



## TOWN BOARD WORK SESSION

August 19, 2013 – 6:00 P.M.

301 Walnut Street, Town Board Room, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

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**GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.**

**Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.**

### AGENDA

1. Revenue Estimates – D. Moyer
2. Five Year Capital Improvement Plan 2014-2018 – D. Moyer
  - a. Five Year Capital Plan 2014-2018
  - b. Kyger Pit Funding
3. Discussion of Fees – J. Plummer
4. Other Issues from Town Board

## **M E M O R A N D U M**

**Date:** August 19, 2013  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Dean Moyer, Director of Finance and Information Systems  
**Re:** 5-Year Capital Improvement Plan (2014-2018) Revenues  
**Item #:** 1

### **Overview**

Beginning in 2009, staff worked to produce a 5-year balance Capital Improvement Plan. Our focus since then has been to adequately project the Town's anticipated needs versus revenues. There are still many unfunded projects from prior year's requests that will be revisited farther into the process this year. Not only have we kept the 5-year plan in the black but also have an adequate reserve to carry forward or use for emergencies.

### **REVENUES**

Sales and Use tax revenues outperformed budget estimates in 2013 for the fourth straight year. This plan projects the 2014 through 2018 revenues at the three year average of years 2011 actuals, 2012 actuals and 2013 projections. Sales tax and Use tax numbers remain steady for each plan year based on this average.

- Sales tax is on a pace to close 2013 with \$6.5 million in collections. Using the three year average method, the 2014 projection is \$6 million.
- SFR permits appear to be slowing a bit through July but I think we will still be at or above 400 for 2013. That would be the second year of 400 or better. Using the three year average, the number of permits for 2014 is placed at 367.

Beginning in 2012, we decided to use Severance tax revenue in the Capital Improvement Fund as opposed to its former home in the General Fund. This revenue varies widely each year and we talked last year about using any extra Severance tax money for street repair, so it has been included in the CIP. We will know the exact dollar amount of the 2013 distribution at the end of August. In September we will be back to you with suggestions on projects for the money.

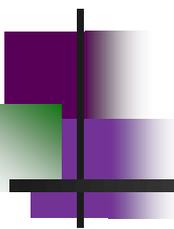
Other funding sources such as park fees, traffic impact fees, utility charges and tap fees are based on the three year average from 2011-2013 and carried forward at a constant rate in years 2014-2018.

- In the beginning of 2013 we installed a three tier water rate structure as well as increased the price per 1,000 gallons by 3.5%, which was what we needed to offset increases from our suppliers and balance the fund.
- Through July, water sales are only slightly ahead of sales through July 2012. Mostly I expect from a wetter summer season in 2013.
- As you would expect from better than expected building permit numbers in 2013, impact fees are outpacing budgeted figures. By including in the average the slower year of 2011, the projections based on building permits are brought back to a more conservative level.



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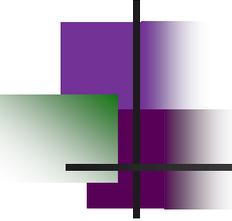
# 5-Year Capital Improvement Plan 2014-2018

A decorative graphic on the left side of the slide, consisting of a vertical black line and a horizontal black line intersecting at a point. To the left of the intersection, there are several overlapping rectangular shapes in shades of purple and green, creating a layered effect.

Dean Moyer, Director of Finance  
August 19, 2013

Town Board

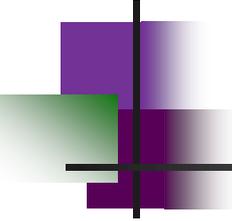
Work Session Item #1 & #2



# Capital Improvement Funding Sources

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- 3.0% Sales and Use Tax
- Traffic Impact Fee
- Park Impact Fees
- 0.2% Sales and Use Tax
- Severance Tax
- Utility Impact Fees
- Grants
- Interest Income
- Monthly User Fees
- Lottery Funds
- Larimer County Open Space Tax

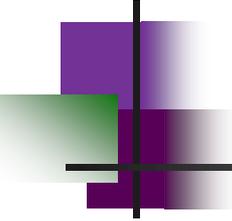


# Revenue

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## Forecasting Guidelines for 2014

- Unless we knew specifically otherwise via notification from the State, we used the three year average of 2013 projected, 2012 and 2011 actual numbers.
- Sales tax three year average = \$6,000,000.
- Construction Use Tax three year average = \$1,665,654 based on 367 SFR permits.

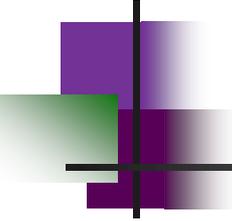


# Revenue

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## Development Impact Fees for 2014

- Traffic Impact Fees, Park Improvement Fees and Utility Impact Fees driven by number of new construction permits.
- Utility Impact Fees are not collected on every permit – we do not provide water and sewer to every address in Town.
- Recommend studying impact fees in the next few months to ensure adequacy.



# Revenue

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## Other Sources

- Severance Tax- tied to oil & gas industry workers. Should know this figure later in August.
- Grants- \$1.8 million in grants scheduled for 2014.
- Monthly User Fees- water, sewer and drainage charges. Expect about 8% increase in cost of water from Greeley.
- Lottery Funds – to be used for parks and open space. Average @ \$10 per capita.

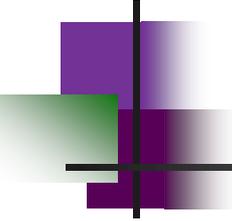


## TOWN of WINDSOR

### 2014 Major Capital Projects – over \$100,000

Kyger Pit Non-Potable Reservoir w/ CWCB Loan	NP Water	\$ 2,950,000
Three million gallon water tank w/ <u>DOLA Energy Grant</u>	Water	1,150,000
Street maintenance, sealcoating, crack sealing, concrete replacement	CIF	1,035,000
Law Basin West Tributary Channel	Drain	989,272
Law Basin Master Plan Channel w/ 69.8% <u>FEMA PDM Grant</u>	Drain	858,000
Eastman Park Drive / Cornerstone Drive Roundabout	CIF	621,500
WCR21 Bridge replacement w/ 80% <u>CDOT Grant</u>	CIF	534,270
Cemetery Phase I Master Plan implementation & contingency	CIF	484,641
Water line replacement – Woodbine, Sunflower and Snapdragon Dr	Water	400,000
Replace Force Main to Gravity Sewer w/ 50% <u>DOLA Grant</u>	Sewer	380,000
Poudre Trail construction from Westwood Village	CTF	250,000
Chimney Park Pool – Deck Resurfacing	CIF	232,350
Windsor Trail parallel to south 7 <sup>th</sup> Street w/ <u>Safe Routes to School Grant</u>	CTF	219,796
NP Water – construct pipe encasement -Universal Forest Products	NP Water	195,000
Windsor West Park – irrigation system replacement	CIF	120,000





# Park Improvement Fund 2014 Projects

According to Parks, Recreation and Open Lands Master Plan, and established priority

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Poudre Trail upgrades

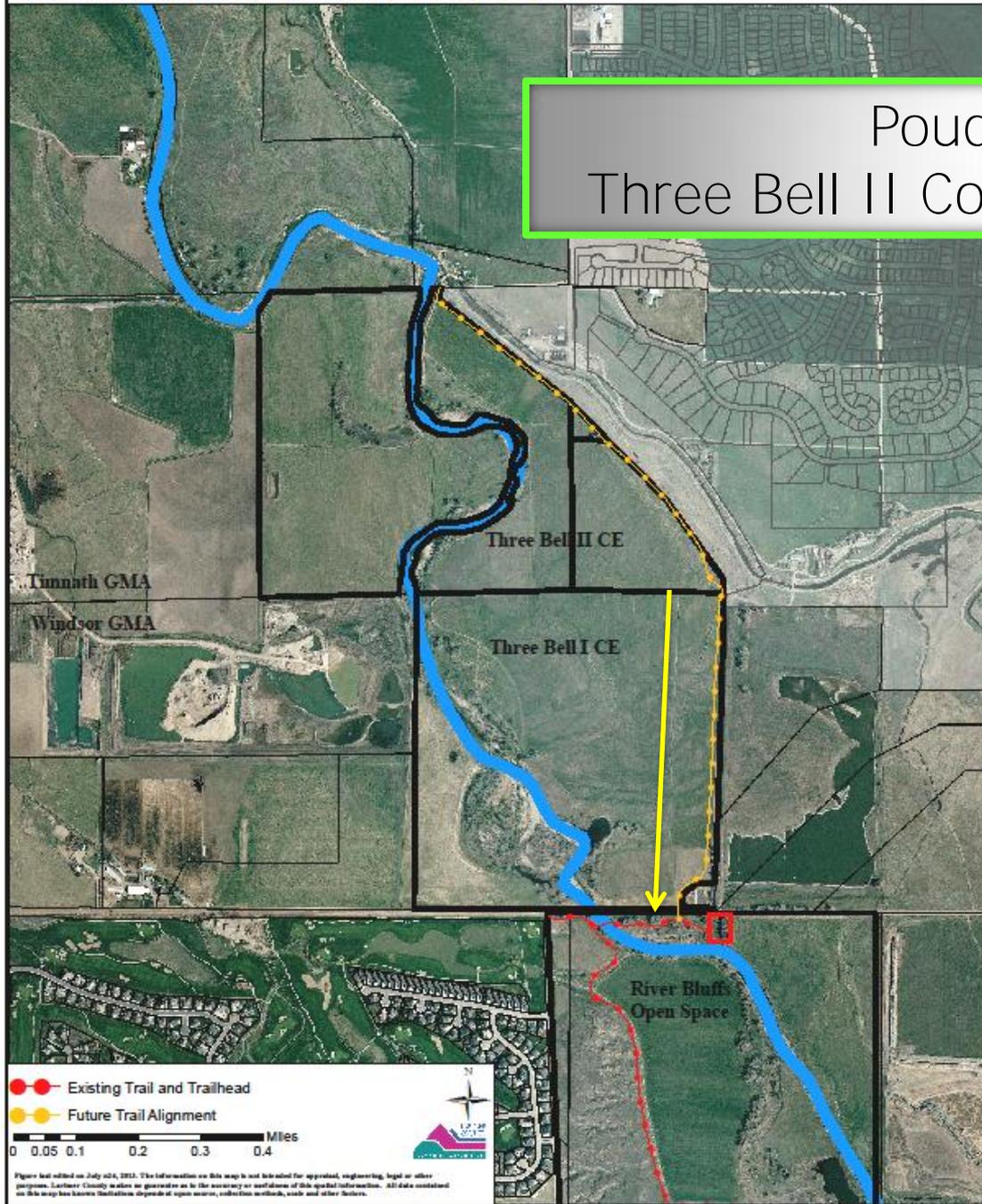
\$25,000

- Install concrete trail in Three Bell Conservation Easement
  - Share w/Larimer County
  - Larimer County Open Space (LCOS)

Trail Construction

# Poudre River Trail Alignment - Three Bell CE

Poudre Trail in  
Three Bell II Conservation Easement



- Existing Trail and Trailhead
- Future Trail Alignment

0 0.05 0.1 0.2 0.3 0.4 Miles



Figure last edited on July 22nd, 2013. The information on this map is not to be used for appraisal, engineering, legal or other purposes. Larimer County makes no guarantee as to the accuracy or usefulness of this spatial information. All data contained on this map has known limitations regardless of open source, collection methods, scale and other factors.

# Conservation Trust Fund 2014 Projects

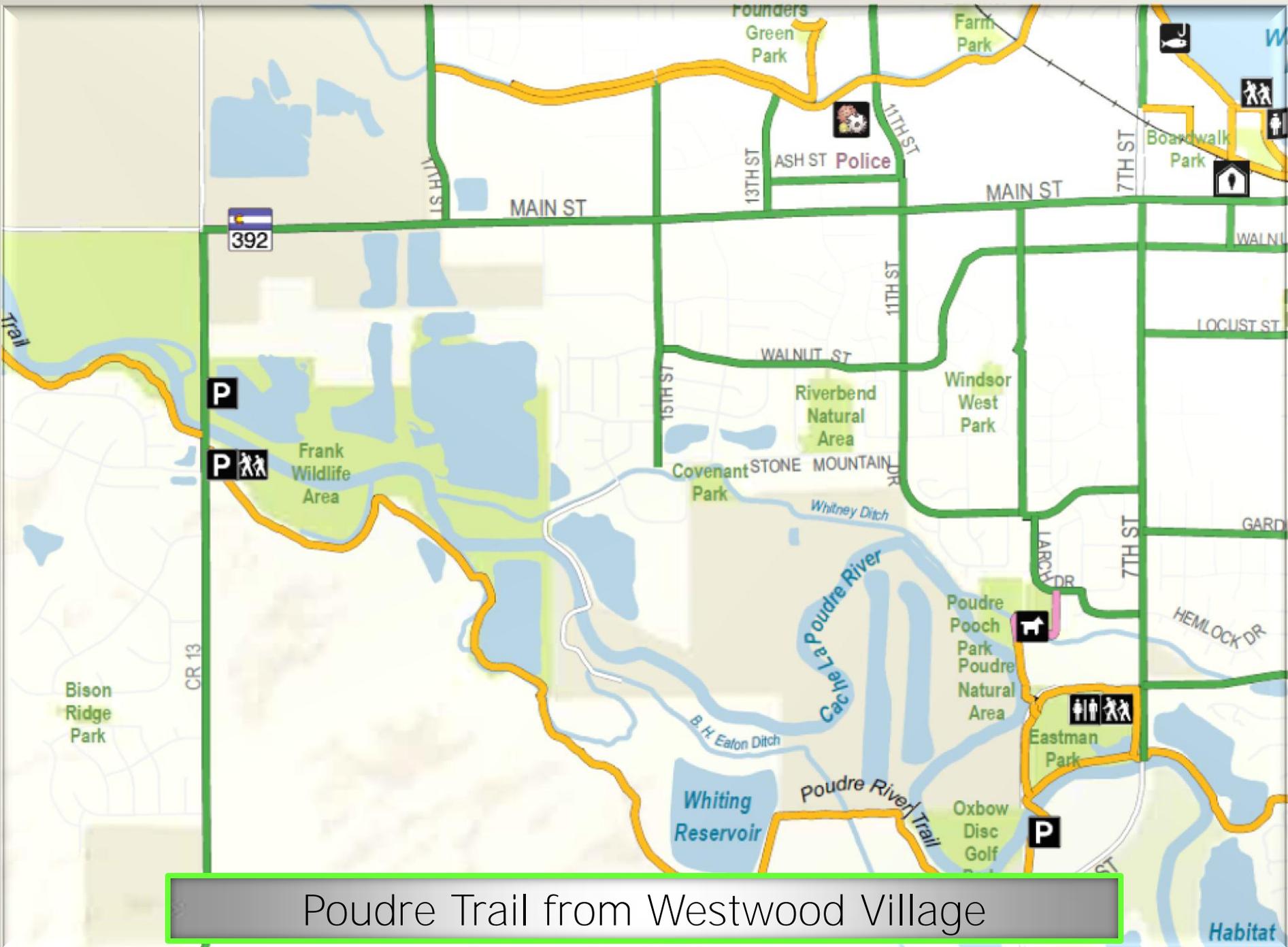
## Poudre Trail

\$250,000

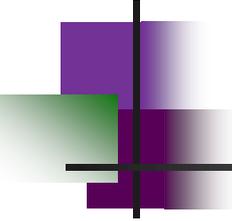
- Trail from Westwood Village to Poudre Trail via Frank Wildlife Area
- Possible collaborative project w/ Larimer County and PRTCB
- Lottery Funds

Poudre Trail Map





Poudre Trail from Westwood Village



# Conservation Trust Fund 2014 Projects

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Continued...

Windsor Trail

\$219,796

- Parallel to south 7<sup>th</sup> Street
  - New Liberty to Laku Lake
- With Safe Routes to School Grant \$120,346
- Windsor share \$99,450

Windsor Trail Map

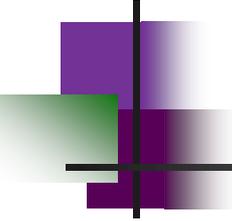


Future trail to PRT via Development Agreement

Proposed alignment 7th St Trail

Future trail to PRT via  
Development Agreement

Proposed alignment to  
7th Street



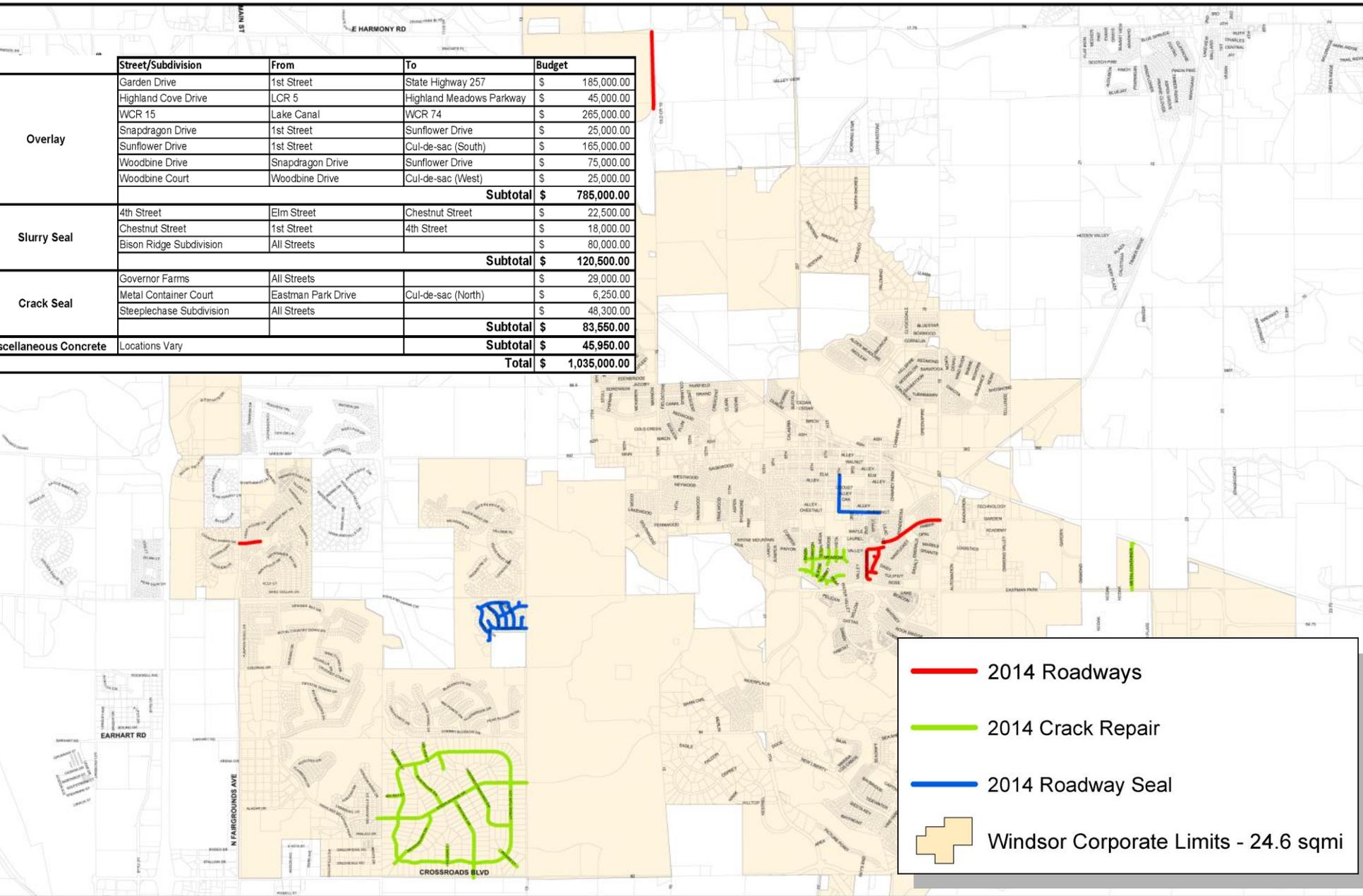
# Capital Improvement Fund 2014 Projects

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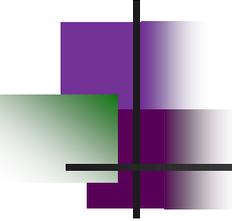
## Street Maintenance Projects

\$1,035,000

- Asphalt overlay on the following streets: (\$785,000)
  - Garden Dr (1<sup>st</sup> to SH 257)
  - Highland Cove Dr (LCR 5 to Highland Meadows Pkwy)
  - WCR 15 (Lake Canal to WCR 74)
  - Snapdragon Dr includes water main (1<sup>st</sup> to Sunflower)
  - Sunflower Dr includes water main (1<sup>st</sup> to Cul-de-sac)
  - Woodbine Dr includes water main (Snapdragon to Sunflower)
  - Woodbine Ct includes water main (Woodbine to Cul-de-sac)
  - Potential additional work:
  
- Asphalt sealcoating, crack sealing,  
concrete replacement (\$250,000)



# 2014 Street Maintenance Projects



# Capital Improvement Fund 2014 Projects

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Street Maintenance Projects paid from  
Severance Tax and mineral lease funds  
– amount unknown

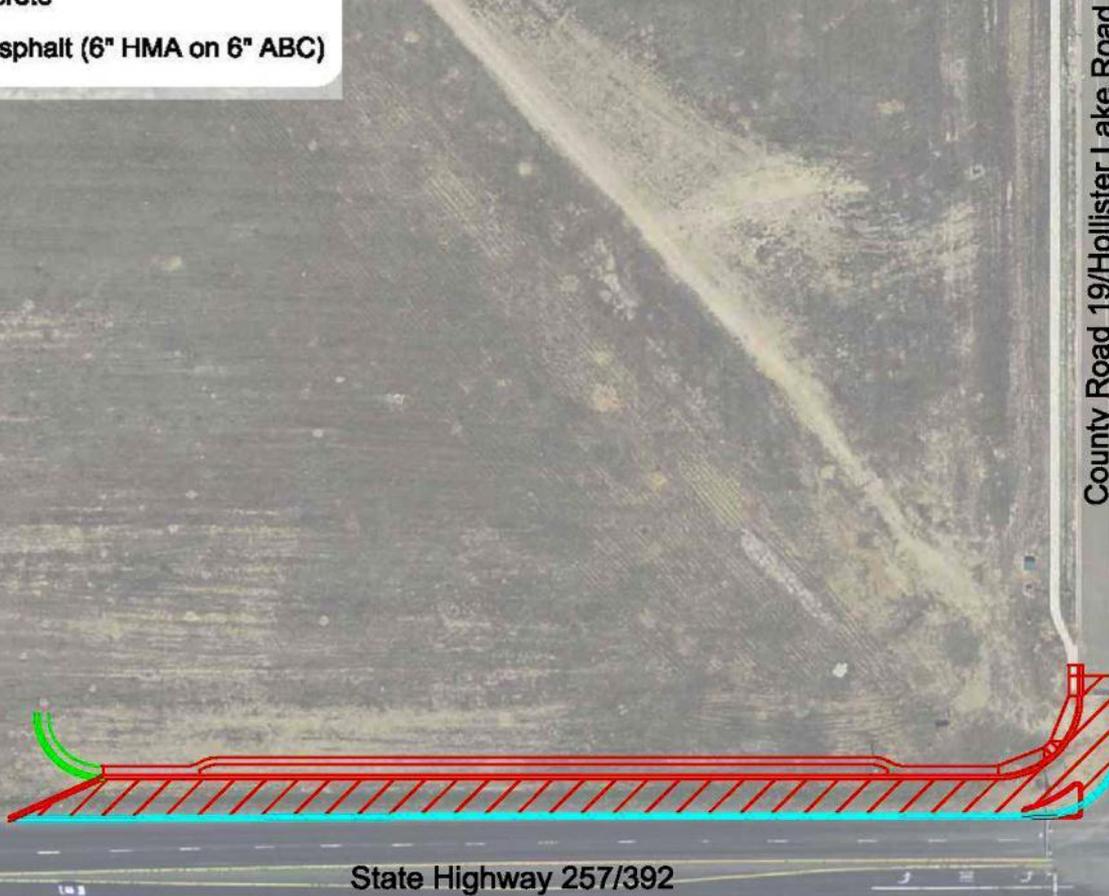
- Additional Overlay Project

- New southbound right turn lane on WCR 19  
(Hollister Lake Rd) at Hwy 392 \$150,000
- Other projects determined when amount is known

# Additional Street Project

## LEGEND

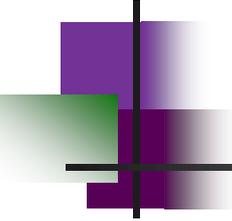
-  Purposed Concrete
-  Existing Curb & Gutter
-  Future Concrete
-  Purposed Asphalt (6" HMA on 6" ABC)



State Highway 257/392 & County Road  
19/Hollister Lake Road Turn Lane Improvements



Scale: 1" = 100'



# Capital Improvement Fund 2014 Projects

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Continued...

Eastman Park Dr and Cornerstone Roundabout

construction

\$621,500

- Construction in 2014
- Total 2013-2014 project cost \$684,500

Aerial view of similar roundabout

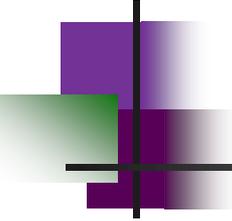


Roundabout on Eastman Park Drive

- 2014 Roadways
- 2015 Roadways
- 2016 Roadways
- 2017 Roadways
- 2018 Roadways
- Windsor Corporate Limits - 24.6 sqmi



# 5-Year Plan Roadway Reconstruction



# Capital Improvement Fund 2014 Projects

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Continued...

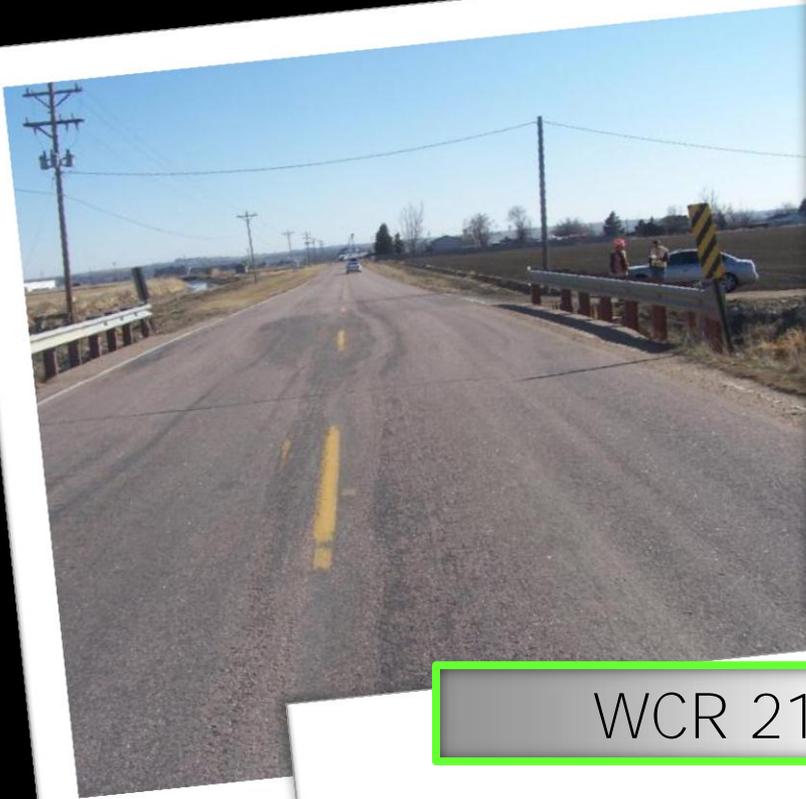
WCR 21 Bridge Replacement

2014 portion

\$534,270

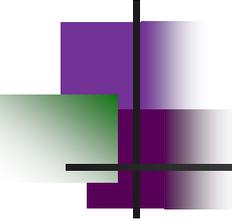
- With 80% CDOT Grant
- Total 2012-2014 project cost \$618,750 with offsetting grant
  - Windsor total share \$123,750
  - CDOT Grant share \$495,000

WCR 21 Bridge Replacement images



WCR 21 Bridge Replacement





# Capital Improvement Fund 2014 Projects

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Continued...

Cemetery Phase I Master Plan implementation irrigation with one archway entry	\$413,310
Contingency	41,331
Design & engineering services	<u>30,000</u>
Total 2014	\$484,641
■ (2013-2017) Total project	\$4,364,862

Cemetery Plan



- Streetscape Planting
- Single Entry Loop Road, Gate and Sign
- Naturalistic Native Plantings
- Future Memorial or Columbaria
- Head-In Parking on Outer Edge (26) Parallel Parking on Loop Road (34)
- Evergreen Landscape Buffer
- Evergreen Pedestrian Connection

- Streetscape Planting
- Sign Monument
- Entry Promenade with Memorial Gardens
- Strolling Garden with Columbaria Rooms
- Landscape Buffer and Streetscape Plantings
- Screened Existing Maintenance Bldg.
- Office and Public Restroom
- One-Way Loop Road with Angled and Parallel Parking (56 Spaces)
- Landscaped Entry Median with Overhead Gate/Sign
- "Parade Green" + Veterans' Memorial
- Landscape Buffer and Streetscape Plantings
- 5' Wide Detached Sidewalks
- Screened Maintenance Yard
- Evergreen Landscape Buffer

Final Draft Master Plan



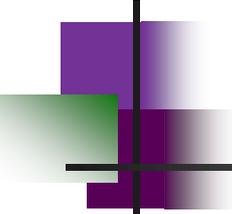
**TOWN OF WINDSOR**  
COLORADO

**July 2, 2013**

**FINAL PLAN**

**Lakeview Cemetery Master Plan**  
WINDSOR, COLORADO

Lakeview Cemetery Master Plan



# Discussion

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Chimney Park Pool Deck Resurfacing \$ 197,500

- Remove & replace concrete pool deck (assuming 4" thick)
- **Excavate 4" of soils**
- Install pipe for future breakout of pools (pipe to be capped)
- Install structural fill base (recycled concrete base)
- Install **rebar: #3 on 2' centers**
- Reuse all anchors (not including cover anchors); preset prior to concrete pour
- Install 4000 PSI straight cement mix
- Apply broom finish to concrete
- Install **1/2" expansion joints as needed**
- Install new winter cover anchors

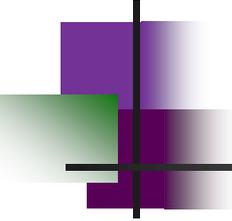
15% Contingency- due to some unknowns of deck thickness,  
moisture and existing structures 34,850

Total \$232,350

Chimney Park deck damage



Chimney Park Pool deck damage



# Capital Improvement Fund 2014 Projects

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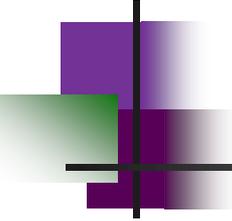
Continued...

Construction of pipe encasement for non-potable water through Universal Forest Products	\$195,000
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Universal Forest Products Ditch Encasement



Universal Forest Products Ditch Encasement



# Capital Improvement Fund 2014 Projects

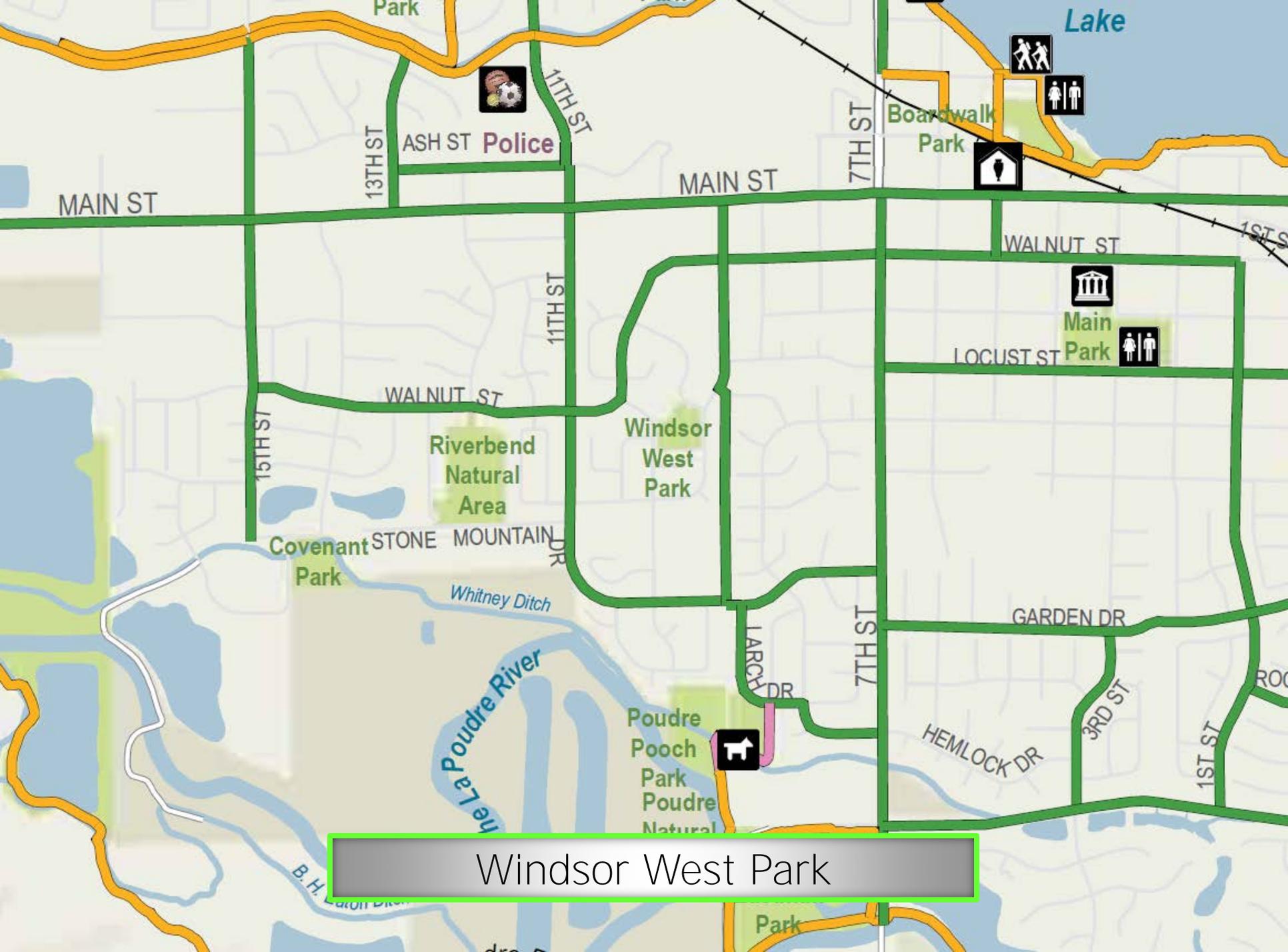
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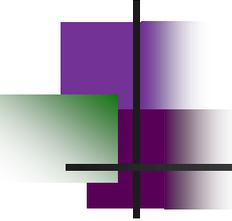
Windsor West Park irrigation upgrade	\$120,000
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- Necessary upgrades and maintenance of aging park amenities
- 2014 Irrigation site reconstruction

Windsor West Park



Windsor West Park



# Water Fund 2014 Projects

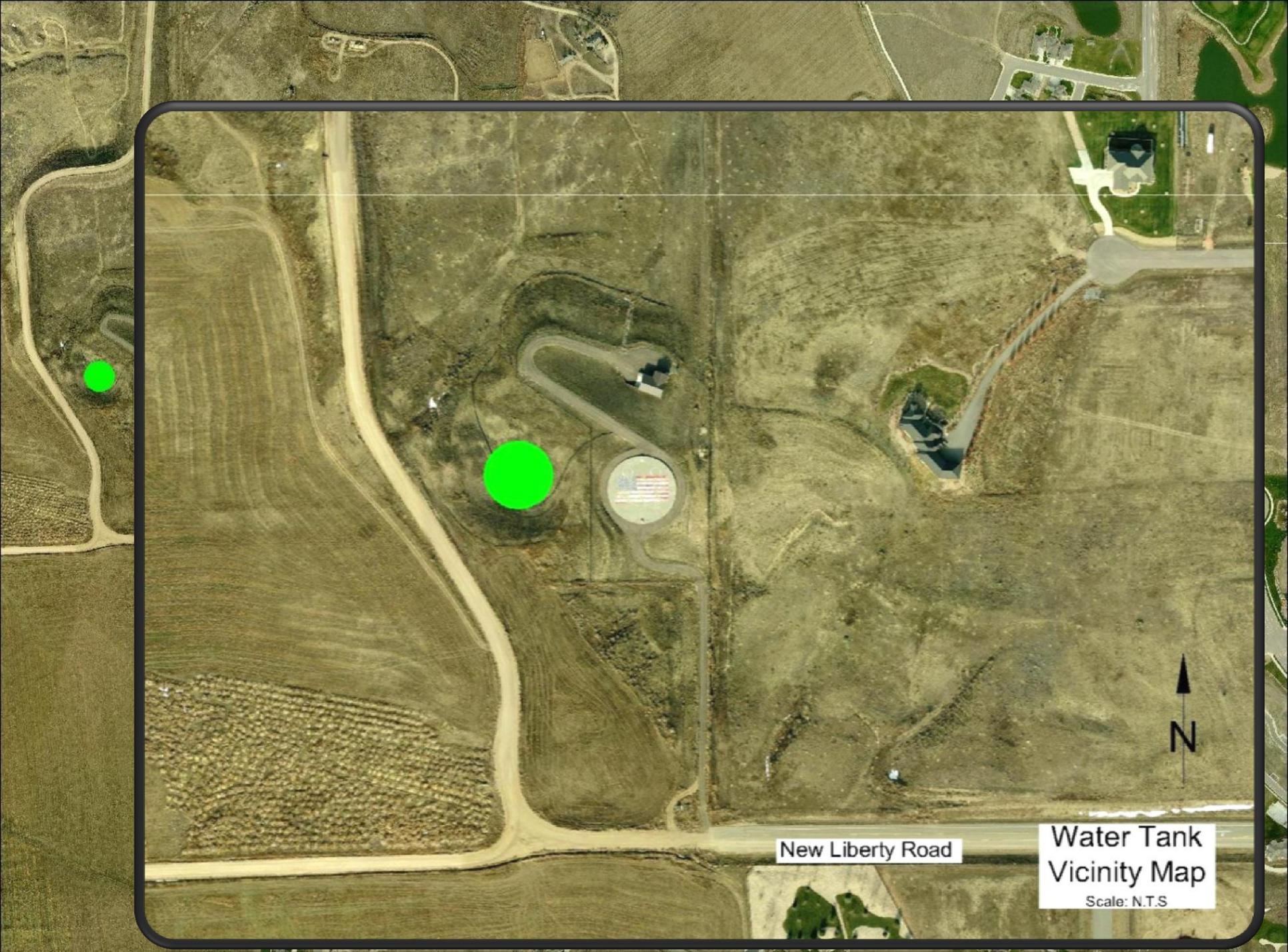
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Three million gallon water tank

In-ground concrete storage reservoir \$1,150,000

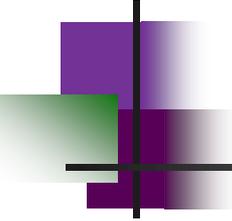
- Total 2012-2014 project \$2,300,000
- DOLA Energy Grant of \$450,000
- Balance from water impact fees
- 2012 design, 2013-2014 construction

Water Tank Location Map



New Liberty Road

Water Tank  
Vicinity Map  
Scale: N.T.S



# Water Fund 2014 Projects

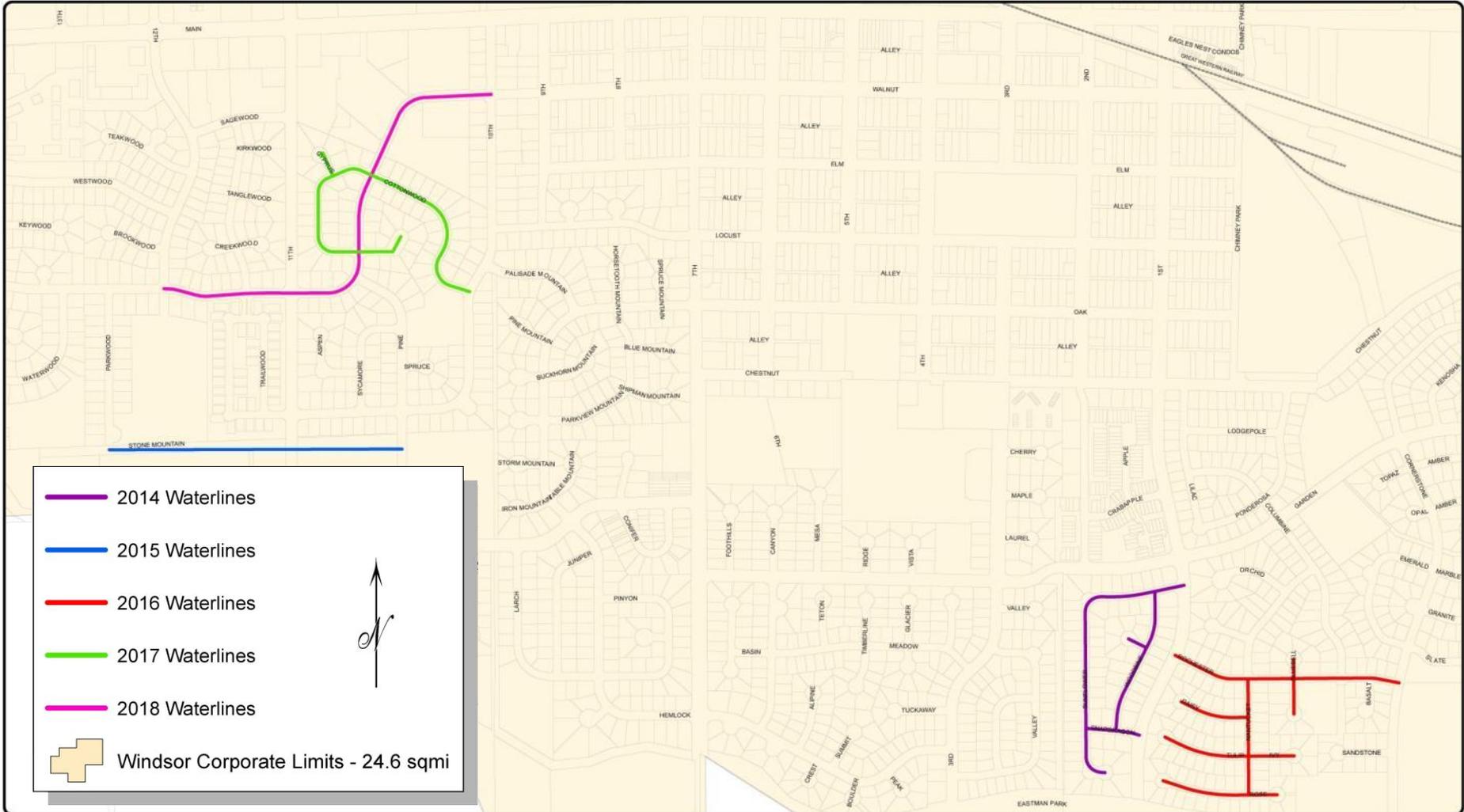
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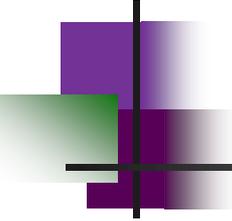
Water line replacements for 2014 \$400,000

- 2014 - Woodbine Drive
- 2014 - Sunflower Drive
- 2014 - Snapdragon Drive
  
- 2015 South Side of Riverbend Park
- 2016 Nantucket, Rochester, Daisy, Ivy, Tulip and Rose Courts
- 2017 Cottonwood Drive and Cottonwood Court
- 2018 Walnut Street from 10<sup>th</sup> to 12<sup>th</sup>

5-Year Water Replacement Plan



# 5-Year Water Line Replacement Plan



# Non-Potable Water 2014 Projects

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## Kyger Pit Non-Potable Reservoir with CWCB Loan

- Property Acquisition \$2,750,000 in 2013
- Engineering, construction & contingency \$2,950,000 in 2014
- Water purchase \$1,000,000 in 2015
- Total 2013-2015 project \$6,700,000

■ Non-Potable Water Fund	\$ 200,000
■ Loan from CWCB total 2013 & 2014	\$4,500,000
■ Water Fund	\$ 750,000
■ Park Imp Fund total 2013 & 2014	\$ 625,000
■ Capital Imp Fund total 2013 & 2014	\$ 625,000

Kyger Pit Reservoir Location Map

# Kyger Pit Non-Potable Reservoir

Cache La Poudre River

Ditch Outlet  
Riprap Rundown

Proposed  
Access Road

24" PVC Pump Station  
Discharge Pipe

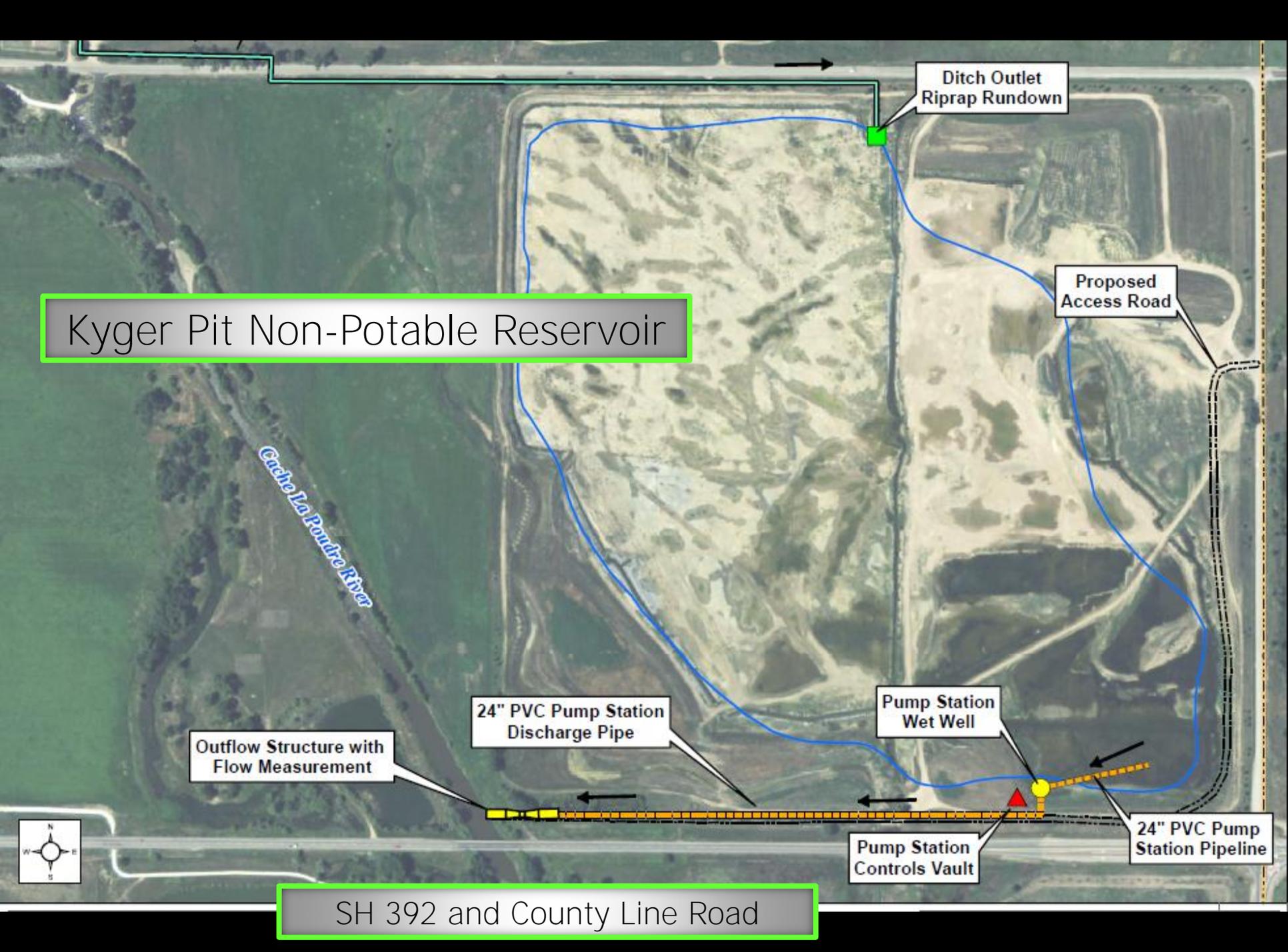
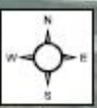
Pump Station  
Wet Well

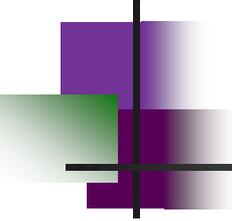
Outflow Structure with  
Flow Measurement

Pump Station  
Controls Vault

24" PVC Pump  
Station Pipeline

SH 392 and County Line Road





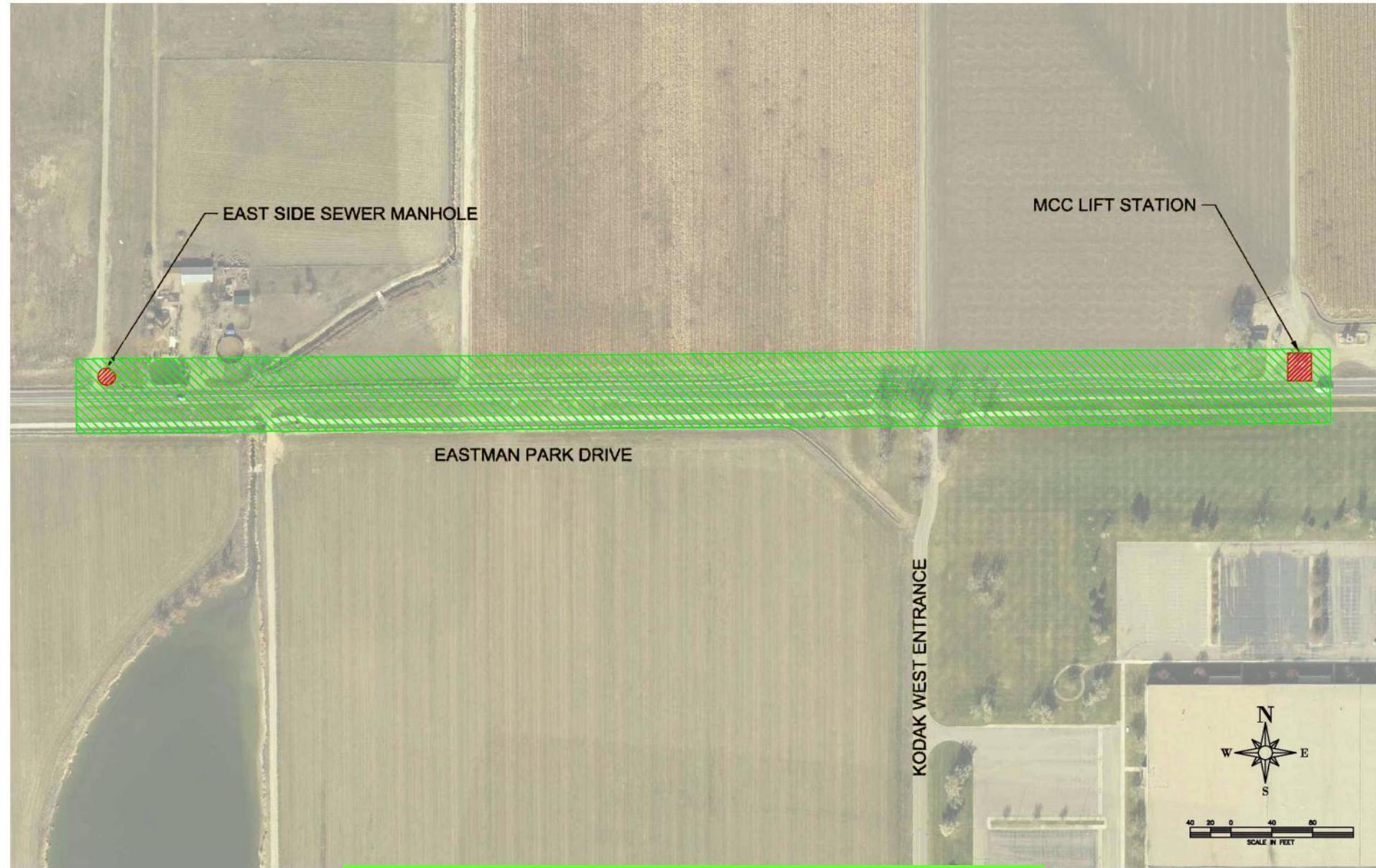
# Sewer Fund 2014 Projects

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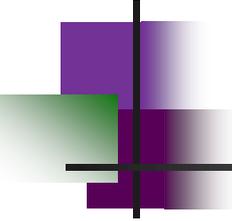
Replace force main to gravity sewer \$380,000

- 50% DOLA Grant
- Design \$22,000 in 2013
- Construction \$380,000 in 2014
- Total 2013-2014 project \$402,000
  - From Metal Container Corp west to eastside interceptor

Location Map



Force Main for Gravity Sewer



# Storm Drainage Fund 2014 Projects

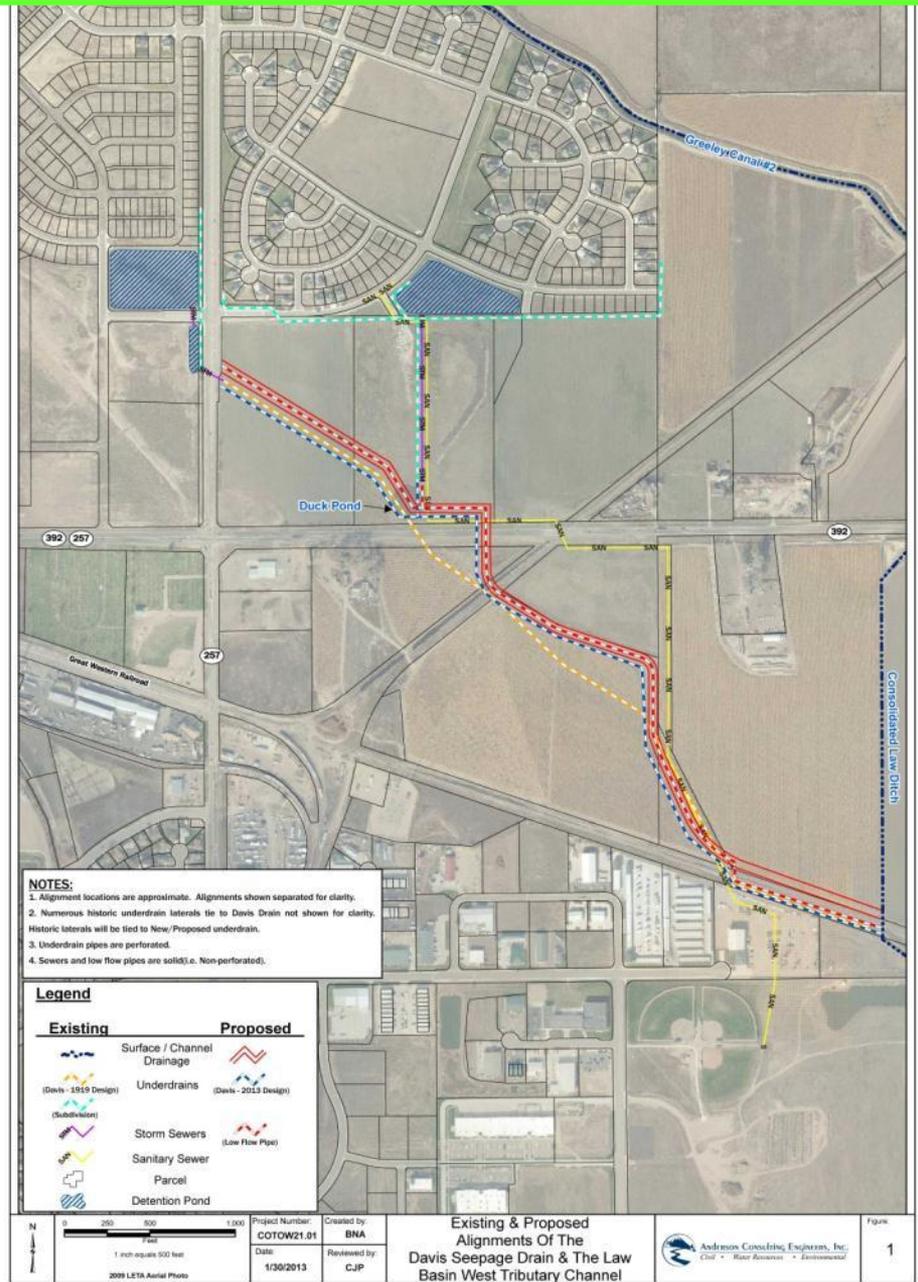
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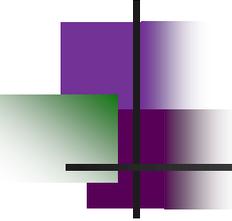
Law Basin West Tributary Channel 2014 \$989,272

- 2013-2015 project, Total cost \$1,953,787
  - Design and property acquisition in 2013 for \$305,000
  - Construction in 2014 and 2015 for \$1,648,787
  - Funded through drainage impact fees
- Storm drainage channel extending north from the Law Ditch as identified in Windsor's 2003 Drainage Master Plan and as preliminarily designed in 2012. It is a portion of Reach L4 in the Master Drainage Plan.

[Location Map](#)

# Law Basin West Tributary Channel





# Storm Drainage Fund 2014 Projects

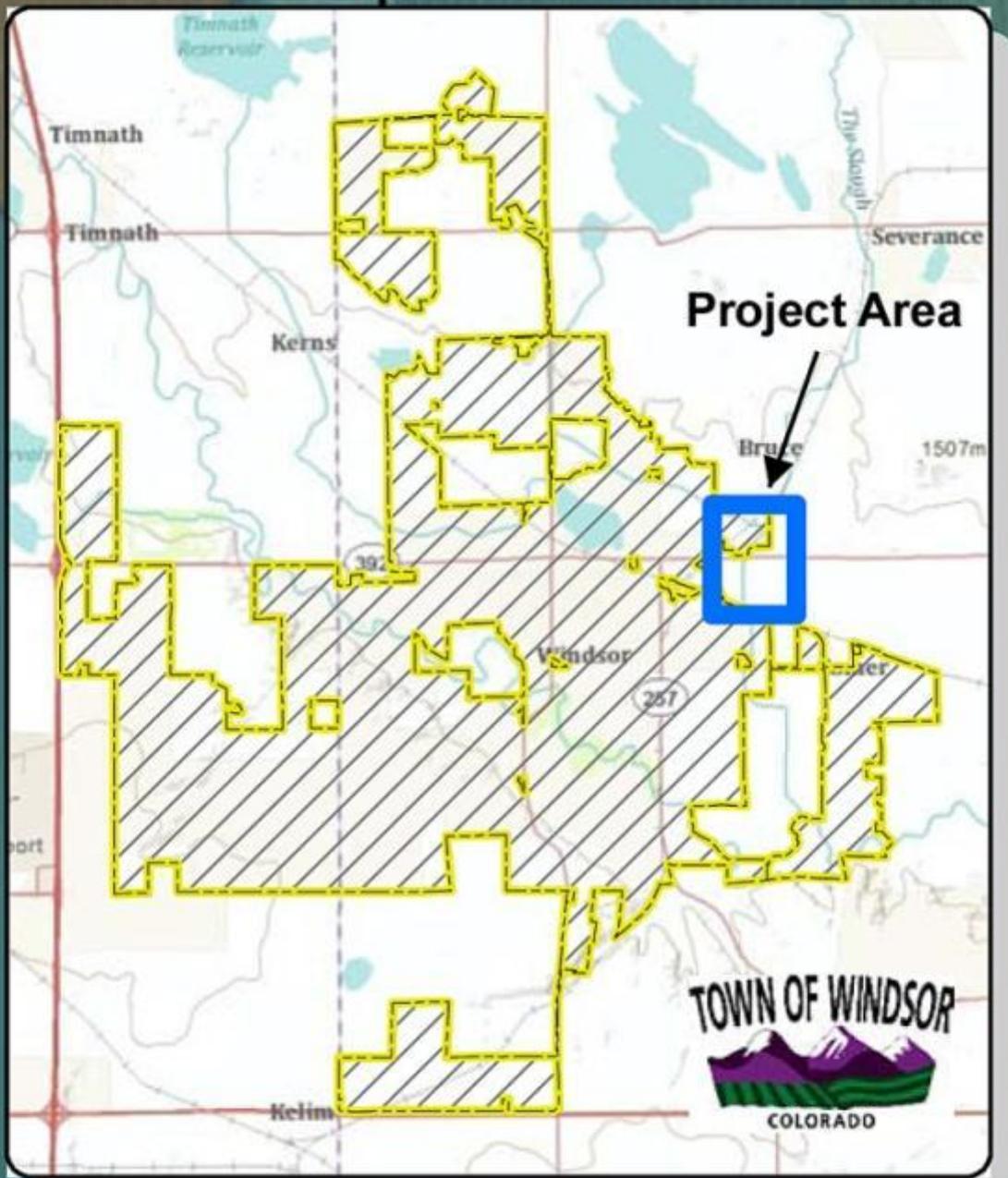
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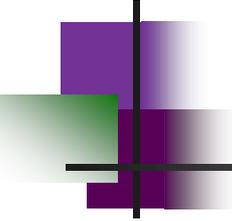
## Continued...

Law Basin Master Plan Channel for 2014 \$858,000

- 2012-2015 project, Total cost \$2,207,000
  - Windsor share of total project \$666,514 from drainage impact fees
  - 69.8% FEMA PDM Grant total \$1,540,486
- Construct a drainage channel from the Law Ditch south to SH 392, culverts across SH 392 at WCR 21, and channel from SH 392 south to railroad as called for in Windsor's Storm Drainage Master Plan
- Property Acquisition = 13.8 acres

[Location Map](#)





## Other 2014 Projects Under \$100,000

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■ Northern Integrated Supply Project (NISP)	\$83,000
■ Facilities Town Hall cooling replacement tower	80,000
■ Non-Potable Water projects	79,000
■ Sewer Nutrient Study w/ <a href="#">CDPHE Grant</a>	72,000
■ ADA Title II Compliance projects last year	70,955
■ Poudre River dredging & jetty at WCR 13	60,000
■ Museums – interpretive landscape Phase 1 shelter improvements	58,138
■ County Line Road ditch erosion mitigation – engineering	50,000
■ Replace railing on 7 <sup>th</sup> Street / Poudre River Bridge	33,000
■ Facilities sand, restripe gym floor at CRC	30,000
■ RR Crossing – 15 <sup>th</sup> St & CR 72	30,000
■ Poudre Trail in Three Bell I Conservation Easement	25,000
■ I-25/SH 392 Interchange enhancements	22,000
■ Public Works / Parks maintenance Building study w/ <a href="#">DOLA Grant</a>	20,600
■ 7 <sup>th</sup> St sidewalk crossing at railroad	20,000
■ Museums – Eaton House historic structure w/ <a href="#">DOLA Grant</a>	15,000
■ Town-owned facility parking lot maintenance	14,000

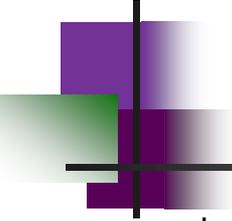


# Still needing resolution

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The Mill

PW/P&R  
Facility

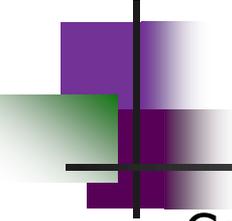


# Discussion

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## Joint Public Works / Parks & Recreation Maintenance Facility Feasibility Study

- First phase: Design and Feasibility Study
  - Scope of Study:
    - Architectural master plan, space needs study, base site plan, site selection study, master plan and conceptual design, fuel station analysis, master plan graphics, phasing plan for existing facility, and cost estimate.



# Discussion

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Continued...

- Cost of Study:
  - \$20,600
  - Requesting a 50% matching grant through DOLA
- Timeline:
  - Submit for grant December 1<sup>st</sup> and proceed with the study late 2013-early 2014
  - Estimated the design and feasibility study will take nine (9) months to complete



# 2014 Capital Improvement Plan

All projects by Fund

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Park Improvement Fund \$ 345,000

Conservation Trust Fund 469,796

Capital Improvement Fund 4,026,454

Water Fund 1,830,047

Sewer Fund 816,875

Storm Drainage Fund 1,847,272

Non-Potable Water Fund 2,429,000

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\$11,764,444



# 5-Year Capital Improvement Plan

## 2014-2018 Projects

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Park Improvement Fund	\$ 1,307,000
Conservation Trust Fund	989,796
Capital Improvement Fund	14,501,079
Water Fund	16,799,732
Sewer Fund	1,291,435
Storm Drainage Fund	3,775,787
Non-Potable Water Fund	4,857,000
	<hr/>
	\$43,521,829

# 2014-2018 Long-Term Community Projects

## Priority I: Imperative *(Must-Do)*

## Priority II: Essential *(Should-Do)*

## Priority III: Important *(Could-Do)*

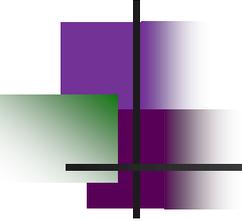
## Priority IV: Desirable *(Other year)*

Water Transmission Line connecting N. Weld County Water District	\$2,776,000
	4,423,300
	4,262,200
Construction of Aquatics and/or Wellness component of CRC	15,000,000
	28,342,000
	881,694
<b>Railroad Quiet Zones</b>	2,300,000
Diamond Valley remaining development per master plan	19,067,129
Alley Paving	85,360
7th St Roundabouts – Garden / Stone Mtn.	1,220,000
Sewer Interceptor to Hwy 257 & Harmony Rd	2,900,000
Wayne Miller Park Development	1,542,500
Jacoby Farm Park Development	495,300
Permanent Museum Collections Storage & Exhibit Fabrication Building	675,000
Art & Heritage Center Elevator	305,000

**Total Unfunded Projects** **\$84,275,483**

**Total Funded Projects *(from previous slide)*** **\$42,978,959**

**Total Projects** **\$127,254,442**



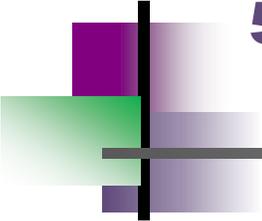
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# TOWN OF WINDSOR



COLORADO

*Thank You*

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# **5-YEAR CAPITAL IMPROVEMENT PROGRAM 2014-2018**

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Dean Moyer, Director of Finance

Vicki K Miller, Budget Analyst

August 19, 2013

**Town of Windsor**  
**2014 MAJOR CAPITAL PLAN PROJECTS**

Kyger Pit Non-Potable Reservoir w/ CWCB Loan	\$2,950,000	p.7
Three million gallon water tank w/ <b>DOLA Energy Grant</b> included	1,150,000	p.7
Street maintenance overlays, sealcoating, crack sealing, concrete replacement	1,035,000	p.8
Law Basin West Tributary Channel (2013-2015)	989,272	p.8
Law Basin Master Plan Channel w/ 69.8% <b>FEMA PDM Grant</b> included (2012-2015)	858,000	p.9
Eastman Park Drive / Cornerstone Drive Roundabout (2013-2014)	621,500	p.9
WCR 21 Bridge replacement w/ 80% <b>CDOT Grant</b> included (2012-2014)	534,270	p.10
Cemetery Phase I Master Plan implementation irrigation, contingency, archway entry and design & engineering services (2013-2017)	484,641	p.10
Water line replacement – Woodbine, Sunflower and Snapdragon Drives	400,000	p.11
Replace force main to gravity sewer w/ 50% <b>DOLA Grant</b> included	380,000	p.11
Poudre Trail Construction from Westwood Village	250,000	p.12
Chimney Park Pool - Deck Resurfacing	232,350	p.12
Windsor Trail parallel to south 7th Street w/ <b>Safe Routes to School Grant</b> included	219,796	p.13
Non-Potable Water Construction of pipe encasement through Universal Forest Products	195,000	p.13
Windsor West irrigation system replacement	120,000	p.14
Northern Integrated Supply Project (NISP)	83,000	p.14
Sewer line rehabilitation	82,875	p.15
Facilities cooling replacement tower for Town Hall	80,000	p.15
Non-Potable Water projects; Poudre Plan corrections & Town Hall connection to Main Park, install pump at Covenant Park	79,000	p.13
Sewer Nutrient Study w/ <b>CDPHE Grant</b> included	72,000	p.16
ADA Title II Compliance projects (2012-2014)	70,955	p.16
Poudre River dredging and jetty at WCR 13	60,000	p.17
Museums - Interpretive landscape Phase 1 Shelter Improvements (2013-2018)	58,138	p.17
County Line Road ditch erosion mitigation – engineering (2014-2015)	50,000	p.18
Replace railing on 7th Street / Poudre River Bridge	33,000	p.10
Manhole rehabilitation	32,000	p.18
Facilities sand, restripe gym floor at CRC	30,000	p.15
RR Crossing improvements/ repairs – 15th Street & CR72	30,000	p.19
Poudre Trail Install concrete trail in the Three Bell I Conservation Easement share w/Larimer County	25,000	p.12
I-25/SH 392 Interchange enhancements	22,000	p.19
Public Works / Parks shop building study w/ <b>DOLA Grant</b> included	20,600	p.20
7th Street sidewalk crossing at railroad	20,000	p.20
Museums - Eaton House Historic Structure Assessment w/ <b>State Historic Fund Grant</b> , Master Plan & Renovation (2014-2016)	15,000	p.21
Town-owned facility parking lot maintenance	14,000	p.21

# FINANCIAL PLAN

## CAPITAL IMPROVEMENT PLAN (CIP)

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The continuing growth of the Town of Windsor has increased the demand for high quality government services. Town of Windsor officials have been careful not to add full-time employees too quickly with the intent of avoiding layoffs in the inevitable economic downturns. Management focuses instead on advances in technology and improvements in equipment to improve efficiency in service delivery, thereby reducing the pace at which full-time employees are added.

The continued growth has also provided the financial means to improve equipment and technology. In the last decade the Town adopted measures either through elections or review of existing fees, with the specific purpose of new growth paying for itself. Each measure has specific restrictions on its expenditures, but the underlying purpose of each is funding capital improvements.

### ***CAPITAL IMPROVEMENT FUNDING***

Resources for both ongoing operations and capital projects are not without limits and the capital planning must work in conjunction with the annual budget process. After a capital project is completed, the ongoing operation and maintenance appears in the operating budget for years to come and must be considered in the context of overall community needs. The decision to do a capital project or purchase capital equipment must be balanced with the demands of existing services.

Capital improvement funding revenue is recorded in all funds. Below is a listing of revenue sources available for funding capital improvements. While some of these funds are earmarked for only capital improvement, others are available for general operations as well.

- **3.0% Sales and Use Tax** – Revenues from 40% of the 3% sales tax and 100% of the 3% use tax on new construction materials are recorded in Capital Improvement Fund to be used for street construction and improvement, park and recreation projects and general capital equipment.
- **Traffic Impact Fee** – Revenues from this fee, recorded in the Capital Improvement Fund, finance road improvements and also provide a credit and reimbursement program to developers for projects completed for specific areas in the Master Plan.
- **Park Impact Fees** – Revenues from these fees on new residential development are recorded in the Park Improvement Fund to be used for park construction and improvement.
- **0.2% Sales and Use Tax** – Revenues from this tax are recorded in Community Recreation Center Fund to be used for construction and maintenance of the Community and Recreation Center.
- **Utility Impact Fees** – These fees on new construction are recorded in the three enterprise funds and have been updated to reflect rising costs of providing utilities to new growth.
- **Grants** – Revenues from grants are recorded in the Park Improvement, Conservation Trust, Capital Improvement and Utility Funds to be used for specific capital projects within those funds.
- **Interest Income** – Interest revenues are generated and recorded in the Park Improvement, Conservation Trust, and Capital Improvement Funds to be used for general capital projects within the respective funds.
- **Monthly User Fees** – A portion of revenues from monthly utility service fees are to be used for replacement and maintenance of capital projects that are already in place.

- **Lottery Funds** – These revenues are recorded in the Conservation Trust Fund to be used for the acquisition, development, and maintenance of new conservation sites or for capital improvements or maintenance for recreational purposes on any public site. The Town uses these funds to build trails.
- **Larimer County Open Space Tax** – Revenues from this tax are recorded in the Park Improvement Fund to be used for capital acquisition and maintenance of open space projects in Larimer County only.

## **DEFINING CAPITAL ITEMS**

Defining capital assets and improvements is imperative to both compliance to ballot language and proper financial reporting. Ballot measures are almost exclusively geared toward capital projects and equipment. Also beginning with fiscal year 2004, the Town of Windsor is required to implement GASB No. 34 financial reporting requirements, a large part of which address the reporting of capital assets. The Town of Windsor’s definition of a capital asset satisfies ballot language and GASB No. 34 reporting requirements and appears as follows:

**Capital Assets and Improvements must meet ALL THREE of the following criteria:**

1. A non-recurring expenditure which expands or improves the Town of Windsor’s physical assets.
2. The asset must have a useful life of at least 5 years.
3. The asset must have a cost of at least \$5,000.

**Capital Assets and Improvements must be one of the following classifications:**

- Land
- Land or Physical Site Improvements
- Buildings and Improvements
- Distribution and collection systems
- Equipment
- Infrastructure

## **CAPITAL PLANNING PROCESS**

The capital planning process is incorporated in the annual budget process. Department heads are required to submit capital requests when they submit their annual budget requests. These requests are considered first by the Town Manager and Director of Finance then by the Town Board and various advisory boards before final approval. The process of planning capital improvements involves both general policy and more specific questions as the item in question nears approval.

**General considerations in capital planning**

- Current economic conditions and prospects for economic growth.
- Usage and demand for public facilities and services.
- Current and future transportation needs.
- Location and layout of existing facilities and infrastructure.
- Physical condition of existing facilities and infrastructure.

Once a capital item is identified as filling a need or demand as a general consideration, more specific questions are asked to justify the project itself.

### **Justification questions for a specific project**

- Does the need justify using public dollars?
- Do the benefits of the project extend over several years?
- Are citizens willing to pay for the project?
- Is there cash available to pay for construction costs?
- Is there cash available to pay for future operating costs?
- Can the Town afford to pay back any borrowed money?
- Does the project align with the Town Board goals?

After a specific project has been justified through the more general considerations it is included in the 5-Year Capital Improvement Plan. To keep the plan manageable, the Town of Windsor has adopted the priority levels to prioritize capital improvements. These questions and planning considerations are incorporated in capital request forms used by department heads during the budget process.

### ***PRIORITIZING CAPITAL IMPROVEMENTS***

All improvements must be prioritized and ranked based on the following categories:

**Priority I: IMPERATIVE (*Must-Do*) – Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.**

- A. Corrects a condition dangerous to public health or safety
- B. Satisfies a legal obligation
- C. Alleviates an emergency service disruption or deficiency
- D. Prevents irreparable damage to a valuable public facility.

**Priority II: ESSENTIAL (*Should-Do*) – Projects that address clearly demonstrated needs or objectives.**

- A. Rehabilitates or replaces an obsolete public facility or attachment thereto
- B. Stimulates economic growth and private capital investment
- C. Reduces future operating and maintenance costs
- D. Leverages available state or federal funding

**Priority III: IMPORTANT (*Could-Do*) – Projects that benefit the community but may be delayed without detrimental effects to basic services.**

- A. Provides a new or expanded level of service
- B. Promotes intergovernmental cooperation
- C. Reduces energy consumption
- D. Enhances cultural or natural resources.

**Priority IV: DESIRABLE (*Other Year*) – Desirable projects that are not included within five-year program because of funding limitations.**

### ***DEPARTMENTAL RANKING OF CAPITAL IMPROVEMENTS***

In addition, all projects are numerically ranked by the department within each funding source. The emphasis should be placed on whether the project should fall within the top, middle or bottom third of the listing within the Ranking Category (*1, 2, or 3*)

1. Critical
2. Important
3. Important / but could wait

This refines the selection of the most vitally important projects that can be completed with limited funds.

## IMPACT OF CAPITAL ITEM ON FUTURE OPERATING BUDGETS

Projects are funded in the plan to minimize operating impacts in any one year, so that operating expenditures will keep pace with revenue growth. Capital improvements can impact the budget by increasing or decreasing revenues and expenditures. Revenues could be increased if the improvement attracts new businesses (*building permits, sales tax, and property tax*). The improvement could also increase expenditures. Perhaps an expansion requires new employees, additional maintenance services, or additional utility costs beyond current operations. Construction of a new street may require additional costs for police patrol services, snow and ice removal, or street light utility costs. Perhaps new technology could make the operation of a plant more efficient resulting in a reduction in power costs, utility costs, and personnel costs (*reduction in overtime or man-hours*). Costs related to a capital project that might have an impact on current and/or future operating budgets include additional staff, maintenance, and daily operations.

The approved first-year projects of the CIP are funded in the 2014 Budget. Projects planned in the next four years (2015-2018) are approved by Town Board in concept only. Ongoing projects are placed in the 5-Year CIP and reviewed annually. The CIP is updated annually to address specific needs as they arise, or as Town Board goals and policies change.

## FUNDS ASSOCIATED WITH THE CIP

There are multiple funds in the Town that include at least some expenditures associated with the Capital Improvement Plan (CIP). Some of these funds also include annual operating appropriations. Listed below is a brief description of the funds associated with the CIP for the Town of Windsor.

- Capital Improvement Fund (CIF) – This major fund provides for general governmental infrastructure including streets, parks, information systems, and facilities. Its broad purpose makes this fund a key resource in achieving many of the Town’s strategies for growth and maintenance of Town of Windsor infrastructure. Principal sources of funding for this fund are the 3% use tax on new construction (*approved in 1997*), 40% of the 3% sales tax, traffic impact fees and grants.
- Park Improvement Fund (PIF) – This is a special revenue major fund designed for new park construction and improvement. The main capital projects source of revenue for this fund is park impact fees. Larimer County Open Space Tax, used for open space projects only in Larimer County, and grants are also sources of revenue.
- Conservation Trust Fund (CTF) – This is a special revenue non-major fund with Lottery Funds as its main source of revenue for capital projects. These funds are earmarked for park and trail construction and improvements. Grants and interest are other revenue sources.
- Community Recreation Center Fund (CRCF) – This is a non-major special revenue fund as well, with its main source of revenue for capital projects being the 0.2% use tax (*approved in 2002*). Center construction, operation and maintenance, and programs are paid from this fund along with the capital projects and bond debt servicing.
- Water, Non-Potable Water/Kern Reservoir, Sewer and Storm Drainage Funds – These funds, with the exception of the Non-Potable Water/Kern Reservoir Fund, are major Enterprise Funds. They provide utility services along with capital projects, equipment replacement and purchasing raw water shares for the Town. Capital project sources of revenue for these funds are monthly service fees, raw water fees and utility impact fees, also referred to as plant investment fees.
- Fleet Management, Information Technology, and Facility Services Funds – These are non-major Internal Services Funds, designed to provide goods or services to other funds or departments on a cost-reimbursement basis, isolating the costs of a particular function and then allocating those

costs back to the various operating divisions. These are revolving funds where fund or department assessments become the revenue source for capital purchases.

- General Fund – This major fund is principally for expenditures associated with the daily operations of general government. Occasionally capital projects will be funded here. However, most General Fund department capital items are listed in the Capital Improvement Fund budget under the requesting department.

Along with the revenues cited above, these funds may also have interest income and inter-fund loans and/or transfers, and oil and gas severance tax along with mineral lease royalties included as budgetary revenues.

**Small Equipment Items:**

Along with capital assets and improvements costing over \$5000, there are smaller items that otherwise would qualify as capital items but cost less. These items meet all the criteria and classifications of a capital asset described above except their initial cost is \$500-\$5,000. These items can be equipment, computers, furniture, and furnishings requiring replacement on a short to medium-term basis. Examples include desks, carpet, technical instruments, and microcomputers. Department heads submit requests listing these items separately. Small equipment items are expensed in the current budget year. General Fund small equipment items are recorded in the Capital Improvement Fund budget under the requesting department headings.

**2014 MAJOR CAPITAL PROJECTS  
REQUEST DETAIL**

Project Name	<u><b>Kyger Pit Non-Potable Reservoir</b></u>		Scheduled Start	2013				
Department/Division	<u>Water/Non Potable Division</u>		Scheduled Completion	2015				
Requestor	<u>K Arnold /D Moyer</u>		Departmental Priority	<u>Priority II -SHOULD DO</u>				
Account Number	<u>06-xxx-8494, 8410, 8456</u>		Departmental Ranking	<u>2 Important</u>				
<b>Project Description and Location:</b>								
Non Potable water storage pit located on the northwest corner of SH391 and LCR 13. Storage at completion will equal 172 acre feet. Acquisition of the lined reservoir is scheduled for 2013. Construction of delivery/outlet structure in 2014. Purchase of water to fill commencing in 2015.								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Strategic Goal 4D2 - Pursue water storage options and water rights acquisition as outlined in the Potable and Non-Potable master Plans.								
<b>Project Costs/Year</b>	Projected 2013	2014	2015	2016	2017	2018		Total
Property Acquisition	2,750,000							2,750,000
Engineering/Planning		446,691						446,691
Construction		1,772,309						1,772,309
Contingency		731,000						731,000
Other: Water Purchase			1,000,000					1,000,000
<b>Total:</b>	2,750,000	2,950,000	1,000,000	-	-	-		6,700,000
<b>Funding Sources</b>								
CWCB Loan	2,250,000	2,250,000						4,500,000
Water Fund	750,000							750,000
WF Non-Potable	200,000							200,000
PIF (Com Pk)	125,000	500,000						625,000
CIF	125,000	500,000						625,000
<b>Total:</b>	3,450,000	3,250,000	-	-	-	-		6,700,000

Project Name	<u><b>3 Million Gallon Water Tank</b></u>		Scheduled Start	2012				
Department/Division	<u>Public Works / Water / Engineering</u>		Scheduled Completion	2014				
Requestor	<u>T Walker / D Wagner</u>		Departmental Priority	<u>Priority I -MUST DO</u>				
Account Number	<u>06-471-8456-900</u>		Departmental Ranking	<u>1 Critical</u>				
<b>Project Description and Location:</b>								
3MG in-ground concrete storage reservoir, 2012 is the design, 2013-2014 is construction								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
The added storage is necessary to meet our current peak demands during the summer of 3.7MGD of water per day. We currently do not have enough storage capacity in case of a major fire.								
<b>Project Costs/Year</b>	Projected 2013	2014	2015	2016	2017	2018		Total
Construction	1,150,000	1,150,000						2,300,000
<b>Total:</b>	1,150,000	1,150,000	-	-	-	-		2,300,000
<b>Funding Sources</b>								
Impact Fees	1,150,000	700,000						1,850,000
DOLA Energy Grant		450,000						450,000
<b>Total:</b>	1,150,000	1,150,000	-	-	-	-		2,300,000
<b>Operating Budget Impact:</b> None as Town will maintain w/current O&M								

Project Name	<b>Street Maintenance Program</b>	Scheduled Start	
Department/Division	Engineering	Scheduled Completion	Ongoing
Requestor	D Wagner	Departmental Priority	Priority II –SHOULD DO
Account Number	04-429-6278 & 04-429-6242	Departmental Ranking	2 Important

**Project Description and Location:**

**2014** - asphalt overlay (\$785,000) on the following streets: Garden Dr (1st to SH 257), Highland Cove Dr (LCR 5 to Highland Meadows Pkwy), WCR 15 (Lake Canal to WCR 74), Snapdragon Dr incl. watermain (1st to Sunflower), Sunflower incl. watermain (1st to Cul-de-sac), Woodbine Dr incl. watermain (Snapdragon Dr to Sunflower Dr), Woodbine Ct incl. watermain

**2015** - asphalt overlay (\$754,000) on the following streets: Eastman Park Dr (SH 257 to 1st), 6th St (Main to Elm), Redwood Dr (Cul-de-sac east and west), 13th St (Main to Redwood Dr), Birch St (13th St to 15th St).

**2016** - asphalt overlay (\$758,500) on the following streets: Eastman Pk Dr (SH257 to Section width change), Canyon Ct, Rochester Ct incl. watermain, Rochester Dr incl. watermain (1st to Cornerstone), Nantucket St incl. watermain (Rochester Dr to Rose Ct), Bluebell Ct incl. watermain, Rose Ct incl. watermain, Tulip Ct incl water main, Ivy Ct incl. watermain, Daisy St incl. watermain.

**2017** - asphalt overlay (\$743,000) on the following streets: Grand Ave (15th to Prospector), Tuckaway Ct, Honeysuckle Ct, Cottonwood Dr incl. watermain (10th St to Walnut St South), Cottonwood Ct incl watermain, Cyprus Ct incl. watermain.

**2018** - asphalt overlay (\$751,500) on the following streets: River West Dr (County Line Rd to end), 5th St (Main to Ash), Basalt Ct, Walnut St incl. watermain (10th to 12th).

**2014 thru 2018** - asphalt sealcoating, crack sealing, concrete replacement (\$250,000): TBD (04-429-6242)

**Project Justification and Relationship to Town Board Goals and Master Plans:**

It contributes to the following Town Board goal: Effective Transportation System.  
 In the Pavement Management Plan dated Sept. 2008, there are graphs that illustrate that if only \$500K per year is spent on Maintenance and Rehabilitation then the overall condition of Windsor's streets will decline and the unfunded need will get larger each year. If \$1.5 million per year is spent then the unfunded need will decline each year. If \$1.0 million per year is spent then the unfunded need will not change until approximately year 2020 when it begins to increase.

Project Costs/Year	Budgeted 2013	2014	2015	2016	2017	2018		Total
Asphalt Overlay	889,194	785,000	754,000	758,500	743,000	751,500		4,681,194
Concrete replacement, crack seal, chip seal	250,000	250,000	250,000	250,000	250,000	250,000		1,500,000
<b>Total:</b>	1,139,194	1,035,000	1,004,000	1,008,500	993,000	1,001,500	-	6,181,194
<b>Funding Sources</b>								
Sales & Use Tax	984,194	1,035,000	1,004,000	1,008,500	993,000	1,001,500		6,026,194
Severance Tax/ O&G	155,000							155,000
<b>Total:</b>	1,139,194	1,035,000	1,004,000	1,008,500	993,000	1,001,500	-	6,181,194

Project Name	<b>Law Basin West Tributary Channel</b>	Scheduled Start	2013
Department/Division	Engineering	Scheduled Completion	2015
Requestor	D Wagner	Departmental Priority	Priority II -SHOULD DO
Account Number	08-483-8458-000, 08-483-8410-000	Departmental Ranking	1 Critical

**Project Description and Location:**

Storm drainage channel extending north from the Law Ditch as identified in Windsor's 2003 Drainage Master Plan and as preliminarily designed in 2012. It is a portion of Reach L4 in the Master Drainage Plan.

**Project Justification and Relationship to Town Board Goals and Master Plans:**

Identified in 2003 Drainage Master Plan.  
 Second of two projects to protect lower portions of west tributary and Law Basins from 100-year storm runoff of approx. 3,000 cfs Channel will provide a dedicated stormwater outfall for approx. 1 s. mi. drainage area which is experiencing development. Stormwater is now being conveyed by the Davis Seepage Pipe that is almost 100 years old and that was originally intended for groundwater only.

Project Costs/Year	Projected 2013	2014	2015	2016	2017	2018	Total
Property Acquisition	180,000						180,000
Engineering/Planning	90,000						90,000
Construction		989,272	659,515				1,648,787
Other	35,000						35,000
<b>Total:</b>	305,000	989,272	659,515	-	-	-	1,953,787
<b>Funding Sources</b>							
Drainage Impact Fees	305,000	989,272	659,515				1,953,787
<b>Total:</b>	305,000	989,272	659,515	-	-	-	1,953,787



Project Name	<b>Law Basin Master Plan Channel - PDM Grant</b>	Scheduled Start	2012
Department/Division	Engineering	Scheduled Completion	2015
Requestor	D Wagner	Departmental Priority	Priority II -SHOULD DO
Account Number	08-483-8458-900 08-483-8410-900	Departmental Ranking	2 Important

**Project Description and Location:**

Pre-disaster Mitigation (PDM) Project - Construct a drainage channel from the Law Ditch south to SH 392, culverts across SH 392 at WCR 21, and channel from SH 392 south to railroad as called for in Windsor's Storm Drainage Master Plan. Property Acquisition = 13.8 acres. Received a FEMA PDM Grant. Grant will pay up to \$1,540,736. Originally FEMA was going to cover 75% of the estimated project cost but subsequent cost estimates have gone up and FEMA will not absorb the increased costs; so their percentage has gone down to 69.8%.

**Project Justification and Relationship to Town Board Goals and Master Plans:**

The channel was included in Windsor's Storm Drainage Master Plan that was written in 2003. It is needed to convey 10-year drainage flows south at SH 392 so they don't flood existing houses that are west of WCR 21 along the north side of SH 392.

Project Costs/Year	Projected 2013	2014	2015	2016	2017	2018	Total
Property Acquisition		310,000					310,000
Engineering/Planning	80,000	298,000					378,000
Construction		250,000	1,269,000				1,519,000
<b>Total:</b>	80,000	858,000	1,269,000	-	-	-	2,207,000

**Funding Sources**

Impact Fees (31.2%)	24,160	259,116	383,238				665,514
FEMA PDM grant (69.8%)	55,840	598,884	885,762				1,540,486
<b>Total:</b>	80,000	858,000	1,269,000	-	-	-	2,207,000

**Operating Budget Impact:** Beginning 2013 11.5% of a full time person to mow and maintain new channel. Operating costs are 240 hrs X \$50/hr

Staffing Costs			7,935				7,935
Operating Costs			12,000				12,000
<b>Total:</b>	-	-	19,935	-	-	-	19,935

Project Name	<b>Eastman Pk. Dr./Cornerstone Dr Roundabout</b>	Scheduled Start	2013
Department/Division	Engineering	Scheduled Completion	2014
Requestor	D Wagner	Departmental Priority	Priority I -MUST DO
Account Number	04-429-8445	Departmental Ranking	2 Important

**Project Description and Location:**

Traffic roundabout at the intersection of Eastman Park Dr. and Cornerstone Dr. / Water Valley Parkway (east).

**Project Justification and Relationship to Town Board Goals and Master Plans:**

A roundabout was one method of improving traffic movement and safety at the intersection as proposed in the "Eastman Park Dr. Transportation and Intersection Operation Study" dated January 2009.

Project Costs/Year	Budgeted 2013	2014	2015	2016	2017	2018	Total
Engineering/Planning	60,000						60,000
Construction		565,000					565,000
Contingency	3,000	56,500					59,500
<b>Total:</b>	63,000	621,500	-	-	-	-	684,500

**Funding Sources**

Sales tax / RIF	63,000	621,500					684,500
<b>Total:</b>	63,000	621,500	-	-	-	-	684,500

Project Name	<b>Bridge Repairs - WCR 21 &amp; WCR13</b>	Scheduled Start						
Department/Division	Pub Works / Streets / Engineering	Scheduled Completion	Ongoing					
Requestor	D Wagner	Departmental Priority	Priority I -MUST DO					
Account Number	04-429-8445 & 04-429-8445-901	Departmental Ranking	2 Important					
<b>Project Description and Location:</b>								
2012-2014 - design and construct replacement bridge on WCR 21 at Greeley No. 2 Canal w/80% grant (\$495,000)								
2013 - repair deck of bridge on County Line Road (WCR 13) at Poudre River, WCR 13 (\$100,000)								
2014 - replace railing on 7th St./Poudre River Bridge as recommended in state bridge inspection report (\$33,000)								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Safety issues. TB Goal to upgrade infrastructure to support future growth and development and effective transportation.								
<b>Project Costs/Year</b>	Projected 2013	2014	2015	2016	2017	2018		Total
Engineering/Planning WCR 21	84,480							84,480
Construction WCR 21		534,270						534,270
WCR 13 Repair bridge deck	200,000							200,000
7 <sup>th</sup> St. Replace bridge railing		33,000						33,000
<b>Total:</b>	284,480	567,270	-	-	-	-		851,750
<b>Funding Sources</b>								
Sales Tax	214,480	142,270						256,750
Grant CDOT	70,000	425,000						495,000
<b>Total:</b>	284,480	567,270	-	-	-	-		851,750
<b>Operating Budget Impact:</b> None as Town will maintain w/current O&M								

Project Name	<b>Cemetery Restoration / Improvements</b>	Scheduled Start	2011					
Department/Division	Parks & Recreation / Parks & Open Space	Scheduled Completion	2017					
Requestor	M Chew	Departmental Priority	Priority II -SHOULD DO					
Account Number	04-432-8412 04-432-6267	Departmental Ranking	3 Important / but could wait					
<b>Project Description and Location:</b>								
2011 - \$100,000 entry gates rolled over to 2013								
2013 Master Plan Revisions Including Irrigation Redesign \$50,000								
2014 Phase I Master Plan Implementation Irrigation and one arch way \$413,310 Contingency \$41,331, Design and engineer services for 2014 & 2015 \$30,000								
2015 Phase II Continued Streetscape Planting \$357,771 Contingency \$35,771, Design and engineering \$10,000								
2016 Design of Phase III Veterans Plaza improvements include civil, electrical, architectural, structural, soils, etc \$200,000								
2017 Phase III Veterans Plaza 2,086,938 Contingency \$208,693, Design and Engineering \$20,000								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Continue cemetery rehabilitation; make compatible with the Main St. corridor plan.								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	LT Projects	Total
Engineering/Planning	50,000	30,000	30,000	200,000	20,000			330,000
Construction	100,000	413,310	357,771		2,086,938		841,047	3,799,067
Contingency		41,331	35,771		208,693			285,795
<b>Total:</b>	150,000	484,641	423,542	200,000	2,315,631	-	841,047	4,414,862
<b>Funding Sources</b>								
CIF -Sales & Use Tax	150,000	484,641	423,542	200,000				1,258,184
<b>Total:</b>	150,000	484,641	423,542	200,000	-	-	-	1,258,184
<b>Operating Budget Impact</b>								
Staffing Costs	N/A	500	3246		3,696			7,442
Operating Costs		200	500		1,000			1,700
<b>Total:</b>	-	700	3,746	-	4,696	-	-	9,142

Project Name	<u>Water Line Replacement</u>	Scheduled Start					
Department/Division	<u>Public Works / Water</u>	Scheduled Completion	ongoing				
Requestor	<u>T Walker</u>	Departmental Priority	Priority I -MUST DO				
Account Number	<u>06-471-8457</u>	Departmental Ranking	3 Important / but could wait				
<b>Project Description and Location:</b>							
Coordinated with street maintenance.							
2014- Replace water main on Woodbine, Sunflower and Snapdragon Drives							
2015- Replace 16" water main on south side of Riverbend Park							
2016- Replace water main on Nantucket, Rochester, Daisy, Ivy, Tulip and Rose Courts,							
2017- Replace water main on Cottonwood Drive and Cottonwood Court,							
2018- Replace water main on Walnut Street from 10th to 12 <sup>th</sup>							
Long-term projects are streets are Larch, Juniper, Hemlock and Pinyon							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
TB Goal to upgrade infrastructure to support future growth and development.							
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total
Other:	150,000	400,000	1,200,000	325,000	300,000	200,000	2,575,000
<b>Total:</b>	150,000	400,000	1,200,000	325,000	300,000	200,000	2,575,000
<b>Funding Sources</b>							
Water monthly user fees	150,000	400,000	1,200,000	325,000	300,000	200,000	2,575,000
<b>Total:</b>	150,000	400,000	1,200,000	325,000	300,000	200,000	2,525,000
<b>Operating Budget Impact:</b> in normal maintenance							

Project Name	<u>Replace Force Main to Gravity Sewer</u>	Scheduled Start	2012				
Department/Division	<u>Pub Works / Sewer System</u>	Scheduled Completion	2013				
Requestor	<u>D Wagner</u>	Departmental Priority	Priority I -MUST DO				
Account Number	<u>07-481-8457</u>	Departmental Ranking	2 Important				
<b>Project Description and Location:</b>							
Held over from 2012-Replace sewer force main from Metal Container Corp west to eastside interceptor. Design completed in 2013. Will apply for DOLA Grant for 50% of costs.							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
This is needed so the town can continue to be proactive in improving the town infrastructure. This is also imperative to abandon an existing outdated pump station and improve capacity.							
<b>Project Costs/Year</b>	Projected 2013	2014	2015	2016	2017	2018	Total
Engineering/Design	22,000						22,000
Construction		380,000					380,000
<b>Total:</b>	22,000	380,000	-	-	-	-	402,000
<b>Funding Sources</b>							
Monthly User Fees	22,000	190,000					212,000
DOLA Grant 50%		190,000					190,000
<b>Total:</b>	22,000	380,000	-	-	-	-	402,000
<b>Operating Budget Impact:</b> savings on electricity and maintenance labor							

Project Name	<u><b>Poudre Trail</b></u>	Scheduled Start	2013				
Department/Division	<u>Parks &amp; Recreation / Parks &amp; Open Space</u>	Scheduled Completion	2015				
Requestor	<u>M Chew</u>	Departmental Priority	Priority III -COULD DO				
Account Number	<u>02-440-8412, 03-440-8412</u>	Departmental Ranking	3 Important / but could wait				
<b>Project Description and Location:</b>							
Upgrades and installation of new trails or trail amenities.							
2014 Trail from Westwood Village: \$250,000 (possible collaborative project with Larimer County and PRTCB)							
2014 Install concrete trail in the Three Bell I Conservation Easement share w/Larimer Co \$25,000 (LCOS)							
2015 CR21 392 Underpass design: \$50,000							
2011-2015 Poudre Trail Manager Annual Contribution: \$20,000 (see O&M repair/small equipment request)							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
Goal 3: Town Government Goal 4: Effective Transportation System Goal 5: Quality Development							
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018	Total
Construction		275,000	50,000				325,000
<b>Total:</b>		275,000	50,000	-	-	-	325,000
<b>Funding Sources</b>							
CTF		250,000	50,000		-	-	300,000
PIF LCOS		25,000					25,000
<b>Total:</b>		275,000	50,000	-	-	-	325,000
<b>Operating Budget Impact</b>							
Staffing Costs		2,000					2,000
Operating Costs		2,500					2,500
<b>Total:</b>		-	4,500	-	-	-	4,500

Project Name	<u><b>Aquatics-Chimney Pk Pool</b></u>	Scheduled Start	2014				
Department/Division	<u>Parks &amp; Recreation / Recreation</u>	Scheduled Completion	2014				
Requestor	<u>M Chew</u>	Departmental Priority	Priority II -SHOULD DO				
Account Number	<u>04-452-8412</u>	Departmental Ranking	2 Important				
<b>Project Description and Location:</b>							
Aquatic facility/equipment upgrades or replacement.							
2014 - Deck surfacing replacement \$197,500 + 15% contingency = \$232,350:							
<ul style="list-style-type: none"> <li>• Remove &amp; replace concrete pool deck (assuming 4" thick)</li> <li>• Excavate 4" of soils</li> <li>• Install pipe for future breakout of pools (pipe to be capped)</li> <li>• Install structural fill base (recycled concrete base)</li> <li>• Install rebar: #3 on 2' centers</li> <li>• Reuse all anchors (not including cover anchors); preset prior to concrete pour</li> <li>• Install 4000 PSI straight cement mix</li> <li>• Apply broom finish to concrete</li> <li>• Install ½" expansion joints as needed</li> <li>• Install new winter cover anchors</li> </ul>							
Contingency at 15% due to some unknowns of deck thickness, moisture and existing structures.							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
Goal 3: Town Government.							
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total
Construction	60,000	197,500					257,500
Contingency		34,850					34,850
<b>Total:</b>	60,000	232,350	-	-	-	-	292,350
<b>Funding Sources</b>							
CIF – Sales & Use Tax	60,000	232,350					292,350
<b>Total:</b>	60,000	232,350	-	-	-	-	292,350
<b>Operating Budget Impact</b>							
Staffing Costs	N/A	N/A					
Operating Costs	N/A						
<b>Total:</b>	-	-	-	-	-	-	-

Project Name	<b>Windsor Trail System</b>		Scheduled Start	2012			
Department/Division	Parks & Recreation / Parks & Open Space		Scheduled Completion	2015			
Requestor	M Chew		Departmental Priority	Priority III -COULD DO			
Account Number	03 & 02-441-8412, 02-441-8410		Departmental Ranking	3 Important / but could wait			
<b>Project Description and Location:</b>							
Upgrades and installation of new trails or trail amenities.							
2013 \$5,000 for trail easement acquisition at BROE (cash in lieu);							
2013 Windsor Trail connection at Windsor Highlands \$3,000 (LCOS),							
2013 Windsor Trail at PVREA \$110,000 (LCOS).							
2014 Windsor Trail parallel to 7th Street - New Liberty to Laku Lake \$219,796 (CTF)							
2015 Jacoby Road #2 Ditch Crossing and to Three Bells: \$150,000 (CTF)							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
TB Goal to upgrade infrastructure to support future growth and development.							
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total
Property Acquisition	5,000						5,000
Construction		219,796	150,000				369,796
Const. PVREA, WH	113,000						113,000
<b>Total:</b>	118,000	219,796	150,000	-	-	-	487,796
<b>Funding Sources</b>							
CTF		99,450					99,450
Safe Routes to School Grant		120,346					120,346
PIF Cash in Lieu	5,000						5,000
PIF LCOS	113,000		150,000				263,000
<b>Total:</b>	118,000	219,796	150,000	-	-	-	487,796
<b>Operating Budget Impact</b>							
Staffing Costs		1,000	1,000	1,000			3,000
Operating Costs		2,000	2,000	2,000			6,000
<b>Total:</b>	-	3,000	3,000	3,000	-	-	9,000

Project Name	<b>Non-Potable Water</b>		Scheduled Start	2010				
Department/Division	Parks & Recreation / Parks & Open Space		Scheduled Completion	2018				
Requestor	M Chew		Departmental Priority	Priority I -MUST DO				
Account Number	14-484-8456 and 04-454-8412		Departmental Ranking	1 Critical				
<b>Project Description and Location:</b>								
Requirements of change of use case (legal obligations) and necessary development. MS = measuring structure per master plan.								
2014 Poudre Plan corrections and Town Hall connection to Main Park \$30,000; Install pump at Covenant \$49,000; Construction of pipe encasement through Universal Forest Products (UFP) \$195,000 (CIF)								
2015 Modify Chimney Park north to Non-Potable \$78,000;								
2018 Pipe encasement east of UFP \$87,500 (CIF)								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Goal 3: Town Government								
Goal 5: Quality Development and corrects legal requirement								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	LT Projects	Total
Engineering/Planning	20,000							20,000
Construction	36,700	274,000	78,000			87,500		476,200
<b>Total:</b>	56,700	274,000	78,000	-	-	87,500	-	496,200
<b>Funding Sources</b>								
Non-Potable Water Fund	56,700	79,000	78,000					213,700
CIF - Sales & Use Tax		195,000				87,500		282,500
<b>Total:</b>	56,700	274,000	78,000	-	-	87,500	-	496,200
<b>Operating Budget Impact:</b> Staffing costs absorbed. Operating costs <\$100								



Project Name	<u><b>NP Windsor West Park</b></u>	Scheduled Start	2014					
Department/Division	<u>Parks &amp; Recreation / Parks &amp; Open Space</u>	Scheduled Completion	2014					
Requestor	<u>M Chew</u>	Departmental Priority	<u>Priority II -SHOULD DO</u>					
Account Number	<u>04-460-8412</u>	Departmental Ranking	<u>2 Important</u>					
<b>Project Description and Location:</b>								
Park development or maintenance according to Parks, Recreation and Open Lands Master Plan, and established priority. Necessary upgrades and maintenance of aging park amenities. <b>2014</b> Replace irrigation system: \$120,000								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Goal 3: Town Government, Goal 5: Quality Development through Managed Growth								
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018		Total
Construction		120,000						120,000
<b>Total:</b>		120,000	-	-	-	-		120,000
<b>Funding Sources</b>								
CIF Sales & Use Tax		120,000						120,000
<b>Total:</b>		120,000	-	-	-	-		120,000
<b>Operating Budget Impact: improve efficiency</b>								
Staffing Costs		(50)						(50)
Operating Costs		(100)						(100)
<b>Total:</b>		(150)	-	-	-	-		(150)

Project Name	<u><b>Northern Integrated Supply Project (NISP)</b></u>	Scheduled Start	2004					
Department/Division	<u>Engineering</u>	Scheduled Completion	2025					
Requestor	<u>D Wagner</u>	Departmental Priority	<u>Priority II -SHOULD DO</u>					
Account Number	<u>06-471-8456</u>	Departmental Ranking	<u>2 Important</u>					
<b>Project Description and Location:</b>								
The Northern Integrated Supply Project includes 15 local governments and water districts in the North Front Range. The proposed project is currently going through the Environmental Impact Study phase. The project proposes to build a system of water storage and conveyance for a new yield of 40,000 acre-feet.								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
New water supplies are necessary in order to meet the following Town Board goals: Diverse, Growing Local Economy Exceptional Services and Financially Responsible								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	LT Projects	Total
Engineering/Planning	83,000	83,000	58,000	1,077,000				1,301,000
Construction					2,529,000	8,744,000	28,342,000	39,615,000
<b>Total:</b>	83,000	83,000	58,000	1,077,000	2,529,000	8,744,000	28,342,000	40,916,000
<b>Funding Sources</b>								
Water Impact fees	83,000	83,000	58,000	1,077,000	2,529,000	8,744,000	28,342,000	40,916,000
NISP Bond								
<b>Total:</b>	83,000	83,000	58,000	1,077,000	2,529,000	8,744,000	28,342,000	40,916,000

Project Name	<u>Sewer Line Rehabilitation</u>		Scheduled Start				
Department/Division	Pub Works / Sewer System		Scheduled Completion		Ongoing		
Requestor	T Walker		Departmental Priority		Priority II -SHOULD DO		
Account Number	07-481-8457		Departmental Ranking		2 Important		
<b>Project Description and Location:</b>							
Sewer line rehabilitation using the in-situ form process.							
2013-Oak St from S2-68 to S2-66 including Milner Mtn, Buckhorn Mtn, ,Crystal Mtn, and Parkview Mtn in Mountain View subdivision (66 services) 2514'							
2014-Oak St from S2-66 to S2-149 including Storm Mtn, Iron Mtn, Table Mtn and Stone Mtn in Mountain view subdivision (40 services) 2077'							
2015-Hemlock St from S2-149 to S2-146 including Pinyon Drive and Pinyon Court (50 services) 2164'							
2016-Hemlock S2-146 to S2-159 including all of Larch Dr, Juniper Drive and Hemlock Court (45 services) 2407'							
2017-S2 MH 33 to S2 MH 24 (493') S2 MH 24 to S2 MH 87 (1035")							
2018-S2 MH 35 to S1 MH 248 (725") S2 MH 87 to S2 MH 82 (615")							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
TB Goal to upgrade infrastructure to support future growth and development.							
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total
Other:	77,000	82,875	78,130	83,370	91,435	89,625	502,435
<b>Total:</b>	77,000	82,875	78,130	83,370	91,435	89,625	502,435
<b>Funding Sources</b>							
Monthly User Fees	77,000	82,875	78,130	83,370	91,435	89,625	502,435
<b>Total:</b>	77,000	82,875	78,130	83,370	91,435	89,625	502,435
<b>Operating Budget Impact:</b> Absorbed in maintenance program							

Project Name	<u>Facilities - Capital Projects</u>		Scheduled Start		2014		
Department/Division	Pub Works / Facilities		Scheduled Completion		2018		
Requestor	T Walker		Departmental Priority		Priority II -SHOULD DO		
Account Number	04-xxx-6232		Departmental Ranking		1 Critical		
<b>Project Description and Location:</b>							
2014-Cooling Tower Replacement for Town Hall \$80,000. The existing cooling tower is no longer supported because the manufacture has gone bankrupt. The cooling Tower must be replaced to protect our HVAC System. Sand, restripe gym floor at CRC \$30,000. The Gym wood floor needs to be sanded flat because of water damage that occurred over the previous years. This is a one-time project to mitigate the problem.							
2016-Reseal parking lot at CRC \$10,000							
2017-Paint eves and trim at Town Hall \$10,000; paint at Police building \$18,000; Reseal blacktop at Police building \$5,000							
2018-Replace wood floors at town hall with carpet \$9,300 or replace with wood \$24,088 (both 1 <sup>st</sup> and 2 <sup>nd</sup> Floor)							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
Goal 4 - Effective transportation system within the Town and access to the Front Range. Goals 1, 2 and 5 - This would also provide better access to the downtown, the lake area and existing business, as well as attract new business.							
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018	Total
Other:		110,000		10,000	33,000	24,088	189,088
<b>Total:</b>		110,000		10,000	33,000	24,088	189,088
<b>Funding Sources</b>							
Use Tax or Impact Fee		110,000		10,000	33,000	24,088	189,088
<b>Total:</b>		110,000	-	10,000	33,000	24,088	189,088
<b>Operating Budget Impact:</b> Absorbed in maintenance program							



Project Name	<u>Sewer Nutrient Study</u>	Scheduled Start	2014				
Department/Division	<u>Pub Works / Sewer System</u>	Scheduled Completion	2014				
Requestor	<u>T Walker</u>	Departmental Priority	Priority II -SHOULD DO				
Account Number	<u>07-482-6267-901</u>	Departmental Ranking	2 Important				
<b>Project Description and Location:</b>							
To conform to Water Quality Control Regulation #85, nutrients management control, requiring wastewater treatment facilities to meet effluent limits for nutrients. This is a grant awarded for an 80/20 split of the costs of the initial engineering study.							
If study indicates the design and construction, the initial estimate of cost is \$837,000, of which a grant \$230,000 has been awarded and the money needs to be spent before May 2016.							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
This is needed so the town can continue to be proactive in improving the town infrastructure. This is to prepare for the implementation of Federal Regulation 85.							
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018	Total
Engineering/Study		72,000					72,000
<b>Total:</b>		72,000	-	-	-	-	72,000
<b>Funding Sources</b>							
Monthly User Fees 20%		14,400			-	-	14,400
CDPHE grant 80%		57,600					57,600
<b>Total:</b>		72,000	-	-	-	-	72,000
<b>Operating Budget Impact:</b> savings electricity and maintenance labor to be determined by the study							
Operating Costs							
<b>Total:</b>		-	-	-	-	-	-

Project Name	<u>ADA Title II Compliance</u>	Scheduled Start	2012				
Department/Division	<u>Parks &amp; Recreation / Recreation</u>	Scheduled Completion	2014				
Requestor	<u>M Chew</u>	Departmental Priority	Priority I -MUST DO				
Account Number	<u>04-xxx-6444 &amp; 04-xxx-8444</u>	Departmental Ranking	1 Critical				
<b>Project Description and Location:</b>							
Per ADA Transition Plan to bring sites into compliance with 2010 Standards if technically feasible without undue hardship.							
<b>2012: \$12,932 ( maroon colored); 2013: \$186,905 (green colored); 2014: \$61,700 (blue colored)</b>							
2012 Boardwalk Pk	\$12,932	2013 Boardwalk Pk	\$3,000	2014 Aberdour Circle Pk	\$1,400		
2012 Chimney Pk	\$9,859	2013 Chimney Pk	\$35,350	2014 Eastman Oxbow	\$18,000		
		2013 Chimney Pk Pool	\$13,605	2014 Poudre Pooch Pk	\$2,200		
		2013 CRC	\$2,500	2014 Windsor Museum	\$2,400		
		2013 Eastman Pk	\$25,200	2014 Windsor Lake	\$9,700		
		2013 Covenant Pk	\$3,000	2014 Windsor West Pk	\$28,000		
		2013 Main Pk	\$27,300				
		2013 Town Hall	\$1,000				
		2013 Founders Pk	\$24,800				
		2013 Highlands Pk	\$16,650				
		2013 Windsor Village Pk	\$34,500				
<b>2012 TOTAL</b>	<b>\$25,859</b>	<b>2013 TOTAL</b>	<b>\$186,905</b>	<b>2014 TOTAL</b>	<b>\$61,700</b>		
Inc.15% Contingency	\$29,738	Inc.15% Contingency	\$214,941	Inc.15% Contingency	\$70,955		
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
Per ADA Transition Plan to bring sites into compliance with 2010 Standards if technically feasible without undue hardship.							
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total
Contingency	\$28,036	\$9,255					37,291
Other:	\$186,905	\$61,700					248,605
<b>Total:</b>	<b>\$214,941</b>	<b>\$70,955</b>	-	-	-	-	285,896
<b>Funding Sources</b>							
CIF - Sales & Use Tax	\$214,941	\$70,955					285,896
<b>Total:</b>	<b>\$214,941</b>	<b>\$70,955</b>	-	-	-	-	285,896
<b>Operating Budget Impact:</b> N/A							



Project Name	<b><u>Poudre River dredging and jettv at WCR 13</u></b>	Scheduled Start	2014					
Department/Division	Engineering	Scheduled Completion	2014					
Requestor	D Wagner	Departmental Priority	Priority II -SHOULD DO					
Account Number	04-429-8445	Departmental Ranking	2 Important					
<b>Project Description and Location:</b>								
Remove gravel/sand deposit in Poudre River immediately upstream of the WCR 13 bridge and construct a jetty on the south bank to reduce the recurrence of the deposits.								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Gravel and sand is deposited on the north side of the river which reduces the capacity of the bridge on WCR 13 to convey high river flows. This can adversely affect the south bank and can cause unnecessary flooding upstream of the bridge, including WCR 13. This was last done in early 2011, but material was deposited again during the high river flows in June 2011.								
A jetty will be constructed on the south bank to increase the water velocity on the north side which is expected to reduce the deposition of gravel/sand so that dredging doesn't have to be done so often.								
Goal: Promote, Manage and Facilitate an Effective Infrastructure System within the Town and the Northern Colorado Region								
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018		Total
Engineering		10,000						10,000
Construction		50,000						50,000
<b>Total:</b>		60,000					-	60,000
<b>Funding Sources</b>								
Sales & Use tax		60,000						60,000
<b>Total:</b>		60,000					-	60,000
<b>Operating Budget Impact-N/A</b>								

Project Name	<b><u>Town of Windsor Museum Landscaping</u></b>	Scheduled Start	2012					
Department/Division	Parks & Recreation / Art & Heritage	Scheduled Completion	2014					
Requestor	M Chew	Departmental Priority	Priority III -COULD DO					
Account Number	04-456-6267-8412	Departmental Ranking	3 Important / but could wait					
<b>Project Description and Location:</b>								
Museum building restoration or improvements:								
2013 Interpretive Landscape Planning \$50,000								
2014 Interpretive Landscape-Phase 1 Construction (Shelter Improvements): \$58,138								
2015 Interpretive Landscape-Phase 2 Construction(Design Build -Depot Deck, Railings, Ramp): \$45,000								
2016 Interpretive Landscape-Phase 3 Planning (Construction Documents): \$37,645								
2017 Interpretive Landscape-Phase 4 Construction (Demolition, Earth Work, Irrigation, Electrical): \$243,562								
2018 Interpretive Landscape-Phase 5 Construction (Pavement-Hardscape, Fencing, Planting, Structures): \$281,704								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Goal 1: Downtown and Lake								
Goal 2: Diverse, Growing Local Economy								
Goal 3: Town Government								
Potential grant matches exist								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018		Total
Engineering/Planning				37,645				37,645
Construction	45,000	58,138	45,000		243,562	281,704		673,404
Other: Signage	5,000							5,000
<b>Total:</b>	50,000	58,138	45,000	37,645	243,562	281,704	-	716,049
<b>Funding Sources</b>								
CIF - Sales & Use Tax	50,000	58,138	45,000	37,645	243,562	281,704		716,049
<b>Total:</b>	50,000	58,138	45,000	37,645	243,562	281,704	-	716,049
<b>Operating Budget Impact-No operational impact for this phase</b>								

Project Name	<u>County Line Road ditch erosion mitigation</u>	Scheduled Start						2014
Department/Division	<u>Engineering</u>	Scheduled Completion						2015
Requestor	<u>D Wagner</u>	Departmental Priority						Priority II -SHOULD DO
Account Number	<u>04-429-8445</u>	Departmental Ranking						2 Important
<b>Project Description and Location:</b>								
Eliminate erosion in the borrow ditches along the steep section of County Line Road south of the Poudre River.								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
This section of County Line Road is 7% slope which means that drainage in the borrow ditches reaches high speed as it flows toward the bottom of the hill. Erosion in the ditches has been a perpetual issue. Large amounts of silt gets carried to the bottom of the hill resulting in plugged culverts.								
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018	Total	
Engineering/Planning		50,000					50,000	
Construction			413,000				413,000	
Contingency			61,950				61,950	
<b>Total:</b>		50,000	474,950	-	-	-	524,950	
<b>Funding Sources</b>								
Sales Tax		50,000	474,950				524,950	
<b>Total:</b>		50,000	474,950	-	-	-	524,950	
<b>Operating Budget Impact</b>								
Staffing Costs		N/A	N/A				-	
Operating Costs							-	
<b>Total:</b>		-	-	-	-	-	-	

Project Name	<u>Manhole Rehabilitation</u>	Scheduled Start						
Department/Division	<u>Pub Works / Sewer System</u>	Scheduled Completion						Ongoing
Requestor	<u>T Walker</u>	Departmental Priority						Priority II -SHOULD DO
Account Number	<u>07-481-8457</u>	Departmental Ranking						2 Important
<b>Project Description and Location:</b>								
2014-4 manholes throughout town								
2015-5 manholes throughout town								
2016-5 manholes throughout town								
2017-4 manholes throughout town								
2018-5 manholes throughout town								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
TB Goal to upgrade infrastructure to support future growth and development.								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total	
Other:	32,000	32,000	32,000	40,000	28,000	32,000	196,000	
<b>Total:</b>	32,000	32,000	32,000	40,000	28,000	32,000	196,000	
<b>Funding Sources</b>								
Monthly User Fees	32,000	32,000	32,000	40,000	28,000	32,000	196,000	
<b>Total:</b>	32,000	32,000	32,000	40,000	28,000	32,000	196,000	
<b>Operating Budget Impact:</b> Absorbed in maintenance program								

Project Name	<u><b>Railroad Crossing Improvements</b></u>	Scheduled Start						
Department/Division	<u>Pub Works / Streets</u>	Scheduled Completion						Ongoing
Requestor	<u>T Walker</u>	Departmental Priority						Priority II -SHOULD DO
Account Number	<u>04-429-8445</u>	Departmental Ranking						2 Important
<b>Project Description and Location:</b>								
2014 - 15th St and CR72								
2015 - CR 15 and Hwy 34								
2016 - CR 17 south of Crossroads								
2017 - 6th St north of Ash								
2018 - 1st between Main and Walnut								
Out years repairs are determined on crossing most critical in need of repair/improvement.								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
TB Goal to upgrade infrastructure to support future growth and development and effective transportation.								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total	
Other:	24,000	30,000	30,000	40,000	30,000	30,000	184,000	
<b>Total:</b>	24,000	30,000	30,000	40,000	30,000	30,000	184,000	
<b>Funding Sources</b>								
Use Tax or Impact Fee	24,000	30,000	30,000	40,000	30,000	30,000	184,000	
<b>Total:</b>	24,000	30,000	30,000	40,000	30,000	30,000	184,000	
<b>Operating Impact:</b> Will be maintained by Great Western RR								

Project Name	<u><b>I-25 / SH 392 Interchange Enhancements</b></u>	Scheduled Start						2012
Department/Division	<u>CIF/Streets</u>	Scheduled Completion						2014
Requestor	<u>K Arnold /D Wagner</u>	Departmental Priority						Priority III -COULD DO
Account Number	<u>04-429-8445-903 &amp; 04-429-6241</u>	Departmental Ranking						2 Important
<b>Project Description and Location:</b>								
I-25 / SH 392 Interchange enhancements are additional costs above and beyond the I-25/SH392 interchange itself. They are for Windsor entry signage, enhanced barrier wall between the overpass and Westgate Drive and possibly enhanced landscaping. Costs are shared with Ft Collins (total each \$300,000).								
2014 Additional flowering landscape enhancements (\$22,000).								
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>								
Build Community Spirit and Pride								
Diversify, Grow and Strengthen the Local Retail and Industrial Economy								
Promote, Manage and Facilitate an Effective Transportation System within the Town and the Northern Colorado Region								
<b>Project Costs/Year</b>	Budgeted 2013	2014	2015	2016	2017	2018	Total	
Other	250,000	22,000					272,000	
<b>Total:</b>	250,000	22,000	-	-	-	-	272,000	
<b>Funding Sources</b>								
Sales & Use Tax	250,000	22,000					272,000	
<b>Total:</b>	250,000	22,000	-	-	-	-	272,000	
<b>Operating Budget Impact:</b> No impact for 2 years (developer responsibility)								

Project Name	<b>PW/Parks Shop Building</b>	Scheduled Start	2014				
Department/Division	PW/Parks, Recreation & Culture	Scheduled Completion	unknown				
Requestor	T Walker / M Chew	Departmental Priority	Priority II -SHOULD DO				
Account Number	04-430-6267, 04-430-8420	Departmental Ranking	3 Important / but could wait				
<b>Project Description and Location:</b>							
2014 - Study/Design for new building with potential for DOLA grant for half New Building to house Public Works & Parks & Rec Shop - cost estimate does not include land acquisition if necessary							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
Town Board goal to upgrade Town buildings to provide exceptional services							
<b>Project Costs/Year</b>	2014	2015	2016	2017	2018	LT Projects	Total
Property Acquisition							-
Construction						8,000,000	8,000,000
Other: Design	20,600						20,600
<b>Total:</b>	20,600	-	-	-	-	8,000,000	8,020,600
<b>Funding Sources</b>							
Sales & Use Tax	10,300						10,300
DOLA grant	10,300						10,300
<b>Total:</b>	20,600	-	-	-	-	-	20,600
<b>Operating Budget Impact</b>							
Staffing Costs	N/A						-
Operating Costs							-
<b>Total:</b>	-	-	-	-	-	-	-

Project Name	<b>7th Street sidewalk crossing at railroad</b>	Scheduled Start	2014				
Department/Division	Engineering	Scheduled Completion	2014				
Requestor	D Wagner	Departmental Priority	Priority II -SHOULD DO				
Account Number	04-429-8445	Departmental Ranking	2 Important				
<b>Project Description and Location:</b>							
Extend sidewalks on 7th Street across railroad tracks between Ash and Birch Streets. Existing sidewalks on both sides of 7th Street end before the tracks. The concrete panels between the rails exist. A permit from the state PUC and coordination with the railroad will be needed.							
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>							
Promote, Manage and Facilitate an Effective Infrastructure System within the town and Northern Colorado Region - Support multiple forms of transportation							
<b>Project Costs/Year</b>	2014	2015	2016	2017	2018		Total
Construction	20,000						20,000
<b>Total:</b>	20,000	-	-	-	-		20,000
<b>Funding Sources</b>							
Sales & Use Tax	20,000						20,000
<b>Total:</b>	20,000	-	-	-	-		20,000
<b>Operating Budget Impact: Under normal maintenance program</b>							
Operating Costs	N/A						-
<b>Total:</b>	-	-	-	-	-		-

Project Name	<u>Town of Windsor Museum - Eaton House</u>	Scheduled Start							2014
Department/Division	<u>Parks &amp; Recreation / Art &amp; Heritage</u>	Scheduled Completion							2016
Requestor	<u>M Chew</u>	Departmental Priority							Priority III -COULD DO
Account Number	<u>04-456-6267 &amp; 04-456-8420</u>	Departmental Ranking							3 Important / but could wait
<b>Project Description and Location:</b>									
Museum building restoration or improvements:									
2014 Eaton House Historic Structure Assessment \$15,000 (Up to \$10,000 to be covered by State Hist. Fund Grant)									
2015 Eaton House Master Plan: \$50,000									
2016 Eaton House Renovation: \$200,000									
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>									
Goal 1: Downtown and Lake									
Goal 2: Diverse, Growing Local Economy									
Goal 3: Town Government									
Potential grant matches exist.									
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018		Total	
Engineering/Planning		15,000	50,000					65,000	
Construction				200,000				200,000	
<b>Total:</b>		15,000	50,000	200,000	-	-		265,000	
<b>Funding Sources</b>									
CIF - Sales & Use Tax		5,000	50,000	200,000				255,000	
State Hist Fund Grant		10,000						10,000	
<b>Total:</b>		15,000	50,000	200,000	-	-		265,000	
<b>Operating Budget Impact</b>									
Operating Costs				1,500				1,500	
<b>Total:</b>		-	-	1,500	-	-		3,500	

Project Name	<u>Town-owned facility parking lot maintenance</u>	Scheduled Start							2014
Department/Division	<u>Engineering</u>	Scheduled Completion							2014
Requestor	<u>D Wagner</u>	Departmental Priority							Priority II -SHOULD DO
Account Number	<u>04-429-6242</u>	Departmental Ranking							1 Critical
<b>Project Description and Location:</b>									
Seal cracks in asphalt parking lots at the following Windsor facilities: Boardwalk Park, Chimney Park, Eastman Park and CRC									
<b>Project Justification and Relationship to Town Board Goals and Master Plans:</b>									
Goal: Promote, Manage and Facilitate an Effective Infrastructure System within the Town and the Northern Colorado Region									
<b>Project Costs/Year</b>		2014	2015	2016	2017	2018		Total	
Construction		14,000						14,000	
<b>Total:</b>		14,000	-	-	-	-		14,000	
<b>Funding Sources</b>									
Sales & Use Tax		14,000						14,000	
<b>Total:</b>		14,000	-	-	-	-		14,000	
<b>Operating Budget Impact:</b> under normal maintenance									

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1-Recreation / CRC	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
CRC Expansion		0	0	0	0	0	0	0 15,000,000
<b>Subtotal</b>								
2-Community Parks Development	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Diamond Vly remaining development per Master Plan		0	0	0	0	0	0	0 15,000,000
Eastman Pk Dvpmnt Poudre Pooch shelter and fountain		0	0	0	0	0	0	0 19,067,129
	CIF-Sales & Use Tax	0	50,000	0	0	0	50,000	0 50,000
<b>Subtotal</b>								
2-Community Parks Maintenance / Improvements	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Chimney Park Pool - Deck Resurfacing		232,350	0	0	0	0	232,350	0 232,350
Main Park - Replace shelters		0	0	100,000	457,000	0	557,000	0 557,000
Chimney Park - North Shelter Replacement		0	0	0	0	60,000	60,000	0 60,000
<b>Subtotal</b>								
3-Neighborhood Parks Development	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Stonehenge Developer Reimbursement - last payment	PIF-Neighborhood	20,000	0	0	0	0	20,000	0 20,000
Fossil Belmont Ridge Park Dvpmnt Design & Construction	PIF-Neighborhood	0	40,000	1,222,000	0	0	1,262,000	0 1,262,000
Jacoby Farm Dvpmnt		0	0	0	0	0	0	0 495,300
Wayne Miller Dvpmnt		0	0	0	0	0	0	0 1,542,500
<b>Subtotal</b>								
3-Neighborhood Parks Maintenance / Improvements	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Windsor West replace irrigation system		20,000	40,000	1,222,000	0	0	1,282,000	0 1,282,000
	CIF-Sales & Use Tax	120,000	0	0	0	0	120,000	0 120,000
<b>Subtotal</b>								
4-Trails Projects	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Poudre Trail CR21 392 Underpass design:	CTF	0	50,000	0	0	0	50,000	0 50,000
Poudre Trail Three Bells   Conservation Easement concrete trail	PIF-LCOS	25,000	0	0	0	0	25,000	0 25,000
Poudre Trail Construction Trail from Westwood Village	CTF	250,000	0	0	0	0	250,000	0 250,000
Windsor Trail parallel to So 7th Street - New Liberty to Laku Lake	CTF	99,450	0	0	0	0	99,450	0 99,450
Windsor Trail parallel to So 7th Street - New Liberty to Laku Lake w/grant	Safe Routes State Grant	120,346	0	0	0	0	120,346	0 120,346
<b>Subtotal</b>								
5-Art & Heritage Projects	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Art & Heritage Center Elevator		494,796	200,000	0	70,000	250,000	1,014,796	0 1,014,796
Museums - Interpretive Landscape		58,138	45,000	37,645	243,562	281,704	666,049	0 305,000
Museum Collections/Exhibit Fabrication Building		0	0	0	0	0	0	0 675,000
Museums - Eaton House Historic Structure Assessment, Master Plan & Renovation		5,000	50,000	200,000	0	0	255,000	0 255,000
Museums - Eaton House Historic Structure Assessment, Master Plan & Renovation w/grant	State Hist. Fund Grant	10,000	0	0	0	0	10,000	0 10,000
<b>Subtotal</b>								
6-Street Development Projects	Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
Developer Reimbursement Agreements		73,138	95,000	237,645	243,562	281,704	931,049	0 980,000
7th St Roundabouts - Garden/Stone Mtn. (2)	CIF - Road Impact Fees	0	214,875	214,875	214,875	214,875	859,502	0 859,502
Eastman Pk. Dr./ Cornerstone Dr Roundabout		621,500	0	0	0	0	621,500	0 1,220,000
Alley Paving between 6th & 7th Sts.	CIF-Sales/User/RIF	0	0	0	0	0	0	0 621,500
Eastman Pk. Dr./ 7th St Roundabout		0	0	0	0	0	0	0 85,360
County Line Road ditch erosion mitigation	CIF-Sales & Use Tax	0	0	0	60,000	624,500	684,500	0 684,500
	CIF-Sales & Use Tax	50,000	474,950	0	0	0	524,950	0 524,950
<b>Subtotal</b>								
		671,500	689,825	214,875	274,875	839,375	2,690,452	1,305,360



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Initial Funding Source	2014	2015	2016	2017	2018	Total 5yr CIP	LT Projects
7-Street / Bridge / RR Crossing Maintenance Projects							
Street Maintenance - Overlays	785,000	754,000	758,500	743,000	751,500	3,792,000	0
Street Maintenance - sealing, crack sealing, concrete replacement	250,000	250,000	250,000	250,000	250,000	1,250,000	0
RR ring Improvements/ Repairs-15th St & CR72	30,000	30,000	40,000	30,000	30,000	160,000	0
Replace railing on 7th St./Poudre River Bridge	33,000	0	0	0	0	33,000	0
Poudre River dredging and jetty at WCR 13	60,000	0	0	0	0	60,000	0
7th Street sidewalk crossing at railroad	20,000	0	0	0	0	20,000	0
Town-owned facility parking lot maintenance	14,000	0	0	0	0	14,000	0
Bridge Replacement WCR21 Bridge	109,270	0	0	0	0	109,270	0
Bridge Replacement WCR21 Bridge w/grant	425,000	0	0	0	0	425,000	0
<b>Subtotal</b>	1,726,270	1,034,000	1,048,500	1,023,000	1,031,500	5,863,270	0
8-Public Facilities Repair / Replacement / Improvements							
Cemetery Phase I Master Plan Implementation and contingency	484,641	423,542	200,000	2,315,631	0	3,423,815	841,047
Railroad Quiet Zones	0	0	0	0	0	0	2,300,000
I-25/SH 392 Interchange Enhancements	22,000	0	0	0	0	22,000	0
PW/Parks Shop Building Study	10,300	0	0	0	0	10,300	0
PW/Parks Shop Building Study w/grant	10,300	0	0	0	0	10,300	0
ADA Title II Compliance Projects	70,955	0	0	0	0	70,955	0
Facilities- Cooling tower for Town Hall, Sand, restripe gym floor at CRC	110,000	0	10,000	33,000	24,088	177,088	0
<b>Subtotal</b>	708,196	423,542	210,000	2,348,631	24,088	3,714,458	3,141,047
11-WATER Construction / Oversizing / Mains							
Water Line Oversizing	150,000	150,000	150,000	0	0	450,000	0
Northern Integrated Supply Project (NISF)	83,000	58,000	1,077,000	2,529,000	8,744,000	12,491,000	28,342,000
Water Master Plan Rate Study	0	0	35,000	0	0	35,000	0
Water Transmission Line connecting N. Weld Co	0	0	0	0	0	0	2,776,000
Regional Water Treatment	0	0	0	0	0	0	0
Three million gallon Water Tank	700,000	0	0	0	0	700,000	0
Three million gallon Water Tank w/grant	450,000	0	0	0	0	450,000	0
<b>Subtotal</b>	1,383,000	208,000	1,262,000	2,529,000	8,744,000	14,126,000	31,118,000
12-WATER Line Replacement							
Water Replacement Lines	400,000	1,200,000	325,000	300,000	200,000	2,425,000	-
<b>Subtotal</b>	400,000	1,200,000	325,000	300,000	200,000	2,425,000	0
13-WATER Rights Acquisition							
Raw Water Shares	47,047	48,360	49,709	51,096	52,521	248,732	0
<b>Subtotal</b>	47,047	48,360	49,709	51,096	52,521	248,732	0
14-15-NON-POTABLE WATER /KERN RESERVOIR							
Non-Potable Water- Poudre Plan corrections & TH connection to Main Pk; Install pump at Covenant	79,000	78,000	0	0	0	157,000	0
Non-Potable Water- Construction of pipe encasement through Universal Forest Products	195,000	0	0	0	87,500	282,500	0
Windsor Lake -Shoreline rip-rap	0	250,000	250,000	250,000	0	750,000	0
Kyger Pit Non-Potable Reservoir w/CWCB loan and PIF, CIF, WF	2,950,000	1,000,000	0	0	0	3,950,000	0
<b>Subtotal</b>	3,224,000	1,328,000	250,000	250,000	87,500	5,139,500	0



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	Initial Funding Source		2014		2015		2016		2017		2018		Total 5yr CIP		LT Projects	
	SF Impact Fees	SF Impact Fees	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
16-SEWER Construction / Oversizing / Mains																
Sewer Line Oversizing			250,000	0	0	0	0	0	0	0	0	0	0	250,000	0	0
Sewer Interceptor to Hwy 257 & Harmony Rd			0	0	0	0	0	0	0	0	0	0	0	0	2,900,000	0
<b>Subtotal</b>			250,000	0	0	0	0	0	0	0	0	0	0	250,000	2,900,000	0
17-SEWER SYSTEM Rehab																
Manhole Rehab	Initial Funding Source		32,000	32,000	40,000	28,000	32,000	32,000	28,000	28,000	32,000	32,000	32,000	164,000	0	0
Sewer Line Rehab program	Sewer Monthly User fees		82,875	78,130	83,370	91,435	89,625	89,625	91,435	91,435	89,625	89,625	425,435	0	0	0
Sewer Nutrient Study	Sewer Monthly User fees		14,400	0	0	0	0	0	0	0	0	0	14,400	0	0	0
Sewer Nutrient Study w/grant	CDPHE Grant		57,600	0	0	0	0	0	0	0	0	0	57,600	0	0	0
Replace Force Main to Gravity Sewer	Sewer Monthly User fees		190,000	0	0	0	0	0	0	0	0	0	190,000	0	0	0
Replace Force Main to Gravity Sewer w/DOLA Grant	DOLA Grant		190,000	0	0	0	0	0	0	0	0	0	190,000	0	0	0
<b>Subtotal</b>			566,875	110,130	123,370	119,435	121,625	121,625	119,435	119,435	121,625	121,625	1,041,435	0	0	0
18-STORM DRAINAGE Improvements/Replacements	Initial Funding Source															
Law Basin Master Plan Channel - Phase 1			0	0	0	0	0	0	0	0	0	0	0	4,423,300	0	0
Law Basin Master Plan Channel - Phase 2			0	0	0	0	0	0	0	0	0	0	0	4,262,200	0	0
Law Basin Master Plan Channel	SDF Impact Fees 31%		259,116	383,238	0	0	0	0	0	0	0	0	642,354	0	0	0
Law Basin Master Plan Channel - PDM Grant	FEMA PDM Grant 69%		598,884	885,762	0	0	0	0	0	0	0	0	1,484,646	0	0	0
Law Basin West Tributary Channel	SDF Impact Fees		989,272	659,515	0	0	0	0	0	0	0	0	1,648,787	0	0	0
<b>Subtotal</b>			1,847,272	1,928,515	0	0	0	0	0	0	0	0	3,775,787	8,685,500	0	0
<b>TOTAL CIP</b>			<b>11,764,444</b>	<b>7,355,372</b>	<b>5,043,099</b>	<b>7,666,599</b>	<b>11,692,313</b>	<b>11,692,313</b>	<b>7,666,599</b>	<b>7,666,599</b>	<b>11,692,313</b>	<b>11,692,313</b>	<b>43,521,829</b>	<b>84,234,836</b>		



**2014 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS**

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	2014				
	Sales/Use Tax CIF	Quality of Life PIF/CTF	Traffic Impact Fees CIF	Utilities W/S/SD/NP	Total
<b>BEGINNING BALANCE</b>	\$ 4,958,953	\$ 3,065,412	\$ 946,365	\$ 13,768,981	\$ 22,739,711
<b>REVENUE SOURCE:</b>					
Development Fees		1,437,698	859,502	2,334,775	4,631,975
Monthly User Fees				937,894	937,894
3% Sales Tax (40% for CIP)	2,076,887				2,076,887
Construction Use Tax	1,665,654				1,665,654
Severance Tax					-
Oil & Gas Lease					-
Lottery Funds		186,078			186,078
Larimer County Open Space Tax		94,529			94,529
Bonds/External Loans				2,250,000	2,250,000
Miscellaneous (Grants, Interest, Contrib)	448,378	120,883		1,464,800	2,034,061
<b>TOTAL REVENUE:</b>	\$ 4,190,919	\$ 1,839,189	\$ 859,502	\$ 6,987,469	\$ 13,877,078
<b>DEBT SERVICE / TRANSFERS:</b>					
Debt Service (Police, Kern loans)	(145,080)			(303,972)	(449,052)
Sewer Fund Headworks Loan				(230,423)	(230,423)
Water Fund I-25 Loan (CIF to WF)	(62,653)			62,653	-
Operating Transfers					-
<b>TOTAL MISCELLANEOUS:</b>	\$ (207,733)	\$ -	\$ -	\$ (471,742)	\$ (679,475)
<b>CAPITAL PROJECTS:</b>					
<sup>1</sup> Recreation / CRC	-				-
<sup>2</sup> Community Parks Dvpmnt / Improvement	232,350	-			232,350
<sup>3</sup> Neighborhood Parks Dvpmnt / Improvement	120,000	20,000			140,000
<sup>4</sup> Trails Projects		494,796			494,796
<sup>5</sup> Art & Heritage Projects	73,138				73,138
<sup>6</sup> Street Development	671,500		-		671,500
<sup>7</sup> Street / Bridge / RR Crossing Maintenance	1,726,270				1,726,270
Severance Tax / O&G lease special projects					-
<sup>8</sup> Public Facilities Repair / Replace / Improve	708,196				708,196
<sup>11</sup> Water Construction / Oversizing / Mains				1,383,000	1,383,000
<sup>12</sup> Water Line Replacements				400,000	400,000
<sup>13</sup> Water Rights Acquisition				47,047	47,047
<sup>14</sup> Non-Potable Construction / Replacement	695,000	500,000		2,029,000	3,224,000
<sup>15</sup> Non-Potable Water Rights Acquisition				-	-
<sup>16</sup> Sewer Construction / Oversizing / Mains				250,000	250,000
<sup>17</sup> Sewer System Rehab				566,875	566,875
<sup>18</sup> Storm Drainage Improvements/Replacements				1,847,272	1,847,272
<b>TOTAL PROJECT COSTS:</b>	\$ 4,226,454	\$ 1,014,796	\$ -	\$ 6,523,194	\$ 11,764,444
<b>Beginning Balance Plus Revenue</b>					
<b>Less Expenditures</b>	\$ 4,715,684	\$ 3,889,804	\$ 1,805,867	\$ 13,761,514	\$ 24,172,870



**2015 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS**

**DRAFT**

	2015				
	Sales/Use Tax CIF	Quality of Life PIF/CTF	Traffic Impact Fees CIF	Utilities W/S/SD/NP	Total
<b>BEGINNING BALANCE</b>	\$ 4,715,684	\$ 3,889,804	\$ 1,805,867	\$ 13,761,514	\$ 24,172,870
<b>REVENUE SOURCE:</b>					
Development Fees		1,436,149	859,502	2,336,088	4,631,738
Monthly User Fees				1,281,149	1,281,149
3% Sales Tax (40% for CIP)	2,076,887				2,076,887
Construction Use Tax	1,665,654				1,665,654
Severance Tax					-
Oil & Gas Lease					-
Lottery Funds		186,078			186,078
Larimer County Open Space Tax		94,529			94,529
Bonds/External Loans					-
Miscellaneous (Grants, Interest, Contrib)	3,078	537		1,054,078	1,057,694
<b>TOTAL REVENUE:</b>	\$ 3,745,619	\$ 1,717,294	\$ 859,502	\$ 4,671,314	\$ 10,993,729
<b>DEBT SERVICE / TRANSFERS:</b>					
Debt Service (Police, Kern loans, NISP Bonds)	(145,080)			(1,039,790)	(1,184,870)
Sewer Fund Headworks Loan				(232,396)	(232,396)
Water Fund I-25 Loan (CIF to WF)	(62,653)			62,653	-
Operating Transfers					-
<b>TOTAL MISCELLANEOUS:</b>	\$ (207,733)	\$ -	\$ -	\$ (1,209,533)	\$ (1,417,266)
<b>CAPITAL PROJECTS:</b>					
<sup>1</sup> Recreation / CRC	-				-
<sup>2</sup> Community Parks Dvpm / Improvement	-	50,000			50,000
<sup>3</sup> Neighborhood Parks Dvpm / Improvement	-	40,000			40,000
<sup>4</sup> Trails Projects		200,000			200,000
<sup>5</sup> Art & Heritage Projects	95,000				95,000
<sup>6</sup> Street Development	474,950		214,875		689,825
<sup>7</sup> Street / Bridge / RR Crossing Maintenance	1,034,000				1,034,000
Severance Tax / O&G lease special projects					-
<sup>8</sup> Public Facilities Repair / Replace / Improve	423,542				423,542
<sup>11</sup> Water Construction / Oversizing / Mains				208,000	208,000
<sup>12</sup> Water Line Replacements				1,200,000	1,200,000
<sup>13</sup> Water Rights Acquisition				48,360	48,360
<sup>14</sup> Non-Potable Construction / Replacement	-			328,000	328,000
<sup>15</sup> Non-Potable Water Rights Acquisition				1,000,000	1,000,000
<sup>16</sup> Sewer Construction / Oversizing / Mains				-	-
<sup>17</sup> Sewer System Rehab				110,130	110,130
<sup>18</sup> Storm Drainage Improvements/Replacements				1,928,515	1,928,515
<b>TOTAL PROJECT COSTS:</b>	\$ 2,027,492	\$ 290,000	\$ 214,875	\$ 4,823,005	\$ 7,355,372
<b>Beginning Balance Plus Revenue Less Expenditures</b>	\$ 6,226,078	\$ 5,317,098	\$ 2,450,493	\$ 12,400,291	\$ 26,393,961



**2016 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS**

**DRAFT**

	2016				
	Sales/Use Tax CIF	Quality of Life PIF/CTF	Traffic Impact Fees CIF	Utilities W/S/SD/NP	Total
<b>BEGINNING BALANCE</b>	\$ 6,226,078	\$ 5,317,098	\$ 2,450,493	\$ 12,400,291	\$ 26,393,961
<b>REVENUE SOURCE:</b>					
Development Fees		1,435,339	859,502	2,337,437	4,632,278
Monthly User Fees				454,389	454,389
3% Sales Tax (40% for CIP)	2,076,887				2,076,887
Construction Use Tax	1,665,654				1,665,654
Severance Tax					-
Oil & Gas Lease					-
Lottery Funds		186,078			186,078
Larimer County Open Space Tax		94,529			94,529
Bonds/External Loans (NISP)				10,000,000	10,000,000
Miscellaneous (Grants, Interest, Contrib)	3,078	537		168,316	171,932
<b>TOTAL REVENUE:</b>	\$ 3,745,619	\$ 1,716,484	\$ 859,502	\$ 12,960,142	\$ 19,281,747
<b>DEBT SERVICE / TRANSFERS:</b>					
Debt Service (Police, Kern loans, NISP Bonds)	(145,080)			(1,039,790)	(1,184,870)
Sewer Fund Headworks Loan				(234,589)	(234,589)
Water Fund I-25 Loan (CIF to WF)	(62,653)			62,653	-
Operating Transfers					-
<b>TOTAL MISCELLANEOUS:</b>	\$ (207,733)	\$ -	\$ -	\$ (1,211,726)	\$ (1,419,459)
<b>CAPITAL PROJECTS:</b>					
<sup>1</sup> Recreation / CRC	-				-
<sup>2</sup> Community Parks Dvpmnt / Improvement	100,000	-			100,000
<sup>3</sup> Neighborhood Parks Dvpmnt / Improvement	-	1,222,000			1,222,000
<sup>4</sup> Trails Projects		-			-
<sup>5</sup> Art & Heritage Projects	237,645				237,645
<sup>6</sup> Street Development	-		214,875		214,875
<sup>7</sup> Street / Bridge / RR Crossing Maintenance	1,048,500				1,048,500
Severance Tax / O&G lease special projects					-
<sup>8</sup> Public Facilities Repair / Replace / Improve	210,000				210,000
<sup>11</sup> Water Construction / Oversizing / Mains				1,262,000	1,262,000
<sup>12</sup> Water Line Replacements				325,000	325,000
<sup>13</sup> Water Rights Acquisition				49,709	49,709
<sup>14</sup> Non-Potable Construction / Replacement	-			250,000	250,000
<sup>15</sup> Non-Potable Water Rights Acquisition				-	-
<sup>16</sup> Sewer Construction / Oversizing / Mains				-	-
<sup>17</sup> Sewer System Rehab				123,370	123,370
<sup>18</sup> Storm Drainage Improvements/Replacements				-	-
<b>TOTAL PROJECT COSTS:</b>	\$ 1,596,145	\$ 1,222,000	\$ 214,875	\$ 2,010,079	\$ 5,043,099
<b>Beginning Balance Plus Revenue Less Expenditures</b>	\$ 8,167,818	\$ 5,811,582	\$ 3,095,120	\$ 22,138,628	\$ 39,213,149



2017 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS

**DRAFT**

	2017				
	Sales/Use Tax CIF	Quality of Life PIF/CTF	Traffic Impact Fees CIF	Utilities W/S/SD/NP	Total
<b>BEGINNING BALANCE</b>	\$ 8,167,818	\$ 5,811,582	\$ 3,095,120	\$ 22,138,628	\$ 39,213,149
<b>REVENUE SOURCE:</b>					
Development Fees		1,434,505	859,502	2,338,824	4,632,831
Monthly User Fees				390,454	390,454
3% Sales Tax (40% for CIP)	2,076,887				2,076,887
Construction Use Tax	1,665,654				1,665,654
Severance Tax					-
Oil & Gas Lease					-
Lottery Funds		186,078			186,078
Larimer County Open Space Tax		94,529			94,529
Bonds/External Loans					-
Miscellaneous (Grants, Interest, Contrib)	3,078	537		92,124	95,740
<b>TOTAL REVENUE:</b>	\$ 3,745,619	\$ 1,715,650	\$ 859,502	\$ 2,821,401	\$ 9,142,173
<b>DEBT SERVICE / TRANSFERS:</b>					
Bonds)	(145,080)			(1,039,790)	(1,184,870)
Sewer Fund Headworks Loan				(231,184)	(231,184)
Water Fund I-25 Loan (CIF to WF)	(62,653)			62,653	-
Operating Transfers					-
<b>TOTAL MISCELLANEOUS:</b>	\$ (207,733)	\$ -	\$ -	\$ (1,208,321)	\$ (1,416,054)
<b>CAPITAL PROJECTS:</b>					
<sup>1</sup> Recreation / CRC	-				-
<sup>2</sup> Community Parks Dvpmnt / Improvement	457,000	-			457,000
<sup>3</sup> Neighborhood Parks Dvpmnt / Improvement	-	-			-
<sup>4</sup> Trails Projects		70,000			70,000
<sup>5</sup> Art & Heritage Projects	243,562				243,562
<sup>6</sup> Street Development	60,000		214,875		274,875
<sup>7</sup> Street / Bridge / RR Crossing Maintenance	1,023,000				1,023,000
Severance Tax / O&G lease special projects					-
<sup>8</sup> Public Facilities Repair / Replace / Improve	2,348,631				2,348,631
<sup>11</sup> Water Construction / Oversizing / Mains				2,529,000	2,529,000
<sup>12</sup> Water Line Replacements				300,000	300,000
<sup>13</sup> Water Rights Acquisition				51,096	51,096
<sup>14</sup> Non-Potable Construction / Replacement	-			250,000	250,000
<sup>15</sup> Non-Potable Water Rights Acquisition				-	-
<sup>16</sup> Sewer Construction / Oversizing / Mains				-	-
<sup>17</sup> Sewer System Rehab				119,435	119,435
<sup>18</sup> Storm Drainage Improvements/Replacements				-	-
<b>TOTAL PROJECT COSTS:</b>	\$ 4,132,193	\$ 70,000	\$ 214,875	\$ 3,249,531	\$ 7,666,599
<b>Beginning Balance Plus Revenue Less Expenditures</b>	\$ 7,573,511	\$ 7,457,232	\$ 3,739,746	\$ 20,502,178	\$ 39,272,669



**2018 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS**

**DRAFT**

	2018				
	Sales/Use Tax CIF	Quality of Life PIF/CTF	Traffic Impact Fees CIF	Utilities W/S/SD/NP	Total
<b>BEGINNING BALANCE</b>	\$ 7,573,511	\$ 7,457,232	\$ 3,739,746	\$ 20,502,178	\$ 39,272,669
<b>REVENUE SOURCE:</b>					
Development Fees		1,433,647	859,502	2,340,249	4,633,398
Monthly User Fees				292,644	292,644
3% Sales Tax (40% for CIP)	2,076,887				2,076,887
Construction Use Tax	1,665,654				1,665,654
Severance Tax					-
Oil & Gas Lease					-
Lottery Funds		186,078			186,078
Larimer County Open Space Tax		94,529			94,529
Bonds/External Loans					-
Miscellaneous (Grants, Interest, Contrib)	3,078	537		23,143	26,759
<b>TOTAL REVENUE:</b>	\$ 3,745,619	\$ 1,714,792	\$ 859,502	\$ 2,656,036	\$ 8,975,949
<b>DEBT SERVICE / TRANSFERS:</b>					
Bonds)	(145,080)			(1,039,790)	(1,184,870)
Sewer Fund Headworks Loan				(231,184)	(231,184)
Water Fund I-25 Loan (CIF to WF)	(62,653)			62,653	-
Operating Transfers					-
<b>TOTAL MISCELLANEOUS:</b>	\$ (207,733)	\$ -	\$ -	\$ (1,208,321)	\$ (1,416,054)
<b>CAPITAL PROJECTS:</b>					
<sup>1</sup> Recreation / CRC	-				-
<sup>2</sup> Community Parks Dvpmnt / Improvement	60,000	-			60,000
<sup>3</sup> Neighborhood Parks Dvpmnt / Improvement	-	-			-
<sup>4</sup> Trails Projects		250,000			250,000
<sup>5</sup> Art & Heritage Projects	281,704				281,704
<sup>6</sup> Street Development	624,500		214,875		839,375
<sup>7</sup> Street / Bridge / RR Crossing Maintenance	1,031,500				1,031,500
Severance Tax / O&G lease special projects					-
<sup>8</sup> Public Facilities Repair / Replace / Improve	24,088				24,088
<sup>11</sup> Water Construction / Oversizing / Mains				8,744,000	8,744,000
<sup>12</sup> Water Line Replacements				200,000	200,000
<sup>13</sup> Water Rights Acquisition				52,521	52,521
<sup>14</sup> Non-Potable Construction / Replacement	87,500			-	87,500
<sup>15</sup> Non-Potable Water Rights Acquisition				-	-
<sup>16</sup> Sewer Construction / Oversizing / Mains				-	-
<sup>17</sup> Sewer System Rehab				121,625	121,625
<sup>18</sup> Storm Drainage Improvements/Replacements				-	-
<b>TOTAL PROJECT COSTS:</b>	\$ 2,109,292	\$ 250,000	\$ 214,875	\$ 9,118,146	\$ 11,692,313
<b>Beginning Balance Plus Revenue Less Expenditures</b>	\$ 9,002,105	\$ 8,922,024	\$ 4,384,372	\$ 12,831,747	\$ 35,140,250



**2014-2018 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS**

**DRAFT**

<b>5-Yr Capital Improvement Plan 2014-2018</b>					
	<b>Sales/Use Tax CIF</b>	<b>Quality of Life PIF/CTF</b>	<b>Traffic Impact Fees CIF</b>	<b>Utilities W/S/SD/NP</b>	<b>Total</b>
<b>BEGINNING BALANCE</b>	\$ 4,958,953	\$ 3,065,412	\$ 946,365	\$ 13,768,981	\$ 22,739,711
<b>REVENUE SOURCE:</b>					
Development Fees	-	7,177,338	4,297,509	11,687,373	23,162,221
Monthly User Fees	-	-	-	3,356,530	3,356,530
3% Sales Tax (40% for CIP)	10,384,435	-	-	-	10,384,435
Construction Use Tax	8,328,269	-	-	-	8,328,269
Severance Tax	-	-	-	-	-
Oil & Gas Lease	-	-	-	-	-
Lottery Funds	-	930,392	-	-	930,392
Larimer County Open Space Tax	-	472,646	-	-	472,646
Bonds/External Loans	-	-	-	12,250,000	12,250,000
Miscellaneous (Grants, Interest, Contrib)	460,691	123,032	-	2,802,459	3,386,182
<b>TOTAL REVENUE:</b>	\$ 19,173,394	\$ 8,703,408	\$ 4,297,509	\$ 30,096,362	\$ 62,270,674
<b>DEBT SERVICE / TRANSFERS:</b>					
Debt Service (Police, Kern loans, NISP Bonds)	(725,400)	-	-	(4,463,132)	(5,188,532)
Sewer Fund Headworks Loan	-	-	-	(1,159,776)	(1,159,776)
Water Fund I-25 Loan (CIF to WF)	(313,265)	-	-	313,265	-
Operating Transfers					-
<b>TOTAL MISCELLANEOUS:</b>	\$ (1,038,665)	\$ -	\$ -	\$ (5,309,643)	\$ (6,348,308)
<b>CAPITAL PROJECTS:</b>					
<sup>1</sup> Recreation / CRC	-	-	-	-	-
<sup>2</sup> Community Parks Dvpmnt / Improvement	849,350	50,000	-	-	899,350
<sup>3</sup> Neighborhood Parks Dvpmnt / Improvement	120,000	1,282,000	-	-	1,402,000
<sup>4</sup> Trails Projects	-	1,014,796	-	-	1,014,796
<sup>5</sup> Art & Heritage Projects	931,049	-	-	-	931,049
<sup>6</sup> Street Development	1,830,950	-	859,502	-	2,690,452
<sup>7</sup> Street / Bridge / RR Crossing Maintenance	5,863,270	-	-	-	5,863,270
Severance Tax / O&G lease special projects	-	-	-	-	-
<sup>8</sup> Public Facilities Repair / Replace / Improve	3,714,458	-	-	-	3,714,458
<sup>11</sup> Water Construction / Oversizing / Mains	-	-	-	14,126,000	14,126,000
<sup>12</sup> Water Line Replacements	-	-	-	2,425,000	2,425,000
<sup>13</sup> Water Rights Acquisition	-	-	-	248,732	248,732
<sup>14</sup> Non-Potable Construction / Replacement	782,500	500,000	-	2,857,000	4,139,500
<sup>15</sup> Non-Potable Water Rights Acquisition	-	-	-	1,000,000	1,000,000
<sup>16</sup> Sewer Construction / Oversizing / Mains	-	-	-	250,000	250,000
<sup>17</sup> Sewer System Rehab	-	-	-	1,041,435	1,041,435
<sup>18</sup> Storm Drainage Improvements/Replacements	-	-	-	3,775,787	3,775,787
<b>TOTAL PROJECT COSTS:</b>	\$ 14,091,577	\$ 2,846,796	\$ 859,502	\$ 25,723,954	\$ 43,521,829
<b>Beginning Balance Plus Revenue Less Expenditures</b>	\$ 9,002,105	\$ 8,922,024	\$ 4,384,372	\$ 12,831,747	\$ 35,140,248



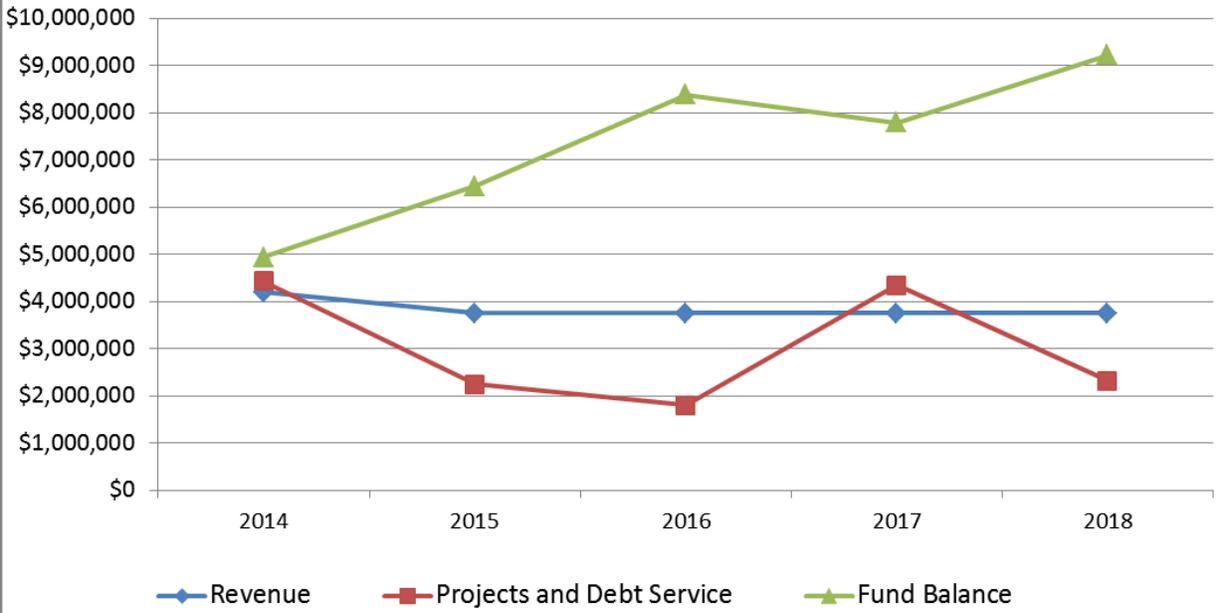
## Long-Term Community Capital Projects

Fund	Description	LT Cost	Funding Source	Priority	Ranking	J&M Cos
PIF	Wayne Miller Park Development	\$ 1,542,500	Park Improvement Fund - Neighborhood	IV	3	Y
PIF	Jacoby Farm Park Development	495,300	Park Improvement Fund - Neighborhood	IV	3	Y
Capital	CRC Expansion	15,000,000	Bond, grants, partners	II	2	Y
	<i>Balance of annual \$2.7M to hold at 75 pci</i>					
Capital	Cemetery Phase I Master Plan Implementation and contingency	841,047	Capital Improvement Fund	II	3	Y
Capital	Railroad Quiet Zones	2,300,000	Capital Improvement Fund	III	2	
Capital	Diamond Valley remaining development per master plan (could be in phases and is linked to PW shop)	19,067,129	Park Improvement Fund-Community, grants, partnerships	III	3	Y
Capital	Alley Paving	85,360	Capital Improvement Fund, DDA	III	3	Y
	<i>Construct concrete alley paving in block north of Main St. between 6th &amp; 7th</i>					
Capital	7th St Roundabouts - Garden/Stone Mountain	1,220,000	Capital Improvement Fund	III	3	Y
	<i>Two roundabouts on 7th St. at Garden Dr. and at Stone Mountain Dr.</i>					
Capital	Permanent Museum Collections Storage and Exhibit Fabrication Building	675,000	Capital Improvement Fund	IV	3	Y
	<i>Permanent Museum Collections Storage and Exhibit Fabrication Building Design/Build:</i>					
Capital	Art & Heritage Center Elevator, ADA accessible	305,000	Capital Improvement Fund	IV	3	Y
Water	Water Transmission Line connecting N. Weld County Water District	2,776,000	Water Plant Investment Fees	II	1	Y
	<i>20" water line connected to the NWCWD transmission line in WCR 76.</i>					
Water	Northern Integrated Supply Project (NISP)	28,342,000	Bond, Loan,	II	2	Y
	<i>The project proposes to build a system of water storage and conveyance for a new yield of 40,000 acre-feet.</i>					
Water	Regional Water Treatment	???	Bond, Loan, partners, grants	III	2	Y
	<i>Windsor is one of about 11 municipalities &amp; water districts that are participating in a study of the feasibility of a regional water treatment plant or plants.</i>					
Sewer	Sewer Interceptor to Hwy 257 & Harmony Rd	2,900,000	Sewer Plant Investment Fees	III	3	Y
	<i>Sewer interceptor starting in Greenspire Sub division northwest to Hwy. 257; north along Hwy 257 to WCR 72; northeast along Springer Canal; then north &amp; northwest to intersection of Hwy 257 &amp; Harmony Rd.</i>					

## Long-Term Community Capital Projects

Fund	LT Cost	Funding Source	Priority	Ranking	C&M	Cos
Drainage	4,423,300	Drainage Basin Improvement & Plant Investment Fees	II	1		Y
		<i>Law Basin Master Plan Channel - Phase 1 Construct the drainage channel from Eastman Park Drive south to the Poudre River that is a part of Windsor's Storm Drainage Master Plan</i>				
Drainage	4,262,200	Drainage Basin Improvement & Plant Investment Fees	II	1		Y
		<i>Law Basin Master Plan Channel - Phase 2 Construct the drainage channel from the railroad south to Eastman Park Drive that is a part of Windsor's Storm Drainage Master Plan.</i>				
<b>\$ 84,234,836</b>						

## Capital Improvement Fund 2014-2018





## M E M O R A N D U M

<b>DATE:</b>	<b>August 19, 2013</b>
<b>TO:</b>	<b>Town Board Members</b>
<b>FROM:</b>	<b>Dean Moyer, Director of Finance</b>
<b>RE:</b>	<b>Kyger Pit Project Financing</b>

Tonight we are talking about the possible purchase of the Kyger Pit as a water storage vessel to be used for augmentation. The construction cost of this project and the water associated is estimated at \$6.3 million. We have completed a feasibility study on the project in order to apply for a loan through the State. The cost section of that study appears in the table below.

Item	Cost
Kyger Reservoir Lined Storage	\$2,750,000
Non-Potable Water Rights (172 acre-feet)	\$1,032,000
Kyger Reservoir Delivery/Outlet Infrastructure	\$2,515,004
Total	\$6,297,004 (6.3 million)

The proposed timetable of this project covers several years. The timetable from the feasibility study appears below.

Task	Date
Submit Feasibility Study to CWCB	August 2013
Purchase Kyger Reservoir Infrastructure	December 2013
Begin Design of Kyger Reservoir Infrastructure	January 2014
Complete Design of Kyger Reservoir Infrastructure	June 2014
Start Construction of Kyger Reservoir Infrastructure	August 2014
Complete Construction	January 2015

## Strategy

Since we last spoke we devised a plan to pay for this project. The estimated cost of the project is \$6,300,000. We have identified funding in the amount of \$6,700,000, providing a contingency of roughly 12% of the estimated project cost. We have applied for a loan through the State for \$4,500,000. We could pay the remaining \$2,200,000 from our 2013 and 2014 budgets as described in the following sections. Should the project not require the entire \$6,700,000, the strategy is to draw less than the entire amount of the loan amount.

## 2013 Budget

- Water Fund: This represents the cumulative payment we received from Greenspire for their portion of the Windsor Lake pump station. This original expenditure was recorded in the water fund because we did not have a non-potable fund at the time of the project.
- Non-Potable Water Fund: This money was budgeted in 2013 for the purchase of water shares. We can allocate this money to this project.
- Park Improvement Fund – This would be a straight contribution from the PIF. The water in this pit would be to augment the outflow from the Kern, which we use to water some parks, are eligible for Park Improvement money.
- Capital Improvement Fund – This would be a straight contribution from the CIF. The water in this pit would be to augment the outflow from the Kern, which we use to water some parks, are eligible for Capital Improvement money.

Funding Source	Amount	Supplemental Budget?
Water Fund	\$750,000	Yes
Non-Potable Water Fund	\$200,000	No
Park Improvement Fund	\$125,000	Yes
Capital Improvement Fund	\$125,000	Yes
Total	\$1,200,000	\$1,000,000 Supplemental

## 2014 Budget

Funding Source	Amount
Park Improvement Fund	\$500,000
Capital Improvement Fund	\$500,000
Total	\$1,000,000

## **2014 and Beyond**

- There will be some level of annual debt service required for this project. What follows are two separate loan amount scenarios, both with the same term of 20 years and interest rate of 2.75%.

Original Loan Amount	Annual Payment 20 Years @ 2.75%
\$4,500,000	\$295,523
\$4,000,000	\$262,687

- While mostly unknown at this time, there will be some type of operating and maintenance costs to be included in the annual budget. In light of this, a proposed change in our accounting is described in the first bullet of the following section.

## **Accounting Considerations**

- In speaking with the people from the State on this project, they found it unique that we separated the water and the non-potable water into separate funds. I would propose that we incorporate the non-potable fund back into the water fund beginning in 2014. We can track the non-potable transactions as a division of the water fund without making it a separate fund.
- The Park Improvement Fund Balance contains several components that make up the total. Community Park Fee collections being one of the components. The theory behind taking some of this money from the Park Improvement Fund is that this project is being done to augment our irrigation water we use on Community Parks. Following the proposed scenario shown above, the Community Park Fee section of the Park Improvement Fund will at the end of 2014 have a balance of \$785,085. Currently we do not have any construction of Community Parks scheduled in the next five years.
- The same theory applies to the Capital Improvement Fund. Park development costs are eligible to be spent from the construction use tax collected by this fund. Recent strong years in the issuance of building permits has left this fund in a good position. Including these two years of contributing to this project, the end of 2014 shows an ending fund balance of roughly \$5.7 million.



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## MEMORANDUM

**Date:** August 19, 2013  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Joseph P. Plummer, AICP, Director of Planning  
Dean Moyer, Director of Finance  
Kelly Unger, Management Assistant  
**Re:** Discussion of Building Permit Fees and Development Fees  
**Item #:** Work Session

### Discussion Items:

Enclosed please find information pertaining to the building permit fees and development fees Windsor is currently charging for these services; how these compare to the fees that are being charged by our neighboring communities; how our fees compare to the approximate staff costs that are associated with providing development reviews; and when our fees were adopted.

This information was gathered primarily from the websites of the following communities: Loveland, Ft. Collins, Greeley, Longmont, Johnstown, Timnath, Evans, Milliken, Severance Larimer County, and Weld County, with the assumption that the data listed on each jurisdiction's website is current and accurate. Moreover, since no two municipalities or counties have identical fee structures across the board, either in the various types of fees they assess or how they refer to each fee, only certain "like" values were assumed and used for these analyses.

As it may be seen in the enclosed power point slide show, all of the following scenarios were used in these analyses:

**Exhibit A:** Two scenarios for residential construction were used to compare our building permit fees to the average building permit fees of the other jurisdictions, with the following results.

**Residential #1** (6,000 sq. ft. lot; 1,500 sq. ft. home; unfinished basement):

Our fees ranged from 8.6% to 23% higher in four categories, with the average of these four fees being **14% higher** than similar fees of other jurisdictions.

Our fees ranged from 13.2% to 115% lower in five categories, with the average of these five fees being **37% lower** than similar fees of other jurisdictions.

**Residential #2** (15,000 sq. ft. lot; 3,000 sq. ft. home; unfinished basement):

Our fees ranged from 8.6% to 35.8% higher in four categories, with the average of these four fees being **21% higher** than similar fees of other jurisdictions.

Our fees ranged from 1.3% to 115% lower in five categories, with the average of these five fees being **38% lower** than similar fees of other jurisdictions.

**Exhibit B:** Three scenarios for commercial construction were used to compare our building permit fees to the average building permit fees of the other jurisdictions, with the following results.

**Commercial #1** (26,000 sq. ft. lot; 2,000 sq. ft. building; fast food restaurant):

Our fees ranged from 6.3% to 48.3% higher in three categories, with the average of these three fees being **32% higher** than similar fees of other jurisdictions.

Our fees ranged from 13.3% to 115.7% lower in four categories, with the average of these four fees being **56% lower** than similar fees of other jurisdictions.

**Commercial #2** (45,000 sq. ft. lot; 8,000 sq. ft. building; general retail):

Our fees ranged from 9.3% to 52.9% higher in three categories, with the average of these three fees being **35% higher** than similar fees of other jurisdictions.

Our fees ranged from 1.3% to 100.8% lower in four categories, with the average of these four fees being **47% lower** than similar fees of other jurisdictions.

**Commercial #3** (200,000 sq. ft. lot; 50,000 sq. ft. building; big box retail):

Our fees ranged from 37.6% to 42.3% higher in two categories, with the average of these two fees being **40% higher** than similar fees of other jurisdictions.

Our fees ranged from 15.5% to 100.8% lower in five categories, with the average of these five fees being **44% lower** than similar fees of other jurisdictions.

**Exhibit C:** Two scenarios for industrial construction were used to compare our building permit fees to the average building permit fees of the other jurisdictions, with the following results.

**Industrial #1** (87,000 sq. ft. lot; 3,000 sq. ft. building; warehousing):

Our fees ranged from 34.9% to 42.3% higher in three categories, with the average of these three fees being **38% higher** than similar fees of other jurisdictions.

Our fees ranged from 1.3% to 100.8% lower in four categories, with the average of these four fees being **51% lower** than similar fees of other jurisdictions.

**Industrial #2** (300,000 sq. ft. lot; 100,000 sq. ft. building; general industrial/manufacturing):

Our fees ranged from 39.3% to 42.3% higher in two categories, with the average of these two fees being **41% higher** than similar fees of other jurisdictions.

Our fees ranged from 1.3% to 131.6% lower in five categories, with the average of these five fees being **68% lower** than similar fees of other jurisdictions.

**Chronology of These Fees:** As it may be seen from Exhibits A, B and C, 90 % of these building permit fees have been in effect since before 2007, with only the road impact fee being revised since 2007.



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**Exhibit D:** Two scenarios for development costs were used to compare our development fees to the average development fees of the other jurisdictions, with the following results.

**Scenario #1** (Fees charged to developers for land use development applications):

There is only one (1) fee in this category that was higher than this same fee of other jurisdictions and that is the review fee we charge for a preliminary major subdivision review, with this fee being **1.3% higher** than this fee for other jurisdictions.

Our fees ranged from 31.3% to 677% lower in sixteen categories, with the average of these sixteen fees being **294% lower** than similar fees of other jurisdictions.

**Scenario #2** (Fees charged to residents for applications pertaining to individual lots):

Windsor does not have any fee in this category that is higher than the same type of fee other jurisdictions charge for these types of applications.

Our fees ranged from 33% to 677% lower in the four categories, with the average of these four fees being **244% lower** than similar fees of other jurisdictions.

***Chronology of These Fees:*** Of the 16 fees that are shown in Exhibit D, one fee has been in effect since 1992; ten fees have been in effect since 1996; three fees have been in effect since 1998; one fee has been in effect since 2002; and the wireless telecommunications fee has been in effect since 2010.

**Exhibit E:** Two scenarios were used to show how the fees we are charging for development reviews compare to the approximate staff costs that are associated with development reviews, with the following results.

**Scenario #1** (Approximate staff costs associated with processing development applications from developers):

The only fee in this category that was higher than the approximate cost for staff to review these applications was for preliminary major subdivision reviews, with this fee being **16.7% more** than the approximate staff costs associated with these reviews.

Of the twenty-two development review fees, twenty-one categories ranging from 30% to 872% were less than the approximate costs for staff to review these applications, with the average of these twenty-one fees being **297% less** than the costs associated with staff reviews of these applications.

**Scenario #2** (Approximate staff costs associated with processing development applications pertaining to individual lots):

All of the fees being charged to residents for these development applications are less than the approximate staff costs associated with processing these types of applications.

Our fees range from 33% to 677% lower in the four categories, with the average of these four fees being **244% lower** than similar fees of other jurisdictions.

### **Analysis of Exhibits D and E:**

As it may be seen in the “Percentages” columns in both Exhibits D and E for land use applications from developers, the average percentages for each column are almost identical, that is, our fees are **294%** lower than similar fees being charged by neighboring jurisdictions.

Similarly, the fees we collect for these services are **297%** lower than the approximate staff costs to process these types of development applications. This comparison provides an insight into how our neighboring communities could be adjusting their fees periodically to keep pace with staff costs, and the planning staff is conducting a further poll to determine if this is the case and will present our findings at the work session.

### **Conclusion:**

- Development fees have not been adjusted in most cases for nearly twenty years, with one development fee not having been adjusted for more than twenty years;
- Two building permit fees have not been adjusted for at least ten years, one building permit fee has not been adjusted for nine years, and several building permit fees have not been adjusted for more than five years;
- With a few exceptions, our building permit fees are generally lower than those of our neighboring communities;
- Except for one example, all of our development review fees are well below those being charged by neighboring jurisdictions;
- Except for one example, the approximate staff costs to process development applications are also well below the fees that are being charged to process the applications;
- Questions and Answers;
- Next steps



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# **DISCUSSION OF FEES**

Joseph P. Plummer, Director of Planning  
Dean Moyer, Director of Finance  
Kelly Unger, Management Assistant

August 19, 2013

Town Board

Work Session



# METHODOLOGY

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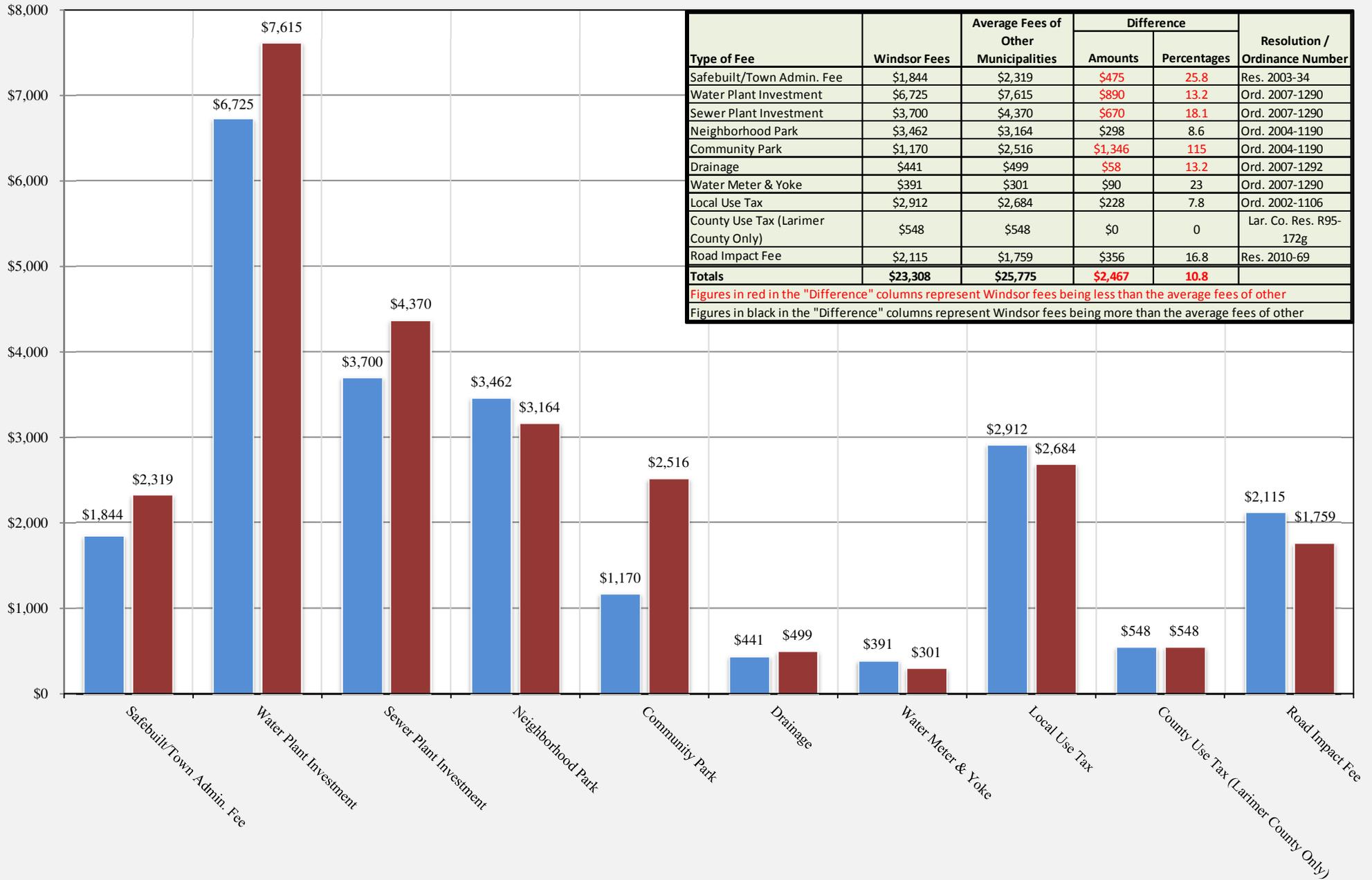
- Review of Windsor's Building Permit Fees
- Review of Windsor's Development Review Fees
- Comparisons of Windsor's Fees to: *Loveland, Fort Collins, Greeley, Longmont, Johnstown, Timnath, Milliken, Severance, Larimer County and Weld County*
- *Analysis of Staff Costs to Review Development Applications*
- *Adoption Dates of Windsor's Fees*



# EXHIBIT A

## RESIDENTIAL #1: 6,000 SQFT. LOT, 1,500 SQFT. HOME AND UNFINISHED BASEMENT

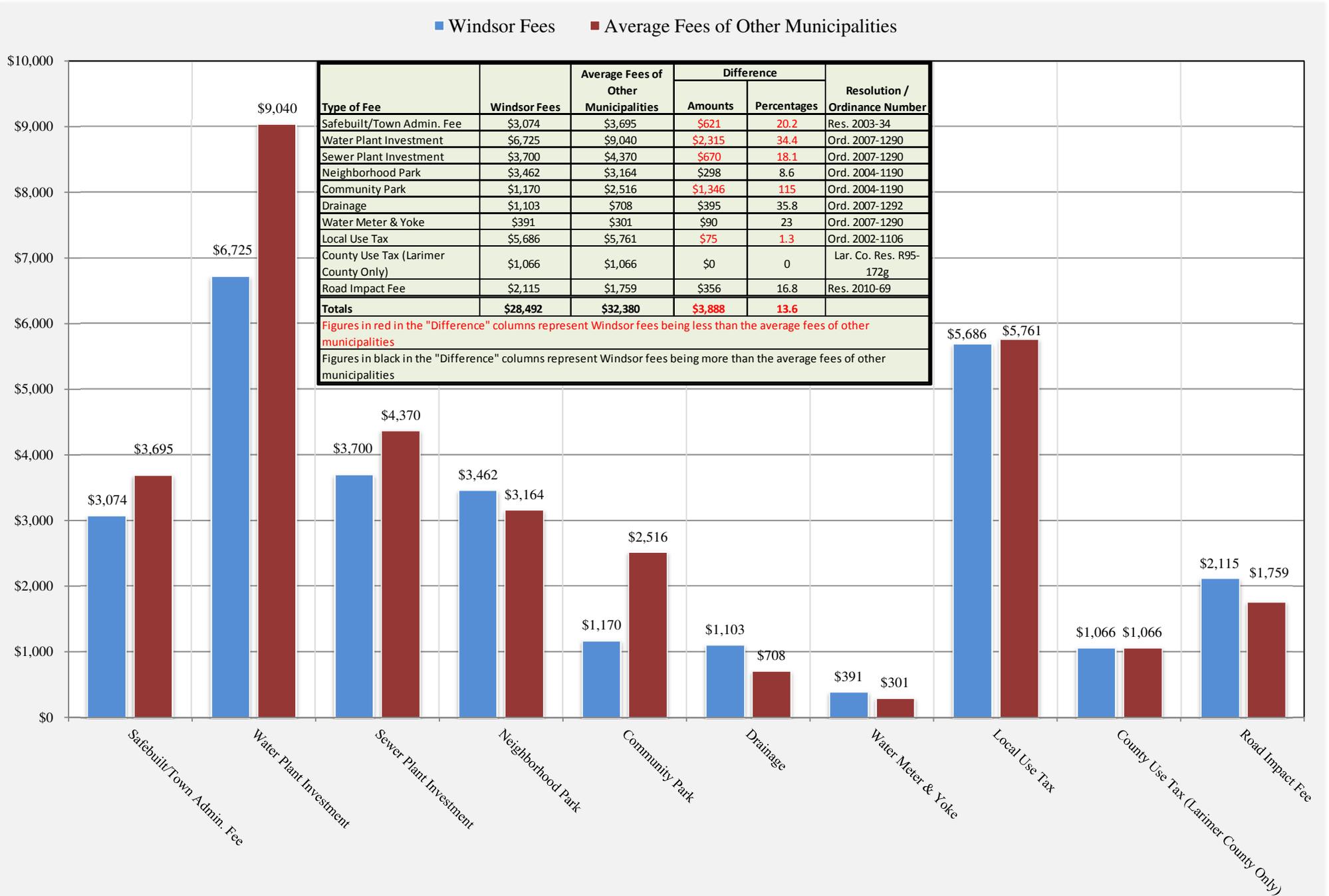
■ Windsor Fees ■ Average Fees of Other Municipalities





# EXHIBIT A

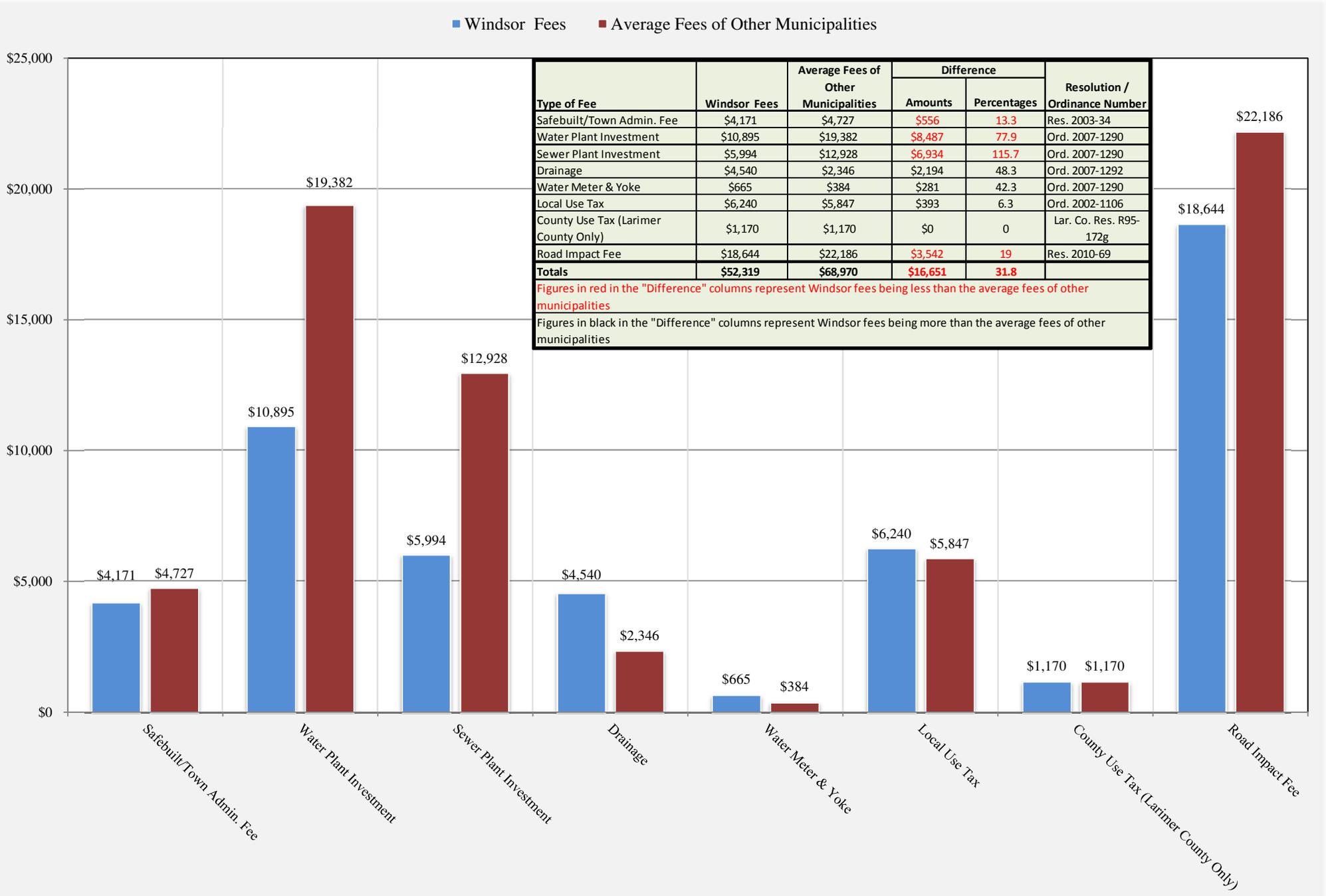
## RESIDENTIAL #2: 15,000 SQFT. LOT, 3,000 SQFT. HOME AND UNFINISHED BASEMENT





# EXHIBIT B

## COMMERCIAL #1: 26,000 SQFT. LOT, 2,000 SQFT. BUILDING (FAST FOOD RESTAURANT)

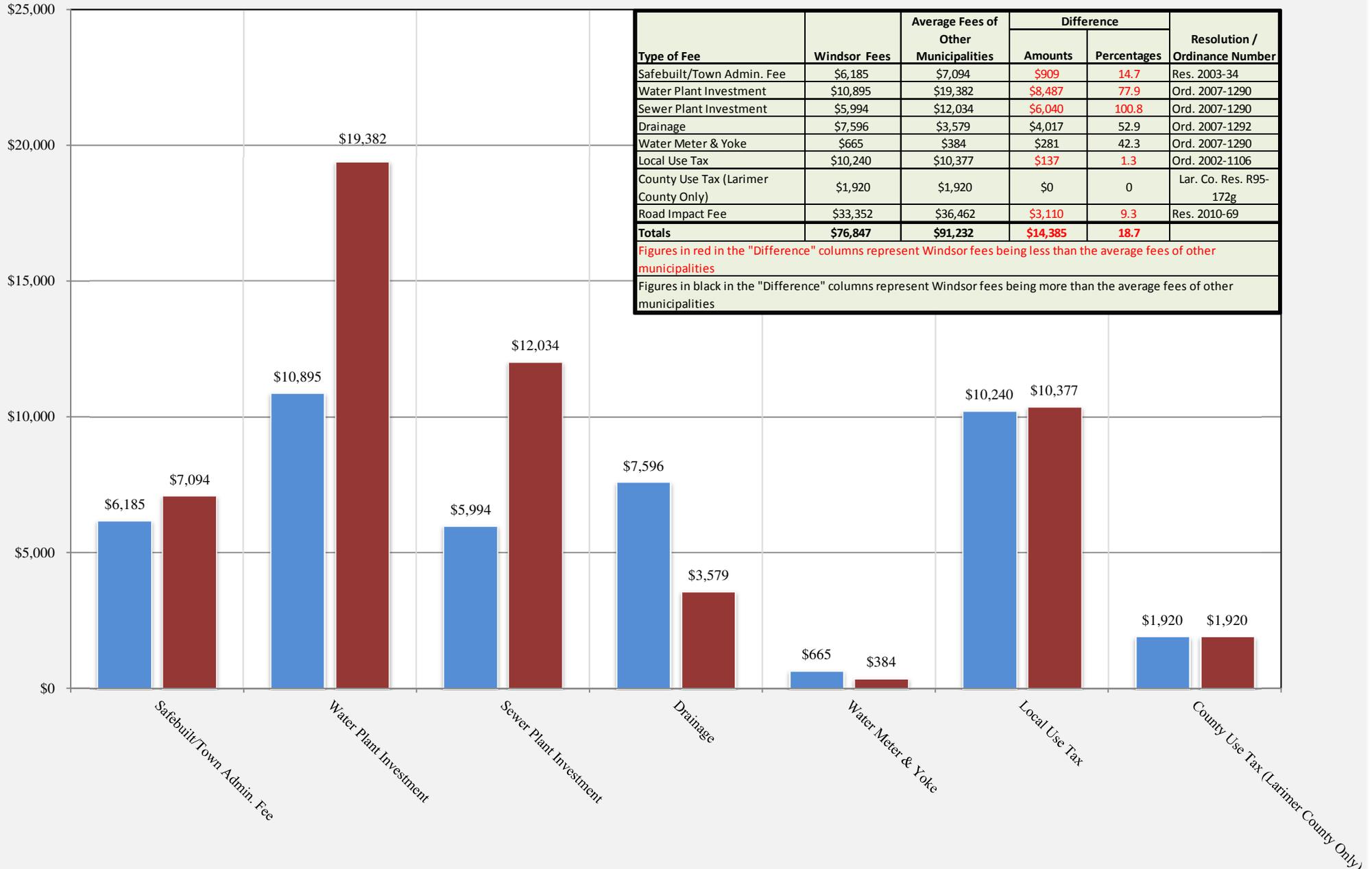




# EXHIBIT B

## COMMERCIAL #2: 45,000 SQFT. LOT, 8,000 SQFT. BUILDING (GENERAL RETAIL)

■ Windsor Fees ■ Average Fees of Other Municipalities

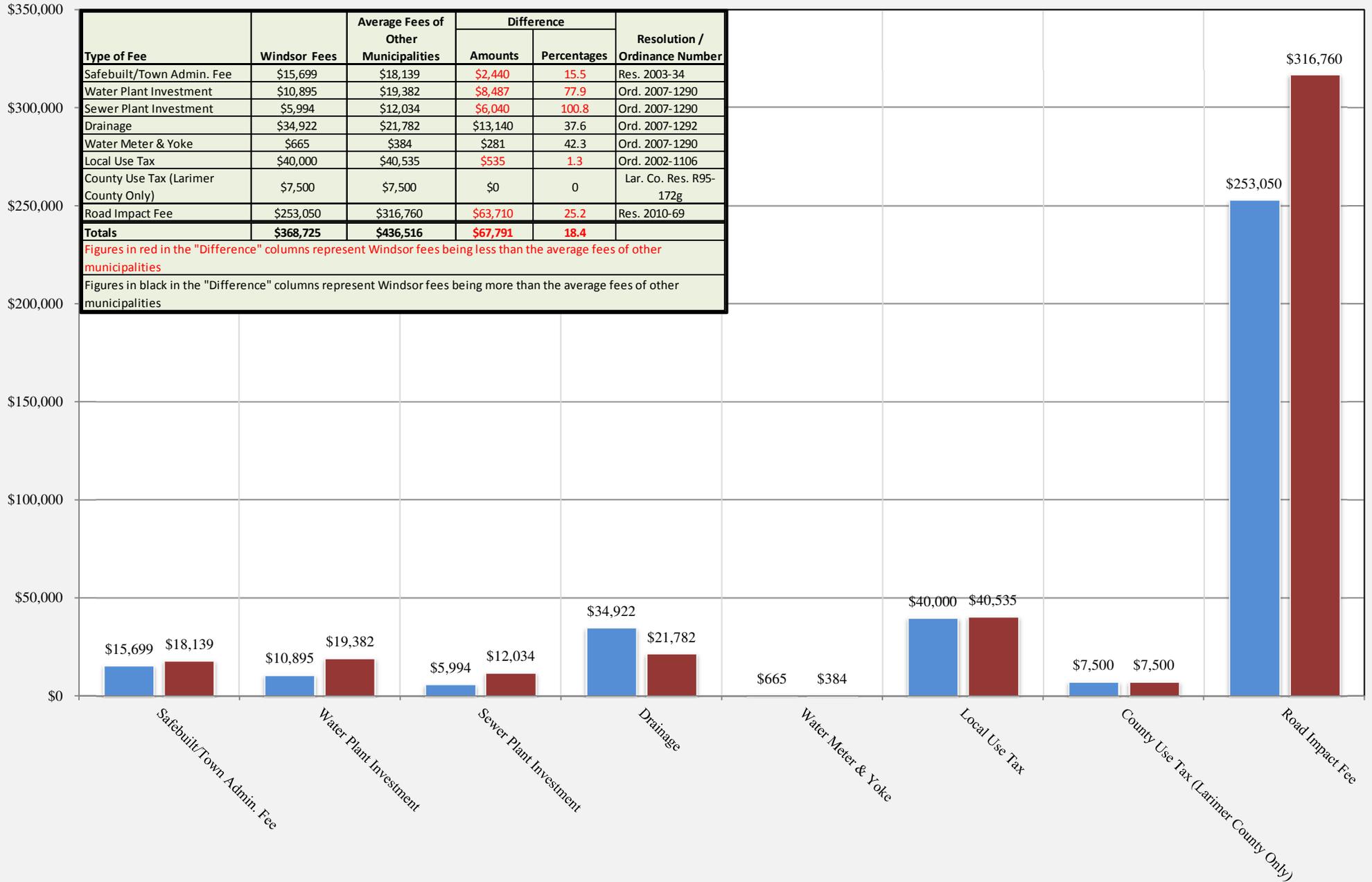




# EXHIBIT B

## COMMERCIAL #3: 200,000 SQFT. LOT, 50,000 SQFT. BUILDING (BIG BOX RETAIL)

■ Windsor Fees ■ Average Fees of Other Municipalities





# EXHIBIT C

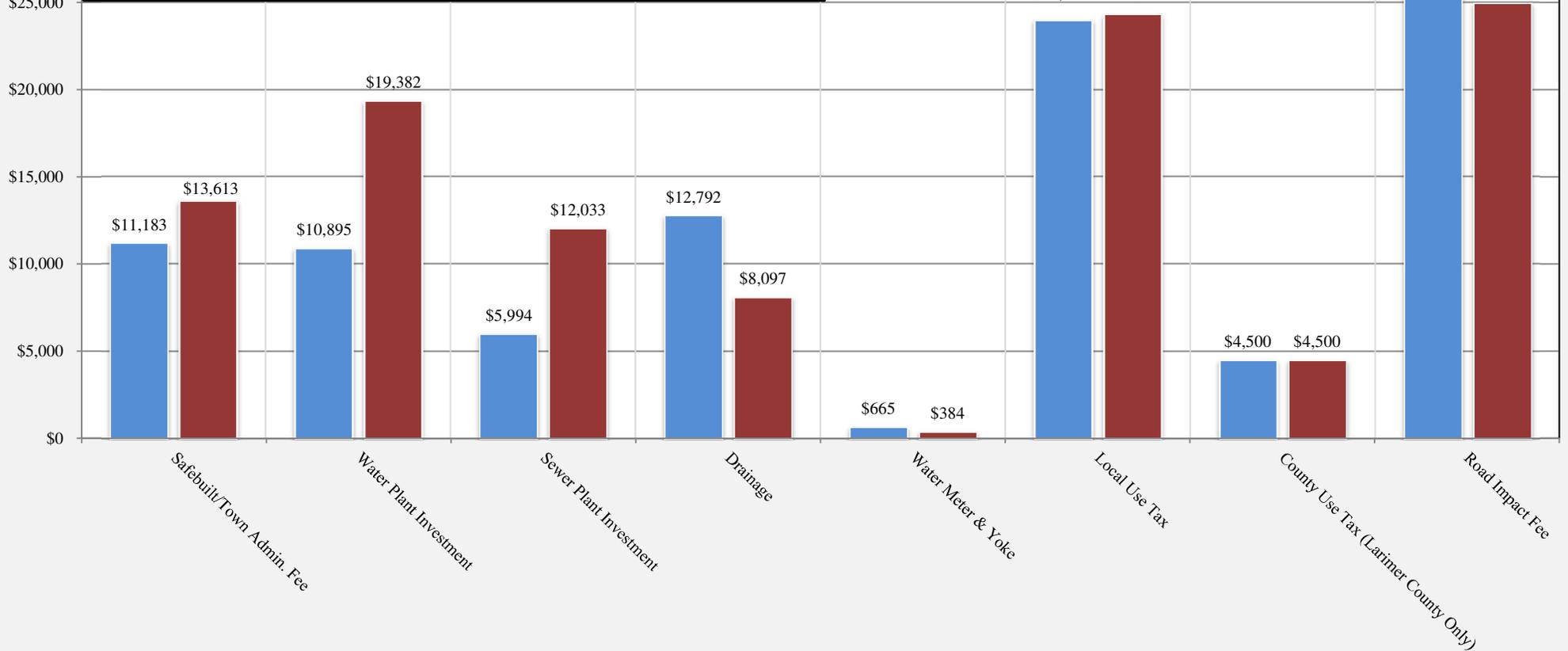
## INDUSTRIAL #1: 87,000 SQFT. LOT, 3,000 SQFT. BUILDING (WAREHOUSING)

■ Windsor Fees    ■ Average Fees of Other Municipalities

Type of Fee	Windsor Fees	Average Fees of Other Municipalities	Difference		Resolution / Ordinance Number
			Amounts	Percentages	
Safebuilt/Town Admin. Fee	\$11,183	\$13,613	\$2,430	22	Res. 2003-34
Water Plant Investment	\$10,895	\$19,382	\$8,487	77.9	Ord. 2007-1290
Sewer Plant Investment	\$5,994	\$12,033	\$6,939	100.8	Ord. 2007-1290
Drainage	\$12,792	\$8,097	\$4,695	36.7	Ord. 2007-1292
Water Meter & Yoke	\$665	\$384	\$281	42.3	Ord. 2007-1290
Local Use Tax	\$24,000	\$24,321	\$321	1.3	Ord. 2002-1106
County Use Tax (Larimer County Only)	\$4,500	\$4,500	\$0	0	Lar. Co. Res. R95-172g
Road Impact Fee	\$38,370	\$24,978	\$13,392	34.9	Res. 2010-69
<b>Totals</b>	<b>\$108,399</b>	<b>\$108,508</b>	<b>\$109</b>	<b>0.1</b>	

Figures in red in the "Difference" columns represent Windsor fees being less than the average fees of other municipalities

Figures in black in the "Difference" columns represent Windsor fees being more than the average fees of other municipalities

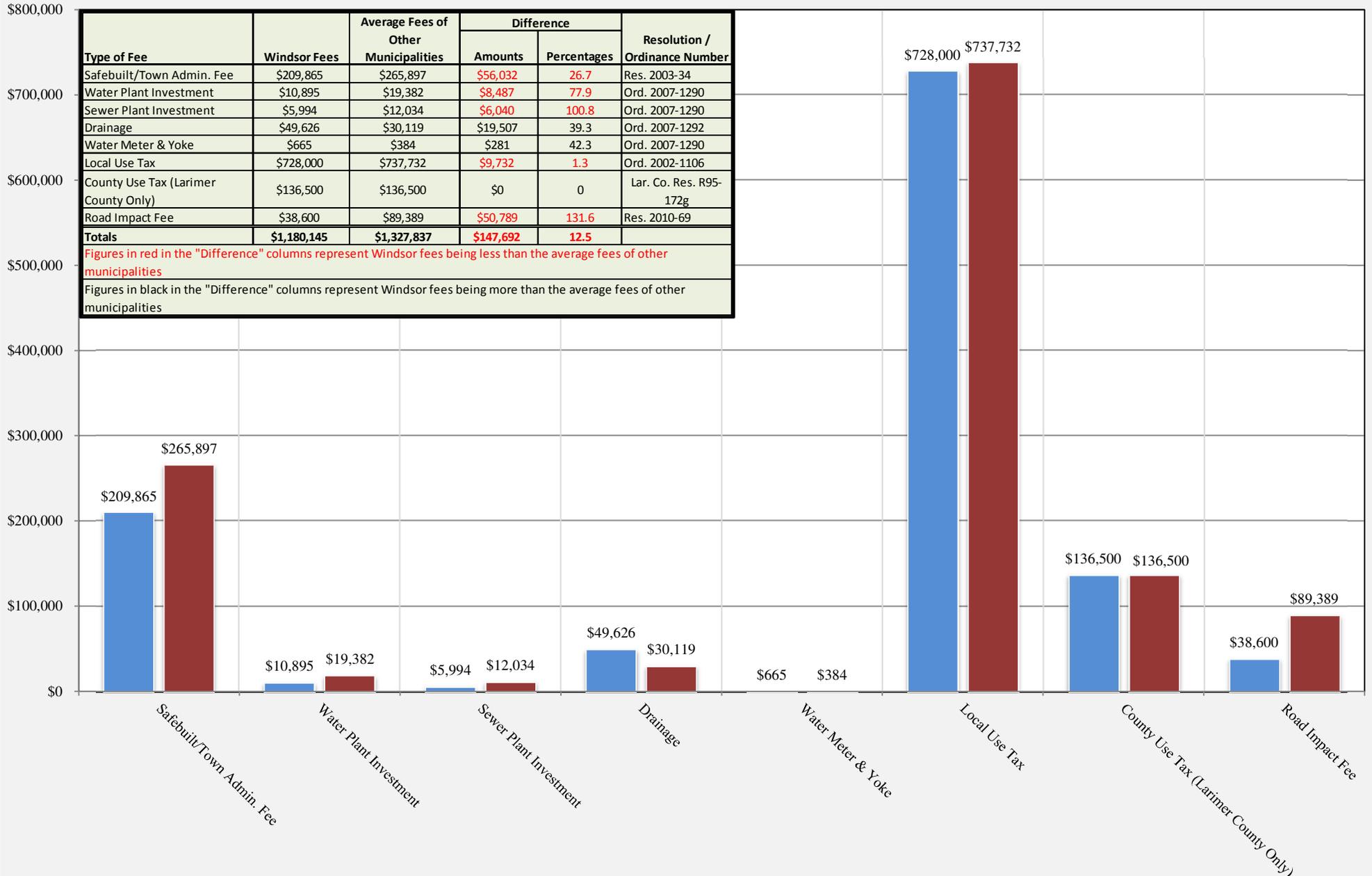




# EXHIBIT C

## INDUSTRIAL #2: 300,000 SQFT. LOT, 100,000 SQFT. BUILDING (GENERAL INDUSTRIAL/MANUFACTURING)

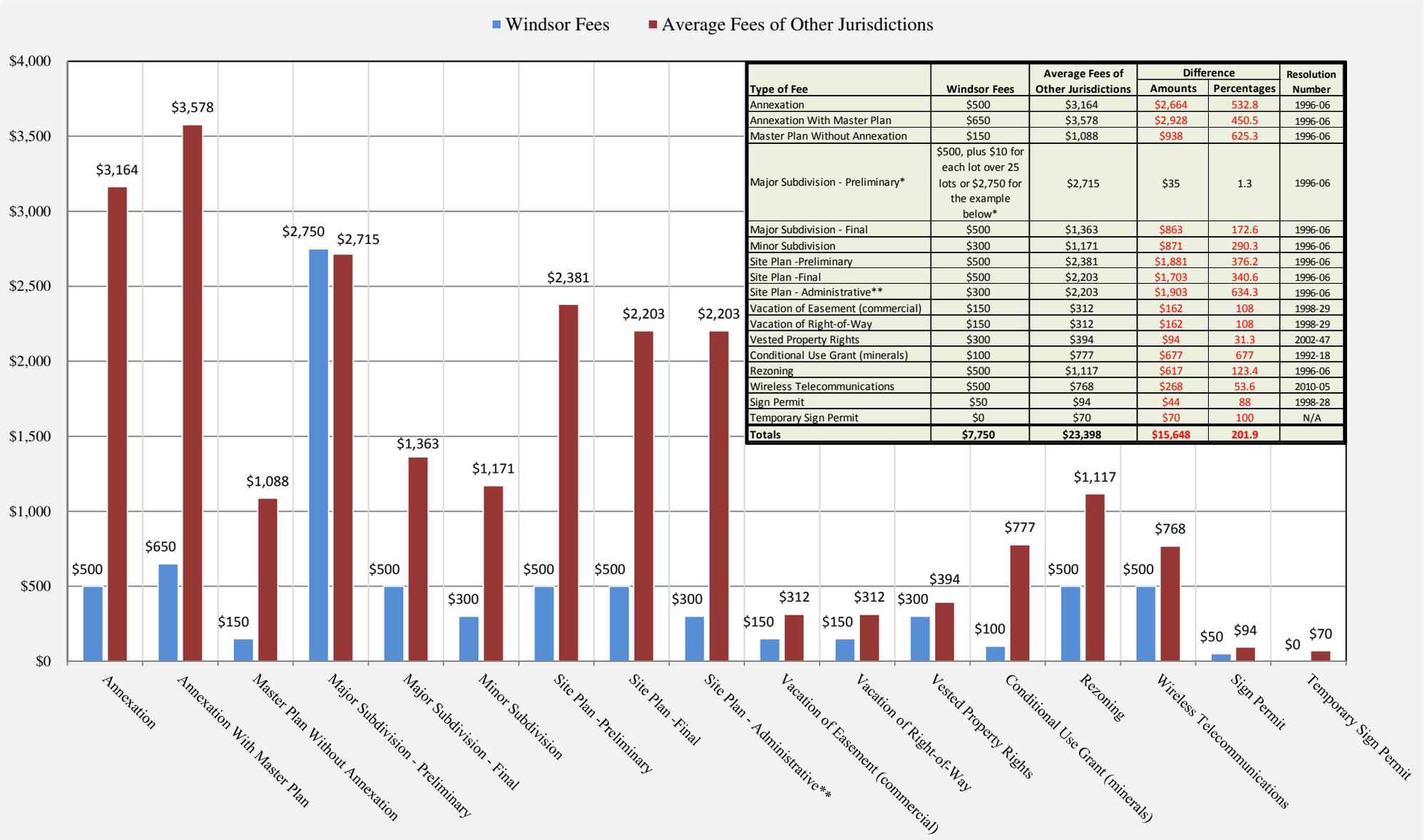
■ Windsor Fees    ■ Average Fees of Other Municipalities





# EXHIBIT D

## COMPARISON OF WINDSOR'S DEVELOPMENT COSTS TO OTHER JURISDICTIONS (APPLICATIONS FROM DEVELOPERS)



\* Example: For a 250-lot subdivision, this fee would be \$2,750 (\$500 base fee for the first 25 lots, plus \$2,250 for the remaining 225 lots @ \$10 each)

\*\* Other jurisdictions did not list administrative site plans as a separate category so the fee for a final site plan has been applied in this example.

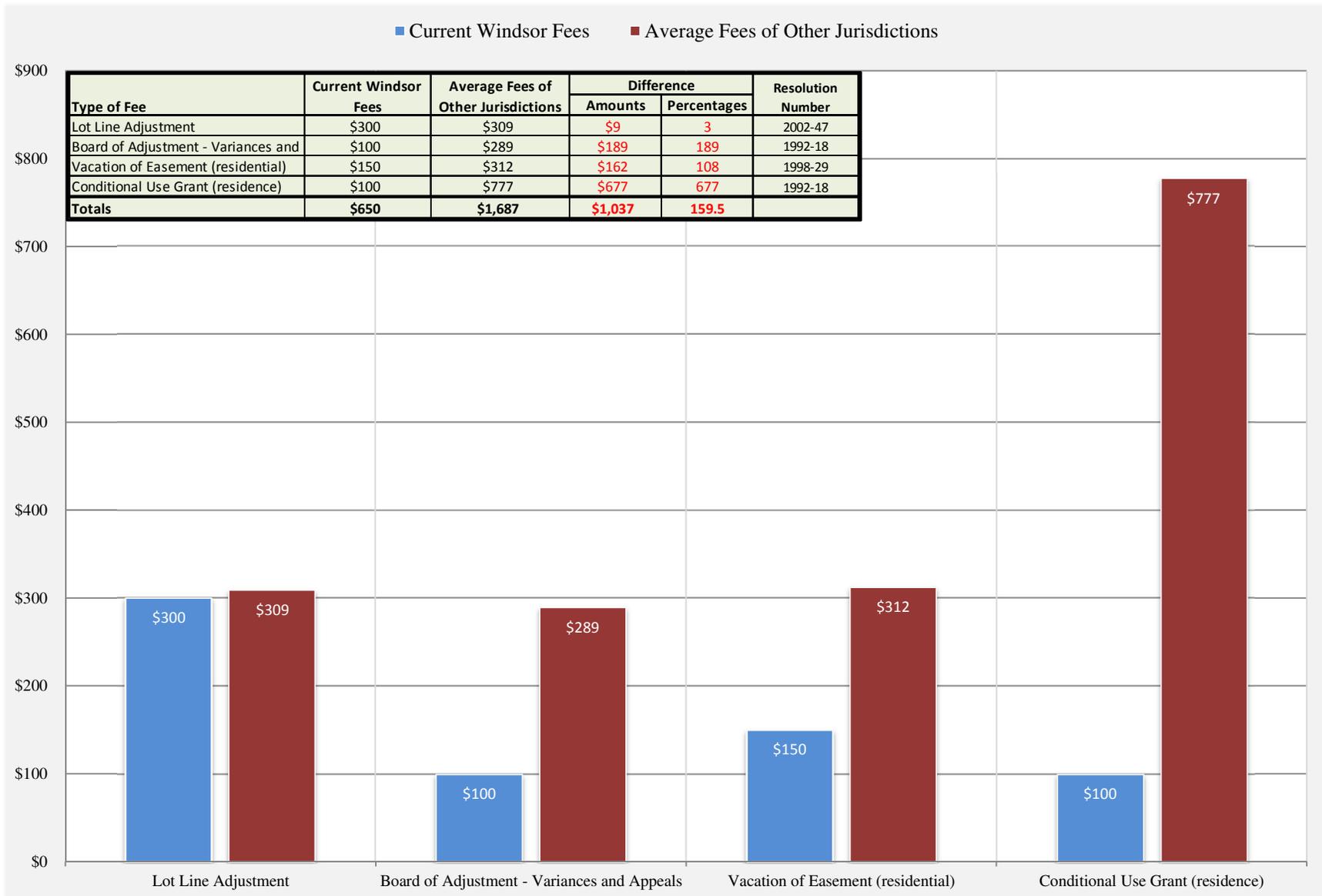
Figures in red in the "Difference" columns represent that the fees that Windsor is charging for development reviews are less than the approximate costs other jurisdictions are charging for development reviews.

As it may be seen from the Preliminary Major Subdivision category outlined in rows 10 - 13 above, this is the only category in which Windsor's review fee is higher than other jurisdictions, although it is only 1.3 percent higher.



# EXHIBIT D

## COMPARISON OF WINDSOR'S DEVELOPMENT COSTS TO OTHER JURISDICTIONS (APPLICATIONS FROM RESIDENTS)



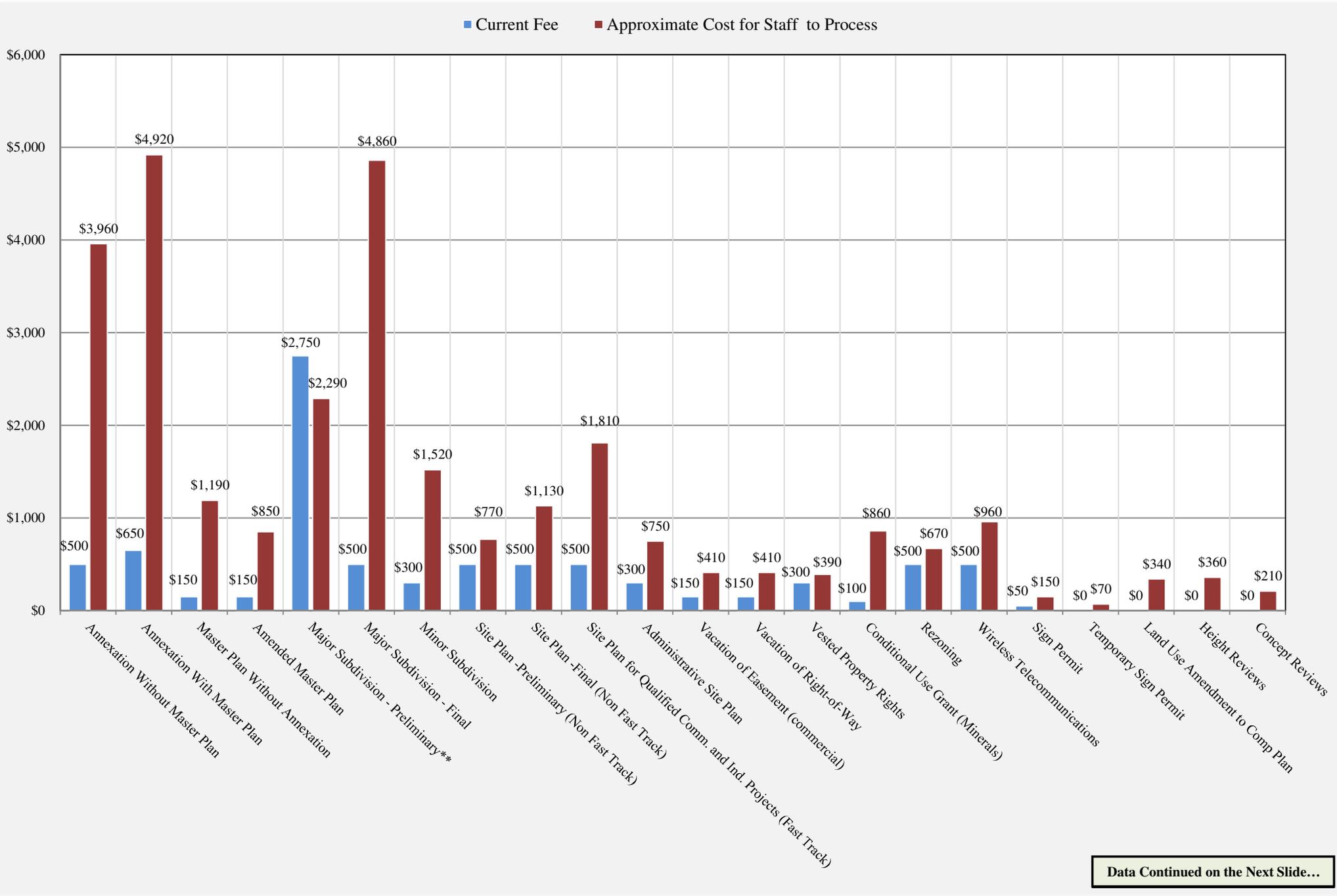
Figures in red in the "Difference" columns represent that the fees that Windsor is charging for development reviews are less than the approximate costs other jurisdictions are charging for development reviews.

As it may be seen from the Preliminary Major Subdivision category outlined in rows 10 - 13 above, this is the only category in which Windsor's review fee is higher than other jurisdictions, although it is only 1.3 percent higher.



# EXHIBIT E

## APPROXIMATE STAFF COSTS FOR PROCESSING DEVELOPMENT APPLICATIONS (APPLICATIONS FROM DEVELOPERS)



Data Continued on the Next Slide...



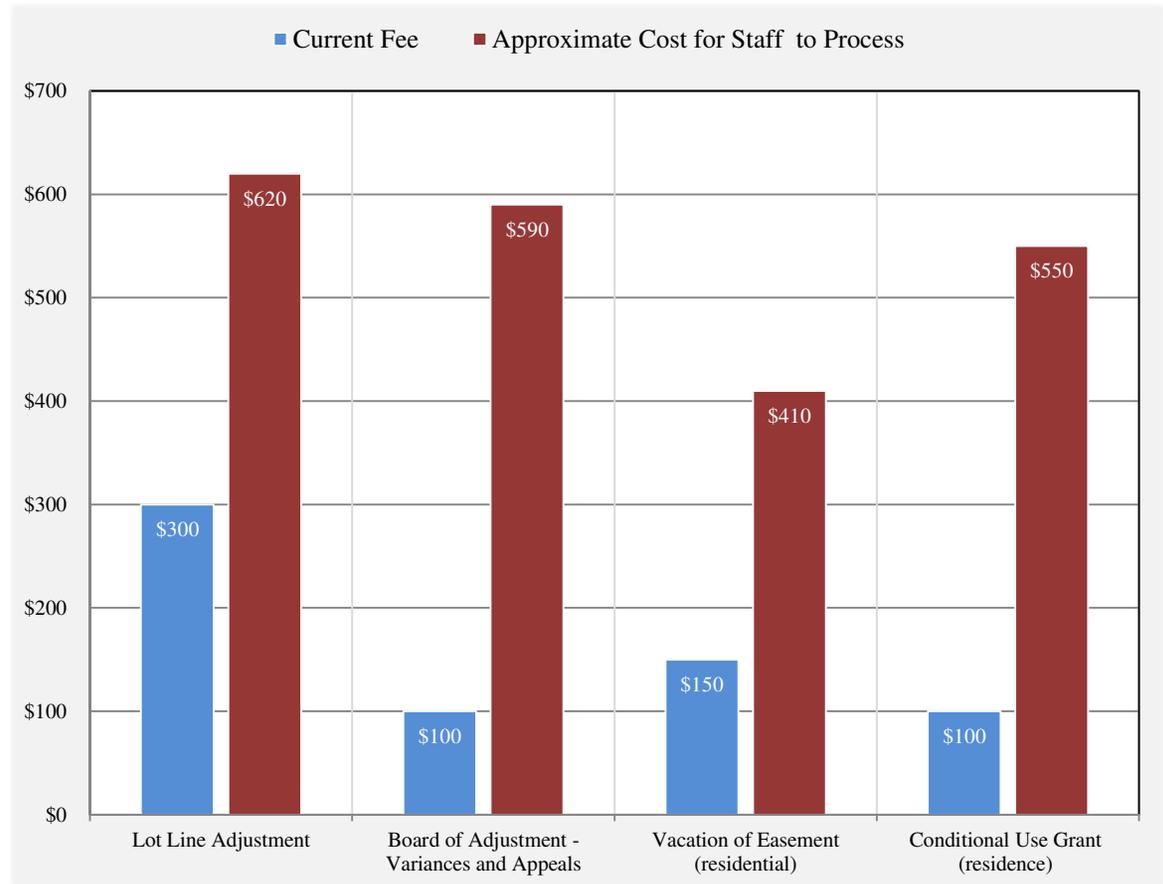
# EXHIBIT E

## APPROXIMATE STAFF COSTS FOR PROCESSING DEVELOPMENT APPLICATIONS (APPLICATIONS FROM DEVELOPERS CONT.. & APPLICATIONS FROM RESIDENTS)

Applications from Developers				
Type of Fee	Current Fee	Approximate Cost for Staff to Process	Difference	
			Amounts	Percentages
Annexation Without Master Plan	\$500	\$3,960	\$3,460	692
Annexation With Master Plan	\$650	\$4,920	\$4,270	656.9
Master Plan Without Annexation	\$150	\$1,190	\$1,040	693.3
Amended Master Plan	\$150	\$850	\$700	466.7
Major Subdivision - Preliminary	\$500, plus \$10 for each lot over 25 lots or \$2,750 for the example below*	\$2,290**	\$460	16.7
Major Subdivision - Final	\$500	\$4,860	\$4,360	872
Minor Subdivision	\$300	\$1,520	\$1,220	406.7
Site Plan -Preliminary (Non Fast Track)	\$500	\$770	\$270	54
Site Plan -Final (Non Fast Track)	\$500	\$1,130	\$630	126
Site Plan for Qualified Comm. and Ind. Projects (Fast Track)	\$500	\$1,810	\$1,310	262
Administrative Site Plan	\$300	\$750	\$450	150
Vacation of Easement (commercial)	\$150	\$410	\$260	173.3
Vacation of Right-of-Way	\$150	\$410	\$260	173.3
Vested Property Rights	\$300	\$390	\$90	30
Conditional Use Grant (Minerals)	\$100	\$860	\$760	760
Rezoning	\$500	\$670	\$170	34
Wireless Telecommunications	\$500	\$960	\$460	92
Sign Permit	\$50	\$150	\$100	200
Temporary Sign Permit	\$0	\$70	\$70	100
Land Use Amendment to Comp Plan	\$0	\$340	\$340	100
Height Reviews	\$0	\$360	\$360	100
Concept Reviews	\$0	\$210	\$210	100
<b>Totals</b>	<b>\$8,550</b>	<b>\$28,880</b>	<b>\$20,330</b>	<b>237.8</b>

Applications from Residents				
Type of Fee	Current Fee	Approximate Cost for Staff to Process	Difference	
			Amounts	Percentages
Lot Line Adjustment	\$300	\$620	\$320	106.7
Board of Adjustment - Variances and Appeals	\$100	\$590	\$490	490
Vacation of Easement (residential)	\$150	\$410	\$260	173.3
Conditional Use Grant (residence)	\$100	\$550	\$450	450
<b>Totals</b>	<b>\$650</b>	<b>\$2,170</b>	<b>\$1,520</b>	<b>233.8</b>



\* Example: For a 250-lot subdivision, this fee would be \$2,750 (\$500 base fee for the first 25 lots, plus \$2,250 for the remaining 225 lots @ \$10 each)

\*\*A \$6,000 deposit to be used towards an independent flood study review contracted by the Town is required to be filed with all development applications that contain at least 50 lots or 5 acres and are located within 1,000 feet of any drainage course, FEMA Special Flood Hazard Area, reservoir or such other body of water or floodplain within the Town's growth management area unless otherwise waived by the Town. Development less than 50 lots or 5 acres may be required to make the deposit if a detailed flood study is determined by the Town to be necessary. Any development that alters grade or creates an obstruction in a designated floodway will be required to make the deposit regardless of the size of the development. The developer is responsible for preparation of any required flood study. The deposit is solely for covering technical review costs of the study submitted and do not cover preparation of the flood study. Upon completion of the independent flood study review, any balance that is remaining of the \$6,000 deposit that was not used for the independent study will be refunded to the applicant.

Figures in red in the "Difference" columns represent that the fees being charged for development reviews are less than the approximate costs to provide these development review services.

Figures in black in the "Difference" columns represent the fees being charged for development reviews are more than the approximate costs to provide these development review services.



# CONCLUSION

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- Development fees have not been adjusted in most cases for nearly twenty years, with one development fee not having been adjusted for more than twenty years;
- Two building permit fees have not been adjusted for at least ten years, one building permit fee has not been adjusted for nine years, and several building permit fees have not been adjusted for more than five years;
- With a few exceptions, our building permit fees are generally lower than those of our neighboring communities;

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# CONCLUSION

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- Except for one example, all of our development review fees are well below those being charged by neighboring jurisdictions;
- Except for one example, the approximate staff costs to process development applications are also well below the fees that are being charged to process the applications;
- Questions and Answers;
- Next Steps