

Alta Town Council



Staff Report

To: Budget Committee, Town Council

From: Chris Cawley, Assistant Town Administrator

Re: Projects Tracking Document

Date: May 3, 2023

Attachments: Summary and Expanded Views of Projects Tracking Document

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.

GL Code	Status Update	Fund	Grouping: Decision Level for FY24	Project Name	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
		General Fund		Summary	\$ 11,200	\$ 55,970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
		Capital Projects Fund		Summary	\$ 38,899	\$ 214,000	\$ 3,025,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000
		Water		Summary	\$ 78,728	\$ 502,997	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
		Sewer		Summary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ 128,827	\$ 772,967	\$ 3,085,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,000
				Total "Maintenance" projects - ongoing small repairs by building	\$ -	\$ 29,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Total "Approved 23" projects - projects expected to be completed this fiscal year	\$ 94,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Total "Rollover 24" projects - projects approved for FY 23 but proposing to move to FY 24	\$ 12,003	\$ 482,997	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Total "Decision 24" projects - projects requested for approval in 2024	\$ 22,000	\$ 260,470	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,000
				Total "Future" projects - conceptual projects we are not ready to propose	\$ -	\$ -	\$ 3,025,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,000
				Total "Removed" projects - approved projects we have decided not to complete	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Total projects	\$ 128,827	\$ 772,967	\$ 3,085,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,000

* Projects or programs toward which the Town collects revenue from other sources. Amounts indicated are net Town of Alta expenses.

GL Code	Status Update	Fund	Grouping: Decision Level for FY24	Project Name	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
		General Fund		Summary	\$ 11,200	\$ 55,970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
		Capital Projects Fund		Summary	\$ 38,899	\$ 214,000	\$ 3,025,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000
		Water		Summary	\$ 78,728	\$ 502,997	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
		Sewer		Summary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ 128,827	\$ 772,967	\$ 3,085,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,000

Total "Maintenance" projects - ongoing small repairs by building

10-45-260		General Fund	1Maintenance	Town Office - Misc	\$ -	\$ 29,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-54-260		General Fund	1Maintenance	Alta Central		\$ 5,000									
10-54-260		General Fund	1Maintenance	Replace Central Deck		\$ 15,000									
10-54-260		General Fund	1Maintenance	5 New Windows		\$ 3,000.00									
10-54-260		General Fund	1Maintenance	Stair Treads		\$ 5,000.00									
10-54-260		General Fund	1Maintenance	Exterior maintenance (soffits/fascia, paint)		\$ 1,000.00									
10-54-260		General Fund	1Maintenance	Ring System		\$ 2,000.00									
10-54-260		General Fund	1Maintenance	Misc.		\$ 1,500.00									
10-56-260		General Fund	1Maintenance	Post Office		\$ 2,500.00									
10-75-260		General Fund	1Maintenance	Community Center - Misc.		\$ 2,500.00									
						\$ 7,000.00									

Total "Approved 23" projects - projects expected to be completed this fiscal year

45-54-743	Planning	Capital Projects Fund	3Approved 23	Automated External Defibrillators (AEDs)	\$ 94,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45-45-750	In progress	Capital Projects Fund	3Approved 23	Community Center Roof Access (Ladder)	\$ 3,000										
45-70-740	Planning	Capital Projects Fund	3Approved 23	Town Park Playground Improvements	\$ 5,000										
45-45-740	Completed	Capital Projects Fund	3Approved 23	Town Office Window Replacement	\$ 6,332										
45-45-750	Completed	Capital Projects Fund	3Approved 23	Firehouse Garage Heater Ventilation Modification	\$ 5,567										
45-54-743	In Progress	Capital Projects Fund	3Approved 23	Livescan	\$ 10,000										
45-45-750	In progress	Capital Projects Fund	3Approved 23	Community Center A/V System	\$ 4,000										
10-51-631	In Progress	General Fund	3Approved 23	Kiosk Project*	\$ 3,200										
10-51-631	In Progress	General Fund	3Approved 23	Crecent Lake Interpretive Trailsigns*	\$ 3,500										
10-72-310	In Progress	General Fund	5Decision 24	2023 Community Center Study Review	\$ 4,500										
51-40-740	Completed	Water	3Approved 23	Waterline/Hydrant Lowering GMD/Buckhorn	\$ 44,725										

Total "Rollover 24" projects - projects approved for FY 23 but proposing to move to FY 24

51-40-740	Planning	Water	4Rollover 24	Grizzly Gulch Water Line Completion	\$ 12,003	\$ 482,997	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51-40-740	Planning	Water	4Rollover 24	Peruvian West Water Line Replacements (incl. FY 23 YTD exp)	\$ 32,000										
51-40-740	Planning	Water	4Rollover 24	Shrontz Estate - water line payment	\$ 337,997										
45-54-741	Planning	Capital Projects Fund	4Rollover 24	Marshals Office Security Cameras	\$ 50,000										
45-54-741	Planning	Capital Projects Fund	4Rollover 24	Marshals Office Inventory Management Closet @ Firehouse	\$ 13,000										
45-54-743	Planning	Capital Projects Fund	4Rollover 24	Marshals Office Phase 2 Radio upgrade	\$ 20,000										
					\$ 30,000										

Total "Decision 24" projects - projects requested for approval in 2024

45-45-750	Planning	Capital Projects Fund	5Decision 24	Tom Moore Historic Structure*	\$ 22,000	\$ 260,470	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,000
45-54-743	Research	Capital Projects Fund	5Decision 24	Alta Central Dispatch Console Upgrade	\$ 25,000										
45-45-750	Research	Capital Projects Fund	5Decision 24	Community Center Feasibility Study	\$ 15,000										
45-54-742	Research	Capital Projects Fund	5Decision 24	New AMO ATV	\$ 50,000										
45-54-742	Planning	Capital Projects Fund	5Decision 24	New AMO Truck	\$ 11,000										
10-51-645	Planning	General Fund	5Decision 24	Town Shuttle* (net Town of Alta funds)	\$ 50,000										
51-40-740	In Progress	Water	5Decision 24	Remote Water Meter Reading	\$ 26,470	\$ 22,000	\$ 83,000	\$ 60,000							

Total "Future" projects - conceptual projects we are not ready to propose

45-54-743	Research	Capital Projects Fund	6Future - TBD	Alta Central Dispatch Radio System Upgrade Centracom Phase 2	\$ -	\$ -	\$ 3,025,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,000
45-70-740	Research	Capital Projects Fund	6Future - TBD	Trailhead-Style Public Restroom 24/7*											\$ 30,000
45-45-750	Research	Capital Projects Fund	6Future - TBD	Re-roof the post office											\$ 50,000
45-45-740	Research	Capital Projects Fund	6Future - TBD	Town Office Concrete Steps to Lower Door											\$ 20,000
45-45-750	Research	Capital Projects Fund	6Future - TBD	Future Community Center Phase 2			\$ 3,000,000								\$ 2,000
10-43-310	Research	General Fund	6Future - TBD	New TOA Website											\$ 20,000
45-54-743	Planning	Capital Projects Fund	6Future - TBD	Alta Central Generator			\$ 25,000								
51-40-744	Planning	Water	5Decision 24	Gas Line - Bay City											\$ 20,000

Total "Removed" projects - approved projects we have decided not to complete

				Community Center Rear Yard Erosion Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
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Total projects

\$ 128,827	\$ 772,967	\$ 3,085,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,000
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