



TOWN BOARD WORK SESSION

November 10, 2014 - 5:30 p.m.

Windsor Town Hall – 1st Floor Conference Room

301 Walnut Street, 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.

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. Capital improvement projects – final review
2. Future meetings agenda



MEMORANDUM

Date: November 10, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance and Information Systems
Re: 2015 Budget Retreat Follow Up
Item #:

Background / Discussion:

We held our budget retreat on Saturday October 11, 2014. During that meeting we discussed a number of items to add or delete from the 2015 budget. We had some items for which we wanted more information.

Financial Impact:

- **Lakeview Cemetery Fence Options** – A memo from Melissa Chew is in the packet as Items 1a & 1b.
- **Show Stage** – A memo from Melissa Chew is in the packet as Items 1c & 1d.
- **Senior Ride program** – A memo from Melissa Chew is in the packet as Item 1e.
- **2015 Capital Projects** – A list of 2015 projects is in the packet as Item 1f.
- **2014 Projects moved to 2015** – We moved some projects from our original 2014 CIP schedule to our 2015 schedule due to timing or other issue preventing its completion in 2014.
 - Poudre Trail 3 Bells - \$25,000
 - Windsor Trail Easement at BROE - \$5,000
 - Finish Water Tank in 2015 - \$407,100
 - Poudre River Channel Maintenance - \$50,000
 - Install Pump at Covenant Park - \$49,000
- **CRC Expansion** - Proposed Budget attached in the packet as item 1g.

Recommendation: None

Attachments: None – See items enclosed in packet



MEMORANDUM

Date: October 2, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Wade Willis, Parks and Open Space Manager & Melissa M. Chew, CPRP,
Director of Parks, Recreation & Culture
Re: Lakeview Cemetery Fence Options

Background / Discussion:

Decorative metal fencing around the perimeter of the Lakeview Cemetery was identified as an option in the 2008 Lake View Cemetery Master Plan completed by CSU (Figure 2 & 3). The proposed fence was eliminated in the 2013 master planning process because of maintenance concerns. The 2013 Lake View Cemetery Adopted Master Plan does not call for fencing but does have short accent fences adjacent to the proposed Main Entry Gates (Figure 1a) as well as providing parkway planting and buffer between street and cemetery property. (Figure 1b) \$209,000 is the consultants estimate to construct the streetscape buffer landscape (392 and 257 frontage only).

Staff has acquired cost estimates for implementing various options for creating a decorative fence barrier around the cemetery. Fence construction drawings have not been completed for this project. Costs are based on typical construction methods for this region. Cost implications reflect only the cost for materials and installation and do not include the potential for relocating obstacles or other constraints that may arise. The preliminary estimate below assumes a 5' tall, 2000' long fence with decorative facing on both sides of the fence, ie. each side has brick or stone, as opposed to exposed concrete block on one side and the decorative facing on the street side or vice versa.

Cemetery Fence Options 5' Tall 2000' Long	Total
Figure 1 Stone columns w/ railing	\$121,300.00
Figure 2 Brick columns w/ railing	\$121,300.00
Figure 3 Brick short wall, columns w/ railing	\$494,280.00
Figure 4 Split Face CMU wall	\$506,000.00
Figure 5 Natural Flagstone Wall	\$1,247,000.00
Figure 6 Manufactured Stone Wall	\$1,047,000.00
Figure 7 Brick Wall	\$1,344,000.00

Financial Impact:

N/A at this time.

Attachments:

- b. Fence Option Graphics

Lakeview Cemetery Fence Options Graphics

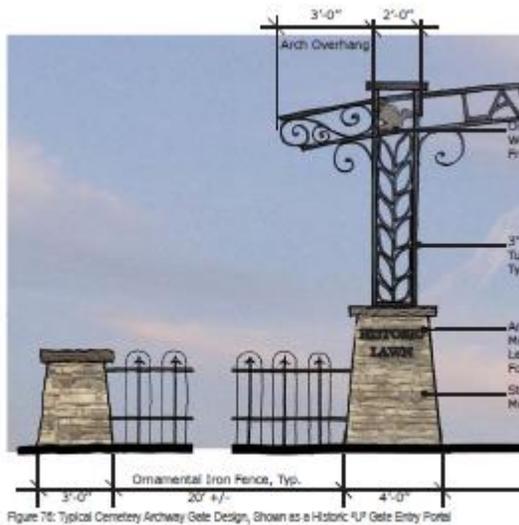


Figure 1a from the 2013 adopted Lakeview Cemetery Master Plan, decorative steel fencing with flagstone columns

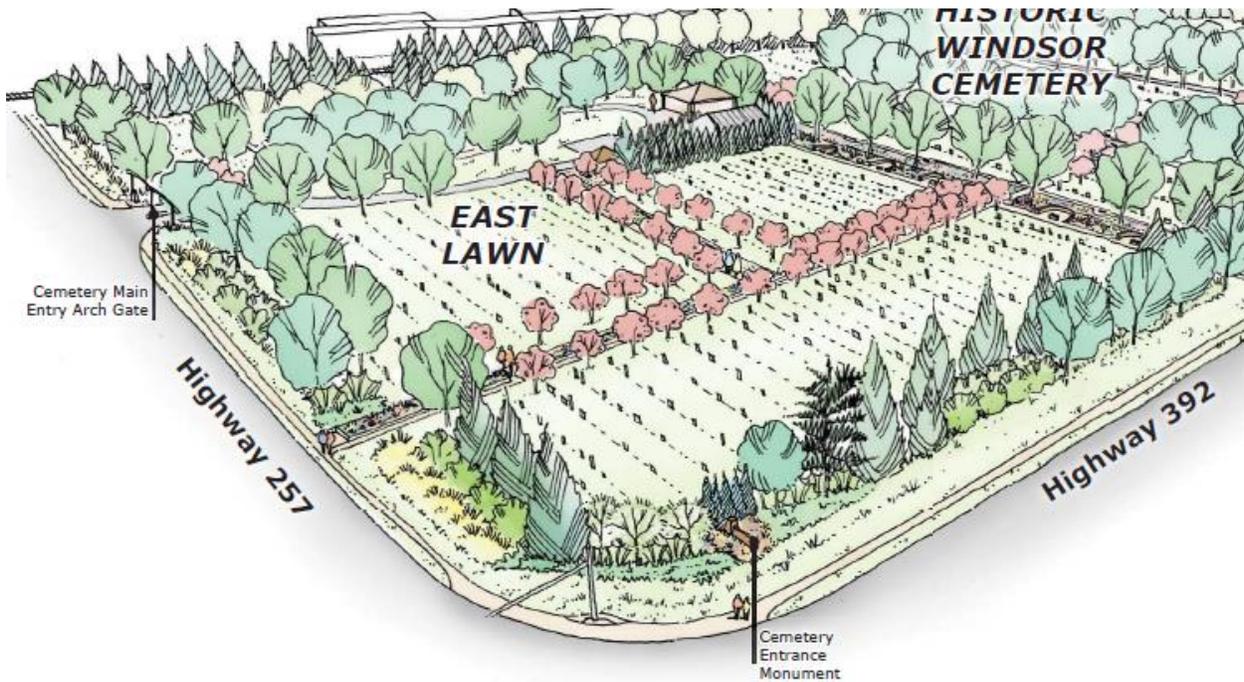
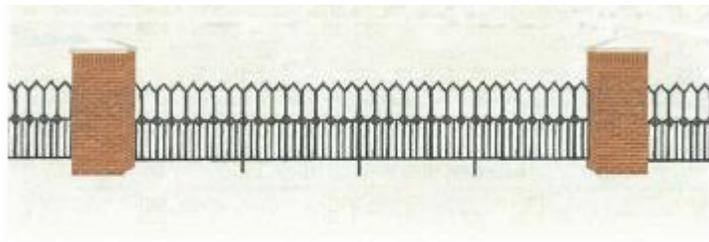
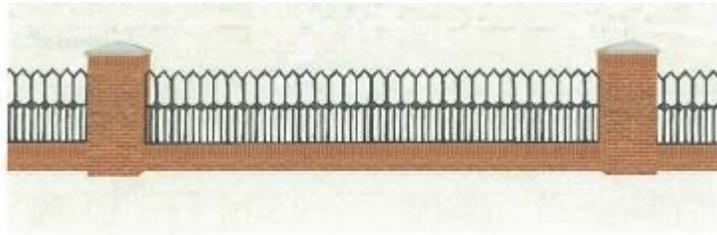


Figure 1b from the 2013 adopted Lakeview Cemetery Master Plan with parkway planting and buffer.



Cemetery Fence

Figure 2 Concept from 2008 Master Plan Document, Brick Columns with Decorative Steel Fencing



Alternate Cemetery Fence

Figure 3 Alternate concept from 2008 Master Plan Document, short brick wall with brick columns, decorative steel fencing.



Figure 4 Split face colored concrete block with column accepts, capped with flagstone.



Figure 5 Solid sandstone or flagstone wall with manufactured beveled cap.



Figure 6 Manufactured stone with manufactured beveled cap.

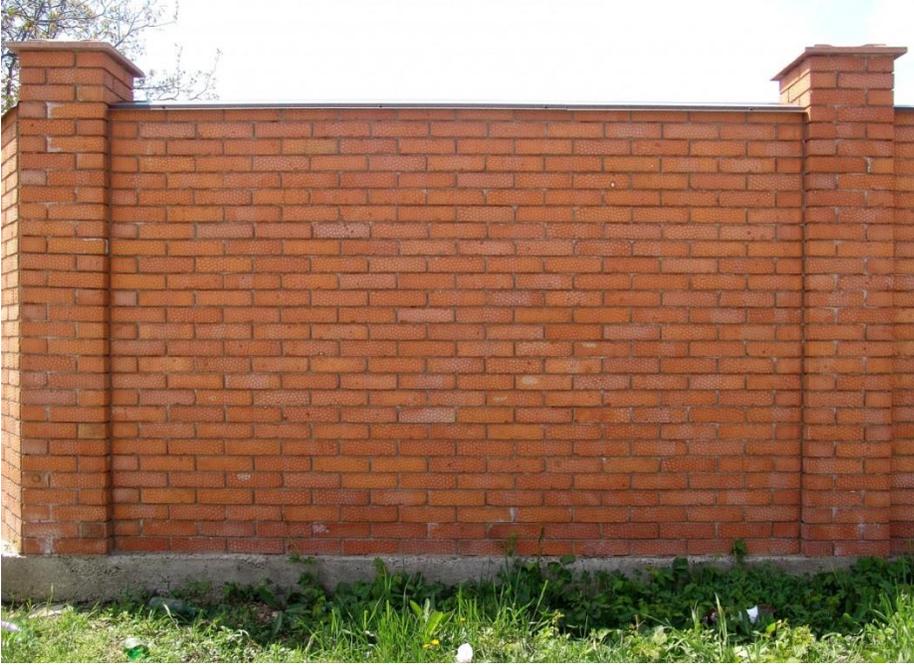


Figure 7 Brick Wall



MEMORANDUM

Date: November 10, 2014
To: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks and Recreation
Re: Show Stage Replacement

The current Show Stage (mobile) is scheduled for replacement in 2015. Approximately \$105,000 is budgeted with other fleet replacement. As we have evaluated replacement, we have considered not only options, but the increased maintenance that comes with moving a stage to different locations, especially out of town travel. Purchased 12 years ago for approximately \$95,000, we have spent \$17,000 on maintenance alone, most of that in the past few years. In addition to this, there is staff time to move and set up at various locations.

As you know, most events occur in Boardwalk Park which leads to consideration of something more "permanent" in Boardwalk Park. For those Town partnered events held in other parks (currently 4-5 per year), several other options exist. Not having a mobile stage would also eliminate out of Town rentals.

Lastly, the Master Plan for Boardwalk Park indicates other shelters in the park (future). A permanent structure could fill that need and also be rented when not in use for events.

Considerations:

Attached is a spreadsheet with photos to depict the various types of structures listed below. While we have tried to estimate costs, none of these are hard bids at this time. The goal was to see what could be accomplished within the allocated replacement budget.

- Mobile Show Stage – like our current stage, this can be moved like a trailer from location to location. It requires staff time to move and set up, as well as fleet maintenance.
- Semi-Permanent structure – this might have a permanent "framework" at Boardwalk Park that is seasonal, requiring seasonal installation, removal and storage.
- Permanent structure – while maintaining views, this would be a multi-use structure much like a large pavilion/shelter.

Recommendations:

For discussion and direction: Direction on a more permanent structure at Boardwalk Park? Support for discontinuing out of town rentals? Interest in using existing stage for 1-2 years for Town partnered events in other parks vs continuing to explore options?

Attachments:

Stage Structure Options

2015 Show Stage Considerations

Mobile Show Stage



Century Industries MSM3600 "Show Master" 3000 Series

<u>Size</u>	<u>Approx. Price</u>
36' wide x 14' deep	\$123,822.00

Semi-Permanent Structure



Saddlespan Tent S2000

<u>Size</u>	<u>Approx. Price</u>
58' wide x 40' deep	\$51,782.10 Only Includes Price of Canopy

Wind Rating

110 mph

Installation

\$2,000 Annually
setup and take down

Storage Size

Storage Not Included

Permanent Structure



Poligon Alpine Amphitheater Shelter

<u>Size</u>	<u>Approx. Price</u>
40' wide x 18' deep	\$63,127.00 *Concrete slab may be extra

Permanent Structure



Poligon Kokomo Amphitheater Shelter

<u>Size</u>	<u>Approx. Price</u>
40' wide x 25' deep	\$69,493.00 *Concrete slab may be extra



MEMORANDUM

Date: November 10, 2014
To: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks and Recreation
Re: Senior Ride Program

The current Senior Ride Program is designed to provide transportation assistance to Senior Citizens (age 55 and older) who are unable to drive themselves. Rides are primarily provided to and from physician, eye doctor and dental appointments. Rides are also provided to and from Senior Nutrition Lunches and the CRC on Wednesdays and Fridays and grocery rides on Thursday and Friday mornings. Individuals who do not meet the age criteria but require assistance are evaluated on a case by case basis.

The following is a schedule of times available for appointments:

<i>Day</i>	<i>Appointment Times</i>	<i>Location</i>	<i>Fee</i>
Monday	8:00 a.m. – 3:30 p.m.	Greeley/Ft. Collins/Loveland	\$6
Tuesday	8:00 a.m. – 3:30 p.m.	Greeley/Ft. Collins/Loveland	\$6
Wednesday	8:00 a.m. – 1:00 p.m.	Windsor Appointments	\$4
Thursday	8:00 a.m. – 4:00 p.m.	Windsor Appointments	\$4
	8:00 a.m. – 11:30 a.m.	Grocery Rides	\$4
Friday	8:00 a.m. – 4:00 p.m.	Windsor Appointments	\$4
	8:00 a.m. – 11:30 a.m.	Grocery Rides	\$4

Costs and use:

2012 Cost Recovery – 28% (does not include vehicle maintenance)

Expense \$8,903

Revenue \$2,569

2013 Cost Recovery – 12% (does not include vehicle maintenance)

Expense \$14,194

Revenue \$1,762

2014 Cost Recovery YTD - 16% (does not include vehicle maintenance)

Expense \$8,160

Revenue \$1,340

Considerations:

Current in-town trips average: 247 / year (217 YTD 2014) @ \$4 revenue and \$13.95 expense excludes vehicle maintenance/gas). Approximately 27 different users request in town trips over the course of the year for medical appointments, grocery shopping and access to the Community Recreation Center.

Current out-of-town trips average: 219 / year (107 YTD 2014) @ \$6 revenue and \$27.90 expense excludes vehicle maintenance/gas). Approximately the same 27 different users request out of town trips over the course of the year for medical appointments.

A variety of other transportation options exist in both Larimer and Weld counties. Some are ability based, some are income based, some are free, some are private pay. Although the CRC would remain a source of information regarding these options, individuals would need to determine what options works best for their situation. Those options are attached.

Recommendations:

Providing adequate notice, eliminate out of town services associated with the Senior Ride; provide resource information regarding alternative transportation to current users.

Attachments:

Transportation Alternatives

TRANSPORTATION ALTERNATIVES

General Resources:

- University of Colorado Connecting Health Transit – offers free transit between U of C facilities (PVH, Harmony, MCR, Greeley) **(970) 495-8560**
- United Way 211 – resource to transportation programs for Larimer and Weld County transportation **(2-1-1)**
- ARCH – resource to transportation programs for seniors and adults with disabilities in Weld County **(970) 346-6952**

Income / Need based options:

- NEMT – Medicaid Non-Emergent Medical Transportation in Larimer and Weld County through First Transit (broker) Medicaid eligibility required. **(855) 264-6368**
- SAINT (Senior Alternatives in Transportation) – 60+ volunteer transit offered within city limits of Ft. Collins or Loveland **(970) 223-8645**
- Senior Resources Services – 60+ volunteer transit offered in Weld County **(970) 352-9348**
- GET – Greeley Evans Transit serving Greeley and Evans only
 - ❖ GET Call & Ride Door to Door service **(970) 350-9287**
 - ❖ GET Paratransit for ADA qualified individuals **(970) 350-9290**
- COLT – City of Loveland public transit in Loveland only **(970) 962-2700**
 - ❖ COLT Paratransit for ADA qualified individuals **(970) 962-2700**
- TransFort – City of Ft. Collins public transit in Ft. Collins only **(970) 220-6620**
 - ❖ TransFort Dial a Ride Paratransit for ADA qualified individuals **(970) 224-6066**

Public Transportation Options:

- University of Colorado Connecting Health Transit – offers free transit between U of C facilities (PVH, Harmony, MCR, Greeley) **(970) 495-8560**
- Flex – Public transportation between Ft. Collins – Loveland – Berthoud – Longmont (Contact COLT or TRANSFORT)
- Foundation on Aging – client based disabled resource services including transportation (grant funded) **(970) 310-4900**

Private Transportation Options:

- Home Instead Senior Care – private organization offers home, companion and transportation services for Seniors **(970) 494-0289**
- Home Well Senior Care - private organization offers home, companion and transportation services for Seniors **(970) 461-4799**
- Visiting Angels - private organization offers home, companion and transportation services for Seniors **(970) 292-5668**
- HomeWatch Caregivers - private organization offers home, companion and transportation services for Seniors **(970) 674-9723**
- Smart Rides Transportation – Weld County taxi service **(970) 347-9791**

2015 MAJOR CAPITAL IMPROVEMENT PLAN PROJECTS

CIF	CIF-Sales & Use T: GW Railroad Quiet Zone Project w/ 100% TIGER grant included	\$3,158,305
WATER	WF Non-Potable Kyger Reservoir Pump Station & water supply	2,812,325
DRAIN	SDF Impact Fees 3 Law Basin Master Plan Channel w/ PDM Grant included (2012-2015)	2,128,069
CIF	CIF-Sales/Use/Sev Street Maintenance – overlays, sealcoating, crack sealing, concrete replacement	2,100,000
DRAIN	SDF Impact Fees Law Basin West Tributary Channel (2013-2015)	1,740,075
PIF	PIF-Neighborhood Coyote Gulch Park development	1,222,000
SEWER	SF Impact Fees Sewer Nutrient Program w/ CDPHE grant included	837,000
WATER	WF Impact Fees Three million gallon Water Tank w/ DOLA grant included (2012-2015)	407,100
CIF	CIF-Sales & Use T: Cemetery streetscape sidewalks, gate & archway engineering/construction, +eng for 2016	373,414
CIF/WF/SF	GF/CIF/WF/SF PW/Parks Maintenance Facility design (2015-2017) (split GF/CIF/WF/SF)	330,000
CIF	CIF-Sales & Use T: Non-Potable Water- Pipe Encasement East of UFP	329,409
WATER	WF Impact Fees Northern Integrated Supply Project (NISP)	288,750
CTF	CTF Windsor Lake -Shoreline rip-rap	250,000
PIF	LCOS Windsor Trail Windsor West connection easements & engineering	200,000
CIF	CIF - Sales & RIF SH 257 & Walnut St Left turn lane (1/2 RIF)	190,000
CIF	CIF-Sales & Use T: Eaton Ditch flood control	185,000
WATER	WF User fees Water Replacement Lines Study	180,000
CTF	CTF Windsor Trail CR21 & 392 underpass (related to John Law)	147,292
CIF	CIF-Sales & Use T: I-25 / SH 392 Interchange balance	117,000
CIF	CIF-Sales & Use T: Main Park - replace shelters	113,190
SEWER	SF User fees Sewer Line Rehab	78,130
CIF	CIF-Sales & Use T: Eastman Pk. Dr./ 7th St Roundabout design (2015-2016)	70,000
CIF	CIF-Sales & Use T: Windsor sign at I-25 and SH 392	64,276
CIF	CIF-Sales & Use T: Chimney Park - north shelter replacement	57,310
CIF	CIF-Sales & Use T: Poudre River maintenance	50,000
CIF	CIF-Sales & Use T: Parks & Recreation Master Plan	50,000
WATER	WR Non-Potable Install pump at Covenant Park	49,000
CIF	CIF-Sales & Use T: Museums - Interpretive Landscape Ph 2 construction (design build -depot deck, railings, ramp)	45,000
SEWER	SF User fees Manhole Rehab	32,000
CIF	CIF-Sales & Use T: Eastman Pk Dypmt. Eastman south Master Plan	25,000
CIF	CIF-Sales & Use T: Museums - Eaton House Master Plan	25,000
PIF	PIF LCOS Poudre Trail Three Bells I Conservation Easement concrete trail	25,000
PIF	PIF Community Boardwalk Pk 6th St/Cedar landscape, irrigation & design	23,602
CIF	CIF-Sales & Use T: Museums - Eaton House Structural Assessment w/ State Historical Fund grant	15,000
CTF	CTF Windsor Trail 257 Road Crossing @ Grasslands / Windsor Lake	17,100
PIF	PIF Cash in lieu Windsor Trail easement acquisition at BROE	5,000

\$17,740,347

Community Recreation Center Expansion Fund Detail Budget

TOWN OF WINDSOR										
ACCT NO	ACCOUNT NAME	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	ACTUAL - PROJECTED		COMMUNITY/RECREATION CENTER EXPANSION FUND - 0X		NOTES
						Thru July 2014	Aug-DEC 2014	2014 PROJ.	2015 BUDGET	
COMMUNITY /RECREATION CENTER EXPANSION FUND REVENUE - 0X										
4001	<i>Beginning Fund Balance</i>	0	0	0	0			0	0	
4313	Sales Tax	0	0	0	0	0	0	0	1,406,250	0.75%
4318	Construction Use Tax	0	0	0	0	0	0	0	282,565	0.75%
4364	Interest Income	0	0	0	0	0	0	0	135,000	
4336	Bond Proceeds	0	0	0	0	0	0	0	16,100,000	
COMMUNITY/RECREATION CENTER EXPANSION FUND REVENUE TOTAL										
		0	0	0	0	0	0	0	17,923,815	
AVAILABLE RESOURCES										
		0	0	0	0	0	0	0	17,923,815	
COMMUNITY/RECREATION CENTER EXPANSION FUND EXPENDITURES - 0X										
PROGRAMMING & OPERATIONS - xxx										
8420	Design and Construction Documents	0	0	0	0	0	0	0	1,352,201	2014 exp billed in 2015
8420	Facility construction	0	0	0	0	0	0	0	6,787,200	Facility Construction 60% in 2014; 40% in 2015
8420	Site Construction	0	0	0	0	0	0	0	96,221	Grading & pre (\$4,112), Fire loop (\$77,109), misc site costs (\$15,000)
8420	Other Project Development Costs	0	0	0	0	0	0	0	387,645	LEED (\$118,745, Investment fees (\$97,700), Const tests (\$75,000), Remibuse. (\$50,000), permits/ reviews
8420	Contingency	0	0	0	0	0	0	0	862,327	10% of 2014 estimated expenses
	<i>Capital Outlay Total</i>	0	0	0	0	0	0	0	9,485,594	
COMMUNITY/REC. CENTER EXPANSION TOTAL										
		0	0	0	0	0	0	0	9,485,594	
BEGINNING FUND BALANCE										
		0	0	0	0			0	0	
REVENUE										
		0	0	0	0			0	17,923,815	
Available Resources										
		0	0	0	0			0	17,923,815	
EXPENDITURES										
		0	0	0	0			0	9,485,594	
ENDING FUND BALANCE										
		0	0	0	0			0	8,438,221	
EXPENDITURES BY CATEGORY										
	Personal Services Total	0	0	0		0	0	0	0	
	Operating & Maintenance	0	0	0	0	0	0	0	0	
	Debt Service & Transfers	0	0	0	0	0	0	0	0	
	Capital Outlay	0	0	0	0	0	0	0	9,485,594	
TOTAL EXPENDITURES										
		0	0	0	0	0	0	0	9,485,594	

Community Recreation Center Expansion Fund Detail Budget

<i>TOWN OF WINDSOR</i>						ACTUAL - PROJECTED		COMMUNITY/RECREATION CENTER EXPANSION FUND - 0X		
ACCT NO	ACCOUNT NAME	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	Thru July 2014	Aug-DEC 2014	2014 PROJ.	2015 BUDGET	NOTES



FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

November 17, 2014 6:00 p.m.	Town Board Work Session
November 24, 2014 6:00 p.m.	Town Board Work Session 125 th Anniversary Update Downtown Overlay Parking District – J. Plummer (min. 30 minutes)
November 24, 2014 7:00 p.m.	Town Board Meeting
December 1, 2014 6:00 p.m.	Town Board Work Session
December 8, 2014 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
December 8, 2014 7:00 p.m.	Town Board Meeting
December 15, 2014 6:00 p.m.	Town Board Work Session
December 22, 2014 6:00 p.m.	Town Board Work Session
December 22, 2014 7:00 p.m.	Town Board Meeting
December 29, 2014	Fifth Monday
<u>Additional Events</u>	
November 12, 2014	2015 Clearview Library District Draft Budget – Attending: Melendez, Morgan
November 18, 2014 7:30 a.m.	Weld, Severance, Windsor Joint Meeting – Attending: Morgan, Melendez, Adams, Arnold

Future Work Session Topics

Joint meeting with Parks, Recreation & Culture Advisory Board
Town Board compensation review