

2017



# Town of Eagle - Annual Budget

For the year ended December 31, 2017



*Photo Credit: Alex Gamble*



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## **TOWN OFFICIALS**

### **TOWN BOARD OF TRUSTEES**

Anne McKibbin, Mayor

Kevin Brubeck, Mayor Pro-tem  
Andy Jessen  
Mikel "Pappy" Kerst

Matt Solomon  
Scott Turnipseed  
Paul Witt

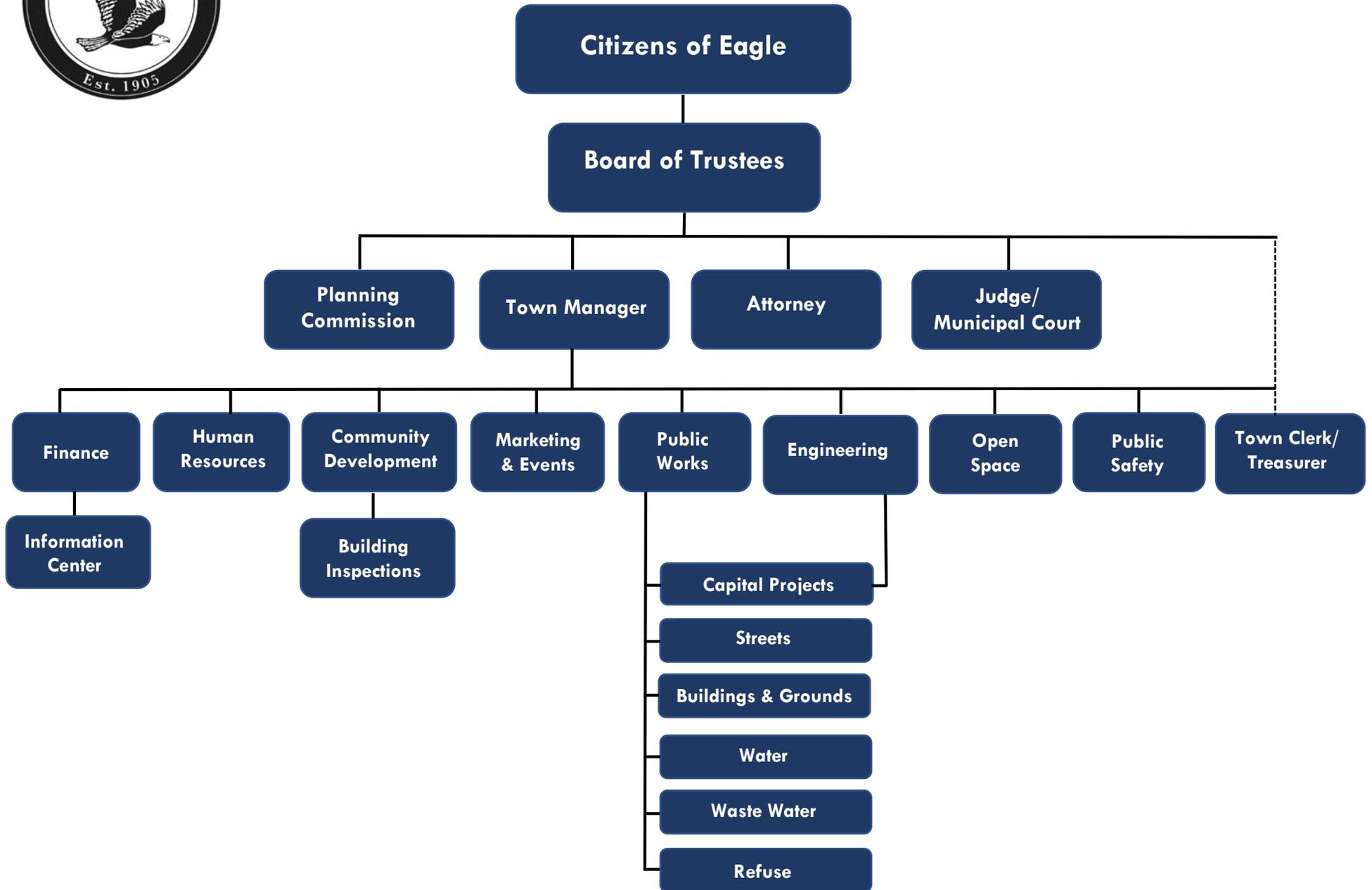
### **TOWN BOARD APPOINTED OFFICIALS**

John Schneider, Town Manager  
Cyrus Allen III, Town Judge

Ed Sands, Town Attorney  
Jenny Rakow, Town Clerk/Treasurer



# TOWN OF EAGLE ORGANIZATIONAL CHART





December 13, 2016

Honorable Mayor and Members of Board of Trustees:

### **INTRODUCTION**

One of the primary responsibilities of the Town Manager is to lead the effort to prepare and present a balanced budget to the Board of Trustees. The budget process is a primary management tool in the allocation of the Town's resources, which reflects and defines the annual work program. The budget is based on the assumption that the Town will continue to see significant increases in sales tax revenue, which is projected to increase by 8% in 2017. The recommended budget for 2017 is \$14,176,898 (excluding interfund transfers), which is a 21% increase from 2016. The majority of this increase is due to significant capital investments in the community.

### **CAPITAL INVESTMENTS**

The major capital investment planned for 2017 is continued work on the Riverfront Project. Completion of the in-stream design is nearly finished and design of the Riverfront Park will begin in early 2017, with plans for considerable community engagement. This is an exciting project for which it is anticipated the entire community will rally around. Another important project, which strongly relates to future growth of the community, is planning for the construction of the Lower Basin Water Treatment Plant. Two other major projects are implementation of the Pavement Management Plan, for which \$400,000 is budgeted and installation of a new \$350,000 playground in the Centennial Town Park. Other 2017 capital investments include: initiation of preliminary design of Grand Avenue, purchase of vehicles and equipment to support the Public Works and Police department and improvements to the Pavilion and Information Center.

### **ORGANIZATION INVESTMENTS**

At the same time there is a significant increase in investment being made within the Town Organization. In order to help provide leadership in this area the Town hired its first Human Resources (HR) Manager in late 2016. In an effort to address community growth and an increasing workload, the following positions have been included in the 2017 Budget: two-year full time school resource officer, seasonal building and maintenance worker, seasonal trail maintenance worker, part time employee for the Visitor Center and an increase in hours for municipal court clerk. The HR Manager will continue efforts to upgrade HR infrastructure and assist the Town Manager in building organizational capacity and development of organizational culture.

## **STRATEGIC PLAN**

Another high priority is the development and adoption of an Eagle Strategic Plan. This effort will include development of a community vision statement, mission statement, core values and strategic objectives. One of the primary goals with the strategic plan is to develop alignment between the Community, Town Board and staff. It will also assist with the timing of needed efforts related to improvement of land use planning, upgrade of Grand Avenue and Broadway and moving from a statutory form of government to home rule. Other important planning tools to be developed in 2017 include the 2018-2022 Capital Improvement Program (CIP), marketing/branding plan and various Town policies.

## **2017 BUDGET**

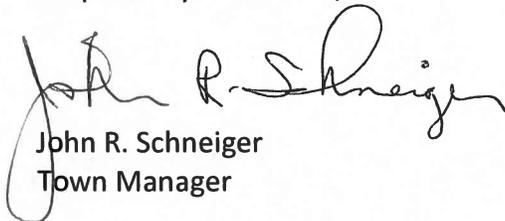
The following improvements have been made to the 2017 Budget: re-alignment of department budgets to facilitate improved management, transparency and monitoring of budgets; budget notes to insure funds are spent on specific projects included in certain line items; initiation of the development of financial policies to support improved financial stewardship, implementation of annual review of all Town fees and inclusion of a 2018 Budget Calendar. The purpose of the Budget Calendar is to assist with early start on the budget, and related projects. It will also support a better distribution of work throughout the year.

## **CONCLUSION**

The Town of Eagle has a bright future. In many ways 2016 was a transition year with election of new Mayor and Board of Trustees, as well as new staff leadership. In contrast 2017 looks to be a year of substantial progress and accomplishments.

In closing, I want to thank the Finance Director, Jill Ewing, and all other staff for their work on the new budget and thank the Board of trustees for their support of the staff.

Respectfully Submitted,



John R. Schneiger  
Town Manager

## TOWN OF EAGLE VALUES AND MISSION

(DRAFT) \*

### Mission Statement

The Town of Eagle is a steward of the people, providing positive customer service and leadership for a welcoming community of families and outdoor enthusiasts.

### Guiding Values for the Organization

- **Positive**  
We are positive, passionate and proactive. We understand the momentum it takes to engage others, move forward together, grow for the good.
- **Communication**  
We listen first and share ideas freely between our leadership, teams and residents. Different viewpoints add depth to our discussions, but at the end of the day, we stand together.
- **Courageous Leadership**  
We have the courage to do the right things and the tough things – whether that means tackling a big idea or saying ‘no, not now.’ We are unafraid to learn, change and innovate.
- **Collaboration & Teamwork**  
We lean on the collective knowledge in the room to solve problems together for the good of all. Our diverse expertise and experiences enrich every outcome.
- **Integrity**  
We have established practices, policies and procedures that are consistently applied. Knowing what to expect, others trust us.
- **Customer Service**  
We handle the day-to-day with a smile and a promise to take care of it personally. Everyone here is empowered to over-deliver.
- **Accountability**  
We put our strategies, goals, and budgets in writing, using these to measure performance. You can hold us to our word.
- **Stewardship**  
We manage our resources responsibly, knowing civic-mindedness needs to make business sense. We learn from others and are smart with our approach.

### Guiding Values for the Community

- **Community**  
No matter where we roam, Eagle is home. And our sense of that stands out, even in the mountains.
- **Welcoming**  
It’s the committee we’re all on, knowing most of us came from somewhere else and are ready to make it here.
- **Recreational**  
It’s the call we all answered, understanding that our ‘living room’ doesn’t need to have four walls.
- **Independent & Interdependent**  
Here, we are free to build the life we want and grateful to have the support we need.

Notes:

\* Draft from initial strategic plan work session held on October 8, 2016 and facilitated by Cynthia Forstmann

\*\* Please find the DRAFT Strategic Plan Objectives and Goals in the appendix of the budget

## Eagle's Rich History

*(Pictures and Excerpts from Eagle County Historical Society)*

In the early 1880's, the town site of our present town of Eagle was covered with sagebrush, grass, and small bushes. The first person to live on what is now the town site was William Edwards. Mr. Edwards laid claim to land on the Eagle River at the mouth of Brush Creek. He laid out a town site which he called Castle. Gradually the people began moving down the Eagle River Valley.



Until 1887 the only way that people could get into Castle was by wagon road. In this year, the Denver and Rio Grande Western Railroad extended their line through the Eagle Valley. They built a bridge opposite Castle and also built a section house and a water tank.

Soon people came from around the country to settle ranches located on Brush Creek and the Eagle River where they farmed the land and raised horses, cattle and sheep. The people thought a school was necessary for their children, so a school district was established and a school board elected. The first schoolhouse was finished in 1890.



In 1891 a document was made recording the statement "Town of Castle". The "Town of Castle" was sold for taxes (\$74.58). Mr. B. Clark Wheeler, who was then the owner of the town site, redeemed the tax sale certificate and later in 1893, sold his entire holding to A.A. McDonald of Leadville. In 1895, Mr. McDonald dedicated the town site as the "Town of McDonald".

The "Town of McDonald" was sold shortly after the renaming. In 1896 the Town became known as the "Town of Eagle". The Town of Eagle was officially incorporated on March 17, 1905 as a statutory town pursuant to the constitution and laws of the State of Colorado.

In 1902 the population of Eagle was 140 and there was much talk about making Eagle the County Seat.

In May 1913, the voters petitioned the Town Council to construct a sewer system, after much debate and having estimates made, the contract was awarded to H.B. Ikeler for 11 thousand dollars. A year later the system was accepted to be paid for over a period of years by lot assessments.



In the fall of 1920 the removal of the county seat was again voted on and Eagle finally obtained a substantial majority.

In 1923, the town council voted a fund of \$297.50 to purchase fire equipment and a voluntary fire company was formed. There was no genuine need for it until 1931, when the Nogal Building burned down, which housed the "Eagle Valley Enterprise".

## Eagle's Rich History (continued)

In 1929 a water tank holding 200,000 gallons was built up Brush Creek near the Alex MacDonnell Ranch, and in 1930 the town water rights were obtained.



In 1932, the courthouse was built and the following February 1933, just fifty years after the forming of the county, the county offices were moved into their own home.

In 1934 Eagle had a population of about 341 people and was still growing, as it was a very flourishing town.

On August 1, 1934 the new Highway No. 40 opened for travel.

On May 5, 1939, a flying field on Cooley Mesa was proposed. The owners of the mesa willingly loaned the land for this purpose. The field was improved by citizens of Eagle making a 1 half mile runway.

The official census taken by the Eagle Young League counted the population in March of 1940 to be 543 citizens.



In the 2000 Census Eagle's population was 3,032 and in 2010 it was 6,508. Colorado Demographer's Office estimates a 2% increase every five years, estimated population for 2015 is 6,638 and 2020 is 6,770.



## **2017 Financial & Budget Policy Statements:**

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The purpose of financial policies is to enable the Town to achieve and maintain a stable and positive long-term financial condition. More specifically, it is to provide guidelines for the Finance Director in planning and directing the Town's day to day financial affairs so recommendations can be made to the Town Manager.

The scope of these policies includes accounting, auditing, financial reporting, internal controls, operating and capital improvements program, revenue management, cash and investment management, expenditure control, asset management, debt management and planning concepts. The financial policy statements define objectives, establish rules with parameters and express guidelines for fiscal guidelines by the Town in connection with the operating budget and capital improvement program.

Financial policies will be reviewed annually by the Town Manager and Finance Director as a part of the budget process. This is the first year that financial policies have been included in the annual budget. Discussion will be held with Board of Trustees as a part of a budget workshop prior to budget adoption in future years.

### **Financial Reporting Entity:**

The Town is a "statutory" organization and as such must follow and obey the statutes of the State of Colorado regarding such entities. The Town operates under a Town Board and provides the following services: Public safety (police), streets, water, waste water, refuse, marketing and events, public improvements, open space preservation, community development, and general administration services.

The Town of Eagle was originally incorporated in 1905. The Town is governed by an elected mayor and Board of Trustees which is responsible for setting policy, appointing administration personnel and adopting an annual budget in accordance with state statutes.

### **Financial Reporting and Auditing:**

The Town will establish and maintain a high standard of accounting practices. Accounting standards will conform to Generally Accepted Accounting Principles ("GAAP") as outlined by the Governmental Accounting Standards Board ("GASB"). Accounting standards will reflect Best Practices recommended by the Government Finance Officers Association ("GFOA").

After each fiscal year, a comprehensive annual financial report will be prepared for the Town and a certified public accounting firm will conduct an audit of the Town's records. The comprehensive annual financial report will include an independent audit opinion regarding presentation of the financial statements, taken as a whole, in conformity with accounting principles generally accepted in the United States. This report shall be made available to the Board, staff, bond-rating agencies and the general public.

## **2017 Financial & Budget Policy Statements (continued):**

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### **Budget Overview:**

The preparation and adoption of the annual budget is an important exercise for the entire organization. Sound financial practice and the desire to maintain a strong credit rating dictate that the budgets be balanced, constantly monitored and responsive to changes. The process encompasses an extended period of planning, review, forecasting and priority setting. The Town's annual budget is a comprehensive fiscal plan which spells out how services will be provided and community improvements will be achieved. Upon its adoption by Board, it becomes a controlling mechanism by which to measure the resources received and expenditures made to meet approved objectives.

The annual budget is a plan which provides the Board and Town Manager with the financial information necessary for the allocation of resources to accomplish the goals and objectives of the Town. The provision of municipal services is accomplished through the budget. The budget, along with the annual appropriation ordinances, provides the basis for the control of expenditures and sets the financial guidelines for the Town. The basic legal requirements and budget process are defined by the State Constitution and the Town Code. Board approves the budget objectives.

### **Fiscal Year:**

The fiscal year of the Town shall begin on the first day of January and end on the last day of December.

### **Budgets and Budgetary Basis of Accounting:**

Annual budgets for governmental funds (General Fund, Capital Improvements Funds, and Special Revenue Funds) are prepared using a modified accrual basis of accounting which is consistent with generally accepted accounting principles (GAAP). Modified accrual basis of accounting recognizes revenues in the accounting period in which they become available and measurable, and expenditures are recognized in the accounting period when a liability is incurred, if measurable, except for interest on long-term debt, which is recognized when due.

Annual budgets for the Town's Enterprise funds (Water, Waste Water, Refuse) are also prepared using a modified accrual basis of accounting, which includes capital expenditures and current debt service principle and interest payments, and excludes depreciation, amortization, and adjustments for accrued compensated absences. Although this basis is not consistent with GAAP for enterprise funds, it is common practice among municipalities and is acceptable to our auditors. This practice allows the Town to adopt the spending measurement focus consistent with the other governmental funds.

### **Budget Calendar:**

The budget is an essential tool for assisting the Town Manager and Board of Trustees in guiding the growth of the Town of Eagle. Therefore, a Budget Calendar for the following year will be included as a part of the adopted annual budget. Items such as development of long-term goals that provide overall direction for the Town and projects that impact the budget, such as analysis of Town fees and employee pay and benefits, will be included in the Budget Calendar.

2017	TM	FIN	HR	CLERK	DEPT	TBOT
<b>January/February</b>						
Eagle Strategic Plan						
<b>March</b>						
Initiate retirement plan request for proposals (RFP)						
<b>April</b>						
Issue instructions and request forms to departments for Five-Year Capital Improvement Program (CIP)						
Proposals due for services related to Employee Retirement Plan						
<b>May</b>						
Initiate development of 2018 Compensation Plan						
Departments submit project requests for Five Year CIP						
<b>June</b>						
Town of Eagle Draft Strategic Plan						
Meet with departments to review CIP requests						
Finalize Draft Five-Year CIP						
2018 Annual Fee Review						
Recommend Retirement Plan services to Board of Trustees						
Fee revenue projections						
<b>July</b>						
Tax revenue projections						
Review Draft CIP and operating budget priorities, revenue update and budget calendar						
Prepare and issue instructions and forms to departments for 2018 Operating Budget and 2017 Supplemental Budget						
Complete Draft Compensation Plan						
Departments submit 2018 Operational Budget requests						
Discuss 2018 proposed fee revisions						
<b>August</b>						
Review revenue projections and Finalize revenue projections						
Meet with departments and review Operational Budget						
Finalize Compensation Plan						
Completes Draft 2018 Operational Budget						
<b>September</b>						
First Draft of 2018 Draft Operating Budget						
Review of Operating Budget and Five-Year CIP at retreat						
<b>October</b>						
Present recommended 2018 Operating Budget and Five-Year CIP (set public hearing)						
Review and discuss Operating Budget at study session (Special Meeting)						
Plan for 2018 Open Enrollment, request renewal rates						
<b>November</b>						
Public hearing on revised recommended 2018 Budget						
Adoption of 2018 Budget, Fees and Charges and Compensation Plan						
Finalize benefits renewals for approval						
Worker's Compensation Renewal						
<b>December</b>						
Approve Property Tax Mill Levy for 2018						

## **2017 Financial & Budget Policy Statements (continued):**

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### **Budget Control and Accountability:**

Monthly expenditure reports will be made available to enable department heads to manage their budgets and to support the Finance Director in monitoring the budget authorized by the Board of Trustees. The Finance Director will prepare a quarterly summary revenue and expenditure reports for the Board of Trustees to be discussed at a Board of Trustees meeting to assist in the understanding of the overall budget and the Town's financial status.

Department heads shall be solely responsible for insuring their department budgets do not exceed overall budgeted amounts. Failure to achieve budgetary control of their individual budgets will be looked into by the Town Manager or Finance Director. The point of budgetary control is at the department level for department heads.

All contracts in excess of \$50,000 for professional services and \$250,000 for capital improvements must be review by the Board of Trustees prior to commencement of work or signing the contract.

The Town Manager is authorized by the Board of Trustees to approve and execute all contracts for *professional services* in the amount of \$50,000 or less and all *capital improvements* contracts in the amount of \$250,000 or less, which have been approved in the budget and appropriation documents.

Department heads are authorized by the Town Manager to approve and execute all contracts in the amount of \$10,000 or less, which have been approved in the budget and appropriation documents.

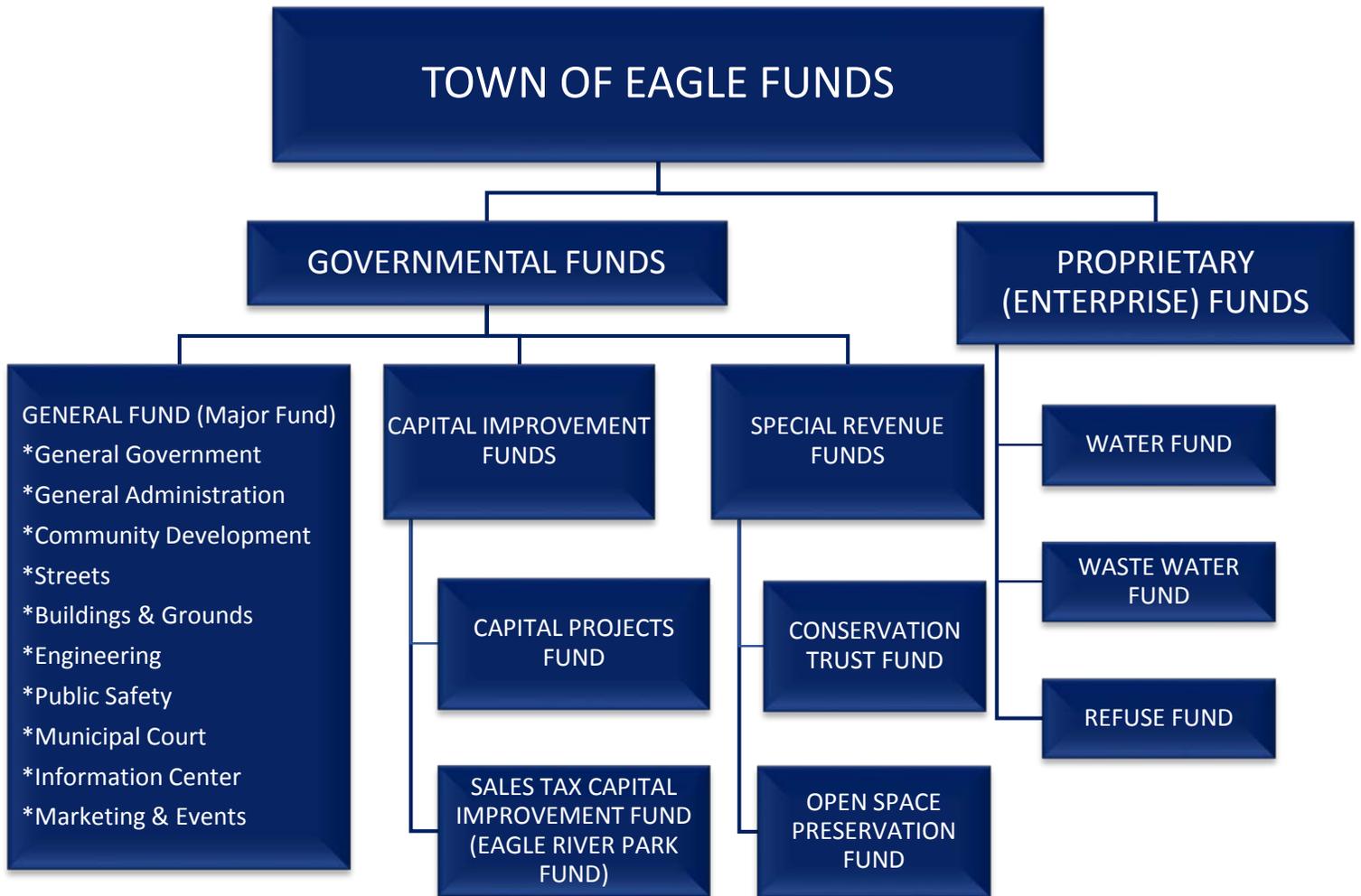
Final signed contracts must then be forwarded to the Finance Director.

### **Budget Amendments and Supplemental Appropriations:**

Amendments to the original budget that alter the total revenues, expenses or reserves of any fund must be approved by the Board of Trustees. If the Town Manager, in consultation with the Finance Director, certifies that there are available projected revenues for appropriations in excess of those estimated in the budget, the Board of Trustees may authorize supplemental appropriations. The level of control in the budget at which expenditures exceed appropriations is at the fund level. All annual appropriations lapse at fiscal year end.

# FUND STRUCTURE OVERVIEW

**FUND TYPES:** The Town uses the following fund categories: (1) Governmental funds and (2) Proprietary funds with explanations regarding the funds below.



# FUND STRUCTURE OVERVIEW (continued)

**Governmental Funds** – The Town’s activities are reported in governmental funds, which focus on how monies flow into and out of those funds and the balances left at fiscal year-end for spending in future periods. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The Town maintains the following governmental funds:

General Fund – used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

Capital Improvement Funds – are used to account for the acquisition of fixed assets or construction of major capital projects not being financed by the General or other funds.

Capital Projects Fund – used to account for funds for the acquisition of lands, construction of major capital improvements and projects, and acquisition of more expensive pieces of equipment.

Sales Tax Capital Improvement Fund (Eagle River Park Fund) – used to account for the voter approved 0.5% sales tax for the acquisition, design, and construction of the Eagle River Park project and other Town park and improvements.

Special Revenue Funds – used to account for proceeds of resources that are restricted or committed for purposes other than debt service or capital projects. The Town’s special revenue funds include the following:

Conservation Trust Fund – accounts for the lottery proceeds received directly from the state of Colorado. The monies collected are restricted for use in parks and recreation acquisition, development and maintenance.

Open Space Preservation Fund – account for revenue from the Town’s Lodging and Occupancy Tax committed for the acquisition of open space lands, conservation and trail easements and development rights.

**Proprietary (enterprise) Funds** – Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The proprietary (enterprise) funds include the following:

Water Fund – accounts for activities related to water services to the citizens of the Town.

Wastewater Fund – accounts for activities related to the sewage treatment facilities and sewage transmission lines.

Refuse Fund – accounts for activities related to trash collection and disposal, recycling, and yardwaste.

**BUDGET - ALL FUNDS SUMMARY**

2015 ACTUAL   2016 BUDGET   2016 REVISED   2017 BUDGET

**GENERAL FUND:**

BEGINNING FUND BALANCE	\$ 1,734,266	\$ 2,081,294	\$ 2,562,939	\$ 2,664,109
REVENUES	5,353,263	5,359,823	5,782,684	6,091,746
TRANSFERS-IN FROM OTHER FUNDS	148,000	148,750	148,750	137,252
EXPENDITURES	(4,672,592)	(5,458,868)	(5,169,687)	(6,104,354)
TRANSFERS-OUT TO OTHER FUNDS	-	(650,000)	(660,577)	(1,217,246)
ENDING FUND BALANCE	\$ 2,562,938	\$ 1,480,999	\$ 2,664,109	\$ 1,571,508

**WATER FUND:**

BEGINNING FUND BALANCE	\$ 8,523,393	\$ 7,821,702	\$ 8,526,419	\$ 9,074,899
REVENUES	3,055,650	2,869,918	3,332,868	3,452,733
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(2,992,623)	(2,512,533)	(2,724,388)	(2,073,540)
TRANSFERS-OUT TO OTHER FUNDS	(60,000)	(60,000)	(60,000)	(70,347)
ENDING FUND BALANCE	\$ 8,526,419	\$ 8,119,087	\$ 9,074,899	\$ 10,383,745

**WASTE WATER FUND:**

BEGINNING FUND BALANCE	\$ 1,519,007	\$ 1,986,826	\$ 2,228,335	\$ 2,808,098
REVENUES	2,703,531	2,461,630	2,701,232	2,791,076
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(1,934,204)	(2,167,290)	(2,061,469)	(1,987,105)
TRANSFERS-OUT TO OTHER FUNDS	(60,000)	(60,000)	(60,000)	(48,405)
ENDING FUND BALANCE	\$ 2,228,335	\$ 2,221,166	\$ 2,808,098	\$ 3,563,664

**REFUSE FUND:**

BEGINNING FUND BALANCE	\$ 157,040	\$ 116,712	\$ 128,103	\$ 158,490
REVENUES	592,662	587,309	578,060	594,290
TRANSFERS-IN FROM OTHER FUNDS	-	-	10,577	-
EXPENDITURES	(593,599)	(573,509)	(529,500)	(575,944)
TRANSFERS-OUT TO OTHER FUNDS	(28,000)	(28,750)	(28,750)	(18,500)
ENDING FUND BALANCE	\$ 128,103	\$ 101,762	\$ 158,490	\$ 158,336

**CAPITAL IMPROVEMENTS FUND:**

BEGINNING FUND BALANCE	\$ 1,367,100	\$ 558,829	\$ 560,597	\$ 1,260,781
REVENUES	310,746	376,707	624,361	586,151
TRANSFERS-IN FROM OTHER FUNDS	-	650,000	650,000	1,217,246
EXPENDITURES	(1,117,250)	(840,840)	(574,177)	(774,634)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	\$ 560,597	\$ 744,696	\$ 1,260,781	\$ 2,289,544

**SALES TAX CAPITAL IMPROVEMENT FUND (EAGLE RIVER PARK FUND):**

BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 6,398,633
REVENUES	-	-	6,404,936	512,312
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	-	-	(167,922)	(1,991,538)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ 6,237,014	\$ 4,919,407

**BUDGET - ALL FUNDS SUMMARY (continued)**

**2015 ACTUAL   2016 BUDGET   2016 REVISED   2017 BUDGET**

**CONSERVATION TRUST FUND:**

BEGINNING FUND BALANCE	\$ 100,182	\$ 27,043	\$ 27,253	\$ 36,333
REVENUES	31,439	32,560	35,080	35,575
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(104,368)	(26,000)	(26,000)	-
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	\$ 27,253	\$ 33,603	\$ 36,333	\$ 71,908

**OPEN SPACE PRESERVATION FUND:**

BEGINNING FUND BALANCE	\$ 1,204,372	\$ 1,074,074	\$ 1,057,779	\$ 782,720
REVENUES	124,640	126,300	226,942	151,600
TRANSFERS-IN FROM OTHER FUNDS	-	-	-	-
EXPENDITURES	(271,233)	(533,784)	(502,001)	(673,685)
TRANSFERS-OUT TO OTHER FUNDS	-	-	-	-
ENDING FUND BALANCE	\$ 1,057,779	\$ 666,590	\$ 782,720	\$ 260,636

**TOTAL - ALL FUNDS:**

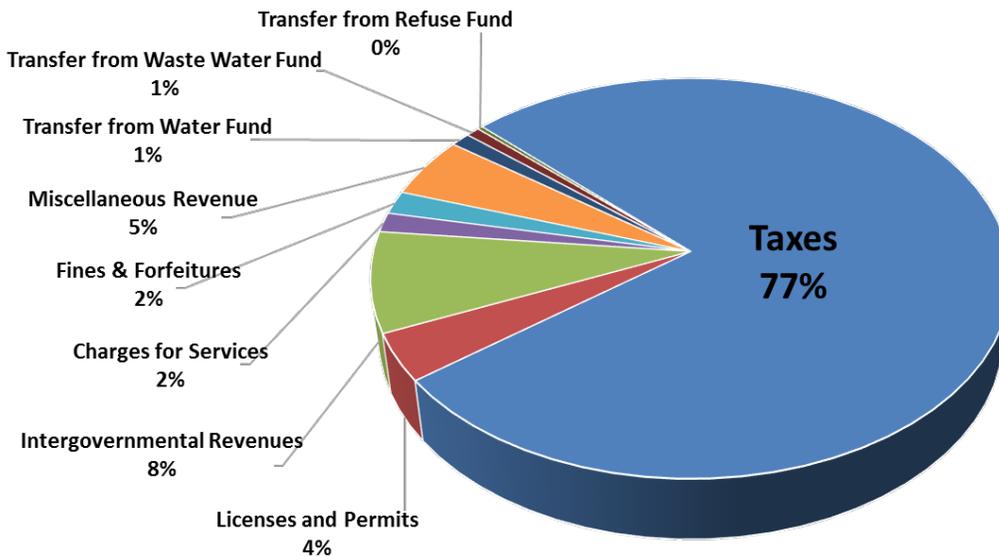
BEGINNING FUND BALANCE	\$ 14,605,360	\$ 13,666,480	\$ 15,091,425	\$ 23,184,064
REVENUES	12,171,931	11,814,247	19,686,163	14,215,482
TRANSFERS-IN FROM OTHER FUNDS	148,000	798,750	809,327	1,354,498
EXPENDITURES	(11,685,869)	(12,112,824)	(11,755,144)	(14,180,798)
TRANSFERS-OUT TO OTHER FUNDS	(148,000)	(798,750)	(809,327)	(1,354,498)
ENDING FUND BALANCE	\$ 15,091,423	\$ 13,367,903	\$ 23,022,444	\$ 23,218,748

# General Fund

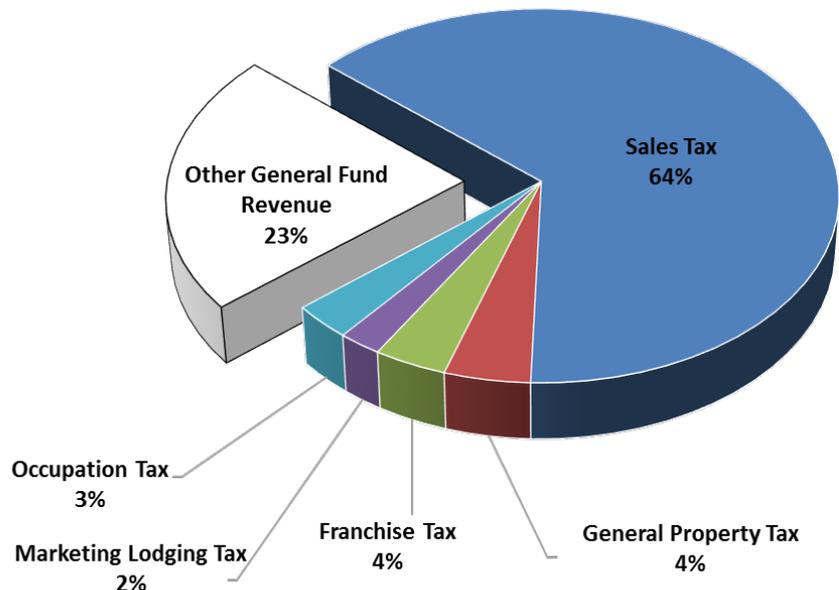
## PURPOSE OF THE FUND

The General Fund accounts for resources traditionally associated with government, which are not legally required, or by sound financial management, to be accounted for in another fund. General Fund revenues include sales tax, property taxes, licenses and permits, intergovernmental and other types of revenue. This fund accounts for most of the basic operating services including general government, general administration, community development, streets, engineering, buildings and grounds, public safety, municipal court, information center, and marketing and events.

**2017 GENERAL FUND - TOTAL REVENUES**

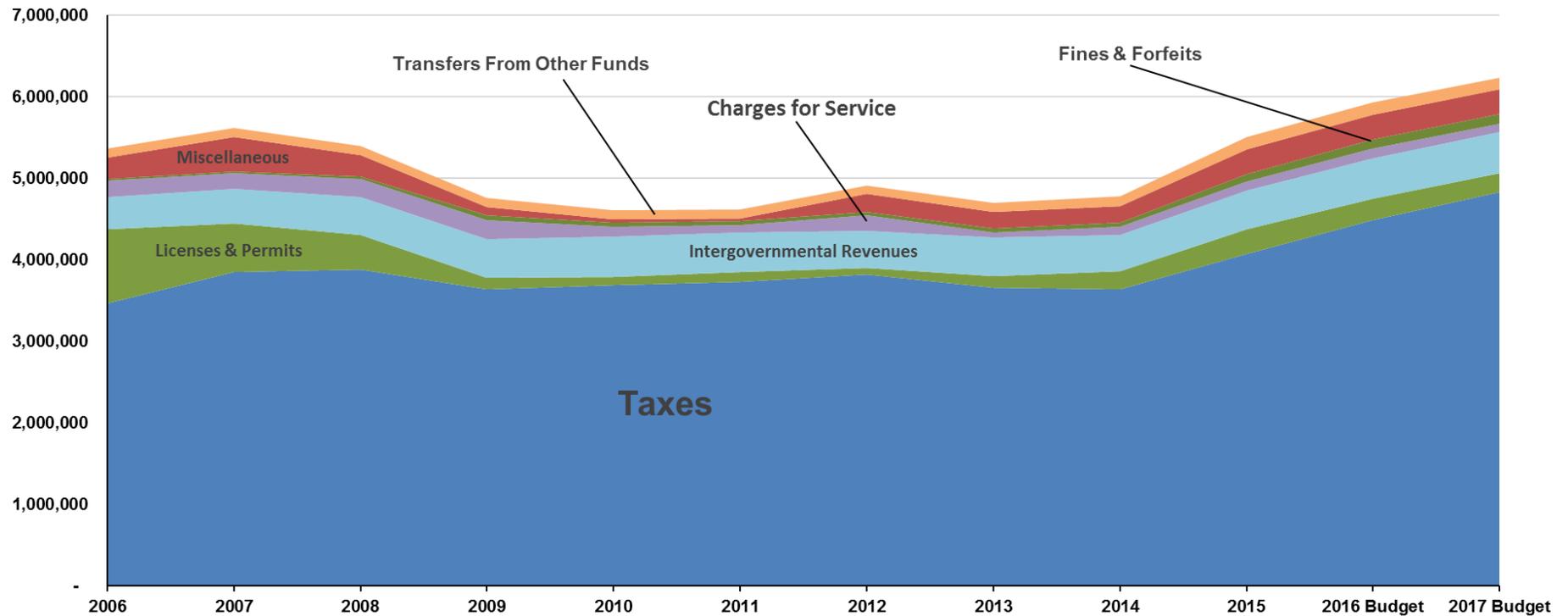


**2017 GENERAL FUND - TAX REVENUE SPLIT**



The following graphs below illustrate the Town's total revenue year over year and for projection for 2016 overall general revenues and tax revenues:

# GENERAL FUND REVENUE SOURCES 2006 - 2017 OVERVIEW



## **General Fund Revenue Descriptions:**

**Taxes** – represent the largest revenue category of the 2017 budgeted revenues, accounting for approximately 77% (\$4,824,499). Due to the material nature of this revenue category each revenue source is discussed in more detail below.

- **Property Tax** – generated through the Town’s mill levy assessed on real and personal property valuation. While property tax remains a consistent revenue stream for the Town, it also remains one of the most restricted under State law. In 1992 Colorado voters adopted an amendment to Article X of the State Constitution. Known as the Taxpayer’s Bill of Rights (TABOR), the amendment limits the growth of local government revenues to the rate of inflation plus local growth. Colorado law also includes limits on the amount of revenue which local governments may derive from property taxes. Of these statutory limits, the most restrictive is a cap placed on the growth of property tax collection of 5.5% over the prior year. In 1994 Eagle voters approved a de-brucing, however the 5.5% cap limitation still applies.
- **Sales Tax** – is the largest tax revenue for the Town, totaling 83% of tax revenue for 2017 (\$3,995,285). Sales tax is collected through the State and remitted to the Town on a monthly basis and is monitored through both the State and the Town. Projections of sales tax are based on historical trends, economic forecasts, and anticipated changes in the local commercial environment, community growth, and tourism activity.
- **Franchise Tax** – is levied on certain business organizations by the Town for purposes of granting the business the ability to transport, distribute, and sell certain utilities within the Town. Franchise tax makes up 5% (\$231,524) of the 2017 budgeted tax revenues.
- **Lodging and Occupation Taxes** – In 2011 the Town of Eagle voters approved a \$2 per room night at lodging establishments. Lodging tax funds are used for Town marketing and events operations. In 2014, voters approved a transaction fee for recreational marijuana purchases in Town. The fee is currently \$1 fee for transactions \$20 and under and \$5 for transactions exceeding \$20. Marijuana occupation collections are primarily used to support the general operations of the Town including, public safety, streets, and administration.

**Licenses and Permits** – The Town issues several forms of licenses and permits which grant the holder specific use privileges. The fees, which account for approximately 4% (239,350) of the 2017 budgeted general fund revenues, are intended to offset some of the administration, recording, and regulation costs associated with those activities. Currently the Town issues and collects fees for business licenses and marketing fees, contractors licenses, liquor licenses, retail marijuana licenses, building permits, electrical permits, road cut permits, sign permits, and special event permits.

## **General Fund Revenue Descriptions (continued):**

**Intergovernmental Revenues** – represents 8% (\$505,200) of the 2017 General Fund projected revenues. Intergovernmental revenues are generally collected on behalf of the Town by other governments. Revenues which fall under this category include motor vehicle license fees, specific ownership, highway user tax, cigarette tax, severance tax, federal mineral tax, road and bridge tax, and county distributed sales tax

**Charges for Services** – is generally intended to offset some or all of the costs associated with specific services provided to the recipient. The revenue category represents approximately 2% (\$98,500) of the 2017 General Fund projected revenues. Charges for services include planning and zoning fees and Pavilion usage fees.

**Fines & Forfeitures** – include court costs, violation fines, police grant funding, special duty reimbursable from other agencies, and police surcharges. This revenue category represents 2% (\$117,000) of the 2017 budgeted revenues. Some of the funds received are intended as a financial punishment for the commission of minor crimes or the settlement of a claim. Other funds received are pass through funding to financially aid the public safety department. Monies received are used to help offset the operations of the Police Department, provide training to police personnel, and support municipal court activities.

**Miscellaneous Revenues** – Revenue sources categorized as miscellaneous revenue includes sale of equipment, general interest earned, rental income, information sales/donations/sales tax, and other miscellaneous revenue. Miscellaneous revenue accounts for 5% (\$307,197) of 2017 General Fund budgeted revenues.

**Transfers from Other Funds** – represents 2% (\$137,252) of the total 2017 General Fund budgeted revenues. Transfers from other funds (water fund/waste water fund/refuse fund) are meant to reimburse the general fund for services or goods provided and not allocated to that fund. Examples include administrative personnel costs, billing expenditures, HR expenditures, IT grouped expenditures, and other miscellaneous expenses.

## General Fund Expenditures:

General Fund expenditures are split up by department to account for certain services provided by the Town. The 2017 General Fund budget consists of the following departments and programs:

<b>General Government</b> <ul style="list-style-type: none"><li>• Town Board</li><li>• Town Manager</li><li>• Attorney</li><li>• Elections</li></ul>	<b>General Administration</b> <ul style="list-style-type: none"><li>• Town Clerk</li><li>• Finance</li><li>• Human Resources</li><li>• Information Technology</li></ul>
<b>Municipal Court</b> <ul style="list-style-type: none"><li>• Judge</li><li>• Court Clerk</li></ul>	<b>Community Development</b> <ul style="list-style-type: none"><li>• Planning &amp; Zoning</li><li>• Building Inspection</li></ul>
<b>Public Safety</b> <ul style="list-style-type: none"><li>• Administration</li><li>• School Resource Program</li><li>• Traffic &amp; Patrol</li><li>• Investigations</li><li>• Police Support Services</li></ul>	<b>Engineering</b> <ul style="list-style-type: none"><li>• Public Improvements</li><li>• Development Review</li></ul>
<b>Marketing &amp; Events</b> <ul style="list-style-type: none"><li>• Special Events</li><li>• Marketing</li></ul>	<b>Streets</b> <ul style="list-style-type: none"><li>• Road Maintenance</li><li>• Traffic Safety</li></ul>
<b>Information Center</b>	<b>Buildings &amp; Grounds</b> <ul style="list-style-type: none"><li>• Town Building Maintenance</li><li>• Park Maintenance</li><li>• Pavilion</li><li>• Safety</li></ul>

*Note: There is a more detailed description of each department preceding the departments budgeted expenditures.*

## GENERAL FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCES (Beginning):</b>				
NON-SPENDABLE: <sup>1</sup>	168,015	168,015	183,614	168,015
RESTRICTED FOR: TABOR RESERVE	132,000	149,928	137,500	154,328
UNASSIGNED FUND BALANCE:	1,434,251	1,763,351	2,241,825	2,341,767
<b>TOTAL FUND BALANCES (Beginning)</b>	<b>1,734,266</b>	<b>2,081,294</b>	<b>2,562,939</b>	<b>2,664,109</b>
<b>REVENUE</b>				
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	115,050	117,000
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 Open Space (Fixed Asset Transfers)	-	-	-	- <sup>2</sup>
<b>TOTAL REVENUE</b>	<b>5,501,263</b>	<b>5,508,573</b>	<b>5,931,434</b>	<b>6,228,998</b>
<b>TOTAL SOURCES</b>	<b>7,235,529</b>	<b>7,589,867</b>	<b>8,494,373</b>	<b>8,893,107</b>
<b>EXPENDITURES</b>				
General Government	-	-	-	453,295
General Administration	1,329,467	1,478,219	1,491,721	710,749
Community Development	-	-	-	547,584
Streets	1,123,069	1,404,016	1,188,271	1,207,277
Engineering	-	-	-	347,161
Buildings & Grounds	539,780	660,713	543,265	641,978
Public Safety	1,264,482	1,479,414	1,465,937	1,618,718
Municipal Court	-	-	-	65,010
Information Center	223,568	200,489	224,657	231,277
Marketing & Events	192,225	236,017	255,835	281,304
Transfer to Refuse Fund	-	-	10,577	- <sup>2</sup>
Transfer to Capital Improvements Fund	-	650,000	650,000	1,217,246
<b>TOTAL EXPENDITURES</b>	<b>4,672,592</b>	<b>6,108,868</b>	<b>5,830,264</b>	<b>7,321,600</b>
<b>FUND BALANCES (Ending):</b>				
RESTRICTED FOR: TABOR RESERVE	137,500	162,686	154,328	182,621
NON-SPENDABLE:	183,614	168,015	168,015	168,016
UNASSIGNED FUND BALANCE:	2,241,825	1,150,298	2,341,767	1,220,871 <sup>3</sup>
<b>TOTAL FUND BALANCES (Ending):</b>	<b>2,562,939</b>	<b>1,480,999</b>	<b>2,664,109</b>	<b>1,571,508</b>

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

<sup>2</sup> Transfers are for the net salvage value of assets that have been transferred into a different fund. Streets department now utilizes a dump truck originally purchased in the refuse fund with a salvage value of \$10,577. Public Safety transferred equipment to the Open Space fund with a salvage value of \$0.

<sup>3</sup> Ending 2017 budgeted unassigned fund balance is 20% of operating expenditures (does not include transfers)

**GENERAL FUND  
REVENUE SOURCES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>TAXES</b>				
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
<b>TOTAL TAXES</b>	<b>4,068,749</b>	<b>4,239,493</b>	<b>4,481,731</b>	<b>4,824,499</b>
<b>LICENSES &amp; PERMITS</b>				
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
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>304,906</b>	<b>224,140</b>	<b>266,966</b>	<b>239,350</b>
<b>INTERGOVERNMENTAL REVENUE</b>				
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
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>473,575</b>	<b>475,090</b>	<b>493,861</b>	<b>505,200</b>
<b>CHARGES FOR SERVICES</b>				
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
<b>TOTAL CHARGES FOR SERVICES</b>	<b>115,085</b>	<b>82,500</b>	<b>117,600</b>	<b>98,500</b>
<b>FINES &amp; FORFEITURES</b>				
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
10-435-35 Charitable Organization Fee	-	-	300	300
<b>TOTAL FINES &amp; FORFEITS</b>	<b>91,225</b>	<b>81,200</b>	<b>115,050</b>	<b>117,000</b>

**GENERAL FUND  
REVENUE SOURCES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>MISCELLANEOUS REVENUE</b>				
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	-	-	-	-
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>299,724</b>	<b>257,400</b>	<b>307,476</b>	<b>307,197</b>
<b>TRANSFERS FROM OTHER FUNDS</b>				
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
10-437-80 Open Space - Capital Asset Transfers	-	-	-	-
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>148,000</b>	<b>148,750</b>	<b>148,750</b>	<b>137,252</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>5,501,263</b>	<b>5,508,573</b>	<b>5,931,434</b>	<b>6,228,998</b>

# General Government Department

## Town Board of Trustees

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### DESCRIPTION

The Town of Eagle is a statutory Town. Thus it is governed by state statute. The Board of Trustees serves as the governing body. In this role they set policy and appoint town officers, including the Town Manager. The Board of Trustees consists of the Mayor, Mayor Pro-Tem and five Trustees. The Mayor is the political head of Town government and together with the Board of Trustees supervises appointed officers of the Town. The Mayor also presides at all meetings of the Board of Trustees.

### 2016 ACCOMPLISHMENTS

- Eagle River Park Ballot passage and bonding, hiring of consultants, formation of Riverfront Citizen's Committee
- New Board members – Mayor, Anne McKibbin and Trustees, Paul Witt, Pappy Kerst and Scott Turnipseed (appointed)
- New Town Manager search and selection
- Highway Six Devolution and annexation
- Source Gas/Black Hills Pipeline construction and negotiations
- Approval of Administrative Assistant for Community Development
- GOCO grant approval with Eagle Valley Elementary School for Community Play Yard
- GOCO grant approval with ECO Trails for Horn Ranch Connection
- Vail Valley Partnership Success Awards Winner – Tourism Professional of the Year and Innovations in Local Government
- Two-day Board retreat June 20 and 21
- One-day Board retreat October 8<sup>th</sup> to discuss Mission, Vision and Goals
- Successful purchase of A&R property for Open Space
- Approved Eagle Tubing and Photography for test pilot of river park vendor
- Hosted Denver Broncos' Salute to the Fans Tour at Brush Creek Pavilion on May 16<sup>th</sup>
- Approval of Sylvan Circle Development
- Approval of Tumbleweed Dispensary Location and Special Use Permit
- Hosted Eagle 20/20 with Eagle Chamber of Commerce October 5<sup>th</sup>
- Co-hosted 4<sup>th</sup> of July with Town of Gypsum at Lundgren Theater
- Town picnic with Staff on August 18<sup>th</sup>
- Participation in Climate Action Plan with Eagle County and Walking Mountains
- Water Rate and Tap Fee Study sessions for Lower Basin Water Treatment Plant
- Budget work sessions and capital improvement priorities
- Approval of 37 Ordinances and 60 Resolutions

## **GOALS**

- Develop and adopt Strategic Plan to support organizational alignment
- Oversee implementation of Riverfront Project, including design of park and community engagement
- Adopt water rate and tap fees sufficient, following community engagement process, to support SRLF financing of Lower Basin Water Treatment Plant
- Adopt 2018 Annual Budget and 2018-2022 CIP
- Amend and adopt West Eagle Area Plan and provide leadership in development of Grand Avenue Vision and Preliminary planning and engineering
- Support development of Town organization, including building of a strong foundation and increased capacity
- Adopt common sense special event policies and Town branding plan
- Adopt revised Pool and Ice Rink Agreement with WECMRD develop and adopt procedures for Board and P&Z Commission meetings
- Give thought to approach to updating planning system

## **HIGHLIGHTS**

This is an exciting time in Eagle's history with two major projects being worked on simultaneously: Riverfront Project and Lower Basin Treatment Plant. Development of a Town Strategic Plan including: Town Vision, Mission, Core Values, Goal and Objectives will enable the Town to advance in a proactive manner leading to Board of Trustee and organizational alignment.

# General Government Department

## Town Manager

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### DESCRIPTION

The Town Manager, as the Town's Chief Administrative Officer, is responsible for the effective management Town affairs, including development and implementation of the annual budget and implementation of Board of Trustees policy decisions.

### 2016 ACCOMPLISHMENTS

- Organized two-day Town Board Retreat in June
- Led efforts to hire full-time Special Event Coordinator, Assistant Planner, HR Manager and Town Engineer, to be selected late 2016 or early 2017
- Led efforts to contract with a Riverfront Coordinator, interim Special Events Coordinator and interim HR Manager
- Led effort, in collaboration with Finance Director, to develop and implement best practices related to 2017 Budget and Pay Plan for adoption by Board of Trustees
- Provided impetus for moving Lower Basin Water Treatment Plant forward, including initiation of water rate and tap fee study and water utility branding
- Initiated development of Strategic Plan in order to identify priorities and provide organizational alignment
- Provided leadership in development of staff/contractor team for Riverfront Project
- Initiated special event team to work on development of special event policies

### GOALS

- Oversee completion of HR policies and projects by new HR Manager, including employee manual, performance evaluation training and implementation, 2017 compensation plan, implementation of health insurance cost share in 2018, Retirement Plan RFP, 2017 staff work plans, training and organizational culture and 3-year staffing plan
- Provide leadership with regard to Lower Basin Water Treatment Plan, including utility branding, community engagement, financing (grants) and maintenance of schedule
- Work with Board of Trustees in an effort to complete Strategic Plan in first-half of 2017 and integrate into 2018 annual budget
- Adhere to budget schedule policy included in the 2017 Budget, including development of 2018-2022 CIP
- Insure Riverfront Project remains on track, including completion of in-stream planning, riverfront park design, financial management (grants), community involvement, riverfront committee, maintenance of schedule, activate recreation committee and other project milestones
- Continue to implement financial management improvements and best practices
- Hold staff accountable for other 2017 projects including, Grand Ave. visioning and planning, West Eagle Area Plan, Pavement Management, quarterly financial statements,

## **OBJECTIVES**

- Work with HR Manager to develop plan for development of healthy organizational culture
- Review options related to designation of Pool and Ice Rink and other recreational amenities as a Town Park
- Utilize \$10,000 budgeted for grant writer
- Work with Board of Trustees on marketing/branding services/project
- Adoption of special event policies
- Negotiate agreement with WECMRD related to Pool and Ice Rink

## **HIGHLIGHTS**

There are a number of exciting projects scheduled for 2017 including:

- Riverfront Project
- Lower Basin Water Treatment Plant
- Developing HR Foundation
- Strategic Plan
- Grand Ave. Visioning and Planning project

# General Government Department

## Town Attorney

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### **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 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 Employee Handbook and work with new HR Manager to resolve any issues on an as needed basis

### **HIGHLIGHTS**

- Requested fee increase (for the first time in 10+ years). If approved, hourly rate for general legal will increase from \$170 to \$190 per hour. The rate for reimbursable legal work will increase from \$190 to \$210 per hour. The paralegal rate will increase, for general legal from \$70 to \$80 per hours and reimbursable fees would increase from \$82.50 to \$92 per hour
- Experienced paralegal who worked with Ed Sand and for Garfield & Hecht for 12+ years has rejoined staff in September, 2016

FUND: GENERAL  
DEPT: GENERAL GOVERNMENT

**SUMMARY OF EXPENDITURES**

	<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
CONTINGENCY	-	-	-	10,000
<b>TOTAL EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u><b>453,295</b></u>

FUND: GENERAL  
DEPT: GENERAL GOVERNMENT

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
10-50-115	Town Board	-	-	22,800
10-50-110	Salaries & Wages	-	-	129,150
10-50-125	Bonus	-	-	652
10-50-130	Car Allowance	-	-	6,000
10-50-135	Moving Expense	-	-	-
	<b><i>Employer Contributions</i></b>			
10-50-141	Unemployment Insurance	-	-	476
10-50-142	Workmen's Compensation	-	-	292
10-50-143	Health Benefits	-	-	23,000
10-50-144	F.I.C.A.	-	-	12,133
10-50-145	Retirement	-	-	5,366
	<b>TOTAL PERSONNEL SERVICES</b>	<b>-</b>	<b>-</b>	<b>199,869</b>
<b>SUPPLIES</b>				
10-50-210	Office Supplies	-	-	1,650
10-50-215	Election Expense	-	-	5,500
10-50-235	Equipment (non-capital)	-	-	1,000
	<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>8,150</b>
<b>PURCHASED SERVICES</b>				
10-50-310	Communication & Transportation	-	-	1,320
10-50-330	Dues & Subscriptions	-	-	7,000
10-50-225	Uniforms	-	-	700
10-50-340	Utility Services (Phone/Internet)	-	-	1,856
10-50-351	Legal - General	-	-	78,000
10-50-362	Computer Support	-	-	5,800
10-50-363	Community Survey	-	-	-
10-50-376	Public Relations	-	-	6,000
10-50-359	Strategic Planning	-	-	5,000
10-50-361	Town Manager Search	-	-	-
10-50-371	Travel Expense	-	-	3,500
10-50-372	Meeting Expense	-	-	3,600
10-50-380	Tuition & Books	-	-	10,000
10-50-395	Contract Payments	-	-	15,000
	<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>137,776</b>
<b>DISCRETIONARY FUNDING</b>				
10-50-420	Castle Peak Senior Center	-	-	-
10-50-450	Special Board Funding	-	-	-
10-50-915	Community Requests	-	-	72,500
	<b>TOTAL DISCRETIONARY FUNDING</b>	<b>-</b>	<b>-</b>	<b>72,500</b>
<b>FIXED CHARGES</b>				
10-50-510	CIRSA Insurance	-	-	25,000
	<b>TOTAL FIXED CHARGES</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
10-50-900	<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>453,295</b>

# Administration Department

## Finance

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### 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 for 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 quarterly reporting of the Town's financial condition and budget comparisons to the Board of Trustees and department heads to facilitate good oversight, management and ensure the fiscal stability of the Town
- Monitor revenue sources and trends in order to react quickly and appropriately during changing economic conditions
- Effectively supervise employees of the Finance Department and resolve work flow issues
- 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
- Adhere to budget calendar and assist with development of the Five-Year Capital Improvement Program
- Develop basic Purchasing Policies for review by Town Manager and adoption by Board of Trustees
- Assist HR Manager with development of Retirement Plan RFP and solicitation of bids and 2018 Compensation Plan
- Attend leadership training
- Assist Town Manager with oversight of Visitor Center

## **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
- Insure consistency in sales tax reporting

# Administration Department

## Town Clerk

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### **DESCRIPTION**

The office of the Town Clerk prepares agenda materials, packets, and minutes for Town Board meetings; attends Board meetings; 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
- Participate in assessing how to implement on-line payments for some town fees
- Investigate tracking of licensing using Caselle 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 and data 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**

- Use IT to strengthen the organization's communication, accessibility and transparency
- Provide residents and visitors timely information and business interactions through website to enhance customer service

# Administration Department

## Human Resources

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### **DESCRIPTION**

The Town of Eagle desire to become an “Employer of Choice”. Efforts are underway to strengthen this function through the hiring of a full-time Human Resources Manager in late 2016. Human Resources oversees all aspects of workforce and employee management. This includes, but is not limited to, compliance, record keeping, payroll, establishing and updating policies and procedures, maintaining and updating the Employee Handbook and Safety Manual; developing and updating job descriptions; developing an organizational development and culture communication program, recruitment, compensation, employee classification, responding to employee concerns; and administration of employee benefits.

### **2016 ACCOMPLISHMENTS**

- Initiated Job Description development and update process to be finalized early 2017
- Developed and adopted 2017 Pay Plan
- Reviewed exempt and non-exempt status of all staff and remedied discrepancies to comply with state and federal regulations
- MSEC, consultants and legal staff reviewed outdated employee or personnel handbook and prepared first draft to adopt in first quarter of 2017
- Identified need for and successfully hired two new positions/FTE's: HR Manager and Administrative Assistant for Community Development
- Successfully hired four additional positions due to vacancies: Town Manager, Special Events Coordinator, Building and Grounds Maintenance Worker and Police Officer

### **GOALS**

- Provide performance evaluation initial training for all supervisors in January of 2017.
- Ensure the completion of performance evaluations for all staff and decide on status of merit increases to be effective by March 1<sup>st</sup>
- Finalize and maintain an updated Employee Handbook that clearly lists employee policies required for employee management that protects the Town and ensures compliance
- Develop organization culture action plan
- Complete total compensation study in 2017 (pay, all benefits, time off, comp. time, etc.) to ensure plans and policies are sustainable and competitive in the market to be completed by 3<sup>rd</sup> quarter
- Prepare for implementation of health insurance cost share for 2018 and hold timely open enrollment proposed for mid-November 2017
- Implement professional development program for entire organization
- Spearhead RFP bid for retirement plan in March
- Become primary worker's comp claims management contact and oversee cost containment strategies

### **OBJECTIVES**

- Engage and collaborate with MSEC to develop and schedule customized performance management training
- Update existing performance appraisal process to align with a best practices approach

### **OBJECTIVES (continued)**

- Analyze existing practices and develop compensation policy options (e.g. pay policy, philosophy, how adjustments are determined, comp time, on-call, bonus practices, etc.)
- Evaluate time-keeping practices, recommend solutions for liability areas
- Review new Employee Handbook with all supervisors and employees and train employees for understanding and compliance
- Analyze how values and vision are currently communicated organization wide, develop a strategy to define and communicate our culture and strategic plan
- Conduct research of competitors' total compensation practices to include in 4<sup>th</sup> quarter analysis of benefits renewal process
- Identify organizational development needs and resources for management and staff including hiring practices, coaching and performance improvement training for supervisors and managers, constructive feedback, change management, etc.
- Develop employee recognition program

### **HIGHLIGHTS**

- Evaluate HR Information Systems (HRIS) needs and options
- Human Resources Manager on-boarded late November 2016

FUND: GENERAL  
 DEPT: GENERAL ADMINISTRATION

**SUMMARY OF EXPENDITURES**

	<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
<b>TOTAL EXPENDITURES</b>	<b><u>1,329,467</u></b>	<b><u>1,478,219</u></b>	<b><u>1,491,721</u></b>	<b><u>710,749</u></b>

FUND: GENERAL  
DEPT: GENERAL ADMINISTRATION

**DETAIL OF EXPENDITURES**

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
<b>PERSONNEL SERVICES</b>					
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	-
<b><i>Employer Contributions</i></b>					
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
<b>TOTAL PERSONNEL SERVICES</b>		<b>845,529</b>	<b>914,057</b>	<b>871,047</b>	<b>483,756</b>
<b>SUPPLIES</b>					
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
<b>TOTAL SUPPLIES</b>		<b>11,946</b>	<b>26,450</b>	<b>24,000</b>	<b>20,500</b>
<b>PURCHASED SERVICES</b>					
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	-

**DETAIL OF EXPENDITURES (continued)**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PURCHASED SERVICES (continued)</b>				
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
<b>TOTAL PURCHASED SERVICES</b>	<b>265,753</b>	<b>340,424</b>	<b>400,386</b>	<b>155,980</b>
<b>DISCRETIONARY FUNDING</b>				
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	-
<b>TOTAL DISCRETIONARY FUNDING</b>	<b>95,600</b>	<b>109,000</b>	<b>106,500</b>	<b>-</b>
<b>FIXED CHARGES</b>				
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
<b>TOTAL FIXED CHARGES</b>	<b>53,129</b>	<b>51,688</b>	<b>53,188</b>	<b>28,188</b>
10-51-710 <b>CAPITAL OUTLAY</b>	<b>-</b>	<b>26,600</b>	<b>26,600</b>	<b>17,325</b>
10-51-900 <b>CONTINGENCY</b>	<b>57,509</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>172,439</b>	<b>150,288</b>	<b>151,788</b>	<b>710,749</b>

# Community Development Department

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## **DESCRIPTION**

The Community Development Department is responsible for long range planning, including the Eagle Area Community Plan, West Eagle Sub-Area Plan and the recently completed Eagle River Corridor Plan; review and processing of land use applications, including revisions to the 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 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 0.5% Tax Increase
- Completion of 90% Design Drawings for In-Stream portion of River Park
- IGA with Eagle County for River Park
- Selected Civil/Landscape Architecture Team for Riverfront Park
- Selective Land Use Code Amendments, including major overhaul of the sign code to be adopted in 2018
- Coordinated CDOT land disposition to City Market, facilitated land use applications, and directed the preparation of Development Improvements Agreements
- Facilitate development of SH 6 Plan

*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. This approach will continue in 2017. Possible major revisions will be discussed for 2018.*

## **GOALS**

- Amend 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
- 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 and schedule bi monthly regular meetings to review development applications and discuss issues
- Work with Eagle County School District to revise School Land Dedication Regulations and Adequate Public Facilities
- Review Street Improvements Fees for needed changes

## **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

FUND:GENERAL  
 DEPT: COMMUNITY DEVELOPMENT

**SUMMARY OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICE	-	-	-	400,244
SUPPLIES	-	-	-	3,450
PURCHASED SERVICES	-	-	-	138,890
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	-	-	5,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>547,584</b>

FUND:GENERAL  
DEPT: COMMUNITY DEVELOPMENT

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
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
<b><i>Employer Contributions</i></b>				
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
<b>TOTAL PERSONNEL SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,244</b>
<b>SUPPLIES</b>				
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
<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,450</b>
<b>PURCHASED SERVICES</b>				
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	-	-	-	32,500
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
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>138,890</b>

FUND:GENERAL  
 DEPT: COMMUNITY DEVELOPMENT

**FIXED CHARGES**

10-52-510	CIRSA Insurance	-	-	-	-
	<b>TOTAL FIXED CHARGES</b>	-	-	-	-
10-52-710	<b>CAPITAL OUTLAY</b>	-	-	-	-
10-52-900	<b>CONTINGENCY</b>	-	-	-	<b>5,000</b>
	<b>TOTAL EXPENDITURES</b>	-	-	-	<b>547,584</b>

# Streets Department

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## **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 drainage, and winter maintenance within the Public ROW.

## **2016 ACCOMPLISHMENTS**

- Completed pavement management study. Pavement condition index (PCI) is 77 which is very good, well above the national averages. Backlog of “Very Poor” and “Poor” roads is 0.2% which is excellent.
- Devolution will be completed by the end of the year; Town will assume full responsibility for Grand Avenue including access control.
- Partial reconstruction on Sixth Street. Old asphalt was removed, 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

<b><u>SUMMARY OF EXPENDITURES</u></b>	<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
<b>TOTAL EXPENDITURES</b>	<b><u>1,123,069</u></b>	<b><u>1,404,016</u></b>	<b><u>1,188,271</u></b>	<b><u>1,207,277</u></b>

**DETAIL OF EXPENDITURES**

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
<b>PERSONNEL SERVICES</b>					
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
<b><i>Employer Contributions</i></b>					
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
<b>TOTAL PERSONNEL SERVICES</b>		<b>716,346</b>	<b>841,959</b>	<b>654,264</b>	<b>484,277</b>
<b>SUPPLIES</b>					
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	-	-
<b>TOTAL SUPPLIES</b>		<b>119,066</b>	<b>151,299</b>	<b>149,799</b>	<b>137,900</b>
<b>PURCHASED SERVICES</b>					
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
<b>TOTAL PURCHASED SERVICES</b>		<b>263,130</b>	<b>381,240</b>	<b>364,690</b>	<b>555,600</b>

**DETAIL OF EXPENDITURES (continued)**

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

# Engineering Department

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## **DESCRIPTION**

Engineering is a new department in 2017, formally a function included in the Streets Department. The department consists of the Town Engineer, Assistant Town Engineer and Public Works Inspector. Beginning in 2017 the Town Engineer will report directly to the Town Manager. The Town hopes to complete the hiring of a Town Engineer in late 2016 or early 2017.

## **2016 ACCOMPLISHMENTS**

- Oversaw water system improvements including: upgrade of Wall Street and Brush 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

## **HIGHLIGHTS**

Grow into being a separate department.

FUND:GENERAL  
DEPT: ENGINEERING

**SUMMARY OF EXPENDITURES**

	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
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>347,161</b>

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
10-59-110 Salaries & Wages	-	-	-	198,077
10-59-120 Overtime	-	-	-	5,150
10-59-125 Bonus	-	-	-	1,597
<i><b>Employer Contributions</b></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
<b>TOTAL PERSONNEL SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>289,811</b>
<b>SUPPLIES</b>				
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
<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,750</b>
<b>PURCHASED SERVICES</b>				
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	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,600</b>

**DETAIL OF EXPENDITURES (continued)**

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

# Buildings & Grounds Department

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## **DESCRIPTION**

Maintain Town buildings, restrooms, parks, Broadway streetscape, Visitor Center and 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**

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

**SUMMARY OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
PERSONNEL SERVICES	296,181	324,818	289,338	319,458
SUPPLIES	92,828	85,500	80,300	86,600
PURCHASED SERVICES	139,561	230,081	158,313	179,070
FIXED CHARGES	11,210	15,314	15,314	16,000
CAPITAL OUTLAY	-	-	-	35,850
CONTINGENCY	-	5,000	-	5,000
<b>TOTAL EXPENDITURES</b>	<b><u>539,780</u></b>	<b><u>660,713</u></b>	<b><u>543,265</u></b>	<b><u>641,978</u></b>

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017	
<b>PERSONNEL SERVICES</b>					
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
<b><i>Employer Contributions</i></b>					
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
	<b>TOTAL PERSONNEL SERVICES</b>	<b>296,181</b>	<b>324,818</b>	<b>289,338</b>	<b>319,458</b>
<b>SUPPLIES</b>					
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	8,100
10-56-240	Janitorial Supplies	15,688	16,500	16,500	17,000
	<b>TOTAL SUPPLIES</b>	<b>92,828</b>	<b>85,500</b>	<b>80,300</b>	<b>86,600</b>
<b>PURCHASED SERVICES</b>					
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	50,570
10-56-362	Computer Support	835	1,122	500	1,200
10-56-395	Contract Payments	16,565	87,000	21,000	23,000
	<b>TOTAL PURCHASED SERVICES</b>	<b>139,561</b>	<b>230,081</b>	<b>158,313</b>	<b>179,070</b>
<b>FIXED CHARGES</b>					
10-56-510	CIRSA Insurance	11,210	15,314	15,314	16,000
	<b>TOTAL FIXED CHARGES</b>	<b>11,210</b>	<b>15,314</b>	<b>15,314</b>	<b>16,000</b>
10-56-710	<b>CAPITAL OUTLAY</b>	-	-	-	<b>35,850</b>
10-56-900	<b>CONTINGENCY</b>	-	<b>5,000</b>	-	<b>5,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>539,780</b>	<b>660,713</b>	<b>543,265</b>	<b>641,978</b>

**DETAIL OF EQUIPMENT & CAPITAL OUTLAY**

<b>DETAIL OF EQUIPMENT (NON-CAPITAL)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>REVISED</b>	<b>BUDGET</b>
10-56-235		<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
	AED	-	-	-	3,600
	Trailer	-	3,500	3,500	-
	IT Equipment	806	-	-	-
	Pavilion Equipment	-	-	-	-
	Lawn Aerator	3,999	-	-	-
	Miscellaneous Equipment	3,284	4,000	4,000	4,500
	<b>TOTAL EQUIPMENT (NON-CAPITAL)</b>	<b>8,089</b>	<b>7,500</b>	<b>7,500</b>	<b>8,100</b>
<b>DETAIL OF CAPITAL OUTLAY</b>					
10-56-710	Information Center Roof Replacement	-	-	-	18,850.00
	Pavilion Improvements - Carpet	-	-	-	6,000.00
	Pavilion Improvements - Blinds	-	-	-	11,000.00
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,850</b>

# Public Safety Department

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## **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 5<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> party goals

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## **2016 ACCOMPLISHMENTS (continued)**

- **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)

## **2016 ACCOMPLISHMENTS (continued)**

- **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 an 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 recourses efficiently and continue our focus with local and state grant applications.
- Focus on retention of qualified staff.

## **GOALS**

- 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 3<sup>rd</sup> 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.*

**SUMMARY OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
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	255,952	267,127
FIXED CHARGES	20,475	20,469	19,969	21,475
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	10,000	-	10,000
<b>TOTAL EXPENDITURES</b>	<b><u>1,264,482</u></b>	<b><u>1,479,414</u></b>	<b><u>1,465,937</u></b>	<b><u>1,618,718</u></b>

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
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
<b><i>Employer Contributions</i></b>				
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
<b>TOTAL PERSONNEL SERVICES</b>	<b>949,519</b>	<b>1,124,702</b>	<b>1,140,716</b>	<b>1,255,226</b>
<b>SUPPLIES</b>				
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
<b>TOTAL SUPPLIES</b>	<b>39,869</b>	<b>55,490</b>	<b>49,300</b>	<b>64,890</b>
<b>PURCHASED SERVICES</b>				
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
10-55-450 Charitable Organization Fee Donation	-	-	300	-
<b>TOTAL PURCHASED SERVICES</b>	<b>254,620</b>	<b>268,753</b>	<b>255,952</b>	<b>267,127</b>

**DETAIL OF EXPENDITURES (continued)**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FIXED CHARGES</b>				
10-55-510 CIRSA Insurance	20,475	20,469	19,969	21,475
<b>TOTAL FIXED CHARGES</b>	<b>20,475</b>	<b>20,469</b>	<b>19,969</b>	<b>21,475</b>
10-55-710 <b>CAPITAL OUTLAY</b>	-	-	-	-
10-55-900 <b>CONTINGENCY</b>	-	<b>10,000</b>	-	<b>10,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,264,482</b>	<b>1,479,414</b>	<b>1,465,937</b>	<b>1,618,718</b>

**DETAIL OF EQUIPMENT & CAPITAL OUTLAY**

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

# Municipal Court Department

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

FUND:GENERAL  
DEPT: MUNICIPAL COURT

<b><u>SUMMARY OF EXPENDITURES</u></b>	<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
DISCRETIONARY FUNDING	-	-	-	300
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	-	-	5,000
<b>TOTAL EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u><b>65,010</b></u>

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
10-53-110 Salaries & Wages	-	-	-	30,382
10-53-120 Overtime	-	-	-	-
10-53-125 Bonus	-	-	-	337
<b><i>Employer Contributions</i></b>				
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
<b>TOTAL PERSONNEL SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,865</b>
<b>SUPPLIES</b>				
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
<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,275</b>
<b>PURCHASED SERVICES</b>				
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
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,570</b>
<b>DISCRETIONARY FUNDING</b>				
10-53-450 Charitable Organization Fee Donation	-	-	-	300
<b>TOTAL DISCRETIONARY FUNDING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>
<b>FIXED CHARGES</b>				
10-53-510 CIRSA Insurance	-	-	-	-
<b>TOTAL FIXED CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
10-53-710 <b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
10-53-900 <b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64,710</b>

**DETAIL OF EQUIPMENT & CAPITAL OUTLAY**

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

# Information Center Department

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## **DESCRIPTION**

The Information Center (and adjacent historical museum) serves as a way to draw traffic from I-70 into Eagle to increase the sales of goods and services. The Information Center also provides information to travelers. The Information Center, museum and Chambers Park sites are included in the design of the Riverfront Park.

## **2016 ACCOMPLISHMENTS**

- Continue to be involved in riverfront planning, especially as relates to Chambers Park
- Revenues in 2016 increased approximately 6% from 2015, insuring revenues will cover operating costs, but not the 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

## **HIGHLIGHTS**

Visitor center improvements will take place in 2017

<b><u>SUMMARY OF EXPENDITURES</u></b>	<u>ACTUAL</u> <u>2015</u>	<u>BUDGET</u> <u>2016</u>	<u>REVISED</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>
PERSONNEL SERVICES	68,713	67,155	72,840	79,777
INVENTORY	121,288	101,200	118,000	118,000
SUPPLIES	21,577	20,100	21,800	21,800
PURCHASED SERVICES	11,991	11,034	11,017	10,700
FIXED CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	-	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b><u>223,568</u></b>	<b><u>200,489</u></b>	<b><u>224,657</u></b>	<b><u>231,277</u></b>

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
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
<b><i>Employer Contributions</i></b>				
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
<b>TOTAL PERSONNEL SERVICES</b>	<b>68,713</b>	<b>67,155</b>	<b>72,840</b>	<b>79,777</b>
<b>INVENTORY</b>				
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
<b>TOTAL INVENTORY</b>	<b>121,288</b>	<b>101,200</b>	<b>118,000</b>	<b>118,000</b>
<b>SUPPLIES</b>				
10-57-210 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	-	-	-	-
10-57-255 Sales Tax	18,567	16,800	18,500	18,500
<b>TOTAL SUPPLIES</b>	<b>21,577</b>	<b>20,100</b>	<b>21,800</b>	<b>21,800</b>
<b>PURCHASED SERVICES</b>				
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
<b>TOTAL PURCHASED SERVICES</b>	<b>11,991</b>	<b>11,034</b>	<b>11,017</b>	<b>10,700</b>
<b>FIXED CHARGES</b>				
10-57-510 CIRSA Insurance	-	-	-	-
<b>TOTAL FIXED CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
10-57-710 <b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
10-57-900 <b>CONTINGENCY</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL EXPENDITURES</b>	<b>223,568</b>	<b>200,489</b>	<b>224,657</b>	<b>231,277</b>

# Marketing & Events Department

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## **DESCRIPTION**

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

The Special Event Coordinator works with an advisory board, the Marketing & Events Advisory Committee (MEAC), consisting of local business leaders and residents selected by the Town Board of Trustees. The primary role of MEAC 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, MEAC 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.

## **2016 ACCOMPLISHMENTS**

### **Events**

- Funded and oversaw over 25 MEAC events
- Funded and oversaw over 20 Community Request events
- Revised event rating criteria
- Improved event permitting process and internal communications
- Began work on establishing special events policies
- Revised event rating criteria to reflect priorities
- Formalized event recap process for event producers to MEAC
- Transitioned to new, full-time special events coordinator
- Updated Flight Days carnival and secured \$13,000 in sponsorships
- Hosted Super Bowl Champion Denver Broncos for fan appreciation day
- Hosted 4<sup>th</sup> Colorado High School Cycling League State Championships and secured Coaches Summit and State Championships for 2017

### **Marketing**

- Article placements in local and regional media, including Elevation Outdoors magazine and numerous Vail Daily covers
- Hosted 80 mountain bike enthusiasts from around the country for the National Interscholastic Cycling Association annual conference
- Website traffic on eagleoutside.com is up 90.10% year-over-year from 2015, with users, page views, pages per session also up. Bounce rate is down.
- Facebook campaign generated 618,585 impressions and 15,508 clicks
- Google AdWords campaign generated 52,483 impressions and 1,525 clicks
- Won 2015 Vail Valley Partnership Tourism Professional of the Year for Eagle tourism efforts

## **Other**

- Contributed to Eagle River Corridor master plan, public relations and communications leading to passage of sales tax ballot measure
- Eagle River Corridor Plan roundtable discussion with participating communities (Golden, Buena Vista and Salida, CO)
- Assisted in creation of [www.townofeaglerivercorridorplan.org](http://www.townofeaglerivercorridorplan.org) website
- 2016 Eagle River Park communications plan
- Completed trail signage kiosk project
- Facilitated Community Impact Award process, nominations and prizes

## **GOALS**

- Successfully transition new Special Event Coordinator
- Finalize development, adoption and implementation of special event policies and procedures and insure that we continue positive momentum created in recent years (single point of contact, user friendly and not bureaucratic)
- Establish a procedure for collecting estimated economic impact of events
- Improve upon tracking of all in-kind services (Public Works and Police Department)
- Be more selective in funding special events, including more focus on “heads in beds”
- Increased focus on quality and management of special events, especially larger events
- Strong coordination and communication between Town departments related to planning and execution of special events (review applicability of utilizing the Incident Command System (ICS))
- Where possible, event producers utilize outside companies to provide services such as security and sanitation

## **OBJECTIVES**

- Create a set of standards that all event producers agree to, including post event reporting expectation, marketing guidelines, and health and safety best practices (risk management)
- Update permit application, MEAC request and other specific documents to a user friendly electronic format
- Develop “vendors list” that special event producers can utilize in support of their events, with possibility of discount
- Town works its way out of business of supplying tents, barricades, and cones, except for a few select community events.
- Hold “pre” and “post” meetings for larger events
- Implement internal master calendar for special events to facilitate better communication and coordination of special events
- Review security deposits and insurance in order to adequately protect the Town

## **HIGHLIGHTS**

- Improve overall management of special events through development of special event policies, best practices and overall coordination between departments
- \$160,800 in MEAC requests for event funding for 2017 (budget \$72,000)
- \$106,600 in Community Requests (events and programming) for 2017 (budget \$72,500)
- Accounting for time spent on events by Public Works, Police Dept. and Open Space in 2017 MEAC budget

<b><u>SUMMARY OF EXPENDITURES</u></b>	<b>ACTUAL 2015</b>	<b>BUDGET 2016</b>	<b>REVISED 2016</b>	<b>BUDGET 2017</b>
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	151,500
CONTINGENCY	-	366	366	-
<b>TOTAL EXPENDITURES</b>	<b>192,225</b>	<b>236,017</b>	<b>255,835</b>	<b>281,304</b>

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

**DETAIL OF EXPENDITURES**

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
<b>PERSONNEL SERVICES</b>					
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
<b>Employer Contributions</b>					
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
<b>TOTAL PERSONNEL SERVICES</b>		<b>76,883</b>	<b>88,317</b>	<b>50,957</b>	<b>120,804</b>
<b>SUPPLIES</b>					
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
<b>TOTAL SUPPLIES</b>		<b>14,196</b>	<b>17,500</b>	<b>14,148</b>	<b>9,000</b>
<b>PURCHASED SERVICES</b>					
10-58-310	Communication & Transportation	-	750	150	500
10-58-330	Dues and Subscriptions	-	1,000	30	500
10-58-352	Auditing Services	1,382	-	-	3,000
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	72,000
<b>TOTAL PURCHASED SERVICES</b>		<b>101,146</b>	<b>129,834</b>	<b>190,364</b>	<b>151,500</b>
10-58-710	<b>CAPITAL OUTLAY</b>	-	-	-	-
10-58-900	<b>CONTINGENCY</b>	-	<b>366</b>	<b>366</b>	-
<b>TOTAL EXPENDITURES</b>		<b>192,225</b>	<b>236,017</b>	<b>255,835</b>	<b>281,304</b>

# Water Fund

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## **DESCRIPTION**

Responsible for providing quality domestic water service safe to all Town residents, as well as out of Town users. Responsibilities include maintaining the water treatment plant, the distribution system, water meters, managing residential distribution and forming a long range capital plan. The Town funds the system through fees to customers, which are adjusted annually, and tap fees. The Town is embarking on the construction of a second water treatment plant, the Lower Basin Water Treatment Plant.

## **2016 ACCOMPLISHMENTS**

- Completed Brush Creek water intake structure
- Initiated a distribution system capacity analysis and completed much of the work in 2016
- Completed recommended water rate/tap fee study, with community engagement to begin in 2017
- Participated water utility branding workshop in order to help facilitate community engagement
- Completed water main replacements on Wall Street and new PRV at old water plant

## **GOALS**

- Maintain and operate system efficiently
- Increase production and storage capacity at the right time
- Increase revenues to cover projected expenses plus reserves
- Explore desire and need for additional conservation measures
- Successfully engage community related to Lower Basin Water Plan, potentially through utility branding effort
- Take a comprehensive look at all aspects of providing water service, including accuracy of billing and best practices
- Submit Loan for LBWTP to State Revolving Loan Fund and/or issue Water Revenue Bonds
- Complete and adopt water rate and tap fee study
- Purchase needed easement and design extension of water line to Violet Lane
- Complete Cemetery Water Tank Study

## **OBJECTIVES**

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

## **HIGHLIGHTS**

- Expediently moving forward on process to construct Lower Basin Water Treatment Project

## WATER FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCE - BEGINNING</b>	<b>8,523,393</b>	<b>7,821,702</b>	<b>8,526,419</b>	<b>9,074,899</b>
<b>REVENUE</b>				
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	-	-	-
<b>TOTAL REVENUE</b>	<b>3,055,650</b>	<b>2,869,918</b>	<b>3,332,868</b>	<b>3,452,733</b>
<b>TOTAL SOURCES</b>	<b>11,579,043</b>	<b>10,691,620</b>	<b>11,859,287</b>	<b>12,527,632</b>
<b>EXPENDITURES</b>				
Operating Expenditures	1,040,154	1,259,753	1,270,084	1,195,976
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	70,347
<b>TOTAL EXPENDITURES</b>	<b>3,052,623</b>	<b>2,572,533</b>	<b>2,784,388</b>	<b>2,143,887</b>
<b>FUND BALANCE - ENDING</b>	<b>8,526,419</b>	<b>8,119,087</b>	<b>9,074,899</b>	<b>10,383,745</b>

FUND: WATER

**DETAIL OF REVENUES**

	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	-	-	-
<b>TOTAL REVENUE</b>	<b>3,055,650</b>	<b>2,869,918</b>	<b>3,332,868</b>	<b>3,452,733</b>

FUND: WATER

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL</u> 2015	<u>BUDGET</u> 2016	<u>REVISED</u> 2016	<u>BUDGET</u> 2017
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	444,178	476,250
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
<b>TOTAL EXPENDITURES</b>	<b><u>3,052,623</u></b>	<b><u>2,572,533</u></b>	<b><u>2,784,388</u></b>	<b><u>2,143,887</u></b>

**DETAIL OF EXPENDITURES**

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
<b>PERSONNEL SERVICES</b>					
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
<b><i>Employer Contributions</i></b>					
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
<b>TOTAL PERSONNEL SERVICES</b>		<b>553,117</b>	<b>586,153</b>	<b>574,952</b>	<b>468,626</b>
<b>SUPPLIES</b>					
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
<b>TOTAL SUPPLIES</b>		<b>130,776</b>	<b>167,700</b>	<b>166,700</b>	<b>166,600</b>

**DETAIL OF EXPENDITURES (continued)**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017	
<b>PURCHASED SERVICES</b>					
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
52-59-347	Professional Services	-	-	10,195	17,000
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	-	-	35,338	6,500
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
	<b>TOTAL PURCHASED SERVICES</b>	<b>321,650</b>	<b>421,646</b>	<b>444,178</b>	<b>476,250</b>

FUND: WATER

**DETAIL OF EXPENDITURES (continued)**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FIXED CHARGES</b>				
52-59-510 CIRSA Insurance	34,610	34,254	34,254	34,500
<b>TOTAL FIXED CHARGES</b>	<b>34,610</b>	<b>34,254</b>	<b>34,254</b>	<b>34,500</b>
<b>CAPITAL OUTLAY</b>				
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	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,667,690</b>	<b>968,000</b>	<b>1,169,524</b>	<b>592,784</b>
<b>DEBT SERVICE</b>				
52-59-810 Debt Issuance Cost	-	-	-	30,000
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
<b>TOTAL DEBT SERVICE</b>	<b>284,780</b>	<b>284,780</b>	<b>284,780</b>	<b>284,780</b>
52-59-900 <b>CONTINGENCY</b>	-	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
52-59-920 <b>TRANSFERS TO OTHER FUNDS</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>70,347</b>
<b>TOTAL EXPENDITURES</b>	<b>3,052,623</b>	<b>2,572,533</b>	<b>2,784,388</b>	<b>2,143,887</b>

**DETAIL OF EQUIPMENT, CAPITAL OUTLAY & TRANSFERS**

<b>DETAIL OF EQUIPMENT- (NON-CAPITAL)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
52-59-235					
	IT Equipment	8,819	700	700	-
	Miscellaneous Equipment	10,000	10,000	10,000	-
	<b>TOTAL EQUIPMENT (NON-CAPITAL)</b>	<b>18,819</b>	<b>10,700</b>	<b>10,700</b>	<b>-</b>
<b>DETAIL OF CAPITAL OUTLAY</b>					
52-59-710	Miscellaneous Equipment	-	-	-	8,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,000</b>
<b>DETAIL OF TRANSFERS TO OTHER FUNDS</b>					
52-59-920	Transfer to General Fund	60,000	60,000	60,000	70,347
	<b>TOTAL TRANSFERS</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>70,347</b>

# Waste Water Fund

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## **DESCRIPTION**

Responsible for treatment of wastewater for the residents in the Town of Eagle, including maintaining the sewer plant on Violet Lane, installing 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. The waste water 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 as a result of increased funding in the 2016 Budget
- 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
- Implement Ten-year plant maintenance study
- Participate in development of 2018-2022 Capital Improvement Plan

## **OBJECTIVES**

- Consistently monitor plant through regular testing and reporting to ensure excellence in operations and compliance with regulations
- Fund a tap fee and a rate study for wastewater

## **HIGHLIGHTS**

- Budget does not reflect any major changes to the operation of the plant
- Complete tap fee and rate study

## WASTE WATER FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCE - BEGINNING</b>	<b>1,323,446</b>	<b>1,780,663</b>	<b>2,032,774</b>	<b>2,599,785</b>
<b>RATE STABILIZATION ACCOUNT <sup>1</sup></b>	<b>195,561</b>	<b>206,163</b>	<b>195,561</b>	<b>208,313</b>
<b>REVENUE</b>				
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	-	-	-	-
<b>TOTAL REVENUE</b>	<b>2,703,531</b>	<b>2,461,630</b>	<b>2,701,232</b>	<b>2,791,076</b>
<b>TOTAL SOURCES</b>	<b>4,222,539</b>	<b>4,448,456</b>	<b>4,929,567</b>	<b>5,599,174</b>
<b>EXPENDITURES</b>				
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-Out	60,000	60,000	60,000	48,405
<b>TOTAL EXPENDITURES</b>	<b>1,994,204</b>	<b>2,227,290</b>	<b>2,121,469</b>	<b>2,035,510</b>
<b>RATE STABILIZATION ACCOUNT <sup>1</sup></b>	<b>195,561</b>	<b>231,508</b>	<b>208,313</b>	<b>214,831</b>
<b>FUND BALANCE - ENDING</b>	<b>2,032,774</b>	<b>1,989,658</b>	<b>2,599,785</b>	<b>3,348,832</b>

<sup>1</sup> 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

FUND: WASTEWATER

<b><u>DETAIL OF REVENUES</u></b>		<u>ACTUAL</u> 2015	<u>BUDGET</u> 2016	<u>REVISED</u> 2016	<u>BUDGET</u> 2017
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	-	-	-	-
	<b>TOTAL REVENUE</b>	<b><u>2,703,531</u></b>	<b><u>2,461,630</u></b>	<b><u>2,701,232</u></b>	<b><u>2,791,076</u></b>

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

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
<b>TOTAL EXPENDITURES</b>	<b><u>1,994,204</u></b>	<b><u>2,227,290</u></b>	<b><u>2,121,469</u></b>	<b><u>2,035,510</u></b>

FUND: WASTEWATER

**DETAIL OF EXPENDITURES**

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
<b>PERSONNEL SERVICES</b>					
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
<b><i>Employer Contributions</i></b>					
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
<b>TOTAL PERSONNEL SERVICES</b>		<b>170,007</b>	<b>208,361</b>	<b>194,009</b>	<b>217,334</b>
<b>SUPPLIES</b>					
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
<b>TOTAL SUPPLIES</b>		<b>104,138</b>	<b>122,650</b>	<b>115,000</b>	<b>119,600</b>
<b>PURCHASED SERVICES</b>					
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
<b>TOTAL PURCHASED SERVICES</b>		<b>420,800</b>	<b>457,897</b>	<b>387,117</b>	<b>396,860</b>

**DETAIL OF EXPENDITURES (continued)**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FIXED CHARGES</b>				
51-58-510 CIRSA Insurance	27,300	27,125	27,125	27,125
<b>TOTAL FIXED CHARGES</b>	<b>27,300</b>	<b>27,125</b>	<b>27,125</b>	<b>27,125</b>
<b>CAPITAL OUTLAY</b>				
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	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>32,691</b>	<b>131,023</b>	<b>114,667</b>	<b>-</b>
<b>DEBT SERVICE</b>				
51-58-820 Wastewater Loan Payment 1997 <sup>1</sup>	176,200	170,114	173,431	177,026
51-58-825 Wastewater Loan Payment 2007 <sup>2</sup>	924,282	921,334	921,334	920,374
51-58-827 Wastewater Loan Payment 2011 <sup>3</sup>	78,786	78,786	78,786	78,786
<b>TOTAL DEBT SERVICE</b>	<b>1,179,268</b>	<b>1,170,234</b>	<b>1,173,551</b>	<b>1,176,186</b>
51-58-900 <b>CONTINGENCY</b>	-	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
51-58-920 <b>TRANSFERS TO OTHER FUNDS</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>48,405</b>
<b>TOTAL EXPENDITURES</b>	<b>1,994,204</b>	<b>2,227,290</b>	<b>2,121,469</b>	<b>2,035,510</b>

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

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

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

**DETAIL OF EQUIPMENT, CAPITAL OUTLAY & TRANSFERS**

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

# Refuse Fund

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## **DESCRIPTION**

Beginning in April of 2009 the Town contracted out to a private hauler for pickup and disposal of curbside residential solid waste and recycling. The Town also provides other services: 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**

- Yard Waste facility reduced 2016 budget expenses due to Gypsum Biomass Plant hauling and chipping yard waste material at no cost
- Low number of customer complaints for contracted trash pickup

## **GOALS**

- Continue to operate Yard Waste facility within budget
- Continue to provide trash service in an economical way, including review of the use of overtime and possibility of hiring part-time and/or utilizing seasonal help during certain times of the year

## **OBJECTIVES**

- Work with private contractor to compost leaves at their facility

## **HIGHLIGHTS**

- No significant changes in budget or operational practices

## REFUSE FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCE - BEGINNING</b>	<b>157,040</b>	<b>116,712</b>	<b>128,103</b>	<b>158,490</b>
<b>REVENUE</b>				
Operating Revenues	592,376	586,859	577,000	593,090
Non-Operating Revenues	286	450	1,060	1,200
Transfers-In	-	-	10,577	-
<b>TOTAL REVENUE</b>	<b>592,662</b>	<b>587,309</b>	<b>588,637</b>	<b>594,290</b>
<b>TOTAL SOURCES</b>	<b>749,702</b>	<b>704,021</b>	<b>716,740</b>	<b>752,780</b>
<b>EXPENDITURES</b>				
Operating Expenditures	571,502	573,509	529,500	575,944
Capital Expenditures	22,097	-	-	-
Transfers-Out	28,000	28,750	28,750	18,500
<b>TOTAL EXPENDITURES</b>	<b>621,599</b>	<b>602,259</b>	<b>558,250</b>	<b>594,444</b>
<b>FUND BALANCE - ENDING</b>	<b>128,103</b>	<b>101,762</b>	<b>158,490</b>	<b>158,336</b>

FUND: REFUSE

**DETAIL OF REVENUES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>OPERATING REVENUES</b>				
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
<b>OPERATING REVENUES</b>	<b>592,376</b>	<b>586,859</b>	<b>577,000</b>	<b>593,090</b>
<b>NON-OPERATING REVENUES</b>				
53-436-50 INTEREST INCOME	286	450	1,060	1,200
53-436-70 MISCELLANEOUS REVENUE	-	-	-	-
<b>NON-OPERATING REVENUES</b>	<b>286</b>	<b>450</b>	<b>1,060</b>	<b>1,200</b>
<b>TRANSFERS</b>				
53-437-30 TRANSFER FROM GENERAL FUND 1	-	-	10,577	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>10,577</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>592,662</b>	<b>587,309</b>	<b>588,637</b>	<b>594,290</b>

1 Transfer is for net salvage value of dump truck originally purchased in the Refuse Fund for trash services while Town still maintained trash operations. Streets department now utilizes the dump truck and a transfer of the salvage value must be made between the general fund and refuse fund

FUND: REFUSE

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL</u> 2015	<u>BUDGET</u> 2016	<u>REVISED</u> 2016	<u>BUDGET</u> 2017
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
<b>TOTAL EXPENDITURES</b>	<b><u>621,599</u></b>	<b><u>602,259</u></b>	<b><u>558,250</u></b>	<b><u>594,444</u></b>

**DETAIL OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>PERSONNEL SERVICES</b>				
53-53-110 Salaries & Wages	-	-	-	-
53-53-120 Overtime	-	-	-	8,240
<i><b>Employer Contributions</b></i>				
53-53-141 Unemployment Insurance	-	-	-	25
53-53-142 Workmen's Compensation	-	-	-	249
53-53-144 F.I.C.A.	-	-	-	630
<b>TOTAL PERSONNEL SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,144</b>
<b>SUPPLIES</b>				
53-53-210 Office Supplies	-	-	750	750
53-53-220 Operating Supplies	-	5,000	2,500	2,500
53-53-235 Equipment (non-capital)	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>
<b>PURCHASED SERVICES</b>				
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 <sup>1</sup>	531,830	530,509	520,000	535,600
<b>TOTAL PURCHASED SERVICES</b>	<b>571,502</b>	<b>563,509</b>	<b>527,000</b>	<b>564,300</b>
<b>CAPITAL OUTLAY</b>				
53-53-710 Equipment	-	-	-	-
53-53-720 Yardwaste Facility	22,097	-	-	-
53-53-713 Recycle Centers	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>22,097</b>	<b>-</b>	<b>-</b>	<b>-</b>
53-53-900 <b>CONTINGENCY</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
53-53-920 <b>TRANSFERS TO OTHER FUNDS</b>	<b>28,000</b>	<b>28,750</b>	<b>28,750</b>	<b>18,500</b>
<b>TOTAL EXPENDITURES</b>	<b>621,599</b>	<b>602,259</b>	<b>558,250</b>	<b>594,444</b>

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

# Capital Improvements Fund

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## **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, sales tax, 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. This year a sinking fund has been established for a yet to be decided project. Riverfront related projects are now in the Riverfront Sales Tax Fund.

## **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
- 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**

- Develop plan for how to implement Pavement Management Plan (Town Board input desired)
- Completion of the Phase One of Grand Avenue Engineering/Planning Study
- Development of a rational and systematic plan for prioritizing, planning and funding capital improvements

## CAPITAL IMPROVEMENTS FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCES (Beginning):</b>				
<b>UNASSIGNED:</b>	<b>1,233,312</b>	<b>440,797</b>	<b>488,935</b>	<b>1,162,217</b>
<b>ASSIGNED:</b>	-	-	-	-
<b>RESTRICTED FOR:</b>				
<b>TABOR RESERVE</b>	<b>96,500</b>	<b>37,923</b>	<b>34,000</b>	<b>17,225</b>
<b>COMMUNITY ENHANCEMENT</b>	<b>37,288</b>	<b>80,109</b>	<b>37,662</b>	<b>81,339</b>
<b>TOTAL FUND BALANCES (Beginning)</b>	<b>1,367,100</b>	<b>558,829</b>	<b>560,597</b>	<b>1,260,781</b>
<b>REVENUE</b>				
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	1,217,246
<b>TOTAL REVENUE</b>	<b>310,746</b>	<b>1,026,707</b>	<b>1,274,361</b>	<b>1,803,397</b>
<b>TOTAL SOURCES</b>	<b>1,677,846</b>	<b>1,585,536</b>	<b>1,834,958</b>	<b>3,064,178</b>
<b>EXPENDITURES</b>				
Capital Expenditures	1,117,250	840,840	574,177	774,634
Transfer to General Fund	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,117,250</b>	<b>840,840</b>	<b>574,177</b>	<b>774,634</b>
<b>FUND BALANCES (Ending):</b>				
<b>RESTRICTED FOR:</b>				
<b>COMMUNITY ENHANCEMENT</b>	<b>37,662</b>	<b>123,786</b>	<b>81,339</b>	<b>125,890</b>
<b>TABOR RESERVE</b>	<b>34,000</b>	<b>25,225</b>	<b>17,225</b>	<b>23,239</b>
<b>ASSIGNED:</b>	-	-	-	<b>1,217,246</b>
<b>UNASSIGNED:</b>	<b>488,935</b>	<b>595,685</b>	<b>1,162,217</b>	<b>923,169</b>
<b>TOTAL FUND BALANCES (Ending):</b>	<b>560,597</b>	<b>744,696</b>	<b>1,260,781</b>	<b>2,289,544</b>

1 Per Holy Cross 2010 Franchise agreement

FUND:CAPITAL IMP.

**DETAIL CAPITAL EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>BLDGS, PARKS &amp; OPEN SPACE</b>				
31-51-724 Pool and Ice Capital Improvements Funding	40,000	50,000	40,000	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	-
<b>TOTAL BLDGS, PARKS &amp; OPEN SPACE</b>	<b>230,322</b>	<b>278,700</b>	<b>300,700</b>	<b>40,000</b>
<b>STREETS &amp; RIGHTS-OF-WAY</b>				
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	300,000
31-52-729 Path Improvements	183,597	-	-	-
31-52-734 Eby Creek Road Construction	111,239	-	24,000	21,634
31-52-737 Traffic Control Improvements	-	10,000	-	-
31-52-716 CBD Parking/Streetscape Improvements	-	100,000	-	-
31-52-740 Street Lights	-	30,000	-	30,000
<b>TOTAL STREETS &amp; RIGHTS-OF-WAY</b>	<b>318,590</b>	<b>315,000</b>	<b>68,328</b>	<b>351,634</b>
<b>EQUIPMENT</b>				
31-55-724 Patrol Vehicles	67,804	97,640	97,640	85,000
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	8,000
31-54-785 Skidsteer	-	-	-	60,000
<b>TOTAL EQUIPMENT</b>	<b>568,338</b>	<b>212,140</b>	<b>205,149</b>	<b>348,000</b>
31-51-900 <b>CONTINGENCY</b>	-	<b>35,000</b>	-	<b>35,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,117,250</b>	<b>840,840</b>	<b>574,177</b>	<b>774,634</b>

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)

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## **DESCRIPTION**

Design of the Riverfront project and initial construction will begin in 2017. All expenses associated with the Riverfront Project will be appropriated through this Fund, which is required per the Riverfront Bond Ordinance. Funding for other Town parks and path improvements may also be allocated through this fund. All proceeds from the half-cent sales tax, approved in April, 2016, will be received in this fund.

## **2016 ACCOMPLISHMENTS**

- Selected design/engineering related to Riverfront Park, utilizing diverse intergovernmental committee, including our primary partner, Eagle County
- Engaged Caroline Bradford as Project Coordinator
- Commenced Communication Plan to ensure public is informed regarding the Eagle River Project
- Formed a Citizens Committee, which has been meeting on a regular basis, to champion the 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
- 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 community engagement project related to design of the park
- Completion of Eagle river park design
- Work closely with Riverfront Citizens Committee and support private fundraising
- Apply for additional grants to support project
- 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
- Decide on when to hire project manager to oversee project

## **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
- Identify iconic feature visible from I-70 for inclusion in Park, continue discussion related to large eagle sculpture in Montana

## **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 Town Park as per recommendation of Board appointed Park Improvement Committee
- Project coming to fruition

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

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCE - BEGINNING</b>	-	-	-	<b>6,237,014</b>
<b>RESERVE - BEGINNING</b>	-	-	-	<b>161,619</b>
<b>REVENUE</b>				
61-431-30 Sales Tax	-	-	237,000	512,312
61-436-10 Interest on Investments	-	-	-	-
61-436-50 Bond Proceeds	-	-	5,200,000	-
61-436-60 Bond Premium	-	-	967,936	-
<b>TOTAL REVENUE</b>	-	-	<b>6,404,936</b>	<b>512,312</b>
 <b>TOTAL SOURCES</b>	-	-	<b>6,404,936</b>	<b>6,910,944</b>
 <b>EXPENDITURES</b>				
<b>PURCHASED SERVICES</b>				
61-50-372 Meeting Expense	-	-	-	13,000
61-50-347 Professional Services	-	-	-	69,000
<b>TOTAL PURCHASED SERVICES</b>	-	-	-	<b>82,000</b>
 <b>CAPITAL OUTLAY</b>				
61-50-745 Town Park Improvements	-	-	-	350,000
61-50-750 Design	-	-	-	356,395
61-50-760 Construction	-	-	-	465,000
61-50-715 Acquisitions	-	-	-	150,000
<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	<b>1,321,395</b>
 <b>DEBT SERVICE</b>				
61-50-810 Debt Service	-	-	53,422	319,538
61-50-810 Cost of Issuance	-	-	114,500	-
<b>TOTAL DEBT SERVICE</b>	-	-	<b>167,922</b>	<b>319,538</b>
 61-50-900 <b>CONTINGENCY</b>	-	-	-	<b>268,605</b>
<b>TOTAL EXPENDITURES</b>	-	-	<b>167,922</b>	<b>1,991,538</b>
 <b>RESERVE - ENDING</b>	-	-	<b>161,619</b>	<b>161,619</b>
<b>FUND BALANCE - ENDING</b>	-	-	<b>6,237,014</b>	<b>4,919,407</b>

# Conservation Trust Fund

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## **DESCRIPTION**

This fund was established to account for 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.

**NOTE:** There are no projects planned for 2017

## CONSERVATION TRUST FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCE - BEGINNING</b>	<b>100,182</b>	<b>27,043</b>	<b>27,253</b>	<b>36,333</b>
<b>REVENUES</b>				
71-430-10 Lottery Proceeds	31,295	32,500	34,800	35,000
71-430-20 Interest on Investments	144	60	280	575
<b>TOTAL REVENUES</b>	<b>31,439</b>	<b>32,560</b>	<b>35,080</b>	<b>35,575</b>
<b>TOTAL SOURCES</b>	<b>131,621</b>	<b>59,603</b>	<b>62,333</b>	<b>71,908</b>
<b>EXPENDITURES</b>				
71-50-750 Park Improvements	104,368	26,000	26,000	-
71-50-950 Transfer to Capital Imp. Fund	-	-	-	-
71-50-900 Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>104,368</b>	<b>26,000</b>	<b>26,000</b>	<b>-</b>
<b>FUND BALANCE - ENDING</b>	<b>27,253</b>	<b>33,603</b>	<b>36,333</b>	<b>71,908</b>

# Open Space Fund

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## **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 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.
- 90% in stream design for Eagle River Park

## **2016 ACCOMPLISHMENTS (continued)**

- Exercised diligent public land stewardship of Town open space by developing a Restoration Requirements document which spelled out 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.

- 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 will be supervised by the Open Space Coordinator. Duties will include trail construction and maintenance, installing signage, maintaining trailhead and other open space related facilities, and regulation education and enforcement tasks. This position will 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.

## OPEN SPACE PRESERVATION FUND SUMMARY

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>FUND BALANCE - BEGINNING</b>	<b>1,204,372</b>	<b>1,074,074</b>	<b>1,057,779</b>	<b>782,720</b>
<b>REVENUES</b>				
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	-	-	-	-
81-437-10 Transfers-In	-	-	-	-
<b>TOTAL REVENUES</b>	<b>124,640</b>	<b>126,300</b>	<b>226,942</b>	<b>151,600</b>
<b>TOTAL SOURCES</b>	<b>1,329,012</b>	<b>1,200,374</b>	<b>1,284,721</b>	<b>934,320</b>
<b>EXPENDITURES</b>				
Operating Expenses	122,597	140,784	162,418	622,685
Capital Expenditures	148,636	393,000	339,583	51,000
Transfers-Out	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>271,233</b>	<b>533,784</b>	<b>502,001</b>	<b>673,685</b>
<b>FUND BALANCE - ENDING</b>	<b>1,057,779</b>	<b>666,590</b>	<b>782,720</b>	<b>260,636</b>

FUND: OPEN SPACE

**SUMMARY OF EXPENDITURES**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
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	39,300
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
TRANSFERS	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>271,233</u></b>	<b><u>533,784</u></b>	<b><u>502,001</u></b>	<b><u>673,685</u></b>

**DETAIL OF EXPENDITURES**

		ACTUAL	BUDGET	REVISED	BUDGET
		2015	2016	2016	2017
<b>PERSONNEL SERVICES</b>					
	<b>TOTAL PERSONNEL SERVICES</b>	<b>33,328</b>	<b>39,993</b>	<b>41,300</b>	<b>70,335</b>
<b>SUPPLIES</b>					
	<b>TOTAL SUPPLIES</b>	<b>21,574</b>	<b>19,300</b>	<b>19,150</b>	<b>7,800</b>
<b>PURCHASED SERVICES</b>					
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	-	-	3,000
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	-
	<b>TOTAL PURCHASED SERVICES</b>	<b>56,037</b>	<b>61,237</b>	<b>81,714</b>	<b>39,300</b>
<b>FIXED CHARGES</b>					
81-50-510	Insurance	4,875	5,254	5,254	5,250
	<b>TOTAL FIXED CHARGES</b>	<b>4,875</b>	<b>5,254</b>	<b>5,254</b>	<b>5,250</b>

**DETAIL OF EXPENDITURES (continued)**

	ACTUAL 2015	BUDGET 2016	REVISED 2016	BUDGET 2017
<b>CAPITAL EXPENDITURES</b>				
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	-	-	-
81-50-752 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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>148,636</b>	<b>393,000</b>	<b>339,583</b>	<b>51,000</b>
81-50-900 <b>CONTINGENCY</b>	<b>6,784</b>	<b>15,000</b>	<b>15,000</b>	<b>500,000</b>
81-50-980 <b>TRANSFER TO GENERAL FUND (Fixed Assets Transfers)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>271,233</b>	<b>533,784</b>	<b>502,001</b>	<b>673,685</b>

# APPENDIX

## Glossary/Acronyms

**Appropriation:** An authorization of a specific amount of money made by the Town Board which permits the Town to incur obligations and to make expenditures of resources.

**Assessed Valuation:** The value that is established for real or personal property by the County Assessor for the purpose of levying property taxes.

**Balanced Budget:** A balanced budget limits expenditures to available resources. Some Town budgets have interfund transfers to support expenditures.

**Bonds:** Interest bearing certificates of private or public indebtedness (financing instrument).

**Budget:** A financial plan for a specified period of time (fiscal year) that balances projected revenues and fund balance appropriations to estimated expenditures and operating transfer obligations.

**Capital Improvement Project:** A permanent addition to the Towns assets and includes design, construction, purchase of land, buildings and facilities.

**Capital Outlay:** Represents expenditures, which result in the acquisition or addition to the Towns capital assets.

**Contract Service:** Expenses that are usually incurred by entering into a formal agreement or contract with another party. Examples include architectural services and consultants.

**Contributions:** Funds derived from outside sources through agreements with another party.

**Debt Service:** The payment of principal, interest and bond reserve requirements on borrowed funds such as bonds.

**Debt Service Fund:** These funds are used to account for the principal, interest and the bond reserve requirements on borrowing funds such as bond issues.

**Department:** The overall entity comprised of divisions or programs within the General Fund, which is supervised by a department head.

**Depreciation:** The allocation of the estimated cost of the expiration in the service life of capital assets attributable to wear and tear over the useful life of permanent structures, vehicles, equipment and infrastructure.

**Employee:** An authorized, budgeted position, which is included in the Town Pay Plan.

**Enterprise Funds:** Used to account for operations that are financed and operated similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The Towns Enterprise Funds are the Water Fund, Waste Water Fund, and Refuse Fund.

**Expenditure:** The outflow of funds paid or to be paid for an asset and goods and services obtained regardless of when the expense is actually paid.

**Fiscal Year:** The time period designated by the Town signifying the beginning and ending period for recording financial transactions. The Towns fiscal year is the calendar year January 1 through December 31.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or governmental functions.

**Fund Balance/Fund Equity:** The difference between assets and liabilities.

**General Fund:** The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in other funds. General Fund revenues include sales tax, property taxes, licenses and permits, intergovernmental and other types of revenue. This fund accounts for most of the basic operating services including general government, general administration, community development, streets, engineering, buildings and grounds, public safety, municipal court, information center, and marketing and events.

**General Obligation Bond:** Bonds which the full faith and credit of the issuing government are pledged for payment.

**Goals:** A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

**Grants:** Contributions or gifts of cash or other assets from another government or agency to be used or expended for a specified purpose or activity.

**Home Rule:** Statutory and constitutional provisions which allow municipalities to exercise powers of local self-government such as the administration and collection of local taxes.

**Infrastructure:** Facilities on which the continuance and growth of a community depend, such as streets.

**Interfund Transfers:** Amounts transferred from one fund to another. Transfers are not expenditures and must be appropriated to expend in the funds receiving the transfer.

**Intergovernmental Revenue:** Revenue for other governments (i.e. County, State, Federal) in the form of grants, entitlements, or shared revenues.

**Levy:** To impose taxes or service charges for the support of Town activities.

**Maturity:** The date on which the principal or stated value of investments or debt obligations are due and may be reclaimed.

**Mill:** The tax rate on real property, based on 1 mill equals \$1 per \$1,000 of assessed property value.

**Modified Accrual Accounting:** A basis of accounting in which the revenue is recorded when susceptible to accrual i.e. both measurable and available within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term obligations are recorded when the liability is incurred or the long-term obligation paid.

**Objectives:** A method to accomplish an established goal.

**Operating Budget:** The expenditure plan for continuing every-day expenditures such as personnel, purchased services, operating and maintenance and operating capital.

**Ordinance:** A formal legislative enactment by the Board. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the Town.

**Personnel Services:** Salaries, wages, federal and state withholding, and fringe benefits such as insurance and retirement.

**Program:** The detailed listing of expenditures for a particular service within a division or department.

**Property Tax:** A tax which is levied on both real and personal property according to that property's valuation, assessment rate and mill levy.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two different types of

proprietary funds: enterprise funds and internal service funds. The Town only has enterprise funds.

**Restricted Funds:** The portion of a fund’s balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Revised Budget:** Most recent estimate of revenue and expenditures including additional appropriations made throughout the year and encumbrances carried over from the prior year.

**Revenue:** Funds the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants and interest income.

**Special Revenue Funds:** These funds are used to account for specific revenues that are legally restricted for particular purposes. These funds include the Conservation Trust Fund and Open Space Preservation Fund.

**Statutory Town:** Operates under Title 31 of the Colorado Revised Statutes. Statutory towns have an elected Mayor and board of trustees composed of the mayor and six additional members elected at large. The Town of Eagle is a statutory town.

**Transfers:** Legally authorized intra-town transfers of appropriations from on Town fund to another Town funds. Revenue and expenditures are accounted for in both funds.

**Unassigned Funds:** The portion of a fund’s balance that is not restricted for a specific purpose and is available for general appropriation.

## Acronyms:

Article X, Section 20	- of the Taxpayers Bill of Rights of Colorado
CPI	- Consumer Price Index
DUI Enforcement	- Driving Under the Influence
G.A.	- General Administration
GAAP	- Generally Accepted Accounting Principles
GASB	- Governmental Accounting Standards Board
IGA	- Intergovernmental Agreement
LEAF grant	- Law Enforcement Assistance Funds
MEAC	- Marketing & Events Advisory Committee
PW	- Public Works
TABOR	- Taxpayers Bill of Rights

**“The problems of today will not be solved at the same level of consciousness that got us into them”**

**Albert Einstein**

## **PRELIMINARY DRAFT**

### **Town Strategic Objectives**

#### ***Staff Initiatives to Address Board Critical Result Areas***

##### **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.  
Budget for park improvement in 2017.**
- D. 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 West 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**

**Town of Eagle  
Police Department**

**10 Plan on Vehicle Replacment**

Revised 08/15/2016

x= year of decommission

Truck #	Make and Model	Year	Vin #	Vin #	Dept.	Miles	2014 Year	2015 Year	2016 Year	2017 Year	2018 Year	2019 Year	2020 Year	2021 Year	2022 Year	2023 Year	2024 Year
Chief	Police Chief Vehicle Program				Chief		x										
1	Chevy Impala	2006	2G1WS551869361227		Int. Chief	61,831			x (SOLD \$2350)								
2	Chevy Impala	2006	2G1WS551969362113		Police	75,615	x		SOLD \$2350								
3	Chevy Impala	2006	1G1WF55K059338858		CSO	77,748		x	SOLD \$500								
4	Jeep Wrangler	2008	1J4GA39198L604434		Patrol	72,052				x							
5	Jeep Wrangler	2007	1J4GA39127L207225		Patrol	59,333			x at auction-								
6	Jeep Wrangler	2007	1J4GA39127L207226		Training	81,453			Training Car								
7	Jeep Wrangler	2009	1J4GA39149L747732		Patrol	67,272				x							
8	Jeep Wrangler	2009	1J4GA39149L747734		Patrol	62,554		x	OPEN SPACE								
9	Jeep Wrangler	2010	1J4BA3H12BL584062		Patrol	19,066					x						
30	Dodge Charger	2014	2C3CDXKT1EH288507		Patrol	17,369	\$33,266.92						\$49,000.00				
31	Dodge Charger	2014	2C3CDXKT6EH364643		Patrol		\$32,005.92							\$ 50,000.00			
32	Dodge Charger	2015	2C3CDXKT5FH806524		Patrol	14,605		\$ 33,816.24							\$ 52,250.00		
33	Dodge Charger	2015	2C3CDXKT7FH806525		Patrol	19,700		\$ 33,816.24								\$ 54,000.00	
34	Dodge Charger	2016	2C3CDXKT7GH206539		Patrol	1,160			\$34,043							\$ 55,000.00	
35	Dodge Charger	2016	2C3CDXKT7GH206540		Patrol	2,019			\$34,006								
36	PickUp	2017			Patrol	New				\$42,500.00							
37	PickUp	2017			Patrol	New				\$42,500.00							\$57,650.00
38	PickUp	2018			Patrol	New					\$ 45,000.00						
39	PickUp	2020			Patrol	New						\$48,000.00					
40	Chief of Police	2016			Chief	14949			\$26,393								
41	Additional Officer Vehicle	2018			Patrol	New					\$ 43,000.00						
42	Additional Officer Vehicle	2019			Patrol	New						\$45,000.00					
43	Additional Officer Vehicle	2020			Patrol	New							\$ 49,000.00				

**Totals** **\$65,272.84** **\$67,632.48** **\$94,442.43** **\$85,000.00** **\$88,000.00** **\$93,000.00** **\$98,000.00** **\$50,000.00** **\$52,250.00** **\$109,000.00** **\$57,650.00**

Target Maximum Mileage and years of service estimated at 6 to 8 years or 60,000 miles

Recommending phase out of the Jeep Wranglers by 2019

2017 - 2 vehicles will be purchased pending approval of additional sworn office position.

Police Chief Vehicle Reimbursement Program was ended upon retirement of R. McLaughlin. This vehicle was used for Police Department function and must be considered as a decommission in overall # of vehicles 2014

10 Plan on Vehicle Replacment - PURCHASE

Truck #	Make and Model	Year	Vin #	Dept.	Condition Mileage	2014 Year	2015 Year	2016 Year	2017 Year	2018 Year	2019 Year	2020 Year	2021 Year	2022 Year	2023 Year	2024 Year
1	John Deere Backhoe 710-D	1993	T0710DJ791290	Streets	4045/hrs			\$ 120,000								
2	John Deere Loader 544 H	2000	DW544HX575532	Streets	4066/hrs					\$ 240,000						
3	John Deere Grader 570-A	1987	DW570AX511999	Streets	3474/hrs			\$ 280,000								
4	John Deere Tractor 6415	2004	L06415B391268	Streets	654/hrs							\$ 87,500				
5	Case Uniloader 1845 C	2000	JAF0295391	Streets	2047/hrs				\$ 70,000							
8	Bobcat Multi-tool #1			Streets			\$ 60,000					\$ 75,000				
9	Bobcat Multi-tool #2			Streets					\$ 63,000					\$ 75,600		
10	Sterling Dump Truck	1999	2FZNEMDB0YAB16850	Streets	38457				\$ 160,000							
11	International 4900 DT466	1997	1HTSDAAR4WH509876	Streets	21079 2433/hrs		\$ 200,000									
12	International 4900 530 hp	2001	1HTSDADR21H401518	Streets	22257 2200 hrs						\$ 242,000					
13	International 7400 SFA 4X2	2007	1HTWDAZR68U635514	Streets	14841								\$ 266,200			
14	Haymeadow Truck			Streets					\$ 220,000							
15	Air Compressor Trailer/185 Atlas	2005	4500A10185E015107	Streets	444 hrs					\$ 27,200						
16	Artic Cat (ATV) TRV	2008	4UF08ATV38T208687	B & G	379					\$ 10,000						
17	Goose Neck Trailer / LD242	2007	4P5LD242371096502	Streets									\$ 17,000			
18	Blue Trailer Utility		1T9UF122XSB399117	Streets					\$ 7,000							
19	PJ Utility Trailer	2014		B & G											\$ 3,645	
20	Old Black Trailer Utility	2001	5CCTU12111C001196	B & G				\$ 2,700								
21	Tack Pot	1991	1D9PM113-6M100-4312	Streets									\$ 20,000			
22	Marathon Crack Seal	2012		Streets										\$ 29,000		
23	Johnston Sweeper MX 450	2005	1J9VM3H665G172032	Streets	10835 2824/hrs		\$ 195,000						\$ 225,000			
24	Sewer Jet Trailer 747FR	1996		WW				\$ 63,000								
25	Flushing Skid			WW		\$ 70,000										\$ 105,000
26	Ford F-350 Flat Bed	1999	1FDSF35S6XED98844	WW	65923		\$ 50,000									\$ 46,600
27	Ford F-150	1999	1FTRF18L4XKB29674	WW	93493		\$ 30,000									\$ 60,375
28	Ford F-250	2001	1FTNF2159EC72129	B & G	91869			\$ 31,500								
29	Ford Explorer	2002	1FMZU72E52ZB93527	Streets	44000			\$ 31,500								
30	Ford F-350 Flat Bed	2004	1FDSF35S74EC48723	B & G	83518				\$ 33,075							
31	Ford F-350 Flat Bed	2004	1FDSF35S94EC48724	B & G	32329				\$ 40,000							
32	Ford F-250	2004	1FTNF21L84EC48725	Streets	55790					\$ 34,750						
33	Ford F-150 Crew Cab	2005	1FTPW145X5KD79478	Streets	37663					\$ 34,750						
34	Ford F-350	2005	1FDSF35165EC72128	B & G	64810						\$ 36,500					
35	Ford F-250 Super Duty	2005	1FTVX14508KD60706	WW	114238						\$ 50,000					
36	Flat Bed F-350	2006	1FDWF37Y16ED02121	Streets	67253							\$ 38,325				
37	Ford F-150 Extended Cab	2008	1FDSF35Y65EC72128	Streets	49236							\$ 44,000				
38	Ford F-350 Utility Truck	2008	1FDWF37Y48EA62730	Streets	69591								\$ 40,250			
39	Ford F-250 Super Duty	2008	1FTNF21518ED69815	Streets	32493								\$ 40,250			
40	Ford F-550	2009		Streets	5606									\$ 42,260		
41	Ford F-150	2012	1FTNFZ1L92EC07260	Water	31843									\$ 42,260		
42	Ford	2014	1FTNF1EF4EKD94749	Water/Dusty's	3125	\$ 25,000									\$ 44,373	
43	Dually Pickup	2014	1FDRE3H68FEA13943	Streets	566	\$ 35,000									\$ 57,500	
44	John Deere 1335 Mower	2002	1G1P35D020324	B & G	1892/hrs		\$ 10,000					\$ 10,200				
45	John Deere 740 D	2003	M1X740JAN10331	B & G	621/hrs			\$ 11,500					\$ 13,000			
46	John Deere X790 Mower	2012	1M0X790A3CM1Z211	B & G	1934			\$ 25,500						\$ 30,800		
47	John Deere 301- A	1980	364636T	B & G												
48	Artic Cat (ATV) TRV	2006	4UF07ATV37T203541	B & G	797											
49	Ford Explorer -Town Hall	2000	1FMZU73E1YZB44624	Building	63270											
50	Jeep Patriot - P&Z	2007	1J8FF48W77D328119	Admin	29000									\$ 30,000		
51	Ford Ranger - Open Space	1996	1FTCR15U7TPA61183	Open Space	70000						\$ 36,500					
						\$ 130,000	\$ 546,000	\$ 540,250	\$ 618,575	\$ 346,700	\$ 365,000	\$ 258,025	\$ 622,560	\$ 249,720	\$ 105,518	\$ 211,975

10 YEAR GRAND TOTAL \$ 3,994,323

LEASE EQUIPMENT

TOWN OF EAGLE 2017 BUDGET																
6	Grader Lease #1			Streets			\$ 50,000	\$ 53,000	\$ 56,180	\$ 59,551	\$ 63,124	\$ 66,911	\$ 70,926	\$ 75,182	\$ 79,692	\$ 84,474
7	Grader Lease #2			Streets				\$ 53,000	\$ 56,180	\$ 59,551	\$ 63,124	\$ 66,911	\$ 70,926	\$ 75,182	\$ 79,692	\$ 84,474

Town of Eagle  
Public Works Department  
10 Plan on Vehicle Replacment - LEASE

October 1, 2014

Truck #	Make and Model	Year	Vin #	Dept.	Condition Mileage	2014 Year	2015 Year	2016 Year	2017 Year	2018 Year	2019 Year	2020 Year	2021 Year	2022 Year	2023 Year	2024 Year
1	John Deere Backhoe 710-D	1993	T0710DJ791290	Streets	4045/hrs			\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,900	\$ 18,900	\$ 18,900	\$ 19,845	\$ 19,845	\$ 19,845
2	John Deere Loader 544 H	2000	DW544HX575532	Streets	4066/hrs					\$ 34,800	\$ 34,800	\$ 34,800	\$ 36,540	\$ 36,540	\$ 36,540	\$ 38,367
3	John Deere Grader 570-A	1987	DW570AX511999	Streets	3474/hrs			\$ 54,000	\$ 54,000	\$ 54,000	\$ 56,700	\$ 56,700	\$ 56,700	\$ 59,535	\$ 59,535	\$ 59,535
4	John Deere Tractor 6415	2004	L06415B391268	Streets	654/hrs							\$ 87,500				
5	Case Uniloader 1845 C	2000	JAF0295391	Streets	2047/hrs				\$ 70,000							
8	Bobcat Multi-tool #1			Streets			\$ 60,000					\$ 75,000				
9	Bobcat Multi-tool #2			Streets					\$ 63,000					\$ 75,600		
10	Sterling Dump Truck	1999	2FZNMDB0YAB16850	Streets	38457				\$ 160,000							
11	International 4900 DT466	1997	1HTSDAAR4WH509876	Streets	21079 2433/hrs		\$ 200,000									
12	International 4900 530 hp	2001	1HTSDADR21H401518	Streets	22257 2200 hrs						\$ 242,000					
13	International 7400 SFA 4X2	2007	1HTWDAZR68J635514	Streets	14841								\$ 266,200			
14	Haymeadow Truck			Streets					\$ 220,000							
15	Air Compressor Trailer/185 Atlas	2005	4500A10185E015107	Streets	444 hrs					\$ 27,200						
16	Artic Cat (ATV) TRV	2008	4UF08ATV38T208687	B & G	379					\$ 10,000						
17	Goose Neck Trailer / LD242	2007	4P5LD242371096502	Streets									\$ 17,000			
18	Blue Trailer Utility		1T9UF122XSB399117	Streets					\$ 7,000							
19	PJ Utility Trailer	2014		B & G											\$ 3,845	
20	Old Black Trailer Utility	2001	5CCTU12111C001196	B & G				\$ 2,700								
21	Tack Pot	1991	1D9PM113-6M100-4312	Streets									\$ 20,000			
22	Marathon Crack Seal	2012		Streets										\$ 29,000		
23	Johnston Sweeper MX 450	2005	1J9VM3H665G172032	Streets	10835 2824/hrs		\$ 195,000						\$ 225,000			
24	Sewer Jet Trailer 747FR	1996		WW				\$ 63,000								
25	Flushing Skid			WW		\$ 70,000										\$ 105,000
26	Ford F-350 Flat Bed	1999	1FDSF35S6XED98844	WW	65923		\$ 50,000									\$ 46,600
27	Ford F-150	1999	1FTRF18L4XKB29674	WW	93493		\$ 30,000									\$ 60,375
28	Ford F-250	2001	1FTNF21595EC72129	B & G	91869			\$ 31,500								
29	Ford Explorer	2002	1FMZU72E52ZB93527	Streets	44000			\$ 31,500								
30	Ford F-350 Flat Bed	2004	1FDSF35S74EC48723	B & G	83518				\$ 33,075							
31	Ford F-350 Flat Bed	2004	1FDSF35S94EC48724	B & G	32329				\$ 40,000							
32	Ford F-250	2004	1FTNF21L84EC48725	Streets	55790					\$ 34,750						
33	Ford F-150 Crew Cab	2005	1FTPW145X5KD79478	Streets	37863					\$ 34,750						
34	Ford F-350	2005	1FDSF35165EC72128	B & G	64810						\$ 36,500					
35	Ford F-250 Super Duty	2005	1FTVX14508KD60706	WW	114238						\$ 50,000					
36	Flat Bed F-350	2006	1FDWF37Y16ED02121	Streets	67253							\$ 38,325				
37	Ford F-150 Extended Cab	2008	1FDSF35Y65EC72128	Streets	49236							\$ 44,000				
38	Ford F-350 Utility Truck	2008	1FDWF37Y48EA62730	Streets	69591								\$ 40,250			
39	Ford F-250 Super Duty	2008	1FTNF21518ED69815	Streets	32493								\$ 40,250			
40	Ford F-550	2009		Streets	5606									\$ 42,260		
41	Ford F-150	2012	1FTNF21L92EC07260	Water	31643									\$ 42,260		
42	Ford	2014	1FTNF1EF4EKD94749	Water/Dusty's	3125	\$ 25,000									\$ 44,373	
43	Dually Pickup	2014	1FDRE3H68FEA13943	Streets	566	\$ 35,000									\$ 57,500	
44	John Deere 1435 Mower	2002	T01435D020328	B & G	1392/hrs		\$ 11,000					\$ 13,200				
45	John Deere 740 D	2008	MDX740A210335	B & G	691/hrs			\$ 11,550					\$ 13,860			
46	John Deere X740 Mower	2012	1M0X740A00107211	B & G	1681				\$ 26,500					\$ 30,600		
47	John Deere 301- A	1980	364636T	B & G												
48	Artic Cat (ATV) TRV	2006	4UF07ATV37T203541	B & G	797											
49	Ford Explorer -Town Hall	2000	1FMZU73E1YZB44624	Building	63270											
50	Ford Patriot - P&Z	2007	1J8FF48W77D328119	Admin	29000									\$ 30,000		
51	Ford Ranger - Open Space	1996	1FTCR15U7TPA61183	Open Space	70000						\$ 36,500					
						\$ 130,000	\$ 546,000	\$ 212,250	\$ 690,575	\$ 213,500	\$ 475,400	\$ 368,425	\$ 734,700	\$ 365,640	\$ 221,438	\$ 329,722

10 YEAR GRAND TOTAL \$ 4,287,650

LEASE EQUIPMENT

6	Grader Lease #1	2017 BUDGET		Streets		\$ 50,000	\$ 53,000	\$ 56,180	\$ 59,551	\$ 63,124	\$ 66,911	\$ 70,926	\$ 75,182	\$ 79,692	\$ 84,474
7	Grader Lease #2			Streets			\$ 53,000	\$ 56,180	\$ 59,551	\$ 63,124	\$ 66,911	\$ 70,926	\$ 75,182	\$ 79,692	\$ 84,474



# Capital Projects Schedule

July, 2016

<b>Water Utilities Projects 2013-2016 Average Annual Cost was \$1.02M</b>	<b>Estimated Construction Year</b>		<b>Project Cost (Dollars)</b>
Brush Creek Transmission Main Replacement-Phase I	2013		\$ 316,324
I-70/Eby Creek Road	2014		\$ 1,474,471
Downtown Distribution: Wall St.	2015		\$ 620,000
Downtown Distribution: Second St and Capitol	2015		\$ 430,000
Brush Creek Transmission Main Replacement-Phase II	2015		\$ 779,000
New Diversion Screen	2016		\$ 275,000
Downtown Distribution: Wall St.	2016		\$ 175,000
Other 2016 projects	2016		\$ -
<b>Water Utilities Projects Projected 2017-2020 Average Annual Cost is \$5.29M</b>	<b>Estimated Construction Year</b>	<b>Estimated Project Cost (2016 Dollars)</b>	<b>Estimated Project Cost at Construction (Dollars)*</b>
Cemetery Tank Replacement	2017	\$ 662,759.25	\$ 680,654
Lower Basin Water Treatment Plant Phase I	2019	\$ 17,178,686.85	\$ 18,889,277
Loop line- Violet Lane	2019	\$ 1,450,000.00	\$ 1,570,650
<b>Water Utilities Projects Projected 2021-2025 Average Annual Cost is \$1.68M</b>	<b>Estimated Construction Year</b>	<b>Estimated Project Cost (2016 Dollars)</b>	<b>Estimated Project Cost at Construction (Dollars)*</b>
Loop Line - Fairgrounds	2021	\$ 2,075,000.00	\$ 2,370,666
UBWTP - 3 Filter Trains	2022	\$ 3,012,542.02	\$ 3,351,312
Downtown Distribution: Capitol	2023	\$ 468,723.82	\$ 564,820
Eby Creek Pump Station	2024	\$ 361,505.04	\$ 447,381
Downtown Distribution: Fourth St.	2024	\$ 458,181.13	\$ 567,023
Downtown Distribution: Howard St.	2025	\$ 862,451.92	\$ 1,096,147
<b>Water Utilities Projects Projected 2026-2030 Average Annual Cost is \$1.17M</b>	<b>Estimated Construction Year</b>	<b>Estimated Project Cost (2016 Dollars)</b>	<b>Estimated Project Cost at Construction (Dollars)*</b>
Brush Creek Transmission Main Replacement-Phase III	2026	\$ 1,024,264.29	\$ 1,336,954
Brush Creek Transmission Main Replacement-Phase IV	2027	\$ 1,024,264.29	\$ 1,301,805
Eby Creek Lower Tank Replacement	2028	\$ 1,024,264.29	\$ 1,336,954
Eby Creek Upper Tank Project	2029	\$ 783,260.93	\$ 1,049,981
Terrace Distribution	2030	\$ 610,707.34	\$ 840,772
<b>Water Utilities Projects Beyond 2030</b>	<b>Estimated Construction Year</b>	<b>Estimated Project Cost (2016 Dollars)</b>	<b>Estimated Project Cost at Construction (Dollars)*</b>
Eagle Ranch Distribution -Seg C	2033	\$ 1,605,133.60	\$ 2,393,690
Grand Avenue utilities	2034	\$ 3,012,542.02	\$ 4,613,815
West Eagle Redevelopment Utilities	2035	\$ 3,012,542.02	\$ 4,738,388
Chambers Distribution	2036	\$ 813,386.35	\$ 1,313,908
LBWTP - Phase 2	2040	\$ 4,493,507.68	\$ 8,074,865
LBWTP - Phase 3	2049	\$ 1,405,049.60	\$ 3,209,042

\*Using a Construction Inflation Rate of 2.7%