



Town Council
AMENDED AGENDA
Tuesday, April 28, 2020
ON-LINE MEETING

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

MEETING INSTRUCTIONS

1. Register in advance for this meeting:
[https://us02web.zoom.us/meeting/register/tZYrd-yqqjlpHdUTiryO7KNP4HeuCTq4TooW](https://us02web.zoom.us/join/zoom-join?from=addon&url=https://us02web.zoom.us/join/zoom-join?from=addon&url=https://us02web.zoom.us/meeting/register/tZYrd-yqqjlpHdUTiryO7KNP4HeuCTq4TooW)

After registering, you will receive a confirmation email containing information about joining the meeting.

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

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

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

CALL TO ORDER - 6:00 PM

ROLL CALL - 6:05 PM

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

CONSENT AGENDA - 6:05 PM *Consent agenda items are routine Town business, items which 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 board deliberation. (5 Minutes)*

1. Minutes - April 14, 2020
2. Acceptance of Resignation of Trustee Turnipseed
3. Resolution No. 23, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado, Authorizing Release of Funds in Escrow due to Completion of Public Improvements (Haymeadow)"
4. Resolution No. 24, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado, Authorizing the Temporary Removal of the Yard Waste Fee"
5. Resolution 25, Series 2020 "A Resolution Of The Board Of Trustees Of The Town Of Eagle, Colorado Extending The Declared Local Disaster Emergency"

NEW COUNCIL IS SEATED - 6:10 PM

1. Oaths of Office for new Council Members & Mayor

PUBLIC COMMENT - 6:25 PM *Citizens are invited to comment on any item not on the Agenda subject to a public hearing. Please limit your comments to three (3) minutes per person per topic unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to sign in.*

PRESENTATIONS - 6:30 PM *Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.*

1. Resolution No. 20, Series 2020, "A Resolution Expressing the Appreciation of the Eagle Town Council for the Services of Anne Mckibbin, Paul Witt and Kevin Brubeck as Mayor, Mayor Pro Tem and Trustee of the Town Of Eagle"

STAFF REPORTS - 6:40 PM *The Town Manager and Department Staff prepare and provide internal updates to the Board.*

1. Town Manager Update

BUSINESS ITEMS - 6:55 PM *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the Council.*

1. Resolution 16, Series 2020, "A Resolution Of The Town Council Of The Town Of Eagle, Colorado, Appointing A Town Manager, Town Attorney And Municipal Court Judge" (*Oaths of Office to follow*)
2. Application for Retail Marijuana Store License, Tumbleweed Eagle LLC
3. Resolution No. 21, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado Establishing a Process for the Town Council Selection and Appointment of Councilmembers to Fill a Vacancy Due to the Resignation of a Councilmember"
4. Resolution No. 22, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado Suspending Compensation Paid to the Town Council Until August 1, 2020"
5. Ordinance 08, Series 2020 "An Ordinance of the Town Council of the Town of Eagle, Colorado, Amending the Eagle Municipal Code to Replace all References to "Board Of Trustees" with "Town Council""
6. Ordinance 11, Series 2020 "An Ordinance Of The Town Council Of The Town Of Eagle, Colorado, Establishing The Method Of Official Publication For All Ordinances Of The Town Council"

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS - 8:00 PM

1. Town of Eagle CARES Act Letter of Support
2. 2020 Budget COVID-19 Financial Impacts Presentation

EXECUTIVE SESSION 8:30 PM

1. To hold a conference with the Town's attorney to receive legal advice on specific legal questions and to receive legal advice on specific legal questions and to develop a negotiation strategy and instruct negotiators, as it relates to the Red Mountain Ranch Annexation Agreement and the Eagle River Park and request to adjourn the regular meeting at the conclusion, pursuant to C.R.S. § 24-6-402(4)(b) and (e).

ADJOURN - 9:00 PM

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



Jenny Rakow, CMC
Town Clerk

PUBLIC WIFI - TOEG – townofeagle2019



MEETING MINUTES
Town Board of Trustees
Tuesday, April 14, 2020
ON-LINE MEETING

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MEETING INSTRUCTIONS

Mayor McKibbin briefed the public on meeting access using the Zoom platform.

Virtual Meeting Procedure

Register in advance for this meeting:

<https://zoom.us/meeting/register/v5coc06rrj0oPBz2-1pK19ljZs3MzfXZw>

Please note: All participants are automatically muted.

In order to be called upon and unmuted you will need to use the "raise hand"

1.

All votes will be by roll call.

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

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

CALL TO ORDER - 6:00 PM

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

ROLL CALL - 6:05 PM

TRUSTEES PRESENT

Anne McKibbin, Kevin Brubeck, Matt Solomon,
Andy Jessen, Mikel, Kerst, Scott Turnipseed, Paul
Witt

TRUSTEES ABSENT

None

STAFF PRESENT

Brandy Reitter, Town Manager
Matt Mire, Town Attorney
Bill Shrum, Assistant to the Town Manager
Jenny Rakow, Town Clerk
Jill Kane, Finance Director/Treasurer
Chad Phillips, Community Development Director/Town Planner
Bryon McGinnis, Public Works Director
Joey Staufer, Police Chief
Lynette Horan, Human Resources Manager
Dennis Wike, Town Engineer

ADOPTION OF AGENDA

Town Clerk provided that the Ordinance number has been updated for the Board Pay Ordinance discussion. There were no changes to the agenda.

PUBLIC COMMENT

Mayor McKibbin opened public comment.

Scott Schlosser requested clarification and discussion on the pending trail openings.

Mayor McKibbin acknowledged that Pam Schultz from the Gypsum Town Council passed away last week, and wanted to send best wishes and condolences to the Town of Gypsum.

PRESENTATIONS

1. Letter of Commendation from the Town Board of Trustees
Mayor McKibbin presented this item and read into the record a letter to the Town Manager from the Eagle Town Board expressing support for her and the Town team at this time.
2. Introduction of New Staff, Chad Phillips Community Development Director/Town Planner and Dennis Wike, Town Engineer
Brandy Reitter introduced Chad Phillips Community Development Director and Town Planner and Dennis Wike Town Engineer. Chad and Dennis both introduced themselves to the Town Board and public.
3. Proclamation Arbor Day 2020
Mayor McKibbin opened this item and read the Proclamation into the record declaring Arbor Day, April 24, 2020.

CONSENT AGENDA

1. Minutes - March 24, 2020
2. Bill Pay - March 2020
3. Sweet Leaf Pioneer LLC Retail Marijuana Store License and Cultivation License Renewal
4. Resolution 14, Series 2020, "A Resolution of the Board of Trustees of the Town of Eagle, Colorado, Adopting an Annexation Plan for the Town of Eagle, Colorado"
5. Resolution 15, Series 2020, "A Resolution of The Board of Trustees of the Town of Eagle, Colorado Supporting a Grant Application to the Colorado Department of Local Affairs for Project THOR"
6. Resolution 17, Series 2020, "A Resolution of the Board of Trustees of the Town of Eagle, Colorado Extending the Declared Local Disaster Emergency"

Trustee Solomon - inquired about the minutes and recognizing the change from Crowdcast to Zoom. Also inquired about town operations and exit plan from the current plan.

MOTION: Trustee Kevin Brubeck motioned to Approve the Consent Agenda with a correction of the Minutes for meeting platform changes. Motion was seconded and passed with a vote of 7 in favor (McKibbin, Brubeck, Solomon, Jessen, Kerst, Turnipseed, Witt) and 0 opposed.

STAFF REPORTS

1. Town Manager Update

Brandy Reitter thanked outgoing members Brubeck, Witt, and McKibbin for their service to the Town. -Also thanked the Town Clerk and election judges for turnout and election work during COVID restrictions.

Board Comments: inquiry on public health orders and if the Town can open parks if the County does not allow it. Town Attorney Mire stated until the County lifts their order, we are bound by it. Brandy provided an update on the opening of trails and request for closing the parking lot in the Bluffs. Request for an update on Lower Basin Water Treatment Plant from Bryon McGinnis. Bryon provided the project is on schedule and does not anticipate any extensions at this time. COVID reports are filed weekly.

2. Department Updates

3. Lower Basin Water Treatment Plant Project Report

1. LIQUOR LICENSE AUTHORITY - Modification of Premises (Parklet on Third Street), DJ Saxx, Inc. d/b/a Brush Creek Saloon

Mayor McKibbin recessed the Town Board of Trustees into the Liquor License Authority.

The Town Clerk provided an overview of the application and request for a Modification of Premises.

Board Comments: Confirmed that a building permit is needed for the outside area.

Applicant Jan Balas was present and stated they have used this parklet before in Carbondale and confirmed they will follow all building permit and code requirements. The applicant stated he will be planning to install as soon as able.

MOTION: Trustee Andy Jessen motioned to Approve Findings and Order approving modification of premises of licensed premises for DJ Saxx, Inc. d/b/a Brush Creek Saloon and directing the Mayor and Town Clerk to sign and submit the application to the State of Colorado. Motion was seconded and passed with a vote of 6 in favor (McKibbin, Brubeck, Jessen, Kerst, Turnipseed, Witt) and 1 opposed (Solomon).

Mayor McKibbin adjourned as Liquor License Authority and resumed the regular meeting as the Town Board of Trustees.

2. Ordinance 06, Series 2020, "An Ordinance of the Board of Trustees of the Town of Eagle, Colorado, Amending Title 5 of the Eagle Municipal Code by the Addition of a New Chapter 5.17, Regarding Short-Term Rentals"

Bill Shrum opened this item and stated staff took the suggestions from the Board and included in the Ordinance for review tonight.

Board Comments: Concern that extra language was added in the Ordinance that the Board did not discuss. Staff provided an explanation of software costs for first-year and how costs were calculated for subsequent years based upon growth in rentals. Discussion on the timing of obtaining the license and request to have it match current business license language which requires obtaining a license within 10 days of operation. Discussion on the registration language and whether the Board wished to have registration and a business license as presented, or only a business license. Town Attorney Mire provided that the Ordinance concept is centered around a registration program and not a business license for the regulations. Board felt the \$75 business license fee would cover the costs of the program without an additional registration fee. Further discussion to leave registration language in the Ordinance and start with a zero fee that could be amended with the Fee Schedule adopted annually. Notice requirements were also discussed and requested the Town Attorney to determine whether email notification could apply instead of certified or regular mail. Town Attorney will research language on time frames for complaints and if the Ordinance can avoid listing specific time frames. Concern on whether the current Board should continue the discussion or if the new Board/Council being seated on April 28th should review. Town Attorney Mire stated this could be placed on the agenda prior to the new Council being seated to consider for approval by the current Board, but didn't recommend it. Additional requests to review parking language, inspections with notice, and violation/fine schedule to include first violation with no fine. Town Attorney Mire provided that violations are at the discretion of the Town and are generally a last resort and further stated the violation schedule may have to be included in the Ordinance and will confirm if it can be in the Fee Schedule. The Ordinance will be prepared for consideration on April 28th.

Mayor McKibbin noted that public comment will be taken on April 28th.

3. Ordinance 07, Series 2020, "An Ordinance of the Board of Trustees of the Town of Eagle, Colorado, Establishing the Town of Eagle Stormwater Utility Enterprise and Adopting a Stormwater Management Fee"

Mayor McKibbin opened this item. Brandy Reitter stated this Ordinance is part of the 2020 budget execution. This serves to establish the program, we are not recommending or proposing a fee, and any fee would be approved by the Board during the budgeting process.

Board Comments: Concern that the stormwater fee is a tax on every resident and if they should vote on this. Brandy Reitter stated the fee is not considered a tax, it is the fee for the impact every resident has on stormwater. The Town currently has no funding mechanism to address stormwater needs. This Ordinance sets up an enterprise fund to address this need. Request for additional information on rational nexus for determining a fee. The initial proposal was for separate fees for residential and commercial. It was confirmed that revenue bonds for stormwater could be secured with an enterprise fund in place. Suggestion to use impervious square footage to use for impact calculations. A fee will be determined at a later date to include within the budget.

MOTION: Trustee Andy Jessen motioned to Approve Ordinance 07, Series 2020, An Ordinance of the Board of Trustees of the Town of Eagle, Colorado, Establishing the Town of Eagle Stormwater Utility Enterprise and Adopting a Stormwater Management Fee. Motion was seconded and passed with a vote of 6 in favor (McKibbin, Brubeck, Solomon, Jessen, Kerst, Turnipseed) and 1 opposed (Witt).

4. Ordinance 10, Series 2020, "An Emergency Ordinance of the Board of Trustees of the Town of Eagle, Colorado Increasing the Compensation to be Paid to the Newly Elected Council Members and Mayor"

Mayor McKibbin opened this item. Brandy Reitter provided that now is the time to review or make changes for

new board members. The board requested to see when Gypsum increased their council pay – staff provided this took place in 2002 and they are paid \$300 for council members and \$500 to the Mayor. Staff was not able to complete the additional request to go back through all compensation and adding 3% per year. This increase will only be in effect for new members, not current.

Brief recess at 8:00 p.m. for community howling.

Board Comments/Discussion: Discussion on using 18-year-old compensation from another Town. Suggestion to increase \$500 for Trustees and \$800 for Mayor.

MOTION: Trustee Paul Witt motioned to Approve Ordinance 10, Series 2020, "An Emergency Ordinance of the Board of Trustees of the Town of Eagle, Colorado Increasing the Compensation to be Paid to the Newly Elected Council Members and Mayor with amounts to be \$500 for Trustees and \$800 for Mayor. Motion was seconded and passed with a vote of 5 in favor (McKibbin, Brubeck, Solomon, Jessen, Witt), 0 opposed and 2 abstain (Kerst, Turnipseed)."

5. Ordinance 15, Series 2020, "An Ordinance of the Board of Trustees of the Town of Eagle, Colorado, Amending Section 3.06.030 and Section 3.04.066 of the Eagle Municipal Code to Increase the Excise Tax on Unprocessed Marijuana From Two and One-Half Percent (2.5%) to Three and One-Half Percent (3.5%) and to Annually Increase the Excise Tax on Unprocessed Marijuana and Sales Tax on Retail Marijuana"

Mayor McKibbin opened this item. Jill Kane presented the staff report.

MOTION: Trustee Andy Jessen motioned to Approve . Motion was seconded and Passed with a vote of 7 in favor (McKibbin, Brubeck, Solomon, Jessen, Kerst, Turnipseed, Witt) and 0 opposed.

6. Lower Basin Water Treatment Plant – Change Order Authorization Thresholds Amendment from 5% to 8% of the Guaranteed Maximum Price

Bryon McGinnis and Jill Kane presented this item. Staff is asking to raise the Town Manager's approval threshold to 8% to give her permission to sign Change Orders to keep the project moving forward. Project Managers will be coming back in June with a thorough financial report.

Board Comments/Discussion: Inquiry on whether this project is exempt from the budget freeze. Brandy Reitter stated this is a mandatory item and is exempt.

MOTION: Trustee Kevin Brubeck motioned to Approve the COMMENT. Motion was seconded and passed with a vote of 7 in favor (McKibbin, Brubeck, Solomon, Jessen, Kerst, Turnipseed, Witt) and 0 opposed.

7. 2020 Budget COVID-19 Financial Impacts Presentation

Brandy Reitter thanked Finance Director for putting this presentation together in a short amount of time.

Jill Kane presented this item and reviewed the staff memo included in the board packet.

Board Comments/Discussion: inquiry on other areas for sales tax revenues and what those numbers include. Staff provided these are generally from online sales. Concern that this was a lot of analysis and information to discuss on short notice and preference to have more time to review. A worksession was proposed so that new council members can review and have focused discussions. Staff stated this analysis can be updated as sales tax numbers come in to show changes to the budget. Staff will be including this information every month. Options were

included to think about projections. Staff would like to remain in a budget freeze for a few months until we know more about revenues and effects. Staff will likely be requesting decisions from the Council on April 28th regarding the budget. Inquiry on receiving FEMA payments, staff was not overly optimistic about receiving funding. Due to the restrictions on what qualifies for relief. Inquiry on self-collection of sales tax and if that would provide those revenues faster. Staff stated yes, self-collection is now an option with Home Rule, however, this would take staff and software to ensure compliance for collections to be done. Overall, the Board was amenable with a reserve of 25% and will discuss further at an upcoming worksession.

BOARD DISCUSSION AND FUTURE AGENDA ITEMS

Trustee Jessen: Requested the Town open up whatever trails it can safely to spread out users. Thanked Mayor and Trustees Witt and Brubeck for their service.

Trustee Brubeck thanked all Board members.

Trustee Witt thanked all Board members for the experience.

Brandy Reitter stated staff is having a discussion on the yard waste facility. We are currently delaying the opening to align with the public health orders. Staff may be proposing fee abeyance for the remainder of the year.

Trustee Solomon thanked Mayor and Trustees Witt and Brubeck. Looked forward to reviewing COVID orders at the next meeting on the timetable for lifting restrictions.

Mayor McKibbin thanked the Board and staff.

1. Board Committee Review

Request to add the Economic Vitality Committee to this list. Kevin Brubeck indicated he would like to stay on this committee.

EXECUTIVE SESSION - 9:18 PM

To hold a conference with the Town's attorney to receive legal advice on specific legal questions, as it relates to Red Mountain Ranch Annexation and Development Agreement and the Eagle River Park pursuant to C.R.S. § 24-6-402(4)(b) and C.R.S. 24-6-402(4)(b)(e) – to receive legal advice on specific legal questions and to develop a negotiation strategy and instruct negotiators.

- 1. MOTION: Mayor Anne McKibbin motioned to Adjourn to hold a conference with the Town's attorney to receive legal advice on specific legal questions, as it relates to Red Mountain Ranch Annexation and Development Agreement and the Eagle River Park pursuant to C.R.S. § 24-6-402(4)(b) and C.R.S. 24-6-402(4)(b)(e) – to receive legal advice on specific legal questions and to develop a negotiation strategy and instruct negotiators and adjourn the regular meeting after the Executive Session. Motion was seconded and passed with a vote of 7 in favor (McKibbin, Brubeck, Solomon, Jessen, Kerst, Turnipseed, Witt) and 0 opposed.**

ADJOURN - 10:09 PM

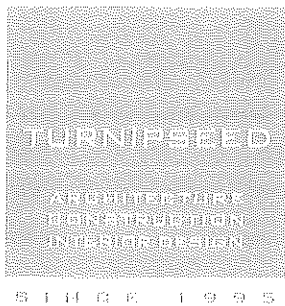
MOTION: Trustee Kevin Brubeck motioned to Adjourn the Regular Meeting. Motion was seconded and passed with a vote of 7 in favor (McKibbin, Brubeck, Solomon, Jessen, Kerst, Turnipseed, Witt) and 0 opposed.

Approved:

Date:

Anne McKibbin, Mayor

Jenny Rakow, CMC Town Clerk



April 10, 2020

Eagle of Town Board of Trustees

RE: I Quit

Dear Town of Eagle Board of Trustees,

I'm writing this letter to inform you that I would like to resign from being a Town of Eagle Trustee effective April 28, 2020

Sincerely,

A handwritten signature in black ink, appearing to be "Scott Turnipseed", written over the printed name. The signature is stylized with loops and a long horizontal stroke extending to the right.

Scott Turnipseed



To: Mayor and Town Council

From: Jill Kane, Finance Director

Date: April 28, 2020

Agenda Item: Resolution 23-2020, A resolution authorizing release of funds in escrow due to completion of public improvements (Haymeadow)

REQUEST: Staff is requesting the Town Council to review and approve the resolution to release a partial draw from the escrow fund for the performance guarantee for the Haymeadow Filing No. 1.

INTRODUCTION: The Town entered into an escrow agreement with Haymeadow Metropolitan District No. 6 (Haymeadow). The Subdivision Improvements Agreement and the Annexation and Development Agreement require the Developer or District to provide a Performance Guarantee in the amount of 110% of the estimated cost of completing the public improvements within the Subdivision. Haymeadow set up and deposited \$6,109,102.91 into an escrow account, which is being administered by the Town. The escrow agreement states that upon completion and inspection of public improvements by the Town Engineer, the Town will release funds in escrow on a no more than a quarterly basis.

ANALYSIS: The Town Engineer has inspected and approved the public improvements completed for the first quarter of 2020. Staff is recommending a draw request of \$284,072.83 from the Haymeadow escrow account.

COMMUNITY INPUT: None Required

BUDGET / STAFF IMPACT: Releasing escrow funds has no budget impact, as it is a liability to the Town and not a revenue or expense. It does take additional administrative and engineering staff time to implement partial performance guarantee releases on a quarterly basis, instead of when the public improvements are complete for an entire project.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

Major Objective #5 – Stimulate Economic Vitality and Development

Major Objective #5 – Improve Housing Availability and Affordability

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **approve** or **deny** adoption of resolution 13-2020, "A resolution of the Town Council of the Town of Eagle, Colorado, Authorizing release of funds in escrow due to completion of public improvements."

ATTACHMENTS:

- Resolution 23-2020
- Contractor's Pay Application-3: Draw Request – Approved by Town engineer

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 23
(Series of 2020)

A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
AUTHORIZING RELEASE OF FUNDS IN ESCROW DUE TO COMPLETION OF PUBLIC
IMPROVEMENTS (HAYMEADOW)

WHEREAS, on May 22, 2019, the Town entered into an Escrow Agreement with the Haymeadow Metropolitan District No. 6 (the "District") related to the escrow of funds for the performance guarantee for the public improvements associated with Haymeadow Filing No. 1 (the "Project");

WHEREAS, pursuant to the Escrow Agreement, as amended, the Developer deposited \$6,109,102.91 (the "Escrow Funds") with a selected Escrow Agent;

WHEREAS, Section 2 of the Escrow Agreement provides that, upon completion of the improvements and final inspection and acceptance by the Town Engineer, the Town Council may authorize a disbursement of Escrow Funds;

WHEREAS, on April 7, 2020, the Town received a draw request from the District in the amount of \$284,072.83 (the "Draw Request"); and

WHEREAS, the Town Engineer inspected the Project and found no deficiencies in the completed public improvements associated with the draw request, and has recommended approval of the Draw Request.

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

Section 1. The Town Council hereby approves the Draw Request and authorizes the release of \$284,072.83 from the escrow account established by the Agreement.

INTRODUCED, READ, PASSED AND ADOPTED ON APRIL 28, 2020.

TOWN OF EAGLE, COLORADO

Anne McKibbin, Mayor

ATTEST:

Jenny Rakow, Town Clerk

Contractor's Application for Payment No. 3

Application Period: 12/12/2019 to 03/31/2020		Application Date: 4/7/2020
To (Owner): Haymeadow Metropolitan District	From (Contractor): Johnson Construction, Inc	Via (Consultant): Cairn Consulting Services
Project: Haymeadow Filing 1	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Consultant's Project No.:

**Application For Payment
Change Order Summary**

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ \$5,553,729.92
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ \$0.00
			3. Current Contract Price (Line 1 ± 2).....	\$ \$5,553,729.92
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column H total on Progress Estimates).....	\$ \$2,995,101.03
			5. RETAINAGE:	
			a. 25% X \$903,661.00 Work Completed (Not Accepted)	\$ \$225,915.25
			b. 10% X \$494,301.68 CO Work Completed (Accepted)	\$ \$49,430.17
			c. 25% X \$35,548.52 CO Work Completed (Not Accepted)	\$ \$8,887.13
			d. Total Retainage (Line 5.a + Line 5.b).....	\$ \$284,232.55
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ \$2,710,868.48
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ \$2,426,795.65
			8. AMOUNT DUE THIS APPLICATION.....	\$ \$284,072.83
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ \$2,842,861.44
TOTALS	\$0.00	\$0.00		
NET CHANGE BY CHANGE ORDERS	\$0.00			

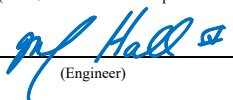
Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: _____ Date: _____

Payment of: \$ 284,072.83
 (Line 8 or other - attach explanation of the other amount)

is recommended by:  4-7-2020
 (Engineer) (Date)

Payment of: \$ _____
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____
 (Owner) (Date)

Approved by: _____
 (Town of Eagle) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):														Application Number: 3				
Application Period:														Application Date: 4/7/2020				
A						B		C	D	E	F	G	H	I	J	K	L	
Item			Contract Information				Total Quantity Installed and Accepted	Value of Work Installed and Accepted to Date	Total Quantity Installed and Not Accepted	Value of Work Installed and Not Accepted to Date	Total Quantity Installed	Value of Work Installed to Date	Total Quantity Installed per Contractor's Pay App	Value of Work Installed to Date per Contractor's Pay App	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value Item (\$)													
	CONTRACT REQUIREMENTS																	
A.		Miscellaneous																
	1.	Clearing and Grubbing	1	LS	25,000.00	\$25,000.00	1	\$25,000.00		\$0.00	1	\$25,000.00	1.00	\$25,000.00		\$25,000.00	100.0%	\$0.00
	2.	Revegetation	1	LS	110,000.00	\$110,000.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$110,000.00
B.		Sylvan Lake Road & Roundabout & Brush Creek																
3.		Topsoil Remove and Stockpile (14.25")	9,446	CY	3.50	\$33,061.00	9446	\$33,061.00		\$0.00	9446	\$33,061.00	9446	\$33,061.00		\$33,061.00	100.0%	\$0.00
4.		Topsoil Replace (6")	3,977	CY	7.00	\$27,839.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$27,839.00
5.		Excavation	700	CY	5.00	\$3,500.00	700	\$3,500.00		\$0.00	700	\$3,500.00	700	\$3,500.00		\$3,500.00	100.0%	\$0.00
6.		Embankment	5,038	CY	5.25	\$26,449.50	5038	\$26,449.50		\$0.00	5038	\$26,449.50	5038	\$26,449.50		\$26,449.50	100.0%	\$0.00
7.		Subgrade Preparation Roads	17,328	SY	2.10	\$36,388.80	13850	\$29,085.00		\$0.00	13850	\$29,085.00	13850	\$29,085.00		\$29,085.00	79.9%	\$7,303.80
8.		Asphalt (4")	2,133	TN	100.00	\$213,300.00	456	\$45,600.00		\$0.00	456	\$45,600.00	456	\$45,600.00		\$45,600.00	21.4%	\$167,700.00
9.		Base Course (8" Class 6)	3,870	TN	35.00	\$135,450.00	3485.32	\$121,986.20		\$0.00	3485.32	\$121,986.20	3485	\$121,975.00		\$121,986.20	90.1%	\$13,463.80
10.		Base Course (18" Class 2)	9,658	TN	32.75	\$316,299.50	8651.21	\$283,327.13		\$0.00	8651.21	\$283,327.13	8651.21	\$283,327.13		\$283,327.13	89.6%	\$32,972.37
11.		Concrete Curb and Gutter (6" Vertical)	1,710	LF	17.50	\$29,925.00	1710	\$29,925.00		\$0.00	1710	\$29,925.00	1710	\$29,925.00		\$29,925.00	100.0%	\$0.00
12.		Concrete Curb and Gutter (1.5' x 6" Vertical)	233	LF	30.00	\$6,990.00	233	\$6,990.00		\$0.00	233	\$6,990.00	233	\$6,990.00		\$6,990.00	100.0%	\$0.00
13.		Concrete Curb and Gutter (3" Mountable)	285	LF	27.25	\$7,766.25	285	\$7,766.25		\$0.00	285	\$7,766.25	285	\$7,766.25		\$7,766.25	100.0%	\$0.00
14.		Concrete Crosswalks (95 LF)	5	EA	2,525.00	\$12,625.00	5	\$12,625.00		\$0.00	5	\$12,625.00	5	\$12,625.00		\$12,625.00	100.0%	\$0.00
15.		Concrete Crosswalks Splitter Island Ped Cut (23 LF)	2	EA	1,050.00	\$2,100.00	2	\$2,100.00		\$0.00	2	\$2,100.00	2	\$2,100.00		\$2,100.00	100.0%	\$0.00
16.		Concrete Apron at Roundabout	12	SY	430.00	\$5,160.00	12	\$5,160.00		\$0.00	12	\$5,160.00	12	\$5,160.00		\$5,160.00	100.0%	\$0.00
17.		Concrete Cross Pans (6' Wide)	2	EA	6,900.00	\$13,800.00	2	\$13,800.00		\$0.00	2	\$13,800.00	2	\$13,800.00		\$13,800.00	100.0%	\$0.00
18.		6" Concrete at Roundabout	9,735	SF	10.10	\$98,323.50	9735	\$98,323.50		\$0.00	9735	\$98,323.50	9735	\$98,323.50		\$98,323.50	100.0%	\$0.00
19.		Roundabout Flatwork	192	SY	117.00	\$22,464.00	192	\$22,464.00		\$0.00	192	\$22,464.00	192	\$22,464.00		\$22,464.00	100.0%	\$0.00
20.		Path - Asphalt (3")	701	TN	101.00	\$70,801.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$70,801.00
21.		Path - Base Course (8" Class 6)	1,164	TN	38.00	\$44,232.00	990	\$37,620.00		\$0.00	990	\$37,620.00	990	\$37,620.00		\$37,620.00	85.1%	\$6,612.00
22.		Path - Subgrade Preparation	3,115	SY	2.15	\$6,697.25	2200	\$4,730.00		\$0.00	2200	\$4,730.00	2200	\$4,730.00		\$4,730.00	70.6%	\$1,967.25
23.		Install Block Wall - Use Keystone Compac Block Vail Blend	192	LF	160.00	\$30,720.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$30,720.00
24.		Detectable Warning Pads	8	EA	490.00	\$3,920.00	8	\$3,920.00		\$0.00	8	\$3,920.00	8	\$3,920.00		\$3,920.00	100.0%	\$0.00
25.		Bollard Lights	13	EA	3,425.00	\$44,525.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$44,525.00
26.		Standard Signs	17	EA	500.00	\$8,500.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$8,500.00
27.		Tapco Crosswalk Sign	4	EA	4,200.00	\$16,800.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$16,800.00
28.		Relocate Existing Signs	1	LS	335.00	\$335.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$335.00
29.		Delineator Posts	22	EA	30.00	\$660.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$660.00
30.		Road Striping (4" Solid White)	4,620	LF	0.34	\$1,570.80		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$1,570.80
31.		Road Striping (4" Solid Yellow)	5,360	LF	0.67	\$3,591.20		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$3,591.20
32.		Striping (Bike Symbol)	10	EA	54.00	\$540.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$540.00
33.		Streetlight - P1	1	EA	18,450.00	\$18,450.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$18,450.00
34.		Streetlight - P1-2B	2	EA	13,500.00	\$27,000.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$27,000.00
35.		20-foot Ranch Gate	2	EA	1,050.00	\$2,100.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$2,100.00

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):														Application Number: 3				
Application Period:														Application Date: 4/7/2020				
A					B		C	D	E	F	G	H	I	J	K	L		
Item			Contract Information			Total Quantity Installed and Accepted	Value of Work Installed and Accepted to Date	Total Quantity Installed and Not Accepted	Value of Work Installed and Not Accepted to Date	Total Quantity Installed	Value of Work Installed to Date	Total Quantity Installed per Contractor's Pay App	Value of Work Installed to Date per Contractor's Pay App	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)	
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)													
C.		Local Roads & Tract D Parking Lot																
36.	Topsoil Remove and Stockpile (8")	4,297	CY	3.50	\$15,039.50	4297	\$15,039.50		\$0.00	4297	\$15,039.50	4297	\$15,039.50		\$15,039.50	100.0%	\$0.00	
37.	Topsoil Replace (6")	2,865	CY	7.00	\$20,055.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$20,055.00	
38.	Excavation	8,175	CY	4.00	\$32,700.00	8175	\$32,700.00		\$0.00	8175	\$32,700.00	8175	\$32,700.00		\$32,700.00	100.0%	\$0.00	
39.	Embankment	1,902	CY	5.25	\$9,985.50	1902	\$9,985.50		\$0.00	1902	\$9,985.50	1902	\$9,985.50		\$9,985.50	100.0%	\$0.00	
40.	Subgrade Preparation Roads	12,776	SY	2.10	\$26,829.60		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$26,829.60	
41.	Asphalt (4")	1,786	TN	100.00	\$178,600.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$178,600.00	
42.	Base Course (6" Class 6)	2,000	TN	35.00	\$70,000.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$70,000.00	
43.	Base Course (18" Class 2)	5,129	TN	32.75	\$167,974.75		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$167,974.75	
44.	6" Class 6 Base Course Temp. Turnaround (2)	223	TN	35.00	\$7,805.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$7,805.00	
45.	Concrete Curb and Gutter (6" Vertical)	4,175	LF	18.75	\$78,281.25		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$78,281.25	
46.	Concrete Curb and Gutter (6" Vertical) - Spill	156	LF	23.25	\$3,627.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$3,627.00	
47.	Concrete Pan (3')	1,305	LF	31.00	\$40,455.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$40,455.00	
48.	Concrete ADA Ramp	30	EA	550.00	\$16,500.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$16,500.00	
49.	Subgrade Preparation Sidewalks	2,500	SY	3.50	\$8,750.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$8,750.00	
50.	Concrete Sidewalk (5' Wide)	2,884	LF	27.50	\$79,310.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$79,310.00	
51.	Concrete Sidewalk (7' Wide)	260	LF	37.75	\$9,815.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$9,815.00	
52.	Sidewalk Base Course	298	TN	40.00	\$11,920.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$11,920.00	
53.	Concrete Cross Pans (6' Wide)	15	EA	4,300.00	\$64,500.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$64,500.00	
54.	Detectable Warning Pads	32	EA	490.00	\$15,680.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$15,680.00	
55.	Path - Subgrade Preparation	337	SY	3.50	\$1,179.50		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$1,179.50	
56.	Path - Asphalt (3")	75	TN	101.00	\$7,575.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$7,575.00	
57.	Path - Base Course (6" Class 6)	475	TN	38.00	\$18,050.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$18,050.00	
58.	Standard Signs	18	EA	500.00	\$9,000.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$9,000.00	
59.	4" Solid White Striping	423	LF	0.34	\$143.82		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$143.82	
60.	Thermoplastic Striping (10' W x 1.5'H w/ 2' Gaps)	23	LF	95.00	\$2,185.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$2,185.00	
61.	Concrete Crosswalks Detail	52	LF	1,050.00	\$54,600.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$54,600.00	
62.	Streetlight	5	EA	9,650.00	\$48,250.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$48,250.00	
D.		West Cutoff Ditch																
	63.	Topsoil Remove and Stockpile (8")	466	CY	3.50	\$1,631.00	150	\$525.00		\$0.00	150	\$525.00	150	\$525.00		\$525.00	32.2%	\$1,106.00
	64.	Topsoil Replace (6")	311	CY	7.00	\$2,177.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$2,177.00
	65.	Excavation	680	CY	5.00	\$3,400.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$3,400.00
	66.	Embankment	37	CY	5.25	\$194.25		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$194.25
E.		West Trail Connect																
	67.	Topsoil Remove and Stockpile (8")	175	CY	3.50	\$612.50	100	\$350.00		\$0.00	100	\$350.00	100	\$350.00		\$350.00	57.1%	\$262.50
	68.	Topsoil Replace (6")	117	CY	7.00	\$819.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$819.00
	69.	Excavation	983	CY	5.00	\$4,915.00	250	\$1,250.00		\$0.00	250	\$1,250.00	250	\$1,250.00		\$1,250.00	25.4%	\$3,665.00
	70.	Embankment	36	CY	5.25	\$189.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$189.00
F.		Emergency Access Road																
	71.	Clearing/Grub remove unsuitable soil. Haul to on-site waste site.	34,022	SF	0.30	\$10,206.60	14283	\$4,284.90		\$0.00	14283	\$4,284.90	14283	\$4,284.90		\$4,284.90	42.0%	\$5,921.70
	72.	Topsoil Remove and Stockpile (12")	1,809	CY	3.50	\$6,331.50	549	\$1,921.50		\$0.00	549	\$1,921.50	549	\$1,921.50		\$1,921.50	30.3%	\$4,410.00
	73.	Topsoil Replace (6")	905	CY	7.00	\$6,335.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$6,335.00
	74.	Excavation	926	CY	5.00	\$4,630.00	926	\$4,630.00		\$0.00	926	\$4,630.00	926	\$4,630.00		\$4,630.00	100.0%	\$0.00
	75.	Embankment	22	CY	5.25	\$115.50	22	\$115.50		\$0.00	22	\$115.50	22	\$115.50		\$115.50	100.0%	\$0.00
	76.	Subgrade Preparation Roads	3,633	SY	2.10	\$7,629.30		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$7,629.30
	77.	Base Course (18" Class 2)	1,164	TN	32.75	\$38,121.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$38,121.00
	78.	Base Course (8" Class 6)	472	TN	38.00	\$17,936.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$17,936.00
	79.	Base Course (6" Class 6)	646	TN	35.00	\$22,610.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$22,610.00

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):														Application Number: 3				
Application Period:														Application Date: 4/7/2020				
A					B		C	D	E	F	G	H	I	J	K	L		
Item			Contract Information				Total Quantity Installed and Accepted	Value of Work Installed and Accepted to Date	Total Quantity Installed and Not Accepted	Value of Work Installed and Not Accepted to Date	Total Quantity Installed	Value of Work Installed to Date	Total Quantity Installed per Contractor's Pay App	Value of Work Installed to Date per Contractor's Pay App	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description		Item Quantity	Units	Unit Price	Total Value Item (\$)												
G.		Pool/Rink Path and Debris Catchment																
	80.	Topsoil place (6")	4,920	CY	7.00	\$34,440.00	4000	\$28,000.00		\$0.00	4000	\$28,000.00	4000	\$28,000.00		\$28,000.00	81.3%	\$6,440.00
	81.	Excavation	32,254	CY	2.60	\$83,860.40	32254	\$83,860.40		\$0.00	32254	\$83,860.40	32254	\$83,860.40		\$83,860.40	100.0%	\$0.00
	82.	Embankment	6,235	CY	4.50	\$28,057.50	6235	\$28,057.50		\$0.00	6235	\$28,057.50	6235	\$28,057.50		\$28,057.50	100.0%	\$0.00
	83.	Haul excess Structural to Stockpile	26,019	CY	2.35	\$61,144.65	26019	\$61,144.65		\$0.00	26019	\$61,144.65	26019	\$61,144.65		\$61,144.65	100.0%	\$0.00
	84.	Path - Subgrade Preparation	4,000	SY	2.25	\$9,000.00	4000	\$9,000.00		\$0.00	4000	\$9,000.00	4000	\$9,000.00		\$9,000.00	100.0%	\$0.00
	85.	Path - Asphalt (3")	600	TN	101.00	\$60,600.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$60,600.00
	86.	Path - Asphalt (4")	59	TN	100.00	\$5,900.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$5,900.00
	87.	Path - Base Course (8" Class 6)	1,164	TN	38.00	\$44,232.00	1164	\$44,232.00		\$0.00	1164	\$44,232.00	1164	\$44,232.00		\$44,232.00	100.0%	\$0.00
	88.	Remove and Replace 6" Class 6	15	TN	12.00	\$180.00	15	\$180.00		\$0.00	15	\$180.00	15	\$180.00		\$180.00	100.0%	\$0.00
	89.	Signs	1	EA	500.00	\$500.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$500.00
H.		Drainage																
	90.	18" Diameter HDPE	1,648	LF	54.00	\$88,992.00		\$0.00	1648	\$88,992.00	1648	\$88,992.00	1346	\$72,684.00		\$88,992.00	100.0%	\$0.00
	91.	18" CMP FES	11	EA	475.00	\$5,225.00		\$0.00	11	\$5,225.00	11	\$5,225.00	4	\$1,900.00		\$5,225.00	100.0%	\$0.00
	92.	24" Diameter HDPE	426	LF	71.50	\$30,459.00		\$0.00	426	\$30,459.00	426	\$30,459.00	186	\$13,299.00		\$30,459.00	100.0%	\$0.00
	93.	24" CMP FES	10	EA	658.00	\$6,580.00		\$0.00	10	\$6,580.00	10	\$6,580.00	4	\$2,632.00		\$6,580.00	100.0%	\$0.00
	94.	36" Diameter HDPE	4	LF	122.00	\$488.00		\$0.00	4	\$488.00	4	\$488.00	0	\$0.00		\$488.00	100.0%	\$0.00
	95.	36" CMP FES	5	EA	1,250.00	\$6,250.00		\$0.00	5	\$6,250.00	5	\$6,250.00	0	\$0.00		\$6,250.00	100.0%	\$0.00
	96.	RCP 18"	2,538	LF	65.00	\$164,970.00		\$0.00	2538	\$164,970.00	2538	\$164,970.00	533	\$34,645.00		\$164,970.00	100.0%	\$0.00
	97.	RCP 18" FES	1	EA	1,260.00	\$1,260.00		\$0.00	1	\$1,260.00	1	\$1,260.00	2	\$2,520.00		\$1,260.00	100.0%	\$0.00
	98.	RCP 24"	827	LF	85.00	\$70,295.00		\$0.00	827	\$70,295.00	827	\$70,295.00	139	\$11,815.00		\$70,295.00	100.0%	\$0.00
	99.	RCP 24" FES	6	EA	1,615.00	\$9,690.00		\$0.00	6	\$9,690.00	6	\$9,690.00	3	\$4,845.00		\$9,690.00	100.0%	\$0.00
	100.	RCP 36"	234	LF	155.00	\$36,270.00		\$0.00	234	\$36,270.00	234	\$36,270.00	168	\$26,040.00		\$36,270.00	100.0%	\$0.00
	101.	RCP 36" FES	5	EA	2,593.00	\$12,965.00		\$0.00	5	\$12,965.00	5	\$12,965.00	2	\$5,186.00		\$12,965.00	100.0%	\$0.00
	102.	2'x2' Area Inlet	4	EA	2,585.00	\$10,340.00	1	\$2,585.00	3	\$7,755.00	4	\$10,340.00	1	\$2,585.00		\$10,340.00	100.0%	\$0.00
	103.	3'x3' Area Inlet (Type C)	16	EA	3,765.00	\$60,240.00	2	\$7,530.00	14	\$52,710.00	16	\$60,240.00	9	\$33,885.00		\$60,240.00	100.0%	\$0.00
	104.	2'x3' Curb Inlet	42	EA	3,305.00	\$138,810.00	4	\$13,220.00	38	\$125,590.00	42	\$138,810.00	11	\$36,355.00		\$138,810.00	100.0%	\$0.00
	105.	2'x3' Valley Grate	1	EA	3,010.00	\$3,010.00		\$0.00	1	\$3,010.00	1	\$3,010.00	0	\$0.00		\$3,010.00	100.0%	\$0.00
	106.	Encase in concrete at water crossing	2	EA	725.00	\$1,450.00		\$0.00	2	\$1,450.00	2	\$1,450.00	0	\$0.00		\$1,450.00	100.0%	\$0.00
	107.	4' Diameter Standard Manhole	3	EA	3,450.00	\$10,350.00	2	\$6,900.00	1	\$3,450.00	3	\$10,350.00	3	\$10,350.00		\$10,350.00	100.0%	\$0.00
	108.	5' Diameter Standard Manhole	1	EA	4,500.00	\$4,500.00	1	\$4,500.00		\$0.00	1	\$4,500.00	1	\$4,500.00		\$4,500.00	100.0%	\$0.00
	109.	24' FES w/ headwall/grate	1	EA	4,750.00	\$4,750.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$4,750.00
	110.	Debris Flow Outlet Structure	1	EA	11,250.00	\$11,250.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$11,250.00
	111.	Riprap Outlet D/C9.05	7	EA	4,150.00	\$29,050.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$29,050.00
	112.	Pond 1A - All Inclusive	1	EA	28,000.00	\$28,000.00	0.06	\$1,750.00		\$0.00	0.06	\$1,750.00	0.06	\$1,750.00		\$1,750.00	6.3%	\$26,250.00
	113.	Pond 1B - All Inclusive	1	EA	26,000.00	\$26,000.00	0.07	\$1,750.00		\$0.00	0.07	\$1,750.00	0.07	\$1,750.00		\$1,750.00	6.7%	\$24,250.00
	114.	Pond 1D - All Inclusive	1	EA	21,500.00	\$21,500.00	0.08	\$1,750.00		\$0.00	0.08	\$1,750.00	0.08	\$1,750.00		\$1,750.00	8.1%	\$19,750.00
	115.	Road Cut	2	EA	5,550.00	\$11,100.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$11,100.00
	116.	Turf Reinforcement Mat (TRM)	406	SY	5.50	\$2,233.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$2,233.00
I.		Sediment and Erosion Control																
	117.	Erosion Log Inlet Protection	5	EA	120.00	\$600.00	2	\$240.00		\$0.00	2	\$240.00	2	\$240.00		\$240.00	40.0%	\$360.00
	118.	Beaver Dam Curb Inlet Protection	4	EA	175.00	\$700.00	2	\$350.00		\$0.00	2	\$350.00	2	\$350.00		\$350.00	50.0%	\$350.00
	119.	Silt Fence &/or Straw Wattle (5800 LF)	9,300	LF	1.85	\$17,205.00	9300	\$17,205.00		\$0.00	9300	\$17,205.00	9300	\$17,205.00		\$17,205.00	100.0%	\$0.00
	120.	Ditch Straw Wattle	2	EA	150.00	\$300.00	2	\$300.00		\$0.00	2	\$300.00	2	\$300.00		\$300.00	100.0%	\$0.00
	121.	Stabilized Construction Entrance (A/9.09)	4	EA	2,350.00	\$9,400.00	2	\$4,700.00		\$0.00	2	\$4,700.00	2	\$4,700.00		\$4,700.00	50.0%	\$4,700.00
	122.	Temp Sediment Trap Riser	3	EA	375.00	\$1,125.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$1,125.00
	123.	Temp Stone Outlet E/C9.09	6	EA	565.00	\$3,390.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$3,390.00
	124.	Landlok 450 TRM or Approved Equal	964	LF	14.00	\$13,496.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$13,496.00
	125.	Stormwater System Clean UP	1	EA	7,250.00	\$7,250.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$7,250.00

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):														Application Number: 3								
Application Period:														Application Date: 4/7/2020								
A						B		C	D	E	F	G	H	I	J	K	L					
Item						Contract Information				Total Quantity Installed and Accepted	Value of Work Installed and Accepted to Date	Total Quantity Installed and Not Accepted	Value of Work Installed and Not Accepted to Date	Total Quantity Installed	Value of Work Installed to Date	Total Quantity Installed per Contractor's Pay App	Value of Work Installed to Date per Contractor's Pay App	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)	
Bid Item No.	Description					Item Quantity	Units	Unit Price	Total Value Item (\$)													
J.		Water																				
	126.	Connect to Existing 12" DIP Main	2	EA	3,250.00	\$6,500.00	1	\$3,250.00		\$0.00	1	\$3,250.00	1	\$3,250.00		\$3,250.00	50.0%	\$3,250.00				
	127.	12" DIP	5,015	LF	94.00	\$471,410.00	4,841	\$455,054.00		\$0.00	4841	\$455,054.00	4841	\$455,054.00		\$455,054.00	96.5%	\$16,356.00				
	128.	Fire Hydrant Assembly	11	EA	6,100.00	\$67,100.00	9	\$54,900.00		\$0.00	9	\$54,900.00	9	\$54,900.00		\$54,900.00	81.8%	\$12,200.00				
	129.	8" Gate Valves	4	EA	2,015.00	\$8,060.00	4	\$8,060.00		\$0.00	4	\$8,060.00	4	\$8,060.00		\$8,060.00	100.0%	\$0.00				
	130.	12" Gate Valves	27	EA	3,260.00	\$88,020.00	27	\$88,020.00		\$0.00	27	\$88,020.00	27	\$88,020.00		\$88,020.00	100.0%	\$0.00				
	131.	Water Service (Single Family), 1" Type K Copper w/ curb stop (55 EA)	2,066	LF	40.00	\$82,640.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$82,640.00				
	132.	Air Release Valve	4	EA	6,400.00	\$25,600.00	4	\$25,600.00		\$0.00	4	\$25,600.00	4	\$25,600.00		\$25,600.00	100.0%	\$0.00				
	133.	Install Horizontal Thrust Block	13	EA	235.00	\$3,055.00	13	\$3,055.00		\$0.00	13	\$3,055.00	13	\$3,055.00		\$3,055.00	100.0%	\$0.00				
	134.	Temp. Blowoff Valve & Stub	8	EA	900.00	\$7,200.00	8	\$7,200.00		\$0.00	8	\$7,200.00	8	\$7,200.00		\$7,200.00	100.0%	\$0.00				
	135.	Insulate Water Main	1	EA	385.00	\$385.00	1	\$385.00		\$0.00	1	\$385.00	1	\$385.00		\$385.00	100.0%	\$0.00				
	136.	Wetland Plant and Soil Material - Remove, Stockpile & Replace (1' Deep)	150	CY	25.00	\$3,750.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$3,750.00				
	137.	Export Unsuitable Trench Material (Cost/100 LF of Trench)	440	CY	4.00	\$1,760.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$1,760.00				
	138.	Import Select Trench Backfill (Cost/100 LF of Trench)	440	CY	16.00	\$7,040.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$7,040.00				
	139.	Dewatering	20	DAY	1,500.00	\$30,000.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00		\$30,000.00				
K.		Sewer																				
	140.	Connect to Existing	1	EA	4,500.00	\$4,500.00	1	\$4,500.00		\$0.00	1	\$4,500.00	1	\$4,500.00		\$4,500.00	100.0%	\$0.00				
	141.	8" PVC SDR35	1,909	LF	57.00	\$108,813.00	247	\$14,079.00	1,662	\$94,734.00	1909	\$108,813.00	1909	\$108,813.00		\$108,813.00	100.0%	\$0.00				
	142.	12" PVC SDR35	2,691	LF	69.00	\$185,679.00	377	\$26,013.00	2,314	\$159,666.00	2691	\$185,679.00	2691	\$185,679.00		\$185,679.00	100.0%	\$0.00				
	143.	18" PVC SDR36	83	LF	120.00	\$9,960.00	83	\$9,960.00		\$0.00	83	\$9,960.00	83	\$9,960.00		\$9,960.00	100.0%	\$0.00				
	144.	6" PVC SDR35 Service (3 EA)	198	LF	38.00	\$7,524.00		\$0.00	198	\$7,524.00	198	\$7,524.00	198	\$7,524.00		\$7,524.00	100.0%	\$0.00				
	145.	4" PVC SDR35 Service (25 EA)	398	LF	36.00	\$14,328.00		\$0.00	398	\$14,328.00	398	\$14,328.00	398	\$14,328.00		\$14,328.00	100.0%	\$0.00				
	146.	5' Diameter Standard Manhole	3	EA	7,850.00	\$23,550.00	3	\$23,550.00		\$0.00	3	\$23,550.00	3	\$23,550.00		\$23,550.00	100.0%	\$0.00				
	147.	4' Diameter Standard Manhole	25	EA	5,285.00	\$132,125.00	25	\$132,125.00		\$0.00	25	\$132,125.00	25	\$132,125.00		\$132,125.00	100.0%	\$0.00				
	148.	Export Unsuitable Trench Material (Cost/100 LF of Trench)	210	CY	4.00	\$840.00	210	\$840.00		\$0.00	210	\$840.00	210	\$840.00		\$840.00	100.0%	\$0.00				
	149.	Import Select Trench Backfill (Cost/100 LF of Trench)	210	CY	16.00	\$3,360.00	210	\$3,360.00		\$0.00	210	\$3,360.00	210	\$3,360.00		\$3,360.00	100.0%	\$0.00				
	150.	Dewatering	20	DAY	1,500.00	\$30,000.00	20	\$30,000.00		\$0.00	20	\$30,000.00	20	\$30,000.00		\$30,000.00	100.0%	\$0.00				
L.		Non-Potable Irrigation System																				
	151.	Irrigation	1	LS	324,317.00	\$324,317.00					0	\$0.00	0	\$0.00		\$0.00		\$324,317.00				
M.		Landscaping																				
	152.	Landscaping	1	LS	195,259.00	\$195,259.00					0	\$0.00		\$0.00		\$0.00		\$195,259.00				
		Totals						\$5,553,729.92		\$2,091,440.03		\$903,661.00		\$2,995,101.03		\$2,596,186.83	\$0.00	\$2,995,101.03	53.9%	\$2,558,628.89		



To: Mayor and Town Board of Trustees

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

Date: April 28, 2020

Agenda Item: Resolution 24-2020, "A Resolution of the Town Council Authorizing the Temporary Removal of the Yard Waste Fee"

REQUEST: Staff is requesting the Council authorize the temporary removal of the yard waste fee through December 31, 2020.

BACKGROUND: In consideration of the economic hardships on residents as a result of the COVID-19, many utility providers are waiving certain fees. Therefore, as a way to provide a small measure of relief for Town of Eagle utility customers who may be adversely impacted by the current economic circumstances, staff is recommending Town Council authorize suspending the monthly two-dollar (\$2.00) yard waste fee for bills due in the months of May through December 2020.

ANALYSIS: The Town Board established and adopted the 2020 fee schedule on December 10, 2019, which established the current two-dollar (\$2.00) a month yard waste fee for in-town residential customers. Yard waste fees, collected through the Refuse Fund, cover the cost of operating the yard waste facility from April through mid-November. Due to COVID-19, staff is unsure at this time when the facility will reopen to the public. The Refuse Fund currently has a fund balance of approximately \$300,000. All revenues and expenditures in the refuse fund are a pass through, except for the yard waste operations. The Town collects approximately \$3,350 a month in yard waste fees. The 2020 original budget for yard waste fees is \$39,500. A fee removal for eight months would approximately reduce budgeted revenues by \$26,800. Staff is recommending that the reduction in revenue be covered by the reduction in operating expenses while closed to the public (approximately \$4,000/mo) and once open any additional offset be covered by Refuse Fund fund balance.

COMMUNITY INPUT: Staff has received many customer inquiries regarding requests for fee reductions.

BUDGET / STAFF IMPACT: Staff is estimating a \$26,800 reduction in Refuse Fund revenue, although there will be an offset of expenses while the facility remains closed to the public by approximately \$4,000 a month.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

- Transparency and Community Engagement – Staff has received many inquiries regarding requests for fee reductions. Staff reviewed all utility fees to see what fees the Town could temporarily remove without impacting the sustainability of each enterprise fund.
- Protecting Public Health, Safety, and the Environment – the Town is committed to protecting the well-being of its people and the community.
- Sound Finances and Increased Efficiency – although this standard is not necessarily achieved since the Town has this standard, our Refuse Fund has the financial strength to assist our citizens who may be adversely impacted by COVID-19.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **approve** or **deny** adoption of Resolution 24-2020, "A Resolution of the Town Council of the Town of Eagle, Colorado, authorizing the temporary removal of the yard waste fee".

ATTACHMENTS:

- Resolution 24-2020

**TOWN OF EAGLE
RESOLUTION NO. 24
(SERIES OF 2020)**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
AUTHORIZING THE TEMPORARY REMOVAL OF THE YARD WASTE FEE

WHEREAS, on December 10, 2019, the Town Board of Trustees established and adopted a fee schedule pursuant to 2.34 of the Eagle Municipal Code; and

WHEREAS, the fee schedule established a two dollar (\$2.00) monthly charge for yard waste to in town customers; and

WHEREAS, on March 15, 2020, Mayor McKibbin declared a disaster emergency in and for the Town of Eagle, Colorado, pursuant to the Colorado Disaster Emergency Act, C.R.S. § 24-33.5- 701, et seq. (the "Act"); and

WHEREAS, a temporary reduction in fees may provide a small measure of relief for Town of Eagle utility customers who may be adversely impacted by the economic circumstances as a result of the COVID-19 virus situation; and

WHEREAS, the Town Council believes it is in the best interest of the citizens of Eagle to temporarily waive the yard waste fee through December 31, 2020.

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

Section 1. That a temporary modification to the Town of Eagle billing policies shall be made so that the monthly two-dollar (\$2.00) yard waste fee is hereby waived for bills due in the months of May, June, July, August, September, October, November, and December 2020.

INTRODUCED, READ, PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, held on April 28, 2020.

TOWN OF EAGLE, COLORADO

ATTEST:

By: _____
Anne McKibbin, Mayor

Jenny Rakow, Town Clerk

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 25
(Series of 2020)

A RESOLUTION OF THE TOWN OF EAGLE EXTENDING THE DECLARED LOCAL DISASTER EMERGENCY

WHEREAS, on March 10, 2020, the Governor of the State of Colorado recognized the COVID-19 pandemic and declared a state of emergency by Executive Order D 2020 018;

WHEREAS, on March 15, 2020, Mayor McKibbin declared a disaster emergency in and for the Town of Eagle, Colorado, pursuant to the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, *et seq.* (the "Act");

WHEREAS, on March 19, 2020, by Resolution No. 12, the Board of Trustees ratified the Mayor's declaration and made a declaration of emergency effective for 30 days;

WHEREAS, by Executive Order D 2020 003, the Governor of the State of Colorado amended and extended the State's emergency declaration until May 4, 2020; and

WHEREAS, the emergency conditions caused by the COVID-19 pandemic, as defined by C.R.S. § 24-33.5-702, persist and require additional and sustained action by the Town.

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

Section 1. Effective May 4, 2020 the declaration of a disaster emergency in and for the Town of Eagle, a copy of which is attached, is extended to May 26, 2020.

Section 2. Pursuant to C.R.S. § 24-33.5-709(1), this Resolution shall be given prompt and general publicity and shall be filed promptly with the Town Clerk, the Eagle County Clerk and Recorder and the Colorado Office of Emergency Management.

INTRODUCED, READ, PASSED AND ADOPTED ON APRIL 28, 2020.

TOWN OF EAGLE, COLORADO

Anne McKibbin, Mayor

ATTEST:

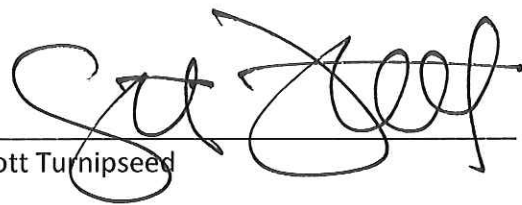
Jenny Rakow, Town Clerk



OATH

I, Scott Turnipseed, swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.



Scott Turnipseed

ATTEST

Town Clerk



OATH

I, Ellen Bodenhemier, swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.

Ellen Bodenhemier

ATTEST

Town Clerk



OATH

I, W Mikel “Pappy” Kerst, swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.

W Mikel “Pappy” Kerst

ATTEST

Town Clerk



OATH

I, Adam Palmer, swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.

Adam Palmer

Adam Palmer

ATTEST

Town Clerk

**TOWN OF EAGLE
RESOLUTION NO. 20
SERIES OF 2020**

**A RESOLUTION EXPRESSING THE APPRECIATION OF THE EAGLE TOWN COUNCIL FOR THE
SERVICES OF ANNE MCKIBBIN, PAUL WITT AND KEVIN BRUBECK AS MAYOR, MAYOR PRO TEM
AND TRUSTEE OF THE TOWN OF EAGLE**

WHEREAS, Anne McKibbin was elected as Trustee in 2012 and elected as Mayor in 2016 serving through April 2020; and

WHEREAS, Kevin Brubeck was appointed as Trustee in 2014 and again in 2016 serving as Mayor Pro Tem until April 2020; and

WHEREAS, Paul Witt was elected as Trustee in 2002 and again in 2016 serving through April 2020; and

WHEREAS, Anne McKibbin, Kevin Brubeck and Paul Witt have served as Mayor, Mayor Pro Tem and Trustee with diligence and loyalty and have made significant and lasting contributions to the Town in that capacity; and

WHEREAS, Anne McKibbin, Kevin Brubeck and Paul Witt will all be missed by this Board and the residents of the Town of Eagle in their capacity as board members;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Eagle, Colorado, as follows:

1. The sincere thanks from the Town Council and residents of the Town of Eagle are extended to Anne McKibbin, Kevin Brubeck and Paul Witt for their service to the Town.
2. Anne McKibbin, Kevin Brubeck and Paul Witt are wished the very best of success and happiness in their future endeavors.
3. This Resolution shall be included in full in the minutes of this meeting, and a certified copy thereof shall be delivered to said Anne McKibbin, Kevin Brubeck and Paul Witt.

INTRODUCED, READ, PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, Colorado on the 28th day of April 2020.

Town of Eagle

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, CMC
Town Clerk



PAUL WITT

**IN APPRECIATION OF
DEDICATED PUBLIC SERVICE
TRUSTEE
2002-2006 & 2016-2020**





KEVIN BRUBECK

**IN APPRECIATION OF
DEDICATED PUBLIC SERVICE**

**TRUSTEE ~ 2014-2020
PLANNING COMMISSION ~ 2010-2014**





ANNE MCKIBBIN

**IN APPRECIATION OF
DEDICATED PUBLIC SERVICE**

**MAYOR ~ 2016-2020
TRUSTEE ~ 2012-2016
PLANNING COMMISSION ~ 2004-2012**





To: Mayor and Board of Trustees

From: Brandy Reitter, Town Manager

Date: April 28, 2020

Re: Town Manager Report

Administration & Organization

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

- Short-term rentals – May 12
- Mobile Vendor Policy – May 26
- Council Policy Document – May 26
- COVID-19 Budget Work Session

COVID-19 Regional Updates – The pandemic continues to take up a lot of time for the entire organization. Below are a few updates on the impacts to the organization:

- The County requested a waiver from the Governor on certain provisions in the state-wide public health order and was successful.
- A draft of the updated Eagle County Public Health Order was issued on April 24 to the policy group and goes into effect on April 27.
- The Town will update the operation plans over the next few weeks based on the order.
- The plan is to set up a back to work plan starting on May 4 and spend the next week preparing for re-entry. This will depend on how quickly we can receive PPE for employees.
- Recovery efforts have begun, and I am serving on a taskforce with the managers in the County. There are several other industry taskforces to assist with strategic planning and to answer questions about the re-entry into the community.
- Staff has seen success with how the Town is handling communications related to COVID-19 and an update is below:
 - The Committee has hosted 5 Virtual Town Halls for Eagle Residents, Thursdays at 12pm.
 - The Town has had more than 100 unique visits to the COVID-19 resource page on the Town website, though traffic has fallen off in the past few weeks.
 - Brian Hall is heading up a new social media and online effort to highlight Town Staff as they work throughout the community. Stories will be shared a few times each week.

Blackhills Energy's Grand Avenue pipeline replacement project begins construction on May 18. The schedule calls for 34 days of construction. The project includes an overlay of the road and will cause delays to travel. Town and Blackhills Energy are working together to communicate to the public.

Economic Development, & Planning

Economic Vitality

- The Vail Valley Partnership released its COVID-19 business impact report and Town of Eagle businesses who responded said the following:
 - Roughly 10% less severe economic impact than County or State, but sharp uptick in past week.
 - Healthcare and Real Estate were hardest-hit sectors.
 - Nearly 20% more working from home and nearly 10% more remote business operations than Eagle County or State of Colorado.
 - Town businesses had nearly 10% less access or operations to ship via mail compared to county and statewide businesses.
 - Financial runway and savings nearly 30% less than County or State responses.
 - Roughly 78% of businesses have seen a revenue decrease.

Downtown Broadway

- The Downtown Development Authority (DDA) subcommittee for Downtown Broadway has met twice in April to discuss boundaries and operations and progress still moves forward for the formation of a DDA in the future.
- The Downtown Business Alliance has been active finding ways to promote local businesses.

River Park

- There are few outstanding issues that the Executive Committee will discuss at the next meeting. Those items are below:
 - The Kensinger property CDOT Access Permit acknowledgment letter prior to sending it to them.
 - Discuss the engagement letter for special council and approach for the response to the USACE.
 - Discuss a draft of the new Use Agreement sent to the Town by Eagle County and formulate a response.
 - Review a letter from Trout Unlimited and the Eagle River Watershed Council requesting to help the Town with the response to the USACE.

Broadband

COMCAST:

- Comcast is planning to reschedule their initial groundbreaking and town hall for early May.
- Town has issued several permits to the Comcast team so that they can begin construction.
- As soon as staff knows the schedule for construction, it will be communicated to the public.

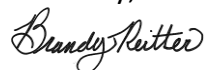
THOR:

- Project THOR 1.5 is roughly 8 weeks away and will increase I-70 bandwidth to 300gb/s.
- THOR Meet-Me Centers will have 11.8gb/s dedicated and an additional 11.8gb/s as “best effort” services as a middle mile provider. Best effort will not fail in times of circuit outage but have reduced speed as THOR uses redundant circuits. Dedicated is guaranteed speed and uptime.
- THOR service is connected to Town Hall with initial speed tests showing 944 mb/s down and 850mb/s up. Our recent tested service is 31 mb/s down and 11 mb/s up.
- Staff has rescheduled meetings with various banks who are interested in partnering with the Town on financing broadband.
- Once staff finalizes funding proposals, a presentation will be made to the Town Council.

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

- April 29 – Eagle Ranch quarterly meeting
- April 29 – Manager’s COVID-19 Taskforce meeting
- May 7 – 8 – Broadband bank finance meetings

Sincerely,



Brandy Reitter
Town Manager



To: Mayor and Town Council

From: Jenny Rakow, Town Clerk

Date: April 28, 2020

Agenda Item: Resolution 16, Series 2020, "A Resolution Of The Town Council Of The Town Of Eagle, Colorado, Appointing A Town Manager, Town Attorney And Municipal Court Judge" (*Oaths of Office to follow*)

REQUEST: Staff requests that the Town Council review Resolution 16-2020 appointing town officers.

BACKGROUND: The Statutory and Charter requirements prescribe that the Town officers shall be appointed within 30 days after a General Election by the governing body. The attached resolution appoints the Municipal Court Judge, Town Attorney, and Town Manager. Per the Charter, the Town Treasurer and Clerk are no longer required to be appointed by the Town Council.

ANALYSIS: This Resolution and appointment is in accordance with the provisions of Section 31-4-304, C.R.S. and Article IV, Sections 4.02, 4.03 and 4.04 of the Eagle Town Charter.

COMMUNITY INPUT: None required.

BUDGET / STAFF IMPACT: None.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This action aligns with provisions in the Home Rule Charter approved by the voters in April.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to APPROVE or DENY adoption of Resolution 16, Series 2020 "A Resolution of the Town Council of the Town of Eagle, Colorado, Appointing the Town Manager, Town Attorney and Municipal Court Judge.

ATTACHMENTS:

1. APPOINTMENT OF OFFICERS 2020
2. Brandy Oath 2020
3. Erik Johnson Oath 2020
4. Matt Mire Oath 2020

**RESOLUTION NO. 16
(SERIES OF 2020)**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
APPOINTING A TOWN MANAGER, TOWN ATTORNEY AND MUNICIPAL COURT
JUDGE

WHEREAS, the Town of Eagle desires to appoint Brandy Reitter to the office of Town Manager, Matt Mire to the office of Town Attorney and Erik Johnson to the office of Municipal Court Judge for the Town of Eagle, Colorado; and

WHEREAS, Brandy Reitter, Matt Mire and Erik Jonson desire to accept such appointments;
and

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

Section 1. In accordance with the provisions of Section 31-4-304, C.R.S. and Section 2.02.010, Section 2.04.010 and Section 2.08.060 of the Eagle Municipal Code, the Town hereby appoints Brandy Reitter to the office of Town Manager, Matt Mire to the office of Town Attorney and Erik Johnson to the office of Municipal Court Judge for the Town of Eagle, Colorado; and

Said appointments shall not continue beyond thirty (30) days after compliance with Section 31-4-401, C.R.S. by the members of the Town Council succeeding the Council that appointed Brandy Reitter as Town Manager, Matt Mire as Town Attorney and Erik Johnson as Municipal Court Judge.

INTRODUCED, READ, PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Eagle, held on April 28, 2020.

TOWN OF EAGLE, COLORADO

ATTEST:

By: _____
Scott Turnipseed, Mayor

Jenny Rakow, Town Clerk



OATH

I, Brandy Reitter, swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.

Brandy Reitter

ATTEST

Town Clerk



OATH

I, Erik Johnson , swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.

Erik Johnson

ATTEST

Town Clerk



OATH

I, Matt Mire, swear, that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter, and the ordinances of this Town, and will faithfully perform the duties of my office.

Sworn to this 28th day of April 2020.

Matt Mire

ATTEST

Town Clerk



To: Mayor and Town Council
From: Jenny Rakow, Town Clerk
Date: April 28, 2020

Agenda Item: Application for Retail Marijuana Store License, Tumbleweed Eagle LLC

REQUEST: The Town Board should adjourn into the Local License Authority prior to opening this item.

Tumbleweed Eagle LLC is requesting a Retail Marijuana Store License from the Town of Eagle for its new location at 12 Eagle Park East.

BACKGROUND: On June 12, 2019 Tumbleweed Eagle LLC was approved for a Special Use Permit pursuant to Section 4.04.100 of the Eagle Municipal Code with Resolution 20-2019. A Notice of Land Use Decision was issued to the applicant and they began the process of building their location at 12 Eagle Park East.

ANALYSIS: Town Staff received this application on February 28, 2020 and has coordinated a comprehensive review pursuant to the Colorado Retail Marijuana Code and Titles 4 and 5 of the Eagle Municipal Code. Marijuana Licensing is a dual license process, whereby both state and local licenses are conditional upon each other. Applicant submitted their state license application for review and it has been approved pending local review and approval.

COMMUNITY INPUT: A public hearing is not required for this license application. With the Town's process of approval via Special Use Permit, public hearings were conducted during that process, with no public comments received. The licensing authority can solicit public comment from the applicant, but no notice has been posted regarding this item.

BUDGET / STAFF IMPACT: The Staff and budget impact is minimal as reviewing of applications is part of our normal operations. The budget will increase with license application fees (\$2500.00) and renewal fees going forward (\$1500.00).

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: There is no specific alignment with the strategic plan for marijuana licenses, although the review process is intended to support our business values of protecting public health, safety and the environment and economic development.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to APPROVE or DENY: Notice of Findings and Order Approving Retail Marijuana Store License for Tumbleweed Eagle LLC located at 12 Eagle Park East and direct the Mayor to sign if approved.

ATTACHMENTS:

1. NOTICE OF FINDINGS AND ORDER - RETAIL LICENSE
2. Resolution 20-2019 Approving Special Use Permit for Tumbleweed Eagle
3. SU19-03 Notice of Land Use Decision_Tumbleweed SUP_Final



BEFORE THE TOWN OF EAGLE LICENSING AUTHORITY

200 BROADWAY
PO BOX 609
EAGLE CO 81631

FINDINGS AND ORDER APPROVING RETAIL MARIJUANA STORE LICENSE

IN THE MATTER OF

Retail Marijuana Store
Tumbleweed Eagle LLC
Address: 12 Eagle Park East

Having considered the application of Sherri Marzario Owner of Tumbleweed Eagle LLC for a Retail Marijuana Store License located at 12 Eagle Park East, and all attachments submitted therewith (the "Application") and on April 28, 2020 following due and proper notice to the applicant, all in accordance with the Colorado Retail Marijuana Code 1 CCR 212-2, Eagle Municipal Code Title 4 and Title 5 and having considered all relevant and competent evidence submitted with the application, the Local Licensing Authority FINDS AS FOLLOWS:

1. All applicable requirements of the Colorado Retail Marijuana Code have been satisfied;
2. All required licensee fees and associated costs have been paid by the applicant;
3. Applicant has received a special use permit to operate the proposed retail marijuana business in accordance with the Town's Land Use and Development Code contained in Title 4;
4. The applicant has obtained a State sales tax license, Town sales tax license, if required, and paid the general occupation tax pursuant to Chapter 5.02;
5. The applicant is not in arrears in regard to any administrative fines, Court fines, assessments, sales tax reporting and/or payment obligations, or fees owed to the Town; and
6. No fraudulent, misrepresented or false statement of material or relevant fact is contained within the application or was made to the Local Licensing Authority.

BASED UPON THE FOREGOING, THE LOCAL LICENSING AUTHORITY HEREBY ORDERS that the application of Sherri Marzario Owner of Tumbleweed Eagle LLC for a retail marijuana store license is hereby GRANTED.

DATED this 28th day of April 2020

LOCAL LIQUOR LICENSING AUTHORITY
TOWN OF EAGLE

Scott Turnipseed, Chair

ATTEST:

Jenny Rakow, Town Clerk

**TOWN OF EAGLE, COLORADO
RESOLUTION NO. 20
(Series of 2019)**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO
APPROVING A SPECIAL USE PERMIT FOR TUMBLEWEED EAGLE, LLC**

WHEREAS, recreational retail marijuana use is considered a special use of a "retail marijuana store" in the Commercial General Zone District, which use is allowed by special use permit if also located in a designated area identified in Section 4.04.100 of the Town of Eagle Town Code;

WHEREAS, on March 3, 2019, Tumbleweed Eagle, LLC (the "Applicant") submitted an application for a special use permit (the "Application");

WHEREAS, the Applicant seeks a special use approval to relocate its recreational retail marijuana use from 1125 Chambers Avenue to 12 Eagle Park East Drive (the "Property"), which Property lies both within the Commercial General Zone District and designated area;

WHEREAS, the Planning and Zoning Commission held a properly-noticed public hearing on May 21, 2019, and recommended that the Board of Trustees approve the Application with conditions;

WHEREAS, the Board of Trustees held a properly-noticed public hearing on June 11, 2019 to consider the Application; and

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

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

Section 1. The Board of Trustees finds that the Application meets the criteria set forth in Section 4.05.10 of the Town of Eagle Municipal Code and that approval of the Application is in the best interest of the public health, safety and welfare.

Section 2. Based on the foregoing findings, the Board of Trustees hereby approves the Application with the following conditions:

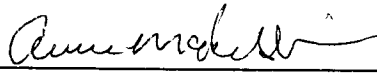
1. Occupancy of the Property for the approved use shall not be permitted prior to the issuance of a State of Colorado Licenses for the referenced uses;

2. Upon issuance of licenses by the State of Colorado, Special Use Permit 13-11 shall become void;

3. The Chambers Avenue access shall not be permitted for exiting the Property;
4. The Applicant shall apply for a building permit within three months of this approval or the special use permit shall expire.

INTRODUCED, READ, PASSED AND ADOPTED ON JUNE 11, 2019.

TOWN OF EAGLE, COLORADO



Anne McKibbin, Mayor

ATTEST:



Jenny Rakow, Town Clerk





NOTIFICATION OF LAND USE DECISION

FILE NUMBER: SU19-03

This form represents a notification of decisions rendered by the Town of Eagle Board of Trustees and/or the Planning and Zoning Commission in response to the application for land use action described below and pursuant to Title IV of the Eagle Municipal Code.

APPLICANT: Mark Smith, Tumbleweed Eagle LLC

OWNER OF RECORD: Northgate Eagle LLC

DATE OF APPLICATION: March 3, 2019

LOCATION: 12 Eagle Park East, Eagle, CO 81631

DESCRIPTION OF REQUEST: Special Use Permit to operate a retail marijuana store at 12 Eagle Park East Drive within the Commercial General (CG) Zone District.

PLANNING COMMISSION ACTION:

Approval of file SU19-03 with the following conditions:

1. Occupancy of the property for the approved use shall not be permitted prior to the issuance of State of Colorado Licenses for the references uses.
2. Upon issuance of licenses by the State of Colorado, Special Use Permit 13-11 shall become void.
3. The Chambers Avenue access shall not be permitted for exiting the property.
4. A separate sign permit shall be submitted to the Town subject to review and approval for ingress/egress signage.
5. Required perimeter landscape screening shall be depicted on the overall site plan to be reviewed and approved by the Town Planner prior to the issuance of building permit.
6. The applicant shall apply for a building permit within one (1) year of approval or the Special Use Permit shall expire.

DATE: May 21, 2019

BOARD OF TRUSTEES ACTION:

Approval of file SU19-03 with the following conditions:

1. Occupancy of the property for the approved use shall not be permitted prior to the issuance of State of Colorado Licenses for the references uses.
2. Upon issuance of licenses by the State of Colorado, Special Use Permit 13-11 shall become void.
3. The Chambers Avenue access shall not be permitted for exiting the property.
4. The applicant shall apply for a building permit within three (3) months of approval or the Special Use Permit shall expire.

DATE: June 11, 2019

DATE OF COMMENCEMENT: June 11, 2019 (via Resolution 20-2019)

TERM: Special Use permit shall expire upon the first occurrence of the following events:

1. In the event no building permit has been applied for by September 11, 2019, the Special Use Permit shall expire.



June 14, 2019

Carrie McCool
Interim Community Development Director-Town Planner

Date



To: Mayor and Board of Trustees

From: Brandy Reitter, Town Manager

Date: April 28, 2020

Agenda Item: Resolution No. 21, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado Establishing a Process for the Town Council Selection and Appointment of Councilmembers to fill a Vacancy Due to the Resignation of a Councilmember"

REQUEST:

Staff requests that the Town Council review a resolution establishing a process to fill vacancies as a result of a resignation by a councilmember.

INTRODUCTION:

As a result of the approval of the Charter by the electorate, the Council must establish a procedure for appointing members to the Council to fill vacant positions. The requirement is in Article III, Section 2 of the Charter. The attached resolution includes the process for the Council to fill a vacancy. This policy can be amended if the Council desires to do so. Once the Council reviews and approves the procedure, this policy will be included in the Council Handbook that the Town is working on.

ANALYSIS:

The policy establishes the following:

- A public information and application process that outlines the Town Clerk's role in advertising vacancies and outlines candidate qualifications.
- Outlines how the Council will handle the pool of applicants and possible voting outcomes.
- Defines the interview process and what the applicants can expect during the review and selection process.
- Describes the input process for the public to give feedback to the Council.
- Outlines the swearing in process for the newly appointed councilmember.

COMMUNITY INPUT:

Community input not required for this resolution.

BUDGET / STAFF IMPACT:

This proposed policy does not have an impact on the budget or staffing resources.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

This proposal aligns with the recently approved Charter and supports the following business value:

Transparency and Community Engagement – Establishing an appointment process for the Town Council to fill vacancies that includes public input, supports transparency and builds trust between the Town leaders and the public.

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to **approve** or **deny** the adoption of Resolution No. 21, Series 2020, “A Resolution of the Town Council of the Town of Eagle, Colorado Establishing a Process for the Town Council Selection and Appointment of Councilmembers to fill a Vacancy Due to the Resignation of a Councilmember”

ATTACHMENTS:

- Resolution No. 21

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 21
(Series of 2020)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO ESTABLISHING A PROCESS FOR THE TOWN COUNCIL SELECTION AND APPOINTMENT OF COUNCILMEMBERS TO FILL A VACANCY DUE TO THE RESIGNATION OF A COUNCILMEMBER

WHEREAS, on April 7, 2020 the electorate of the Town of Eagle, CO approved a Home Rule Charter that requires the Town Council to establish a process for appointments to fill vacancies by councilmembers by Resolution;

WHEREAS, Section 2, Article III of the Charter of the Town of Eagle provides for the appointment by the Town Council to fill a vacancy on the Town Council, to serve until the next regular election; and

WHEREAS, in the interest of timely carrying out the duties and responsibilities of the Town Council, the Town Council desires to proceed with the selection and appointment process as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO that the selection and appointment process to fill a vacancy shall be as follows:

Section 1. Public information and application process:

- A. The Town Clerk posts and distributes to various media outlets information regarding the vacancy and application process.
- B. The form of application includes a notarized affidavit and a signed Conflict of Interest form. Per the Town Charter, applicants must meet the following qualifications:
 - 1. A citizen of the United States of America;
 - 2. A registered elector of the Town;
 - 3. A resident of the Town for a period of no less than twelve (12) consecutive months preceding the election; and
 - 4. Currently eligible to vote in the Colorado general elections.
- C. Applications can be submitted online on the Town's website or in person at 200 Broadway Street Eagle, CO 81631. Applications can also be mailed to P.O. Box 609, Eagle, CO 81631. Applications must be received by 4:00 PM on the deadline established by the Town.

- D. All application materials will be posted for public review as part of an upcoming meeting of the of the Town Council.
- E. Upon the closure of the application period, staff will confer with the Mayor to determine, based on the number of applicants, whether to include on the agenda at an upcoming meeting, and one of the following shall apply:
 - 1. A vote to determine the pool of applicants to be interviewed, or, alternatively,
 - 2. A vote on the desired candidate to be seated during the current meeting or an upcoming meeting, or
 - 3. Schedule a Work Session for a vote on finalists to be considered at an upcoming meeting.

Section 2. Initial interview process:

- A. The Council will conduct initial interviews with all applicants at an upcoming meeting at Town Hall on 200 Broadway Street. If the Council is unable to meet physically due to an Emergency Declaration, natural disaster, or some other extenuating circumstance, interviews will be conducted using alternative meeting protocols established by the Council.
- B. If the number of applications received makes interviewing all applicants impracticable, the Council may consider determining which applicants will move forward to the interview stage at an upcoming meeting determined by the Council.
- C. Applicants will be interviewed individually in random order determined by the Town Clerk. Applicants will not be sequestered or required to leave the room during questioning of other applicants.
- D. The Mayor will set a time limit for discussion with each applicant, depending on the number of applicants to be interviewed.
- E. Questioning of each applicant will proceed based on the information and responses provided in the applicant's application and may include follow up questions.
- F. Each applicant will have a time-limited opportunity to respond to the Council's questions.
- G. If a large number of applicants is interviewed, the Council may choose to adjourn its regular meeting until after a Work Session and then reconvene in order to vote to narrow the field to a number of finalists.

- H. If it is in the best interest of the Town, the Council reserves the right to not appoint and have the selection occur during an upcoming election scheduled by the Council.

Section 3. Input and Selection Process:

- A. Members of the public will be invited to provide comments to the Town Council at alltrustees@townofeagle.org or in the care of the Town Clerk at P.O. Box 609, Eagle, CO 81631 or at 200 Broadway Street, regarding the applicants and the Town Council's selection of an appointee.
- B. The Council will take action to select an appointee at a meeting determined by the Council. The public will have an opportunity to comment at the beginning of the discussion, as on all discussion items, with the time limit for comment set by the Mayor based on the number of speakers.
- C. After completion of public comment, the Council will discuss the applicants.
- D. The Town Council will provide a resolution with a blank for the name of the appointee as part of the Council's agenda materials. After discussing the applicants, the Council will then, using motions (and seconds of the motions) proposed appointees until the resolution with a proposed appointee receives a majority vote.

Section 4. Swearing in of Appointee:

- A. Legal swearing in of the appointed Councilmember may take place in the office of the Town Clerk at a mutually convenient time after the Council approves the appointment.
- B. Formal swearing in of the appointed Councilmember will take place at a meeting determined by Council.

Section 5. The Council may make modifications to the procedures or schedule set forth above as it determines appropriate considering the circumstances of the process as it proceeds.

Passed and adopted at a regular meeting of the Town Council of the Town of Eagle this 28th day of April 2020.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk

AFFIDAVIT OF ACCEPTANCE OF APPOINTMENT AND SATISFACTION OF REQUIREMENTS CRS 31-10-302(6) and Article III, Section 3.03 of the Eagle Town Charter

I, _____ hereby accept the consideration of appointment tendered by me voluntarily for the office of _____, Town of Eagle, County of Eagle, Colorado and hereby certify that I satisfy the requirements of **CRS 31-10-301** to be a candidate and hold municipal office; that I am a registered elector of the Town of Eagle, at least **18** years of age on the date of the election and a resident of the **Town of Eagle** for at least twelve consecutive months immediately preceding the date of the election.

Signature of Applicant

Mailing Address: _____

Residence Address: _____

Email Address: _____

Telephone Number: _____

Date: _____, 2020

NOTARY PUBLIC

STATE OF COLORADO)

COUNTY OF EAGLE)

Subscribed and sworn to me this _____ day of _____, 2020.

(SEAL)

Notary Public

Commission expires: _____

CONFLICT OF INTEREST DISCLOSURE STATEMENT

TOWN OF EAGLE, COLORADO

The following disclosure statement is submitted to the Town Clerk of the Town of Eagle pursuant to the requirements of Section Article III, Section 3.06 of the Town Charter and, to the extent applicable, Section 24-18-109(3)(a), C.R.S. or pursuant to Town of Eagle Employee Handbook Section 4.14 Ethical Standards; Incompatible Activities	
Name:	
Title:	
Decision(s) or contract affected (give description of item to be addressed by Council, Board, Department Director, etc.):	
Brief statement of interest:	
Date:	Signature:
REMOVAL OF CONFLICT OF INTEREST I affirm that the above-stated conflict of interest no longer exists.	
Date:	Signature:



To: Mayor and Town Council

From: Brandy Reitter, Town Manager

Date: April 28, 2020

Agenda Item: Resolution No. 22, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado Suspending Compensation Paid to the Town Council Until August 1, 2020"

REQUEST: Staff requests that the Town Council review a resolution suspending the Town Council's compensation until August 1, 2020.

BACKGROUND: In the Town's response to the COVID-19 pandemic, the Town Council discussed suspending compensation provided to members on the Council. The purpose for this action was to help offset the impact of declining revenues in the 2020 Budget. The duration of the suspension of compensation will continue until August 1. At the following meeting on August 11, the Council will have the opportunity to evaluate the policy.

ANALYSIS: Compensation of the Council is established in Section 2.04.040 of the Municipal Code. Suspension to compensation by the Town Council is established by resolution. Changes in Town Council pay is established by ordinance for outgoing council members as a result of an election.

COMMUNITY INPUT: Community input is not required.

BUDGET / STAFF IMPACT: There is a budget impact as a result of this policy. The Town will save approximately \$24,545 through the end of 2020 in salaries and wages if pay is suspended through the end of the year.

Council is compensated at \$250/month and \$400/month for the Mayor. At the last meeting they approved doubling it: \$500 for outgoing council seats and \$800 for Mayor.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This proposal aligns with the following business value:

Sound Finances and Increasing Efficiency - This policy will assist the Town by reducing operational costs as a result of declining revenues. This action will ensure that the Town will remain financially solvent and be able to respond to austerity measures that are necessary to maintain a balanced budget in 2020. This will also reduce the amount of funding that will be required from emergency reserves to fund operations.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to **approve** or **deny** adoption of Resolution No. 22, Series 2020, "A Resolution of the Town Council of the Town of Eagle, Colorado Suspending Compensation Paid to the Town Council until August 1, 2020"

ATTACHMENTS:

1. TC Compensation Suspension Reso

TOWN OF EAGLE, COLORADO
RESOLUTION NO. 22
(Series of 2020)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO
SUSPENDING COMPENSATION PAID TO THE TOWN COUNCIL UNTIL AUGUST 1,
2020

WHEREAS, the Town declared an Emergency Declaration in March as a result of the
COVID-19 pandemic;

WHEREAS, the Emergency Declaration was extended until May 4 on April 24 by the Town
Council;

WHEREAS, the response to the pandemic has resulted in a negative impact to the Town's
financial position and outlook over the near term;

WHEREAS, the Town is required to make significant cuts to the 2020 Budget due to
declining revenues;

WHEREAS, compensation to members of the Town Council is in Section 2.04.040 of the
Municipal Code;

WHEREAS, in March the Town Council discussed and agreed to donate compensation to
the General Fund; and

WHEREAS, the Town Council would like to donate compensation paid to each member to
the General Fund to offset the impact of declining revenues.

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

Section 1. Compensation paid to the Town Council will be suspended until August 1,
2020 and the need to extend the suspension of pay will be reviewed at the August 11, 2020
meeting.

INTRODUCED, READ, PASSED AND ADOPTED ON APRIL 28, 2020.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



To: Mayor and Town Council

From: Jenny Rakow, Town Clerk

Date: April 28, 2020

Agenda Item: Ordinance 08, Series 2020 "An Ordinance of the Town Council of the Town of Eagle, Colorado, Amending the Eagle Municipal Code to Replace all References to "Board Of Trustees" with "Town Council""

REQUEST: Staff requests that the Town Council consider approval of Ordinance 08, Series 2020 changing all references from the Town Board of Trustees to Town Council.

BACKGROUND: With the approval of the Home Rule Charter by the electorate on April 7, 2020, the Town Board of Trustees shall now be known as the "Town Council." Attached this memo is an ordinance the changes the title.

ANALYSIS: The necessity for this ordinance is related to the Home Rule Charter and acknowledges that our Town Code currently references Town Board of Trustees. Upon the adoption this ordinance, this will prompt a change to all references to Town Council.

COMMUNITY INPUT: None required, although Home Rule was approved by the electorate prompting this change.

BUDGET / STAFF IMPACT: There is no budget or staff impact.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This ordinance is an outcome of successfully accomplishing Major Objective No. 14: Encourage Implementing Home Rule. This proposal aligns with the Home Rule Charter.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to **approve** or **deny** Ordinance 08, Series 2020 "An Ordinance of the Town Council of the Town of Eagle, Colorado, Amending the Eagle Municipal Code to Replace all References to "Board of Trustees" with "Town Council"."

ATTACHMENTS:

1. BOT to Council-0042420

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 08
(Series of 2020)

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
AMENDING THE EAGLE MUNICIPAL CODE TO REPLACE ALL REFERENCES TO
"BOARD OF TRUSTEES" WITH "TOWN COUNCIL"

WHEREAS, on April 7, 2020, the registered electors of the Town approved the Town of Eagle Home Rule Charter (the "Charter");

WHEREAS, the Charter changes the form of the Town's governing body from a Board of Trustees to a Town Council; and

WHEREAS, the Eagle Municipal Code contains numerous references to the Board of Trustees.

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

Section 1. All references in the Eagle Municipal Code to "Board of Trustees" shall be changed to "Town Council." All references in the Eagle Municipal Code to "Board", when referencing the Board of Trustees, shall be changed to "Council." All references in the Eagle Municipal Code to "Trustee" shall be changed to "Council Member," in the singular or plural, as appropriate.

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

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

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON APRIL 28, 2020.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



To: Mayor and Town Council

From: Jenny Rakow, Town Clerk

Date: April 28, 2020

Agenda Item: Ordinance 11, Series 2020 "An Ordinance Of The Town Council Of The Town Of Eagle, Colorado, Establishing The Method Of Official Publication For All Ordinances Of The Town Council"

REQUEST: Staff requests that the Town Council review Ordinance 11, Series 2020 changing the official publication for all ordinances of the Town Council.

BACKGROUND: On April 7, 2020, the registered electors of the Town approved the Town of Eagle Home Rule Charter. Within Section 6.03(6) of the Charter, it requires the Town Council to establish the method of official publication for all ordinances of the Town Council. This ordinance proposes on-line notice of publication instead of in the Eagle Valley Enterprise.

ANALYSIS: The Town staff and Boards in the past have discussed the costs and time restrictions related to posting notice of Ordinances in the Eagle Valley Enterprise. With effective dates being 10 days after publication, this will enact Ordinances sooner by one week and reduce costs related to publications.

Additionally, on-line notices are common and were recently required by Statute for agendas. Posting additional notices electronically on our website meets transparency thresholds and provides a consistent location for residents to find information. Physical or electronic copies of all Ordinances and town publications can always be requested of the Town Clerk.

COMMUNITY INPUT: None required.

BUDGET / STAFF IMPACT: Publication costs for ordinances vary from \$40-\$300 depending on length. Adoption of this ordinance will reduce expenses for the Town.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: This ordinance is an outcome of successfully accomplishing Major Objective No. 14: Encourage Implementing Home Rule. It is also intended to meet our business values of Reliable and Cost Effective Services. It is more efficient to post notices online and will save the town publication expenses.

RECOMMENDED ACTION OR PROPOSED MOTION: Motion to **approve** or **deny** adoption of Ordinance 11, Series 2020, "An Ordinance of the Town Council of the Town of Eagle, Colorado, Establishing the Method of Official Publication for all Ordinances of the Town Council"

ATTACHMENTS:

1. Ord Publication-0042420

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 11
(Series of 2020)

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
ESTABLISHING THE METHOD OF OFFICIAL PUBLICATION FOR ALL ORDINANCES OF
THE TOWN COUNCIL

WHEREAS, on April 7, 2020, the registered electors of the Town approved the Town of Eagle Home Rule Charter (the "Charter"); and

WHEREAS, § 6.03(6) of the Charter requires the Town Council to establish the method of official publication for all ordinances of the Town Council.

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

Section 1. All ordinances of the Town Council shall be published on the Town's official website, www.townofeagle.org, as soon as practicable after adoption, following signature by the Mayor and attestation by the Town Clerk. In the event that online posting is not possible due to emergency circumstances, the alternative posting place shall be the bulletin board at the Eagle Town Hall. Pursuant to § 6.03(5) of the Charter, all ordinances other than emergency ordinances shall be effective 10 days after publication as described herein, unless a later effective date is specified in the ordinance.

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

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

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON APRIL 28, 2020.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk



April 28, 2020

Dear [Insert Name and Title]

Thank you for continuing to advocate for direct assistance to communities under 500,000 people through CARES Act funding. Funding for counties, small cities and towns, local government agencies, and special districts in the 4th CARES Act provision is crucial for our local responses to the COVID-19 pandemic.

We ask to be directly included in funding programs, including Payroll Protection Program, the Payroll Tax Credit for COVID Sick and Family leave, and access to capital for recovery.

In the Town of Eagle, we have provided direct funding to the community through fee waivers and suspending penalties for delayed payments for Town services to date for direct assistance to community members, knowing that our future budget outlook is dire given massive reductions in sales and property taxes. We didn't wait to provide funding, as our residents can't wait for food and shelter. Without access to resources, we are unable to help our business community directly and fear long-term negative consequences for our economy.

Please include funding for small towns (Eagle has a population of about 6,700) in the next CARES package. We appreciate your work on our behalf and your concern for our constituents and businesses.

Sincerely,

Scott Turnipseed
Mayor

Andy Jessen
Councilmember

Pappy Kerst
Councilmember

Ellen Bodenheimier
Councilmember

Matt Solomon
Councilmember

Adam Palmer
Councilmember



To: Mayor and Town Council
From: Brandy Reitter, Town Manager
Jill Kane, Finance Director

Date: April 28, 2020

Agenda Item: Budgetary Impacts of COVID-19 and Revised 2020 Budget Projections

REQUEST: Review attached COVID-19 budget analysis with revised 2020 budget projections.

INTRODUCTION: With the Town's declaration of a state of emergency along with the local, national and world-wide events occurring related to the Corona Virus (COVID-19) pandemic, staff felt it was prudent to respond quickly. The purpose of this memo is to provide a summary of impacts to revenue projections and corresponding budget reductions. Although staff is reviewing and monitoring all Town funds, this analysis mainly focuses on the General Fund and other funds that will be affected.

The Town of Eagle's General Fund is approximately 68% reliant on sales tax. Other revenues sources include franchise tax, lodging tax, property tax, charges for services, licenses and permits, intergovernmental revenue, fines and forfeitures, and other revenue such as investment income. It is likely that we will see most sources of revenue reduced to some extent. It is unclear what the immediate future will look like, but it is clear that a budget adjustment is necessary.

Therefore, staff has reviewed the 2020 budget and has provided adjustments based on our current projections in the attachment. It is important to note that these changes don't come without impacts to Town services, impacts to some of our local vendors, and impacts to our employees. The decisions have been difficult, and these factors were taken into consideration while still trying to achieve the goal of reducing the budget.

ANALYSIS:

General Fund Revenues Projections: Total General Fund revenues for the Town are projected to decrease by approximately \$1,800,000, or 25% of original 2020 budgeted revenues. Of that total, taxes are projected to decrease 22% with sales tax representing most of the decrease (\$1,034,000). Staff is projecting licenses and permits to decrease 17% from budget. Intergovernmental revenues may potentially decrease 40%; \$150,000 of the decrease is from the Eagle County contribution to the Highway 6 study that was pulled due to COVID-19. Staff is projecting charges for service to decrease by 52%, fines and forfeitures to decrease by 41%, and miscellaneous revenue to decrease 36% from budget.

GENERAL FUND REVENUE	2020 BUDGET	2020 FORECAST	\$ DECREASE	% DECREASE
Taxes	\$ 5,448,859	\$ 4,273,253	\$ (1,175,606)	-22%
Licenses & Permits	295,300	244,240	(51,060)	-17%
Intergovernmental Revenue	752,552	450,692	(301,860)	-40%
Charges For Services	290,550	139,840	(150,710)	-52%
Court Fine & Fees	126,262	74,377	(51,885)	-41%
Miscellaneous Revenue	190,600	122,164	(68,436)	-36%
Contributions & Transfers	16,281	16,281	-	0%
TOTAL REVENUE	\$ 7,120,404	\$ 5,320,847	\$ (1,799,557)	-25%

Sales tax is projected to drop 28% from 2019. Below is a revised forecast of sales tax for the remainder of the year based on collection month and by district. Fortunately, the Town saw positive increases to sales tax from 2019 for first three months of 2020. Staff is assuming impacts to begin in March and increase to 60% sales tax loss for April and then begin to slowly increase, ending the year with a 30% loss compared to 2019. Staff will continue to monitor economic indicators and adjust as necessary.

Eagle General Fund Sales Tax Collections								
REVENUE MONTH	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	FORECAST 2020		FORECAST COMPARED TO 2019 ACTUAL	FORECAST COMPARED TO 2020 BUDGET
Dec	\$ 329,893	\$ 356,334	\$ 384,830	357,817	\$ 515,565	*	34%	44%
Jan	318,426	364,950	349,123	323,207	435,215	*	25%	35%
Feb	296,838	338,149	361,680	333,822	416,974	*	15%	25%
Mar	327,392	353,771	381,203	353,042	228,722		-40%	-35%
Apr	290,855	335,228	370,006	342,303	148,003		-60%	-57%
May	312,054	355,468	388,865	360,535	174,989		-55%	-51%
Jun	354,059	374,750	451,755	417,834	203,290		-55%	-51%
Jul	357,707	369,836	458,201	425,926	252,010		-45%	-41%
Aug	434,023	389,167	448,159	414,943	268,896		-40%	-35%
Sep	361,904	342,720	452,766	419,049	294,298		-35%	-30%
Oct	331,585	425,581	551,042	513,771	385,729		-30%	-25%
Nov	309,778	316,874	449,925	416,365	314,947		-30%	-24%
Total	\$ 4,024,513	\$ 4,322,828	\$ 5,047,555	\$ 4,678,613	\$ 3,644,767		-28%	-22%

* Actuals

SALES TAX COLLECTION DISTRICT	ACTUAL 2019	FORECAST 2020	FORECAST COMPARED TO 2019 ACTUAL	PERCENTAGE OF TOTAL SALES TAX FORECAST	AVERAGE COLLECTION OF TOTAL SALES TAX PER DISTRICT (2017-2019)
Broadway/DownTown	\$ 204,078	\$ 89,794.41	-56%	2%	5%
Chambers	\$ 1,182,777	\$ 724,930.44	-39%	20%	26%
Eagle Ranch	\$ 164,840	\$ 82,420.05	-50%	2%	4%
Hwy 6/Grand Ave	\$ 198,269	\$ 116,978.87	-41%	3%	4%
Market	\$ 1,731,147	\$ 1,471,475.29	-15%	40%	37%
Other Areas	\$ 1,566,443	\$ 1,159,167.56	-26%	32%	24%
TOTAL	\$ 5,047,555	\$ 3,644,767	-28%	100%	100%

General Fund Projected Budget Reductions: In response to the revenue impacts and the rapid changing environment we are in, staff has put together separate budget reduction scenarios to enable the Town Council and staff to move swiftly. The scenarios range from a 20% to a 50% reduction in General Fund revenues.

All scenarios, except for scenario F do not utilize general fund reserves to offset the projected revenue loss. During the 2020 budget process the Town Board approved increasing the general fund unassigned reserve to 25% of operating expenditures to begin preparing for a potential recession. Due to the favorable 2019 budget outcome, the Town's current unassigned general fund reserve is 37% of budgeted operating expenditures. If the Council desires to utilize reserve to cover a portion of the projected revenue loss, while maintaining an unassigned reserve of 25% of original budgeted operating expenditures, \$1,113,000 would be available.

Options to balance the General Fund budget:

Option 1:

- **Utilize fund balance** to help offset the projected revenue loss. 2019 resulted in a surplus of \$1,113,000 going to the General Fund reserves from both a combination of revenues exceeding budget (\$313k) and savings in operating expenditures (\$800k). Applying \$500,000 of fund balance against the loss would reduce the “need” to \$1,300,000 and would keep the unassigned fund balance at 33% of budgeted operating expenditures.
- **Hiring Freeze for any position not currently filled and refrain from any future merit increases** for the remainder of the year, unless the local economy and revenue expectations turn around. Staff will re-assess later this summer. This will save approximately \$165,000 as of right now and reduce the “need” to \$1,135,000.
- **Reduce one-time operating expenditures** for the remainder of the year. This would include the community survey, community requests, US Forest Service donation, Highway 6 corridor study, Street resurfacing and the \$730,000 transfer to the capital improvements fund.

OR

Option 2:

- **Do not Utilize fund balance** to offset the projected revenue loss.
- **Reduce operating expenditures based on Scenario B** (see budget cut scenarios attached)

General Fund Historical Analysis: To give the Council perspective, staff wanted to provide a historical analysis over the past 15 years to see the effect of the great recession on general fund revenues. Over a three-year period, from 2007 – 2010, the Town had an 18% decrease in General Fund revenues compared to our 25% projected loss in one year. See historical analysis attached.

Capital Improvements Fund (CIF): The 2020 budget projected \$3,100,000 in CIF revenues. Staff is currently projecting a 38%, or \$1,191,000, decrease in those revenues. The 2020 budget included \$643,000 in expenditures. Staff is recommending delaying capital projects that have not been started and that are non-essential, totaling \$153,710, listed below:

- Town Hall Improvements - \$38,125 (Board Room IT Upgrades, CivicRec Software, Civic Plus ATS software)
- Town Shop Improvements - \$25,000 (Public Works Fencing, Pavilion LED lighting)
- Public Art - \$50,000
- Weed Sprayer & Fertilizer Hopper - \$16,000
- Police Equipment - \$24,585

Earlier in 2020 the Board approved utilizing \$100,000 in devolution proceeds in the Capital Improvements fund to re-surface half of highway 6 during the Blackhills energy project west of Eagle, so the entire road is resurfaced instead of only having the road partially re-surfaced. The Board also approved \$30,000 for a Community Development Truck. The \$130,000 approved will offset the reduction proposed savings above.

Sales Tax Capital Improvement Fund (STCIF): The 2020 budget projected \$614,836 in STCIF revenues. Staff's revised projection showing a 24%, or \$145,542, decrease. The 2020 budget included \$551,774 in expenditures. Staff is recommending reducing capital expenditures to \$32,000 which would include spending on the dumpster enclosure, wetland plantings and an air compressor. The \$186,000 reduction in capital expenditures would include the following:

- Beach Sand - \$50,000
- Rapid Blocs - \$50,000
- Other Projects - \$86,000

Open Space Fund: The 2020 budget projected \$146,820 in Open Space revenues. Staff is projecting a decrease of 57% of revenues, or \$83,820. Staff is recommending corresponding reduction in expenditures of \$115,850 as follows:

- Materials & Supplies - \$16,850
- Charges for Supplies - \$39,000
- Discretionary Funding - \$10,000 (EVL Sweetwater Lake contribution)
- Capital Expenditures - \$50,000
 - *Acquisitions - \$10,000*
 - *Brush Creek Inventory & Enhancement - \$10,000*
 - *Trail Construction - \$10,000*

The revenue projection included year to date receipts for lodging tax and interest and then projected lodging tax collection at 5% to 10% for the remainder of the year. Since the Open Space Fund has such a small ending fund balance, the projected decrease in revenue is significant. The original 2020 budget projected utilizing \$58,707 of fund balance for one-time expenses and capital projects. However, with the projected reduction in revenues and proposed savings in expenditures, the open space fund will still be utilizing \$26,677 of fund balance. However, the fund balance would be utilized for ongoing expenses instead of one-time, which is not a habit that staff would recommend. The Council as a couple options:

- Option 1: Utilize \$26,677 of fund balance for ongoing expenses
- Option 2: Reduce staff time to ensure fund balance is not utilized for ongoing expenses

Conservation Trust Fund (CTF): The 2020 budget projected \$34,985 in CTF revenues. Staff's revised projection showing a 39%, or \$13,634, decrease. Staff is recommending postponing all spending in the CTF until the economy stabilizes and we understand the extent of the potential recession.

Delayed expenditures would include the following:

- Open Space Master Plan - \$15,000
- Camping - \$20,000

Enterprise Funds: Staff will be closely monitoring revenues and accounts receivables in our Water, Wastewater, and Refuse funds. Although the Town's cash flows in the enterprise funds may be affected, staff is not concerned about a reduction in revenues and did not complete a full analysis at this time. The Water Fund may have a potential to see a decrease in revenues due to customers increased conservation efforts. Staff is recommending delaying capital projects in the enterprise funds that are non-essential with a combined savings of \$319,724, listed below:

- Water Fill Station - \$60,000
- Fencing for Water Properties - \$75,000
- GIS - \$40,000
- Eby Creek Mesa Access Road - \$30,000
- Town Hall – Water Conservation Model - \$25,000
- Xeriscape Opportunities – Market Street Roundabout - \$14,724
- Wastewater Treatment Plant Replumbing - \$75,000

COMMUNITY INPUT: None as of right now, any budget amendment will require public notice.

BUDGET / STAFF IMPACT: The revised 2020 budget projects a 25% or \$1,800,000 decrease in revenues. Staff will be impacted by the budget reduction and projects that they may or may not be working on depending on the economic impact that COVID-19 has on the Town of Eagle budget.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

- Sound planning and appropriate investment
- Sound finances

RECOMMENDED ACTION OR PROPOSED MOTION:

- General Fund Options:
 - Option 1 or Option 2
- Capital Improvements Fund – Change to Staff’s recommendation?
- Sales Tax Capital Improvements Fund – Change to Staff’s recommendation?
- Open Space Fund:
 - Option 1 or Option 2
- Conservation Trust Fund – Change to Staff’s recommendation?
- Enterprise Funds – Changes to staff’s recommendation?

ATTACHMENTS:

- General Fund 2020 Revised Budget Summary
- General Fund Historical Analysis
- General Fund Budget Cut Scenario descriptions
- Capital Improvement Fund 2020 Revised Budget Summary
- Sales Tax Capital Improvement Fund 2020 Revised Budget Summary
- Open Space 2020 Revised Budget Summary
- Conservation Trust Fund 2020 Revised Budget Summary

TOWN OF EAGLE
REVISED 2020 BUDGET SUMMARY

GENERAL FUND									
	Adopted Budget	Projected Budget	% Change	20% Scenario A	25% Scenario B	30% Scenario C	35% Scenario D	40% Scenario E	50% Scenario F
REVENUE									
Taxes	\$ 5,448,859	\$ 4,273,253	-22%						
Licenses & Permits	295,300	244,240	-17%						
Intergovernmental Revenue	752,552	450,692	-40%						
Charges For Services	290,550	139,840	-52%						
Court Fine & Fees	126,262	74,377	-41%						
Miscellaneous Revenue	190,600	122,164	-36%						
Contributions & Transfers	16,281	16,281	0%						
TOTAL REVENUE	\$ 7,120,404	\$ 5,320,847	-25%	\$ 5,696,323	\$ 5,320,847	\$ 4,984,283	\$ 4,628,263	\$ 4,272,242	\$ 3,560,202
REVENUE REDUCTION		\$ (1,799,557)	-25%	(1,424,081)	(1,799,557)	(2,136,121)	(2,492,141)	(2,848,162)	(3,560,202)
EXPENSES									
Town Board	\$ 111,281	\$ 22,236	-80%	\$ 23,736	\$ 22,236	\$ 22,236	\$ 22,236	\$ 22,236	\$ 22,236
General Government	433,328	386,378	-11%	421,328	386,378	364,378	355,533	355,533	334,240
General Administration	682,373	673,220	-1%	682,373	673,220	657,453	622,628	548,504	491,414
Community Development	1,025,330	755,732	-26%	775,942	755,732	719,434	650,279	613,129	572,554
Streets	1,550,839	1,112,897	-28%	1,218,441	1,112,897	901,039	813,593	692,752	728,174
Engineering	255,724	242,474	-5%	255,724	242,474	239,868	229,928	229,928	217,624
Buildings & Grounds	763,681	735,681	-4%	763,681	735,681	702,554	639,661	589,601	568,451
Public Safety	2,061,530	2,030,370	-2%	2,061,530	2,030,370	2,016,630	1,941,145	1,867,300	1,693,308
Municipal Court	84,110	81,030	-4%	84,110	81,030	81,030	78,751	78,751	75,333
Information Center	43,739	17,411	-60%	43,739	17,411	17,411	17,411	17,411	17,411
Marketing & Events	345,953	230,903	-33%	333,203	230,903	229,734	224,582	224,582	218,023
Transfer to Capital Improvements Fund	730,000	-	-100%	-	-	-	-	-	-
TOTAL EXPENSES	\$ 8,087,888	\$ 6,288,332	-22%	\$ 6,663,807	\$ 6,288,332	\$ 5,951,767	\$ 5,595,747	\$ 5,239,727	\$ 4,938,766
Beginning Fund Balance*	\$ 4,299,591	\$ 4,299,591		\$ 4,299,591	\$ 4,299,591	\$ 4,299,591	\$ 4,299,591	\$ 4,299,591	\$ 4,299,591
Net Revenue (Expenses)	\$ (967,484)	\$ (967,484)	0%	\$ (967,484)	\$ (967,484)	\$ (967,484)	\$ (967,484)	\$ (967,484)	\$ (1,378,564)
TOTAL ENDING FUND BALANCE	\$ 3,332,107	\$ 3,332,107	0%	\$ 3,332,107	\$ 3,332,107	\$ 3,332,107	\$ 3,332,107	\$ 3,332,107	\$ 2,921,027
Use of General Fund Reserves		-		-	-	-	-	-	(411,080)
* Unaudited									
FUND BALANCES									
Tabor	\$ 220,737	\$ 188,650		\$ 199,914	\$ 188,650	\$ 178,553	\$ 167,872	\$ 157,192	\$ 148,163
Non-Spendable	158,600	158,600		158,600	158,600	158,601	158,602	158,603	158,603
Unassigned Fund Balance	2,952,770	2,984,857		2,973,593	2,984,857	2,994,953	3,005,632	3,016,312	2,614,261
Total Ending Fund Balance	\$ 3,332,107	\$ 3,332,107		\$ 3,332,107	\$ 3,332,107	\$ 3,332,107	\$ 3,332,107	\$ 3,332,107	\$ 2,921,027

GENERAL FUND HISTORICAL ANALYSIS:

General Fund Revenues	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Budget
Taxes	3,872,543	3,904,032	3,668,632	3,715,853	3,749,423	3,844,436	3,679,758	3,640,291	4,068,749	4,502,493	4,849,905	4,994,438	5,615,217	5,448,859
Licenses & Permits	599,728	414,292	133,595	95,427	118,616	74,211	145,513	215,855	304,906	274,270	454,694	382,524	411,253	295,300
Intergovernmental Revenue	400,640	448,252	446,903	473,675	470,375	439,782	448,109	450,965	473,575	500,318	487,386	561,864	624,382	752,552
Charges For Services	187,784	223,470	241,730	119,643	87,149	185,620	63,107	97,076	115,085	110,089	163,826	187,728	255,841	290,550
Court Fine & Fees	24,040	32,867	51,350	49,900	49,697	47,695	49,760	55,332	91,225	160,688	106,164	101,606	97,106	126,262
Miscellaneous Revenue	422,442	261,125	109,833	40,978	32,405	212,875	203,619	197,707	299,724	351,959	339,845	500,595	334,608	190,600
Contributions & Transfers	110,000	110,000	110,000	110,000	110,000	110,000	108,000	123,500	148,000	148,750	134,465	169,877	16,120	16,281
Total Revenue	5,617,177	5,394,038	4,762,043	4,605,476	4,617,665	4,914,619	4,697,866	4,780,726	5,501,264	6,048,567	6,536,285	6,898,632	7,354,526	7,120,404
<i>Taxes</i>	11%	1%	-6%	1%	1%	3%	-4%	-1%	12%	11%	8%	3%	12%	-3%
<i>Licenses & Permits</i>	-34%	-31%	-68%	-29%	24%	-37%	96%	48%	41%	-10%	66%	-16%	8%	-28%
<i>Intergovernmental Revenue</i>	7%	12%	0%	6%	-1%	-7%	2%	1%	5%	6%	-3%	15%	11%	21%
<i>Charges For Services</i>	-6%	19%	8%	-51%	-27%	113%	-66%	54%	19%	-4%	49%	15%	36%	14%
<i>Court Fine & Fees</i>	4%	37%	56%	-3%	0%	-4%	4%	11%	65%	76%	-34%	-4%	-4%	30%
<i>Miscellaneous Revenue</i>	65%	-38%	-58%	-63%	-21%	557%	-4%	-3%	52%	17%	-3%	47%	-33%	-43%
<i>Contributions & Transfers</i>	0%	0%	0%	0%	0%	0%	-2%	14%	20%	1%	-10%	26%	-91%	1%
% Change	5%	-4%	-12%	-3%	0%	6%	-4%	2%	15%	10%	8%	6%	7%	-3%
<i>Years w/ negative Change from Prior Year</i>														

Annual Sales Tax			Transfers from G/F to
Year	Amount	% Change	
2006	\$ 2,934,514		\$ 1,000,000
2007	3,184,288	9%	1,900,000
2008	3,124,351	-2%	1,200,000
2009	2,830,262	-9%	-
2010	2,760,391	-2%	400,000
2011	2,654,022	-4%	400,000
2012	2,791,803	5%	300,000
2013	3,041,308	9%	80,000
2014	3,013,019	-1%	-
2015	3,350,365	11%	-
2016	3,736,495	12%	650,000
2017	4,024,513	8%	1,217,246
2018	4,274,298	6%	200,000
2019	4,985,787	17%	350,000
2020 Budget	4,733,613	-5%	750,000
<i>Years w/ negative Change from Prior Year</i>			

COVID-19 General Fund Budget Cut Scenarios:

Scenario A: 20% - \$750,000 transfer from general fund to capital improvements fund, town board wages, community survey, community requests, department minor equipment, US Forest Service donation, Code Enforcement Officer, PT permit tech, Highway 6 corridor study, \$330,000 of street resurfacing, and walking mountains zero waste events

Scenario B: 25% - Scenario A plus all department travel, meeting and training expenses, CIP assessment, Employee Appreciation, additional minor equipment, appraisal services, \$10,000 in vehicle R&M, hand tools for the shop, \$428,321 in street resurfacing, traffic counter, \$7,500 in Engineering consultant, \$20,000 in pathway maintenance, B&G maintenance, Detox Center expenses, Muni Court expenses reduction in court dates, Info Center operating expenses, \$20,000 in media, \$10,500 for the municipal holiday party, \$7,500 in marketing & events contract services, close info center operations for remainder of the year, and \$5,400 MEAC events (contingency)

Scenario C: 30% - Scenarios A and B plus Red development sub area plan, Broadway streetscape repairs, ROW improvements, Historical Society Barn Roof, car allowance, \$16,000 in computer replacement, external investigations, \$30,000 of comp plan and land use code revisions, \$10,000 in streets R&M, \$550,000 in street resurfacing, B&G \$10,000 R&M, additional pathway maintenance, additional police minor equipment, , \$25,000 reduction in streets R&M supplies and service

Scenario D: 35% - Scenarios A, B, and C, plus 10% wage reductions for all positions, and one position (1/2 year)

Scenario E: 40% - Scenarios A, B, C, and D, plus 4.3 positions

Scenario F: 50% - Scenarios A, B, C, D, and E, plus 4 positions, 25% wage reductions for all positions, and use of general fund reserves

TOWN OF EAGLE
REVISED 2020 BUDGET SUMMARY

CAPITAL IMPROVEMENT FUND

	Adopted <u>Budget</u>	Projected <u>Budget</u>	% <u>Change</u>
<u>REVENUE</u>			
Capital Improvement Interest	\$ 60,000	\$ 54,000	-10%
Community Enhancement Interest	2,000	1,800	-10%
Devolution & Transportation Interest	32,000	28,800	-10%
Community Enhancement	44,500	40,000	-10%
Public Safety Impact Fees	668,000	534,400	-20%
Street Impact Fees	1,316,465	1,053,172	-20%
Use Tax	250,000	200,000	-20%
Transfer from General Fund	730,000	-	-100%
TOTAL REVENUE	\$ 3,102,965	\$ 1,912,172	-38%
REVENUE REDUCTION		\$ (1,190,793)	-38%
<u>EXPENSES</u>			
Capital Expenditures	\$ 593,284	569,574	-4%
Transfer to Other Funds	50,000	50,000	0%
TOTAL EXPENSES	\$ 643,284	\$ 619,574	-4%
Beginning Fund Balance*	\$ 5,051,908	\$ 5,051,908	0%
Net Revenue (Expenses)	\$ 2,459,681	\$ 1,292,598	-47%
TOTAL ENDING FUND BALANCE	\$ 7,511,589	\$ 6,344,506	-16%

TOWN OF EAGLE
REVISED 2020 BUDGET SUMMARY

SALES TAX CAPITAL IMPROVEMENT FUND

	Adopted <u>Budget</u>	Projected <u>Budget</u>	% <u>Change</u>
<u>REVENUE</u>			
Sales Tax	\$ 585,836	\$ 451,094	-23%
Grants	11,000	11,000	0%
Interest-ColoTrust STCIF	8,000	7,200	-10%
Interest-UMB Project Fund	10,000	-	-100%
<i>TOTAL REVENUE</i>	\$ 614,836	\$ 469,294	-24%
<i>REVENUE REDUCTION</i>		\$ (145,542)	-24%
<u>EXPENSES</u>			
Charges for Service	\$ 14,536	14,536	0%
Capital Expenditures	\$ 218,000	32,000	-85%
Debt Service	319,238	319,238	0%
<i>TOTAL EXPENSES</i>	\$ 551,774	\$ 365,774	-34%
Beginning Fund Balance*	\$ 728,433	\$ 728,433	0%
Net Revenue (Expenses)	\$ 63,062	\$ 103,520	64%
<i>TOTAL ENDING FUND BALANCE</i>	\$ 791,495	\$ 831,953	5%

**Unaudited*

TOWN OF EAGLE
REVISED 2020 BUDGET SUMMARY

OPEN SPACE FUND

	Adopted Budget	Projected Budget	% <i>Change</i>
<u>REVENUE</u>			
Lodging Tax	\$ 143,820	\$ 60,000	-58%
Interest on Investments	3,000	3,000	0%
TOTAL REVENUE	\$ 146,820	\$ 63,000	-57%
REVENUE REDUCTION		\$ (83,820)	-57%
<u>EXPENSES</u>			
Personnel	\$ 76,463	\$ 76,463	0%
Materials & Supplies	17,850	1,000	-94%
Charges for Supplies	46,506	7,506	-84%
Discretionary Funding	10,000	-	-100%
Fixed Charges	4,708	4,708	0%
Capital Expenditures	50,000	-	-100%
TOTAL EXPENSES	\$ 205,527	\$ 89,677	-56%
Beginning Fund Balance*	\$ 317,200	\$ 317,200	0%
Net Revenue (Expenses)	\$ (58,707)	\$ (26,677)	-55%
TOTAL ENDING FUND BALANCE	\$ 258,493	\$ 290,523	12%

* Unaudited

TOWN OF EAGLE
REVISED 2020 BUDGET SUMMARY

CONSERVATION TRUST FUND

	Adopted Budget	Projected Budget	% <i>Change</i>
<u>REVENUE</u>			
Lottery Proceeds	\$ 33,785	\$ 20,271	-40%
Interest	1,200	1,080	-10%
<i>TOTAL REVENUE</i>	\$ 34,985	\$ 21,351	-39%
<i>REVENUE REDUCTION</i>		\$ (13,634)	-39%
<u>EXPENSES</u>			
Professional Services- <i>Open Space Master Plan</i>	\$ 15,000	\$ -	-100%
Camping	20,000	-	-100%
Park Improvements	-	-	#DIV/0!
<i>TOTAL EXPENSES</i>	\$ 35,000	\$ -	-100%
Beginning Fund Balance*	\$ 75,692	\$ 75,692	0%
Net Revenue (Expenses)	\$ (15)	\$ 21,351	-142440%
<i>TOTAL ENDING FUND BALANCE</i>	\$ 75,677	\$ 97,043	28%

* Unaudited