



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

November 19, 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 October 15, 2014 Board of Directors Meeting – P. Garcia
- F. Report of Bills & Financial Report – P. Garcia
- G. Resolution No. 2014-DDA01 - A Resolution of the Board of Directors of the Windsor Downtown Development Authority Approving and Recommending to the Town Board of the Town of Windsor the Budget of the Estimated Amounts Required to Pay the Expenses of Conducting the Business of Said Authority, and the Appropriation of Funds therefor, for the Fiscal Year Ending December 31, 2015 – P. Garcia
- H. Resolution No. 2014-DDA02 - A Resolution of the Board of Directors of the Windsor Downtown Development Authority Recommending to the Town Board of the Town of Windsor the Determining and Fixing of the Mill Levy for the Windsor Downtown Development Authority for the Fiscal Year Ending December 31, 2015 – P. Garcia
- I. Discussion of the 125th Anniversary - Claire Thomas, Slate Communications
- J. Report on Historic Mill Feasibility Study – P. Garcia
- K. Discussion of DDA-owned lots and next steps – Kristin Cypher, C+B Designs
- L. Code Enforcement in DDA area – John Michaels, Chief of Police & Joe Plummer, Director of Planning
- M. Consideration of Funding for 2015 Retreat Facilitation – P. Garcia
- N. 2015 Art & Heritage Events in DDA area – Andrew Dunehoo, Art & Heritage Manager
- O. Report from Sub-Committees
 - 1. Marketing Committee
 - 2. Beautification Committee
 - 3. Parking Committee
- P. Communications
- Q. Adjourn



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BOARD OF DIRECTORS MEETING

October 15, 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
Jason Schaeffer - Excused

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Town Manager	Kelly Arnold
Dir of Economic Development	Stacy Johnson

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment; Vern Rasmussen asked about road impact fees in terms of 100 year old properties in downtown. He asked the DDA to look into the issue and decide how valid it is, if it is a deterrent or an investment, ways to mitigate it, etc.

The DDA Board would like this topic brought to a work session to discuss. Ms. Melendez believes that some work is being done on a topic similar in nature to this. Ms. Garcia answered that the Planning Department is compiling a report on historic parking credits.

Mr. Rasmussen also feels that some of the older structures do not have adequate parking currently. Per Ms. Garcia this will also be addressed by the Planning Department in their report.

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, Pike

Nays - None. Motion carried.

E. Approval of Minutes from the September 17, 2014 Board of Directors Meeting – P. Garcia
Chairman Winter noted that the amount authorized to be funded to Breastfriends in the August 20, 2014 minutes should have been \$3,100, not \$3,000. It was requested that the additional \$100 be sent to Breastfriends as soon as possible.



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Secretary/Treasurer Peterson motioned to approve the September 17, 2014 minutes as amended; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike
Nays - None. Motion carried.**

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

Ms. Garcia stated that nothing was out of the ordinary or needed to be highlighted and recommended approval of the bills as presented.

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

**Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike
Nays - None. Motion carried.**

G. Chris Hutchinson, Trebuchet Group – Retreat facilitator introduction & discussion

Mr. Hutchinson explained that his purpose at today's meeting was to decide if this group needed to have a retreat and if so how to proceed from here. He asked the Board to brainstorm ideas for what they would want to get from a retreat:

- Roadmap for the second 5 years of the DDA
- Self-sustainability as an organization
- More involvement from all downtown businesses
- Transition the DDA Board from doing the hands on work to setting policy
- How to get to the vision of what they want downtown to look like

Mr. Hutchinson asked the Board what could get in the way of achieving these goals:

- Group has only been in existence for three years and the transition from young and doers to older and policy driven which could be a big hurdle
- Giving up the control to accomplish this and trusting others/ourselves
- Funding
- Need to sell their vision to the Town Board and have them support the DDA
- Sometimes the group tries to move too fast to show the Town Board how successful they can be
- How to get DDA Members involved
- Prioritization of the goals

Mr. Hutchinson asked the Board how they would like to have the retreat:

- 3 to 4 hours with the DDA Board
- A phased approach
- Invite DDA members to later meetings

H. Historic Mill Feasibility Study information and next steps – P. Garcia

Ms. Garcia updated the Board that she is still receiving the final documents from the consultant and as soon as she has all of them she will compile them for distribution.



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Ms. Johnson explained to the Board that Windsor, Loveland, and Larimer County are working together to get a Regional Tourism Act (RTA) grant. The goal of the grant is to create tourism in these areas that will generate revenue. If awarded the grant will allow the Town to keep the State sales tax that is generated from these area. Part of the grant is to provide a map that shows the areas the Town has chosen to have covered by the grant. Ms. Johnson said that they chose areas of vacant land where anything could be built on as well as the Mill. They believe that there is the potential to capture anywhere from \$150 to \$200 million dollars which will then be used to reinvest in more projects. They have created a non-profit called Go NoCo which will capture the funds and redistribute them. Go NoCo is made up of Board Members from CSU, Mayor's from Windsor and Loveland, a representative from First National Bank to name a few. The final application is due 2/17/15 but they will not find out until October of 2015 if they were awarded the grant.

Regarding the Mill it was suggested that the next step is to host a developer open house, have on display the concepts, the gap analysis, as well as the Mill Feasibility study. Ms. Johnson has a list of developers she can invite and Ms. Melendez suggested also inviting those that showed interest in the project from the Fort Collins Downtown Conference. Mr. Arnold suggested talking to Kristin Cypher first since she developed the large concept drawings and have her come to the next meeting (11/19/14) and have her assist with the open house. The goal is to roll it out in January and February and see how it goes. The Town Board will be invited to the January formal presentation as well.

- I. Update on status of Cyber Café and related moratorium – K. Arnold
Per Mr. Arnold the business moved out about two weeks ago. Last Friday the Attorney General ruled that these types of business are illegal. Town Attorney McCargar also agrees and will take this information to the Town Board to declare this type of business is a gaming establishment and that is illegal.
- J. 2015 DDA budget information – P. Garcia
 - October 27, 2014 – Town Board work session/review of DDA budget
 - November 19, 2014 Consideration of 2015 DDA budget
At this meeting the DDA Board will officially adopt their budget.
 - November 24, 2014 – Public Hearing & Budget Adoption by Town Board
- K. Report from Sub-Committees
 1. Marketing Committee
Per Ms. Melendez there are several events coming up that will be in the downtown Windsor area. There is a kickoff event on 11/17, Windsor Wonderland on 12/6, and one more on 12/13.

Ideas were exchanged on how to capitalize on the new visitors to downtown that these events will bring. The group decided to use DDA bags and have the DDA members put in trinkets, coupons, and other items that will give attendees a reason to come back downtown.



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Mr. Peterson suggested budgeting dollars for the group that is currently being headed up by Karen Dazey, Happy Paws for the events tentatively scheduled for 11/17 and 12/13.

Secretary/Treasurer Peterson motioned for allocation of \$1,000 for November and \$1,000 for December to assist with the downtown events contingent on approval by the Marketing Committee; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez

Nays - None. Motion carried.

2. Beautification Committee

No Report

3. Parking Committee

Nothing further than what was discussed during public comment.

L. Communications

None

M. Adjourn

Meeting adjourned at 9:23 am

Bruce Roome

Bruce Roome, Deputy Town Clerk

Downtown Development Authority

REPORT OF BILLS

10/11-10/31/2014

At the regular meeting of the Downtown Development Authority, Colorado, held in the Windsor Town Hall Board Room on November 19, 2014 the following claims were presented, examined, and approved by the DDA

DATE	VENDOR	DESCRIPTION	INVOICE #	AMOUNT
10/17/2014	K&W PRINGING	SALSA ON 5TH BANNER	14000636	60.00
10/17/2014	COLORADO SPECIAL DISTRICT	ADD EXCESS EVENT COVERAGE	CHG-3943	119.34
10/18/2014	COLORADO SPECIAL DISTRICT	BOARD MEMBER LIABILITY COVERAGE	14W70013-2264	50.41
10/30/2014	CHRISTOPHER HOLTkamp	FEASIBILITY STUDY-FINAL PYMT	4	20,204.31

TOTAL

20,434.06

20,434.06



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

Finance Department	
Vendor #	103548
Obligation #	

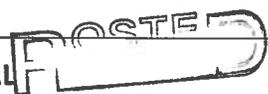
PAYMENT REQUEST

INVOICE NUMBER: 1400636	Notes:
VENDOR: K & W Printing, Inc.	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 212 Main Street	
Windsor, CO 80550	
Phone: 970-498-9229	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
09/05/14	Bruce Roome		<i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Salsa on 5 th Street Banner	\$60.00
				TOTAL	\$60.00

Return to Stacey in Finance



K&W Printing, Inc

212 Main Street
Windsor, CO 80550

Invoice

Date	Invoice #
9/5/2014	1400636

Windsor DDA
301 Walnut Street
Windsor, CO 80550

Customer Contact

Customer Phone

(970) 674-2404

P.O. No.

Terms

Quantity	Description	Rate	Amount
1	Salsa on 5th Street Banner	60.00	60.00

To receive credit or to report any discrepancies on your order, please do so within two (2) working days of receipt of merchandise. defective merchandise must be returned to receive credit. Balance unpaid after the terms established on this invoice is subject to a late payment charge of 1.5% per month, or maximum allowed by law, if different together with expenses incidental to collection, including attorney's fees. A minimum of \$20 service charge will be assessed on all returned checks. A 50% non-refundable deposit is required on all orders.

Total

\$60.00

K&W Phone #

970-686-9191



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

<i>Finance Department</i>	
Vendor #	10 6970
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: CHG-3943	
VENDOR: Colorado Special Districts Liability Pool	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: c/o McGriff, Seibels & Williams, Inc. PO Box 1539 Portland, OR 97207-1539	
DDA EXPENSE	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
9/2/14	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6246		Addition of Excess Coverage for event purposes	119.34
TOTAL					\$ 119.34

POSTED



INTERIM INVOICE

Colorado Special Districts Property and Liability Pool

Date: 02-Sep-14

Named Member: Windsor Downtown Development Authority
201 Walnut Street
Windsor, CO 80550

Broker: Flood & Peterson Insurance, Inc. -FC
POB 578
Greeley, CO 80632

Policy #	Entity ID	Reference #	Amount
27C70013-3726	70013	CHG-3943	
Excess Liability			\$119.34
Factor Changes resulting from: Addition of Excess Coverage - Effective 8/22/2014			119.34
			<u>\$119.34</u>

'Includes 10% commission paid to the broker reflected above.) Total Due **\$119.34**

PAYMENT DUE UPON RECEIPT.

Please send a copy of this invoice to help us apply your payment correctly.
NOTE: The terms of your Intergovernmental Agreement require timely payment to prevent automatic cancellation of coverage. Only Colorado Special Districts Property and Liability Pool Board of Directors can extend cancellation provision.

Please Remit to: Colorado Special Districts Property and Liability Pool
c/o McGriff, Seibels & Williams, Inc.
POB 1539
Portland, OR 97207-1539
Phone: 1-800-318-8870 / Fax: 503-943-6622



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

Finance Department	
Vendor #	10 6970
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 14W70013-2264	
VENDOR: Colorado Special Districts Liability Pool	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: c/o McGriff, Seibels & Williams, Inc. PO Box 1539 Portland, OR 97207-1539	
Phone:	
Fax:	

DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/1/14	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6246		Board member coverage	50.41
TOTAL					\$ 50.41

POSTED



**Colorado Special Districts Property and Liability Pool
Workers' Compensation Proposal - Coverage Year 2014**

District: Windsor Downtown Development Authority
301 Walnut Street
Windsor, CO 80550

Broker: Flood & Peterson Insurance, Inc. -FC
PO Box 578
Greeley, CO 80632

Proposal #:	Entity #:	Effective Date:	Expiration Date:	Proposal Date:				
14W70013-2264	70013	01-Oct-14	01-Jan-15	01-Oct-14				
Class Code	Description	No. of Vol.	No. of Empl.		2014 Rate	2014 Estimated Employee Payroll	2014 Estimated Volunteer Payroll	Estimated Manual Contribution
			F/T	P/T				
8811	Board Member Coverage	6	0	0	0.75		\$7,200	\$54.00

Manual Contribution:		\$54.00
Experience Modification:	x	1.00
Modified Contribution:	=	\$54.00
Contribution Volume Credit:	-	\$0.00
Designated Provider Discount:	-	\$1.35
Cost Containment Deviation:	x	
Manual Adjustment:	x	
Multi Program Discount:	x	
Total Estimated Contribution:	=	\$200.00
Pro Rate Factor:	x	0.25
Estimated Annual Contribution:	=	\$50.41

Annual Discounted Payment Plan - Payment Due January 10, 2014.	\$48.90
If payment is not received prior to January 10, 2014 then no discount applies.	\$50.41

MINIMUM CONTRIBUTION APPLIES

Total contribution includes commission paid to the Broker reflected above (9% First Year and 6% Annually thereafter)

Accepted by: Patti Garcia
Authorized Representative/Broker

Date: 10/1/14
Requested Effective

To effect coverage, please sign, date and return this form before the requested effective date. Fax or scan is acceptable. This Proposal itself does not bind coverage. Named Participant must be a member of the Special District Association of Colorado and must adopt the Pool's Intergovernmental Agreement. NOTE: The terms of your Intergovernmental Agreement require timely payment to prevent automatic cancellation of coverage. Only prior notice to the Colorado Special Districts Property and Liability Pool Board and subsequent approval may extend cancellation provision.

Please Remit To: Colorado Special Districts Property and Liability Pool
c/o McGriff, Seibels & Williams, Inc.
P. O. Box 1539
Portland OR 97207-1539
Toll Free: 800-318-8870 / Fax: 503-943-6622

Print Date: 01-Oct-14



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: Invoice 4	
VENDOR: Holtkamp Planning	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: 8402A Trailwood Drive Austin, TX 78759	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/22/14	Patti Garcia		P Garcia <i>PG</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6253		Feasibility Study – September expenses & final payment	\$20,204.31
				POSTED	
				TOTAL	\$20,204.31

October 22, 2014
Windsor Mill Redevelopment Feasibility
Invoice 4: September Expenses and Final
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
50% Fee due with Final Submittal	\$18,555	\$18,555
Airfare – Corder	\$365.00	
Airfare – Puhr	\$360.20	\$1060.40
Airfare – Holtkamp	\$335.20	
Parking – Corder	\$21.00	
Parking – Puhr	\$21.00	\$63.00
Parking – Holtkamp	\$21.00	
Hotel – Corder	\$119.46	
Hotel – Puhr	\$101.54	\$317.91
Hotel – Holtkamp	\$96.91	
Rental Car + Gas + Tolls	\$91.00	\$91.00
Per Diem	\$39.00 x 1 days x 3 people	\$117.00
	Total Due:	\$20,204.31

Make all checks payable to **CHRIS HOLTkamp, AICP**
THANK YOU FOR YOUR BUSINESS!



Volume 2, Issue 9 September 2014

Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue Summary September 30, 2014	Collections	Budget	% of Budget
Property Tax Mill Levy	\$7,845	\$7,712	101.72%
Incremental Property Tax	\$14,432	\$16,052	89.91%
Interest	\$6	\$5	120.00%
Contributions/Sponsorships	\$0	\$0	-
Town of Windsor Funding	\$198,543	\$265,000	74.92%
Total	\$220,826	\$288,769	76.47%

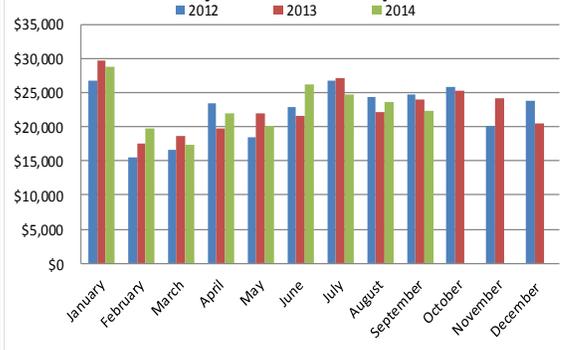
Windsor DDA Expenditures

Windsor DDA Expenditures Summary September 30, 2014	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$11,891	\$25,000	47.56%
Board Development	\$0	\$3,200	0.00%
Dues/Fees/Subscriptions	\$793	\$770	102.99%
Travel/Mileage	\$0	\$100	0.00%
Liability Insurance	\$1,724	\$1,297	132.92%
Legal Services	\$6,286	\$10,000	62.86%
Contract Services	\$18,491	\$20,000	92.46%
Postage	\$232	\$350	66.29%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$7,422	\$20,000	37.11%
County Treasurer Fees	\$327	\$300	109.00%
Miscellaneous	\$698	\$700	99.71%
Façade Program	\$0	\$100,000	0.00%
Administrative Transfer	\$15,000	\$20,000	75.00%
Operations Total	\$62,864	\$202,417	31.06%
Capital			
Site Improvements	\$3,321	\$20,000	16.61%
Capital Total	\$3,321	\$20,000	16.61%
Grand Total	\$66,185	\$222,417	29.76%

Special points of interest:

- September 2014 collections were \$1,726 below September 2013 collections. August 2014 sales tax collections were \$1,467 above August 2013 collections.
- Revenue is ahead of budgeted collections at the end of September 2014 at 76.47%, as we should see 75% of revenue through the first nine months of the year.
- 2014 expenditures are under the nine month benchmark with only 29.76% 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



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: November 19, 2014
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: DDA 2015 Mill Levy & Budget
Item #: G & H

There have been no changes to the DDA budget since the presentation to the Town Board on October 27, 2014. The budget includes an increase to three mills 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 a five year timeframe.

Funds have been budgeted for items that have been discussed during committee meetings along with estimating the various dues, insurance and contract service expenses that will occur throughout the year.

The Town Board will be considering the DDA budget on November 24, 2014 at their regular meeting.

Attachments:
2015 Proposed DDA Budget
Resolution No. 2015-DDA 01 – Fixing of Mill Levy
Resolution No. 2015-DDA02 – Adoption of 2015 Budget

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	ACTUAL - PROJECTED		2014 PROJ.	2015 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	343,151	
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	0	
4376	Transfer from TOW General Fund	0	250,000	250,000	265,000	132,293	132,293	264,586	270,000	TOW Gen Fund transfer through 2016
DOWNTOWN DEVELOPMENT AUTHORITY REVENUES TOTAL		0	250,000	273,008	288,769	151,447	137,513	288,961	295,897	
AVAILABLE RESOURCES		0	250,000	323,330	445,979			437,914	639,048	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) EXPENDITURES - 19										
DOWNTOWN DEVELOPMENT AUTHORITY - 486										
5112	Wages/Part Time	0	0	0	0	475	0	475	0	
5130	FICAMED	0	0	0	0	7	0	7	0	
5131	FICA	0	0	0	0	29	0	29	0	
5134	Unemployment Insurance	0	0	0	0	1	0	1	0	
5135	Worker's Compensation Insurance	0	0	0	0	0	0	0	0	
	<i>Personal Services Total</i>	0	0	0	0	513	0	513	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	14,200	16,688	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	630	750	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	860	20,000	bike racks, planters, beautification items
6242	Street Repair/Maintenance	0	0	0	0	1,219	2,587	3,806	1,500	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	46,500	Executive Director \$45,000, 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	12,000	19,422	20,000	Retreat facilitator, C+B-Back lot study completion
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	19,989	54,054	74,044	291,323	
7302	Admin Support Charge by Town of Windsor	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	0	207	0	
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	0	
DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES TOTAL		0	199,678	174,376	222,417	30,709	64,054	94,763	296,323	
BEGINNING DDA BALANCE		0	0	50,322	157,210			148,954	343,151	
REVENUE		0	250,000	273,008	288,769			288,961	295,897	
Available Resources		0	250,000	323,330	445,979			437,914	639,048	

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	ACTUAL - PROJECTED		2014 PROJ.	2015 BUDGET	NOTES
						Thru JUN 2014	JUL-DEC 2014			
EXPENDITURES		0	199,678	174,376	222,417			94,763	296,323	
ENDING DDA BALANCE		0	50,322	148,954	223,562			343,151	342,725	

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION 2014-DDA01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE DETERMINING AND FIXING OF THE MILL LEVY OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015

WHEREAS, on February 28, 2011, the Town Board of the Town of Windsor, Colorado (“Town Board”), adopted Ordinance No. 2011-1401, which established the Windsor Downtown Development Authority; and

WHEREAS, the Downtown Development Authority has been duly organized in accordance with the C.R.S. § 31-25-801, et seq.; and

WHEREAS, the Board of Directors of the Downtown Development Authority finds that a mill levy of three (3) mills is appropriate to help defray the costs of the Downtown Development Authority’s operational and maintenance needs for fiscal year 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN DEVELOPMENT AUTHORITY, to recommend to the Town Board the mill levy rate for taxation upon all taxable property within the boundaries of the Downtown Development Authority for the fiscal year ending December 31, 2015, to be set at three (3) mills, which mill levy has been deemed appropriate by the Board of Directors of the Downtown Development Authority and which mill levy represents the amount of taxes for the Downtown Development Authority. Said mill levy shall be distributed for the purposes permitted under C.R.S. § 31-25-817, which levy as so distributed shall be certified by the County Assessor and the Board of County Commissioners of Weld County, Colorado, by the Town Clerk as required by law.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 19th day of November, 2014.

WINDSOR DOWNTOWN DEVELOPMENT
AUTHORITY

Bob Winter, Chairperson

ATTEST:

Craig Petersen, Secretary

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION 2014-DDA02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE BUDGET OF THE ESTIMATED AMOUNTS REQUIRED TO PAY THE EXPENSES OF CONDUCTING BUSINESS OF SAID AUTHORITY, AND THE APPROPRIATION OF FUNDS THEREFOR, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2014

WHEREAS, on February 28, 2011, the Town Board of the Town of Windsor, Colorado (“Town Board”), adopted Ordinance No. 2011-1401, which established the Windsor Downtown Development Authority and

WHEREAS, the Downtown Development Authority has been duly organized in accordance with the C.R.S. § 31-25-801, et seq.; and

WHEREAS, on June 27, 2011, the Town Board adopted Resolution No. 2011-26 approving the Downtown Development Authority Plan of Development, which established the purpose of the Authority and the types of projects in which the Authority would participate, and

WHEREAS, the Board of Directors of the Downtown Development Authority is required by C.R.S. § 31-25-816 to adopt a budget of the estimated revenues and expenditures to be received and incurred during each fiscal year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY that the following budget, with the projected allocation of budget funds being shown on Exhibit A, attached hereto and incorporated herein by reference, is adopted for the fiscal year ending December 31, 2015, and therefore recommends to the Town Board the adoption of the following budget:

Revenues:	
Beginning Fund Balance	\$343,151
Transfer from the Town of Windsor	\$270,000
Incremental Property Tax	\$14,326
Property Tax from Mill Levy	\$11,566
Interest Income	\$5
TOTAL	\$639,048
Expenditures:	
Capital Outlay	\$0
Operating and Maintenance	\$291,323
Administrative Support	\$5,000
TOTAL	\$296,323

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY to recommend to the Town Board the appropriation of the aforementioned budget funds in the amount of Two Hundred, Ninety-Six Thousand, Three Hundred and Twenty Three Dollars (\$296,323) for expenditure on conducting the business of the Downtown Development Authority and for its projects and programs in accordance with the Town Board approved DDA Plan of Development.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 19th day of November 2014.

WINDSOR DOWNTOWN DEVELOPMENT
AUTHORITY

Bob Winter, Chairperson

ATTEST:

Craig Petersen, Secretary



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: November 19, 2014
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Assistant to Town Manager/Town Clerk
Re: Consideration of Funding for DDA Retreat Facilitation
Item #: M.

Background / Discussion:

Chris Hutchinson of the Trebuchet Group visited with the DDA Board at the October meeting at which the topic of retreat facilitation was discussed. Mr. Hutchinson helped guide a short brainstorming session which helped identify areas that could be addressed during a retreat. The discussion concluded with the DDA Board indicating they would like to have a three to four hour initial retreat with Mr. Hutchinson with the option for a phased approach for future meetings.

Mr. Hutchinson has provided the attached proposal which notes that if approved, they will invoice 50% in advance with the remainder due at the end of the project. If a second phase occurs then 50% of the first phase investment will be applied forward.

I had tentatively set January 14 from 7:30-11:30 am at the CRC but Bob is not available to attend. It is very important that all board members be in attendance. If the funding is approved, it would be beneficial if a date and time could be determined during the November 19 meeting.

Recommendation:

For discussion purposes

Attachments:

Trebuchet Group Plan

Improvement Plan - Windsor DDA

Co-created by DDA Board Members and Chris Hutchinson – October 2014

Background Summary and Assumptions

The approach is based on the following summary and assumptions:

1. The Windsor Downtown Development Authority is in the third year of a five-year funding authorization from the Town of Windsor.
2. The DDA wants to define and communicate the future of the organization in developing and growing the Town of Windsor, as well as secure sustainable funding so it can continue that mission.
3. There is a desire to get external support for a strategic planning process to define the future direction and activities of the organization. Members would like a half-day retreat to explore and establish the qualities of the desired future for the DDA, potentially followed by facilitated meetings with all members of the DDA to ensure that the strategic plan is supported by an engaged membership.

Primary Outcomes

Here are the specific outcomes we would be jointly working toward for this improvement project:

1. All DDA members engaged fully in the organization and have clear, consistent direction through their understanding of and involvement with an inspirational vision and a coherent, solid strategic plan.
2. The Town Board understands the need for and direction of the organization, enabling continuing funding past the five-year authority.

Secondary Outcomes

These secondary outcomes should be achieved as a byproduct of the primary outcomes, or are results that need to continue as the project progresses:

1. DDA Board members are working together effectively and efficiently.
2. Staff is confident that the organization's leadership is aligned and direction is consistent.

Process Steps and Service Provided

The program is comprehensive in that it will involve board members and staff collectively in the process. Most of these steps are in order – others will occur throughout the program.

Phase I

1. Chris meets with DDA Board Leadership to clarify and pinpoint the exact expectations, gaining crystal clear unity, and verifying we are aiming for the most significant objectives with this program.
2. Chris, with input from DDA Board Leadership, designs a half-day retreat to using Trebuchet Group's Picturing the Future™ structure to identify the most important qualities of the desired future for the organization and its mission.

3. Chris facilitates a half-day Picturing the Future™ session involving the DDA Board members and staff, to enable broad and collaborative thinking about what qualities and outcomes are desired to achieve, avoid, and preserve for the collective success of DDA and Town of Windsor. This process co-creates a prioritized list of desired high-level outcomes for the organization for the future, which are building blocks for an effective strategic plan.
4. Chris summarizes the information developed at the retreat into a report, and debriefs the information from the work session to the DDA Board.
5. Chris and the DDA Board jointly determine whether or not to continue with the strategic planning process. If the decision is made to proceed, we will define scope, time, and budget for the next phase at this point.

Phase II

This portion is to be determined, based on the results of Phase I and the needs of the organization. Processes may include:

- Facilitation of meetings with membership to enable them to influence and own the strategic plan
- Support in development and communication of the comprehensive strategic plan

Special Features

Trebuchet Group members’ roles are that of collaborators and organization coaches. Our approach is to be the facilitators of your team members’ success, having you and your team members provide the insight, ideas, and eventual commitment to the changes they want to make. The team does the work, and we will provide the process and the tools in a “just in time” fashion. For the success of the program, it is very important that the team sees this as their own project of which Trebuchet Group is a temporary team member. Without ownership and commitment by the team, we cannot be fully successful together.

Time and Funds Investment

The duration of this project will be one month – February 2015. To achieve the objectives stated above, the following investment will be required from the organization:

Phase I

Leadership’s time	Board member’s time	Staff time	Funds
½ day for team retreat 1 - 2 hours for preparation and debrief meetings As needed for implementation	½ day for team retreat As needed for implementation	½ day for team retreat As needed for implementation	\$3,000

Phase II

Leadership’s time	Board member’s time	Staff time	Funds
To be determined based on the results of Phase I			

We will invoice 50% in advance, with the remainder at the end of the project schedule. If Phase II occurs, 50% of Phase I investment will be applied forward. No travel or additional material costs are anticipated.

Additional assistance beyond collaboration to achieve what is detailed in this plan is available, and will be quoted as a separate project.

Expectations

Throughout the program you can expect Trebuchet Group to:

- Provide support as needed to successfully complete the project objectives
- Transfer skills so dependence on Trebuchet Group steadily diminishes throughout the project
- Be flexible and responsive to the needs of your organization

In turn Trebuchet Group will need you to:

- Enable access to key leaders and personnel in person and via phone and email
- Invest the time and energy needed for meetings and improvement efforts
- Provide payment in conformance with the terms above

We will need each other to:

- Alert each other of anything we learn that may affect the success of this plan (e.g. key people leaving, shifts in strategy, personnel conflicts, etc.)
- Respect each other's confidentiality and proprietary materials and approaches
- Be willing to assess progress throughout the program and make adjustments as required

Assurances

During the program we will jointly review progress, to enable us to adjust the process as needed. We want you to receive what you expect and what we agreed to provide. Your satisfaction is very important and you will be asked for feedback regularly as we proceed.