

# Alta Town Council



## Staff Report

**To:** Budget Committee, Town Council

**From:** Chris Cawley, Interim Town Manager

**Re:** Projects Tracking Document, June 5 update

**Date:** June 5, 2023

**Attachments:** Summary and Expanded Views of Projects Tracking Document

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### **\*\*June 5 Update\*\***

The staff report below and the attached projects plan document is the same material included in the packets for the May 2023 budget committee and town council meetings. However, staff anticipates making a few changes to the FY 24 Town of Alta Projects Plan prior to finalizing and presenting the proposed FY 24 budget to the town council:

- Alta Central Deck Replacement maintenance project scope and budget may increase
- Proposed Community Center Feasibility Study scope and budget may increase
- Alta Central Generator Replacement Project, currently listed as a future project, may be proposed in FY 24 as replacing the existing generator has recently appeared to be more urgent.
- The playground equipment upgrade project will not be completed before June 30<sup>th</sup> since the snowmelt has not advanced far enough for staff to purchase and install new equipment.

### **Projects Tracking**

The Capital Projects Committee has developed a new document to track and forecast expenses toward capital projects. This document will replace the capital projects plan the Town of Alta has used in the past to allocate funds in the Town of Alta Capital Projects Account to specific uses. Below are key changes and updates to the new document format:

- Projects across Town of Alta funds – The previous capital projects plan included only projects funded by the capital projects account. The new document includes projects funded by the general fund, the capital projects fund, the water fund, and the sewer fund.
- Projects broken out by “decision level” – The new document separates projects into various categories. The spreadsheet format allows funding allocation per category to be viewed in summary, and then in an expanded view with individual project listings:
  - *Maintenance* projects are small repairs on Town of Alta buildings
  - *Approved 23* projects were approved by the council in 2023 and we expect to complete them before June 30

- *Rollover 24* projects were approved by the council for completion in 2023, will not be completed before June, and are proposed for approval and completion in 2024
- *Decision 24* projects are new projects that are proposed for approval in FY 24
- *Future* projects are conceptual projects we are not ready to propose
- *Removed* projects are approved projects we've decided not to complete
- 10 Fiscal Year Projection Timeline – This is a work in progress, intended to allow the Town to project capital expenses further into the future than it has in the past.
- Project Descriptions: Removed – The previous capital projects plan document included project descriptions. These were visually overwhelming and crowded out other important details. We are contemplating other ways to include project descriptions in a projects tracking document.
- Future Community Center Phase 2 Project Listing – The previous format of the Town of Alta Capital Projects Plan used a formula to calculate funding allocated to the design and construction of a new community center. The formula was based on the Capital Projects Fund balance, and the value was the remainder of the fund balance less the total cost of all other projects on the plan, but it did not reflect any actual projected cost for a project.

In the updated document, we project spending \$3 million in FY 25 on a new community center. This amount reflects an updated rough cost estimate provided by the architect who developed a [schematic design for a new community center building](#) on the location of the existing facility in 2003. The architect used current, regional construction costs to estimate the cost to build a similar facility in 2023. The Town has engaged the same architect to produce a more detailed cost estimate for a fee of \$4500 and we anticipate the work being completed by June 30, 2023.