



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

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### BOARD OF DIRECTORS MEETING

July 15, 2015 – 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 May 20, 2015 Board of Directors Meeting – M. Walter
- F. Report of Bills, Financial Report, Sales Tax Trend Map – P. Garcia
- G. 2016 Budget Schedule – P. Garcia
- H. Retreat Follow Up – P. Garcia
- I. Support Services – P. Garcia
  - Executive Director
  - Architect / Development Assistant
  - Realtor
- J. Report from Sub-Committees
  1. Marketing Committee
    - USA Pro Challenge/Promotional ideas – K. Melendez
    - Event debrief – Broker Event, All Town BBQ – K. Melendez
  2. Beautification Committee
  3. Parking Committee
- K. Communications
  - Parking Regulations
    - July 15, 2015 – Planning Commission recommendation
    - July 27, 2015 – Town Board first reading of ordinance
    - August 10, 2015 – Town Board second reading of ordinance
  - DCI Annual Conference/Durango - October 6-9, 2015
- L. The News on the Street is . . .
- M. Executive Session

Executive session to discuss issues related to the purchase, acquisition, lease, transfer, or sale of real property, or other property interest; to determine positions relative to matters that may be subject to negotiations; and to receive legal advice on specific legal questions; in accordance with C.R.S. 24-6-402(4)(a), (b), and (e)
- N. Adjourn



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**BOARD OF DIRECTORS MEETING**

**May 20, 2015 – 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 7:35 a.m.

B. Roll Call

|                     |                          |
|---------------------|--------------------------|
| Chairman            | Bob Winter               |
| Vice Chairman       | Dan Stauss               |
| Secretary/Treasurer | Craig Petersen (excused) |
|                     | Kristie Melendez         |
|                     | Dean Koehler             |
|                     | Sean Pike                |
|                     | Jason Schaeffer          |

Also present:

|                             |               |
|-----------------------------|---------------|
| Communications/Asst to TM   | Kelly Unger   |
| Town Manager                | Kelly Arnold  |
| Chief of Police             | John Michaels |
| Customer Service Supervisor | Megan Walter  |

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment. Denise Marquardt, owner of My Favorite Things at 414 Main Street was there to discuss the future of the jointly owned vacant lot.

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

**Vice Chairman Stauss motioned to approve the agenda as presented; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Winter, Stauss, Melendez, Koehler, Pike, Schaeffer  
Nayes - None. Motion carried.**

E. Approval of Minutes from the April 15, 2015 Board of Directors Meeting – M. Walter

**Vice Chairman Stauss motioned to approve the minutes as presented; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Winter, Stauss, Melendez, Koehler, Pike, Schaeffer  
Nayes - None. Motion carried.**

F. Report of Bills & Financial Report – K. Arnold

Town Manager Arnold presented the report of bills and financial report; he offered to answer any additional questions. Board Member Melendez submitted an invoice for website hosting and requested the board approve payment of \$240.00. **Vice Chairman Stauss motioned to approve the report of bills with the addition of the website hosting invoice; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Winter, Stauss, Melendez, Koehler, Pike, Schaeffer  
Nayes - None. Motion carried.**



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### G. Report from Sub-Committees

#### 1. Marketing Committee

##### i. 125<sup>th</sup> Celebration

Ms. Unger informed the board that dining specials for the 125<sup>th</sup> Anniversary started Memorial Day weekend. She also recommended they continue to check the website, windsor125.com for more events. She also informed the board that Pelican Fest will be cancelled.

##### ii. Billboards Update

Board Member Melendez presented the board with photos of the billboards located at Harmony and 287, Hwy 287 and Trilby, Hwy 34 and Sculptor Drive, and Hwy 287 and Skyway. These billboards will stay up for 6 months. The final cost of this was \$10,302.84, the Town agreed to pay \$2,500 of that total cost.

##### iii. Rack Cards

An updated rack card has been printed and is ready for display for local business that would like them. These will also be distributed at summer events.

##### iv. Insert in Windsor Now

Board Member Melendez discussed with DDA board members the idea and cost of placing an insert in the Windsor Now that is similar to the rack card. The total cost for this insert would be \$1,119.40 for 10,000 inserts. The board discussed this option as well as some other advertising like a direct mail post card. The board ultimately agreed on a direct mail post card for a budget up to \$3,500. Board Member Melendez agreed to work on this post card and report back to DDA board with proof and more information after discussing with Shane at Windsor Now.

**Board member Koehler motioned to approve up to \$3500 for a direct mail postcard; Board member Shaeffer seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Melendez, Koehler, Pike, Schaeffer**

**Nayes - None. Motion carried.**

##### v. All Town BBQ

The marketing committee would like to supply water wrapped in the DDA labels at the All Town BBQ. Ms. Melendez would like to hire a few kids to wrap the bottles and get them ready. The board discussed and approved the idea with a budget up to \$500.00.

**Board member Koehler motioned to approve the supply of water at the All Town BBQ for a budget of \$500; Board member Pike seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Melendez, Koehler, Pike, Schaeffer**

**Nayes - None. Motion carried.**

##### vi. Social Media efforts

Kailee Melendez has updated the website with all the summer events and is working on a monthly newsletter for DDA businesses. She is also working on uploading all the minutes and agendas to update the website.



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### 2. Beautification Committee

#### i. Status of code enforcement efforts in DDA area – J. Michaels

Chief Michaels informed the board that the Ash Street and Brunner property were cited. Those properties are currently going through the municipal court system to gain compliance. He provided a photograph of the properties as of May 19<sup>th</sup>. He stated they are also working with other businesses in the DDA area to get properties cleaned up in the next month. He requested the DDA communicate with businesses and help get the area cleaned up so they don't have to be cited.

Chief Michaels also looked into the Mill, he stated code enforcement keeps them in compliance with their weeds but as of right now, they aren't in any other ordinance violations. Planning has stated they are not in compliance with their current site plan, and they are working with them on that.

Town Manager Arnold stated the last communication with the mill and interested leasing party was a week ago. They are continuing to work towards a lease for the portion of the building that was the pool hall. If they only use that portion of the building and make no other changes, the building can and will stay the way it looks today. Mr. Arnold suggests waiting to see if the interested party does lease the building and then work through the non-compliant site plan, which would resolve all the exterior issues. He also recommends a few board members get in contact with the mill owner, and report back to the board. Board discussed and agreed to make contact with the owner to gain some additional information.

Chief Michaels stated the owners of the junk vehicles on the DDA owned lot has been cited. He agreed to have code enforcement look into anything else that might be a violation on this property. He informed the board that as owners of the lot, they are able to tow junk vehicles if they choose. He suggests putting up no parking; vehicle will be towed signs and contact a tow company.

Board members discussed other hazards of that lot and ideas for signage.

#### ii. Status of DDA owned property

##### a. DDA lot preparation and striping

Town Manager Arnold advised the board that striping on the DDA parking lot would take place the following week, and staff would work with Police and Public Works for signage to get unauthorized cars off the lot for striping.

##### b. Clean up of vacant lot between 408 and 414 Main

Denise Marquardt, owner of 414 Main Street discussed with the board members the opportunities for making some money off the vacant property between 408 and 414 Main. She stated she would like to possibly bring in vendors to rent the space for weekend garage sales or have the DDA lease the property from her and do what they would like with it. She also mentioned she might be interested in selling her portion of the lot or her business and lot together. The board



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indicated they are not interested in leasing the property, but would like to discuss either selling the entire property or working together to do something with the property. The board discussed the easement in that property and the need to look into the legal property lines before making any final decisions.

Town Manager Arnold questioned Ms. Marquardt on her intentions to sell the property; he suggested if that was an interest to her, she needs to get a realtor or attorney involved to gather information regarding valuation and structure of building.

Town Manager Arnold reported to the board the costs to renovate the lot; remove tree stump, \$350, take down fence, \$250, make lot passable, \$1,000 to \$1,200. Board discussed and agreed to remove tree stump.

**Vice Chairman Stauss motioned to approve the tree removal for \$350; Board member Shaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

Vice Chairman Stauss suggested selling the lot to an interested buyer that would put in another building and business with a storefront.

Board continued to discuss options for lot and decided to get some more information from Town staff and revisit during the next regular meeting.

- iii. Bike rack placement and timeframe for installation  
The bike racks will be installed outside Ricky B's and the museum.

- 3. Parking Committee  
No report.

### H. Windsor Broker Event – K. Unger

Ms. Unger informed the DDA board the Windsor Broker Event is scheduled for June 11, 2015 and with a \$500 sponsorship, two DDA members could attend the event and speak for five minutes.

**Board member Melendez motioned to approve the sponsorship for \$500; Board member Pike seconded the motion. Roll call on the vote resulted as follows:**

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

### I. Support Services

- i. Executive Director

Town Manager Arnold put in a call to DCI regarding the Executive Director, he will report back with further information when available.

Board member Melendez has not heard back from her two contacts regarding this topic.



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ii. DCI Assistance

Town Manager Arnold contacted Kristen Cypher regarding the Library's interest in the downtown. She suggested getting DCI involved because of their recent projects in Castle Pines. She is on the board at DCI and thinks they would be extremely interested in assisting Windsor in any way possible. Mr. Arnold contacted DCI, asking them their interest in facilitating meeting between DDA and Library Board. DCI responding stating they are available the week of June 22<sup>nd</sup> and are very interested in supporting the DDA. They will put together a proposal within a week and Mr. Arnold will report back to board as soon as he has additional information.

Town Manager Arnold also informed the board of a meeting with Chris Ruff. He stated there may be interest by Mr. Ruff and Library Board to move the Library to the south east corner of his property on Hwy 392 and 257.

iii. Architect/Development Assistant

No discussion.

iv. Realtor

Town Manager Arnold recommends DDA board get in contact with a trusted realtor to have on their side for reference and mentoring.

J. Communications

1. Parking Regulations – Planning Commission work session May 20, 2015 at 6pm & Town Board work session on June 15, 2015 at 6pm – K. Arnold  
No discussion
2. Site visit to Louisville Library and Lafayette Downtown – K. Arnold  
Town Manager Arnold informed board that he spoke with City Manager of Lafayette and they have offered to host if the Windsor DDA is interested in visiting.

K. Adjourn

**Vice Chairman Stauss motioned to adjourn the meeting at 9:08 a.m.; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Melendez, Koehler, Pike, Schaeffer**

**Nayes - None. Motion carried.**

*megan walter*

Megan Walter, Customer Service Supervisor

# Accounts Payable

## Transactions by Account

User: sswanson  
 Printed: 06/09/2015 - 9:11AM  
 Batch: 00000.00.0000



TOWN OF WINDSOR  
 301 WALNUT STREET  
 WINDSOR, CO 80550  
 WWW.WINDSORGOV.COM  
 (970) 674-2400  
 MON-FRI 8AM TO 5PM

| Account Number  | Vendor                    | Description                        | GL Date    | Check No | Amount     | PO No |
|-----------------|---------------------------|------------------------------------|------------|----------|------------|-------|
| 19-486-6213-000 | WINDSOR CHAMBER OF COMM   | SILVER LEVEL SPONSORSHIP           | 06/04/2015 | 73283    | 500.00 ✓   |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 500.00     |       |
| 19-486-6213-000 | UNITED STATES POST OFFICE | DDA POST CARD MAILINGS             | 06/04/2015 | 73288    | 1,780.25 ✓ |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 1,780.25   |       |
| 19-486-6213-000 | THE GREELEY TRIBUNE       | DDA TOP PAGE                       | 05/28/2015 | 73248    | 333.00 ✓   |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 333.00     |       |
| 19-486-6213-000 | VISTA WORKS               | DDA WEBSITE HOSTING, MAINTI        | 05/28/2015 | 73262    | 1,440.00 ✓ |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 1,440.00   |       |
| 19-486-6213-000 | MICHELLE GARRETT          | DDA POSTCARD DESIGN AND PR         | 06/04/2015 | 73333    | 1,224.50 ✓ |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 1,224.50   |       |
| 19-486-6213-000 | LAMAR NORTHERN COLORADO   | DDA BILLBOARD                      | 06/04/2015 | 73335    | 7,500.00 ✓ |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 7,500.00   |       |
| 19-486-6214-000 | CARD SERVICES             | DDA-RETREAT SNACKS                 | 05/14/2015 | 73116    | 99.69 ✓    |       |
|                 |                           | Vendor Subtotal for Department:486 |            |          | 99.69      |       |

| Account Number  | Vendor                     | Description                        | GL Date    | Check No | Amount    | PO No |
|-----------------|----------------------------|------------------------------------|------------|----------|-----------|-------|
| 19-486-6252-000 | LILEY, ROGERS, AND MARTELL | LEGAL SERVICES HIROUGH APRIL       | 05/28/2015 | 73254    | 130.00    |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 130.00    |       |
| 19-486-6253-000 | PITNEY BOWES               | POSTAGE METER RENTAL               | 05/14/2015 | 73095    | 9.78      |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 9.78      |       |
|                 |                            | Subtotal for Fund: 19              |            |          | 13,017.22 |       |
|                 |                            | Report Total:                      |            |          | 13,017.22 |       |



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

|                           |              |
|---------------------------|--------------|
| <b>Finance Department</b> |              |
| Vendor #                  | 100703<br>30 |
| Obligation #              |              |

## PAYMENT REQUEST

|   |               |
|---|---------------|
| <b>INVOICE NUMBER: 6810</b>                                       | <b>Notes:</b> |
| <b>VENDOR: Windsor Chamber of Commerce</b>                        |               |
| <b>DBA: Windsor Chamber of Commerce</b><br>(IF OTHER THAN VENDOR) |               |
| <b>Address: 421 Main Street</b><br>Windsor, CO 80550              |               |
| <b>Phone: 949-861-0193</b>  |               |
| <b>Fax:</b>   | DDA EXPENSE   |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 05/27/15     | Krystal Eucker |                     | <i>PSG</i>          |

| BUDGET LINE ITEM |       |          |         | DESCRIPTION                          | TOTAL  |
|------------------|-------|----------|---------|--------------------------------------|--------|
| FUND             | DEPT. | FUNCTION | PROJECT |                                      |        |
| 19               | 486   | 6213     |         | Broker Day- Silver Level Sponsorship | 500.00 |
|                  |       |          |         |                                      |        |
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|                  |       |          |         | POSTED                               |        |
|                  |       |          |         | <b>TOTAL</b>                         | 500.00 |

Return to **Stacey** in Finance

19-480-6213

Windsor Chamber of Commerce  
 421 Main Street  
 Windsor, CO 80550

# Invoice

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 5/27/2015 | 6810      |

|  |
|--|
| Bill To  |
| Windsor Downtown Authority<br>Patti Garcia<br>301 Walnut Street<br>Windsor, CO 80550 |

|          |                |           |         |
|----------|----------------|-----------|---------|
| P.O. No. | Terms          | Due Date  | Project |
|          | Due on receipt | 5/27/2015 |         |

| Description  | Qty | Rate   | Amount |
|--|-----|--------|--------|
| Windsor Broker Day Event<br>Silver Level Sponsorship | 1   | 500.00 | 500.00 |

|   |                         |          |
|---|-------------------------|----------|
|   | <b>Total</b>            | \$500.00 |
| Thank you for your continued Membership and Support!                          | <b>Payments/Credits</b> | \$0.00   |
| For Tax Purposes Dues are a Business Expense - not a Charitable Contribution. | <b>Balance Due</b>      | \$500.00 |

|                |                |                           |                        |
|----------------|----------------|---------------------------|------------------------|
| 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

|                                  |        |
|----------------------------------|--------|
| <b><i>Finance Department</i></b> |        |
| Vendor #                         | 102160 |
| Obligation #                     |        |

## PAYMENT REQUEST

|   |               |
|---|---------------|
| <b>INVOICE NUMBER:</b> 06/02/2015                               | <b>Notes:</b> |
| <b>VENDOR:</b> United States Post Office                        |               |
| <b>DBA:</b> United States Post Office<br>(IF OTHER THAN VENDOR) |               |
| <b>Address:</b> 215 6 <sup>th</sup> Street<br>Windsor, CO 80550 |               |
| <b>Phone:</b> 949-861-0193                                      | DDA EXPENSE   |
| <b>Fax:</b>   |               |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 05/28/15     | Krystal Eucker |                     | <i>PS</i>           |

| BUDGET LINE ITEM |       |          |         | DESCRIPTION            | TOTAL   |
|------------------|-------|----------|---------|------------------------|---------|
| FUND             | DEPT. | FUNCTION | PROJECT |                        |         |
| 19               | 486   | 6213     |         | DDA Post Card Mailings | 1780.25 |
|                  |       |          |         |                        |         |
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|                  |       |          |         | POSTED                 |         |
|                  |       |          |         | <b>TOTAL</b>           | 1780.25 |

Return to **Stacey** in Finance

19-480-6213  
ck to Patti

## Patti Garcia

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**From:** Kristie Melendez <k.melendez@comcast.net>  
**Sent:** Thursday, May 28, 2015 8:28 AM  
**To:** Patti Garcia; Kelly Unger  
**Subject:** FW: Bulk Mail costs for DDA Direct Mail  
**Attachments:** MAIL ROUTES IN WINDOR May 2015.docx

Patti: Here's the cost I got from Michal for the postcard mailing the DDA wants to do. We are going to mail to 10, 195 households. I ordered postcards yesterday and should have them by June 4 or 5 and then will be ready to mail them on June 8 or 9th so will need the postage check at that time to deliver to the post office along with the postcards. For the water bottle labeling and for the postcard sorting can I just submit an invoice for this total once these projects are done at the \$10/hr since my team members will be the ones completing these jobs for us. Thanks!

Kristie

-----Original Message-----

**From:** Michal Connors [<mailto:michal@windsorchamber.net>]  
**Sent:** Wednesday, May 27, 2015 4:14 PM  
**To:** 'Kristie Melendez'; Kristie; Kristie Melendez  
**Subject:** Bulk Mail Routes Windsor May 2015

Kristie,

Here are the mail routes for the DDA mailing. I spoke to the post office and they said that the 6 x 9 is fine. (Per David - Postmaster)

Total Cost:

8242 Households in Windsor 80550 = \$1368.17  
1953 Households in 80528 = \$412.08 (When paid for and dropped off in Windsor)

Grand Total = \$1780.25 Check made out to USPS or Postmaster

↳ Vendor # 102160

Michal Connors  
Executive Director  
Windsor Chamber of Commerce  
421 Main Street  
Windsor, CO 80550  
970-686-7189  
[www.windsorchamber.net](http://www.windsorchamber.net)  
Facebook: WindsorCOChamber

MAIL ROUTES IN WINDOR FOR

SATURATION MAILING

MAY 2015

WINDSOR

- R-1 – 544 - RURAL NORTH, WINDSOR ESTATES, NORTH SHORES
- R-2 - 629 - WINDSOR WEST, BUSINESSES FROM 11<sup>TH</sup> TO 16<sup>TH</sup> ON MAIN & ASH
- R-3 - 817 - GOVERNOR FARM, PART OF WINDSOR VILLAGE WEST OF 1<sup>ST</sup>
- R-4 - 666 - WATER VALLEY
- R-5 - 604 - RIVERWEST, RIDGE WEST, STEEPLE CHASE
- R-6 – 493 – CORNERSTONE TO WINDSOR VILLAGE PHASE 1, RURAL EAST,
- R - 7 -817 – RIVERBEND, INDIAN TRAIL, WESTWOOD, WINDSPHIRE
- R - 8 -828 – SEVERANCE/SEVERANCE AREA – NOT BALDRIDGE, SUB.
- R- 9 – 701 – WATER VALLEY CONDOS AND PATIO HOMES, RURAL SOUTH ON WCR 17,  
BISCON RIDGE, HIGHLAND MEADOWS, SOUTH OF WCR 30, HIGHPOINTE
- R-10-805 - WINDSOR MANOR SUBDIVISION, VANTANA SUBDIVISION, NEW WINDSOR, GRASSLANDS
- R-11- 729 – SOUTH WATER VALLEY, POUDE HEIGHTS, PELICAN HILLS, AND EAST ON 392 FROM  
CORNER  
OF 392 AND 257
- R-12 – 609- CORNER OF 392 & 257 NORTH, FOXRIDGE SUB – PART OF SEVERANCE, GREESPIRE

TOTAL – 8242 HOUSEHOLDS IN WINDSOR

SEVERANCE HAS 223 POST OFFICE BOXES – WHICH YOU PAY AT WINDSOR PO, BUT TAKE TO SEVERANCE



80528 RESIDENTIAL/COMMERCIAL

IF ALL ROUTES BELOW THE LINE:

PAY 16.6 CENTS PER ITEM, IF TAKEN OVER TO FT. COLLINS, BUT PAID FOR IN WINDSOR.

21.1 CENTS PER ITEM – IF YOU MAIL THESE IN WINDSOR

PTARMIGAN-COUNTRY MEADOWS-HIGHLAND HILLS-  
HIGHLAND MEADOWS AND EAGLES RANCH

RR - - 678 – PTARMIGAN – MTN SHADOWS - NORTH OF 392

RR 23 – 493 – COUNTRY MEADOWS – COUNTRY FARMS – HIGHLAND HILLS – HIGHLAND MEADOWS-  
SOUTH OF 392 (INCLUDES SHOPPING CENTER W/ARBY'S)

RR 45 – 782- EAGLES RANCH – (INCLUDES 3 NEW SUBDIVISIONS)



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

|                           |        |
|---------------------------|--------|
| <u>Finance Department</u> |        |
| Vendor #                  | 105741 |
| Obligation #              |        |

## PAYMENT REQUEST

|  |        |
|--|--------|
| INVOICE NUMBER: <u>5520232043015</u>           | Notes: |
| VENDOR: Greeley Tribune, The                   |        |
| DBA: Greeley Tribune<br>(IF OTHER THAN VENDOR) |        |
| Address: P.O. Box 1690<br>Greeley, CO 80632    |        |
| Phone:   |        |
| Fax:   |        |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 4/30/15      | Krystal Eucker |                     |                     |

| BUDGET LINE ITEM |       |          |         |              |               |
|------------------|-------|----------|---------|--------------|---------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION  | TOTAL         |
| 19               | 486   | 6213     | 000     | DDA Page Top | 333.00        |
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| <b>TOTAL</b>     |       |          |         |              | <b>333.00</b> |

POSTED

Return to **Stacey** in Finance

333.00

For information or questions regarding your bill, please call our Customer Service Department at (970) 392-5643 or email us at delarson@greeleytribune.com.

Account Manager: Shane Fanning GT71 970-352-0211 sfanning@greeleytribune.com

|                         |                |                       |                |                       |                 |                         |  |
|-------------------------|----------------|-----------------------|----------------|-----------------------|-----------------|-------------------------|--|
| <b>Account Name</b>     |                | <b>Account Number</b> |                | <b>Billing Period</b> |                 | <b>Invoice Number</b>   |  |
| Windsor DDA             |                | 5520232               |                | 04/01/15 - 04/30/15   |                 | 5520232043015           |  |
| <b>Payments/Credits</b> | <b>Current</b> | <b>30 Days</b>        | <b>60 Days</b> | <b>90 Days</b>        | <b>120 Days</b> | <b>Total Amount Due</b> |  |
| 0.00                    | 333.00         | 0.00                  | 0.00           | 0.00                  | 0.00            | 333.00                  |  |

| DATE | PUBLICATION              | AD#      | PO# / DESCRIPTION / INSERT IDENTIFIER | UNITS    | RUNS | AMOUNT  |
|------|--------------------------|----------|---------------------------------------|----------|------|---------|
| 4/1  |                          |          | Balance Forward                       |          |      | 671.00  |
| 4/14 |                          |          | Payment on Account                    |          |      | -333.00 |
| 4/21 |                          |          | Payment on Account                    |          |      | -333.00 |
| 4/22 |                          |          | Finance Charge Removal                |          |      | -5.00   |
| 4/5  | <b>Ad Type: Display</b>  |          |                                       |          |      |         |
|      | WN                       | 11054446 | DDA Page Top                          | 6 x 3.25 | 1    | 248.00  |
| 4/5  | <b>Ad Type: Internet</b> |          |                                       |          |      |         |
|      | WNI                      | 11054455 | Webskin                               |          | 1    | 85.00   |
| 4/6  | WNI                      | 11054455 | Webskin                               |          | 1    | 0.00    |
| 4/7  | WNI                      | 11054455 | Webskin                               |          | 1    | 0.00    |
| 4/8  | WNI                      | 11054455 | Webskin                               |          | 1    | 0.00    |
| 4/9  | WNI                      | 11054455 | Webskin                               |          | 1    | 0.00    |
| 4/10 | WNI                      | 11054455 | Webskin                               |          | 1    | 0.00    |
| 4/11 | WNI                      | 11054455 | Webskin                               |          | 1    | 0.00    |



To review our full terms and conditions, please visit [www.swiftcom.com/tac](http://www.swiftcom.com/tac).



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

| <u>Finance Department</u> |        |
|---------------------------|--------|
| Vendor #                  | 106995 |
| Obligation #              |        |

## PAYMENT REQUEST

|  |               |
|--|---------------|
| <b>INVOICE NUMBER:</b> 10257                           | <b>Notes:</b> |
| <b>VENDOR:</b> Vista Works                             |               |
| <b>DBA:</b> Vista Works<br>(IF OTHER THAN VENDOR)      |               |
| <b>Address:</b> P.O. Box 4629<br>Buena Vista, CO 81211 |               |
| <b>Phone:</b> 719-395-58700                            |               |
| <b>Fax:</b>  |               |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 5/15/15      | Krystal Eucker |                     |                     |

| BUDGET LINE ITEM |       |          |         |                                     |                |
|------------------|-------|----------|---------|-------------------------------------|----------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION                         | TOTAL          |
| 19               | 486   | 6213     |         | DDA Website Hosting                 | 240.00         |
| 19               | 486   | 6213     |         | DDA Website Maintenance and Support | 1200.00        |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
|                  |       |          |         |                                     |                |
| <b>TOTAL</b>     |       |          |         |                                     | <b>1440.00</b> |

POSTED

Return to **Stacey** in Finance

19-480-6213



# Invoice

PO Box 4629  
Buena Vista, CO 81211

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 5/15/2015 | 10257     |

|  |
|--|
| Bill To:   |
| Windsor Downtown Development<br>Kristie Melendez |

|          |                |             |      |
|----------|----------------|-------------|------|
| P.O. No. | Terms          | Customer ID | Page |
|          | Due on receipt |             |      |

| Quantity | Description                                    | Rate   | Amount   |
|----------|--|--------|----------|
| 12       | Budget Plus Website Hosting 6/15/15 to 6/15/16 | 20.00  | 240.00   |
| 12       | Website Maintenance and Support annual         | 100.00 | 1,200.00 |
|          | Sales Tax                                      | 7.40%  | 0.00     |

**Total** \$1,440.00

If you have a Recurring Credit Card Charge Agreement with VistaWorks, and want to pay via CC, simply return this invoice marked clearly, "Pay with my Credit Card"

|                |                |                         |
|----------------|----------------|-------------------------|
| Phone #        | Fax #          | E-mail                  |
| (719) 395-5700 | (719) 395-5795 | receipts@vistaworks.net |



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

|                           |        |
|---------------------------|--------|
| <b>Finance Department</b> |        |
| Vendor #                  | 107302 |
| Obligation #              |        |

## PAYMENT REQUEST

|   |               |
|---|---------------|
| <b>INVOICE NUMBER: 1512</b>                                     | <b>Notes:</b> |
| <b>VENDOR: Michelle Garrett</b>                                 |               |
| <b>DBA: Michelle Garrett</b><br>(IF OTHER THAN VENDOR)          |               |
| <b>Address: 13450 Lafayette Ct</b><br><b>Thornton, CO 80241</b> |               |
| <b>Phone: 949-861-0193</b>                                      |               |
| <b>Fax:</b>   | DDA EXPENSE   |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 05/29/15     | Krystal Eucker |                     | <i>[Signature]</i>  |

| BUDGET LINE ITEM |       |          |         | DESCRIPTION                 | TOTAL          |
|------------------|-------|----------|---------|-----------------------------|----------------|
| FUND             | DEPT. | FUNCTION | PROJECT |                             |                |
| 19               | 486   | 6213     |         | DDA Event Postcards- Design | 162.50         |
| 19               | 486   | 6213     |         | DDA Event Postcard-Printing | 1062.00        |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         |                             |                |
|                  |       |          |         | <b>TOTAL</b>                | <b>1224.50</b> |

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Return to **Stacey** in Finance

19-486-6213



M I C H E L L E G A R R E T T

INVOICE #1512  
May 29, 2015

Windsor DDA  
PO Box 381  
Windsor CO 80550

**Re: DDA Postcard**

|  |                  |
|--|------------------|
| Design: DDA Postcard   |                  |
| 2.5 hrs @ \$65/hr .....  | 162.50           |
| Printing: DDA Event Postcard, 14pt UV Both Sides - 6 x 9 4/4 10000 pcs |                  |
| .....  | 1062.00          |
| <b>Total</b> .....   | <b>\$1224.50</b> |

Please make checks payable to: Michelle Garrett Send to: 13450 Lafayette Ct, Thornton, CO 80241  
TERMS: All invoices are payable within thirty (30) days of receipt. A 2% monthly service charge is payable on all overdue balances.



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

|                           |        |
|---------------------------|--------|
| <b>Finance Department</b> |        |
| Vendor #                  | 107317 |
| Obligation #              |        |

## PAYMENT REQUEST

|  |        |
|--|--------|
| INVOICE NUMBER: 2361131                          | Notes: |
| VENDOR: Lamar Companies Northern Colorado        |        |
| DBA: Lamar Companies<br>(IF OTHER THAN VENDOR)   |        |
| Address: P.O. Box 96030<br>Baton Rouge, LA 70896 |        |
| Phone: 800-235-2627 or 970-493-4411              |        |
| Fax:   |        |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 5/4/15       | Krystal Eucker |                     | KA                  |

| BUDGET LINE ITEM |       |          |         |                |           |
|------------------|-------|----------|---------|----------------|-----------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION    | TOTAL     |
| 19               | 486   | 6213     |         | DDA Billboards | 10,000.00 |
|                  |       |          |         |                | 7,500     |
| 01               | 433   | 6213     |         |                | 2,500     |
|                  |       |          |         |                |           |
|                  |       |          |         |                |           |
|                  |       |          |         |                |           |
|                  |       |          |         |                |           |
|                  |       |          |         |                |           |
|                  |       |          |         |                |           |
|                  |       |          |         | <b>TOTAL</b>   | 10,000.00 |

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# INVOICE

QUESTIONS? CONTACT 800-235-2627  
or 970-493-4411

CUSTOMER: Windsor DDA  
ADVERTISER:

INVOICE **2361131**

CUSTOMER  
CONTRACT NO.:

LAMAR CUSTOMER NO: 626725  
LAMAR CONTRACT NO.: 2361131

INVOICE DATE: 05/04/2015  
DUE DATE: 06/03/2015

| MARKET / MEDIA TYPE / DESIGN / LOCATION                    | CONTRACT SERVICE DATES      | PANEL NUMBER    | ILLUMINATED | AMOUNT             |
|--|-----------------------------|-----------------|-------------|--------------------|
| Media Type: Vinyl<br>Production / Installation 4 Vinyl Ads | 05/04/15                    |                 |             | 920.00             |
| 13 - FORT COLLINS, CO (420-DMB8777)                        |                             |                 |             |                    |
| Media Type: Posters  |                             |                 |             |                    |
| Design: Pre-emptible Bonus 6'X12' boards TBD               |                             |                 |             |                    |
| W HARYMONY RD W/O HWY 287 SS EF                            | 05/04/15-09/20/15           | 71342           | NO          | 0.00               |
| HWY 287 S/O E TRILBY RD ES NF                              |                             | 71434           | NO          | 0.00               |
| Media Type: Bulletins                                      |                             |                 |             |                    |
| HWY 287 .5 MI N/O SKYWAY ES SF                             | 05/04/15-09/20/15           | 74044           | YES         | 3,080.00           |
| 21-LOVELAND, CO (420-DMB8777)                              |                             |                 |             |                    |
| Media Type: Bulletins                                      |                             |                 |             |                    |
| HWY 34 AT SCULPTOR DR NS WF                                | 05/04/15-09/20/15           | 73147           | NO          | 6,000.00           |
| <b>STATE TAX</b>   | <b>COUNTY or PARISH TAX</b> | <b>CITY TAX</b> |             | <b>AMOUNT</b>      |
| \$0.00   | \$0.00                      | \$0.00          |             | <b>\$10,000.00</b> |



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

|                           |         |
|---------------------------|---------|
| <b>Finance Department</b> |         |
| Vendor #                  | 10 6373 |
| Obligation #              |         |

## PAYMENT REQUEST

|  |           |
|--|-----------|
| INVOICE NUMBER: 0054 APRIL 2015                      | Patthi G. |
| VENDOR: Card Services                                |           |
| DBA: N/A<br>(IF OTHER THAN VENDOR)                   |           |
| Address: PO BOX 875852<br>Kansas City, MO 64187-5852 |           |
| Phone: 800-821-5184                                  |           |
| Fax:   |           |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|--------------|---------------------|---------------------|
| 04/24/15     | P Garcia     |                     | DM                  |

| BUDGET LINE ITEM |       |          |         |   |                  |
|------------------|-------|----------|---------|---|------------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION   | TOTAL            |
| 01               | 413   | 6217     |         | Coloradoan web access                                       | 10.00            |
| 01               | 413   | 5137     |         | DCI Call In – Construction Defects Bill – K Unger           | 15.00            |
| 01               | 410   | 6210     |         | Dollar Tree – 125 <sup>th</sup> Anniversary items/returned  | 6.00             |
| 01               | 411   | 6213     |         | Office Depot/name tags, paper goods – Advisory board dinner | 49.98            |
| 01               | 411   | 6214     |         | KFC – TB dinner 4/13/15                                     | 45.00            |
| 01               | 411   | 6214     |         | King Soopers – 4/19/15 TB dinner dessert                    | 7.98             |
| 01               | 411   | 6214     |         | King Soopers – TB paper goods & snacks                      | 23.54            |
| 19               | 486   | 6214     |         | King Soopers – DDA retreat snacks                           | 11.98            |
| 01               | 413   | 5137     |         | CML registration – K Arpold                                 | 250.00           |
|                  |       |          |         | Total from page 2   | 401.72           |
| <b>TOTAL</b>     |       |          |         |   | <b>\$ 821.20</b> |

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| BUDGET LINE ITEM |       |          |         |   |               |
|------------------|-------|----------|---------|---|---------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION   | TOTAL         |
| 01               | 410   | 5137     |         | King Soopers - Admin week CSD                           | 152.92        |
| 01               | 419   | 5137     |         | King Soopers - Admin week Plng                          | 19.99         |
| 01               | 451   | 5137     |         | King Soopers - Admin week CRC                           | 19.99         |
| 19               | 486   | 6214     |         | Pelican Jos - Retreat dinner                            | 87.71         |
| 01               | 411   | 6214     |         | Gibs Bagels - Joint Weld/Severance/Windsor mtg          | 71.47         |
| 01               | 411   | 6214     |         | King Soopers - Joint Weld/Severance/Windsor mtg (fruit) | 29.90         |
| 01               | 411   | 6214     |         | King Soopers -Joint Weld/Severance/Windsor mtg (coffee) | 19.74         |
|                  |       |          |         |   |               |
|                  |       |          |         |   |               |
|                  |       |          |         |   |               |
|                  |       |          |         |   |               |
|                  |       |          |         |   |               |
|                  |       |          |         | <b>TOTAL</b>  | <b>401.72</b> |

11.98 DDA  
23.34 TP



Pelican Jos  
263 EASTMAN PARK DR UNIT B  
WINDSOR  
(970) 686-7297

DINE-IN

Server: Kendra  
Date: 11/22/2015  
Time: 4:43 PM

Items

|                |            |         |
|----------------|------------|---------|
| 1/2 size       |            | 14.99   |
| Large          |            |         |
| Large Topping  | 5.1.12 x 3 | 3.36    |
| Pizza          |            | \$18.71 |
| Meat lover     |            |         |
| Large Pizza    |            | \$18.71 |
| Large Sammy    |            | \$6.01  |
| Drinks         | \$4.99 x 5 | \$24.95 |
| Subtotal       |            | \$87.71 |
| Sales Tax      |            | \$6.01  |
| Amount Charged |            | \$87.71 |

Great food.  
Low Prices.

1520 Main St.  
(970) 674-2830 Store # 104  
Your Cashier Was Laura P

SC NSTL PURE LIFE -\$ 5.49 B  
 NSTL PURE L (3.99) 1.50 B  
 NABISCO VRTY PK 2.79 B  
 KRO CUTLERY 1.99 T  
 DIXIE PLATES 2.99 T  
 DIXIE PLATES 2.99 T  
 KR ELEGANT LNCH NA-\$ 1.99 T  
 KR ELEGANT (1.79) 0.20-T  
 KRO TRL MIX 5.19 B  
 1 @ 2/8.00  
 SC HERSHEY MINIS -\$ 4.00 B  
 HERSHEY MIN (3.79) 0.21-B  
 JOLLY RANCHER CAND-\$ 3.39 B  
 SC JOLLY RANCH (3.00) 0.39-B  
 Valued Customer \*\*\*\*\*1661  
 TAX 1.88  
 TAX EXEMPTION 1.88  
 \*\*\*\* BALANCE 35.52

620 King Scoopers #104  
1520 Main St.  
Windsor CO 80550  
VISA Purchase  
\*\*\*\*\*0054  
TOTAL: 35.52  
REF#: 020863

|                              |       |
|------------------------------|-------|
| VISA                         | 35.52 |
| EXEMPTED SALES AMT           | 35.52 |
| CHANGE                       | 0.00  |
| TOTAL TAX                    | 0.00  |
| TOTAL NUMBER OF ITEMS SOLD = | 9     |

Auth Code: 022410  
Card #: XXXXXXXXXXXX0054  
Cardholder: PATTI GARCIA



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

|                                  |         |
|----------------------------------|---------|
| <b><u>Finance Department</u></b> |         |
| Vendor #                         | 10 6299 |
| Obligation #                     |         |

## PAYMENT REQUEST

|   |  |
|---|--|
| INVOICE NUMBER: 12820                                     |  |
| VENDOR: Liley Rogers & Martell LLC                        |  |
| DBA:  |  |
| (IF OTHER THAN VENDOR)                                    |  |
| Address: 300 South Howes Street<br>Fort Collins, CO 80521 |  |
|   |  |
|   |  |
| Phone:  |  |
| Fax:  |  |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|--------------|---------------------|---------------------|
| 05/07/2015   | Patti Garcia |                     | P Garcia<br>        |

| BUDGET LINE ITEM |       |          |         | DESCRIPTION                       | TOTAL     |
|------------------|-------|----------|---------|-----------------------------------|-----------|
| FUND             | DEPT. | FUNCTION | PROJECT |                                   |           |
| 19               | 486   | 6252     |         | Legal services through April 2015 | 130.00    |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
|                  |       |          |         |                                   |           |
| <b>TOTAL</b>     |       |          |         |                                   | \$ 130.00 |

POSTED

**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

May 07, 2015

In Reference To: DDA  
Invoice #12820

Professional Services

|   | <u>Hrs/Rate</u>   | <u>Amount</u>    |
|---|-------------------|------------------|
| 4/15/2015 LAL Brief emails from and to Patti Garcia regarding inclusion of additional property into DDA                                 | 0.20<br>180.00/hr | 36.00            |
| 4/21/2015 LAL Telephone conference with Ian McCargar and Bob Winter regarding potential quiet title action                              | 0.40<br>180.00/hr | 72.00            |
| 4/22/2015 JPK Review email from Lucia Liley regarding quiet title action; telephone conference with Patti Garcia to request information | 0.20<br>110.00/hr | 22.00            |
| Subtotal of charges   |                   | <u>\$130.00</u>  |
| For professional services rendered  |                   | \$130.00         |
| Previous balance  |                   | \$84.00          |
| Accounts receivable transactions  |                   |                  |
| 4/15/2015 Payment - Thank You No. 72742   |                   | <u>(\$84.00)</u> |
| Total payments and adjustments  |                   | (\$84.00)        |
| Balance due   |                   | <u>\$130.00</u>  |

105382

**PURCHASE/PAYMENT APPROVAL**

**VENDOR:** Pitney Bowes  
**105382** PO Box 371896  
Pittsburgh, PA 15250-7896

**INVOICE #** 445017  
**DATE:** May 14, 2015

**ALL SPLIT:** \$196.32  
**ADDITIONAL:**  
**TOTAL DUE:** \$196.32

| FUND/<br>DEPT. FUNC. | DEPARTMENT        | %      | DESCRIPTION          | AMOUNT          |
|----------------------|-------------------|--------|----------------------|-----------------|
| 01-410 6253          | Town Clerk        | 11.00% | postage meter rental | \$21.60         |
| 01-413 6253          | Administration    | 2.00%  | postage meter rental | \$3.93          |
| 01-415 6253          | Finance           | 11.00% | postage meter rental | \$21.60         |
| 01-416 6253          | Human Resources   | 5.00%  | postage meter rental | \$9.82          |
| 01-418 6253          | Legal             | 5.00%  | postage meter rental | \$9.82          |
| 01-419 6253          | Planning & Zoning | 5.00%  | postage meter rental | \$9.82          |
| 01-421 6253          | Police            | 10.00% | postage meter rental | \$19.63         |
| 01-430 6253          | Public Works      | 5.00%  | postage meter rental | \$9.82          |
| 01-431 6253          | Engineering       | 5.00%  | postage meter rental | \$9.82          |
| 01-451 6253          | Recreation        | 10.00% | postage meter rental | \$19.63         |
| 05-490 6253          | Senior Citizens   | 5.00%  | postage meter rental | \$9.82          |
| 01-454 6253          | Parks             | 5.00%  | postage meter rental | \$9.82          |
| 06-471 6253          | Water             | 10.00% | postage meter rental | \$19.63         |
| 07-481 6253          | Sewer             | 5.00%  | postage meter rental | \$9.82          |
| 01-411 6253          | Board             | 1.00%  | postage meter rental | \$1.96          |
| 19-486 6253          | DDA               | 5.00%  | postage meter rental | \$9.82          |
| <b>AMOUNT DUE:</b>   |                   |        |                      | <b>\$196.32</b> |

OK  
DM  
5/14/15

**POSTED**



- View and Pay Bills
- View Historical Bills
- My Payments
  - View Payment History
  - Cancel Pending Payments
- My Billing Accounts
  - View Accounts
  - Add/Remove Accounts
  - Edit Account Preferences
  - Manage Automatic Payments
- Get Statements By Email
- My Payment Profiles
  - View Profiles
  - Add/Remove Profiles
  - Edit Profiles
- Help & Support

**Document Display**

View Single Pages | First Previous Page: 1 | Next Last Printer Friendly View

Rotate: Direction: Zoom: 100% | Back To View and Pay Bills

---



**Supplies invoice# 445017**  
March 24, 2015

**Account name**  
Town Of Windsor  
**Billing acct number**  
2078-9297-86-6  
**Invoice number**  
445017

**Online Account Management**  
Thank you for signing up at [www.pb.com/myaccount](http://www.pb.com/myaccount).  
As a reminder your billing account number is: 20789297866

**Questions about your bill?**  
From 9 a.m. to 8 p.m. EST call 1-800-228-1071

**Important Contact Information**  
• Pay by Phone: 1-800-228-1071  
Enter 20789297866 as your acct number  
• To order Supplies: 1-800-243-7824 or visit [www.pb.com/supplies](http://www.pb.com/supplies).

| Invoice Summary                      |                 |
|--------------------------------------|-----------------|
| Supply charges                       | \$230.97        |
| Discounts                            | -\$34.65        |
| Total tax                            | \$0.00          |
| <b>Payment due by April 25, 2015</b> | <b>\$196.32</b> |

See reverse side for invoice details.

✓ **Updating your meter provides optimal performance and accurate mail processing.**  
You can check for updates by doing a postage balance inquiry on your meter. If an update is not available then your meter is current. Updating information can be found at [www.pb.com/ratesandupdates](http://www.pb.com/ratesandupdates).

**Supplies for your mailstream.**  
Trust genuine Pitney Bowes supplies. Visit [www.pb.com/supplies](http://www.pb.com/supplies) or call 1-800-243-7824.

---

**Avoid late charges - Mail your payment with the coupon below and allow up to 7-10 days for mail and processing time.**

Page 1 of 2      DUNS 08116-1793 TAX ID 84-8491030      Year of Issue      N-001171



2225 American Drive  
Neeah, WI 54954-1005

**Pitney Bowes payment coupon**  
If you've chosen not to pay online, please include this payment coupon with your payment.

**Billing acct number:** 2078-9297-86-6  
**Invoice date:** Mar 24, 2015      **Invoice #:** 445017  
**Payment amount due:** \$196.32      **Due date:** Apr 25, 2015

Amount paid \$

7120789297866000044501700001963208

20789297866

PITNEY BOWES INC  
PO BOX 371890  
PITTSBURGH PA 15250-7890

TOWN OF WINDSOR  
301 WALNUT ST  
WINDSOR CO 80550-5141

Change of address/contact information?  
Please update at [www.pb.com/support/addresschange](http://www.pb.com/support/addresschange)

# Accounts Payable

## Transactions by Account

User: sswanson  
 Printed: 07/09/2015 - 8:25AM  
 Batch: 00000.00.0000



TOWN OF WINDSOR  
 301 WALNUT STREET  
 WINDSOR, CO 80550  
 WWW.WINDSORGOV.COM  
 (970) 674-2400  
 MON-FRI 8AM TO 5PM

| Account Number  | Vendor                     | Description                        | GL Date    | Check No | Amount   | PO No |
|-----------------|----------------------------|------------------------------------|------------|----------|----------|-------|
| 19-486-6213-000 | UNITED STATES POST OFFICE  | DDA POST CARD MAILINGS             | 06/11/2015 | 73360    | 1,780.25 |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 1,780.25 |       |
| 19-486-6213-000 | THE GREELEY TRIBUNE        | DDA TOP PAGE 5/1/15-5/31/15        | 06/18/2015 | 73501    | 333.00   |       |
| 19-486-6213-000 | THE GREELEY TRIBUNE        | DDA PAGE TOP                       | 07/02/2015 | 73632    | 248.00   |       |
| 19-486-6213-000 | THE GREELEY TRIBUNE        | DDA WEBSKIN                        | 07/02/2015 | 73632    | 85.00    |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 666.00   |       |
| 19-486-6213-000 | KRISTIE MELENDEZ           | DDA WATER, LABELING AND POS        | 06/18/2015 | 73508    | 429.55   |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 429.55   |       |
| 19-486-6213-000 | DIANE LOUISE HOKANS        | WINDSOR DDA RACK CARDS             | 06/18/2015 | 73514    | 351.50   |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 351.50   |       |
| 19-486-6213-000 | KAILEE MELENDEZ            | DDA WEBSITE MAINTENANCE 4/         | 06/18/2015 | 73517    | 125.00   |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 125.00   |       |
| 19-486-6252-000 | LILEY, ROGERS, AND MARTELL | LEGAL SERVICES THROUGH MA)         | 06/18/2015 | 73507    | 207.50   |       |
|                 |                            | Vendor Subtotal for Department:486 |            |          | 207.50   |       |
| 19-486-6253-000 | CARD SERVICES              | DDA-CONSTANT CONTACT WEBS          | 06/12/2015 | 73399    | 40.00    |       |

| Account Number  | Vendor     | Description                        | GL Date    | Check No | Amount   | PO No |
|-----------------|------------|------------------------------------|------------|----------|----------|-------|
|                 |            | Vendor Subtotal for Department:486 |            |          | 40.00    |       |
| 19-486-6267-000 | PETTY CASH | PETTY CASH REIMB- TH CUST SV       | 07/02/2015 | 73610    | 3.00     |       |
|                 |            | Vendor Subtotal for Department:486 |            |          | 3.00     |       |
|                 |            | Subtotal for Fund: 19              |            |          | 3,602.80 |       |
|                 |            | Report Total:                      |            |          | 3,602.80 |       |



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

|                           |        |
|---------------------------|--------|
| <b>Finance Department</b> |        |
| Vendor #                  | 102160 |
| Obligation #              |        |

## PAYMENT REQUEST

|   |                    |
|---|--------------------|
| <b>INVOICE NUMBER: 06/02/2015</b>                               | Notes:             |
| <b>VENDOR: United States Post Office</b>                        |                    |
| <b>DBA: United States Post Office</b><br>(IF OTHER THAN VENDOR) |                    |
| <b>Address: 215 6<sup>th</sup> Street</b><br>Windsor, CO 80550  |                    |
| <b>Phone: 949-861-0193</b>                                      | <b>DDA EXPENSE</b> |
| <b>Fax:</b>   |                    |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 05/28/15     | Krystal Eucker |                     | <i>PS</i>           |

| BUDGET LINE ITEM |       |          |         |                        |                |
|------------------|-------|----------|---------|------------------------|----------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION            | TOTAL          |
| 19               | 486   | 6213     |         | DDA Post Card Mailings | 1780.25        |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         |                        |                |
|                  |       |          |         | <b>POSTED</b>          |                |
|                  |       |          |         | <b>POSTED</b>          | <i>1760.12</i> |
|                  |       |          |         | <b>TOTAL</b>           | <b>1780.25</b> |

Return to Stacey in Finance

*KM*

# Postage Statement - Standard Mail

|        |   |                              |   |                              |  |
|--------|---|------------------------------|---|------------------------------|--|
| Mailer | Permit Holder's Name and Address and Email Address, if Any<br><b>Windsor Chamber<br/>421 Main<br/>Windsor, CO 80550</b> | Telephone<br><b>686-7189</b> | Name and Address of Mailing Agent (If other than permit holder) | Telephone<br><b>686-5805</b> | Name and Address of Mail Owner (If other than permit holder)<br><b>DDA<br/>301 Walnut<br/>Windsor CO<br/>80550</b> |
|        | CAPS Cust. Ref No.<br>CRID  |                              | CRID  |                              | CRID   |

|         |  |   |  |  |                              |   |
|---------|--|---|--|--|------------------------------|---|
| Mailing | Post Office of Mailing<br><b>Windsor</b>   | Processing Category<br><input type="checkbox"/> Letters<br><input type="checkbox"/> Flats<br><input type="checkbox"/> Marketing Parcels<br><input type="checkbox"/> Parcels - Machinable<br><input type="checkbox"/> Parcels - Irregular<br><input type="checkbox"/> CMM<br><input type="checkbox"/> Catalogs | Mailer's Mailing Date<br><b>6/1/15</b>                                 | Federal Agency Cost Code   | Statement Seq. No.           | No. and Type of Containers<br>___ Sacks<br>___ 1 ft. Letter Trays<br>___ 2 ft. Letter Trays<br>___ EMM Letter Trays<br>___ Flat Trays<br>___ Pallets<br>___ Other |
|         | Type of Postage<br><input checked="" type="checkbox"/> Permit Imprint<br><input type="checkbox"/> Precanceled Stamps<br><input type="checkbox"/> Metered | SSF Transaction #   | Weight of a Single Piece<br><b>0</b> pounds                            | Combined Mailing<br><input type="checkbox"/> Mixed Class<br><input type="checkbox"/> Single Class    | Total # of Pieces in Mailing | Total Weight  |
|         | Permit #<br><b>2</b>   | For Mail Enclosed within Another Class<br><input type="checkbox"/> Bound Printed Matter<br><input type="checkbox"/> Library Mail<br><input type="checkbox"/> Media Mail   | Periodicals<br><input type="checkbox"/>                                | Mailpiece is a product sample.<br>___ % Samples  |                              |   |
|         | For Automation Pieces, Enter Date of Address Matching and Coding   | For Carrier Route Pieces, Enter Date of Address Matching and Coding   | For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing | For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method |                              |   |

Move Update Method:  Ancillary Service Endorsement  NCOALink  ACS  Alternative Method  Multiple  OneCode ACS  n/a Alternative Address Format

This is a Political Campaign Mailing  Yes  No      This is Official Election Mail  Yes  No       Letter-size or flat mailpiece contains DVD/CD or other disk.

Parts Completed (Select all that apply)  A  B  C  D  E  F  G  H  L  M  S  NSA

|   |   |  |
|---|---|--|
| 1 | <b>Subtotal Postage (Add Parts Totals)</b>  |  |
| 2 | Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps.<br><input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither | ___ pcs x \$ ___ = <b>Postage Affixed</b> -                      |
| 3 | Incentive/Discount Flat Dollar Amount:  | -  |
| 4 | Fee Flat Dollar Amount:   | +  |
| 5 | <b>Permit # 2</b>   | <b>Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b> <b>1760.12</b> |

|  |  |  |
|--|--|--|
| USPS Use   | Additional Postage Payment (State reason)  |  |
|  | For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. | <b>Total Adjusted Postage Affixed</b>        |
|  | Postmaster Report Total Postage in AIC 130 (Permit Imprint Only, Excluding Simplified Addressing (EDDM))                     | <b>Total Adjusted Postage Permit Imprint</b> |
| Postmaster Report Total Postage in AIC 208 (Simplified Addressing (EDDM), Permit Imprint Only) | <b>Total Adjusted Postage Simplified Addressing (EDDM)</b>   |  |

Incentive/Discount Claimed: \_\_\_\_\_ Type of Fee \_\_\_\_\_

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed, and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice. For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).

Signature of Mailer or Agent: **Windsor Chamber**      Printed Name of Mailer or Agent Signing Form: **Carla**      Telephone: **686-7189**

|   |   |   |   |
|---|---|---|---|
| USPS Use Only<br>To be completed in non-Postal/one/ sites   | Weight of a Single Piece<br><b>0</b> pounds   | Are postage and meter affixed from mailer's address? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No | USPS Use Only<br>To be completed in non-Postal/one/ sites |
|   | Total Pieces  | Total Weight  |   |
|   | Total Postage   | Stamp Payment Date  |   |
|   | Presort Verification Performed? (if required)<br><input type="checkbox"/> Yes <input type="checkbox"/> No (check one) | Date Mailer Notified  |   |
| I hereby certify that this mailing has been inspected for each item below if required:<br>(1) proper preparation, and presort where required;<br>(2) proper completion of postage statement;<br>(3) payment of actual fees; and<br>(4) submission of correct information. | By (Print Name)   | Date  | Time  |
| USPS Employee Signature   | Print USPS Employee Name  |   |   |



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

|                           |        |
|---------------------------|--------|
| <u>Finance Department</u> |        |
| Vendor #                  | 105741 |
| Obligation #              |        |

## PAYMENT REQUEST

|  |                    |
|--|--------------------|
| INVOICE NUMBER: 5520232053115                  | Notes:             |
| VENDOR: Greeley Tribune, The                   |                    |
| DBA: Greeley Tribune<br>(IF OTHER THAN VENDOR) |                    |
| Address: P.O. Box 1690<br>Greeley, CO 80632    |                    |
| Phone:   | <b>DDA EXPENSE</b> |
| Fax:   |                    |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 5/31/2015    | Krystal Eucker |                     | <i>PS</i>           |

| BUDGET LINE ITEM |       |          |         |                             |                   |
|------------------|-------|----------|---------|-----------------------------|-------------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION                 | TOTAL             |
| 19               | 486   | 6213     | 000     | DDA Top Page 5/1/15-5/31/15 | <del>338.00</del> |
|                  |       |          |         |                             | <b>333.00</b>     |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         |                             |                   |
|                  |       |          |         | <b>TOTAL</b>                | <del>338.00</del> |

**POSTED**

Return to Stacey in Finance

~~338.00~~  
**333.00**



For information or questions regarding your bill, please call our Customer Service Department at (970) 392-5643 or email us at delarson@greeleytribune.com.

Account Manager: Shane Fanning GT71 970-352-0211 sfanning@greeleytribune.com

www.greeleytribune.com

| Account Name | Account Number | Billing Period      | Invoice Number |
|--------------|----------------|---------------------|----------------|
| Windsor DDA  | 5520232        | 05/01/15 - 05/31/15 | 5520232053115  |

| Payments/Credits | Current | 30 Days | 60 Days | 90 Days | 120 Days | Total Amount Due |
|------------------|---------|---------|---------|---------|----------|------------------|
| 0.00             | 338.00  | 333.00  | 0.00    | 0.00    | 0.00     | 671.00           |

| DATE | PUBLICATION                     | AD#      | PO# / DESCRIPTION / INSERT IDENTIFIER | UNITS    | RUNS | AMOUNT |
|------|---------------------------------|----------|---------------------------------------|----------|------|--------|
| 5/1  |                                 |          | Balance Forward                       |          |      | 333.00 |
| 5/31 |                                 |          | Finance charge on past due balance    |          |      | 5.00   |
| 5/3  | <b>Ad Type: Display</b><br>WN   | 11132198 | DDA Page Top                          | 6 x 3.25 | 1    | 248.00 |
| 5/3  | <b>Ad Type: Internet</b><br>WNI | 11132232 | Webskin                               |          | 1    | 85.00  |
| 5/4  | WNI                             | 11132232 | Webskin                               |          | 1    | 0.00   |
| 5/5  | WNI                             | 11132232 | Webskin                               |          | 1    | 0.00   |
| 5/6  | WNI                             | 11132232 | Webskin                               |          | 1    | 0.00   |
| 5/7  | WNI                             | 11132232 | Webskin                               |          | 1    | 0.00   |
| 5/8  | WNI                             | 11132232 | Webskin                               |          | 1    | 0.00   |
| 5/9  | WNI                             | 11132232 | Webskin                               |          | 1    | 0.00   |



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

|                           |        |
|---------------------------|--------|
| <b>Finance Department</b> |        |
| Vendor #                  | 105741 |
| Obligation #              |        |

## PAYMENT REQUEST

|   |        |
|---|--------|
| INVOICE NUMBER: <del>5520232063015</del> 11218367 | Notes: |
| VENDOR: Greeley Tribune, The 11218378             |        |
| DBA: Greeley Tribune<br>(IF OTHER THAN VENDOR)    |        |
| Address: P.O. Box 1690<br>Greeley, CO 80632       |        |
| Phone:  |        |
| Fax:  |        |

DDA EXPENSE

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 06/30/2015   | Krystal Eucker |                     | <i>PS</i>           |

| BUDGET LINE ITEM |       |          |         |                         |        |
|------------------|-------|----------|---------|-------------------------|--------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION             | TOTAL  |
| 19               | 486   | 6213     | 000     | DDA Pagetop and Webskin | 333.00 |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
|                  |       |          |         |                         |        |
| <b>TOTAL</b>     |       |          |         |                         | 333.00 |

POSTED

**Return to Stacey in Finance**



For information or questions regarding your bill, please call our Customer Service Department at (800) 275-0321 ext 11122 or email us at blittle@greeleytrib.com

PO Box 1888  
Carson City, NV 89702

Account Manager:

| Account Name | Account Number | Invoice Date | Invoice Number | Amount Due |
|--------------|----------------|--------------|----------------|------------|
| Windsor DDA  | 5520232        | 6/30/15      | 5520232063015  | \$333.00   |

| Date   | Publication | AD#      | Description / PO# | Units  | Runs | Amount   |
|--------|-------------|----------|-------------------|--------|------|----------|
| 6/7/15 | WNI         | 11218367 | DDA Page Top      | 6x3.25 | 1    | \$248.00 |
| 6/7/15 | WNI         | 11218378 | Webskin           | 1x4.25 | 1    | \$85.00  |



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

|                           |        |
|---------------------------|--------|
| <b>Finance Department</b> |        |
| Vendor #                  | 106323 |
| Obligation #              |        |

## PAYMENT REQUEST

|                               |  |
|-------------------------------|--|
| INVOICE NUMBER: <u>061515</u> |  |
| VENDOR: Kristie Melendez      |  |
| DBA:                          |  |
| (IF OTHER THAN VENDOR)        |  |
| ADDRESS:                      |  |
|                               |  |
|                               |  |
| Phone:                        |  |
| Fax:                          |  |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL            |
|--------------|--------------|---------------------|--------------------------------|
| 6/15/15      | Patti Garcia |                     | P Garcia<br><i>[Signature]</i> |

| BUDGET LINE ITEM |       |          |         |  |                  |
|------------------|-------|----------|---------|--|------------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION  | TOTAL            |
| 19               | 486   | 6213     |         | Safeway – Water for All Town BBQ                       | 67.05            |
| 19               | 486   | 6213     |         | Labeling water for All Town BBQ – 20 hrs * \$10        | 200.00           |
| 19               | 486   | 6213     |         | Prep DDA event post card for mailing – 16.5 hrs * \$10 | 162.50           |
|                  |       |          |         |  |                  |
|                  |       |          |         |  |                  |
|                  |       |          |         |  |                  |
|                  |       |          |         |  |                  |
|                  |       |          |         |  |                  |
|                  |       |          |         |  |                  |
|                  |       |          |         |  |                  |
|                  |       |          |         | <b>DDA EXPENSE</b>                                     |                  |
|                  |       |          |         | <b>POSTED</b>  |                  |
|                  |       |          |         | <b>TOTAL</b>   | <b>\$ 429.55</b> |

*Kristie Melendez*

Man hours for DDA projects:

Labeled water for All Town BBQ

43 cases of Water includes:

Pick up, labeling and boxing up and delivery of water to event = 20 hours x \$10 = \$200

DDA Event Postcard

9,858 pieces sorted for mailing includes:

Delivery of pieces, sorting, getting paperwork = 16.5 hours x \$10 = \$162.50

*DDA water*  
*Kristie Melendez*  
**SAFeway**

STORE MGR ELISE ROWTON 970-674-1177  
THANK YOU FOR SHOPPING WITH US!

GROCERY

43 QTY MO REFRESHE WATER 107.50 B  
ResPrice 128.57  
Card Savings 21.07-

ADD'L DISCOUNTS

SC MO REFRESHE WATER 43.00-B  
\*\*\*\* TAX 2.55 BAL 67.05  
VF DS XXXXXXXXXXXXX6899 67.05

CHANGE .00

NUMBER OF ITEMS = 43  
5/29/15 16:55 1791 24 0079 8502

YOUR CASHIER TODAY WAS \*ELISE

KRISTIE MELENDEZ 5252

Your Savings

Paper Coupons 43.00  
Card Savings 21.07  
Total 64.07  
Total Savings Value 50%

\*\*\*\*\*

*200.00*  
*162.50*  
*67.05*  

---

*~~219.55~~*  
*429.*

BPA FRE 10349  
FOR ADVERTISING CALL (800) 247-4793



19-486-6213-000  
Vendor # 106969



**Diane Hokans Design**  
605 Braun Street  
Lakewood, CO 80401-4654

ph: 303-807-6177  
email: diane.hokans@icloud.com

**INVOICE**

**To:** Windsor DDA  
301 Walnut Street  
Windsor, CO 80550  
info@windsordda.com

May 13, 2015  
INVOICE# 150513

**Windsor DDA Rack Card '2015 Events - Celebrating 125'**  
4 x 9, 14 pt UV Coat both sides, 4/4, 1,000 Includes shipping and tax.....\$ 189.00  
Design: Based on \$65/hr. Includes time to compile events: 2.5 hrs .....162.50

**Total Due \$ 351.50**

**Terms: Net 15 Days**

MAIL TO:  
Diane Hokans  
605 Braun Street  
Golden, CO 80401-4654

**THANK YOU!**

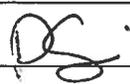


301 Walnut Street  
 Windsor, CO 80550  
 Office 970-674-2400  
 Fax 970-674-2456

|                           |        |
|---------------------------|--------|
| <b>Finance Department</b> |        |
| Vendor #                  | 107149 |
| Obligation #              |        |

## PAYMENT REQUEST

|   |        |
|---|--------|
| INVOICE NUMBER: 002                                     | Notes: |
| VENDOR: Kailee Melendez                                 |        |
| DBA: Kailee Melendez<br>(IF OTHER THAN VENDOR)          |        |
| Address: 2931 Eidenborough Dr<br>Fort Collins, CO 80525 |        |
| Phone: 970-217-6277                                     |        |
| Fax:  |        |

| INVOICE DATE | PROCESSED BY   | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL   |
|--------------|----------------|---------------------|---|
| 6/1/15       | Krystal Eucker |                     |  |

| BUDGET LINE ITEM |       |          |         |   |        |
|------------------|-------|----------|---------|---|--------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION                                       | TOTAL  |
| 19               | 486   | 6213     | 000     | <i>Website</i><br>DDA Maintenance 4/15/15-5/15/15 | 125.00 |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
|                  |       |          |         |   |        |
| <b>TOTAL</b>     |       |          |         |   | 125.00 |

POSTED

DDA EXPENSE

**Return to Stacey in Finance**

19-480-6213

---

**KAILEE MELENDEZ**

**INVOICE**

970-217-6277  
kaileeann22@gmail.com

2931 Eindborough Dr.  
Fort Collins, CO  
80525

Attention: Patti Garcia  
Assistant to the Town Manager/ Town Clerk  
Town of Windsor| Administrative & Customer Service  
301 Walnut Street  
Windsor, CO 80550  
Date: 6/1/15

Project Title: DDA Maintenance  
Invoice Number: 002  
Maintenance from: 4/15/15-5/15/15  
Terms: 30 Days

| Description                   | Quantity | Unit Price | Cost   |
|-------------------------------|----------|------------|--------|
| Website Updates               | 2        | \$ 25      | \$ 50  |
| Summer Event List Compliation | 2        | \$ 25      | \$ 50  |
| Newsletter                    | 1        | \$ 25      | \$ 25  |
|                               |          | Total      | \$ 125 |

Thank you for your business. It's a pleasure to work with you on this project.

Sincerely yours,

Kailee Melendez



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

|                           |        |
|---------------------------|--------|
| <u>Finance Department</u> |        |
| Vendor #                  | 106299 |
| Obligation #              |        |

## PAYMENT REQUEST

|   |  |
|---|--|
| INVOICE NUMBER: <del>12820</del> 12838                    |  |
| VENDOR: Liley Rogers & Martell LLC                        |  |
| DBA:  |  |
| (IF OTHER THAN VENDOR)                                    |  |
| Address: 300 South Howes Street<br>Fort Collins, CO 80521 |  |
|   |  |
|   |  |
| Phone:  |  |
| Fax:  |  |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|--------------|---------------------|---------------------|
| 06/04/2015   | Patti Garcia |                     | P Garcia            |

| BUDGET LINE ITEM |       |          |         |                                 |                  |
|------------------|-------|----------|---------|---------------------------------|------------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION                     | TOTAL            |
| 19               | 486   | 6252     |         | Legal services through May 2015 | 207.50           |
|                  |       |          |         |                                 |                  |
|                  |       |          |         |                                 |                  |
|                  |       |          |         | <b>DDA EXPENSE</b>              |                  |
|                  |       |          |         |                                 |                  |
|                  |       |          |         | <b>POST</b>                     |                  |
|                  |       |          |         |                                 |                  |
|                  |       |          |         |                                 |                  |
|                  |       |          |         | <b>TOTAL</b>                    | <b>\$ 207.50</b> |

**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

June 4, 2015

Re: DDA

Services Rendered per Invoice #12838

\$ 207.50

Total Balance Due

\$ 207.50

# 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



June 04, 2015

In Reference To: DDA  
Invoice #12838

## Professional Services

|           |  | <u>Hrs/Rate</u>   | <u>Amount</u>          |
|-----------|--|-------------------|------------------------|
| 5/4/2015  | JPK Review maps of 12.5' strip provided by Patti Garcia  | 0.25<br>110.00/hr | 27.50                  |
| 5/5/2015  | JPK Brief email to Patti; telephone conference with Patti and voice message for Scott Ballstadt; telephone conference with Scott                         | 0.30<br>110.00/hr | 33.00                  |
| 5/14/2015 | JPK Begin review of plats, maps and title work   | 0.90<br>110.00/hr | 99.00                  |
| 5/19/2015 | JCL Review packet for May 20 Board meeting; call with Bob Winter regarding status of property questions regarding railroad property and monthly check-in | 0.40<br>120.00/hr | 48.00                  |
|           | Subtotal of charges  |                   | <u>\$207.50</u>        |
|           | For professional services rendered   |                   | \$207.50               |
|           | Previous balance   |                   | \$130.00               |
|           | Accounts receivable transactions   |                   |                        |
| 6/3/2015  | Payment - Thank You No. 73254  |                   | <u>(\$130.00)</u>      |
|           | Total payments and adjustments   |                   | <u>(\$130.00)</u>      |
|           | Balance due  |                   | <u><u>\$207.50</u></u> |



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

|                           |         |
|---------------------------|---------|
| <u>Finance Department</u> |         |
| Vendor #                  | 10 6373 |
| Obligation #              |         |

## PAYMENT REQUEST

|  |       |
|--|-------|
| INVOICE NUMBER: 0054 MAY 2015                        | Patti |
| VENDOR: Card Services                                |       |
| DBA: N/A<br>(IF OTHER THAN VENDOR)                   |       |
| Address: PO BOX 875852<br>Kansas City, MO 64187-5852 |       |
| Phone: 800-821-5184                                  |       |
| Fax:   |       |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|--------------|---------------------|---------------------|
| 05/26/15     | P Garcia     |                     | DM                  |

| BUDGET LINE ITEM |       |          |         |   |                   |
|------------------|-------|----------|---------|---|-------------------|
| FUND             | DEPT. | FUNCTION | PROJECT | DESCRIPTION                                   | TOTAL             |
| 19               | 486   | 6253     |         | Constant Contact – April website              | 20.00             |
| 01               | 411   | 6214     |         | King Soopers – TB/Larimer Co joint meeting    | 18.89             |
| 01               | 411   | 6214     |         | Senor Jalapenos – TB/Larimer Co joint meeting | 60.00             |
| 01               | 419   | 6253     |         | King Soopers – Comp Plan meeting              | 20.74             |
| 01               | 419   | 6253     |         | Dollar Tree – Comp Plan meeting               | 8.00              |
| 01               | 410   | 5137     |         | Safeway – COE student going away cake         | 24.99             |
| 01               | 419   | 6253     |         | Mr. Yos – Comp Plan meeting                   | 23.70             |
| 01               | 413   | 6216     |         | Coloradoan web access                         | 11.00             |
| 01               | 411   | 6214     |         | Beaver Run refund – Robert Bishop-Cotner      | (113.00)          |
|                  |       |          |         | Total from page 2                             | 1036.50           |
| <b>TOTAL</b>     |       |          |         |   | <b>\$1,110.82</b> |

POSTED



**Patti Garcia**

---

**Subject:** FW: Constant Contact Payment Receipt for Kelly Unger

---

**From:** Constant Contact Billing [<mailto:billing@constantcontact.com>]  
**Sent:** Saturday, April 25, 2015 3:05 AM  
**To:** Kelly Unger  
**Subject:** Constant Contact Payment Receipt for Kelly Unger

Thank you for your recent payment. Your payment receipt is found below.



**Payment Receipt**  
for April 25, 2015

Windsor Downtown Development Authority  
Attn.: Kelly Unger  
301 walnut street  
Windsor, CO 80550  
US  
9706742416

**Today's Date:** April 25, 2015  
**Payment Date:** April 25, 2015  
**Payment Method:** Visa (last 4 digits: 0054)  
**User Name:** [kunger@windsorgov.com](mailto:kunger@windsorgov.com)

Thank you for your payment!

| Description                  | Amount Paid |
|------------------------------|-------------|
| Payment - Credit Card - 0054 | \$20.00     |

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Billing Activity/Statements option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.

Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

**Questions?** Please give us a call!  
**US / Canada Toll Free:** (855) 229-5506  
**UK Toll Free:** 0808-234-0942  
**Outside US / Canada:** 0808-234-0945

**Patti Garcia**

---

**Subject:** FW: Constant Contact Payment Receipt for Kelly Unger

**From:** Constant Contact Billing <[billing@constantcontact.com](mailto:billing@constantcontact.com)>

**Date:** May 25, 2015 at 2:31:11 AM MDT

**To:** <[kunger@windsorgov.com](mailto:kunger@windsorgov.com)>

**Subject:** Constant Contact Payment Receipt for Kelly Unger

**Reply-To:** <[billing@constantcontact.com](mailto:billing@constantcontact.com)>

Thank you for your recent payment. Your payment receipt is found below.



**Payment Receipt**  
for May 25, 2015

Windsor Downtown Development Authority  
Attn.: Kelly Unger  
301 walnut street  
Windsor, CO 80550  
US  
9706742416

**Today's Date:** May 25, 2015  
**Payment Date:** May 25, 2015  
**Payment Method:** Visa (last 4 digits: 0054)  
**User Name:** [kunger@windsorgov.com](mailto:kunger@windsorgov.com)

Thank you for your payment!

| Description                  | Amount Paid |
|------------------------------|-------------|
| Payment - Credit Card - 0054 | \$20.00     |

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Billing Activity/Statements option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.

Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

**Questions?** Please give us a call!  
**US / Canada Toll Free:** (855) 229-5506  
**UK Toll Free:** 0808-234-0942  
**Outside US / Canada:** 0808-234-0945



**TOWN OF WINDSOR Request  
for Reimbursement of Petty  
Cash Fund**

100526  
Vendor Number

Note: Shaded Areas for  
Finance Department Only

Obligation Number

Page \_\_\_\_\_ of \_\_\_\_\_

Inn # petty 070115

**ISSUE  
CHECK TO**

|                 |         |                  |    |
|-----------------|---------|------------------|----|
| NAME            |         | JUDY MORRIS      |    |
| DEPARTMENT NAME |         | CUSTOMER SERVICE |    |
| STREET ADDRESS  |         | 301 WALNUT       |    |
| CITY            | WINDSOR | STATE            | CO |
| ZIP             |         | 80550            |    |

|   | Date      | Recipient    | Description            | Account Number  | Amount          |
|---|-----------|--------------|------------------------|-----------------|-----------------|
| 1                                       | 5/28/2015 | K.EUCKER     | CLERKS LUNCHEON        | 01-410-5137-000 | \$ 20.00        |
| 2                                       | 4/22/2015 | P.GARCIA     | DDA RETREAT            | 19-486-6267-000 | \$ 1.50         |
| 3                                       | 6/22/2015 | P.GARCIA     | DDA/LIBRARY JOINT MTG. | 19-486-6267-000 | \$ 1.50         |
| 4                                       | 5/8/2015  | P.TREMELLINO | RECORDING              | 01-491-6256-000 | \$ 11.00        |
| 5                                       |           |              |                        |                 |                 |
| 6                                       |           |              |                        |                 |                 |
| 7                                       |           |              |                        |                 |                 |
| 8                                       |           |              |                        |                 |                 |
| 9                                       |           |              |                        |                 |                 |
| 10                                      |           |              |                        |                 |                 |
| 11                                      |           |              |                        |                 |                 |
| <b>Total Amount of Detail this Page</b> |           |              |                        |                 | <b>\$ 34.00</b> |

**INSTRUCTIONS:** THIS FORM IS TO BE USED IN REQUESTING REIMBURSEMENT OF EXPENDITURES FROM AN ESTABLISHED PETTY CASH FUND

- Using the information on the petty cash receipts, list the date, recipient name, description, account number, and amount in the spaces provided in the upper portion of the form.
- Summarize and group this information by account number and amount in the Distribution Summary. The Distribution Summary appears on the monthly financial reports.
- The total of the detail listing of petty cash receipts should agree to the Total Reimbursement Requested as recorded in the Distribution Summary.
- The "Total Reimbursement Requested" together with the amount of "Cash on Hand" should equal the total balance of the Petty Cash Fund.
- The request should be signed by the custodian and approved with an authorized signature within the custodian's home department.
- If more than one form is required, attach additional forms noting how many pages are used in the upper right-hand corner.
- Forward the original of this form together with the supporting receipts to Accounts Payable. Keep a duplicate copy for your records.
- After an audit has been performed by Finance Department Personnel a replacement check will be issued.
- Once the custodian receives the cash, the check stub should be attached to the department's copy of the Reimbursement Request. This allows the department to have a record of the obligation number and check number which could be traced to the monthly financial reports.

**Distribution Summary**

|                                      | Account Number | Amount           |
|--------------------------------------|----------------|------------------|
| 1                                    | 01-410-5137    | \$ 20.00         |
| 2                                    | 19-486-6267    | \$ 3.00          |
| 3                                    | 01-419-6256    | \$ 11.00         |
| 4                                    |                |                  |
| 5                                    |                |                  |
| 6                                    |                |                  |
| 7                                    |                |                  |
| 8                                    |                |                  |
| 9                                    |                |                  |
| <b>Total Reimbursement Requested</b> |                | <b>\$ 34.00</b>  |
| <b>Total Cash on Hand</b>            |                | <b>\$ 116.00</b> |
| <b>Total Petty Cash Fund</b>         |                | <b>\$ 150.00</b> |

POSTED

Total Distribution in this Summary

|              |       |
|--------------|-------|
| Audited by:  | Date: |
| Approved by: | Date: |

|                     |                      |                  |          |
|---------------------|----------------------|------------------|----------|
| Requested by: Name  | Phone                | Department Name  | Date     |
| JUDY MORRIS         | 970-674-2401         | CUSTOMER SERVICE | 7/2/2015 |
| Authorized by: Name | Authorized Signature |                  | Date     |
| Megan Walter        | Megan Walter         |                  | 7/2/15   |



Town of Windsor  
Petty Cash  
REIMBURSEMENT

Department name: DDA  
Account to be charged: 19-486-6267- Date: 6/20/15

Detailed Description of Expenditure (including Business Justification)

Best Soda - DCI - DPA/Library  
joint meeting

Please reimburse me for expenditures incurred on behalf of Town business in the amount of:

One dollar and 50/100 Dollars Amount: \$ 1.50  
Write out amount (Not Valid for More than \$25)

The information provided herein is accurate and complete to the best of my knowledge:

Patti Garcia  
Signature of person receiving funds  
Patti Garcia  
Printed name of person receiving funds

Patti Garcia  
Signature of Approver (Supervisor/Dept. Head)  
Patti Garcia  
Printed name of Approver



Town of Windsor  
Petty Cash  
REIMBURSEMENT

Department name: DDA  
Account to be charged: 19-486-6267- Date: 4-22-15

Detailed Description of Expenditure (including Business Justification)

Drinks for dda retreat

Please reimburse me for expenditures incurred on behalf of Town business in the amount of:

One dollar + fifty Cents Dollars Amount: \$ 1.50  
Write out amount (Not Valid for More than \$25)

The information provided herein is accurate and complete to the best of my knowledge:

Signature of person receiving funds  
Printed name of person receiving funds

Patti Garcia  
Signature of Approver (Supervisor/Dept. Head)  
Printed name of Approver



Volume 3, Issue 5 May 2015

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

| Windsor DDA Revenue<br>Summary May 31, 2015 | Collections      | Budget           | % of Budget   |
|---|------------------|------------------|---------------|
| Property Tax Mill Levy                      | \$9,012          | \$11,566         | 77.91%        |
| Incremental Property Tax                    | \$8,860          | \$14,326         | 61.85%        |
| Interest                                    | \$0              | \$5              | 0.00%         |
| Town of Windsor Funding                     | \$112,500        | \$270,000        | 41.67%        |
| <b>Total</b>                                | <b>\$130,372</b> | <b>\$295,897</b> | <b>44.06%</b> |

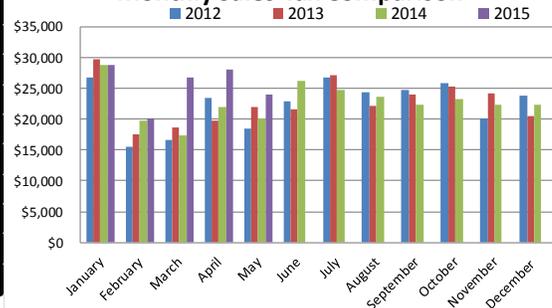
## Windsor DDA Expenditures

| Windsor DDA Expenditures<br>Summary May 31, 2015 | Expenditures    | Budget           | % of Budget  |
|--|-----------------|------------------|--------------|
| <b>Operations</b>                                |                 |                  |              |
| Office Supplies                                  | \$80            | \$500            | 16.00%       |
| Public Relations/Advertising                     | \$3,078         | \$25,000         | 12.31%       |
| Board Development                                | \$340           | \$4,000          | 8.50%        |
| Dues/Fees/Subscriptions                          | \$1,048         | \$770            | 136.10%      |
| Special Equipment                                | \$780           | \$20,000         | 3.90%        |
| Street Repair/Maintenance                        | \$0             | \$1,500          | 0.00%        |
| Travel/Mileage                                   | \$0             | \$150            | 0.00%        |
| Liability Insurance                              | \$0             | \$2,053          | 0.00%        |
| Legal Services                                   | \$844           | \$10,000         | 8.44%        |
| Contract Services                                | \$41            | \$46,500         | 0.09%        |
| Postage  | \$50            | \$350            | 14.29%       |
| Printing/Binding                                 | \$0             | \$500            | 0.00%        |
| Study Review/Consultant                          | \$3,198         | \$20,000         | 15.99%       |
| Facade Program                                   | \$0             | \$160,000        | 0.00%        |
| Administrative Transfer                          | \$2,083         | \$5,000          | 41.66%       |
| <b>Operations Total</b>                          | <b>\$11,542</b> | <b>\$296,323</b> | <b>3.90%</b> |
| <b>Grand Total</b>                               | <b>\$11,542</b> | <b>\$296,323</b> | <b>3.90%</b> |

### Special points of interest:

- May 2015 (3.95% rate) sales tax collections were \$3,894 above May 2014 (3.2% rate) sales tax collections.
- Revenue is just above budgeted at the end of May 2015 at 44.06%, as we should see 42% of the revenue through the fifth month of the year.
- 2015 expenditures are under the fifth month benchmark with only 3.9% 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 2018  
Term: April 2018  
Term: April 2017  
Term: April 2016  
Term: April 2016  
Term: April 2015

# Downtown Development Authority

## Sales Tax Collections Trend - 2014 Q1 to 2015 Q1

■ Increased Sales Tax  
■ Decreased Sales Tax

**Sales Tax 2014 Q1: \$4,621.43**  
**Sales Tax 2015 Q1: \$5,679.35**  
**Increase/Decrease: \$1,057.92 [22.89%]**

**Sales Tax 2014 Q1: \$441.79**  
**Sales Tax 2015 Q1: \$668.45**  
**Increase/Decrease: \$226.66 [51.3%]**

**Sales Tax 2014 Q1: \$11,670.63**  
**Sales Tax 2015 Q1: \$10,391.79**  
**Increase/Decrease: (\$1,278.84) [-10.96%]**

**Sales Tax 2014 Q1: \$15,629.06**  
**Sales Tax 2015 Q1: \$22,106.46**  
**Increase/Decrease: \$6,477.40 [41.44%]**

**Sales Tax 2014 Q1: \$2,205.19**  
**Sales Tax 2015 Q1: \$2,223.16**  
**Increase/Decrease: \$17.97 [0.81%]**

**Sales Tax 2014 Q1: \$6,797.26**  
**Sales Tax 2015 Q1: \$9,503.26**  
**Increase/Decrease: \$2,706.00 [39.81%]**

**Sales Tax 2014 Q1: \$4,479.47**  
**Sales Tax 2015 Q1: \$5,879.02**  
**Increase/Decrease: \$1,399.55 [31.24%]**

**Sales Tax 2014 Q1: \$11,839.50**  
**Sales Tax 2015 Q1: \$15,328.26**  
**Increase/Decrease: \$3,488.76 [29.47%]**

**Sales Tax 2014 Q1: \$1,135.32**  
**Sales Tax 2015 Q1: \$587.28**  
**Increase/Decrease: (\$548.04) [-48.27%]**

WALNUT ST

WALNUT ST

Note: Figures for the Windsor Farmers' Market and Windsor Wonderland have been excluded from these calculations due to the fact they are not DDA members.



1:2,000





## MEMORANDUM

**Date:** July 15, 2015  
**To:** DDA Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** 2016 DDA Budget Calendar  
**Item #:** G.

### **Background / Discussion:**

The Windsor Town Board will be considering the 2016 budget at their meeting on November 18, 2015. Prior to that, the DDA board will need to present their proposed budget to the Town Board for review. Below is a tentative schedule for DDA budget adoption:

September 16, 2015 – DDA work session  
Budget & mill levy discussion

October 5, 2015 – Town Board Work Session (tentative)  
Presentation of DDA budget to the Town Board

October 14, 2015 – DDA regular meeting  
Review of final draft of DDA budget

November 18, 2015 – DDA regular meeting  
Adopt 2016 DDA budget

November 23, 2015 – Town Board Meeting  
Public hearing & consideration of Town of Windsor 2016 budget, including DDA



## MEMORANDUM

**Date:** July 15, 2015  
**To:** DDA Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** Executive Director Job Description  
**Item #:** I.

### **Background / Discussion:**

Through the retreat process, the DDA discussed the hiring of a part time Executive Director. The DDA budgeted \$45,000 for this position in 2015. Attached is a draft job description for review which outlines essential job duties/responsibilities and job requirements for your review.

The City of Loveland recently hired an interim DDA Director – below is an excerpt from their job announcement regarding salary:

*Salary: Commensurate with an annual salary of \$ 75,000—prorated for part-time role expected to require 3 days/week from April 1, 2015—January or February, 2016 (could be re-negotiated if demands require).*

Windsor Downtown Development Authority  
Executive Director

Job Announcement

Windsor Downtown Development Authority Mission: The mission of the WDDA is 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.

Position: The Windsor DDA has been in place since January 11, 2011 and conducted a successful TABOR election on April 3, 2012. Since the WDDA's inception, Town of Windsor staff has worked with the WDDA to provide the needed support for projects, administration, etc. The WDDA is preparing to embark on large projects which will require a Downtown Development Authority Executive Director.

General Summary: The Downtown Development Authority Director is responsible for the development, execution, implementation and documentation of Windsor Downtown Development Authority (WDDA) activities in the DDA area. A successful candidate will show evidence of the following: management experience in business, government, or planning; leadership experience with public boards; experience with volunteer organizations; communication skills; consensus building skills; negotiation experience.

Essential Job Functions:

- Acts as expert staff for the WDDA Board; assisting in the preparation of developmental plans and the scope and timing of specific projects related to downtown revitalization.
- Provides day to day oversight of projects; acts as the WDDA's representative, reviews and authorizes invoices, maintains all financial and project data, ensures timeline and task execution of all projects.
- Acts as downtown/district advocate; creates and maintains a cooperative working relationship with existing and new business owners/operators, residents and local agencies. Maintains and disseminates information pertaining to the district as a whole including specific projects, existing amenities, tax and financial inquiries, etc.
- Administers the WDDA budget; develops and maintains the annual budget.
- Promotional events; maintains and creates promotional events that promote the downtown area including partnering with other local agencies.
- Economic development; aggressively promotes and develops business retention and attraction strategies. Organizes and administers the façade improvement program and other programs that are used as assets for economic development.
- Administrative abilities; capable of managing all administrative tasks for the WDDA including managing the WDDA website, email lists, record keeping, project status reporting, agendas and minute taking, etc.
- Insure that the WDDA abides by all applicable federal, state and local laws and regulations while maintaining associated records and reporting procedures.
- Perform other duties as assigned.

Knowledge, Skills, Education and Abilities:

- BS/BA in Economic Development, Planning, Public Administration, Business Administration and a minimum of 5 years related experience in economic and community development endeavors.
- Demonstrated experience and ability in revitalization, renovation and historic preservation.
- Strong fiscal operations and managerial experience.
- Experienced advocate of business retention.

- Ability to work cooperatively and demonstrate leadership in both the public and private sectors.
- Ability to work well with diverse individuals, interests, competing factors and represent the WDDA in a professional manner.
- Ability to work seamlessly and effectively in response to WDDA Board directives, needs, issues, and concerns in a timely manner.
- Proven ability in acquiring both public and private sector funding for community development projects.
- Strong communication skills a must.
- Must be highly organized and a multi-tasking individual.
- Knowledge of grant writing

Salary:

DRAFT