



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

September 17, 2014 – 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 20, 2014 Board of Directors Meeting – M. Walter
- F. Report of Bills & Financial Report – P. Garcia
- G. Electronic Message Signs – J. Olhava
- H. First Friday concept – Karen Dazey, Happy Paws
- I. Update on cyber café business at 427 Main Street – P. Garcia
Verbal update
- J. Review of draft 2015 DDA budget – P. Garcia
 - October 15, 2014 - Consideration of 2015 DDA budget
 - October 27, 2014 – Town Board Work session/review of DDA budget
 - November 24, 2014 – Public Hearing & Budget Adoption by Town Board
- K. Report from Sub-Committees
 1. Marketing Committee
 2. Beautification Committee
 3. Parking Committee
- L. Communications
 - Report out on 2014 DCI conference
 - Clean up/maintenance of DDA property
 - Feasibility Study Presentation – October 2, 2014 at 6 p.m.
- M. Adjourn



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BOARD OF DIRECTORS MEETING

August 20, 2014 – 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
Dean Koehler
Sean Pike (absent)
Jason Schaeffer (absent)

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Town Manager	Kelly Arnold
Customer Service Supervisor	Megan Walter

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment; there was none 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

Secretary/Treasurer Peterson motioned to approve the agenda as presented; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

E. Approval of Minutes from the July 29, 2014 Board of Directors Meeting – M. Walter

Secretary/Treasurer Peterson motioned to approve the Minutes as presented; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

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

Town Clerk Garcia presented the report of bills and financial report and offered to answer any questions.

Vice Chairman Stauss requested Ms. Melendez look into the Vista Works invoice; it appears the DDA was charged for two domain transfers. Mr. Melendez stated she would look into it and report back.

Secretary/Treasurer Peterson motioned to approve the Bills as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.



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G. Outside Agency Fund Request – Breastfriends Footsteps to Hope

Debbie Martin with Breastfriends turned in an Outside Agency Fund Request to the DDA Board. She presented the Breastfriends Footsteps to Hope event to the board and requested a \$3,000.00 donation. The board discussed the event and approved the donation amount.

Board member Koehler motioned to approve the Outside Agency Fund Request in the amount of \$3,000.00; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas - Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

H. Contracting policies – use of Town’s form contract for future DDA contracts – J. Liley

As the DDA enters into more contacts, Mr. Liley and Ms. Garcia discussed the importance of using standard Town of Windsor contact forms with DDA specific modifications. By using form contracts, it cuts down on legal fees, and makes it easier to review. These form contracts are also useful in more detailed federal contracts that contain comprehensive information in regards to labor, payroll and subcontractors. The topic was discussed at the May DDA meeting at which it was requested that a form contract be provided to the DDA to review before authorizing its use. The form contract is a template for future use. There may be individual modifications made in order for the form to fit the needs and requirements of work to be performed.

Secretary/Treasurer Peterson motioned to approve the use of Town’s form contracts for future DDA contracts; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

I. Presentation of Draft Town of Windsor Strategic Plan – K. Melendez

Ms. Melendez presented the board with the Town of Windsor Strategic Plan and offered to answer any questions or return information to the board from the DDA. The board discussed, and would like Ms. Melendez and Town Board for their support and ideas. The DDA board also supports the idea of “One Windsor, One Community.”

J. Report from Sub-Committees

1. Marketing Committee

i. Farmer’s Market update

- a. Mr. Koehler reported an average of 400-750 visitors per weekend.
- b. Ms. Melendez stated that several DDA businesses have stated their sales are up on the market weekends.
- c. Board members suggested a volunteer for next year that would be at every market and handout information for DDA.
- d. Marketing committee will review and update the rack cards at their next meeting and bring to regular meeting for approval before printing.



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- ii. Salsa on 5th –
 - a. A DDA booth will be setup to provide flyers, information and water.
 - b. There is no sponsorship from Taco John for this year due to short staffing, therefore the budget will be slightly over \$5,000.00
 - c. Ms. Garcia provided an event setup up for the DDA members to review and requested help with security in regards to alcohol leaving premises.
2. Beautification Committee
 - i. No items were discussed.
3. Parking Committee
 - i. No items were discussed.

Town Manager Mr. Arnold updated the board on various issues

- Town dance on Thursday will not continue next year due to many issues and complaints.
- There is a lot of interest and support on the Mill Feasibility Study in regards to concept plans and DDA lots.
- There was a fire at Theo's Pizza, Mr. Arnold recommends DDA members reach out to that business and make sure they are aware of the Façade Improvement Program.
- A business at 427 Main Street was shut down because a business license had not been obtained.
- There are several code enforcement violations on Ash Street that the Town is working on getting taken care of.
- Mr. Arnold recommends Chairman of Board keeps track of board attendance and make sure members are still interested on being part of board.
- The board may want to look into a strategic plan retreat, DDA staffing, and the 5 year extension.

K. Communications

1. 2015 Budget Calendar
 - i. During the September 17th regular meeting the budget will be discussed and will meet with Town Board on October 27th.
2. Board meeting date change in September to September 24, 2014
 - i. Holtkamp will not have everything available by the 24th and would like to push the meeting to early October. Board decided to have regular meeting on September 17th and call a special meeting on Wednesday October 1st or after.
3. Downtown Colorado, Inc – Annual Conference scheduled for September 9-12, Ft. Collins, CO
 - i. All board members are signed up for conference and Ms. Garcia will forward information as it becomes available.
4. Pro Challenge Monument
 - i. A Pro Challenge Monument will go in front of Nana Bee's once it's approved.
5. DDA Sponsorship Benches
 - i. Ms. Garcia will look back into this project and get back to board with information.
6. Bike Racks
 - i. On Town Board agenda for August 25th. Ms. Garcia will let board know if resolution is adopted and approved.



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L. Adjourn

Secretary/Treasurer Peterson motioned to adjourn the meeting; Vice Chairman Stauss econded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor

DRAFT



Volume 2, Issue 7 July 2014

Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue Summary July 31, 2014	Collections	Budget	% of Budget
Property Tax Mill Levy	\$7,621	\$7,712	98.82%
Incremental Property Tax	\$14,220	\$16,052	88.59%
Interest	\$2	\$5	40.00%
Contributions/Sponsorships	\$0	\$0	-
Town of Windsor Funding	\$154,376	\$265,000	58.26%
Total	\$176,219	\$288,769	61.02%

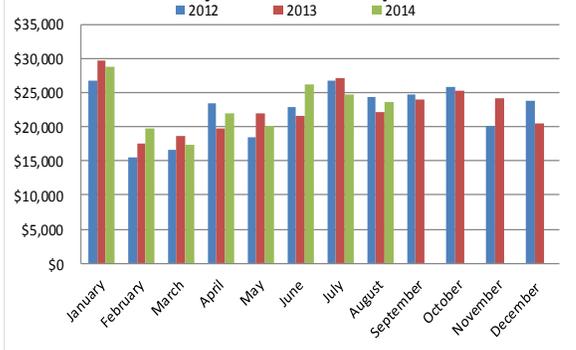
Windsor DDA Expenditures

Windsor DDA Expenditures Summary July 31, 2014	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$7,738	\$25,000	30.95%
Board Development	\$0	\$3,200	0.00%
Dues/Fees/Subscriptions	\$403	\$770	52.34%
Travel/Mileage	\$0	\$100	0.00%
Liability Insurance	\$1,724	\$1,297	132.92%
Legal Services	\$5,458	\$10,000	54.58%
Contract Services	\$1,952	\$20,000	9.76%
Postage	\$159	\$350	45.43%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$7,422	\$20,000	37.11%
County Treasurer Fees	\$322	\$300	107.33%
Miscellaneous	\$698	\$700	99.71%
Façade Program	\$0	\$100,000	0.00%
Administrative Transfer	\$11,667	\$20,000	58.34%
Operations Total	\$37,543	\$202,417	18.55%
Capital			
Site Improvements	\$3,658	\$20,000	18.29%
Capital Total	\$3,658	\$20,000	18.29%
Grand Total	\$41,201	\$222,417	18.52%

Special points of interest:

- July 2014 collections were \$2,413 below July 2013 collections. August 2014 sales tax collections were \$1,467 above August 2013 collections.
- Revenue is ahead of budgeted collections at the end of July 2014 at 61.02%, as we should see 58% of revenue through the first seven months of the year.
- 2014 expenditures are under the seven month benchmark with only 18.52% of the budget expended.

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
Dean Koehler — Dean@windsordda.com
Jason Shaeffer — Jason@windsordda.com
Sean Pike — Sean@windsordda.com
Kristie Melendez, TOW Board Liaison — Kristie@windsordda.com

Term: April 2017
Term: April 2016
Term: April 2016
Term: April 2017
Term: April 2016
Term: April 2016

Downtown Development Authority

REPORT OF BILLS

8/09-09/05/2014

*At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on September 17, 2014
the following claims were presented, examined, and approved by the DDA*

DATE	VENDOR	DESCRIPTION	INVOICE #	AMOUNT
8/15/2014	CARD SERVICES	DDA BBQ	NONE	182.95
8/15/2014	CARD SERVICES	DOWNTOWN COLO MEMBERSHIP	NONE	295.00
8/21/2014	ROY OSBORN	SOUND FOR SALSA ON 5TH STREET EVENT	SALSA0814	600.00
8/21/2014	ERIC SCHNEIDER	QUEMANDO BAND FOR SALSA ON 5TH STREET EVENT	SALSA0814	1,100.00
8/21/2014	DIANA VAZQUEZ	DANCER FOR SALSA ON 5TH STREET EVENT	SALSA0814	200.00
8/22/2014	WINDSOR CHAMBER OF COMMERCE	DDA CHAMBER DUES	6145	95.00
8/22/2014	LILEY, ROGERS, AND MARTELL LLC	LEGAL SERVICES JULY 2014	12628	324.00
8/22/2014	COMPLETE MAILING SOLUTIONS	POSTAGE	74567	15.41
8/28/2014	KRISTIE MELENDEZ	REIMBURSE FOR SALSA ON 5TH EVENT PURCHASES	REIMB0814	62.29
8/28/2014	CHRISTOPHER HOLTkamp	MILL REDEVELOPMENT FEASABILITY STUDY	3	13,394.59
8/29/2014	CITY OF FORT COLLINS STREETS DEP	DDA PARKING LOT MILLINGS PO# 060614-002	STR-0823-978	1,124.99
9/4/2014	KRISTIE MELENDEZ	ONLINE STORAGE, GROUP CALENDAR	711884574	16.98
9/4/2014	S AND B PORTA-BOWL RESTROOMS	SALSA ON 5TH	545804	352.00
9/4/2014	RESERVE ACCOUNT	POSTAGEMETER LOAD	Sep-14	58.00

TOTAL

17,821.21

17,821.21



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

Finance Department

Vendor # 10 6373

Obligation #

PAYMENT REQUEST

INVOICE NUMBER: 0054 July 2014	Patti G.
VENDOR: Card Services	
DBA: N/A	
(IF OTHER THAN VENDOR)	
Address: PO BOX 875852	
Kansas City, MO 64187-5852	
Phone: 800-821-5184	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/24/14	P Garcia		DM

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		King Soopers – DDA BBQ	15.54
19	486	6213		WalMart – DDA BBQ	167.41
01	440	5137		Refund of M Lee CML registration	(165.00)
01	410	6210		King Soopers – Mary Lee going away bday cake	27.98
01	419	6253		King Soopers – Fehr & Peers parking study luncheon	25.15
01	419	6253		Subway – Fehr & Peers parking study luncheon	70.00
01	411	6214		Double Tree/CML – refund	(242.93)
01	411	6214		King Soopers – TB dinner	12.85
01	411	6214		Wing Shack – TB dinner	36.56
				From page 2	412.70
TOTAL					\$ 360.26

(970) 484 - 0328
 MANAGER MATTHEW RUSSELL
 4500 WEITZEL ST
 TIMNATH CO 80547

ST# 4599 OP# 00002107 TE# 06 TR# 02823

LAYS 002840016025 F 2.50 R
 DORITOS 002840015636 F 2.98 R
 RUFFLES 002840015938 F 2.98 R
 NAPKINS 003700034885 F 2.98 R
 GV HAMB BUNS 007874222375 F 1.38 Y
 GV HAMB BUNS 007874222375 F 1.38 Y
 GV HD BUNS 007874222375 F 1.38 Y
 GV HD BUNS 007874222375 F 1.38 Y
 GV HD BUNS 007874222375 F 1.38 Y
 FORKS 068113170247 F 1.38 Y
 DIXIE PLATES 004200051050 F 2.84 X
 10X10 GAZEBO 081742701033 F 4.24 X
 K SQ MAYO 12 002100002587 F 89.00 X
 DILL RELISH 001300000570 F 2.62 R
 KETCHUP 001300000640 F 1.44 Y
 FR MUSTARD 004150000700 F 1.96 R
 COKE 004900002891 F 1.18 R
 COKE 004900002890 F 1.18 R
 WAS 4.28 YOU SAVED 1.28 F 3.00 Y
 SPRITE 004900002892 F 3.00 Y
 WAS 4.28 YOU SAVED 1.28 F 3.00 Y
 WAS 4.28 YOU SAVED 1.28 F 3.00 Y
 SUBTOTAL 159.35 Y
 TAX 1 6.500 % 6.44 Y
 TAX 2 2.250 % 1.36 Y
 TAX 5 2.900 % 0.26 Y
 TOTAL 167.41 Y
 VISA TEND 167.41 Y

ACCOUNT # 0054 S
 APPROVAL # 025483
 REF # 104200314
 TRANS ID - 084176757329666
 VALIDATION - 118V
 PAYMENT SERVICE - E
 TERMINAL # 49005303

06/25/14 15:02:23

CHANGE DUE 0.00

ITEMS SOLD 21

IC# 6230 3645 9648 7067 0305 1

Our Guaranteed Low Prices
 Are Unbeatable with Ad Match!

06/25/14 15:02:24
 CUSTOMER COPY

KING Soopers

More value for the way you live.

1520 Main St
 (970) 674-2830 Store # 104
 Your Cashier Was Pally R

Valued Customer *****1661
 GRAND BF PATRYE 93% 6.99 B
 GOUND CHUCK PATIE 4.89 B
 SSME SMDWCH BUNS 1.59 B
 SSME SMDWCH BUNS 1.59 B
 TAX 0.48
 BALANCE 15.54

620 King Soopers #104
 1520 Main St
 Windsor CO 80550
 VISA Purchase *****0054
 1016L: 15 54
 REF#: 025286

TOTAL NUMBER OF ITEMS SOLD = 21
 06/25/14 05:29pm 109 81 147 118

*****4*****

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

THIS CONTRACT, dated for reference purposes only this 17th day of March 2014, 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 two intermissions for 10 minutes, each. Approx. 6:00 – 6:10 and 6:50- 7:00.
- 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, August 23, 2014
- 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 a 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.

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

THIS CONTRACT, dated for reference purposes only this 27^d day of May 2014, 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~~ ^{DDA} ("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 10 minute performance consisting of a salsa performance. After the performance, an introduction and then some demo tips on Salsa dancing, and explanation telling the audience that at the next break they will get a mini lesson.

The second 10 minute break to consist of a lesson, it will take all 10 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, August 23rd, 2014
- 1.4 Hours of Performance: (Dance is 5:30 – 7:30 PM)
6:00-6:10 and 6:50 – 7:00 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:

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



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

Finance Department	
Vendor #	100 730
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 6145	
VENDOR: Windsor Chamber of Commerce	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: 421 Main Street Windsor, CO 80550	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/28/14	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6217		DDA Chamber Dues	95.00
POSTED					
TOTAL					\$ 95.00

Windsor Chamber of Commerce
 421 Main Street
 Windsor, CO 80550

Invoice

Date	Invoice #
7/28/2014	6145

Bill To
Windsor Downtown Authority Patti Garcia 301 Walnut Street Windsor, CO 80550

P.O. No.	Terms	Due Date	Project
	Net 30	8/27/2014	

Description	Qty	Rate	Amount
2014 Windsor Chamber Business Membership <i>Windsor DDA Membership.</i>	1	95.00	95.00

Thank you for your continued membership & support!	Total	\$95.00
Thank you for your continued Membership and Support!	Payments/Credits	\$0.00
For Tax Purposes Dues are a Business Expense - not a Charitable Contribution.	Balance Due	\$95.00

Phone #	Fax #	E-mail	Web Site
(970) 686-7189	(970) 686-0352	michal@windsorchamber.net	www.windsorchamber.net



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

Finance Department	
Vendor #	106 299
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 12628	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
	DDA EXPENSE
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
8/9/2014	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6299		Legal services through July 31, 2014	324.00
		6257			
TOTAL					\$ 324.00

POSTED

Liley Rogers & Martell, LLC

300 South Howes Street
Fort Collins, CO 80521

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

August 9, 2014

Re: DDA

Previous Balance	\$ 1,712.00
Payment – 7/25/2014 -Thank you, No.70047	(\$ 1,712.00)
Services Rendered through July 31 per Invoice #12628	<u>\$ 324.00</u>
Total Balance Due	<u>\$ 324.00</u>

Liley Rogers & Martell, LLC

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

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



August 09, 2014

In Reference To: DDA
Invoice #12628

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
6/23/2014	JCL Email from Patti Garcia regarding packet for June 25 Board meeting; review packet; email form Patti regarding review of evaluation criteria form; review attached form; email to Patti regarding comments on form	0.30 120.00/hr	36.00
6/25/2014	JCL Attend monthly Board meeting	2.30 120.00/hr	276.00
7/14/2014	JCL Email to and from Patti Garcia regarding update on status of use change application for DDA lot to allow for dumpsters on the lot	0.10 120.00/hr	12.00
	Subtotal of charges		<u>\$324.00</u>
	For professional services rendered		\$324.00
	Previous balance		\$1,712.00
	Accounts receivable transactions		
7/25/2014	Payment - Thank You No. 70047		<u>(\$1,712.00)</u>
	Total payments and adjustments		<u>(\$1,712.00)</u>
	Balance due		<u><u>\$324.00</u></u>

VENDOR:

Complete Mailing Solutions
3011 S Tejon, Suite A
Englewood, CO 80110

VENDOR #
10 4051

August 1, 2014

Invoice # 74567

ALL SPLIT: \$975.00

ADDITIONAL:

TOTAL DUE: \$975.00

FUND	DEPT	FUNC	PROJ	DESCRIPTION	%	AMOUNT
1	421	6263		Police Department	10.57%	\$103.06
1	412	6263		Municipal Court Clerk	3.14%	\$30.62
1	419	6263		Planning Department	2.29%	\$22.33
1	456	6263		Cultural Affairs/Museum	6.33%	\$61.72
5	490	6263		CRC/Seniors	1.18%	\$11.51
1	451	6263		Recreation	12.92%	\$125.93
1	430	6263		Public Works	4.05%	\$39.49
1	454	6263		Parks	4.64%	\$45.24
1	413	6263		Administration	1.35%	\$13.16
1	431	6263		Engineering	2.30%	\$22.43
7	481	6263		Sewer	0.29%	\$2.83
6	471	6263		Water	16.81%	\$163.90
1	416	6263		Human Resources	3.05%	\$29.74
1	410	6263		Town Clerk	4.36%	\$42.51
1	415	6263		Finance	24.96%	\$243.36
1	420	6263		Economic Development	0.18%	\$1.76
19	486	6263		DDA	1.58%	\$15.41

TOTAL:

975.00

100.0%

POSTED



3001 S TEJON ST, STE A ENGLEWOOD, CO 80110
P: 303-761-0681 F: 303-761-7837

CONTRACT INVOICE

Invoice Number:

74567

Invoice Date:

08/01/2014

Bill To: TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550

Customer: TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
500033132	Net 30	08/31/2014	\$ 975.00	\$ 975.00	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
20100032-01	Patti Garcia 970-686-7476	\$ 975.00		09/20/2011	
Remarks					

Summary:

Contract base rate charge for the 09/20/2014 to 09/19/2015 billing period \$975.00

Detail:

Equipment included under this contract

Hasler/M3000 2.5/Hasler M3000 2.5 Station Inserter

Ser #: 11DX638

The equipment listed on this contract invoice includes all parts and labor, travel, and priority dispatch response on your equipment, based on normal usage. Failure to pay by the start of the new billing term could affect service and result in billing for labor, parts, and travel charges performed on your equipment after this date.

Invoice Subtotal:	\$975.00
EXEMPT	\$0.00
Total Tax:	\$0.00
Invoice Total:	\$975.00



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

<u>Finance Department</u>	
Vendor #	10 6323
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: <i>Reimb 0814</i>	
VENDOR: Kristie Melendez	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS:	
	DDA EXPENSE
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
8/27/14	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Salsa on 5 th – Shell/ice	3.59 ✓
19	486	6213		Salsa on 5 th – Shell/ice	3.59 ✓
19	486	6214		Salsa on 5 th – The Border/gift certificate	25.00 ✓
19	486	6214		Salsa on 5 th – House of Windsor/gift certificate	25.00 ✓
19	486	6214		Salsa on 5 th – Albertsons/Water	5.11 ✓
				POSTED	
				TOTAL	\$ 62.29 ✓

Kristie

Albertsons
You're in for something fresh.™

ALBERTSONS #00862 (970) 223 - 3220
STORE DIRECTOR - RUSS

8/22/14 12:45 0862 06 0091 130

GROCERY

0 2/5 00
ALBERSTONS WATER 2 50 B
2.99 You Save .49
0 2/5 00
ALBERSTONS WATER 2 50 B
2.99 You Save .49

**** SUBTOTAL 5.00
**** TAX .11
**** TOTAL 5.11

CASH 20.00

CHANGE 14.89

*****SAVINGS SUMMARY*****

SAVE 98

TODAY'S TOTAL SAVINGS**
\$.98

1 Number of Items Purchased = 2

ALBERTSONS
'IT MEANS A GREAT DEAL'

www.albertsons.com

Questions 1-877-932-7948

Your Opinion Matters to Us
We invite you to complete our
CUSTOMER EXPERIENCE SURVEY

Enter to be a weekly winner
of a \$100 gift card!!
FIVE WINNERS PER WEEK

Go to: www.albertsonssurvey.com

Questions 1-877-932-7948



Kristie

THE BORDER
404 MAIN ST
WINDSOR, CO 80550

08/22/2014 15:14:13
MID: 000000003866625
TID: 05895284
601103068478076

CREDIT CARD
DISCUR SALE

CARD: XXXXXXXXXXXXXXX6899
INVOICE 0009
Batch #: 000047
SERVER 0001
APP Code: 02229B
Entry Mode: Swiped
Mode: Online

PRE-TIP AMT \$25.00
TIP -----
TOTAL -----

CUSTOMER COPY

Kristie

HOUSE OF WINDSOR
404 MAIN STREET
WINDSOR, CO 80550

08/22/14

15:55 PM

Amount Added: \$25

Card #

Amount Added: \$25

Balance \$25

Balance \$25

WORLD GIFT CARD
WWW.WORLDGIFTCARD.COM
1-888-745-4112

CUSTOMER COPY

Kristie

SHELL V-POWER OUR
MOST ADVANCED FUEL.
SHELL 57 444 23301
401 MAIN STREET S1N0779
WINDSOR CO 80550

Descr. qty amount
2 ICE 2 3.38
Sub Total 3.38
Tax 0.21
TOTAL 3.59
CASH \$ 3.59

REG# 0002 CSH# 008 DR# 01 TRAN# 23898
8/23/14 16:10:33 ST# 1

Kristie

SHELL V-POWER OUR
MOST ADVANCED FUEL.
SHELL 57 444 23301
401 MAIN STREET S1N0779
WINDSOR CO 80550

Descr. qty amount
2 ICE 2 3.38
Sub Total 3.38
Tax 0.21
TOTAL 3.59
CASH \$ 5.00
Change \$ -1.41

REG# 0002 CSH# 008 DR# 01 TRAN# 23892
23/14 15:55:45 ST# 1



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

<i>Finance Department</i>	
Vendor #	107045
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 3	
VENDOR: Holtkamp Planning	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: 8402A Tallwood Drive Austin, TX 78759	
Phone:	DD EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
8/20/14	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6253		July expenses & 2 nd fee payment	\$13,394.59
				TOTAL	\$13,394.59

POSTED

107045

19-480-6253

August 20, 2014

Windsor Mill Redevelopment Feasibility
Invoice 3: July Expenses and 2nd Fee
Payment

Holtkamp Planning

8402A Tallwood Dr
Austin, TX 78759
Phone: 512-217-0173
Email: choltkamp@austin.rr.com
www.holtkampplanning.com

TO:
Windsor Downtown Development Authority
301 Walnut St
Windsor, CO 80550
Phone: 970-674-2400

SHIP TO:
Holtkamp Planning
8402A Tallwood Dr
Austin, TX 78759

Description	Price	Total
30% Fee due with Draft Submittal	\$11,133	\$11,133
KL&A Mileage	\$74.80	\$74.80
Airfare – Corder	\$327.00	\$851.00
Airfare – Puhr	\$292.00	
Airfare – Holtkamp	\$232.00	
Parking – Corder	\$17.77	\$45.77
Parking – Puhr	\$14.00	
Parking – Holtkamp	\$14.00	
Hotel – Corder	\$293.28	\$782.58
Hotel – Puhr	\$249.26	
Hotel – Holtkamp	\$240.04	
Rental Car + Gas + Tolls	\$273.44	\$273.44
Per Diem	\$39.00 x 2 days x 3 people	\$234.00
	Total Due:	\$13,394.59

105770



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

PURCHASE ORDER

The Purchase Order Number listed below must appear on all related correspondence, shipping papers, and invoices.

- 1 - VENDOR COPY
- 2 - DEPARTMENT
- 3 - ACCTG CONTROL

VENDOR City of Fort Collins	SHIP TO: Town of Windsor - PW Shop
DBA: City of Fort Collins	
ADDRESS 625 9 th Street P.O. Box 580	
Fort Collins, CO 80522	

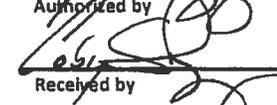
P.O. Date		P.O. #		Requisitioner		Shipped VIA		F.O.B. POINT		TERMS	
06/06/14		060614-002		Coby Shurtleff							
Line	Fund	Dept	Function	Proj	Description/Stock NBR	Unit	Qty	Unit Price	TOTAL		
1	01	429	6242		DDA Parking lot millings		1		\$1,124.99		
2	19	486	6242	000							
3											
4					Inv # STR-0823-978						
5											
6									DDA EXPENSE		
7											
8											
9											
10											

1. Please send two copies of your invoice whenever possible.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify the requisitioner immediately if you are unable to ship as specified.
4. Send all invoices to:

SUBTOTAL	\$1,124.99
SALES TAX	EXEMPT
SHIPPING/HANDLING	\$1,124.99
OTHER	
TOTAL	\$1,124.99

TOWN OF WINDSOR
ATTN: ACCOUNTS PAYABLE
301 WALNUT STREET
WINDSOR, CO 80550

POSTED


 Authorized by _____ Date 8/29/14

 Received by _____ Date 8/29/14



Planning Development
and Transportation
Streets Department
625 Ninth Street
PO Box 580
Fort Collins, CO
80524-0580

970.221.6615
970.221.6270 - fax
fcgov.com/streets

Invoice #	Date	Due Date
STR-0823-978	5/31/14	6/30/14
Invoice Total		\$1,124.99

Remit to:
City of Fort Collins Streets Department
PO Box 580
Fort Collins, CO 80522-0580

Billing Address
TOWN OF WINDSOR
301 WALNUT ST
WINDSOR, CO 80550-141

Please Detach and Return Upper Portion With Remittance

Tran #	Date	Time	Truck	Description	Quantity	Rate/UM	Mat. Price	Sales Tax	Amount
2013553	05/21/14	10:01	WILLOX 157	M10-RRB	31.03 TN	\$5.50/TN	\$170.67	\$0.00	\$170.67
2013554	05/21/14	10:01	WILLOX 157	M10-RRB	29.04 TN	\$5.50/TN	\$159.72	\$0.00	\$159.72
2013556	05/21/14	10:04	WILLOX 157	M10-RRB	29.35 TN	\$5.50/TN	\$161.43	\$0.00	\$161.43
2013560	05/21/14	10:15	WILLOX 157	M10-RRB	28.88 TN	\$5.50/TN	\$158.84	\$0.00	\$158.84
2013583	05/21/14	11:13	WILLOX 157	M10-RRB	28.61 TN	\$5.50/TN	\$157.36	\$0.00	\$157.36
2013596	05/21/14	12:18	WILLOX 157	M10-RRB	28.64 TN	\$5.50/TN	\$157.52	\$0.00	\$157.52
2013615	05/21/14	13:40	WILLOX 157	M10-RRB	28.99 TN	\$5.50/TN	\$159.45	\$0.00	\$159.45

Totals: \$1,124.99 \$0.00 \$1,124.99

for millings picked up



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

Finance Department	
Vendor #	10 6323
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 711884574	Notes:
VENDOR: Kristie Melendez	
DBA:	
(IF OTHER THAN VENDOR)	
Address:	
Phone: 970-674-2400	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
07/16/14	Bruce Roome		<i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		On-line storage; Group Calendar	\$16.98
TOTAL					\$16.98

POSTED

Return to Stacey in Finance

19-486-6213



14455 North Hayden Road
Suite 219
Scottsdale, AZ 85260
(480) 505-8877

RECEIPT

Date: 7/16/2014
at 3:10 AM MST
Receipt #: 711884574
Customer #: 45116926

OK to

Bill To:
Kristie Melendez
Town of Windsor
301 Walnut Street
Windsor, CO, 80550
9706865805

Payment Information:
Kristie Melendez
VISA #####4821
PAID: \$16.98

Item	List Price	Purchase Price	ICAHII Fee	Discount	Total Price
Mini Online Storage (1 GB) - Renewal (annual) Term: 1 year(s) Name: windsordda.com Item number: 10844-1 Quantity: 1	\$1.99	\$1.99	-	-	\$1.99
Deluxe Group Calendar (10 Users) - Renewal (annual) Term: 1 year(s) Name: windsordda.com Item number: 10789-1 Quantity: 1	\$14.99	\$14.99	-	-	\$14.99

Subtotal: \$16.98
Shipping: -
Tax: -
Total: \$16.98

Kristie



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

<u>Finance Department</u>
Vendor # 10 6733
Obligation #

PAYMENT REQUEST

INVOICE NUMBER: 545804	Notes:
VENDOR: S & B Porta-Bowl Restrooms, Inc.	
DBA:	
(IF OTHER THAN VENDOR)	
Address:	
P.O. Box 5453 Denver, CO 80217-5453	
Phone: 303-341-6800	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
08/28/14	Bruce Roome		<i>PS</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Portable Restrooms, Salsa on 5 th	\$352.00
				TOTAL	\$352.00

Return to **Stacey** in Finance

19-480-6213



Please note: New Remittance Address

REMIT TO:
S & B Porta-Bowl Restrooms, Inc.
P.O. Box 5453
Denver, CO 80217-5453

INVOICE

◆ Invoice reflects charge for minimum current billing period.

Clean Portable Restrooms!
www.sbprestrooms.com

INVOICE NUMBER: 545804

INVOICE DATE: 08/28/14

PAGE: 1

* Please reference Invoice Number on remittance

SOLD TO: TOWN OF WINDSOR
301 WALNUT ST
WINDSOR, CO 80550

SHIP TO: SALSA ON FIFTH
116 5TH ST/WINDSOR

Additional Info:

SHIP DATE.....: 08/22/14
DUE DATE.....: 09/07/14
TERMS.....: NET 10

CUST. ID.....: WINDST
P.O. NUMBER.....: 08/06/14
P.O. DATE.....: 08/06/14

1.5% monthly finance charge will be added to all invoices 30 days past due.

ITEM I.D. / DESCRIPTION	ORDERED	SHIPPED	PRICE	NET	TX
REGULAR RESTROOMS	2.00	2.00	88.00	176.00	E
A D A RESTROOM	1.00	1.00	112.00	112.00	E
TRASH TOTERS	4.00	4.00	16.00	64.00	E

THANK YOU! FOR ALLOWING US TO SERVE YOU
CURRENT SERVICE PERIOD 08/27/14 THRU 09/23/14
WE OFFER ROLL-OFFS/FENCING/STORAGE CONTAINERS
ONE CALL TO S & B DOES IT ALL

SUBTOTAL: 352.00
TAX: 0.00
TOTAL: 352.00

Denver- 303-341-6800
Greeley/Loveland/Ft. Collins- 970-356-7070
Colorado Springs- 719-447-1414
Pueblo- 719-543-4112
Fax- 303-341-6828
Toll Free- 1-866-893-9001

'We also accept'



*We Sincerely Appreciate
Your Business*

**A FAMILY OWNED COLORADO
TRADITION FOR OVER 30 YEARS**

VENDOR: US POSTMASTER
 POSTAGE BY PHONE
 ACCOUNT 44120491

VENDOR #
 10 3962

September 4, 2014

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

FUND	DEPT	FUNC	PROJ	DESCRIPTION	%	AMOUNT
1	421	6263		Police Department	16.22%	\$811.00
1	412	6263		Municipal Court Clerk	3.28%	\$164.00
1	419	6263		Planning Department	1.24%	\$62.00
1	456	6263		Cultural Affairs/Museum	0.55%	\$27.50
5	490	6263		CRC/Seniors	3.62%	\$181.00
1	451	6263		Recreation	24.83%	\$1,241.50
1	430	6263		Public Works	4.87%	\$243.50
1	454	6263		Parks	6.48%	\$324.00
1	413	6263		Administration	0.94%	\$47.00
1	431	6263		Engineering	2.09%	\$104.50
7	481	6263		Sewer	0.08%	\$4.00
6	471	6263		Water	16.97%	\$848.50
1	416	6263		Human Resources	2.45%	\$122.50
1	410	6263		Town Clerk	0.86%	\$43.00
1	415	6263		Finance	13.90%	\$695.00
1	420	6263		Economic Development	0.26%	\$13.00
19	486	6263		DDA	1.16%	\$58.00
1	418	6263		Legal	0.20%	\$10.00

TOTAL: 5,000.00
 100.00%



 SIGNATURE OF APPROVAL

POSTED



MEMORANDUM

Date: September 17, 2014
To: Downtown Development Authority
Via: Patti Garcia, Assistant to Town Manager/Town Clerk
Joseph P. Plummer, AICP, Director of Planning
From: Josh Olhava, Associate Planner
Subject: Electronic Message Centers

Discussion:

The Town of Windsor is working on proposed code language specific to Electronic Message Centers and their integration into a freestanding monument or wall mounted sign. Electronic Message Centers are defined as the portion of an on premise ground or wall sign that is capable of displaying words or images that can be electronically changed by remote or automatic means.

This memo is intended to inform the Downtown Development Authority that staff is recommending to the Planning Commission to exclude the Central Business zoning district from the permitted zoning districts that would allow Electronic Message Center signs. This does not include any existing signs, as they would be "grandfathered" in if the Town Board approves the proposed code language.

It is staff's professional expertise and experience that these types of signs pose a potential threat and could harm the integrity of Windsor's historic core and the built environment within our downtown and Central Business zoning district. Electronic signs do not fit the character of a historic downtown area and would negatively impact a visitor's experience. Signs downtown should be encouraged to be unique expressions of Windsor's Downtown and of the individual business. Based on research conducted by staff, jurisdictions within Colorado prohibit these types of signs within their downtowns. The existing sign code does provide additional sign options to downtown businesses that are not otherwise permitted in other parts of Town.

Recommendation:

No action necessary.

pc: Kelly Arnold, Town Manager
Town staff

Patti Garcia

From: Stitch4k9@aol.com
Sent: Friday, August 22, 2014 2:40 AM
To: Patti Garcia
Subject: DDA

Follow Up Flag: Follow up
Flag Status: Flagged

Patti,

After talking with several board members it was suggested I present a formal request for a monthly event which will be called "First Friday".

Would you please include me on the agenda for the Sept. meeting.

Thanks
Karen Dazey
Happy Paws



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: September 17, 2014
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: DDA draft 2015 budget & mill levy
Item #: J.

The first draft of the 2014 DDA budget is included with the packet information for discussion. Draft financial projections have been made for the remainder of 2014; any credit balance at the end of the year will be carried over to 2015.

The draft budget includes a recommendation of increasing the mill to 3 which would establish a revenue of \$11,566. The DDA has indicated they would like to increase the mill each year in order to get to 5 mills within the five year time frame of the Town's support. If the DDA would like to request an extension of the Town's funding past 2016, it should be discussed during the September and October regular DDA meetings and addressed with the Town Board at the October 27 work session.

Additionally, staff has tentatively budgeted for a contract Executive Director for 2015; a part-time or full-time Director would greatly enhance the operations of the DDA and be an advocate for the group. The façade program has been budgeted with another \$100,000 including the \$60,000 that was approved for P&L Properties which should be distributed in 2015.

Staff budgeted funds for items that were discussed during committee meetings along with identifying the various dues, insurance and contract services that are currently ongoing.

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

October 22, 2014 – DDA Regular Meeting
Consideration of 2015 DDA budget by DDA

October 27, 2014 – Town Board work session
Review of DDA budget with Town Board

November 24, 2014 – Town board meeting
Public hearing & consideration of Town of Windsor 2015 budget

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	ACTUAL - PROJECTED		2013 PROJ.	2014 BUDGET	NOTES
						Thru JUN 2014	JUL-DEC 2014			
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVENUE - 19										
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)										
4001	<i>Beginning Fund Balance</i>	0	0	50,322	157,210			148,954	371,559	
4311	Property Tax From Mill Levy	0	0	4,175	7,712	6,372	1,340	7,712	11,566	3 Mills
4312	Auto Tax	0	0	306	0	303	303	606	0	
4324	Incremental Property Tax	0	0	16,496	16,052	12,477	3,575	16,052	14,326	
4364	Interest Income	0	0	32	5	2	2	5	5	
4370	Donations	0	0	2,000	0	0		0	0	
4376	Transfer from TOW General Fund	0	250,000	250,000	265,000	132,293	132,293	264,586	265,000	TOW Gen Fund transfer through 2016
DOWNTOWN DEVELOPMENT AUTHORITY REVENUES TOTAL		0	250,000	273,008	288,769	151,447	137,513	288,961	290,897	
AVAILABLE RESOURCES		0	250,000	323,330	445,979			437,914	662,456	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) EXPENDITURES - 19										
DOWNTOWN DEVELOPMENT AUTHORITY - 486										
5112	Wages/Part Time	0	0	0	0	475	0			
5130	FICAMED	0	0	0	0	7	0		0	
5131	FICA	0	0	0	0	29	0		0	
5134	Unemployment Insurance	0	0	0	0	1	0		0	
	<i>Personal Services Total</i>	0	0	0	0	513	0	0	0	
6210	Office Supplies	0	202	45	200	0	0	0	500	
6213	Public Relations/Advertising	0	3,240	19,788	25,000	2,488	3,600	6,088	25,000	Banners, DDA signage, event support/promotion
6214	Board Development	0	851	0	3,200	0	1,600	1,600	4,000	2015 DCI Conference - Durango
6217	Dues, Fees, Subscriptions	0	1,184	2,388	770	120	0	120	770	Chamber \$195, DCI \$275, Special Districts Assn \$282.59
6218	Small Equipment	0	0	2,848	0	0	0	0	0	
6219	Special Equipment	0	0	0	0	860	0			
6242	Street Repair/Maintenance	0	0	0	0	6,037	0		1,000	DDA lot maintenance
6245	Mileage	0	14	0	100	0	0	0	150	Executive Director mileage
6246	Liability Insurance	0	0	0	1,297	1,724	330	2,054	2,053	General liability - \$2M
6251	Audit Services	0	0	0	0	0	0	0	0	
6252	Legal Services	0	17,574	4,447	10,000	3,746	3,000	6,746	10,000	Liley Rogers & Martell
6253	Contract Service	0	14,262	7,829	20,000	1,440	19,200	20,640	56,200	Executive Director \$55,000, VistaWorks \$1,200
6256	Publishing/Recording	0	7	13	0	0	0	0	0	legal notices, etc.
6263	Postage	0	289	302	350	159	75	234	350	
6264	Printing/Binding	0	0	73	500	0	150	150	500	
6267	Study/Review/Analysis/Consulting	0	34,848	0	20,000	7,422		7,422	10,000	\$5,000
6268	County Treasurer Fees	0	0	310	300	283	283	566	0	
6269	Miscellaneous	0	0	0	700	529	0	529	0	
6270	Façade Program	0	0	0	100,000	0	0	0	160,000	\$60,000 to P&L Properties in 2015
6290	Elections	0	762	0	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	0	73,234	38,042	182,417	24,807	28,238	46,148	270,523	
7302	Admin Support Charge by Town of Windso	0	1,470	20,000	20,000	10,000	10,000	20,000	5,000	monthly financial reports, consultation w/TOW
	<i>Debt Service Total</i>	0	1,470	20,000	20,000	10,000	10,000	20,000	5,000	
8410	Land/Easements	0	93,349	116,335	0	0	0	0	0	
8412	Site Improvements	0	31,625	0	20,000	207		207	20,000	bike racks, planters, gas meters
8420	Building & Structures	0	0	0	0	0	0	0	0	
	<i>Capital Outlay Total</i>	0	124,974	116,335	20,000	207	0	207	20,000	
DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES TOTAL		0	199,678	174,376	222,417	35,014	38,238	66,355	295,523	
BEGINNING DDA BALANCE		0	0	50,322	157,210			148,954	371,559	
REVENUE		0	250,000	273,008	288,769			288,961	290,897	
Available Resources		0	250,000	323,330	445,979			437,914	662,456	
EXPENDITURES		0	199,678	174,376	222,417			66,355	295,523	

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	ACTUAL - PROJECTED		2013 PROJ.	2014 BUDGET	NOTES
						Thru JUN 2014	JUL-DEC 2014			
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) FUND -19										
ENDING DDA BALANCE		0	50,322	148,954	223,562			371,559	366,933	