



2015 Major Projects Work Program

First Quarter Report

COMMUNITY SERVICES

November 2015 Charter Amendment Election – Conduct Coordinated Election with Douglas County on Town Charter Amendment to move Town elections to November of even years starting in 2016. **Status:** Draft Ordinance to Council on April 21 for feedback and direction; Final ballot language due to County on September 2nd.

Town Election Code – Adopt Election Code amendments for Town conduct of future Town elections as needed, including Fair Campaign Practices amendments. **Status:** Research ongoing regarding options; planned presentation to Council in July in conjunction with proposed amendment to Code to provide for November elections.

Town Council Redistricting - Complete redistricting process per Town Charter. **Status:** Completed; Council notified by email of changes

2015 Community Survey – Complete community survey and report results to Town Council by July 2015. **Status:** The survey is presently in the field and the project remains on track for a June conclusion.

Police Department Strategic Plan Implementation – 2015 priority items: A) Establish a professional standards unit; **Status:** Complete. B) Complete police radio replacement program; **Status:** Complete. C) Establish a retail crime prevention team; **Status:** In progress. D) Implement a Police Chaplain program; **Status:** Complete. E) Partner with a local business to design and implement a prototype security camera system that connects directly to police dispatch; **Status:** Video feed complete; written agreement pending. F) Initiate planning to consider establishing a store front for town services in the immediate area of the existing Outlet Mall and new Promenade retail area, including consideration of scope of services, partnerships, costs and benefits; **Status:** In progress.

Utilities Department Strategic Plan Implementation – 2015 priority items include: development of an updated Utilities specific financial management plan; creation of a well replacement master plan; development of a Drought Mitigation Plan; preparation of an updated Emergency Response Plan; establishment of an automatic metering infrastructure plan; apply AWWA benchmarking results to identify areas for improvement; and evaluate additional raw water supply options for Rueter Hess Reservoir. **Status:** Development of a draft financial management plan is underway; draft well replacement master plan and emergency response plan update routing; Phase 1 report complete for automatic metering plan.

Utilities Master Plans – Update Water Facilities Master Plan, Water Resources Strategic Master Plan, Wastewater Master Plan and Stormwater Master Plan for Town Council consideration by December 2015. **Status:** Updates of all master plans underway.

Construct Utilities Operations and Maintenance Building – Bid and construct Utilities Operations and Maintenance facility for completion by December 2015. **Status:** Bidding complete, contract awarded, construction underway.

Police Station Basement Remodel – complete by December 2015. **Status:** The architectural design development has been completed by HB&A. Staff met with HB&A on April 15 to finalize surveillance camera locations, electrical requirements, and network connections. HB&A will compare the RFP specifications and construction documents necessary for the building permit. Expected RFP distribution date (for contractor bidding) by May 18th.

Adopt 2015 Fire Master Plan –. Adopt new Fire Master Plan pursuant to 2014 Town Council direction. **Status:** The final version of the Master Plan will be presented to Council in July as scheduling allows.

Crystal Valley Fire Station – Begin site planning and implement financial planning for new fire station to open with target date of 2018. **Status:** Stormwater mitigation needs for the site have been presented to the Utilities director, and the site is being assessed for drainage issues. The station, equipment, and staffing have been included in the financial plan for 2015-2018.

Community Character Initiative – Hire Special Events Manager; evaluate Chamber strategic plan proposal due by March 15, 2015; conduct assessment, develop overall plan and budget, and begin implementation of overall coordinated program including elements of downtown, community special events, community branding and marketing, built and natural environments, civic engagement and access to information and other elements to be determined important to residents in defining community character, sense of community and small town/hometown character. **Status:** Special Events Manager interviews continue, along with the evaluation of the Chamber's proposal, which is now set to be fully wrapped up by Sept. 1. Under his contract, Mark Stevens continues working on community character, community engagement and related issues.

Town Space and Facilities Planning – Continue planning efforts for decisions on priorities and funding for additional Town space and facilities construction, acquisition and/or remodeling, including Development Services office space, Town Hall improvements, options for a permanent Public Safety Training Facility and options for Parks maintenance facility. **Status:** Staff continues to explore options for Development Services office space and is planning to advance additional information for Council consideration this summer.

COMMUNITY PLANNING

Updated 2015 Budget, Three year Financial Plan and Five year Capital Improvement Plan - Present to Town Council in January 2015 report and recommendations for financial and strategic priorities for discussion and direction, adopt amendments by March 31, 2015, implement Council decisions. **Status:** The strategic priorities were presented to and adopted by Council in January, 2015. The budget amendment to implement the strategic priorities was adopted by council in March, 2015. The update of the three-year financial plan and the five year capital improvement plan followed in April, 2015.

Strategic Plan Update – Complete for Town Council adoption by May 2015. **Status:** In progress.

2030 Comprehensive Plan Adoption – Complete by December 31, 2015. **Status:** Public hearing with the Planning Commission scheduled for April 27 followed by community review team input and public survey questions. Anticipated follow up discussion with Planning Commission and Council in June.

Development Impact Fee Update – Complete and present to Town Council by December 31, 2015. **Status:** In early May, Finance, Development services and DTMO/TMO will be meeting to frame the overall growth discussion and approach to the update of the development impact fees. Goal would be implementation by December 31, 2015.

TABOR Management - Provide ongoing management and reporting on Town's TABOR status consistent with Town Council policies. **Status:** Continual monitoring is taking place. Staff reported to Council in April, 2015, there was a TABOR deficit for 2014. Based on preliminary estimate for 2015, we do not anticipate a surplus for 2015. Staff will continue to manage TABOR compliance as directed by Council.

Complete update to Parks, Recreation, Trails and Open Space Master Plan – Complete and submit to Town Council by September 1, 2015 an update to the Parks, Recreation, Trails and Open Space Master Plan. **Status:** Currently under internal review and evaluation.

Complete Parks and Recreation Strategic Plan – Finalize draft and present to Town Council by July 1, 2015. **Status:** Currently under internal review and evaluation.

Downtown Railroad Quiet Zone – Work with Town Council on consideration of options with Douglas County financial participation first quarter of 2015, implement Town Council direction. **Status:** Worked with Council members to explain status and options. The majority feedback received indicates that this item should not be brought forward to Council for further discussion at this time.

Neighborhood Traffic Calming Program – Present report assessing program to Town Council first quarter of 2015, implement Town Council direction.

Status: Currently scheduled for April 28 Special Council Meeting for discussion and direction. The Public Works Commission has reviewed program assessment and is recommending that Council retain the program but make some process adjustments based on recent lessons learned.

Rueter Hess Recreation Authority – Finalize draft IGA and present to Town Council by August 2015. **Status:** Tentatively scheduled to go before Town Council on June 2.

ECONOMIC DEVELOPMENT

CREP Priorities - Implement Castle Rock Economic Partnership 2015 priorities:

Regularly and consistently engage all Town Council members in discussions, updates and solicitation of Council Member input and ideas regarding CREP member organization projects, activities and initiatives. **Status:** Active and ongoing; CREP meetings held the 2nd Tuesday of each month to discuss policy topics and provide feedback and direction to CREPIT.

Continue to aggressively pursue opportunities, financial tools and public/private partnerships to increase the availability of development ready sites and vertical space construction to accommodate growing demand for commercial, office and industrial business attraction and expansion intended to create jobs and expand the tax base. **Status:** Active and ongoing through discussion with the EDC space committee and activities related to application and action on economic assistance requests and administration of existing economic assistance approvals.

Implement targeted activities to increase downtown property values and taxable sales by establishing agreement with Town Council on use of downtown sales tax increment program in order to further implement the DDA Plan of Development and further improve and enhance downtown as a center of commerce and a primary element of the community vision of community character. **Status:** Active and ongoing through DDA project activity and discussion with Council about sharing TIF for downtown projects.

Conduct review with Chamber of strategic planning for community events, community branding and marketing, proposal from Chamber due by March 15, 2015. **Status:** Given the Town Manager transition and other unanticipated work, the timeframe for this to be completed is being extended. Work is in process.

Castle Rock Urban Renewal Authority – Subject to progress between private parties, continue negotiations with property owners and development teams to implement the

Citadel Station/Castle Meadows URA Plan and achieve URA project submittal and approval by December 2015. **Status:** URA Plan is in place and ready for activity. Awaiting application of a URA Project and application is dependent upon the property owner and development team. Ongoing discussions are occurring between URA director and staff, property owners and potential development teams; no formal application or activity to date.

Downtown Development Authority – Establish Downtown Tax Increment Special Fund, establish line of credit for Festival Park expansion planning and design, establish installment loan for the Move project, implement agreed upon uses of 2012 – 2014 accrued downtown sales tax increment funds. **Status:** The budget amendment to establish the special fund was presented to Council and approved in March, 2015. The Intergovernmental agreement and the ordinances for the line of credit and term loan are being presented to council on second reading in early May. DDA TIF eligible development projects will be presented to Council in late May.

Promenade at Castle Rock – Subject to Alberta performance and schedules, begin implementation of the Promenade project. **Status:** On hold, pending outcome of the referendum petition and Council action.

CAPITAL IMPROVEMENTS

WISE Implementation -. Begin Western Pipeline modifications and complete by December 2016; design and bid regionally connecting infrastructure by end of 2015. **Status:** Western Pipeline modifications underway. Requests for proposal issued for design of Outer Marker Road to Crowfoot. Ridgeway pipeline in design.

Stillwater Implementation - Continue due diligence on Box Elder Well field Option Agreement, purchase additional water rights, and begin planning required infrastructure. **Status:** Working on term sheet for additional water rights purchase of approximately 1,000 acre feet.

Plum Creek Diversion/Pipeline Project – Design diversion, pipeline and pump station infrastructure and begin design of necessary upgrades to the Plum Creek Water Purification Facility. **Status:** Purchase agreement to purchase capacity in existing diversion almost complete.

North Meadows Extension - Maintain construction schedule and budget for opening in July 2016. **Status:** Project is currently on schedule and on budget. I-25 bridge is complete and work will begin on the I-25 on and off-ramps as soon as traffic is opened to main line I-25.

Crystal Valley Parkway/I-25 Interchange Planning – Update Federal Environmental Assessment, obtain Federal and State authorization to evaluate phasing options.

Status: In the hiring process for replacement of staff Project Manager who will work with the Metro District in managing this project. The Metro District has agreed to use escrow funds set aside for this purpose and will hire a consultant to perform the work, with the Town managing the project. Escrow Agreement is forthcoming.

Traffic Signal System Improvement Program Phase 1 – Upgrade the existing communications to the Town system from dial –up to a high speed connection; extend high speed communications to key signals including CDOT signals; upgrade the central software system that monitors and communicates with the signal system; upgrade all traffic signal controllers at Town traffic signals to a new higher level/modern controller.

Status: Phase I is projected to be completed by the end of 2015. This project is on schedule and within budget. Currently in the process of hiring a consultant to assist with technical design needs.

Reconstruction of Segment of Plum Creek Boulevard – As part of 2015 overall Pavement Management Program, complete the reconstruction of Plum Creek Boulevard by end of August 2015. **Status:** PMP contracts awarded by Council on March 17. Open house scheduled for April 29. Construction scheduled to begin May 11th with completion expected in early July.

Plum Creek Parkway, Wilcox and Perry street intersections – complete design for 2016 construction. **Status:** Interviews completed for selection of design services consultant. A design contract will be forthcoming upon selection of a design consultant by the end of April.

Phillip S. Miller Park - Construct core plaza, outdoor amphitheater, Mill House and associated improvements for completion by December, 2015. **Status:** MW Golden Constructors are onsite and actively working to complete the foundations for the Millhouse, restroom and site walls. Excavation is complete for these areas and formwork installation has begun. April work will include poured concrete foundations for buildings and walls, curb and gutter for the parking lot and other concrete improvements. Construction completion schedule is set for Dec. 22, weather permitting.

Philip S. Miller Park Private Sector Projects – Open Zip Line facilities in March 2015; enter into agreements for Phase 1 of Snow Flex facility by August 2015.

Status: Castle Rock Zip Line Tours opened on March 14 and had a successful spring break with many sold out days. Construction of the Epic Adventure Tower is also underway. The foundations for the tower are now complete and the steel for the structure is scheduled to arrive by months end with completion planned for May 2015.

Butterfield Pool Improvements – Construct improvements for 2016 completion.

Status: Facility Maintenance staff has begun to work on identified needed improvements to the pool building and equipment. An RFP for a water play structure to be installed in replace of the wader pool area is being completed. The pool will operate for the 2015 summer season and major improvements will be scheduled and completed after the summer.

Festival Park Expansion – Complete planning and design process, establish Phase 1 scope of improvements for 2016 construction. **Status:** Schedule for public process has been distributed and four interactive sessions have been scheduled between May 7 and July 7, which includes two Starlight Movie Night events. Initial update to Council will take place on June 16 with a follow-up on July 7. Construction to begin after Starlighting 2015 and be complete by Starlighting 2016.

Ridge Road Side Path and Founders/Crowfoot Side Path – Complete first quarter 2015. **Status:** Project complete and under budget.

Wolfensberger Pedestrian Bridge – design improvements for 2016 construction.

Status: RFP for Design proposals was distributed on March 25 and four were returned by April 8. Staff is working on an engineering design and construction services contract. The project is currently scheduled for 2016, so accurate pricing is needed for budget purposes. Timing of the design portion of the contract will ensure that the project could also be ready for construction, if the GOCO grant application is successful and Council wishes to build the project by an earlier date. The Town submitted an Application for a Local Parks and Outdoor Recreation Grant from Great Outdoors Colorado to supplement the construction costs associated with a pedestrian bridge over Wolfensberger Road. This bridge will provide a safe connection between Ridgeline Open Space and Philip S. Miller Park. When complete, the bridge will provide a safe crossing between two of the most popular parks and open space properties in Town and create a 17-mile contiguous soft-surface trail system. Grant awards will be announced on June 18, 2015.

ORGANIZATIONAL INITIATIVES

Complete Selection and Transition Process for new Town Manager – Hire new Town Manager and implement transition as soon as possible. **Status:** Council on April 7 appointed Dave Corliss as the new Town Manager. He is set to begin work June 1.

Public Safety Market Equity Compensation Program – Implement program as approved by Town Council. **Status:** Complete.

Prepare a proposed policy for use of Town facilities and property - Complete and submit to Town Council by December 31, 2015 an evaluation of policies and practices

for use of Town parks, open space, streets and public buildings, including park rentals, commercial sales, free speech issues, impacts on Town departments and impacts on neighborhood residents and businesses/business areas. **Status:** Research is ongoing; policy to be prepared in coordination with Special Events Manager when hired.

Complete Parks and Recreation Department National Accreditation Process -

Conduct on-site review process in March 2015 and presentation to accreditation board in fall 2015. **Status:** The CAPRA certified accreditation visitors conducted the agency self-assessment review and site visit in March. The Parks and Recreation Department passed 141 of the 144 standards and the recommendation of the visitors to the CAPRA board and NRPA was for full accreditation. The final step in the accreditation process will be in September, at which time, staff will present to the accreditation board and final accreditation status will be determined.

Town purchasing and contract administration – conduct evaluation of Town purchasing and contract administration practices and options. **Status:** In progress. Anticipated implementation date is fourth quarter, 2015.

Significant Software/Technology Updates – 2015 priorities include: new technology solutions to provide our customers with enhanced experiences and improve staff efficiencies, including Town website redesign, live play of Town council meetings on Channel 22, Granicus agenda and minute automation, and Microsoft Lync for additional mobile communications; technology infrastructure replacement program for Town-wide servers and storage, network and wireless access devices, and employee computers and batteries to ensure high availability and business continuity; and implementation of a Town Information Security Program to protect sensitive Town data, ensure regulatory compliance, instill best practices, conduct network assessments and vendor audits, establish and maintain comprehensive security policies, perform regular security awareness training and manage the comprehensive Disaster Recovery program.

Status: The redesigned website is set to launch at the end of June. Video vendor and Douglas County scheduling is underway for live play of Council meetings. Granicus automation is planned for internal go-live in May and external website portal in June. Microsoft Lync is being rolled out by department, and training will be scheduled shortly. Townwide replacement programs are progressing. HIPAA, PCI and SCADA compliance assessments have been conducted, and criticality schedules have been established. The Town's disaster recovery, business continuity and security programs are being established, evaluated and tested.

Adopt Amended Town Fund Balance Reserve Policies – Submit for Town Council consideration proposed amended policies based upon 2014 Town Council direction.

Status: The fund balance policies were presented to Council for further consideration in April. Council has directed staff to draft a policy which will be taken back to Council in July.

Implement Term Limits for Boards and Commissions – Adopt code changes and implement by April/May 2015. **Status:** Ordinance passed; implementation occurring with 2015 appointments.

Liquor Licensing Hearing Officer (HO) – Adopt code changes and implement by April 2015. **Status:** HO appointed; first hearing on application for new license set for April 27th.

2016 ADDITIONAL PLANNED PROJECTS

Complete and celebrate opening of North Meadows Extension.

Complete and celebrate opening of major Promenade phases.

Plum Creek Diversion/Pipeline project.

Douglas Lane and Industrial Tributary Stabilization projects.

Complete construction of initial local WISE infrastructure.

Conduct 2016 Town election and process with new Town Council.

Liberty Village water storage tank project.

Design of Crystal Valley Fire Station.

Construct Wolfensberger pedestrian bridge.

Construct Plum Creek Parkway intersection improvements at Wilcox and Perry streets.

Continue Crystal Valley Parkway/I-25 interchange planning and design process.

Continue traffic signal upgrade (Phase 2 and 3) by completing remaining battery backups at intersections, improving remaining signal timing detection and improving video monitoring capability.

Commence construction of Festival Park improvements.

Complete construction of phase of Miller Park snow park facility.

Open Butterfield Park pool improvements.

Continued Town space and facility considerations and planning, including Utilities Administration and Customer Service building.

Continue to seek opportunities to create and implement URA plans in strategic locations to assist with economic development.

Conduct analysis of options to further reduce water and operations and maintenance costs for landscaped medians.

2017 ADDITIONAL PLANNED PROJECTS

Begin utilization of imported WISE renewable water.

Final determination on Box Elder Well Field Option Agreement.

Complete construction of Plum Creek Diversion/Pipeline project and necessary upgrades to Plum Creek Water Purification Facility.

Begin construction, acquisition of apparatus and staffing/training for opening of Crystal Valley Fire Station in 2018.

Conduct analysis of senior center facility and service needs.

Conduct analysis of public transit issues and options.

Commence construction of Crystal Valley fire station, contract for apparatus.

Design next neighborhood park.

Reconstruct pavement surface of Meadows Parkway east of Prairie Hawk to bridge.

Design operational lane improvements at Founders Parkway and Allen intersection;

Design North Craig and Gould streets and Utilities reconstruction.

Construct Plum Creek Parkway and I-25 intersection improvements.

Continue Crystal Valley Parkway/I-25 Interchange design and right of way acquisition.

Complete Traffic Signal Upgrade (Final Phase 3) by completing direct intersection monitoring capabilities.