



# TOWN OF EAGLE

## 2016 Budget



**2016 TOWN OF EAGLE BUDGET  
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**TOWN OF EAGLE, COLORADO**

**TOWN OFFICIALS**

**TOWN BOARD OF TRUSTEES**

Yuri Kostick, Mayor

Anne McKibbin, Mayor Pro-tem  
Geoff Grimmer  
Andy Jessen

Sarah Baker  
Kevin Brubeck  
Doug Seabury

**TOWN BOARD  
APPOINTED OR CONFIRMED OFFICIALS**

Jenny Rakow, Interim Town Manager/Treasurer  
Cyrus Allen III, Town Judge

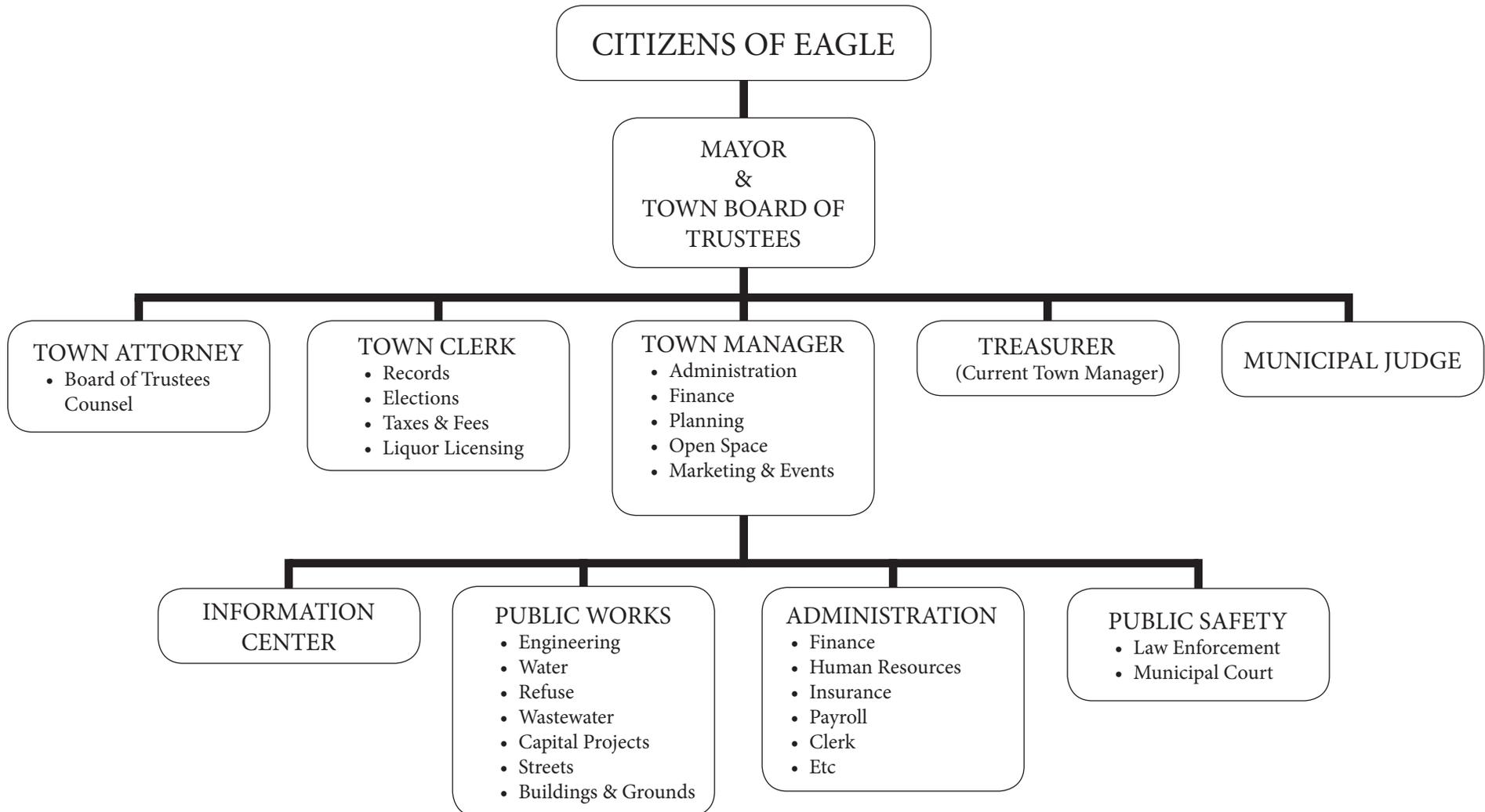
Ed Sands, Town Attorney  
Jenny Rakow, Town Clerk

**TOWN MANAGER  
APPOINTED OFFICIALS**

Jill Ewing, Town Finance Director  
Karl J. Staufer, Chief of Police  
Duston D. Walls, Director of Public Works



# TOWN OF EAGLE ORGANIZATION CHART





# The Town of Eagle

Box 609 • Eagle, Colorado 81631  
(970) 328-6354 • Fax 328-5203

Meetings:  
2nd and 4th Tuesdays

December 8, 2015

Mayor, Town Trustees and Eagle Citizens:

We are pleased to present the Town of Eagle 2016 Annual Budget to you for final consideration and adoption. This budget serves as the basis for our financial and operating plans for the 2016 calendar year. The Town's budget is also an expression of our priorities, a tool for our accountability, and a communication device.

## **Overview:**

The Budget was prepared under the direction of the Town Manager and Finance Director with much input and assistance from department heads and staff. A few particular budget matters will be discussed below, however each department and fund will have a separate summary prior to the budget numbers to discuss matters specific to that department or fund.

2015 has proven to be a year of steady growth and we expect to look back on 2015 and 2016 as years that the Town recovered. Revenues began to trend upward in 2015 and are finally moving toward prerecession totals. We have modest increases in operating expenditure line items along with a few more significant capital expenditures that are necessary due to the lack of revenue and spending available during the recession.

It was common practice, prior to the recession, to transfer excess general fund balance to the capital improvements fund in order to build up a large amount of reserves for upcoming projects. It appears that 2016 marks a time that we can begin to safely return to this practice. In 2016 we have proposed a significant transfer to the Capital Fund, which will leave a yearend unassigned general fund balance of, not less than, 20% of annual operating expenditures (excluding transfers). The fund balance level has now been a budget goal for the past few years. Please note that this transfer shows as an expenditure to the general fund in the budget summary, although it is purely a transfer of money from one fund to another, it may look like the Town is spending more than we are receiving in 2016 and that is not the case.

Note that the ambitious plans to continue the boards strategic direction on pursuing Eagle River improvements is in the budget in two places. This effort, which occupied much staff and public focus during 2015 through the development of the Eagle River Corridor Plan and development of the In-Stream Engineering RFP. First, the Engineering

scope is proposed to be funded up to \$150,000 through Open Space. Second, the next level design of the Landscape Architecture including all site planning for renovations to Chambers Park is budgeted at \$100,000 in the Capital Fund under Park Improvements.

In 2016 the Board will continue the economic development discussion about the next steps of implementation. The planning department has budgeted funds to conduct an economic development facilitation with the Board. Funds were also set aside for CBD parking improvement, \$100,000 has been set aside in the capital improvements fund to begin work on that, or to assist the next private development that breaks ground in the CBD.

During the budget season last year the board discussed having more resources to reward employees. For perspective, MSEC “resort survey” CPI this year is 3.1%, the 10 year average Denver-Boulder CPI has been 2.4%. This years’ D-B CPI is 2.6%. In theory, any merit reward would only be after accounting for CPI cost of living increases. In only a couple of the last ten years have Town employees had any raise at all. The Town is in high gear on many fronts. To that end, a 5% merit pool has been approved for each department or fund where there are personnel.

**Proposed Utility Fee Increase:**

The Town has again budgeted increased fees for services in Water fund and Waste Water Fund. The water rates will increase by 5%, an amount recommended by the water rate study. This increase will help build the fund balance to an appropriate level for the Lower Basin Water Treatment Plant bonding. The waste water rates will also be increased by 5% in order to help with upcoming capital projects with aging sewer lines.

**Budgetary Basis of Accounting:**

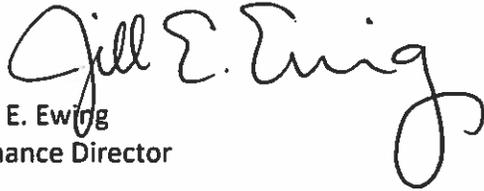
Annual budgets for governmental funds (General Fund, Capital Improvements Fund, and Special Revenue Funds) are prepared using a modified accrual basis of accounting which is consistent with generally accepted accounting principles (GAAP). Modified accrual basis of accounting recognizes revenues in the 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.

**Appreciation:**

None of this effort would have been possible without the support and director of the Board of Trustees. In addition, preparation of the annual budget requires a significant effort on the part of department directors and staff. The staff's commitment to financial management and efficient and effective operations and services is the key to making the most of every taxpayer dollar spent. Thank you all who participated in this effort.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jill E. Ewing". The signature is written in black ink and is positioned to the right of the printed name.

Jill E. Ewing  
Finance Director

**BUDGET SUMMARY**  
**2016 ANNUAL BUDGET**

**BUDGET SUMMARY ALL FUNDS**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>GENERAL FUND</b>				
REVENUES	4,780,727	4,750,417	5,423,630	5,508,574
EXPENDITURES	4,449,516	4,875,103	5,076,601	6,108,868 <sup>1</sup>
<b>WATER FUND</b>				
REVENUES	2,587,905	2,775,077	2,805,918	2,869,918
EXPENDITURES	1,777,402	3,323,655	3,507,609	2,572,533
<b>WASTE WATER FUND</b>				
REVENUES	2,184,907	2,305,571	2,559,297	2,461,630
EXPENDITURES	2,242,259	2,098,454	2,088,591	2,235,267
<b>REFUSE FUND</b>				
REVENUES	564,663	586,090	581,704	587,309
EXPENDITURES	579,102	699,000	622,033	602,259
<b>CAPITAL IMPROVEMENTS FUND</b>				
REVENUES	624,651	470,866	455,824	1,026,707
EXPENDITURES	3,216,240	1,666,638	1,264,095	840,840
<b>DEBT SERVICE FUND</b>				
REVENUES	526	-	-	-
EXPENDITURES	423,222	-	-	-
<b>CONSERVATION TRUST FUND</b>				
REVENUES	31,402	32,542	31,636	32,560
EXPENDITURES	10,172	99,500	104,775	26,000
<b>OPEN SPACE PRESERVATION FUND</b>				
REVENUES	114,139	110,350	167,428	126,300
EXPENDITURES	208,839	303,976	297,726	533,784
<b>TOTAL - ALL FUNDS</b>				
REVENUES	<b>10,888,921</b>	<b>11,030,913</b>	<b>12,025,437</b>	<b>12,612,998</b>
EXPENDITURES	<b>12,906,752</b>	<b>13,066,326</b>	<b>12,961,430</b>	<b>12,919,550</b>

<sup>1</sup> The \$600,294 variance in expenditures over revenues is due to the \$650,000 transfer to the Capital Improvements fund. The Town strives to maintain a unassigned general fund balance of at least 20% of operational expenditures (excluding transfers). In 2016 we have budgeted to transfer the remainder over to Capital Improvements for future capital expenditures.

# 2016 Town of Eagle Budget

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## General Fund

**Fund Description:** 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. The functions accounted for in this fund include general administration, planning and development, streets, public safety, buildings & grounds, information center services, and marketing and events.

### General Fund Revenues

#### Forecast Overview:

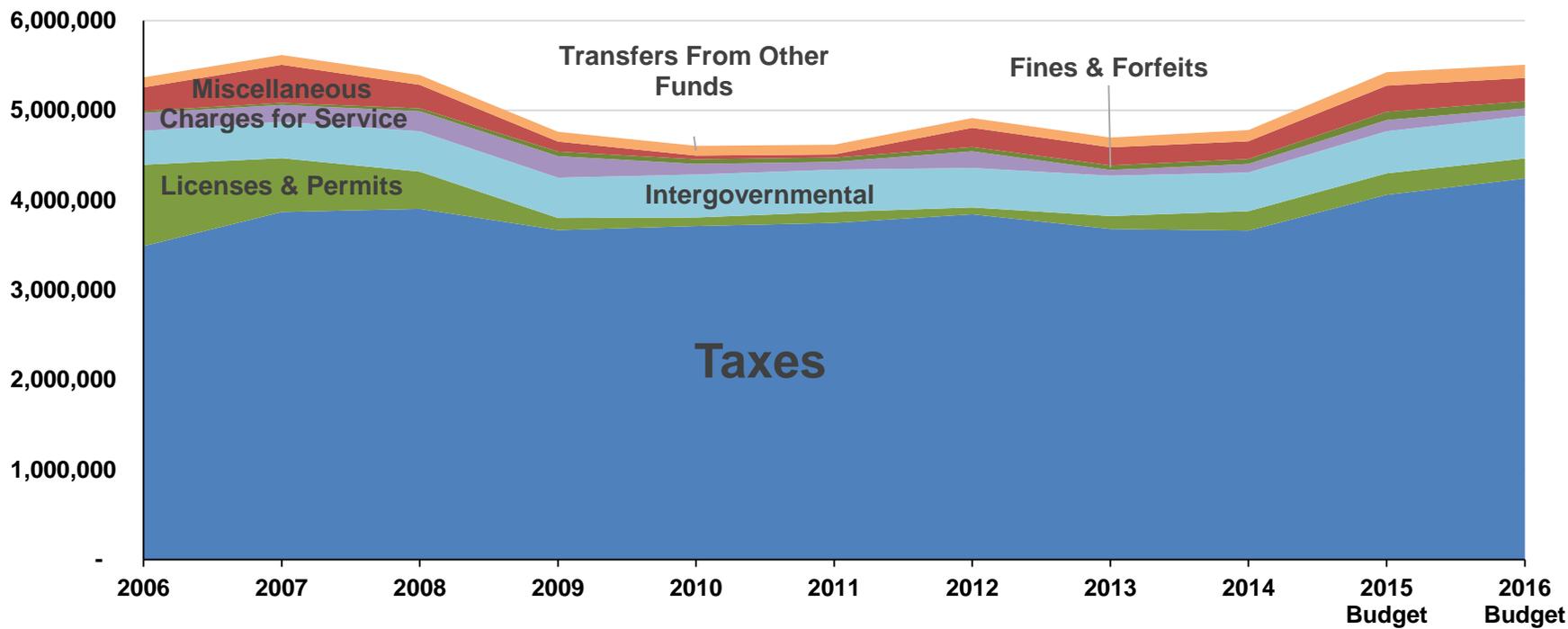
Income from the local 4% sales tax provides revenue for core Town services. The 2016 budget projects a 5% increase over the revised 2015 sales tax projections. The adopted 2015 budget contained a projected 2% increase over adjusted 2014 sales tax income projections, and the revised 2015 continues the trend from the first half of 2015 actual sales tax which are up 11%.

Prior to the recession, the General Fund was made robust largely through significant positive difference between general fund revenues and general fund expenses due to income from development and construction. The variance between revenues and expenses has been modest since 2008, though for the first time in many years, in 2016 a transfer of \$650,000 from the general fund to the capital improvements fund is budgeted. Town is close to completing through a multi-year effort at adopting a number of 10 year expenditure projections which show that during the recent decade of downturn that Town was not able to invest in a number of important public assets, a situation which is slowly being reversed through this long term financial planning, and re-funding of underfunded assets through the capital improvements fund.

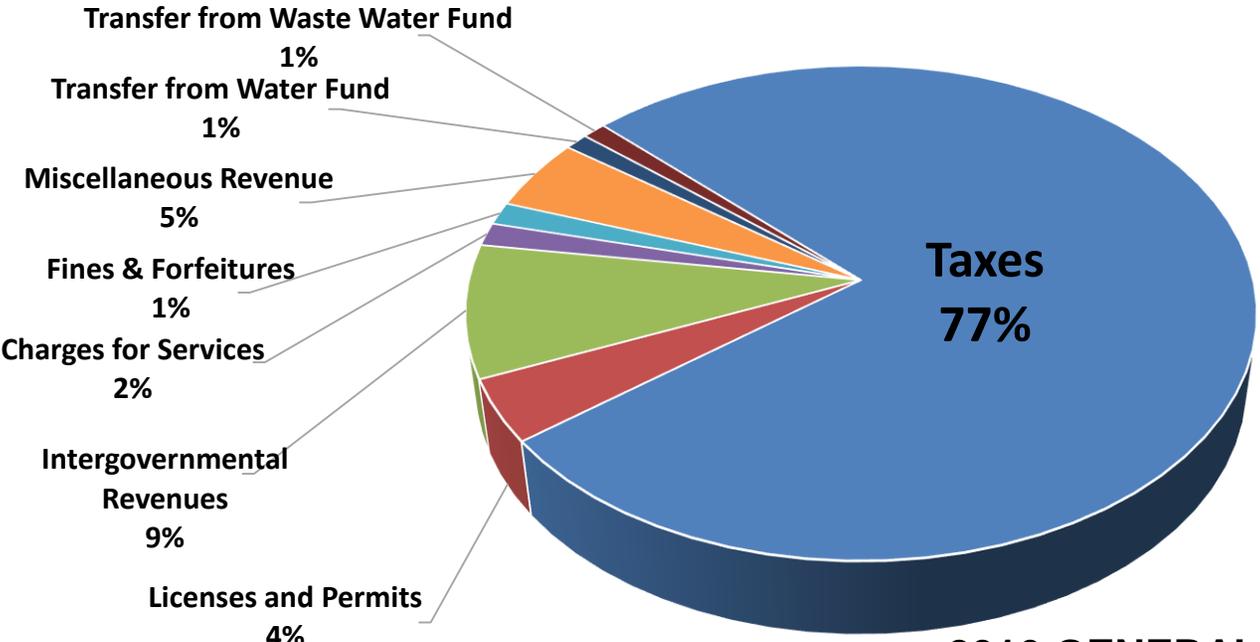
The Town has not adopted a standard policy for ending general fund balance; however, after much discussion the Board and staff settled on aiming for a fund balance of no less than 20% of operating expenditures less transfers to other funds. This is a healthy sign to be able to raise fund balance while also transferring money to the Cap Fund.

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

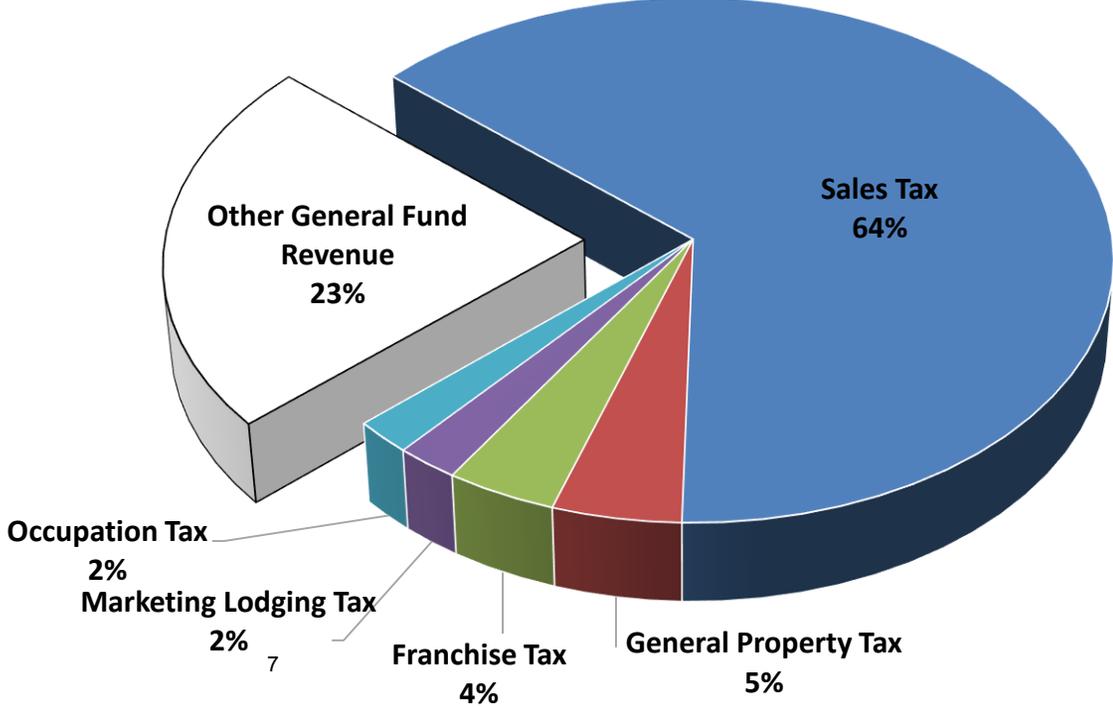
# GENERAL FUND REVENUE SOURCES 2006 - 2016 OVERVIEW



### 2016 GENERAL FUND - TOTAL REVENUES



### 2016 GENERAL FUND - TAX REVENUE SPLIT



## **General Fund Revenue Descriptions:**

**Taxes** – represent the largest revenue category of the 2016 budgeted revenues, accounting for approximately 77% (\$4,239,494). 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. Both the TABOR and 5.5% cap limitations are taken into account when calculating future property tax revenues.
- **Sales Tax** – is the largest tax revenue for the Town, totaling 83% of tax revenue for 2016 (\$3,525,774). 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% (\$219,316) of the 2016 budgeted tax revenues.
- **Occupation Tax** – 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 \$5 transaction fee for recreational marijuana purchases in Town. 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% (224,140) of the 2016 budgeted 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 9% (\$475,090) of the 2016 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 1% (\$82,500) of the 2016 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 1% (\$81,200) of the 2016 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% (\$257,400) of 2016 general fund budgeted revenues.

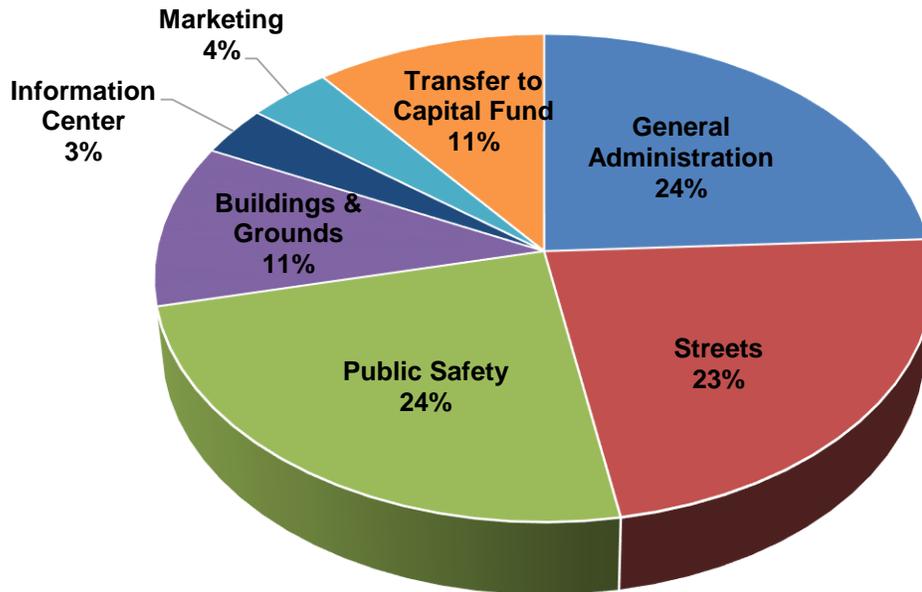
**Transfers from Other Funds** – represents 2.7% (\$148,750) of the total general funds 2016 budgeted revenues. Transfers from other funds (water fund/waste water fund/refuse fund) are meant to reimburse the general fund for services or goods provided and not allocated to that fund. Examples include administrative personnel costs, billing expenditures, HR expenditures, IT grouped expenditures, personnel costs paid out the general fund for the yard waste site, and other miscellaneous expenses.

## **General Fund Expenditures**

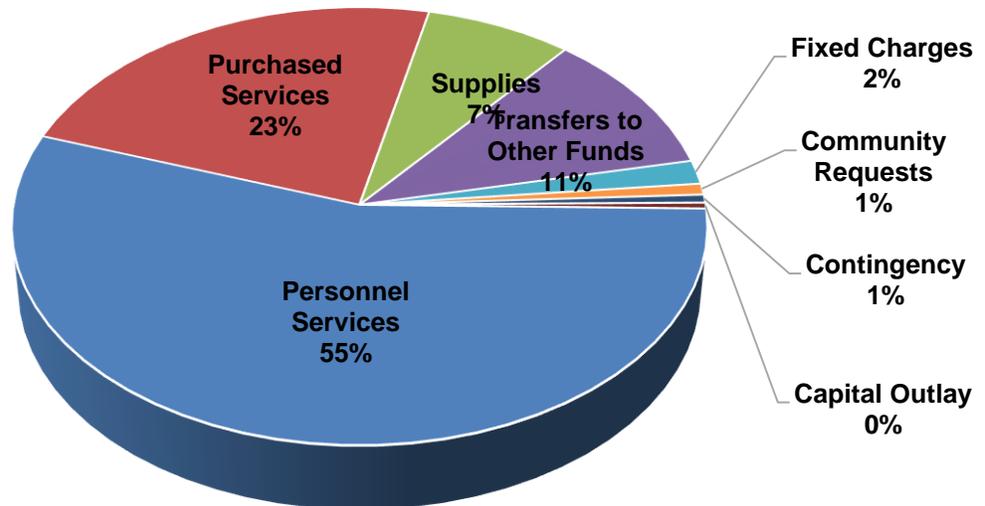
General Fund expenditures are split up by department to account for certain services provided by the Town. The following departments make up the general fund: General Government, Streets, Public Safety, Buildings & Grounds, Information Center, and Marketing and Events. There is a more detailed description of each department preceding the departments budgeted expenditures.

The graphs below illustrate the Town's total general fund expenditures according to department and category.

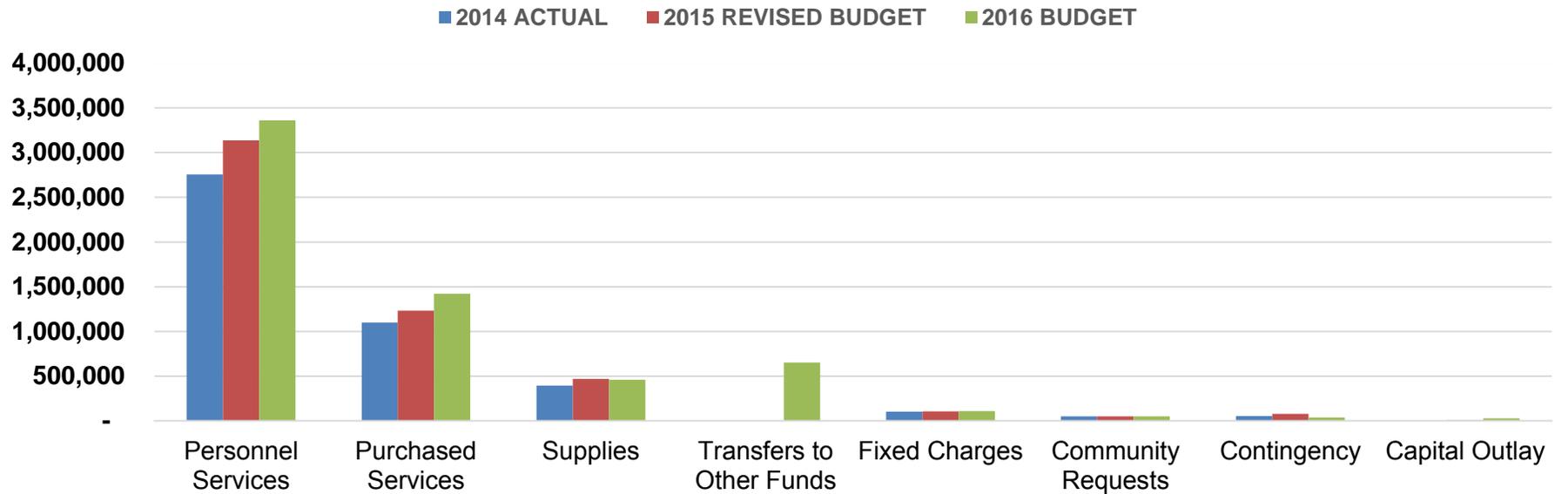
### 2016 GENERAL FUND EXPENDITURES BY DEPARTMENT



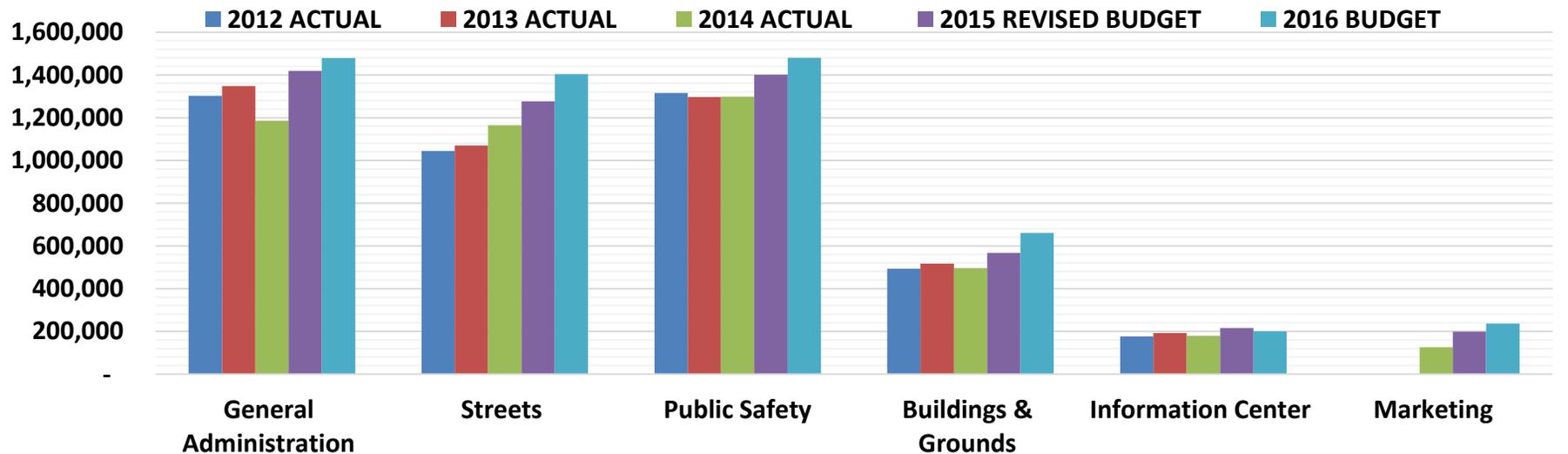
### 2016 GENERAL FUND PROJECTED EXPENDITURES BY CATEGORY



## GENERAL FUND PROJECTED EXPENDITURES BY CATEGORY 2013-2015



## GENERAL FUND EXPENDITURES BY DEPARTMENT 2012 - 2016



**BUDGET SUMMARY  
2016 ANNUAL BUDGET**

**GENERAL FUND  
SUMMARY BUDGET STATEMENT**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>FUND BALANCES (Beginning):</b>				
<b>NON-SPENDABLE: EHOP <sup>1</sup></b>	<b>167,606</b>	<b>168,015</b>	<b>168,015</b>	<b>168,015</b>
<b>RESTRICTED FOR: TAVOR RESERVE</b>	<b>132,250</b>	<b>141,851</b>	<b>132,000</b>	<b>149,928</b>
<b>UNASSIGNED FUND BALANCE:</b>	<b>1,103,199</b>	<b>989,162</b>	<b>1,434,251</b>	<b>1,763,351</b>
<b>TOTAL FUND BALANCES (Beginning)</b>	<b>1,403,055</b>	<b>1,299,028</b>	<b>1,734,266</b>	<b>2,081,294</b>
<b>REVENUE</b>				
Taxes	3,640,291	3,694,554	4,059,275	4,239,494
Licenses and Permits	215,855	141,895	240,160	224,140
Intergovernmental Revenue	450,965	458,132	466,842	475,090
Charges for Services	97,076	61,500	125,315	82,500
Fines & Forfeitures	55,332	49,450	92,558	81,200
Misc. Revenues	197,707	196,386	290,780	257,400
Transfers from Other Funds				
From Water	50,000	60,000	60,000	60,000
From Wastewater	50,000	60,000	60,000	60,000
From Refuse	18,500	28,500	28,700	28,750
From Capital Improvements	5,000	-	-	-
<b>TOTAL REVENUE</b>	<b>4,780,727</b>	<b>4,750,417</b>	<b>5,423,630</b>	<b>5,508,574</b>
<b>TOTAL SOURCES</b>	<b>6,183,782</b>	<b>6,049,445</b>	<b>6,989,881</b>	<b>7,589,868</b>
<b>EXPENDITURES</b>				
General Government	1,185,194	1,233,730	1,419,369	1,478,220
Public Works - Streets	1,164,799	1,293,608	1,275,727	1,404,016
Public Safety - Police	1,298,088	1,401,392	1,400,613	1,479,414
Public Works - Buildings & Grounds	496,205	581,847	566,828	660,713
Information Center	179,536	167,803	214,893	200,489
Marketing	125,694	196,723	199,171	236,017
Transfer to Capital Improvements	-	-	-	650,000
<b>TOTAL EXPENDITURES</b>	<b>4,449,516</b>	<b>4,875,103</b>	<b>5,076,601</b>	<b>6,108,868</b>
<b>FUND BALANCES (Ending):</b>				
<b>RESTRICTED FOR: TAVOR RESERVE</b>	<b>132,000</b>	<b>145,308</b>	<b>149,928</b>	<b>162,686</b>
<b>NON-SPENDABLE: EHOP</b>	<b>168,015</b>	<b>168,015</b>	<b>168,015</b>	<b>168,015</b>
<b>UNASSIGNED FUND BALANCE:</b>	<b>1,434,251</b>	<b>861,019</b>	<b>1,763,351</b>	<b>1,150,299</b> <sup>2</sup>
<b>TOTAL FUND BALANCES (Ending):</b>	<b>1,734,266</b>	<b>1,174,342</b>	<b>2,081,294</b>	<b>1,481,000</b>

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

<sup>2</sup> Ending 2016 budgeted unassigned fund balance is 21.07% of operating expenditures (does not include transfers)

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**GENERAL FUND  
REVENUE SOURCES**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016	
<b>TAXES</b>					
General Property Tax	247,552	248,379	248,379	255,403	1
Sales Tax	3,013,020	3,031,135	3,357,880	3,525,774	2
Franchise Tax	217,245	206,040	215,016	219,316	
Marketing Lodging Tax	112,474	109,000	124,000	124,000	
Occupation Tax	50,000	100,000	114,000	115,000	
<b>TOTAL TAXES</b>	<b>3,640,291</b>	<b>3,694,554</b>	<b>4,059,275</b>	<b>4,239,494</b>	
<b>LICENSES &amp; PERMITS</b>					
Business Licenses	23,138	22,950	29,000	28,500	
Liquor Licenses	7,694	6,525	6,920	7,250	
Marijuana Licenses	-	-	12,000	3,000	
Marketing Fee	7,390	7,420	8,140	8,440	
Building Permits	176,783	105,000	170,000	150,000	
Electrical Permits	-	-	12,500	25,000	3
Road Cut Permits	450	-	400	350	
Sign Permits	400	-	1,000	1,100	
Special Event Permits	-	-	200	500	
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>215,855</b>	<b>141,895</b>	<b>240,160</b>	<b>224,140</b>	
<b>INTERGOVERNMENTAL REVENUE</b>					
Motor Vehicle License Fee	28,714	26,000	27,100	27,000	
Specific Ownership Tax	21,612	20,000	23,630	24,000	
Highway Users Tax	210,662	206,432	209,941	209,178	
Cigarette Tax	11,145	11,500	10,900	10,350	
Severance Tax	794	700	667	500	
Federal Mineral Tax	712	300	503	500	
Road & Bridge Tax	81,193	94,700	82,440	86,562	
County Sales Tax	96,133	98,500	111,661	117,000	2
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>450,965</b>	<b>458,132</b>	<b>466,842</b>	<b>475,090</b>	

1 Due to Increase of 23% in net total assessed property valuation

2 Increase of 5% from revised sales tax

3 New Revenue line item in 2015 due to Town taking over electrical inspection from the State in order to increase inspection coverage from 2 to 5 days a week

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**GENERAL FUND  
REVENUE SOURCES**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>CHARGES FOR SERVICES</b>				
Planning & Zoning Fees	11,929	6,000	16,000	16,000
Planning & Zoning Reimbursable	44,428	25,000	79,000	36,000
Facility Usage Fees	28,815	28,500	28,500	28,500 <sup>1</sup>
Facility Usage Deposits	3,504	2,000	1,815	2,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>97,076</b>	<b>61,500</b>	<b>125,315</b>	<b>82,500</b>
<b>FINES &amp; FORFEITURES</b>				
Fines & Forfeits	42,283	41,450	57,000	55,000
Police Surcharge	-	-	1,260	4,900 <sup>2</sup>
Police Miscellaneous	2,821	2,000	1,685	1,800
Police Grants	1,944	-	19,413	15,000
Special Duty Reimbursable	8,285	6,000	13,200	4,500
<b>TOTAL FINES &amp; FORFEITS</b>	<b>55,332</b>	<b>49,450</b>	<b>92,558</b>	<b>81,200</b>
<b>MISCELLANEOUS REVENUE</b>				
General Interest	5,925	6,500	5,900	1,700
Information Center Sales	152,221	154,600	215,000	200,000
Information Center Donations	903	600	1,200	1,000
Information Center Sales Tax	12,730	12,986	18,060	16,800
Rental Income	10,818	1,200	1,200	1,200
Other Miscellaneous Revenue	14,677	18,000	14,700	14,500
Sale of Fixed Assets	-	2,000	32,520	20,000
Reimbursable Revenue - Other	434	500	2,200	2,200
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>197,707</b>	<b>196,386</b>	<b>290,780</b>	<b>257,400</b>

<sup>1</sup> Facility Usage Fees are mainly from rental of the Brush Creek Pavilion

<sup>2</sup> New fee adopted in 2015 for equipment procurment

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**GENERAL FUND  
REVENUE SOURCES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>TRANSFERS FROM OTHER FUNDS</b>				
General Admin. Water	50,000	60,000	60,000	60,000
General Admin. Wastewater	50,000	60,000	60,000	60,000
General Admin. Refuse <sup>1</sup>	18,500	28,500	28,700	28,750
Capital Improvements - Community Enhancement	5,000	-	-	-
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b><u>123,500</u></b>	<b><u>148,500</u></b>	<b><u>148,700</u></b>	<b><u>148,750</u></b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b><u>4,780,727</u></b>	<b><u>4,750,417</u></b>	<b><u>5,423,630</u></b>	<b><u>5,508,574</u></b>

<sup>1</sup> Due to staffing of yardwaste center on Saturdays and Wednesdays there is an additional \$10,000 transferred to the General Fund in 2015 & 2016 for reimbursement of Streets department overtime wages

# 2016 Town of Eagle Budget

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## General Government Department

**Lead Staffer:** Town Manager

**Total Personnel:** 8 FTEs (plus Town Board and Planning & Zoning Commission)

**Department Description:** The General Government Department includes, General Administration, Planning & Building, Clerk, Administration & Finance, Town Board, Planning and Zoning Commission, community requests, and any other miscellaneous expenditures that are not required or appropriate to be allocated in any other fund or department.

**Forecast Overview:** Focus in the General Government Department will continue moving towards increasing efficiencies and modernizing practices. Staff continues to move on many fronts to achieve the below listed goals.

### 2015 Accomplishments:

- Completed Town River Corridor Plan and engaged public through committee, public meetings, and a dedicated website
- Transition to paperless packets, cut staff paper preparation time and expense drastically
- Launched Town website
- Refined various clerk and recording practices outlined by 3rd party consultant
- Implemented IT upgrades for compliance and modernization: backup storage, Office 365, SCADA, Wireless, creation of electronic forms and storage
- Events Permitting Coordination (Police, Marketing & Events, Clerk, Public Works)
- Safety Committee established and new safety policy adopted to reduce Town's risk, injuries, and premiums
- Completed several code revisions (sign code, performance guarantee, Planning Fee Table update, School Land Dedication, Marijuana code, lighting code)
- Took over fixed assets tracking and accounting from auditors (5 years since auditors took over)
- Implemented Info Center revenue tracking and reconciliation process
- Enrolled in new vision insurance increasing coverage for employees and reducing expenditures
- Implemented ADA (Affordable Care Act) reporting requirements

## **2016 Goals and Objectives:**

- Continue to work towards a higher level of professionalism and customer service
- Continue to work with Board to define “Open for Business”
- Upgrade and modernize policies, practices and systems (IT and HR)
- Position Town to transition out of recession understanding deferred items
- Compensation of \$100 per month for Planning and Zoning commissioners (a Town success for spearheading the 2014 legislative session enabling legislation)
- Continue Economic Development discussion with Board
- Planning department looking at inefficiencies in town code and proposing software for on-line submittals
- Balancing responsibilities and workload for Administrative staff in order to ensure, balance, healthy cross training, and internal controls
- Assess and re-balance admin tasks across team (assessment in progress)
- Continue with Code updates and revisions
- Development of Process flow charts/road mapping standard slides, and more “user friendly” land use applications
- Continue to support the Castle Peak Senior Care Center project with committed and additional funding in 2016

**BUDGET SUMMARY  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: GEN GOVERNMENT

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	779,832	847,152	859,569	914,058
SUPPLIES	22,329	17,120	16,220	26,450
PURCHASED SERVICES	279,249	256,758	365,759	399,424
FIXED CHARGES	52,775	52,700	52,821	51,688
CAPITAL OUTLAY	-	-	-	26,600
COMMUNITY REQUESTS	50,200	50,000	50,000	50,000
CONTINGENCY	810	10,000	75,000	10,000
<b>TOTAL EXPENDITURES</b>	<b><u><u>1,185,194</u></u></b>	<b><u><u>1,233,730</u></u></b>	<b><u><u>1,419,369</u></u></b>	<b><u><u>1,478,220</u></u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: GEN GOVERNMENT

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	529,660	532,229	528,239	566,227
Town Board	23,495	22,800	22,800	22,800
Planning & Zoning	-	-	-	8,400
Overtime	1,030	5,000	10,000	10,000
Bonus 1	2,599	5,181	13,067	15,215
Employee Recognition	-	1,349	1,358	815
Car Allowance	3,650	6,000	6,000	6,000
Moving Expense	-	-	2,000	-
Employer Contributions				
Unemployment Insurance	1,728	1,649	1,682	1,795
Workmen's Compensation	2,500	2,600	2,700	2,700
Health & Life Insurance	140,597	188,000	192,000	192,000
F.I.C.A.	45,066	43,801	44,635	48,153
Retirement	28,657	37,543	34,088	38,952
Retirement Fees	850	1,000	1,000	1,000
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>779,832</u></b>	<b><u>847,152</u></b>	<b><u>859,569</u></b>	<b><u>914,058</u></b>
<b>SUPPLIES</b>				
Office Supplies	6,599	7,500	7,500	7,000
Election Expense	2,855	-	-	10,000 2
Vehicle Repair & Maint Supplies	247	350	350	400
Gas & Oil	2,076	2,000	1,100	1,750
Equipment 3	10,552	7,270	7,270	7,300
<b>TOTAL SUPPLIES</b>	<b><u>22,329</u></b>	<b><u>17,120</u></b>	<b><u>16,220</u></b>	<b><u>26,450</u></b>

1 Holiday and Town Manager discretionary employee bonus

2 April municipal election for mail-in ballot. No budgeted amount for November 2016

3 Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: GEN GOVERNMENT

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>	
<b>PURCHASED SERVICES</b>					
Communication & Transportation	2,537	5,000	5,000	5,000	
Legal Notices	6,149	7,500	7,500	7,500	
Dues & Subscriptions	13,022	14,000	14,000	15,260	
Human Resource Management Tool	-	185	185	200	
Utility Services (Phone/Internet)	9,288	10,000	12,000	12,000	
<b>Professional Services</b>					
Credit Card Transaction Fees	5,291	-	5,050	5,150	
Legal - Reimbursable	57,382	35,000	75,000	35,000	
Legal - General	52,845	50,000	58,000	60,000	
Auditing	27,654	27,000	27,713	28,000	
Professional administrative Services	-	-	3,000	26,000	1
Engineering - Reimbursable	4,302	-	1,000	1,000	
Engineering - General	16,391	2,000	4,000	3,000	
Inspection Services	5,954	2,000	38,414	38,000	2
Planning Services	-	-	-	-	
Repair & Maint Services	300	500	600	500	
Computer Support	17,814	24,773	24,773	28,977	
Community Survey	-	-	-	1,200	
Public Relations	6,930	3,000	3,174	3,231	
Strategic Planning	-	-	-	5,000	
Community Planning	-	-	5,000	16,000	
West Eagle Planning	-	-	-	-	
Community Survey	-	-	-	1,450	
<b>Travel &amp; Meetings</b>					
Travel Expense	5,589	1,500	4,000	7,000	
Meeting Expense	2,745	1,500	1,500	4,000	
Tuition & Books	6,502	8,000	8,000	15,000	
Treasurer Fees	5,942	12,100	12,100	12,500	

1 Proposed expenditure for human resources and personnel handbook review and rewrite services, salary survey and wage range study, and grant writing services

2 Increase in 2015 & 2016 inspection services due to Town taking over electrical inspections from the state in 2015. Town contracted with Safebuilt to increase electrical inspection coverage 5 days/week for 85% of permit fees.

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: GEN GOVERNMENT

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES (continued)</b>				
Other				
Recording Documents	104	1,000	1,000	1,000
Contract Payments	7,273	6,500	8,250	8,256
Castle Peak Senior Center 1	25,000	25,000	25,000	45,000
IMBA Ride Center Designation	-	7,500	7,500	-
EGE Air Alliance	-	5,000	5,000	7,500
Vail Valley Partnership	-	5,000	5,000	6,500
2015 World Alpine Ski Championships	-	2,500	2,500	-
Miscellaneous	237	200	1,500	200
<b>TOTAL PURCHASED SERVICES</b>	<b><u>279,249</u></b>	<b><u>256,758</u></b>	<b><u>365,759</u></b>	<b><u>399,424</u></b>
<b>FIXED CHARGES</b>				
CIRSA Insurance	46,433	47,000	46,821	45,688
CIRSA Insurance - Pavilion	6,342	5,700	6,000	6,000
<b>TOTAL FIXED CHARGES</b>	<b><u>52,775</u></b>	<b><u>52,700</u></b>	<b><u>52,821</u></b>	<b><u>51,688</u></b>
<b>CAPITAL OUTLAY 2</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>26,600</u></b>
<b>COMMUNITY REQUESTS</b>	<b><u>50,200</u></b>	<b><u>50,000</u></b>	<b><u>50,000</u></b>	<b><u>50,000</u></b>
<b>CONTINGENCY</b>	<b><u>810</u></b>	<b><u>10,000</u></b>	<b><u>75,000</u></b>	<b><u>10,000</u></b>
<b>TOTAL</b>	<b><u>1,185,194</u></b>	<b><u>1,233,730</u></b>	<b><u>1,419,369</u></b>	<b><u>1,478,220</u></b>

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

2 Equipment exceeding \$5,000 for capitalization purposes - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: GEN GOVERNMENT

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
Miscellaneous Equipment	597	500	500	1,500
IT Equipment				
Miscellaneous IT Equipment	-	-	-	1,300
Shoretel Phone System Upgrade	-	-	-	1,500
Caselle Software - Software	5,450	-	-	3,000
Phone System - Conference Phone	1,821	-	-	-
Office 365 Enterprise Implementation	-	4,420	4,420	-
New Wireless System in Town Hall	-	2,350	2,350	-
Board Room Video System	2,684.00	-	-	-
<b>TOTAL</b>	<b><u>10,552</u></b>	<b><u>7,270</u></b>	<b><u>7,270</u></b>	<b><u>7,300</u></b>

**DETAIL OF CAPITAL OUTLAY & EQUIPMENT**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
IT Servers & Storage	-	-	-	10,500
Building Permit System	-	-	-	16,100
<b>TOTAL</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>26,600</u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: GEN GOVERNMENT

**GENERAL FUND  
TRANSFERS TO OTHER FUNDS**

	ACTUAL 12/31/2014 2014	BUDGET 12/31/2015 2015	REVISED 12/31/2015 2015	BUDGET 12/31/2016 2016
TRANSFER TO CAPITAL IMPROVEMENTS FUND	-	-	-	650,000
TRANSFER TO DEBT SERVICE FUND	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>650,000</b>

# 2016 Town of Eagle Budget

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## Streets

**Lead Staffer:** Public Works Director, Public Works Foreman, Crew Boss

**Total Personnel:** 8 FTEs

**Town Lane Miles:** 76 streets, 3 miles of paved recreation paths

**Department Description:** The Streets Department maintains and performs minor construction of the streets and rights of way within the Town’s jurisdiction. Department is also responsible for signage, weed control and management of the “urban forest,” storm water drainage, traffic control, engineering, and winter maintenance within the ROW. Some staff FTEs are split a between this core Public Works function and either the water fund.

**Forecast Overview:** In 2015 the Town conducted a professional street conditions analysis. This study will result in a tool for pavement management; one of the Towns most significant infrastructure investments. In the past 10 years, Town has spent on average, \$185,000 on street resurfacing. The 2016 budget includes a proposed \$200,000 investment in 2016, although the study may potentially show a need for greater investment in the future. Through fall of 2015 and early into 2016, Town will continue to pursue “devolution” of Highway 6 from Eby Creek Round-a-bout to roughly a mile past the Brush Creek Bridge currently being maintained by CDOT. CDOT will be giving a significant one-time payment to the Town in order to take over the maintenance of the two mile section of heavily travelled regional roadway. This will be significant financial liability to the Town; the advantage being that the Town will have significantly more local control and lower costs when eventually implementing major access changes and ROW improvements from Sylvan Lake Road to Eby Creek Road. Some version of these improvements have been on the Towns’ wish list for close to 30 years, and are likely the next major roadway project for Town.

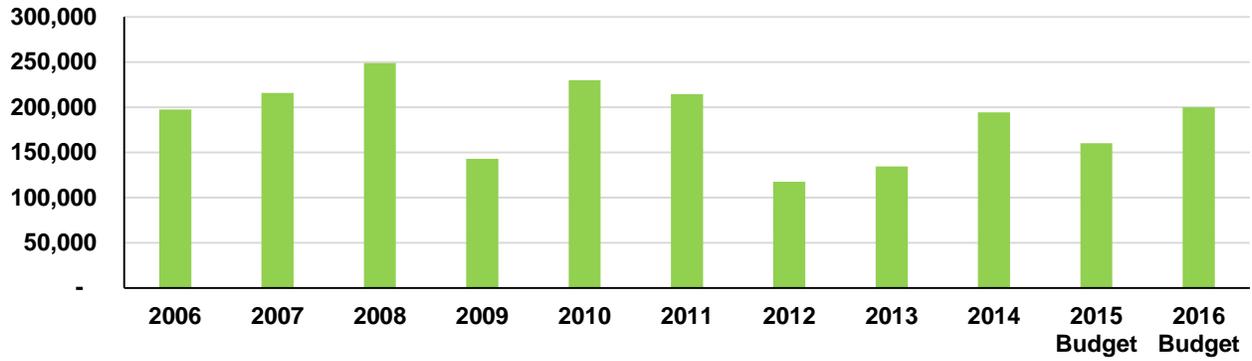
### 2015 Accomplishments:

- Completed a pavement assessment for planning purposes
- Savings on winter snow removal equipment due to leasing instead of 6 month rental

### 2016 Goals and Objectives

- Create work and reserve plan following pavement assessment
- Implement a deliberate regime of street maintenance based on metrics
- Begin preliminary engineering of Highway 6 improvements

## Street Resurfacing Expenditures Year over Year Overview



*\*Town doubled lane miles managed with Eagle Ranch Development. Colorado Streets are estimated to require surface treatments every seven years, and full replacement every 20 in cared for properly. Crack sealing should be and annual maintenance project.*

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: STREETS

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	629,263	741,101	763,241	841,959
SUPPLIES	145,239	159,800	143,409	151,299
PURCHASED SERVICES	320,472	362,707	344,050	381,240
FIXED CHARGES	18,253	20,000	20,000	19,518
CAPITAL OUTLAY	-	-	5,027	-
CONTINGENCY	<u>51,573</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>
<b>TOTAL</b>	<b><u><u>1,164,799</u></u></b>	<b><u><u>1,293,608</u></u></b>	<b><u><u>1,275,727</u></u></b>	<b><u><u>1,404,016</u></u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: STREETS

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages <sup>1</sup>	423,781	451,863	452,943	494,898
Overtime	18,159	25,255	25,255	25,255
Bonus <sup>2</sup>	4,548	4,533	9,563	15,215
Employee Recognition	-	540	543	2,037
Employer Contributions				
Unemployment Insurance	1,332	1,447	1,465	1,612
Workmen's Compensation	11,549	14,100	13,755	14,100
Health & Life Insurance	106,495	176,250	192,000	216,000
F.I.C.A.	34,037	36,888	37,355	41,111
Retirement	29,362	30,225	30,362	31,731
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>629,263</u></b>	<b><u>741,101</u></b>	<b><u>763,241</u></b>	<b><u>841,959</u></b>
<b>SUPPLIES</b>				
Office Supplies	3,500	3,500	3,500	3,500
Operating Supplies	2,809	2,000	1,500	2,000
Uniforms	-	2,000	2,000	2,000
Street Repair & Maint. Supplies	69,243	80,000	70,000	76,000
Vehicle Repair & Maint Supplies	31,655	30,000	25,000	25,000
Gas, Diesel & Oil	37,905	27,000	16,000	25,000
Equipment <sup>3</sup>	126	14,800	25,159	17,299
Traffic Count Materials	-	500	250	500
<b>TOTAL SUPPLIES</b>	<b><u>145,239</u></b>	<b><u>159,800</u></b>	<b><u>143,409</u></b>	<b><u>151,299</u></b>

<sup>1</sup> 2015 and 2016 Increase due to additional maintenance worker added mid-year 2015

<sup>2</sup> Holiday and Town Manager discretionary employee bonus

<sup>3</sup> Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: STREETS

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	2,427	3,000	3,000	5,000
Legal Notices	-	500	500	600
Dues and Subscriptions	-	250	250	250
Utility Services	39,161	45,000	43,000	45,000
Professional Services				
Engineering	-	2,000	2,000	2,000
R.R. R-O-W Lease Agreement <sup>1</sup>	12,100	12,100	12,000	12,100
Pavement Management Study	-	40,000	45,000	-
Repair & Maintenance				
Repair & Maintenance Services	16,996	30,000	10,000	30,000
Street Resurfacing	194,327	160,000	160,000	200,000
Computer Support/Software	945	5,807	5,800	4,940
Tree Management/Replacement	9,948	10,000	10,000	15,000
Weed Control	300	2,500	-	2,500
Seabry Tree Cost Share	3,187	-	1,200	-
Equipment Lease	38,707	48,000	48,000	60,000 <sup>2</sup>
Travel & Meetings				
Travel Expense	-	500	500	500
Meeting Expense	149	350	350	350
Tuition & Books	884	1,500	1,250	1,500
CDL Testing	1,342	1,200	1,200	1,500
<b>TOTAL PURCHASED SERVICES</b>	<b><u>320,472</u></b>	<b><u>362,707</u></b>	<b><u>344,050</u></b>	<b><u>381,240</u></b>
<b>FIXED CHARGES</b>				
CIRSA Insurance	18,253	20,000	20,000	19,518
<b>TOTAL FIXED CHARGES</b>	<b><u>18,253</u></b>	<b><u>20,000</u></b>	<b><u>20,000</u></b>	<b><u>19,518</u></b>
<b>CAPITAL OUTLAY <sup>3</sup></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>5,027</u></b>	<b><u>-</u></b>
<b>CONTINGENCY</b>	<b><u>51,573</u></b>	<b><u>10,000</u></b>	<b><u>-</u></b>	<b><u>10,000</u></b>
<b>TOTAL</b>	<b><u><u>1,164,799</u></u></b>	<b><u><u>1,293,608</u></u></b>	<b><u><u>1,275,727</u></u></b>	<b><u><u>1,404,016</u></u></b>

<sup>1</sup> Violet Lane bridge

<sup>2</sup> In 2016, additional \$16,615 to lease backhoe instead of purchasing for \$114,500; achieved savings on road grader equipment due to leasing year round instead of renting for six months

<sup>3</sup> Equipment exceeding \$5,000 for capitalization purposes - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: STREETS

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
Miscellaneous Equipment	126	9,140	7,500	9,500
Holiday Lights			12,000	-
IT Equipment				
Desktop computer replacements	-	3,000	3,000	2,300
Plotter	-	-	-	4,999
Miscellaneous IT Equipment	-	-	-	500
Office 365 implementation	-	1,310	1,309	-
New Wireless System	-	1,350	1,350	-
<b>TOTAL</b>	<b><u>126</u></b>	<b><u>14,800</u></b>	<b><u>25,159</u></b>	<b><u>17,299</u></b>

**DETAIL OF CAPITAL OUTLAY & EQUIPMENT**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
Miscellaneous Equipment	-	-	5,027	-
<b>TOTAL</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>5,027</u></b>	<b><u>-</u></b>

# 2015 Town of Eagle Budget

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## Public Safety

**Lead Staffer:** Police Chief

**Total Personnel:** 11.5 FTE (10 Officers, 1.5 Secretary/Municipal Clerk, Contracted Judge)

**Department Description:** The Town of Eagle Police Department is a community-oriented organization committed to providing professional police services 24 hours a day, 365 days a year.

**Department Mission:** To work in partnership with our community to protect life, property, and enhance the quality of life in our town through creative and innovative problem solving, fair and equitable law enforcement and an effective use of resources. Through innovative, honest and responsive leadership techniques, we will continue to seek avenues to improve upon service delivery and best practice standards to ensure success.

**Forecast Overview:** 2015 was earmarked with organizational restructuring of the police department following a 3<sup>rd</sup> party review, which included the hiring of a police chief, an additional police sergeant and patrol officers. Consistent with our vision and 3<sup>rd</sup> party recommendations, various police programs, community-oriented outreach events, community notification techniques, crime-prevention media, youth education methods, professional networking systems and customer-service philosophies were accomplished and assessed for value. A direct focus of such initiatives will continue in 2016. As leadership enrichment and training techniques begin to evolve in the development of new staff, the police department continues to provide our community with enhanced, effective, efficient and community-oriented police services available within the confines of existing resources.

For 2016, technology applications and service providers are denoted to have moderate impacts on the public safety budget. Procurement of equipment, maintenance applications and community outreach funding will continue throughout 2016. Government shared funding programs and grant applications will be researched again for 2016. Proposed 2016 Capital Improvements will have significant impacts, with long-term benefits.

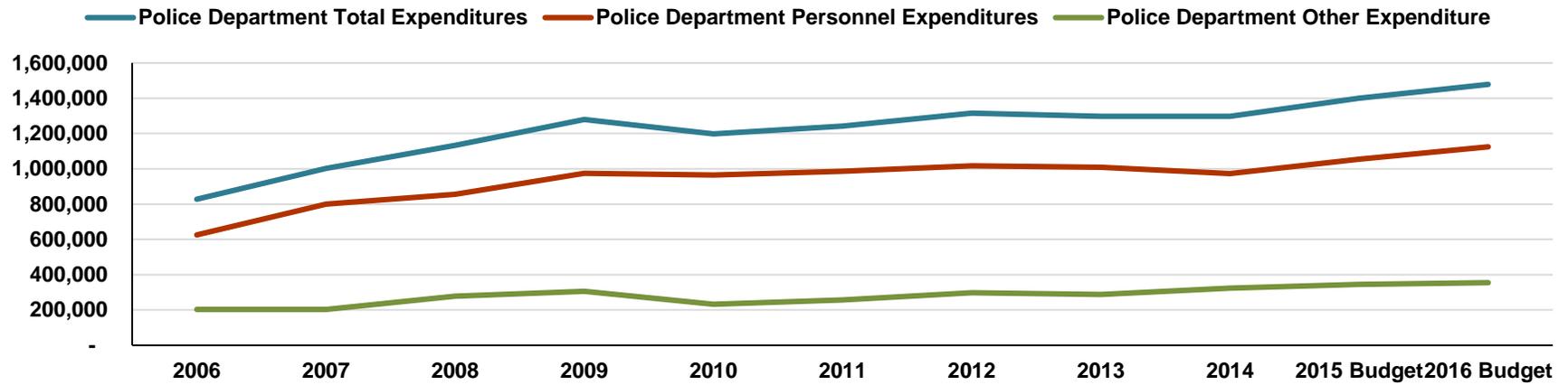
### 2015 Accomplishments:

- Development and implementations of departmental policy, strategic design of best-practice principles, acquisition of alternative funding programs and revised service-oriented procedures
- Successfully accomplish a majority of the tasks recommended by the 3<sup>rd</sup> party consultant

## **2016 Goals and Objectives:**

- Design or improve upon innovative crime prevention strategies with a focus on education and community programs
- Promote avenues of restorative justice philosophies at the police and prosecutorial level
- Continue focusing on avenues for organizational success, while focusing on organizational goals, best-practice standards and 3<sup>rd</sup> party recommendations
- Focus on youth programs with special attention on safety, technology and marijuana issues
- Development of an agreement with neighboring agencies to combat the unlawful distribution of drugs in our community
- Enhancement of staff training with a focus on the newly implemented department policy and State of Colorado POST annual requirements
- Continued enhancement of community networking through modern strategies of design, patrol initiatives, community meetings, and use of technology
- Acquire vehicles and equipment necessary to maintain consistency with modern police practices, while providing for safety and the viability of our Mission
- Continued focus on alternative funding avenues for training and training equipment
- Fulfillment of a part-time (two-day per week) position to aid the Police Records and Municipal Court Clerk position
- Focus on the acquisition of sufficiently qualified personnel, combined with the strategic investment and philosophical approach to policing our community, retention of talented team members is a priority to ensure enhanced success

## Police Department Expenditures 10 Year Overview



- *Increases in expenditures for the Police department are related to the following items:*
  - *Department is now fully staffed, additional part time position added, 2016 board approved merit increases*
  - *Increased equipment expenditures (funded by newly implemented surcharge fee on tickets)*
  - *Increased operating supplies, equipment, and training expenditures (department is requesting grants for majority of equipment and training expenditures)*
  - *Increased Town focus on IT maintenance and equipment*
  - *Increased fixed costs (i.e. Dispatching Services, Lexipol Policy, Radio Access)*

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND:GENERAL  
DEPT:PUBLIC SAFETY

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICE	973,659	1,056,679	1,055,044	1,124,702
SUPPLIES	39,017	54,440	58,372	55,490
PURCHASED SERVICES	267,134	263,273	263,722	268,753
FIXED CHARGES	18,279	21,000	20,975	20,469
CONTINGENCY	-	6,000	2,500	10,000
<b>TOTAL</b>	<b><u>1,298,088</u></b>	<b><u>1,401,392</u></b>	<b><u>1,400,613</u></b>	<b><u>1,479,414</u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND:GENERAL  
DEPT:PUBLIC SAFETY

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	673,757	663,093	678,256	712,764
Overtime	16,315	16,000	16,000	16,000
Bonus 1	5,023	11,500	15,136	14,804
Employee Recognition	-	-	-	543
Car Allowance	7,315	-	-	-
Employer Contributions				
Unemployment Insurance	2,257	2,072	2,128	2,232
Workmen's Compensation	16,032	22,500	21,630	22,500
Health & Life Insurance	165,222	258,500	240,000	264,000
F.I.C.A.	55,307	52,830	54,268	56,925
Retirement	32,430	30,184	27,626	34,934
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>973,659</u></b>	<b><u>1,056,679</u></b>	<b><u>1,055,044</u></b>	<b><u>1,124,702</u></b>
<b>SUPPLIES</b>				
Office Supplies	1,694	2,300	2,300	2,000
Operating Supplies	13,515	18,500	21,993	18,500
Vehicle Repair & Maint Supplies	4,881	7,500	5,000	5,000
Gas & Oil	15,595	17,500	15,500	17,000
School Resource Officer Supplies	-	-	-	2,000
Equipment 2	3,331	8,640	13,579	10,990
<b>TOTAL SUPPLIES</b>	<b><u>39,017</u></b>	<b><u>54,440</u></b>	<b><u>58,372</u></b>	<b><u>55,490</u></b>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	645	1,500	1,300	1,500
Legal Notices	-	1,500	1,000	1,500
Dues & Subscriptions	474	500	680	725
Utility Services (Phones/Internet)	11,130	12,400	11,950	12,200

1 Holiday and Town Manager discretionary employee bonus

2 Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND:GENERAL  
DEPT:PUBLIC SAFETY

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES (continued)</b>				
Professional Services				
Legal	10,648	14,000	14,000	14,000
Consultant	450	4,000	1,950	3,800
Computer Support	8,652	9,590	9,400	11,405
Repair & Maintenance	3,246	4,000	3,300	4,000
Travel & Meetings				
Travel Expense	3,158	2,800	10,105	2,800
Meeting Expense	376	600	500	600
Tuition & Books	3,071	5,000	8,240	7,000
Other:				
Animal Control	20,025	21,000	20,900	21,000
Radio Access	21,652	26,036	26,036	25,095
Ambulance, Hospital	-	1,000	-	1,000
Boarding Prisoners	-	500	200	500
Contract Payments	31,635	7,400	4,325	6,500
Dispatching Services	136,444	139,257	139,257	141,188
Detox Center Fee	8,190	8,190	8,190	8,190
CAD/RMS	-	1,000	-	1,000
Drug Task Force	-	-	-	1,000
Crime Stoppers	-	500	150	500
Volunteer Recognition	250	300	150	300
Lexipol Policy	2,090	2,200	2,090	2,950
<b>TOTAL PURCHASED SERVICES</b>	<b><u>267,134</u></b>	<b><u>263,273</u></b>	<b><u>263,722</u></b>	<b><u>268,753</u></b>
<b>FIXED CHARGES</b>				
CIRSA Insurance	18,279	21,000	20,975	20,469
<b>TOTAL FIXED CHARGES</b>	<b><u>18,279</u></b>	<b><u>21,000</u></b>	<b><u>20,975</u></b>	<b><u>20,469</u></b>
<b>CAPITAL OUTLAY <sup>1</sup></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>CONTINGENCY</b>	<b><u>-</u></b>	<b><u>6,000</u></b>	<b><u>2,500</u></b>	<b><u>10,000</u></b>
<b>TOTAL</b>	<b><u><u>1,298,088</u></u></b>	<b><u><u>1,401,392</u></u></b>	<b><u><u>1,400,613</u></u></b>	<b><u><u>1,479,414</u></u></b>

<sup>1</sup> Equipment exceeding \$5,000 for capitalization purposes - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: PUBLIC SAFETY

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
IT Equipment	760	1,640	1,640	-
Safe	-	1,000	1,000	-
Bulletproof Vest	-	-	2,574	-
Lightbar - Replacement	-	-	-	-
Gas Masks			-	2,490
Tasers	927	-	-	-
Miscellaneous Equipment	<u>1,644.00</u>	<u>6,000</u>	<u>8,365</u>	<u>8,500</u>
<b>TOTAL</b>	<b><u>3,331</u></b>	<b><u>8,640</u></b>	<b><u>13,579</u></b>	<b><u>10,990</u></b>

# 2016 Town of Eagle Budget

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## Buildings and Grounds

**Lead Staffer:** Public Works Director, Buildings & Grounds Supervisor

**Total Personnel:** 3 FTE (plus three summer seasonal)

**Department Description:** The Buildings and Grounds Department maintains Town buildings, restrooms, parks, Broadway streetscape and the round-a-bout landscaping. Responsibilities include repair, mowing, cleaning of facilities (except town hall), 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 checks of all Town properties, especially playgrounds.

**Forecast Overview:** The maintenance roles of this department keep it fully occupied. In the summer, with additional seasonal labor they have been able to also perform some long-term maintenance. Two new scopes of work for this department are being budgeted to be performed by private sector contractors. The landscaping for the new Eby Creek round-a-bouts were under warranty in 2015, and are now a responsibility of this department. Instead of adding personnel, the Town will be bidding out the maintenance of these at an anticipated costs. Also being bid out is the additional scope of landscaping at the Pool and Ice facility which previously had been maintained by WECMRD under the IGA.

### 2015 Successes:

- Significant progress in removing unsafe playground equipment in various locations, and improving the condition of parks in general
- Annual 2015 CIRSA all day site walk (all parks and facilities) resulted in fewer notations than in recent history
- Received many citizen compliments through the year for maintenance of Broadway and Town Parks

### 2016 Goals and Objectives:

- Continue to transition into a more proactive department with long-term maintenance plans for Town asset
- Continuing to explore contracting of particular services
- Plan next park improvements for 2017

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: BUILDING  
& GROUNDS

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	274,846	313,262	315,312	324,818
SUPPLIES	72,276	83,705	94,604	85,500
PURCHASED SERVICES	137,538	163,380	145,412	230,081
FIXED CHARGES	11,545	11,500	11,500	15,314
CAPITAL OUTLAY	-	5,000	-	-
CONTINGENCY	-	5,000	-	5,000
<b>TOTAL</b>	<b><u>496,205</u></b>	<b><u>581,847</u></b>	<b><u>566,828</u></b>	<b><u>660,713</u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: BUILDING  
& GROUNDS

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	182,736	194,995	195,492	203,287
Overtime	7,757	9,000	9,000	9,000
Bonus	1,949	1,943	1,955	1,955
Employee Recognition	750	-	-	543
Employer Contributions				
Unemployment Insurance	575	618	619	644
Workmen's Compensation	4,000	9,500	9,500	9,500
Health & Life Insurance	52,242	70,500	72,000	72,000
F.I.C.A.	14,723	15,754	15,793	16,431
Retirement	10,114	10,952	10,952	11,458
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>274,846</u></b>	<b><u>313,262</u></b>	<b><u>315,312</u></b>	<b><u>324,818</u></b>
<b>SUPPLIES</b>				
Operating Supplies	891	600	500	500
Uniforms	-	1,200	1,200	1,000
Facility Repair & Maint. Supplies	40,620	43,000	50,000	45,000
Vehicle Repair & Maint Supplies	5,076	6,000	6,000	6,000
Gas & Oil	8,913	9,000	9,000	9,000
Equipment 1	2,861	6,905	10,904	7,500
Janitorial Supplies	13,915	17,000	17,000	16,500
<b>TOTAL SUPPLIES</b>	<b><u>72,276</u></b>	<b><u>83,705</u></b>	<b><u>94,604</u></b>	<b><u>85,500</u></b>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	1,822	1,600	1,600	1,700
Utility Services (All Buildings)	57,163	58,000	52,000	60,000

1 Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: BUILDING  
& GROUNDS

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES (continued)</b>				
Janitorial Maintenance Contracts	25,896	29,000	25,896	30,396
Contract Payments	3,534	4,200	4,200	87,000 <sup>1</sup>
Irrigation Service Agreement (Eagle Ranch)	4,861	6,500	6,000	6,500
Building Maintenance Study	3,813	10,000	10,000	5,000
Repair & Maintenance Services	39,753	53,000 <sup>2</sup>	44,636 <sup>2</sup>	38,363
Computer Support	696	1,080	1,080	1,122
<b>TOTAL PURCHASED SERVICES</b>	<b><u>137,538</u></b>	<b><u>163,380</u></b>	<b><u>145,412</u></b>	<b><u>230,081</u></b>
<b>FIXED CHARGES</b>				
CIRSA Insurance	11,545	11,500	11,500	15,314
<b>TOTAL FIXED CHARGES</b>	<b><u>11,545</u></b>	<b><u>11,500</u></b>	<b><u>11,500</u></b>	<b><u>15,314</u></b>
<b>CAPITAL OUTLAY <sup>3</sup></b>	<b><u>-</u></b>	<b><u>5,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>CONTINGENCY</b>	<b><u>-</u></b>	<b><u>5,000</u></b>	<b><u>-</u></b>	<b><u>5,000</u></b>
<b>TOTAL</b>	<b><u><u>496,205</u></u></b>	<b><u><u>581,847</u></u></b>	<b><u><u>566,828</u></u></b>	<b><u><u>660,713</u></u></b>

<sup>1</sup> Increased contract payments for 2016 due to new contracts for roundabouts and pool & ice landscaping and reclassification of roadway flowers landscaping and paved path maintenance from Repair & Maintenance Services

<sup>2</sup> \$19,000 Increase from 2014 revised for Town Hall Roof Repair and \$5,000 increase in 2015 for pathway maintenance

<sup>3</sup> Equipment exceeding \$5,000 for capitalization purposes - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: BUILDING  
& GROUNDS

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
Trailer	2,130	-	-	3,500
IT Equipment	-	1,405	1,405	-
Pavilion Equipment	432	-	-	-
Lawn Aerator	-	-	3,999	-
Miscellaneous Equipment	299	5,500	5,500	4,000
<b>TOTAL</b>	<b><u>2,861</u></b>	<b><u>6,905</u></b>	<b><u>10,904</u></b>	<b><u>7,500</u></b>

**DETAIL OF CAPITAL OUTLAY & EQUIPMENT**

	<u>ACTUAL 12/31/2014 2014</u>	<u>BUDGET 12/31/2015 2015</u>	<u>REVISED 12/31/2015 2015</u>	<u>BUDGET 12/31/2016 2016</u>
Lawn Aerator	-	5,000	-	-
<b>TOTAL</b>	<b><u>-</u></b>	<b><u>5,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

# 2016 Town of Eagle Budget

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## INFORMATION CENTER

**Lead Staffer:** Information Center Manager

**Total Personnel:** 2 FTEs (4 part-time staff)

**Department Description:** The Information Center serves as a way to draw traffic from I-70 into Eagle to increase sales of goods and services. The Information center also provides the following services and amenities both to visitors and the Town:

- Information about lodging, local businesses, regional activities, maps, and other relevant tourism information
- Restroom and on site park and picnic facilities
- Co-located with the Eagle County Historical Society Museum
- River access
- Retail and consignment gift shop (to help cover expense of running facility)

**Forecast Overview:** In 2012 the Town assumed operations of the Information Center. It was previously run by the Chamber of Commerce; subsidized annually with \$30,000 from the Town's general revenue funds. Since the Town took over operations the revenues have not met expenditures. Due to increased travelers (back to 2012 levels) and changing the *retail goods to consignment goods held ratio*, the Town has increased the profit margin and revenues. The Information Center is projected to cover its entire personnel and operating supplies expenditures in 2015. However, the cost of operating the bathrooms, maintaining the building and the surrounding park are not included in those costs (buildings & grounds department).

An ongoing board level conversation about the mission of the information center and whether the focus on sales is the best use of the facility continued into the 2016 budget season. The Information Center will continue to try and cover its own costs until the board makes a decision as to how to best utilize the Information Center.

This was a big year for improvements at the Information Center campus and for future plans which derived from the Eagle River Corridor Plan effort. This plan outlines significant improvements to the parking area, moving the restrooms and adding amenities to the underutilized park area. In 2016, these should be brought to construction level plans for more accurate pricing and value engineering. Most significant is the question of engineering and construction cost for connecting this park to the Central Business District. Those plans may get a boost this year if voters approve additional funding for this and related improvements at the truck parking area.

**2015 Successes:**

- Improved use the building exterior to promote local activities and businesses
- Plan to install maps of trails and Town on building and a sign on the restrooms promoting the Town
- Chamber is working with MEAC Director to place a monitor to promote our activities and businesses
- Staff met monthly starting summer 2015 to review ways to promote local businesses, activities, and learn more about the biking trails, Sylvan Lake, and WECMRD activities
- Staff began to record number referrals to local businesses

**Goals for 2016:**

- Integrate master planning of the property with the river corridor planning
- Bring outfitters and boaters back with a safer new ramp
- Continue to strive to cover expenses with revenues

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: INFORMATION  
CENTER

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	64,842	63,907	63,833	67,155
SUPPLIES	104,992	93,186	139,860	121,300
PURCHASED SERVICES	9,476	9,710	10,200	11,034
CAPITAL OUTLAY	-	-	-	-
CONTINGENCY	<u>226</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>TOTAL</b>	<b><u>179,536</u></b>	<b><u>167,803</u></b>	<b><u>214,893</u></b>	<b><u>200,489</u></b>

\* 2014 Actual net deficit \$13,683

\* 2015 Projected Information Center Revenues (Sales/Sales Tax/Donations) are \$234,260, **projected net surplus \$19,367**

\* 2016 Projected Information Center Revenues (Sales/Sales Tax/Donations) are \$217,800, **projected net surplus \$17,311**

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: INFORMATION  
CENTER

**DETAIL OF EXPENDITURES**

	ACTUAL 12/31/2014 2014	BUDGET 12/31/2015 2015	REVISED 12/31/2015 2015	BUDGET 12/31/2016 2016
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	58,229	57,720	57,720	60,720
Overtime	239	-	-	-
Bonus	1,056	1,295	1,304	1,304
Employer Contributions				
Unemployment Insurance	178	177	177	186
Workmen's Compensation	600	200	117	200
F.I.C.A.	4,541	4,515	4,515	4,745
<b>TOTAL PERSONNEL SERVICES</b>	<b>64,842</b>	<b>63,907</b>	<b>63,833</b>	<b>67,155</b>
<b>SUPPLIES</b>				
Office Supplies	60	200	200	200
Operating Supplies	2,101	1,900	2,100	2,100
Repair & Maintenance Supplies	18	100	-	-
Supplies for Resale	62,732	57,000	86,500	71,200
Supplies - Consignment	26,919	20,000	32,000	30,000
Equipment <sup>1</sup>	958	1,000	1,000	1,000
Sales Tax	12,203	12,986	18,060	16,800
<b>TOTAL SUPPLIES</b>	<b>104,992</b>	<b>93,186</b>	<b>139,860</b>	<b>121,300</b>

<sup>1</sup> Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: INFORMATION  
CENTER

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	3,121	3,300	3,800	4,000
C.C Transaction Fees	2,515	2,310	2,900	2,900
Repair & Maintenance Services	550	600	-	-
Utility Services (phones and Internet)	3,071	3,000	3,000	3,000
Computer Support	-	200	200	834
Travel	218	300	300	300
<b>TOTAL PURCHASED SERVICES</b>	<u>9,476</u>	<u>9,710</u>	<u>10,200</u>	<u>11,034</u>
<b>CONTINGENCY</b>	<u>226</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>TOTAL</b>	<u><u>179,536</u></u>	<u><u>167,803</u></u>	<u><u>214,893</u></u>	<u><u>200,489</u></u>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: INFORMATION  
CENTER

**DETAIL OF EQUIPMENT - SUPPLIES**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
IT Equipment	400	-	-	-
Merchandise Displays	344	-	-	-
Merchandise Scale	214	-	-	-
Miscellaneous Equipment	-	1,000	1,000	1,000
<b>TOTAL</b>	<b>958</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

# 2016 Town of Eagle Budget

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## Marketing and Events

**Lead Staffer:** Marketing & Events Coordinator

**Total Personnel:** 1 FTE (Plus Volunteer MEAC Committee)

**Funding:** \$2/night Lodging Occupation Tax and other general fund revenues

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

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

### 2015 Accomplishments:

- Year-end lodging tax collections projected to be up approximately 10.25% over 2014
- Restaurant and Bar sales tax collections up 10.88% year over year (through 3<sup>rd</sup> quarter 2015)
- Hotel sales tax collections up 14.82% year over year (through 3<sup>rd</sup> quarter 2015)
- Launched new EagleOutside.com website
- Formalized process for MEAC Committee appointments
- Growth of social media channels (Facebook, Twitter, Instagram) & increased website traffic
- Added numerous events including Bonfire Block Party, Vail Valley Cup Soccer Tournament, Colorado High School Cycling League Race #3, Vintage Market, River Jam and others
- Launched TownofEagleRiverCorridorPlan.org website with Assistant Town Planner

### 2016 Goals and Objectives:

- Continued sales and lodging tax increases
- Continued growth of existing events
- Solicit and add events as appropriate to round out calendar
- Increase reach and broaden audience through marketing and PR efforts
- Develop brand standards and communications strategic plan for Town of Eagle and Eagle Outside

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: MARKETING

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	32,660	85,303	81,669	88,317
SUPPLIES	9,164	13,500	14,550	17,500
PURCHASED SERVICES	83,869	97,920	102,952	129,834
CONTINGENCY	<u>-</u>	<u>-</u>	<u>-</u>	<u>366</u>
 <b>TOTAL</b>	 <b><u>125,694</u></b>	 <b><u>196,723</u></b>	 <b><u>199,171</u></b>	 <b><u>236,017</u></b>

\* 2016 Projected Marketing Revenues (Occupation Lodging tax and Marketing fees) are \$132,440

\*\* 2015 Budget: Board approved increase from part time marketing position to full time. All marketing revenues collected appropriated to be spent on supplies and purchased services for marketing and events. The Board approved marketing personnel services to be funded with other General Fund revenues.

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: MARKETING

**DETAIL OF EXPENDITURES**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	32,615	52,000	52,000	54,600
Bonus	-	652	652	652
Employer Contributions				
Unemployment Insurance	2	158	158	166
Workmen's Compensation	-	825	831	850
Health & Life Insurance	-	24,000	24,000	24,000
F.I.C.A.	44	4,028	4,028	4,227
Retirement	-	3,640	-	3,822
	<b>32,660</b>	<b>85,303</b>	<b>81,669</b>	<b>88,317</b>
<b>SUPPLIES</b>				
Office Supplies	-	-	1,200	1,500
Promotional Materials	9,164	12,500	12,350	15,000
Equipment <sup>1</sup>	-	1,000	1,000	1,000
	<b>9,164</b>	<b>13,500</b>	<b>14,550</b>	<b>17,500</b>

<sup>1</sup> Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: MARKETING

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	-	500	500	750
Dues and Subscriptions	-	1,400	1,400	1,000
Professional Services				
Computer Support	-	170	170	834
Media	19,765	23,000	22,000	30,000
Marketing - Town Miscellaneous	-	-	3,500	12,500 <sup>1</sup>
Marketing - Website	10,030	8,000	7,500	2,500
Public Relations	400	2,500	2,500	5,000
Design & Production	979	6,000	6,000	6,000
Events	47,522	53,850	55,000	67,000
Auditing Services	3,749	-	1,382	-
Travel Expense	1,402	2,500	3,000	4,000
Meeting Expense	22	-	-	250
<b>TOTAL PURCHASED SERVICES</b>	<u>83,869</u>	<u>97,920</u>	<u>102,952</u>	<u>129,834</u>
<b>CONTINGENCY</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>366</u>
<b>TOTAL</b>	<u>125,694</u>	<u>196,723</u>	<u>199,171</u>	<u>236,017</u>

<sup>1</sup> New line item which cover marketing expenditures specific to the town and not necessarily in line with MEAC goals (i.e. updating the Town logo, Eagle River Plan Communications, and Info Center signage and printed materials); 2015 increase due to information center kiosk

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: GENERAL  
DEPT: MARKETING

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
IT Equipment	-	1,000.00	1,000	-
Miscellaneous Equipment	-	-	-	1,000
<b>TOTAL</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

# 2016 Town of Eagle Budget

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## Water Enterprise Fund

**Lead Staffer:** Public Works Director, Public Works Foreman

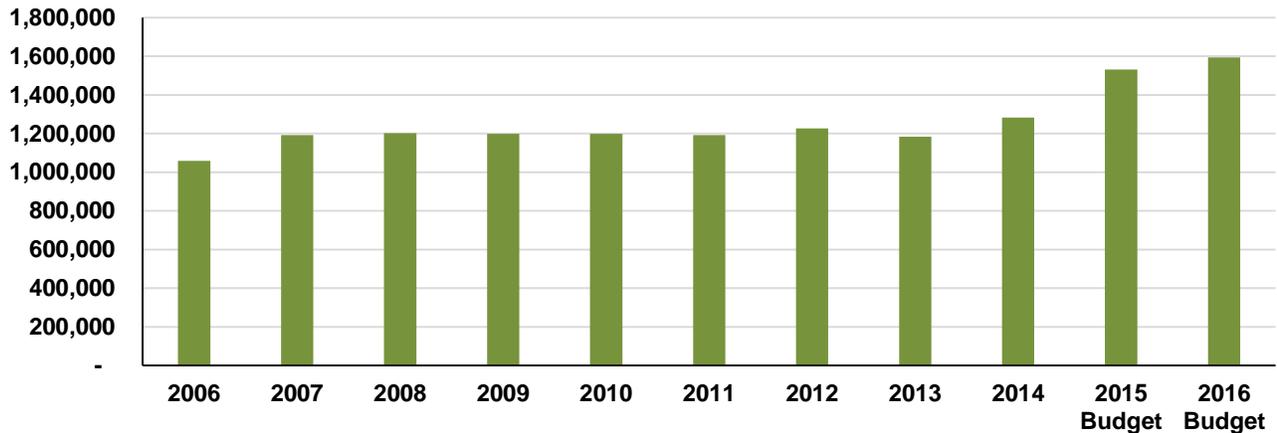
**Total Personnel:** 5 FTE equivalents

**Users on System:** 2,351 year round customers, plus 87 HOA sprinkler systems

**Fund Description:** The Water Enterprise Fund is responsible for operating, maintaining, and planning for the future of the Town's water utility. The Town provides safe drinking water to all Town residents, businesses, and Out-of-Town users. Responsibilities include maintaining the water treatment plant and distribution system, meter reading, installation and maintenance, water treatment and delivery, water quality testing, ensuring compliance with all state and federal drinking water regulations, legal services to protect the Town's water rights, long range capital planning, and billing and collection for services provided. Town funds the system through fees to customers which are at a base rate of \$33.61 per month in 2016 (\$50.42 for Out-of-Town users), as well as plant investment fees to new users which are \$7,000 per EQR.

**Forecast Overview:** After two consecutive years of 10% rate increases to prepare for bonding of a new water plant with an annual revenue stream from users approaching \$2.6 million, and a 2015 budgeted ending fund balance at \$7.8 million, staff proposes defaulting back to the 5% increases prescribed in the water rate study. The decision about moving forward with the construction of the \$16 million Lower Basin Water Treatment Plant will again be postponed in 2016, and is unlikely to be considered again until the fall of 2016 or later. If demand requires construction of the plant without either of the lump sum developer payments, this will cause a significant re-thinking of how to fund the plant. At the current increment of new construction, this plant will not be necessary for approximately another 5 years; unless Haymeadow or another large project breaks ground. Construction of the plant is a 2 year process. Until then, the Town will continue its focus on completing other water infrastructure projects identified on the 10 year plan.

## WATER FUND OPERATING AND DEBT SERVICE EXPENDITURES REVIEW



*\*Increases to the 2015 and 2016 operating expenditures is due primarily to increased IT support, utility costs, personnel costs, miscellaneous maintenance not completed annually, and contingency that is budgeted but only used when absolutely necessary*

### 2015 Accomplishments:

- Improvements on two Central Business District (CBD) water mains (Wall Street and Second Street) – these projects remove the last remaining infrastructure impediment to redevelopment of the 100 block of Capital, Second and Wall Streets
- Second Street and Wall Street projects provided new pavement and improved parking in various locations around the CBD
- Completed approximately 95% of another quarter mile of the Brush Creek Transmission Main replacement project (a total of 3 miles is planned in its entirety over the next 10 years)

### 2016 Objectives and Goals:

- Complete the Brush Creek Transmission Main Replacement project started in 2015 and the installation of a new pressure reducing vault
- Start the planning and engineering process for replacement of the Cemetery Tank
- Construct a new diversion in-take screen for the Upper Basin Treatment Plant and a few other miscellaneous improvements to the plant
- Begin design and easement acquisition work on the Fairgrounds/Violet Lane Loop for the Lower Basin Water Treatment Plant
- Design Wall Street Water Main Replacement from Sixth Street to Seventh Street
- The Town will continue renegotiating the historic Adams Rib water agreement with the “new” owners of Frost Creek
- Water Counsel is expected to file a change case for the Haymeadow water rights



# TOWN OF EAGLE

## \$ 100 MILLION

# Water Supply System



### QUICK FACTS

Water Accounts 2,500  
Capacity 4,200,000 gallons/day  
Peak Demand 3,700,000 gallons/day  
500 gallons/person/day  
Winter Demand 660,000 gallons/day  
100 gallons/person/day  
EQR = Equivalent Single Residential Unit

### PROJECTS

2015 - \$1,700,000 pipe replacement  
Last 10 years - \$7,000,000 system improvements  
Next 10 years -  
\$16,000,000 additional water filtration plant  
Next 25 years -  
\$29,000,000 in distribution system 'pipe' replacements

For more information visit [www.townofeagle.org](http://www.townofeagle.org) | Town Manager, Jon Stavney: 328-6354

2015 Water Rate Comparison	2015 Water Bill for Residential In-Town Accounts			2015 Water Rate Structure Details												
	Community	6,000 gallons (For Comparison to Eagle's Minimum Rate)	12,073 gallons (Eagle's Average Usage for 1 EQR)	29,419 gallons (Eagle's Single Family, In-Town Average Usage in August 2015)	Base Rate	Base Rate Usage Allowance [gallons]	Tier One Usage Rate [\$/1,000 gallons]	Tier One Usage Allowance [gallons]	Tier Two Usage Rate [\$/1,000 gallons]	Tier Two Usage Allowance [gallons]	Tier Three Usage Rate [\$/1,000 gallons]	Tier Three Usage Allowance [gallons]	Tier Four Usage Rate [\$/1,000 gallons]	Tier Four Usage Allowance [gallons]	Tier Five Usage Rate [\$/1,000 gallons]	Tier Five Usage Allowance [gallons]
Gypsum*	\$ 25.00	\$ 31.22	\$ 83.26	\$ 25.00	10,000	\$ 3.00	50,000	\$ 3.50	no limit							
Buckhorn Valley (NP)**				\$ 39.00	no limit											
Aspen Ridge (NP)**				\$ 24.77	no limit											
Hawk's Nest (NP)**				\$ 21.25	no limit											
Carbondale	\$ 27.27	\$ 40.81	\$ 88.15	\$ 17.61	0	\$ 1.61	6,000	\$ 2.23	15,000	\$ 2.83	40,000	\$ 3.42	no limit			
Salida	\$ 23.91	\$ 43.59	\$ 80.55	\$ 23.91	0	\$ 1.63	13,333	\$ 2.17	no limit							
Fruita***	\$ 20.00	\$ 55.11	\$ 97.10	\$ 20.00	3,000	\$ 3.70	9,000	\$ 4.20	15,000	\$ 4.95	21,000	\$ 5.70	30,000	\$ 10.20	no limit	
Vail	\$ 37.70	\$ 57.10	\$ 133.08	\$ 22.22	0	\$ 2.58	10,000	\$ 4.38	40,000	\$ 6.57	no limit					
<b>Eagle (Rates in 2015)</b>	<b>\$ 32.01</b>	<b>\$ 68.45</b>	<b>\$ 175.02</b>	\$ 32.01	6,000	\$ 6.00	28,000	\$ 7.76	no limit							
<b>Eagle (Proposed rates for 2016)</b>	<b>\$ 33.61</b>	<b>\$ 71.87</b>	<b>\$ 183.77</b>	\$ 33.61	6,000	\$ 6.30	28,000	\$ 8.15	no limit							
Arrowhead	\$ 46.35	\$ 71.03	\$ 185.89	\$ 25.53	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Berry Creek	\$ 46.35	\$ 71.03	\$ 185.89	\$ 25.53	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Eagle-Vail	\$ 46.35	\$ 71.03	\$ 185.89	\$ 25.53	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Edwards	\$ 46.35	\$ 71.03	\$ 185.89	\$ 25.53	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Avon	\$ 49.60	\$ 74.28	\$ 189.14	\$ 28.78	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Village at Avon (Traer Creek)	\$ 49.60	\$ 74.28	\$ 189.14	\$ 28.78	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Beaver Creek & Bachelor Gulch	\$ 49.85	\$ 74.53	\$ 189.39	\$ 29.03	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 11.72	40,000	\$ 17.58	no limit	
Basalt	\$ 63.96	\$ 74.04	\$ 102.84	\$ 54.00	0	\$ 1.66	31,500	\$ 2.28	80,325							
Minturn	\$ 61.96	\$ 79.21	\$ 128.47	\$ 73.32	10,000	\$ 2.84	no limit									
Cordillera	\$ 64.85	\$ 89.53	\$ 204.39	\$ 44.03	0	\$ 3.47	10,000	\$ 5.21	20,000	\$ 7.81	30,000	\$ 7.81	40,000	\$ 17.58	no limit	
<b>Average (2015 Water Bills)</b>	<b>\$ 45.90</b>	<b>\$ 66.32</b>	<b>\$ 147.53</b>													

\*Gypsum does not allow outside watering for most of its customers including Cotton Ranch, Chatfield, Sky Legend, Buckhorn Valley, Stratton Flats, Hawk's Nest, and Aspen ridge. These communities' have a separate, non-potable system and a separate, non-potable water bill.

\*\* For comparison, these Gypsum neighborhoods in the Buckhorn Valley Metro Districts 1 and 2 are included in the above table. A customer in these neighborhoods would receive two water bills, one from Gypsum and a separate monthly non-potable (NP) service charge from the Metro District. It is worth noting that the non-potable rates increase significantly in the next two years. For example, the Buckhorn Valley rate increases from \$39.00 to \$50.99 in 2016, and to \$64.60 in 2017.

\*\*\* Fruita residents are served with potable water by the Ute Water Conservancy District. These rates are shown. The city of Fruita offers non-potable irrigation service to over 600 customers, and these rates are not shown.

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**WATER FUND  
SUMMARY BUDGET STATEMENT**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>FUND BALANCE - BEGINNING</b>	<b>7,712,890</b>	<b>7,680,253</b>	<b>8,523,393</b>	<b>7,821,702</b>
<b>REVENUE</b>				
Operating Revenues	2,332,388	2,597,997	2,412,898	2,533,543
Interest on Investments	4,053	4,080	8,045	14,375
Other Revenue	69,064	42,000	56,435	72,000
Prepaid Plant Investment Fees	-	-	-	-
Plant Investment Fees (Tap Fees)	172,900	126,000	322,525	250,000
Water System Imp Fees E.R.	9,500	5,000	6,000	-
<b>TOTAL REVENUE</b>	<b>2,587,905</b>	<b>2,775,077</b>	<b>2,805,918</b>	<b>2,869,918</b>
<b>TOTAL SOURCES</b>	<b>10,300,795</b>	<b>10,455,330</b>	<b>11,329,311</b>	<b>10,691,620</b>
<b>EXPENDITURES</b>				
Operating Expenditures	948,309	1,241,875	1,187,179	1,249,753
Capital Expenditures	494,308	1,737,000	1,975,650	978,000
Debt Service	284,785	284,780	284,780	284,780
Admin Charges to General Fund	50,000	60,000	60,000	60,000
<b>TOTAL EXPENDITURES</b>	<b>1,777,402</b>	<b>3,323,655</b>	<b>3,507,609</b>	<b>2,572,533</b>
<b>FUND BALANCE - ENDING</b>	<b>8,523,393</b>	<b>7,131,675</b>	<b>7,821,702</b>	<b>8,119,087</b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**WATER FUND  
REVENUE SOURCES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>	
WATER SALES - IN TOWN	2,008,054	2,241,594	2,074,533	2,178,260	1
WATER SALES - OUT OF TOWN	324,334	356,403	338,365	355,283	1
WATER MATERIALS/OTHER	10,903	10,000	16,000	15,000	
SERVICE CHARGE	22,012	22,000	20,435	22,000	
REIMBURSABLE INCOME	36,150	10,000	20,000	35,000	
PLANT INVESTMENT FEES (TAP FEES)	172,900	126,000	322,525	250,000	
PLANT INVESTMENT FEES (prepaid)	-	-	-	-	2
WATER SYSTEM IMP. FEES E.R.	9,500	5,000	6,000	-	
WATER INTEREST	3,976	4,000	7,940	14,250	
WATER RIGHTS INTEREST	76	80	105	125	
WATER MISCELLANEOUS REVENUE	-	-	15	-	
<b>TOTAL REVENUE</b>	<b><u>2,587,905</u></b>	<b><u>2,775,077</u></b>	<b><u>2,805,918</u></b>	<b><u>2,869,918</u></b>	

1 Budgeted amount includes a 5% rate increase from 2015 revised water sales

2 No anticipated developments that require prepaid plant investment fees

\* *Water rates study recommends combined in town and out of town sales at \$2,600,000 for bonding of LWBTP (2013 \$2,171,335; 2014 \$2,332,388; 2015 \$2,412,898; 2016 \$2,533,543 )*

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WATER

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	476,909	559,181	563,899	586,153
SUPPLIES	139,641	169,019	167,519	167,700
PURCHASED SERVICES	305,303	428,175	370,651	411,646
FIXED CHARGES	26,456	35,500	35,110	34,254
CAPITAL EXPENDITURES	494,308	1,737,000	1,975,650	978,000
DEBT SERVICE	284,785	284,780	284,780	284,780
CONTINGENCY	-	50,000	50,000	50,000
TRANSFER TO OTHER FUNDS	<u>50,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>1,777,402</u></u></b>	<b><u><u>3,323,655</u></u></b>	<b><u><u>3,507,609</u></u></b>	<b><u><u>2,572,533</u></u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WATER

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	318,496	356,118	352,699	370,334
Overtime	22,204	20,000	20,000	20,000
Bonus <sup>1</sup>	5,522	3,238	6,238	10,238
Employee Recognition	-	1,619	1,619	136
Employer Contributions				
Unemployment Insurance	1,033	1,143	1,142	1,202
Workmen's Compensation	5,591	8,600	8,400	8,900
Health & Life Insurance	75,743	108,150	120,000	120,000
F.I.C.A.	26,361	29,145	29,113	30,654
Retirement	21,959	24,968	24,689	24,689
Wage Adjustment	-	6,200	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>476,909</u></b>	<b><u>559,181</u></b>	<b><u>563,899</u></b>	<b><u>586,153</u></b>
<b>SUPPLIES</b>				
Office Supplies	1,863	2,500	2,200	2,500
Operating Supplies - Chemicals	71,827	75,000	75,000	78,000
Uniforms	-	1,000	1,000	1,000
Repair & Maintenance Supplies	32,606	38,000	38,000	40,000
Vehicle Repair & Maintenance Supplies	1,579	2,500	2,000	2,500
Gas & Oil	4,562	6,200	5,500	6,000
Equipment <sup>2</sup>	28	18,819	18,819	10,700
Meters & Related Items	27,176	25,000	25,000	27,000
<b>TOTAL SUPPLIES</b>	<b><u>139,641</u></b>	<b><u>169,019</u></b>	<b><u>167,519</u></b>	<b><u>167,700</u></b>

<sup>1</sup> Holiday and Town Manager discretionary employee bonus

<sup>2</sup> Wage adjustment achieved in 2015 moved to salaries & wages for revised

<sup>3</sup> Non-Capitalized Equipment (any piece of equipment under \$5,000) - See detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WATER

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>	
<b>PURCHASED SERVICES</b>					
Communication & Transportation	10,567	17,000	15,000	17,000	
Legal Notices	236	500	500	600	
Dues & Subscriptions	1,835	2,700	2,700	2,800	
Utility Services	119,262	138,000	136,000	138,000	
Professional Services					
Legal - reimbursable	16,998	20,000	15,000	20,000	1
Legal - Water	16,006	30,000	20,000	15,000	
Engineering - Reimbursable	19,426	30,000	5,000	15,000	1
Engineering - Water	28,960	42,000	30,000	40,000	
Green Mountain Reservoir	2,345	2,600	2,345	2,600	
Wolford Mtn. Reservoir-CRWCD	19,593	21,000	20,220	22,000	
Water Storage - CRWCD - HBE	4,598	4,700	4,511	4,800	
Clean Backwash Ponds	-	-	-	10,000	
Mapping	-	2,000	-	2,000	
Leak Detection	8,515	11,500	10,000	11,500	
Storage Tank Maintenance	12,580	15,000	15,000	15,000	
Water Quality Monitoring	12,000	13,000	12,000	14,000	
Compliance Testing	6,966	7,500	4,500	7,500	
Repair & Maintenance Services	13,246	18,000	25,000	23,000	
Computer Support	-	39,625	39,625	37,536	2
Travel & Meetings					
Travel Expense	435	500	500	500	
Meeting Expense	-	750	500	750	
Tuition & Books	455	1,300	500	1,300	
Contract Payments	<u>11,281</u>	<u>10,500</u>	<u>11,750</u>	<u>10,760</u>	
<b>TOTAL PURCHASED SERVICES</b>	<b><u>305,303</u></b>	<b><u>428,175</u></b>	<b><u>370,651</u></b>	<b><u>411,646</u></b>	

1 Reimbursable estimate for Haymeadow water rights change of use case and Frost Creek PUD amendment, etc.

2 SCADA initially proposed as capital expenditure now contracted as a professional monthly computer support

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WATER

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>	
<b>FIXED CHARGES</b>					
CIRSA Insurance	26,456	35,500	35,110	34,254	
<b>TOTAL FIXED CHARGES</b>	<b>26,456</b>	<b>35,500</b>	<b>35,110</b>	<b>34,254</b>	
<b>CAPITAL OUTLAY</b>					
City Market Utility Re-locate Cost Share	-	-	-	64,000	
Lower Basin Water Treatment	8,727	20,000	-	20,000	1
Filter Media	1,696	10,000	-	10,000	
Clean Backwash Ponds	-	10,000	-	10,000	
Fairgrounds/Violet Lane Design 2	-	100,000	-	100,000	
Upper Basin Water Treatment Plant	-	12,000	12,000	275,000	3
I-70 / Eby Creek Road	479,212	-	652,650	-	
Cemetery Tank Replacement	-	-	-	50,000	4
Main Replacement/Brush Creek	4,673	405,000	261,000	274,000	
Downtown Water Line Improvements	-	-	1,050,000	175,000	5
Water Line Replacement Wall Street	-	750,000	-	-	5
Water Line Ext. - 2nd. Street	-	430,000	-	-	5
<b>TOTAL CAPITAL OUTLAY</b>	<b>494,308</b>	<b>1,737,000</b>	<b>1,975,650</b>	<b>978,000</b>	
<b>DEBT SERVICE</b>					
Water Revenue Bond 2013	273,970	273,965	273,965	273,965	
CWCB	10,815	10,815	10,815	10,815	
<b>TOTAL DEBT SERVICE</b>	<b>284,785</b>	<b>284,780</b>	<b>284,780</b>	<b>284,780</b>	
<b>CONTINGENCY</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>TRANSFERS TO OTHER FUNDS</b>	<b>50,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	
<b>TOTAL</b>	<b>1,777,402</b>	<b>3,323,655</b>	<b>3,507,609</b>	<b>2,572,533</b>	

1 No work budgeted for 2016, unless major development submittal occurs

2 Construction of Violet Loop with LBWTP

3 UBWTP in-take screen

4 Preliminary Planning and Engineering for cemetery tank replacement

5 Wall Street and 2nd Street water line replacement projects were initially going to be two separate projects, however, they were bid as one combined project.

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WATER

**DETAIL OF EQUIPMENT - SUPPLIES**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
IT Equipment	-	8,819	8,819	700
Miscellaneous Equipment	28	10,000	10,000	10,000
<b>TOTAL</b>	<b>28</b>	<b>18,819</b>	<b>18,819</b>	<b>10,700</b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WATER

**DETAIL OF TRANSFERS TO OTHER FUNDS**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
TRANSFER TO GENERAL FUND Administrative Services	<u>50,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
<b>TOTAL TRANSFERS</b>	<b><u>50,000</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>

# 2016 Town of Eagle Budget

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## Wastewater Enterprise Fund

**Lead Staffer:** Public Works Director, Lead Waste Water Plant Operator

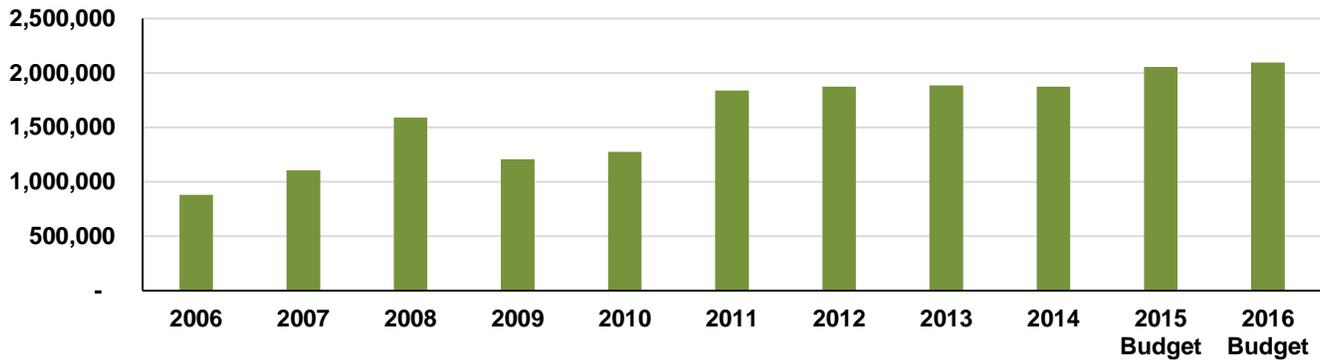
**Total Personnel:** 2 FTEs

**Customers:** 2,248 customers

**Fund Description:** The Wastewater Enterprise Fund is responsible for operating, maintaining, and planning for the future of the Town's wastewater utility. The Town provides wastewater collection and treatment for Town residents. Responsibilities include maintaining the sewer plant on Violet Lane, collection system installation and maintenance, treated water quality testing, long range capital planning, and ensuring compliance with State and Federal clean water and operational regulations and standards. This plant was built in 1997 and expanded in 2007, and has sufficient capacity for all foreseeable growth in the Town. The Town funds the system through fees to customers which are at a base rate of \$50.82 per month in 2016, as well as plant investment fees to new users which are \$10,000 per EQR.

**Forecast Overview:** A 5% increase to user fees was approved for 2016. The past few years of evaluating the system and re-lining aging sewer lines has allowed this fund to reduce future infrastructure replacement projected costs and to improve the capacity of our 1.6 MGD rated plant (operating at .5 MGD currently). This is encouraging since the funds operating costs were nearly equivalent to operating revenues in the past few years. In 2015, the fund reversed the trend of diminishing ending fund balances with a projected ending fund balance of almost \$1.8 million due to a 10% increase in user fees in 2014 and 2015. Though plant investment fees from new growth should help build the reserve, it is not anticipated that the revenue would be sufficient to cover the possible costs of compliance within the next 10 years, and possible upcoming infrastructure projects. In the next 20 years, as the Town approaches diminishing growth when it nears build-out, fees will need to be sufficient to cover the cost of nearly all infrastructure and plant improvements in addition to operating costs.

## WASTE WATER OPERATING & DEBT SERVICE EXPENDITURES



*\* Increases in 2015 and 2016 are for repair and maintenance projects that have not been able to be fully completed due to prior year budgetary constraints*

### 2015 Accomplishments:

- Completed a 10 year plan maintenance study to help plan and budget for future maintenance and capital projects
- Initiate a mixing zone study to help analyze compliance with anticipated heightened Federal nutrient standards

### 2016 Goals and Objectives:

- Complete a collection systems study in order to evaluate the Town's collection infrastructure and plan for the future capital projects/maintenance/financial impacts
- Complete the mixing zone study started in 2015
- Continue to actively manage repair and maintenance projects to ensure the plant is operating as efficiently as possible and to reduce potential large maintenance issues

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**WASTEWATER FUND  
SUMMARY BUDGET STATEMENT**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>FUND BALANCE - BEGINNING</b>	<b>1,403,471</b>	<b>1,289,377</b>	<b>1,354,120</b>	<b>1,780,663</b>
<b>RATE STABILIZATION ACCOUNT <sup>1</sup></b>	<b>170,000</b>	<b>223,968</b>	<b>162,000</b>	<b>206,163</b>
<b>REVENUE</b>				
Operating Revenues	1,787,492	1,978,884	1,990,055	2,089,558
Interest on Investments	418	500	1,150	2,040
Taxes	173,997	176,187	176,092	170,032
Plant Investment Fees (Tap Fees)	223,000	150,000	392,000	200,000
<b>TOTAL REVENUE</b>	<b>2,184,907</b>	<b>2,305,571</b>	<b>2,559,297</b>	<b>2,461,630</b>
<b>TOTAL SOURCES</b>	<b>3,758,378</b>	<b>3,818,916</b>	<b>4,075,417</b>	<b>4,448,456</b>
<b>EXPENDITURES</b>				
Operating Expenditures	647,752	835,870	824,652	866,033
Capital Expenditures	369,332	26,000	32,733	139,000
Debt Service	1,175,175	1,176,584	1,171,206	1,170,234
Admin Charges to General Fund	50,000	60,000	60,000	60,000
<b>TOTAL EXPENDITURES</b>	<b>2,242,259</b>	<b>2,098,454</b>	<b>2,088,591</b>	<b>2,235,267</b>
<b>RATE STABILIZATION ACCOUNT <sup>1</sup></b>	<b>162,000</b>	<b>223,968</b>	<b>206,163</b>	<b>231,508</b>
<b>FUND BALANCE - ENDING</b>	<b>1,354,120</b>	<b>1,496,494</b>	<b>1,780,663</b>	<b>1,981,681</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

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**WASTEWATER FUND  
REVENUE SOURCES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>	
SERVICE FEES	1,787,492	1,978,884	1,990,055	2,089,558	1
LOAN PAYMENT MILL LEVY 2	173,997	176,187	176,092	170,032	
INTEREST INCOME	418	500	1,150	2,040	
PLANT INVESTMENT FEES (TAP FEES)	<u>223,000</u>	<u>150,000</u>	<u>392,000</u>	<u>200,000</u>	
<b>TOTAL REVENUE</b>	<b><u>2,184,907</u></b>	<b><u>2,305,571</u></b>	<b><u>2,559,297</u></b>	<b><u>2,461,630</u></b>	

1 Budgeted amount includes a 5% rate increase from 2015 revised waste water fees

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

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WASTEWATER

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	226,671	216,670	188,387	208,361
SUPPLIES	87,281	93,600	115,700	122,650
PURCHASED SERVICES	307,343	447,600	472,765	457,897
FIXED CHARGES	26,456	28,000	27,800	27,125
CAPITAL OUTLAY	369,332	26,000	32,733	139,000
DEBT SERVICE	1,175,175	1,176,584	1,171,206	1,170,234
CONTINGENCY	-	50,000	20,000	50,000
TRANSFER TO OTHER FUNDS	<u>50,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>2,242,259</u></u></b>	<b><u><u>2,098,454</u></u></b>	<b><u><u>2,088,591</u></u></b>	<b><u><u>2,235,267</u></u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WASTEWATER

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	147,255	121,180	104,940	125,453
Overtime	9,738	13,000	12,500	13,000
Bonus	1,299	1,295	2,975	2,304
Employer Contributions				
Unemployment Insurance	470	406	361	422
Workmen's Compensation	3,091	4,000	3,805	4,000
Health & Life Insurance	42,824	47,000	48,000	48,000
F.I.C.A.	11,982	10,364	9,212	10,768
Retirement	10,012	8,425	6,594	4,414
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>226,671</u></b>	<b><u>216,670</u></b>	<b><u>188,387</u></b>	<b><u>208,361</u></b>
<b>SUPPLIES</b>				
Office Supplies	114	500	1,100	1,100
Operating Supplies	36,117	36,500	36,500	38,000
Uniforms	-	600	600	650
Repair & Maintenance Supplies	37,596	36,000	61,000	62,000
Vehicle Repair & Maintenance Supplies	3,977	4,000	2,000	3,500
Gas & Oil	7,126	10,000	8,500	9,000
Equipment <sup>1</sup>	2,351	6,000	6,000	8,400
<b>TOTAL SUPPLIES</b>	<b><u>87,281</u></b>	<b><u>93,600</u></b>	<b><u>115,700</u></b>	<b><u>122,650</u></b>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	3,928	5,000	5,000	5,250
Utility Services	190,149	200,000	200,000	205,000
Engineering	-	5,000	5,000	7,500

<sup>1</sup> Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WASTEWATER

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PURCHASED SERVICES (continued)</b>				
Professional Services				
Sludge Disposal	34,725	37,000	38,000	50,000
Sewer Imaging	-	51,000	51,000	30,000
Mapping	-	2,000	-	2,000
Mixing Zone Study	-	21,000	21,000	15,000
WWTP 10 Year Plan	-	55,000	55,000	1,000
Collection Systems Study	-	-	-	40,000
Repair & Maintenance Services	24,826	20,600	45,000	45,000
Computer Support	-	-	600	2,097
Testing & Permits	46,997	43,600	45,000	47,500
Travel & Meetings				
Travel Expense	348	500	250	500
Meeting Expense	-	500	500	500
Tuition & Books	890	750	750	750
Treasurer Fees	5,220	5,500	5,500	5,600
CDL Testing	260	150	165	200
<b>TOTAL PURCHASED SERVICES</b>	<b><u>307,343</u></b>	<b><u>447,600</u></b>	<b><u>472,765</u></b>	<b><u>457,897</u></b>
<b>FIXED CHARGES</b>				
CIRSA Insurance	26,456	28,000	27,800	27,125
<b>TOTAL FIXED CHARGES</b>	<b><u>26,456</u></b>	<b><u>28,000</u></b>	<b><u>27,800</u></b>	<b><u>27,125</u></b>
<b>CAPITAL OUTLAY</b>				
Equipment Purchase <sup>1</sup>	70,000	6,000	-	75,000
City Market Utility Re-locate Cost Share	-	-	-	64,000
Slip Line Pipe	-	20,000	25,200	-
I-70 / Eby Creek Road	299,332	-	7,533	-
<b>TOTAL CAPITAL OUTLAY</b>	<b><u>369,332</u></b>	<b><u>26,000</u></b>	<b><u>32,733</u></b>	<b><u>139,000</u></b>

<sup>1</sup> Equipment exceeding \$5,000 for capitalization purposes - see detail page

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WASTEWATER

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>DEBT SERVICE</b>				
Wastewater Loan Payment 1997 <sup>1</sup>	174,792	176,201	176,201	170,114
Wastewater Loan Payment 2007 <sup>2</sup>	921,597	921,597	916,219	921,334
Wastewater Loan Payment 2011 <sup>3</sup>	78,786	78,786	78,786	78,786
<b>TOTAL DEBT SERVICE</b>	<b><u>1,175,175</u></b>	<b><u>1,176,584</u></b>	<b><u>1,171,206</u></b>	<b><u>1,170,234</u></b>
<b>CONTINGENCY</b>	<b><u>-</u></b>	<b><u>50,000</u></b>	<b><u>20,000</u></b>	<b><u>50,000</u></b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b><u>50,000</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>
<b>TOTAL</b>	<b><u><u>2,242,259</u></u></b>	<b><u><u>2,098,454</u></u></b>	<b><u><u>2,088,591</u></u></b>	<b><u><u>2,235,267</u></u></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.

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WASTEWATER

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
IT Equipment	-	1,000	1,000	900
Miscellaneous Equipment	<u>2,351</u>	<u>5,000</u>	<u>5,000</u>	<u>7,500</u>
<b>TOTAL</b>	<b><u>2,351</u></b>	<b><u>6,000</u></b>	<b><u>6,000</u></b>	<b><u>8,400</u></b>

**DETAIL OF EQUIPMENT CAPITAL OUTLAY**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
Flushing Trailer	-	-	-	75,000
Sewer line Flushing Skid	70,000	6,000	-	-
Miscellaneous Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<b><u>70,000</u></b>	<b><u>6,000</u></b>	<b><u>-</u></b>	<b><u>75,000</u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: WASTEWATER

**DETAIL OF TRANSFERS TO OTHER FUNDS**

	<u>REVISED 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
TRANSFER TO GENERAL FUND Administrative Services	<u>50,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
<b>TOTAL TRANSFERS</b>	<b><u>50,000</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>

# 2016 Town of Eagle Budget

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## Refuse Enterprise Fund

**Lead Staffers:** Town Manager, Public Works Director

**Total Personnel:** 0; Transfer budgeted to cover 8 hours per week during summer months for yard waste site coverage

**Users:** 1,668 residential, 12 commercial customers

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

**Forecast Overview:** The Town Board approved their intent to review and renew the Town's refuse contract with Vail Honeywagon in 2015. Charges to the Town from the vendor for regular and additional services are passed directly through to customers. The 2016 rate is \$24.60 plus an additional amount for a fuel surcharge. The Town collects a \$1.00 per month fee for administration costs. The Town combines utility billing for customers and responds to customer service inquiries. The Town also collect a \$2.00 per month yard waste fee for use of the facility to help offset the costs associated with yard waste site maintenance.

### 2015 Accomplishments:

- Completed yard waste site improvements to help staff manage stream and enforce violations
- Reduced yard waste stream to a manageable level so year over year costs match revenues received
- Based on staff and customer feedback, the Town changed the originally enforced Saturday only yard waste collection to a Saturday morning and Wednesday evening collection in order to better serve all customers, while also reducing the personnel costs to manage the site
- Surveyed citizens on waste services—proceeding from feedback

### 2016 Goals and Objectives

- Complete new contract with Vail Honeywagon to include recommendation made by refuse committee
- Continue to actively manage yard waste site to see if changes need to be made with maintenance, staffing, or fees

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**REFUSE FUND  
SUMMARY BUDGET STATEMENT**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>FUND BALANCE - BEGINNING</b>	<b>171,480</b>	<b>164,052</b>	<b>157,041</b>	<b>116,712</b>
<b>REVENUE</b>				
Operating Revenues	564,545	586,000	581,456	586,859
Interest on Investments	118	90	248	450
<b>TOTAL REVENUE</b>	<b>564,663</b>	<b>586,090</b>	<b>581,704</b>	<b>587,309</b>
<b>TOTAL SOURCES</b>	<b>736,143</b>	<b>750,142</b>	<b>738,745</b>	<b>704,021</b>
<b>EXPENDITURES</b>				
Operating Expenditures	560,602	670,500	571,389	573,509
Capital Expenditures	-	-	21,944	-
Admin Charges to General Fund	18,500	28,500	28,700	28,750
<b>TOTAL EXPENDITURES</b>	<b>579,102</b>	<b>699,000</b>	<b>622,033</b>	<b>602,259</b>
<b>FUND BALANCE - ENDING</b>	<b>157,041</b>	<b>51,142</b>	<b>116,712</b>	<b>101,762</b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**REFUSE FUND  
REVENUE SOURCES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
SERVICE FEES	508,822	530,500	525,256	530,509
YARDWASTE/RECYCLE CENTER FEE <sup>1</sup>	37,159	37,000	37,500	37,600
ADMINISTRATIVE FEE <sup>2</sup>	18,564	18,500	18,700	18,750
INTEREST INCOME	<u>118</u>	<u>90</u>	<u>248</u>	<u>450</u>
<b>TOTAL REFUSE REVENUE</b>	<b><u><u>564,663</u></u></b>	<b><u><u>586,090</u></u></b>	<b><u><u>581,704</u></u></b>	<b><u><u>587,309</u></u></b>

<sup>1</sup> Yardwaste fee based on \$2 per month per customer (not charged to some multi-family); intended to cover costs of managing facility

<sup>2</sup> Administration fee based on \$1 per month per customer and covers portion of utility clerk costs

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: REFUSE

**SUMMARY OF EXPENDITURES**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
SUPPLIES	-	25,000	-	5,000
PURCHASED SERVICES	560,602	645,500	567,389	563,509
CAPITAL EXPENDITURES	-	-	21,944	-
CONTINGENCY	-	-	4,000	5,000
TRANSFERS TO OTHER FUNDS <sup>1</sup>	18,500	28,500	28,500	28,500
<b>TOTAL EXPENDITURES</b>	<b>579,102</b>	<b>699,000</b>	<b>621,833</b>	<b>602,009</b>

<sup>1</sup> Due to staffing of yardwaste center on Saturdays and Wednesdays there is an additional \$10,000 transferred to the General Fund in 2015 & 2016 for reimbursement of Streets department overtime wages

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: REFUSE

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>SUPPLIES</b>				
Operating Supplies	-	25,000	-	5,000
<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>5,000</b>
<b>PURCHASED SERVICES</b>				
Communication & Transportation	-	-	2,000	500
Repair & Maintenance Services	43,508	110,000	35,133	27,500
Legal	956	-	-	-
Community Cleanup	1,012	5,000	5,000	5,000
Contract Services	515,126	530,500	525,256	530,509 <sup>1</sup>
<b>TOTAL PURCHASED SERVICES</b>	<b>560,602</b>	<b>645,500</b>	<b>567,389</b>	<b>563,509</b>

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

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: REFUSE

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>CAPITAL OUTLAY</b>				
Yardwaste Facility	-	-	21,944	-
Recycle Centers	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<u>-</u>	<u>-</u>	<u>21,944</u>	<u>-</u>
<b>CONTINGENCY</b>	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>5,000</u>
<b>TRANSFERS TO OTHER FUNDS</b>	<u>18,500</u>	<u>28,500</u>	<u>28,500</u>	<u>28,500</u>
<b>TOTAL</b>	<u><u>579,102</u></u>	<u><u>699,000</u></u>	<u><u>621,833</u></u>	<u><u>602,009</u></u>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: REFUSE

**DETAIL OF TRANSFERS TO OTHER FUNDS**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
TRANSFER TO GENERAL FUND				
Administrative Services	18,500	18,500	18,700	18,750
Site Staffing	-	10,000	10,000	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL TRANSFERS</b>	<b><u>18,500</u></b>	<b><u>28,500</u></b>	<b><u>28,700</u></b>	<b><u>28,750</u></b>

# 2016 Town of Eagle Budget

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## Capital Improvements Fund

**Lead Staffer:** Town Manager, Public Works Director, Town Engineer

**Total Personnel:** 0 FTE equivalents

**Fund Description:** The Capital Improvement Fund provides funding for construction of facilities and infrastructure, acquisition of vehicles and heavy equipment, and potential land acquisition that is not related to enterprise fund activities. The fund has two dedicated sources of funding; use tax and off-site road impact fees. There is no restrictions in funds transferred from the General Fund to the Capital Improvements 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 at the town, though any emergency projects due to natural disaster would likely need to come out of this fund.

**Forecast Overview:** There is a significant transfer budgeted from the General Fund into the Capital Improvements Fund in 2016. Even with some ambitious Capital projects noted below, the intent is to increase the 2016 ending fund balance from the 2015 ending fund balance, and continue to do so. There are a number of projects being discussed which would require a large amount of capital funding, including both the Eagle River Corridor Plan and Grand Avenue Improvements.

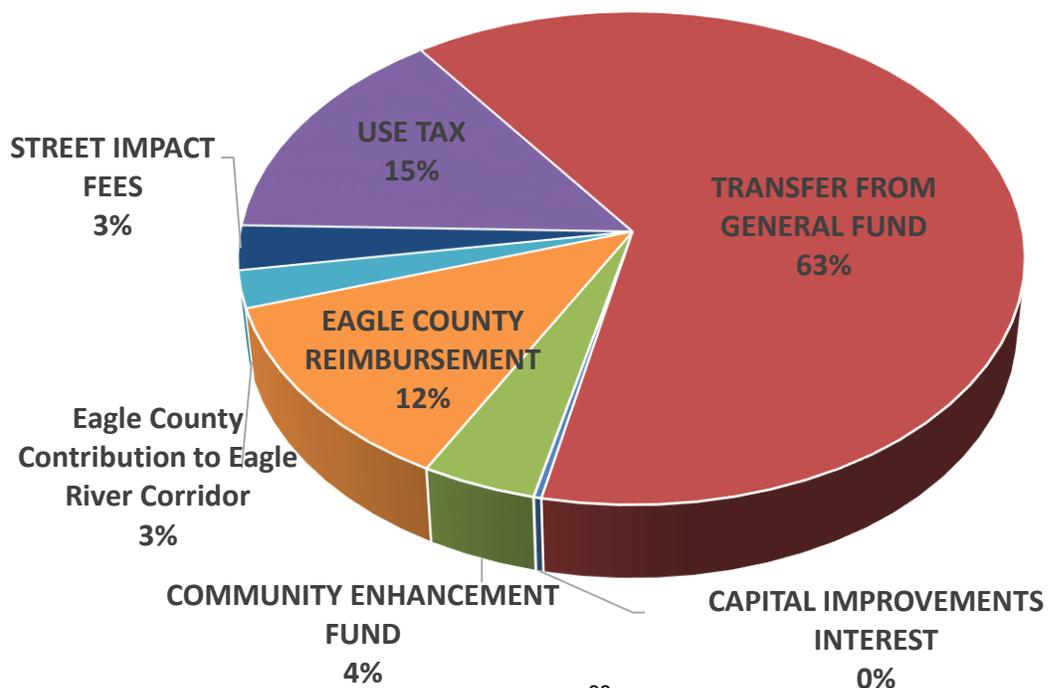
### 2015 Accomplishments:

- Completed both the Bull Pasture and Eagle Villas path improvement projects
- Continued working towards completing the two bus shelters in partnership with ECO Transit
- Replaced Equipment in accordance with the 10 year vehicle replacement schedule
- Purchased skate park from Town of Vail
- Continued support of the Castle Peak Senior Care Center and the Pool & Ice Maintenance Fund

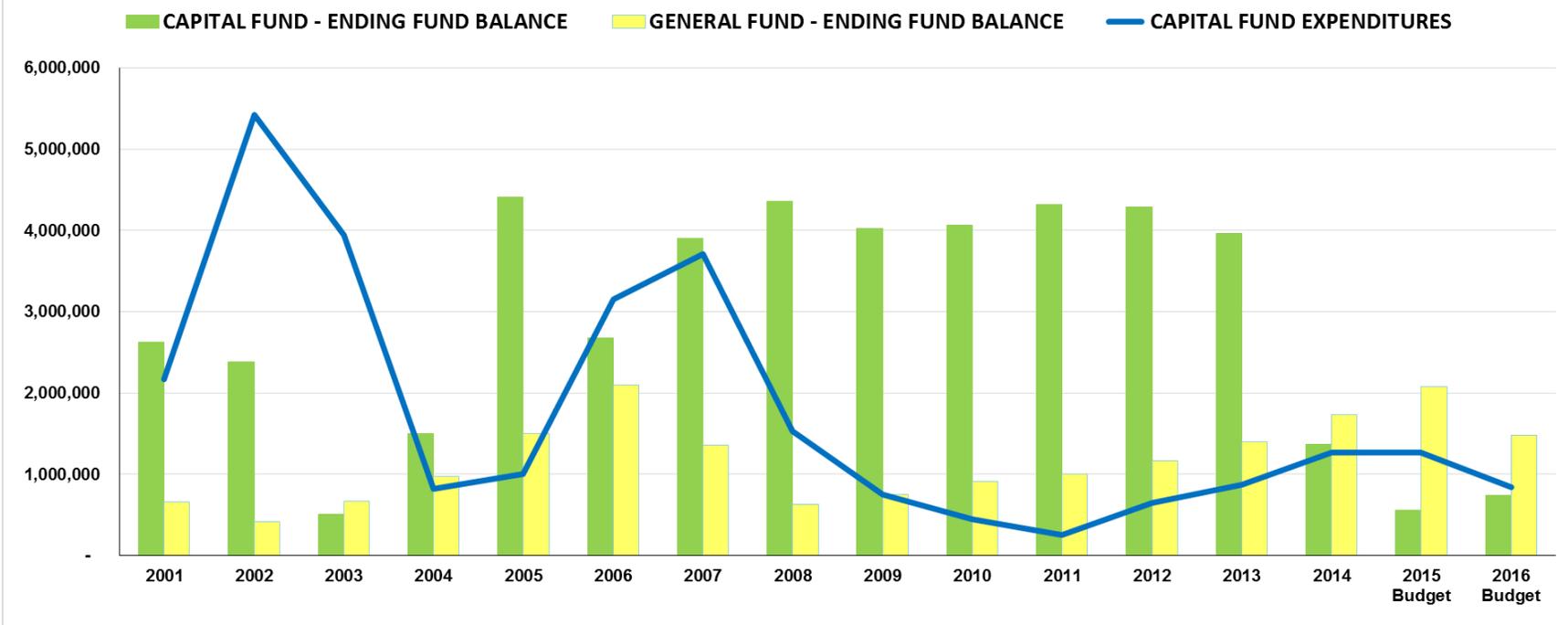
## 2016 Goals and Objectives:

- Continuing support of the Castle Peak Senior Care Center and the Pool & Ice Maintenance Fund
- Complete Town facility reserve studies to assist in planning for future budget implications with potential capital and maintenance projects
- Proposed funding for Old Town hall improvements intended to clean asbestos from the building; project completion will depend on match potential from EPA grant
- Improvements at Town Hall for Police Department; recommended by insurance carrier for safety and best practices
- Funding Town Park Improvements for Landscape Architecture portion of the Eagle River Park Planning
- Considered options for the Skate Park purchased from Town of Vail
- Budgeting again for funding preliminary planning for Grand Avenue improvements and highway 6 devolution
- Discuss further with the public the pros and cons of the board recommendation to close Capital and Grand Avenue intersection to left turns onto Capital; budgeted \$10,000 for pilot project with plan for public input at the end of a defined period
- Continue to invest in Central Business District with parking and streetscape improvements; recommended for economic development
- Planned equipment purchases in accordance with the 10 year vehicle replacement schedule

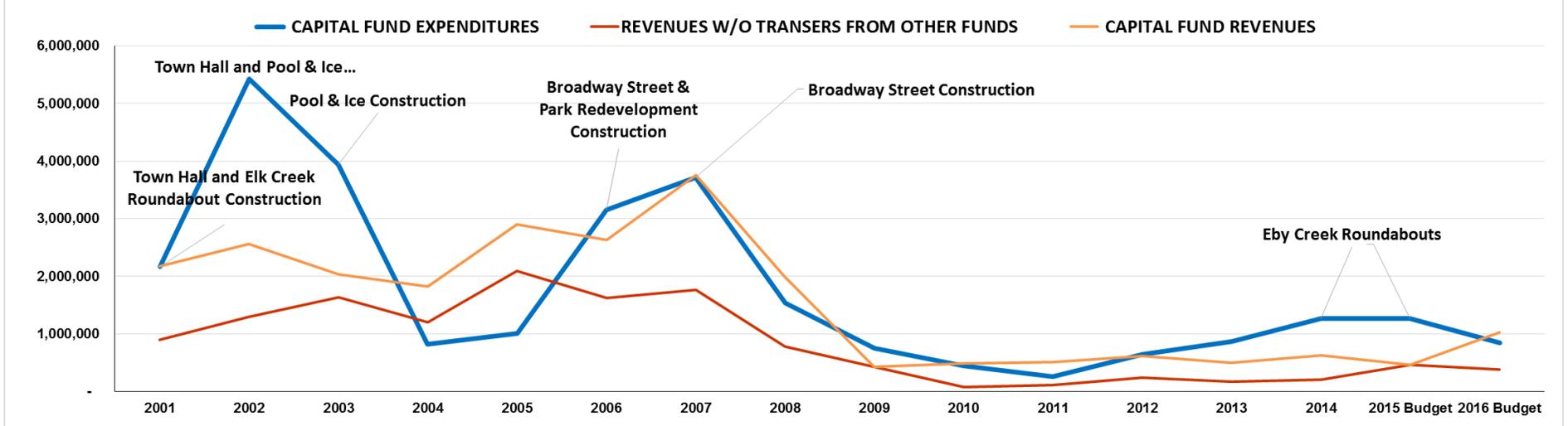
## 2016 CAPITAL IMPROVEMENTS BUDGETED REVENUES



### CAPITAL IMPROVEMENTS FUND EXPENDITURES & FUND BALANCE OVERVIEW



### CAPITAL IMPROVEMENTS FUND REVENUE & EXPENSE OVERVIEW



**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**CAPITAL IMPROVEMENTS FUND  
SUMMARY BUDGET STATEMENT**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>FUND BALANCES (Beginning):</b>				
<b>UNASSIGNED:</b>	3,523,500	996,636	1,233,312	440,797
<b>RESTRICTED FOR:</b>				
<b>TABOR RESERVE</b>	26,150	99,155	96,500	37,923
<b>COMMUNITY ENHANCEMENT</b>	409,039	36,982	37,288	80,109
<b>TOTAL FUND BALANCES (Beginning)</b>	<b>3,958,689</b>	<b>1,132,773</b>	<b>1,367,100</b>	<b>558,829</b>
 <b>REVENUE</b>				
Capital Improvement Interest	4,335	3,000	3,200	2,900
Community Enhancement Interest	210	45	368	130
Community Enhancement <sup>1</sup>	42,078	42,821	42,821	43,677
Street Impact Fees	-	55,000	49,435	30,000
Use Tax	154,806	100,000	150,000	150,000 <sup>2</sup>
Developer Contribution to Grand Ave.	-	-	-	-
Eagle County Contribution to Grand Ave.	-	150,000	25,000	125,000
Eagle County Contribution to Eagle River Corridor	-	-	-	25,000
ECO Reimbursement	-	120,000	185,000	-
Miscellaneous Income	-	-	-	-
WECMRD Match - Pool & Ice Expansion	-	-	-	-
Transfer from General Fund	-	-	-	650,000
Transfer from Conservation Trust Fund	-	-	-	-
Transfer from Debt Service	423,222	-	-	-
 <b>TOTAL REVENUE</b>	<b>624,651</b>	<b>470,866</b>	<b>455,824</b>	<b>1,026,707</b>
 <b>TOTAL SOURCES</b>	<b>4,583,340</b>	<b>1,603,639</b>	<b>1,822,924</b>	<b>1,585,536</b>
 <b>EXPENDITURES</b>				
Capital Expenditures	3,211,240	1,666,638	1,264,095	840,840
Transfer to General Fund	5,000	-	-	-
 <b>TOTAL EXPENDITURES</b>	<b>3,216,240</b>	<b>1,666,638</b>	<b>1,264,095</b>	<b>840,840</b>
 <b>FUND BALANCES (Ending):</b>				
<b>RESTRICTED FOR:</b>				
<b>COMMUNITY ENHANCEMENT</b>	37,288	79,803	80,109	123,786
<b>TABOR RESERVE</b>	96,500	40,099	37,923	25,225
<b>UNASSIGNED:</b>	1,233,312	(182,901)	440,797	595,685
<b>TOTAL FUND BALANCES (Ending):</b>	<b>1,367,100</b>	<b>(62,999)</b>	<b>558,829</b>	<b>744,696</b>

<sup>1</sup> Per Holy Cross 2010 Franchise agreement

<sup>2</sup> Use Tax based on \$7,500,000 in building construction in 2016

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND:CAPITAL IMP.

**DETAIL CAPITAL EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>BLDGS, PARKS &amp; OPEN SPACE</b>				
Pool and Ice Maint. Fund	40,000	40,000	40,000	50,000
Old Town Hall Improvements	-	-	-	40,000
Bus Shelters	77	180,000	245,000 <sup>1</sup>	-
Town Hall Improvements	-	-	-	23,700
Town Parks Improvements	-	46,613	5,000 <sup>1</sup>	125,000 <sup>3</sup>
Skate Park	-	-	18,000	-
Castle Peak Senior Center	25,000	25,000	25,000	25,000 <sup>4</sup>
Town Shop Improvements	-	-	-	15,000
<b>TOTAL BLDGS, PARKS &amp; OPEN SPACE</b>	<b><u>65,077</u></b>	<b><u>291,613</u></b>	<b><u>333,000</u></b>	<b><u>278,700</u></b>
<b>STREETS &amp; RIGHTS-OF-WAY</b>				
R-O-W Improvements	13,498	20,000	20,000	50,000
Monument Reader Board	5,762	-	-	-
Grand Avenue Planning	-	150,000	25,000	125,000
Bull Pasture Path	-	345,000	165,000	-
Eby Creek Road Construction	2,964,277	-	127,969	-
Traffic Control Improvements	-	-	-	10,000
CBD Parking/Streetscape Improvements	-	-	-	100,000
Villas Rec Path Repairs	-	185,000	20,000	-
Street Lights	-	-	-	30,000
<b>TOTAL STREETS &amp; RIGHTS-OF-WAY</b>	<b><u>2,983,537</u></b>	<b><u>700,000</u></b>	<b><u>357,969</u></b>	<b><u>315,000</u></b>
<b>EQUIPMENT</b>				
Patrol Vehicles	68,285	69,025	69,025	97,640
Street Sweeper	-	195,000	191,307	-
Multipurpose Truck - Accessory	-	10,000	10,995	-
Snow Removal Equipment	-	260,000	241,000	-
Flail Mower	19,922	-	-	-
4x4 Pickups	60,420	80,000	50,000	82,000
Cinder Spreader	14,000	-	-	-
Tents	-	-	-	10,000
Trailer	-	-	-	10,000
Mower	-	11,000	10,799	12,500
<b>TOTAL EQUIPMENT</b>	<b><u>162,627</u></b>	<b><u>625,025</u></b>	<b><u>573,126</u></b>	<b><u>212,140</u></b>
<b>CONTINGENCY</b>	<b><u>-</u></b>	<b><u>50,000</u></b>	<b><u>-</u></b>	<b><u>35,000</u></b>
<b>TRANSFER TO GENERAL FUND</b>	<b><u>5,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>TOTAL APPLICATIONS</b>	<b><u>3,216,240</u></b>	<b><u>1,666,638</u></b>	<b><u>1,264,095</u></b>	<b><u>840,840</u></b>

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

<sup>2</sup> Nogal Park improvements originally budgeted to be paid out of both the Capital Improvements Fund and the Conservation Trust Fund (CTF) will be funded entirely through CTF due to saving

<sup>3</sup> \$5,000 in 2015 and \$125,000 in 2016 is for a Skate park and Eagle River Park Landscape Design

<sup>4</sup> Cash contribution split between General Fund and Capital Fund - 3 year commitment

10 Plan on Vehicle Replacement - 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			\$ 114,500								
2	John Deere Loader 544 H	2000	DW544HX575532	Streets	4066/hrs					\$ 240,000						
	John Deere Grader 772	2016						\$ 256,450								
3	John Deere Grader 570-A	1987	DW570AX511999	Streets	3474/hrs			\$ 256,450								
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							
					21079											
11	International 4900 DT466	1997	1HTSDAAR4WH509876	Streets	2433/hrs											
					22257											
12	International 4900 530 hp	2001	1HTSDADR21H401518	Streets	2200 hrs						\$ 242,000					
13	International 7400 SFA 4X2	2007	1HTWDAZR68J635514	Streets	14841								\$ 266,200			
	International 7400 SFA 4X2	2015					\$ 185,000									
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		
					10835											
23	Johnston Sweeper MX 450	2005	1J9VM3H665C172032	Streets	2824/hrs								\$ 225,000			
	Stewart Amos Street Sweeper	2015					\$ 195,000									
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	31643									\$ 42,260		
42	Ford F-150	2014	1FTNF1EF4EKD94749	Water/Dusty's	3125	\$ 25,000									\$ 44,373	
	Ford F-350	2014				\$ 36,000										
43	Ford F-350	2014	1FDRE3H68FEA13943	Streets	566	\$ 35,000									\$ 57,500	
44	John Deere 1435 Mower	2002	TC1435D020526	B & G	1892/hrs		\$ 11,000					\$ 13,200				
45	John Deere 740 D	2006	M0X740A010353	B & G	691/hrs			\$ 11,550					\$ 13,860			
46	John Deere X740 Mower	2012	1MOX 740AACM07211	B & G	1881				\$ 25,500					\$ 30,600		
	Toro Zero Turn	2015					\$ 11,000			\$ 14,000					\$ 16,500	
47	John Deere 301- A	1980	364636T	B & G					\$ 40,000							
48	Artic Cat (ATV) TRV	2006	4UF07ATV37T203541	B & G	797											
49	Ford Explorer -Town Hall	2000	1FMZU73E1Y2B44624	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					

\$ 166,000 \$ 542,000 \$ 767,650 \$ 438,575 \$ 360,700 \$ 365,000 \$ 258,025 \$ 622,560 \$ 249,720 \$ 122,018 \$ 211,975

10 YEAR GRAND TOTAL \$ 4,104,223

10 Plan on Vehicle Replacment - LEASE

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			\$ 16,615	\$ 16,615	\$ 16,615	\$ 17,114	\$ 17,114	\$ 17,114	\$ 17,627	\$ 17,627	\$ 17,627
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			\$ 18,600	\$ 18,600	\$ 18,600	\$ 19,158	\$ 19,158	\$ 19,158	\$ 19,735	\$ 19,735	\$ 19,735
	John Deere Grader 772							\$ 18,600	\$ 18,600	\$ 18,600	\$ 19,158	\$ 19,158	\$ 19,158	\$ 19,735	\$ 19,735	\$ 19,735
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	2015		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							
					21079											
11	International 4900 DT466	1997	1HTSDAAR4WH509876	Streets	2433/hrs		\$ 200,000									
					22257											
12	International 4900 530 hp	2001	1HTSDADR21H401518	Streets	2200 hrs					\$ 242,000						
13	International 7400 SFA 4X2	2007	1HTWDAZR68J635514	Streets	14841								\$ 266,200			
14	International 7400	2015		Streets												
15	Air Compressor Trailer/185 Atlas	2005	4500A10185E015107	Streets	444 hrs					\$ 27,200						
16	Artic Cat (ATV) TRV	2008	4UF08ATV38T208687	B & G	379						\$ 12,000					
17	Goose Neck Trailer / LD242	2007	4P5LD242371096502	Streets									\$ 17,000			
18	Blue Trailer Utility	1995	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		
					10835											
23	Johnston Sweeper MX 450	2005	1J9VM3H665C172032	Streets	2824/hrs		\$ 195,000									
	Stewart Amos Sweeper	2015		Streets									\$ 225,000			
24	Sewer Jet Trailer 747FR	1996		WW				\$ 63,000								
25	Flushing Skid	2014		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	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	1FTNF21L92EC07260	Water	31643									\$ 42,260		
42	Ford F-150	2014	1FTNF1EF4EKD94749	Water/Dusty's	3125	\$ 25,000									\$ 44,373	
43	Ford F-350	2014	1FDRE3H68FEA13943	Streets	566	\$ 35,000									\$ 57,500	
	Ford F-350	2015		Streets												\$ 60,000
44	John Deere 1435 Mower	2002	TC1435D020526	B & G	1892/hrs		\$ 11,000					\$ 13,200				
45	John Deere 740 D	2006	MOX740A010353	B & G	691/hrs			\$ 11,550					\$ 13,860			
46	John Deere X740 Mower	2012	1MOX 740AACM07211	B & G	1881				\$ 25,500					\$ 30,600		
	Toro Zero Turn	2015		B & G						\$ 14,000					\$ 16,500	
47	John Deere 301- A	1980	364636T	B & G					\$ 40,000							
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 \$ 194,065 \$ 492,390 \$ 199,315 \$ 467,230 \$ 348,255 \$ 714,530 \$ 343,357 \$ 215,655 \$ 367,439

10 YEAR GRAND TOTAL \$ 4,018,236

**Town of Eagle  
Police Department**

**10 Plan on Vehicle Replacmen**

Revised 09-04-2015

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. Ch	61,831			x								
2	Chevy Impala	2006	2G1WS551969362113		Police	75,615	x										
3	Chevy Impala	2006	1G1WF55K059338858		CSO	77,748		x									
4	Jeep Wrangler	2008	1J4GA39198L604434		Patrol	54,413					x						
5	Jeep Wrangler	2007	1J4GA39127L207225		Patrol	59,333			x								
6	Jeep Wrangler	2007	1J4GA39127L207226		Patrol	69,234			x								
7	Jeep Wrangler	2009	1J4GA39149L747732		Patrol	36,332				x							
8	Jeep Wrangler	2009	1J4GA39149L747731		Patrol	62,551		x									
9	Jeep Wrangler	2010	1J4BA3H12BL584062		Patrol	19,066						x					
30	Dodge Charger	2014	2C3CDXKT1EH288507		Patrol	1,718	\$33,266.92						\$49,000.00				
31	Dodge Charger	2014	2C3CDXKT6EH364643		Patrol	3,325	\$32,005.92							\$ 50,000.00			
32	Dodge Charger	2015	2C3CDXKT5FH806524		Patrol	4,559		\$ 33,816.24							\$ 52,250.00		
33	Dodge Charger	2015	2C3CDXKT7FH806525		Patrol	4,920		\$ 33,816.24								\$ 54,000.00	
34	PickUp	2017			Patrol	New				\$42,500.00							
35	PickUp	2017			Patrol	New				\$42,500.00							\$57,650.00
36	Dodge Charger	2016			Patrol	New			\$34,920							\$ 55,000.00	
37	Dodge Charger	2016			Patrol	New			\$34,920								
38	PickUp	2018			Patrol	New				\$ 45,000.00							
39	PickUp	2020			Patrol	New					\$48,000.00						
40	Additional Officer Vehicle	2018			Patrol	New				\$ 43,000.00							
41	Additional Officer Vehicle	2019			Patrol	New					\$45,000.00						
42	Additional Officer Vehicle	2020			Patrol	New						\$ 49,000.00					
43	Chief of Police	2016			Chief	New			\$27,800								

**Totals \$65,272.84 \$67,632.48 \$97,640.00 \$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

# 2016 Town of Eagle Budget

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## Debt Service Fund

**Lead Staffer:** Town Manager, Finance Director

**Total Personnel:** 0 FTEs

**Fund Description:** The Debt Service Fund accounts for payment of principal and interest on the General Obligation debt for the Town. The last debt was paid off in 2013 for the ten year loan for construction of the Pool and Ice facility against the Town Hall. Reserves and fund balance were no longer necessary to be held in this fund and were transferred to the Capital Fund in 2014.

**Forecast Overview:** This fund may be utilized in the future for general obligation debt if the voters approve a tax increase for the Eagle River Corridor project, any future Highway 6 improvements, or potential Pool & Ice facility enhancements.

**2016 Goals and Objectives:** N/A

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**DEBT SERVICE FUND  
SUMMARY BUDGET STATEMENT**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>FUND BALANCE - BEGINNING</b>	<b>422,696</b>	-	-	-
<b>TABOR RESERVE - BEGINNING</b>	-	-	-	-
<b>REVENUE</b>				
Transfer from General Fund	-	-	-	-
Interest on Investments	526	-	-	-
<b>TOTAL REVENUE</b>	<b>526</b>	-	-	-
<b>TOTAL SOURCES</b>	<b>423,222</b>	-	-	-
<b>EXPENDITURES</b>				
Town Hall Payment	-	-	-	-
Town Hall Interest	-	-	-	-
Transfer to Capital Imp. Fund 1	423,222	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>423,222</b>	-	-	-
<b>TABOR RESERVE - ENDING</b>	-	-	-	-
<b>FUND BALANCE - ENDING</b>	-	-	-	-

1 Transferred Debt Service balance to the Capital Improvements Fund to close the Debt Service Fund

# 2016 Town of Eagle Budget

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## Conservation Trust Fund (CTF)

**Lead Staffer:** Town Manager

**Total Personnel:** 0 FTEs

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

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

**Forecast Overview:** The Conservation Trust Fund’s revenue has been stable year over year, just exceeding \$30,000 annually since 2012. Any increases or decreases would be based on lottery ticket sales as well as the Town’s population.

**2015 Accomplishments:** Staff completed improvements to Nogal Park. The decision to fund the improvements followed a year of input and discussion with the neighboring residents, property owners and managers. This project came in significantly under budget due to Public Works staff performing much of the site work. The following improvements were completed:

- Play equipment which had been deemed unsafe for years by our insurance carrier was removed
- Re-grade of the park for a youth soccer field
- Remove remaining old equipment on site

**2016 Goals:** The proposed budget utilizes CTF funds for various park improvements in various locations including the following: additional picnic tables, CTF signage, miscellaneous park equipment, and assistance for Eagle Valley Elementary School in receiving GOCO funding to update aging playground equipment.

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**CONSERVATION TRUST FUND  
SUMMARY BUDGET STATEMENT**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>FUND BALANCE - BEGINNING</b>	<b>78,951</b>	<b>97,549</b>	<b>100,182</b>	<b>27,043</b>
<b>REVENUES</b>				
Lottery Proceeds	31,295	32,500	31,500	32,500
Interest on Investments	108	42	136	60
<b>TOTAL REVENUES</b>	<b>31,402</b>	<b>32,542</b>	<b>31,636</b>	<b>32,560</b>
<b>TOTAL SOURCES</b>	<b>110,354</b>	<b>130,091</b>	<b>131,818</b>	<b>59,603</b>
<b>EXPENDITURES</b>				
Sowing Seeds	10,000	-	-	-
Park Improvements	172	99,500	104,775 <sup>2</sup>	26,000
<b>TOTAL EXPENDITURES</b>	<b>10,172</b>	<b>99,500</b>	<b>104,775</b>	<b>26,000</b>
<b>FUND BALANCE - ENDING</b>	<b>100,182</b>	<b>30,591</b>	<b>27,043</b>	<b>33,603</b>

<sup>1</sup> Nogal Park improvements originally budgeted to be paid out of both the Capital Improvements Fund and the Conservation Trust Fund (CTF) will be funded entirely through CTF due to savings

# 2016 Town of Eagle Budget

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## Open Space Fund

**Lead Staffer:** Town Manager, Open Space Coordinator

**Total Personnel:** .5 FTE

**Funding:** \$2/night Lodging Occupation Tax

**Fund Description:** Per the 1996 enabling ballot language—funds to be used exclusively for *“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, *“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% margin. In the early years the focus of the open space program was on land acquisition and stewardship. In recent years, the scope of the program has been significantly expanded to improving open space access and the construction of new outdoor recreation amenities, which has been well received by the public.

### 2015 Accomplishments:

- Final completion and grand opening of the Information Center Boat ramp, including vegetation management and ramp area improvements
- Construction of new trails, including:
  - Haymaker Extra Credit loop
  - Horton Street trail reroute
  - Redneck Ridge Improvements
  - Single Track Sidewalk at Capital Street
- Major trail maintenance projects completed on the Eagle Ranch Loops, East Hardscrabble trails, and East Eagle trails
- New trailhead kiosks and wayfinding posts, in coordination with the Vail Valley Trail Connection
- Logistical coordination and course preparation for major trail events, including the Eagle Outside Festival and Colorado Cycling League high school races
- Coordinated with the BLM on federal approvals for multiple trail projects

### **2015 Accomplishments (continued):**

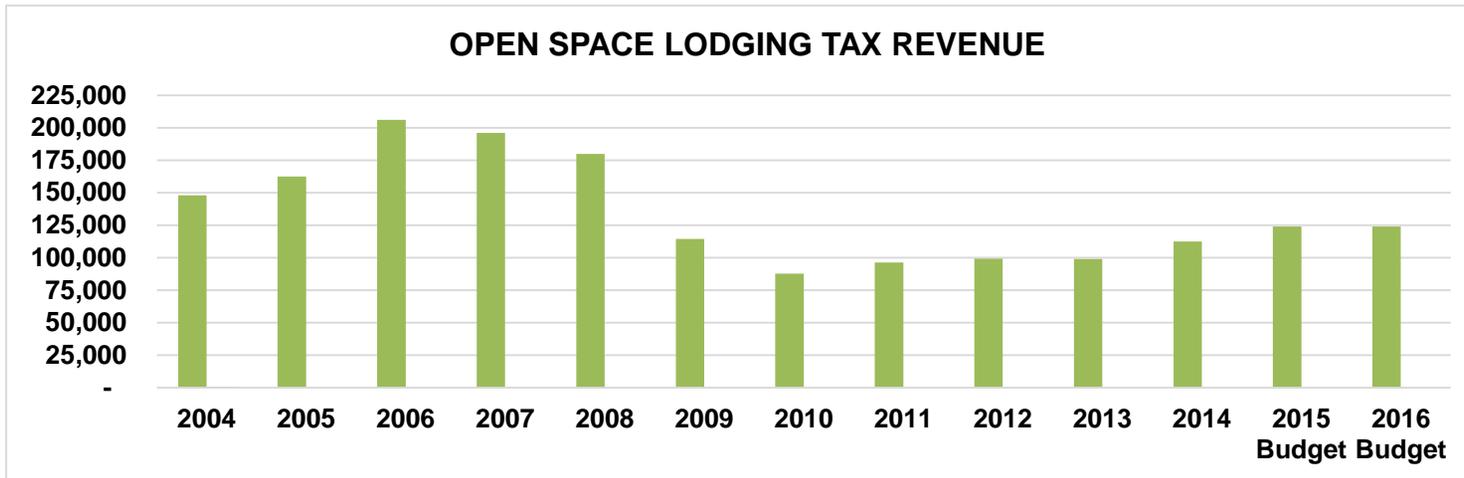
- Conducted volunteer projects
- Funded Eagle River Corridor Plan consulting work
- Worked with the Eagle Ranch Wildlife Committee and construction contractor on the design and completion of the Children's Fishing Pond
- Continued construction of new, high quality trails this year and in previous years, combined with the excellent marketing of those trails, has had a positive economic impact on the Town

### **2016 Overall Goals and Objectives:**

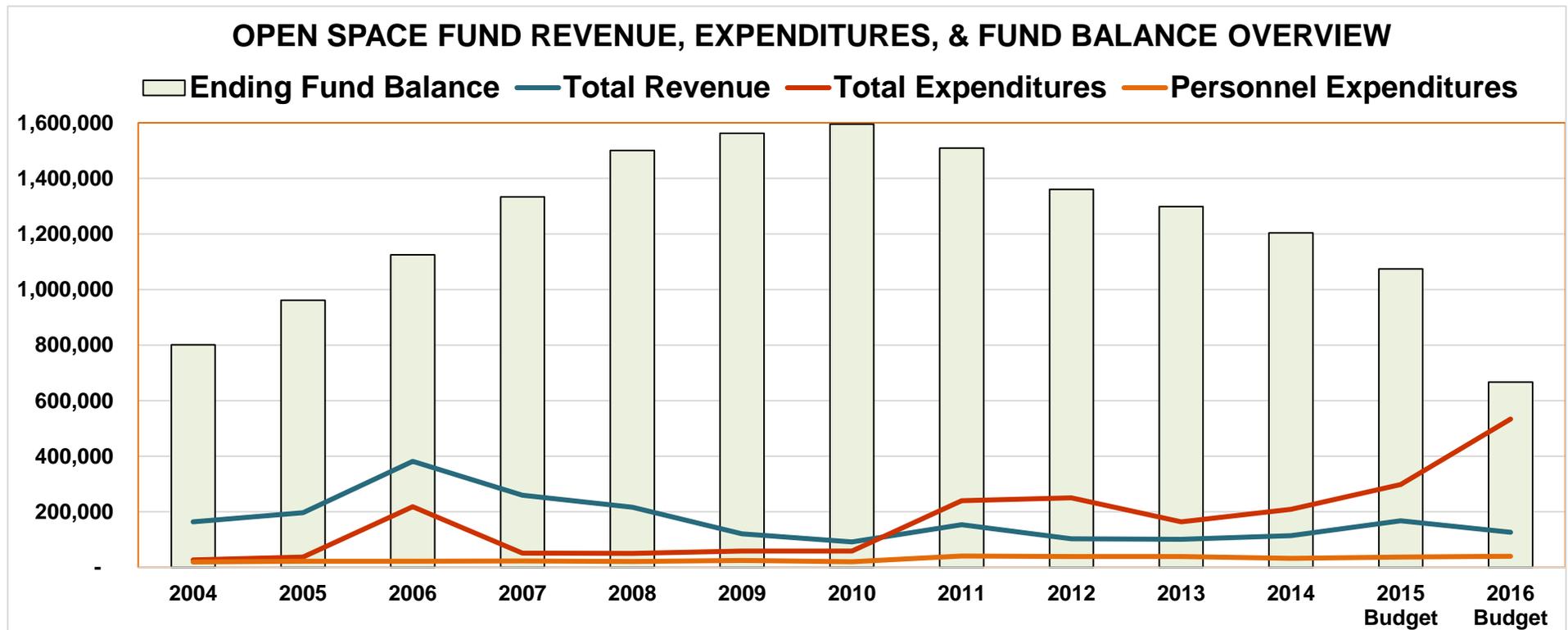
- Construct new trail segments where feasible and appropriate through coordination with the BLM and user groups and in accordance with the Eagle Area Trails Plan
- Coordinate with the BLM on the planning, permitting, and alignment of future trails as part of the implementation of the BLM's newly enacted Special Recreation Management Area designation surrounding Eagle
- Complete yearly land stewardship and maintenance projects (i.e. weed control, pest control, fencing, streambank erosion control, signage, etc.)
- Increase the number of volunteer projects to enhance participants' sense of community, stewardship, and connection to open space lands
- Produce quantitative visitor usage of open space funded amenities (boat ramp, trails, etc.) which can be used for future management decisions by the Town and BLM
- Keep citizens informed and engaged on projects that involve open space lands through the Town website, kiosk flyers, emails, and news media outlets
- Continue to pursue grants and partner funding opportunities with GOCO, the Eagle Ranch Wildlife Committee, Eagle County and others to leverage Town open space funds
- Participate in the acquisition of properties and easements which are of high value for use as open space and trail connections
- Provide natural history interpretive opportunities through interpretive signage, facilities, and programming which could include participation from Walking Mountains
- Provide new outdoor recreation amenities, in addition to trails, that fit within the scope of the open space fund ballot language
- Support the Eagle River Park and Eagle River Corridor Plan through open space funds appropriated by the Town Board of Trustees

### **2016 Project Specific Goals:**

- Construction of additional trails, re-routes and connections
- Potential Land Acquisition for increased trail access
- Eagle River Park Improvements and Planning
- Pool & Ice Rink Campus Improvements: dirt bike park and shade structure
- Potential campground sites

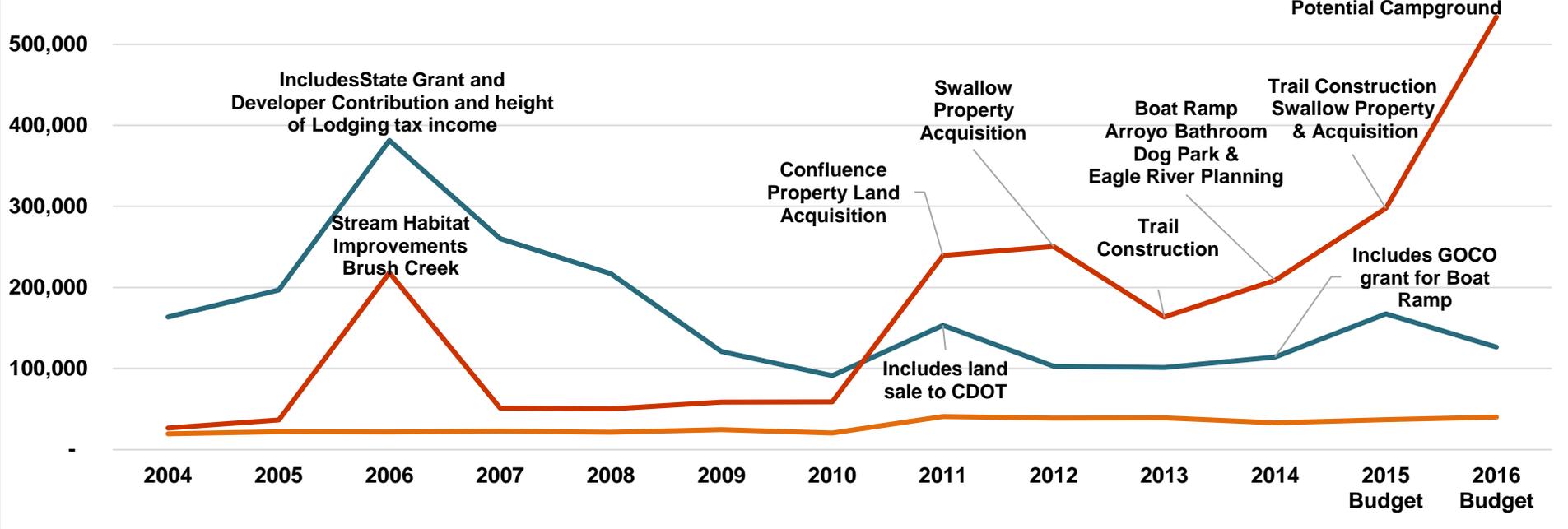


Year over year lodging tax revenue report can be a useful economic indicator and is particularly useful in identifying and monitoring local tourism activity and economic trends. The Town is starting to see some relief from the recession with increased guest stays.



# OPEN SPACE FUND REVENUE & EXPENDITURES OVERVIEW

— Total Revenue — Total Expenditures — Personnel Expenditures



**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

**OPEN SPACE PRESERVATION FUND  
SUMMARY BUDGET STATEMENT**

	ACTUAL 2014	BUDGET 2015	REVISED 2015	BUDGET 2016
<b>FUND BALANCE - BEGINNING</b>	<b>1,299,072</b>	<b>1,215,075</b>	<b>1,204,372</b>	<b>1,074,074</b>
<b>REVENUE</b>				
Lodging Tax	112,474	109,000	124,000	124,000
Interest on Investments	1,665	1,350	2,150	2,000
Usage Fees	-	-	263	300
State Grants (GOCO)	-	-	41,015	-
<b>TOTAL REVENUE</b>	<b>114,139</b>	<b>110,350</b>	<b>167,428</b>	<b>126,300</b>
<b>TOTAL SOURCES</b>	<b>1,413,211</b>	<b>1,325,425</b>	<b>1,371,800</b>	<b>1,200,374</b>
<b>EXPENDITURES</b>				
Operating Expenses	69,184	118,976	128,904	140,784
Capital Expenditures	139,654	185,000	168,822	393,000
<b>TOTAL EXPENDITURES</b>	<b>208,839</b>	<b>303,976</b>	<b>297,726</b>	<b>533,784</b>
<b>FUND BALANCE - ENDING</b>	<b>1,204,372</b>	<b>1,021,449</b>	<b>1,074,074</b>	<b>666,590</b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: OPEN SPACE

**SUMMARY OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
PERSONNEL SERVICES	32,869	36,506	36,825	39,993
SUPPLIES	1,355	22,850	28,950	19,600
PURCHASED SERVICES	30,151	39,620	52,754	60,937
FIXED CHARGES	4,810	5,000	5,375	5,254
CAPITAL EXPENDITURES	139,654	185,000	168,822	393,000
CONTINGENCY	-	15,000	5,000	15,000
<b>TOTAL EXPENDITURES</b>	<b><u>208,839</u></b>	<b><u>303,976</u></b>	<b><u>297,726</u></b>	<b><u>533,784</u></b>

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: OPEN SPACE

**DETAIL OF EXPENDITURES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	29,560	32,288	32,289	35,518
Overtime	-	-	355	-
Bonus	325	325	325	325
Employer Contributions				
Unemployment Insurance	90	98	99	108
Workmen's Compensation	600	1,300	1,235	1,300
F.I.C.A.	2,294	2,495	2,522	2,742
<b>TOTAL PERSONNEL SERVICES</b>	<b><u>32,869</u></b>	<b><u>36,506</u></b>	<b><u>36,825</u></b>	<b><u>39,993</u></b>
<b>SUPPLIES</b>				
Office Supplies	8	50	50	50
Uniforms	-	-	-	250
Repairs & Maintenance	169	19,500	26,000 <sup>1</sup>	11,500
Communication & Transportation	160	200	300	300
Vehicle Repair & Maintenance Supplies	496	1,000	500	3,000
Equipment <sup>2</sup>	521	2,100	2,100	4,500
<b>TOTAL SUPPLIES</b>	<b><u>1,355</u></b>	<b><u>22,850</u></b>	<b><u>28,950</u></b>	<b><u>19,600</u></b>
<b>PURCHASED SERVICES</b>				
Legal Services	-	-	813	1,000
Appraisals	-	-	2,484	5,000
Grant Match	-	-	-	10,000 <sup>3</sup>
Repair & Maintenance	7,980	3,000	17,100	6,500
Trail Repair & Maintenance	-	20,000	20,000	16,000
Weed & Pest Control	12,013	15,000	9,000	12,000
Computer/Software Support	-	1,620	1,620	1,937
Surveying Services <sup>4</sup>	5,829	-	356	5,000
Auditing Services	3,749	-	1,381	-
Tuition & Books	580	-	-	500
Volunteer Recognition	-	-	-	3,000
<b>TOTAL PURCHASED SERVICES</b>	<b><u>30,151</u></b>	<b><u>39,620</u></b>	<b><u>52,754</u></b>	<b><u>60,937</u></b>

<sup>1</sup> Includes \$16,300 for trail kiosks and signage

<sup>2</sup> Non-Capitalized Equipment (any piece of equipment under \$5,000) - see detail page

<sup>3</sup> Grant match for possible nature center (site TBD), Eagle Ranch Wildlife Fund and others

<sup>4</sup> To perform the cultural surveys that are required as part of the BLM's special recreation permit and new trail construction process

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: OPEN SPACE

**DETAIL OF EXPENDITURES (continued)**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
<b>FIXED CHARGES</b>				
Insurance	4,810	5,000	5,375	5,254
<b>TOTAL FIXED CHARGES</b>	<b>4,810</b>	<b>5,000</b>	<b>5,375</b>	<b>5,254</b>
<b>CAPITAL EXPENDITURES</b>				
Swallow Oil Property	3,639	60,000	5,000	-
Brush Creek Inventory & Enhancement	-	10,000	-	5,000 <sup>1</sup>
Acquisitions	-	20,000	-	50,000
Trail Construction	-	80,000	55,000	25,000
Information Center Boat Ramp	88,520	-	31,500	-
Arroyo Trailhead Bathroom	26,580	-	-	-
Pool & Ice Campus Improvements				63,000 <sup>2</sup>
Campground				100,000 <sup>3</sup>
Dog Park Improvements	5,744	-	-	-
Eagle River Planning	7,059	15,000	22,322	-
Eagle River Park Improvements	-	-	55,000	150,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>139,654</b>	<b>185,000</b>	<b>168,822</b>	<b>393,000</b>
<b>CONTINGENCY</b>	<b>-</b>	<b>15,000</b>	<b>5,000</b>	<b>15,000</b>
<b>TOTAL</b>	<b>208,839</b>	<b>303,976</b>	<b>297,726</b>	<b>533,784</b>

<sup>1</sup> Dependent upon match from Eagle Ranch Wildlife Committee

<sup>2</sup> \$13,000 for shade structure; \$50,000 for dirt bike park

<sup>3</sup> Placemaker pending site studies, \$50,000 pit toilet, approximately 10 sites

**TOWN OF EAGLE  
2016 ANNUAL BUDGET**

FUND: OPEN SPACE

**DETAIL OF EQUIPMENT - SUPPLIES**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>REVISED 2015</u>	<u>BUDGET 2016</u>
IT Equipment	-	1,000	-	-
Work Bicycle	-	-	-	2,500
Misc. Equipment	521	1,100	2,100	2,000
<b>TOTAL</b>	<b><u>521</u></b>	<b><u>2,100</u></b>	<b><u>2,100</u></b>	<b><u>4,500</u></b>