

RESOLUTION NO. 4  
SERIES OF 2022

A RESOLUTION CONCERNING A CAPITAL IMPROVEMENT PROGRAM FOR THE  
TOWN OF COLUMBINE VALLEY

WHEREAS, historically the Town of Columbine Valley ("the Town") has funded capital improvements from its general fund and forecasted capital improvements on a one to three year basis; and

WHEREAS, the Board of Trustees directed Town staff to develop a Capital Improvement Program in order to forecast capital needs and which will assist the Board of Trustees in anticipating the financial impacts of such capital needs; and

WHEREAS, Town staff has prepared an analysis and recommendations for a ten year Capital Improvement Program, which will provide a guide for major expenditures during the ten year period and a process to be followed in executing the Capital Improvement Program; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that establishing a Capital Improvement Program is necessary to protect the health, safety and welfare of the inhabitants of the Town.

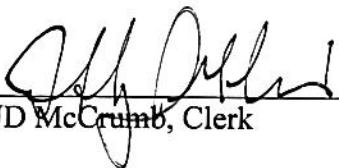
NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, as follows:


Section 1. The Board of Trustees of the Town of Columbine Valley hereby adopts the Capital Improvement Program attached hereto as Exhibit A and incorporated by reference herein.

Section 2. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 3. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

PASSED, ADOPTED AND APPROVED by a vote of 4 for and 0 against this  
17 day of May, 2022.

  
JD McCrumb, Clerk

  
Roy Palmer, Mayor



# Capital Improvement Program

May 17, 2022

For Action Year: 2023; and  
Program Years 2024 – 2032

Adopted by Resolution #4, Series of 2022

## LETTER OF INTRODUCTION FOR THE CAPITAL IMPROVEMENT PROGRAM

May 17, 2022

Honorable Mayor and Trustee of Columbine Valley,

Hereby submitted is the Capital Improvement Program & Road Improvement Fund (CIP) for the Town of Columbine Valley, Colorado for the years 2023 – 2032. The information in the pages to follow is intended to identify the revenue that is anticipated to pay for the capital projects included in this plan. While additional revenue may be received each year, this information identifies only what is necessary to fund the CIP.

The CIP summarizes all major capital expenditures to be made over the next ten years. This plan includes limited financial forecasts and CIP costs by fund and year in which the revenues and costs are anticipated. In order to be included in the CIP, the project must meet the following guidelines:

- Costs are expected to be over \$5,000.00
- The project has a useful life of more than one year
- The projects are non-reoccurring
- The project results in the addition of a fixed asset, or extends the useful life of an existing asset or is a major equipment or software purchase

During the preparation process, staff identified what would be necessary to meet existing levels of service to the community and which projects could be reasonably accomplished within each year, and within the financial and staff limitations of the Town. Contractual obligations and/or needs were considered in setting priorities.

Capital improvements maybe funded through a variety of sources including the use of revenues, impact fees, debt financing, grants, and special funds. All available current and future resources were considered when identifying funding sources for the identified capital improvements. The CIP costs projected meet, but do not exceed, the limitations of those funding sources.

Sincerely,

J.D. McCrumb  
Town Administrator



Summary of Project Costs and Funding Sources

Project Cost by Category

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
Streets	\$4,052,000	\$108,000		\$284,000		\$100,000		\$100,000		\$100,000	\$4,744,000
Drainage/Flood Control								\$25,000			\$25,000
Public Buildings and Facilities	\$30,000			\$16,000		\$25,000					\$71,000
Major Equipment	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000
Parks, Rec and Open Space	\$225,000		\$250,000			\$250,000					\$725,000
Systems				\$20,000			\$10,000				\$30,000
Maintenance *	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$750,000
TOTAL	\$4,432,000	\$233,000	\$375,000	\$445,000	\$125,000	\$500,000	\$135,000	\$250,000	\$125,000	\$225,000	\$6,845,000

Required Funding by Revenue Source

General Fund	\$3,203,000	\$98,000	\$49,000	\$126,000	\$40,000	\$215,000	\$50,000	\$90,000	\$40,000	\$90,000	\$4,001,000
General Fund Reserves											
Capital Reserves	\$891,000	\$50,000	\$16,000	\$50,000		\$50,000		\$75,000		\$50,000	\$1,182,000
Impact Fees											
Transportation Fee *	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$750,000
Developer Contributions	\$800,000										\$800,000
Vehicle Salvage	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
Govt. Grants or Contributions	\$374,000										\$374,000
Arapahoe County Open Space Tax			\$125,000			\$100,000					\$225,000
Municipal Bonds											
Revenue Bonds											
Special/Local Improvement Districts											
Certificates of Participation											
Other	\$25,000		\$100,000			\$50,000					\$175,000
TOTAL	\$5,378,000	\$233,000	\$375,000	\$261,000	\$125,000	\$500,000	\$135,000	\$250,000	\$125,000	\$225,000	\$7,607,000

\* Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal, gutter pan replacement and other similar work.

### **Capital Improvement Program**

A Capital Improvement Program (CIP) is a short-range plan which identifies generally, non-reoccurring, capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Key aspects of the CIP include:

- The CIP is a rolling 10 year plan. This CIP report defines the time periods as the Current Year (the year of the currently adopted budget), Action Year (the following calendar year), and Program Years (the next nine calendar years).
- The CIP entails major expenditure of \$5,000.00 or more.
- The projects are non-reoccurring (regularly scheduled projects such as chip and seal, curb repair, minor building repair, etc., are discussed for reference but not included in the plan.
- The CIP does not constitute a financial obligation or allocation but is a base reference to be used in the annual budget process.
- The CIP is updated and adopted by the Trustees every other year.

### **Benefits of a Capital Improvements Program**

A Capital Improvement Program provides a number of benefits. It is primarily a planning tool that constitutes a comprehensive review of capital needs. In addition a CIP can:

- Identify the range of revenue sources available to finance capital projects.
- Enable the Town to retain and/or expand its limited capital resources more efficiently.
- Ensure that necessary projects are not built before they are needed, or after they become so expensive that they prohibit construction of other projects.
- Provide a generally agreed upon foundation for budgeting purposes thereby reducing the need to “reinvent the wheel” each year.

### **CIP Process**

A Capital Improvement Program is a multi-year document and, by necessity, the key elements, i.e., projects included and revenue availability will change each year. However, the process by which the CIP is prepared, reviewed and adopted should be consistent. The major steps in the process recommended for Columbine Valley are:

- A. **Establish a capital planning committee or team responsible for the preparation and presentation of the CIP.** The Columbine Valley CIP Team consists of the Town Administrator, Town Treasurer, Town Engineer and Town Planner with support from the Manager of Public Works and the Chief of Police.
- B. **Inventory and evaluate previously approved, unimplemented or incomplete projects and include new project recommendations.** The CIP team has assessed the status of previously approved projects and taken inventory of additional capital needs. For each project included there is a Project Request Form which includes a

project description, the year proposed, the estimated cost and a graphic showing the location. The summary of all projects proposed in the Current, Action and Program years of the CIP are included as Appendix A of this report. The Individual Project Request Forms are included as Appendix B of this report. Again, this is an inventory of capital needs and financial feasibility is not a consideration in compiling the inventory.

- C. Develop a Finance Plan:** The CIP Team compiled a list of the revenue sources that are or could be available to finance capital projects. These revenue sources and the purposes for which they can be used are included as Appendix C. The project requests were then ranked both by project category and overall. Each Project Request Form for the Current, Action and Program years recommends funding sources appropriate and for each project. A summary Finance Plan is shown as Appendix D of this report.
- D. Recommend a Capital Improvements Program to the Trustees:** Based on the evaluation of each project and the feasibility of financing the projects, the CIP Team will then prepare a Recommended Capital Improvements program for Trustee consideration and action.

### **CIP Schedule**

The CIP Team recommends the following schedule for the preparation, presentation and adoption of a Capital Improvements Program.

January: CIP Team reviews status of previously approved capital programs. The Town Administrator, Engineer, Manager of Public Works and Police Chief begin preparation of new or revised Project Request Forms.

February: The Project Request Forms are evaluated and a preliminary list of projects is prepared.

The Town finance team reviews the preliminary list of projects and with the Town Administrator, assess the financial feasibility. The Finance Plan element of the CIP is then prepared.

March: The recommended Capital Improvements Program is presented to the Board of Trustees at the March regular meeting for discussion.

April: The Trustees adopt the Capital Improvements Program by resolution.

October-December: Funding for the CIP will officially be appropriated in the Town's annual Budget, adopted by December 15 of each calendar year.

## **Inventory of Capital Needs**

The CIP Team has listed, by category, the capital improvements and equipment purchases for the term of the Capital Program. There are six categories of capital improvement projects:

- Streets: This includes new streets and reconstruction of existing streets. Any project within the right of way of a street, such as street lights, signage and signals will be considered a street project unless the primary purpose is a not a street project such as drainage or beatification.
  - Reconstruction of streets is defined as demolition and reconstruction of street surface up to and including mill and overlay work, and including subgrade with significant temporary impact to travel and underground utilities.
  - \* Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal, gutter pan replacement and other similar work.
- Drainage/Flood Control: This includes storm sewers and related improvements, retention ponds, water quality structures and flood control facilities.
- Public Buildings and Facilities: This includes new public buildings, storage units, support structures or remodels or additions to existing structures.
- Major Equipment: This includes Police and Public Works vehicles, tools, equipment or apparatus.
- Parks, Recreation and Open Space: This includes new parks, improvements to existing parks, active and passive recreation areas, trails and beautification.
- Systems: This includes computer servers, telephone and radio systems, and software programs.

The projects were selected for consideration based on the following criteria:

- Projects necessary for health and safety or that may prevent fatality, serious injury or major property damage.
- Projects mandated by federal law and/or state statutes or by applicable rules established by federal or state agencies.
- Projects already in process

- Projects related to other funded projects
- Projects identified in master plan(s)
- Projects necessary for maintenance or to reduce maintenance costs.

Impact on Maintenance Ratings:

Positive: Will generate revenue to offset expenses or reduce continued operating costs.

Slight: The project will generate some revenue but additional funds may be necessary to operate or maintain the project.

Negligible: The impact on operating costs is considered immaterial.

Negative: The project will require an increase in maintenance and or operating costs that are not offset by revenue generated.

- Citizen and neighborhood interest projects
- Financially cost effective projects



## **Appendix A**

The following Project Summary is categorized by Current, Action and Program years

<b>CIP Projects CURRENT YEAR (2022)</b>	<b>Category</b>	<b>Est. Cost</b>
CVPD Ford Explorer Police Interceptor	Equipment	\$55,000
Public Works Snowplow	Equipment	\$68,000
Town-wide Light Pole Replacement	Streets	\$12,000

<b>CIP Projects ACTION YEAR (2023)</b>	<b>Category</b>	<b>Est. Cost</b>
Town Hall HVAC Replacement	Facilities	\$15,000
Town Hall Board Room and Basement Carpet	Facilities	\$15,000
CVPD Ford Explorer Police Interceptor	Equipment	\$50,000
Platte Canyon Sidewalk - Village to Fairway	Parks	\$225,000
Town-wide Light Pole Replacement	Streets	\$12,000
Annual Road Investment	Streets	\$3,815,000
Platte Canyon/Coal Mine Right Turn Lane	Streets	\$280,000

<b>CIP Project PROGRAM YEARS (2024-2032)</b>	<b>Category</b>	<b>Est. Cost</b>
Town Hall Interior Paint (2026)	Facilities	\$16,000
Town Hall Window Replacement (2028)	Facilities	\$25,000
CVPD Ford Explorer Police Interceptor*	Equipment	\$450,000
Police Laptop Computers (2026)	Systems	\$20,000
Town Server (2029)	Systems	\$10,000
Parks/Trails Infrastructure*	Parks	\$500,000
Town-wide Light Pole Replacement* (2024, 2025)	Streets	\$20,000
Par Circle and Eagle Drive Lateral (2030)	Streets	\$25,000
Town Wall Rehabilitation*	Streets	\$500,000

*\* Represents a multi-year project*

## **Appendix B**

The following Project Request Forms were prepared for each project included in the inventory. The forms provide a description of the project, the year proposed, the estimated cost and a description of the proposed funding source.

**Project Request Form**

**Project Name: Annual Road Investment**

Staff Lead: Troy Carmann

Town Dept: Public Works/Engineering

Category: Streets

1st Presented for Funding: 2023

Historical Project Cost: n/a

**CIP Project Total: \$2,215,000**

**Description and Justification**

The objective of the Annual Road Investment is to keep the Town's roads in better than average structural condition with a smooth driving surface. The spending proposed below is designed to occur in conjunction with the recommended \$75,000 per year in town-wide maintenance spending.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Old Town		\$350,000	cs									
Burning Tree		\$700,000	mo									
Polo Meadows		\$75,000	cs									
Village		\$350,000	mo									
Augusta		\$20,000	cs									
Columbine Villas		\$120,000	cs									
Brookhaven		\$300,000	cs									
Willowcroft		\$150,000	cs									
Town-wide concrete		\$150,000										

mo = mill and overlay, cs = chip and seal, fr = full reconstruction

**Project Request Form**

**Project Name: Old Town Road Rehabilitation**

Staff Lead: Jeremy Hayden

1st Presented for Funding: 2022

Town Dept: Public Works/Engineering

Historical Project Cost: n/a

Category: Streets

**CIP Project Total: \$1,600,000**

**Description and Justification**

The objective the Old Town Road Rehabilitation is to restore the roads to the same or better condition as they were at the beginning of 2022, prior to the water main replacement conducted by Denver Water. Two options have been identified by Town Staff: 1) perform a chip and seal operation over all impacted streets, gutter pan to gutter pan. The estimated cost is \$80,000. 2) perform a mill and overlay of all impacted streets, gutter pan to gutter pan. The estimated cost is \$160,000.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Construction		\$1,600,000	mo									
<b>Total Expenditures</b>		\$1,600,000										
<b>Funding Sources</b>												
Denver Water		\$800,000										
Capital Reserve Fund		\$800,000										
<b>Total Funding Sources</b>		\$1,600,000										

**Operational/Maintenance Impact**

Based on option two, staff believes that little to no annual maintenance will be required on these roads for at least six years.

**Project Name: Town Hall HVAC Replacement**

Staff Lead: Jeremy Hayden  
Town Dept: Public Works  
Category: Facility

1st Presented for Funding: 2018  
Historical Project Cost: \$21,000  
**CIP Project Total: \$15,000**

**Description and Justification**

The Columbine Valley Town Hall has three heater and three air conditioner units that serve the buildings three distinct zones. Two systems have failed and been replaced over the past three years. Replacement verses repair was chosen due to cost of repair or the inability to obtain appropriate parts or coolant. The remaining system was installed when the current building was completed in 2004. The remaining system continues to need annual repair which maintains the operation of the units but does not increase the overall lifespan.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
New HVAC System		\$15,000										
<b>Total Expenditures</b>		\$15,000										
<b>Funding Sources</b>												
General Fund		\$15,000										
<b>Total Funding Sources</b>		\$15,000										

**Operational/Maintenance Impact**

The estimated lifespan of a new Furnace/AC is approximately 15-20 years. Annual maintenance of a new unit is minimal.



**Project Request Form****Project Name: Board Room and Basement Carpet**

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Facility

1st Presented for Funding: 2018

Historical Project Cost: \$0

**CIP Project Total: \$15,000****Description and Justification**

The current carpet in the basement and boardroom is original to the 2004 facility and has become worn and in some cases poses tripping hazards. New Carpet was installed in the main floor administration offices in 2016. New carpet in the basement and board room would be of the square panel style to allow for easy replacement of soiled or damaged sections.

<b>Expenditures</b>	<b>Current</b>	<b>Action</b>	<b>Program</b>									
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	
Installation of new carpet		\$15,000										
<b>Total Expenditures</b>		\$15,000										
<b>Funding Sources</b>												
General Fund		\$15,000										
<b>Total Funding Sources</b>		\$15,000										

**Operational/Maintenance Impact**

Annual maintenance and cleaning would be minimal.

**Project Name: CVPD Ford Explorer Police Interceptor**

Staff Lead: Brett Cottrell

Town Dept: Police

Category: Equipment

1st Presented for Funding: 2022

Historical Project Cost: n/a

**CIP Project Total: \$500,000****Description and Justification**

Purchase of 8 new police vehicles between 2019 - 2028. Estimated \$50,000 per vehicle plus annual increase over 10 year period. Net cost approximately \$40,000 per vehicle. Average sale price of used vehicles has been \$10-\$12,000.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Purchase	\$55,000	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total Expenditures</b>												
<b>Funding Sources</b>												
General Fund	\$55,000	\$40,000		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Vehicle Salvage		\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Funding Sources</b>	\$55,000	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

**Operational/Maintenance Impact**

Scheduled annual maintained.

**Project Request Form****Project Name: Town Wide Light Pole Replacement Program**

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Streets

1st Presented for Funding: 2018

Historical Project Cost: \$30,000

**CIP Project Total: \$30,000****Description and Justification**

There are 21 concrete wrapped light poles in the Town's right-of-way in various stages of repair. This replacement program has replaced two-four poles per year since 2018 with new fiberglass LED lights as specified in the Town's standards. Four poles are scheduled for replacement in 2022, there will be 6 poles to replace after this calendar year.

<b>Expenditures</b>	<b>Current</b>	<b>Action</b>	<b>Program</b>									
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	
Replacement	\$12,000	\$12,000	\$8,000									
<b>Total Expenditures</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$8,000</b>									
<b>Funding Sources</b>												
General Fund	\$12,000	\$12,000	\$8,000									
<b>Total Funding Sources</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$8,000</b>									

**Operational/Maintenance Impact**

Positive impact on maintenance. Replacement poles will reduce staff and monetary resources spent on repairing the existing poles and the LED bulbs will reduce the Town's utility costs.

**Project Request Form**

**Project Name: Platte Canyon Sidewalk**

Staff Lead: Brent Kaslon

Town Dept: Planning

Category: Parks

1st Presented for Funding: 2019

Historical Project Cost: \$9,000 concept design

**CIP Project Total: \$225,000**

**Description and Justification**

Children from the Village neighborhood have no access to safe crossing of Platte Canyon Road to get to Wilder Elementary School or to Columbine Trail. Costs include adding a sidewalk from Village Court to the signalized crossing at Ponds Circle.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Construction	\$0	\$225,000										
<b>Total Expenditures</b>												
<b>Funding Sources</b>												
Columbine Country Club			Cost/Share of moving fence in Town ROW									
General Fund												
County/State Grants												
<b>Total Funding Sources</b>												

**Operational/Maintenance Impact**

Cost of snow removal as needed. Approximately \$50.00 per snow event. Minimal annual maintenance.

Town of Columbine Valley - Capital Improvement Program  
**Project Request Form**

04/19/22

**Project Name:** Platte Canyon/Coal Mine Right Turn Lane

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Streets

1st Presented for Funding: 2019

Historical Project Cost: n/a

**CIP Project Total: \$280,000**

**Description and Justification**

This funding would cover survey, design, permits and construction. The Town will work with CDOT and Arapahoe County to get this project constructed in 2023.. This project is estimated to improve weekday p.m. peak hour conditions by two full level of service grades (D to B) and average vehicle delays by 30 seconds per vehicle.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Contribution		\$280,000										
<b>Total Expenditures</b>		\$280,000										
<b>Funding Sources</b>												
Capital Fund												
County/State Contributions		\$56,000										
		\$224,000										
<b>Total Funding Sources</b>		\$280,000										

**Operational/Maintenance Impact**

Minimal/none.



**Project Request Form**

**Project Name:** Replacement Town Server & Firewall

Staff Lead: Bret Cottrell

Town Dept: Information Technology

Category: Systems

1st Presented for Funding: 2022

Historical Project Cost: n/a

**CIP Project Total: \$10,000**

**Description and Justification**

The Town's current server, purchased and installed in 2019, is anticipated to reach its "end of life" in 2029. End of life means that Microsoft will no longer support the product, which includes not providing updates for security. Project costs include the purchase of a new server and firewall with installation by North Star.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Purchase/Installation								\$10,000				
<b>Total Expenditures</b>								\$10,000				
<b>Funding Sources</b>												
General Fund								\$10,000				
<b>Total Funding Sources</b>								\$10,000				

**Operational/Maintenance Impact**

Minimal annual associated costs.

**Project Request Form**

**Project Name:** Town Hall Interior Paint

**Staff Lead:** Jeremy Hayden

**Town Dept:** Public Works

**Category:** Facility

**1st Presented for Funding:** 2022

**Historical Project Cost:** \$0

**CIP Project Total:** \$16,000

**Description and Justification**

Town Hall interior was last painted in 2016. Annual touch up is performed as necessary.

Expenditures	Current	Action	Program	2024	2025	2026	2027	2028	2029	2030	2031	2032
	2022	2023										
Supplies and Labor						\$16,000						
<b>Total Expenditures</b>						\$16,000						
<b>Funding Sources</b>												
General Fund						\$16,000						
<b>Total Funding Sources</b>						\$16,000						

**Operational/Maintenance Impact**

Little to none once complete. Annual cost for maintenance is currently estimated at \$500, primarily in staff time.

**Project Name: Town Hall Window Replacement**

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Facility

1st Presented for Funding: 2020

Historical Project Cost: \$0

**CIP Project Total: \$25,000**

**Description and Justification**

The current windows in Town Hall were installed when the building was constructed in 2004. Many have seals that are broken and moisture has collected between the panes.

	Current 2022	Action 2023	Program 2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Expenditures</b>											
Supplies and Labor							\$25,000				
<b>Total Expenditures</b>							\$25,000				
<b>Funding Sources</b>											
General Fund							\$25,000				
<b>Total Funding Sources</b>							\$25,000				

**Operational/Maintenance Impact**

Little to none.

**Project Request Form**

**Project Name:** CVPD Vehicle Laptop Computers

Staff Lead: Bret Cottrell

Town Dept: Police

Category: Systems

1st Presented for Funding: 2022

Historical Project Cost: n/a

**CIP Project Total: \$20,000**

**Description and Justification**

Current laptops, purchased in 2020, are Windows 10 which are anticipated to have reached their "end of life" by January 2026. This means Microsoft will not provide security updates which jeopardizes network security. Touchscreens and other hardware functions are also typically losing function after five or more years of service.

	Current 2022	Action 2023	Program 2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Expenditures</b>											
Construction					\$20,000						
<b>Total Expenditures</b>					\$20,000						
<b>Funding Sources</b>											
General Fund					\$20,000						
<b>Total Funding Sources</b>					\$20,000						

**Operational/Maintenance Impact**

Minimal ongoing maintenance.

**Project Name: Parks and Trails Infrastructure**

Staff Lead: Brent Kaslon

Town Dept: Planning

Category: Parks

1st Presented for Funding: 2022

Historical Project Cost: \$10,000 master planning process

**CIP Project Total: \$500,000**

**Description and Justification**

The Town is currently in the midst of a trails master planning process. It is expected to be adopted in some form by the Trustees in 2022. While specific projects are not known at this time, the projects currently under consideration may be ready for construction within the reach of the CIP Program years.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Design and Construction				\$250,000			\$250,000					
<b>Total Expenditures</b>				\$250,000			\$250,000					
<b>Funding Sources</b>												
Open Space Fund				\$125,000			\$100,000					
Partner Funds				\$100,000			\$50,000					
General Fund				\$25,000			\$100,000					
<b>Total Funding Sources</b>				\$250,000			\$250,000					

**Operational/Maintenance Impact**

Unknown. TBD per project.



**Project Name: Par Circle and Eagle Drive Lateral**

Staff Lead: Jeremy Hayden

Town Dept: Public Works/Engineering

Category: Drainage

1st Presented for Funding: 2020

Historical Project Cost: n/a

**CIP Project Total: \$25,000**

**Description and Justification**

In anticipation of Denver Water's anticipated abandonment of the Nevada Ditch, the ongoing structural problems with the lateral beneath these roads should be addressed.

Expenditures	Current 2022	Action 2023	Program 2024	2025	2026	2027	2028	2029	2030	2031	2032
Construction									\$25,000		
<b>Total Expenditures</b>									\$25,000		
<b>Funding Sources</b>											
Capital Fund									\$25,000		
<b>Total Funding Sources</b>									\$25,000		

**Operational/Maintenance Impact**

None.

**Project Request Form****Project Name: Town Wall Rehabilitation**

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Streets

1st Presented for Funding: 2020

Historical Project Cost: \$40,000

**CIP Project Total: \$500,000****Description and Justification**

The Town's masonry wall in the Village neighborhood along Platte Canyon Road, and in the Burning Tree neighborhood along Platte Canyon Road and Hunter Run Lane, is aging infrastructure with ongoing structural and drainage issues. While specific projects have not been formally identified it is anticipated that structural reinforcements will be required within the reach of the CIP Program years.

Expenditures	Current	Action	Program								
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Design and Construction			\$100,000		\$100,000		\$100,000		\$100,000		\$100,000
<b>Total Expenditures</b>			\$100,000		\$100,000		\$100,000		\$100,000		\$100,000
<b>Funding Sources</b>											
General Fund			\$50,000		\$50,000		\$50,000		\$50,000		\$50,000
Capital Fund			\$50,000		\$50,000		\$50,000		\$50,000		\$50,000
<b>Total Funding Sources</b>			\$100,000		\$100,000		\$100,000		\$100,000		\$100,000

**Operational/Maintenance Impact**

Minimal maintenance once repairs are made.

## **Appendix C**

### **Capital Improvement Program Revenue Sources – Definitions**

**General Fund** – The primary accounting vehicle for the Town's operating revenues and expenses. Generally, all revenues from taxes, fees and other sources are accounted for in the General Fund as are all expenditures for the general operating functions and activities of the Town. Tax revenues include property taxes, sales and use taxes, and specific ownership taxes. Fees include utility franchise fees, cable television franchise fees, building permit fees and motor vehicle registration fees. Other revenue sources include intergovernmental revenues such as state highway user tax allocation, county highway tax allocation, court fines, revenue from the Town of Bow Mar in support of public safety and building department costs, interest on invested reserves and miscellaneous items. Most of these items are described in greater detail in the Town's Annual Budget.

**General Fund Reserves**- The Town maintains general reserves to guard against disruption in providing the Town's services in the event of unexpected revenue shortfalls or unanticipated expenditures. Reserves are expected to accumulate over time to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

**Capital Reserves** – The Town maintains a portion of its reserves as Capital Reserves to help fund capital improvements identified in the Capital Improvements Program (CIP). The CIP includes major improvements and equipment for general government purposes including public works projects, building construction and improvements, the improvement or acquisition of lands for parks and trails, technology, and capital equipment.

**Impact Fees** – These are one-time payments assessed as new homes are constructed by developers or builders pursuant to a Special Improvement Agreement entered into between the Town and a developer. The purpose of these fees is to defray specific costs of public works, public safety and administration which are associated with the new growth. These fees must be accounted for separately and cannot be comingled with General Fund cash balances.

**Transportation Fees** – The Town collects a one percent fee on all building permits with a valuation greater than \$25,000 to be used towards the annual maintenance of Town roads. The Trustees have the ability to transfer excess fees into the Capital Reserves.

**Developer Infrastructure Contributions** – Typically a developer is responsible for the cost of roads and stormwater systems in a new development. Upon completion, these assets are generally transferred to the Town or a local water and sanitation district for future maintenance.

**Vehicle Salvage** – Funds generated from the sale of Town vehicles after they have been replaced due to age or condition.

**Federal, State or County Grants or Contributions** – These funds are generally received for a specific purpose or project from an interested Federal, State or Local agency and may include cash or in-kind contributions (labor or engineering and design services) for use by the Town.

**Arapahoe County Open Space Tax** – This county-wide sales tax is shared by Arapahoe County municipalities and can only be used for the purchase and maintenance of new open space lands, parks and trails.

**Municipal Bonds** – These debt instruments are issued by local governments to finance public projects such as major road or infrastructure additions or repairs. Municipal bond issuance generally requires a favorable election to authorize the municipality to incur the debt and its ultimate retirement.

**Revenue Bonds** – These debt instruments are also issued by local governments; however, they are distinguished by a guarantee of repayment from a revenue source specifically identified in the bond document. An example might be a bond whose proceeds might fund infrastructure for a shopping mall with repayment coming from all or a portion of sales taxes generated by sales in the mall.

**Special/Local Improvement Districts** – A Special/Local Improvement District (SID) is a geographic area organized as an SID to fund improvements within the SID (generally roads and infrastructure). Funds are raised through the issuance/sale of SID bonds. Repayment of the bonds generally come from an SID property tax assessment specific to the property owners and properties within the SID.

**Certificates of Participation** – Certificates of Participation represent a lease-financing mechanism whereby investors finance a specific government asset acquisition or construction project. Repayment comes from regular lease payments over a period of time, after which, title to the asset(s) reverts to the government entity. Certificates of Participation can be issued without voter approval.