



Town of Eagle 2017 Budget

THIRD DRAFT 11.10.16

BUDGET SUMMARY
2017 ANNUAL BUDGET

BUDGET SUMMARY ALL FUNDS

	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
GENERAL FUND				
REVENUES	5,501,263	5,508,573	5,931,134	6,228,698
EXPENDITURES	4,672,592	6,108,868	5,819,387	7,338,754
WATER FUND				
REVENUES	3,055,650	2,869,918	3,332,868	3,452,733
EXPENDITURES	3,052,623	2,572,533	2,770,855	2,120,040
WASTE WATER FUND				
REVENUES	2,703,531	2,461,630	2,701,232	2,791,076
EXPENDITURES	1,994,204	2,227,290	2,121,469	2,035,510
REFUSE FUND				
REVENUES	592,662	587,309	578,060	594,290
EXPENDITURES	621,599	602,259	558,250	594,444
CAPITAL IMPROVEMENTS FUND				
REVENUES	310,746	1,026,707	1,274,361	1,850,451
EXPENDITURES	1,117,250	840,840	574,177	774,634
SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND)				
REVENUES	-	-	6,404,936	512,312
EXPENDITURES	-	-	167,922	1,991,538
CONSERVATION TRUST FUND				
REVENUES	31,439	32,560	35,080	35,575
EXPENDITURES	104,368	26,000	26,000	-
OPEN SPACE PRESERVATION FUND				
REVENUES	124,640	126,300	226,942	151,600
EXPENDITURES	271,233	533,784	502,001	670,685
TOTAL - ALL FUNDS				
REVENUES	12,319,931	12,612,997	20,484,613	15,616,734
EXPENDITURES	11,833,868	12,911,574	12,540,061	15,525,603

General Fund Summary

PURPOSE OF THE FUND

The General Fund is the Town's major operating fund. It is used to account for the provision of municipal services funded through the general resources of the Town, primarily tax revenues. The General Fund consists of the following departments and programs.

General Government

- Town Board
- Town Manager
- Attorney
- Elections

General Administration

- Town Clerk
- Finance
- Human Resources
- Information Technology

Municipal Court

- Judge
- Court Clerk

Community Development

- Planning & Zoning
- Building Inspection

Public Safety

- Administration
- School Resource Program
- Traffic & Patrol
- Investigations
- Police Support Services

Engineering

- Public Improvements
- Development Review

Marketing & Events

- Special Events
- Marketing

Streets

- Road Maintenance
- Traffic Safety

Information Center

Buildings & Grounds

- Town Building Maintenance
- Park Maintenance
- Pavilion
- Safety

**BUDGET SUMMARY
2017 ANNUAL BUDGET**

GENERAL FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCES (Beginning):				
NON-SPENDABLE: ¹	168,015	168,015	183,614	168,015
RESTRICTED FOR: TABOR RESERVE	132,000	149,928	137,500	154,002
UNASSIGNED FUND BALANCE:	<u>1,434,251</u>	<u>1,763,351</u>	<u>2,241,825</u>	<u>2,352,670</u>
TOTAL FUND BALANCES (Beginning)	<u>1,734,266</u>	<u>2,081,294</u>	<u>2,562,939</u>	<u>2,674,686</u>
REVENUE				
Taxes	4,068,749	4,239,493	4,481,731	4,824,499
Licenses and Permits	304,906	224,140	266,966	239,350
Intergovernmental Revenue	473,575	475,090	493,861	505,200
Charges for Services	115,085	82,500	117,600	98,500
Fines & Forfeitures	91,225	81,200	114,750	116,700
Misc. Revenues	299,724	257,400	307,476	307,197
Transfers from Other Funds				
From Water	60,000	60,000	60,000	70,347
From Wastewater	60,000	60,000	60,000	48,405
From Refuse	28,000	28,750	28,750	18,500
From Capital Improvements	-	-	-	-
TOTAL REVENUE	<u>5,501,263</u>	<u>5,508,573</u>	<u>5,931,134</u>	<u>6,228,698</u>
TOTAL SOURCES	<u>7,235,529</u>	<u>7,589,867</u>	<u>8,494,073</u>	<u>8,903,384</u>
EXPENDITURES				
General Government	-	-	-	453,295
General Administration	1,329,467	1,478,219	1,491,721	710,749
Community Development	-	-	-	532,584
Streets	1,123,069	1,404,016	1,188,271	1,207,277
Engineering	-	-	-	347,161
Buildings & Grounds	539,780	660,713	543,265	633,378
Public Safety	1,264,482	1,479,414	1,465,637	1,618,718
Municipal Court	-	-	-	64,710
Information Center	223,568	200,489	224,657	231,277
Marketing	192,225	236,017	255,835	275,304
Transfer to Capital Improvements	-	650,000	650,000	1,264,300
TOTAL EXPENIDTURES	<u>4,672,592</u>	<u>6,108,868</u>	<u>5,819,387</u>	<u>7,338,754</u>
FUND BALANCES (Ending):				
RESTRICTED FOR: TABOR RESERVE	137,500	162,686	154,002	181,724
NON-SPENDABLE:	183,614	168,015	168,015	168,016
UNASSIGNED FUND BALANCE:	<u>2,241,825</u>	<u>1,150,298</u>	<u>2,352,670</u>	<u>1,214,891</u> ²
TOTAL FUND BALANCES (Ending):	<u><u>2,562,939</u></u>	<u><u>1,480,999</u></u>	<u><u>2,674,686</u></u>	<u><u>1,564,631</u></u>

¹ Non-Spendable: Prepaid Expenditures and EHOP (Long-term notes and funds held with fiscal agent for the Town's Employee Home Ownership Program)

² Ending 2017 budgeted unassigned fund balance is 20% of operating expenditures (does not include transfers)

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

**GENERAL FUND
REVENUE SOURCES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
TAXES				
10-431-10 General Property Tax	248,966	255,403	255,403	272,190
10-431-30 Sales Tax	3,350,365	3,525,774	3,699,338	3,995,285
10-431-50 Franchise Tax	213,650	219,316	224,781	231,524
10-431-60 Marketing Lodging Tax	121,626	124,000	132,000	136,500
10-431-70 Occupation Tax	134,142	115,000	170,209	189,000
TOTAL TAXES	4,068,749	4,239,493	4,481,731	4,824,499
LICENSES & PERMITS				
10-432-10 Business Licenses	28,821	28,500	27,500	28,500
10-432-12 Liquor Licenses	8,325	7,250	7,966	7,250
10-432-13 Marijuana Licenses	9,000	3,000	3,000	2,000
10-432-15 Marketing Fee	8,140	8,440	7,500	8,500
10-432-20 Building Permits	236,846	150,000	200,000	164,500
10-432-27 Electrical Permits	11,899	25,000	18,000	25,000
10-432-30 Road Cut Permits	500	350	500	1,000
10-432-35 Sign Permits	1,175	1,100	2,000	2,100
10-432-40 Special Event Permits	200	500	500	500
TOTAL LICENSES & PERMITS	304,906	224,140	266,966	239,350
INTERGOVERNMENTAL REVENUE				
10-433-20 Motor Vehicle License Fee	27,317	27,000	28,000	29,400
10-431-20 Specific Ownership Tax	21,744	24,000	20,100	21,100
10-433-30 Highway Users Tax	220,174	209,178	222,000	225,000
10-433-40 Cigarette Tax	10,805	10,350	10,350	10,500
10-431-44 Severance Tax	668	500	413	500
10-431-45 Federal Mineral Tax	504	500	689	700
10-433-60 Road & Bridge Tax	80,985	86,562	79,309	81,000
10-433-70 County Sales Tax	111,378	117,000	133,000	137,000
TOTAL INTERGOVERNMENTAL REVENUES	473,575	475,090	493,861	505,200

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

**GENERAL FUND
REVENUE SOURCES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
CHARGES FOR SERVICES				
10-434-10 Planning & Zoning Fees	12,363	16,000	50,000	29,500
10-434-20 Planning & Zoning Reimbursable	69,894	36,000	36,000	17,000
10-434-25 Facility Usage Fees	30,229	28,500	29,000	50,000
10-434-26 Facility Usage Deposits	2,600	2,000	2,600	2,000
TOTAL CHARGES FOR SERVICES	115,085	82,500	117,600	98,500
FINES & FORFEITURES				
10-435-10 Fines & Forfeits	60,975	55,000	55,000	55,000
10-435-15 Police Surcharge	350	4,900	4,900	4,900
10-435-20 Police Miscellaneous	1,642	1,800	1,800	1,800
10-435-25 Police Grants	9,302	15,000	17,000	15,000
10-435-30 Special Duty Reimbursable	18,957	4,500	36,050	40,000
TOTAL FINES & FORFEITS	91,225	81,200	114,750	116,700
MISCELLANEOUS REVENUE				
10-436-10 General Interest	5,987	1,700	5,300	5,600
10-436-40 Information Center Sales	227,782	200,000	233,000	233,000
10-436-42 Information Center Donations	935	1,000	1,000	1,000
10-436-45 Information Center Sales Tax	19,141	16,800	20,461	20,737
10-436-50 Rental Income	1,200	1,200	6,765	9,360
10-436-70 Other Miscellaneous Revenue	11,028	14,500	14,500	15,000
10-436-72 Sale of Fixed Assets	32,520	20,000	24,250	20,000
10-436-80 Reimbursable Revenue - Other	1,130	2,200	2,200	2,500
10-436-94 Impact Fees Administration Fees	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	299,724	257,400	307,476	307,197

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

**GENERAL FUND
REVENUE SOURCES**

DETAIL OF TRANSFERS FROM OTHER FUNDS	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
10-437-20 General Admin. Water	60,000	60,000	60,000	70,347
10-437-30 General Admin. Wastewater	60,000	60,000	60,000	48,405
10-437-40 General Admin. Refuse	28,000	28,750	28,750	18,500
10-437-31 Capital Improvements - Community Enhancement	-	-		
TOTAL TRANSFERS FROM OTHER FUNDS	148,000	148,750	148,750	137,252
 TOTAL GENERAL FUND REVENUES	 5,501,263	 5,508,573	 5,931,134	 6,228,698

General Government Department

Town Board of Trustees

DESCRIPTION

The Town of Eagle is a statutory form of government and therefore is governed by the statutes laid out by the town's code and the Colorado Revised Statutes. The Board of Trustees acts as the governing body. The Board consists of a mayor and six trustees. The Board sets public policy consistent with the needs of the community and appoints the Town Manager, Town Attorney, Municipal Judge, Town Clerk and Treasurer, as well as Planning & Zoning Commission. The Mayor is recognized as the political head of Town government and together with the Board of Trustees supervises all appointed officers of the Town. The mayor also presides at all meetings of the Board of Trustees.

2016 ACCOMPLISHMENTS

- Not drafted yet
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GOALS

- Not drafted yet
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OBJECTIVES

OBJECTIVE #1

Develop Strategic Plan to support Organizational Alignment

GOALS

- A. Take time necessary to develop Town of Eagle Strategic Plan.**
- B. Utilize in development of 2017 Budget and Organization Culture/Development Work.**
- C. Upon completion review on a quarterly basis.**
- D. Develop process and timetable for completion.**

OBJECTIVE #2

Town Organizational Improvements and Transition to an "Employer of Choice".

GOALS

- A. Hire full-time Human Resource Manager.**
- B. Strengthen HR Function: Pay Plan, Job descriptions, Employee Manual (Overtime and On Call Policies), Retirement Plan RFP, Training (e.g. customer service – "Raving Fans"), Professional Development and Performance Plan System. Create positive work environment and positive morale)**
- C. Enhance Team Work and Communication - Develop three-year Staffing Plan to address issue of being under resourced.**
- D. Develop plan for improvement of organizational culture and performance and then implement according to milestones and timelines included in the plan.**
- E. Promote best practices and further work on both competency and skills.**

OBJECTIVE #3

Implement Riverfront Project

GOALS

- A. Engage and communicate with Community in the implementation of Project. Fully utilize Riverfront Citizens Committee.**
- B. Put together project budget and fundraising strategy for Riverfront Project.**
- C. Budget for Town Park improvements in 2017 Budget and 2018-2022 Capital Improvement Program.**
- D. Budget for park improvement in 2017.**
- E. Leverage public, private and foundation funds for the project.**

OBJECTIVE #4

Build Lower Basin Water Treatment Plant (Other CIP Plans and Projects)

GOALS

- A. Develop Financing Plan that allows for initiation of the Lower Basin Water Treatment Plant (LBWTP) with a desired completion date of 2020.**
- B. Complete and Implement Water Rate and Tap Fee Study/Financial Plan and integrate into 2017 Budget and 2018-2022 Capital Improvement Program. Hire Town Engineer.**
- C. Acquire grants to support LBWTP.**
- D. Develop scope of work for high level planning/engineering study for Grand Ave.**
- E. Implement Pavement Management Plan.**
- F. Complete East Eagle Area Plan**

OBJECTIVE #5

Increase Organization Capacity by building solid organizational foundation, especially with regard financial stewardship

GOALS

- A. Implement best practices with Financial Management and Budgeting, including development of financial policies and reports for Town Board and Department Heads. Develop and implement purchasing policies.**
- B. Develop and implement common sense special events and park/facility policies and review all existing processes and practices. Hire Full-time Special Events Coordinator.**
- C. Hire Marketing Consultant to assist in development and implementation of Town of Eagle Brand and Marketing Plan with expanded target market (State, Nation and even Global)**
- D. Develop five-year Capital Improvement Program with priorities, potential funding resources and partnerships.**
- E. Negotiate Pool and Ice Rink Agreement with MEAC**

HIGHLIGHTS

- Not drafted yet

General Government Department

Town Manager

DESCRIPTION

As the Town's Chief Administrative Officer the Town Manager is responsible for the effective administration of all affairs placed in his/her charge. He/she is obligated to implement the policies, goals and objectives of the Town Board. He/she is also responsible for development of the Town's Annual Budget. The Town Manager serves at the pleasure of the Board of Trustees.

2016 ACCOMPLISHMENTS

- Not yet drafted

GOALS

Goals	Subgoals	Milestones/Deliverables
Organizational Development	HR	Establish HR position; begin with help from MSEC, to transition to a permanent staff position
	Org Infrastructure	Employee manual; job descriptions; performance evaluation protocol; salary and job classification plan; other HR projects, policies, and protocols.
	Critical Items	<ul style="list-style-type: none"> • Overtime policy • Health insurance assessment • Retirement benefits • 3 Year staffing plan
	Staffing	Assess needs
	Administration	Restructure admin department organization; clarify, re-define responsibilities
	Org Culture	Plan for developing and maintaining organizational culture
LBWTP		Identify and include critical path items to include in the 2017 budget
		Draft proposal to Board for financing, including rate study/rate adjustments, and bonding information; develop schedule/time line for construction
Vision, Mission, Core Values, Goals		Worksession to receive Board guidance on draft of Vision, Mission, Core Values, Goals statement
2017 Strategic Implementation Plan		<ul style="list-style-type: none"> • Develop from Vision, Mission, Core Values, Goals statement. • Include input on Organizational Development actions. • Becomes a broad-based Strategic Plan structured to guide decision-making at senior staff and Board level for 2017 and beyond where applicable.
		Concurrent development of Capital Improvement Program

Goals	Subgoals	Milestones/Deliverables
River Corridor/River Park		<ul style="list-style-type: none"> • Timeline/schedule for Eagle River Park and White Water Park; coordinated closely with Caroline Bradford • Feedback from Rec Committee re: Town Park improvements w/ bond monies
Finance Department		Develop updated priorities and policies, internal controls, budgeting processes, financial management
Special Events/Facility Policies		Hire Special Events Coordinator
		Worksession with Board; Board needs to provide policy-level direction KEY ITEMS: <ul style="list-style-type: none"> • Risk Management • Marketing Plan • What are expectations of MEAC going forward
		Develop policies, prioritize for events happening sooner in the year, and for facilities for which demand is greatest

OBJECTIVES

- Not drafted yet

HIGHLIGHTS

- Not drafted yet

General Government Department

Town Attorney

DESCRIPTION

Provide legal and prosecutorial services to the Town, its officers, staff and elected officials.

2016 ACCOMPLISHMENTS

- Improved communication between Town Attorney and Police Department staff and Officers, as well as Town staff in general.
- Improved relations with Applicants/Developers in the Town to be more proactive and timely.
- Advising Planning staff of estimated fees for reviews and drafting documents so developers are not surprised by such reimbursement costs.

GOALS

- Continue to improve communication and efficiencies with all Town Departments, including the Board of Trustees.
- Defend against any and all claims that may arise against the Town.
- Continue to render unbiased proactive advice to the Town Board and staff in an efficient and timely fashion.

OBJECTIVES

- Work with Town Planner to revise the existing Sign Code pursuant to requirements of U.S. Supreme Court case of Reed v. Town of Gilbert, AZ.
- Work with Town Clerk and MuniCode Corp regarding new codification of Town's Municipal Code
- Continue to provide the Town with efficient, timely and balanced legal services and advice as needed.
- Work to improve the procedures and processes in Municipal Court to achieve overall efficient and timely prosecution of all matters.
- Meet all legal and prosecutorial needs of the Town and its staff in an efficient and timely manner.
- Review new draft of Personnel Handbook and work with new HR Director to resolve any issues on an as needed basis.

HIGHLIGHTS

- I have requested a fee increase (for the first time in 10+ years). If approved, my hourly rate for general legal would go from \$170.00 per hour to \$190.00 per hour. My rate for reimbursable legal work would go from \$190.00 per hour to \$210.00 per hour. My paralegal's rate would also increase, for general legal it would go from \$70.00 per hour to \$80.00 and reimbursable fees would increase from \$82.50 to \$92.00.
- Experienced paralegal who worked in my office and for Garfield & Hecht for 12+ years has rejoined my staff in September, 2016.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: GENERAL GOVERNMENT

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	-	-	-	199,869
SUPPLIES	-	-	-	8,150
PURCHASED SERVICES	-	-	-	137,776
DISCRETIONARY FUNDING	-	-	-	72,500
FIXED CHARGES	-	-	-	25,000
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	-	-	10,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>453,295</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: GENERAL GOVERNMENT

DETAIL OF EXPENDITURES

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES				
10-50-115	-	-	-	22,800
10-50-110	-	-	-	129,150
10-50-125	-	-	-	652
10-50-130	-	-	-	6,000
10-50-135	-	-	-	-
<i>Employer Contributions</i>				
10-50-141	-	-	-	476
10-50-142	-	-	-	292
10-50-143	-	-	-	23,000
10-50-144	-	-	-	12,133
10-50-145	-	-	-	5,366
TOTAL PERSONNEL SERVICES	-	-	-	199,869
SUPPLIES				
10-50-210	-	-	-	1,650
10-50-215	-	-	-	5,500
10-50-235	-	-	-	1,000
TOTAL SUPPLIES	-	-	-	8,150
PURCHASED SERVICES				
10-50-310	-	-	-	1,320
10-50-330	-	-	-	7,000
10-50-225	-	-	-	700
10-50-340	-	-	-	1,856
10-50-351	-	-	-	78,000
10-50-362	-	-	-	5,800
10-50-363	-	-	-	-
10-50-376	-	-	-	6,000
10-50-359	-	-	-	5,000
10-50-361	-	-	-	-
10-50-371	-	-	-	3,500
10-50-372	-	-	-	3,600
10-50-380	-	-	-	10,000
10-50-395	-	-	-	15,000
TOTAL PURCHASED SERVICES	-	-	-	137,776
DISCRETIONARY FUNDING				
10-50-420	-	-	-	-
10-50-450	-	-	-	-
10-50-915	-	-	-	72,500
TOTAL DISCRETIONARY FUNDING	-	-	-	72,500
FIXED CHARGES				
10-50-510	-	-	-	25,000
TOTAL FIXED CHARGES	-	-	-	25,000
10-50-900	-	-	-	10,000
TOTAL	-	-	-	453,295

Administration Department

Finance

DESCRIPTION

The Finance Department provides accounting, budgeting and other financial services for the Town. This includes such functions as budget preparation and monitoring, debt administration, cash management, processing and distribution of funds for accounts payable and payroll, utility billing, accounts receivable, fixed asset recording, financial record keeping and reporting, and risk management.

2016 ACCOMPLISHMENTS

- Completed \$5.2 million bond issuance to fund the voter approved Eagle River Park project and other Town park improvements
- Set up the new Sales Tax Capital Improvement Fund (Eagle River Park Fund) within the accounting system and set up various investment accounts for the project and sales tax revenues
- Received an unqualified audit report from the Town's Auditing firm
- Coordinated gathering of information of the 2017 budget, separated original departments to create 4 new departments within the general fund for increased transparency, and assembled the budget document
- Coordinated gathering of all Town fees in order to build a Town wide fee schedule that will be evaluated, updated, and approved on an annual basis
- Ongoing processing of accounts payable, payroll, utility billing, collections and cash receipts, reconciliation of bank accounts, invoicing, and fixed asset recording
- Financial administration of bonds and loans issued for the Water Fund and Waste Water Fund

GOALS

- Provide accurate, concise, and timely reporting of the Town's financial condition and budget comparisons to facilitate the decision making process and ensure the fiscal stability of the Town
- Monitor revenue sources and trends in order to react quickly and appropriately during changing economic conditions
- Process payments to employees and vendors and billing to customers in a timely and accurate manner
- Maximize earnings on investments while insuring safety of investments
- Establish policies and procedures that protect the Town and ensure compliance

OBJECTIVES

- Establish financial policies and procedures and train employees for understanding and implementation
- Develop and generate financial reports and other ways to communicate financial information to Board and public

HIGHLIGHTS –

- Upgrade Town accounting software, acquire accounts receivable module and provide employee training on Software
- Expand accounting information access to public works and community development for more timely information to all departments

Administration Department

Town Clerk

DESCRIPTION

The office of the Town Clerk prepares agenda materials, packets, and minutes for Town Board meetings; attends Board meetings; serves as Clerk of the Board; keeps an accurate record of all the official acts of the Board; manages liquor, marijuana and business licenses; issues special event permits on behalf of Town, conducts Regular Municipal and Special Elections; coordinates records management function; is the custodian of the Town seal and shall affix the Town seal to such documents as the law or the Board of Trustees requires, manages content and updates of Town Website, coordinates updates to Municipal Code and responds to Open Records Requests.

2016 ACCOMPLISHMENTS

- MuniCode Corporation was contracted to update and re-codify our Municipal Code. Process is anticipated to be completed Fall of 2017.
- Successful completion of 2016 General Municipal Mail Ballot Election with TABOR issue.
- Transitioned website with new format and façade
- Implemented Sales Tax Increase with Eagle businesses
- Started All Staff Meetings to include safety and wellness training
- Started process for leasing Old Town Hall to enhance downtown vibrancy and provide space to non-profit entities.

GOALS

- Provide citizens, residents and visitors with on-line forms for all departments on website
- Include licensing (Liquor, Business, Marijuana, Contractor's) with current financial software for better tracking and monitoring
- Participate in assessing and rebalancing administrative tasks
- Implement a training budget for administrative staff
- Participate in assessing how to implement on-line payments for some town fees
- Investigate tracking of licensing using Casselle software modules
- Bring Town of Eagle into current practices with other similar Towns and Cities with information technology
- Engaging residents with on-line access to facilities, permits, licensing actions and information
- Enable staff to provide timely information, data and to create town board packets and agendas
- Develop internal and external communications plan
- Implement IT training schedule for MS Office and SharePoint
- Determine Treasurer role and specific duties

OBJECTIVES

- Continue and expand management training, communication and leadership
- Use IT to strengthen the organization's communication, accessibility and transparency
- Provide residents and visitors timely information and business interaction through website to enhance customer service.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: GENERAL ADMINISTRATION

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	845,529	914,057	871,047	483,756
SUPPLIES	11,946	26,450	24,000	20,500
PURCHASED SERVICES	265,753	340,424	400,386	155,980
FIXED CHARGES	53,129	51,688	53,188	28,188
CAPITAL OUTLAY	-	26,600	26,600	17,325
DISCRETIONARY FUNDING	95,600	109,000	106,500	-
CONTINGENCY	57,509	10,000	10,000	5,000
TOTAL EXPENDITURES	<u>1,329,467</u>	<u>1,478,219</u>	<u>1,491,721</u>	<u>710,749</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: GENERAL ADMINISTRATION

DETAIL OF EXPENDITURES

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES					
10-51-110	Salaries & Wages	540,262	566,227	541,804	317,950
10-51-115	Town Board	22,230	22,800	22,800	-
10-51-118	Planning & Zoning	-	8,400	8,400	-
10-51-120	Overtime	10,808	10,000	5,000	2,060
10-51-125	Bonus	10,211	16,030	13,882	3,532
10-51-130	Car Allowance	5,850	6,000	3,750	-
10-51-135	Moving Expense	1,986	-	10,000	-
<i>Employer Contributions</i>					
10-51-141	Unemployment Insurance	2,311	1,795	1,817	971
10-51-142	Workmen's Compensation	2,189	2,700	2,257	669
10-51-143	Health Benefits	169,616	192,000	185,210	115,000
10-51-144	F.I.C.A.	45,782	48,153	46,331	24,751
10-51-145	Retirement	32,835	38,952	28,796	17,823
10-51-147	Retirement Fees	1,450	1,000	1,000	1,000
TOTAL PERSONNEL SERVICES		845,529	914,057	871,047	483,756
SUPPLIES					
10-51-210	Office Supplies	7,487	7,000	7,000	4,000
10-51-215	Election Expense	24	10,000	8,000	-
10-51-225	Uniforms	-	-	-	400
10-51-231	Vehicle Repair & Maint Supplies	267	400	700	500
10-51-232	Gas & Oil	918	1,750	1,000	600
10-51-235	Equipment (non-capital)	3,251	7,300	7,300	15,000
TOTAL SUPPLIES		11,946	26,450	24,000	20,500
PURCHASED SERVICES					
10-51-310	Communication & Transportation	4,714	5,000	5,000	3,080
10-51-320	Legal Notices	7,296	7,500	7,500	6,500
10-51-330	Dues & Subscriptions	12,877	15,460	20,000	6,700
10-51-340	Utility Services (Phone/Internet)	11,201	12,000	12,000	7,500
10-51-345	Credit Card Transaction Fees	10,522	5,150	13,000	14,000
10-51-350	Legal - Reimbursable	26,592	35,000	35,000	-
10-51-351	Legal - General	58,276	60,000	70,000	-
10-51-352	Auditing & Accounting	27,712	28,000	35,420	31,000
10-51-347	Professional administrative Services	3,104	26,000	48,860	19,000
10-51-353	Engineering - Reimbursable	496	1,000	1,000	-
10-51-354	Engineering - General	738	3,000	3,000	-
10-51-356	Inspection Services	45,165	38,000	38,000	-
10-51-360	Repair & Maint Services	551	500	700	500
10-51-362	Computer Support	27,062	28,977	28,977	33,000
10-51-363	Community Survey	-	2,650	2,650	-
10-51-376	Public Relations	3,173	3,231	3,618	300
10-51-359	Strategic Planning	-	5,000	5,000	-
10-51-364	Community Planning	25	16,000	16,000	-
10-51-361	Town Manager Search	-	-	12,705	-

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: GENERAL ADMINISTRATION

DETAIL OF EXPENDITURES (continued)

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PURCHASED SERVICES (continued)					
10-51-371	Travel Expense	3,866	7,000	7,000	4,700
10-51-372	Meeting Expense	1,408	4,000	4,000	2,000
10-51-380	Tuition & Books	4,868	15,000	15,000	11,500
10-51-385	Treasurer Fees	5,924	12,500	6,500	6,500
10-51-393	Recording Documents	438	1,000	1,000	1,000
10-51-395	Contract Payments	8,256	8,256	8,256	8,500
10-51-398	Miscellaneous	1,488	200	200	200
	TOTAL PURCHASED SERVICES	265,753	340,424	400,386	155,980
DISCRETIONARY FUNDING					
10-51-420	Castle Peak Senior Center	25,000	45,000	45,000	-
10-51-450	Special Board Funding	20,000	14,000	11,500	-
10-51-915	Community Requests	50,600	50,000	50,000	-
	TOTAL DISCRETIONARY FUNDING	95,600	109,000	106,500	-
FIXED CHARGES					
10-51-510	CIRSA Insurance	45,821	45,688	45,688	20,688
10-51-515	CIRSA Insurance - Pavilion	7,308	6,000	7,500	7,500
	TOTAL FIXED CHARGES	53,129	51,688	53,188	28,188
10-51-710	CAPITAL OUTLAY	-	26,600	26,600	17,325
10-51-900	CONTINGENCY	57,509	10,000	10,000	5,000
	TOTAL	172,439	150,288	151,788	710,749

Community Development Department

DESCRIPTION

The Department is responsible for long range planning including the Eagle Area Community Plan, West Eagle Sub-Area Plan and recently completed Eagle River Corridor Plan; review and processing of land use applications including revisions to our Land Use and Development Code; and review, approval and inspection of building permits. The Department also provides information to the Town Manager to assist in formulating plans and policies and coordinates activities related to the implementation of the Eagle River Corridor Plan most notably at this time the design of the Eagle River Park.

2016 ACCOMPLISHMENTS

- Hired Administrative Assistant to support growth and development
- Compensation of Planning Commission Members (\$100 per month)
- Contracted with Meritage and initiated the implementation of online building permit system (building department software)
- Implemented user-friendly land use application and development flowchart
- Publication of the Eagle River Corridor Plan
- Hosted Symposium of Towns transformed by their rivers: Salida, Buena Vista and Golden
- Preparation of materials for Ballot Initiative .5% Tax Increase
- Completion of 90% Design Drawings for In-Stream portion of River Park
- IGA with Eagle County for River Park
- Issuance of RFQ for upland river park design. Anticipate issuance of RFP and selection of Civil/Landscape Architecture Team by end December, 2016
- Selective Land Use Code Amendments including major overhaul of the sign code to be adopted in 2017.
- Coordinated CDOT land disposition to City Market, facilitated land use applications, and directed the preparation of Development Improvements Agreement.

Note: The comprehensive revision of the Land Use and Development Code was not completed due to other priorities. However, several selected changes to the code were made.

GOALS

- Amendment to West Eagle Sub Area Plan
- Eagle River Park - Landscape and Civil Engineering Design Completion
- Continue to make selected revisions to Land Use and Development Code
- Full operation of Meritage System for Building Department
- Continued support of strategic planning for construction of LBWTP
- Process major Land Use Applications:
 - Major Amendment to Haymeadow PUD and Development Improvements Agreement
 - Annexation and entitlement for JHY
 - Annexation and entitlement for Green Bridge
- Department Succession Planning

OBJECTIVES

- Prepare public outreach and strategy to revise West Eagle Plan
- Select River Park Design Team, Prepare Contract, and advertise public outreach for design of the park
- Identify selective parts of the Land Use and Development Code needing revision. One of the key objectives would be to create a Mixed Use Zone District that would facilitate “as a right of use” mixed use development. Rezoning of Highway 6 Corridor needs to be accomplished. Cannot build anything on these properties without multiple variance application.
- Prepare budget and select consultant to review and revise parking regulations with specific focus downtown need to be revised to facilitate in-fill development.
- Create a Development Review Team. Schedule bi monthly regular meetings to review development applications and discuss issues.
- Work with Eagle County School District to revise Scholl Land Dedication Regulations and Adequate Public Facilities

HIGHLIGHTS

- Question regarding building official consultant vs an in-house “Town” building official
- Training related to effective administration of building department
- Training of Assistant Planner in GIS and other graphic software
- Consider making engineering review of land use applications a pass through cost

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: COMMUNITY DEVELOPMENT

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICE	-	-	-	400,244
SUPPLIES	-	-	-	3,450
PURCHASED SERVICES	-	-	-	123,890
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	-	-	5,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>532,584</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: COMMUNITY DEVELOPMENT

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
10-52-110	Salaries & Wages	-	-	-	259,325
10-52-115	Planning and Zoning Board	-	-	-	9,600
10-52-120	Overtime	-	-	-	3,090
10-52-125	Bonus	-	-	-	2,510
<i>Employer Contributions</i>					
10-52-141	Unemployment Insurance	-	-	-	824
10-52-142	Workmen's Compensation	-	-	-	1,644
10-52-143	Health Benefits	-	-	-	88,550
10-52-144	F.I.C.A.	-	-	-	21,001
10-52-145	Retirement	-	-	-	13,700
TOTAL PERSONNEL SERVICES		-	-	-	400,244
SUPPLIES					
10-52-210	Office Supplies	-	-	-	1,500
10-52-220	Operating Supplies	-	-	-	-
10-52-225	Uniforms	-	-	-	200
10-52-230	Repair & Maintenance Supplies	-	-	-	-
10-52-231	Vehicle Repair & Maintenance Supplies	-	-	-	500
10-52-232	Gas & Oil	-	-	-	750
10-52-235	Equipment (non-capital)	-	-	-	500
TOTAL SUPPLIES		-	-	-	3,450
PURCHASED SERVICES					
10-52-310	Communication & Transportation	-	-	-	600
10-52-320	Legal Notices	-	-	-	1,000
10-52-330	Dues & Subscriptions	-	-	-	3,850
10-52-340	Utility Services (Phones/Internet)	-	-	-	4,600
10-52-343	Personnel Services	-	-	-	100
10-52-347	Professional Services	-	-	-	17,500
10-52-350	Legal Reimbursable	-	-	-	12,000
10-52-351	Legal	-	-	-	27,500
10-52-353	Engineering Reimbursable	-	-	-	5,000
10-52-378	Contract Services	-	-	-	-
10-52-360	Repair & Maintenance	-	-	-	500
10-52-362	Computer Support	-	-	-	20,340
10-52-365	Mapping	-	-	-	800
10-52-371	Travel Expense	-	-	-	2,000
10-52-372	Meeting Expense	-	-	-	150
10-52-378	Contracted Services	-	-	-	18,750
10-52-380	Tuition & Books	-	-	-	3,950
10-52-393	Recording Documents	-	-	-	750
10-52-395	Contract Payments	-	-	-	4,500
TOTAL PURCHASED SERVICES		-	-	-	123,890

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: COMMUNITY DEVELOPMENT

FIXED CHARGES

10-52-510	CIRSA Insurance	-	-	-	-
	TOTAL FIXED CHARGES	-	-	-	-
<hr/>					
10-52-710	CAPITAL OUTLAY	-	-	-	-
<hr/>					
10-52-900	CONTINGENCY	-	-	-	5,000
<hr/>					
	TOTAL EXPENDITURES	-	-	-	532,584
<hr/> <hr/>					

Streets Department

DESCRIPTION

The Streets Department maintains and performs limited construction of the streets and rights-of-way within the town limits. Department is also responsible for signage, weed control, management of the “urban forest,” storm water drainage, and winter maintenance within the Public ROW.

2016 ACCOMPLISHMENTS

- Completed pavement management study. The pavement condition index (PCI) is 77 which is very good, well above the national averages. The backlog of “Very Poor” and “Poor” roads is 0.2% which is excellent.
- Devolution will be completed by the end of the year. The Town will assume full responsibility for Grand Avenue including access control.
- Partial reconstruction on Sixth Street. The old asphalt was removed. The existing road base was re-compacted and new road base was added to provide a normal crown. New asphalt was installed. Drainage was improved and parking was increased.
- Supported expansion of City market
- Routine maintenance operations including crack filling, striping, replace signs and street lights, sweeping, plowing and mowing.

GOALS

- Implement first year of Pavement Management Study based on funding allocation
- Maintain and upgrade fleet and equipment to insure ability to keep roadways safe and in good condition
- Review need for handicap spaces on Broadway Street
- Support efforts to develop 2018-2022 Capital Improvement Program

OBJECTIVES

- Complete Phase 1 of Grand Avenue Engineering/Planning Study to include: capacity, future access, intersections, drainage, pedestrian & streetscape components
- Reconstruction of Seventh Street from Capitol to McIntyre replacing asphalt and subgrade as needed.
- Incorporate (annex) Grand Ave (Devolution) into street planning
- Look for opportunities to bring in outside funds to fund needed improvements

HIGHLIGHTS

- Begin implementation of 10-Year Pavement Management Plan
- More accurately match personnel services with funding sources, resulting in less reliance on the Water Fund
- Street repair and maintenance will increase by approximately \$10,000 due to addition of Grand Avenue to street inventory

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: STREETS

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	716,346	841,959	654,264	484,277
SUPPLIES	119,066	151,299	149,799	137,900
PURCHASED SERVICES	263,130	381,240	364,690	555,600
FIXED CHARGES	19,500	19,518	19,518	19,500
CAPITAL OUTLAY	5,026	-	-	-
CONTINGENCY	-	10,000	-	10,000
TOTAL EXPENDITURES	<u>1,123,069</u>	<u>1,404,016</u>	<u>1,188,271</u>	<u>1,207,277</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: STREETS

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
10-54-110	Salaries & Wages	451,463	494,898	394,044	284,752
10-54-120	Overtime	24,036	25,255	20,000	15,450
10-54-125	Bonus	5,089	17,252	4,972	5,020
<i>Employer Contributions</i>					
10-54-141	Unemployment Insurance	1,461	1,612	1,257	916
10-54-142	Workmen's Compensation	13,252	14,100	16,649	15,257
10-54-143	Health Benefits	156,667	216,000	161,000	119,600
10-54-144	F.I.C.A.	36,678	41,111	32,055	23,349
10-54-145	Retirement	27,700	31,731	24,288	19,933
TOTAL PERSONNEL SERVICES		716,346	841,959	654,264	484,277
SUPPLIES					
10-54-210	Office Supplies	1,884	3,500	3,500	1,100
10-54-220	Operating Supplies	1,280	2,000	2,000	2,000
10-54-225	Uniforms	1,504	2,000	2,000	1,300
10-54-230	Street Repair & Maint. Supplies	73,050	76,000	76,000	87,000
10-54-231	Vehicle Repair & Maint Supplies	19,329	25,000	32,000	22,500
10-54-232	Gas, Diesel & Oil	13,188	25,000	17,000	16,000
10-54-235	Equipment (non-capital)	8,832	17,299	17,299	8,000
10-54-355	Traffic Count Materials	-	500	-	-
TOTAL SUPPLIES		119,066	151,299	149,799	137,900
PURCHASED SERVICES					
10-54-310	Communication & Transportation	3,458	5,000	4,000	4,000
10-54-320	Legal Notices	393	600	500	600
10-54-330	Dues and Subscriptions	52	250	250	250
10-54-340	Utility Services	41,578	45,000	45,000	45,000
10-54-354	Engineering	-	2,000	2,000	-
10-54-357	R.R. R-O-W Lease Agreement	12,100	12,100	-	-
10-54-359	Pavement Management Study	38,152	-	5,000	-
10-54-360	Repair & Maintenance Services	6,189	30,000	25,000	25,000
10-54-361	Street Resurfacing	118,258	200,000	200,000	400,000
10-54-362	Computer Support/Software	5,593	4,940	4,940	2,400
10-54-365	Tree Management/Replacement	6,555	15,000	15,000	15,000
10-54-366	Weed Control	-	2,500	-	-
10-54-367	Equipment Lease	28,447	60,000	60,000	60,000
10-54-369	Seabry Tree Cost Share	1,200	-	-	-
10-54-371	Travel Expense	-	500	250	500
10-54-372	Meeting Expense	257	350	250	350
10-54-380	Tuition & Books	222	1,500	1,000	1,000
10-54-390	CDL Testing	677	1,500	1,500	1,500
TOTAL PURCHASED SERVICES		263,130	381,240	364,690	555,600

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: STREETS

DETAIL OF EXPENDITURES (continued)

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FIXED CHARGES					
10-54-510	CIRSA Insurance	19,500	19,518	19,518	19,500
	TOTAL FIXED CHARGES	19,500	19,518	19,518	19,500
10-54-710	CAPITAL OUTLAY	5,026	-	-	-
10-54-900	CONTINGENCY	-	10,000	-	10,000
	TOTAL EXPENDITURES	1,123,069	1,404,016	1,188,271	1,207,277

Engineering Department

DESCRIPTION

Engineering is a new department. It used to be included in the Streets Department. that used to be funded within the Streets budget. The department consists of the Town Engineer, Assistant Town Engineer and Public Works Inspector.

2016 ACCOMPLISHMENTS

- Oversaw water system improvements including: upgrade of Wall Street and Bush Creek Mains and installation of new Brush Creek intake
- Participated in Development Review Team and provided input on Haymeadow, Frost Creek, Sylvan Circle, Creekside, JHY and others
- Installed Eby Creek bus shelters
- Reviewed plans for Black Hills gas pipeline replacement project and oversaw construction in conjunction with Open Space
- Participated in review of finances related to construction of Lower Basin Water Treatment Plant

GOALS

- Take leadership role with regard to Riverfront Project Team
- Take the lead in process leading to construction of Lower Basin Water Treatment Plant
- Work in partnership with all other departments within Public Works, Community Development, Finance and the Town Manager
- Support Planning and Zoning Commission and Town Board
- Maintain public safety on Town properties and Right of Ways
- Initiate and complete Phase 1 Grand Avenue Engineering/Planning Study

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: ENGINEERING

<u>SUMMARY OF EXPENDITURES</u>	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICE	-	-	-	289,811
SUPPLIES	-	-	-	18,750
PURCHASED SERVICES	-	-	-	28,600
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	-	-	10,000
TOTAL EXPENDITURES	-	-	-	347,161

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: ENGINEERING

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
10-59-110	Salaries & Wages	-	-	-	198,077
10-59-120	Overtime	-	-	-	5,150
10-59-125	Bonus	-	-	-	1,597
<i>Employer Contributions</i>					
10-59-141	Unemployment Insurance	-	-	-	614
10-59-142	Workmen's Compensation	-	-	-	3,874
10-59-143	Health Benefits	-	-	-	56,350
10-59-144	F.I.C.A.	-	-	-	15,669
10-59-145	Retirement	-	-	-	8,480
TOTAL PERSONNEL SERVICES		-	-	-	289,811
SUPPLIES					
10-59-210	Office Supplies	-	-	-	2,500
10-59-220	Operating Supplies	-	-	-	500
10-59-225	Uniforms	-	-	-	750
10-59-230	Repair & Maintenance Supplies	-	-	-	5,000
10-59-231	Vehicle Repair & Maintenance Supplies	-	-	-	4,000
10-59-232	Gas & Oil	-	-	-	3,000
10-59-235	Equipment (non-capital)	-	-	-	3,000
TOTAL SUPPLIES		-	-	-	18,750
PURCHASED SERVICES					
10-59-310	Communication & Transportation	-	-	-	500
10-59-320	Legal Notices	-	-	-	600
10-59-330	Dues & Subscriptions	-	-	-	100
10-59-340	Utility Services (Phones/Internet)	-	-	-	4,500
10-59-353	Engineering Reimbursable	-	-	-	10,000
10-59-354	Engineering	-	-	-	7,500
10-59-355	Traffic Count	-	-	-	-
10-59-356	Mapping	-	-	-	500
10-59-357	Consultant	-	-	-	-
10-59-360	Repair & Maintenance	-	-	-	1,000
10-59-362	Computer Support	-	-	-	2,500
10-59-371	Travel Expense	-	-	-	250
10-59-372	Meeting Expense	-	-	-	150
10-59-380	Tuition & Books	-	-	-	1,000
10-59-395	Contract Payments	-	-	-	-
TOTAL PURCHASED SERVICES		-	-	-	28,600

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: ENGINEERING

DETAIL OF EXPENDITURES (continued)

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FIXED CHARGES					
10-59-510	CIRSA Insurance	-	-	-	-
	TOTAL FIXED CHARGES	-	-	-	-
10-59-710	CAPITAL OUTLAY	-	-	-	-
10-59-900	CONTINGENCY	-	-	-	10,000
	TOTAL EXPENDITURES	-	-	-	347,161

Buildings & Grounds Department

DESCRIPTION

Maintain Town buildings, restrooms, park, Broadway streetscape, Visitor Center, and the roundabout landscaping. Responsibilities include repair, mowing, cleaning of facilities and pavilion check in and out. Department clears snow from recreation paths, sidewalks and Town facilities in the winter. Department is responsible for daily safety check of all Town properties, especially playgrounds.

2016 ACCOMPLISHMENTS

- Improved the turf, maintenance and appearance of all Town parks
- Improved heating and cooling of Town Hall
- Improved Grand Avenue landscaping
- Converted popcorn ceiling to drop ceiling at Old Town Hall

2017 GOALS

- Replace carpet and blinds at the Pavilion
- Get all Town buildings on a 2- 3 year painting schedule
- Add Pumptrack area into routine maintenance schedule
- Consider designation of Pool & Ice Rink, BMX Track, Pumptrack and Haymaker Trail as another Town Park
- Visitor Center improvements
- Participate in development of 2018-2022 Capital Improvement Program

OBJECTIVES

- Upgrade sprinkler system for soccer fields
- Maintenance plan for all Town buildings

HIGHLIGHTS

- Additional funding for Pavilion improvements at \$17,000
- Additional funding for needed Information Center upgrades at \$18,000
- Raise fees to help with need for additional funding

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: BUILDING & GROUNDS

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	296,181	324,818	289,338	319,458
SUPPLIES	92,828	85,500	80,300	83,000
PURCHASED SERVICES	139,561	230,081	158,313	174,070
FIXED CHARGES	11,210	15,314	15,314	16,000
CAPITAL OUTLAY	-	-	-	35,850
CONTINGENCY	-	5,000	-	5,000
TOTAL EXPENDITURES	<u>539,780</u>	<u>660,713</u>	<u>543,265</u>	<u>633,378</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: BUILDING & GROUNDS

DETAIL OF EXPENDITURES

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES					
10-56-110	Salaries & Wages	182,622	203,287	179,278	202,444
10-56-120	Overtime	8,077	9,000	6,500	6,695
10-56-125	Bonus	1,949	2,498	2,282	2,564
<i>Employer Contributions</i>					
10-56-141	Unemployment Insurance	575	644	564	635
10-56-142	Workmen's Compensation	8,943	9,500	8,419	9,215
10-56-143	Health Benefits	69,173	72,000	69,000	71,300
10-56-144	F.I.C.A.	14,671	16,431	14,387	16,195
10-56-145	Retirement	10,171	11,458	8,908	10,410
TOTAL PERSONNEL SERVICES		296,181	324,818	289,338	319,458
SUPPLIES					
10-56-220	Operating Supplies	182	500	300	500
10-56-225	Uniforms	596	1,000	1,000	1,000
10-56-230	Facility Repair & Maint. Supplies	53,960	45,000	45,000	46,500
10-56-231	Vehicle Repair & Maint Supplies	5,660	6,000	4,000	6,000
10-56-232	Gas & Oil	8,653	9,000	6,000	7,500
10-56-235	Equipment (non-capital)	8,089	7,500	7,500	4,500
10-56-240	Janitorial Supplies	15,688	16,500	16,500	17,000
TOTAL SUPPLIES		92,828	85,500	80,300	83,000
PURCHASED SERVICES					
10-56-310	Communication & Transportation	1,524	1,700	1,700	1,800
10-56-320	Legal Notices	-	-	500	500
10-56-340	Utility Services	54,491	60,000	60,000	63,000
10-56-343	Personnel Services	-	-	250	250
10-56-345	Irrigation Service Agreement (Eagle Ranch)	4,488	6,500	5,500	6,500
10-56-350	Building Maintenance Study	4,121	5,000	-	-
10-56-358	Janitorial Maintenance Contracts	25,896	30,396	30,500	32,250
10-56-360	Repair & Maintenance Services	31,641	38,363	38,363	45,570
10-56-362	Computer Support	835	1,122	500	1,200
10-56-395	Contract Payments	16,565	87,000	21,000	23,000
TOTAL PURCHASED SERVICES		139,561	230,081	158,313	174,070
FIXED CHARGES					
10-56-510	CIRSA Insurance	11,210	15,314	15,314	16,000
TOTAL FIXED CHARGES		11,210	15,314	15,314	16,000
10-56-710	CAPITAL OUTLAY	-	-	-	35,850
10-56-900	CONTINGENCY	-	5,000	-	5,000
TOTAL EXPENDITURES		539,780	660,713	543,265	633,378

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: BUILDING & GROUNDS

DETAIL OF EQUIPMENT & CAPITAL OUTLAY

DETAIL OF EQUIPMENT (NON-CAPITAL)		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
10-56-235					
	Trailer	-	3,500	3,500	-
	IT Equipment	806	-	-	-
	Pavilion Equipment	-	-	-	-
	Lawn Aerator	3,999	-	-	-
	Miscellaneous Equipment	<u>3,284</u>	<u>4,000</u>	<u>4,000</u>	<u>4,500</u>
TOTAL EQUIPMENT (NON-CAPITAL)		<u>8,089</u>	<u>7,500</u>	<u>7,500</u>	<u>4,500</u>
DETAIL OF CAPITAL OUTLAY					
10-56-710					
	Information Center Roof Replacement	-	-	-	18,850.00
	Pavilion Improvements - Carpet	-	-	-	6,000.00
	Pavilion Improvements - Blinds	-	-	-	11,000.00
	Miscellaneous Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL OUTLAY		<u>-</u>	<u>-</u>	<u>-</u>	<u>35,850</u>

Public Safety Department

DESCRIPTION

The Town of Eagle Police Department is a community-oriented organization consisting of six patrol officers, two sergeants, a patrol operations lieutenant, a chief and a records clerk/evidence technician. Your public safety team is committed to providing professional police services 24 hours a day, 365 days a year. With a focus on innovative techniques and quality police services for our citizens and guests, we are committed to providing professional standards of care, achieved through a shared vision of mutual responsibility for safety, service and problem resolution. As public trust is at the foundation to our profession, we are committed to fair, ethical, honest and impartial execution of duties based on our Mission, Vision and Values.

Our Mission is to enhance the quality of life within the Town through partnership and cooperation with our community in the development and delivery of professional police services.

2016 ACCOMPLISHMENTS

The following is a summary of goals which were included in our proposed 2016 budget process, along with some examples, providing insight into our desired process and results:

- **Design or improve upon innovative crime prevention strategies with a focus on education and community programs**
 - Excellence in Action Community Service Appreciation initiative implemented in August
 - Community networking and media attention focused on crime patterns and trends
 - Development of educational materials
 - Continued commitment with Law Enforcement Immigrant Advisory Committee and assigned EPD liaison for APD Spanish Citizens Police Academy
 - Implemented a drug-takeback program for Golden Eagle
 - Continued with a “Cup of Joe”
- **Promote avenues of restorative justice philosophies at the police and prosecutorial level**
 - Focused on the enhancement of police and prosecutorial communication avenues
 - Promoted 5th Judicial District’s diversion program
 - Developed optional street-level deferred program for juveniles involving essay and/or presentations (i.e. minor infractions or first time offenses)
- **Continue enhancing avenues for organizational success, while focusing on organizational goals, best-practice standards and 3rd party recommendations**
 - Implemented systems of consistency for our leadership and management team
 - Continued focus on training techniques designed to improve upon the knowledge, skills and abilities of each team member
 - Continued assessment of strategies designed to improve performance
 - Achievement of a variety of 3rd party goals
- **Focus on youth programs with special attention on safety, technology and marijuana issues**
 - Promoted safety awareness through media, social media and events
 - Continued focus on special assignments, training and education seminars with area schools within the confines of current staffing levels

- Developed in-house marijuana education course for middle-school aged children and partnered with a local marijuana dispensary to educate parents on youth marijuana prevention
- **Development of an agreement with neighboring agencies to combat the unlawful distribution of drugs in our community**
 - Part-time detective attended prerequisite training (grant funded) and was assigned as a liaison to Eagle County's multi-jurisdictional narcotic interdiction team
 - Three illicit drug dealers arrested who were selling drugs at (or near) local business in Eagle
 - One methamphetamine dealer arrested who had been residing near a local school in Eagle
- **Development and enrichment of new personnel, with a focus on leadership and management principles**
 - In-house coaching, mentoring and management process implemented
 - Early Intervention System (EIS) design and implementation in QTR 4
 - Training program for the development and enhancement of new sergeant staff scheduled for completion at the end of 2016
 - Continued focus on outside training programs for all staff
 - Development of in-house instructors
 - Focused on web-based training and interactive simulator training (assists in maintaining staffing priorities)
 - Patrol team fully staffed as of September 2016
- **Enhancement of staff training with a focus on the newly implemented department policy and State of Colorado POST annual requirements**
 - New policy and organizational guidelines released at the beginning of 2016
 - Daily Training Bulletins correlating to new policy implemented mid-year
 - All staff members are on schedule to exceed minimum mandatory training requirements in 2016
- **Continued enhancement of community networking through modern strategies of design, patrol initiatives, community meetings, and use of technology**
 - Department quarterly newsletters
 - Town Facebook Page postings (EPD continues to receive a high number of "likes")
 - Community initiatives (i.e. Lemonade Stands Project, Sticker Bombs, police events).
 - E-ticket hardware and software training (deployed in April 2016)
- **Acquire vehicles and equipment necessary to maintain consistency with modern police practices, while providing for safety and the viability of our Mission**
 - Process developed in conjunction with a vehicle replacement schedule for the police department
 - Replaced two aging patrol vehicles in 2016
 - Acquired a low-mileage Chief of Police vehicle(Hybrid) to replace an 11 YRO Impala
 - Developed inventory standards and schedules for major equipment replacement
 - Began to acquire necessary police equipment
 - On schedule to obtain police MDT units by December 2016
- **Continued focus on alternative funding avenues for training and training equipment**

- State funding request for \$20,000 fulfilled for the 2016-2017 fiscal year
- CDOT funding request for \$9,300 fulfilled in 2016
- Smaller community requests, POST equipment grants and bullet proof vest cost sharing grants fulfilled in 2016 (scheduled to continue in BY 2017)
- In-kind service and equipment donations from professional entities
- **Fulfillment of a part-time (two-day per week) position to aid the Police Records and Municipal Court Clerk position**
 - Part-time clerk hired in 2016
 - Systematic process pending for the separation of police and municipal court
- **Continued anticipation for overall financial recovery in the approval for fulfillment of an additional certified officer position recommended by True to Course, LLC.**
 - FTE request for 2017 budget year

GOALS

- Initiate the process to become a Colorado State Accredited Police Agency.
- Continue with the momentum of success with our implemented initiatives and enhance the design, practice and/or delivery, when necessary.
- Continue to assess our newly implemented policy and delivery of services to ensure best-practice standards are consistently achieved and aligned with our Mission, Vision and Values.
- Align the police department with our new event coordinator in promoting standards of stewardship and service to ensure safety, objectives and attributes of community spirit are maintained with event planning.
- Focus on school initiatives, educational programs, safety drills, parent-teacher opportunities, after-school programs and interventions with a full-time SRO.
- Continue to acquire vehicles, training equipment and police equipment necessary to maintain consistency with modern police practices, while providing for officer and community safety.
- Address crime and disorder.
- Use financial resources efficiently and continue our focus with local and state grant applications.
- Focus on retention of qualified staff.
- Maintain consistency with Colorado P.O.S.T. standards regarding new legislative mandates for training and procure alternative resources to assist with funding for these mandated training programs.
- Acquire initial funding and develop a training plan for the new record management system.
- Concentrate on safety trainings and volunteer preventative health care initiative(s).
- Establish criteria for when the use of a citizen police review committee may be beneficial to assist the police department with assessment and review of identified programs and/or procedures.
- Use social media to capitalize on effective information sharing and community involvement with our team.

OBJECTIVES

- Your police department was reorganized and various strategies were implemented in 2016 to enhance leadership and management of our organization. Development of departmental policy, strategic design of best-practice principles, acquisition of alternative funding programs and revised service-oriented procedures were formalized in 2016. As staffing allows, these enhancements will continue in 2017 with an anticipated expansion of our organizational design, as respectfully proposed, in an effort to increase our potential with community services and service-oriented consistency (with a direct focus on our schools).
- Initiate a CACP surveyor/inspector to assess current operations in order to provide the roadmap and list of objectives necessary to attain the goal of accreditation through the CACP Professional Standards Accreditation program.
- Your police department will continue to work effectively with the new TOE Event FTE proposed for 2017 to capitalize on effective staffing and planning for upcoming events.
- Your police department will continue to focus on community-oriented outreach events, community notification techniques, crime-prevention media, youth education methods, professional networking systems and customer-service philosophies.
- Your police department has been successful with strategic planning, which included a successful budgeting model in 2016, without any mid-year funding requests, which will continue as our goal in 2017.
- Your police department continues to prolong the life of necessary equipment while seeking grants and professional entity equipment donations, as we continue our focus in 2017 with replacement schedules and equipment maintenance systems implemented by our current administration.
- Your police department will continue with alternative funding research and current initiatives for training and training equipment, extra duty and shared funding options.
- Your police department will continue to successfully meet or exceed a majority of the long-term recommendations denoted by our 3rd party consultant.
- Your police department will strive to provide our community with enhanced, effective, efficient and community-oriented police services available within the confines of existing resources.

HIGHLIGHTS

- A staffing request for 2017 has been respectfully submitted for an additional sworn FTE. The primary purpose of this FTE is to focus on school programs and assist with the overall effectiveness, efficiency and safety on our team - *please refer to the 2017 FTE Public Safety budget narrative proposal for additional detail.*
- Technology applications and service providers are denoted to have impacts on the public safety budget. The most significant of these will include an \$11,000.00 down payment for a new records management system - *please refer to the 2017 CAD RMS Public Safety budget narrative proposal for additional detail.*
- Proposed 2017 Capital Improvements will have financial impacts, with long-term benefits, as two vehicles are respectfully requested – *please refer to the 2017 Vehicle Replacement Public Safety budget narrative proposal for additional detail.*

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND:GENERAL
DEPT:PUBLIC SAFETY

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICE	949,519	1,124,702	1,140,716	1,255,226
SUPPLIES	39,869	55,490	49,300	64,890
PURCHASED SERVICES	254,620	268,753	255,652	267,127
FIXED CHARGES	20,475	20,469	19,969	21,475
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	10,000	-	10,000
TOTAL EXPENDITURES	<u>1,264,482</u>	<u>1,479,414</u>	<u>1,465,637</u>	<u>1,618,718</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND:GENERAL
DEPT:PUBLIC SAFETY

DETAIL OF EXPENDITURES

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES					
10-55-110	Salaries & Wages	559,685	681,164	665,239	721,245
10-55-120	Overtime	26,077	16,000	19,500	18,025
10-55-110	Holiday Pay	25,533	27,300	33,234	37,597
10-55-110	Special Duty	20,625	4,300	36,050	40,000
10-55-110	Special Duty (CIOT)	-	-	7,140	8,000
10-55-125	Bonus	7,198	15,347	7,764	9,302
<i>Employer Contributions</i>					
10-55-141	Unemployment Insurance	1,905	2,232	2,307	2,506
10-55-142	Workmen's Compensation	21,630	22,500	24,425	27,707
10-55-143	Health Benefits	209,302	264,000	253,000	276,000
10-55-144	F.I.C.A.	48,574	56,925	58,823	63,898
10-55-145	Retirement	28,990	34,934	33,234	50,946
TOTAL PERSONNEL SERVICES		949,519	1,124,702	1,140,716	1,255,226
SUPPLIES					
10-55-210	Office Supplies	2,133	2,000	2,000	2,250
10-55-220	Operating Supplies	14,990	18,500	18,000	18,150
10-55-231	Vehicle Repair & Maint Supplies	3,739	5,000	4,000	6,500
10-55-232	Gas & Oil	13,527	17,000	13,800	15,500
10-55-234	School Resource Officer Supplies	-	2,000	2,000	2,500
10-55-235	Equipment (non-capital)	5,480	10,990	9,500	19,990
TOTAL SUPPLIES		39,869	55,490	49,300	64,890
PURCHASED SERVICES					
10-55-310	Communication & Transportation	930	1,500	950	1,250
10-55-320	Legal Notices	377	1,500	400	1,000
10-55-330	Dues & Subscriptions	1,589	725	700	625
10-55-340	Utility Services (Phones/Internet)	11,042	12,200	12,200	14,295
10-55-351	Legal	13,907	14,000	14,000	-
10-55-357	Consultant	2,070	3,800	1,250	3,550
10-55-360	Repair & Maintenance	3,255	4,000	3,800	4,000
10-55-362	Computer Support	9,694	11,405	10,000	13,000
10-55-371	Travel Expense	6,483	2,800	2,500	2,300
10-55-372	Meeting Expense	409	600	700	1,000
10-55-380	Tuition & Books	6,898	7,000	7,000	9,000
10-55-381	Animal Control	20,550	21,000	20,550	21,500
10-55-385	Radio Access	26,035	25,095	25,094	23,918
10-55-386	Detox Center Fee	8,190	8,190	6,143	1,000
10-55-388	CAD/RMS	-	1,000	-	11,000
10-55-389	Drug Task Force	-	1,000	750	1,000
10-55-391	Ambulance, Hospital	-	1,000	-	1,000
10-55-392	Boarding Prisoners	-	500	-	300
10-55-393	Crime Stoppers	-	500	-	500
10-55-394	Volunteer Recognition	-	300	200	300
10-55-395	Contract Payments	1,607	6,500	4,000	6,500
10-55-396	Dispatching Services	139,257	141,188	141,188	145,739
10-55-399	Lexipol Policy	2,328	2,950	4,228	4,350
10-55-400	Redundant Communication Center	-	-	-	-
TOTAL PURCHASED SERVICES		254,620	268,753	255,652	267,127

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND:GENERAL
DEPT:PUBLIC SAFETY

DETAIL OF EXPENDITURES (continued)

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FIXED CHARGES					
10-55-510	CIRSA Insurance	20,475	20,469	19,969	21,475
	TOTAL FIXED CHARGES	20,475	20,469	19,969	21,475
10-55-710	CAPITAL OUTLAY	-	-	-	-
10-55-900	CONTINGENCY	-	10,000	-	10,000
	TOTAL EXPENDITURES	1,264,482	1,479,414	1,465,637	1,618,718

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: PUBLIC SAFETY

DETAIL OF EQUIPMENT & CAPITAL OUTLAY

DETAIL OF EQUIPMENT- (NON-CAPITAL)	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
10-55-235				
IT Equipment	975	-	-	5,600
Safe	-	-	-	-
Bulletproof Vest	-	-	-	-
Body Cameras	1,962	-	-	1,455
Lightbar - Replacement	-	-	-	-
Gas Masks	-	2,490	2,490	-
Tasers	1,920	-	-	4,000
Miscellaneous Equipment	623	8,500	7,010	8,935
TOTAL EQUIPMENT (NON-CAPITAL)	5,480	10,990	9,500	19,990
DETAIL OF CAPITAL OUTLAY				
10-55-710				
Miscellaneous Equipment	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-

Municipal Court Department

DESCRIPTION

The municipal court adjudicates complaints filed in Eagle Municipal Court using the trial court performance standards as a system of measure which includes: access to justice, expedition and timeliness, equality, fairness and integrity, and public trust and confidence. The Municipal Court also manages the Municipal Court under guidelines set forth by national, state and local authorities and process all cases efficiently and effectively.

PROGRAM OVERVIEW

The Eagle Municipal Court is a limited jurisdiction court of record, established to hear violations of the ordinances of the Town of Eagle. Jurisdiction is exercised over juvenile and adult offenders. The vast majority of people who have contact with the judiciary do so at the municipal level. This underscores the importance of municipal courts and allows them to be more responsive to the culture in their respective communities.

Court is held the first and third Tuesday of each month, scheduling arraignments, pre-trial conferences, dispositions, trials and administrative hearings. The court staff consists of a municipal judge and a part time court clerk.

To maintain the integrity and independence of the judiciary, it must stand as the third and separate branch of government. Ethically speaking, judicial proceedings are not driven by financial considerations; however, from an administrative position the reality is the court generates revenues. The court operates under guidelines set forth by standards of local laws, state rules of procedure, and the State and U.S. Constitution.

Case information is rapidly available for those who make inquiries to the court. An automated system, Fullcourt Enterprise, that includes a case management software program was implemented in 2009 and continues to have regular upgrades to maintain current improvements. The case management system is a comprehensive information system designed to automate the administration and management systems of the court. The functions include automatic merge of case details and forms to generate documents, docketing, indexing, scheduling, calendaring, revenue tracking, warrant information, comprehensive financial management feature, historical and statistical data, and management reports.

Tracking is done to assess caseload numbers and staffing ratios. Fluctuations due to economic climate and enforcement posture influence court time and court staff. In addition to the regular case management and parking system, the Municipal Court also manages warrants, probation, accounting, record retention and office administration.

Also, in recent years the issue of access to justice has been challenged with non-English speaking defendants. The court provides interpreters when needed, and certified interpreters for trial proceedings. Defendants requesting court appointed counsel are granted an indigency hearing and the judge rules on the defendant's request for counsel based on the State of Colorado's indigency guidelines.

While preferable to have an independent court clerk, the current case volume does not justify that position. Other municipalities have a job sharing arrangement for the court clerk. In most instances the clerk's position is managed under the Town Clerk's Office. The town manager and personnel department are best suited to determine the allocation of personnel.

The court's goals are to continue the fair and equitable implementation of justice in an impartial and efficient manner.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: MUNICIPAL COURT

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICE	-	-	-	35,865
SUPPLIES	-	-	-	2,275
PURCHASED SERVICES	-	-	-	21,570
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	-	-	5,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>64,710</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: MUNICIPAL COURT

DETAIL OF EXPENDITURES

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES				
10-53-110 Salaries & Wages	-	-	-	30,382
10-53-120 Overtime	-	-	-	-
10-53-125 Bonus	-	-	-	337
<i>Employer Contributions</i>				
10-53-141 Unemployment Insurance	-	-	-	92
10-53-142 Workmen's Compensation	-	-	-	64
10-53-143 Health Benefits	-	-	-	2,300
10-53-144 F.I.C.A.	-	-	-	2,350
10-53-145 Retirement	-	-	-	340
TOTAL PERSONNEL SERVICES	-	-	-	35,865
SUPPLIES				
10-53-210 Office Supplies	-	-	-	250
10-53-220 Operating Supplies	-	-	-	350
10-53-230 Repair & Maintenance Supplies	-	-	-	250
10-53-231 Vehicle Repair & Maintenance Supplies	-	-	-	125
10-53-232 Gas & Oil	-	-	-	100
10-53-235 Equipment (non-capital)	-	-	-	1,200
TOTAL SUPPLIES	-	-	-	2,275
PURCHASED SERVICES				
10-53-310 Communication & Transportation	-	-	-	250
10-53-320 Legal Notices	-	-	-	150
10-53-330 Dues & Subscriptions	-	-	-	100
10-53-340 Utility Services (Phones/Internet)	-	-	-	300
10-53-351 Legal	-	-	-	16,000
10-53-357 Consultant	-	-	-	500
10-53-360 Repair & Maintenance	-	-	-	125
10-53-362 Computer Support	-	-	-	2,000
10-53-371 Travel Expense	-	-	-	500
10-53-372 Meeting Expense	-	-	-	250
10-53-380 Tuition & Books	-	-	-	300
10-53-391 Witness & Jury Fees	-	-	-	500
10-53-392 Boarding Prisoners	-	-	-	200
10-53-395 Contract Payments	-	-	-	395
TOTAL PURCHASED SERVICES	-	-	-	21,570
FIXED CHARGES				
10-53-510 CIRSA Insurance	-	-	-	-
TOTAL FIXED CHARGES	-	-	-	-
10-53-710 CAPITAL OUTLAY	-	-	-	-
10-53-900 CONTINGENCY	-	-	-	5,000
TOTAL EXPENDITURES	-	-	-	64,710

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: MUNICIPAL COURT

DETAIL OF EQUIPMENT & CAPITAL OUTLAY

DETAIL OF EQUIPMENT- (NON-CAPITAL)	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
10-53-235				
IT Equipment	-	-	-	1,200
Miscellaneous Equipment	-	-	-	-
TOTAL EQUIPMENT (NON-CAPITAL)	-	-	-	1,200
DETAIL OF CAPITAL OUTLAY				
10-53-710 Miscellaneous Equipment	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-

Information Center Department

DESCRIPTION

The Information Center serves as a way to draw traffic from I-70 into Eagle to increase sales of goods and services. The Information Center also provides

2016 ACCOMPLISHMENTS

- Continue to be involved in riverfront planning, especially as relates to Chambers Park
- Revenues are expected to increase significantly from 2015, insuring revenues will cover operating costs, but not capital costs anticipated in 2017
- The Eagle Chamber of Commerce installed an exterior monitor which serves to promote local businesses and events; also an iPad was installed on an interior wall to promote area businesses and events
- A large Eagle Area map was installed on an exterior wall of the Information Center, as well as a smaller sign in restroom area
- Staff made record number of referrals to local businesses
- Welcomed a local vendor who rented water sports equipment, which was approved by the Town Board, during the month of August

GOALS

- Continue to offer a pleasant place for the traveling public to stop and get information, appropriate maps and brochures, and utilize the restrooms
- Continue to look for ways to increase visitor referrals to local businesses
- Participate in riverfront planning
- Continue to cover Visitor Center operating costs
- Continue to offer a venue for local artisans where their goods can be sold and add new consignors whose work is an asset to the Information Center.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: INFORMATION CENTER

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	68,713	67,155	72,840	79,777
SUPPLIES	142,865	121,300	139,800	139,800
PURCHASED SERVICES	11,991	11,034	11,017	10,700
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	1,000	1,000	1,000
TOTAL EXPENDITURES	<u>223,568</u>	<u>200,489</u>	<u>224,657</u>	<u>231,277</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: INFORMATION CENTER

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
10-57-110	Salaries & Wages	62,275	60,720	65,976	71,315
10-57-120	Overtime	-	-	68	-
10-57-125	Bonus	1,299	1,304	1,304	2,445
<i>Employer Contributions</i>					
10-57-141	Unemployment Insurance	189	186	202	221
10-57-142	Workmen's Compensation	117	200	139	153
10-57-144	F.I.C.A.	4,832	4,745	5,152	5,643
TOTAL PERSONNEL SERVICES		68,713	67,155	72,840	79,777
SUPPLIES					
10-57210	Office Supplies	197	200	200	200
10-57-220	Operating Supplies	2,563	2,100	2,100	2,100
10-57-230	Repair & Maintenance Supplies	-	-	-	-
10-57-235	Equipment (non-capital)	250	1,000	1,000	1,000
10-57-240	Janitorial Supplies	-	-	-	-
10-57-250	Supplies for Resale	88,380	71,200	90,000	90,000
10-57-251	Supplies - Consignment	32,908	30,000	28,000	28,000
10-57-255	Sales Tax	18,567	16,800	18,500	18,500
TOTAL SUPPLIES		142,865	121,300	139,800	139,800
PURCHASED SERVICES					
10-57-310	Communication & Transportation	3,714	4,000	4,000	4,000
10-57-340	Utility Services (phones and Internet)	3,625	3,000	3,000	3,000
10-57-345	C.C Transaction Fees	3,770	2,900	2,900	2,900
10-57-358	Janitorial Services	-	-	-	-
10-57-360	Repair & Maintenance Services	-	-	-	-
10-57-362	Computer Support	559	834	834	500
10-57-371	Travel	322	300	283	300
TOTAL PURCHASED SERVICES		11,991	11,034	11,017	10,700
FIXED CHARGES					
10-57-510	CIRSA Insurance	-	-	-	-
TOTAL FIXED CHARGES		-	-	-	-
10-57-710	CAPITAL OUTLAY	-	-	-	-
10-57-900	CONTINGENCY	-	1,000	1,000	1,000
TOTAL EXPENDITURES		223,568	200,489	224,657	231,277

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: INFORMATION CENTER

DETAIL OF EQUIPMENT & CAPITAL OUTLAY

DETAIL OF EQUIPMENT- (NON-CAPITAL)	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
10-57-235				
IT Equipment	-	-	-	-
Miscellaneous Equipment	32,908	1,000	1,000	1,000
TOTAL	32,908	1,000	1,000	1,000
DETAIL OF CAPITAL OUTLAY				
10-57-710				
Information Center Improvements	-	-	-	-
TOTAL	-	-	-	-

Marketing & Events Department

DESCRIPTION

Per the 2011 enabling ballot language, the MEAC budget is funded through a \$2 per room, per night lodging occupation tax. The MEAC coordinator recruits, secures and coordinates multi-day events, manages and updates the tourism website and creates, executes and manages the Town's marketing and public relations plan via print, broadcast, digital and social media and collateral. The MEAC position works closely with the Town's lodging establishments, businesses and Chamber to promote events and tourism.

The MEAC position has an advisory board, the Marketing & Events Advisory Committee, consisting of local business leaders and residents selected by the Town Board of Trustees. The primary role of the MEAC board is to recruit and review proposals from event producers, evaluate economic impact and potential according to a matrix following established Town goals and allocate the event funding for Town Board of Trustee approval. In addition, the MEAC board assists with communications, reviews the budget and provides insights and input into marketing and events. Monthly MEAC meetings held at Town Hall are open to the public.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: MARKETING

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	76,883	88,317	50,957	120,804
SUPPLIES	14,196	17,500	14,148	9,000
PURCHASED SERVICES	101,146	129,834	190,364	145,500
CONTINGENCY	-	366	366	-
TOTAL EXPENDITURES	<u>192,225</u>	<u>236,017</u>	<u>255,835</u>	<u>275,304</u>

* 2017 Projected Marketing Revenues (Occupation Lodging tax and Marketing fees) are \$145,000

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: GENERAL
DEPT: MARKETING

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
10-58-110	Salaries & Wages	51,308	54,600	30,815	70,716
10-58-120	Overtime	-	-	-	515
10-58-121	Overtime - Public Safety	-	-	-	5,150
10-58-122	Overtime - Public Works	-	-	-	7,725
10-58-125	Bonus	2,150	652	2,344	799
<i>Employer Contributions</i>					
10-58-141	Unemployment Insurance	159	166	99	255
10-58-142	Workmen's Compensation	831	850	526	1,748
10-58-143	Health Benefits	18,322	24,000	13,000	26,450
10-58-144	F.I.C.A.	4,058	4,227	2,537	6,495
10-58-145	Retirement	56	3,822	1,636	950
TOTAL PERSONNEL SERVICES		76,883	88,317	50,957	120,804
SUPPLIES					
10-58-210	Office Supplies	1,356	1,500	1,500	1,000
10-58-220	Operating Supplies	11,794	15,000	11,500	7,500
10-58-235	Equipment (non-capital)	1,046	1,000	1,148	500
TOTAL SUPPLIES		14,196	17,500	14,148	9,000
PURCHASED SERVICES					
10-58-310	Communication & Transportation	-	750	150	500
10-58-330	Dues and Subscriptions	-	1,000	30	500
10-58-347	Professional Services	-	-	-	-
10-58-352	Auditing Services	1,382	-	-	-
10-58-362	Computer Support	283	834	834	500
10-58-370	Media	29,590	30,000	32,000	30,000
10-58-371	Travel Expense	3,037	4,000	200	1,000
10-58-372	Meeting Expense	88	250	250	-
10-58-375	Marketing - Website	8,330	2,500	1,400	3,000
10-58-376	Public Relations	637	5,000	1,000	2,000
10-58-377	Marketing - Town Miscellaneous	2,404	12,500	12,500	-
10-58-378	Design & Production	2,960	6,000	5,600	4,000
10-58-380	Tuition & Books	250	-	-	-
10-58-395	Contract Services	-	-	64,400	35,000
10-58-400	Events	52,185	67,000	72,000	69,000
TOTAL PURCHASED SERVICES		101,146	129,834	190,364	145,500
10-58-710	CAPITAL OUTLAY	-	-	-	-
10-58-900	CONTINGENCY	-	366	366	-
TOTAL EXPENDITURES		192,225	236,017	255,835	275,304

Water Fund

DESCRIPTION

Responsible for providing safe drinking water to all Town residents and out of Town users. Responsibilities include maintaining the water treatment plant, the distribution system, managing residential distribution and forming a long range capital plan. Town funds the system through fees to customers which are adjusted yearly.

2016 ACCOMPLISHMENTS

- By the end of 2016 completed Brush Creek water intake structure
- Started a distribution system capacity analysis, should be completed in 2016
- Started a water rate study, should be 90% complete in 2016
- Completed water main replacements on Wall Street and new PRV at old water plant.

GOALS

- Operate system efficiently and well-maintained
- Increase production and storage capacity at the right time.
- Increase revenues to cover projected expenses plus reserves

OBJECTIVES

- Evaluate Town zones for future growth capacity
- Monitor production and storage demands
- Increase storage capacity possibly enlarging cemetery tank

HIGHLIGHTS

- Anticipate major changes in revenue by increasing service fees and increasing Plant Investment Fees (PIF)

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

WATER FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCE - BEGINNING	8,523,393	7,821,702	8,526,419	9,088,432
REVENUE				
Operating Revenues	2,557,631	2,533,543	2,815,348	2,975,583
Interest on Investments	9,353	14,375	50,520	50,550
Other Revenue	44,974	72,000	117,000	126,600
Prepaid Plant Investment Fees	-	-	-	-
Plant Investment Fees (Tap Fees)	437,325	250,000	350,000	300,000
Water System Imp Fees E.R.	6,000	-	-	-
Water Miscellaneous Revenue	367	-	-	-
Water Rights, Cash in Lieu	-	-	-	-
TOTAL REVENUE	3,055,650	2,869,918	3,332,868	3,452,733
TOTAL SOURCES	11,579,043	10,691,620	11,859,287	12,541,165
EXPENDITURES				
Operating Expenditures	1,040,154	1,259,753	1,256,551	1,182,476
Capital Expenditures	1,667,690	968,000	1,169,524	592,784
Debt Service	284,780	284,780	284,780	284,780
Admin Charges to General Fund	60,000	60,000	60,000	60,000
TOTAL EXPENDITURES	3,052,623	2,572,533	2,770,855	2,120,040
FUND BALANCE - ENDING	8,526,419	8,119,087	9,088,432	10,421,125

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WATER

<u>DETAIL OF REVENUES</u>	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
52-434-80 WATER SALES - IN TOWN	2,207,346	2,178,260	2,426,000	2,547,300
52-434-83 WATER SALES - OUT OF TOWN	350,285	355,283	389,348	428,283
52-434-85 WATER MATERIALS/OTHER	22,548	15,000	28,000	41,600
52-436-65 NWCOG GRANT	-	-	-	-
52-436-75 SERVICE CHARGE	21,359	22,000	19,000	20,000
52-436-80 REIMBURSABLE INCOME	1,067	35,000	70,000	65,000
52-434-90 PLANT INVESTMENT FEES (TAP FEES)	437,325	250,000	350,000	300,000
52-434-92 PLANT INVESTMENT FEES (prepaid)	-	-	-	-
52-434-91 WATER SYSTEM IMP. FEES E.R.	6,000	-	-	-
52-434-95 CASH-IN-LIEU OF WATER RIGHTS	-	-	-	-
52-436-50 WATER INTEREST	9,237	14,250	50,000	50,000
52-436-60 WATER RIGHTS INTEREST	116	125	520	550
52-436-95 WATER MISCELLANEOUS REVENUE	367	-	-	-
TOTAL REVENUE	<u>3,055,650</u>	<u>2,869,918</u>	<u>3,332,868</u>	<u>3,452,733</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WATER

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	553,117	586,153	574,952	468,626
SUPPLIES	130,776	167,700	166,700	166,600
PURCHASED SERVICES	321,650	421,646	430,645	462,750
FIXED CHARGES	34,610	34,254	34,254	34,500
CAPITAL EXPENDITURES	1,667,690	968,000	1,169,524	592,784
DEBT SERVICE	284,780	284,780	284,780	284,780
CONTINGENCY	-	50,000	50,000	50,000
TRANSFER TO OTHER FUNDS	60,000	60,000	60,000	70,347
TOTAL EXPENDITURES	<u>3,052,623</u>	<u>2,572,533</u>	<u>2,770,855</u>	<u>2,130,387</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WATER

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
52-59-110	Salaries & Wages	354,105	370,334	369,945	291,964
52-59-120	Overtime	28,281	20,000	20,000	22,660
52-59-125	Bonus	4,873	10,374	3,667	4,064
<i>Employer Contributions</i>					
52-59-141	Unemployment Insurance	1,157	1,202	1,181	956
52-59-142	Workmen's Compensation	8,395	8,900	9,152	7,818
52-59-143	Health & Life Insurance	103,048	120,000	115,000	95,450
52-59-144	F.I.C.A.	29,500	30,654	30,111	24,380
52-59-145	Retirement	23,758	24,689	25,896	21,334
TOTAL PERSONNEL SERVICES		553,117	586,153	574,952	468,626
SUPPLIES					
52-59-210	Office Supplies	1,935	2,500	2,500	2,600
52-59-220	Operating Supplies	66,781	78,000	78,000	82,000
52-59-225	Uniforms	351	1,000	1,000	1,000
52-59-230	Repair & Maintenance Supplies	31,865	40,000	35,000	40,000
52-59-231	Vehicle Repair & Maintenance Supplies	208	2,500	1,500	2,500
52-59-232	Gas & Oil	2,914	6,000	3,000	3,500
52-59-235	Equipment (non-capital)	3,410	10,700	10,700	-
52-59-250	Meters & Related Items	23,312	27,000	35,000	35,000
TOTAL SUPPLIES		130,776	167,700	166,700	166,600

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WATER

DETAIL OF EXPENDITURES (continued)

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017	
PURCHASED SERVICES					
52-59-310	Communication & Transportation	12,871	17,000	15,000	17,000
52-59-320	Legal Notices	393	600	600	600
52-59-330	Dues & Subscriptions	2,472	2,800	2,800	2,900
52-59-340	Utility Services	132,066	138,000	138,000	140,000
52-59-350	Legal - reimbursable	4,238	20,000	35,000	30,000
52-59-351	Legal - Water	17,069	15,000	15,000	17,000
52-59-353	Engineering - Reimbursable	8,621	15,000	35,000	35,000
52-59-354	Engineering - Water	14,229	40,000	20,000	25,000
52-59-356	Green Mountain Reservoir	2,345	2,600	2,345	2,500
52-59-357	Wolford Mtn. Reservoir-CRWCD	20,220	22,000	20,520	22,000
52-59-358	Water Storage - CRWCD - HBE	4,511	4,800	5,130	5,500
52-59-360	Repair & Maintenance Services	21,439	23,000	15,000	20,000
52-59-363	Water Quality Monitoring	12,000	14,000	12,000	14,000
52-59-365	Mapping	-	2,000	-	2,000
52-59-366	Leak Detection	8,252	11,500	11,000	11,500
52-59-368	Tap Fee and Rate Study	-	-	32,000	10,000
52-59-369	Storage Tank Maintenance	13,870	15,000	10,000	15,000
52-59-370	Testing & Permits	4,023	7,500	6,000	9,500
52-59-371	Travel Expense	-	500	250	500
52-59-372	Meeting Expense	29	750	250	750
52-59-375	Computer Support	30,237	37,536	40,000	10,000
52-59-380	Tuition & Books	225	1,300	750	1,000
52-59-390	CDL Testing	662	-	-	-
52-59-395	Contract Payments	11,880	10,760	14,000	51,000
52-59-766	Clean Backwash Ponds	-	20,000	-	20,000
	TOTAL PURCHASED SERVICES	321,650	421,646	430,645	462,750

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WATER

<u>DETAIL OF EXPENDITURES (continued)</u>		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FIXED CHARGES					
52-59-510	CIRSA Insurance	34,610	34,254	34,254	34,500
	TOTAL FIXED CHARGES	34,610	34,254	34,254	34,500
CAPITAL OUTLAY					
52-59-710	Equipment	-	-	-	8,000
52-59-731	City Market Utility Re-locate Cost Share	-	64,000	56,023	-
52-59-754	Lower Basin Water Treatment	-	20,000	20,000	100,000
52-59-764	Filter Media	-	10,000	-	10,000
52-59-752	Violet Lane Design/Easement Acquisition	-	100,000	-	100,000
52-59-757	Upper Basin Water Treatment Plant	6,759	275,000	275,000	35,000
52-59-734	I-70 / Eby Creek Road	399,685	-	329,484	329,784
52-59-740	Cemetery Tank Replacement	-	50,000	50,000	10,000
52-59-773	Main Replacement/Brush Creek	247,399	274,000	274,000	-
52-59-774	Downtown Water Line Improvements	1,013,847	175,000	165,017	-
	TOTAL CAPITAL OUTLAY	1,667,690	968,000	1,169,524	592,784
DEBT SERVICE					
52-59-815	Water Revenue Bond 2004	-	-		
52-59-817	Water Revenue Bond 2013	273,965	273,965	273,965	273,965
52-59-820	CWCB	10,815	10,815	10,815	10,815
	TOTAL DEBT SERVICE	284,780	284,780	284,780	284,780
52-59-900	CONTINGENCY	-	50,000	50,000	50,000
52-59-920	TRANSFERS TO OTHER FUNDS	60,000	60,000	60,000	70,347
	TOTAL EXPENDITURES	3,052,623	2,572,533	2,770,855	2,130,387

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WATER

DETAIL OF EQUIPMENT, CAPITAL OUTLAY & TRANSFERS

DETAIL OF EQUIPMENT- (NON-CAPITAL)	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
52-59-235				
IT Equipment	8,819	700	700	-
Miscellaneous Equipment	10,000	10,000	10,000	-
TOTAL EQUIPMENT (NON-CAPITAL)	18,819	10,700	10,700	-
DETAIL OF CAPITAL OUTLAY				
52-59-710				
Miscellaneous Equipment	-	-	-	8,000
TOTAL CAPITAL OUTLAY	-	-	-	8,000
DETAIL OF TRANSFERS TO OTHER FUNDS				
52-59-920				
Transfer to General Fund	60,000	60,000	60,000	60,000
TOTAL TRANSFERS	60,000	60,000	60,000	60,000

Waste Water Fund

DESCRIPTION

Responsible for treatment of wastewater for the residents in the Town of Eagle, including maintaining the sewer plant on Violet Lane, making sewer taps, collection system maintenance, formulating long range capital improvements plan for the system and compliance with State and Federal clean water and operational standards. This plant was built in 1997 and expanded in 2007, and has sufficient capacity for all foreseeable growth in the Town.

2016 ACCOMPLISHMENTS

- Improved plant maintenance and efficiency. We were way behind on plant maintenance and thanks to budget increases in 2016, we had major improvements in the condition and reliability of the facility
- Drafted 10-year plant maintenance study
- Lowered overtime costs significantly by utilizing flex time

GOALS

- Continue to improve plant maintenance and operations
- Operate plant in an efficient manner, keeping both budget and regulations in perspective.
- Increase budget reserves for future improvements – ammonia and phosphorus limits within 10 years

OBJECTIVES

- Improved plant maintenance has been possible because of budget increases approved by the board.
- Consistently monitor plant through regulars tests and good reports to insure excellence in operations and by staying within regulations.
- Fund a tap fee and a rate study for wastewater

HIGHLIGHTS

- The budget does not reflect any major changes to the operation of the plant
- Fund a tap fee and rate study (\$35,000.00)

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

WASTE WATER FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCE - BEGINNING	1,323,446	1,780,663	2,032,774	2,599,785
RATE STABILIZATION ACCOUNT ¹	195,561	206,163	195,561	208,313
REVENUE				
Operating Revenues	1,982,068	2,089,558	2,101,000	2,206,050
Interest on Investments	1,651	2,040	7,200	8,000
Taxes	175,813	170,032	170,032	177,026
Plant Investment Fees (Tap Fees)	544,000	200,000	423,000	400,000
Loan Proceeds	-	-	-	-
TOTAL REVENUE	2,703,531	2,461,630	2,701,232	2,791,076
TOTAL SOURCES	4,222,539	4,448,456	4,929,567	5,599,174
EXPENDITURES				
Operating Expenditures	722,245	866,033	773,251	810,919
Capital Expenditures	32,691	131,023	114,667	-
Debt Service	1,179,268	1,170,234	1,173,551	1,176,186
Transfers	60,000	60,000	60,000	48,405
TOTAL EXPENDITURES	1,994,204	2,227,290	2,121,469	2,035,510
RATE STABILIZATION ACCOUNT ¹	195,561	231,508	208,313	214,831
FUND BALANCE - ENDING	2,032,774	1,989,658	2,599,785	3,348,832

¹ Per the 2007 loan the Town shall maintain an operations and maintenance reserve in an amount equal to three months of operation and maintenance expenses excluding depreciation of the system

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WASTEWATER

<u>DETAIL OF REVENUES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
51-434-70 SERVICE FEES	1,982,068	2,089,558	2,101,000	2,206,050
51-431-15 LOAN PAYMENT MILL LEVY 1	175,813	170,032	170,032	177,026
51-434-85 OTHER INCOME	-	-	-	-
51-436-50 INTEREST INCOME	1,651	2,040	7,200	8,000
51-434-90 PLANT INVESTMENT FEES (TAP FEES)	544,000	200,000	423,000	400,000
51-436-60 LOAN PROCEEDS	-	-	-	-
TOTAL REVENUE	<u>2,703,531</u>	<u>2,461,630</u>	<u>2,701,232</u>	<u>2,791,076</u>

1 Mill Levy received to pay for 1997 waste water loan which will be paid in full in 2017, revenues will expire with debt

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WASTEWATER

SUMMARY OF EXPENDITURES

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES	170,007	208,361	194,009	217,334
SUPPLIES	104,138	122,650	115,000	119,600
PURCHASED SERVICES	420,800	457,897	387,117	396,860
FIXED CHARGES	27,300	27,125	27,125	27,125
CAPITAL OUTLAY	32,691	131,023	114,667	-
DEBT SERVICE	1,179,268	1,170,234	1,173,551	1,176,186
CONTINGENCY	-	50,000	50,000	50,000
TRANSFER TO OTHER FUNDS	60,000	60,000	60,000	48,405
TOTAL EXPENDITURES	<u>1,994,204</u>	<u>2,227,290</u>	<u>2,121,469</u>	<u>2,035,510</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WASTEWATER

DETAIL OF EXPENDITURES

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
PERSONNEL SERVICES					
51-58-110	Salaries & Wages	99,814	125,453	124,903	139,057
51-58-120	Overtime	4,964	13,000	3,000	3,090
51-58-125	Bonus	2,328	2,304	1,304	1,641
<i>Employer Contributions</i>					
51-58-141	Unemployment Insurance	326	422	387.62	431
51-58-142	Workmen's Compensation	3,804	4,000	3,737	4,034
51-58-143	Health Benefits	44,147	48,000	46,000	48,300
51-58-144	F.I.C.A.	8,307	10,768	9,884	11,000
51-58-145	Retirement	6,317	4,414	4,794	9,781
TOTAL PERSONNEL SERVICES		170,007	208,361	194,009	217,334
SUPPLIES					
51-58-210	Office Supplies	1,121	1,100	1,500	1,600
51-58-220	Operating Supplies	32,292	38,000	38,000	39,000
51-58-225	Uniforms	412	650	500	500
51-58-230	Repair & Maintenance Supplies	55,068	62,000	62,000	64,000
51-58-231	Vehicle Repair & Maintenance Supplies	1,374	3,500	2,000	3,000
51-58-232	Gas & Oil	6,885	9,000	5,000	5,500
51-58-235	Equipment (non-capital)	6,985	8,400	6,000	6,000
TOTAL SUPPLIES		104,138	122,650	115,000	119,600
PURCHASED SERVICES					
51-58-310	Communication & Transportation	4,749	5,250	5,000	5,500
51-58-320	Legal Notices	607	-	-	650
51-58-330	Dues & Subscriptions	-	-	-	360
51-58-340	Utility Services	174,216	205,000	185,000	195,000
51-58-354	Engineering	4,140	7,500	5,000	7,500
51-58-356	Sludge Disposal	35,380	50,000	50,000	55,000
51-58-358	Sewer Imaging	49,547	30,000	29,070	32,000
51-58-360	Repair & Maintenance Services	41,589	45,000	40,000	20,000
51-58-362	Computer Support	340	2,097	2,097	2,500
51-58-363	WWTP 10 Year Plan	49,534	1,000	-	-
51-58-364	Mixing Zone Study	12,788	15,000	5,000	7,500
51-58-365	Mapping	-	2,000	-	2,000
51-58-366	Testing & Permits	42,251	47,500	47,500	49,000
51-58-367	Collection Systems Study	-	40,000	-	-
51-58-371	Travel Expense	-	500	250	500
51-58-372	Meeting Expense	29	500	250	500
51-58-380	Tuition & Books	115	750	250	750
51-58-385	Treasurer Fees	5,274	5,600	5,600	6,000
51-58-390	CDL Testing	240	200	-	-
51-58-395	Contract Payments	-	-	12,100	12,100
TOTAL PURCHASED SERVICES		420,800	457,897	387,117	396,860

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WASTEWATER

DETAIL OF EXPENDITURES (continued)

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FIXED CHARGES					
51-58-510	CIRSA Insurance	27,300	27,125	27,125	27,125
	TOTAL FIXED CHARGES	27,300	27,125	27,125	27,125
CAPITAL OUTLAY					
51-58-710	Equipment Purchase	-	75,000	58,644	-
51-58-731	City Market Utility Re-locate Cost Share	-	56,023	56,023	-
51-58-732	Slip Line Pipe	25,159	-	-	-
51-58-734	I-70 / Eby Creek Road	7,532	-	-	-
	TOTAL CAPITAL OUTLAY	32,691	131,023	114,667	-
DEBT SERVICE					
51-58-820	Wastewater Loan Payment 1997 ¹	176,200	170,114	173,431	177,026
51-58-825	Wastewater Loan Payment 2007 ²	924,282	921,334	921,334	920,374
51-58-827	Wastewater Loan Payment 2011 ³	78,786	78,786	78,786	78,786
	TOTAL DEBT SERVICE	1,179,268	1,170,234	1,173,551	1,176,186
51-58-900	CONTINGENCY	-	50,000	50,000	50,000
51-58-920	TRANSFERS TO OTHER FUNDS	60,000	60,000	60,000	48,405
	TOTAL EXPENDITURES	1,994,204	2,227,290	2,121,469	2,035,510

¹ 1997 Colorado Water and Power Authority Loan paid for Wastewater Treatment Plant. Final Payment August 1, 2017.

² 2007 Colorado Water and Power Authority Loan paid for new expansion to Wastewater Treatment Plant. Final Payment August 1, 2028.

³ 2010 Colorado Water and Power Authority Loan for non-conforming lines. First Payment May 1, 2012 and Final Payment November 1, 2031.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: WASTEWATER

DETAIL OF EQUIPMENT, CAPITAL OUTLAY & TRANSFERS

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
DETAIL OF EQUIPMENT- (NON-CAPITAL)					
51-58-235					
	IT Equipment	1,000	1,000	900	
	Miscellaneous Equipment	5,000	5,000	5,100	6,000
	TOTAL EQUIPMENT (NON-CAPITAL)	6,000	6,000	6,000	6,000
DETAIL OF CAPITAL OUTLAY					
51-58-710	Flushing Trailer	-	75,000	58,644	-
	Sewer line Flushing Skid	6,000	-	-	-
	Miscellaneous Equipment	-	-	-	-
	TOTAL CAPITAL OUTLAY	6,000	75,000	58,644	-
DETAIL OF TRANSFERS TO OTHER FUNDS					
51-58-920	Transfer to Geneneral Fund	60,000	60,000	60,000	60,000
	TOTAL TRANSFERS	60,000	60,000	60,000	60,000

Refuse Fund

DESCRIPTION

Since April 2009, the refuse fund has contracted out to the recycling drop center at the public works facility private hauler for pickup and disposal of curbside residential solid waste. The fund also has two other services which it funds-the recycling drop center at the public works facility (capital and maintenance only, O&M is paid by Eagle County) and the Yard Waste collection on Violet Lane.

2016 ACCOMPLISHMENTS

- Maintain Yard Waste facility well within budget by getting the yard waste chipped and hauled for nothing thanks to the Biomass Plant in Gypsum.
- Low customer complaints for trash pickup. Honey Wagon is doing a good job.

GOALS

- Continue to operate Yard Waste facility within budget.
- Continue to provide trash service in a good and economical way

OBJECTIVES

- Work with Honey Wagon to compost leaves at their facility

HIGHLIGHTS

- No significant changes in budget or operational practices

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

REFUSE FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCE - BEGINNING	157,040	116,712	128,103	147,913
REVENUE				
Operating Revenues	592,376	586,859	577,000	593,090
Non-Operating Revenues	286	450	1,060	1,200
TOTAL REVENUE	592,662	587,309	578,060	594,290
TOTAL SOURCES	749,702	704,021	706,163	742,203
EXPENDITURES				
Operating Expenditures	571,502	573,509	529,500	575,944
Capital Expenditures	22,097	-	-	-
Transfers	28,000	28,750	28,750	18,500
TOTAL EXPENDITURES	621,599	602,259	558,250	594,444
FUND BALANCE - ENDING	128,103	101,762	147,913	147,759

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: REFUSE

<u>DETAIL OF REVENUES</u>		<u>ACTUAL</u> 2015	<u>BUDGET</u> 2016	<u>REVISED</u> 2016	<u>BUDGET</u> 2017
OPERATING REVENUES					
53-434-40	SERVICE FEES	535,926	530,509	520,000	535,600
53-434-50	YARDWASTE/RECYCLE CENTER FEE	37,652	37,600	38,000	38,300
53-434-60	ADMINISTRATIVE FEE	18,799	18,750	19,000	19,190
	OPERATING REVENUES	<u>592,376</u>	<u>586,859</u>	<u>577,000</u>	<u>593,090</u>
NON-OPERATING REVENUES					
53-436-50	INTEREST INCOME	286	450	1,060	1,200
53-436-70	MISCELLANEOUS REVENUE	-	-	-	-
	NON-OPERATING REVENUES	<u>286</u>	<u>450</u>	<u>1,060</u>	<u>1,200</u>
	TOTAL REVENUES	<u><u>592,662</u></u>	<u><u>587,309</u></u>	<u><u>578,060</u></u>	<u><u>594,290</u></u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: REFUSE

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	-	-	-	9,144
SUPPLIES	-	5,000	2,500	2,500
PURCHASED SERVICES	571,502	563,509	527,000	564,300
CAPITAL EXPENDITURES	22,097	-	-	-
CONTINGENCY	-	5,000	-	-
TRANSFERS TO OTHER FUNDS	28,000	28,750	28,750	18,500
TOTAL EXPENDITURES	<u>621,599</u>	<u>602,259</u>	<u>558,250</u>	<u>594,444</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: REFUSE

DETAIL OF EXPENDITURES

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES					
53-53-110	Salaries & Wages	-	-	-	-
53-53-120	Overtime	-	-	-	8,240
<i>Employer Contributions</i>					
53-53-141	Unemployment Insurance	-	-	-	25
53-53-142	Workmen's Compensation	-	-	-	249
53-53-144	F.I.C.A.	-	-	-	630
TOTAL PERSONNEL SERVICES		-	-	-	9,144
SUPPLIES					
53-53-210	Office Supplies	-	-	750	750
53-53-220	Operating Supplies	-	5,000	2,500	2,500
53-53-235	Equipment (non-capital)	-	-	-	-
TOTAL SUPPLIES		-	5,000	2,500	2,500
PURCHASED SERVICES					
53-53-310	Communication & Transportation	1,837	500	500	2,400
53-53-360	Repair & Maintenance Services	35,133	27,500	3,500	26,300
53-53-371	Legal	-	-	-	-
53-53-380	Community Cleanup	2,702	5,000	3,000	-
53-53-394	Landfill Services	-	-	-	-
53-53-395	Contract Services ¹	531,830	530,509	520,000	535,600
TOTAL PURCHASED SERVICES		571,502	563,509	527,000	564,300
FIXED CHARGES					
53-53-510	CIRSA Insurance	-	-	-	-
TOTAL FIXED CHARGES		-	-	-	-
CAPITAL OUTLAY					
53-53-710	Equipment	-	-	-	-
53-53-720	Yardwaste Facility	22,097	-	-	-
53-53-713	Recycle Centers	-	-	-	-
TOTAL CAPITAL OUTLAY		22,097	-	-	-
53-53-900	CONTINGENCY	-	5,000	-	-
53-53-920	TRANSFERS TO OTHER FUNDS	28,000	28,750	28,750	18,500
TOTAL EXPENDITURES		621,599	602,259	558,250	594,444

¹ Per contract with Vail Honeywagon, increased annually by Denver-Boulder CPI Index (3% in 2017)

Capital Improvements Fund

DESCRIPTION

This fund provides for land acquisition, construction of major capital improvement projects and acquisition of vehicles and equipment. The fund has two dedicated sources of funding, use tax and off-site road impact fees. It also has no restrictions in funds transferred from the General Fund. In recent years, those sources have produced lower revenues and the fund has been dependent on transfers from the General Fund. There is no stated minimum ending fund balance by statute, code or policy of the town.

2016 ACCOMPLISHMENTS

- Upgraded Public Works fleet through purchase of two new pickup trucks
- Purchased two new police vehicles
- Made improvements to Old Town Hall including replacement of popcorn ceilings (asbestos) with drop ceiling and upgraded water service
- Installed bus shelters in Town Park and Eby Creek Road
- Made improvements to functionality of Community Development and Administration front desks
- Repaired gutters at Public Work building
- 90% in stream design for Eagle River Park
- Made security improvements to Police Department that were recommended by CIRSA and will protect police department staff

GOALS

- Complete first year of improvements in Pavement Management Plan
- Upgrades to Police and Public Works Fleets
- Complete Grand Avenue Engineering/Planning Study
- Develop organization-wide Five-Year Capital Improvement Program

OBJECTIVES

- Investigate opportunities to apply for grants to pay for needed capital improvements

HIGHLIGHTS

- Need to develop a plan for how to go about implementing Pavement Management Plan (Town Board input desired)
- Completion of the Phase 1 Grand Avenue Engineering/Planning Study
- Development of a rational and systematic plan for prioritizing, planning and funding capital improvements. Review existing fleet plans for proposed 2017 additions.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

CAPITAL IMPROVEMENTS FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCES (Beginning):				
UNASSIGNED:	1,233,312	440,797	488,935	1,162,217
ASSIGNED:	-	-	-	-
RESTRICTED FOR:				
TABOR RESERVE	96,500	37,923	34,000	17,225
COMMUNITY ENHANCEMENT	37,288	80,109	37,662	81,339
TOTAL FUND BALANCES (Beginning)	<u>1,367,100</u>	<u>558,829</u>	<u>560,597</u>	<u>1,260,781</u>
REVENUE				
31-430-45 Capital Improvement Interest	3,873	2,900	14,781	8,000
31-430-46 Community Enhancement Interest	374	130	430	600
31-430-50 Community Enhancement 1	41,665	43,677	43,677	44,551
31-430-85 Street Impact Fees	40,388	30,000	25,473	45,000
31-430-86 Use Tax	224,448	150,000	330,000	363,000
31-430-74 Developer Contribution to Grand Ave.	-	-	-	-
31-430-77 Eagle County Contributions	-	150,000	25,000	125,000
31-430-78 ECO Reimbursement	-	-	185,000	-
31-430-70 Miscellaneous Income	-	-	-	-
31-437-10 Transfer from General Fund	-	650,000	650,000	1,264,300
TOTAL REVENUE	<u>310,746</u>	<u>1,026,707</u>	<u>1,274,361</u>	<u>1,850,451</u>
TOTAL SOURCES	<u>1,677,846</u>	<u>1,585,536</u>	<u>1,834,958</u>	<u>3,111,232</u>
EXPENDITURES				
Capital Expenditures	1,117,250	840,840	574,177	774,634
Transfer to General Fund	-	-	-	-
TOTAL EXPENDITURES	<u>1,117,250</u>	<u>840,840</u>	<u>574,177</u>	<u>774,634</u>
FUND BALANCES (Ending):				
RESTRICTED FOR:				
COMMUNITY ENHANCEMENT	37,662	123,786	81,339	125,890
TABOR RESERVE	34,000	25,225	17,225	23,239
ASSIGNED:	-	-	-	1,264,300
UNASSIGNED:	488,935	595,685	1,162,217	923,169
TOTAL FUND BALANCES (Ending):	<u>560,597</u>	<u>744,696</u>	<u>1,260,781</u>	<u>2,336,598</u>

1 Per Holy Cross 2010 Franchise agreement

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND:CAPITAL IMP.

DETAIL CAPITAL EXPENDITURES

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
BLDGS, PARKS & OPEN SPACE				
31-51-724	Pool and Ice Capital Improvements Funding	40,000	50,000	40,000
31-51-726	Old Town Hall Improvements	-	40,000	-
31-51-727	Bus Shelters 1	160,861	-	72,000
31-51-730	Town Hall Improvements	-	23,700	23,700
31-51-745	Town Parks Improvements	-	125,000	125,000
31-51-760	Skate Park	4,461	-	-
31-51-728	Castle Peak Senior Center 2	25,000	25,000	25,000
31-51-750	Town Shop Improvements	-	15,000	15,000
	TOTAL BLDGS, PARKS & OPEN SPACE	230,322	278,700	300,700
STREETS & RIGHTS-OF-WAY				
31-52-712	R-O-W Improvements	18,129	50,000	28,328
31-52-723	Grand Avenue Planning	5,625	125,000	16,000
31-52-729	Path Improvements	183,597	-	-
31-52-734	Eby Creek Road Construction	111,239	-	24,000
31-52-737	Traffic Control Improvements	-	10,000	-
31-52-716	CBD Parking/Streetscape Improvements	-	100,000	-
31-52-740	Street Lights	-	30,000	-
	TOTAL STREETS & RIGHTS-OF-WAY	318,590	315,000	68,328
EQUIPMENT				
31-55-724	Patrol Vehicles	67,804	97,640	97,640
31-54-715	Street Sweeper	191,306	-	-
31-54-730	Multipurpose Truck	10,994	-	160,000
31-54-728	Snow Removal Equipment	240,625	-	35,000
31-54-740	4x4 Pickups	46,809	82,000	80,075
31-54-764	Tents	-	10,000	10,000
31-54-765	Trailer	-	10,000	6,634
31-54-780	Mower	10,799	12,500	10,799
31-54-785	Skidsteer	-	-	60,000
	TOTAL EQUIPMENT	568,338	212,140	205,149
31-51-900	CONTINGENCY	-	35,000	-
31-51-920	TRANSFER TO GENERAL FUND	-	-	-
	TOTAL EXPENDITURES	1,117,250	840,840	574,177

1 \$185,000 of budgeted expenditures are to be reimbursed by ECO; net cost to Town is \$60,000

2 Cash contribution split between General Fund and Capital Fund - 3 year commitment

Sales Tax Capital Improvement Fund (Eagle River Park Fund)

DESCRIPTION

Responsible for project management and coordination of the design and construction of the Eagle River Park to be funded by the .5% sales tax approved in April of 2016

2016 ACCOMPLISHMENTS

- Engaged Caroline Bradford as Project Coordinator
- Commenced Communication Plan to ensure the public is informed regarding the Eagle River Park
- Initiated formation of a Citizens Advisory Group to champion project and seek private funding
- Prepared background information for issuance of bond
- Coordinated the review and comment of 90% design drawings for the in-stream portion of the River Park
- Initiated discussions with the Johnson Family to purchase a portion of their land on the north side of the Eagle River
- Contracted to survey boundaries and appraise private property
- Coordinated with the Case Family to determine concerns and establish consensus on the north boundary line of their property.
- Issued request for Qualifications for Design Firms for the River Park.
- Issued Request for Proposals for Design Firms for River Park.
- Selected Design Team for the River Park.
- Coordinated with Eagle County on River Park Scope of Services and project boundary extension into Fairgrounds.
- Application for \$350,000 GOCO Grant for construction of in-stream features.

GOALS

- Robust Public Engagement Process related to design of the park
- Completion of Eagle River Park Landscape and Civil Engineering Design
- Work closely with Riverfront Citizens Committee and support private fundraising
- Apply for addition grants of all kinds for \$350,000 GOCO
- Purchase property on the north side of the river from House/Johnson
- Award bid to construct the in-stream portion of the Park
- Continue to involve Park Improvement Committee

OBJECTIVES

- Prepare public outreach and strategy to solicit public input
- Outline communication plan for 2017
- Monitor deliverables identified in the design contract for park
- Coordinate concerns with Johnson Family – reference in historical campus, naming trail after ranch.

HIGHLIGHTS

- Involvement by Eagle County in some of the Park construction costs
- Expanding area of the park to include the function in and around the Exhibition Hall
- \$350,000 budgeted for new ADA approved Playground and associated improvements in Centennial Park as per recommendation of Board appointed Park Improvement Committee

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND) SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCE - BEGINNING	-	-	-	6,237,014
RESERVE - BEGINNING	-	-	-	161,619
REVENUE				
Sales Tax	-	-	237,000	512,312
Bond Proceeds	-	-	5,200,000	-
Bond Premium	-	-	967,936	-
Interest on Investments	-	-	-	-
TOTAL REVENUE	-	-	6,404,936	512,312
TOTAL SOURCES	-	-	6,404,936	6,749,326
EXPENDITURES				
Testing	-	-	-	19,000
Meeting Expense	-	-	-	3,000
Public Relations	-	-	-	10,000
River Park Citizens Committee	-	-	-	10,000
River Park Design	-	-	-	25,000
River Park Construction	-	-	-	400,000
Trail Construction	-	-	-	25,000
Park Improvements	-	-	-	350,000
Upland Park Design	-	-	-	465,000
Acquisitions	-	-	-	150,000
Debt Service	-	-	53,422	319,538
Cost of Issuance	-	-	114,500	-
Contingency	-	-	-	215,000
TOTAL EXPENDITURES	-	-	167,922	1,991,538
RESERVE - ENDING	-	-	161,619	161,619
FUND BALANCE - ENDING	-	-	6,237,014	4,757,788

Conservation Trust Fund

DESCRIPTION

This fund was established to account for the funds the Town of Eagle receives from the State of Colorado lottery proceeds. The Colorado Constitution directs 40% of the net proceeds of the Colorado Lottery to the Conservation Trust Fund (CTF) for distribution to municipalities and counties and other eligible entities for parks, recreation, and open space purposes. The CTF funds are received quarterly on a per capita basis.

The CTF statute governs that a municipality can only use these funds for the acquisition, development, and maintenance of “new conservation sites” or for capital improvements or maintenance for recreational purposes on any public site.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

CONSERVATION TRUST FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCE - BEGINNING	100,182	27,043	27,253	36,333
REVENUES				
71-430-10 Lottery Proceeds	31,295	32,500	34,800	35,000
71-430-20 Interest on Investments	144	60	280	575
TOTAL REVENUES	31,439	32,560	35,080	35,575
 TOTAL SOURCES	 131,621	 59,603	 62,333	 71,908
EXPENDITURES				
71-50-715 Whiting Park Play Equipment	-	-	-	-
71-50-725 Pool & Ice Rink Recreation Project TBD	-	-	-	-
71-50-730 Information Center Park Camping	-	-	-	-
71-50-735 Eagle Valley Elementary GOCO Match	-	-	-	-
71-50-740 Eagle Park Ice Rink Liner	-	-	-	-
71-50-745 Sowing Seeds	-	-	-	-
71-50-750 Park Improvements	104,368	26,000	26,000	-
71-50-950 Transfer to Capital Imp. Fund	-	-	-	-
71-50-900 Contingency	-	-	-	-
TOTAL EXPENDITURES	104,368	26,000	26,000	-
 FUND BALANCE - ENDING	 27,253	 33,603	 36,333	 71,908

Open Space Fund

DESCRIPTION

The Open Space fund was created in 1996 after the passage of a citizen ballot measure that implemented a \$2 per night lodging tax. To this day, the \$2 per night lodging tax remains as the sole source of dedicated revenue for the Open Space Fund. Staff continually works to secure grant money and establish partnerships with Eagle County, the Eagle Ranch Wildlife Committee, and other entities to best leverage the funding generated by the lodging tax. All Open Space related expenses, including personnel, are paid out of the Open Space Fund.

Per the 1996 ballot language, Open Space funds are to be used for the following: “...*the preservation of agricultural lands and for acquisition, maintenance and management of land and easements in and around the town for open space buffer zones, trails within open space areas, wildlife habitats and wetland preservation.*” In 2014, voters approved an amendment to that language which added to following allowed uses of open space funds: “.....*construction and maintenance of soft path recreation trails connecting to the existing Eagle area trails system and the construction of facilities which will serve open space users such as restrooms, parking areas and other physical improvements which improve the quality of the users experience when utilizing Town open space and adjacent lands.*” This 2014 ballot question passed by an 87% approval margin, providing a clear message as to just how much the citizens of Eagle value their open space and the outdoor recreation opportunities it affords them. The margin of approval reinforced what Town officials have long heard from residents and in both formal and informal conversations, and through surveys such as the Town of Eagle Community Surveys conducted in 2004, 2007, and 2013. Conserving open space is not only a closely held value for the citizens of Eagle, it is an essential component of their overall quality of life.

In the early years, the focus of the open space fund was on land acquisition and stewardship. The goal was to build up the fund balance. The Town’s Open Space fund, established seven years prior to the passage of Eagle County’s Open Space Tax, which was passed in 2003. By 2004, the Town recognized that a part-time staff person was necessary to manage the demands placed on its open space lands and growing trail system. The first Open Space Coordinator was hired that year. Since then, the scope and popularity of the Open Space program has continued to grow. Eagle’s active citizenry continued to expand, and with the growth came the desire to improve, not only outdoor recreation experiences on Town owned open space, but on surrounding BLM lands as well. Over the last few years the Town has established a strong partnership with the County’s Open Space program which has allowed both programs to leverage their funds for the purchase of important open space parcels including Confluence Park and the recently acquired Abram’s Creek Open Space. The Open Space fund has evolved from purely a bank account for potential acquisitions to a well-rounded municipal open space program that works to provide conscientious land stewardship and management while also providing excellent outdoor recreation opportunities for its citizens and visitors alike.

2016 ACCOMPLISHMENTS

- Purchased the A&R Investments property, which is now protected in perpetuity as Town owned open space (now called the Abrams Creek Open Space). Leveraged Town funds heavily contributing \$144,000 (20% of the purchase price), with the other 80% of the funding provided by the Town’s partners including Eagle County and the Eagle Ranch Wildlife Committee. The purchase protects critical winter wildlife habitat and provides for long envisioned and key trail connections. This land acquisition accomplished a goal that the Town had been working to achieve for more than 15 years.

- Exercised diligent public land stewardship of Town open space property by developing a Restoration Requirements document which spelled out the necessary best practices for revegetating the 2016 Black Hills pipeline construction project corridor that crossed Abrams Creek, Second Gulch, Mayer Gulch, and sections of the Eagle Ranch neighborhood. Negotiated a \$150,000 letter of credit which the Town can draw upon in future years in the event Black Hills were to default on their agreed to restoration responsibilities. Although not a Town budgeted or sponsored project, this was a project that legally had to be accommodated on Town open space lands and involved significant staff time.
- Constructed the bicycle pump track at the Pool and Ice Rink facility, including track, irrigation, and landscaping which has been extremely popular and is heavily used.
- Installed new and updated trailhead kiosks and wayfinding trail signage to assist locals and visitors alike with a positive recreation experience.
- Provided federal permitting, logistics, and venue support for large scale special events held on Town open space including the Eagle Outside Festival, the GoPro Mountain Games, and the Colorado High School League Mountain Biking Championships.
- Performed annual open space stewardship tasks, including noxious weed abatement, pest control, hazard mitigation, trail maintenance, and winter wildlife closures.
- Managed and supported volunteer groups and professional contractors who performed trail construction and maintenance tasks.

GOALS

Town of Eagle Open Space funds are managed in accordance with the goals set forth in the Town's guiding open space plan titled, Eagle Area Open Lands Conservation Plan. These goals include the following:

- *Conserve Natural Characteristics*
- *Protect Critical Wildlife Habitat*
- *Maintain Scenic Qualities*
- *Provide Appropriate Recreational Opportunities*
- *Minimize Adverse Impacts to the Natural Environment*

In recent years, the Town recognized that Town's beautiful natural areas and excellent trail system could not only serve to enhance the quality of life for its citizens but also serve as a driver for economic growth by marketing its potential for increased tourism.

OJECTIVES

- To complete the design and construction of the Abram's Creek Open Space to Third Gulch trail connection
- To provide funding for any high priority open space acquisition and/or recreation access easement opportunities that might arise in 2017.
- To provide professional, internal staffing support for high priority, open space related projects. This would include projects such as implementation of the Eagle River Corridor Plan and River Park project.
- To complete trail and other amenity maintenance projects in 2017 using both seasonal employee and volunteer time.
- To expand natural history interpretation and environmental education opportunities through designing and securing funding for a nature center in 2017.

HIGHLIGHTS

A significant highlight of the 2017 budget is the addition of a Seasonal Open Space/Trails Technician position. This Town employee would be supervised by the Open Space Coordinator, and their duties would include trail construction and maintenance, installing signage, maintaining trailhead and other open space related facilities, and regulation education and enforcement tasks. This position would provide a cost effective, dedicated labor source for completing tasks that cannot always be attended to with current Open Space staffing levels and volunteer labor.

CHANGES IN FUND GENERATED REVENUES

Based on 2016 lodging tax receipts and occupancy trends, it is projected that open space revenue will experience roughly a 20% increase in annual revenue. Open Space staff will continue to pursue grant funding opportunities and partnerships with the County, Eagle Ranch Wildlife Committee, and the BLM, among others. If the 1B Open Space initiative on the County's November Ballot were to pass, it would enable the Town to apply for County Open Space funds for funding trail projects, further enhancing the Town's Open Space capabilities.

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

OPEN SPACE PRESERVATION FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
FUND BALANCE - BEGINNING	1,204,372	1,074,074	1,057,779	782,720
REVENUES				
81-430-10 Lodging Tax	121,626	124,000	132,000	136,500
81-430-15 Penalty & Interest	-	-	-	-
81-430-20 Interest on Investments	2,444	2,000	6,100	4,000
81-430-30 Usage Fees	570	300	300	300
81-431-00 State Grants (GOCO)	-	-	41,015	-
81-433-00 Other Grants	-	-	10,000	10,800
81-434-10 Reimbursable Revenue	-	-	37,527	-
81-436-70 Miscellaneous	-	-	-	-
TOTAL REVENUES	124,640	126,300	226,942	151,600
TOTAL SOURCES	1,329,012	1,200,374	1,284,721	934,320
EXPENDITURES				
Operating Expenses	122,597	140,784	162,418	619,685
Capital Expenditures	148,636	393,000	339,583	51,000
TOTAL EXPENDITURES	271,233	533,784	502,001	670,685
FUND BALANCE - ENDING	1,057,779	666,590	782,720	263,636

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: OPEN SPACE

<u>SUMMARY OF EXPENDITURES</u>	<u>ACTUAL 2015</u>	<u>BUDGET 2016</u>	<u>REVISED 2016</u>	<u>BUDGET 2017</u>
PERSONNEL SERVICES	33,328	39,993	41,300	70,335
SUPPLIES	21,574	19,300	19,150	7,800
PURCHASED SERVICES	56,037	61,237	81,714	36,300
FIXED CHARGES	4,875	5,254	5,254	5,250
CAPITAL EXPENDITURES	148,636	393,000	339,583	51,000
CONTINGENCY	6,784	15,000	15,000	500,000
TOTAL EXPENDITURES	<u>271,233</u>	<u>533,784</u>	<u>502,001</u>	<u>670,685</u>

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: OPEN SPACE

DETAIL OF EXPENDITURES

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES					
81-50-110	Salaries & Wages	28,633	35,518	35,518	62,571
81-50-120	Overtime	773	-	870	-
81-50-125	Bonus	325	325	598	277
<i>Employer Contributions</i>					
81-50-141	Unemployment Insurance	89	108	111	189
81-50-142	Workmen's Compensation	1,235	1,300	1,374	2,489
81-50-144	F.I.C.A.	2,274	2,742	2,829	4,808
TOTAL PERSONNEL SERVICES		33,328	39,993	41,300	70,335
SUPPLIES					
81-50-210	Office Supplies	-	50	50	50
81-50-225	Uniforms	-	250	100	250
81-50-230	Repairs & Maintenance Supplies	20,659	11,500	11,500	4,000
81-50-231	Vehicle Repair & Maintenance Supplies	109	3,000	3,000	500
81-50-235	Equipment (non-capital)	806	4,500	4,500	3,000
TOTAL SUPPLIES		21,574	19,300	19,150	7,800
PURCHASED SERVICES					
81-50-310	Communication & Transportation	210	300	150	300
81-50-351	Legal Services	813	1,000	1,000	1,000
81-50-352	Auditing Services	1,382	-	-	-
81-50-355	Appraisals	2,484	5,000	1,500	3,000
81-50-359	Grant Writing Services	-	10,000	-	-
81-50-360	Repair & Maintenance	21,460	6,500	6,500	8,000
81-50-361	Trail Repair & Maintenance	15,000	16,000	10,500	4,000
81-50-363	Weed & Pest Control	13,489	12,000	12,000	9,000
81-50-362	Computer/Software Support	238	1,937	1,937	2,000
81-50-365	Surveying Services	961	5,000	5,000	5,000
81-50-366	Reimbursable Services	-	-	37,527	-
81-50-370	Recreation Lease	-	-	-	-
81-50-380	Tuition & Books	-	500	100	1,000
81-50-745	Recreation Tourism Enhancements	-	-	-	-
81-50-394	Volunteer Recognition	-	3,000	1,000	3,000
81-50-395	Contracted Services	-	-	4,500	-
TOTAL PURCHASED SERVICES		56,037	61,237	81,714	36,300
FIXED CHARGES					
81-50-510	Insurance	4,875	5,254	5,254	5,250
TOTAL FIXED CHARGES		4,875	5,254	5,254	5,250

**TOWN OF EAGLE
2017 ANNUAL BUDGET**

FUND: OPEN SPACE

DETAIL OF EXPENDITURES (continued)

		ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
CAPITAL EXPENDITURES					
81-50-710	Capital Outlay	-	-	-	-
81-50-715	Acquisitions	-	50,000	149,000	-
81-50-730	Brush Creek Inventory & Enhancement	-	5,000	-	5,000
81-50-747	Trail Construction	51,599	25,000	4,500	30,000
81-50-748	Information Center Boat Ramp	32,283	-	-	-
81-50-749	Arroyo Trailhead Bathroom	-	-	-	-
81-50-752	Eagle River Planning	29,561	-	-	-
81-50-753	Eagle River Park Improvements	31,318	150,000	113,083	-
81-50-755	Swallow Oil Property	3,876	-	-	-
81-50-756	Pool & Ice Campus Improvements	-	63,000	73,000	6,000
81-50-757	Campground	-	100,000	-	10,000
81-50-758	Nature Center	-	-	-	-
	TOTAL CAPITAL EXPENDITURES	148,636	393,000	339,583	51,000
81-50-900	CONTINGENCY	6,784	15,000	15,000	500,000
	TOTAL EXPENDITURES	271,233	533,784	502,001	670,685