



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

November 16, 2016 – 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. **KEY INITIATIVES:**
 1. Mill Project Update - M. Ashby
 2. Backlot Boardwalk Update – M. Ashby
 - i. Stakeholder Meeting Results
 - ii. Survey Update.
 - iii. Developer Inquiries
 - iv. American Legion Facilitation
 - v. EPA Brownfield Assessment Grant Application
 3. District Expansion – M. Ashby
 - i. Board to Board Meeting Update
- F. Approval of Minutes from the October 12, 2016 Board of Directors Meeting – M. Ashby
- G. Report of Bills, Financial Report – P. Garcia, M. Ashby
- H. 2017 Budget
 1. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE DETERMINING AND FIXING OF THE MILL LEVY OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017
 2. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE BUDGET OF THE ESTIMATED AMOUNTS REQUIRED TO PAY THE EXPENSES OF CONDUCTING BUSINESS OF SAID AUTHORITY, AND THE APPROPRIATION OF FUNDS THEREFORE, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017
- I. Executive Director's Report – M. Ashby
 1. Billing Statement Update
 2. Main Street Manager's Summit Summary
- J. **COMMITTEE REPORTS:**
 1. Marketing Committee
 - Shop Local (Small Business Saturday)
 - Website Discussion
 2. Executive/Organization Committee – Staff Evaluation, Main Street Kickoff & Reporting

Note: Double Underlined items indicate attachments.



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K. COMMUNICATIONS:

1. DCI – December 5 – River North District Workshop
2. Holiday Schedule (Marketing – 11/23, Board Meeting 12/21, Marketing 12/28)

The News on the Street is . . .

- L. Adjourn *to Main Street Presentation*

Note: Double Underlined items indicate attachments.

07 November 2016

Matt Ashby, AICP, CUD
Executive Director
Windsor Downtown Development Authority
301 Walnut Street
Windsor, Colorado 80550

RE: Letter of Agreement for Professional Services
American Legion Building, Windsor, CO

Dear Mr. Ashby:

On behalf of the entire team at Humphries Poli Architects (Architect) we wish to thank you for the opportunity to assist the Windsor Downtown Development Authority (Client) with an evaluation of the existing American Legion Building in downtown Windsor, Colorado. To that end, Humphries Poli Architects is pleased to submit this Letter of Agreement to provide services associated with the above referenced project. The purpose of this letter is to define the scope of services and confirm the compensation associated with the work.

Scope of Services

We understand the Windsor Downtown Development Authority and the Town of Windsor wish to facilitate a discussion with the leadership of the Windsor American Legion to understand the goals and mission of the organization in order to determine whether the Legion should continue to utilize their current facility or whether to relocate to a new facility on an unknown site. The facilitation process will be led by Matt Ashby of the Windsor Downtown Development Authority. The Architect will participate in the facilitation process by providing the following scope of services:

1. Assist Matt Ashby in conducting a meeting with designated leadership of the American Legion to determine the needs of the Legion.
2. Develop an initial space program based upon the results of the initial meeting with the American Legion leadership summarizing the space needs of the American Legion.
3. Conduct a visual survey of the existing American Legion facility to identify the potential of the existing facility to meet the needs as defined by the initial space program. This survey would also include an initial review of potential Building Code violations and an initial assessment of the building's systems.
4. Conduct a visual assessment of an existing building located at 522 Main Street in downtown Windsor as a potential facility for the American Legion.
5. Deliverable will be a letter/report summarizing our opinion on the above scope.

Fees for Professional Services

Compensation to the Architect for the professional services associated with the above described Scope of Services would be compensated on an hourly basis with an estimated not to exceed amount of \$1,635.00 plus \$200 for expenses. In the event the Architect anticipates the not to exceed will need to be modified as a result of additional meetings and/or scope of work, the Architect will notify Client and negotiate an additional sum prior to expending additional time.

Reimbursable expenses for items such as travel, copies, CADD plots, long distance telephone, messenger and prints will be invoiced on an at-cost basis with a 10% mark-up. The estimated not to exceed fee has been developed in the following manner:

<i>Task</i>	<i>Time Allocation</i>	<i>Rate</i>	<i>Fee</i>
1. Assist Facilitation Meeting	2 hrs.	\$205/hr.	\$ 410.00
2. Initial Space Program	1.5 hrs.	\$205/hr.	\$ 307.50
3. Visual Survey of Existing Building	.75 hr.	\$205/hr.	\$ 153.75
4. Visual Assessment of 522 Main St.	.75 hr.	\$205/hr.	\$ 153.75
5. Report	2 hrs.	\$205/hr.	\$ 410.00
6. Travel	2 hrs.	\$100/hr.	<u>\$ 200.00</u>
Estimated Not to Exceed Fee			<u>\$ 1,635.00</u>

Compensation for services beyond that noted above will be invoiced hourly at the following rates:

Principal	\$ 205/hr.
Project Manager`	\$ 135/hr.
Architect	\$ 105/hr.
Designer	\$ 75/hr.
Staff	\$ 65/hr.

These rates are subject to change on an annual basis in January of each year commencing in January 1, 2017.

Services Not Included

The following services are not included in this Agreement and if required would be negotiated on an as-needed basis:

1. Design Services beyond those described above, including architectural, mechanical, electrical, and structural engineering disciplines.
2. As-built drawings of the existing facility.
3. Identification of Hazardous Materials.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and the Architect, the risks have been allocated such that you agree to the fullest extent permitted by law to limit the liability of the design professional for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause of causes, so that the total aggregate liability of the design professional shall not exceed the design professional's total fee for services rendered on this project. Such claims and causes included, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Information for the Sole Use and Benefit of the Clients

All Opinions and conclusions of the Architect, whether written or oral and any plans, specifications or other documents and services provided by the Architect are for the sole use and benefit of the Architect and are not to be provided to any other person or entity without the prior written consent of the Architect. Such consent shall not be unreasonably withheld and client may share the materials with other firms if project proceeds and goes through a bidding process for professional services in the future. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Architect or the Client.

Ownership of the Documents

All products and drawings created as a result of the engagement of these professional services shall become the property of the Client for their use as noted above. If requested the Architect will provide this information in a digital format using industry standard software.

Dispute Resolution

Any claims or disputes between the Client and the Architect arising out of the services to be provided by the consultant or out of this Agreement shall be submitted to non-binding mediation.

Termination of Services

This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Architect for all services rendered to the date of the termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

Agreement

Please indicate your acceptance of the terms of this Agreement by signing below and returning one fully executed copy to my attention. We are most appreciative of this opportunity to provide continued professional services to the Windsor Downtown Development Authority. Feel free to call me directly with any questions that you may have. Thanks!

Sincerely,
Humphries Poli Architects. P.C.



Dennis R. Humphries AIA
Principal

Accepted by: _____ Date: _____



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

October 12, 2016 – 7:30 a.m.

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

Board Members: Dean Keohler, Craig Petersen, Dan Stauss, Bob Winter, Cristin Peratt, Kristie Melendez.

Staff: Matt Ashby, Josh Liley, Patti Garcia.

Draft Minutes

- 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

Motion: DK, DS. Approved unanimously.

E. KEY INITIATIVES:

1. Mill Project Coordination Update – M. Ashby
Staff and Town are continuing to work with the developer to identify support options.
2. Backlot Boardwalk Update – M. Ashby
 - i. Stakeholder Meeting October 12th 3:00-7:00PM Art & Heritage Center
 - ii. Survey Update.
Will be holding neighbor meetings this evening. Additional discussions are being held regarding development opportunities. Matt to provide meeting information to BW as soon as meetings are being set.
3. District Expansion – B. Winter
BW and DS met with an interested property owner for expansion of the District. The timing is positive now but may not be as advantageous after development takes place. One question to explore is carving up the increment based on an individual property owner. May be an opportunity to discuss how the district expansion would impact the School District. Possibly next meeting would be to invite the landowner to meet with the Board to have a broader conversation. Benefits would include accessibility to the façade improvement program for new construction. Matt: Develop a point paper discussing benefits of the DDA. BW: Invitation to landowner to attend future meeting. If on Nov agenda, place him first on the agenda.

Annexation of Boardwalk Park – DDA probably cannot spend capital funds outside the district. Sponsoring events can probably be allowed if they can further the goals of the district. KM: The town board has approved placing a shelter on the pad in Boardwalk Park. Intent is to put out an RFP to find a market manager for 2017. Possibly wrap into the Thursday eve concert series. DDA would benefit from having the advertising include the DDA logo. Granting of funds to the Town would be supportable. The possibility of supporting events in Boardwalk Park could be assisted by having special criteria that could enable organizations to engage the downtown into the event. JL indicated that many DDAs have gotten out of the event sponsorship business because it detracts from the focus on development. The statute gives you broad authority, but it gets back to what the primary goal of the organization is. Ft. Collins, Longmont, and Greeley have moved away from sponsoring events because of the sheer mass of requests they have received. If outside the district

Minutes: Motion: CP, DS. Approved.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

- F. Approval of Minutes from the September 28, 2016 Board of Directors Meeting – M. Ashby
Motion: CP, DS. Approved.
- G. Report of Bills, Financial Report – P. Garcia, M. Ashby
Report of Bills/ Financial Report: PG identified that everything is relatively self-explanatory. The Library Feasibility Grant was paid fully through the DDA and now the DDA is distributing grant funds to the Town and Library for their shares. Expenditures were under budget.
Moved to Approve at \$18,744.45 – CP, DK. Unanimously.
- H. Executive Director’s Report – M. Ashby
Appreciation BBQ – Discussion of whether the event was well-enough attended to make it worthwhile to continue. Approximately a dozen business owners attended, with another six meals delivered to the Vet office. The prior turnout was better but included an agenda. Key goals are to get people to connect people and generate involvement. Getting people to step out of their stores is key. People need a reason to attend. The best thing that brought out new folks was when we hosted the afterhours with the Chamber. Maybe consider that as our thank you event. Add Chamber After Hours to Marketing Committee agenda.
1. 2017 Draft Budget – Resolution
2017 Draft Budget: BW – Provided discussion on the Work Session. The Town Board appeared supportive of the direction of the DDA. Our presentation followed the Strategic Plan. MA provided an overview of the changes requested by the Board from the last meeting as were included.

Mill Levy Discussion: CP requested that Staff provide information on how much the additional mill would increase the property taxes in the District. Be able to provide information on what the current 4 mills is and what 5 mills would be. PG identified that the financial model for the Mill Project and could impact the structure. KM identified that her impression was that since our inception was that we would be increasing the mill each year until year five. CP felt that the amount was fairly low, but heard that more could be added by the Library and School District. Would like to speak knowledgeably about the impact to neighbors. The move to increase would be the last increase allowed.
Motion: DS moves to increase the Mill Levy to 5 Mills. CP seconded. Approved Unanimously.
 2. Attorney Update – **Matt is working on scheduling a meeting with LL & BW.**
 3. Contract Amendment
Contract Amendment: JL highlighted the changes. Regarding the additional compensation, the board would be allowed to increase the amount of funding at a board meeting. For instance, if a large project comes up, like the Mill, Ashby would present an estimate of what the project would entail. Previously, the contract was fixed at a \$5,000 increase. The second element would separate the Travel and Training as well as Reimbursable Expense as directed by the board. This would come out of another line item in the budget rather than from the total contract amount.
Motion: KM moved to approve as presented. CP seconded. Approved unanimously.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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I. COMMITTEE REPORTS:

1. Marketing Committee

- Halloween Trick or Treat
- Shop Local (Small Business Saturday)

Marketing: KM - Request for newsletter stats. Some discussion of whether it makes sense to produce every month. There's no sense in publishing. There were some concerns expressed about how to tweak the Halloween Event to make it more productive for businesses. The benefit currently is bringing people to downtown. Add shop local to the agenda on Oct 26th. Windsor Wonderland is gearing up. Business spotlight for the remainder of the year will be finalized. Website should be on the agenda.

- #### 2. Beautification Committee – Cancel meetings for remainder of the year.
- #### 3. Parking Committee – Cancel meetings for remainder of the year.
- #### 4. Executive/Organization Committee – Staff Evaluation, Main Street Kickoff & Reporting
- Motion: Approve funds to send Exec Dir to Manager's Summit. DS, DK. Approved.**

J. COMMUNICATIONS:

1. Budget Work Session w/ Town Council – October 10th 5:30PM (1st Floor Conference Room)
2. Main Street Program – Manger's Summit 11/3-11/4, Kick off Meeting 11/16
Matt provided information on the Main Street Kickoff. Other option for neighborhood meeting was a previous event at Nana B's with a voucher for coffee and backlot meeting information. Information from the DCI conference included several good examples of new websites. Matt will forward these websites to the Marketing Committee.
3. Chamber Dinner – Oct 19th - \$40. RSVP by Oct 13th.

K. The News on the Street is . . .

L. Adjourn

Motion to Adjourn: DS, DK.

Note: Double Underlined items indicate attachments.

Bank Reconciliation

Board Audit

User: cturner
Printed: 11/08/2016 - 3:09PM
Date Range: 10/01/2016 - 10/31/2016
Systems: '(All)'



TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550
WWW.WINDSORGOV.COM

(970) 674-2400
MON-FRI 8AM TO 5PM

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI				
Department: 486 DOWNTOWN DEVELOPMENT AU				
78350	PITNEY BOWES	POSTAL LEASE	10/07/2016	12.09
78351	ROBERT WINTER	FOOD FOR DDA APPRECIATION BBQ	10/07/2016	255.46
78376	AYRES ASSOCIATES, INC.	PROFESSIONAL SERVICES THROUGH SEPTEMBER 24, 2016 - DDA	10/07/2016	4,811.50
78506	CARD SERVICES	CONSTANT CONTACT - SEPT	10/21/2016	20.00
78523	LILEY LAW OFFICES, LLC	DDA LEGAL SERVICES SEPTEMBER 2016	10/21/2016	4,928.00
78597	KAILEE MELENDEZ	WEBSITE UPDATE, NEWSLETTER, EMAIL FOR APPRECIATION EVENT	10/28/2016	137.50
Total for Department: 486 DOWNTOWN D				10,164.55
Total for Fund:19 DOWNTOWN DEVELOI				10,164.55
Grand Total				10,164.55



Volume 4, Issue 9 September 2016

Windsor Downtown
Development
Authority

Windsor DDA Revenue

Windsor DDA Revenue				
Summary September 30, 2016 Collections				
	Collections	Budget	% of Budget	
Property Tax Mill Levy	\$15,240	\$15,959	95.49%	
Auto Registration Tax	\$612	\$850	72.00%	
Incremental Property Tax	\$10,768	\$13,080	82.32%	
Interest	\$24	\$5	480.00%	
Town of Windsor Funding	\$202,500	\$270,000	75.00%	
Total	\$229,144	\$299,894	76.41%	

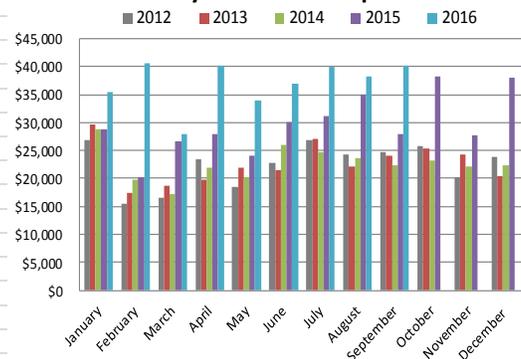
Special points of interest:

- September 2016 sales tax collections were \$12,229 above September 2015 sales tax collections.
- Revenue is ahead of the pace at the end of September 2016 at 76.41%, as we should see 75% of the revenue through the 9th month of the year.
- 2016 expenditures are under the budget benchmark with only 36.46% of the budget expended.

Windsor DDA Expenditures

Windsor DDA Expenditures				
Summary September 30, 2016				
	Expenditures	Budget	% of Budget	
Operations				
Office Supplies	\$0	\$500	0.00%	
Public Relations/Advertising	\$5,873	\$25,000	23.49%	
Board Development	\$40	\$4,000	1.00%	
Dues/Fees/Subscriptions	\$1,299	\$2,000	64.95%	
Small Equipment	\$0	\$2,500	0.00%	
Special Equipment	\$0	\$10,000	0.00%	
Street Repair/Maintenance	\$0	\$1,500	0.00%	
Travel/Mileage	\$0	\$500	0.00%	
Liability Insurance	\$0	\$2,500	0.00%	
Legal Services	\$10,459	\$10,000	104.59%	
Contract Services	\$36,868	\$50,380	73.18%	
Publishing/Recording	\$0	\$500	0.00%	
Postage	\$211	\$350	60.29%	
Printing/Binding	\$160	\$500	32.00%	
Study Review/Consultant	\$14,832	\$30,000	49.44%	
Façade Program	\$19,567	\$100,000	19.57%	
Administrative Transfer	\$3,750	\$5,000	75.00%	
Operations Total	\$93,059	\$245,230	37.95%	
Capital				
Site Improvements	\$0	\$5,000	0.00%	
Machinery/Equipment	\$0	\$5,000	0.00%	
Capital Total	\$0	\$10,000	0.00%	
Grand Total	\$93,059	\$255,230	36.46%	

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	Term: April 2017
Dan Stauss, Vice Chairman — Dan@windsordda.com	Term: April 2018
Craig Petersen, Secretary/Treasurer — Craig@windsordda.com	Term: April 2018
Dean Koehler — Dean@windsordda.com	Term: April 2017
Cristin Peratt — Cperatt@windsordda.com	Term: April 2020
Sean Pike — Sean@windsordda.com	Term: April 2020
Kristie Melendez, TOW Board Liaison — Kristie@windsordda.com	Term: April 2020

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION 2016-DDA01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE DETERMINING AND FIXING OF THE MILL LEVY OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017

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

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

WHEREAS, the Board of Directors of the Downtown Development Authority finds that a mill levy of five (5) mills is appropriate to help defray the costs of the Downtown Development Authority’s operational and maintenance needs for fiscal year 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN DEVELOPMENT AUTHORITY, to recommend to the Town Board the mill levy rate for taxation upon all taxable property within the boundaries of the Downtown Development Authority for the fiscal year ending December 31, 2017, to be set at five (5) mills, which mill levy has been deemed appropriate by the Board of Directors of the Downtown Development Authority and which mill levy represents the amount of taxes for the Downtown Development Authority. Said mill levy shall be distributed for the purposes permitted under C.R.S. § 31-25-817, which levy as so distributed shall be certified by the County Assessor and the Board of County Commissioners of Weld County, Colorado, by the Town Clerk as required by law.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of October, 2016.

WINDSOR DOWNTOWN DEVELOPMENT
AUTHORITY

Bob Winter, Chairperson

ATTEST:

Craig Petersen, Secretary

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION 2016-DDA02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE BUDGET OF THE ESTIMATED AMOUNTS REQUIRED TO PAY THE EXPENSES OF CONDUCTING BUSINESS OF SAID AUTHORITY, AND THE APPROPRIATION OF FUNDS THEREFORE, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017

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

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

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

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

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY that the following budget, with the projected allocation of budget funds being shown on Exhibit A, attached hereto and incorporated herein by reference, is adopted for the fiscal year ending December 31, 2017, and therefore recommends to the Town Board the adoption of the following budget:

Revenues:	
Beginning Fund Balance	\$704,033
Transfer from the Town of Windsor	\$332,000
Incremental Property Tax	\$25,736
Property Tax from Mill Levy	\$19,959
Auto Tax	\$850
Grants	\$5,500
Interest Income	\$5
TOTAL	\$1,088,063
Expenditures:	
Capital Outlay	\$ 0
Personnel Services	\$ 0
Operating and Maintenance	\$282,130
Administrative Support	\$ 5,000
TOTAL	\$287,130

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY to recommend to the Town Board the appropriation of the aforementioned budget funds in the amount of Two Hundred, Eighty-Seven Thousand, Two Hundred and Thirty Dollars (\$287,130) for expenditure on conducting the business of the Downtown Development Authority and for its projects and programs in accordance with the Town Board approved DDA Plan of Development.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of October 2016.

WINDSOR DOWNTOWN DEVELOPMENT
AUTHORITY

Bob Winter, Chairperson

ATTEST:

Craig Petersen, Secretary

WINDSOR DDA

2017 BUDGET NARRATIVE – DRAFT 10/5/16

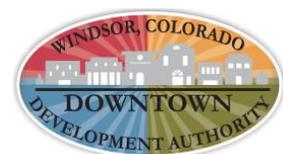
The Windsor DDA has seen positive growth over the 2016 fiscal year. With the adoption of our strategic plan in early 2016, we have seen considerable development interest spring-boarding off 2015's opening of Hearth. This new eatery, along with the success of our other downtown businesses has resulted 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.									



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: November 9, 2016
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: November Report

Meeting Summary:

October was a busy month, with a high number of engagement meetings taking place. The November 3 invoice includes several meetings from the end of September, including the Budget Work Session with the Town Board (10/10) and the Appreciation BBQ (9/28) in addition to the following meetings that have occurred since October 11 thru November 9. Highlights include:

- Board Meeting (10/12)
- Backlot Neighbor Meeting (10/12)
- Developer Meeting – Neenan (10/14)
- Developer Meeting – Saunders (10/26)

In response to the recent adjustment to the contract, Ayres Associates will be dividing the billing into two broad categories; General DDA and Projects. This will enable the board to have a clear understanding of how staff time is being spent. For October, there are three line items:

- Outreach, Board Meetings, General DDA: \$4894.18 (Current)
Total Fees to Date (Thru 10/29/16): \$48,106 of \$51,298 = 94%
Total Months Billed = 11/12 = 91%
Total Percentage Ahead of Contract = 3%
- Mill Project – Total Costs To Date: \$6,800 (Prior) + \$2448.56 (Current) = \$9,248.56
- Backlots Project – Total Costs To Date: \$2,426.56 (Current)

** \$4,875.12 of the total \$9,769.30 invoice was related to special projects (Mill, Backlot) or 52%.

Anticipated Workload November - December:

- Finalize Backlot Outreach Efforts
- American Legion Facilitation (Request to add as "Project")
- Main Street Activation
- Review of Façade Improvement Program

Per discussion at the prior meetings, Ayres invoices will include task item breakdowns for General Administration, Mill, Backlots, Travel/Training, and Authorized Purchases.

AUGUST ACTION ITEMS (Updated 9/23/16)

The following is a status report of items discussed during the October Board and committee meetings:

Board Meeting:

Meeting Date: 10/12/16



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

1. District Expansion

- a. Develop a point paper discussing benefits of the DDA.. (Matt)
- b. Invitation to landowner to attend future meeting (Bob)

2. Website examples from DCI. Matt will forward these websites to the Marketing Committee.

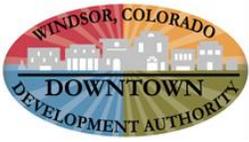
CO Main Street Manager Summit

The Manager's Summit was held Nov 4-5 in Buena Vista. The two day workshops included several activities highlighting issues managers around the state are dealing with, including:

- Main Street Manager Networking
- Main Street Refresh: 4 Committees No Longer Required
- Transformation Strategies – Likely Windsor's theme would be along the lines of "Embrace the Lakefront" to highlight all of our current initiatives. (But need a more meaningful title.) The strategies enable you to focus and not get distracted. This concept is a good one to consider for grant narratives. Complimenting what's already an asset within the town. The Strategies are almost like creating a brand/elevator speech around your Main Street's efforts.
- Strategy to Explore: Retail analysis – Does any of the Windsor retail study help inform things that could possibly survive in the Downtown.
- Program MOU's will be sent out shortly.

The session also included a session on how to better engage volunteers. The following points were discussed:

- Without adequate capacity to receive and engage volunteers, we risk frustrating or disappointing volunteers.
- Volunteers are more than just "free labor". They require investment. They also may have other things to share with the program. They're also ambassadors for your community.
- Start with a Needs Assessment. (Slide 5a.)
- The current landscape of volunteers in Windsor is that we minimally utilize volunteers beyond the existing BOD.
- Create volunteer position descriptions. (Slide 6b. and 6c.) Confirm liability coverage.
- Create template document that outlines frequently asked questions. (What do we do? What jobs are available? Etc.)
- Create policies/procedures, rules/regs, agreement or contract
- Volunteer Management is big picture, orientation, screening and placement. Volunteer Supervisor is the on-site manager for the activity.
- Are appreciation events meaningful to volunteers (and businesses).



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

The session also included a tour of Buena Vista's Main Street. A couple things of note that could be applicable to Windsor is how they have utilized vacant lots. They used their Mini-Grant to construct a stage for public music in a "pass-through" lot. The area was highly successful and could be an example for the DDA's lot.