Town Council
Tuesday, March 26, 2024
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

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

TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION *This will be an in-person meeting using Teams. Please note: All participants must remain muted until they are requested to speak. This will reduce background noise disruptions to the meeting attendees. When it's your turn to speak, you will have three (3) minutes for public comment. PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on this agenda can be submitted to Jenny Rakow, Town Clerk, and will be included as part of the record. For technical difficulties, please email jenny.rakow@townofeagle.org and we will do our best to assist you.*

1. Microsoft Teams meeting

   Join on your computer, mobile app or room device
   Click here to join the meeting
   Meeting ID: 210 981 059 849
   Passcode: UuWhN4
   Download Teams | Join on the web
   Or call in (audio only)
   +1 469-770-0416,,111256605# United States, Dallas
   Phone Conference ID: 111 256 605#

CALL TO ORDER - 6:00 PM

ROLL CALL

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

PUBLIC COMMENT - 6:05 PM *Citizen public comment offers an opportunity for citizens to express opinions or ask questions regarding town services, policies, or other matters of community concern, and any items that are not on the agenda. Please attempt to keep comments to three (3) minutes; time limits are established to provide efficiency in the conduct of the meeting and to allow equal opportunity for everyone wishing to speak. When appropriate, any questions by the public during public comment will be followed up on by the Town Manager and Town staff. Those who are speaking are requested to state their name and address for the record.*

PRESENTATIONS - 6:10 PM *Prescheduled presentations from the public are limited to 5 minutes. Invited presentations are limited to 10 minutes. Prior arrangements for presentations are made with the Town Clerk.*

1. Proclamation National Donate Life Month - April 2024

CONSENT AGENDA - 6:15 PM *Consent agenda items are routine Town business, items that have received clear direction previously from the council, final land-use file documents after the public hearing has been closed, or which do not require council deliberation.*

1. Minutes - March 12, 2024
2. 2023 Audit Engagement Letter with Maggard & Hood PC
3. Letter of Support for Eagle Valley Transportation Authority Expansion Vehicles

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

1. Town Manager Update
2. December 31, 2023 Budget to Actual Report and Revenue Analysis

BUSINESS ITEMS - 6:25 PM *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the council.*

1. Culture Journey: Our New Culture Statement
2. Public Building Electrification Grant Application
3. Sustainability Funding Application - Public Building Electrification Grant Match

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS - 6:45 PM *Council will use this time to propose future agenda items, provide updates on Council Committees, and address general discussion items.*

ADJOURN - 6:55 PM

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

Jenny Rakow, CMC
Town Clerk

PUBLIC WIFI – Eagle Guest

TOWN OF EAGLE OFFICIAL PROCLAMATION

NATIONAL DONATE LIFE MONTH

Whereas, this April 2024 is the 21st National Donate Life Month with a goal to raise awareness about organ, eye, and tissue donation, encourage Americans to register as donors, and honor those that have saved and healed lives through the gift of donation; and

Whereas, Colorado has been one of the leaders in the nation with a donor registry of 66.21% of driver license/ID card applicants signing up to be organ and tissue donors—a decision that reflects deep commitment to one another and confirms that there is good inside all of us; and

Whereas, One donor can save up to 8 lives through organ donation, and save and heal more than 75 lives through tissue donation; and

Whereas, A record 307 heroic organ donors provided 918 life saving transplants in 2023, which is a 10.6% increase from the prior year; and Donor Alliance recovered tissue for transplant from 1,703 heroic tissue donors saving and healing with nearly 144,000 tissue grafts; and

Whereas, Registering gives hope back to the more than 1,300 people waiting for a life saving organ transplant in Colorado and Wyoming, while compassionately celebrating donors and their families for the gift of life; and

Whereas, the Chris Klug Foundation, a national nonprofit that promotes organ, eye, and tissue donation awareness, reached a record-breaking 1,035,237 individuals nationwide in 2023 with their lifesaving message;

Whereas, Organ, eye, and tissue donation would not be possible without our community coming together for one united purpose. By saying “Yes” to be an organ, eye, and tissue donor, you're not just checking a box—you're saving and healing lives.

Now, therefore, I, Scott Turnipseed, Mayor of the Town of Eagle of the State of Colorado, do hereby proclaim the month of April 2024 as National Donate Life Month.

MEETING MINUTES
Town Council
Tuesday, March 12, 2024
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200 Broadway Eagle, CO

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TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION *This was an in-person meeting using Teams.*

CALL TO ORDER - 6:00 PM

Mayor Pro Tem Pappy Kerst called the meeting to order at 6:00 p.m.

ROLL CALL

COUNCIL MEMBERS PRESENT

Mikel Kerst, Scott Turnipseed *(virtual)*, Ellen Bodenhemier, Geoffrey Grimmer, Nick Sunday, Jamie Woodworth Foral, Bryan Woods

COUNCIL MEMBERS ABSENT

-

STAFF PRESENT

Larry Pardee, Town Manager
Melissa Daruna, Assistant Town Manager
Matt Mire, Town Attorney
Jenny Rakow, Town Clerk
Jill Kane, Finance Director/Treasurer
Tom Gosiorowski, Public Works Director
Peyton Heitzman, Planner
Lynette Horan, Human Resources Manager
Jessica Lake, Planner
Cliff Simonton, Interim Community Development Director
Sydney Dynek, Planner
Jamie Wilson, Communications & Marketing Specialist
Kira Koppel, Sustainability Specialist
Ryan Goebel, IT Analyst
Kevin Aoki, Information Technology Manager
Carrie Buhlman, Interim Police Chief
Nikki Davis, Housing & Economic Development

ADOPTION OF AGENDA

There were no changes to the agenda.

MOTION: Council Member Nick Sunday motioned to adopt the agenda as presented. The motion was seconded and passed with a vote of 7 in favor (Kerst, Turnipseed, Bodenhemier, Grimmer, Sunday, Woodworth-Foral, and Woods) and 0 opposed.

PUBLIC COMMENT.

There was no public comment.

CONSENT AGENDA

MOTION: Council Member Ellen Bodenhemier motioned to approve consent agenda. The motion was seconded and

passed with a vote of 7 in favor (Kerst, Turnipseed, Bodenhemier, Grimmer, Sunday, Woodworth-Foral, and Woods) and 0 opposed.

1. Minutes - February 27, 2024

2. Bill Pay - February 2024

3. Resolution 20, Series 2024 "A Resolution of the Town Council of the Town of Eagle, Colorado Supporting a Grant Application to the Colorado Department of Local Affairs Rural Economic Development Initiative ("REDI") Program"

4. Resolution 21, Series 2024 "A Resolution of the Town Council of the Town of Eagle, Colorado Approving AIA Document A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructors and AIA Document A201-2017, General Conditions of the Contract for Construction Management/General Contractor (CMGC) Services for the Eagle Pool Replacement Project."

STAFF REPORTS

1. Town Manager Update

   Larry Pardee thanked Kira Koppel for the Lunch and Learn meeting she hosted recently. Melissa Daruna and staff are currently working on our culture statement. Confirmed that the Eagle Valley Transportation Authority will be here for a work session on May 7th.

   Council comments: inquiry on the timing of the second sheet of ice to be installed during the Dobson area remodel. Larry indicated a timeline is dependent on a public process that has not begun yet.

2. Department Update

BUSINESS ITEMS

1. Ordinance 02, Series 2024 "An Ordinance of the Town Council of the Town of Eagle, Colorado, Amending Title 11 of the Eagle Municipal Code by the Addition of a New Chapter 11.13, to Regulate Electric Assisted Bicycles"

   Chief Buhlman presented this item.

   Council comments: discussion on budgeting implications related to outreach and signage. Staff will bring estimates to an upcoming meeting for approval.

   Mayor Pro Tem Kerst opened this item for public comment, there was no public comment.

   MOTION: Council Member Nick Sunday motioned to approve Ordinance 02, Series 2024 "An Ordinance of the Town Council of the Town of Eagle, Colorado, Amending Title 11 of the Eagle Municipal Code by the Addition of a New Chapter 11.13, to Regulate Electric Assisted Bicycles". The motion was seconded and passed with a vote of 7 in favor (Kerst, Turnipseed, Bodenhemier, Grimmer, Sunday, Woodworth-Foral, and Woods) and 0 opposed.

2. Resolution 19, Series 2024 "A Resolution of the Town Council of the Town of Eagle, Colorado Supporting a Grant Application to the Colorado Department of Local Affairs Main Street Live Program for Old Town Hall Planning"

   Nikki Davis Economic Development & Housing Specialist presented this item.

   Council comments: statements aligned with approval of the concept. Plans were clarified to be flexible and conceptual at this state. A request for public-facing restrooms was suggested.

MOTION: Council Member Ellen Bodenhemier motioned to approve Resolution 19, Series 2024 "A Resolution of the Town Council of the Town of Eagle, Colorado Supporting a Grant Application to the Colorado Department of Local Affairs Main Street Live Program for Old Town Hall Planning". The motion was seconded and passed with a vote of 7 in favor and 0 opposed.

MOTION: Council Member Nick Sunday motioned to Direct Staff to advance with the draft concept for the Old Town Hall redevelopment plan, finalize the design, conduct cost estimates, and actively pursue supplementary funding from local and state grant sources. The motion was seconded and passed with a vote of 7 in favor (Kerst, Turnipseed, Bodenhemier, Grimmer, Sunday, Woodworth-Foral, and Woods) and 0 opposed.

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS

Council Member Nick Sunday: EVTA is approving a summer schedule that will include three buses in Eagle. It will experiment with the fare-free zone. Concern with parking issues near bus stops from residents taking advantage of this program.

Council Member Geoff Grimmer: currently tracking state issues and legislation. Thanked Kira Koppel for attending climate action meetings.

Council Member Ellen Bodenhemier: Open Space staff is working on the management plan and Brush Creek restoration.

Mayor Scott Turnipseed: Eagle Ranch Housing Corp is under contract for a unit in Eagle Ranch and will implement deed restrictions for sale.

EXECUTIVE SESSION

MOTION: Council Member Geoffrey Grimmer motioned to enter into executive session; 1) to hold a conference with the Town Attorney and special counsel pursuant to C.R.S. § 24-6-402(4)(b); and to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators pursuant to CRS § 24-6-402(4)(e), regarding a Resident Occupied (RO) deed restriction for the Seven Hermits Condominiums in Haymeadow; 2) to hold a conference with the Town Attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), regarding Helen Jane Tully v. Terrace Homeowners Association B, Inc. v. Town of Eagle, case number 2023CV30104; 3) to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e) regarding Brue Capital, the Brush Creek Road extension, and Vested Rights; and further move to adjourn the regular meeting at the conclusion of the executive session. The motion was seconded and passed with a vote of 7 in favor (Kerst, Turnipseed, Bodenhemier, Grimmer, Sunday, Woodworth-Foral, and Woods) and 0 opposed.

ADJOURN - 6:45 PM

Date:

Scott Turnipseed, Mayor

Jenny Rakow, CMC Town Clerk

To: Mayor and Town Council

From: Jill Kane, Finance Director

Date: March 26, 2024

Agenda Item: 2023 Audit Engagement Letter with Maggard & Hood PC

REQUEST: Review the Audit Engagement Letter between the Town and Maggard & Hood, P.C. for the year ending December 31, 2023.

INTRODUCTION: An annual independent audit is required by the Town Charter and CRS 29-1-601. The Town's 2023 annual audit will be remote this year and is scheduled to begin at the end of April. Prior to commencement of the audit, the Town Manager and Council need to review and approve an Engagement Letter. The Engagement Letter defines the scope of work, the responsibilities, and obligations of the Auditor as well as the Town, and audit fees. The Town's annual audit is due to the State on July 31, 2024.

ANALYSIS: The Engagement Letter includes standard language in accordance with Generally Accepted Auditing Standards (GAAS). Most notable is that the 2023 audit will require a Single Audit due to the Town receiving over $750,000 in federal funds. Unlike the 2022 audit, this year's engagement letter includes specific language addressing the Single Audit requirement *(highlighted in blue).*

COMMUNITY INPUT: None required.

BUDGET / STAFF IMPACT: The 2024 budget includes $41,000 for auditing and accounting services. This includes services for the annual audit as well as any additional accounting, auditing, or actuarial services required. In 2023 the Town spent $33,696 on the 2022 annual audit compared to $36,924 in 2022 and $39,331 in 2021. Maggard & Hood's hourly rates have not increased since last year.

MAGGARD AND HOOD - HOURLY BILLING RATES		
POSITION	HOURLY RATE	NOTES
Year	2024	
Partner 1	$ 188	Regular Rate is $225; discounted for the Town
Partner 2	187	Regular Rate is $219; discounted for the Town
Staff 1	144	
Staff 2	96	
Admin	74	

STRATEGIC PLAN ALIGNMENT: Conducting the Town's annual audit is aligned with two of our guiding principles: *Sustainable Finances and Transparency* – Ensuring accuracy of financial records, compliance with accounting standards, and soundness of financial practices, including internal controls ensures the Town's financial strength and provides records for our customers which encourages public trust.

RECOMMENDED ACTION OR PROPOSED MOTION:
Motion to **approve** or **deny** the Maggard & Hood, P.C. 2023 Audit Engagement Letter.

ATTACHMENTS: 2023 Audit Engagement Letter

M & H
Maggard
& Hood, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

March 22, 2024

The Town of Eagle
Town Manager & Members of Town Council
Eagle, CO 81631

We are pleased to confirm our understanding of the services we are to provide for the Town of Eagle for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Eagle as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) and certain budgetary comparison schedules, to accompany the Town of Eagle's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Eagle's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Statement of Revenues, Expenditures & Changes in Fund Balances–Budget & Actual–General Fund.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Eagle's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards.
2. Combining and Individual Fund Financial Statements.
2. Annual Statement of Receipts and Expenditures for Roads, Bridges and Streets.

● 901 GRAND AVENUE, SUITE 203 ● P.O. BOX 370 ● GLENWOOD SPRINGS, CO 81602 ●
● (970) 945-8588 ● FAX (970) 945-2398 ●

Audit Scope and Objectives - *continued*

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards.*
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Limited segregation of duties.
- Risk of potential management override of controls.
- Risk of improper revenue recognition.
- New federal programs

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures–Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards,* and the Uniform Guidance.

Audit Procedures–Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purposes of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Eagle in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes, and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes, prior to their issuance and have accepted responsibility form them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Responsibilities of Management for the Financial Statements and Single Audit - *continued*

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information, available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instance of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and separate corrective action plan (if applicable).

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards..

Responsibilities of Management for the Financial Statements and Single Audit - *continued*

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant audit findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees & Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Eagle; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged or confidential information, copies of our reports are to be made available for public inspection.

The Town is responsible for maintaining its own data and records; whereas, as auditor, we cannot retain and store your documents on your behalf. This is in accordance with the ET 1.295.143 of the *AICPA Code of Professional Conduct*. We may request records be provided to us via our electronic portal which is used solely to transmit data for information exchange purposes and is not intended to store your Town's information. The Town is responsible for downloading any deliverables and other records provided from us via the electronic portal that it wishes to retain for its own records at the completion of the engagement. Upon completion of the engagement, data and other content will be either removed from the electronic portal or become otherwise unavailable within a reasonable time frame.

Engagement Administration, Fees & Other - ***continued***

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us

The audit documentation for this engagement is the property of Maggard & Hood, P.C. and constitutes confidential information. However, we may be requested to make certain workpapers available any of your respective oversight agencies pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of Maggard & Hood, P.C. personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to such oversight agency. The oversight agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a grant awarding agency, pass-through entity, or auditee is contesting and audit finding, we will contact the party(ies) contesting the finding for guidance prior to destroying the audit documentation after the applicable retention period.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Roger Maggard is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We anticipate beginning our audit fieldwork April 24, 2024 and issuing our reports no later than June 2024, provided no unanticipated circumstances are encountered.

As previously communicated to you, due to the ongoing pandemic we are currently performing our audit engagements remotely to ensure both the health of our clientele and our staff. We will provide you with a secure file transfer link to which you can upload any requested documentation directly to us, or, if you prefer, you can assemble the requested documentation and deliver directly to our offices (which we will return to you upon completion of the audit). If in person meetings become necessary, we will coordinate those meetings with you, accordingly. Our engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service

We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate

We anticipate a fee for the audit of approximately $38,750 for the financial statement audit and a fee ranging from $6,000-$10,000 for the Federal Single Audit under the Uniform Guidance. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel, completeness of the information provided, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our Single Audit. Our reports will be address to the Town Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters that will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results from that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town of Eagle and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Maggard & Hood, P.C.

MAGGARD & HOOD, P.C.
Roger D. Maggard
Partner-in-Charge

RESPONSE:

This letter dated March 22, 2024, correctly sets forth the understanding of the Town of Eagle.

By: ____

Title: ____

Date: ____

March 26, 2024

The Honorable John Hickenlooper
United States Senator
374 Russell Senate Building
Washington, DC 20510

The Honorable Michael Bennet
United States Senator
261 Russell Senate Building
Washington, DC 20510

The Honorable Joe Neguse
United States Congressman
2400 Rayburn House Building
Washington, DC 20515

RE: Town of Eagle support for Eagle Valley Transportation Authority's Expansion Vehicles to Accelerate Fare-Free Transit Implementation Project

Dear Senator Hickenlooper, Senator Bennet, and Congressman Neguse,

I am writing to fully support the Eagle Valley Transportation Authority's (EVTA) application for funding from the Department of Transportation's "Transit Infrastructure Grants" account. This funding is vital for acquiring four new hybrid transit buses, which will be crucial in expediting the implementation of fare-free transit services in Eagle County.

The EVTA has successfully established a fare-free service zone encompassing key areas such as Eagle, Edwards, Vail, Avon, Minturn, and Beaver Creek within Eagle County. Since the initiation of this fare-free zone, there has been a notable surge in demand for transit services and rides. Consequently, the necessity for additional transit vehicles has become increasingly evident.

As an Eagle Valley Transportation Authority member, the Town of Eagle, CO, stands united in endorsing the EVTA's Expansion Vehicles to Accelerate Fare-Free Transit Implementation Project. These additional transit vehicles are essential in providing accessible, dependable, and fare-free regional transit services, particularly for our workforce residing in Eagle, who rely on crucial access to economic hubs such as Vail, Avon, and the renowned Beaver Creek Ski Resorts.

Furthermore, the Town of Eagle has set ambitious NetZero goals for our municipal organization by NZ28 and for the entire town by NZ30. Supporting initiatives like the EVTA's Expansion Vehicles project aligns seamlessly with our sustainability and environmental responsibility commitment.

The Town of Eagle is fully prepared to actively engage and support the EVTA's Expansion Vehicles to Accelerate Fare-Free Transit Implementation Project.

I urge you to give EVTA's application the utmost consideration and support. Thank you for your attention to this matter.

Sincerely,

Mayor Scott Turnipseed
Town of Eagle, Colorado

To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: March 26, 2024
Re: Town Manager Report

Economic Development:

We continue to meet with our EPS team, comprising Sarah Dunmire, Andrew Knudtsen, Town staff Nikki Davis, and myself, who all remain actively engaged in advancing the East Eagle Financing and Revenue Strategies. These discussions are centered on realizing the full potential of the extensive 160-acre East Eagle subarea in alignment with the 2021 East Eagle Sub Area Plan and our new East Eagel Commercial General Zoning. As part of our ongoing commitment to economic development, we are exploring the implementation of a Commercial Linkage Fee explicitly tailored for affordable housing within the Town of Eagle.

This study expands beyond the confines of the existing Local Employee Residency Program (LERP) for residential housing, fostering a mutually beneficial connection between commercial development and affordable housing endeavors. The proposed fee structure will be meticulously calibrated in line with current market dynamics and land-use patterns. This strategic approach perfectly aligns with the Town's proactive stance toward addressing housing needs resulting from commercial development expansion in the region.

Outreach & Meetings: *This report will overview recent participation in community outreach opportunities and regional and project-specific meetings. These events offer valuable opportunities to collaborate with stakeholders, stay informed on the latest developments, and contribute to the local Community.*

On Wednesday, March 13, the Eagle Valley Transit Authority Board's monthly meeting occurred. During this session, the board enthusiastically endorsed the implementation of a Fair, Free Transit System for the Eagle community, set to commence in May. I extend special recognition to EVTA board member and Town Council representative Nick Sunday for his unwavering leadership and dedication in bringing this initiative to fruition.

Great news was announced on Friday morning by Great Outdoors Colorado, revealing the latest recipients of grant awards. Notably, the Town of Eagle and Mountain Recreation have secured a substantial $730,000 grant to enhance amenities at the Haymaker Recreation Hub. This funding will be instrumental in developing key features, including a new outdoor pool, a BMX track, a bike park, and the finalization of Eagle's inaugural skate park design. Specifically, the grant includes $500,000 designated for community-requested enhancements at the Eagle Pool, $100,000 allocated for the Eagle Bike Park, $100,000 for the BMX track, and $30,000 for the skate park. I extend my gratitude to Melissa Daruna and the Mountain Recreation team for their unwavering dedication and effort in ensuring the success of this grant initiative. Well done!

Additionally, Blaise Rastello of the Ulysses Development Group (UDG) emailed us to inform us that they have entered into a contractual agreement for the Eagle Vallias as of March 20, 2024. This notification was addressed to Town, County, and State Officials and Staff.

Between March 11th and 15th, and from March 18th to 22nd, I was involved in planning and development conversations and gatherings. These engagements were dedicated to exploring the promising development prospects within East Eagle 160 acres, deliberating over the North Broadway low-income tax credit housing initiative, and strategizing around the pressing need for affordable housing solutions in West Eagle. Additionally, I attended numerous dialogues focusing on the intricacies of the Haymeadow development endeavor and the imperative considerations surrounding the Brush Creek Road extension project. While many of these discussions are ongoing, our commitment remains steadfast in keeping the Council fully informed and engaged in the decision-making process as it unfolds.

The Eagle Pool Replacement Project update: With the support of the design and construction contractors, the staff have submitted a minor development permit application and are currently working with the Community Development Department to move through the process. The construction team is finalizing costs, and the project partners are factoring in the recently awarded GOCO grant into the overall project budget. The team is working hard to ensure the budget adequately reflects the work necessary to ensure a stable foundation by mitigating the poor soils. Additionally, following the community input over the past few months, the updated design includes a 6-lane lap pool, a leisure pool with lazy river, and elements that can be added in, pending funding. The pending amenities include spray features in the leisure pool and the water slides. Infrastructure for pending amenities will be included in the construction to enable future installation, if needed.

Town staff and Mountain Recreation are hosting a **Community Open House at the Eagle Pool and Ice Rink on Thursday, March 28th from 4:30-6:30 p.m.** where the final design plans will be shared. The review of the minor development permit is scheduled for a hearing with the Planning and Zoning Commission on April 16th. Pending permit approval, staff anticipate construction to start by early June.

Administration and organization update:

Under the leadership of Eddie Salam from Strategic Government Resources, the Chief of the Police selection committee, along with a team consisting of Pappy Krest, Bryan Woods, Melissa Daruna, Lynette Horan, and myself, meticulously reviewed 20 applicants, narrowing them down to 10 and subsequently to 5 for in-person interviews. During the week of April 1-5, we have scheduled interviews and a public meet-and-greet for the candidates on April 4 in the Council Chambers from 5:30 – 7:30 p.m.

We are now gearing up for interviews for the Community Development Director position. Two candidates are scheduled for interviews from March 25-29. The interview committee, consisting of Mayor Turnipseed, Melissa Daruna, Cliff Simonton, Lynette Horan, and myself, is prepared for this crucial step.

As of 2024, we've filled seven of our community's vacant positions. However, we focus on addressing the remaining twelve vacancies, comprising seven full-time roles and five seasonal opportunities. With a proactive stance, the Town has implemented strategic recruitment measures to attract highly qualified candidates, recognizing their significant impact on enhancing our community's quality of life. Our commitment to securing the best-suited individuals underscores our dedication to fostering a thriving environment. This commitment aligns with our overarching goal of ensuring continual progress and well-being for our esteemed residents.

WORK SESSIONS:

To help the Town Council keep track of upcoming work sessions, below is a table of topics to discuss over the next several months. Preparing in advance is helpful since it takes planning to execute a work session. Staff will keep this table in this report and make changes as needed. The topics are subject to change:

Date	Topic
January 2, Work Session	***(Meeting Cancelled)***
February 6, Work Session	EVC priorities and goals for 2024
March 5, Work Session	Eagle Quality of Life Initiatives
April 2, Work Session	
May 7, Work Session	EVTA – Tanya and Scott will present an update on EVTA
Request for Additional Work Sessions	**Topic**

To: Mayor and Town Council

From: Jill Kane, Finance Director

Date: March 26, 2024

Re: December 31, 2023 Budget to Actual Report and Revenue Analysis

This report is a revenue analysis for the period, ending December 31, 2023. Attached to this revenue analysis is the corresponding *Budget to Actual Report.* This analysis provides a narrative for all revenues that had significant changes from December 2022 compared to December 2023. This report also discusses any budget to actual significant variances.

In 2023, all Town funds finished with gross revenues exceeding expenditures. The 2023 Town-wide ending fund balances were increased by approximately $11.5 million, compared to our revised 2023 budget which projected an approximate $2.2 million increase. $7.7 million of the $9.3 million variance between actual versus projected is due to less spending on capital projects than projected. During the first 2024 supplemental budget hearing, which will be held during the first meeting in April, Staff will present Council with a comprehensive report on 2023 capital items, including a request to roll over specific project expenditures to 2024.

Please review the attached *Budget to Actual Report* in conjunction with the analysis below. For the year end (YE) 2023 *Budget To Actual Report*, staff included 2022 actuals for comparison purposes. The report also includes the final revised 2023 budgeted amounts. The column that calculates the *unearned* or *unexpended* amount and percentage compared to budget are for collections/spending for the entire year compared to the final budget amounts.

*A significant change is considered to be a variance that is greater than $15,000 **AND** 10% over the prior year. If council has any questions for amounts below this threshold staff is happy to provide additional detail.*

Town-wide Interest Accounts – In order to not repeat this information for every fund, this comment is directed at all interest accounts for all funds. Most of the Town's funds are held in COLOTRUST. Interest rates continue to see a steady increase. At the end of 2021 the interest rate for Town accounts was approximately 0.05%. With the Federal Reserve raising interest rates in 2022, COLOTRUST saw a healthy increase in interest rates, ending the 2022 at 4.51%. There is a significant year over year (YOY) increase in all interest accounts. The Federal Reserve last raised rates by another 25 basis points in July 2023 and we finished out the year with a 5.58% interest rate. Staff is expecting to see rates drop in 2024.

General Fund Revenues – Budget to Actual - In 2023 the General Fund collected 99% of budgeted revenues. Revenues exceed expenditures by $171,161, which is $607,309 higher than anticipated in the revised 2023 budget.

- **Tax Revenue**
  - **Sales Tax:** Regular sales tax ended the year at $8,296,117 compared to $7,988,190 last year. Collections are up $307,927 or 4% over prior year (PY). The Town had budgeted a 5% increase for

2028 and due to a couple of down months in September and October we ended the year at 98% of budget. Since 2016 the Town has been able to increase sales tax by approximately $4.5 million or 122%. Here is a link for the [2023 year-end sales tax report](#).

- **Lodging Tax – Marketing:** There is a year over year (YOY) increase in lodging tax revenues of $25,968 or 10%. This increase is due to increases in both short term rental tax collection (approximately $10K town-wide) and Hotel lodging Tax (approx. $42K town-wide) . The lodging tax collected is split equally between Marketing & Events in the General Fund and the Open Space Fund. The Town collected $275,519 in marketing lodging tax revenues which is 104% of budgeted revenue, compared to $249,550 collected in 2022.

- **Licenses & Permits**

    - **Building Permits:** Building Permits are up $226,623 or 39% over PY. Building permit revenue will fluctuate based on the timing and size of projects. In 2023 there were 238 permits pulled with a valuation of approximately $90,832,261, compared to 248 permits in 2022 with a valuation of approximately $40,319,935. The significant increase in 2023 is mainly due to Hockett Gulch and Haymeadow.

    - **Electrical Permits:** Electrical Permits are up $72,115 or 229% over PY. In 2023 we collected 103,663 which is 111% of budgeted revenues, compared to $31,548. This is mainly due to the Reserve at Hocket Gulch and Haymeadow in which we collected $81,607.

- **Intergovernmental Revenue**

    - **Grants:** The Town collected $909,430 in General Fund grants for 2023 compared to $83,543 in 2022. Most grant collections are received closer to year-end or just after year end. General Fund grants collected in 2023:
        - HB21-1271: IHOP-PLN010 Eagle Innovative Housing Strategies $2,088 *(Complete)*
        - CO Parks & Wildlife: Human-Bear Conflict Reduction Grant Program - $22,022 *(Complete)*
        - DOLA - SLFRF - IHOI-INC038 3rd Steet Housing Project - $885,318 *(The remaining $214,682 of this grant will be rolled over and completed in 2024)*

    - **Intergovernmental Contribution:** The Town collected $68,306 in 2023 compared to $33,663 in 2022. This revenue is solely for the Town's collection of the 50% split in costs of the School Resource Officer position from Eagle County School District. The agreement was effective for the last six months of 2022, thus the revenue doubled in 2023.

- **Charges for Services**

    - **Planning & Zoning Fees:** There is a YOY decrease of $17,732 (-49%)**.** Planning & Zoning fees fluctuate based on the timing of projects and are not consistent YOY. Of the $18,450 collected in 2023, approximately $3,800 was for Eagle County's West Eagle Project, $4,100 was for North Broadway, and $3,050 was for 263 Sawatch.

    - **Planning & Zoning Reimbursable:** This revenue varies year over year based on the current projects and what is required. P&Z reimbursables for 2023 were $60,373 less than 2022. We ended 2023 $30,966 below budget. This revenue has a net zero impact on the Town's fund balance since all revenues are based on expenditures charged to contractors. We tend to be conservative in budgeting for this revenue and corresponding expenses to ensure that we have enough appropriated to cover all reimbursable expenses.

- **Broadband Service Fees:** The Town collected $93,478 in broadband service fees, this is an increase of $71,938 from 2022. The increase is due to the Town not receiving revenues from Aspen Wireless until April of 2023 for the Town's business wireless pilot project that started in 2022. In 2023 we also offered a limited number of residential wireless accounts. These amounts will be collected within the Broadband fund starting in 2024. Fees to ISP services providers will continue to be collected within the general fund.

- **Real Estate Transfer Fee (RETA):** The Town collected the first real estate transfer fee from a purchase of Haymeadow Mount Hope Circle properties for $36,936. The Town will collect RETAs for the following developments per their development agreements:
  - *Haymeadow – 0.60% (No maximum)*
  - *Red Mountain Ranch – 0.40% (No maximum)*
  - *Reserve at Hockett Gulch – 2% ($250,000 maximum assessment per transfer)*

  Finance pulls a monthly "Town of Eagle Sales Report" from the County to ensure that we are collecting all necessary RETAs.

- **Disposable Bag Usage Fees:** Under a bill passed by the Colorado State Legislature in 2021, the Town placed a 10-cent fee on all single-use disposable bags supplied by large retailers to customers (plastic and paper bags) starting January 1, 2023. The Town collected $29,899 in disposable bag fees in 2023. Monies from the fees are split 40/60 between the retailer and Town. Funds are required to be used for admin costs, enforcement costs, or to support efforts for recycling, composting, or other waste diversion programs and related outreach and educational activities. Finance will be working with staff on a plan to utilize these funds most effectively and will bring options back to Council during the next budget process.

- **Miscellaneous Revenue**

  - **Sale of Fixed Assets:** The $31,600 received was for five (5) public safety dodge chargers, all of which were fully depreciated and thus the Town will receive a gain on the sale of the vehicles.

  - **Insurance Proceeds:** The Town has collected $24,299 in insurance proceeds for three separate accidents that occurred in 2023. When an accident occurs, the Town repairs the damage, and we are reimbursed via subrogation from the at-fault driver's insurance carrier. The Town must budget for both the revenue and expenditure. These revenues are unpredictable and vary widely year over year due to timing and number of incidents.

<u>Enterprise Fund Revenues – Budget to Actual</u>

- **Water Fund** – In 2023 the Water Fund collected 7,581,015 or 101% of budgeted revenues. Revenues exceed expenses by $3,768,456. This is $4,361,126 more than projected due to a delay in completion of water capital projects in 2023. During the first 2024 supplemental budget hearing, which will be held during the first meeting in April, Staff will present Council with a comprehensive report on 2023 capital items, including a request to roll over specific project expenditures to 2024.

  - **Water Materials & Other:** These fees are mainly meter fees collected for new or redeveloped construction. The Town ended the year at $16,150, which is $53,400 less than 2022 and $17,850 below budget. This decrease is due to the timing of construction in 2023 compared to 2022 as well as the fact that we are still waiting on payment for meter fees from Reserve and Hocket Gulch and Haymeadow.

- **Plant Investment Fees:** Year to date the Town has collected $2,011,238 in water plant investment fees (PIF). This is an increase of $1,014,565 or 102% over 2022. Finishing the year at 102% the projected budget. This is revenue that is mainly collected on new construction and will fluctuate based on the timing of projects. 2023 revenues were mainly single-family new builds with the exception of a few projects that impacted PIF collections more significantly:
    - Reserve at Hocket Gulch - $1,640,674 *(Fee not yet fully collected on phase 1)*
    - Haymeadow 7 Hermit Condos - $83,768

- **Wastewater Fund** – In 2023, Wastewater collected $5,746,108 which was approximately 100% of budgeted revenues. Revenues exceeded expenditures by $3,145,011. This is $1,117,417 more than projected due to a delay in completion of wastewater capital projects in 2023. During the first 2024 supplemental budget hearing, which will be held during the first meeting in April, Staff will present Council with a comprehensive report on 2023 capital items, including a request to roll over specific project expenditures to 2024.

    - **Plant Investment Fees:** In 2023 the Town collected $2,181,120 in wastewater plant investment fees which is a 319% increase compared to $597,800 in 2022. The amount collected is 101% of projected budget. Like water PIF, this is a revenue that is mainly collected on new construction projects and will fluctuate based on the timing of projects. 2023 revenues were mainly single-family new builds with the exception of a few projects that impacted PIF collections more significantly:
        - Reserve at Hocket Gulch - $1,441,000 *(Fee not yet fully collected on phase 1)*
        - Haymeadow 7 Hermit Condos - $584,000

- **Refuse Fund** – In 2023 the Refuse Fund collected $813,462 which is 100% of budgeted revenues. Revenues exceeded expenditures by $28,465 due to savings in repair and maintenance expenses. The Town budgets for grinding of the yard waste site material annually, however, it is not always required. The $116,824 in increase revenue collected is due to the next contract established with Vail Honeywagon in 2023 which became effective for billing purposes for the last two months of 2023.

- **Stormwater Fund** – In 2023 the Stormwater Fund collected $91,818 which is 101% of budgeted revenues. Revenues exceed expenditures by $48,608 due to projected expenses. The Town is working on building fund balance up for future maintenance projects.

Capital Improvement Fund Revenue– Budget to Actual – In 2023 the Capital Improvements Fund collected $5,975,407 or 101% of budgeted revenues. All capital improvement fund revenues are one-time revenues and are based on the timing of projects. The General Fund interfund transfer to the Capital Improvements Fund in the amount of $2,550,000 accounted for 42.7% of budgeted revenues for 2023. At yearend revenues exceed expenditures by $3,973,911, which was $1,502,630 more than anticipated due to a delay in projected capital project expenditures.

- **Fee In Lieu – LERP:** The Town collected the second payment from Red Mountain Ranch (RMR) in the amount of $375,000 for a cash in lieu payment for local employee residences. The total amount collected from RMR is $750,000 currently being held in the Capital Improvements fund.

- **Developer Contribution – Grand Avenue:** The collection of $220,850 is for Hockett Gulch based on section 10.7 of the Development Agreement (DA). The Town collected $3,500/EQR for the development. Hockett received an 88 EQR discount for the first building permit per the DA.

- **Public Safety Impact Fees:** The Town collected $311,222 in public safety impact fees in 2023 compared to $63,957 in 2022. The fees collected in 2023 are almost entirely for Hockett Gulch.

- **Street Impact Fees:** The Town has collected $194,940 in street impact fees in 2023 compared to $32,948 in 2022. The majority of fees collected are due to Hockett Gulch ($145,865.68) and Haymeadow ($46,048).

- **Use Tax:** The Town collected $1,630,811 in 2023, compared to $828,862 in 2022. $1,344,000 of use tax collected is due to Hockett Gulch and Haymeadow.

- **Grants:** Finance originally budgeted revenue for the DOLA EIAF Grand Avenue Utilities Planning grant in the Capital Improvements fund. After further review, staff noted that the expenditure and grant revenue should be spent and collected in the Town's water and wastewater funds.

Sales Tax Capital Improvement Fund (STCIF) – Budget to Actual – In 2023 the STCIF has collected 1,268,071 or 101% of budgeted revenues and finished the year with revenues exceeding expenditures by $198,383, which was $1,336,632 more than the projected budget and due to a delay in the completion of STCIF capital projects. During the first 2024 supplemental budget hearing, which will be held during the first meeting in April, Staff will present Council with a comprehensive report on 2023 capital items, including a request to roll over specific project expenditures to 2024.

- **Transfer from General Fund –** The STCIF received a $103,000 transfer from the General fund in 2023 due to transfer the funds received from the settlement between Eagle County School District and the Town of Eagle. Staff recommend that the funds be held in the STCIF instead of the General Fund since the use of funds is for multi-recreational purposes which align with the STCIF purposes and may be used for the construction of the pool rebuild.

Open Space Fund Revenues – Budget to Actual – In 2023 the Open Space Fund has collected $465,835 or 100% of budgeted revenues, which included a transfer of $150,000 from the General Fund. Revenue exceeded expenditures by $81,715 which was $34,206 more than expected due mainly to saving in trail repair & maintenance expenditures and the spending on the o/s signage project.

- **Lodging Tax – Open Space:** There is a year over year (YOY) increase in lodging tax revenues of $25,968 or 10%. This increase is due to increases in both short term rental tax collection (approximately $10K town-wide) and Hotel lodging Tax (approx. $42K town-wide). The lodging tax collected is split equally between Marketing & Events in the General Fund and the Open Space Fund. The Town collected $275,519 in marketing lodging tax revenues which is 104% of budgeted revenue, compared to $249,550 collected in 2022.

- **Grants:** The Town budgeted to collect $15,000 in grant funding from the America the Beautiful grant, through the Colorado Dept. of Agriculture, for open space weed mitigation treatments. The work was not able to be completed in 2023, funding will be rolled forward to 2024.

Conservation Trust Fund (CTF) – Budget to Actual – In 2023 the Conservation Trust Fund collected $61,702 or 110% of budgeted revenues and finished the year with revenues exceeding expenses by that same amount since no CTF projects were budgeted in 2023. Although a relatively consistent revenue, there are fluctuations throughout the year based on lottery ticket sales, however we did end up receiving 10% more revenues over 2023. There were no revenue variances that exceeded the threshold for additional comment.

Downtown Development Authority Fund (DDA) – Budget to Actual – In 2023 the DDA Fund collected $38,858 in revenue which was 100% of budgeted projections and included a transfer of $20,000 from the General Fund. This transfer was significantly less than the $65,000 transfer made in 2022, which was due to the DDA beginning the collection of TIF property taxes in 2023, totaling $17,502. Revenues exceeded expenditures by $25,326 due to saving in legal and professional services.

TOWN OF EAGLE - GENERAL FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED	% TO BUDGET
TAX REVENUE						
General Property	$ 384,916	$ 382,588	99%	$ 381,304	$ (1,284)	100%
Specific Ownership	20,796	21,902	105%	21,000	(902)	104%
Sales Tax	7,988,190	8,296,117	104%	8,430,000	133,883	98%
Marijuana & Tobacco Sales Tax	859,065	815,619	95%	811,000	(4,619)	101%
Severance Tax	234	281	120%	281	0	100%
Federal Mineral Tax	278	1,865	672%	1,865	(0)	100%
Franchise Tax	293,817	298,286	102%	295,000	(3,286)	101%
Marketing Lodging Tax	249,550	275,519	110%	264,033	(11,486)	104%
TOTAL TAX REVENUE	$ 9,796,846	$ 10,092,176	103%	$ 10,204,483	112,307	99%
LICENSE & PERMIT REVENUE						
Business Licenses	$ 46,475	$ 37,975	82%	$ 33,500	$ (4,475)	113%
Liquor Licenses	9,853	12,583	128%	8,555	(4,028)	147%
Tobacco & Marijuana Licenses	7,000	6,500	93%	7,000	500	93%
Marketing Fee - License	-	-	-	-	-	-
Building Permits	585,247	811,869	139%	797,000	(14,869)	102%
Electrical Permits	31,548	103,663	329%	93,000	(10,663)	111%
Road Cut Permits	6,160	1,780	29%	2,500	720	71%
Sign Permits	600	650	108%	550	(100)	118%
Special Event Permits	1,050	125	12%	375	250	33%
TOTAL LICENSE & PERMIT REVENUE	$ 687,933	$ 975,145	142%	$ 942,480	$ (32,665)	103%
INTERGOVERNMENTAL REVENUE						
Motor Vehicle License Fee	$ 35,269	$ 31,389	89%	$ 31,500	$ 111	100%
Highway Users Tax	267,587	270,286	101%	242,117	(28,169)	112%
Road & Bridge Fund	113,519	112,800	99%	113,000	200	100%
County Sales Tax	277,166	288,605	104%	292,000	3,395	99%
Grants	83,543	909,430	1089%	1,122,838	213,408	81%
Intergovernmental Contributions	33,663	68,306	203%	68,336	30	100%
TOTAL INTERGOVERNMENTAL REVENUE	$ 810,747	$ 1,680,817	207%	$ 1,869,791	$ 188,974	90%
CHARGES FOR SERVICES						
Planning & Zoning Fees	$ 36,183	$ 18,450	51%	$ 22,000	$ 3,550	84%
Planning & Zoning Reimbursable	169,407	109,034	64%	140,000	30,966	78%
Facility Usage Fees	73,277	62,895	86%	60,000	(2,895)	105%
Facility Usage Deposits	4,386	3,928	90%	1,640	(2,288)	239%
Inspections Reimbursable	-	-	-	-	-	-
Planning Contributions-Developers	-	-	-	-	-	-
Sponsorship & Event Revenue	14,372	11,030	77%	15,200	4,170	73%
Broadband Service Fees	21,540	93,478	434%	67,000	(26,478)	140%
Real Estate Transfer Assessment	-	36,936	-	-	(36,936)	-
Disposable Bag Usage Fee	-	29,899		-	(29,899)	-
TOTAL CHARGES FOR SERVICES	$ 319,165	$ 365,649	115%	$ 305,840	$ (59,809)	120%
FINES & FORFEITURES						
Fines & Forfeits	$ 42,915	$ 42,162	98%	$ 33,000	$ (9,162)	128%
Police Surcharge	3,708	7,921	214%	7,500	(421)	106%
Police Miscellaneous	9,236	9,559	103%	7,400	(2,159)	129%
Police Grants	25,676	16,868	66%	16,821	(47)	100%
Special Duty Reimbursable	25,249	24,047	95%	30,000	5,953	80%
TOTAL FINES & FORFEITURES	$ 106,784	$ 100,557	94%	$ 94,721	$ (5,836)	106%
MISCELLANEOUS REVENUE						
Interest & Penalties Total	$ 207,851	$ 567,117	273%	$ 527,200	$ (39,917)	108%
Contributions & Donations	-	100		-		
Rental Income	18,347	21,610	118%	21,350	(260)	101%
Sales of Fixed Assets	14,000	31,600	226%	31,600	-	100%
Insurance Proceeds	8,278	24,299	294%	24,300	1	100%
Other Miscellaneous Revenue Total	18,168	22,918	126%	17,343	(5,575)	132%
TOTAL MISCELLANEOUS REVENUE	$ 266,644	$ 667,645	250%	$ 621,793	$ (45,852)	107%

TOWN OF EAGLE - GENERAL FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED	% TO BUDGET
TRANSFERS FROM OTHER FUNDS						
Water Fund	$ 75,198	$ 104,374	139%	$ 104,374	$ -	100%
Wastewater Fund	54,454	56,405	104%	56,405	-	100%
Refuse Fund	20,000	14,000	70%	14,000	-	100%
Open Space	13,328	15,990		15,990		
TOTAL TRANSFERS FROM OTHER FUNDS	$ 162,981	$ 190,769	117%	$ 190,769	$ -	100%
TOTAL GENERAL FUND REVENUES	$ 12,151,100	$ 14,072,758	116%	$ 14,229,877	$ 157,119	99%

EXPENDITURES

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEXPENDED	% TO BUDGET
TOWN COUNCIL	$ 163,317	$ 219,199	134%	$ 262,196	$ 42,997	84%
GENERAL GOVERNMENT	348,335	1,467,450	421%	1,760,822	293,372	83%
GENERAL ADMINISTRATION	681,226	841,075	123%	878,698	37,623	96%
INFORMATION TECHNOLOGY	616,318	790,757	128%	887,867	97,110	89%
COMMUNITY DEVELOPMENT	1,074,133	1,168,758	109%	1,303,645	134,887	90%
STREETS	1,749,198	1,879,505	107%	1,956,353	76,848	96%
ENGINEERING	296,587	292,451	99%	354,063	61,612	83%
BUILDINGS & GROUNDS	786,327	1,066,990	136%	1,159,576	92,586	92%
PUBLIC SAFETY	2,288,785	2,743,262	120%	2,970,627	227,365	92%
MUNICIPAL COURT	74,975	90,212	120%	98,921	8,709	91%
INFORMATION CENTER	20,688	27,491	133%	28,082	591	98%
EVENTS	365,534	424,442	116%	430,732	6,290	99%
COMMUNICATION & MARKETING	-	67,004	-	93,764	26,760	71%
TRANSFERS TO OTHER FUNDS	3,215,000	2,823,000	88%	2,823,000	-	100%
TOTAL GENERAL FUND EXPENDITURES	$ 11,680,421	$ 13,901,598	119%	$ 15,008,346	$ 1,106,748	93%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 470,679**	**$ 171,160**	**36%**	**$ (778,469)**	**$ (949,629)**	**-22%**

TOWN OF EAGLE - WATER FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Debt Service Surcharge	$ 475,812	$ 476,936	100%	$ 476,150	$ (786)	100%
Water Sales - In Town	3,465,345	3,534,121	102%	3,559,000	24,879	99%
Water Sales - Out Of Town	525,874	546,043	104%	546,000	(43)	100%
Water Materials & Other	69,550	16,150	23%	34,000	17,850	48%
Plant Investment Fees (Tap Fees)	996,673	2,011,238	202%	1,970,000	(41,238)	102%
Water Fund Interest	228,176	927,342	406%	840,000	(87,342)	110%
Water Rights Interest	17,943	39,016	217%	40,500	1,484	96%
Grants	5,000	11,875	238%	-	(11,875)	-
Service Charge	19,265	17,790	92%	15,200	(2,590)	117%
Reimbursable Income	1,595	505	32%	-	(505)	-
TOTAL WATER FUND REVENUE	$ 5,805,233	$ 7,581,015	131%	$ 7,480,850	$ (100,165)	101%
EXPENDITURES						
TOTAL WATER FUND EXPENDITURES	$ 2,924,150	$ 3,812,559	130%	$ 8,073,520	$ 4,260,961	47%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 2,881,083**	**$ 3,768,456**	**131%**	**$ (592,670)**	**$ (4,361,126)**	**-636%**
				$ (4,361,126)		

TOWN OF EAGLE - WASTEWATER FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Wastewater Sales	$ 2,881,999	$ 2,995,150	104%	$ 3,080,000	$ 84,850	97%
Wastewater Plant Investment Fees (Tap Fees)	597,800	2,181,120	365%	2,167,000	(14,120)	101%
Wastewater Interest	133,136	557,963	419%	525,000	(32,963)	106%
Grants	-	11,875	-	-	(11,875)	-
TOTAL WASTEWATER FUND REVENUE	$ 3,612,936	$ 5,746,108	159%	$ 5,772,000	$ 25,892	100%
EXPENDITURES						
TOTAL WASTEWATER FUND EXPENDITURES	$ 2,496,832	$ 2,601,097	104%	$ 3,744,406	$ 1,143,309	69%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 1,116,103**	**$ 3,145,011**	**282%**	**$ 2,027,594**	**$ (1,117,417)**	**155%**

TOWN OF EAGLE - REFUSE FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Trash Fees	$ 622,374	$ 724,472	116%	$ 724,000	$ (472)	100%
Yardwaste Fees	41,456	41,815	101%	41,700	(115)	100%
Admin Fee	27,585	30,167	109%	30,000	(167)	101%
Interest	5,223	17,007	326%	16,050	(957)	106%
TOTAL REFUSE FUND REVENUE	$ 696,638	$ 813,462	117%	$ 811,750	$ (1,712)	100%
EXPENDITURES						
TOTAL REFUSE FUND EXPENDITURES	$ 669,863	$ 784,997	117%	$ 794,388	$ 9,391	99%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 26,774**	**$ 28,465**	**106%**	**$ 17,362**	**$ (11,103)**	**164%**

TOWN OF EAGLE - STORMWATER FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Stormwater Fees	$ 90,202	$ 91,818	102%	$ 91,000	$ (818)	101%
Interest	1,674	9,584	572%	8,850	(734)	108%
Miscellaneous	-	-	-	-	-	-
Transfer From General Fund	-	-	-	-	-	-
TOTAL STORMWATER FUND REVENUE	$ 91,876	$ 101,402	110%	$ 99,850	$ (1,552)	102%
EXPENDITURES						
TOTAL STORMWATER FUND EXPENDITURES	$ 3,876	$ 52,795	1362%	$ 50,485	$ (2,310)	105%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 88,000**	**$ 48,608**	55%	**$ 49,365**	**$ 757**	**98%**

TOWN OF EAGLE - CAPITAL IMPROVEMENTS FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE PERIOD ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Capital Improvements Interest	$ 114,643	$ 539,303	470%	$ 528,000	$ (11,303)	102%
Community Enhancement Interest	5,478	11,310	206%	12,500	1,190	90%
Devolution & Transportation Interest	29,195	90,730	311%	86,000	(4,730)	105%
Community Enhancement Fund	50,906	51,242	101%	51,924	682	99%
Fee In Lieu - LERP	-	375,000	-	375,000	-	100%
Developer Contribution - Grand Ave.	-	220,850	-	220,850	-	100%
Public Safety Impact Fees	63,957	311,222	487%	306,074	(5,148)	102%
Street Impact Fees	32,948	194,940	592%	192,000	(2,940)	102%
Use Tax	828,862	1,630,811	197%	1,560,000	(70,811)	105%
Grants	68,750	-	0%	25,000	25,000	0%
Transfer From General Fund	3,000,000	2,550,000	85%	2,550,000	-	100%
TOTAL CAPITAL IMPROVEMENTS FUND REVENUE	$ 4,194,740	$ 5,975,407	142%	$ 5,907,348	(68,059)	101%
EXPENDITURES						
TOTAL CAPITAL IMPROVEMENT FUND EXPENDITURES	$ 1,250,765	$ 2,001,497	160%	$ 3,436,067	1,434,570	58%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 2,943,975**	**$ 3,973,911**	**135%**	**$ 2,471,281**	**(1,502,630)**	**161%**

TOWN OF EAGLE - SALES TAX CAPITAL IMPROVEMENTS FUND (STCIF)
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE PERIOD ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Sales Tax	$ 998,524	$ 1,037,015	104%	$ 1,054,000	$ 16,985	98%
Interest - Colotrust	35,234	128,056	363%	100,000	(28,056)	128%
Contributions & Donations	5,000	-	0%	-	-	-
Transfer from General Fund	-	103,000	-	103,000	-	100%
TOTAL STCIF REVENUE	$ 1,038,758	$ 1,268,071	122%	$ 1,257,000	(11,071)	101%
EXPENDITURES						
TOTAL STCIF EXPENDITURES	$ 515,102	$ 1,069,688	208%	$ 2,395,249	1,325,561	45%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 523,655**	**$ 198,383**	**38%**	**$ (1,138,249)**	**(1,336,632)**	**-17%**

TOWN OF EAGLE - OPEN SPACE FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE PERIOD ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Lodging Tax	$ 249,550	$ 275,519	110%	$ 264,033	$ (11,486)	104%
Penalty & Interest	656	383	58%	300	(83)	128%
Open Space Interest	11,708	39,933	341%	35,000	(4,933)	114%
State Grants	-	-	-	15,000	15,000	0%
Intergovernmental Contributions	2,062	-	0%	-	-	-
Transfer from General Fund	150,000	150,000	100%	150,000	(149,999)	100%
TOTAL OPEN SPACE FUND REVENUE	$ 413,977	$ 465,835	113%	$ 464,333	$ (1,502)	100%
EXPENDITURES						
TOTAL OPEN SPACE FUND EXPENDITURES	$ 343,025	$ 384,120	112%	$ 416,824	$ 32,704	92%
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 70,952**	**$ 81,715**	**115%**	**$ 47,509**	**$ (34,206)**	172%

TOWN OF EAGLE - CONSERVATION TRUST FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE PERIOD ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
Lottery Proceeds	$ 47,859	$ 52,736	110%	$ 47,300	$ (5,436)	111%
Conservation Trust Interest	2,463	8,967	364%	8,800	(167)	102%
TOTAL CONSERVATION TRUST FUND REVENUE	$ 50,322	$ 61,702	123%	$ 56,100	$ (5,602)	110%
EXPENDITURES						
TOTAL CONSERVATION TRUST FUND EXPENDITURES	$ 23,984	$ -	0%	$ -	$ -	-
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 26,338**	**$ 61,702**	**234%**	**$ 56,100**	**$ (5,602)**	**110%**

TOWN OF EAGLE - DOWNTOWN DEVELOPMENT AUTHORITY FUND
REVENUES & EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE PERIOD ENDING DECEMBER 31, 2023

	PY ACTUAL	YTD ACTUAL	% TO PY	REVISED BUDGET	UNEARNED/ UNEXPENDED	% TO BUDGET
REVENUES						
TIF PROPERTY TAXES	$ -	$ 17,502	-	$ 17,386	$ (116)	101%
DDA INTEREST	14	1,355	9717%	$ 1,300	(55)	104%
TRANSFER FROM GENERAL FUND	65,000	20,000	31%	20,000	-	100%
TOTAL DDA FUND REVENUE	$ 65,014	$ 38,858	60%	$ 38,686	$ (172)	100%
EXPENDITURES						
TOTAL DDA FUND EXPENDITURES	$ 58,653	$ 13,532	23%	$ 37,398	$ 37,398	$ 23,866
NET REVENUES OVER(UNDER) EXPENDITURES	**$ 6,361**	**$ 25,326**	**398%**	**$ 1,288**	**$ 1,288**	**$ (24,038)**

To:	Mayor Turnipseed and Town Council
From:	Melissa Daruna
Date:	March 26, 2024
Agenda Item:	Culture Journey: Our New Culture Statement

REQUEST: Provide the Town Council with an update on staff's culture journey work, drafting our culture statement, and the next steps in the process.

BACKGROUND:
The culture of an organization defines the employees' work experience. Culture is what it looks and feels like to be part of the organization. It guides how we show up to work, relate to our coworkers and connect with the mission of the Town. The staff are thrilled to report that our organizational culture work is well underway and making great progress. We have reached a critical milestone by establishing our first ever culture statement: *Fostering teamwork through inclusivity, empowerment, and understanding.* This statement is the product of months of staff engagement, feedback, and insight.

In September 2023 the Town engaged Dr. Karah Maloley to establish a roadmap for our leadership and culture work. The work began with individual interviews with department leaders, a staff-wide survey, and follow-up planning sessions with Larry and Melissa. From there, staff worked with Karah to coordinate a leadership retreat in November. The department leads spent a day discussing the survey feedback and how the mission, vision, and values of the Town impact our culture and where we want to take the culture in the future. At the conclusion of the retreat, the group decided to convene other staff representatives from various staff levels across all departments to draft a culture statement.

That culture statement drafting group met in January to brainstorm and create 3 draft statements. The entire staff was then surveyed for their preference and additional ideas on the statements. The drafting group reconvened and applied the feedback to the revised statement we have today. During the discussion, staff determined that establishing a common understanding of the key terms in the statement would increase clarity on what the statement looks like in action. This final stage of adding context to the statement is ongoing and expected to be wrapped up in the coming weeks.

Having an established statement serves as the guiding principle for our current and future work to strengthen our culture. As we look ahead to the remainder of 2024, we are creating the attached workplan for bringing the statement to life. This will include increased employee engagement opportunities, new training, a review of our processes and procedures and planning for annual investment in our staff's leadership development.

ANALYSIS: Over the course of the last 6 months of engaging our staff in this process we have gained many valuable insights. Some staff are very energized by the discussion alone. Others are eager to see action. We believe the key to success is to stick with it. Shifting and strengthening our culture is truly a journey and the pace will vary at times. We are committed to supporting the work environment we and our teams aspire to have at the Town of Eagle. While this may be just the beginning, it is a powerful start that will set the stage for more positive shifts.

COMMUNITY INPUT: Not applicable

BUDGET/STAFF IMPACT: The 2024 budget allocates $35,000 toward organizational culture and leadership development. An additional $11,000 was allocated for leadership training. With these resources, we are able to send 18 staff members through the High Performance Leadership program of the Professional Development Academy in 2024, finalize our work on the culture statement, invest in employee engagement opportunities and bring in additional organization-wide trainings on topics requested by staff.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED: This work directly aligns with the strategic goal to "Strengthen Town Organization and Culture."

RECOMMENDED ACTION OR PROPOSED MOTION: None.

ATTACHMENTS:

- Culture Journey 2024 Work Plan (link)

To: Mayor Turnipseed and Town Council

From: Kira Koppel, Sustainability Specialist

Date: March 21st, 2024

Agenda Item: Public Building Electrification Grant Application

REQUEST: Town staff requests that Town Council evaluate and approve the pursual of the state-issued Public Building Electrification Grant. This grant is authorized to provide public buildings with funding to explore and implement building system electrification measures and infrastructure upgrades required to support these technologies. This grant opportunity has two phases, both planning and implementation. Staff intends to pursue the joint Planning & Implementation Grant with support from Yearout Energy. As building electrification is a top strategy within our Internal Operations Net Zero Action Plan, staff encourages Council to approve this request.

BACKGROUND: The Public Building Electrification Grant (PBEG) exists to support the reduction of greenhouse gas emissions from public buildings in Colorado. The state recognizes that public buildings tend to be older buildings with high energy needs and high energy costs, and that energy upgrades can be cost-prohibitive and deprioritized compared to executing public services. The PBEG program was designed to support public buildings in need of financial and technical assistance to transition fossil fuel powered HVAC systems, water heating systems, or fossil fuel-powered appliances to highly efficient electric equipment and appliances. The program aims to scale up beneficial electrification in Colorado, reduce energy consumption in public buildings, and reduce the energy burden for public entities so money saved on energy bills can be put to public service, among other program goals.

Town staff have contacted the grant manager at the Colorado Energy Office and initiated preparation for the town's application. We are confident we can put forth a compelling application for this grant funding. Since we are in the process of entering into an Energy Performance Contract with Yearout Energy, the application is further streamlined.

Yearout Energy is supporting the data gathering for the grant application and all materials are due on April 5th, 2024.

ANALYSIS: Building electrification is a top strategy within the town's Internal Operations Net Zero Action Plan. This opportunity will provide much-needed funding to support this initiative. The planning portion of the grant will complete two critical steps in moving toward net zero for town operations: establishing our baseline and identifying feasible building electrification projects. Our forthcoming Energy Performance Contract with Yearout Energy positions us well for this grant opportunity, as we have already created a strong partnership that will support the work to come: building energy audits included in the planning phase of the grant and eventually, building retrofits and electrical upgrades that may take place, should we receive an implementation award. Building electrification has been identified in our forthcoming Energy Performance Contract as phase two, with the solar project at the Lower Basin Water Treatment Facility & Wastewater Treatment Facility campus identified as phase one.

This grant pertains to the following buildings: Public Works Building, Town Hall, Old Town Hall, Brush Creek Pavilion Buildings, Chambers Park, and the Upper Basin Water Treatment Facility. Building selections were made based on existing energy infrastructure, greenhouse gas emissions reduction potential, and existing data gaps that will be filled by the planning effort. Please note the Old Town Hall will not be included in the implementation phase due to the nature of that building's redevelopment.

The Town has yet to spend any of the 2024 Sustainability Initiatives Budget that is reserved for town operations (75% or $187,500). This opportunity will result in a high GHG reduction impact, and funds will be heavily leveraged through the program (overall 5:1 match of grant funding: town contribution).

If funding is received, the town will be well-positioned to make changes that will drastically reduce our greenhouse gas emissions and contribute greatly to our 2028 net zero emissions goal. Conducting this work is included in the net zero action plan and has been identified as a priority for this year. This grant is well-aligned with a pragmatic approach to reducing town operations-produced greenhouse gas emissions.

COMMUNITY INPUT: No community input has yet been gathered for this grant application, though staff intends to solicit letters of support from the Adam Palmer Sustainability Fund, Holy Cross Energy, and others.

BUDGET / STAFF IMPACT: If awarded, the planning funds will cover up to $8,000 of the cost of building energy audits. Completing these audits and identifying viable projects is then required to unlock implementation funding. Yearout Energy has provided a quote of $17,660 to conduct the energy audits specified by the grant. This would result in a $9,660 expenditure from the 2024 Sustainability Initiatives Budget. Should we be successful in obtaining implementation phase funding of the highest amount ($750,000), the Town would be required to provide a 25% match. Matching funds can include in-kind contributions of up to 30 hours dedicated to executing the project, attending an electrification technology training, and rebates and incentives available to the project. Combined, those opportunities will contribute $21,225 to the match. This would result in a $166,275 expenditure from the 2024 Sustainability Initiatives Budget, bringing the total match up to $187,500 and the combined total project cost to $955,160. This assumes there will be electrification work needed up to that amount. If the planning phase identifies that electrification is less costly to pursue, total project costs could be reduced.

Project Phase	**Town Contribution**	**Grant Funding Pursued**	**Other funding opportunities**	**Total Cost**
Planning	$9,660	$8,000		$17,660
Implementation	$166,275	$750,000	$21,225	$937,500
Combined Total	$175,935	$758,000	$21,225	**$955,160**

If there is the opportunity to use the full amount of funds, $9,065 will remain in the 2024 Sustainability Initiatives Budget for the remainder of the year. Staff will also seek additional funding opportunities for the planning phase.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This policy aligns with the town's goal to elevate our relationship with the environment by supporting and demonstrating sustainability (Goal 4-3 of Elevate Eagle Comprehensive Plan) and with the town's strategic objective to invest in environmental and energy sustainability. It will also support further implementation of Town Council Resolution No. 56, a resolution adopting town-wide sustainability goals.

RECOMMENDED ACTION OR PROPOSED MOTION:
A motion to **APPROVE** pursuing the Public Building Electrification Grant from the Colorado Energy Office and to **APPROVE** an expenditure of $9,660 from the Sustainability Initiatives budget for the remaining planning funds required.

Please, note, if the town is granted approval to move forward with the implementation stage staff will make a separate request for Council to approve entering the implementation stage of the project, and to approve the expenditure of the implementation match from the 2024 Sustainability Initiatives Budget. There may also be the opportunity to leverage other town funds and retain a greater balance in the Sustainability Initiatives budget.

ATTACHMENTS:
- Public Building Electrification Grant Application Guidelines
- Town of Eagle Sustainability Funding Application – Public Building Electrification Grant Application
- Town of Eagle Sustainability Funding Policy

PUBLIC BUILDING ELECTRIFICATION GRANT APPLICATION GUIDELINES

February 2024

The following guidelines are designed to assist potential applicants in applying to the Public Building Electrification Grant (PBEG) program. Any organization applying for a grant in this program will be required to describe how the project for which funding is being requested has been well-planned, evaluated, and supported by the local governing body.

For any questions on this grant program, please contact Brittney VanCuran of the Colorado Energy Office (Brittney.VanCuran@state.co.us).

Grant Application Resources

The CEO developed the following resources to help applicants fill out their application forms. All resources are available on the PBEG Grant Program webpage.

- Glossary of Terms and Benefits of Electrification.
- Community Identification Resource: How to Identify as a Disproportionately-Impacted, Just Transition, or Low-Income Community.
- Sample Budget Form with Guidance to Calculate Match.
- Training Overview and Schedule for Match Contribution.

Table of Contents

Public Building Electrification Grant (PBEG) Program Purpose

The PBEG Program was created by HB 22-1362[1], to promote greenhouse gas emissions (GHGs) reductions from public buildings in the State of Colorado (State). Emissions from heating buildings are one of the five major sources of greenhouse gas pollution in the State, according to the State's Greenhouse Gas Pollution Reduction Roadmap. Furthermore, public buildings tend to be older buildings whose systems have high energy needs and high energy costs. Energy upgrades to public buildings often remain cost-prohibitive and are a lower priority than the execution of public services. In recognition of these challenges, the PBEG Program was designed to support public buildings in need of financial and technical assistance to transition fossil fuel powered HVAC systems, water heating systems, or fossil fuel-powered appliances to highly efficient electric equipment and appliances.

Projects that support electrification and energy efficiency projects for public buildings in Disproportionately Impacted, Low-Income, and/or Just Transition (DI / LI / JT) communities are highly encouraged. A minimum of 30% of total grant funding is reserved for projects in DI / LI / JT communities.

Program Goals

The objectives of the PBEG Program are to:

1. Scale up beneficial electrification in projects across Colorado, specifically in DI / LI / JT communities.
2. Reduce energy consumption in public buildings in Colorado.
3. Reduce harmful indoor air pollution and greenhouse gas emissions associated with burning natural gas and other fossil fuels that disproportionately impact low-income communities.
4. Reduce energy burden for public entities, with the intent of saving money spent on energy bills and reallocating those to other public services.
5. Support State-wide adoption of Colorado's updated Energy Code.
6. Spur electrification market transformation and technology advancement to accelerate the deployment of net-zero buildings.

Grant Eligibility

Who can apply?

Public Institutions are eligible to apply for PBEG funding including:

- Institutions of higher education;
- Local governments;
- School districts;
- State agencies; and

[1] House Bill (HB) 22-1362, the Building Greenhouse Gas Emissions Act, directed the Colorado Energy Office (CEO) to create a grant program that supports the electrification of public buildings called the Public Building Electrification Grant (PBEG) program. The development of the Grant Program is outlined in Section 24-38.5-405 of the House Bill.

- Special districts.
- Tribal governments

Public institutions in or serving DI / JT / LI communities are highly encouraged to apply.

- An applicant from one such community must verify their eligibility. The Community Identification Resource document provides guidance on how to identify if your community qualifies as disproportionately impacted, low-income, or just transition.
- *Note: An eligible entity may still apply even if they have received grant funding from a separate CEO program.*

What eligible costs does the PBEG Grant cover?

Eligible costs are limited to the following:

1. Energy audit to determine electrification equipment type and sizing for the project. Any energy audit funded by the PBEG grant must follow the guidelines for an ASHRAE Level II Audit or equivalent.

2. The purchase and installation of high-efficiency electric equipment for space heating, water heating, or cooking.

3. Electrical installations and upgrades necessary to support the installation of high-efficiency electric equipment.

4. The purchase and installation of other innovative high efficiency building technologies that the CEO decides will likely be the same or better efficiency as high efficiency heat pumps.

5. **DI / LI / JT Communities Only:** Administrative costs associated with the eligible costs described in the bullets above may be allowable. Administrative costs are defined as costs that do not directly relate to the electrification equipment, but instead support the implementation of the project and/or installation of the equipment. Administrative costs may include but are not limited to reimbursement for staff time for managing or coordinating the project, developing new equipment procedures for building operations staff, hiring an engineer or consultant, grant reporting, etc.

Grant Opportunities

The PBEG Program supports two funding opportunities. Funding will be limited to one Planning and Implementation grant OR one Implementation Grant per applicant.

1. Planning and Implementation Grant

This grant opportunity includes a planning phase and an implementation phase. The Planning and Implementation Grant is meant for applicants that need support in evaluating electrification measures for their building before executing an electrification project.

In order to qualify for the Planning and Implementation Grant, each applicant must conduct a preliminary energy analysis of future electric systems using the Energy Performance Improvement Calculator (EPIC) Tool or other industry approved energy analysis software.

Contact Brittney VanCuran at the Colorado Energy Office to start the energy analysis process and secure your report to submit with the application materials for the Planning Phase.

Planning Phase

The funds from this phase of the Planning and Implementation Grant shall be used for the following purposes:

1. **Energy audit or analysis.** The planning grant will fund the energy audit or analyses required to evaluate the electrification opportunities and determine electrification equipment type and sizing for the project. Any energy audit funded by the PBEG program must follow the guidelines for an ASHRAE Level II Audit or equivalent.

Applicants that are awarded the planning grant will be invited to apply for Implementation Funding if the results of the planning demonstrate an opportunity to execute a project.

Implementation Phase

An applicant to the Planning and Implementation Grant will unlock funding for the Implementation Phase once an applicant has shown that they successfully completed the Planning Phase. Funding details for the Implementation Phase are listed in the next section, "Implementation Grant."

The applicant must submit the energy audit(s) conducted during the Planning Phase to receive the Implementation Phase funding. Unless the energy audit reveals a significant challenge that would prevent the applicant from implementing the project, the applicant will receive implementation funding after the required information below is provided:

- Results of the energy audit and proposed project details.
- Equipment that will be electrified.
- Bids or quotes for high-efficiency electric equipment.
- Contractors and project team for the implementation phase.
- Project budget and timeline.

2. Implementation Only Grant

The Implementation Only Grant is meant for applicants that have already conducted an energy audit or analysis or do not need financial assistance in conducting an energy audit or analysis.

Funds from the Implementation Only Grant may be used for the following purposes:

1. The purchase and installation of high-efficiency electric equipment for space heating, water heating, or cooking.
2. Electrical installations and upgrades necessary to support the installation of high-efficiency electric equipment.
3. The purchase and installation of other innovative high efficiency building technologies that the CEO decides will likely be the same or better efficiency as high efficiency heat pumps.
4. **DI / LI / JT Communities Only:** Administrative costs associated with the eligible costs described in the bullets above may be eligible. Administrative costs are defined as costs that do not directly relate to the electrification equipment, but instead support the implementation of the project and/or installation of the equipment.

Administrative costs may include but are not limited to reimbursement for staff time for managing or coordinating the project, developing new equipment procedures for building operations staff, hiring an engineer or consultant, grant reporting, etc.

Funding & Community Match

Funding for Planning & Implementation Grant - Planning Phase

An applicant is eligible for the Planning Phase funds of up to the following amounts:

All Applicants

- All Applicants are eligible for up to $8,000, or 50% of total Energy Audit costs whichever is less.

DI / LI / JT Communities

- DI / LI / JT Applicants are eligible for up to $12,000 or 75% of total Energy Audit costs, whichever is less.

Funding for Implementation Only Grant and Planning & Implementation Grant - Implementation Phase

An applicant is eligible to request funding for implementation to cover 75% of total project costs. Note, applicants that can provide community match above 25% of the total project cost will receive a higher score during review and may be more successful in receiving grant funding.

All Applicants

- Applicants are eligible for up to 75% of the total cost to purchase and install high efficiency electric equipment.
- Applicants are eligible for up to 75% of the total cost of electrical upgrades or installations necessary to support the installation of high efficiency electric equipment.

DI / LI / JT Communities

- DI / LI / JT Applicants may have up to 40 hours of administrative time covered under the Implementation Grant.

Community Match Requirements

All grant requests require matching funds of at least 25% of the total project cost from applicants unless extreme financial hardship is demonstrated, or another allowance is made by project type. Projects that provide more matching funds receive a higher score during review and may be more successful in receiving grant funding.

Applicants are encouraged to identify all rebates, incentives, or other funding opportunities that would apply to their proposed electrification project. All rebates and incentives available for the electrification project may count towards matching funds. The CEO is also offering free training to support communities in educating their staff and local workforce on electrification technologies. Any applicant that completes a training can contribute $5,000 to their community match provided. More details on the training curriculum and dates will be made available on the Colorado Energy Office's PBEG program website in spring of 2024.

Note, to obtain a match credit for completing a training, the person in attendance must be on the project team (i.e., utility staff person, contractor, public entity staff person, etc.).

Eligible matching funds include the following:

- Direct contribution to project costs.
- In-kind contributions up to 30 hours. In kind contributions include staff time dedicated to executing the project. For the Implementation Phase, any administrative costs that are reimbursed for DI / LI / JT communities may not contribute to in-kind match contributions. DI / LI / JT communities have up to 70 hours of administrative/in-kind time supported through this grant. 40 hours may be reimbursed with grant funding and up to 30 hours may be counted towards the community match requirements.
- Any rebates or incentives available to the project.
- Completed electrification training.

Planning Match Requirements

Applicants must cover all outstanding project costs not covered by the grant for the energy audit or analysis.

Implementation Match Requirements

All grant requests require matching funds of at least 25% of the total project cost from applicants unless extreme financial hardship is demonstrated, or another allowance is made by project type.

Funding Period

The Grant Program will appeal either when the funds deplete, or expire on July 1, 2026, whichever occurs first.

Program Budget

The grants shall be paid out of the Clean Air Buildings Investments Fund created in Section 24-38.5-406. A budget of $10,000,000 has been allocated for this Fund.

General Requirements

The applicant should review these guidelines prior to completing an application. Applications may be submitted on a rolling basis. The application consists of questions that will assist the Review Committee in understanding the project's benefits to the community, assessing how the proposed project will help achieve the program objectives, and evaluating the applicant's preparedness to execute the project in a full and timely manner.

Mandatory Criteria

The applicant must adhere to the following criteria to qualify for an award.

1. The applicant must demonstrate that they meet the eligibility criteria for the grant.
2. The applicant must comply with all applicable federal, state, and local code requirements.

Grant Application

Application Windows

The PBEG Program will accept and consider applications during announced funding rounds. An applicant may submit an application for grant funding only during these announced rounds. The Review Committee will report back their decision to the project applicant **4 weeks following application submission.** Note, if documentation is missing in the initial application submission, the application review may be delayed.

Grant Application Resources

The following resources are available to support applicants through the application process. All resources are available on the Grant Program webpage here.

- Glossary of Terms and Benefits of Electrification.
- Community Identification Resource: How to identify as a Disproportionately Impacted, Just Transition, or Low-Income Community.
- Sample Budget Form with Guidance to Calculate Match.
- Training Overview and Schedule for Match Contribution.

An applicant that self-identifies as a DI / LI / JT community qualifies for additional assistance on their grant applications as needed. Please contact Brittney VanCuran (brittney.vanuran@state.co.us) to learn what technical assistance may be available for a DI / LI / JT community project application.

Planning & Implementation Grant Application Requirements

Please see the Application for the Planning and Implementation Grant for specific information that will need to be submitted for each phase of the grant application. In their application, the applicant must be able to describe all relevant information on the following:

Planning Phase Information

- Characteristics of the community in which the proposed project will be implemented.
- Description of current energy conditions for each facility, including:
  - Fuel types,
  - HVAC system(s) and their efficiency rating,

- 12 Months of Energy bills,
    - Utility providers, and
    - Local fuel rates.
- Demonstration of the need for grant funding.
- Co-benefits of proposed electrification project, which may include improved resilience of the overall energy system via energy storage and renewable energy technologies, improved building envelope or other efficiency improvements, improved health and safety, and others.
- Timeline for energy audit or analysis.
- Cost proposal from energy auditor.
- Company or individual conducting the energy audit and relevant certifications.
- Completed EPIC Analysis Report or other energy analysis software.

Implementation Phase Information

- The results of the energy audit. Including a description of proposed weatherization efforts that can be taken to improve energy efficiency of the building.
- A full electrification project description, including a description of the proposed electrification work, as well as any EPC contracting and/or other energy or non-energy building improvements that are relevant to the project.
- Quotes and specification sheets for all proposed high-efficiency electric equipment to be purchased with grant funding.
    - Manual J or other equivalent load calculations for the equipment sizing.
- Description of project team for installation and commissioning (if applicable).
- Project timeline for implementation phase.
- Implementation budget and community match. Note, a community match is required for the implementation funding.

Implementation Only Grant Application Requirements

Please see the PBEG Implementation Only Grant Application for specific information that will need to be submitted for each phase of the grant application. In their application, the applicant must be able to describe all relevant information on the following:

- Characteristics of the community in which the proposed project will be implemented.
- Description of current energy conditions for each facility, including:
    - Fuel types,
    - HVAC system(s) and their efficiency rating,
    - 12 Months of Energy bills,
    - Utility providers, and
    - Local fuel rates.
- Demonstration of the need for grant funding.
- A full electrification project description, including a description of the proposed electrification work, as well as any EPC contracting and/or other energy or non-energy building improvements that are relevant to the project.

- Co-benefits of the project, which may include improved resilience of the overall energy system via energy storage and renewable energy technologies, improved building envelope or other efficiency improvements, improved health and safety, and others.
- Weatherization or building envelope improvements outlined in the energy audit that would improve the building's energy efficiency.
- Any completed or planned weatherization efforts or building envelope improvements.
- Anticipated reduction in natural gas usage and estimated reduction or avoidance of emissions as a result of the proposed improvements.
- Project timeline.
- Implementation budget and community match. Note, a community match is required for the implementation funding.
- Quotes and specification sheets for all proposed high-efficiency electric equipment to be purchased with grant funding.
    - Manual J or other equivalent load calculations for the equipment sizing.
- Description of project team for installation and commissioning (if applicable).

Application Submission

All applicants must submit their application forms online following the instructions on the Colorado Energy Office's PBEG Program Webpage.

Review and Evaluation of Grant Applications

Review Committee

The CEO will appoint and convene the PBEG Review Committee to act as the responsible entity for reviewing grant applications. The PBEG Review Committee will score applications against the following evaluation criteria and present award recommendations to the CEO. The CEO will make any final decision regarding grant funding awards.

A notice of decision will be issued within **4 weeks** of an applicant's submission.

Applications that can demonstrate the following will be prioritized:

- Demonstrated support from community partners.
- Improved resilience of the overall electricity grid (i.e. energy storage, renewables, grid interactive building technologies, etc.).
- Improved energy performance of the overall building (i.e. lighting, plug loads, or building envelope).
- Completed or planned efforts to address weatherization or building envelope.
- Health and safety co-benefits.
- Commissioning of high efficiency electric systems. Applicants that conduct commissioning the high-efficiency electric equipment upon installation and after one (1) year of operation, at a minimum, to ensure the equipment was installed and is operating correctly will receive additional points during the Review Committee's evaluation process (see Evaluation Criteria section for more details).

- Community Match.

Grant Review and Scoring Criteria

The following table outlines how each grant application will be reviewed and evaluated. For the Planning and Implementation Grant, the review criteria that will be evaluated at each stage of the application are included in the table. Below the table, detailed descriptions of the review criteria are provided for reference.

Planning and Implementation Grant

For projects pursuing the Planning and Implementation Grant, the following points will be evaluated at each phase of the grant process:

- Planning Phase **- 65 points**
    - Demonstration of Need: 20 points
    - Community Benefit and Program Goals: 20 points
    - Community Indicators: 15 points
    - Readiness for Planning and Implementation Grant: 5 points
    - Local Effort for Planning and Implementation Grant: 5 points
- Implementation Phase **- 35 points**
    - Energy Efficiency Improvements: 20 points
    - Readiness for Implementation Phase: 5 points
    - Local Effort: 10 points

Implementation Only Grant

For projects pursuing the Implementation Only Grant, the following points will be evaluated:

- Implementation **- 100 points**
    - Demonstration of Need: 20 points
    - Community Benefit and Program Goals: 20 points
    - Community Indicators: 15 points
    - Readiness for Implementation Only Grant: 15 points
    - Energy Efficiency Improvements: 20 points
    - Local Effort: 10 points

Key for Scoring Criteria
Boxes colored gold indicate scores that are ONLY applicable to the Planning and Implementation Grant scoring criteria. These will NOT be considered for Implementation Only Grant scoring.
Boxes colored red indicate scores that are ONLY applicable to the Implementation Grant scoring criteria. These will NOT be considered for Planning and Implementation Only Grant scoring.
All other scores are applicable to BOTH the Planning and Implementation Grant (the phase the score applies to is indicated by the denotation in the right column) AND the Implementation Only Grant.

PBEG Application Review and Scoring Criteria			
Criteria	Review Committee or Pre-Score Points	Description	PLANNING AND IMPLEMENTATION GRANT This column indicates whether the score is applicable to Planning or Implementation Phase Review.
Demonstration of Need	**Committee Scored** (20)	• There is a clear opportunity for an electrification project/upgrade, shown through age of building, documented health and safety concerns, demonstrated state of equipment, etc. • A quantifiable financial need is well documented.	Planning Phase Review (Note, the applicant should provide details on why the electrification project as a whole is needed)
Community Benefit and Program Goals	**Committee Scored** (20)	• The project is an identified strategy in a community comprehensive, strategic, or other plan and/or report. • The project has identified co-benefits that address the grant program goals, including but not limited to reduced emissions	Planning Phase Review (Note, the applicant should provide details on how the electrification

		or reduced energy burden, particularly for low-income households. ● The project advances the goals of the State's GHG Pollution Reduction Roadmap.	project as a whole would contribute to community benefits and program goals)
Energy Efficiency Improvements	**Committee Scored** (20)	● The project incorporates additional energy conservation measures including but not limited to: ○ Building envelope improvements; ○ Building automation or control systems; ○ Lighting improvements; ○ Other HVAC system improvements; ○ Grid-interactive or grid-enabled technologies; ○ Onsite renewable energy and/or distributed energy resources; ○ Energy storage; ○ Commissioning plan.	Implementation Phase Review
Community Indicators	***Pre-scored*** (15)	Pre-scored based on Community Index Score based on the following factors: ● Geographic location; ● Energy burden; ● Median community building age; ● Extreme heat exposure due to climate change.	Planning Phase Review
Readiness - Planning & Implementation Grant	***Pre-scored*** (5)	Pre-scored based on: ● Completed EPIC Analysis, or; ● Completed industry approved energy analysis.	Planning Phase Review
Readiness - Planning & Implementation Grant	***Pre-scored*** (5)	Pre-scored based on: ● Project funding secured. ● Preliminary design, energy audits, bids/quotes, other engineering analyses, etc. have been or are being completed, have not begun at all, etc. ● Demonstrated commitment of necessary workforce	Implementation Phase Review

		(tradespersons, staff persons, etc.) to complete the project.	
Readiness - Implementation Only Grant	***Pre-scored*** (15)	Pre-scored based on: ● Project funding secured. ● Preliminary design, energy audits, bids/quotes, other engineering analyses, etc. have been or are being completed, have not begun at all, etc. ● Demonstrated commitment of necessary workforce (tradespersons, staff persons, etc.) to complete the project.	N/A
Local Effort	***Planning & Implementation Grant Pre-scored*** (5)	● Applicant provides all required match funding for energy audit.	Planning Phase Review
	Planning & Implementation Grant Pre-scored (5)	● **Community Match:** Community Match is required for all projects. Applicants may include non-cash match contributions as described on page 7 & 8 of the Grant Guidelines. Total community match will be scored according to the following: ○ Less than 25% match, 1 point ○ 25% - 35% match, 2 points ○ 36% - 49% match, 3 points ○ 50% - 74% match, 4 points ○ 75% or higher match, 5 points	Implementation Phase Review
	Implementation Pre-scored (5)	● **Community Match:** Community Match is required for all projects. Applicants may include non-cash match contributions as described on page 7 & 8 of the Grant Guidelines. Total community match will be scored according to the following: ○ Less than 25% match, 1 point ○ 25% - 35% match, 2 points ○ 36% - 49% match, 3 points	N/A

		○ 50% - 74% match, 4 points ○ 75% or higher match, 5 points	
	Committee Scored (5)	● Appropriate cash match is met. ● Effort has been made to contribute as much to the project as possible through applicant and/or partnerships. ● In-kind matches are appropriately leveraged as necessary. ● Signed up for / attended training.	Implementation Phase Review

Demonstration of Need

The applicant must clearly demonstrate or describe the need for grant funding for the proposed electrification project and energy audit (if applicable). This could include but is not limited to, documentation showing project economics, age of the building, and demonstrated state of the equipment/systems in the building.

- An applicant that self-identifies as DI / LI / JT communities should describe (as applicable) how the high efficiency electrification project will address equity concerns, reduce operating costs, improve occupant health and safety, improve occupant comfort, and any other relevant co-benefits that may be yielded through project implementation.
- If an applicant is currently undergoing or planning to undertake an EPC contract, it is recommended that the applicant describe the proposed project cost and payback for the high efficiency electrification improvement measures included in the investment grade audit and demonstrate the need for grant funding in order to include electrification in the EPC financing model.
- The Review Committee will also assess the technical need and benefit of the project, which includes the age of the buildings, fuel types used, age and type of HVAC systems, energy bills, and utility rates.

Community Benefit and Program Goals

Public buildings are community assets. The applicant must describe how the proposed electrification project will serve the community as well as the public entity. This may include a description of estimated co-benefits to emissions reduction efforts and/or contributions to sustainability/climate action goals the entity has established. The applicant may wish to demonstrate the potential greenhouse gas emissions savings and indoor air pollutant impact of electrification and efficiency technologies.

The applicant should also demonstrate how the proposed project contributes to the following program goals:

- Scale up beneficial electrification in projects across Colorado, including in DI / LI / JT communities.
- Reduce energy consumption in public buildings in Colorado.
- Reduce harmful indoor air pollution and greenhouse gas emissions associated with burning natural gas and other fossil fuels that disproportionately impact low-income communities.
- Reduce energy burden for public entities, with the intent of saving money spent on energy bills and reallocating those to other public services.
- Support State-wide adoption of Colorado's updated Energy Code.
- Spur electrification market transformation and technology advancement to accelerate the deployment of net-zero buildings.

Energy Efficiency Improvements

The applicant is highly encouraged to develop projects that include additional energy conservation measures as accompaniments to the installation of highly-efficient electric appliances. These additional energy conservation measures include but are not limited to:

- Building envelope improvements;
- Building automation or control systems;
- Lighting improvements;
- Other HVAC system improvements;
- Grid-interactive or grid-enabled technologies;
- Onsite renewable energy and/or distributed energy resources;
- Energy storage;
- Commissioning plan.

<u>Effort and Readiness</u>
The applicant will be pre-scored with points determined by demonstrated readiness for the project with the following information:

- A proposed budget and demonstrated project funding secured.
- Documentation and/or status of preliminary design, energy audits, bids/quotes, other engineering analyses, etc. (i.e.,have been or are being completed, have not begun at all, etc.)
- Demonstrated commitment of necessary workforce (tradespersons, staff persons, etc.) to complete the project.
- A dedicated staff member and/or administrator to manage the project to completion.
- Registration for or completion of energy training.
- For the Planning and Implementation Grant, a completed EPIC Analysis at the planning phase.

<u>Community Indicators</u>
The applicant will be pre-scored based on the following community factors. Each County in Colorado will receive a score based on an average of the following community indicators (see Figure 1).

- Population density.
- Total population experiencing energy burden.
- Median building age.
- Extreme heat exposure.

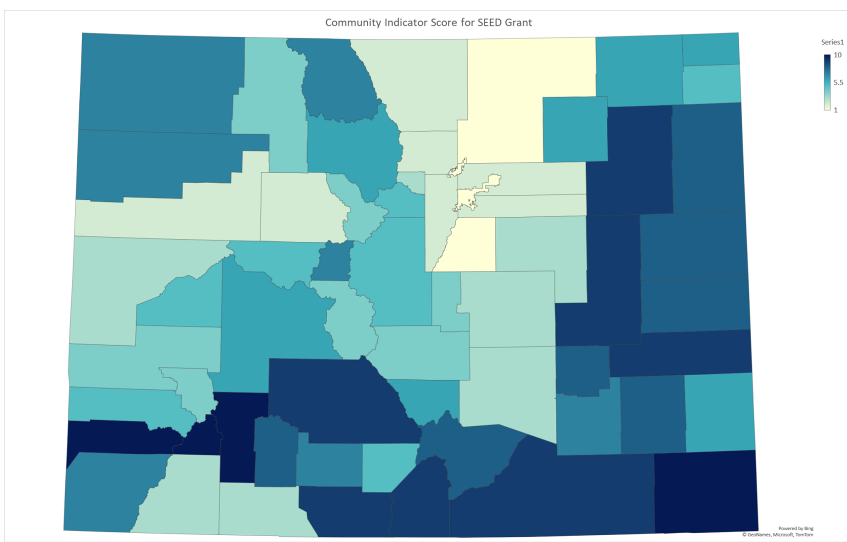

Figure 1: Map of Community Indicator Scores for PBEG Program.

Local Effort
The applicant will be pre-scored and committee scored for Local Effort. Applicants will be pre-scored based on the match funding they can provide. The committee score will be based on the effort of the applicant to find funds to leverage for the project including rebates, incentives and if the applicant has signed up for the electrification training.

Funding Decisions & Project Completion

A successful applicant will be notified by email. To accept the award, the awardee shall enter into a contract with the CEO and agree to comply with the terms and conditions at the time of award. After the award is accepted, the awardee will be issued a Purchase Order to move forward with their projects.

Extensions may be provided by the CEO if the applicant demonstrates that the project can be implemented within the extended timeline. An extension is not guaranteed under any circumstance and will be considered on a case-by-case basis. Valid reasons for extension of the grant timeline include but are not necessarily limited to supply chain issues.

Timeline For Completion

The awardee is required to spend all funds and complete purchases of PBEG equipment within 12 months of executing a grant award agreement with the CEO. The awardee may petition the Review Committee for extensions given exceptional circumstances which may include supply chain delays.

Project Completion
Upon completion of the projects, the awardee is also required to submit the following documentation:

1. Final budget sheet including all project expenses and matched income.
2. Legible copies of all sales/invoices showing the purchase price and amount paid by the applicant for the PBEG equipment and installation, the number and type of units purchased, and the coefficient of performance or efficiency rating for all units purchased.
3. Date(s) of installation, installation completion, and when the units were operational.
4. If available, energy use data/energy bill for each building for the months following the installation of the high-efficiency electric equipment.

To submit documentation, follow submission instructions on the Colorado Energy Office's PBEG Program webpage.

Energy Use Reporting
The awardee is required to sign an agreement with CEO that at any time during the 5-years following project completion, CEO can request energy use data from the project participants.

Statewide Initiatives and Resources

The applicant is encouraged to review all available statewide resources when preparing applications and designing electrification projects. The resources include, but are not limited to those outlined below.

Energy Performance Contracting

The PBEG Program is intended to complement the CEO's EPC program. EPC is a tool for financing capital improvement upgrades that increase the energy performance of a building. The program is administered by Energy Service Companies (ESCO), who evaluate the building(s) and execute the energy improvements. Entities participating in the EPC program do not have to provide upfront capital because the project is paid for with cost savings realized from the energy conservation measures.

Historically, EPC has not been able to finance electrification projects because of the relatively higher costs and low payback of high efficiency electric equipment. However, the PBEG Program is designed to bridge this gap in the EPC program and assist with the financing of EPC projects if electrification is included in the contract. Grant funding can also accelerate the project payback period by covering a portion of the project cost and enabling participating entities to realize savings from improvement projects sooner.

Benefits to a PBEG applicant from working with EPC include:

- An investment grade audit that investigates all possible efficiency and renewable energy upgrades available to the building, in addition to electrification opportunities. The cost of the audit is covered if an EPC project moves forward.
- Zero upfront investment in efficiency measures if financing is approved and the project moves forward.
- The opportunity to invest in multiple efficiency projects in addition to electrification and yield real energy savings that will be collected by the public entity after the loan is paid off.
- Building commissioning can be/is included in EPCs to ensure that any newly installed equipment or systems are functioning as designed and are actually contributing to energy savings.

Participation in EPC is highly encouraged but not required.

Love Electric

Love Electric, an initiative of the Beneficial Electrification League of Colorado, intends to serve as a one-stop resource hub for supporting beneficial electrification in buildings across the State. On the Love Electric website, the applicant can find a wealth of information, guides, and resources to help build a strong, holistic project that lowers energy consumption and improves efficiency. The Love Electric hub provides resources to support various aspects of the grant application, including finding qualified installers, explaining electrification co-benefits, listing potential match resources such as rebates from across the State, and guiding the purchase of high efficiency electric equipment, net zero construction, technical resources on building codes, and more.

Note: In accordance with the Colorado Open Records Act, (CORA) C.R.S. § 24-72-201:206, documentation submitted to the Colorado Energy Office and Strategic Electrification & Energy Decarbonization grant program, may be subject to public inspection.

Town of Eagle Sustainability Funding Policy

The Town of Eagle is committed to achieving Net Zero emissions by 2028 and 2030. This policy aims to provide financial support for sustainability initiatives that align with these goals. We recognize the urgency of addressing climate change and are dedicated to investing in projects that have a tangible impact on reducing our carbon footprint. The Town invests in projects that maximize impact, innovation, and community involvement to accelerate progress towards these targets.

1. Alignment with Strategic Goals:

1.1. Funding support will be prioritized for projects aligning with the most significant and strategic goals to achieve Net Zero by 2028 and 2030.

1.2. Applicants must clearly articulate how their project contributes to the overarching sustainability objectives and milestones set forth by the Town.

2. Funding Matching Ratio Goal:

2.1. A 2-to-1-dollar match ratio or higher aims to maximize the impact of every Town dollar invested. Also, this policy recognizes that flexibility will need to be considered if funding ratios do not meet the 2:1 or greater match but achieve our top priorities.

2.2. Applicants must demonstrate a clear and achievable plan to secure matching funds from external sources, ensuring a robust financial foundation for the proposed project.

3. Allocation of First-Year of 2024 Funding:

3.1. In the initial year of funding, 75% of the allocated funds will be directed towards initiatives supporting the Net Zero 2028 Town goal.

3.2. The remaining 25% will be allocated to projects contributing to the Net Zero 2023 community goal.

3.3. This allocation strategy balances short-term and long-term sustainability objectives, fostering a comprehensive and inclusive approach to achieving Net Zero targets.

4. Application Process:

4.1. All applicants must submit a detailed proposal outlining the project's objectives, budget, timeline, and expected outcomes to be accomplished.

4.2. Town staff will review applications first and assess the alignment with strategic goals, the potential for impact, and the ability to secure matching funds approved by the Town Council.

4.3. Approved projects will enter into a funding agreement with the Town, specifying reporting requirements, milestones, and evaluation criteria.

5. Reporting and Accountability:

5.1. Recipients of funding support must provide regular progress reports, including financial statements, to ensure transparency and accountability.

5.2. The Town reserves the right to reassess funding if a project deviates from the agreed-upon goals or fails to meet established milestones.

7. Review and Adaptation:

7.1. This policy will be subject to periodic review to ensure its effectiveness in meeting the Town's sustainability goals.

7.2. Amendments may be made based on changing circumstances, emerging opportunities, or lessons learned from previous funding cycles.

8. Conclusion:

8.1. The Town is committed to supporting innovative and impactful sustainability projects, and this policy provides a framework to ensure strategic investment in initiatives is in place to advance our Net Zero goals.

8.2. This policy will be periodically reviewed to assess its effectiveness and relevance. Adjustments may be made to align with emerging sustainability priorities, technological advancements, or changing community needs.

Sustainability Funding Support Application

Project Title: Public Building Electrification Grant Application Match

Organization/Individual Name: Town of Eagle

Contact Information: Kira Koppel, kira.koppel@townofeagle.org, 970-328-9658

Project Overview:
Please provide a brief overview of your project, detailing its objectives, target outcomes, and how it aligns with the Net Zero 2028 and Net Zero 2030 goals (NZ-2028 or NZ-2030).

Town staff intends to pursue the Public Building Electrification Grant (PBEG), administered by the Colorado Energy Office. The grant program exists to support the reduction of greenhouse gas emissions from public buildings in Colorado. The state recognizes that public buildings tend to be older buildings with high energy needs and high energy costs, and that energy upgrades can be cost-prohibitive and deprioritized compared to executing public services. The PBEG program was designed to support public buildings in need of financial and technical assistance to transition fossil fuel powered HVAC systems, water heating systems, or fossil fuel-powered appliances to highly efficient electric equipment and appliances. The program aims to scale up beneficial electrification in Colorado, reduce energy consumption in public buildings, reduce the energy burden for public entities so money saved on energy bills can be put to public service, among other goals.

Building electrification is a top strategy within the town's Internal Operations Net Zero Action Plan. This opportunity will provide much-needed funding to support this initiative. The planning portion of the grant will complete another critical step in moving toward net zero for town operations: establishing our baseline. Our forthcoming Energy Performance Contract with Yearout Energy positions us well for this grant opportunity, as we have already created a strong partnership that will support the work to come: building energy audits included in the planning phase of the grant and eventually, building retrofits and electrical upgrades that may take place, should we receive an implementation award. This grant pertains to the following buildings: Public Works Building, Town Hall, Old Town Hall, Brush Creek Pavilion Buildings, Chambers Park, and the Upper Basin Water Treatment Facility. Building selections were made based on existing energy infrastructure, greenhouse gas emissions reduction potential, and existing data gaps that will be filled by the planning effort.

If funding is received, the town will be well-positioned to make changes that will drastically reduce our greenhouse gas emissions and contribute greatly to our 2028 net zero emissions goal. Conducting this work is included in the net zero action plan and has been identified as a priority for this year. This grant is well-aligned with a pragmatic approach to reducing town operations-produced greenhouse gas emissions.

Budget Overview:

- **Total Project Cost:** $955,160
- **Requested Town Funding:** $9,660 for the planning phase

- Staff will come back with another ask of $166,275, should we be successful in progressing to the implementation stage.
- **Dollar Match Ratio**: 5:1 match (grant dollars: town dollars) for the project overall.
    - Grant funding match is at about 45% of the total planning cost, just under 2:1. However, the overall project will see the much higher ratio of 5:1, assuming grant funding is awarded.
- **Other Funding Sources**: Opportunities to decrease the town's required match all exist in the implementation stage of the project and are listed below. As of now, we have not yet identified other funding sources for the planning phase. However, staff will investigate other internal budgets to understand if some of this work was already considered or planned for within the public works, capital, and buildings & grounds budgets. Funds that exist to reduce the implementation match include:
    - Attending an electrification technologies training hosted by the state: $5,000
    - 30 hours of in-kind contributions (staff time dedicated to the project): $1,225
    - Energy efficiency rebates (assuming the full allocation)
        - Holy Cross Energy: $7,500
        - Energy Smart Colorado: $7,500
    - Total: $21,225

Project Phase	Town Contribution	Grant Funding Pursued	Other funding opportunities	Total Cost
Planning	$9,660	$8,000	TBD	$17,660
Implementation	$166,275	$750,000	$21,225	$937,500
Combined Total	$175,935	$758,000	$21,225	**$955,160**

Strategic Alignment:

Please explain how your project aligns with the most significant strategic goals outlined in the Sustainability Funding Support Policy, focusing on its contribution to carbon reduction, energy efficiency, renewable energy, and overall sustainability.

This project will address all areas mentioned above in the following ways:

- **Carbon reduction via fuel switching** - Shifting from natural gas and propane-fueled equipment to electric equipment. This will include upgrades to electric panels and wiring to accommodate the electrification of existing propane and natural gas equipment.
- **Energy efficiency** - Opportunities for this will be identified in the planning stage of the project and include but are not limited to weatherization, insulation improvements and air sealing, and upgrading existing electric infrastructure to more efficient equipment.
- **Renewable energy -** This will be considered for implementation funding and as an additional decarbonization tool. Though it may not make it into this project budget, staff will ensure the electrical work that is performed primes the buildings for future renewable energy systems to be installed.

- **Overall sustainability –** This project takes a holistic look at our buildings and is designed to make many upgrades at once, utilizing economies of scale and maximizing improvements at these buildings. Taking an approach that includes energy efficiency and electrification will help us ensure the equipment is right-sized and that energy conservation is baked into the project. This will future-proof these buildings, ensuring they adhere to the newest energy codes and preparing them for more stringent measures in the future. This project has already been identified as a top priority for the town's sustainability efforts and as phase two of our Energy Performance Contract with Yearout Energy. The grant funding opportunity is perfectly aligned and helps us maintain financial sustainability as well as environmental sustainability. It will require participation from several departments, setting the stage for future collaborative projects that will move the town closer to its goal of net zero carbon emissions by 2028.

Community Engagement:
Detail the level of community engagement and support for your project. Include any collaboration with local stakeholders and the anticipated community benefits.

No community engagement has yet taken place. However, staff plans to solicit letters of support from the Adam Palmer Sustainability Fund, Holy Cross Energy, and partners who frequently use our public buildings (Brush Creek Pavilion renters such as the Porchlight Players).

Timeline:
Provide a timeline for project implementation, including key milestones and completion dates.

The PBEG application is due April 5th, 2024. We anticipate a response within four weeks of submittal (May 3rd). The planning phase will occur throughout the spring and early summer. All grant funds must be spent within 12 months of executing a grant award agreement with the Colorado Energy Office. Staff anticipates completion of both planning & implementation stages by June or July of 2025.

Measurable Outcomes:
Outline specific and measurable outcomes expected from your project, demonstrating its impact on achieving the NZ-2028 and/or NZ-2030 goal(s).

Outcomes include reduced energy use via installation of more efficient and updated technologies, energy efficiency improvements, and weatherization improvements, as well as reduced greenhouse gas emissions from fuel switching (natural gas to electric and propane to electric). This project will make significant strides in achieving the Net Zero 2028 goal.

Monitoring and Reporting:
Describe your plan for monitoring the project's progress and providing regular updates to the Town regarding its implementation and outcomes.

Town staff will be managing the project with Yearout Energy and can provide regular updates to Council as desired and as major milestones are reached. Energy use and greenhouse gas emissions will be calculated before and after the project to demonstrate clear achievement of the project outcomes. If awarded, the PBEG requires reporting the following back to the Colorado Energy Office:

- Final budget sheet detailing all project expenses and matched income.
- Legible copies of all sales/invoices showing the purchase price and amount paid by the applicant for the PBEG equipment and installation, the number and type of units purchased, and the coefficient of performance or efficiency rating for all units purchased.
- Date(s) of installation, installation completion, and when the units were operational.
- If available, energy use data/energy bill for each building for the months following the installation of the high-efficiency electric equipment.
- Ongoing energy use data collection at all associated buildings.

Attachments:
Include any supporting documents, such as project plans, environmental impact assessments, or letters of support from community stakeholders.

- PBEG Application Guidelines
- Staff Memo_Public Building Electrification Grant Application
- Town of Eagle Sustainability Funding Policy

Conclusion:
This draft policy and application form the foundation for a structured and strategic approach to sustainability funding support, ensuring that investments align with Net Zero goals and contribute significantly to the Town's environmental objectives.