

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466

Multi-Purpose Room

March 18, 2015 @ 6:30

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 Meeting Minutes from the January 21, 2015 Meeting-Cindy Downing-Secretary

2. Approval of the Meeting Minutes from the February 18, 2015 Meeting-Cindy Downing-Secretary

3. Approval of Warrants-Eva Forberger-Treasurer

E. INFORMATIONAL ITEMS

1. Treasurers Report - Eva Forberger-Treasurer

2. Star Rating System - Alexander Armani-Munn

F. ACTION ITEMS

G. DISCUSSION ITEMS

1. Technical Review – workshop follow-up and next steps-Katrina Harms

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING:

April 15, 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.

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Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466

Multi-Purpose Room

January 21, 2015 @ 6:30 pm

MEETING MINUTES

A. CALL TO ORDER:

Meeting convened at 6:32 pm

B. ROLL CALL

Present: Jeffrey Green, Katrina Harms, Karina Luscher, Peter Marshall, Kevin Mueller

Amanda Kneer arrived at 6:42 pm

Absent: Susan Schneider had an excused absence

Also Present: Town Administrator Alisha Reis, Treasurer Eva Forberger, Town Intern Alexander Armani-Munn

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

No public comments

D. CONSENT AGENDA

1. Approval of the meeting minutes from the December 17, 2014 meeting-Cindy -Secretary

Motion to approve the meeting minutes made by Jeffrey Green seconded by Peter Marshall. Motion passed unanimously.

2. Approval of Warrants-Eva Forberger- Treasurer

Motion to approve warrants made by Jeffrey Green seconded by Peter Marshall. Motion passed unanimously

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Eva Forberger

Forberger reported that the DCI budget has been approved so the first meeting with the DCI and the Board will on January 29 during the day. Time and location is to be determined.

2. Update on Business Events/Master Plan - Alexander Armani-Munn

Alexander would like thoughts and impressions from the Board in regards to the event.

Katrina Harms would like to get more people from outside the DDA and perhaps even beyond business owners such residents and visitors to come to an event. Harms would also like to reach out to the people who have not been attending the events.

Peter Marshall said that good connections and networking are valuable with these events.

Amanda Kneer likes the idea that some new people went to the second event. Kneer said a phone call to the businesses would be good to remind people. Kneer likes the momentum but she feels like the events should not be too structured until the Board starts meeting with DCI and getting input on ideas for future events.

Jeffrey Green said the events should continue and the DDA needs to reach out to additional people. Green said more people will come to the events if they happen on a regular basis.

Kevin Mueller thinks it is good to get the input and even judgment from the public. Mueller suggests that every board member reach out personally to a business or property owner to invite them for the next event. Mueller feels the events are successful if more people understand the DDA, and he would like Envision 2020 to be discussed at the events.

Alexander Armani-Munn said it is important to stick to the Comprehensive Plan and Envision 2020 and use those as a foundation.

Katrina Harms asked the Board for volunteers to serve on an event committee. Alexander Armani-Munn, Amanda Kneer, and Katrina Harms volunteer to serve on the committee.

3. Update on Marketing and Tourism Grant projects - Alexander Armani-Munn

Munn reported that he found a company in Louisville named Kiosk Information Systems that has the best price for the product they are looking for. Alex will be speaking with them on the phone on Friday, January 20 to nail out specifics. Munn is hoping to begin the purchasing process next week so the kiosk can be installed by April or May before the tourist season begins.

Mun also reported that he has been working with Xcel on utility pole banners and has submitted a request for 6 poles. There are poles located at the roundabout and the library. Mun is also going to do some outreach to see if some banners can be hung at local businesses.

Munn said he has started to put together an outline for the online media kit and will be working on the regional marketing. Munn has prepared an RFQ for a web audit to get some strategies for improvement and will be reporting to the BOT at the February 3 meeting.

4. Update on NedPeds Project-Alisha Reis

Reis reported that they would like to re-bid the first week of February, and hope to contract in April. Reis said her and Kevin Mueller are working on an RFQ for owners representation.

5. Building Codes in the Commercial District-Alisha Reis

Reis provided a memo. Alisha has included in the memo links and information on how to get more information on various codes.

6. Update on DCI Technical Assistance program

The DCI is planning on meeting with the DDA on January 29.

F. ACTION ITEMS

No action items for this meeting

G. DISCUSSION ITEMS

1. NDDA Sustainability Action Plan items

This item includes 160 things that Joe Geirlach has talked about, which includes preliminary engineering for the Lakeview Project. This list is developed by the sustainability coordinator who was hired by the Town. This will be discussed further at the joint meeting between the BOT and the DDA.

2. Rules of Procedure review and edit

This item was tabled until the next meeting

H. OTHER BUSINESS

Katrina makes a request that the BOT should discuss putting in a sign on First Street where people have been getting tickets for parking illegally.

I. ADJOURNMENT

Motion to adjourn made by Amanda Kneer seconded by Karina Luscher. Motion passed unanimously. Meeting adjourned at 8:04pm

NEXT REGULAR MEETING:

February 18, 2015 Nederland Community Center Multi-Purpose Room

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Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO
80466

Multi-Purpose Room

February 18, 2015

DRAFT MEETING MINUTES

A. CALL TO ORDER

Meeting called to order at 6:31 pm

B. ROLL CALL

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

Absent: Karina Luscher, Kevin Mueller and Peter Marshall had excused absences

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

No public comments

D. CONSENT AGENDA

1. Approval of the Meeting Minutes from the January 21 Meeting-Cindy Downing- Secretary

Amanda Kneer pointed out in section 2 of the Informational Items that "Karina" needs to be changed to "Katrina".

Motion to approve the meeting minutes was tabled for the next meeting on March 15, since Susan Schneider did not attend the January 21st meeting and abstained from voting. The Board was not certain if they could approve the minutes with only 3 Board members.

2. Approval of Warrants-Eva Forberger-Treasurer

No warrants were presented

E. INFORMATIONAL ITEMS

1. Treasurers Report-Eva Forberger-Treasurer

Forberger reported that she is going to work on a financial report that will

better explain the budget for the DDA. Boulder County went out to bid on the bus stops for NedPeds, and benches, but not covered stops will be considered. Forberger will speak with CDOT to see if it is an option to bid this as a contract.

2. NedPeds update-Alisha Reis

Eva Forberger reported they used Rocky Mountain E Bids and reached out to 800 people. Forberger added that there has been considerable response.

F. ACTION ITEMS

1. Material alternatives on the spurs-Eva Forberger

The Nederland Downtown Development Authority (NDDA) received an Additional grant from CDOT to fund the spurs. The current design calls for concrete, however, the plans may be bid with two material options. If the NDDA would like to have contractors bid on two material options for the spurs, the NDDA will need to decide on those options tonight so that the plans can be marked up and sent to CDOT for review. CDOT will only allow for up to two material options to be presented in the plans and CDOT needs to review the options prior to going out to bid. The review process will take several days.

Eva Forberger said this is not going to the BOT so the decision needs to be made by the DDA Board this evening.

Jeffrey Green said the pathway should be concrete so people with disabilities can access it.

Eva Forberger said she can talk to CDOT, as they might have better suggestions for a sustainable material.

Katrina Harms feels they should do concrete or get the contractors suggestion as long as it is sustainable

Amanda Kneer and Susan Schneider said a loose product is not a good idea, since it will break down under the harsh mountain weather.

Motion that the suggestive material is concrete and/or an equivalent sustainable substance at the contractors suggestion made by Amanda Kneer seconded by Susan Schneider. Motion passed unanimously

G. DISCUSSION ITEMS

1. February DDA After Hours event at First Street Pub and Grill

Katrina Harms would like to set up a laptop and run the slide show. Harms would also like boxes set up so attendees can allocate money and show where they would like to see money go in the DDA district.

Alexander Armani-Munn likes the idea of posting a question in regards to the downtown area.

Katrina Harms would also like to print out another map with Nederland and DDA boundaries and have people point out where they shop or what area needs the most improvement.

H. OTHER BUSINESS

No other business was discussed

I. ADJOURNMENT

Motion to adjourn made by Amanda Kneer seconded by Susan Schneider meeting adjourned at 7:24 pm.

NEXT REGULAR MEETING:

March 18, 2015 at the Nederland Community Center Multi-Purpose room @ 6:30 pm

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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 |
|--|---|------------------------|------|-------------|----------|-------------|-----------------|----------------|------------------------|-------------|-------------|
| Downtown Development Fund | | | | | | | | | | | |
| 213 | Cindy Downing, PO Box 302, Nederland, CO, 80466 | | | | | | | | | | |
| 2015-01 | 01/31/15 | DDA Secretary Services | | | 02/10/15 | \$216.00 | \$216.00 | 70-75-5129 | DDA Secretary Services | \$3,600.00 | \$3,128.00 |
| 2015-02 | 02/28/15 | DDA Secreary Services | | | 03/10/15 | \$256.00 | \$256.00 | 70-75-5129 | DDA Secretary Services | \$3,600.00 | \$3,128.00 |
| | | | | | | | \$472.00 | | | | |
| Total Downtown Development Fund | | | | | | | \$472.00 | | | | |
| Total Bills To Pay: | | | | | | | \$472.00 | | | | |



MEMORANDUM

To: Nederland Board of Trustees/NDDA
From: Eva Forberger, Treasurer
Date: March 15, 2015
Re: Treasurer's Report

General Fund

As of January 2015 revenue exceeded budget by \$35,988 primarily due to higher motor vehicle taxes and the sale of a police vehicle for \$28,000 (2012 Dodge RAM) that was not budgeted. Police and Public Works would like to use the funds from this sale and will present a plan to the Board of Trustees in the near future.

Expenditures were less than budget by \$11,878 primarily due to timing of expenses. For the month, expenses for law enforcement and grants were less than budget while Public Works was higher than budget. Law enforcement was less than budget due to the timing of new hires and Public Works was higher than budget primarily due to the timing of equipment maintenance and uniform expenses that were front-loaded for the year.

Community Center Fund

As of January 2015 revenue exceeded budget by \$1,716 primarily due to past due (2014) rents being paid in 2015.

Expenditures were less than budget by \$3,644 primarily due to timing of many of the expenses. In particular, building expenses are lower than budget by \$1,572.

Water Fund

As of January 2015 user fee revenue exceeded budget by \$1,725 primarily due to timing of usage as well as higher “other” charges. January accounted for late December usage as well as the entire month of January. “Other” charges include late fees, sale of supplies and other administrative charges (i.e. manual reads).

Expenditures were less than budget by \$9,236 primarily due to timing of purchases across various categories. In particular, office, equipment and supplies are lower than budget by \$6,054.

Capital Improvements reflects a credit balance due to a returned item related to the “current monitor streaming” project. It is anticipated additional expenses will come in for this project and these expenses will offset the credit balance.

Sewer Fund

As of January 2015 user fee revenue exceeded budget by \$316, or 3%, primarily due to timing of usage as discussed above.

Expenditures were less than budget by \$4,734 primarily due to timing of purchases across various categories. In particular, professional fees are lower than budget by \$1,965.

DDA

As of January 2015 expenditures are less than budget by \$614 primarily due to timing of purchases across various categories. The expenditures for January included:

- \$216 for DDA secretary
- \$2,000 to DCI for technical review related to master plan update
- \$50 in rent to Community Center for meetings
- \$64 in sidewalk snow removal
- \$1,000 for Fireworks
- \$583 for admin allocation (treasurer/intern)

All of the above items were included in the DDA’s 2015 budget.

Sales Tax: We will not receive our first sales tax number until later in March.

**TOWN OF NEDERLAND
2015 FINANCIAL REPORT**

| | MTD | Year To Date (YTD) | | | | YTD | | | Full Year |
|------------------------------------|-----------------|--------------------|------------------|-------------------------------|--------|-----------------|-----------------------------------|-------|------------------|
| | ACTUALS | ACTUALS | BUDGET | <i>actuals vs. budget</i> | % | PRIOR YEAR | <i>actuals vs. prior year</i> | % | BUDGET |
| January 2015 | | | | | | | | | |
| <i>Preliminary and Unaudited</i> | | | | | | | | | |
| GENERAL FUND | | | | | | | | | |
| SALES TAX | - | - | - | - | | - | 0 | | 585,932 |
| PROPERTY TAX | - | - | - | - | | - | 0 | | 361,284 |
| USE TAX | 507 | 507 | 54 | 453 | 839% | 99 | 408 | 412% | 32,000 |
| OTHER TAXES AND FEES | 16,909 | 16,909 | 12,780 | 4,129 | 32% | 12,795 | 4,114 | 32% | 211,192 |
| PERMITS AND LICENSING | 2,592 | 2,592 | 594 | 1,998 | 337% | 1,000 | 1,592 | 159% | 24,845 |
| PLANNING & ZONING | 1,726 | 1,726 | 973 | 753 | 77% | 1,215 | 511 | 42% | 63,000 |
| COURTS | 170 | 170 | 324 | (154) | -48% | 290 | (120) | -41% | 4,200 |
| LAW ENFORCEMENT | 2,428 | 2,428 | 1,793 | 635 | 35% | 840 | 1,588 | 189% | 60,900 |
| PUBLIC WORKS | 100 | 100 | - | 100 | | - | 100 | | 4,000 |
| MISCELLANEOUS | 28,225 | 28,225 | 151 | 28,074 | 18592% | 384 | 27,842 | 7256% | 15,800 |
| GRANTS REVENUE | - | - | - | - | | - | 0 | | 335,500 |
| TOTAL GENERAL FUND REVENUE | 52,657 | 52,657 | 16,668 | 35,988 | 216% | 16,623 | 36,034 | 217% | 1,698,653 |
| BOARD OF TRUSTEES | 7,547 | 7,547 | 7,197 | (351) | -5% | 1,284 | (6,263) | -488% | 37,866 |
| ADMINISTRATION & FINANCE | 32,450 | 32,450 | 33,894 | 1,444 | 4% | 29,277 | (3,173) | -11% | 263,017 |
| CLERK'S OFFICE | 4,948 | 4,948 | 5,868 | 920 | 16% | 5,835 | 887 | 15% | 79,871 |
| PLANNING & ZONING | 4,667 | 4,667 | 3,614 | (1,053) | -29% | 6,439 | 1,772 | 28% | 93,328 |
| COURTS | 943 | 943 | 1,042 | 99 | 10% | 875 | (68) | -8% | 12,500 |
| LAW ENFORCEMENT | 29,392 | 29,392 | 37,460 | 8,068 | 22% | 24,227 | (5,165) | -21% | 524,455 |
| PUBLIC WORKS | 29,843 | 29,843 | 27,294 | (2,549) | -9% | 26,015 | (3,828) | -15% | 342,405 |
| PASS-THROUGHS | 111 | 111 | 275 | 164 | | - | (111) | | 3,300 |
| GRANT EXPENSE | 11,407 | 11,407 | 16,542 | 5,135 | 31% | 14,687 | 3,281 | 22% | 110,500 |
| CAPITAL EXPENDITURES | - | - | - | - | | - | | | 250,000 |
| TOTAL GENERAL FUND EXPENSES | 121,307 | 121,307 | 133,185 | 11,878 | 9% | 108,640 | (12,667) | -12% | 1,717,242 |
| TOTAL REVENUES | 52,657 | 52,657 | 16,668 | 35,988 | 216% | 16,623 | 36,034 | 217% | 1,698,653 |
| TOTAL EXPENDITURES | 121,307 | 121,307 | 133,185 | 11,878 | 9% | 108,640 | (12,667) | -12% | 1,717,242 |
| NET CHANGE | (68,651) | (68,651) | (116,517) | | | (92,017) | | | (18,589) |
| INTERFUND TRANSFER | - | - | - | - | | - | | | (10,000) |
| CHANGE IN FUND BALANCE | (68,651) | (68,651) | (116,517) | | | (92,017) | | | (28,589) |
| FUND BEGINNING BALANCE | 538,849 | 538,849 | 538,849 | | | 340,001 | | | 538,849 |
| FUND ENDING BALANCE | 470,198 | 470,198 | 422,332 | | | 247,984 | | | 510,260 |

**TOWN OF NEDERLAND
2015 FINANCIAL REPORT**

| January 2015 <i>Preliminary and Unaudited</i> | MTD | Year To Date (YTD) | | | | YTD | | | Full Year |
|---|----------------|--------------------|----------------|-------------------------------|------|----------------|-----------------------------------|-------|------------------|
| | ACTUALS | ACTUALS | BUDGET | <i>actuals vs. budget</i> | % | PRIOR YEAR | <i>actuals vs. prior year</i> | % | BUDGET |
| General Fund Expense by Category | | | | | | | | | |
| Personnel Expenses | 69,099 | 69,099 | 76,511 | (7,412) | -10% | 52,790 | (16,309) | -31% | 984,964 |
| Professional Services | 7,232 | 7,232 | 6,129 | 1,103 | 18% | 13,193 | 5,961 | 45% | 175,320 |
| Building Expenses | 3,969 | 3,969 | 4,058 | (89) | -2% | 2,133 | (1,836) | -86% | 48,700 |
| Utility Expenses | 1,148 | 1,148 | 2,241 | (1,093) | -49% | 1,650 | 502 | 30% | 22,950 |
| Office Expenses | 1,183 | 1,183 | 1,106 | 76 | 7% | 1,258 | 76 | 6% | 20,476 |
| Equipment & Supplies | 11,974 | 11,974 | 10,833 | 1,140 | 11% | 12,676 | 702 | 6% | 130,000 |
| Other | 271 | 271 | 754 | (483) | -64% | 626 | 355 | 57% | 12,998 |
| Insurance (workers comp/prop casualty) | 22,159 | 22,159 | 21,286 | 873 | 4% | 18,187 | (3,972) | -22% | 85,145 |
| Professional Development | 236 | 236 | 1,311 | (1,076) | -82% | 425 | 190 | 45% | 15,737 |
| Capital/Lease Payments | - | - | - | - | | 2,242 | 2,242 | 100% | 250,000 |
| Pass-Through | 111 | 111 | 275 | (164) | -60% | - | (111) | | 3,300 |
| Grant Expenses | 11,407 | 11,407 | 16,542 | (5,135) | -31% | 14,687 | 3,281 | 22% | 110,500 |
| Board of Trustees (ex. Personnel Expenses) | 6,630 | 6,630 | 6,279 | 351 | 6% | 1,284 | (5,345) | -416% | 26,850 |
| Administration Allocation | (14,141) | (14,141) | (14,141) | - | | (12,512) | 1,629 | -13% | (169,698) |
| Total | 121,277 | 121,277 | 133,185 | (11,908) | -9% | 108,640 | (12,637) | -12% | 1,717,242 |

**TOWN OF NEDERLAND
2015 FINANCIAL REPORT**

| January 2015 <i>Preliminary and Unaudited</i> | MTD | Year To Date (YTD) | | | | YTD | | | Full Year |
|---|----------------|--------------------|----------------|-------------------------------|------|-----------------|-----------------------------------|-------|-----------------|
| | ACTUALS | ACTUALS | BUDGET | <i>actuals vs. budget</i> | % | PRIOR YEAR | <i>actuals vs. prior year</i> | % | BUDGET |
| COMMUNITY CENTER | | | | | | | | | |
| <u>Operating Revenue</u> | | | | | | | | | |
| Fitness Center | 3,807 | 3,807 | 3,688 | 119 | 3% | 117 | 3,690 | 3153% | 44,250 |
| Rental Income | 5,697 | 5,697 | 4,333 | 1,364 | 31% | 830 | 4,867 | 586% | 52,000 |
| Other Income (i.e. special events) | 400 | 400 | 167 | 233 | 140% | 1,000 | (600) | -60% | 2,000 |
| Flood Insurance/FEMA Assistance | - | - | - | - | | - | 0 | | 479,375 |
| Donations/Grants | - | - | - | - | | 550 | (550) | -100% | - |
| Total Revenue | 9,904 | 9,904 | 8,188 | 1,716 | 21% | 2,497 | 7,407 | 297% | 577,625 |
| <u>Operating Expenses</u> | | | | | | | | | |
| Personnel | 7,600 | 7,600 | 8,362 | 762 | 9% | 4,768 | (2,832) | -59% | 107,431 |
| Professional Services | 262 | 262 | 188 | (75) | -40% | 3,253 | 2,991 | 92% | 2,250 |
| Building | 578 | 578 | 2,150 | 1,572 | 73% | 1,271 | 693 | 55% | 25,800 |
| Utilities | 978 | 978 | 1,732 | 754 | 44% | 1,905 | 927 | 49% | 27,300 |
| Office | 192 | 192 | 292 | 99 | 34% | 1,416 | 1,223 | 86% | 3,500 |
| Equipment & Supplies | 28 | 28 | 479 | 452 | 94% | 257 | 229 | 89% | 5,750 |
| Professional Development | - | - | 79 | 79 | 100% | 421 | 421 | 100% | 950 |
| Administration Allocation | 1,926 | 1,926 | 1,926 | - | 0% | 1,601 | (325) | -20% | 23,110 |
| Total Expenses | 11,564 | 11,564 | 15,208 | 3,644 | 24% | 14,892 | 3,328 | 22% | 196,091 |
| OPERATING INCOME | (1,661) | (1,661) | (7,020) | 5,360 | -76% | (12,395) | 10,735 | -87% | 381,534 |
| <u>OTHER REVENUES AND EXPENDITURES</u> | | | | | | | | | |
| Sales Tax Receipts | - | - | - | - | | - | 0 | | 216,744 |
| Capital Expenditures | - | - | - | - | | - | - | | 545,000 |
| Debt Service | - | - | - | - | | - | - | | 102,000 |
| TOTAL REVENUES | 9,904 | 9,904 | 8,188 | 1,716 | 21% | 2,497 | 7,407 | 297% | 794,369 |
| TOTAL EXPENDITURES (Cash) | 11,564 | 11,564 | 15,208 | 3,644 | 24% | 14,892 | 3,328 | 22% | 843,091 |
| CHANGE IN FUND BALANCE | (1,661) | (1,661) | (7,020) | | | (12,395) | | | (48,722) |
| FUND, BEGINNING BALANCE | 108,642 | 108,642 | 108,642 | | | 9,392 | | | 108,642 |
| FUND, ENDING BALANCE | 106,981 | 106,981 | 101,622 | | | (3,003) | | | 59,920 |

**TOWN OF NEDERLAND
2015 FINANCIAL REPORT**

| January 2015 <i>Preliminary and Unaudited</i> | MTD | Year To Date (YTD) | | | | YTD | | | Full Year |
|---|-----------------|--------------------|-----------------|-------------------------------|-------|-----------------|-----------------------------------|-------|-------------------|
| | ACTUALS | ACTUALS | BUDGET | <i>actuals vs. budget</i> | % | PRIOR YEAR | <i>actuals vs. prior year</i> | % | BUDGET |
| <u>WATER</u> | | | | | | | | | |
| <u>OPERATIONS</u> | | | | | | | | | |
| Operating Revenues | \$ 8,613 | \$ 8,613 | \$ 6,888 | 1,725 | 25% | \$ 6,812 | 1,801 | 26% | \$ 382,750 |
| <u>Operating Expenses</u> | | | | | | | | | |
| Personnel | 9,435 | 9,435 | 10,239 | 804 | 8% | 8,811 | (624) | -7% | 133,419 |
| Professional Services | 997 | 997 | 1,979 | 982 | 50% | 3,857 | 2,860 | 74% | 32,250 |
| Building | 103 | 103 | 229 | 126 | 55% | 103 | 0 | 0% | 5,250 |
| Utilities | 731 | 731 | 1,535 | 803 | 52% | 1,464 | 733 | 50% | 30,000 |
| Office | 2,100 | 2,100 | 4,244 | 2,145 | 51% | 380 | (1,719) | -452% | 11,800 |
| Equipment & Supplies | 1,341 | 1,341 | 5,250 | 3,909 | 74% | 3,014 | 1,673 | 55% | 64,200 |
| Professional Development | 325 | 325 | 792 | 467 | 59% | 1,399 | 1,074 | 77% | 9,500 |
| Administration Allocation | 5,496 | 5,496 | 5,496 | - | 0% | 4,890 | (606) | -12% | 65,948 |
| Total Expenditures | 20,528 | 20,528 | 29,764 | 9,236 | 31% | 23,918 | 3,391 | 14% | 352,367 |
| Revenue minus Expenditures | (11,914) | (11,914) | (22,876) | 10,961 | -48% | (17,106) | 5,192 | -30% | 30,383 |
| <u>OTHER SOURCES OF CASH</u> | | | | | | | | | |
| Sales Tax | (0) | (0) | - | (0) | | - | (0) | | 144,496 |
| PIF Fees | - | - | 2,000 | (2,000) | -100% | - | 0 | | 24,000 |
| Interest Income | 616 | 616 | 667 | (51) | -8% | 774 | (158) | -20% | 8,000 |
| Other | - | - | - | - | | - | 0 | | - |
| Grant Revenue | - | - | - | - | | - | - | | - |
| TOTAL | 616 | 616 | 2,667 | (2,051) | -77% | 774 | (159) | -20% | 176,496 |
| <u>OTHER EXPENDITURES</u> | | | | | | | | | |
| Debt Service | - | - | - | - | | - | 0 | | 147,629 |
| Capital Improvements | (10,975) | (10,975) | 3,547 | 14,523 | 409% | 2,544 | (13,520) | -531% | 280,500 |
| <u>Non Cash Items</u> | | | | | | | | | |
| Depreciation | - | - | - | - | | - | - | | 243,000 |
| Capital Contra | - | - | - | - | | - | - | | (280,500) |
| Debt Contra | - | - | - | - | | - | - | | (104,713) |
| TOTAL REVENUES | \$ 9,229 | \$ 9,229 | \$ 9,555 | (326) | -3% | \$ 7,586 | 1,643 | 22% | \$ 559,246 |
| TOTAL EXPENDITURES (Cash) | 9,553 | 9,553 | 33,311 | 23,759 | 71% | 26,463 | 16,910 | 64% | 780,496 |
| TOTAL EXPENDITURES (Full Accrual) | 9,553 | 9,553 | 33,311 | 23,759 | 71% | 26,463 | 16,910 | 64% | 638,283 |
| Net Change in Net Assets | (324) | (324) | (23,756) | | | (18,876) | | | (79,037) |
| Debt Covenant (SB >1.1) | | | | | | | | | 1.40 |

TOWN OF NEDERLAND 2015 FINANCIAL REPORT

| January 2015 <i>Preliminary and Unaudited</i> | MTD | Year To Date (YTD) | | | | YTD | | | Full Year |
|---|------------------|--------------------|------------------|-------------------------------|-------|-----------------|-----------------------------------|-------|-------------------|
| | ACTUALS | ACTUALS | BUDGET | <i>actuals vs. budget</i> | % | PRIOR YEAR | <i>actuals vs. prior year</i> | % | BUDGET |
| <u>SEWER OPERATIONS</u> | | | | | | | | | |
| Operating Revenues | \$ 10,047 | \$ 10,047 | \$ 9,731 | 316 | 3% | \$ 9,008 | 1,038 | 12% | \$ 445,001 |
| Operating Expenses | | | | | | | | | |
| Personnel | 9,435 | 9,435 | 10,239 | 804 | 8% | 8,811 | 624 | 7% | 133,419 |
| Professional Services | 1,017 | 1,017 | 2,983 | 1,965 | 66% | 5,599 | (4,582) | -82% | 53,750 |
| Building | 191 | 191 | 350 | 159 | 45% | 158 | 33 | 21% | 4,200 |
| Utilities | 1,107 | 1,107 | 1,677 | 571 | | 1,806 | | | 44,200 |
| Office | 14 | 14 | 563 | 550 | 98% | 243 | (229) | -94% | 5,630 |
| Equipment & Supplies | 5,804 | 5,804 | 5,718 | (86) | -1% | 8,477 | (2,673) | -32% | 68,613 |
| Professional Development | - | - | 771 | 771 | 100% | 55 | (55) | -100% | 9,250 |
| Administration Allocation | 6,137 | 6,137 | 6,137 | (0) | 0% | 5,480 | 656 | 12% | 73,640 |
| Total Expenditures | 23,703 | 23,703 | 28,438 | 4,734 | 17% | 30,629 | (6,925) | -23% | 392,702 |
| PROFIT /LOSS FROM OPERATIONS | (13,657) | (13,657) | (18,707) | | | (21,620) | | | 52,299 |
| <u>OTHER SOURCES OF CASH</u> | | | | | | | | | |
| Sales Tax | - | - | - | - | | - | 0 | | 144,496 |
| PIF Fees | - | - | 2,333 | (2,333) | -100% | - | 0 | | 28,000 |
| Interest Income | 63 | 63 | 83 | (21) | -25% | 53 | 10 | 18% | 1,000 |
| Other | - | - | - | - | | - | 0 | | 17,300 |
| Grant Revenue | - | - | - | - | | - | 0 | | - |
| TOTAL | 63 | 63 | 2,417 | (2,354) | -97% | 53 | 10 | 18% | 190,796 |
| <u>OTHER EXPENDITURES</u> | | | | | | | | | |
| Debt Service | 61,379 | 61,379 | 58,793 | (2,585) | -4% | 59,391 | (1,988) | -3% | 216,836 |
| Capital Improvements | - | - | - | - | | 11,071 | 11,071 | 100% | 130,000 |
| <u>Non Cash Items</u> | | | | | | | | | |
| Depreciation | - | - | - | - | | - | - | | 255,000 |
| Capital Contra | - | - | - | - | | - | - | | (130,000) |
| Amortization | - | - | - | - | | - | - | | (1,946) |
| Debt Contra | - | - | - | - | | - | - | | (181,956) |
| TOTAL REVENUES | \$ 10,109 | \$ 10,109 | \$ 12,147 | (2,038) | -17% | \$ 9,061 | 1,048 | 12% | \$ 635,797 |
| TOTAL EXPENDITURES (Cash) | 85,082 | 85,082 | 87,231 | 2,149 | 2% | 101,091 | 16,009 | 16% | 739,538 |
| TOTAL EXPENDITURES (Full Accrual) | 85,082 | 85,082 | 87,231 | 2,149 | | 101,091 | 16,009 | 16% | 680,636 |
| Net Change in Net Assets | (74,973) | (74,973) | (75,084) | | | (92,030) | | | (44,839) |
| Debt Covenant (SB >1.1) | | | | | | | | | 1.12 |

**TOWN OF NEDERLAND
2015 FINANCIAL REPORT**

| January 2015 <i>Preliminary and Unaudited</i> | MTD | Year To Date (YTD) | | | | YTD | | | Full Year |
|---|----------------|--------------------|----------------|-------------------------------|----------------|----------------|-----------------------------------|----------------|------------------|
| | ACTUALS | ACTUALS | BUDGET | <i>actuals vs. budget</i> | % | PRIOR YEAR | <i>actuals vs. prior year</i> | % | BUDGET |
| <u>DOWNTOWN DEVELOPMENT AUTHORITY</u> | | | | | | | | | |
| <u>NON TIF FUNDING</u> | | | | | | | | | |
| Taxes | - | - | 91 | (91) | -100% | 100 | (100) | -100% | 19,300 |
| Intergovernmental | - | - | - | - | - | - | 0 | - | 626,000 |
| Loan Proceeds | - | - | - | - | - | - | 0 | - | 353,000 |
| Miscellaneous | - | - | - | - | - | - | 0 | - | - |
| Interest | 32 | 32 | 23 | 8 | 36% | 21 | 11 | 50% | 350 |
| TOTAL REVENUE | 32 | 32 | 114 | (82) | -72% | 121 | (89) | -74% | 998,650 |
| Personnel | 216 | 216 | 300 | 84 | 28% | - | (216) | - | 3,600 |
| Website | - | - | 200 | 200 | 100% | - | - | - | 2,400 |
| Legal | - | - | 42 | 42 | 100% | - | - | - | 500 |
| Master Plan Update | 2,000 | 2,000 | 2,000 | - | 0% | - | (2,000) | - | 15,000 |
| Tax Collection | - | - | - | - | - | - | - | - | 270 |
| Office | 50 | 50 | 154 | 104 | 68% | - | (50) | - | 1,900 |
| Professional Development | - | - | 104 | 104 | 100% | - | - | - | 2,000 |
| Sidewalk Maintenance | 64 | 64 | 144 | 80 | 56% | 128 | 65 | 50% | 4,000 |
| Downtown Beautification | - | - | - | - | - | - | - | - | 4,000 |
| Fireworks | 1,000 | 1,000 | 1,000 | - | 0% | - | (1,000) | - | 1,000 |
| Other | - | - | - | - | - | - | - | - | - |
| Administration Allocation | 583 | 583 | 583 | 0 | 0% | 542 | (42) | -8% | 7,000 |
| Capital | - | - | - | - | - | 1,094 | 1,094 | 100% | 1,004,731 |
| TOTAL EXPENDITURES | 3,913 | 3,913 | 4,527 | 614 | 14% | 1,764 | (2,149) | -122% | 1,046,401 |
| TOTAL REVENUES | 32 | 32 | 114 | (82) | -72% | 121 | (89) | -74% | 998,650 |
| TOTAL EXPENDITURES | 3,913 | 3,913 | 4,527 | 614 | 14% | 1,764 | (2,149) | -122% | 1,046,401 |
| NET CHANGE | (3,882) | (3,882) | (4,413) | (643) | -14% | (1,643) | (2,149) | -122% | (47,751) |
| INTERFUND TRANSFER | - | - | - | - | - | - | - | - | 10,000 |
| CHANGE IN FUND BALANCE | (3,882) | (3,882) | (4,413) | (643) | -14% | (1,643) | (2,149) | -122% | (37,751) |
| FUND, BEGINNING BALANCE | 41,708 | 41,708 | 41,708 | 52,702 | 41,708 | 52,702 | 41,708 | 41,708 | 41,708 |
| FUND, ENDING BALANCE | 37,827 | 37,827 | 37,295 | 51,059 | 37,295 | 51,059 | 37,295 | 37,295 | 3,957 |
| <u>TIF FUNDING</u> | | | | | | | | | |
| TIF REVENUE | - | - | - | - | - | - | 0 | - | 150,000 |
| Tax Collection | - | - | - | - | - | - | - | - | 2,295 |
| Debt Service | 8,138 | 8,138 | 8,138 | (0) | 0% | 8,546 | 408 | 5% | 263,295 |
| TIF CHANGE IN FUND BALANCE | (8,138) | (8,138) | (8,138) | (8,546) | (8,138) | (8,546) | (8,546) | (8,546) | (115,590) |
| FUND, BEGINNING BALANCE | 147,869 | 147,869 | 147,869 | 118,363 | 147,869 | 118,363 | 147,869 | 147,869 | 147,869 |
| FUND, ENDING BALANCE | 139,731 | 139,731 | 139,731 | 109,817 | 139,731 | 109,817 | 139,731 | 139,731 | 32,279 |

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION: ACTION: OR DISCUSSION:

=====

AGENDA ITEM:

Review of NedPed Owner's Project Requirements (OPR)

SUMMARY:

An OPR for the NedPed project was first developed in 2012 and later updated in 2013; however, it recently came to the attention of the Board that the final sections of the OPR were incomplete. These sections have since been completed and the full OPR is attached to this document.

The OPR lays out specific requirements and desired goals of the NedPed project. These goals focus heavily on low impact construction that provides accessible pathways that enhance connectivity and promote safe non-motorized travel. Restoring and preserving the functionality of the Beaver Creek ecosystem is also a prominent goal of the OPR. The OPR proposes adherence with the EPA's 'Life's Principles for Water' guidelines as well as the practice of biomimicry as compelling approaches to achieving the project's sustainable goals.

The OPR also contains goals for materials used in construction, energy use related to construction, and various other goal areas related to community education, aesthetics, communication, and accessibility.

RECOMMENDATIONS:

The Board should consider any crucial goals and requirements that are missing from the OPR. The Board should also review the existing content of the OPR to ensure it aligns with the pre-determined goals of the project.

FINANCIAL CONSIDERATIONS:

None



TOWN OF NEDERLAND
OWNER'S PROJECT REQUIREMENTS

Nederland Pedestrian Enhancement Design (NedPeds)
and
Nederland Pedestrian Transportation and Storm Water
Management Improvement Project

Nederland, Colorado

September 7, 2012

Revised October 4, 2012

Introduction:

The goal of the Owner's Project Requirements (OPR) is to understand the project goals for the Owner as it relates to sustainable, high performance design. The OPR also helps to influence decisions made during the design process by conveying the desires and interests of the Owner to the design team. This will be achieved through an outline of specific questions and general questions about community needs and sustainability goals and practices.

This document should be completed in the Pre-Design Phase of a project. After completion, the document should be distributed throughout the design team to increase understanding of the Owner's goals and interests.

The OPR is considered a "living document" and should be updated to include any changes to the Owner's project goals at the end of design and construction.

Location:

Nederland, Colorado

Construction:

The project is to be a 'Design-Bid-Build' construction process.

LEED Goals:

Meet the basic tenets of LEED per Town Resolution 2011-21 "*to insure that all projects developed in the Town of Nederland will comply with applicable sections of the LEED Rating System, and or other similar systems*". The project consultants should reference the "LEED Neighborhood Development Rating System" and the "Sustainable Sites Initiative Guidelines and Performance Benchmarks" to identify clear and measurable goals to increase the project's sustainability. They should also document which of these objectives could be addressed in this project and how they could be achieved.

Project Description:

The Town of Nederland has come to recognize that healthy ecosystems provide essential services that sustain life and therefore understands the importance of placing the preservation, protection, or enhancement of ecosystem services at the top of the community's priority list.

Additionally, the Town of Nederland recognizes the impact land development and management practices can have on ecosystem services.

Following is a list of ecosystem services that can be preserved, protected or enhanced through the use of sustainable land development and management practices:

1. Air and water cleansing:
 - Removing and reducing pollutants in air and water
 - Habitat functions
 - Providing refuge and reproduction habitat to plants and animals, thereby contributing to conservation of biological and genetic diversity and evolutionary process
2. Water supply and regulation:
 - Storing and providing water within watersheds and aquifers
 - Waste decomposition and treatment
 - Breaking down wastes and recycling nutrients
3. Erosion and sediment control:
 - Retaining soil within an ecosystem, preventing damage from erosion and siltation
4. Human health and well-being benefits:
 - Enhancing physical, mental and social well-being as a result of interaction with nature
5. Hazard mitigation:
 - Reducing vulnerability to damage from flooding, storm surge, wildfire and drought
 - Food and renewable non-food products
 - Producing food, fuel, energy, medicine or other products for human use
6. Pollination:
 - Providing pollinator species for reproduction of crops and other plants
7. Cultural benefits:
 - Enhancing cultural, educational, aesthetics and spiritual experiences as a result of inter- action with nature

The importance of ecosystem services were not considered in traditional land use development and management practices within the Town of Nederland. This has resulted in a loss of ecosystem functionality, including storm water management, erosion and sedimentation control.

Additionally, the Town has also come to recognize the ecological benefits of increasing the use of non-motorized transportation in Town and throughout our region.

The Town of Nederland has committed to becoming a sustainable community and has committed to move forward in a sustainable manner.

Background

A need for safe pedestrian/biking trails that would allow residents and visitors to safely and easily walk or bike between from the east to the west end of town was established by PROSAB and SAB. The central and south portions of town have been connected by a sidewalk built in 2009. The east to west connectivity is hampered by a lack of defined, non-motorized paths and increased traffic.

Several thunderstorms last summer also showed that there has been a dramatic increase in the velocity/volume of water in North Beaver Creek that caused damage to property adjacent to the creek. The eastern portion of 2nd Street is dirt, while the upper section to the west is paved. Open drainage ditches on each side of the street make crossing the street impractical for some residents and walking down the street is equally impractical due to many large pot holes that reappear after each large rain event. Children and young people going to the Family and Teen Center from other areas of town must use the center of the street for walking due to large drainage ditches on either side of the road, forcing them to walk in the middle of the street with and between cars. The need for safe pedestrian and bicycle paths is becoming more acute as development of vacant land brings more traffic and parked cars.

The Need for the Project:

Using 2nd Street to connect the Post Office to the Library will allow people living on 2nd Street to have safe, non-motorized access to both locations. Many children and families live on 2nd Street and the street has become hazardous with increased vehicular traffic, as well as from the deteriorating conditions of the road surface. The conditions of the road are unsustainable for the future due to erosion, instability, and continued maintenance.

In promoting a healthy community, Nederland strives to encourage alternative modes of transportation. The need for this is to encourage a healthier lifestyle, while also helping to decrease obesity which is a problem nationwide. Colorado's obesity rate is the lowest in the country for adults, but the obesity rate for children is rising. This is due in part to a decrease in physical activity and more passive indoor activities. In order to help lower this rate, healthy cities have adopted multi-modal forms of transportation. The proposed east/west pedestrian/biking path will help to achieve this purpose.

The need for controlling storm water in the mountains is a concern due to the severity of the storms and the spring runoff. The water from high elevations needs to be safely directed to collection points for use by cities in other parts of the state. Debris and hazardous materials need to be filtered along the riparian corridors to insure clean and healthy drinking water downstream.

This project will address two major issues for the Nederland community in its quest to becoming sustainable:

1. Improved non-motorized circulation:

Reducing our dependence on traditional non-renewable forms of transportation is a small but important step in becoming a sustainable community. Developing a non-motorized circulation system that allow community members to walk or bike to local destinations and to region transportation portals will result in cleaner air, healthier community members, and a greater sense of community. In order to improve non-motorized transportation, we must first understand how well our existing non-motorized transportation system functions, then determine where and how improvements should be made in order to be successful.

2. Improved watershed functionality through focused improvements in storm water management systems:

It is important for the town to develop and maintain a high functioning storm water management system which allows for safe transportation and protects property from damage, while also helping to retain and restore the watersheds natural ecosystem functionality. Preserving, protecting, enhancing and learning from healthy ecosystems are an essential part of becoming a sustainable community.

In order to effectively address storm water in our developed areas, the Town would like to understand how the watershed reacts naturally to storm water, then to develop solutions for managing storm water that work with the natural systems.

Therefore, tasks related to the inherent synergies of addressing non-motorized transportation and storm water management are:

- Development of a Need Statement (see Exhibit A attached) regarding non-motorized transportation and storm water management, including an explanation of the inherent synergies benefited by the chosen pathway route, with respect to existing traffic issues, and existing storm water management issues along the same corridor.
- Participation by consultants in an EPA-sponsored biomimicry workshop to determine focus of design objectives.
- Assessment of existing conditions regarding non-motorized transportation and storm water management.
- Voluntary compliance with EPA Municipal Separate Storm Sewer (MS 4) Standards.
- Development of measurable parameters that help our community determines functionality of our non-motorized transportation and storm water management systems.
- Development of design documents that result in improved non-motorized transportation and storm water management.

Funding Related Requirements:

The Town currently has funding available through the Denver Regional Council of Governments (DRCOG) that requires the following requirements which were listed in the original application for Phase II Sidewalks submitted in October 2010:

1. The project will provide an 8 ft. wide multi-use path for use by pedestrians and bicycles from East Street to Jackson Street connecting the Post Office with the Nederland Public Library and the RTD Park n Ride.
2. The path will connect to existing sidewalks and grade separation of North Beaver Creek.
3. The project will also include 20 bicycle racks (10 will be covered parking) and improved bus stops.
4. The bus stops will be improved by adding paving (currently the bus stops are dirt areas) and by providing a covered area at one stop.
5. The project will also include curb and gutter, curb ramps and crosswalk markings.

The Town intends to utilize this funding to focus on areas that offer the greatest potential for improvement to our non-motorized transportation system while at the same time addressing issues in our storm water management system.

Community Related Requirements:

- Coordination of several open community workshops geared toward better understanding of non-motorized transportation and storm water management. These workshops should be designed to encourage and improve our community's social interactions
- Protection of the town's rural and rustic character
- Protection of the environment through improved habitat and ecosystem functionality
- Utilization of local resources and labor while identifying opportunities for development of a localized economy
- Identification of opportunities for this project to further improve our community's social interactions
- Incorporating educational opportunities throughout the project
- Critical assessment of each decision for opportunities to achieve the following:
 - Reduce and eventually eliminate our dependence on fossil fuels and heavy metals
 - Reduce and eventually eliminate our dependence on man-made chemicals that persist in nature.
 - Reduce and eventually eliminate the destruction of nature.

Project Schedule and Budget (Owner):

The expected completion of this project is fall of 2015.

The total construction budget for the project is (\$) 1,005,121

Future expansion goals: Pathway standards should be able to be incorporated town-wide

Flexibility needs: The design should accommodate future development

Schedule of operation: see attachment 1

Sustainability Goals and Objectives (Design Team): Top 5 goals for sustainability and energy efficiency (energy, water, materials, etc.):

Energy goals: To actively limit the embodied energy use of the project

Water goals: To comply with the EPA's Life Principles of Water (see Attachment 3)

Material goals: To use pervious materials as well as recycled materials to the extent possible

Other: To preserve and restore ecological functionality while increasing the quality of water flowing into North Beaver Creek

Other: To design for a 100 year flood by following best practices and maximizing groundwater infiltration while limiting erosion and sedimentation.

Green Technologies and Systems (Design Team):

Top 3 green system or technologies that should be considered for this project:

1. Biomimicry (see Attachment 2)
2. Use of pervious pavers and porous material
3. Incorporation of green infrastructure principles

Other Requirements (Owner):

Community requirements: Construction must provide safe infrastructure that enhances connectivity in the community

Aesthetic requirements: Construction should include planting of native vegetation to enhance natural beauty

Security requirements: *requires input from Ned PD*

Accessibility requirements: Construction should incorporate ADA compliant pathways

Communication requirements: Regular educational updates and reports should be provided to elected officials and residents throughout construction

Constructability requirements: Construction costs must not exceed the project budget

Health and hygiene requirements: Construction should ensure infrastructure that promotes and supports non-motorized traffic

Capacity requirements: Construction must accommodate necessary levels of traffic volume

Warranty Requirements: *Necessary information forthcoming from PW Department*

Measure of Success in terms of Sustainability (Owner):

1. Qualitative review of flooding and erosion in the area over time
2. Qualitative review of material durability over time
3. Qualitative review of ecological functionality over time
4. Qualitative review of pedestrian use over time

Attachment 1: Schedule

Owner's Rep Process

| | |
|----------|---|
| March 12 | Release/Advertise RFQ for Owner's Representation (w/addendum) |
| April 2 | RFQs due |
| April 7 | BOT Approval of Owner's Rep Contract |

Contractor/Construction Bidding Process

| | |
|----------|---|
| March 23 | Advertising for Bids |
| April 2 | Pre-Bid Meeting |
| April 16 | Bid Opening |
| April 21 | BOT Award to lowest Bidder (as required by federal/state procurement law) |
| May 5 | BOT approves Contract |
| May 8 | Notice to Proceed |

Construction: May 8- September 30th

Attachment 2: NedPed Project – Applying Biomimicry’s Life Principles to the Project Design

| | | BIOMIMICRY’S LIFE PRINCIPLES | | | | | | | |
|------------------------------------|---|---|---|--|--|---|---|--|---|
| FUNCTION | SYSTEM GOAL | EVOLVE TO SURVIVE: <i>Continually incorporate & embody information to ensure enduring performance.</i> | BE RESOURCE EFFICIENT: <i>Skillfully & conservatively take advantage of local resources & opportunities.</i> | ADAPT TO CHANGING CONDITIONS: <i>Appropriately respond to dynamic contexts.</i> | INTEGRATE DEVELOPMENT AND GROWTH: <i>Invest optimally in strategies that promote both development and growth.</i> | BE LOCALLY ATTUNED AND RESPONSIVE: <i>Fit into and integrate with the surrounding environment.</i> | USE LIFE FRIENDLY CHEMISTRY: <i>Use chemistry that supports life processes.</i> | BARRIERS | NOTES |
| Applicable to All Functions | Meet Nederland’s Sustainability Vision | *Educate Ned population on system needs, functions, benefits & stewardship responsibilities. Use library for signs. * Place restrictions on redevelopment based on retaining system functions. | * No paving for road or pathways. *Connectivity of public services (post office, library, transit) would meet LEED requirements. | | * Place restrictions on redevelopment based on retaining system functions. *The Town needs to develop a sustainability master plan, and process for implementation. | *Material selected for project should become a Nederland standard. *Educate Ned population on system needs, functions, benefits & stewardship responsibilities. Use library for signs. *Connectivity of public services (post office, library, transit) would meet LEED requirements. | | * There are 7 master plans for the Town without enough correlation between plans. | |
| Conveyance of Water | Flood Control | * Some level of flooding is to be expected. | * Use of concrete rubble by the lake would make use of local material. *Materials selected should be permeable. | * Enhance infiltration in the road. * Some level of flooding is to be expected. * Use substrates with varying porosity and porous pipes to guide infiltration flows. | * Upstream flow managed by onsite retention and infiltration system. | * Incorporate bio swales into the design. * Alternate small pools & infiltration strips adjacent to 2 nd St. below the roundabout. | | * Colorado water laws places 48 hour hold restriction on rainwater. * Not enough room for bio swales in easement. * Quantifiable metrics required by design do not include those achieved by permeable pavement. | * Where would you place retention pond? * If road is paved add features to increase infiltration. * Must consider maintenance cost and reliability of porous pavement * Utilize stream enhancement and culvert design to increase pooling. |
| | Recharge Groundwater | | * Materials selected should be permeable. | * Enhance infiltration in the road. | | | | | |
| | Water Quality | | | * Some level of flooding is to be expected. * Use substrates with varying porosity and porous pipes to guide infiltration flows. * Incorporate bio swales into the design. | * Upstream flow managed by onsite retention and infiltration system. * Incorporate bio swales into the design. | | | * Not enough room for bio swales in easement. * Quantifiable metrics required by design do not include those achieved by permeable pavement. | |
| Provide Natural Habitat | Protect Aquatic Life | | | | | | | | * Enhance habitat by selective pooling. |

Attachment 2: NedPed Project – Applying Biomimicry’s Life Principles to the Project Design

| | | | | | | | | | |
|-------------------------------|---------------------------------|---|--|---|--|--|--|--|--|
| | Provide Riparian Habitat | | *Alternate small pools & infiltration strips adjacent to 2 nd St. below roundabout. | * Some level of flooding is to be expected. | | | | | |
| | Provide Wildlife Habitat | | | | | | | | |
| Provide Transportation | Transport Excess Water | * Enhance infiltration thru path pattern or strip of loose fill material. | | * Use substrates with varying porosity and porous pipes to guide infiltration flows. * Some level of flooding at periodic intervals is to be expected. * Materials selected should be plowable. | | | | * Quantifiable metrics required by design do not include those achieved by permeable pavement. | |
| | Fish Movement | | | * Culvert replacement will allow for more room for migration. | | | | | * Is this a goal of the Town? * All culverts need to be replaced and they will be larger, providing more access to fish and wildlife. |
| | Wildlife Migration | | | * Culvert replacement will allow for more room for migration. | | | | | |
| | Pedestrian Movement | | * No street paving, incorporate curb and gutter. * Residents do not want sidewalks. | | | * Residents do not want sidewalks. * Materials selected should be plowable. * Maintained pathway with connectivity promotes multi-modal transportation. * Distinct pathway to draw people’ use (color, texture, elevation). | | *Cannot have curb and gutter without paving. * Must be ADA compliant. | * Consider traffic speed reduction and traffic calming. * Residents want a pathway, not a paved sidewalk. |
| | Bike Movement | | * No street paving, incorporate curb and gutter. *Residents do not want sidewalks. | | | * Materials selected should be plowable. | | *Cannot have curb and gutter without paving. * Is there enough room for bikes and people? | * How will a road meander affect bikes? * Consider traffic speed reduction and traffic calming. |
| | Auto Movement | | * No street paving, incorporate curb and gutter. | | | * Materials selected should be plowable. *Residents do not want sidewalks. * Parking spaces designated for snow storage in winter | | * Delivery trucks block road. | * Consider traffic speed reduction and traffic calming. |

Attachment 3

Life's Design Principles for Water

| Function | Evolve to Survive | Be Resource Efficient | Adapt to Changing Conditions | Integrate Development and Growth | Be Locally Attuned and Responsive | Use Life-Friendly Chemistry |
|-----------------|--|---|---|--|---|---|
| Collect | Collection of water is adapted to the local and cyclic availability of water, collection occurring when it is most available; strategies are such that supply and demand are leveraged to sustain the system over time | Collection takes place when conditions are such that a minimal amount of energy is required for its collection. Collect only the water that is needed at any given time, thereby minimizing the collection of water that will not be used; optimize use through multi-functional design | At any given time there are a multitude of ways to collect water, and to back-up the systems functions | Interdependent and interconnected relationships allow for the reuse of water rather than collection of new water | Collection of water occurs locally, takes advantage of climatic fluctuations, and takes place when conditions are such that a minimal amount of energy is required for its collection | Collection devices are made of materials that are life-friendly and will do no harm to the environment |
| Store | Strategies for water storage are such that supply and demand are leveraged to sustain the system over time | Storage occurs where water is used, thereby minimizing infrastructure and energy use to meet demand. Store only the water that is needed at any given time, thereby minimizing water lost to evaporation; optimize use through multi-functional design | Divers, redundant strategies exist for not only storing water, but storing is where it is most needed, while keeping it fresh | Storage of water is adapted to the local and cyclic availability of water, storing it when it is most available | Amount of water stored is relative to local demand and climate; storage occurs where water is used, thereby minimizing infrastructure and energy use to meet demand | Storage devices are made of materials that are life-friendly, will do no harm to the environment, and will preserve the water |

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| Distribute | | Water is distributed using a minimal amount of energy. Cooperation and communication within the distribution systems allows for efficient delivery; needs are met, no waste is produced, energy use is kept to a minimum | At any given time, there are a multitude of ways to distribute water and to back-up the system functions; diverse strategies allow for and support a variety of delivery routes. | Distribution cycles allow for the opportunity to perform multiple functions at once, to reuse or recycle water, and to minimize the waste of materials, heat, energy, or water. Each distribution system unites, enhances and supports the entire distribution system, such that efficient delivery is improved upon throughout the process. | Water is distributed using a minimal amount of energy, and by responding to and taking advantage of local conditions | Materials and devices used for the distribution of water are life-friendly, doing no harm to the environment |
| Use | Water use is responsive to local, cyclic environmental conditions and respond to changes in availability | Supply meets demand and no waste is produced | At any given time, there are a multitude of ways to distribute water and to back-up the system functions | Water use of one organism provides for a symbiotic relationship with the processes of many other organisms | Water is used relative to its availability; cooperative relationships allow for the excess waste of one to become a resource to another | Water is used in its natural state, no toxins added, and it is the base for doing chemistry |
| Clean | Self-correcting purification strategies follow the cyclic processing of information and adaptation to changing conditions. Design of purification | Water purification is accomplished close to the source by taking advantage of available features and materials, while minimizing energy use. Design of purification systems not only satisfies | At any given time, there are a multitude of ways to distribute water and to back-up the system functions | The system benefits from the interactive participation of all organisms along the purification process | The immediate environment allows for responsive, effective purification by taking advantage of available features and materials, while | Cleaning strategies use only water based chemicals and are life friendly materials |

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| | systems not only satisfies function requirements, but facilitates continual and occasionally improved function. The system utilizes multi-functional design to deal with the variety of contaminants within a system | function requirements, but facilitates continued and occasionally improved function | | | minimizing energy use. | |
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AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION: ACTION: OR DISCUSSION: X

=====

AGENDA ITEM: Technical Review - workshop follow-up and next steps

SUMMARY: DCI has submitted follow-up documents to the first session. We need to review them to make sure what was discussed was captured correctly.

Katherine created a worksheet of Board Member Roles the board needs to review and see if there are ways board members can help with these roles.

The Stakeholder document should be reviewed to see if anyone or any group was missed.

The board needs to look at possible dates for the physical walk through that should happen in May.

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:



DDA Board Member Roles

As a DDA functioning without an executive director, it is important to identify and engage active board members through delegation of clear roles to reduce duplication and ensure efficient implementation. The below outline was developed during one brief conversation but looks at some of the stated needs of the DDA in moving forward. Consider how to address some of the needs by building on the strengths of board members to make connections and start the process of engaging the community before the projects or DDA Planning process.

The matrix below is only a suggestion of how the Nederland DDA might delineate roles to better utilize the assets of board members. This basic framework should be adjusted and adapted as the Nederland DDA Board of Directors finds appropriate. If the DDA is able to identify a person to be accountable and report back to the full board and Town for each of these areas, it will help to ensure the DDA is working to address concerns and lay the foundation for effective implementation. The next step will be to look at benchmarks in creating a timeline and deliverables, but that can go hand in hand with the community assessment and DDA planning process.

| Role | Tasks |
|---|--|
| Communications and Building Networks | <ul style="list-style-type: none"> • Create basic materials that showcase the benefits of a DDA. • Creating regular press releases for the media on projects and processes. • Share the message “Planning today for sustainability tomorrow” • Outline ways and times that community and partners can give input. • Share information about the community assessment. |
| Business Outreach Financing | <ul style="list-style-type: none"> • Coordinate a walk around to talk to businesses regularly. • Manage the business happy hour and create an annual strategy for local engagement and small business promotions. |
| Creativity and Ideas | <ul style="list-style-type: none"> • Consider what is needed to create a business incubation program to engage recreation sports and enthusiasts in downtown improvements, multi-modal mobility ideas and pilot projects. • Tie some promotions to Ned Peds preparation, roll out, and project completion. |
| Vision and Partnerships | Community Assessment Coordinator, consider three areas: <ul style="list-style-type: none"> • Outreach – Create list and outreach to invite stakeholders to participate • Logistics – Meeting spaces • Hospitality – Planning team lodging and meals |
| Corporate Linkages | <ul style="list-style-type: none"> • Identify and package outside investment/sponsorship opportunities. • Define programs and potential resources to help businesses and property owners enhance their business and property. |
| County Residents Business Friendly Packages | <ul style="list-style-type: none"> • Review all communications to see if makes sense. • Outreach to County Residents • Consider the types of business that would complement existing business in Nederland. Review business incentive and investment packages. |



Stake Holder Analysis

The stakeholder analysis is an ongoing **internal** document that the Nederland DDA Board and Staff can use to strategically consider stakeholder engagement. The information included below has been developed based on a very brief preliminary discussion combined with experience in community and economic development. The Nederland DDA Board and Best and Brightest Intern should use this information as a starting point and adjust this information to accurately reflect the stakeholders and situation in Nederland as it changes over time. It is good practice to review and update the analysis at least annually and consider how relationships have changed or grown over time.

| Stakeholder for Project | Stake or Interest | Supportive of Project | | Relative Importance (5 is high) | Potential Contribution or Withholding | Approach/Responsible |
|--|---|-----------------------|----|---------------------------------|---|---|
| | | Yes | No | | | |
| Downtown Development Authority Board of Director (BOD) | Leveraging resources to maintain the spirit of the community, improve downtown with meaningful investment to contribute to Vision 2020. Secure debt authorization to continue a dedicated funding stream for Nederland’s commercial district. Build stronger awareness and engagement with DDA planning and project implementation. | | | | Creating stronger connections with all stakeholders locally and regionally. Financial resources, staff time, relationship with businesses. | Maintain board enthusiasm and commitment to goals and projects through role development and delegation of tasks. Develop reports and updates for the community highlighting positive work of DDA |
| Town of Nederland Staff | Increased sales tax and creating a sustainable environment that preserves that spirit of Nederland, natural beauty, and open space. | | | | In-kind staff, office space, equipment, and long-term infrastructure maintenance services to the DDA. | Maintain a strong relationship with the Town. Consider a facilitated dialogue as a part of the community assessment process to look at ways to maximize efficiencies. |
| Town of Nederland Board of Trustees | Leveraging the DDA to meet the goals of Nederland with a dedicated funding sources to reinvest in downtown. | | | | Engagement with shaping vision and political will and support of projects. | Have regular communication with individual Trustees and reports to the full Board. The DDA is a valuable partner and tool for the Town to use in reaching objectives. The DDA will be more effective if it is working |

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| Boulder County | Increased property taxes and engagement. Representation for residents in unincorporated lands. | | | | Support on roads and mobility, economic development grants, and access to other resources. | The DDA is working to ensure a strategic and sustainable approach to development and engagement. |
| Residents | A role in shaping the community and participating in the planning processes. | | | | Political support, volunteers | The DDA is working to ensure a strategic and sustainable approach to development and engagement. |
| County Residents | Visitor destinations, potential business locations, their municipality's relationship with Nederland | | | | Time and money spent in Nederland; reputation of Nederland in the region | Review business incentive and investment packages, connect regionally to other DDAs, work to create a pleasant experience for visitors, engage and involve county residents who are local business owners |
| Business Owners | There is no Chamber or Merchant Association, this function is filled partially by the DDA. | | | | Promotions and donations. | Organize collaborative marketing campaigns, define programs and resources to assist businesses and property owners with enhancements |
| School District (3 preschools, elementary, and Charter) | A quality living and playing environment in the community will create a more engaged, prepared, and ready to learn group of students and parents and help with the image of the school. | | | DRAFT | Communication and engagement with local parents and kids, accessing a pool of volunteers, ideas, and customers for the downtown. | Provide regular information and awareness of the DDA and the projects that are helping to increase property values and spur investment in the County. |
| Parent Teachers Assoc. (PTA) and Parent Engagement Network (PEN) | Supporting Nederland as a place for civic engagement and learning to compliment the education from the school district. | | | | Volunteers, fundraising, participants, and input. | "It takes a village to raise a child." A more walkable, active, engaged community with community development activities encourages education outside of the classroom. |
| Non-Profit | Organizational mission, resource and partnership development | | | | Partnerships, volunteers, spread information | Form collaborative agreements, create and share press releases and invitations to all public meetings, partner to hold downtown events |
| Mountain-Ear | Informing and engaging the community on pertinent topics. | | | | Sharing opportunities for engagement with the community and informing them about the projects and progress. | Create and share press releases, invitations to all public meetings. |
| Historical | Preserving Nederland's heritage | | | | Partnerships, volunteers, | Form a collaborative agreement, create and |

| | | | | | | |
|---------|--|--|--|--|---------------------|--|
| Society | | | | | spread information. | share press releases and invitations to all public meetings, partner to hold downtown events |
|---------|--|--|--|--|---------------------|--|

DRAFT



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Overview

On January 29, 2015 Downtown Colorado, Inc. (DCI) met with the Nederland Downtown Development Authority (DDA) Board of Directors to facilitate an initial dialogue and consultation around developing an appropriate role for the board in directing the DDA activities, how to best leverage community partnerships, and how to delineate downtown objectives to complement the community-wide vision.

During this dialogue, DCI was able to use the discussion to outline an initial snapshot of stakeholders, their activities, and interests to gauge potential partnership opportunities, review the strengths of each board member compared to the needs for outreach and engagement in future phases of community and economic development work, and will use this initial information to share some ideas for creating a plan of additional business and property owner support services.

The information included in this initial review is based on one half day conversation. DCI recorded this information to begin the process of developing an initial picture of the stakeholders and their needs based on the discussion and experience in other communities. This information will be further fleshed out and used to create recommendations and tools as we move through Phases 2 and 3.

Observations:

- There is a history of perceived decision-making without input. The DDA and Town have a strong relationship with some shared resources and staff, including a Best and Brightest Intern and Treasurer. The DDA pays the Town for staff time.
- Based on other DDA best practices, Town and DDA relationships work best when there are in-kind donations or contributions in staff time, office space/equipment, and ongoing infrastructure maintenance. Consider partnership agreements that maximize efficiencies between the Town and the DDA to prevent duplication of effort.
- The new DDA board has a lot of excitement and energy in working to make this stronger. While a relatively new board brings this excitement, it is important to move past the learning curve and identifying how to move forward as a DDA.
- Nederland has to balance the needs of community residents and those living in unincorporated Boulder County. Many of the property and business owners do not live in town.
- There is a strong desire to protect the spirit of Nederland, the natural environment, and open space in the area but there are also pressures for growth (often from outside the community). There are also shortages in housing, specifically affordable or rental. There is a high value on identifying ways to direct investment for existing

properties to address community needs, such as affordable and attractive housing, that will not disturb the essence of the community, harm natural resources, or expand into open space.

Challenges for the Nederland DDA Board of Directors

- Brand New Board: Given the history of board turn over, the new board would like to engage people and partners to ensure that the DDA vision and projects are serving the community.
- Community Awareness and Support: Previous boards have walked out, people know of the drama, and perhaps people do not know what or why the DDA exists and is important. Past projects completed without adequate input create challenges for the current leadership.
 - Financing: The DDA must seek debt authorizations every seven years, which means that ensuring community support for projects is important for continuing the work of the DDA. The history of perceived “closed door” decisions makes it even more important for the DDA Board to effectively communicate the DDA role in fostering the desired downtown environment while preserving and remediating damage to the natural environment.
 - Engagement: There is a need to enhance regular outreach and sharing of ideas as projects are developed and implemented. The community has been largely unaware or uninvolved in decision-making for large projects. The community generally has a negative reaction to public works and scale of change. Telling the story that properties in the DDA have the luxury to choose where they invest the taxes they are already paying.
 - Property Owner Communication: A targeted communications approach is needed for absentee and disengaged property owners. Because there have been decisions made without inclusive input, many of the property owners in the DDA area do not fully understand how and why the DDA is contributing to the community and enhancing their properties. Developing a clear message and communication process with these property owners will be important to ensure their buy in.
- Vision: Complementing the Vision 2020 is a priority for all partners, which can shape the DDA, Town, and other partners’ work. The DDA must develop a plan of work to demonstrate the DDA contribution to the downtown in a way that is meaningful to the Town’s vision Master Plan Update. The plan must be implemented cautiously to ensure a balance between the return on investment to generate funds with the sustainable nature of the community vision.
- Stronger Collaboration: Historically the DDA Board worked very independently from the Town. While the new board is focused on being a good partner, and partnerships exist, the linkage of projects, plans, and outline of collaborative resources is not as clear as it could be.
- Spurring “the right kind” of private investment: There are a few property owners who own most of downtown. There is not much private investment into improving existing properties in ways that will be meaningful to support the community vision.

Revising the Plan of Development

The plan of development is more of a legal document than a public information piece. Don't spend too much time worrying about the plan of development unless it is restricting you from doing something. The current plan of development is vague enough that the DDA can work on all areas in the Vision 2020. Developing a DDA Master Plan with clear projects and tasks that complement the Vision 2020 would provide the DDA with the document needed to share with the public.

Next Steps

Developing the DDA Master Plan will help to provide the Nederland DDA with a clear direction for the next three to five years. It will also provide a document that outlines the vision and objectives of the DDA and help to better illustrate how the DDA contributes to the community and the Vision 2020. Use the DCI Phase 2 to shape the steps for the DDA Master Plan. Develop this plan with components for the vision, the implementation, and for communicating with the community and all stakeholders.

Prior to the Master Plan update, begin building awareness and strategic relationships. A major challenge for the DDA is a lack of awareness and communication about the role of the DDA in Nederland. Creating a transparent and clear image and communication system will be important to moving forward.

- Use the below draft outline of DDA Board Member Roles to look at the strengths of each member and some of the roles required to foster a dialogue to shape the best way to connect with groups in the community. Edit this matrix to fit your plans and share this back with DCI as we head into Phase 2.
- Use the attached draft of the Stakeholder Analysis to review the various stakeholders and how the DDA can shape relationships. Edit and update this analysis to fit your reality. Consider which relationships should be further developed immediately or through the master planning process. Share the edited version of the matrix back with DCI as we head into Phase 2.