

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
June 21, 2017
AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

1. Approve meeting minutes from the May 17, 2017 meeting
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. Financial Reports – Mandy Kneer
2. Beautification projects (tentative) – Elizabeth Allen and Jessica Ansari

F. ACTION ITEMS

1. District Outreach for BOT
2. Approve engaging the firm Collins Cockrel & Cole to become the Designated Election Official (DEO) and run the Debt Authorization Election.

G. DISCUSSION ITEMS

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING:

July 19, 2017 6:30 pm 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. 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 by the Monday before the Wednesday meetings and are available on the NDDA website, 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
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
May 17, 2017 @ 6:30 pm
DRAFT MEETING MINUTES

A. CALL TO ORDER

Meeting called to order at 6:35 pm

B. ROLL CALL

Present: Amanda Kneer, Brent Tregaskis, Katrina Harms, Susan Schneider
Peter Marshall arrived at 6:44 pm

Absent: Jeffrey Green and Charles Wood had excused absences

C. PUBLIC COMMENT

There were no public comments

D. CONSENT AGENDA

1. Approve meeting minutes from the April 19, 2017 meetings

Motion to approve the April 19, 2017 meeting minutes made by Brent Tregaskis, seconded by Susan Schneider. Motion approved unanimously.

Amanda Kneer abstained because she was not at the April 19, 2017 meeting.

2. Approval of warrants

Motion to approve the warrants made by Brent Tregaskis, seconded by Susan Schneider. Motion approved unanimously.

E. INFORMATIONAL ITEMS

1. Financial Reports-Amanda Kneer

Amanda Kneer reported that the total incoming budget is \$36,500. Amanda said the first 4 months of the year is when most of the property tax money comes in. \$36,500 includes the \$7,000 donation the DDA received. They still need to budget in the \$11,000 received from TARP.

2. Beautification Project-

Jess Ansari, a Nederland resident, would like permission or support to paint over utility boxes in town. She said the ones located throughout town are covered in graffiti and stickers so she would like to paint art over them.

Katrina Harms asked Jess to do some research on the project (find out who owns the boxes and the logistics of painting them) and email her with the her findings. Katrina also suggested that Jess come back to the DDA with a budget after she performs her research and then the DDA would like to be supportive and donate toward the project.

3. Update on DCI Conference and Mayors Task Force on Downtown Development

Susan Schneider and Katrina Harms said this conference was interactive and people were providing innovative ideas. They learned about what other towns do in regards to design standards and guidelines, and also financial incentives. Katrina is going to type up notes and send them to the Board members. The group from Nederland that went to the conference met up and they are going to try to and get a task force going. Last night at the BOT meeting it was decided that a couple of people from the BOT will be on it, and also there will probably be a person from the Planning Commission on task force as well. The overall idea was that there is a lot of underdeveloped land that can be developed in downtown. They going to look at the design scale and the character. They would also like to identify the Town and its direction. The strategy for the task force is to find aspects about Nederland that are must-haves for the Town community and potential developers.

F. ACTION ITEMS

1. Approve letter to the District

Katrina Harms said she is going to the Planning Commission with the Master Plan next week, and would like to go to a BOT meeting with the letter and the Master Plan in June. She would like to then present the Debt Authorization to the BOT in July.

Motion to approve letter to the district with small change in verbiage made by Amanda Kneer, seconded by Susan Schneider. Motion passed unanimously.

2. Approve engagement with Kim Crawford from Butler Snow for Special Counsel/Election advice for the 2017 Debt Authorization

Motion to accept the engagement letter from Kim Crawford from Butler Snow made by Amanda Kneer, seconded by Susan Schneider. A roll call was taken and motion passed unanimously.

G. DISCUSSION ITEMS

1. Master Plan and Debt Authorization priority projects

Katrina said she met with the Public Works director and the Town engineer to talk about the project list and talk about priorities. They tried to narrow down the list.

Katrina said September 8 is the date the designated election official certifies the order of the ballot and the ballot content so they have to do this in July so the BOT can approve this in August.

H. OTHER BUSINESS

Jeffrey Green is going to let his term run out so there will be one vacancy for his position. Katrina Harms is going to advertise in the Mountain Ear and the vacancy will also be posted on the website.

I. ADJOURNMENT

Motion to adjourn the meeting made by Amanda Kneer, seconded by Brent Tregaskis. Meeting adjourned at 8:21 pm

NEXT REGULAR MEETING:

June 21, 2017 6:30 pm 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 meeting packets and agendas are prepared by the Tuesday 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.

Nederland Downtown Development Authority
Warrant Report

Invoice Number	Date	Vendor	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	Budget Remaining	Warrants presented at:
0517201701	5/17/2017	Elizabeth Allen	\$ 1,768.00	\$ 1,768.00	70-75-5270	Downtown Area/DDA	3,000.00	(201.00)	6-21-17 meeting
0517201702	5/17/2017	Katrina Harms	\$ 85.96	\$ 85.96	70-75-5810	Conference/Training	1,500.00	14.04	6-21-17 meeting
0517201703	5/17/2017	John Scarffe	\$ 500.00	\$ 500.00	70-75-5790	Miscellaneous	-	-	6-21-17 meeting
0531201701	5/31/2017	Cindy Downing	\$ 328.00	\$ 328.00	70-75-5129	DDA Secretary Services	3,600.00	1,984.00	6-21-17 meeting
0531201702	5/31/2017	Beyond the Mountain Design	\$ 2.04	\$ 2.04	70-75-5770	Printing/Copying	250.00	247.96	6-21-17 meeting
0531201703	5/31/2017	B&F Mountain Market	\$ 12.27	\$ 12.27	70-75-5830	Meals for Meetings	500.00	474.73	6-21-17 meeting

Nederland Downtown Development Authority
Profit & Loss Statement

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	YTD Actual	2017 Suppl Budget	Actual vs. Budget
DDA (70):								
Revenues								
70-75-4000 Property Taxes	4,095.42	5,978.18	2,368.39	2,107.64	1,461.40	16,011.03	22,500.00	(6,488.97)
70-75-4002 Specific Ownership Taxes	126.05	140.68	135.40	140.98	126.11	669.22	1,500.00	(830.78)
70-75-4900 Interest	49.43	49.72	64.51	67.78	74.07	305.51	500.00	(194.49)
70-75-4910 Misc	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	(7,000.00)
70-75-4915 Donations	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
70-75-8402 TARP	0.00	0.00	0.00	0.00	5,500.00	5,500.00	0.00	5,500.00
70-75-8405 CDOT	0.00	0.00	0.00	0.00	0.00	0.00	505,000.00	(505,000.00)
	<u>11,270.90</u>	<u>6,168.58</u>	<u>2,568.30</u>	<u>2,316.40</u>	<u>7,161.58</u>	<u>29,485.76</u>	<u>536,500.00</u>	<u>(507,014.24)</u>
Expenditures								
70-75-5100 Legal	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	(3,500.00)
70-75-5110 IT	0.00	0.00	0.00	0.00	0.00	0.00	250.00	(250.00)
70-75-5115 Website	0.00	0.00	0.00	120.00	0.00	120.00	700.00	(580.00)
70-75-5125 Accounting	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	(1,200.00)
70-75-5129 DDA Secretary Services	256.00	256.00	456.00	320.00	328.00	1,616.00	3,600.00	(1,984.00)
70-75-5175 Elections	0.00	0.00	0.00	0.00	0.00	0.00	4,250.00	(4,250.00)
70-75-5216 Trails/Sidewalks Maintenance	250.00	250.00	250.00	250.00	250.00	1,250.00	3,000.00	(1,750.00)
70-75-5270 Downtown Area (DDA)	0.00	0.00	0.00	1,433.00	1,768.00	3,201.00	10,000.00	(6,799.00)
70-75-5410 Office Supplies	55.00	0.00	0.00	0.00	0.00	55.00	100.00	(45.00)
70-75-5710 Postage/Shipping	0.00	0.00	0.00	9.80	0.00	9.80	50.00	(40.20)
70-75-5735 Boulder County Tax Collection	61.43	89.67	35.53	31.61	21.92	240.16	350.00	(109.84)
70-75-5740 Bank Fees	0.00	0.00	0.00	15.00	0.00	15.00	50.00	(35.00)
70-75-5750 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	500.00	(500.00)
70-75-5770 Printing/Copying	0.00	0.00	0.00	0.00	2.04	2.04	250.00	(247.96)
70-75-5790 MISC	0.00	0.00	0.00	0.00	500.00	500.00	0.00	500.00
70-75-5810 Conference/Training	0.00	0.00	1,400.00	20.00	85.96	1,505.96	1,500.00	5.96
70-75-5830 Meals	0.00	0.00	13.00	0.00	12.27	25.27	500.00	(474.73)
70-75-5850 Annual Membership/Dues	0.00	0.00	0.00	0.00	0.00	0.00	250.00	(250.00)
70-75-5999 Admin & Finance Allocation	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	(1,200.00)
70-75-6500 Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	241,956.00	(241,956.00)
70-75-6550 Infrastructure Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-9405 CDOT	0.00	0.00	0.00	0.00	0.00	0.00	505,000.00	(505,000.00)
	<u>372.43</u>	<u>595.67</u>	<u>2,154.53</u>	<u>2,199.41</u>	<u>2,968.19</u>	<u>8,540.23</u>	<u>778,206.00</u>	<u>(769,665.77)</u>
Net Income	<u>10,898.47</u>	<u>5,572.91</u>	<u>413.77</u>	<u>116.99</u>	<u>4,193.39</u>	<u>20,945.53</u>	<u>(241,706.00)</u>	<u>262,651.53</u>

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	YTD Actual	2017 Suppl Budget	Actual vs. Budget
DDA TIF (80):								
Revenues								
80-75-4005 TIF Taxes	37,542.04	54,800.35	21,710.79	19,318.48	13,394.78	146,766.44	165,000.00	(18,233.56)
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>37,542.04</u>	<u>54,800.35</u>	<u>21,710.79</u>	<u>19,318.48</u>	<u>13,394.78</u>	<u>146,766.44</u>	<u>165,000.00</u>	<u>(18,233.56)</u>
Expenditures								
80-75-5710 Postage/Shipping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80-75-5735 Boulder County Tax Collection	563.10	822.00	325.66	289.78	200.93	2,201.47	0.00	2,201.47
80-75-7050 Payment to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	(2,400.00)
80-75-7100 Loan Principal	19,487.65	19,536.37	19,585.21	19,634.17	19,683.26	97,926.66	204,941.00	(107,014.34)
80-75-7200 Loan Interest	512.35	463.63	414.79	365.83	316.74	2,073.34	2,936.10	(862.76)
80-75-7400 Capital Lease Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80-75-7500 Capital Lease Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>20,563.10</u>	<u>20,822.00</u>	<u>20,325.66</u>	<u>20,289.78</u>	<u>20,200.93</u>	<u>102,201.47</u>	<u>210,277.10</u>	<u>(108,075.63)</u>
Net Income	<u>16,978.94</u>	<u>33,978.35</u>	<u>1,385.13</u>	<u>(971.30)</u>	<u>(6,806.15)</u>	<u>44,564.97</u>	<u>(45,277.1)</u>	<u>89,842.1</u>

Nederland Downtown Development Authority
Balance Sheet
As of May 31, 2017

May 31, 17

ASSETS

Current Assets

Checking/Savings

80-1001 · Pooled Cash (TIF) 209,992.82

80-1002 · DDA Cash Accounts (TIF) 293,683.46

80-1999 · Interfund (TIF) -209,992.82

Total Checking/Savings 293,683.46

Accounts Receivable

80-1100 · Taxes Receivable (TIF) 13,193.85

Total Accounts Receivable 13,193.85

Total Current Assets 306,877.31

TOTAL ASSETS 306,877.31

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

80-2000 · Accounts Payable (TIF) 100,000.00

Total Accounts Payable 100,000.00

Total Current Liabilities 100,000.00

Total Liabilities 100,000.00

Equity

Prior Years' Excess for Rev over Exp 43,949.43

80-3010 · Unrestricted Fund Balance (TIF) 5,067.91

80-3100 · Restricted Fund Balance (TIF) 113,295.00

Excess of Revenue Over Expenditures 44,564.97

Total Equity 206,877.31

TOTAL LIABILITIES & EQUITY 306,877.31

Nederland Downtown Development Authority
Balance Sheet
As of May 31, 2017

May 31, 17

ASSETS

Current Assets

Checking/Savings

70-1001 - Pooled Cash	-728,687.79
70-1002 - DDA Cash Accounts	147,770.33
70-1999 - Interfund	352,004.80
Total Checking/Savings	-228,912.66

Accounts Receivable

70-1100 - Taxes Receivable	1,565.59
70-1300 - Other Receivable	399,589.57
Total Accounts Receivable	401,155.16

Total Current Assets 172,242.50

TOTAL ASSETS 172,242.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

70-2000 - Accounts Payable	6,621.32
Total Accounts Payable	6,621.32

Total Current Liabilities 6,621.32

Total Liabilities 6,621.32

Equity

Prior Years' Excess for Rev over Exp	91,973.18
70-3010 - Unrestricted Fund Balance	14,951.47
70-3100 - Restricted Fund Balance	37,751.00
Excess of Revenue Over Expenditures	20,945.53

Total Equity 165,621.18

TOTAL LIABILITIES & EQUITY 172,242.50

Reading Program Presents:

A BETTER™ WORLD

, June 13 @ 10:30 am:

"Structures" with
Science of Colorado

y, June 15 @ 5:30 pm:

Ground Theatre
performance!

at www.nedlib.org/srp

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Heath Dillon, President



Self-watering Pots



PHOTO BY JOHN SCARFFE

John Scarffe
Nederland

Susan Walsh, owner of Farm Tub LLC, based in Boulder, tries out one of the kits that self-water flower pots outside the Nederland Visitor Center. The kits are made of food-grade materials. Water feeds up through the strips into the roots of the plants. Farm Tub has installed the kits in Arvada, Boulder, Broomfield, Denver, Littleton and Winter Park.

All town planter pots, except at the pedestrian bridge, will have them, because they save time and labor costs.

The kits will be placed in flower pots at Peak to Peak Spirits, Nature's Own Rock Shop, the Visitor Center, Ace Hardware, Centennial Bank and Trust, the Train Cars, Boulder Creek Lodge and Black Forest.

Elizabeth Allen of Coloring Colorado coordinates Nederland's beautification efforts and said the Nederland Downtown Development Authority is funding the entire beautification project this year, including the kits. She found out about Farm Tub at their booth at the 2016 Colorado Garden & Home Show in Denver.





AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: June 21, 2017

Prepared By: Katrina Harms

Consent Information Action Discussion

ACTION ITEM:

Approve letter to district. Choose businesses. Review, comment and approve the new DDA FAQ.

SUMMARY:

At the BOT/DDA work shop the BOT asked the DDA to show that the DDA district approved of the DDA and DDA master plan.

The DDA worked on a letter at the last board meeting. The attached is the letter with the edits discussed.

Also attached per discussion is the DDA FAQ sheet that we would hand out as we got signatures, or left with businesses/property owners. Or anyone else.

We will print copies of the Master Plan for handing out as well.

ATTACHED:

DDA FAQ""TGXKUGF

Revised letter to the district



Downtown Development Authority (DDA) FAQ

What is the Nederland Downtown Development Authority?

- Local governmental entity managed by a board of directors that guides the implementation of a downtown development plan
- Can use financial tools, including TIF, operating mill levy
- Has the ability to finance long-term improvement bonds
- Can leverage other sources of funds for downtown improvements
- While a DDA can address blight and is encouraged to do so, it does NOT have the power of eminent domain

How was the NDDA formed?

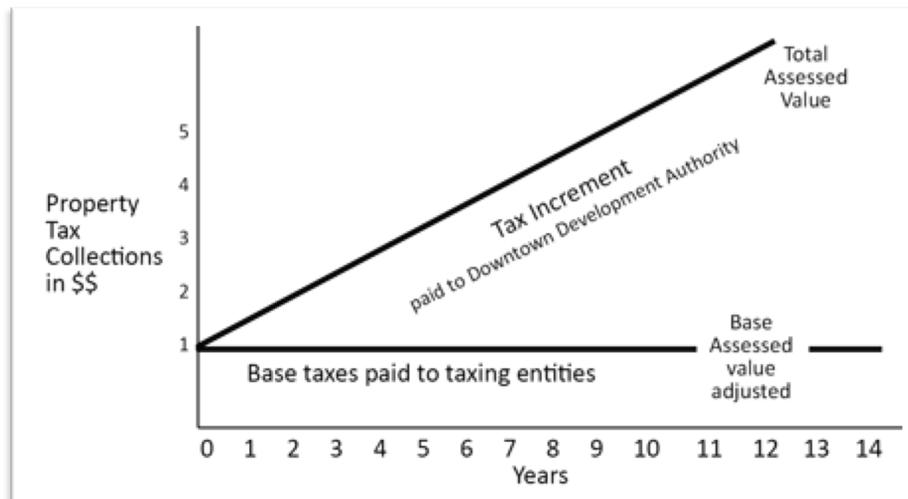
- In 2005 a downtown development plan, including a district boundary was created
- The plan and district was approved by the Board of Trustees
- The authorization to use financial tools requires a majority vote of stakeholders within the NDDA boundary – property owners and business lessees
- Following an election the NDDA was formed.

How Does the NDDA Work with the Town?

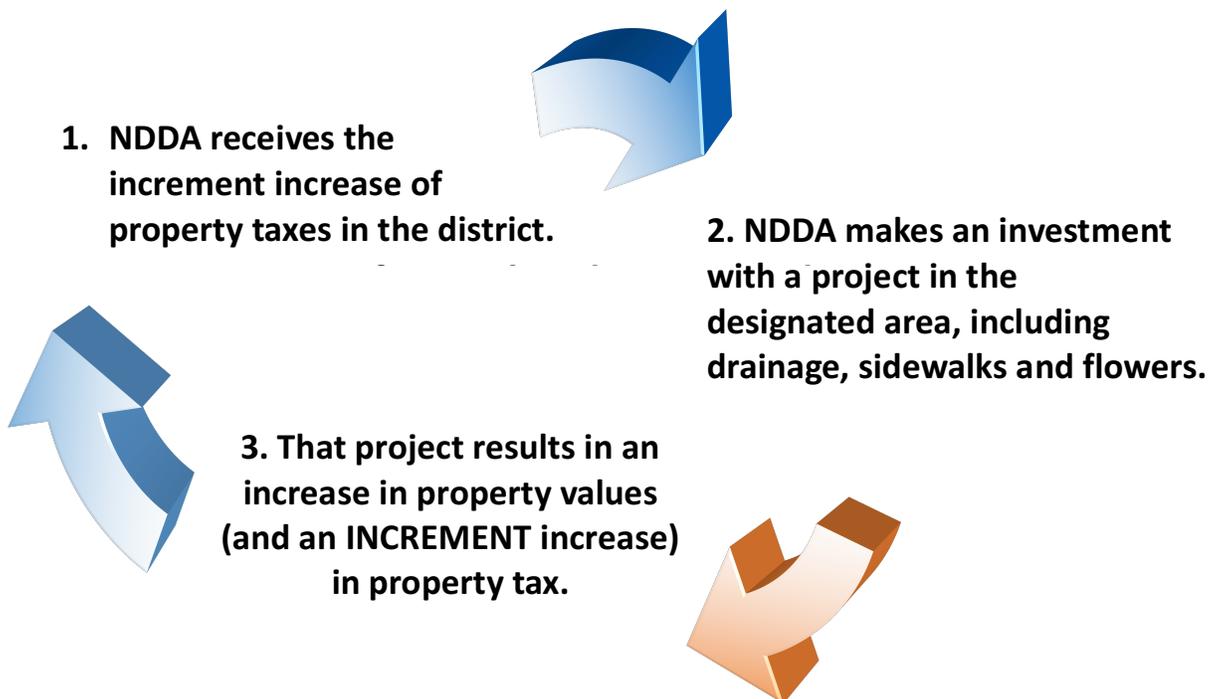
- The Board of Trustees appoints a NDDA board of directors
- DDA must provide annual report to Board of Trustees
- DDA and Town can develop agreements to govern use of TIF
- Board of Trustees has power to disband NDDA by ordinance if there are no outstanding bonds or other financial obligations

What is Tax Increment Financing or TIF?

- TIF is a way to use revenues from future increases in sales and/or property taxes to finance downtown improvements today
- A base year is established
- Current taxes continue to be allocated to county, schools and town
- Future increase in tax revenues is an “increment” that must be reinvested in downtown improvements
- TIF does not constitute a tax increase, only a re-allocation of existing tax revenues



Tax Increment Financing Cycle



What is an Operational Mill Levy?

- In addition to collecting and investing TIF, the NDDA can create a mill levy (i.e. property tax) to support operations, also with the approval of NDDA voters
- Operations includes NDDA administration, downtown planning, marketing, maintenance and capital replacement
- A DDA mill levy cannot exceed 5 mills

Why does Nederland need a DDA?

- The NDDA is a self-sustaining champion for downtown
- We have the ability to create and use financial tools (i.e. TIF and mill levy)
- We have the ability to leverage other sources of funds to help finance downtown improvements
- We can be the key to implementing the downtown vision and plan

Uses for TIF Dollars

- Tax Increment Financing (TIF) is a unique mechanism that enables the NDDA to use the net new tax revenues, generated by projects within the district, to help finance future improvements. **TIF is a source of tax revenue, not an additional tax, that would not be available without investment in the district.**
- TIF invests tax dollars, that would go to general funds, in improvements to the property and services within the NDDA which results in increases in sales tax revenue, and property taxes, in the town for the town.



AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: June 21, 2017
Prepared By: Katrina Harms

Consent Information Action Discussion

ACTION ITEM:

Approve engaging the firm Collins Cockrel & Cole to become the Designated Election Official (DEO) and run the Debt Authorization Election.

SUMMARY:

The Town of Nederland does not have the capacity to run the NDDA election. The NDDA approached Boulder County to take it up and they decided they do not have the capacity either to run the NDDA Debt Authorization Election. We are back to doing the election ourselves or engage a company who does this type of election for municipalities and special districts.

The NDDA can have elections in November, with the national/county elections or in the years (even) the Town holds their elections. So our next opportunities are this November or in April 2018. Since the Town could possibly want to hold an election for a bond issue in April 2018 we should really try to do ours this November.

The cost to hire the firm CC&C to become a DEO and run our election could run \$20,000. CC&C come highly recommended by Boulder County, and our lawyer, Kim Crawford. Micki Mills, who would be our person, has been instrumental in helping to form special districts and run their elections (she just managed the Timberline Fire District inclusion election). She also has done work with Business Improvement Districts (BIDs) including elections, which also are require the affidavit process.

As with most legal firms and these kinds of projects, they don't do an estimate. They bill by the hour. But where we can, we could bring parts of the process to Nederland for our staff to do. The firm would handle identifying property owners, managing the affidavit process, creating a poll book, train judges and the TABOR noticing. The NDDA could do the printing, mailing, and hire election judges. Since we are not changing a lot in the resolution and ballot question it will also save some time.

The money could come from the following line items:

Legal (Kim would not be needed, although she will be happy to answer questions from Micki) \$3500.00
Election \$4250.00
Rollover from previous years \$7,000.00
Admin and Finance \$1200.00
Total – \$15,950.00

Because CC&C feels this would be really close we will ask town to cover anything we would go over.

ATTACHED:

Election Timeline (changed since this is no longer a coordinated election)

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NOVEMBER 7, 2017 INDEPENDENT MAIL BALLOT ELECTION CALENDAR FOR THE NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY

DATE	ACTION	AUTHORITY
August Board Meeting	Board adopts Election Resolution calling the special election, appointing Designated Election Official, approving the ballot issue to be submitted to the NDDA qualified electors, and determining other matters (at least 30 days prior to the election). Immediately begin determining qualified electors. Order property owners list from Boulder County Assessor and begin mailing letters and Designation of Natural Person to Vote forms to commercial property owners and leaseholders.	31-25-807(3)(b)
	FCPA NOTE. Issue Committees shall register with the Nederland Town Clerk (“Town Clerk”) within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose the ballot issue.	Article XXVIII, Section 2(10), Colo. Constitution 1-45-108(3.3)
9-22-17	Written comments for and against the TABOR ballot issue must be received by the Designated Election Official (45 days before the election). (Comments must be filed by the end of the business day on the Friday before the 45th day before the election).	31-10-501.5(1) 1-7-901(4) Article X, Section 20, Colorado Constitution
10-6-17	Mail TABOR Notice to each household where a qualified elector of the NDDA resides (at least 30 days before the election).	Article X, Section 20(3)(b), Colorado Constitution
10-16-17	Designated Election Official may begin mailing to each known qualified elector a mail ballot package. Mail ballots shall be made available at the office of the	31-10-910(2)(a) 31-10-910(2)(d)

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DATE	ACTION	AUTHORITY
	Designated Election Official for qualified electors who are designated after the date of the initial mailing of the ballots (not sooner than 22 days prior to election).	
10-17-17	FCPA NOTE: File Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Town Clerk (21 st day before the election).	1-45-108(2)(a)(II)
10-18-17	Post notice of additional financial information on the NDDA website (no later than 20 days before the election).	31-10-501.5(2) 1-7-908(1)(a)
10-23-17	<p>Last day to mail the ballot packages to the known qualified electors (no later than 15 days before the election).</p> <p>Appoint at least three (3) election judges (at least 15 days prior to election). Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after certificate of appointment and acceptance forms were mailed.</p> <p>Election Judges may receive and prepare mail ballots for tabulation. Counting of the mail ballots may begin fifteen (15) days prior to the election and continue until counting is completed.</p>	<p>31-10-910(2)(a)</p> <p>31-10-401 31-10-402 31-10-403 31-10-404</p> <p>31-10-911</p>
10-27-17	Publish Notice of the election once (at least 10 days before the election). Post Notice in the office of the Designated Election Official. If cannot publish on the tenth day prior to the election, the publication shall occur on the earliest possible day before the tenth day.	31-10-501(1) and (2)

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DATE	ACTION	AUTHORITY
11-3-17	FCPA NOTE: File Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Town Clerk (Friday before the election).	1-45-108(2)(a)(II)
11-7-17	ELECTION DAY. 7:00 A.M. to 7:00 P.M	
11-17-17	Canvass Board shall certify the official abstract of votes cast at the election (no later than 10 days after the election).	31-10-1201
12-7-17	FCPA NOTE: File Issue Committee Report of Contributions and Expenditures with the Town Clerk (30 days after the election).	1-45-108(2)(a)(II)