



URBAN DRAINAGE AND FLOOD CONTROL DISTRICT

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July 22, 2013

Tom Zies, Operations Manager
City of Aurora
Wastewater Operations
13646 E Ellsworth Ave
Aurora, CO 80012

Re: 2013-2017 Five-Year Capital Improvement Program (CIP)
2014 Maintenance Work Plan
2014 South Platte River Work Plan

Dear Mr. Zies:

The Urban Drainage and Flood Control District is in the process of updating its work plans that are carried out within the City of Aurora by the Design, Construction, and Maintenance (DCM) Program. The three work plans are funded by the Capital Improvement Plan (CIP) Fund, the Maintenance Fund, and the South Platte River Fund.

By this letter the District's Board of Directors is seeking input from the local governments within the District for drainage and flood control work items they would like added to the workplans. Each of these work plans and the process to request that work be added to a specific work plan are described below.

Please note that if your jurisdiction is within Boulder County or the City and County of Broomfield, or if the South Platte River does not flow through or adjacent to your jurisdiction, you are not eligible to make direct use of the South Platte River Fund and can ignore any further South Platte River Fund discussion in this letter.

The DCM Program has no equipment or field crews to perform drainage and flood control work. The result is that all our design and construction activities are carried out by contracting with private consultants and contractors.

All DCM Program Work Plans are subject to Board of Director's approval, District budget limitations, and priorities based on District policies.

Five-Year CIP Fund

The purpose of the Five-Year CIP Fund is to assist the local governments within District boundaries in designing and building capital improvement drainage facilities. Once the Five-Year CIP is updated, based on your responses to this letter, it will outline the drainageway design, right-of-way acquisition, and construction projects we intend to carry out with the City of Aurora over the next five years. The following basic policies will guide the Board of Director's revisions to the Five-Year CIP and the District's financial participation in the requested drainage or flood control improvements.

1. Proposed projects must be supported by the local government.
2. Proposed projects must be "master planned" prior to initiation of construction.
3. Local governments must be willing to share in at least fifty percent (twenty-five percent for South Platte River capital projects) of the cost of improvements.
4. Local governments must agree to regulate floodplains within their jurisdiction.
5. Local governments must agree to maintain the completed improvements.
6. Tax revenues received from counties within the District will be spent for improvements benefiting those counties.

Based on the current Five-Year CIP an initial draft Five-Year CIP for the 2013-2017 period has been prepared. This draft will reflect any changes that have been made this year. That initial Five-Year CIP, titled "Draft Five-Year Capital Improvement Plan 2013 through 2017" is enclosed for your use in updating the Plan.

Maintenance Fund

The purpose of the Maintenance Fund is to assist the local governments within District boundaries in maintaining those major drainageways that are their responsibility. The types of work performed through the Maintenance Fund are defined in the enclosed "Work Description." Once the Maintenance Work Plan is completed, it will outline the drainageway maintenance projects we intend to accomplish through the next year on behalf of the City of Aurora.

1. Funds to be spent on drainageway maintenance activities are allocated to each of the seven counties within the District in direct proportion to the amount of tax revenue each county generates for the Maintenance Fund.
2. Any flood control facility designed and constructed by, or approved for construction by, a local public body after March 1, 1980 must be reviewed and approved by the District and must be constructed in substantial conformance with District-approved design before it can be eligible for District maintenance assistance. District maintenance funds cannot be spent on flood control facilities that do not meet these requirements. The only exception to this policy is for flood control facilities constructed before March 1, 1980 which are "grand-fathered" into District maintenance eligibility.
3. All projects undertaken through the Maintenance Fund are completely financed and managed by the District. No matching funds are required, except in those cases where you might desire to accelerate the completion of a multi-phase maintenance project or if you wish to expand a drainageway maintenance activity by adding parks facilities or capital improvement elements.

We have enclosed a copy of the Drainageway Maintenance Priority Guidelines for your use. It simply outlines one way to evaluate the functional, safety/liability, political, and environmental aspects of a drainageway maintenance concern. Please make use of it if you feel it will be a useful tool. Feel free to modify it to suit your needs.

South Platte River Fund

The purpose of the South Platte River Fund is to assist with maintenance and construction of improvements along the River for those local governments that have a portion of the South Platte within their boundaries.

1. The types of maintenance work that is eligible for assistance by the District includes: periodic mowing along the access trail; occasional debris and trash pickup; tree pruning; dead tree removal; reseeding of banks; revegetation of banks; cottonwood poling along banks; weed control including Tamarisk and Russian Olive eradication; repair and improvement to maintenance access trails; restoration of trashed-out or eroded banks; fortification of public facilities endangered by erosion; and stabilization of the river gradient.
2. All maintenance projects undertaken through the South Platte River Fund are completely financed and managed by the District. No matching funds are required, except in those cases where you might desire to accelerate the completion of a multi-phase maintenance project or if you wish to expand a drainageway maintenance activity by adding parks facilities or capital improvement elements.
3. For capital projects on the South Platte River, local governments must be willing to share in at least twenty-five percent of the cost of improvements.

How to Request Work to be Done by the Design, Construction, and Maintenance Program

The Five-Year CIP 2013-2017 and 2014 Maintenance and South Platte River Work Plans will be formulated over the next three months based on information you provide to us. The best way to identify your drainage and flood control needs, both capital and maintenance, is to use the enclosed UDFCD Project Request Form. We ask that your staff complete one copy of the selection form for each project request and return them to us. The Project Request Form is also available electronically on the District's website at www.udfcd.org.

The enclosed "Draft Five-Year Capital Improvement Plan 2013 through 2017" shows the CIP requests we were able to accommodate at this time last year, as well as any changes made this year. It can be used to write-in your funding and scheduling changes for existing projects plus you can fill in new project requests in the blank lines. This form is a good place to show updates to your current projects plus show your new projects that you detailed on the UDFCD Project Request Forms. Please be sure to prioritize your requests on the form and then send a copy of these notes back to us.

Please be specific and rank all requests in order of preference. Whenever possible include recent photographs of each area. In addition, you may be able to pinpoint work locations by referring to the sheet number and grid index in the current year's routine maintenance contract documents. The contract documents for the current year's routine maintenance work are available on the District's website at www.udfcd.org. You can include this information with the Project Request Forms you send to us.

If we do not receive any requests from you we will proceed on the basis that no changes are called for in the level of assistance from the DCM Program and that you have no additional needs for 2014. In that event, the scheduled mowings and debris and trash pickups the District is currently doing for the City of Aurora will remain the same for next year unless you specifically request additions or deletions.

Please complete UDFCD Project Request Forms for Five-Year CIP requests, Maintenance requests, and South Platte River requests and return them to David Bennetts at the District by September 1, 2013

Once the District's Board of Directors has approved the DCM work programs for the Five-Year CIP Fund, the Maintenance Fund, and the South Platte River Fund, typically in December of each year, we will inform you about the activities we expect to perform in your jurisdiction.

If you are not the appropriate contact for coordination of yearly CIP or maintenance needs, please forward this information to the appropriate person and notify us of the change.

If you have any questions or need additional information, please contact me or Laura Kroeger at 303-455-6277. We look forward to your response.

Sincerely,



David B. Bennetts, P.E., CFM, Manager
Design, Construction, & Maintenance Program

DBB/mc

Enclosures: Work Description for Maintenance Fund activities
Drainageway Maintenance Priority Guidelines
Project Request Form
Draft Five-Year Capital Improvement Plan 2013 through 2017

cc: Bill DeGroot, UDFCD
David Mallory, UDFCD
Ken MacKenzie, UDFCD
Shea Thomas, UDFCD
Laura Kroeger, UDFCD
Barbara Chongtoua, UDFCD
Rich Borchardt, UDFCD
Bryan Kohlenberg, UDFCD
Dave Skuodas, UDFCD

Urban Drainage and Flood Control District

Draft - Five-Year Capital Improvement Plan - 2013 through 2017

July 17, 2013

Project Number	Project Name	UDFCD Participation X \$1,000					Benefiting Entities
		2013	2014	2015	2016	2017	
	ADAMS COUNTY						
27-03	Little Dry Creek - Federal to Lowell	300.0	400.0				Westminster, Adams County
53-03	Brantner Gulch - at Holly						Thornton
42-03	Grange Hall Creek - at Washington	370.0					Northglenn
29-01	North Outfall		100.0	400.0	500.0		Brighton
53-01	Bolling Drive Tributary						Aurora
53-04	Kenwood Outfall	620.0					Adams County
72-04	Page Gulch		175.0	225.0			Adams County
New	Westerly Creek	160.0	340.0				Aurora
New	First Creek		250.0				Commerce City
New	Niver Creek - Washington Street to Grant Street			100.0	200.0		Thornton
New	Grange Hall Creek - Fastracks				100.0		Northglenn and Thornton
New	Second Creek Detention			275.0	160.0		Aurora
New	Unidentified Project						
	ADAMS COUNTY TOTALS	1,450.0	1,265.0	1,000.0	960.0	0.0	

Urban Drainage and Flood Control District

Draft - Five-Year Capital Improvement Plan - 2013 through 2017

July 17, 2013

Project Number	Project Name	UDFCD Participation X \$1,000					Benefiting Entities
		2013	2014	2015	2016	2017	
	ARAPAHOE COUNTY						
56-02	Cherry Creek at Eco Park						SEMSWA/Centennial
56-06	First Creek Detention	420.0	480.0				Aurora
59-01	Little's Creek - Lake Ave. to Windermere St.	330.0					Littleton
59-02	Little's Creek - Geddes Ave. to Dry Creek Rd.	550.0					SEMSWA/Centennial
59-03	Little Dry Creek - Cherry Hills Village	20.0	150.0	150.0			Cherry Hills Village
56-01	Piney Creek - Mouth to Liverpool	250.0	425.0	400.0	400.0		SEMSWA/Arapahoe County
New	Cherry Creek - At Arapahoe Road	515.0	400.0	400.0	400.0		Aurora
New	Cherry Creek - At Arapahoe Road	125.0	245.0		370.0		SEMSWA/Arapahoe County
New	Goldsmith Gulch - Peakview to Caley	290.0					SEMSWA/Centennial
New	Dutch Creek - Fairway Ave. to Platte Canyon Rd.	0.0					Columbine Valley
New	Jackass Gulch		200.0				Littleton
New	Little's Creek - Gallup and Peakview			250.0			Littleton
New	Cherry Creek - Iliff to County Line			300.0			SEMSWA/Centennial
New	Piney Creek/Sampson Gulch			400.0	300.0		Aurora
New	Little's Creek - at Broadway				75.0		Littleton
New	Goldsmith Gulch at Silo Park				60.0		Greenwood Village
New	Holly Hills ROW				125.0		SEMSWA/Arapahoe County
New	Unidentified Project						
	ARAPAHOE COUNTY TOTALS	2,500.0	1,900.0	1,900.0	1,730.0	0.0	

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July 17, 2013

		UDFCD Participation X \$1,000					
Project Number	Project Name	2013	2014	2015	2016	2017	Benefitting Entities
	DOUGLAS COUNTY						
56-09	Cherry Creek at Main Street			200.0	160		Parker
56-08	Cherry Creek at Hess Road						Parker
41-04	Sulpher Gulch at Pine Lane	250					Parker
New	Cherry Creek at Lincoln				70		Parker
New	Cherry Creek - Norton Open Space	70.0	160.0	100.0			Parker
New	Cherry Creek at KOA			60.0	170		Parker
New	Willow Creek Outfall at Rampart Range	0.0	0.0				Douglas County
New	Happy Canyon Creek - Grandview	225.0		25.0			Douglas County
New	Fonder Draw - Upper Reach	225.0		250.0			Douglas County
New	N Pinery Creek u/s of N Pinery Pkwy	0.0	375.0				Douglas County
New	Little Willow Creek at Roxborough Road				210		Douglas County
New	Dad Clark Gulch - Highlands Ranch Park		50.0	100.0			Highlands Ranch
New	Marcy Gulch - D/S of Town Center		315.0				Highlands Ranch
New	Marcy Gulch -U/S Highlands Ranch Prkway			100.0	110		Highlands Ranch
New	Cottonwood Creek, Happy Canyon, Badger Gulch	0.0			50		Lonetree
New	Unidentified Project				10		
	DOUGLAS COUNTY TOTALS	770.0	900.0	835.0	780.0	0.0	

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July 17, 2013

		UDFCD Participation X \$1,000					
Project Number	Project Name	2013	2014	2015	2016	2017	Benefiting Entities
	JEFFERSON COUNTY						
New	Columbine Basin			300.0			Arvada
New	Hidden Lake - Bates Lake Basin			100.0			Arvada
New	Yankee Doodle Basin - Stott El Basin				100.0		Arvada
54-03	West Fork Kenneys Run	400.0	200.0				Golden
54-07	Coon Creek, North Branch						Jefferson County
43-01	Fairmount Outfall	0.0	450.0	450.0	200.0		Jefferson County
New	Drake Outfall			150.0	350.0		Jefferson County
New	Lena Gulch at South Golden Road	675.0					Jefferson County
57-08	North Dry Gulch - Lamar to Teller	475.0	650.0	650.0	650.0		Lakewood
New	Hylands Creek, South Branch		550.0				Westminster
On-going	Maple Grove Reservoir Replacement	2.7	2.7	2.7	2.7		Wheat Ridge, Lakewood, JeffCo
54-05	Ridge Road Tributary						Wheat Ridge, Arvada
New	Unidentified Project						
	JEFFERSON COUNTY TOTALS	1,552.7	1,852.7	1,652.7	1,302.7	0.0	
		397.3					
	UNALLOCATED						
	UDFCD TOTAL C.I.P. PARTICIPATION	10,782.7	10,115.0	8,900.7	8,380.7	0.0	

URBAN DRAINAGE AND FLOOD CONTROL DISTRICT DESIGN, CONSTRUCTION, AND MAINTENANCE PROGRAM

Drainageway Maintenance Work Description

Drainageway Maintenance activities carried out by the Design, Construction, and Maintenance (DCM) Program are in place to assist local governments by performing a broad range of maintenance work on major drainageways that are already the responsibility of the local government. In most situations a major drainageway is an open channel draining a basin of more than 130 acres. This definition of major drainageway excludes local maintenance activities such as curb and gutter work, inlet maintenance, and repairs to piped storm sewer systems.

Major drainageway maintenance work is a broad category which includes mowing and debris pickups, solving various isolated or small-scale drainage and erosion problems, as well as rehabilitating existing public drainage channels and improvements that have deteriorated or failed.

Most of the construction projects done with maintenance funding are designed by private consultants and bid among a limited group of pre-qualified Drainageway Contractors, or, for the larger projects, the construction contracts are awarded through a full public bid process.

The following types of work are typical drainageway maintenance activities:

- Scheduled mowings of native grass and trash and debris pickups on major drainageways during the growing season.
- Addressing local erosion problems on a drainageway or at a drainage structure. This work may involve earthwork, riprap, and/or concrete.
- Repairing existing erosion protection or drainage structures.
- Detention pond restoration which can include cleaning the outlet, installing a trash rack, or constructing a trickle channel.
- Thinning trees from an overgrown drainageway.
- Removing sediment deposits from detention ponds, culverts, and channels.
- Revegetation and weed control on all project sites.
- Reconstructing deteriorated or inadequate drainage structures and channel improvements.
- Rebuilding channel side slopes and overbanks to restore the intended conveyance capacity to the drainageway.
- Improvements to existing drainage facilities to enhance their stability and maintainability.
- Participation in trail projects to improve maintenance access.

Drainageway Maintenance Priority Guidelines

As maintenance problems along drainageways become more complex, it has become increasingly difficult to prioritize individual projects. In an effort to aid local governments in performing this task, the following process has been developed. It is by no means intended to be a cure-all, but it may be found useful when determining how to prioritize projects when requesting District maintenance assistance.

This guideline has been set up using four different categories: Functional, Safety/Liability, Political, and Environmental. For a potential project, each of the categories is assigned a point value and the totals are added up. After all the totals have been determined, the project with the highest value is ranked number one (the highest priority), the second as number two and so on.

Listed below are the four suggested categories along with a narrative of the different degrees of choices and their associated point values:

Functional

- **Cosmetic Failure:** This type of problem is not severe enough to compromise the capacity or stability of the drainageway or to threaten any structures (2 points).
- **Imminent Failure:** Damage is severe enough that another significant rainfall event will likely cause damage such that facilities or structures will need to be rehabilitated or replaced (4 points).
- **Complete Failure:** Drainageway facilities must be repaired or replaced as soon as possible (6 points).

Safety/Liability

- **Low:** There are no apparent immediate safety concerns or inherent liabilities (1 point).
- **Moderate:** No personal injury or property damage has been reported but could occur in the opinion of the observer. In addition, some liability may exist (2 points).
- **Immediate Danger:** A personal injury or loss of property has occurred. Additionally, in the opinion of the observer, there exists an immediate danger to the public and/or the liability is determined to be high (3 points).

Political

- **Low:** The project was observed only at a staff level (1 point).
- **Moderate:** A few calls from the public have been received or an elected official has made the staff aware of the problem but has not demanded immediate action (2 points).
- **High:** An organized citizens group has contacted the staff and demanded some type of action be taken to correct the problem. Also, if an elected official has demanded that action be taken (3 points).

Environmental

For this category, the user should simply ask the question, "Are there any environmental concerns at this site which will be compromised by doing this project?" If the answer is yes, a value of negative two (-2) should be used. If the answer is no, then a value of zero (0) should be assigned.

An example worksheet has been attached to aid the user in preparing his or her priority list. Again, this method is only one way of determining a way to prioritize drainageway projects. It is not to be viewed as being required by the District's DCM Program.

Drainageway Maintenance Priority Form

Date: _____

Project	Category				Total Points	Rank
	Functional (2, 4, 6 pts.)	Safety/Liability (1, 2, 3 pts.)	Political (1, 2, 3 pts.)	Environmental (-2 or 0 pts.)		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Priority Ranking:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

UDFCD PROJECT REQUEST FORM
For all Capital Improvement Plan (CIP), Maintenance, and South Platte River Projects

Your priority ranking for this project: _____

DATE: _____

1. Location of requested project:
DRAINAGEWAY NAME _____
TRIBUTARY NAME (if applicable) _____
LOCAL GOVERNMENT NAME _____
COUNTY NAME _____

2. Type of Work Requested (check as many boxes as apply):

<input type="checkbox"/> Scheduled Mowing	<input type="checkbox"/> Revegetation	<input type="checkbox"/> New CIP Channel Construction
<input type="checkbox"/> Scheduled Debris/Trash Pickup	<input type="checkbox"/> Build/Repair Trail	Which years?: _____
<input type="checkbox"/> Tree Thinning/Removal	<input type="checkbox"/> Repair Isolated Erosion	<input type="checkbox"/> New CIP Detention Pond
<input type="checkbox"/> Weed Control	<input type="checkbox"/> Repair Detention Pond	Which years?: _____
<input type="checkbox"/> Repair Existing Drainage Facilities		<input type="checkbox"/> New CIP Drainage Structures
		Which years?: _____

3. Describe the requested drainageway service, repairs, or improvements: _____

4. Describe the downstream and upstream limits of the requested project: (Use street intersections, nearby streets and extended streets): _____

5. Give a rough estimate of the cost for the requested work: _____
For CIP work, the local government must fund at least 50% (25% for South Platte River projects). Do you have participation funds available? If yes, show amounts and funding years: _____

6. Current drainageway/land ownership (check one type below):

<input type="checkbox"/> Public property	<input type="checkbox"/> Private property w/public drainage easement
<input type="checkbox"/> Private property	<input type="checkbox"/> Homeowners association

7. Requested time frame for this project: _____

8. Contact person, phone no., fax no., e-mail address: _____

9. Please attach background information for each request such as photographs, plat maps, subdivision filing maps, easements, assessor's maps showing property ownership, etc.

10. **ELIGIBILITY** – All CIP project requests will be considered since they involve new construction and funding participation from the local government. However, UDFCD maintenance assistance is available only for those reaches of drainageways that are grand-fathered into eligibility, (this includes some native reaches) or have been improved and have met UDFCD eligibility requirements. A reach of a drainageway is grand-fathered in for maintenance assistance if that drainageway reach was improved, or if the subdivision containing it was platted, **before** March, 1980. If the subdivision was platted or if the construction of the requested reach of the drainageway took place **after** March, 1980 it will be eligible for UDFCD maintenance assistance only if the drainageway construction has been reviewed and approved by UDFCD.

A maintenance request will be denied if we determine it has not met UDFCD eligibility requirements.

CIP requests and maintenance requests that are approved for funding will be put on the 5-Year CIP or the appropriate Work Plan for the upcoming year. These project lists will also be available on the UDFCD website: <http://www.udfcd.org/>.