

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, October 16, 2009

Minutes of a Regular meeting of the **TOWN BOARD BUDGET STUDY SESSION** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in said Town of Estes Park on the 16th day of October, 2009.

Committee: Mayor Pinkham, Trustees Blackhurst, Eisenlauer, Ericson, Homeier, Levine and Miller

Attending: Mayor Pinkham, Trustees Blackhurst, Eisenlauer, Ericson, Homeier and Miller

Also Attending: Town Administrator Halburnt, Deputy Town Administrator Richardson, Finance Officer McFarland, Town Clerk Williamson

Absent: Mayor Pro Tem Levine

Mayor Pinkham called the meeting to order at 8:03 a.m.

2009 BUDGET PRESENTATION

Each fund was reviewed and requests for additional information are noted below:

FIRE

The proposed budget would be utilized if the Fire District does not pass in November. Revenues consist of a transfer from the General Fund, Fire Service Subscription fees, investment income, grants, EPVFD call response and fund balance. A large rollover occurred in 2009 for the purchase of a new fire truck purchased in 2008 and delivered in 2009. This rollover decreased the transfer from the General Fund in 2009. Personnel levels remain the same for 2010 with an increase in cost related to health insurance. Capital includes the replacement of 7 SCBA units. Maintenance contracts have increased with the addition of an annual contract for AEDs and the 800 mhz radios through NCRCN. The department continues to evaluate using the County system for pagers to reduce costs. Repair and maintenance would be completed on the extrication equipment, which is required every two years. A Mobile Data Terminal would be added to the command vehicle for quicker access to maps and needed information during an incident. **Trustee Blackhurst requested the upstairs air-conditioning unit be postponed and the money spent on personal breathing masks for the firefighters.** Staff stated the money allocated to the Vehicle Replacement Fund would remain in the fund if the Fire District passes. Subscription fees and fees for service would also remain in place if the District does not pass. In an effort to increase the number of subscriptions, staff has discussed sending out a second reminder notice to county property owners.

COMMUNITY DEVELOPMENT

2010 personnel expenses decrease with the vacancy in the Building Permit Tech. position. This position has been eliminated from the Building Department because of a decrease in work load. Revenues continue to decrease with the lack of development and building permit applications in 2009. **The Board commented on the need to be more conservative with revenues in 2010.** The O&M in 2009 increased with the purchase of new code books for the adoption of the new I-Codes. The revenues received from Larimer County for the salary of a planner is projected to increase in 2010 by the Denver/Boulder CPI. **The Board questioned the increased salary and requested staff review the County's projected planner salary payment for 2010.** In 2010 staff's focus would be on implementing the recommendations of the department audit, revisions to the Development Code and the Sign Code, long range planning, and

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record keeping. The Building Department plans on continuing efforts to adopt the new I-Codes.

Mayor Pinkham called a break at 9:40 a.m. and reconvened the meeting at 9:54 a.m.

PUBLIC WORKS

Buildings

The 2010 proposed budget decreased by 13% over 2009 with a reduction in maintenance. Building rents increase in 2010 and have not been increased in the past few years. Staff has been successful at maintaining little to no increase in maintenance contracts for 2010.

Engineering

O&M decreases in 2010 and includes \$20,000 matching funds for the \$250,000 enhancement grant awarded the Town for improvements along Moraine Avenue. Public Works would work with Attorney White to draft a Street and Drainage Utility in 2010 for review and discuss by the Board.

Streets

The proposed budget remains flat with increases in personnel costs due to health insurance increases. O&M and capital decrease in 2010. The annual STIP funds for 2010 would be used to complete the reconstruction of a quarter mile of Prospect Avenue adjacent to the hospital with funds from the hospital and rollover funds from the 2009 STIP funds. This project would improve the roadway, underground utilities in the area and make the area safer with new sidewalks. No other street improvements would be completed in 2010. The department has completed the signage program; however, a new unfunded Federal regulation requires signs be tested annually for reflectivity and come into compliance within a 3 to 5 year period. Staff would test, catalog and replace signs on an annual basis.

Parks

The proposed budget increases by 7% in 2010. Personnel costs increase with health insurance and market adjustments. O&M increases and contains funds to replace and repair bridge decking, railings and repainting in Confluence Park. The budget contains funds to replace 20 of the old white trash cans with new bear-resistant cans at \$980/each. **The Board questioned if the replacement of trash cans could be delayed.** Dir. Zurn stated concern with underfunding the bark beetle kill disposal and weed management. The cost to dispose of one tree on Town property is \$400. The 2010 budget does not contain funding for the slash removal program paid for in the past with grant funds. The Board discussed the possibility of using the L&P chipper and possibly charging a fee per truck load as options to maintain the collection. Dir. Zurn stated the Parks staff would develop an in-house plan for the renovation of Peacock Park in 2010.

CONSERVATION TRUST

Revenues in this account are from the State lottery and are estimated at \$32,000 in 2010. The bark beetle management (\$20,000), weed control (\$20,000) and Arbor Day tree replacement (\$13,500) would be funded in 2010. The tree replacement allows the Town to maintain its Tree City designation. Some of the funds would be used for plantings around the CVB and for the spraying of high value trees.

OPEN SPACE

The .25% sales tax share from Larimer County is estimated at \$230,000 for 2010. The County is investigating the option of extending this tax that is scheduled to sunset in 2018. **Trustee Ericson questioned the projected revenues and requested staff verify with the County prior to adopting the budget.** Capital expenditures for 2010

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include Bond Park Phase I improvements at a cost of \$240,000 and \$50,000 for the Fall River Trail contingent on GOCO grant applied for by the EVRPD.

FLEET

This internal service fund charges each department for services related to vehicles and related equipment. The fund maintains a balance for the future expansion of the building at a cost of approximately \$300,000 to improve efficiencies and safety for the staff. **The Board discussed the decreasing fund balance of this fund and the need to allocated appropriate funds for the building expansion. This project should be included in the Capital Improvement Plan (CIP).**

MISCELLANEOUS

The Town has realized a savings with the construction of the sand tent and the recycling of the sand and reduced salt content of 8%.

Trustee Homeier stated the quality of the Town's streets has become an important issue. He questioned if cuts should be made to other funds to provide additional funding for street improvements.

The next Budget Study Session is scheduled October 23rd, 8:30 a.m. – 12:00 p.m.

There being no further business, Mayor Pinkham adjourned the meeting at 11:20 a.m.

Jackie Williamson, Town Clerk