



TOWN BOARD WORK SESSION

September 12, 2022 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

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

WORK SESSION AGENDA ITEMS

1. Board/Manager/Attorney Monthly Meeting
2. Preview of Police Facility - R. Klimek, Police Chief
3. Police Facility Funding Discussion - R. Klimek, Police Chief
4. Future Meetings 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: September 12, 2022
To: Mayor and Town Board
From: Rick Klimek, Police Chief
Re: Preview of Police Facility - R. Klimek, Police Chief
Item #: 2.

Background / Discussion:

Work continues to move forward on the New Police Building. We have selected the architect and the Owners Rep to date. Next we will be interviewing for the Contract Management at Risk (CMaR).

A number of meetings with staff and the architect have taken place to design and layout the building. Currently the building is estimated at around 45,000 sq. ft in size. The building will be located north of the current public service campus.

Financial Impact:

A budget of 2.5 million dollars are a part of the 2022 budget. The cost for the construction will be discussed later.

Relationship to Strategic Plan:

Maintain public safety.

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: September 12, 2022
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: Police Facility Funding Discussion - R. Klimek, Police Chief
Item #: 3.

Background / Discussion:

The Town has been in the design phase for a new police department since the start of the year. While construction costs are currently unstable and unpredictable, from a financing standpoint, we have been working internally on a cost of approximately \$22.5M for the actual construction, with the additional \$2.5M going towards the design.

Staff has been working to determine the best ways to finance the construction, including borrowing the entire amount needed, a combination of reserve funds plus a smaller loan, or completely funding it through our existing reserves. Tonight's discussion will focus on the latter two options and is intended to gather feedback from the Town Board on which option seems to be the most supported. No decisions are anticipated this evening as it's for informational purposes only.

Financial Impact:

\$25M

Relationship to Strategic Plan:

Strategic Growth

Recommendation:

CC:

Attachments:



FUNDING PROPOSAL FOR NEW POLICE FACILITY

Shane Hale, Town Manager



PD FACILITY – ESTIMATED COSTS



Design: \$2.5M / Construction: \$22.5M / Planned Completion: Fall 2024

PD FACILITY – FUNDING OPTIONS

1. *100% Debt Financing - \$22.5M
2. \$18M from General Fund Reserves / Repurposing of ARPA Funds
**\$4.5M from Debt Financing or Deferment of Roundabout
Project at Crossroads Boulevard (Capital Improvement Fund)
3. 100% Self Fund – General Fund Reserves & Repurposing of ARPA
Funds

*Borrowing Costs of \$22.5M = \$17.4M in Interest / (30 Yrs.)

** Borrowing Costs of \$4.5M = \$2.5M (20 Yrs.)



PD FACILITY—PREFERRED ALTERNATIVES

Reserve Balance = \$15M

SELF-FUND CONSTRUCTION PHASE (\$22.5M)

1. Utilize \$18M in General Fund Reserves from a Projected Fund Balance of \$33M in 2023
2. Repurpose \$3.7M of Town Board Approved ARPA Spending Proposals
3. Utilize \$4.5M in Capital Improvement Fund Reserves (Defer Roundabout at Crossroads Boulevard) or Acquire \$4.5M in New Debt Financing

Note: As this project will be spread over two years, Staff believes that the fund balance will likely be higher than projected above.

Reserve Balance = \$10.5M

SELF-FUND CONSTRUCTION PHASE (\$22.5M)

1. Utilize \$22.5M in General Fund Reserves from a Projected Fund Balance of \$33M in 2023
2. Repurpose \$3.7M of Town Board Approved ARPA Spending Proposals

Note: As this project will be spread over two years, Staff believes that the fund balance will likely be higher than projected above.



PD FACILITY – CURRENT ARPA SPENDING PROPOSALS

TB-APPROVED ARPA SPENDING PROPOSALS	TOTAL COST	ARPA SPENDING PROPOSAL	TOTAL COST	TOWN BOARD SUPPORT AT MARCH MEETING?
Chestnut Street Drainage Project	\$2,225,000	Reimbursement for Lost Recreation Revenue	\$455,000	MAYBE
Expansion of Utilities to WWTP - Expenditure in Process	\$1,000,000	Irrigation Improvements	\$205,000	MAYBE
Body Cameras for PD - Expenditure In Process	\$660,000	Residential Xeriscaping & Water Conservation Grants	\$200,000	MAYBE
Designated Parks Patrol Officer - Expenditure in Process	\$375,000	Transportation Options for Seniors		MAYBE
Co-Responder (Public Health) - Expenditure in Process	\$210,000	Alternatively Fund Creative Communities for Loss of Income	\$80,000	MAYBE
Tourism Efforts - Expended	\$220,000	Daycare Facility Grants	\$50,000	MAYBE
Business Assistance Software - Expended	\$87,000	Security for Water System and WWTP (SCADA)	\$25,000	MAYBE
Offsite Space for PD - Town Hall Renovation	\$100,000	Contracted (Partnership) Trolley Service	\$1,500,000	RESERVE
Peer Support for 1st Responders - Expenditure in Process	\$81,000	Rapid COVID Test Kits (\$24) x 500	\$12,000	NO
Bang the Table Subscription – Expenditure in Process	\$39,000	Remote Viewing Subscription for CRC		NO
Marketing Grants for Affected Businesses - Expended	\$30,000			
TOTALS	\$5,027,000	TOTALS	\$2,527,000	Page 8 of 16



PD FACILITY – NEW PROPOSAL FOR ARPA SPENDING

TB-APPROVED ARPA SPENDING PROPOSALS	TOTAL COST	ELIMINATED OR NO LONGER REQUIRED	TOTAL COST
Chestnut Street Drainage Project	\$1,157,000	Contracted (Partnership) Trolley Service	\$1,500,000
Body Cameras for PD - Expenditure In Process	\$660,000	Chestnut Street Drainage Project	\$1,068,000
Designated Parks Patrol Officer - Expenditure in Process	\$375,000	Expansion of Utilities to WWTP	\$1,000,000
Co-Responder (Public Health) - Expenditure in Process	\$210,000	Offsite Space for PD - Town Hall Renovation	\$100,000
Tourism Efforts - Expended	\$220,000	Rapid COVID Test Kits (\$24) x 500	\$12,000
Business Assistance Software - Expended	\$87,000	Remote Viewing Subscription for CRC	
Peer Support for 1st Responders - Expenditure in Process	\$81,000	TOTALS	\$3,680,000
Bang the Table Subscription - Expenditure in Process	\$39,000		
Marketing Grants for Affected Businesses - Expended	\$30,000	PROPOSALS STILL OPEN FOR FUNDING	TOTAL COST
		Reimbursement for Lost Recreation Revenue	\$455,000
		Irrigation Improvements	\$205,000
		Residential Xeriscaping & Water Conservation Grants	\$200,000
		Alternatively Fund Creative Communities for Loss of Income	\$80,000
		Daycare Facility Grants	\$50,000
		Security for Water System and WWTP (SCADA)	\$25,000
		Transportation Options for Seniors	
TOTALS	\$2,859,000	TOTALS	\$1,015,000

General Fund – Reduction of Reserve to \$15M

- Minimum Fund Balance Requirement of \$5.8M (2 Months of Operating Expenses & TABOR Emergency Reserve – 3% of Fund Balance)
- \$1.5M Reserve for Tanko Lighting Project
- \$2.18M Reserve for Revised ARPA Spending Proposals
- \$.5M Reserve for Broadband Consultancy
- Unobligated Funding of \$5.02M

Two Ways to Access \$4.5M

- Deferment of Roundabout at Crossroads Boulevard (\$4.35M/2023 CIP)
- **-or-**
- Lease Purchase \$4.5M

General Fund – Reduction of Reserve to \$10.5M

- Minimum Fund Balance Requirement of \$5.8M (2 Months of Operating Expenses & TABOR Emergency Reserve – 3% of Fund Balance)
- \$1.5M Reserve for Tanko Lighting Project
- \$2.18M Reserve for Revised ARPA Spending Proposals
- \$.5M Reserve for Broadband Consultancy
- Unobligated Funding of \$.5M

Storm Drainage Fund – Reduction in ARPA Funding for Chestnut Street Drainage Project

Cash Available for Capital Projects

- 2023 Beginning Balance of \$4.4M (Higher than Anticipated Due to Deferment of 10th Street Project)
- 2023 Projected Revenues of \$1M
- 2023 Anticipated Projects of \$5.8M (Chestnut Street \$4.4M; 10th Street \$1.1M; Oversizing \$.3M)
- ARPA Contribution of \$1.16M for Chestnut Street Drainage Project
- 2023 Ending Balance of \$.75M

PD FACILITY – PROS & CONS OF PROPOSAL

- Board Has a Lot of Options—Policy Decision of Debt versus Cash on Hand.
- Significant Reduction of General Fund Reserves
- Possible Deferment of Major Capital Project
- Availability of ARPA Funds Increase Opportunity to Limit Debt
- Two-Year Construction Project— High Probability that GF Reserve will Not Drop to Projected Levels Under Either Scenario



MEMORANDUM

Date: September 12, 2022
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: Future Meetings Agenda
Item #: 4.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2022 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

September 19, 2022 5:30 p.m.	Town Board Work Session Introduction of the Poudre River Trail Executive Director Windsor Arts Commission Update Water Conservation Program
September 26, 2022 5:30 p.m.	Town Board Work Session Meet the Board Compensation Study Review
September 26, 2022 7:00 p.m.	Town Board Regular Meeting
October 3, 2022 5:30 p.m.	Town Board Work Session (Public Services Facilities) Budget – Capital Improvement Plan
October 10, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Strategic Plan Update
October 10, 2022 7:00 p.m.	Town Board Regular Meeting
October 15, 2022 (Saturday)	Town Board Work Session (Evergreen Room at CRC) Operating Budget
October 17, 2022 5:30 p.m.	Town Board Work Session Rates and Fees Discussion
October 24, 2022 5:30 p.m.	Town Board Work Session Budget – Follow-up Questions
October 24, 2022 7:00 p.m.	Town Board Regular Meeting
October 31, 2022	Canceled – Fifth Monday
November 7, 2022 5:30 p.m.	Town Board Work Session
November 14, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
November 14, 2022 7:00 p.m.	Town Board Regular Meeting

November 21, 2022 5:30 p.m.	Town Board Work Session
November 28, 2022 5:30 p.m.	Town Board Work Session
November 28, 2022 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update
- Energy Plan Update (December 12th)
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance