



TOWN BOARD REGULAR MEETING
December 12, 2016 – 5:30 P.M.
Town Board Chambers
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.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

B. EXECUTIVE SESSION

1. An executive session pursuant to §24-6-402 (4) (f)(I) to discuss personnel matters where the employees who are the subject of the executive session have not both requested an open meeting - Town Manager annual review, Town Attorney annual review (K. Arnold and I. McCargar)

7:00 p.m. - RECONVENE TO REGULAR MEETING

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Recognition of Michael E. Manning, outgoing Municipal Court Judge
5. Swearing in of Municipal Judges
 - Teresa Ablao
 - Michelle Kline
6. Board Liaison Reports
 - Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
 - Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
 - Town Board Member Bennett – Planning Commission; Windsor Housing Authority
 - Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority
 - Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
 - Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
 - Mayor Melendez – Downtown Development Authority; North Front Range/MPO
7. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Deputy Town Clerk prior to the start of the meeting.

B. CONSENT CALENDAR

1. Minutes of the November 28, 2016 – K. Eucker
2. Resolution No. 2016-88 – A Resolution Reappointing Kimberly A. Emil As Windsor Town Prosecutor Pursuant To The Town Of Windsor Home Rule Charter – I. McCargar
3. Resolution No. 2016-89 – A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings – P. Garcia
4. Report of Bills November 2016 – D. Moyer

C. BOARD ACTION

1. Harvest Fest Presentation
 - Presentation: Casey Johnson
No packet material submitted
2. Ordinance No. 2016-1527 – Repealing, Amending and Re-adopting Portions of Section 13-2-80 of the Windsor Municipal Code with Respect to the Dedication of Water Rights and Payment of Cash in Lieu of Water Rights Dedication
Super-majority vote required for adoption on second reading
 - Second reading
 - Legislative action
 - Staff presentation: Kelly E. Arnold, Town Manager
3. Resolution No. 2016-90 – A Resolution Approving and Adopting the December 12, 2016, Intergovernmental Agreement Between the Town of Windsor and the Windsor-Severance Fire Rescue District With Respect to the Waiver of Certain Development-Related Fees
 - Legislative action
 - Staff presentation: Kelly E. Arnold, Town Manager
4. Resolution No. 2016-91 – A Resolution Approving an Amended Fee Schedule for Building and Plan Review Services Associated with Building Permits in the Town of Windsor
 - Legislative action
 - Staff presentation: Scott Ballstadt, Director of Planning
5. Resolution No. 2016-92 - Approving a Contract with SAFEbuilt Colorado, LLC for Building Inspection Services Provided to the Town of Windsor
 - Legislative action
 - Staff presentation: Scott Ballstadt, Director of Planning

6. Resolution No. 2016-93 - Approving Modifications to the Road Impact Fee Schedule of Ordinance No. 2008-1318 Based Upon the Most Recent Two-Year Average of the Colorado Construction Cost Index
 - Legislative action
 - Staff presentation: Scott Ballstadt, Director of Planning

7. Resolution No. 2016-94 – A Resolution Setting Sanitary Sewer Utility Rates for Commercial and Industrial Users Served by the Town of Windsor Sanitary Sewer Utilities Enterprise
 - Legislative action
 - Staff presentation: Patti Garcia, Town Clerk/Assistant to the Town Manager

8. Community Development Report
 - Staff presentation: Scott Ballstadt, Director of Planning

D. COMMUNICATIONS

1. Communications from the Town Attorney
 2. Communications from Town Staff
 3. Communications from the Town Manager
 4. Communications from Town Board Members
- E. An executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to water acquisition. (Kelly Arnold)

F. ADJOURN

The Town Manager, Town Attorney and Town Board will be gathering in Windsor following the regular meeting; the location will be announced prior to adjournment of the meeting.



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MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:07 p.m.

1. Roll Call

Mayor
Mayor Pro Tem

Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Paul Rennemeyer
Brenden Boudreau
Ivan Adams

Also Present:

Town Manager
Town Attorney
Communications/Assistant to Town Manager
Town Clerk/Assistant to Town Manager
Town Prosecutor
Director of Engineering
Director of Parks, Recreation and Culture
Manager of Parks and Open Space
Director of Finance
Budget Analyst
Director of Economic Development
Director of Planning
Chief Planner
Senior Planner
Senior Planner
Deputy Town Clerk

Kelly Arnold
Ian McCargar
Kelly Unger
Patti Garcia
Kim Emil
Dennis Wagner
Eric Lucas
Wade Willis
Dean Moyer
Vicki Miller
Stacy Johnson
Scott Ballstadt
Carlin Barkeen
Josh Olhava
Paul Hornbeck
Krystal Eucker

2. Pledge of Allegiance

Town Board Member Adams led the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Mayor Pro Tem Baker moved to approve the agenda as presented; Town Board Member Rennemeyer seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

4. Board Liaison Reports

- Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
Mayor Pro Tem Baker had no update.
- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan reported the Library Board tentatively approved Wember Corporation for the new library project as they have completed approximately 40 different library projects in Colorado although they are not the architect.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett reported a public hearing was held regarding a wireless communications facility that is on the agenda this evening.
Mr. Bennett reported the Windsor Housing Authority project, Windsor Meadows Phase II was completely leased out by the end of October and that the search for land to build senior housing continues.
- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority.
Town Board Member Rennemeyer reported a presentation regarding the historic churches will be made at the next work session.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau has no update.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Poudre River Trial Corridor Board retreat is scheduled for November 30, 2016 from 5:00-9:00. The Trail Volunteer Reception is December 7, 2016.
Mr. Adams reported the Tree Board discussed the budget as well as the Arbor Day events including the Poster Contest and Sick Tree Day.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Ms. Melendez invited the public for Windsor Wonderland scheduled for December 3, 2016.

5. Public Invited to be Heard

Mayor Melendez opened the meeting up for public comment to which there was none.

B. CONSENT CALENDAR

1. Minutes of the November 14, 2016 – K. Eucker
2. Resolution No. 2016-77 - A Resolution Vacating the 10 foot Utility Easement Located Along the Northern Boundary of Lot 16, Block 1 of Water Valley South Subdivision, 1844 Seadrift Ct. – P. Hornbeck
3. Resolution No. 2016-78 – A Resolution Accepting a Deed of Dedication for Utility Easement in Association with the Expansion of High Hops Brewery and Windsor Gardner – D. Roth
Town Board Member Adams moved to approve the consent calendar as presented; Town Board Member Boudreau seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

C. BOARD ACTION

1. Ordinance No. 2016-1527 – Repealing, Amending and Re-adopting Portions of Section 13-2-80 of the Windsor Municipal Code with Respect to the Dedication of Water Rights and Payment of Cash in Lieu of Water Rights Dedication
 - First reading
 - Legislative action
 - Staff presentation: Dennis Wagner, Director of Engineering

Per Mr. Wagner, in 2015 town staff and the Water and Sewer Board spent time looking at actual water usage for residential properties in Windsor for the purpose of determining whether Windsor needed to update the raw water dedication formulas. Different subdivisions in Windsor were looked at and on June 10, 2015, the Water and Sewer Board recommended the following dedication formulas be the future standard for residential raw water dedication:

- Single-family w/ dual system: 0.25 acre feet/house + 17% shrinkage
- Multi-family w/ dual system: 0.15 acre feet/dwelling unit +17% shrinkage
- Single-family w/o dual system: 0.50 acre feet/house + 17% shrinkage
- Multi-family w/o dual system: 0.15 acre feet/dwelling unit + 3 acre feet/ac irrigated landscape +17% shrinkage

Mr. McCargar has prepared an amendment to Section 13-2-80 of the municipal code with the figures included.

Ms. Melendez inquired as to what the formula was prior to June 20, 2015.

Mr. Wagner stated previously the code had one reference to a specific formula for raw water and that was three acre feet per acre of land being developed which used to be a very common formula. In the last 20 years, Windsor has approved several developments with non-potable water systems which the three acre feet per acre of land did not apply. Windsor studied water usage in Water Valley a few years after construction and found it was about $\frac{1}{4}$ acre foot per house. Later developments with non-potable systems were being assessed a rate of .33 acre feet per house. Developments other than residential will be on a case by case basis based on the best estimate of water usage on an annual basis.

Ms. Melendez inquired that the Water and Sewer Board recommended the approval in 2015 but the change has not been adopted to date.

Per Mr. Wagner; that is correct.

Mr. Morgan inquired as to what goes into the 17% shrinkage factor.

Mr. Wagner stated it is a weighted average of shrinkages from the three entities that treat water for Windsor. There are varying rates of shrinkage through those three entities and 17% is an average.

Mr. Morgan inquired if the 17% number will change if the three entities change their shrinkage percentage.

Mr. Wagner stated it could be looked at again if the numbers change in the future.

Town Board Member Morgan moved to approve Ordinance No. 2016-1527 - Repealing, Amending and Re-adopting Portions of Section 13-2-80 of the Windsor Municipal Code with Respect to the Dedication of Water Rights and Payment of Cash in Lieu of Water Rights Dedication; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays-None; Motion passed.

2. Resolution No. 2016-79 – A Resolution Approving an Agreement for Economic Incentives and Inducements by, Between and Among the Town of Windsor, Old Windsor Mill, LLC, and the Windsor Downtown Development Authority, With Respect to the Redevelopment of the Windsor Mill and Elevator Company Property
 - Legislative action
 - Staff presentation: Kelly Arnold, Town Manager; Ian D. McCargar, Town Attorney

Mr. Arnold stated comments made during the current agenda item will also reflect on the following agenda item.

Per Mr. Arnold, the Mill has gone through different stages since it was constructed in 1899. Originally the structure was used as a feed and flour mill up until 1990. A retail billiards business was housed in the structure until the tornado hit Windsor on May 22, 2008. The structure was significantly damaged in the tornado and the costs associated with repairs and restorations were very high leaving the building vacant.

The Downtown Development Authority's Feasibility Study explored the viability of reusing the Mill with an estimated \$9.2 million in restoration costs. Funding sources would be the biggest challenge in restoring the Mill with the best options coming from private investments and using public funding the bridge gaps in costs.

On June 1, 2016, Steve Schroyer, representing Blue Ocean Development showed interest in taking on the Mill as a project. Blue Ocean requested the Town of Windsor and the Downtown Development Authority (DDA) work together on an Agreement for Economic Development Incentives and Inducements. The Agreement would include upfront funding to assist bringing down development costs. It also includes sales tax revenue sharing up to a determined amount.

Per Mr. McCargar, the Mill project brought together a team of individuals including investors, developers, and lawyers, who have created the Agreement for Economic Incentives and Inducements and an amendment to the intergovernmental agreement (IGA) between the Town of Windsor and the Downtown Development Authority. The façade easement agreement is between the Downtown Development Authority and Blue Ocean.

The Incentive Agreement calls for two phases of financing. The first phase being \$2.3 million in up-front contributions for public capital improvements and eligible façade improvements, and

an additional \$1.36 million through a series of payments over time derived from tax revenue generated by the redeveloped site. The grand total of all public investment in the project is \$3.7 million.

The DDA will provide \$500,000 from its Reserve Fund, and the Town will provide the DDA with \$1,840,000. This total of \$2.34 million of up-front funding will be used by the DDA to pay the cost of public improvements to be dedicated to the Town, and for eligible improvements to the façades of the building to be owned through façade easements by the DDA. If these total costs are less than \$2.34 million, the DDA will return the difference to the Town. The Town will then pay this difference directly to Old Windsor Mill, LLC. This arrangement minimizes tax complications for the developer, and assures completion of vital improvements to the property.

The long-term payments to Old Windsor Mill, LLC, will be derived through tax revenue generated by the property and retail activity taking place on the property. The Town will pay the developer one-half of the sales tax revenue (less amounts previously pledged for construction and expansion of the CRC) generated by retail activity taking place on the property. Likewise, the DDA will pay the developer one-half of property tax revenue generated by the property's assessed value. This combined payment obligation will continue until the developer receives a total of \$1.36 million from these sources. Until this figure is met, both the Town and DDA will continue to pay their one-half share of revenue, even if one or the other's revenue stream is lesser or greater.

The goal is that this property will be renovated and certified for occupancy before December of 2017. At that time it is expected that no less 50% of the building will be leased and that there is a certificate of occupancy.

Through an amendment of the 2016 Town of Windsor DDA Intergovernmental Agreement, the Town and DDA agree that, as between them, the Town will pay no more than \$606,000 in sales tax reimbursements, and the DDA will pay no more than \$754,000. These maximums will be sorted out through debits, credits and payments after the agreed reimbursement to the developer has been paid in full by the DDA and the Town.

The up-front funds from the Town and DDA will not be paid or available until the following conditions have been met:

- Windsor Mill, LLC, acquires the Mill Property;
- Windsor Mill, LLC, establishes an escrow account funded with \$2.34 million, out of which the Town and DDA may be reimbursed if the Other Conditions below are not met;
- Windsor Mill, LLC, selects a contractor whose contract terms as to public capital improvements and façade improvements have been reviewed and approved by the DDA and the Town;
- Building permit issuance for the project; and
- Execution of the DDA's Façade Easement Agreement.
- If these conditions are not met, neither the Town nor the DDA will contribute their shares of the up-front funding.

Even if the foregoing conditions are met, the Town and the DDA will be entitled to full reimbursement of their up-front contributions out of the escrow account if the following additional conditions aren't met by December 31, 2018:

- Mill Building receives a temporary or permanent certificate of occupancy; and
- The developer presents evidence that at least 50% of the leasable space is leased for no less than five (5) years.

The next agenda item is a companion agreement to the Incentive Agreement. In order to facilitate the redevelopment of the Windsor Mill & Elevator property, the Town and the DDA must modify the terms of the IGA approved March 14, 2016. These modifications enable the Town and the DDA to perform their respective obligations under the Incentive Agreement with the developer.

The DDA will contribute \$500,000 up-front from its Reserve Fund. The DDA will over time contribute an additional \$754,000 in reimbursements of property tax generated from the increased assessed value of the Mill property. The DDA's deferred contribution will be equal to 50% of the property tax revenue. After the full amount is paid to the developer, the DDA will retain 100% of the Mill property tax revenue.

The Town will contribute \$1,840,000 up-front. The Town will over time contribute an additional \$606,000 through reimbursements of sales tax generated from retail activity on the Mill property. The Town's deferred contribution will be equal to 50% of the sales tax revenue (less revenue previously pledged for the CRC construction and expansion), and the Town will retain the remaining 50%. After the full amount is paid to the developer, the Town will retain 100% of sales tax revenue from the Mill property.

Mr. Bennett inquired as to if the \$1.36 million a debt or a revenue share.

Mr. McCargar stated it is an obligation that is subject to appropriation each year.

Mr. Bennett inquired as to what will happen if the businesses in the development fail.

Mr. McCargar stated the Town is obligated to contribute 50% of the available sales tax revenue that is received up to a specified amount so if the revenues are down the payout from the Town to the developer will go down which will take longer for the payoff to occur.

Ms. Melendez inquired if the façade improvement is an estimate cost since the costs are less than \$2.34 million the balance will be paid back to the Town.

Mr. McCargar stated there is not a firm figure of what the cost will be, there is an estimate but the actual hard numbers have not been presented.

Ms. Melendez inquired if the costs for the public improvements come in above \$2.34 million; the Town is not obligated to pay additional costs.

Per Mr. McCargar; that is correct.

Ms. Melendez inquired as to the project improvement fee that is being assessed by the developer.

Mr. McCargar stated that the project improvement fee is a private fee that the developer may impose on the property. The Agreement says that it may be imposed but not mandatory.

Ms. Melendez inquired about third party reimbursements and if that will reduce the total contribution.

Mr. McCargar stated the idea was that the Town was told what the gap was which was \$3.7 million. The Town is relying on that to provide \$3.7 million of public funding. If the developer finds funds elsewhere, that will be a dollar for dollar offset against what the municipality and the DDA pay.

Mr. Boudreau inquired if the resolution is in final form.

Mr. McCargar stated the Resolution is in final form although the Agreement is in draft form.

Steve Schroyer provided a presentation regarding the Mill. Mr. Schroyer stated since June 1, 2016 Blue Ocean has been discussing a partnership with the Town of Windsor and the DDA on the Mill.

Some of the improvements that will be made to the building include:

- 15 additional parking spaces off the alley;
- main entrance will be off of Main Street;
- an ADA Accessible ramp to the main entrance;
- Truck scales will remain in place;
- Outdoor patios;
- silo relocation for a stage;
- annex building will remain with an outdoor patio;
- Businesses and office space will occupy the building;
 - brewery/brew pub
 - restaurant
 - speak easy
 - office space
 - community room (capacity of 49)
- historical artifacts of the Mill in the vestibule.

Clean up efforts have commenced at the Mill and some access issues have been resolved as there was no access to the 4th floor. A concept review has been completed with the Windsor Planning Department. Core and shell drawings will be submitted by December 16, 2016 which will essentially put the building back to order and for the mechanical and electrical improvements that will be required to run the building. Tenant finish will be submitted as soon as feasible. Major clean up and construction will commence as soon as possible with a grand opening and handing the keys to tenants on November 1, 2016.

Mr. Adams inquired commended Mr. Schroyer on his work on the project.

Ms. Melendez stated she will support this resolution as it fully represents the best of what Windsor is by showing partnership, care for the history and supporting the economic vitality.

Mr. Baker thanked staff and Mr. Schroyer for their efforts on the project and feels this project is an investment in the community's history.

Mr. Morgan stated being apprehensive initially; he spoke with citizens of Windsor and received positive feedback and support on the project.

Mr. Rennemeyer thanked Mr. Schroyer for his efforts on the project.

Mr. Boudreau wished Mr. Schroyer the best on the project.

Town Board Member Bennett moved to approve Resolution No. 2016-79; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Adams, Melendez; Nays- Boudreau; Motion passed.

3. Resolution No. 2016-80 – A Resolution Approving and Adopting the Intergovernmental Agreement Between the Town of Windsor and the Windsor Downtown Development Authority Modifying the March 14, 2016, Intergovernmental Agreement Regarding Funding for Redevelopment of the Windsor Mill and Elevator Property
 - Legislative action
 - Staff presentation: Kelly Arnold, Town Manager; Ian D. McCargar, Town Attorney

Mr. Arnold commented that there was a fair amount of time discussing the sales tax which is a Town resource that funds capitol project.

Mr. Baker thanked the DDA for stepping up and assisting with the incentive.

Town Board Member Morgan moved to approve Resolution No. 2016-80; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

4. Resolution No. 2016-81 – A Resolution Making Certain Findings of Fact Concerning the South Gate 7th Annexation to the Town of Windsor, Colorado; Determining Substantial Compliance with Section 31-12-101, ET SEQ., C.R.S., “The Municipal Annexation Act of 1965”; and Establishing Dates for Public Hearings Before the Planning Commission and the Town Board of the Town of Windsor, Colorado, with Regard to the South Gate 7th Annexation
 - Legislative action
 - Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava, the applicant, represented by Mr. Tom Siegel and Mr. John Meyers, are requesting to annex approximately 3.98 acres to the Town of Windsor. The property is

surrounded by areas already annexed to the Town of Windsor. The applicant is working on plans for this site and the northern portion of Trautman Subdivision 2nd Filing. Timberline Church, currently located at Crossroads Boulevard and New Liberty Road, is planning to relocate to this site in addition to some of the northern lots. General Commercial zoning is being requested as it is one of the few zoning districts that allow for a large place of assembly.

Staff recommends approval of Resolution No. 2016-81 as presented.

Mr. Rennemeyer inquired as to the house located just north of the property.

Mr. Olhava stated there is a house and old farm site located on the parcel and the applicant owns that parcel as well as the surrounding parcels.

Ms. Melendez inquired if this property was an identified enclave.

Mr. Olhava stated it possibly could have been one as the site is surrounded by the Town.

Mr. Baker inquired as to the surrounding zoning.

Mr. Olhava stated zoning surrounding the property include high density estate residential, residential mixed use and commercial.

Ms. Melendez inquired as to the property to the West.

Mr. Olhava stated that area is out of Windsor limits. Staff is aware of some concepts for the area and this proposal would fit in.

Town Board Member Adams moved to approve Resolution No. 2016-81; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

5. Resolution No. 2016-82 – A Resolution Approving and Accepting a Bargain and Sale Deed from Broe Land Acquisitions II, LLC, to the Town of Windsor for the Donation of a Parcel of Land Located in the Town of Windsor
 - Legislative action
 - Staff presentation: Wade Willis, Parks & Open Space Manager

Per Mr. Willis, the Brow Land Acquisition was brought before the Town Board on October 10, 2016. Staff has been working diligently with the property owner on this transaction. The acquisition of the 150 acres very strongly supports the comprehensive plan for open space specifically along the Poudre River. That area was previously known as the Kodak Watchable Wildlife Area. It is also rumored to be the Benjamin Eaton homestead. The donation also includes the Poudre Trailhead. The agreement allows for the future continuation of Crossroads Boulevard to go through the property. The space has significantly regional benefit for open space acquisition. Staff envisions that a large portion of the property would remain agricultural use as it is currently leased to a farmer. Currently the Poudre Trail is in a 30 year lease so portions of the trail on this property would become Town of Windsor Property.

Per Mr. McCargar Broe has retained the sand and gravel rights and the right to commence extraction of sand and gravel from the property for a period of ten years. Assuming the sand and gravel extraction commences within the ten year window, all sand and gravel mining activity must be completed within five years of commencement. Once gravel extraction is completed, the gravel pits are planned for long-term use as water storage vessels. The recorded Declaration includes requirements for reclamation, restoration, access, water storage, Town recreational rights and easements necessary to fill and release from the storage vessels. The Town's exercise of its recreational rights in these lakes will depend on the characteristics of the vessels once complete, and will be worked out once the lakes are permitted by the State.

Mr. Baker inquired as to where and how much mining will take place.

Mr. Willis stated the mining areas are long Highway 257 on the southern portion.

Mr. Baker inquired if a good portion of this piece of land will be mined and water storage.

Per Ms. McCargar; that is correct.

Mr. Morgan inquired about a portion of the Poudre Trail in that area that goes west and then stops.

Mr. Willis stated that was the original portion of the trail that has not yet been removed.

Ms. Melendez inquired as to when the opening of the wildlife area would be reopened.

Mr. Willis stated it could be after next year as a good plan needs to be in place before that would be reopened and a request would be put in the 2018 budget.

Ms. Melendez inquired that Broe has 10 years to commence mining but then need to have it completed in five years so they could end up with 15 years total.

Per Mr. McCargar; that is correct. It is anticipated that will start sooner as that market is strong right now.

Ms. Melendez inquired if the water rights will be restricted to recreation.

Mr. McCargar stated Broe will own the storage rights although who's water is stored there and under what arrangements has yet to be discussed.

Ms. Melendez inquired about pipeline easements

Mr. McCargar stated there are utility easements that run along the east side of State Highway 257 and there is also a gathering pipeline easement. Discussions have been held with the Broe Company regarding this and Windsor wanted to make certain that the pipeline did not interfere with plans of the Crossroads extension. The pipeline is owned by Kerr McGee. It was agreed that is when the time comes for the Crossroads Extension, Windsor will need to figure out how to accommodate Kerr McGee and how to cross the utility easements.

Town Board Member Bennett moved to approve Resolution No. 2016-82; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

6. Site Plan Presentation – Windsor Commons Subdivision 3rd Filing, Lot 1, Block 1 – Windsor Charter Academy High School expansion – WCA Holdings LLC., applicant/ AJ Roche, Roche Constructors, Inc. and Tricia Kroetch, North Star Design Inc., applicant’s representative
- Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava, the applicant, the Windsor Charter Academy is proposing a site expansion at the current Windsor Charter Academy High School. The site is zoned Limited Industrial (I-L) and is surrounded by other industrial and commercial zoned properties.

Final site expansion characteristics include:

- an approximately 36,600 square feet., 2-story, addition to the existing building (final building square footage of approximately 86,000);
- a total of 156 parking spaces;
- a looped, one-way private drive for vehicle stacking during pick-up and drop-off times;
- the relocation and addition of landscaping (final landscaped/softscape areas >50%)
 - 15% recreational field area
 - 9.9% irrigated grasses, trees and shrub beds
 - 44.4% native seed areas

New building expansion characteristics include:

- primary façade elements of split face, ground face and ribbed face CMU block;
- rigid-inverted rib metal panels along the parapets and used for rooftop mechanical screening; and
- all colors to blend in with the existing building.

The applicant was required to complete a traffic study due to the high traffic volumes during morning and afternoon hours at the school. Staff will continually work with the applicant on implementation strategies for the traffic recommendations. The site plan is currently in the first round of reviews of the administrative site plan.

Ms. Melendez inquired if this will be the only opportunity to review the application.

Per Ms. Olhava; yes, to review the site plan, provide comments to staff and address the applicant’s representative.

Mr. Baker inquired if the traffic study will resolve issues or will the addition increase the problem.

Per Mr. Olhava; I don’t recall what some of the recommendations were in the traffic study.

Mr. Wagner stated traffic will stay the same or get worse.

Ms. Melendez commented on a meeting with the school and discussed many ideas to assist in the traffic flow including crossing guards to help with the flow of the traffic.

Ms. Melendez inquired if the Board will have access to the traffic study when completed.

Mr. Arnold commented that it can be brought back before the Board after the final review.

Mr. Boudreau inquired if the area is zoned industrial.

Per Mr. Olhava; it is.

Ms. Melendez inquired if the addition is for additional middle school and high school students.

Per Mr. Olhava; correct.

Ms. Melendez inquired as to what grade level the school will go up to.

Applicant's representative A.J. Roach stated the school currently has up to 10th grade and next year they will be adding 11th grade and then 12th grade the following year.

Ms. Melendez inquired if the addition will accommodate those next phases.

Per Mr. Roach; yes.

Ms. Melendez inquired if this addition is the final phase.

Mr. Roach stated as far as student capacity at this point that is the final phase but a conceptual design process has begun on an additional building on the west side of the parking lot for a gymnasium.

Ms. Melendez inquired as to what a "lamb tongue" is.

Mr. Roach stated rather than having a rain gutter on the exterior of the building, it comes down inside the building and runs out through a metal spout.

Mr. Arnold inquired if the Board is requesting a staff presentation regarding the traffic study.

The consensus of the Board is yes.

7. Public Hearing – Conditional Use Grant to Allow a Wireless Telecommunications Facility in the Single Family Residential (SF-1) Zone District – Beaver Subdivision, Lot 1 – Verizon Wireless, applicant/Brendan Thomson, Pinnacle Consulting, Inc., applicant's representative
 - Quasi-judicial action
 - Staff presentation: Paul Hornbeck, Senior Planner

Town Board Member Morgan moved to open the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

Mr. Bennett stated, "Madam Mayor, for the record, I would like to point out that in my capacity as Town Board liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my

participation in the Planning Commission proceedings has in no way influenced me in my capacity as a Town Board Member this evening. I will make my decision and cast my vote this evening based solely on the evidence presented during this public hearing.”

Per Mr. Hornbeck, the applicant, Verizon Wireless, represented by Mr. Brendan Thomson of Pinnacle Consulting, Inc., is requesting a Conditional Use Grant (CUG) to allow the construction of a telecommunications facility. The proposal includes the construction of a building designed to look like an agricultural silo which will house and conceal the antennas and supporting radio equipment. The new silo structure would be 50 feet tall with red siding and a tan roof.

Section 16-7-50 of the Municipal Code lists the following requirements for approval of a conditional use grant:

(a) Approval of a conditional use grant shall be based on the evaluation of such factors as the following:

- 1) The character and quality of the area in which the use will be located.
Analysis: The subject property is 4.5 acres in size with one existing single-family home. The Poudre River and the Poudre Pooch Park are located to the west of the property, Eastman Park is located to the south, Our Lady of the Valley Church is located to the east, and Poudre Natural Area is located to the north, across the Whitney Ditch. The silo design seems to fit the character of the surrounding area.
- 2) The physical appearance of the use, including suitability of architectural and landscaping treatment.
Analysis: The physical appearance of the use has been designed to appear as grain silo so as to blend in with the existing agricultural setting and for compatibility with the surrounding neighborhood.
- 3) Appropriate location of the building or buildings on the lot.
Analysis: The proposed silo is located on the southern portion of the property, near Eastman Park Drive, setback approximately 220 feet from the right-of-way and approximately 700 feet from neighboring residences.
- 4) Adequate provision of parking, loading and circulation facilities.
Analysis: The proposed access drive will provide adequate parking, loading and circulation. The applicant anticipates that a maintenance vehicle will access the site once every one to three months.
- 5) Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.
Analysis: Vehicular traffic will be minimal, with only occasional maintenance vehicles. The applicant estimates one vehicle every one to three months.
- 6) Potential effect of the use on storm drainage in the area.

Analysis: There will be very little increase in impervious surfaces associated with this project, thereby minimizing storm drainage impacts.

- 7) Adequacy of planting screens where necessary.
Analysis: Three evergreen trees are proposed south of the structure to help soften the visual impact.
- 8) Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.
Analysis: Staff has not identified any operational controls necessary to avoid hazardous conditions, pollutants, or other noxious influences.
- 9) The general compatibility of the proposed use with the area in which it is to be located.
Analysis: The use has been designed to be compatible with the surrounding area. Additionally, the facility will be able to accommodate future telecommunications equipment without impacting the visual appearance of the surrounding area.

The application is consistent with various goals of the Comprehensive Plan.

The Vision 2025 document does not cover this type of proposal.

Mr. Hornbeck stated the Federal Telecommunications Act of 1996 prohibits state or local governments from regulating the placement, construction or modification of personal wireless facilities on the basis of environmental effects of radio frequency to the extent that such facilities comply with the FCC's regulations.

At their November 16, 2016 regular meeting, the Planning Commission forwarded to the Town Board a recommendation of approval of the conditional use grant with the following conditions:

1. All remaining staff and Planning Commission comments shall be addressed in the resubmittal of relevant documents;
2. Landscaping shall be watered until established and any plant material that dies shall be replaced;
3. A floodplain development permit shall be obtained; and
4. An executed telecommunications provider agreement shall be submitted in accordance with the Municipal Code.

Staff request the following be entered into the record;

1. Application and supplemental materials
2. Staff Memorandum and supporting document
3. All testimony presented during the public hearing
4. Recommendation

Mr. Bennett inquired as to any possibilities to use an existing structure.

Mr. Horneck stated that may be an option but the understanding is that there is a gap in coverage and this would assist in that coverage gap.

Mr. Adams inquired as if the range is a problem in the community and if the color of the silo can be changed.

The applicant's representative, Brendon Thomson, stated the color can be changed as the red color was only chosen since that is the natural color of a silo. Also the location of the silo will be able to serve the north and west.

Mr. Bennett inquired if a quarter mile would have a significant on service.

Mr. Thomson state this site was chose to provide service to the north and east and the Park is further south.

Mr. Rennemeyer inquired as to why another tower is needed when space is already being lease for other towers.

Mr. Thomson stated the new towers are strictly for the capacity of users as there is only so many individuals a tower can supply at one time.

Mr. Rennemeyer inquired if it is because the lease on the tower is running out.

Mr. Thomson stated it is not a lease issue but a capacity issue.

Mr. Rennemeyer inquired if the towers on top of the flour mill belong to Verizon.

Per Mr. Thomson; I don't believe so.

Mr. Bennett inquired if there are other options for tower designs.

Mr. Thomson stated there is a tree option but that would have to house equipment outside as opposed to the silo holding all equipment inside.

Ms. Melendez inquired if the telecommunications agreement been executed.

Mr. Thomson stated it has not been executed although the attorneys from the Town and Verizon are working on it.

Diane West, 1056 Larch Drive, Windsor, CO stated she purchased her home in 1986 because of the views and does not want the view to hinder property values and commented that there is a recent health study that this type of frequency can cause health risks.

Eric Calderone, 1114 Hemlock Court, Windsor, CO has concerns with the wildlife in the area and feels the silo will be an eyesore as he purchased his property because of the views.

Mr. McCargar commented in regards to the telecommunications act that the aesthetics and property values have not been grounds to deny a telecommunications site. Also the decision about locating the site somewhere else is driven by the applicant's testimony that Verizon requires the site at the location to serve its overall network. Under the telecommunications act, the burden would shift to the Town as to why it should not go on a specific site and the ground for that are very narrow. As long as the applicant demonstrates that the site is necessary to serve their customer base, concerns regarding property values and aesthetics take a back seat.

Mr. McCargar is recommending asking the applicant to return and speak to the necessity of this site to serve the network.

Mr. Thomson stated the RF engineer did state that this location was required to fit into the network for Verizon Wireless.

Ms. Melendez inquired if there would be more towers to follow.

Mr. Thompson stated there is room for an additional carrier to house equipment inside the silo.

Mr. McCargar stated the proposed facility is designed for co-location within the silo.

Ms. Melendez inquired if this is all happening on private property.

Per Mr. Thomas; that is correct.

Mr. McCargar stated radio frequency emissions are captured in the telecommunications agreement. As long as the provider complies with federal regulations for radio frequency emissions, that is all that the Town can ask of them. Denial of the application is not recommended.

Town Board Member Boudreau moved to close the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

8. Conditional Use Grant to Allow a Wireless Telecommunications Facility in the Single Family Residential (SF-1) Zone District – Beaver Subdivision, Lot 1 – Verizon Wireless, applicant/Brendan Thomson, Pinnacle Consulting, Inc., applicant’s representative
 - Quasi-judicial action
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck had nothing further to add.

Town Board Member Boudreau moved to approve the conditional use grand subject to staff conditions; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays-None; Motion passed.

9. Consideration of a Request to Sponsor an Application on Behalf of the Windsor Downtown Development Authority for a Brownfields Assessment Grant
 - Presentation: Matt Ashby, Executive Director – Windsor Downtown Development Authority

Mr. Ashby stated since June 2015 the Downtown Development Authority (DDA) has experienced a considerable uptake in development inquiries and those inquiries are expected to continue.

The DDA's role is to be visionary and boundless advocates for downtown and through their strategic plan, it has been identified that sustainability is a key component of the vision for the future. Supporting growth and development within the downtown district is one key way that sustainability is achieved.

Before the Board is a request for consideration of support for an application to the EPA Brownfield Assessment Program which would help the DDA leverage grant funds to cover upfront development costs associated with rehabilitating and restoring properties. This program enables communities and stakeholders to essentially assess and identify strategies for industrial or commercial properties where there could be a perception of real or perceived environmental contamination. The DDA is looking at a grant that would allow funding for up to \$300,000 through a no match required program that would provide for environmental studies that are typically a prerequisite to property transfers. Additional funds through this program could be used for community planning and outreach for many of the similar types of redevelopment activities that the DDA is likely to pursue over the coming years. This program is a popular funding and economic development tool because it does serve to offset some of the upfront development costs associated with revitalization or redeveloping former industrial or commercial properties. As far as the background of these grants; Mr. Ashby personally has experience administrating and writing these types of grants for both the public sector as well as the private sector.

At the November 16, 2016 meeting of the DDA Board, the Board did agree to move forward in pursuing the no match grant. The request is that the Town would serve as the sponsor on behalf of the DDA and that the DDA would prepare and submit the required grant documentation. If the grant is awarded, an agreement between the Town and the DDA would be worked out to cover grant administration.

Mr. Boudreau inquired as to what strings are attached to the grant.

Mr. Ashby stated this is a low match grant and there will be reporting requirements; quarterly and annually.

Mr. Arnold commented that there is no harm in applying and this opportunity came up quickly.

Ms. Melendez inquired as to the timeline of the application.

The application is due December 22, 2016 and announcements are made in May or June. There would be some administrative aspects to follow.

Ms. Melendez commented that there is support from the Board to move forward.

10. Resolution No. 2016-83 – A Resolution Establishing Rates for Town of Windsor Water Service Customers, and Authorizing the Implementation of Such Rates

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Per Mr. Moyer, in September one of the water suppliers, City of Greeley, notified the Town that the cost to the Town would increase 4.5%. At that time the other two supplies has not notified the Town of any rate increase.

It was recommended to the Water and Sewer Board that the rate structure for 2017 would be to keep the base rate the same and increase the usage rate in each tier by 1.35%/1,000 gallons. Since that time, notification was received by North Weld Water of an increase of 4.5%. That would make 80% of the water that the Town purchases for resale is increased at 4.5% for 2017.

There are some options for the 2017 water rates;

1. leave rates as they currently are,
2. adopt the Resolution No. 2016-83 as presented in the packet material,
3. incorporate the increase from North Weld Water as a revised Resolution and rate structure has been created as well.

Option 3 would be an increase to 3.6% as opposed to 1.35%.

Ms. Melendez inquired if the proposed 2017 Water Rate schedule includes the increase.

Mr. Moyer stated the Resolution included in the packet includes the 1.35% increase from the City of Greeley. The addition of North Weld Water's increase would increase the rates 3.6%.

Mr. Baker's preference is to incorporate North Weld Water increases.

Mayor Pro Tem Baker moved to approve Resolution No. 2016-83 option #3, incorporating the City of Greeley and North Weld Water increases; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

11. Public Hearing 2017 Budget

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Town Board Member Bennett moved to open the public hearing; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

Per Mr. Moyer, the notice of budget was published in the Greeley Tribune on November 4 and November 18, 2016. The 2017 Budget was based on the strategic plan developed by the Town Board and the results of our budget workshop held on October 8, 2016. Expenditures were approved which supported the strategic plan and were within revenue constraints. Any increase in expenditures or range of service had to be tied to the strategic plan.

Windsor's assessed valuation has increased by approximately \$37 million which is what property tax is based off of. An increase of approximately \$450,000 in property tax revenue will be

generated without adjusting the mill levy. Sales and use tax have both increased with more individuals moving to Windsor.

An addition of 5.5 employees was requested; four in the police department as patrol officers and some part-time employees as well as well as a request for a 3% pool for employee increases based off merit reviews.

Operations maintenance and personnel costs will be higher than previous years based largely on new employees as well as running the recreation center as well as the expansion.

The Town is expecting to begin the year with \$63.7 million in fund balance, collecting \$52.2 million and expenditures of \$57 million leaving a balance of \$58.9 million.

Town Board Member moved to close the public hearing; Town Board Member seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

12. Resolution No. 2016-84 - A Resolution Summarizing Expenditures and Revenues for Each Fund, and Adopting a Budget for the Town of Windsor, Colorado, for the Calendar Year Beginning on the First Day of January, 2017, and Ending on the Last Day of December, 2017, and Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purpose as Set Forth Below, for the Town of Windsor, Colorado, for the 2017 Budget Year

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mr. Baker confirmed the \$52 million and spending \$57 million looks like a deficit but the Town has saved up funds so is that why it looks as though more is being spent than what is being taken in.

Per Mr. Moyer; yes.

Mr. Boudreau inquired is the expenditures are down from last year.

Mr. Moyer stated in total they are down from last year.

Mr. Boudreau inquired as to where the incentive program that was voted on was in the budget.

Mr. Moyer stated it is not in the budget but if that would come to fruition, there would be a supplemental amendment to the budget to cover those costs.

Ms. Melendez inquired as to the operating expenditures included the patrol cars for the police.

Mr. Moyer stated that would just be the salary, benefits and payroll taxes.

Ms. Melendez inquired as to how much higher operating and personnel expenditures for 2017 as to years past.

Mr. Moyer stated it is not entirely personnel as a lot of it is operations; the recreation center expansion will be open a full year in 2017.

Ms. Melendez inquired as to the NISP funding and if that is a usual annual amount.

Mr. Arnold stated there has been an increase and there will be more information on that very soon.

Town Board Member Adams moved to approve Resolution No. 2016-84; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

13. Resolution No. 2016-85 - A Resolution Levying General Property Taxes for the Taxable Year 2016 to Help Defray the Costs of Government for the Town of Windsor, Colorado, for the 2017 Budget Year (Weld County)

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer had nothing further to add.

Mr. Boudreau inquired if the mill will stay the same.

Per Mr. Moyer; they will stay the same.

Town Board Member Adams moved to approve Resolution No. 2016-85; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

14. Resolution No. 2016-86 - A Resolution Levying General Property Taxes for the Taxable Year 2016 to Help Defray the Costs of Government for the Town of Windsor, Colorado, for the 2017 Budget Year (Larimer County)

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer had nothing further to add.

Mayor Pro Tem Baker moved to approve Resolution No. 2016-86; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

15. Resolution No. 2016-87 – A Resolution of the Town Board of the Town of Windsor, Colorado, Approving the 2017 Windsor Downtown Development Authority (DDA) Budget; Making Annual Appropriations for The Windsor Downtown Development Authority for the Fiscal Year Ending December 31, 2016; and Fixing the Mill Levy for the Windsor DDA District for the Fiscal Year Ending December 31, 2017

- Legislative action
- Presentation: Matt Ashby, Executive Director – Windsor Downtown Development Authority

Per Mr. Ashby, at their regular meeting on October 12, 2016, the Downtown Development Authority Board of Directors (DDA) approved their 2017 budget along with a mill levy increase to full anticipated rate of five mills. The property tax increment is projected to increase from \$13,080 in 2016 to \$25,736 in 2017. Additionally, the sales tax base increment has increased from \$270,000 for 2016 to a projected \$332,000 in 2017. It is anticipated approximately \$704,000 is being carried over to the 2017 budget.

Mr. Boudreau inquired as to what the reason is for the increase.

Mr. Ashby stated in general the goal was to create a self-sustaining organization and this was one way to accomplish the goal.

Ms. Melendez stated from the original creation of the DDA, the Board had agreed that the mill levy would start at 1 and increases an additional mill until the full 5 mills.

Mr. Boudreau inquired if membership in the DDA is voluntary.

Mr. Ashby stated the DDA is a district boundary. It is a set district boundary that was originally established, however expansions of that boundary do require consent of the property owner.

Mr. Arnold stated it is not voluntary as if you are in the area you will be assessed the mill levy.

Mr. Ashby stated it is not a membership district either.

Mr. Boudreau inquired if there has been any opposition regarding the mill levy increase.

Mr. Ashby stated he has not received any opposing comments.

Mr. Bennett inquired as to the mill increasing 25% but the revenue increased almost 100%.

Mr. Arnold stated it is a combination of the mill levy and assessed property value.

Town Board Member Morgan moved to approve Resolution No. 2016-87; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Adams, Melendez; Nays- Boudreau; Motion passed.

16. Financial Report for October 2016

- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer provided an overview of the October 2016 Financial Report.

- Base sales tax collections as well as the CRC Expansion tax exceeded monthly budget requirements for October 2016.
- Single family residential building permits total 587 through October 2016; up from 256 in October 2015.
- Construction use tax through October 2016 is at 147.41% of the annual budget.
- 36 Business licenses were issued in October 2016 of which 24 were sales tax vendors.
- The new public works building has commenced which is the largest capitol project for 2017.

D. COMMUNICATIONS

1. Communications from the Town Attorney
Mr. McCargar reminded the Board of the Executive Session.
2. Communications from Town Staff
Mr. Lucas provided Mayor Melendez with a letter from a mayor in Japan as they sent six students to visit Windsor.
4. Communications from the Town Manager
Mr. Arnold informed the Board that on November 17, 2016 Ms. Garcia was sworn in as President of the Colorado Municipal Clerks Association. A work session is scheduled for December 5, 2016 and the Board is invited to view the displays of the historical churches in Windsor prior to the work session.
5. Communications from Town Board Members
None.

E. EXECUTIVE SESSION

An Executive Session pursuant to § 24-6-402 (4) (e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators – Economic Development Prospect (Stacy Johnson)

Town Board Member Rennemeyer moved to go into executive session pursuant to § 24-6-402 (4) (e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators – Economic Development Prospect (Stacy Johnson); Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

Upon a motion duly made, the Town Board returned to the regular meeting at 11:17 p.m.

The Executive Session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the regular meeting, Mayor Melendez advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 11:17 p.m.

F. ADJOURN

Town Board Member Rennemeyer motioned to adjourn; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

The meeting was adjourned at 11:17 p.m.



MEMORANDUM

Date: December 12, 2016
To: Mayor and Town Board
Via: Regular meeting materials, December 12, 2016
From: Ian D. McCargar, Town Attorney
Re: Re-appointment of Municipal Prosecutor
Item #: B.2.

Background / Discussion:

Under Section 1.47 of the Home Rule Charter, the Town Prosecutor is defined as:

An attorney at law admitted to practice in the State of Colorado *who is appointed by the Town Board* to (1) appear on behalf of the Town before the Municipal Court of the Town; (2) to enforce violation of the Code of Ethics; and (3) to perform such other duties as prescribed by the Town Board. (Emphasis added)

Kim Emil has served as Town Prosecutor since 2008, first under a contract arrangement and, since 2015, as an in-house attorney working in the Town Attorney's Office. Each year, I have recommended that Ms. Emil be re-appointed to her position as Town Prosecutor, and the Town Board has taken official action via resolution.

Ms. Emil is an experienced, proficient and well-rounded prosecutor. She is not only experienced in municipal prosecution, she has substantial judicial experience serving municipal courts in other communities. This varied experience is of great benefit to the citizens of Windsor.

Financial Impact: None; 2017 budget assumes appropriation for the Town Prosecutor.

Relationship to Strategic Plan: Safe community

Recommendation: Adopt Resolution No. 2016-88 – A Resolution Reappointing Kimberly A. Emil As Windsor Town Prosecutor Pursuant To The Town Of Windsor Home Rule Charter. Simple majority required.

Attachments: Resolution No. 2016-88 – A Resolution Reappointing Kimberly A. Emil As Windsor Town Prosecutor Pursuant To The Town Of Windsor Home Rule Charter

TOWN OF WINDSOR

RESOLUTION NO. 2016-88

A RESOLUTION REAPPOINTING KIMBERLY A. EMIL AS WINDSOR TOWN PROSECUTOR PURSUANT TO THE TOWN OF WINDSOR HOME RULE CHARTER

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality, with all powers and authority as provided by law; and

WHEREAS, under the Town of Windsor Home Rule Charter, Section 1.47, the Town Prosecutor shall be an attorney at law admitted to practice in the State of Colorado who is appointed by the Town Board to appear on behalf of the Town before the Municipal Court, to enforce violations of the Code of Ethics, and to perform such other duties as prescribed by the Town Board.

WHEREAS, in April, 2008, the Town and Kimberly A. Emil entered into a Professional Services Agreement under which Ms. Emil served as Windsor Town Prosecutor; and

WHEREAS, the Town and Ms. Emil have each year renewed and reaffirmed the professional relationship between the Town and Ms. Emil in her capacity as Town Prosecutor; and

WHEREAS, in March, 2015, Ms. Emil was brought “in-house” to serve as both the Town Prosecutor and the Assistant Town Attorney; and

WHEREAS, the Town Board has each year determined that Ms. Emil continues to deliver quality and competent legal services to the Town in her capacity as Town Prosecutor; and

WHEREAS, by the terms of this Resolution, the Town Board desires to again reappoint Ms. Emil to her position as Town Prosecutor, for a period of one year from the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

Kimberly A. Emil is hereby reappointed as Windsor Town Prosecutor for a period of one year from the date of this Resolution.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR, COLORADO

By _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

[Seal]

TOWN OF WINDSOR

RESOLUTION NO. 2016-89

A RESOLUTION DESIGNATING A PUBLIC PLACE FOR THE POSTING OF NOTICES CONCERNING PUBLIC MEETINGS

WHEREAS, in compliance with the Colorado Open Meetings Law and amendments thereto, the Town Board desires to designate a public place for the posting of notices concerning public meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. That a bulletin board has been placed in the reception area of Windsor Town Hall at 301 Walnut Street, Windsor, Colorado, and that such bulletin board is hereby designated as a public place for the purpose of giving full and timely notice of public meetings.

2. That the designation of a public place by this Resolution shall not be deemed to preclude the Town from providing other or different notice of public meetings, so long as such notice is full and timely and otherwise in compliance with the Colorado Open Meetings Law and subsequent amendments thereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Report of Bills

November 2016



TOWN OF WINDSOR
 301 WALNUT STREET
 WINDSOR, CO 80550
WWW.WINDSORGOV.COM

(970) 674-2400
 MON-FRI 8AM TO 5PM

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|---|---|---|------------|-----------|
| Fund: 01 GENERAL FUND | | | | |
| Department: 000 NO PROJECT CODE ASSIGNED | | | | |
| 78630 | VISION SERVICE PLAN | VISION INSURANCE | 11/04/2016 | 2,327.96 |
| 78636 | UNITED WAY OF WELD COUNTY | EMPLOYEE DONATIONS | 11/04/2016 | 15.00 |
| 78637 | FAMILY SUPPORT REGISTRY | WAGE ASSIGNMENT | 11/04/2016 | 296.57 |
| 78638 | FAMILY SUPPORT REGISTRY | WAGE ASSIGNMENT | 11/04/2016 | 276.92 |
| 78658 | STANDARD INSURANCE COMPANY | SHORT TERM / LONG TERM DISABILITY | 11/04/2016 | 4,602.01 |
| 78675 | OKLAHOMA CENTRALIZED SUPPORT REGISTRY | WAGE ASSIGNMENT | 11/04/2016 | 156.85 |
| 78724 | TOWN OF WINDSOR MUNICIPAL COURT | REIMBURSE COURT - PMT IN LOCKBOX, PMT ON WRONG MERCH | 11/10/2016 | 322.40 |
| 78735 | CITY OF GREELEY | SOUTHGATE BUSINESS PARK IGA SALES TAX REVENUE SHARING | 11/10/2016 | 29,361.84 |
| 78761 | ALLEN PLUMBING & HEATING, INC | BUILDING PERMIT REFUND - 8109 LOUDEN CROSLING | 11/10/2016 | 85.75 |
| 78775 | WELD COUNTY DRUG TASK FORCE | COURT COLLECTIONS - FINE SURCHARGES | 11/18/2016 | 1,246.00 |
| 78784 | UNITED WAY OF WELD COUNTY | EMPLOYEE DONATIONS | 11/18/2016 | 15.00 |
| 78785 | FAMILY SUPPORT REGISTRY | WAGE ASSIGNMENT | 11/18/2016 | 276.92 |
| 78786 | FAMILY SUPPORT REGISTRY | WAGE ASSIGNMENT | 11/18/2016 | 296.57 |
| 78809 | DEPARTMENT OF REVENUE STATE OF COLORADO | SALES TAX PAYABLE | 11/18/2016 | 86.00 |
| 78816 | OKLAHOMA CENTRALIZED SUPPORT REGISTRY | WAGE ASSIGNMENT | 11/18/2016 | 156.85 |
| 78824 | TOWN OF WINDSOR SALES TAX | SALES TAX PAYABLE | 11/18/2016 | 117.58 |
| 78827 | KEVIN LUECK CONSTRUCTION | SALES TAX REFUND | 11/18/2016 | 580.20 |
| 78840 | LARIMER COUNTY SALES AND USE TAX | LARIMER COUNTY USE TAX COLLECTIONS | 11/28/2016 | 16,446.69 |
| Total for Department: 000 NO PROJECT CODE | | | | 56,667.11 |
| Department: 410 TOWN CLERK/CUSTOMER | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 25.92 |
| 78651 | PATTI GARCIA | PER DIEM-CMCA/CGFOA 2016 FALL CONFERENCE P. GARCIA | 11/04/2016 | 169.00 |
| 78707 | VICTORY SALES, INC | CUSTOMER SERVICE LOGO SHIRTS | 11/10/2016 | 47.00 |
| 78710 | OFFICE DEPOT | OFFICE SUPPLIES | 11/10/2016 | 14.39 |
| 78733 | SHRED-IT USA JV LLC | SHREDDING-CUSTOMER SERVICE | 11/10/2016 | 16.12 |
| 78739 | JUDY MORRIS | MILEAGE REIMBURSEMENT - POST OFFICE | 11/10/2016 | 8.70 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 14.70 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 10.29 |
| 78804 | CARD SERVICES | CS WEEK LUNCH AND GIFTS | 11/18/2016 | 397.80 |
| 78852 | PATTI GARCIA | CMCA/CGFOA ANNUAL CONFERENCE MILEAGE REIMBURSEMENT | 11/28/2016 | 320.76 |
| Total for Department: 410 TOWN CLERK/CUSTOMER | | | | 1,024.68 |
| Department: 411 MAYOR & TOWN BOARD | | | | |
| 78802 | KRISTIE MELENDEZ | WARWICK HOTEL - MAYOR SUMMIT LODGING | 11/18/2016 | 205.08 |
| 78804 | CARD SERVICES | BOARD MEMBER LUNCH, COFFEE WITH MAYOR | 11/18/2016 | 400.55 |
| Total for Department: 411 MAYOR & TOWN BOARD | | | | 605.63 |
| Department: 412 MUNICIPAL COURT | | | | |
| 78624 | MICHAEL E MANNING | MUNICIPAL COURT JUDGE SERVICES | 11/04/2016 | 1,410.00 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 5.44 |
| Total for Department: 412 MUNICIPAL COURT | | | | 1,415.44 |
| Department: 413 TOWN MANAGER | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 9.72 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 4.90 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 10.38 |
| 78804 | CARD SERVICES | ICMA ANNUAL CONFERENCE EXPENSES | 11/18/2016 | 2,336.64 |
| Total for Department: 413 TOWN MANAGER | | | | 2,361.64 |
| Department: 415 FINANCE | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 16.20 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 68.04 |
| 78710 | OFFICE DEPOT | OFFICE SUPPLIES | 11/10/2016 | 31.54 |
| 78711 | ACE HARDWARE, LLC | HEATER | 11/10/2016 | 54.99 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 24.50 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 13.19 |
| 78797 | NELCO | ACCOUNTS PAYABLE BLANK CHECK STOCK | 11/18/2016 | 367.20 |
| 78812 | CENTRO PRINT SOLUTIONS | 2015 W2S AND 1099 STOCK & ENVELOPES | 11/18/2016 | 718.11 |
| Total for Department: 415 FINANCE | | | | 1,293.77 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|---|--|---|------------|-----------|
| Department: 416 HUMAN RESOURCES | | | | |
| 78645 | HIRERIGHT, LLC | BACKGROUND SCREENING | 11/04/2016 | 2,314.44 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 9.72 |
| 78662 | WORKSPACE INNOVATIONS LTD | OFFICE CHAIR | 11/04/2016 | 236.93 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 36.27 |
| 78710 | OFFICE DEPOT | OFFICE SUPPLIES | 11/10/2016 | 59.97 |
| 78727 | HIRERIGHT, LLC | BACKGROUND SCREENING - AUGUST 2016 | 11/10/2016 | 3,809.19 |
| 78733 | SHRED-IT USA JV LLC | SHREDDING-HUMAN RESOURCES | 11/10/2016 | 16.13 |
| 78747 | COLORADO HEALTH MEDICAL GROUP | EMPLOYEE DRUG TEST, DOT PHYSICAL | 11/10/2016 | 208.00 |
| 78750 | JACQUELYNE KREMSE | MILEAGE REIMBURSEMENT - CIRSA NEW MEMBER ORIENTATION | 11/10/2016 | 66.10 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 4.90 |
| 78769 | WINDSOR LI'L FLOWER SHOP | EMPLOYEE RELATIONS | 11/18/2016 | 83.90 |
| 78782 | OFFICE DEPOT | OFFICE SUPPLIES | 11/18/2016 | 72.16 |
| 78787 | PROFESSIONAL MANAGEMENT SYSTEMS, LLC | LICENSING TECH RANGE RECOMMENDATIONS | 11/18/2016 | 150.00 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 17.07 |
| 78804 | CARD SERVICES | OFFICE CHAIR | 11/18/2016 | 1,245.66 |
| 78850 | GREELEY TRIBUNE | NOW HIRING WEB AD | 11/28/2016 | 498.30 |
| Total for Department: 416 HUMAN RESOURCES | | | | 8,828.74 |
| Department: 418 LEGAL SERVICES | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78743 | LIND, OTTENHOFF AND ROOT, LLP | OIL & GAS LEGAL COUNSEL | 11/10/2016 | 410.75 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 9.80 |
| 78755 | KIM EMIL | CML CONFERENCE MILEAGE, PER DIEM REIMBURSEMENT | 11/10/2016 | 275.66 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 13.67 |
| 78804 | CARD SERVICES | LODGING AT CHEYENNE MOUNTAIN RESORT - CML ANNUAL SEM | 11/18/2016 | 258.00 |
| 78856 | LIND, OTTENHOFF AND ROOT, LLP | OIL & GAS ATTORNEY | 11/28/2016 | 304.75 |
| 78857 | IAN MCCARGAR | Hotel Stay at Embassy Suites, Denver for Land Use Law Seminar | 11/28/2016 | 308.44 |
| Total for Department: 418 LEGAL SERVICES | | | | 1,587.55 |
| Department: 419 PLANNING & ZONING | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 19.44 |
| 78665 | STEVE SCHEFFEL | MILEAGE & TOUR REIMBURSEMENT FOR PC AT APA CONFERENC | 11/04/2016 | 180.40 |
| 78670 | CHARLES SCHINNER | MILEAGE REIMBURSEMENT FOR PC AT APA CONFERENCE | 11/04/2016 | 140.40 |
| 78692 | COREN PRINTING, INC. | PRINTING | 11/10/2016 | 12.00 |
| 78700 | SAFeway, INC. | WATER FOR TOWN BOARD CHAMBERS | 11/10/2016 | 10.00 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 19.60 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 24.89 |
| Total for Department: 419 PLANNING & ZONING | | | | 406.73 |
| Department: 420 ECONOMIC DEVELOPMENT | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78660 | COLORADO REAL ESTATE JOURNAL | CREJ SUBSCRIPTION | 11/04/2016 | 85.00 |
| 78741 | KATY PRESS | RETAIL STUDY / MARKET SNAPSHOT | 11/10/2016 | 7,500.00 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 9.80 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 8.76 |
| 78804 | CARD SERVICES | OFFICE SUPPLIES | 11/18/2016 | 1,609.26 |
| 78806 | DEPARTMENT OF LABOR AND EMPLOYMENT STATE | QCEW INFORMATION FOR EMPLOYMENT DATA | 11/18/2016 | 230.00 |
| 78858 | GO NOCO | RTA FUNDING - 2016 | 11/28/2016 | 14,000.00 |
| Total for Department: 420 ECONOMIC DEVELOPM | | | | 23,449.30 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
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| Department: 421 POLICE DEPARTMENT | | | | |
| 78625 | TOWN OF WINDSOR PETTY CASH | LUNCHES DURING FTO TRAINING | 11/04/2016 | 34.82 |
| 78628 | CENTURYLINK | PHONE SERVICE | 11/04/2016 | 307.44 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 87.48 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 69.25 |
| 78710 | OFFICE DEPOT | OFFICE SUPPLIES | 11/10/2016 | 78.52 |
| 78711 | ACE HARDWARE, LLC | STAPLES FOR RANGE | 11/10/2016 | 9.98 |
| 78714 | MAIL N COPY | DEMO VEST SENT BACK TO VENDOR | 11/10/2016 | 32.87 |
| 78730 | TASER INTERNATIONAL | CARTRIDGES/QTY 25 | 11/10/2016 | 720.71 |
| 78737 | KINSCO, LLC | LT BAR/GOLD | 11/10/2016 | 12.48 |
| 78740 | ANIMAL CARE EQUIPMENT AND SERVICE, LLC | FLAT LEASHES/QTY 50 | 11/10/2016 | 60.13 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 29.40 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 58.36 |
| 78804 | CARD SERVICES | GLOCK ARMORERS COURSE - HOGSETT | 11/18/2016 | 838.13 |
| 78839 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/28/2016 | 76.00 |
| 78841 | OFFICE DEPOT | OFFICE SUPPLIES | 11/28/2016 | 120.20 |
| 78848 | THE HUMANE SOCIETY OF WELD COUNTY | ANIMAL CARE AND HOUSING/16-12537 | 11/28/2016 | 129.84 |
| 78849 | KINSCO, LLC | TWILL SHIRTS/QTY 3/R ZEIGLER | 11/28/2016 | 274.95 |
| 78851 | POUDRE VALLEY HEALTH SYSTEM | BLOOD DRAWS/16-12232/16-13144 | 11/28/2016 | 272.48 |
| Total for Department: 421 POLICE DEPARTMENT | | | | 3,213.04 |
| Department: 428 RECYCLING | | | | |
| 78695 | WASTE MANAGEMENT OF COLORADO | RECYCLE SITE PULLS | 11/10/2016 | 1,073.52 |
| Total for Department: 428 RECYCLING | | | | 1,073.52 |
| Department: 429 STREETS & ALLEYS | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 12.96 |
| 78657 | SAFETY AND CONSTRUCTION SUPPLY | TRAFFIC CONES | 11/04/2016 | 1,634.00 |
| 78661 | AGFINITY, INCORPORATED | WEED SPRAY | 11/04/2016 | 1,117.90 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 32.15 |
| 78694 | VERIZON WIRELESS SERVICES LLC | TOWN BILL BOARDS | 11/10/2016 | 107.38 |
| 78698 | MICHAEL TODD AND COMPANY, INC. | SIGNS | 11/10/2016 | 894.07 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 25,403.82 |
| 78723 | DON KEHNS CONSTRUCTION, INC. | CRUSHED CONCRETE | 11/10/2016 | 245.65 |
| 78725 | TOOL & ANCHOR SUPPLY | TOOLS FOR SIGNS | 11/10/2016 | 256.81 |
| 78779 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/18/2016 | 2,075.76 |
| 78838 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/28/2016 | 4,321.63 |
| Total for Department: 429 STREETS & ALLEYS | | | | 36,102.13 |
| Department: 430 PUBLIC WORKS DEPARTMENT | | | | |
| 78626 | XCEL ENERGY | UTILITIES | 11/04/2016 | 856.72 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 447.26 |
| 78710 | OFFICE DEPOT | HIGHLIGHTER | 11/10/2016 | 58.25 |
| 78736 | AT&T MOBILITY II LLC | ALERT MONITORS - WIRELESS SERVICE | 11/10/2016 | 86.00 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 4.90 |
| 78768 | GENERAL AIR SERVICE AND SUPPLY CO | WELDING SUPPLIES | 11/18/2016 | 88.12 |
| 78782 | OFFICE DEPOT | PENS & HANGING FOLDERS | 11/18/2016 | 15.78 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 19.70 |
| 78804 | CARD SERVICES | CS WEEK LUNCH AND GIFTS | 11/18/2016 | 577.46 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 48.77 |
| 78839 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/28/2016 | 68.00 |
| 78847 | RED WINGS SHOES | SAFETY BOOTS | 11/28/2016 | 395.23 |
| 78855 | SAFETY AND CONSTRUCTION SUPPLY | MARKING PAINT | 11/28/2016 | 55.81 |
| Total for Department: 430 PUBLIC WORKS DEPAR | | | | 2,728.48 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
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| Department: 431 ENGINEERING DEPARTMENT | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 22.68 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 29.40 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 30.53 |
| Total for Department: 431 ENGINEERING DEPART | | | | 82.61 |
| Department: 432 CEMETERY | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 3.24 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 4.90 |
| 78804 | CARD SERVICES | PLAYGROUND LABELS | 11/18/2016 | 110.00 |
| 78839 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/28/2016 | 30.00 |
| Total for Department: 432 CEMETERY | | | | 148.14 |
| Department: 433 COMMUNITY EVENTS | | | | |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 2.85 |
| Total for Department: 433 COMMUNITY EVENTS | | | | 2.85 |
| Department: 450 FORESTRY | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78672 | ALISON O'CONNOR | REIMBURSE PURCHASE OF BULBS FOR LIBRARY PRESENTATION | 11/04/2016 | 25.22 |
| 78692 | COREN PRINTING, INC. | NAME TAG | 11/10/2016 | 12.00 |
| 78711 | ACE HARDWARE, LLC | WATERING CANS | 11/10/2016 | 42.94 |
| 78728 | VERMEER SALES AND SERVICE OF COLORADO | 44" SPADE RENTAL | 11/10/2016 | 1,499.40 |
| 78791 | FINE TREE SERVICE, INC | SPRAY FOR BEETLES | 11/18/2016 | 350.00 |
| 78793 | PIONEER SAND COMPANY | TOP SOIL | 11/18/2016 | 822.91 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 2.85 |
| 78804 | CARD SERVICES | ARBOR DAY 5K MEETING REFRESHMENTS | 11/18/2016 | 16.36 |
| 78805 | ARBOR VALLEY | STREET TREE REPLACEMENT | 11/18/2016 | 1,060.00 |
| 78807 | HARMONY GARDENS, INC | STREET TREE REPLACEMENT | 11/18/2016 | 1,599.92 |
| Total for Department: 450 FORESTRY | | | | 5,438.08 |
| Department: 451 RECREATION | | | | |
| 78642 | KING SOOPERS | HOT DOG BUNS | 11/04/2016 | 147.58 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 25.92 |
| 78656 | CASH-WA DISTRIBUTING CO. | SENIOR SUPPLIES | 11/04/2016 | 381.72 |
| 78659 | APEX LEGAL SERVICE LLC | OCTOBER CREATE WILL CLASS | 11/04/2016 | 787.50 |
| 78666 | MARIE C DOTTS | T'AI CHI CHIC SEPT / OCT | 11/04/2016 | 350.00 |
| 78711 | ACE HARDWARE, LLC | SUPPLIES FOR SALT HAUNTED HOUSE | 11/10/2016 | 119.96 |
| 78714 | MAIL N COPY | YELLOW NUMBER SIGN | 11/10/2016 | 513.09 |
| 78751 | DENEICE J DYER | OCTOBER CLASSES | 11/10/2016 | 1,352.40 |
| 78753 | HUGO A FLORES | DJ FOR TEEN NIGHT - NOVEMBER | 11/10/2016 | 300.00 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 19.60 |
| 78767 | COREN PRINTING, INC. | NAME TAG | 11/18/2016 | 12.00 |
| 78769 | WINDSOR LI'L FLOWER SHOP | RIBBON FOR PICKLEBALL COURT DEDICATION | 11/18/2016 | 5.35 |
| 78774 | CIRSA | CLAIM DEDUCTIBLE | 11/18/2016 | 250.00 |
| 78778 | COLORADO PARKS AND RECREATION ASSOCIATION | DIRECTOR'S LUNCH & LEARN | 11/18/2016 | 175.00 |
| 78780 | VICTORY SALES, INC | ASB FALL LEAGUE SHIRTS | 11/18/2016 | 685.56 |
| 78783 | GREELEY EVANS YOUTH LEAGUE INC | BASEBALL / SOFTBALL REGISTRATIONS | 11/18/2016 | 5,165.00 |
| 78788 | KIRK E. MOSES | ASB FALL LEAGUE & TOURNAMENT TROPHY | 11/18/2016 | 829.00 |
| 78790 | KING SOOPERS | CONCESSIONS SUPPLIES | 11/18/2016 | 341.88 |
| 78792 | SEAN GROGAN | REFEREES AND UMPIRES | 11/18/2016 | 29,525.00 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 42.91 |
| 78800 | HIGHLAND PARK LANES | UPWARD BOWLING | 11/18/2016 | 190.40 |
| 78804 | CARD SERVICES | STAFF DEVELOPMENT | 11/18/2016 | 2,991.04 |
| 78814 | UNITED SITE SERVICES OF COLORADO, INC | PORTABLE RESTROOM SERVICE | 11/18/2016 | 60.00 |
| 78831 | TRAILERSPLUS | SMALL TRAILER FOR MOVIE EQUIP | 11/22/2016 | 2,167.30 |
| 78850 | GREELEY TRIBUNE | CRC EXPANSION AD | 11/28/2016 | 435.00 |
| 78865 | TODD ANDRE | NYS CA COACHES TRAINING REIMBURSEMENT | 11/28/2016 | 20.00 |
| 78866 | STEPHANIE FOOS | REIMBURSE NYS CA ONLINE | 11/28/2016 | 20.00 |
| Total for Department: 451 RECREATION | | | | 46,913.21 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
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| Department: 452 AQUATICS/SWIMMING POOL | | | | |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 277.68 |
| 78768 | GENERAL AIR SERVICE AND SUPPLY CO | CARBON DIOXIDE RENTAL | 11/18/2016 | 14.69 |
| 78781 | AMERICAN RED CROSS CENTENNIAL CHAPTER | RECERTIFICATION FEE FOR LGIT | 11/18/2016 | 27.00 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 2.85 |
| 78804 | CARD SERVICES | NEW HIRE GIFT | 11/18/2016 | 416.17 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 126.39 |
| 78863 | MI SPORTS | CARA SWIM CAPS | 11/28/2016 | 437.50 |
| Total for Department: 452 AQUATICS/SWIMMING | | | | 1,302.28 |
| Department: 454 PARKS | | | | |
| 78627 | GRAINGER, INC. | WASTE CONTAINERS | 11/04/2016 | 460.09 |
| 78631 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/04/2016 | 400.00 |
| 78634 | GALETON, INC | GLOVES & SAFETY GLASSES | 11/04/2016 | 277.69 |
| 78640 | AQUA SIERRA, INC. | AQUATIC TREATMENT SYSTEM MAINTENANCE | 11/04/2016 | 3,493.45 |
| 78643 | PIONEER SAND COMPANY | SAND | 11/04/2016 | 339.34 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 22.68 |
| 78682 | UNIVERSAL FOREST PRODUCTS WINDSOR | TIMBER FOR BELMONT TRAIL BRIDGE REBUILD | 11/04/2016 | 212.02 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 1,000.47 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 9,348.05 |
| 78702 | CENTURYLINK | PHONE SERVICE | 11/10/2016 | 36.81 |
| 78710 | OFFICE DEPOT | HIGHLIGHTER | 11/10/2016 | 58.25 |
| 78711 | ACE HARDWARE, LLC | DRILL BITS | 11/10/2016 | 492.01 |
| 78712 | WINDSOR-SEVERANCE FIRE PROTECT | TOWN'S PORTION OF MUSEUM UTILITY EXPENSE | 11/10/2016 | 31.73 |
| 78714 | MAIL N COPY | LAMINATING | 11/10/2016 | 67.66 |
| 78717 | DBC IRRIGATION SUPPLY | SPRINKLER PARTS | 11/10/2016 | 180.24 |
| 78718 | HAGEMAN EARTH CYCLE, INC. | TOP DRESS MATERIAL FOR BOARDWALK PARK | 11/10/2016 | 1,696.75 |
| 78720 | BOBCAT OF THE ROCKIES LLC | TRACK LOADER RENTAL | 11/10/2016 | 550.40 |
| 78748 | L AND M ENTERPRISES INC | WINTERIZE IRRIGATION | 11/10/2016 | 979.13 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 14.70 |
| 78770 | MIRACLE RECREATION EQUIPMENT C | PLAYGROUND PARTS | 11/18/2016 | 298.49 |
| 78771 | XCEL ENERGY | UTILITIES | 11/18/2016 | 2,333.85 |
| 78779 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/18/2016 | 37.75 |
| 78790 | KING SOOPERS | VOLUNTEER GROUP SNACKS | 11/18/2016 | 38.54 |
| 78793 | PIONEER SAND COMPANY | ROCK | 11/18/2016 | 522.68 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 4.54 |
| 78804 | CARD SERVICES | WESTMINSTER LUNCH | 11/18/2016 | 129.13 |
| 78818 | PETER A. WEBER | BACKFLOW TESTING | 11/18/2016 | 130.00 |
| 78833 | FORT COLLINS-LOVELAND WATER DISTRICT | WATER PURCHASED | 11/28/2016 | 404.61 |
| 78839 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/28/2016 | 529.00 |
| Total for Department: 454 PARKS | | | | 24,090.06 |
| Department: 456 ART & HERITAGE | | | | |
| 78628 | CENTURYLINK | PHONE SERVICE | 11/04/2016 | 51.52 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 502.34 |
| 78714 | MAIL N COPY | MAILING | 11/10/2016 | 15.73 |
| 78790 | KING SOOPERS | COOKIES FOR REFLECTION EVENT | 11/18/2016 | 9.00 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 2.91 |
| 78804 | CARD SERVICES | REGISTRATION FOR HISTORIC HOUSE WORKSHOP | 11/18/2016 | 99.00 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 186.41 |
| 78868 | A NEW VIEW LLC | WINDOW CLEANING FOR BOARDWALK PARK MUSEUM | 11/28/2016 | 227.50 |
| Total for Department: 456 ART & HERITAGE | | | | 1,100.89 |
| Department: 457 TOWN HALL | | | | |
| 78628 | CENTURYLINK | PHONE SERVICE | 11/04/2016 | 132.72 |
| 78772 | CENTURYLINK | PHONE SERVICE | 11/18/2016 | 632.26 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 64.44 |
| Total for Department: 457 TOWN HALL | | | | 829.42 |
| Total for Fund:01 GENERAL FUND | | | | 220,665.30 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
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| Fund: 04 CAPITAL IMPROVEMENT FUND | | | | |
| Department: 000 NO PROJECT CODE ASSIGNED | | | | |
| 78827 | KEVIN LUECK CONSTRUCTION | SALES TAX REFUND | 11/18/2016 | 386.80 |
| Total for Department: 000 NO PROJECT CODE | | | | 386.80 |
| Department: 421 POLICE DEPARTMENT | | | | |
| 78732 | NEVE'S UNIFORMS, INC. | BALLISTIC VESTS/TRAUMA PLATES/C. DODD/R. ZEIGLER | 11/10/2016 | 2,345.00 |
| 78746 | WORKSPACE INNOVATIONS LTD | REPLACEMENT CHAIRS FOR BULLPEN/QTY 5 | 11/10/2016 | 2,455.46 |
| Total for Department: 421 POLICE DEPARTMENT | | | | 4,800.46 |
| Department: 429 STREETS & ALLEYS | | | | |
| 78671 | TST, INC CONSULTING ENGINEERS | NEW LIBERTY ROAD DESIGN | 11/04/2016 | 5,022.40 |
| 78676 | DCP CIVIL LLC | EASTMAN PARK / 7TH STREET ROUNDABOUT CONSTRUCTION - R | 11/04/2016 | 51,001.44 |
| 78738 | INTERWEST CONSULTING GROUP INC | HARMONY/WCR 15 TRAFFIC SIGNAL DESIGN | 11/10/2016 | 480.00 |
| 78758 | CTC, INC. | QUIET ZONE CONSTRUCTION | 11/10/2016 | 63,780.42 |
| 78760 | COLORADO CIVIL GROUP, INC | COUNTY LINE DITCH EROSION DESIGN | 11/10/2016 | 3,848.50 |
| 78798 | A-1 CHIPSEAL CO | SLURRY SEAL | 11/18/2016 | 21,514.32 |
| 78817 | DCP CIVIL LLC | NEW LIBERTY ROAD EXTENSION | 11/18/2016 | 754,748.88 |
| 78830 | LORSON SOUTH LAND CORP | WINTER FARM STREET OVERSIZING | 11/18/2016 | 200,028.16 |
| 78853 | EARTH ENGINEERING CONSULTANTS, LLC | NEW LIBERTY ROAD EXTENSION GEOTECHNICAL TESTING | 11/28/2016 | 8,367.25 |
| 78860 | LYLE SIGNS, INC | QUIET ZONE CONSTRUCTION | 11/28/2016 | 104.45 |
| Total for Department: 429 STREETS & ALLEYS | | | | 1,108,895.82 |
| Department: 430 PUBLIC WORKS DEPARTMENT | | | | |
| 78696 | KING SURVEYORS, INC. | PUBLIC WORKS / MAINTENANCE FACILITY | 11/10/2016 | 79.00 |
| 78757 | INFUSION ARCHITECTS, LLC | PUBLIC WORKS / MAINTENANCE FACILITY | 11/10/2016 | 9,270.00 |
| 78832 | OMNITRAX INC | FIBER OPTIC PIPELINE RAILROAD PERMIT | 11/23/2016 | 76,250.00 |
| 78853 | EARTH ENGINEERING CONSULTANTS, LLC | EARTH WORK TESTING / PUBLIC WORKS SHOP | 11/28/2016 | 624.26 |
| 78859 | WILLIAM T. WELCH COMPANY, LLC | PROJECT MANAGER - PUBLIC WORKS SHOP | 11/28/2016 | 2,271.36 |
| Total for Department: 430 PUBLIC WORKS DEPAR | | | | 88,494.62 |
| Department: 431 ENGINEERING DEPARTMENT | | | | |
| 78804 | CARD SERVICES | DIGITAL CAMERAS | 11/18/2016 | 255.76 |
| Total for Department: 431 ENGINEERING DEPART | | | | 255.76 |
| Department: 432 CEMETERY | | | | |
| 78663 | JAG'S ENTERPRISES, INC | LAKEVIEW CEMETERY SIDEWALK IMPROVEMENTS | 11/04/2016 | 166,344.51 |
| Total for Department: 432 CEMETERY | | | | 166,344.51 |
| Department: 454 PARKS | | | | |
| 78674 | ONEFISH ENGINEERING, LLC | POUDRE RIVER IMPROVEMENT FISH PASSAGE | 11/04/2016 | 1,200.00 |
| 78689 | EVERGREEN TENNIS COURTS, INC | COMPLETION OF PICKLE BALL COURTS - MAIN PARK | 11/04/2016 | 57,200.00 |
| 78690 | XCEL ENERGY | 15TH & WALNUT ELECTRICAL | 11/04/2016 | 4,394.83 |
| Total for Department: 454 PARKS | | | | 62,794.83 |
| Department: 456 ART & HERITAGE | | | | |
| 78749 | SHADE BROTHERS PAINTING, LLC | PAINTING AT DEPOT | 11/10/2016 | 4,015.00 |
| 78752 | THE BIRDSALL GROUP | BOARDWALK PARK MUSEUM | 11/10/2016 | 712.00 |
| 78766 | SUPERIOR CONTRACTING, LLC | TRAIN DEPOT SIDING PROJECT | 11/10/2016 | 36,441.28 |
| 78804 | CARD SERVICES | BUILDING PERMIT - REMOVE & REPLACE SIDING AT TRAIN DEPO | 11/18/2016 | 11.25 |
| 78811 | THE BIRDSALL GROUP | BOARDWALK PARK PAVILLION | 11/18/2016 | 7,247.50 |
| Total for Department: 456 ART & HERITAGE | | | | 48,427.03 |
| Total for Fund:04 CAPITAL IMPROVEMENT FUND | | | | 1,480,399.83 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|---|--|---|------------|------------|
| Fund: 05 COMMUNITY & REC CENTER FUND | | | | |
| Department: 000 NO PROJECT CODE ASSIGNED | | | | |
| 78827 | KEVIN LUECK CONSTRUCTION | SALES TAX REFUND | 11/18/2016 | 64.46 |
| Total for Department: 000 NO PROJECT CODE ASS | | | | 64.46 |
| Department: 490 COMMUNITY RECREATION | | | | |
| 78642 | KING SOOPERS | CS WEEK SUPPLIES | 11/04/2016 | 80.26 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 12.96 |
| 78692 | COREN PRINTING, INC. | NAME TAGS | 11/10/2016 | 264.00 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 852.58 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 1,959.12 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 9.80 |
| 78772 | CENTURYLINK | PHONE SERVICE | 11/18/2016 | 632.26 |
| 78782 | OFFICE DEPOT | OFFICE SUPPLIES | 11/18/2016 | 148.80 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 3.65 |
| 78804 | CARD SERVICES | SUPPLIES | 11/18/2016 | 211.94 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 500.87 |
| 78839 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/28/2016 | 155.00 |
| 78862 | JODI L. SMITH | FITNESS CLASSES OCT 26 - NOV 12 | 11/28/2016 | 330.00 |
| Total for Department: 490 COMMUNITY RECREAT | | | | 5,161.24 |
| Total for Fund:05 COMMUNITY & REC CENTER F | | | | 5,225.70 |
| Fund: 06 WATER FUND | | | | |
| Department: 471 WATER | | | | |
| 78623 | DANA KEPNER COMPANY, INC. | COPPER TUBING, COUPLING & FLANG BOLTS | 11/04/2016 | 627.00 |
| 78629 | UTILITY NOTIFICATION CENTER OF COLORADO | LOCATE TRANSMISSIONS | 11/04/2016 | 785.07 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 9.72 |
| 78648 | DATAPRINT SERVICES, LLC | POSTAGE | 11/04/2016 | 1,527.06 |
| 78654 | JVA, INCORPORATED | WATER LINE REPLACEMENT DESIGN | 11/04/2016 | 450.00 |
| 78692 | COREN PRINTING, INC. | DOOR HANGERS | 11/10/2016 | 159.00 |
| 78696 | KING SURVEYORS, INC. | PUBLIC WORKS / MAINTENANCE FACILITY | 11/10/2016 | 39.50 |
| 78697 | CONNELL RESOURCES INC. | WATER TRANSMISSION LINE REPLACEMENT | 11/10/2016 | 91,984.23 |
| 78699 | NORTH WELD COUNTY WATER DISTRICT | WATER PURCHASED | 11/10/2016 | 125,537.80 |
| 78700 | SAFEWAY, INC. | MEETING REFRESHMENTS | 11/10/2016 | 6.99 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 160.22 |
| 78705 | TIMBERLINE ELECTRIC AND CONTRO | GLOBAL CARE SOFTWARE RENEWAL | 11/10/2016 | 1,532.00 |
| 78706 | JAX INC. | UNIFORMS | 11/10/2016 | 277.95 |
| 78710 | OFFICE DEPOT | COMPOSITION BOOKS | 11/10/2016 | 12.87 |
| 78714 | MAIL N COPY | MAILING OUT WATER SAMPLES | 11/10/2016 | 12.58 |
| 78757 | INFUSION ARCHITECTS, LLC | PUBLIC WORKS / MAINTENANCE FACILITY | 11/10/2016 | 4,635.00 |
| 78773 | CITY OF GREELEY WATER DEPARTMENT | WATER PURCHASED | 11/18/2016 | 1,316.28 |
| 78777 | USA BLUE BOOK | REFERENCE BOOKS | 11/18/2016 | 333.67 |
| 78779 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/18/2016 | 31.15 |
| 78782 | OFFICE DEPOT | SHEET PROTECTORS & CORRECTION TAPE | 11/18/2016 | 21.46 |
| 78794 | CENTURY LINK | PHONE SERVICE | 11/18/2016 | 3.56 |
| 78796 | NATIONAL METER AND AUTOMATION | YOKES S1078203.002 | 11/18/2016 | 20,586.72 |
| 78830 | LORSON SOUTH LAND CORP | WINTER FARM WATER OVERSIZING | 11/18/2016 | 69,217.54 |
| 78832 | OMNITRAX INC | WATER PIPELINE, SUBDRAIN PIPELINE, SANITARY SEWER PIPE RI | 11/23/2016 | 8,125.00 |
| 78833 | FORT COLLINS-LOVELAND WATER DISTRICT | WATER PURCHASED | 11/28/2016 | 28,988.33 |
| 78836 | CITY OF GREELEY WATER DEPARTMENT | WATER PURCHASED | 11/28/2016 | 1,573.71 |
| 78838 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/28/2016 | 70.03 |
| 78853 | EARTH ENGINEERING CONSULTANTS, LLC | EARTH WORK TESTING / PUBLIC WORKS SHOP | 11/28/2016 | 312.12 |
| 78859 | WILLIAM T. WELCH COMPANY, LLC | PROJECT MANAGER - PUBLIC WORKS SHOP | 11/28/2016 | 1,135.68 |
| Total for Department: 471 WATER | | | | 359,472.24 |
| Department: 484 NON-POTABLE | | | | |
| 78622 | WHITNEY IRRIGATION COMPANY | DITCH MANAGEMENT | 11/04/2016 | 2,085.00 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 62.85 |
| 78734 | CLEAR WATER SOLUTIONS INC | KERM / WCDSD RE4 AUGMENTATION PLAN | 11/10/2016 | 6,064.93 |
| 78759 | WENCK ASSOCIATES, INC | KYGER RESERVOIR PUMP STATION - DESIGN | 11/10/2016 | 19,449.34 |
| 78764 | MOLTZ CONSTRUCTORS, INC. | KYGER RESERVOIR PUMP STATION - CONSTRUCTION | 11/10/2016 | 189,264.94 |
| 78804 | CARD SERVICES | KYGER RESERVOIR PUMP STATION CONSTRUCTION PERMIT | 11/18/2016 | 272.09 |
| 78838 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/28/2016 | 302.19 |
| Total for Department: 484 NON-POTABLE | | | | 217,501.34 |
| Total for Fund:06 WATER FUND | | | | 576,973.58 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|--|--|---|------------|------------|
| Fund: 07 SEWER FUND | | | | |
| Department: 481 SEWER SYSTEM | | | | |
| 78628 | CENTURYLINK | PHONE SERVICE | 11/04/2016 | 198.13 |
| 78641 | NAPA AUTO PARTS | HAMMER, GLOVES, BRUSH ASST. ETC. | 11/04/2016 | 43.95 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78648 | DATAPRINT SERVICES, LLC | POSTAGE | 11/04/2016 | 1,527.08 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 200.05 |
| 78696 | KING SURVEYORS, INC. | PUBLIC WORKS / MAINTENANCE FACILITY | 11/10/2016 | 39.50 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 368.10 |
| 78703 | WILLIAMS EQUIPMENT COMPANY | HYDRO-EX PARTS | 11/10/2016 | 1,789.28 |
| 78708 | DALE'S ENVIRONMENTAL SERVICES, | CLEAN & VAC LIFT STATION | 11/10/2016 | 450.00 |
| 78757 | INFUSION ARCHITECTS, LLC | PUBLIC WORKS / MAINTENANCE FACILITY | 11/10/2016 | 4,635.00 |
| 78777 | USA BLUE BOOK | GLOVES | 11/18/2016 | 69.60 |
| 78779 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/18/2016 | 357.77 |
| 78804 | CARD SERVICES | RMWEA CONFERENCE | 11/18/2016 | 90.00 |
| 78830 | LORSON SOUTH LAND CORP | WINTER FARM SEWER OVERSIZING | 11/18/2016 | 81,804.80 |
| 78832 | OMNITRAX INC | WATER PIPELINE, SUBDRAIN PIPELINE, SANITARY SEWER PIPE RI | 11/23/2016 | 8,125.00 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 49.55 |
| 78853 | EARTH ENGINEERING CONSULTANTS, LLC | EARTH WORK TESTING / PUBLIC WORKS SHOP | 11/28/2016 | 312.12 |
| 78859 | WILLIAM T. WELCH COMPANY, LLC | PROJECT MANAGER - PUBLIC WORKS SHOP | 11/28/2016 | 1,135.68 |
| Total for Department: 481 SEWER SYSTEM | | | | 101,202.09 |
| Department: 482 DISPOSAL PLANT | | | | |
| 78628 | CENTURYLINK | PHONE SERVICE | 11/04/2016 | 212.60 |
| 78635 | COLORADO ANALYTICAL LABORATORY | LAB TESTING | 11/04/2016 | 428.00 |
| 78641 | NAPA AUTO PARTS | OIL | 11/04/2016 | 34.92 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78649 | IDEXX DISTRIBUTION, INC | E.COLI ANALYSIS SUPPLIES | 11/04/2016 | 1,670.90 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 40.25 |
| 78714 | MAIL N COPY | MAILING OUT WATER SAMPLES | 11/10/2016 | 15.84 |
| 78716 | CMS MECHANICAL SERVICES, INC. | FURNACE INSPECTION | 11/10/2016 | 345.75 |
| 78722 | ACZ LABORATORIES, INC. | LAB TESTING | 11/10/2016 | 160.00 |
| 78729 | HENSLEY BATTERY LLC | BATTERIES | 11/10/2016 | 317.88 |
| 78744 | FARNSWORTH GROUP, INC. | WWTP PHOSPHORUS NUTRIENT REMOVAL | 11/10/2016 | 11,096.68 |
| 78804 | CARD SERVICES | RMWEA CONFERENCE | 11/18/2016 | 309.50 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 61.75 |
| 78837 | VARTEC TELECOM | FAX MACHINE SERVICE - SEWER PLANT | 11/28/2016 | 13.85 |
| 78838 | POUDRE VALLEY RURAL ELECTRIC ASSOCIATION | UTILITIES | 11/28/2016 | 17,550.41 |
| 78839 | BUNTING DISPOSAL, INC. | TRASH SERVICE | 11/28/2016 | 40.00 |
| Total for Department: 482 DISPOSAL PLANT | | | | 32,304.81 |
| Total for Fund:07 SEWER FUND | | | | 133,506.90 |
| Fund: 08 STORM DRAIN FUND | | | | |
| Department: 483 STORM DRAINAGE SYSTEM | | | | |
| 78648 | DATAPRINT SERVICES, LLC | POSTAGE | 11/04/2016 | 1,527.08 |
| 78842 | ANDERSON CONSULTING ENGINEERS | DRAINAGE MASTER PLAN UPDATE | 11/28/2016 | 20,036.44 |
| Total for Department: 483 STORM DRAINAGE SYS | | | | 21,563.52 |
| Total for Fund:08 STORM DRAIN FUND | | | | 21,563.52 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|--|--------------------------------------|---|------------|-----------|
| Fund: 10 FLEET MANAGEMENT FUND | | | | |
| Department: 491 FLEET MANAGEMENT | | | | |
| 78633 | KENZ AND LESLIE DISTRIBUTING | | 11/04/2016 | 410.00 |
| 78641 | NAPA AUTO PARTS | STOCK FILTERS | 11/04/2016 | 1,023.51 |
| 78644 | REX OIL COMPANY | WINDSHIELD WASHER | 11/04/2016 | 51.43 |
| 78646 | HENSLEY BATTERY LLC | BATTERIES | 11/04/2016 | 97.03 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78661 | AGFINITY, INCORPORATED | FUEL FOR FLEET | 11/04/2016 | 11,380.33 |
| 78664 | DEAN A PENDLETON | LED LIGHTS | 11/04/2016 | 58.05 |
| 78668 | MOTION AND FLOW CONTROL PRODUCTS | HYD. NOSE FITTINGS | 11/04/2016 | 72.31 |
| 78673 | KNOX FLEET & DISPLAY, LLC | NEW TOWN LOGO | 11/04/2016 | 1,203.60 |
| 78704 | SAFETY-KLEEN CORP. | WASTE OIL SERVICE | 11/10/2016 | 110.00 |
| 78709 | FARIS MACHINERY COMPANY | GUTTER BROOMS, MAIN BROOM, LATCH & HARDWARE | 11/10/2016 | 1,629.97 |
| 78710 | OFFICE DEPOT | HIGHLIGHTER | 11/10/2016 | 58.25 |
| 78711 | ACE HARDWARE, LLC | REDUCER | 11/10/2016 | 3.99 |
| 78715 | O.J. WATSON EQUIPMENT | PLOW MOUNT KIT FOR UNIT 126 | 11/10/2016 | 6,253.55 |
| 78720 | BOBCAT OF THE ROCKIES LLC | FILTER | 11/10/2016 | 152.94 |
| 78726 | SPRADLEY BARR FORD, INC - FT COLLINS | INSULATOR | 11/10/2016 | 104.85 |
| 78729 | HENSLEY BATTERY LLC | BATTERY | 11/10/2016 | 717.78 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 4.90 |
| 78776 | LAWSON PRODUCTS, INC. | MISC. SHOP SUPPLIES | 11/18/2016 | 240.01 |
| 78789 | T AND T TIRE OF WINDSOR, INC. | ALIGNMENT | 11/18/2016 | 1,200.05 |
| 78795 | SPRADLEY BARR FORD, INC - FT COLLINS | 2017 FORD F-250 UNIT #75 | 11/18/2016 | 31,774.00 |
| 78808 | COLORADO BULLHIDE LLC | SPRAY ON BED LINER - UNIT #75 | 11/18/2016 | 425.00 |
| 78815 | WOYTASSEK WASHES, LLC | CAR WASH TOKENS | 11/18/2016 | 158.20 |
| Total for Department: 491 FLEET MANAGEMENT | | | | 57,136.23 |
| Total for Fund:10 FLEET MANAGEMENT FUND | | | | 57,136.23 |
| Fund: 11 INFORMATION TECHNOLOGY FUND | | | | |
| Department: 492 INFORMATION TECHNOLOGY | | | | |
| 78632 | XEROX CORPORATION | LEASE PAYMENT | 11/04/2016 | 3,350.70 |
| 78639 | DELL MARKETING L.P. | DELL WIRELESS MODULE | 11/04/2016 | 149.99 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 16.20 |
| 78653 | NEWEGG BUSINESS, INC | 32" 1080P VIZIO TV | 11/04/2016 | 1,450.38 |
| 78693 | VERIZON WIRELESS SERVICES LLC | CELL PHONE SERVICE | 11/10/2016 | 40.01 |
| 78714 | MAIL N COPY | SHIPPING | 11/10/2016 | 12.77 |
| 78719 | COMCAST CABLE COMM. LLC | CABLE & INTERNET - CRC | 11/10/2016 | 543.76 |
| 78721 | STATE OF COLORADO | INTERNET SERVICE - OCTOBER 2016 | 11/10/2016 | 1,249.79 |
| 78754 | DISCOVERY BENEFITS, INC | MSA / DCSA ADMINISTRATION | 11/10/2016 | 4.90 |
| 78756 | ACCELA, INC | UTILITY ONLINE BILL PAY - OCTOBER 2016 | 11/10/2016 | 2,585.00 |
| 78804 | CARD SERVICES | SHIPPING | 11/18/2016 | 532.53 |
| 78810 | QUILL CORPORATION | TONER | 11/18/2016 | 770.67 |
| 78845 | CDW GOVERNMENT | OTTERBOX CASES FOR IPAD AIR2 | 11/28/2016 | 400.00 |
| 78846 | COMCAST CABLE COMM. LLC | INTERNET - TOWN HALL | 11/28/2016 | 214.90 |
| 78854 | LEWAN AND ASSOCIATES, INC | WIRELESS ACCESS POINTS REPLACEMENT | 11/28/2016 | 7,641.07 |
| Total for Department: 492 INFORMATION TECHNO | | | | 18,962.67 |
| Total for Fund:11 INFORMATION TECHNOLOGY | | | | 18,962.67 |
| Fund: 15 HEALTH INSURANCE FUND | | | | |
| Department: 000 NO PROJECT CODE ASSIGNED | | | | |
| 78655 | 1ST BANK OF NORTHERN COLORADO | EMPLOYEE BENEFITS FUNDING | 11/04/2016 | 10,225.22 |
| 78803 | 1ST BANK OF NORTHERN COLORADO | EMPLOYEE BENEFITS FUNDING | 11/18/2016 | 10,192.73 |
| Total for Department: 000 NO PROJECT CODE | | | | 20,417.95 |
| Total for Fund:15 HEALTH INSURANCE FUND | | | | 20,417.95 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|--|-----------------------------------|--|------------|-----------|
| Fund: 17 FACILITY SERVICES | | | | |
| Department: 496 CUSTODIAL SERVICE | | | | |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 19.44 |
| 78650 | FISH WINDOW CLEANING | WINDOW CLEANING @ TOWN HALL | 11/04/2016 | 2,795.00 |
| 78669 | VERITIV OPERATING COMPANY | CAN LINERS | 11/04/2016 | 320.16 |
| 78686 | DANIEL DOCKERY | REIMBURSE RAG LAUNDRY SERVICE | 11/04/2016 | 39.00 |
| 78700 | SAFEWAY, INC. | CLEANING SUPPLIES | 11/10/2016 | 25.35 |
| 78711 | ACE HARDWARE, LLC | CLEANING SUPPLIES FOR NEW POOL | 11/10/2016 | 117.34 |
| 78731 | HILLYARD INC | OUTSTANDING CREDIT - DUPLICATE PAYMENT | 11/10/2016 | 1,094.25 |
| Total for Department: 496 CUSTODIAL SERVICE | | | | 4,410.54 |
| Department: 497 FACILITY MAINTENANCE | | | | |
| 78627 | GRAINGER, INC. | DIMMABLE LIGHT | 11/04/2016 | 326.32 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 6.48 |
| 78684 | BRAD C. SPINUZZI | POOL MANITENANCE @ CRC | 11/04/2016 | 700.00 |
| 78691 | JOHN BRUNNER AND COMPANY | SERVICE STEAMER AT CRC | 11/10/2016 | 479.75 |
| 78711 | ACE HARDWARE, LLC | FLOOD LIGHT BULBS | 11/10/2016 | 243.34 |
| 78768 | GENERAL AIR SERVICE AND SUPPLY CO | CO-2 NEW POOL | 11/18/2016 | 111.14 |
| 78801 | OLD NATIONAL BANK | ENERGY EFFICIENCY LEASE PURCHASE | 11/18/2016 | 3,455.41 |
| 78804 | CARD SERVICES | LUNCH MEETING | 11/18/2016 | 159.66 |
| 78834 | GRAINGER, INC. | LAMP | 11/28/2016 | 240.94 |
| 78835 | CENTURYLINK | PHONE SERVICE | 11/28/2016 | 50.57 |
| 78843 | HOME DEPOT | LUMBER & HARDWARE | 11/28/2016 | 55.32 |
| 78861 | BRAD C. SPINUZZI | POOL MAINTENANCE 10/29 - 11/4 | 11/28/2016 | 650.00 |
| Total for Department: 497 FACILITY MAINTENAN | | | | 6,478.93 |
| Total for Fund:17 FACILITY SERVICES | | | | 10,889.47 |
| Fund: 19 DOWNTOWN DEVELOPMENT | | | | |
| Department: 486 DOWNTOWN DEVELOPMENT | | | | |
| 78667 | COLORADO SPECIAL DISTRICT | DDA WORKER'S COMPENSATION COVERAGE | 11/04/2016 | 242.50 |
| 78804 | CARD SERVICES | CONSTANT CONTACT | 11/18/2016 | 20.00 |
| 78850 | GREELEY TRIBUNE | DDA WRAP 1/4 PAGE | 11/28/2016 | 410.00 |
| Total for Department: 486 DOWNTOWN DEVELOP | | | | 672.50 |
| Total for Fund:19 DOWNTOWN DEVELOPMENT A | | | | 672.50 |
| Fund: 21 COMMUNITY CENTER EXPANSION | | | | |
| Department: 000 NO PROJECT CODE ASSIGNED | | | | |
| 78827 | KEVIN LUECK CONSTRUCTION | SALES TAX REFUND | 11/18/2016 | 241.95 |
| Total for Department: 000 NO PROJECT CODE | | | | 241.95 |

| Check No. | Vendor/Employee | Transaction Description | Date | Amount |
|---|--------------------------------------|--|------------|------------------------------|
| Department: 493 | | | | |
| 78627 | GRAINGER, INC. | SDS BINDERS AND BINDER HOLDERS | 11/04/2016 | 97.42 |
| 78642 | KING SOOPERS | FOOD FOR LIFEGUARD STAFF PARTY | 11/04/2016 | 37.45 |
| 78647 | MINES AND ASSOCIATES PC | EAP SERVICES | 11/04/2016 | 19.44 |
| 78652 | MUTSUMI PAULINE BROWN | FITNESS CLASSES - OCTOBER | 11/04/2016 | 1,533.00 |
| 78653 | NEWEGG BUSINESS, INC | DUAL BAND WIRELESS-AC | 11/04/2016 | 1,493.98 |
| 78677 | KRISTINA, K. WOOD | FITNESS CLASSES OCT 16 - 29 | 11/04/2016 | 175.00 |
| 78678 | JC LYNNE & CO LLC | FITNESS CLASSES - OCTOBER | 11/04/2016 | 825.00 |
| 78679 | CRICKET STEVENS FUECKER | FITNESS CLASSES OCT 6 - 28 | 11/04/2016 | 628.00 |
| 78680 | TERISA LACERT PECK | FITNESS CLASSES | 11/04/2016 | 510.00 |
| 78681 | KELLY MARIE KENNEDY | FITNESS CLASS | 11/04/2016 | 150.00 |
| 78683 | DEBORAH L. CAMPBELL | FITNESS CLASSES OCT 27 - 28 | 11/04/2016 | 100.00 |
| 78685 | JODI L. SMITH | FITNESS CLASSES 8/18 - 10/25 | 11/04/2016 | 375.00 |
| 78687 | WAUSAU TILE INC | FLOWER POTS | 11/04/2016 | 1,359.00 |
| 78688 | GRABER MANUFACTURING, INC. | BIKE RACKS, FIX STATIONS | 11/04/2016 | 5,281.80 |
| 78692 | COREN PRINTING, INC. | GRAND OPENING BROCHURE | 11/10/2016 | 390.00 |
| 78701 | XCEL ENERGY | UTILITIES | 11/10/2016 | 18,826.76 |
| 78711 | ACE HARDWARE, LLC | CREDIT FOR RETURN | 11/10/2016 | 257.04 |
| 78714 | MAIL N COPY | CANVAS | 11/10/2016 | 128.00 |
| 78745 | BARKER RINKER SEACAT ARCHITECT | CRC EXPANSION | 11/10/2016 | 17,764.14 |
| 78762 | DEBORAH L. CAMPBELL | FITNESS CLASS NOVEMBER 3RD & 4TH | 11/10/2016 | 50.00 |
| 78763 | LINDA ZIEGLER | FITNESS CLASSES 10/27 - 11/8 | 11/10/2016 | 200.00 |
| 78765 | KEVIN G. HINKLE | PERSONAL TRAINING OCT 24 - 30 | 11/10/2016 | 723.00 |
| 78768 | GENERAL AIR SERVICE AND SUPPLY CO | FILL CO2 CONTAINER | 11/18/2016 | 162.42 |
| 78780 | VICTORY SALES, INC | LIFEGUARD SWEATSHIRTS | 11/18/2016 | 1,640.65 |
| 78799 | BSN SPORTS INC | BALL CARTS | 11/18/2016 | 740.00 |
| 78804 | CARD SERVICES | FITNESS MATS, TOOLS, WEIGHT RACKS, WALL PHOTOS | 11/18/2016 | 2,654.88 |
| 78813 | PINKARD CONSTRUCTION COMPANY | CRC EXPANSION | 11/18/2016 | 76,633.23 |
| 78819 | LES MILLS UNITED STATES TRADING INC | BODY PUMP EQUIPMENT | 11/18/2016 | 2,761.44 |
| 78820 | TERISA LACERT PECK | FITNESS CLASSES OCT 25 - NOV 13 | 11/18/2016 | 900.00 |
| 78821 | KELLY MARIE KENNEDY | YOGA CLASS 10/29 - 11/11 | 11/18/2016 | 100.00 |
| 78822 | ASSOCIATED BUILDING SPECIALTIES, INC | LOCKERS FOR LIFEGUARD ROOM | 11/18/2016 | 2,675.00 |
| 78823 | DEBORAH L. CAMPBELL | FITNESS CLASSES NOV 10-12 | 11/18/2016 | 75.00 |
| 78825 | KEVIN G. HINKLE | PERSONAL TRAINING 10/31 - 11/13 | 11/18/2016 | 1,375.00 |
| 78826 | KENNETH E. TIGGES | PUMPKINS FOR PUMPKIN PLUNGE | 11/18/2016 | 68.75 |
| 78828 | POWER SYSTEMS, LLC | FITNESS EQUIPMENT | 11/18/2016 | 5,761.32 |
| 78829 | WESTERN STORAGE AND HANDLING, INC | SHELVES IN POOL STORAGE ROOM | 11/18/2016 | 1,637.39 |
| 78834 | GRAINGER, INC. | OVERBOOTS, CHEMICAL GLOVES, MASK | 11/28/2016 | 190.29 |
| 78844 | C.E.M. SALES AND SERVICE | POOL STARTUP CHEMICALS | 11/28/2016 | 2,859.60 |
| 78864 | AQUAM AQUATIC SPECIALIST INC. | FLOATING PUZZLE ANIMALS | 11/28/2016 | 106.00 |
| 78867 | HIGH COUNTRY POOLS & SPAS, INC | POOL CHEMICALS | 11/28/2016 | 174.84 |
| Total for Department: 493 | | | | 151,439.84 |
| Total for Fund:21 COMMUNITY CENTER EXPANS | | | | <u>151,681.79</u> |
| Accounts Payable Total | | | | 2,698,095.44 |
| Payroll 2 pay periods | | | | <u>423,992.92</u> |
| Total | | | | <u><u>\$3,122,088.36</u></u> |



MEMORANDUM

Date: November 28, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dennis Wagner, Director of Engineering
Re: Raw Water Supply Planning
Item #: C.2.

Background / Discussion:

In 2015, staff and the Water and Sewer Board spent time analyzing and discussing the town's water rights policies and practices. Listed below is a chronology of that activity.

January 21, 2015 – Water & Sewer Board work session. The topic was dedicating Water and Sewer Board time to study future of water development and water rights acquisition. Following the work session, a copy of the town's 2009 Potable Water Master Plan was shared with the board.

February 11, 2015 – Water & Sewer Board regular meeting. Windsor's portfolio of water rights was reviewed with the board. The board discussed what the town's code says about granting of water rights for new developments and how developments with non-potable irrigation systems necessitate a special water dedication formula. Raw water pricing trends were also discussed.

March 11, 2015 – Water & Sewer Board work session. Developers were invited to share their ideas and challenges concerning water supply with the board. Suggestions were categorized as, 1) Explore using a variety of native water supplies, 2) Tailor water dedication to each development, 3) Reduce landscape standards to reduce water usage, 4) How to pay for water supply.

April 8, 2015 – Water & Sewer Board regular meeting. The board discussed in more detail the following two topics that came from the March 11th work session: 1) Explore using a variety of native water supplies, 2) Tailor water dedication to each development.

May 13, 2015 – Water & Sewer Board work session. The board looked at water usage data in several Windsor subdivisions including both those that have non-potable irrigation systems and those that don't. That annual water usage data was compared with the town's current water dedication formulas. Staff will expand the database of water usage for the June meeting. The board reviewed a listing of native water rights that can potentially be used for potable water supply.

June 10, 2015 – Water & Sewer Board regular meeting. Focus on raw water dedication formulas and financial planning for water supply.

August 10, 2015 – Town Board work session. Staff summarized for the Town Board the work of the Water and Sewer Board and their recommendations. The Town Board asked staff to expand the water usage database that had been used to calculate average actual water usage. As directed, staff doubled the number of residential addresses in the sampling and added the year 2015, with the data summarized in the table below.

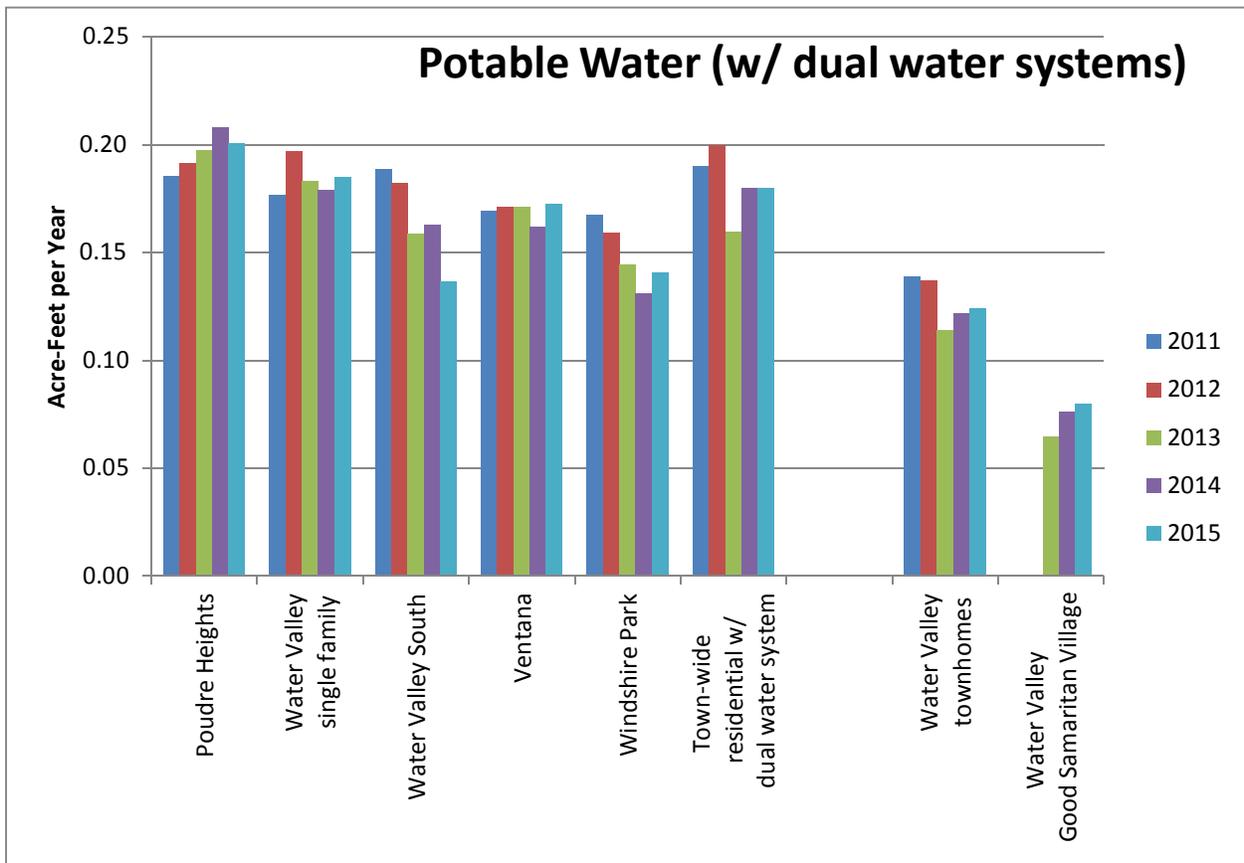
The dark yellow shaded area in the table is data for a sampling of homes with dual water systems. In other words, they have a non-potable water supply for irrigation and do not use Windsor's potable water for irrigation. The lighter yellow area is data for all Windsor residential customers with dual water systems. The dark green shading contains data for customers that use Windsor's potable water system for irrigation. The light green area is data for all residential customers that use Windsor's potable water for irrigation.

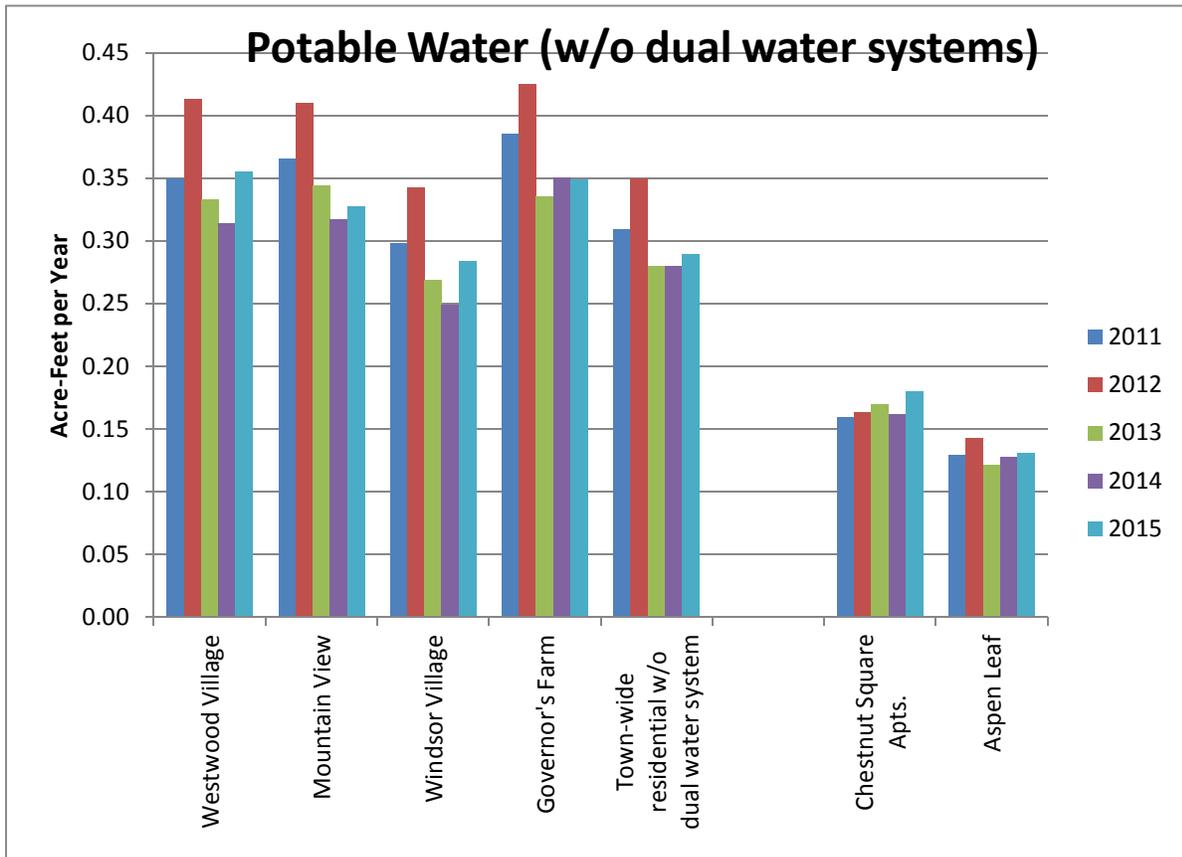
| | Subdivision Name | Number of dwelling units in sample | Dual Water System | 2011 Average Water Usage per Dwelling in Sample (acre-feet) | 2012 Average Water Usage per Dwelling in Sample (acre-feet) | 2013 Average Water Usage per Dwelling in Sample (acre-feet) | 2014 Average Water Usage per Dwelling in Sample (acre-feet) | 2015 Average Water Usage per Dwelling in Sample (acre-feet) |
|----|--|------------------------------------|-------------------|---|---|---|---|---|
| 1 | Poudre Heights single-family | 20 | Y | 0.19 | 0.19 | 0.20 | 0.21 | 0.20 |
| 2 | Water Valley (north) single-family | 20 | Y | 0.18 | 0.20 | 0.18 | 0.18 | 0.19 |
| 3 | Water Valley South single-family | 12 | Y | 0.19 | 0.18 | 0.16 | 0.16 | 0.14 |
| 4 | Ventana single-family | 11 | Y | 0.17 | 0.17 | 0.17 | 0.16 | 0.17 |
| 5 | Water Valley (north) townhouses | 50 | Y | 0.14 | 0.14 | 0.11 | 0.12 | 0.12 |
| 6 | Water Valley Good Samaritan Village senior housing | 116 | Y | -- | -- | 0.06 | 0.08 | 0.08 |
| 7 | Town-wide residential w/ dual water system | 2,200 | Y | 0.19 | 0.20 | 0.16 | 0.18 | 0.18 |
| 8 | Westwood Village single-family | 22 | N | 0.35 | 0.41 | 0.33 | 0.31 | 0.36 |
| 9 | Mountain View single-family | 20 | N | 0.37 | 0.41 | 0.34 | 0.32 | 0.33 |
| 10 | Windsor Village single-family | 20 | N | 0.30 | 0.34 | 0.27 | 0.25 | 0.28 |
| 11 | Governor's Farm single-family | 20 | N | 0.39 | 0.43 | 0.34 | 0.35 | 0.35 |

| | | | | | | | | |
|----|--|-------|---|------|------|------|------|------|
| 12 | Chestnut Square apartments | 116 | N | 0.16 | 0.16 | 0.17 | 0.16 | 0.18 |
| 13 | Aspen Leaf condos | 38 | N | 0.12 | 0.14 | 0.12 | 0.13 | 0.13 |
| 14 | Town-wide residential w/o dual water system | 3,100 | N | 0.31 | 0.35 | 0.28 | 0.28 | 0.29 |

2012 was a relatively hot and dry summer and water usage was an all-time high. On the other hand, 2014 was cooler and wetter and overall Windsor water usage was 13% lower than 2012. The significant difference between the two years is especially evident in the water usage for those customers in the green part of the table above because they use potable water for irrigation also. Those subdivisions with dual water systems have smaller variations from a dry year to a wet one.

Graphs of the data in the table follow:





Windsor currently bases raw water dedication in Water Valley on 0.25 acre-feet. As with all dedications the base amount is increased 17% for the final total dedication to account for system losses between the raw water reservoir and the customer's tap. In other words, the total amount in Water Valley is 0.29 acre-feet per dwelling. The base raw water dedication for most other residential subdivisions with a dual water system is 0.33 acre-feet; plus 17% equals 0.39 total.

Recommendation:

On June 10, 2015, the Water and Sewer Board recommended the following dedication formulas be the future standard for residential raw water dedication:

- Single-family w/ dual system: 0.25 af/house + 17%
- Multi-family w/ dual system: 0.15 af/dwelling unit +17%

- Single-family w/o dual system: 0.50 af/house + 17%
- Multi-family w/o dual system: 0.15 af/dwelling unit + 3 af/ac irrigated landscape +17%

Recommend repeal, amend and re-adopt portions of Section 13-2-80 of the Windsor Municipal Code with respect to the dedication of water rights and payment of cash in lieu of water right dedication.

TOWN OF WINDSOR

ORDINANCE NO. 2016-1527

AN ORDINANCE REPEALING, AMENDING AND RE-ADOPTING PORTIONS OF SECTION 13-2-80 OF THE *WINDSOR MUNICIPAL CODE* WITH RESPECT TO THE DEDICATION OF WATER RIGHTS AND PAYMENT OF CASH IN LIEU OF WATER RIGHTS DEDICATION

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality, with all powers and authority vested under Colorado law; and

WHEREAS, the Town operates its Water Utility Enterprise (“Utility”) pursuant to Chapter 13, Article II of the *Windsor Municipal Code*; and

WHEREAS, under Colorado law, the Utility is charged with assuring that it receives adequate supplies of water (“Raw Water”) and/or cash in lieu thereof to support the development and redevelopment of land within the Utility’s service area; and

WHEREAS, Section 13-2-80 of the *Windsor Municipal Code* contains the Utility’s requirements for Raw Water dedication; and

WHEREAS, based upon analysis and evaluation performed by the Utility, the Town’s Director of Engineering has recommended modifications to Section 13-2-80, which modifications are set forth herein; and

WHEREAS, the Town’s Water and Sewer Board has reviewed the modifications set forth herein, and has recommended Town Board adoption of this Ordinance; and

WHEREAS, the Town Board has given due consideration to this Ordinance, and finds that its adoption promotes the public health, safety and welfare, and promotes the essential purposes of the Town’s Water Utility Enterprise.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

Section 1. Section 13-2-80 of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

Sec. 13-2-80. - Grant of water rights required.

- (a) All premises requesting original water service from the Town shall furnish to the Town, without cost to the Town, water rights in the following amounts:
 - i. Single-family residential with separate non-potable irrigation system: 0.25 AF per residence, plus a 17% shrinkage factor, for a total of 0.29 AF;
 - ii. Multi-family with separate non-potable irrigation system: 0.15 AF per dwelling unit, plus a 17% shrinkage factor, for a total 0.18 AF;
 - iii. Single-family without separate non-potable irrigation system: 0.50 AF per residence, plus a 17% shrinkage factor, for a total 0.58 AF;
 - iv. Multi-family without non-potable irrigation system: 0.15 AF per dwelling unit, plus 3 AF per acre of irrigated landscape, plus a 17% shrinkage factor.
- (b) The water rights dedication requirements for all zoning districts other than those listed in sub-section (a) above shall be reviewed and determined by the Town Engineer as specific development plans are proposed. The basis of water dedication requirements shall be the anticipated annual water usage of the development as initially proposed.
- (c) The water rights dedication requirements for all zoning districts other than those listed in sub-section (a) above shall be based upon the initial intended use and shall be satisfied one (1) time only for each annexation, subdivision, sub-development and parcel of land, except that if the initial intended use is later increased, the owner of such tract shall furnish such additional water as shall be determined by the Town to be due on account of such different use.
- (d) The water requirements herein shall be satisfied by water rights deemed acceptable to the Town. Such water rights shall be transferred to the Town in accordance with the applicable subdivision or site development improvements agreement and, in the case of cash paid in lieu of required raw water dedication, at the time that the request for building permit approval is presented to the Town for approval.
- (e) In no case shall the fact that a portion of any tract or lot was served previously with water from the Town water utility excuse the furnishing of additional water rights when new water service is requested for other portions of said tract or lot. In the event the present owner or owners of

any existing tract or lot sells, conveys or otherwise permits a portion or portions of such tract or lot to be used for building purposes, additional water rights shall be dedicated for such portion or portions in the amount or amounts determined by the Town to be applicable thereto. The Town may in its sole discretion accept cash in lieu of water rights dedication. The amount of cash in lieu of water rights payment shall be determined in the sole discretion of the Town.

Section 2. This Ordinance shall apply to all completed applications for development approval received on or after the effective date of this Ordinance.

Introduced, passed on first reading, and ordered published this 28th day of November, 2016.

TOWN OF WINDSOR, COLORADO

By _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 12th day of December, 2016.

TOWN OF WINDSOR, COLORADO

By _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: December 12, 2016
To: Mayor and Town Board
Via: Regular meeting materials, December 12, 2016
From: Ian D. McCargar, Town Attorney
Re: Intergovernmental Agreement for fee waivers
Item #: C.3.

Background / Discussion:

The Town Manager and Fire District Chief have arrived at an agreement under which the Town and the Fire District will waive development-related fees for two specific projects each intends to build in the coming years. The District will waive its standard development review fees for the Town's Public Works Service Facility proposed for construction in 2017. The Town will waive its standard development fees and construction use tax for the Fire District's future Station No. 4, the location and details of which remain under consideration. The reasoning behind this mutual fee waiver is a recognition that each entity's taxpayer revenue source is overlapping, so that a fee waiver ultimately serves a public benefit to all taxpayers served by these entities.

The attached Intergovernmental Agreement for Mutual Waiver of Development-Related Fees has been reviewed and approved by counsel for both entities.

Financial Impact: Each entity will lose some fee revenue, and each will save fee expense, with the taxpayers the ultimate beneficiary.

Relationship to Strategic Plan: Supportive infrastructure; safe community

Recommendation: Adopt Resolution No. 2016-90, A Resolution Approving and Adopting the December 12, 2016, Intergovernmental Agreement Between the Town of Windsor and the Windsor-Severance Fire Rescue District With Respect to the Waiver of Certain Development-Related Fees. Simple majority required.

Attachments:

Resolution 2016-90, A Resolution Approving and Adopting the December 12, 2016, Intergovernmental Agreement Between the Town of Windsor and the Windsor-Severance Fire Rescue District With Respect to the Waiver of Certain Development-Related Fees

Intergovernmental Agreement for Mutual Waiver of Development-Related Fees between the Town of Windsor and the Windsor-Severance Fire Rescue District dated December 12, 2016.

TOWN OF WINDSOR

RESOLUTION NO. 2016 - 90

A RESOLUTION APPROVING AND ADOPTING THE DECEMBER 12, 2016, INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR AND THE WINDSOR-SEVERANCE FIRE RESCUE DISTRICT WITH RESPECT TO THE WAIVER OF CERTAIN DEVELOPMENT-RELATED FEES

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality with all powers and authority vested by Colorado law; and

WHEREAS, the Town has a long history of cooperative relations with neighboring local governments, including the Windsor-Severance Fire Rescue District (“District”); and

WHEREAS, both the Town and the Districts intend to construct public facilities necessary to serve their respective missions in the foreseeable future (“Facilities”), specifically:

a. A Town Public Works Service Facility (“Town Public Works Facility”);
and

b. A District Fire Station No. 4 (“Station No. 4”);

and

WHEREAS, both the Town and the District assess lawful fees to defray the costs of land development-related reviews and, in the case of the Town, statutory impact fees; and

WHEREAS, pursuant to recent statutory authorization, the District is contemplating the adoption of an impact fee for new construction; and

WHEREAS, the Town and the District, as taxpayer-supported entities, recognize that the payment of development-related fees to each other is a cost which is ultimately borne by the taxpayers who reside, do business and pay taxes in overlapping service areas; and

WHEREAS, Town and the District desire to facilitate the development of their Facilities, while minimizing the impact on their shared taxpayer base; and

WHEREAS, in order to facilitate their respective service objectives, the parties have determined that the waiver of certain development-related fees is necessary, appropriate and in the public interest; and

WHEREAS, the Town and the District have negotiated the attached *Intergovernmental Agreement for Mutual Waiver of Development-Related Fees* (“Agreement”), incorporated herein by this reference as if set forth fully; and

WHEREAS, the intention of the Town and District is to waive certain development-related fees as each party goes forth with their plans for construction of the Facilities, as set forth more specifically in the Agreement; and

WHEREAS, Title 29, Article 1 of the Colorado Revised Statutes encourages and permits local governments to cooperate in the provision of any function, service, or facility lawfully authorized to each of the cooperating entities, including the sharing of costs, the imposition of taxes, or the incurring of debt, so long as such cooperation is authorized by each party thereto with the approval of its governing body; and

WHEREAS, the Town Board wishes to approve the Agreement in furtherance of the public health, safety and welfare.

NOW, THEREFORE, be it resolved by the Town Board for the Town of Windsor, Colorado, as follows:

1. The attached Intergovernmental Agreement for Mutual Waiver of Development-Related Fees is hereby approved and adopted.
2. The Town Manager is hereby authorized to execute the attached Intergovernmental Agreement on behalf of the Town.
3. The Town Attorney is authorized to make such modifications to the form of the attached Intergovernmental Agreement as may be necessary to carry out the intent of this Resolution.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

[Seal]

**INTERGOVERNMENTAL AGREEMENT
FOR
MUTUAL WAIVER OF DEVELOPMENT-RELATED FEES**

THIS INTERGOVERNMENTAL AGREEMENT FOR MUTUAL WAIVER OF DEVELOPMENT-RELATED FEES (“Agreement”) is dated December 12, 2016, and is entered into by THE TOWN OF WINDSOR, a Colorado home rule municipal corporation (“Town”), and THE WINDSOR-SEVERANCE FIRE RESCUE DISTRICT, a Colorado statutory Special District (“District”).

ARTICLE I. RECITALS

1. The Town and the District have a long history of cooperation and coordination of services.
2. Both the Town and the District assess lawful fees to defray the costs of land development-related reviews and, in the case of the Town, statutory impact fees. Pursuant to recent statutory authorization, the District is contemplating the adoption of an impact fee for new construction.
3. Both the Town and the District expect that in the future each will be adding facilities necessary for their respective functions (“Facilities”), specifically:
 - a. A Town Public Works Service Facility (“Town Public Works Facility”); and
 - b. A District Fire Station No. 4 (“Station No. 4”).
4. Construction of the Town Public Works Facility is expected to commence in the near future at 922 15th Street, Windsor, Colorado. The Town’s development plans for the Town Public Works Facility have been reviewed and approved by the District.
5. Station No. 4 has not yet reached the planning stage, but both parties agree a new fire station will certainly be needed in the future, given projected growth and development expectations within the District’s service area.
6. The Town and the District, as taxpayer-supported entities, recognize that the payment of development-related fees to each other is a cost which is ultimately borne by the taxpayers who reside, do business and pay taxes in overlapping service areas.
7. The Town and the District desire to facilitate the development of their Facilities, while minimizing the impact on their shared taxpayer base.
8. In order to facilitate their respective service objectives, the parties have determined that the waiver of certain development-related fees is necessary, appropriate and in the public interest.

9. § 29-1-203, C.R.S., authorizes local governments to contract with one another to provide any function, service, or facility lawfully authorized to each of the contracting units, including the sharing of costs, the imposition of taxes, or the incurring of debt.

NOW, THEREFORE, the parties agree as follows:

ARTICLE II. ACKNOWLEDGEMENT AND TOWN WAIVER OF STATION NO. 4
DEVELOPMENT FEES

1. The District acknowledges the validity of the Town's development-related review fee structure, and the Town's general legal authority to collect reasonable fees associated with land development.
2. Notwithstanding the foregoing acknowledgement, and exclusively with respect to development approval of the District Fire Facility, the Town agrees to waive the following development review-related fees:
 - Town Plan Review Fee;
 - Town Administrative Fee;
 - That portion of the Town's Construction Use Tax not set aside for construction and expansion of the Windsor Community Recreation Center as specifically provided in *Windsor Municipal Code* Section 4-2-20 (2) and 4-2-20 (9).
3. The total amount of fees waived under the foregoing categories shall be determined by the calculations customarily undertaken by the Town at the time of building permit issuance. The foregoing fee categories will be waived, regardless of the amount ultimately so determined.
4. The Town's fee waiver set forth above shall be deemed a permanent relinquishment of the Town's right to collect the above-identified fees with respect to Station No. 4 only. No other District facilities are included in this Agreement.

ARTICLE III. ACKNOWLEDGEMENT AND DISTRICT WAIVER OF TOWN
PUBLIC WORKS FACILITY DEVELOPMENT FEES

1. The Town acknowledges the validity of the District's development-related review and proposed impact fee structures ("Fire District Fees"), and the Town's general legal authority to collect reasonable fees associated with land development.

2. Notwithstanding the foregoing acknowledgement, and exclusively with respect to development approval of the Town Public Works Facility, the District hereby agrees to waive its customary Fire District Fees.
3. The District's fee waiver set forth above shall be deemed a permanent relinquishment of the District's right to collect its Fire District Fee with respect to the Town Public Works Facility only. No other Town facilities are included in this Agreement.

ARTICLE IV. MISCELLANEOUS

1. **TABOR.** Nothing herein shall be deemed a multiple-fiscal year obligation in violation of the limitations set forth in Article X, Section 20 of the Colorado Constitution. All sums waived hereunder by the Town and the District in any future fiscal year shall be subject to legal availability and annual appropriation.
2. **Subsequent policy.** No legislation or policy adopted by either the Town or the District after the date of this Agreement establishing or imposing development review-related fees shall be applied to either party with respect to the Facilities. Any such legislation or policy, however, may apply to other facilities developed by the parties, unless the parties specifically otherwise agree in writing with respect to such other facilities.
3. **Subsequent State legislation, constitutional limits.** Neither party shall be required to comply with this Agreement in the event that subsequent legislation adopted by the State of Colorado makes such compliance unlawful.
4. **Entire Agreement.** This writing constitutes the entire agreement between the parties with respect to its subject matter, and supersedes any prior written or oral communication, negotiations, agreements, representations and understandings between them with respect to its subject matter.
5. **Modification.** This Agreement may not be modified, enlarged or altered, except in writing, signed by both parties.
6. **No Third Party Beneficiaries.** No person not a signatory hereto shall have any right to seek enforcement or declaration of status under this Agreement. No third party beneficiaries are intended.
7. **Attorney fees, costs of litigation.** In the event of litigation between the parties arising out of this Agreement, each party shall pay its respective litigation costs, including attorney fees, expert witness fees and other costs of suit.
8. **Venue.** This Agreement shall be governed by and construed in accordance with the law of the State of Colorado. Venue for all purposes shall be deemed proper in the District Court of Weld County, Colorado.

9. **Severability.** If any part, term or provision of this Agreement is held by the courts to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term of provision, and the rights of the parties shall be construed as if the part, term or provision in question was never part of this Agreement.

WHEREFORE, the parties have executed this Agreement on the date first set forth above, and intend to be bound accordingly.

TOWN OF WINDSOR

WINDSOR-SEVERANCE FIRE
RESCUE DISTRICT

Kelly E. Arnold, Town Manager

Herb Brady, Fire Chief

ATTEST:

Patti Garcia, Town Clerk

Secretary to the Fire District Board



MEMORANDUM

Date: December 12, 2016
To: Mayor & Town Board
Via: Kelly Arnold, Town Manager
From: Scott Ballstadt, Director of Planning
Subject: Resolution No. 2016-91 – A Resolution Approving an Amended Fee Schedule for Building and Plan Review Services Associated with Building Permits in the Town of Windsor
Item #: C.4.

Summary:

This item proposes to replace the Town's existing fee schedule for building and plan review services with the fee schedule in Table 1-A of the 1997 Uniform Building Code (UBC) and update fees for "one stop" building permits.

Background:

The Town first contracted with SAFEbuilt (formerly known as Colorado Inspection Agency) to perform building permit plan reviews and building inspections with the passage of Resolution No. 1993-5. The Town and SAFEbuilt operated under a fee schedule taken from the 1991 Uniform Building Code (UBC) for the next twelve (12) years.

The Town last updated the fee schedule in 2003 with the adoption of Resolution No. 2003-34, which retained the 1991 fee schedule but with modifications. Even with those modifications, the Town's building permit fees remained 15% - 45% lower than almost every other jurisdiction in the northern Colorado region at that time and that remains the fee schedule currently in use.

Proposed Update:

The 1997 UBC was the last version of the building code to include a fee schedule. Therefore, the majority of Windsor's neighboring communities continue to utilize the 1997 UBC fee schedule today, albeit most of them have since modified it to reflect inflation and other increases.

The enclosed resolution includes the fee schedule in Table 1-A from the 1997 UBC without modifications and includes increases to "one-stop" projects that are issued "over the counter" which typically require a single inspection (see Exhibit A).

Financial Impact:

Increase in building permit fee collections based on a more current fee schedule

Relationship to Strategic Plan: Safe, Well-Planned Community with Spirit and Pride

Recommendation:

Approval of resolution.

December 12, 2016
TB Item C.3.a – memo re Amended Bldg Permit Fee Schedule

Attachments: Resolution
 10/20/16 SAFEbuilt justification letter
 Comparison of fee schedules in region
 Fee comparison examples
 NOCO HBA letter

pc: Greg Miedema, Executive Officer, HBA of Northern Colorado
 Mike McCurdie, President, SAFEbuilt
 Russ Weber, Building Official, SAFEbuilt

Exhibit A

Single Stop Projects
 Proposed Inspection Fee Adjustments

| | Current | Proposed |
|--|-------------------|-------------------|
| Furnace/Air Conditioner | \$45.00 | \$70.00 |
| Roof (Re-shingle) | \$45.00 | \$60.00 |
| Water heater | \$30.00 | \$60.00 |
| Lawn Sprinkler system | \$30.00 | \$60.00 |
| Siding or Window replacement* | \$45.00 | \$70.00 |
| Sale trailer or similar modular units | \$75.00 | No change |
| Demolition | \$50.00 | No change |
| Reinspection Fee | \$45.00 | \$75.00 |
| Investigation Fee | 50% of permit fee | No change |
| Business license inspections | N/A | \$75.00 |
| Inspections outside of normal business hours | \$50.00 per hour | \$100.00 per hour |

TOWN OF WINDSOR

RESOLUTION NO. 2016-91

A RESOLUTION APPROVING AN AMENDED FEE SCHEDULE FOR BUILDING AND PLAN REVIEW SERVICES ASSOCIATED WITH BUILDING PERMITS IN THE TOWN OF WINDSOR

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, the Town assesses fees associated with building permit issuance to defray the costs associated with building permit reviews, inspections and administration; and

WHEREAS, the revised schedule of building permit fees, entitled TABLE 1-A – BUILDING PERMIT FEES OF THE 1997 UNIFORM BUILDING CODE, is attached hereto, designated as Exhibit A, and incorporated herein by this reference as if set forth fully; and

WHEREAS, the Director of Planning has also recommended the adoption of the fees set forth in Exhibit B for “one-stop” permits issued on an “over the counter” basis; and

WHEREAS, the Town Board has reviewed Exhibit A, and has concluded that the fees set forth therein are appropriate; and

WHEREAS, the Town Board wishes to approve the fee schedule as set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

The fee schedules set forth in Exhibits A and B hereto are hereby approved by the Town of Windsor, and shall apply to building permits and over-the-counter approvals, respectively, issued beginning April 1, 2017.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Exhibit A

1997 Uniform Building Code

TABLE 1-A—BUILDING PERMIT FEES

| TOTAL VALUATION | FEE |
|--|--|
| \$1.00 to \$500.00 | \$23.50 |
| \$501.00 to \$2,000.00 | \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00 |
| \$2,001.00 to \$25,000.00 | \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00 |
| \$25,001.00 to \$50,000.00 | \$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00 |
| \$50,001.00 to \$100,000.00 | \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00 |
| \$100,001.00 to \$500,000.00 | \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00 |
| \$500,001.00 to \$1,000,000.00 | \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and up | \$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof |
| Other Inspections and Fees: | |
| 1. Inspections outside of normal business hours (minimum charge—two hours) | \$47.00 per hour ¹ |
| 2. Reinspection fees assessed under provisions of Section 305.8 | \$47.00 per hour ¹ |
| 3. Inspections for which no fee is specifically indicated (minimum charge—one-half hour) | \$47.00 per hour ¹ |
| 4. Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour) | \$47.00 per hour ¹ |
| 5. For use of outside consultants for plan checking and inspections, or both | Actual costs ² |

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

Exhibit B

Single Stop Projects
Proposed Inspection Fee Adjustments

| | |
|--|-------------------|
| Furnace/Air Conditioner | \$70.00 |
| Roof (Re-shingle) | \$60.00 |
| Water heater | \$60.00 |
| Lawn Sprinkler system | \$60.00 |
| Siding or Window replacement* | \$70.00 |
| Sale trailer or similar modular units | \$75.00 |
| Demolition | \$50.00 |
| Reinspection Fee | \$75.00 |
| Investigation Fee | 50% of permit fee |
| Business license inspections | \$75.00 |
| Inspections outside of normal business hours | \$100.00 per hour |



Building Department Services

October 20th, 2016

To: Town Board
Town of Windsor

Re: Justification for fee adjustment for Building Department permit fees

SAFEbuilt has contracted Building Department services to the Town of Windsor since 1992. The fee structure for our services has not been updated since 2003. Safebuilt would like to propose a fee adjustment for the Town of Windsor's consideration. The justification for the fee adjustment is listed below.

Since 2003, the Consumer Price Index has increased roughly 22%. Many neighboring jurisdictions have modified their fee schedules to accommodate increasing costs. SAFEbuilt, as a private company, has tried to accommodate a high level of service under the 2003 fees without any increases. With new updated technology, SAFEbuilt has issued tablets to all field inspectors. These technologies give the homeowner and contractor instant access to inspection results and inspection history as well as live notification when a permit has shown compliance with all adopted codes. One stop permits can be applied and paid for on-line through our contractor connect program. Our permitting software system, "Meritage" streamlines the permitting process at no cost to the town. All of these new systems have greatly increased our service levels but has also increased operating costs.

SAFEbuilt's Windsor office now staffs;

- Two permit technicians
- Two Commercial/Residential plans examiners
- Six Building Inspectors
- One residential inspector in training
- One Building Official

SAFEbuilt will continue to maintain a high level of service to the Town of Windsor including our same-day inspection policy for all inspections requested before 7:30 AM. All inspection requests are completed the same day. No inspections are carried over to the next working day. When needed, additional inspectors are dispatched from our Firestone office. This again, allows SAFEbuilt to service the Town of Windsor at a level not matched by any other building department.

Russ Weber
Chief Building Official
SAFEbuilt, Inc

| Town | Fee Schedule Year | Project Valuation of \$100,000 and up |
|--|-------------------|--|
| Loveland | 1997 | \$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof |
| Greeley | 1997 | \$993.75 for the first \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Weld County | Modified 1991 | \$887.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Dacono | Modified 1997 | \$1,027 for the first \$100,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$500,000 |
| Longmont | Modified 1997 | \$1,142.55 for the first \$100,000 plus \$6.44 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Severance | Modified 1991 | \$863.45 for the first \$100,000 plus \$4.73 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Windsor | Modified 1991 | \$690.65 for the first \$100,000 plus \$3.78 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Timnath | 1997 | \$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Windsor History | | |
| 1991 UBC Fee Schedule adopted in 1992 | | \$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| Modified 1991 Fee Schedule adopted in 2003 | | \$690.65 for the first \$100,000 plus \$3.78 for each additional \$1,000 or fraction thereof, to and including \$500,000 |

VALUATION COMPARISON

| Project Type | City of Fort Collins | City of Longmont | Town of Windsor | Town of Timnath | City of Loveland | Johnstown |
|--|----------------------|------------------|-----------------|-----------------|------------------|----------------|
| New Single Family R-3/VB – Cost per square foot | \$95.90 | \$112.65 | 102.14 | 101.90 | \$112.65 | \$101.90 |
| New Single Family 2500 sq. ft. - valuation | \$239,750.00 | \$281,625.00 | \$255,350.00 | \$254,750.00 | \$281,625.00 | \$254,750.00 |
| Industrial | \$5,000,000.00 | \$5,000,000.00 | \$5,000,000.00 | \$5,000,000.00 | \$5,000,000.00 | \$5,000,000.00 |
| Commercial Retail | \$1,000,001.00 | \$1,000,001.00 | \$1,000,001.00 | \$1,000,001.00 | \$1,000,001.00 | \$1,000,001.00 |
| Commercial Tennant Finish | \$50,000.00 | \$50,000.00 | \$50,000.00 | \$50,000.00 | \$50,000.00 | \$50,000.00 |

FEE COMPARISON

| Project Type | City of Fort Collins | City of Longmont | Town of Windsor | Town of Timnath | City of Loveland | Johnstown |
|--------------------------------|----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| New Single Family | | | | | | |
| Building Permit Fee: | \$1,855.58 | \$2,314.63 | \$1,280.33 | \$1,861.75 | \$2,012.95 | \$1,861.75 |
| Plan Review Fee: | \$1,374.50 | \$1,157.32 | \$384.10 | \$1,210.14 | \$1,308.42 | \$558.53 |
| TOTAL: | \$3,230.08 | \$3,471.95 | \$1,664.43 | \$3,071.89 | \$3,321.37 | \$2,420.28 |
| DEVELOPMENT IMPACT FEES | \$4,789.00 | \$6,802 | | \$6,847 | | \$6,212.47 |
| Industrial | | | | | | |
| Building Permit Fee: | \$19,122.08 | \$23,248.55 | \$10,307.65 | \$18,208.75 | \$20,208.75 | \$20,208.75 |
| Plan Review Fee: | \$14,164.50 | \$15,111.56 | \$6,699.97 | \$11,835.69 | \$13,135.69 | \$13,135.69 |
| TOTAL: | \$33,286.58 | \$38,360.11 | \$17,007.62 | \$30,044.44 | \$33,344.44 | \$33,344.44 |
| Commercial Retail | | | | | | |
| Building Permit Fee: | \$5,622.08 | \$6,448.55 | \$3,827.65 | \$5,608.75 | \$5,608.75 | \$5,608.75 |
| Plan Review Fee: | \$4,164.50 | \$4,191.56 | \$2,487.97 | \$3,645.69 | \$3,645.69 | \$3,645.69 |
| TOTAL: | \$9,786.58 | \$10,640.11 | \$6,315.62 | \$9,254.44 | \$9,254.44 | \$9,254.44 |
| Commercial Tenant Finish | | | | | | |
| Building Permit Fee: | \$694.58 | \$740.05 | \$447.65 | \$643.75 | \$643.75 | \$643.75 |
| Plan Review Fee: | \$514.50 | \$481.03 | \$290.97 | \$418.44 | \$418.44 | \$418.44 |
| TOTAL: | \$1,209.08 | \$1,221.08 | \$738.62 | \$1,062.19 | \$1,062.19 | \$1,062.19 |

| | |
|----------------------|---|
| City of Fort Collins | Valuation and permit fee established using Fort Collins fee schedules Jan 2015– from website and phone conversation with building department Plan Review fee is 65% of valuation fee – industry standard |
| City of Longmont | Valuation and permit fee established using Longmont fee schedules (Bldg Standards/ICC – Feb 2015) – from website and phone conversation with building department Plan Review fee is 50% of permit fee for residential and 65% of permit fee for commercial |
| Town of Windsor | Valuation and permit fee established using Windsor fee schedules Plan Review fee is 30% of permit fee for residential and 65% of permit fee for commercial and industrial |
| Town of Timnath | Valuation and permit fee established using Timnath fee schedules – from phone conversation with building department Plan Review fee is 65% of permit fee – industry standard |
| City of Loveland | Valuation and permit fee established using Loveland fee schedules (Bldg Standards/ICC – Feb 2015) – from website Plan Review fee is 65% of permit fee – industry standard |
| Town of Johnstown | Valuation established using Bldg Standards/ICC – Feb 2011 |

VALUATION COMPARISON

| Project Type | Town of Severance | City of Greeley | | | | |
|--|-------------------|-----------------|--|--|--|--|
| New Single Family R-3/VB – Cost per square foot | \$101.90 | \$112.65 | | | | |
| New Single Family 2500 sq. ft. - valuation | \$254,750 | \$281,625 | | | | |
| Industrial | \$5,000,000.00 | \$5,000,000.00 | | | | |
| Commercial Retail | \$1,000,001.00 | \$1,000,001.00 | | | | |
| Commercial Tennant Finish | \$50,000.00 | \$50,000.00 | | | | |

Plan Review fee is 65% of permit fee – industry standard

Note: Information is current as of August 2011

FEE COMPARISON

| Project Type | Town of Severance | City of Greeley | | | | |
|--------------------------------|--------------------|--------------------|--|--|--|--|
| New Single Family | | | | | | |
| Building Permit Fee: | \$1,596.60 | \$2,012.95 | | | | |
| Plan Review Fee: | \$478.98 | \$1,107.12 | | | | |
| TOTAL: | \$2,075.58 | \$3,120.07 | | | | |
| DEVELOPMENT IMPACT FEES | | \$7,725.75 | | | | |
| Industrial | \$5,000,000 | \$5,000,000 | | | | |
| Building Permit Fee: | \$12,900.00 | \$20,208.75 | | | | |
| Plan Review Fee: | \$8,385.29 | \$11,114.81 | | | | |
| TOTAL: | \$21,285.74 | \$31,323.56 | | | | |
| Commercial Retail | \$1,000,000 | \$1,000,000 | | | | |
| Building Permit Fee: | \$4,780.45 | \$5,608.75 | | | | |
| Plan Review Fee: | \$3,107.29 | \$3,084.81 | | | | |
| TOTAL: | \$7,887.74 | \$8,693.56 | | | | |
| Commercial Tenant Finish | \$50,000 | \$50,000 | | | | |
| Building Permit Fee: | \$560.00 | \$643.75 | | | | |
| Plan Review Fee: | \$364.00 | \$354.06 | | | | |
| TOTAL: | \$924.00 | \$997.81 | | | | |
| DEVELOPMENT IMPACT FEES | | | | | | |

Town of Severance Valuation and permit fee established using adopted fee schedule

Plan Review fee is 65% of valuation fee

City of Greeley Valuation and permit fee established using Dacono's fee schedules (Bldg Standards/ICC – Feb 2015) – from website and phone conversation with building department

Plan review fee is 55% of valuation fee

Development Impact Fees (Greeley) based on – Storm drainage, transportation, park, Fire and Rescue, Police and Trail fees.
Commercial and industrial impact fees vary so widely from City to City that a comparison is hard to calculate.

602 Park Edge Cir

Valuation: \$258,656

| Description | Today | Proposed |
|---|--------------------|----------------------------------|
| Community Center Expansion Fund | \$969.96 | \$969.96 |
| Building Admin Fee | \$403.42 | \$551.54 |
| Building Permit Fee | \$1,291.67 | \$1,884.15 |
| Community Center Tax .2% | \$258.66 | \$258.66 |
| Community Park Fee (1253.00 Enter Amount) | \$1,253.00 | \$1,253.00 |
| Construction Meter | \$57.50 | \$57.50 |
| Drainage Fee (758.51 Enter Amount) | \$758.51 | \$758.51 |
| Neighborhood Park Fee (3709.00 Enter Amount) | \$3,709.00 | \$3,709.00 |
| Plan Review Fee 30% | \$387.50 | \$1,224.70 (Plan Review Fee 65%) |
| Raw Water Fee (3420.00 Enter Amount) | \$3,420.00 | \$3,420.00 |
| Residential Electrical Fee (2241.00 Enter Amount) | \$264.50 | \$264.50 |
| Road Impact (2115.00 Enter Amount) | \$2,115.00 | \$2,115.00 |
| Sewer Plant Investment Fee (4400.00 Enter Amount) | \$4,400.00 | \$4,400.00 |
| Water Meter and Yoke (429.00 Enter Amount) | \$429.00 | \$429.00 |
| Water Plant Investment Fee (5781.00 Enter Amount) | \$5,781.00 | \$5,781.00 |
| Windsor Use Tax 3% | \$3,879.84 | \$3,879.84 |
| Total: | \$29,378.56 | \$30,956.36 |

2247 Stone Fish Dr

Valuation: \$266,430

| <u>Description</u> | Today | Proposed |
|---|--------------------|----------------------------------|
| Community Center Expansion Fund | \$999.11 | \$999.11 |
| Building Admin Fee | \$410.98 | \$562.74 |
| Building Permit Fee | \$1,321.91 | \$1,928.95 |
| Community Center Tax .2% | \$266.43 | \$266.43 |
| Community Park Fee (1253.00 Enter Amount) | \$1,253.00 | \$1,253.00 |
| Construction Meter | \$57.50 | \$57.50 |
| Drainage Fee (546.40 Enter Amount) | \$546.40 | \$546.40 |
| Plan Review Fee 30% | \$396.57 | \$1,253.82 (Plan Review Fee 65%) |
| Residential Electrical Fee (2244.00 Enter Amount) | \$264.50 | \$264.50 |
| Road Impact (2115.00 Enter Amount) | \$2,115.00 | \$2,115.00 |
| Sewer Plant Investment Fee (4400.00 Enter Amount) | \$4,400.00 | \$4,400.00 |
| Water Meter and Yoke (429.00 Enter Amount) | \$429.00 | \$429.00 |
| Water Plant Investment Fee (5781.00 Enter Amount) | \$5,781.00 | \$5,781.00 |
| Windsor Use Tax 3% | \$3,996.46 | \$3,996.46 |
| Total: | \$22,237.86 | \$23,853.91 |

Commercial

1101 Automation Dr

Valuation: \$1,936,122

Description

| | Today | Proposed |
|---|--------------|-----------------|
| Community Center Expansion Fund | \$7,260.46 | \$7,260.46 |
| Building Admin Fee | \$1,350.77 | \$2,295.33 |
| Building Permit Fee | \$5,345.59 | \$8,560.30 |
| Commercial Electrical > \$2000 (38136.00 Electrical Value) | \$563.50 | \$563.50 |
| Community Center Tax .2% | \$1,936.12 | \$1,936.12 |
| Construction Meter | \$57.50 | \$57.50 |
| Drainage Fee (22203.38) | \$22,203.38 | \$22,203.38 |
| Fire Department Plan Review | \$10,050.00 | \$10,050.00 |
| Plan Review Fee 65% | \$3,474.63 | \$5,564.20 |
| Raw Water Fee (45600.00 Enter Amount) | \$45,600.00 | \$45,600.00 |
| Road Impact (47587.15 Enter Amount) | \$47,587.15 | \$47,587.15 |
| Sewer Plant Investment Fee (15228.00 Enter Amount) | \$7,128.00 | \$7,128.00 |
| Water Meter and Yoke (853.00 Enter Amount) | \$853.00 | \$853.00 |
| Water Plant Investment Fee (15228.00 Enter Amount) | \$15,228.00 | \$15,228.00 |
| Windsor Use Tax 3% | \$29,041.83 | \$29,041.83 |
| Total: | \$197,679.93 | \$203,928.77 |

Invoicing Comparison 1

| Description | Actual Fee | Proposed Fee |
|-------------------------------------|-------------------|---|
| Residential Electrical Fee | \$9,729.00 | \$9,729.00 |
| Building Permit Fee | \$53,121.65 | \$76,784.95 |
| Construction Meter | \$1,035.00 | \$1,035.00 |
| Plan Review Fee (Almost Same As) | \$100.00 | \$100.00 |
| Plan Review Fee 30% | \$4,383.92 | \$13,823.03 *This is Plan Review at 65% |
| Commercial Electrical >\$2000 | \$6,187.00 | \$6,187.00 |
| Plan Review Fee (Same As) | \$585.00 | \$585.00 |
| Plan Review Fee 65% | \$4,505.50 | \$4,505.50 |
| Electrical Permit- One Stop | \$115.00 | \$115.00 |
| Safebuilt Other Building Permit Fee | \$200.18 | \$200.18 |
| Siding or Window Replacement Fee | \$90.00 | \$90.00 |
| Roof Fee | \$135.00 | \$135.00 |
| Furnace | \$270.00 | \$270.00 |
| Furnace/Air Conditioner Fee | \$45.00 | \$45.00 |
| Water Heater Fee | \$150.00 | \$150.00 |
| Demoltion | \$50.00 | \$50.00 |
| Total: | \$80,702.25 | \$113,804.66 |

CO Invoice

| | | |
|-------------------------|-------------|--------------|
| Building Permits | \$71,127.83 | \$94,791.13 |
| Plan Review Services | \$9,574.42 | \$19,013.53 |
| 10% Discount on Billing | \$8,070.23 | |
| Total: | \$72,632.03 | \$113,804.66 |



PO Box 669 970-686-2798
Windsor, CO 80550
www.nocohba.com
info@nocohba.com

Planning Commission and Town Board
Town of Windsor
300 Walnut Street
Windsor, CO 80550

Members of the Planning Commission, Town Board:

We have been presented with proposed plan review and permit fee increases for 2017. Director Scott Ballstadt took time to personally meet with myself, accompanied by SAFEbuilt Director Russ Weber earlier in October.

As an Association, we are reminded, by our membership, to remain vigilant towards undue fees and costs that impact the ability to bring affordable housing to any community. We are also obligated to make sure that the building community contributes, by way of fees and other costs, monetarily to those areas impacted by growth. It is important to note, of course, that ultimately any fees are reflected in the sales price of new homes.

Having set the stage thus, we also realize that there has been significant modernization in the permitting and inspection processes, and further that the fee structure has not had a significant update for approximately 10 years. There remains some lingering frustration with the timetable for (permit) issuance, but not directly with the inspection process.

The length of time between adjustments, along with the superb service we experience, as a group, from the professionals at SAFEbuilt, casts a favorable light on the proposed fee adjustments. As a group, we will always advocate for minimized cost impacts to the home building process, and hope the Town, as an entity, will bear in mind that as costs vary from jurisdiction to jurisdiction, growth will occur where the processes are the most economically advantageous.

We appreciate being notified and the personal conversation around these fees. We acknowledge their necessity and at this time find them reasonable. Further, there is no question as to the value of the services provided by SAFEbuilt, in particular.

Cordially

A handwritten signature in black ink, appearing to read "Gregory A. Miedema".

Gregory A. Miedema, CAPS, CGB, CGP, CGR
Executive Officer, NOCO HBA



MEMORANDUM

Date: December 12, 2016
To: Mayor & Town Board
Via: Kelly Arnold, Town Manager
From: Scott Ballstadt, Director of Planning
Subject: Resolution No. 2016-92 – A Resolution Approving a Contract with SAFEbuilt Colorado, LLC for Building Inspection Services Provided to the Town of Windsor
Item #: C.5.

Summary:

This item consists of proposed updated language to be included in the Town's agreement with SAFEbuilt Colorado, LLC for provision of building permit plan review and inspection services.

Background:

The Town first contracted with SAFEbuilt (formerly known as Colorado Inspection Agency) to perform building permit plan reviews and building inspections with the passage of Resolution No. 1993-5. Over the ensuing 26 years, SAFEbuilt has proven to be a valuable partner with the Town, having grown from the original office in Windsor, to a nationwide company serving jurisdictions from coast to coast. Despite the tremendous growth in the company, SAFEbuilt continues to provide the same high quality customer service that Windsor citizens and builders have come to expect.

Key among the benefits of SAFEbuilt's expansion in Colorado is the fact that, during times of high building activity such as the current level of activity, SAFEbuilt is able to utilize staff and other resources from their offices around the Front Range to ensure that building permit review and inspection timeframes do not suffer.

Additionally, SAFEbuilt is continually making process improvements through the use of new technologies including the creation of their own web-based permit tracking program known as Meritage. The Meritage system allows Town staff access to real-time inspection status updates and allows certain applications to be completed online, among other beneficial features.

Proposed Updates:

The proposed resolution includes three substantive amendments:

1. Currently, the Town receives a rebate of 10% of the total building permit fees collected, which dates back to the original agreement with Colorado Inspection Agency. The proposed amended language would allow the Town to retain 20% of all building permit fees with the exception of re-inspection fees.

The Town currently funds a number of staff and soft costs that contribute to the building permit and inspection process:

- One dedicated Permit Technician position that processes the majority of building permits, and the Customer Service Department includes two other positions that serve as primary backup to that position during paid vacations, sick leave and times when multiple customers require assistance at the same time. The other Customer Service staff members are also involved in building permit intake and routine questions.
 - The Director of Planning serves as the Town's Building Official, working closely with building officials from SAFEbuilt when various issues with building permits, inspections, code violations and other items arise.
 - The Engineering Department has one primary staff member and two backup engineers who review and inspect all residential building permit grading certifications.
 - The Directors of Planning, Engineering and other Engineering staff review all commercial, industrial and multi-family building permits to address road impact, water and drainage fees.
 - The Chief Planner and Senior Planners, Engineers and Town Forester review plans for all commercial and industrial projects and inspect for compliance with the Town's adopted architectural, drainage and landscape standards required for issuance of a Certificate of Occupancy.
 - Overhead for Town staff involvement in building permit review and inspection services include Town vehicles, Information Technology, etc.
 - In 2015, the 10% rebate from SAFEbuilt to the Town was \$106,066.
2. In addition to the current language that provides for plan review and building inspection services at no cost to the Town for all Town-owned projects, SAFEbuilt has further agreed to provide those services for a future Windsor-Severance Fire Rescue Station No. 4 at a reduced rate of 50% so long as Station No. 4 is constructed within Town limits.
3. Section 9 has been added as a precaution in the event of a State investigation into SAFEbuilt activities or practices. The language ensures that, as long as the Town was not at fault for the activities or practices in question, SAFEbuilt will reimburse the Town for any expenses associated with the Town's participation in the investigation.

Summary:

In addition to the aforementioned benefits of utilizing SAFEbuilt's building plan review and inspection services, SAFEbuilt has demonstrated a strong commitment to the Windsor community through offering scholarships to Windsor High School graduates, participation in The Mill project, and many other contributions to the community.

Financial Impact:

Increase in revenue from building permit fee collections due to 20% rebate from SAFEbuilt versus the current 10% rebate

Relationship to Strategic Plan: Safe, Well-Planned Community with Spirit and Pride

Recommendation:

Approval of resolution.

December 12, 2016
TB Item C.4.a – memo re SAFEbuilt Contract

attachments: Resolution
 SAFEbuilt contract

pc: Greg Miedema, Executive Officer, HBA of Northern Colorado
 Mike McCurdie, President, SAFEbuilt
 Russ Weber, Building Official, SAFEbuilt

TOWN OF WINDSOR, COLORADO

RESOLUTION NO. 2016-92

A RESOLUTION APPROVING A CONTRACT WITH SAFEUILT COLORADO FOR BUILDING INSPECTION SERVICES PROVIDED TO THE TOWN OF WINDSOR

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, Safebuilt Colorado (“Safebuilt”) is in the business of providing high-quality building inspection and related services to municipalities in Colorado and elsewhere; and

WHEREAS, since 2005, the Town and Safebuilt have successfully served the community through building inspection services provided by Safebuilt under various contracts and amendments; and

WHEREAS, on an annual basis, the Director of Planning reviews the contractual terms and considers potential modifications to assure the contract remains mutually-beneficial to the Town and Safebuilt; and

WHEREAS, the Town and Safebuilt have negotiated the attached *Agreement by and Between the Town of Windsor and Safebuilt Colorado, LLC for Building Department Services* (“Agreement”), the terms of which are incorporated herein by this reference as if set forth fully; and

WHEREAS, the Town Board has reviewed the attached Agreement, and has concluded that its terms promote the public health, safety and welfare; and

WHEREAS, the Town Board wishes to approve the Agreement, and to authorize the Mayor to execute it on the Town’s behalf.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. The attached *Agreement by and Between the Town of Windsor and Safebuilt Colorado, LLC for Building Department Services* is hereby approved.
2. The Mayor is hereby authorized to execute the said Agreement on the Town’s behalf.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**AGREEMENT BY AND BETWEEN THE TOWN OF WINDSOR
AND SAFEbuILT COLORADO, LLC
FOR BUILDING DEPARTMENT SERVICES**

This agreement is made and entered into this 12th day of December, 2016, by and between the Town of Windsor, Colorado, a Colorado home rule municipality (“Town”), and SAFEbuilt Colorado, a Colorado limited liability company (“SAFEbuilt”).

RECITALS

WHEREAS, the Town has previously contracted with SAFEbuilt to provide certain plan review and building inspection services; and

WHEREAS, SAFEbuilt and the Town desire to continue this contractual relationship based upon the terms and condition of this Agreement; and

WHEREAS, in order to clearly set forth the responsibilities, powers, and rights of each of the parties, the Town and SAFEbuilt enter into this Agreement.

NOW, THEREFORE, in consideration of the recitals, promises, and covenants herein set forth, and any other good and valuable consideration, the parties agree as follows:

1. The Town authorizes SAFEbuilt to perform all required plan reviews and inspections of buildings and structures within the incorporated boundaries of the Town based upon the Town’s adopted Building Code, Mechanical Code, Plumbing Code, Electrical Code; and any other adopted codes and amendments or applicable State and Federal requirements, and other Town-adopted regulations, standards, and requirements related to building construction (collectively, the “Town’s Codes”).
2. The services to be provided by SAFEbuilt to the Town are listed in Attachment A – List of Services, attached and incorporated herein by this reference as if set forth fully. Services may be added, deleted, or modified from time to time if jointly agreed upon in writing by both parties. The parties further agree that the fees listed in Attachment B – Fee Schedule, attached and incorporated herein by this reference as if set forth fully, shall establish the compensation to be paid to SAFEbuilt for services rendered under this Agreement. The fees listed in Attachment B – Fee Schedule may be modified in writing if jointly agreed upon by both parties in the event services provided by SAFEbuilt to the Town are added, deleted or modified from those stated in Attachment A at the time this Agreement is signed. Any modification of Attachment B-Fee Schedule not related to such additions, deletions or modifications shall require both the written agreement of the parties and the subsequent approval of such modification by the Windsor Town Board.
3. SAFEbuilt shall utilize the Town’s Codes as its governing criteria in all plan reviews and inspections performed by SAFEbuilt. SAFEbuilt shall, from time to time, at the request

of the Town or as deemed appropriate by SAFEbuilt, make recommendations for improvements, updates, additions, or deletions to the Town's Codes to maintain the building standards desired by the Town.

4. SAFEbuilt shall provide plan review and building inspection services at no cost or expense to the Town for all Town-owned improvements and structures that are newly constructed, altered, modified, or renovated by the Town. In addition, SAFEbuilt shall provide plan review and building inspection services at a cost to the Town reduced by a factor of fifty percent (50%) for new construction undertaken by the Windsor-Severance Fire Rescue District of its proposed Station No. 4, so long as Station No. 4 is constructed within the Town's corporate limits.
5. In consideration of SAFEbuilt providing such services and in accordance with payment methods established by the Town and SAFEbuilt, the Town shall pay SAFEbuilt for the services performed on each building permit in accordance with Attachment B – Fee Schedule. Twenty percent (20%) of collected fees shall be rebated monthly to the Town to cover the Town's administrative and other costs. These fees are for building department services provided by SAFEbuilt for other than Town-owned buildings. All fees will be billed and submitted by SAFEbuilt to the Town on a monthly basis.
6. Building permit fees shall be based on project valuation as determined by SAFEbuilt, shall be defined as the total value of all construction work for which the permit is issued, and shall include but not be limited to: all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, permanent equipment, architectural/engineering services, and contractor's profit. The methodology for project valuation may be adjusted annually by the Town upon the presentation to it of evidence satisfactory to justify such modification.
7. SAFEbuilt shall investigate complaints of Town Code violations when directed by an administrative officer of the Town, or when such complaints are received directly from a resident of the Town, a construction professional working in the Town, or other credible source. Following such investigation, SAFEbuilt shall report to the Town's Director of Planning and, when instructed to do so, shall provide a written summary of such investigation to the Town's Director of Planning. All investigations and reporting shall be performed by SAFEbuilt at no cost or expense to the Town; provided that, upon prior approval of the Town's Director of Planning, SAFEbuilt may charge a standard investigation fee to the owner as stated in Attachment B – Fee Schedule. At the request of the Town and upon approval of SAFEbuilt, and subject to payment at the hourly rate identified on Attachment B – Fee Schedule for such services, SAFEbuilt shall assist the Town in pursuing administrative, criminal, and/or civil remedies against any violator of the Town's Codes including but not limited to, providing testimony by SAFEbuilt inspectors in any proceedings regarding the violation.

8. The Town shall retain ownership of all work products and deliverables created by SAFEbuilt pursuant to this Agreement. All records, documents, notes, data and other materials required for or resulting from the performance of the Services hereunder shall not be used by SAFEbuilt for any purpose other than the performance of the Services hereunder without the express prior written consent of the Town. All such records, documents, notes, data and other materials shall become the exclusive property of the Town when SAFEbuilt has been compensated for the same as set forth herein, and the Town shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. If agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in SAFEbuilt's secure proprietary software pertaining to the Town will be exported by SAFEbuilt into a comma separated values file and become property of the Town. Within ten (10) days of the expiration or termination of this Agreement and without charge to the Town, SAFEbuilt shall provide all of the documents described herein to the Town.

The Town and its duly authorized representatives shall have access to any books, documents, papers and records of SAFEbuilt that are related to this Agreement for the purposes of audit or examination, other than SAFEbuilt's financial records, and may make excerpts and transcriptions of the same.

9. In the event of investigation or administrative proceedings initiated by the Colorado Department of Regulatory Agencies arising out of SAFEbuilt activities or practices, and in such case the Town is compelled to participate, SAFEbuilt shall reimburse the Town for any Town expense associated with the Town's participation in such investigation or proceedings. This duty of reimbursement shall not arise if the investigation or administrative proceedings results in a finding that the Town was at fault for the activities or practices in question.
10. The Town shall not be liable for the direct payment of any salaries, wages, payroll taxes, unemployment benefits, or any and all other forms or types of compensation or benefit to any personnel performing inspection services herein for said Town. SAFEbuilt acknowledges that neither it nor its employees are covered by the Town's Workers' Compensation policy. Accordingly, SAFEbuilt acknowledges and agrees that SAFEbuilt is statutorily required to have in place, make available, and provide Workers' Compensation insurance for all of its employees.
11. SAFEbuilt agrees to indemnify and hold harmless the Town, its officers and employees from and against all liability, claims and demands on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss, or damage to the extent caused by the negligent act, omission, or error of SAFEbuilt, or any officer, employee, representative or agent of SAFEbuilt.

12. To the extent permitted and as limited by Colorado law the Town shall indemnify SAFEbuilt for claims against SAFEbuilt arising from the proper enforcement of any of the Town's Codes, as defined herein, which are determined by a court of competent jurisdiction to be unconstitutional or otherwise invalid.
13. SAFEbuilt or its employees shall not be deemed to assume any liability for intentional or negligent acts of the Town or any of its officers, agents, or employees. To the extent permitted and as limited by Colorado law, the Town agrees to indemnify and hold harmless SAFEbuilt from any and all claims arising from such acts. The Town further agrees to investigate, handle, respond to, and to provide defense for and defend against or at the Town's option to pay the attorney's fees for defense counsel of the Town's choice for, any such liability, claims, or demands.
14. SAFEbuilt agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to ensure against all liability, claims, demands, and other obligations of SAFEbuilt, in forms, amounts and through insurers acceptable to the Town.
15. For the purposes of providing the building department services described herein, the Town appoints SAFEbuilt as the sole building official for the Town and grants SAFEbuilt all rights and privileges established by ordinance or statute for this position.
16. Either party to this Agreement may terminate this Agreement upon ninety (90) days' written notice to the other party. If such termination does occur, all structures that have had inspections made but are not completed at the time of termination may be completed through final inspection at the agreed fee rate if the Town so requests and if SAFEbuilt agrees to do so, provided that the work to reach such completion and finalization does not exceed ninety (90) days. The Town shall pay all outstanding fees owed to SAFEbuilt for the work accomplished to the date of termination within thirty (30) days of the termination.
17. This Agreement may be renewed annually by written notice from the Town to SAFEbuilt of intent to renew. At that time, the Agreement may be changed or amended as negotiated by the parties. In the absence of a written notice from the Town to SAFEbuilt stating its intent to renew, this Agreement will continue in force until such time as the Town notifies SAFEbuilt of its desire to terminate this Agreement pursuant to the terms and conditions herein. It remains understood and agreed that in all circumstances renewal of this Agreement remains subject to annual monetary appropriations by the Windsor Town Board sufficient to fund any obligations not otherwise covered by the payment of fees as provided for herein.
18. SAFEbuilt shall perform its services with reasonable care, skill and diligence required of other entities providing similar services under similar conditions.

19. This Agreement shall be deemed to incorporate the requirements and contractual language required under § 8-17.5-101, C.R.S., et. seq.
20. This Agreement shall be construed and enforced in accordance with the provisions of Colorado law and the codes, resolutions and ordinances of the Town related to the services covered herein.
21. In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation before resorting to arbitration, litigation, or some other dispute resolution procedure.
22. This Agreement constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supercede any and all previous communications and representations, whether oral or written, with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Town, by resolution duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Clerk. Likewise, the officers of SAFEbuilt have subscribed to this Agreement by affixing their signatures all on the day and year first above written.

TOWN OF WINDSOR, COLORADO

By: _____
 Kristie Melendez, Mayor

Attest: _____
 Patti Garcia, Town Clerk

SAFEbuilt Colorado, LLC

By: _____
 Mike McCurdie, President

Attest: _____
 Secretary



MEMORANDUM

Date: December 12, 2016
To: Mayor & Town Board
Via: Kelly Arnold, Town Manager
From: Scott Ballstadt, Director of Planning
Subject: Resolution No. 2016-93 – Approving Modifications to the Road Impact Fee Schedule of Ordinance No. 2008-1318 Based Upon the Most Recent Two-year Average of the Colorado Construction Cost Index
Item #: C.6.

Summary:

The enclosed resolution addresses Section 17-15-100(b) of the Municipal Code which requires the Town to perform an annual review of the Road Impact Fee Table and make adjustments to account for inflation. Based on the most recent 2 year rolling average of Q2 Colorado Construction Cost Index (CCCI) figures published by the Colorado Department of Transportation (CDOT), the 2016 annual adjustment results in an increase of 2.3%.

Background:

The Town hired the consulting team of Duncan and Associates and Felsburg Holt & Ullevig to prepare a comprehensive Road Impact Fee Study and subsequently adopted Windsor's first road impact fees in 2001 with Ordinance No. 2001-1092. The purpose of the ordinance is to establish a system for the imposition of road impact fees within the Town to assure that new development contributes its proportionate share of the cost of providing, and benefits from the provision of, road capital improvements within the benefit area.

In 2007, the Town hired the same consulting team to prepare the Road Impact Fee Update and adopted Ordinance No. 2008-1318, which included the following requirement to perform an annual review of the road impact fee schedule to make adjustments to account for inflation:

Sec. 17-15-100(b) states, "In years when a comprehensive update is not performed, the fee schedule shall be adjusted to account for construction cost inflation, pursuant to the provisions of this Section. The Road Impact Fee Administrator shall calculate adjustments to the impact fee rates by multiplying them by a ratio, the numerator of which is the most recently available two-year moving average of the annual Colorado Construction Cost Index by the Colorado Department of Transportation, and the denominator of which is the same index for a period one (1) year earlier than the numerator. The adjusted fee schedule shall become effective upon the approval thereof by the Town Board. The Road Impact Fee Administrator shall make the adjusted impact fee schedule publicly available."

History:

In accordance with the aforementioned requirement, the Road Impact Fee Table was first modified in 2009 based on the CCCI figures between Q3 2007 and Q3 2009, resulting in a decrease of 12.3%, which was implemented in 2010. In 2010, the Road Impact Fee Table was

modified based on the CCCI figures between Q3 2008 and Q3 2010, resulting in an additional decrease of 4.3%, which was implemented in 2011.

In 2011, the analysis of CCCI figures between Q3 2009 and Q3 2011 called for an increase of 7.1%, which was proposed to be implemented with Resolution 2011-40. At that time the economy was emerging from the recession of the late 2000's and the Town Board decided to table the resolution for further discussion. Following further discussion at work sessions in early 2012, the road impact fee discussion began to focus on other topics.

Among other road impact fee topics, the Town Board approved: reimbursements to eligible developers who were owed for eligible road improvements; fees for new oil and gas wells were discussed and adopted; and the elimination of the look-back provision that imposed fees based on change of use rather than building improvements. With all of the attention paid to these other road impact fee related topics, the Road Impact Fee Table was never updated and the fees remain unchanged since the last update in 2010.

Based upon Q3 CCCI figures for the respective timeframes, the following table illustrates the fee adjustment factors that were not implemented:

| Year | Adjustment |
|-------------------------|-------------------|
| 2011 | +7.1% |
| 2012 | +6.1% |
| 2013 | +2.6% |
| 2014 | +9.6% |
| 2015 | +7.5% |
| Cumulative Total | +32.9% |

Proposed Road Impact Fee Table Updates:

The enclosed resolution does not attempt to retroactively “make up” for the years 2011-2015; rather, it simply addresses the 2016 annual review based on CCCI figures to account for inflation as required by Section 17-15-100(b) of the Municipal Code.

Using latest available data from the attached CCCI Report, the below calculation compares the most recent 2 year rolling average (i.e. through Q2 2016) and the 2 year rolling average from a year ago (i.e. through Q2 2015).

$$\frac{1.3002 + 1.2673}{1.2102 + 1.3002} = 1.023 = + 2.3\% \text{ (based on 2 year rolling averages through Q2)}$$

Also enclosed is a table that compares current fees to fees that have been adjusted to reflect this 2.3% increase.

Conformance with Comprehensive Plan:

Chapter 6 – Transportation & Mobility

Goal – Develop a multi-modal transportation system that accommodates new and existing development, provides safe and efficient access for all ages and abilities, and promotes public health and quality of life.

Objectives -

1. Extend roadways as development occurs to enhance the connectivity for all users and increase the capacity and mobility of the transportation network.
8. Consider the use of impact fees for accelerated State Highway improvements.

Conformance with Vision 2025: The application is consistent with Growth and Land Use Management elements of the Vision 2025 document.

Financial Impact: Increase in road impact fee collections based on a more current fee schedule

Relationship to Strategic Plan: Thoughtful Framework and Supportive Infrastructure: Traffic and roadways

Recommendation:

Approval of resolution.

Attachments: Draft Resolution
Colorado Construction Cost Index Report – 2016 Second Quarter
Comparison Table – Current and Adjusted Fees
Town of Windsor Road Impact Fee History

TOWN OF WINDSOR

RESOLUTION NO. 2016-93

A RESOLUTION APPROVING MODIFICATIONS TO THE ROAD IMPACT FEE SCHEDULE OF ORDINANCE NO. 2008-1318 BASED UPON THE MOST RECENT TWO-YEAR AVERAGE OF THE COLORADO CONSTRUCTION COST INDEX PUBLISHED BY THE COLORADO DEPARTMENT OF TRANSPORTATION

WHEREAS, on February 25, 2008 the Town Board adopted Ordinance No. 2008-1318 which reestablished the criteria for the assessment of road impact fees in the Town of Windsor; and

WHEREAS, Section 17-15-50(c)(1) of said Ordinance No. 2008-1218 reestablished the road impact fee schedule for certain land uses; and

WHEREAS, Section 15-15-100(b) of said Ordinance No. 2008-1318 established criteria for calculating annual adjustments to said road impact fee schedule based upon the most recently available two-year moving average of the annual Colorado Construction Cost Index published by the Colorado Department of Transportation; and

WHEREAS, the Road Impact Fee Administrator has determined that the most recently available two-year moving average of the annual Colorado Construction Cost Index published by the Colorado Department of Transportation shall be based upon roadway construction costs between the Second Quarter of 2014 and the Second Quarter of 2016 and that the two-year moving average for this period of time resulted in an increase in roadway construction cost of two and three-tenths percent (2.3%).

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

The Town of Windsor hereby approves an increase of two and three-tenths percent (2.3%) in all road impart fees in the road impart fee schedule of Ordinance No. 2008-1318 and as previously adjusted by Town Board official action, with these increases becoming effective on January 1, 2017.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR

Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

STATE OF COLORADO



DEPARTMENT OF TRANSPORTATION
Division of Project Support
Contracts and Market Analysis Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
(303) 757-9736

COLORADO CONSTRUCTION COST INDEX REPORT Calendar Year 2016 Second Quarter

Prepared for
Joshua Laipply, Chief Engineer

Prepared by
Shawn Yu, Manager
Engineering Estimates and Market Analysis Unit
Contracts and Market Analysis Branch
Division of Project Support

CCI REPORT SUMMARY

2nd QUARTER ENDING June 30, 2016

| | |
|--|--------|
| Relative change from last quarter, quarterly data* | 45.71% |
| Cumulative change from same quarter last year, quarterly data* | 22.05% |
| Relative change from last quarter, rolling four-quarter data | -0.03% |
| Cumulative change from same quarter last year, rolling four-quarter data | -2.53% |

* Quarterly results, in this CCI Report, are provided for information and may vary significantly from quarter to quarter due to various factors including significant swings in the quantities of work represented. The rolling four-quarter results, in this CCI Report, are a more accurate reflection of the current CCI and market conditions.

Summary for all Design-Bid-Build projects awarded between 4/1/2016 and 6/30/2016

| Project Amount | Number of Projects | Number of Bidders | Biddable Items Total Amount | Average Number of Bidders |
|-----------------------------------|--------------------|-------------------|-----------------------------|---------------------------|
| \$0.00 to \$999,999.99 | 12 | 37 | \$6,142,987.03 | 3.08 |
| \$1,000,000.00 to \$4,999,999.99 | 10 | 29 | \$19,388,988.97 | 2.90 |
| \$5,000,000.00 to \$19,999,999.99 | 4 | 9 | \$25,223,489.68 | 2.25 |
| \$20,000,000.00 or Greater | 0 | 0 | \$0.00 | 0.00 |
| Total | 26 | 75 | \$50,755,465.68 | 2.88 |

Average number of bidders per project decreased to 2.88 this quarter from 3.44 the previous quarter.
Average cost per Design-Bid-Build project was \$1,952,133.30.

Colorado Construction Cost Index Tabulations: Quarterly Data

| Year | Quarter | Earthwork | | Hot Mix Asphalt | | Concrete Pavement* | | Structural Concrete | | Reinforcing Steel | | Fisher Ideal Index | |
|------|---------|---------------|------------|-----------------|--------------|--------------------|------------|---------------------|-----------|-------------------|--------------|--------------------|------------|
| | | Price (\$/CY) | Qty (CY) | Price (\$/TON) | Qty (TON) | Price (\$/SY) | Qty (SY) | Price (\$/CY) | Qty (CY) | Price (\$/LB) | Qty (LB) | Relative | Cumulative |
| 2012 | Q1 | 9.32 | 295,331.00 | 83.52 | 611,829.00 | 29.47 | 459,695.83 | 433.44 | 7,636.00 | 0.88 | 1,956,874.00 | | 1.0000 |
| 2012 | Q2 | 10.61 | 367,636.10 | 82.65 | 328,357.21 | 31.18 | 264,194.31 | 472.96 | 5,910.00 | 0.97 | 833,101.00 | 1.0190 | 1.0190 |
| 2012 | Q3 | 11.92 | 212,117.00 | 90.76 | 59,799.23 | 34.76 | 107,643.81 | 487.93 | 2,388.20 | 1.04 | 485,586.00 | 1.0995 | 1.1204 |
| 2012 | Q4 | 9.49 | 246,805.00 | 102.24 | 146,197.04 | n/a** | n/a** | 527.68 | 1,772.00 | 0.94 | 310,307.00 | 1.0344 | 1.1590 |
| 2013 | Q1 | 8.08 | 659,125.00 | 76.07 | 393,759.56 | 31.81 | 549,580.81 | 487.00 | 9,019.00 | 0.87 | 1,929,721.00 | 0.8044 | 0.9323 |
| 2013 | Q2 | 12.75 | 316,498.00 | 84.37 | 501,946.32 | 52.18 | 60,482.78 | 427.09 | 6,857.00 | 0.91 | 1,048,761.00 | 1.2121 | 1.1300 |
| 2013 | Q3 | 8.72 | 419,967.00 | 85.00 | 147,064.84 | 35.57 | 170,833.67 | 372.83 | 9,917.00 | 0.77 | 2,350,291.00 | 0.8947 | 1.0111 |
| 2013 | Q4 | 10.00 | 75,520.00 | 80.78 | 198,528.45 | 42.64 | 92,749.00 | 309.40 | 1,752.00 | 0.85 | 486,791.00 | 1.0086 | 1.0197 |
| 2014 | Q1 | 20.16 | 99,605.00 | 92.28 | 433,692.17 | 76.84 | 57,552.78 | 476.21 | 3,265.00 | 0.98 | 629,246.00 | 1.2581 | 1.2830 |
| 2014 | Q2 | 12.88 | 610,731.00 | 88.13 | 548,253.70 | 34.34 | 302,520.17 | 517.01 | 8,249.90 | 0.90 | 1,468,195.00 | 0.8421 | 1.0804 |
| 2014 | Q3 | 13.30 | 708,794.00 | 100.07 | 102,680.99 | 52.39 | 147,911.17 | 592.26 | 16,294.30 | 1.01 | 2,949,114.00 | 1.1740 | 1.2684 |
| 2014 | Q4 | 10.73 | 695,288.00 | 113.42 | 141,154.23 | 46.12 | 156,635.11 | 549.86 | 6,657.10 | 1.03 | 948,029.00 | 0.9591 | 1.2166 |
| 2015 | Q1 | 16.60 | 301,494.80 | 83.80 | 736,968.84 | 34.36 | 311,378.67 | 744.81 | 1,994.30 | 1.66 | 368,665.00 | 0.8798 | 1.0703 |
| 2015 | Q2 | 15.12 | 167,066.00 | 94.22 | 311,989.59 | 46.36 | 219,498.00 | 577.73 | 1,119.00 | 1.64 | 205,245.00 | 1.1391 | 1.2193 |
| 2015 | Q3 | 20.32 | 40,649.00 | 98.61 | 89,024.05 | 75.70 | 12,880.78 | 739.20 | 706.90 | 1.33 | 86,854.00 | 1.1536 | 1.4065 |
| 2015 | Q4 | 12.16 | 309,414.10 | 81.21 | 66,957.40 | 47.46 | 128,174.06 | 598.73 | 3,702.00 | 1.42 | 366,651.00 | 0.7434 | 1.0456 |
| 2016 | Q1 | 12.27 | 939,477.00 | 84.03 | 1,078,315.35 | 39.18 | 243,518.78 | 617.10 | 6,507.71 | 1.02 | 1,627,487.00 | 0.9767 | 1.0213 |
| 2016 | Q2 | 31.34 | 14,104.00 | 110.17 | 118,434.28 | 104.99 | 1,936.89 | 1,028.57 | 126.00 | 2.79 | 12,189.00 | 1.4571 | 1.4881 |

Weighted average prices and quantities are calculated after outliers (< 5% and > 95%) are removed in the preceding 7 years for a given quarter.

* Concrete Pavement is normalized to 9 inches thick.

** Assuming same price and quantity as previous quarter for index calculations, due to insufficient data of this sub group.

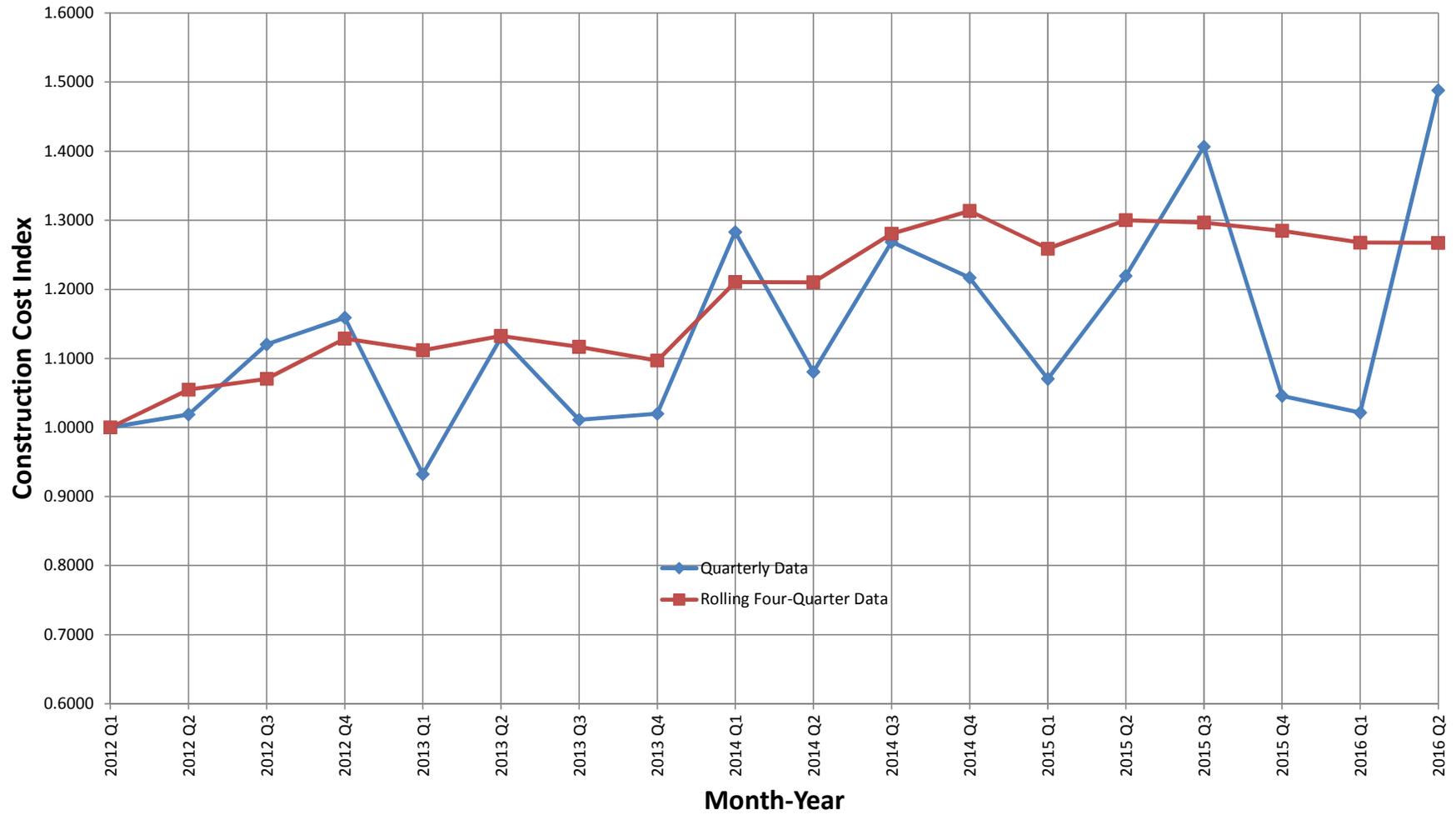
Colorado Construction Cost Index Tabulations: Rolling Four-Quarter Data

| Year | Quarter | Earthwork | | Hot Mix Asphalt | | Concrete Pavement* | | Structural Concrete | | Reinforcing Steel | | Fisher Ideal Index | |
|------|---------|---------------|--------------|-----------------|--------------|--------------------|--------------|---------------------|-----------|-------------------|---------------|--------------------|------------|
| | | Price (\$/CY) | Qty (CY) | Price (\$/TON) | Qty (TON) | Price (\$/SY) | Qty (SY) | Price (\$/CY) | Qty (CY) | Price (\$/LB) | Qty (LB) | Relative | Cumulative |
| 2012 | Q1 | 7.48 | 3,751,697.00 | 74.46 | 2,382,261.64 | 34.23 | 900,143.46 | 422.36 | 73,783.53 | 0.85 | 13,569,678.00 | | 1.0000 |
| 2012 | Q2 | 8.23 | 1,880,505.10 | 80.96 | 1,363,144.44 | 30.16 | 816,743.88 | 443.62 | 23,011.23 | 0.90 | 4,772,701.00 | 1.0547 | 1.0547 |
| 2012 | Q3 | 8.48 | 1,846,077.10 | 81.66 | 1,287,260.97 | 31.05 | 843,073.00 | 452.94 | 22,476.20 | 0.91 | 4,787,809.00 | 1.0149 | 1.0704 |
| 2012 | Q4 | 10.27 | 1,121,889.10 | 86.04 | 1,146,182.48 | 31.16 | 939,177.75 | 463.41 | 17,706.20 | 0.93 | 3,585,868.00 | 1.0546 | 1.1289 |
| 2013 | Q1 | 9.49 | 1,485,683.10 | 83.47 | 928,113.04 | 32.27 | 1,029,062.73 | 486.55 | 19,089.20 | 0.92 | 3,558,715.00 | 0.9849 | 1.1118 |
| 2013 | Q2 | 9.92 | 1,434,545.00 | 84.12 | 1,101,702.15 | 34.07 | 825,351.20 | 470.21 | 20,036.20 | 0.91 | 3,774,375.00 | 1.0184 | 1.1323 |
| 2013 | Q3 | 9.36 | 1,642,395.00 | 83.90 | 1,188,967.76 | 34.28 | 888,541.07 | 433.64 | 27,565.00 | 0.84 | 5,639,080.00 | 0.9863 | 1.1168 |
| 2013 | Q4 | 9.37 | 1,471,110.00 | 81.24 | 1,241,299.17 | 35.11 | 873,646.26 | 419.69 | 27,545.00 | 0.84 | 5,815,564.00 | 0.9823 | 1.0970 |
| 2014 | Q1 | 11.48 | 911,590.00 | 86.56 | 1,281,231.78 | 46.14 | 381,618.23 | 400.29 | 21,791.00 | 0.84 | 4,515,089.00 | 1.1034 | 1.2105 |
| 2014 | Q2 | 11.85 | 1,205,823.00 | 88.04 | 1,327,539.16 | 39.83 | 623,655.62 | 433.90 | 23,183.90 | 0.84 | 4,934,523.00 | 0.9998 | 1.2102 |
| 2014 | Q3 | 13.42 | 1,494,650.00 | 89.35 | 1,283,155.31 | 44.14 | 600,733.12 | 541.68 | 29,561.20 | 0.96 | 5,533,346.00 | 1.0580 | 1.2804 |
| 2014 | Q4 | 12.66 | 2,114,418.00 | 93.51 | 1,225,781.09 | 44.81 | 664,619.23 | 555.07 | 34,466.30 | 0.98 | 5,994,584.00 | 1.0258 | 1.3134 |
| 2015 | Q1 | 12.85 | 2,316,307.80 | 89.18 | 1,529,057.76 | 39.26 | 918,445.12 | 574.22 | 33,195.60 | 1.03 | 5,734,003.00 | 0.9586 | 1.2590 |
| 2015 | Q2 | 13.04 | 1,872,642.80 | 90.84 | 1,292,793.65 | 42.91 | 835,422.95 | 592.48 | 26,064.70 | 1.10 | 4,471,053.00 | 1.0327 | 1.3002 |
| 2015 | Q3 | 13.13 | 1,204,497.80 | 90.64 | 1,279,136.71 | 41.51 | 700,392.56 | 602.72 | 10,477.30 | 1.27 | 1,608,793.00 | 0.9973 | 1.2966 |
| 2015 | Q4 | 14.80 | 818,623.90 | 87.45 | 1,204,939.88 | 41.57 | 671,931.51 | 647.54 | 7,522.20 | 1.54 | 1,027,415.00 | 0.9908 | 1.2847 |
| 2016 | Q1 | 12.80 | 1,456,606.10 | 86.80 | 1,546,286.39 | 44.32 | 604,071.62 | 614.96 | 12,035.61 | 1.15 | 2,286,237.00 | 0.9868 | 1.2677 |
| 2016 | Q2 | 12.70 | 1,303,644.10 | 87.14 | 1,352,731.08 | 43.47 | 386,510.51 | 623.45 | 11,042.61 | 1.11 | 2,093,181.00 | 0.9997 | 1.2673 |

Weighted average prices and quantities are calculated after outliers (< 5% and > 95%) are removed in the preceding 7 years for a given quarter.

* Concrete Pavement is normalized to 9 inches thick.

Colorado CCI - Second Quarter (Ending June 30, 2016)



NOTE: Data calculated using Fisher Ideal Index.

Comments:

The methodology for preparing the CCI is documented in a brief report attached to the ‘2012 CCI Q2’ report at the following link <http://www.coloradodot.info/business/eema>, under the ‘Construction Cost Index’ heading and ‘2012 CCI Q2’ report.

Starting with 2015 Q3, this quarterly CCI report also includes calculations based on rolling four-quarter data. The rolling four-quarter data calculations are less volatile than the quarterly data calculations, partially due to the strong seasonal nature of transportation construction in Colorado.

For the current quarter, price changes for the five sub groups, as shown in the ‘Colorado Construction Cost Index Tabulations: Quarterly Data’, are listed as follows:

Earthwork (Excavation and Embankment):

The average price was \$31.34/CY which is up \$19.07/CY, with less than 1/50 of the quantity, from the previous quarter.

Hot Mix Asphalt:

The average price was \$110.17/TON which is up \$26.14/TON, with nearly 1/10 of the quantity, from the previous quarter.

Concrete Pavement:

The average price was \$104.99/SY which is up \$65.81/SY, with less than 1/100 of the quantity, from the previous quarter.

Structural Concrete:

The average price was \$1,028.57/CY which is up \$411.47/CY, with less than 1/50 of the quantity, from the previous quarter.

Reinforcing Steel:

The average price was \$2.79/LB which is up \$1.77/LB, with less than 1/100 of the quantity, from the previous quarter.

ADDITIONAL INFORMATION:

This quarter, based on preceding quarter data, all five sub groups, Earthwork, Hot Mix Asphalt, Concrete Pavement, Structural Concrete and Reinforcing Steel showed an increase in price. This quarter, 26 Design-Bid-Build projects for a total of \$50,755,465.68 were bid and awarded. The five categories for CCI items totaled \$13,856,885.20 which is 27.3% of total Design-Bid-Build awarded amount. By comparison, last quarter, 59 Design-Bid-Build projects were bid and awarded.

Projects Awarded this Quarter and Not Used in the CCI Calculations

| Project Type | Number of Projects | Biddable Items Total Amount |
|--|--------------------|-----------------------------|
| Design-Build | 0 | \$0.00 |
| Hybrid / Modified / Streamlined Design-Build | 0 | \$0.00 |
| Construction Manager / General Contractor | 1 | \$51,458,691.48 |
| Emergency | 2 | \$2,059,993.61 |
| Sub Total | 3 | \$53,518,685.09 |

Sec. 17-15-50(c)(1) Road Impact Fee Table

| Land Use Type | Unit | Fee/Unit | |
|--------------------------------|-------------------------------|----------|------------------|
| | | Current | +2.3% Adjustment |
| Residential | | | |
| Hotel/motel | Room | \$1,524 | \$1,559 |
| Mobile home park | Site | 1,103 | 1,128 |
| Multi-family | Dwelling | 1,483 | 1,517 |
| Single-family detached | Dwelling | 2,115 | 2,164 |
| Retail/Commercial | | | |
| Auto sales/service | 1,000 sq. ft. | \$2,760 | \$2,823 |
| Bank | 1,000 sq. ft. | 4,169 | 4,265 |
| Bldg materials, etc. | 1,000 sq. ft. | 6,653 | 6,806 |
| Convenience store | 1,000 sq. ft. | 7,396 | 7,566 |
| Discount store | 1,000 sq. ft. | 5,061 | 5,177 |
| Furniture store | 1,000 sq. ft. | 761 | 779 |
| Movie theatre | 1,000 sq. ft. | 5,889 | 6,024 |
| Restaurant, fast food | 1,000 sq. ft. | 9,322 | 9,536 |
| Restaurant, sit-down | 1,000 sq. ft. | 3,892 | 3,982 |
| Shopping center/general retail | 1,000 sq. ft. | 3,476 | 3,556 |
| Office/Institutional | | | |
| Day care center | 1,000 sq. ft. | \$1,997 | \$2,043 |
| Elementary/secondary school | 1,000 sq. ft. | 346 | 354 |
| Hospital | 1,000 sq. ft. | 3,693 | 3,778 |
| Nursing home | 1,000 sq. ft. | 1,280 | 1,309 |
| Office, general | 1,000 sq. ft. | 2,840 | 2,905 |
| Office, medical | 1,000 sq. ft. | 6,074 | 6,214 |
| Place of worship | 1,000 sq. ft. | 1,915 | 1,959 |
| Industrial | | | |
| General heavy industrial | 1,000 sq. ft. | \$ 386 | \$395 |
| General light industrial | 1,000 sq. ft. | 1,799 | 1,840 |
| Mini-warehouse | 1,000 sq. ft. | 645 | 660 |
| Oil and gas extraction site | Per State- permitted wellhead | 1,032 | 1,056 |
| Warehouse | 1,000 sq. ft. | 1,279 | 1,308 |

Town of Windsor Road Impact Fee History

| Date | Resolution/ Ordinance | |
|--|--------------------------|--|
| 9/24/01 | Ord. 2001-1092 | Established a road impact fee for first time |
| 9/9/02 | Res. 2002-47 | Established an administrative fee for pre-development review of impact fee calculations |
| 2/25/08 | Ord. 2008-1318 | Repealed and readopted Article XV of Chapter 17 re-establishing road impact fees. This was the first 5-year update as required by the ordinance and, in addition to updating the fees, it also added language regarding annual adjustments to account for inflation based on the Colorado Construction Cost Index (CCCI) - which is why no annual adjustments occurred prior to 2008. |
| 3/10/08 | Res. 2008-21 | Established a schedule for implementation of fee increases resulting from Ord. 2008-1318 as follows: fees that decreased were fully implemented on April 1, 2008; fees that increased were implemented 50% on November 1, 2008 and the remaining 50% was to be implemented on July 1, 2009. |
| 6/22/09 | Res. 2009-46 | Further delayed the implementation of fee increases resulting from Ord. 2008-1318, delaying the remaining 50% fee increase from July 1, 2009 until January 1, 2010. This resolution also specified that the first annual modification based on CCCI shall take effect January 1, 2010 and subsequent modifications will become effective January 1 st of each successive year. |
| 10/12/09 | Ord. 2009-1356 | Repealed and readopted portions of Chapter 17 concerning implementation of road impact fees. This ordinance amended the definitions of traffic generating development and modified the "look-back" period. The original "look-back" period considered the use of the property in the 12 months prior to the new traffic generating development. This was changed to consider the use of the property from the date when the road impact fee first took effect, or January 1, 2002. |
| 12/14/09 | Res. 2009-93 | Decreased road impact fees by 12.3% based on CCCI effective 1/1/10 |
| 12/13/10 | Res. 2010-69 | Decreased road impact fees by 4.3% based on CCCI effective 12/14/10 |
| 6/13/11 | Res. 2011-21 | Authorized reimbursement to eligible developers for non-site related road capital improvements made to the Town's roads |
| 10/24/11 | Res. 2011-40 | Proposed to increase road impact fees by 7.1% based on CCCI effective 1/1/12; item was tabled for a future work session (1/16/12) and was never adopted. |
| 1/16/12 | work session | Consideration of whether road impact fees should be adjusted to reflect the 7.1% increase in roadway construction costs based on CCCI; and consideration of additional reimbursements to eligible developers |
| 3/26/12 | work session | Consultant Felsburg, Holt & Ullevig made a presentation to Town Board with an overview of Windsor's road impact fee history including a comparison of fees at the local, state and national levels |
| 7/9/12 discussion 7/23/12 formal action | Res. 2012-51 | On July 9 th the Town Board discussed and authorized reimbursement to eligible developers (Motion to approve the full retirement of the balances in the Road Impact Fee reimbursement queue, and, that to the extent the Road Impact Fee Trust Fund has insufficient balance to make that payment, authorize the Town to reach into the General Fund to make up the difference and also motioned that the Town make an early payment of the funds that were budgeted for 2012 and make a final payment to the Water Valley Metropolitan District #2; carried unanimously) and on July 23 rd the Town Board passed Res. 2012-51 ratifying such. |

| | | |
|----------|----------------|---|
| 7/1/13 | work session | Town Attorney presented information regarding road impact fees as they relate to heavy truck traffic (oil & gas) |
| 3/23/15 | Ord. 2015-1494 | Added a road impact fee for oil and gas extraction sites to apply to each State-permitted wellhead |
| 11/16/15 | work session | Discussion of road impact fee "look-back" period |
| 1/25/16 | Ord. 2016-1517 | Eliminated the "look-back" period altogether to simplify administration of the road impact fee ordinance and to eliminate disincentives to investment in existing buildings |
| 12/5/16 | work session | Consideration of whether road impact fees should be adjusted to reflect the increase in roadway construction costs based on CCCI |
| | | |



MEMORANDUM

Date: December 12, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: Average Winter Sewer Billing for Commercial/Industrial Accounts
Item #: C.7.

Background / Discussion:

At the September 26, 2016 Town Board work session, staff provided information regarding Winter Averaging for sewer use. It is a program that calculates sewer flow charges based on water consumption during winter months when customers historically use the least amount of water. For the Town of Windsor, the Winter Average would be calculated using the consumption from December, January and February. It has been found that Winter Averaging equitably distributes costs to system users.

Staff provided this information to the Water & Sewer Board on August 10, 2016 and received their support in billing using Winter Averaging rates. The average consumption would be analyzed in February with new rates taking effect in April of each year. The Town's utility billing software has a module which would create the calculations and it would allow for all of the accounts to be billed in a consistent manner based on their actual winter usage.

Pursuant to Town Board request, customers of affected accounts were contacted by mail in October 2016 notifying them of the potential change in billing structure along with an example showing their 2014/2015 actual data compared to Winter Averaging calculations. No negative feedback was received.

Financial Impact:

There is no financial impact to the Town of Windsor.

Relationship to Strategic Plan:

Producing Results

Recommendation:

Staff recommends approval of Resolution No. 2016-94 - A Resolution Setting Sanitary Sewer Utility Rates for Commercial and Industrial Users Served by the Town of Windsor Sanitary Sewer Utilities Enterprise

Attachments:

Resolution No. 2016-94

TOWN OF WINDSOR

RESOLUTION NO. 2016-94

A RESOLUTION SETTING SANITARY SEWER UTILITY RATES FOR COMMERCIAL AND INDUSTRIAL USERS SERVED BY THE TOWN OF WINDSOR SANITARY SEWER UTILITIES ENTERPRISE

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, Article XII of the Town’s Home Rule Charter authorizes the Town Board to establish, maintain, and provide for the collection of rates, fees, and charges for utility services furnished by the Town; and

WHEREAS, Section 13-1-90 of the *Windsor Municipal Code* authorizes the Town Board exercise all powers related to the Town’s sanitary sewer utility, which necessarily includes the power to set monthly rates and charges for sanitary sewer usage in the Town; and

WHEREAS, rates for commercial/industrial accounts were last set by Resolution No. 2000-49, which established a modified schedule of sanitary sewer rates for commercial/industrial customer accounts that were not served by a metered outdoor irrigation system; and

WHEREAS, it has been determined that not all commercial/industrial accounts have been uniformly transitioned to the sanitary sewer rates established under Resolution No. 2000-49; and

WHEREAS, the Town Clerk has recommended that, in keeping with the intention of Resolution No. 2000-49, the Town Board adopt a system of “winter averaging” for sanitary sewer use; and

WHEREAS, winter averaging calculates year-round sanitary sewer charges based upon water consumption during winter months when commercial and industrial customers do not historically irrigate, resulting in a billing structure that is not affected by water usage during the irrigation season; and

WHEREAS, the Water and Sewer Board has recommended the implementation of winter averaging as an equitable measure of sanitary sewer usage by commercial and industrial customers who do not rely on a metered outdoor irrigation system; and

WHEREAS, the Town now desires to adopt winter averaging to equitably assess costs to the Town’s commercial and industrial sanitary sewer utility customers; and

WHEREAS, the Town believes that the schedule set forth herein, as applied to commercial/industrial customers with a history of measurable outdoor irrigation usage, more equitably apportions the sanitary sewer fees to system users.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. The accounts of commercial and industrial customers without a separate meter for outdoor irrigation will be charged a “winter average” for sanitary sewer use. The sanitary sewer flow charges will be based on the average of the water consumption charges calculated during December, January and February annually.
2. The average consumption will be analyzed in February with new rates taking effect with the April utility billing of each year.
3. The accounts of commercial and industrial customers with outdoor irrigation usage shall be charged a base fee reflective of water meter size and a commodity charge in accordance with the user classifications below based upon historical water usage as follows:

MONTHLY SEWER CHARGES

Commercial/Industrial without separate meter for outdoor irrigation usage

| Water Meter Size | Base Fee | PLUS December, January & February Winter Average per 1,000 gallons |
|-------------------------|-----------------|---|
| ¾” | \$19.00 | \$1.63 |
| 1” | \$31.00 | \$1.63 |
| 1.5” | \$61.00 | \$1.63 |
| 2” | \$97.00 | \$1.63 |
| 3” | \$181.00 | \$1.63 |
| 4” | \$301.00 | \$1.63 |
| Kodak site | | \$1.63 |

Commercial/Industrial with separate meter for outdoor irrigation usage

| Water Meter Size | Base Fee | PLUS Monthly Commodity Charge per 1,000 gallons |
|-------------------------|-----------------|--|
| ¾” | \$19.00 | \$1.63 |
| 1” | \$31.00 | \$1.63 |
| 1.5” | \$61.00 | \$1.63 |
| 2” | \$97.00 | \$1.63 |
| 3” | \$181.00 | \$1.63 |
| 4” | \$301.00 | \$1.63 |
| Kodak site | | \$1.63 |

Out-of-town Sanitary Sewer Utility customers shall be assessed rates equal to one and one-half times the applicable rate(s) established above.

4. The sanitary sewer rates established for all customers other than the above-mentioned commercial and industrial customers shall not be affected by this Resolution.
5. The passage of this Resolution shall not entitle any sanitary sewer utility customer to any refund, credit or rebate of previously charged sewer fees calculated in accordance with prior rate-setting Resolutions.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of December, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

COMMUNITY DEVELOPMENT REPORT – DECEMBER, 2016

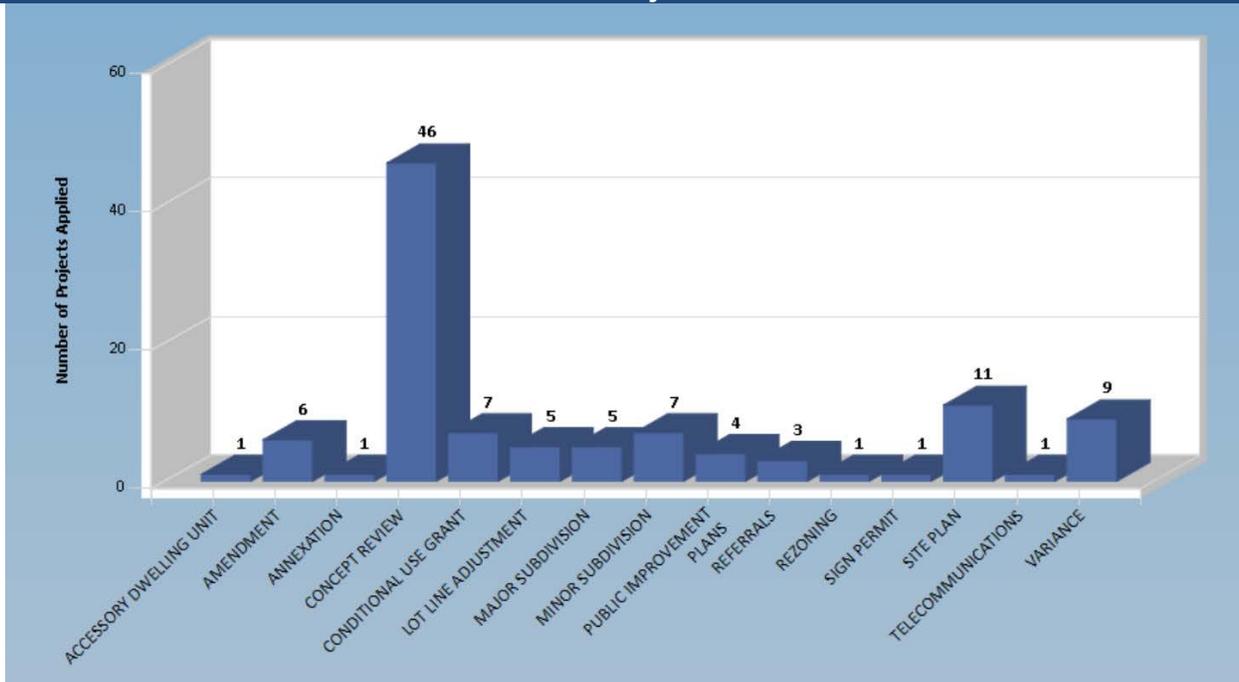
POLICIES, PROCEDURES, & STANDARDS

The consulting firm of Gould Evans was selected for the Municipal Code Update of Chapters, 15, 16, and 17. The project kickoff meeting was held at the joint Planning Commission and Town Board work session of October 3.

Staff has prepared an amendment to the Municipal Code to eliminate the need for mylar record drawings upon approval of certain land use projects. Currently, applicants are required to submit approved record drawings on mylar (a polyester film or plastic sheet). Staff is finalizing software compatibility updates to implement the change in process.

PROJECTS & PERMIT SUMMARY

Year-to-Date Projects Reviewed



Total Projects: 108

Glossary of Project Types

Amendment – Used to make modifications to an approved project, typically master plans or site plans

Annexation – Process by which property is brought under the jurisdiction of the Town

Concept Review – An optional meeting and review process that provides early feedback on projects prior to formal submittal

Conditional Use Grant – Consideration of uses which are unique in nature or character that are not included as uses by right

Land Use Map Amendment – Changes to the Town's Land Use Map, which guides zoning decisions

Lot Line Adjustment – Minor changes to the location of a lot property line

Major Subdivision – The division or reconfiguration of parcels of land into six or more parcels

Minor Subdivision – The division or reconfiguration of parcels of land into two to five parcels when single-family dwelling units are permitted

Public Improvement Plans – Public improvements, such as streets, that are required to be built by developers as a part of site development

Referrals – Town review of certain projects in adjacent jurisdictions, as mandated by state statute or inter-governmental agreement

Rezoning – The changing of existing zone classification of a parcel of land

Site Plan – Development of land for multifamily, commercial, or industrial uses

Vacation – Process in which the Town's ownership or interest in a right-of-way or easement is abandoned

Waiver – Request for specific Commercial Corridor Plan standards to be waived on a site plan

Major Development Projects Currently Under Review

For more detailed review timeframes please see: <http://windsorgov.com/DocumentCenter/View/16365>

| Project | Description | Status |
|---|--|---|
| 15th Street Park Annexation | | |
| Conditional Use Grant & Site Plan | New Town Public Works facility | Awaiting mylars |
| East Pointe Subdivision (Southeast corner of SH 392 & SH 257) | | |
| Preliminary Major Subdivision | 8 lot commercial subdivision | Awaiting 2 nd submittal |
| Falcon Point Subdivision - Lot 1 | | |
| Site Plan – Kraft Kurbing | 6 unit industrial office/warehouse building | Awaiting check prints |
| Fossil Creek Meadows (Northwest of WCR 5 & WCR 32E) | | |
| Amended Master Plan & Preliminary Major Subdivision | Platting of 292 single family lots | Awaiting 3 rd submittal |
| Great Western Industrial Park 2nd Annexation (East of HWY 257) | | |
| Amended Master Plan, Land Use Map Amendment & Rezoning to PUD | Proposal of mixed industrial, commercial, and residential development on 745 acres | Scheduling Planning Commission/Town Board |
| Great Western Industrial Park 3rd - Lot 1, Block 1 (11140 Eastman Park Dr) | | |
| Vestas Site Plan – Phase X | Approximately 40,000 s.f. in various additions | Awaiting check prints |
| Harmony 1st Annexation | | |
| Conditional Use Grant | 9.9 acre water storage pond proposed | Reviewing 1 st submittal |
| Highland Meadows 3rd | | |
| Titan Strength Site Plan | 12,000 s.f. fitness facility | Awaiting 2 nd submittal |
| Ptarmigan Business Park & Lutheran Church (Northwest corner of SH 392 & LCR 5) | | |
| Rezoning & Master Plan Amendment | Rezoning of 62 acres from GC to RMU | Awaiting 4 th submittal |
| Raindance | | |
| Preliminary Major Subdivision | Phase one includes 354 single family lots | Awaiting 2 nd submittal |
| Public Improvement Plans | Includes Crossroads Blvd Roundabout & Raindance Pkwy | Reviewing 1 st submittal |
| River Valley Crossing Lot 5 | | |
| Site Plan – Christian Brothers Automotive | Approximately 5000 s.f. building | Reviewing 2 nd submittal |
| Shutts Subdivision 3rd (Fairgrounds Ave & LCR 30) | | |
| Preliminary Major Subdivision & Preliminary Site Plan | 66 condominiums, 32 townhomes, 37 single family lots, and up to 11,000 s.f. of commercial (applicant making changes to product type) | Awaiting 3 rd submittal |
| Southgate 7th | | |
| Annexation | Annexation of 3.8 acres southeast of Crossroads Blvd & 7 th St | Reviewing 2 nd submittal |
| Weakland Annexation – (6461 HWY 392) | | |
| Site Plan – High Hops Brewery/Windsor Gardner | Construction of new greenhouse & brewing facility | Awaiting mylars |
| Windshire Park Annexation | | |
| Amended Master Plan | Amendment to change Parcel E designation from Church to Townhomes | Scheduling Planning Commission |
| Windshire Park Subdivision 5th | | |
| Preliminary Major Subdivision | Replatting 117 lots on 38 acres within the 3 rd filing | Awaiting 2 nd submittal |
| Windsor Commons Subdivision 3rd - Lot 1 Block 1 | | |
| Site Plan for Windsor Charter Academy High School | Building addition to the school | Awaiting 2 nd submittal |
| Windsor Tech Business Center II 1st – Lot 7 | | |
| Site Plan for Windsor Tech Flex | 11,400 s.f. office/warehouse building | Reviewing 1 st submittal |

Building Permit Summary for November, 2016

| | Monthly Total | Monthly Valuation | Year-to-Date Total | Year-to-Date Valuation |
|---------------------------|----------------------|--------------------------|---------------------------|-------------------------------|
| New Single Family | 44 | \$11,705,665 | 631 | \$169,881,594 |
| New Multi-Family | 1 (4 units) | \$803,228 | 19 (56 units) | \$13,203,378 |
| New Commercial/Industrial | 0 | 0 | 9 | \$7,466,700 |

Construction Status Update



A
Jacoby Farm 2nd Filing (154 sf lots) Infrastructure improvements complete, homes under construction



E
South Hill Subdivision 2nd Filing (210 sf lots) Infrastructure complete for all phases, homes under construction



B
The Ridge at Harmony Road (418 sf lots) Infrastructure improvements under construction for phases 1-3



F
Windshire Park 3rd Filing - 292 residential lots – Phase I homes under construction, infrastructure under construction in Phase II



C
Highland Meadows Golf Course 11th Filing – Infrastructure improvements for 68 townhomes complete, units under construction



G
Water Valley South 18th Filing - 117 residential lots - Phase 2 improvements complete, homes under construction



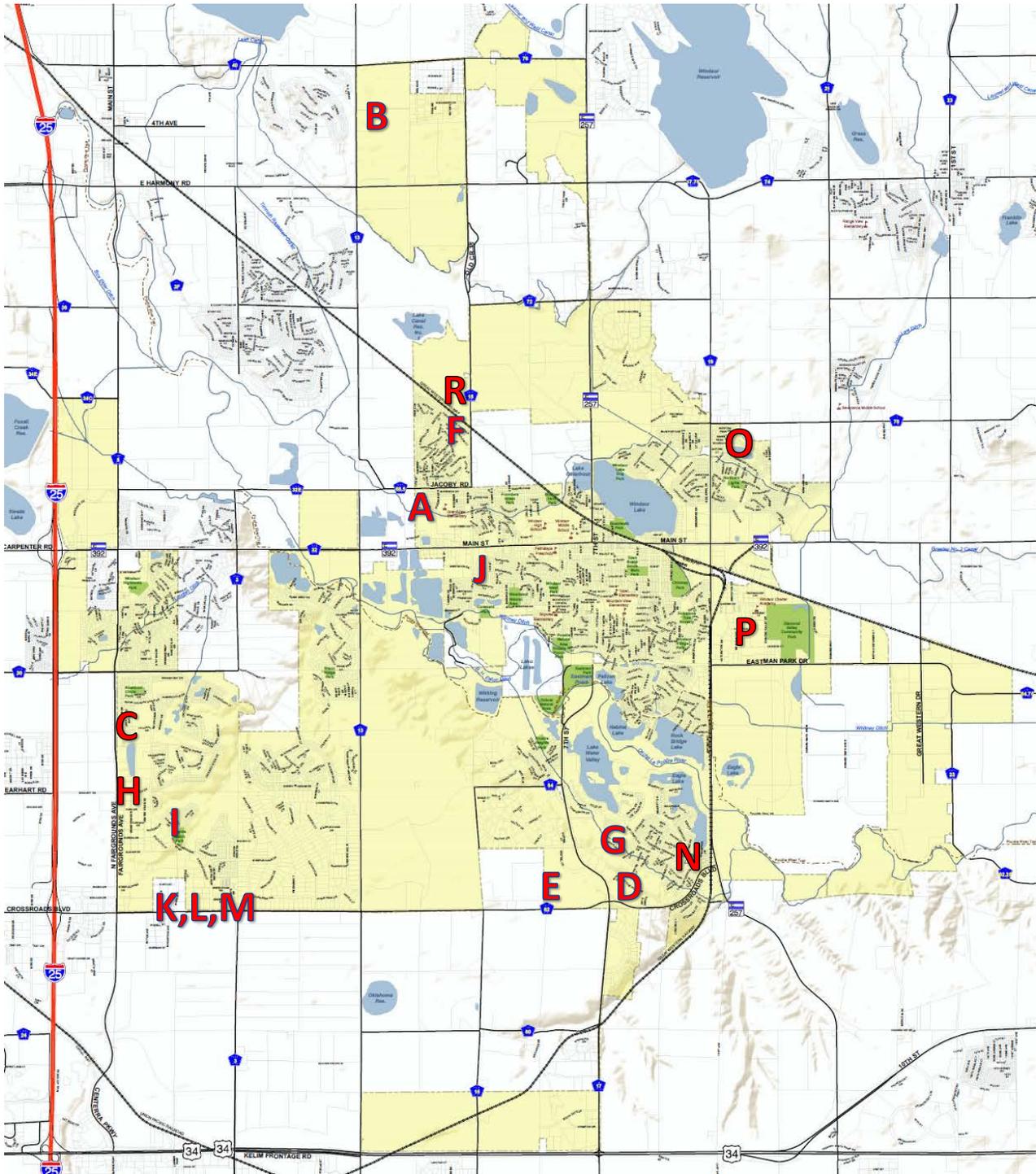
D
South Hill 1st Filing – Infrastructure improvements for 34 residential lots under construction



H
Highland Meadows Golf Course 13th Filing – Power to Play Sports – 52,000 square foot building under construction.

Other Projects Under Construction

- I** - Fossil Ridge Subdivision 5th – (7 lots) Infrastructure complete, awaiting building permits
- J** - Westwood Village 6th Filing – Columbine Health 34 age restricted units under construction
- K** – Highlands Industrial Park 1st Filing Lot 1, Block 4 - Advanced Roofing Site Plan - 43,175 square foot building under construction
- L** - Highlands Industrial Park 6th Filing Lot 1 – Concrete Equipment Supply - 10,000 square foot building under construction
- M** - Highlands Industrial Park 4th Lot 1 - Greenfields at Crossroads Site Plan - 6,000 s.f. building
- N** - Lighthouse Point – Multifamily building(s) under construction
- O** - Winter Farm 3rd Filing (241 sf lots) - All infrastructure improvements complete, homes under construction
- P** - Windsor Commons Subdivision 2nd, Lot 3– Windsor Commons Self Storage Site Plan – Construction of 70,000 s.f. self-storage facility
- R** – 15th Street Park Site Annexation – New Windsor Public Works facility





1899 Wynkoop St. Suite 550
Denver, CO 80202

November 30, 2016

VIA FACSIMILE

*TB communication for
TB packet.*

Kelly Arnold
Town Manager
Town of Windsor
301 Walnut St.
Windsor, CO 80550
Fax No. 970-686-7180

RE: Comcast Programming Agreement Status

Dear Kelly,

As part of our ongoing commitment to keep you informed, we want to let you know that Comcast's right to continue carrying:

- Fox College Sports Atlantic; Fox College Sports Central; and Fox College Sports Pacific

(collectively referred to as "Fox College Sports") will expire on December 31, 2016. At that time, we lose authorization to continue carrying Fox College Sports signals, so we must remove the programming from our lineup on January 1, 2017.

We are committed to keeping you and our customers abreast of the expiration of upcoming programming agreements. We regularly inform our customers in their bills, and our customers and franchising authorities in our notices, that we maintain a website (www.xfinitytv.com/contractrenewals) and toll free number ((866) 216-8634) that are updated regularly to reflect the programming contracts that are set to expire each month and the channels we might lose the rights to continue to carry.

The following networks and channels have programming agreements that are set to expire by the end of December 2016 and may impact customers. Please go to the website above periodically for further updates and details.

Cinemax, Fox News Channel, Fox Sports Sun, FSN Prime Ticket, FSN RSN OOM, FSN West, Galavision, GMA Life, GMA Pinoy, HBO, HGTV, HSN, HSN2, PCNC, RAI Italia, Univision and UniMas, KTFD - Denver, CO - UniMas, KTVD - Denver, CO - IND, KUSA - Denver, CO - NBC, KCEC - Denver, CO - UNV, KXRM - Colorado Springs, CO - FOX, KXTU - Colorado Springs, CO - CW, KGHB - Pueblo, CO - UniMas, KVSN - Pueblo, CO - UNV, KREG - Glenwood Springs, CO - CBS.

Should you have any questions regarding this information, please feel free to contact me at 303-603-2012.

Sincerely,

Glenn Walker
Government Affairs Manager



FUTURE TOWN BOARD MEETINGS

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

| | |
|---|--|
| December 19, 2016 6:00 p.m. 1 st floor conference room | Town Board Work Session Economic Development Incentive Program review 2016 Events Debrief and Future Special Event Items |
| December 26, 2016 7:00 p.m. | Town Board Meeting Cancelled – Town Hall closed |
| January 2, 2017 6:00 p.m. | Town Board Work Session cancelled – Town Hall closed |
| January 9, 2017 5:30 p.m./1 st floor conference room | Board/Manager/Attorney Monthly Meeting |
| January 9, 2017 7:00 p.m. | Town Board Meeting Kern Board Meeting |
| January 16, 2017 6:00 p.m. | Town Board Work Session NFRMPO update – Terri Blackmore Update on Refinancing and Existing Debt discussion |
| January 23, 2017 6:00 p.m. | Town Board Work Session |
| January 23, 2017 7:00 p.m. | Town Board Meeting |
| January 30, 2017 | Fifth Monday |
| February 6, 2017 6:00 p.m. | Town Board Work Session |
| February 13, 2017 5:30 p.m./1 st floor conference room | Board/Manager/Attorney Monthly Meeting |
| February 13, 2017 7:00 p.m. | Town Board Meeting |
| February 20, 2017 6:00 p.m. | Town Board Work Session |
| February 27, 2017 6:00 p.m. | Town Board Work Session |
| February 27, 2017 7:00 p.m. | Town Board Meeting |

Additional Events

| | |
|---------------------------|---|
| December 9, 2016; 7:00 am | Legislative Meeting- CRC; attending: K. Melendez, M. Baker, K. Bennett, B. Boudreau, C. Morgan, P. Rennemeyer, I. Adams |
| December 9, 2016; 5:30 pm | Town of Windsor – End of Year, Employee Awards Banquet; attending – K. Melendez, M. Baker, I. Adams, K. Bennett, C. Morgan, P. Rennemeyer |
| January 6, 2017; 7:30 pm | Colorado Eagles Game – Larimer County Suite; attending – K. Melendez, I. Adams, K. Bennett, C. Morgan, P. Rennemeyer |
| February 9, 2017; 9:00 am | CML Annual Legislative Workshop |

Future Work Session Topics

CRC Wrap Up



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 1: THOUGHTFUL FRAMEWORK AND SUPPORTIVE INFRASTRUCTURE

>> Initiative: Establish a Water Plan

| Action Steps | Target Date | Owner | Status |
|--|-------------|-------------|-------------|
| Create a standardize communication to Town Board on water related issues and tracking sheet to show progress. | Sept. 2016 | Engineering | In Progress |
| <ul style="list-style-type: none"> Staff is currently designing a water issues report. Should be completed in November to share with Town Board. | | | |
| Review 2014 Regional Water Treatment study for “Northern Tier” communities; identify partners and schedule feasibility study. | Dec. 2016 | Engineering | In Progress |
| <ul style="list-style-type: none"> Windsor, Eaton, Severance, FCLWD, and NWCWD met with Black & Veatch Engineers on Nov. 2 and discussed the scope of a feasibility study. BV will draft a detailed scope & will meet with the group again on December 6, 2016. | | | |
| Complete a feasibility study on a regional or Windsor water treatment plant. Also, review existing water agreements. | July 2018 | Engineering | Not Started |
| | | | |
| Entertain other initiatives and ideas (our own and others) | Dec. 2018 | Engineering | Not Started |
| | | | |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 1: THOUGHTFUL FRAMEWORK AND SUPPORTIVE INFRASTRUCTURE

>> Initiative: Traffic & Roadways

| Action Steps | Target Date | Owner | Status |
|--|-------------|----------------------|-------------|
| Formulate a scope for a town-wide roadway master plan. | July 2017 | Engineering Planning | In Progress |
| <ul style="list-style-type: none"> Staff worked with Felsburg, Holt & Ullevig to develop the scope and is preparing a contract services agreement for execution upon approval of the 2017 budget. | | | |
| Create an operations study in conjunction with CDOT for SH 392 east of 7th Street. Talk to CDOT about feasibility of syncing traffic signals on SH 392. | Dec. 2017 | Engineering Planning | Not Started |
| Complete a town-wide roadway master plan. | Dec. 2018 | Engineering Planning | Not Started |
| Widen SH 392 west of 17th. | Dec. 2018 | Engineering Planning | Not Started |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 1: THOUGHTFUL FRAMEWORK AND SUPPORTIVE INFRASTRUCTURE

>> Initiative: Municipal Broadband

| Action Steps | Target Date | Owner | Status |
|--|-------------|---------------------------|--------------------|
| Schedule a work session to review the next steps for Windsor. | Sept. 2016 | TM's Office IT/Finance | Completed |
| <ul style="list-style-type: none"> Work Session with Town Board occurred November 14, 2016. | | | |
| Examine the experience other communities have had with SB 152. | Sept. 2016 | TM's Office IT/Finance | Completed |
| <ul style="list-style-type: none"> Staff has spoken with neighboring communities. | | | |
| Complete a study of Windsor's broadband gaps. | Dec. 2017 | TM's Office IT/Finance | Not Started |
| | | | |
| Concur on Windsor's options. | Jan. 2018 | TM's Office IT/Finance | Not Started |
| | | | |
| Refer SB 152 question to voters. | Nov. 2018 | TM's Office IT/Finance | Not Started |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 1: THOUGHTFUL FRAMEWORK AND SUPPORTIVE INFRASTRUCTURE

>> Initiative: Prioritize the future design and development of Crossroads Blvd.

| | Action Steps | Target Date | Owner | Status |
|--|---|-------------|----------------------|--------------------|
| | | | | |
| | Review and confirm the Crossroads Blvd. future build out to the west of SH 257. | July 2017 | Engineering Planning | Not Started |
| | | | | |
| | Work with property owners and develop a preliminary design between SH 257 and Great Western Drive. | July 2018 | Engineering Planning | Not Started |
| | | | | |
| | Develop and support dedication of Crossroads Blvd. right-of-way east of Great Western Drive with Greeley and Weld County. | July 2018 | Engineering Planning | Not Started |
| | | | | |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 1: THOUGHTFUL FRAMEWORK AND SUPPORTIVE INFRASTRUCTURE

>> Initiative: Establish standards, criteria, etc. for crosswalk markings, signage, and flashing lights.

| | Action Steps | Target Date | Owner | Status |
|--|---|-------------|----------------------|-------------|
| | Prepare an educational message for both drivers and pedestrians on proper use of crosswalks. | Nov. 2016 | Police | In Progress |
| | <ul style="list-style-type: none"> In the process of creating a brochure with the help of the Communications Division. | | | |
| | Collect and research existing crosswalk standards available from other federal, state and local jurisdictions. Report findings to Town Board. | July 2017 | Police | Not Started |
| | | | | |
| | Draft standards, based upon input from Town Board, that establish criteria for appropriate locations and crosswalk designs. | Dec. 2017 | Police | Not Started |
| | | | | |
| | Adopt Crosswalk standards. | Jan. 2018 | Engineering Planning | Not Started |
| | | | | |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 2: PROSPEROUS LOCAL ECONOMY

>> Initiative: Partner with developer to renovate and establish a commercially viable entity at The Mill

| | Action Steps | Target Date | Owner | Status |
|--|---|-------------|-------------------------------|--------------------|
| | Support the ongoing redevelopment effort of The Mill | Nov. 2016 | Economic Dev. Town Manager | In Progress |
| | <ul style="list-style-type: none"> Staff is communicating with the Blue Ocean and their proposed developer on the concept review and administrative site plan timeline. | | | |
| | Identify the tools to fund the financing gaps. | Oct. 2017 | Economic Dev. Town Manager | In Progress |
| | <ul style="list-style-type: none"> Incentive agreement proposals have been discussed by Town Board and DDA. Agreements are tentatively set for consideration the week of November 28. Mill closing is scheduled for November 30. | | | |
| | Collaborate with CDOT, Public Works and Engineering on infrastructure improvements on site. | June 2017 | Economic Dev. Town Manager | Not Started |
| | | | | |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 2: PROSPEROUS LOCAL ECONOMY

>> *Initiative: Explore the options for retiring existing debt*

| | Action Steps | Target Date | Owner | Status |
|--|--|-------------|---------|--------------------|
| | Schedule a work session to discuss refinancing of the Kern and USDA loans. | Sept. 2016 | Finance | Completed |
| | <ul style="list-style-type: none"> Work session scheduled for November 7, 2016. | | | |
| | Review existing debt options with Town Board in work session. | Jan. 2018 | Finance | In Progress |
| | | | | |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 2: PROSPEROUS LOCAL ECONOMY

>> Initiative: Reevaluate and compare Windsor’s incentive program with our competitors

| | Action Steps | Target Date | Owner | Status |
|--|--|-------------|-------------------------------|--------------------|
| | Create and present peer communities incentives comparison to Town Board. | Dec. 2016 | Economic Dev. Town Manager | Not Started |
| | <ul style="list-style-type: none"> Staff is looking to schedule discuss in December 2016. Currently, on future work session topics. | | | |
| | Formally adopt or re-confirm economic development incentive guidelines. | Feb. 2017 | Economic Dev. Town Manager | Not Started |
| | | | | |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 3: DIVERSE, DESIRABLE RECREATION AND CULTURE OPPORTUNITIES

>> *Initiative: Establish a viable downtown Farmers Market in Windsor*

| Action Steps | Target Date | Owner | Status |
|--|-------------|-------------------|-------------|
| Send out bid documents to Farmers Market shelter. | Sept. 2016 | PRC Town Clerk | In Progress |
| <ul style="list-style-type: none"> Bids posted to Town website on 11/15 and closes on 12/15/2016. | | | |
| Determine 2017 Farmers Market budget, including Market Manager. | Oct. 2016 | PRC Town Clerk | In Progress |
| <ul style="list-style-type: none"> Bids for structure going out first week of November. RFP for Market Manager going out first week in November | | | |
| Receive bids and inform Town Board. | Nov. 2016 | PRC Town Clerk | Not Started |
| | | | |
| Hire Market Manager for 2017 Farmers Market | Dec. 2016 | PRC Town Clerk | Not Started |
| | | | |
| Construct market and open to the public. | May 2017 | PRC Town Clerk | Not Started |



STRATEGIC PLANNING FRAMEWORK 2016-18

PERFORMANCE COMMITMENT 4: SAFE, WELL-PLANNED COMMUNITY WITH SPIRIT AND PRIDE

>> Initiative: Review current housing policies and most recent information in order to understand gaps and needs in existing housing options

| | Action Steps | Target Date | Owner | Status |
|--|--|-------------|----------|--------------------|
| | Collect and research existing policies, studies and data. | Dec. 2016 | Planning | Not Started |
| | Analyze existing policies, studies, and data to formulate findings, identify and understand gaps, needs and options. | Dec. 2016 | Planning | Not Started |
| | Prepare analysis and alternative policy changes and present findings to Town Board. | April 2017 | Planning | Not Started |
| | Recommend policy changes for consideration by Town Board. | July 2017 | Planning | Not Started |