



6:00-6:45 Board of Trustees Work Session

Raftelis Rate Study

TOWN BOARD REGULAR MEETING AGENDA

Thursday, December 14, 2023, at 7:00 P.M.

Held at the Carsten Board Room at 224 First Street

CALL TO ORDER

Pledge of Allegiance

ROLL CALL

AGENDA APPROVAL / AMENDMENT(S)

Motion to approve agenda as is or approve agenda with amendment(s).

PROCLAMATION

1. A Women's Place 45th Anniversary – Danielle Souza, Outreach Coordinator

SPECIAL PRESENTATION

2. Citizens Committee for Ballot 2A – Wesley LaVanchy, Town Administrator
Tim Croissant, Alan Holmberg, Dick Leffler, Lanie Isbell, and Dawn Hass

STAFF RECOGNITION

3. Lanie Goodard, Library Associate – Amber Greene, Library Director

PUBLIC COMMENT*

Members of the audience are invited to speak at the Board of Trustees' meeting. Public Comment is reserved for citizen comments on items not contained on the printed agenda. Citizen comments are limited to three (3) minutes per speaker. When several people wish to speak about the same position on a given item, they are requested to select a spokesperson to state that position.

CONSENT AGENDA

The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. Council or staff may request an item(s) to be removed from the Consent Agenda and placed under New Business for discussion.

4. Minutes – November 16, 2023, Board of Trustees Regular Meeting
5. Accounts Payable Invoice History Report – November 2023
6. Financial Statements – October 2023
7. Treasurer Report – October 2023
8. Resolution No. 2023-16, Authorizing a Mail Ballot Election and Election Procedures

PUBLIC HEARING

Presentation by Faith Smith, Financial Director

9. Resolution No. 2023-17, Adopting An Amended Consolidated Town Fee Schedule
10. Resolution No. 2023-18, Amending the 2023 Budget and Defray Expenses
11. Resolution No. 2023-19, Adopting a Budget for the 2024 Calendar Year
12. Resolution No. 2023-20, Appropriating Sums for the 2024 Calendar Year
13. Resolution No. 2023-21, Levying General Property Taxes for the 2024 Calendar Year
 - Power Point Presentation
 - Budget Highlights
 - Budget Memo
 - 2024 Budget

OLD BUSINESS

14. Fransen-Pittman Construction GMP Amendment – Amber Greene, Library Director

NEW BUSINESS

15. Resolution No. 2023-22, Adopting Eaton Public Library Policy – Amber Greene, Library Director

- Memo
- Resolution No. 2023-22
- Exhibit A – Eaton Public Library Policy

16. NISP 20th Interim Participation Agreement – Wesley LaVanchy, Town Administrator

17. Weld County Coordinated Planning Agreement Discussion – Wesley LaVanchy, Town Administrator

STAFF REPORT

18. December Staff Report

19. Eaton Representative for the Great Western Trail Authority – Wesley LaVanchy, Town Administrator

20. CPS HR, Employee Engagement Survey Services 2024 – Wesley LaVanchy, Town Administrator

21. CPS HR, Third Amendment to PSA 2024 – Wesley LaVanchy, Town Administrator

COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEM(S)

22. Planning Commission Meeting

23. Hometown Revitalization Committee

24. Great Western Trail Authority

25. Northern Front Range/MPO

MAYOR COMMENT(S)

AJOURN

** If you have public comment but are not comfortable attending in person, please send the comments to wesley@eatonco.org by noon on the day of the meeting, and the comment will be read into the record or otherwise shared with the Board during the meeting.*

AMERICANS WITH DISABILITIES ACT NOTICE

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact Town Hall at (970) 454-3338 within 48 hours prior to the meeting to request such assistance.

EXHIBIT A

RULES FOR THE HEARING

- A. All questions and comments by applicant(s), staff, or the public are to be directed to the governing body.
- B. The Mayor will ask each member of the governing body to disclose any conflicts requiring recusal, or the specific substance of any ex-parte communications made by them.
- C. No applicant(s), staff member, or the public will be subject to cross examination except by the governing body.
- D. Public comments shall be taken at the hearing and are limited to three (3) minutes per individual. Any unused time may not be given to another.
- E. Disruptive behavior will not be tolerated.

PUBLIC HEARING PROCEDURE

- 1. Open public hearing.
- 2. Receive information from staff.
- 3. Receive information from applicant.
- 4. Receive information from the public.
 - a. Ask to hear from anyone who supports the matter.
 - b. Ask to hear from anyone who opposes the matter.
- 5. Receive rebuttal from applicant. (*If any.*)
- 6. Additional questions from the Board, if any. (*Board may ask questions at any time until the hearing is closed.*)
- 7. Close the public hearing.
- 8. Discussion and deliberation among Board.
- 9. The Board will decide and make a motion.

Proposed Motions:

For Approval:

I move to approve _____.

For Approval with Conditions:

I move to approve _____ with the following conditions: _____.

For Denial:

I move to deny approval of _____.

TOWN OF EATON PROCLAMATION

A WOMEN'S PLACE RECOGNITION OF 45 YEARS OF DOMESTIC VIOLENCE ADVOCACY

WHEREAS, for forty-five years A Woman's Place has responded to community needs and advocated for survivors of domestic violence, building hope through community collaboration, and working to create a better community for all; and

WHEREAS, A Woman's Place seeks to follow its mission "to shelter and empower survivors of domestic violence to become safe, secure, and self-reliant, and to mobilize our community through education and collaboration to prevent domestic violence;" and

WHEREAS, A Woman's Place continues to work closely with local law enforcement offering resources through coordinated community response that provides hope to survivors and saves lives; and

WHEREAS, A Woman's Place helps domestic violence survivors and their children through 24/7 crisis line support, safe shelter, and confidential services completely free of charge. Providing crisis advocacy, case management, legal advocacy, employment advocacy, housing advocacy, and behavioral health support to the community in multiple languages; and

WHEREAS, A Woman's Place served the needs of survivors in our community without interruption throughout the COVID-19 pandemic; and

NOW, THEREFORE, I, Scott E. Moser, as Mayor of the Town of Eaton, do hereby recognize and express gratitude to A Woman's Place for its ongoing efforts to strengthen our community and recognize A Woman's Place in honor of their 45th Anniversary.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the Town of Eaton, Colorado, on this 14th day of December 2023.

Scott E. Moser, Mayor

ATTEST:

Margaret Jane Winter, Town Clerk



TOWN BOARD REGULAR MEETING
224 First Street, Eaton, CO
Thursday, November 16, 2023, 7:00 P.M.

MINUTES

CALL TO ORDER

Mayor Moser called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT	Mayor Scott Moser	Mayor Pro Tem Liz Heid	Trustee Coby Gentry
	Trustee Nina Lewis	Trustee Glenn Ledall	Trustee Karla Winter
	Trustee Lee Griffith		

BOARD ABSENT

STAFF PRESENT: Town Administrator - Wesley LaVanchy, Town Attorney - Avi Rocklin, Assistant Town Administrator - Greg Brinck, Financial Director - Faith Smith(Virtual), and Police Chief – Kevin Sturch

AGENDA APPROVAL / AMENDMENT(S)

Mayor Pro Tem Heid moved to approve the agenda as is.

Trustee Gentry seconded, and the motion passed unanimously, 6-0.

PROCLAMATIONS

1. Wreaths Across America 2023

Mayor Moser and the Board of Trustees read the proclamation aloud to inspire the theme of, “Serve and Succeed” for the Eaton American Legion Post #26, who is partnered with Wreaths Across America. Mayor Moser proclaimed Saturday, December 16th, as Wreaths Across America, a national mission to “Remember the Fallen, Honor Those Who Serve and Teach Our Children the Value of Freedom.”

2. Eaton Reds High School Softball Team 2023

Mayor Moser and the Board of Trustees read the proclamation aloud to honor our youth and show their appreciation for their hard work and dedication. Mayor Moser congratulated the Eaton Reds Softball Team for their outstanding achievement and proclaimed the evening as the “Night of Champions.”

STAFF RECOGNITION

3. Spencer Brown – Public Works

Juan Romero, Public Works Director, recognized Spencer Brown as a new member of the Public Works staff. Brown served as a seasonal employee for two summers and has graciously accepted a full-time position with the Town after graduating from Eaton High School.

4. Martin Salazar - Public Works

Juan Romero, Public Works Director, acknowledged Martin Salazar, who has been with the Town for nearly 25 years. Martin worked in the Parks Department for years before changing over to the Water Distribution Department a couple of years ago and is now studying to become a certified operator. Martin has a wealth of knowledge about the workings of the Town, his work ethics and leadership is commendable and an asset to the Town.

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PUBLIC COMMENT

Mayor Moser opened the floor for public comment at 7:16 p.m.

Jason Maxey, 27668 CR 62.75, Gill, CO introduced himself and announced that he will be running for Weld County Commissioner of District 1. He gave a synopsis of his personal life growing up in Weld County and currently works for Weld County as the Director of Oil & Gas Energy Department. His ending statements were wanting to serve Weld County with the continued respect of the private property rights and agricultural heritage that county was built on. Energy development, water, growth, and transportation are an important part between the county and the towns and wants to foster and build those relationships to work together for the future.

Mayor Moser closed the floor for public comment at 7:20 p.m. as there were no other comments.

CONSENT AGENDA

5. Minutes – October 19, 2023, Regular Board Meeting

6. Minutes – October 19, 2023, EHA Meeting

7. A/P Invoice History Report – October 2023

8. Financial Statements – September 2023

9. Treasurer Report – September 2023

Mayor Pro Tem Heid moved to approve the Consent Agenda.

Trustee Griffith seconded, and the motion passed unanimously, 6-0.

NEW BUSINESS

10. Ordinance No. 639, Sales and Use Tax

Wesley LaVanchy, Town Administrator stated the Town of Eaton Sales Tax Ballot 2A passed earlier this month. The next step is for the Town to amend its ordinances to account for this dedicated sales tax. This 1% sales tax and use tax will be placed in our special revenue funds, Street. This voter approved increase of Eaton's sales tax by \$1,575,000 will begin the first fiscal year of January 1, 2024. Staff recommends adopting Ordinance No. 639 to codify the voter approved sales and use tax increase in the amount of 1%.

Mayor Pro Tem Heid moved to approve Ordinance No. 639, Amending Section 16-1-3(e), Section 16-1-3(h), Section 16-1-5, Section 16-4-1, Section 16-4-2 and Section 16-4-4 of the Eaton Municipal Code to Implement a Voter Approved Sales and Use Tax Increase in the Amount of One Percent (1%) for Street Improvement and Transportation Purposes; Omitting Section 16-1-6 and Section 16-1-7 of the Eaton Municipal Code; and Adding Section 3-1-8 to the Eaton Municipal Code Establishing a Designated Street Fund.

Trustee Ledall seconded, and the motion passed unanimously, 6-0.

11. Resolution No. 2023-15, A Ratification Appointment to BOT for HPLD

Dr. Matthew Horts, HPLD Executive spoke to the ratification of appointment. The Selection Committee for new High Plains Library District Board Trustees is recommending the following names for the two open positions; Michael Wailes will represent Region 3: Berthoud, Johnstown, Mead, Milliken, and Platteville and Deana Lemos-Garcia will be an At Large candidate and represent the entire District. Both will serve four-year terms, running from 2024 through 2027.

Trustee Winter moved to approve Resolution No. 2023-15, A Resolution Ratifying the Appointment of Certain Nominees to the Board of Trustees of the High Plains Library District.

Trustee Ledall seconded, and the motion passed unanimously, 6-0.

12. Cobb Lake Regional Water Treatment Plant

Avi Rocklin, Town Attorney spoke to the fact the Town staff has been meeting with the four entities participating in the Treatment Plant (Eaton, Windsor, Severance, Fort Collins-Loveland Water District) on a monthly basis for approximately one year. Subject to approval of the governing bodies, the parties anticipate the creation of an "authority," as permitted by state statute, to operate and manage the Treatment Plant. Town staff anticipates bringing an agreement to the Town Board in the next few months that would establish authority, this agreement will be called the Creation Agreement. This agreement will lay out the foundation of how the authority would operate.

Wesley LaVanchy, Town Administrator added the timing of this project. Fort Collins-Loveland Water District (FCLWD) is basically wanting to build the treatment plant to compacity including our portion of .4 MGD. The town's initial intent in participating in the Treatment Plant was to have the ability to treat its NISP water. NISP still has some uncertainty, which may be premature for Eaton to fund the costs associated with the Treatment Plant which include, in addition to the cost of the construction, the construction and installation of pipelines to deliver the water to the Town's water system. To postpone such

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12. Cobb Lake Regional Water Treatment Plant Continued

expenses, negotiations with FCLWD, at staff level and not formalized as of yet, to pay for Eaton's share of the construction of the Treatment Plant. This would preserve the Town's place for the future. When Eaton is ready to construct the requisite pipeline and take delivery of the treated water, the Town will provide notice to FCLWD and repay the share of the cost of construction. If the Town chooses not to participate in the agreement and the Treatment Plant, there is an exit clause. The staff's intent is to bring a final draft of the Creation Agreement in the next few months for the Board's deliberation. Staff recommends entering into the agreement and reserving treatment alternatives for the Town in the years ahead.

OLD BUSINESS

13. Downtown Development Authority (DDA) Consultant

Greg Brinck, Assistant Town Administrator gave a quick recap that last month EHRC has brought two statements of qualification from two firms and the interview committee recommended entering into a professional service contract with Ayers Associates Inc., for the formation of a Downtown Development Authority. The Board of Trustees tabled the contract until more information could be presented.

Mike Scholl, of Ayres Associates, gave thanks for the opportunity to develop the DDA. Their core value is providing quality work. Mike continued about the work history and of the three main partners that will be working on the Eaton project. They are currently helping Berthoud with a DDA and in the past, created DDA's with downtown Windsor and Loveland and Main Street development with Wellington. A DDA at the core is a vehicle to promote private investment. Private investment is then reinvested into the area and generates more investment and creates a robust economy where businesses can thrive and survive in the community. DDA's are focused on supporting private investment. They are a governmental entity, independent, but still work with town as a hand and glove, are still at the will of the board to be created. Focus is the private investment to get the economy working. Mike then discussed the steps to create a DDA also involves the business owners, property owners and residents to create the body of local leadership. Define the legal boundaries and create a plan of development. This contract takes you to the Planning and Development portion. Once the Planning and Development portion is developed it will be sent to the Planning Commissioner's Review and Recommendation to the Board of Trustees. The Board of Trustees' action will be to establish the tax increment that is collected. There can be three elections; formation of the body election, tabor election, if you plan on issuing debt, which is the plan on what the money collected will be spent on (if no tabor election, then there is no need for a formation of body election) and optional election for a property Mill Levy up to \$5 million, within the boundary. These elections are only eligible for certain registered voters; Business owner's, property owner or a registered resident, all within the boundary. Once the DDA is established, it is good for 25 years and renewal for 20 years.

Ayres has provided a breakdown of Phase I of the project for a total cost of \$36,115 which engages the Town to the Planning & Development and then there is an election. Phases Two and Three are estimated to be \$15,000 and \$25,000, respectively. All phases after Phase I would require approval from the Board of Trustees as an amendment to the PSA.

Trustee Griffith moved to approve the DDA Professional Services Agreement between the Town and Ayres Associates Inc.

Trustee Ledall seconded, and the motion passed unanimously, 6-0.

STAFF REPORT(S)

14. November Staff Report

15. Great Western Trail Authority Board Opening

Wesley LaVanchy, Town Administrator stated that Tom Jones, Chairperson of GWTA stated that he received Steve Bagley's resignation from the board effective at the end of this year. The Town Board will need to appoint a replacement.

COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEMS

16. Planning Commission Meeting – Trustee Winter - No meeting was held in November.

17. Hometown Revitalization Committee – Greg Brinck, ATA – November 25th Small Business Saturday

18. Great Western Trail/Park – Lee Griffith – GWTA Report

19. Northern Front Range/MPO – Mayor Pro Tem Heid – The MPO meeting is being held here in the Town of Eaton, December 7th.

MAYOR PRO TEM COMMENTS – Mayor Moser, December 8th is the Town Employee Christmas Party.

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EXECUTIVE SESSION

Mayor Moser explained that the board is moving into executive session and the audience is asked to leave the board room at this time, 8:32 p.m.

Trustee Winter made a motion to move into an Executive Session to obtain legal advice pursuant to C.R.S. § 24-6-402(4)(b) concerning the Northern Integrated Supply Project (NISP).

Trustee Griffith seconded, and the motion passed unanimously, 6-0.

20. An Executive Session to obtain legal advice pursuant to C.R.S. § 24-6-402(4)(b) concerning the Northern Integrated Supply Project (NISP).

Mayor Moser stated that the board is moving out of the executive session and there were no decisions made and no other topics were discussed, 9:15 p.m.

ADJOURN

Mayor Moser adjourned the November 16, 2023, Board of Trustees Regular Meeting at 9:15 p.m.

Margaret Jane Winter Town Clerk

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
63541											
11/23	11/07/2023	63541	777	U.S. DEPARTMENT OF THE TRE	PAYMENT 1	1	01-00-2320	.00	287.74	287.74	M
Total 63541:								.00		287.74	
63542											
11/23	11/20/2023	63542	120	A1 ORGANICS Vendor ID 120	0447986-IN	1	06-00-7330	.00	16.42	16.42	
11/23	11/20/2023	63542	120	A1 ORGANICS Vendor ID 120	0449374-IN	1	06-00-7330	.00	1,022.15	1,022.15	
Total 63542:								.00		1,038.57	
63543											
11/23	11/20/2023	63543	182	ADAMSON POLICE PRODUCTS	INV404618	1	01-02-9120	.00	472.00	472.00	
11/23	11/20/2023	63543	182	ADAMSON POLICE PRODUCTS	INV404619	1	01-02-9120	.00	57.55	57.55	
11/23	11/20/2023	63543	182	ADAMSON POLICE PRODUCTS	INV404620	1	01-02-9120	.00	35.10	35.10	
Total 63543:								.00		564.65	
63544											
11/23	11/20/2023	63544	128	ALL COPY PRODUCTS INC	AR4104254	1	01-02-5125	.00	58.28	58.28	
11/23	11/20/2023	63544	128	ALL COPY PRODUCTS INC	AR4104254	2	01-02-7215	.00	135.97	135.97	
11/23	11/20/2023	63544	128	ALL COPY PRODUCTS INC	AR4104254	3	01-01-7230	.00	97.13	97.13	
11/23	11/20/2023	63544	128	ALL COPY PRODUCTS INC	AR4142552	1	01-02-5125	.00	58.28	58.28	
11/23	11/20/2023	63544	128	ALL COPY PRODUCTS INC	AR4142552	2	01-02-7215	.00	135.97	135.97	
11/23	11/20/2023	63544	128	ALL COPY PRODUCTS INC	AR4142552	3	01-01-7230	.00	97.13	97.13	
Total 63544:								.00		582.76	
63545											
11/23	11/20/2023	63545	128	ALL COPY PRODUCTS INC	35280348	1	01-02-5125	.00	187.90	187.90	
11/23	11/20/2023	63545	128	ALL COPY PRODUCTS INC	35280348	2	01-02-7215	.00	187.91	187.91	
11/23	11/20/2023	63545	128	ALL COPY PRODUCTS INC	35280348	3	01-01-7230	.00	375.82	375.82	
Total 63545:								.00		751.63	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63546										
11/23	11/20/2023	63546	778	ALLO COMMUNICATIONS	ACCT #2513	1	01-02-7220	.00	277.66	277.66
Total 63546:								.00		277.66
63547										
11/23	11/20/2023	63547	168	ALSCO - LARAMIE	LLAR165241	1	02-00-7315	.00	112.69	112.69
11/23	11/20/2023	63547	168	ALSCO - LARAMIE	LLAR165241	2	01-06-7215	.00	480.01	480.01
11/23	11/20/2023	63547	168	ALSCO - LARAMIE	LLAR165241	3	01-02-7215	.00	64.23	64.23
Total 63547:								.00		656.93
63548										
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	11KJ-1WY1-	1	02-00-8600	.00	174.70	174.70
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	11NL-TJM6-7	1	02-00-9110	.00	269.00	269.00
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	14TW-XM73-	1	02-00-8535	.00	29.89	29.89
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	14WX-R1TL-	1	02-00-5660	.00	72.99	72.99
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	16NK-3KCL-	1	02-00-8600	.00	452.08	452.08
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	17HX-CV4F-	1	02-00-8600	.00	23.98	23.98
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	196V-J3G9-7	1	02-00-8600	.00	114.96	114.96
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1CRW-F43G-	1	02-00-7240	.00	33.80	33.80
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1CYM-Q7JN-	1	02-00-8540	.00	595.52	595.52
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1FHX-W6V4-	1	02-00-8510	.00	36.88	36.88
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1N9N-QWW	1	02-00-8600	.00	246.00-	246.00-
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1NKN-CYLN-	1	02-00-8600	.00	45.46	45.46
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1TYD-MT1Q-	1	02-00-7215	.00	776.28	776.28
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1V99-7NH3-	1	02-00-8600	.00	131.64-	131.64-
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1W7C-NC4N	1	02-00-8600	.00	348.00	348.00
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1XWM-GN93	1	02-00-5640	.00	80.87	80.87
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1XWM-GN93	2	02-00-8600	.00	719.91	719.91
11/23	11/20/2023	63548	650	AMAZON CAPITOL SERVICES	1YJQ-XMNL-	1	02-00-7215	.00	66.30-	66.30-
Total 63548:								.00		3,330.38
63549										
11/23	11/20/2023	63549	399	AMERICAN FIDELITY Flex	2204499	1	01-00-2250	.00	73.07	73.07
11/23	11/20/2023	63549	399	AMERICAN FIDELITY Flex	2204499	2	02-00-2250	.00	46.15	46.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63549:								.00		119.22
63550										
11/23	11/20/2023	63550	29	AQUA BEN CORPORATION	46916	1	05-00-7215	.00	1,160.42	1,160.42
Total 63550:								.00		1,160.42
63551										
11/23	11/20/2023	63551	496	ARELLANO AUTOMOTIVE LLC	1002047	1	01-02-7225	.00	783.25	783.25
Total 63551:								.00		783.25
63552										
11/23	11/20/2023	63552	53	ATMOS ENERGY	9495 OCT23	1	01-04-7510	.00	38.26	38.26
Total 63552:								.00		38.26
63553										
11/23	11/20/2023	63553	435	AUTOZONE	4388479111	1	01-02-7225	.00	61.47	61.47
Total 63553:								.00		61.47
63554										
11/23	11/20/2023	63554	213	BATESVILLE CASKET CO INC	45470174	1	01-03-7215	.00	277.85	277.85
Total 63554:								.00		277.85
63555										
11/23	11/20/2023	63555	439	BEAM INSURANCE ADMINISTR	CO04728-20	1	01-00-2230	.00	25.68	25.68
Total 63555:								.00		25.68
63556										
11/23	11/20/2023	63556	696	BLACK'S GLASS	N7533	1	02-00-7520	.00	1,568.63	1,568.63
Total 63556:								.00		1,568.63

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63557										
11/23	11/20/2023	63557	576	BRIGHTLY SOFTWARE INC	INV-228024	1	01-03-7280	.00	2,249.94	2,249.94
11/23	11/20/2023	63557	576	BRIGHTLY SOFTWARE INC	INV-228024	2	01-04-7280	.00	2,249.94	2,249.94
11/23	11/20/2023	63557	576	BRIGHTLY SOFTWARE INC	INV-228024	3	03-00-7280	.00	2,249.93	2,249.93
11/23	11/20/2023	63557	576	BRIGHTLY SOFTWARE INC	INV-228024	4	04-00-7280	.00	2,249.93	2,249.93
11/23	11/20/2023	63557	576	BRIGHTLY SOFTWARE INC	INV-228024	5	05-00-7280	.00	2,249.93	2,249.93
Total 63557:								.00		11,249.67
63558										
11/23	11/20/2023	63558	730	CARA DAVIS	2	1	02-00-8600	.00	200.00	200.00
Total 63558:								.00		200.00
63559										
11/23	11/20/2023	63559	390	CASELLE INC	128716	1	01-01-7280	.00	1,456.00	1,456.00
Total 63559:								.00		1,456.00
63560										
11/23	11/20/2023	63560	634	CDW GOVERNMENT	MX86619	1	01-01-9110	.00	443.54	443.54
11/23	11/20/2023	63560	634	CDW GOVERNMENT	MZ0201	1	01-01-9110	.00	685.15	685.15
Total 63560:								.00		1,128.69
63561										
11/23	11/20/2023	63561	192	CLEAR WATER SOLUTIONS INC	7019	1	04-00-7310	.00	1,920.00	1,920.00
11/23	11/20/2023	63561	192	CLEAR WATER SOLUTIONS INC	7019	2	07-00-7310	.00	9,068.75	9,068.75
Total 63561:								.00		10,988.75
63562										
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3526	1	01-03-7215	.00	122.00	122.00
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3527	1	01-04-7215	.00	122.00	122.00
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3528	1	01-04-7215	.00	220.00	220.00
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3529	1	01-04-7215	.00	220.00	220.00
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3530	1	01-04-7215	.00	220.00	220.00
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3531	1	01-04-7215	.00	122.00	122.00
11/23	11/20/2023	63562	342	COUNTRY JOHNS	23-3532	1	04-00-7215	.00	122.00	122.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63562:								.00		1,148.00
63563										
11/23	11/20/2023	63563	559	CPS HR CONSULTING	0011280	1	02-00-7315	.00	2,565.24	2,565.24
11/23	11/20/2023	63563	559	CPS HR CONSULTING	0011280	2	01-01-6160	.00	9,094.92	9,094.92
Total 63563:								.00		11,660.16
63564										
11/23	11/20/2023	63564	142	DANA KEPNER COMPANY	6235971-00	1	04-00-7520	.00	3,244.00	3,244.00
Total 63564:								.00		3,244.00
63565										
11/23	11/20/2023	63565	644	DEBORAH HELZER	002	1	02-00-8600	.00	40.00	40.00
Total 63565:								.00		40.00
63566										
11/23	11/20/2023	63566	529	DOUG'S CARPET AND UPHOLS	822502	1	02-00-7520	.00	175.00	175.00
Total 63566:								.00		175.00
63567										
11/23	11/20/2023	63567	32	EATON ANIMAL DEN	171514	1	01-02-8110	.00	108.50	108.50
Total 63567:								.00		108.50
63568										
11/23	11/20/2023	63568	149	EATON SELF STORAGE	Q1 2023	1	02-00-7315	.00	300.00	300.00
Total 63568:								.00		300.00
63569										
11/23	11/20/2023	63569	21	EON OFFICE INC	WO-3737471	1	01-06-7320	.00	89.29	89.29
Total 63569:								.00		89.29

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63570										
11/23	11/20/2023	63570	386	FUTUREPLAN	140800MP-2	1	03-00-6185	.00	81.71	81.71
11/23	11/20/2023	63570	386	FUTUREPLAN	140800MP-2	2	01-00-6185	.00	1,334.61	1,334.61
11/23	11/20/2023	63570	386	FUTUREPLAN	140800MP-2	3	02-00-6185	.00	435.79	435.79
11/23	11/20/2023	63570	386	FUTUREPLAN	140800MP-2	4	04-00-6185	.00	81.71	81.71
11/23	11/20/2023	63570	386	FUTUREPLAN	140800MP-2	5	05-00-6185	.00	136.18	136.18
Total 63570:								.00		2,070.00
63571										
11/23	11/20/2023	63571	65	GENERAL AIR	95837116-1	1	03-00-7215	.00	21.82	21.82
Total 63571:								.00		21.82
63572										
11/23	11/20/2023	63572	781	GLASS DOCTOR - GREELEY	1-8063	1	01-06-7520	.00	3,600.00	3,600.00
Total 63572:								.00		3,600.00
63573										
11/23	11/20/2023	63573	51	GOULD PARTS INC	OCT STATE	1	03-00-7215	.00	117.78	117.78
11/23	11/20/2023	63573	51	GOULD PARTS INC	OCT STATE	2	05-00-7520	.00	6.19	6.19
11/23	11/20/2023	63573	51	GOULD PARTS INC	OCT STATE	3	01-04-7520	.00	35.98	35.98
11/23	11/20/2023	63573	51	GOULD PARTS INC	OCT STATE	4	03-00-7525	.00	193.11	193.11
11/23	11/20/2023	63573	51	GOULD PARTS INC	OCT STATE	5	01-04-7215	.00	8.49	8.49
Total 63573:								.00		361.55
63574										
11/23	11/20/2023	63574	31	HERITAGE MARKET	OCTOBER 2	1	01-01-7290	.00	101.99	101.99
11/23	11/20/2023	63574	31	HERITAGE MARKET	OCTOBER 2	2	02-00-8600	.00	56.83	56.83
11/23	11/20/2023	63574	31	HERITAGE MARKET	OCTOBER 2	3	02-00-7240	.00	44.86	44.86
11/23	11/20/2023	63574	31	HERITAGE MARKET	OCTOBER 2	4	01-01-7230	.00	266.98	266.98
11/23	11/20/2023	63574	31	HERITAGE MARKET	OCTOBER 2	5	01-02-8535	.00	28.56	28.56
Total 63574:								.00		499.22
63575										
11/23	11/20/2023	63575	99	HILL & ROBBINS P.C.	3085	1	07-00-7310	.00	21.00	21.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63575:								.00		21.00
63576										
11/23	11/20/2023	63576	779	JOHANNA EMERY	001	1	02-00-8600	.00	200.00	200.00
11/23	11/20/2023	63576	779	JOHANNA EMERY	002	1	02-00-8600	.00	398.27	398.27
Total 63576:								.00		598.27
63577										
11/23	11/20/2023	63577	10	JOHN DEERE FINANCIAL	OCT23 STAT	1	01-04-7400	.00	239.94	239.94
11/23	11/20/2023	63577	10	JOHN DEERE FINANCIAL	OCT23 STAT	2	03-00-7400	.00	119.97	119.97
11/23	11/20/2023	63577	10	JOHN DEERE FINANCIAL	OCT23 STAT	3	01-04-7215	.00	199.98	199.98
Total 63577:								.00		559.89
63578										
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	1	01-01-6182	.00	2,999.12	2,999.12
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	2	01-00-2230	.00	803.20	803.20
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	3	01-02-6182	.00	6,156.69	6,156.69
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	4	01-03-6182	.00	1,126.73	1,126.73
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	5	01-04-6182	.00	797.59	797.59
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	6	02-00-6182	.00	3,648.74	3,648.74
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	7	02-00-2230	.00	403.85	403.85
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	8	03-00-6182	.00	370.65	370.65
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	9	04-00-6182	.00	1,397.60	1,397.60
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	10	04-00-2230	.00	82.38	82.38
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	11	05-00-6182	.00	989.42	989.42
11/23	11/20/2023	63578	343	KAISER PERMANENTE	0028638151	12	05-00-2230	.00	82.38	82.38
Total 63578:								.00		18,858.35
63579										
11/23	11/20/2023	63579	596	LIGHTFIELD ENTERPRISES INC	PAY APP 1 C	1	03-00-7620	.00	18,449.95	18,449.95
11/23	11/20/2023	63579	596	LIGHTFIELD ENTERPRISES INC	PAY APP 1 T	1	03-00-7620	.00	12,071.27	12,071.27
11/23	11/20/2023	63579	596	LIGHTFIELD ENTERPRISES INC	PAYY APP 1	1	03-00-7620	.00	132,193.93	132,193.93
Total 63579:								.00		162,715.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63580										
11/23	11/20/2023	63580	490	LOVELAND BARRICADE LLC	21678	1	03-00-7310	.00	7,772.60	7,772.60
11/23	11/20/2023	63580	490	LOVELAND BARRICADE LLC	21681	1	03-00-7310	.00	7,405.00	7,405.00
Total 63580:								.00		15,177.60
63581										
11/23	11/20/2023	63581	627	LYONS GADDIS	OCT 23 STA	1	02-00-7315	.00	397.50	397.50
Total 63581:								.00		397.50
63582										
11/23	11/20/2023	63582	130	NORMAN'S MEMORIALS INC	23-0333	1	01-03-7215	.00	110.00	110.00
11/23	11/20/2023	63582	130	NORMAN'S MEMORIALS INC	23-0519	1	01-03-7215	.00	110.00	110.00
11/23	11/20/2023	63582	130	NORMAN'S MEMORIALS INC	23-0520	1	01-03-7215	.00	110.00	110.00
11/23	11/20/2023	63582	130	NORMAN'S MEMORIALS INC	CEMETERY	1	01-03-9130	.00	42,620.00	42,620.00
Total 63582:								.00		42,950.00
63583										
11/23	11/20/2023	63583	87	NORTH WELD HERALD	6075	1	02-00-7220	.00	650.00	650.00
11/23	11/20/2023	63583	87	NORTH WELD HERALD	6088	1	01-01-7260	.00	2,049.25	2,049.25
11/23	11/20/2023	63583	87	NORTH WELD HERALD	6096	1	01-07-9210	.00	2,960.00	2,960.00
Total 63583:								.00		5,659.25
63584										
11/23	11/20/2023	63584	432	PIVOT ENERGY	E537C21F	1	03-00-7515	.00	8,313.73	8,313.73
Total 63584:								.00		8,313.73
63585										
11/23	11/20/2023	63585	296	PROCEDURE INC	0105353-IN	1	04-00-7360	.00	400.00	400.00
11/23	11/20/2023	63585	296	PROCEDURE INC	0105353-IN	2	01-01-7410	.00	4,571.28	4,571.28
Total 63585:								.00		4,971.28
63586										
11/23	11/20/2023	63586	244	ROCKY MOUNTAIN DATA TEL IN	7257	1	01-01-9110	.00	1,995.00	1,995.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63586:								.00		1,995.00
63587										
11/23	11/20/2023	63587	670	TEESHA PRICHARD	00000012	1	02-00-8600	.00	750.00	750.00
Total 63587:								.00		750.00
63588										
11/23	11/20/2023	63588	534	TEXAS LIFE INSURANCE COMP	SM0F502023	1	01-00-2260	.00	31.00	31.00
11/23	11/20/2023	63588	534	TEXAS LIFE INSURANCE COMP	SM0F502023	2	05-00-2260	.00	13.00	13.00
11/23	11/20/2023	63588	534	TEXAS LIFE INSURANCE COMP	SM0F502023	3	02-00-2260	.00	31.00	31.00
Total 63588:								.00		75.00
63589										
11/23	11/20/2023	63589	272	TIMBER LINE ELECTRIC & CON	8335	1	04-00-9050	.00	1,328.33	1,328.33
11/23	11/20/2023	63589	272	TIMBER LINE ELECTRIC & CON	8335	2	05-00-9050	.00	1,328.33	1,328.33
11/23	11/20/2023	63589	272	TIMBER LINE ELECTRIC & CON	8335	3	07-00-9050	.00	1,328.34	1,328.34
Total 63589:								.00		3,985.00
63590										
11/23	11/20/2023	63590	777	U.S. DEPARTMENT OF THE TRE	PAYMENT 2	1	01-00-2320	.00	287.74	287.74
Total 63590:								.00		287.74
63591										
11/23	11/20/2023	63591	780	UBIQUITI INC	US481869	1	02-00-5640	.00	340.00	340.00
Total 63591:								.00		340.00
63592										
11/23	11/20/2023	63592	186	UTILITY NOTIFICATION CENTE	223100499	1	05-00-7310	.00	626.30	626.30
11/23	11/20/2023	63592	186	UTILITY NOTIFICATION CENTE	223100499	2	04-00-7310	.00	626.29	626.29
Total 63592:								.00		1,252.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63593										
11/23	11/20/2023	63593	591	WEX	92712591	1	01-03-5620	.00	465.00	465.00
11/23	11/20/2023	63593	591	WEX	92712591	2	05-00-5620	.00	304.24	304.24
11/23	11/20/2023	63593	591	WEX	92712591	3	03-00-5620	.00	833.60	833.60
11/23	11/20/2023	63593	591	WEX	92712591	4	04-00-5620	.00	354.93	354.93
11/23	11/20/2023	63593	591	WEX	92712591	5	01-04-5620	.00	537.45	537.45
11/23	11/20/2023	63593	591	WEX	92712591	6	01-02-5620	.00	3,202.56	3,202.56
Total 63593:								.00		5,697.78
63594										
11/23	11/20/2023	63594	236	XEROX CORPORATION	IN4749405	1	01-01-7230	.00	122.91	122.91
Total 63594:								.00		122.91
63595										
11/23	11/30/2023	63595	120	A1 ORGANICS Vendor ID 120	0449075-IN	1	06-00-7330	.00	841.53	841.53
11/23	11/30/2023	63595	120	A1 ORGANICS Vendor ID 120	0449728-IN	1	06-00-7330	.00	935.94	935.94
11/23	11/30/2023	63595	120	A1 ORGANICS Vendor ID 120	0450432-IN	1	06-00-7330	.00	1,022.15	1,022.15
11/23	11/30/2023	63595	120	A1 ORGANICS Vendor ID 120	0450774-IN	1	06-00-7330	.00	632.20	632.20
11/23	11/30/2023	63595	120	A1 ORGANICS Vendor ID 120	0451588-IN	1	06-00-7330	.00	644.49	644.49
11/23	11/30/2023	63595	120	A1 ORGANICS Vendor ID 120	0452175-IN	1	06-00-7330	.00	82.10	82.10
Total 63595:								.00		4,158.41
63596										
11/23	11/30/2023	63596	168	ALSCO - LARAMIE	LLAR165481	1	02-00-7315	.00	112.69	112.69
11/23	11/30/2023	63596	168	ALSCO - LARAMIE	LLAR165481	2	01-06-7215	.00	480.01	480.01
11/23	11/30/2023	63596	168	ALSCO - LARAMIE	LLAR165481	3	01-02-7215	.00	64.23	64.23
Total 63596:								.00		656.93
63597										
11/23	11/30/2023	63597	621	AMERICAN EAGLE GARAGE DO	244-112223	1	01-06-7520	.00	5,238.00	5,238.00
Total 63597:								.00		5,238.00
63598										
11/23	11/30/2023	63598	395	AMERICAN FIDELITY	D660131	1	01-00-2250	.00	776.60	776.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11/23	11/30/2023	63598	395	AMERICAN FIDELITY	D660131	2	02-00-2250	.00	28.60	28.60
11/23	11/30/2023	63598	395	AMERICAN FIDELITY	D660131	3	05-00-2250	.00	33.40	33.40
11/23	11/30/2023	63598	395	AMERICAN FIDELITY	D660131	4	03-00-2250	.00	28.00	28.00
Total 63598:								.00		866.60
63599										
11/23	11/30/2023	63599	496	ARELLANO AUTOMOTIVE LLC	I002052	1	01-02-7225	.00	81.13	81.13
11/23	11/30/2023	63599	496	ARELLANO AUTOMOTIVE LLC	I002069	1	01-02-7225	.00	153.91	153.91
Total 63599:								.00		235.04
63600										
11/23	11/30/2023	63600	53	ATMOS ENERGY	2047 NOV23	1	05-00-7510	.00	1,346.27	1,346.27
11/23	11/30/2023	63600	53	ATMOS ENERGY	3402 NOV23	1	01-06-7510	.00	489.40	489.40
11/23	11/30/2023	63600	53	ATMOS ENERGY	3635 NOV23	1	01-06-7510	.00	395.60	395.60
11/23	11/30/2023	63600	53	ATMOS ENERGY	3877 NOV23	1	01-06-7510	.00	36.81	36.81
11/23	11/30/2023	63600	53	ATMOS ENERGY	6490 NOV23	1	01-06-7510	.00	131.85	131.85
11/23	11/30/2023	63600	53	ATMOS ENERGY	6669 NOV23	1	01-06-7510	.00	391.84	391.84
11/23	11/30/2023	63600	53	ATMOS ENERGY	7557 NOV23	1	02-00-7510	.00	460.79	460.79
11/23	11/30/2023	63600	53	ATMOS ENERGY	9495 NOV23	1	01-04-7510	.00	38.26	38.26
Total 63600:								.00		3,290.82
63601										
11/23	11/30/2023	63601	634	CDW GOVERNMENT	MX86705	1	02-00-5640	.00	596.57	596.57
11/23	11/30/2023	63601	634	CDW GOVERNMENT	MZ35249	1	02-00-5640	.00	1,222.48	1,222.48
Total 63601:								.00		1,819.05
63602										
11/23	11/30/2023	63602	415	CITY OF GREELEY	1350023	1	07-00-7310	.00	11,984.00	11,984.00
Total 63602:								.00		11,984.00
63603										
11/23	11/30/2023	63603	709	COYOTE RIDGE CONSTRUCTI	C23006 APP	1	01-03-9130	.00	12,196.10	12,196.10

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Total 63603:								.00		12,196.10
63604										
11/23	11/30/2023	63604	559	CPS HR CONSULTING	0011518	1	01-01-6160	.00	6,123.58	6,123.58
11/23	11/30/2023	63604	559	CPS HR CONSULTING	0011518	2	02-00-7315	.00	1,727.16	1,727.16
Total 63604:								.00		7,850.74
63605										
11/23	11/30/2023	63605	142	DANA KEPNER COMPANY	6234785-00	1	04-00-7520	.00	4,995.00	4,995.00
Total 63605:								.00		4,995.00
63606										
11/23	11/30/2023	63606	784	DAVID & ASHLEY LERWICK	ACCT #1902	1	04-00-4000	.00	246.94	246.94
11/23	11/30/2023	63606	784	DAVID & ASHLEY LERWICK	ACCT #1902	2	05-00-4005	.00	29.15	29.15
Total 63606:								.00		276.09
63607										
11/23	11/30/2023	63607	155	FURLAN REMODELING LLC	010	1	02-00-7520	.00	225.00	225.00
Total 63607:								.00		225.00
63608										
11/23	11/30/2023	63608	111	HIGH PLAINS LIBRARY DISTRIC	5342	1	02-00-8510	.00	729.78	729.78
11/23	11/30/2023	63608	111	HIGH PLAINS LIBRARY DISTRIC	5342	2	02-00-8211	.00	149.93	149.93
11/23	11/30/2023	63608	111	HIGH PLAINS LIBRARY DISTRIC	5342	3	02-00-8530	.00	772.79	772.79
Total 63608:								.00		1,652.50
63609										
11/23	11/30/2023	63609	62	JAYS AUTOMOTIVE	33594	1	03-00-7520	.00	693.07	693.07
Total 63609:								.00		693.07
63610										
11/23	11/30/2023	63610	779	JOHANNA EMERY	003	1	02-00-8600	.00	399.20	399.20

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Total 63610:								.00		399.20
63611										
11/23	11/30/2023	63611	785	LEAH BROWN	ACCT# 1509	1	04-00-4000	.00	424.41	424.41
11/23	11/30/2023	63611	785	LEAH BROWN	ACCT# 1509	2	05-00-4005	.00	424.42	424.42
Total 63611:								.00		848.83
63612										
11/23	11/30/2023	63612	166	MARISELA AGUILAR	E15	1	01-02-5140	.00	110.00	110.00
Total 63612:								.00		110.00
63613										
11/23	11/30/2023	63613	782	MELANIE CROWDER	132	1	02-00-8600	.00	1,500.00	1,500.00
Total 63613:								.00		1,500.00
63614										
11/23	11/30/2023	63614	783	MIDNIGHT HIGHWAY COLUTIO	10975	1	02-00-9110	.00	4,374.00	4,374.00
11/23	11/30/2023	63614	783	MIDNIGHT HIGHWAY COLUTIO	10987	1	02-00-9110	.00	650.00	650.00
Total 63614:								.00		5,024.00
63615										
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	1	01-02-5660	.00	8.69	8.69
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	2	03-00-7520	.00	52.53	52.53
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	3	01-04-7525	.00	22.48	22.48
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	4	05-00-7215	.00	12.45	12.45
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	5	01-04-7215	.00	80.58	80.58
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	6	01-02-9160	.00	10.79	10.79
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	7	01-02-7225	.00	46.31	46.31
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	8	01-06-7520	.00	426.07	426.07
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	9	04-00-7520	.00	19.97	19.97
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	10	05-00-7520	.00	17.85	17.85
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	11	01-04-7520	.00	124.47	124.47
11/23	11/30/2023	63615	95	POULSEN ACE HARDWARE	OCT 23 STA	12	06-00-7330	.00	83.38	83.38

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Total 63615:								.00		905.57
63616										
11/23	11/30/2023	63616	216	SCHROEDER TIRE & RUBBER	91410	1	01-04-7520	.00	121.00	121.00
11/23	11/30/2023	63616	216	SCHROEDER TIRE & RUBBER	91478	1	03-00-7520	.00	977.50	977.50
Total 63616:								.00		1,098.50
63617										
11/23	11/30/2023	63617	456	SECURITY AND SOUND DESIG	63365	1	01-06-9120	.00	3,076.50	3,076.50
Total 63617:								.00		3,076.50
63618										
11/23	11/30/2023	63618	539	SHRED VAULT COLORADO	1313393	1	01-02-5125	.00	150.00	150.00
11/23	11/30/2023	63618	539	SHRED VAULT COLORADO	1313393	2	01-02-7215	.00	150.00	150.00
Total 63618:								.00		300.00
63619										
11/23	11/30/2023	63619	532	Stacie Khoury	NOV 23 PET	1	02-00-7240	.00	26.00	26.00
Total 63619:								.00		26.00
63620										
11/23	11/30/2023	63620	461	SURVIVAL ARMOR INC.	0136715-IN	1	01-02-7400	.00	971.88	971.88
Total 63620:								.00		971.88
63621										
11/23	11/30/2023	63621	157	TDS BROADBAND LLC	2379 DEC23	1	01-01-7220	.00	57.97	57.97
11/23	11/30/2023	63621	157	TDS BROADBAND LLC	2379 DEC23	2	01-02-7220	.00	57.98	57.98
Total 63621:								.00		115.95
63622										
11/23	11/30/2023	63622	272	TIMBER LINE ELECTRIC & CON	8418	1	05-00-9050	.00	3,019.00	3,019.00

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Total 63622:								.00		3,019.00
63623										
11/23	11/30/2023	63623	109	WELD COUNTY HEALTH DEPT	E230454	1	04-00-7310	.00	252.00	252.00
Total 63623:								.00		252.00
63624										
11/23	11/30/2023	63624	471	WORKSPACE INNOVATIONS SE	5990	1	02-00-9150	.00	2,480.00	2,480.00
Total 63624:								.00		2,480.00
112023001										
11/23	11/20/2023	112023001	2	AGFINITY INC	000274	1	01-03-7525	.00	18.00	18.00
Total 112023001:								.00		18.00
112023002										
11/23	11/20/2023	112023002	97	AMBER GREENE	OCT 23 REI	1	02-00-7235	.00	12.69	12.69
11/23	11/20/2023	112023002	97	AMBER GREENE	OCT 23 REI	2	02-00-7215	.00	41.59	41.59
Total 112023002:								.00		54.28
112023003										
11/23	11/20/2023	112023003	367	BASELINE	29657	1	01-08-7310	.00	180.00	180.00
11/23	11/20/2023	112023003	367	BASELINE	29658	1	01-08-6270	.00	187.50	187.50
11/23	11/20/2023	112023003	367	BASELINE	29659	1	01-08-6270	.00	1,218.75	1,218.75
11/23	11/20/2023	112023003	367	BASELINE	29660	1	01-08-6270	.00	1,500.00	1,500.00
11/23	11/20/2023	112023003	367	BASELINE	29661	1	01-08-6270	.00	118.75	118.75
11/23	11/20/2023	112023003	367	BASELINE	29662	1	01-08-7310	.00	5,873.75	5,873.75
11/23	11/20/2023	112023003	367	BASELINE	29663	1	01-08-7310	.00	983.75	983.75
11/23	11/20/2023	112023003	367	BASELINE	29664	1	01-04-7310	.00	2,841.25	2,841.25
11/23	11/20/2023	112023003	367	BASELINE	29665	1	03-00-9201	.00	1,483.75	1,483.75
11/23	11/20/2023	112023003	367	BASELINE	29666	1	01-08-6270	.00	563.75	563.75
Total 112023003:								.00		14,951.25

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112023004										
11/23	11/20/2023	112023004	616	CAROLINE WICKES	SEPT/OCT 2	1	02-00-8600	.00	119.23	119.23
11/23	11/20/2023	112023004	616	CAROLINE WICKES	SEPT/OCT 2	2	02-00-7235	.00	80.63	80.63
Total 112023004:								.00		199.86
112023005										
11/23	11/20/2023	112023005	611	ELIZABETH HEID	CML SEPT 2	1	01-01-7235	.00	33.75	33.75
11/23	11/20/2023	112023005	611	ELIZABETH HEID	DOLA PRES	1	01-01-7235	.00	215.00	215.00
11/23	11/20/2023	112023005	611	ELIZABETH HEID	DOLA PRES	2	01-01-7230	.00	68.83	68.83
11/23	11/20/2023	112023005	611	ELIZABETH HEID	NFRMPO ME	1	01-01-7235	.00	81.88	81.88
Total 112023005:								.00		399.46
112023006										
11/23	11/20/2023	112023006	362	FAITH SMITH	NOV23 CGF	1	01-01-7235	.00	156.25	156.25
11/23	11/20/2023	112023006	362	FAITH SMITH	NOV23 CGF	2	01-01-7240	.00	177.75	177.75
Total 112023006:								.00		334.00
112023007										
11/23	11/20/2023	112023007	25	GRANITE TELECOMMUNICATIO	623731858	1	01-01-7220	.00	190.77	190.77
11/23	11/20/2023	112023007	25	GRANITE TELECOMMUNICATIO	623731858	2	01-02-7220	.00	190.78	190.78
Total 112023007:								.00		381.55
112023008										
11/23	11/20/2023	112023008	585	GREGORY BRINCK	OCT 23 DOL	1	01-01-7235	.00	206.25	206.25
Total 112023008:								.00		206.25
112023009										
11/23	11/20/2023	112023009	441	INNOVATIVE FINANCE	7900	1	07-00-7215	.00	179.70	179.70
11/23	11/20/2023	112023009	441	INNOVATIVE FINANCE	7900	2	06-00-7210	.00	359.40	359.40
11/23	11/20/2023	112023009	441	INNOVATIVE FINANCE	7900	3	05-00-7215	.00	628.95	628.95
11/23	11/20/2023	112023009	441	INNOVATIVE FINANCE	7900	4	04-00-7215	.00	628.95	628.95
Total 112023009:								.00		1,797.00

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112023010										
11/23	11/20/2023	112023010	285	KEY PEOPLE CO	NOV231654	1	02-00-7315	.00	2,795.00	2,795.00
Total 112023010:								.00		2,795.00
112023011										
11/23	11/20/2023	112023011	603	KURB APPEAL LLC	004162	1	01-06-7320	.00	2,290.00	2,290.00
Total 112023011:								.00		2,290.00
112023012										
11/23	11/20/2023	112023012	44	LAW OFFICE OF AVI S ROCKLIN	3112	1	02-00-7315	.00	528.50	528.50
11/23	11/20/2023	112023012	44	LAW OFFICE OF AVI S ROCKLIN	3113	1	04-00-7310	.00	1,282.50	1,282.50
11/23	11/20/2023	112023012	44	LAW OFFICE OF AVI S ROCKLIN	3113	2	01-01-7320	.00	10,912.50	10,912.50
11/23	11/20/2023	112023012	44	LAW OFFICE OF AVI S ROCKLIN	3114	1	01-02-5130	.00	2,655.00	2,655.00
Total 112023012:								.00		15,378.50
112023013										
11/23	11/20/2023	112023013	481	McDONALD FARMS ENTERPRIS	0090433-IN	1	05-00-7310	.00	2,794.00	2,794.00
11/23	11/20/2023	112023013	481	McDONALD FARMS ENTERPRIS	0090569-IN	1	05-00-7310	.00	2,794.00	2,794.00
11/23	11/20/2023	112023013	481	McDONALD FARMS ENTERPRIS	0094366-IN	1	05-00-7310	.00	2,701.50	2,701.50
11/23	11/20/2023	112023013	481	McDONALD FARMS ENTERPRIS	0094482-IN	1	05-00-7310	.00	2,794.00	2,794.00
11/23	11/20/2023	112023013	481	McDONALD FARMS ENTERPRIS	0095016-IN	1	05-00-7310	.00	2,794.00	2,794.00
Total 112023013:								.00		13,877.50
112023014										
11/23	11/20/2023	112023014	748	NORTHERN COLORADO PEST	95894	1	02-00-7520	.00	149.00	149.00
Total 112023014:								.00		149.00
112023015										
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	1	01-08-7350	.00	126.00	126.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	2	01-08-7350	.00	666.25	666.25
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	3	01-08-7350	.00	693.00	693.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	4	01-08-7350	.00	1,635.00	1,635.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	5	01-08-7350	.00	90.00	90.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	6	05-00-7320	.00	1,000.95	1,000.95

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11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	7	04-00-7310	.00	188.88	188.88
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	8	05-00-7310	.00	188.88	188.88
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	9	07-00-7310	.00	94.44	94.44
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-001/000	10	01-08-7350	.00	205.00	205.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-004/000	1	03-00-9201	.00	14,862.55	14,862.55
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-005/000	1	03-00-9220	.00	1,517.18	1,517.18
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	1	05-00-7320	.00	615.00	615.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	2	03-00-7320	.00	460.95	460.95
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	3	03-00-5700	.00	153.75	153.75
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	4	01-08-7350	.00	366.68	366.68
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	5	01-01-7230	.00	3,375.00	3,375.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	6	04-00-7320	.00	196.09	196.09
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	7	04-00-7320	.00	369.00	369.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-823/000	8	03-00-7320	.00	761.36	761.36
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-923/000	1	01-08-7350	.00	252.00	252.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-923/000	2	01-08-7350	.00	126.00	126.00
11/23	11/20/2023	112023015	191	NORTHERN ENGINEERING INC	1127-923/000	3	01-08-7350	.00	870.45	870.45
Total 112023015:								.00	28,814.41	
112023016										
11/23	11/20/2023	112023016	628	REBECCA PROCTOR	OCT 23 MR	1	02-00-7235	.00	12.81	12.81
Total 112023016:								.00	12.81	
112023017										
11/23	11/20/2023	112023017	653	SARAH WALTERS	NOV23 CGF	1	01-01-7235	.00	183.75	183.75
11/23	11/20/2023	112023017	653	SARAH WALTERS	NOV23 CGF	2	01-01-7240	.00	118.18	118.18
11/23	11/20/2023	112023017	653	SARAH WALTERS	NOV23 CGF	3	01-01-7240	.00	118.50	118.50
Total 112023017:								.00	420.43	
112023018										
11/23	11/20/2023	112023018	445	SENERGY PETROLEUM LLC	SEN-668013	1	05-00-7215	.00	78.10	78.10
11/23	11/20/2023	112023018	445	SENERGY PETROLEUM LLC	SEN-668013	2	04-00-7215	.00	78.10	78.10
11/23	11/20/2023	112023018	445	SENERGY PETROLEUM LLC	SEN-668013	3	03-00-7215	.00	78.10	78.10
11/23	11/20/2023	112023018	445	SENERGY PETROLEUM LLC	SEN-668013	4	01-04-7215	.00	78.10	78.10
11/23	11/20/2023	112023018	445	SENERGY PETROLEUM LLC	SEN-668013	5	01-03-7215	.00	78.10	78.10

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Total 112023018:								.00		390.50
112023019										
11/23	11/20/2023	112023019	356	USABUEBOOK	INV0017365	1	05-00-7520	.00	2,246.37	2,246.37
Total 112023019:								.00		2,246.37
112023020										
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	1	01-01-7220	.00	511.26	511.26
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	2	01-03-7215	.00	39.44	39.44
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	3	01-02-5125	.00	55.15	55.15
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	4	01-04-7215	.00	108.93	108.93
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	5	01-02-7220	.00	298.41	298.41
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	6	05-00-7510	.00	158.20	158.20
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	7	03-00-7215	.00	54.15	54.15
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	8	04-00-7510	.00	143.42	143.42
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947560986	9	01-01-7230	.00	199.99	199.99
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947639563	1	04-00-7510	.00	20.04	20.04
11/23	11/20/2023	112023020	313	VERIZON WIRELESS	9947938900	1	01-02-7220	.00	1,209.10	1,209.10
Total 112023020:								.00		2,798.09
112023021										
11/23	11/20/2023	112023021	224	WASTE MANAGEMENT INC	5132462-253	1	06-00-9030	.00	45,107.72	45,107.72
11/23	11/20/2023	112023021	224	WASTE MANAGEMENT INC	5132968-253	1	06-00-9030	.00	589.94	589.94
Total 112023021:								.00		45,697.66
112023022										
11/23	11/20/2023	112023022	501	WESLEY LAVANCHY	OCT/NOV 23	1	01-01-7235	.00	167.25	167.25
Total 112023022:								.00		167.25
112023023										
11/23	11/20/2023	112023023	56	XCEL ENERGY	851364581	1	03-00-7515	.00	7,272.56	7,272.56
11/23	11/20/2023	112023023	56	XCEL ENERGY	851478538	1	01-04-7510	.00	75.12	75.12
11/23	11/20/2023	112023023	56	XCEL ENERGY	851653434	1	01-04-7510	.00	18.47	18.47
11/23	11/20/2023	112023023	56	XCEL ENERGY	851653434	2	01-06-7510	.00	167.72	167.72

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11/23	11/20/2023	112023023	56	XCEL ENERGY	852390270	1	05-00-7510	.00	291.90	291.90
11/23	11/20/2023	112023023	56	XCEL ENERGY	852477453	1	01-04-7510	.00	14.86	14.86
11/23	11/20/2023	112023023	56	XCEL ENERGY	852577928	1	01-06-7510	.00	28.31	28.31
11/23	11/20/2023	112023023	56	XCEL ENERGY	852610481	1	01-06-7510	.00	24.27	24.27
11/23	11/20/2023	112023023	56	XCEL ENERGY	852812527	1	01-03-7510	.00	150.93	150.93
11/23	11/20/2023	112023023	56	XCEL ENERGY	852989264	1	01-04-7510	.00	12.92	12.92
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	1	01-03-7510	.00	254.84	254.84
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	2	07-00-7510	.00	474.27-	474.27-
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	3	02-00-7510	.00	123.55	123.55
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	4	01-04-7510	.00	935.69	935.69
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	5	05-00-7510	.00	2,794.26	2,794.26
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	6	01-06-7510	.00	359.72	359.72
11/23	11/20/2023	112023023	56	XCEL ENERGY	852991409	7	04-00-7510	.00	1,135.09	1,135.09
11/23	11/20/2023	112023023	56	XCEL ENERGY	853174848	1	01-04-7510	.00	20.34	20.34
11/23	11/20/2023	112023023	56	XCEL ENERGY	853337254	1	07-00-7510	.00	1,569.71	1,569.71
Total 112023023:								.00		14,775.99
113023001										
11/23	11/30/2023	113023001	8	ABLAO LAW LLC	1234	1	01-02-5135	.00	1,400.00	1,400.00
Total 113023001:								.00		1,400.00
113023002										
11/23	11/30/2023	113023002	632	CAPITAL BUSINESS SYSTEMS I	1339531	1	02-00-8540	.00	273.36	273.36
Total 113023002:								.00		273.36
113023003										
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	1	01-01-5640	.00	1,506.00	1,506.00
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	2	01-02-5640	.00	765.02	765.02
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	3	01-02-5125	.00	327.87	327.87
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	4	02-00-5640	.00	150.87	150.87
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	5	03-00-5640	.00	33.53	33.53
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	6	04-00-5640	.00	874.95	874.95
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	7	06-00-7310	.00	824.67	824.67
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	8	05-00-5640	.00	841.43	841.43
11/23	11/30/2023	113023003	145	CONNECTING POINT	CW140701	9	07-00-7310	.00	824.66	824.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 113023003:								.00		6,149.00
113023004										
11/23	11/30/2023	113023004	170	DATA CONTROL SYSTEMS INC	40656	1	01-01-7210	.00	98.90	98.90
Total 113023004:								.00		98.90
113023005										
11/23	11/30/2023	113023005	1002	MASTERS TELECOM LLC	27228	1	01-01-7210	.00	35.37	35.37
Total 113023005:								.00		35.37
113023006										
11/23	11/30/2023	113023006	71	MY OFFICE ETC	299741-0	1	01-01-7210	.00	254.58	254.58
11/23	11/30/2023	113023006	71	MY OFFICE ETC	299741-1	1	01-01-7210	.00	8.07	8.07
11/23	11/30/2023	113023006	71	MY OFFICE ETC	299768-0	1	01-01-7210	.00	18.42	18.42
Total 113023006:								.00		281.07
113023007										
11/23	11/30/2023	113023007	748	NORTHERN COLORADO PEST	90993	1	01-06-7520	.00	189.00	189.00
Total 113023007:								.00		189.00
113023008										
11/23	11/30/2023	113023008	682	Rebeca Cox	NOV23 MR	1	02-00-7235	.00	7.50	7.50
11/23	11/30/2023	113023008	682	Rebeca Cox	OCT 23 MR	1	02-00-7235	.00	23.75	23.75
Total 113023008:								.00		31.25
113023009										
11/23	11/30/2023	113023009	56	XCEL ENERGY	852452907	1	04-00-7510	.00	56.26	56.26
11/23	11/30/2023	113023009	56	XCEL ENERGY	852578922	1	03-00-7515	.00	20.23	20.23
Total 113023009:								.00		76.49
Grand Totals:								.00		567,548.17

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-00-2000	.00	179,457.85-	179,457.85-
01-00-2230	828.88	.00	828.88
01-00-2250	849.67	.00	849.67
01-00-2260	31.00	.00	31.00
01-00-2320	575.48	.00	575.48
01-00-6185	1,334.61	.00	1,334.61
01-01-5640	1,506.00	.00	1,506.00
01-01-6160	15,218.50	.00	15,218.50
01-01-6182	2,999.12	.00	2,999.12
01-01-7210	415.34	.00	415.34
01-01-7220	760.00	.00	760.00
01-01-7230	4,603.79	.00	4,603.79
01-01-7235	1,044.13	.00	1,044.13
01-01-7240	414.43	.00	414.43
01-01-7260	2,049.25	.00	2,049.25
01-01-7280	1,456.00	.00	1,456.00
01-01-7290	101.99	.00	101.99
01-01-7320	10,912.50	.00	10,912.50
01-01-7410	4,571.28	.00	4,571.28
01-01-9110	3,123.69	.00	3,123.69
01-02-5125	837.48	.00	837.48
01-02-5130	2,655.00	.00	2,655.00
01-02-5135	1,400.00	.00	1,400.00
01-02-5140	110.00	.00	110.00
01-02-5620	3,202.56	.00	3,202.56
01-02-5640	765.02	.00	765.02
01-02-5660	8.69	.00	8.69
01-02-6182	6,156.69	.00	6,156.69
01-02-7215	738.31	.00	738.31
01-02-7220	2,033.93	.00	2,033.93
01-02-7225	1,126.07	.00	1,126.07
01-02-7400	971.88	.00	971.88
01-02-8110	108.50	.00	108.50
01-02-8535	28.56	.00	28.56
01-02-9120	564.65	.00	564.65
01-02-9160	10.79	.00	10.79
01-03-5620	465.00	.00	465.00
01-03-6182	1,126.73	.00	1,126.73
01-03-7215	847.39	.00	847.39

GL Account	Debit	Credit	Proof
01-03-7280	2,249.94	.00	2,249.94
01-03-7510	405.77	.00	405.77
01-03-7525	18.00	.00	18.00
01-03-9130	54,816.10	.00	54,816.10
01-04-5620	537.45	.00	537.45
01-04-6182	797.59	.00	797.59
01-04-7215	1,380.08	.00	1,380.08
01-04-7280	2,249.94	.00	2,249.94
01-04-7310	2,841.25	.00	2,841.25
01-04-7400	239.94	.00	239.94
01-04-7510	1,153.92	.00	1,153.92
01-04-7520	281.45	.00	281.45
01-04-7525	22.48	.00	22.48
01-06-7215	960.02	.00	960.02
01-06-7320	2,379.29	.00	2,379.29
01-06-7510	2,025.52	.00	2,025.52
01-06-7520	9,453.07	.00	9,453.07
01-06-9120	3,076.50	.00	3,076.50
01-07-9210	2,960.00	.00	2,960.00
01-08-6270	3,588.75	.00	3,588.75
01-08-7310	7,037.50	.00	7,037.50
01-08-7350	5,030.38	.00	5,030.38
02-00-2000	443.94	35,912.34-	35,468.40-
02-00-2230	403.85	.00	403.85
02-00-2250	74.75	.00	74.75
02-00-2260	31.00	.00	31.00
02-00-5640	2,390.79	.00	2,390.79
02-00-5660	72.99	.00	72.99
02-00-6182	3,648.74	.00	3,648.74
02-00-6185	435.79	.00	435.79
02-00-7215	817.87	66.30-	751.57
02-00-7220	650.00	.00	650.00
02-00-7235	137.38	.00	137.38
02-00-7240	104.66	.00	104.66
02-00-7315	8,538.78	.00	8,538.78
02-00-7510	584.34	.00	584.34
02-00-7520	2,117.63	.00	2,117.63
02-00-8211	149.93	.00	149.93
02-00-8510	766.66	.00	766.66
02-00-8530	772.79	.00	772.79

GL Account	Debit	Credit	Proof
02-00-8535	29.89	.00	29.89
02-00-8540	868.88	.00	868.88
02-00-8600	5,542.62	377.64-	5,164.98
02-00-9110	5,293.00	.00	5,293.00
02-00-9150	2,480.00	.00	2,480.00
03-00-2000	.00	218,644.26-	218,644.26-
03-00-2250	28.00	.00	28.00
03-00-5620	833.60	.00	833.60
03-00-5640	33.53	.00	33.53
03-00-5700	153.75	.00	153.75
03-00-6182	370.65	.00	370.65
03-00-6185	81.71	.00	81.71
03-00-7215	271.85	.00	271.85
03-00-7280	2,249.93	.00	2,249.93
03-00-7310	15,177.60	.00	15,177.60
03-00-7320	1,222.31	.00	1,222.31
03-00-7400	119.97	.00	119.97
03-00-7515	15,606.52	.00	15,606.52
03-00-7520	1,723.10	.00	1,723.10
03-00-7525	193.11	.00	193.11
03-00-7620	162,715.15	.00	162,715.15
03-00-9201	16,346.30	.00	16,346.30
03-00-9220	1,517.18	.00	1,517.18
04-00-2000	.00	22,718.77-	22,718.77-
04-00-2230	82.38	.00	82.38
04-00-4000	671.35	.00	671.35
04-00-5620	354.93	.00	354.93
04-00-5640	874.95	.00	874.95
04-00-6182	1,397.60	.00	1,397.60
04-00-6185	81.71	.00	81.71
04-00-7215	829.05	.00	829.05
04-00-7280	2,249.93	.00	2,249.93
04-00-7310	4,269.67	.00	4,269.67
04-00-7320	565.09	.00	565.09
04-00-7360	400.00	.00	400.00
04-00-7510	1,354.81	.00	1,354.81
04-00-7520	8,258.97	.00	8,258.97
04-00-9050	1,328.33	.00	1,328.33
05-00-2000	.00	34,500.47-	34,500.47-
05-00-2230	82.38	.00	82.38

GL Account	Debit	Credit	Proof
05-00-2250	33.40	.00	33.40
05-00-2260	13.00	.00	13.00
05-00-4005	453.57	.00	453.57
05-00-5620	304.24	.00	304.24
05-00-5640	841.43	.00	841.43
05-00-6182	989.42	.00	989.42
05-00-6185	136.18	.00	136.18
05-00-7215	1,879.92	.00	1,879.92
05-00-7280	2,249.93	.00	2,249.93
05-00-7310	14,692.68	.00	14,692.68
05-00-7320	1,615.95	.00	1,615.95
05-00-7510	4,590.63	.00	4,590.63
05-00-7520	2,270.41	.00	2,270.41
05-00-9050	4,347.33	.00	4,347.33
06-00-2000	.00	52,162.09-	52,162.09-
06-00-7210	359.40	.00	359.40
06-00-7310	824.67	.00	824.67
06-00-7330	5,280.36	.00	5,280.36
06-00-9030	45,697.66	.00	45,697.66
07-00-2000	474.27	25,070.60-	24,596.33-
07-00-7215	179.70	.00	179.70
07-00-7310	21,992.85	.00	21,992.85
07-00-7510	1,569.71	474.27-	1,095.44
07-00-9050	1,328.34	.00	1,328.34
Grand Totals:	569,384.59	569,384.59-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

10/31/2023

GENERAL FUND

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Property Taxes		2,662.36	482,036.78	482,663.00	626.22 99.87%
Sales Tax		247,924.05	2,247,855.75	2,636,800.00	388,944.25 85.25%
Franchise Tax - Xcel Energy		13,837.94	172,465.91	120,000.00	(52,465.91) 143.72%
Franchise Tax - Atmos Energy		7,340.04	56,953.53	62,500.00	5,546.47 91.13%
Occupation Tax - Century Link		-	5,000.00	21,792.00	16,792.00 22.94%
Franchise Tax - Other		-	9,171.74	5,000.00	(4,171.74) 183.43%
Penalties & Interest		-	-	400.00	400.00 0.00%
Business Licenses		100.00	2,979.70	1,900.00	(1,079.70) 156.83%
Liquor Licenses		-	2,808.47	1,100.00	(1,708.47) 255.32%
Building Permits		3,669.03	62,516.66	100,000.00	37,483.34 62.52%
Back Flow Permit Fee		75.00	1,950.00	-	(1,950.00) #DIV/0!
Animal Licenses		-	50.00	380.00	330.00 13.16%
Contractor License		400.00	3,852.50	2,500.00	(1,352.50) 154.10%
Lottery Proceeds		-	29,566.38	34,000.00	4,433.62 86.96%
Cigarette Tax		646.34	6,401.65	5,200.00	(1,201.65) 123.11%
Grave Openings		-	16,655.00	28,900.00	12,245.00 57.63%
Cemetery Admin Miscellaneous		-	60.00	-	(60.00) #DIV/0!
Sale of Cemetery Plots		605.00	29,451.00	45,000.00	15,549.00 65.45%
Columbarium Cemetery		820.00	14,937.00	-	(14,937.00) #DIV/0!
Cemetery Miscellaneous		700.00	950.00	-	(950.00) #DIV/0!
Recreation Fees		-	-	-	- #DIV/0!
Planning / Dev Revenue		2,476.60	74,886.95	90,000.00	15,113.05 83.21%
Court Fines		26,419.94	218,010.26	335,000.00	116,989.74 65.08%
Certified VIN Inspection		50.00	175.00	-	(175.00) #DIV/0!
Miscellaneous Revenue		4,666.06	462,371.33	30,000.00	(432,371.33) 1541.24%
Mineral & Severance Taxes		-	320,394.18	30,000.00	(290,394.18) 1067.98%
Interest Income		8,847.49	42,960.93	2,000.00	(40,960.93) 2148.05%
Contributions & Grants		-	38,771.81	26,500.00	(12,271.81) 146.31%
Transfers From Other Funds		884.99	2,632.35	215,752.00	213,119.65 1.22%
TOTAL REVENUE		322,124.84	4,305,864.88	4,277,387.00	(28,477.88) 100.67%

GENERAL FUND EXPENDITURES

ADMIN

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
SALARIES		71,126.47	517,922.91	636,683.00	118,760.09	81.35%
EMPLOYEE BENEFITS		21,016.94	121,034.69	178,271.00	57,236.31	67.89%
Tuition Reimbursement		-	-	10,000.00	10,000.00	0.00%
IT		1,650.04	22,105.26	30,000.00	7,894.74	73.68%
HR Generalist		15,218.50	63,881.14	45,000.00	(18,881.14)	141.96%
Emergencies		-	-	-	-	#DIV/0!
Elections		-	-	10,000.00	10,000.00	0.00%
Sales Tax Initiative		-	-	-	-	#DIV/0!
Office Supplies		188.02	10,326.80	21,000.00	10,673.20	49.18%
Communications		862.74	8,066.27	11,000.00	2,933.73	73.33%
Office Expenses		5,021.39	26,732.21	15,000.00	(11,732.21)	178.21%
Mileage Reimbursements		704.13	4,637.15	-	(4,637.15)	#DIV/0!
Training		929.20	15,667.36	15,000.00	(667.36)	104.45%
Dues and Subscriptions		-	3,100.08	10,000.00	6,899.92	31.00%
Publication Expense		2,049.25	11,887.56	10,000.00	(1,887.56)	118.88%
Insurance		-	87,007.00	80,000.00	(7,007.00)	108.76%
SOFTWARE		1,456.00	82,504.54	26,000.00	(56,504.54)	317.33%
Employee Recognition		1,041.62	3,392.73	12,000.00	8,607.27	28.27%
Professional Services		929.97	74,099.29	90,000.00	15,900.71	82.33%
Legal Fees		10,912.50	71,771.50	94,010.00	22,238.50	76.34%
Uniforms		-	244.00	-	(244.00)	#DIV/0!
Building Inspections		4,584.40	45,983.87	120,000.00	74,016.13	38.32%
Gift Expenses		120.31	120.31	-	(120.31)	#DIV/0!
Office Equipment		2,138.95	7,673.00	40,000.00	32,327.00	19.18%
		139,950.43	1,178,157.67	1,453,964.00	275,806.33	81.03%

POLICE

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
SALARIES		139,364.39	1,019,646.97	1,225,289.00	205,642.03	83.22%
EMPLOYEE BENEFITS		37,090.73	225,531.09	318,575.00	93,043.91	70.79%
Court Operating Supplies		2,740.71	10,305.41	19,000.00	8,694.59	54.24%
Court Prosecutor		2,655.00	24,651.25	35,000.00	10,348.75	70.43%
Court Judge		1,400.00	14,246.66	17,000.00	2,753.34	83.80%
Court Translator		110.00	1,312.33	2,000.00	687.67	65.62%
End of Summer Bash Police		-	1,379.04	-	(1,379.04)	#DIV/0!
CO Responder Program		-	-	11,500.00	11,500.00	0.00%
Fuel		3,202.56	29,429.70	39,000.00	9,570.30	75.46%
IT		2,810.72	12,080.12	-	(12,080.12)	#DIV/0!
Sponsorship		-	941.93	-	(941.93)	#DIV/0!
Community Policing		-	(1,004.81)	3,000.00	4,004.81	-33.49%
Office Supplies		510.92	4,844.32	13,000.00	8,155.68	37.26%
Consulting		-	-	-	-	#DIV/0!
Operating Supplies		946.10	54,534.69	58,500.00	3,965.31	93.22%
Communications		2,301.38	97,404.67	104,056.00	6,651.33	93.61%
Automotive Services		1,892.32	23,402.79	25,000.00	1,597.21	93.61%
Jail Services		-	136.25	600.00	463.75	22.71%
Lexipol		-	26,198.92	-	(26,198.92)	#DIV/0!
Training		689.46	13,315.66	20,000.00	6,684.34	66.58%
Uniforms		163.53	13,923.55	10,500.00	(3,423.55)	132.61%
County Dispatch Fees		-	-	-	-	#DIV/0!
Animal Shelter		277.00	1,144.59	1,500.00	355.41	76.31%
Gift Expenses		28.56	814.15	-	(814.15)	#DIV/0!
Office Equipment		41.19	2,032.38	5,500.00	3,467.62	36.95%
Equipment Acquisition		564.65	118,990.70	127,500.00	8,509.30	93.33%
Court Equipment		-	-	-	-	#DIV/0!
Firearms / Range		-	3,310.01	5,750.00	2,439.99	57.57%
Taser / Axon		300.00	25,108.70	26,252.00	1,143.30	95.64%
		197,089.22	1,723,681.07	2,068,522.00	344,840.93	83.33%

CEMETERY

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
SALARIES		13,519.69	101,094.94	116,106.00	15,011.06	87.07%
EMPLOYEE BENEFITS		5,012.43	28,112.62	30,188.00	2,075.38	93.13%
Fuel		507.94	3,524.11	5,000.00	1,475.89	70.48%
Operating Supplies		1,644.29	31,084.06	28,709.00	(2,375.06)	108.27%
Training		-	625.00	-	(625.00)	#DIV/0!
SOFTWARE		300.00	300.00	-	(300.00)	#DIV/0!
Professional Services		-	-	23,000.00	23,000.00	0.00%
Uniforms		-	1,146.63	650.00	(496.63)	176.40%
Utilities		1,142.98	7,544.62	12,000.00	4,455.38	62.87%
Repairs & Maintenance		-	560.34	12,000.00	11,439.66	4.67%
Equipment Maintenance		18.00	6,376.26	-	(6,376.26)	#DIV/0!
Forestry & Nursery		-	5,665.00	15,000.00	9,335.00	37.77%
Equipment Acquisition		-	727.96	1,700.00	972.04	42.82%
Cemetery Improvements		224,493.07	496,263.05	290,000.00	(206,263.05)	171.13%
		246,638.40	683,024.59	534,353.00	(148,671.59)	127.82%

PARKS

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
SALARIES		20,074.64	148,989.05	159,688.00	10,698.95	93.30%
EMPLOYEE BENEFITS		4,700.77	28,718.16	41,519.00	12,800.84	69.17%
Fuel		2,036.65	10,091.32	12,000.00	1,908.68	84.09%
Operating Supplies		1,221.40	46,921.40	105,000.00	58,078.60	44.69%
Training		-	563.84	500.00	(63.84)	112.77%
SOFTWARE		300.00	300.00	-	(300.00)	#DIV/0!
Professional Services		2,841.25	11,417.88	37,500.00	26,082.12	30.45%
Uniforms		239.94	1,138.59	1,500.00	361.41	75.91%
Utilities		2,163.01	9,566.08	27,000.00	17,433.92	35.43%
Repairs & Maintenance		459.19	6,294.22	10,000.00	3,705.78	62.94%
Equipment Maintenance		-	27,746.10	5,000.00	(22,746.10)	554.92%
Forestry & Nursery		-	24,542.00	15,000.00	(9,542.00)	163.61%
Trails		-	-	2,000.00	2,000.00	0.00%
Equipment Acquisition		3,028.29	47,288.25	48,000.00	711.75	98.52%
Park Development		-	968.00	-	(968.00)	#DIV/0!
		37,065.14	364,544.89	464,707.00	100,162.11	78.45%

BUILDING

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
Operating Supplies		960.02	11,008.91	15,770.00	4,761.09 69.81%
SOFTWARE		-	-	-	#DIV/0!
Custodial Services		2,379.29	23,659.10	29,480.00	5,820.90 80.25%
Utilities		1,541.04	22,234.21	25,920.00	3,685.79 85.78%
Repairs & Maintenance		388.25	23,536.63	30,900.00	7,363.37 76.17%
Town Hall Annex Lease Payments		-	-	-	#DIV/0!
Acq of Equipment		-	225.86	-	(225.86) #DIV/0!
Building					
Improvements/Equipment		-	85,517.00	13,750.00	(71,767.00) 621.94%
Museum Lease Payments		-	-	-	#DIV/0!
		5,268.60	166,181.71	115,820.00	(50,361.71) 143.48%

MISCELLANEOUS

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
Treasurers Fees		28.40	4,819.81	6,000.00	1,180.19 80%
Miscellaneous Expense		-	23,682.65	6,000.00	(17,682.65) 395%
Equipment Acquisition		-	-	-	#DIV/0!
Economic Development		-	13,332.42	75,000.00	61,667.58 18%
Transfers to Other Funds		-	-	-	#DIV/0!
Shelton Trust Fund Grants		-	-	-	#DIV/0!
		28.40	41,834.88	87,000.00	45,165.12 48%

PLANNING AND DEVELOPMENT

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
Planner		3,588.75	24,963.60	75,000.00	50,036.40 33%
Professional Services		(1,919.32)	59,035.28	15,000.00	(44,035.28) 394%
Legal Fees		-	2,360.00	14,000.00	11,640.00 17%
Engineering		5,030.38	43,204.70	33,000.00	(10,204.70) 131%
Capital Projects		-	-	400,000.00	400,000.00 0%
		6,699.81	129,563.58	537,000.00	407,436.42 24%
		632,740.00	4,286,988.39	5,261,366.00	974,377.61 81%
		(310,615.16)	18,876.49	(983,979.00)	

LIBRARY

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
<u>REVENUE</u>					
Property Taxes	-	2,000,145.40	2,000,009.00	(136.40)	100.01%
Art Special Projects	-	385.00	-	(385.00)	#DIV/0!
Library Fines & Miscellaneous	27.00	804.87	500.00	(304.87)	160.97%
Gifts & Memorials	-	325.00	-	(325.00)	#DIV/0!
Interest Income	12,548.29	59,041.83	500.00	(58,541.83)	11808.37%
Grant Proceeds	-	15,000.00	-	(15,000.00)	#DIV/0!
TOTAL REVENUE	12,575.29	2,075,702.10	2,001,009.00	(74,693.10)	103.73%
<u>EXPENDITURES</u>					
SALARIES	67,400.58	462,550.70	628,533.00	165,982.30	73.59%
EMPLOYEE BENEFITS	20,386.16	116,834.63	157,133.00	40,298.37	74.35%
Transfers out General Fund	-	-	-	-	-
Administration costs	-	-	31,740.00	31,740.00	0.00%
IT	261.77	11,591.32	20,000.00	8,408.68	57.96%
Community Engagement	72.99	6,772.63	15,000.00	8,227.37	45.15%
Emergencies	-	-	-	-	#DIV/0!
Operating Supplies	791.50	16,831.68	20,000.00	3,168.32	84.16%
Public Relations	369.57	11,038.13	11,000.00	(38.13)	100.35%
Postage	-	-	500.00	500.00	0.00%
Communications	692.36	2,939.83	6,018.00	3,078.17	48.85%
Mileage Reimbursements	158.95	853.68	3,500.00	2,646.32	24.39%
Training/ travel/ meetings	2,243.07	18,450.64	22,050.00	3,599.36	83.68%
Insurance	-	10,211.13	25,800.00	15,588.87	39.58%
Contract Services	8,673.78	71,305.01	65,000.00	(6,305.01)	109.70%
Utilities	785.64	11,510.78	20,000.00	8,489.22	57.55%
Repairs & Maintenance	8,303.03	32,421.28	38,500.00	6,078.72	84.21%
Media	-	13,133.07	20,000.00	6,866.93	65.67%
Art Expense Special Projects	-	10,225.00	10,000.00	(225.00)	102.25%
Print	(98.39)	25,555.15	35,000.00	9,444.85	73.01%
Reference	-	-	-	-	#DIV/0!
Periodicals	34.00	2,688.08	5,150.00	2,461.92	52.20%
Gift Expenses	54.89	1,709.04	2,500.00	790.96	68.36%
Makers Space	595.52	12,266.03	18,000.00	5,733.97	68.14%
Library Programs	8,069.60	40,379.77	60,000.00	19,620.23	67.30%
Summer Reading	-	19,786.07	10,000.00	(9,786.07)	197.86%
1000 books before Kindergarten	730.23	3,650.84	-	(3,650.84)	#DIV/0!
Acq of Equipment	269.00	29,881.35	32,000.00	2,118.65	93.38%
Capital Projects	18,789.25	60,717.72	953,500.00	892,782.28	6.37%
TOTAL EXPENDITURES	138,583.50	993,303.56	2,210,924.00	1,217,620.44	44.93%
NET SURPLUS (DEFICIT)	(126,008.21)	1,082,398.54	(209,915.00)		

STREETS

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
<u>REVENUE</u>						
Highway Users Tax		18,627.22	156,720.37	185,114.00	28,393.63	84.66%
County Road & Bridge		8,829.00	35,316.00	54,000.00	18,684.00	65.40%
Sales Tax		106,253.16	963,366.77	1,138,150.00	174,783.23	84.64%
B & "D" Tax		1,769.35	17,408.90	20,000.00	2,591.10	87.04%
Motor Vehicle Fees		2,079.49	18,732.83	25,000.00	6,267.17	74.93%
Right of Way Permits		150.00	2,200.00	1,050.00	(1,150.00)	209.52%
Easements		-	274,172.80	-	(274,172.80)	#DIV/0!
Miscellaneous		-	-	50,162.00	50,162.00	0.00%
Mineral & Severance Taxes		-	100,000.00	-	(100,000.00)	#DIV/0!
Interest Income		6,747.38	30,972.19	33.00	(30,939.19)	93855.12%
Grant Proceeds		-	6,341.25	1,260,000.00	1,253,658.75	0.50%
Transfers In - Impact Fees		-	-	-	-	#DIV/0!
TOTAL REVENUE		144,455.60	1,605,231.11	2,733,509.00	1,128,277.89	58.72%
<u>EXPENDITURES</u>						
SALARIES		19,277.99	118,287.64	131,504.00	13,216.36	89.95%
EMPLOYEE BENEFITS		3,444.60	25,491.57	31,567.00	6,075.43	80.75%
Fuel		908.49	8,038.19	7,000.00	(1,038.19)	114.83%
Pavement Data Collection		-	3,599.00	-	(3,599.00)	#DIV/0!
Roundabout		34,167.22	54,084.78	-	(54,084.78)	#DIV/0!
IT		32.87	264.46	-	(264.46)	#DIV/0!
Sales Tax Initiative		-	65,112.65	-	(65,112.65)	#DIV/0!
Office Supplies		-	86.45	-	(86.45)	#DIV/0!
Operating Supplies		4,145.86	32,953.92	30,000.00	(2,953.92)	109.85%
Training		405.00	405.00	-	(405.00)	#DIV/0!
Insurance		-	7,378.97	10,128.00	2,749.03	72.86%
SOFTWARE		300.00	300.00	-	(300.00)	#DIV/0!
Professional Services		15,211.35	26,585.88	79,000.00	52,414.12	33.65%
Snow Removal - Private Con		-	667.50	2,500.00	1,832.50	26.70%
Engineering Services		1,222.31	46,754.45	200,000.00	153,245.55	23.38%
Uniforms		119.97	1,478.09	850.00	(628.09)	173.89%
Utilities		24.12	570.77	-	(570.77)	#DIV/0!
Street Lighting		15,607.19	110,589.76	108,479.00	(2,110.76)	101.95%
Repairs & Maintenance		895.54	17,849.34	-	(17,849.34)	#DIV/0!
Equipment Maintenance		1,190.11	37,895.92	20,000.00	(17,895.92)	189.48%
Signs		769.24	13,626.51	20,000.00	6,373.49	68.13%
Surface Maint - Patching		132,193.93	136,183.92	100,000.00	(36,183.92)	136.18%
Equipment Acquisition		-	47,861.26	31,700.00	(16,161.26)	150.98%
Street Scape 1st Street Projec		16,346.30	88,818.40	2,000,000.00	1,911,181.60	4.44%
Street Capital Improvements		-	67,960.66	572,696.00	504,735.34	11.87%
Sidewalk Construction		1,517.18	2,841.05	30,000.00	27,158.95	9.47%
Storm Sewer Construction		-	22,917.16	60,000.00	37,082.84	38.20%
TOTAL EXPENDITURES		247,779.27	938,603.30	3,435,424.00	2,496,820.70	27.32%
NET SURPLUS (DEFICIT)		(103,323.67)	666,627.81	(701,915.00)		

WATER

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
REVENUE						
Water Service Fees		198,713.77	2,112,481.43	2,601,500.00	489,018.57	81.20%
Water Tap Fees		-	-	40,800.00	40,800.00	0.00%
Loan Proceeds		-	-	-	-	#DIV/0!
Water Rental Revenue		-	67,592.00	-	(67,592.00)	#DIV/0!
Miscellaneous Revenue		-	275.04	400.00	124.96	68.76%
Interest Revenue		8,706.12	38,096.38	125.00	(37,971.38)	30477.10%
Grants		-	-	25,000.00	25,000.00	0.00%
TOTAL REVENUE		207,419.89	2,218,444.85	2,667,825.00	449,380.15	83.16%
EXPENDITURES						
SALARIES		1,395.85	111,738.37	167,184.00	55,445.63	67%
EMPLOYEE BENEFITS		4,538.61	36,429.08	43,468.00	7,038.92	84%
Fuel		354.93	3,125.67	5,500.00	2,374.33	57%
IT		873.97	8,694.35	6,000.00	(2,694.35)	145%
NWCWD Plant Investments		-	-	264,750.00	264,750.00	0%
Water bank purchases		-	-	300,000.00	300,000.00	0%
Office Supplies		93.98	1,979.03	4,200.00	2,220.97	47%
Operating Supplies		307.07	62,149.44	30,000.00	(32,149.44)	207%
Miscellaneous Expense		-	1,681.47	7,000.00	5,318.53	24%
Training		933.00	1,222.61	-	(1,222.61)	#DIV/0!
Insurance		-	15,947.45	23,328.00	7,380.55	68%
SOFTWARE		300.00	300.00	-	(300.00)	#DIV/0!
Professional Services		5,963.09	102,057.08	135,910.00	33,852.92	75%
Engineering Services		565.09	16,360.43	14,000.00	(2,360.43)	117%
Backflow Prevention Inspection		400.00	3,820.00		(3,820.00)	#DIV/0!
Uniforms		-	752.72	1,000.00	247.28	75%
Utilities		2,724.09	15,152.93	17,000.00	1,847.07	89%
Repairs & Maintenance		8,269.00	18,808.14	175,000.00	156,191.86	11%
Equipment Maintenance		-	4,496.76	-	(4,496.76)	#DIV/0!
Water Assessments		-	88,573.65	134,873.00	46,299.35	66%
Escrow Expense		-	-	-	-	#DIV/0!
NISP Expenses		-	751,270.00	751,270.00	-	100%
WATER AUTHORITY		-	50,000.00	60,000.00	10,000.00	83%
Depreciation Expense		-	-	-	-	#DIV/0!
Bond Issue Amortization Expens		-	-	-	-	#DIV/0!
Loan Issue Amortization Expens		-	-	170,758.00	170,758.00	0%
Water Rental Expense		-	-	-	-	#DIV/0!
NWCWD Purchases		83,003.58	703,911.02	1,136,979.00	433,067.98	62%
Bond Interest Expense		-	-	-	-	#DIV/0!
Loan Interest Expense		15,522.12	155,233.17	-	(155,233.17)	#DIV/0!
Scada System		-	1,593.33	5,000.00	3,406.67	32%
Water Plant		-	-	60,000.00	60,000.00	0%
Equipment		-	44,430.00	42,000.00	(2,430.00)	106%
Capital Projects		-	21,262.62	736,000.00	714,737.38	3%
Transfers Out - Administration		-	-	86,006.00	86,006.00	0%
TOTAL EXPENDITURES		125,244.38	2,220,989.32	4,377,226.00	2,156,236.68	51%
NET SURPLUS (DEFICIT)		82,175.51	(2,544.47)	(1,709,401.00)		

SEWER

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
<u>REVENUE</u>					
Sewer Service Fees		77,810.98	782,967.01	914,654.00	131,686.99 85.60%
Sewer Tap Fees		-	-	9,000.00	9,000.00 0.00%
Miscellaneous Revenue		-	-	-	#DIV/0!
Interest Revenue		1,540.00	11,929.95	300.00	(11,629.95) 3976.65%
TOTAL REVENUE		79,350.98	794,896.96	923,954.00	129,057.04 86.03%
<u>EXPENDITURES</u>					
SALARIES		27,413.10	99,073.66	149,487.00	50,413.34 66%
EMPLOYEE BENEFITS		7,864.38	25,657.25	35,946.00	10,288.75 71%
Fuel		304.24	1,870.99	3,240.00	1,369.01 58%
IT		841.11	8,485.56	7,000.00	(1,485.56) 121%
Office Supplies		-	1,719.99	4,200.00	2,480.01 41%
Operating Supplies		162.54	17,483.30	55,157.00	37,673.70 32%
NPDES Permit Fees		-	4,901.92	5,245.00	343.08 93%
Training		150.00	360.00	6,000.00	5,640.00 6%
Insurance		-	21,714.48	39,690.00	17,975.52 55%
SOFTWARE		300.00	300.00	-	(300.00) #DIV/0!
Professional Services		32,382.59	216,656.26	72,000.00	(144,656.26) 301%
Engineering Services		1,615.95	14,304.45	10,000.00	(4,304.45) 143%
Uniforms		-	1,174.14	1,000.00	(174.14) 117%
Utilities		6,631.30	72,052.99	97,241.00	25,188.01 74%
Repairs & Maintenance		2,252.56	58,103.98	150,500.00	92,396.02 39%
Equipment Maintenance		2,115.82	4,999.54	-	(4,999.54) #DIV/0!
Depreciation Expense		-	-	-	- #DIV/0!
Bond Premium Amortization		-	-	-	- #DIV/0!
Lease Payments		-	-	-	- #DIV/0!
Interest Expense		-	-	-	- #DIV/0!
Loan Interest Expense		-	314,163.50	314,163.00	(0.50) 100%
Scada System		-	1,593.34	5,000.00	3,406.66 32%
Equipment Acquisition		-	55,235.24	130,000.00	74,764.76 42%
Capital Projects		-	144,294.65	462,500.00	318,205.35 31%
Transfers Out - Administration		-	-	86,006.00	86,006.00 0%
TOTAL EXPENDITURES		82,033.59	1,064,145.24	1,634,375.00	570,229.76 65%
NET SURPLUS (DEFICIT)		(2,682.61)	(269,248.28)	(710,421.00)	

SANITATION

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
<u>REVENUE</u>						
Trash Collection Fees		52,340.28	515,654.89	597,777.00	82,122.11	86.26%
Miscellaneous Revenue		-	-	-	-	#DIV/0!
TOTAL REVENUE		52,340.28	515,654.89	597,777.00	82,122.11	86.26%
<u>EXPENDITURES</u>						
Office Supplies		-	2,327.55	2,000.00	(327.55)	116.38%
Miscellaneous Expense		-	-	3,000.00	3,000.00	0.00%
Weed Control Supplies		-	-	-	-	#DIV/0!
Insurance		-	1,395.13	600.00	(795.13)	232.52%
Professional Services		1,486.59	18,744.92	25,000.00	6,255.08	74.98%
Spring Clean Up		-	27,198.89	29,700.00	2,501.11	91.58%
Depreciation Expense		-	-	-	-	#DIV/0!
Trash Contractor Payments		45,697.66	437,100.54	508,872.00	71,771.46	85.90%
Capital Projects		-	-	1,000.00	1,000.00	0.00%
Transfers Out - Administration		-	-	12,000.00	12,000.00	0.00%
TOTAL EXPENDITURES		47,184.25	486,767.03	582,172.00	95,404.97	83.61%
NET SURPLUS (DEFICIT)		5,156.03	28,887.86	15,605.00		

IRRIGATION

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
REVENUE						
Irrigation Water Fees		15,552.46	150,473.55	168,000.00	17,526.45	89.57%
Irrigation Tap Fees		-	-	-	-	#DIV/0!
Miscellaneous Revenue		-	-	-	-	#DIV/0!
Interest Revenue		-	-	-	-	#DIV/0!
TOTAL REVENUE		15,552.46	150,473.55	168,000.00	17,526.45	89.57%
EXPENDITURES						
Office Supplies		-	955.07	757.00	(198.07)	126.17%
Operating Supplies		-	830.01	283.00	(547.01)	293.29%
Miscellaneous Expense		-	-	-	-	#DIV/0!
Insurance		-	1,066.75	1,350.00	283.25	79.02%
Professional Services		10,339.83	70,611.76	36,000.00	(34,611.76)	196.14%
Utilities		3,150.99	17,949.14	28,000.00	10,050.86	64.10%
Repairs & Maintenance		1,603.50	3,970.46	28,000.00	24,029.54	14.18%
Depreciation Expense		-	-	-	-	#DIV/0!
Scada System		-	1,593.33	-	(1,593.33)	#DIV/0!
Capital Projects		-	74,757.94	80,000.00	5,242.06	93.45%
Transfers Out - Administration		-	-	-	-	#DIV/0!
TOTAL EXPENDITURES		15,094.32	171,734.46	174,390.00	2,655.54	98.48%
NET SURPLUS (DEFICIT)		458.14	(21,260.91)	(6,390.00)		

EATON HOUSING AUTHORITY

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Tenant Rents	-	-	255,653.00	255,653.00	0%
HUD Subsidies	7,692.00	209,249.00	276,867.00	67,618.00	76%
Laundry & Other	-	903.58	3,500.00	2,596.42	26%
Interest Revenue	173.49	1,565.91	230.00	(1,335.91)	681%
TOTAL REVENUE	7,865.49	211,718.49	536,250.00	324,531.51	39.48%
EXPENDITURES					
SALARIES	5,250.00	68,753.53	126,718.00	57,964.47	54%
EMPLOYEE BENEFITS	844.20	14,117.53	32,947.00	18,829.47	43%
Maintenance Supplies	-	860.62	25,440.00	24,579.38	3%
Maintenance Contract Service	-	-	78,440.00	78,440.00	0%
Fuel	-	77.55	1,378.00	1,300.45	6%
IT	-	55.66	1,590.00	1,534.34	4%
Snow Removal	-	-	7,500.00	7,500.00	0%
Grounds Maintenance	-	-	25,705.00	25,705.00	0%
Capital Projects	-	-	50,000.00	50,000.00	0%
Miscellaneous Operating Expens	-	828.73	4,000.00	3,171.27	21%
Electricity	-	-	41,340.00	41,340.00	0%
Water	-	-	28,763.00	28,763.00	0%
Sewer	-	-	23,650.00	23,650.00	0%
Gas	-	-	19,346.00	19,346.00	0%
Trash Removal	-	-	4,077.00	4,077.00	0%
Communications	-	-	1,994.00	1,994.00	0%
Management Fees	-	-	19,945.00	19,945.00	0%
Office Supplies	-	-	4,268.00	4,268.00	0%
SHO Fees	-	-	7,200.00	7,200.00	0%
Consulting Fees	-	-	19,200.00	19,200.00	0%
Training	-	-	1,060.00	1,060.00	0%
Professional Services	382.50	5,441.91	37,908.00	32,466.09	14%
Office Equipment	-	-	1,060.00	1,060.00	0%
Workers Comp Insurance	-	(657.00)	3,709.00	4,366.00	-18%
Miscellaneous Admin Expenses	-	21.00	-	(21.00)	#DIV/0!
Property & Liability Insurance	-	10,602.41	13,880.00	3,277.59	76%
Fidelity Bond Insurance	-	-	-	-	#DIV/0!
Mortgage Interest Expense	-	-	-	-	#DIV/0!
Depreciation Expense	-	-	-	-	#DIV/0!
Automotive Services	-	-	-	-	#DIV/0!
Mileage Reimbursements	-	-	-	-	#DIV/0!
Repairs & Maintenance	-	6,457.26	-	(6,457.26)	#DIV/0!
Capital Equipment	-	-	10,600.00	10,600.00	0%
TOTAL EXPENDITURES	6,476.70	106,559.20	591,718.00	485,158.80	18.01%
NET SURPLUS (DEFICIT)	1,388.79	105,159.29	(55,468.00)		

SPECIAL REVENUE

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
<u>REVENUE</u>					
Use Tax		1,463.00	25,987.22	50,000.00	24,012.78 51.97%
Police Impact Fees		-	-	800.00	800.00 0.00%
Municipal & Equipment Fees		-	-	2,960.00	2,960.00 0.00%
Community Park Fees		-	-	1,016.00	1,016.00 0.00%
Neighborhood Park Fees		-	-	2,300.00	2,300.00 0.00%
Transfers From Other Funds		-	-	-	#DIV/0!
TOTAL REVENUE		1,463.00	25,987.22	57,076.00	31,088.78 45.53%
<u>EXPENDITURES</u>					
Use Tax Expenses		-	-	60,000.00	60,000.00 0.00%
Police Fee Expenses		-	-	10,000.00	10,000.00 0.00%
Muni/Equip Expenses		-	-	10,000.00	10,000.00 0.00%
Community Park Expenses		-	-	5,000.00	5,000.00 0.00%
Neighborhood Park Expenses		-	143,124.28	75,000.00	(68,124.28) 190.83%
TOTAL EXPENDITURES		-	143,124.28	160,000.00	16,875.72 89.45%
NET SURPLUS (DEFICIT)		1,463.00	(117,137.06)	(102,924.00)	

TREASURER'S REPORT

October 31, 2023

FAITH SMITH - FINANCE DIRECTOR

GENERAL FUND

CASH ON DEPOSIT - 09/30/2023	\$1,549,104.47	
DEPOSITS October	57,434.53	
CHECKS PAID DURING October		\$1,518,273.33 transfer to Colotrust and Csafe
CASH ON DEPOSIT - 10/31/2023		88,265.67
	\$1,606,539.00	\$1,606,539.00

NEW OPERATING ACCOUNT

CASH ON DEPOSIT - 09/30/2023	\$8,461,763.69	
DEPOSITS October	\$789,378.26	
CHECKS PAID DURING October		\$850,012.65
CASH ON DEPOSIT - 10/31/2023		\$8,401,129.30
	\$9,251,141.95	\$9,251,141.95

CASH ON DEPOSIT - COLOTRUST	\$4,185,897.49	750,000 contributions
CASH ON DEPOSIT - CSAF	\$4,184,543.08	750,000 contributions
BANK OF COLORADO CD @ 0.0100	183,121.81	
BANK OF COLORADO CD @ 0.0100	330,336.13	
BANK OF COLORADO CD @ 0.0100	84,124.40	
FEDERAL FARM BANK BONDS @.25%	238,325.00	market value
FEDERAL HOME LOAN BANKS @ .53%	233,555.00	market value callable received 43K and re-invested
RESOLUTION FDG FED BONDS @ 1.45%	227,202.50	market value
Federal Farm Bank bonds @ 1.29	223,772.50	market value
United Sts Treas .46%	240,970.00	market value

TOTAL CASH & DEPOSITS	\$14,436,699.80
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ACCOUNTS PAYABLE

CASH ON DEPOSIT - 09/30/2023	\$0.99	
Deposits	\$847,950.00	
CHECKS PAID DURING October		\$847,950.46
CASH ON DEPOSIT - 10/31/2023		\$0.53
	\$847,950.99	\$847,950.99

Payroll

CASH ON DEPOSIT - 09/30/2023	\$879,798.10	
Deposits	\$0.00	
CHECKS PAID DURING October		\$270,071.20
CASH ON DEPOSIT - 10/31/2023		\$809,726.90
	\$879,798.10	\$1,079,798.10

EATON CEMETERY CARE FUND

CASH ON DEPOSIT - 09/30/2023	\$141,968.25	
Transfer for Perp. Care		
BANK OF COLORADO CD @ .400 Cash on Deposit 10/31/2023		\$141,968.25
	\$141,968.25	\$141,968.25

MUNICIPAL COURT ACCOUNT

Bank of Colorado

CASH ON DEPOSIT - 09/30/2023	\$53,389.64	
Deposits	\$0.00	
CHECKS PAID DURING October		446.00
CASH ON DEPOSIT - 10/31/2023		\$52,943.64
	\$53,389.64	\$53,389.64

WATER RESERVE ACCOUNT

CASH ON DEPOSIT - 09/30/2023	\$157,890.00	
INTEREST RECEIVED		
BANK OF COLORADO CD @ .0100 Cash on Deposit 10/31/2023		\$157,890.00
	\$157,890.00	\$157,890.00

TREASURER'S REPORT

SEWER RESERVE ACCOUNT

CASH ON DEPOSIT -09/30/2023	\$247,042.47		
INTEREST RECEIVED			
BANK OF COLORADO CD @ .0300 Cash on			
Deposit 10/31/2023		\$247,042.47	
	\$247,042.47	\$247,042.47	

SHELTON TRUST FUND

CASH ON DEPOSIT - 09/30/2023	\$3,129.85		
INTEREST RECEIVED			
Transfers with draws			
BANK OF COLORADO SAVINGS ACCT			
10/31/2023		3,129.85	
	\$3,129.85	\$3,129.85	

PLANNING AND DEVELOPMENT ACCOUNT

CASH ON DEPOSIT - 09/30/2023	\$500,885.65		
Deposits	\$3,976.66		
CHECKS PAID DURING October			-
CASH ON DEPOSIT - 10/31/2023		\$504,862.31	
	\$504,862.31	\$504,862.31	

TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-16

**RESOLUTION AUTHORIZING A MAIL BALLOT ELECTION AND
RELATED ELECTION PROCEDURES FOR THE TOWN OF EATON'S
REGULAR MUNICIPAL ELECTION ON APRIL 2, 2024**

WHEREAS, the Town of Eaton, Colorado (the "Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") is vested with the authority to administer the affairs of the Town; and

WHEREAS, the Town's regular municipal election is to be conducted on April 2, 2024; and

WHEREAS, the election is governed by state statutes, including the Colorado Municipal Election Code of 1965, C.R.S. §§ 31-10-101, *et seq.* ("Municipal Election Code"); and

WHEREAS, C.R.S. § 31-10-908 provides that a municipality may determine that an election be conducted by mail ballot; and

WHEREAS, the conduct of a mail ballot election is governed by C.R.S. §§31-10-907-913; and

WHEREAS, the Town Board desires to utilize the mail ballot procedure to increase the likelihood that the election will result in higher voter participation; and

WHEREAS, C.R.S. § 31-10-401 provides that the Town Board may appoint election judges or may delegate such authority to the Town Clerk; and

WHEREAS, the Town Board desires to delegate the authority to appoint election judges for the April 2, 2024 regular municipal election to the Town Clerk; and

WHEREAS, C.R.S. § 31-10-801 provides that Town Board may authorize the use of an electronic voting system; and

WHEREAS, the Town Board desires to authorize the use of an electronic voting system to count the mail ballots for the April 2, 2024 regular municipal election; and

WHEREAS, Town Board finds that it is in the best interest of the Town to adopt this resolution and the procedures set forth herein.

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

Section 1. The Town Board hereby determines that the regular election of the Town of Eaton to be held on April 2, 2024 shall be conducted as a mail ballot election.

Section 2. The Town Board hereby delegates the authority to appoint qualified election judges for the April 2, 2024 regular municipal election to the Town Clerk. The Town Clerk shall make and keep on file in the Town Clerk's office a list of all persons so appointed.

Section 3. The Town Board hereby authorizes the use of an electronic voting system for the April 2, 2024 regular municipal election.

Section 4. In addition to the authority otherwise set forth herein, the Town Clerk is hereby authorized and directed to take all necessary and required action for the proper conduct of the April 2, 2024 regular election, consistent with the Municipal Election Code. The officers and employees of the Town are hereby authorized and directed to take all necessary and appropriate action to effectuate the provisions of this Resolution.

Section 5. If any portion of this Resolution is held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such portion shall not affect any of the remaining portions of this Resolution.

Section 6. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED, AND APPROVED at a regular meeting of the Town Board of the Town of Eaton on this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

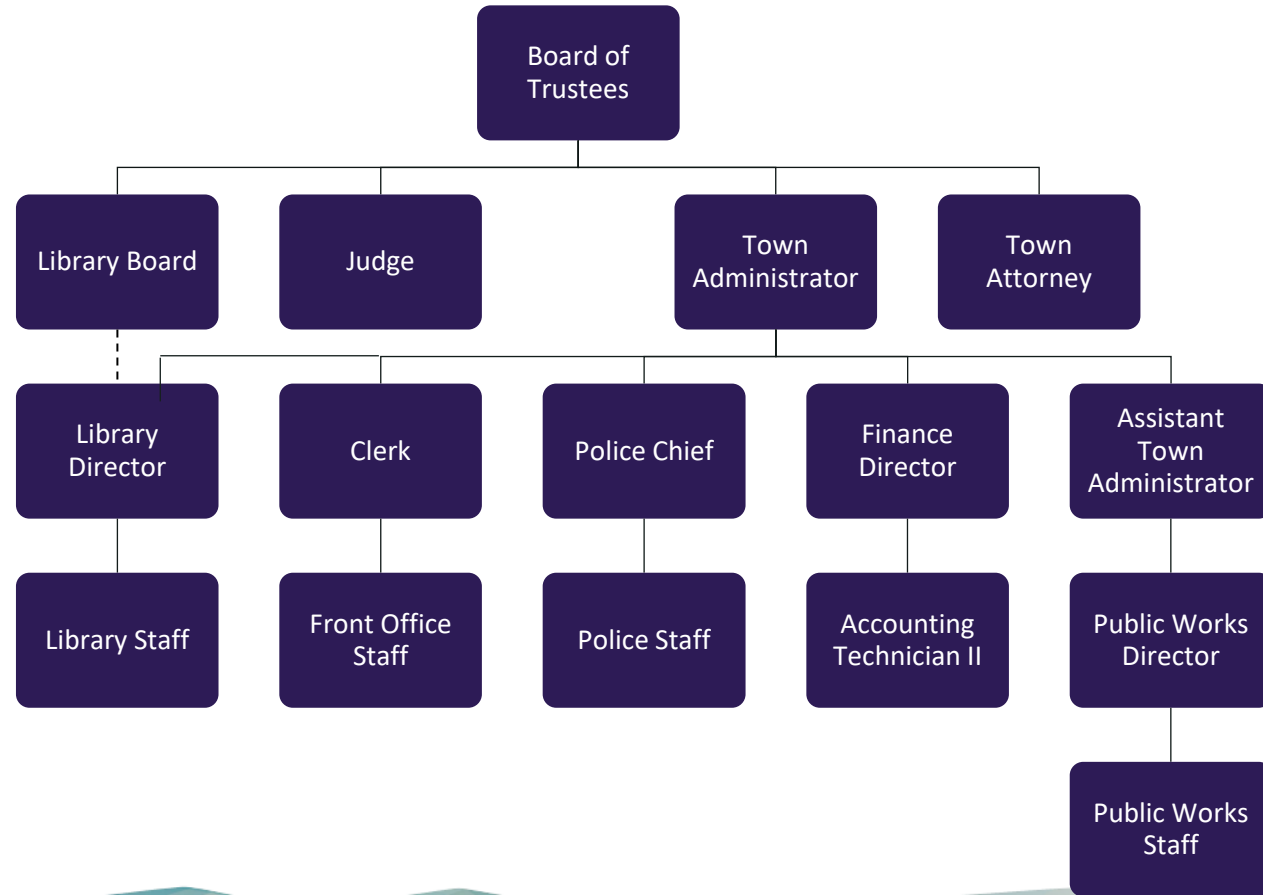
By: _____
Scott E. Moser, Mayor



2024 BUDGET

December 16, 2023

Organizational Chart



All Funds 2023 Projections

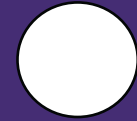
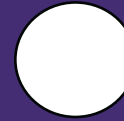
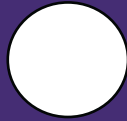
Fund	1/1/2023 Balance	Revenue	Expenditures	Net	12/31/2023 Balance
General	4,380,158	5,137,872	5,174,666	(36,794)	4,343,364
Library	4,758,092	2,066,655	1,371,034	695,621	5,453,714
Street	2,312,814	1,970,010	1,308,709	661,302	2,974,115
Water	4,141,732	2,386,875	2,832,949	(446,074)	3,695,658
Sewer	1,318,365	946,822	1,508,540	(561,718)	756,648
Sanitation	152,857	612,546	598,751	13,796	166,653
Irrigation	189,656	176,000	199,166	(23,166)	166,490
Impact Fee	858,556	27,000	153,124	(\$126,124)	732,432
Total	18,112,230	13,323,780	13,146,939	176,843	18,289,074

All Funds Summary

Projected Fund Balance
January 1, 2024
\$18,289,072

Budgeted
Expenditures
\$24,054,871

Projected Fund Balance
December 31, 2024
\$13,273,020



Budgeted Revenue
\$19,038,819

Spending
(5,016,052)
In Reserves

2024 Major Impacts

Encompassing Strategic Pillars and core strategies into the foundation of the 2024 budget

Strategic Pillars

1. Embrace Guided Growth,
2. Maintain and Develop Premier Resources
3. Facilitate Engagement and a Sense of Community
4. Foster Trust through Transparency
5. Sustain a Safe Community
6. Ensure General Needs are Met

Core strategies

1. Collaboration
2. Customer Service
3. Equipment
4. Resources
5. Employee Retention

All Funds 2024 Projections

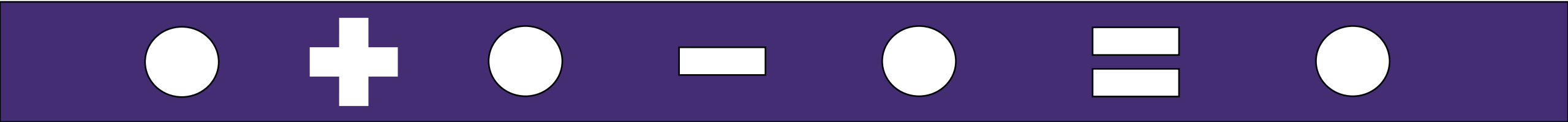
Fund	1/1/2024 Balance	Revenue	Expenditures	Net	12/31/2024 Balance
General	4,343,364	5,734,588	6,578,277	(843,689)	3,499,675
Library	5,453,714	2,539,307	3,395,477	(856,170)	4,597,544
Street	2,974,115	4,987,855	6,593,732	(1,605,878)	1,368,238
Water	3,695,658	3,829,796	5,521,771	(1,691,975)	2,003,683
Sewer	756,648	1,057,621	1,113,784	(56,163)	700,485
Sanitation	166,653	631,858	626,490	5,368	172,020
Irrigation	166,490	202,400	138,341	64,059	230,549
Impact Fee	732,432	55,395	87,000	(\$31,605)	700,827
Total	18,289,074	19,038,820	24,054,872	(5,016,053)	13,273,021

General Fund

Projected Fund Balance
January 1, 2024
\$4,343,364

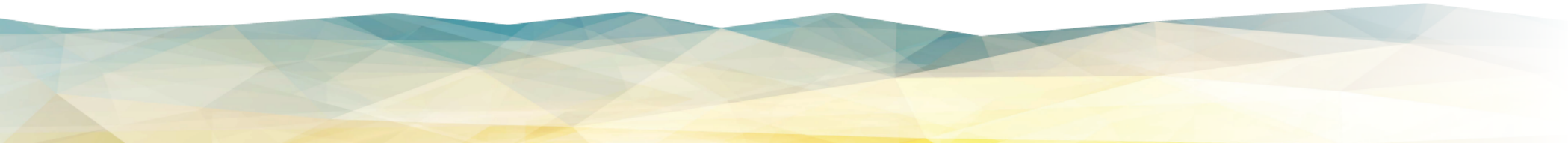
Budgeted
Expenditures
\$6,578,277

Projected Fund Balance
December 31, 2024
\$3,499,675



Budgeted Revenue
\$5,734,588

Spending
(843,689)
In Reserves

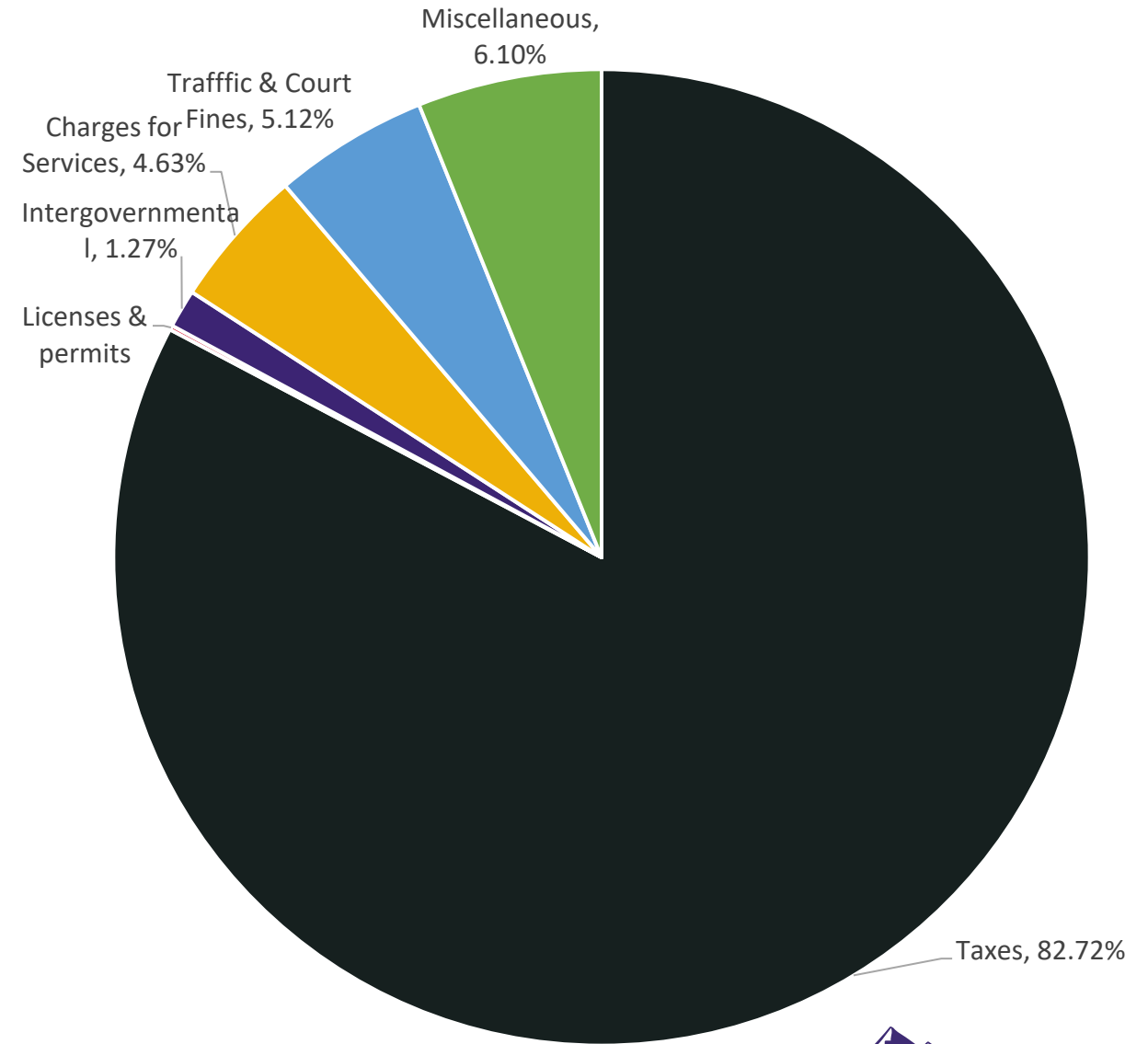


General Fund Revenue

- In 2024 all general sales tax (3%) will be accounted for as revenue in the General Fund. A transfer of 20% of the general sales tax to the Street Fund is an expense in the General Fund.
- Projecting a 3% increase of sales tax from 2023 for 2024.
- The preliminary assessed value for 2023 is \$104,324,510 which is an increase from the prior year. The Town has not been debruced on property tax and in order to stay within statutory 5.5% property tax revenue limit and TABOR restrictions, there will be a temporary reduction in the mill levy for 2024. The mill will decrease by .705 mills to 4.736 mills in 2024.

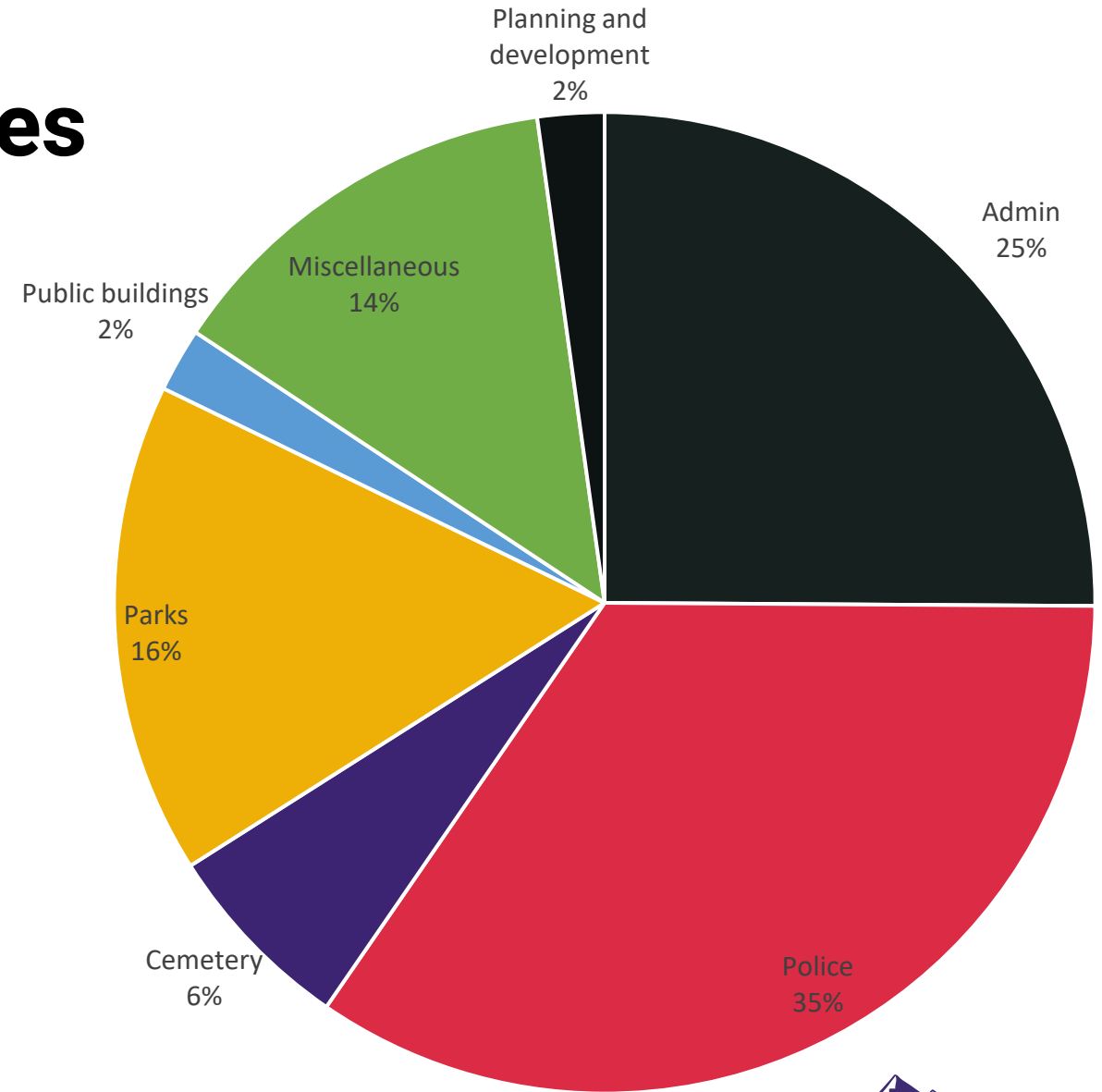
General Fund Revenue

- Taxes 82%
- Miscellaneous 6.23%
- Traffic & Court Fines 5.23%
- Charges for Services 4.73%
- Intergovernmental 1.29%
- Licenses & Permit .13%



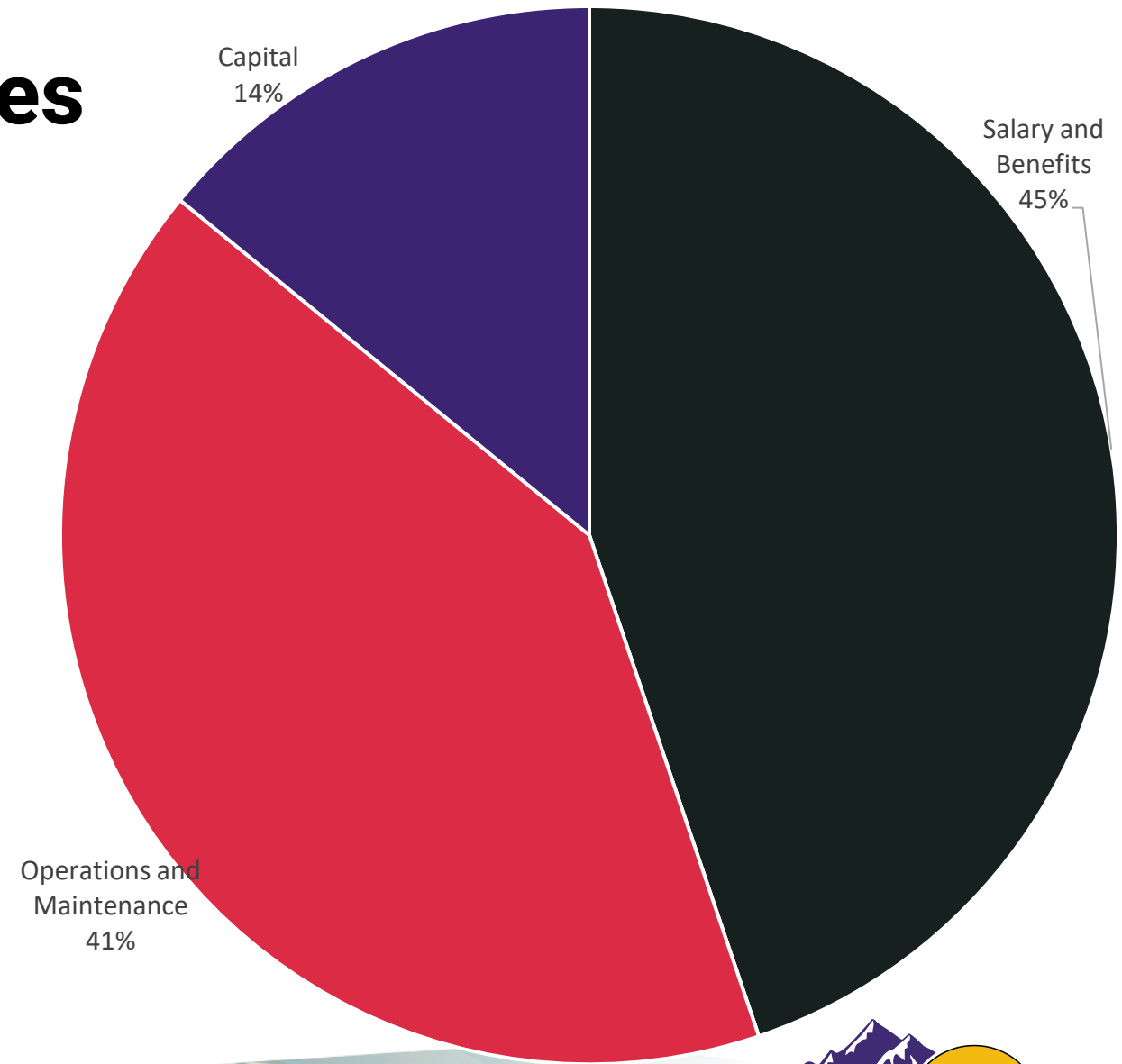
General Fund Expenditures

- Police 35%
- Admin 25%
- Parks 16%
- Miscellaneous 14%
- Cemetery 6%
- Public Buildings 2%
- Planning/Development 2%



General Fund Expenditures

- Salary and Benefits 45%
- Operations and Maintenance 41%
- Capital 14%



General Fund Reserve Spending

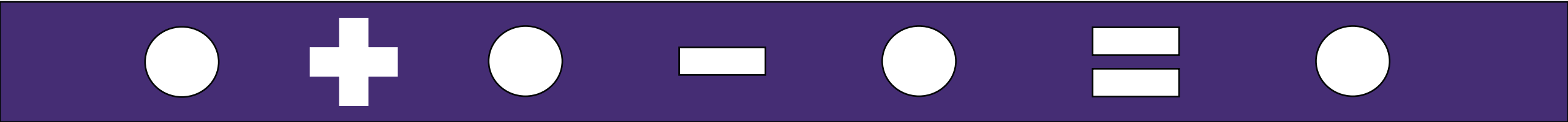
- \$927,400 is budgeted for capital
 - Police equipment
 - Cemetery expansion
 - Parks equipment and park development \$330K reserved for Eaton Commons Park
- Spending \$843,689 in reserves

Library

Projected Fund Balance
January 1, 2024
\$5,453,714

Budgeted
Expenditures
\$3,395,477

Projected Fund Balance
December 31, 2024
\$4,597,544



Budgeted Revenue
\$2,539,307

Spending
(856,170)
In Reserves

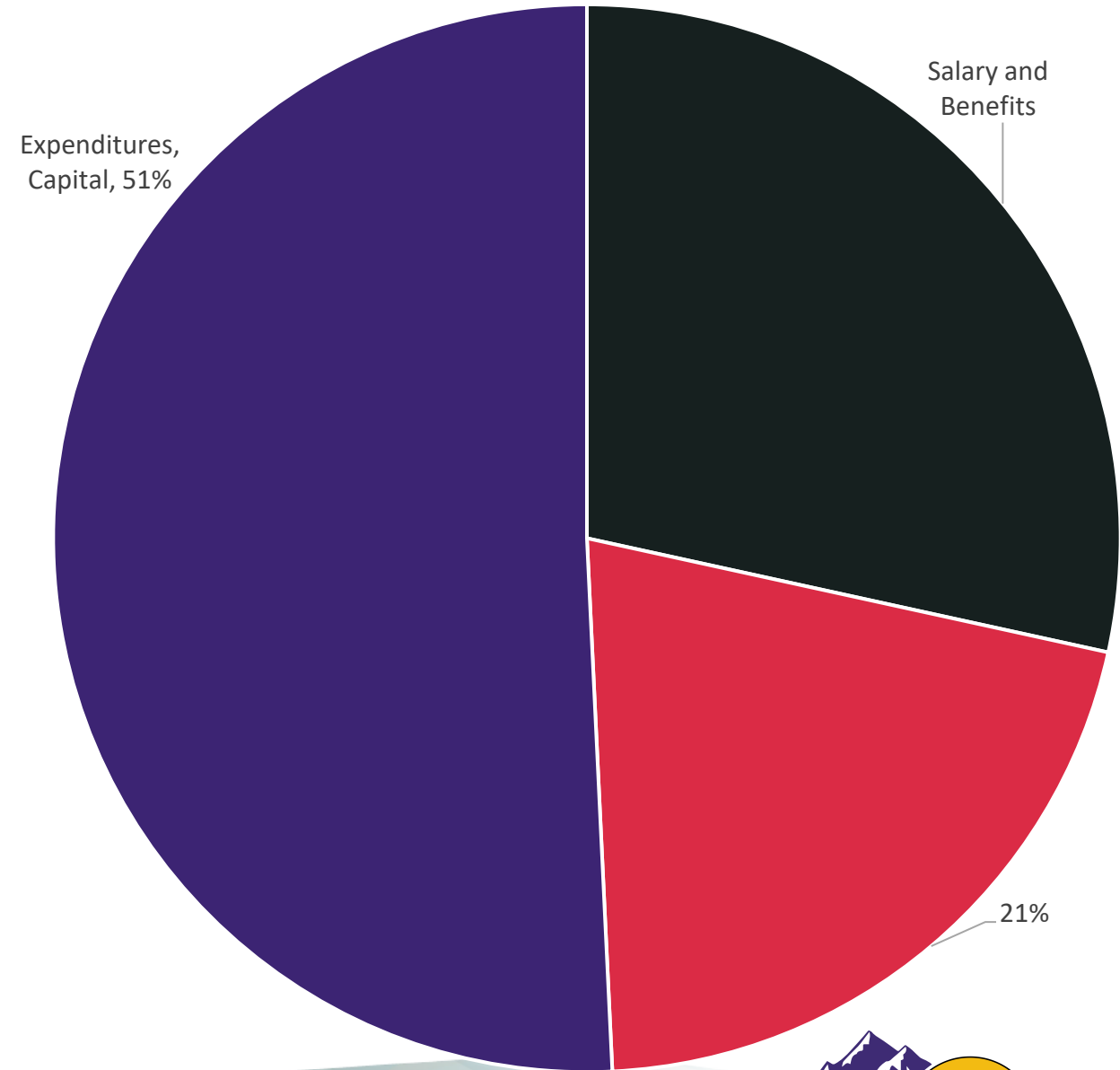


Library Revenue and Expenditures

- Revenue
 - Library Revenue is 99% property taxes collected from the High Plains District Mill Levy. Expected to receive \$2,520,307
- Expenditures
 - Expanding services; Makerspace to digitize and preserve, Print and media for youth and adult material collections, community engagement.
 - Capital Expenditures
 - Generator, Basement Repair and remodel, outreach vehicle and kiosk, outdoor children's area, flooring, shelving, lighting and other capital projects that arise.

Library Expenditures

- Capital 50.76%
- Salary and Benefits 28.43%
- Operations and Maintenance 20.81%

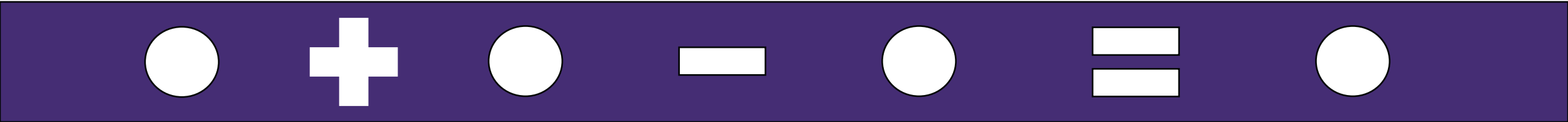


Streets

Projected Fund Balance
January 1, 2024
\$2,974,115

Budgeted
Expenditures
\$6,593,732

Projected Fund Balance
December 31, 2024
\$1,368,238



Budgeted Revenue
\$4,987,855

Spending
(1,605,878)
In Reserves



Street Revenue and Expenditures

Revenue

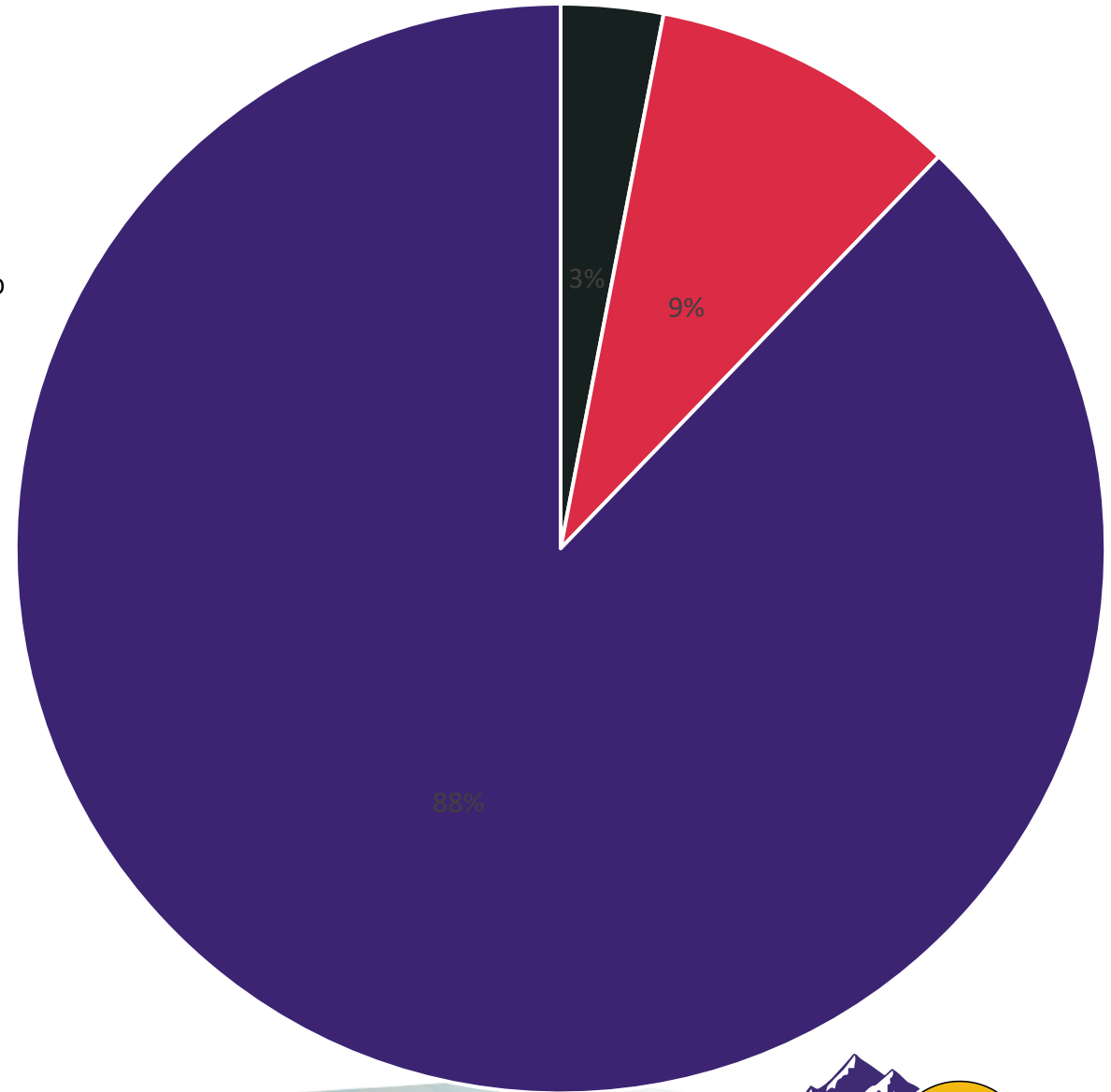
- General sales tax transfer (20%) from the General Fund \$806,698
- Street sales tax (1%) \$1,044,270
- Grants
 - 1st Street scape \$2,650,000
 - CDBG – ADA Ramps \$155,000

Expenditures

- 1st Street Scape project \$3,500,000
- S Christensen rebuild \$1,155,000
- \$800,000 pavement maintenance: segments on Cherry Ave, First St, Fifth St, Hawkstone Dr, Mountain View Dr, Fourth St Rd, and Cheyenne Ave.
- \$184,255 for ADA Ramps

Street Expenditures

- CAPITAL 87.78%
- OPERATIONS AND MAINTENANCE 9.18%
- SALARY AND BENEFITS 3.03%

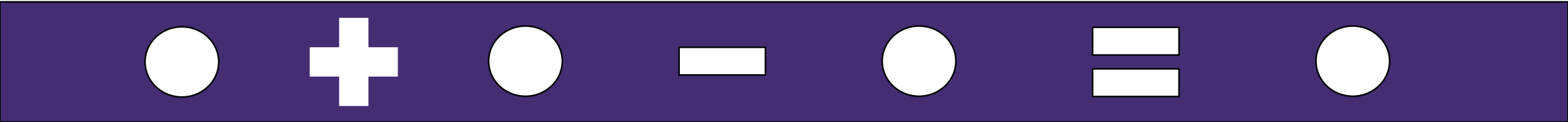


Water

Projected Fund Balance
January 1, 2024
\$3,695,658

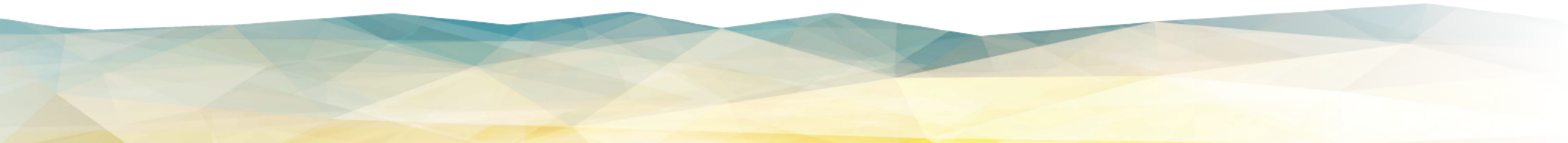
Budgeted
Expenditures
\$5,521,771

Projected Fund Balance
December 31, 2024
\$2,003,683



Budgeted Revenue
\$3,829,796

Spending
(1,691,975)
In Reserves



Water Revenue and Expenditures

Revenue

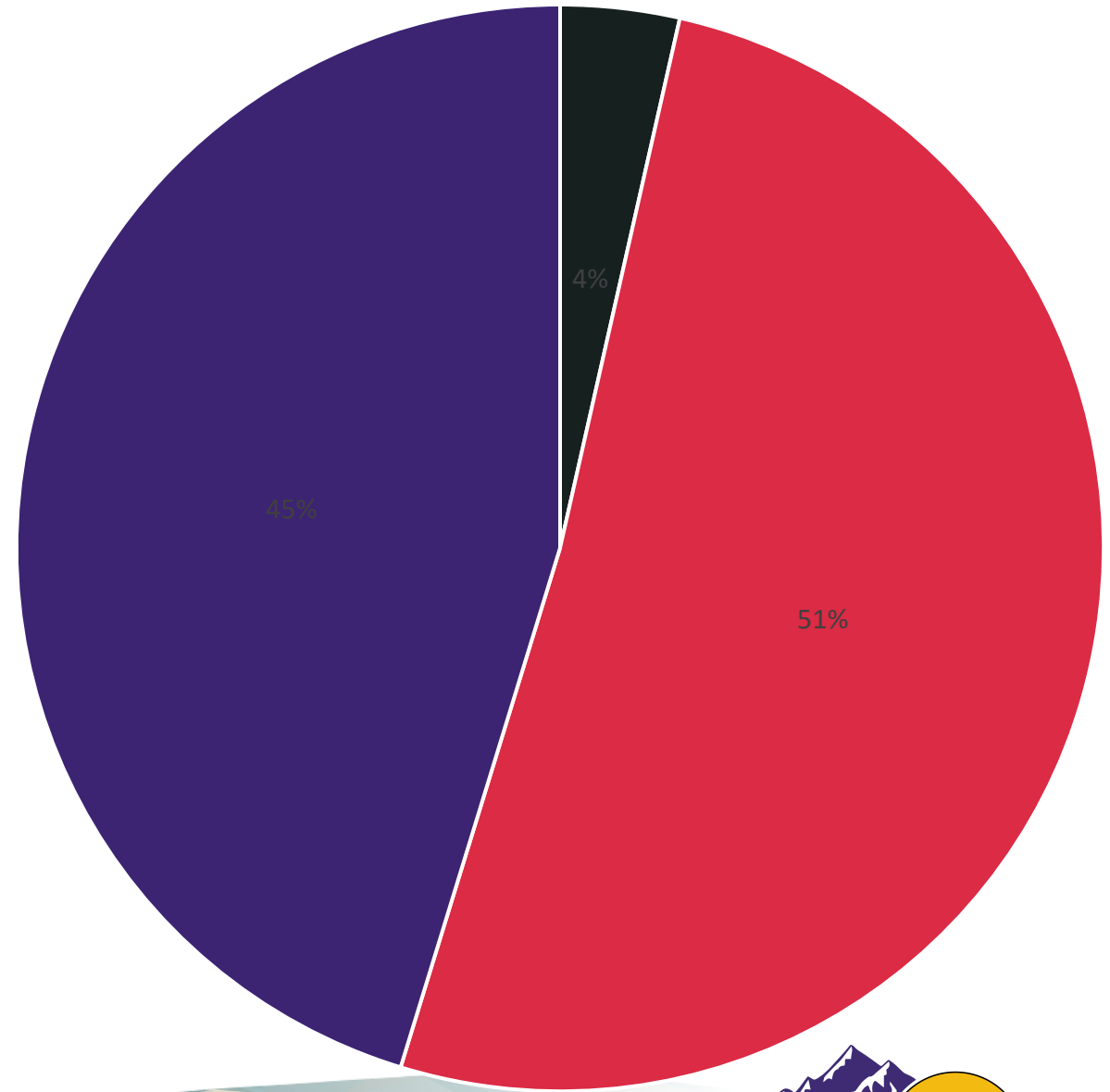
- Increase per rate study recommendations
- \$723,925 grant for water meter replacement

Expenditures

- Water meters replacement \$1,447,850, total capital project \$2,069,232
- NISP, NWCW purchases and O&M

Water Expenditures

- Operations and Maintenance 51.20%
- Capital 45.26%
- Salary and Benefits 4%

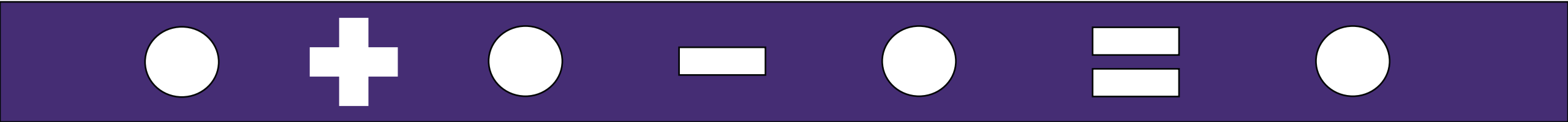


Sewer

Projected Fund Balance
January 1, 2024
\$756,648

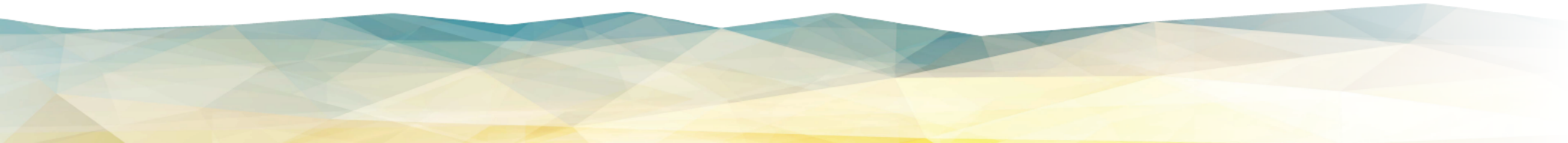
Budgeted
Expenditures
\$1,113,784

Projected Fund Balance
December 31, 2024
\$700,485



Budgeted Revenue
\$1,057,621

Spending
(56,163)
In Reserves



Sewer Revenue and Expenditures

Revenue

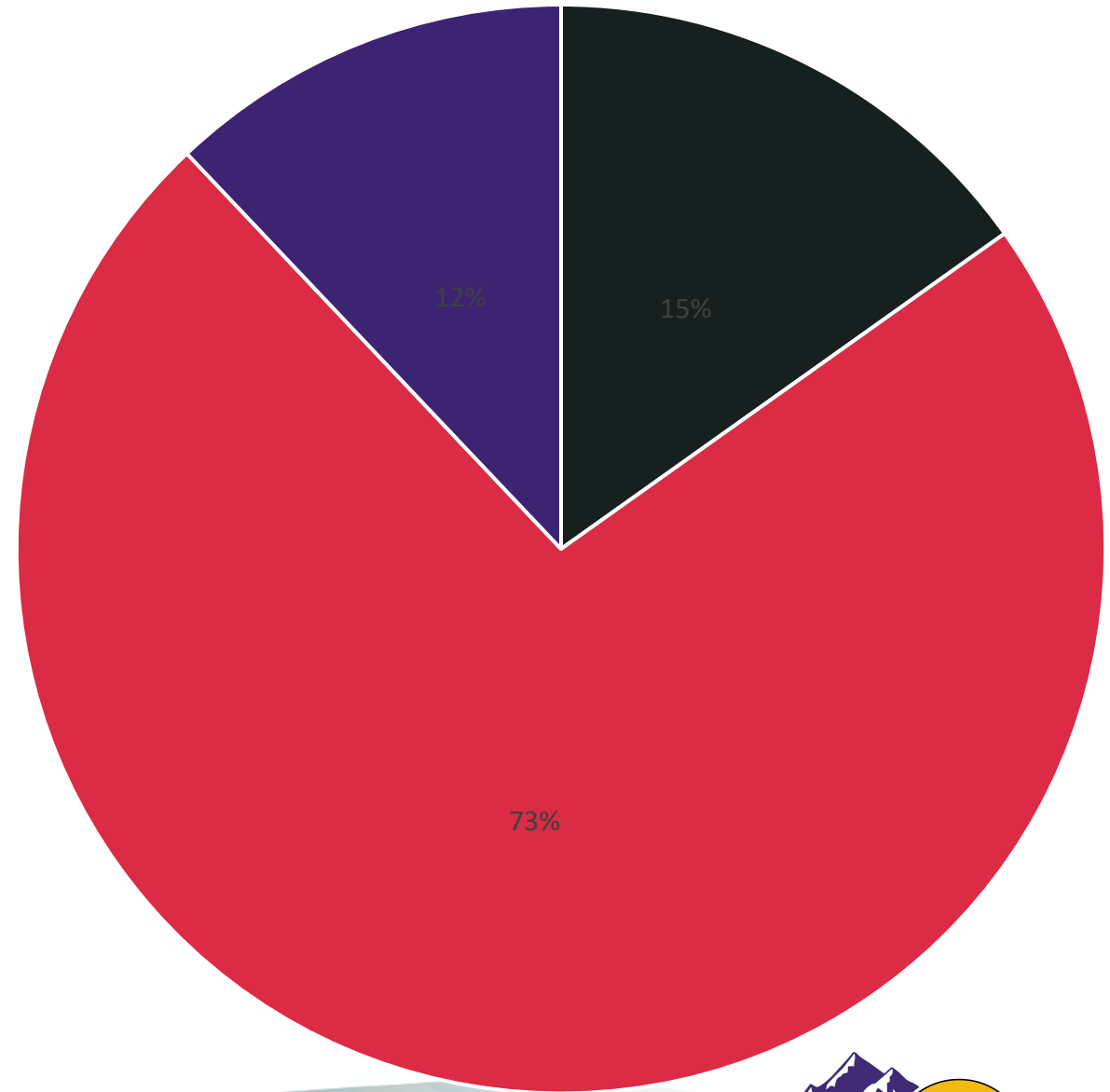
- Increase per rate study recommendations

Expenditures

- Loan, last payment will be in 2027
- Regular O&M and capital project \$119,370

Sewer Expenditures

- Operations and Maintenance 72.78%
- Salary and Benefits 15.16%
- Capital 12.06%

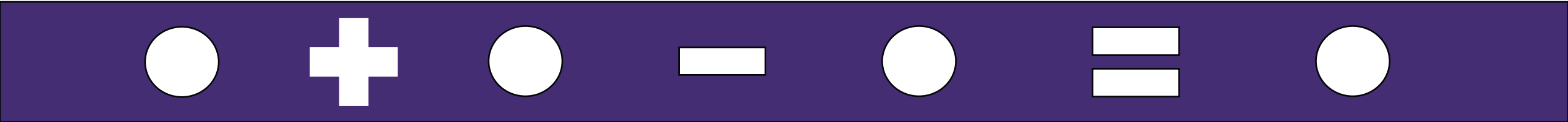


Sanitation

Projected Fund Balance
January 1, 2024
\$166,653

Budgeted
Expenditures
\$626,490

Projected Fund Balance
December 31, 2024
\$172,020



Budgeted Revenue
\$631,858

Adding to
\$5,368
Reserves



Sanitation Revenue and Expenditures

Revenue

- Rate increase of 3% per increase from Waste Management

Expenditures

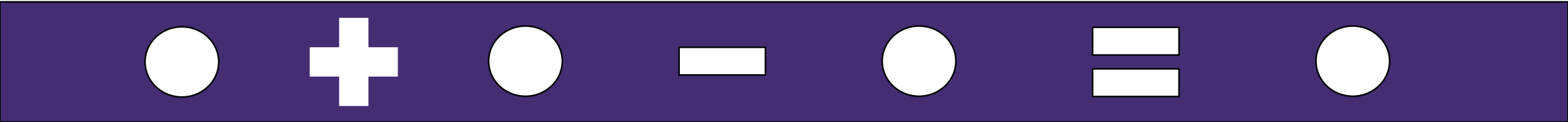
- Payments to Waste Management includes a 3% increase.
- Spring and Fall clean up plus other miscellaneous costs.

Irrigation

Projected Fund Balance
January 1, 2024
\$166,490

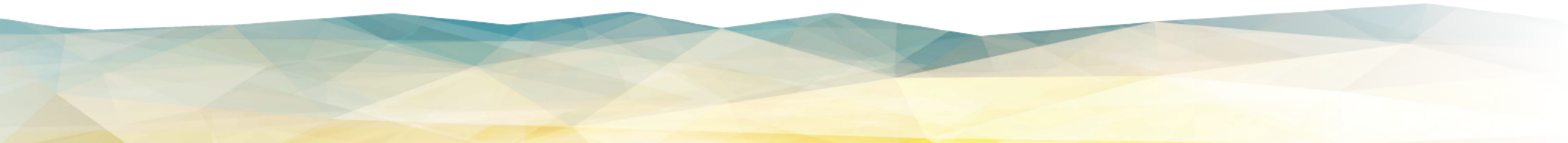
Budgeted
Expenditures
\$138,341

Projected Fund Balance
December 31, 2024
\$230,549



Budgeted Revenue
\$202,400

Adding to
\$64,059
Reserves



Irrigation Revenue and Expenditures

Revenue

- Increase per rate study recommendations

Expenditures

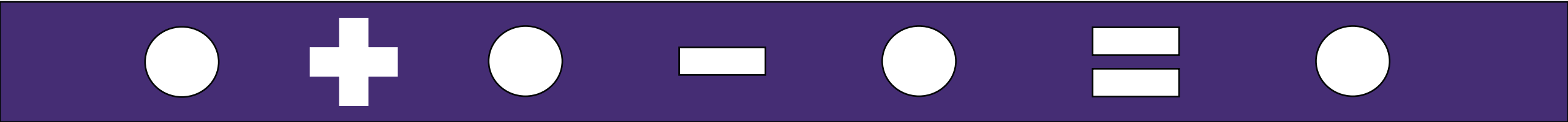
- Professional services, repairs and maintenance and operations and maintenance

Impact Fee

Projected Fund Balance
January 1, 2024
\$732,432

Budgeted
Expenditures
\$87,000

Projected Fund Balance
December 31, 2024
\$700,827



Budgeted Revenue
\$55,395

Spending
(31,605)
In Reserves



Impact Fee Revenue and Expenditures

Revenue

- Permits 3% use tax

Expenditures

- Impact Fee study

Revenue

	2023 ESTIMATE	2024	2025	2026	2027
GENERAL FUND	5,137,872	5,734,588	5,825,936	5,943,913	6,137,329
LIBRARY	2,066,655	2,539,307	2,009,009	1,151,000	1,151,000
STREETS	1,970,010	4,987,855	2,474,012	2,498,939	2,501,614
WATER	2,386,875	3,829,796	3,711,013	4,078,582	4,482,909
SEWER	946,822	1,057,621	1,207,395	1,348,263	1,407,427
SANITATION	612,546	631,858	650,814	670,338	690,448
IRRIGATION	176,000	202,400	232,760	267,674	281,058
IMPACT FEE	27,000	55,395	57,057	58,769	60,532
TOTAL	13,323,780	19,038,820	16,167,996	16,017,478	16,712,317

Capital Equipment and Projects

	2023 ESTIMATE	2024	2025	2026	2027
GENERAL FUND	801,700	927,400	437,997	623,121	816,286
LIBRARY	187,250	1,723,500	217,165	22,000	27,000
STREETS	502,500	5,788,255	1,260,000	1,260,000	1,260,000
WATER	346,430	2,156,232	607,092	1,687,974	400,877
SEWER	406,930	134,370	825,000	1,250,000	750,000
IRRIGATION	80,000	0	265,338	15,338	265,338
IMPACT FEE	143,124	0	0	0	0
TOTAL	2,467,934	10,729,757	3,612,592	4,858,433	3,519,501

Expenses

	2023 ESTIMATE	2024	2025	2026	2027
GENERAL FUND	5,174,666	6,578,277	6,152,317	6,528,504	6,895,025
LIBRARY	1,371,034	3,395,477	1,879,209	1,739,899	1,802,909
STREETS	1,308,709	6,593,732	1,940,082	2,051,280	2,036,793
WATER	2,832,949	5,521,771	3,484,821	4,776,898	4,034,361
SEWER	1,508,540	1,113,784	1,828,103	2,281,710	1,818,441
SANITATION	598,751	626,490	645,363	664,809	684,845
IRRIGATION	199,166	138,341	416,799	169,914	423,177
IMPACT FEES	153,124	87,000	42,000	22,000	22,000
TOTAL	13,146,939	24,054,872	16,388,694	18,235,014	17,717,550

Operations and Maintenance Not Including Capital

Fund	Revenue	Expenditures	Revenue minus Expenses
General	5,734,588	5,650,877	83,711
Library	2,539,307	1,671,977	867,330
Street	2,182,855	805,477	1,377,378
Water	3,098,796	3,365,539	(266,743)
Sewer	1,057,621	979,414	78,207
Sanitation	631,858	626,490	5,368
Irrigation	202,400	138,341	64,059
Impact Fee	55,395	87,000	(31,605)
Total	15,502,820	13,325,115	2,177,705

Eaton Housing Authority

ACCOUNT	CATEGORY	2023 Estimates	2024 Projected
REVENUE		492,477	506,173
Beginning Fund Balance		795,529	854,175
EXPENDITURES			
	Administrative Expenses	206,988	254,063
	Utilities	119,075	128,282
	Insurance	13,880	17,000
	Repairs and Maintenance	93,888	101,932
	TOTAL EXPENDITURES	433,831	501,277
ENDING FUND BALANCE		854,175	859,070

2024 BUDGET

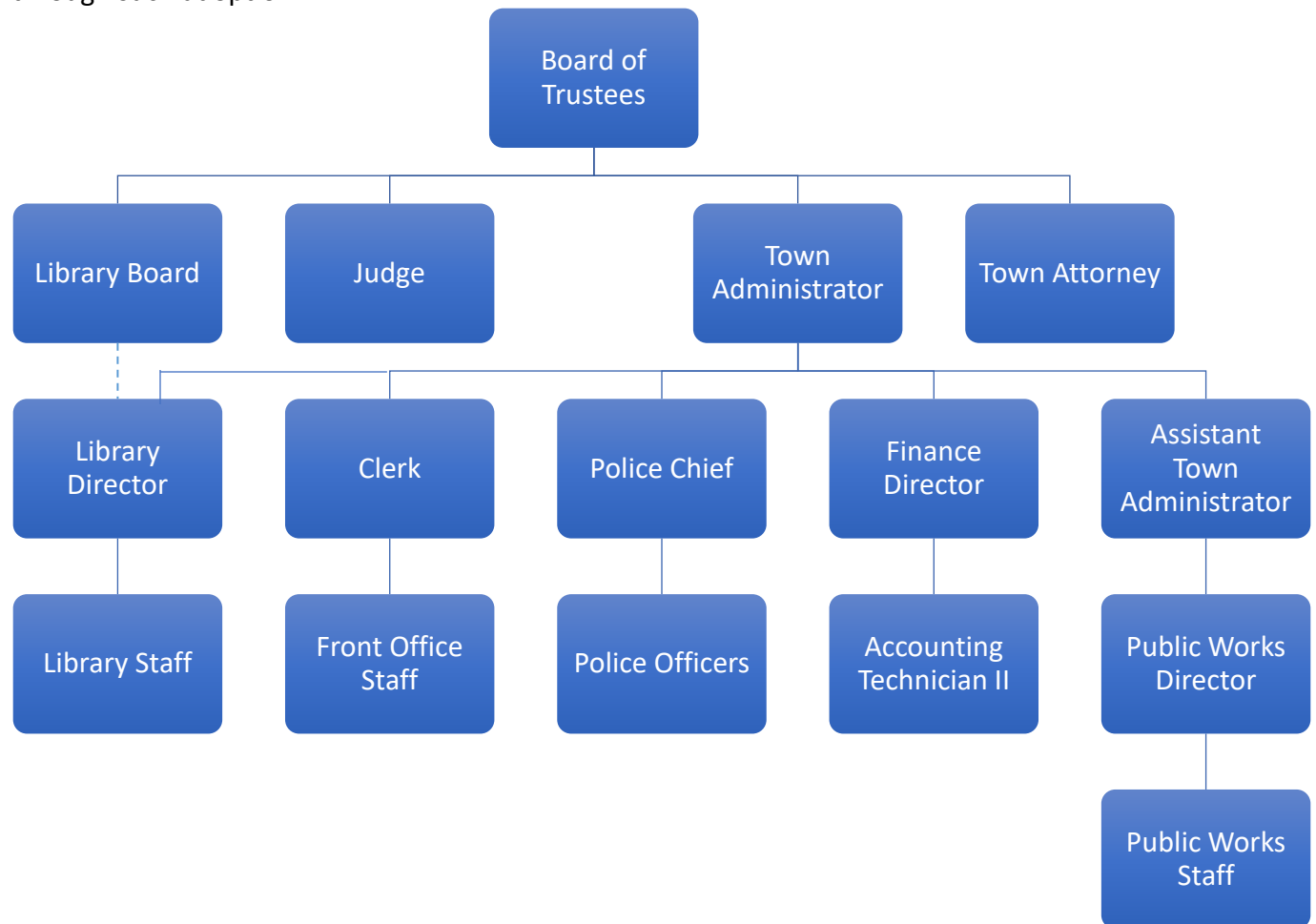




2024 Budget Highlights

INTRODUCTION AND OVERVIEW

The Town of Eaton was Incorporated in 1892. Eaton is located conveniently near Greeley and Fort Collins, but what residents love most about their hometown is the sense of community and hospitality. The Town Administrator is Wesley LaVanchy, who was hired by the Board of Trustees In 2021, responsibilities are for the day-to-day operations of the Town. The Board of Trustees is responsible for the adoption of the annual budget and establishes its priorities through such adoption.



FINANCIAL STRUCTURE POLICY AND PROCESS

There are many factors that come into play when completing the budget: history, current and predicted economy, policies, cooperation from the Board and Town Staff, projects and needs of the Town, long range planning and reserve balances. This helps staff complete the budget, allowing core services to be administered to the Town residents.

The Town of Eaton uses fund accounting, keeping us in compliance with State and Federal regulations. As a rule, generally, you want to have 3 months of reserves in your fund balances. What this means, take your operations and maintenance expenses for 3 months, and that is what you want to keep in your reserves.

A fund is an accounting entity taking specific revenues and financial resources together with all related liabilities for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. Classifying a fund helps decision makers see the reserves and fund balances that are needed for capital projects/equipment and operations and maintenance. Having the distinction focuses on revenue received, what has to be reserved, and what can be unreserved. The Town utilizes fund accounting to ensure compliance with requirements by the state, regulatory agencies and adopted policies by the board of Trustees.

The Town has 9 funds:

Governmental Fund: General Fund Library Streets/ Transportation Special Revenue/Impact Fee Fund	Governmental Activities	Supported by Taxes and intergovernmental revenues
Enterprise Funds: Water Sewer Sanitation Irrigation	Business Type Activity	Fees and charges. Must be able to fund itself.
Eaton Housing Authority		Supported by Fees and intergovernmental revenues



2024 FINANCIAL SUMMARIES

	BUDGET REVENUES	BUDGET EXPENDITURES	ENDING FUND BALANCES
GENERAL FUND	\$5,734,588	\$6,577,527	\$3,500,425
LIBRARY	2,539,307	3,395,477	4,597,544
STREETS/ TRANSPORTATION	4,832,855	5,609,477	2,197,492
WATER	3,829,796	5,521,771	2,003,683
SEWER	1,057,621	1,113,784	700,485
SANITATION	631,858	626,490	172,020
IRRIGATION	202,400	138,341	230,549
IMPACT FEE	55,395	87,000	700,827
EATON HOUSING AUTHORITY	484,141	501,277	837,038

OUTSTANDING DEBT

Sewer Bond Debt Service

Annual payment in 2024	= \$316,441
Number of years	= 4
Amount Remaining	= \$1,258,172

DEPARTMENTAL HIGHLIGHTS BY FUND

GENERAL FUND

Revenue

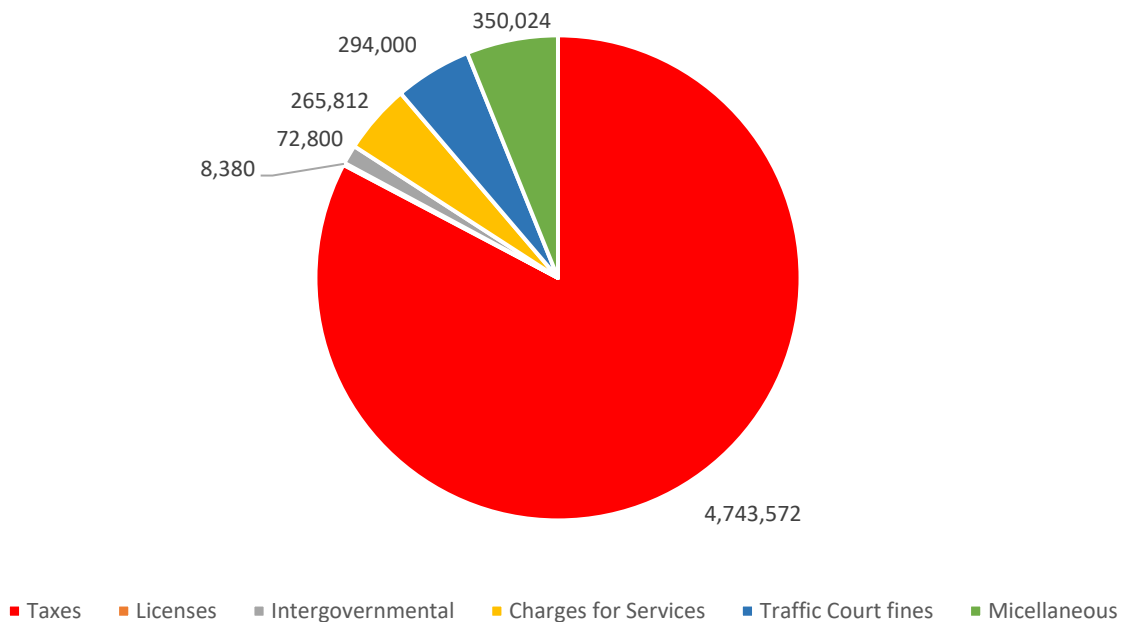
Sales Tax: Sales tax received in 2023 was more than budgeted, the town expects the final sales tax amount to be \$3,968,849. The 2023 budget for these revenues was \$3,774,950. Based on a conservative economic forecast, we are projecting the town's general sales tax to increase by 3% for 2024, which equates to \$4,033,492. Of this, 20% or \$806,698 will be transferred to the



Street Fund. The general sales tax is split between the General Fund and Street Fund with 80% going to the General Fund and 20% to the Street Fund.

Property Tax: The preliminary assessed value for 2023 is \$104,324,510 which is an increase from the prior year. The town has not been debruced on property tax and in order to stay within 5.5% property tax revenue limit and TBAOR restrictions, there will be a temporary reduction in the mill levy for 2024. Our mill levy will be going down by .705 to 4.736 in 2024. This figure could change, lowering the mill levy from the most recent calculation per new evaluations with the final certifications and recent changes per newly adopted legislation from the General Assembly's special session.

General Fund Revenue

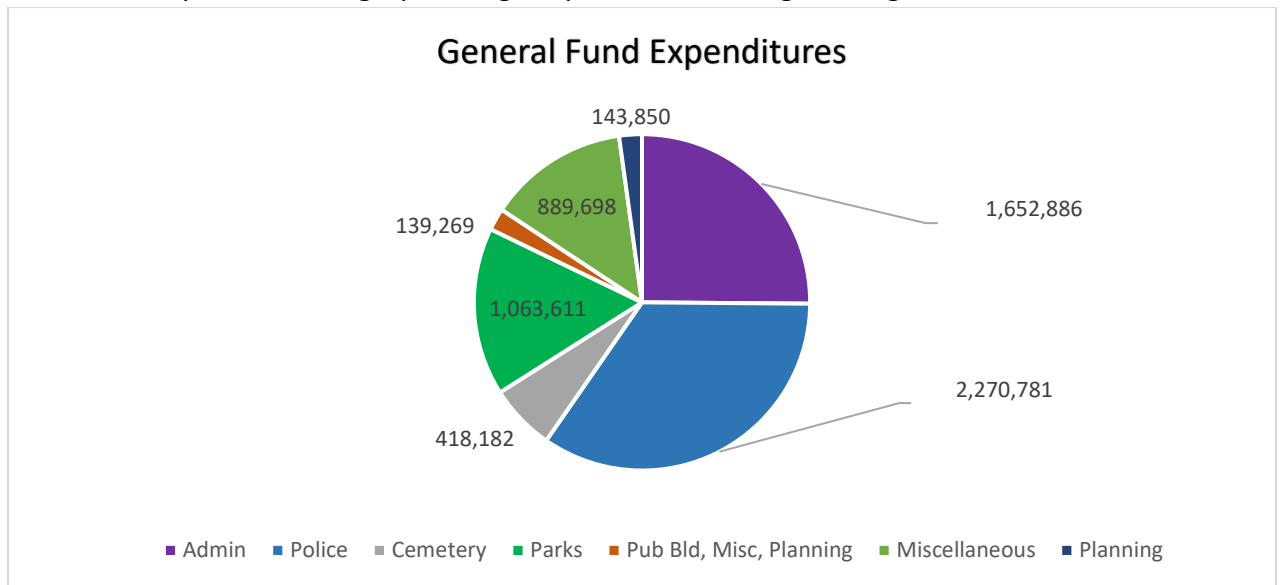


Expenditures

- 1) Personnel: A public works employee was added at the end of 2023. A comprehensive compensation study was completed in 2022 to establish a competitive pay plan. The Town then chose a two-year implementation of the study to bring employee compensation in line with market by 2024. The 2nd phase will be implemented in 2024.
- 2) Administration: Due to widespread inflationary increase from vendors and contractors there is a significant overall increase in the 2024 cost from the 2023 budget.
- 3) Police: Inflationary costs from vendors for operational and capital equipment purchases.
- 4) Cemetery: The Cemetery expansion will be 85% complete in 2023. We are budgeting \$101,500 for 2024 to complete the expansion.



- 5) Parks Capital Improvements: The Town will complete a Parks Master Plan to address aging equipment, change in community demands and anticipated new growth. For 2024, \$214,500 is budgeted for parks maintenance equipment. For park development and improvements, we are budgeting a total of \$408,000 with \$330,000 reserved for Eaton Commons Park.
- 6) Buildings, Miscellaneous and Planning & Dev: The town has set aside funds for continuing maintenance for public buildings, planning, inspections, and engineering.



LIBRARY

Revenue

The County Assessor anticipates a 25% increase in property tax revenue totaling \$2.5 million. The proposed 2024 budget reflects operational expenses at approximately 70% of total revenue with notable new allocations to technology expenditures, outreach services and community assessments. Capital projects make up the remainder of the budget, with \$1.36 million rolled over from 2023 projects and the addition of \$308,000 for shelving, flooring, security, and lighting updates for 2024.

Expenditures

1) NEW SERVICES AND PROGRAMS

- Technology: \$5,500 for security cameras, \$15,000 for classroom laptops, \$6,900 for networking equipment
- Professional Services: \$50,000 for a feasibility study, \$30,000 for a community needs assessment.

- Acquisition of Equipment: \$19,000 for staff workstations
- Community Engagement: \$2,000 for volunteer supplies, shirts, and annual appreciation event
- Outreach: \$18,000 for bookmobile acquisition/RFP services.

2) EXPANSION OF EXISTING SERVICES AND PROGRAMS

- Makerspace: \$8,000 for "Memory Lab" to digitize and preserve VHS, film, and audio, \$2,560 for supplies
- The addition of .325 FTE and reclass for Technology Associate. Benefits: \$20,000 tuition reimbursement for staff.

3) CAPITAL IMPROVEMENT PROJECTS

- Roll Over of 2023 Capital Projects: Generator, Basement Repair and Remodel, Outreach Vehicle and Kiosk, Outdoor Children's Area \$1.36 million
- Flooring: restoration of hardwood flooring \$75,000
- Children's Shelving: update of shelving in the Children's Room \$50,000
- Lighting: replacement of lighting in main library area and addition of lighting in Children's Room \$50,000
- Security Access: installation of fob access on remaining entry/exits \$33,000.
- ADA Computer Lab: addition of tables and chairs in compliance with ADA \$20,000
- Seating Area: addition of furniture and newspaper stand to the main area \$30,000.
- Other: additional budget for capital improvement projects as they arise \$50,000

STREETS/TRANSPORTATION FUND

Revenue

- 1) \$2,650,000 grant money for the 1st Street scape project
- 2) Separate line item for 1% Streets sales tax.

Expenditures

- 1) Capital projects; Street repairs, alley pans and storm sewer. Christensen from Collins to south town limit \$1,055,000.
- 2) 1st Street scape project \$3,500,000. These are both CDOT & DOLA grant funds.
- 3) \$800,000 dedicated for pavement rehabilitation
- 4) CDGB grant for ADA ramps \$184,255.

WATER FUND

Revenue

- 1) In 2024 we are implementing the recommended rate increase provided by Raftelis.
- 2) Grant for water meter replacement \$730,000.

Expenditures

- 1) NISP Participation (Northern Integrated Supply Project).
- 2) Replace water meters \$1,447,850.
- 3) Total capital equipment and projects totaling 2,146,232.
- 4) North Weld County Water. These are going up 35% over the next several years.

SEWER

Revenue

- 1) In 2024 we are implementing a rate increase provided by Raftelis.

Expenditures

- 1) Increasing operations and maintenance costs due to industry inflationary costs.
- 2) Loan expense \$316,441
- 3) Budgeting capital projects \$119,370 and capital equipment \$15,000.

OTHER

- 1) Sanitation: Waste Management, there is a total \$4 admin fee included in revenue for Sanitation.
- 2) Irrigation Fund: The rates are Increasing per rate study recommendation from Raftelis.
- 3) Impact Fees: Funds for an impact fee study in 2024 to ensure growth pays for its proportionate share of impacts to the community infrastructure.



Eaton Town Board Agenda Item

TO: Board of Trustees
FROM: Faith Smith
DATE of MEETING: 12/14/2023
TITLE/SUBJECT: 2024 Budget

DESCRIPTION

Notes for 2024 Budget include changes since the last meeting and a few recaps. Attached is the line item detail.

SUMMARY

The past several months we have reviewed 2023 estimates received more data, quotes, and figures for 2024. This way the Town can address services, priorities, and challenges that may arise. We encompassed the strategic pillars and core strategies as the foundation for the budget.

KEY POINTS

Revenue

General Fund;

- We received record sales tax revenue in October \$446,955. Since this is probably a one time increase, we excluded the one-time payment in the 3% increase for 2024.
- Our mill levy is going from 5.658 to 4.746 per preliminary conversation with the State. Assessments will be coming out from the assessor's office on December 15th, we might need to change the mill levy certification. Even though the mill levy will temporarily be reduced for 2024 we will have a slight increase in property taxes, \$482,663 for 2023 to \$494,080 for 2024. There was a change by approximately \$150 less per email from the State.
- The town received 330K from XCEL in 2023 which is reserved for Eaton Commons Park in 2024.
- We received \$420,394.18 in 2023 for Severance and mineral tax;
 - \$30,000 was budgeted for the General Fund
 - \$50,000 was budgeted for the Street Fund



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- From that \$420,394.18, \$100,000 was recorded as revenue in the Street Fund and \$320,394 was recorded as revenue in the General Fund to help with the 2nd phase of the compensation study in 2024.
- Budgeting conservatively again because this is determined by the oil and gas production from year to year. For 2024 we are budgeting \$30,000 in the general fund and 50,000 in the Street Fund.
- Total revenue increase for 2024 of \$117,480 reviewed sales tax numbers for a more accurate estimate.

Library:

- High Plains Library District is estimating property tax received will be:
 - 2024 \$2,520,3307, a 25% increase
 - 2025 \$2,000,009 will be the same as 2023
 - 2026 & 2027 \$1,146,000 the same as 2022.
- No Changes since last presentation

Streets:

- Transportation sales tax ballot measure passed we are projecting revenue of only 10 months since we will not receive January's sales tax collection until March. After 2024 we are projecting for the entire year. We will be accounting for general sales tax and streets sales tax separately.
- 20% of the general sales tax will be transferred to the Street Fund.
- CDBG Grant \$155,000 for ADA ramps

Water, Sewer and Irrigation:

- There is a \$731,000 grant for water meter replacement.
- The rate study will be presented at the December meeting. Without a current rate structure, we are budgeting a 20% increase as a place holder for water, 12% for Sewer and 15% for Irrigation per recommendation from Raftelis.

Capital Equipment and Projects

General Fund:

- Projects for 2023 a few have been moved to 2024, no major changes.

Library:

- Some amounts have been adjusted with new quotes received. The capital projects increased by \$40,000 from previous meeting another project moving from 2023 to 2024
- List of total capital projects are:
 - Generator \$175,000

- ADA \$373,000
- Bathroom remodel
- Book mobile \$330,000
- Outdoor children's area
- Basement remodel \$210,000
- Computer lab
- Flooring
- Security access doors
- Children's room lighting and shelving
- \$55,500 for equipment which also includes staff workstations and furniture.

Streets:

- \$800,000 for pavement management was added for 2024 with the passing of the dedicated streets sales tax. CDBG ADA ramps \$184,255.
- Annual capital budget increasing to \$1.2M starting in 2025 because of the transportation sales tax.

Water:

- A place holder of \$352,949 for 8" PVC Cottonwood Ave between 5th St. and Highschool has been added to the capital spreadsheet.

Sewer:

- No major changes.

Expenses

General Fund:

- Moved some of the projects from 2023 to 2024.

Library:

- Increased and decreased a few account codes, no major changes.

Streets:

- No major changes for 2024.

Water:

- NISP has been decreased by 87,750 for 2024. Currently using costs increase for North weld water as 24% for 2024, will receive more Information. GIS mapping has been added \$40,000 to water. There is an executive session to discuss current participation in NISP. A total fund increase change of \$80,000.

Sewer:

- \$40,000 GIS mapping

Eaton Housing Authority:

- Since last presentation the numbers were examined and reviewed. Updated the estimates to reflect actuals for 2023 and analyzed prior numbers from previous years for the 2024 budget.



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2024 BUDGET SUMMARY

	Jan-01			
<u>FUND</u>	<u>BALANCE</u>	<u>BUDGET REVENUES</u>	<u>BUDGET EXPENDITURES</u>	<u>RESERVES</u>
GENERAL	\$4,343,364	\$5,734,588	\$6,578,277	\$3,499,675
LIBRARY	\$5,453,714	2,539,307	3,395,477	\$4,597,544
STREET	\$2,974,115	4,987,855	6,593,732	\$1,368,237
WATER	\$3,695,658	3,829,796	5,521,771	\$2,003,683
SEWER	\$756,648	1,057,621	1,113,784	\$700,485
SANITATION	\$166,653	631,858	626,490	\$172,021
IRRIGATION	\$166,490	202,400	138,341	\$230,549
IMPACT FEE	\$732,432	55,395	87,000	\$700,827
TOTALS	\$18,289,074	\$19,038,819	\$24,054,872	\$13,273,021

TOWN OF EATON

GENERAL FUND - REVENUES

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
TAXES:					
GENERAL PROPERTY TAXES	\$392,456	\$449,448	\$482,663	\$494,080	\$494,080
SALES TAX	2,275,400	2,621,077	2,778,194	4,033,492	4,154,497
FRANCHISE TAX - XCEL	128,487	144,675	190,000	150,000	150,000
FRANCHISE TAX - ATMOS	56,156	70,545	57,000	50,000	50,000
FRANCHISE TAX - OTHER	13,086	22,874	10,000	11,000	11,000
OCCUPATION TAX - CEN LINK	5,000	5,000	5,000	5,000	5,000
PENALTIES & INTEREST	0	0	0	0	0
TOTAL TAXES	\$2,870,585	\$3,313,619	\$3,522,857	\$4,743,572	\$4,864,577
LICENSES & PERMITS:					
LIQUOR LICENSES	\$1,403	\$1,353	\$2,900	\$1,500	\$1,500
ANIMAL LICENSES	65	500	100	380	380
CONTRACTOR LICENSES	2,350	3,575	3,900	3,500	3,500
BUSINESS LICENSES	1,565	3,014	3,025	3,000	3,000
TOTAL LICENSES & PERMITS	\$5,383	\$8,442	\$9,925	\$8,380	\$8,380
INTERGOVERNMENTAL:					
LOTTERY PROCEEDS	\$34,657	\$37,371	\$37,000	\$37,000	\$37,000
CIGARETTE TAX	10,395	6,830	6,700	5,800	5,800
MINERAL & SEVERANCE TAX	-	230,139	320,394	30,000	30,000
TOTAL INTERGOVERNMENTAL	\$45,052	\$274,340	\$364,094	\$72,800	\$72,800

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
CHARGES FOR SERVICES:					
GRAVE OPENINGS	\$31,500	\$35,750	\$18,200	\$29,192	\$29,192
CEMETERY ADMIN MISCELLANEOUS		200	1,060	120	120
SALE OF CEMETERY PLOTS	66,651	51,952	30,000	26,500	29,000
COLUMBARIUM			16,500	20,000	10,000
BUILDING PERMITS	230,578	128,201	70,000	100,000	100,000
PLANNING/DEV	765,862	219,638	77,000	90,000	90,000
TOTAL CHARGES	\$1,094,591	\$435,741	\$212,760	\$265,812	\$258,312

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
FINES:					
TRAFFIC & COURT FINES	\$365,196	\$293,533	\$258,000	\$294,000	\$294,000
TOTAL FINES	\$365,196	\$293,533	\$258,000	\$294,000	\$294,000

MISCELLANEOUS INCOME	\$65,953	\$35,010	\$139,000	\$30,000	\$30,000
INTEREST ON INVESTMENTS	1,601	10,367	45,483	4,000	4,000
CONTRIBUTIONS & GRANTS	73,861	96,108	40,000	20,000	20,000
RESERVED PROCEEDS			330,000		
TRANSFERS IN - OTHER	64,750	101,280	215,752	296,024	273,867
TOTAL MISCELLANEOUS	\$206,166	\$242,765	\$770,235	\$350,024	\$327,867

TOTAL CURRENT REVENUES	\$4,586,972	\$4,568,440	\$5,137,871	\$5,734,588	\$5,825,936
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JANUARY 1 BALANCES:

UNRESERVED	\$2,871,302	\$4,675,000	\$3,720,158	\$4,013,364	\$3,490,065
RESERVED		128,170	330,000	330,000	
RESERVED - SHELTON FUND	40,462	-		-	
TOTAL FUND BALANCES	\$2,911,764	\$4,803,170	\$4,050,158	\$4,343,364	\$3,490,065

TOTAL AVAILABLE FUNDS	\$7,498,736	\$9,371,610	\$9,188,029	\$10,077,952	\$9,316,001
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TOWN OF EATON

GENERAL FUND - ADMINISTRATION

	2021	2022	2023	2024	2025
EXPENDITURES:	ACTUAL	ACTUAL	ESTIMATES	BUDGET	PROJECTED
SALARIES	\$341,328	\$464,481	\$622,173	\$689,289	\$709,175
EMPLOYEE BENEFITS	93,289	107,574	146,818	160,837	163,167
MUNICIPAL JUDGE	14,300	15,600	-	-	
HR GENERALIST		83,134	79,800	82,194	84,660
EMERGENCIES	71,499				
ELECTIONS	-	15,065	5,500	25,200	-
OFFICE SUPPLIES	12,239	15,669	15,000	19,000	19,570
COMMUNICATIONS	10,961	10,035	11,000	11,550	11,897
OFFICE EXPENSES	17,892	23,815	29,000	25,000	25,750
MILEAGE REIMBURSEMENT		7,900	5,000	5,000	5,150
TRAINING & EDUCATION	4,556	11,283	20,000	20,000	20,600
TUITION REIMBURSEMENT		-	-	10,000	10,300
DUES AND SUBSCRIPTIONS	2,266	5,718	6,060	7,463	7,687
PUBLICATION EXPENSES	6,591	14,386	13,000	13,000	13,390
INSURANCE	74,078	52,005	87,000	140,000	144,200
IT		31,810	28,000	59,653	61,443
SOFTWARE	-	22,368	86,000	18,750	19,313
EMPLOYEE RECOGNITION / HR	5,587	14,190	12,000	17,000	17,510
PROFESSIONAL SERVICES	78,446	113,096	100,000	120,000	123,600
LEGAL FEES	70,519	96,956	94,000	98,700	101,661
BUILDING INSPECTIONS	159,185	139,760	52,500	75,000	77,250
OFFICE EQUIPMENT	18,450	5,379	10,000	55,250	4,840
TOTAL EXPENDITURES	\$981,185	\$1,250,224	\$1,422,851	\$1,652,886	\$1,621,161

TOWN OF EATON

GENERAL FUND - POLICE

EXPENDITURES:	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
SALARIES	\$ 892,162	\$ 1,056,492	\$ 1,224,468	\$ 1,328,065	\$ 1,331,117
POLICE STAFF OVERTIME GRANTS	-		10,000	13,000	13,390
EMPLOYEE BENEFITS	193,090	239,473	269,769	329,040	355,052
COURT OPERATING SUPPLIES		5,464	14,000	19,950	20,549
COURT EQUIPMENT		1,025	-	1,500	2,000
COURT TRANSLATOR			2,000	2,300	2,369
COURT PROSECUTOR		26,832	30,000	36,750	37,853
DEFENDANT COUNSEL				750	
JUDGE			17,000	20,000	20,600
CONSULTING FEE	100				
END OF SUMMER BASH		(1,065)	1,379		
CO RESPONDER PROGRAM			11,500	20,000	20,600
OFFICE SUPPLIES	9,490	12,205	6,000	13,000	13,390
UNIFORMS		8,703	15,000	10,500	10,815
OPERATING SUPPLIES	86,161	64,278	71,000	70,000	72,100
EFORCE E-TICKETING				30,067	3,233
LEXIPOL			26,198	10,140	
COMMUNITY POLICING			2,000	5,000	5,150
FUEL		35,309	37,000	39,000	40,170
IT		9,161	16,000	14,800	15,244
SPONSORSHIP		710	1,000		-
TELEPHONE/COMMUN	86,096	85,630	105,000	88,717	91,379
AUTOMOTIVE SERVICES	25,509	15,843	28,000	40,000	41,200
JAIL SERVICES			500	600	618
STAFF TRAINING	9,969	14,184	15,000	18,500	19,055
ANIMAL SHELTER	174	70	1,500	2,500	2,575
GIFT EXPENSES		1,497	1,000	1,500	1,545
FIREARMS RANGE			5,000	6,200	6,386
TASER/AXON			26,252	30,751	26,252
OFFICE EQUIPMENT	5,520	1,031	3,000	10,150	7,350
EQUIPMENT - OTHER	108,172	174,964	138,000	108,000	158,807
TOTAL EXPENDITURES	\$1,416,444	\$1,751,804	\$2,077,566	\$2,270,781	\$2,318,797

TOWN OF EATON

GENERAL FUND - CEMETERY

	2021	2022	2023	2024	2025
EXPENDITURES:	ACTUAL	ACTUAL	ESTIMATES	BUDGET	PROJECTED
SALARIES	\$ 95,027	\$ 93,219	\$ 121,700	\$ 160,902	\$ 165,729
EMPLOYEE BENEFITS	24,374	27,461	30,998	32,785	34,393
FUEL		4,789	4,000	5,000	5,400
IT		-	-	-	
OPERATING SUPPLIES	41,243	18,598	35,000	30,000	30,900
TRAINING		-	625	625	625
SOFTWARE		2,123	4,000	4,120	4,244
PROFESSIONAL SERVICES		-	-	5,000	5,000
UNIFORMS	170	916	1,200	750	
UTILITIES	7,435	9,280	10,000	11,000	11,330
REPAIRS & MAINTENANCE	9,318	5,276	2,000	12,000	
EQUIPMENT MAINTENANCE		334	7,000	7,000	7,210
FORESTRY & NURSERY	4,000	11,799	6,000	17,500	17,500
ACQUISITION OF EQUIPMENT	18,178	3,804	1,700	30,000	42,000
CEMETERY IMPROVEMENTS	18,309	160,907	600,000	101,500	
TOTAL EXPENDITURES	\$218,054	\$338,506	\$824,223	\$418,182	\$324,331

TOWN OF EATON

GENERAL FUND-PARKS

EXPENDITURES:	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
SALARIES	\$ 157,102	\$ 148,223	\$ 176,000	\$ 194,683	\$ 204,417
EMPLOYEE BENEFITS	26,571	26,749	28,747	33,198	35,376
FUEL		11,824	12,000	13,000	13,650
IT		0	0		0
OPERATING SUPPLIES	76,602	88,793	61,000	80,880	84,924
TRAINING		0	600	500	525
SOFTWARE		2,123	3,100	300	315
PROFESSIONAL SERVICES		0	21,000	25,000	26,250
SIGNS					0
UNIFORMS	303	938	\$900	\$2,250	2,363
UTILITIES	22,453	18,809	14,000	29,000	30,450
FORESTRY & NURSERY	180	4,253	25,000	22,000	23,100
EATON COMMONS WELL					0
REPAIRS AND MAINTENANCE		12,475	5,000	10,300	10,815
EQUIPMENT REPAIRS AND MAINTENANCE		2,965	35,000	30,000	31,500
TRAILS					0
ACQ OF MAINT EQUIP	70,778	65,011	48,000	214,500	
PARK DEVELOPMENT	18,686	109,485	1,000	408,000	225,000
TOTAL EXPENDITURES	\$372,676	\$491,649	\$431,347	\$1,063,611	\$688,685

TOWN OF EATON

GENERAL FUND - PUBLIC BUILDINGS

	2021	2022	2023	2024	2025
EXPENDITURES:	ACTUAL	ACTUAL	ESTIMATES	BUDGET	PROJECTED
CUSTODIAL SERVICES	\$ 10,979	\$ 17,484	\$ 29,480	\$ 30,954	\$ 31,883
OPERATING SUPPLIES	13,684	14,935	13,200	16,000	16,480
SOFTWARE		1,200			-
UTILITIES	19,968	27,361	29,000	26,000	26,780
REPAIRS & MAINTENANCE	30,287	27,861	33,000	32,000	32,960
EATON AREA HISTORICAL SOCIETY				20,315	20,924
BUILDING IMP/EQUIPMENT	1,907	-	95,000	14,000	14,000
TOTAL EXPENDITURES	\$76,825	\$88,840	\$199,680	\$139,269	\$143,027

TOWN OF EATON

GENERAL FUND - MISCELLANEOUS

	2021	2022	2023	2024	2025
EXPENDITURES:	ACTUAL	ACTUAL	ESTIMATES	BUDGET	PROJECTED
TREASURER'S FEES	\$4,254	\$5,864	\$6,000	\$7,000	\$7,210
ECONOMIC DEVELOPMENT	50,070	21,627	25,000	68,000	70,040
EQUIPMENT ACQUISITION		119	-		
TRANSFERS TO OTHER FUNDS				806,698	830,899
SHELTON FUND DISTRIBUTIONS	54,000	29,111	-		
MISCELLANEOUS	2,023	23,029	25,000	8,000	
TOTAL EXPENDITURES	\$110,347	\$79,750	\$56,000	\$889,698	\$908,149

TOWN OF EATON

GENERAL FUND - PLANNING / DEV

	2021	2022	2023	2024	2025
EXPENDITURES:	ACTUAL	ACTUAL	ESTIMATES	BUDGET	PROJECTED
PLANNER	\$ 54,495	\$ 121,005	\$ 34,000	\$ 78,750	\$ 81,113
LEGAL FEES	9,121	25,601	4,000	14,700	15,141
ENGINEERING	26,569	37,202	53,000	34,650	35,690
PROFESSIONAL SERVICES	24,247	49,643	72,000	15,750	16,223
TRANSFER TO STREET FUND		600,000			
CAPITAL IMPROVEMENTS			-	-	
TOTAL EXPENDITURES	\$114,431	\$833,452	\$163,000	\$143,850	\$148,166

TOWN OF EATON

LIBRARY FUND - 2024 BUDGET

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
REVENUES:					
PROPERTY TAXES	\$ 1,505,959	\$ 1,146,769	\$ 2,000,145	\$ 2,520,307	\$ 2,000,009
FEES/MISC	543	2,297	800	500	500
ART		19,378	385	0	
INTEREST		11,498	50,000	8,000	8,000
GRANT		3,811	15,000	10,000	
DONATIONS/GIFTS	1,611	9,823	325	500	500
TOTAL CURRENT REVENUE	\$1,508,113	\$1,193,577	\$2,066,655	\$2,539,307	\$2,009,009
JANUARY 1 BALANCE:	<u>3,874,461</u>	<u>4,424,317</u>	<u>4,758,093</u>	<u>5,453,714</u>	<u>4,597,544</u>
TOTAL AVAILABLE FUNDS	\$5,382,574	\$5,617,894	\$6,824,748	\$7,993,021	\$6,606,553
EXPENDITURES:					
SALARIES	\$ 331,023	\$ 409,017	\$ 586,480	\$ 742,341	\$ 725,471
EMPLOYEE BENEFITS	52,151	91,384	167,839	222,918	208,111
EMERGENCIES	42				
TECHNOLOGY		98	18,000	49,000	50,470
TRANSFERS		14,430	31,740	79,618	79,145
PROFESSIONAL SERVICES/CONTRACT SERVICES	29,566	61,721	85,000	170,200	178,710
OPERATING SUPPLIES	7,880	15,492	22,000	22,400	23,072
PUBLIC RELATIONS	2,996	10,110	11,500	15,000	15,450
POSTAGE	55	10	-	-	-
COMMUNITY ENGAGEMENT			10,000	22,000	22,660
GIFTS AND EXPENSES	-	1,836	2,500	5,000	5,150
MILEAGE REIMBURSEMENTS		437	900	1,000	1,030
FUEL				3,000	3,090
TRAINING/TRAVEL/MEETINGS	2,576	5,059	20,000	36,500	37,595
SUMMER READING PROGRAM			20,000	20,000	20,600
LIBRARY PROGRAMS	14,105	36,040	44,000	50,000	51,500
MAKERSPACE	14,333	28,394	18,000	30,000	30,900
INSURANCE	14,959	9,991	11,000	22,000	22,660
COMMUNICATION/ TELEPHONE/DSL	4,604	5,034	4,400	5,000	5,150
UTILITIES	13,366	9,671	15,200	23,000	23,690
REPAIRS & MAINTENANCE	6,341	19,521	38,500	58,000	59,740
PRINT	12,541	24,469	35,000	54,000	55,620
MEDIA	2,536	6,375	17,500	28,000	28,840

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
ART EXPENSE SPECIAL PROJECTS		21,192	10,225	-	-
PERIODICALS	4,091	1,728	4,000	5,000	5,150
1000 BOOKS BEFORE KINDERGARTEN			10,000	8,000	8,240
ACQ OF EQUIPMENT	130	20,279	35,000	55,500	57,165
CAPITAL IMPROVEMENTS	444,963	67,516	152,250	1,668,000	160,000
TOTAL EXPENDITURES	\$958,257	\$859,801	\$1,371,034	\$3,395,477	\$1,879,209
ENDING BALANCE	\$4,424,317	\$4,758,093	\$5,453,714	\$4,597,544	\$4,727,344

TOWN OF EATON

STREET FUND - 2024 BUDGET

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
REVENUES:					
SALES TAX GENERAL	\$ 975,168	\$ 1,123,317	\$ 1,190,655	\$ 806,698	\$ 830,899
SALES TAX STREETS				1,044,270	1,305,337
"B" & "D" TAX	19,769	26,700	20,000	20,000	20,000
MOTOR VEHICLE FEES	54,620	18,958	22,300	21,000	21,000
HIGHWAY USERS TAX	199,257	190,510	188,983	190,725	185,114
COUNTY ROAD & BRIDGE	54,421	53,142	36,000	36,000	54,000
RIGHT OF WAY PERMITS			2,900	3,000	1,500
EASEMENTS			274,173		
MISCELLANEOUS	50,162	110,000	100,000	50,162	50,162
INTEREST	-	5,703	25,000	11,000	6,000
ROUNDBOUT REIMBURSEMENT WELD	1,800,000	600,000			
GRANTS	721,122	721,122	110,000	2,805,000	
TOTAL CURRENT REVENUES	\$3,874,520	\$2,849,452	\$1,970,010	\$4,987,855	\$2,474,012
JANUARY 1 BALANCE	1,007,341	3,327,704	2,312,813	2,974,115	1,368,237
TOTAL AVAILABLE FUNDS	\$4,881,861	\$6,177,156	\$4,282,824	\$7,961,970	\$3,842,250
EXPENDITURES:					
SALARIES	\$92,059	\$122,745	\$139,000	\$155,439	\$160,103
EMPLOYEE BENEFITS	14,329	27,823	30,069	44,404	46,263
FUEL		7,198	9,000	9,450	9,734
IT		146	330	400	412
Sales tax initiative			66,000		
OFFICE SUPPLIES		110	110	200	206
OPERATING SUPPLIES	39,229	55,961	40,000	45,000	46,350
TRAINING		90	500	500	550
INSURANCE	8,683	17,898	7,400	10,634	11,485
SOFTWARE		2,123	3,000		0
PROFESSIONAL SERVICES	67,510	72,885	30,000	89,450	
ENGINEERING FEES	280,623	36,726	100,000	45,000	
PAVEMENT DATA COLLECTION		44,891	4,000		
SNOW REMOVAL (CONTRACT)	4,225	630	700	3,000	3,000
UNIFORMS	260	1,297	1,500	1,000	1,000
UTILITIES		-613	600	1,000	1,080
STREET LIGHTING	105,926	165,996	126,000	170,000	183,600
VEHICLE MAINTENANCE		0			
REPAIRS AND MAINTENANCE			20,000	20,000	
EQUIPMENT MAINTENANCE	11,362	19,787	40,000	35,000	36,050
SIGNS	35,091	6,793	18,000	25,000	25,750
PATCHING/CRACK FILLING	101,215	50,540	170,000	150,000	154,500
STREET CAPITAL IMPROVEMENTS	775,782	212,974	70,000	2,139,255	1,200,000
ROUNDBOUT		2,996,663	55,000		
1ST STREET SCAPE		1,348	237,500	3,500,000	
EQUIPMENT ACQUISITION	5,859	9,430	50,000	89,000	
SIDEWALK-VALLEY PANS	9,150	8,900	30,000	30,000	30,000
STORM SEWER	2,854	2,003	60,000	30,000	30,000
TOTAL EXPENDITURES	\$1,554,157	\$3,864,342	\$1,308,709	\$6,593,732	\$1,940,082
ENDING BALANCE	\$3,327,704	\$2,312,813	\$2,974,115	\$1,368,237	\$1,902,167

TOWN OF EATON

WATER FUND - 2024 BUDGET

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
REVENUES:					
METERED SALES	\$2,242,623	\$2,552,567	\$2,260,000	\$3,063,080	\$3,675,696
BULK WATER					
WATER RENTAL			67,600		
WATER TAP FEES	264,300	58,100	-	34,316	34,316
INTEREST REVENUE	16	8,433	32,000	1,000	1,000
GRANTS/ CONTRIBUTIONS			25,000	731,000	
BACKFLOW			2,000		
MISCELLANEOUS	127,758	81,024	275	400	
TOTAL CURRENT REVENUES	\$2,634,697	\$2,700,124	\$2,386,875	\$3,829,796	\$3,711,012
JANUARY 1 BALANCE	3,416,068	3,885,892	4,141,732	3,695,657	2,003,683
TOTAL AVAILABLE FUNDS	\$6,050,765	\$6,586,016	\$6,528,607	\$7,525,454	\$5,714,695

EXPENDITURES:					
SALARIES	\$85,524	\$177,000	\$134,132	\$156,095	\$146,358
EMPLOYEE BENEFITS	16,803	47,359	34,078	39,176	41,390
FUEL		5,036	4,000	5,100	5,610
IT		7,924	12,000	10,242	10,549
OFFICE SUPPLIES	2,280	2,138	3,000	4,200	4,620
OPERATING SUPPLIES	20,885	36,674	83,000	97,000	101,850
MISCELLANEOUS	59,168	1,604	1,700	1,700	7,500
TRAINING		135	1,500	1,500	1,545
SOFTWARE		2,123	3,000		
PROFESSIONAL SERVICES	96,213	167,971	180,000	210,120	180,000
ENGINEERING		7,872	21,000	14,000	14,000
BACKFLOW PREVENTION			4,000	5,000	5,000
UNIFORMS	170	600	800	750	773
UTILITIES	17,855	16,795	17,800	18,000	19,000
REPAIRS & MAINTENANCE	120,567	26,409	20,000	30,000	40,000
EQUIPMENT MAINTENANCE			5,000		
INSURANCE	20,439	16,923	16,000	25,194	27,210
WATER ASSESSMENTS	84,668	86,896	100,000	100,000	103,000
NWCWD PURCHASES					
Plant Investments		0	0	353,000	
NWCWD PURCHASES					
Water Purchases	860,200	950,860	850,000	1,244,872	1,556,090

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
WATER PURCHASES water bank		0	0	0	0
DEPRECIATION EXPENSE		0			
LOAN EXPENSE (P&I)	186,306	186,281	155,233	0	0
NISP PROJECT	481,756	617,500	751,270	887,250	474,500
WATER PLANT					
AGREEMENT/AUTHORITY			50,000	10,000	
SCADA SYSTEM	51,197	30,545	3,000	1,600	1,700
EQUIPMENT		0	46,430	77,000	0
CAPITAL PROJECTS	34,841	18,141	250,000	2,069,232	607,092
TRANSFERS OUT - ADMIN	26,000	37,500	86,006	160,740	137,035
TOTAL EXPENDITURES	\$2,164,873	\$2,444,284	\$2,832,949	\$5,521,771	\$3,484,821
ENDING BALANCE	\$3,885,892	\$4,141,732	\$3,695,657	\$2,003,683	\$2,229,874

TOWN OF EATON

SEWER FUND-2024 BUDGET

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
REVENUES:					
SEWER SERVICE CHARGES	\$829,785	\$853,949	\$935,822	\$1,048,121	\$1,173,895
SEWER TAP FEES	80,959	14,095	0	6,000	30,000
INTEREST & MISC	74	2,886	11,000	3,500	3,500
TOTAL CURRENT REVENUES	\$910,818	\$870,930	\$946,822	\$1,057,621	\$1,207,395
 JANUARY 1 BALANCE	 <u>1,925,636</u>	 <u>1,760,453</u>	 <u>1,318,366</u>	 <u>756,648</u>	 <u>700,485</u>
TOTAL AVAILABLE FUNDS	\$2,836,454	\$2,631,383	\$2,265,188	\$1,814,269	\$1,907,880
 EXPENDITURES:					
SALARIES	\$81,526	\$147,310	\$121,232	\$132,575	\$136,552
EMPLOYEE BENEFITS	13,724	34,354	27,118	36,266	38,309
FUEL		3,941	2,300	3,000	3,240
IT		7,761	10,246	10,246	10,553
OFFICE SUPPLIES	2,171	3,897	4,000	4,100	4,223
OPERATING SUPPLIES	32,388	20,288	30,000	40,000	41,200
NPDES PERMIT FEES	4,630	4,630	5,245	5,245	5,245
TRAINING		1,489	1,500	1,500	1,545
INSURANCE	29,478	12,638	21,715	25,000	27,000
SOFTWARE		2,123	3,000		
PROFESSIONAL SERVICES	47,498	319,138	209,885	110,120	113,424
ENGINEERING	67,839	40,124	15,000	15,000	15,450
UNIFORMS	170	910	1,200	750	1,000
UTILITIES	81,346	70,681	87,000	90,000	97,200
REPAIRS & MAINTENANCE	119,835	99,888	150,000	150,000	154,500
EQUIPMENT MAINTENANCE		2,275	6,000	6,000	6,180
SCADA SYSTEM	93,663	42,079	6,000	1,600	1,700
EQUIPMENT PURCHASES	8,861	1,100	74,430	15,000	75,000
CAPITAL PROJECTS	154,474	145,226	332,500	119,370	750,000
TRANSFERS OUT - ADMIN	26,000	37,500	86,006	31,570	32,866
LOAN EXPENSE (P&I)	312,398	315,668	314,163	316,441	312,915
TOTAL EXPENDITURES	\$1,076,001	\$1,313,017	\$1,508,540	\$1,113,784	\$1,828,103
 ENDING BALANCE	 \$1,760,453	 \$1,318,366	 \$756,648	 \$700,485	 \$79,777

TOWN OF EATON

SANITATION FUND-2024 BUDGET

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
REVENUES:					
TRASH COLLECTION FEES	\$520,806	\$564,504	\$612,546	\$631,858	\$650,814
JANUARY 1 BALANCE	<u>197,367</u>	<u>158,857</u>	<u>152,857</u>	<u>166,652</u>	<u>172,020</u>
TOTAL AVAILABLE FUNDS	\$718,173	\$723,361	\$765,403	\$798,511	\$822,834
EXPENDITURES:					
OFFICE SUPPLIES	\$1,194	\$1,351	\$2,700	\$2,000	\$2,060
MISCELLANEOUS	3,512	2,706	100	\$3,000	\$3,090
INSURANCE	600	600	1,395	\$1,510	\$1,631
PROFESSIONAL SERVICES	25,149	25,887	24,100	\$26,120	\$26,904
SPRING CLEAN UP AND LEAF PICK UP		6,231	34,000	\$31,000	\$31,930
CAPITAL PROJECTS	1,379	0	0	\$0	\$0
TRANSFERS OUT -	12,000	12,000	12,000	\$24,096	\$24,822
PAYMENTS TO CONTRACTOR	515,483	521,730	\$524,456	\$538,764	554,927
TOTAL EXPENDITURES	\$559,316	\$570,505	\$598,751	\$626,490	\$645,363
ENDING BALANCE	\$158,857	\$152,857	\$166,652	\$172,020	\$177,471

TOWN OF EATON

IRRIGATION FUND - 2024 BUDGET

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
REVENUES:					
IRRIGATION FEES	\$131,636	\$153,245	\$176,000	\$202,400	\$232,760
TOTAL CURRENT REVENUE	131,636	153,245	176,000	202,400	232,760
JANUARY 1 BALANCE	278,899	338,730	189,656	166,490	230,549
TOTAL AVAILABLE FUNDS	\$410,535	\$491,975	\$365,656	\$368,890	\$463,309
EXPENDITURES:					
OFFICE SUPPLIES	\$569	\$364	\$1,000	\$820	\$845
15% FTE				8,100	8,343
OPERATING SUPPLIES	719	1,319	1,100	1,080	1,112
MISCELLANEOUS		69	-		
INSURANCE	1,250	(1,132)	1,066	1,151	1,243
PROFESSIONAL SERVICES	17,522	63,029	85,000	87,590	90,218
UTILITIES	24,059	17,013	23,000	28,000	28,000
REPAIRS & MAINTENANCE	27,686	6,780	5,000	10,000	20,000
DEPRECIATION EXPENSE					
SCADA SYSTEM		10,395	3,000	1,600	1,700
CAPITAL PROJECTS	-	204,484	80,000	-	265,338
TOTAL EXPENDITURES	\$71,805	\$302,319	\$199,166	\$138,341	\$416,799
ENDING BALANCE	\$338,730	\$189,656	\$166,490	\$230,549	\$46,510

TOWN OF EATON**SPECIAL REVENUE FUND - 2024 BUDGET**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
REVENUES:					
POLICE IMPACT FEES	\$7,074	\$688	\$0	\$688	\$709
MUNI FACILITIES & EQUIP	6,660	2,220	-	2,220	2,287
COMMUNITY PARK FEES	2,286	762	-	762	785
NEIGHBORHOOD PARK FEES	5,175	1,725	-	1,725	1,777
INTEREST	-				
USE TAX	124,985	81,329	27,000	50,000	51,500
TOTAL CURRENT REVENUE	\$146,180	\$86,724	\$27,000	\$55,395	\$57,057
JANUARY 1 BALANCE:	<u>976,869</u>	<u>918,835</u>	<u>858,556</u>	<u>732,432</u>	<u>700,827</u>
TOTAL AVAILABLE FUNDS	\$1,123,049	\$1,005,559	\$885,556	\$787,827	\$757,884
EXPENDITURES:					
POLICE FACILITIES/EQUIP	\$15,915	\$5,593	\$0	\$10,000	\$10,000
MUNI FACILITIES/EQUIP	0	0	0	10,000	2,000
COMMUNITY PARK	2,870	0	0	5,000	0
NEIGHBORHOOD PARKS	23,969	0	143,124	2,000	0
USE TAX EXPENSES	161,460	141,410	10,000	60,000	30,000
TOTAL EXPENDITURES	\$204,214	\$147,003	\$153,124	\$87,000	\$42,000
ENDING BALANCE	\$918,835	\$858,556	\$732,432	\$700,827	\$715,884

EATON HOUSING AUTHORITY

2024 BUDGET

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATES	2024 BUDGET	2025 PROJECTED
REVENUES:					
TENANT RENTS	\$245,820	\$197,070	\$238,779	\$245,942	\$253,320
HUD SUBSIDIES	266,218	252,541	251,098	258,631	266,390
INTEREST INCOME	181	399	1,600	800	800
LAUNDRY & MISC	3,436	1,997	1,000	800	800
SUBTOTAL	515,655	452,008	492,477	506,173	521,310
JANUARY 1 BALANCE	803,467	869,708	795,529	854,175	859,070
TOTAL AVAILABLE FUNDS	\$1,319,122	\$1,321,716	\$1,288,006	\$1,360,348	\$1,380,380
EXPENDITURES:					
O & M EXPENSES					
SALARIES	\$137,475	\$187,577	\$130,496	\$136,900	\$141,007
MAINTENANCE SUPPLIES	20,000	10,090	1,489	700	721
FUEL		333	100	1,419	1,462
MAINTENANCE CONTRACTS	74,000	45,592	4,934	5,695	5,866
SNOW REMOVAL	8,000	6,600	10,578	8,000	8,240
AUTOMOTIVE SERVICES		1,059			-
REPAIRS AND MAINTENANCE		0	17,693	18,000	18,540
MILEAGE REIMBURSEMENT		492			-
GROUNDS MAINTENANCE	14,000	20,346	4,506	5,200	5,356
CAPITAL IMPROVEMENTS	24,000	4,743	6,785	-	-
CAPITAL EQUIPMENT	25,000	15		10,918	11,246
TOTAL O & M EXPENSES	\$302,475	\$276,846	\$176,581	\$186,832	\$192,437
UTILITY EXPENSES					
ELECTRICITY	\$36,000	\$34,349	\$37,230	40,208	41,414
WATER	21,500	14,309	17,721	19,139	19,713
SEWER		9,699	21,095	22,783	23,466
GAS	20,600	16,180	33,992	36,711	37,812
TRASH REMOVAL	3,106	2,990	3,604	3,712	3,824
TELEPHONE	670	2,421	5,433	5,729	5,901
TOTAL UTILITY EXPENSE	\$81,876	\$79,949	\$119,075	\$128,282	\$132,130

2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ESTIMATES</u>	2024 <u>BUDGET</u>	2025 <u>PROJECTED</u>
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ADMINISTRATIVE EXPENSES

SHO FEES			\$7,200	\$7,416	\$7,638
Management Fees		18,421	32,714	34,798	35,842
Consulting Fees		-		19,776	20,369
ACCOUNTING			5,040	5,040	5,191
ACCOUNTING TECHNICIAN		-		-	-
PROFESSIONAL SERVICES	13,000	59,834	38,893	21,000	21,630
OFFICE SUPPLIES	500	7,424	1,545	1,000	1,030
EMPLOYEE BENEFITS	29,563	53,669	19,588	56,352	58,043
IT	1,500	632	4,587	4,400	4,532
OTHER ADMIN EXPENSES	2,600	12,771	13,260	15,967	16,446
TRAINING/TRAVEL		365	1,467	2,322	2,392
OFFICE EQUIPMENT	2,000	-		1,092	1,125

TOTAL ADMIN EXPENSES	\$49,163	\$153,115	\$124,295	\$169,164	\$174,238
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INSURANCE EXPENSE

WORKER'S COMPENSATION	\$4,000	-\$24		\$0	
PROPERTY & LIABILITY	11,900	16,301	13,880	17,000	17,510

TOTAL INSURANCE EXPENSE	\$15,900	\$16,277	\$13,880	\$17,000	\$17,510
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TOTAL EXPENDITURES	\$449,414	\$526,187	\$433,831	\$501,277	\$516,316
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ENDING FUND BALANCE	\$869,708	\$795,529	\$854,175	\$859,070	\$864,065
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TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-17

**RESOLUTION ADOPTING AN AMENDED
CONSOLIDATED TOWN FEE SCHEDULE**

WHEREAS, the Town of Eaton, Colorado ("Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, the Town Board has authority to establish a schedule of the fees, rates and charges levied and assessed for municipal services in the Town; and

WHEREAS, the Town Board previously adopted a consolidated schedule of fees, rates and charges, known as the Town Fee Schedule; and

WHEREAS, based on the recommendation of Town staff and based on an increase in the trash and recycling fee imposed by Waste Management of Colorado, Inc., a Colorado corporation, from \$26.03 to \$26.69 per month, the Town Board desires to amend the Town Fee Schedule; and

WHEREAS, the Town Board finds that the fees, rates and charges set forth in the Town Fee Schedule, attached hereto and incorporated herein by reference as Exhibit A, are equitable and just, and desires to adopt the Town Fee Schedule as amended herein; and

WHEREAS, the Town Board finds that adoption of this Resolution is in the best interests of the Town.

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

1. The Town Board hereby adopts the Town Fee Schedule attached hereto and incorporated herein by reference as Exhibit A.

2. The fees, rates and charges set forth in the Town Fee Schedule may be amended or supplemented from time to time by resolution or ordinance of the Town Board. If any of the fees, rates or charges are subsequently modified, or additional fees, rates or charges are added by separate resolution or ordinance, the Town Clerk is directed to modify the Town Fee Schedule accordingly to reflect the updated fees, rates or charges.

3. The fees, rates and charges set forth in the Town Fee Schedule shall supersede and replace any fees, rates or charges previously set or adopted by the Town Board for the same purpose. However, the same shall not be deemed to release, extinguish, alter, modify or change in whole or in part any liability which shall have been previously incurred, and the superseded or

replaced provisions shall be treated and held as remaining in full force and effect for the purpose of sustaining any judgment, decree, order or lien.

4. If any section, paragraph, clause or provision of this Resolution shall for any reason be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other remaining provisions of this Resolution.

5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, SIGNED, APPROVED, AND ADOPTED this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott Moser, Mayor



Waste Management
5500 S. Quebec St.
Suite 250
Greenwood Village, CO 80111
720-413-5511

August 29, 2023

Mr. Wesley LaVanchy
Town Administrator
Town of Eaton
223 1st Street
Eaton, CO 80615

RE: Annual Rate Increase

Dear Mr. LaVanchy,

It has been a pleasure serving the residents of Eaton. Waste Management ("WM") sincerely values your patronage and looks forward to continuing our partnership. This letter serves as notification of the contractual annual price increase per Section 4.c. of the Restated Solid Waste Services Agreement as amended.

Based on the current methodology outlined in the Restated Solid Waste Services Agreement, Sections 4.c., as amended, and the Second Amendment to Solid Waste Services Agreement, Section 1, the rates will be adjusted effective October 1, 2023 as outlined below:

Summary of Adjustments:

- **CPI - Annual Rate Increase.** Rates shall be automatically adjusted by a percentage equal to the annual percent change in the average Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services ("CPI"), as published by the Bureau of Labor Statistics, for the 12-month period ending the previous June 30 (compared to the average CPI for the next previous 12-month period ending June 30), or by three percent (3%), whichever is less. This percentage increase will be applied to all service components in the rate exhibit. As of June 30, 2023, CPI was 5.2%. The Town's Annual CPI Rate Increase will be 3%.

Attached is the Rate Exhibit and CPI indexes which demonstrates how we calculated the annual adjustments.

Our goal continues to be to provide the highest quality, environmentally responsible service to the Town of Eaton. If you have any additional questions, I can be reached at 720-413-5511.

Sincerely,

Curtis E. Gardner
Public Sector Solutions Manager
cgardne7@wm.com

Town of Eaton– Rate Exhibit



Waste Management
5500 S. Quebec St.
Suite 250
Greenwood Village, CO 80111
720-413-5511

EXHIBIT A

EFFECTIVE: DECEMBER 2023

Service	Current Rate	3% Increase	CPI Total	Frequency
Consolidated, household rate for 96-gallon Refuse Cart and 96-gallon Recyclables Cart ("Household Rate")	\$ 22.03	\$ 0.66	\$ 22.69 <i>\$ 26.69 + 4.00</i>	RESIDENT FEE ADMIN FEE per month <i>TOWN COST</i>
Additional Refuse or Recyclables Cart ("Additional Container Rate")	\$ 5.64	\$ 0.17	\$ 5.81	per month per container
Annual Staged Neighborhood Roll-Off Event	No charge to Town for hauling; Town pays for disposal			
Annual Curbside Cleanup Event	\$ 142.51	\$ 4.28	\$ 146.79	per hour per vehicle; Town pays for disposal
Pay ahead special collection of Bulky Waste	\$ 45.59	\$ 1.37	\$ 46.96	per collection
Pay ahead special collections of Refuse extra bags ("Extra Bag Rate")	\$ 3.99	\$ 0.12	\$ 4.11	per bag
Contamination Fee	\$ 28.50	\$ 0.86	\$ 29.36	per container per incident
Overage Fee	\$ 28.50	\$ 0.86	\$ 29.36	per container per incident
Re-delivery of Recyclables container	\$ 28.50	\$ 0.86	\$ 29.36	per container

CPI for All Urban Consumers (CPI-U) Original Data Value

Series Id: CUUR0000SEHG, CUUS0000SEHG
Not Seasonally Adjusted
Series Title: Water and sewer and trash collection services in
Area: U.S. city average
Item: Water and sewer and trash collection services
Base Period: DECEMBER 1997=100
Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203		
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414		
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386		
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745		
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842		
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204	234.760	239.509
2019	241.606	242.011	242.611	243.490	243.774	244.322	244.943	245.549	245.903	246.741	247.364	247.567	242.969	246.345
2020	248.846	249.751	250.359	250.673	250.921	251.435	252.401	253.974	254.266	254.781	255.650	256.456	250.331	254.588
2021	257.722	258.763	259.204	259.581	259.542	260.400	261.706	262.810	263.747	264.278	264.580	265.365	259.202	263.748
2022	268.128	269.521	269.621	270.419	270.844	271.925	273.097	274.984	276.759	276.892	277.824	278.464	270.076	276.337
2023	281.461	283.663	284.166	285.052	286.322	287.457							284.687	

July - 2022 through June - 2023 Total	3366.141
July - 2021 through June - 2022 Total	3202.944
Change in 12-Month CPI Measure	163.197
Percent Change in 12-Month CPI	5.1%

EXHIBIT A TOWN OF EATON FEE SCHEDULE

(All fees are subject to change.)		ITEM(S) INCREASED		Page 1
<u>ANIMAL LICENSES</u>				Fees
Dog Fertile - 1 year	annual			\$10.00
Dog Neutered/Spayed - 1 year	annual			\$5.00
Chicken Permit	one time fee			\$10.00
<u>AUCTION LICENSE</u>				Fees
Regular auction room/business license	1 year			\$50.00
General license	6 months			\$30.00
One day or more	Per day			\$25.00
<u>BULK WATER</u>				
	Billed monthly			Fees
Water Station	per 1,000 gallons			\$15.37
Hydrant Meter Rental	per 1,000 gallons			\$15.37
	per day			\$11.00
<u>BUSINESS LICENSE</u>				Fees
New Application	yearly			\$20.00
Renewal Application	yearly			\$20.00
<u>FACILITY RENTALS</u>				
Park Pavilions ~ City Park & Town Square	Deposit Fees			Fee
Without Electricity	\$0.00			No charge
With Electricity	\$0.00			\$10.00
<u>NOTARY SERVICE FEE</u>				Fee
Notarize documents	per document			\$5.00
<u>NSF FEE</u>				Fee
Non sufficient funds	per occurrence			\$25.00
<u>REPRODUCTIONS OF BUSINESS ITEMS</u>				Fees
Copies (8.5x11)	page			\$0.25
Voice Recorded Tapes	per tape			\$10.00
Verbatim Transcripts	per page			\$15.00
<u>REPORTS AND PUBLICATIONS</u>				Fees
Budget	each			\$10.00
Audit	each			\$10.00
Zoning Ordinance	each			\$10.00
Construction Standards	each			\$10.00
Subdivision Regulations	each			\$5.00
Comprehensive Plan	each			\$10.00
City Maps	per map			\$0.50
<u>STREET VENDOR LICENSE</u>				Fee
License	yearly			\$25.00

ANNEXATION, SUBDIVISION/PUD & ZONING FEE		Ordinance No. 600 & 601		Page 2
BUILDING DEPARTMENT FEES				
Valuations will be based on provided labor and material costs or the most current ICC BVD Data table to get an accurate value. Use tax will be calculated based on 50% of the calculated cost or provided material cost whichever is greater.				
BUILDING PERMIT FEES		PERMIT FEE		PLAN REVIEW FEE
RESIDENTIAL CONSTRUCTION		APPENDIX L 2018 IRC		65% OF PERMIT FEE
NON-RESIDENTIAL CONSTRUCTION		APPENDIX L 2018 IRC		65% OF PERMIT FEE
MANUFACTURE HOMES (IRC)		APPENDIX L 2018 IRC		65% OF PERMIT FEE
RESIDENTIAL - MOVED BUILDINGS		APPENDIX L 2018 IRC		65% OF PERMIT FEE
SIGN		APPENDIX L 2018 IRC		65% OF PERMIT FEE
RESIDENTIAL - REPEAT MASTER PLAN REVIEW FEE				\$200.00
RESIDENTIAL - MASTER PLAN REVIEW ONLY PERMIT		APPENDIX L 2018 IRC		65% OF PERMIT FEE
OVER THE COUNTER ONE-STOP FEES ~ RESIDENTIAL				Fees
AIR CONDITIONING				\$125.00
FURNACE REPLACEMENT				\$125.00
DEMOLITION				\$125.00
GAS METER/GAS TEST				\$125.00
HOT WATER HEATER				\$125.00
REROOF				\$125.00
OTHER/MISC FEES				Fees
BACK FLOW PERMIT FEE (Commercial or Multi Units)		YEARLY		\$75.00
INVESTIGATION/VIOLATION FEE				2 X PERMIT FEE
PRE-MOVE INSPECTION FEE				\$300.00
RE-INSPECTION FEE (PER INSPECTION)				\$85.00
WATER AND SEWER INSPECTION				\$100.00
ELECTRICAL PERMIT FEES				Fees
RESIDENTIAL CREATING NEW LIVING SPACE - BASED ON SQUARE FOOTAGE				
0 TO 1000 SF				\$200.00
1001 TO 1500 SF				\$250.00
1501 TO 2000 SF				\$300.00
OVER 2000 SF				\$300.00 + \$15.00 FOR EACH ADDITIONAL 100 SF
ALL OTHER - BASED ON VALUATION				Fees
\$1.00 TO \$2,000.00				\$100.00
OVER \$2,000.00				\$200.00 + \$10.00 FOR EACH ADDITIONAL \$1,000.00
ALL OTHER - BASED ON VALUATION				Fees
RE-INSPECTION FEE				\$85.00
TEMPORARY CONSTRUCTION METER				\$85.00
PERMANENT METER INSPECTION				\$85.00
RESIDENTIAL SOLAR INSTALLATION				\$500.00
COMMERCIAL SOLAR INSTALLATION <2MW				\$1,000.00

BUILDING DEPARTMENT FEES CONTINUED				Page 3
ALL OTHER - BASED ON VALUATION CONTINUED				
COMMERCIAL SOLAR INSTALLATION > 2MW				\$1,000.00 + NON-RESIDENTIAL
				ELECTRICAL FEE + 65% PLAN REVIEW FEE
ELECTRICAL PLAN REVIEW				Fees
RESIDENTIAL	OF ELECTRICAL PERMIT FEE			65%
NON-RESIDENTIAL	OF ELECTRICAL PERMIT FEE			65%
ELECTRICAL PERMIT FEES WILL BE ADDED TO ALL PERMITS WHERE ELECTRICAL WORK IS INVOLVED.				
ADMINISTRATION FEES		Res. No. 2022-13		Fees
CONTRACTOR FEE		PER YEAR		\$50.00
PLUMBERS AND ELECTRICIANS ARE EXEMPT FROM CONTRACTOR FEE				
OVER THE COUNTER ONE-STOP ADMIN FEE				\$25.00
RESIDENTIAL ADMIN FEE				\$50.00
NON-RESIDENTIAL ADMIN FEE				\$50.00
CREDIT/DEBIT CARD PERMIT PAYMENT	OF PERMIT TOTAL			3%
ACH CHECK PAYMENT	PER TRANSACTION			\$1.25
Sprinkler System Permit				Fee
Potable Water Only				\$15.00
IMPACT FEES*				
*Legislatively adopted but set forth here on this schedule for easy reference.				
Town Impact Fees ~ Residential				Fees
Community Park				\$254.00
Neighborhood Park				\$575.00
Police				\$131.00
Municipal & Equipment				\$740.00
School Impact Fees ~ Residential				Fees
Single family detached home				\$2,253.00
Single Family Attached residential unit				\$1,149.00
Multifamily residential - per unit				\$612.00
IMPACT FEES*				
*Legislatively adopted but set forth here on this schedule for easy reference.				
Police Impact Fees ~ Commercial				Fees
<i>Development Type</i>	Fee/1,000 sq ft			
Com/Shop Ctr 75,000 SF or less				\$295.00
Com/Shop Ctr 75,000 - 150,000 SF				\$230.00
Com/Shop Ctr over 150,000 SF				\$180.00
Office 17,500 SF or less				\$147.00
Office 17,501 - 75,000 SF				\$119.00
Office over 75,000 SF				\$101.00
Industrial Park				\$43.00
Warehousing				\$25.00
Manufacturing				\$32.00

BUILDING DEPARTMENT FEES CONTINUED			Page 4
WATER TAPS		Res. No. 2022-12	Effective: 8/1/2022
Size	Maximum No. of Residential Units Per Water Tap		Fees
3/4"	2		\$13,494.00
1"	4		\$17,300.00
1.5"	10		\$33,500.00
2"	25		\$53,800.00
3"	45		\$111,500.00
4"	90		\$172,400.00
SEWER TAPS			
Size based on Water Tap Size			Fees
3/4"			\$3,000.00
1"			\$5,095.00
1.5"			\$9,892.00
2"			\$15,886.00
3"			\$32,972.00
4"			\$50,957.00
PLANNING AND DEVELOPMENT FEES			Fees
Pre-Application			\$500.00
Eaton Municipal Code Section III Development Review Fees			
Sec. 3-3-1 - Costs	Admin Fee/Invoice		Cost plus 15%
RIGHT OF WAY PERMIT FEE			Fees
Application & Review - Standard			\$150.00
Permit Extension/Revision			\$50.00
Inspection outside normal business hours			As needed - minimum 2 hrs.
ROW Violation/Penalty			Fees x days delinquent \$300 minimum
Additional Inspection/Consultation Fee			Determined on project by project basis
New Construction/Commercial ROW Impact			Determined on project by project basis
Grading Permit			Determined on project by project basis
<i>Boring/Trenchless</i>			
Parallel and Perpendicular (excludes open cut for pits)			Standard +\$0.30/lf
<i>Open Cut</i>			
Asphalt/Chip Seal			Standard + \$1.50/sf
Gravel/Dirt			Standard + \$0.50/sf
Test Hole/Pot Hole			Standard + \$10.00/each

UTILITY RATES FOR WATER, SEWER & TRASH			Page 5	AMOUNT
Water Service				WAS
<i>Potable Water Rates</i>	Billed monthly		Fees	
First 4,000 gallons			\$49.12	
Over 4,000 gallons	per 1,000 gallons		\$7.99	
Delinquent Disconnect / Reconnect	Each occurrence		\$25.00/\$25.00	
Transfer of Ownership (From Owner to buyer, add to final bill.)			\$50.00	
Tenant Move In (Add fee to billing account.)			\$25.00	
<i>Non-Potable Water Rates</i>				
<i>Residential Lot Size</i>			Fees	
0-4,000 sq ft			\$17.70	
4,001 - 8,000 sq ft			\$19.70	
8,001 - 12,000 sq ft			\$21.70	
12,001 and greater			\$23.70	
<i>Large commercial or industrial areas and private parks (not owned by Eaton) and large greenbelt areas, in subdivisions</i>	<i>per 100 sq ft of landscaped area</i>		\$0.28	
Sewer Service			Fees	
<i>Sewer Rate ~ Residential</i>			\$29.15	
<i>Sewer Rate ~ Commercial</i>				
Class I ~ Users that do not fit into the other classes	flat + per 1,000 gallons		\$15.40 + \$4.07	
Class II ~ Includes all schools	per student		\$1.45	
Class III ~ Includes all laundromats	per washer machine		\$23.65	
Class IV ~ Users who do not receive metered water	per tap		\$29.15	
<i>Sewer Rate ~ Industrial Class</i>			<i>Based on discharge/per month.</i>	
	<i>Negotiate with Town Administrator.</i>			
Harsh			\$990.00	
Agfinity			\$204.60	
Eaton Country Club			\$173.80	
Eaton Early Learning Center			\$36.30	
Residential Sanitation Service				
Weekly Trash & Bi-Monthly Recycling			Fee	
1 Trash & 1 Recycle Tote	Monthly bill		\$26.69	\$26.03

CEMETERY FEES**Fees**

Adult/Child/Baby Space/Plot/for Full Burial and/or Cremains				\$1,400.00
Baby Section Space/Plot/for Full Burial and/or Cremains				\$300.00
Open & Closing ~ Adult ~ Full Burial ~ Regular Business Day				\$1,000.00
Open & Closing ~ Adult ~ Full Burial ~ Saturday AM				\$1,300.00
Open & Closing ~ Baby ~ Full Burial ~ Regular Business Day				\$250.00
Open & Closing ~ Baby ~ Full Burial ~ Saturday AM				\$450.00
Open & Closing ~ Cremains ~ Regular Business Day				\$450.00
Open & Closing ~ Cremains ~ Saturday AM				\$600.00
Cremational Garden*				\$1,800.00
Includes space(s), stone engraving & 1 opening & closing.				
Additional Fee for Saturday AM				\$100.00
Columbarium ~ Single				\$1,430.00
Columbarium ~ Double				\$1,870.00
Includes space(s), engraving & opening & closing.				
Additional Fee for Saturday AM				\$100.00
Disinterment - Adult ~ Full Burial*				\$2,500.00
Disinterment - Infant ~ Full Burial*				\$600.00
Disinterment - Cremains*				\$700.00
Disinterment - Cremational Garden*				\$700.00
Disinterment - Columbarium*				\$100.00
* Disinterment during regular business days only.				
Delayed Arrival at Cemetery (Late Fee)				\$200.00
Deed/Interment Agreement Transfer Service Fee	Seller or Buyer			\$60.00
Marking Graves for Mortuary or Monument Companies				\$50.00
Payment Plan for Plots(s)/Niche(s)				10% down of total cost
Monthly Payment Plan for Plot(s)/Niche(s)	Between Town & Buyer			Signed Agreement
Resale of Purchased Plots/Niches				
Town of Eaton Repurchase after five (5) years				Purchase Price X 5%
(If original purchase was made with CC/DC, current process or transaction fee will be subtracted from repurchase price.)				
Resale of plots/niches will be spelled out in the policy, transfers only within families and resale to town only.				

LIQUOR LICENSE FEES		As of 7/1/23	Page 7
See CO Department of Revenue Fee Schedule for all fees & updates			
Application Fees		Local Fees	State Fees
Application Fee		up to \$1,000.00	\$1,100.00
Application Fee with Concurrent Review		up to \$1,000.00	\$1,200.00
Application Fee Transfer of Ownership		\$750.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore		up to \$1,000.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore With Concurrent Review		up to \$1,000.00	\$1,200.00
Application Fee Manager Permit		N/A	\$100.00
Application Late Renewal Fee (Not more than 90-days of license expiration date)		\$500.00	\$500.00
Application Reissue Fee (More than 90-days but less than 180-days of license expiration date)		\$500.00	\$500.00
Application Reissue Fine (More than 90-days but less than 180-days of license expiration date)		\$25.00 a day beyond 90-day expiration date	\$25.00 a day beyond 90-day expiration date
Annual Renewal Application Fee (7/1/23-6/30/24)		\$100.00	\$125.00
Annual Renewal Application Fee (7/1/24)		\$100.00	\$250.00
Annual Art Gallery Fee		\$100.00	\$0.00
Retail License Fees		Local Fees	State Fees
Art		\$41.25	\$308.75
Beer & Wine		\$48.75	\$351.25
Brew Pub		\$75.00	\$750.00
Club		\$41.25	\$308.75
Distillery Pub		\$75.00	\$750.00
Hotel & Restaurant		\$75.00	\$500.00
Hotel Restaurant with one Optional Premises		\$75.00	\$600.00
Each Additional OP License			\$100.00
Liquor-Licensed Drugstore		\$22.50	\$227.50
Retail Liquor Store		\$22.50	\$227.50
Tavern		\$75.00	\$500.00
Fermented Malt Beverage On Premises		\$3.75	\$96.25
Fermented Malt Beverage and Wine		\$3.75	\$96.25
Fermented Malt Beverage On/Off Premises		\$3.75	\$96.25
Local & State Issued Permit Fees			
Special Event Permit		Local Fees	State Fees
Malt, Vinous & Spirituous Liquor		\$100.00	\$25.00/day
Fermented Malt Beverage (3.2% Beer)		\$100.00	\$10.00/day
(State Fees for SEP are waived if the application is a approved by Local Licensing Authority.)			

POLICE SERVICE FEES

Page 8

Fees

Sex Offender Registration			\$20.00
VIN Verifications	per verification		\$10.00
Certified VIN Inspection	per inspection		\$50.00
NSF Fee	per occurrence		\$25.00
Court Costs and Surcharges		Effective: 11 18 2021	
<i>In addition to fines for any violation, the Court may assess the following costs and fees as applicable:</i>			Fees
Court Costs			\$25.00
Traffic Calming Surcharge on fines under \$50.00			\$15.00
Traffic Calming Surcharge on fines \$50.00 and above			\$30.00
Show Cause Order			\$25.00
Deferred Sentence/Prosecution			\$50.00
Payment plan/SOE			\$25.00
Seal records request			\$65.00
Jury			\$25.00
Warrant			\$50.00
Default			\$25.00
Warning letter (FTA/FTC)			\$25.00
Trial Transcript	minimum deposit		\$200.00
Copies of recordings	per CD or audio file		\$35.00
Certified copy of any Municipal Court Criminal Justice Record			\$15.00
Municipal Court Criminal Justice Records Act Requests	includes search, retrieval and copy/download of up to 10 pages of records		\$10.00
	per page thereafter		\$0.10
Any search and retrieval requiring redaction or more than 15 minutes	per hour, deposit for estimated amount paid prior to search		\$45.00

Fee Schedule for Criminal Justice Records Retrieval			Page 9
Fees are non-refundable.			
Victims of crimes have a right to receive the initial police report(s) at no charge but are subject to fees for any subsequent police reports resulting from further investigation after the initial report(s). This does not include evidence, body worn camera footage, and 911 recordings. All parties are subject to fees for these items. Fees are due before the reports may be released.			
Acceptable methods of payment: Cash, Money Order, Check or Credit/Debit Card.			
All records requests must be accompanied by a signed Application for Release of Criminal Records form.			
Requests may be submitted in person, by mail to Eaton Police Department, 224 1st St., Eaton, CO 80615, or via email at epdreportsrequest@eatonco.org			
Item	Cost		Information
Search & Retrieval Fee	\$4.00		
Redaction/Extended Research/Retrieval	\$11.25 per 15 minutes/\$45.00 per hour		Cumulative staff time to retrieve, redact, reproduce, and mail, email or fax records exceeding 10 minutes
Copies	25¢		Black and white printed copy (per standard 8 ½ " x 11" page)
Clearance Letters/Record Checks	\$10.00 in person \$10.50 by mail		1" clearance letter free Fee after is per letter
Notary or Authentication Fee	\$5.00		Per notarized document or authentication
Document Viewing	\$18.00 per 15 minutes/\$72.00 per hour		Per 15 minutes. Cumulative staff time
Fax Fee	30¢ per page		Fee includes any long distance fees incurred
Evidence Fees	Cost		
Evidence Viewing	\$40.00 per hour/½ hour minimum		
Copies	50¢ per page		
Digital Evidence (Non BWC)	\$15.00 per disc		
Body Worn Camera Footage Fees	Cost		
Initial Research Fee	\$20.00 per hour, one hour minimum		
Redaction Fee	\$45.00 per hour, per recording (not per incident)		
8GB Thumb Drive	\$8.00 per thumb drive (only if NO access to email)		
Mailing Fee	Actual Cost		

Updated: 11/18/21 & 1/1/22 & 2/17/22 & 4/21/22 & 6/16/22 & 8/1/22 & 12/8/22 for 1/1/23 & 4/20/23 & 5/1/2023 & **1/1/2024**

TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-18

**RESOLUTION AMENDING THE 2023 BUDGET AND MAKING
SUPPLEMENTAL APPROPRIATIONS TO DEFRAY EXPENSES
IN EXCESS OF AMOUNTS BUDGETED**

WHEREAS, the Town of Eaton, Colorado is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, the Town Board adopted a budget for the 2023 calendar year; and

WHEREAS, the budget for the Sanitation Fund exceeded the allocated amount due to payments to contractors costs that were not reasonably foreseeable or anticipated at the time of adoption of the budget for the 2023 calendar year; and

WHEREAS, the budget for the Irrigation Fund exceeded the allocated amount due to professional services costs that were not reasonably foreseeable or anticipated at the time of adoption of the budget for the 2023 calendar year; and

WHEREAS, funds to cover the unanticipated expenditures existed in the *Sanitation Fund* and *Irrigation Fund* in the form of unappropriated or unrestricted surpluses; and

WHEREAS, due to the unanticipated expenditures that were not reasonably foreseeable or anticipated at the time of the adoption of the budget, the Town Administrator submitted an amended 2023 budget to the Town Board for consideration; and

WHEREAS, the amended 2023 budget was prepared to comply with all lawful requirements of Colorado law, including but not limited to, those required under Article X, Section 20 of the Colorado Constitution; and

WHEREAS, Section 29-1-109, C.R.S., authorizes the Town Board to approve supplemental appropriations subsequent to the adoption of the annual budget; and

WHEREAS, upon due and proper notice, published in accordance with the law, said amended budget having been open for inspection, a public hearing was held on December 14, 2023, and interested taxpayers were given the opportunity to file or register any objections to said amended budget; and

WHEREAS, the Town Board desires to amend the budget for the 2023 calendar year to reflect payment for the unforeseen and unanticipated expenditures.

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

Section 1: The Town of Eaton's budget for the 2023 calendar year shall be amended to reflect a supplemental appropriation in the Sanitation Fund from \$582,172 to \$640,772 representing an increase in the "Payments to Contractor line item from \$508,872 to \$567,472.

Section 2: The Town of Eaton's budget for the 2023 calendar year shall be amended to reflect a supplemental appropriation in the Irrigation Fund from \$174,390 to \$238,390 representing an increase in the "Professional Services line item" from \$36,000 to \$100,000.

PASSED, SIGNED, APPROVED, AND ADOPTED this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott E. Moser, Mayor

TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-19

**RESOLUTION ADOPTING A BUDGET FOR THE TOWN OF EATON,
COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF
JANUARY, 2024 AND ENDING ON THE LAST DAY OF DECEMBER, 2024**

WHEREAS, the Town of Eaton, Colorado (the “Town”) is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees (“Town Board”) constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, the Town Board appointed the Town Administrator to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the Town Administrator submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget having been open for inspection by the public at Town Hall, a public hearing was held on December 14, 2023, and interested taxpayers were given the opportunity to file or register any objections to said budget; and

WHEREAS, the budget has been prepared to comply with all lawful requirements of Colorado law, including but not limited to, those required under Article X, Section 20 of the Colorado Constitution.

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

Section 1: The estimated expenditures for each fund are as follows:

General Fund	\$ 6,578,277
Library Fund	3,395,477
Street Fund	6,593,732
Water Fund	5,521,771
Sewer Fund	1,113,784
Sanitation Fund	626,490
Irrigation Fund	138,341
Impact Fee Fund	87,000
TOTAL:	<u>\$24,054,872</u>

Section 2: The estimated revenues and fund balance reserves for each fund are as follows:

General Fund	\$5,734,588
Library Fund	2,539,307
Street Fund	4,987,855
Water Fund	3,829,796
Sewer Fund	1,057,621
Sanitation Fund	631,858
Irrigation Fund	202,400
Impact Fee Fund	55,395
TOTAL:	<u>\$19,038,820</u>

Section 3: The budget as submitted and summarized above by fund is hereby approved and adopted as the budget of the Town of Eaton, Colorado for the 2024 calendar year.

PASSED, SIGNED, APPROVED, AND ADOPTED this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott E. Moser, Mayor

TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-20

**RESOLUTION APPROPRIATING SUMS OF
MONEY FOR THE 2024 CALENDAR YEAR**

WHEREAS, the Town of Eaton, Colorado (the “Town”) is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees (“Town Board”) constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, the Town Board adopted a budget in accordance with Colorado law for the 2024 calendar year (“2024 Budget”); and

WHEREAS, the Town Board made provision for revenue in an amount equal to or greater than the total proposed expenditures set forth in the 2024 Budget; and

WHEREAS, Colorado law requires that the Town make appropriations for the 2024 calendar year.

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

1. The amounts appropriated for the several offices, departments, boards, commissions and other spending agencies shall be as set forth in the 2024 Budget; and
2. The revenue of the Town, as estimated in the 2024 Budget and as provided for by the tax levy and other revenue, shall be allocated in the amounts and according to the funds specified in the 2024 Budget.

PASSED, SIGNED, APPROVED, AND ADOPTED this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott E. Moser, Mayor

TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-21

**RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE
2024 CALENDAR YEAR TO HELP DEFRAID THE COSTS OF
GOVERNMENT FOR THE TOWN OF EATON, COLORADO**

WHEREAS, the Town of Eaton, Colorado (the "Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, the Town Board adopted a budget in accordance with Colorado law for the 2024 calendar year; and

WHEREAS, the amount of money necessary to balance the budget for the general operation expenses for the 2024 calendar year from property tax revenue is \$494,080; and

WHEREAS, as of the date hereof, the estimated 2024 valuation for assessment for the Town as preliminarily certified by the Weld County Assessor is \$104,324,150.00.

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

Section 1. For the purpose of meeting all general operation expenses during the 2024 budget year, there is hereby levied a tax of 4.736 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the 2024 calendar year.

Section 2. The Town Finance Director is hereby authorized and directed to certify to the Weld County Board of County Commissioners the mill levies for the Town as herein above determined and set forth, but as recalculated as needed upon receipt of the final certification of valuation from the Weld County Assessor in order to comply with any applicable revenue and other budgetary limits.

PASSED, SIGNED, APPROVED, AND ADOPTED this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott E. Moser, Mayor

**GMP AMENDMENT TO
CONSTRUCTION AGREEMENT
(Eaton Public Library)**

This GMP Amendment to Construction Agreement ("GMP Amendment") is made and entered this 14th day of December, 2023, by and between the Town of Eaton, Colorado, a Colorado municipal corporation (the "Town"), and Fransen-Pittman Construction Co., Inc., a Colorado corporation ("Contractor") (collectively, the "Parties").

RECITALS

WHEREAS, on or about August 17, 2023, the Town and Contractor entered into a Construction Agreement on behalf of the Eaton Public Library for, among other potential renovations, the remodel of interior portions of the Eaton Public Library building, located at 132 Maple Avenue, Eaton, CO 80615, construction a playground area and installation a new generator ("Agreement"); and

WHEREAS, the Agreement contemplates that the Work will be performed in two phases, a Design Phase and a Construction Phase, and that, prior to the commencement of the Construction Phase, the Parties will execute an amendment to the Agreement setting forth the guaranteed maximum price of the Work ("GMP Amendment"); and

WHEREAS, the Contractor has completed the Design Phase and provided a GMP Proposal to the Town; and

WHEREAS, the Parties agree upon the GMP Proposal and desire to execute this GMP Amendment in order to move forward with the Construction Phase of the Work.

AGREEMENT

1. Recitals and Capitalized Terms. The above recitals are incorporated herein by reference as though fully set forth herein. Capitalized terms used herein shall have the meaning set forth in the Agreement.

2. Construction Phase of the Work. The scope of the Construction Phase of the Work is set forth on Exhibit A, attached hereto and incorporated herein by reference. Contractor agrees to construct the Construction Phase as set forth therein.

3. Guaranteed Maximum Price. The guaranteed maximum price of the Work shall be \$ 989,482, as more fully set forth on Exhibit A. Contractor shall provide monthly payment applications for payment for the portion of the Work completed through the last payment and the Town shall provide payment as set forth in the Agreement.

4. Insurance. Subsection B of Section 5 is hereby deleted in its entirety and in its place inserted the following:

Section 5. Insurance and Bonds

- B. For the Construction Phase of the Work, Contractor shall procure and maintain, and shall cause each subcontractor of the Contractor to procure and maintain (or shall insure the activity of Contractor's subcontractors in Contractor's own policy with respect to), the minimum insurance coverages set forth below:
- (1) Workers' Compensation. Workers' Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee.
 - (2) Comprehensive General Liability. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.
 - (3) Comprehensive Automobile Liability. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each accident with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.
 - (4) Builder's Risk. Builder's Risk insurance with minimum limits of not less than the insurable value of the Work to be performed less the value of the materials and equipment insured under installation floater insurance. The policy shall be written in completed value form and shall protect the Contractor and the Town against risks of damage to buildings, structures, and materials and equipment not otherwise covered under Installation Floater insurance, from the perils of fire and lightning, the perils included in the standard coverage endorsement, and the perils of vandalism and malicious mischief. Equipment such as pumps, engine-generators, compressors, motors, switch-gear, transformers, panel boards, control equipment, and other similar equipment shall be insured under Installation Floater insurance when the aggregate value of the equipment exceeds \$10,000. The policy shall provide for losses to be payable to the Contractor and the Town as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against the Contractor or the Town.

- (5) Installation Floater. Installation Floater with minimum limits of not less than the insurable value of the Work to be performed less the value of the materials and equipment insured under Builder's Risk insurance. The value shall include the aggregate value of any Town-furnished equipment and materials to be erected or installed by the Contractor not otherwise insured under Builder's Risk insurance. The policy shall protect the Contractor and the Town from all insurable risks of physical loss or damage to materials and equipment not otherwise covered under Builder's Risk insurance, while in warehouses or storage areas, during installation, in transit, during testing, and after the work under this contract is completed. The policy shall be of the "all risks" type, with coverage designed for the circumstances which may occur in the particular work to be performed under this contract. The policy shall provide for losses to be payable to the Contractor and the Town as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against the Contractor or the Town.
- (6) Property. Property insurance covering each existing structure, building, or facility in which any part of the Work will occur, or to which any part of the Work will attach or be adjoined. Such property insurance will be written on a special perils (all-risk) form, on a replacement cost basis, providing coverage consistent with that required for the Builder's Risk insurance, and will be maintained until substantial completion of the Work.

C. Effect of GMP Amendment. Except as expressly provided in this GMP Amendment, the Agreement has not been amended, supplemented or altered in any way by this GMP Amendment and the Agreement shall remain in full force and effect in accordance with its terms. If there is any inconsistency between the terms of the Agreement and the terms of this GMP Amendment, the provisions of this GMP Amendment shall govern and control.

(Signatures on following page.)

NOW, THEREFORE, the Parties hereto have executed this GMP Agreement as of the date set forth above.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott E. Moser, Mayor

FRANSEN-PITTMAN CONSTRUCTION CO., INC.

By: _____
Name:
Title:

STATE OF COLORADO)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2023, by
_____ as the _____ of Fransen-Pittman Construction Co.,
Inc.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

EXHIBIT A
SCOPE OF THE CONSTRUCTION PHASE OF THE WORK
AND GUARANTEED MAXIMUM PRICE

**Eaton Public Library District
Construction Documents Summary
12/01/23**

Permit Set CD Drawings.....	\$989,482
Difference	\$3,332
<u>Direct Cost Decreases:</u>	<u>Increases:</u>
Bidding Buyout Contingency \$22k	Electrical \$8k
	Laser Engraved Pavers \$4k
	Plumbing \$9k
 DD Trended Total (10/13/23)	 \$990,000
<u>Direct Cost Decreases:</u>	<u>Increases:</u>
	Electrical \$14k
	HVAC \$48k
	Pergola \$20k
	Furniture \$20k
 Design Documents Design (9/5/22)	 \$888,884

**Eaton Public Library
Add Alternate:**

Excavate 4"-6" of soil under basement slab and match new slab to top of foundation footer: **\$39,614**

**A geotechnical report will be required if this add alternate is accepted. Fransen Pittman cannot guarantee the finish of the top of foundation footer will look acceptable or match the new slab. **

Englewood (HQ)

office (303) 783-3900 9563 South Kingston Court, Suite 200
fax (303) 783-3939 Englewood, CO 80112

FRANSEN.PITTMAN.COM

Windsor

office (970) 460-5250 128 North 6th Street, Unit D
fax (303) 783-3939 Windsor, CO 80550

Eaton Public Library District

Allowances Summary

12/01/23

1. Landscape & Irrigation Repairs \$10,000
2. Wind & Weather Protection \$10,000
3. Site Furnishings \$20,000
4. Major Floor Preparation \$5,000
5. Basement Drywall Repairs \$8,000
6. Fireplace Repairs \$5,000

Englewood (HQ)

office (303) 783-3900 8653 South Kingston Court, Suite 200
fax (303) 783-3935 Englewood, CO 80112

Windsor

office (970) 450-5250 128 North 6th Street, Unit B
fax (303) 753-3939 Windsor, CO 80550



Eaton Public Library

Final GMP

ESTIMATE DATE: 11/08/23
 BUILDING AREA IN SQ FT: 1280
 DRAWINGS PREPARED BY: Collob Architectur
 DRAWINGS ARE DATED: 10/26/2023

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions	118,187	\$92.33	12.0%
01 02 31 32 33 34	General Requirements, Existing Conditions, Site Work	184,050	\$143.79	18.7%
03	Concrete	22,385	\$17.49	2.3%
04	Masonry	38,675	\$30.21	3.9%
05	Metals	19,480	\$15.22	2.0%
06	Carpentry	23,635	\$18.46	2.4%
07	Molsture Protection	1,500	\$1.17	0.2%
08	Doors, Windows & Glass	38,832	\$30.34	3.9%
09	Finishes	94,058	\$73.48	9.5%
10	Specialties	20,044	\$15.66	2.0%
11	Equipment	0	\$0.00	0.0%
12	Furnishings	19,362	\$15.13	2.0%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
21 22 23	Mechanical	146,525	\$114.47	14.9%
26 27 28	Electrical & Low Voltage	118,694	\$92.73	12.0%
DIRECT COST		845,427	\$660.49	85.68%
	State & Local Tax Exempt			
	Use Tax Excluded	By Owner		
	Permit & Plan Review Fee Excluded	By Owner		
	Project Fee 5.00%	49,334	\$38.54	5.00%
	Construction Contingency 2.50%	24,667	\$19.27	2.50%
	Bidding and Buyout Contingency 0.00%	0	\$0.00	0.00%
	Liability Insurance 1.40%	13,863	\$10.83	1.40%
	Bullder's Risk Insurance 0.55%	5,440	\$4.25	0.55%
	Project Escalation 0.00%	0	\$0.00	0.00%
	Preconstruction Fee 0.15%	1,500	\$1.17	0.15%
	Performance and Payment Bond LS	7,597	\$5.94	0.77%
	Design Fees LS	38,850	\$30.35	3.94%
TOTAL COST		\$986,678	\$770.84	100.0%

Add Alternate: Enclosed Garage for Library Bookmobile:
 Range of \$250,000 - \$500,000.

Division 00 General Conditions

Item Code	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
01 10 00 ADMINISTRATIVE REQUIREMENTS						
01 11 03	Foreman	12	Wks	58,770	\$45.91	6.0%
01 11 06	Project Engineer	4.00	Wks	16,137	\$12.61	1.6%
01 11 07	Project Coordinator	4.00	Wks	8,541	\$6.67	0.9%
01 11 00	Project Manager	4.00	Wks	21,710	\$16.96	2.2%
01 12 00 FIELD OFFICE EXPENSES						
01 12 01	Courier	12	Wks	600	\$0.47	0.1%
01 12 02	Reproductions/Reprographics	12	Wks	600	\$0.47	0.1%
01 12 04	Field Office Equipment	12	Wks	900	\$0.70	0.1%
01 12 05	Field Office Supplies	12	Wks	900	\$0.70	0.1%
01 12 06	Textura	1	LS	1,600	\$1.17	0.2%
01 21 00, 01 22 00 TEMPORARY FACILITIES						
01 21 01	Jobsite telephone/Sup. Cell phone/Radios	3	Mo	831	\$0.65	0.1%
01 21 02	Electrical, Gas, Water Consumption Costs By Owner		Excl	By Owner		
01 21 03	Temporary Water		Excl	By Owner		
01 21 04	Portable chemical toilets	3	Mo	596	\$0.47	0.1%
01 21 05	Temporary Building Heat		Excl	By Owner		
01 21 06	Jobsite IT		Excl	By Owner		
01 22 01	Office trailer	0	Mo	Excluded		
01 22 02	Job sign		LS	By Owner		
01 22 03	Traffic control/Barricades			By Owner		
01 22 04	Temporary job fence		LF	By Owner		
01 22 05	Temporary storage	3	Mo	1,247	\$0.97	0.1%
01 22 06	Weather protection		Excl	By Owner		
01 22 07	Safety supplies/First Aid	3	Mo	416	\$0.32	0.0%
01 22 08	Water, ice and cups	3	Mo	319	\$0.25	0.0%
01 22 09	Temporary Walls			By Owner		
01 22 10	Snow Removal - Not Included		Excl	By Owner		
01 31 00 EXECUTION REQUIREMENTS						
01 31 02	Final cleaning	1,280	SF	5,120	\$4.00	0.5%
DIVISION 1 TOTALS				118,187	\$92.33	12.0%

Division 2 Site Work							
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL	
02 32 00 Geotechnical Investigation							
1	By Owner			Clarification			
02 32 00	Geotechnical Investigation			0	\$0.00	0.0%	
02 25 10 Site Basic Means & Materials							
1	Dumpster, Tools, & Equipment	1	LS	24,200	\$18.91	2.5%	
02 25 10	Site Basic Means & Materials			24,200	\$18.91	2.5%	
02 41 16 Structure Demolition							
1	Interior Demo	1	LS	23,679	\$18.50	2.4%	
02 41 16	Structure Demolition			23,679	\$18.50	2.4%	
02 58 00 Mold Remediation							
1	Excluded			Clarification			
02 58 00	Mold Remediation			0	\$0.00	0.0%	
31 00 00 Earthwork							
1	Earthwork Pkg	1	LS	14,190	\$11.09	1.4%	
2	Site Demo			Incl Above			
3	Tree Demo	1	LS	3,000	\$2.34	0.3%	
31 00 00	Earthwork			17,190	\$13.43	1.7%	
31 11 00 Site - Civil							
1	Civil Design Coordination, Point Calcs, & Surveying	1	LS	11,877	\$9.28	1.2%	
31 11 00	Site - Civil			11,877	\$9.28	1.2%	
31 25 00 Erosion/Sedimentation Control (SWMP)							
1	Inlet Protection	1	LS	4,500	\$3.52	0.5%	
2	Maintain Erosion Control			Incl Above			
3	Remove Erosion Control			Incl Above			
4	Dumpster			Incl Above			
31 25 00	Erosion/Sedimentation Control (SWMP)			4,500	\$3.52	0.5%	
32 13 13 Site Concrete							
1	Foundations - Brick Wall	1	LS	18,300	\$14.30	1.9%	
2	New Slab @ Play area	1	LS	Incl Above			
3	New Slab in Parking Lot for Generator	1	LS	Incl Above			
32 13 13	Site Concrete			18,300	\$14.30	1.9%	
32 18 23 Athletic Surfacing							
1	Artificial Turf	1	LS	12,030	\$9.40	1.2%	
2	Alphabet Pavers	1	LS	14,794	\$11.56	1.5%	
32 18 23	Athletic Surfacing			26,824	\$20.96	2.7%	
32 90 00 Landscaping							
1	Landscaping & Irrigation Repairs	1	Allow	10,000	\$7.81	1.0%	
32 90 00	Landscaping			10,000	\$7.81	1.0%	
12 93 00 Site Furnishings							
1	Site Furnishings	1	Allow	20,000	\$15.63	2.0%	
2	Pergola	1	LS	14,980	\$11.70	1.5%	
12 93 00	Site Furnishings			34,980	\$27.33	3.5%	
33 10 00 Utilities							
1	Utilities outside of Plumbing	1	EXC	Excluded			
33 10 00	Utilities			0	\$0.00	0.0%	
33 90 00 Sewer Line Intersection/Camera							
1	Inspect New & Existing Sewer Lines	1	LS	2,500	\$1.95	0.3%	
33 90 00	Sewer Line Intersection/Camera			2,500	\$1.95	0.3%	
02 99 01 General Requirements							
1	Wind and Weather Protection Allowance	1	Allow	10,000	\$7.81	1.0%	
02 99 01	General Requirements			10,000	\$7.81	1.0%	
DIVISION 2 TOTALS					184,050	\$143.79	18.7%

Division 3 Concrete

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
03 05 00 Temp. Concrete Weather Prot.						
1	Not Included			Clarification		
03 05 00	Temp. Concrete Weather Prot.			0		
03 10 50 Building Concrete						
1	Demo and Pour New Basement Slab	1	LS	22,385	\$17.49	2.3%
03 10 50	Building Concrete			22,385	\$17.49	2.3%
DIVISION 3 TOTALS				22,385	\$17.49	2.3%

Division 4 Masonry

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
04 20 00 Unit Masonry						
1	Children's Area CMU & Precast	1	LS	38,675	\$30.21	3.9%
04 20 00	Unit Masonry			38,675	\$30.21	3.9%
DIVISION 4 TOTALS				38,675	\$30.21	3.9%

Division 5 Steel

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
05 12 00 Structural Steel						
1	Structural Steel Package	1	LS	19,480	\$15.22	2.0%
05 12 00	Structural Steel			19,480	\$15.22	2.0%
DIVISION 5 TOTALS				19,480	\$15.22	2.0%

Division 6 Woods & Plastics					
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	\$ PER S.F.	% OF TTL
06 10 00 Rough Carpentry					
1	Rough Carpentry	1	LS	\$4.53	0.6%
2	Stairs - New Treads	1	LS	\$1.93	0.3%
06 10 00	Rough Carpentry			\$6.46	0.8%
06 40 00 Finish Carp/Arch Woodwork					
1	Countertop & Millwork 3D Printer Room	1	LS	\$1.94	0.3%
2	Basement Shelving and Storage B03 & B04	1	LS	\$10.06	1.3%
06 40 00	Finish Carp/Arch Woodwork			\$12.00	1.6%
DIVISION 6 TOTALS				\$18.46	2.4%

Division 7 Thermal & Moisture Protection

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
07 92 00 Joint Sealers						
1	Building & Joint Sealants Pkg	1	LS	1,500	\$1.17	0.2%
07 92 00	Joint Sealers			1,500	\$1.17	0.2%
DIVISION 7 TOTALS				1,500	\$1.17	0.2%

Division 8 Doors & Windows

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
08 10 00 Doors & Frames						
1	Doors & Hardware Pkg	1	LS	22,000	\$17.19	2.2%
08 10 00	Doors & Frames			22,000	\$17.19	2.2%
08 31 16 Access Panels and Frames						
1	Access Panels and Frames	1	LS	2,500	\$1.95	0.3%
08 31 16	Access Panels and Frames			2,500	\$1.95	0.3%
08 80 00 Glazing						
1	New Basement Windows	1	LS	4,992	\$3.90	0.5%
2	Glass Kit & Security Film at Basement Door	1	LS	2,440	\$1.91	0.2%
3	Security Film at Bay Window	1	LS	6,900	\$5.39	0.7%
08 80 00	Glazing			14,332	\$11.20	1.5%
DIVISION 8 TOTALS				38,832	\$30.34	3.9%

Division 9 Finishes

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
09 06 00 Temp. Prot. For New/Existing Finishes						
1	Temp. Prot. For New/Existing Finishes	1	LS	4,500	\$3.52	0.5%
09 06 00	Temp. Prot. For New/Existing Finishes			4,500	\$3.52	0.5%
09 21 16 Gypsum Board Assemblies						
1	Drywall/Framing Pkg	1	LS	30,550	\$23.87	3.1%
2	Basement Repair Allowance	1	Allow	8,000	\$6.25	0.8%
09 21 16	Gypsum Board Assemblies			38,550	\$30.12	3.9%
09 51 00 Acoustical Ceilings						
1	Remove and Replace ACT for new HVAC	1	LS	5,920	\$4.63	0.6%
09 51 00	Acoustical Ceilings			5,920	\$4.63	0.6%
09 01 60 Flooring Prep						
1	Major Floor Preparation and Moisture Mitigation Allowance	1	Allow.	5,000	\$3.91	0.5%
2	Floor core testing for chemical content and moisture content	1	LS	3,000	\$2.34	0.3%
09 01 60	Flooring Prep			8,000	\$6.25	0.8%
09 60 00 Flooring						
1	Flooring Pkg	1	LS	27,388	\$21.40	2.8%
09 60 00	Flooring			27,388	\$21.40	2.8%
09 91 00 Painting						
1	Painting	1	LS	9,700	\$7.58	1.0%
09 91 00	Painting			9,700	\$7.58	1.0%
DIVISION 9 TOTALS				94,058	\$73.48	9.5%

Division 10 Specialties								
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL		
10 11 00 Visual Display Surfaces								
1	Marker Boards/Tackboards Pkg - By Owner			Clarification				
10 11 00	Visual Display Surfaces			0	\$0.00	0.0%		
10 12 00 Display Cases								
1	By Owner			Clarification				
10 12 00	Display Cases			0	\$0.00	0.0%		
10 14 00 Building Signage								
1	Interior Signage Pkg - ADA	1	LS	2,256	\$1.76	0.2%		
10 14 00	Building Signage			2,256	\$1.76	0.2%		
10 28 13 Toilet Partitions & Accessories								
1	Toilet Partitions & Accessories	1	LS	10,008	\$7.82	1.0%		
10 28 13	Toilet Partitions & Accessories			10,008	\$7.82	1.0%		
10 26 00 Wall and Door Protection								
1	Corner Guards - By Owner			Clarification				
10 26 00	Wall and Door Protection			0	\$0.00	0.0%		
10 41 16 Emergency Key Cabinets								
1	Knox Boxes - By Owner			Clarification				
10 41 16	Emergency Key Cabinets			0	\$0.00	0.0%		
10 43 16 First Aid Cabinets								
1	By Owner			Clarification				
10 43 16	First Aid Cabinets			0	\$0.00	0.0%		
10 44 00 Fire Protection Specialties								
1	Fire Extinguishers & Cabinets	2	EA	1,750	\$1.37	0.2%		
10 44 00	Fire Protection Specialties			1,750	\$1.37	0.2%		
10 55 00 Postal Specialties								
1	By Owner			Clarification				
10 55 00	Postal Specialties			0	\$0.00	0.0%		
10 99 01 Fireplaces								
1	Fireplace Repairs	1	Allow	5,000	\$3.91	0.5%		
10 99 01	Fireplaces			5,000	\$3.91	0.5%		
10 99 02 FRP Paneling								
1	New FRP in Janitor's Closet	1	LS	1,030	\$0.80	0.1%		
10 99 02	FRP Paneling			1,030	\$0.80	0.1%		
DIVISION 10 TOTALS				20,044	\$15.66	2.0%		

Division 11 Equipment

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
11 31 00 Appliances						
1	By Owner			Clarification		
11 31 00	Appliances			0	\$0.00	0.0%
DIVISION 11 TOTALS				0	\$0.00	0.0%

Division 12 Furnishings

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
12 20 00 Window Coverings						
1	By Owner			Clarification		
12 20 00	Window Coverings			0	\$0.00	0.0%
12 51 00 Furniture						
1	Basement Workstations	1	LS	19,362	\$15.13	2.0%
12 51 00	Furniture			19,362	\$15.13	2.0%
DIVISION 12 TOTALS				19,362	\$15.13	2.0%

Division 13 Special Construction						
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
13 00 00 Special Construction						
1	Excluded			Clarification		
13 00 00	Special Construction			0	\$0.00	0.0%
DIVISION 13 TOTALS				0	\$0.00	0.0%

Division 14 Conveying Systems

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
14 20 00 Elevators						
1	Excluded			Clarification		
14 20 00	Elevators			0	\$0.00	0.0%
DIVISION 14 TOTALS				0	\$0.00	0.0%

Division 15 Mechanical

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
21 00 00 Fire Suppression						
1	Fire Protection Systems Pkg - Not in Scope			Clarification		
21 00 00	Fire Suppression			0	\$0.00	0.0%
22 00 00 Plumbing						
1	Plumbing Pkg	1	LS	30,270	\$23.65	3.1%
2	Maker Space: Cap & Remove Water Heater & Sink	1	LS	1,100	\$0.86	0.1%
22 00 00	Plumbing			31,370	\$24.51	3.2%
23 00 00 HVAC						
1	HVAC Package	1	LS	115,155	\$89.96	11.7%
23 00 00	HVAC			115,155	\$89.96	11.7%
23 90 00 Temp Heat - Building						
1	By Owner			Clarification		
23 90 00	Temp Heat - Building			0	\$0.00	0.0%
DIVISION 15 TOTALS				146,525	\$114.47	14.9%

Division 00 General Conditions

Item Code	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
01 10 00 ADMINISTRATIVE REQUIREMENTS						
01 11 03	Foreman	12	Wks	58,770	\$45.91	6.0%
01 11 06	Project Engineer	4.00	Wks	16,137	\$12.61	1.6%
01 11 07	Project Coordinator	4.00	Wks	8,641	\$6.67	0.9%
01 11 00	Project Manager	4.00	Wks	21,710	\$16.96	2.2%
01 12 00 FIELD OFFICE EXPENSES						
01 12 01	Courier	12	Wks	500	\$0.47	0.1%
01 12 02	Reproductions/Reprographics	12	Wks	500	\$0.47	0.1%
01 12 04	Field Office Equipment	12	Wks	900	\$0.70	0.1%
01 12 05	Field Office Supplies	12	Wks	900	\$0.70	0.1%
01 12 06	Textura	1	LS	1,500	\$1.17	0.2%
01 21 00, 01 22 00 TEMPORARY FACILITIES						
01 21 01	Jobsite telephone/Sup. Cell phone/Radios	3	Mo	831	\$0.65	0.1%
01 21 02	Electrical, Gas, Water Consumption Costs By Owner		Excl	By Owner		
01 21 03	Temporary Water		Excl	By Owner		
01 21 04	Portable chemical toilets	3	Mo	596	\$0.47	0.1%
01 21 05	Temporary Building Heat		Excl	By Owner		
01 21 06	Jobsite IT		Excl	By Owner		
01 22 01	Office trailer	0	Mo	Excluded		
01 22 02	Job sign		LS	By Owner		
01 22 03	Traffic control/Barricades			By Owner		
01 22 04	Temporary job fence		LF	By Owner		
01 22 05	Temporary storage	3	Mo	1,247	\$0.97	0.1%
01 22 06	Weather protection		Excl	By Owner		
01 22 07	Safety supplies/First Aid	3	Mo	416	\$0.32	0.0%
01 22 08	Water, ice and cups	3	Mo	319	\$0.25	0.0%
01 22 09	Temporary Walls			By Owner		
01 22 10	Snow Removal - Not Included		Excl	By Owner		
01 31 00 EXECUTION REQUIREMENTS						
01 31 02	Final cleaning	1,280	SF	6,120	\$4.00	0.5%
DIVISION 1 TOTALS				118,187	\$92.33	12.0%

Division 2 Site Work

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
02 32 00 Geotechnical Investigation						
1	By Owner			Clarification		
02 32 00	Geotechnical Investigation			0	\$0.00	0.0%
02 25 10 Site Basic Means & Materials						
1	Dumpster, Tools, & Equipment	1	LS	24,200	\$18.91	2.5%
02 25 10	Site Basic Means & Materials			24,200	\$18.91	2.5%
02 41 16 Structure Demolition						
1	Interior Demo	1	LS	23,679	\$18.50	2.4%
02 41 16	Structure Demolition			23,679	\$18.50	2.4%
02 58 00 Mold Remediation						
1	Excluded			Clarification		
02 58 00	Mold Remediation			0	\$0.00	0.0%
31 00 00 Earthwork						
1	Earthwork Pkg	1	LS	14,190	\$11.09	1.4%
2	Site Demo			Incl Above		
3	Tree Demo	1	LS	3,000	\$2.34	0.3%
31 00 00	Earthwork			17,190	\$13.43	1.7%
31 11 00 Site - Civil						
1	Civil Design Coordination, Point Calcs, & Surveying	1	LS	11,877	\$9.28	1.2%
31 11 00	Site - Civil			11,877	\$9.28	1.2%
31 25 00 Erosion/Sedimentation Control (SWMP)						
1	Inlet Protection	1	LS	4,500	\$3.52	0.5%
2	Maintain Erosion Control			Incl Above		
3	Remove Erosion Control			Incl Above		
4	Dumpster			Incl Above		
31 25 00	Erosion/Sedimentation Control (SWMP)			4,500	\$3.52	0.5%
32 13 13 Site Concrete						
1	Foundations - Brick Wall	1	LS	18,300	\$14.30	1.9%
2	New Slab @ Play area	1	LS	Incl Above		
3	New Slab in Parking Lot for Generator	1	LS	Incl Above		
32 13 13	Site Concrete			18,300	\$14.30	1.9%
32 18 23 Athletic Surfacing						
1	Artificial Turf	1	LS	12,030	\$9.40	1.2%
2	Alphabet Pavers	1	LS	14,794	\$11.56	1.5%
32 18 23	Athletic Surfacing			26,824	\$20.96	2.7%
32 90 00 Landscaping						
1	Landscaping & Irrigation Repairs	1	Allow	10,000	\$7.81	1.0%
32 90 00	Landscaping			10,000	\$7.81	1.0%
12 93 00 Site Furnishings						
1	Site Furnishings	1	Allow	20,000	\$15.63	2.0%
2	Pergola	1	LS	14,980	\$11.70	1.5%
12 93 00	Site Furnishings			34,980	\$27.33	3.5%
33 10 00 Utilities						
1	Utilities outside of Plumbing	1	EXC	Excluded		
33 10 00	Utilities			0	\$0.00	0.0%
33 90 00 Sewer Line Intersection/Camera						
1	Inspect New & Existing Sewer Lines	1	LS	2,500	\$1.95	0.3%
33 90 00	Sewer Line Intersection/Camera			2,500	\$1.95	0.3%
02 99 01 General Requirements						
1	Wind and Weather Protection Allowance	1	Allow	10,000	\$7.81	1.0%
02 99 01	General Requirements			10,000	\$7.81	1.0%
DIVISION 2 TOTALS					184,050	\$143.79 18.7%

Division 3 Concrete

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
03 05 00 Temp. Concrete Weather Prot.						
1	Not Included			Clarification		
03 05 00	Temp. Concrete Weather Prot.			0		
03 10 50 Building Concrete						
1	Demo and Pour New Basement Slab	1	LS	22,385	\$17.49	2.3%
03 10 50	Building Concrete			22,385	\$17.49	2.3%
DIVISION 3 TOTALS				22,385	\$17.49	2.3%

Division 4 Masonry

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
04 20 00 Unit Masonry						
1	Children's Area CMU & Precast	1	LS	38,675	\$30.21	3.9%
04 20 00	Unit Masonry			38,675	\$30.21	3.9%
DIVISION 4 TOTALS				38,675	\$30.21	3.9%

Division 5 Steel

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
05 12 00 Structural Steel						
1	Structural Steel Package	1	LS	19,480	\$15.22	2.0%
05 12 00	Structural Steel			19,480	\$15.22	2.0%
DIVISION 5 TOTALS				19,480	\$15.22	2.0%

Division 6 Woods & Plastics					
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	\$ PER S.F.	% OF TTL
06 10 00 Rough Carpentry					
1	Rough Carpentry	1	LS	\$4.53	0.6%
2	Stairs - New Treads	1	LS	\$1.93	0.3%
06 10 00	Rough Carpentry			\$6.46	0.8%
06 40 00 Finish Carp/Arch Woodwork					
1	Countertop & Millwork 3D Printer Room	1	LS	\$1.94	0.3%
2	Basement Shelving and Storage B03 & B04	1	LS	\$10.06	1.3%
06 40 00	Finish Carp/Arch Woodwork			\$12.00	1.6%
DIVISION 6 TOTALS				\$18.46	2.4%

Division 7 Thermal & Moisture Protection

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
07 92 00 Joint Sealers						
1	Building & Joint Sealants Pkg	1	LS	1,600	\$1.17	0.2%
07 92 00	Joint Sealers			1,600	\$1.17	0.2%
DIVISION 7 TOTALS				1,500	\$1.17	0.2%

Division 8 Doors & Windows

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
08 10 00 Doors & Frames						
1	Doors & Hardware Pkg	1	LS	22,000	\$17.19	2.2%
08 10 00	Doors & Frames			22,000	\$17.19	2.2%
08 31 16 Access Panels and Frames						
1	Access Panels and Frames	1	LS	2,500	\$1.95	0.3%
08 31 16	Access Panels and Frames			2,500	\$1.95	0.3%
08 80 00 Glazing						
1	New Basement Windows	1	LS	4,992	\$3.90	0.5%
2	Glass Kit & Security Film at Basement Door	1	LS	2,440	\$1.91	0.2%
3	Security Film at Bay Window	1	LS	6,900	\$5.39	0.7%
08 80 00	Glazing			14,332	\$11.20	1.5%
DIVISION 8 TOTALS				38,832	\$30.34	3.9%

Division 9 Finishes

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
09 06 00 Temp. Prot. For New/Existing Finishes						
1	Temp. Prot. For New/Existing Finishes	1	LS	4,500	\$3.52	0.5%
09 06 00	Temp. Prot. For New/Existing Finishes			4,500	\$3.52	0.5%
09 21 16 Gypsum Board Assemblies						
1	Drywall/Framing Pkg	1	LS	30,550	\$23.87	3.1%
2	Basement Repair Allowance	1	Allow	8,000	\$6.25	0.8%
09 21 16	Gypsum Board Assemblies			38,550	\$30.12	3.9%
09 51 00 Acoustical Ceilings						
1	Remove and Replace ACT for new HVAC	1	LS	5,920	\$4.63	0.6%
09 51 00	Acoustical Ceilings			5,920	\$4.63	0.6%
09 01 60 Flooring Prep						
1	Major Floor Preparation and Moisture Mitigation Allowance	1	Allow.	5,000	\$3.91	0.5%
2	Floor core testing for chemical content and moisture content	1	LS	3,000	\$2.34	0.3%
09 01 60	Flooring Prep			8,000	\$6.25	0.8%
09 60 00 Flooring						
1	Flooring Pkg	1	LS	27,388	\$21.40	2.8%
09 60 00	Flooring			27,388	\$21.40	2.8%
09 91 00 Painting						
1	Painting	1	LS	9,700	\$7.58	1.0%
09 91 00	Painting			9,700	\$7.58	1.0%
DIVISION 9 TOTALS				94,058	\$73.48	9.5%

Division 10 Specialties

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
10 11 00 Visual Display Surfaces						
1	Marker Boards/Tackboards Pkg - By Owner			Clarification		
10 11 00	Visual Display Surfaces			0	\$0.00	0.0%
10 12 00 Display Cases						
1	By Owner			Clarification		
10 12 00	Display Cases			0	\$0.00	0.0%
10 14 00 Building Signage						
1	Interior Signage Pkg - ADA	1	LS	2,256	\$1.76	0.2%
10 14 00	Building Signage			2,256	\$1.76	0.2%
10 28 13 Toilet Partitions & Accessories						
1	Toilet Partitions & Accessories	1	LS	10,008	\$7.82	1.0%
10 28 13	Toilet Partitions & Accessories			10,008	\$7.82	1.0%
10 26 00 Wall and Door Protection						
1	Corner Guards - By Owner			Clarification		
10 26 00	Wall and Door Protection			0	\$0.00	0.0%
10 41 16 Emergency Key Cabinets						
1	Knox Boxes - By Owner			Clarification		
10 41 16	Emergency Key Cabinets			0	\$0.00	0.0%
10 43 16 First Aid Cabinets						
1	By Owner			Clarification		
10 43 16	First Aid Cabinets			0	\$0.00	0.0%
10 44 00 Fire Protection Specialties						
1	Fire Extinguishers & Cabinets	2	EA	1,750	\$1.37	0.2%
10 44 00	Fire Protection Specialties			1,750	\$1.37	0.2%
10 55 00 Postal Specialties						
1	By Owner			Clarification		
10 55 00	Postal Specialties			0	\$0.00	0.0%
10 99 01 Fireplaces						
1	Fireplace Repairs	1	Allow	5,000	\$3.91	0.5%
10 99 01	Fireplaces			5,000	\$3.91	0.5%
10 99 02 FRP Paneling						
1	New FRP in Janitor's Closet	1	LS	1,030	\$0.80	0.1%
10 99 02	FRP Paneling			1,030	\$0.80	0.1%
DIVISION 10 TOTALS				20,044	\$15.66	2.0%

Division 11 Equipment

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
11 31 00 Appliances						
1	By Owner			Clarification		
11 31 00	Appliances			0	\$0.00	0.0%
DIVISION 11 TOTALS				0	\$0.00	0.0%

Division 12 Furnishings

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
12 20 00 Window Coverings						
1	By Owner			Clarification		
12 20 00	Window Coverings			0	\$0.00	0.0%
12 51 00 Furniture						
1	Basement Workstaions	1	LS	19,362	\$15.13	2.0%
12 51 00	Furniture			19,362	\$15.13	2.0%
DIVISION 12 TOTALS				19,362	\$15.13	2.0%

Division 13 Special Construction					\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL		
13 00 00 Special Construction						
1	Excluded			Clarification		
13 00 00	Special Construction			0	\$0.00	0.0%
DIVISION 13 TOTALS					0	\$0.00 0.0%

Division 14 Conveying Systems

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
14 20 00 Elevators						
1	Excluded			Clarification		
14 20 00	Elevators			0	\$0.00	0.0%
DIVISION 14 TOTALS				0	\$0.00	0.0%

Division 15 Mechanical

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
21 00 00 Fire Suppression						
1	Fire Protection Systems Pkg - Not in Scope			Clarification		
21 00 00	Fire Suppression			0	\$0.00	0.0%
22 00 00 Plumbing						
1	Plumbing Pkg	1	LS	30,270	\$23.65	3.1%
2	Maker Space: Cap & Remove Water Heater & Sink	1	LS	1,100	\$0.86	0.1%
22 00 00	Plumbing			31,370	\$24.51	3.2%
23 00 00 HVAC						
1	HVAC Package	1	LS	115,155	\$89.96	11.7%
23 00 00	HVAC			115,155	\$89.96	11.7%
23 90 00 Temp Heat - Building						
1	By Owner			Clarification		
23 90 00	Temp Heat - Building			0	\$0.00	0.0%
DIVISION 15 TOTALS				146,525	\$114.47	14.9%

Division 16 Electrical

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
26 00 00 Electrical						
1	Electrical	1	LS	118,694	\$92.73	12.0%
2	Backup Generator	1	LS	Incl Above		
3	Add for Site Lighting & Moving Generator	1	LS	Incl Above		
26 00 00	Electrical			118,694	\$92.73	12.0%
26 90 00 Temp Power						
1	By Owner			Clarification		
26 90 00	Temp Power			0	\$0.00	0.0%
27 00 00 Communications						
1	Structured Cabling			By Owner		
27 00 00	Communications			0	\$0.00	0.0%
28 13 00 Access Control						
1	Security Access Control - By Owner			Clarification		
28 13 00	Access Control			0	\$0.00	0.0%
28 16 00 Intrusion Detection						
1	Security Alarm Systems - By Owner			Clarification		
28 16 00	Intrusion Detection			0	\$0.00	0.0%
DIVISION 16 TOTALS				118,694	\$92.73	12.0%

Division 16 Electrical

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
26 00 00 Electrical						
1	Electrical	1	LS	118,694	\$92.73	12.0%
2	Backup Generator	1	LS	Incl Above		
3	Add for Site Lighting & Moving Generator	1	LS	Incl Above		
26 00 00	Electrical			118,694	\$92.73	12.0%
26 90 00 Temp Power						
1	By Owner			Clarification		
26 90 00	Temp Power			0	\$0.00	0.0%
27 00 00 Communications						
1	Structured Cabling			By Owner		
27 00 00	Communications			0	\$0.00	0.0%
28 13 00 Access Control						
1	Security Access Control - By Owner			Clarification		
28 13 00	Access Control			0	\$0.00	0.0%
28 16 00 Intrusion Detection						
1	Security Alarm Systems - By Owner			Clarification		
28 16 00	Intrusion Detection			0	\$0.00	0.0%
DIVISION 16 TOTALS				118,694	\$92.73	12.0%

Pricing Clarifications for
Eaton Public Library Renovations
Construction Documents
of Drawings Dated 11/15/2023

Division One

- 1 This GMP is based on the Interior CD Drawings dated 11/06/23 and Exterior CD Drawings dated 11/15/23.
- 2 The Contract excludes all utility development fees and all municipal development fees.
- 3 The Scope of Work excludes all hazardous material sampling, testing and abatement.
- 4 This estimate includes a Builder's Risk policy for new work only. It is assumed the Owner will continue to provide coverage on the existing building since it will remain occupied.
- 5 This guaranteed maximum price is not a line item guaranteed maximum price and cannot be treated as such.
- 6 Taxes have been excluded as this project is exempt.
- 7 Permit & Plan review fees have been excluded.
- 8 A construction contingency of 2.5% has been included.
- 9 A job trailer has been excluded. Fransen Pittman will utilize a temporary work area within the library for their staff and meetings.
- 10 LEED special recycling requirements have been excluded.
- 11 This estimate includes a 1 year warranty.

Division Two

- 1 No mold remediation, asbestos, or hazardous materials have been accounted for in this estimate.
- 2 Snow removal is not included in this estimate.
- 3 A geotech report was not provided at the time of this estimate. No special soil treatment, over excavation, or structural fill has been included in this estimate. Only fine grading for new slab has been included.
- 4 No Dewatering is included in this estimate.
- 5 An allowance of \$10,000 has been included for wind and weather protection.
- 6 An allowance of \$10,000 has been included for landscape or irrigation repairs at the children's play area.

Division Three

- 1 Special coatings and/or special floor preparations required for concrete due to moisture or ph conditions are excluded from the Scope of Work.
- 2 Specific requirements limiting moisture or ph of concrete materials, including flow-fill are excluded from Scope of Work.

Division Four

- 1 Fransen Pittman cannot guarantee that new grout colors will match existing grout in the existing brick.

Division Five

- The base bid includes two structural beams in the basement to remove the existing column in the
- 1 basement. A deductive alternate has been provided to keep the existing column and only install one structural beam.

Division Six

- 1 This estimate includes a new countertop in the 3D printing room. The existing sink will be capped and removed. The existing water heater above the sink will be capped and removed.
- 2 Basement shelves are assumed to be wall mounted with adjustable height shelving. Shelving is included in Storage B03 and Mechanical B04.

Division Eight

- 1 Fransen Pittman will provide two additional rough in locations at the janitor's closet and the basement exterior door for added Access Control by Greeley Lock & Key.
 - 2 Security film has been included at the west bay window facing the children's play area.
 - 3 Security film and new glass has been included for the new door at the exterior basement door.
 - 4 The main level restroom doors and hardware will be salvaged for reuse at the new restroom layout.
- All new wood doors with hollow metal frames will be installed in the basement. This includes the
- 5 mechanical room B04, Storage B05, Employee RR B02, Storage B03, and a new metal door at the outside exit.
 - 6 Existing basement windows will be removed and replaced with double pane glass at 3 existing locations.
 - 7 This estimate does not include rekeying locks throughout the building. All new hardware will match existing.

Division Nine

- 1 Floor covering prices do not include special high moisture and/or excessive alkalinity adhesives or special floor preparations.
- 2 All Drywall finish is included as Level 4 smooth finish.
- 3 An allowance of \$8,000 has been included for drywall repairs at damaged walls in the basement.
- 4 An allowance of \$5,000 has been included for major floor preparation and moisture mitigation

Division Ten

- 1 New FRP has been included around the mop sink in the main level janitor's closet.
- 2 Corner guards have not been included in this estimate.
- 3 An allowance of \$5,000 has been included for replacement or repair of the existing electric fireplace.
- 4 Markerboards and tackboards are not included in this estimate.
- 5 Room identification signage has been included for 27 new signs.

Division Eleven

- 1 This division has been excluded.

Division Twelve

- 1 New furniture has been included for the basement. This includes 4 new workstations, a lounge area, and a meeting table.
- 2 No window coverings or blinds have been included in this estimate.

Division Thirteen

- 1 This division has been excluded.

Division Fourteen

- 1 This division has been excluded.

Division Fifteen

1 The permanent heating/cooling equipment provided as part of the Scope of Work may be used by Fransen Pittman for construction heating/cooling prior to Substantial Completion of the Project. Proper equipment maintenance, as recommended by the manufacturer, shall be implemented by Fransen Pittman. The warranty period on said equipment shall begin when such equipment is put into use during construction.

2 No fire sprinklers have been included in this estimate.

3 This estimate includes removing and capping the existing sink and water heater in the ceiling of the 3D printer room.

4 A new mop basin with faucet has been included in the janitor's closet.

5 Duct cleaning has not been included in this estimate.

6 Test and Balance has been included in this estimate.

7 Temporary heat has been excluded.

8 Bringing current mechanical systems up to current code has not been included in this estimate.

Division Sixteen

1 No low voltage, structured cabling, or security has been included in this estimate and will be covered by Owner.

2 TVSS surge protection is included in this estimate.

3 Bringing current electrical systems up to current code has not been included in this estimate.



Eaton Town Board

Agenda Item

TO: Board of Trustees
FROM: Amber Greene, Library Director
DATE of MEETING: 12/14/2023
TITLE/SUBJECT: Eaton Public Library Policy

DESCRIPTION

The proposed Eaton Public Library Policy clarifies expectations for the Library Board and Staff on the Library's governance, funding, property and administration.

BACKGROUND

The Eaton Public Library operates under an IGA between the Town of Eaton and the High Plains Library District, which specifies the allocation of funding through the District to be administered by the Town of Eaton as well as the provision of services provided by the District in exchange for a portion of the collected mill levy. As the library's Governing Authority, the Town of Eaton establishes expectations for Library oversight including policy, property, budget, and personnel.

The Eaton Public Library Board and Staff engaged with the development of the proposed policy at the September, October and November 2023 regular Library Board meetings for discussion, input and revision. Special counsel library attorney John Chmil with Lyons Gaddis and Town of Eaton attorney Avi Rocklin provided input and final review.

SUMMARY

The proposed policy clarifies expectations for Library Trustees and Staff to facilitate the outreach and efficiency of the Library, define the policy and advisory role of the Library Board, and reduce the Town's liability by improving internal controls and oversight.

KEY POINTS

The key points clarify the roles and responsibilities of the Library Board, employment of the Library Director, allocation and administration of Library funds, provision of insurance, adoption of Employee



223 1st St, Eaton, CO 80615



(970) 454-3338



townofeaton.colorado.gov

and Library policies, ownership of Library property, adherence to the Colorado Open Meetings Law, and review by the Town Board.

- Scope and Duties of the Board
- Library Director
- Library Funds, Audits, Purchasing
- Insurance, HR
- Library Policies
- Real Property
- Sunshine Laws
- Review

COST & BUDGET

The adoption of this policy would have no cost impact on the budget.

RECOMMENDATION

Staff recommends adopting the attached policy to clarify Library governance and provide clear direction to the Library Board and Staff to most effectively operate and administer Library services to the community of Eaton.



223 1st St, Eaton, CO 80615



(970) 454-3338



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TOWN OF EATON, COLORADO
RESOLUTION NO. 2023-22

RESOLUTION ADOPTING EATON PUBLIC LIBRARY POLICY

WHEREAS, the Town of Eaton, Colorado (the “Town”) is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees (“Town Board”) is vested with the authority to administer the affairs of the Town; and

WHEREAS, given the joint and overlapping interests between the Town and the Eaton Public Library, to better define the roles of each such entity, the Town Administrator and the Eaton Library Director recommend that the Town Board adopt policies for the Eaton Public Library; and

WHEREAS, on December 14, 2023, the Town Administrator and the Eaton Library Director presented proposed policies to the Town Board; and

WHEREAS, based on the recommendation of the Town Administrator and the Eaton Library Director, the Town Board desires to adopt policies for the Eaton Public Library; and

WHEREAS, Town Board finds that adoption of this Resolution is in the best interest of the Town.

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

Section 1. The Town Board hereby adopts the Eaton Public Library Policy attached hereto and incorporated herein by reference as Exhibit A.

Section 2. This Resolution shall be effective upon adoption.

PASSED, ADOPTED, AND APPROVED at a regular meeting of the Town Board of the Town of Eaton on this 14th day of December, 2023.

TOWN OF EATON, COLORADO

ATTEST:

By: _____
Margaret Jane Winter, Town Clerk

By: _____
Scott E. Moser, Mayor

EXHIBIT A

TOWN OF EATON EATON PUBLIC LIBRARY POLICY

The Town Board of Trustees ("Town Board") of the Town of Eaton ("Town") hereby sets forth the following policies for the Eaton Public Library ("Library") and the Library Board of Trustees ("Library Board"):

1. Scope and Duties of Library Board. The Library Board shall serve as the community liaison for Library matters and report to the Town Board in an advisory capacity consistent with this Policy. Among other duties, the Library Board shall:

a. Consist of a minimum of five (5) and maximum of seven (7) library trustees ("Trustee(s)") who must reside in the Library Service Area (Weld County School District RE-2) boundaries and who will serve no more than two (2) consecutive three-year terms;

b. Publish notice of all Trustee vacancies, organize interviews with the Library Board President, a non-officer Library Trustee, Library Director and Town Administrator or designee(s) to serve on the interview panel, and make a recommendation for appointment of Trustee(s) to serve on the Library Board to the Town Board;

c. Conduct at least six (6) meetings per year;

d. Set the operational and strategic policies for the Library, and provide direction

to the Library Director with respect to implementation of such policies;

e. Prepare and annually update a multi-year capital plan and provide such plan to the Town Administrator on or before October 1 of each year;

f. Prepare a proposed budget for the Library for each ensuing fiscal year and provide a draft of the proposed budget to the Town Administrator on or before October 10 of each year and a final proposed budget to the Town Administrator on or before November 10 of each year;

g. Ensure that Library funds be expended for Library purposes and that the Library maintains a healthy and reasonable financial reserve; and

h. Conduct a performance evaluation of the Library Director on or before November 1 of each year and submit the performance evaluation to the Town Administrator with recommendations, if any.

2. Library Director.

a. Employment. The Library Director shall be an employee of the Town and report to the Town Administrator. When a vacancy occurs in the office of the Library Director, the Library Board, under the direction of the Town's human resources consultant, shall advertise and conduct interviews for the Library Director. The interviews will include the Town Administrator or the Town Administrator's designee and the Town's human resource consultant. The Library Board shall

thereafter make a recommendation to the Town Administrator, who will consider such recommendation.

b. Scope of Duties. Among other obligations that may be delegated to the Library Director, the Library Director shall effectuate the policies established by the Library Board, manage the day-to-day operations of the Library and manage the Town employees who work at the Library.

c. Meeting Schedule. The Library Director shall prepare an annual meeting schedule of the Library Board and shall prepare and disseminate to the Library Board a meeting agenda and packet, if any, for each meeting.

3. Library Funds. Library funds are not Town funds and shall only be available to be expended for Library purposes. The Town shall collect the tax revenue for the Library, maintain the financial records of the Library, and perform accounting and bookkeeping functions for the Library. The Town shall utilize Library funds to pay for Town services provided on behalf of the Library.

4. Audits. The Town shall engage a consultant to conduct annual audits on behalf of the Library.

5. Insurance. The Town shall procure the proper insurance coverage for the Library.

6. Human Resources. The Library shall follow the Town's human resources policies and procedures, referred to as the Town of Eaton Employee Handbook, as amended from time to time. The Town's human resources consultant shall be available to provide assistance to the Library.


7. Purchasing Policy. The Library shall comply with the Town's purchasing policy, referred to as the Town of Eaton Purchasing Policy, as amended from time to time. The Library Director shall be authorized to approve the payment of budgeted expenditures up to the value set forth in the Purchasing Policy. The Library Board shall review and, if so desired, recommend approval to the Town Board of expenditures that are not budgeted or exceed the Library Director's authority. The Town Board shall thereafter have final authority to approve such expenditures.

8. Library Policies. Absent authorization of the Town Board, the policies of the Library shall not conflict with the policies of the Town.

9. Real Property. The Library does not have authority to own real property. Unless the Town Board otherwise authorizes, real property used for Library purposes shall be owned and maintained by the Town as appropriated by the Town Board from such funds as is designated for these purposes. The Library Board shall include recommendations on maintenance and facilities each year as a part of the budget proposal described above.

10. Sunshine Laws. The Library shall comply with the Colorado Open Records Act, § 24-72-200.1 *et seq.*, C.R.S., and the Colorado Open Meetings Law, § 24-6-401 *et seq.*, C.R.S.

11. Review. At its discretion or upon request of the Library Board, the Town Board may review this policy from time to time to, among other reasons, ensure that it remains effective and relevant.

	EATON
	EATON TOWN BOARD Report
TO: Town Board of Trustees	
FROM: Wesley LaVanchy	
DATE OF MEETING: 12/14/2023	
TITLE / SUBJECT: NISP 20th Interim Agreement & Payment	

DESCRIPTION

Attached revised NISP 20th Interim Agreement and payment request for 2024.

SUMMARY

Northern Colorado Water Conservancy District – NISP Enterprise has submitted a revised 20th Interim Agreement and payment request of \$887,250 dollars for the continued participation in the NISP project for 2024. The current phase of the project is focused on agency consultation, permitting with the U.S. Army Corps of Engineers as well as compliance with National Environmental Policy Act. In addition, the 5th and 6th phases of the project are also under way for Glade Reservoir GM/GC design involvement, Highway 287 Relocation design and Galetton Dam preliminary design work as well as some preliminary NISP conveyance refinement. As noted earlier this year, a Record of Decision (R.O.D.) was granted by the U.S. Army Corp of Engineers.

KEY POINTS

- Permits the Town of Eaton to participate at 1,300-acre feet of yield as a part of the recommended water portfolio per the 2022 Water Supply Master Plan.
- Permits the Town of Eaton to participate in the development of a regional treatment plant authority with its neighbors Windsor, Severance, and NFCLWD to treat new sources of water.
- As NWCWD continues with its water tap moratorium and delivery constraints for the foreseeable future, it is imperative that the Town continue to pursue alternative water source and treatment options. The NISP Enterprise Agreement provides one such alternative.
- Allows the Town to divest (sell) to a potential buyer shares the Town either can't afford or no longer needs as a part of its water portfolio strategy, subject to NCWCD Board authorization. New language was just added to the agreement per a virtual meeting with the participants and NCWCD staff in late November.

COST & BUDGET

The Town of Eaton has included in its 2024 budget proposal this amount. This amount is a decrease from what was originally proposed.

RECOMMENDATION

- Staff are recommending the approval of the 20th Interim Agreement and payment of \$887,250.

Motion: I move to approve the 20th Interim Agreement and payment of \$887,250 for the Town's 2024 participation in the Northern Integrated Supply Project.

- Alternatively, the Board could:
 - Table the approval and request additional information.
 - Decline to approve.

TWENTIETH INTERIM AGREEMENT WITH THE
NORTHERN INTEGRATED SUPPLY PROJECT WATER ACTIVITY ENTERPRISE,
FOR PARTICIPATION IN THE
NORTHERN INTEGRATED SUPPLY PROJECT

This Agreement is made and entered into as of _____, 20__, by and between the Northern Integrated Supply Project Water Activity Enterprise, a government-owned business within the meaning of Article X, § 20(2)(d) of the Colorado Constitution, organized pursuant to C.R.S. §§ 37-45.1-101 et seq., owned by the Northern Colorado Water Conservancy District, and whose address is 220 Water Avenue, Berthoud, Colorado 80513 (the “NISP Enterprise”), and the Town of Eaton, Colorado, Water Enterprise, a government-owned business within the meaning of Article X, § 20(2)(d) of the Colorado Constitution, organized pursuant to C.R.S. § 37-45.1-101 et seq., whose address is 223 1st Street, Eaton, CO 80615-3479 (“Participant”).

Recitals

- A. The NISP Enterprise is developing a water project (the “Project”) for the purpose of developing a new reliable water supply for the beneficial use of the Participant and other entities.
- B. Overall Project costs will be divided among the entities that participate in the Project.
- C. The First, Second, and Fourth Phases of the Project, and years one through six of the Third Phase, have been completed.
- D. The Third Phase, Years 7 through 20 (hereinafter referred to as “Phase 3A”), will consist of further agency consultation, permitting with the U.S. Army Corps of Engineers and other agencies, compliance with the National Environmental Policy Act and other requirements for federal permitting, field work, and analysis for permitting, modeling, and other activities related to designing and permitting the Project.
- E. The Fifth Phase of the Project consists of the Glade Reservoir final design, Highway 287 relocation final design and CM/GC design involvement, and completion of the Galeton Dam preliminary design.
- F. The Sixth Phase involves continued NISP conveyance delivery refinement, South Platte Water Conservation Project negotiations, land and easement definition and purchase, and potential advancement of time-sensitive mitigation activities.
- G. The Seventh Phase involves the development of a NISP Allotment Contract, financial project planning, legal defense of the Project permits, and overall project administration.
- H. It is necessary that the NISP Enterprise pursue Phases 3A, 5, 6, and 7 of the Project at this time in order to be able to complete the Project on the time schedule desired by the participants.

- I. Pursuing Phases 3A, 5, 6, and 7 of the Project on behalf of the participants will require continued funding from the participants.

Agreement

1. The Participant agrees to participate in Phases 3A, 5, 6, and 7 of the Project, under and pursuant to the terms and conditions of this Agreement. The Participant acknowledges that it shares a common interest in development of the Project and that privileged material may be shared with the Participant from time to time. A description of Phase 3A, Phase 5, Phase 6, and Phase 7 is included in **Exhibit A**. Participation in this Agreement in no way obligates the Participant to participate in subsequent phases of the Project or to continue involvement in the Project in any manner.
2. For the purposes of cost allocation in Phase 3A, Phase 5, Phase 6, and Phase 7, the cost is based upon the Participant's base requested capacity divided by the total requested base Project yield. The Participant's initial base requested capacity in the Project is 1,300 acre-feet of water yield. Attached hereto as **Exhibit B** is a table showing the currently anticipated permitted capacity in the Project and the pro rata share of the costs of the Project for 2024 for each Participant. The costs covered by this Agreement shall be separate from costs covered by the NISP Phase I Agreement between the NISP Enterprise and the Participant. The Participant may request a reduction or increase, in base requested capacity, which will be implemented by the NISP Enterprise so long as any costs of design, environmental studies, permitting or other matters are paid by the Participant pursuant to its pro-rata cost basis. If a reduction in the Participant's base requested capacity is made, the formula for allocation of costs among the participants shall be changed accordingly so that all participants bear a pro rata share of the Phase 3A, Phase 5, Phase 6, and Phase 7 costs of the Project after the change based on their final base requested capacities. For purposes of the environmental analysis for the Project, the Participant's permitted capacity in the Project is 1,300 acre-feet of water yield. In the event that the Participant's base requested capacity is increased or decreased, the Participant's permitted capacity shall be increased or decreased in the same percentage as the percentage increase or decrease of the base requested capacity.
 - a. In the event that a Participant transfers a portion of its base requested capacity to a third-party entity during the term of this Agreement, the Participant may allocate the pro-rata cost associated with the transferred capacity to the third-party entity, or in the event that the cost is not allocated to the third-party entity, the associated pro-rata cost obligation shall remain with the signatory Participant herein.
 - b. Any transfer of base requested capacity must be approved by the NISP Enterprise Board of Directors prior to transfer.
3. The Participant agrees to provide to the NISP Enterprise funds for its pro rata share of the anticipated 2024 costs necessary for Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project. The NISP Enterprise estimates that the Participant's pro rata share of the costs of

the Project is \$887,250 for 2024. The Participant will pay the NISP Enterprise its pro rata share of these 2024 costs on or before January 15, 2024. The NISP Enterprise will invoice the Participant for this payment. These estimated costs will not be increased or exceeded without the prior written approval of the Participant. Participant funds that are not expended during Phase 3A, Phase 5, Phase 6, and Phase 7 will be rebated back to each participant pro rata based on each participant's contribution of funds to the Project in Phase 3A, Phase 5, Phase 6, and Phase 7.

4. In the event that the Participant fails to make the payment set forth above at the specified time, the NISP Enterprise shall have the right to terminate this Agreement and cease all work on the Project for the benefit of the Participant. The NISP Enterprise shall give the Participant thirty (30) days' advance written notice of its intention to terminate this Agreement and cease work on the Project for the Participant's benefit under this paragraph. The Participant shall have until the end of said 30-day period in which to make all past due payments in full in order to cure its default hereunder. The Participant shall in any event be responsible for its pro rata share of the 2024 costs of Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project actually incurred by the NISP Enterprise up to the date of termination of this Agreement.
5. The NISP Enterprise agrees to diligently pursue Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project in good faith to the extent that funds therefor are provided by the Participant under this Agreement and by other participants under similar agreements. By entering into this Agreement and accepting payments from the Participant, the NISP Enterprise does not obligate itself to, nor does the NISP Enterprise warrant that it will, proceed with the Project beyond Phase 7 or that it will construct or operate the Project. At the end of Phase 7, the NISP Enterprise will determine after consultation with the participants whether to proceed with the Project. The NISP Enterprise agrees that, if the participants provide all required funding, if the NISP Enterprise has the ability, and if the Project is feasible and practical, it will pursue the construction and operation of the Project if requested to do so by a sufficient number of participants to fully fund the Project. In the event that the NISP Enterprise decides not to proceed with the Project, it will so notify the Participant and this Agreement will immediately and automatically terminate upon the giving of such notice.
6. In the event of termination of the Project, the Participant shall not be entitled to any return of funds paid to the NISP Enterprise for the Project, unless payments by participants exceed the NISP Enterprise's costs as of the date the Project is terminated, in which case a pro rata refund will be made. In the event of such termination, the Participant shall be entitled to receive copies of any work products developed by the NISP Enterprise or its consultants on behalf of the Participant, and NISP Enterprise Board shall, in its sole discretion: (i) convey to the Participant, as a tenant in common with all other participants who have not been terminated under paragraph 4 above, a pro rata interest in all real and personal property acquired by the NISP Enterprise for the Project with funds provided under this Agreement or similar agreements with other participants; or (ii) disburse to the Participants the proceeds of any sale of assets in proportion to each Participant's Cost Share.

7. The Participant shall have the right to assign this Agreement and the Participant's rights hereunder, with the written consent of the NISP Enterprise, which consent shall not be unreasonably withheld, to any entity that is eligible to receive water deliverable through the Project and that is financially able to perform this Agreement.
8. In the event that this Agreement is terminated for any reason, the Participant shall not be entitled to any return of any funds paid to the NISP Enterprise for the Project except as provided in Paragraphs 3 and 6 above for those participants who have not been terminated under Paragraph 4 above, and the NISP Enterprise shall have no further obligations to the Participant.
9. Notwithstanding any other provision of this Agreement to the contrary, the Participant's maximum financial obligation under this Agreement shall be the payment of \$887,250 set forth in paragraph 3 above. The Participant shall have the right to terminate this Agreement at any time. In the event of such termination, each of the parties hereto shall be immediately released from all obligations recited herein as if this Agreement had not been entered into.
10. In the event that additional costs must be incurred for Phase 3A, Phase 5, Phase 6, and Phase 7 in 2024, the parties may amend this Agreement in writing to provide for further payment by the Participant of the costs for 2024. However, the Participant is not obligated under this Agreement to pay any costs for Phase 3A, Phase 5, Phase 6, and Phase 7 beyond the costs stated in paragraph 3 above.
11. This Agreement shall be interpreted under the laws of the State of Colorado. Venue for any disputes concerning this Agreement shall be in the Weld County, Colorado, District Court.
12. Nothing in this Agreement shall be construed to waive the protections and immunities afforded the NISP Enterprise and the Participant under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq., and any similar or successor statutes of the State of Colorado.
13. Except for the obligation to pay money, neither party shall be liable to the other party for any delay or inability to perform its obligations hereunder by reason of acts of God, acts of the public enemy, riot, civil commotion, insurrection, acts or failure to act of governmental authorities, war, pandemic, or any other cause or causes beyond the party's reasonable control.
11. This Agreement is the entire agreement between the NISP Enterprise and the Participant regarding participation in Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project and shall be modified by the parties only by a duly executed written instrument approved by the Participant and the NISP Enterprise's Board of Directors.
12. This Agreement is subject to approval by the NISP Enterprise's Board of Directors and

shall become binding on the NISP Enterprise only upon such approval.

TOWN OF EATON, COLORADO, WATER ENTERPRISE

a government-owned business within the meaning of Article X, § 20(2)(d) of the Colorado Constitution, organized pursuant to C.R.S. § 37-45.1-101 et seq.

By:_____

Name:_____

Title:_____

**THE NORTHERN INTEGRATED SUPPLY PROJECT WATER ACTIVITY
ENTERPRISE**

By:_____

Bradley D. Wind, P.E.
General Manager

EXHIBIT A
DESCRIPTION OF PHASE 3A, PHASE 5, PHASE 6, and PHASE 7
NORTHERN INTEGRATED SUPPLY PROJECT

Phase 3A consists of a continuation of the permitting work associated with NISP. The work in 2024 will largely be remaining efforts in support of the final 404 permit and Record of Decision, potential minor modification of the 404 permit, mitigation development, and continuation of the Larimer County IGA process. Additionally, there will be work in support of the public information effort for NISP as well as overall Northern Water administration and legal support.

Phase 5 will consist of the Glade Reservoir facility design advancement and necessary geotechnical work and Highway 287 relocation final design.

Phase 6 involves the following additional 2024 activities:

- NISP conveyance will continue to be refined including evaluation of Participant flow requirements, pipeline sizing and route refinement, delivery system exchange potential, C-BT exchange potential, conveyance cost estimating, and cost allocation methodology development.
- South Platte Water Conservation Project negotiations will be advanced with the affected ditch companies and shareholder cooperative agreements will be developed.
- Land and easement requirements will be more specifically identified and acquired.
- Mitigation plans will continue to be advanced, and time sensitive mitigation activities may be pursued.

Phase 7 involves the following 2024 activities:

- Project financial planning
- Allotment contract development
- Legal defense of the Army Corps of Engineers 404 permit, and the Larimer County 1041 Permit.
- Potential activities associated with the City of Fort Collins' 1041 permit process.

EXHIBIT B
PARTICIPANT YIELD AND COSTS
PHASE 3A, PHASE 5, PHASE 6, and PHASE 7

Northern Integrated Supply Project	Rev. 1.1	10/24/2023	
Year 2024 Preconstruction Budget			
<i>Interim Contract 20</i>			
Item	Updated Cost		
NISP Owners Representative	\$ 300,000		
Glade Final Design Activities	\$ 10,000,000		
HW 287 Design Activities	\$ 1,600,000		
HW 287 CMGC	\$ 600,000		
HW 287 Utlility Relocation Design	\$ 200,000		
NISP Delivery Refinement	\$ 3,000,000		
River Intake Predesign and Design	\$ 400,000		
Environment&Mitigation	\$ 4,000,000		
Financing Consultant/Bond Counsel	\$ 200,000		
WQ Sample Testing/Studies	\$ 300,000		
Northern Water Labor	\$ 2,000,000		
Northern Water Indirect	\$ 800,000		
Legal	\$ 700,000		
Communications	\$ 100,000		
ROW-Land Appraisal/Title/Survey	\$ 200,000		
Pipeline Easements/Property	\$ 3,000,000		
SPWCP Negotiations	\$ 200,000		
Contingency/Other (10%)	\$ 2,700,000		
Total	\$ 30,300,000		
Approximate Carryover from 2023	\$ 3,000,000		
Total Requested of Participants for 2024	\$ 27,300,000		
	Project Yield	Percent of	2024
Participant	(Acre-ft)	Project	Budget
Central Weld Co. W.D.	3,500	8.75%	\$ 2,388,750
Dacono	1,250	3.13%	\$ 853,125
Firestone	1,300	3.25%	\$ 887,250
Frederick	2,600	6.50%	\$ 1,774,500
Eaton	1,300	3.25%	\$ 887,250
Erie	6,500	16.25%	\$ 4,436,250
Evans	1,200	3.00%	\$ 819,000
Fort Collins-Loveland. W.D.	3,400	8.50%	\$ 2,320,500
Fort Lupton	2,050	5.13%	\$ 1,399,125
Fort Morgan	3,600	9.00%	\$ 2,457,000
Lafayette	1,800	4.50%	\$ 1,228,500
Lefthand W.D.	4,900	12.25%	\$ 3,344,250
Morgan County Q.W.D.	1,300	3.25%	\$ 887,250
Severance	2,000	5.00%	\$ 1,365,000
Windsor	3,300	8.25%	\$ 2,252,250
Total	40,000	100.00%	\$ 27,300,000



Make all checks payable to Northern Water

Town of Eaton **MONTHLY STAFF REPORT**

December 2023



Employee Benefits

The Town reviewed both overall employee benefits and our benefits broker in 2023 to ensure we are providing high quality benefits to our employees. Competitive employee benefits are critical to the recruitment and retention of top talent.

Employer-Paid Benefits:

1. Medical & Prescription Coverage: The Town pays 100% for employee premiums. **Employees are responsible for dependent costs.**
2. Dental Coverage: The Town pays 100% for employee premiums. **Employees are responsible for dependent costs.**
3. NexStep Insurance (GAP Insurance): designed to help pay for covered out-of-pocket expenses you may incur while you are either confined in a hospital or being treated as an out-patient for an injury or an illness. The Town pays 100% for employee premiums. **Employees are responsible for dependent costs.**
4. 401(a) Retirement Plan: The Town pays 5% of an employee's bi-weekly pay in the full-time employee's 401(a) account. The employee is required to pay 3% of their bi-weekly salary, on a pre-tax basis. Employees are automatically enrolled in this plan on the first pay period of the first full month following their full-time date of employment. An employee will become vested in the Town's contributions based on a "cliff vesting schedule," meaning that they will be eligible for 100% of the funds the Town has paid on their third-year anniversary date.
5. Basic Life & Accidental Death & Dismemberment Insurance (AD&D) Insurance: The Town pays for term life insurance coverage equal to an employee's annual salary for eligible employees. Town of Eaton offers this benefit at no cost to employees. Eligible employees are automatically enrolled in this coverage.
6. Short Term Disability (STD) Insurance: This disability insurance plan helps supplement your income when you are unable to work for a certain period of time. Town of Eaton offers this benefit at no cost to employees. Eligible employees are automatically enrolled in this coverage.
7. Long Term Disability (LTD) Insurance: This disability insurance plan helps supplement your income when you are unable to work for an extended period of time. Town of Eaton offers this benefit at no cost to employees. Eligible employees are automatically enrolled in this coverage.
8. Employee Assistance Program (EAP) Benefits: Confidential services to help you navigate life's challenges. This includes access to counseling, mental health sessions, life coaching, financial consultation, legal consultation and many more. Town of Eaton offers this benefit at no cost to employees. Eligible employees are automatically enrolled in this coverage.

Employee-Paid Benefits:

9. Vision Coverage: This insurance is available to eligible employees and their eligible dependents at group rates at the employee's own cost.
10. Accident Only Insurance: Eligible employees may voluntarily purchase this coverage designed to provide payments to the employee in case of covered accidents.
11. Cancer Insurance Coverage: Eligible employees may voluntarily purchase this plan to assist in paying for cancer treatment and hospitalization.
12. Whole and Term Life Insurance: Eligible employees may purchase this plan at group rates.
13. Flexible Spending Account: Eligible employees may voluntarily participate in a Flexible Spending Account which allows them to pay certain qualified medical expenses with pre-tax wages.
14. 457(b) Retirement Plan: The Town offers eligible employees the option of participating in a traditional or Roth (or both) 457(b) Retirement Plan. This plan enable the employee to augment the Town's 401(a) Retirement Plan.

In addition to the above, the Town also offers **Holiday, Sick and Vacation** benefits.

Holidays: The Town observes the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- ½ day the day before Christmas Day
- Christmas Day
- ½ day the day before New Year's Day
- A Floating Holiday – Employee's Discretion

Also, the Town offers the following Leave Benefits under eligible circumstances:

- Domestic Abuse Leave
- Bereavement Leave
- Jury Duty
- Medical Leave
- Military Leave
- Voting
- Personal Leave of Absence
- Parental Leave

Finance

CASH ALLOCATION

OCTOBER

General Fund	4,017,940
Library	5,871,183
Streets	3,157,012
Water	3,659,023
Sewer	858,653
Sanitation	230,670
Irrigation	205,550
Special Revenue	<u>1,013,382</u>
TOTAL	19,013,413

SALES TAX

	2020	2021	2022	2023
JAN	247,302	264,114	325,462	310,368
FEB	263,335	204,045	255,289	268,430
MAR	201,606	218,997	269,309	269,037
APR	265,572	309,747	287,382	343,950
MAY	286,634	268,755	262,003	322,989
JUN	250,556	278,204	287,739	307,767
JUL	218,448	332,329	306,415	337,388
AUG	198,349	283,600	364,272	340,289
SEP	194,457	286,652	393,407	351,581
OCT	235,241	293,425	380,582	446,955
NOV	227,873	271,386	324,619	280,402
DEC	233,058	281,838	345,475	
TOTAL	2,822,432	3,296,091	3,801,953	3,579,156

FUND SUMMARY SEPTEMBER

	YEAR TO DATE	BUDGET	REMAINING/EXPENDED
<i>GF REVENUE</i>	4,305,865	4,277,387	(28,478)
<i>GF EXPENSES</i>	4,286,988	5,261,366	974,378
<i>NET SURPLUS/(LOSS)</i>	18,877	(983,979)	
<i>LIBRARY REVENUE</i>	2,075,702	2,001,009	(74,693)
<i>LIBRARY EXPENSES</i>	993,304	2,210,924	1,217,620
<i>NET SURPLUS/(LOSS)</i>	1,082,398	(209,915)	
<i>STREETS REVENUE</i>	1,605,231	2,733,509	1,128,278
<i>STREETS EXPENSES</i>	938,603	3,435,424	2,496,821
<i>NET SURPLUS/(LOSS)</i>	666,628	(701,915)	
<i>WATER REVENUE</i>	2,218,445	2,667,825	449,380
<i>WATER EXPENSES</i>	2,220,989	4,377,226	2,156,237
<i>NET SURPLUS/(LOSS)</i>	(87,615)	(1,709,401)	
<i>SEWER REVENUE</i>	796,732	923,954	127,222
<i>SEWER EXPENSES</i>	1,064,145	1,634,375	570,230
<i>NET SURPLUS/(LOSS)</i>	(267,413)	(710,421)	
<i>SANITATION REVENUE</i>	515,655	597,777	82,122
<i>SANITATION EXPENSES</i>	486,767	582,172	95,405
<i>NET SURPLUS/(LOSS)</i>	28,888	15,605	
<i>IRRIGATION REVENUE</i>	150,474	168,000	17,526
<i>IRRIGATION EXPENSES</i>	171,734	174,390	2,656
<i>NET SURPLUS/(LOSS)</i>	(21,260)	(6,390)	
<i>IMPACT FEE REVENUE</i>	25,987	57,076	31,089
<i>IMPACT FEE EXPENSES</i>	143,124	160,000	16,876
<i>NET SURPLUS/(LOSS)</i>	(117,137)	(102,924)	

Clerk

Liquor License(s)

Applications for liquor license renewals, approved by the Town, and submitted to the State; Cobblestone Inn and Season Liquor Store.

Street Vendor License(s) Issued

On the Hook Fish & Chips ~ Location: 151 S Oak Ave ~ Ace Hardware

Business License(s)

114 Total Business/Home Occupation Licenses have been issued as of December 4, 2023

The word "POLICE" in large, bold, red capital letters.

TOWN OF EATON STAFF REPORT

November was a busy month as we seen an uptick in traffic accidents due to the snow. We also currently are 4 officer's down as we have 2 in FTO and 2 on medical leave. No Shave November was a success and all the officer's who participated where happy to see December come so we could all shave. The winner was SRO Eisentraut although I think he bought votes. We are looking forward to the new year so we can kick off our community policing push. A special thank you to our veterans: Commander Rundle, Sgt. Pettit, Officer Lemay and Officer Ward!!!

Monthly Calls For Service/Incident Report attached.

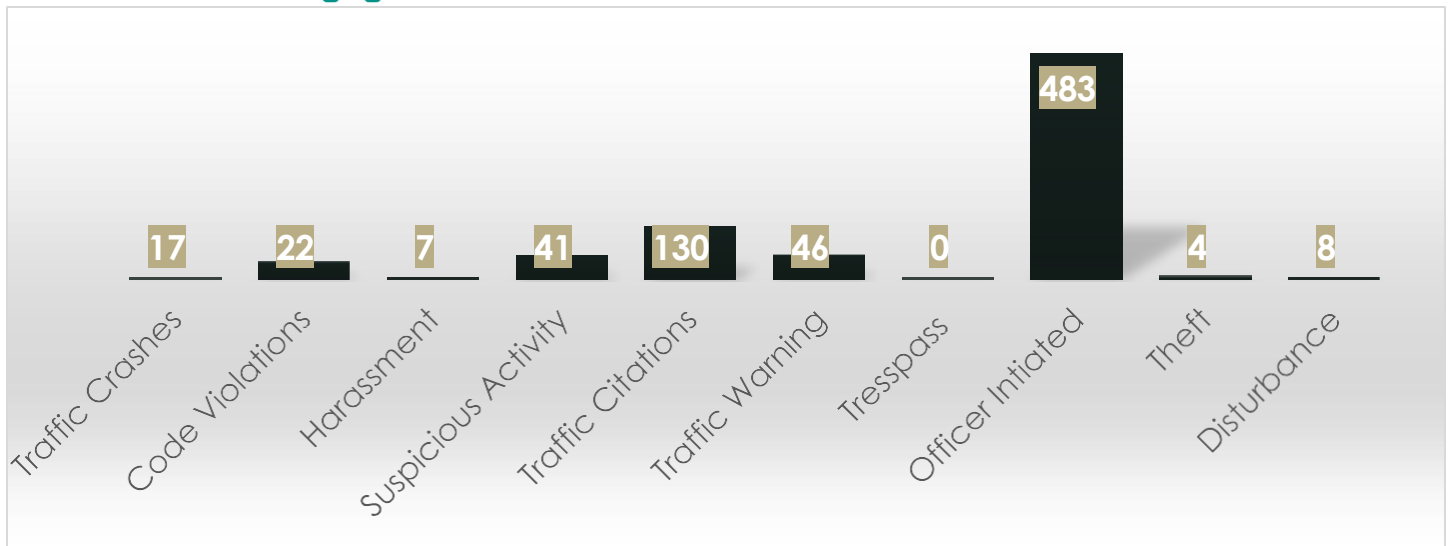
Toys from a Cop

The Giving Tree is up at many locations and we are seeing a lot of toys being donated already!!

Lexipol Update

We are 2 months ahead of schedule and will be releasing our new policy manual the first week of December!!

Activity Report



Officer Shout Out

I want to shout out my FTO team!! Sgt. Loos, Cpl Allen Jr, and Sgt. Pettit. They have trained all year without many breaks in between and are still motivated and teaching the trainees how to be great officers. The Team takes the training standard we have set very seriously and without their hard work we would not be where we are today.

Eaton Police Department Training

We are 100 percent done with all mandatory training for this year!!! We are still sending Officers and Supervisors to specialized training, such as enhanced leadership, FTO management and investigation schools.



Thank you Sponsors we couldn't do a lot of our events without you

- Tyler Wright Edward Jones Branch
- Costa Oil
- Harsh Outdoors / Harsh Manufacturing
- Eaton Pizza
- Eaton School District
- Eaton Rec Center
- Bank of Colorado
- Dollar General
- Mauka Shaved Ice
- TDS
- ALLO
- Heritage Market
- McCarty's
- Dusty Kraft The Krafting Realty group
- C3 Real Estate
- ReDesign Concepts
- Scooters Coffee
- Coffee House 29
- Eaton Animal Den



Water

Backflow and Cross Connection Control Program

The Town continues to work with our commercial and residential customers who are required to have a backflow device installed and tested annually. We are still hoping to achieve 100% compliance for 2023. Final compliance letters were delivered to customers who are not in compliance this week.

TOTAL CITED (In Compliance)		161
TOTAL INVENTORY		216
Total Not Compliant with Reg 11.		55
Percent in Compliance		75%
Total Lawn Irrigation		46
Total Lawn Irrigation in Compliance		16
Total Lawn Irrigation NOT in Compliance		30
Percent in Compliance		35%
Not Including Lawn Irrigation		
Total Inventory		170
Total In Compliance		145
Total Not Compliant with Reg 11.		25
Percent in Compliance		85%

Water Usage (Gallons)

	2020	2021	2022	2023
JAN	12,525,207	11,472,898	10,424,880	12,679,789
FEB	11,243,780	10,662,449	10,688,896	10,267,559
MAR	12,394,587	11,870,888	11,907,714	11,434,834
APR	17,112,089	12,598,290	16,656,327	13,074,439
MAY	24,567,315	14,291,705	24,565,316	19,878,605
JUN	36,750,817	36,436,524	36,349,698	17,087,198
JUL	39,188,581	37,908,840	32,601,027	22,887,478
AUG	30,732,320	33,298,026	35,937,752	29,215,911
SEP	29,919,228	31,690,711	30,111,855	25,736,562,
OCT	18,425,881	17,019,826	17,353,315	18,356,773
NOV	10,945,852	11,316,309	13,371,276	
DEC	10,881,184	10,728,770	11,701,990	

Sewer

Sewer Jetting and CCTV

DES Pipeline Maintenance will complete the sewer jetting and CCTV prior to the Regular December Board meeting.

Dewatering Equipment

The dewatering equipment has been set on the platforms. Town staff is working with electricians to finalize installation.

Parks/Cemetery

Cemetery Expansion Project

The newly installed irrigation system was tested while the weather was warm on Thursday, December 7 and passed inspection. The system will be blown out and winterized. Spring start-up will be scheduled with the contractor to ensure the system is still fully operational. Top soil, seeding, and tree planting will take place in the spring and a change order will be brought to the Board for consideration.

Fire Pit

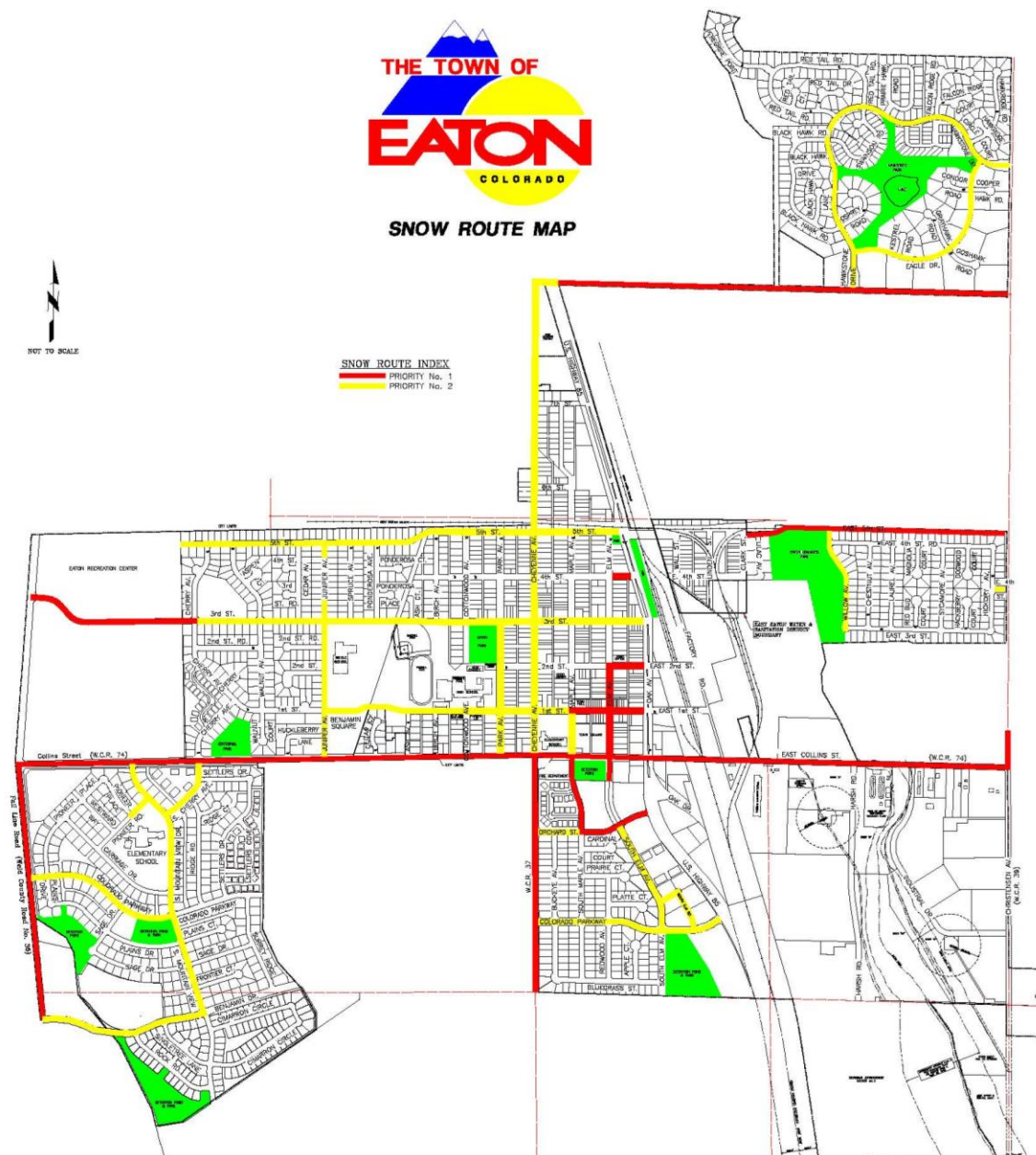
The fire pit in Town Square is being rebuilt as the internal parts of the current fireplace have failed. It is expected to be operational on Friday, December 8.

Christmas Tree

The Christmas Tree that is generally erected in Town Square broke last year. It was a recommendation of the Hometown Committee to wait until the Downtown Revitalization Project is completed to purchase a new one.

Streets/Transportation

Snow Route Map



PLANNING AND BUILDING



TOWN OF EATON STAFF REPORT

The Town of Eaton's Clerk Department has been working with CommunityCore to set up the new permitting system. The change from Cascade to CommunityCore has been pushed out and is scheduled to be live on January 8, 2024

Building Permits Issued

	2021	2022	2023
JAN	8	12	15
FEB	13	15	9
MAR	31	25	18
APR	16	12	18
MAY	28	15	11
JUN	25	16	18
JUL	20	8	21
AUG	22	29	23
SEP	18	21	14
OCT	18	18	16
NOV	24	19	11
DEC	16	14	

Master Project List

Staff continues to work with Baseline and Slate to stand up a planning page that is more informative to the Board of Trustees, Planning Commission, and the Eaton Community. We are hopefully to show a demo at the December 14 Regular Meeting.

TOWN OF EATON STAFF REPORT

In November, the library hosted special displays and programs in honor of veterans of the armed forces including a guest speaker at storytime, our very own Ms. Ellen, who spoke about her service in the army and crafted military ships with our littlest patrons. Staff also expanded outreach efforts to the Benjamin Square community with regular, bi-weekly enrichment programs designed to bring library services onsite to seniors and future plans to offer mobile technology support, art, storytelling, and computer classes. Of special note:

- Eaton Public Library is one of six libraries selected to participate in a national research grant for **Individualized, Equity-Focused Evaluation of Public Library Makerspaces**. This initiative will measure adult learning, access and outcomes in public makerspaces and participating libraries will receive \$2,000 for 2024 public maker projects.
- The Library reached the mid-point of a grant cycle with Weld Trust for the **1,000 Books Before Kindergarten** program. So far, our families have read over 12,000 books to infants, toddlers and preschoolers through this program and we've distributed hundreds of books and fingerpuppets made possible by this \$15,000 grant.
- Mark your calendars for the library's new **Cyber Security Classes** kicking off on January 24th with basic methods to prevent attackers from accessing sensitive data via email or phone. These classes are designed with seniors in mind, but all ages are welcome.

Facilities

The library implemented additional safety recommendations from EPD including securing unused windows, replacing exit and security lights, and updating the lock system. Final designs and estimates were submitted by Fransen Pittman for the 2024 remodel.

Staffing

Laine Goddard was welcomed to the team on November 27th as the new Adult and Technology Library Associate. Staff participated in an annual teambuilding event, with community partner Denver Botanical Gardens, and conducted a 2024 Work Planning meeting to identify individual and team goals for the coming year.

Library Performance Measures

2023	Library Visits	Circulation	Program Attendance	Tech and Makerspace Support
JAN	2806	6335	779	39
FEB	2810	6570	806	38
MAR	3764	7331	955	44
APR	3404	6310	905	51
MAY	3076	6659	805	44
JUN	3638	7094	1172	40
JUL	2966	6313	914	62
AUG	3357	6667	987	58
SEP	3319	6100	1053	58
OCT	2909	6425	1784	50
NOV	3128	5384	870	56
DEC				



Painting with Bob Ross participants show off their happy little accidents on canvas. This program was waitlisted and generated so much interest the library is planning to host it again soon!



Clay snowmen brought big smiles in the library's weekly craft program for preschoolers.

Eaton Police Department

Monthly CAD Incidents / Calls For Service

11 / 2023

Total Overall Incidents (By Method Received)

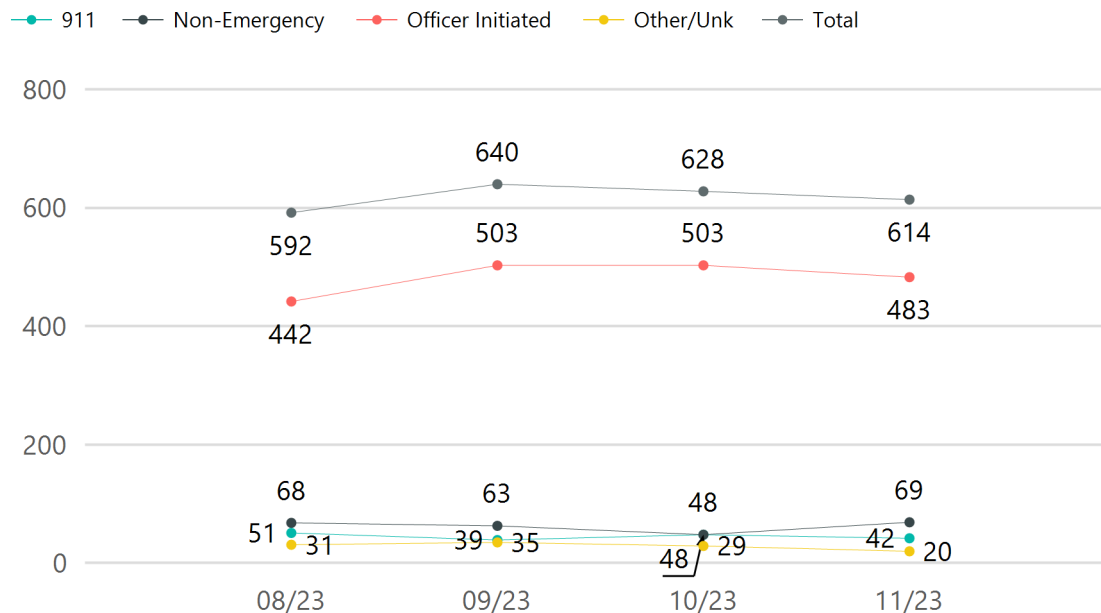
Total	614
911	42
Non-Emergency	69
Officer Initiated	483
Safe2Tell	2
Unknown	18

Total Overall Incidents (By Priority)

Total	614
1 - Critical	3
2 - High	10
3 - Medium	82
4 - Low	57
5 - General Services	269
6 - Planned	2
8 - Informational	1
9 - Traffic / CC	190

The Incidents counted and considered in this report are any Incidents in which any "Unit" belonging to the listed Agency was attached to - regardless of physical jurisdiction, regardless of disposition, and regardless of whether or not that "Unit" or the listed Agency was considered "Primary". The primary scope of this report includes incidents which occurred within the prior month from the time of publishing - although some report objects may include historical data for comparison.

Incident counts over Last 4 Months (By Category of Method Received)



Top 10 Incident Locations

1125 BLACK HAWK RD	4
1661 COLLINS ST (EATON HIGH SCHOOL)	4
55 S OAK AVE (MCDONALDS - S OAK AVE)	3
302 MAPLE AVE	3
1573 SAGE DR	3
132 MAPLE AVE (EATON LIBRARY)	3
E COLLINS ST / HARSH RD	2
55 JUNIPER AVE (BENJAMIN SQUARE)	2
1210 2ND ST	1
WCR 74 / WCR 41	1

This list includes the top 10 locations by incident occurrence during the last month. This list does not include officer-initiated incidents, or any incidents located at the address of the Police Department.

Count of Incidents (Overall) by Day of Week and Hour of Day - 11 / 2023

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
Sunday	1		3	1	1				1			2	2	2	3	3	2		1	5	4	3	2	2	38
Monday	4	4	3	1	3	1	1		2	7	13	8	5	8	2	4	2	2	3	3	5	1	1	4	87
Tuesday	4	1	4	6	1	2			2	3	2	3	3	6	4	5	3	5	5	5	8	7	2	2	83
Wednesday	3		5	3	2		2	2	6	9	16	10	7	10	5	8	9	17	14	16	8	7	5		164
Thursday		1	1	1	1	1	2	4	7	6	2	7	6	6	4	6	10	8	14	7	9	7	2	1	113
Friday	1	1		1	1	1		2	3	3	3	4	4	3	3	1	5	7	2	4	4	5	3	6	67
Saturday	2	2	1	1	1	1	1	3	3	3	4	3	7		1	4	3	4	5	1	2	5	1	4	62
Total	15	9	17	14	10	6	6	11	24	31	40	37	34	35	22	31	34	43	44	41	40	35	16	19	614

Count of Incidents (Recieved Calls) by Day of Week and Hour of Day - 11 / 2023

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
Sunday	1		2	1					1			2	1	1		1	1			1		1	1		14
Monday		2			1		1					1		2		1	1		3	3	1		1		17
Tuesday	1					1			2		1		1		2	1	2		2	1		3	1	1	19
Wednesday			1				2			1			1	1			1	3				2			12
Thursday			1	1		1	1	1	1	2	1	1	2			3	2		1	1	3	1	1	1	25
Friday	1					1			1		1	2			1		1	3	1	2				1	15
Saturday	1		1				1	1	1	1	4	1	4		1	1	1	2	4			3	1	1	29
Total	4	2	5	2	1	3	5	2	6	4	7	7	9	4	4	7	9	8	11	8	4	10	5	4	131

Count of Incidents (Officer Initiated) by Day of Week and Hour of Day - 11 / 2023

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
Sunday			1		1								1	1	3	2	1		1	4	4	2	1	2	24
Monday	4	2	3	1	2	1			2	7	13	7	5	6	2	3	1	2			4	1		4	70
Tuesday	3	1	4	6	1	1				3	1	3	2	6	2	4	1	5	3	4	8	4	1	1	64
Wednesday	3		4	3	2			2	6	8	16	10	6	9	5	8	8	14	14	16	8	5	5		152
Thursday		1			1		1	3	6	4	1	6	4	6	4	3	8	8	13	6	6	6	1		88
Friday		1		1	1			2	2	3	2	2	4	3	2	1	4	4	1	2	4	5	3	5	52
Saturday	1	2		1	1	1		2	2	2		2	3			3	2	2	1	1	2	2		3	33
Total	11	7	12	12	9	3	1	9	18	27	33	30	25	31	18	24	25	35	33	33	36	25	11	15	483

Traffic Data - 11 / 2023

Traffic Accidents

Nature	Total	Report	Serviced call	Ticket Issued
Total	<u>17</u>	6	9	2
Traffic Accident	6	3	1	2
Traffic Accident - Commercial	1	0	1	0
Traffic Accident Hit and Run	2	2	0	0
Traffic Accident Unknown Inj.	8	1	7	0

Top 5 Traffic Accident Locations

55 S OAK AVE (MCDONALDS - S OAK AVE)	3
E COLLINS ST / HARSH RD	2
316 4TH ST	1
35350 WCR 39	1
201 S ELM AVE (MAPLEWOOD WINE AND SPIRITS)	1

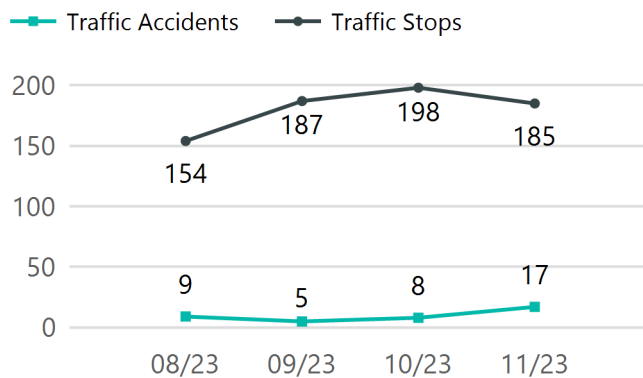
Traffic Stops

	Total	Report	Serviced call	Ticket Issued	Warning
Total	<u>185</u>	5	4	130	46
Traffic Stop	185	5	4	130	46

Top 5 Traffic Stop Locations

100 OAK AVE	16
10 OAK AVE	13
S OAK AVE / ORCHARD ST	11
S OAK AVE / COLORADO PKWY	11
ORCHARD ST / S OAK AVE	11

Traffic Incident Counts - Last 4 months



All Incidents by Nature/Disposition in Time Period - 11 / 2023

Problem	Total	False Alarm	Message Left	Report	Serviced call	Ticket Issued	Warning
Total	614	1	3	79	332	141	58
Animal At Large	7	0	0	0	7	0	0
Animal Complaint	12	0	1	1	10	0	0
Area Watch	38	0	0	0	38	0	0
Assault	4	0	0	3	1	0	0
Assist Other Agency	6	0	0	1	5	0	0
Attempt Suicide	1	0	0	0	1	0	0
Burglary Alarm	5	0	0	0	5	0	0
Business Check	36	0	0	0	36	0	0
Certified Vin Inspection	2	0	0	2	0	0	0
Check Wellbeing	7	0	0	5	2	0	0
Citizen Assist	4	0	0	0	4	0	0
Citizen Contact	5	0	0	1	4	0	0
Code Violation	22	0	0	0	5	6	11
Detail	5	0	0	0	5	0	0
Disturbance	8	0	0	4	4	0	0
Disturbance With Weapons	2	0	0	2	0	0	0
Drug Related Activity	1	0	0	1	0	0	0
Fireworks Complaint	1	0	0	0	1	0	0
Follow Up	70	0	1	10	55	3	1
Foot Patrol	2	0	0	0	2	0	0
Harass	7	0	0	4	3	0	0
Medical	6	0	0	0	6	0	0
Medical Assist	1	0	0	0	1	0	0
Meet	64	1	1	10	52	0	0
Message	1	0	0	0	1	0	0
Missing Adult	1	0	0	0	1	0	0
Noise Complaint	2	0	0	0	2	0	0
Parking Complaint	1	0	0	0	1	0	0
Property	4	0	0	2	2	0	0

TOWN OF EATON
PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2023 (the "Effective Date") by and between the Town of Eaton, Colorado, a Colorado municipal corporation (the "Town") and Cooperative Personnel Services, dba CPS HR Consulting, a California Joint Powers Authority ("CPS HR") (collectively, the "Parties").

RECITALS

WHEREAS, the Town desires to engage CPS HR to perform an employee engagement survey and CPS HR desires to provide such service, as more fully described on Exhibit A, attached hereto and incorporated herein by reference ("Services"), to the Town; and

WHEREAS, to effectuate the foregoing, the Parties desire to memorialize their contractual relationship.

AGREEMENT

NOW, THEREFORE, incorporating the foregoing Recitals herein, which are hereby acknowledged as being true and correct, and in consideration of the mutual promises, agreements, undertakings and covenants, as set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby mutually agree as follows:

SECTION 1: PARTIES

1.01 Town. The Town is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado.

1.02 CPS HR. CPS HR is an independent business entity who will exercise discretion and the judgment of an independent contractor in the performance and exercise of its rights and obligations under this Agreement.

SECTION 2: SERVICES, TERM AND COMPENSATION

2.01 Services. CPS HR agrees to perform the Services for the Town.

2.02 Compensation. In consideration of CPS HR's performance of the Services contemplated herein, the Town shall pay CPS HR the compensation set forth on Exhibit A. CPS HR shall submit detailed invoices reflecting the Services completed to the date of the invoice. The Town shall provide payment for Services to CPS HR within thirty (30) days of receipt of the invoice. In its discretion, the Town may withhold payment for disputed portions of invoices on the condition that the Town provides written notice to CPS HR of the dispute. Upon delivery of notice, the Town and CPS HR shall promptly endeavor to resolve such dispute.

2.03 Expenses: CPS HR shall not incur any expense or debt on behalf of the Town without the Town's prior written authorization.

2.04 Term. Unless otherwise terminated in accordance with Section 5, the term of this Agreement shall be from the Effective Date through June 30, 2024. The term shall thereafter automatically renew for additional one-year terms unless terminated as provided in Section 5.

SECTION 3: OPERATIONS

3.01 CPS HR Status. CPS HR avers that it has the background, expertise and education to provide the Services. CPS HR shall be responsible for the proper performance of the Services in accordance with the terms hereof and any and all applicable federal, state, and municipal laws, regulations and orders. CPS HR shall obtain the necessary permits, if any, and maintain all required licenses, including but not limited to a Town business license.

3.02 Schedule. Unless otherwise set forth in Exhibit A, CPS HR shall provide the Services in accordance with the timeline requested by the Town

SECTION 4: INSURANCE AND INDEMNITY PROVISIONS

4.01 Insurance.

A. CPS HR shall maintain and keep in force during the term of this Agreement one or more policies of insurance written by one or more responsible insurance carrier(s) authorized to do business in the State of Colorado in the following amounts:

1. Workers' compensation insurance as required by law;
2. Commercial general or business liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate;
3. Automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) for any one occurrence, with respect to each of CPS HR's owned, hired or non-owned vehicles assigned to or used in performance of the services. In the event that CPS HR's insurance does not cover non-owned automobiles, the requirements of this paragraph shall be met by each employee of CPS HR who utilizes an automobile in providing services to Town under this Agreement; and
4. Professional liability insurance with minimum limits of ONE MILLION dollars (\$1,000,000.00) each claim and TWO MILLION dollars (\$2,000,000.00) general aggregate.

B. CPS HR shall procure and maintain the minimum insurance coverages listed herein. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by CPS HR pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. The Town shall have the right to request and receive a certified copy of any policy and any endorsement thereto. Except for workers compensation insurance, the Town shall be listed as an additional insured party on CPS HR's insurance policies.

C. A certificate of insurance shall be completed by CPS HR's insurance agent(s) as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and, upon request by the Town, shall be subject to review and approval by the Town. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be canceled, terminated or materially changed until at least 30 days prior written notice has been given to Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The completed certificate of insurance shall be sent to the Town.

4.02 Damage and Indemnity. CPS HR assumes full responsibility for any and all damages caused by CPS HR's exercise of its activities, or omissions thereof, related to this Agreement. CPS HR agrees that it will at all times protect, defend and indemnify and hold harmless the Town, its elected officials, officers, agents, employees, tenants and their successors and assigns from and against all liabilities, losses, claims, demands, actions and court costs (including reasonable attorneys' fees), arising from or related to loss or damage to property or injury to or death to any persons resulting in any manner from the actions or failure to act of CPS HR or any invitees, guests, agents, employees or subcontractors of CPS HR, whether brought by any of such persons or any other person arising from CPS HR's activities, or omissions thereof, related to this Agreement.

SECTION 5: TERMINATION

5.01 Termination. The Town or CPS HR may terminate this Agreement, with or without cause, by providing thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, if the Town terminates this Agreement for cause and determines that a notice period is not in the best interests of the Town, the Town may terminate this Agreement by providing written notice to CPS HR effective immediately. Upon termination and receipt of a detailed invoice, the Town shall pay CPS HR for all work authorized and performed prior to the date of termination.

SECTION 6: INDEPENDENT CONTRACTOR

6.01 Independent Contractor. CPS HR understands and agrees that CPS HR is an independent contractor and not an employee of the Town. The Town shall not provide benefits of any kind to CPS HR. The Town shall not be responsible for withholding any portion of CPS HR's compensation for the payment of Federal Insurance Contributions Act (FICA) tax,

workers' compensation, or other taxes or benefits. CPS HR IS NOT ENTITLED TO UNEMPLOYMENT COMPENSATION COVERAGE FROM THE TOWN. CPS HR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THIS AGREEMENT. As long as there is not a conflict of interest with the Town, CPS HR may engage in any other lawful business activities during the term of this Agreement.

SECTION 7: NOTICE

7.01 Notices. All notices, demands, or other documents required or desired to be given, made or sent to either Party under this Agreement shall be made in writing, shall be deemed effective upon receipt and shall be personally delivered, mailed postage prepaid, certified mail, or sent by electronic mail on the condition that the intended recipient acknowledges receipt thereof, as follows:

TO THE TOWN:

Town of Eaton
Attn: Town Administrator
223 1st Street
Eaton, CO 80615
Email: wesley@eatonco.org

TO CPS HR:

CPS HR Consulting
Attn: Deanna Heyn
4 West Dry Creek Circle, Suite 100
Littleton, CO 80120
Email: dheyn@cpsshr.us

The addresses for notices may be changed by written notice given to the other Party in the manner provided above.

SECTION 8: MISCELLANEOUS

8.01 Time. Time is of the essence of this Agreement and of each covenant hereof.

8.02 Non-Appropriation of Funds. Pursuant to Section 29-1-110, C.R.S., as amended, financial obligations of the Town payable as set forth herein, after the current fiscal year, are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. This Agreement shall be terminated effective January 1 of the first fiscal year for which funds are not appropriated.

8.03 [Intentionally omitted.]

8.04 Data Security. If CPS HR has access to personal identifying information during the term of this Agreement, CPS HR shall, pursuant to C.R.S. §24-73-101, *et seq.*, destroy all paper and electronic documents containing such personal identifying information within six

months of termination of this Agreement, unless otherwise required under the law. During the term of this Agreement, CPS HR shall implement and maintain reasonable security procedures that are appropriate to the nature of the personal identifying information disclosed or maintained and that are reasonably designed to help protect the information from unauthorized access, use, modification, disclosure or destruction. If CPS HR discovers or is informed of a security breach, CPS HR shall give the Town notice in the most expedient time and without unreasonable delay, no later than ten (10) calendar days after it is determined a security breach occurred. CPS HR shall cooperate with the Town in the event of a security breach that compromises computerized data, if misuse of personal information about a Colorado resident occurred or is likely to occur. Cooperation includes sharing with the Town information relevant to the security breach.

8.05 Assignment; Third Party Rights. CPS HR may not assign, delegate or subcontract any part of its rights, duties or obligations under this Agreement. The Parties do not intend to confer any benefit hereunder on any person or entity other than the Parties hereto.

8.06 Amendment. This Agreement may not be amended or modified except by a subsequent written instrument signed by both Parties.

8.07 Severability. If any part, term or provision of this Agreement is declared unlawful or unenforceable, the remainder of this Agreement shall remain in full force and effect, except that, in the event any state or federal governmental agency or court authoritatively determines that the relationship between the Town and CPS HR is one of employment rather than independent contractor, this Agreement shall become null and void in its entirety.

8.08 Waiver. No consent or waiver, express or implied, by the Town to or of any breach or default by CPS HR in the performance by CPS HR of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default by the Town. Failure on the part of the Town to complain of any act or failure to act or to declare CPS HR in default, irrespective of how long such failure continues, shall not constitute a waiver by the Town of its rights hereunder.

8.09 Governmental Immunity. The Parties agree that the Town is relying on, and does not waive or intend to waive by any provision of the Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the Town, its officers, or its employees.

8.10 Applicable Law and Venue. This Agreement shall be construed according to the laws of the State of Colorado. Venue for any claim, proceeding or action arising out of this Agreement shall be in Weld County, State of Colorado.

8.11 Mediation. In the event of any dispute arising under this Agreement, the Parties shall submit the matter to mediation prior to commencing legal action and shall equally share the cost of the mediation.

8.12 Costs and Attorney's Fees. If any judicial proceedings may hereafter be brought

to enforce CPS HR's obligations under this Agreement, the Town, if the prevailing party, shall be entitled to recover the costs of such proceedings, including reasonable attorney's fees and reasonable expert witness fees.

8.13 Entire Agreement. The provisions of this Agreement represent the entire and integrated agreement between the Town and CPS HR and supersede all prior negotiations, representations and agreements, whether written or oral.

8.14 Public Official Personal Liability. Nothing herein shall be construed as creating any personal liability on the part of any elected official, officer, employee or agent of the Town.

8.15 No Presumption. Each Party acknowledges that it has carefully read and reviewed the terms of this Agreement. Each Party acknowledges that the entry into and execution of this Agreement is of its own free and voluntary act and deed, without compulsion. Each Party acknowledges that it has obtained, or has had the opportunity to obtain, the advice of legal counsel of its own choosing in connection with the negotiation and execution of this Agreement and with respect to all matters set forth herein. The Parties agree that this Agreement reflects the joint drafting efforts of all Parties and in the event of any dispute, disagreement or controversy arising from this agreement, the Parties shall be considered joint authors and no provision shall be interpreted against any Party because of authorship.

8.16 Controlling Document. In the event of a conflict between the provisions in this Agreement and Exhibit A, the provisions in this Agreement shall control.

8.17 Headings. The headings in this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

8.18 Counterparts. This Agreement and may be executed in two counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument.

[Remainder of page intentionally left blank.]

See Attached

CALIFORNIA JURAT

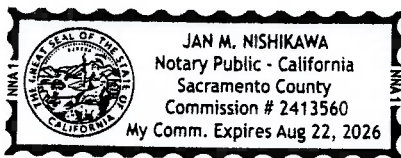
GOVERNMENT CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sacramento

Subscribed and sworn to (or affirmed) before me on

this 6th day of December, 2023, by
Date Month Year(1) Sandy MacDonald - Hopp(and (2) _____),
Name(s) of Signer(s)proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me.Signature J. M. Nishikawa
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or
fraudulent reattachment of this form to an unintended document.

Description of Attached DocumentTitle or Type of Document: Town of Eaton - Professional Services AgreementDocument Date: 12/06/2023 Number of Pages: 8Signer(s) Other Than Named Above: None

EXHIBIT A
SERVICES AND COMPENSATION

INITIAL PROPOSAL

Town of Eaton

Employee Engagement Survey Services 2024

Date: October 18, 2023

SUBMITTED BY:

VICKI QUINTERO BRASHEAR

Director of Products and Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3481
vbrashear@cpsshr.us
Tax ID: 68-0067209
www.cpsshr.us



Your Path to Performance

October 18, 2023

Wesley LaVanchy
Town Administrator, Interim
Town of Eaton
223 1st Street
Eaton, CO 80615

Dear Mr. LaVanchy:

CPS HR Consulting is pleased to submit this initial proposal to the Town of Eaton to administer an employee engagement survey process in 2024. This proposal is based on our recent discussion. If you select us to work with you, we will submit a final proposal with any options you select.

CPS HR is a self-supporting government agency that specializes in addressing the unique challenges faced by other government agencies. We understand the context and environment of government and have been a trusted advisor to our public-sector clients for over 35 years. CPS HR delivers breakthrough solutions to our 1,200 clients nationwide that dramatically transform public-sector organizations to positively impact the communities they serve.

We have also worked with government agencies for more than ten years to design, administer, analyze the results of – and take action on – employee surveys. This work will be performed by the CPS HR Institute for Public Sector Employee Engagement™ which is led by nationally recognized engagement experts.

CPS HR recognizes the importance of an employee survey process that will support the Town vision, mission, values and strategic planning. Our process will create baseline and actionable data to enhance your ability to deliver consistently high-quality services to your community, and also attract and retain talent. CPS HR offers:

- A singular focus on the public sector, including an understanding of how to drive change in the unique environment of government;
- Team members with deep expertise in employee engagement;
- A proven model for measuring engagement and acting on the results;
- Engagement questions specifically designed for government;
- A customized survey to meet the needs of the Town; and
- National benchmark data from our survey of public- and private-sector employees.

We are excited by the potential to work with you on this important project. Please contact Janelle Callahan (916-471-3381 or jcallahan@cpshr.us) or Deanna Heyn, Colorado Regional Manager (916-471-3372 or dheyn@cpshr.us) with questions or for more information. **If you would like to proceed with a contract, please include our contracts manager Dimple Patel (916-471-3363 or dpatel@cpshr.us) on any contract-related correspondence.**

Sincerely,



Vicki Quintero Brashear,
Director of Products and Services, CPS HR Consulting

Project Understanding

CPS HR understands that the Town wants to survey its approximately 40 employees. This will be the Town's first formal employee engagement survey. The Town is expecting a survey process that incorporates leading employee survey practices. In addition to the standard survey questions, the Town may also want to include up to three open-ended questions allowing written responses.

We expect that employees will be able to receive and respond to an online survey delivered via email to each employee's work email address. Our understanding is that all Town employees will be encouraged to participate, and will be able to complete the survey online, either through their computers, or smart phones.

The Town would like cost information on both the Institute's standard survey services as well as optional services, including the possibility of having the kickoff and results presentations conducted in person. In addition, we are also providing estimates for action planning sessions, focus groups, and implementation support should the Town need assistance acting on survey results.

CPS HR is a self-supporting government agency that specializes in addressing the unique challenges faced by other government agencies. We recognize the importance of an employee survey process that will support the Town vision, mission, values and strategic planning. Our process will create baseline and actionable data to enhance the ability of the Town to deliver consistently high-quality services and attract and retain talent.

This project will be managed by the CPS HR *Institute for Public Sector Employee Engagement*. The Institute is devoted to helping public-sector organizations measure and improve engagement, and conducting research to advance the state of knowledge about employee engagement, particularly in the public sector.

CPS HR launched the Institute in January 2017 to more specifically focus on helping public-sector organizations measure and improve engagement as a key to maximizing organizational performance and service delivery. Under the leadership of Bob Lavigna, the Institute founding director who recently retired from CPS, the Institute has worked with state and local governments across the nation. Bob is a nationally recognized thought leader on engagement and human resource issues and is the author of *Engaging Government Employees: Motivate and Inspire Your People to Achieve Superior Performance* (HarperCollins Publishing) the only book that addresses the challenges of measuring and improving engagement in the unique environment of government. The Institute's approach and methodology, refined and proven in more than 100 survey projects with public-sector organizations, are based in large part on Bob's book, other writings and overall thought leadership.

CPS HR frequently works with government agencies to design and administer employee surveys on engagement, strategic planning, performance management, training needs, and customer service.

Project Team

The Institute project team members will include Project Lead Janelle Callahan or Jose Gonzalez; and Senior Project Consultants Judy England Joseph, Belva Martin, Dr. Don Schutt, or Lisa Bishop. Deanna Heyn will serve as our local client liaison in Colorado. If necessary, we will also assign additional consulting and administrative support staff.

Project Lead

Janelle Callahan has her M.A. in Human Services Psychology and helped start the Institute in 2017 with Bob Lavigna. As the lead for the Institute for Public Sector Employee Engagement her primary focus is oversight for product and service development and client services delivery. Prior to joining CPS HR, she worked for the Partnership for Public Service, where she led the *Best Places to Work in the Federal Government* research. She also worked for the newspaper Education Week, and the Institute for Learning Innovation, and has more than **18 years** of experience conducting research and working with leaders to support the effectiveness of public institutions. Janelle is a Certified Human Capital Strategist and has published several articles on employee engagement and is involved in local government and also serves as a Planning Commissioner for the City of Shoreline, Washington where she resides.

Jose Gonzalez is a dedicated public servant with over **six years** of public service. Jose has a M.P.A. with a specialization in Employee-Employer Relations from California State University, Long Beach and holds a SHRM-CP designation from the Society of Human Resource Management. Before joining CPS HR, Jose held several human resource positions in both municipal government and school districts where he performed recruitment, selections, and employee-employer relations, interpreted collective bargaining agreements, performed reasonable accommodations and managed leaves, and led various projects in employee engagement and employee training. Jose currently resides in San Diego, California.

Senior Project Consultant

Judy England Joseph has more than **40 years** of public-sector experience managing human resources, conducting organizational studies, leading projects, implementing change and training leaders. Judy served as a Senior Executive in the U.S. Government Accountability Office (GAO) and was the Director of Housing and Community Development Issues. As Director of Research for the Partnership for Public Service, her portfolio included the Best Places to Work in the Federal Government rankings. Since 2017, Judy has worked with CPS HR's Institute clients providing training, coaching, and consulting services. Judy is based in the Washington, D.C. area.

Belva Martin has more than **40 years** of experience helping government organizations recruit, develop, and retain talent. Belva served as a Senior Executive and Director in the U.S. Government Accountability Office (GAO), and her portfolio included Human Capital Management, EEO, and Diversity issues. Belva is an International Coaching Federation certified coach and worked with over 75 executives and managers at The Brookings Institute Executive Education program. She has delivered over 200 hours in training to federal leaders and managers on topics such as building high-performing teams and resilience. Belva is based in the Washington, D.C. area.

Dr. Don Schutt has his Ph.D. in Education and has published several articles on career development and is also a certified expert with more than **30 years** of experience in public sector talent management in the

areas of assessment, employee engagement, development, and diversity. At UW-Madison, Don served as the Director of Human Resource Development where he oversaw the talent management lifecycle. He has delivered over 1,000 keynotes, courses, and workshops. Don is a SHRM Senior Certified Professional, a Licensed Professional Counselor, Certified Career Services Provider through the National Career Development Association, a Board-Certified Coach, an IPMA-Certified Specialist in Organizational and Employee Development and also has a Certificate in Strategic Human Resources Management. In addition, he is a Lean/Six Sigma Green Belt and a Certified ScrumMaster. Don is based in Madison, Wisconsin.

Lisa Bishop has an MBA in Management and is an executive coach and trainer with CPS HR, with more than a **decade** of experience in non-profit, small business and corporate talent management, and expert in assessment, employee engagement, executive coaching, leadership development, strategic planning, diversity and organizational development, change management, emotional intelligence, eLearning, training and facilitation. She has worked with numerous public sector and nonprofit clients of CPS HR since 2018, and previously she was an employee engagement consultant to Kaiser Permanente leadership on its Best Place to Work initiative. In addition, she is a Member of the International Coaching Federation (ICF), an Associate Certified Coach (ICF ACC), and a Certified Organizational Development Coach (ICF ACSTH). Lisa is based in the San Francisco Bay Area.

Local Client Liaison

Deanna Heyn is a Certified Human Resources Professional (SPHR) with over seven years of Human Resources Consulting and over 25 years of progressively responsible public-sector experience, including city, county and special district government administration. During that time, 19 years was at the senior-management level responsible for Administration, Human Resources and all related activities. Ms. Heyn is highly experienced and skilled around Organizational Strategy, to include, organizational assessment, workforce planning, employee engagement, change management, leadership development, as well as employee/labor relations, including that she is skilled in conducting unbiased comprehensive investigations into allegations of policy violations and issuing reports on the findings.

She has a proven track record for establishing and cultivating positive and effective working relationships with and between management, employees, vendors, elected officials, other government agencies and community partners. She is highly experienced in assessing and implementing best practices that ensure effective and efficient business operations, including developing, reviewing and interpreting organizational policies and procedures. Additionally, she has successfully completed hundreds of recruitments at all levels throughout Public-Sector organizations, including Executive level recruitments.

Roles and Responsibilities

Our Project Lead will be the main point of contact on all details. The Project Lead also serves as the expert on the survey content, process, analysis, and results reporting. Your local client liaison, Deanna Heyn, will assist the Project Lead as needed and attend any on-site meetings that are requested by the Town. Our Senior Consultant will guide leaders through the process, make recommendations for organizational improvement, and communicate with the full range of stakeholders, from employees to oversight boards. The Project Lead and Senior Consultant work together to manage the schedule of deliverables and resolve any challenges.

We can provide more detailed résumés separately if requested.

Methodology/Approach

The CPS HR Institute for Public Sector Employee Engagement™ will adapt our employee engagement model, shown below, to meet the Town's specific needs and requirements. Our approach/work plan proceeds from our process model.

Employee Engagement Process Model:



Adapted from *Engaging Government Employees* (American Management Association)
by Bob Lavigna

We believe employee engagement can – and should – be measured. Government organizations should survey their employees to measure engagement levels, and to understand what drives engagement. Surveying employees is only the start, however. The real payoff is identifying and taking action to improve engagement. While there is no one-size-fits-all solution to building a high level of engagement, the CPS HR Institute for Public Sector Employee Engagement™ will leverage decades of research, experience, and insights to help guide the Town on a path to improved engagement, as outlined in the model and description below.

Also, as described below, we will not simply apply our model as an off-the-shelf tool. Instead, we will adapt our approach to meet your specific needs and requirements, including offering a comprehensive survey question bank as the starting point for your survey. **Please note** that content is assumed to be an engagement survey with all participants receiving the same questions. This proposal does not include other types of survey questions or different questions for different groups of employees (e.g., internal customer satisfaction, 360 assessments, or branching/customized logic). If your organization needs other types of surveys, or a comprehensive employee feedback strategy, CPS HR would be happy to discuss and revise this quote.

In each section below, we describe how we will deliver all required services. Because this will be a highly collaborative effort, we also identify what we propose the Town's role will be in each phase.

1. Finalize and Plan Engagement Survey

After we have a solid understanding of Town's goals and critical issues, we will work with you to finalize the survey instrument and administration process. Our starting point will be CPS HR Institute for Public Sector Employee Engagement™ Survey, carefully constructed questions to measure engagement specifically in the unique environment of the public sector. We will work with you to customize the survey to meet your needs.

Below, as an illustration, are the questions in our survey that comprise our engagement index. We will work with the Town to finalize the survey, including the demographic questions you decide to include.

Employee Engagement Index (five-point response scale: "strongly disagree" to "strongly agree")

- I would recommend my organization as a good place to work

- I am proud when I tell others I am part of my organization
- I feel a strong personal attachment to my organization
- My organization inspires me to do the best in my job
- I feel comfortable being myself at work
- My organization motivates me to help achieve its mission.

Optional: We will also develop and include up to three open-ended questions.

We also provide a range of benchmarks, including from our online national survey of the U.S. workforce that represents a wide range of industries/occupations and geographic locations. This dataset, available exclusively to our clients, will allow Town to compare its survey results (overall levels of engagement and question-by-question results) to the public sector as a whole; as well as to local government employees, the state and federal government workforces, and private-sector employees.

In the section below, we describe the steps CPS HR Institute will take to work with you to plan and conduct the survey and take action on the results. Unless identified as “optional,” all the Institute steps described below are included in our standard package of services. Our optional services are listed and priced in the fee table at the end.

To design the survey, the Institute will:

- Provide our recommended survey questions as a starting point.
- Agree with the Town on the questions to include in the survey, including demographic questions (e.g., age, tenure), as well as any information tracked in the contact file. The contact file may include up to six organizational or demographic variables tracked on the backend (i.e., the information is linked to the respondent so that they do not have to answer the question in the survey).
- **Optional:** Agree on up to three open-ended narrative questions to include in the survey.
- Provide our communication guide and template, which includes communication suggestions and FAQs, to serve as a basis for a comprehensive communication strategy across the Town’s workforce. **Please note** that the Institute will provide templates and advice, but the Town will need to finalize any communications.
- Provide instructions for IT to “allow-list” our email invitations to ensure our emails are not diverted due to SPAM filters or network firewalls.
- Program the survey. **Please note** that this proposal assumes an English-only survey.

The Town will:

- Identify a single point-of-contact for the Institute who can make, or coordinate, decisions on this project.
- Work collaboratively with the Institute to finalize the survey, including deciding which demographic questions to include, as well as the open-ended questions to include.
- Provide an Excel file with accurate employee contact information (name, work email address, and Library or non-Library employee) for each employee. **Please note:** CPS HR needs to receive the

final contact file and approved survey template on the agreed upon due date. Any subsequent changes to this final contact list – such as additions, deletions or other edits – may incur additional charges at the rate of \$150/hour.

- Communicate to employees the cut-off date and who will be included in the survey (e.g., employees who started after the final contact file was submitted will not be included in the survey).
- Communicate about the upcoming survey by all-staff email and other forums (e.g., meetings, posters).
- Work with Town IT to “allow-list” our email domain to ensure our email survey invitations with survey links are not rejected/SPAM filtered.

Conduct the survey kickoff presentation

Our Senior Project Consultant will conduct a survey kickoff presentation with employees and stakeholders you designate. On request, we will brief Town leaders in advance of the survey kickoff presentation. Any presentations may be recorded and shared by Town.

During the kickoff presentation, we will discuss the survey and process. We will cover what engagement is, why it matters (the business case for engagement), and actions that other public-sector organizations have taken to improve engagement. We will also emphasize that individual employee survey responses will be confidential; and the importance of communicating across the entire Town workforce to achieve a high response rate.

The material we cover will also focus on how improving engagement can help the Town deliver the best possible services to its residents and stakeholders. Responsibilities to prepare for, and conduct, these meetings are as follows:

The Institute:

- Review background information (e.g., strategic plan/goals) to inform the meeting agenda.
- Work collaboratively with the Town to set the agenda.
- Conduct the kickoff presentation, which will focus on what engagement is, the business case for improving engagement, examples of actions taken by other public-sector jurisdictions, and the process the Institute and the Town will use to conduct the survey and act on the results.
- **Optional:** Conduct the kickoff in person, at an additional cost.

The Town:

- Schedule the meeting, including inviting key leaders and other critical staff.
- Provide background information and feedback to help finalize the agenda.

2. Administer Employee Engagement Survey (Survey Employees)

To administer the survey, the Institute will:

- Program and test the survey in Alchemer, our online survey platform. On request, we can provide technical information/specifications on the survey platform. **Please note:** if required, we can

provide a 508-compliant accessible survey for respondents. Some survey question types or administration techniques may not be possible if the survey must meet high accessibility standards.

- Send an email invitation with the survey link to all 40 Town employees. Employees will be able to access the survey through desktop computers, mobile devices and smartphones. In the invitation, we will emphasize that each employee's responses will be confidential. CPS HR assumes all employees who have access to email. **Please note:** This proposal does not include a paper survey option.
- Provide an email address for employees to contact CPS HR with technical problems.
- Monitor and report on response rates during the survey period, and answer employee technical questions via email. The CPS HR Institute will provide two response rate reports while the survey is being administered, and a final response rate report after the survey closes.
- Send reminder emails to employees who have not yet responded during the survey period.

The Town will:

- Encourage employees to participate and, if necessary, answer any non-technical employee questions.
- If necessary, make arrangements (e.g., laptops or kiosks) for employees to complete the survey online.

3. Analyze and Share Results and Provide Recommendations

Our analytical approach applies a range of methods to identify strengths, opportunities for improvement and recommended actions. The CPS HR Institute will deliver a summary of findings report that includes Town-wide summary scores for level of engagement (i.e., percent of employees who are fully engaged, somewhat-engaged and not engaged).

The Institute will also provide our proprietary benchmarks for overall engagement levels as well as for the individual questions in our survey. These benchmarks are for internal Town use, to compare the views of Town employees to other public- and private-sector employees, including in local government.

We will also provide more detailed question-by-question results (i.e., percent positive, neutral and negative) for the Town overall through our online tool. The tool will allow you to review, sort and drill down on questions, compare results with various benchmarks, and download the results to Excel or PDF.

Please see the Appendix for online report samples.

In addition, if you choose to include up to three open-ended questions (an optional service), we will compile and report on the responses from the open-ended (verbatim) survey questions. **Please note** that we will report these open-ended responses un-edited, except we will redact names/self-identification only. Our reporting will not include qualitative or content analysis of the written responses.

The Institute will also offer Town-wide recommendations to take action on key questions, from our resource library. These will range from no-cost quick wins to more comprehensive solutions. Our recommendations will be supplemented by lists of resources that include tools, templates, checklists, guides, videos, articles and even books on each key issue.

We also believe it is important to share results with employees as soon as possible after the survey closes. Therefore, we will work with you to plan how and when to share overall results with employees. We recommend sharing the Town-wide results with employees within six weeks of the survey closing date, if possible

The Institute will:

- Provide access to our dynamic, web-based reporting tool that will allow the Town to conduct deep dives into question-level results for the Town overall and for the Library.
- Produce a PowerPoint Town-wide overview report.
- Recommend specific actions to improve employee engagement from our recommendations library, linked to the Town's overall survey results.
- **Optional:** Report the raw open-ended survey question responses with only names redacted.

The Town will:

- Share the 2024 overall results and describe next steps to employees.
- Help protect the Institute's proprietary benchmarks.
- Complete our report access file to provide the email addresses of employees who need access to the survey results reports. **Please note** that we prefer to grant access for all the identified employees at one time based on the information you provide in the report access file. We cannot provide access on a rolling (one-by-one) basis. We also assume that only leaders and employees involved in action planning will need access to the online tool.
- **Please note:** if any 508-compliant reports are required, the Town will be responsible for converting any PowerPoint or PDF deliverables to meet its specific needs. The online reporting tool is not 508-compliant because it is dynamic and interactive.

4. Present Results and Take Action

Our Senior Project Consultant will present the Town overall results in a webcast. On request, we will brief Town leaders in advance of a presentation to all employees. Any presentations may be recorded and shared by Town.

Our analysis and reporting will reveal potential areas for the Town to focus on to improve employee engagement. Due to the large amount of data and reports that we will deliver, we can help you understand and take action on the survey results, and drill down on the survey results to identify strategies for taking action and improving engagement.

Action Planning Workshops

These structured workshops will help your leaders (e.g., Town-wide and from the organizational/work units) discuss key survey results and begin to develop action plans.

Please note that we use Microsoft Teams for this work. If the Town prefers a different platform (e.g., Zoom), the Town will need to provide technical support.

Focus Groups

These facilitated sessions allow small groups of employees to provide candid feedback on key areas highlighted in the survey results as important to the engagement of Town employees. We will conduct the sessions, sort the confidential responses into categories and summarize the results in a PowerPoint slide deck.

Implementation Support Services

For additional support, we assist individual leaders or teams with developing and implementing action plans. Our Senior Consultant will plan a series of five meetings to set goals for the action plan, discuss concerns, and provide guidance.

The Institute will:

- Present results in a webcast.
- **Optional:** At additional cost, plan and conduct remote action planning workshops (two hours in length each, with up to 20 participants each) with designated Town executives and/or implementation teams to help the Town develop specific actions to address issues identified in the survey.
- **Optional:** At additional cost, plan and conduct up to three remote focus groups (two-hour sessions each, with 6 to 8 employees per group) to drill down on the results and develop recommendations from employees. We will then submit a summary PowerPoint report on these discussions.
- **Optional:** Implementation support services for individual leaders or teams.

The Town will:

- Decide on the actions to improve employee engagement.
- Schedule any presentations or meetings, including inviting key leaders and other critical staff.
- Designate any participants for optional services, if held, coordinate scheduling and resources, and provide information and instructions to prepare for the sessions.

5. Provide Follow-up Support

The Town may consider highlighting successes or lessons learned from the engagement initiative. The Institute will support this strategy to sustain momentum and focus on improvement. Improving and maintaining employee engagement requires a sustained commitment to identify, act on, and evaluate the actions taken and understand what has, or has not, worked.

The Institute will:

- Provide two hours of telephone consulting on proposed actions, within 60 days of the date we submit the results reports.

The Town will:

- Identify any implementation concerns and how the Institute may help.

Qualifications

CPS HR frequently works with government organizations across the nation to design and administer employee surveys on engagement, strategic planning, performance management, training needs, and customer service. Our experts have enabled public-sector organizations, including cities, to survey workforces of more than 10,000 employees. Some examples:

- Sacramento Area Council of Governments – 2022, 2023
- Texas Municipal Retirement System – 2018, 2019, 2022
- Bend, OR Parks and Recreation – 2022
- Association of California Water Authorities – 2019, 2021
- Solano County, CA – 2021
- City of Norfolk, VA – 2021, 2023
- City of Rochester, MN – 2019, 2022
- Los Angeles County, CA Employee Retirement Agency – 2021
- Dallas Area Rapid Transit – 2018, 2021, 2023
- Tulare County, CA Health and Human Services – 2021
- City of Rancho Cucamonga, CA – 2017, 2021
- City of Lower Merion, PA – 2021
- Alameda County, CA Water District – 2018, 2021
- City of Henderson, NV – 2018, 2019, 2020, 2022
- City of Memphis, TN – 2017, 2018, 2019, 2020
- City of Riverside, CA – 2018, 2021
- Fairfax County, VA Department of Public Works – 2018, 2020
- City of Ventura, CA – 2019, 2020, 2022
- State of CA Environmental Protection Agency – 2020
- County of Roanoke, VA – 2019, 2023
- City of Corvallis, OR – 2017, 2020
- County of Los Angeles, Department of Human Resources – 2019
- Inyo County, CA – 2019
- City of San Antonio, TX – 2018, 2019, 2023
- State of CA Department of Transportation – 2019
- Pinellas, FL Suncoast Transit Authority – 2018, 2019, 2022
- Hillsborough, FL Area Rapid Transit – 2018

We can provide specific references on request.

Schedule and Fees

To deliver exceptional service and successfully conduct the engagement survey, we propose the timeline of activities listed in the table below. Our schedule will enable us to work with the Town to conduct the survey, deliver results reports, support you to develop an action plan and implementation strategy, act on the plan, and evaluate progress. This schedule will require close communication between the Town and the CPS HR Institute, as well as timely Town feedback and approval on survey stages and products.

After we have a signed contract, our Project Lead will provide a list of potential project timelines available and agree on a target survey launch date. Next, once we agree on the survey questions, and receive the Town's list of employees with valid email addresses, we can launch the survey in approximately four weeks. The timeline also incorporates a three-week period for employees to complete the survey, and approximately four weeks to analyze results and prepare reports.

Our next available project timeline is:

Final Files Due to CPS HR	Survey Launch Date	Survey Close Date	Report Due Date
1/5/24	2/5/24	2/23/24	3/25/24

CPS HR will complete this project for a **fixed fee of \$8,000** for the included survey services package listed below (columns in red). We also list costs for additional optional services (columns in blue). Travel and materials are included in all fixed fees. We will bill one-half of the standard services total (\$4,000) after the survey closes, and the remaining amount (\$4,000) after we submit reports. We will bill any optional services after we deliver them.

After the Town decides on the services it wishes CPS HR to provide, we will provide a revised proposal that includes a final list of all services and the total cost. This revised proposal will serve as the final scope of work and budget to include in the contract.

CPS HR will honor this price quote for 60 days from the date of this proposal. We will be happy to discuss adjustments to this work plan that may also result in adjustments to our cost proposal.

Phase	Included Services	Optional Services	Optional Services Costs
1. Finalize and plan engagement survey, conduct kickoff presentation (Weeks 1 – 6)	<ul style="list-style-type: none">Tailor and finalize the survey and processDevelop survey plan and milestonesProvide communication guideConduct one webcast kickoff presentation	<ul style="list-style-type: none">Include up to 3 open-ended questionsConduct additional kickoff presentations (webcast)	<p>\$440</p> <p>\$450/meeting</p>

Phase	Included Services	Optional Services	Optional Services Costs
		<ul style="list-style-type: none"> Conduct in-person kickoff presentation (instead of webcast) 	See Travel Expense
2. Administer survey (Weeks 6 – 8)	<ul style="list-style-type: none"> Launch survey by sending email invitations with individual survey links to 40 employees Monitor response rates and send 3 response rate reports Send email reminders to employees Answer employee technical questions via email 	N/A	N/A
3. Deliver results reports and provide recommendations (Weeks 9 – 14)	<ul style="list-style-type: none"> Provide results report (summary of findings PowerPoint) Provide 2 online reports (one for the Town overall and one for the Library) Provide recommendations for action for the Town overall 	<ul style="list-style-type: none"> Recommendations for the Library 	\$150
4. Present results and take action (Week 15)	<ul style="list-style-type: none"> Present results via webcast 	<ul style="list-style-type: none"> Conduct additional results presentations (webcast) Implementation support for an individual leader (5 remote meetings, with preparation and follow-up time) Present results in person (instead of webcast) 	\$450/meeting \$3,800 See Travel Expense
5. Provide follow-up support (Weeks 16 – 24)	<ul style="list-style-type: none"> Provide 2 hours of telephone consulting on proposed actions 	N/A	N/A

Phase	Included Services	Optional Services	Optional Services Costs
6. Optional: Conduct action planning workshop or focus groups Weeks 16 – 24	N/A	<ul style="list-style-type: none"> • Conduct and summarize one remote action planning workshop** • Conduct and report on 3 remote focus groups and deliver summary PowerPoint report** • Conduct in-person focus groups or action-planning 	<p>\$2,500</p> <p>\$4,780</p> <p>Remote Price + Travel Expense</p>
Total	\$8,000	Total	TBD***

*Additional analysis (e.g., new combinations of results) after the survey is conducted is not included.

**If the Town chooses to conduct fewer or more focus groups or action planning sessions, we will adjust the price.

***All services listed are “Optional Services” and the Town may determine from the list which items they desire to include as priced accordingly. The Town is under no obligation to use the optional services shown here.

Travel

In the event the Town desires to have in-person support by a Senior Project Consultant, that results in expenses incurred by CPS HR, the travel will be billed at the following flat rates, depending on consultant and client locations. The flat rate covers travel expenses such as consultant travel time, air, hotel, mileage, and per diem. The travel expenses shall be as follows as reflected on the chart below (per person, per trip, no longer than three days).

Travel	Cost
One day trip by car (no overnight stay)	\$250
Two-day trip by car (one overnight stay)	\$1,000
Two-day trip by air (one overnight stay)	\$2,000
Three-day trip by air (two overnight stay)	\$2,500

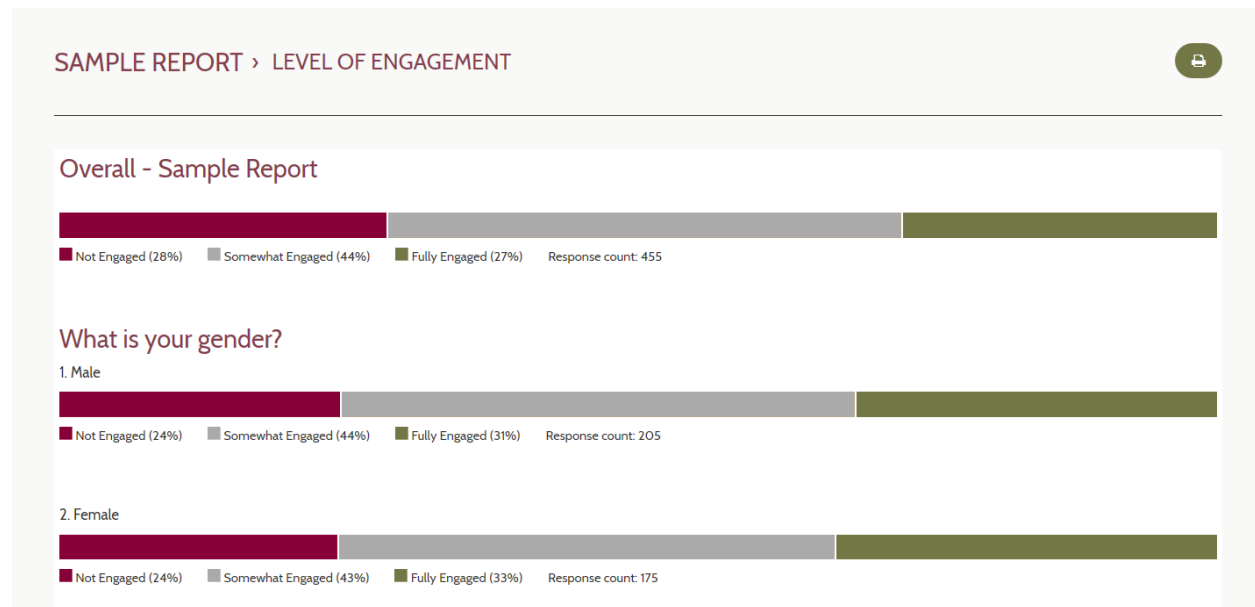
Pricing for Additional Survey Years



Assuming the same scope of work for the included services quoted above, the fixed fees would apply to the following survey years, if the amounts are included in our 2024 agreement.


- 2025 – \$8,320
- 2026 – \$8,660

Appendix – Online Report Samples

Our online tool allows you to compare your results (Town overall and Library) with our national benchmarks. The tool will allow you to easily select and view any benchmark gap, defined as the difference in the percentage of positive responses, and download results to PDF or Excel. The screenshots below are examples from a sample report, showing the overall level of engagement, engagement by demographic group, question-by-question results, and the demographic expansion for a sample question. This sample report is an example of an overall question-level report with 10 or more responses. To protect confidentiality, we report levels of engagement and demographic results expansions only when there are 10 or more responses.



SAMPLE REPORT  

 Level of Engagement Report

Responses: 460

Benchmark: Group by:

QUESTION ▲	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP
I like the kind of work I do	5.5%	11.4%	83.2%	4.21	-5
I know what is expected of me on the job	11.1%	10%	78.9%	4	-12
My job makes good use of my skills and abilities	19.2%	14.6%	66.2%	3.7	-14
I am sufficiently challenged by my work	20.3%	13.5%	66.2%	3.68	-4

Question #1:

I like the kind of work I do

Weight:

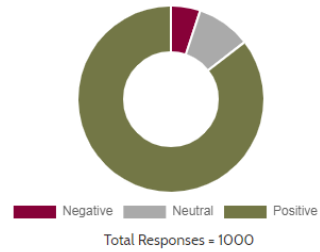
7

Gap: ?

Government Sector: -3

Private Sector: -3

State Government: 0



Expand by:

What is your gender?

1. Male



2. Female



3. Other

Not Available - There are not 10 or more responses for this group.

4. Prefer not to answer



PDF and Excel Download Samples

The example below shows how question-by-question results appear when downloaded into PDF or Excel. The gap column shows the difference in the percentage of positive responses for this organization compared to our benchmarks for government overall (federal, state and local government employees combined).



Survey Report: Sample Report

Responses: 460

Benchmark: Government Sector

Question	Negative	Neutral	Positive	Mean	Gap
I like the kind of work I do	5.5%	11.4%	83.2%	4.21	-5
I know what is expected of me on the job	11.1%	10%	78.9%	4	-12
My job makes good use of my skills and abilities	19.2%	14.6%	66.2%	3.7	-14

	A	B	C	D	E	F	G
1	Sample Report						
2	Benchmark: Government Sector						
3	Printed: 12/12/2019						
4							
5	Question	Negative	Neutral	Positive	Mean	Gap from	Category
6	I like the kind of work I do	5.50%	11.40%	83.20%	4.21	-5	My Work
7	I know what is expected of me on the job	11.10%	10%	78.90%	4	-12	My Work
8	My job makes good use of my skills and abilities	19.20%	14.60%	66.20%	3.7	-14	My Work
9	I am sufficiently challenged by my work	20.30%	13.50%	66.20%	3.68	-4	My Work

Action Plan Recommendations Reports

Our reports will also enable the Town to identify the specific questions to focus on in action planning. We will provide customized recommendations reports that will include three to five questions for the Town overall. Our recommendations are based on the questions with the largest negative benchmark gaps (i.e., between the Town overall and our local government benchmark). Our online tool also allows users to enter, save and share notes.

Here is an example from our recommendation library for one survey question.

My job makes good use of my skills and abilities

Understanding the Question

When employees believe that their jobs make good use of their skills and abilities, they are more likely to feel good about their work and be committed to the organization. This question can help assess how well employees believe their unique skills and abilities are being utilized.

Thought Starters

- How are the skills and abilities of employees tracked in order to make sure their skills are being used most effectively?
- How do managers seek to understand their employees' skills and abilities?
- Do employees have the opportunities to identify how they believe their skills and abilities can best be utilized?
- Are there sufficient opportunities for employees to seek new opportunities to use their skills and abilities most effectively?

Action Plan Steps

- Create an inventory of employees' abilities, experiences, and goals to better understand the needs of individual employees.
- Ensure that managers/supervisors discuss with their employees how their skills and abilities can best be used. This can be part of a performance management/evaluation discussion.
- Consider approaches such as reorganizing work groups to better use the unique skills and abilities of employees.
- Provide opportunities for employees to work on tasks that are slightly outside of their job description if they have skills they would like to develop, and there is an organizational need.
- Provide opportunities such as job rotations to allow employees to use their full range of skills and abilities in different jobs.

Take Action

Add Notes:

 Save Notes

Resources Sample – Partial List

Leadership and Managing Change

Resources

Guides, Templates, Checklists, and Other Resources

- Prosci Thought Leadership Library. Retrieved from <https://www.prosci.com/change-management/thought-leadership-library>
- Free Change Management Templates. Retrieved from <https://www.smartsheet.com/free-change-management-templates>
- Communication Strategy Template - 11+ Word, PDF, Documents Download. Retrieved from <https://www.template.net/business/word-templates/communication-strategy-template/>
- Communications planning: Getting the right messages across in the right way. Retrieved from <https://www.mindtools.com/CommSkil/CommunicationsPlanning.htm>
- Rick, T. (2012, June 12). *Top 20+ Change Management Mistakes to Avoid*. Retrieved from <http://www.torbenrick.eu/blog/change-management/top-20-change-management-mistakes-to-avoid/>

Videos

- [TED]. (2010, May 10). *How great leaders inspire action* [Video File]. Retrieved from <https://www.youtube.com/watch?v=qp0HIF3Sfl4>

Articles

- Lavigna, R. (2017, January). Political transitions - A unique opportunity to focus on employee engagement. *PA Times*. Retrieved from <http://patimes.org/political-transitions-a-unique-opportunity-focus-employee-engagement/>
- Lavigna, R. (2016, December). The science of engagement. *Association for Talent Development*. Retrieved from <https://www.td.org/Publications/Magazines/The-Public-Manager/Archives/2016/12/The-Science-of-Engagement>
- Lavigna, R. (2016, November). Employee engagement: It's about leadership. *PA Times*. Retrieved from <http://patimes.org/employee-engagement-its-leadership/>
- Tasler, N. (2017, July). Stop using the excuse "organizational change is hard." *Harvard Business Review*. Retrieved from <https://hbr.org/2017/07/stop-using-the-excuse-organizational-change-is-hard> (Paid Subscription).

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

THIS THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (the "Third Amendment") is made and entered into this ____ day of _____, 2023 by and between the Town of Eaton, Colorado, a Colorado municipal corporation (the "Town"), and Cooperative Personnel Services, dba CPS HR Consulting, a California Joint Powers Authority ("CPS HR") (collectively, the "Parties").

RECITALS

WHEREAS, on or about January 13, 2022, the Parties entered into a Professional Services Agreement whereby CPS HR agreed to provide human resource services to the Town ("Agreement");

WHEREAS, on or about July 11, 2022, the Parties entered into the First Amendment to the Professional Services Agreement whereby the Parties agreed that CPS HR would provide additional services to the Town ("First Amendment"); and

WHEREAS, on or about January 19, 2023, the Parties entered into the Second Amendment to the Professional Services Agreement whereby the Parties agreed that CPS HR would provide human resource services to the Town during the 2023 calendar year ("Second Amendment") (the Agreement, First Amendment and Second Amendment shall collectively be referred to hereinafter as the "Agreement"); and

WHEREAS, the Parties desire to extend the Agreement to provide that CPS HR will provide human resource services to the Town during the 2024 calendar year; and

WHEREAS, to effectuate the foregoing, the Parties desire to execute this Third Amendment.

AGREEMENT

NOW, THEREFORE, incorporating the foregoing Recitals herein, which are hereby acknowledged as being true and correct, and in consideration of the mutual promises, agreements, undertakings and covenants, as set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby mutually agree as follows:

1. Scope of Services. From January 1, 2024 through December 31, 2024, in addition to services previously provided, CPS HR shall provide the human resource services to the Town as set forth on Exhibit A, attached hereto and incorporated herein by reference.

2. Effect of Third Amendment. Except as expressly provided in this Third Amendment, the Agreement has not been amended, supplemented or altered in any way by this Third Amendment and the Agreement shall remain in full force and effect in accordance with its terms. If there is any inconsistency between the terms of the Agreement and the terms of this Third Amendment, the provisions of this Third Amendment will govern and control.

See Attached

CALIFORNIA JURAT

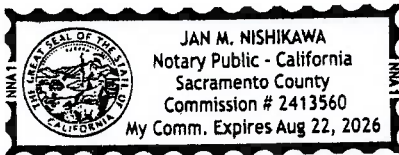
GOVERNMENT CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sacramento

Subscribed and sworn to (or affirmed) before me on

this 6th day of December, 2023, by
Date Month Year(1) Sandy MacDonald - Hopp(and (2) _____),
Name(s) of Signer(s)proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me.Signature [Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or
fraudulent reattachment of this form to an unintended document.

Description of Attached DocumentTitle or Type of Document: Town of Eaton - Third AmendmentDocument Date: 12/06/2023 Number of Pages: 3Signer(s) Other Than Named Above: None

EXHIBIT A
SERVICES AND COMPENSATION
January 1, 2024 – December 31, 2024

PROPOSAL

Town of Eaton

Ongoing Human Resource Consultation

November 29, 2023

SUBMITTED BY:

DEANNA HEYN

Colorado Regional Manager

CPS HR Consulting
9433 Park Meadow Dr #139
Lone Tree, CO 80124
P: 916-471-3372
dheyn@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance



November 29, 2023

Wesley LaVanchy
Town Manager
Town of Eaton
223 1st Street
Easton, CO 80615

Via e-mail to wesley@eatonco.org

Dear Mr. LaVanchy,

CPS HR Consulting is excited about the opportunity to continue to partner with the Town of Eaton (Town) to provide human resources outsourcing services. We appreciate this opportunity to submit an updated proposal for 2024 and look forward to continuing this important work.

With a rich history of assisting government agencies with a full range of human resources services, we at CPS HR are confident that together we can provide expert solutions to meet your needs in a cost-effective manner. We also welcome the opportunity to discuss and tweak the scope of work to make sure it meets the Town's needs and budget.

We thank you for the opportunity and look forward to discussing it with you at your convenience. Please feel free to contact me directly at **(916) 471-3372** or by e-mail at dheyn@cpshr.us.

Sincerely,

Deanna R. Heyn

Deanna Heyn
Colorado Regional Manager

About CPS HR Consulting

CPS HR Consulting (CPS HR) has been assisting organizations with their talent management needs since 1985. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America.

CPS HR's core competency is its knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR is a public agency governed by regulations and public sector concerns. We understand what it is to work with and within government. Unlike other public sector organizations, CPS HR is self-supporting. We employ the strategy, innovation, and flexibility found in the private sector to the client's advantage. CPS HR's unique position in the public arena attracts professionals from both public and private sectors who are driven to help the client reach its organization's vision and mission. We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization "where it is" while also moving it to the next level.

With more than 95 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Laguna Beach, CA, Austin, TX, and **Lone Tree, CO**.

Ongoing HR Consultation Services

After review of 2023 services provided, and prioritization of the Town's HR needs, we recommend continuation of our services that will average 20 hours per week. Delivery of services will include working onsite two reoccurring days per week and providing remote services as needed to reach an average of 20 hours per week. The Human Resource Consultant will provide best practice recommendations and professional analysis and assistance in the following areas:

- Ongoing Recruitment and Selection
- Reviewing and/or drafting human resource policies and procedures
- Onboarding and separation of employees
- Auditing and maintaining personnel files
- Processing and tracking of leave of absences, work injuries, etc.
- Consulting on employee relation matters
- Providing general employment information and guidance
- Assisting the Town's benefit broker with employee benefits administration as needed (i.e., enrollments and terminations)
- Other HR related tasks or needs, as deemed necessary

Our approach includes providing high-level human resources expertise, advice, consultation, and services to assure appropriate research, analysis, and professional human resource perspectives are applied for all assigned duties and responsibilities. We will be proactive in the performance of our duties and work collaboratively with the Town to assure practical, win-win decisions are made to the benefit of the organization, the staff, and the clients and citizens you serve.

Pricing Summary and Billing Terms

CPS HR proposes a time and materials pricing model and estimates 20 hours per week at the hourly rates listed below. CPS HR will invoice the Town on a monthly basis.

Project Team Roles and Hourly Rate			
CPS HR Staff Classification	Description	Average Hours Per Week	Hourly Rate
Sr. HR Consultant	Main point of contact providing senior level consultation in all related human resources areas listed above.	19	\$110/hour
Project Manager/Local Client Manager	Provides strategic consulting and oversight and support to the project and assigned HR Consultant.	1	\$120/hour

In 2023, the average hours decreased to 20 hours each week based on the Town's request, and this includes consultant travel time. The actual hours of consulting provided on average per week in 2023 has been 20.27 hours.

Consultant travel time will be included in the average hours per week above and billed at 50% of the hourly rate. Travel expenses such as mileage or parking will be billed at the standard IRS rates. Actual out-of-pocket reimbursable expenses for such items as advertising, printing/copying, postage/delivery charges, and related fees, if paid by CPS HR, will be billed directly to the Town for actual expenses incurred.

CPS HR is open to discussing alternative work plans which may alter the cost of the project. The methods, approach, and timelines described in this proposal, as well as the cost estimate, have been prepared as accurately as possible based upon the services requested and objectives described in the information provided to CPS HR. The cost reflects the steps and time necessary to conduct the services in a sound, thorough, and sustainable manner. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or cost estimates.

Project Staffing

CPS HR will have the same designated team in 2023 for the ongoing HR consultation. **Christina Batorski Peacock** will serve as Project Manager and **Deanna Heyn** is the Local Client Manager for this engagement. **Ome Enebeli** will serve as the Sr. HR Consultant and day-to-day contact for delivery of services. While every effort will be made to minimize any consultant changes during the duration of this engagement, there may be unforeseeable situations that arise that create the necessity to replace position assignments. The Town may also request replacement of a consultant at any time but will allow 8 weeks for CPS HR to recruit and replace the position.