

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room

August 19,2015 @ 6:30pm

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 Warrants-Jeff Maggard-NDDA Treasurer.
2. Approval of meeting minutes from the July 15, 2015 meeting-Cindy Downing-Secretary

E. INFORMATIONAL ITEMS

1. Treasurers Report-Jeff Maggard-NDDA Treasurer
2. Karina Luscher's resignation from the NDDA
3. Update on NedPeds-Katrina Harms

F. ACTION ITEMS

1. Approval of a letter in support of a GoCo grant for Wild Bear
2. Approval of \$450 for new NDDA map
3. Approval of \$2100 for the Wayfinding project
4. Approval of \$2208.75 for Ecologist Review of the Riparian corridor

G. DISCUSSION ITEMS

1. Master Plan Update planning - September 9th public meeting/forum

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: September 16, 2015 6:30pm at the Nederland Community Center Multi Purpose 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.nederlanddowntown.org. Copies of the agendas and meeting packet are available at no cost via email from cindydowning0@gmail.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
Council Approval Report
 (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		328	Elizabeth Allen, PO Box 8, Nederland, CO, 80466									
	8215	08/02/15	DDA GARDENING AND MAINT JUNE - JULY 2	08/12/15	\$740.00	\$740.00	10-20-5216	Trails/Sidewalks Maintena	\$2,000.00	\$792.04		
						\$740.00						
Total Bills To Pay:						\$740.00						

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466

Multi-Purpose Room

July 15, 2015 @ 6:30pm

Nederland Community Center Multi Purpose Room

Draft Meeting Minutes

A. CALL TO ORDER

Meeting called to order at 6:35pm

B. ROLL CALL

Present: Peter Marshall, Amanda Kneer, Susan Schneider, Katrina Harms, Jeffrey Green

Absent: Kevin Mueller and Karina Luscher

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

Ron Mitchell of Nederland. Mitchell would like to see three things incorporated into the Master Plan:

1. Concept for a pedestrian bridge from Snyder Street across the creek
2. Plaza for a town center
3. Downtown entertainment district

D. CONSENT AGENDA

1. Approval of Meeting Minutes from the June 17, 2015 Meeting-Katrina Harms

Motion to approve the meeting minutes from the June 17, 2015 meeting made by Amanda Kneer seconded by Jeffrey Green. Motion passed unanimously.

Susan Schneider abstained since she was not at the last meeting.

2. Approval of warrants-Eva Forberger-Treasurer

No warrants were presented for the month of June.

Alisha Reis noted that the new treasurer will attend the next meeting.

E. INFORMATIONAL ITEMS

1. Update on NedPeds

Alisha Reis reported that Board of Trustees approved the proposal by the owners representative The plan is to change the material selections which will reduce costs, while still keeping in the scope of the project. It will take 3-4 weeks to complete the bid documents. They are looking at CAD documents now to see if they can replace a few things, then they will rebid. They have 30 days to complete the work so they are confident it will be done this season. Boulder County is also working on some erosion problems.

F. ACTION ITEMS

1. Consideration of nominations from the floor for election of Chair and Vice Chair for the NDDA

A motion to nominate Katrina Harms for Chair was made by Amanda Kneer, seconded by Jeffrey Green. A roll call was taken and motion passed unanimously.

A motion to nominate Amanda Kneer for Vice Chair was made by Susan Schneider, seconded by Peter Marshall. A roll call was taken and motion passed unanimously

G. DISCUSSION ITEMS

1. A discussion on outreach and objectives for the 2016 Master Plan Update

After discussion, it was decided to have public outreach meetings at the following times:

August 12 at 7 pm-Capital Projects and Infrastructure Improvement Meeting

This meeting will discuss capital projects that improve the infrastructure and built environment of the downtown district.

September 9 at 7 pm-District Program Meeting

This meeting will discuss programs that address specific issues in the district such as parking, sidewalk maintenance, and business improvement and promotion.

September 16 at 7pm-Community Input Meeting

At this meeting the NDDA will present preliminary project and program ideas based on input from the August 12 and September 9 meetings. The NDDA will also welcome public comment on the preliminary project and program ideas presented.

H. OTHER BUSINESS

No other businesses

I. ADJOURNMENT

Motion to adjourn the meeting made by Susan Schneider seconded by Jeffrey Green. Motion passed unanimously. Meeting adjourned at 8:40 pm

NEXT REGULAR MEETING:

August 19, 2015 6:30pm at the Nederland Community Center multi purpose room

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MEMORANDUM

To: Nederland Board of Trustees/NDDA
From: Jeffery Maggard, Treasurer
Date: July 15, 2015
Re: Treasurer's Report

General Fund

As of May 2015 total revenue exceeded budget by \$80,672 attributable to the unbudgeted sale of the police vehicle for \$28,000 (2012 Dodge RAM) in a previous fiscal month. Other revenue categories, that exceed budget as of May 2015, include planning and zoning (+\$18,558/+133% resulting mostly from additional plan reviews), taxes and fees (+\$17,689/+ 20%) as well as law enforcement (+ 8,580/+41% primarily generated from more speeding tickets and parking fines). Most other revenue categories vary insignificantly from the budget assumptions and result primarily from timing.

Total expenditures follow the previous YTD trends and are still below budget by \$14,939 primarily due to timing of expenses as well as delays in recruitment of new hires related to the Police department. Year to date, expenses for the Board of Trustees, the Clerk's office, courts and law enforcement, public works, capital expenditures and grants were less than budget while expenditures for Administration & Finance, the Visitor Center as well as Planning & Zoning were higher than budget. Law enforcement is still below budget due to the timing of new hires as well as under-spending in equipment and supplies. Admin/Finance is still slightly higher than budget due to the purchase of new computer equipment and improvements to the Town Hall facility prior to May. Planning & Zoning continues to be above budget due to higher than expected building and review activities

Community Center Fund

As of May 2015 revenue exceeded budget by \$5,651 primarily due to past due (2014) rents being paid in 2015 and the Neo's Fundraiser shown under donations/grants.

Expenditures were below budget by \$3,778 significantly impacted by lower personnel expenses (- \$4,554)

Water Fund

As of May 2015 user fee revenue exceeded budget by \$7,504 primarily due to higher usage related revenue, plant investment fees and other charges. "Other" charges include late fees, sale of supplies and administrative charges (i.e. manual reads).

Expenditures were less than budget by \$25,063 (17%) primarily due to timing of purchases across different categories. In particular, office, equipment and supplies as well as professional services were lower than budget by \$19,478.

Capital Improvements continue to be less than budget (\$9,861) primarily due to the timing of purchases.

Sewer Fund

As of May 2015 user fee revenue immaterially exceeded budget by \$2,127, or 2%, primarily due to higher usage related revenue.

Expenditures were less than budget by \$17,776 primarily due to timing of purchases across various categories, primarily in the area of professional service (\$8,177).

DDA

As of May 2015 expenditures were above budget by \$2,553 primarily due to timing of expenses associated with the Master Plan Update. Expenses for this update accounted for \$7,000 in May.

Sales Tax:

Year to date through May, sales tax compared to 2014 is up 2%: retail is up 3%, restaurant activity is up 9%, and marijuana related activity is up 21%, or \$3,712. The "Other" category which includes public utility sales tax, services, lodging and all other vendors is flat year on year.

**TOWN OF NEDERLAND
2015 FINANCIAL REPORT**

	MTD	Year To Date (YTD)				Year to Date (YTD)			Full Year	
	ACTUALS	ACTUALS	BUDGET	<u>actuals vs.</u> <u>budget</u>	<u>% var</u>	PRIOR YEAR	<u>actuals vs.</u> <u>prior year</u>	<u>% var</u>	BUDGET	<u>% of</u> <u>Budget</u>
May 2015										
<i>Preliminary and Unaudited</i>										
<u>GENERAL FUND</u>										
SALES TAX	39,297	121,221	125,090	(3,869)	-3%	115,467	5,755	5%	585,933	21%
PROPERTY TAX	61,796	217,522	216,123	1,400	1%	197,798	19,724	10%	361,284	60%
USE TAX	7,957	10,448	6,812	3,637	53%	12,488	(2,040)	-16%	32,000	33%
OTHER TAXES AND FEES	24,739	107,757	90,068	17,689	20%	92,091	15,666	17%	211,192	51%
PERMITS AND LICENSING	788	12,568	7,073	5,494	78%	8,465	4,103	48%	24,845	51%
PLANNING & ZONING	13,361	32,498	13,940	18,558	133%	22,584	9,914	44%	63,000	52%
COURTS	450	2,437	1,697	740	44%	1,652	785	48%	4,200	58%
LAW ENFORCEMENT	8,509	29,388	20,808	8,580	41%	10,256	19,132	187%	60,900	48%
PUBLIC WORKS	-	100	2,368	(2,268)	-96%	1,962	(1,862)	-95%	4,000	2%
MISCELLANEOUS	784	31,976	2,867	29,109	1015%	3,284	28,692	874%	15,800	202%
GRANTS REVENUE	20,676	37,803	36,200	1,603	4%	27,495	10,308	37%	335,500	11%
TOTAL GENERAL FUND REVENUE	178,357	603,719	523,047	80,672	15%	493,542	110,177	22%	1,698,654	36%
BOARD OF TRUSTEES	1,963	17,172	19,610	2,438	12%	9,953	(7,219)	-73%	37,866	45%
ADMINISTRATION & FINANCE	21,210	124,618	122,736	(1,882)	-2%	110,174	(14,444)	-13%	263,017	47%
VISITOR CENTER	229	968	-	(968)		-	(968)		6,000	16%
CLERK'S OFFICE	7,570	28,978	32,118	3,140	10%	35,010	6,031	17%	79,871	36%
PLANNING & ZONING	15,402	41,351	29,746	(11,605)	-39%	45,303	3,951	9%	93,328	44%
COURTS	950	4,255	5,208	953	18%	3,500	(755)	-22%	12,500	34%
LAW ENFORCEMENT	45,374	176,528	185,842	9,314	5%	157,166	(19,362)	-12%	524,455	34%
PUBLIC WORKS	26,780	140,505	144,307	3,802	3%	152,968	12,463	8%	342,405	41%
PASS-THROUGHS	180	1,345	1,375	30		-	(1,345)		3,300	41%
GRANT EXPENSE	2,635	28,707	33,083	4,376	13%	32,293	3,586	11%	104,500	27%
CAPITAL EXPENDITURES	28,259	54,659	60,000	5,341	9%	-	-		250,000	22%
TOTAL GENERAL FUND EXPENSES	150,552	619,086	634,025	14,939	2%	546,366	(72,721)	-13%	1,717,242	36%
TOTAL REVENUES	178,357	603,719	523,047	80,672	15%	493,542	110,177	22%	1,698,654	36%
TOTAL EXPENDITURES	150,552	619,086	634,025	14,939	2%	546,366	(72,721)	-13%	1,717,242	36%
NET CHANGE	27,804	(15,367)	(110,978)			(52,823)			(18,588)	
INTERFUND TRANSFER	-	-	-			-			(10,000)	
CHANGE IN FUND BALANCE	27,804	(15,367)	(110,978)			(52,823)			(28,588)	
FUND BEGINNING BALANCE		538,849	538,849			340,001			538,849	
FUND ENDING BALANCE		523,482	427,871			287,178			510,261	

**TOWN OF NEDERLAND
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May 2015										
<i>Preliminary and Unaudited</i>										
General Fund Expense by Category										
Personnel Expenses	99,151	385,115	398,076	12,961	3%	326,196	(58,919)	-18%	990,964	39%
Professional Services	19,782	62,814	48,527	(14,287)	-29%	98,722	35,907	36%	175,320	36%
Building Expenses	4,555	19,402	20,292	890	4%	16,170	(3,232)	-20%	48,700	40%
Utility Expenses	1,621	8,605	10,362	1,757	17%	9,935	1,330	13%	22,950	37%
Office Expenses	1,399	11,995	9,565	(2,430)	-25%	8,134	(3,861)	-47%	22,476	53%
Equipment & Supplies	4,208	46,300	54,167	7,867	15%	49,153	2,853	6%	130,000	36%
Other	742	4,913	5,136	223	4%	5,896	983	17%	10,998	45%
Insurance (workers comp/prop casualty)	500	45,065	42,573	(2,493)	-6%	36,916	(8,149)	-22%	85,145	53%
Professional Development	617	8,290	6,557	(1,733)	-26%	5,108	(3,181)	-62%	15,737	53%
Capital/Lease Payments	28,259	54,659	60,000	5,341	9%	11,208	(43,451)	-388%	250,000	22%
Pass-Through	180	1,345	1,375	30	2%	-	(1,345)		3,300	41%
Grant Expenses	2,635	28,707	33,083	4,376	13%	32,293	3,586	11%	104,500	27%
Board of Trustees (ex. Personnel Expenses)	1,046	12,584	15,020	2,436	16%	9,197	(3,386)	-37%	26,850	47%
Administration Allocation	(14,141)	(70,707)	(70,707)	-		(62,562)	8,145	-13%	(169,698)	42%
Total	150,552	619,086	634,025	14,939	2%	546,366	(72,721)	-13%	1,717,242	36%

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May 2015										
<i>Preliminary and Unaudited</i>										
COMMUNITY CENTER										
<u>Operating Revenue</u>										
Fitness Center	2,958	20,589	21,271	(682)	-3%	12,856	7,734	60%	46,250	45%
Rental Income	4,564	23,467	21,667	1,800	8%	16,528	6,939	42%	52,000	45%
Flood Insurance/FEMA Assistance	-	281	-	281		-	281		479,375	0%
Donations/Grants	-	4,251	-	4,251		750	3,501	467%	-	
Total Revenue	7,522	48,588	42,938	5,651	13%	30,134	18,455	61%	577,625	8%
<u>Operating Expenses</u>										
Personnel	9,746	40,800	45,353	4,554	10%	27,474	(13,326)	-49%	107,431	38%
Professional Services	175	1,872	938	(934)	-100%	10,711	8,839	83%	2,250	83%
Building	7,963	11,332	10,750	(582)	-5%	8,560	(2,773)	-32%	25,800	44%
Utilities	2,191	10,615	11,845	1,230	10%	12,678	2,063	16%	27,300	39%
Office	502	2,560	1,458	(1,101)	-76%	2,965	406	14%	3,500	73%
Equipment & Supplies	1,077	2,079	2,396	317	13%	3,442	1,364	40%	5,750	36%
Professional Development	39	101	396	295	75%	517	416	81%	950	11%
Administration Allocation	1,926	9,629	9,629	-	0%	8,003	(1,626)	-20%	23,110	42%
Total Expenses	23,619	78,987	82,765	3,778	5%	74,350	(4,636)	-6%	196,091	40%
OPERATING INCOME	(16,098)	(30,398)	(39,827)	9,429	-24%	(44,217)	13,818	-31%	381,534	
<u>OTHER REVENUES AND EXPENDITURES</u>										
Sales Tax Receipts	14,455	44,763	46,508	(1,744)	-4%	43,069	1,695	4%	216,744	21%
Capital Expenditures	-	-	-	-		-	-		545,000	0%
Debt Service	-	-	-	-		-	-		102,000	0%
TOTAL REVENUES	21,976	93,352	89,445	3,906	4%	73,202	20,150	28%	794,369	12%
TOTAL EXPENDITURES (Cash)	23,619	78,987	82,765	3,778	5%	74,350	(4,636)	-6%	843,091	9%
CHANGE IN FUND BALANCE	(1,643)	14,365	6,680			(1,148)			(48,722)	
FUND, BEGINNING BALANCE		108,642	108,642			9,392			108,642	
FUND, ENDING BALANCE		123,007	115,322			8,244			59,920	

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May 2015										
<i>Preliminary and Unaudited</i>										
WATER										
OPERATIONS										
Operating Revenues	\$ 8,543	\$ 113,367	\$ 105,863	7,504	7%	\$ 109,254	4,113	4%	\$ 382,750	30%
<u>Operating Expenses</u>										
Personnel	12,880	56,450	56,863	413	1%	53,577	(2,873)	-5%	133,419	42%
Professional Services	1,444	4,227	10,312	6,085	59%	14,362	10,135	71%	32,250	13%
Building	65	621	1,146	525	46%	932	311	33%	5,250	12%
Utilities	2,011	9,582	12,788	3,206	25%	12,126	2,544	21%	30,000	32%
Office	445	3,141	9,706	6,566	68%	5,259	2,119	40%	11,800	27%
Equipment & Supplies	848	19,423	26,250	6,827	26%	16,688	(2,735)	-16%	64,200	30%
Professional Development	174	2,518	3,958	1,441	36%	2,937	419	14%	9,500	27%
Administration Allocation	5,496	27,478	27,478	-	0%	24,448	(3,030)	-12%	65,948	42%
Total Expenditures	23,362	123,439	148,502	25,063	17%	130,330	6,890	5%	352,367	35%
Revenue minus Expenditures	(14,819)	(10,072)	(42,640)	32,568	-76%	(21,075)	11,003	-52%	30,383	
OTHER SOURCES OF CASH										
Sales Tax	9,637	29,842	31,022	(1,180)	-4%	28,712	1,130	4%	144,496	21%
PIF Fees	14,804	14,804	10,000	4,804	48%	10,428	4,376	42%	24,000	62%
Interest Income	546	2,868	3,333	(465)	-14%	3,603	(735)	-20%	8,000	36%
Other	-	-	-	-	-	0	0	-	-	-
Grant Revenue	-	3,197	-	3,197	-	9,380	(6,183)	-66%	-	-
TOTAL	24,986	50,711	44,355	6,356	14%	52,124	(1,413)	-3%	176,496	29%
OTHER EXPENDITURES										
Debt Service	-	71,629	74,007	2,379	3%	71,629	0	0%	147,629	49%
Capital Improvements	14,350	111,264	121,125	9,861	8%	23,294	87,970	378%	280,500	40%
Grant Expenses	-	612	-	(612)	-	-	612	-	-	=DIP'01
Non Cash Items										
Depreciation	-	-	-	-	-	-	-	-	243,000	
Capital Contra	-	-	-	-	-	-	-	-	(280,500)	
Debt Contra	-	-	-	-	-	-	-	-	(104,713)	
TOTAL REVENUES	\$ 33,529	\$ 164,078	\$ 150,218	13,860	9%	\$ 161,378	2,701	2%	\$ 559,246	
TOTAL EXPENDITURES (Cash)	37,712	306,944	343,635	36,690	11%	225,252	(81,692)	-36%	780,496	
TOTAL EXPENDITURES (Full Accrual)	37,712	306,944	343,635	36,690	11%	225,252	(81,692)	-36%	638,283	
Net Change in Net Assets	(4,183)	(142,866)	(193,417)			(63,875)			(79,037)	
Debt Covenant (SB > I.1)									1.40	

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May 2015										
<i>Preliminary and Unaudited</i>										
SEWER OPERATIONS										
Operating Revenues	\$ 10,454	\$ 130,300	\$ 128,172	2,127	2%	\$ 123,223	7,077	6%	\$ 445,001	29%
Operating Expenses										
Personnel	12,879	56,449	56,863	414	1%	53,576	2,873	5%	133,419	42%
Professional Services	2,404	5,701	13,878	8,177	59%	16,302	(10,601)	-65%	53,750	11%
Building	358	1,966	1,750	(216)	-12%	2,625	(658)	-25%	4,200	47%
Utilities	2,950	14,012	16,988	2,976	18%	18,215	(4,203)	-23%	44,200	32%
Office	17	245	3,997	3,752	94%	3,014	(2,770)	-92%	5,630	4%
Equipment & Supplies	2,538	27,511	28,589	1,078	4%	39,349	(11,838)	-30%	68,613	40%
Professional Development	295	2,258	3,854	1,596	41%	883	1,375	156%	9,250	24%
Administration Allocation	6,137	30,683	30,683	(0)	0%	27,402	3,281	12%	73,640	42%
Total Expenditures	27,579	138,826	156,602	17,776	11%	161,368	(22,542)	-14%	392,702	35%
PROFIT /LOSS FROM OPERATIONS	(17,124)	(8,526)	(28,430)			(38,145)			52,299	
OTHER SOURCES OF CASH										
Sales Tax	9,637	29,842	31,022	(1,180)	-4%	28,712	1,130	4%	144,496	21%
PIF Fees	8,481	8,481	11,667	(3,186)	-27%	4,085	4,396	108%	28,000	30%
Interest Income	93	414	417	(3)	-1%	203	211	104%	1,000	41%
Other	-	17,300	17,300	-	0%	1,400	15,900	1136%	17,300	100%
Grant Revenue	-	55,005	-	55,005		9,380	45,625	486%	-	
TOTAL	18,210	111,042	60,405	50,637	84%	43,781	67,261	154%	190,796	58%
OTHER EXPENDITURES										
Debt Service	-	111,379	108,793	(2,585)	-2%	109,391	(1,988)	-2%	216,836	51%
Capital Improvements	10,120	20,836	20,000	(836)	-4%	220,875	200,040	91%	130,000	16%
Non Cash Items										
Depreciation	-	-	-	-		-	-		255,000	
Capital Contra	-	-	-	-		-	-		(130,000)	
Amortization	-	-	-	-		-	-		(1,946)	
Debt Contra	-	-	-	-		-	-		(181,956)	
TOTAL REVENUES	\$ 28,665	\$ 241,342	\$ 188,577	52,764	28%	\$ 167,004	74,338	45%	\$ 635,797	
TOTAL EXPENDITURES (Cash)	37,698	271,040	285,395	14,355	5%	491,634	220,594	45%	739,538	
TOTAL EXPENDITURES (Full Accrual)	37,698	271,040	285,395	14,355		491,634	220,594	45%	680,636	
Net Change in Net Assets	(9,034)	(29,698)	(96,818)			(324,631)			(44,839)	
Debt Covenant (SB > I.1)										1.12

TOWN OF NEDERLAND 2015 FINANCIAL REPORT

	MTD	Year To Date (YTD)				Year to Date (YTD)			Full Year	
	ACTUALS	ACTUALS	BUDGET	<u>actuals vs.</u> <u>budget</u>	<u>% var</u>	PRIOR YEAR	<u>actuals vs.</u> <u>prior year</u>	<u>% var</u>	BUDGET	<u>% of</u> <u>Budget</u>
May 2015										
<i>Preliminary and Unaudited</i>										
<u>DOWNTOWN DEVELOPMENT AUTHORITY</u>										
Taxes	4,079	13,019	9,554	3,465	36%	8,921	4,098	46%	19,300	67%
Intergovernmental	-	-	-	-	-	-	0	-	626,000	0%
Loan Proceeds	-	13,000	353,000	(340,000)	-96%	-	13,000	-	353,000	4%
Miscellaneous	-	-	-	-	-	-	0	-	-	-
Interest	34	146	109	37	34%	99	47	48%	350	42%
TOTAL REVENUE	4,113	26,164	362,663	(336,499)	-93%	9,019	17,145	190%	998,650	3%
Personnel	432	1,576	1,500	(76)	-5%	1,152	(424)	-37%	3,600	44%
Website	-	-	1,000	1,000	100%	120	120	100%	2,400	0%
Legal	-	-	208	208	100%	-	-	-	500	0%
Master Plan Update	7,000	9,000	7,000	(2,000)	-29%	-	(9,000)	-	15,000	60%
Tax Collection	59	188	135	(53)	-40%	125	(63)	-50%	270	70%
Office	62	507	801	294	37%	220	(287)	-131%	1,900	27%
Meals/Entertainment	316	632	417	(215)	-52%	90	(541)	-601%	1,000	63%
Professional Development	474	474	104	(370)	-355%	-	(474)	-	1,000	47%
Sidewalk Maintenance	420	2,441	3,000	559	19%	3,158	717	23%	4,000	61%
Downtown Beautification	3,380	3,380	1,500	(1,880)	-125%	733	(2,647)	-361%	4,000	85%
Fireworks	-	1,000	1,000	-	0%	-	(1,000)	-	1,000	100%
Other	-	-	-	-	-	-	-	-	-	-
Administration Allocation	583	2,917	2,917	0	0%	2,708	(208)	-8%	7,000	42%
Capital	-	-	-	-	-	3,569	3,569	100%	1,004,731	0%
TOTAL EXPENDITURES	12,727	22,114	19,581	(2,533)	-13%	11,875	(10,239)	-86%	1,046,401	2%
TOTAL REVENUES	4,113	26,164	362,663	(336,499)	-93%	9,019	17,145	190%	998,650	3%
TOTAL EXPENDITURES	12,727	22,114	19,581	(2,533)	-13%	11,875	(10,239)	-86%	1,046,401	2%
NET CHANGE	(8,614)	4,050	343,082			(2,856)			(47,751)	
INTERFUND TRANSFER	-	-	-			-			10,000	
CHANGE IN FUND BALANCE	(8,614)	4,050	343,082			(2,856)			(37,751)	
FUND, BEGINNING BALANCE		41,708	41,708			52,702			41,708	
FUND, ENDING BALANCE		45,758	384,790			49,846			3,957	
<u>TIF FUNDING</u>										
TIF REVENUE	33,326	105,780	69,050	36,730	53%	65,013	40,766	63%	150,000	71%
Tax Collection	500	1,587	1,056	(530)	-50%	975	(612)	-63%	2,295	69%
Debt Service	8,138	53,741	53,646	(95)	0%	42,732	(11,009)	-26%	261,000	21%
TIF CHANGE IN FUND BALANCE	24,688	50,452	14,347			21,306			(113,295)	
FUND, BEGINNING BALANCE		147,869	147,869			118,363			147,869	
FUND, ENDING BALANCE		198,321	162,216			139,669			34,574	

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION: X ACTION: OR DISCUSSION:

=====

AGENDA ITEM: Karina Luscher's resignation from the NDDA

SUMMARY: Karina Luscher resigned from the NDDA on July 30, 2015. The resignation letter is included in the packet. A replacement will need to be found to fill the term which will end in 2017.

RECOMMENDATIONS:

The vacancy will be posted on the Town of Nederland website. The NDDA application can also be found on the Town website <http://nederlandco.org/government/town-boards/> as well as the NDDA Board member description and responsibilities. The application, along with a copy of the applicants resume should be sent to LauraJane Bauer, Nederland's Town Clerk, along with a letter from the NDDA stating their support for the applicant's appointment. When that is received the Town Clerk will schedule the appointment for an upcoming BOT meeting and let the applicant and NDDA know the date. The application as well as the description and responsibilities of a NDDA Board member is included in the packet.

FINANCIAL CONSIDERATIONS:

July 30, 15

Dear Nederland Downtown Development Authority Board Members,

Personal matters that require my full attention at this time are driving my decision to resign from the board effective immediately.

I am so proud to have been a part of this board for 2 years and hope I have served it well. I will continue to be involved as I am passionate about the work that still lies ahead, but it will need to be outside of the formal board position I held.

Thank you so much for everything you do and have done.

Kindly,

Karina Luscher

NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MEMBER QUALIFICATIONS AND RESPONSIBILITIES

C.R.S. 31-25-806. Board membership - qualifications

(1) Each appointed member of the board, except any member from the governing body, shall reside, be a business lessee, or own real property in the downtown development district within the municipality in which the authority is located. A manager, as that term is defined in section 7-90-102, C.R.S., an agent, or an employee of an entity, as that term is defined in section 7-90-102, C.R.S., having its place of business in the downtown development district shall be eligible for appointment to the board. No officer or employee of the municipality where the authority is located, other than any appointee from the governing body, shall be eligible for appointment to the board. Within thirty days after the occurrence of a vacancy, the governing body, except as provided in section 31-25-805 (3), shall appoint a successor.

Although the State Statute indicates that residential properties are included in the Downtown Development District, the Nederland DDA in 2005 elected to not include residential properties or renters. See Ordinance 599 series 2005. To further clarify this position, the Nederland Board of Trustees was advised by their attorney to enact Ordinance 702 **Revised Downtown Development Boundaries**. This was adopted by the Town on January 3, 2012. This changes the boundaries of the NDDA to EXCEPT residential or agricultural properties. These Ordinances can be found on the Town of Nederland Web page.

At this time, to be eligible for the Nederland Downtown Development Board, the applicant must own real property in the district within the municipality or be a business lessee. If a business lessee, all Town and State Laws must be in compliance including the local business permit.

An applicant can expect to have a minimum of one meeting a month on the 3rd Wednesday of the month at 6: 30 in the Multi-purpose room of the Community Center. Historically these meetings last approximately 2 hours. Further, there maybe special meetings called by the Chairman on other days and times. In addition, the applicant should expect to be asked to volunteer for a committee or Task Force to help with the projects passed by the Board.

At the present time, the NDDA board is operating without an Executive Director and the duties are being assumed by various board members as well as the Treasurer and the Secretary.

Applicants should also expect to be interviewed by the NDDA Board in June and then be present for the appointment by the Board of Trustees before June 30. Statutory year for the DDA is July 1 to June 30.

Term of office is for 4 years and begins on July 1 and ends June 30, unless appointment is a replacement of a board member.

All applications must be returned to the Nederland Town Clerk.



**TOWN OF NEDERLAND
STANDARD APPLICATION FOR
APPOINTMENT OR REAPPOINTMENT TO TOWN
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment or reappointment to the
Nederland Downtown Development Authority

Applicant Name: _____
Mailing Address: _____
Street Address: _____
Telephone number(s): _____
Email address: _____

- 1) Are you applying as a Property owner or Business lessee? _____
- a. Physical address of property or business: _____
 - b. Mailing address of property or business: _____
 - c. Position (Owner, manager if property is a corporation): _____
 - d. Name of Business if a Lessee: _____

- 2) If Property or business is not owned in an individual name, please list the type of ownership (LLC, Corporation, Trust, etc) and the name of the entity:
- a. Type of ownership: _____
 - b. Name of entity: _____
 - c. Your relationship to entity: _____

If Corporation or Trust is owner of the property/business, a letter from the Corporate Board, Managing Agent, or other Trustees authorizing applicant to make decisions on behalf of the Corporation must be attached.

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper, if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY: Katrina

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM: Approval of a letter in support of a GoCo grant initiated by Wild Bear and Town of Nederland.

SUMMARY: GOCO is seeking proposals from community coalitions interested in addressing the growing disconnect between youth and the outdoors, starting with planning grants.

GOCO's Inspire Initiative is a five-year strategy aimed at inspiring Coloradans, particularly kids, to appreciate, enjoy and take care of our great outdoors. The Inspire Initiative will pilot in up to five communities in the first year. Up to ten additional communities will be added in the second and third years for a total of 15 communities. For more info: <http://www.goco.org/grants/apply/inspire-initiative>

The town is creating a coalition that will be focused on creating a permanent home for Wild Bear in the downtown that would be a model of environmental and outdoor education and activity. See attached letter.

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS: none



August 18, 2015

Dear Grant Committee,

The Nederland Downtown Development Authority would like to express their support for the application being put forth by the Nederland coalition to become a pilot community for GOCO's Inspire Initiative. Our organization supports not only the goal of getting kids outside and experiencing nature and outdoor play, but of focusing on an a plan that contributes also to the vitality of our downtown, and educates visitors to our town the importance of a connection to the environment.

The Nederland plan, built around the hub of the Wild Bear Mountain Ecology Center, is a good fit for this program. Wild Bear is a strong facility known for giving local kids of all ages and economic backgrounds the opportunity to connect with nature via their summer camp and after school programs, as well as trail hikes, fishing and ecology adventures.

The Nederland Downtown Development Authority is happy to partner with Wild Bear and the Town of Nederland in support of developing a permanent home in the downtown, as well as improving local trails. This will allow not only local kids to access the nature center by foot or bike from virtually anywhere in Nederland, but locals and visitors along the Peak to Peak Scenic Byway will be able to park their cars, walk and bike to areas outside of Nederland to hike and they'll learn about those areas at the Nature Center.

For kids, trails improvements create autonomy of transportation, allowing them to more easily get to school, local parks, the waterfront, and local businesses. The coalition combines programming from pre-school through high school, also including access to TEENS Inc.'s outdoor adventure and leadership programs, as well as youth employment opportunities.

I urge you to consider the Nederland proposal to serve as one of the five pilot programs for the Inspire Initiative and to provide funding to solidify the expansion of local programs and facilities for kids.

Sincerely,

Katrina Harms
Board Chair
Nederland Downtown Development Authority

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY: Katrina

INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Request for \$450.00 for a new NDDA district map.

SUMMARY: There have been changes to the district since the last map was produced. A new map would be more accurate and would contain the following:

1. Download the latest parcels and assessor data
2. Join the assessor dataset to the parcel database
3. Summarize the parcels by existing land use (residential, commercial, vacant, and exempt)
4. Color code the parcels by existing land uses and update the map
5. Create a table of acreages, floor area, and dwelling units

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS: the map would be paid from the Office line item.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY: Katrina

INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Request for \$2208.75 to hire Western Ecological Resource Inc to do the Middle Boulder Creek Riparian and Habitat Assessment through the Downtown District.

SUMMARY: Having an assessment of the corridor through the DDA will help us determine the areas that need work and the scope of work for projects that may impact the corridor.

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS: this proposal would use funds from the unused portion of the web update line item or the MPU line item.

TABLE 1
Cost Estimate
Middle Boulder Creek Riparian and Habitat Assessment*

<u>Professional Time</u>	<u>Hours/Rates</u>	<u>Total</u>
Sr. Plant Ecologist D. Johnson	1 hr @ \$135	\$ 135
Plant Ecologist R. Orthner	28 hrs @ \$95	\$ 2,660
Clerical S. Cornett	2 hrs @ \$50	\$ 100
	Total Time	\$ 2,895
 <u>Expenses</u>		
Copies/Color Prints/Plotting		\$ 50
	Total Expenses	\$ 50
	Total Task	\$ 2,945

*Approximately 25% of this cost or \$736.25 would be to address the Fisherman's Lot and Bank Parcels.