



TOWN BOARD WORK SESSION MEETING
October 10, 2016 – 5:30 P.M.
301 Walnut Street, First Floor Conference Room
Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board.

AGENDA

- 6:00 p.m. Downtown Development Authority 2017 Budget Presentation
- 6:50 p.m. Future Meetings Agenda

WINDSOR DDA

2017 BUDGET NARRATIVE – DRAFT 10/5/16

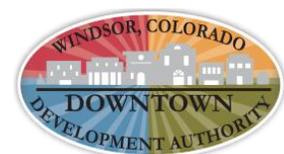
The Windsor DDA has seen positive growth over the 2016 fiscal year. With the adoption of our strategic plan in early 2016, we have seen considerable development interest spring-boarding off 2015's opening of Hearth. This new eatery, along with the success of our other downtown businesses has resulted in positive revenue gains projected for 2017. These include an increase of \$4,000 in Mill Levy receipts, which has stepped to the full anticipated rate of 5 Mills. Additionally, the property tax increment is projected to increase from \$13,080 in 2016 to \$25,736 in 2017 thanks to new development and broader utilization of space in the DDA. Additionally, the sales tax base + increment has increased from \$270,000 for 2016 to a projected \$332,000 in 2017. These positive gains are an indicator that the Authority is making progress, and that our resources to leverage additional positive change are gaining ground.

Key differences to note in the 2017 budget include:

- 6213: Public Relations/Advertising – Anticipated to remain static with the possibility of website updates. \$25,000 → \$25,000
- 6214: Board Development – Overall increase as the Colorado Main Street Program provides a mini-grant to help defray the costs of board training and participation in MS events. (Net increase in funds from \$4,000 to \$5,000 total; includes \$3,000 grant + \$2,000 DDA)
- 6252: Legal Services – Increase from \$10,000 to \$15,000. Based upon anticipated work associated with Tax Increment Financing deals associated with development projects. (Note that funds spent during the remainder of 2016 will be higher as the Mill agreements are drafted.)
- 6253: Contract Services – Increase from \$56,298 (anticipated 2016 actual) to \$59,700. Balance anticipates some additional efforts on part of Executive Director associated with Main Street reporting, MOU, Workplan, Mini-Grant Administration, and Monthly Update Calls. Costs associated with required training sessions will come from Board Development. Note: Special projects, including new development projects, will be allocated at the board's request from 6267 (Study/Review/Analysis/Consulting) below.
- 6267: Study/Review/Analysis/Consulting – Increased from \$30,000 to \$40,000. Based upon anticipated need to complete surveys and design studies for the Backlot Area and parking studies.
- 6270: Façade Program – Increases to \$120,000 to encourage smaller projects to advance and demonstrating support for local property owner investments.

Other Key Factors:

- The DDA anticipates some measure of participation in supporting the Mill project in 2017 that will impact the net Available Resources.
- The Backlot Development will likely become a focus for the board as the Mill project moves into the construction phase.



Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	ACTUAL - PROJECTED								NOTES
		2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	Thru JUL 2016	AUG-DEC 2016	2016 PROJ.	2017 BUDGET	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVENUE - 19										
4001	<i>Beginning Fund Balance</i>	50,322	148,954	360,955	521,839			545,534	704,033	
4311	Property Tax From Mill Levy	4,175	8,042	11,932	15,959	14,537	1,422	15,959	19,939	5 mills
4312	Auto Tax	306	678	798	850	459	328	787	850	
4324	Incremental Property Tax	16,496	15,750	12,360	13,080	10,262	2,818	13,080	25,736	
4334	Grants	0	20,000	0	0	0	0	0	5,500	Main Street \$2,500 (Mini Grant), \$3,000 (Training)
4364	Interest Income	32	46	82	5	2		2	5	
4367	Donations	2,000	4,125	0	0	0	0	0	0	
4376	Transfer from TOW General Fund	250,000	264,793	270,000	270,000	157,500	112,500	270,000	332,000	TOW Gen Fund transfer \$250,000 base + \$82,000 increment
DOWNTOWN DEVELOPMENT AUTHORITY REVENUES TOTAL		273,008	313,433	295,172	299,894	182,760	117,068	299,829	384,030	
AVAILABLE RESOURCES		323,330	462,387	656,127	821,734			845,363	1,088,063	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) EXPENDITURES -19										
DOWNTOWN DEVELOPMENT AUTHORITY - 486										
5112	Wages/Part Time	0	475	0	0	0	0	0	0	
5130	FICAMED	0	7	0	0	0	0	0	0	
5131	FICA	0	29	0	0	0	0	0	0	
5134	Unemployment Insurance	0	1	0	0	0	0	0	0	
<i>Personal Services Total</i>		<i>0</i>	<i>513</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
6210	Office Supplies	45	0	156	500	121	0	121	200	
6213	Public Relations/Advertising	19,788	17,809	25,046	25,000	4,170	1,000	5,170	25,000	Broker event \$500, Website?
6214	Board Development	0	200	2,410	4,000	40	1,650	1,690	5,000	DCI, National MS Conf., MS Summit
6217	Dues/Fees/Subscriptions	2,388	793	1,080	2,000	702	0	702	980	Chamber \$125, DCI \$305, Special Districts Assn \$550
6218	Small Equipment	2,848	207	0	2,500	0	150	150	0	2015 Audio recorder
6219	Special Equipment	0	860	780	10,000	0	0	0	10,000	bike racks, planters, beautification items
6242	Street Repair/Maintenance	0	2,254	2,501	1,500	0	0	0	1,500	DDA lot maintenance
6245	Travel/Mileage	0	0	0	500	0	0	0	500	Meeting & conference travel
6246	Liability Insurance	0	3,963	0	2,500	0	2,201	2,500	2,500	DDA Liability \$2008.11, workers comp \$250
6252	Legal Services	4,447	7,216	5,852	10,000	5,494	4,500	30,000	15,000	Liley Law (2016 Projection Anticipates \$20K for Mill Agreements)
6253	Contract Service	7,829	38,825	4,044	50,380	28,359	22,021	56,298	59,700	Executive Director \$58,260, VistaWorks \$1,200, Main Street reporting \$6,000, Constant Contact \$240
6256	Publishing/Recording	13	0	0	500	0	0	0	750	legal notices, etc.
6263	Postage	302	315	190	350	124	89	213	500	
6264	Printing/Binding	73	0	0	500	0	0	0	500	
6267	Study/Review/Analysis/Consulting	0	7,422	4,103	30,000	19,546	0	19,546	40,000	Mill, backlot development, backlot survey & title work, alley design, parking study, and/or drainage plan
6268	County Treasurer Fees	310	358	363	0	372	0	372	0	
6269	Miscellaneous	0	698	0	0	0	0	0	0	
6270	Façade Program	0	0	59,069	100,000	19,567	0	19,567	120,000	Increased façade support for small projects
6290	Elections	0	0	0	0	0	0	0	0	
<i>Operating & Maintenance Total</i>		<i>38,042</i>	<i>80,919</i>	<i>105,593</i>	<i>240,230</i>	<i>78,495</i>	<i>31,611</i>	<i>136,329</i>	<i>282,130</i>	
7302	Admin Support Charge by Town of Windsor	20,000	20,000	5,000	5,000	2,917	2,083	5,000	5,000	monthly financial reports, consultation w/TOW
<i>Debt Service Total</i>		<i>20,000</i>	<i>20,000</i>	<i>5,000</i>	<i>5,000</i>	<i>2,917</i>	<i>2,083</i>	<i>5,000</i>	<i>5,000</i>	
8410	Land/Easements	116,335	0	0	0	0	0	0	0	
8412	Site Improvements	0	0	0	5,000	0	0	0	0	
8440	Machinery/Equipment	0	0	0	5,000	0	0	0	0	
<i>Capital Outlay Total</i>		<i>116,335</i>	<i>0</i>	<i>0</i>	<i>10,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES TOTAL		174,376	101,432	110,593	255,230	81,412	33,694	141,329	287,130	

Downtown Development Authority Fund Detail Budget

ACCT NO	ACCOUNT NAME	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	ACTUAL - PROJECTED		2016 PROJ.	2017 BUDGET	NOTES
						Thru JUL 2016	AUG-DEC 2016			
	BEGINNING DDA BALANCE	50,322	148,954	360,955						
					521839.4677			545,534	704,033	
	REVENUE	273,008	313,433	295,172	299,894			299,829	384,030	
	Available Resources	323,330	462,387	656,127	821,734			845,363	1,088,063	
	EXPENDITURES	174,376	101,432	110,593	255,230			141,329	287,130	
	**ENDING DDA BALANCE	148,954	360,955	545,534	566,504			704,033	800,933	
	** Highlighted ending DDA balances are a carry over of the sales tax and increment from the TOW. Unexpended TOW funds are to be used by the DDA for one or more capital projects based on the IGA between the Town and DDA.									



FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

October 17, 2016 6:00 p.m.	Town Board Work Session Municipal Judge Interviews
October 24, 2016 6:00 p.m.	Town Board Work Session Retail Study Analysis – Katy Press Budget follow up discussion
October 24, 2016 7:00 p.m.	Town Board Meeting
October 31, 2016	Fifth Monday
November 7, 2016 6:00 p.m.	Town Board Work Session Retiring Debt/ Refinancing Loans discussion Water Rights Dedication Policy
November 14, 2016 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting Broadband discussion
November 14, 2016 7:00 p.m.	Town Board Meeting Kern Board Meeting
November 21, 2016 6:00 p.m.	Town Board Work Session
November 28, 2016 6:00 p.m.	Town Board Work Session
November 28, 2016 7:00 p.m.	Town Board Meeting
December 5, 2016 6:00 p.m.	Town Board Work Session Joint meeting with Historic Preservation Commission to review CSU Historic Church Survey
December 12, 2016 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
December 12, 2016 7:00 p.m.	Town Board Meeting
December 19, 2016 6:00 p.m.	Town Board Work Session
December 26, 2016 7:00 p.m.	Town Board Meeting – Town Hall closed

Additional Events

October 7, 2016; 1 pm	Boots 66 Ceremony; attending – K. Melendez, K. Bennett, P. Rennemeyer
October 8, 2016; 8 am	Town Board Budget work session
October 8, 2016; 3 pm	CRC Ribbon Cutting; attending – K. Melendez, I. Adams, K. Bennett, B. Boudreau, C. Morgan, P. Rennemeyer
October 10, 2016; 5 pm	Public Works & Parks Facility Groundbreaking
October 19, 2016; 5 pm	Chamber of Commerce – Annual Dinner/CRC; attending – K. Melendez, I. Adams, M. Baker, K. Bennett, B. Boudreau, C. Morgan, P. Rennemeyer
October 21, 2016; 12 pm	Webinar – Intro to Municipal Court for Elected Officials; participants – I. Adams, K. Bennett, P. Rennemeyer
October 27, 2016; 6 pm	Weld Town/County Dinner; attending – K. Melendez, I. Adams, B. Boudreau, C. Morgan
December 8, 2016; 6 pm	Larimer County Regional Elected Officials Meeting; attending – K. Melendez, I. Adams, M. Baker, K. Bennett, C. Morgan, P. Rennemeyer

Future Work Session Topics

NFRMPO update
CIP Parks Master plan
Economic Development Incentive Program review
Continuation of Water Discussion
Overview of Police Operations
Review of current Intergovernmental Agreements