



## TOWN BOARD WORK SESSION

March 30, 2020 - 6:00 PM

Zoom Meeting, Click on the link <https://windsorgov.zoom.us/j/281497586> OR join by telephone at 877-853-5247 or 888-888-0099 - Webinar ID: 281 497 586

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

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

### AGENDA

1. Revenue Overview and Budget Considerations

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.



## MEMORANDUM

**Date:** March 30, 2020  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Shane Hale, Town Manager and Dean Moyer, Finance Director  
**Re:** Revenue Overview and Budget Considerations  
**Item #:** 1.

### ATTACHMENTS:

- ▢ Budget Adjustment Memo
- ▢ CIP for Town Board



## MEMORANDUM

**Date:** March 27, 2020  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Dean Moyer, Director of Finance  
**Re:** 2020 Proposed Capital Project Reductions

### Overview:

Given the rapidly changing economics due to both the COVID-19 virus and the price of oil and our local economies reliance on same, Staff has been working on revising our revenue assumptions for 2020. The highlighted projects represent those projects that are directly linked to the Capital Improvement Fund – the main focus of our need for the requested adjustments.

### Financial Impact:

The proposed adjustments total \$14,283,831 and are representative of staff's efforts to mitigate for assumed lower than projected revenues in 2020.

### Recommendation:

Please review the attachments, consider both the short and long term impacts of these decisions, and provide direction as you deem prudent and necessary.

2020 CAPITAL IMPROVEMENT PLAN EXPENDITURES							
PROJECTS BY CATEGORY							
CIP ID #	PROGRAM / AREA	DEPARTMENT	BUDGET	REDUCTION	BALANCE	ACCOUNT	NOTES
<b>FOCUS AREA 1 - INFRASTRUCTURE</b>							
1.28	New Compactor/Recycling Center	Public Works	\$ 28,000	\$ (28,000)	\$ -	04-428-8440-000	
1.10	Street Maintenance - Sealcoating, Crack Sealing, Concrete Repl.	Engineering	\$ 764,909	\$ -	\$ 764,909	04-429-6242-000	Routine maintenace - essential services
1.7	SH 392 Widening at LCR 5	Engineering	\$ 2,500,000	\$ -	\$ 2,500,000	04-429-6242-000	Under design. Doesn't account for Developer Reimbursement of SH 392/West Gate Dr. EB Accel lane
1.10	Street Maintenance - Overlays	Engineering	\$ 1,966,909	\$ (220,000)	\$ 1,746,909	04-429-6278-000	
1.23	SH 257/Eastman Park Dr intersection improvements w/grant	Engineering	\$ 1,000,000	\$ (1,000,000)	\$ -	04-429-6419-000	2021 CDOT Grant Reimbursement
1.23	SH 257/Eastman Park Dr intersection improvements	Engineering	\$ 425,000	\$ -	\$ 425,000	04-429-6419-000	Construction number includes ROW and Utility relocating expenses in 2020
1.25	Right Turn Lane at corner of SH392/SH257	Engineering	\$ 150,000	\$ -	\$ 150,000	04-429-6419-000	Could delay construction if needed? Recommend moving forward since CDOT is relocating traffic signal poles in 2020.
1.13	SH 392 Improvements - WCR 13 to 17th Street	Engineering	\$ 150,000		\$ 150,000	04-429-8419-000	Already under a design contract
1.3	Street Oversizing Harmony Rd between Duncroft & LCR15	Engineering	\$ 1,565,000	\$ -	\$ 1,565,000	04-429-8419-000	Developer plans on moving forward
1.4	Street Oversizing LCR5 @ Ptarmigan 4th	Engineering	\$ 2,690,000	\$ -	\$ 2,690,000	04-429-8419-000	Developer plans on moving forward
1.5	Street Oversizing LCR5 at Fossil Creek Ranch	Engineering	\$ 1,061,000	\$ (1,061,000)	\$ -	04-429-8419-000	Only covers Filing 1, Highly unlikely developer will move forward - budget in 2021?
1.6	Street Oversizing LCR5 North of SH 392	Engineering	\$ 1,690,000	\$ -	\$ 1,690,000	04-429-8419-000	Project scope could potentially be reduced if Ptarmigan 4th stalls out? Currently no evidence that it will.
1.27	New Liberty / WCR 13 Roundaboutl (RIF)	Engineering	\$ 10,000	\$ -	\$ 10,000	04-429-8419-000	Install remaining landscaping
1.11	Left Turn Treatment Analysis at CR 13 and SH 392	Engineering	\$ 300,000	\$ -	\$ 300,000	04-429-8445-000	Already unders a design contract. Construct quick win project in 2020. Consider?
1.3	Street Oversizing Harmony Rd between Duncroft & LCR15 - Medians	Engineering	\$ 355,000	\$ -	\$ 355,000	04-429-8445-000	Developer plans on moving forward
1.6	Street Oversizing LCR5 North of SH 392 - Medians	Engineering	\$ 210,000	\$ -	\$ 210,000	04-429-8445-000	Project scope could potentially be reduced if Ptarmigan 4th stalls out? Currently no evidence that it will.
1.12	Sidewalk near King Soopers (Along CR15)	Engineering	\$ 65,000	\$ (20,000)	\$ 45,000	04-429-8445-000	Project already bid under Town wide 2020 Concrete Improvement Project.
1.9	Eastman Park Corridor Study	Planning	\$ 150,000	\$ -	\$ 150,000	04-429-8445-000	Sports Park is committed to moving forward, plan on starting stadium pad construction May 1st.
1.31	CP Eastman Park - Sewage Grinder Pump	Parks & Recreation	\$ 70,000	\$ (70,000)	\$ -	04-454-8412-000	
1.22	Parks Maintenance Facility	Parks & Recreation	\$ 1,800,000	\$ -	\$ 1,800,000	04-454-8420-000	PROJECT NEARLY COMPLETE - SAVINGS ALREADY FACTORED IN TO FUND BALANCE REQUIREMENTS
1.28	Town Hall Door Repair	Public Works	\$ 6,155	\$ -	\$ 6,155	04-497-8440-000	
1.28	Automation Controls Upgrade	Public Works	\$ 48,842		\$ 48,842	04-497-8440-000	
1.28	Equipment to Eliminate Power Surges at Town Hall	Public Works	\$ 75,000	\$ (75,000)	\$ -	04-497-8440-000	
1.18	SCADA	IT	\$ 55,000	\$ (20,000)	\$ 35,000	06-471-8440-000	Came in much less than initially quoted
1.8	Water Line Oversizing	Engineering	\$ 30,000	\$ (30,000)	\$ -	06-471-8452-000	Delay reimbursement due to developers uncertainty - Fossil Creek Ranch
1.17	Town Potable Water System Model Update	Engineering	\$ 90,000		\$ 90,000	06-471-8456-000	
1.14	Water Line Replacement	Engineering	\$ 550,000	\$ 50,000	\$ 600,000	06-471-8457-000	Under contract, added Pine Dr. & Spruce Ct. to scope of work to complete entire area under 1 mobilization fee.
1.2	Sewer Line Oversizing	Engineering	\$ 1,000,000	\$ -	\$ 1,000,000	07-481-8452-000	Developer plans on moving forward
1.20	Sewer Interceptor - North Extension easements	Engineering	\$ 255,628	\$ -	\$ 255,628	07-481-8453-701	Does Shane/John want to move forward with easement acquisition in 2020? - Yes, probably
1.15	Manhole Rehab	Public Works	\$ 40,000	\$ (40,000)	\$ -	07-481-8457-000	Switch to Sewer Fund in 2020 Budget
1.16	Sewer Line Rehab	Public Works	\$ 91,860	\$ (91,860)	\$ -	07-481-8457-000	Switch to Sewer Fund in 2020 Budget
1.1	Sewer Plant modifications - Biosolids handling improvements	Public Works	\$ 900,000	\$ -	\$ 900,000	07-482-8433-000	We are committed to \$330,000 then will negotiate the remainder of the project.
1.24	WWTP Blower Replacement	Public Works	\$ 590,000	\$ -	\$ 590,000	07-482-8440-000	
1.26	Riverbend Detention Pond improvements	Engineering	\$ 100,000	\$ 115,000	\$ 215,000	08-483-8458-000	Already under contract, 40% complete. Carryover project due to weather delays
1.21	New & Replacement Fleet Vehicles and Equipment	Public Works	\$ 1,275,000	\$ -	\$ 1,080,152	10-491-8432-000	See note from Eric. Keep as is for now.
1.19	Resource X Software Application	IT	\$ 40,000	\$ -	\$ -	11-492-8440-000	FULL PAYMENT MADE
<b>FOCUS AREA 2 - QUALITY OF LIFE</b>							
2.8	Windsor Trail System - Pedestrian Bridge Construction	Parks & Recreation	\$ 300,000	\$ -	\$ 300,000	02-454-8412-000	This is funded in LCOS and a significant community need.
2.12	Phase 1 of Riverwalk and South Side Master Plan	Parks & Recreation	\$ 1,501,920	\$ -	\$ 1,501,920	02-454-8412-170	We are already in design, at the very least we should complete. Additionally, this entire project is funded by separate funding mechanisms with healthy balances. Furthermore, the project will significantly impact the community and help provide economic impact via construction funding.
2.11	CP Diamond Valley Park - Buildout Contingency	Parks & Recreation	\$ 4,000,000	\$ (4,000,000)	\$ -	02-454-8412-445	
2.11	CP Diamond Valley Park - Fixtures & Equipment	Parks & Recreation	\$ 220,000	\$ -	\$ 220,000	02-454-8412-445	We will need some FFE, not certain if we need the entire amount and it is in a separate fund.
2.13	NP Harmony Ridge - Park Design & Construction	Parks & Recreation	\$ 100,000	\$ -	\$ 100,000	02-454-8412-467	Delay until Fall
2.14	NP Jacoby Farm Park - Cleanup & Security	Parks & Recreation	\$ 10,000	\$ (10,000)	\$ -	02-454-8412-467	If a grant is obtained, we should complete project

2020 CAPITAL IMPROVEMENT PLAN EXPENDITURES							
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<b>FOCUS AREA 1 - INFRASTRUCTURE</b>							
2.16	Kyger OS Trail CR13/392 to West Edge	Parks & Recreation	\$ 500,000	\$ -	\$ 350,204	02-454-8412-485	Project nearly complete. We did not carry over enough dollars so it will be over budget. Funds come from a separate fund and grant reimbursement will also occur.
2.15	CP Main Park - Infrastructure Upgrades	Parks & Recreation	\$ 100,000	\$ (100,000)	\$ -	02-454-8430-461	
2.9	Poudre Trail - Maintenance & Flood Resiliency	Parks & Recreation	\$ 220,000	\$ -	\$ 220,000	03-454-6241-440	These are all funded by CTF Fund. There is \$75,000 that we can save assuming no spring flood damage.
2.10	Kodak Watchable Wildlife Area - Archery Range Expansion	Parks & Recreation	\$ 135,000	\$ -	\$ 135,000	03-454-8412-441	This is grant dependent. We are a finalist and should learn our fate in the next 60 days. That said, the funding is in 2021 so we could delay either way.
2.6	Windsor Trail System - Construction of #2 Connection	Parks & Recreation	\$ 800,000	\$ -	\$ 800,000	03-454-8412-441	Funding is sourced through CTF fund and a significant community need
2.5	Downtown Parking Study	Planning	\$ 70,000	\$ 3,000	\$ 73,000	04-419-6267-000	DDA contribution = \$35k. \$3k added to cover necessary scope of work
2.4	Air Quality Monitoring	Planning	\$ 250,000	\$ (250,000)	\$ -	04-419-6267-000	Consider eliminating - ask Board
2.3	Regional Bus Stop Installation	Planning	\$ 75,000	\$ (50,000)	\$ 25,000	04-419-8431-000	Jess checking into current situation - RFP out to 3rd party
2.7	Windsor Trail System - Construction of Poudre South Side	Parks & Recreation	\$ 300,000	\$ -	\$ 300,000	03-454-8412-441	Recorded for CTF
2.1	Museum Collections/Exhibits	Parks & Recreation	\$ 85,000	\$ (85,000)	\$ -	04-456-8420-000	
2.2	Town of Windsor Museum - Eaton House Conversion	Parks & Recreation	\$ 300,000	\$ (300,000)	\$ -	04-456-8420-000	
2.17	Museum Collections Bldg FF&E	Parks & Recreation	\$ 250,000	\$ (236,000)	\$ 14,000	04-456-8431-000	
<b>FOCUS AREA 3 - SMALL TOWN FEEL</b>							
3.4	Transportation Master Plan	Planning	\$ 30,000		\$ 30,000	04-419-6267-000	
3.1	7th Street: Multimodal Corridor Improvements	Planning	\$ 1,250,000	\$ (1,100,000)	\$ 150,000	04-429-8445-000	MMOF grant for design in 2020-21. Construction in 2021
3.2	Cemetery Restoration / Improvements - Landscaping	Parks & Recreation	\$ 100,000	\$ (100,000)	\$ -	04-432-8412-000	
3.3	Rooftop Unit Replacements	Parks & Recreation	\$ 70,000	\$ (70,000)	\$ -	21-493-8431-000	
3.3	Kitchen Floor Replacement	Parks & Recreation	\$ 30,000	\$ (30,000)	\$ -	21-493-8431-000	
3.3	Locker Room Bench Replacements	Parks & Recreation	\$ 41,000	\$ (41,000)	\$ -	21-493-8431-000	
<b>FOCUS AREA 4 - ECONOMIC SUSTAINABILITY AND VIBRANCY</b>							
4.5	The Mill Incentive Project	Administration	\$ 1,840,000	\$ -	\$ -	04-411-6270-000	COMPLETE
4.11	Purchase of 4th Steet Building - 50% Reimbursable in 2021	Administration	\$ -	\$ -	\$ 765,000	04-411-6270-000	
4.10	Downtown Backlots Infrastructure Improvements (New)	Administration	\$ 1,812,225	\$ (1,812,225)	\$ -	04-420-8412-000	Withdrew Request
4.7	Entryway Signs to promote community events	Administration	\$ 100,000	\$ (100,000)	\$ -	04-429-8440-000	
4.1	Northern Integrated Supply Project (NISP)	Engineering	\$ 2,425,000	\$ -	\$ (50,000)	06-471-8456-909	COMPLETE
4.8	Non-Potable Water	Engineering	\$ 50,000		\$ 50,000	06-484-8456-000	
4.6	Non-Potable Water shares-Kyger	Engineering	\$ 300,000		\$ 300,000	06-484-8494-485	
4.2	Website Replacement/Improvement	Communications	\$ 60,000	\$ -	\$ 665	11-492-8440-000	COMPLETE
4.9	Springbrook Cloud Upgrade	IT	\$ 34,790	\$ -	\$ 34,790	11-492-8440-000	
4.3	Business Analytics SW	IT	\$ 50,000	\$ (50,000)	\$ -	11-492-8440-000	
4.4	Point to Point Fiber and WiFi	IT	\$ 53,000	\$ (20,000)	\$ 33,000	11-492-8440-000	Focus on water tower security, nothing else
<b>FOCUS AREA 5 - SAFETY</b>							
5.7	Re-model of Police Facility	Police	\$ 50,000	\$ -	\$ 50,000	04-421-8431-000	NEARLY COMPLETE - SAVINGS
5.3	Pedestrian Crossing Treatments	Engineering	\$ 100,000	\$ -	\$ 100,000	04-429-8445-000	Plan on moving forward due to number of requests per year
5.4	Railroad Crossing Improvements	Engineering	\$ 80,000	\$ (80,000)	\$ -	04-429-8445-000	Not urgent, no current plans by the railroad company. Terry will confirm.
5.6	Traffic Signal - Crossroads Blvd. & New Liberty	Engineering	\$ 695,000	\$ (585,000)	\$ 110,000	04-429-8445-000	Complete design in 2020 and delay construction
5.9	CR 17 and Riverplace Drive RRFB Determination	Engineering	\$ 125,000	\$ (25,000)	\$ 100,000	04-429-8445-000	Planning on installing RRFB crossing improvements in 2020
5.12	SH 392 and 7th Street Intersection Multimodal Safety	Planning	\$ 325,000	\$ (269,000)	\$ 56,000	04-429-8445-000	Overlaps with 7th St. Multimodal Study, delay construction until study is done
5.5	Walnut Street Bikeway	Planning	\$ 625,000	\$ (550,000)	\$ 75,000	04-429-8445-000	Overlaps with 7th St. Multimodal Study, delay construction until study is done. Minimal striping to incorporate with overlay
5.2	Town Hall Remodel & Security Upgrades	Administration	\$ 500,000	\$ (475,000)	\$ 25,000	04-457-8420-000	I am recommending we complete the drawings and make a determination later in the year if we proceed to construction or delay until 2021.
5.10	10th St. Drainage Improvements	Engineering	\$ 208,875	\$ (146,325)	\$ 62,550	08-483-8458-000	Could delay design if needed? - No - SD Fund & community need
5.8	Chestnut St. to Eastman Park Dr. Drainage Imp.	Engineering	\$ 2,359,800	\$ (285,000)	\$ 2,074,800	08-483-8458-000	Issued notice of award, contract has not been signed yet. Could discuss splitting costs between 2020/2021?

2020 CAPITAL IMPROVEMENT PLAN EXPENDITURES							
PROJECTS BY CATEGORY							
CIP ID #	PROGRAM / AREA	DEPARTMENT	BUDGET	REDUCTION	BALANCE	ACCOUNT	NOTES
<b>FOCUS AREA 1 - INFRASTRUCTURE</b>							
5.1	Security Access Control	Administration	\$ 50,000	\$ -	\$ 50,000	11-492-8440-000	Utilized for carryover expenses related to 2019 security project
5.11	Security Tools	IT	\$ 60,000	\$ (5,000)	\$ 55,000	11-492-8440-000	We bought the major tool we needed in 2019 per Shane's approval; so less needed this year
<b>OTHER</b>							
N/A	Small Equipment	Administration	\$ 453,656	\$ (21,421)	\$ 432,235	04-xxx-6218-000	
N/A	Transportation Reserve	Administration	\$ 1,000,000	\$ (1,000,000)	\$ -	04-411-6270-375	