

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Conference Room
June 18, 2014 @ 6:30 p.m.
AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Speakers limited to 3 minutes)

D. CONSENT AGENDA

1. Approval of the Minutes from the May 21, 2014 meeting – Cindy Downing Secretary
2. Approval of Warrants – Eva Forberger – Treasurer

E. INFORMATIONAL ITEMS

1. Treasurer's report – Eva Forberger – Treasurer
2. Report on meeting with CDOT and the Peak to Peak Scenic By-way-Katrina Harms
3. Nedpeds report- Conor Merrigan – Project Manager
4. Update on Electric Vehicle Charging Station Grant – Alexander Armani-Munn

F. ACTION ITEMS

- 1, Consideration of a new logo for the Nederland Downtown Development Authority
2. Consideration of a representative to the parking committee
3. Consideration of a project manager for the Master Plan Update
4. Consideration of a vote of confidence for a letter to the Board of Trustees concerning "Street Vendors".

G. DISCUSSION ITEMS

1. Discussion of a tentative budget for the Master Plan Update
2. Discussion of a new/updated website for the Master Plan Update outreach

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: July 16, 2014 @ 6:30 pm in the Multipurpose Room

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation.

The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights.

The NDDA Board of Trustees meeting packets and agendas are prepared on Friday before the Wednesday meetings and are available on the NDDA website, www.neddda.org. Copies of the agendas and meeting packet are available at no cost via email from cldowning@hotmail.com. The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY
REGULAR MEETING MINUTES
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
May 21, 2014 @ 6:30 p.m.

A. CALL TO ORDER

Meeting convened at 6:30 p.m.

B. ROLL CALL

Present: Patricia Everson, Jeffrey Green, Katrina Harms, Susan Schneider.
Kevin Mueller arrived at 6:33.

Absent: Karina Luscher and Mandy Kneer had excused absences.

Also Present: Alisha Reis, Town Administrator, Eva Foreberger, Town Treasurer,
Alexander Armani-Munn, Town of Nederland Intern

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Speakers limited to 3 minutes)

No public comments

D. CONSENT AGENDA

1. Approval of the Minutes from the April 16, 2014 meeting –Pam North Acting Secretary

Susan Schneider made a motion to approve, seconded by Jeffrey Green.
Motion passed unanimously.

2. Approval of Warrants – Eva Forberger – Treasurer

Susan Schneider made a motion to approve, seconded by Jeffrey Green. Motion passed unanimously

3. Approval of hiring Cindy Downing as NDDA Board Secretary – Pat Everson

Katrina Harms made a motion to approve, seconded by Jeffrey Green. Motion passed unanimously.

E. INFORMATIONAL ITEMS

1. Treasurer's report – Eva Forberger – Treasurer

Eva included a report in the packet.

Patricia Everson had a question on expense item: 70755270 Downtown Area DDA, and would like clarification. Eva clarified the expense item is for flowers. Patricia would like the description to be changed to Beautification Committee. Eva said that she would make the change.

2. Town Administrator Report on items affecting NDDA- Alisha Reis- Town Administrator

Alisha submitted a written report to the packet. The Board of Trustees recently approved an application for Planned Unit Development from Tom and Sally Grahn to adjust the lot lines in their property on East Street between 2nd and 3rd Streets, as well as plan for the property over time.

Public works crews are working to grade the Guercio Ball Field and the new performance space in preparation for it's opening on July 4th. Guercio field will be used for the 4th of July events. The Board of Trustees will have a work session with the DDA on May 28. A proposal for an ATM machine will come before the Trustees or consideration and is to be located at the Visitors Center.

Trustees will consider and appoint residents to the various advisory boards on June 3rd.

3. Report on meeting with CDOT and the Peak to Peak Scenic By-way-Katrina Harms

This is the 25th anniversary of the Colorado Scenic Byway System and they are doing a Wayfinding Project on the Peak to Peak Scenic Byway. The Wayfinding Project is to get two people who have never been on a scenic byway and have them ride along with a CDOT engineer and Colorado Tourism person. The couple is provided with a list of the things they need to find. At the end of the day, there is a meeting the couple talks about what difficulties they had trying to navigate the byway. Engineering and tourism also talk about what difficulties they saw. CDOT gets valuable information about signage, road conditions, etc. and a plan comes out of the information. After the couple is done, they will meet at the Very Nice Brewery, and local counties and public works will be invited. This will be on June 6, at 3:30, which is also First Friday. Katrina went to a meeting with a CDOT person with their consultant, a woman from Visit Estes

Park, a Commissioner from Gilpin, and they talked about how they can work as a group to improve the scenic byway.

4. Nedpeds report- Conor Merrigan – Project Manager

Conor was not present so Patricia included emails from him in the packet. Historical clearance has been approved. We are still waiting on CDOT to give concurrence to bid. When they do, we will advertise and be open to bid for three weeks before closing. At that time, CDOT will need to approve the bidder chosen. The other step is to get CDOT to encumber the money. CDOT manager said we should expect four weeks to fully encumber the money. During that time, we should have a three week bid approvals ASAP, even if it means special meetings and then back to CDOT for two weeks for them to approve.

Alisha said we may have received concurrence to bid today or will within the next couple of days. There does not need to be another meeting with the BOT for it to go out to bid. The bids information will be given to the NDAA for review. Kevin Mueller suggested we hire a third party at an hourly rate to review bids, feasibility costs, and final documents. Alisha said this is something that can be done. Kevin feels it would cost \$800-\$1,200 total and that we should hire at an hourly rate to review the bids and final documents. The money will come out of Town Funds.

5. Update on Electric Vehicle Charging Station Grant – Alexander Armani-Munn

In a phone call with RAQC representative Katie Ruygrok earlier in the month, Alex was informed that the application scoring team would meet on May 14, and will be contacting selected recipients within a week or two after the meeting. He has not yet heard anything regarding the status of our application. Alex will maintain contact with RAQC in regards to the status of the application.

Since submitting the grant application, the NDAA has substituted \$3,000 in project funding originally drawn from reserves with donated TARP funding. This greatly reduces the cost for the NDAA, which had previously been allocated \$4,500 in funding for the project.

F. ACTION ITEMS

1. Consideration of the Reappointment of Amanda Kneer to the NDAA Broad- Pat Everson

Jeff motions to recommend Amanda's name to the BOT for final approval. Susan Schneider seconds the motion. Motion passed unanimously.

2. Consideration of applicants to fill board position opening July, 2014 expiring 2018

The two applicants for the position are Peter Marshall and Ron Mitchell. Peter is the new owner of the building located at 4 East 1st Street. Ron Mitchell owns many properties throughout town.

Katrina motions that Peter Marshall's name be recommended to the BOT for the Vacant Property Owner board position for the term 2014-2018, Susan Schneider seconded the motion. Motion passed unanimously.

3. Consideration of additional funding for website for 2014 budget. – Pat Everson

Patricia asked for additional funding for the website that is not included in the 2014 budget since the NDDA's website has been hacked and information and data needs to be put back on the site. A budget of three hours was allocated for someone to fix the site so person was hired and had the website up and running in that time frame. Cindy Downing has agreed to put data back in the website. Patricia suggested that a budget \$220 be used to get the data back on the site. Eva noted that the budget last year for the website was \$500. With that information, Patricia suggested to increase the budget to \$500 for flexibility.

Susan motions to increase funding for the website budget to \$500, Jeffrey Green seconds the motion. Motion passes unanimously.

G. DISCUSSION ITEMS

1. Discussion of proposal for updating the NDDA Master Plan- Alexander Armani-Munn

Plan is included in packet. Alexander believes now is a great opportunity to change the plan. He also believes that the NDDA has a unique opportunity to not only renew its commitment to enhancing the downtown area, but to reinvigorate itself as a valuable community. He feels the NDDA has not done enough to establish an identity and could benefit from more proactive interaction with the community stakeholders.

Katrina asked if we had to use the 2006 Plan of Development and had to start from there, as she is concerned with using that plan. She feels the plan is part of what didn't work for the NDAA.

Alisha said that The Plan of Development serves as a basis for of authorization for funding. Eva said the Plan of Development created a TIF. In order to get a TIF you need to have a Plan of Development that has to be approved by the BOT. There is a 2006 Plan of Development and a 2007 Strategic Master Plan. If the NDDA changes the Plan of Development it will change the base. If changes are made, a new base would have to be reestablished. Any changes should focus on the Strategic Master Plan.

Patricia feels that this plan, while valuable, will be labor intensive. Without an executive director or someone with an extensive amount of time, it will be hard to follow through on the plan. She feels the NDAA does not have the manpower. There is \$40,000 to work with and that could help bring someone on board to help with the tasks. She has asked Alexander to bring forth a budget for the next meeting.

Jeffrey sees a need for an executive director to help drive the plan and projects. Patricia notes in order to conform to budgetary requirements and Colorado statutes, we cannot use the term "Executive Director". Another title needs to be used.

Susan Schneider feels like \$40,000 could be used for the project manager and the updates, and there is a reason the money is in the account to pay someone.

2. Discussion of the Principles of Sustainability and begin to develop a vision of a sustainable Downtown Nederland – Kevin Mueller

Kevin Mueller provided a handout.

Jeffrey Green was concerned with the wording "Reduce and eventually eliminate the destruction of nature". He feels we are opening ourselves up to a lot of subjectivity. He wants to know how this would be measured. He worries that for instance, putting in a sidewalk that some will say that it is preservation of nature, and others will think it is destruction of nature. He feels ten different people will have ten different ideas about "Destruction of nature".

Public Comment from Dennis Duckett. He has lived in town for 40 years and feels sustainability is not about planning, it's about looking at the emergency of the future and it is going to get more and more intense. He feels it is a whole world emergency. He feels it is important to measure the footprint in the one square mile where we live. We should be restoring and repairing. He feels a river walk is not a good idea at this time and there are bigger things to worry about.

Pat would like to put together the Strategic Master Plan principle that Alexander is suggesting with Kevin's Plan for Sustainability. She feels the history of the DDA is not good but she would like to bring together a new plan and that we can be the outreach of sustainability. It is our job in the Master Plan Update to bring all of this together and get a really positive outflow from the community to support our projects for the next 25 years. Patricia would like the board to think about what Kevin and Alex are suggesting and putting them into some kind of plan.

Kevin feels the first phase should be asking questions and public surveys and gleaning information from that.

Patricia asks the board if they would like to have Alex incorporate what Kevin is proposing as one document so they can review in June and move forward with it as an action item.

Alex does not feel this is necessary since he feels that sustainability can be incorporated in the plan through the steps outlined in his plan, however Kevin feels his process is different than the plan proposed by Alex.

Patricia suggests that the board approve plan proposed by Alex with the understanding that in Phase 2, they incorporate Kevin's plan.

Patricia asks the board if they would like to make this discussion item to an action item.

Jeffrey feels it should be moved to an action item, Katrina agrees. Kevin is concerned about his plan being incorporated. Alex feels they are all on the same page and it should be approved. The board feels Phase 1 of the plan Alex has proposed encompass what Kevin is striving for with his plan.

Motion to move Alex proposal to an action item made by Kevin Mueller, seconded by Susan Schneider. Motion passes unanimously.

Motion to move forward with DDA Strategic Master Plan Process Task as Proposed With the Understanding that Modifications Can Be Made, seconded by Jeffrey Green. Patricia does not take a vote on this, since this was already voted on.

2. Discussion of social media protocol for NDDA Board members – Pat Everson

Discussion tabled.

H. OTHER BUSINESS

No other business

I. ADJOURNMENT

Motion to adjourn made by Susan Schneider made, seconded by Jeffrey Green. Meeting adjourned at 9:29

UNAPPROVED

Town of Nederland
Council Approval Report
 (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		213	Cindy Downing, PO Box 302, Nederland, CO, 80466								
		6/11/2014	06/11/14	DDA	06/21/14	\$304.00	\$304.00	70-75-5129	DDA Secretary Services	\$13,000.00	\$11,794.00
							\$304.00				
Total Bills To Pay:							\$304.00				

Town of Nederland
Statement of Revenue and Expenditures

Revised Budget
For Downtown Development Fund (70)
For the Fiscal Period 2014-5 Ending May 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
70-75-4000 Property Taxes	\$ 2,057.75	\$ 802.19	\$ 24,693.00	\$ 8,375.00	66.08%
70-75-4002 Specific Ownership Taxes	125.00	110.35	1,500.00	545.77	63.62%
70-75-4900 Interest	41.67	22.14	500.00	98.57	80.29%
70-75-4910 Misc	41.67	0.00	500.00	0.00	100.00%
70-75-4915 Donations	83.33	0.00	1,000.00	0.00	100.00%
70-75-4990 Proceeds from Debt	29,708.33	0.00	356,500.00	0.00	100.00%
70-75-4998 Fund Reserve - Transfer In	0.00	0.00	29,728.00	0.00	100.00%
70-75-8405 CDOT	35,500.00	0.00	426,000.00	0.00	100.00%
Total Downtown Development Fund Revenues	\$ 67,557.75	\$ 934.68	\$ 840,421.00	\$ 9,019.34	98.93%
Expenditures					
70-75-5100 Legal	\$ 62.50	\$ 0.00	\$ 750.00	\$ 0.00	100.00%
70-75-5115 Website	12.50	120.00	150.00	120.00	20.00%
70-75-5129 DDA Secretary Services	1,083.33	250.00	13,000.00	902.00	93.06%
70-75-5200 Rent	41.67	42.00	500.00	210.00	58.00%
70-75-5216 Trails/Sidewalks Maintenance	250.00	0.00	3,000.00	3,157.95	(5.27%)
70-75-5270 Downtown Area (DDA)	250.00	732.95	3,000.00	732.95	75.57%
70-75-5410 Office Supplies	41.67	0.00	500.00	0.00	100.00%
70-75-5710 Postage/Shipping	8.33	0.00	100.00	0.00	100.00%
70-75-5735 Boulder County Tax Collection	25.83	12.03	310.00	125.32	59.57%
70-75-5740 Bank Fees	4.17	0.00	50.00	0.00	100.00%
70-75-5750 Advertising	41.67	0.00	500.00	9.75	98.05%
70-75-5770 Printing/Copying	25.00	0.00	300.00	0.00	100.00%
70-75-5790 MISC	0.00	0.00	43,000.00	0.00	100.00%
70-75-5810 Conference/Training	25.00	0.00	300.00	0.00	100.00%
70-75-5830 Meals	83.33	90.10	1,000.00	90.10	90.99%
70-75-5999 Admin & Finance Allocation	541.67	0.00	6,500.00	1,625.00	75.00%
70-75-6400 Equipment	0.00	0.00	2,000.00	0.00	100.00%
70-75-6500 Infrastructure	63,788.42	0.00	765,461.00	3,569.04	99.53%
Total Downtown Development Fund Expenditures	\$ 66,285.09	\$ 1,247.08	\$ 840,421.00	\$ 10,542.11	98.75%
Downtown Development Fund Excess of Revenues Over Ex	\$ 1,272.66	\$ (312.40)	\$ 0.00	\$ (1,522.77)	0.00%

Town of Nederland
Statement of Revenue and Expenditures

Revised Budget
For DDA TIF Revenue Fund (80)
For the Fiscal Period 2014-5 Ending May 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
80-75-4005 TIF Taxes	\$ 11,916.67	\$ 6,227.03	\$ 143,000.00	\$ 65,013.08	54.54%
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	78,295.00	0.00	100.00%
Total DDA TIF Revenue Fund Revenues	\$ 11,916.67	\$ 6,227.03	\$ 221,295.00	\$ 65,013.08	70.62%
Expenditures					
80-75-5735 Boulder County Tax Collection	\$ 140.83	\$ 93.40	\$ 1,690.00	\$ 975.17	42.30%
80-75-7100 Loan Principal	17,184.08	7,532.98	206,209.00	37,439.16	81.84%
80-75-7200 Loan Interest	708.33	605.28	8,500.00	3,252.15	61.74%
80-75-7400 Capital Lease Principal	408.00	408.12	4,896.00	2,040.60	58.32%
Total DDA TIF Revenue Fund Expenditures	\$ 18,441.24	\$ 8,639.78	\$ 221,295.00	\$ 43,707.08	80.25%
DDA TIF Revenue Fund Excess of Revenues Over Expendit	\$ (6,524.57)	\$ (2,412.75)	\$ 0.00	\$ 21,306.00	0.00%

Town of Nederland
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2014-5 Ending May 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 79,474.42	\$ 7,161.71	\$ 1,061,716.00	\$ 74,032.42	93.03%
Total Expenditures	\$ 84,726.33	\$ 9,886.86	\$ 1,061,716.00	\$ 54,249.19	94.89%
Total Excess of Revenues Over Expenditures	\$ (5,251.91)	\$ (2,725.15)	\$ 0.00	\$ 19,783.23	0.00%

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: 6/17

INITIATED BY: Katrina/Mandy

INFORMATION: X ACTION: OR DISCUSSION:

=====

AGENDA ITEM: Report on the Wayfinding Presentation.

SUMMARY: On June 6th a Wayfinding Project was performed on the Scenic Byway by CDOT. The post project presentation was done immediately after the project. The discussion revolved around safety, history, recreation, and wayfinding...

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Connor Merrigan/Alisha Ries – Project Managers

INFORMATION: X ACTION: OR DISCUSSION:

=====

AGENDA ITEM: Nedpeds Update

Conor Merrigan:

The NedPeds project went out to bid on Monday June 9th. The bid period will be open until Monday June 30th, at which point the lowest acceptable bidder will be sent to CDOT for approval and then approved by the Board of Trustees at their July 15th meeting with construction to commence immediately following. Assuming an acceptable bid is delivered, the Town anticipates a 60 day construction window from mid-July through mid-September.

Local contractors have indicated that there is plentiful local work; this could lead to fewer bids and/or higher pricing at this time.

The Owner's Rep RFQ was also released and is due Friday June 20th. That hire will be contingent on an acceptable bid. Downloads from the Town's website have been minimal, but at least a couple of contractors were sent the RFQ directly.

Contract close-outs are in progress between the design firm and sustainability consultant/project management firm.

Alisha Ries:

Indeed, I had already reached out to the firm mentioned. I would love to know the interest of any members of DDA to serve on the selection committee for the Owner's Rep RFQ. As indicated by Conor, there isn't the flexibility for a similar process for the construction work. However, I (and then the Owner's Rep) will continue to update folks

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Alexander Armani- Munn- Town Intern

INFORMATION: X ACTION: OR DISCUSSION:

=====

AGENDA ITEM:

Update on the status of the Colorado Charge Ahead Grant.

SUMMARY:

As the board is aware, the Town of Nederland was recently awarded \$6,250 in funding for an electric vehicle charging station through the Regional Air Quality Council. The next step in the grant process is compiling a procurement plan and documentation of matching funds by June 25. The procurement plan present to RAQC will be based on the Town's standard purchasing policy. The NDDA should provide documentation of matching funds.

RECOMMENDATIONS:

I recommend that the NDDA supply financial statements that indicate the matching funds allocated to this project. I will work with NDDA Treasurer Eva Forberger to attain this documentation.

FINANCIAL CONSIDERATIONS:

The RAQC will provide \$6,250 in funding for the total costs of the EV unit as well as installation. The NDDA will provide the remaining funding which will likely be \$4,500; however, this is dependent on final bids. As the board is likely aware, a TARP donation was recently made in the amount of \$3,000 to assist with this funding. As such, the NDDA will likely be supplying approximately \$1,500 from the amount originally allocated to this project. Attached to this AIM is the Town's purchasing policy, which outlines the procurement process.

ADDENDUM B
PURCHASING POLICY
(Last updated December 14, 2011)

Overview

The purpose of this policy is to establish procedures to maximize the value of public funds spent for purchasing goods or services. This process allows the establishment of safeguards for maintaining a system of quality and integrity.

Policy

All Town of Nederland Departments shall follow set procedures established for the procurement and purchase of all services or goods. All Town employees are required to exercise prudence when using public funds for procurement of any goods or services regardless of the amount. All ordinances and resolutions adopted authorizing an expenditure of money or the entering into a contract for an amount more than \$10,000 require the approval and signature of the Mayor before they can become valid.

1. General

All purchases of materials and supplies shall be done in accordance to the following guidelines:

- a. The Town Treasurer is responsible for monitoring purchases, for establishing purchasing systems, and for providing assistance to departments making purchases.
- b. All purchases must be made with funds that have been appropriated by the Town Board for the intended purpose.
- c. In considering prices from local vendors and where a special trip would be required to purchase outside of Town, the cost of time and travel may be included in the cost comparison.
- d. Purchase of quantities of materials and supplies shall not be broken down with the intent of applying a less restrictive purchasing procedure.
- e. The Town Board and/or Town Manager may, from time to time, restrict any or all budgeted purchases if there is a shortage of available cash.
- f. Written or verbal quotations for materials, equipment, and supplies may be rejected on the basis of inferior quality or unacceptable delivery time.
- h. Having received a low quotation or bid, department heads are enabled to negotiate the price further with the vendor, if necessary, to bring purchases into the range of the approved budget.
- i. In general, quotations or bids should be awarded to the lowest qualified, responsive vendor.
- j. The Town reserves the right to reject any and all quotations and bids. The Town Board may direct the Town Administrator or department head to negotiate with particular bidders if all bids are over budget, provided no negotiated price exceeds the lowest bid received.

2. Purchases under \$1,000

Buyers of materials, equipment, supplies and services totaling less than \$1,000 may make purchasing decisions on the basis of experience without obtaining formal price comparisons. In all cases, buyers are expected to be prudent and to exercise good judgment in purchasing decisions that will result in quality and value to the Town without unnecessarily delaying or interfering with the Town's operations. Purchases shall be made on the basis of comparative information from vendor catalogs and/or from telephone or e-mail quotations. Buyers must make a reasonable effort to obtain the best possible price and value for items purchased.

3. Purchases between \$1,000 and \$10,000

For regular and new purchases of materials, equipment, supplies and services between \$1,000 and \$10,000, the Town administrator may approve these purchases for goods or services via a purchase order.

- a. For regular purchases of supplies, equipment, repairs, and regular services, competitive quotes are not required; however, periodic price checking should always be done on purchases to verify the competitiveness of price.

- b. For new purchases of supplies or services (i.e. tires, minor construction projects, etc.), at least three QUOTATIONS should be received from vendors, if practical. Quotations may be received verbally, but must be followed by written confirmation. Documentation of all written quotations shall be forwarded to the Town Treasurer where a master file of quotations will be maintained.

4. Credit Card Purchases

The Town has issued credit cards to each department head to be used only on a limited basis. Examples include to: expedite purchases, pay for training, pay for meals and associated costs of travel, and make purchases from one-time vendors who require payment at the time of purchase (e.g., online vendors). Once a purchase is made, the receipt should be provided to the Treasurer to be matched up with the monthly statement.

5. Employee Reimbursements

Employees may be reimbursed for out of pocket expenses under \$50.00 from the Town's Petty Cash Fund. Over \$50.00, the employee will be reimbursed via check with an approved "Request for Reimbursement." Generally, employees should not pay out of pocket for expenses but should utilize Town accounts established with vendors for supplies and services. All requests for reimbursement should be within 30 days of occurrence.

6. Emergency Purchases

Emergency purchases shall be authorized by the Town Administrator when a threat exists to public health or safety. An emergency situation is an event that creates an immediate threat to public health, welfare, or safety of the Town of Nederland or where preservation or protection of Town property, may arise by reason of natural disasters, epidemics, riots, equipment failure, or such other reasons. Such conditions create an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement and approval methods. Competition should be obtained for emergency purchases when circumstances allow (for example, you may call three local suppliers to get competitive quotes on equipment or services). Only the quantity of goods or services necessary to alleviate the emergency may be purchased under emergency conditions. Poor planning does not constitute an emergency. The Town Administrator will present the circumstances of the event to the Town Board at the next regularly scheduled Town Board meeting.

7. Maintenance Agreements

The Town of Nederland engages in annual maintenance contracts and agreements with various vendors as a matter of day-to-day business. The Town Administrator shall approve all maintenance contracts before acquisition of said services are allowed. Such maintenance agreements typically are contracts for services and repair of equipment items and can be, but are not limited to, purchased equipment that is not leased i.e., office equipment, cleaning services, etc., in these situations the following practices shall be followed:

- a. When it is considered cost beneficial to do so rather than to pay for service on a per-call basis a maintenance contract will be used. (In most instances such maintenance agreements shall be included in the original purchase quote for such items). Exceptions are for capital purchases where ongoing use of the equipment exceeds one year and ongoing maintenance is required.
- b. Maintenance agreements costing more than \$5,000 must be obtained through a formal bid/quote process unless said services/goods can only be serviced by the original vendor then a sole source purchase would be authorized.

8. Vehicle Purchases

Vehicle purchases shall be conducted through a competitive bid/quote process. Included in the quote or bid for vehicles are those specifications necessary for the vehicle to perform functions unique to the department requesting said vehicle. Purchasing steps to be followed:

- a. Those purchases pre-approved in the budget shall be submitted to the Town Administrator for approval. A memorandum outlining purchase justification, with competitive bids/quotes attached, are

also submitted to the Town Administrator prior to submitting to the Town Board of Trustees for final approval

- b. Vehicle purchases not pre-approved in the budget require approval by the Town Board prior to receiving bids.

9. Capital Purchases over \$5,000

Capital purchases exceeding \$5,000 shall be made only when said goods or services have been approved through the budget process. These purchases require approval by the Town Administrator before acquisition of the good or service can be obtained. Purchases under this category that have not been approved through the budget process shall require approval by the Town Board of Trustees at a scheduled Town Board meeting. Purchases under this category shall require (3) competitive bids/quotes regardless if the item(s) to be purchased were pre-approved via the budget process. These purchases require approval of the Town Administrator before being presented to the Town Board of Trustees. The following process shall include:

- a. A memorandum to the Town Administrator requesting release of approved funds to affect the purchase of goods or services (and attachment of the 3 competitive bids).
- b. Those purchases requested that are not within the approved budget require an action item addressed to the Town Board of Trustees (and attachment of the 3 competitive bids).

10. Requests for Proposals (RFP) for Purchase of Services Over \$10,000

Generally, RFPs shall be issued for the acquisition of consulting services. The issuance of an RFP for a construction project is dependent on the magnitude and complexity of the project. Final determination to issue an RFP for such a construction project is the decision of the Town Administrator. RFPs shall be developed by the department's assigned project manager or Department Head. At a minimum all RFPs shall contain:

- I. Introduction describing the nature and term of the request
- II. Scope of Services
- III. Broker Minimum Requirements, Qualifications and Experience
- IV. Rate Schedule for Services
- V. Illegal Aliens Language
- VI. Submittal Process with deadline and contact information, proposals are public information and the town reserves right to reject any or all proposals.

11. Sole Source Purchases

A contract may be awarded for a supply, service, or construction item without competition when, the Department Head determines that there is *only* one source for the required supply, service, or construction item. Only the Town Administrator has the authority to grant this exception. Sole source purchasing procurement is not permissible unless the required good(s) or service(s) are *only* available from a single supplier. A requirement for a particular proprietary item or service does not justify sole source procurement if there is more than one potential bidder or offeror for that item or service. The following are examples of circumstances that could necessitate sole source procurement:

- a. Where the compatibility of equipment, accessories, or replacement parts is the determining factor.
- b. Where a sole supplier's item is needed for trial use or testing.
- c. Where sole supplier's item is to be procured for resale.
- d. Where public utility services are to be procured.
- e. For continuity between multi-phased projects.

12. Professional services

Professional services, including legal, consulting and engineering services, are not procured on a price basis. Within the constraints of the approved budget, professional services may be obtained on the basis of proposals, detailing company credentials, proposed scope of work, method of performing work,

coordination with the Town, delivery dates, and references. Contracts for professional services must be approved by the Town Board.

13. State Bids

The State of Colorado has expended considerable time and money to assure that the items on the State Bid list are made available at the best competitive price, equally throughout the State. Occasionally, local vendors may have selected items at a slightly lower price; however, the State Price Agreements with the listed vendors insure that, based on projected quantities purchased throughout the State over a certain period of time, the best overall economy will be achieved. The list is alphabetical by commodity and indicates the vendor(s) who have received the State Price Agreement. The listing is on the Internet:

Enter: www.gssa.state.co.us

Click on link to State Purchasing Office

Click on link to Current Price Agreements

Click on link to List of Price Agreements (for Commodities/Services) in middle of page

14. Local Preference

The Town may provide a 10% local purchasing advantage for equipment, supplies and services. The Town Administrator shall make final determination of whether the local advantage is applicable. For all construction projects, the Town may provide a 5% local contractor advantage.

15. Conflict of Interest

Purchases from family members, Board of Trustee members or any other person where an actual conflict of interest or a perceived conflict of interest exists must be preceded with either an informal or formal bid process and disclosed at an open Board of Trustees meeting prior to actual award of the bid. The Board of Trustees may require a vote on the award and may accept or reject the bid.

16. Surplus Supplies and Equipment

At such times as determined by a department head and justified by the Town Administrator, supplies and equipment shall be identified that are no longer used or become worn out. The Town Administrator from time to time may cause any surplus supplies or equipment to be destroyed or sold after advertisement to the highest bidder, and the proceeds of the sale deposited to the General Fund of the Town.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY:

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM:

Consideration of a new Logo and/or seal for the Nederland Downtown Development Authority..

SUMMARY:

The NDDA currently has a logo that is used as the default picture on the board's Facebook page but does not seem to appear on the website. Essentially, I believe the NDDA should review their current logo and determine whether they would like to continue using it or to design a new one. If the NDDA is satisfied with the current logo, the board members should discuss how they can use it more effectively. If the board decides they would like a new logo, there are two options they could pursue. First, the board may choose to incorporate logo design into a contract with a web design firm. Second, the board may opt to administer a local competition that invites Nederland residents to submit NDDA logo designs.

RECOMMENDATIONS:

It is my recommendation that the board strongly consider a new logo. If the board decides that they would like a new logo, I believe administering a local contest would be favorable to contracting a design firm.

FINANCIAL CONSIDERATIONS:

While contracting a design firm to develop a new logo will be a more convenient option in terms of time and energy, it will likely add a few thousand dollars to overall costs of marketing and branding services. If the board chooses to administer a local contest they will only need to spend money on advertising the contest. While administering a local contest will likely be cheaper than contracting a design firm, the board should bear in mind that it will require more time and energy. Essentially, by contracting a firm, the board would be paying for convenience. It is my opinion that designing a logo could be done cheaply and incorporated well into the boards public outreach efforts. Funding for a new logo will likely need to be taken from mills rather than the \$40,000 originally allocated for the MPU.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Alexander Armani-Munn

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM:

Consideration of the appointment of an NDDA representative in local parking planning.

SUMMARY:

Recently, a discussion has commenced between local business owners, commercial property owners, and Town personnel on the topic of parking in the community. The NDDA has already been mentioned in this discussion, and it is obviously a “downtown issue.” As such, it is in the NDDA’s best interest to participate in this discussion.

RECOMMENDATIONS:

I recommend that the NDDA appoint a representative who can present the NDDA’s interests and concerns in the discussion on parking. This individual, while being a local business owner with their own concerns and interests, should represent the NDDA board’s stated concerns and interests and not solely their own.

The representative will report to the Board various concerns discussed in the meetings and help the NDDA Board formulate a policy to be presented at other meetings. The NDDA Board should keep the representative informed of their policy as it might be included in the Master Plan Update.

FINANCIAL CONSIDERATIONS:

Appointing a parking representative will not cost the NDDA any money; however, the NDDA may consider allocating money on parking planning and relevant projects in the future.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Alexander Armani-Munn

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM:

Consideration of the hiring of a project manager for the Master Plan Update.

SUMMARY:

The NDDA board may want to consider hiring a project manager or third party firm to lead the MPU process. Examples of such action include the 2007 Master Plan, which was compiled by local firm Turnburke and Associates and the recent NedPeds project which was led by private contractor Conor Merrigan.

RECOMMENDATIONS:

I recommend that the board does not hire a third party firm or private contractor to lead planning. I believe money can be more wisely spent on contracting on an as needed basis. Rather than hiring a firm to oversee all aspects of planning, the NDDA board may contract firms for specific aspects of planning such as feasibility, ecological, and economic studies.

FINANCIAL CONSIDERATIONS:

The NDDA board has already contributed funding for 10 percent of the Town's Administrative Intern's salary to provide project management services. The cost of contracting third party firms for past Town plans has ranged from \$20,000 for the Comprehensive Plan to \$40,000 for the recent Master Infrastructure Plan. According to NDDA Treasurer Eva Forberger, a firm could likely be contracted for \$12,000-\$15,000, but this would likely undermine the "local" or "community-based" element of the MPU process.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Kimba Stefane/Blue Owl Books

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM: Consideration of a vote of confidence for a letter to the Board of Trustees concerning "Street Vendors".

SUMMARY: See attached letter.

RECOMMENDATIONS:

1. Do not approve
2. Approve with modifications
3. Approve as written

FINANCIAL CONSIDERATIONS: None

Subject: Nederland Street Vendor Codes

Date: Fri, 13 Jun 2014 15:11:39 -0500

Kim Stefane

Blue Owl

PO Box 3085

Nederland, CO 80466

303-258-3695

blueowlbooks@hotmail.com

June 11, 2014

Dear Mayor, Alisha, Michele and Board of Trustees,

We the undersigned business owners in Nederland respectfully propose that the Town of Nederland amend a current Town code that would protect existing brick and mortar businesses from loss of revenue due to street vendors. We request that no street vendors are allowed on Town property and that no vendor applications are approved until this matter is dealt with by the Board of Trustees.

The brick and mortar businesses in Nederland support the local economy year-round. We rent and own property, pay property taxes, collect and pay sales tax, pay for licenses from the State and Town, pay utilities and comply with Town regulations and fees on a daily basis all year. We carry a substantial overhead. We provide jobs for community members from teens to seniors. We provide the Town of Nederland with a steady, sustainable revenue stream to support the viability of our community. We support Nederland schools, non-profits, sports teams and families by making donations regularly. We sit on local boards. We give the Nederland community and tourists quality food and

merchandise.

We are simply too small a town to have vendors on our streets. This has a drastically negative effect on the businesses which work so hard all year long. The short summer season is a time for many members of our small business community to catch up after a long, difficult winter. If street vendors are allowed to come in at the prime economic times of the year and skim off the top, many of our businesses will be seriously impacted. This is not an economically sustainable model for a small town. By allowing street vendors the community and the Town of Nederland will suffer in the following ways:

- * Less sales tax revenue for Town from brick and mortar businesses. (Even a small decrease due to street competition will have a devastating effect on many of our businesses)
- * A decrease in hours of operation due to lost revenue
- * Loss of local jobs
- * Loss of ability to survive & pay our utilities, taxes and all other overhead
- * Loss of quality of goods sold
- * Obstruction of business access (carts and their customers blocking sidewalks and access to businesses)
- * Loss of business for the Nederland service industry, resulting in more lost revenue for Town

(Codes from other towns will be referenced here...)

Thank you for your consideration and the work you do for our small, unique mountain town.

Sincerely,

Blue Owl

Nature's Own

Wild Mountain Brewery and Smokehouse

Mountain People's Co-op

The Deli

The Pioneer Inn

Dandelion

Doghouse Video

The Carousel of Happiness

Wild Bear Mountain Ecology Center

The Black Forest

The Train Cars

Distant Star Astrology

Mountain Man

Whistler's Cafe

Kathmandu

The Thai Restaurant

The Candy Man

Happy Trails

Greener Mountain Grow Store

The Underground Thrift Store

Crafted In Colorado

The Alpaca Store

High Peaks Art Fair

Dot's Diner

Salto

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Alexander Armani-Munn – Town Intern

INFORMATION: ACTION: OR DISCUSSION: X

=====

AGENDA ITEM:

Discussion of **tentative** budget items for the MPU.

SUMMARY:

The attached tentative budget has suggested recommendations for consideration by the board

RECOMMENDATIONS:

I recommend that at this point in the planning process the NDDA board focus its attention on budget items rather than budget costs. The attached tentative budget includes estimates for each item; however, the NDDA board should be aware that these numbers will change as the MPU process progresses. Essentially, the board needs to determine what they would like to see included in their budget (i.e.-ecological studies, feasibility studies, economic studies, etc.) Once the board determines what items they would like included in their tentative budget, the board can pursue cost estimates and bids for the costs of each item. Once these bids and estimates are collected, the NDDA board can approve a final budget based on such numbers.

FINANCIAL CONSIDERATIONS:

Financial considerations are contained in the attached tentative budget. Considerations are based on past costs of Town plans and relevant studies. The board will notice that the tentative budget exceeds \$40,000. This number will change through our initial discussion and the bidding process. The board should also consider that the figures included in the tentative budget were made with a margin of error that accommodates overestimations.

Tentative NDDA MPU Budget

Ecological Study (riparian corridor) -Estimate based on studies from NedPeds and Gateway Park	\$2,500
Environmental Assessment (Middle Boulder Creek Bridge) -Estimate based on NedPeds and Gateway Park	\$5,000
Project Manager -Estimate based on 2007 NDDA Master Plan and 2013 Comprehensive Plan Update	\$15,000
Public Engagement -Estimate based on cost of local advertising and past public engagement events.	\$1,000
Economic Study (money velocity) -Estimate based on...	\$15,000
Traffic & Parking Study -Estimate based on 2009 Parking Study	\$10,000
Total:	\$48,500
Website & Marketing* -Estimate based on meetings with Boulder design firms -This money must come from reserve funds and secretary savings	\$10,000

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: June 18, 2014

INITIATED BY: Alexander Armani-Munn

INFORMATION: ACTION: OR DISCUSSION:X

=====

AGENDA ITEM:

Discussion of the development of a new NDDA website.

SUMMARY:

After meeting with two digital agencies in Boulder last week, I have determined that the NDDA can acquire web design and other marketing and branding services for a minimum cost of \$5,000. I would like to use the June 18 meeting to initiate discussion amongst NDDA board members on how they would like to proceed with development of a new website and other marketing and branding strategies.

RECOMMENDATIONS:

I recommend that the board allocate funds for a new website along with additional funding for other services such as logo design, promotional design, media outreach, and advertising. The goal of discussion at the June 18 meeting will be to determine what services exactly the NDDA would like to pursue and APPROXIMATELY how much they would like to allocate in funding for said services. Essentially, the NDDA will be developing their marketing strategy, which will be used throughout the MPU process and into the future. As such, this item requires mostly discussion. I recommend the board discuss what services they want and how much they are willing to spend. Action, in terms of actually allocating funds, can be taken at a later date.

FINANCIAL CONSIDERATIONS:

Again, the minimum cost of a new website, along with ongoing maintenance, will be \$5,000. The final cost of a new website will depend on how advanced the NDDA would like the site to be. I will recommend a site structure to the NDDA that will take into consideration budget restrictions. The NDDA should also discuss other services they would like to pursue. Depending on what specific services the NDDA would like to pursue a more accurate estimate of costs can be provided in the weeks following the June 18 meeting. The NDDA should bear in mind that while money for the website may not be taken from the \$40,000 originally allocated to the MPU, there is still adequate funding available through mills.