



# TOWN OF ESTES PARK

***The Mission of the Town of Estes Park is to provide high-quality, reliable services for the benefit of our citizens, guests, and employees, while being good stewards of public resources and our natural setting.***

*The Town of Estes Park will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements for persons with disabilities. Please call (970) 577-4777. TDD available.*

## BOARD OF TRUSTEES - TOWN OF ESTES PARK

Tuesday, November 26, 2019

Rescheduled to Monday, December 2, 2019

7:00 p.m.

### PLEDGE OF ALLEGIANCE.

(Any person desiring to participate, please join the Board in the Pledge of Allegiance).

### AGENDA APPROVAL.

PUBLIC COMMENT. (Please state your name and address).

### TOWN BOARD COMMENTS / LIAISON REPORTS.

### TOWN ADMINISTRATOR REPORT.

### **CONSENT AGENDA:**

1. Bills.
2. Town Board Minutes dated November 12, 2019, Town Board Study Session Minutes dated November 12, 2019 and Joint Town Board and County Commissioners Meeting Minutes dated November 14, 2019.
3. Town Board Budget Study Session Minutes dated October 18, 2019 and October 25, 2019.
4. Estes Valley Planning Commission Minutes and Study Session Minutes dated October 15, 2019 (Acknowledgment only).
5. Family Advisory Board Minutes dated September 5, 2019 (Acknowledgement only).
6. Approval to Submit a Grant Application to Colorado Department of Transportation - Transportation Alternative Program Grant Application for Fall River Trail.
- \* 7. Town Hall Board Room Audio/Visual Remodel 2019 Contract with VideoLink, Inc., for \$191,800.14, Budgeted.

**PLANNING COMMISSION ITEMS:** Items reviewed by Planning Commission or staff for Town Board Final Action.

**1. ACTION ITEMS:**

**A. RESOLUTION 43-19 AMENDED PLAT, RECLAMATION SUBDIVISION, 321 4TH STREET AND 340 S. SAINT VRAIN AVENUE, PARK FELLOWSHIP CHURCH, STEVEN FERRANTE, APPLICANT.** Planner Woeber.

Requesting approval of an Amended Plat to rearrange a lot line involving lots within a platted subdivision. No new lots or building sites would be created.

**ACTION ITEMS:**

**1. PUBLIC HEARING – 2020 BUDGET.** Director Hudson.

- Highway User's Trust Fund.
- Resolution 40-19 Setting the Mill Levy.
- Resolution 41-19 Adopting the 2020 Budget.
- Resolution 42-19 Appropriating Sums of Money for 2020.

**2. CAPITAL IMPROVEMENTS PLAN 2020-2024.** Director Hudson.

Adopt the 2020-2024 Capital Improvements Plan.

**3. RESOLUTION 44-19 ESTES PARK LOCAL MARKETING DISTRICT 2020 BUSINESS AND OPERATING PLAN.** CEO Eric Lund.

The Town Board is required to approve the Local Marketing District's (Visit Estes Park) annual Operating Plan by December 5th of each year.

**4. ORDINANCE 31-19 AMENDING TITLE 18 OF THE ESTES PARK MUNICIPAL CODE RELATING TO FLOODPLAIN REGULATIONS.** Manager Hook.

To correct a date error within Ordinance 25-19 adopted on September 24, 2019.

**5. ORDINANCE 32-19 AMENDING MUNICIPAL CODE SECTION 2.20.010 COMPENSATION OF MAYOR, MAYOR PRO TEM, AND TRUSTEES.**

Board to consider amending the compensation provided to newly elected officials in 2020.

**ADJOURN.**

*Town of Estes Park, Larimer County, Colorado, November 12, 2019*

Minutes of a Regular meeting of the Board of Trustees of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 12<sup>th</sup> day of November, 2019.

Present: Todd Jirsa, Mayor  
Ron Norris, Mayor Pro Tem  
Trustees Carlie Bangs  
Eric Blackhurst  
Marie Cenac  
Patrick Martchink  
Ken Zornes

Also Present: Travis Machalek, Town Administrator  
Dan Kramer, Town Attorney  
Kimberly Disney, Recording Secretary

Absent: None

Mayor Jirsa called the meeting to order at 7:00 p.m. and all desiring to do so, recited the Pledge of Allegiance.

**AGENDA APPROVAL.**

It was **moved and seconded** (Norris/Zornes) **to approve the Agenda**, and it passed unanimously.

**PUBLIC COMMENTS.**

Gini Page/Town citizen spoke regarding the Joint Meeting scheduled November 14, 2019 and stated it would not make sense to separate the joint planning area in the Estes Valley, it negates the notion of one plan, one valley.

Cathy Alper/Town citizen spoke on behalf of the Community Recycling Committee and thanked the Town for their efforts and consideration of funding glass recycling.

Wayne Park/County citizen, Stephen Johnson/County citizen, Reed Woodford/Town citizen, Todd Plummer/Town citizen, Glenn Case/County citizen, and Adam Fisher/Boulder citizen spoke in favor of the Thumb Open Space project regarding the beauty of the land, reasonable costs associated with the acquisition, improved trails, conservation, wildlife, recreation and science education.

**TOWN BOARD COMMENTS**

Trustee Martchink stated the Antique Road Show would be coming to Estes Park in January, 2020.

Trustee Cenac stated the Rooftop Rodeo was awarded the Best Large Rodeo at the Mountain States Rodeo. The Rooftop Rodeo would also be considered as a medium sized rodeo at The National Final Rodeo.

Trustee Bangs announced the birth of her daughter Margo West born October 1, 2019.

Trustee Zornes attended the Larimer County Behavioral Health Policy Council November 4, 2019 and recommendations have been made and approved for allocation of 2019 funds; 2020 funds are expected to reach approximately \$2 million. The Open Lands Advisory Board meets November 14, 2019. Trustee Zornes recognized Veteran's day and thanked active and retired military members for their service.

Trustee Blackhurst stated the Estes Park Housing Authority would meet November 13, 2019. He also clarified the Colorado Department of Transportation oversees state highways not the Town Board.

**TOWN ADMINISTRATOR REPORT.**

Policy Governance Monitoring Report Policy 3.3 Financial Planning – Town Administrator Machalek stated the policy must be reviewed quarterly and reported compliance in all areas.

Town Administrator Machalek requested the Board provide a letter to Senator Cory Gardner in support of Rocky Mountain Conservancy donation of 40 acres of land to Rocky Mountain National Park. The Board determined to provide the requested letter.

**CONSENT AGENDA:**

1. Bills.
2. Town Board Minutes dated October 22, 2019 and Town Board Study Session Minutes dated October 22, 2019.
3. Revisions to the Intergovernmental Agreement Between Fort Collins, Longmont, Loveland and Platte River Power Authority for Demand Side Management and Distributed Energy Resource Program Partnership.
4. Acceptance of Town Administrator Policy Governance Monitoring Report.

It was **moved and seconded** (Martchink/Cenac) **to approve the Consent Agenda**, and it passed unanimously.

**ACTION ITEMS:**

**1. PUBLIC HEARING – 2020 BUDGET.**

Mayor Jirsa opened the public hearing. Director Hudson presented the proposed 2020 budget, including the intended uses of the Highway User Trust Fund revenues received from the State of Colorado. The proposed budget was presented to the Town Board during study sessions held on October 18 and 25, 2019 and all changes have been reflected in the budget for the Board's consideration. The primary focus was to balance ongoing expenses with General Fund revenues due to operational changes and additional staffing, programs, and pay increases. Thus many strategic plan objectives requested were not able to be funded. The budget would include an increase to the estimated 2020 General Fund Balance to 27.7%, a 2% merit, the new Town Attorney department, and base funding for startup of new paid parking function. The Board discussed funds for new employees in the Water division, and requested staff review the installation of highspeed charging stations at the Visitors Center.

Ann Wise/Town citizen and Michael Bryson/Town citizen spoke against the Thumb Open Space regarding four conservation easements already in place to protect the land, reallocation of funds to other needs such as the Fall River Trail, lack of neighborhood notification, access to the open space through neighborhoods, increased traffic and concerns with management of the space.

Johanna Darden/Town citizen spoke regarding the repaving of cinder block parking in Bond Park and stated colored paving would be unnecessary, it does not allow water to be absorbed by the land, and requested the Town should use a more permeable material.

Walter Borneman/Town citizen, Erik Murdock/County citizen, Esther Rivera/County citizen, Kenzie Schmidt/County citizen, and Jeffrey Boring/Executive Director of Estes Valley Land Trust spoke in favor of the Thumb Open Space regarding outdoor education, land conservation, public access, stewardship, recreation and previous conservation of Knoll-Willows Open Space.

Annie Davies/CEO of Larimer County United Way thanked the Town for their ongoing relationship, consideration, and support of the funding request. She stated



the 2-1-1 Hotline, providing support and resources to community members, has been successful.

Kathy Whitacre/Program Coordinator of Partners Mentoring Youth thanked the Town for their support and consideration of the funding request.

Sue Yowell/Executive Director of the Estes Park Learning Place thanked the Town for their support and consideration of the funding request.

Curtis Kelly/President of Estes Park Museum Friends & Foundation and Patricia Washburn/Town citizen thanked the Town for their consideration and support of the Museum proposal for audio and video recording equipment, which would allow for the collection of oral histories.

Mayor Jirsa closed the public hearing and it was **moved and seconded** (Norris/Martchink) **to continue the public hearing to November 26, 2019**, and it passed unanimously.

2. **FEE WAIVER REQUEST, 420 STEAMER DRIVE, BUILDING DIVISION FEES, ALARADO PROPERTIES, LLC.** Director Hunt presented the fee waiver request to waive building division fees on the employee housing component of the Alarado Business Park development. The total permit and plan review fees for the employee housing component of the project were in excess of \$16,819 and staff recommends a waiver of \$18,000. The request would provide attainable housing and meets requirements of Policy 402 Fee Waiver. The Board discussed how fees were calculated for this specific project, reimbursement complications and reevaluating Policy 402. Applicant representative Glenn Malpiede spoke regarding the number of housing units, the timeline of the request, and the full cost of fees required for the development. It was **moved and seconded** (Martchink/Norris) **to approve the Fee Waiver Request for 420 Steamer Drive in the amount of \$18,000**, and it passed with Mayor Jirsa voting “no”.
3. **FEE WAIVER REQUEST, 420 STEAMER DRIVE, BUILDING DIVISION FEES, ESTES PARK HEALTH/ALARADO PROPERTIES, LLC.** Trustee Martchink recused himself and Director Hunt presented the fee waiver request to waive building division fees on the Alarado Business Park Urgent Care Clinic. The total permit and plan review fees for the clinic were estimated to \$12,245 and staff recommends a waiver of \$13,470 to cover potential overages. The project would provide convenient and affordable health services to underserved Estes Valley residents and meets requirements of Policy 402. The Board discussed restrictions built into the lease and potential changes to future leases, public interest, and future fee waivers. Applicant representative Tim Cashman Chief Financial Officer for Estes Park Health spoke regarding investment in the community, providing a cheaper healthcare option for residents, and the services which will be provided. It was **moved and seconded** (Norris/Zornes) **to approve the Fee Waiver Request for 420 Steamer Drive in the amount of \$13,470**, and it passed with Mayor Jirsa and Trustee Cenac voting “no” and Trustee Martchink “abstaining”.
4. **RESOLUTION 36-19 HISTORICAL SIGN APPROVAL, TROUT HAVEN GOLF COURSE, 840 MORAIN AVENUE, LITTLE CURRENT CONSULTING LLC/OWNER.** Planner Hardin presented Resolution 36-19 Historical Sign Approval to restore the freestanding sign in front of Trout Haven Golf Course at 840 Moraine Ave. She provided a history and described elements of the original signage. The proposed sign would be within size and height limits and would allow for exposed static marquee light bulbs as originally allowed.

John Meissner/Town citizen spoke in favor of the resolution regarding efforts of previous owners to maintain the sign.

It was **moved and seconded** (Norris/Cenac) **to approve Resolution 36-19**, and it passed unanimously.

**5. ORDINANCE 29-19 AMENDING CHAPTER 5.20 OF THE ESTES PARK MUNICIPAL CODE RELATING TO BUSINESS LICENSES.**

Mayor Jirsa opened the public hearing and Town Clerk Williamson presented Ordinance 29-19. She provided an overview of fee reductions instituted in 2019 and stated the Board previously expressed interest in a reduction of the business license fee to \$50 for 2020. The reduction would further reduce the Town's revenues collected from business licensing by approximately \$79,500 in 2020. Staff also recommended changing the due date from March 31 to January 31 annually, imposing a penalty fee of \$200 for businesses that fail to renew by the due date, and elimination of the second proration date of October 1 for first-time licensees. The Town Board discussed business license fee history, nexus of fees, prorations provided in other communities, and current budgeting constraints.

John Meissner/Town spoke in favor of the Ordinance and stated he would not be able to open his new business if the current fees were maintained.

Mayor Jirsa closed the public hearing. It was **moved and seconded** (Blackhurst/Zornes) **to amend Ordinance 29-19 to maintain current business licensing fees for 2020.** No vote was cast as the substitute motion was passed.

Substitute Motion: It was **moved and seconded** (Jirsa/Cenac) **to approve Ordinance 29-19,** and it passed with Mayor Pro Tem Norris and Trustees Blackhurst and Zornes voting "no".

**ORDINANCE 30-19 AMENDING TITLE 10 OF THE ESTES PARK MUNICIPAL CODE RELATING TO VEHICLES AND TRAFFIC TO PROVIDE FOR PAID PARKING AND RESOLUTION 37-19 ESTABLISHING 2020 PARKING FEES.**

Mayor Jirsa opened the public hearing and Manager Solesbee presented Ordinance 30-19 and Resolution 37-19. She provided a brief overview of previous discussions on the Parking Management Plan. Ordinance 30-19 provides the Town Board with authority to establish locations, amounts, hours and enforcement dates for seasonal paid parking. Resolution 37-19 would establish 2020 parking fees at \$2.00 per hour between the hours of 10am and 6pm from June 1, 2020 to October 18, 2020. Tom Street/Vice Chair of the Transportation Advisory Board spoke in favor of paid parking regarding use, demand, supply, and incentive for alternative parking locations. The Board discussed employee permitting, privately owned parking, data collection, outreach, safety, transit options, third party error margins, and customer service training,

Anne Finley/Town citizen, Susan Wolf/County citizen, Tom Street/Town citizen, and Reed Woodford/Town citizen spoke in favor of paid parking regarding providing a new Town revenue stream, increased turnover and business sales, and decreased traffic congestion.

Ron Wilcocks/County citizen and Michael Bonk/Town citizen spoke against paid parking regarding timing, significance of paid parking, character of the town, hardship towards businesses, and employee emergency situations.

Kent Smith/Town citizen and John Meissner/Town citizen spoke in general regarding over planning, implementation, community input, and workforce parking usage.

Mayor Jirsa closed the public hearing and it was **moved and seconded** (Norris/Bangs) **to approve Ordinance 30-19 and Resolution 37-19,** and it passed with Trustee Blackhurst voting "no".

Whereupon Mayor Jirsa adjourned the meeting at 10:03 p.m.

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Todd Jirsa, Mayor

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Kimberly Disney, Recording Secretary

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**RECORD OF PROCEEDINGS**

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*Town of Estes Park, Larimer County, Colorado November 12, 2019*

Minutes of a Study Session meeting of the **TOWN BOARD** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in the Rooms 202/203 in said Town of Estes Park on the 12<sup>th</sup> day of November 2019.

Board: Mayor Jirsa, Mayor Pro Tem Norris, Trustees Bangs, Blackhurst, Cenac, Martchink, and Zornes

Attending: Mayor Jirsa, Mayor Pro Tem Norris, Trustees Bangs, Blackhurst, Cenac, Martchink, and Zornes

Also Attending: Town Administrator Machalek, Town Attorney Kramer and Recording Secretary Beers

Absent: None

Mayor Jirsa called the meeting to order at 6:00 p.m.

**VISIT ESTES PARK (VEP) OPERATING PLAN AND VISITOR SURVEY RESULTS.**

Eric Lund, CEO provided an overview of the Visitor Survey Results highlighting annual research study results from RRC and Associates which outlined visitor, geographic and demographic percentages, average length of stay, and average time spent in Estes Park for various types of visitors. The 2020 Operating Plan was reviewed, including goals for 2020, key variances in the 2019-2020 budgets, and proposed income and expenses for 2020. The operating plan would be presented at the November 26, 2019 Board meeting.

**TRUSTEE & ADMINISTRATOR COMMENTS & QUESTIONS.**

Town Administrator Machalek stated a neighborhood meeting regarding the Thumb Open Space project would be held on November 13, 2019 in Town Hall. He stated a second community meeting would be held on December 3, 2019.

A letter was presented for the Mayor's signature addressed to Senator Gardner urging Congress to accept a donation of 40 acres of land to the Rocky Mountain Conservancy from Mr. Vance Brand and his family. He added the property is adjacent to Rocky Mountain National Park.

The Board requested the Town Attorney review the Board Policy and the ability of the Mayor and Trustee Cenac to vote on the VEP operating plan at the November 26, 2019 meeting.

**FUTURE STUDY SESSION AGENDA ITEMS.**

Board consensus was to reschedule the Vacation Home Regulations in Planned Unit Developments to the January 28, 2020 study session to discuss unintended consequences which may result from the approval.

The December 10, 2019 study session was cancelled due to the special election and the December 24, 2019 Town Board meetings are cancelled due to the holiday.

There being no further business, Mayor Jirsa adjourned the meeting at 6:44 p.m.

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Bunny Victoria Beers, Recording Secretary

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado November 14, 2019*

Minutes of a Joint Study Session meeting of the **ESTES PARK TOWN BOARD AND LARIMER COUNTY COMMISSION** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in the Board Room in said Town of Estes Park on the 14<sup>th</sup> day of November 2019.

Board: Mayor Jirsa, Mayor Pro Tem Norris, Trustees Bangs, Blackhurst, Cenac, Martchink, and Zornes

County Commission: Chair Donnelly, Commissioners Johnson and Kefalas

Also Attending: Town Administrator Machalek, County Manager Hoffman, Attorney Kramer, Community Development Director Hunt, County Planning Director Ellis and Town Clerk Williamson

Absent: None

Meeting was called to order at 5:30 p.m. by Mayor Jirsa and Commissioner Donnelly. Introductions were conducted for both elected bodies and Town and County staff.

Director Hunt provided an overview of Option B which would create an Estes Valley Planning Area with the same geographical boundary as the current area and an Estes Valley Overlay District to be governed by the Larimer County Land Use Code maintaining the same zoning districts. The option also outlines open space, rural areas, town level development, and town level facilities and services. The option outlines the differences in the urban area within town limits and rural areas of the unincorporated valley. The adoption of the new agreement provides for a jointly prepared Comprehensive Plan to be completed by December 31, 2021, and if not, the unincorporated area would be added to the County Comprehensive Plan. The option outlines the review roles for both the Town and County with separate Planning Commissions and Board of Adjustments. Land within a defined town growth boundary shall be considered for annexation. The initial agreement would be for a five-year term with automatic five-year renewals.

Director Ellis provided an overview of Option C which closely reflects the current Intergovernmental Agreement (IGA) with the exception of the County staff completing the review of planning applications within the unincorporated area. The definitions for Option C are the same as those outlined in Option B. The Comprehensive Plan would be completed by the two entities with no deadline outlined in the option. She stated the option would outline the referral process and the current Estes Valley Planning Commission and Estes Valley Board of Adjustment would remain. The annexation and implementation processes would remain the same as Option B.

Commissioner Kefalas commented the elected officials had received considerable input for Option C. He stated the underlining themes and values in the comments received included the need for cooperative land use planning, community engagement and building of trust, proper representation, sustainability, environmental protection, preservation of open space and the rural valley, job creation, smart responsible growth, long range planning and visioning, and efficient and effective use of public resources.

Staff stated Option C contains a structural component providing for cooperative planning, where Option B does not. Both options provide for the ability to have a joint Comprehensive Plan. Option B would provide for parallel codes and separate Commissions. Staff stated the robust hearing schedule and expanded outreach/engagement would be retained with both options. Option B would concentrate urban development within town limits and protect the rural character for properties within the unincorporated area. This change would focus economic development and

**Joint Town Board County Commissioner Meeting – November 14, 2019 – Page 2**

job creation within town limits. Smart growth and long-range vision would be addressed through the Comprehensive Plan. Option C would cost the County more financially.

Commissioner Johnson stated concern with Option B Section 10.2 Amendments to the Estes Valley Planning Area Boundary and how changes to the planning area boundary would be accomplished.

Commissioner Donnelly stated concern with Option B Section 6.6 Amendment to Implement Annexation Policy as the section is vague. He stated an annexation policy continues to be a fundamental issue which needs to be resolved. Mayor Pro Tem Norris agreed the section requires additional clarification.

Commissioner Donnelly commented Option C would require the County to complete reviews for projects within the unincorporated Larimer County, provide an experienced Planner for meetings in Estes Park and a County Attorney. Director Ellis stated for the County to be successful under Option C additional resources, including staffing, would be required. Commissioner Johnson suggested sending a Planner would provide good customer service to the residents of the valley rather than sending them to Larimer County to testify.

Those speaking in favor of Option C included Scott Schneider/County citizen, Vicky Henry/Town citizen, Jay Vetter/County citizen, Wayne Newsom/Town citizen, Susan Wolf/County citizen, Bob Leavitt/County citizen, Johanna Darden/Town citizen, and Sharry White/Town citizen, Doug Sacarto/County citizen, Mike Kennedy/County citizen, Frank Theis/County citizen, Dale Young/County citizen and Thomas Beck/County citizen. Comments included maintaining the joint land use with the current IGA to represent all residents of the valley; county residents would lose if the planning area where to be separated; the separation would cause confusion and would be costly; the valley is one community with the same special districts such as the school, hospital, etc.; Option B has too many unanswered questions and there are concerns on a defined annexation policy; the Estes valley is not an urban growth area surrounded by rural area commonly found in the front range; concerned the County has not budgeted funds to complete a new Comprehensive Plan for the Estes valley; the valley does not have a growth management area but has a potential for redevelopment; one code, one commission should be maintained and to do otherwise would be regressive; and an annexation policy should be discussed with the new Comprehensive Plan.

Kathy Manwaring/Town citizen stated a lack of transparency within the building division. The communication between the two divisions of Community Development needs to be reviewed as there is no clear communication. She stated the Town requires the aid of the County as it relates to planning in the valley.

John Meissner/Town citizen spoke in support of Option B. He stated the valley would continue to be one community with or without a joint code or joint commissions.

Commissioner Johnson stated the proposed 2020 Larimer County budget does not include the Comprehensive Plan for the Estes valley because a current agreement to participate had not be executed.

Commissioner Kefalas questioned the cost and potential confusion with two separate development codes for the valley. Director Ellis stated the County would carry forward as much of the current code as possible to provide continuity. Both options would require two distinct processes because the County would review applications within the unincorporated area moving forward.

Trustee Bangs questioned the impact of each option as it relates to staffing and budget. Director Hunt stated Option C would not change the current processes significantly. Option B would require additional time upfront but would cost less in staffing in the future.

**Joint Town Board County Commissioner Meeting – November 14, 2019 – Page 3**

Mayor Pro Tem Norris stated he heard public support for a new joint Comprehensive Plan and to retain a common development code and Planning Commission. He heard from the elected bodies support for a joint Comprehensive Plan with extensive public input. The elected bodies have not been aligned on a single code or Planning Commission. He would suggest the elected bodies approve an IGA to fund a new Comprehensive Plan for the valley and retain the current Planning Commission and code until the plan has been completed. The new plan would guide the future decisions.

It was **moved and seconded** (Norris/Martchink) **to approve an Intergovernmental Agreement (IGA) to work together on a new Comprehensive Plan and defer a decision on a single or separate code and a single or separate Planning Commission until the Comprehensive Plan has been completed. An emphasis on the comprehensive planning process to accelerate the development of an annexation process**, and the motion was not voted on as the substitute motion passed.

Discussion on the substitute motion was heard prior to the vote and has been summarized: Trustee Blackhurst stated the motion would adopt Option B with overwhelming testimony for Option C. Trustee Cenac commented the overwhelming comments were from county residents to maintain a single code. The single code being interrupted by two separate bodies caused significant confusion this past year. Trustee Zornes stated he would not support Option B. Mayor Pro Tem Norris stated the community has voiced strong support for Option C from both town and county residents. Trustee Bangs stated support for Option B as the Town continues to grow with higher density, and thereby creating additional rural interfaces which need to be addressed. Trustee Martchink stated either option would not be catastrophic and either would be successful. He has been in support of Option B. Mayor Jirsa stated support for separating the Planning Commission, and both options have the potential of dividing the community.

A substitute motion was **moved and seconded** (Jirsa/Cenac) **to approve Resolution 38-19**, and the motion passed with Trustees Blackhurst, Norris, and Zornes voting “No”.

It was **moved and seconded** (Jirsa/Martchink) **to approve Resolution 39-19**, and the motion passed with Trustees Blackhurst and Zornes voting “No”.

The Town Board recessed while the County Commissioners held their discussion and vote on the items.

The Board reconvened. Town Administrator Machalek commented staff would need additional direction from the Board on how to proceed with the Town Board approving Option B and the County Commissioners approving Option C. Discuss continued with Mayor Pro Tem Norris questioning the Board’s ability to reconsider Resolution 38-19.

Mayor Jirsa recessed the meeting at 8:40 p.m. to allow staff to discuss the Board’s ability to reconsider Resolution 38-19. The meeting was reconvened at 8:50 p.m.

Trustee Bangs commented her support for reconsideration would allow the Town to negotiate with the County to develop a path forward. Town Administrator Machalek stated even though no agreement was reached on an option for the IGA, there was agreement on the extension of the current IGA through March 2020. Staff would continue conversations with the County staff on the next steps.

It was **moved and seconded** (Bangs/Norris) **to reconsider Resolution 38-19**, and the motion failed with Mayor Jirsa and Trustees Bangs, Cenac and Martchink voting “No”.

**RECORD OF PROCEEDINGS**

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**Joint Town Board County Commissioner Meeting – November 14, 2019 – Page 4**

There being no further business, Mayor Jirsa adjourned the meeting at 9:02 p.m.

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Jackie Williamson, Town Clerk

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**RECORD OF PROCEEDINGS**

*Town of Estes Park, Larimer County, Colorado, October 18, 2019*

Minutes of a Regular meeting of the **TOWN BOARD BUDGET STUDY SESSION** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in said Town of Estes Park on the 18<sup>th</sup> day of October, 2019.

Board: Mayor Jirsa, Mayor Pro Tem Norris, Trustees Bangs, Blackhurst, Cenac, Martchink, and Zornes

Attending: Mayor Jirsa, Mayor Pro Tem Norris, Trustees Bangs, Blackhurst, Cenac, and Martchink

Also Attending: Town Administrator Machalek, Finance Director Hudson, Fortini, Hinkle, and Muhonen, Managers McEachern and Salerno and Director/Town Clerk Williamson

Absent: Trustee Zornes

Mayor Jirsa called the meeting to order at 8:30 a.m.

**2019 BUDGET PRESENTATION**

Town Administrator Machalek provides an introduction and review of the current budget status. He stated the proposed budget has been structurally-balanced, fully reflecting TABOR transfer, increase General Fund balance to 25%, and establish BUILD grant match reserve of \$500,000 in 2020. Adding one-time funding expenditures has been limited in 2020 due to these items. He outlined the presentations by each department/division would include a slide on items supporting the strategic plan which would be absorbed, a slide outlining service level proposals requiring new funding and a slide listing 2020 strategic plan objectives with no allocated time or money.

Finance Director Hudson reviewed the budget process for 2020 and the adoption process. The Town Board has adopted a 25% fund balance for the General Fund which drove the development of the 2020 budget. Each department developed the proposed 2020 budget with a base budget and submitted service proposals for new or changing staffing, programming, projects, etc. The leadership team reviewed all service proposals submitted from each department and ranked and reviewed each with a town-wide budget perspective. Town Administrator Machalek reviewed the jointly developed recommendations and has presented the Board with a final draft budget for the Board's consideration. A number of service proposals were not funded due to limited resources. Sales tax continues to be projected at 5% for the remainder of 2019 and the 2020 draft budget contains a 6.2% growth rate projection. The 2020 budget includes a 2% merit pool, no significant accounting changes, major projects have been budgeted in total, remaining budget balance for incomplete capital projects and select operating projects have been rolled over with an earlier budget amendment, and contain funds for the preliminary cost of broadband. Costs related to a paid parking program have not been budgeted and await further action by the Town Board. The proposed budget does not include any new positions requested, limited merit, limited program changes, limited repairs and maintenance and limited capital projects. The 2020 budget year has been developed as a stabilization year with future sales tax growth providing flexibility in future years. The General fund reserves for 2020 include \$85,000 for restricted donations and prepaid items, \$24,000 for parking garage maintenance reserve, \$500,000 for BUILD grant match with a full match of \$1.5 million needed by 2021, \$241,700 for the purchase of the Thumb Open Space, and \$2.7 million to replace equipment

The Board discussed the sales tax growth projection of 6.2% in 2020. Director Hudson stated the projection was moderately aggressive. Trustee Blackhurst stated he was uncomfortable with an aggressive sales tax increase for the proposed 2020 budget

**Town Board Budget Study Session – October 18, 2019– Page 2**

preparation. He further stated concern with the reduction of the proposed business license fees to \$50 in 2020.

**COMMUNITY IMPROVEMENT PLAN 2020 – 2024**

The Community Improvement Plan (CIP) was developed by the departments submitting projects, the Town Board completing and setting a Strategic Plan, development of operating budget, project prioritization, and the final adoption of the CIP by the Town Board on November 26, 2019. The CIP annual summary for 2020 has been presented with \$5.2 million in projects and a total of \$94.8 million over the next five years.

**EMPLOYEE COMPENSATION & BENEFITS**

Eric Marburger and Laurie Graves/EMS Consulting Services were hired to complete the market salary survey for 2020. After review of the market adjustments for the six market pay families, staff recommended the following adjustments: Admin – 3.5%, T&P – 2.5%, PS – 5.0%, LTSC – 1.5%, MGMT – 2.0%, and Lineworker 4.8%. Pay ranges would be adjusted and employees would see an increase to their pay based on the pay family during the first full paycheck in 2020. In addition, a 2% merit pool has been included for 2020.

The Town's benefit package would remain unchanged in 2020. The only significant change occurred in August 2019 with the reinstatement of spousal medical coverage for eligible spouses, i.e. spouses that do not have access to coverage through their employer. The proposed budget includes a 2% increase to the medical coverage due to the favorable renewal by Sunlife, the Town's reinsurance company. Teledoc has increase the monthly per employee fee by \$0.12. All other benefits remain the same for 2020 with no increases in cost to the Town or the employees. The Town has experienced a couple of low claim years and has a healthy medical fund reserve.

**COMMUNITY REINVESTMENT FUND**

The fund contains the transfer of excess TABOR revenues. The revenues for 2020 would include \$4.1 million from the General fund and minor interest. Proposed expenses have been projected at \$4.1 million which include debt services for the parking garage and \$2.9 million in transfers. The 2020 Strategic Plan Initiatives resourced include stall leveling at the fairgrounds, 2020 phase of the downtown wayfinding project and Town Hall air conditioner replacement phase 1. Items not resourced included a transportation plan for US 34 between Wonderview Ave. and Steamer Dr., and Community Dr. roundabout and multi-use path.

**COMMUNITY CENTER FUND**

The 1A sales tax funds are accumulated and remitted to the Estes Valley Recreation and Park District monthly to fund the construction of the Community Center. The fund has estimated revenues of \$837,327.

**VEHICLE REPLACEMENT**

The fund accumulates reserves for the systematic replacement of General fund vehicles and equipment. The fund contains 80 units varying replacement costs and depreciation tables between 6 – 20 years. The fund would replace 3 units in 2020 at a cost of \$176,450. Enterprise vehicles and equipment were pulled from the replacement fund in 2019.

**RISK MANAGEMENT**

The fund established in 2019 accumulate funds to pay for property and liability coverages, including building a reserve to cover unanticipated claims and deductibles. The fund includes the estimated CIRSA renewal premiums and \$35,000 for small claims and deductibles.

**GENERAL FUND.** Each fund was reviewed and requests for additional information was noted:

**Town Board Budget Study Session – October 18, 2019– Page 3**

**Legislative:** The expenses for 2020 increase with the upcoming Municipal Election in April to elect the Mayor and three Trustees. Full benefits have been budgeted for the newly elected Board members. A proposed service proposal to increase utility tap subsidies for workforce housing was not included.

**Judicial:** No service proposals were requested for 2020. The revenues and expenses remain flat for 2020.

**Attorney:** With the retirement of Town Attorney Greg White in 2019, the Town Board concluded legal services should be brought in house thereby creating a new department. The fund contains the expenses for the Town Attorney and an Executive Assistant in 2020 at a budgeted expense of \$338,847.

**Executive:** The fund supports the funding of the Town Administrator's office which provides direction and ensures the efficient operations of Town departments, manages public information and risk management. A number of Strategic Plan Objectives are absorbed by the duties of the office staff such as workforce housing and childcare. The fund includes a \$10,000 one-time funding for an infant/toddler childcare capital grant pool. A service proposal for an online community engagement, budget development, and performance platform tool requiring ongoing funding of \$30,000 was not included.

Mayor Jirsa called a break at 9:50 a.m. and reconvened the meeting at 10:05 a.m.

**Town Clerk:** The overall revenues and expenses decrease in 2020 with a service proposal to reduce the business license fees to \$50 for General, Building Contractor, and Home-based businesses with a projected reduction in revenues of approximately \$79,500 in 2020. Expenses decrease with the removal of Human Resource expenses, including the HR Generalist to the 1800 account. The Board consensus was to bring forward an Ordinance to an upcoming Town Board meeting to consider the business license fee reduction.

**Human Resources/Employee Benefits:** The overall expenses increase in 2020 with the reorganization of Human Resources in May of 2019. The fund would include the cost of the HR Generalist and all operational costs. The Human Resources Strategic Plan and implementation would be absorbed by the HR staff in 2020.

**Finance:** The Library would complete their own financials beginning 2020, therefore, the department would not realize revenue for completing this task. Staff would update policies and develop a grant matching fund policy in 2020.

**Museum:** Director Fortini reviewed the budget which remains flat both in revenues and expenses. Strategic Plan Initiatives not resourced in 2020 included a Museum Media Specialist and the re-roofing of the Cobb-MacDonald cabin.

**COMMUNITY SERVICES**

**Events:** The division has budgeted expenses at \$2.3 million and revenues of \$732,050. The 2020 Strategic Plan Initiative did not call out the need for any new funding.

**Visitor Services:** Manager Salerno presented the 2020 budget stating the revenues remain flat with expenses decreasing as there are no planned capital projects. The staff would develop a Strategic Plan for the Visitor Center in collaboration with Visit Estes Park. Discussion was heard on the ability of the Visitor Center to double its revenues. Manager Salerno stated the items sold at the Visitor Center are limited in an effort not to compete directly with the downtown businesses. Trustee Blackhurst reconfirmed the businesses downtown voiced concern when the Center began retail sales.

**FLEET MAINTENANCE**

Manager McEachern reviewed the scope of the division led by a Master ASE certified fleet supervisor to maintain and repair all Town-owned equipment and Estes Valley Fire District vehicles and equipment. Staff also assists with specifying and purchasing all

**RECORD OF PROCEEDINGS**

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**Town Board Budget Study Session – October 18, 2019– Page 4**

new vehicles and equipment. The 2020 proposals include funds to purchase the current Water shop for the relocation of Fleet services on Elm Road. The remodel of the fleet shop in 2020 was not resourced and has been moved to the CIP for 2021.

Board discussion was heard on why Fleet would pay the Water division for the building on Elm Road. Administrator Machalek stated the building has been owned by the Enterprise and would be selling it to the General fund, and further stated the Enterprise fund should not subsidize the General fund with rate payer dollars. The building could be sold on the open market. Trustee Blackhurst stated the shop has been abandoned by the Water division and should be considered an asset of the Town. Trustee Cenac stated there are rate payers that live in the county and should not be subsidizing Town operations.

The next Budget Study Session is scheduled October 25, 2018 8:30 a.m. – 12:00 p.m.

There being no further business, Mayor Jirsa adjourned the meeting at 10:53 a.m.

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Jackie Williamson, Town Clerk

DRAFT

**RECORD OF PROCEEDINGS**

*Town of Estes Park, Larimer County, Colorado, October 25, 2019*

Minutes of a Regular meeting of the **TOWN BOARD BUDGET STUDY SESSION** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in said Town of Estes Park on the 25<sup>th</sup> day of October, 2019.

Board: Mayor Jirsa, Mayor Pro Tem Norris, Trustees Bangs, Blackhurst, Cenac, Martchink, and Zornes

Attending: All

Also Attending: Town Administrator Machalek, Directors Bergsten, Hudson, Hunt and Muhonen, Managers Fraundorf, Hook, Landkamer, and Solesbee, Superintendent Lockhart, Supervisor Berg and Director/Town Clerk Williamson

Absent: None

Mayor Jirsa called the meeting to order at 8:30 a.m.

**OUTSIDE ENTITY FUNDING REQUESTS**

Town Administrator Machalek presented the 2020 funding for outside entities including base funding and community initiative funding. Event sponsorships, intergovernmental transfers, and food tax refund are included in the fund for a total projected expense of \$1.36 million in 2020 with the bulk of the funding to the Fire District with 7% of the Town's sales tax remitted, excluding the 1A sales tax. The Estes Park Housing Authority increased their funding request due to operational expenses increasing with the recent move out of the Visitor Center. Staff recommended \$249,500 in base funding. The Community Initiative funding has increased by \$80,000 for 2020 to fund the larger requests the Town receive in 2019.

Entity	2019 Funded	2020 Request	2020 Recommendation
Crossroads Ministry of EP	\$30,400	\$35,000	\$32,500
EP Economic Development Corp	\$51,500	\$55,000	\$51,500
EP Housing Authority	\$26,000	\$50,000	\$30,000
EP Nonprofit Resource Center	\$7,000	\$10,000	\$10,000
Estes Valley Crisis Advocates	\$15,000	\$20,000	\$16,000
Estes Valley Investment in Childhood Success	\$29,100	\$50,000	\$35,000
Estes Valley Watershed Coalition	\$15,000	\$20,000	\$18,000
Saud Family Health Centers	\$20,000	\$22,000	\$22,000
Via Mobility Services	\$32,436	\$37,000	\$35,000
<b>TOTAL</b>	<b>\$224,336</b>	<b>\$299,000</b>	<b>\$249,500</b>

Entity	Program	2020 Request	2020 Proposed	2020 Final Recommended
Estes Arts District	Friends of Folk Festival & Dick Orleans Memorial Scholarship	\$ 1,000	\$ 750	\$ 750
Estes Chamber of Commerce	Chamber of Commerce Startup Funds	\$75,000	\$21,667	\$21,667
Estes Land Stewardship Assoc.	Monitored Weed Drop-offs, Weed Roundup, and Weed Booklet	\$ 6,000	\$ 2,783	\$ 2,783
Estes Park Learning Place	Need-Based Scholarships for All Ages	\$ 4,997	\$ 4,616	\$ 4,616
Estes Park School District R-3	Career & Technical Education (CTE) Building EPHS	\$62,757	\$33,333	\$33,333
Estes Park Sister Cities Assoc.	Sister Cities Youth Exchanges	\$10,475	\$ 5,833	\$ 5,833
Estes Valley Library Friends & Foundation	Storage at Cliffhanger Used Books	\$ 2,800	\$ 1,267	\$ 1,267
Habitat for Humanity	Habitat for Humanity Affordable Housing Initiative	\$ 5,000	\$ 4,500	\$ 4,500
League of Women Voters	Residential Glass Recycling	\$ 4,500	\$ 2,708	\$ 2,708
Partners Mentoring Youth	Community Based and School Based Mentoring Programs	\$ 5,000	\$ 4,333	\$ 4,333
United Way of Larimer County	2-1-1 Information and Resource Referral Program	\$10,000	\$ 4,333	\$ 4,333
<b>Total</b>		<b>\$187,529</b>	<b>\$81,791</b>	<b>\$81,790</b>
	<b>Total Funding Remaining (out of \$100k budget)</b>			<b>\$18,210</b>

**Town Board Budget Study Session – October 25, 2019 – Page 2**

Administrator Machalek stated the Town has received other requests outside of the grant process including funding requests from Estes Early Childhood Education for \$125,000, Stanley Home request, and League of Women Voters Community Recycling Committee has requested funding be added to the Town's operating budget rather than grant funding.

Board discussion followed and has been summarized: The Town's funds should be used to leverage additional funding by the entities. Trustee Blackhurst stated the \$100,000 allocated for 2020 should be assigned to the entities based on percentages identified by the Board member's ratings. Trustee Norris suggested fully funding the glass recycling. Mayor Jirsa stated support for the full funding of the \$100,000 to the entities. Trustee Zornes stated support for allocating the funds and fully funding the School District request. Trustee Cenac agreed with Trustee Zornes' comment regarding funding the School District. The Board consensus was to make a final decision on the item at the end of the budget process.

Trustee Norris stated the Stanley Home would request \$70,000 over three years to support the project.

**COMMUNITY DEVELOPMENT**

**Planning:** Director Hunt reviewed the budget for the Planning division stating the revenue decreases with vacation home registration revenue remaining in the Clerk's office as they have taken on the full duties of the registration process. The budget also removes County planning application revenues and revenue the County paid the Town through the Intergovernmental Agreement (IGA) to conduct planning services for county properties. The expenses reduce slightly in 2020 with the anticipation of a new IGA with the County and the County staff completing reviews for county properties. Staff would absorb revisions to the Comprehensive Plan, update 2007 Wildlife Impact Study, accelerate updates to the Development Code, review landscape requirements in the Development Code, and develop and adopt an annexation policy. An environmental design and planning for wildfire mitigation and safety would not be completed in 2020.

**Building:** Director Hunt stated the Town would consider a contract with SafeBuilt to complete building inspection services in 2020. The Town would complete the SafeBuilt recommended process improvements.

**POLICE**

Chief Kufeld reviewed the scope of services and stated the Police department has struggled to fill vacancies because it is not as prestigious and sought after profession as in it was in the past. The Town continues to compete with other local agencies to attract officers due to competitive wages and signing bonuses. Code enforcement was moved back to the Police department in June of 2019 and has also taken over vacation home inspections. Revenues are budgeted to decrease in 2020 with fewer grant funds and the move of parking tickets to Public Works. Expenses remain flat for patrol and dispatch. Expenses for Support Services and Code Enforcement increase in 2020. Items not funded in 2020 include a Police Officer/Sergeant promotion, an Emergency Services Dispatcher and Lexipol (policy and training solution).

Discussion followed and has been summarized: Trustee Blackhurst stated concern with not funding the additional Police Officer and Dispatcher. He stated he would rather reduce fund balance to fund these needed positions. Trustee Norris asked if grant funding could support additional positions. Mayor Jirsa stated public safety is one of the largest responsibilities of the Board. A general discussion continued on the difficulties to attract and maintain staffing.

**Emergency Services 1A Funding:** Captain Rose stated the fund would realize approximately \$83,733 in revenue. The Town had to fully fund the lease purchase of the 800 mhz radios in 2019. The expense would fund the lease purchase in 2020.

**PUBLIC WORKS**

Director Muhonen provided an overview of the department's revenues and expenses with a projection of approximately \$5 million in revenues and \$5.8 million in expenses. The department has \$26.8 million in pending grant funding, which includes \$25 million in a BUILD grant. Items proposed and not resourced in 2020 include an additional Public Works Administrative Assistant I.

**Facilities:** Manager Landkamer presented the 2020 budget which includes \$172,441 in revenues and \$1.1 million in expenses. The division would develop and adopt a Facilities Master Plan, complete ADA transition plan, and complete a portion of the building condition assessments. A proposal not funded in 2020 was the replacement of janitorial contractors with new town staffing.

**Parks:** Supervisor Berg presented the division budget with a slight increase in revenues and an increase in expenses. The division would adopt a policy landscape intensity on Town properties and pursue grant funding for the expansion of the greenhouse. Not resourced in the 2020 budget included the replacement of the gravel path in Bond Park with a hard surface and the installation of concrete anchors to secure the temporary stage. Trustee Blackhurst stated the Bond Park Master Plan called for a stage in the park. Staff has not been directed to resource the stage.

**Open Space:** Revenues for the fund in 2020 are estimated at \$660,500 with expenses budgeted at \$596,027. The division proposes to extend the Fall River Trail expansion and funds to purchase the Thumb Open Space.

**Conservation Trust:** Lottery proceeds are estimated at \$32,300 for 2020. Approximately \$70,000 would be used to purchase the Thumb Open Space purchase.

The Mayor called a break at 9:55 a.m. and reconvened at 10:10 a.m.

**Streets:** The revenues for 2020 are estimated at \$404,894 and expenses at \$1.3 million. The division proposed the addition of a Street Equipment Operator II which was not funded.

**Engineering:** Manager Hook stated the division has estimated \$6,000 in right-of-way permit revenue and \$402,211 in expenses. The division would pursue funding for flood mitigation projects, develop a funding strategy to complete a multimodal Transportation Master Plan, pursue funding for Fall River Trail construction, and pursue funding for Moraine Avenue multimodal improvement. The downtown wayfinding would be completed in 2020 at \$50,000. Items proposed and not resourced included a new Civil Engineer II and a Transportation Plan for US 34 at Wonderview to Steamer.

**1A Streets Fund:** The 1A tax revenues and expenditures are estimated at \$2 million each. The division would complete the STIP major street rehabilitation of Cleave Street, overlay program, and parking lot rehabilitation.

**1A Trail Fund:** The revenues are estimated at \$921,263 with \$500,000 in funding coming from a Safe Routes to School grant for Graves Avenue. Expenses of \$930,419 would include funding to complete the grant funded project and the Fall River Trail extension. The staff would update the Estes Valley Master Trails plan to address missing gaps and new trails on Town maintained network.

**Transit:** Manager Solesbee reviewed the budget stating the revenues would include sponsorships on the buses and the expenses would decrease due to the 2019 capital purchase of the electric trolley with grant funds. Staff would collaborate with RMNP on a new variable message signs, and would explore interest in the concept of a Rural Transportation Authority (RTA). There were several Strategic Plan objectives not resourced in 2020, including the extension of the transit service season to align with

**Town Board Budget Study Session – October 25, 2019 – Page 4**

RMNP Hiker Shuttle, implementation of the Green route, and the addition of an access control gate for the Green route.

**Parking:** The fund has proposed revenues of approximately \$26,400 in parking permits and tickets and expenses of \$212,109. The staff would identify options for implementation of DPMP Phase III and improve and enhance parking and transportation information. The division did not resource in the proposed budget Phase II of the Downtown Parking Management Plan and a Parking and Transit Specialist. The position has been included in the ongoing expenses in the proposed Phase II to be presented by staff in an upcoming Town Board meeting.

**POWER & COMMUNICATIONS**

Superintendent Lockhart provide an overview of the 2020 budget with \$17.7 million in revenue and \$20.8 million in expenses. The enterprise fund would begin the buildout of the Broadband service throughout the valley. The fund would implement automated meter reading improvements and pole replacement and reconductoring.

**WATER**

Utilities Director Bergsten stated the enterprise fund has proposed revenues of \$7.2 million and expenses of \$7.4 million in 2020. Parks Entrance Mutual Pipeline continues to move forward with USDA funding and bonding for the project. The fund would support the hiring of a Cross Connection Control Operator, two additional Water Operator I, the remodel of Brook Drive, new Water shop FFE, Glacier Creek Water Treatment Plan sediment basins as mandated by the State, leak correlator, Bureau of Reclamation Phase 3, Carriage Drive, Hwy 34 to Vista Main replacement, Rockwell/Riverside main replacement, and risk assessment and emergency response plan update.

**IT**

Manager Fraundorf stated the internal service fund revenues charged to each department fund the expenses for 2020 of approximately \$879,656.

**BUDGET SUMMARY**

Director Hudson reviewed the budget summary with a fund balance of 25.2% and the sales tax projection for 2019 may increase. Additional one-time expenses may be possible once the 2019 projects are adjusted. There are several projects which are expected to rollover from 2019, including the Fall River Trail project, Community Drive intersection, electric trolley acquisitions, and others. The proposed budget does not include additional personnel for the General fund. The budget does include three new personnel in the Water enterprise fund. Positions not included in the budget include Public Works Administrative Assistant, Police Officer, Dispatcher, Street Equipment Operator II, Civil Engineer, and Museum Media Specialist. He restated the budget has been developed as a zero-sum point in most funds. Any additions to the budget would need a corresponding offset in the budget.

Board discussed the Community Service fund and if and how the additional \$18,000 should be allocated. There was concern raised on how tight the proposed budget is in 2020, therefore, the funds should be returned to the General fund.

Board discussion was summarized: Trustee Blackhurst stated he would support the use of the funds and stated concern there was little allocated to housing and childcare. He heard clearly from staff the priority to recruit and retain staff. Mayor Jirsa stated the Town would need to cut back on operations to provided additional funds for projects. Trustee Blackhurst stated the Town Board would consider at an upcoming meeting the reduction in business license fees which could be used for projects related to housing and childcare. Trustee Martchink, Cenac and Bangs stated support for funding the CTE building with the additional \$18,000. Trustee Cenac would also support an even distribution of the additional funds to each of the entities. Trustee Zornes would support most of the additional funds be used to support the CTE building. The Board



**RECORD OF PROCEEDINGS**

**Town Board Budget Study Session – October 25, 2019 – Page 5**

consensus was to add the additional \$18,000 to each of the entities as a percentage of funding.

Entity	Program	2020 Request	2020 Proposed	2020 Final Recommended
Estes Arts District	Friends of Folk Festival & Dick Orleans Memorial Scholarship	\$ 1,000	\$ 750	\$ 871
Estes Chamber of Commerce	Chamber of Commerce Startup Funds	\$75,000	\$21,667	\$25,158
Estes Land Stewardship Assoc.	Monitored Weed Drop-offs, Weed Roundup, and Weed Booklet	\$ 6,000	\$ 2,783	\$ 3,231
Estes Park Learning Place	Need-Based Scholarships for All Ages	\$ 4,997	\$ 4,616	\$ 5,360
Estes Park School District R-3	Career & Technical Education (CTE) Building EPHS	\$62,757	\$33,333	\$38,704
Estes Park Sister Cities Assoc.	Sister Cities Youth Exchanges	\$10,475	\$ 5,833	\$ 6,773
Estes Valley Library Friends & Foundation	Storage at Cliffhanger Used Books	\$ 2,800	\$ 1,267	\$ 1,471
Habitat for Humanity	Habitat for Humanity Affordable Housing Initiative	\$ 5,000	\$ 4,500	\$ 5,225
League of Women Voters	Residential Glass Recycling	\$ 4,500	\$ 2,708	\$ 3,144
Partners Mentoring Youth	Community Based and School Based Mentoring Programs	\$ 5,000	\$ 4,333	\$ 5,031
United Way of Larimer County	2-1-1 Information and Resource Referral Program	\$10,000	\$ 4,333	\$ 5,031
<b>Total</b>		<b>\$187,529</b>	<b>\$81,791</b>	<b>\$100,000</b>

Mayor Pro Tem Norris question if the Town has additional information on the Wayfair decision related to online sales tax collection and remittance. Staff has been reviewing and addressing the increase in sales tax, and has included the projected online sales tax collection in the 2020 budget. The Town could slow down the implementation of the paid parking program. Administrator Machalek stated a slow down on the implementation would have a negative impact on the budget because there would not be offsetting revenue for the General fund. He requested the Board discuss further the issues of childcare and housing if the Board reduced the fund balance for the General fund from 25% to 20%.

Director Hudson reminded the Board the Town has approved the completion of a Facilities Master Plan which would require financial discipline to afford improvements in the future. The Town cannot grow operations and meet the needs of capital projects.

Mayor Pro Tem Norris questioned what Water funds could be used without jeopardizing their operations to provide water tap fees for workforce housing projects. Director Bergsten stated the enterprise funds operate as businesses and the current rates do not support water tap fees. A new rate study could be completed with the addition of water tap fee subsidies paid for by rate payers. Discussion continued amongst the Board on water tap fees and the Town's ability to subsidize the fees.

The Board discussed the need to address the recruitment and retention. A staff level task force would be reviewing the issue and bring back suggestions for the Town Board to consider during the 2021 budget process.

There being no further business, Mayor Jirsa adjourned the meeting at 11:44 a.m.

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Jackie Williamson, Town Clerk

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## RECORD OF PROCEEDINGS

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### Estes Valley Planning Commission

October 15, 2019

Board Room, Estes Park Town Hall

**Commission:** Chair Bob Leavitt, Vice-Chair Sharry White, Commissioners Steve Murphree, Frank Theis, Nick Smith, Dave Converse

**Attending:** Chair Leavitt, Vice-Chair White, Commissioners Murphree, Theis, Smith, Converse

**Also Attending:** Director Randy Hunt, Senior Planner Jeff Woeber, Planning Technician Claire Kreycik, Recording Secretary Karin Swanlund, Town Board Liaison Eric Blackhurst, Town Attorney Dan Kramer

**Absent:** None

### **OPEN MEETING**

Chair Leavitt called the meeting to order at 6:00 p.m. There were approximately 8 people in attendance.

### **APPROVAL OF AGENDA**

**It was moved and seconded (Theis/Murphree) to approve the agenda as presented and the motion passed 6-0.**

### **PUBLIC COMMENT**

None

### **CONSENT AGENDA**

1. Study Session Minutes dated September 17, 2019
2. Meeting Minutes dated September 17, 2019

**It was moved and seconded (White/Murphree) to approve the consent agenda as presented and the motion passed 5-0 with Converse abstaining.**

### **ACTION ITEMS**

#### **1. AMENDED PLAT, 321 4<sup>TH</sup> STREET, Steve Ferrante, Owner**

Senior Planner Woeber explained that the property containing the Church (340 S St Vrain) and residence has been under one ownership and has been considered one parcel for many years. The current owner intends to transfer the residence (Lot 9) to a different owner and with the configuration of an established fence line, and is proposing to slightly rearrange the rear lot line to match the fence location. Lot 9 is zoned R-Residential and will have a small piece of RM-Multi-family residential zoning added to it. Split zoning is not ideal but does not run counter to Code requirements.

Public Comment: None

## RECORD OF PROCEEDINGS

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Estes Valley Planning Commission

October 15, 2019

Board Room, Estes Park Town Hall

**It was moved and seconded (Murphree/Smith) to APPROVE the Preliminary Amended Plat of Lots 5, 7 and 9, and the Southwesterly 57 feet of Lot 6, all within Block 6 of the Reclamation Subdivision, as described in the staff report, and recommended by staff. The motion passed 6-0.**

### **2. CODE AMENDMENT; CHANGE OF USE IN DEVELOPMENT PLANS**

Planning Technician Kreycik reviewed the proposed Code Amendment to Chapter 3.8, Table 3-3 regarding Development Review requirements in certain cases of Changes in Use. Changes in use may create impacts that are appropriate to address through development plan reviews. This text amendment would add a provision for evaluating nonresidential projects that constitute a change in use that could change character or intensity, thereby impacting surrounding property owners.

**It was moved and seconded (Theis/Smith) to continue the code amendment to a future meeting. The motion passed 6-0.**

### **3. PLANNING COMMISSION MEETING TIMES**

Director Hunt noted that this is not Amending the Bylaws, just changing the meeting times as allowed in the Bylaws. Leavitt stated that this has been a good experiment and even though the numbers haven't changed much, giving the 6:00 p.m. start time a chance through the winter may produce better attendance. This will place the next meeting-time discussion in May 2020.

**It was moved and seconded (Leavitt/White) to continue the Planning Commission start times of 6:00 pm for an additional six months. The motion passed 6-0.**

### **4. ADVISE AND DISCUSS: Ground lease agreement with Park R-3 School District for the Career and Technical Education (CTE) Building**

Director Hunt discussed the new CTE building being proposed by Estes Park High School. The property is on Town-owned land and will be leased by the Park R-3 School District. The ground lease was approved by the Town Board of Trustees on October 8, 2019. Final approval authority for the project resides with the District Board of Education; no formal action is needed by the Planning Commission.

## RECORD OF PROCEEDINGS

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**Estes Valley Planning Commission**

**October 15, 2019**

**Board Room, Estes Park Town Hall**

Chuck Scott, High School Principal, spoke on the project. It was passed as a mill levy in the 2016 election. There will be an auto bay, woodshop, welding shop, office, classroom and workroom, along with a 1500 square foot greenhouse. There will be a small amount of room for students to work outside, which will also house two composting machines. A grant for a plastic recycler is in the works to make shredded plastic for 3D printers. The goal is to make the CTE Building as technical and as green as possible. There will be a crosswalk and the property will be fenced and gated. Work-based learning is being emphasized at the High School. There are plans for construction, automotive mechanics and culinary classes to be offered. Ground-breaking is set for October 17.

The Commission asked a number of questions and shared thoughts regarding building and site design, programming, and need in the community. Verbal comments indicated in general support for the project.

### **5. ALPACA FARMS/FERGUSON SUBDIVISION: hearing of concerns**

(Comments are summarized)

Trudy Ester, 1070 Griffith Court, questioned why Griffith Court residents weren't given the same courtesy the Upper Broadview residents were given previously for public comment and traffic concerns. Griffith Court can not handle the number of cars this project will bring. There seems to be two sets of rules: Larimer County and Estes Valley.

Seth Hanson, Property Owner, agrees that it is a confusing process. Accommodations in A1 zoning is a right by use, as is a duplex on the A1 lot. Individually selling a duplex requires a subdivision process if all code requirements are met. That is what has happened with all previous developments.

Lonnie Sheldon, Van Horn Engineering, noted three things: 1) there is no increase in density, 2) the lots meet minimum lot size for A1 zoning, 3) fire truck turn-around is afforded by the use of hammer-head driveways.

Attorney Kramer cautioned the Commission that this could come back to them as a Subdivision Plat and they should save their project-related comments for that future date.

Director Hunt proposed facilitating a face to face meeting with all involved parties.

## RECORD OF PROCEEDINGS

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**Estes Valley Planning Commission**

**October 15, 2019**

**Board Room, Estes Park Town Hall**

### **REPORTS**

- Planner II position will be filled by Alex Bergeron on November 1.
- Upcoming IGA dates: October 22 Town Board Meeting discussion item and November 14 Joint meeting with Town Board and County Commissioners to vote on the future of the IGA. County staff is working on their own discussion items.
- The PUD Amendment will be Denied Without Prejudice at the County Commissioners meeting on October 21 due to discussion needed regarding the conflict involved with Vacation Home rentals.
- The Parking Study with Public Works is being pushed into 2020 due to funding issues for future studies.
- Member Thies noted that the Estes Park Annexation Plan, which was distributed to the Commission at today's study session, was created by Frank Theis and is in no way related to the Town of Estes Park.

### **ADJOURN**

**There being no further business Chair Leavitt adjourned the meeting at 7:22 p.m.**

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Bob Leavitt, Chair

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Karin Swanlund, Recording Secretary

## RECORD OF PROCEEDINGS

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Town of Estes Park, Larimer County, Colorado October 15, 2019

Minutes of a **Study Session** meeting of the **PLANNING COMMISSION** of the Estes Valley, Larimer County, Colorado. Meeting held in Room 202-203 Town Hall.

Commission: Chair Leavitt, Vice-Chair White, Commissioners, Murphree, Smith, Theis, Converse

Attending: Leavitt, Theis, Murphree, Smith, White, Converse

Also Attending: Town Board Liaison Blackhurst, Director Hunt, Planning Technician Kreycik, Senior Planner Woeber, Recording Secretary Swanlund, Town Attorney Kramer

Absent: None

Chair Leavitt called the meeting to order at 4:00 p.m

There were four people in attendance. This study session was recorded and can be viewed on the Town of Estes Park YouTube channel.

### **Amended Plat: 321 4<sup>th</sup> Street:**

Planner Woeber reviewed the request to amend the internal lot line for the property at 340 South Saint Vrain and 321 4<sup>th</sup> Street. The current owner of the home intends to transfer the residence and the lot containing the residence to a different owner, which will slightly rearrange the rear lot line. Commissioner Converse asked several questions to clarify specificity of the public GIS mapping and apparent offset of parcel boundary lines on GIS in this area.

### **Code Amendment: Amended Plat reviews**

As evidenced from the previously reviewed amended plat, Planner Woeber explained a proposed Code Amendment to the current process in which boundary line adjustments and lot consolidations are reviewed, suggesting that a staff-level review would be sufficient for many of these applications as they have little or no impact on the surrounding properties. Public interest is typically benign. This suggested that PC be made aware if there were public opposition. Putting the request on consent rather than an action item was proposed. Another option would be to continue to notify abutting neighbors, but make it an Administrative review.

### **Code Amendment: Change of Use in Development Plans**

Planning Technician Kreycik described the proposed updated Code Amendment regarding changes of use in nonresidential developments triggering a Development Plan review. The Code Amendment would add a provision for evaluating nonresidential projects that could change character or intensity, thereby impacting surrounding properties. Leavitt suggested labeling uses as Low, Medium or High. Property owners would need to be educated. Factors that trigger a review such as safety, lighting, noise, odor, amount of use and compatibility are important to further define the three categories. Examples from the last year or two would help to identify factors.

### **High School Career Technical Education Building:**

Director Hunt summarized the request by Park R-3 School District to lease property from the Town of Estes Park (Stanley Park) to build a Career and Technical Education (CTE) Building. The Planning Commission's job is to review the plans and exhibits and render advice. No formal action is needed from the Planning Commission.

**Alpaca Farms/Ferguson Subdivision:**

Director Hunt discussed the ongoing project(s) being built by Seth Hanson on Mary's Lake Road. There are property owners unhappy with numerous issues. These citizens will be given time to speak at today's meeting to provide an organized approach to discuss the problems. This noted that he has previously recused himself from the Ferguson projects due to a possible building contract with the developer however, this is no longer the case.

**Amend Meeting Times:**

In May of 2019, the PC switched to evening meeting times for a 6 month test period to see if community attendance and involvement would increase. As noted by the attendance and viewership numbers, there was no significant increase. Summer-time could have been one of the reasons for the non-change. Evenings are generally an easier time for the public to attend. It was decided to continue the evening meetings and the data collection for an additional six months. Blackhurst noted that the *issue* is what draws attendance, not so much the meeting *times*.

**IGA Update:**

Director Hunt gave an update on the current status of the IGA situation. The joint meeting on September 30 was a good discussion, but no decisions were made. Option A is extending the current IGA and refining things in the next year was a fall-back position. Option B, to primarily separate the Code into two, with the County adopting an overlay set of regulations, was supported by some. Option B, with some blending, was also recommended. There will be a discussion item at the Town Board meeting on October 22. Thursday, November 14, will be the next joint meeting. Annexation policies were discussed. This shared a mock-up annexation plan (attached) for informational purposes.

**Questions/Future Items**

The Commission is interested in hearing more explanation and background regarding Growth Management Areas.

Chair Leavitt adjourned the meeting at 5:30 p.m.

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Bob Leavitt, Chair

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Karin Swanlund, Recording Secretary



## **RECORD OF PROCEEDINGS**

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*Town of Estes Park, Larimer County, Colorado, September 5, 2019*

Minutes of a regular meeting of the Family Advisory Board of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Room 203 of the Estes Park Town Hall, on the 5<sup>th</sup> day of September, 2019.

Present: Jodi Roman  
Karen Randinitis  
Nancy Almond  
Sue Strom  
John Bryant  
Rachel Balduzzi

Also Present: Ron Norris, Town Board Liaison  
Suzanna Simpson, Recording Secretary

Absent: Christy DeLorme  
Laurie Dale Marshall  
Michael Moon

Guests: Anthony Silverman, Larimer County Department of Health and Human Services  
Brian Schaffer, Crossroads Ministry

Vice Chair Balduzzi called the meeting to order at 3:35 p.m.

### **PUBLIC COMMENTS:**

Member Roman provided comment on behalf of a MedX member who wished to express concern about the lack of elder care and respite for the caregivers. Trustee Norris is part of an Alzheimer's caregivers support group which meets two times per month. He plans to approach a member about speaking to the Family Advisory Board. Brian Schaffer mentioned the Elderhaus, which is looking into options for Estes Park. Member Almond recommended promoting the service through the Senior Center.

### **TRUSTEE LIAISON REPORT**

The Estes Valley Planning Commission reviewed and approved the Wildfire Acres development plan. The next step is to apply for permits. Trustee Norris then provided an overview of the Town Board agenda for the Sept. 10 regular meeting.

**Family Advisory Board – September 5, 2019 – Page 2**

**LARIMER COUNTY CHILD WELFARE DATA PROJECT**

Anthony is working with Larimer County Department of Health and Human Services (DHS) through Foster America, a company that places individuals with different backgrounds into child welfare initiatives. They have largely been meeting with different community groups and trying to understand what resources are available and how to bring them to the community. They are reviewing child welfare data, specifically cases, how to determine what families have the greatest need and then challenge biases as County employees. This is part of the larger county objective around data. His team is available as a resource to other community groups. The board discussed the different levels of cases, from non-urgent to high risk and how that information is communicated. Currently, Anthony is putting granular data into a map and is working on getting data specific to Estes Park. Regarding community partners, he feels that the data and map should be available so partners can see where to shift their work and resources. He asked if the board would be interested in comparative data if it was available. There are some concerns about privacy as it relates to detail around cases. Anthony will send a report on the number of cases to Chair Dale Marshall once he has a chance to compile that data. Currently data is collected for children ages 0-18 and transition-aged youth, ages 19-22. The board was also interested in data for the rural areas surrounding Estes Park, such as Drake and Glen Haven. Trustee Norris suggested that the board brainstorm what data they are looking for and how to use it, then take that information to the Town Board at a study session. There was continued discussion around comparative data, such as the school district as compared to the county, or the county to the state, as well as comparison to other urban and rural areas across the state. Member Bryant asked if there was data available for elder care. Anthony will find out who may be working on those cases, but there should be data available. He encouraged the board to email him thoughts and ideas, and he is also interested in helping with family profiles. Member Almond asked if there were any plans to bring a Child Services caseworker back to Estes Park. Anthony shared that there is potential of a shift in federal legislation, possibly including an expansion of resources, but primarily DHS is looking to partner with nonprofits to increase the community connection and move away from government intervention.

**CROSSROADS MINISTRY SERVICES TO FAMILIES:**

Brian Schaffer provided an update on the work of Crossroads Ministry. They provide more services than just food. He shared stories of local individuals and families (anonymous) who have received support from Crossroads in the way of housing assistance, addiction recovery resources, gas, and other living expenses. Crossroads works with individuals of all ages. Of the Meals on Wheels recipients, 70 percent of those individuals are aged 80 or older, while 15 percent are in their 90s. One goal is to grow into more of a structured

**Family Advisory Board – September 5, 2019 – Page 3**

mentoring program for adults. Brian also announced that the annual coat drive is coming up, as well as their annual fundraiser, sponsored by the Dunraven Inn. They are about to move into a new location to accommodate the Wildfire Acres development – the current Westover construction offices. They are looking forward to what that can bring – new volunteers, opportunities, and additional office space. One idea is to schedule nonprofits into that space to be available for people seeking services. One result of a focus on improved collaboration is to tackle issues including homelessness and Brian would like to stay in touch with the Family Advisory Board. As for their assistance, they have moved to a qualification criterion of 50 percent of the area median income, which provides a better opportunity for those requesting assistance. In addition, they are moving away from an “interrogation model” and refocusing efforts to balance compliance and compassion.

**LOCAL CHILDCARE UPDATES & DISCUSSION**

Nancy provided the board with the County data compiled from the Colorado Children’s Campaign - Kids Count. She recently listened to a presentation specific to Larimer County and will send the PowerPoint to Executive Assistant Simpson for distribution. Some notable information from the presentation includes high teen death rates and low birth weight for the area. The data also shows how the child population is growing, ages 5-18 specifically. Child poverty has dropped in Larimer County overall, but Estes Park is 37 – 57 percent. Infant slots in childcare have been lost over the entire state, so this is a statewide issue. Teen suicide rate in the state is significant – 21 out of 100,000, but Larimer County’s rates have fallen.

Quick childcare updates – all of the infant/toddler slots (10) are full, 17 children taking those 10 slots. There are 2.5 – 5 full time providers – 149 children – 124 slots. Only 2 openings community-wide in preschool, 0 in infant toddler, and the waitlist at 34, with 30 being infant/toddler.

Mountaintop update from Member Almond per Member DeLorme – the property is under contract with a local purchaser. Closing is the end of September. The property will be maintained as a childcare facility with the potential of expansion.

Estes ECE update from Member Almond per Member Moon – the project is on hold while the organization works out a land deal.

CCAP continues to be on hold – it has been frozen for 3 years. EVICS budgets \$30k for scholarships, and as of the end of July they have awarded \$48k, serving 34 children, with a projected expense of \$70k. Of those families, 76 percent are single parent families. The

## RECORD OF PROCEEDINGS

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### Family Advisory Board – September 5, 2019 – Page 4

EVICS board wants to keep funding and then review this line item at the end of the year. They were supposed to be filling in the gap for CCAP, but they are now covering it. Member Almond wants to be sure Town Trustees know it is an issue and can advocate. Trustee Norris recommends talking to the Town Board to explain how the problem has gotten worse.

The EVICS fundraiser is Dec. 5 at Skyview.

Member Roman asked about the discontinuation of the support group for parents with special needs children. Member Almond responded that EVICS funded the support group, but did not feel that they could continue to fund it, as the parents were not early childhood aged. She encouraged Member Roman to advocate at the school district level, as they received funding to support programs of that nature.

Anthony weighed in that 2,023 children in the county were involved in open reporting for child welfare cases, totaling over 9% of children statewide. 96.5% were receiving in-home services.

#### **APPROVAL OF AUGUST MINUTES:**

It was moved and seconded (Almond/Randinitis) to approve the August meeting minutes and the motion passed unanimously.

#### **OTHER BUSINESS:**

Seeing no further business, the meeting was adjourned at 5:29 p.m.

#### **NEXT MEETING**

The next meeting of the Family Advisory Board will take place Thursday, October 3 at 3:30 p.m. in room 203 at Town Hall.

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Suzanna Simpson, Recording Secretary



# Memo

To: Honorable Mayor Jirsa  
Board of Trustees

Through: Town Administrator Machalek

From: Christy Crosser, Grants Specialist

Date: *December 2, 2019*

RE: *Approval to Submit a Grant Application to Colorado Department of Transportation – Transportation Alternative Program Grant Application for Fall River Trail*

(Mark all that apply)

- PUBLIC HEARING     
  ORDINANCE     
  LAND USE  
 CONTRACT/AGREEMENT     
  RESOLUTION     
 OTHER Approval to submit grant application

QUASI-JUDICIAL    YES    NO

**Objective:**

The objective is to seek approval from the Town Board for Public Works staff to submit a grant application to Colorado Department of Transportation (CDOT) for the Transportation Alternative Program (TAP) for the Fall River Trail project.

**Present Situation:**

Public Works has completed a design to extend Fall River Trail along US34 from its current end point at Sleepy Hollow Court, along Fish Hatchery Road to the Aspenglen campground in Rocky Mountain National Park (RMNP). CDOT announced a grant funding opportunity through TAP funds. No resolution of support is required by the funder.

**Proposal:**

This grant application to CDOT is due December 2, 2019, and would fund construction for a segment of the Fall River Trail. The proposed segment would span from where the current trail ends at Sleepy Hollow Court and US34 to approximately the entrance of the Woodlands on Fall River lodge, a distance of 0.25 mile.

**Advantages:**

- The 2016 Estes Valley Trails Master Plan identified the Fall River Trail as the top trail priority in Estes Valley, based on a matrix of factors.
- Public Works has a final design and is working toward construction ready bid documents.

- This trail extension will provide added safety to residents and visitors that walk and bike this heavily-trafficked stretch of Fall River Road (US34).
- This will be a vital link between trails in downtown Estes Park and beyond, and the trail network of RMNP.
- This work delivers progress on the future trail connection to the Federal Transit Administration-funded Transit Hub and Parking Structure at the Visitors Center.
- The trail will help alleviate traffic congestion by providing an option for non-motorized travel between RMNP and the activities and businesses of downtown Estes Park.

**Disadvantages:**

- Construction activity will be disruptive for local residents, businesses and motorists; however, traffic control will be provided and carefully managed.
- Cost share requirement is 20 percent of the grant award; however, other sources of funds are identified for cost share support.
- This grant supports only a segment of trail construction; however, staff continues to pursue funding opportunities.

**Action Recommended:**

Staff recommends Town Board approve this grant application submission.

**Finance/Resource Impact:**

The Town plans to submit a grant application for \$1.5 million. Cost share funds are being considered and pursued including another funding source with State funds, Open Space funds, and 1A Trail funds in future budget years.

**Level of Public Interest**

Moderate.

**Sample Motion:**

I move for the **approval/denial** to submit this grant application.

**Attachments:**

Proposed trail segment map



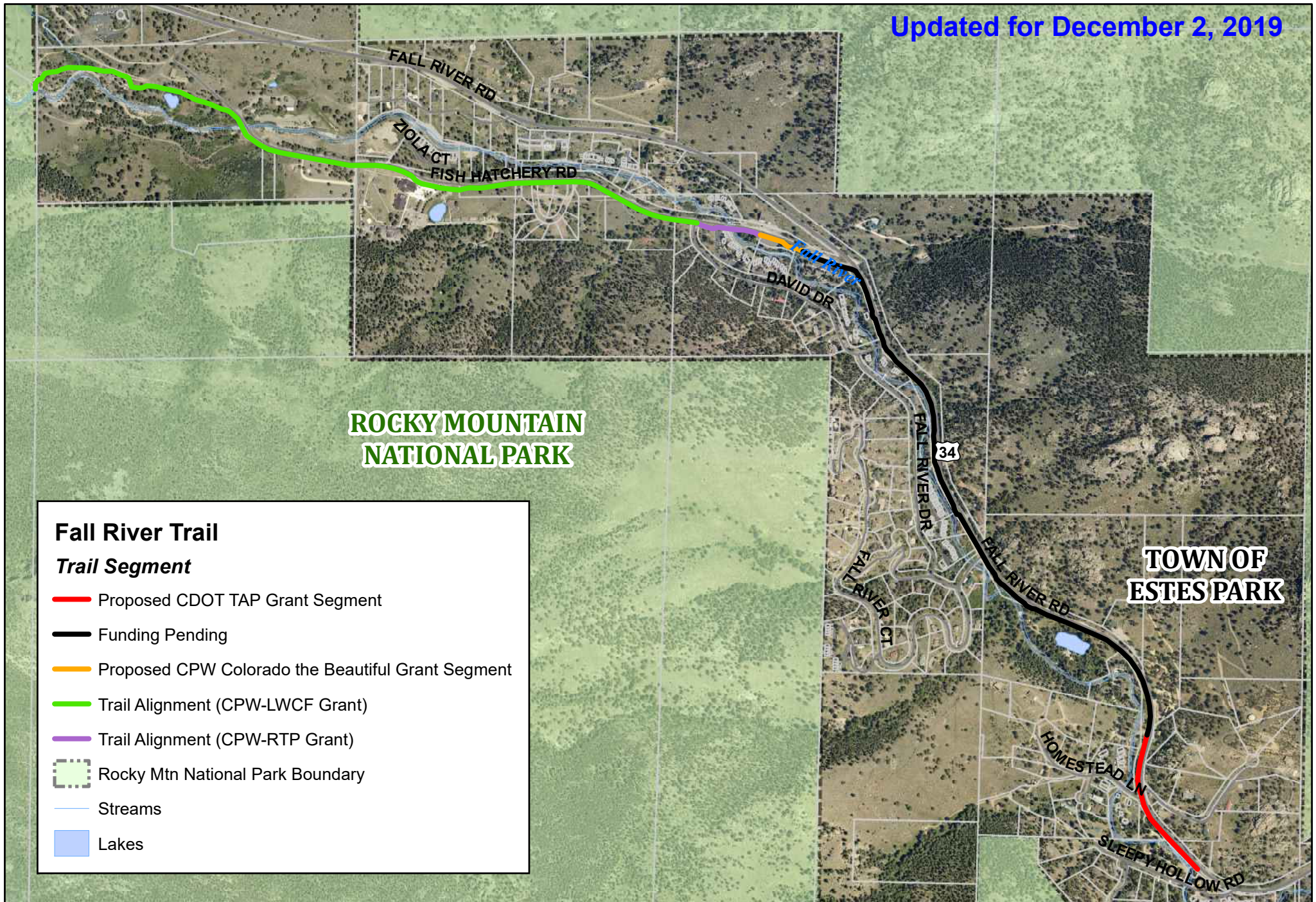
# ROCKY MOUNTAIN NATIONAL PARK

# TOWN OF ESTES PARK

**Fall River Trail**

*Trail Segment*

- Proposed CDOT TAP Grant Segment
- Funding Pending
- Proposed CPW Colorado the Beautiful Grant Segment
- Trail Alignment (CPW-LWCF Grant)
- Trail Alignment (CPW-RTP Grant)
- Rocky Mtn National Park Boundary
- Streams
- Lakes

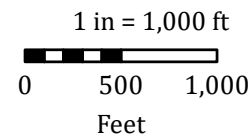


## Town of Estes Park

Public Works Department



### Fall River Trail Project Site Map



This draft document was prepared for internal use by the Town of Estes Park, CO. The Town makes no claim as to the accuracy or completeness of the data contained hereon.

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# Memo

To: Honorable Mayor Jirsa  
Board of Trustees

Through: Town Administrator Machalek

From: David Hook, Engineering Manager

Date: November 26, 2019

RE: *Approval to Submit a Grant Application to Colorado Department of Transportation – Transportation Alternative Program Grant Application for Fall River Trail*

(Mark all that apply)

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> PUBLIC HEARING     | <input type="checkbox"/> ORDINANCE  | <input type="checkbox"/> LAND USE   |
| <input type="checkbox"/> CONTRACT/AGREEMENT | <input type="checkbox"/> RESOLUTION | <input checked="" type="checkbox"/> OTHER <u>Approval to submit grant application</u> |

QUASI-JUDICIAL  YES  NO

**Objective:**

The objective is to seek approval from the Town Board for Public Works staff to submit a grant application to Colorado Department of Transportation (CDOT) for the Transportation Alternative Program (TAP) for the Fall River Trail project.

**Present Situation:**

Public Works has completed a design to extend Fall River Trail along US34 from its current end point at Sleepy Hollow Court, along Fish Hatchery Road to the Aspenglen campground in Rocky Mountain National Park (RMNP). CDOT announced a grant funding opportunity through TAP funds. No resolution of support is required by the funder.

**Proposal:**

This grant application to CDOT is due December 2, 2019, and would fund construction for a segment of the Fall River Trail. The proposed segment would span from where the current trail ends at Sleepy Hollow Court and US34 to approximately the intersection of Fall River Court and US34.

**Advantages:**

- The 2016 Estes Valley Trails Master Plan identified the Fall River Trail as the top trail priority in Estes Valley, based on a matrix of factors.
- Public Works has a final design and is working toward construction ready bid documents.

- This trail extension will provide added safety to residents and visitors that walk and bike this heavily-trafficked stretch of Fall River Road (US34).
- This will be a vital link between trails in downtown Estes Park and beyond, and the trail network of RMNP.
- This work delivers progress on the future trail connection to the Federal Transit Administration-funded Transit Hub and Parking Structure at the Visitors Center.
- The trail will help alleviate traffic congestion by providing an option for non-motorized travel between RMNP and the activities and businesses of downtown Estes Park.

**Disadvantages:**

- Construction activity will be disruptive for local residents, businesses and motorists; however, traffic control will be provided and carefully managed.
- Cost share requirement is 20 percent of the grant award; however, other sources of funds are identified for cost share support.
- This grant supports only a segment of trail construction; however, staff continues to pursue funding opportunities.

**Action Recommended:**

Staff recommends Town Board approve this grant application submission.

**Finance/Resource Impact:**

The Town plans to submit a grant application for \$1.5 million. Cost share funds are being considered and pursued including another funding source with State funds, Open Space funds, and 1A Trail funds in future budget years.

**Level of Public Interest**

Moderate.

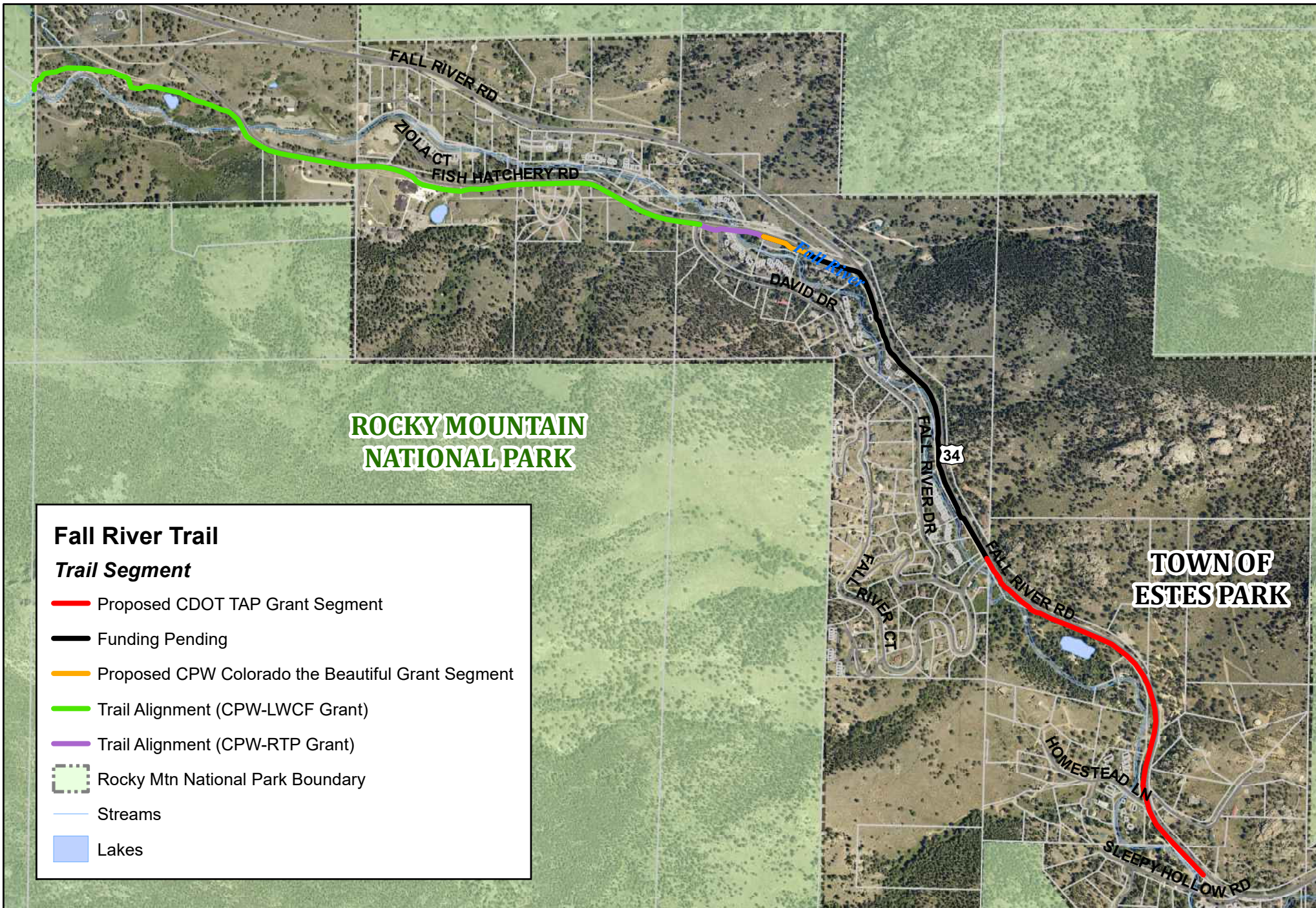
**Sample Motion:**

I move for the **approval/denial** to submit this grant application.

**Attachments:**

Proposed trail segment map





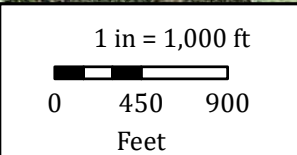
**ROCKY MOUNTAIN NATIONAL PARK**

**TOWN OF ESTES PARK**

**Fall River Trail**

*Trail Segment*

- Proposed CDOT TAP Grant Segment
- Funding Pending
- Proposed CPW Colorado the Beautiful Grant Segment
- Trail Alignment (CPW-LWCF Grant)
- Trail Alignment (CPW-RTP Grant)
- Rocky Mtn National Park Boundary
- Streams
- Lakes



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# Memo

To: Honorable Mayor Jirsa  
 Board of Trustees

Through: Town Administrator Machalek

From: Jon Landkamer, Facilities Manager  
 Greg Muhonen, Public Works Director

Date: December 2, 2019

RE: Town Hall Board Room Audio/Visual Remodel 2019 Contract Awarded to VideoLink, Inc., in the amount of \$191,800.14, Budgeted

*(Mark all that apply)*

PUBLIC HEARING       ORDINANCE       LAND USE  
 CONTRACT/AGREEMENT       RESOLUTION       OTHER \_\_\_\_\_

QUASI-JUDICIAL     YES     NO

**Objective:**

Public Works Facilities staff seeks Town Board approval of the construction contract with VideoLink, Inc. for the remodeling of the Town Hall Board Room Audio Visual system, located at 170 MacGregor Avenue.

**Present Situation:**

The general condition of the equipment used in the Board Room Audio Visual (AV) system has deteriorated over its 20+-year existence. The equipment is outdated, and has created issues and failures with live performance and video production of Town Board meetings. Other entities that use this room have also had similar failures and issues.

**Proposal:** Replace all Town Hall Board Room AV equipment with new, modern, and adaptable AV equipment as specified in the accepted proposal.

**Advantages:**

- Improved live streaming performance and video production of Town Board meetings.
- Increased transparency and accessibility for these public meetings.
- Potentially reducing staff time with options for easier operation of the equipment.

**Disadvantages:**

- Constructing this project leaves other deferred maintenance needs unfunded.

**Action Recommended:**

Staff recommends approval of the attached construction contract in the amount of \$191,800.14, and authorizing PW Facilities staff to spend up to a total of \$210,000 if needed to address other AV items and unanticipated conditions encountered during construction and installation.

**Finance/Resource Impact:**

This projected was originally budgeted for \$300,000. The additional \$100,000 will be allocated for repairs and upgrades to the water damaged electrical system in the Board Room floor. This project is budgeted in 204-5400-544.33-98.

**Level of Public Interest**

Low public interest.

**Sample Motion:**

I move for the **approval/denial** of the Construction Contract with VideoLink, Inc., in the amount of \$191,800.14, and authorization of PW Facilities staff to spend up to \$210,000 if needed for AV construction contingencies.

**Attachments:**

Construction Contract

General Conditions

VideoLink Town Board Room Proposal

**TOWN OF ESTES PARK, COLORADO**

**CONSTRUCTION CONTRACT**

**Town Hall Board Room AV Remodel 2019**

**BID #RFP-JL-PW-002**

THIS CONTRACT is made at the Town of Estes Park, Colorado, by and between the **Town of Estes Park, Colorado** (Town), a municipal corporation, and VideoLink, Inc. (Contractor), a Colorado corporation, whose address is; 3401 Quebec Street, Suite 9000, Denver, CO 80207.

In consideration of these mutual covenants and conditions, the Town and Contractor agree as follows:

**SCOPE OF WORK.** The Contractor shall execute the entire Work described in the Contract. This includes, but is not limited to:

- Demolition and removal of all existing audio-visual (AV) equipment as specified in the RFP
- Installation of all new AV equipment, and associated software, as specified in the RFP
- Commissioning and testing of all new AV equipment and software
- Training of required Town of Estes Park staff on the new AV equipment and software, up to three separate trainings may be required
- Removal and proper disposal of all trash and debris associated with the project
- Electrical is available on site
- Contractor will obtain all required permits
- Town Hall Board Room will be closed during construction and construction scheduling will need to be communicated with staff

**CONTRACT DOCUMENTS.** The Contract incorporates the following Contract Documents. In resolving inconsistencies among two or more of the Contract Documents, precedence will be given in the same order as enumerated.

**LIST OF CONTRACT DOCUMENTS.**

The Contract Documents, except for Modifications issued after execution of this Agreement, are:

1. Change Orders;
2. Construction Contract;
3. The following addenda, if any:  
**NONE**
4. The following Special Conditions of the Contract:  
**NONE**
5. General Conditions;
6. The following Technical Specifications:  
**Name: VideoLink TB Room AV\_Tech Spec2 Date: November 21, 2019**
7. The following Drawings:  
**NONE**
8. Notice to Proceed;
9. Notice of Award;
10. Invitation to Bid;
11. Bid Bond;
12. Proposal;
13. Information and Instructions to Bidders;
14. Performance Bond and Payment Bond;

15. Insurance Certificates; and
16. Work Schedule.

**CONTRACT PRICE.** The Town shall pay the Contractor for performing the Work and the completion of the Project according to the Contract, subject to change orders as approved in writing by the Town, under the guidelines in the General Conditions. The Town will pay the base sum of **\$191,800.14 DOLLARS** (Contract Price), to the Contractor, subject to full and satisfactory performance of the terms and conditions of the Contract. The Town has appropriated sufficient money for this work.

**COMPLETION OF WORK.** The Contractor must begin work covered by the Contract within 30 work days, and must complete work: by January 31, 2020.

**LIQUIDATED DAMAGES.** If the Contractor fails to substantially complete the Work within the time period described above, or within such other construction time if modified by a change order, the Town may permit the Contractor to proceed, and in such case, may deduct the sum of \$100 for each calendar day that the Work shall remain uncompleted from monies due or that may become due the Contractor. This sum is not a penalty but is the cost of field and office engineering, inspecting, interest on financing and liquidated damages.

The parties agree that, under all of the circumstances, the daily basis and the amount set for liquidated damages is a reasonable and equitable estimate of all the Town's actual damages for delay. The Town expends additional personnel effort in administrating the Contract or portions of it that are not completed on time, and such efforts and the costs thereof are impossible to accurately compute. In addition, some, if not all, citizens of Estes Park incur personal inconvenience and lose confidence in their government as a result of public projects or parts of them not being completed on time, and the impact and damages, certainly serious in monetary as well as other terms are impossible to measure.

**SERVICE OF NOTICES.** Notices to the Town are given if sent by registered or certified mail, postage prepaid, to the following address:

TOWN OF ESTES PARK  
Public Works Facilities Division  
170 MacGregor Avenue  
Estes Park, CO 80517

**INSURANCE PROVISIONS.** The Contractor must not begin any work until the Contractor obtains, at the Contractor's own expense, all required insurance as specified in the General Conditions. Such insurance must have the approval of the Town of Estes Park as to limits, form and amount.

**RESPONSIBILITY FOR DAMAGE CLAIMS.** The Contractor shall indemnify, save harmless, and defend the Town, its officers and employees, from and in all suits, actions or claims of any character brought because of: any injuries or damage received or sustained by any person, persons or property because of operations for the Town under the Contract; the Contractor's failure to comply with the provisions of the Contract; the Contractor's neglect of materials while constructing the Work; because of any act or omission, neglect or misconduct of the Contractor; because of any claims or amounts recovered from any infringements of patent, trademark, or copyright, unless the design, device, materials or process involved are specifically required by Contract; from any claims or amount arising or recovered under the "Workers' Compensation Act," by reason of the Contractor's failure to comply with the act; pollution or environmental liability; or any failure of the Contractor to comply with any other law, ordinance, order or decree. The Town may retain so much of the money due the Contractor under the Contract, as the Town considers necessary for such purpose, for the Town's use. If no money is due, the Contractor's Surety may be held until such suits, actions, claims for injuries or damages have been settled. Money due the Contractor will not be withheld when the Contractor produces satisfactory evidence that the Contractor and the Town are adequately protected by public liability and property damage insurance.

The Contractor also agrees to pay the Town all expenses incurred to enforce this "Responsibility for Damage Claim" agreement and if the Contractor's insurer fails to provide or pay for the defense of the Town of Estes Park, its officers and employees, as additional insureds, the Contractor agrees to pay for the cost



of that defense.

Nothing in the **INSURANCE PROVISIONS of the General Conditions** shall limit the Contractor's responsibility for payment of claims, liabilities, damages, fines, penalties, and costs resulting from its performance or nonperformance under the Contract.

**STATUS OF CONTRACTOR.** The Contractor is performing all work under the Contract as an independent contractor and not as an agent or employee of the Town. No employee or official of the Town will supervise the Contractor nor will the Contractor exercise supervision over any employee or official of the Town. The Contractor shall not represent that it is an employee or agent of the Town in any capacity. **The Contractor and its employees are not entitled to Town Workers' Compensation benefits and are obligated to pay federal and state income tax on money earned pursuant to the Contract.** This is not an exclusive contract.

**THIRD PARTY BENEFICIARIES.** None of the terms or conditions in the Contract shall give or allow any claim, benefit, or right of action by any third person not a party to the Contract. Any person except the Town or the Contractor receiving services or benefits under the Contract shall be only an incidental beneficiary.

**INTEGRATION.** The Contract is an integration of the entire understanding of the parties with respect to the matters set forth in it, and supersedes prior negotiations, written or oral representations and agreements.

**DEFINITIONS.** The Definitions in the General Conditions apply to the entire Contract unless modified within a Contract Document.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

**TOWN OF ESTES PARK**

\_\_\_\_\_  
Town Representative

Printed Name: Todd Jirsa

Position: Mayor

**CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_)

) ss:

County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me by \_\_\_\_\_,  
(Name of party signing)

as \_\_\_\_\_ of \_\_\_\_\_,  
(Title of party signing) (Name of corporation)

a \_\_\_\_\_ corporation, on behalf of the corporation, this  
(State of incorporation)

\_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official Seal.

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## TOWN OF ESTES PARK

### CONSTRUCTION CONTRACT GENERAL CONDITIONS

**SCOPE:** Since the General Conditions are general, some conditions may not apply to a particular Project.

#### Article 1--DEFINITIONS AND ABBREVIATIONS

1.1 **Definitions:** Whenever used in the Bidding Documents and Contract Documents, the following terms shall have the following meanings, applicable to both the singular and plural:

1.1.1 **Addenda:** Written changes to the Bidding Documents issued at least two days before the Opening of Bids which modify or interpret the Contract or changes the date set for the Opening of Bids.

1.1.2 **Alternate Bid:** An Alternate Bid is an amount stated in the Bid added to or deducted from the base amount of the Bid when the Town accepts a corresponding change in project scope, materials or method of construction described in the Contract.

1.1.3 **Bid:** The proposal the Bidder submits on the prescribed Bid Forms stating the prices for the Work to be performed.

1.1.4 **Bid Forms:** The Bid Proposal, Bid Bond, Bid Schedule, Bidder's Qualifications and Data, Bidder's Officials Data, Non-Collusion Affidavit of Prime Bidder, and Subcontractors and Related Data.

1.1.5 **Bidder:** The person, partnership, or corporation submitting a Proposal for the performance of the Work covered by the Contract.

1.1.6 **Bidding Documents:** The Invitation to Bid, Bid Forms, Information and Instructions to Bidders, Specifications, Drawings, Sample Forms, Special and General Conditions and Addenda (if any).

1.1.7 **Bonds:** Bid Bonds, Performance, and Labor and Material Payment Bonds or other instruments of security, furnished by the Contractor and its Surety according to the Contract.

1.1.8 **Calendar Days:** Includes all days in a month including weekends and holidays.

1.1.9 **Change Order:** A written modification of the Contract, issued after award to the Contractor, authorizing an addition, deletion or revision in the Work within the general scope of the Contract or authorizing an adjustment in the Contract Price or Contract Time, mutually agreed upon between the Town and the Contractor.

1.1.10 **Town:** The Town of Estes Park, in the State of Colorado, acting by and through its Mayor, Town Board of Trustees, Town Administrator, or other authorized representative.

1.1.11 **Completion Date:** The date the Contract specifies the Work is to be completed.

1.1.12 **Contract:** The Construction Contract consisting of the Agreement for a Construction Contract and the incorporated Contract Documents.

1.1.13 **Contract Coordinator:** The authorized representative of the Town designated to act for the Town in processing the Award of Contracts, maintaining centralized official Contract documentation, providing administrative liaison/coordination, legal liaison/coordination via Town Attorney, and processing of Contract Payment authorizations as approved by the Project Manager. The Project Manager may also be the designated Contract Coordinator.

1.1.14 **Contract Documents:** All the documents expressly incorporated into the Contract by the Agreement for Construction Contract, including but not limited to Addenda, Bid Forms, Change Orders, Town Project Final Acceptance, Drawings, General Conditions, Information and Instruction to Bidders, Insurance Certificates, Invitation to Bid, Notice of Award, Notice of Construction Acceptance, Notice to Proceed, Notice of Substantial Completion, Performance and Labor and Material Payment Bonds, Special Conditions, Supplemental Drawings and Schedules, and Technical Specifications.

1.1.15 **Contract Price:** The total monies payable to the Contractor under the terms and conditions of the Contract.

1.1.16 **Contract Time:** The number of working days stated in the Contract for the completion of the Project.

1.1.17 **Contractor:** The person, company, firm or corporation contracting with the Town to construct, erect, alter, install or repair any work or construction project.

1.1.18 **Drawings:** The part of the Contract prepared or approved by the Project Manager showing the characteristics and scope of the Work to be performed.

1.1.19 **Date of Contract:** The execution date in the Agreement for a Construction Contract.

1.1.20 **Day:** A calendar day of twenty-four hours each.

1.1.21 **Field Order:** A written order directing a change in the Project issued by the Project Manager to the Contractor during construction.

1.1.22 **Inspector:** The Town's authorized representative assigned to make detailed inspection of the Work performed by the Contractor.

1.1.23 **Notice of Award:** The written notice of the acceptance of the Bid from the Town to the successful Bidder.

1.1.24 **Notice of Construction Acceptance:** The written acknowledgment that construction is complete which starts the warranty period.

1.1.25 **Notice of Final Acceptance:** The written acceptance of Work performed under the Contract, following satisfactory conclusion of the warranty period.

1.1.26 **Notice to Proceed:** The written notice by the Town to the Contractor authorizing it to proceed with the Work which establishes the Contract commencement and Contract Coordinator.

1.1.27 **Notice of Substantial Completion:** The written notice of the date, as certified by the Project Manager, when the Project or a specified part is sufficiently completed, according to the Contract, so the Project or specified part can be used for the intended purposes.

1.1.28 **Owner:** The Town; see 1.1.9.

1.1.29 **Project:** The undertaking to be performed as provided in the Contract.

1.1.30 **Project Manager:** The authorized representative of the Town, known as the Project Manager, assigned to the Project to ensure that all Work is performed according to the terms and conditions of the Contract. Also see Article 10, "Project Manager's Responsibilities."

1.1.31 **Shop Drawings:** All Drawings, diagrams, illustrations, brochures, schedules, and other data prepared by the Contractor, a Subcontractor, manufacturer, Supplier or distributor which illustrate how specific portions of the Work will be fabricated or installed.

1.1.32 **Special Conditions:** Additions to the General Conditions containing instructions and conditions peculiar to an individual Project.

1.1.33 **Specifications:** A part of the Contract Documents consisting of written technical description of materials, equipment, construction systems, standards, and workmanship.

1.1.34 **Subcontractor:** Any person, company, firm or corporation, having a subcontract with the Contractor to furnish and perform on-site labor, with or without furnishing materials for the project.

1.1.35 **Supplier:** Any person or organization who supplies materials or equipment for the Work, including that fabricated to a special design, but who does not perform labor at the site.

1.1.36 **Surety:** The entity which is bound with and for the Contractor for the Performance of the Work and for the Labor and Material Bond.

1.1.37 **Unit Price:** An amount stated in the Bid as a price per unit of measurement for materials or services as described in the Contract.

1.1.38 **Work:** The construction and services required by the Contract, whether completed or partially completed, including all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may be the whole or a part of the Project.

1.1.39 **Work Days:** Includes all days in the month the Contractor is permitted to work; excludes weekends and holidays.

1.2 **Abbreviations:** When the following abbreviations appear in the documents, they are defined as follows:

AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
ADA	Americans with Disabilities Act
AISC	American Institute of Steel Construction
ANSI	American National Standards Institute
ASA	American Standards Association
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWS	American Welding Society
AWWA	American Water Works Association
CDOT	Colorado Department of Transportation
EPA	Environmental Protection Agency
MUTCD	Manual on Uniform Traffic Control Devices

OSHA            Occupational Safety & Health Administration

WW-P           Federal Specifications Prefix

## **Article 2--PRELIMINARY MATTERS**

### **2.1     Notice to Proceed**

2.1.1    Following the execution of the Contract by the Parties, the Project Manager will give the Contractor written Notice to Proceed with the Work. The Contractor shall begin and continue the Work regularly and without interruption (unless otherwise directed in writing by the Project Manager) with the diligence and efficacy necessary to complete the Work within the time stated in the Contract.

### **2.2     Contractor's Understanding**

2.2.1    The Contractor agrees that, by careful examination, it is satisfied as to the nature and location of the Work, the conformation of the ground, the character, quality, and quantity of the materials to be encountered, the character of equipment and facilities needed before beginning and for the Project, the general and local conditions, and all other matters, which can in any way affect the Work under the Contract. No oral agreement with any officer, agent or employee of the Town either before or after the execution of the Contract shall affect or change any of the terms or obligations contained in the Contract.

### **2.3     Contractor's Warranty**

2.3.1    The Contractor warrants that it has the knowledge, ability, experience, and expertise to perform the Work competently. The Contractor warrants the capacity of the Contractor's construction plant, personnel, and its ability to complete the Project within the allotted time.

### **2.4     Contractor's License and Permits**

2.4.1    The Contractor will obtain all licenses and permits required to do the Work. Whenever necessary, the Contractor will have a Building Contractor's License with the Town by the time of Notice of Award. It will have all permits required by the Town, as well as those required by County, State and Federal agencies. Subcontractors shall also have a Town of Estes Park Building Contractor's License and the proper permits.

### **2.5     Schedules, Reports, and Records**

2.5.1    Before beginning construction, the Contractor shall submit to the Project Manager a Construction Progress Schedule, on a form approved by the Project Manager, showing all Work the Contractor and all Subcontractors will perform. The Project Manager may require the Contractor to substitute a Critical Path Method schedule (CPM), or bar graph type schedule. The Special Conditions will state when a CPM network schedule is required.

2.5.2    The schedule shall be in enough detail for the Project Manager to readily determine the Work to be performed each day. When requested by the Project Manager, the Contractor shall update the schedule.

2.5.3    Before beginning construction, the Contractor shall give the Project Manager the dates it expects to submit Shop Drawings, manufacturers' details, catalog cuts or other required special detail Drawings and also the dates of beginning manufacture, testing, delivery and installation of special equipment and materials.

### **2.6     Contractor's Address**

2.6.1    The address in the Bid Proposal is designated as the place to which all communications to the Contractor will be delivered or mailed. The delivery at the listed address, in person or by certified mail, of

any notice, letter or other communication to the Contractor, is adequate service upon the Contractor, and the date of the service is the date of delivery.

## **2.7 Notification of Utility Owners**

2.7.1 The Contractor shall cooperate with Utility Owners to mitigate damage whenever the Contractor's work affects their utilities.

2.7.2 The Contractor shall not excavate without first notifying the owners, operators or association of owners and operators having underground facilities in the area of such excavation. If the Contractor is digging deep or even just a few inches, the Contractor must contact Colorado 811 to have underground utilities marked, by calling 811. iDig811 is designed for residential and professional excavators to easily and quickly submit a utility request online.

2.7.3 Contractor shall give notice of the commencement, extent, and duration of the excavation work at least two business days before beginning Work.

2.7.4 If the Project affects fences, landscaping, mailboxes, driveways and other privately-owned improvements, the Contractor shall notify the affected property owners or occupants **in writing** at least two business days before beginning Work. The Contractor shall cooperate with the owners or occupants to reduce inconvenience where reasonably possible.

## **2.8 Department of Revenue Forms**

2.8.1 It is the responsibility of the Contractor to apply for a Colorado State Sales and Use Tax Exemption Certificate from the State Dept. of Revenue and to use it when purchasing materials or supplies in connection with the Project.

2.8.2 The Town's Tax Exemption Numbers are to be used only when obtaining the Contractor's own Tax Exemption Certificate for each specific Town project:

- a. Federal Tax Exemption Number: 84-6000661
- b. State of Colorado Tax Exemption Number: 98-00492

## **Article 3--DRAWINGS AND SPECIFICATIONS**

### **3.1 Intent of Drawings and Specifications**

3.1.1 In the Drawings and Specifications, the Town intends that the Contractor furnish all superintendence, labor, materials, tools, equipment, supplies, machinery and transportation necessary for the proper execution of the Work unless specifically noted otherwise. The Contractor shall do all the Work shown on the Drawings and described in the Specifications and all incidental Work reasonably necessary to complete the Project in a substantial and acceptable manner, and to complete fully the Work, ready for use, by the Town.

3.1.2 The Contractor shall complete all Work according to the Specifications and Plans, and in compliance with applicable laws of Colorado and ordinances of the Town.

3.1.3 In interpreting the Contract, words describing materials or work having a well-known technical or trade meaning, unless otherwise specifically defined, will be construed according to well-known meanings as recognized by engineers, architects, and the trades.

3.1.4 When the Contract refers to a provision of the General Conditions or another Contract Document, the Contract means the provision as amended or supplemented by other provisions of the Contract.

3.1.5 When the Specifications state the words "as directed," or "as required," or "as permitted," or words of like meaning, it is understood that the direction, requirement or permission of the Project Manager is intended. Similarly, the words **approved, acceptable or satisfactory** shall refer to approval by the Project Manager.

3.1.6 The Contract Documents are intended to be complementary, and Work called for on any Drawing and not mentioned in the Specifications, or Work described in the Specifications and not shown on any Drawing, is included under the Contract as if set forth in both the Specifications and Drawings.

### 3.2 **Copies of Drawings and Specifications Furnished**

3.2.1 The Project Manager will furnish to the Contractor, free of charge, four copies of Drawings and Specifications of the Work. All additional copies will be furnished at reproduction costs.

### 3.3 **Discrepancies in Drawings**

3.3.1 Contractor shall immediately report any discrepancies found between the Drawings and Specifications and site conditions or any errors or omissions in the Drawings or Specifications to the Project Manager, who shall promptly correct such error or omission **in writing**. Any affected Work done by the Contractor after discovery of such discrepancies, errors or omissions and affected by those is done at the Contractor's risk. In all cases, the Project Manager shall decide the intent of the Drawings and Specifications. The decision is final.

### 3.4 **Dimensions**

3.4.1 Figured dimensions shall govern over scaled dimensions.

### 3.5 **Drawings and Specifications at Job Site**

3.5.1 The Contractor shall keep one complete set of all Drawings and Specifications at the job site, available to the Project Manager or the Manager's representative at all times.

### 3.6 **Shop Drawings**

3.6.1 The Contractor shall provide Shop Drawings, settings, schedules, and such other Drawings as may be necessary for the prosecution of the Work in the shop and in the field as required by the Drawings, Specifications or Project Manager's instructions.

3.6.2 The Contractor shall submit for approval electronic copies of all Shop Drawings and descriptive data as applicable showing all features not fully detailed on the Contract Plans but essential for a completely coordinated installation.

3.6.3 The Town's approval of Shop Drawings indicates only that the type and kind of equipment, general method of construction or detailing are satisfactory, but the Contractor may not construe the approval as a complete check. The Contractor has the responsibility for incorporating into the Work satisfactory materials and equipment meeting the requirements of the Contract Plans and Specifications, the proper dimensions, and the detailing of connections.

3.6.4 The review of Shop Drawings is only to check for compliance with the design concept of the Project and general compliance with the Contract Documents. Approval does not indicate the waiver of any contract requirement. Changes in the Work are authorized only by separate written Change Order.



### **3.7 Record Documents**

3.7.1 The Contractor shall keep one record copy of all Addenda, Change Orders, Drawings, Field Orders, Modifications, and Shop Drawings and Specifications in good order. The Contractor shall record any changes made during construction on the record copies. The Contractor shall make a set of "Record Drawings" by marking this set of prints with all changes from the original Drawings as bid, including all Change Orders, alignment changes, depth changes of underground pipes and utilities, and all other items that are not the same as originally drawn. The Contractor shall keep the Record Drawings up to date as the Project progresses. The Project Manager may require, as a condition of the approval of the monthly progress payment, periodic inspection of the Record Drawings. The Contractor will deliver the Record Drawings to the Project Manager upon completion of the Project before Final Payment.

### **3.8 Differing Site Conditions**

3.8.1 The Contractor shall promptly, before such conditions are further disturbed, notify the Project Manager in writing of:

3.8.1.1 Subsurface or latent physical conditions at the job site differing materially from those indicated in the Contract; or

3.8.1.2 Unknown physical conditions at the job site, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Contract.

3.8.2 Upon receipt of written notification from the Contractor of alleged differing site conditions, the Project Manager shall promptly investigate the conditions and if it finds the conditions materially differ, and so cause an increase or decrease in the Contractor's cost of or the time required for performance of any part of the Work under the Contract, an equitable adjustment will be made and the Contract modified in writing as provided for in Article 11 of these General Conditions.

3.8.3 No claim will be allowed under this Article unless the Contractor has given the written notice required in Article 3.8.1.

3.8.4 No claim will be allowed under this Article if Final Payment has been made.

### **3.9 Surveys**

3.9.1 The Project Manager has the option to develop and arrange for detail surveys through a separate contract if deemed desirable or necessary and if specifically noted as such in the Special Conditions, otherwise the Contractor shall provide all survey required to construct the Project according to the Project documents. The Contractor assumes full responsibility for construction according to the proposed lines and grades.

3.9.2 The Contractor shall carefully protect all monuments and property markers from disturbance or damage.

## **Article 4--AVAILABILITY OF RIGHT-OF-WAY**

### **4.1 Acquisition of Right-of-Way**

4.1.1 Before issuance of Notice to Proceed, the Town shall obtain all land and right-of-way necessary for carrying out and completion of the Work to be performed pursuant to the Contract, unless otherwise mutually agreed.

4.1.2 The Town shall provide to the Contractor information which delineates and describes the lands owned and rights-of-way acquired, when necessary. The Contractor shall confine its operations within the areas designated by the Project Manager.

#### 4.2 Access to Right-of-Way

4.2.1 The Town will provide right of access to all places necessary for the performance of the Work. Nothing contained in the Contract shall give the Contractor exclusive occupancy of the area provided by the Town. The Town, other Contractors of the Town and utility companies may enter upon or occupy portions of the land furnished by the Town for any purpose, but without unreasonably interfering with the completion of the Project. Joint occupancy or use of the territory shall not be the basis of any claim for delay or damages.

#### 4.3 State Highway Right-of-Way

4.3.1 If any part of the Project is within the right-of-way of a roadway under the jurisdiction of the Colorado Division of Transportation (CDOT) the Town shall obtain the necessary permits from CDOT to perform such Work. The Contractor shall conform to all the requirements and restrictions indicated on the permit. The Contractor shall restore the area to its original condition, including reseeded if necessary, at the completion of the Project.

#### 4.4 Temporary Storage Facilities

4.4.1 The Contractor may secure at its own expense and without liability to the Town, use of any additional land that the Contractor may desire for temporary construction activities, and facilities, or storage of materials.

### Article 5--BONDS AND INSURANCE

#### 5.1 Performance Bond and Labor and Material Payment Bond

5.1.1 The Contractor shall, within **ten** days after receipt of the Notice of Award, and before the commencement of any operations hereunder execute the Contract and furnish the Town with separate Performance, and Labor and Material Payment Bonds each in a penal sum equal to the amount of the Contract Price, conditioned upon the Contractor's performance of all undertakings, covenants, terms, conditions, and agreements of the Contract, and upon the Contractor's prompt payment to all persons supplying labor and materials in the prosecution of the Work provided by the Contract. The Contractor and a corporate Bonding company, licensed to transact such business in the State of Colorado and acceptable to the Town, shall execute the Bonds. The Contractor bears the expense of these Bonds. If at any time the Surety on such Bonds becomes irresponsible or loses its right to do business in the State of Colorado, the Town may require another Surety, which the Contractor shall furnish within **ten** days after receipt of written notice to do so. Evidence of authority of an attorney-in-fact acting for the corporate Surety shall be provided in the form of a certificate as to its power of attorney and to the effect that it is not terminated and remains in full force and effect on the date of the Bonds. The form of the Bonds is subject to the Town's approval.

#### 5.2 Insurance

5.2.1 The insurance requirements contained in the Contract shall not limit or redefine the obligations of the Contractor as provided elsewhere in the Contract.

5.2.2 Only insurance companies with authority to issue policies in Colorado may provide insurance coverage under the Contract.

### 5.3 Insurance Requirements

5.3.1 The Contractor shall purchase and maintain, for the full period of the Contract, including any warranty period, at the Contractor's or Subcontractor's sole expense, insurance policies providing coverage as follows:

5.3.1.1 Comprehensive Auto Liability: Comprehensive form, including owned, hired and non-owned automobiles. The limits of coverage shall be at least \$1,000,000.00 per occurrence.

5.3.1.2 Comprehensive General Liability: Commercial general liability insurance covering personal injury, bodily injury and property damage; Explosion & Collapse; Underground Hazard; Products/Completed Operations; Contractual Liability; Broad Form Property Damage; and Town's & Contractor's Protective. The limits shall be at least \$1,000,000/\$1,000,000 if the Contract Price is \$50,000 or less and \$1,000,000/\$2,000,000 if the Contract Price is over \$50,000. All policies shall be of the occurrence form. Any deviation from the occurrence form shall be approved by the Town of Estes Park Risk Manager. A copy of each policy and endorsement must be submitted to the Risk Manager with each certificate of insurance when a deviation is requested.

5.3.1.3 Workers' Compensation and Employer's Liability: as statutorily required for persons performing work under the Contract. Any Subcontractor hired by the Contractor shall also carry Workers' Compensation and Employers' Liability coverage. Employer's liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

5.3.1.4 Builder's Risk: a Builder's Risk Policy is required in an amount not less than the Contract Price. The Contractor shall cause its insurance provider to name the Town as an additional insured.

5.3.1.5 Installation Floater: an Installation Floater Policy is required for contracts involving the installation of unique or customized equipment and for contracts involving installations that in the judgment of the Town threaten to damage existing structures. The Contractor shall cause its insurance provider to name the Town as an additional insured.

5.3.2 **Additional Insured Clause:** The insurance coverage required for the performance of the Contract must be endorsed to name the Town of Estes Park, Colorado, a municipal corporation, its mayor and trustees, officers, agents, employees and volunteers, as additional insured with respect to the activities performed under the Contract.

5.3.3 **Primary Insurance Endorsement:** Pursuant to an endorsement submitted to and approved by the Town, all coverage must specifically state the insurance coverage for the Project. In no event shall an additional endorsement in the form of GL20.09 (1973-01 ed.) or any similar form be submitted or accepted.

5.3.4 **Certificate of Insurance:** As evidence of the insurance coverage required by the Contract, the Contractor shall furnish a certificate of insurance to the Contract Coordinator. The certificate will specify parties who are additional insured. If the Contractor is self-insured under the laws of the State of Colorado, Contractor shall provide appropriate declarations of coverage.

5.3.5 **Continuance of Insurance:** For the term of the Contract, which includes any warranty periods, the Contractor shall not cancel, materially change or fail to renew the insurance coverage, and agrees to notify the Contract Coordinator of any material reduction or exhaustion of aggregate policy limits. If the Contractor fails to purchase or maintain the insurance coverage set forth in these General Conditions, the Town may deem such failure to be breach of this Contract.

## **Article 6--INDEMNIFICATION**

6.1 **Responsibility for Damage Claims:** The Contractor shall indemnify, save harmless, and defend the Town, its officers and employees, from and in all suits, actions or claims of any character brought because of: any injuries or damage received or sustained by any person, persons or property because of operations for the Town under the Contract; the Contractor's failure to comply with the provisions of the Contract; the Contractor's neglect of materials while constructing the Work; because of any act or omission, neglect or misconduct of the Contractor; because of any claims or amounts recovered from any infringements of patent, trademark, or copyright, unless the design, device, materials or process involved are specifically required by Contract; from any claims or amount arising or recovered under the "Workers' Compensation Act," by reason of the Contractor's failure to comply with the act; pollution or environmental liability; or any failure of the Contractor to comply with any other law, ordinance, order or decree. The Town may retain so much of the money due the Contractor under the Contract, as the Town considers necessary for such purpose, for the Town's use. If no money is due, the Contractor's Surety may be held until such suits, actions, claims for injuries or damages have been settled. Money due the Contractor will not be withheld when the Contractor produces satisfactory evidence that it and the Town are adequately protected by commercial general liability and property damage insurance.

6.1.1 The Contractor also agrees to pay the Town all expenses incurred to enforce this "Responsibility for Damage Claims" agreement and if the insurer of the Contractor fails to provide or pay for the defense of the Town of Estes Park, its officers and employees, as additional insured, the Contractor agrees to pay for the cost of that defense.

6.1.2 Nothing in the **INSURANCE PROVISIONS** shall limit the Contractor's responsibility for payment of claims, liabilities, damages, fines, penalties, and costs resulting from its performance or nonperformance under the Contract.

## **Article 7--CONTRACTOR'S RESPONSIBILITIES**

### **7.1 Control of the Work**

7.1.1 When the Contractor is not present on the Project it shall have a Superintendent or other representative acceptable to the Town present who shall, during the absence of the Contractor, be its representative and have immediate charge of the Project. The Superintendent or representative shall have the Contractor's authority to act in its absence. The Superintendent shall ensure expeditious and competent handling of the work. A superintendent experienced in construction of the type specified and who is a permanent member of the Contractor's organization shall be a resident at the Project throughout the construction. The superintendent shall be fully authorized to act for the Contractor and to receive whatever orders or notices may be given for the proper prosecution of the work. The Contractor's field organization shall include an experienced staff of qualified technical personnel to handle on-site engineering, planning, and direction of all fieldwork.

7.1.2 Any person employed on the Project who fails, refuses or neglects to obey the Superintendent or Contractor's other designated representative, shall, upon the order of the Project Manager, be at once removed from the Project and not again employed on any part of the Project.

### **7.2 General Use of Subcontractors**

7.2.1 The Contractor may utilize the services of specialty Subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty Subcontractors.

7.2.2 The Contractor shall not sublet or subcontract any portion of the Work to be done under the Contract until approval of such action has been obtained from the Town.

7.2.3 The Contractor is fully responsible to the Town for the acts and omissions of its Subcontractors, and of persons either directly or indirectly employed by them.

7.2.4 Nothing contained in the Contract creates any contractual relationship between any Subcontractor and the Town.

7.2.5 The Contractor shall put appropriate provisions in all Subcontracts relative to the Work to bind Subcontractors to the terms of the Contract insofar as applicable to the Work of Subcontractors, and to give the Contractor the same power to terminate any Subcontractor that the Town may exercise over the Contractor.

7.2.6 The Contractor shall make available to each proposed Subcontractor, before the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement which may be at variance with the Contract Documents. Subcontractors shall similarly make copies of applicable portions of such documents available to their respective proposed Sub-Subcontractors.

### 7.3 **Materials and Equipment Furnished by the Contractor**

7.3.1 The Contractor shall furnish and pay the cost of all of the necessary materials not furnished by the Town, all the superintendence, labor, tools, equipment, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery and transportation. The Contractor shall perform all the work required for the construction of all structures listed and itemized under the Bid Schedule of the Bid in strict accordance with the plans, Specifications and requirements and any amendments thereto and supplemental plans and Specifications hereafter approved.

7.3.2 Unless otherwise provided for in the Specifications, all workmanship, equipment, materials, and articles incorporated in the Project are to be the best of their respective kinds, new and undamaged.

7.3.3 Materials, supplies or equipment to be incorporated into the Project shall not be purchased by the Contractor or any Subcontractor subject to chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by the seller.

7.3.4 The Contractor shall furnish the Project Manager, for the Manager's approval, the name of the manufacturer of machinery and other equipment for materials the Contractor contemplates incorporating in the Project. The Contractor shall also furnish information on capacities, efficiencies, sizes, etc., and other information as may be required by the Project Manager. The Contractor shall submit samples for approval when requested. Machinery, equipment, materials, and articles installed or used without the Project Manager's approval are at the risk of subsequent rejection.

7.3.5 The Contractor shall give the Project Manager an electronic copy of all shop manuals, operating manuals, parts lists, classifications, catalog cuts, Specifications, warranties and guarantees for all equipment and machinery installed.

7.3.6 **Consideration of a product as an "equal" by the Project Manager may require that the manufacturer of such product furnish guarantees that extend beyond the usual product warranty time.** The refusal of a manufacturer to provide such guarantees is sufficient reason for rejecting the product.

### 7.4 **Patents and Copyrights**

7.4.1 The Contractor shall provide a suitable legal agreement with the patentee giving the Contractor the right to use any design, device, material, or process covered by letters patent or copyright, in the construction of the Project when the use has not been specified or required by the Drawings and Specifications. The Contractor shall file a copy of this agreement with the Town, if requested. The

Contractor and the Surety shall indemnify, defend and save harmless the Town from all claims for infringements on patented design, devices, material, process or any trademark or copyright during the prosecution or after the completion of the Project.

7.4.2 If any design, device, material, process or product of a particular manufacturer covered by letters patent or copyright is specified for use by the Drawings and Specifications, the Town is responsible for any claims for infringement by reason of the use of such design, device, material, process or product of a particular manufacturer; but the Contractor shall pay any royalties or license fees required.

## **7.5 Existing Utilities**

7.5.1 The Town has collected and shown on the Drawings available information on the location of existing underground, surface and overhead structures and utilities. However, the Town does not guarantee the results of the investigations are accurate or complete. It is the Contractor's responsibility to verify all locations of existing structures and utilities shown on the Drawings and to ascertain whether any other structures and utilities exist.

7.5.2 The Contractor shall support, and protect from injury, existing power lines, telephone lines, water mains, gas mains, sewers, cables, conduits, ditches, curbs, walks, pavements, driveways, and other structures in the vicinity of the Project which are not authorized to be removed until completion of the Project.

## **7.6 Coordination with Town Departments**

7.6.1 The Contractor shall always coordinate its Work with the Town of Estes Park Public Works and Utilities Departments. If it becomes necessary to close portions of any water system due to construction operations, a minimum of 48 hours notification shall be given the Utilities Department and whenever possible one week's notice should be given. It is the Contractor's responsibility to ensure continuity of the utilities.

7.6.2 If Town owned electrical utilities are involved, the Contractor shall coordinate its Work with the Town of Estes Park Utilities Department. Contractors should make every effort to give the Utilities Department one week's notice of upcoming construction involving the electric services; a minimum of 48 hours notification shall be given to the Utilities Department.

7.6.3 All electrical power and water from Town owned utilities required for the Project will be provided at the Contractor's expense.

## **7.7 Laws and Ordinances**

7.7.1 The Contractor shall perform all obligations under the Contract in strict compliance with all federal, state, and municipal laws, rules, statues, charter provisions, ordinances, and regulations, applicable to the performance of the Contractor under the Contract.

7.7.2 The Contractor shall obtain all other permits and licenses required in the prosecution of the Work.

7.7.3 IT IS UNLAWFUL AND UNETHICAL FOR ANY PERSON TO OFFER, GIVE OR AGREE TO GIVE ANY TOWN EMPLOYEE, TOWN OFFICIAL OR FORMER TOWN EMPLOYEE, OR FOR ANY TOWN EMPLOYEE, TOWN OFFICIAL OR FORMER TOWN EMPLOYEE TO SOLICIT, DEMAND, ACCEPT OR AGREE TO ACCEPT FROM ANOTHER PERSON, A GRATUITY OR AN OFFER OF EMPLOYMENT IN CONNECTION WITH ANY DECISION, APPROVAL, DISAPPROVAL, RECOMMENDATION OR PREPARATION OF ANY PART OF A PROGRAM REQUIREMENT OR A PURCHASE REQUEST, INFLUENCING THE CONTENT OF ANY SPECIFICATION OR PROCUREMENT STANDARD, RENDERING OF ADVICE, INVESTIGATION, AUDITING OR IN ANY OTHER ADVISORY CAPACITY IN ANY PROCEEDING OR APPLICATION, REQUEST FOR RULING, DETERMINATION, CLAIM OR CONTROVERSY, OR OTHER PARTICULAR MATTER, PERTAINING TO ANY PROGRAM

REQUIREMENT OR A CONTRACT OR SUBCONTRACT, OR TO ANY SOLICITATION OR PROPOSAL THEREFOR.

7.7.4 IT IS UNLAWFUL AND UNETHICAL FOR ANY PAYMENT, GRATUITY OR OFFER OF EMPLOYMENT TO BE MADE BY OR ON BEHALF OF A SUBCONTRACTOR UNDER A CONTRACT TO THE PRIME CONTRACTOR OR HIGHER TIER SUBCONTRACTOR OF ANY PERSON ASSOCIATED THEREWITH, AS AN INDUCEMENT FOR THE AWARD OF A SUBCONTRACT OR ORDER.

## 7.8 **Protection of Persons**

7.8.1 It is a condition of the Contract, and the Contractor shall make a condition of each Subcontract entered into pursuant to the Contract, that the Contractor and any Subcontractor shall not require any laborer, mechanic or other person employed in performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to health or safety. The Contractor shall comply with all applicable safety rules and regulations adopted by the United States Department of Labor Occupational Safety and Health Administration (OSHA), the Industrial Commission of the State of Colorado or the Town of Estes Park, whichever is most restrictive. The Town assumes no duty to insure that the Contractor follows the safety regulations issued by OSHA or the State of Colorado.

7.8.2 For operations involving trenching, excavation or any other underground construction, the Contractor's attention is specially directed to and its Work shall conform to the Construction Safety and Health Regulations, Part P Subparagraph 1926.650-653 by OSHA, latest revision.

7.8.3 The Contractor shall always, whether or not so specifically directed by the Project Manager, take necessary precautions to ensure the protection of the public. The Contractor shall furnish, erect, and maintain at its own expense all necessary precautions for the protection of the Work and safety of the public through and around its construction operations.

## 7.9 **Protection of Property**

7.9.1 The Contractor shall continuously and adequately protect the Work from damage, injury or loss arising in connection with the Contract. It shall repair or replace at its expense any such damage, injury or loss, except such as may be directly due to error in the Contract or caused by agents or employees of the Town. It shall provide and maintain at its expense all passageways, barricades, guard fences, lights, and other protection facilities required by public authority or local conditions.

7.9.2 The Contractor is responsible for protection of all public and private property on and adjacent to the site of the Work. It shall use every precaution necessary to prevent damage to curbs, sidewalks, driveways, trees, shrubs, sod, mailboxes, fences, and other private and public improvements. It shall protect carefully from disturbance or damage all land monuments and property markers until an authorized agent has witnessed or otherwise referenced their locations, and shall not remove them until directed.

7.9.3 The Contractor shall carefully preserve all monuments, benchmarks, property pins, reference points, and stakes. The Contractor shall be charged with the expense of replacement of any such items destroyed and shall be responsible for any mistake or loss of time that may be caused. Permanent monuments or benchmarks which must be removed or disturbed shall be protected until they can be properly referenced for relocation. The Contractor shall furnish materials and assistance for the proper replacement of such monuments or benchmarks, but actual replacement shall be done by a licensed surveyor.

7.9.4 Whenever, in the opinion of the Town, the Contractor has not taken sufficient precaution for the safety of the public or the protection of the work to be constructed under the Contract or of adjacent structures or property, and whenever, in the opinion of the Town, an emergency has arisen and immediate action is considered necessary, then the Town, with or without notice to the Contractor, may provide suitable protection by causing work to be done and material to be furnished and placed. The cost of such work and material shall be borne by the Contractor and, if the same is not paid on presentation of the bills therefore, such costs may be deducted from any amounts due or to become due the Contractor. The

performance of such emergency work shall not relieve the Contractor of responsibility for any damage that may occur.

#### **7.10 Protection of Historical Sites**

7.10.1 When the Contractor's excavating operations encounter remains of prehistoric people's dwelling sites or artifacts of historical or archeological significance, the Contractor shall temporarily discontinue the operations, and immediately advise the Project Manager. The Project Manager will contact archeological authorities to determine the disposition of the items in question. When directed, the Contractor shall excavate the site in such a manner as to preserve the artifacts encountered and remove them for delivery to the custody of the proper authorities. Such excavation is considered, and paid for, as extra Work.



## **7.11 Responsibility to Repair**

7.11.1 Should any existing property be damaged, the Contractor shall immediately notify the owner of such property. Unless authorized in writing by the owner of the property or directed by the Project Manager, the Contractor shall not attempt to make repairs. Written authorization from the owner to make repairs must be so worded as to save the Town harmless from any responsibility whatsoever relative to the sufficiency of the repairs, and to make the Town a beneficiary of that provision. The Contractor shall give the Project Manager a copy of the written authorization to make repairs.

7.11.2 When any direct or indirect damage or injury is done to any public or private property or utility by or on account of any act, omission, neglect or misconduct in the execution of the Work, the Contractor shall restore the damaged property at its own expense to a condition equal to or better than that existing before such damage or injury.

7.11.3 The Contractor shall replace any materials and equipment lost, stolen, damaged or otherwise rendered useless during the performance of Work on the Project.

## **7.12 Traffic Control**

7.12.1 The Contractor shall arrange Work to disrupt traffic as little as possible. All traffic Control Devices used shall conform to the latest edition of the Manual of Uniform Traffic Control Devices, (MUTCD). Except as otherwise permitted, two-way traffic shall be maintained at all times in public roadways. At least 72 hours before starting any Work in Town right-of-way, the Contractor shall submit a detailed traffic control plan for review from the Public Works Department. The approval shall establish the requirements for closures related to the number of lanes and time of day lanes or streets may be closed. The Traffic Control Plan (TC Plan) shall include the name of the contractor, the name and phone number of the person responsible for the traffic control, the date for beginning and ending construction activity and hours of operation expected. The TC Plan should show the widths of streets involved, traffic lanes, the size and location of the Work area with distances from the curb, distance to the nearest intersection and the type and location of traffic control devices. No changes to the TC Plan shall be permitted without prior approval by the Public Works Department.

7.12.2 The Contractor shall furnish and maintain all necessary signs, barricades, lights, and flaggers necessary to control traffic and provide for safety of the public, all in compliance with the MUTCD with subsequent revisions and additions, and to the satisfaction of the Public Works Department.

7.12.3 Whenever a police officer is necessary for traffic control, the Contractor shall hire and pay a uniformed off-duty police officer with authority in the Town to direct traffic. The police department will determine the rate of pay for the officers.

7.12.4 The Contractor shall make its Traffic Control plans in concurrence with the Traffic Control requirements specifically stated in the Special Conditions.

## **7.13 Sanitary Regulations**

7.13.1 The Contractor is responsible for providing proper health and sanitation facilities for its employees, in compliance with any rules and regulations of the State Board of Health or any other bodies having jurisdiction.

7.13.2 The Contractor shall always provide an abundant supply of safe drinking water for its employees and shall give orders against the drinking of any water known to be unsafe in the vicinity of the Project.

7.13.3 At convenient places, the Contractor shall provide fly-proof outside toilets which are to be maintained in a sanitary condition. Toilets shall not be permitted in any reservoir area and shall not be permitted where they may pollute a water supply.

## 7.14 Pollution Control

7.14.1 The Contractor shall comply with all applicable Federal and State laws, orders, and regulations concerning the control, prevention, and abatement of water pollution, air pollution, and noise pollution in all operations pertaining to the Contract whether on right-of-way provided by the Town or elsewhere.

7.14.2 The Contractor shall use construction methods that prevent release, entrance or accidental spillage of solid matter, contaminants, debris, and other objectionable pollutants and wastes including, but not restricted to refuse, garbage, cement, concrete, sewage effluent, industrial waste, radioactive substances, oil and other petroleum products, aggregate processing tailings, mineral salts, and thermal pollution. Non-regulated solid wastes shall be disposed of by methods approved under applicable laws and regulations, including, the Resource Conservation and Recovery Act (RCRA), Subtitle D, as administered by Colorado and local Health Departments and the EPA. Contaminated and hazardous materials are regulated by RCRA, Subtitles C and D. The Contractor shall notify the Colorado Department of Public Health and Environment, local health departments, and the Estes Valley Fire Protection District if suspect materials are encountered.

7.14.3 The Contractor shall utilize methods and devices that are reasonably available to control, prevent, and otherwise minimize atmospheric emissions or discharges of air contaminants including dust in its construction activities and operation of equipment.

7.14.4 **The Contractor shall not emit dust into the atmosphere during any operations, including but not limited to:** grading; excavating; manufacturing, handling or storing of aggregates; trenching; or cement or pozzolans. The Contractor shall use the necessary methods and equipment to collect, deposit, and prevent dust from its operations from damaging crops, orchards, fields or dwellings or causing a nuisance to persons. The Contractor is liable for any damage resulting from dust.

7.14.5 The Contractor may not operate equipment and vehicles with excessive emission of exhaust gases due to improper mechanical adjustments, or other inefficient operating conditions, until repairs or adjustments are made.

7.14.6 Burning trash, rubbish, trees, brush or other combustible construction materials is permitted only when the Contractor has any necessary burning permit from any authority having jurisdiction. Burning shall be conducted in strict conformance with the permit.

7.14.7 De-watering for structure foundations or earthwork operations adjacent to or encroaching on lakes, streams or water courses shall be done in a manner which prevents muddy water and eroded materials from entering the lakes, streams or water courses, by construction of intercepting ditches, bypass channels, barriers, settling ponds or by other approved means. Excavated materials may not be deposited or stored in or alongside lakes or water courses where they can be washed away by high water or storm runoff.

7.14.8 The Contractor may not allow waste water from aggregate processing, concrete batching or other construction operations to enter lakes, streams, water courses or other surface waters without turbidity control methods such as settling ponds, gravel-filter entrapment dikes, approved flocculation processes that are not harmful to fish, recirculation systems for washing of aggregates or other approved methods. Any waste waters discharged into surface waters shall conform to applicable discharge standards of the Colorado Department of Public Health and Environment and the Federal Government.

## 7.15 Stormwater Quality

7.15.1 The Contractor shall be responsible for the preservation and protection of storm water collection systems and other natural and developed drainage ways, which may be affected by Work done under the Contract. Any construction activity may be required to obtain a Stormwater Discharge Permit Associated with Construction Activity from the Colorado Department of Public Health and Environment (CDPHE). The Colorado Department of Public Health and Environment, Water Quality Control Division, can be reached at 303-692-3500 (<http://www.cdphe.state.co.us/wq/PermitsUnit/wqcdpmt.html> ). Unless otherwise indicated,

the Contractor is responsible for obtaining this permit from the Colorado Department of Public Health and the Environment.

7.15.2 The Contractor shall satisfy all environmental quality standards imposed by law and take reasonable steps to minimize the environmental impact of the work. In compliance with applicable Town, state and federal law:

1. The Contractor shall not pollute the water of any pond, lake, stream, ditch, or other watercourse.
2. The Contractor will implement erosion control practices and stormwater best management practices.
3. The Contractor will comply with all appropriate groundwater discharge permits associated with this project.

7.15.3 All permit requirements must be met throughout the warranty period and until Final Stabilization is reached.

7.15.4 For purposes of this Contract, the Project Manager is authorized to enforce the Estes Park Municipal Code. Any direct costs, including assessed fines, will be charged to the Contractor and appropriate deduction will be made from the Contractor's monthly payments.

7.15.5 This work consists of constructing, installing, maintaining, and removing when required, erosion control measures during the life of the Contract or length of any permit, whichever is open longer, to prevent or minimize erosion, sedimentation, and pollution of any state waters including wetlands as defined in the Colorado Department of Transportation Standard Specifications Section 208 or 107.25, or Urban Drainage and Flood Control District (UDFCD) Volume 3 Urban Storm Drainage Criteria Manual, or Town design standards.

7.15.6 The Contractor shall coordinate the construction of temporary erosion control measures with the construction of permanent erosion control measures to assure economical, effective and continuous erosion control throughout the construction and warranty period.

7.15.7 The materials for erosion control measures shall conform to Section 208 of the Colorado Department of Transportation Standard Specifications or Urban Drainage and Flood Control District (UDFCD) Volume 3 Urban Storm Drainage Criteria Manual.

7.15.8 The Contractor is responsible for complying with the requirements of any Town development permit or approval and the Stormwater Discharges Permit associated with Construction Activity Permit from CDPHE until the permits have been formally inactivated. Contract requirements include:

- Develop a Stormwater Management Plan (SWMP) and submit to the Town for review and approval.
- After Town approval of the SWMP, submit a permit application to CDPHE at least 10 days prior to the start of construction activities.
- Submit proof of issuance of a Town development permit or approval and proof of issuance of a Stormwater Discharge Permit Associated with Construction Activity to the Project Manager.

During Construction

- Keep a current copy of the SWMP on site at all times.
- Document any plan changes on the approved SWMP.
- Install Best Management Practices (BMPs) according to specifications outlined in the SWMP.
- Perform visual inspection daily.
- Perform written inspections of stormwater and erosion controls every 14 days and following each significant storm event.
- Maintain inspection records and maintenance records on-site with the SWMP at all times.
- Provide SWMP and inspection records to Town Inspector upon request.
- Maintain and modify BMPs to reflect current conditions of the job site until Final Stabilization is achieved.

- In accordance with project schedule, implement phasing of grading and temporary vegetation cover to properly manage site runoff during periods of construction inactivity.

#### Post-Construction

- Project Manager or Designee will determine when final stabilization is reached. Final Stabilization, as defined by the State of Colorado, is reached when all soil disturbing activities at the site have been completed and a uniform vegetative cover has been established with a density of at least 70 percent or pre-disturbance levels or equivalent, permanent, physical erosion reduction methods have been employed.
- Remove all temporary BMPs.
- Inactivate Town development permit and the Stormwater Discharge Permit Associated with Construction Activity through Inactivation Notice or Notice of Transfer or Reassignment as determined by the Project Manager.

7.15.9 For more specific information about SWMP requirements, refer to state standards and specifications.

7.15.10 Construction sites that discharge un-permitted stormwater are in violation of the Clean Water Act, and may be subject to fines of up to \$25,000 a day per violation and subject to additional civil penalties.

7.15.11 When included in the Special Conditions, the Contractor shall assign to the project an employee, or other person approved by the Project Manager to serve in the capacity of the Erosion Control Supervisor (ECS). The ECS shall be a person other than the Contractor's superintendent, unless otherwise approved by the Project Manager. The ECS shall be experienced in all aspects of construction and have satisfactorily completed an ECS training program authorized by the Town. *Certified Erosion Control Training* is required for contractors responsible for installing and maintaining the BMPs. Call (303) 441-1439 to inquire about the next training opportunity. Proof that this requirement has been met shall be submitted to the Project Manager prior to start of any earth disturbance work.

7.15.12 The ECS's responsibilities shall be as follows:

- Ensure compliance with all water quality permits in effect during the construction work.
- Directly supervise the installation, construction, and maintenance of all erosion control measures specified in the Contract and coordinate the construction of erosion control measures with all other construction operations.
- Direct the implementation of suitable temporary erosion and sediment control features as necessary to correct unforeseen conditions or emergency situations. Direct the dismantling of those features when their purpose has been fulfilled unless the Project Manager directs that the features be left in place.
- Inspect all erosion control features implemented for the project. The written inspections shall take place at least once every 14 days and after each storm event that causes surface runoff and be available for review upon request. The appropriate form for this report will be supplied by the Project Manager. The inspections shall be made during the progress of the work, during work suspensions, and until final stabilization acceptance of the work. During project suspensions, inspections shall take place at least once every 14 days, or as directed.
- Attend all project scheduling meetings as required by Project Manager.
- Upon the Project Manager or Inspector's request, implement necessary actions to reduce anticipated or presently existing water quality or erosion problems resulting from construction activities. The criteria by which the Project Manager or Inspector initiates this action may be based on water quality data derived from monitoring operations or by any anticipated conditions (e.g., predicted storms) which the Project Manager or Inspector believes could lead to unsuitable water quality situations.

7.15.13 All erosion control shall be performed in accordance with Sections 208 of the Colorado Department of Transportation's Standard Specifications or Construction Best Management Practices of UDFCD Volume 3 Urban Storm Drainage Criteria Manual.

7.15.14 Unless listed in the Bid Document, all erosion control features, including the Erosion Control Supervisor will not be measured, but will be paid for on a lump sum basis. The lump sum price bid will be full compensation for all work required to complete the item.

7.15.15 Work to furnish, install, maintain, remove and dispose of erosion and sediment control features specified in the Bid document will be paid for at the contract unit price.

#### **7.16 Cleaning Up and Restoration**

7.16.1 The Contractor shall clean up all refuse or scrap materials so the site presents a neat, orderly, and workmanlike appearance at all times.

7.16.2 Upon completion of the Project, and before Final Inspection, the Contractor shall remove from the construction site and any occupied adjoining property all plants, buildings, refuse, unused materials, forming lumber, sanitary facilities, and any other materials and equipment that belong to the Contractor or its Subcontractors.

7.16.3 The Town may clean up and restore the construction site satisfactorily when the Contractor fails to do so. Any costs the Town incurs will be deducted from the Final Payment due the Contractor.

#### **Article 8--OTHER WORK**

8.1 The Town reserves the right to award other Contracts in connection with the Project. The Contractor shall cooperate with and afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall coordinate its Work with theirs.

#### **Article 9--TOWN'S RESPONSIBILITIES**

9.1 The Town will furnish the data required by the Contract and will make payments to the Contractor as provided by these General Conditions.

#### **Article 10--PROJECT MANAGER'S RESPONSIBILITIES**

10.1 The ~~Project~~ Project Manager (Project Manager is a defined term meaning the Town's authorized representative) shall maintain Owner's authority over the Contractor relating to field direction and project administration, but does not assume liability for the Contractor's work, nor control scheduling whenever such performance is located in or upon the Town's property. The Project Manager will furnish or coordinate all explanations from consultants, field directions, horizontal and vertical control and inspections necessary to assure compliance with the Project documents, except as otherwise stated in the Project documents.

#### **10.2 Lines and Grades**

10.2.1 The Contractor shall survey and stake as specified in the Special Conditions.

10.2.2 If the Special Conditions indicate the Project Manager is responsible for appointment and payment of a surveyor for construction staking. The Contractor shall give assistance, as required by the Surveyor, to aid in the staking, including clearing, improving access, exploratory excavations, and suspending operations to permit the surveyor to perform its work.

10.2.3 If the Project Manager appoints a Surveyor, the Contractor shall give notice to the Surveyor at least five working days before initial lines and grades are needed. Thereafter, the Contractor shall give the Surveyor notice at least three working days before additional line and grade stakes are needed. The Project Manager is not responsible for providing lines and grades until the Contractor meets the notice requirements of this Article.

10.2.4 If the Project Manager appoints a surveyor, the Contractor shall preserve all stakes, benchmarks, and any other survey points. If the Contractor damages them, the Contractor shall pay for their replacement. Contractor shall preserve, reset or reestablish all bench marks, monuments and other established control points as the Project warrants.

### 10.3 Inspection

10.3.1 The Project Manager shall appoint Inspectors to inspect the Project. Inspection may extend to all or any part of the Project. The Inspectors are not authorized to alter the provisions of the Drawings or Specifications or to delay the fulfillment of the Contract by failure to inspect materials and Work with reasonable promptness.

10.3.2 An Inspector has authority to reject defective materials and to suspend any Work that is being done improperly subject to the final decision of the Project Manager.

10.3.3 The Contractor shall give the Project Manager due and timely notice of readiness when the Project is to be inspected, tested or approved by someone other than the Inspector. The Contractor shall give the Project Manager required certificates of inspection, testing or approval. Inspection, tests or approvals by the Project Manager or others does not relieve the Contractor from its obligations to perform the Work according to the requirements of the Contract.

10.3.4 If the Project Manager considers it necessary or advisable that previously completed or covered Work be inspected or tested, the Contractor shall uncover, expose or otherwise make the Work available to the Project Manager for inspection and testing. The Contractor shall furnish all tools, labor, material, and equipment necessary to make the Work available. If the Project Manager finds the Work defective, the Contractor shall pay for the cost of satisfactory reconstruction and making the Work available. However, if the Work is not found defective, the Contractor will be allowed an increase in the Contract Price and/or an extension of the Contract Time for costs and time directly attributable to making the Work available and for reconstruction.

10.3.5 If the Contractor's operations require inspecting, testing or surveying to be done outside normal working hours or on Town holidays, it shall be at the Contractor's expense.

### 10.4 Stop Work Order

10.4.1 The Project Manager has the authority to suspend Work on the Project either in whole or in part, for as long as the Project Manager deems necessary due to:

- X Unsuitable weather;
- X Faulty workmanship;
- X Improper superintendence;
- X Contractor's failure to carry out orders or to perform any provision of the Contract;
- X Conditions which may be considered unfavorable for the prosecution of Work on the Project; or
- X Work being carried on in an unsafe manner.

10.4.2 If it is necessary to stop work for an indefinite period, the Contractor shall, if directed by the Project Manager, store all materials in such a manner that they will not become an obstruction or become damaged in any way. The Contractor shall take every precaution to prevent damage to or deterioration of the Work, providing suitable drainage and erecting temporary structures where necessary.

10.4.3 The Project Manager will put the Stop Work order in writing and the Contractor may not proceed with Work on the suspended portion of the Project until notified in writing by the Project Manager.

## 10.5 Disputes

10.5.1 If the Contractor considers any Work directed by the Town to be outside the Contract requirements, or if it considers any ruling of the Project Manager to be unfair, it shall immediately ask for a written instruction or decision and shall perform the Work in conformance with the Project Manager's ruling. If the Contractor considers such instructions unsatisfactory, it shall file a written protest with the Project Manager within ten days after their receipt.

10.5.2 All claims, disputes and other matters in question arising out of or relating to the Contract shall be submitted to the Project Manager before the Contractor can begin litigation.

10.5.3 The parties agree that any litigation by Contractor against the Town concerning this Contract shall be filed not more than 2 years after the date of the Notice of Construction Acceptance. The parties agree that any litigation filed by Town against Contractor concerning this Contract shall be filed not more than 2 years after the date of the Notice of Final Acceptance.

## Article 11—CHANGES

### 11.1 General

11.1.1 The Town may make alterations to the Project without the consent of the Surety at any time during the Work. The Contractor shall perform the Work as changed, as if originally specified. The alterations do not invalidate the Contract in any way.

11.1.2 The Project Manager may, at any time, without notice to the Surety, by written notice to the Contractor, make any change in the Work to be performed within the general scope of the Contract, including but not limited to changes:

- In the Specifications (including Drawings and designs);
- In the method or manner of the performance of the Work;
- In facilities, equipment, materials, services or site furnished by the Town; or
- Directing acceleration in the performance of the Work.

11.1.3 Any written order (which terms as used in this Article shall include direction, instruction, interpretation or determination) from the Project Manager, which may warrant a time extension or increased or decreased costs) will be treated as a Change Order under this Article provided that the Contractor gives the Project Manager written notice within seven (7) calendar days of that condition, stating the date, circumstances, and source of the order and that the Contractor regards the order as a Change Order. However, the Town will not authorize a change in the Contract Price for work done before approving a Change Order authorizing the additional work. If the Town and the Contractor do not agree to the terms of a Change Order, including the amount of additional compensation, the Contractor shall proceed with the work under the terms of the Contract and shall maintain accurate records of the costs as described in the General Conditions, Article 11.

11.1.4 The Contractor may not treat any order, statement or conduct of the Project Manager as a change under this Article nor become entitled to an equitable adjustment in the Contract Price or Performance Time, except as provided in this Article.

11.1.5 If any change under this clause causes an increase or decrease in the Contractor's cost or the time required for the performance of any part of the Work under the Contract, whether or not changed by any order, an equitable adjustment will be made and the Contract modified in writing accordingly.

In no case will the price adjustment change the original Contract Price to an amount not appropriated by the Town Board and approved by the appropriate Town representative per its purchasing policies.

11.1.6 Claims for changes in the Contract Price or Contract Time of Performance will not be considered after the Final Payment has been made.

## 11.2 Compliance with §24-91-103.6

11.2.1 Notwithstanding any other language in this contract, the issuance of any Change Order or other form of order or directive by the Town requiring additional compensable work to be performed which will cause the Contract Price to exceed the amount appropriated for the Work is prohibited unless the Contractor is given written assurance by the Town that lawful appropriations to cover the costs of the additional work have been made or unless the Contract contains a remedy granting provision.

## 11.3 Field Orders

11.3.1 The Project Manager may make changes in the details of the Project at any time, by issuing a Field Order. The Contractor shall proceed with the performance of any changes in the Project ordered by the Project Manager. If the Contractor believes that such Field Order entitles it to a change in Contract Price or Time, or both, it shall give the Project Manager written notice within ten days after the receipt of the Field Order. Thereafter, the Contractor shall document the basis for the change in Contract Price or Time within thirty days.

## 11.4 Change Orders

11.4.1 Changes in the Contract Price are authorized only by Change Orders. Changes in contract time may be made by a Change Order or by other appropriate written authorization. Any requests for extension of time due to conditions outside of the Contractor's control shall be made in writing within seven (7) calendar days of that condition.

11.4.2 Any difference in cost from Change Orders shall be added to or deducted from the amount of the Contract, as the case may be. Adjustments in the amounts to be paid to the Contractor on account of changed Work will be determined by one of the following methods in the order listed:

- X Unit Prices submitted in the Bid Schedule;
- X Negotiated Unit Prices; and
- X Negotiated lump sum.

## 11.5 Extras and Force Account Work

11.5.1 The Contractor shall perform any Work and furnish materials and equipment necessary or desirable for proper completion of the Contract if the Project Manager believes it necessary to order Work or materials or equipment which, in the Project Manager's opinion, are not susceptible to classification under the Unit Price items named in the Bid Schedule, and are not included in any lump sum bid item. The Project Manager will order such labor, material and equipment in writing before the extra Work is started. The labor, material and equipment will be classed as extra Work. The Town will not pay for extra Work unless the Town orders in extra work in writing. All claims for extra Work shall be submitted to the Project Manager, supplemented by any data the Project Manager requires.

11.5.2 Extra Work and Work involving a combination of increases and decreases in the Work will ordinarily be paid for at a lump sum or Unit Price agreed upon in writing by the Project Manager and Contractor before the extra Work Order is issued. In the negotiation of lump sum or Unit Prices, the agreed estimated cost of the Work plus an allowance for overhead and profit, not to exceed the allowances stated in Section 11.5.3, shall be used.



11.5.3 The allowance for overhead and profit will include full compensation for superintendence, bonds and insurance premiums, taxes (other than sales or use taxes included in the cost of materials), office expense, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided under Sections 11.5.4, 11.5.5 and 11.5.6. The allowance for overhead and profit will be according to the following schedule:

**ACTUAL NECESSARY COST ALLOWANCE:**

Labor	20 percent
Materials	15 percent
Equipment	10 percent

The Actual Necessary Cost for labor, materials, or equipment will be computed according to Sections 11.5.4, 11.5.5 and 11.5.6.

Superintendence, bond and insurance premiums, taxes (other than sales or use taxes inclusive in the cost of materials), and other general expense will not be included in the computation of actual necessary cost. When all or any part of the extra Work is performed by a Subcontractor or specialty firm, the prime Contractor may add five percent of the Subcontractor's total cost for the extra Work. The Contractor shall give the Project Manager daily report sheets covering the direct cost of labor and materials and charges for equipment. The daily report sheets shall provide names or identifications and classifications of workers and hours worked, as well as size, type and identification number of equipment and hours operated. Material charges shall be substantiated by valid copies of vendors' invoices. The Project Manager will make any necessary adjustments and compile the costs of cost-plus Work. When these reports are agreed upon and signed by both parties, they become the basis of payment for the Work performed.

11.5.4 Labor: The cost of labor used in performing the Work by the Contractor, a Subcontractor, or other forces will be the sum of the actual wages paid plus any employer payments to, or on behalf of, workers for fringe benefits including health and welfare, pension, vacation, and similar purposes; all payments imposed by State and Federal laws including, but not limited to, compensation insurance, and social security payments; and the amount paid for subsistence and travel required in accordance with the regular practice of the employer.

At the beginning of the contract or as later requested by the Project Manager, the Contractor shall furnish the Project Manager proof of labor compensation rates being paid or already paid.

11.5.5 Materials: The cost of materials used in performing the Work, including transportation charges for delivery (exclusive of machinery rentals), will be the cost to the purchaser, whether Contractor, Subcontractor or other forces, from the Supplier thereof, inclusive of sales or use taxes, except if, in the opinion of the Project Manager, the cost of materials is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material. If the Project Manager finds the cost excessive or the Contractor has not furnished evidence of the cost, then the cost will be deemed to be the lowest current wholesale price for the quantity concerned delivered to the job-site less cash or trade discounts.

The Town reserves the right to furnish materials for the Work and the Contractor may not claim costs and profit on materials furnished by the Town.

The Town reserves the right to purchase from the Contractor any materials previously purchased for a project and not used. Payment for the materials will be based on the actual material cost as shown on the Supplier's invoice, any transportation charges incurred, plus a fifteen percent handling fee.

11.5.6 Equipment: The Contractor will be paid according to the rental rates agreed upon in writing before extra or force account Work is begun, for any machinery or special equipment (other than small tools) authorized by the Project Manager. The Contractor may furnish cost data to assist the Project Manager in the establishment of the rental rate.

The rental rates paid, as provided above, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operator wages will be paid separately, as provided in Section 11.5.4.

Individual pieces of equipment or tools having a replacement value of \$100.00 or less, whether or not consumed by use, are considered small tools and no payment will be made for them.

Rental time will not be allowed while equipment is inoperative due to breakdowns or storage on-site.

11.5.7 Equipment on the Work: The rental time to be paid for equipment on the Work is the time the equipment is in productive operation on the extra Work being performed.

11.5.8 Eliminating Items: The Project Manager shall notify the Contractor in writing to eliminate any items contained in the proposal unnecessary for the proper completion of the Work. Such action will not invalidate the contract. The Contractor, by Change Order, will be reimbursed for actual work done and all cost incurred, including mobilization of materials and equipment before the elimination of such items.

## Article 12--CONTRACT TIME

### 12.1 General

12.1.1 Time is of the essence in the performance of all Work contemplated in the Contract. Therefore, the Work shall be commenced no later than ten days from and including the date of Notice to Proceed and shall be fully completed in a satisfactory and acceptable manner within the time stated in the Contract.

12.1.2 The capacity of the Contractor's construction plant and force shall be sufficient as to insure completion of the Project within the allotted time. The Contractor shall use multiple crews if necessary to complete the Project within the allotted time.

### 12.2 Delays

12.2.1 Delay claims fall into three categories: non-excusable, excusable, or compensable. Any payment for delays or the granting of time extensions require a properly executed Change Order per Article 11.

12.2.1.1 **Non-excusable delay** is one caused by factors within the Contractor's reasonable control. The delay is the Contractor's fault; no additional time or additional compensation is allowed. Typical types of non-excusable delays are:

- X Late submittal of Shop Drawings;
- X Late procurement of materials or equipment;
- X Insufficient personnel;
- X Unqualified personnel;
- X Inadequate coordination of Subcontractors or other contractors;
- X Subcontractor delays;
- X Late response to Town and Project Manager inquiries; or
- X Construction not conforming to contract requirements making repeated re-working necessary.

12.2.1.2 **Excusable delay** is caused by factors beyond the Contractor's reasonable control, but is not the result of the Town's actions or failure to act. An excusable delay entitles the Contractor to an extension of time but no additional compensation for the cost of the delay.

12.2.1.3 **Compensable delay** is one where the Town has failed to meet an obligation stated or implied in the construction contract. If the Project Manager considers a delay as compensable, the Town will grant a time extension and reimburse the Contractor for the increased cost caused by the delay. Typical types of Town-caused delays are:

- X Late approval of Shop Drawings and samples;
- X Delays in answers to field inquiries by the Contractor;
- X Interference with the Contractor during construction;
- X Town-caused schedule changes;
- X Design changes; or
- X Interference by other contractor's or the Town's forces.

### 12.3 **Failure to Complete Work on Time--Liquidated Damages**

12.3.1 The Town may permit the Contractor to proceed if the Contractor fails to substantially complete the Work on or before the original date set forth for Substantial Completion in the Contract, or on or before the corrected date of Substantial Completion. In such case, the Town will deduct the sum specified in the Contract for each day that the Work remains uncompleted. This sum shall not be a penalty but is liquidated damages.

12.3.2 The parties agree that, under all of the circumstances, the daily basis and the amount set forth as liquidated damages is reasonable and equitable. The Town expends additional personnel effort in administrating the Contract or portions of it that are not completed on time, and such efforts and the costs thereof are impossible to accurately compute. In addition, some, if not all, citizens of Estes Park incur personal inconvenience and lose confidence in their government as a result of public projects or parts of them not being completed on time, and the impact and damages, certainly serious in monetary as well as other terms, are impossible to measure.

12.3.3 The Contractor shall perform with due diligence, regardless of meeting the various scheduled deadlines. If, in the opinion of the Town's Project Manager, or other authorized agent of the Town, the Contractor is not prosecuting the Work under the Contract, written notice will be given and the Contractor shall have seven days to resume the Work with due diligence. Failing a cure, liquidated damages will be charged until there is resumption of prosecution with due diligence.

12.3.4 Permitting the Contractor to continue and finish the Work, or any part of it, after the time fixed for its completion, or after the date to which the time of completion may have been extended, shall not operate as a waiver on the part of the Town of liquidated damages or any of its rights under the Contract.

## **Article 13--WARRANTY AND GUARANTEE: SAMPLES AND TESTING; DEFECTIVE WORK AND MATERIALS**

### 13.1 **Warranty and Guarantees**

13.1.1 The Contractor and its Surety are jointly and severally responsible for the condition of all completed Work, maintenance (unless the Town is required by the Special Conditions to assume responsibility for maintenance) and satisfactory operation of Work performed under the Contract for a period of two years following the Notice of Construction Acceptance or for one year after warranty work is fully satisfied. A notice of warranty work that requires repair or replacement under the warranty will be submitted to the Contractor on a Notice of Warranty Work. The Contractor and Surety are jointly and severally responsible for the satisfactory repair or replacement of any Work, materials or equipment which are found defective during this period, provided any failure results directly or indirectly from faulty workmanship or negligence by the Contractor, from faulty manufacturing or from faulty erection or improper handling of materials or equipment furnished or installed by the Contractor. Neither the Contractor nor Surety is liable for any failure resulting from the Town's neglect or improper operation of facilities or the acts of third parties.

## **13.2 Samples and Testing**

13.2.1 All materials and equipment used in the Project will be subject to sampling and testing according to generally accepted standards and as required in the Contract Documents. In the absence of direct references, the sampling and testing of materials will be done according to current Specifications of the American Society for Testing and Materials or the American Water Works Association. The Contractor shall cooperate with the Project Manager in collecting and forwarding required samples.

13.2.2 The Contractor shall not incorporate any materials into the Project or cover any part of the Work until it has been inspected and approved according to the Contract Documents.

13.2.3 The Contractor shall furnish all samples without charge. The Contractor will cooperate with the Project Manager in collecting, handling, storing, and forwarding required samples including the furnishing of manpower and equipment when necessary.

13.2.4 The Town will pay the cost of the initial test except when the Contract states otherwise. The Town will charge the Contractor for repeated tests due to failure of the initial test.

## **13.3 Access to Work**

13.3.1 The Project Manager and the Manager's representatives shall have access to the Project at any time for purposes of inspection, sampling, and testing. Access shall extend to authorized representatives of participating federal or state agencies and to other public authorities having jurisdiction established by law. The Contractor shall provide proper facilities for access to the Project.

13.3.2 Access to the Project shall mean wherever and whenever it is in manufacture, preparation or progress. It shall include access to payrolls, records of personnel, invoices of materials, terms and conditions of sale of materials and equipment to be incorporated in the Project, files, records, books, correspondence, instructions, Drawings, receipts, subcontracts, purchase orders, vouchers, memoranda and any other relevant data and records relating to the Contract.

13.3.3 The Town may, at reasonable times, inspect the part of the plant, place of business or worksite of the Contractor or Subcontractor at any tier which is pertinent to the performance of the Contract.

## **13.4 Defective Work and Materials**

13.4.1 Material and workmanship not conforming to the requirements of the Contract are deemed defective. Defective Work or material shall be removed immediately from the Project site and replaced with acceptable Work and material at the Contractor's expense.

13.4.2 If the Contractor fails to replace rejected materials or Work within ten days after receipt of written notice, the Town may replace or correct them and charge the cost to the Contractor and may terminate the right of the Contractor to proceed. Failure to detect previously installed defective materials or workmanship shall not impair the Town's right to receive a completed project which is free of defects and meets all of the requirements of the Contract Documents.

## **Article 14--PAYMENTS TO CONTRACTOR AND COMPLETION**

### **14.1 General**

14.1.1 Unless expressly provided otherwise, the prices shown in the Bid Schedule include the cost of all labor, materials, equipment, tools, forms, services, utilities, royalties, fees, and any other thing or expense necessary to complete the Project. Items not shown on the Plans, Specifications or Special Provisions but which are necessary to construct the Project will be considered a part of the Project whether specified or not and no separate payment will be made for these items.

14.1.2 Unless expressly provided otherwise in the Contract, the amount to be paid for the Work includes all labor, materials, forms, tools, scaffolding, plants, equipment, service, utilities, royalties, fees, and everything, whether temporary or permanent, necessary to complete the Project.

### **14.2 Determination of Amounts and Quantities**

14.2.1 The Project Manager shall verify determinations of amounts and quantities of Work performed. The Project Manager shall have access to the records as stated in Article 13.3. The method of measurement of the Contract Bid Items will be as specified in the Special Conditions or Technical Specifications.

### **14.3 Variations in Estimated Quantities**

14.3.1 Where the quantity of a pay item in the Contract is an estimated quantity and where the actual quantity of such pay item varies more than twenty-five percent below the estimated quantity stated in the Contract, the Contractor may request an equitable adjustment in the Contract Price, upon demand of the Town. The Contract Price adjustment will be based upon any decrease in costs due solely to the variation below seventy-five percent of the estimated quantity.

Where the quantity of a pay item in the Contract is an estimated quantity and the actual quantity of such pay item is more than twenty-five percent above the estimated quantity in the Contract, the Town may elect to terminate the Contract or issue a Change Order to adjust the Contract Price.

In no case will the price adjustment change the original Contract Price to an amount not appropriated by the Town Board and approved by an appropriate representative of the Town under its purchasing policies.

### **14.4 Monthly Estimates--Partial Payments**

14.4.1 The Contractor shall prepare monthly partial estimates (monthly estimates) for all Work completed up to that time. The authorized Town representative(s) shall approve the monthly estimates before progress payments will be made. The format of the monthly estimates will be related to the format of the Bid Proposal.

14.4.2 In making such progress payments, subject to the exceptions in this Article, the Town will retain five percent of the calculated value of completed Work for contracts in excess of \$150,000 and where the contractor is satisfactorily performing the contract. The withheld percentage of the Contract Price of any contracted Work will be retained until the contract is completed satisfactorily and finally accepted by the Town.

14.4.3 On Contract amounts of less than \$150,000, ten percent may be withheld until Final Payment.

14.4.4 If the Town finds that satisfactory progress is being made in any phase of the Contract, it may, upon written request by the Contractor, authorize payment from the withheld percentage to the Contractor. Before payment is made, the Town shall determine that satisfactory and substantial reasons exist for the payment and shall require written approval from any surety furnishing bonds for the Work.

14.4.5 Monthly estimates may include the value of acceptable materials required in the construction which have been delivered on the site of the Work or to adjacent railway siding and for which acceptable provisions have been made for preservation and storage, providing the Contractor submits with its monthly estimate, paid invoices in duplicate for the material for which payment is being requested. Material paid for by the Town becomes the property of the Town and, in the event of the default on the part of the Contractor, the Town may use or cause to be used such materials in construction of the Work provided for in the Contract.

14.4.6 The Town may withhold, in addition to retained percentages from Contractor payments, such an amount or amounts as may be necessary to cover:

14.4.6.1 Claims for labor or materials furnished the Contractor or Subcontractor(s) or reasonable evidence indicating probable filing of such claims;

14.4.6.2 Failure of the Contractor to make proper payment to Subcontractors or for material or labor furnished by others;

14.4.6.3 A reasonable doubt that the Contract can be completed for the balance then unpaid;

- X Evidence of damage to another Contractor or private property;
- X Uncorrected defective Work or guarantees that have not been met;
- X Failure of the Contractor to submit cost breakdowns, schedules, reports and other information required under the Contract;
- X Persistent failure to carry out the Work according to the Contract; or
- X Reasonable evidence that the Work will not be completed within the Contract Time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay.

14.4.7 The Town may disburse and has the right to act as agent for the Contractor in disbursing funds, withheld pursuant to this paragraph, to the party or parties who are entitled to payment therefrom, but the Town assumes no obligation to make such disbursement. The Town will render to the Contractor a proper accounting of all funds disbursed under this paragraph.

#### 14.5 Escrow Contract in Lieu of Retainage

14.5.1 When sums are withheld to assure satisfactory performance of any contract exceeding fifty thousand dollars, the Contractor may withdraw the whole or any portion of the withheld sums if the Contractor deposits acceptable securities with the Director of Finance to negotiate the acceptable securities and to receive the payments due the Town pursuant to law or the terms of the Contract. To the extent there are excess funds resulting from negotiation, the balance shall be returned to the Contractor. Acceptable securities which are deposited shall have a market value at least equal in value to the amount withdrawn at all times. If at any time the Town determines that the market value of the acceptable securities deposited has fallen below the amount withdrawn, the Director of Finance shall give notice to the Contractor, who shall deposit additional acceptable securities in an amount sufficient to re-establish a total deposit of securities equal in value to the amount withdrawn.

14.5.2 The Town may enter into an escrow contract or agreement with any national bank, state bank, trust company or savings and loan association located in this state and designated by the Contractor, after notice to the Surety, to provide an escrow agent for the custodial care and servicing of any obligations deposited with it pursuant to §24-91-106, C.R.S., as amended. Such services shall include the safekeeping of the obligations and the rendering of all services required to effectuate the purpose of §24-91-106 and §38-26-107, C.R.S., as amended.

14.5.3 The Town or any national bank, state bank, trust company or savings and loan association located in the state and designated by the Contractor to serve as custodian for the obligations pursuant to §24-91-106, C.R.S., as amended, shall collect all interest and income when due on the obligations deposited and shall pay them, when and as collected, to the Contractor who deposited the obligations. If the deposit is in

the form of coupon Bonds the escrow agent shall deliver each coupon, as it matures, to the Contractor. The Contractor may not charge any expense incurred for this service to the Town.

14.5.4 Any amount deducted by the Town, pursuant to law or the terms of a Contract, from the retained payments otherwise due to the Contractor, will be deducted first from that portion of the retained payments for which no obligation has been substituted and then from the proceeds of any deposited obligation, in which case, the Contractor is entitled to receive the interest, coupons or income only from those obligations which remain on deposit after such amount has been deducted.

14.5.5 Provided that the Subcontractor has performed under its Contract with the Contractor, the Contractor shall disburse to each Subcontractor all retained payments and interest disbursed to the Contractor by the Town, in proportion to the respective amounts of retained payments, if any, which the Contractor has withheld from its Subcontractors.

14.5.6 The provisions of this Article do not apply if a part of the Contract Price is to be paid with funds from the federal government or from some other source and if the federal government or such other source has inconsistent requirements concerning retention or payment of funds applicable to the Contract.

14.5.7 If it becomes necessary for the Town to take over the completion of any Contract, all of the amount owed the Contractor, including the withheld percentage, shall first be applied toward the cost of completion of the Contract and any liquidated damages. Any balance remaining in the retained percentage shall be payable to the Contractor or the Contractor's creditors. Such retained percentage, as may be due any Contractor, shall be due and payable at the expiration of thirty days from the date of the Town Project Final Acceptance.

#### **14.6 Town's Right to Accept Portion of the Project**

14.6.1 The Town reserves the right to accept and make use of any completed section of the Project without invalidating the Contract or obligating the Town to accept the remainder of the Project.

#### **14.7 Substantial Completion**

14.7.1 When the Contractor considers the entire work ready for its intended use and has obtained either a "Certificate of Occupancy" or a "Copy of the Final Inspection Approval Memo" from Building Inspections for required structures, the Contractor shall notify the Project Manager in writing that the entire Work is substantially complete (except for items specifically listed by Contractor as incomplete) and request that the Project Manager issue a Notice of Substantial Completion. Within a reasonable time, the Contractor, Project Manager and any other appropriate Town representatives shall make an inspection of the Work to determine the status of completion. If the Project Manager does not consider the Work substantially complete or the Contractor has not submitted either a "Certificate of Occupancy" or a "Copy of the Final Inspection Approval Memo" from Building Inspections to the Project Manager, the Project Manager will notify the Contractor in writing giving the reasons for denial of the Notice of Substantial Completion. If the Project Manager considers the Work substantially complete, the Project Manager will prepare and deliver to the contractor a Notice of Substantial Completion which shall fix the date of Substantial Completion. The Project Manager shall attach to the certificate a tentative list ("punch list") of items to be completed or corrected before Final Payment. Warranties required by the Contract shall commence on the date set in the Notice of Construction Acceptance for the Project, or the date set in the Notice of Construction Acceptance for a designated portion of the Project, unless otherwise provided in the notice of Substantial Completion.

#### **14.8 Construction Acceptance**

14.8.1 When the Work specified in the Contract is completed and the final cleanup has been performed, the Contractor shall notify the Project Manager that all Work under the Contract has been completed and the Project Manager shall, within fourteen calendar days of receipt of such notice, make the final inspection.

If the Project Manager finds that the Project has been completed according to the requirements set forth in the Contract, the Town, upon the recommendation of the Project Manager, shall issue a Notice of Construction Acceptance. Notices of Construction Acceptance issued orally or without proper Town authorization are void. Town will not make the final payment under the Contract before it issues a Construction Acceptance.

#### **14.9 Claims Against the Contractor**

14.9.1 Before Final Payment, the Contractor shall sign the Contractor's Certificate and Release form provided by the Town.

14.9.2 As provided by Colorado law, persons or businesses, including Subcontractors, who have not been promptly paid by the Contractor and who have provided materials, services and labor of any kind, or labor and material incidental to the completion of the Project, may file claims and the Town may withhold from the Contractor an amount sufficient to cover such claims.

#### **14.10 Final Payment--Pursuant to Section 38-26-107, C.R.S., as Amended**

14.10.1 The Town shall make a Final Settlement in accordance with Section 38-26-107, C.R.S., within sixty days after the Town issues the Notice of Construction Acceptance.

14.10.2 After the Notice of Construction Acceptance is issued by the Town, a Notice of Final Settlement shall be advertised at least twice, not less than ten days before the date of Final Settlement, in a newspaper of general circulation in the county where the Work was done. If no claims are filed before the expiration of ten days from the date of the last publication of the Notice of Final Settlement, the Final Payment, including retainages, may be made.

14.10.3 If any Subcontractor or Supplier files a claim before the expiration of ten days from the date of the last publication of the Notice of Final Settlement, for Work done or material furnished that has not been paid for by the Contractor, the Town shall withhold from Final Payment to the Contractor sufficient funds to insure the payment of the claims. The funds shall not be withheld longer than ninety days from the date of Final Settlement unless a legal action is started within that time to enforce payment of the claims.

14.10.4 At the end of ninety days, or any time before, if the person filing the claim acknowledges receipt of payment for the claim, or otherwise releases the claim in writing, the Town shall pay the Contractor the monies not subject to suit or lis pendens notices.

14.10.5 Monies that are the subject of a suit will be withheld until a judgment is rendered in the suit.

### **Article 15--CONTRACT TERMINATION**

#### **15.1 Town's Right to Terminate Contract for Convenience**

15.1.1 The Town shall, at any time, have the right to terminate the Contract, for convenience, upon giving written notice to the Contractor. The Contractor shall be entitled to the full amount of the approved estimate for the Work satisfactorily completed under the Contract up to the time of such termination, including the retained percentage. The Town shall reimburse the Contractor for such expenditures as, in the judgment of the Project Manager, are not otherwise compensated for, together with the cost of moving to and from the Project and a reasonable profit on the Work deleted by reason of the annulment of the Contract, in order that an equitable settlement is made with the Contractor.

#### **15.2 Town's Right to Terminate Contract for Default**



15.2.1 The Project Manager, with the approval of the Purchasing and Contracts Manager and acting on behalf of the Town, may serve notice upon the Contractor and its Surety of the intention to terminate the Contract if the performance of the Work set forth under the Contract is unnecessarily or unreasonably delayed by the Contractor, or if any of the provisions of the Contract are being violated by the Contractor or its Subcontractors. The Contract is terminated unless, in the opinion of the Project Manager, the Contractor corrects the violation within five days after the notice is served. In the event of such termination, the Project Manager, acting on behalf of the Town, shall immediately serve notice of the termination and the Surety's right to complete the Contract upon the Surety and the Contractor. The Surety shall have the right to take over and perform the Work called for in the Contract. The Surety is then bound by all the provisions of the Contract. If the Surety does not commence performance of the Work within ten days from the date of the notice, the Town may take over the Project and, without prejudice to any other remedies, complete the Project and the Contractor and its Surety are liable to the Town for any excess costs incurred by the Town.

### 15.3 Contractor's Right to Terminate Contract

15.3.1 The Contractor may terminate the Contract if the Work is stopped for a period of three months under any order of any court or other public authority through no act or fault of the Contractor or of anyone employed by it.

The Contractor may suspend Work if Town fails to make payments at the times provided in the Contract and the Contractor has given the Town written notice seven days before suspending Work. The Contractor may terminate the Contract, at its option, if the Town continues to be in default thirty days after the date of the written notice. Failure by the Town to make payments at the times provided is a bar to any claim by the Town against the Contractor for delay in completion of the Project if the Contractor suspended Work for that reason.

If the Contractor terminates the Contract, it may recover the price of all Work done and materials provided and all damages sustained.

## Article 16--EQUAL OPPORTUNITY

16.1 **General:** During the performance of the Contract, the Contractor agrees as follows:

16.1.1 The Contractor shall not discriminate against any employee or applicant for employment because of race, color, age, disability, religion, sex, sexual orientation, gender identity or expression, national origin, or as otherwise prohibited by law.

16.1.2 The Contractor shall ensure that all Subcontractors shall not discriminate against any employee or applicant for employment because of race, color, age, disability, religion, sex, sexual orientation, gender identity or expression, national origin, or as otherwise prohibited by law.

## Article 17--AUDIT

### 17.1 Records and Reports

17.1.1 The Contractor shall keep and preserve full and detailed accounts relating to the Contract for a period of three years from the date of final payment under the Contract in which the Work is completed.

17.1.2 The Subcontractor shall keep and preserve full and detailed accounts relating to the Contract for a period of three years from the date of final payment under the subcontract.

### 17.2 Access

17.2.1 The Contractor shall permit the Town and the Town's accountants to have access as stated in Article 13.3 and to the records kept per Article 17.1 for the purpose of making such financial audits, or verifications as the Town deems necessary or appropriate concerning the Contractor's performance under the Contract.

## **Article 18--MISCELLANEOUS**

18.1 **Reservation of Right to Bar Persons from the Work and Site:** The Town reserves the right to bar any person, including employees of the Contractor and Subcontractors, from the Town's Work site. This shall not be treated as a request for the employee's termination but a request that the employee not be assigned to work on the Town Work site. No increase in contract time or price is authorized.

18.2 **Provisions Construed as to Fair Meaning:** The provisions of the Contract shall be construed as to their fair meaning, and not for or against any party based upon any attributes to such party of the source of the language in question.

18.3 **Headings for Convenience:** All headings, captions and titles are for convenience and reference only and of no meaning in the interpretation or effect of the Contract.

18.4 **No Implied Representations:** No representations, agreements, covenants, warranties, or certifications, express or implied, exist as between the parties, except as specifically set forth in the Contract.

18.5 **Financial Obligations of Town:** All financial obligations of the Town under the Contract are contingent upon appropriation, budgeting, and availability of specific funds to discharge such obligations. Nothing in the Contract shall be deemed a pledge of the Town's credit, or a payment guarantee by the Town to the Contractor.

18.6 **Assignment/transference:** The Contractor may not assign or transfer any interest in the Contract, including any money due or to become due, without the prior written consent of the Town.

18.7 **Amendments:** The parties shall only amend the Contract in writing with the proper official signatures and, if required elsewhere in this Contract, on the proper forms.

18.8 **Waiver:** No waiver of a breach or default under the Contract is a waiver of any other or subsequent breach or default.

18.9 **Governing Law:** The Contract is governed and to be construed according to the laws of the State of Colorado. Venue and jurisdiction for any court action filed regarding this agreement shall be in either Larimer County or the United States District Court for Colorado.

18.10 **Binding Contract:** The Contract is binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.



## **Town Hall Board Room AV Remodel**

Proposal for:

### **Town of Estes**

Created By: RandySheeder  
VideoLink, Inc  
303-300-9926  
randy.sheeder@videolinkusa.com

Updated: 11/21/2019



***Executive Summary***

**Financial Overview**

VideoLink proposes individual AV room presentation solutions which will include some or all of the following products, Panasonic, Sharp, Extron, Televic, Vaddio, DaLite and Liberty cable.

**Total Cost**

Town of Estes A/V Upgrade Project: Includes Equipment, Installation, Training, and service.	\$191,800.14
<b>Total Cost (Includes all line items in the appendix)</b>	<b>\$191,800.14</b>

**About VideoLink**

VideoLink was established in 1999 as a company dedicated to providing complete video, audio, and presentation solutions. VideoLink is headquartered in Denver, Colorado. Some of VideoLink's customers include many Fortune 500 companies including American Family Insurance, UBS, Bose, J. Crew, and Johnson & Johnson.

**Project Management**

It is our intent to provide a seamless, efficient and exemplary installation for Town of Estes. VideoLink will assign a dedicated project manager to supervise the installation and training of equipment and services in this proposal. Subject to the ongoing consent and approval of Town of Estes, VideoLink will assign Randy Sheeder as the project manager.

At any time, the VideoLink project manager will be available to answer and respond to direct questions from Town of Estes.

**Thank You**

Thank you for the opportunity to earn your business.

Sincerely,



RandySheeder



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### ***Scope of Work***

VideoLink, Inc. will provide all equipment, install and program all equipment, and provide end user training on all installed equipment for everything outlined in the line-item room breakout at the end of this document.

- VideoLink will provide, assemble and install AV equipment as outlined per each room number listed in quote.
- VideoLink will provide first level support and training.
- VideoLink will conduct an on-site training session for key staff.

### ***Installation Details***

#### **Power**

VideoLink, Inc. requires an AC outlet within three feet, audio rack, wall mounted control units, and wall display location.

VideoLink, Inc. will review the building plans when provided. We will provide Town of Estes with recommended locations for screens, and wall racks for your approval before we commence installation.

#### **Professional Installation**

VideoLink, Inc. installation shall be performed in a workmanlike and professional manner and in accordance with the following VideoLink, Inc. standards.

- VideoLink, Inc. will coordinate its schedule with the general contractor and/or owner representatives.
- VideoLink, Inc. will test all VideoLink installed cabling following installation of cabling and systems.
- VideoLink, Inc. shall label all cabling and wall plates.
- VideoLink, Inc. shall provide a customer package with appropriate diagrams, basic instructions and all systems warranties and instructions.
- VideoLink, Inc. shall perform a complete clean-up of any debris, refuse or waste generated from its installation.
- VideoLink, Inc. will provide proof-of-insurance at the request of Town of Estes.



### **Cable and Wiring**

VideoLink, Inc. shall provide the wiring materials and perform the wiring installation to support the audio and video requirement of the Town of Estes Denver. VideoLink, Inc. will procure the wiring materials to meet the specification agreed upon by VideoLink, Inc. and the Town of Estes or its authorized representatives. All cables shall be plenum rated cables if required by local code.

**Power Exclusion:** VideoLink, Inc. will provide power requirements to the Town of Estes or its authorized representatives, but is in no case responsible for the installation of power systems and electrical power wiring.

**Data Cabling Exclusion:** VideoLink, Inc. will provide data network requirements to the Town of Estes or its authorized representatives, but is in no case responsible for the installation of data network cabling infrastructure.

Town of Estes must provide 100-base-T or better network connections at all equipment locations.

**Wall Plates and Interfaces:** VideoLink, Inc. will install wall plates with modules or interfaces for this installation where appropriate. Basic work boxes, mud rings and open-hole wall plates will be used as deemed necessary by VideoLink, Inc.

**Interconnect Cabling:** VideoLink, Inc. will provide interconnect or patch cabling to connect devices and wall plates as necessary.

### **Additional Assumptions**

In addition to any assumptions outlined elsewhere in this proposal, VideoLink, Inc. has also made the following assumptions in the creation of this proposal. Any assumptions, which are later found to be inaccurate, may affect the pricing of this proposal. If an assumption is found to be inaccurate, VideoLink, Inc. will raise the issue with the Town of Estes and any pricing adjustments will be agreed upon in writing between the Town of Estes and VideoLink, Inc. prior to work continuing.

- VideoLink, Inc. will have reasonable access to the facility to complete its work associated with this proposal during the normal business hours of 8AM-5PM, Monday - Friday.
- VideoLink, Inc. is able to obtain materials and systems for costs estimated as of the creation of this proposal.
- The installation site is comprised of modern building techniques and walls are hollow core with steel studs.



### ***Support***

VideoLink provides telephone support with any hardware product at no extra charge for the term service purchased.

VideoLink requires a VPN connection to remotely diagnose your equipment via the telephone to avoid the necessity of a onsite service call.

### **Services**

Services for the equipment include the following, according to the term of warranty service purchased, or standard manufacturer warranty, or extended warranty if purchased.

- Unlimited telephone technical support
- 48 hour response time to repair equipment after initial telephone based diagnosis.
- Scheduled on-site maintenance every 6 months.
- Replacement of equipment per manufacturer warranty.
- Loan of replacement equipment to temporarily replace defective equipment in emergency situations.

### **Complete Solution**

VideoLink has validated all of the items listed in this proposal to work as a fully functional integrated solution. All items listed in this proposal are included in the total purchase prices listed in the Executive Summary of this document. If any items are found to not work as proposed herein, VideoLink will replace them with a similar item to ensure that the solution works as proposed. Any requests outside the scope of this proposal will be considered and implemented if they do not incur additional costs or labor.

### ***Terms and Conditions:***

- This quotation is valid for 30 days from date of issuance.
- Payment Terms are net 30 on progress invoicing.





<b>Total Cost for this Solution</b>		
Total Cost for AV room integrations.	\$191,800.14	<input type="checkbox"/> Accepted

<b>Agreement to Purchase this Solution</b>	
I agree that I am authorized by Town of Estes to purchase this equipment on their behalf.	
I agree that Town of Estes will pay net 30 on progress invoicing	
Requested Order Date:	Requested Installation Completion Date:
Company FEIN Number	Company Tax-Exempt ID
Company: Town of Estes	Date:
Printed Name:	Signature:



### **New TVs, Screen, Projector and Room PC**

2 55" LED 4K UHD TV  
2 CEILING MOUNT, MEDIUM, FIT MOUNT, BLACK  
2 CMA-110 FLAT CEILING PLATE  
2 ADJ. PIPE 24" TO 36"  
10 19" 1080p LED Flat-Panel Monitor with internal speakers and stand. Due to frequent technology  
1 TENSIONED ADVANTAGE: ADVANTAGE TNSD 189D DM Size: 189X13X10  
1 Panasonic PT-RZ120U DLP Projector - 16:10 - Black - 1920 x 1200 - Front, Ceiling, Rear - 1080p -  
20000 Hour Normal Mode - 24000 Hour Economy Mode - WUXGA - 10,000:1 - 12500 lm - HDMI -  
DVI - USB  
1 Panasonic ET-DLE150 19.4 - 27.9mm F/1.8 - 2.4 Zoom Lens - 19.4mm to 27.9mm - f/1.8 to 2.4  
1 Panasonic ET-PKD120S Ceiling Mount for Projector  
1 Panasonic ET-PKD130B Mounting Bracket for Projector  
1 Denon Professional DVD, Blu-ray and CD Player, Rack Mount (DN500BDMKIIIXUS)  
1 Rack Accessories: Thermal Management Rackmount - ULTRA QFP 4FN REM THRMIST  
1 HP EliteDesk 800 G4 Desktop Computer - Core i7 i7-8700 - 16 GB RAM - 512 GB SSD - Small Form Factor - Windows 10 Pro 64-bit - Intel UHD Graphics 630 - DVD-Writer - English Keyboard

### **Leightronix Upgrade For Recording and Streaming**

1 Blackmagic Design Teranex Mini Rack Shelf - For Media Converter - 1U Rack Height x 19" Rack Width - Rack-mountable  
1 Blackmagic Design HyperDeck Studio Mini Broadcast Panel  
1 Leightronix UltraNexus-HD X5  
1 Leightronix IncodeX Vier  
1 VieBit V1000 annual subscription  
02/01/2020 - 02/01/2021  
1 VieBit L-750 annual subscription  
02/01/2020 - 02/01/2021  
|

### **Televic Room Audio, Cameras and Voting System**

2 Blackmagic Design ATEM Television Studio HD - 1920 x 1080 - Full HD - 8 x 8 - 1 x HDMI Out  
1 The Plixus Multimedia Engine is a 19" rack mountable device that provides all the processing and signal handling required for a multimedia system.  
1 The Dante Audio Networking Card is a plugin card that fits in the Plixus MME/AE-R and provides a digital audio networking interface  
1 Wired tabletop chairman unit with built-in loudspeaker, microphone connector, 3 voting buttons, 2 OLED displays, RFID



badge reader, prior and next-in-line button

12 Wired tabletop delegate unit with built-in loudspeaker, microphone connector, 3 voting buttons, RFID badge reader and OLED display.

Microphone to be ordered separately

13 GSM immune gooseneck microphone of 40 cm with screwlock. Bicolour led ring indication (red / green)

12 Double sided nameplate based on E-ink technology to automatically update displays upon delegate's sign in (e.g. with RFID card) or input of the conference manager. Can be daisy chained on Plixus network or connected directly via USB with multimedia units.

Contains button at the base and LED bar indicator at the top for multi-purpose usage (e.g. speech request). CoCon Nameplate required

1 Camera tracking solution compatible with Plixus, Confidea G3 and D-Cerno systems.

Consists of following items:

- 2 full HD cameras
- Video switcher
- Video capture card (Only for preview. If used, desktop PC with PCI slot required!)
- Camera tracking software + license for two cameras
- Converter cables

1 Pan-Tilt-Zoom IP camera with Full HD 1080p output at 60 fps. 3G-SDI , Ethernet and HDMI interfaces.

PoE enabled

Can be used as an extension to the T-CAM Package (SDI) or as camera for the T-Council package (SDI / IP)

Consists of following items:

- 1 full HD camera
- License for 1 extra camera in T-CAM
- Converter cable

6 Video input box to inject video content to the Plixus network through an HDMI connection.

A video channel injected through the box is routed to one of the six video channels available on the Plixus network (CoCon Video Routing required).

Content sharing functionality available through the optional video request panel (Plixus V-REQ) or dry contacts

6 Video output box to extract video content from the Plixus network through an HDMI connection.

By default, the HD-SDI from the Plixus MME is available on the HDMI connection. Routing other video channels available on the Plixus network requires CoCon Video Routing. Flexible video channel selection available through the optional video selector (Plixus V-SEL) or dry contacts.

1 RFID badge reader / writer

50 RFID badge, blank

1 CoCon Meeting Suite

Combined discussion, voting, signage



- 1 Web based management software to easily and quickly configure the content of the Plixus Nameplate, even while the meeting is in progress. From participant names, over logos, to combinations of participant names and titles
- 1 Cocon Authentication is the application within the CoCon suite that manages delegate registration, identification and voting authorization
- 1 Management software to configure and route video streams on the Plixus network between several inputs and outputs (Plixus V-IN, Plixus V-OUT, Plixus MME, Lingua ID-MM, uniCOS F/MM) using an intuitive matrix UI
- 1 This license allows the user to configure advanced audio routings between several inputs and outputs
- 30 Connection cable, 2m, black
- 4 Connection cable, 20m, black
- 4 The Plixus Network Extender is a device used to increase the number of ports available on the Plixus network and to create a redundant system design.
- 1 Power supply 48V 21A (1U)
- 1 On-Site Training/Commissioning & Certification

### **Room Control, System Switching / Routing and Extending Equipment**

- 1 Kramer VM-8H HDMI Splitter - 1 x 8
- 1 IPCP Pro 555 - IP Link® Pro Control Processor
- 2 TLP Pro 1022T - 10" Tabletop TouchLink® Pro Touchpanel
- 2 XTP PI 100 - XTP Power Injector
- 1 MediaPort 200 - HDMI and Audio to USB Scaling Bridge
- 1 DA4 12G HD-SDI - Four Output 12G-SDI Distribution Amplifier
- 1 USB Extender Plus R - Twisted Pair Extender for USB Peripherals
- 1 USB Extender Plus T - Twisted Pair Extender for USB Peripherals
- 1 DA2 HD 4K - Two Output 4K HDMI Distribution Amplifier
- 3 DSC HD-HD - HDMI to HDMI Scaler

### **Cables and Connectors**

- 22 3.28' Liberty Commercial Grade High Retention High Speed HDMI Cables with Ethernet
- 12 6.56' Liberty Commercial Grade High Retention High Speed HDMI Cables with Ethernet
- 10 9.84' Liberty Commercial Grade High Retention High Speed HDMI Cables with Ethernet
- 3 13.12' Liberty Commercial Grade High Retention High Speed HDMI Cables with Ethernet
- 2 Black Category 6 U/UTP EN Series 23 AWG 4 Pair Unshielded Cable
- 10 7' LAN Solutions Category 6 U/UTP Pre-Made Patch Cable
- 10 3' LAN Solutions Category 6 U/UTP Pre-Made Patch Cable
- 6 MBU 125 - 1U, 1/2 & 1/4 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure
- 2 RSB 129 - 1U 9.5" Deep Basic Rack Shelf
- 2 RSB 126 - 1U 6" Deep Basic Rack Shelf
- 1 PS 128 12 VDC, 8.0 Amp Power S - 12V, 8A Power Supply, Captive Screw
- 4 Rack Accessories: Mounting Installation - 500PC 10-32X3/8 RK SCREWS



4 Rack Accessories: Cable Management Horizontal - L-SHAPED LACER BAR,4PK  
2 D-Link DES-108 8-Port 10/100 Unmanaged Metal Desktop Switch - 8-Port 10/100  
Unmanaged  
Metal Desktop Switch  
1 Black Serial Digital RG6 Dual Shield 4.5 GHz Plenum Coaxial Cable  
1 Black Commercial Grade General Purpose 22 AWG 4 Conductor Plenum Shielded  
Cable  
30 ADC Broadcast BNC Crimp Plug for RG6 plenum cable  
1 VideoLink Custom cables, connectors & other hardware for installation  
Programming and Installation  
40 Full System Programming per hour  
1 Project Management  
1 Pre-Install Diagraming  
1 Onsite installation of equipment  
Shipping

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## PROCEDURE FOR LAND USE PUBLIC HEARING

Applicable items include: Annexation, Amended Plats, Boundary Line Adjustments, Development Plans, Rezoning, Special Review, Subdivision

### 1. MAYOR.

The next order of business will be the public hearing on **RESOLUTION 43-19 AMENDED PLAT, RECLAMATION SUBDIVISION, 321 4TH STREET AND 340 S. SAINT VRAIN AVENUE, PARK FELLOWSHIP CHURCH, STEVEN FERRANTE, APPLICANT.**

- At this hearing, the Board of Trustees shall consider the information presented during the public hearing, from the Town staff, from the Applicant, public comment, and written comments received on the application.
- Has any Trustee had any ex-parte communications concerning this application(s) which are not part of the Board packet.
- Any member of the Board may ask questions at any stage of the public hearing which may be responded to at that time.
- Mayor declares the Public Hearing open.

### 2. STAFF REPORT.

- Review the staff report.
- Review any conditions for approval not in the staff report.

### 3. APPLICANT.

- The applicant makes their presentation.

### 4. PUBLIC COMMENT.

- Any person will be given an opportunity to address the Board concerning the application. All individuals must state their name and address for the record. Comments from the public are requested to be limited to three minutes per person.

### 5. REBUTTAL.

- The applicant will be allowed a rebuttal that is limited to or in response to statements or questions made after their presentation. No new matters may be submitted.

**6. MAYOR.**

- Ask the Town Clerk whether any communications have been received in regard to the application which are not in the Board packet.
- Ask the Board of Trustees if there are any further questions concerning the application.
- Indicate that all reports, statements, exhibits, and written communications presented will be accepted as part of the record.
- Declare the public hearing closed.
- Request Board consider a motion.

**7. SUGGESTED MOTION.**

- Suggested motion(s) are set forth in the staff report.

**8. DISCUSSION ON THE MOTION.**

Discussion by the Board on the motion.

**9. VOTE ON THE MOTION.**

Vote on the motion or consideration of another action.





# Memo

To: Honorable Mayor Jirsa  
Board of Trustees

Through: Town Administrator Machalek

From: Jeffrey Woeber, Senior Planner

Date: November 26, 2019

RE: Resolution No. 43-19, Amended Plat, Reclamation Subdivision, 321 4<sup>th</sup> Street  
and 340 S. Saint Vrain Avenue, Park Fellowship Church, Steven Ferrante,  
Applicant

(Mark all that apply)

PUBLIC HEARING                       ORDINANCE                       LAND USE  
 CONTRACT/AGREEMENT               RESOLUTION                       OTHER \_\_\_\_\_

QUASI-JUDICIAL    YES    NO

**Objective:**

Conduct a public hearing and make a decision on an Amended Plat application, to rearrange a lot line involving lots within a platted subdivision. No new lots or building sites would be created.

**Present Situation:**

This property is the longtime location of a church facility, and a single-family residence. Larimer County Assessor’s records indicate the house was constructed in 1965. It is not clear when the church was constructed. Staff located building permit records on file for the church structure dating to the early 1970s. The property containing the church and residence has been under one ownership and has been considered one parcel for many years. Staff notes the church and residence long predate the adoption of the EVDC.

Staff has a Warranty Deed on file, recorded in the records of the Larimer County Clerk and Recorder, at Reception No. 439691, on 12/11/1981. This deed conveyed the property, from one church to another, with the current legal description, Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, all within Block 6 of Reclamation Subdivision, within the Town of Estes Park. The Reclamation Subdivision is recorded at Reception No. 672753, on 01/01/1953 according to Larimer County Clerk and Recorder records.

**Proposal:**

The current owner intends to transfer the residence, and the lot containing the residence (Lot 9) to a different owner, and with the configuration of an established fence line, is proposing to slightly rearrange the northwesterly (rear) lot line. This is less than 1000 square feet being added to Lot 9 which will be described as Lot 9A. The other subject lot, Lot 7 and the Southwesterly 57 Feet of Lot 6, will be described as Lot 7A.

Lot 9, containing the existing residence and sheds, is zoned R (Residential), with the property containing the church facility zoned RM (Multi-Family Residential). The rearrangement of the lot line will have a small, RM-zoned piece being added to Lot 9. This split zoning on a single parcel is less than ideal, but staff does not see any benefit in requiring the applicant to go through a rezoning process, due to the small area involved.

Applicant is not proposing additional development at this time.

**Review Criteria:**

Per the EVDC, Section 3.9 Subdivisions, Subsection 3.9.1.b., a “Boundary Adjustment” involving lots in a platted subdivision is to be titled “Amended Plat.” An Amended Plat is considered, under Section 3.9, a type of “Minor Subdivision.” Minor Subdivision requires a recommendation by the EVPC and action by the governing body, in this case the Town Board.

**Agency Comments:**

This request has been submitted to reviewing agency staff for consideration and comment. No significant issues or concerns were expressed by reviewing agencies. Staff notes no building permits or additional structures are proposed at this time. The Upper Thompson Sanitation District (UTSD) explored the possibility of adding an easement to the Amended Plat, for a service line that crossed both properties. However, it was determined that due to age, the location of the line was unclear and would involve a significant amount of time, money, and effort to locate, and then to survey and plat this existing line. UTSD then determined this was above and beyond the District’s requirements for the Amended Plat.

**Advantages:**

Enables the applicant to utilize existing improvements and avoid encroachment issues in the future.

**Disadvantages:**

None.

**Action Recommended:**

The Estes Valley Planning Commission unanimously recommended approval of the Amended Plat on October 15, 2019, with the following findings:

1. This proposal complies with applicable sections of the EVDC.
2. This request has been submitted to all applicable reviewing agency staff for consideration and comment. No significant issues or concerns were expressed by reviewing staff relative to code compliance or the provision of public services.
3. Noting the Reclamation Subdivision, as well as the subject property’s existing uses and structures, were in place decades before the *Estes Valley Comprehensive Plan* was drafted or adopted, staff finds the site is not inconsistent with the recommendations of the Comprehensive Plan.

4. With the site having been developed with the church, residence, and accessory structures many years ago, it appears previous owners, as well as planning staff, did not take interior platted lot lines into consideration, considering the property as one parcel although it is in fact Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, Block 6 of Reclamation Subdivision. Staff notes any future new structure(s) will be required to comply with all zoning standards and any applicable EVDC requirements.
5. Within sixty (60) days of the Board's approval of the Final Plat application, the developer shall submit the plat to the Community Development Department for recording. If the plat is not submitted for recording within this sixty-day time period, the approval shall automatically lapse and be null and void.

Staff recommends approval of the Amended Plat.

**Finance/Resource Impact:**

None

**Level of Public Interest**

Low.

Notice was published, and sent to adjacent property owners in accordance with the notice requirements in the EVCD Section 3.15 General Notice Provisions.

At the writing, no written comments have been received for this application. Written comments will be posted to [www.estes.org/currentapplications](http://www.estes.org/currentapplications) if received after November 6, and summarized in the staff presentation.

**Sample Motions:**

I move that the Town Board of Trustees **approve** Resolution No. 43-19.

I move that the Town Board of Trustees **deny** the Amended Plat of Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, all within Block 6 of Reclamation Subdivision, finding that [state findings for denial].

I move to **continue** the Amended Plat of Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, all within Block 6 of Reclamation Subdivision to the next regularly scheduled meeting. (State reasons for continuance.)

**Attachments:**

1. Resolution No. 43-19
2. Vicinity Map
3. Statement of Intent
4. Application
5. Amended Plat

## RESOLUTION 43-19

### APPROVING THE AMENDED PLAT OF LOTS 5, 7, AND 9 AND THE SOUTHWESTERLY 57 FEET OF LOT 6, ALL WITHIN BLOCK 6 OF RECLAMATION SUBDIVISION, TOWN OF ESTES PARK, COLORADO

**WHEREAS**, an application for an Amended Plat (Boundary Adjustment) to rearrange a lot line, involving lots within a platted subdivision, was filed by Steven Ferrante of Park Fellowship Church (owner/applicant); and

**WHEREAS**, the applicant requests rearrangement of an internal lot line for a property described as Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, Block 6 of Reclamation Subdivision; and

**WHEREAS**, the Amended Plat reconfigures the subject lots into Lot 7A (0.380± acre) and Lot 9A (0.293 acre), and does not create additional lots or building sites; and

**WHEREAS**, a public meeting was held before the Estes Valley Planning Commission on October 15, 2019, at the conclusion of which the Planning Commission voted to recommend approval of the Amended Plat with the following findings:

1. This proposal complies with applicable sections of the EVDC.
2. This request has been submitted to all applicable reviewing agency staff for consideration and comment. No significant issues or concerns were expressed by reviewing staff relative to code compliance or the provision of public services.
3. Noting the Reclamation Subdivision, as well as the subject property's existing uses and structures, were in place decades before the *Estes Valley Comprehensive Plan* was drafted or adopted, staff finds the site is not inconsistent with the recommendations of the Comprehensive Plan.
4. With the site having been developed with the church, residence, and accessory structures many years ago, it appears previous owners, as well as planning staff, did not take interior platted lot lines into consideration, considering the property as one parcel although it is in fact Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, Block 6 of Reclamation Subdivision. Staff notes any future new structure(s) will be required to comply with all zoning standards and any applicable EVDC requirements.
5. Within sixty (60) days of the Board's approval of the Final Plat application, the developer shall submit the plat to the Community Development Department for recording. If the plat is not submitted for recording within this sixty-day time period, the approval shall automatically lapse and be null and void.; and

**WHEREAS**, a public hearing, preceded by proper public notice, was held by the Board of Trustees on November 26, 2019 and at said hearing all those who desired to be heard were heard and their testimony recorded; and

**WHEREAS**, the Board of Trustees has reviewed and taken administrative notice of the recommendation of the Planning Commission and the testimony, application, evidence, documents submitted at the hearing, and the contents of the Community Development Director's file; and

**WHEREAS**, the Board of Trustees finds the applicants have complied with the applicable requirements of the *Estes Valley Development Code*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:**

The Amended Plat of Lots 5, 7, and 9, and the Southwesterly 57 Feet of Lot 6, all within Block 6 of Reclamation Subdivision, is hereby approved.

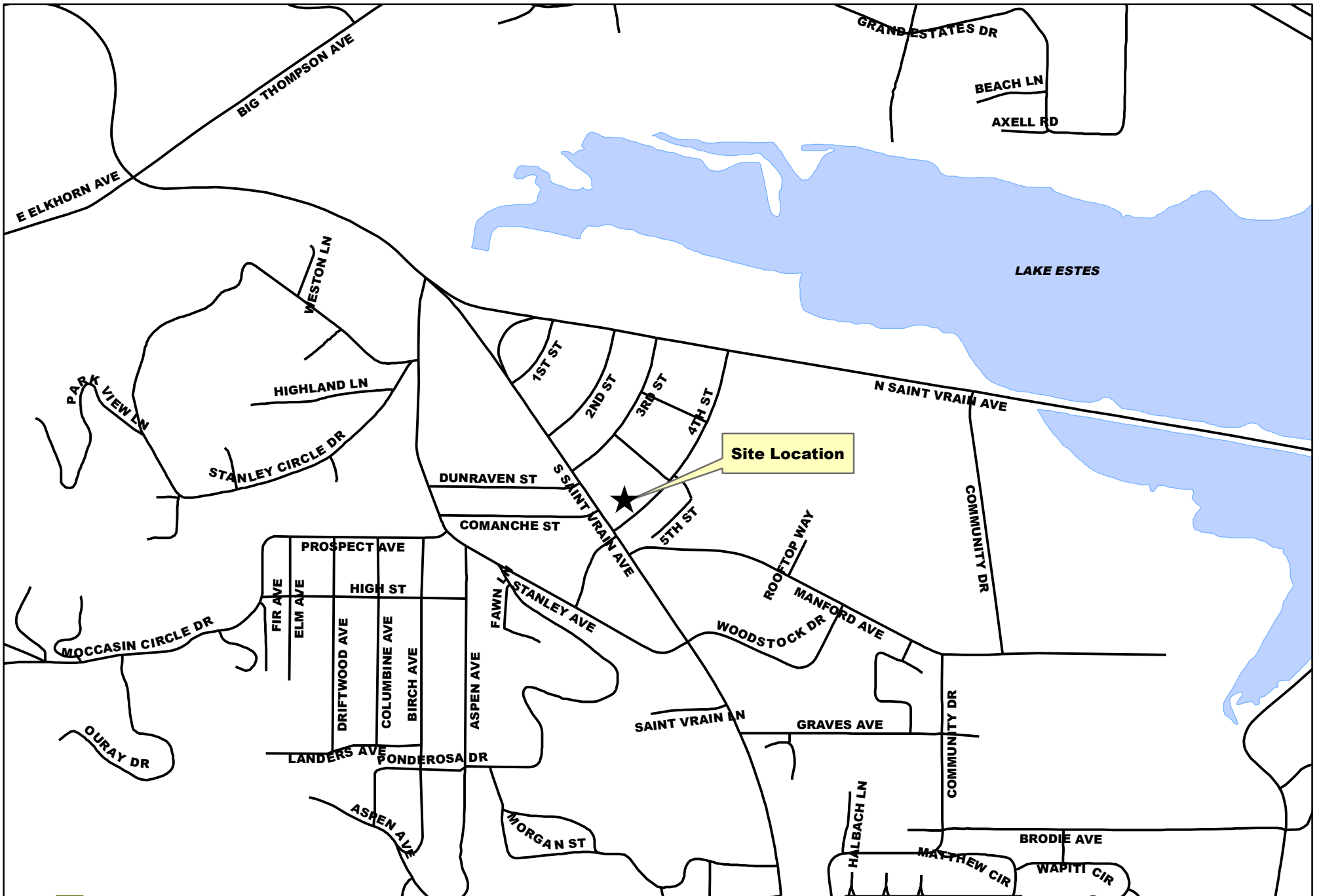
DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF ESTES PARK

\_\_\_\_\_  
Mayor

ATTEST:

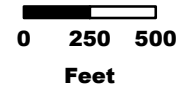
\_\_\_\_\_  
Town Clerk



ESTES PARK  
COLORADO

## Town of Estes Park Community Development

**Project Name:** Amended Plat  
**Project Description:** Reclamation Subdivision  
For Illustrative Purposes Only



Created By: Jeff Woerber  
Printed: 10/9/2019





### Statement of Intent

The purpose of the boundary line adjustment is to have the lot lines reflect the existing fence lines of the residence located at 321 4<sup>th</sup> St. Estes Park, CO 80517. All of the lots inclusive of Lot 9 Block 6 (321 4<sup>th</sup> St. Estes Park, CO.) currently are the property of Park Fellowship Church whose physical address is 340 S. St Vrain Av. Estes Park, CO. 80517.

### Legal Description

Being a Replat of Lots 7,9, & a portion of Lot 6 block 6, Reclamation Subdivision; Creating lots 7A and 9A Block 6 located within the SE ¼ of the NW ¼ of section 30, Township 5 North, Range 72 West of the 6<sup>th</sup> Principal Meridian County of Larimer, State of Colorado.



# ESTES VALLEY DEVELOPMENT APPLICATION

Submittal Date:

Application Type(s)

Please check only one box

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Pre-Application (check application type(s)) | <input type="checkbox"/> Minor Subdivision Plat      | <input type="checkbox"/> Condominium Map  |
| <input type="checkbox"/> Development Plan                            | <input checked="" type="checkbox"/> Amended Plat     | <input type="checkbox"/> Preliminary Map  |
| <input type="checkbox"/> Special Review                              | <input type="checkbox"/> Boundary Line Adjustment    | <input type="checkbox"/> Final Map        |
| <input type="checkbox"/> Preliminary Subdivision Plat                | <input type="checkbox"/> Rezoning Petition           | <input type="checkbox"/> Supplemental Map |
| <input type="checkbox"/> Final Subdivision Plat                      | <input type="checkbox"/> Other: Please specify _____ |   |

## General Information

Project Name: PARSONAGE BOUNDARY LINE ADJUSTMENT  
 Project Description: ADJUST BOUNDARY LINE TO MATCH EXISTING FENCE LINE  
 Project Address: 321 4TH ST ESTES PARK  
 Legal Description: SEE ATTACHED  
 Parcel ID #: 2530210905

## Site Information

Lot Size: .293 + .380  
 Existing Land Use: SINGLE FAMILY DWELLING  
 Proposed Land Use: SINGLE FAMILY DWELLING  
 Existing Water Service:  Town  Well  None  Other (specify) \_\_\_\_\_  
 Proposed Water Service:  Town  Well  None  Other (specify) \_\_\_\_\_  
 Existing Sanitary Sewer Service:  Town  EPSD  UTSD  Septic  None  
 Proposed Sanitary Sewer Service:  Town  EPSD  UTSD  Septic  
 Existing Gas Service:  Xcel  Other  None  
 Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

## Contact Information

Name of Primary Contact Person: STEVEN FERRANTE  
 Email: mcfmcsf@hotmail.com  
 Primary Contact Person is:  Owner  Applicant  Consultant/Engineer

## Attachments

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Statement of Intent                        | <input checked="" type="checkbox"/> Digital copies PDF emailed to <a href="mailto:planning@estes.org">planning@estes.org</a> |
| <input checked="" type="checkbox"/> 3 copies, 24" x 36" (folded) of plat/plans | <input type="checkbox"/> Application Fee   |
| <input type="checkbox"/> 1 copy, 11" X 17" reduced set of plat/plans           |  |

Refer to the Estes Valley Development Code Appendix B for application submittal requirements.

Town of Estes Park ↪ P.O. Box 1200 ↪ 170 MacGregor Avenue ↪ Estes Park, CO 80517  
 Community Development Department  
 Phone: 970-577-3721 ↪ Email: [planning@estes.org](mailto:planning@estes.org) ↪ [www.estes.org/CommunityDevelopment](http://www.estes.org/CommunityDevelopment)



Contact Information

Record Owner(s) PARK FELLOWSHIP CHURCH  
Mailing Address 340 S. ST. VRAIN AV. ESTES PARK, CO  
Phone 970 586-4340  
Email STEVE @ PARKFELLOWSHIP . ORG

Applicant STEVEN FERRANTE  
Mailing Address 321 4TH ST ESTES PARK, CO  
Phone 970 412-2746  
Email mcfmcsf@hotmail.com

Consultant/Engineer

Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

MINERAL RIGHT CERTIFICATION

Article 65.5 of Title 24 of the Colorado Revised Statutes requires applicants for Development Plans, Special Reviews, Rezoning, Preliminary and Final Subdivision Plats, Minor Subdivision Plats if creating a new lot, and Preliminary and Final Condominium Maps to provide notice of the application and initial public hearing to all mineral estate owners where the surface estate and the mineral estate have been severed. Notice must be given 30 days prior to the first hearing on an application for development and meet the statutory requirements.

I hereby certify that the provisions of Section 24-65.5-103 CRS have been met.

Names:

Record Owner PLEASE PRINT: N/A  
Applicant PLEASE PRINT:

Signatures:

Record Owner \_\_\_\_\_ Date \_\_\_\_\_  
Applicant \_\_\_\_\_ Date \_\_\_\_\_

OWNER & APPLICANT CERTIFICATION

- ▶ As Owner, I certify the information and exhibits herewith submitted are true and correct to the best of my knowledge and I am the record owner of the property.
- ▶ As Applicant, I certify the information and exhibits herewith submitted are true and correct to the best of my knowledge and in filing the application I am acting with the knowledge and consent of the record owner(s) of the property.
- ▶ I grant permission for Town of Estes Park employees, reviewing agency staff, Planning Commissioners, members of the Town Board of Trustees, or Larimer County Commissioners with proper identification access to my property during the review of this application.
- ▶ I acknowledge I have received the Estes Valley Development Review Application Schedule and am aware that failure to meet the deadlines shown on said schedule may result in my application being delayed or any approval of my application becoming null and void.

Names:

Record Owner PLEASE PRINT: PARK FELLOWSHIP CHURCH  
Applicant PLEASE PRINT: STEVEN FERRANTE

Signatures:

Record Owner [Signature] Date 8-12-19  
Applicant [Signature] Date 8-12-19





## PROCEDURE FOR PUBLIC HEARING

Applicable items include: Rate Hearings, Code Adoption, Budget Adoption

### 1. **MAYOR.**

The next order of business will be the continuation of the public hearing from November 12, 2019 on **ACTION ITEM 1. PUBLIC HEARING – 2020 BUDGET.**

- Highway User's Trust Fund.
  - Resolution 40-19 Setting the Mill Levy.
  - Resolution 41-19 Adopting the 2020 Budget.
  - Resolution 42-19 Appropriating Sums of Money for 2020.
- 
- At this hearing, the Board of Trustees shall consider the information presented during the public hearing, from the Town staff, public comment, and written comments received on the budget.
  - Any member of the Board may ask questions at any stage of the public hearing which may be responded to at that time.
  - Mayor declares the Public Hearing open.

### 2. **STAFF REPORT.**

- Review the staff report.

### 3. **PUBLIC COMMENT.**

- Any person will be given an opportunity to address the Board concerning the budget. All individuals must state their name and address for the record. Comments from the public are requested to be limited to three minutes per person.

### 4. **MAYOR.**

- Ask the Town Clerk whether any communications have been received in regard to the budget which are not in the Board packet.
- Ask the Board of Trustees if there are any further questions concerning the budget.
- Indicate that all reports, statements, exhibits, and written communications presented will be accepted as part of the record.

- Declare the public hearing closed.
- Request Board consider a motion.

**7. SUGGESTED MOTION.**

- Suggested motion(s) are set forth in the staff report.

**8. DISCUSSION ON THE MOTION.**

Discussion by the Board on the motion.

**9. VOTE ON THE MOTION.**

Vote on the motion or consideration of another action.

**\*NOTE:** Resolutions are read into record at the discretion of the Mayor as it is not required to do so by State Statute.



# Memo

To: Honorable Mayor Jirsa  
 Board of Trustees

Through: Town Administrator Machalek

From: Finance Director Hudson

Date: November 26, 2019

RE: *Public Hearing – 2020 Budget*

(Mark all that apply)

PUBLIC HEARING       ORDINANCE       LAND USE  
 CONTRACT/AGREEMENT       RESOLUTION       OTHER \_\_\_\_\_

QUASI-JUDICIAL    YES    NO

**Objective:**

Seek approval of the proposed 2020 budget for the Town of Estes Park, including intended use of the Highway User Trust Fund (HUTF) revenues received from the State of Colorado after providing an additional opportunity for public input.

**Present Situation:**

The budget has been reviewed over three recent meetings, including the two work sessions held in October 2019 and most recently, the formal public hearing held on November 12, 2019 which was continued to the November 26, 2019 meeting.

The following covers the process and documents remaining to adopt the 2020 Budget:

1. Highway Users Trust Fund – Colorado budget law requires a public hearing be conducted to discuss how Highway Users Trust Fund revenues are forecasted to be expended in the proposed budget year. This regular budget hearing satisfies that requirement.
2. Resolution to Set Mill Levies #40-19 – This resolution sets the property tax mill levy for the Town. Upon adoption of the mill levy, the Town will certify the approved mill levy to Larimer County by December 15 in accordance with state statute. The Town’s voter approved mill levy limit is 1.822. For 2020, \$439,898 is included in the General Fund budget for property tax revenue.
3. Resolution to Adopt 2020 Budget #41-19 – This resolution adopts the full budget including \$61,275,989 in estimated revenues and \$64,463,219 in estimated expenditures for the 2020 Budget. The proposed budget includes a 29.4% fund balance in the General Fund (after removal of the Build grant matching reserve and correction of 2019 sales tax estimates) to provide flexibility to deal with unanticipated challenges or opportunities that may arise in 2020. In addition, the General Fund is

using \$755,923 of fund balance to cover one time expenditures, including capital outlay, parking division startup, and a few other one-time items.

4. Resolution to Appropriate Sums of Money #42-19 – Once expenditures are approved in #3, it then becomes necessary to formally appropriate the expenditures reflected within the budget. This resolution lists the expenditures by fund, and notes that the revenues/resources within each fund are sufficient to support the proposed expenditure levels.

**Proposal:**

Staff is seeking approval of the proposed 2020 Budget and its accompanying resolutions.

The 2020 proposed budget has been compiled, reflecting changes discussed during the Oct 18 and 25 Board of Trustee work sessions. As usual, the need for budgetary funding far exceeds the amounts available so some tough prioritization decisions were necessary. The budget includes all Town departments and operations, including the dedicated sales tax funds and utility operations.

Of primary focus this year was the need to balance ongoing expenses with ongoing revenues within the General Fund. With the operational changes over the last few years, including additional staffing, programs, and pay increases, it became apparent that General Fund expenses had grown faster than the increases in sales taxes and other revenues. The General Fund budget is currently at a breakeven point, limiting operational changes. Due to this, many of the strategic plan objectives requested were not able to be funded. Those were highlighted by the departments during the budget work sessions held in Oct.

The following summarizes the more significant changes made after the initial budget work sessions.

Several Funds - Sales Tax Estimates – When the latest projections for 2020 sales tax revenues were updated, the revised 2019 sales tax revenue estimates were not changed to reflect the new projection. These have now been updated in the current proposed budget within the sales tax funds, including the General Fund, Emergency Response Communication Fund, the Community Center Fund, Trails Expansion Fund and the Street Improvement Fund. This revision also included increasing the estimated payment to the Fire District as well.

This change effectively increased the estimated 2020 ending General Fund balance by \$326,000. With five months of estimates built into that number, staff proposes we look at this later in the first quarter 2020 once more actual sales tax numbers are known. It is anticipated that staff may propose some additional one time projects be considered, using the prioritized CIP & Service Proposal Change list previously presented.

General Fund - Property Tax Revenues – During final preparation of the budget resolutions, it was noted that the County has released updated assessed valuations. Based upon the latest assessed valuations, estimated property tax revenues have increased \$45,989. This is an increase to the General Fund revenues and resulting fund balance presented at the Nov 12 budget hearing.

General Fund - Planning Division Estimates - During review and preliminary discussions about possible changes to the Community Development operations, it was noted that the Open Space Comprehensive Plan project had not be included in 2019 estimates. The 2019 estimates have now been updated to include this \$89,000 grant funded project coordinated with the Estes Valley Land Trust. Any future Building Safety Division changes will be handled by a separate budget amendment once the final decisions and fiscal impact analysis is completed.

General Fund - Police Canine Unit Donations - The fund raising campaign for the police canine unit was successful and the estimated donation revenue in the budget was increased accordingly. These funds are donor restricted so the estimated fund balance reserves were increased to reflect carryover of additional restricted funds.

Water Fund - Sale of Water Shop to Fleet – The initial draft had included the appropriation of the purchase of the water shop by the Fleet Maintenance Fund but the Water Fund revenue was missing. The Water Fund now shows an additional \$400,000 in revenue for the sales proceeds.

Water Fund – USDA Loan Proceeds – The proposed capital project for the replacement of the water main between Hwy 34 to Vista will be partially funded by a USDA loan in the amount of \$458,000. It was discovered during final Capital Improvement Plan coordination efforts that the project had been included at the net amount in the original budget. The revenues and capital expenditures have been grossed up to properly reflect the loan proceeds and the total capital outlay expected.

Electric Fund – Broadband Division – The proposed budget included early estimates of the broadband division operating costs. However, there was no estimate included for broadband revenue charges. A revenue estimate of \$841,820 was entered as the initial estimate and it is expected to be refined as the buildout of the system and signup of customers unfolds in 2020. Certain costs were reclassified as capital in nature as well.

Highway Users Trust Fund (HUTF) revenues – C.R.S. 43-4-204 provides that all HUTF moneys received are appropriated for the construction, improvement, repair, maintenance and administration of the Town’s street systems and other public roads and highways. In short, Street Department operations are generally eligible costs. The Town proposes to use the HUTF funding to help fund the following costs within the General Fund Street Department in compliance with state statute.

Estimated Highway Users Trust Fund revenues	\$ 280,894
Estimated Street Department General Fund Expenditures	
Street lights	\$ 90,000
Fuel and oil	52,800
Traffic signs	12,000
Vehicle and equipment maintenance	140,090
Street maintenance	76,000
Other street department operations	338,168
Street department personnel costs	581,979
 Total qualifying street expenditures	 \$1,291,037

**Advantages:**

The proposed 2020 budget:

- Is structurally balanced (ongoing revenues exceed ongoing expenditures)
- Complies with statutory requirements
- Meets the 25% General Fund ending fund balance policy
- Includes ability to award 2% merit as warranted
- Includes the new Town Attorney department
- Includes base funding for startup of new paid parking function

**Disadvantages:**

The proposed 2020 budget:

- Did not include funding for some strategic plan objectives, goals and outcomes
- Did not include funding for several new positions requested by staff

**Action Recommended:**

Staff recommends approval of the 2020 Budget and its accompanying Resolutions.

**Finance/Resource Impact:**

The 2020 Budget is implemented upon approval.

**Level of Public Interest**

Various sections of the 2020 Budget are of moderate to significant interest to different organizations and citizens but no comments have been received as of the drafting of this memo.



**Sample Motion:**

Motion 1: I move for the **approval/denial** to utilize the Highway Users Trust Fund for expenditures for striping, snow plowing, traffic signs, street lights, and other related road and street costs as proposed for 2020.

Motion 2: I move for the **approval/denial** of Resolutions 40-19 to set the mill levy, 41-19 to adopt the 2020 budget, and 42-19 to appropriate sums of money for 2020.

**Attachments:**

[Link to the Proposed Budget Revised 11-14-2019](#)

Attachment A) Resolution 40-19 – Resolution to Set Mill Levies

Attachment B) Resolution 41-19 – Resolution to Adopt 2019 Budget

Attachment C) Resolution 42-19 – Resolution to Appropriate Sums of Money

Attachment D) Memo - Matching Grant Funding for an Electric Vehicle Charging Station

**TOWN OF ESTES PARK  
 RECAP OF PROPOSED BUDGET  
 FOR YEAR ENDED 12-31-2020  
 Resolution 41-19  
 As Revised 11-14-19**

	<b>101 GENERAL FUND</b>	<b>204 COMMUNITY REINVESTMENT</b>	<b>211 CONSERVATION TRUST</b>	<b>220 LARIMER COUNTY OPEN SPACE</b>	<b>236 EMERGENCY RESPONSE</b>	<b>238 COMMUNITY CENTER</b>	<b>244 TRAILS</b>	<b>260 STREET</b>
Revenues	\$22,135,893	\$4,134,333	\$32,300	\$660,500	\$83,983	\$837,327	\$921,263	\$2,049,585
Expenses	22,891,816	4,132,333	31,678	596,027	51,544	837,327	930,419	2,063,935
Net	(755,923)	2,000	622	64,473	32,439	0	(9,156)	(14,350)
Estimated Beginning Fund Balance, 1/1/20	6,693,637	0	71,227	107,906	112,274	19,948	19,581	583,022
Estimated Ending Fund Balance, 12/31/20	<u>\$5,937,714</u>	<u>\$2,000</u>	<u>\$71,849</u>	<u>\$172,379</u>	<u>\$144,713</u>	<u>\$19,948</u>	<u>\$10,425</u>	<u>\$568,672</u>
<b>Budgeted Reserves</b>								
Thumb Open Space Reserve	-	-	70,000	171,700	-	-	-	-
Pkg Garage Maint Reserve 101-1700-417-37-99	24,000	-	-	-	-	-	-	-
Nonspendable Prepaid Fund Bal & Restr Donations	122,000	-	-	-	-	-	-	-
Policy 660 Fund Balance Reserves	4,921,590	-	-	-	-	-	-	-
Total Reserved Fund Balance	5,067,590	-	70,000	171,700	-	-	-	-
Unreserved Budgetary Fund Balance	<u>\$870,124</u>	<u>\$2,000</u>	<u>\$1,849</u>	<u>\$679</u>	<u>\$144,713</u>	<u>\$19,948</u>	<u>\$10,425</u>	<u>\$568,672</u>

	<b>502 POWER AND COMMUNICATIONS</b>	<b>503 WATER</b>	<b>606 MEDICAL INSURANCE</b>	<b>612 FLEET</b>	<b>625 INFORMATION TECHNOLOGY</b>	<b>635 VEHICLE REPLACEMENT</b>	<b>645 RISK MANAGEMENT</b>	<b>TOTAL</b>
Revenues, As Amended	\$18,561,873	\$7,176,626	\$2,489,578	\$507,766	\$898,729	\$478,889	\$307,344	\$61,275,989
Expenses, As Amended	20,829,385	7,383,764	2,493,000	858,541	879,656	176,450	307,344	64,463,219
Net	(2,267,512)	(207,138)	(3,422)	(350,775)	19,073	302,439	0	(3,187,230)
Estimated Beginning Fund Balance, 1/1/20	9,964,903	3,457,358	1,292,794	452,902	266,053	245,056	0	23,286,661
Estimated Ending Fund Balance, 12/31/20	<u>\$7,697,391</u>	<u>\$3,250,220</u>	<u>\$1,289,372</u>	<u>\$102,127</u>	<u>\$285,126</u>	<u>\$547,495</u>	<u>\$0</u>	<u>\$20,099,431</u>
<b>Budgeted Reserves</b>								
Thumb Open Space Reserve	-	-	-	-	-	-	-	241,700
Pkg Garage Maint Reserve 101-1700-417-37-99	-	-	-	-	-	-	-	24,000
Nonspendable Prepaid Fund Bal & Restr Donations	-	-	-	-	-	-	-	122,000
Equipment Reserve	1,651,484	505,590	-	-	-	547,495	-	2,704,569
Policy 660 Fund Balance Reserves	4,786,096	-	930,376	85,854	200,000	-	-	10,923,916
Total Reserved Fund Balance	6,437,580	505,590	930,376	85,854	200,000	547,495	-	14,016,185
Unreserved Budgetary Fund Balance	<u>1,259,811</u>	<u>2,744,630</u>	<u>358,996</u>	<u>16,273</u>	<u>85,126</u>	<u>-</u>	<u>-</u>	<u>6,083,246</u>

**TOWN OF ESTES PARK  
GENERAL FUND BUDGET RESERVE RATIO  
FOR YEAR ENDED 12-31-2020  
Resolution 41-19**

	General Fund	Comm Reinvestment Fund	Total
Fund Balance	\$5,937,714	\$2,000	\$5,939,714
Reserves to Exclude			
Thumb Open Space Proposal	-		-
Parking Garage Maintenance Reserve	24,000		24,000
Prepays and Restricted Donations Estimate	122,000		122,000
	<u>146,000</u>	<u>-</u>	<u>146,000</u>
Fund Balance Subject to Reserve Calculation	<u>5,791,714</u>	<u>2,000</u>	<u>5,793,714</u>
Total Expenditures	22,891,816	4,132,333	27,024,149
Less Transfers Out Between GF & CRF	4,119,333	2,882,206	7,001,539
Net Expenditures	<u>18,772,483</u>	<u>1,250,127</u>	<u>20,022,610</u>
Less Capital Expenditures			
Cap Outlay - Front End Loader (Bi-annual Trade In) - Streets	20,000		20,000
Cap Outlay - Bobcat Trade Ins 2 (Annual trade in) - Parks	6,450		6,450
Cap Outlay - CIP - Town Hall VRF Phase 1 (Air Conditioners)		198,000	198,000
CIP - Downtown Wayfinding 2020		50,000	50,000
CIP - Events Center Stall Leveling		61,800	61,800
Total Capital to Exclude	<u>26,450</u>	<u>309,800</u>	<u>336,250</u>
Total Expenditures Subject to Reserve Calculation	<u>18,746,033</u>	<u>940,327</u>	<u>19,686,360</u>
Reserve Ratio	<u>30.9%</u>	<u>0.2%</u>	<u>29.4%</u>

**TOWN OF ESTES PARK  
GENERAL FUND ONGOING REVENUE VS ONGOING EXPENDITURES  
FOR YEAR ENDED 12-31-2020  
Resolution 41-19**

	General Fund	Community Reinvestment Fund	Total
Total Revenues	22,135,893	4,134,333	26,270,226
Less:			
Capital Grants (One time funds)	-	-	-
Transfers between GF & CRF	2,882,206	4,119,333	7,001,539
	<u>2,882,206</u>	<u>4,119,333</u>	<u>7,001,539</u>
<b>Net Ongoing Revenues</b>	<b><u>19,253,687</u></b>	<b><u>15,000</u></b>	<b><u>19,268,687</u></b>
Total Expenditures	22,891,816	4,132,333	27,024,149
Less:			
Transfers between GF & CRF	4,119,333	2,882,206	7,001,539
Less One Time Expenditures:			
Parking Garage Maintenance Reserve	12,000	-	12,000
Cap Outlay - Front End Loader (Bi-annual Trade In) - Streets	20,000	-	20,000
Cap Outlay - Bobcat Trade Ins 2 (Annual trade in) - Parks	6,450	-	6,450
Cap Outlay - CIP - Town Hall VRF Phase 1 (Air Conditioners)	-	198,000	198,000
CIP - Downtown Wayfinding 2020	-	50,000	50,000
CIP - Events Center Stall Leveling	-	61,800	61,800
Barn Repairs 101-5500-455-25-02	15,000	-	15,000
VC Lobby/Driver Lounge Furniture 101-2600-426-26-23	8,000	-	8,000
PTWIN data migration 101-1400-414-22-13	8,000	-	8,000
Property File Scanning Temp 101-1400-414-22-13	25,000	-	25,000
Parking Division Startup 101-5690	212,109	-	212,109
Painting/Staining Outside of Visitor Center	33,000	-	33,000
Increase in Community Initiative	50,000	-	50,000
Community Initiative Funding 101-1900-419-91-47	100,000	-	100,000
Infant/Toddler Childcare Capital Grant Pool	10,000	-	10,000
	<u>499,559</u>	<u>309,800</u>	<u>809,359</u>
<b>Net Ongoing Expenditures</b>	<b><u>18,272,924</u></b>	<b><u>940,327</u></b>	<b><u>19,213,251</u></b>
<b>Net Ongoing Rev vs Exp</b>	<b><u>980,763</u></b>	<b><u>(925,327)</u></b>	<b><u>55,436</u></b>

**TOWN OF ESTES PARK  
SUMMARY OF ANTICIPATED REVENUE  
FOR YEAR ENDED 12-31-2020  
Resolution 41-19**

<b>Fund/Dept</b>	<b>Fund Name</b>	<b>2020 Final</b>
101	GENERAL FUND	22,135,893
204	COMMUNITY REINVESTMENT	4,134,333
211	CONSERVATION TRUST	32,300
220	LARIMER COUNTY OPEN SPACE	660,500
236	EMERGENCY RESPONSE	83,983
238	COMMUNITY CENTER	837,327
244	TRAILS	921,263
260	STREET	2,049,585
502	POWER AND COMMUNICATIONS	18,561,873
503	WATER	7,176,626
606	MEDICAL INSURANCE	2,489,578
612	FLEET	507,766
625	INFORMATION TECHNOLOGY	898,729
635	VEHICLE REPLACEMENT	478,889
645	RISK MANAGEMENT	307,344
	TOTAL	<u>61,275,989</u>

**TOWN OF ESTES PARK  
SUMMARY OF APPROPRIATIONS  
FOR YEAR ENDED 12-31-2020  
Resolution 41-19**

<b>Fund/Dept</b>	<b>Fund Name</b>	<b>2020 Final</b>
101	GENERAL FUND	
101-1100	Legislative	345,792
101-1190	Town Attorney	338,847
101-1200	Judicial	76,187
101-1300	Town Administrator's Office	370,082
101-1400	Town Clerk's Office	347,940
101-1500	Finance	579,008
101-1600	Com Dev ( Planning)	828,664
101-1700	Facilities	1,108,864
101-1800	Employee Benefits	318,618
101-1900	Community Service Grants	1,359,306
101-2100	Police - Patrol	3,936,745
101-2155	Police - Communications	989,092
101-2175	Police - Comm Svcs	375,388
101-2185	Police - Code Enforcement	163,394
101-2300	Building Safety Divison	663,435
101-2400	Engineering	402,211
101-2600	Visitor Center	504,551
101-3100	Streets	1,291,037
101-5200	Parks	1,317,867
101-5304	Senior Center	-
101-5500	Special Events	2,252,573
101-5600	Transportation	589,694
101-5690	Parking Services	212,109
101-5700	Museum	401,079
101-9000	Transfers	<u>4,119,333</u>
101	GENERAL FUND	22,891,816
204	COMMUNITY REINVESTMENT	4,132,333
211	CONSERVATION TRUST	31,678
220	LARIMER COUNTY OPEN SPACE	596,027
236	EMERGENCY RESPONSE	51,544
238	COMMUNITY CENTER	837,327
244	TRAILS	930,419
260	STREET	2,063,935
502	POWER AND COMMUNICATIONS	20,829,385
503	WATER	7,383,764
606	MEDICAL INSURANCE	2,493,000
612	FLEET	858,541
625	INFORMATION TECHNOLOGY	879,656
635	VEHICLE REPLACEMENT	176,450
645	RISK MANAGEMENT	<u>307,344</u>
	TOTAL ALL FUNDS	<u><u>64,463,219</u></u>

**TOWN OF ESTES PARK  
GENERAL FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	2017 Actual	2018 Actual	2019 Amended Budget	2019 EOY Estimate	2020 Final
<b>REVENUE</b>					
Taxes	12,402,321	13,842,631	14,027,141	14,346,299	15,218,010
Intergovernmental	-	2,721	-	-	-
Rental Income	35,102	30,602	30,599	30,599	30,600
Investment Income	18,351	53,071	19,000	125,000	115,000
Miscellaneous	18,571	32,534	31,955	37,811	27,778
Transfers In	1,768,749	1,875,924	4,710,801	4,382,534	4,740,771
Departmental Revenues	3,557,564	7,938,020	3,212,348	3,201,715	2,003,734
<b>Total Revenues</b>	<b>17,800,658</b>	<b>23,775,503</b>	<b>22,031,844</b>	<b>22,123,958</b>	<b>22,135,893</b>
Legislative	174,603	208,236	308,081	298,985	345,792
Attorney	-	-	232,541	201,942	338,847
Judicial	57,705	76,471	80,760	83,174	76,187
Town Administrator	506,367	329,092	392,647	433,677	370,082
Town Clerk	451,486	478,534	537,713	489,372	347,940
Finance	471,796	519,073	542,839	572,545	579,008
Planning	1,005,643	727,119	1,263,083	1,173,323	828,664
Facilities	938,061	973,354	1,518,203	1,409,451	1,108,864
Human Resources	115,108	94,403	194,180	212,963	318,618
Community Svcs	998,270	1,125,668	1,183,935	1,186,277	1,359,306
Police - Patrol	3,000,366	3,286,926	3,814,444	4,029,471	3,936,745
Police - Communications	1,253,765	907,050	988,816	1,052,547	989,092
Police - Comm Svc	324,440	351,972	371,551	335,500	375,388
Police - Code Enforcement	-	-	89,702	62,264	163,394
Building Safety	532,077	529,267	673,276	588,379	663,435
Engineering	669,046	588,661	364,284	384,003	402,211
Visitor Services	417,208	437,098	604,454	549,335	504,551
Streets and Highways	5,239,372	1,217,558	1,312,027	1,262,009	1,291,037
Parks	1,007,346	1,136,797	1,250,539	1,245,082	1,317,867
Senior Center	316,529	13,233	224	-	-
Special Events	1,840,231	2,106,676	2,167,063	2,128,760	2,252,573
Transit	432,628	458,402	1,483,408	1,463,054	589,694
Parking	-	24,872	258,981	260,161	212,109
Museum	300,739	360,349	415,363	401,354	401,079
Transfers Out	977,921	1,350,322	4,272,994	4,273,100	4,119,333
<b>Total Expenditures</b>	<b>21,030,707</b>	<b>17,301,133</b>	<b>24,321,108</b>	<b>24,096,728</b>	<b>22,891,816</b>
<b>Net Income (Loss)</b>	<b>(3,230,049)</b>	<b>6,474,370</b>	<b>(2,289,264)</b>	<b>(1,972,770)</b>	<b>(755,923)</b>
<b>Beginning Fund Balance</b>	<b>5,422,086</b>	<b>2,192,037</b>	<b>8,666,407</b>	<b>8,666,407</b>	<b>6,693,637</b>
<b>Ending Fund Balance</b>	<b>2,192,037</b>	<b>8,666,407</b>	<b>6,377,143</b>	<b>6,693,637</b>	<b>5,937,714</b>

**TOWN OF ESTES PARK  
COMMUNITY REINVESTMENT FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Intergovernmental	3,080,163	2,284,195	400,000	-	-
Investment Income	10,525	20,732	7,500	7,500	15,000
Miscellaneous	29,520	38,239	-	-	-
Transfers In	977,921	1,350,322	4,257,994	4,258,100	4,119,333
Debt Proceeds	4,552,617	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>8,650,746</b>	<b>3,693,488</b>	<b>4,665,494</b>	<b>4,265,600</b>	<b>4,134,333</b>
Community Reinvestment Fund	20,125	18,467	202,592	200,750	22,000
Capital Outlay	8,433,309	2,029,886	2,114,691	2,044,972	309,800
Debt Service	773,437	916,754	918,413	918,413	918,327
Transfers Out	-	-	2,788,831	2,460,564	2,882,206
Rounding	(1)	-	-	-	-
<b>Total Expenditures</b>	<b>9,226,870</b>	<b>2,965,107</b>	<b>6,024,527</b>	<b>5,624,699</b>	<b>4,132,333</b>
<b>Net Income (Loss)</b>	<b>(576,124)</b>	<b>728,381</b>	<b>(1,359,033)</b>	<b>(1,359,099)</b>	<b>2,000</b>
<b>Beginning Fund Balance</b>	<b>1,206,842</b>	<b>630,718</b>	<b>1,359,099</b>	<b>1,359,099</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>630,718</b>	<b>1,359,099</b>	<b>66</b>	<b>-</b>	<b>2,000</b>



**TOWN OF ESTES PARK  
 CONSERVATION TRUST FUND  
 SUMMARY BY DEPARTMENT  
 Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Intergovernmental	30,765	31,687	32,000	32,000	32,000
Investment Income	419	670	300	300	300
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>31,184</b>	<b>32,357</b>	<b>32,300</b>	<b>32,300</b>	<b>32,300</b>
Conservation Trust Fund	11,786	16,709	40,446	31,678	31,678
Rounding	(1)	-	-	-	-
<b>Total Expenditures</b>	<b>11,785</b>	<b>16,709</b>	<b>40,446</b>	<b>31,678</b>	<b>31,678</b>
<b>Net Income (Loss)</b>	<b>19,399</b>	<b>15,648</b>	<b>(8,146)</b>	<b>622</b>	<b>622</b>
<b>Beginning Fund Balance</b>	<b>35,558</b>	<b>54,957</b>	<b>70,605</b>	<b>70,605</b>	<b>71,227</b>
<b>Ending Fund Balance</b>	<b>54,957</b>	<b>70,605</b>	<b>62,459</b>	<b>71,227</b>	<b>71,849</b>

**TOWN OF ESTES PARK  
 LARIMER COUNTY OPEN SPACE FUND  
 SUMMARY BY DEPARTMENT  
 Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Intergovernmental	1,975,384	1,122,088	1,165,000	1,165,000	658,000
Investment Income	240	4	2,000	2,000	2,500
Miscellaneous	41,524	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Revenues</b>	<b>2,017,148</b>	<b>1,122,092</b>	<b>1,167,000</b>	<b>1,167,000</b>	<b>660,500</b>
Open Space	110,599	70,384	177,014	82,497	73,527
Capital Outlay	1,600,951	126,427	1,230,073	1,230,073	522,500
Transfers Out	430,000	-	300,000	300,000	-
Rounding	(1)	-	-	-	-
<b>Total Expenditures</b>	<b>2,141,549</b>	<b>196,811</b>	<b>1,707,087</b>	<b>1,612,570</b>	<b>596,027</b>
<b>Net Income (Loss)</b>	<b>(124,401)</b>	<b>925,281</b>	<b>(540,087)</b>	<b>(445,570)</b>	<b>64,473</b>
<b>Beginning Fund Balance</b>	<b>(247,404)</b>	<b>(371,805)</b>	<b>553,476</b>	<b>553,476</b>	<b>107,906</b>
<b>Ending Fund Balance</b>	<b>(371,805)</b>	<b>553,476</b>	<b>13,389</b>	<b>107,906</b>	<b>172,379</b>

**TOWN OF ESTES PARK  
EMERGENCY RESPONSE SYSTEM FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	69,220	75,215	76,839	78,834	83,733
Investment Income	325	334	250	250	250
Miscellaneous	-	276	-	-	-
Debt Proceeds	-	-	325,000	325,000	-
<b>Total Revenues</b>	<b>69,545</b>	<b>75,825</b>	<b>402,089</b>	<b>404,084</b>	<b>83,983</b>
Emergency Response System	29,930	28,265	75,580	78,305	51,544
Capital Outlay	11,694	-	325,000	325,000	-
Transfers Out	-	-	-	-	-
Rounding	-	(1)	-	-	-
<b>Total Expenditures</b>	<b>41,624</b>	<b>28,264</b>	<b>400,580</b>	<b>403,305</b>	<b>51,544</b>
<b>Net Income (Loss)</b>	<b>27,921</b>	<b>47,561</b>	<b>1,509</b>	<b>779</b>	<b>32,439</b>
<b>Beginning Fund Balance</b>	<b>36,013</b>	<b>63,934</b>	<b>111,495</b>	<b>111,495</b>	<b>112,274</b>
<b>Ending Fund Balance</b>	<b>63,934</b>	<b>111,495</b>	<b>113,004</b>	<b>112,274</b>	<b>144,713</b>

**TOWN OF ESTES PARK  
COMMUNITY CENTER FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	692,196	752,155	768,392	788,340	837,327
Intergovernmental	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rental Income	-	-	-	-	-
Investment Income	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Transfers In	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	(1)	-	-	-	-
<b>Total Revenues</b>	<b>692,195</b>	<b>752,155</b>	<b>768,392</b>	<b>788,340</b>	<b>837,327</b>
Community Center	692,196	752,155	768,392	768,392	837,327
Transfers Out	-	-	-	-	-
Rounding	-	-	-	-	-
<b>Total Expenditures</b>	<b>692,196</b>	<b>752,155</b>	<b>768,392</b>	<b>768,392</b>	<b>837,327</b>
<b>Net Income (Loss)</b>	<b>(1)</b>	<b>-</b>	<b>-</b>	<b>19,948</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,948</b>
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,948</b>	<b>19,948</b>

**TOWN OF ESTES PARK  
TRAILS EXPANSION FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	346,098	376,077	384,196	394,170	418,663
Intergovernmental	115,217	-	336,000	-	500,000
Charges for Services	-	-	-	-	-
Rental Income	-	-	-	-	-
Investment Income	5,473	3,349	2,000	2,000	2,600
Miscellaneous	69,880	-	-	-	-
Transfers In	-	-	300,000	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>536,668</b>	<b>379,426</b>	<b>1,022,196</b>	<b>396,170</b>	<b>921,263</b>
Trails Expansion Operations	-	-	41,073	33,537	28,919
Capital Outlay	334,205	-	970,000	955,773	901,500
Transfers Out	673,000	-	-	-	-
Rounding	(2)	(1)	-	-	-
<b>Total Expenditures</b>	<b>1,007,203</b>	<b>(1)</b>	<b>1,011,073</b>	<b>989,310</b>	<b>930,419</b>
<b>Net Income (Loss)</b>	<b>(470,535)</b>	<b>379,427</b>	<b>11,123</b>	<b>(593,140)</b>	<b>(9,156)</b>
<b>Beginning Fund Balance</b>	<b>703,829</b>	<b>233,294</b>	<b>612,721</b>	<b>612,721</b>	<b>19,581</b>
<b>Ending Fund Balance</b>	<b>233,294</b>	<b>612,721</b>	<b>623,844</b>	<b>19,581</b>	<b>10,425</b>

**TOWN OF ESTES PARK  
STREET IMPROVEMENT FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	1,661,271	1,805,171	1,844,142	1,892,015	2,009,585
Intergovernmental	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rental Income	-	-	-	-	-
Investment Income	54,498	78,967	15,000	15,000	40,000
Miscellaneous	6	-	-	-	-
Transfers In	1,103,000	-	-	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>2,818,775</b>	<b>1,884,138</b>	<b>1,859,142</b>	<b>1,907,015</b>	<b>2,049,585</b>
Street Improvement Operations	1,818,796	601,201	722,140	701,633	727,835
Capital Outlay	111,179	2,059,154	4,180,312	4,180,312	1,336,100
Transfers Out	-	-	-	-	-
Rounding	1	-	-	-	-
<b>Total Expenditures</b>	<b>1,929,976</b>	<b>2,660,355</b>	<b>4,902,452</b>	<b>4,881,945</b>	<b>2,063,935</b>
<b>Net Income (Loss)</b>	<b>888,799</b>	<b>(776,217)</b>	<b>(3,043,310)</b>	<b>(2,974,930)</b>	<b>(14,350)</b>
<b>Beginning Fund Balance</b>	<b>3,445,370</b>	<b>4,334,169</b>	<b>3,557,952</b>	<b>3,557,952</b>	<b>583,022</b>
<b>Ending Fund Balance</b>	<b>4,334,169</b>	<b>3,557,952</b>	<b>514,642</b>	<b>583,022</b>	<b>568,672</b>

**TOWN OF ESTES PARK  
POWER AND COMMUNICATIONS FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	1,031,202	3,344	-	-	-
Charges for Services	15,915,519	16,787,139	17,023,722	17,023,722	18,329,373
Rental Income	292	-	-	-	-
Investment Income	87,206	165,002	64,000	64,000	120,000
Miscellaneous	472,396	322,017	134,578	134,578	112,500
Transfers In	365,703	2,139,306	62,329	-	-
Debt Proceeds	-	-	125,000	33,358,267	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>17,872,318</b>	<b>19,416,808</b>	<b>17,409,629</b>	<b>50,580,567</b>	<b>18,561,873</b>
Source of Supply	7,350,123	7,670,249	7,554,806	7,554,806	7,983,854
Distribution	4,356,498	4,480,158	4,132,637	4,140,905	4,329,144
Customer Accounts	445,111	478,638	445,957	449,154	451,758
Admin & General	2,460,966	2,252,805	2,377,018	2,382,807	2,302,700
Debt Service	151,307	139,811	470,213	3,771,466	1,539,928
Broadband	-	-	1,297,000	1,040,000	816,972
Capital Outlay	51,095	93,250	5,666,458	28,473,279	1,685,000
Transfers Out	1,646,929	1,731,228	1,772,928	1,772,928	1,720,029
Rounding	-	1	-	-	-
<b>Total Expenditures</b>	<b>16,462,029</b>	<b>16,846,140</b>	<b>23,717,017</b>	<b>49,585,345</b>	<b>20,829,385</b>
<b>Net Income (Loss)</b>	<b>1,410,289</b>	<b>2,570,668</b>	<b>(6,307,388)</b>	<b>995,222</b>	<b>(2,267,512)</b>
<b>Beginning Fund Balance</b>	<b>8,328,795</b>	<b>8,325,317</b>	<b>8,969,681</b>	<b>8,969,681</b>	<b>9,964,903</b>
<b>Ending Fund Balance</b>	<b>9,739,084</b>	<b>10,895,985</b>	<b>2,662,293</b>	<b>9,964,903</b>	<b>7,697,391</b>

**TOWN OF ESTES PARK  
WATER FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	(1,395)	(2,959)	-	-	-
Charges for Services	5,410,607	6,627,848	5,677,964	5,677,964	6,173,376
Rental Income	-	4,000	-	-	-
Investment Income	60,028	142,126	30,000	30,000	105,000
Miscellaneous	278,116	75,167	40,000	40,000	440,250
Transfers In	-	551,956	-	-	-
Debt Proceeds	-	-	20,000	20,000	458,000
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>5,747,356</b>	<b>7,398,138</b>	<b>5,767,964</b>	<b>5,767,964</b>	<b>7,176,626</b>
Source of Supply	98,192	106,625	202,200	202,200	202,200
Purification	876,336	986,706	1,144,559	1,132,927	1,164,367
Distribution	2,624,412	2,435,980	1,543,911	1,589,206	1,933,551
Customer Accounts	351,088	338,156	497,322	298,992	257,185
Admin & General	643,529	780,028	794,846	799,587	852,070
Debt Service	123,081	118,454	410,270	410,270	396,355
Capital Outlay	18,931	9,145	5,140,207	4,549,001	2,439,500
Transfers Out	121,820	144,696	149,042	149,042	138,536
Rounding	-	-	-	-	-
<b>Total Expenditures</b>	<b>4,857,389</b>	<b>4,919,790</b>	<b>9,882,357</b>	<b>9,131,225</b>	<b>7,383,764</b>
<b>Net Income (Loss)</b>	<b>889,967</b>	<b>2,478,348</b>	<b>(4,114,393)</b>	<b>(3,363,261)</b>	<b>(207,138)</b>
<b>Beginning Fund Balance</b>	<b>5,473,725</b>	<b>6,470,992</b>	<b>6,820,619</b>	<b>6,820,619</b>	<b>3,457,358</b>
<b>Ending Fund Balance</b>	<b>6,363,692</b>	<b>8,949,340</b>	<b>2,706,226</b>	<b>3,457,358</b>	<b>3,250,220</b>



**TOWN OF ESTES PARK  
 MEDICAL INSURANCE FUND  
 SUMMARY BY DEPARTMENT  
 Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Services	2,343,365	2,546,120	2,508,943	2,447,907	2,469,328
Rental Income	-	-	-	-	-
Investment Income	5,885	23,158	3,500	3,500	20,000
Miscellaneous	506	23,980	-	-	250
Transfers In	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>2,349,756</b>	<b>2,593,258</b>	<b>2,512,443</b>	<b>2,451,407</b>	<b>2,489,578</b>
Medical Insurance Fund Operations	1,904,193	2,132,406	2,352,416	2,352,416	2,493,000
Rounding	-	(2)	-	-	-
<b>Total Expenditures</b>	<b>1,904,193</b>	<b>2,132,404</b>	<b>2,352,416</b>	<b>2,352,416</b>	<b>2,493,000</b>
<b>Net Income (Loss)</b>	<b>445,563</b>	<b>460,854</b>	<b>160,027</b>	<b>98,991</b>	<b>(3,422)</b>
<b>Beginning Fund Balance</b>	<b>243,637</b>	<b>732,949</b>	<b>1,193,803</b>	<b>1,193,803</b>	<b>1,292,794</b>
<b>Ending Fund Balance</b>	<b>689,200</b>	<b>1,193,803</b>	<b>1,353,830</b>	<b>1,292,794</b>	<b>1,289,372</b>

**TOWN OF ESTES PARK  
FLEET MAINTENANCE FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	515	-	-	-
Charges for Services	456,458	487,938	502,053	502,053	506,219
Rental Income	-	-	-	-	-
Investment Income	2,098	4,852	1,000	1,000	1,547
Miscellaneous	3,897	2,194	-	-	-
Transfers In	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>462,453</b>	<b>495,499</b>	<b>503,053</b>	<b>503,053</b>	<b>507,766</b>
Fleet Maintenance	392,357	402,937	441,569	465,516	458,541
Capital Outlay	-	-	45,103	44,000	400,000
Rounding	-	-	-	-	-
<b>Total Expenditures</b>	<b>392,357</b>	<b>402,937</b>	<b>486,672</b>	<b>509,516</b>	<b>858,541</b>
<b>Net Income (Loss)</b>	<b>70,096</b>	<b>92,562</b>	<b>16,381</b>	<b>(6,463)</b>	<b>(350,775)</b>
<b>Beginning Fund Balance</b>	<b>285,138</b>	<b>363,419</b>	<b>459,365</b>	<b>459,365</b>	<b>452,902</b>
<b>Ending Fund Balance</b>	<b>355,234</b>	<b>455,981</b>	<b>475,746</b>	<b>452,902</b>	<b>102,127</b>

**TOWN OF ESTES PARK**  
**INFORMATION SYSTEMS TECHNOLOGY FUND**  
**SUMMARY BY DEPARTMENT**  
**Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	5,900	8	-	-	-
Charges for Services	611,055	719,629	841,731	841,731	892,729
Rental Income	-	-	-	-	-
Investment Income	6,339	5,457	5,000	5,000	5,000
Miscellaneous	2,073	3,219	1,500	1,500	1,000
Transfers In	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>625,367</b>	<b>728,313</b>	<b>848,231</b>	<b>848,231</b>	<b>898,729</b>
IT Operations	609,392	668,724	753,045	768,216	799,656
Capital Outlay	-	-	89,000	89,000	80,000
Transfers Out	365,703	-	62,329	-	-
Rounding	-	-	-	-	-
<b>Total Expenditures</b>	<b>975,095</b>	<b>668,724</b>	<b>904,374</b>	<b>857,216</b>	<b>879,656</b>
<b>Net Income (Loss)</b>	<b>(349,728)</b>	<b>59,589</b>	<b>(56,143)</b>	<b>(8,985)</b>	<b>19,073</b>
<b>Beginning Fund Balance</b>	<b>591,255</b>	<b>223,862</b>	<b>275,038</b>	<b>275,038</b>	<b>266,053</b>
<b>Ending Fund Balance</b>	<b>241,527</b>	<b>283,451</b>	<b>218,895</b>	<b>266,053</b>	<b>285,126</b>

**TOWN OF ESTES PARK  
VEHICLE REPLACEMENT FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 EOY Estimate</b>	<b>2020 Final</b>
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Services	869,624	270,793	455,898	455,898	478,139
Rental Income	-	-	-	-	-
Investment Income	12,517	13,291	10,000	10,000	750
Miscellaneous	45,460	59,970	-	-	-
Transfers In	-	-	15,000	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>927,601</b>	<b>344,054</b>	<b>480,898</b>	<b>465,898</b>	<b>478,889</b>
Fleet Replacement Operations	605,410	321,074	-	-	-
Capital Outlay	381,415	125	629,465	532,214	176,450
Transfers Out	-	2,691,262	-	-	-
Rounding	-	-	-	-	-
<b>Total Expenditures</b>	<b>986,825</b>	<b>3,012,461</b>	<b>629,465</b>	<b>532,214</b>	<b>176,450</b>
<b>Net Income (Loss)</b>	<b>(59,224)</b>	<b>(2,668,407)</b>	<b>(148,567)</b>	<b>(66,316)</b>	<b>302,439</b>
<b>Beginning Fund Balance</b>	<b>2,865,183</b>	<b>3,322,783</b>	<b>311,372</b>	<b>311,372</b>	<b>245,056</b>
<b>Ending Fund Balance</b>	<b>2,805,959</b>	<b>654,376</b>	<b>162,805</b>	<b>245,056</b>	<b>547,495</b>

**TOWN OF ESTES PARK  
RISK MANAGEMENT FUND  
SUMMARY BY DEPARTMENT  
Resolution 41-19**

	2017 Actual	2018 Actual	2019 Amended Budget	2019 EOY Estimate	2020 Final
<b>REVENUE</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Services	-	-	283,947	273,947	307,344
Rental Income	-	-	-	-	-
Investment Income	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Transfers In	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Departmental Revenues	-	-	-	-	-
<b>Total Revenues</b>	-	-	283,947	273,947	307,344
Risk Management Operations	-	-	283,947	273,947	307,344
Rounding	-	-	-	-	-
<b>Total Expenditures</b>	-	-	283,947	273,947	307,344
<b>Net Income (Loss)</b>	-	-	-	-	-
<b>Beginning Fund Balance</b>	-	-	-	-	-
<b>Ending Fund Balance</b>	-	-	-	-	-

**RESOLUTION 40-19**

LEVYING PROPERTY TAXES FOR THE YEAR 2019 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF ESTES PARK, COLORADO FOR THE 2020 BUDGET YEAR.

**WHEREAS**, the Board of Trustees of the Town of Estes Park will adopt the annual budget in accordance with the Local Government Budget Law on November 26, 2019; and

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$439,898; and

**WHEREAS**, the 2019 valuation for assessment for the Town of Estes Park as certified by the County Assessor is \$241,437,131.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:**

That for the purpose of meeting all general operating expenses of the Town of Estes Park during the 2020 budget year, there is hereby levied a tax of 1.822 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2019.

That the Town Finance Director is hereby authorized and directed to immediately certify to the County Commissioners of Larimer County, Colorado, the mill levies for the Town of Estes Park as hereinabove determined and set, but as recalculated as needed upon receipt of the final certification of valuation from the Larimer County Assessor.

DATED this 26th day of November, 2019.

TOWN OF ESTES PARK

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

**RESOLUTION 41-19**

SUMMARIZING EXPENDITURES AND REVENUE FOR EACH FUND, AND ADOPTING A BUDGET FOR THE TOWN OF ESTES PARK, COLORADO FOR THE BUDGET YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2020, AND ENDING ON THE LAST DAY OF DECEMBER, 2020.

**WHEREAS**, the Board of Trustees of the Town of Estes Park has appointed Travis Machalek, Town Administrator, to prepare and submit a proposed budget to the Governing Body at the proper time; and

**WHEREAS**, Travis Machalek, Town Administrator, has submitted a proposed budget to this governing body on October 11, 2019, for its consideration, and;

**WHEREAS**, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, public hearings were held on November 12, 2019 and November 26, 2019, and interested taxpayers were given the opportunity to file or register any objections or comments regarding the proposed budget; and

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:**

That the attached budget, as submitted, and summarized by fund, is hereby approved and adopted as the budget of the Town of Estes Park, Colorado, for the fiscal year ending December 31, 2020, and shall be signed by the Mayor and Town Clerk and made a part of the public records of the Town of Estes Park.

DATED this 26th day of November, 2019.

TOWN OF ESTES PARK

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

**RESOLUTION 42-19**

APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE TOWN OF ESTES PARK, COLORADO FOR THE BUDGET YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2020, AND ENDING ON THE LAST DAY OF DECEMBER 2020.

**WHEREAS**, the Board of Trustees of the Town of Estes Park has adopted the annual budget in accordance with the Local Government Budget Law on November 26, 2019; and

**WHEREAS**, the Town of Estes Park has made provision therein for revenues and reserves or fund balances in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Town of Estes Park.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:**

That the following sums are hereby appropriated from the revenue and reserves or fund balances of each fund, to each fund, for the purposes stated:

<b>FUND</b>	<b>TOTAL APPROPRIATION</b>
General Fund	22,891,816
Community Reinvestment Fund	4,132,333
Conservation Trust Fund	31,678
Open Space Fund	596,027
Emergency Response Fund	51,544
Community Center Fund	837,327
Trails Fund	930,419
Streets Fund	2,063,935
Light and Power Fund	20,829,385
Water Fund	7,383,764
Medical Insurance Fund	2,493,000
Fleet Maintenance Fund	858,541
Information Technology Fund	879,656
Vehicle Replacement Fund	176,450
Risk Management Fund	307,344
Total	<u>64,463,219</u>



DATED this 26th day of November, 2019.

TOWN OF ESTES PARK

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Mayor

ATTEST:

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Town Clerk

# Attachment to the 2020 Budget Public Hearing Memo

To: Honorable Mayor Jirsa  
Board of Trustees

Through: Town Administrator Machalek

From: Finance Director Hudson  
Utilities Director Bergsten

Date: November 26, 2019

RE: Matching Grant Funding for an Electric Vehicle Charging Station

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## **Objective:**

Consider a request to provide matching grant funds for high-speed (level III) electric vehicle charging stations.

## **Present Situation:**

At the November 12 Board meeting, more information was requested about potential funding sources to provide matching funds for a Colorado Alternative Fuels grant to purchase four high-speed electric vehicle charging stations.

### *Analysis of Potential Funding Sources*

#### General Fund

Vehicle charging stations are a parking and transit related activity. The capital asset would be recorded as a parking and transit related asset within the Public Works Department. As such, funding would be moved into the Public Works budget within the General Fund or Community Reinvestment Fund.

We were notified on November 12 that our “Better Utilizing Investments to Leverage Development” (BUILD) grant was not selected. The \$500,000 of fund balance reserved for that grant is now available for other one-time uses. After considering the changes to sales tax estimates for 2019 and freeing up of the \$500,000, the General Fund would have sufficient one-time monies to cover a grant match of \$110,000. It is important to note that there are many competing uses for this money and any funding discussion should consider Board priorities. This project was ranked fourth among the unfunded one-time service proposals. All of these proposals should be considered together to allow more fully informed decisions on Board priorities for the use of this one-time funding.

#### Highway User Trust Fund

The 2020 budget proposes the \$280,894 from the Highway User Trust Fund be allocated to the Streets Department. As proposed, those funds are not available to be used for the grant match since they are already anticipated and appropriated within the proposed budget.

## Power and Communications (P&C)

Town Fund Balance Policy # 660 requires the Town to retain a 90 day O&M reserve for the P&C Fund. Based on the 2020 budgeted expenditures, this reserve would be \$4,786,096 which, together with the vehicle and equipment replacement reserve, totals \$6,437,580, leaving a \$1,259,811 margin based on the 2020 year end budget projections. It is important to recognize that the General Fund is already receiving 10% of the electric charges for services as a transfer.

As an enterprise fund, reserves are accumulated and used to fund future capital needs. As evidenced by the margin indicated above, the capital reserves are being expended almost as fast as they are earned. Any additional reserves accumulated will have the added benefit of reducing future electric rate increases for capital needs. Transferring those revenues to the General Fund for other purposes will put additional pressure on future electric rates.

The next two years will be tight financially for the Power and Communications fund as the broadband system is constructed and new customers are signed up. Unexpected delays in the system buildout such as from employee turnover, weather, and contractor delays could negatively impact the available fund balance through reduced revenues so any proposed use of the P&C reserves need to be very carefully considered.

Our Municipal Finance Advisor, bond council, and the S&P rating agency staff have all made a point of reminding us of our fiduciary responsibility to the bond holders to appropriately account for electric and broadband functions separately from other operations. They inquire about how we prevent comingling of the other Town functions, such as general government administration, parks, streets, and parking and transit. That is why waiving of fees or use of reserves for other purposes should always be accounted in other funds and/or functions rather than in the utility funds. This is accomplished by transferring the monies to these other funds, allowing rate payers to see how much is going to other purposes, increasing governmental transparency and accountability especially when it comes to rate setting.

### **Proposal:**

Staff recommends not changing the proposed 2020 budget at this time. In March of next year, we will know the actual 2019 sales tax revenues, helping to reduce the concerns over the sales tax estimates expressed during the budget work sessions. The Town Board would know how much was available in the General Fund and could then consider these unfunded one-time proposals with more complete information, reprioritizing the proposals as desired. It is staff's understanding that the opportunity for the charging stations will still be available at that time.

**Advantages:**

- Actual 2019 sales tax revenues will be known.
- Ensures the Board's minimum General Fund reserve can be met and provides a more accurate estimate of how much one-time funding is available for use.
- Utility funds are retained to meet reserve requirements and mitigate the impact of any unexpected delays in broadband rollout.

**Disadvantages:**

- The electric vehicle charging station design, if ultimately funded, would be delayed.



# Town of Estes Park

## SIGN-IN SHEET FOR PUBLIC COMMENT

The Town of Estes Park Council encourages residents of the community to attend Town Board meetings. Individuals wishing to be heard during Public Comment proceedings are encouraged to be prepared and will be limited to **three (3) minutes** in order to allow everyone the opportunity to be heard. Public Comments are expected to be constructive.

Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.

### Town Board Meeting December 2, 2019

#### ACTION ITEM #1 – 2020 BUDGET / THUMB OPEN SPACE PROPOSAL.

	NAME (PLEASE PRINT)	STREET ADDRESS	F – FOR A – AGAINST
1	Frank Ferrer	284 Turquoise Tr.	For
2	Ben Ferrer	789 Turquoise Tr.	For
3	Jeanne Allen	303 Curry Drive	Against
4	Larry Allen	303 Curry Dr	Against
5	Mike Bryson (AMTHA) Board	570 DARCY	FOR
6	WALT BORNEMAN	572 DARCY	For
7	Stephen Riedinger	350 Curry Dr	Against
8	Ann Wise	350 Curry Dr	AGAINST
9	ROBIN HARDING	450 PROSPECTOR LANE	FOR
10			
11			
12			
13			
14			

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# Memo

To: Honorable Mayor Jirsa  
 Board of Trustees

Through: Town Administrator Machalek

From: Finance Director Hudson

Date: *November 26, 2019*

RE: *Capital Improvements Plan 2020 - 2024*

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*(Mark all that apply)*

- PUBLIC HEARING       ORDINANCE       LAND USE  
 CONTRACT/AGREEMENT       RESOLUTION       OTHER Motion

QUASI-JUDICIAL    YES    NO

**Objective:**

To present the 2020 – 2024 Capital Improvement Plan (CIP) for Town Board consideration.

**Present Situation:**

The attached 2020 – 2024 Capital Improvement Plan is the third CIP to be developed using the Town’s new capital improvement planning process. The development of this plan began in March and has run parallel with the budget process. The 2020 projects in the CIP are reflected in the proposed 2020 budget.

**Proposal:**

The 2020 – 2024 CIP development process included refinements to the processes used in prior years. The CIP process included scheduling out the CIP projects by year considering financial constraints and funding source limitations. The need for this was very apparent as the Town began compiling the 2020 operating budget. It quickly became clear that the only funds that the General Fund and Community Reinvestment Fund had to dedicate to capital projects were one time savings from the prior year. We have used a general target of \$600,000 to \$800,000 as the annual limitation on General Fund projects. As a result, many projects had to be moved to outlying years due to these actual funding limitations.

It is recognized that the CIP must be a living document, with priorities and projects changing as circumstances change or new opportunities present themselves. The adoption of the CIP does not provide any spending authority or directly allocate any resources to the projects. Spending authority is only granted through a formal budget appropriation resolution. The CIP serves as the long term capital planning tool to be used in conjunction with an annual operating budget.

**Advantages:**

- Capital improvement planning allows for the Town to more fully recognize future needs and prioritize spending accordingly.
- Continuous improvement to the capital improvement planning process will allow staff to refine and add value to the planning process each year.

**Disadvantages:**

- Changing and improving processes takes time and resources that could be expended on other projects. However, staff believes that investing time and resources in improving the capital planning process is worthwhile and advances the Town Board's Strategic Plan.

**Action Recommended:**

Staff recommends adoption of the 2020 – 2024 Capital Improvement Plan.

**Finance/Resource Impact:**

No direct budgetary impact.

**Level of Public Interest**

Medium, however, as of the date of this memo's drafting, no comments either pro or con have been received by the Finance Department from the public.

**Sample Motion:**

I move for the **approval/denial** of the 2020 – 2024 Capital Improvement Plan.

**Attachments:**

Attachment A – 2020-2024 CIP Summary

[Attachment B – 2020-2024 Detail Project Sheets \(Linked\)](#)



**TOWN OF ESTES PARK  
SUMMARY BY FUND OF CAPITAL IMPROVEMENT PLAN PROJECTS  
BY FUND**

		Project Costs							
Recap by Fund		2020	2021	2022	2023	2024	5yr Total	Out Years	Total
General Fund	101	-	682,000	26,884,220	2,709,500	885,328	31,161,048	79,193,076	110,354,124
Comm Reinvestment Fund	204	309,800	-	-	-	-	309,800	-	309,800
Open Space Fund	220	532,500	159,700	418,900	5,650,000	-	6,761,100	402,500	7,163,600
Trails Fund	244	891,500	481,250	390,000	-	-	1,762,750	172,500	1,935,250
Street Improvement Fund	260	1,336,100	1,314,400	1,351,600	1,388,800	1,426,000	6,816,900	1,155,000	7,971,900
Parking Services Fund	270	-	361,500	170,000	-	-	531,500	53,605,000	54,136,500
Light & Power Fund	502	250,000	250,000	200,000	200,000	300,000	1,200,000	3,725,780	4,925,780
Water Fund	503	1,525,500	790,974	2,268,958	40,698,375	641,700	45,925,507	21,141,546	67,067,053
Stormwater Fund	505	-	-	-	-	-	-	177,000,000	177,000,000
Fleet Maintenance Fund	612	400,000	-	-	-	-	400,000	-	400,000
<b>Total</b>		<b>5,245,400</b>	<b>4,039,824</b>	<b>31,683,678</b>	<b>50,646,675</b>	<b>3,253,028</b>	<b>94,868,605</b>	<b>336,395,402</b>	<b>431,264,007</b>

**TOWN OF ESTES PARK  
SUMMARY BY FUND OF CAPITAL IMPROVEMENT PLAN PROJECTS  
BY FUND**

Recap by Fund	Total Project	Funding Source			Net Town Funds Needed
		Debt \$	Fundraising & Other \$	Grant \$	
General Fund 101	110,354,124	-	2,146,000	50,262,480	57,945,644
Comm Reinvestment Fund 204	309,800	-	-	-	309,800
Open Space Fund 220	7,163,600	-	300,000	5,600,000	1,263,600
Trails Fund 244	1,935,250	-	-	500,000	1,435,250
Street Fund 260	7,971,900	-	-	-	7,971,900
Parking Services Fund 270	54,136,500	-	-	12,054,375	42,082,125
L&P 502	4,925,780	-	-	-	4,925,780
Water 503	67,067,053	40,708,000	-	-	26,359,053
Stormwater Fund 505	177,000,000	-	-	-	177,000,000
Fleet Maintenance Fund 612	400,000	-	-	-	400,000
<b>Total</b>	<b>431,264,007</b>	<b>40,708,000</b>	<b>2,446,000</b>	<b>68,416,855</b>	<b>319,693,152</b>

Town of Estes Park  
 Summary of CIP Projects  
 For Year Ended 12-31-2020

Subtotals 5,245,400 4,039,824 31,683,678 50,646,675 3,253,028 336,395,402 431,264,007

				PROJECT COSTS							
Page #	Dept	Division	Fund	Project Title	2020	2021	2022	2023	2024	Out Years	Total
1	AdminServices	Records	101	Document Management System	-	-	63,220	-	-	-	63,220
2	CommSvcs	CulturalServices	101	Museum Annex Upgrades	-	-	-	-	-	149,500	149,500
3	CommSvcs	CulturalServices	101	Museum Master Plan Ph. 1 - Collections/Research	-	-	-	-	-	1,751,000	1,751,000
4	CommSvcs	SpecialEvents	101	Arena Footing Renovation	-	-	-	-	90,128	-	90,128
5	CommSvcs	SpecialEvents	101	Event Center Hall Dividers	-	-	-	-	-	71,313	71,313
6	CommSvcs	SpecialEvents	101	Events Complex Outdoor Lighting	-	-	-	-	-	106,969	106,969
7	CommSvcs	SpecialEvents	101	Events Complex Paving	-	-	-	-	-	220,411	220,411
8	CommSvcs	SpecialEvents	101	Events Complex Signage	-	-	-	-	-	102,063	102,063
9	CommSvcs	SpecialEvents	101	Events Complex Storage Building	-	-	-	-	-	444,392	444,392
10	CommSvcs	SpecialEvents	101	Highway 36/Community Drive Fencing	-	-	-	-	-	280,000	280,000
11	CommSvcs	SpecialEvents	204	Stall Leveling	61,800	-	-	-	-	-	61,800
12	CommSvcs	SpecialEvents	101	Stanley Park Complex Bldg Replacements per Masi	-	-	-	-	-	4,910,778	4,910,778
13	PublicWorks	Engineering / Stormwater	505	Stormwater Management Program	-	-	-	-	-	177,000,000	177,000,000
14	PublicWorks	Engineering / Transportation	101	2040 Multi-Modal Transp. Master Plan - Planning	-	-	-	-	230,000	-	230,000
15	PublicWorks	Engineering / Transportation	101	Bridge, Channel & Bike Path Improvements (BUILD	-	-	26,700,000	-	-	-	26,700,000
16	PublicWorks	Engineering / Transportation	101	Crags Bridge Rehabilitation	-	-	-	-	-	584,000	584,000
17	PublicWorks	Engineering / Transportation	204	Downtown Wayfinding 2020	50,000	-	-	-	-	-	50,000
18	PublicWorks	Engineering / Transportation	101	Downtown Wayfinding 2021	-	50,000	-	-	-	-	50,000
19	PublicWorks	Engineering / Transportation	101	Intersection Improvements (Marys Lake Rd/Moraine	-	-	-	-	-	5,750,000	5,750,000
20	PublicWorks	Engineering / Transportation	101	Moraine Avenue Multi-Modal Improvements	-	-	-	-	-	19,018,000	19,018,000
21	PublicWorks	Engineering / Transportation	101	US36 Multi-Modal Improvements	-	-	-	-	-	183,000	183,000
22	PublicWorks	Engineering / Transportation	101	US36 & Community Dr Roundabout	-	-	-	2,506,000	-	-	2,506,000
23	PublicWorks	Engineering / Transportation	220	Fall River Trail Extension 2020	741,000	-	-	-	-	-	741,000
24	PublicWorks	Engineering / Transportation	220	Fall River Trail Extension 2023	-	-	-	5,650,000	-	-	5,650,000
25	PublicWorks	Engineering / Transportation	244	Graves Avenue Trail - Phase I	683,000	-	-	-	-	-	683,000
26	PublicWorks	Engineering / Transportation	244	Graves Avenue Trail - Phase II	-	203,000	-	-	-	-	203,000
27	PublicWorks	Engineering / Transportation	220	Moraine Avenue Riverwalk Underpass Ramps	-	-	-	-	-	575,000	575,000
28	PublicWorks	Engineering / Transportation	220	Wonderview Ave Trail Extension	-	371,000	-	-	-	-	371,000
29	PublicWorks	Engineering / Transportation	220	Trail Resurfacing (US-34 & CO 7) Phase 1	-	-	740,000	-	-	-	740,000
30	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2020 (Cleave St)	646,000	-	-	-	-	-	646,000
31	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2021	-	604,200	-	-	-	-	604,200
32	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2022	-	-	621,300	-	-	-	621,300
33	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2023	-	-	-	638,400	-	-	638,400
34	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2024	-	-	-	-	655,500	-	655,500
35	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2020	515,000	-	-	-	-	-	515,000
36	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2021	-	530,000	-	-	-	-	530,000
37	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2022	-	-	545,000	-	-	-	545,000
38	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2023	-	-	-	560,000	-	-	560,000
39	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2024	-	-	-	-	575,000	-	575,000
40	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2020	175,100	-	-	-	-	-	175,100
41	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2021	-	180,200	-	-	-	-	180,200
42	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2022	-	-	185,300	-	-	-	185,300
43	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2023	-	-	-	190,400	-	-	190,400
44	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2024	-	-	-	-	195,500	-	195,500
45	PublicWorks	Facilities	101	Baldwin Park Restrooms	-	-	-	-	-	297,200	297,200
46	PublicWorks	Facilities	101	Electric Trolley / Bus Barn	-	-	-	-	-	322,400	322,400
47	PublicWorks	Facilities	101	EV Charging Station	-	-	-	-	-	110,000	110,000
48	PublicWorks	Facilities	101	Parks Shop Addition	-	-	-	-	-	671,000	671,000
49	PublicWorks	Facilities	101	Visitor Center Parking Structure Picnic Pavilion	-	-	-	-	103,700	-	103,700
50	PublicWorks	Facilities	101	Public Works Service Center Facility	-	-	-	-	-	14,789,000	14,789,000
51	PublicWorks	Facilities	101	Replace Tan Sand Tent	-	-	-	-	132,000	-	132,000
52	PublicWorks	Facilities	101	Riverside Restroom Remodel	-	-	-	-	192,000	-	192,000
53	PublicWorks	Facilities	101	Security Camera System Phase 3	-	-	-	-	137,500	-	137,500
54	PublicWorks	Facilities	101	Security Camera System Phase 4	-	-	-	-	-	137,500	137,500
55	PublicWorks	Facilities	101	Streets Shop Remodel	-	-	121,000	-	-	-	121,000
56	PublicWorks	Facilities	101	Town Hall Elevator Modernization	-	-	-	-	-	645,750	645,750
57	PublicWorks	Facilities	204	Town Hall VRF Phase 1 (Air Conditioners)	198,000	-	-	-	-	-	198,000
58	PublicWorks	Facilities	101	Town Hall VRF Phase 2 (Air Conditioners)	-	198,000	-	-	-	-	198,000
59	PublicWorks	Facilities	101	Town Hall VRF Phase 3 (Air Conditioners)	-	-	-	203,500	-	-	203,500

Town of Estes Park  
 Summary of CIP Projects  
 For Year Ended 12-31-2020

Subtotals 40,708,000 2,446,000 48,683,000 19,733,855 319,693,152

Page #	Dept	Division	Fund	Project Title	FUNDING SOURCE				
					Debt \$	Fundraising & Other \$	Federal Grant \$	State Grant \$	Net Town Funds Needed
1	AdminServices	Records	101	Document Management System	-	-	-	-	63,220
2	CommSvcs	CulturalServices	101	Museum Annex Upgrades	-	-	-	-	149,500
3	CommSvcs	CulturalServices	101	Museum Master Plan Ph. 1 - Collections/Research	-	1,051,000	-	700,000	-
4	CommSvcs	SpecialEvents	101	Arena Footing Renovation	-	-	-	-	90,128
5	CommSvcs	SpecialEvents	101	Event Center Hall Dividers	-	-	-	-	71,313
6	CommSvcs	SpecialEvents	101	Events Complex Outdoor Lighting	-	-	-	-	106,969
7	CommSvcs	SpecialEvents	101	Events Complex Paving	-	-	-	-	220,411
8	CommSvcs	SpecialEvents	101	Events Complex Signage	-	-	-	-	102,063
9	CommSvcs	SpecialEvents	101	Events Complex Storage Building	-	-	-	-	444,392
10	CommSvcs	SpecialEvents	101	Highway 36/Community Drive Fencing	-	-	-	-	280,000
11	CommSvcs	SpecialEvents	204	Stall Leveling	-	-	-	-	61,800
12	CommSvcs	SpecialEvents	101	Stanley Park Complex Bldg Replacements per Masl	-	-	-	-	4,910,778
13	PublicWorks	Engineering / Stormwater	505	Stormwater Management Program	-	-	-	-	177,000,000
14	PublicWorks	Engineering / Transportation	101	2040 Multi-Modal Transp. Master Plan - Planning	-	-	-	-	230,000
15	PublicWorks	Engineering / Transportation	101	Bridge, Channel & Bike Path Improvements (BUILD	-	-	25,000,000	200,000	1,500,000
16	PublicWorks	Engineering / Transportation	101	Crags Bridge Rehabilitation	-	-	-	-	584,000
17	PublicWorks	Engineering / Transportation	204	Downtown Wayfinding 2020	-	-	-	-	50,000
18	PublicWorks	Engineering / Transportation	101	Downtown Wayfinding 2021	-	-	-	-	50,000
19	PublicWorks	Engineering / Transportation	101	Intersection Improvements (Marys Lake Rd/Moraine	-	-	4,600,000	-	1,150,000
20	PublicWorks	Engineering / Transportation	101	Moraine Avenue Multi-Modal Improvements	-	1,095,000	15,733,000	-	2,190,000
21	PublicWorks	Engineering / Transportation	101	US36 Multi-Modal Improvements	-	-	-	-	183,000
22	PublicWorks	Engineering / Transportation	101	US36 & Community Dr Roundabout	-	-	-	750,000	1,756,000
23	PublicWorks	Engineering / Transportation	220	Fall River Trail Extension 2020	-	-	-	250,000	491,000
24	PublicWorks	Engineering / Transportation	220	Fall River Trail Extension 2023	-	300,000	3,350,000	2,000,000	-
25	PublicWorks	Engineering / Transportation	244	Graves Avenue Trail - Phase I	-	-	-	500,000	183,000
26	PublicWorks	Engineering / Transportation	244	Graves Avenue Trail - Phase II	-	-	-	-	203,000
27	PublicWorks	Engineering / Transportation	220	Moraine Avenue Riverwalk Underpass Ramps	-	-	-	-	575,000
28	PublicWorks	Engineering / Transportation	220	Wonderview Ave Trail Extension	-	-	-	-	371,000
29	PublicWorks	Engineering / Transportation	220	Trail Resurfacing (US-34 & CO 7) Phase 1	-	-	-	-	740,000
30	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2020 (Cleave St)	-	-	-	-	646,000
31	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2021	-	-	-	-	604,200
32	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2022	-	-	-	-	621,300
33	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2023	-	-	-	-	638,400
34	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2024	-	-	-	-	655,500
35	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2020	-	-	-	-	515,000
36	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2021	-	-	-	-	530,000
37	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2022	-	-	-	-	545,000
38	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2023	-	-	-	-	560,000
39	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2024	-	-	-	-	575,000
40	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2020	-	-	-	-	175,100
41	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2021	-	-	-	-	180,200
42	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2022	-	-	-	-	185,300
43	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2023	-	-	-	-	190,400
44	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2024	-	-	-	-	195,500
45	PublicWorks	Facilities	101	Baldwin Park Restrooms	-	-	-	-	297,200
46	PublicWorks	Facilities	101	Electric Trolley / Bus Barn	-	-	-	64,480	257,920
47	PublicWorks	Facilities	101	EV Charging Station	-	-	-	-	110,000
48	PublicWorks	Facilities	101	Parks Shop Addition	-	-	-	-	671,000
49	PublicWorks	Facilities	101	Visitor Center Parking Structure Picnic Pavilion	-	-	-	-	103,700
50	PublicWorks	Facilities	101	Public Works Service Center Facility	-	-	-	3,215,000	11,574,000
51	PublicWorks	Facilities	101	Replace Tan Sand Tent	-	-	-	-	132,000
52	PublicWorks	Facilities	101	Riverside Restroom Remodel	-	-	-	-	192,000
53	PublicWorks	Facilities	101	Security Camera System Phase 3	-	-	-	-	137,500
54	PublicWorks	Facilities	101	Security Camera System Phase 4	-	-	-	-	137,500
55	PublicWorks	Facilities	101	Streets Shop Remodel	-	-	-	-	121,000
56	PublicWorks	Facilities	101	Town Hall Elevator Modernization	-	-	-	-	645,750
57	PublicWorks	Facilities	204	Town Hall VRF Phase 1 (Air Conditioners)	-	-	-	-	198,000
58	PublicWorks	Facilities	101	Town Hall VRF Phase 2 (Air Conditioners)	-	-	-	-	198,000
59	PublicWorks	Facilities	101	Town Hall VRF Phase 3 (Air Conditioners)	-	-	-	-	203,500

Town of Estes Park  
 Summary of CIP Projects  
 For Year Ended 12-31-2020

Subtotals 57,945,644 309,800 1,263,600 1,435,250 7,971,900 42,082,125 4,925,780 26,359,053 177,000,000 400,000

Page #	Dept	Division	Fund	Project Title	FUND											
					101 General Fund	204 Comm Reinvest	220 Open Space	244 1A Trails	260 1A Streets	270 Potential Parking Fund	502 Pwr & Comm	503 Water	505 Potential Stormwater Fund	612 Fleet		
1	AdminServices	Records	101	Document Management System	63,220	-	-	-	-	-	-	-	-	-	-	-
2	CommSvcs	CulturalServices	101	Museum Annex Upgrades	149,500	-	-	-	-	-	-	-	-	-	-	-
3	CommSvcs	CulturalServices	101	Museum Master Plan Ph. 1 - Collections/Research	-	-	-	-	-	-	-	-	-	-	-	-
4	CommSvcs	SpecialEvents	101	Arena Footing Renovation	90,128	-	-	-	-	-	-	-	-	-	-	-
5	CommSvcs	SpecialEvents	101	Event Center Hall Dividers	71,313	-	-	-	-	-	-	-	-	-	-	-
6	CommSvcs	SpecialEvents	101	Events Complex Outdoor Lighting	106,969	-	-	-	-	-	-	-	-	-	-	-
7	CommSvcs	SpecialEvents	101	Events Complex Paving	220,411	-	-	-	-	-	-	-	-	-	-	-
8	CommSvcs	SpecialEvents	101	Events Complex Signage	102,063	-	-	-	-	-	-	-	-	-	-	-
9	CommSvcs	SpecialEvents	101	Events Complex Storage Building	444,392	-	-	-	-	-	-	-	-	-	-	-
10	CommSvcs	SpecialEvents	101	Highway 36/Community Drive Fencing	280,000	-	-	-	-	-	-	-	-	-	-	-
11	CommSvcs	SpecialEvents	204	Stall Leveling	-	61,800	-	-	-	-	-	-	-	-	-	-
12	CommSvcs	SpecialEvents	101	Stanley Park Complex Bldg Replacements per Masl	4,910,778	-	-	-	-	-	-	-	-	-	-	-
13	PublicWorks	Engineering / Stormwater	505	Stormwater Management Program	-	-	-	-	-	-	-	-	-	177,000,000	-	-
14	PublicWorks	Engineering / Transportation	101	2040 Multi-Modal Transp. Master Plan - Planning	230,000	-	-	-	-	-	-	-	-	-	-	-
15	PublicWorks	Engineering / Transportation	101	Bridge, Channel & Bike Path Improvements (BUILD	1,500,000	-	-	-	-	-	-	-	-	-	-	-
16	PublicWorks	Engineering / Transportation	101	Crags Bridge Rehabilitation	584,000	-	-	-	-	-	-	-	-	-	-	-
17	PublicWorks	Engineering / Transportation	204	Downtown Wayfinding 2020	-	50,000	-	-	-	-	-	-	-	-	-	-
18	PublicWorks	Engineering / Transportation	101	Downtown Wayfinding 2021	50,000	-	-	-	-	-	-	-	-	-	-	-
19	PublicWorks	Engineering / Transportation	101	Intersection Improvements (Marys Lake Rd/Moraine	1,150,000	-	-	-	-	-	-	-	-	-	-	-
20	PublicWorks	Engineering / Transportation	101	Moraine Avenue Multi-Modal Improvements	1,035,000	-	-	-	1,155,000	-	-	-	-	-	-	-
21	PublicWorks	Engineering / Transportation	101	US36 Multi-Modal Improvements	183,000	-	-	-	-	-	-	-	-	-	-	-
22	PublicWorks	Engineering / Transportation	101	US36 & Community Dr Roundabout	1,756,000	-	-	-	-	-	-	-	-	-	-	-
23	PublicWorks	Engineering / Transportation	220	Fall River Trail Extension 2020	-	-	282,500	208,500	-	-	-	-	-	-	-	-
24	PublicWorks	Engineering / Transportation	220	Fall River Trail Extension 2023	-	-	-	-	-	-	-	-	-	-	-	-
25	PublicWorks	Engineering / Transportation	244	Graves Avenue Trail - Phase I	-	-	-	183,000	-	-	-	-	-	-	-	-
26	PublicWorks	Engineering / Transportation	244	Graves Avenue Trail - Phase II	-	-	-	203,000	-	-	-	-	-	-	-	-
27	PublicWorks	Engineering / Transportation	220	Moraine Avenue Riverwalk Underpass Ramps	-	-	402,500	172,500	-	-	-	-	-	-	-	-
28	PublicWorks	Engineering / Transportation	220	Wonderview Ave Trail Extension	-	-	92,750	278,250	-	-	-	-	-	-	-	-
29	PublicWorks	Engineering / Transportation	220	Trail Resurfacing (US-34 & CO 7) Phase 1	-	-	350,000	390,000	-	-	-	-	-	-	-	-
30	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2020 (Cleave St)	-	-	-	-	646,000	-	-	-	-	-	-	-
31	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2021	-	-	-	-	604,200	-	-	-	-	-	-	-
32	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2022	-	-	-	-	621,300	-	-	-	-	-	-	-
33	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2023	-	-	-	-	638,400	-	-	-	-	-	-	-
34	PublicWorks	Engineering / Transportation	260	STIP Major Street Rehabilitation 2024	-	-	-	-	655,500	-	-	-	-	-	-	-
35	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2020	-	-	-	-	515,000	-	-	-	-	-	-	-
36	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2021	-	-	-	-	530,000	-	-	-	-	-	-	-
37	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2022	-	-	-	-	545,000	-	-	-	-	-	-	-
38	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2023	-	-	-	-	560,000	-	-	-	-	-	-	-
39	PublicWorks	Engineering / Transportation	260	STIP Overlay Program 2024	-	-	-	-	575,000	-	-	-	-	-	-	-
40	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2020	-	-	-	-	175,100	-	-	-	-	-	-	-
41	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2021	-	-	-	-	180,200	-	-	-	-	-	-	-
42	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2022	-	-	-	-	185,300	-	-	-	-	-	-	-
43	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2023	-	-	-	-	190,400	-	-	-	-	-	-	-
44	PublicWorks	Engineering / Transportation	260	STIP Parking Lot Rehabilitation 2024	-	-	-	-	195,500	-	-	-	-	-	-	-
45	PublicWorks	Facilities	101	Baldwin Park Restrooms	297,200	-	-	-	-	-	-	-	-	-	-	-
46	PublicWorks	Facilities	101	Electric Trolley / Bus Barn	257,920	-	-	-	-	-	-	-	-	-	-	-
47	PublicWorks	Facilities	101	EV Charging Station	110,000	-	-	-	-	-	-	-	-	-	-	-
48	PublicWorks	Facilities	101	Parks Shop Addition	671,000	-	-	-	-	-	-	-	-	-	-	-
49	PublicWorks	Facilities	101	Visitor Center Parking Structure Picnic Pavilion	103,700	-	-	-	-	-	-	-	-	-	-	-
50	PublicWorks	Facilities	101	Public Works Service Center Facility	11,574,000	-	-	-	-	-	-	-	-	-	-	-
51	PublicWorks	Facilities	101	Replace Tan Sand Tent	132,000	-	-	-	-	-	-	-	-	-	-	-
52	PublicWorks	Facilities	101	Riverside Restroom Remodel	192,000	-	-	-	-	-	-	-	-	-	-	-
53	PublicWorks	Facilities	101	Security Camera System Phase 3	137,500	-	-	-	-	-	-	-	-	-	-	-
54	PublicWorks	Facilities	101	Security Camera System Phase 4	137,500	-	-	-	-	-	-	-	-	-	-	-
55	PublicWorks	Facilities	101	Streets Shop Remodel	121,000	-	-	-	-	-	-	-	-	-	-	-
56	PublicWorks	Facilities	101	Town Hall Elevator Modernization	645,750	-	-	-	-	-	-	-	-	-	-	-
57	PublicWorks	Facilities	204	Town Hall VRF Phase 1 (Air Conditioners)	-	198,000	-	-	-	-	-	-	-	-	-	-
58	PublicWorks	Facilities	101	Town Hall VRF Phase 2 (Air Conditioners)	198,000	-	-	-	-	-	-	-	-	-	-	-
59	PublicWorks	Facilities	101	Town Hall VRF Phase 3 (Air Conditioners)	203,500	-	-	-	-	-	-	-	-	-	-	-

PROJECT COSTS

Page #	Dept	Division	Fund	Project Title	2020	2021	2022	2023	2024	Out Years	Total
60	PublicWorks	Facilities	101	Tregent Restroom Remodel	-	192,000	-	-	-	-	192,000
61	PublicWorks	Facilities	101	VC Upstairs Office & Bus Driver Lounge	-	-	-	-	-	149,500	149,500
62	PublicWorks	Facilities	101	Fleet Shop Remodel - Former Water Shop	-	242,000	-	-	-	-	242,000
63	PublicWorks	Facilities	101	Police Department Relocation	-	-	-	-	-	14,789,000	14,789,000
64	PublicWorks	Facilities	101	Town Hall Relocation	-	-	-	-	-	14,789,000	14,789,000
65	PublicWorks	Facilities	612	Fleet Shop Purchase - Old Water Shop	400,000	-	-	-	-	-	400,000
66	PublicWorks	Facilities	270	VC North Parking Structure	-	-	-	-	-	21,070,500	21,070,500
67	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 2	-	243,000	-	-	-	-	243,000
68	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 3	-	-	170,000	-	-	-	170,000
69	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 4 Design	-	-	-	-	-	872,000	872,000
70	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 4 (Const.)	-	-	-	-	-	31,662,500	31,662,500
71	PublicWorks	ParkingTransit	270	Electronic Parking Lot Signage (2021)	-	118,500	-	-	-	-	118,500
72	PublicWorks	Parks	101	Greenhouse Expansion	-	-	-	-	-	76,300	76,300
73	PublicWorks	Parks	220	Parks Irrigation System Replacement	-	66,950	-	-	-	-	66,950
74	PublicWorks	Parks	220	Parks Landscaping Replacement	-	-	68,900	-	-	-	68,900
75	Utilities	Light & Power	502	Automated Meter Reading Improvements SG2016 2	50,000	-	-	-	-	-	50,000
76	Utilities	Light & Power	502	Automated Meter Reading Improvements SG2016 2	-	50,000	-	-	-	-	50,000
77	Utilities	Light & Power	502	Beaver Point/Marys Lake Rd OH Line Rebuild/Upgr	-	-	-	-	-	600,000	600,000
78	Utilities	Light & Power	502	County Road 113N	-	-	-	-	-	81,750	81,750
79	Utilities	Light & Power	502	Devils Gulch	-	-	-	-	-	1,320,000	1,320,000
80	Utilities	Light & Power	502	Lab Road Area	-	-	-	-	-	86,250	86,250
81	Utilities	Light & Power	502	Levings Way	-	-	-	-	-	56,000	56,000
82	Utilities	Light & Power	502	North Lane	-	-	-	-	-	605,000	605,000
83	Utilities	Light & Power	502	Pole Hill/Hwy 36 Rebuild/Upgrade	-	-	-	-	-	350,000	350,000
84	Utilities	Light & Power	502	Pole Replacement and Reconductoring	200,000	-	-	-	-	-	200,000
85	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	200,000	-	-	-	-	200,000
86	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	200,000	-	-	-	200,000
87	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	200,000	-	-	200,000
88	Utilities	Light & Power	502	Riverside OH Line Rebuild/Upgrade	-	-	-	-	-	239,000	239,000
89	Utilities	Light & Power	502	Rockwood Area	-	-	-	-	-	57,500	57,500
90	Utilities	Light & Power	502	Ski Road Area	-	-	-	-	175,000	-	175,000
91	Utilities	Light & Power	502	Skinner Road Area	-	-	-	-	125,000	-	125,000
92	Utilities	Light & Power	502	Tahosa Park (AP2022)	-	-	-	-	-	73,030	73,030
93	Utilities	Light & Power	502	Wagener Road Area	-	-	-	-	-	115,000	115,000
94	Utilities	Light & Power	502	Wandering Elk Road	-	-	-	-	-	56,000	56,000
95	Utilities	Light & Power	502	Windance Road Area	-	-	-	-	-	86,250	86,250
96	Utilities	Water	503	Aspen Avenue (lower) Water Main Replacement	-	-	-	181,000	-	-	181,000
97	Utilities	Water	503	Bellevue Heights	-	-	-	-	-	356,500	356,500
98	Utilities	Water	503	Big Horn Drive Water Main Replacement	-	193,397	-	-	-	-	193,397
99	Utilities	Water	503	Big Thompson Avenue (HWY 34) East to Mall Road	-	-	-	-	-	244,950	244,950
100	Utilities	Water	503	Birch ave	-	-	-	-	-	207,000	207,000
101	Utilities	Water	503	Blue Arrow 2" off Spur 66	-	-	-	-	-	53,475	53,475
102	Utilities	Water	503	Broadview/Lower Broadview	-	-	-	-	-	962,550	962,550
103	Utilities	Water	503	Brook Drive	-	-	-	-	-	248,400	248,400
104	Utilities	Water	503	Bureau Area Phase 3	450,000	-	-	-	-	-	450,000
105	Utilities	Water	503	Bureau Area Phase 4	-	-	361,453	-	-	-	361,453
106	Utilities	Water	503	Carriage Drive	517,500	-	-	-	-	-	517,500
107	Utilities	Water	503	Cedar Lane	-	-	-	-	-	310,500	310,500
108	Utilities	Water	503	Charles Heights	-	-	-	-	-	368,000	368,000
109	Utilities	Water	503	Columbine Ave	-	-	-	-	-	207,000	207,000
110	Utilities	Water	503	Crystal Storage Facility (replacement 3200sq/ft @*)	-	-	-	-	-	517,500	517,500
111	Utilities	Water	503	Davis Hill	-	-	-	-	-	621,000	621,000
112	Utilities	Water	503	Devils Gulch East - Phase 2	-	-	-	-	-	445,625	445,625
113	Utilities	Water	503	Devils Gulch East - Phase 3	-	-	-	-	-	356,500	356,500
114	Utilities	Water	503	Devils Gulch East - Phase 4	-	-	-	-	-	356,500	356,500
115	Utilities	Water	503	Devils Gulch West	-	-	-	-	-	570,400	570,400
116	Utilities	Water	503	Driftwood	-	-	-	-	-	217,350	217,350
117	Utilities	Water	503	Eagle Cliff	-	-	-	-	-	460,000	460,000
118	Utilities	Water	503	East Lane/North Lane	-	-	-	-	-	534,750	534,750
119	Utilities	Water	503	Elm Ave	-	-	-	-	-	155,250	155,250
120	Utilities	Water	503	Fall River Estates Pump House - Structure/Capacit*	-	-	-	-	-	258,750	258,750
121	Utilities	Water	503	Fall River Estates Zone Tank	-	-	-	-	-	1,840,000	1,840,000
122	Utilities	Water	503	Fish Hatchery Road, 12" Abandonment	-	-	-	-	-	499,100	499,100
123	Utilities	Water	503	Fort Morgan Colony	-	-	-	-	-	207,000	207,000
124	Utilities	Water	503	Glacier Creek Water Treatment Plant	-	-	-	40,250,000	-	-	40,250,000
125	Utilities	Water	503	Grey Fox PRV Vault and Piping	-	-	-	-	-	218,500	218,500
126	Utilities	Water	503	Hill Road 2"	-	-	-	-	-	267,375	267,375

Page #	Dept	Division	Fund	Project Title	FUNDING SOURCE				
					Debt \$	Fundraising & Other \$	Federal Grant \$	State Grant \$	Net Town Funds Needed
60	PublicWorks	Facilities	101	Tregent Restroom Remodel	-	-	-	-	192,000
61	PublicWorks	Facilities	101	VC Upstairs Office & Bus Driver Lounge	-	-	-	-	149,500
62	PublicWorks	Facilities	101	Fleet Shop Remodel - Former Water Shop	-	-	-	-	242,000
63	PublicWorks	Facilities	101	Police Department Relocation	-	-	-	-	14,789,000
64	PublicWorks	Facilities	101	Town Hall Relocation	-	-	-	-	14,789,000
65	PublicWorks	Facilities	612	Fleet Shop Purchase - Old Water Shop	-	-	-	-	400,000
66	PublicWorks	Facilities	270	VC North Parking Structure	-	-	-	12,054,375	9,016,125
67	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 2	-	-	-	-	243,000
68	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 3	-	-	-	-	170,000
69	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 4 Design	-	-	-	-	872,000
70	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 4 (Const.)	-	-	-	-	31,662,500
71	PublicWorks	ParkingTransit	270	Electronic Parking Lot Signage (2021)	-	-	-	-	118,500
72	PublicWorks	Parks	101	Greenhouse Expansion	-	-	-	-	76,300
73	PublicWorks	Parks	220	Parks Irrigation System Replacement	-	-	-	-	66,950
74	PublicWorks	Parks	220	Parks Landscaping Replacement	-	-	-	-	68,900
75	Utilities	Light & Power	502	Automated Meter Reading Improvements SG2016 2	-	-	-	-	50,000
76	Utilities	Light & Power	502	Automated Meter Reading Improvements SG2016 2	-	-	-	-	50,000
77	Utilities	Light & Power	502	Beaver Point/Marys Lake Rd OH Line Rebuild/Upgr	-	-	-	-	600,000
78	Utilities	Light & Power	502	County Road 113N	-	-	-	-	81,750
79	Utilities	Light & Power	502	Devils Gulch	-	-	-	-	1,320,000
80	Utilities	Light & Power	502	Lab Road Area	-	-	-	-	86,250
81	Utilities	Light & Power	502	Levings Way	-	-	-	-	56,000
82	Utilities	Light & Power	502	North Lane	-	-	-	-	605,000
83	Utilities	Light & Power	502	Pole Hill/Hwy 36 Rebuild/Upgrade	-	-	-	-	350,000
84	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	200,000
85	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	200,000
86	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	200,000
87	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	200,000
88	Utilities	Light & Power	502	Riverside OH Line Rebuild/Upgrade	-	-	-	-	239,000
89	Utilities	Light & Power	502	Rockwood Area	-	-	-	-	57,500
90	Utilities	Light & Power	502	Ski Road Area	-	-	-	-	175,000
91	Utilities	Light & Power	502	Skinner Road Area	-	-	-	-	125,000
92	Utilities	Light & Power	502	Tahosa Park (AP2022)	-	-	-	-	73,030
93	Utilities	Light & Power	502	Wagener Road Area	-	-	-	-	115,000
94	Utilities	Light & Power	502	Wandering Elk Road	-	-	-	-	56,000
95	Utilities	Light & Power	502	Windance Road Area	-	-	-	-	86,250
96	Utilities	Water	503	Aspen Avenue (lower) Water Main Replacement	-	-	-	-	181,000
97	Utilities	Water	503	Bellevue Heights	-	-	-	-	356,500
98	Utilities	Water	503	Big Horn Drive Water Main Replacement	-	-	-	-	193,397
99	Utilities	Water	503	Big Thompson Avenue (HWY 34) East to Mall Road	-	-	-	-	244,950
100	Utilities	Water	503	Birch ave	-	-	-	-	207,000
101	Utilities	Water	503	Blue Arrow 2" off Spur 66	-	-	-	-	53,475
102	Utilities	Water	503	Broadview/Lower Broadview	-	-	-	-	962,550
103	Utilities	Water	503	Brook Drive	-	-	-	-	248,400
104	Utilities	Water	503	Bureau Area Phase 3	-	-	-	-	450,000
105	Utilities	Water	503	Bureau Area Phase 4	-	-	-	-	361,453
106	Utilities	Water	503	Carriage Drive	-	-	-	-	517,500
107	Utilities	Water	503	Cedar Lane	-	-	-	-	310,500
108	Utilities	Water	503	Charles Heights	-	-	-	-	368,000
109	Utilities	Water	503	Columbine Ave	-	-	-	-	207,000
110	Utilities	Water	503	Crystal Storage Facility (replacement 3200sq/ft @*	-	-	-	-	517,500
111	Utilities	Water	503	Davis Hill	-	-	-	-	621,000
112	Utilities	Water	503	Devils Gulch East - Phase 2	-	-	-	-	445,625
113	Utilities	Water	503	Devils Gulch East - Phase 3	-	-	-	-	356,500
114	Utilities	Water	503	Devils Gulch East - Phase 4	-	-	-	-	356,500
115	Utilities	Water	503	Devils Gulch West	-	-	-	-	570,400
116	Utilities	Water	503	Driftwood	-	-	-	-	217,350
117	Utilities	Water	503	Eagle Cliff	-	-	-	-	460,000
118	Utilities	Water	503	East Lane/North Lane	-	-	-	-	534,750
119	Utilities	Water	503	Elm Ave	-	-	-	-	155,250
120	Utilities	Water	503	Fall River Estates Pump House - Structure/Capacit*	-	-	-	-	258,750
121	Utilities	Water	503	Fall River Estates Zone Tank	-	-	-	-	1,840,000
122	Utilities	Water	503	Fish Hatchery Road, 12" Abandonment	-	-	-	-	499,100
123	Utilities	Water	503	Fort Morgan Colony	-	-	-	-	207,000
124	Utilities	Water	503	Glacier Creek Water Treatment Plant	40,250,000	-	-	-	-
125	Utilities	Water	503	Grey Fox PRV Vault and Piping	-	-	-	-	218,500
126	Utilities	Water	503	Hill Road 2"	-	-	-	-	267,375

Page #	Dept	Division	Fund	Project Title	FUND										
					101	204	220	244	260	270	502	503	505	612	
					General Fund	Comm Reinvest	Open Space	1A Trails	1A Streets	Potential Parking Fund	Pwr & Comm	Water	Potential Stormwater Fund	Fleet	
60	PublicWorks	Facilities	101	Tregent Restroom Remodel	192,000	-	-	-	-	-	-	-	-	-	-
61	PublicWorks	Facilities	101	VC Upstairs Office & Bus Driver Lounge	149,500	-	-	-	-	-	-	-	-	-	-
62	PublicWorks	Facilities	101	Fleet Shop Remodel - Former Water Shop	242,000	-	-	-	-	-	-	-	-	-	-
63	PublicWorks	Facilities	101	Police Department Relocation	14,789,000	-	-	-	-	-	-	-	-	-	-
64	PublicWorks	Facilities	101	Town Hall Relocation	14,789,000	-	-	-	-	-	-	-	-	-	-
65	PublicWorks	Facilities	612	Fleet Shop Purchase - Old Water Shop	-	-	-	-	-	-	-	-	-	-	400,000
66	PublicWorks	Facilities	270	VC North Parking Structure	-	-	-	-	-	9,016,125	-	-	-	-	-
67	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 2	-	-	-	-	-	243,000	-	-	-	-	-
68	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 3	-	-	-	-	-	170,000	-	-	-	-	-
69	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 4 Design	-	-	-	-	-	872,000	-	-	-	-	-
70	PublicWorks	ParkingTransit	270	Downtown Parking Mgmt Plan Ph. 4 (Const.)	-	-	-	-	-	31,662,500	-	-	-	-	-
71	PublicWorks	ParkingTransit	270	Electronic Parking Lot Signage (2021)	-	-	-	-	-	118,500	-	-	-	-	-
72	PublicWorks	Parks	101	Greenhouse Expansion	76,300	-	-	-	-	-	-	-	-	-	-
73	PublicWorks	Parks	220	Parks Irrigation System Replacement	-	-	66,950	-	-	-	-	-	-	-	-
74	PublicWorks	Parks	220	Parks Landscaping Replacement	-	-	68,900	-	-	-	-	-	-	-	-
75	Utilities	Light & Power	502	Automated Meter Reading Improvements SG2016 2	-	-	-	-	-	-	50,000	-	-	-	-
76	Utilities	Light & Power	502	Automated Meter Reading Improvements SG2016 2	-	-	-	-	-	-	50,000	-	-	-	-
77	Utilities	Light & Power	502	Beaver Point/Marys Lake Rd OH Line Rebuild/Upgr	-	-	-	-	-	-	600,000	-	-	-	-
78	Utilities	Light & Power	502	County Road 113N	-	-	-	-	-	-	81,750	-	-	-	-
79	Utilities	Light & Power	502	Devils Gulch	-	-	-	-	-	-	1,320,000	-	-	-	-
80	Utilities	Light & Power	502	Lab Road Area	-	-	-	-	-	-	86,250	-	-	-	-
81	Utilities	Light & Power	502	Levings Way	-	-	-	-	-	-	56,000	-	-	-	-
82	Utilities	Light & Power	502	North Lane	-	-	-	-	-	-	605,000	-	-	-	-
83	Utilities	Light & Power	502	Pole Hill/Hwy 36 Rebuild/Upgrade	-	-	-	-	-	-	350,000	-	-	-	-
84	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	-	-	200,000	-	-	-	-
85	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	-	-	200,000	-	-	-	-
86	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	-	-	200,000	-	-	-	-
87	Utilities	Light & Power	502	Pole Replacement and Reconductoring	-	-	-	-	-	-	200,000	-	-	-	-
88	Utilities	Light & Power	502	Riverside OH Line Rebuild/Upgrade	-	-	-	-	-	-	239,000	-	-	-	-
89	Utilities	Light & Power	502	Rockwood Area	-	-	-	-	-	-	57,500	-	-	-	-
90	Utilities	Light & Power	502	Ski Road Area	-	-	-	-	-	-	175,000	-	-	-	-
91	Utilities	Light & Power	502	Skinner Road Area	-	-	-	-	-	-	125,000	-	-	-	-
92	Utilities	Light & Power	502	Tahosa Park (AP2022)	-	-	-	-	-	-	73,030	-	-	-	-
93	Utilities	Light & Power	502	Wagener Road Area	-	-	-	-	-	-	115,000	-	-	-	-
94	Utilities	Light & Power	502	Wandering Elk Road	-	-	-	-	-	-	56,000	-	-	-	-
95	Utilities	Light & Power	502	Windance Road Area	-	-	-	-	-	-	86,250	-	-	-	-
96	Utilities	Water	503	Aspen Avenue (lower) Water Main Replacement	-	-	-	-	-	-	-	181,000	-	-	-
97	Utilities	Water	503	Bellevue Heights	-	-	-	-	-	-	-	356,500	-	-	-
98	Utilities	Water	503	Big Horn Drive Water Main Replacement	-	-	-	-	-	-	-	193,397	-	-	-
99	Utilities	Water	503	Big Thompson Avenue (HWY 34) East to Mall Road	-	-	-	-	-	-	-	244,950	-	-	-
100	Utilities	Water	503	Birch ave	-	-	-	-	-	-	-	207,000	-	-	-
101	Utilities	Water	503	Blue Arrow 2" off Spur 66	-	-	-	-	-	-	-	53,475	-	-	-
102	Utilities	Water	503	Broadview/Lower Broadview	-	-	-	-	-	-	-	962,550	-	-	-
103	Utilities	Water	503	Brook Drive	-	-	-	-	-	-	-	248,400	-	-	-
104	Utilities	Water	503	Bureau Area Phase 3	-	-	-	-	-	-	-	450,000	-	-	-
105	Utilities	Water	503	Bureau Area Phase 4	-	-	-	-	-	-	-	361,453	-	-	-
106	Utilities	Water	503	Carriage Drive	-	-	-	-	-	-	-	517,500	-	-	-
107	Utilities	Water	503	Cedar Lane	-	-	-	-	-	-	-	310,500	-	-	-
108	Utilities	Water	503	Charles Heights	-	-	-	-	-	-	-	368,000	-	-	-
109	Utilities	Water	503	Columbine Ave	-	-	-	-	-	-	-	207,000	-	-	-
110	Utilities	Water	503	Crystal Storage Facility (replacement 3200sq/ft @*)	-	-	-	-	-	-	-	517,500	-	-	-
111	Utilities	Water	503	Davis Hill	-	-	-	-	-	-	-	621,000	-	-	-
112	Utilities	Water	503	Devils Gulch East - Phase 2	-	-	-	-	-	-	-	445,625	-	-	-
113	Utilities	Water	503	Devils Gulch East - Phase 3	-	-	-	-	-	-	-	356,500	-	-	-
114	Utilities	Water	503	Devils Gulch East - Phase 4	-	-	-	-	-	-	-	356,500	-	-	-
115	Utilities	Water	503	Devils Gulch West	-	-	-	-	-	-	-	570,400	-	-	-
116	Utilities	Water	503	Driftwood	-	-	-	-	-	-	-	217,350	-	-	-
117	Utilities	Water	503	Eagle Cliff	-	-	-	-	-	-	-	460,000	-	-	-
118	Utilities	Water	503	East Lane/North Lane	-	-	-	-	-	-	-	534,750	-	-	-
119	Utilities	Water	503	Elm Ave	-	-	-	-	-	-	-	155,250	-	-	-
120	Utilities	Water	503	Fall River Estates Pump House - Structure/Capacit*	-	-	-	-	-	-	-	258,750	-	-	-
121	Utilities	Water	503	Fall River Estates Zone Tank	-	-	-	-	-	-	-	1,840,000	-	-	-
122	Utilities	Water	503	Fish Hatchery Road, 12" Abandonment	-	-	-	-	-	-	-	499,100	-	-	-
123	Utilities	Water	503	Fort Morgan Colony	-	-	-	-	-	-	-	207,000	-	-	-
124	Utilities	Water	503	Glacier Creek Water Treatment Plant	-	-	-	-	-	-	-	-	-	-	-
125	Utilities	Water	503	Grey Fox PRV Vault and Piping	-	-	-	-	-	-	-	218,500	-	-	-
126	Utilities	Water	503	Hill Road 2"	-	-	-	-	-	-	-	267,375	-	-	-



Page #	Dept	Division	Fund	Project Title	PROJECT COSTS							
					2020	2021	2022	2023	2024	Out Years	Total	
127	Utilities	Water	503	Hill Streets Water Main Replacement Phase 2	-	269,230	-	-	-	-	-	269,230
128	Utilities	Water	503	HWY 34 to Vista Main Replacement	508,000	-	-	-	-	-	-	508,000
129	Utilities	Water	503	Juniper Lane	-	-	-	-	-	178,250	-	178,250
130	Utilities	Water	503	Kiowa Zone Tank	-	-	-	-	-	598,000	-	598,000
131	Utilities	Water	503	Lone Pine Acres	-	-	-	-	-	724,500	-	724,500
132	Utilities	Water	503	Narcissus Circle	-	-	-	-	-	178,250	-	178,250
133	Utilities	Water	503	Old Moccasin Drive	-	-	-	-	-	178,250	-	178,250
134	Utilities	Water	503	Old Ranger Road	-	-	-	-	-	186,300	-	186,300
135	Utilities	Water	503	Quray Drive	-	-	-	-	-	165,600	-	165,600
136	Utilities	Water	503	Panorama Circle Water Main Replacement	-	-	553,614	-	-	-	-	553,614
137	Utilities	Water	503	Park View & Cyteworth Water Main Replacement	-	-	640,891	-	-	-	-	640,891
138	Utilities	Water	503	Parking Garage Line Connection	-	100,000	-	-	-	-	-	100,000
139	Utilities	Water	503	Pinewood Lane	-	-	-	-	-	310,500	-	310,500
140	Utilities	Water	503	Ponderosa Avenue (CH)	-	-	-	-	-	303,025	-	303,025
141	Utilities	Water	503	Rockwell / Riverside 16" Main Incremental Increase	50,000	-	-	-	-	-	-	50,000
142	Utilities	Water	503	Sanborn - Carriage/Whispering Pines	-	-	-	267,375	-	-	-	267,375
143	Utilities	Water	503	Shady Lane	-	-	-	-	-	93,150	-	93,150
144	Utilities	Water	503	Spruce Drive Water Main Replacement	-	-	-	-	-	295,496	-	295,496
145	Utilities	Water	503	Stanley Circle Water Main Replacement Phase 3	-	228,347	-	-	-	-	-	228,347
146	Utilities	Water	503	Strong Avenue PRV Increase/Capacity	-	-	-	-	-	86,250	-	86,250
147	Utilities	Water	503	Sunny Acres	-	-	-	-	-	207,000	-	207,000
148	Utilities	Water	503	Thunder Mountain Pump House - Structure/Capacit	-	-	-	-	-	316,250	-	316,250
149	Utilities	Water	503	Thunder Mountain Pump House Improvements	-	-	-	-	-	805,000	-	805,000
150	Utilities	Water	503	Tranquil Lane	-	-	-	-	-	103,500	-	103,500
151	Utilities	Water	503	Twin/Meeker/Longs Drive	-	-	-	-	-	828,000	-	828,000
152	Utilities	Water	503	Upper Broadview	-	-	-	-	-	320,850	-	320,850
153	Utilities	Water	503	Virginia Drive	-	-	-	-	-	142,600	-	142,600
154	Utilities	Water	503	Webb Cottages	-	-	-	-	-	103,500	-	103,500
155	Utilities	Water	503	Whispering Pine Dr (Carriage,West)	-	-	-	-	641,700	-	-	641,700
156	Utilities	Water	503	Whispering Pines Drive (Carriage,East)	-	-	713,000	-	-	-	-	713,000
157	Utilities	Water	503	Willow Lane	-	-	-	-	-	393,300	-	393,300
158	Utilities	Water	503	Yellow Zone Tank	-	-	-	-	-	4,140,000	-	4,140,000

Page #	Dept	Division	Fund	Project Title	FUNDING SOURCE				
					Debt \$	Fundraising & Other \$	Federal Grant \$	State Grant \$	Net Town Funds Needed
127	Utilities	Water	503	Hill Streets Water Main Replacement Phase 2	-	-	-	-	269,230
128	Utilities	Water	503	HWY 34 to Vista Main Replacement	458,000	-	-	-	50,000
129	Utilities	Water	503	Juniper Lane	-	-	-	-	178,250
130	Utilities	Water	503	Kiowa Zone Tank	-	-	-	-	598,000
131	Utilities	Water	503	Lone Pine Acres	-	-	-	-	724,500
132	Utilities	Water	503	Narcissus Circle	-	-	-	-	178,250
133	Utilities	Water	503	Old Moccasin Drive	-	-	-	-	178,250
134	Utilities	Water	503	Old Ranger Road	-	-	-	-	186,300
135	Utilities	Water	503	Ouray Drive	-	-	-	-	165,600
136	Utilities	Water	503	Panorama Circle Water Main Replacement	-	-	-	-	553,614
137	Utilities	Water	503	Park View & Cyteworth Water Main Replacement	-	-	-	-	640,891
138	Utilities	Water	503	Parking Garage Line Connection	-	-	-	-	100,000
139	Utilities	Water	503	Pinewood Lane	-	-	-	-	310,500
140	Utilities	Water	503	Ponderosa Avenue (CH)	-	-	-	-	303,025
141	Utilities	Water	503	Rockwell / Riverside 16" Main Incremental Increase	-	-	-	-	50,000
142	Utilities	Water	503	Sanborn - Carriage/Whispering Pines	-	-	-	-	267,375
143	Utilities	Water	503	Shady Lane	-	-	-	-	93,150
144	Utilities	Water	503	Spruce Drive Water Main Replacement	-	-	-	-	295,496
145	Utilities	Water	503	Stanley Circle Water Main Replacement Phase 3	-	-	-	-	228,347
146	Utilities	Water	503	Strong Avenue PRV Increase/Capacity	-	-	-	-	86,250
147	Utilities	Water	503	Sunny Acres	-	-	-	-	207,000
148	Utilities	Water	503	Thunder Mountain Pump House - Structure/Capacit	-	-	-	-	316,250
149	Utilities	Water	503	Thunder Mountain Pump House Improvements	-	-	-	-	805,000
150	Utilities	Water	503	Tranquil Lane	-	-	-	-	103,500
151	Utilities	Water	503	Twin/Meeker/Longs Drive	-	-	-	-	828,000
152	Utilities	Water	503	Upper Broadview	-	-	-	-	320,850
153	Utilities	Water	503	Virginia Drive	-	-	-	-	142,600
154	Utilities	Water	503	Webb Cottages	-	-	-	-	103,500
155	Utilities	Water	503	Whispering Pine Dr (Carriage,West)	-	-	-	-	641,700
156	Utilities	Water	503	Whispering Pines Drive (Carriage,East)	-	-	-	-	713,000
157	Utilities	Water	503	Willow Lane	-	-	-	-	393,300
158	Utilities	Water	503	Yellow Zone Tank	-	-	-	-	4,140,000

Page #	Dept	Division	Fund	Project Title	FUND										
					101	204	220	244	260	270	502	503	505	612	
					General Fund	Comm Reinvest	Open Space	1A Trails	1A Streets	Potential Parking Fund	Pwr & Comm	Water	Potential Stormwater Fund	Fleet	
127	Utilities	Water	503	Hill Streets Water Main Replacement Phase 2	-	-	-	-	-	-	-	-	269,230	-	-
128	Utilities	Water	503	HWY 34 to Vista Main Replacement	-	-	-	-	-	-	-	-	50,000	-	-
129	Utilities	Water	503	Juniper Lane	-	-	-	-	-	-	-	-	178,250	-	-
130	Utilities	Water	503	Kiowa Zone Tank	-	-	-	-	-	-	-	-	598,000	-	-
131	Utilities	Water	503	Lone Pine Acres	-	-	-	-	-	-	-	-	724,500	-	-
132	Utilities	Water	503	Narcissus Circle	-	-	-	-	-	-	-	-	178,250	-	-
133	Utilities	Water	503	Old Moccasin Drive	-	-	-	-	-	-	-	-	178,250	-	-
134	Utilities	Water	503	Old Ranger Road	-	-	-	-	-	-	-	-	186,300	-	-
135	Utilities	Water	503	Ouray Drive	-	-	-	-	-	-	-	-	165,600	-	-
136	Utilities	Water	503	Panorama Circle Water Main Replacement	-	-	-	-	-	-	-	-	553,614	-	-
137	Utilities	Water	503	Park View & Cyteworth Water Main Replacement	-	-	-	-	-	-	-	-	640,891	-	-
138	Utilities	Water	503	Parking Garage Line Connection	-	-	-	-	-	-	-	-	100,000	-	-
139	Utilities	Water	503	Pinewood Lane	-	-	-	-	-	-	-	-	310,500	-	-
140	Utilities	Water	503	Ponderosa Avenue (CH)	-	-	-	-	-	-	-	-	303,025	-	-
141	Utilities	Water	503	Rockwell / Riverside 16" Main Incremental Increase	-	-	-	-	-	-	-	-	50,000	-	-
142	Utilities	Water	503	Sanborn - Carriage/Whispering Pines	-	-	-	-	-	-	-	-	267,375	-	-
143	Utilities	Water	503	Shady Lane	-	-	-	-	-	-	-	-	93,150	-	-
144	Utilities	Water	503	Spruce Drive Water Main Replacement	-	-	-	-	-	-	-	-	295,496	-	-
145	Utilities	Water	503	Stanley Circle Water Main Replacement Phase 3	-	-	-	-	-	-	-	-	228,347	-	-
146	Utilities	Water	503	Strong Avenue PRV Increase/Capacity	-	-	-	-	-	-	-	-	86,250	-	-
147	Utilities	Water	503	Sunny Acres	-	-	-	-	-	-	-	-	207,000	-	-
148	Utilities	Water	503	Thunder Mountain Pump House - Structure/Capacit	-	-	-	-	-	-	-	-	316,250	-	-
149	Utilities	Water	503	Thunder Mountain Pump House Improvements	-	-	-	-	-	-	-	-	805,000	-	-
150	Utilities	Water	503	Tranquil Lane	-	-	-	-	-	-	-	-	103,500	-	-
151	Utilities	Water	503	Twin/Meeker/Longs Drive	-	-	-	-	-	-	-	-	828,000	-	-
152	Utilities	Water	503	Upper Broadview	-	-	-	-	-	-	-	-	320,850	-	-
153	Utilities	Water	503	Virginia Drive	-	-	-	-	-	-	-	-	142,600	-	-
154	Utilities	Water	503	Webb Cottages	-	-	-	-	-	-	-	-	103,500	-	-
155	Utilities	Water	503	Whispering Pine Dr (Carriage,West)	-	-	-	-	-	-	-	-	641,700	-	-
156	Utilities	Water	503	Whispering Pines Drive (Carriage,East)	-	-	-	-	-	-	-	-	713,000	-	-
157	Utilities	Water	503	Willow Lane	-	-	-	-	-	-	-	-	393,300	-	-
158	Utilities	Water	503	Yellow Zone Tank	-	-	-	-	-	-	-	-	4,140,000	-	-

# Document Management System

## Project Information

<b>Department:</b> AdminServices <b>Division:</b> Records <b>Estimated Start:</b> 2022 <b>Useful Life:</b> 10 <b>Annual Change in O&amp;M:</b> <b>Location:</b> Municipal Building	<b>Project Manager:</b> Jackie Williamson <b>Capital Type:</b> New <b>Board Goals:</b> Government Services & Internal Support
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$63,220	\$0	\$0	\$0	\$0	\$0	\$0	\$63,220

## Funding Sources

General Fund	NA	NA	NA	NA	Total
\$63,220	\$0	\$0	\$0	\$0	\$63,220

**Funding Details:** Additional staff (1.0 FTE) anticipated in 2020 - Records Tech/Manager

## Project Description and Justification

Continued implementation of an enterprise wide document mgmt system and workflow process software utilizing Laserfiche Rio. Ph II & Ph III in 2018 for additional licenses, public portal & public web servers . 2022 Replace sql servers.



## Museum Annex Upgrade

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Derek Fortini
<b>Division:</b>	Cultural Services	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	20		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			1,200.00
<b>Location:</b>	200 4th Street		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$149,500	\$0	\$0	\$0	\$0	\$0	\$0	\$149,500

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$149,500	\$0	\$0	\$0	\$0	\$149,500

**Funding Details:** HVAC Upgrade (\$50K), Secure IT Room (\$3K), Security Cameras (\$20K), Fire Alarm system (\$20K), ADA Accessibility (\$5K), Maint. for sidewalks (\$12K), Paint Exterior (\$20K)

### Project Description and Justification

Rehab bldg and responsibly care for community resources/artifacts w/proper HVAC, Security, Fire Alarm

## Museum Master Plan Ph. 1 - Collections/Research

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Derek Fortini
<b>Division:</b>	Cultural Services	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Outstanding Community Services Government Services & Internal Support
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>			60,000.00
<b>Location:</b>	200 4th Street		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$1,651,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$1,751,000

### Funding Sources

Other Funding	State Grant or Loan	NA	NA	NA	Total
\$1,051,000	\$700,000	\$0	\$0	\$0	\$1,751,000

**Funding Details:** Facility would require 2 additional FTE (Collections Asst, Archivist). EP Museum & Friends began fundraising in Sept. 2016 (Other Funding).

### Project Description and Justification

1998 Master Plan design began, 2008/2009 Feasibility Study, 2013 Master Plan, 2016 Conceptual Design/footprint. 2017 talks from Town Board to re-start Town contributions to realize \$2.5M phase 1 project. Will need integrated into Stanley Park Master Plan.



# Arena Footing Renovation

## Project Information

<b>Department:</b> Community Services <b>Division:</b> Special Events <b>Estimated Start:</b> 2024 <b>Useful Life:</b> 60 <b>Annual Change in O&amp;M:</b> <b>Location:</b> Events Complex	<b>Project Manager:</b> Rob Hinkle <b>Capital Type:</b> Replacement <b>Board Goals:</b> Infrastructure Public Safety, Health & Environment
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$90,128	\$0	\$0	\$0	\$0	\$0	\$0	\$90,128

## Funding Sources

General Fund	NA	NA	NA	NA	Total
\$90,128	\$0	\$0	\$0	\$0	\$90,128

## Funding Details:

### Project Description and Justification

Arenas 4&5 need leveled at base and additional footing needed to allow for proper depths in certain events. Footing to be taken out of arena allowing work on base before adding more footing. Rocks pose significant safety issue for horses.



## Event Center Hall Dividers

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Rob Hinkle
<b>Division:</b>	Special Events	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Events Center		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$71,313	\$0	\$0	\$0	\$0	\$0	\$0	\$71,313

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$71,313	\$0	\$0	\$0	\$0	\$71,313

### Funding Details:

#### Project Description and Justification

Some events would like a smaller space or a divided space. Currently using pipe and drape w/only 10 ft height. Dividers would allow room being divided into 2-4 rooms. Allow more flexibility and make smaller events more intimate.





## Events Complex Outdoor Lighting

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Rob Hinkle
<b>Division:</b>	Special Events	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Events Center		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$106,969	\$0	\$0	\$0	\$0	\$0	\$0	\$106,969

### Funding Sources

General Fund	NA	NA	NA	NA	NA	Total
\$106,969	\$0	\$0	\$0	\$0	\$0	\$106,969

### Funding Details:

#### Project Description and Justification

Pavilion Parking Lot does not have lighting and there is minimal lighting throughout Events Complex barn areas/behind chutes. Safety issue during evening for guests & employees. Install lighting in yellows highlighted in yellow.



## Events Complex Paving

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Rob Hinkle
<b>Division:</b>	Special Events	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Events Center		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$220,441	\$0	\$0	\$0	\$0	\$0	\$0	\$220,441

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$220,411	\$0	\$0	\$0	\$0	\$220,411

### Funding Details:

#### Project Description and Justification

3 sides of Events Ctr and Pavilion are dirt. Causes dust and mud for events at either facility. Milling the area and paving w/4" asphalt will improve loading in and out, add outdoor event space and make it a better guest experience.

## Events Complex Signage

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Rob Hinkle
<b>Division:</b>	Special Events	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Events Complex		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$102,063	\$0	\$0	\$0	\$0	\$0	\$0	\$102,063

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$102,063	\$0	\$0	\$0	\$0	\$102,063

### Funding Details:

#### Project Description and Justification

Currently no internal directional signage to create a sense of arrival for Events Complex. Design, construct and install permanent signage through the Events Complex.



## Events Complex Storage Building

### Project Information

<b>Department:</b> Community Services	<b>Project Manager:</b> Rob Hinkle
<b>Division:</b> Special Events	<b>Capital Type:</b> New
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 50	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Events Complex	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$444,392	\$0	\$0	\$0	\$0	\$0	\$0	\$444,392

### Funding Sources

General Fund	NA	NA	NA	NA	NA	Total
\$444,392	\$0	\$0	\$0	\$0	\$0	\$444,392

### Funding Details:

### Project Description and Justification

3500 SF storage bldg to be utilized for event complex equipment. Need dry, rodent-free storage with safe/easy access.



## Highway 36/Community Drive Fencing

### Project Information

<b>Department:</b>	Community Services	<b>Project Manager:</b>	Rob Hinkle
<b>Division:</b>	Special Events	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Events Complex		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$280,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$280,000	\$0	\$0	\$0	\$0	\$280,000

### Funding Details:

#### Project Description and Justification

Replace the Events Complex chain link fencing along Hwy 36 and Community Drive with a double four board fence. This fence will start the beautification of the Hwy 36 and Community Drive corridors following the installation of the Roundabout at the inters

## Stall Leveling

### Project Information

<b>Department:</b> Community Services <b>Division:</b> Special Events <b>Estimated Start:</b> 2020 <b>Useful Life:</b> 60 <b>Annual Change in O&amp;M:</b> <b>Location:</b> Events Center	<b>Project Manager:</b> Rob Hinkle <b>Capital Type:</b> Replacement <b>Board Goals:</b> Infrastructure Public Safety, Health & Environment
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### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$61,800	\$0	\$0	\$0	\$0	\$0	\$0	\$61,800

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$61,800	\$0	\$0	\$0	\$0	\$61,800

### Funding Details:

#### Project Description and Justification

12 barns on east side of property have dirt floor containing numerous holes in each barn's stalls - safety issue. Stalls need additional material and to be leveled.



## Stanley Park Complex Bldg Replacements per Master

### Project Information

<b>Department:</b> Community Services	<b>Project Manager:</b> Rob Hinkle
<b>Division:</b> Special Events	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Events Complex	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$4,910,778	\$0	\$0	\$0	\$0	\$0	\$0	\$4,910,778

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$0	\$0	\$0	\$0	\$0	\$0

### Funding Details:

### Project Description and Justification

Demolition and removal of barns on east side of the Main Arena and campground. Construction of new horse barns, campground, restrooms, shade shelters, roadway improvements, signage, landscape and utility upgrades.





# Stormwater Management Program

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Stormwater	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	40		
<b>Annual Change in O&amp;M:</b>	545,000.00		
<b>Location:</b>	Throughout Estes Valley Development Code Area		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$111,320,000	\$22,264,000	\$16,698,000	\$2,227,000	\$7,793,000	\$16,698,000	\$0	\$177,000,000

## Funding Sources

Unknown	NA	NA	NA	NA	Total
\$177,000,000	\$0	\$0	\$0	\$0	\$177,000,000

**Funding Details:** TBD: Defer SMP to 2024 (1A Vote). Feasibility Study (May 2018) recommends establishing a stormwater utility funded by fees, sales tax and grants. All costs per Stormwater Master Plan. Annual O&M of \$545K is for year one of SMP..

## Project Description and Justification

Project subject to Town Board adoption of Stormwater Master Plan and associated revenue stream. Larger work to occur in future years. Priority downstream to upstream work.





## 2040 Multi-Modal Transp. Master Plan - Planning

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Master Plan
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Throughout Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$230,000	\$230,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$230,000	\$0	\$0	\$0	\$0	\$230,000

**Funding Details:** Funding for planning only.

### Project Description and Justification

Essential to adequately plan our transportation facility needs into the future. Complete in partnership with Comprehensive Plan via ComDev.



**Bridge, Channel & Bike Path Imp - BUILD grant**

**Project Information**

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	3,000.00		
<b>Location:</b>	Downtown (Rockwell Bridge, Riverside Bridge, and BTR between Rockwell and US36)		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$16,793,000	\$3,358,000	\$2,519,000	\$336,000	\$1,175,000	\$2,519,000	\$0	\$26,700,000

**Funding Sources**

Federal Grant or Loan	General Fund	State Grant or Loan	NA	NA	Total
\$25,000,000	\$1,500,000	\$200,000	\$0	\$0	\$26,700,000

**Funding Details:** BUILD Grant application is under development. Costs shown are approximate and will be refined as application preparation progresses.

**Project Description and Justification**

# Craggs Bridge Rehabilitation

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Craggs Drive over the Big Thompson River		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$387,000	\$77,000	\$58,000	\$4,000	\$0	\$58,000	\$0	\$584,000

## Funding Sources

General Fund	NA	NA	NA	NA	Total
\$584,000	\$0	\$0	\$0	\$0	\$584,000

## Funding Details:

### Project Description and Justification

1 of 3 bridges identified as needing significant rehabilitation via CDOT Off-System Bridge Inspection in 2016. Potential replacement in 20 years via Stormwater Management Project if implemented. Ivy Bridge replaced by DELoop, Rockwell w/BUILD grant.



**Project Information**

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Transportation Robust Economy
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Downtown Estes Park		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$33,000	\$6,000	\$5,000	\$1,000	\$0	\$5,000	\$0	\$50,000

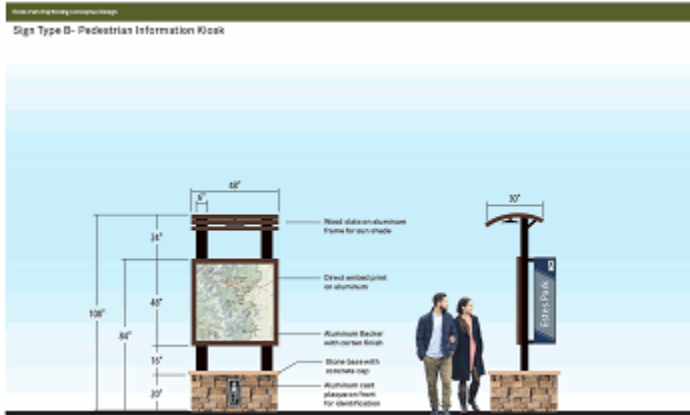
**Funding Sources**

General Fund	NA	NA	NA	NA	NA	Total
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

**Funding Details:**

**Project Description and Justification**

Recommendation of new Downtown Plan. Coordinate with ComDev.



**Project Information**

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		Robust Economy
<b>Annual Change in O&amp;M:</b>	100.00		
<b>Location:</b>	Downtown Estes Park		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$33,000	\$6,000	\$5,000	\$1,000	\$0	\$5,000	\$0	\$50,000

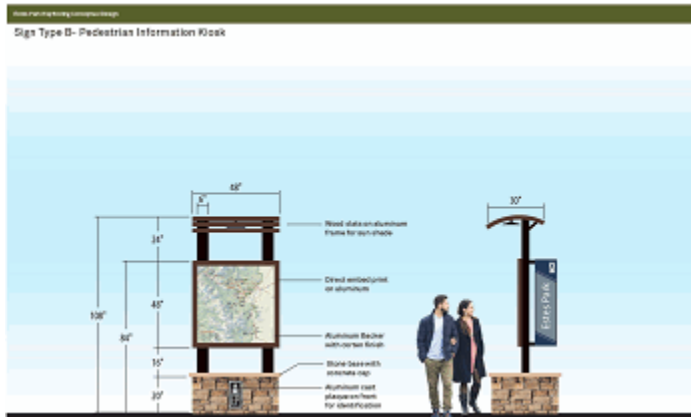
**Funding Sources**

General Fund	NA	NA	NA	NA	NA	Total
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

**Funding Details:**

**Project Description and Justification**

Recommendation of new Downtown Plan. Coordinate with ComDev.



## Intersection Improvements (Marys Lake Rd/Moraine)

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Intersection of Mary's Lake Rd & Moraine Ave (US36)		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$3,040,000	\$600,000	\$500,000	\$10,000	\$100,000	\$1,500,000	\$0	\$5,750,000

### Funding Sources

Federal Grant or Loan	General Fund	NA	NA	NA	Total
\$4,600,000	\$1,150,000	\$0	\$0	\$0	\$5,750,000

**Funding Details:** Future FLAP grant application in 2022 for construction in 2026.

### Project Description and Justification

Improve intersection capacity and safety with new roundabout. Town to coordinate w/RMNP. Town to complete NEPA process prior to application.



# Moraine Avenue Multi-Modal Improvements

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	5,000.00		
<b>Location:</b>	Moraine Ave from west of Craggs to Marys Lake Road		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$11,314,000	\$1,640,000	\$2,590,000	\$0	\$960,000	\$2,499,000	\$15,000	\$19,018,000

## Funding Sources

Federal Grant or Loan	1A Sales Tax	General Fund	Other Funding	NA	Total
\$15,733,000	\$1,155,000	\$1,035,000	\$1,095,000	\$0	\$19,018,000

**Funding Details:** Funding dependent on grant award. Accumulates thru 2023. Includes roundabout at Elm Rd. Costs per grant application. NEPA Clearance 2022, Design & ROW 2023, Bid and build 2024.

## Project Description and Justification

Road widening & trail expansion work eligible for Access Program grant funding.



## US36 Multi-Modal Improvements

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Outstanding Community Services Public Safety, Health & Environment
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	US36 from 4th Street to Community Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$132,000	\$15,000	\$10,000	\$0	\$0	\$26,000	\$0	\$183,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$183,000	\$0	\$0	\$0	\$0	\$183,000

### Funding Details:

### Project Description and Justification

Construct multi use trail along US36 from 4th St. to Community Dr. Construct second westbound travel lane from Community Dr. to 4th St.



# US 36 & Community Dr Roundabout

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2023	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	US36 & Community Drive Intersection		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$1,800,000	\$296,000	\$104,000	\$18,000	\$18,000	\$270,000	\$0	\$2,506,000

## Funding Sources

Community Reinvestment	State Grant or Loan	General Fund	NA	NA	Total
\$968,000	\$750,000	\$788,000	\$0	\$0	\$2,506,000

**Funding Details:** 2019 Budget (CRF @ \$968K, CMAQ @ \$720K) GF Dollars (2020 @ \$300K, 2021 @ \$300K, 2022 @ \$218K)

## Project Description and Justification

Construct roundabout and extend trail underpass. Triggered by Events Complex and Rec Center. Design in 2018 and 2019)



# Fall River Trail Extension 2020

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Fish Hatchery Rd. from David Dr to E. of Fall River		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$584,000	\$5,000	\$58,000	\$6,000	\$0	\$88,000	\$0	\$741,000

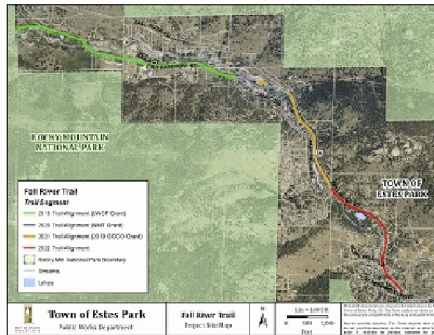
## Funding Sources

Open Space	State Grant or Loan	1A Sales Tax	NA	NA	Total
\$272,500	\$250,000	\$218,500	\$0	\$0	\$741,000

**Funding Details:** CPW / Recreation Trails Program

## Project Description and Justification

Extend and improve Fall River Trail east segment. GOCO grant at \$2M.



# Fall River Trail Extension 2023

## Project Information

<b>Department:</b> Public Works	<b>Project Manager:</b> David Hook
<b>Division:</b> Engineering / Transportation	<b>Capital Type:</b> New
<b>Estimated Start:</b> 2023	<b>Board Goals:</b> Transportation
<b>Useful Life:</b> 20	
<b>Annual Change in O&amp;M:</b> 3,000.00	
<b>Location:</b> Along Fish Hatchery Rd - E of Fall River bridge to Fall River Rd. to end of existing trail near Sleepy Hollow Ct.	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$4,184,000	\$446,000	\$459,000	\$0	\$0	\$561,000	\$0	\$5,650,000

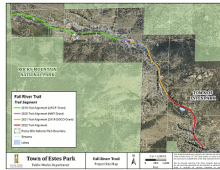
## Funding Sources

State Grant or Loan	Other Funding	Federal Grant or Loan	NA	NA	Total
\$2,000,000	\$300,000	\$3,350,000	\$0	\$0	\$5,650,000

**Funding Details:** Costs per grant applications: Access Program \$3,350,000, GOCO \$2M, EVRPD \$300K. Funding dependent on grant awards.

## Project Description and Justification

Extend and improve Fall River Trail. Accumulates funds thru 2023. Environmental clearance 2021, design & ROW 2022, Bid & build 2023.



## Graves Avenue Trail - Phase I

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Graves Avenue, between SH7 and Community Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$454,000	\$66,000	\$66,000	\$7,000	\$20,000	\$66,000	\$4,000	\$683,000

### Funding Sources

1A Sales Tax	State Grant or Loan	NA	NA	NA	Total
\$183,000	\$500,000	\$0	\$0	\$0	\$683,000

**Funding Details:** Safe Routes to School Grant = \$500K

### Project Description and Justification

Construct new paths for children walking and biking to school. Design 2020, Construct 2021

## Graves Avenue Trail - Phase II

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Graves Avenue, between SH7 and Community Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$203,000	\$0	\$0	\$0	\$0	\$0	\$0	\$203,000

### Funding Sources

1A Sales Tax	NA	NA	NA	NA	Total
\$203,000	\$0	\$0	\$0	\$0	\$203,000

**Funding Details:** Safe Routes to School Grant = \$500K

### Project Description and Justification

Construct new paths for children walking and biking to school. Design Phase I 2020 and Construct Phase I & II 2021

# Moraine Avenue Riverwalk Underpass Ramps

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	100.00		
<b>Location:</b>	From 1/2 block west of Moraine to 1/2 block east of Moraine		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$275,000	\$105,000	\$84,000	\$6,000	\$35,000	\$70,000	\$0	\$575,000

## Funding Sources

Open Space	1A Sales Tax	NA	NA	NA	Total
\$402,500	\$172,500	\$0	\$0	\$0	\$575,000

## Funding Details:

### Project Description and Justification

Create/construct Fall River riverwalk underpass. Construct after downstream river improvements (BUILD grant).



# Wonderview Ave Trail Extension

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Along the north side of Wonderview from US34/US36 intersection to MacGregor Ave.		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$220,500	\$52,500	\$42,000	\$3,500	\$17,500	\$35,000	\$0	\$371,000

## Funding Sources

Open Space	1A Sales Tax	NA	NA	NA	Total
\$92,750	\$278,250	\$0	\$0	\$0	\$371,000

**Funding Details:** 1A Trails Funding

## Project Description and Justification

Construct trail from the US34/US36 intersection north and west to MacGregor Ave (N Side). Complete after CDOT improvement of Wonderview/MacGregor intersection. (Const 2020)



# Trail Resurfacing (US-34 & CO 7) Phase 1

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Along Hwy 34 and CO Hwy 7		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$480,000	\$96,000	\$72,000	\$10,000	\$10,000	\$72,000	\$0	\$740,000

## Funding Sources

1A Sales Tax	Open Space	NA	NA	NA	Total
\$390,000	\$350,000	\$0	\$0	\$0	\$740,000

## Funding Details:

### Project Description and Justification

Resurface and improve trail. Dependent upon renewal of sales tax funding to be broadened to include trail maintenance.





## STIP Major Street Rehabilitation 2020 (Cleave St)

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	Cleave St / Downtown		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$450,000	\$67,000	\$45,000	\$4,000	\$13,000	\$67,000	\$0	\$646,000

### Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$646,000	\$0	\$0	\$0	\$0	\$0	\$646,000

### Funding Details:

#### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation. Cleave St interim construction.



# STIP Major Street Rehabilitation 2021

## Project Information

<b>Department:</b> Public Works	<b>Project Manager:</b> Ryan Barr
<b>Division:</b> Engineering / Transportation	<b>Capital Type:</b> Extend Useful Life
<b>Estimated Start:</b> 2021	<b>Board Goals:</b> Transportation
<b>Useful Life:</b> 20	
<b>Annual Change in O&amp;M:</b> 1,000.00	
<b>Location:</b> Throughout Estes Park	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$361,200	\$85,000	\$68,000	\$5,000	\$28,000	\$57,000	\$0	\$604,200

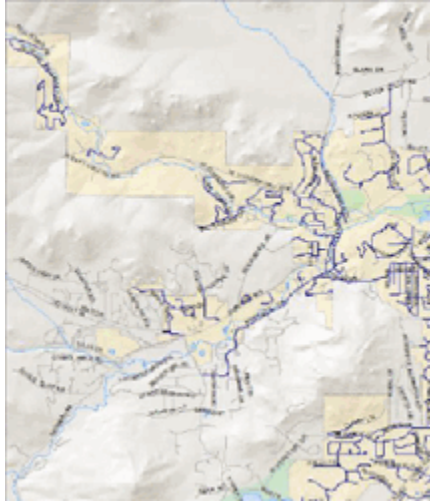
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$604,200	\$0	\$0	\$0	\$0	\$0	\$604,200

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation. Project location TBD



# STIP Major Street Rehabilitation 2022

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	Throughout Estes Park		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$378,300	\$85,000	\$68,000	\$5,000	\$28,000	\$57,000	\$0	\$621,300

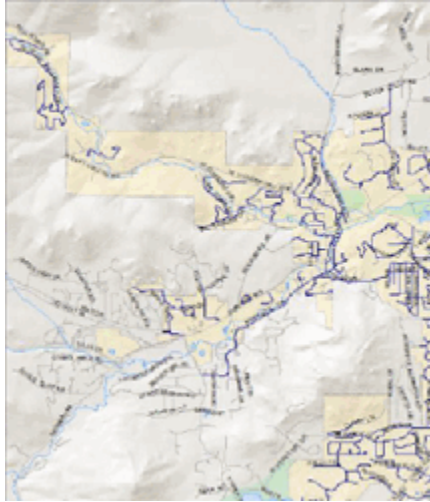
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$621,300	\$0	\$0	\$0	\$0	\$0	\$621,300

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation. Project location TBD.



# STIP Major Street Rehabilitation 2023

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2023	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	Throughout Estes Park		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$395,400	\$85,000	\$68,000	\$5,000	\$28,000	\$57,000	\$0	\$638,400

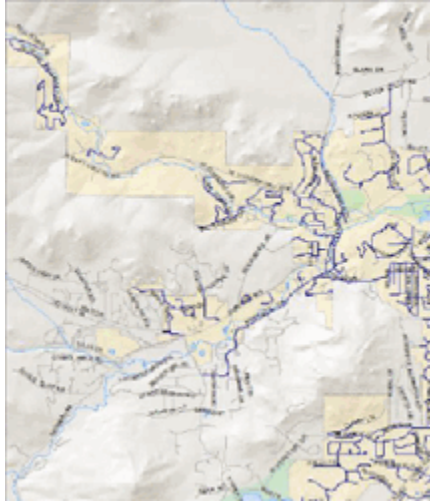
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$638,400	\$0	\$0	\$0	\$0	\$0	\$638,400

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on PCI evaluation. Project location TBD.



## STIP Major Street Rehabilitation 2024

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	Throughout Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$412,500	\$85,000	\$68,000	\$5,000	\$28,000	\$57,000	\$0	\$655,500

### Funding Sources

1A Sales Tax	NA	NA	NA	NA	Total
\$655,500	\$0	\$0	\$0	\$0	\$655,500

### Funding Details:

#### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation.

# STIP Overlay Program 2020

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	Throughout Estes Park		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$330,000	\$75,000	\$60,000	\$0	\$0	\$50,000	\$0	\$515,000

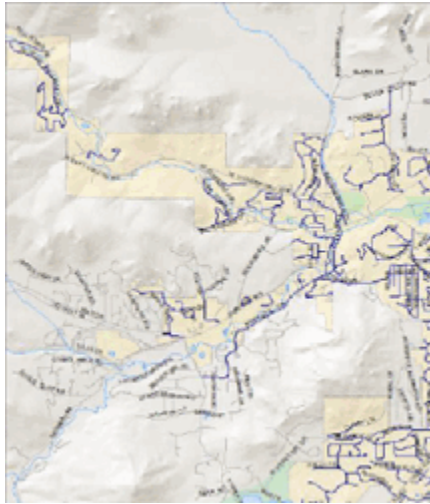
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	Total
\$515,000	\$0	\$0	\$0	\$0	\$515,000

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation.



# STIP Overlay Program 2021

## Project Information

<b>Department:</b> Public Works	<b>Project Manager:</b> Ryan Barr
<b>Division:</b> Engineering / Transportation	<b>Capital Type:</b> Extend Useful Life
<b>Estimated Start:</b> 2021	<b>Board Goals:</b> Transportation
<b>Useful Life:</b> 10	
<b>Annual Change in O&amp;M:</b> 1,000.00	
<b>Location:</b> Throughout Estes Park	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$345,000	\$75,000	\$60,000	\$0	\$0	\$50,000	\$0	\$530,000

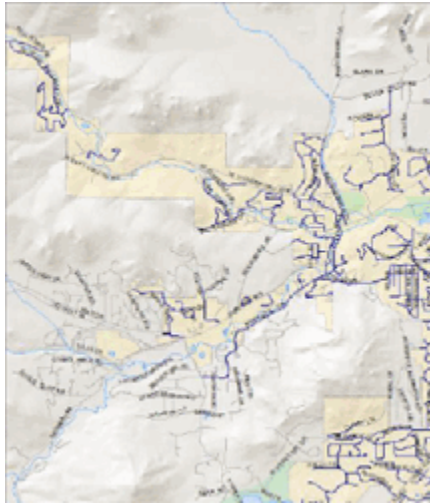
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$530,000	\$0	\$0	\$0	\$0	\$0	\$530,000

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation.



# STIP Overlay Program 2022

## Project Information

<b>Department:</b> Public Works <b>Division:</b> Engineering / Transportation <b>Estimated Start:</b> 2022 <b>Useful Life:</b> 10 <b>Annual Change in O&amp;M:</b> 1,000.00 <b>Location:</b> Throughout Estes Park	<b>Project Manager:</b> Ryan Barr <b>Capital Type:</b> Extend Useful Life <b>Board Goals:</b> Transportation
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$360,000	\$75,000	\$60,000	\$0	\$0	\$50,000	\$0	\$545,000

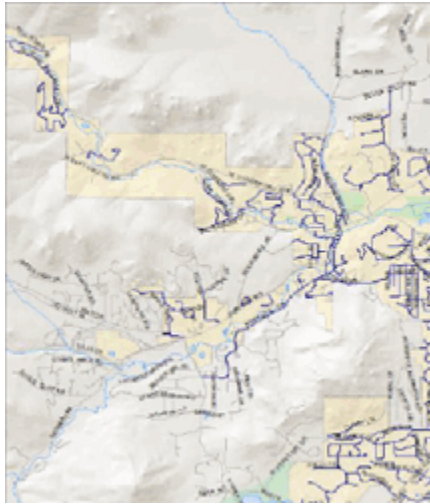
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$545,000	\$0	\$0	\$0	\$0	\$0	\$545,000

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation.





# STIP Overlay Program 2023

## Project Information

<b>Department:</b> Public Works	<b>Project Manager:</b> Ryan Barr
<b>Division:</b> Engineering / Transportation	<b>Capital Type:</b> Extend Useful Life
<b>Estimated Start:</b> 2023	<b>Board Goals:</b> Transportation
<b>Useful Life:</b> 10	
<b>Annual Change in O&amp;M:</b> 1,000.00	
<b>Location:</b> Throughout Estes Park	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$375,000	\$75,000	\$60,000	\$0	\$0	\$50,000	\$0	\$560,000

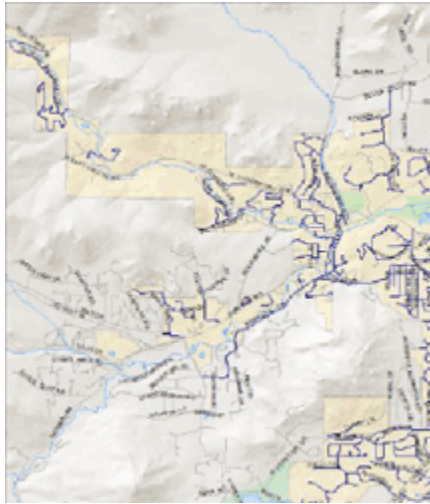
## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$560,000	\$0	\$0	\$0	\$0	\$0	\$560,000

## Funding Details:

### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation.



## STIP Overlay Program 2024

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	Throughout Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$390,000	\$75,000	\$60,000	\$0	\$0	\$50,000	\$0	\$575,000

### Funding Sources

1A Sales Tax	NA	NA	NA	NA	Total
\$575,000	\$0	\$0	\$0	\$0	\$575,000

### Funding Details:

#### Project Description and Justification

1A Sales Tax Initiative. Program ends 2024. Each year a number of streets will be addressed based on Pavement Condition Index (PCI) evaluation.

# STIP Parking Lot Rehabilitation 2020

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	David Hook
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	All public parking lots		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$113,100	\$25,000	\$20,000	\$0	\$0	\$17,000	\$0	\$175,100

## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$175,100	\$0	\$0	\$0	\$0	\$0	\$175,100

## Funding Details:

### Project Description and Justification

1A Sales Tax - Program expires 2024. Each year one or more parking lots will be addressed. Coordinate w/parking mgmt plan. Pavement treatment will vary from lot to lot.



# STIP Parking Lot Rehabilitation 2021

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	All public parking lots		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$118,200	\$25,000	\$20,000	\$0	\$0	\$17,000	\$0	\$180,200

## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$180,200	\$0	\$0	\$0	\$0	\$0	\$180,200

## Funding Details:

### Project Description and Justification

1A Sales Tax - Program expires 2024. Each year one or more parking lots will be addressed. Coordinate w/parking mgmt plan. pavement treatment will vary from lot to lot.



# STIP Parking Lot Rehabilitation 2022

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	All public parking lots		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$123,300	\$25,000	\$20,000	\$0	\$0	\$17,000	\$0	\$185,300

## Funding Sources

1A Sales Tax	NA	NA	NA	NA	Total
\$185,300	\$0	\$0	\$0	\$0	\$185,300

## Funding Details:

### Project Description and Justification

1A Sales Tax - Program Expires 2024. Each year one or more parking lots will be addressed. Coordinate w/parking mgmt plan. Pavement treatment will vary from lot to lot



# STIP Parking Lot Rehabilitation 2023

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2023	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>			1,000.00
<b>Location:</b>	All public parking lots		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$128,400	\$25,000	\$20,000	\$0	\$0	\$17,000	\$0	\$190,400

## Funding Sources

1A Sales Tax	NA	NA	NA	NA	NA	Total
\$190,400	\$0	\$0	\$0	\$0	\$0	\$190,400

## Funding Details:

### Project Description and Justification

1A Sales Tax. Program expires 2024. Each year one or more parking lots will be addressed. Coordinate w/parking mgmt plan. Pavement treatment will vary from lot to lot.



## STIP Parking Lot Rehabilitation 2024

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Ryan Barr
<b>Division:</b>	Engineering / Transportation	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		
<b>Annual Change in O&amp;M:</b>	1,000.00		
<b>Location:</b>	All Town-owned parking lots		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$133,500	\$25,000	\$20,000	\$0	\$0	\$17,000	\$0	\$195,500

### Funding Sources

1A Sales Tax	NA	NA	NA	NA	Total
\$195,500	\$0	\$0	\$0	\$0	\$195,500

### Funding Details:

#### Project Description and Justification

1A Sales Tax Initiative. Program expires 2024. Each year one or more parking lots will be addressed. Coordinate with parking management plan. Pavement treatment will vary from lot to lot.



## Baldwin Park Restrooms

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Outstanding Community Services Exceptional Guest Services Public Safety, Health & Environment
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	20,000.00		
<b>Location:</b>	Baldwin Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$200,000	\$30,000	\$6,000	\$1,200	\$0	\$60,000	\$0	\$297,200

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$297,200	\$0	\$0	\$0	\$0	\$297,200

### Funding Details:

### Project Description and Justification

Add restrooms at Baldwin Park to encourage pedestrian use of Riverwalk/Downtown corridor. Cost based on 600sf facility at \$300/sf construction cost.





# Electric Trolley / Bus Barn

## Project Information

<b>Department:</b> Public Works <b>Division:</b> Facilities <b>Estimated Start:</b> 2025 <b>Useful Life:</b> 40 <b>Annual Change in O&amp;M:</b> 15,000.00 <b>Location:</b> Events Complex Grounds	<b>Project Manager:</b> Jon Landkamer <b>Capital Type:</b> New <b>Board Goals:</b> Transportation Government Services & Internal Support
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$260,000	\$26,000	\$7,800	\$2,600	\$0	\$26,000	\$0	\$322,400

## Funding Sources

General Fund	State Grant or Loan	NA	NA	NA	Total
\$257,920	\$64,480	\$0	\$0	\$0	\$322,400

## Funding Details:

## Project Description and Justification

Install charging station and metal storage bldg for electric trolley being purchased in 2019 (plans to add another in the future). Cost based on 1200sf bldg at \$200/sf construction costs. Bldg to go on Events Complex land. No property acquisition required.

Site proposal for future electric trolley charging and storage.



## EV Charging Station

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		Exceptional Guest Services
<b>Annual Change in O&amp;M:</b>			Outstanding Community Services
<b>Location:</b>	Visitor Center Parking Lot		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$100,000	\$0	\$0	\$0	\$0	\$10,000	\$0	\$110,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$110,000	\$0	\$0	\$0	\$0	\$110,000

### Funding Details:

#### Project Description and Justification

Local match for four fast charges in the Visitor Center parking lot.

## Parks Shop Addition

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support
<b>Useful Life:</b>	20		Exceptional Guest Services
<b>Annual Change in O&amp;M:</b>	20,000.00		Infrastructure
<b>Location:</b>	Parks Shop		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$550,000	\$55,000	\$11,000	\$0	\$0	\$55,000	\$0	\$671,000

### Funding Sources

General Fund	NA	NA	NA	NA	NA	Total
\$671,000	\$0	\$0	\$0	\$0	\$0	\$671,000

### Funding Details:

### Project Description and Justification

Add on to existing Parks Bldg, doubling square footage. Cost is based on overall \$200/sf construction cost.



## Visitor Center Parking Structure Picnic Pavilion

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Outstanding Community Services
<b>Useful Life:</b>	20		Exceptional Guest Services
<b>Annual Change in O&amp;M:</b>	12,000.00		Public Safety, Health & Environment
<b>Location:</b>	Near Parking Structure		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$85,000	\$8,500	\$1,700	\$0	\$0	\$8,500	\$0	\$103,700

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$103,700	\$0	\$0	\$0	\$0	\$103,700

### Funding Details:

#### Project Description and Justification

Replace and expand service provided by existing picnic shelter. Cost estimate based on 800 sf at \$100/sf construction costs.

## Public Works Service Center Facility

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support Outstanding Community Services
<b>Useful Life:</b>	50		
<b>Annual Change in O&amp;M:</b>			60,000.00
<b>Location:</b>	Unknown		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$11,929,000	\$1,000,000	\$800,000	\$50,000	\$10,000	\$1,000,000	\$0	\$14,789,000

### Funding Sources

General Fund	State Grant or Loan	NA	NA	NA	Total
\$11,574,000	\$3,215,000	\$0	\$0	\$0	\$14,789,000

### Funding Details:

#### Project Description and Justification

New facility would replace existing PW office.

**Replace Tan Sand Tent**

**Project Information**

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Government Services & Internal Support Outstanding Community Services
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>		0.00	
<b>Location:</b>			

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$120,000	\$0	\$0	\$0	\$0	\$12,000	\$0	\$132,000

**Funding Sources**

General Fund	NA	NA	NA	NA	NA	Total
\$132,000	\$0	\$0	\$0	\$0	\$0	\$132,000

**Funding Details:**

**Project Description and Justification**

Replace the fabric coating on the original sand tent. Upgrade foundation as needed to accommodate new codes, if necessary.



# Riverside Restroom Remodel

## Project Information

<b>Department:</b> Public Works <b>Division:</b> Facilities <b>Estimated Start:</b> 2024 <b>Useful Life:</b> 20 <b>Annual Change in O&amp;M:</b> <b>Location:</b> Riverside Restroom	<b>Project Manager:</b> Jon Landkamer <b>Capital Type:</b> Extend Useful Life <b>Board Goals:</b> Infrastructure Outstanding Community Services
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$160,000	\$16,000	\$0	\$0	\$0	\$16,000	\$0	\$192,000

## Funding Sources

General Fund	NA	NA	NA	NA	NA	Total
\$192,000	\$0	\$0	\$0	\$0	\$0	\$192,000

## Funding Details:

### Project Description and Justification

Interior & exterior remodel will repair all exterior and roof issues and will reconfigure inside for ADA accessibility. Project is 2nd to be remodeled including replacement of plumbing, heating, lighting



## Security Camera System Phase 3

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Government Services & Internal Support Public Safety, Health & Environment
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>		2,400.00	
<b>Location:</b>	Events Complex		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$125,000	\$0	\$0	\$0	\$0	\$12,500	\$0	\$137,500

### Funding Sources

General Fund	NA	NA	NA	NA	NA	Total
\$137,500	\$0	\$0	\$0	\$0	\$0	\$137,500

### Funding Details:

### Project Description and Justification

Continue adding security cameras in high occupancy Town-owned buildings. This phase would address adding cameras to the Events Center Complex.





## Security Camera System Phase 4

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support Public Safety, Health & Environment
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>	2,400.00		
<b>Location:</b>	Events Complex, Fairgrounds, Downtown Corridor		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$125,000	\$0	\$0	\$0	\$0	\$12,500	\$0	\$137,500

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$137,500	\$0	\$0	\$0	\$0	\$137,500

### Funding Details:

### Project Description and Justification

Continue adding security cameras in high occupancy Town-owned buildings. This phase would finish adding cameras to the Event Center Complex and Fairgrounds, and begin to add cameras to the Downtown corridor



# Streets Shop Remodel

## Project Information

<p><b>Department:</b> Public Works  <b>Division:</b> Facilities  <b>Estimated Start:</b> 2022  <b>Useful Life:</b> 20  <b>Annual Change in O&amp;M:</b> 0.00  <b>Location:</b> Existing Streets Shop, 575 Elm Rd.</p>	<p><b>Project Manager:</b> Jon Landkamer  <b>Capital Type:</b> Extend Useful Life  <b>Board Goals:</b> Government Services &amp; Internal Support Infrastructure</p>
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$110,000	\$0	\$0	\$0	\$0	\$11,000	\$0	\$121,000

## Funding Sources

General Fund	NA	NA	NA	NA	Total
\$121,000	\$0	\$0	\$0	\$0	\$121,000

## Funding Details:

### Project Description and Justification

Remodel the interior to the needs of the Streets Division. Rework heating system to eliminate radiant tube heat from penetrating walls (fire hazard)



# Town Hall Elevator Modernization

## Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Exceptional Guest Services
<b>Useful Life:</b>	20		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>		1,200.00	Public Safety, Health & Environment
<b>Location:</b>	Town Hall		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$525,000	\$52,500	\$15,750	\$0	\$0	\$52,500	\$0	\$645,750

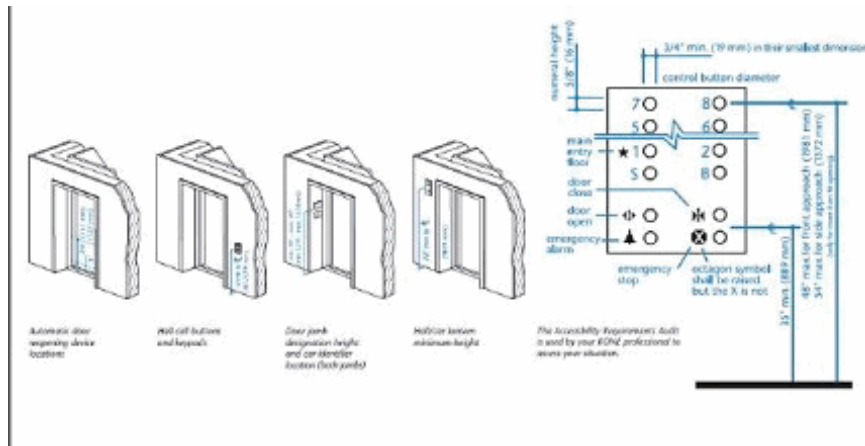
## Funding Sources

General Fund	NA	NA	NA	NA	NA	Total
\$645,750	\$0	\$0	\$0	\$0	\$0	\$645,750

## Funding Details:

### Project Description and Justification

Replace the Town Hall elevator with an ADA compliant elevator



## Town Hall VRF Phase 1

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Town Financial Health
<b>Useful Life:</b>	15		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Town Hall		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$180,000	\$0	\$0	\$0	\$0	\$18,000	\$0	\$198,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$198,000	\$0	\$0	\$0	\$0	\$198,000

### Funding Details:

#### Project Description and Justification

Replace 9 A/C units with 1 VRF unit resulting in significant electric usage reductions. Existing units which use R-22 refrigerant will not be able to be repaired after 2019 but will require replacement.

## Town Hall VRF Phase 2

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Government Services & Internal Support Public Safety, Health & Environment
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>			-1,100.00
<b>Location:</b>	Town Hall		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$180,000	\$0	\$0	\$0	\$0	\$18,000	\$0	\$198,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$198,000	\$0	\$0	\$0	\$0	\$198,000

### Funding Details:

#### Project Description and Justification

Replace 11 A/C units with 1 VRF unit resulting in significant electric usage reductions. Existing units which use R-22 refrigerant will not be able to be repaired after 2019 but will require replacement.

**Town Hall VRF Phase 3**

**Project Information**

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2023	<b>Board Goals:</b>	Town Financial Health
<b>Useful Life:</b>	20		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			-1,400.00
<b>Location:</b>	Town Hall		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$185,000	\$0	\$0	\$0	\$0	\$18,500	\$0	\$203,500

**Funding Sources**

General Fund	NA	NA	NA	NA	Total
\$203,500	\$0	\$0	\$0	\$0	\$203,500

**Funding Details:**

**Project Description and Justification**

Replace 14 A/C units with 1 VRF unit resulting in significant electric usage reductions. Existing units which use R-22 refrigerant will not be able to be repaired after 2019 but will require replacement.

## Tregent Restroom Remodel

### Project Information

<b>Department:</b> Public Works <b>Division:</b> Facilities <b>Estimated Start:</b> 2021 <b>Useful Life:</b> 20 <b>Annual Change in O&amp;M:</b> <b>Location:</b> Tregent Park	<b>Project Manager:</b> Jon Landkamer <b>Capital Type:</b> Extend Useful Life <b>Board Goals:</b> Outstanding Community Services Infrastructure
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### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$160,000	\$16,000	\$0	\$0	\$0	\$16,000	\$0	\$192,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$192,000	\$0	\$0	\$0	\$0	\$192,000

### Funding Details:

#### Project Description and Justification

Interior & exterior remodel will repair all exterior/roof issues and will reconfigure the interior for ADA accessibility. This is 3rd restroom remodeled to include replacement of plumbing, heating, lighting

## VC Upstairs Office & Bus Driver Lounge

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support
<b>Useful Life:</b>	20		Infrastructure
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Visitor Center		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$130,000	\$0	\$6,500	\$0	\$0	\$13,000	\$0	\$149,500

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$149,500	\$0	\$0	\$0	\$0	\$149,500

### Funding Details:

#### Project Description and Justification

Finish upstairs north half of bldg to accommodate need for more offices for PW operations (i.e., Parking & Transit and Facilities). Will facilitate the ability to use upstairs loft for a potential bus driver lounge.



## Fleet Shop Remodel - Former Water Shop

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Government Services & Internal Support
<b>Useful Life:</b>	20		
<b>Annual Change in O&amp;M:</b>			0.00
<b>Location:</b>	577 Elm Rd		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$220,000	\$0	\$0	\$0	\$0	\$22,000	\$0	\$242,000

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$242,000	\$0	\$0	\$0	\$0	\$242,000

### Funding Details:

#### Project Description and Justification

Reroof shop low slope roof prior to catastrophic failure. Remove skylights and replace with matching metal roof panels. Install roof coating system w/minimum of 10-yr warranty. Repair or replace gutters as necessary. Remodel interior to Fleet Div needs.

## Police Department Relocation

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support
<b>Useful Life:</b>	50		Outstanding Community Services
<b>Annual Change in O&amp;M:</b>	55,000.00		Public Safety, Health & Environment
<b>Location:</b>	Unknown		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$11,929,000	\$1,000,000	\$800,000	\$50,000	\$10,000	\$1,000,000	\$0	\$14,789,000

### Funding Sources

General Fund	Community Reinvestment	NA	NA	NA	Total
\$11,091,750	\$3,697,250	\$0	\$0	\$0	\$14,789,000

### Funding Details:

### Project Description and Justification

Estimate based on 20,000sf bldg at \$500/sf. Does not include land acquisition. Potential new sites to be identified using a Master Planning process.

## Town Hall Relocation

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support
<b>Useful Life:</b>	50		
<b>Annual Change in O&amp;M:</b>			0.00
<b>Location:</b>	Unknown		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$11,359,000	\$1,200,000	\$960,000	\$60,000	\$10,000	\$1,200,000	\$0	\$14,789,000

### Funding Sources

General Fund	Community Reinvestment	NA	NA	NA	Total
\$11,091,750	\$3,697,250	\$0	\$0	\$0	\$14,789,000

### Funding Details:

### Project Description and Justification

Estimate is based on a 40,000 sf building at \$400/sf. Does not include land acquisition.



## Fleet Shop Purchase - Former Water Shop

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Government Services & Internal Support
<b>Useful Life:</b>	20		Infrastructure
<b>Annual Change in O&amp;M:</b>			0.00
<b>Location:</b>	577 Elm Rd		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000

### Funding Sources

Other Funding	NA	NA	NA	NA	Total
\$400,000	\$0	\$0	\$0	\$0	\$400,000

**Funding Details:** Other Funding = Fleet Capital Reserve

### Project Description and Justification

Purchase Water Shop building from the Utilities Department

## VC North Parking Structure

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Jon Landkamer
<b>Division:</b>	Facilities	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	50		Exceptional Guest Services
<b>Annual Change in O&amp;M:</b>	36,000.00		
<b>Location:</b>	North Visitor Center parking lot.		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$17,498,000	\$1,250,000	\$1,000,000	\$62,500	\$10,000	\$1,250,000	\$0	\$21,070,500

### Funding Sources

General Fund	State Grant or Loan	NA	NA	NA	Total
\$9,016,125	\$12,054,375	\$0	\$0	\$0	\$21,070,500

### Funding Details:

#### Project Description and Justification

Estimate is based on a 500-space structure at \$32K per parking space. This structure would go on land already owned by the Town. It does not account for relocation of the Parks Dept.

## Downtown Parking Mgmt Plan Ph. 2

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Vanessa Solesbee
<b>Division:</b>	ParkingTransit	<b>Capital Type:</b>	Master Plan
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		Robust Economy
<b>Annual Change in O&amp;M:</b>	6,000.00		Exceptional Guest Services
<b>Location:</b>	Downtown Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$165,500	\$25,000	\$25,000	\$2,500	\$0	\$25,000	\$0	\$243,000

### Funding Sources

Enterprise	NA	NA	NA	NA	Total
\$243,000	\$0	\$0	\$0	\$0	\$243,000

**Funding Details:** Enterprise revenue from paid parking covers \$85K for personnel + \$230K for capital equipment. GF already pays \$474K/yr for free shuttle program.

### Project Description and Justification

Implement Phase II of DPMP: transition 562 spaces to paid spaces (of 2,102), intro of mobile payment software & online permitting. Enterprise revenue assumes \$1/hr for first 3 hrs and \$2.50 for each additional hour.

## Downtown Parking Mgmt Plan Ph. 3

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Vanessa Solesbee
<b>Division:</b>	ParkingTransit	<b>Capital Type:</b>	Master Plan
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		Robust Economy
<b>Annual Change in O&amp;M:</b>	320,000.00		Exceptional Guest Services
<b>Location:</b>	Downtown Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$117,500	\$25,000	\$25,000	\$2,500	\$0	\$0	\$0	\$170,000

### Funding Sources

Enterprise	NA	NA	NA	NA	Total
\$170,000	\$0	\$0	\$0	\$0	\$170,000

**Funding Details:** Enterprise revenue from paid parking (\$1/hr assumed) covers \$320K for O&M + \$238K for capital equipment.

### Project Description and Justification

Implement Phase 3 of the DPMP: transition additional 996 spaces to paid spaces (of 2,102 spaces). Enterprise revenue assumes pricing at \$1/hr for first 3 hrs and \$2.50 for each additional hour. Includes addition of 2nd downtown trolley - expanded hrs/seas

## Downtown Parking Mgmt Plan Ph. 4 Design

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Vanessa Solesbee
<b>Division:</b>	ParkingTransit	<b>Capital Type:</b>	Master Plan
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	7		Robust Economy
<b>Annual Change in O&amp;M:</b>			Exceptional Guest Services
<b>Location:</b>	Downtown Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$0	\$784,000	\$0	\$8,000	\$0	\$80,000	\$0	\$872,000

### Funding Sources

Enterprise	NA	NA	NA	NA	Total
\$872,000	\$0	\$0	\$0	\$0	\$872,000

**Funding Details:** Increase parking fee to \$2/hr to generate funding over 2 years.

### Project Description and Justification

Site selection & design for second parking structure. Increased parking fee of \$2/hr (for 1,556 total paid spaces)



## Downtown Parking Mgmt Plan Ph. 4 (Const.)

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Vanessa Solesbee
<b>Division:</b>	ParkingTransit	<b>Capital Type:</b>	Master Plan
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	50		Robust Economy
<b>Annual Change in O&amp;M:</b>	32,000.00		Exceptional Guest Services
<b>Location:</b>	Downtown Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$24,500,000	\$0	\$3,000,000	\$100,000	\$62,500	\$4,000,000	\$0	\$31,662,500

### Funding Sources

Other Funding	NA	NA	NA	NA	Total
\$31,662,500	\$0	\$0	\$0	\$0	\$31,662,500

**Funding Details:** Funding to be determined

### Project Description and Justification

Build second parking structure with 700 spaces. Location and funding source TBD.

## Electronic Parking Lot Signage (2021)

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Vanessa Solesbee
<b>Division:</b>	ParkingTransit	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Transportation
<b>Useful Life:</b>	10		Exceptional Guest Services
<b>Annual Change in O&amp;M:</b>			
			700.00
<b>Location:</b>	Downtown Estes Park		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$100,000	\$5,000	\$2,500	\$0	\$1,000	\$10,000	\$0	\$118,500

### Funding Sources

Enterprise	NA	NA	NA	NA	Total
\$118,500	\$0	\$0	\$0	\$0	\$118,500

### Funding Details:

#### Project Description and Justification

Install electronic message signs at up to 5 of the Town's busiest and most congested parking lots. Signage would mirror the parking app and let drivers know if good/fair/poor availability.



## Greenhouse Expansion

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Brian Berg
<b>Division:</b>	Parks	<b>Capital Type:</b>	Extend Useful Life
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Government Services & Internal Support Outstanding Community Services
<b>Useful Life:</b>	50		
<b>Annual Change in O&amp;M:</b>	250.00		
<b>Location:</b>	Greenhouse by Parks Shop		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$56,300	\$5,000	\$0	\$0	\$0	\$15,000	\$0	\$76,300

### Funding Sources

General Fund	NA	NA	NA	NA	Total
\$76,300	\$0	\$0	\$0	\$0	\$76,300

### Funding Details:

### Project Description and Justification

Expansion on existing greenhouse located at the Parks Shop. It will be 50'x20'. Expands flowerbeds and additional landscaping needs including added pots at Bond Park, Riverwalk, and downtown as well as hanging baskets.



# Parks Irrigation System Replacement

## Project Information

<p><b>Department:</b> Public Works</p> <p><b>Division:</b> Parks</p> <p><b>Estimated Start:</b> 2021</p> <p><b>Useful Life:</b> 20</p> <p><b>Annual Change in O&amp;M:</b> -200.00</p> <p><b>Location:</b> Along Riverwalk. Tunnel to Riverside restrooms - CONSTRUCTION</p>	<p><b>Project Manager:</b> Brian Berg</p> <p><b>Capital Type:</b> Replacement</p> <p><b>Board Goals:</b> Infrastructure Outstanding Community Services</p>
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$66,950	\$0	\$0	\$0	\$0	\$0	\$0	\$66,950

## Funding Sources

Open Space	NA	NA	NA	NA	Total
\$66,950	\$0	\$0	\$0	\$0	\$66,950

**Funding Details:** Irrigation Main - Riverwalk

## Project Description and Justification

Construction of 2019 Design to replace outdated and inefficient irrigation system from tunnel to Riverside restrooms.



## Parks Landscaping Replacement

### Project Information

<b>Department:</b>	Public Works	<b>Project Manager:</b>	Brian Berg
<b>Division:</b>	Parks	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	20		Outstanding Community Services
<b>Annual Change in O&amp;M:</b>	-200.00		
<b>Location:</b>	Along Riverwalk. Tunnel to Riverside restrooms.		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$68,900	\$0	\$0	\$0	\$0	\$0	\$0	\$68,900

### Funding Sources

Open Space	NA	NA	NA	NA	Total
\$68,900	\$0	\$0	\$0	\$0	\$68,900

**Funding Details:** Irrigation Main - Riverwalk

### Project Description and Justification

CONSTRUCTION: Replace outdated and inefficient irrigation system along Riverwalk from tunnel to Riverside restrooms.



## Automated Meter Reading Improvements SG2016 2020

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	15		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Estes Valley		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$50,000	\$0	\$0	\$0	\$0	\$50,000

### Funding Details:

### Project Description and Justification

Install smart meters for improved service quality and reliability. AMI meters will help trouble shoot outages, voltage issues and will reduce driving while reading meters.

## Automated Meter Reading Improvements SG2016 2021

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	15		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Estes Valley		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$50,000	\$0	\$0	\$0	\$0	\$50,000

### Funding Details:

#### Project Description and Justification

Install smart meters for improved service quality and reliability. AMI meters will help trouble shoot outages, voltage issues and will reduce driving while reading meters.

## Beaver Point/Marys Lake Rd OH Line Rebuild/Upgrade

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Marys Lake Road		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$600,000	\$0	\$0	\$0	\$0	\$600,000

### Funding Details:

#### Project Description and Justification

Replace bare copper with insulated tree cable, upgrade poles and transformers to increase reliability and reduce outages.



## County Road 113N

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2027	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>			Government Services & Internal Support
<b>Location:</b>	CR113N		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$81,750	\$0	\$0	\$0	\$0	\$0	\$0	\$81,750

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$81,750	\$0	\$0	\$0	\$0	\$81,750

### Funding Details:

#### Project Description and Justification

Replacing bare copper with insulated tree cable due to the number of outages in the area

## Devils Gulch

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2028	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	40		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Devils Gulch		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$1,320,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,320,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$1,320,000	\$0	\$0	\$0	\$0	\$1,320,000

### Funding Details:

#### Project Description and Justification

Replace bare copper with insulated tree cable, upgrade poles and transformers to increase reliability and reduce outages

## Lab Road Area

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Lab Road Area		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$86,250	\$0	\$0	\$0	\$0	\$0	\$0	\$86,250

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$86,250	\$0	\$0	\$0	\$0	\$86,250

### Funding Details:

#### Project Description and Justification

Replacing bare copper with insulated tree cable due to the number of outages in the area.

## Levings Way

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2028	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Levings Way		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$56,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$56,000	\$0	\$0	\$0	\$0	\$56,000

### Funding Details:

#### Project Description and Justification

Replace bare copper with insulated tree cable due to the number of outages in the area

## North Lane

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2027	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	40		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	North Lane/Raven Circle		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$605,000	\$0	\$0	\$0	\$0	\$0	\$0	\$605,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$605,000	\$0	\$0	\$0	\$0	\$605,000

### Funding Details:

#### Project Description and Justification

Replace bare copper with insulated tree cable, upgrade poles and transformers to increase reliability and reduce outages

**Pole Hill/Hwy 36 Rebuild/Upgrade**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2026	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	40		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Pole Hill/Hwy 36		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000

**Funding Sources**

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$350,000	\$0	\$0	\$0	\$0	\$350,000

**Funding Details:**

**Project Description and Justification**

Replace bare copper with insulated tree cable, upgrade poles and transformers to increase reliability and reduce outages.

# Pole Replacement and Reconductoring

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	50		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Power and Communications System		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000

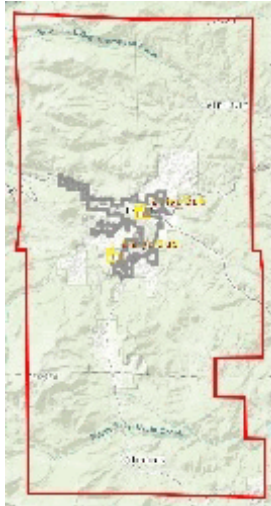
## Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	NA	Total
\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

## Funding Details:

### Project Description and Justification

Replace aged poles and bare copper with insulated tree cable to extend the life of the system



# Pole Replacement and Reconductoring

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	50		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Power and Communications System		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000

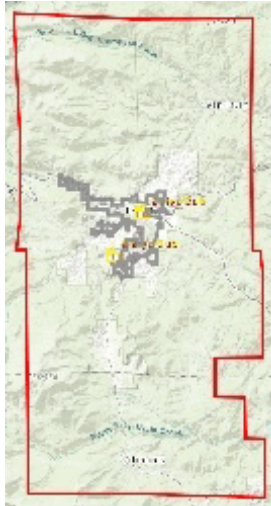
## Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$200,000	\$0	\$0	\$0	\$0	\$200,000

## Funding Details:

### Project Description and Justification

Replace aged poles and bare copper with insulated tree cable to extend the life of the system





# Pole Replacement and Reconductoring

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2023	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	50		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Power and Communications System		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000

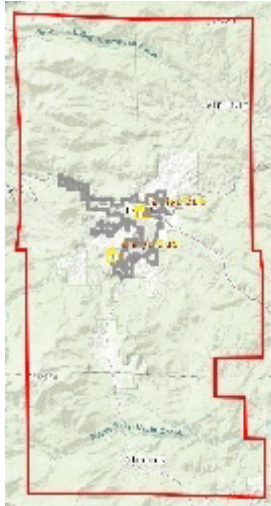
## Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$200,000	\$0	\$0	\$0	\$0	\$200,000

## Funding Details:

### Project Description and Justification

Replace aged poles and bare copper with insulated tree cable to extend the life of the system



# Pole Replacement and Reconductoring

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	50		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Power and Communications System		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000

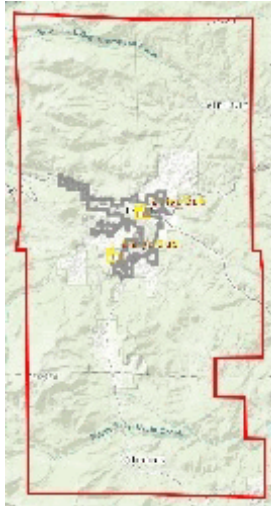
## Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$200,000	\$0	\$0	\$0	\$0	\$200,000

## Funding Details:

### Project Description and Justification

Replace aged poles and bare copper with insulated tree cable to extend the life of the system



## Riverside OH Line Rebuild/Upgrade

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2029	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	40		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Riverside Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$239,000	\$0	\$0	\$0	\$0	\$0	\$0	\$239,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$239,000	\$0	\$0	\$0	\$0	\$239,000

### Funding Details:

#### Project Description and Justification

Replace bare copper with insulated tree cable, upgrade poles and transformers to increase reliability and reduce outages

**Rockwood Area**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2029	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Rockwood Lane Area		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$57,500	\$0	\$0	\$0	\$0	\$0	\$0	\$57,500

**Funding Sources**

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$57,500	\$0	\$0	\$0	\$0	\$57,500

**Funding Details:**

**Project Description and Justification**

Replacing bare copper with insulated tree cable due to the number of outages in the area.

## Ski Road Area

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Ski Road Allenspark		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000

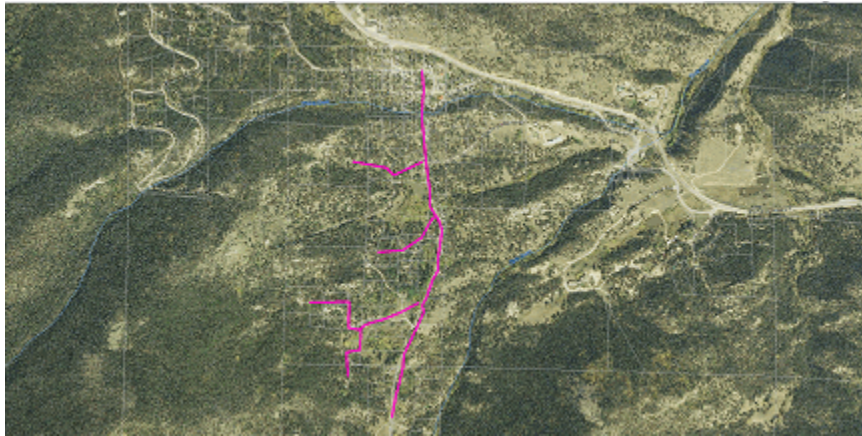
### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	NA	Total
\$175,000	\$0	\$0	\$0	\$0	\$0	\$175,000

### Funding Details:

### Project Description and Justification

Replacing bare copper to insulated tree cable due to the number of outages in the area.



## Skinner Road Area

### Project Information

<b>Department:</b> Utilities <b>Division:</b> Power & Communications <b>Estimated Start:</b> 2024 <b>Useful Life:</b> 60 <b>Annual Change in O&amp;M:</b> <b>Location:</b> Skinner Road Allenspark	<b>Project Manager:</b> Joe Lockhart <b>Capital Type:</b> Replacement <b>Board Goals:</b> Infrastructure Government Services & Internal Support Public Safety, Health & Environment
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### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000

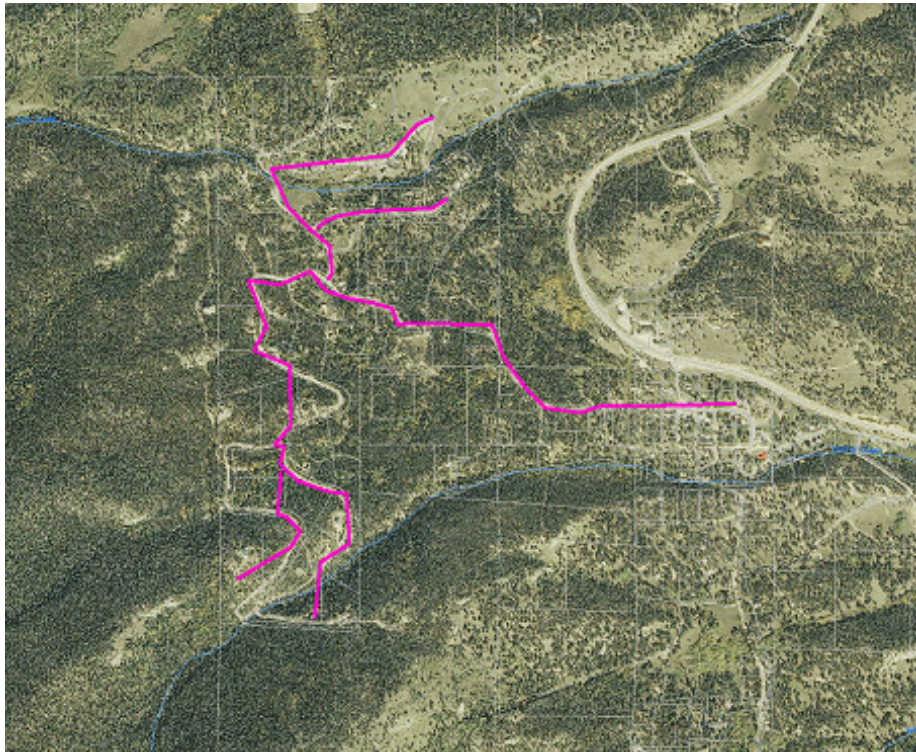
### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$125,000	\$0	\$0	\$0	\$0	\$125,000

### Funding Details:

### Project Description and Justification

Replacing bare copper to insulated tree cable due to the number of outages in the area.





## Tahosa Park (AP2022)

### Project Information

<p><b>Department:</b> Utilities</p> <p><b>Division:</b> Power &amp; Communications</p> <p><b>Estimated Start:</b> 2027</p> <p><b>Useful Life:</b> 60</p> <p><b>Annual Change in O&amp;M:</b></p> <p><b>Location:</b> Tahosa Road</p>	<p><b>Project Manager:</b> Joe Lockhart</p> <p><b>Capital Type:</b> Replacement</p> <p><b>Board Goals:</b> Infrastructure Government Services &amp; Internal Support Public Safety, Health &amp; Environment</p>
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### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$73,030	\$0	\$0	\$0	\$0	\$0	\$0	\$73,030

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$73,030	\$0	\$0	\$0	\$0	\$73,030

### Funding Details:

### Project Description and Justification

Replacing bare copper to insulated tree cable due to the number of outages in the area.



## Wagener Road Area

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2029	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Wagener Rd area		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$115,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$115,000	\$0	\$0	\$0	\$0	\$115,000

### Funding Details:

#### Project Description and Justification

Replacing bare copper with insulated tree cable due to the number of outages in the area.



## Wandering Elk Road

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2028	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Wandering Elk Rd		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$56,000

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$56,000	\$0	\$0	\$0	\$0	\$56,000

### Funding Details:

#### Project Description and Justification

Replacing bare copper with insulated tree cable due to the number of outages in the area.

## Windance Road Area

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Joe Lockhart
<b>Division:</b>	Power & Communications	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	60		Government Services & Internal Support
<b>Annual Change in O&amp;M:</b>			Public Safety, Health & Environment
<b>Location:</b>	Windance Road Area		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$86,250	\$0	\$0	\$0	\$0	\$0	\$0	\$86,250

### Funding Sources

Power & Communication Enterprise Fund	NA	NA	NA	NA	Total
\$86,250	\$0	\$0	\$0	\$0	\$86,250

### Funding Details:

#### Project Description and Justification

Replacing bare copper with insulated tree cable due to the number of outages in the area.

## Aspen Avenue (lower) Water Main Replacement

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2023	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Above Hill Streets	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$181,000	\$0	\$0	\$0	\$0	\$0	\$0	\$181,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$181,000	\$0	\$0	\$0	\$0	\$181,000

### Funding Details:

#### Project Description and Justification

Approx. 1000FT of pipe

## Bellevue Heights

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Bellevue Heights		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$356,500	\$0	\$0	\$0	\$0	\$0	\$0	\$356,500

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$356,500	\$0	\$0	\$0	\$0	\$356,500

### Funding Details:

#### Project Description and Justification

Approx. 2000FT of pipe

## Big Horn Drive Water Main Replacement

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Big Horn Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$193,397	\$0	\$0	\$0	\$0	\$0	\$0	\$193,397

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$193,397	\$0	\$0	\$0	\$0	\$0	\$193,397

### Funding Details:

#### Project Description and Justification

Replacement of galvanized pipe that is past its useful life

# Big Thompson Avenue (HWY 34) East to Mall Road

## Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Chris Eshelman
<b>Division:</b> Water	<b>Capital Type:</b> Master Plan
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b> 1,500.00	
<b>Location:</b> Big Thompson Avenue	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$244,950	\$0	\$0	\$0	\$0	\$0	\$0	\$244,950

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$244,950	\$0	\$0	\$0	\$0	\$0	\$244,950

## Funding Details:

### Project Description and Justification

Replacement of galvanized pipe that is past its useful life. This will also facilitate the fruition of the Master Plan to loop the water lines to Mall Road and eventually south to Fish Creek Rd.



Birch ave

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$0	\$207,000

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$207,000

**Funding Details:**

**Project Description and Justification**

Approx. 1000FT of pipe

**Blue Arrow 2" off Spur 66**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Spur 66		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$53,475	\$0	\$0	\$0	\$0	\$0	\$0	\$53,475

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$53,475	\$0	\$0	\$0	\$0	\$0	\$53,475

**Funding Details:**

**Project Description and Justification**

Approx. 300FT of pipe



**Broadview/Lower Broadview**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Broadview Area		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$962,550	\$0	\$0	\$0	\$0	\$0	\$0	\$962,550

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$962,550	\$0	\$0	\$0	\$0	\$0	\$962,550

**Funding Details:**

**Project Description and Justification**

Approx. 5400FT of pipe

## Brook Drive

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Brook Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$248,400	\$0	\$0	\$0	\$0	\$0	\$0	\$248,400

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$248,400	\$0	\$0	\$0	\$0	\$248,400

### Funding Details:

#### Project Description and Justification

Approx. 1200FT of pipe

## Bureau Area Phase 3

### Project Information

<p><b>Department:</b> Utilities</p> <p><b>Division:</b> Water</p> <p><b>Estimated Start:</b> 2020</p> <p><b>Useful Life:</b> 80</p> <p><b>Annual Change in O&amp;M:</b> 1,500.00</p> <p><b>Location:</b> 2nd and 3rd Streets</p>	<p><b>Project Manager:</b> Cliff Tedder</p> <p><b>Capital Type:</b> Replacement</p> <p><b>Board Goals:</b> Infrastructure Public Safety, Health &amp; Environment</p>
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### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$450,000

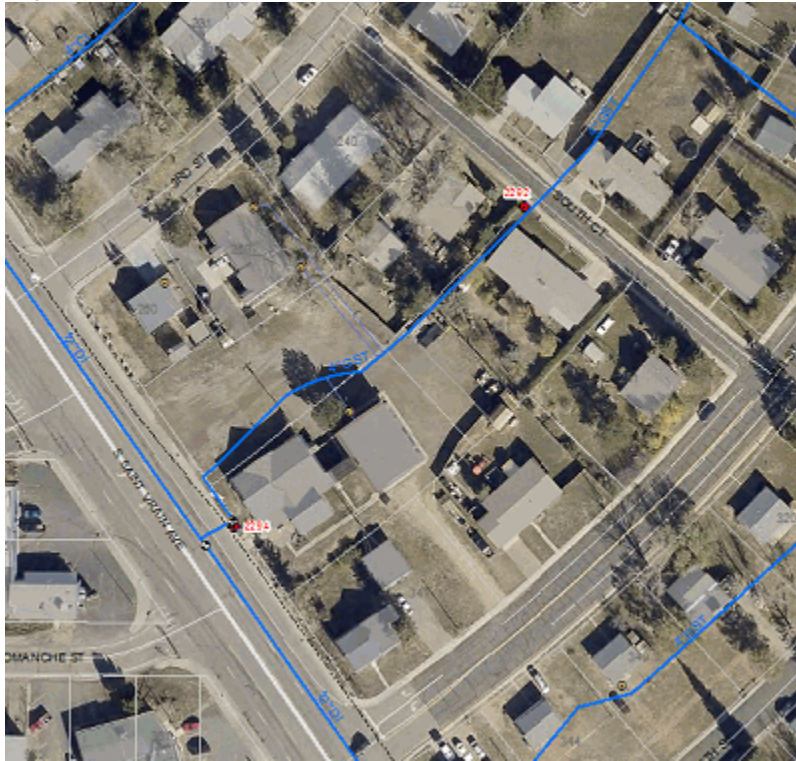
### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$450,000	\$0	\$0	\$0	\$0	\$0	\$450,000

### Funding Details:

### Project Description and Justification

This project will involve the abandonment of water lines past their useful life and install new water lines separated from other utilities and additionally address high pressure issues



## Bureau Area Phase 4

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2022	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> 2nd and 3rd Streets	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$361,453	\$0	\$0	\$0	\$0	\$0	\$0	\$361,453

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$361,453	\$0	\$0	\$0	\$0	\$0	\$361,453

### Funding Details:

### Project Description and Justification

This project will involve the abandonment of water lines past their useful life and install new water lines separated from other utilities and additionally address high pressure issues



## Carriage Drive

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2020	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Carriage Hills		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$517,500	\$0	\$0	\$0	\$0	\$0	\$0	\$517,500

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$517,500	\$0	\$0	\$0	\$0	\$0	\$517,500

### Funding Details:

#### Project Description and Justification

Approx. 2500FT of pipe

## Cedar Lane

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$310,500	\$0	\$0	\$0	\$0	\$0	\$0	\$310,500

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$310,500	\$0	\$0	\$0	\$0	\$310,500

### Funding Details:

#### Project Description and Justification

Approx. 1500FT of pipe

## Charles Heights

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Charles Heights		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$368,000	\$0	\$0	\$0	\$0	\$0	\$0	\$368,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$368,000	\$0	\$0	\$0	\$0	\$368,000

### Funding Details:

#### Project Description and Justification

Approx. 2000FT of pipe

**Columbine Ave**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$0	\$207,000

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$207,000

**Funding Details:**

**Project Description and Justification**

Approx. 1000FT of pipe



**Crystal Storage Facility (replacement 3200sq/ft @\***

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$517,500	\$0	\$0	\$0	\$0	\$0	\$0	\$517,500

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$517,500	\$0	\$0	\$0	\$0	\$0	\$517,500

**Funding Details:**

**Project Description and Justification**

NULL

## Davis Hill

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Davis Hill		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$621,000	\$0	\$0	\$0	\$0	\$0	\$0	\$621,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$621,000	\$0	\$0	\$0	\$0	\$621,000

### Funding Details:

#### Project Description and Justification

Approx. 3000FT of pipe

## Devils Gulch East - Phase 2

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	North Lane		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$445,625	\$0	\$0	\$0	\$0	\$0	\$0	\$445,625

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$445,625	\$0	\$0	\$0	\$0	\$445,625

### Funding Details:

#### Project Description and Justification

Approx. 2000FT of pipe

## Deviils Gulch East - Phase 3

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Devils Gulch	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$356,500	\$0	\$0	\$0	\$0	\$0	\$0	\$356,500

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$356,500	\$0	\$0	\$0	\$0	\$0	\$356,500

### Funding Details:

#### Project Description and Justification

Approx. 2000FT of pipe

## Devils Gulch East - Phase 4

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Devils Gulch	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$356,500	\$0	\$0	\$0	\$0	\$0	\$0	\$356,500

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$356,500	\$0	\$0	\$0	\$0	\$0	\$356,500

### Funding Details:

#### Project Description and Justification

Approx. 2000FT of pipe

**Devils Gulch West**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Devils Gulch		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$570,400	\$0	\$0	\$0	\$0	\$0	\$0	\$570,400

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$570,400	\$0	\$0	\$0	\$0	\$0	\$570,400

**Funding Details:**

**Project Description and Justification**

Approx. 3200FT of pipe

# Driftwood

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Tree Streets		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$217,350	\$0	\$0	\$0	\$0	\$0	\$0	\$217,350

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$217,350	\$0	\$0	\$0	\$0	\$0	\$217,350

## Funding Details:

### Project Description and Justification

Approx. 1050FT of pipe

## Eagle Cliff

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b>	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$460,000	\$0	\$0	\$0	\$0	\$0	\$0	\$460,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$460,000	\$0	\$0	\$0	\$0	\$460,000

### Funding Details:

#### Project Description and Justification

Approx. 2500FT of pipe



## East Lane/North Lane

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	East Lane		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$534,750	\$0	\$0	\$0	\$0	\$0	\$0	\$534,750

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$534,750	\$0	\$0	\$0	\$0	\$534,750

### Funding Details:

#### Project Description and Justification

Approx. 3000FT of pipe

# Elm Ave

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Tree Streets		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$155,250	\$0	\$0	\$0	\$0	\$0	\$0	\$155,250

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$155,250	\$0	\$0	\$0	\$0	\$0	\$155,250

## Funding Details:

### Project Description and Justification

Approx. 750FT of pipe

**Fall River Estates Pump House - Structure/Capacit\***

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$258,750	\$0	\$0	\$0	\$0	\$0	\$0	\$258,750

**Funding Sources**

Unknown	NA	NA	NA	NA	NA	Total
\$258,750	\$0	\$0	\$0	\$0	\$0	\$258,750

**Funding Details:**

**Project Description and Justification**

NULL

## Fall River Estates Zone Tank

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b>
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b>	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$1,840,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,840,000

### Funding Sources

Unknown	NA	NA	NA	NA	NA	Total
\$1,840,000	\$0	\$0	\$0	\$0	\$0	\$1,840,000

### Funding Details:

### Project Description and Justification

## Fish Hatchery Road, 12" Abandonment

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Fish Hatchery	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$499,100	\$0	\$0	\$0	\$0	\$0	\$0	\$499,100

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$499,100	\$0	\$0	\$0	\$0	\$499,100

### Funding Details:

#### Project Description and Justification

Approx. 2800FT of pipe

## Fort Morgan Colony

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Ft. Morgan Colony		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$0	\$207,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$207,000	\$0	\$0	\$0	\$0	\$207,000

### Funding Details:

#### Project Description and Justification

Approx. 1000FT of pipe

# Glacier Creek Water Treatment Plant

## Project Information

<b>Department:</b> Utilities <b>Division:</b> Water <b>Estimated Start:</b> 2023 <b>Useful Life:</b> 40 <b>Annual Change in O&amp;M:</b> <b>Location:</b> NULL	<b>Project Manager:</b> Chris Eshelman <b>Capital Type:</b> Replacement <b>Board Goals:</b> Infrastructure Public Safety, Health & Environment
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$40,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$40,250,000

## Funding Sources

Bonds	NA	NA	NA	NA	Total
\$40,250,000	\$0	\$0	\$0	\$0	\$40,250,000

## Funding Details:

### Project Description and Justification

NULL

## Grey Fox PRV Vault and Piping

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$218,500	\$0	\$0	\$0	\$0	\$0	\$0	\$218,500

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$218,500	\$0	\$0	\$0	\$0	\$218,500

### Funding Details:

#### Project Description and Justification

NULL



## Hill Road 2"

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Hill Road	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$267,375	\$0	\$0	\$0	\$0	\$0	\$0	\$267,375

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$267,375	\$0	\$0	\$0	\$0	\$0	\$267,375

### Funding Details:

#### Project Description and Justification

Approx. 1500FT of pipe

## Hill Streets Water Main Replacement Phase 2

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Landers Street and Columbine Avenue		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$269,230	\$0	\$0	\$0	\$0	\$0	\$0	\$269,230

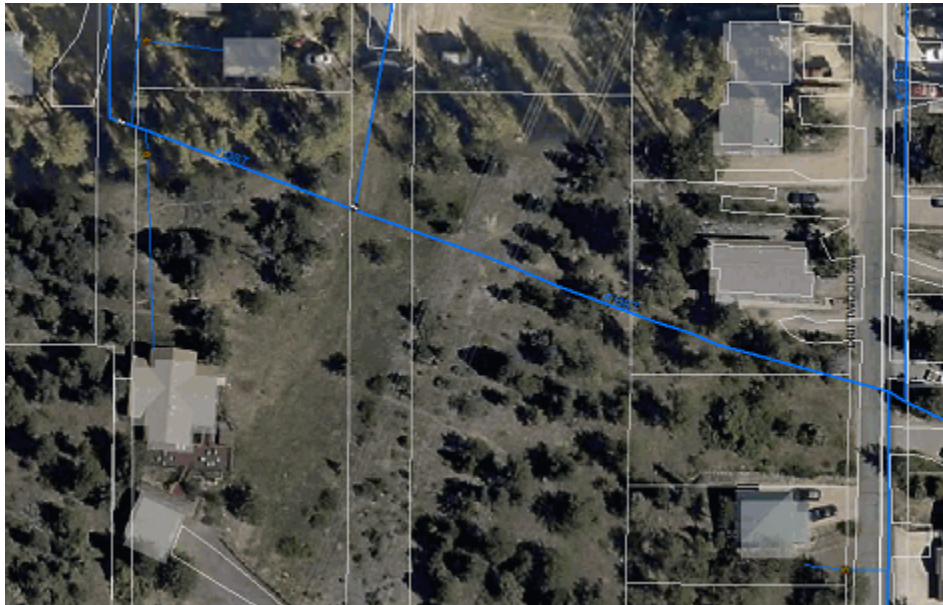
### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$269,230	\$0	\$0	\$0	\$0	\$0	\$269,230

### Funding Details:

### Project Description and Justification

Replacement of galvanized pipe past its useful life for the improvement of infrastructure and water quality



# HWY 34 to Vista Main Replacement

## Project Information

<p><b>Department:</b> Utilities</p> <p><b>Division:</b> Water</p> <p><b>Estimated Start:</b> 2020</p> <p><b>Useful Life:</b> 80</p> <p><b>Annual Change in O&amp;M:</b></p> <p><b>Location:</b> HWY 34 from E Wonderview to Vista Lane</p>	<p><b>Project Manager:</b> Cliff Tedder</p> <p><b>Capital Type:</b> Replacement</p> <p><b>Board Goals:</b> Infrastructure Public Safety, Health &amp; Environment</p>
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$508,000	\$0	\$0	\$0	\$0	\$0	\$0	\$508,000

## Funding Sources

Federal Grant or Loan	Water Fund	NA	NA	NA	Total
\$458,000	\$50,000	\$0	\$0	\$0	\$508,000

## Funding Details:

## Project Description and Justification

Replacement of water main past its useful life and to increase fire flow



## Juniper Lane

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Juniper Lane		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$178,250	\$0	\$0	\$0	\$0	\$0	\$0	\$178,250

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$178,250	\$0	\$0	\$0	\$0	\$178,250

### Funding Details:

#### Project Description and Justification

Approx. 1000FT of pipe

## Kiowa Zone Tank

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$598,000	\$0	\$0	\$0	\$0	\$0	\$0	\$598,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$598,000	\$0	\$0	\$0	\$0	\$598,000

### Funding Details:

#### Project Description and Justification

Tank is too small to support fire flows and it is leaking

## Lone Pine Acres

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Lone Pine Acres		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$724,500	\$0	\$0	\$0	\$0	\$0	\$0	\$724,500

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$724,500	\$0	\$0	\$0	\$0	\$0	\$724,500

### Funding Details:

#### Project Description and Justification

Approx. 3500FT of pipe

## Narcissus Circle

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Narcissus Circle		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$178,250	\$0	\$0	\$0	\$0	\$0	\$0	\$178,250

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$178,250	\$0	\$0	\$0	\$0	\$178,250

### Funding Details:

#### Project Description and Justification

Approx. 1000FT of pipe

## Old Moccasin Drive

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Old Moccasin Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$178,250	\$0	\$0	\$0	\$0	\$0	\$0	\$178,250

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$178,250	\$0	\$0	\$0	\$0	\$178,250

### Funding Details:

#### Project Description and Justification

Approx. 1000FT of pipe



## Old Ranger Road

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Old Ranger Road		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$186,300	\$0	\$0	\$0	\$0	\$0	\$0	\$186,300

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$186,300	\$0	\$0	\$0	\$0	\$0	\$186,300

### Funding Details:

#### Project Description and Justification

Approx. 900FT of pipe

## Ouray Drive

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Ouray Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$165,600	\$0	\$0	\$0	\$0	\$0	\$0	\$165,600

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$165,600	\$0	\$0	\$0	\$0	\$165,600

### Funding Details:

#### Project Description and Justification

Approx. 800FT of pipe

# Panorama Circle Water Main Replacement

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>		1,500.00	
<b>Location:</b>	Panorama Circle		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$553,614	\$0	\$0	\$0	\$0	\$0	\$0	\$553,614

## Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$553,614	\$0	\$0	\$0	\$0	\$553,614

## Funding Details:

### Project Description and Justification

Replacement of galvanized pipe that is past its useful life



# Park View & Cyteworth Water Main Replacement

## Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2022	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b> 1,500.00	
<b>Location:</b> Cyteworth Road and Park View Lane	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$640,891	\$0	\$0	\$0	\$0	\$0	\$0	\$640,891

## Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$640,891	\$0	\$0	\$0	\$0	\$640,891

## Funding Details:

### Project Description and Justification

Replacement of galvanized pipe that is past its useful life for improvement of infrastructure and water quality



## Parking Garage Line Connection

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Chris Eshelman
<b>Division:</b>	Water	<b>Capital Type:</b>	New
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	Hwy 36 Parking Structure		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$100,000	\$0	\$0	\$0	\$0	\$100,000

### Funding Details:

#### Project Description and Justification

Install water main to loop dead end mains for fire flow protection

## Pinewood Lane

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> Pinewood Lane	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$310,500	\$0	\$0	\$0	\$0	\$0	\$0	\$310,500

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$310,500	\$0	\$0	\$0	\$0	\$0	\$310,500

### Funding Details:

#### Project Description and Justification

Approx. 1500FT of pipe

## Ponderosa Avenue (CH)

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$303,025	\$0	\$0	\$0	\$0	\$0	\$0	\$303,025

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$303,025	\$0	\$0	\$0	\$0	\$0	\$303,025

### Funding Details:

#### Project Description and Justification

Approx. 1700FT of pipe

# Rockwell / Riverside 16" Main increase

## Project Information

<p><b>Department:</b> Utilities</p> <p><b>Division:</b> Water</p> <p><b>Estimated Start:</b> 2020</p> <p><b>Useful Life:</b> 80</p> <p><b>Annual Change in O&amp;M:</b></p> <p><b>Location:</b> Rockwell Street to W Riverside Drive to Picadilly Square</p>	<p><b>Project Manager:</b></p> <p><b>Capital Type:</b> New</p> <p><b>Board Goals:</b> Infrastructure Public Safety, Health &amp; Environment</p>
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## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000

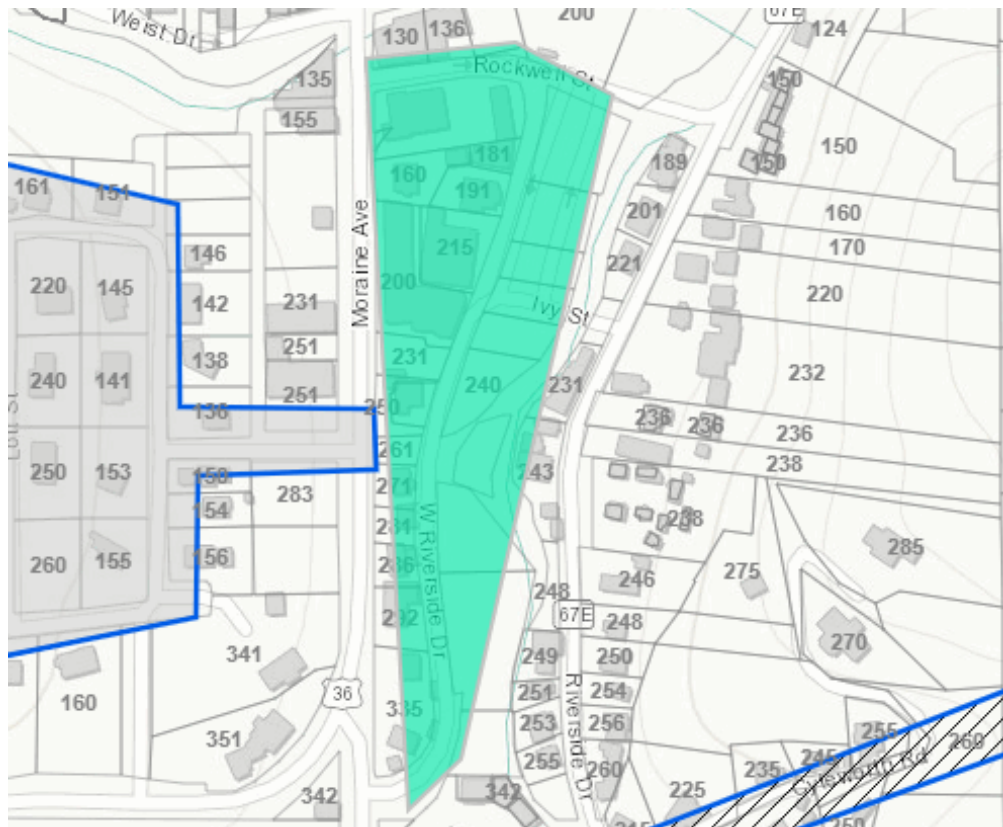
## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

## Funding Details:

## Project Description and Justification

Installation of 16" water main in preparation for the loop project that will shore up the core infrastructure of the Downtown area





## Sanborn - Carriage/Whispering Pines

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2023	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$267,375	\$0	\$0	\$0	\$0	\$0	\$0	\$267,375

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$267,375	\$0	\$0	\$0	\$0	\$0	\$267,375

### Funding Details:

#### Project Description and Justification

Approx. 1500FT of pipe

# Shady Lane

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$93,150	\$0	\$0	\$0	\$0	\$0	\$0	\$93,150

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$93,150	\$0	\$0	\$0	\$0	\$0	\$93,150

## Funding Details:

### Project Description and Justification

Approx. 450FT of pipe

# Spruce Drive Water Main Replacement

## Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2026	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 80	Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b> 1,500.00	
<b>Location:</b> Spruce Drive	

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$295,496	\$0	\$0	\$0	\$0	\$0	\$0	\$295,496

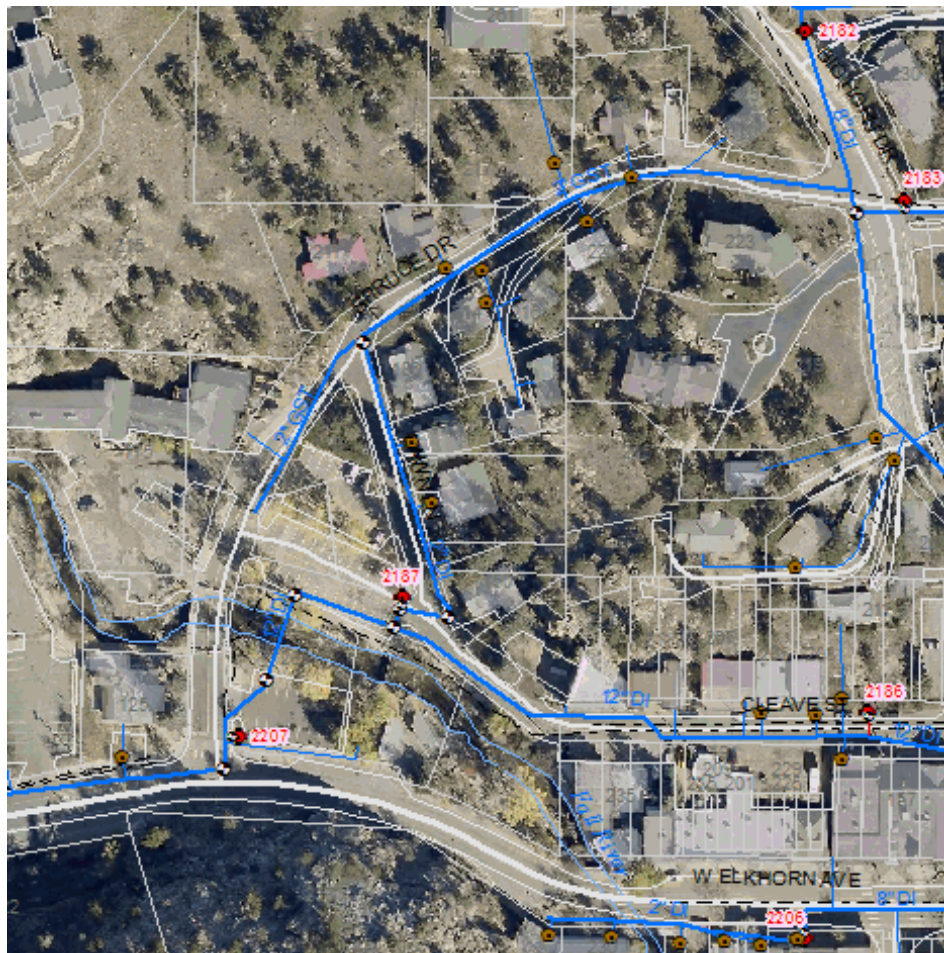
## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$295,496	\$0	\$0	\$0	\$0	\$0	\$295,496

## Funding Details:

### Project Description and Justification

Replacement of galvanized pipe past its useful life for the improvement of infrastructure and water quality



## Stanley Circle Water Main Replacement Phase 3

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2021	<b>Board Goals:</b>	Infrastructure
<b>Useful Life:</b>	80		
<b>Annual Change in O&amp;M:</b>		1,500.00	
<b>Location:</b>	Stanley Circle Drive		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$228,347	\$0	\$0	\$0	\$0	\$0	\$0	\$228,347

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$228,347	\$0	\$0	\$0	\$0	\$0	\$228,347

### Funding Details:

### Project Description and Justification

Replacement of galvanized pipe past its useful life for the improvement of infrastructure and water quality





## Strong Avenue PRV Increase/Capacity

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$86,250	\$0	\$0	\$0	\$0	\$0	\$0	\$86,250

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$86,250	\$0	\$0	\$0	\$0	\$86,250

### Funding Details:

#### Project Description and Justification

NULL

## Sunny Acres

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$0	\$207,000

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$207,000	\$0	\$0	\$0	\$0	\$0	\$207,000

### Funding Details:

#### Project Description and Justification

Approx. 1000FT of pipe

## Thunder Mountain Pump House - Structure/Capacity \*

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$316,250	\$0	\$0	\$0	\$0	\$0	\$0	\$316,250

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$316,250	\$0	\$0	\$0	\$0	\$0	\$316,250

### Funding Details:

#### Project Description and Justification

NULL

## Thunder Mountain Pump House Improvements

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Extend Useful Life
<b>Estimated Start:</b> 2025	<b>Board Goals:</b> Infrastructure
<b>Useful Life:</b> 20	Public Safety, Health & Environment
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$805,000	\$0	\$0	\$0	\$0	\$0	\$0	\$805,000

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$805,000	\$0	\$0	\$0	\$0	\$805,000

### Funding Details:

#### Project Description and Justification

Expand Thunder Mountain Pump house and install larger pumps



# Tranquil Lane

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$103,500	\$0	\$0	\$0	\$0	\$0	\$0	\$103,500

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$103,500	\$0	\$0	\$0	\$0	\$0	\$103,500

## Funding Details:

### Project Description and Justification

Approx. 500FT of pipe

**Twin/Meeker/Longs Drive**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$828,000	\$0	\$0	\$0	\$0	\$0	\$0	\$828,000

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$828,000	\$0	\$0	\$0	\$0	\$0	\$828,000

**Funding Details:**

**Project Description and Justification**

Approx. 4000FT of pipe

## Upper Broadview

### Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$320,850	\$0	\$0	\$0	\$0	\$0	\$0	\$320,850

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$320,850	\$0	\$0	\$0	\$0	\$320,850

### Funding Details:

#### Project Description and Justification

Approx. 1800FT of pipe

# Virginia Drive

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$142,600	\$0	\$0	\$0	\$0	\$0	\$0	\$142,600

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$142,600	\$0	\$0	\$0	\$0	\$0	\$142,600

## Funding Details:

### Project Description and Justification

Approx. 800FT of pipe

## Webb Cottages

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$103,500	\$0	\$0	\$0	\$0	\$0	\$0	\$103,500

### Funding Sources

Water Fund	NA	NA	NA	NA	Total
\$103,500	\$0	\$0	\$0	\$0	\$103,500

### Funding Details:

#### Project Description and Justification

Approx. 500FT of pipe

**Whispering Pine Dr (Carriage,West)**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2024	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$641,700	\$0	\$0	\$0	\$0	\$0	\$0	\$641,700

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$641,700	\$0	\$0	\$0	\$0	\$0	\$641,700

**Funding Details:**

**Project Description and Justification**

Approx. 3600FT of pipe

**Whispering Pines Drive (Carriage,East)**

**Project Information**

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2022	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

**Project Costs**

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$713,000	\$0	\$0	\$0	\$0	\$0	\$0	\$713,000

**Funding Sources**

Water Fund	NA	NA	NA	NA	NA	Total
\$713,000	\$0	\$0	\$0	\$0	\$0	\$713,000

**Funding Details:**

**Project Description and Justification**

Approx. 4000FT of pipe

## Willow Lane

### Project Information

<b>Department:</b> Utilities	<b>Project Manager:</b> Cliff Tedder
<b>Division:</b> Water	<b>Capital Type:</b> Replacement
<b>Estimated Start:</b> 2025	<b>Board Goals:</b>
<b>Useful Life:</b>	
<b>Annual Change in O&amp;M:</b>	
<b>Location:</b> NULL	

### Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$393,300	\$0	\$0	\$0	\$0	\$0	\$0	\$393,300

### Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$393,300	\$0	\$0	\$0	\$0	\$0	\$393,300

### Funding Details:

#### Project Description and Justification

Approx. 1900FT of pipe



# Yellow Zone Tank

## Project Information

<b>Department:</b>	Utilities	<b>Project Manager:</b>	Cliff Tedder
<b>Division:</b>	Water	<b>Capital Type:</b>	Replacement
<b>Estimated Start:</b>	2025	<b>Board Goals:</b>	
<b>Useful Life:</b>			
<b>Annual Change in O&amp;M:</b>			
<b>Location:</b>	NULL		

## Project Costs

Construction	Design	Constr Mgmt	Legal	ROW	Contingency	Other	Total
\$4,140,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,140,000

## Funding Sources

Water Fund	NA	NA	NA	NA	NA	Total
\$4,140,000	\$0	\$0	\$0	\$0	\$0	\$4,140,000

## Funding Details:

### Project Description and Justification

NULL

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**RESOLUTION 44-19**

**TO APPROVE THE LOCAL MARKETING DISTRICT  
BUSINESS AND OPERATING PLAN FOR 2020**

**WHEREAS**, the Estes Park Local Marketing District has filed with the Town Clerk the Estes Park Local Marketing Business and Operating Plan for 2020 along with its proposed budget for the 2020 calendar year; and

**WHEREAS**, pursuant to Section 29-25-110 C.R.S. and the applicable provision of the Intergovernmental Agreement dated August 26, 2008, between the Town of Estes Park and the Board of County Commissioners, Larimer County, the Town Board shall approve or disapprove the Operating Plan within thirty (30) days after receipt of said Plan, the proposed budget and all additional documentation requested by the Town; and

**WHEREAS**, the Town Board has reviewed the Operating Plan and proposed budget and has determined that the Operating Plan will provide efficient and cost-effective marketing and promotion services for the Estes Park Local Marketing District Service Area.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:**

Based upon the recitals set forth above which are incorporated herein by reference the Estes Park Local Marketing District Business and Operating Plan for 2020 as filed with the Town Clerk is hereby approved.

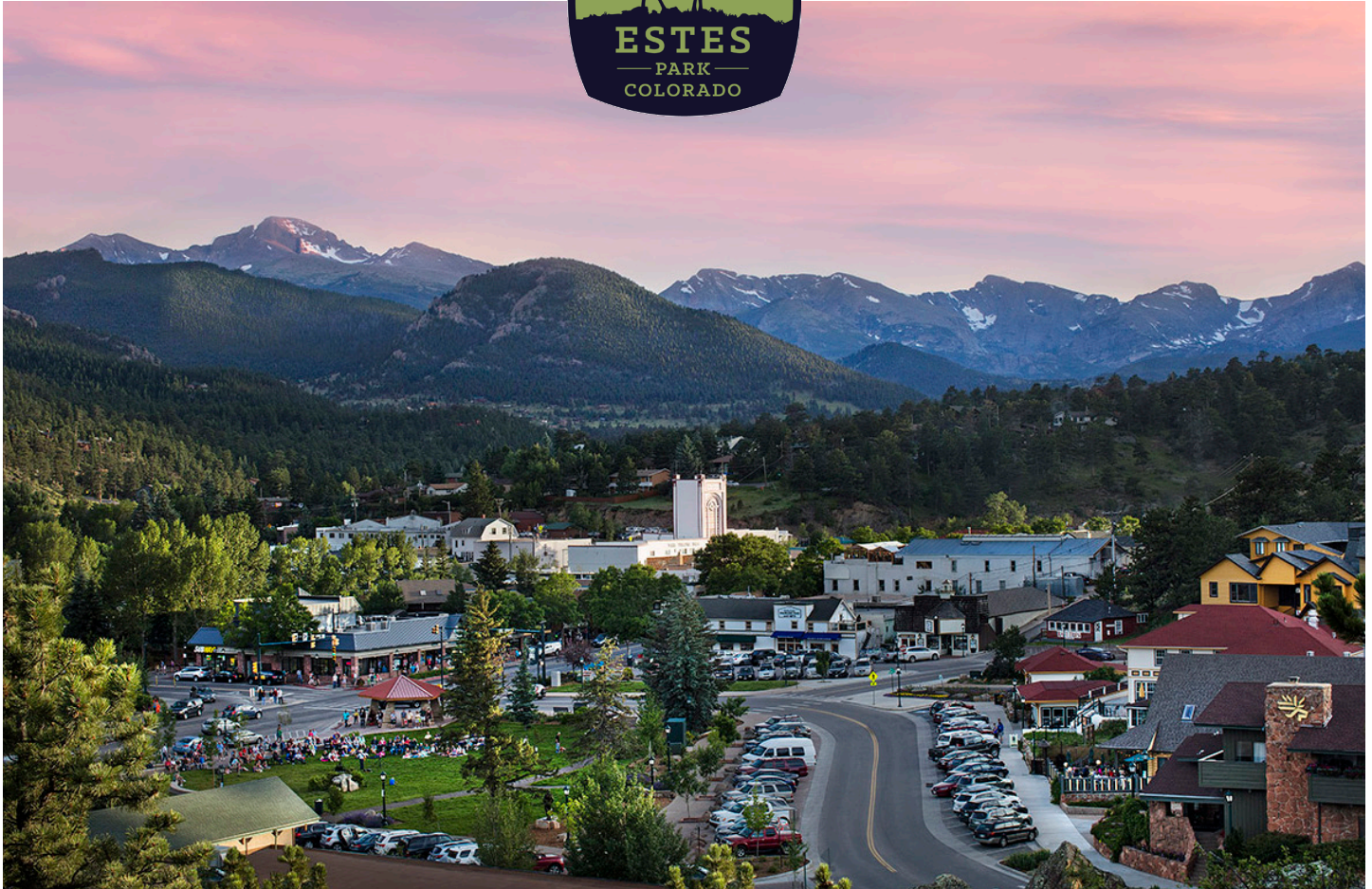
DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF ESTES PARK

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



## Executive Summary:

This is an Operation Plan for use of public dollars for a statutory district, the Visit Estes Park Local Marketing District, DBA Visit Estes Park (VEP). It is a high-level view of goals, key objectives, potential strategies and metrics to measure successful outcomes. It provides general direction and accountability for the upcoming fiscal year through the Budget Variance section. This plan is required to be completed and approved according to statutory deadlines.

### **Mission**

We drive sustainable year-round economic growth by encouraging visitor demand.

### **Vision**

To offer positive and memorable experiences for guests and quality of life for our community.

## Let's explore these ideas

### Colorado's Original Playground

This is the tagline that has been developed to better enforce that the best of Colorado exists in its purest form in Estes Park and that since our earliest days, the Estes area has been a premier and authentic source of leisure, recreation, and adventure.

### Sustainable Tourism

We want to be mindful of the longevity of the good living that we promote. This isn't only about electric car charging stations and green initiatives, this is about quality of life for our families, friends, residents and our guests, in everything we do, we want to make sure that we're headed toward year-round sustainability and profitability for our stakeholders. We seek to create a more educated guest, pursuing adventures that are best for them and with the least impact upon our local natural resources, all while striving to maintain the unique character of what it means to live in Estes Park.

### Positive & Memorable Experiences

I'd argue that Visit Estes Park has done a great job of creating positive, memorable experiences over the years, and it's imperative to continue to emphasize the family value of our destination to both visitors and residents alike. But we need to do a better job of directing that idea by enabling higher quality visitation by attracting quality visitors who respect and appreciate the destination. What this means on the ground level is crafting messages regarding summer marketing to be less about "get here" and more about "how to plan ahead and leave no trace behind". How to find uncrowded, lesser-known activities. How to discover a new thing to do in the destination other than RMNP. How to plan a trip timed for smaller crowds or better deals, and so on. And in the context of winter, the message is more adventurous, but still with plenty of outdoor activities and local insights built in.

The Colorado Tourism Office suggests that aligning with a more adventure-seeking, outdoor-loving audience is where real long-term growth potential lies. We agree, the outdoor recreation industry is a powerful force in the overall U.S. economy, with consumers spending \$887 billion annually on outdoor recreation and creating 7.6 million American jobs, and included in the top reasons folks visit Estes Park, they are outdoor related.

## According to the CTO

### “COLORADO TOURISM SETS ALL-TIME VISITOR SPENDING RECORD IN 2018”

- Travelers set an all-time spending record of \$22.3 billion on Colorado trips and vacations in 2018, a 6.7 percent increase from 2017, significantly above the national average spending increase of 4.1 percent.
- Colorado had the ninth-largest share of these travelers nationally in 2018, up from 18th largest in 2009.
- Less than a year after the CTO introduced the new Care for Colorado Principles in a first-of-its-kind partnership with the Leave No Trace Center for Outdoor Ethics, a resident sentiment study in April found 28 percent of residents already aware of the public awareness campaign.
- With new nonstop international flights launched in 2018, Colorado for the first time attracted more than a million international visitors. About 40 percent of those 1,049,000 international visitors came from the two border markets of Mexico and Canada, with the remaining 60 percent from overseas markets, including the UK, Australia, France, Germany, China and Japan.

**“More and more travelers – especially Millennials and GenXer’s – are reporting that a destination’s sustainability practices are important in their choice of where to vacation,” she said. “Not only do we want to attract the kinds of travelers who care about our environment, now we have proof that Colorado is the best place for those travelers to find what they’re looking for.” - Cathy Ritter**

“Overall, it was a great year in 2018. As far as sustainable tourism goes, it sounds like Estes Park is right in line with the CTO’s initiatives of educating both locals and visitors on protecting our natural resources!”  
-CTO office

## Marketing Program Overview

### Goal #1

**Create stronger leisure market visitor demand.**

### Goal #4

**Promote the Estes Park experience in national & international markets.**

- A** Dedicated Marketing Team of Four People
- B** Create stronger leisure market visitor demand through our marketing programs
- C** Dedicate more resources to Video for our website and social media channels
- D** Creative Front Range out-of-home
- E** Unique use of social platforms and influencers
- F** Promote the Estes Park experience in national & international markets
- G** Digital, continue our trend into a digital-centric plan with a hyper-analytic approach to ROI to communicate the ultimate concern: did our marketing efforts bring people to Estes Park and at the desired time of year?
- H** Content partnerships: Target meaningful, national and international media outlets to create custom editorial to support key messaging
- I** Elevate our own brand approach: Be our own media house
- J** Work with CTO on current promotions to key international markets: Germany, UK, Australia, Canada, Mexico, Japan

All to: Continue the evolution of rebranding winter and creating a more educational approach to summer messaging

**How we'll measure success:** Lodging tax collections, Google Analytics, consumer research results, visitor center statistics, RMNP guest statistics

## Group Sales & Marketing Program

### Goal #2

**Create stronger group marketing program.**

- A** Plan for new staff positions dedicated to Group Sales  
(Possibly subsidized by Estes Park Event Center through a new IGA)
- B** Improved RFP process (Simpleview/Cvent) with site inspection & marketing support and post event survey and engage with new CVENT RFP automation system
- C** New stakeholder Group Sales Committee
- D** Enhanced stakeholder cooperative marketing opportunities will generate some offset revenue
- E** New digital Lead services (CVENT) for increased RFP's
- F** New marketing materials dedicated to promote group sales
- G** New tradeshow schedule for improving RFP's and group sales
- H** New advertising program dedicated to group marketing



**How we'll measure success:** Number of RFP's generated, number of service requests generated, number of site tours supported, number of group planners met with, and if possible, measure tracking of groups booked, # of room nights generated and total sales influenced.

## Stakeholder Services Program

### Goal #3

### Promote stakeholder and community engagement.

- A** Four Staff dedicated to Stakeholder Services
- B** Education and training of staff on cooperative advertising programs for stakeholders
- C** Improved configuration of sales program
- D** Restructuring of Feature listing Lottery program
- E** Continuation and improvement of the "Free Stakeholder Services" program
- F** Provide added perceived value for stakeholders by leveraging marketing resources with Visit Estes Park

**How we'll measure success:** Generate advertising marketing revenues to enhance marketing capabilities to 2020 Budget, improve overall quality and appearance of advertisements on the website, and other media, provide unmatched quality of service to our stakeholders, offer successful avenues of advertising to stakeholders that helps to improve their business.

## Community Engagement Program

### Goal #5

### Explore opportunities to integrate visitor services.

- A** Executed by the Board and CEO
- B** Every community must compete with every other community for their share of the world' attention, customers, and investment.
- C** To compete, people need to be aware of a community and meet its people.
- D** This is achieved through clearly developing, articulating and managing the community's brand.
- E** Efforts must be made to promote, market, sell and engage potential visitors.
- F** And all of this must be reinforced again and again.
- G** Addressing this need for destination promotion in Estes Park is for the benefit and well-being of every person in our community.
- H** It is a common good.
- I** It is an essential investment to develop opportunities and build quality of life to benefit all the residents of our community.

**How we'll measure success:** Create a new Community Advisory Board for Engagement, improve community perception and support of visitor market sector and role of Estes Park in the marketplace, transparency and understanding of Visit Estes Park programs and their direct and indirect benefit upon our local residents, families and friends, greater community feedback and recommendations to support future strategic planning.



# Budget Variance Overview

In addition to the high-level budget snapshot in the 2020 Op Plan presentation, we will also look at 2018 Actuals and 2019 Budget for benchmarks of how we compare for 2020. The full budget is included in the 2020 Operating Plan and the following is a look only at key variances from year to year compared with the proposed budget:

## Income Variances

### District Tax Fund

18 Actual	19 Budget	20 Proposed
\$2,288,485	\$2,400,000	\$2,472,000

When reviewing revenue growth as it relates to the 2% lodging tax, we looked at the last 5 years of growth as it relates to the lodging tax.

The VEP Board made the recommendation to be conservative on future growth as we are coming off some very strong years with the Rocky Centennial and the Town Centennial in 2016 and 2017 respectively but we are still experiencing year to year growth.

The actuals we have seen after 7 months of tax revenue in 2019 points to an increase over budget of just over 6%. With these trends in mind, we recommend being more conservative than using the average of 2018 actuals and the 2019 budget and projecting a 3% increase which is half of that. This is a conservative approach while still acknowledging the increase in lodging tax we have consistently seen over the past 5 years.

### Advertising Fees - Stakeholders

18 Actual	19 Actual	20 Proposed
\$300,101	\$488,000	\$602,000

This is the line item where we record revenue from our website listing sales to other stakeholder services. Traditionally Visit Estes Park has used a third-party company to manage these sales on a 50/50 revenue split. The increase of revenue in this category involves bringing all website ad and listing sales in house with our sales team. The revenue for 2019 is 50% of the 50% split with the firm as all contracts for the listings are from July 1-June 30. In 2020 this category will increase again as that will be the first fiscal year where all listing revenue will be 100% available.

### Grants and Awards

18 Actual	19 Budget	20 Proposed
\$111,331	\$0	\$25,000

VEP will apply for a matching grant with the Colorado Tourism Office of \$25,000 that the Board of Directors has approved. This will be for our Athlete in Residence Program and would help us to extend the program further and add another four to six influencer bloggers. There would be an offsetting \$25,000 expense under special Advertising so this is a neutral impact to the budget.

Additionally, income from the Visitors Guide is offsetting with expense and Larimer County PILT should remain about the same. Other Income will go up a bit because we are investing funds into higher yielding interest accounts.

## Expense Variances

### Advertising

18 Actual	19 Budget	20 Proposed
\$1,530,343	\$1,300,000	\$1,140,000

Advertising is all activity related not only to the marketing of Estes Park but the production of that content and the fees of our agency partners. In 2020 the plan is to not spend any reserves while providing an increased level of service and ROI for our stakeholders. Also, group sales advertising which was budgeted at \$80,000 in 2019 has been moved to its own category which is now listed under Group Sales for \$110,000 in 2020.

### Group Sales & Marketing

18 Actual	19 Budget	20 Proposed
Did not exist	\$80,000 in Adv.	\$110,000

This is a new line item which will provide a direct budget into the expenses associated with the new Group Marketing and Sales effort. These expenses are for advertising, marketing and attending shows. There was \$80,000 allocated in the Advertising budget for Group Sales in 2019 and now it will be in its own category.

### Research

18 Actual	19 Budget	20 Proposed
\$41,483	\$100,000	\$50,000

In anticipation of possibly collaborating with the town of Estes Park, the cost would be shared at 50% and that is what we have budgeted. There is a chance that the town will not want to do a cooperative package and we would save the \$50,000 although there may be some other research costs such as our comp market set that we are negotiating with RR Associates.

### Website

18 Actual	19 Budget	20 Proposed
\$113,325	\$100,00	\$65,000

The amount budgeted covers the cost of our maintenance contract with Simpleview and we are not launching a new site in 2020 as we did in 2019, so the costs will be lower.

## International Promotion

18 Actual	19 Budget	20 Proposed
\$35,598	\$35,000	\$14,500

International promotion is covered more effectively through CTO & Media Familiarization Tours which we are increasing by \$50,000. For 2020. While we acknowledge that international travel is a growing segment that we must always dedicate resources too it is far more expensive to receive one guest internationally than one domestically. With a digital focus and the new tracking tools VEP will determine the success of international promotion and make better, more efficient determinations of how many resources to dedicate to this in future years.

## Personnel

18 Actual	19 Budget	20 Proposed
\$35,598	\$35,000	\$14,500

The assumptions used to determine budget for labor in 2020 includes adding a 2% cost of living increase, an increase in benefits due to the new healthcare spousal coverage and a new staff member at \$90,000.

The increase in staffing labor cost is directly related to two major proposed changes in the way Visit Estes Park operates during the past year and into 2020:

1. In 2019 there was a reduction in reliance on outside agencies for web sales and content. This includes media buying, creative, social media and blog content. That focus is shifted from agency expense to four stakeholder services staff.

Related to stakeholder services, the additional revenue for 2020 is projected to be \$114,000. These additional funds from bringing the website sales in-house will help to support continued stakeholder services and continue our theme of providing more local jobs and cultivating in-house creative talent. The four positions dedicated to stakeholder services staffing in 2019 include: Director of Stakeholder Services, Staff Photographer, two Stakeholder Services Coordinators

2. A shift toward improving group sales program to support increased demand during shoulder and off-season time periods. This includes the cost of one full time Director of Sales.

Related to the VEP group sales efforts, we are also working on a new IGA cooperative agreement with the town of Estes Park's Event Center for conducting sales and marketing that may provide additional matching revenue for increased reach and capabilities for VEP in the form of added staff and marketing.

## Office Supplies, Postage, and Printing

18 Actual	19 Budget	20 Proposed
\$17,694	\$32,000	\$22,000

### Equipment, PC & Software

18 Actual	19 Budget	20 Proposed
\$18,937	\$55,000	\$25,000

For both Office Supplies and Equipment Expenses we expect lower costs as we don't plan to move again. If we do have to move this cost could be higher.

### Cell Phone & Mileage

18 Actual	19 Budget	20 Proposed
\$1,998	\$4,500	\$11,000

Our needs have increased and we have more staff with cell phone and mileage reimbursements including group sales in 2020 so we are increasing this to match the estimated need.

### Education & Conferences

18 Actual	19 Budget	20 Proposed
\$26,669	\$34,500	\$49,000

We are increasing this in 2020 to allow for additional training for the Board, CEO and Staff. We are also maintaining the \$1,500 allowance per 12 total staff and for an increase in personal development with more staff attending DI & ESTO for example.

### Media Familiarization Tours

18 Actual	19 Budget	20 Proposed
\$5,844	\$14,000	\$64,000

Turner PR is the firm that has been with Visit Estes Park for a number of years. In that time, they have continually produced an excellent return. However, now that the PR Coordinator position was filled in 2018 it is time to shift some duties away from the firm and bring appropriate work back in house. We are increasing the number of familiarization tours that we are doing so we will considerably improve international and national awareness about Estes Park as a destination.

### Social Media

18 Actual	19 Budget	20 Proposed
\$13,125	\$15,000	\$7,500

This is related to the cost of social media management apps that we have received a lower bid cost for thus the savings reflected in 2020.

The results of the 2020 Budget include an income of \$3,386,313 with an expense of \$3,385,500 generating a net result of \$813 positive revenue. In other words, a balanced budget, which was our teams' goal. We believe we have approached this annual operating plan with new exciting programs that will benefit our community and will help to spread demand over the next year improving our year-round performance in the tourism sector.

I would like to take a moment to thank the Visit Estes Park Team and Board of Directors for assisting in the creation of the new 2020 Operating Plan as they all contributed to and considered how best to approach this plan, to continually improve Visit Estes Park and pursue our mission.

## 2020 Visit Estes Park

# OPERATING PLAN

We are pleased to present you with our 2020 Operating Plan. Visit Estes Park is a Destination Marketing Organization dedicated to driving sustainable year-round economic growth by encouraging visitor demand in Estes Park and the surrounding region. We strive to drive sustainable year-round demand and high-quality experiences for our guests while continually improving the quality of life for our community.

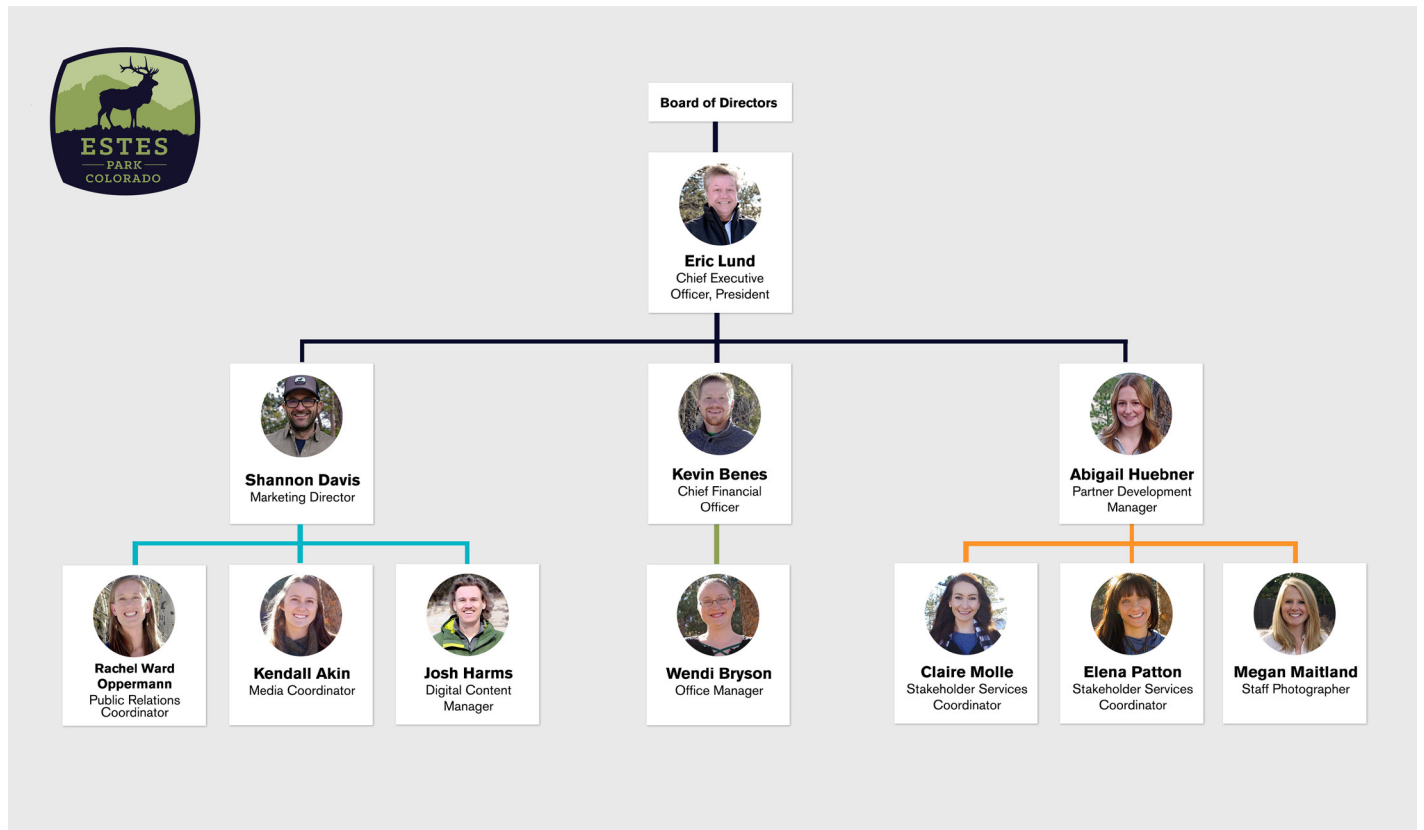
The 2020 Operating Plan supports the Visit Estes Park Mission by defining who we are and where we are going. It includes our primary goals, objectives and outcomes. Also included are the primary initiatives and budget for 2020.

Our entire Board and team at Visit Estes Park are extremely dedicated and committed to the success of everyone in the Estes Valley area. The achievements thus far, validated by all key performance indicators, creates a momentum that we will continually improve; we will continue to invest in the most professional and qualified staff combined with the support of our local business partnerships and agency partners to grow a healthy and sustainable year-round visitor economy.

We will continue to focus on continually improving our marketing efforts and encouraging engagement with all community partners and residents. We welcome your feedback regarding the 2020 Visit Estes Park Operating Plan.

**Eric J Lund**  
**President & CEO**  
**[elund@VisitEstesPark.com](mailto:elund@VisitEstesPark.com)**  
**970-586-0500**

# 2019 Visit Estes Park Organizational Chart



## Board of Directors

Sean Jurgens, Chair  
 Todd Jirsa  
 Marie Cenac  
 Pat Murphy  
 Deborah Gibson  
 Tonya Humiston  
 Camden Birkeland

### Mission

We drive sustainable year-round economic growth by encouraging visitor demand.

### Vision

To offer positive and memorable experiences for guests and quality of life for our community.

# Goals, Objectives & Outcomes

## Goal #1

### Create stronger leisure market visitor demand.

#### Objective 1

Define target audience for each season and promote effectively to them and improve the quality of visitors for overnight stays and the length of stay to an average of 2.8 days.

#### Objective 2

Increase quantity and quality of press and influencer familiarization trips resulting in more than \$1,000,000 in media value.

#### Objective 3

Improve lodging revenues by 3% annually.

Measurable Outcomes: Increase lodging tax revenue by %, PR value & metrics, number & quality of press FAMs.

## Goal #2

### Create stronger group marketing program.

#### Objective 1

Expand the VEP group marketing team and develop an annual sales plan generating X# of qualified RFP leads annually.

#### Objective 2

Improve group marketing focused sales materials and distribute to quality potential group planners.

#### Objective 3

Generate an increase in group booking room nights of 5% during non-peak periods.

#### Objective 4

Develop a cooperative marketing program for group market stakeholders to participate.

Measurable Outcomes: Increase total group room nights and revenue generated resulting in measurable ROI.

## Goal #3

### Promote stakeholder and community engagement.

#### Objective 1

Engage community in tourism marketing efforts resulting in a high level of stakeholder satisfaction.

#### Objective 2

Provide clear and accessible KPI data to the public resulting in higher perceived value of VEP marketing.

#### Objective 3

Include stakeholders in strategic planning and development through engagement on committees, cooperative marketing programs and education and accessibility.

Measurable Outcomes: Number of stakeholders involved in programs, % of local residents who support VEP, KPI results overtime.

## Goal #4

# Promote the Estes Park experience in national & international markets

### Objective 1

Grow marketing initiatives focused on the Authentic Estes Park experience.

### Objective 2

PR campaigns that support marketing goals and align with current trends.

### Objective 3

Establish a presence at international trade shows for top of mind awareness.

Measurable Outcomes: PR value & metrics, marketing reach, lodging tax revenues, ROI, Visitor Center and RMNP Visitation Counts.

## Goal #5

# Explore opportunities to integrate visitor services.

### Objective 1

Investigate an increase in lodging tax to offset the additional expense of managing the Estes Park Visitor Center from the town and get the proposition on the next election ballot.

### Objective 2

Improve Visitor Services and guest experience coordination with VEP marketing initiatives and enhance awareness between staff.

Measurable Outcomes: Improved customer service, improved revenue stream for Visit Estes Park to offset additional costs, relieves Town of Estes Park of Visitor's Center operating costs, instead making funds available for enhancing the community.

## Marketing Program Overview

## Goal #1

# Create stronger leisure market visitor demand.

- Dedicate more resources to Video
- Creative Front Range out-of-home
- Unique use of social platforms and influencers

All to: Continue the evolution of rebranding winter and creating a more educational approach to summer messaging.

## Goal #2

# Promote the Estes Park experience in national & international markets

- Digital, Continue our trend into a digital-centric plan with a hyper-analytic approach to ROI to communicate the ultimate concern: did our marketing efforts bring people to Estes Park and at the desired time of year?
- Content partnerships: Target meaningful, national media outlets to create custom editorial to support key messaging
- Elevate our own brand approach: Be our own media house
- Work with CTO on current promotions to key international markets: Germany, UK, Australia, Canada, Mexico, Japan



## Media Target Audiences – Getting America Outside

### FAMILIES

### COUPLES

### ADVENTURERS

#### Families are the bread & butter for Estes Park

- 1+ kids in home
- Minimum household income of \$150k+
- High propensity to take family vacations, visit national parks, hike, camp and enjoy the outdoors as a family
- Highlighting: Canoeing/Kayaking –Fishing –Hiking –Whitewater Rafting

#### Couples, particularly those who are retired, have more to spend & more freedom to travel

- DINKs: Dual Income No Kids in home (A35–'til death do us part)
- \$250k minimum net worth
- Participate in active outdoor activities
- Good living, good eats, good memories
- Include Super Boomers as a strategic segment: Adults 55-65, overnight past trip to CO, NM, UT: HHI \$100K+ Denver: HHI \$75K+

#### Adventurers represent a growth area in alignment with the outdoor industry boom and is essential to Estes Park branding

- Targeting adults 25–45 with a minimum income of \$50k per year
- Highly invested inactive outdoor lifestyle
- Hiking, mountain biking, National Parks, camping, climbing, backpacking, etc.
- Highlighting: Backpacking – Mountain Biking – Rock Climbing – BC/XC Skiing – Whitewater Rafting

# Group Marketing Program Overview

## Goal #1

### Create stronger group marketing program.

For 2019 the start of a new group sales program initiative was launched utilizing just over 4% of the Visit Estes Park annual budget. The goal was to improve demand for the group market especially during off and shoulder seasons. This resulted in Estes Park becoming more visible as a destination for group planners, wholesalers and tour operators. The Wedding Market is also very valuable to our region and three wedding shows are planned to generate increased Requests for Proposals (RFP).

The 2020 Group Marketing Program will utilize approximately 11% of the annual budget and will include two new staff positions including a Director of Sales and Sales Manager. The Group Sales Manager will be a position shared in cost with the Town of Estes Park through a new IGA. The Program will also include development of a group trade show combined with group digital and traditional marketing assets that will drive increased requests for proposal through the Visit Estes Park Website.

There will also be a new Group Sales Committee to provide stakeholder input and planning as a part of the program. A cooperative marketing package will be developed to offer stakeholders opportunities to extend their reach into the group market at a reduced cost and to help supplement the Visit Estes Park annual budget.

## 2020 planned improvements to group marketing program

- 2 new positions dedicated to Group Sales
- New RFP process with site inspection support and post event survey
- New partner Group Sales Committee
- Enhanced stakeholder cooperative marketing opportunities
- New digital Lead services (CVENT) for increased RFP's
- New marketing materials dedicated to promote group sales
- New tradeshow schedule for improving RFP's and group sales
- New advertising program dedicated to group marketing

A new RFP process will be developed to measure outcomes of group marketing efforts and to improve the booking rates of groups into Estes Park. Additionally, new digital group marketing assets will include pages dedicated to group planners to better assist them with group planning and customized group marketing materials that will better respond to group inquiries. These include Marketing brochures, flyers and portfolio kits dedicated to group sales marketing.

Expected outcomes include: # of RFP's generated, # of site tours supported, # of group planners met with, and if possible to measure, tracking of groups booked, # of room nights generated and total sales influenced.

# Stakeholder Services Program Overview

## Goal #3

### Promote stakeholder and community engagement.

In 2019 the Stakeholder Services team quadrupled in size, bringing on three new team members. New hires include a Stakeholder Services Coordinator and Photographer. Internally, an existing employee took on more responsibilities to become an additional Stakeholder Services Coordinator. With this new sales team we transferred websites sales from a third-party provider, Destination Travel Network, in house to be handled by the Visit Estes Park Stakeholder Services team.

2020 will be dedicated to solidifying Stakeholder Services. This will entail educating our team on the website advertisements, producing a quality Visitors Guide, configuring the sales program to fit our stakeholders, and restructuring of the Featured Listings Lottery via a Stakeholder Services committee made up of stakeholders from all sectors of the tourism industry.

Continuation and improvement of the Free Stakeholder Services program (launched in 2019) throughout 2020 remains integral to the success and value of the Stakeholder Services program. These free services not only ensure the stakeholders that their investment in advertising with VEP is maintained throughout the year, this allows for the website to be filled with quality content and photography on listings and display ads throughout the website. Supplementary to content management, free services include posting of specials and events for stakeholders. This allows stakeholders to promote directly and quickly to guests. The guests benefit from special pricing and discovery of unique local events.

## 2020 Planned Solidification of Stakeholder Services Team

### Education and training of staff on cooperative advertising programs for stakeholders

- A Loading and managing content on the website
- B Google analytics training in order to teach stakeholders
- C Data tracking and understanding
- D Managing visitor guide advertising coordination

### Improved configuration of sales program

- A Organization of available products by services guide
- B Reworking of website and Visitor Guide advertising pricing to reflect changes in redesigns
- C Consideration and research seasonal advertising options on website
- D Amend sales time frame to accommodate stakeholder schedules

## Restructuring of feature listing lottery program

- A Creation of Stakeholder Services committee
- B Survey stakeholders to find possible solutions
- C Detailed analysis of options
- D Receive input from stakeholderse on options
- E Implement changes

## Continuation and improvement of the Free Stakeholder Services program

- A Distribution of materials to continue to promote free services
- B Continue offering free 2 hour photoshoots to any tourisn sector business in town
  - i Improves website and provides photography for other marketing avenues
- C Continuation of frequent and regular content management of ads, listings, events and specials

Expected outcomes include: Generate cooperative marketing revenues, improve overall quality and appearance of advertisements on the website, provide unmatched quality of service to our stakeholders, and offer successful avenues of advertising to stakeholders that supports their businesses.

## Community Engagement Plan

### Goal #5

### Explore opportunities to integrate visitor services.

#### Why develop a Visit Estes Park Community Engagement Plan?

- A Every community must compete with every other community for their share of the world's attention, customers, and investment. To compete, people need to be aware of a community and meet its people.
- B This is achieved through clearly developing, articulating and managing the community's brand. Efforts must be made to promote, market, sell and engage potential visitors. And all of this must be reinforced again and again. DMO's are uniquely positioned to do this.
- C Addressing this need for destination promotion is for the benefit and well being of every person in our community. It is a common good. It is an essential investment to develop opportunities and build quality of life to benefit all the residents of our community.

## What is our true reason for being?

- A** Elected by the people of the Estes Park Tourism Tax District for establishment of a destination marketing organization paid for by lodging taxes passed on to visitors
- B** Lift up and support our entire community by supporting small business in the tourism sector of our market
- C** Improve job sustainability as a year-round destination
- D** DMO Structure – Board represented by appointees of the County and Town
- E** Include our Vision, Mission, Brand Promise, About Us in marketing

## Who are our customers?

- A** Visitors
- B** Board – Both County and Town
- C** Tourism Industry Stakeholders
- D** Residents
- E** Town and County Officials

## Who do we serve?

- A** Everyone to the left
- B** Anyone that interacts with the destination for the visitor experience

## How to be treated like an important community partner that drives investment for the ultimate beneficiary: the local communities, residents that we represent and serve

- A** Earn a seat at the table – Consider forming an Advisory Board made up of community business and non-business members – Recommend 20-25 people
- B** Listen and engage
- C** Advocate
- D** Educated
- E** Repeat the above

## Advocacy Plan and Examples

- A** We start local:
  - Town, County Officials
  - Chamber, EDC, Business Community
  - Regional Entities, CADMO, MPI
  - State Elected Officials, CTO
  - Federally Elected Officials, Brand USA

## Advocacy Plan and Examples

- A** Communications to VEP Board of Directors
- B** Communications to our county government
- C** Communications to our town government
- D** Communications to our industry

## Transparency Policy

(What goes up on the Transparency Page website, how we should disseminate, how we convince hoteliers and other stakeholders to share this information)

- A Budgets
- B Board Meeting schedules, agendas, minutes
- C Media plans/strategic plans
- D Research data including pace reports, white papers

## Speaking the Language

- A New key words in the 2019 tourism lexicon: (community, family, funding, help, information, investment, job, local, need, opportunity, people, program, project, provide, public, service, support, thank, neighbor, work)
- B Sample mission, vision, about us statements
- C Rethinking key phrases used by us
- D Restating economic impact, value and other stats:
  - **Direct Impact:** Direct economic impacts are the immediate changes that occur within the economy because of a visitor expenditure; typically; accommodation, transportation, attraction fees and spending at local restaurants.  
Thus: When visitors pay for a meal, a hotel room or buy something from a local business, their money stays in the community and multiplies.
  - **Indirect Impact:** Indirect economic impacts are those resulting from expenditure by tourism related industries such as wages and purchases of goods and services from suppliers. The whole supply chain within each niche such as sales, jobs and income due to the indirect effects associated within the tourism industry.  
Thus: When visitors leave their money behind at our local business, that merchant spends that money in our local community and pays people to work.
  - **Induced Impact:** Induced economic impacts involve the expenditure or output of the employees and suppliers who are paid with the money spent by the visitors.  
Thus: When someone works at a local business where a visitor spends money, they take their paycheck home and spend it elsewhere in the community - on groceries, housing, cars, clothing - and all the money originally left behind by a visitor spreads around through our hometown.
  - **Tax Revenue:** The tax revenues generated by tourism-related spending in Estes Park represents a primary source of state, county and town government funding that helps to build roads, support schools, pay for healthcare and other vital programs and preserve nature.  
Thus: Tourism tax revenue helps communities and people by enhancing the communities and placing people in jobs.
  - **Jobs:** Looking beyond direct impact, tourism reaches into many other sectors, such as construction, manufacturing and IT services, having a multiplier effect along the value chain. It is estimated that every job in the core tourism sector creates approximately 1.5 additional or indirect jobs in the tourism-related economy.  
Thus: Tourism works for communities. Creation of jobs employing residents in a community that can grow through the economic impact of tourism.

## Community Best Practices

### A Community Engagement Tactics

- Form a Community Advisory Board with Board involvement: 3 Community, 3 hospitality, 3 hotels, 3 Mayor/Town reps, 3 County Reps, 3 Visitor Service industry, 2 Visit Estes Park Board
- Members (Makes recommendations and comments on programs, non-binding)
- Offer a local's discount with Parks and Rec card
- Legislative updates and Educational summits
- Newsletter, CEO communications, Annual Report
- Fall marketing roll-out and honors event, stakeholder support and training
- Free Google Business listing training
- Town Hall meetings, county commissioner meetings for updates
- Form a certified tourism ambassadors' program (Volunteers)
- Gather input for VEP strategic plan – Engage the community

### B Tourism Week

- We host a gathering of Tourism Industry stakeholders during NTTW / US Travels designated week of global travel celebration

### C Elected Officials Engagement Events

- Public Meetings
- One on one presentations
- Marketing Roll-Out event

Expected Outcomes: New Community Advisory Board for greater engagement, improve community perception and support of visitor market sector, transparency and understanding of Visit Estes Park programs and their direct and indirect benefit upon our local residents, greater community feedback and recommendations to support future strategic planning.

# Budget Overview – 2020 Proposed Budget

## Income

### District Tax Fund

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$2,288,485	\$2,400,000	\$2,472,000	3%	3% increase over 19 budget

### Visitor Guide

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$269,831	\$261,000	\$280,000	7.28%	equal to cost of production

### Advertising Fees - Stakeholder

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$300,101	\$488,000	\$602,000	23.36%	18 actual x 1.5 to account for in house sales - 18-July-Dec only.

### Larimer County PILT

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$6,549	\$5,412.66	\$5,412.66	0%	SALY

### Grants & Awards

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$111,331	\$0	\$25,000		Per Eric, 25,000 grant in 2020

### Other Income

18 Actual	19 Budget	20 Proposed	% Change
\$1,657	\$118.51	\$1,900	1503.24%

### Total

18 Actual	19 Budget	20 Proposed	% Change
\$2,977,954	\$3,154,531.17	\$3,386,312.66	7.35%



## Expense

### Special ADV

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$128,951	\$0	\$25,000		equal to grant awards - 3800

### SEO

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$27,000	\$24,000	\$24,00	0%	2000 per month contract Simpleview

### Advertising

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$1,530,343	\$1,300,00	\$1,140,000	-14.04%	Group sales moved to new category 4900

### Production & Distrib/Leisure

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$0	\$0	\$0		Dead category

### Research

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$41,483	\$100,000	\$50,000	-100%	50% of arrivalist fee, can be reduced to 0 if town is not willing to split

### Website

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$113,325	\$100,000	\$65,000	-53.85%	Website fees, post rebuild per contracts

### Brand Strategy

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$987	\$5,000	\$0		

### Economic Development

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$20,000	\$20,000	\$20,000	0%	EDC & Chamber

### Group Sales & Group Marketing

18 Actual	19 Budget	20 Proposed	% Change	Notes
n/a	n/a	\$110,000		moved from 4514 in 2019 per EL

### Trade Shows

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$1,447	\$2,500	\$0		Moved to group sales per EL

### International Promotion Int

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$35,598	\$35,000	\$14,500	-141.38%	INTL advertising, FAMS and content

### Audit

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$31,536	\$37,000	\$19,000	-94.74%	20 to not include forensic expenses

### Bookkeeping

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$10,744	\$2,000	\$2,500	20%	Credit card processing fees

### Contingencies (general Ops)

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$2,555	\$2,500	\$2,500	0%	MISC category

### Personnel Services

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$596,139	\$950,000	\$1,213,000	21.68%	Current staff with 1-4% performance, 2% COL, increase in benefits now offering spousal coverage, and new staff at \$90k salary. Staff benefits are at 38%

### Payroll Processing & HR

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$7,708	\$7,500	\$4,500	-66.67%	Benefit expense for town processing, HR fee

### Legal

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$26,035	\$20,000	20,000	0%	SALY

### Office Sup, Postage, Printing

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$17,694	\$32,000	\$22,000	-45.45%	New staff expense, potential office move Jan 1 - risk

### Equip, PC & Software

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$18,937	\$55,000	\$25,000	-120%	New staff expense, potential office move Jan 1 - risk

### Rent & Utilities

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$39,448	\$75,000	\$75,000	0%	same, no increase even if new space

### Insurance

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$14,915	\$12,000	\$15,000	20%	SALY

### Cell Phone & Mileage

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$1,998	\$4,500	\$11,000	59.09%	Needs increased, lot more mileage in 19 than expected, new staff with cell phone reimbursement

### Education & Conferences

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$26,669	\$34,500	\$49,000	29.59%	\$1,500/per 13 staff + increase conference attendance, \$15,000 for CEO/Board/Staff Development

### IT Support

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$3,500	\$5,000	\$2,000	-150%	ICE

### Meals & Incidentals

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$4,536	\$7,000	\$9,000	22.22%	increased for more travel and new staff

### Membership

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$8,848	\$18,000	\$18,000	0%	no net new memberships, cancel an existing to add new

### Media Familiarization Tours

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$5,844	\$14,000	\$64,000	78.13%	increase FAM tours for 2020

### Public Relations Firm

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$92,754	\$80,000	\$80,000	0%	SALY, potentially put out to bid per SD

### Public Relations Promotions

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$10,305	\$17,000	\$18,000	5.56%	small increase for quality promo items, and quarterly CO press

### eMail Marketing/eNews

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$2,670	\$7,200	\$9,000	20%	increase frequency

### Social Media

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$13,125	\$15,000	\$7,500	-100%	went out to bid, reduction in costs

### Stakeholder Communications

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$3,695	\$6,000	\$10,000	40%	request to increase from Abi

### Mktg Data & Analytics Platform

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$78,806	\$0	\$0		was "Arrivalist", moved to research in

### OVG Expenses

18 Actual	19 Budget	20 Proposed	% Change	Notes
\$245,368	\$260,00	\$261,000	0.38%	plan for increase per contract

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### Total Expenses

18 Actual	19 Budget	20 Proposed	% Change
\$3,162,963	\$3,247,700.66	\$3,385,500	4.07%

### Total Income

18 Actual	19 Budget	20 Proposed
\$2,977,954	\$3,154,531.17	\$3,386,312.66

### Net Income

18 Actual	19 Budget	20 Proposed
-\$185,009	-\$93,168.83	\$812.66

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## PROCEDURE FOR PUBLIC HEARING

Applicable items include: Rate Hearings, Code Adoption, Budget Adoption

### 1. **MAYOR.**

The next order of business will be the public hearing on **ORDINANCE 31-19 AMENDING TITLE 18 OF THE ESTES PARK MUNICIPAL CODE RELATING TO FLOODPLAIN REGULATIONS.**

- At this hearing, the Board of Trustees shall consider the information presented during the public hearing, from the Town staff, public comment, and written comments received on the item.
- Any member of the Board may ask questions at any stage of the public hearing which may be responded to at that time.
- Mayor declares the Public Hearing open.

### 2. **STAFF REPORT.**

- Review the staff report.

### 3. **PUBLIC COMMENT.**

- Any person will be given an opportunity to address the Board concerning the item. All individuals must state their name and address for the record. Comments from the public are requested to be limited to three minutes per person.

### 4. **MAYOR.**

- Ask the Town Clerk whether any communications have been received in regard to the item which are not in the Board packet.
- Ask the Board of Trustees if there are any further questions concerning the item.
- Indicate that all reports, statements, exhibits, and written communications presented will be accepted as part of the record.
- Declare the public hearing closed.
- Request Board consider a motion.

7. **SUGGESTED MOTION.**

- Suggested motion(s) are set forth in the staff report.

8. **DISCUSSION ON THE MOTION.**

Discussion by the Board on the motion.

9. **VOTE ON THE MOTION.**

Vote on the motion or consideration of another action.

**\*NOTE:** Resolutions are read into record at the discretion of the Mayor as it is not required to do so by State Statute.





# Memo

To: Honorable Mayor Jirsa  
Board of Trustees

Through: Town Administrator Machalek

From: David Hook, PE, Public Works Engineering Manager  
Greg Muhonen, PE, Public Works Director

Date: *November 26, 2019*

RE: *Ordinance 31-19 Amending Title 18 of the Estes Park Municipal Code Relating to Floodplain Regulations*

(Mark all that apply)

PUBLIC HEARING       ORDINANCE       LAND USE  
 CONTRACT/AGREEMENT       RESOLUTION       OTHER \_\_\_\_\_

QUASI-JUDICIAL     YES     NO

**Objective:**

Correct a date error within the recently adopted Floodplain Regulations.

**Present Situation:**

Ordinance #25-19 was adopted at the September 24, 2019 Town Board meeting. Since that time, an error was found in Section 18.04.040 “Basis for Establishing the Special Flood Hazard Area”. The error was the date of the study entitled *Colorado Hazard Mapping Program, Hydraulic Analysis – Volume 2, Technical Support Data Notebook for the Big Thompson Watershed (HUC-8 10190006) (“Big Thompson Watershed Technical Support Data Notebook”)* August 16, 2019. The date referenced should have been March 23, 2018.

**Proposal:**

Public Works staff proposes to revise Section 18.04.040 in the Estes Park Municipal Code as presented in Exhibit A to the attached Ordinance.

**Advantages:**

- Accurately reflect date of the referenced report.

**Disadvantages:**

- None

**Action Recommended:**

PW staff recommends that the Town Board approve Ordinance 31-19 and Exhibit A as presented.

**Finance/Resource Impact:**

None.

**Level of Public Interest**

The level of public interest is expected to be low for this correction.

**Sample Motion:**

I move for the **approval/denial** of Ordinance 31-19.

**Attachments:**

Ordinance 31-19

**ORDINANCE NO. 31-19**

**AMENDING CHAPTER 18.04 OF THE MUNICIPAL CODE OF THE TOWN OF ESTES PARK RELATING TO FLOODPLAIN REGULATIONS**

**WHEREAS**, the Board desires to correct a scrivener's error in a recently adopted ordinance; and

**WHEREAS**, the Board makes no change to the substance of the Municipal Code, but instead clarifies its original intent.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO AS FOLLOWS:**

Section 1: In this ordinance, ellipses indicate material not reproduced as the Board intends to leave that material in effect as it now reads.

Section 2: Section 18.04.040 of the Municipal Code is hereby amended, by adding italicized material and deleting stricken material, as follows:

18.04.040. Basis for Establishing the Special Flood Hazard Area. . . . These Special Flood Hazard Areas identified by the ***Flood Insurance Study*** and attendant mapping are the minimum area of applicability of this ordinance and will be supplemented by the study entitled ***Colorado Hazard Mapping Program, Hydraulic Analysis – Volume 2, Technical Support Data Notebook for the Big Thompson Watershed (HUC-8 10190006)*** (“*Big Thompson Watershed Technical Support Data Notebook*”), dated March 23, 2018~~August 16, 2019~~, including its ***Summary Addendum***, wherever it is more restrictive than the ***Flood Insurance Study***. . . .

Section 3: This amendment to the Estes Park Municipal Code shall take effect and be enforced thirty (30) days after its adoption and publication.

**PASSED AND ADOPTED** by the Board of Trustees of the Town of Estes Park, Colorado this \_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF ESTES PARK, COLORADO

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

I hereby certify that the above Ordinance was introduced at a regular meeting of the Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and published in a newspaper of general circulation in the Town of Estes Park, Colorado, on the \_\_\_ day of \_\_\_\_\_, 2019, all as required by the Statutes of the State of Colorado.

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Town Clerk



## PROCEDURE FOR PUBLIC HEARING

Applicable items include: Rate Hearings, Code Adoption, Budget Adoption

### 1. **MAYOR.**

#### 1. The next order of business will be the public hearing on **ORDINANCE 32-19 AMENDING MUNICIPAL CODE SECTION 2.20.010 COMPENSATION OF MAYOR, MAYOR PRO TEM, AND TRUSTEES.**

- At this hearing, the Board of Trustees shall consider the information presented during the public hearing, from the Town staff, public comment, and written comments received on the item.
- Any member of the Board may ask questions at any stage of the public hearing which may be responded to at that time.
- Mayor declares the Public Hearing open.

### 2. **STAFF REPORT.**

- Review the staff report.

### 3. **PUBLIC COMMENT.**

- Any person will be given an opportunity to address the Board concerning the budget. All individuals must state their name and address for the record. Comments from the public are requested to be limited to three minutes per person.

### 4. **MAYOR.**

- Ask the Town Clerk whether any communications have been received in regard to the item which are not in the Board packet.
- Ask the Board of Trustees if there are any further questions concerning the item.
- Indicate that all reports, statements, exhibits, and written communications presented will be accepted as part of the record.
- Declare the public hearing closed.
- Request Board consider a motion.

7. **SUGGESTED MOTION.**

- Suggested motion(s) are set forth in the staff report.

8. **DISCUSSION ON THE MOTION.**

Discussion by the Board on the motion.

9. **VOTE ON THE MOTION.**

Vote on the motion or consideration of another action.

**\*NOTE:** Resolutions are read into record at the discretion of the Mayor as it is not required to do so by State Statute.



# Memo

To: Honorable Mayor Jirsa  
Board of Trustees

Through: Town Administrator Machalek

From: Jackie Williamson, Town Clerk

Date: *November 26, 2019*

RE: Ordinance 32-19 Amending Section 2.20.010 of Estes Park Municipal Code Compensation of Mayor, Mayor Pro Tem and Trustees.

PUBLIC HEARING       ORDINANCE       LAND USE  
 CONTRACT/AGREEMENT       RESOLUTION       OTHER

QUASI-JUDICIAL     YES     NO

**Objective:**

Review the Town Board compensation and determine if Board compensation should be adjusted prior to the upcoming Municipal election on April 7, 2020.

**Present Situation:**

An extensive review of Board compensation has been completed prior to each Municipal Election year as requested by the Town Board since 2012. The last review was completed in December 2017 and the Board approved an increase in Board salaries for members newly elected in 2018: Mayor - \$11,000, Mayor Pro Tem - \$9,000, and \$8,000 for Trustees. The Board members elected in April 2018 received the new salaries.

Staff reviewed the salaries for Mayor, Mayor Pro Tem and Trustees, and in 2019 found the current salaries are within the average salaries for Mayor, Mayor Pro Tem and Trustees. A number of the communities do not differentiate the Mayor Pro Tem and Trustee positions, and therefore, the average salaries are similar. The Town’s current salaries rank in the midpoint for all positions. The midpoint has been the compensation policy for Town employees since 2013.

In the past, the Board has requested staff review the possibility of providing an incremental increase over a four-year period, and to determine if the current salaries would be sufficient to cover the cost of health care premiums.

At the Town Board Study Session on October 8, 2019, the Town Board reviewed the data collected by staff in 2019 and requested additional information on cost of living be provided.

**Proposal:**

Staff reviewed the Board salaries versus health insurance premiums for 2019 and the proposed 2020 and found the premiums are well within the bi-weekly salary ranges if a Board member were to select full coverage options.

	2019 Bi-Weekly Rate	2020 Bi-Weekly Rate - Proposed
Medical Employee	43.85 (10%)	45.17 (10%)
Medical Employee/Children	83.20 (10%)	171.40(20%)
Medical Employee/Spouse	147.62(20%)	152.05(20%)
Medical Family	217.91 (20%)	224.45(20%)
Dental Family	6.51	6.71
Vision Family	1.14	1.14
Total Benefits w/ Emp Only	46.61	47.93
Total Benefit w/ Family	225.56	232.30
Trustees Bi-Weekly Salary	307.69	307.69
Pro Tem Bi-Weekly Salary	346.15	346.15
Mayor Bi-Weekly Salary	423.08	423.08

Staff assembled an annual meeting summary which indicates each Board member attends approximately 160 hours of meetings per year. Please note, some Board members may have additional liaison or meetings they attend which would increase the average hours. These hours do not reflect hours a Board member may spend preparing for each meeting as this varies by member or hours spent meeting with constituents. To place a value on this time, staff used the living wage established by Larimer County for two adults at \$20.43 per hour.

The Town does not use CPI when completing the Town’s annual compensation study, therefore, this would not reflect the increases provided to Town employees. As the Board most closely aligns with the management pay family, staff would recommend the Board consider reviewing the increases provided to this group; i.e. 0% - 2018, 1.7% - 2019 and 2.0% - 2020.

When assessing the number of hours spent in meetings and the cost of benefit premiums the current established compensation falls just below the total cost of approximately \$8,800.

If the Board were to increase the compensation by those amounts outlined above and assume an average of 2.0% for the management pay family over the next two years, the Board compensation would be increased to \$8,600 for a Trustee.

**Advantages:**

- An increase would provide additional compensation for those seeking office.

**Disadvantages:**

- Current compensation may not cover expenses of those seeking a Board appointment.



**Action Recommended:**

As this is a policy discussion, staff does not have a recommendation. Staff has prepared an Ordinance outlining a \$1,000 increase for each position on the Board for the Board to discuss.

**Finance/Resource Impact:**

Any increase in compensation would require an update to the Legislative personnel line item.

**Level of Public Interest:**

Low.

**Sample Motion**

I move to approve/deny Ordinance 32-19.

**Attachment:**

Ordinance 32-19

Comparison Compensation Chart

Town Board Annual Meeting Summary

**ORDINANCE NO. 32-19**

**AN ORDINANCE AMENDING MUNICIPAL CODE SECTION 2.20.010 REGARDING COMPENSATION OF MAYOR, MAYOR PRO TEM, AND TRUSTEES**

**WHEREAS**, pursuant to the provisions of section 31-4-301(4), C.R.S., the Mayor and Trustees shall receive such compensation as fixed by ordinance; and

**WHEREAS**, Section 2.20.010 of the Municipal Code provides for compensation of the Mayor, the Mayor Pro Tem, and each Trustee; and

**WHEREAS**, the Board of Trustees has determined that it is necessary to amend section 2.20.010 of the Municipal Code to increase the compensation for the Mayor, the Mayor Pro Tem, and each Trustee.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO AS FOLLOWS:**

1. In this ordinance, ellipses indicate material not reproduced as the Board intends to leave that material in effect as it now reads.
2. Section 2.20.010 of the Municipal Code shall be amended, by adding italicized material and deleting stricken material, to read as follows:

2.20.010 - Compensation of Mayor, Mayor Pro Tem and Trustees.

- 1) The Mayor shall receive as compensation for his or her services the sum of ~~twelve eleven~~ thousand dollars (\$~~124~~,000.00) per year during each year of his or her term, payable in equal monthly payments.
- 2) The Mayor Pro Tem shall receive as compensation for his or her services the sum of ~~nine ten~~ thousand dollars (\$~~109~~,000.00) per year during each year of his or her term, payable in equal monthly payments.
- 3) Each Town Trustee shall receive as compensation for his or her services the sum of ~~eight nine~~ thousand dollars (\$~~98~~,000.00) per year during each year of his or her term, payable in equal monthly payments.

3. This Ordinance shall take effect and be in force 30 days after its adoption and publication.

PASSED AND ADOPTED by the Board of Trustees of the Town of Estes Park, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF ESTES PARK

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

I hereby certify that the above ordinance was introduced at a meeting of the Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and published in a newspaper of general publication in the Town of Estes Park, Colorado, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Town Clerk

Board Compensation Using Employee Compensation Municipalities

Municipality	Mayor	Mayor ProTem	Trustee
City of Aspen	\$29.06/hr		\$21.25/hr
Town of Avon	\$12,000/year	\$9,000/year	\$6,000/year
City of Black Hawk	\$11,200.44/year		\$11,200.44/year
Town of Breckenridge	\$18,000/year	\$9,600/year	\$14,400/year
City of Broomfield	\$13,200/year	\$10,800/year	\$9,600/year
City of Boulder	\$11,942.32/year	\$11,942.32/year	\$11,942.32/year
Boulder County			
City of Brighton	\$16,800/year	\$14,400/year	\$12,000/year
Central City	\$8,410.32/year		\$7,719.84/year
Town of Cripple Creek	\$7,477.92/year	\$7,477.92/year	\$7,345.08/year
Town of Dacono	\$900/year		\$600/year
Town of Dillon	\$10,800/year	\$4,800/year	\$4,800/year
City of Durango	\$9,000/year	\$6,000/year	\$6,000/year
Town of Erie	\$6,000/year	\$3,600/year	\$3,600/year
Town of Estes Park	\$11,000/year	\$9,000/year	\$8,000/year
City of Evans	\$5,100/year	\$3,600/year	\$3,600/year
Town of Firestone	\$3,600/year	\$3,000/year	\$3,000/year
Town of Frederick	\$3,600/year	\$1,800/year	\$1,800/year
Town of Frisco	\$11,400/year	\$6,000/year	\$6,000/year
City of Fort Collins	\$15,168/year		\$10,104/year
City of Glenwood Springs	\$14,400/year	\$12,000/year	\$12,000/year
City of Greeley	\$14,393/year		\$9,600/year
Town of Johnstown			
City of Lafayette	\$11,778.52/year	\$9,101.56/year	\$8,439.60/year
City of Longmont	\$18,000/year		\$12,000/year
City of Louisville	\$6,000/year	\$11,664/year	\$11,664/year
City of Loveland	\$12,000/year	\$9,600/year	\$7,200/year
Town of Lyons	\$4,800/year		\$2,400/year
Town of Mead	\$4,992/year	\$3,600/year	\$3,600/year
Town of Palisade	\$3,600/year	\$2,400/year	\$2,400/year
Town of Platteville	\$2,400/year	\$960/year	\$960/year
Town of Silverthorne	\$9,000/year		\$3,600/year
Town of Snowmass Village	\$20,400/year		\$12,000/year
City of Steamboat Springs	\$13,460/year	\$11,795/year	\$10,250/year
Town of Superior	\$4,800/year	\$1,200/year	\$1,200/year
Town of Telluride	\$18,000/year	\$9,600/year	\$9,600/year
Town of Vail	\$12,000/year	\$7,500/year	\$7,500/year
City of Westminster	\$17,736/year	\$15,204/year	\$12,672/year
Town of Windsor	\$6,000/year		\$4,000/year
Town of Winter Park	\$9,600/year	\$4,800/year	\$4,800/year

(Estimated)

Annual Budget	Population
66,000,000	6,871
33,400,000	6,525
31,000,000	127
84,000,000	4,896
103,600,000	65,065
321,800,000	108,090
	319,372
22,000,000	38,314
6,700,000	733
12,500,000	1,175
8,200,000	5,090
17,800,000	961
74,000,000	18,503
51,100,000	22,803
50,000,000	6,362
13,000,000	21,615
10,000,000	12,917
25,800,000	12,154
21,000,000	3,084
619,400,000	164,207
80,000,000	9,997
306,700,000	103,990
20,200,000	15,389
57,300,000	28,261
282,000,000	92,858
71,300,000	20,801
618,700,000	76,897
33,000,000	2,148
6,900,000	4,553
3,300,000	2,644
6,200,000	2,722
39,200,000	630
32,700,000	2,900
56,000,000	12,690
42,000,000	13,155
41,600,000	2,444
73,400,000	5,483
230,000,000	113,875
57,000,000	22,776
158,400,000	1,029

## Town Board Annual Meeting Summary

Meeting	Amount per year	Hours	Totals
Town Board meetings	23	4	92
Budget Meeting	2	3.5	7
Special Meetings	5	3	15
Committee		12	12
TA Meetings	8	1	8
CML/Quarterly Meetings	1	4	4
Trustee Talk	4	2	8
Misc		10	10
Strategic	1	4	4

Total 160

x\$20/per hour \$3,200

Larimer County Living Wage \$20.43/per hour  
 Zip Recruiter 87% Full Time Jobs  
 \$17K- \$37K \$18.00/per hour

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