



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

April 18, 2013 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

AGENDA

- A. Call to Order
- B. Roll Call
- C. Public Invited to be Heard
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- E. Approval of Minutes from the March 20, 2013 Board of Directors Meeting – P. Garcia
- F. Report of Bills & Financial Report – P. Garcia
- G. Tax increment projects presentation – L. Liley
- H. Report from Sub-Committees
 1. Marketing Committee
 - Pro Cycling Challenge update
 2. Beautification Committee
 - Historic photos window display program; consideration of costs
 - 4th & 6th Street bulb outs, planters & materials information - *Information provided at DDA meeting*
 3. Parking Committee
 - Bicycle parking – bike rack information, placement and consideration of costs - *Information provided at DDA meeting*
- I. Dashboard Map Exercise – Identify levels of participation throughout the DDA
- J. Communications
- K. Executive Session

The purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e)
- L. Adjourn



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BOARD OF DIRECTORS MEETING

March 20, 2013 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room

Windsor, CO 80550

MINUTES

A. Call to Order

Chairman Winter called the meeting to order at 7:32 a.m.

B. Roll Call

Chairman Bob Winter
Vice Chairman Dan Stauss
Secretary/Treasurer Craig Peterson
Brent Phinney
Kristie Melendez
Jason Shaeffer
Sean Pike

Excused:

Also present:

Town Manager Kelly Arnold
Town Clerk Patti Garcia
Associate Planner Brett Walker
Associate Planner Josh Olhava
Administrative Specialist Sandra Sheffler
Art & Heritage Manager Carrie Knight

C. Public Invited to be Heard

Ron Lauer, owner of the Mill, inquired about what was needed to make the first floor of the Mill ready to be occupied. Town Manager Arnold referred him to the Planning Department. Associate Planner Olhava will work with Mr. Lauer and facilitate a meeting with SafeBuilt. Mr. Arnold asked for an update on the status of the Mill. It is still for sale; however it is not listed with a real estate agent. He is considering a possible owner carry situation if he finds someone to make the purchase. His goal is to get the Mill back to completeness and back to original status. Chairman Winter stated Mr. Lauer has the full support of the DDA to get the building up to code and will refer potential buyers his direction. Mr. Lauer has concept drawings available and the building is essentially "shovel ready" for construction. Mr. Phinney asked if he had considered delisting the mill from the National Historical Registry to simplify the construction process and Mr. Lauer hesitates to do that because of the historical significance the mill plays for the Town of Windsor. He also questioned some wording in his original State grants that specify in the case of a natural disaster the contract is void. Mr. Arnold requested Mr. Olhava help facilitate a meeting with the State to find out his options regarding the grant, agreement and the condition of the building. This meeting should include Mr. Lauer, Mr. Arnold, Mr. Olhava, Mr. Winter and Carrie Knight, Museum Manager.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

The agenda was approved by consensus of the board.

E. Approval of Minutes from the February 13, 2013 Board of Directors Meeting – P. Garcia



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Board Member Peterson motioned to approve the Minutes as presented; Board Member Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

F. Report of Bills & Financial Report – P. Garcia

Town Clerk Garcia stated there were no bills to present. Board Member Melendez asked about the status of the \$500 going towards the Farmer's Market and Ms. Garcia said she would look into it.

G. Executive Session

An executive session for the purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(a).

Vice Chairman Stauss motioned to go into Executive Session for the purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(a); Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

The meeting moved to Executive Session at 7:48 a.m.

Secretary Treasurer Peterson motioned to return to the Regular Meeting; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

Upon returning to the regular meeting, Chairman Winter advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law, such concerns should now be stated. Hearing none, the Regular Meeting resumed.

The regular meeting resumed at 8:10 a.m.

H. Report from Sub-Committees

1. Marketing Committee – Kristie Melendez

The Board discussed a previous request from the Parks, Recreation & Culture Department for a sponsorship of the Swinging in the Streets event that will be held in conjunction with the Windsor Summer Concert Series.

Board Member Phinney motioned to approve a \$250 sponsorship for the Swinging in the Streets event; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

- USA Pro Challenge

Ms. Melendez reported on several ideas to promote Downtown Windsor during the Pro-Cycling Tour, including a pancake breakfast, local business



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promotions and sales, DDA water bottles and a drawing for a bicycle. The DDA Board discussed the options regarding the bike drawing using a concept similar to "Dash for Cash" that was used during the winter holiday using a bike theme. Several members brought forward that funds might be better used on marketing as opposed to purchasing a bike to give away. The DDA Board discussed using funds up to \$2,500 for the promotional items for the event, such as the bicycle purchase, and noted that the water bottles should be purchased separately as they will be used during other events. Ms. Melendez stated the Marketing Committee would discuss ideas at their next meeting and provide an update of plans at the next regular DDA meeting.

2. Beautification Committee – Brent Phinney

- Xcel update

Xcel will design the undergrounding at no charge and will include a cost-estimate for installation that is good for 30 days. There are concerns that all of the buildings would have to be upgraded to meet code requirements for the new service line. If this is so, the DDA could facilitate one contractor to perform all of the upgrades. SafeBuilt will be invited to the next committee meeting to answer some of the questions regarding code requirements.

Board Member Phinney motioned to authorize staff to pursue undergrounding design on north side of Main between 4th and 5th Streets; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nayes – None. Motion carried.

- Historic photos window project

Art & Heritage Manager Knight provided an overview of the window project and stated that the windows at Brent Phinney's business would be ideal. A cost estimate will be provided at the next DDA meeting for consideration.

3. Parking Committee

- Parking options for the DDA area

Chairman Winter discussed the idea of providing incentives for employees of the DDA area businesses to park off of Main Street. The Board discussed the need to look back at the parking study and determine what recommendations were given. The Parking Committee will review those recommendations.

- Bicycle parking – bike rack information

Associate Planner Walker brought forward several ideas for bike racks. The DDA board discussed where racks should be located along with what types of bike racks should be purchased. Several members appreciated the more artistic look as compared to a standard rack. Mr. Walker stated that the Parking Committee could select the racks and a consideration of costs would be provided at the next regular DDA meeting.

I. Communications

Board Member Phinney stated that this would be his last meeting as his term was up in April, 2013.

J. Adjourn

Board Member Stauss motioned to adjourn the meeting at 9:20 a.m.; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:



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**Yeas – Winter, Stauss, Peterson, Melendez
Nays – None. Motion carried.**

A handwritten signature in cursive script that reads "Patti Garcia".

Patti Garcia, Town Clerk

DRAFT

Downtown Development Authority

REPORT OF BILLS

03/09-04/12/2013

*At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on April 17, 2013
the following claims were presented, examined, and approved by the DDA*

VENDOR	DESCRIPTION	INVOICE #	AMOUNT
Weld County Extension	public relations/advertising	Farmers mkt \$	500.00
Liley, Rogers, & Martell, LLC	legal services	12262	423.00
Reserve Acct/US Postmaster	postage meter load	594543	119.50

TOTAL DISBURSEMENT REQUEST	<u>\$ 1,042.50</u>
TOTAL	<u>\$ 1,042.50</u>



Town of Windsor
 301 Walnut Street
 Windsor Colorado 80550
 (970)686-7476 Fax (970)686-7180

Finance Department	
Vendor #	0
Obligation #	99189

PAYMENT REQUEST

INVOICE NUMBER: Farmer's Market	Notes:
VENDOR: WELD COUNTY EXTENSION	
MERCHANT/dba: (IF OTHER THAN VENDOR)	
Address: C/O Carrie Shimada	
525 N. 15 th Avenue	DDA
Greeley, CO 80631	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
3/27/13	Cheryl Turner	<i>Cheryl Turner</i>	

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Public Relations/Advertising	500.00
				See attached copy of Board Minutes	
					\$ 500.00

19-486-6213

Public Relations/
Advertising

Dean Moyer

From: Patti Garcia
Sent: Wednesday, March 20, 2013 12:14 PM
To: Dean Moyer
Subject: FW: Windsor Farmers' Market
Attachments: 02.13.13 Minutes.pdf

Page 2 of the minutes references the motion and amount for the Farmers Market. Check information is below.

Thanks,

Patti Garcia
Town Clerk
Administrative & Customer Services
Town of Windsor
Direct (970) 674-2404
www.windsorgov.com

From: Carrie Shimada [<mailto:cshimada@co.weld.co.us>]
Sent: Wednesday, March 20, 2013 11:44 AM
To: Patti Garcia
Cc: Amy Porter
Subject: Windsor Farmers' Market

Hi Patty-

The check from the DDA for \$500 for the Windsor Farmers' Market should be mailed to:

Weld County Extension
C/O Carrie Shimada
525 N. 15th Ave
Greeley, CO 80631

And made out to: Weld County Extension

Thanks!

Cheers

Carrie Shimada
Horticulture- Program Associate
CSU Extension, Weld County
cshimada@weldgov.com





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BOARD OF DIRECTORS MEETING
February 13, 2013 – 7:30 a.m.
301 Walnut Street, First Floor Conference Room
Windsor, CO 80550

MINUTES

A. Call to Order

Chairman Winter called the meeting to order at 7:30 a.m.

B. Roll Call

Chairman Bob Winter
Vice Chairman Dan Stauss
Brent Phinney
Kristie Melendez
Jason Shaeffer

Excused: Secretary/Treasurer Craig Peterson
Sean Pike

Also present:

Town Manager Kelly Arnold
Town Clerk Patti Garcia
Associate Planner Brett Walker
Associate Planner Josh Olhava
Legal Counsel Lucia Liley

C. Public Invited to be Heard

Amy Porter, Special Events Coordinator, reported on a meeting she had attended regarding the Pro Cycling Challenge that will be routed through northern Colorado in August, 2013. It was noted that information regarding ancillary events would be needed as soon as possible. Board Member Melendez stated that the DDA may be interested in hosting their own signature event; possibly coordinating with the Pro-Cycling Challenge event. She will bring the topic up to Mantooth and discuss it with the Marketing Committee.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

The agenda was approved by consensus of the board.

E. Approval of Minutes from the January 13, 2013 Board of Directors Meeting – P. Garcia

Board Member Melendez motioned to approve the Minutes as presented; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer

Nays – None. Motion carried.

F. Report of Bills & Financial Report – P. Garcia

Town Clerk Garcia reviewed the bills and the financial report included in the DDA packet. The financial report will be a new monthly packet submittal which provides information regarding revenues and expenditures in the DDA area.

Board Member Phinney motioned to approve the Bills as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:



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Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer
Nayes – None. Motion carried.

G. Farmers Market 2013 - Request for Funds – A. Porter

Special Event Coordinator Porter reported on the plans for the 2013 Farmers Market noting it will be held in same location as 2012 on Saturday's starting June 29 to September 21; the hours will be 9 – 12:30. Ms. Porter noted that the Town of Windsor has partnered with the CSU Extension-Weld County and their Master Gardeners program to hold this event. Moving forward, the Town of Windsor will be allocating more responsibility to the CSU Extension-Weld County in regards to coordination and execution of the event. The goal is to transfer all responsibilities and operations of the market to the CSU Extension-Weld County in 2014. Ms. Porter brought forward a request of a \$500 sponsorship by the DDA for advertising purposes. Board Member Phinney commented that it was a good idea and voiced support for the request.

Ms. Porter also distributed a list of the events that are currently scheduled in Windsor for 2013. The DDA members stated that they enjoyed Salsa in the Street in 2012 and were disappointed it was not a recurring event. Ms. Porter provided that the last big summer concert event is scheduled to be a Big Band type of environment.

Board Member Phinney motioned to provide \$500 to the 2013 Farmer's Market; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer
Nayes – None. Motion carried.**

H. Review of January 23, 2013 meeting at Art & Heritage Center – DDA Board

Board Member Melendez provided an overview of the event and noted that there were approximately 15 in attendance. The majority of the discussion surrounded beautification ideas for the DDA area.

I. Introduction of DDA Dashboard Maps concept – K. Arnold

Town Manager Arnold reviewed the DDA Dashboard Maps concept. The idea is to have maps that provide information regarding property tax influence along with building permits, sales tax collection and where the DDA members believe where their influence is. Mr. Arnold stated that the intent of the various maps is to provide information for the DDA board to think strategically about where they are going and what they want to accomplish. The DDA board voiced their support of the idea and staff will work on generating the maps for review by April, 2013.

J. Report from Sub-Committees

1. Marketing Committee – Kristie Melendez

- Mantooth update
Ms. Melendez reported that she would be receiving information related to pricing on events including ideas for the Pro Cycling Challenge and other opportunities.
- Website progress
The GoDaddy template has been user friendly and the customer support has been very responsive. Ms. Melendez voiced support of the current website administration.
- Summer intern



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The Marketing Committee is looking at hiring a summer intern to work on several items including the generation of an email list of DDA members, update social media items and the website. Town Manager Arnold recommended tracking the zip codes of those that are shopping in the DDA; several board members stated that they have the information currently available. It was noted it would help identify where people are coming from to shop in the DDA which would direct where advertising funds should be used.

2. Beautification Committee – Brent Phinney

- Review DDA guidelines as it pertains to DDA owned property
Town Board Member Phinney reported on the DDA owner property and noted the design guidelines and strategic plan determine what the DDA needs to work on related to the property.
- Town owned lot
The Committee is discussing how to start moving forward regarding the lot and will report back as information is available.
- Corners of 4th & 6th and Main
Staff will work with the Parks Department to determine the feasibility and costs of upgrading the bulb outs at the locations.
- Façade improvement program
Legal Counsel Liley has offered to present the Fort Collins DDA façade improvement program at an upcoming work session; it was noted there are a variety of components related to the program including legal and financial requirements. Staff will also bring forward the information they have gathered related to other programs in Colorado.
- Xcel undergrounding process
Staff will work on finding the costs for the undergrounding process and provide the information to the DDA board for review and discussion.

3. Parking Committee

The Parking Committee has not met since the first of the year but Board Member Shaeffer made a recommendation that signage be used to direct people to available parking areas. Staff will look at the parking survey that was completed and update the Parking Committee with the information that was provided to the DDA.

K. Communications

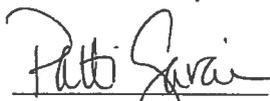
It was reported that The Duke had been posted by Weld County for failure to pay personal property tax. The Duke paid what was required in order to open their doors, but another sizeable amount is due in the near future.

L. Adjourn

Board Member Phinney motioned adjourn the meeting at 8:44 a.m.; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer

Nays – None. Motion carried.


Patti Garcia, Town Clerk



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

Finance Department	
Vendor #	6299
Obligation #	99036

PAYMENT REQUEST

INVOICE NUMBER: 12262	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
2/28/13	P Garcia		P Garcia

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6252		Legal services February, 2013	423.00
TOTAL					\$ 423.00

Liley Rogers & Martell, LLC

300 South Howes Street
Fort Collins, CO 80521
FED ID# 06-1666312

Town of Windsor
c/o Kelly Arnold
301 Walnut Street
Windsor, CO 80550

February 28, 2013

In Reference To: DDA
Invoice #12262

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
2/13/2013 LAL Attendance at February Board meeting	2.30 180.00/hr	414.00
2/14/2013 JPK Prepare draft email to Bob and Board for Lucia Liley to review (No Charge)	0.25 110.00/hr	NO CHARGE
2/18/2013 LAL Email Janelle Kechter regarding scheduling and preparation for facade policy discussion with Board	0.10 180.00/hr	18.00
Subtotal of charges		<u>\$432.00</u>
For professional services rendered		<u>\$432.00</u>
Balance due		<u><u>\$432.00</u></u>

VENDOR: US POSTMASTER
SERIAL #594543

Finance Department		VENDOR #
Vendor #	3962	
Obligation #	99353	

March 29, 2013

ALL SPLIT: \$5,000.00
ADDITIONAL:
TOTAL DUE: \$5,000.00

FUND	DEPT	FUNC	PROJ	DESCRIPTION	%	AMOUNT
1	421	6263		Police Department	11.03%	\$551.50
1	412	6263		Municipal Court Clerk	4.24%	\$212.00
1	419	6263		Planning Department	0.71%	\$35.50
1	456	6263		Cultural Affairs/Museum	0.40%	\$20.00
5	490	6263		CRC/Seniors	1.44%	\$72.00
1	451	6263		Recreation	7.80%	\$390.00
1	430	6263		Public Works	4.58%	\$229.00
1	454	6263		Parks	3.17%	\$158.50
1	413	6263		Administration	2.45%	\$122.50
1	431	6263		Engineering	1.08%	\$54.00
7	481	6263		Sewer	0.40%	\$20.00
6	471	6263		Water	27.16%	\$1,358.00
1	416	6263		Human Resources	1.98%	\$99.00
1	410	6263		Town Clerk	7.02%	\$351.00
1	415	6263		Finance	24.02%	\$1,201.00
1	420	6263		Economic Development	0.13%	\$6.50
19	486	6263		DDA	2.39%	\$119.50

TOTAL: 5,000.00 ✓

100%

OK




Volume 1, Issue 3 March, 2013

Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue				
Summary February 28, 2013	Collections	Budget	% of Budget	
Property Tax Mill Levy	\$34	\$4,006	0.85%	
Incremental Property Tax	\$49	\$16,603	0.30%	
Interest	\$0	\$250	0.00%	
Town of Windsor Funding	\$41,667	\$250,000	16.67%	
Total	\$41,750	\$270,859	15.41%	

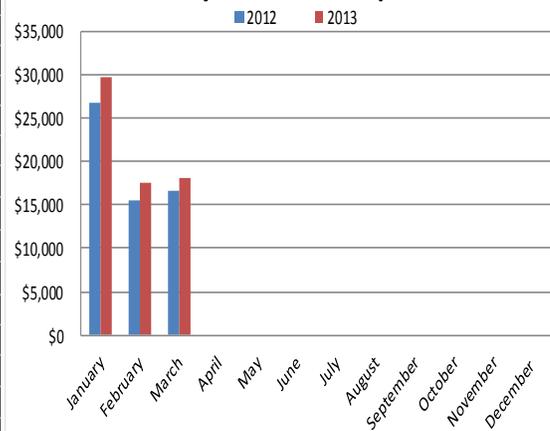
Special points of interest:

- Year to date sales tax collections through March 2013 totaled \$65,234. This was roughly \$6,200 above the 2012 collection of \$59,013.
- March 2013 sales tax collections were roughly \$1,500 above March 2012 collections.
- We have just started receiving property tax payments for 2013.

Windsor DDA Expenditures

Windsor DDA Expenditures				
Summary February 28, 2013	Expenditures	Budget	% of Budget	
Operations				
Office Supplies	\$0	\$300	0.00%	
Public Relations/Advertising	\$0	\$25,000	0.00%	
Board Development	\$0	\$1,000	0.00%	
Dues/Fees/Subscriptions	\$0	\$500	0.00%	
Travel/Mileage	\$0	\$100	0.00%	
Legal Services	\$0	\$10,000	0.00%	
Contract Services	\$0	\$20,000	0.00%	
Publishing/Recording	\$0	\$300	0.00%	
Printing/Binding	\$0	\$500	0.00%	
Study Review/Consultant	\$0	\$5,000	0.00%	
Administrative Transfer	\$3,333	\$20,000	16.67%	
Operations Total	\$3,333	\$82,700	4.03%	
Capital				
Site Improvements	\$0	\$116,752	0.00%	
Buildings & Structures	\$0	\$116,752	0.00%	
Capital Total	\$0	\$233,504	0.00%	
Grand Total	\$3,333	\$316,204	1.05%	

Monthly Sales Tax Comparison



Windsor Downtown Development Authority

P.O. Box 381
Windsor, CO 80550
Email: info@windsordda.com

**Were on the web
windsordda.com**

Welcome to Windsor



DDA Mission Statement

“It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders.”



PLAN OF DEVELOPMENT PROJECTS

The projects, facilities, programs and functions to be established and provided in the district will benefit and promote the health, safety, prosperity, security and general welfare of all occupants and owners thereof and will prevent deterioration of property values, will prevent the growth of blighted areas, and will be of special benefit to all property within the district.

- A. The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space.
- B. Public facilities and improvements as necessary to complement private developments.
- C. A parking program to provide sufficient public parking to service all occupants and owners within the district.
- D. A pedestrian and vehicular circulation system.
- E. A beautification program.
- F. A convention/exhibition facility to be built in conjunction with private development of a downtown hotel and banquet hall.

DDA Board

Bob Winter, Chairman — Bob@windsordda.com
Dan Stauss, Vice Chairman — Dan@windsordda.com
Craig Petersen, Secretary/Treasurer — Craig@windsordda.com
Brent Phinney — Brent@windsordda.com
Jason Shaeffer — Jason@windsordda.com
Sean Pike – Sean@windsordda.com
Kristie Melendez, TOW board representative — Kristie@windsordda.com

Tax Increment Investment Projects

**Presentation to the
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY
April 18, 2013**

**Lucia A. Liley
Liley, Rogers & Martell, LLC**

Tax Increment Investment Projects

Consistent with Objectives and Purposes of the Plan of Development

. . . to prevent deterioration of property values and structures within the district, to prevent the growth of blighted areas within the district, to assist the Town of Windsor in the development, redevelopment and planning of the economic and physical restoration and growth of the district, to improve the overall appearance, condition and function of the District . . .

. . . To improve the visual attractiveness of the district including, but not limited to, facade renovations; improving public streets and alleys by the installation of new surfacing, curbs, gutters, sidewalks and the placing of visually integrated street furniture and landscaping; and the development and improvement of street lighting systems.

. . . To encourage the renovation and reuse of vacant and deteriorated structures within the district.

Envisioned as a Project in the Plan of Development

Descriptions of specific projects proposed are as follows:

. . . The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space in connection with the following projects:

- a. Office
- b. Retail/commercial
- c. Housing
- d. Light manufacturing
- e. Transportation-related facilities
- f. Such other types of projects that are consistent with the objectives and purposes

Tax Increment Investment Projects

Funding Authorized by Statute and Plan of Development

In order to finance the projects and purposes of the DDA, the following financial sources are authorized to be utilized:

- A. Proceeds of bonds of, loans or advances to, or indebtedness incurred by the Town of Windsor secured by the pledge of the following tax revenues for the maximum period of time authorized by C.R.S. § 31-25-807(3):

- a. Property Tax Increments

- All of that portion of property taxes in excess of such taxes which are produced by the levy at the rate fixed each year by or for any public body upon the valuation for assessment of taxable property within the boundaries of the district last certified prior to the effective date of approval by the Town of Windsor Town Board of this Plan of Development or, as to an area later added to the boundaries of the district, the effective date of the modification of this plan.

WHAT IS A TAX INCREMENT INVESTMENT PROGRAM?

- The Windsor Downtown Development Authority Board of Directors would consider investments in development projects within the DDA boundary which increase property tax increment.
- Proposals would be considered on a case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA.
- Funding is at the discretion of the DDA Board and must be used on aspects of the project which have a public benefit and for which the DDA is able to secure an interest therein.
- Funding is typically used to create façade features that would be infeasible without DDA funding and for improvements in the public right-of-way (ROW).

- Can serve both small and large scale projects.
- Program Criteria – defines eligible improvements and public benefit.
- Creates return on investment for DDA.
- Coordination with County Assessor's office to determine projected tax increment.
- Return on investment takes form of undedicated tax increment not used by specific project, which is later programmed for other improvements:

Parking structures,
alley enhancements,
utility and road improvements,
plans, feasibility studies, designs, etc.

EXAMPLE OF EVALUATION CRITERIA (Fort Collins DDA)

1. Properties that have received a prior DDA tax increment investment are **not** eligible for additional investment by the DDA on the same facade.

2. Public Facilities

A site plan identifying project property boundary and right-of-way boundary and all locations and descriptions of public facilities including cost estimates is reviewed by the DDA Board in its evaluation of the project. Public facilities are improvements (e.g. utilities – storm water, water, wastewater, electric; roadway, sidewalks, streetscape, public owned trails) occurring in the public right-of-way as needed to support the proposed project and/or required to comply with municipal development standards.

3. Facades

The DDA Board will look specifically at the following criteria in its evaluation of submittals:

Eligible Features must be adjacent to public right-of-way:

- a. Doors
- b. Windows
- c. Awnings
- d. Cornices
- e. New brick or stone masonry
- f. Paint
- g. Tuck-pointing
- h. Restoration/rehabilitation
- i. Café fencing
- k. Architectural lighting

Design Criteria:

- a. **Quality of materials:** The DDA strongly encourages the use of real or authentic building materials in the construction of the facade. For example, real stone not faux stone, real brick masonry, and true cementitious stucco not an EIFS-type system.
- b. **Pedestrian friendly street presentation:** The façade should be designed and scaled so that pedestrians enjoy passing the building and looking at and into it. Blank façade walls with minimal articulation and limited variation in materials is not acceptable.
- c. **Timeless design:** The design should be of such quality and appeal that 100 years from now the building will have historic relevance and interest to the general

public. Creative, bold, contemporary design is acceptable if it is also timeless in quality. The DDA discourages fads that will lose appeal after five or ten years.

- d. **Sensitivity to the historic fabric of the building and immediate environs:** The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings may require review/approval by the Landmark Preservation Commission (LPC). All landmark buildings must receive LPC approval of proposed façade changes prior to being scheduled with the DDA Board.
- e. **Green building principals:** Although green building practices may not always have application in a facade improvement, the DDA actively encourages these practices wherever possible. The DDA Board looks for green building principals that meet or exceed the City's adopted code minimums, certifying the construction through the U. S. Green Building Council's Leed rating program, Energy Star, Sustainable Sites Initiative or through an equivalent green building rating system such a the International Green Construction Code or Green Globes.
- f. **Deconstruction:** The DDA Board requires contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.

EXAMPLE OF FUNDING GUIDELINES (Fort Collins DDA)

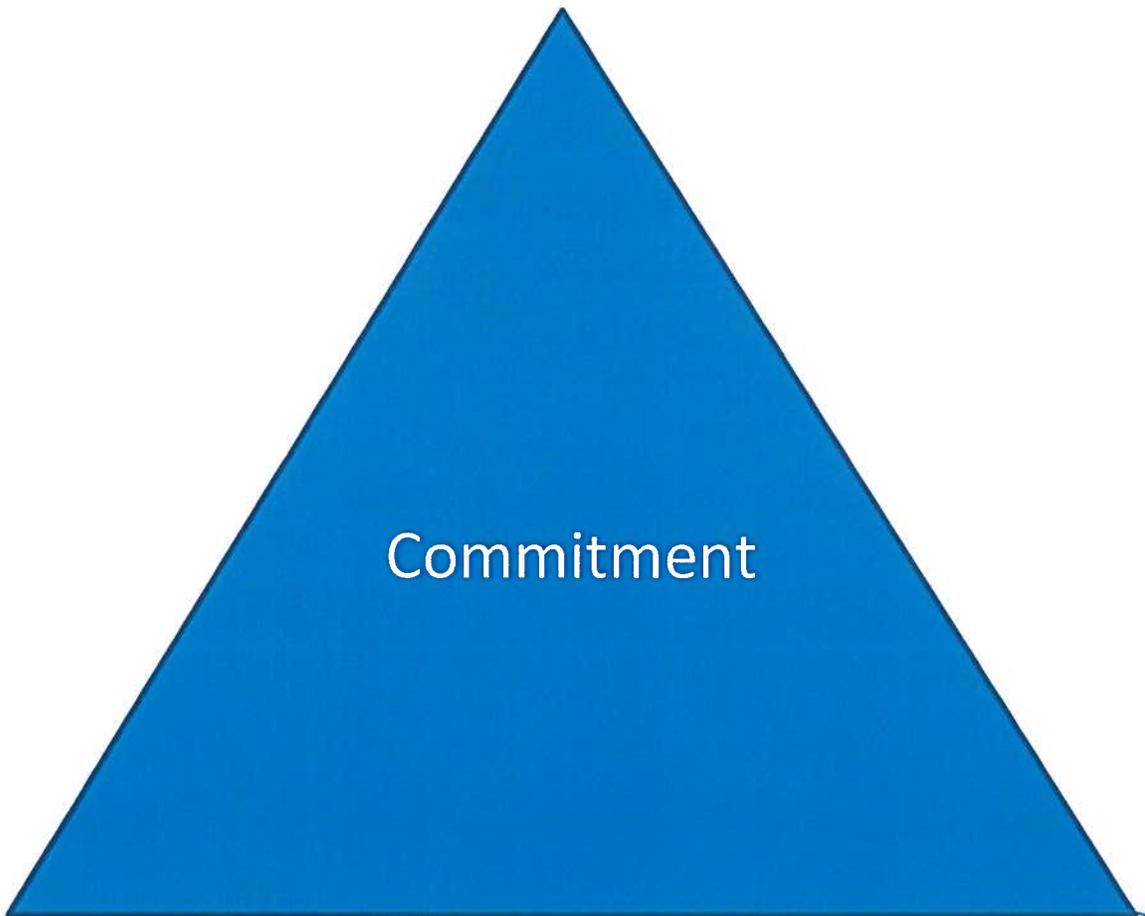
The TIF Investment funding level is typically determined using three main factors:

- 10% of the total value of improvements (as determined by the Assessor's valuation)
- supportable tax increment funds generated by the project (up to 25% contribution for residential and up to ¹50% for commercial); and
- The total amount of eligible features for façade improvements and public improvements in the right-of-way.

The DDA typically funds the lowest of the three factors above and reserves the right to fund at a higher or lower level in accordance with its current funding priorities.

Funding Guidelines

**Supportable TIF
as projected by County Assessor**



**10% of Value of
Improvements
Rule of Thumb Policy.
Board may fund at more
or less than 10%**

**Eligible Features
Cost estimate provided
by owner's general
contractor.
(excludes soft costs)**

EXAMPLE

**DDA Commitment Worksheet
Tax Increment Investment**

Project Name: XXXXXX

Parcel # XXXXX-XX-XXX

Date: XX/XX/XX

Tax Year When Project Complete: Tax Year 201X, payable in 201X

I. Eligible Features (excludes soft costs)			Notes
A. Façade	Item	Owner's Cost Estimate	1
Mason Street			
	1 General Conditions (excludes temp facilities and permit fees)	\$1,071	
	2 Fascia		
	3 Soffit and Soffit Extension	\$4,020	
	4 Paint	\$910	
	5 Planters	\$4,375	
	6 Storefront	\$18,000	
	7 Patio Railing	\$1,955	
	8 Electrical / Canopy Lighting	\$1,900	
	9 Project Management / Labor	\$5,690	
	Subtotal	\$37,921	
B. Right of Way			
Mason Street			
	1 General Conditions (excludes temp facilities and permit fees)	\$2,460	
	2 Sidewalk	\$3,500	
	3 Landscaping	\$11,667	
	4 Bike Racks (in the street)	\$11,500	
	5 Curb and Gutters	\$3,325	
	6 Storm Sewer	\$16,520	
	7 Sprinkler Main	\$16,048	
	8 Drive Approach	\$2,040	
	9 Electric Service	\$4,560	
	10 Relocate water meter	\$900	
	11 Project Management / Labor	\$12,058	
	Subtotal	\$84,578	
TOTAL ELIGIBLE FEATURES		\$122,499	
II. 10% Total Value of Improvements			
<i>(Rule of Thumb Policy. Board may fund at more than 10%.)</i>			
Total Value of Proposed Improvements (provided by County)	Amount	\$768,637	2
	Ten Percent (10%)	\$76,864	
III. Projected Tax Increment			
a. Gross Tax Increment			
	Current Annual Property Tax Liability	\$7,028	
	Annual Property Tax Liability at Construction Completion (by County Assessor)	\$22,191	3
	Gross Annual Tax Increment (by County Assessor)	\$15,164	
	Gross Tax Increment Generated (19 Years)	\$288,107	4
b. Net Tax Increment			
	Gross Annual Tax Increment	\$15,164	
	DDA 5 Mills (On Increment)	\$762	5
	Net Annual Tax Increment	\$14,402	
	Net Tax Increment Generated (19 Years)	\$273,637	
c. Supportable Tax Increment			
	Note: Shareback Effective Tax Year 2012, payable 2013		
	City of Ft Collins and GID No. 1 (100%)	\$36,749	
	County, PVH, Library (50%)	\$42,756	6
	PSD (50%)	\$75,688	6
	DDA Tax Increment Shareback Generated (19 years)	\$155,193	
	7.0% Finance Charge	\$10,864	6
	DDA Supportable Tax Increment Generated (19 years)	\$144,330	

SUMMARY		Notes
Staff Recommended Funding Level	\$72,165	2
Recommendation to DDA Supportable Tax Increment	50.00%	
Tax Increment shared with Other Taxing Entities	\$118,444	
Percentage of TI - Other Taxing Entities to Net Tax Increment Generated	43.29%	
Tax Increment available for other DDA Projects (at staff recommended funding level)	\$72,165	
Percentage of TI Available for other DDA Projects to DDA Supportable Tax Increment	50.00%	
Percentage of Eligible Features to:		
Total Value of Improvements	15.94%	
Gross Tax Increment	42.52%	
Net Tax Increment	44.77%	
Supportable Tax Increment	84.87%	
Percentage of Staff Recommended Funding Level to:		
Total Value of Improvements	9.39%	
Gross Tax Increment	25.05%	
Net Tax Increment	26.37%	
Supportable Tax Increment	50.00%	

Notes

1	Information for Item Description and Cost Estimate is taken from the Project Owner's cost worksheet prepared by the design architect and/or contractor
2	Information for Total Value of Proposed Improvements is taken from the Larimer County's Assessors worksheet prepared for the specific parcel(s)
3	To determine the amount available for investment, the DDA must receive a projection of Annual Property Tax Liability prepared by the Larimer County Assessor specific to the parcel(s) on which the improvements are being made. The typical method used by the Assessor to project the annual tax liability at completion is the income appraisal approach, which will require the project owner to have a fairly good idea of what future lease rates will be for rentable space when the project opens, or the unit value if there are condominium units that will be offered for sale. The difference between annual property tax at completion and the current annual property tax is the Gross Tax Increment.
4	The DDA uses the Assessor's projection of annual tax increment to forecast the Gross Tax Increment generated by the project during the remaining life of the tax increment fund, which ends 2031. The tax increment does not begin flowing until the project is officially acknowledged by the Assessor on the tax roles, so this forecast must consider variables such as the timing of completion and the percent complete if the construction process overlaps with an Assessor's re-appraisal cycle.
5	Once the Gross Tax Increment forecast is established, the DDA subtracts out the DDA's 5 mills property tax levy over the term of the tax increment collection period to determine the Net Tax Increment. The step to subtract out the 5 mill property tax levy reflects the step taken by the Assessor when following the Division of Taxation rules for calculating tax increment for the overall DDA district.
6	With the net tax increment established, the DDA then factors out the following to determine the Supportable Tax Increment that will be available to the DDA as a result of the taxable improvements made to the property: 1. subtract out 50% shareback of tax increment with Larimer County, Poudre School District, Library District, etc. over the remaining term of the tax increment fund 2. subtract out the cost of capital financing for the DDA to bring the funds to the project as a reimbursement to the project owner at the completion of construction
7	The DDA will look at three main factors when determining how much it will invest in a Tax Increment Investment: 1) supportable tax increment (up to 25% contribution for residential, up to 50% for commercial) 2) 10% of the total value of improvements (as determined by the Assessor's valuation) and 3) total amount of eligible features for facade improvements and public improvements in the right-of-way. If the project is mixed-use, the DDA will pro-rate #1 between residential uses and commercial uses to accommodate the Board's policy. The DDA looks to fund the lowest amount of these 3 factors.

Example: \$45,000

DDA Commitment

Total Project Value	\$500,000
10% of Improvement Value (Rule of thumb Board policy. Board can go higher if strong benefit to downtown is demonstrated.)	\$ 50,000
Supportable TIF (Hypothetical: 6years remaining in life of tax increment district)	\$10,000* x 6 years = \$60,000 (*County Assessor TIF projection)
Eligible Features (based on general contractor estimate)	\$ 44,300

130 S. College Ave - Before



Former office supply store

130 S. College Ave - After



DDA = \$12,770

Tot. Project = \$156,600

Annual TIF = \$4,257

160 & 164 N. College Ave - Before



Former pawn shop

160 & 164 N. College Ave - After



DDA= \$26,000

Tot. Project = \$125,000

Annual TIF = \$4,333

301 S. College Ave - Before



Former jewelry store

301 S. College Ave - After

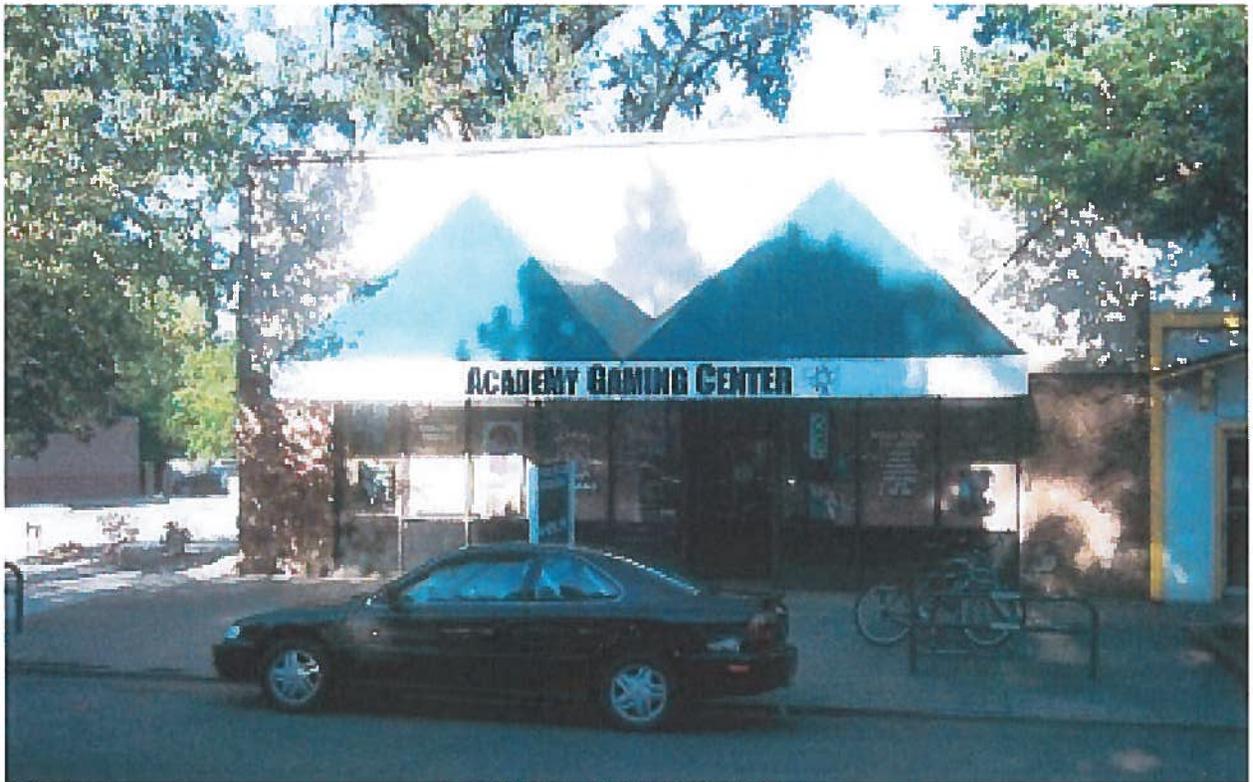


DDA = \$28,000

Tot. Project = \$154,000

Annual TIF = \$7,000

622 S. College Ave - Before



Former computer gaming

622 S. College Ave - After



DDA = \$5,700

Tot. Project = \$57,000

Annual TIF = \$1,140



MEMORANDUM

Date: April 18, 2013
To: Downtown Development Authority Board
From: Brett Walker, Associate Planner
Re: Historic photo display program
Item #: H.2.

Background / Discussion:

Art & Heritage Manager Knight presented information to the Beautification Committee regarding the proposed Window Display Project. Cost estimates of \$264.62 per window were provided, based on the window size at Windsor Eye Care owned by Brent Phinney. The Beautification Committee was receptive to paying the cost of one window perforation with the Art & Heritage Division paying the cost of the second window. The initial two window perforations would act as "pilot program" to see how receptive downtown business/property owners are to the displays. Credit would be given to the DDA and the Art & Heritage Division for the displays which would be in place for six to eight months.

Samples of the two photos are included in the packet; the resolution is not 100% due to photocopying but will be clear for the window project.

Financial Impact:

The expense that would be incurred by the DDA is \$264.62 for one window perforation.

Attachments:

Window Display Quote
Window Display Location
Sample photo – Street view
Sample photo – Car driving down Main Street

Patti Garcia

From: Carrie Knight
Sent: Thursday, April 04, 2013 12:30 PM
To: Patti Garcia
Subject: FW: 42" X 72" window perf on main street.

Hi Patti-
Here is the window perf. quote for the DDA project. Thank you!

Carrie Knight
Art & Heritage Manager
Parks, Recreation & Culture
Town of Windsor
Direct 970-674-2443
www.windsorgov.com

From: Scott [<mailto:scott@digipixsigns.com>]
Sent: Wednesday, April 03, 2013 5:04 PM
To: Carrie Knight
Subject: RE: 42" X 72" window perf on main street.

Carrie,

To revise the window size from 42" X 72" to 48" X 72" would come out to \$264.62.

Thanks Carrie!

Scott

Scott Holt

***** Please note change to address below and update in your system. *****
On 5/23/2012 we moved from "Unit R" to "Unit K" at the same location of 700 Automation Drive.

DigiPix Signs
700 Automation Drive
Unit K
Windsor, CO 80550
(970) 674-3310

From: Scott [<mailto:scott@digipixsigns.com>]
Sent: Monday, April 01, 2013 4:15 PM
To: Carrie Knight (cknight@windsorgov.com)
Subject: 42" X 72" window perf on main street.

Carrie,

The estimate for the 42" X 72" window with printed/laminated window perf installed at the business on main street is - \$224.25.

Please let me know when you are ready to get this going.

Thanks so much Carrie ☺

Scott

Scott Holt

******* Please note change to address below and update in your system. *******

On 5/23/2012 we moved from "Unit R" to "Unit K" at the same location of 700 Automation Drive.

**DigiPix Signs
700 Automation Drive
Unit K
Windsor, CO 80550
(970) 674-3310**



Window perforation will be installed on far east and far west windows. Window perforations are opaque from the street, but are transparent from the inside.







Windsor 2013 Events

**indicates a double feature event

DATE	EVENT	LOCATION
MARCH		
30	Optimist Easter Egg Hunt	Eastman Park
30	Highland Meadows Annual Easter Egg Hunt	Highland Meadows Park
31	Windsor Ministerial Association Sunrise Service	Boardwalk Park
APRIL		
6	Step Up/His Little Feet 5k	Boardwalk Park
13-20	Windsor-Severance Library Book Sale	Community Recreation Center
20	Arbor Day 5k Run/Walk	Boardwalk Park
MAY		
11	Northern Colorado Walk MS	Boardwalk Park
18	Community Bicycle Rodeo	Windsor Middle School
20	Windsor Middle School 6 th Grade BBQ	Boardwalk Park
23	Windsor Middle School 7 th Grade Picnic	Eastman Park
25	Pelican Fest Triathlon	Boardwalk Park
26	Realities Ride (passing through)	Main St.-257
JUNE		
1	Sierra's Race Against Meningitis	The Ranch
1	Optimist Club Duck Race	#2 Canal Trail at 11th St.
6	**Summer Concert Series/All Town BBQ	Boardwalk Park
6	Express yourself with Chalk!	Boardwalk Park
13	Summer Concert Series	Boardwalk Park

14 Movie in the Park	Boardwalk Park
20 Summer Concert Series	Boardwalk Park
21 Windsor Smiles Orthodontics-Patient Appreciation Party	Boardwalk Park
22 Battle of the Bands	Boardwalk Park
23 Grace River Church Car Show	Eastman Park
27 Summer Concert Series	Boardwalk Park
28 Movie in the Park	Boardwalk Park
29 Knockin' Rocks Brooms and Brewfest	NoCo Ice Center
29 Farmers Market	5th Street/Main Street

JULY

4 **Summer Concert Series/4 th of July Celebration	Boardwalk Park
4 4 th of July 4-Legged Run/Walk	Boardwalk Park
6 Farmers Market	5th Street/Main Street
11 Summer Concert Series	Boardwalk Park
12 **Movie in the Park/Family Camp Out at Boardwalk Park	Boardwalk Park
12,13 Relay for Life	Eastman Park
13 Farmers Market	5th Street/Main Street
18 Express yourself with Chalk!	Boardwalk Park
18 **Summer Concert Series/Taste of Windsor	Boardwalk Park
20 Farmers Market	5th Street/Main Street
25 Summer Concert Series	Boardwalk Park
26 Dive in Movie	Chimney Park Pool
27 Farmers Market	5th Street/Main Street

AUGUST

1 Summer Concert Series	Boardwalk Park
3 Farmers Market	5th Street/Main Street
8 **Summer Concert Series/Swing in the Street	5th St., North Side of Main
9 **Movie in the Park/Teen Bonfire	Boardwalk Park
10 Farmers Market	5th Street/Main Street
17 Farmers Market	5th Street/Main Street

23 **Movie in the Park/USA Pro Challenge Kickoff Event
24 USA Pro Challenge
24 Farmers Market
24 Front Range Wine Festival
31 Farmers Market
31 Mud Volleyball Tournament
31 Harvest Festival

Boardwalk Park
Route around Windsor including Main Street
5th Street/Main Street
Main Park
5th Street/Main Street
Diamond Valley
Boardwalk Park

SEPTEMBER

1 Movie in the Park
1,2 Harvest Festival
2 Labor Day 5k Run/Walk
7 Farmers Market
14 Farmers Market
21 Farmers Market
28 Volgafest

Boardwalk Park
Main Park
Boardwalk Park
5th Street/Main Street
5th Street/Main Street
5th Street/Main Street
Community Recreation Center

DECEMBER

7 Windsor Wonderland

Boardwalk Park and Downtown