TOWN BOARD WORK SESSION

August 16, 2021 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550 Please click this URL to join. https://windsorgov.zoom.us/j/84275123184 OR join by telephone at (888) 788-0099 or (877) 853-5247 - Webinar ID:842 7512 3184

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

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

AGENDA

1. Poudre Trail Corridor Authority Future Plans
2. Broadband Update
3. Tanko Lighting Update
4. Future Meeting Agenda

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

MEMORANDUM

Date: August 16, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Wade Willis, Open Space and Trails Manager
Re: Poudre Trail Corridor Authority
Item #: 1.

Background / Discussion:
The Poudre Trail Board was formed in 1994 along with the adoption of the IGA. The IGA has been amended in October 1996 and restated in 2006. Each entity within the IGA has two representatives on the Board. Additionally the Poudre Trail Board includes one elected official/designee from each governing body of the Town of Windsor, City of Greeley and Weld County.

The Town's annual contribution of $20,000 is for funding the Poudre Trail Manager position which started in 2004. The City of Greeley provides an office for the position and treats the position as a Greeley employee in terms of payroll, benefits (if any), etc. The manager reports directly to the Poudre Trail Corridor Board. In addition to the $20,000 funding the Town of Windsor and City of Greeley also provide maintenance, mowing, trimming, weed control, and fence maintenance. Poudre Trail Maintenance standards were developed and adopted by each entity in 2017.

The presentation for the August 16th work session is to provide the Town Board with more information regarding the Poudre Trail Corridor Authority's future plans.

ATTACHMENTS:

- Poudre River Trail Corridor Presentation

Poudre Trail Corridor Board Report

August 2021

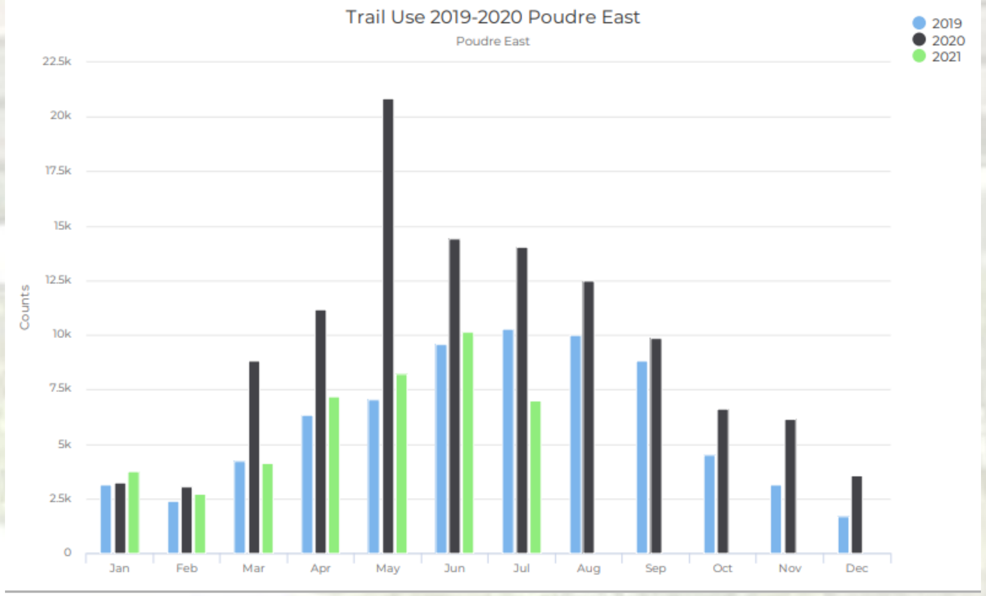
Agenda

- 2020 Review
- Current
- Future
- Closing

POUDRE RIVER
TRAIL CORRIDOR
poudretrail.org

2020 Review

- 2019-2020 over 2,000 hrs of Volunteer Hours
- 2020 highest usage
  - 50% - 60% increase of 2019
  - 2021, still up from 2019
- 2020 Donations received $15,106
- Strategic Planning Retreat
  - Refocus Goals



Note data as of July 21st, 2021 – July is not complete

poudretrail.org

Current

- Sub-Committees
- Marketing Group Focus
    - Updated Logo (in the works)
    - New Tag Line
- CWA Program
- 2021 Events
    - Trail-A-Thon
        - Clearview Library
    - Party on the Poudre
        - Sept 16th

POUDRE RIVER
TRAIL CORRIDOR
Find Yourself in Nature

POUDRE RIVER
TRAIL CORRIDOR
poudretrail.org

Future

- Endowment Program
- Updated IGA (prior was 2006)
  - Defines Boundaries
  - Board Member Appointments
  - Responsibilities
- Executive Director
  - Fundraising
  - Community Engagement
  - Programs
- Ask of 3 Entities

POUDRE RIVER TRAIL CORRIDOR
poudretrail.org

TOWN OF WINDSOR COLORADO

MEMORANDUM

Date: August 16, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Joe Gaona, Information Technology Manager
Re: Broadband
Item #: 2.

Background / Discussion:

The Town of Windsor has been considering options to expand high-speed fiber-optic internet (Broadband) offerings to residents and business for several years. We believe that broadband will offer resilience, enable “smart city” services, expand internet connectivity to underserved populations, and promote competition to benefit constituents.

With this objective in mind, town leaders partnered with Greeley in 2016 to investigate a Public Private Partnership (PPP) with a broadband provider. In that process one company Allo, approached the town on a potential partnership. Nothing came to fruition. After quite some time of inactivity, Allo reached out again to the Town of Windsor about Broadband in early 2021 and presented to the board on March 22, 2021. While the town was providing requested information to Allo, we were contacted by 2 different companies.

In the interest of equity, a Request for Information (RFI) was published to discern the best option for the Town. This process resulted in 7 submittals. After staff review, it was decided that there were three clear leaders and these findings were taken to Town Board during an executive session on July 26, 2021 for further instruction.

As a result of instructions received during that executive session, it was decided to pursue ITC’s proposal and have the company present their proposal and address any concerns by the town board members including but not limited to the Town brand and service delivery/performance monitoring.

ATTACHMENTS:

- ITC Proposal Presentation
- Highline Service Level Agreement

Welcome to real high-speed internet.

ITC, doing business as Highline
Broadband Public-Private Partnership with the Town of Windsor

Agenda

1. Introductions
2. About Us
3. Highline Cares
   - Construction Process and Communication
   - Service Level Agreements and Customer Service
   - Commitment to the Community
4. Our Proposal to the Town of Windsor
5. Potential Financial Impact of Windsor's Capital Contribution
6. Questions and Next Steps

About Us

- Formed in West Point, GA in 1896
- We have started, built and operated several multi-billion dollar telecommunications and technology businesses
- Our current telecommunications business is Highline Internet, which builds and operates Fiber to the Premise networks in Colorado, Nebraska, Kansas, Michigan, Texas and Georgia
- Colorado is one of the areas we have targeted for significant investment and growth
- One of our owners is Atlantic Engineering Group
  - ➢ AEG is an FTTP engineering and construction company, with 25-years of experience
  - ➢ Built 70 FTTP networks, passing 3 Million Homes and Businesses
  - ➢ Completing the Ft. Collins FTTP build

Cable	Wireless
Fiber to the Premise	Fiber to the Premise

Highline
Community and Customer Service Commitment

Highline

Our Commitment to Customer Service

- Local presence
- Ease of Sign up via the web on our Fiber Build Out Portal
- E-Bill / Auto Pay
- Business Hours / After Hours On Call
- Internet Tech Support 24x7x365
- HighlineCares
- FTTP Deployment Schedule

Our Proposal to the Town of Windsor

Our Proposal to the Town of Windsor

- Capital contribution is not required; however, with capital, a revenue share is possible
  - Example: $75/month average revenue per user
  - 5,000 subscribers
  - 10% capital contribution = 5% revenue
  - $225,000 in annual revenues to the Town
- Option to co-brand
- Long-term, mutually beneficial relationship
- More importantly, citizens will receive reliable, affordable, gigabit speed internet and voice services from a reputable company, committed to the community

Questions and Next Steps

HIGHLINE™

Welcome to real high-speed internet.

Thank you!

highlineFAST.com

Service Level Agreement

1. Company's Service Pledge and Service Level Agreement Scope:

ITC Broadband Holdings LLC dba Highline Internet ("Company") endeavors to provide its customers with extremely high-quality Broadband and Communications services and solutions. Company shall provide such services and solutions through a state-of-the-art fiber optic network supported by committed staff dedicated to insuring service continuity and industry leading responsiveness.

The scope of services covered by this Service Level Agreement ("SLA") are identified in Appendix A hereto. In the event the Company IP network as defined below does not meet the availability and performance thresholds established herein, Customer shall be entitled to service credits as set forth in this Agreement.

2. Network Definition

For Broadband Access and Dedicated IP Circuits, the SLA shall apply to services delivered across / through the Customer's access port (the port on the Company aggregation router upon which the Customer's circuit terminates) within Company's network, and the Company owned and controlled backbone network including all routers and supporting network electronics. For hosted applications such as SIP trunking, and Hosted PBX services, the SLA applies to service uptime and performance provided from the Company's application servers and those of its underlying vendors. Additionally, this SLA shall extend to uptime and performance associated with any Company provided router located at the Customer premise employed to terminate service delivered over Company's backbone network if Customer provides space, power, temperature and humidity controls necessary for the proper functioning of said equipment.

The service assurances outlined in this SLA, as well as the network availability and performance standards specified herein, do not apply to the Customer's local area network ("LAN"), Customer CPE employing Company's services as outlined in Appendix A, nor interconnections to or from other Internet Service Provider ("ISP") networks. Further, such SLAs shall not apply to network availability and performance standards outlined in the Agreement associated with service impacts resulting from any scheduled maintenance that Company conducts, to which Customer receives notification, which are completed within the timeframe reserved by Company for such scheduled maintenance events (12:00 a.m. Mountain Time to 4:00 a.m. Mountain Time).

3. Network / Service Availability:

The Company Fiber Optic Network shall insure access to services, as defined in Appendix A, 99.99% of the time as averaged over a calendar month. Inability to access services as outlined in Appendix A due to a failure of Company's defined Network shall constitute a Priority 1 event. Partial or intermittent inability to access services as outlined in Appendix A due to a failure of Company's defined Network shall constitute a Priority 2 event.

4. Network / Service Performance:

Network performance elements as outlined in paragraphs "a" – "d" below shall constitute a Priority 3 event.

a. Latency Guarantee:

For packets with a QoS label of voice, the Company Network is guaranteed to have an average round trip packet transit time of 60 milliseconds (ms) or less. The average latency is measured as the average of 15-minute samples across the Company Network.

b. Packet Loss:

The Company Network as defined herein is guaranteed to have a maximum packet loss of 2% or less during any calendar month. The average packet loss is measured as the average of 15-minute samples across the Company Network.

c. Jitter

For packets with a QoS label of voice, the Company Network as defined herein is guaranteed to have an end-to-end Jitter of 1 ms or less during any calendar month. The average jitter is measured as the average of 15-minute samples across the Company Network.

d. General Service Functionality

Such conditions shall be defined as any circumstance where there is a material deviation from the performance or functioning of a Company service, as outlined in Appendix A, vis-à-vis its engineered baseline functionality.

5. Service Trouble Reporting Procedures:

A trouble ticket must be opened with Company's network operations staff upon identification or occurrence of a service effecting issue. Upon notification from Customer, or Company's discovery of a network issue, as defined above, Company shall open a trouble ticket, and initiate the necessary investigatory and corrective actions. Company's trouble ticket data, and associated time stamping, shall be the sole foundation upon which the duration of a service impacting event is calculated. Any service credits arising out of a failure to meet Company's prescribed SLA's will be provided to Customer within 30 days from the associated event.

6. SLA Matrix and Definitions:

The following matrix defines service impacting events and their associated severity category.

Priority	Definition	MTTA	MTTR	Bill Credit For Failure
Priority 1	Out of Service	10 Minutes	4 Hours	Application of Service Credit = to 2/30th's of Applicable Charges for Services Affected by MTTR Breach for Each Hour Beyond the Specified MTTR
Priority 2	Partial/Intermittant Outage	30 Minutes	8 Hours	Application of Service Credit = to 2/30th's of Applicable Charges for Services Affected by MTTR Breach for Each Hour Beyond the Specified MTTR
Priority 3	Service Performance Impairment	45 Minutes	24 Hours	Application of Service Credit = to 1/30th of Applicable Charges for Services Affected by MTTR Breach for Each 24 Hour Period Beyond the Specified MTTR
Priority 4	Non-Service Affecting	60 Minutes	36 Hours	Application of Service Credit = to 1/30th of Applicable Charges for Services Affected by MTTR Breach for the Relevant Billing Period During Which the Non-Service Impacting Issue Was Present

For the purposes of this Agreement, **MTTA shall represent Mean Time To Action** and shall represent the average time it takes Company to acknowledge the submission of trouble ticket as filed by Customer. Such acknowledgement shall come in the form of an email or call to Customer’s specified contact. MTTA shall be calculated as follows:

$$\frac{\Sigma\ \text{(Trouble Ticket Time Acknowledged – Trouble Ticket Time Opened)}}{\Sigma\ \text{(Number of Trouble Tickets)}}$$

For the purposes of this Agreement, **MTTR shall represent Mean Time to Repair** and shall represent the average time it takes Company to restore or remedy the cited impairments to Network / Service Availability or Network Performance. MTTR shall be calculated as follows:

$$\frac{\sum \text{(Trouble Ticket Time Cleared/Resolved – Trouble Ticket Time Opened)}}{\sum \text{(Number of Trouble Tickets)}}$$

By: ____

On Behalf Of: ______________________________________

Its: ____

By: ____

On Behalf Of: ______________________________________

Its: ____

MEMORANDUM

Date: August 16, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Tanko Lighting Update
Item #: 3.

Background / Discussion:
The Town Board engaged Tanko Lighting to start the process of acquiring the streetlights from both XCEL Energy and Poudre Valley REA. The Board will be given an update on the audit results this evening.

ATTACHMENTS:

- Tanko Presentation

Streetlight Ownership Update & Next Steps

TOWN OF WINDSOR COLORADO

Town of Windsor, CO

Alex Wurzel
Senior Energy Advisor – Team Lead

TankoLighting

Who is Tanko Lighting?

Sole Focus on Municipal Streetlighting

510,000+ Streetlights Converted

192,000+ Streetlight Acquisitions

45,000+ Fixtures Maintained

150+ Projects Nationwide

TOWN OF WINDSOR COLORADO

Windsor Streetlight Ownership Progress

1. Feasibility Study showed promising savings for ownership & LED Conversion
2. Town Board authorized appropriation of funds for the project
3. PUC Rate Case reaching resolution in favor of the municipalities
   a. Tanko provided expert testimony
4. Tanko completed Town wide GIS Audit
   a. Data Reconcile is in progress for Xcel
   b. POUDRE conducting utility audit, Tanko to reconcile results when completed

Reminder of Assets to Acquire

Stand Alone Light

Distribution Light

Xcel Updated Financial Options – Acquisition Only

	Estimated Acquisition Cost	Estimated Ownership Support Cost	Annual Xcel Bill Savings	Annual Maintenance Cost	20 Year Savings	20 Year Net Savings	Tariff Only Payback	Tariff & Maintenance Payback
Low Acquisition Cost	$953,035	$177,200	$263,724	$106,320	$2,640,927	$1,510,692	4.22	7.24
High Acquisition Cost	$1,329,000	$177,200	$263,724	$106,320	$2,640,927	$1,134,727	5.58	10.08

- Based on audit results of 1,772 streetlights
- Scenario covers acquisition only portion of project. No LED Conversion
- Increased Town/Contractor maintenance cost for HPS system
- Majority of savings come from ownership first
    - Removing high Xcel maintenance costs
    - Common with private utilities like Xcel

Xcel Updated Financial Options – LED Conversion Only

Estimated LED Conversion Cost	Additional Annual Xcel Energy Bill Savings	Annual Maintenance Cost	20 Year Savings	20 Year Net Savings	Energy Only Payback	Energy & Maintenance Payback
$437,852	$26,250	$42,528	$2,288,645	$1,850,793	15.5	6.21

- Scenario covers LED Conversion only portion of project
- Additional Savings from maintenance (HPS -> LED)
  - $63,792 annual maintenance savings
- Savings LED Conversion after acquisition is minimal
- Majority of Town’s annual cost is in Xcel ownership & maintenance
  - Energy represents a small portion

TOWN OF WINDSOR COLORADO

Xcel Updated Financial Options – Full Project

	Estimated Acquisition Cost	Estimated LED Conversion & Ownership Support Cost	Annual Xcel Bill Savings	Annual Maintenance Cost	20 Year Savings	20 Year Net Savings	Energy Only Payback	Energy & Maintenance Payback
Low Acquisition Cost	$953,035	$592,792	$289,973	$42,528	$4,929,572	$3,383,745	5.75	6.67
High Acquisition Cost	$1,329,000	$592,792	$289,973	$42,528	$4,929,572	$3,007,780	7.24	8.49

- Based on audit results of 1,772 streetlights
- Objective is to show best and worst case scenarios
- Scenario covers full acquisition & LED Conversion costs

Xcel Updated Financial Options – Full Project

TankoLighting

Summary of Financial Analysis - Windsor, CO

August 2, 2021

Pricing valid until October 01, 2021

Project Overview	
Total Cost *(Ownership + Conversion)*	$1,545,827
20 Year Savings	**$4,929,572**
Payback Period *(Energy Savings Only)*	5.75 years
Payback Period *(Energy + Maintenance Savings)*	6.67 years

Project Costs	
Ownership Cost *(estimated cost to purchase the streetlights from the utility)*	$953,035
LED Conversion Cost *(estimated costs for turnkey services, including labor/material)*	$592,792
Rebate Incentive	Not Applicable
Additional Rebates/Grants	$0
Net Project Cost *(Rebate included)*	$1,545,827

Year 1 Analysis	Existing	New	Savings
Energy Usage [kWh]	1,104,407	560,818	543,589
Energy Usage Cost	$316,310	$26,336	$289,973
Maintenance Cost	*Included in current energy costs*	$42,528	($42,528)
Total	$316,310	$68,864	**$247,445**

20 Year Analysis	Existing	New	Savings
Energy Usage [kWh]	22,088,136	11,216,352	10,871,784
Energy Cost	$6,964,821	$579,896	$6,384,925
Maintenance Cost	*Included in current energy costs*	$1,455,354	($1,455,354)
Total	$6,964,821	$2,035,250	**$4,929,572**

TOWN OF WINDSOR COLORADO

POUDRE Valley Update

1. Ownership of POUDRE Lights still planned
2. All POUDRE lights are already LED

   a. Ownership still yields significant savings for the Town

3. POUDRE is conducting their own audit

   a. Completion Date TBD

   b. Tanko will reconcile results after for accurate count & billing

4. After Data Reconcile Tanko will provide updated numbers to staff in preparation for CIP discussion with board

Primary Takeaways

- Ownership of the Xcel Streetlight system is highly advantageous for the Town
- Primary source of savings is first in Town Ownership of Streetlights, LED Conversion second
- Ownership savings model in Colorado consistent with rest of the Nation
- Total project costs have increased, but only due to Windsor's growth
  - Per unit costs have remained consistent
  - ROI Consistent as well near 7 - 8 years
  - More long term savings can be achieved
- POUDRE Streetlight Acquisition still planned

Next Steps | Recommendations

Immediate next steps:

1. Review all numbers with staff in CIP discussions
2. Make Final Decision on moving forward

Future Goals:

1. Convert Non-LED Fixtures to LED
2. Maintain System with Tanko, City Staff, or Qualified Contractor

Stay in Touch

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alexw@tankolighting.com

Jason Tanko | CEO
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tankolighting.com

MEMORANDUM

Date: August 16, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: 4.

ATTACHMENTS:

- Future Meeting Agenda

FUTURE TOWN BOARD MEETINGS

August 23, 2021 5:30 p.m.	Town Board Work Session Revenue Preview
August 23, 2021 7:00 p.m.	Town Board Regular Meeting
August 30, 2021	Cancelled – 5th Monday
September 6, 2021	Cancelled – Labor Day Holiday
September 13, 2021 5:30 p.m.	Town Board Work Session Personnel Review
September 13, 2021 7:00 p.m.	Town Board Regular Meeting
September 20, 2021 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Plan
September 27, 2021 5:30 p.m.	Town Board Work Session Priority Based Budget and Insights Update
September 27, 2021 7:00 p.m.	Town Board Regular Meeting
October 4, 2021 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Plan Follow-up Questions
October 9, 2021 8:00 a.m – 2:00 p.m.	Town Board Operational Budget Retreat
October 11, 2021 5:30 p.m.	Town Board Work Session DDA Budget presentation Eastman Park Drive Corridor Plan Update
October 11, 2021 7:00 p.m.	Town Board Regular Meeting
October 18, 2021 5:30 p.m.	Town Board Work Session Comprehensive Fee Update
October 25, 2021 5:30 p.m.	Town Board Work Session Follow-up Budget Items
October 25, 2021 7:00 p.m.	Town Board Regular Meeting

November 1, 2021 5:30 p.m	Town Board Work Sesssion Special Event Discussion

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Presentation by Carolyn Steffl regarding SB21-262 – Special District Transparency
- Proportional services and amenities for planned population
- Economic development/retail needs based on population levels (following retail assessment)