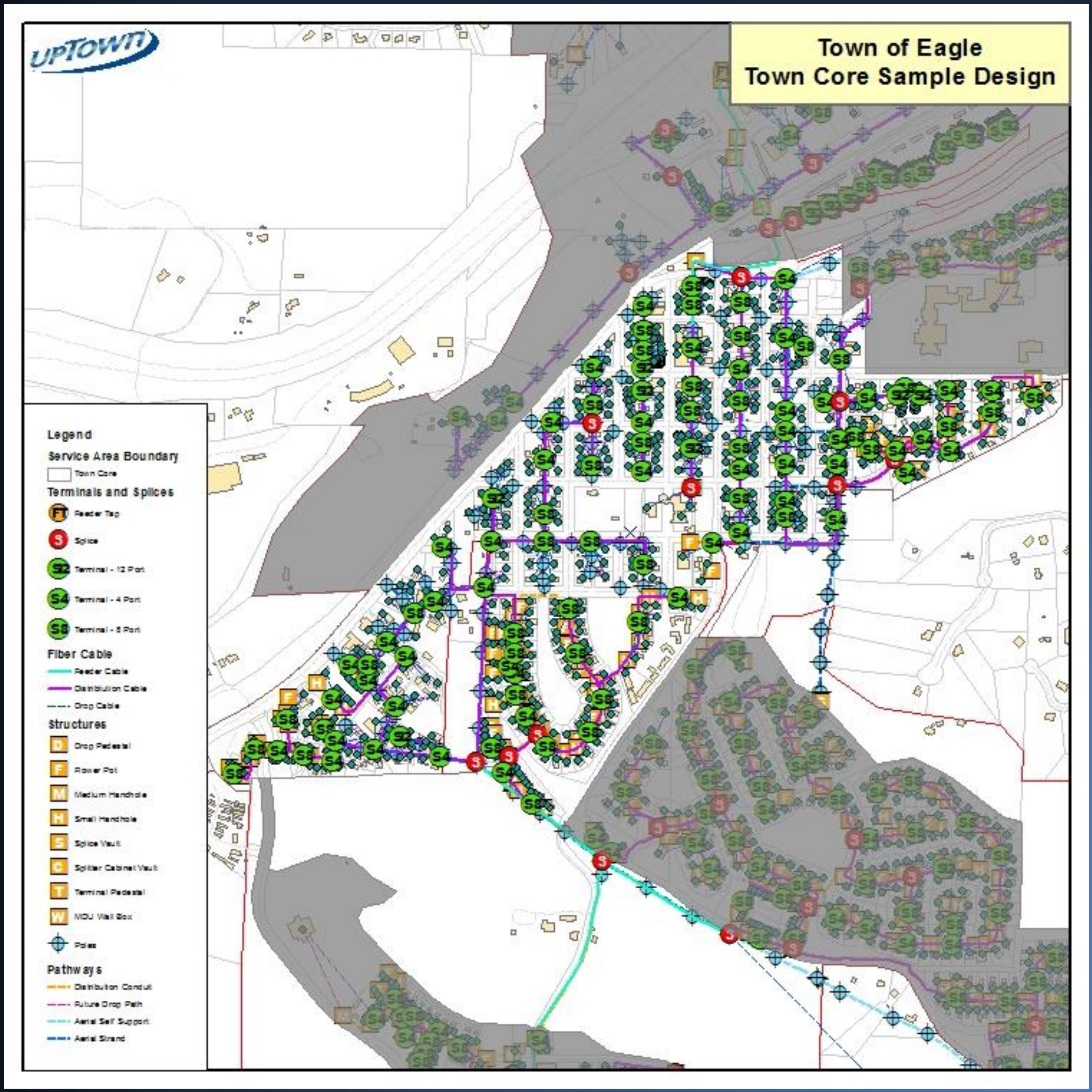
BLUFFS SAMPLE DESIGN



Design Metric	Value
New Aerial Plant Miles	-
New Underground Plant Miles	2.1
% Aerial	0%
% UG	100%
Passings	187
Passings per Mile of Plant	90
Materials Cost per Passing	$199
Labor Cost per Passing	$854
Total Cost per Passing	**$1,053**
Total Materials (no drops)	$37,159
Total Labor (no drops)	$159,710
Total Cost	**$196,869**

* - Does not include engineering, fixed equipment, subscriber capital and installation costs.

TOWN CORE SAMPLE DESIGN

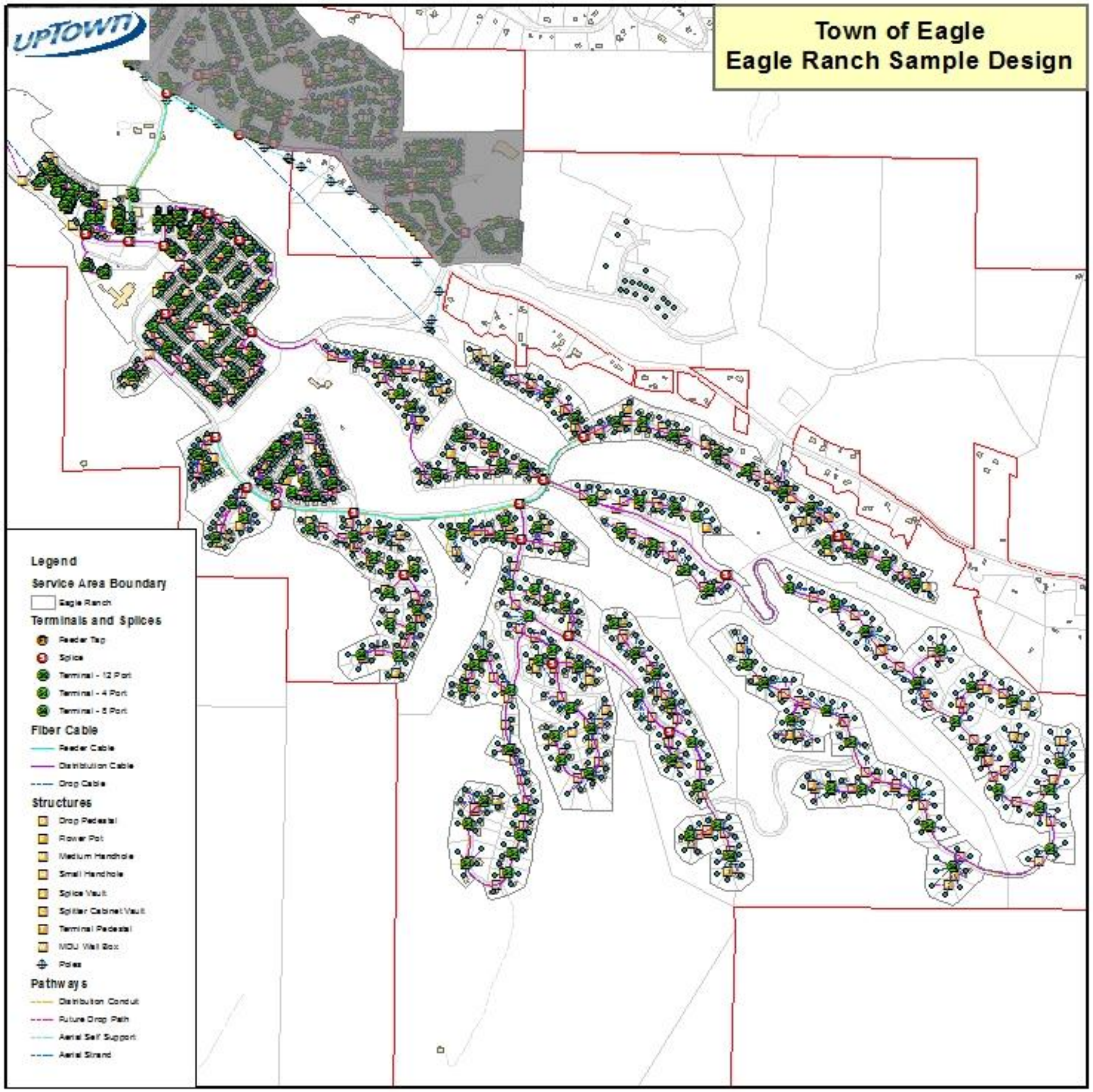


Design Metric	Value
New Aerial Plant Miles	4.9
New Underground Plant Miles	2.7
% Aerial	65%
% UG	35%
Passings	643
Passings per Mile of Plant	85
Materials Cost per Passing	$170
Labor Cost per Passing	$429
Total Cost per Passing	**$599**
Total Materials (no drops)	$109,194
Total Labor (no drops)	$275,885
Total Cost	**$385,079**

* - Does not include engineering, fixed equipment, subscriber capital and installation costs.

EAGLE RANCH SAMPLE DESIGN

UPTOWN SERVICES, LLC



Design Metric	Value
New Aerial Plant Miles	-
New Underground Plant Miles	20.8
% Aerial	0%
% UG	100%
Passings	956
Passings per Mile of Plant	46
Materials Cost per Passing	$338
Labor Cost per Passing	$1,597
Total Cost per Passing	**$1,935**
Total Materials (no drops)	$323,314
Total Labor (no drops)	$1,526,699
Total Cost	**$1,850,013**

* - Does not include engineering, fixed equipment, subscriber capital and installation costs.

SAMPLE DESIGN SUMMARY

Sample Design Area	New OH Miles	New UG Miles	Passings	Passings per New Mile of Plant	Weight	Materials per Passing	Labor per Passing	Total per Passing
Interchange	0.2	0.5	13	17	0.5%	$670	$3,076	$3,746
Commercial Park	3.8	0.9	261	56	9.5%	$198	$453	$651
North Bank	-	1.1	240	228	8.7%	$109	$378	$487
Bluffs	-	2.1	187	90	6.8%	$199	$854	$1,053
Town Core	4.9	2.7	643	85	23.3%	$170	$429	$599
Brush Creek	0.1	5.3	455	84	16.5%	$209	$889	$1,099
Eagle Ranch	-	20.8	956	46	34.7%	$338	$1,597	$1,935
Overall	**9.0**	**33.4**	**2,775**	**65**	**100%**	**$236**	**$952**	**$1,188**

- Sample designs reflect all serviceable areas in Eagle
- Total fiber mileage estimated to be 42.4 miles
- Includes passing 291 empty lots (260 in Eagle Ranch)

Incumbent and Proposed FTTP Service Offerings

Internet and Data Services

INCUMBENT RESIDENTIAL INTERNET PRICING

	Download	Upload	Price	Technology
CenturyLink	20M	5M	$49.00	DSL
Forethought	3M* 10M*	-	$35.00 $65.00	Fixed Wireless
Visionary	2M* 50M* 100M*	- 5M 5M	$54.95 $59.95 $79.95	Fixed Wireless
Comcast**	15M 75M 175M 275M	2M 5M 10M 25M	1 Year / Month-Month**** $29.99 / $39.99 $29.99 / $49.99 $44.99 / $64.99 $59.99 / $79.99	Cable Modem (DOCSIS 3.0)
	500M*** 1G***	-	1 Year / Month-Month**** Years 1-2:$60 , then $74.99 / $111.95 Years 1-2:$70 , then $89.99 / $159.95	Cable Modem (DOCSIS 3.1)

Prices reflect subscription to Internet service at non-promotional rates. CenturyLink pricing per centurylink.com. Comcast pricing from xfinity.com as of November 2019 for the Boulder area. Forethought pricing from forethoght.net as of November 2019. Visionary pricing from vcn.com as of November 2019.

*Not available in all areas. **Comcast does not currently serve Eagle ***DOCSIS3.1 is not available in all areas that Comcast currently serves. ****Comcast has announced a $3/mo. increase on most Internet tiers to be effective December 18, 2019.

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PROPOSED RESIDENTIAL INTERNET PRICING

Internet Tier Download / Upload	Monthly Price	ONT Model(s) / Cost	Static IP Address
1G / 1G	$70	Standard: 803G ($112) Wireless: 844G ($199)	N/A
2G / 2G	$100	Wireless: GP1000X & 844E ($385)	$10
4G / 4G	$150		
WiFi ONT Upgrade (80211.ac)	Add $10	See above	N/A
Wireless Extender	No fee	804 ($74) *End user one-time purchase*	

ONT models reflect Calix as budgetary reference.

VOICE PROVIDER ROLE

Function	Operational Responsibility	FTTP System	CLEC
Capital	Local Loop and Premises NIU	✓	
	Fiber MUX, Transport, and Switch		✓
Interconnect	LNP, Operator Services, PSAP, IC Agreements		✓
Marketing & Sales	Advertising, Sales	✓	
	Brand, Pricing	✓	✓
Provisioning	Work Order Creation	✓	
	Bell Processes		✓
	Switch Provisioning		✓
	Customer Install	✓	
Billing	Bill Fulfillment	✓	
	Call Detail Record (LD), Taxes & Fees		✓
Internet	Backbone Interconnection		✓

UPTOWN SERVICES, LLC

With the below retail voice pricing, net revenue per line (retail less wholesale voice fees) will be the following at current CLEC wholesale market rates:

- Residential: $28 per month
- Commercial: $16 per month

Segment	Service	With Internet Rates	Without Internet Rates
Residential	Access Line, Features, & Unlimited LD	• Monthly: $35	Not Offered
Commercial	Access Line, Features, & Unlimited LD	• Monthly: $30 • 2 Year: $26 • 3 Year: $24	• Monthly: $40 • 2 Year: $36 • 3 Year: $34
	Digital SIP Trunk (per channel)	• 2 Year: $25 • 3 Year: $23	• 2 Year: $30 • 3 Year: $28
	Hosted PBX (per seat)	Requires Internet and minimum 3 year term: • 1-5 Seats: $25 • 6-24 Seats: $23 • 25-49 Seats: $22 • 50+ Seats: $21	

Potential Business Models & Funding Sources

UPTOWN SERVICES, LLC

RANGE OF BUSINESS MODELS

	Own & Operate	Own & Operate with Municipal Operating Partner	Public-Private Partnership	Comcast Franchise
Ownership Role of the Town	Town funds capex for fiber build (FTTP), working capital, and all operating expenses		Town funds capex for fiber build (FTTC) and owns backbone & distribution fiber	None
Operating Role of the Town	Town is service provider and provides all operating roles (excluding providing voice service)	Town is service provider. Partner provides customer care, help desk, fiber maintenance/outage response, and network management/administration	Partner is the service provider. Town only co-brands & maintains fiber plant (excluding electronics)	None
Services Offered	Internet: 1G @ $70/mo. Voice: $35/mo.		Internet: 1G @ $89* Video: TBD	Internet: Potentially 1G @ $70-$160** Video: TBD Voice: $30/mo.
Revenue	All revenue retained by the Town	All revenue retained by the Town. Partner compensated with monthly fee per connected end-user.	All revenue retained by the Partner. Town compensated with monthly fee per premises passed and per connected end-user.	None

*Reflects Ting as service provider example

** End user fees are not specified or regulated other than non-discriminatory pricing

UPTOWN
SERVICES, LLC

POTENTIAL FUNDING SOURCES

1. Long Term Bond
   - Single round of financing (Year 1) via 20-year tax exempt revenue bond
   - Interest rate of 4.0% and three years interest of capitalized interest
   - 2.0% issuance, $0 reserve requirement
2. Working Capital Loan
   - Provides for cash needs not covered by long term financing
   - 10 year term with interest rate of 4.0%
   - Interest accumulates over first 5 years with Year 6 balloon payment
   - Level payments begin in Year 6 and complete in Year 10
3. Town Equity
   - Annual General Fund transfer for Years 1-10
   - As equity no imputed interest expense
4. Holy Cross Electric additional 1% franchise fee (4% versus 3%)
5. Connection Fee
   - Upfront fee upon connection request(e.g. $300 per household/$500 per business)
   - Optional: Initiate construction upon achieving take rate target (x% of neighborhood premises)

EXAMPLE PUBLIC-PRIVATE PARTNERSHIP: TING

- City Role (Westminster, Maryland)
  - Design, construction, and maintenance of the fiber network. City retains title to the network.
  - 24/7 availability for unscheduled maintenance with 4 hour on-site response timeframe
- Network Point of Demarcation
  - Residential: Exterior wall closest to public ROW
  - Commercial: Patch panel in telecom closet
- Services
  - Triple Play with Ting providing data service (up to 1Gbps) and 'arranging' for voice and video
  - Retail rates are at the sole discretion of Ting
- Financial Terms
  - Premise Passed Fee: $6/month
  - Connected Premise Fee: $17/month
  - Fees apply whether business or residential connection
  - ARPU Adjustment: The Connected Premise Fee will increase by $1 for every 10% increase in Ting's realized ARPU (compared to baselined ARPU at 1,500 subscribers)

EXAMPLE OPERATING PARTNER: GLENWOOD SPRINGS

- Functions provided by Operating Partner (requires common electronics and software platform)
  - Customer care
  - Help desk
  - Fiber maintenance/outage response
  - Network management/administration

- Town staff positions impacted (8 FTE → 4)
  - Customer Service Reps: 1
  - Technical Service Reps: 1
  - Data Technician: 1
  - Outside Plant Maintenance Technician: 1
  - Town requires 4 FTE: System GM, Account Rep, Service Technician, and Install Technician (in Year 4)

- Financial Terms
  - Connected Premise Fee: $10/month paid to Glenwood Springs
  - Fee applies to each business or residential connection
  - Fees amount to about $200k annually by Year 5

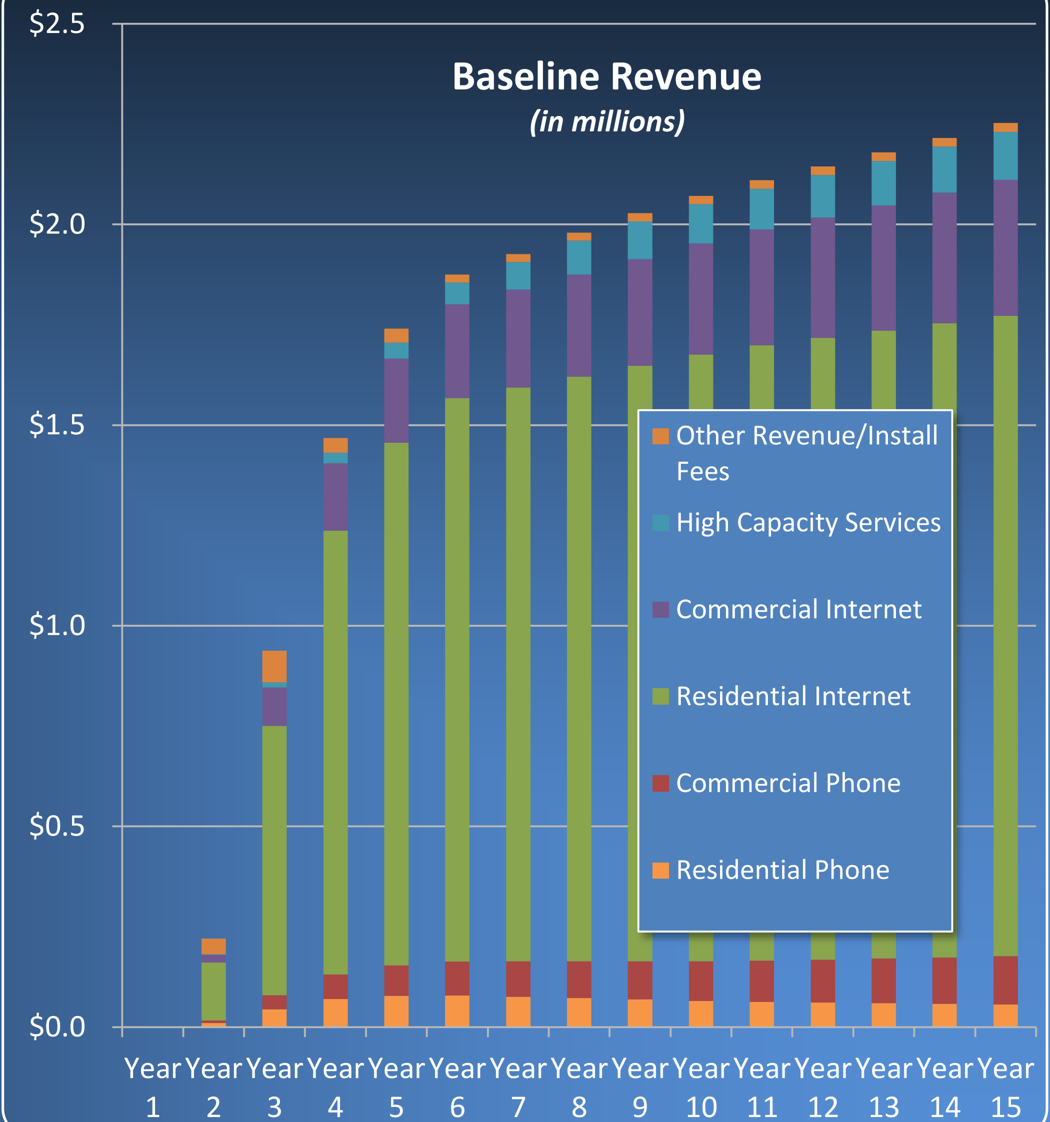
Pro Forma Financial Analysis

Baseline Pro Forma: Own & Operate

REVENUES

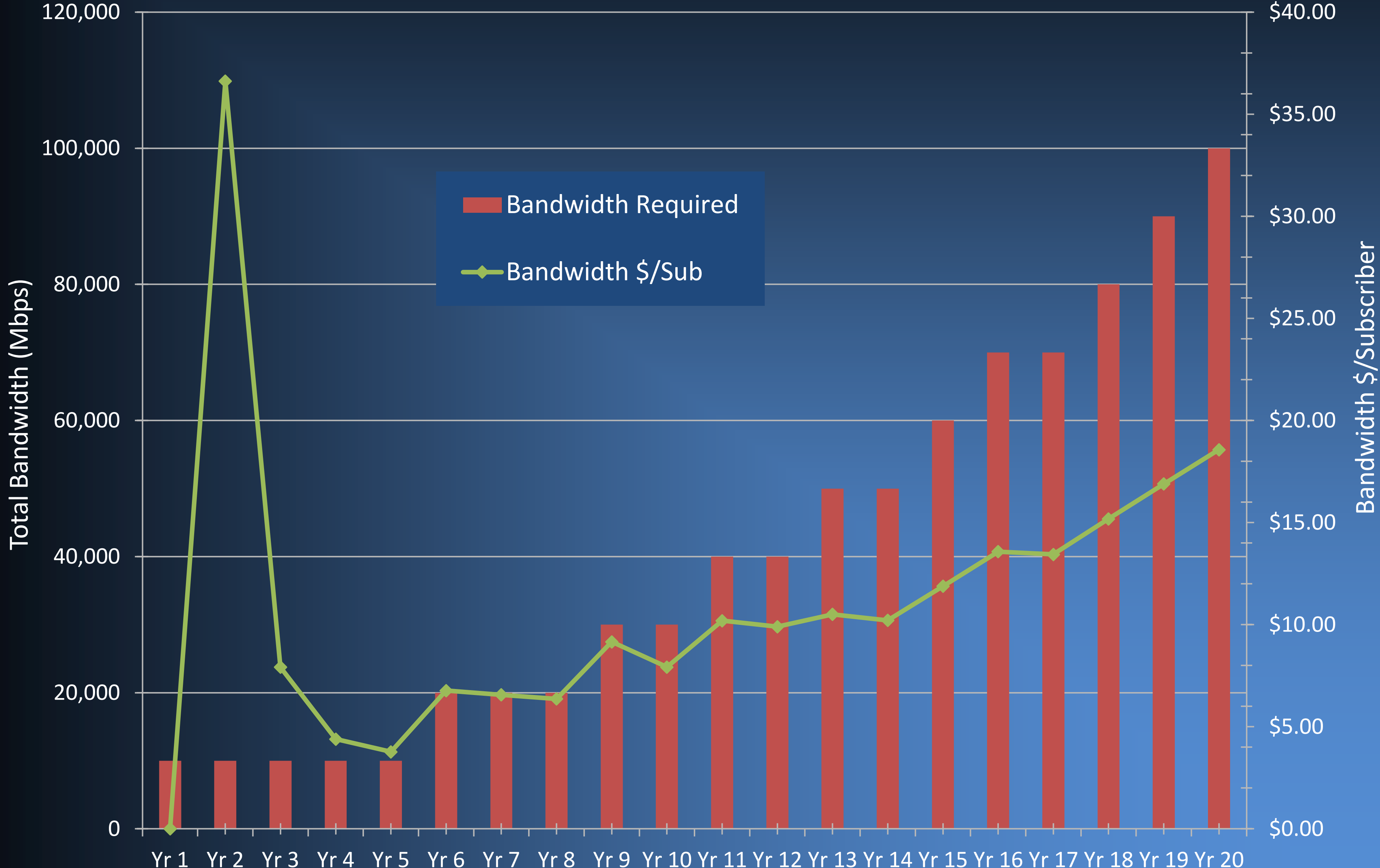
KEY INPUTS

- Year 1 Premises
  - Residential: 2,374
  - Commercial: 402
  - Household Growth: 7% Yrs. 2-4, then 2%
  - Commercial Growth: 8% Yrs. 2-5, then 4%
  - % Complex: 5% of commercial
- Year 5 Penetration
  - Internet: 46% Res / 45% Com
  - Voice (eroded): 8.2% / 35% Com
- Residential Internet
  - 1Gbps Tier: $70
  - 2Gbps Tier: $100
  - 4Gbps Tier: $150
  - Wireless Gateway: $10
- Commercial Internet
  - 50Mbps Tier: $80
  - 100Mbps Tier: $130
  - 250Mbps Tier: $250
  - 500Mbps Tier: $400
  - 1Gbps Tier: $600
  - Wireless Gateway: $10
- Voice
  - Residential: $28 net wholesale
  - Commercial: $16 net per line
- Install Fees
  - Residential: $100
  - Commercial: $100

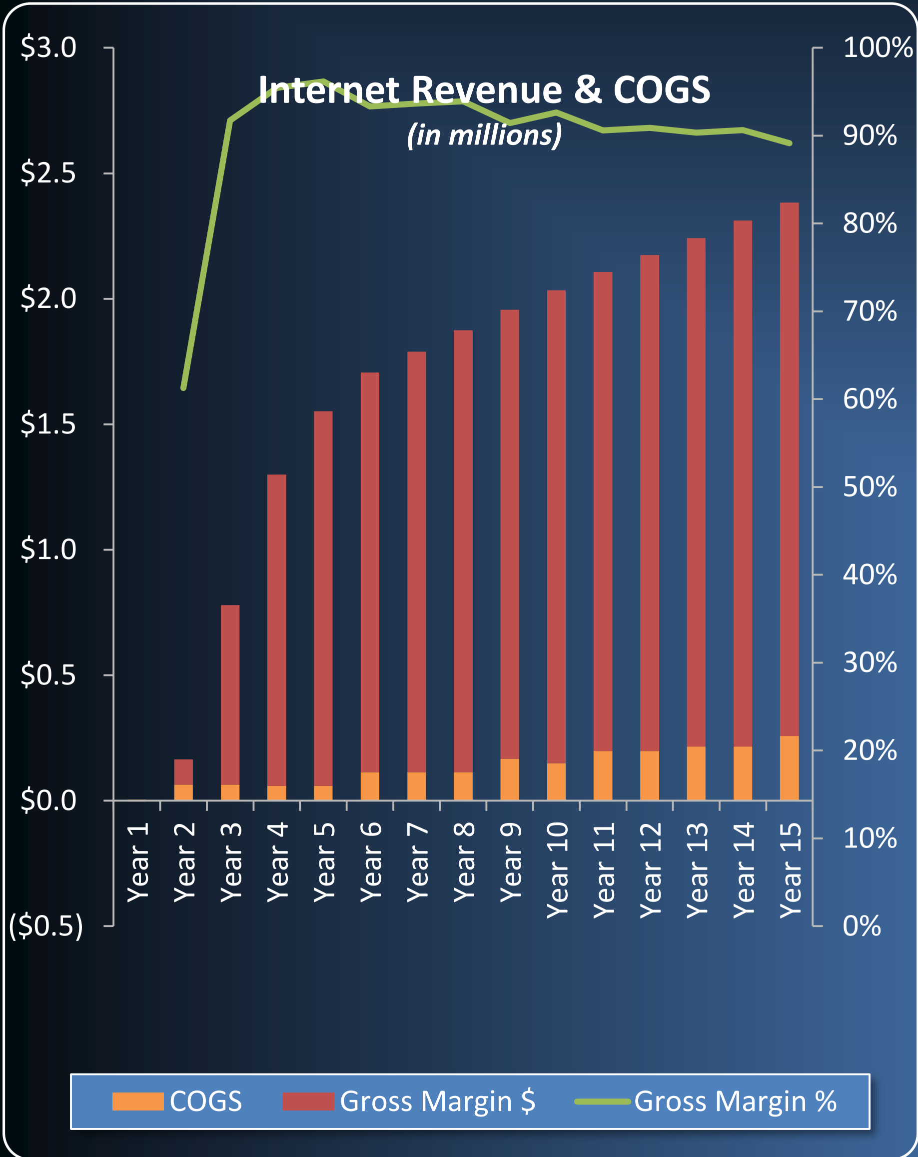


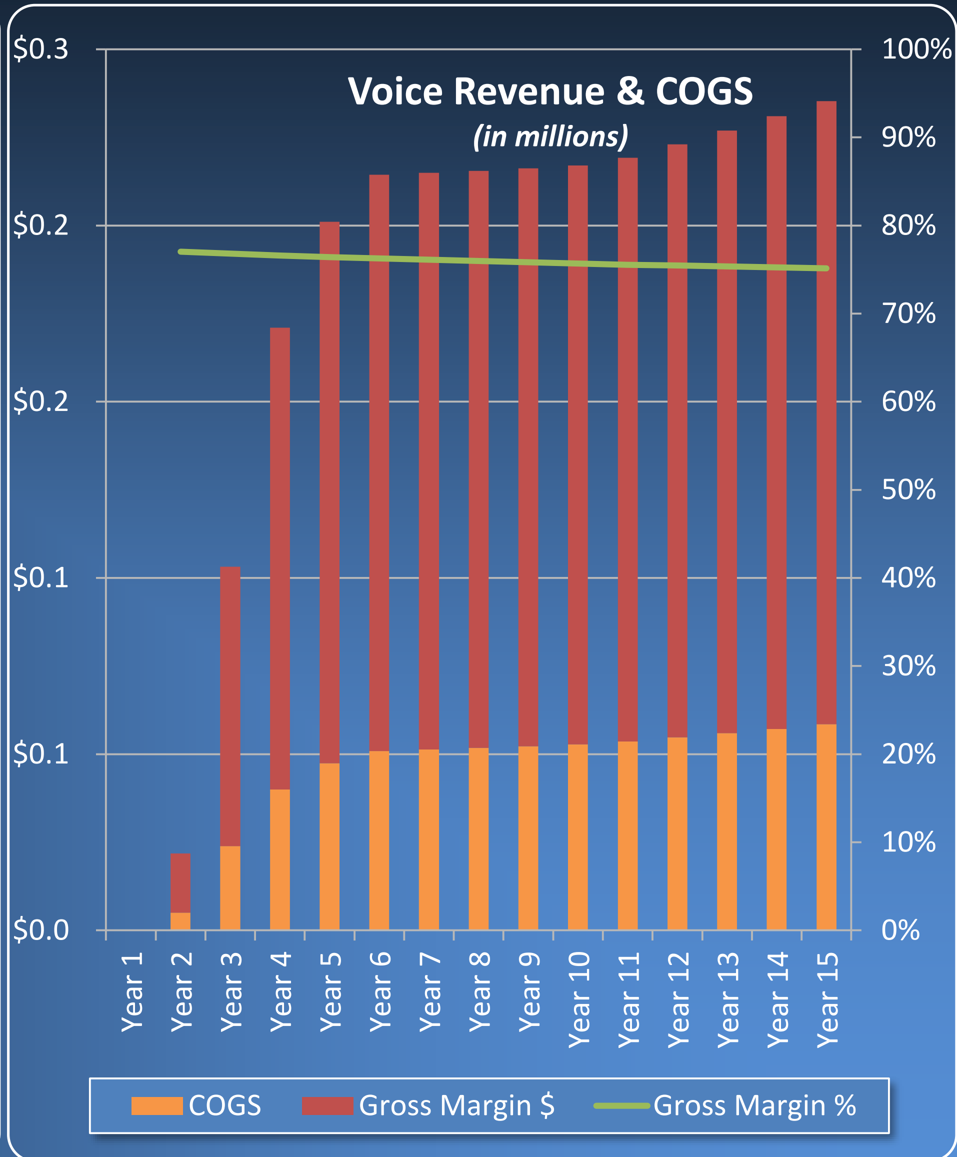
UPTOWN SERVICES, LLC

BANDWIDTH FORECAST



BASELINE COGS & GROSS MARGIN

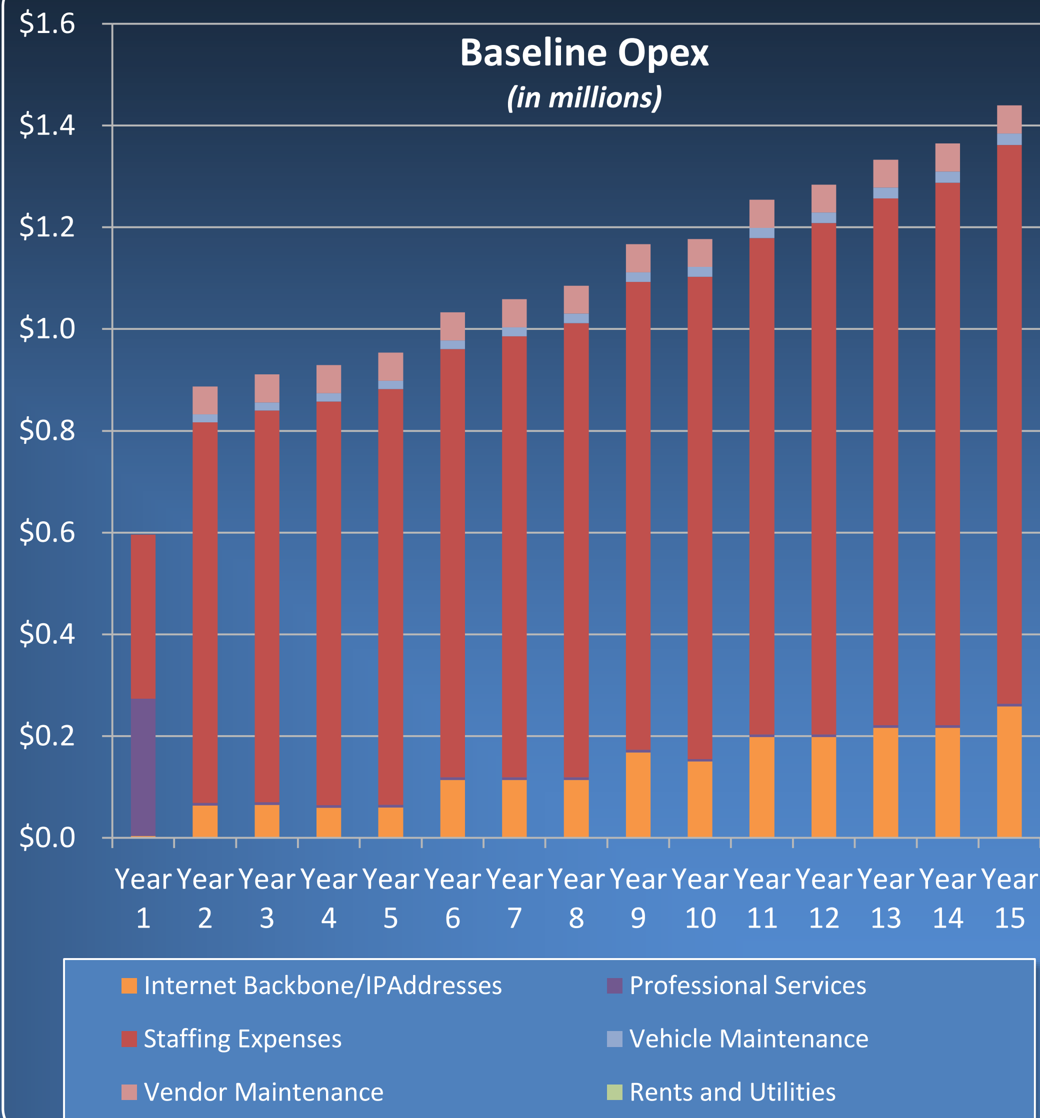




OPERATING EXPENSE

KEY INPUTS

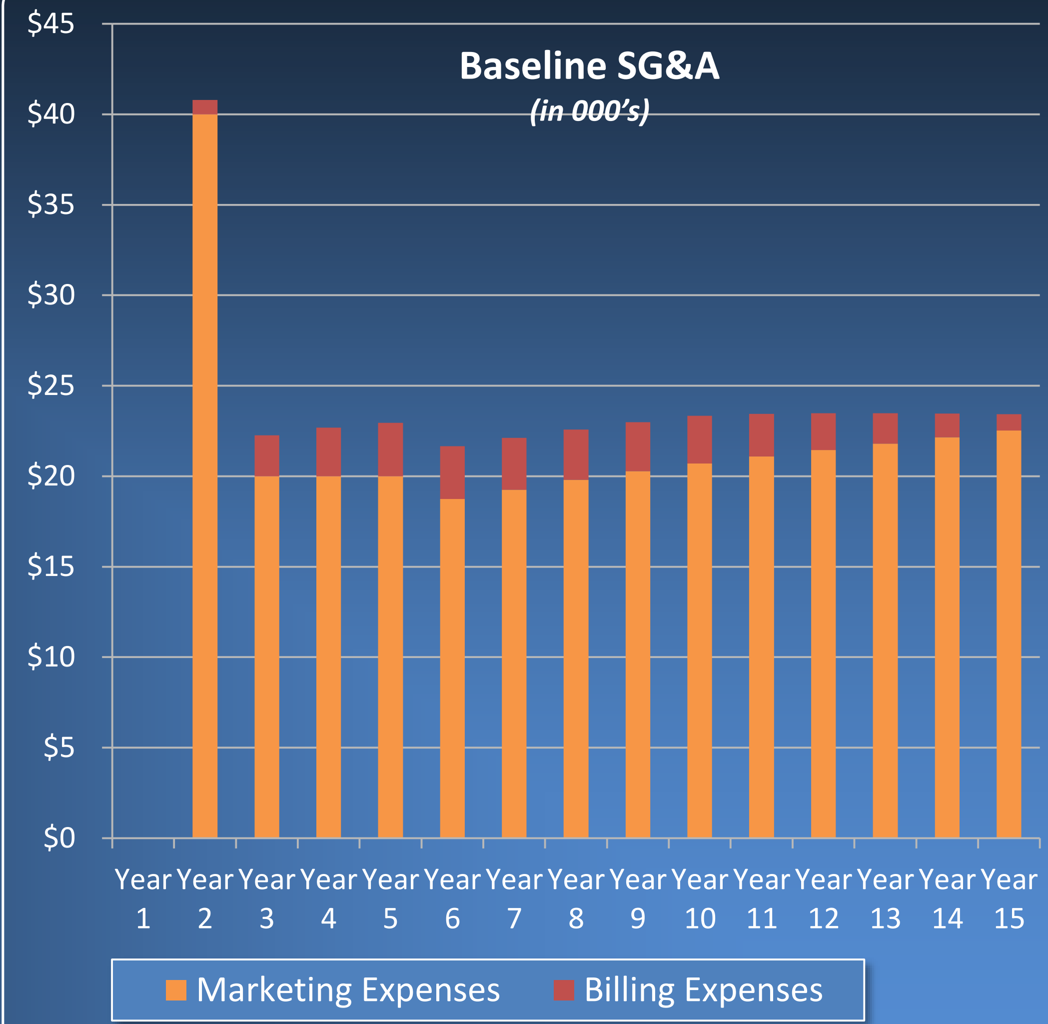
- Transport/Bandwidth/IP Addresses
  - THOR circuit and bandwidth
  - Incremental circuit cost of $3,600/year to prior Town internal budget
  - Bandwidth cost starts at $.50/Mbps → $.35/Mbps
  - Initial 10G bandwidth growing:
    - 25%/year → 10%/year (res)
    - 10%/year (bus)
  - IPv4 addresses leased at $.50/ea.
- Staffing
  - Headcount per detail slide
  - 3% annual wage increase
  - 47% benefits loading
- Vehicle Maintenance
  - 10k miles annually per vehicle
  - $.75/mile growing at 3%
- Professional Services
  - Implementation Support: $240k
  - Legal/Acct: $30k (Yr. 1) → $5k/year
- Other Opex
  - Vendor maintenance of $55k/year for OSS/BSS and FTTP electronics



GENERAL & ADMINISTRATIVE EXPENSE

KEY INPUTS

- Marketing
  - Year 1: $0k
  - Year 2: $40k
  - Years 3-5: $20k
  - Year 6+: 1% of revenues
- Billing
  - 80% of residential and 50% of commercial using paperless billing
  - Paper bill cost of $.75/each/month and growing 3% annually
- Facilities & Workspace
  - No incremental budget required



UPTOWN SERVICES, LLC

INCREMENTAL BROADBAND FTE REQUIRED

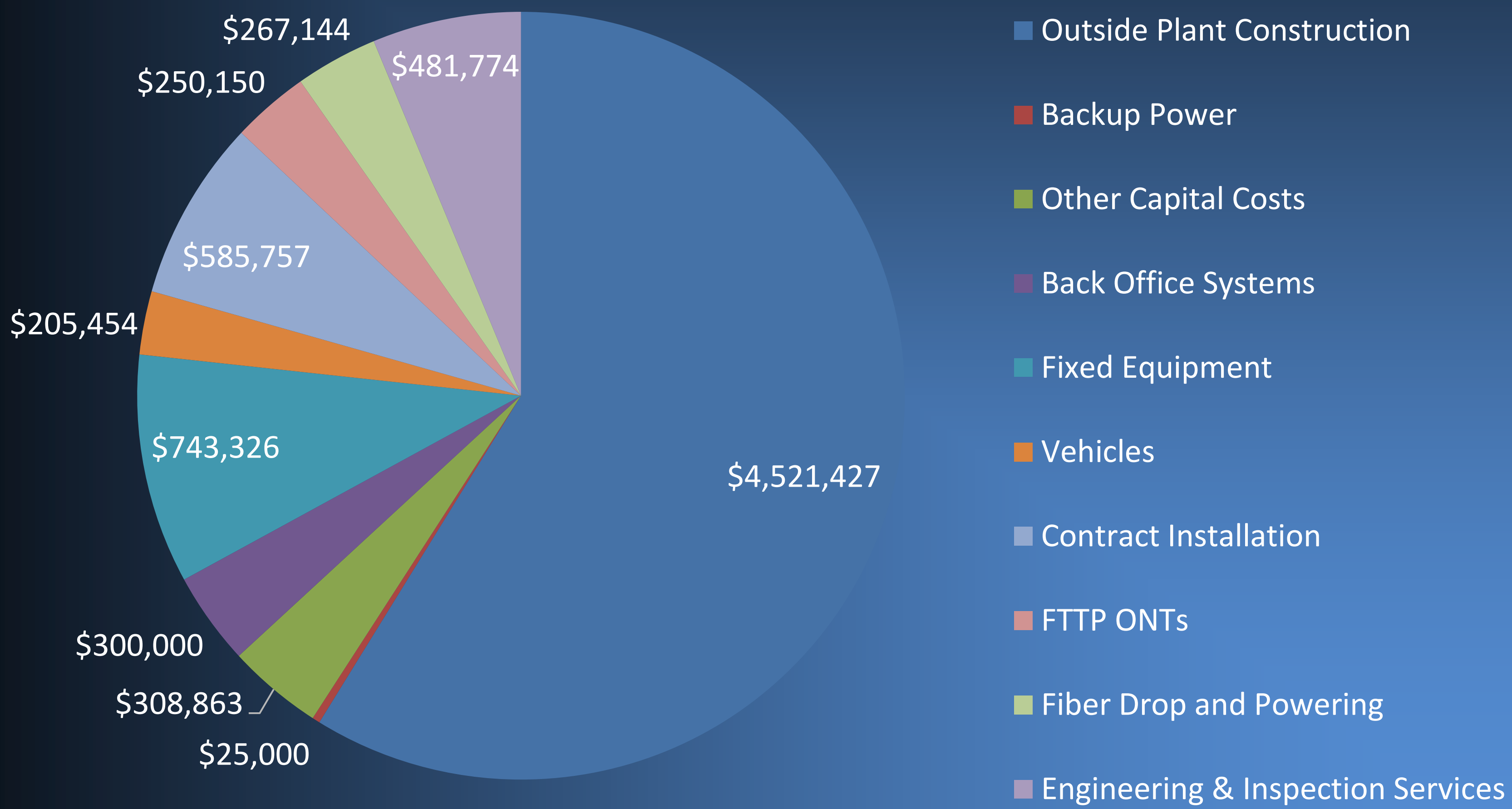
The total FTE requirement levels at 8 in Year 4. Under the Operating Partner model, this is reduced to 4 FTE by moving the shaded functions to the operating partner…

Position Title	Salary (unloaded)	Year1	Year2	Year3	Year4	Year5
System GM *(*Grade 8 Max)*	$115,000	1.0	1.0	1.0	1.0	1.0
Comm./MDU Account Manager *(*Grade 5 Mid)*	$67,000	1.0	1.0	1.0	1.0	1.0
Network Engineer *(*Grade 6 Mid)*	$75,000	0.5	1.0	1.0	1.0	1.0
CSRs *(*Grade 5 Min)*	$54,000	-	1.0	1.0	1.0	1.0
TSRs *(*Grade 4 Mid)*	$65,000	-	1.0	1.0	1.0	1.0
Install Techs *(*Grade 5 Min)*	$54,000	-	-	-	1.0	1.0
Maintenance Techs *(*Grade 4 Mid)*	$64,000	-	1.0	1.0	1.0	1.0
Service Techs *(*Grade 5 Min)*	$54,000	-	1.0	1.0	1.0	1.0
Total Headcount		**2.5**	**7.0**	**7.0**	**8.0**	**8.0**

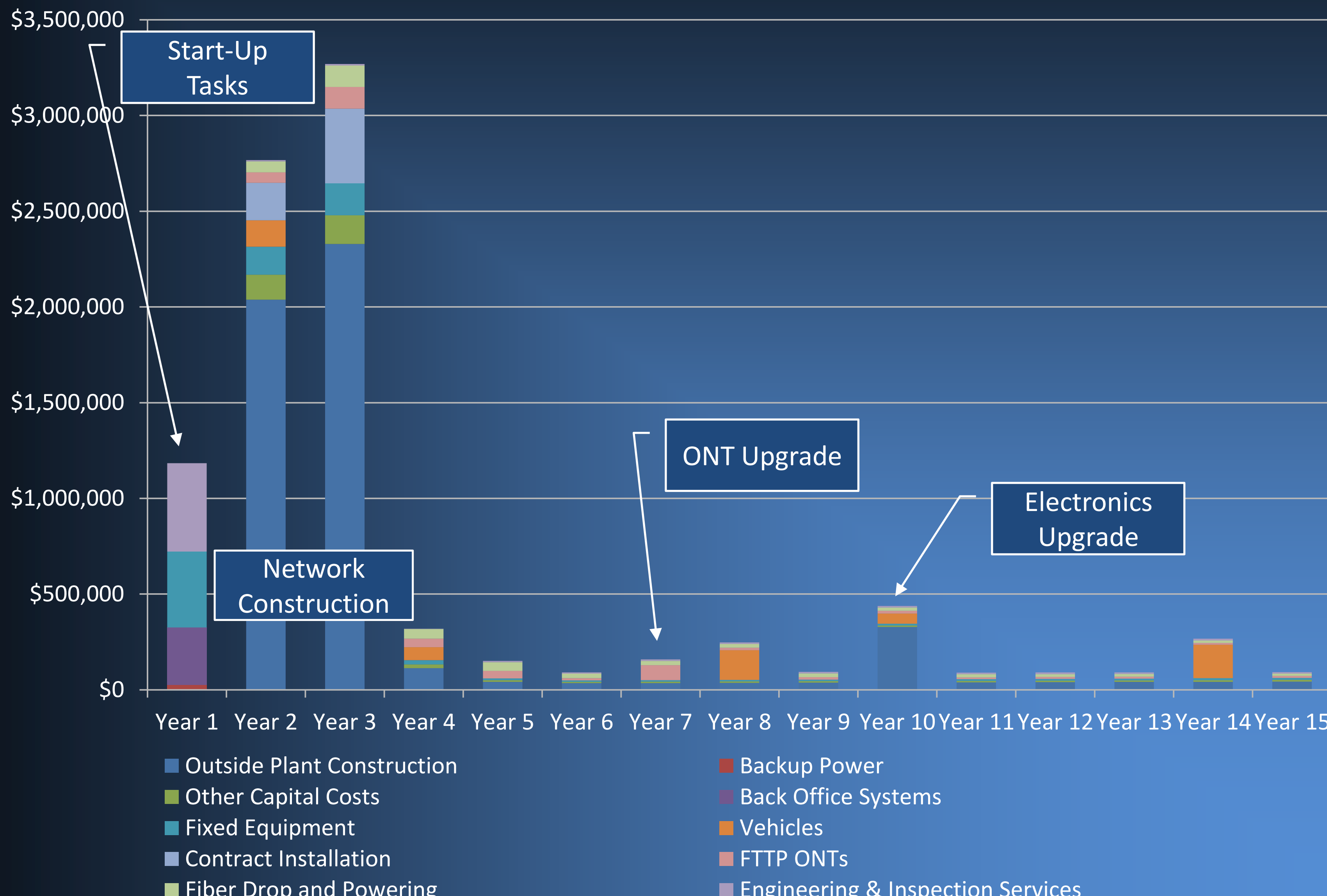
* Town of Eagle 2020 approved hiring range data

BASELINE CAPEX – YEARS 1-5

Five Year Capex = $7.7M



BASELINE CAPEX BY YEAR



PRO FORMA SCENARIOS

Methodology: Evaluate financial outcomes of baseline and funding/business model scenarios for financial feasibility. Feasibility requires:

- Net project payback of 20 years or less, and
- No additional funding required

	Own & Operate	Own & Operate with Municipal Operating Partner	Public-Private Partnership
Funding Sources	Baseline: Bond + Working Capital Loan (tax exempt at 4.0%) Addl. Sources: • Annual General Fund contribution for Years 1-10 (amount varies) • HCE fee ($60k in Year 1) • Connection Fee of $300 per household & $500 per business		Baseline: Bond + Working Capital Loan (taxable at 6%) Addl. Sources: • HCE fee ($60k in Year 1)
Partner Financial Terms	-	Monthly fee per connected end-user of $10	Monthly revenue per: • Connected premises passed of $6 • Connected end-user of $17
Take Rates	Baseline Internet penetration: • Res: 46% • Bus: 45% Scenario Calculation: • Penetration feasibility threshold		Penetration lowered due to higher pricing: • Res: 40% • Bus: 40%

FINANCIAL OUTCOMES: OPERATING PARTNER

Input/Outcome	CoGS Partnership + Equity	CoGS Partnership + Equity + HCE Fee	CoGS Partnership + Equity + Connect Fee	CoGS Partnership + HCE Fee + Connect Fee	CoGS Partnership + HCE Fee Penetration Threshold
Internet Penetration (res.)	46%				49%
Annual GF Contribution	$125k (Years 1-10)	$50k (Years 1-10)	$50k (Years 1-10)	-	-
HCE Franchise Fee of 1%	-	$60k (Year 1)	-	$60k (Year 1)	$60k (Year 1)
Connection Fee	-	-	$300 (res.) $500 (comm.)	$300 (res.) $500 (comm.)	-
Long Term Bond	$9.1M	$9.1M	$9.1M	$9.1M	$9.1M
Working Capital Loan	$0.8M	$1.0M	$0.9M	$1.0M	$1.1M
Town Equity	$1.25M	$0.5M	$0.5M	-	-
Total Funding	**$11.2M**	**$10.5M**	**$10.5M**	**$10.1M**	**$10.2M**
Net Cash – Year 20	$1.4M	$2.3M	$1.9M	$3.2M	$3.0M
Project Break Even	**19 Years**	**18 Years**	**18 Years**	**17 Years**	**17 Years**
Financially Feasible?	**YES**	**YES**	**YES**	**YES**	**YES**

FINANCIAL OUTCOMES: PRIVATE PARTNER

Input/Outcome	Private Partnership	CoGS Partnership + HCE Fee
Internet Penetration (res.)	40%	
Annual GF Contribution	-	-
HCE Franchise Fee of 1%	-	$60k (Year 1)
Connection Fee	-	-
Long Term Bond	$7.1M	$7.1M
Working Capital Loan	$7.2M	$3.9M
Town Equity	-	-
Total Funding	**$14.3M**	**$11.0M**
Net Cash – Year 20	($10.3M)	($5.5M)
Project Break Even	**> 20 Years**	**> 20 Years**
Financially Feasible?	**NO**	**NO**

STUDY CONCLUSIONS & NEXT STEPS

- Public-Public Partnership model is financially feasible
  - The City of Glenwood Springs is a windfall opportunity given their existing broadband operation and timing of their last-mile implementation
  - Uptown recommendation is to supplement traditional funding with HCE 1% franchise fee and budget $50k in General Fund contribution
  - The Town will need to move quickly to avoid delaying Glenwood Springs on operational decisions, vendor selection, etc.

- Next Steps
  - Partnership: Meet with Glenwood Springs staff to develop operating partnership details
  - Bond: Submit business case details to financial advisor for financing details
  - Start-Up Tasks: System design, vendor selection, staffing are top priorities

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 29
(Series of 2019)

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO AMENDING CHAPTER 9.15 OF THE EAGLE MUNICIPAL CODE REGARDING TOBACCO PRODUCTS AND UNDERAGE PERSONS

WHEREAS, House Bill 19-1033, effective July 1, 2019, authorizes the Town to prohibit minors from purchasing "any cigarettes, tobacco products, or nicotine products" and to impose requirements more stringent than those currently provided by state law;

WHEREAS, the U.S. Department of Health and Human Services has found that approximately 96% of adult smokers begin smoking before age 21, with most beginning before age 16;

WHEREAS, the Board of Trustees finds that the use of tobacco products by persons under 21 years of age presents grave health risks, including without limitation nicotine addiction; and

WHEREAS, the Board of Trustees finds that this ordinance furthers and is necessary for the promotion of the public health, safety, and welfare by encouraging responsible tobacco product retailing and reducing the sales of tobacco products to persons under the age of 21.

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

Section 1. Section 9.15.010 of the Eagle Municipal Code is hereby amended by the addition of the following new definition, to be inserted alphabetically:

> *Tobacco product* means: a product containing, made, or derived from tobacco, nicotine or synthetic nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, without limitation cigarettes, cigars, cigarillos, chewing tobacco, pipe tobacco, mints, and snuff; an electronic device containing or delivering nicotine to the person inhaling from the device, even if marketed as nicotine-free, including without limitation electronic cigarettes and vape pens; and any component, part, paraphernalia, or accessory intended or reasonably expected to be used with a tobacco product, whether or not sold separately, including without limitation filters, rolling papers, rolling machines, and pipes; but *tobacco product* does not include products that the Food and Drug Administration of the United States Department of Health and Human Services has approved as a tobacco use cessation product.

Section 2. Chapter 9.15 of the Eagle Municipal Code is hereby amended by the addition of a new Section 9.15.064 to read as follows:

Section 9.15.064. Tobacco products and underage persons.

A. It is a Class A municipal offense for any person to sell, serve, give away, dispose of, exchange, procure, or deliver or permit the sale, serving, giving or procuring of any tobacco product to or for any person under the age of 21 years.

B. Any person under 21 years of age who obtains, or attempts to obtain, a tobacco product by any method in any place where tobacco products are sold commits the municipal offense of illegal purchase of tobacco products by an underage person.

C. Any person under 21 years of age who uses any false, fraudulent or altered identification card or makes other misrepresentations of age in order to purchase, or to attempt to purchase, any tobacco product commits the municipal offense of fraudulent purchase of tobacco products.

D. It is unlawful for any person under 21 years of age to possess or consume tobacco products.

E. The possession or consumption of tobacco products by a person under 21 years of age shall not be a violation of this section if such possession or consumption takes place for religious purposes protected by the U.S. Constitution.

Section 3**.** Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 4. Safety. This Ordinance is deemed necessary for the protection of the public health, safety and welfare.

Section 5. Effective Date. This Ordinance shall take effect 30 days after publication following adoption.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON DECEMBER 10, 2019.

TOWN OF EAGLE, COLORADO

____
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, Town Clerk

To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: December 10, 2019

Agenda Item: Tobacco Licensing and Underage Persons Ordinances

REQUEST:

Staff is requesting that the Board of Trustees review two ordinances for licensing tobacco and establishing an age limit of 21 for consumption of tobacco products.

INTRODUCTION:

The BOT has discussed on a few occasions setting up a licensing program for tobacco as well as increasing the age of consumption from 18 to 21. After considering feedback from the public and staff, the board gave direction to draft ordinances for both the licensing of tobacco and age increase. Staff incorporated elements of Avon's ordinance as well as input from Eagle County. The licensing program is very similar to how the town processes liquor licensing. Attached to this memo are two ordinances that address both policies.

ANALYSIS:

Licensing of Retail Tobacco Summary

- The ordinance includes a comprehensive list of definitions for tobacco products and devices. The language includes every definition and considers future products and devices.
- Licenses are required of all tobacco retailers and the Board of Trustees are the Retail Tobacco Business Licensing Authority. The ordinance gives the Town Manager the ability to delegate administrative support.
- The language includes application requirements and processes for the consideration of a tobacco licenses. Applicants must be over the age of 21.
- The ordinance includes limitations on sales which includes customers being at least 21 years of age. The licensee cannot display tobacco products in public view and products must be inaccessible to customers and require assistance from retail staff.
- The language includes grounds for suspension or revocation for violations specified in the ordinance. There are violations and penalties that include fines for non-compliance.

Tobacco Products and Underage Persons Summary

- The ordinance amends section 9.15.064 of the code to include definitions for tobacco products. This language is identical to chapter 5.16 regarding licensing for consistency.

- The language adds serving tobacco products to people under the age of 21 a Class A municipal offense.
- The ordinance makes it unlawful for anyone under the age of 21 to possess or consume tobacco with the exception for religious purposes.

Next Steps
An application fee was added to the 2020 fee schedule and implementation will begin once the ordinances are effective. Communication will go out to all tobacco retailers with timelines, forms, and instructions for how to become compliant. Staff will give plenty of time for retailers to become compliant prior to enforcement.

COMMUNITY INPUT:

Community input as been given at a few meetings. Staff will solicit input from retailers on the process once the ordinances are approved.

BUDGET / STAFF IMPACT

A new licensing program does have an impact on budget and staff. Town will establish a licensing and application fee for retailers who sell tobacco. The licensing program will be enforced by the clerk, police and community development departments. Enforcement is similar to liquor and marijuana licensing.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This proposal doesn't align with 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 the sale and use of tobacco products are compliant with state and local laws. These policies reinforce the use of tobacco by people over the age of 21.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **Approve** or **Deny** adoption of Ordinance No. 24, Series 2019, "An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Adding a New Chapter 5.16 to the Eagle Municipal Code Regarding the Licensing of Retail Tobacco Business".

Motion to **Approve** or **Deny** adoption of Ordinance No. 29, Series 2019, "An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Amending Chapter 9.15 of the Eagle Municipal Code Regarding Tobacco Products and Underage Persons".

ATTACHMENTS:

- Ordinance No. 24 – Licensing Retail Tobacco Businesses
- Ordinance No. 29 – Tobacco and Underage Persons

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 24
(Series of 2019)

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO ADDING A NEW CHAPTER 5.16 TO THE EAGLE MUNICIPAL CODE REGARDING THE LICENSING OF RETAIL TOBACCO BUSINESSES

WHEREAS, House Bill 19-1033, which took effect July 1, 2019, authorizes the Town to impose licensing requirements and related fees on retail tobacco businesses without losing its apportioned state cigarette tax revenue;

WHEREAS, the requirement for a retail tobacco license will not unduly burden legal business activities of retailers who sell tobacco products to adults in the Town; and

WHEREAS, the Town finds that licensing requirements for retail tobacco businesses, and related sales regulations related to cigarettes, tobacco products and nicotine products are appropriate and necessary to protect the health, safety, and welfare of the public.

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

Section 1. The Eagle Municipal Code is hereby amended by the addition of a new Chapter 5.16 to read as follows:

Chapter 5.16
RETAIL TOBACCO BUSINESSES

Section 5.16.010. –Purpose.

The purpose of this Chapter is to ensure compliance with the business standards and practices of the Town, to regulate the sale of tobacco products at retail and thereby prohibit sales of tobacco products to youth and to encourage responsible tobacco product retailing.

Section 5.16.020. – Definitions.

A. For purposes of this Chapter, the following terms shall have the following meanings:

Cigarette means any product that contains nicotine, 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. Any 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 subsection (1) hereof.

4. The term “cigarette” includes 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.

Cigar means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any other substance containing tobacco. For purposes herein, cigar includes without limitation tobacco products known or labeled as a “cigar,” “cigarillo” or “little cigar.”

Electronic Smoking Device means any product containing or delivering nicotine intended for human consumption that can be used by an individual to simulate smoking in the delivery of nicotine or any other substance, even if marketed as nicotine-free, through inhalation 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 or for other medically approved or certified purposes.

Licensee means the owner of a retail tobacco product license.

Little cigar means any roll of Tobacco other than a Cigarette wrapped entirely or in part in Tobacco and weighing no more than three pounds per thousand. “Little Cigar” includes, but is not limited to, any product known or labeled as “small cigar” “cigarillo” or “little cigar.”

Tobacco product means:

1. Any product which contains, is made or derived from tobacco or used to deliver nicotine, synthetic nicotine or other substances intended for human consumption, whether heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, bidis, snus, nicotine products, mints, hand gels;

2. Electronic smoking devices; and

3. Notwithstanding any provision of subsections (1) and (2) hereof to the contrary, *tobacco product* includes any component, part, accessory or associated tobacco paraphernalia of a tobacco product whether or not sold separately.

Tobacco product does not include any product that contains marijuana or any product made from or derived from tobacco and approved by the Food and Drug Administration for use in connection with cessation of smoking.

Retail tobacco business means a person or entity engaged in the retail sale of tobacco products in the Town.

Section 5.16.030. – License Required.

A. It is unlawful for any retail tobacco business to operate in the Town without a valid and current license from the Town as set forth in this Chapter.

B. The requirements of this Chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any federal state or local law or regulation, including without limitation a business license, retail sales tax license, retail food establishment license and any applicable zoning permits or building permits.

C. A separate license is required for each location of a retail tobacco business, and the license shall only be valid for the location designated in the application. No license may be issued to any location other than a fixed location. Licenses are not transferrable between persons or locations.

Section 5.16.040. – Local Licensing Authority.

A. For the purpose of regulating and controlling the licensing, distribution and sale of tobacco products within the Town, there is hereby created the Retail Tobacco Business Licensing Authority (the "Authority"). The Board of Trustees shall serve as the Authority, and the Authority shall have such powers and duties as are provided for in this Chapter.

B. The Authority shall be assisted by the Town Attorney, the Chief of Police, the Town Clerk and such other personnel as designated by the Town Manager.

Section 5.16.050. – Application.

A. Application for a retail tobacco business shall be made to the Town Clerk upon forms provided by the Town Clerk for that purpose. At a minimum, the application shall include the following information:

1. The name, address and date of birth of the owner or owners of the retail tobacco business. If the owner is a corporation, partnership, limited liability company or similar business entity, the application shall include the name and address of all principals. If the owner is not a natural person, the organization documents for all business entities identified in the application and the contact information for the person that is authorized to represent the entity shall be provided. All persons listed on the application must be 21 years of age or older.

2. The name, address and date of birth of the business manager, if the manager is proposed to be someone other than the owner, or if the owner is an entity other than a natural person.

3. Proof of ownership or legal possession of the proposed licensed premises for the term of the proposed license.

4. A statement of whether any of the named owners, principals, managers, or persons named on the application have been convicted, entered a plea of no contest, or entered a plea of guilty in conjunction with a deferred judgment and sentence pertaining to any charge related to the possession, use, or possession with intent to distribute narcotics, drugs or other controlled substances.

5. Any additional information reasonably requested by the Town Clerk.

B. All applications shall be accompanied by the payment of the application fee set by resolution of the Board of Trustees.

C. Upon receipt of an application for a retail tobacco product license, the Town Clerk shall circulate the application to the Town Planner, Building Official and the Police Department to determine whether the business is or will be in full compliance with all applicable laws, rules and regulations.

D. The Town Clerk shall not process any application that is not complete or otherwise in full compliance with this Chapter, or that contains any false information, but the Town Clerk shall provide a reasonable opportunity for an applicant to correct deficiencies in an application before denial.

Section 5.16.060. – Consideration of Application.

A. Within 30 days following the date the Town Clerk finds that an application is complete, the Authority shall consider the license application at a public meeting following notice to the applicant; no public hearing shall be required. The Authority may approve the application, deny the application, or approve the application with conditions. The applicant shall appear and be provided with an opportunity to address the Authority.

B. No application shall be approved unless:

1. All applicable requirements of this Chapter have been satisfied;

2. The premises on which the business will be located is compliant with all current zoning and building regulations;

3. All required fees have been paid by the applicant;

4. The applicant has obtained a State sales tax license, a Town sales tax license, and paid applicable general occupation taxes pursuant to Chapter 5.02;

5. The applicant is over 21 years of age as of the date of application.

C. The Authority shall deny an application for a license if the Authority determines that:

1. Information contained in the application or supplemental information provided by the applicant is found to be false in any material respect;

2. The applicant has had a license issued under this Chapter revoked within one year immediately preceding the filing of the application, or the applicant owned a 50% or greater interest in any business entity that has had a license issued under this Chapter revoked within one year immediately preceding the filing of the application;

3. The applicant is in arrears to the Town for any administrative fines, court fines, assessments, taxes or other payment obligations; or

4. The granting of the application will endanger public health or safety.

D. The Authority may impose on the license any conditions related to the license, licensed premises, or adjacent grounds, that is reasonably necessary to protect the public health, safety or welfare.

E. The Authority shall issue a written order within 30 days following the meeting at which the application was considered, and shall provide a copy of such order to the applicant by first-class U.S. mail addressed to the address shown on the application. If the application is granted, the Town shall forward a copy of the license to the applicant. If the application is denied, the Authority shall set forth in writing the grounds for denial.

F. Licensees shall inform the Town Clerk in writing of any change to the information submitted on the original application for a license within 30 days of a change.

G. Each license shall be valid for one year from the date such license is issued.

Section 5.16.070. – License Renewal.

A. A licensee may renew its license by submitting an application to the Town Clerk at least 60 days, but not more than 90 days, before the expiration of the license. If a licensee fails to file a timely renewal application, the license shall expire by its terms.

B. A licensee may renew a license that has expired if:

1. The license has expired for less than 90 days; and

2. The licensee pays the regular renewal fee and an additional late renewal fee established by resolution of the Board of Trustees.

C. If a complete renewal application is timely filed, but the Authority does not rule on the application for renewal before the expiration date of the current license, the current license shall be deemed extended until the Authority issues a decision on the application for renewal, but in no event will the license be extended for more than 90 days.

D. The renewal application shall be processed in the same manner as an initial application.

Section 5.16.080. – Limitations on Sales.

A. It is unlawful to sell or distribute a tobacco product to a person under the age of 21. No licensee shall sell or transfer a tobacco product without first examining the government-issued photographic identification of the recipient to confirm that the recipient is at least 21 years of age. The minimum legal age for the purchase of tobacco products shall be prominently displayed in the entrance or other clearly visible location of the licensed premises.

B. A licensee shall not allow any person who is younger than 18 years of age to sell a tobacco product during the course of operation of the business.

C. A licensee shall stock and display all tobacco products in a manner so they are inaccessible to customers without the assistance of a retail clerk, thereby requiring a direct face-to-face exchange of the tobacco product from an employee of the business to the customer.

D. A licensee shall not display tobacco products in public view during the timeframe in which a license is suspended. A licensee shall cease to display tobacco products in public view upon revocation of a license issued pursuant to this Chapter.

E. The license shall be prominently displayed in a publicly visible location at the licensed premises.

F. The sale of tobacco products from a vending machine is prohibited.

Section 5.16.090. – Suspension and Revocation.

A. The Authority is authorized, on its own motion or on complaint, after investigation and opportunity for a public meeting at which the licensee is afforded an opportunity to be heard, to suspend or revoke a license issued under this Chapter.

B. Grounds for suspension or revocation of a license shall include without limitation:

1. A violation by a licensee or a licensee's officers, agents, or employees of any provision of this Chapter or any laws of the State of Colorado or Town ordinances relating to the sale or display of tobacco products;

2. Violations of any conditions imposed by the Authority in connection with the issuance or renewal of the 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 the 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.

C. In determining whether a license should be suspended or revoked, the Authority shall consider the following factors:

1. The nature and circumstances of the violation;

2. Any corrective action taken by the licensee;

3. Any prior violations by the licensee; and

4. The likelihood of recurrence of the violation.

D. A decision of the Authority suspending or revoking a license shall be final, subject only to judicial review under C.R.C.P. 106(a)(4).

Section 5.16.100. – Violation and Penalties.

A. Any person violating any provision of this Chapter commits a Class A municipal offense, punishable as set forth in Chapter 1.12. Each day of violation shall constitute a separate offense.

B. In addition to any other penalty authorized by law, when the Authority finds that a licensee has violated any provision of this Chapter, the Local Licensing Authority may consider the following presumptive penalties to be imposed for the violation, provided that such presumptive penalties shall not restrict the Authority's discretion to impose a greater or lesser penalty if the circumstances warrant:

1. One violation within 36 months: a civil penalty of $500 and suspension of the license for 3 days;

2. Two violations within 36 months: a civil penalty of $1,500 and a minimum of 20 days suspension of the license; and

3. Three violations within 36 months: a civil penalty of $2,000 and revocation of the license.

C. In addition to any other available remedy, a violation of this Chapter is subject to a civil action brought by the Town, including without limitation nuisance abatement proceedings and injunctive relief. In any such civil action, the violator shall be responsible for payment of all costs incurred by the Town, including without limitation reasonable attorney fees, whether or not the Town prevails in such civil action.

Section 2**.** Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 3. Safety. This Ordinance is deemed necessary for the protection of the public health, safety and welfare.

Section 4. Effective Date. This Ordinance shall take effect 30 days after publication following adoption.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON DECEMBER 10, 2019.

TOWN OF EAGLE, COLORADO

____
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, Town Clerk

To: Mayor and Town Board of Trustees

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

Date: December 10, 2019

Agenda Item: 2020 Budget Hearing

REQUEST:

Staff is requesting that the Board of Trustees review budget changes, prioritization responses, capital improvement plan, and information center transition plan.

INTRODUCTION:

The BOT has reviewed proposals and discussed budget over the last several months. The next steps of the process include adoption of the 2020 Budget with associated resolutions and ordinances. Provided in the memo is an update to the changes to the various elements of the 2020 Budget. The full narrative of the budget will be presented in January. Staff needs more time to put those summaries together.

ANALYSIS:

Changes in the 2020 Proposed Budget – There are a few changes to the budget as of this meeting. Included is a spreadsheet with information per fund of the changes that were made to the budget.

Capital Improvement Plan 2020 – 2024 – The CIP is included with the budget. Any changes from the previous meeting are in the report attached to this memo.

Prioritization Approach Proposal – Prioritization worksheets were distributed to the BOT and the data was collected and summarized. The purpose of this exercise is to see what individual board members think is important in the budget. Even though everything is funded in 2020, this information is still good to review when making decisions. The summary is attached to this memo.

MEAC and Community Funding Requests – Attached to this memo is a summary of the Community Funding requests only. It was challenging to coordinate the review of MEAC grant applications with the committee due to scheduling. It was important to have everyone on the committee review the applications. The final report of what the committee funded will be made available to the BOT January 14.

Most of the board responded to the community request allocations and sent their reports. There were a few people who did not. There were two additional requests that were not part of the spreadsheet that came in later. I have included those on the report. The board can provide input on the two on Tuesday. Staff will keep track of the math at the meeting as result of the discussion.

Fee Schedule – The fee schedule included minimal changes. Staff added the tobacco licensing fee and cleaned up other fees in the scheduled.

Next Steps – Staff will present all narratives of the budget at the meeting on January 14 including the pay plan. Then the adopted budget will be submitted to the state on January 15.

COMMUNITY INPUT:

Community input was solicited along the way on various proposals. Public hearings were held on the budget as well.

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:
Motion to approve the following resolutions and ordinances:

Motion to **approve** or **deny** adoption of Resolution 50-2019, "A Resolution of the Board of Trustees of the town of Eagle, Colorado, Establishing and Adopting A Fee Schedule Pursuant to 2.34 of the Eagle Municipal Code".

Motion to **approve** or **deny** adoption of Ordinance 30, Series 2019, "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 2020 Mill Levy For The Town Of Eagle, Colorado For The 2020 Budget Year".

Motion to **approve** or **deny** adoption of Ordinance 31, Series 2019, "An Ordinance Reappropriating Funds To The Various Funds And Spending Agencies, In The Amounts And For The Purpose As Set Forth Below For The Town Of Eagle, Colorado For The 2019 Budget Year".

Motion to **approve** or **deny** adoption of Resolution 49, Series 2019 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, 2020, And Ending On The Last Day Of December, 2020.

ATTACHMENTS:
- 2020 Budget changes report
- Prioritization summary
- Community Request funding allocation summary
- Fee schedule
- Holiday Schedule

2019 Revenue Adjustments

FUND	DESCRIPTION	Comments	DRAFT BUDGET	FINAL BUDGET	CHANGE
General Fund	Intergovernmental Contributions	Increase for 50% of Norris Designs $50,000 contract is to be funded by Mountain Recreation	-	25,000	25,000
General Fund	Grants	Grants that moved to 2020 were not removed from the 2019 budget ($150,000 from Eagle County for highway 6 and the $22,000 for the landuse rewrite); the downtown assessment is bringing in 7,500 less than the original projection **Grants to be collected in 2019:** Landuse rewrite (56%): $28,000 Downtown Assessment: $12,500 Best & Brightest Intern: $23,000	243,000	63,500	(179,500)
General Fund	Planning & Zoning Reimbursables	Due to Reserve at Hocket Gulch and Red Mountain Ranch, planning reimbursables are over budget, increasing revenues to match expenditures. This is a budget neutral adjustment	100,000	180,000	80,000
General Fund	Building Permits	Increased building permit fee to current year actuals collected - number of building permits YTD in 2019 are up from 2018 (2018 - 180 permits and 2019 YTD - 238 permits)	223,000	280,000	57,000
General Fund	General Fund Interest	Staff revised general fund interest to actual through Nov and estimated December at November rates	40,000	145,000	105,000
General Fund	Information Center Sales	Information Center Inventory was reduced for the revised 2019 budget. however Sales Revenue had not yet been reduced	120,000	66,000	(54,000)
Water Fund	Plant Investment Fees	Increased Plant Investment fees to actual YTD	395,000	535,000	140,000
Waste Water	Insurance Proceeds	Added for insurance claim for Waste Water Roof replacement, expense for reroof already included in the budget	-	314,443	314,443
Waste Water	Plant Investment Fees	Increased Plant Investment fees to actual YTD	410,000	550,000	140,000
Capital Improvements Fund	Use Tax	Increased use tax to current year actual	250,000	338,000	88,000
Sales Tax Capital Improvements Fund	Interest	Staff revised interest to actual through Nov and estimated December at November rates	8,000	25,000	17,000

2019 Expenditure Adjustments

FUND	DESCRIPTION	Comments	DRAFT BUDGET	FINAL BUDGET	CHANGE
General Fund: Community Development	Charges for Service: Professional Services	Only half of the Norris designs $50,000 contract was budgeted in 2019 in the Conservation Trust Fund. Since the Town was the lead on the project the entire amount of the project needs to be budgeted as well as the offsetting revenue from Mountain Recreation. This addition is budget neutral	214,000	239,000	25,000
General Fund: Community Development	Personnel Services	The 2019 budgeted personnel services and contract services had not been updated since moving from Safebuilt to our in house building official and contracting with Gypsum, as well as for our new Community Development Director	269,276	343,711	74,435
General Fund: Community Development	Charges for Service: Contract Services		102,750	57,750	(45,000)
General Fund: Community Development	Charges for Service: Planning Reimbursable	Due to Reserve at Hocket Gulch and Red Mountain Ranch, planning reimbursables are over budget, will increase to cover cost and increase revenues by same amount. This is a budget neutral adjustment	100,000	180,000	80,000
General Fund: General Government	Charges for Service: Legal	In 2019 staff allocated legal services from the General Government department to all General Fund departments for greater transparency. Staff under estimated general government legal service and over estimated community development's. In a prior 2019 budget revision staff decreased community developments legal services by $25,000, however did not appropriate increase general governments.	40,000	60,000	20,000
General Fund: General Government	Charges for Service: Professional Services	Originally budgeted $12,500 for DownTown Assessment and $10,000 for Home Rule. Actual was $17,500 for DownTown Assessment and $19,000 for homerule.	22,500	36,500	14,000
General Fund: Buildings & Grounds	Repair & Maintenance Supplies	One of the rooftop units required replacement in 2019 for a total of $26,191, Staff needed to increase R&M by this amount	47,700	73,891	26,191
Capital Improvements Fund	Town Shop Improvements	Design work for the public works expansion was not completed in 2019 to assist with the cost of other projects that were over budget in 2019, i.e. THOR and the roof unit at Town Hall	25,000	-	(25,000)
Water Fund	Minor Equipment	The 8 Turbidimeters at the UBWTP are no longer servicable (they are no longer making parts for equipment) - Through the end of the year there is a 70% discount on new Turbidimeters; approximately $3,875 each. Staff would like to take advantage of discount to purchase 8 Turbidimeters and have installed. This would not be an increase to the 2019 budget, staff suggests untilize savings in capital equipment and meter inventory line items and the remaining funds in our minor equipment account	10,000	38,825	28,825
Water Fund	Capital Equipment		10,000	4,175	(5,825)
Water Fund	Meters & Inventory		108,803	85,803	(23,000)
Water Fund	Lower Basin Water Treatment Plant	Staff reviewed project for work completed YTD and projected for year end revised for carryover in 2020.	10,000,000	9,000,000	(1,000,000)
Water Fund	Cemetary Tank	Staff reviewed project for work completed YTD and projected for year end revised for carryover in 2020.	150,000	100,000	(50,000)
Water Fund	Upper Basin Water Treatment Plant - Generators	Staff reviewed project for work completed YTD and projected for year end revised for carryover in 2020.	300,000	30,000	(270,000)
Waste Water Fund	Mixing Zone Study	Study not completed in 2019, will complete in 2020, removed from budget	5,000	-	(5,000)
Sales Tax Capital Improvement Fund	Design	The design vs. construction work for the River Park was estimated for the 2019 budget. Design work for riverpark design work was under budgeted by $35,000, Staff reclassed amount from construction budget line item.	15,000	50,000	35,000
Sales Tax Capital Improvement Fund	Construction		1,492,060	1,457,060	(35,000)
Open Space Fund	Charges for Service: Professional Services	Added contracting out Open Space Master Plan prioritized by Board at the meeting on November 27, 2018	15,000	100	(14,900)
Open Space Fund	Capital Expenditures: Wayfinding Signage	Wayfinding signage was not completed in 2019	10,000	-	(10,000)
Open Space Fund	Capital Expenditures: Trail Construction	Trail Construction was not compled in 2019, this amount was moved to 2020	20,000	-	(20,000)

2020 Revenue Adjustments

FUND	DESCRIPTION	Comments	DRAFT BUDGET	FINAL BUDGET	CHANGE
General Fund	Grants	Staff review 2020 grants in more detail and remove grant items that were already budgeted in 2019 or that were over budgeted **Grants to be collected in 2020:** Landuse rewrite (44%): $22,000 Best & Brightest Intern: $23,000 Brownfield grant-410 Broadway $50,000	122,000	95,000	(27,000)
General Fund	Property Tax	Original property tax projection did not take into account the statutory 5.5% limit, staff recalculated with the final certification of values from Eagle County	359,725	336,326	(23,399)
General Fund	General Fund Interest	Conservatively increasing general fund interest based on 2018 and 2019 collections and projected fund balance	65,000	100,000	35,000
General Fund	Transfer from Capital Improvements Fund	Transfer from Capital Improvments Fund to the General fund is not necessary to keep General Fund unassigned fund balance above 20% of operating expenditures	118,000	-	(118,000)
Capital Improvements Fund	Transfer from General Fund	Transfer to Capital Improvments Fund from the General fund was added; although our practice has been to keep General Fund unassigned fund balance at 20% of operating expenditures, the transfer allows for unassigned fund balance to remain around 25% in the general fund	$ -	$ 750,000	$ 750,000

2020 Expenditure Adjustments

FUND	DESCRIPTION	Comments	DRAFT BUDGET	FINAL BUDGET	CHANGE
General Fund	Transfer to Capital Improvements Fund	Transfer to Capital Improvments Fund from the General fund was added; although our practice has been to keep General Fund unassigned fund balance at 20% of operating expenditures, the transfer allows for unassigned fund balance to remain around 25% in the general fund	$ -	$ 750,000	$ 750,000
General Fund: General Government	Supplies: Minor Equipment	Reducing minor equipment budget to help offset additional training and travel	$ 2,000	$ 1,000	(1,000)
General Fund: General Government	Charges for Service: Tuition & Books	Increase to Tuition and Books by $2,000 for 2020 ICA and IEDC Certifications	$ 9,650	$ 11,650	2,000
General Fund: General Government	Charges for Service: Travel Expense	Increased travel expense due to increasing tuition and books for certifications	$ 3,000	$ 4,000	1,000
General Fund: Community Development	Charges for Service: Contract Payments	Should the Town Receive the Brownfield grant for 410 Broadway it will need to be accounted for and paid through our accounting system. The $50,000 matches the grant revenue projected.	4,500	54,500	50,000
Water Fund	Lower Basin Water Treatment Plant	Staff reviewed project for work completed 2019 YTD and projected for year end revised for carryover in 2020.	13,400,000	14,400,000	1,000,000
Water Fund	Cemetary Tank	Staff reviewed project for work completed YTD and projected for year end revised for carryover in 2020.	2,350,000	2,400,000	50,000
Water Fund	Upper Basin Water Treatment Plant - Generators	Staff reviewed project for work completed YTD and projected for year end revised for carryover in 2020.	-	270,000	270,000
Capital Improvement Fund	Public Art	Increased Art wall by $10,000 due to cost for supplies to secure the shed structure	40,000	50,000	10,000
Capital Improvement Fund	Transfer to the General Fund	Transfer from Capital Improvments Fund to the General fund is not necessary to keep General Fund unassigned fund balance above 20% of operating expenditures	118,000	-	(118,000)
Open Space Fund	Capital Expenditures: Campground	Removed $20,000 for camping from Open Space, Staff had already moved $20,000 camping to the Conservation Trust Fund to utilize CTF funds	20,000	-	(20,000)
Town Wide	Computer Support	Staff reviewed IT proposal and adjusted expenses per recommendation. Increases mainly due to Tech Support and getting THOR up and running	168,209	210,171	41,962

Town of Eagle
2020 Budget

TOWN OFFICIALS

TOWN BOARD OF TRUSTEES

Anne McKibbin, Mayor

Kevin Brubeck, Mayor Pro-tem
Andy Jessen
Mikel “Pappy” Kerst
Matt Solomon
Scott Turnipseed
Paul Witt

TOWN BOARD
APPOINTED OFFICIALS

Brandy Reitter, Town Manager
Erik Johnson, Town Judge
Jill Kane, Treasurer
Matt Mier, Town Attorney
Jenny Rakow, Town Clerk

December 10, 2019

Honorable Mayor and Members of the Board of Trustees:

The 2020 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 Board of Trustees, 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 Board and staff refer to the budget all year to plan and execute the priorities of the community.

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

Economic Outlook
Sales tax collections continue to improve. Overall sales tax collections are up around 10% over what was budgeted in 2019. In 2020, the Town is proposing a conservative 5% in sales tax collections. Overall sales tax revenue in the General Fund will increase by $117,723 over 2019. The Town will keep fees for development the same as 2019. These revenues include planning and zoning fees and reimbursables. The total of all sources of funds is $7,104,123 which represents a 1% increase over last year.

In 2020, the Town will receive impact fees resulting from the approval of the Reserve at Hockett Gulch. The 2020 budget reflects the impacts fees that will be paid to the Town in 2019 as a result of an approval on an annexation and Planned Unit Development (PUD) by the board. The following fees will assist the town will providing services and accommodating growth:

- Highway 6/Grand Avenue improvements - $950,000
- Street impact fees to improve and maintain roads - $366,465
- Fee in lieu of water rights dedication - $950,000
- Public safety impact fees for one-time capital and equipment purchases - $668,000
- Fee in lieu of park land dedication - $40,000

Over the course of the buildout, the Town will receive $4,251,137 in water PIF payments and $3,593,000 in sewer PIF payments. These revenues will be recognized at the time building permit approvals. The Reserve at Hockett Gulch will have a $10,818,602 one-time positive revenue impact to the Town.

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 2020.

- Downtown Revitalization and Commercial Districts – The Town will begin to implement the results of the Community Assessment developed in 2019. In addition, staff is working with Red Development to rezone and update the defunct PUD to include commercial zoning. The process will include developing a sub-area plan and updating the annexation agreement to make it more attractive to a buyer to expand this important commercial area.

- Public Art Gateway – The Town will work with Alpine Lumber to construct and install the art wall mural project.

- Marketing & Events – The Town will continue successful marketing efforts from previous years. Staff has planned to complete a brand refresh of Eagle Outside. In addition, the Town will seek proposals from interested parties to help program the new Eagle River White Water Park.

- Eagle River Park – The Town completed phase one of the Eagle River White Water Park and the process and construction was very successful. Staff will continue to budget for phase two improvements and maintenance.

- Broadband – The Town approved participation in the NWCCOG's Project THOR. In 2019, the Town constructed a fiber meet-me-center at Town Hall in anticipation of providing service to the Town and community. Staff hired a consultant to complete broadband assessment and feasibility study to determine how to deploy municipal broadband. The study will be completed in 2019 and staff will implement recommendations in 2020. The Town is also working with Comcast on a new Franchise Agreement and will start a fiber build in Eagle over the next two years. This will result in more complete coverage, better services, and give the community more options for service providers.

Long Range Planning Initiatives
The Town has prioritized long-range planning and developing 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 growth. Below is a list of initiatives that are slated for 2019:

- Rewrite of the Land Use Code – In 2020, the Town will complete the rewrite of the land use code and present it to P&Z and the Board of Trustees.

- Comprehensive Plan Update – The new plan will be completed in 2019 and will be adopted by January 2020. The new plan will help guide all land use decisions and inform the new land use code.

- Highway 6/Grand Avenue Plan – The Town will kick off the corridor planning effort for Grand Avenue in 2020. The consultant and staff will work with a steering committee to develop a plan that will take approximately 2 years.

- Open Space Master Plan – In 2020, staff will complete this plan for the purpose of identifying improvements that need to be made to town-owned open space.

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 2020, the Town is planning to work on the following projects:

- Lower Basin Water Treatment Plant – the Town kicked off the construction of the facility in 2017 and the project is 50% completed. The original project budget was $27 million, and the Town will complete the remaining $14 million in 2020.

- Capital Improvement Identification Planning – In 2020, the Town will hire a consultant to improve the CIP and develop a 10-year plan. Staff has done a good job of identifying capital but could benefit from having capacity to complete a comprehensive capital improvements list.

- Pool & Ice Rink Recreation Campus Improvements – The Town partnered with Mountain Recreation to solicit feedback from the community on the improvements they would like to see for the facility. The plan was completed in 2019, and the Town will work with Mountain Recreation on a funding model to make the recommended improvements.

- Pavement Management – Public Works continues to complete maintenance and improvements. In 2020, the Town will complete maintenance on Capitol from 4th to 5th Street. As part of the plan, staff will set aside funds to make improvements to some sidewalks in town.

Public Safety Investments
The Town continues to prioritize investments in public safety. As Eagle grows it is important to provide safety and reliable services. Below are items that are funded in 2020 to ensure that we keep making improvements in this area:

- Backup Generators – Public Works will install backup generators at the Upper Basin and Lower Basin Water Treatment Facilities. This will improve how the Town responds to an emergency, power outages, and natural disaster events.

- Police Department Equipment and Fleet Upgrades – The Town will continue the replacement cycle for patrol cars. In 2020, staff will replace two cars. The Police Department will upgrade all radios to ensure that equipment aligns with other agencies in Eagle County. This will provide for unified communication capabilities.

Sustainability and Conservation
Several investments were made in 2019 in strategies to assist with funding sustainability, water and land conservation. In 2020, the Town will fund many of the strategies to save money and improve the environment. Those projects are listed below:

- Water Conservation – Public Works will install a xeriscape demonstration garden at the Eby Creek Road and Market Street roundabout. This will reduce the amount of outdoor irrigation required to maintain the landscaping. Town Hall is planning to replace faucets, fixtures, and toilets with low flow systems to reduce water consumption and improve efficiency.

- Lighting Upgrades – The Town will replace lights at the Water Treatment Plant with LED lights. This will save the Town money and is better for the environment.

- Source Water Protection Initiatives – The Town completed the planning effort for this initiative in 2019. In 2020, staff will begin to execute the implementation plan for this project.

Structural and Organizational Changes
The Town is proposing a few changes to departments, staffing, and funds. In 2019, it was clear that staffing capacity was an issue. In order to ensure that we maintain a positive organizational culture, the Town has proposed making investments in the workforce in 2020. These investments include:

- Staff Changes – The Town is creating two positions in 2020. Public Works will have new Streets Maintenance FTE and Public Safety will receive and additional Patrol Officer. In Engineering, we will replace the Senior Engineer with a development review contract to handle the development growth over the next 2 years. The Town will align the information staffing hours so that we are only staffed when we are busy.

- Pay Plan – Human resources competed a comprehensive assessment of wages and grades of the pay plan for 2020. This resulted in adjusting all ranges by 8% or more. The Town also made market adjustments for 20 employees.

The Town is proposing a few department reorganizations in 2020. These changes are important and will ensure that the Town is being efficient and effective with it comes to service delivery. These changes are listed below:

- Public Works – The department lacks structure which is typical of a smaller town. Eagle is evolving and in order to plan for growth, staff worked together to develop an operational structure for the department. In 2020, we have created division leads and added several positions to the pay plan for employees to grow and develop professionally. Going forward positions will consider a career track to improve employee retention.

- Information Center – The Town has supported the information center for several years. The current focus is retail and Town staff is proposing to shift the focus away from retail and more towards marketing and tourism as a core function. In 2020, the Town will no longer sell retail items and goods at the information center.

There are three new operations that the Town is proposing to address infrastructure or policies that were supported by the Board of Trustees at previous meetings. The Town has proposed establishing a Stormwater Management Fund and a Municipal Broadband Fund. These funds are considered enterprises and fees for service will cover the associated costs. In addition, the Board of Trustees will have a separate budget from General Government to make it easier to track expenditures throughout the year.

Insurance & Benefits
In 2019, the Town made several changes to health benefits due to increasing costs. In 2020, the Town's costs increased by 4%. This is considered low because we had a good year with claims. Based on this, the Town will keep insurance costs to employees the same as 2019. The Town does not anticipate the need to change carriers in 2020, however, it is likely that this will be something we consider in the future. The Town continues to assess how to improve health benefits while keeping costs down each year.

In 2020, the Town will offer ICMA-RC which has an attractive 457 plan geared towards the public sector. Employees have requested more retirement options and the Town can accommodate that. Even though this is an addition, there is no plan to make changes to the retirement matches provided by the Town.

Human Resources will continue administering the wellness program for employees and insurance discounts for participation as well as the Employee Assistance Program.

In 2020, the Town will see a slight increase in expenses for CIRSA and Pinnacol. The budget includes a 5% increase for both plans. The terms and conditions of our plans will not change this year. Our worker compensation claims are down and that is the result of the hard work the safety committee is doing to make sure the Town maintains a safe work environment.

Conclusion

The Town continues to execute the Strategic Plan and make investments in economic development. The Town is growing and will continue to be the beneficiaries of development. The 2020 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 2020 budget was a collaboration between all departments and was a display of teamwork. Thanks to the entire team for their efforts.

Respectfully submitted,

Brandy Reitter
Town Manager
Town of Eagle

PO Box 609 • 200 Broadway • Eagle, CO 81631 • www.townofeagle.org • info@townofeagle.org • 970-328-6354

TOWN OF EAGLE MISSION AND VALUES

MISSION

Maintain and enhance quality of life for everyone in our community

STAFF BEHAVIORAL VALUES

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

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

Respect
We thoughtfully consider each other’s differences and opinions.

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

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

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

Leadership
We are proactive in advancing the interests of our communities

BUSINESS VALUES

Sound Planning and Appropriate Investment	Reliable and Cost Effective Services	Economic Development
Sound Finances and Increasing Efficiency	Protecting Public Health, Safety, and the Environment	Transparency and Community Engagement

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

BUDGET - ALL FUNDS SUMMARY

GENERAL FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 2,749,207**	**$ 2,418,350**	**$ 3,370,971**	**$ 3,188,090**
REVENUES	6,728,755	6,709,617	7,025,435	7,104,123
TRANSFERS-IN FROM OTHER FUNDS	169,877	16,120	16,120	16,120
EXPENDITURES	(6,068,868)	(7,008,251)	(6,874,436)	(7,347,917)
TRANSFERS-OUT TO OTHER FUNDS	(208,000)	(350,000)	(350,000)	(730,000)
ENDING FUND BALANCE	**$ 3,370,971**	**$ 1,785,836**	**$ 3,188,090**	**$ 2,230,416**

WATER FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 15,330,146**	**$ 29,258,221**	**$ 32,359,003**	**$ 23,308,375**
REVENUES	22,315,343	4,441,970	4,590,500	5,462,699
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(5,196,569)	(21,330,402)	(13,641,128)	(20,924,183)
TRANSFERS-OUT TO OTHER FUNDS	(89,917)	-	-	-
ENDING FUND BALANCE	**$ 32,359,003**	**$ 12,369,789**	**$ 23,308,375**	**$ 7,846,891**

WASTE WATER FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 8,478,646**	**$ 9,490,260**	**$ 10,184,390**	**$ 10,627,969**
REVENUES	2,949,529	2,789,600	2,984,600	2,913,080
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(2,021,947)	(2,813,427)	(2,722,151)	(2,980,748)
TRANSFERS-OUT TO OTHER FUNDS	(60,460)	-	-	-
ENDING FUND BALANCE	**$ 9,345,768**	**$ 9,466,433**	**$ 10,446,839**	**$ 10,560,301**

REFUSE FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 190,024**	**$ 183,203**	**$ 224,990**	**$ 224,990**
REVENUES	615,821	634,467	634,467	646,468
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(561,355)	(618,347)	(618,347)	(622,192)
TRANSFERS-OUT TO OTHER FUNDS	(19,500)	(16,120)	(16,120)	(16,281)
ENDING FUND BALANCE	**$ 224,990**	**$ 183,203**	**$ 224,990**	**$ 232,985**

CAPITAL IMPROVEMENTS FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 4,464,407**	**$ 4,619,307**	**$ 4,713,587**	**$ 4,995,858**
REVENUES	527,049	428,500	516,500	2,372,965
TRANSFERS-IN FROM OTHER FUNDS	200,000	350,000	350,000	730,000
EXPENDITURES	(477,869)	(641,929)	(584,229)	(478,284)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	(50,000)
ENDING FUND BALANCE	**$ 4,713,587**	**$ 4,755,878**	**$ 4,995,858**	**$ 7,570,539**

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

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 5,306,544**	**$ 1,246,468**	**$ 1,319,246**	**$ 432,961**
REVENUES	611,378	906,349	959,349	614,836
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(4,598,676)	(1,845,634)	(1,845,634)	(551,774)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ 1,319,246**	**$ 307,183**	**$ 432,961**	**$ 496,023**

BUDGET - ALL FUNDS SUMMARY (continued)

CONSERVATION TRUST FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 98,138**	**$ 58,428**	**$ 59,679**	**$ 69,664**
REVENUES	36,541	34,985	34,985	34,985
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(75,000)	(25,000)	(25,000)	(35,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ 59,679**	**$ 68,413**	**$ 69,664**	**$ 69,649**

OPEN SPACE PRESERVATION FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 210,762**	**$ 212,734**	**$ 263,867**	**$ 276,844**
REVENUES	176,203	146,820	146,820	146,820
TRANSFERS-IN FROM OTHER FUNDS	8,000	-	-	-
EXPENDITURES	(123,098)	(210,456)	(133,843)	(195,527)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ 271,867**	**$ 149,098**	**$ 276,844**	**$ 228,137**

STORMWATER FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**
REVENUES	-	-	-	103,000
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	-	-	(83,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ 20,000**

BROADBAND FUND:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**
REVENUES	-	-	-	-
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	50,000
EXPENDITURES	-	-	-	(50,000)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**

TOTAL - ALL FUNDS:

	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
BEGINNING FUND BALANCE	**$ 36,827,874**	**$ 47,486,971**	**$ 52,495,733**	**$ 43,124,751**
REVENUES	33,960,619	16,092,308	16,892,656	19,398,976
TRANSFERS-IN FROM OTHER FUNDS	377,877	366,120	366,120	796,120
EXPENDITURES	(19,123,382)	(34,493,446)	(26,444,768)	(33,268,625)
TRANSFERS-OUT TO OTHER FUNDS	(377,877)	(366,120)	(366,120)	(796,281)
ENDING FUND BALANCE	**$ 51,665,111**	**$ 29,085,833**	**$ 42,943,621**	**$ 29,254,941**

GENERAL FUND SUMMARY

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR: TABOR RESERVE	**$ 172,000**	**$ 198,036**	**$ 186,500**	**$ 199,650**	**7%**	**$ 13,150**
NON-SPENDABLE: [1]	**193,041**	**178,400**	**195,309**	**195,309**	**0%**	**-**
UNASSIGNED FUND BALANCE:	**2,384,166**	**2,041,914**	**2,989,162**	**2,793,131**	**-7%**	**(196,031)**
TOTAL FUND BALANCES (Beginning)	**$ 2,749,207**	**$ 2,418,350**	**$ 3,370,971**	**$ 3,188,090**	**-5%**	**$ (182,881)**
REVENUE						
Taxes	4,994,438	5,042,136	5,331,136	5,448,859	2%	117,723
Licenses and Permits	382,524	295,300	352,300	295,300	-16%	(57,000)
Intergovernmental Revenue	561,864	756,105	640,923	752,552	17%	111,629
Charges for Services	187,728	290,550	270,550	290,550	7%	20,000
Fines & Forfeitures	101,606	110,486	110,486	126,262	14%	15,776
Misc. Revenues	500,595	215,040	320,040	190,600	-40%	(129,440)
Transfers from Other Funds						
From Water	89,917	-	-	-	#DIV/0!	-
From Wastewater	60,460	-	-	-	#DIV/0!	-
From Refuse	19,500	16,120	16,120	16,120	0%	-
From Capital Improvements	-	-	-	-	0%	-
From Open Space (Fixed Asset Transfers)	-	-	-	-	0%	-
TOTAL REVENUE	**$ 6,898,632**	**$ 6,725,737**	**$ 7,041,555**	**$ 7,120,243**	**1%**	**$ 78,688**
TOTAL SOURCES	**$ 9,647,839**	**$ 9,144,087**	**$ 10,412,526**	**$ 10,308,333**	**-1%**	**$ (104,193)**
EXPENDITURES						
General Government	425,097	435,714	457,852	534,609	17%	76,757
General Administration	766,607	647,085	642,100	682,373	6%	40,273
Community Development	641,695	1,008,442	895,298	1,025,330	15%	130,032
Streets	1,295,422	1,414,985	1,417,513	1,550,839	9%	133,326
Engineering	265,483	296,398	296,398	255,724	-14%	(40,674)
Buildings & Grounds	616,834	718,020	748,067	763,681	2%	15,614
Public Safety	1,538,285	1,873,038	1,839,644	2,061,530	12%	221,886
Municipal Court	38,718	72,906	74,519	84,139	13%	9,620
Information Center	184,255	177,072	157,327	43,739	-72%	(113,588)
Marketing & Events	296,473	364,591	345,718	345,953	0%	235
TOTAL EXPENIDTURES	**$ 6,068,868**	**$ 7,008,251**	**$ 6,874,436**	**$ 7,347,917**	**7%**	**$ 473,481**
TRANSFERS TO OTHER FUNDS						
Transfer to Open Space Fund	8,000	-	-	-	#DIV/0!	-
Transfer to Capital Improvements Fund	200,000	350,000	350,000	730,000	109%	380,000
TOTAL TRANSFERS TO OTHER FUNDS	**$ 208,000**	**$ 350,000**	**$ 350,000**	**$ 730,000**	**109%**	**$ 380,000**
TOTAL EXPENDITURES & TRANSFERS	**$ 6,276,868**	**$ 7,358,251**	**$ 7,224,436**	**$ 8,077,917**	**12%**	**$ 853,481**
FUND BALANCES (Ending):						
RESTRICTED FOR: TABOR RESERVE	**186,500**	**203,065**	**199,650**	**213,238**	**7%**	**13,587**
NON-SPENDABLE: [1]	**195,309**	**178,600**	**195,309**	**178,600**	**-9%**	**(16,709)**
UNASSIGNED FUND BALANCE:	**2,989,162**	**1,404,171**	**2,793,131**	**1,838,578** [2]	**-34%**	**(954,552)**
TOTAL FUND BALANCES (Ending)	**$ 3,370,971**	**$ 1,785,836**	**$ 3,188,090**	**$ 2,230,416**	**-30%**	**$ (957,674)**

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 2019 budgeted unassigned fund balance is 20.04% of total expenditures not including transfers to other funds

GENERAL FUND

REVENUE SOURCES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
TAXES							
10-431-10	General Property Tax	$ 291,498	$ 311,419	$ 311,419	$ 336,326	8%	$ 24,907
10-431-20	Specific Ownership Tax	14,765	14,700	14,700	14,700	0%	$ -
10-431-30/31	Sales Tax	4,322,829	4,351,797	4,640,797	4,733,613	2%	92,816
10-431-44	Severance Tax	212	200	200	200	0%	-
10-431-45	Federal Mineral Tax	244	200	200	200	0%	-
10-431-50	Franchise Tax	215,278	220,000	220,000	220,000	0%	-
10-431-60	Marketing Lodging Tax	149,612	143,820	143,820	143,820	0%	-
10-431-70	Occupation Tax	-	-	-	-	0%	-
10-431-80	Excise Tax	-	-	-	-	0%	-
	TOTAL TAXES	**$ 4,994,438**	**$ 5,042,136**	**$ 5,331,136**	**$ 5,448,859**	**2%**	**$ 117,723**
LICENSES & PERMITS							
10-432-10	Business Licenses	$ 29,889	$ 28,000	$ 28,000	$ 28,000	0%	$ -
10-432-12	Liquor Licenses	6,522	6,000	6,000	6,000	0%	-
10-432-13	Marijuana Licenses	4,000	4,000	4,000	4,000	0%	-
10-432-15	Marketing Fee	7,659	8,000	8,000	8,000	0%	-
10-432-17	Marketing Fee - Hotels	-	-	-	-	0%	-
10-432-20	Building Permits	302,234	223,000	280,000	223,000	-20%	(57,000)
10-432-27	Electrical Permits	30,797	25,000	25,000	25,000	0%	-
10-432-30	Road Cut Permits	300	500	500	500	0%	-
10-432-35	Sign Permits	800	300	300	300	0%	-
10-432-40	Special Event Permits	325	500	500	500	0%	-
	TOTAL LICENSES & PERMITS	**$ 382,524**	**$ 295,300**	**$ 352,300**	**$ 295,300**	**-16%**	**$ (57,000)**
INTERGOVERNMENTAL REVENUE							
10-433-20	Motor Vehicle License Fee	$ 30,625	$ 30,000	$ 30,000	$ 30,000	0%	-
10-433-30	Highway Users Tax	287,541	246,965	286,283	234,305	-18%	(51,978)
10-433-40	Cigarette Tax	11,417	11,000	11,000	11,000	0%	-
10-433-60	Road & Bridge Tax	86,510	83,000	83,000	83,000	0%	-
10-433-70	County Sales Tax	145,770	142,140	142,140	149,247	5%	7,107
10-433-75	Grants	-	243,000	63,500	95,000	0%	31,500
10-433-85	Intergovernmental Contributions	-	-	25,000	150,000	100%	125,000
	TOTAL INTERGOVERNMENTAL REVENUES	**$ 561,864**	**$ 756,105**	**$ 640,923**	**$ 752,552**	**17%**	**$ 111,629**
CHARGES FOR SERVICES							
10-434-10	Planning & Zoning Fees	$ 24,911	$ 15,000	$ 15,000	$ 15,000	0%	$ -
10-434-20	Planning & Zoning Reimbursable	81,992	100,000	180,000	100,000	-44%	(80,000)
10-434-25	Facility Usage Fees	50,373	53,550	53,550	53,550	0%	-
10-434-26	Facility Usage Deposits	1,395	-	-	-	#DIV/0!	-
10-434-28	Inspections Reimbursable	-	-	-	-	0%	-
10-434-30	Sponsorship & Event Fees	29,057	22,000	22,000	22,000	0%	-
10-434-29	Staff Time Reimbursable	-	100,000	-	100,000	#DIV/0!	100,000
	TOTAL CHARGES FOR SERVICES	**$ 187,728**	**$ 290,550**	**$ 270,550**	**$ 290,550**	**7%**	**$ 20,000**
FINES & FORFEITURES							
10-435-10	Fines & Forfeits	$ 44,476	$ 45,000	$ 45,000	$ 45,000	0%	$ -
10-435-15	Police Surcharge	2,390	3,000	3,000	3,000	0%	-
10-435-20	Police Miscellaneous	8,846	2,000	2,000	2,000	0%	-
10-435-25	Police Grants	30,511	20,654	20,654	35,862	74%	15,208
10-435-30	Special Duty Reimbursable	14,878	39,432	39,432	40,000	1%	568
10-435-35	Charitable Organization Fee	505	400	400	400	0%	-
	TOTAL FINES & FORFEITS	**$ 101,606**	**$ 110,486**	**$ 110,486**	**$ 126,262**	**14%**	**$ 15,776**

GENERAL FUND

REVENUE SOURCES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
MISCELLANEOUS REVENUE							
10-436-10	General Interest	$ 199,418	$ 40,000	$ 145,000	$ 100,000	-31%	$ (45,000)
10-436-15	Police Department Interest	-	-	-	-	0%	-
10-436-17	Penalty & Interest	-	-	-	-	0%	-
10-436-20	Information Center Interest	-	-	-	-	0%	-
10-436-25	Property Damage Interest	-	-	-	-	0%	-
10-436-30	Contributions & Donations	-	-	-	-	0%	-
10-436-40	Information Center Sales	160,800	120,000	120,000	-	-100%	(120,000)
10-436-42	Information Center Donations	609	-	-	-	#DIV/0!	-
10-436-45	Information Center Sales Tax	14,314	10,680	10,680	-	-100%	(10,680)
10-436-50	Rental Income	16,943	9,360	9,360	15,600	67%	6,240
10-436-70	Other Miscellaneous Revenue	9,460	35,000	35,000	35,000	0%	-
10-436-72	Sale of Fixed Assets	43,000	-	-	-	#DIV/0!	-
10-436-75	Service Charge	600	-	-	-		
10-436-78	Insurance Proceeds	29,840	-	-	-		
10-436-80	Reimbursable Revenue - Other	-	-	-	-	0%	-
10-436-94	Impact Fees Administration Fees	611	-	-	40,000	0%	40,000
10-436-96	Grants	25,000	-	-	-	#DIV/0!	-
	TOTAL MISCELLANEOUS REVENUE	**$ 500,595**	**$ 215,040**	**$ 320,040**	**$ 190,600**	**-40%**	**$ (129,440)**
TRANSFERS FROM OTHER FUNDS							
10-437-20	General Admin. Water	$ 89,917	$ -	$ -	$ -	#DIV/0!	$ -
10-437-30	General Admin. Wastewater	60,460	-	-	-	#DIV/0!	-
10-437-40	General Admin. Refuse	19,500	16,120	16,120	16,120	0%	-
10-437-31	Capital Improvements - Community Enhancement	-	-	-	-	0%	-
10-437-80	Open Space - Capital Asset Transfers	-	-	-	-	0%	-
	TOTAL TRANSFERS FROM OTHER FUNDS	**$ 169,877**	**$ 16,120**	**$ 16,120**	**$ 16,120**	**0%**	**$ -**
	TOTAL GENERAL FUND REVENUES	**$ 6,898,632**	**$ 6,725,737**	**$ 7,041,555**	**$ 7,120,243**	**1%**	**$ 78,688**

FUND: GENERAL
DEPT: GENERAL GOVERNMENT

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 213,288	$ 197,757	$ 195,395	$ 203,830	4%	$ 8,435
SUPPLIES	8,192	12,500	12,500	7,000	-44%	(5,500)
CHARGES FOR SERVICES	138,149	144,207	168,707	240,510	43%	71,803
DISCRETIONARY FUNDING	44,814	50,000	50,000	53,000	6%	3,000
FIXED CHARGES	20,654	31,250	31,250	30,269	-3%	(981)
TOTAL EXPENDITURES	**$ 425,097**	**$ 435,714**	**$ 457,852**	**$ 534,609**	**17%**	**$ 76,757**

SUMMARY OF EXPENDITURES	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 554,718	$ 394,452	$ 389,467	$ 405,034	4%	$ 15,567
SUPPLIES	12,308	9,638	10,638	33,326	213%	22,688
CHARGES FOR SERVICES	160,637	207,984	206,984	209,841	1%	2,857
FIXED CHARGES	25,479	35,011	35,011	34,172	-2%	(839)
CAPITAL OUTLAY	13,465	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ 766,607**	**$ 647,085**	**$ 642,100**	**$ 682,373**	**6%**	**$ 40,273**

FUND:GENERAL
DEPT: COMMUNITY DEVELOPMENT

SUMMARY OF EXPENDITURES	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 348,534	$ 325,925	$ 343,711	$ 592,646	72%	$ 248,935
SUPPLIES	3,895	7,385	7,385	4,100	-44%	(3,285)
CHARGES FOR SERVICES	283,720	675,132	544,202	428,584	-21%	(115,618)
FIXED CHARGES	-	-	-	-	#DIV/0!	-
CAPITAL OUTLAY	5,546	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ 641,695**	**$ 1,008,442**	**$ 895,298**	**$ 1,025,330**	**15%**	**$ 130,032**

FUND: GENERAL
DEPT: STREETS

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 509,650	$ 444,565	$ 424,843	$ 529,734	25%	$ 104,891
SUPPLIES	160,105	180,278	180,278	176,409	-2%	(3,869)
CHARGES FOR SERVICES	606,570	761,392	761,392	814,348	7%	52,956
FIXED CHARGES	19,097	28,750	51,000	30,348	-40%	(20,652)
CAPITAL OUTLAY	-	-	-	-	0%	-
TOTAL EXPENDITURES	**$ 1,295,422**	**$ 1,414,985**	**$ 1,417,513**	**$ 1,550,839**	**9%**	**$ 133,326**

FUND:GENERAL
DEPT: ENGINEERING

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 240,592	$ 251,759	$ 251,759	$ 188,887	-25%	#######
SUPPLIES	8,542	20,027	20,027	19,206	-4%	(821)
CHARGES FOR SERVICES	16,349	24,612	24,612	47,631	94%	23,019
FIXED CHARGES	-	-	-	-	0%	-
TOTAL EXPENDITURES	**$ 265,483**	**$ 296,398**	**$ 296,398**	**$ 255,724**	**-14%**	**#######**

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 318,393	$ 388,344	$ 383,845	$ 406,424	6%	$ 22,579
SUPPLIES	84,088	101,664	101,814	95,703	-6%	(6,111)
CHARGES FOR SERVICES	192,518	207,332	241,728	226,393	-6%	(15,335)
FIXED CHARGES	17,467	20,680	20,680	20,031	-3%	(649)
CAPITAL OUTLAY	4,368	-	-	15,130	#DIV/0!	15,130
TOTAL EXPENDITURES	**$ 616,834**	**$ 718,020**	**$ 748,067**	**$ 763,681**	**2%**	**15,614**

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SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 1,159,868	$ 1,423,621	$ 1,390,227	$ 1,582,266	14%	$ 192,039
SUPPLIES	64,481	73,246	73,246	71,827	-2%	(1,419)
CHARGES FOR SERVICES	289,720	346,605	346,605	376,299	9%	29,694
FIXED CHARGES	24,216	29,566	29,566	31,138	5%	1,572
TOTAL EXPENDITURES	**$ 1,538,285**	**$ 1,873,038**	**$ 1,839,644**	**$ 2,061,530**	**12%**	**$ 221,886**

FUND:GENERAL
DEPT: MUNICIPAL COURT

SUMMARY OF EXPENDITURES	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICE	$ 34,915	$ 44,781	$ 37,639	$ 38,277	2%	$ 638
SUPPLIES	554	1,400	1,250	1,250	0%	-
CHARGES FOR SERVICES	2,762	26,325	35,230	44,612	27%	9,382
DISCRETIONARY FUNDING	487	400	400	-	-100%	(400)
FIXED CHARGES	-	-	-	-		
TOTAL EXPENDITURES	**$ 38,718**	**$ 72,906**	**$ 74,519**	**$ 84,139**	**13%**	**$ 9,620**

FUND: GENERAL
DEPT: INFORMATION CENTER

SUMMARY OF EXPENDITURES	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 71,937	$ 89,982	$ 82,637	$ 35,599	-57%	$ (47,038)
SUPPLIES	104,004	77,480	65,080	2,350	-96%	(62,730)
CHARGES FOR SERVICES	8,314	9,610	9,610	5,790	-40%	(3,820)
FIXED CHARGES	-	-	-	-	#DIV/0!	
TOTAL EXPENDITURES	**$ 184,255**	**$ 177,072**	**$ 157,327**	**$ 43,739**	**-72%**	**$ (113,588)**

FUND: GENERAL
DEPT: MARKETING & EVENTS

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 109,529	$ 120,604	$ 100,481	$ 111,765	11%	$ 11,284
SUPPLIES	8,040	19,600	12,850	16,600	29%	3,750
CHARGES FOR SERVICES	178,903	224,387	232,387	217,588	-6%	(14,799)
FIXED CHARGES	-	-	-	-	0%	-
TOTAL EXPENDITURES	**$ 296,473**	**$ 364,591**	**$ 345,718**	**$ 345,953**	**0%**	**$ 235**

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

WATER FUND SUMMARY

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR:						
DEBT SERVICE [1]	**$ -**	**$ -**	**$ 480,600**	**$ 480,600**		
ASSIGNED FUND BALANCE	**15,330,146**	**29,258,221**	**31,878,403**	**22,827,775**	**-28%**	**$ (9,050,628)**
TOTAL FUND BALANCES (Beginning)	**$ 15,330,146**	**$ 29,258,221**	**$ 32,359,003**	**$ 23,308,375**	**-28%**	**$ (9,050,628)**
REVENUE						
Operating Revenues	$ 3,666,546	$ 4,008,070	$ 3,801,600	$ 4,078,799	7%	$ 277,199
Interest on Investments	236,336	120,900	205,900	120,900	-41%	(85,000)
Other Revenue	100,682	38,000	48,000	38,000	-21%	(10,000)
Prepaid Plant Investment Fees	264,453	-	-	-	#DIV/0!	-
Plant Investment Fees (Tap Fees)	369,010	275,000	535,000	275,000	-49%	(260,000)
Loan Proceeds	17,195,717	-	-	-	#DIV/0!	-
Intergovernmental Contributions	480,600					
Water System Imp Fees E.R.	-	-	-	-	0%	-
Water Miscellaneous Revenue	2,000	-	-	-	#DIV/0!	-
Water Rights, Cash in Lieu	-	-	-	950,000	0%	950,000
Transfers-In	-	-	-	-	0%	-
TOTAL REVENUE	**$ 22,315,343**	**$ 4,441,970**	**$ 4,590,500**	**$ 5,462,699**	**19%**	**$ 872,199**
TOTAL SOURCES	**$ 37,645,489**	**$ 33,700,191**	**$ 36,949,503**	**$ 28,771,074**	**-22%**	**$ (8,178,429)**
EXPENDITURES						
Operating Expenditures	$ 999,454	$ 1,676,409	$ 1,662,960	$ 1,690,890	2%	$ 27,930
Capital Expenditures	3,430,918	18,380,000	10,704,175	17,959,724	68%	7,255,549
Debt Service	766,198	1,273,993	1,273,993	1,273,569	0%	(424)
Admin Charges to General Fund	89,917	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ 5,286,486**	**$ 21,330,402**	**$ 13,641,128**	**$ 20,924,183**	**53%**	**$ 7,283,055**
FUND BALANCES (Ending):						
RESTRICTED FOR:						
DEBT SERVICE [1]	**$ 480,600**	**$ -**	**$ 480,600**	**$ 480,600**		
ASSIGNED FUND BALANCE	**31,878,403**	**12,369,789**	**22,827,775**	**7,846,891**	**-66%**	**$(14,980,884)**
TOTAL FUND BALANCE (Ending)	**$ 32,359,003**	**$ 12,369,789**	**$ 23,308,375**	**$ 8,327,491**	**-64%**	**$(14,980,884)**

FUND: WATER

DETAIL OF REVENUES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
52-434-70	Debt Service Surcharge	$ 263,351	$ 471,600	$ 471,600	$ 471,600	0%	$ -
52-434-80	Water Sales - In Town	2,947,492	3,074,610	2,900,000	3,136,102	8%	236,102
52-434-83	Water Sales - Out Of Town	455,703	461,860	430,000	471,097	10%	41,097
52-434-85	Water Materials/Other	84,566	30,000	40,000	30,000	-25%	(10,000)
52-434-90	Plant Investment Fees (Tap Fees)	369,010	275,000	535,000	275,000	-49%	(260,000)
52-434-91	Water System Imp. Fees E.R.	-	-	-	-	0%	-
52-434-92	Plant Investment Fees (Prepaid)	264,453	-	-	-	#DIV/0!	-
52-434-95	Cash-In-Lieu Of Water Rights	-	-	-	950,000	0%	950,000
52-436-50	Water Interest	234,921	120,000	205,000	120,000	-41%	(85,000)
52-436-60	Water Rights Interest	1,414	900	900	900	0%	-
52-436-65	Nwcog Grant	-	-	-	-	0%	-
52-436-75	Service Charge	14,357	8,000	8,000	8,000	0%	-
52-436-80	Reimbursable Income	1,758	-	-	-	0%	-
52-436-91	Loan Proceeds	16,841,882	-	-	-	#DIV/0!	-
52-436-92	Bond Premium	353,835					
52-436-94	Intergovernmental Contribution	480,600					
52-436-95	Water Miscellaneous Revenue	2,000	-	-	-	#DIV/0!	-
	Transfers-In	-	-	-	-	0%	-
	TOTAL REVENUE	**$ 22,315,343**	**$ 4,441,970**	**$ 4,590,500**	**$ 5,462,699**	**19%**	**$ 872,199**

SUMMARY OF EXPENDITURES	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 418,705	$ 783,525	$ 764,751	$ 772,146	1%	$ 7,395
SUPPLIES	153,847	270,404	255,016	267,571	5%	12,555
CHARGES FOR SERVICES	398,399	536,807	601,642	564,119	-6%	(37,523)
FIXED CHARGES	28,502	35,673	35,673	37,054	4%	1,381
CAPITAL EXPENDITURES	3,430,918	18,380,000	10,704,175	17,959,724	68%	7,255,549
DEBT SERVICE	766,198	1,273,993	1,273,993	1,273,569	0%	(424)
CONTINGENCY	-	50,000	5,878	50,000	751%	44,122
TRANSFER TO OTHER FUNDS	89,917	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ 5,286,486**	**$ 21,330,402**	**$ 13,641,128**	**$ 20,924,183**	**53%**	**$ 7,283,055**

WASTE WATER FUND SUMMARY

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FOR:						
RATE STABILIZATION ACCOUNT [1]	**$ 192,000**	**$ 258,599**	**$ 220,500**	**$ 301,818**	**37%**	**$ 81,318**
ASSIGNED FUND BALANCE	**$ 4,143,323**	**$ 4,615,831**	**$ 4,981,945**	**$ 5,163,076**	**4%**	**$ 181,131**
TOTAL FUND BALANCES (Beginning)	**$ 4,335,323**	**$ 4,874,429**	**$ 5,202,445**	**$ 5,464,894**		
REVENUE						
Operating Revenues	$ 2,381,683	$ 2,469,600	$ 2,384,600	$ 2,593,080	9%	$ 208,480
Interest on Investments	11,347	20,000	50,000	20,000	-60%	(30,000)
Taxes	-	-	-	-	0%	-
Plant Investment Fees (Tap Fees)	556,500	300,000	550,000	300,000	-45%	(250,000)
Loan Proceeds	-	-	-	-	0%	-
Transfers-In	-	-	-	-	0%	-
TOTAL REVENUE	**$ 2,949,529**	**$ 2,789,600**	**$ 2,984,600**	**$ 2,913,080**	**-2%**	**$ (71,520)**
TOTAL SOURCES	**$ 7,284,852**	**$ 7,664,029**	**$ 8,187,045**	**$ 8,377,974**	**2%**	**$ 190,929**
EXPENDITURES						
Operating Expenditures	$ 813,416	$ 1,311,620	$ 1,207,273	$ 1,375,478	14%	$ 168,205
Capital Expenditures	267,541	565,000	578,071	665,000	15%	86,929
Debt Service	940,991	936,807	936,807	940,270	0%	3,463
Transfers-Out	60,460	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ 2,082,407**	**$ 2,813,427**	**$ 2,722,151**	**$ 2,980,748**	**9%**	**$ 258,597**
FUND BALANCES (Ending):						
RESTRICTED FOR:						
RATE STABILIZATION ACCOUNT [1]	**$ 220,500**	**$ 327,905**	**$ 301,818**	**$ 343,870**	**14%**	**$ 42,051**
ASSIGNED FUND BALANCE	**4,981,945**	**4,522,697**	**5,163,076**	**5,053,356**	**-2%**	**$ (109,719)**
FUND BALANCE (Ending)	**$ 5,202,445**	**$ 4,850,602**	**$ 5,464,894**	**$ 5,397,226**		

[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 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
51-434-70	Service Fees	$ 2,381,269	$ 2,469,600	$ 2,384,600	$ 2,593,080	9%	$ 208,480
51-431-15	Loan Payment Mill Levy 1	-	-	-	-	0%	-
51-434-85	Other Income	-	-	-	-	0%	-
51-436-50	Interest Income	11,347	20,000	50,000	20,000	-60%	(30,000)
51-434-90	Plant Investment Fees (Tap Fees)	556,500	300,000	550,000	300,000	-45%	(250,000)
51-436-60	Loan Proceeds	-	-	-	-	0%	-
51-436-69	Miscellaneous	414	-	-	-	100%	-
51-436-78	Insurance Proceeds	-	-	314,443	-	200%	(314,443)
	Transfers-In	-	-	-	-	0%	-
	TOTAL REVENUE	**$ 2,949,529**	**$ 2,789,600**	**$ 3,299,043**	**$ 2,913,080**	**-12%**	**$ (385,963)**

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 305,164	$ 551,308	$ 535,441	$ 542,014	1%	$ 6,573
SUPPLIES	126,268	154,516	146,516	153,053	4%	6,537
CHARGES FOR SERVICES	359,678	527,878	447,398	600,869	34%	153,471
FIXED CHARGES	22,306	27,918	27,918	29,542	6%	1,624
CAPITAL OUTLAY	267,541	565,000	578,071	665,000	15%	86,929
DEBT SERVICE	940,991	936,807	936,807	940,270	0%	3,463
CONTINGENCY	-	50,000	50,000	50,000	0%	-
TRANSFER TO OTHER FUNDS	60,460	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ 2,082,407**	**$ 2,813,427**	**$ 2,722,151**	**$ 2,980,748**	**9%**	**$ 258,597**

REFUSE FUND SUMMARY

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
ASSIGNED FUND BALANCE	**$ 190,024**	**$ 183,203**	**$ 224,990**	**$ 224,990**	**0%**	**$ -**
TOTAL FUND BALANCES (Beginning)	**$ 190,024**	**$ 183,203**	**$ 224,990**	**$ 224,990**	**0%**	**$ -**
REVENUE						
Operating Revenues	$ 613,061	$ 631,467	$ 631,467	$ 643,468	2%	$ 12,001
Non-Operating Revenues	2,760	3,000	3,000	3,000	0%	-
Transfers-In	-	-	-	-	0%	-
TOTAL REVENUE	**$ 615,821**	**$ 634,467**	**$ 634,467**	**$ 646,468**	**2%**	**$ 12,001**
TOTAL SOURCES	**$ 805,845**	**$ 817,670**	**$ 859,457**	**$ 871,458**	**1%**	**$ 12,001**
EXPENDITURES						
Operating Expenditures	$ 561,355	$ 614,347	$ 614,347	$ 622,192	1%	$ 7,845
Capital Expenditures	-	4,000	4,000	-	-100%	(4,000)
Transfers-Out	19,500	16,120	16,120	16,281	1%	161
TOTAL EXPENDITURES	**$ 580,855**	**$ 634,467**	**$ 634,467**	**$ 638,473**	**1%**	**$ 4,006**
FUND BALANCES (Ending):						
ASSIGNED FUND BALANCE	**$ 224,990**	**$ 183,203**	**$ 224,990**	**$ 232,985**	**4%**	**7,995**
TOTAL FUND BALANCE (Ending)	**$ 224,990**	**$ 183,203**	**$ 224,990**	**$ 232,985**	**4%**	**$ 7,995**

DETAIL OF REVENUES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
OPERATING REVENUES							
53-434-40	SERVICE FEES	$ 553,347	$ 571,477	$ 571,477	$ 583,478	2%	$ 12,001
53-434-50	YARDWASTE/RECYCLE CENTER FEE	39,826	39,481	39,481	39,481	0%	-
53-434-60	ADMINISTRATIVE FEE	19,887	20,509	20,509	20,509	0%	-
	OPERATING REVENUES	**$ 613,061**	**$ 631,467**	**$ 631,467**	**$ 643,468**	**2%**	**$ 12,001**
NON-OPERATING REVENUES							
53-436-50	INTEREST INCOME	$ 2,760	$ 3,000	$ 3,000	$ 3,000	0%	$ -
53-436-70	MISCELLANEOUS REVENUE	-	-	-	-	0%	-
	NON-OPERATING REVENUES	**$ 2,760**	**$ 3,000**	**$ 3,000**	**$ 3,000**	**0%**	**$ -**
TRANSFERS							
53-437-30	TRANSFER FROM GENERAL FUND	$ -	$ -	$ -	$ -	0%	$ -
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**	**0%**	**$ -**
	TOTAL REVENUES	**$ 615,821**	**$ 634,467**	**$ 634,467**	**$ 646,468**	**2%**	**$ 12,001**

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ 7,837	$ 9,420	$ 9,420	$ 9,810	4%	$ 390
SUPPLIES	351	3,250	3,250	3,500	8%	250
CHARGES FOR SERVICES	553,167	601,677	601,677	608,882	1%	7,205
CAPITAL EXPENDITURES	-	4,000	4,000	-	-100%	(4,000)
TRANSFERS TO OTHER FUNDS	19,500	16,120	16,120	16,281	1%	161
TOTAL EXPENDITURES	**$ 580,855**	**$ 634,467**	**$ 634,467**	**$ 638,473**	**1%**	**$ 4,006**

STORMWATER FUND SUMMARY

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
ASSIGNED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
TOTAL FUND BALANCES (Beginning)	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
REVENUE						
Operating Revenues	$ -	$ -	$ -	$ 103,000	#DIV/0!	$ 103,000
Non-Operating Revenues	-	-	-	-	#DIV/0!	-
Transfers-In	-	-	-	-	0%	-
TOTAL REVENUE	**$ -**	**$ -**	**$ -**	**$ 103,000**	**#DIV/0!**	**$ 103,000**
TOTAL SOURCES	**$ -**	**$ -**	**$ -**	**$ 103,000**	**#DIV/0!**	**$ 103,000**
EXPENDITURES						
Operating Expenditures	$ -	$ -	$ -	$ 83,000	#DIV/0!	$ 83,000
Capital Expenditures	-	-	-	-	#DIV/0!	-
Transfers-Out	-	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 83,000**	**#DIV/0!**	**$ 83,000**
FUND BALANCES (Ending):						
ASSIGNED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ 20,000**	**#DIV/0!**	**20,000**
TOTAL FUND BALANCE (Ending)	**$ -**	**$ -**	**$ -**	**$ 20,000**	**#DIV/0!**	**$ 20,000**

DETAIL OF REVENUES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
OPERATING REVENUES							
55-434-40	MAINTENANCE FEES	$ -	$ -	$ -	$ 103,000	#DIV/0!	$ 103,000
55-434-50		-	-	-	-	#DIV/0!	-
55-434-60	ADMINISTRATIVE FEE	-	-	-	-	#DIV/0!	-
	OPERATING REVENUES	**$ -**	**$ -**	**$ -**	**$ 103,000**	**#DIV/0!**	**$ 103,000**
NON-OPERATING REVENUES							
55-436-50	INTEREST INCOME	$ -	$ -	$ -	$ -	#DIV/0!	$ -
55-436-70	MISCELLANEOUS REVENUE	-	-	-	-	0%	-
	NON-OPERATING REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
TRANSFERS							
55-437-30	TRANSFER FROM GENERAL FUND	$ -	$ -	$ -	$ -	0%	$ -
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**	**0%**	**$ -**
	TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ 103,000**	**#DIV/0!**	**$ 103,000**

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ -	$ -	$ -	$ -	#DIV/0!	$ -
SUPPLIES	-	-	-	-	#DIV/0!	-
CHARGES FOR SERVICES	-	-	-	83,000	#DIV/0!	83,000
CAPITAL EXPENDITURES	-	-	-	-	#DIV/0!	-
TRANSFERS TO OTHER FUNDS	-	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 83,000**	**#DIV/0!**	**$ 83,000**

BROADBAND FUND SUMMARY

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):						
ASSIGNED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
TOTAL FUND BALANCES (Beginning)	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
REVENUE						
Operating Revenues	$ -	$ -	$ -	$ -	#DIV/0!	$ -
Non-Operating Revenues	-	-	-	-	#DIV/0!	-
Transfers-In	-	-	-	50,000	0%	50,000
TOTAL REVENUE	**$ -**	**$ -**	**$ -**	**$ 50,000**	**#DIV/0!**	**$ 50,000**
TOTAL SOURCES	**$ -**	**$ -**	**$ -**	**$ 50,000**	**#DIV/0!**	**$ 50,000**
EXPENDITURES						
Operating Expenditures	$ -	$ -	$ -	$ 50,000	#DIV/0!	$ 50,000
Capital Expenditures	-	-	-	-	#DIV/0!	-
Transfers-Out	-	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 50,000**	**#DIV/0!**	**$ 50,000**
FUND BALANCES (Ending):						
ASSIGNED FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**-**
TOTAL FUND BALANCE (Ending)	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**

DETAIL OF REVENUES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
OPERATING REVENUES							
56-434-40	MAINTENANCE FEES	$ -	$ -	$ -	$ -	#DIV/0!	$ -
56-434-50		-	-	-	-	#DIV/0!	-
56-434-60	ADMINISTRATIVE FEE	-	-	-	-	#DIV/0!	-
	OPERATING REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
NON-OPERATING REVENUES							
56-436-50	INTEREST INCOME	$ -	$ -	$ -	$ -	#DIV/0!	$ -
56-436-70	MISCELLANEOUS REVENUE	-	-	-	-	0%	-
	NON-OPERATING REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**
TRANSFERS							
56-437-30	TRANSFER FROM GENERAL FUND	$ -	$ -	$ -	$ -	0%	$ -
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**	**0%**	**$ -**
	TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL SERVICES	$ -	$ -	$ -	$ -	#DIV/0!	$ -
SUPPLIES	-	-	-	-	#DIV/0!	-
CHARGES FOR SERVICES	-	-	-	50,000	#DIV/0!	50,000
CAPITAL EXPENDITURES	-	-	-	-	#DIV/0!	-
TRANSFERS TO OTHER FUNDS	-	-	-	-	#DIV/0!	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 50,000**	**#DIV/0!**	**$ 50,000**

CAPITAL IMPROVEMENTS FUND SUMMARY

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
COMMUNITY ENHANCEMENT		**$ 123,587**	**$ 169,637**	**$ 169,863**	**$ 216,363**	**27%**	**$ 46,500**
TRANSPORTATION EXPENDITURES		**1,675,081**	**1,708,081**	**1,710,263**	**1,742,263**	**2%**	**32,000**
TABOR RESERVE		**16,000**	**15,485**	**-**	**-**	**#DIV/0!**	**-**
ASSIGNED FOR:							**-**
GRAND AVENUE		**-**	**200,000**	**200,000**	**350,000**	**75%**	**150,000**
OTHER CAPITAL PROJECTS		**2,649,739**	**2,526,105**	**2,633,461**	**2,687,232**	**2%**	**53,771**
TOTAL FUND BALANCES (Beginning)		**$ 4,464,407**	**$ 4,619,307**	**$ 4,713,587**	**$4,995,858**	**6%**	**$ 282,271**
REVENUE							
31-430-45	Capital Improvement Interest	$ 48,723	$ 60,000	$ 60,000	$ 60,000	0%	$ -
31-430-46	Community Enhancement Interest	3,221	2,000	2,000	2,000	0%	-
31-430-47	Devolution & Transportation Interest	35,182	32,000	32,000	32,000	0%	-
31-430-50	Community Enhancement [1]	45,547	44,500	44,500	44,500	0%	-
31-430-60	Municipal Land Dedication	-	-	-	-	0%	-
31-430-70	Miscellaneous Income	-	-	-	-	0%	-
31-430-72	WECMRD Match - Pool & Ice Expansion	-	-	-	-	0%	-
31-430-74	Developer Contribution to Grand Ave.	-	-	-	-	0%	-
31-430-75	CDOT Devolution	-	-	-	-	0%	-
31-430-77	Eagle County Contributions	-	-	-	-	0%	-
31-430-78	ECO Reimbursement	-	-	-	-	0%	-
31-430-84	Public Safety Impact Fees	-	-	-	668,000	#DIV/0!	668,000
31-430-85	Street Impact Fees	41,177	40,000	40,000	1,316,465	3191%	1,276,465
31-430-86	Use Tax	353,198	250,000	338,000	250,000	-26%	(88,000)
31-437-10	Transfer from General Fund	200,000	350,000	350,000	730,000	109%	380,000
TOTAL REVENUE		**$ 727,049**	**$ 778,500**	**$ 866,500**	**$3,102,965**	**258%**	**#########**
TOTAL SOURCES		**$ 5,191,456**	**$ 5,397,807**	**$ 5,580,087**	**$8,098,823**	**45%**	**#########**
EXPENDITURES							
Capital Expenditures		$ 477,869	$ 641,929	$ 584,229	$ 478,284	-18%	$ (105,945)
Transfers to Other Funds		-	-	-	50,000	0%	50,000
TOTAL EXPENDITURES		**$ 477,869**	**$ 641,929**	**$ 584,229**	**$ 528,284**	**-10%**	**$ (55,945)**
FUND BALANCES (Ending):							
RESTRICTED FOR:							
COMMUNITY ENHANCEMENT		**$ 169,863**	**$ 216,137**	**$ 216,363**	**$ 262,863**	**21%**	**$ 46,500**
TRANSPORTATION EXPENDITURES		**1,710,263**	**1,740,081**	**1,742,263**	**1,774,263**	**2%**	**32,000**
TABOR RESERVE		**-**	**19,258**	**-**	**15,849**	**#DIV/0!**	**15,849**
ASSIGNED FOR: CAPITAL PROJECTS:							**-**
GRAND AVENUE		**200,000**	**200,000**	**350,000**	**1,500,000**	**329%**	**1,150,000**
OTHER CAPITAL PROJECTS		**2,633,461**	**2,580,403**	**2,687,232**	**4,017,564**	**50%**	**1,330,332**
TOTAL FUND BALANCES (Ending):		**$ 4,713,587**	**$ 4,755,878**	**$ 4,995,858**	**$7,570,539**	**52%**	**#########**

[1] Per Holy Cross 2010 Franchise agreement

DETAIL CAPITAL EXPENDITURES

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
BLDGS, PARKS & OPEN SPACE							
31-51-724	Pool and Ice Capital Improvements Funding	$ 50,000	$ 50,000	$ 40,000	$ 40,000	0%	$ -
31-51-726	Old Town Hall Improvements	-	-	-	-	0%	-
31-51-727	Bus Shelters	-	-	-	-	0%	-
31-51-728	Castle Peak Senior Center	-	-	-	-	0%	-
31-51-729	Pool and Ice Facility Expansion	-	-	-	-	0%	-
31-51-730	Town Hall Improvements	-	-	-	38,125	0%	38,125
31-51-765	Eagle Valley Trail Funding	200,000	-	-	-	#DIV/0!	-
31-51-745	Town Parks Improvements	44,808	23,876	23,876	-	-100%	(23,876)
31-51-750	Town Shop Improvements	34,769	25,000	-	25,000	#DIV/0!	25,000
31-51-752	Public Art	-	-	-	50,000		
31-51-760	Skate Park	-	-	-	-	0%	-
	TOTAL BLDGS, PARKS & OPEN SPACE	**$ 329,578**	**$ 98,876**	**$ 63,876**	**$ 153,125**	**140%**	**$ 89,249**
STREETS & RIGHTS-OF-WAY							
31-52-712	R-O-W Improvements	$ 2,945	$ -	$ -	$ -	#DIV/0!	$ -
31-52-714	Allen Tract Survey	-	-	-	-	#DIV/0!	-
31-52-716	CBD Parking/Streetscape Improvements	1,118	-	-	-	#DIV/0!	-
31-52-724	Storm Drain Improvements	-	32,700	-	-	#DIV/0!	-
31-52-719	Monument Reader Board	9,304	-	-	-	#DIV/0!	-
31-52-723	Grand Avenue Planning	-	-	-	-	0%	-
31-52-729	Path Improvements	-	-	-	-	0%	-
31-52-733	Eby Creek Road ROW Acquisitions	-	-	-	-	#DIV/0!	-
31-52-734	Eby Creek Road Construction	-	-	-	-	#DIV/0!	-
31-52-736	Eby Creek Road Final Design	-	-	-	-	#DIV/0!	-
31-52-737	Traffic Control Improvements	14,639	42,000	42,000	-	-100%	(42,000)
31-52-740	Street Lights	-	-	-	-	#DIV/0!	-
31-52-780	Grand Avenue Improvements	-	-	-	-	#DIV/0!	-
	TOTAL STREETS & RIGHTS-OF-WAY	**$ 28,005**	**$ 74,700**	**$ 42,000**	**$ -**	**-100%**	**$ (42,000)**
EQUIPMENT							
31-54-715	Street Sweeper	-	-	-	-	#DIV/0!	-
31-54-728	Snow Removal Equipment	$ -	$ 225,000	$ 225,000	$ -	-100%	$ (225,000)
31-54-730	Multipurpose Truck	-	-	-	35,000	0%	35,000
31-54-735	Airport Kiosk	-	-	-	-	#DIV/0!	-
31-54-736	Flail Mower	-	-	-	-	#DIV/0!	-
31-54-729	Project THOR	-	173,855	183,855	-	-1	(183,855)
31-54-740	4x4 Pickups	31,586	-	-	-	#DIV/0!	-
31-54-745	Crackseal Melter	-	-	-	-	#DIV/0!	-
31-54-750	Cinder Spreader	-	-	-	-	#DIV/0!	-
31-54-755	Shouldering Machine	-	-	-	-	#DIV/0!	-
31-54-764	Tents	-	-	-	-	#DIV/0!	-
31-54-765	Trailer	6,055	-	-	-	#DIV/0!	-
31-54-780	Mower	-	-	-	16,000	0%	16,000
31-54-785	Skidsteer	-	-	-	-	0%	-
31-54-795	Loader	-	-	-	130,000	#DIV/0!	130,000
31-54-797	Hook Truck	-	-	-	-	#DIV/0!	-
31-55-715	Police Equipment	33,000	18,998	18,998	24,585	29%	5,587
31-55-724	Patrol Vehicles	49,646	50,500	50,500	119,574	137%	69,074
	TOTAL EQUIPMENT	**$ 120,287**	**$ 468,353**	**$ 478,353**	**$ 325,159**	**-32%**	**$ (153,194)**
CONTINGENCY							
31-51-900	**CONTINGENCY**	**$ -**	**$ -**	**$ -**	**$ -**	**0%**	**$ -**
TRANSFERS							
31-51-920	Transfer to General Fund	-	-	-	-	0%	-
31-51-940	Transfer to Sales Tax CIF	$ -	$ -	$ -	$ -	0%	$ -
31-51-950	Transfer to Broadband	$ -	$ -	$ -	$ 50,000	0%	$ 50,000
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ 50,000**	**#DIV/0!**	**$ 50,000**
	TOTAL EXPENDITURES	**$ 477,869**	**$ 641,929**	**$ 584,229**	**$ 528,284**	**-10%**	**$ (55,945)**

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

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	% CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FOR:							
RESERVE		**$ 161,619**	**$ 161,619**	**$ 161,619**	**$ 161,619**	**0%**	**$ -**
CAPITAL IMPROVEMENTS		**4,826,182**	**556,096**	**611,676**	**(550,920)**	**-190%**	**(1,162,596)**
ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE		**318,742**	**528,753**	**545,952**	**822,263**	**51%**	**276,311**
TOTAL FUND BALANCES (Beginning)		**$ 5,306,544**	**$ 1,246,468**	**$ 1,319,246**	**$ 432,961**	**-67%**	**$ (886,285)**
REVENUE							
61-431-30	Sales Tax	$ 534,287	$ 538,349	$ 574,349	$ 585,836	2%	$ 11,487
61-433-10	Grants	-	350,000	350,000	11,000	-97%	(339,000)
61-436-10	Interest - ColoTrust STCIF	14,560	8,000	25,000	8,000	-68%	(17,000)
61-436-20	Interest - UMB Project Fund	62,436	10,000	10,000	10,000	0%	-
61-436-30	Interest - UMB COI Project Fund	-	-	-	-	0%	-
61-436-42	Contributions & Donations	95	-	-	-	100%	-
61-436-50	Bond Proceeds	-	-	-	-	0%	-
61-436-60	Bond Premium	-	-	-	-	0%	-
61-437-31	Transfer from Capital Improvements Fund	-	-	-	-	0%	-
61-437-81	Transfer from Open Space Fund	-	-	-	-	0%	-
	TOTAL REVENUE	**$ 611,378**	**$ 906,349**	**$ 959,349**	**$ 614,836**	**-36%**	**$ (344,513)**
TOTAL SOURCES		**$ 5,917,922**	**$ 2,152,817**	**$ 2,278,595**	**$ 1,047,797**	**-54%**	**$ (1,230,798)**
EXPENDITURES							
CHARGES FOR SERVICES							
61-50-372	Meeting Expense	$ 471	$ 2,000	$ 2,000	$ -	-100%	$ (2,000)
61-50-347	Professional Services	17,362	11,536	11,536	13,536	17%	2,000
61-50-351	Legal	-	2,000	2,000	1,000	-50%	(1,000)
	TOTAL CHARGES FOR SERVICES	**$ 17,833**	**$ 15,536**	**$ 15,536**	**$ 14,536**	**-6%**	**$ (1,000)**
CAPITAL OUTLAY							
61-50-745	Town Park Improvements	$ 42,483	$ -	$ -	$ 218,000	#DIV/0!	$ 218,000
61-50-750	Design	259,658	15,000	15,000	-	-100%	(15,000)
61-50-760	Construction	3,949,557	1,492,060	1,492,060	-	-100%	(1,492,060)
61-50-715	Acquisitions	7,508	-	-	-	0%	-
	TOTAL CAPITAL OUTLAY	**$ 4,259,205**	**$ 1,507,060**	**$ 1,507,060**	**$ 218,000**	**-86%**	**$ (1,289,060)**
DEBT SERVICE							
61-50-815	Debt Service	$ 90,000	$ 95,000	$ 95,000	$ 95,000	0%	$ -
61-50-816	Debt Service Interest	231,138	227,538	227,538	223,738	-2%	(3,800)
61-50-810	Cost of Issuance	-	-	-	-	0%	-
61-50-820	Agent Fees	500	500	500	500	0%	-
	TOTAL DEBT SERVICE	**$ 321,638**	**$ 323,038**	**$ 323,038**	**$ 319,238**	**-1%**	**$ (3,800)**
CONTINGENCY							
61-50-900	**CONTINGENCY**	**$ -**	**$ -**	**$ -**	**$ -**	**0%**	**$ -**
	TOTAL EXPENDITURES	**$ 4,598,676**	**$ 1,845,634**	**$ 1,845,634**	**$ 551,774**	**-70%**	**$ (1,293,860)**
FUND BALANCES (Ending):							
RESTRICTED FOR:							
RESERVE		**$ 161,619**	**$ 161,619**	**$ 161,619**	**$ 161,619**	**0%**	**$ -**
CAPITAL IMPROVEMENTS		**611,676**	**-**	**(550,920)**	**(762,456)**	**38%**	**(211,536)**
ASSIGNED FOR CAPITAL PROJECTS/DEBT SERVICE		**545,952**	**145,564**	**822,263**	**1,096,861**	**33%**	**274,598**
TOTAL FUND BALANCEs (Ending):		**$ 1,319,246**	**$ 307,183**	**$ 432,961**	**$ 496,024**	**15%**	**$ 63,062**

CONSERVATION TRUST FUND SUMMARY

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
RESTRICTED FUND BALANCE		**$ 98,138**	**$ 58,428**	**$ 59,679**	**$ 69,664**	**17%**	$ 9,985
TOTAL FUND BALANCES (Beginning)		**$ 98,138**	**$ 58,428**	**$ 59,679**	**$ 69,664**		
REVENUES							
71-430-10	Lottery Proceeds	$ 34,163	$ 33,785	$ 33,785	$ 33,785	0%	$ -
71-430-20	Interest on Investments	2,378	1,200	1,200	1,200	0%	-
	TOTAL REVENUES	**$ 36,541**	**$ 34,985**	**$ 34,985**	**$ 34,985**	**0%**	**$ -**
	TOTAL SOURCES	**$ 134,679**	**$ 93,413**	**$ 94,664**	**$ 104,649**	**11%**	**$ -**
EXPENDITURES							
71-50-347	Professional Services	$ -	$ -	$ -	$ 15,000	-100%	$ 15,000
71-50-746	Camping	-	-	-	20,000	100%	20,000
71-50-750	Park Improvements	75,000	25,000	25,000	-	-100%	(25,000)
	TOTAL EXPENDITURES	**$ 75,000**	**$ 25,000**	**$ 25,000**	**$ 35,000**	**40%**	**$ 10,000**
FUND BALANCES (Ending):							
RESTRICTED FUND BALANCE		**$ 59,679**	**$ 68,413**	**$ 69,664**	**$ 69,649**	**0%**	**$ (15)**
TOTAL FUND BALANCE (Ending)		**$ 59,679**	**$ 68,413**	**$ 69,664**	**$ 69,649**		

OPEN SPACE PRESERVATION FUND SUMMARY

		ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
FUND BALANCES (Beginning):							
COMMITTED FUND BALANCE		**$ 210,762**	**$ 212,734**	**$ 263,867**	**$ 276,844**	**5%**	**$ 12,977**
TOTAL FUND BALANCES (Beginning)		**$ 210,762**	**$ 212,734**	**$ 263,867**	**$ 276,844**	**5%**	**$ 12,977**
REVENUES							
81-430-10	Lodging Tax	$ 149,612	$ 143,820	$ 143,820	$ 143,820	0%	$ -
81-430-15	Penalty & Interest	812	-	-	-	#DIV/0!	-
81-430-20	Interest on Investments	8,693	3,000	3,000	3,000	0%	-
81-433-00	Other Grants	8,585	-	-	-	0%	-
81-436-70	Miscellaneous	500	-	-	-	0%	-
81-437-10	Transfer from General Fund	8,000	-	-	-	#DIV/0!	-
	TOTAL REVENUES	**$ 176,203**	**$ 146,820**	**$ 146,820**	**$ 146,820**	**0%**	**$ -**
							-
	TOTAL SOURCES	**$ 386,965**	**$ 359,554**	**$ 410,687**	**$ 423,664**	**3%**	**$ 12,977**
EXPENDITURES							
Operating Expenses		$ 103,256	$ 160,456	$ 133,843	$ 145,527	9%	$ 11,684
Capital Expenditures		19,842	50,000	-	50,000	#DIV/0!	50,000
Transfers-Out		-	-	-	-	0%	-
	TOTAL EXPENDITURES	**$ 123,098**	**$ 210,456**	**$ 133,843**	**$ 195,527**	**46%**	**$ 61,684**
FUND BALANCES (Ending):							**-**
COMMITTED FUND BALANCE		**$ 263,867**	**$ 149,098**	**$ 276,844**	**$ 228,137**	**-18%**	**$ (48,707)**
TOTAL FUND BALANCE (Ending)		**$ 263,867**	**$ 149,098**	**$ 276,844**	**$ 228,137**	**-18%**	**$ (48,707)**

SUMMARY OF EXPENDITURES

	ACTUAL 2018	BUDGET 2019	REVISED 2019	BUDGET 2020	% CHANGE FROM PY	$ CHANGE FROM PY
PERSONNEL	$ 52,895	$ 74,672	$ 74,672	$ 76,463	2%	$ 1,791
MATERIALS & SUPPLIES	7,286	22,924	20,211	17,850	-12%	(2,361)
CHARGES FOR SERVICES	34,192	58,000	34,100	46,506	36%	12,406
DISCRETIONARY FUNDING	5,000	-	-	-	#DIV/0!	-
FIXED CHARGES	3,883	4,860	4,860	4,708	-3%	(152)
CAPITAL EXPENDITURES	19,842	50,000	-	50,000	#DIV/0!	50,000
CONTINGENCY	-	-	-	-	0%	-
TRANSFERS	-	-	-	-	0%	-
TOTAL EXPENDITURES	**$ 123,098**	**$ 210,456**	**$ 133,843**	**$ 195,527**	**46%**	**$ 61,684**

Appendix

1. Strategic Plan
2. 2019 Pay Plan and Holiday Schedule
3. 2019 Fee Schedule
4. Debt Schedule
5. FTE Schedule - *To be added*
6. Capital Improvements Plan (2019 – 2023)
7. Account Classifications
8. Budget Ordinances & Resolutions - *To be added*
9. Glossary

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

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

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

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

PURPOSE OF THE TOWN'S STRATEGIC PLAN

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

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

It is important to emphasize that this Strategic Plan does not approve or communicate final policy decisions on specific issues or objectives. Rather, it provides a framework for an ongoing dialogue about maintaining and enhancing quality of life in Eagle. Each of the Major Objectives in this Plan will require additional collaboration by the Town's staff, advice from experts, and input from the community before the Trustees make final policy or investment decisions. Outreach efforts on the River Park project, and upcoming outreach on the new water treatment plant are examples. The Town will provide ample opportunities for citizens to be engaged in the dialogue as specific issues are addressed.

ELEMENTS OF THE STRATEGIC PLAN

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

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

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

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

FOUNDATION

MISSION

Maintain and enhance quality of life for everyone in our community

VISION

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

STAFF BEHAVIORAL VALUES

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

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

Respect
We thoughtfully consider each other's differences and opinions.

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

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

Collaboration

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

Leadership

We are proactive in advancing the interests of our communities

BUSINESS VALUES

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

Sound Planning and Appropriate Investment	**Reliable and Cost Effective Services**	**Economic Development**
Sound Finances and Increasing Efficiency	**Protecting Public Health, Safety, and the Environment**	**Transparency and Community Engagement**

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

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

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

<u>Reliable and Cost-Effective Services:</u> A key responsibility for the Town is to provide essential services, whether it be reliable water and sewer services, trash and recycling services, or support with respect to permitting, zoning, planning, and other basic needs. The Town is committed to delivering potable water service that is highly reliable, high quality, meets all regulatory standards, and is responsive to customer-reported problems. Meeting the needs of customers also requires that the Town adopt standards of service that make it easy for people to do business with the Town. This means going the extra mile to make sure that customers know where to find requested information, and ensuring that employees have the knowledge to resolve a customer's problem. Finally, Eagle is a small town, so residents should receive consistent service with a personal touch, ideally where people come to trust individual Town employees to address their needs.

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

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

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

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

PURSUING OPPORTUNITIES AND MITIGATING RISKS

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

MAJOR OBJECTIVES

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

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

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

LIST OF MAJOR OBJECTIVES

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

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

14. Consider Implementing Home Rule

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

Applicable Business Values	• Mission – Maintain and Enhance Quality of Life for Everyone in Our Community • All Business Values
Most Relevant Standards	• A great place to live, work, raise a family, and retire • An economy that provides opportunities for a diverse population of all ages • Transportation system that facilitates pedestrian, bicycle and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day • Total population that supports a sustainable economy, is consistent with Eagle's geography, and maintains a small-town feel • High quality infrastructure that encourages beneficial growth and development • Events and amenities that attract visitors and enhance quality of life for Eagle's residents
Background	Eagle is a community with a variety of natural and developed assets, including its location on Interstate 70, proximity to world-class ski resorts and the regional airport, and access to multiple outdoor activities. These assets are strong in caparison to many other communities, which means that the Town has a clear advantage in determining future quality of life.
Challenge/ Opportunity	Even though Eagle's assets are strong, the Town needs to have a vision for the future and a plan for realizing this future. This vision, or vivid description of the future, is the basis for sound planning, policy decisions, and investments. More specifically, it will inform the process of working through and making final policy decisions related to the Major Objectives in this Strategic Plan.
Solution	Continue to collaborate with staff, Trustees, and the community to develop and maintain a vivid description of Eagle 15 years from now that addresses the following key issues: • Population and demographics – Approximately 10,000 people 15 years from now • Community culture – How we treat each other and work together to build our future • Economic vitality, community amenities, and availability of jobs • Quality of infrastructure, especially water, wastewater, and transportation • Look and feel of the Town, and ease of transportation • Housing availability and affordability • Quality of the Town's services, support, and communications • Community Engagement - Relationship between the Town and the various communities in Eagle
Timing	The Strategic Planning process will result in a draft vision statement. Elements of this vision should be shared and discussed during the ongoing dialogue with the community on the objectives in the Strategic Plan, with more formal reviews and updates occurring every two years.

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Reliable and Cost-Effective Services • Sound Finances and Increasing Efficiency
Most Relevant Standards	• Revenues that fully fund operations costs, reserve funding, and needed capital investments • Investments that create compelling value for residents and businesses • Finances that are resilient to economic downturns • Strong credit ratings for bond funds, facilitating low financing costs • 20% reserve for general fund and adequate reserves for enterprise funds • Accurate and timely financial/budget reports • Documented financial standards, policies, and procedures
Background	The ability to provide high levels of service and invest appropriately in future quality of life hinges on the staff and Trustees being stewards of the Town's financial resources. These resources, which come from the Town's ongoing revenue sources, include local and county sales taxes, water service bills, new customer water tap fees, and fees for licensing, permitting, planning, and zoning.
Challenge/ Opportunity	The challenge for the Town is to ensure that its financial management is sound and that current revenues reflect 100% of the revenue entitled to the Town under current regulations and policies. This should include developing strategies to increase revenue that are not burdensome to residents and taxpayers. These revenues can in turn be used to create compelling value for the community.
Solution	• Benchmark current revenue given the Town's size and economy • Update out-of-date fees and revenue sources • Raise water-service Tap Fees to reflect the cost of replacing shared system infrastructure • Assess current lodging revenues and determine lost revenue opportunities • Develop a stronger relationship with Eagle's state sales tax representative to more proactively address issues with reporting and revenues • Develop ROI/revenue reports that analyze the benefits of economic development initiatives • Provide quarterly financial/budget reports to the Trustees and monthly reports to managers • Continue to perform and enhance training for financial staff and department managers • Review, enhance, and document financial standards, policies, and procedures • Develop a grant-funding strategy and aggressively pursuing grant funding in conjunction with Eagle's infrastructure needs and economic development plans
Timing	Lost opportunities mean lost revenue that can never be recovered. Addressing revenue issues should be a high priority. • Review, enhance, and document financial standards by October 1, 2017 • Complete assessment items noted above and define specific corrective actions, including implementation milestones, by December 1, 2017

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Reliable and Cost-Effective Services • Protect Public Health, Safety, and the Environment
Most Relevant Standards	• Provide reliable water supply and water service, and safe, high-quality water • Provide adequate public facilities to support beneficial growth • Infrastructure that attracts desired economic development
Background	The Town receives its water from the upper Brush Creek water plant. Peak usage occurs in the summer months when outdoor watering greatly increases potable water demand. This outdoor water use has a large positive visual impact on both residential and commercial neighborhoods, which is especially important given the increase in our summertime events and activities in Eagle.
Challenge/ Opportunity	The Town faces the following challenges related to its water supply: • The Town's water supply is limited by Brush Creek water rights and the peak capacity of the current water plant (which purifies the water to meet drinking water standards) • Peak demands in the summer are approaching the maximum capacity of the plant, even with 90% of customers complying with odd-even day watering restrictions • Given that Eagle has only one water treatment plant, there is no water-supply redundancy or treatment plant redundancy, which increases water supply and service reliability risks • Brush Creek could be compromised due to a wildfire contaminating the water, mudslides that could block the Creeks' flow, or other events in the watershed that could impact water quality or flows • Brush Creek flows could be severely curtailed by low snowpack during any given year and in general due to climate change. Eagle has no significant water storage to buffer yearly snowpack variations • Growth of Eagle cannot be supported by the current water plant without imposing significant additional water restrictions and growth control. • The Town needs to review water-system management practices, including current levels of water-use efficiency and opportunities to increase efficiency (conservation) • Current Tap Fees (new connection fees) are too low, and don't cover a new customer's fair share of the Town's wholesale water infrastructure costs, and reservation of treatment plant capacity • Current water bills are not easy to read and billing system needs improvement
Solution	Build the Lower Basin Water Treatment Plant which provides the following benefits: • Allows the Town to utilize new legal and physical water rights on the Eagle River, plus provides emergency access to flow in the Eagle River • Provides water supply redundancy, and water-supply capacity to support beneficial growth • Increases water supply and water service reliability – Significantly reduces water-supply risks • Allows the Town to increase flows in Brush Creek, providing environmental benefits Address other water system issues, including the following: • Review water management practices against industry best practices, and recommended changes • Upgrade billing system, enhance water bills, and implement automated meters if indicated
Timing	• Both construction and financing costs are projected to increase if the water-plant project is delayed. • Complete all water system planning and outreach tasks by December 2017 • Complete new Lower Basin Water Treatment Plant by June 2020

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Protect Public Health and the Environment
Most Relevant Standards	• Economic development that benefits all of Eagle's communities • Enhance the look, feel, and experience of Eagle • Maximize the economic benefits of investments in infrastructure, amenities, and events • Design and construct the River Park to support world-class competitive whitewater events
Background	The Eagle River Park plan envisions a new amenity both in and along the river. The Park will be located immediately east of the Eagle County Fairgrounds. The plan includes river features to attract boaters, kayakers, and tubers, and a riverfront park that includes a gathering area, access to the water, trails, and a river-front beach area. The project incorporates the latest thinking in whitewater park design. Phase 1 includes in-stream and riverbank improvements, riverside park development, and trail connections. The Park will create a visual draw for people driving by on I-70, attract major competitive whitewater events, and provide a recreational amenity for residents of Eagle and surrounding communities.
Challenge/ Opportunity	The primary challenge is for the Town to ensure that the River Park project stays on schedule and within budget. Beyond initial construction issues, it is important that plans for economic development associated with the Eagle River Park are defined and being pursued. Eagle should get the most out of its investment in the project in terms of benefits for residents, businesses, and revenue for the Town.
Solution	• Complete project on schedule and within budget • Collaborate with whitewater experts to ensure that the Park has the features, seating, and amenities to support major whitewater competitions • Create a specific economic development plan associated with the River Park. Include both entrepreneurial and retail business elements, and recruiting process for competitive events • Coordinate economic planning with the Eagle River Corridor Plan
Timing	• Complete River Park economic development plan by the summer of 2018 • Complete River Park Construction by Fall 2018.

Major Objective No. 5: Stimulate Economic Vitality, Development

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Sound Finances and Increasing Efficiency
Most Relevant Standards	• Economic development plans align with Eagle's vision for the future • Economic development that benefits all of Eagle's communities • Enhance the look, feel, and experience of Eagle • Transportation system that facilitates pedestrian, bicycle, and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day • Small town feel, and a great place to raise a family • High-quality events that are aligned with Eagle's values and infrastructure capabilities
Background	Eagle's economy is the engine for quality of life. The economic impacts of visitors, and economic development efforts by the Town, should produce benefits for the residents of Eagle in terms of amenities, jobs, wages, infrastructure, and revenue for the Town.
Challenge/ Opportunity	To date, Eagle has not developed a clearly defined plan to stimulate economic development that is aligned with the Town's assets, brand, and the values of the community. This increases the risk that the community is missing opportunities to enhance the experience of visiting and being a resident of Eagle, or allowing development to occur that does not enhance quality of life or degrades the local environment.

Solution	Initiate an ongoing process that addresses economic vitality and development. This process will include ongoing collaboration between the Town's staff and Trustees, seeking advice from the Chamber of Commerce and other experts, and facilitating a meaningful dialogue with the community on specific activities and plans. This Major Objective will entertain a variety of opportunities that are expressed in the following goals or tasks.
	• Seek advice from the Economic Developers Council of Colorado
	• Take better advantage of the I-70 traffic corridor from and economic and Town revenue perspective
	  ○ Establish Eagle as "The place to stop" west of Vail Pass
	  ○ Encourage visitors to go Downtown and further south (Eagle Ranch)
	  ○ Improve way-finding signage and advertising
	• Continue to advance Eagle as a government, business, and recreational hub for the region, including providing affordable lodging
	• Evaluate and enhance marketing for special events and Eagle as a destination, and continue to strive to attract better brands to support events
	• Analyze threats to current assets, events, and economic development plans, and the various ramifications of economic development and growth
	• Maximize/optimize economic activity and revenues from current events and visitors, especially associated with the new River Park
	• Coordinate economic planning with the Eagle River Corridor Plan
	• Identify and recruit businesses that fulfill regional needs and are consistent with Eagle's brand, visitors, and lifestyle – Find out which businesses are interested in Eagle
	• Develop clear plan for enhancing the Downtown experience for residents, and therefore visitors
	• Ensure that infrastructure, parking, and housing plans support planned economic development
	• Develop a mechanism for reporting on progress and engaging in periodic community outreach

Timing	Develop a more detailed list of economic development activities and milestones by December 31, 2017.

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

Applicable Business Values	• Sound Planning and Appropriate Investment

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

	• Public Safety • Transparency and Community Engagement
Most Relevant Standards	• Fully fund the costs of police services • Valuing human life, and recognizing that police powers come from the people • Fair, ethical, and honest execution of our duties • Being sensitive to diversity, providing equal protection under the law • Creating partnerships in the community to enhance cooperation and increase safety • Being a part of the community and further community policing perspectives • Continuous improvement in safety, services, and police behaviors • Physical and moral courage • Ensure that the Department complies with all Colorado Post standards
Background	Eagle is an appealing Town with an eclectic combination of neighborhoods, offering a unique quality of life for residents and visitors. The Eagle Police Department strives to protect this lifestyle by maintaining high standards for public safety and community involvement. Lower crime rates correlate with members of the community working in close partnership with the Police Department, including reporting suspicious activities, aiding in crime prevention, and supporting community networking and education programs. This focus on community involvement is a critical element of Eagle's police and public-safety strategy.
Challenge/ Opportunity	The public image of law enforcement is as diverse and complex as the communities it serves. Due to the impact and visibility of police activities, it is a highly-scrutinized profession, placing tough demands on both officers and leadership. This is the context in which the Town addresses important public-safety issues, for example in recruiting and retaining qualified officers, investing in training and new equipment, advocating for new positions and resources, and ultimately meeting the evolving needs of Eagle.
Solution	Eagle's police force must respond to the public-safety needs of the community as it continues to grow and evolve. This will include taking the following actions. • Focus on retention of qualified staff by instituting competitive pay and benefits, and investing in housing options and transitional housing • Invest in new positions to increase safety and efficiency • Expand current space, or combine fire and police services in a new building • Continue enhancing community networking through modern strategies of patrol, community meetings, and technology • Increase focus on youth programs with special attention on safety, technologies, and social issues such as marijuana use • Continue to research and implement innovative solutions to improve efficiency, service, safety, and community relations • Remain committed to a Town Police Department with a Chief of Police
Timing	• Align the timing of specific initiatives with Eagle's evolving needs and growth

Major Objective No. 7: Implement Priority Infrastructure Improvements

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Reliable and Cost-Effective Services • Protect Public Health, Safety, and the Environment
Most Relevant Standards	• Infrastructure investments that support approved economic development plans • Transportation system that facilitates pedestrian, bicycle, and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day • Provide ample parking, especially for businesses and specific events venues • Proactive maintenance and modernization of critical infrastructure • Balance infrastructure investment needs with the cost burden placed on residents and tax payers
Background	The Town's infrastructure is the foundation for high quality of life and a strong economy. Businesses considering a move to Eagle will be looking at the quality of the infrastructure, its capacity to support a reasonable amount of growth, and the Town's plans for enhancing the infrastructure.
Challenge/ Opportunity	The challenge is to Implement priority infrastructure improvements without creating an undue burden on residents and tax payers
Solution	• Develop a Capital Improvement Plan with appropriate cycles • Build new Lower Basin Water Treatment Plant, as outlined in Major Objective #3 • Implement the Grand Avenue (Highway 6) Corridor Plan • Appropriately implement other infrastructure priorities including a broadband system, Capitol Street improvements, and the Brush Creek Road Extension • Plan and implement Infrastructure as needed to support economic development initiatives, and the parking to support current and future special events • Develop resources to aggressively seek grant funding
Timing	• Timing of infrastructure improvements should be aligned with economic development plans and the most pressing infrastructure needs • Develop Capital Improvement Plan by December 2018

Major Objective No. 8: Improve Housing Availability and Affordability

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Protect the Environment
Most Relevant Standards	• Zoning and housing plans that align with Eagle's vision and economic development plans • Housing that supports a diverse population, including all ages, ethnicities and income groups • Housing that provides a wide range of housing types in walkable neighborhoods
Background	The availability and affordability of housing is a central issue in determining the character of a community, including who can afford to live in the community, and quality of life and its authenticity. It directly contributes to the success and sustainability of businesses in Eagle, and effects the ability of government to attract high-quality employees. Finally, cost of housing determines whether the local economy provides the resources for people to live comfortably.
Challenge/ Opportunity	The cost of housing in Colorado is 56% higher than the national average, and Eagle is no exception when it comes to high housing costs. The following housing challenges apply to Eagle: • Given Eagle's size and location, construction costs for new dwellings is high, and it is difficult for developers to profit from more affordable housing. • The high cost of housing and low availability of housing means that it is difficult for businesses and the government to recruit employees. • Housing costs and availability will represent a significant concern for business or entrepreneurs who might consider locating in Eagle. • It is difficult for people who have grown up in Eagle to remain in Eagle. • Given Eagle's assets and location, a certain number of people will want to live in Eagle even if the housing is expensive. Allowing growth to be dictated by people who already have the resources to move to Eagle without needing to be employed by a local business will naturally shift the population toward people who work from home, or older retired people. • Eagle will likely reach build-out in the next 15 years, at which point the options available to change the housing mix will be severely limited.
Solution	• Become on active participant in the county-wide conversation about housing, and work actively with Eagle County on efforts to provide affordable housing • Assess current housing prices and availability, its impacts on the community, and future trends if there is no intervention • Develop a specific vision for future housing that is aligned with Eagle's vision, desired population mix in 15 years, and economic development plans • Explore zoning and other methods to create a more balanced and affordable housing mix that supports young people and young families • Coordinate Efforts with Eagle River Corridor Plan
Timing	• Complete vision or plan for Eagle's housing mix at build-out by December 31, 2018

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Protect Public Health and the Environment
Most Relevant Standards	• Appropriately invest in open space and recreation opportunities • Actively manage the Town's open space lands using sound land stewardship practices • Provide for outdoor recreation while preserving and enhancing native flora and fauna populations • Market and promote the town to target audiences, promoting the Town as a summer destination • Preserve and enhance access to Town, State, BLM, and Forest Service public lands • Enhance the look, feel, and experience of Eagle and its environment • Design and develop parks and open space for uses that serve the people in Eagle • Provide lodging which fit people's budget and preferences, including hotels and camping. • Grow the open space and recreation business over time, increasing staffing and responsibilities • Increase usability of recreation and open space for all of Eagle residents.
Background	The Town of Eagle has found its place in the tourism driven economy of the Greater Eagle River Valley as a destination for biking, hunting, fishing and other recreational activities. These activities support the Town's mission to enhance the quality of life for everyone in our community, as well as promoting the town and its businesses to tourism. Resources have been allocated to support and enhance Eagle's recreational offerings. However, plans need to continually evolve in response to changing uses, new opportunities, and environmental concerns.
Challenge/ Opportunity	Not all residents use the town's recreational spaces, or participate in outdoor activities on a regular basis. However, the availability of these amenities arguably contributes to the quality of life for all residents. Unfortunately, return-on-investment for open spaces and amenities is not always easy to quantify, so the Town needs to carefully assess the benefits of proposed projects and investments. Since the costs for developed amenities has exceeded revenue in recent years, the Town should seek new funding sources.
Solution	• Develop/update an open space plan that addresses the open space standards noted above • Actively apply for Great Outdoors Colorado (GOCO) and other open space related grants • Assess current lodging revenues and determine if there are lost revenue opportunities • Educate citizens and school children about the open space recreation opportunities that exist in their backyard through increased public outreach • Further coordinate outdoor recreation, tourism, and events marketing to increase visitation
Timing	• Update open space plan by December 31, 2017 • Apply for two outdoor recreation and natural resources management grants (at a minimum) by March 31, 2018. • Complete lodging revenue assessment by December 1, 2017. • Develop open space focused citizen outreach plan by January 31, 2018.

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Protect Public Health, Safety, and the Environment
Most Relevant Standards	• Support a small-town look and feel for Eagle • Maintain standards that support new development while managing risks to the Town • Maintain land-use codes that are current with new development, engineering, regulatory, and technology standards • Transportation system that facilitates pedestrian, bicycle, and vehicular movements throughout the Town, making it easy to get around Eagle at any time of the day • Park and open space system that provides for recreational needs and protects sensitive landscapes • Meeting key water quality, habit improvement, and wildlife standards • Housing that provides a wide range of housing types in walkable neighborhoods
Background	Planning is an essential component of managing any city, town, or community. The challenge is to determine the appropriate level of planning given the community's economy and government resources. Poor planning, or the lack of planning, can lead to negative outcomes in terms of inadequate infrastructure, degraded public services, or negative impacts on the environment.
Challenge/ Opportunity	Planning can be a messy process, and the most creative plans often come from a willingness to be flexible in the face of unique or difficult challenges. The Town needs to strike a balance between the need for comprehensive planning, meeting key planning standards, and addressing specific initiatives, opportunities and problems.
Solution	• Analyze land-use regulations as compared with the Comprehensive Community Plan • Complete a major overhaul of the land-use and development codes • Continue working the Eagle River Corridor Plan • Review current zoning to make sure that it's consistent with Eagle's vision and economic development plans • Highlight key planning standards in planning documents and investment proposals • Prioritize planning needs as they relate to the specific opportunities associated with the Major Objectives in this Strategic Plan • Continue to support specific initiatives and opportunities by developing sub-area plans • Assess and address the human resources to maintain needed planning activities
Timing	• Identify, document, and share key planning standards by December 1, 2017 • Continue to develop sub-area plans consistent with needed timing of specific initiatives • Assess needed human resources for planning and make recommendations by Jan 2018 • Complete overhaul of the land-use codes by December 2019

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Transparency and Community Engagement
Most Relevant Standards	• Be proactive in communications, getting ahead of important community issues • Engage in an ongoing dialogue with the community about strategies, plans, and pending decisions • Provide information that is brief, relevant, and emphasizes the Town's Business Values • Emphasize motivations and relevant standards in communications and investment proposals • Build strong ongoing relationships with community leaders (influencers) • Provide ample access for the public to provide input on major strategies and policy decisions
Background	The essential competencies for any municipality are to provide essential services and to ensure that the community is investing appropriately in future quality of life for its residents. Appropriate investment requires that the staff of the municipality is trusted and is leading a meaningful dialogue with the community on important issues and policy decisions.
Challenge/ Opportunity	Historically, the Town of Eagle has had limited resources for systematically engaging with the community. However, as Eagle approaches its critical mass of population and build-out over the next 15 years, it will be important to ensure that policy decisions and investments are aligned with community desires and that key economic development initiatives are supported with effective communications.
Solution	• Clarify and adopt key standards for both internal communications and community outreach • Assess the quality of the Town's customer service, and develop clear standards of service • Conduct community outreach on the new Lower Basin Water Treatment Plant, using the Town Strategic Plan as the context • Develop a written communication vehicle specifically designed to build stronger relationships with community leaders and influencers, for example "Eagle Today." • Ensure that the staff's work on the Major Objectives in this Strategic Plan includes outreach and collaboration with the community prior to final policy decisions by the Trustees • Improve tactical communications, specifically developing a professional response to questions from the community on current or more controversial issues • Ensure that communications demonstrate the Town's commitment to fulfill the promises embodied in the Town's Mission Statement and Business Values. • Clarify the brand of Eagle to the outside world, and align marketing communications with this brand and high-priority economic development initiatives • Strengthen the Town's outreach function, including the hiring of a dedicated outreach professional
Timing	Near-term communication priorities include outreach on the new Lower Basin Water Treatment Plant, the River Park project, and building stronger relationships with community leaders. More detailed milestones for enhancing communications will be developed December 31, 2017

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Protect Public Health, Safety, and the Environment • Transparency and Community Engagement
Most Relevant Standards	• Understand the needs of people in all of Eagle's communities • Enhance the connection that people have with the community and the Town's staff and Trustees • Embrace the differences between the various communities and people who live in Eagle
Background	The essential competencies for any municipality are to provide essential services and to ensure that the community is investing appropriately in future quality of life for its residents. Appropriate investment requires that the staff of the Town is trusted, is listening to its residents, and is a leading a meaningful dialogue with the community on important issues and policy decisions.
Challenge/ Opportunity	A specific challenge related to supporting the community is for the Town's staff and Trustees to recognize that Eagle's population is not homogeneous, rather an eclectic combination of people and communities. The staff and Trustees need to listen and understand community needs from a variety of sources. People from different communities need to feel they are being heard by the Town, and feel connected to people from different communities. This involves accepting our common bond as residents of Eagle while also embracing our differences.
Solution	• Implement an ongoing community building effort that brings people together from different communities in Eagle to discuss their needs and aspirations for Eagle • Assess and address the need to provide more information in Spanish • Address specific areas of concern, including feelings that Eagle's neighborhoods and communities are disconnected and isolated • Use this Strategic Plan and the Major Objectives in this plan to facilitate discussions about the future of Eagle, making this part of the community-building process • Enlist Eagle's Police Department to be part of the community building process, and to better understand the needs of people in various communities • Document inputs from people in the various communities to develop a stronger understanding of their values, concerns, and, specific needs • Integrate public feedback into the ongoing process of planning and policy decisions • Conduct periodic Community Survey
Timing	The process of community building can be integrated with all outreach efforts, so it begins with the outreach on the new water plant, and continues with the ongoing outreach on key objectives of the Strategic Plan.

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

Applicable Business Values	• Sound Planning and Appropriate Investment • Sound Finances and Increasing Efficiency • Reliable and Cost-Effective Services
Most Relevant Standards	• Highly effective workforce - Be an Employer of Choice • Adequate human resources to support the Town's operations and Major Objectives • Maintain positive employee/employer relations • Offer competitive compensation and benefits • Provide for professional development and growth • Encourage collaboration in a collegial and welcoming environment
Background	The Town is a relatively small organization with employees taking on multiple responsibilities. This means that the staff needs to be highly competent, empowered, motivated, and collaborative. To meets its objectives and realize its vision, the Town needs to hire, train, and maintain a highly productive workforce.
Challenge/ Opportunity	The Town needs better information and better plans related to optimizing its workforce, specifically with respect to the following issues: job functions/descriptions, organizational culture, optimum staffing, appropriate training, and internal communications. All these issues affect employee performance.
Solution	Enhance the Town's workforce and organizational effectiveness by taking the following actions: • Identify and elevate standards to enhance organizational culture, morale, and performance • Establish and implement clear standards for external customer service, internal customer service, and communication between employees • Empower selected members of the staff to take ownership of the Strategic Plan Major Objectives, and make all employees aware of their role in supporting strategic-planning efforts • Assess current employee tasks, productivity, goals, and priorities • Evaluate salary and benefits, and make needed adjustments • Strengthen the human resources function and information, including pay grades, job descriptions, employee manual, training, and professional development • Develop three-year staffing plan that addresses current shortages and key competencies • Develop a compensation and benefits strategy that attracts and retains high-quality employees • Align benefits and working conditions to be attractive to younger employees • Define and adhere to procedures for addressing under-performing employees • Integrate Strategic Plan Behavioral Values into the employee review process
Timing	• Identify customer service and other key standards by November 1, 2017 • Provide a detailed workforce plan that includes key milestones by January 15, 2018 • Complete the major elements of the workforce plan by July 1, 2019

Major Objective No. 14: Encourage Implementing Home Rule

Applicable Business Values	• Sound Planning and Appropriate Investment • Economic Development • Transparency and Community Engagement
Most Relevant Standards	• All Business Values
Background	Of the nation's 50 states, Colorado is one of 30 recognized as a Home Rule State, having amended its constitution to grant municipalities the ability to exercise local control of their individual governments. Home rule allows for greater flexibility in municipal government, including local elections, organizational structure, and municipal courts.
Challenge/ Opportunity	Adopting Home Rule is an involved process and requires an initiative from its citizens. This process should not be initiated unless there is a compelling argument for making this change.
Solution	The Town's staff and Trustees will commence an education effort and process for receiving community input, making it clear that the Town is open to Home Rule. If citizens believe Home Rule will be beneficial to Eagle, the Town will hold a Home Rule process election.
Timing	• Complete Home Rule Education by December 31, 2020 • Hold Home Rule process election by April 20, 2021 (if applicable) • Prepare Home Rule Charter and hold an election

CONCLUDING REMARKS

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

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

2020 Pay Plan

Effective: January 1, 2020

Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
			$13.0000	$17.2800	$20.5200	*Hourly*
			$1,040.00	$1,382.40	$1,641.60	*Bi-Weekly*
			$27,040.00	$35,942.40	$42,681.60	**If Annualized*
1	Maintenance Worker (Seasonal)	Non-Exempt				
	Info Center Host or Stocker (Part Time)	Non-Exempt				
	Intern I (New Position 2019-Career X)	Non-Exempt				
	Open Space Trail Technician (Seasonal)	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$18.5865	$22.3038	$26.0211	*Hourly*
			$1,486.92	$1,784.30	$2,081.69	*Bi-Weekly*
	Special Events Coord. - Seasonal (proposed 2021)	Non-Exempt	$38,659.92	$46,391.90	$54,123.89	**If Annualized*
2	Town Mgr. Assistant - Intern	Non-Exempt				
	Administrative Technician I, Utility Billing Technician I	Non-Exempt				
	Info Center Manager (Part Time)	Non-Exempt				
	Maintenance Technician I	Non-Exempt				
	Municipal Court Clerk (Part Time)	Non-Exempt				
	Plant Maintenance Operator D & Trainee	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$21.4300	$25.7160	$30.0020	*Hourly*
			$1,714.40	$2,057.28	$2,400.16	*Bi-Weekly*
	Administrative Technician II (new tier)	Non-Exempt	$44,574.40	$53,489.28	$62,404.16	**If Annualized*
	Code Enforcement Officer (proposed 2020)	Non-Exempt				
3	Planning Technician	Non-Exempt				
	Plant Maintenance Operator - C License	Non-Exempt				
	Maintenance Technician II	Non-Exempt				
	Mechanic I	Non-Exempt				
	Police Trainee/Cadet	Non-Exempt				
	Utility Billing & Accounting Specialist	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
			$24.7063	$30.8829	$37.0594	*Hourly*
			$1,976.50	$2,470.63	$2,964.75	*Bi-Weekly*
			$51,389.10	$64,236.43	$77,083.55	**If Annualized*
4	Building & Grounds Supervisor (previous Grade 3)	Non-Exempt				
	IT Technician I (possible future IT Staff)	Non-Exempt				
	Maintenance Technician III (New Grade 2019)	Non-Exempt				
	Mechanic II	Non-Exempt				
	Plant Maintenance Operator B (2019, prev.Gd. 3)	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**
			$25.7780	$32.2224	$38.6668	*Hourly*
			$2,062.24	$2,577.79	$3,093.34	*Bi-Weekly*
	Building Inspector I	Non-Exempt	$53,618.24	$67,022.59	$80,426.94	**If Annualized*
	IT Technician II (possible future IT Staff)	Non-Exempt				
	Special Events Manager (new title prev. Mktg & Events Mgr)	Exempt				
	Maintenance Technician IV-Sr. or Crew Leader	Non-Exempt				
5	Plant Maintenance Operatior - A License	Non-Exempt				
	Planner I	Exempt				
	Police Detective	Non-Exempt				
	Police Officer I, II (new tiers)	Non-Exempt				
	Police School Resource Officer	Non-Exempt				
	Public Works Supervisor	Non-Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Range Minimum**	**Range Midpoint**	**Range Maximum**	**Pay Type**
			$28.2963	$35.3704	$42.4445	*Hourly*
			$2,263.70	$2,829.63	$3,395.56	*Bi-Weekly*
			$58,856.30	$73,570.43	$88,284.56	**If Annualized*
	Lead Plant Operator	Non-Exempt				
6	Civil Engineer I (possible future design engineer)	Exempt				
	IT Technician III (possible future IT Staff)	Exempt				
	Planner II	Exempt				

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

2020 Pay Plan
Effective January 1, 2020

Pay Grade	Position Title	FLSA Status	Min	Mid	Max	Pay Type
7			$30.5208	$38.1510	$45.7812	*Hourly*
			$2,441.66	$3,052.08	$3,662.50	*Bi-Weekly*
			$63,483.26	$79,354.08	$95,224.90	**If Annualized*
	Building Inspector II	Non-Exempt				
	Civil Engineer II - PW, Utility Manager	Exempt				
	Human Resources Manager	Exempt				
	Senior Accountant	Exempt				
	Planner III (new tier for 2020)	Exempt				
	Police Sergeant	Non-Exempt				
	Public Works Superintendent/Operations Manager	Non-Exempt				
	Town Clerk, Court Supervisor	Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
8			$36.9238	$46.1548	$55.3857	*Hourly*
			$2,953.90	$3,692.38	$4,430.86	*Bi-Weekly*
			$76,801.50	$96,001.98	$115,202.26	**If Annualized*
	Building Official	Non-Exempt				
	Executive Advisor	Non-Exempt				
	Information Technology Manager (new for 2020)	Exempt				
	Open Space Coordinator (Part Time)	Non-Exempt				
	Police Lieutenant	Non-Exempt				
	Senior Engineer	Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
9			$39.3949	$49.2436	$59.0924	*Hourly*
			$3,151.59	$3,939.49	$4,727.39	*Bi-Weekly*
			$81,941.39	$102,426.69	$122,912.19	**If Annualized*
	Town Engineer	Exempt				
	Town Planner-Community Development Director	Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Min**	**Mid**	**Max**	**Pay Type**
10			$44.5535	$55.6919	$66.8303	*Hourly*
			$3,564.28	$4,455.35	$5,346.42	*Bi-Weekly*
			$92,671.28	$115,839.15	$139,007.02	**If Annualized*
	Public Works Advisor - Part Time	Non-Exempt				
	Police Chief	Exempt				
	Public Works Director	Exempt				
	Treasurer-Finance Director	Exempt				
Pay Grade	**Position Title**	**FLSA Status**	**Range Minimum**	**Range Midpoint**	**Range Maximum**	**Pay Type**
11			$58.0490	$72.5613	$87.0735	*Hourly*
			$4,643.92	$5,804.90	$6,965.88	*Bi-Weekly*
			$120,741.92	$150,927.50	$181,112.88	**if Annualized*
	Town Manager	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.

2020 Pay Plan Implementation Guide
Effective 01/01/2020*
*First full pay period for 2020, paid 1/17/2020

The following is a guide regarding how the 2020 Pay Plan will be implemented:

1. The Town will establish a 4% merit pool
2. Upon rehire, seasonal employees are eligible for a 2% - 4% merit increase based on performance
3. Supervisors must complete a performance evaluation for each employee; information regarding the performance evaluation process was provided in late 2019
4. Employees who receive a less than satisfactory evaluation will not be eligible for a merit increase
5. Employees who receive a satisfactory/meets expectations evaluation will be eligible to receive a 2.0 – 2.9% merit increase
6. Employees who receive an effective/outstanding/above expectations evaluation will be eligible to receive a 3.0 – 4.0% merit increase
7. Employees who have been employed by the Town for less than 12 months as of 01/2020 will be eligible to receive a pro-rated merit increase based on the months of employment
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 Manager of Human Resources

2020 Town Holidays Observed

Date	Holiday
Wednesday, January 1	New Year’s Day
Monday, January 20	Martin Luther King Day
Monday, February 17	President's Day
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Indigenous Peoples Day
Wednesday, November 11	Veteran's Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day After Thanksgiving
Thursday, December 24	Christmas Eve.
Friday, December 25	Christmas Day
Thursday, December 31	New Year's Eve.
upon supervisory approval	Floating Holiday (birthday or other)

2020 Town Holidays for Sworn Police Officers

Date	Holiday
Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Day
Monday, February 17	President's Day
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Indigenous Peoples Day
Wednesday, November 11	Veteran's Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day After Thanksgiving
Thursday, December 24	Christmas Eve.
Friday, December 25	Christmas Day
Thursday, December 31	New Year's Eve.
upon supervisory approval	Floating Holiday (birthday or other)

Total 14 full days

ADMINISTRATIVE FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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 on CD	$ 10.00	$ 10.00	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
BUSINES LICENSE FEE	Business License - Sales Within Public Right of Way	$ 25.00 - 250.00	$ 25.00 - 250.00	NO CHANGE	
BUSINES LICENSE FEE	Business License/Business Marketing Fee	$ 20.00	$ 20.00	NO CHANGE	
BUSINES LICENSE FEE	Business License/Business Occupation Tax	$ 55.00	$ 55.00	NO CHANGE	
BUSINES LICENSE FEE	Business & Tobacco License Late Fee	$15/month after January 31st max of $45	$15/month after January 31st max of $45	CHANGE	Changes fee title language to include Tobacco Licenses to the late fee
BUSINES LICENSE FEE	Business License Peddler and Solicitors: One Day	$ 50.00	$ 50.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Two Consecutive Days	$ 65.00	$ 65.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Three Consecutive Days	$ 85.00	$ 85.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Seven Consecutive Days	$ 105.00	$ 105.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Thirty Consecutive Days	$ 125.00	$ 125.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: One Year	$ 275.00	$ 275.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
LIQUOR LICENSE FEE	Vintner's 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.		REMOVE	Remove from fee schedule; not a local 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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	Alternating Proprietor Licensed 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.		REMOVE	Remove from fee schedule; not a local fee
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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	Each Resort-Complex-Related Facility 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.		REMOVE	Remove from fee schedule; not a local fee
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	
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	Master File Location Fee (Per 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.	0	REMOVE	Remove from fee schedule; not a local fee

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	New 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.		REMOVE	Remove from fee schedule; this is a dublicate fee on the schedule
LIQUOR LICENSE FEE	New Manager Registration	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.		REMOVE	Remove from fee schedule; this is a duplicate fee on the schedule
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	
LIQUOR LICENSE FEE	Racetrack	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.		REMOVE	Remove from fee schedule; not a local fee

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
LIQUOR LICENSE FEE	Related Facility – 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.		REMOVE	Remove from fee schedule; not a local fee
LIQUOR LICENSE FEE	Related Facility – Resort 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.		REMOVE	Remove from fee schedule; not a local fee
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	NEW FEE	**Comparisons:** Blackhawk - $300 Greeley - $500 Silverton - $500 Glendale - $300
LIQUOR LICENSE FEE	Entertainment District - Annual Renewal	$ -	$ 100.00	NEW FEE	**Comparisons:** Blackhawk - $300 Greeley - $100 Silverton - $100 Glendale - $300
TOBACCO LICENSE FEE	Retail Tobacco License Fee	$ -	$ 250.00	NEW FEE	**Comparisons:** Basalt - $275/annual Avon - $250/annual Aspen - $500/annual This will effect approximately 10 businesses in the Town of Eagle
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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 New License App Fee Associated Facilities	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		REMOVE	Remove from fee schedule; not a local fee

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business Manager's Registration Fee	$ 100.00	$ 100.00	NO CHANGE	

FACILITY RENTAL

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	$ 500	$ 600	FEE CHANGE	The last increase to Pavilion & Studo fees was in 2017 which doubled our fees to cover staff time and facility operating costs. As both properties continue to age there continue to be maintenance projects that should be completed on both facilities (i.e. Flooring). Staff would like to see rental fees cover the cost of these maintenance projects. Staff reviewed local comparisons including Eagle County Fairgrounds Facilities, Single Tree Pavilion, Eagle-Vail Pavilion, and Donovan Pavilion. See comparisons are attached. Staff is recommending moderate increases to all rental fees and to remove the Resident and Non-resident distinction for Non-profits for ease of administration.
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident	$ 800	$ 900	FEE CHANGE	
PAVILION FEES	Pavilion Friday-Sunday: Eagle Resident (Non-Profit)	$ 200		REMOVE	
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident (Non-Profit)	$ 400		REMOVE	
PAVILION FEES	Pavilion Friday-Sunday: Non-Profit		$ 400	FEE CHANGE	
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident	$ 250	$ 300	FEE CHANGE	
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident	$ 350	$ 400	FEE CHANGE	
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident (Non-Profit)	$ 100		REMOVE	
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident (Non-Profit)	$ 200		REMOVE	
PAVILION FEES	Pavilion Monday-Thursday: Non-Profit		$ 200	FEE CHANGE	
STUDIO FEES	Studio Friday-Sunday: Eagle Resident	$ 200	$ 250	FEE CHANGE	
STUDIO FEES	Studio Friday-Sunday: Non Resident	$ 300	$ 350	FEE CHANGE	
STUDIO FEES	Studio Friday-Sunday: Eagle Resident (Non-Profit)	$ 100		REMOVE	
STUDIO FEES	Studio Friday-Sunday: Non-Resident (Non-Profit)	$ 200		REMOVE	
STUDIO FEES	Studio Friday-Sunday: Non-Profit		$ 200	FEE CHANGE	
STUDIO FEES	Studio Monday-Thursday: Eagle Resident	$ 80	$ 100	FEE CHANGE	
STUDIO FEES	Studio Monday-Thursday: Non-Resident	$ 120	$ 150	FEE CHANGE	
STUDIO FEES	Studio Monday-Thursday: Eagle Resident (Non-Profit)	$ 50		REMOVE	
STUDIO FEES	Studio Monday-Thursday: Non-Resident (Non-Profit)	$ 100		REMOVE	
STUDIO FEES	Studio Monday-Thursday: Non-Profit		$ 100	FEE 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	FEE ADDED TO SCHEDULE	Fee was missing from Fee Schedule: has been a part of the pavilion/studio rental practice and contract for years

FACILITY RENTAL

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
FACILITY RENTAL FEES	Cancellation fee (more than thirty (30) days prior to the event	$ -	$ 100	NEW FEE	Staff recommends a cancellation fee due to cancellations on a regular basis. It appears some people book the Pavilion "just in case" knowing they won't be charged for cancellation and then wait until right before the 30 day cancellation window to see if they can book a different venue and/or decide whether or not to actually hold the event. Staff would like to at least cover costs of staff time to process the appointment, deposit, cancellation, refund, and the cost of the paper check and postage for never having received any revenue from renter. See comparisons
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	$ 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	FEE CHANGE	In 2019 there were a couple rentals in which the lessee's damage to the facility could not be rectified prior to the next lessee renting the facility and was so egregious that staff felt it was necessary for the following lessee to receive a discount in rental fees. Staff recommends that any discounts to a renter should be charged to the renter who damaged the facility.
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 FEES	Pavilion/Studio-Liability Insurance: Low Hazard Events	Unknow at this time; Staff should know by 2nd Meeting in November	Unknow at this time; Staff should know by 2nd Meeting in November	NO CHANGE	

FACILITY RENTAL

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Liability Insurance: Medium Hazard Events	Unknow at this time; Staff should know by 2nd Meeting in November	Unknow at this time; Staff should know by 2nd Meeting in November	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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 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	

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	Elevator (up to 3 stops), Dumbwaiter & Lift Annual Certificate of Inspection	$ 225.00	$ 225.00	NO CHANGE	
ELEVATOR PERMIT FEES	Escalator Annual Certificate of Inspection	$100 / hour	$100 / hour	NO CHANGE	
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 1-10,000	$ 350.00	$ 350.00	NO CHANGE	
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 10,001-25,000	$ 500.00	$ 500.00	NO CHANGE	
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 25,000 and up	$500 for the first 25,000 plus $20 for each additional 1,000 or fraction thereof	$500 for the first 25,000 plus $20 for each additional 1,000 or fraction thereof	NO CHANGE	
ELEVATOR PERMIT FEES	New Passenger or Freight Elevator, Lula, Escalator or Moving Walk Total Valuation 1-50,000	$ 500.00	$ 500.00	NO CHANGE	
ELEVATOR PERMIT FEES	New Passenger or Freight Elevator, Lula, Escalator or Moving Walk Total Valuation 50,000 and up	$500 for first 50,000 plus $20 for each 1,000 or fraction thereof over 50,000	$500 for first 50,000 plus $20 for each 1,000 or fraction thereof over 50,000	NO CHANGE	
ELEVATOR PERMIT FEES	New Lift, Dumbwaiter or Private Residence Elevator Total Valuation 1-20,000	$ 350.00	$ 350.00	NO CHANGE	
ELEVATOR PERMIT FEES	New Lift, Dumbwaiter or Private Residence Elevator Total Valuation 20,000 and up	$350 for first 20,000 plus $10 for each 1,000 or fraction thereof over 20,000	$350 for first 20,000 plus $10 for each 1,000 or fraction thereof over 20,000	NO CHANGE	

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
ELEVATOR PERMIT FEES	Reinspections	$150/Hour	$150/Hour	NO CHANGE	
ELEVATOR PERMIT FEES	Witness Inspection	$150/Hour	$150/Hour	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator/Escalator - Inspections outside of normal business hours	$150/Hour (Minimum 2 Hours)	$150/Hour (Minimum 2 Hours)	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator/Escalator - Inspections for which no fee is specifically indicated	$150/Hour (Minimum 1 Hour)	$150/Hour (Minimum 1 Hour)	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator/Escalator - Additional Plan Review required by Changes, Additions, Revisions	$150/Hour (Minimum 1 Hour)	$150/Hour (Minimum 1 Hour)	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator Fire Alarm Permit	$150/Hour	$150/Hour	NO CHANGE	
ELEVATOR PERMIT FEES	Reinspection fees	$1,000 per unit	$1,000 per unit	NO CHANGE	
ELEVATOR PERMIT FEES				NO CHANGE	
GRADING PERMIT FEES	Grading Permit Fee - 50 cubic yards or less	$ 65.00	$ 65.00	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	$65/Hour (Minimum 2 Hours)	$65/Hour (Minimum 2 Hours)	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
MANUFACTURED/MOBILE HOME PERMIT FEES	Mobile Home/Factory Build/Manufactured Home Certification Tag	$ 45.00	$ 45.00	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	
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	
PERMIT ISSUE/TRANSFER	Replacement Permit Card	$ 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	

BUILDING DEPARTMENT FEES					
FEE TYPE	**FEE TITLE**	**2019 FEE**	**2020 FEE - PROPOSED**	**PROPOSED FEE CHANGE**	**REASONING FOR 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	$ 9,258	$ 10,646	FEE CHANGE	15% fee increase on proposed increase structure for Plant Investment Fees discussed during 2018 budget season (15% increase 2019-2022 and 3% increase 2023-2027)
PLANT INVESTMENT FEE-WATER	Water Per Equivalent Residential Unit (EQR) Out of Town	$ 13,886	$ 15,969	FEE CHANGE	15% fee increase on proposed increase structure for Plant Investment Fees discussed during 2018 budget season (15% increase 2019-2022 and 3% increase 2023-2027)
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 - Residential - Single Family Residence (1.0 EQR)	$ 10,000	$ 10,000	NO CHANGE	

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 Fee	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
FIRE IMPACT FEES	Residential - Single Family (per unit)	$ 2,269.97	$ 2,269.97	NO CHANGE	
FIRE IMPACT FEES	Residential - Multi family (per unit)	$ 1,037.23	$ 1,037.23	NO CHANGE	
FIRE IMPACT FEES	Nonresidential, except temporary & extended stay lodging facilities (per 1,000sqft)	$ 914.78	$ 914.78	NO CHANGE	
FIRE IMPACT FEES	Temporary & extended stay lodging facilities (per 1,000sqft)	$ 914.78	$ 914.78	NO CHANGE	
PUBLIC SAFETY IMPACT FEE	Impact fee per dwelling unit for residential land use	$ 1,319.00	$ 1,319.00	NO CHANGE	
PUBLIC SAFETY IMPACT FEE	Impact fee for commercial land use	$0.31 / square foot	$0.31 / square foot	NO CHANGE	
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD <2 acres)	$1,500 + $10,000 Deposit	$1,500 + $10,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD >2 acres)	$2,500 + $15,000 Deposit	$2,500 + $15,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Annexation and Initial Zoning (PUD any size)	$2,500 + $15,000 Deposit	$2,500 + $15,000 Deposit	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 + $2,000 Deposit	$2,000 + $2,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Small Area Plan Exception/Amendment	$1,000 + $1,000 Deposit	$1,000 + $1,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Residential Zoning Plan	$750 plus $25 per du + $7,000 Deposit	$750 plus $25 per du + $7,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Residential Development Plan	$1,000 plus $25 per du + $12,000 Deposit	$1,000 plus $25 per du + $12,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Commercial & Industrial Zoning Plan	$800 + $5,000 Deposit	$800 + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Commercial & Industrial Development Plan	$1,250 + $10,000 Deposit	$1,250 + $10,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Multiple Use - Zoning Plan	$1,000 + $7,000 Deposit	$1,000 + $7,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Multiple Use - Development Plan	$2,000 + $12,000 Deposit	$2,000 + $12,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Zoning Plan and Development Plan Combination	Listed Fee with 15% discount +$10,000 Deposit	Listed Fee with 15% discount +$10,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Minor Amendment	$500 + $3,000 Deposit	$500 + $3,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Major Amendment	$1,500 + $5,000 Deposit	$1,500 + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Sketch Plan	$500 Plus $25 per Lot + $3,000 Deposit	$500 Plus $25 per Lot + $3,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Preliminary Plan	$800 Plus $25 per Lot + $5,000 Deposit	$800 Plus $25 per Lot + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Final Plat	$800 Plus $25 per Lot + $7,000 Deposit	$800 Plus $25 per Lot + $7,000 Deposit	NO 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 + $2,000 Deposit	$450 + $2,000 Deposit	NO CHANGE	

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 Fee	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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 + $5,000 Deposit	Listed fees with 15% discount + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Combination Prelim/Final Plat	Listed fees with 15% discount + $10,000 Deposit	Listed fees with 15% discount + $10,000 Deposit	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	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 + $1,200 Deposit	$1,000 + $1,200 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Development Permit - Major non PUD	$2,000 + $3,000 Deposit	$2,000 + $3,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Encroachment Permit	$ 250	$ 250	NO CHANGE	
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	
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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
ENGINEERING DEPARTMENT	Engineer - Hourly Rate	$ 60	$ 60	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 1,001-10,000 cubic yards	234.50 for the first 1,000 cy plus 9 for each add 'l 1,000 cy or fraction thereof	234.50 for the first 1,000 cy plus 9 for each add 'l 1,000 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 10,001-100,000 cubic yards	315.50 for the first 10,000 cy plus 40.50 for each add 'l 10,000 cy or fraction thereof	315.50 for the first 10,000 cy plus 40.50 for each add 'l 10,000 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 100,001 cubic yards or more	680 for the first 100,000 cy plus 22.50 for each add 'l 10,000 cy or fraction thereof	680 for the first 100,000 cy plus 22.50 for each add 'l 10,000 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 101-1,000 cubic yards	140 for the first 1,000 cy plus 10.50 for each add 'l 100 cy or fraction thereof	140 for the first 1,000 cy plus 10.50 for each add 'l 100 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 50 cubic yards or less	$ 65	$ 65	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 51-100 cubic yards	65 for the first 50 cy plus 15 for each add 'l 10 cy or fraction thereof	65 for the first 50 cy plus 15 for each add 'l 10 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	25.00 (Hourly)	75.00 (Hourly)	FEE ADDED TO SCHEDULE/CHANGE	Fee was removed from the municipal code and now refences the fee schedule. This fee has not been updated since 1972 - Staff matched public works hourly rate for meter check service fee
PUBLIC WORKS	Right of Way Construction Permit	$ 150.00	$ 150.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
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	Yard Waste Fee (per month)	$ 2.00	$ 2.00	NO CHANGE	
PUBLIC WORKS	Hydrant Meter Fees	OUT OF TOWN RATE	OUT OF TOWN RATE	NO CHANGE	
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 DEPARTMENT

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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**	$ 35.29	$ 36.35	FEE CHANGE	3% increase per water rate model approved 03/27/18 for base and tier usage rates
WATER FUND FEE	0-6,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	6,001-17,000	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 9.92	$ 10.22	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 14.88	$ 15.33	FEE CHANGE	
WATER FUND FEE	**Residential with accessory dwelling unit base fee**	$ 44.27	$ 45.60	FEE CHANGE	
WATER FUND FEE	0-8,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	8,001-17,000	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 9.92	$ 10.22	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 14.88	$ 15.33	FEE CHANGE	
WATER FUND FEE	**Non-Residential Commercial & Mixed Use Base Fee (per unit)**	$ 35.29	$ 36.35	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	**Non-Residential Government, Schools & Churches base fee (per unit)**	$ 35.29	$ 36.35	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	**Residential/ Non- Residential Compound Meter High Side base fee (per unit)**	$ -	$ -	FEE CHANGE	
WATER FUND FEE	All Usage	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	**Out of Town Residential without accessory dwelling unit base fee**	$ 52.94	$ 54.53	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	6,001-17,000	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 14.84	$ 15.29	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 22.25	$ 22.92	FEE CHANGE	
WATER FUND FEE	**Out of Town Residential with accessory dwelling unit base fee**	$ 66.45	$ 68.44	FEE CHANGE	
WATER FUND FEE	0-8,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	8,001-17,000	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 14.84	$ 15.29	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 22.25	$ 22.92	FEE CHANGE	
WATER FUND FEE	**Out of Town Non-Residential Commercial & Mixed Use base fee (per unit)**	$ 52.94	$ 54.53	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	**Non-Residential Government, Schools & Churches base fee (per unit)**	$ 52.94	$ 54.53	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 9.89	$ 10.19	FEE CHANGE	

UTILITY FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
WATER FUND FEE	**Residential/ Non- Residential Compound Meter High Side base fee(per unit)**	$ -	$ -	FEE CHANGE	
WATER FUND FEE	All Usage	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	**Surcharge Residential (per unit)**				
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	$ 5.00	$ 5.00	NO CHANGE	
WASTE WATER FUND FEE	Residential/Commercial/Mixed Use/Government/Schools - Monthly Sewer Service (per unit)	$ 58.82	$ 61.76	FEE CHANGE	5% increase per 2007 rate study Schedule. Staff will be conducting a waste water new rate study in 2020
REFUSE FEE	Residential monthly charges rubish removal and recycling base fee	$ 25.60	$ 26.14	FEE CHANGE	Increased by CPI - 2.1% per contract with Vail Honeywagon
REFUSE FEE	Additional can fee per month	$ 20.89	$ 20.89	NO 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	
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	

UTILITY FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
REFUSE FEE	Administrative Fee for Refuse Billing	$ 1.00	$ 1.26	FEE CHANGE	This fee has not been adjusted since the Town moved to contracted refuse collection in 2009. Since other refuse rates increase by CPI per contract with Honeywagon, it is reasonable to increase our administrative fee annually by the same. Change will increase by CPI for each year from 2012-2019.

COURT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
COURT	Court Cost	$ 25	$ 30	CHANGE	Increased by $5 to cover court security cost that was initiated in 2019
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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	

TOWN OF EAGLE

DEBT SERVICE BY YEAR

Year	*1979 Colorado Water Conservation Board Loan* Principal	Interest	*Series 2013 Water Enterprise Revenue Refunding Bond* Principal	Interest	*Series 2018 Water Enterprise Bond: Colorado Water Resource Power & Development Authority* Principal	Interest & Fees	*2007 Waste Water Loan: Colorado Water Resource Power & Development Authority* Principal	Interest & Fees	*2011 Waste Water Loan: Colorado Water Resource Power & Development Authority* Principal	Interest & Fees	*Series 2016 Sales Tax Revenue Bonds* Principal	Interest & Fees	*Total Annual Debt Service*
2020	$ 10,500	$ 315	$ 236,554	$ 37,411	$ 633,320	$ 355,469	$ 633,204	$ 228,280	$ 62,359	$ 16,427	$ 95,000	$ 223,738	$ 2,532,576
2021	-	-	243,603	30,361	648,043	344,269	649,440	212,060	63,613	15,173	100,000	219,938	2,526,500
2022	-	-	250,863	23,102	653,299	337,269	703,560	188,835	64,891	13,894	105,000	215,938	2,556,651
2023	-	-	258,339	15,626	659,649	330,269	725,208	168,275	66,196	12,590	110,000	211,738	2,557,889
2024	-	-	266,037	7,928	669,583	323,394	746,856	145,877	67,526	11,260	115,000	207,338	2,560,798
2025	-	-	-	-	680,928	309,644	768,504	126,417	68,883	9,902	120,000	202,738	2,287,016
2026	-	-	-	-	694,329	296,394	790,152	100,532	70,268	8,518	125,000	197,938	2,283,130
2027	-	-	-	-	709,588	283,394	849,684	44,050	71,680	7,105	130,000	192,938	2,288,439
2028	-	-	-	-	720,873	270,644	889,036	-	73,121	5,665	135,000	187,738	2,282,076
2029	-	-	-	-	732,782	258,644	-	-	74,591	4,195	140,000	182,338	1,392,549
2030	-	-	-	-	742,627	249,444	-	-	76,090	2,696	145,000	176,738	1,392,594
2031	-	-	-	-	750,411	240,644	-	-	77,620	1,166	150,000	170,938	1,390,778
2032	-	-	-	-	776,563	213,552	-	-	-	-	155,000	164,938	1,310,052
2033	-	-	-	-	800,638	188,510	-	-	-	-	160,000	158,738	1,307,886
2034	-	-	-	-	810,202	180,310	-	-	-	-	170,000	150,738	1,311,250
2035	-	-	-	-	815,052	174,135	-	-	-	-	180,000	142,238	1,311,425
2036	-	-	-	-	839,945	151,606	-	-	-	-	190,000	133,238	1,314,788
2037	-	-	-	-	880,948	112,072	-	-	-	-	195,000	123,738	1,311,757
2038	-	-	-	-	899,667	88,730	-	-	-	-	205,000	114,475	1,307,872
2039	-	-	-	-	943,008	48,465	-	-	-	-	215,000	104,738	1,311,211
2040	-	-	-	-	964,745	24,367	-	-	-	-	225,000	94,525	1,308,637
2041	-	-	-	-	-	-	-	-	-	-	235,000	83,838	318,838
2042	-	-	-	-	-	-	-	-	-	-	250,000	72,675	322,675
2043	-	-	-	-	-	-	-	-	-	-	260,000	60,800	320,800
2044	-	-	-	-	-	-	-	-	-	-	270,000	48,450	318,450
2045	-	-	-	-	-	-	-	-	-	-	285,000	35,625	320,625
2046	-	-	-	-	-	-	-	-	-	-	465,000	14,725	479,725
Total	$ 10,500	$ 315	$ 1,255,396	$ 114,429	$ 16,026,200	$ 4,781,222	$ 6,755,644	$ 1,214,326	$ 836,838	$ 108,591	$ 4,930,000	$ 3,893,525	$ 39,926,985

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

2019 Projected Debt Service Coverage Ratio:

Gross Revenues	5,462,699	4,562,699	5,462,699	2,913,080	2,913,080	$ 614,836
Operating Expenses	2,953,644	2,690,494	1,975,670	1,454,264	2,236,962	15,036
Budgeted Net Revenues	$ 2,509,055	$ 1,872,205	$ 3,487,029	$ 1,458,816	$ 676,118	599,800
2020 Debt Service	10,815	273,965	988,789	861,484	78,786	318,738
2020 Projected Debt Service Coverage Ratio	**23200%**	**683%**	**353%**	**169%**	**858%**	**188%**
Debt Service Coverage Ratio by Fund		**618%**		**157%**		**279%**

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.

Capital Improvement Plan Summary for 2020 - 2024

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
Capital Improvements Fund:						
General Administration						
Board Room IT Upgrades	$ 15,000	$ -	$ -	$ -	$ -	**15,000**
CivicRec Software	12,000	-	-	-	-	**12,000**
Civic Plus ATS Software	11,125	-	-	-	-	**11,125**
Total	**$ 38,125**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,125**
Marketing and Events						
Barriers	$ -	$ 30,000	$ 30,000	$ 30,000	$ -	**$ 90,000**
Total	**$ -**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ -**	**$ 90,000**
Streets						
Handicap Ramps and Sidewalks "Safe Routes to School"	-	120,000	-	-	-	**120,000**
Street Lights-LED Conversion	-	42,000	-	-	-	**42,000**
Sylvan Lake Rd and Capitol St. Refuge Island-Flashing Lights	-	85,000	-	-	-	**85,000**
Pedestrian Trail Bull Pasture - West Side	-	105,000	-	-	-	**105,000**
Eby Creek Road - Pond Road Sidewalk Extension	-	-	150,000	-	-	**150,000**
Sylvan Lake Roundabout Crossing – Street Light	-	-	30,000	-	-	**30,000**
Grand Avenue and Capitol Street - Street Light	-	-	10,000	-	-	**10,000**
Chambers Avenue Sidewalk Extension	-	-	45,557	-	-	**45,557**
Pedestrian Trail Cemetery Connection	-	-	230,000	-	-	**230,000**
Nogal Road and Highway 6 Street Light	-	-	-	40,000	-	**40,000**
Signage at Sylvan Lake Roundabout	-	-	-	5,000	-	**5,000**
Capitol Street - 6TH TO 7TH PARKING	-	-	-	65,400	-	**65,400**
Total	**$ -**	**$ 352,000**	**$ 465,557**	**$ 110,400**	**$ -**	**$ 927,957**
Buildings & Grounds						
Pool and Ice Capital Improvements Funding	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	**$ 200,000**
Public Works - Fencing	17,000	-	-	-	-	**17,000**
Studio / Pavilion LED lights	8,000	-	-	-	-	**8,000**
Weed Sprayer - pickup mounted	10,000	-	-	-	-	**10,000**
Fertilize Hopper	6,000	-	-	-	-	**6,000**
Art Wall	40,000	-	-	-	-	**40,000**
Public Works Expansion design (2022 Build)	-	25,000	Unknown	-	-	**25,000**
Town Hall Exterior Parking Lot	-	20,000	-	-	-	**20,000**
Public Works Solar	-	178,492	-	-	-	**178,492**
Town Hall Exterior Wall	-	40,000	-	-	-	**40,000**
Town Hall Windows	-	250,000	-	-	-	**250,000**
Pavilion Solar	-	50,000	-	-	-	**50,000**
Studio – Floor	-	10,000	-	-	-	**10,000**
Studio Solar	-	-	40,000	-	-	**40,000**
Brush Creek Pavilion Park and Playground	-	-	250,000	250,000	-	**500,000**
Information Center Solar	-	-	-	40,000	-	**40,000**
Town Hall Solar	-	-	-	100,000	-	**100,000**
Town Park Solar	-	-	-	-	30,000	**30,000**
Total	**$ 121,000**	**$ 613,492**	**$ 330,000**	**$ 430,000**	**$ 70,000**	**$ 1,564,492**
Public Safety						
Radar Feedback Signage	10,165	-	-	-	-	**10,165**
Brazos to MDT conversion	14,420	-	-	-	-	**14,420**
Total	**$ 24,585**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 24,585**
Total Capital Improvements Fund	**$ 183,710**	**$ 995,492**	**$ 825,557**	**$ 570,400**	**$ 70,000**	**$ 2,645,159**

Capital Improvement Plan Summary for 2020 - 2024

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
General Fund - Streets						
Street Resurfacing - *Terrace Subdivision* (Brush Creek Terrace, Golden Eagle, Snow Owl, Brush Creek Ct, Ryshot, Condor Drive, Pintail, Ringneck, & Canvas Back) and Church Street from Grand Avenue roundabout to 2nd Street	$ 550,000	$ -	$ -	$ -	$ -	**$ 550,000**
Street Resurfacing - *Chambers Avenue (from Sawatch to Sawatch), Marmot Lane, and Loren Lane*	-	600,000	-	-	-	**600,000**
Street Resurfacing - *Abrams Creek Road & Robins Egg Lane*	-	-	650,000	-	-	**650,000**
Street Resurfacing - *Newquist, Horton, Seabry, Pat's Circle, Deep Eddy Cove, and Ouzel Lane*	-	-	-	700,000	-	**700,000**
Street Resurfacing - West Eagle (Castle Drive, King Road, and Prince Alley)	-	-	-	-	700,000	**700,000**
Total	**$ 550,000**	**$ 600,000**	**$ 650,000**	**$ 700,000**	**$ -**	**$ 2,500,000**
Fleet						
Patrol Vehicle - Public Safety	$ 119,574	$ 131,531	$ 144,685	$ 159,153	$ 175,068	**$ 730,011**
908 M Loader - (Streets)	130,000	-	-	-	-	**130,000**
Street Sweeper - (Streets)	-	-	250,000	-	-	**250,000**
Boom Mower Tractor	-	-	-	87,500	-	**87,500**
International 7400 SFA 4X2	-	235,000	-	-	-	**235,000**
PJ Utility Trailer - 2016	-	-	-	10,000	-	**10,000**
Ford F-150	35,000	-	-	-	-	**35,000**
Ford F-350 Flat Bed / Plow	-	45,000	-	-	-	**45,000**
Ford F-350 Flat Bed /Weed Sprayer	-	50,000	-	-	-	**50,000**
Ford F-250	-	50,000	-	-	-	**50,000**
Ford F-250	-	-	50,000	-	-	**50,000**
Ford F-150 Crew Cab	-	-	50,000	-	-	**50,000**
Ford F-350	-	-	-	50,000	-	**50,000**
Ford F-350 Plow/Sander	-	-	-	60,000	-	**60,000**
Ford F-150	-	-	35,000	-	-	**35,000**
John Deere 1435 Mower/Broom	-	-	-	40,000	-	**40,000**
John Deere 301- A Tractor	-	-	-	60,000	-	**60,000**
Ford Explorer (Community Development)	-	-	-	35,000	-	**35,000**
Jeep Patriot (Community Development)	-	35,000	-	-	-	**35,000**
Vehicle Replacement - Marketing & Events	-	-	-	-	35,000	**35,000**
Total	**$ 284,574**	**$ 546,531**	**$ 529,685**	**$ 501,653**	**$ 310,068**	**$ 2,172,511**
Sales Tax Capital Improvement Fund						
Dumpster Enclosure	$ 12,000	$ -	$ -	$ -	$ -	**$ 12,000**
Wetland Plantings	15,000	-	-	-	-	**15,000**
Beach Sand	50,000	-	-	-	-	**50,000**
Air Compressor	5,000	-	-	-	-	**5,000**
Rapid Blocs	50,000	30,000	30,000	-	-	**110,000**
Pavilion	-	110,000	-	-	-	**110,000**
Climbing Wall	-	-	200,000	-	-	**200,000**
Wood Fire Pits	-	-	20,000	-	-	**20,000**
Park Lighting	-	-	-	90,000	-	**90,000**
Slalom Gates	-	-	-	75,000	-	**75,000**
Public Art	-	-	-	40,000	-	**40,000**
Chambers Park Path Connection	-	-	-	-	250,000	**250,000**
Shower Tower	-	-	-	-	100,000	**100,000**
Downtown Bridge	-	-	-	-	1,000,000	**1,000,000**
Total	**$ 132,000**	**$ 140,000**	**$ 250,000**	**$ 205,000**	**$ 1,350,000**	**$ 2,077,000**

Capital Improvement Plan Summary for 2020 - 2024

Department/Fund and Project

Water Fund

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
LBWTP	$ 13,400,000	$ -	$ -	$ -	$ -	**$ 13,400,000**
Cemetery Tank	2,350,000	-	-	-	-	**2,350,000**
Water Fill Station	60,000	-	-	-	-	**60,000**
Filter Train Electric Valves	85,000	-	-	-	-	**85,000**
Fencing for Water Properties	75,000	75,000	75,000	75,000	75,000	**375,000**
Water Line: Fairgrounds Water Main Loop	100,000	2,270,666	-	-	-	**2,370,666**
Water Line: Downtown Distribution: Capitol Street: 5th to 6th Street	300,000	-	-	-	-	**300,000**
Water Line: Downtown Distribution: Capitol Street: 2nd to 5th Street & Fourth Street: Broadway to Capitol	25,000	493,000	-	-	-	**518,000**
GIS	20,000	-	-	-	-	**20,000**
Eby Creek Mesa Access Road	30,000	-	-	-	-	**30,000**
Generator on trailer / electrical work at pump houses	100,000	-	-	-	-	**100,000**
Leak Detection Machine	35,000	-	-	-	-	**35,000**
Pretreatment and Water Plant - LED Light Upgrades	20,000	-	-	-	-	**20,000**
Town Hall - Water Conservation Model	25,000	-	-	-	-	**25,000**
Xeriscape Opportunities - Market Street Roundabout	14,724	-	-	-	-	**14,724**
Communication Tower - Cemetery Tank x2	-	34,000	-	-	-	**34,000**
Communication Tower - Upper Kaibab & additional site	-	100,000	-	-	-	**100,000**
Eagle Ranch Filing 26: Water Flush Station / Prv Main Extension	-	75,000	-	-	-	**75,000**
Disater Plan - Pump & Hose for LBWTP	-	75,000	-	-	-	**75,000**
Water Line: Howard St. Water Main: 2nd Street to 6th St.	-	25,000	745,407	-	-	**770,407**
Water Line: Brooks Lane Water Main	-	-	25,000	280,000	-	**305,000**
Eby Creek PRV	-	-	-	300,000	-	**300,000**
Lower Eby Creek Tank: Pump Station, Yard Piping, & Fire Hydrants	-	-	-	50,000	397,381	**447,381**
Water Line: Downtown Distribution: Fourth Street: Wall St. to Washington St.	-	-	-	25,000	175,000	**200,000**
UBWTP - 3 Filter Trains	-	-	-	-	3,351,312	**3,351,312**
Total	**$ 16,639,724**	**$ 3,147,666**	**$ 845,407**	**$ 730,000**	**$ 3,998,693**	**$ 25,361,490**

Waste Water Fund

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
Fix Truss Pipe in System	$ 155,000	$ -	$ -	$ -	$ -	**$ 155,000**
Capital Street Sanitary Sewer Main: 5th Street to 6th Street	225,000	-	-	-	-	**225,000**
GIS	20,000	-	-	-	-	**20,000**
Treatment Plant Replumbing	75,000	-	-	-	-	**75,000**
Camera for flushing	100,000	-	-	-	-	**100,000**
Re-air pump for recycle tank	25,000	-	-	-	-	**25,000**
A-Basin: Plug Flow	30,000	-	-	-	-	**30,000**
IMLR System/Piping/Pumping	35,000	-	-	-	-	**35,000**
Howard St. Sanitary Sewer Main: 4th - 5th & South 5th St.	-	25,000	307,587	-	-	**332,587**
Storage Building	-	-	50,000	-	-	**50,000**
Sanitary Sewer System upgrades	-	-	-	25,000	25,000	**50,000**
Sanitary Sewer Piers across Eagle River	-	-	-	-	300,000	**300,000**
Nutruient Criteria	-	-	-	-	3,000,000	**3,000,000**
Total	**$ 665,000**	**$ 25,000**	**$ 357,587**	**$ 25,000**	**$ 3,325,000**	**$ 4,397,587**

Stormwater Fund

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
Town Park - Drainage, parking improvements	-	99,000	50,000	50,000	50,000	**249,000**
Total	**$ -**	**$ 99,000**	**$ 50,000**	**$ 50,000**		**$ 199,000**

Broadband Fund

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
Project THOR	50,000	50,000	50,000	50,000	50,000	**250,000**
Total	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**		**$ 200,000**

Capital Improvement Plan Summary for 2020 - 2024

Department/Fund and Project	2020	2021	2022	2023	2024	TOTAL
Open Space Fund						
Wayfinding Signage	$ 10,000	$ -	$ -	$ -	$ -	**$ 10,000**
Soft Path Trail Construction - 2020	30,000	60,000	30,000	-	-	**120,000**
Eagle Ranch Wildlife Committee Capital Project	10,000	10,000	10,000	10,000	10,000	**50,000**
Campground	20,000	-	-	-	-	**20,000**
Hardscrabble Mountain Trail Reroutes	-	15,000	-	15,000	-	**30,000**
Hardscrabble Ranch Improvements	-	20,000	20,000	20,000	-	**60,000**
Mini Excavator purchase	-	20,000	-	-	-	**20,000**
Open Space Acquistion(s)	-	70,000	50,000	-	50,000	**170,000**
Nature Center / Cabin	-	-	100,000	-	-	**100,000**
Total	**$ 70,000**	**$ 195,000**	**$ 210,000**	**$ 45,000**		**$ 520,000**
Grand Total	**$ 18,525,008**	**$ 5,649,689**	**$ 3,668,236**	**$ 2,777,053**	**$ 9,053,761**	**$ 39,673,747**

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			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			
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			
		Office Equipment Repair			
		Meeting Expense			
		Travel Expense			
		Treasurer Fees			
		Recording Documents			
		Events/Event Production			
		Other Contract Services			

Glossary/Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

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

Objectives: A method to accomplish an established goal.

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

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

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

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

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

Proposed Budget: The recommended Town budget submitted by the Town Manager and Staff to the Town Board by October 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 six additional members elected at large. The Town of Eagle is a statutory town.

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

TABOR (Taxpayer's Bill of Rights) – An amendment to the Colorado Constitution approved by the voters in November 1992. The Taxpayer's Bill of Rights has been incorporated in the State Constitution as Section 20 of Article X. The amendment limits growth in both state and local government revenue and expenditures, makes provision for annual elections, and requires voter approval for tax increases.

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

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

Transfers: Legally authorized intra-town transfers of appropriations from 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

Budget Prioritization Summary

Budgeted (Y/N)	(blank)

Row Labels	Sum of Soloman	Sum of Witt	Sum of Kerst
THOR buildout			
Board Room IT upgrades			
CivicRec software for facility rentals			
HR software -application and performance tracking			
Radar feedback sign for speeding			
2 patrol vehicles			
Replace 2002 Ford Explore			
Install security fencing at water treatment facilities			
Xeriscape demonstration at Eby Creek/Market Street roundabout			
Water conservation projects at Town Hall			
LED lights at water facilities			
Campground pilot project at Fairgrounds			
Art wall installation			
River Park - wetlands planting			
River Park - RapidBlocs			
River Park - additional beach sand			
One stop shop website for economic development			
Broadway street banners			
CIP assessment 5 to 10-year planning			
Community survey - contract out			
Community Dinner funding			
Event management software			
FT Patrol Officer			
FT Street Technician			
USFS Front Ranger Country program			
Eagle Outside website refresh			
Stormwater Management Fund as proposed			
Broadband Fund as proposed			
Information Center as proposed			
(blank)			
Grand Total			

Sum of Turnipseed	Sum of Brubeck	Sum of Jesson	Sum of McKibbin
1		1	1
1		1	1
2		2	2
2		2	2
3		3	3
2		2	1
2		2	2
3		3	2
3		2	1
2		1	2
1		1	1
1		1	2
1		1	1
3		1	2
3		1	2
3		1	1
3		2	2
1		2	3
1		1	1
1		1	2
1		3	2
1		2	2
2		1	1
3		1	1
3		2	1
2		1	2
1		1	1
1		1	1
2		1	2
55		**44**	**47**

ORDINANCE NO. 30
Series of 2019

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 2020 MILL LEVY FOR THE TOWN OF EAGLE, COLORADO FOR THE 2020 BUDGET YEAR.

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

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2020 beginning January 1, 2020 and ending December 31, 2020, the sum of $34,064,906 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

GENERAL FUND	
Operating Expenditures	$ 7,347,917
Transfer to Other Funds	730,000
TOTAL GENERAL FUND	$ 8,077,917
WATER FUND	
Operating Expenditures	$ 1,690,890
Captial Expenditures	17,959,724
Debt Service	1,273,569
Transfer to Other Funds	-
TOTAL WATER FUND	$ 20,924,183
WASTE WATER FUND	
Operating Expenditures	$ 1,375,478
Capital Expenditures	665,000
Debt Service	940,270
Transfer to Other Funds	-
TOTAL WASTE WATER	$ 2,980,748
REFUSE FUND	
Operating Expenditures	$ 622,192
Capital Expenditures	-
Transfer to Other Funds	16,281
TOTAL REFUSE FUND	$ 638,473
STORMWATER FUND	
Operating Expenditures	$ 83,000
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL STORMWATER FUND	$ 83,000

BROADBAND FUND	
Operating Expenditures	$ 50,000
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL BROADBAND FUND	$ 50,000
CAPITAL IMPROVEMENTS FUND	
Capital Expenditures	$ 478,284
Transfer to Other Funds	50,000
TOTAL CAPITAL IMPROVEMENTS FUND	$ 528,284
SALES TAX CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	$ 14,536
Capital Expenditures	218,000
Debt Service	319,238
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	$551,774
CONSERVATION TRUST FUND	
Operating Expenditures	$ 15,000
Capital Expenditures	20,000
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	$ 35,000
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	$ 145,527
Capital Expenditures	50,000
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	$ 195,527
GRAND TOTAL ALL FUNDS	$ 34,064,906

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 2.265 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 2.265 mills shall be certified to the County Assessor and the Board of County Commissioners of Eagle County by the Town Clerk as provided by State Statutes.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Board of Trustees of the Town of Eagle, Colorado, held on December 10, 2019.

TOWN OF EAGLE, COLORADO

By: _______________________________
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, Town Clerk

ORDINANCE NO. 31
Series of 2019

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

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

Section 1. There be and hereby is appropriated out of the revenues of the Town of Eagle, Colorado for the fiscal year 2019 beginning January 1, 2019 and ending December 31, 2019, the sum of $26,810,888 to be raised by taxation and otherwise, which sum is hereby divided and appropriated for the following purposes to wit:

GENERAL FUND	
Operating Expenditures	$ 6,874,436
Transfer to Other Funds	350,000
TOTAL GENERAL FUND	$7,224,436
WATER FUND	
Operating Expenditures	$ 1,662,960
Captial Expenditures	10,704,175
Debt Service	1,273,993
Transfer to Other Funds	-
TOTAL WATER FUND	$ 13,641,128
WASTE WATER FUND	
Operating Expenditures	$ 1,207,273
Capital Expenditures	578,071
Debt Service	936,807
Transfer to Other Funds	-
TOTAL WASTE WATER FUND	$ 2,722,151
REFUSE FUND	
Operating Expenditures	$ 614,347
Capital Expenditures	4,000
Transfer to Other Funds	16,120
TOTAL REFUSE FUND	$ 634,467
CAPTIAL IMPROVEMENTS FUND	
Capital Expenditures	$ 584,229
Transfer to Other Funds	-
TOTAL CAPITAL IMPROVEMENTS FUND	$ 584,229

SALES TAX CAPITAL IMPROVEMENTS FUND	
Operating Expenditures	$ 15,536
Capital Expenditures	1,507,060
Debt Service	323,038
TOTAL SALES TAX CAPITAL IMPROVEMENT FUND	$1,845,634
CONSERVATION TRUST FUND	
Operating Expenditures	$ 25,000
Transfer to Other Funds	-
TOTAL CONSERVATION TRUST FUND	$ 25,000
OPEN SPACE PRESERVATION FUND	
Operating Expenditures	$ 133,843
Capital Expenditures	-
Transfer to Other Funds	-
TOTAL OPEN SPACE PRESERVATION FUND	$ 133,843
GRAND TOTAL ALL FUNDS	$ 26,810,888

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Board of Trustees of the Town of Eagle, Colorado, held on December 10, 2019.

TOWN OF EAGLE, COLORADO

By: ______________________________

Anne McKibbin, Mayor

ATTEST:

____

Jenny Rakow, Town Clerk

RESOLUTION NO. 49
Series of 2019

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, 2020, AND ENDING ON THE LAST DAY OF DECEMBER, 2020.

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

WHEREAS, Brandy Reitter has submitted a proposed budget to this governing body on October 8, 2019 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 October 22, October 29, November 12 and December 10, 2019 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

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

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

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

GENERAL FUND	$ 8,077,917
WATER FUND	20,924,183
WASTE WATER FUND	2,980,748
REFUSE FUND	638,473
STORMWATER FUND	83,000
BROADBAND FUND	50,000
CAPITAL IMPROVEMENTS FUND	528,284
SALES TAX CAPITAL IMPROVEMENTS FUND	551,774
CONSERVATION TRUST FUND	35,000
OPEN SPACE PRESERVATION FUND	195,527
TOTAL ALL FUNDS	**$ 34,064,906**

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

GENERAL FUND	
Non Property Tax	$ 6,783,917
Property Tax	336,326
GENERAL FUND TOTAL	$ 7,120,243
WATER FUND	
Non Property Tax	$ 5,462,699
Property Tax	-
WATER FUND TOTAL	$ 5,462,699
WASTE WATER FUND	
Non Property Tax	$ 2,913,080
Property Tax	-
WASTE WATER FUND TOTAL	$ 2,913,080
REFUSE FUND	
Non Property Tax	$ 646,468
Property Tax	-
REFUSE FUND TOTAL	$ 646,468
STORMWATER FUND	
Non Property Tax	$ 103,000
Property Tax	-
STORMWATER FUND TOTAL	$ 103,000
BROADBAND FUND	
Non Property Tax	$ 50,000
Property Tax	-
BROADBAND FUND TOTAL	$50,000
CAPITAL IMPROVMENTS FUND	
Non Property Tax	$ 3,102,965
Property Tax	-
CAPITAL IMPROVEMENTS FUND TOTAL	$ 3,102,965
SALES TAX CAPITAL IMPROVMENTS FUND	
Non Property Tax	$ 614,836
Property Tax	-
SALES TAX CAPITAL IMPROVEMENTS FUND TOTAL	$ 614,836

CONSERVATION TRUST FUND	
Non Property Tax	$ 34,985
Property Tax	-
CONSERVATION TRUST FUND TOTAL	$ 34,985
OPEN SPACE PRESERVATION FUND	
Non Property Tax	$ 146,820
Property Tax	-
OPEN SPACE PRESERVATION FUND TOTAL	$ 146,820
TOTAL ALL FUNDS	**$ 20,195,096**

INTRODUCED, READ, PASSED, ADOPTED at a regular meeting of the Town of Eagle Board of Trustees held on the 10th day of December, 2019.

TOWN OF EAGLE, COLORADO

By: ______________________________
Anne McKibbin, Mayor

ATTEST:

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Jenny Rakow, CMC
Town Clerk

RESOLUTION 50
Series of 2019

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO, ESTABLISHING AND ADOPTING A FEE SCHEDULE PURSUANT TO 2.34 OF THE EAGLE MUNICIPAL CODE

WHEREAS, The Town of Eagle has enacted Chapter 2.34 of the Eagle Municipal Code establishing fees for services; and

WHEREAS, The Town of Eagle wishes to establish the amount of various fees charged by the Town; and

WHEREAS, the Board of Trustees desires to amend certain of those fees and to adopt a new schedule;

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

Section 1. The fees set forth on the fee schedule attached hereto as **Exhibit A** are hereby fixed and imposed for the various purposes set forth for them in said Exhibit A.

INTRODUCED, READ, PASSED, AND ADOPTED by the Board of Trustees of the Town of Eagle, Colorado at a regular meeting held on the 10th day of December, 2019.

BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO

By: ____________________________________
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, CMC
Town Clerk

ADMINISTRATIVE FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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 on CD	$ 10.00	$ 10.00	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
BUSINES LICENSE FEE	Business License - Sales Within Public Right of Way	$ 25.00 - 250.00	$ 25.00 - 250.00	NO CHANGE	
BUSINES LICENSE FEE	Business License/Business Marketing Fee	$ 20.00	$ 20.00	NO CHANGE	
BUSINES LICENSE FEE	Business License/Business Occupation Tax	$ 55.00	$ 55.00	NO CHANGE	
BUSINES LICENSE FEE	Business & Tobacco License Late Fee	$15/month after January 31st max of $45	$15/month after January 31st max of $45	CHANGE	Changes fee title language to include Tobacco Licenses to the late fee
BUSINES LICENSE FEE	Business License Peddler and Solicitors: One Day	$ 50.00	$ 50.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Two Consecutive Days	$ 65.00	$ 65.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Three Consecutive Days	$ 85.00	$ 85.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Seven Consecutive Days	$ 105.00	$ 105.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: Thirty Consecutive Days	$ 125.00	$ 125.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
BUSINES LICENSE FEE	Business License Peddler and Solicitors: One Year	$ 275.00	$ 275.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
LIQUOR LICENSE FEE	Vintner's 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.		REMOVE	Remove from fee schedule; not a local 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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	Alternating Proprietor Licensed 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.		REMOVE	Remove from fee schedule; not a local fee
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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	Each Resort-Complex-Related Facility 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.		REMOVE	Remove from fee schedule; not a local fee
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	
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	Master File Location Fee (Per 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.	0	REMOVE	Remove from fee schedule; not a local fee

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	New 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.		REMOVE	Remove from fee schedule; this is a dublicate fee on the schedule
LIQUOR LICENSE FEE	New Manager Registration	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.		REMOVE	Remove from fee schedule; this is a duplicate fee on the schedule
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	
LIQUOR LICENSE FEE	Racetrack	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.		REMOVE	Remove from fee schedule; not a local fee

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
LIQUOR LICENSE FEE	Related Facility – 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.		REMOVE	Remove from fee schedule; not a local fee
LIQUOR LICENSE FEE	Related Facility – Resort 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.		REMOVE	Remove from fee schedule; not a local fee
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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	NEW FEE	**Comparisons:** Blackhawk - $300 Greeley - $500 Silverton - $500 Glendale - $300
LIQUOR LICENSE FEE	Entertainment District - Annual Renewal	$ -	$ 100.00	NEW FEE	**Comparisons:** Blackhawk - $300 Greeley - $100 Silverton - $100 Glendale - $300
TOBACCO LICENSE FEE	Retail Tobacco License Fee	$ -	$ 250.00	NEW FEE	**Comparisons:** Basalt - $275/annual Avon - $250/annual Aspen - $500/annual This will effect approximately 10 businesses in the Town of Eagle
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	

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
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 New License App Fee Associated Facilities	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		REMOVE	Remove from fee schedule; not a local fee

TOWN CLERK FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
SEXUALLY ORIENTED BUSINESS LICENSE FEE	Sexually Oriented Business Manager’s Registration Fee	$ 100.00	$ 100.00	NO CHANGE	

FACILITY RENTAL

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	$ 500	$ 600	FEE CHANGE	The last increase to Pavilion & Studo fees was in 2017 which doubled our fees to cover staff time and facility operating costs. As both properties continue to age there continue to be maintenance projects that should be completed on both facilities (i.e. Flooring). Staff would like to see rental fees cover the cost of these maintenance projects. Staff reviewed local comparisons including Eagle County Fairgrounds Facilities, Single Tree Pavilion, Eagle-Vail Pavilion, and Donovan Pavilion. See comparisons are attached. Staff is recommending moderate increases to all rental fees and to remove the Resident and Non-resident distinction for Non-profits for ease of administration.
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident	$ 800	$ 900	FEE CHANGE	
PAVILION FEES	Pavilion Friday-Sunday: Eagle Resident (Non-Profit)	$ 200		REMOVE	
PAVILION FEES	Pavilion Friday-Sunday: Non-Resident (Non-Profit)	$ 400		REMOVE	
PAVILION FEES	Pavilion Friday-Sunday: Non-Profit		$ 400	FEE CHANGE	
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident	$ 250	$ 300	FEE CHANGE	
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident	$ 350	$ 400	FEE CHANGE	
PAVILION FEES	Pavilion Monday-Thursday: Eagle Resident (Non-Profit)	$ 100		REMOVE	
PAVILION FEES	Pavilion Monday-Thursday: Non-Resident (Non-Profit)	$ 200		REMOVE	
PAVILION FEES	Pavilion Monday-Thursday: Non-Profit		$ 200	FEE CHANGE	
STUDIO FEES	Studio Friday-Sunday: Eagle Resident	$ 200	$ 250	FEE CHANGE	
STUDIO FEES	Studio Friday-Sunday: Non Resident	$ 300	$ 350	FEE CHANGE	
STUDIO FEES	Studio Friday-Sunday: Eagle Resident (Non-Profit)	$ 100		REMOVE	
STUDIO FEES	Studio Friday-Sunday: Non-Resident (Non-Profit)	$ 200		REMOVE	
STUDIO FEES	Studio Friday-Sunday: Non-Profit		$ 200	FEE CHANGE	
STUDIO FEES	Studio Monday-Thursday: Eagle Resident	$ 80	$ 100	FEE CHANGE	
STUDIO FEES	Studio Monday-Thursday: Non-Resident	$ 120	$ 150	FEE CHANGE	
STUDIO FEES	Studio Monday-Thursday: Eagle Resident (Non-Profit)	$ 50		REMOVE	
STUDIO FEES	Studio Monday-Thursday: Non-Resident (Non-Profit)	$ 100		REMOVE	
STUDIO FEES	Studio Monday-Thursday: Non-Profit		$ 100	FEE 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	FEE ADDED TO SCHEDULE	Fee was missing from Fee Schedule: has been a part of the pavilion/studio rental practice and contract for years

FACILITY RENTAL

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
FACILITY RENTAL FEES	Cancellation fee (more than thirty (30) days prior to the event	$ -	$ 100	NEW FEE	Staff recommends a cancellation fee due to cancellations on a regular basis. It appears some people book the Pavilion "just in case" knowing they won't be charged for cancellation and then wait until right before the 30 day cancellation window to see if they can book a different venue and/or decide whether or not to actually hold the event. Staff would like to at least cover costs of staff time to process the appointment, deposit, cancellation, refund, and the cost of the paper check and postage for never having received any revenue from renter. See comparisons
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	$ 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	FEE CHANGE	In 2019 there were a couple rentals in which the lessee's damage to the facility could not be rectified prior to the next lessee renting the facility and was so egregious that staff felt it was necessary for the following lessee to receive a discount in rental fees. Staff recommends that any discounts to a renter should be charged to the renter who damaged the facility.
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 FEES	Pavilion/Studio-Liability Insurance: Low Hazard Events	Unknow at this time; Staff should know by 2nd Meeting in November	Unknow at this time; Staff should know by 2nd Meeting in November	NO CHANGE	

FACILITY RENTAL

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
FACILITY RENTAL FEES	Pavilion/Studio-Liability Insurance: Medium Hazard Events	Unknow at this time; Staff should know by 2nd Meeting in November	Unknow at this time; Staff should know by 2nd Meeting in November	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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 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	

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	Elevator (up to 3 stops), Dumbwaiter & Lift Annual Certificate of Inspection	$ 225.00	$ 225.00	NO CHANGE	
ELEVATOR PERMIT FEES	Escalator Annual Certificate of Inspection	$100 / hour	$100 / hour	NO CHANGE	
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 1-10,000	$ 350.00	$ 350.00	NO CHANGE	
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 10,001-25,000	$ 500.00	$ 500.00	NO CHANGE	
ELEVATOR PERMIT FEES	Conveyance Alteration Permit Fees Total Valuation of Alteration 25,000 and up	$500 for the first 25,000 plus $20 for each additional 1,000 or fraction thereof	$500 for the first 25,000 plus $20 for each additional 1,000 or fraction thereof	NO CHANGE	
ELEVATOR PERMIT FEES	New Passenger or Freight Elevator, Lula, Escalator or Moving Walk Total Valuation 1-50,000	$ 500.00	$ 500.00	NO CHANGE	
ELEVATOR PERMIT FEES	New Passenger or Freight Elevator, Lula, Escalator or Moving Walk Total Valuation 50,000 and up	$500 for first 50,000 plus $20 for each 1,000 or fraction thereof over 50,000	$500 for first 50,000 plus $20 for each 1,000 or fraction thereof over 50,000	NO CHANGE	
ELEVATOR PERMIT FEES	New Lift, Dumbwaiter or Private Residence Elevator Total Valuation 1-20,000	$ 350.00	$ 350.00	NO CHANGE	
ELEVATOR PERMIT FEES	New Lift, Dumbwaiter or Private Residence Elevator Total Valuation 20,000 and up	$350 for first 20,000 plus $10 for each 1,000 or fraction thereof over 20,000	$350 for first 20,000 plus $10 for each 1,000 or fraction thereof over 20,000	NO CHANGE	

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
ELEVATOR PERMIT FEES	Reinspections	$150/Hour	$150/Hour	NO CHANGE	
ELEVATOR PERMIT FEES	Witness Inspection	$150/Hour	$150/Hour	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator/Escalator - Inspections outside of normal business hours	$150/Hour (Minimum 2 Hours)	$150/Hour (Minimum 2 Hours)	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator/Escalator - Inspections for which no fee is specifically indicated	$150/Hour (Minimum 1 Hour)	$150/Hour (Minimum 1 Hour)	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator/Escalator - Additional Plan Review required by Changes, Additions, Revisions	$150/Hour (Minimum 1 Hour)	$150/Hour (Minimum 1 Hour)	NO CHANGE	
ELEVATOR PERMIT FEES	Elevator Fire Alarm Permit	$150/Hour	$150/Hour	NO CHANGE	
ELEVATOR PERMIT FEES	Reinspection fees	$1,000 per unit	$1,000 per unit	NO CHANGE	
ELEVATOR PERMIT FEES				NO CHANGE	
GRADING PERMIT FEES	Grading Permit Fee - 50 cubic yards or less	$ 65.00	$ 65.00	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	$65/Hour (Minimum 2 Hours)	$65/Hour (Minimum 2 Hours)	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	
MANUFACTURED/MOBILE HOME PERMIT FEES	Mobile Home/Factory Build/Manufactured Home Certification Tag	$ 45.00	$ 45.00	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	
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	
PERMIT ISSUE/TRANSFER	Replacement Permit Card	$ 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	

BUILDING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	$ 9,258	$ 10,646	FEE CHANGE	15% fee increase on proposed increase structure for Plant Investment Fees discussed during 2018 budget season (15% increase 2019-2022 and 3% increase 2023-2027)
PLANT INVESTMENT FEE-WATER	Water Per Equivalent Residential Unit (EQR) Out of Town	$ 13,886	$ 15,969	FEE CHANGE	15% fee increase on proposed increase structure for Plant Investment Fees discussed during 2018 budget season (15% increase 2019-2022 and 3% increase 2023-2027)
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 - Residential - Single Family Residence (1.0 EQR)	$ 10,000	$ 10,000	NO CHANGE	

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 Fee	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
FIRE IMPACT FEES	Residential - Single Family (per unit)	$ 2,269.97	$ 2,269.97	NO CHANGE	
FIRE IMPACT FEES	Residential - Multi family (per unit)	$ 1,037.23	$ 1,037.23	NO CHANGE	
FIRE IMPACT FEES	Nonresidential, except temporary & extended stay lodging facilities (per 1,000sqft)	$ 914.78	$ 914.78	NO CHANGE	
FIRE IMPACT FEES	Temporary & extended stay lodging facilities (per 1,000sqft)	$ 914.78	$ 914.78	NO CHANGE	
PUBLIC SAFETY IMPACT FEE	Impact fee per dwelling unit for residential land use	$ 1,319.00	$ 1,319.00	NO CHANGE	
PUBLIC SAFETY IMPACT FEE	Impact fee for commercial land use	$0.31 / square foot	$0.31 / square foot	NO CHANGE	
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD <2 acres)	$1,500 + $10,000 Deposit	$1,500 + $10,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Annexation and Initial Zoning (Non PUD >2 acres)	$2,500 + $15,000 Deposit	$2,500 + $15,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Annexation and Initial Zoning (PUD any size)	$2,500 + $15,000 Deposit	$2,500 + $15,000 Deposit	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 + $2,000 Deposit	$2,000 + $2,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Small Area Plan Exception/Amendment	$1,000 + $1,000 Deposit	$1,000 + $1,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Residential Zoning Plan	$750 plus $25 per du + $7,000 Deposit	$750 plus $25 per du + $7,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Residential Development Plan	$1,000 plus $25 per du + $12,000 Deposit	$1,000 plus $25 per du + $12,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Commercial & Industrial Zoning Plan	$800 + $5,000 Deposit	$800 + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Commercial & Industrial Development Plan	$1,250 + $10,000 Deposit	$1,250 + $10,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Multiple Use - Zoning Plan	$1,000 + $7,000 Deposit	$1,000 + $7,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Multiple Use - Development Plan	$2,000 + $12,000 Deposit	$2,000 + $12,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Zoning Plan and Development Plan Combination	Listed Fee with 15% discount +$10,000 Deposit	Listed Fee with 15% discount +$10,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Minor Amendment	$500 + $3,000 Deposit	$500 + $3,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	PUD Major Amendment	$1,500 + $5,000 Deposit	$1,500 + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Sketch Plan	$500 Plus $25 per Lot + $3,000 Deposit	$500 Plus $25 per Lot + $3,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Preliminary Plan	$800 Plus $25 per Lot + $5,000 Deposit	$800 Plus $25 per Lot + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Final Plat	$800 Plus $25 per Lot + $7,000 Deposit	$800 Plus $25 per Lot + $7,000 Deposit	NO 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 + $2,000 Deposit	$450 + $2,000 Deposit	NO CHANGE	

PLANNING DEPARTMENT FEES

FEE TYPE	FEE TITLE	2019 Fee	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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 + $5,000 Deposit	Listed fees with 15% discount + $5,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Subdivision - Combination Prelim/Final Plat	Listed fees with 15% discount + $10,000 Deposit	Listed fees with 15% discount + $10,000 Deposit	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	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 + $1,200 Deposit	$1,000 + $1,200 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Development Permit - Major non PUD	$2,000 + $3,000 Deposit	$2,000 + $3,000 Deposit	NO CHANGE	
LAND USE APPLICATION FEES	Encroachment Permit	$ 250	$ 250	NO CHANGE	
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	
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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
ENGINEERING DEPARTMENT	Engineer - Hourly Rate	$ 60	$ 60	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 1,001-10,000 cubic yards	234.50 for the first 1,000 cy plus 9 for each add 'l 1,000 cy or fraction thereof	234.50 for the first 1,000 cy plus 9 for each add 'l 1,000 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 10,001-100,000 cubic yards	315.50 for the first 10,000 cy plus 40.50 for each add 'l 10,000 cy or fraction thereof	315.50 for the first 10,000 cy plus 40.50 for each add 'l 10,000 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 100,001 cubic yards or more	680 for the first 100,000 cy plus 22.50 for each add 'l 10,000 cy or fraction thereof	680 for the first 100,000 cy plus 22.50 for each add 'l 10,000 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 101-1,000 cubic yards	140 for the first 1,000 cy plus 10.50 for each add 'l 100 cy or fraction thereof	140 for the first 1,000 cy plus 10.50 for each add 'l 100 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 50 cubic yards or less	$ 65	$ 65	NO CHANGE	
ENGINEERING DEPARTMENT	Grading Permit Fee - 51-100 cubic yards	65 for the first 50 cy plus 15 for each add 'l 10 cy or fraction thereof	65 for the first 50 cy plus 15 for each add 'l 10 cy or fraction thereof	NO CHANGE	
ENGINEERING DEPARTMENT	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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	25.00 (Hourly)	75.00 (Hourly)	FEE ADDED TO SCHEDULE/CHANGE	Fee was removed from the municipal code and now refences the fee schedule. This fee has not been updated since 1972 - Staff matched public works hourly rate for meter check service fee
PUBLIC WORKS	Right of Way Construction Permit	$ 150.00	$ 150.00	FEE ADDED TO SCHEDULE	Fee was removed from the municipal code and now refences the fee schedule
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	Yard Waste Fee (per month)	$ 2.00	$ 2.00	NO CHANGE	
PUBLIC WORKS	Hydrant Meter Fees	OUT OF TOWN RATE	OUT OF TOWN RATE	NO CHANGE	
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 DEPARTMENT

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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**	$ 35.29	$ 36.35	FEE CHANGE	3% increase per water rate model approved 03/27/18 for base and tier usage rates
WATER FUND FEE	0-6,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	6,001-17,000	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 9.92	$ 10.22	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 14.88	$ 15.33	FEE CHANGE	
WATER FUND FEE	**Residential with accessory dwelling unit base fee**	$ 44.27	$ 45.60	FEE CHANGE	
WATER FUND FEE	0-8,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	8,001-17,000	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 9.92	$ 10.22	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 14.88	$ 15.33	FEE CHANGE	
WATER FUND FEE	**Non-Residential Commercial & Mixed Use Base Fee (per unit)**	$ 35.29	$ 36.35	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	**Non-Residential Government, Schools & Churches base fee (per unit)**	$ 35.29	$ 36.35	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 3.00	$ 3.09	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	**Residential/ Non- Residential Compound Meter High Side base fee (per unit)**	$ -	$ -	FEE CHANGE	
WATER FUND FEE	All Usage	$ 6.62	$ 6.82	FEE CHANGE	
WATER FUND FEE	**Out of Town Residential without accessory dwelling unit base fee**	$ 52.94	$ 54.53	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	6,001-17,000	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 14.84	$ 15.29	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 22.25	$ 22.92	FEE CHANGE	
WATER FUND FEE	**Out of Town Residential with accessory dwelling unit base fee**	$ 66.45	$ 68.44	FEE CHANGE	
WATER FUND FEE	0-8,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	8,001-17,000	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	17,001-28,000	$ 14.84	$ 15.29	FEE CHANGE	
WATER FUND FEE	28,000 +	$ 22.25	$ 22.92	FEE CHANGE	
WATER FUND FEE	**Out of Town Non-Residential Commercial & Mixed Use base fee (per unit)**	$ 52.94	$ 54.53	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	**Non-Residential Government, Schools & Churches base fee (per unit)**	$ 52.94	$ 54.53	FEE CHANGE	
WATER FUND FEE	0-6,000	$ 4.50	$ 4.64	FEE CHANGE	
WATER FUND FEE	6,000 +	$ 9.89	$ 10.19	FEE CHANGE	

UTILITY FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
WATER FUND FEE	**Residential/ Non- Residential Compound Meter High Side base fee(per unit)**	$ -	$ -	FEE CHANGE	
WATER FUND FEE	All Usage	$ 9.89	$ 10.19	FEE CHANGE	
WATER FUND FEE	**Surcharge Residential (per unit)**				
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	$ 5.00	$ 5.00	NO CHANGE	
WASTE WATER FUND FEE	Residential/Commercial/Mixed Use/Government/Schools - Monthly Sewer Service (per unit)	$ 58.82	$ 61.76	FEE CHANGE	5% increase per 2007 rate study Schedule. Staff will be conducting a waste water new rate study in 2020
REFUSE FEE	Residential monthly charges rubish removal and recycling base fee	$ 25.60	$ 26.14	FEE CHANGE	Increased by CPI - 2.1% per contract with Vail Honeywagon
REFUSE FEE	Additional can fee per month	$ 20.89	$ 20.89	NO 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	
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	

UTILITY FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
REFUSE FEE	Administrative Fee for Refuse Billing	$ 1.00	$ 1.26	FEE CHANGE	This fee has not been adjusted since the Town moved to contracted refuse collection in 2009. Since other refuse rates increase by CPI per contract with Honeywagon, it is reasonable to increase our administrative fee annually by the same. Change will increase by CPI for each year from 2012-2019.

COURT FEES

FEE TYPE	FEE TITLE	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR CHANGE
COURT	Court Cost	$ 25	$ 30	CHANGE	Increased by $5 to cover court security cost that was initiated in 2019
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	2019 FEE	2020 FEE - PROPOSED	PROPOSED FEE CHANGE	REASONING FOR 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	

Town of Eagle - Community Funding Requests for 2020

Organization	Event Date or Programming	Contact	2019 Received	2020 Request	2020 BOT Allocation Matt S.	2020 BOT Allocation Andy J.	2020 BOT Allocation Scott T.	2020 BOT Allocation Paul W.	Average
1) Porchlight Players Theatre Company	Feb. 13-16 & 21-22, 2020	Ann Olin	$ 500	$ 1,000	$ 1,000	$ 500	$ 500	$ 500	$ 625
2) Vail Cup Soccer Tournament	October 3-4, 2020	Kerri Thelen	$ 2,500	$ 5,000	$ 2,500	$ 3,000	$ 1,500	$ 1,500	$ 2,125
3) Bravo! Vail	July 6 & 30, 2020	Beth Pantzer	$ 200	$ 3,000	$ 1,000	$ 1,000	$ 250	$ 1,000	$ 813
4) Rocky Mountain Shooters Rodeo	Sept. 18, 19 20, 2020	Dele Hobbs	$ 1,500	$ 2,500	$ 2,000	$ 1,500	$ 1,500	$ 1,500	$ 1,625
5) Vail Valley Mountain Trails Alliance	On going program supoport.	Ernest Saeger	$ -	$ 1,500	$ -	$ 1,500	$ 500	$ 1,500	$ 875
6) Eagle County Historcal Society	One time event, TBD	Kathy Heicher	$ -	$ 1,500	$ 1,500	$ 1,000	$ 500	$ 1,000	$ 1,000
7) Christmas on Broadway - Chicken Soup	Dec. 7, 2019	Robyn Spain	$ -	$ 1,000	$ 1,000	$ 500	$ 1,000	$ 500	$ 750
8) EagleARTS	Ongoing program support	Tara Novak	$ 1,000	$ 4,800	$ 1,000	$ 2,000	$ 2,000	$ 2,000	$ 1,750
9) Yoga Off Broadway	Yoga in the Park, Sundays in July August 2020	Yvonne Schwartz	$ 750	$ 1,200	$ 1,000	$ 1,000	$ 750	$ -	$ 688
10) EGE Air Alliance	Ongoing program support	Chris Romer	$ 4,675	$ 5,000	$ 5,000	$ 4,000	$ 5,000	$ 5,000	$ 4,750
11) Eage Valley Land Trust (funded in 2018 for 5,000)	Ongoing program support	Jim Daus	$ -	$ 5,000	$ 2,000	$ 4,000	$ 2,500	$ 2,500	$ 2,750
12) Castle Lodge #122 Toy Store	December 2020, 19th Annual	Luke Causey	$ 1,000	$ 2,000	$ 2,000	$ -	$ -		$ 667
13) Eagle Chamber	Ongoing program support	Mick Daly	$ 4,650	$ 6,500	$ -	$ -	$ -		$ -
Total Requests			**$ 11,125**	**$ 31,500**	**$ 20,000**	**$20,000**	**$16,000**	**$17,000**	**$18,667**
Available Funds			**$ 20,000**	**$ 20,000**	**$ -**	**$ -**	**$(4,000)**	**$(3,000)**	**$ (1,333)**

(11/19/19)

eagle chamber

To:
Brandy Reitter
Town Manager, Town of Eagle

November 15, 2019

Dear Brandy,

This letter is in support of our request for funding from the Town of Eagle.

As the business leadership arm of the town, the Eagle Chamber of Commerce's efforts are focused on helping our members's businesses thrive and on growing Eagle's Economic Vitality. Our membership numbers and revenues are growing – a reflection of our success and recognition in the community that we are making a difference.

The attachments list our achievements in 2019, our new membership benefits for 2020 and our Vision and Mission, which remain unchanged.

We continue to raise the bar, to "up our game" and to do everything we can with our limited resources (total fbudgeted or 2020: $137,735).

We hope the Town of Eagle will support us by returning your funding to the 2016 level of $6,500 from this years $4,650. We are doing very well financially, having been able to hire a Membership Development Coordinator, but with your help, we can do even more improve Eagle's Economic Vitality.

Sincerely,

Mick Daly
President, Eagle Chamber of Commerce

Eagle Chamber of Commerce | 200 Broadway | P.O. Box 964 | Eagle, CO 81631| 970.306.2262 | www.eaglechamber.co

2019 ACCOMPLISHMENTS -- Value for Members

- Increased Membership Network
  - 55% Eagle Business members
  - 93% Annual Retention rate of members
  - Cultivated two leads groups to foster cross-business referrals
- Added Value to Member Benefits
  - Increased business exposure opportunities through N2N program
    - Delivered 50 Welcome Bags to new Eagle homeowners
  - Annual Awards presentation
    - Member, Business, & Ambassador of the year
  - Enhanced Business-to-Business Relationships
    - 23rd Annual Screaming Eagle Golf Tournament
      - Provides scholarship for local high school graduates
    - 5th Annual Eagle Business Roundup
      - Provides all exhibitors to showcase their products or services
    - Monthly 3rd Thursday Mixer
      - Average attendance 50 or more
      - Host receives exposure to new clients for their products & services
    - Monthly Breakfast Briefings provide relevant business information and training
- Organized or collaborated in community events
  - Eagle Vision 20/20 with Town of Eagle, March & October
    - Semi-annual community update
  - Christmas on Broadway
  - WassailFest
  - 2nd Friday ArtWalk
  - Eagle Air Alliance – contribute $1,000 annually to improve flight service
  - Eagle Community Cleanup
- Advocacy & Business Support
  - Business Advocacy Council completed its second year:
    - Support of key housing and commercial development projects
    - Small Business consulting
    - Broadway Revitalization project evolved into Downtown Business Alliance
    - Participation in Town Committees:
      - Comp Plan, Land Use Code, Broadband, Economic Vitality

eagle chamber

Eagle Chamber of Commerce Membership Levels & Benefits 2020

Membership Benefit	***Membership Level --->*** Auto Paid Monthly / Paid Annually	***Business***	***Advantage***	***Charter***	***Leadership***	***Executive***
	Auto Paid Monthly	$20	$33	$58	$100	$166
	Paid Annually	$250	$400	$700	$1,200	$2,000
Support from the Business Advocacy Council *		•	•	•	•	•
Eligible for Member/Business of the Year Award		•	•	•	•	•
Ribbon Cutting: Grand Opening/Reopening of member business		•	•	•	•	•
Insert Marketing Items in Neighbor-to-Neighbor (N2N) Bags		•	•	•	•	•
Business Listing at Eagle Chamber Website		•	•	•	•	•
Insert Ad/Flyer in weekly Eblast (# per month) *		1	2	3	4	4
Welcome Wednesday: Eagle Chamber Facebook promotion		•	•	•	•	•
Host Monthly Eagle Chamber Third Thursday Mixer		•	•	•	•	•
Job Postings at Eagle Chamber website			•	•	•	•
Join Leads Group on space available basis *			•	•	•	•
Enhanced web listing: logos, photos, video, expanded business description			•	•	•	•
Member Monday: Facebook promotion *				•	•	•
Screaming Eagle Golf Tournament - tee-box sponsor				•	•	•
Business logo at all Eagle Chamber website pages				•	•	•
Business logo included: weekly Eblast & monthly Newsletter				•	•	•
Business logo included: Events Banner					•	•
Business Roundup - premium booth (no charge)					•	•
Screaming Eagle Golf Tournament Sponsor – on all marketing materials						•
Eagle Vision 20/20 Sponsor - 2x annually						•

* some limitations apply

VISION & MISSION

Eagle Chamber of Commerce Vision

The Eagle Chamber is recognized as the business leadership arm of our world-class mountain town:

1. the go-to resource for business start-ups and existing businesses;
2. a constructive voice in community affairs, influencing public policy and decisions that impact local business;
3. collaborating with the Town of Eagle, Eagle County and other organizations in mutual support of our goals and success;
4. honoring the historical heritage of the town of Eagle;
5. working to attract the best and brightest to our town.

Eagle Chamber of Commerce Mission

We take a leadership role in working for Eagle's Economic Vitality in our town's uniquely challenging environment.

We are a member organization, independently representing the Eagle business community and committed to:

1. facilitating a robust, sustainable, favorable business climate in Eagle;
2. engaging and representing our members, giving them a voice and empowering them to contribute value to the community;
3. being a positive force for Eagle's healthy growth and income diversity;
4. providing appropriate education, support and resources for business success;
5. attracting businesses to Eagle and encouraging the development of new business through the spirit of enterprise;
6. helping individuals and businesses realize their full potential and follow their passion.

To: Mayor and Town Board of Trustees

From: Jill Kane, Finance Director

Date: December 10, 2019

Agenda Item: Ordinance 27-2019 – An Ordinance amending section 3.04.066 of the Eagle Municipal Code to increase the sales tax on retail purchases of marijuana and marijuana products from 3% to 3.5%, and declaring an emergency (Roll Call Vote Required)

REQUEST: Staff requests the Board review ordinance 27-2019 to increase the sales tax on retail purchase of marijuana and marijuana products from 3% to 3.5%.

BACKGROUND: On November 7, 2017, voters approved a levy of special sales tax on the sales of retail marijuana and retail marijuana products commencing January 1, 2018. The collection rate was set at 2.5% in 2018 and may increase 0.5% each year thereafter to a maximum of the 5%, thereby providing 6 years to phase in the new tax rate. The Board increased the rate to 3% in 2019. Eagle County is increasing 0.5% annually to be at the 5% maximum of 5% in 2023. If the Town does not increase by at least the same rate as the County, then the County would receive the difference in Sales Tax. For example, if the County increased to 3.5% and the Town stayed at 3% the vendor would have to collect a full 3.5%. The Town would collect 3% and the County would collect the remaining 0.5%. Adopting as an emergency ordinance will ensure easier administration for both the business owner and the Town.

COMMUNITY INPUT: Voters approved Taxation of Retail Marijuana on November 7, 2017 with 60.69% of the vote.

BUDGET / STAFF IMPACT: Since the Town only has one retail marijuana business, the actual sales tax revenue information is confidential. Changing from the occupation tax (per transaction charge) to the special sales tax decreased the retail marijuana tax collected by the Town in the General Fund by a significant amount. Once the special marijuana sales tax collection is at the maximum of 5%, the Town will be collecting approximately 57% of what was collected with the occupation tax.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

- Enhance the Financial Health of the Town – Increasing the special marijuana sales tax on an annual basis to a maximum of 5% will increase the Town's General Fund revenues.

RECOMMENDED ACTION OR PROPOSED MOTION:
Motion to **approve** or **deny** adoption of ordinance 27-2019, "An Ordinance of the Board of Trustees of the Town of Eagle, Colorado amending section 3.04.066 of the Eagle Municipal Code to increase the sales tax on retail purchases of marijuana and marijuana products from 3% to 3.5%, and declaring an emergency".

ATTACHMENTS:

- Ordinance 27-2019

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 27
(Series of 2019)

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO AMENDING SECTION 3.04.066 OF THE EAGLE MUNICIPAL CODE TO INCREASE THE SALES TAX ON RETAIL PURCHASES OF MARIJUANA AND MARIJUANA PRODUCTS FROM 3.0% TO 3.5%, AND DECLARING AN EMERGENCY

WHEREAS, at the coordinated election held on November 7, 2017, the Town's electors approved the levy of a special sales tax on the sale of retail marijuana and retail marijuana products, commencing on January 1, 2018 and increasing by a half percent each year, up to a maximum of 5%;

WHEREAS, on November 28, 2017, the Board of Trustees adopted Ordinance 28-2017, codified in Section 3.04.066 of the Eagle Municipal Code, to implement the marijuana tax; and

WHEREAS, the Board of Trustees wishes to amend Section 3.04.066 of the Eagle Municipal Code to increase the marijuana tax for 2020.

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

Section 1. Section 3.04.066 of the Eagle Municipal Code is hereby amended as follows:

> **Sec. 3.04.066 Levy of special sales tax on the sale of retail marijuana and retail marijuana products.**
>
> In addition to the regular municipal sales tax described in this Chapter, there is hereby imposed and there shall be collected and paid a special sales tax on retail marijuana and retail marijuana products equal to ~~*3.0*~~ 3.5 percent of gross receipts upon the sale at retail of retail marijuana and retail marijuana products commencing January 1, ~~*2019*~~ *2020*. Said rate shall increase 0.5 percent each year thereafter so long as such rate does not exceed 5.0 percent.

Section 2**.** Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 3. Safety. This Ordinance is deemed necessary for the protection of the public health, safety and welfare.

Section 4. Declaration of Emergency. In accordance with Section 31-16-105, C.R.S., the Town of Eagle Board of Trustees hereby finds and declares that an emergency exists and this Ordinance is necessary for the immediate preservation of public welfare and peace. This Ordinance shall become immediately effective upon adoption if approved by an affirmative vote of three-fourths (3/4) of the members of the Board of Trustees. If this Ordinance is not passed by three-quarters (3/4) of the members of Town Board, then it is the intent of the Town Board that this Section be severed from the Ordinance and, if approved by a majority of members of the Town Board constituting a quorum, the Ordinance is adopted as a non-emergency measure effective thirty days after final publication.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON DECEMBER 10, 2019.

TOWN OF EAGLE, COLORADO

____
Anne McKibbin, Mayor

ATTEST:

____
Jenny Rakow, Town Clerk

To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: December 10, 2019

Agenda Item: Ordinance No. 28, Series 2019, “An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Enacting a New Section Chapter 8.13 of the Eagle Municipal Code to Prohibit Pet Shops from Selling, Bartering, Auctioning, or otherwise Disposing of Dogs or Cats, except when Acquired from an Animal Care Facility or Animal Rescue Organization”.

REQUEST:

Staff is requesting that the Board of Trustees review and give feedback on an ordinance that prohibits pet shops from selling dogs and cats acquired from pet mills.

INTRODUCTION:

On November 12, Joyce Cohen made a presentation to the BOT regarding pet shops that acquire pets from mills. Even though Eagle does not have pet stores, she requested that the board consider passing an ordinance prohibiting this business practice. She highlighted the fact the it is easier to be proactive than to wait until a pet shop establishes itself in Eagle and try to pass an ordinance. She explained that she was successful in getting other communities to pass similar policies. She recommended using Breckenridge’s ordinance as a template to establish policy. The BOT gave staff direction to draft an ordinance for consideration. Staff used Breckenridge as a guide to write the attached ordinance.

ANALYSIS:

Pet Mill Ban Ordinance Summary

- The policy includes definitions for pet shops, facilities, and animals.
- The language makes it unlawful for pet stores to sell or acquire animals from any other facility except from an animal care facility or shelter.
- The ordinance requires pet shops to list where their dogs and cats come from and keep records for up to 2 years.
- The language gives town the ability to inspect the records of approved pet shops for compliance during regular business hours.
- The ordinance establishes violations as a Class A municipal offence and is subject to penalties and possible abatement of the business facility.

COMMUNITY INPUT:

Since this is the first review of the ordinance, input was not included.

BUDGET / STAFF IMPACT

This policy doesn't have an impact on staff or the budget. Pet stores do not exist in Eagle.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

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

- Protecting Public Health, Safety, and the Environment: This policy protects the well-being of pets in Eagle. Ensuring that future pet shop facilities engage in moral business practices when buy and selling animals provides for the safety of pets. Humane treatment of animals is a positive public health outcome. This policy ensures that pets come from animal shelters which keeps them off the streets.

- Transparency and Community Engagement: This policy addresses transparency. When and if a pet shop opens in Eagle, requiring businesses to disclose where pets come from helps consumers make informed choices. This policy might encourage consumers to purchase rescues pets.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **Approve** or **Deny** adoption of Ordinance No. 28, Series 2019, “An Ordinance of the Board of Trustees of the Town of Eagle, Colorado Enacting a New Chapter 8.13 of the Eagle Municipal Code to Prohibit Pet Shops from Selling, Bartering, Auctioning, or otherwise Disposing of Dogs or Cats, except when Acquired from an Animal Care Facility or Animal Rescue Organization”.

ATTACHMENTS:

- Ordinance No. 28 – Prohibition of Puppy and Kitten Mills

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 28
(Series of 2019)

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO ENACTING A NEW CHAPTER 8.13 OF THE EAGLE MUNICIPAL CODE TO PROHIBIT PET SHOPS FROM SELLING, BARTERING, AUCTIONING, OR OTHERWISE DISPOSING OF DOGS OR CATS, EXCEPT WHEN ACQUIRED FROM AN ANIMAL CARE FACILITY OR ANIMAL RESCUE ORGANIZATION

WHEREAS, pursuant to C.R.S. § 31-15-501(1)(a), the Town has the power to regulate businesses to prohibit any offensive or unwholesome business practice;

WHEREAS, the Humane Society of the United States has determined that puppy and kitten mills are inhumane commercial breeding facilities which disregard the animals' health, both physical and emotional, in order to maximize profits;

WHEREAS, these mills produce animals for sale, oftentimes at retail stores;

WHEREAS, the Board of Trustees finds and determines that the sale of dogs and cats from these mills is an unwholesome business practice and not in the best interest of the public nor the welfare of the residents of the Town; and

WHEREAS, the Board of Trustees finds that a ban on the retail sale of dogs and cats in pet shops, unless sourced from animal shelters or rescue organizations, will promote community awareness of animal welfare and encourage pet consumers to adopt dogs and cats from shelters.

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

Section 1. Title 8 of the Eagle Municipal Code is hereby amended by the addition of a new Chapter 8.13 to read as follows:

CHAPTER 8.13 – PET SHOPS

Section 8.13.010. – Purpose.

The purpose of this Chapter is to discourage the use and existence of inhumane breeding facilities and the retail sale of dogs and cats, and to promote animal health safety and welfare standards and foster a more humane environment in the Town.

Section 8.13.020. – Definitions.

For purposes of this Chapter, the following terms shall have the following meanings:

Animal shelter has the same meaning as in Section 8.12.020.

Cat means any animal of the Felidae species, including cats of wild extraction and any animal related to the cougar, bobcat, lynx, leopard, or ocelot.

Dog has the same meaning as in Section 8.12.020.

Pet animal facility has the same meaning as in Section 8.12.020.

Pet animal rescue means a person licensed as such pursuant to the Colorado Pet Animal Care and Facilities Act, C.R.S. § 35-80-101, *et seq.*, who accepts dogs or cats for the purpose of finding permanent adoptive homes for the dogs or cats and who does not maintain a central facility for keeping animals, but rather uses a system of fostering in private homes or boarding or keeping pets in licensed pet animal facilities.

Pet shop means a retail establishment open to the public and engaging in the business of selling, exchanging, bartering, auctioning, or otherwise arranging for the transfer of ownership of dogs or cats, excluding an animal shelter or pet animal rescue.

Section 8.13.030. – Unlawful Sale or Display of Dogs or Cats.

A. It is unlawful for any pet shop to sell, display, exchange, trade, barter, auction, give away or otherwise transfer ownership or dispose of any dog or cat, except for a dog or a cat obtained from an animal shelter or pet animal rescue.

B. A pet shop shall post, in a conspicuous location on the enclosure of each such animal, a sign listing the name of the pet animal rescue or animal shelter from which the pet shop acquired the dog or cat.

Section 8.13.040. – Inspection and Records.

A. A pet shop may be inspected by any officer of the Town during regular business hours to determine compliance with this Chapter. All pet shop operators must make their records available for inspection during regular business hours by the Town or authorized agents of the Town.

B. Every pet shop shall maintain a record of the source of any dog or cat adopted, sold, displayed, exchanged, traded, bartered, auctioned or transferred, for a period of two years after such adoption, sale, display, exchange, trade, barter, auction or transfer.

Section 8.13.050. – Penalty; Nuisance Declared.

A. Any person who violates any provision of this Chapter commits a Class A municipal offense, punishable as set forth in Chapter 1.12. Each day of violation shall constitute a separate offense.

B. In addition to any other penalties, the operation of a pet shop in violation of this Chapter is declared an unwholesome business practice and public nuisance and is therefore subject to abatement as provided in Chapter 9.24.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 3. Safety. This Ordinance is deemed necessary for the protection of the public health, safety and welfare.

Section 4. Effective Date. This Ordinance shall take effect 30 days after publication following adoption.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON DECEMBER 10, 2019.

TOWN OF EAGLE, COLORADO

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Anne McKibbin, Mayor

ATTEST:

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Jenny Rakow, Town Clerk

To: Mayor and Town Board of Trustees

From: Brandy Reitter, Town Manager

Date: December 10, 2019

Agenda Item: 2020 Board Retreat Proposal

REQUEST:

Staff requests that the Board of Trustee give feedback on options for an elected official retreat in 2020.

INTRODUCTION:

Every year with the feedback from the BOT, staff schedules a retreat. Depending on the election cycle, retreats take different forms. In 2019, staff hosted a mini retreat to check in on the strategic plan and operational communication. In 2018, staff facilitated a robust full day retreat that included presentations and discussion on strategic items. In 2020, the board will welcome newly elected officials and will retain some existing members. The retreat should consider new team dynamics. Since retreats take several months to plan, staff is requesting feedback on what the existing board members want to include. Provided are examples of materials that might be included in the retreat.

ANALYSIS:

Below are some options that staff would like feedback on to begin planning for 2020:

1. Host a two-day retreat - The first day is dedicated to a newly elected official orientation w/ staff and the second day will include the entire group. Existing members can attend as a refresher.

2. On day two focus on the following items:
    - 1/2 or full day - Strategic Plan update with a facilitator
    - 1/2 or full day - Team building with a facilitator

3. Schedule a social activity:
    - Host an activity during a retreat day
    - Host an activity in the evening on first or second day

4. Dedicate shorter segments of time for options 1 – 3 and do everything in one day.

COMMUNITY INPUT:

Community input is not required for this proposal.

BUDGET / STAFF IMPACT

In the 2020 Budget, there is $8,000 budgeted for a BOT retreat. This number is on the higher side, because of the need to update the strategic plan. Staff recommends hiring a facilitator for that portion of the retreat. If the BOT would like to include a team building facilitator, the board could split funding for each, or appropriate more money.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This proposal is not a strategic objective. However, consistent retreats result in good policy and alignment with the vision of the Board of Trustees and the community.

RECOMMENDED ACTION OR PROPOSED MOTION:

Give direction and feedback on the options for the retreat facilitation.

ATTACHMENTS:

- None.

To: Town Board of Trustees

From: Anne McKibbin, Mayor

Department:

Date: December 6, 2019

Re: NWCCOG Council Meeting, December 5, 2019, Silverthorne

REQUEST AND INTRODUCTION:

Sharing information on topics of discussion from the NWCCOG Dec 5 meeting:

- May 7, 2020, 3rd annual Economic Summit in Summit County
- Summit Prosperity Initiative, http://scprosperity.com/, working on issues of affordability, livability, retention, prosperity, resiliency
- Updates from the offices of Senators Bennett and Gardner:
  - Movement toward establishing a three-digit suicide crisis help line, using 988.
  - Ski Area Fee Retention Bill has made it out of committee.
  - Work to address National Park Service maintenance backlog.
  - New guidance for the hemp industry.
  - Legislation on control of spread of invasive species, particularly quagga mussels and zebra mussels.
  - Legislation to permanently fund the Land and Water Conservation Fund.
- Presentation from Doug Jones, Director of NWCCOG's Energy Program (formerly the Weatherization Assistance Program)
  - Funds home improvements for low income residents for increased energy efficiency, and health and safety issues, like carbon monoxide. Everything from light bulbs to furnaces. http://nwccog.org/programs/weatherization/
  - Has worked on an average of about 100 homes per year over 13 counties, now up to around 150 homes per year.
  - Emergency assistance/crisis intervention (on call) for about 50 houses per year, seeking to expand this capacity.
  - Working with municipalities and developers to make sure there is focus on ownership and occupancy costs, not just cost of construction, affordability for purchase, etc.
  - Starting to get into solar.
- Member updates
  - Several communities, including Avon, are looking at Vail's InDeed program as a possible model for addressing workforce housing.
  - Vail has hired its new town manager, Scott Robson.
  - Avon considering an expanded polystyrene ban (Styrofoam) with ordinance that would kick in if the state moves to remove the restriction on bans of specific packaging materials.
  - Glenwood working on City-wide fiber to home for broadband. They have a broadband utility, set up within the City's Electric Department http://gscbn.com/.

- Basalt working with other communities in the Roaring Fork Valley on broadband issues. Has started issuing refunds from the Tabor issue they discovered several years ago. Mentioned a private, independent citizen group has organized to help address workforce housing issues.
- Dillon down to two finalists for its Town Manager position.
- Fraser thinking about signing on to THOR. Has a new sign code and mural code resulting from a lawsuit by a resident, including involvement by the ACLU.
- Summit County will be hosting next year's Mountain Towns 2020. Moving forward with tobacco licensing and age 21 restriction. Wading into increasing minimum wage—controversial. Some communities in the county are having issues with their trash contractor, which is under the same ownership (Waste Connections) as Vail Honeywagon.

- Primary topic for the next NWCCOG meeting will be on regional refuse issues, recycling and issues with efficiency, effectiveness, and impacts form the loss of overseas markets for recyclable materials.
- NWCCOG was successful in receiving the grant which is the primary funding source for Nate Walowitz's position as the Broadband Coordinator. Very good news.

RECOMMENDED ACTION:

None.

ANALYSIS AND ALTERNATIVES (IF APPLICABLE):

n/a

COMMUNITY INPUT:

None.

BUDGET / STAFF IMPACT:

Membership dues for the Town's membership in NWCCOG.

PREPARED BY:

Anne McKibbin

ATTACHMENTS:

None.