



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

September 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 August 21, 2013 Board of Directors Meeting and August 26, 2013 Special Meeting Minutes – M. Lee
- F. Report of Bills – P. Garcia
- G. Report from Sub-Committees
 - 1. Marketing Committee
Salsa on 5th Street – discussion of new date for event
 - 2. Beautification Committee
Overview of discussion with Kristin Cypher – Britina Design Group
 - 3. Parking Committee
- H. Draft Budget & Mill Levy Discussion – D. Moyer & P. Garcia
- I. October 24, 2013 Downtown Meeting at Nana Bea's (formerly House of Windsor) – B. Winter
- J. Communications
- K. Adjourn



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BOARD OF DIRECTORS MEETING

August 21, 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
Secretary/Treasurer Craig Peterson
Kristie Melendez
Sean Pike
Dean Koehler
Jason Shaeffer

Also present:

Town Manager
Management Intern
Town Clerk
Associate Planner
Associate Planner

Kelly Arnold
Kelly Unger
Patti Garcia
Josh Olhava
Brett Walker

C. Public Invited to be Heard

There was no public comment.

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

There were no changes to the Agenda.

E. Approval of Minutes from the July 10, 2013 Board of Directors Meeting – M. Lee

Mr. Stauss moved to approve the minutes of the July 10, 2013 meeting as presented; Mr. Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler, Shaeffer

Nays – None. Motion carried.

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

Ms. Garcia reported on the bills submitted for approval. She highlighted a line item for a property tax payment for recently purchased property, noting in the future this item will be included in the budget, and not show as “over budget”.

Mr. Peterson moved to approve the bills as submitted; Mr. Shaeffer seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler, Shaeffer

Nays – None. Motion carried.

G. Report from Sub-Committees

1. Marketing Committee

i. Wheels N Deals & Pro Challenge update



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Ms. Melendez reported on expenditures to date, and provided a brief overview of the scheduled events related to Wheels N Deals and the Pro Challenge. For those businesses that need posters or cards and stickers, Mr. Stauss will keep a supply at Memory Lane, and anyone who needs more can stop in to pick them up. Mr. Arnold reported agreements have been reached with the rail road to limit train movement during the race window.

ii. Salsa on 5th

Ms. Melendez reported contracts have been finalized for the band, sound team, and dancers. Several partner/sponsors are in place for the event, including Taco John's, Town Square Media, and Windsor Chamber of Commerce. The time of the event has been moved up to 5:30-7:30 p.m. to eliminate the need for additional lighting. There will also be a chili contest and a salsa dance contest as part of the festivities. Ms. Melendez asked the DDA to consider approving an additional \$2500 to be used toward this event.

Mr. Peterson moved to approve up to an additional \$2500 for Salsa on 5th; Mr. Stauss seconded the motion. Roll call on the vote resulted as follows:

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

iii. Bulls on the Beach

The members asked Mr. Pike for an update on Bulls on the Beach scheduled for August 31 and September 1 in Water Valley. He told of events for kids and adults including bull riding, bull fighting, and mutton busting. In addition, there will be vendors, a concert and a mechanical bull. Proceeds from parking will go to benefit the Windsor FFA program. Mr. Pike presented information regarding sponsorship packages, noting the event will be broadcast on Altitude TV in various time slots for 4-6 months. He added, he will be requesting a grant from the Town of Windsor at their next Town Board Meeting.

Mr. Koehler moved to approve a \$1000 sponsorship for Bulls on the Beach; Mr. Peterson seconded the motion. Roll call on the vote resulted as follows:

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

2. Beautification Committee

Gas meters

The Beautification Committee update was postponed to the work session following this meeting.

3. Parking Committee

The Parking Committee discussion was also postponed until the work session.

H. Communications

- Harvest Festival sign-up sheet

Ms. Garcia asked members to join town staff and Town Board Members in the Town of Windsor booth at the Harvest Festival. Ms. Unger circulated a sign-up sheet.

- Ordering of business cards & DDA logo shirts



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Ms. Garcia will order business cards for Mr. Koehler. She also circulated a sheet to gather sizes for embroidered DDA logo shirts.

- Update on Householder property
Mr. Winter pointed out there is lumber covered with tarps at the property, and Ms. Householder has been asked to move it within 30 days.
- Ms. Melendez inquired if members were interested in continuing a DDA presence at the Farmer's Market. Mr. Stauss reported complaints from vendors regarding the current organization of the event, and asked if the DDA should consider organizing/sponsoring the event next year. Mr. Arnold suggested setting up a meeting with the Weld County Extension group that currently runs the event, and discuss their plans for next year. Ms. Garcia, Mr. Stauss, and Mr. Pike also expressed interest in attending that meeting. Ms. Garcia suggested inviting Carrie Knight, Art and Heritage Manager, and Amy Porter, Special Events Coordinator to the meeting. Mr. Stauss will man the DDA booth on August 31. Ms. Garcia will email members to find volunteers for Saturdays in September.
- Members briefly discussed a request for a bike rack near the Duke of Windsor. A possible response to that request could be to move a rack from Okole Maluna to the corner by the Porter House. Mr. Winter showed photos of bike racks in Crested Butte, and suggested looking at what other communities use to facilitate bike traffic. Mr. Arnold noted the DDA should consider reviewing the sidewalk policy with the Planning Department.

I. Adjourn

Mr. Stauss moved to adjourn the meeting at 8:29 a.m.; Mr. Peterson seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried.

Mary Lee, Deputy Town Clerk



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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BOARD OF DIRECTORS SPECIAL MEETING

August 26, 2013 – 5:45 p.m.

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

MINUTES

A. Call to Order

Chairman Winter called the meeting to order at 5:45 p.m.

B. Roll Call

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

Absent:

Also present: Town Clerk

Patti Garcia

C. Breast Friends funding request - Debbie Martin

Debbie Martin brought forward a request for funding of the Breast Friends event, Footsteps to Hope Walk, being held on September 7, 2013. The board members discussed the opportunity to support event and determined to fund Breast Friends with \$3,000.

Board Member Pike motioned to approve funding Breast Friends Cancer Support Foundation in the amount of \$3,000; Secretary/Treasurer Peterson seconded the motion.

Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler, Shaeffer

Nayes – None. Motion carried.

The DDA Board discussed the \$1,000 funding approved at the August 21, 2013 meeting for Bulls on Beach which will be held at New Liberty and County Road 17 in Windsor. Pursuant to information received from Joshua Liley, DDA legal counsel, the funds will not be distributed as the event is not being held in the downtown area. Mr. Liley advised Town Clerk Garcia funding outside of the DDA area is not permissible or appropriate under the state statutes.

D. Adjourn

A motion was made to adjourn at 6:00 pm and seconded. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler, Shaeffer

Nayes – None. Motion carried.

Patti Garcia, Town Clerk

Downtown Development Authority

REPORT OF BILLS

08/08-08/30/2013

*At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on September 18, 2013
the following claims were presented, examined, and approved by the DDA*

VENDOR	DESCRIPTION	INVOICE #	AMOUNT
Roy Osborn/Independent Audio Video	sound for Salsa on 5th St	6487	\$ 600.00
Eric Schneider	Band for Salsa on 5th St	SALSA92013	1,100.00
Diana Vazquez	performance svcs Salsa on 5th St	SALSA92013.1	200.00
Liley, Rogers & Martell	legal services 7/31/13	12382	139.00
UMR Credit card-Arco Concrete	4 concrete planters for downtown	1133	1,720.00
UMR Credit card-Downtown Colorado Inc	membership dues	30000212	\$ 275.00

TOTAL DISBURSEMENT REQUEST \$ 4,034.00

TOTAL \$ 4,034.00



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

<u>Finance Department</u>	
Vendor #	6319
Obligation #	101982

PAYMENT REQUEST

INVOICE NUMBER: 6487	
VENDOR: Independent Audio Video 1814 Richards Lake Road Fort Collins, CO 80524	
DBA: (IF OTHER THAN VENDOR)	
Phone:	
Fax:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> DDA EXPENSE </div>

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
8/29/13	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Sound for Salsa on 5 th St/September 14	600.00
				TOTAL	\$ 600.00



Independent Audio Video
 1814 Richards Lake Road
 Fort Collins, CO 80524
 970-430-5483 (LIVE)
 www.iavco.com

6319

8/14/2013

Date: 9/14/2013 -

Invoice

Number: 6487

9/14/2013 Street Dance

Client
 Windsor Downtown Development Authority
 PO BOX 381
 Windsor, CO 80550

Venue
 Windsor 5th and Main

PO#
Terms:

Description	Qty	Amt	Period	Extd. Price	Tx.
Audio					
Package FOH -	1	\$75.00	1.00	\$75.00	
(1) Presonus StudioLive 24.4.2 - 24 x 10 Digital Audio Workstation					
(1) Apple Macbook Pro - Mac pro with Microsoft Office, Keynote, itunes, Smaart Live, Presonus Capture, Producer 2, and Universal Control.					
(1) Apple i-Pad2 - Wireless Remote Mixer					
(1) Airport Extreme network					
Package Mains -	1	\$200.00	1.00	\$200.00	
(2) FBT Max10SA - 900 Watt 15in Powered Sub					
(2) FBT Box-50 - Pole adapt. bewteen sub & top					
(4) FBT Promax12A - 12" Biamped 900 watt powered speaker					
Package Microphones - Sennheiser, Shure, AKG, Audix, & Audio-Technica Microphones, 18 K & M stands, package of XLR cables, Radial direct boxes, clips, windscreens.	1	\$50.00	1.00	\$50.00	
Package Monitors - (4) Bi-amped 400 Watt 12 in Stage Monitors	1	\$100.00	1.00	\$100.00	
Tech - Technical services. Generally includes services like delivery, setup, operate, and strike.	1	\$175.00	1.00	\$175.00	
Whirlwind Medusa12 - Subsnake 50 foot.	2	\$5.00	0.00	\$0.00	
Audio Total				\$600.00	
Power					
Power - **IMPORTANT: For safe and reliable operation, the electrical system must meet standard building codes, must terminate at the same ground, and meet the load requirements of the system. We REQUIRE: (6) 20-AMP circuits provided within 50' of the stage. We can provide generators and electrical distribution systems.	1		1.00	\$0.00	
Power Total				\$0.00	
Grand Subtotal				\$600.00	
Discount Amount					
Tax Rate / Amt				\$0.00	
TTL				\$600.00	
Paid Amount					
Balance Due				\$600.00	



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

Finance Department	
Vendor #	6369
Obligation #	101984

PAYMENT REQUEST

INVOICE NUMBER: SALSA 92013	
VENDOR: Eric Schneider 3280 Boulder Circle #200 Broomfield, CO 80020	
DBA: Quemenedo Entertainment (IF OTHER THAN VENDOR)	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
6/30/13	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Band for Salsa on 5 th St/September 14	1,100
					\$1,100.00 ✓

**CONTRACT FOR ARTIST PERFORMANCE
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

THIS CONTRACT, dated for reference purposes only this 14th day of September, is by and between the WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY, STATE OF COLORADO, PO Box 381, Windsor, Colorado 80550, a body corporate and politic (the "DDA"), and Quemando Entertainment LLC ("Artist"), for the performance services as follows:

1. THE PERFORMANCE:

- 1.1 The Type of Performance to be rendered by the Artist is as follows:
Outdoor performance consisting of a set; with one intermission for 20 minutes that we are allocating for the salsa dancers. Approx. 6:20 – 6:40.
- 1.2 The Location of the Performance shall be:
5th and Main Street Downtown Windsor on the north side, Windsor, CO 80550
- 1.3 Date of Performance:
Saturday, September 14th, 2013
- 1.4 Hours of Performance:
5:30-7:30 p.m.
- 1.5 Set up Time: **Beginning at 3:30 pm**
Sound Check: **4:30 pm**
Take down time: **After completion of show**

2. COMPENSATION:

- 2.1 Upon successful completion of the Performance pursuant to paragraph 1 of this Contract, the Artist shall be compensated as follows:
 - 2.1.1 The total Contract Price payable to the Artist is: **\$1,100.00**
 - 2.1.2 The Artist shall be paid by Check with such Check payable to:
ERIC SCHNEIDER
 - 2.1.3 The artist shall complete and return the attached W-9 form prior to the performance.
 - 2.1.4 The Contract Price shall be paid as follows:
\$1,100.00 to be paid at commencement of concert.



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

<i>Finance Department</i>	
Vendor #	0752
Obligation #	101992

PAYMENT REQUEST

INVOICE NUMBER: #SALSA92013	
VENDOR: Diana R Vasquez 1646 43 rd Avenue Greeley, CO 80634	
DBA: (IF OTHER THAN VENDOR)	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
8/30/13	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Performance Services for Salsa on 5 th St/September 14	200.00
TOTAL					\$ 200.00

60752

**CONTRACT FOR ARTIST PERFORMANCE
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

THIS CONTRACT, dated for reference purposes only this 14th day of September, is by and between the WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY, STATE OF COLORADO, PO Box 381, Windsor, Colorado 80550, a body corporate and politic (the "DDA"), and Diana Vazquez & Diana Sanchez Dance Company("Artist"), for the performance services as follows:

1. THE PERFORMANCE:

- 1.1 The Type of Performance to be rendered by the Artist is as follows:
Outdoor performance consisting of one set of salsa dance demonstration to last about 20 minutes.
- 1.2 The Location of the Performance shall be:
5th and Main Street Downtown Windsor on the north side, Windsor, CO 80550
- 1.3 Date of Performance:
Saturday, September 14th, 2013
- 1.4 Hours of Performance: (Dance is 5:30 – 7:30 PM)
6:20-6:40 p.m.
- 1.5 Set up Time: N/A.
Take down time: N/A

2. COMPENSATION:

2.1 Upon successful completion of the Performance pursuant to paragraph 1 of this Contract, the Artist shall be compensated as follows:

2.1.1 The total Contract Price payable to the Artist is: **\$200.00**

2.1.2 The Artist shall be paid by Check with such Check payable to:

DIANA VASQUEZ

11646 43rd Ave
Greeley 80634

2.1.3 The artist shall complete and return the attached W-9 form prior to the performance.

2.1.4 The Contract Price shall be paid as follows:
\$200.00 to be paid at commencement of concert.



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

Finance Department	
Vendor #	6299
Obligation #	101621

PAYMENT REQUEST

INVOICE NUMBER: 12382	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howe's Street Fort Collins, CO 80521	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
07/31/13	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services - 7/31/2013	139.00
TOTAL					\$ 139.00

Liley Rogers & Martell, LLC

300 South Howe's Street
Fort Collins, CO 80521

Town of Windsor
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550

July 31, 2013

Re: DDA
Invoice #12382 Summary of Charges Due

Previous Balance \$ 1,366.00

Payment -- 7/15/13 -Thank you, No.65718 (\$ 1,366.00)

Services Rendered per Invoice #12382 \$ 139.00

Total Balance Due \$ 139.00

Liley Rogers & Martell, LLC

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



CONFIDENTIAL

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

July 31, 2013

In Reference To: DDA

Invoice #12382

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
6/21/2013	JPK Review emails from Anton Collins, Mitchell and Dean Moyer; finalize and email response to audit letter request	0.50 110.00/hr	55.00
7/8/2013	JCL Email from Patti Garcia regarding Board meeting and packet; review packet	0.20 120.00/hr	24.00
7/9/2013	JCL Telephone calls with Patti Garcia and Bob Winter regarding Board items for July 10 Board meeting, need for legal counsel to attend	0.30 120.00/hr	36.00
7/11/2013	JCL Emails from Patti Garcia regarding review of parking agreement for USA Pro-Challenge; review attached agreement; email reply to Patti	0.20 120.00/hr	24.00
	Subtotal of charges		<u>\$139.00</u>
	For professional services rendered		\$139.00
	Previous balance		\$1,366.00
	Accounts receivable transactions		
7/15/2013	Payment - Thank You No. 65718		<u>(\$1,366.00)</u>
	Total payments and adjustments		<u>(\$1,366.00)</u>
	Balance due		<u><u>\$139.00</u></u>



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

<u>Finance Department</u>	
Vendor #	6373
Obligation #	101623

PAYMENT REQUEST

INVOICE NUMBER: 0054 JUL 2013	0054 JULY 2013
VENDOR: Card Services	
DBA: N/A	
(IF OTHER THAN VENDOR)	
Address: PO BOX 875852	
Kansas City, MO 64187-5852	
Phone: 800-821-5184	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
07/24/2013	P Garcia		<i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6218		Arco Concrete – 4 concrete planters for downtown	1,720.00
19	486	6217		Downtown Colorado Inc membership	275.00
01	411	6214		Snacks – TB	7.41
01	410	5137		Refund – Frontier Airlines	(267.50)
TOTAL					\$1,734.91



Arco Concrete Inc.

12672 WCR 6 1/4
 Fort Lupton, CO. 80621
 303-659-2800 - Phone
 303-659-1460 - Fax

Sales Receipt

Date	Sale No.
7/8/2013	1133

Sold To
Town of Windsor 301 Walnut Street Windsor, CO 80550

Check No.	Payment Method	Project
	Visa	

Description	Qty	Rate	Amount
Wave - 44" Dia. X 24" Tall Planter - Colored Concrete - MAE	4	430.00	1,720.00

ARCO CONCRETE INC
 12672 WELD CR 6 1/4
 FT LUPTON CO 80621
 303-659-2800

Merchant ID: 0200023984
 Term ID: CC23

Phone Order

VISA
 XXXXXXXXXXXX0054
 Entry Method: Manual
 Apprvd: Online Batch#: 000006
 07/08/13 11:13:36
 AVS Code: Y

Inv#: 00000001 Appr Code: 008776

Order #: 10643
 Total: \$ 1,720.00

ARCO CONCRETE, INC.

Subtotal	\$1,720.00
Sales Tax (2.9%)	\$0.00
Total	\$1,720.00

Customer Copy
 THANK YOU FOR VISITING!

Downtown Colorado, Inc.
 1420 Ogden Street
 Suite G-1
 Denver, CO 80218

Downtown Colorado, Inc.

Invoice

Date	Invoice #
7/15/2013	300000212

Bill To
Patti Garcia Windsor, Town of 301 Walnut Street Windsor, CO 80550 United States

Member Information
Elizabeth Fields, AICP Windsor, Town of Windsor, CO United States

Terms	Due Date
Due on receipt	7/15/2013

Description	Amount
Local Government: 5,001- 20,000 Population	\$265.00
Total	\$265.00

Payments/Adjustments

Description	Amount
Adjustment to Membership Dues Amount <i>Applied to invoice on 1/10/2013 1:54:43 PM</i>	\$10.00
Payment via Credit Card (using card xxxxxxxxxxxx0054) <i>Applied to invoice on 7/15/2013 4:40:28 PM</i>	(\$275.00)
Total Payments/Adjustments	(\$265.00)
Balance Due	\$0.00



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: September 18, 2013
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: DDA draft 2014 budget & mill levy
Item #: H.

The first draft of the 2014 DDA budget is included with the packet information for discussion. Financial projections have been made for the remainder of 2013; any credit balance at the end of the year will be carried over to 2014.

The draft budget includes a recommendation of increasing the mill to 2 which would establish a revenue of \$7,712. If the mill remains at 1 the revenue would be \$4,006. The DDA should discuss increasing the mill each year in order to get to 5 mills when the Town of Windsor funding ends.

Staff has budgeted for projects that were discussed at the DDA work session and Town Board work session along with funding a façade improvement program. Funds were not allocated for the undergrounding project as the DDA will never see those monies. Providing the Town Board approves use of the funds, the account that the funds are held in by Xcel will be reduced by the amount used.

This is a working document and will be updated after the DDA meeting on Wednesday. The budget schedule is noted below:

- October 16, 2013 – DDA Regular Meeting
 Consideration of 2014 DDA budget by DDA
- October 28, 2013 – Town Board work session
 Review of DDA budget with Town Board
- November 25, 2013 – Town board meeting
 Public hearing & consideration of Town of Windsor 2014 budget

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	ACTUAL - PROJECTED		2013 PROJ.	2014 BUDGET	NOTES
						Thru JULY 2013	AUG-DEC 2013			
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVENUE - 19										
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)										
4001	<i>Beginning Fund Balance</i>	0	0	0	45,344			50,322	162,242	
4311	Property Tax From Mill Levy	0	0	0	4,006	3,546	454	4,000	7,712	2 Mills
4312	Auto Tax	0	0	0	0	141	70	211	0	
4324	Incremental Property Tax	0	0	0	16,603	14,014	2,000	16,014	16,052	
4364	Interest Income	0	0	0	250	3	2	5	0	
4370	Donations	0	0	0	0	0	0	0	0	
4376	Transfer from TOW General Fund	0	0	250,000	250,000	145,833	104,167	250,000	265,000	TOW Gen Fund transfer through 2016
4335	Loan Proceeds	0	0	0	0	0	0	0	0	
DOWNTOWN DEVELOPMENT AUTHORITY REVENUES TOTAL										
		0	0	250,000	270,859	163,538	106,693	270,231	288,764	
AVAILABLE RESOURCES										
		0	0	250,000	316,203			320,553	451,006	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) EXPENDITURES -19										
DOWNTOWN DEVELOPMENT AUTHORITY - 486										
6210	Office Supplies	0	0	202	300	45	32	77	200	
6213	Public Relations/Advertising	0	0	3,240	25,000	5,232	3,737	8,969	25,000	Marketing and Event Planning/Participation
6214	Board Development	0	0	851	1,000	0	0	0	3,200	DCI Conference - 7 DDA members + 1 staff @ \$400/ea
6217	Dues, Fees, Subscriptions	0	0	1,184	500	2,104	0	2,104	2,100	Chamber of Commerce, web site maintenance
6218	Small Equipment	0	0	0	0	0	0	0	0	
6245	Mileage	0	0	14	100	0	0	0	100	
6246	Liability Insurance	0	0	0	0	0	0	0	0	TBD - waiting on quotes
6251	Audit Services	0	0	0	0	0	0	0	0	
6252	Legal Services	0	0	17,574	10,000	3,078	2,198	5,276	10,000	Liley Rogers & Martell
6253	Contract Service	0	0	14,262	20,000	1,600	1,143	2,743	20,000	Consultant contract for DT concept plan (\$20,000)
	Façade Program	0	0	0	0	0	0	0	50,000	
6256	Publishing/Recording	0	0	7	300	0	0	0	0	legal notices, etc.
6263	Postage	0	0	289	0	214	153	367	350	
6264	Printing/Binding	0	0	0	500	0	0	0	500	
6267	Study/Review/Analysis/Consulting	0	0	34,848	5,000	0	0	0	20,000	Feasibility study (\$20,000)
6268	County Treasurer Fees	0	0	0	0	263	50	313	300	
6290	Elections	0	0	762	0	0	0	0	0	
	Miscellaneous	0	0	0	0	0	0	0	700	Property tax on Burlington property collected in 2013
	<i>Operating & Maintenance Total</i>	0	0	73,234	62,700	12,535	7,313	19,848	132,450	
7302	Admin Support Charge by Town of Windsor	0	0	1,470	20,000	11,667	8,333	20,000	20,000	
7321	Interest Expense/Loan	0	0	0	0	0	0	0	0	
7350	Principal Expense/Loan	0	0	0	0	0	0	0	0	
7340	Debt Issuance Cost	0	0	0	0	0	0	0	0	
	<i>Debt Service Total</i>	0	0	1,470	20,000	11,667	8,333	20,000	20,000	
8410	Land/Easements	0	0	93,349	0	116,335		116,335	0	
8412	Site Improvements	0	0	31,625	116,752	1,128	1,000	2,128	2,000	bike racks, planters, gas meters
8420	Building & Structures	0	0	0	116,752	0	0	0	0	
	<i>Capital Outlay Total</i>	0	0	124,974	233,503	117,463	1,000	118,463	2,000	
DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES TOTAL										
		0	0	199,678	316,203	141,664	16,646	158,311	154,450	
BEGINNING DDA BALANCE										
		0	0	0	45,344			50,322	162,242	
REVENUE										
		0	0	250,000	270,859			270,231	288,764	
Available Resources										
		0	0	250,000	316,203			320,553	451,006	
EXPENDITURES										
		0	0	199,678	316,203			158,311	154,450	
ENDING DDA BALANCE										
		0	0	50,322	0			162,242	296,556	