

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
October 5, 2016 at 6:30 pm
AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

E. INFORMATIONAL ITEMS

F. ACTION ITEMS

1. Approval of the Draft 2017 Budget.

G. DISCUSSION ITEMS

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: October 19, 2017

The NDDA Board encourages citizen participation. Public hearings and the Public Comment agenda item allow an opportunity to address the Board. Speaker time 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 on Monday before the Wednesday meetings and are available on the NDDA website by noon on Tuesday, 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.



AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: **Wednesday, May 11, 2016**
Prepared By: **Katrina Harms**

Consent ☐ Information ☐ Action ☒ Discussion

ACTION ITEM:

Aprove a draft 2017 budget

SUMMARY:

The NDDA's operating budget is based on a 5 mil levy from Property Owners in the DDA district. The amount comes to roughly \$20,000 each year with a little bit of an increase.

There are no requirements on how we spend the money but our yearly operations usually takes up the majority of it.

We are going to want to fund another Debt Authorization Election the first part of next year and the summary of those costs is included for review

ATTACHEMENTS:

2016 a cbh`n year to date report, &\$%`dfcdcgYX6i Xl Yhfk jh`dfYj |ci g`nYf gfi a a Uf]Yg`L Debt Author
Schedulež&\$%`8 YHJ`fU b`!`gYdHž8 YHJ``: M&\$%)



AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: **CVWVF), 2016**
Prepared By: **Katrina Harms**

Consent ☐ Information ☐ Action ☐ Discussion

ACTION ITEM:

Aprove a draft 2017 budget

SUMMARY:

The NDDA's operating budget is based on a 5 mil levy from Property Owners in the DDA district. The amount comes to roughly \$20,000 each year with a little bit of an increase.

There are no requirements on how we spend the money but our yearly operations usually takes up the majority of it.

We are going to want to fund another Debt Authorization Election the first part of next year and the summary of those costs is included for review

ATTACHEMENTS:

2016 a cbh year to date report, &\$%+ dfcdcgYX6i Xl Yhfk lh dfYj lci g'nYf gfi a a Uf]YgLDebt Authoriz
Schedulež&\$% 8 YHJ` flUb`! gYdlHž8 YHJ` : M&\$%)

| | | January | February | March | April | May | June | July | August | year to date | 2016 Budget | budget to actual | proposed |
|------------|--------------------------|----------|----------|----------|----------|----------|-----------|----------|--------|--------------|-------------|------------------|----------|
| 70-75-4000 | Property Taxes | 35.06 | 4,261.27 | 5,766.22 | 1,454.63 | 3,402.48 | 3,767.64 | 3,143.47 | 0.00 | 21,830.77 | 20,000 | 1830.77 | |
| 70-75-4002 | Spec OT | 0.00 | 125.85 | 127.29 | 116.55 | 0.00 | 0.00 | 0.00 | 0.00 | 369.69 | | 369.69 | |
| 70-75-4900 | Interest Income | 20.00 | 20.81 | 26.39 | 27.50 | 30.60 | 39.18 | 70.64 | 0.00 | 235.12 | 400 | -164.88 | |
| | Revenue Total | | | | | | | | | 22,435.58 | 20,400 | 2035.58 | |
| 70-75-5100 | Legal | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000 | 0 | 3500 |
| | Election | | | | | | | | | | | | 3500 |
| 70-75-5110 | IT | 0.00 | 45.00 | 0.00 | 0.00 | 42.50 | 0.00 | 0.00 | 0.00 | 87.50 | 0 | 87.5 | 250 |
| 70-75-5115 | Website | 248.00 | 0.00 | 240.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 488.00 | 2,400 | -1912 | 1200 |
| 70-75-5129 | Secretary | 192.00 | 352.00 | 192.00 | 0.00 | 304.00 | 0.00 | 320.00 | 0.00 | 1,360.00 | 3,600 | -2240 | 3600 |
| 70-75-5270 | Beautification | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 4,200 | -1200 | 4200 |
| 70-75-5410 | Office Supplies | 0.00 | 22.95 | 0.00 | 0.00 | 0.00 | 25.45 | 0.00 | 0.00 | 48.40 | 100 | -51.6 | 100 |
| | Rent | | | | | | | | | | 600 | -600 | |
| | Postage | | | | | | | | | | 50 | -50 | 50 |
| | Bank Fees | | | | | | | | | | 50 | -50 | 50 |
| 70-75-5735 | Tax Collection | 0.00 | 63.91 | 86.49 | 21.81 | 0.00 | 0.00 | 0.00 | 0.00 | 172.21 | 270 | -97.79 | 270 |
| 70-75-5750 | Advertising | | 150.00 | 0.00 | 225.00 | 0.00 | 0.00 | 0.00 | 0.00 | 375.00 | 500 | -125 | 750 |
| 70-75-5770 | Printing/Copying | 6.90 | 56.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 63.30 | 100 | -36.7 | 500 |
| 70-75-5830 | Meals:Food for Meetings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 102.99 | 0.00 | 0.00 | 102.99 | 500 | -397.01 | 500 |
| 70-75-5890 | Goodwill | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000 | 0 | 1000 |
| | Prof Dev:Conf & Training | | | | | | | | | | 750 | -750 | 750 |
| | Prof Dev:Member Dues | | | | | | | | | | 250 | -250 | 250 |
| | Meals:Dist Ent | | | | | | | | | | 500 | -500 | 500 |
| | Admin & Finance | | | | | | | | | | 3,600 | -3600 | |
| | Expense Total | | | | | | | | | 11,697.40 | 23,470 | -11772.6 | 20,970 |
| 70-75-6500 | Infrastructure | 1,616.00 | 2,071.25 | 1,552.00 | 0.00 | 0.00 | 15,558.00 | ### | ### | 207,344.87 | | 207344.87 | |
| 70-75-6550 | Infrastructure Improve | 0.00 | 0.00 | 0.00 | 9,245.91 | 0.00 | 0.00 | 0.00 | 0.00 | 9,245.91 | | 9245.91 | |
| 70-75-5190 | Master Plan Update | 1,537.35 | 5,350.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,887.35 | | 6887.35 | |

| DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | | |
|----------------------------------------------------|----------------|-----------------|------------------|---|----------------|------------------|------------------|---|----------------------------------------------------------------|
| | Budget | Actual | Variance | | Budget | of 9/30/16 | Variance | | 2017 Budget |
| NON TIF FUNDING (FUND 70) | | | | | | | | | |
| TAXES | 18,000 | 18,810 | 810 | | 18,500 | 22,643 | 4,143 | | 22,350 |
| SPECIFIC OWNERSHIP TAXES | 1,300 | 1,305 | 5 | | 1,500 | 1,121 | (379) | | 1,500 |
| INTERGOVERNMENTAL (CDOT grants) | | | - | | 626,000 | - | (626,000) | ^ | - |
| PROCEEDS FROM DEBT (Water loan) | 353,000 | 13,000 | (340,000) | | 340,000 | - | (340,000) | | - |
| FUND RESERVE - TRANSFER IN | 10,000 | | (10,000) | | 10,000 | - | (10,000) | | - |
| MISCELLANEOUS | | | - | | - | - | - | | - |
| INTEREST | 350 | 367 | 17 | | 400 | 392 | (8) | | 400 |
| TOTAL REVENUE | 382,650 | 33,482 | (349,168) | | 996,400 | 24,156 | (972,244) | | 24,250 |
| | | | | | | | | | |
| PERSONNEL (SECRETARY SERVICES) | 3,600 | 2,744 | 856 | | 3,600 | 1,552 | 2,048 | | 3,600 |
| LEGAL | 500 | - | 500 | | 5,000 | 5,000 | - | | 3,500 |
| WEBSITE | 2,400 | 444 | 1,956 | | 2,400 | 488 | 1,912 | | 1,200 |
| TAX COLLECTION | 270 | 282 | (12) | | 270 | 340 | (70) | | 350 |
| OFFICE - RENT | 600 | 600 | - | | 600 | 450 | 150 | | Increased due to trend spending - \$50/mo to resume in 2018 |
| OFFICE - SUPPLIES | 100 | 211 | (111) | | 100 | 53 | 47 | | 100 |
| OFFICE - POSTAGE | 50 | - | 50 | | 50 | - | 50 | | 50 |
| OFFICE - BANK FEES | 50 | - | 50 | | 50 | - | 50 | | 50 |
| OFFICE - PRINT/COPY | 100 | 474 | (374) | | 100 | 63 | 37 | | 500 |
| ADVERTISING | 1,000 | 50 | 950 | | 500 | 225 | 275 | | 750 |
| PROF DEV - CONF & TRAINING | 750 | 255 | 495 | | 750 | 375 | 375 | | 750 |
| PROF DEV - MEMBERSHIP DUES | 250 | 175 | 75 | | 250 | - | 250 | | 250 |
| LODGING | - | 0 | (0) | | - | 332 | (332) | | - |
| MEALS - FOOD FOR MEETINGS | 500 | 30 | 470 | | 500 | 103 | 397 | | 500 |
| MEALS - DISTRICT ENT | 500 | - | 500 | | 500 | - | 500 | | 500 |
| SIDEWALK MAINTENANCE | 4,000 | 2,441 | 1,559 | | - | - | - | | - |
| | | | | | | | | | |
| DOWNTOWN BEAUTIFICATION | 4,000 | 4,000 | - | | 4,200 | 3,000 | 1,200 | | 5,000 |
| GOODWILL (Fireworks) | 1,000 | 1,000 | - | | 1,000 | 1,000 | - | | 1,000 |
| OTHER (Master plan update) | 15,000 | 11,481 | 3,519 | | - | 6,887 | (6,887) | | - |
| MISC (Prior studies, e.g. Biologist, Election,etc) | - | - | - | | 5,200 | | 5,200 | | 3,500 |
| ADMINISTRATION/FINANCE ALLOCATION | 7,000 | 7,000 | 0 | * | 3,600 | (3,499) | 7,099 | * | 2,400 |
| IT | - | - | - | | - | 88 | (88) | | 250 |
| | | | | | | | | | |
| INFRASTRUCTURE | - | 52,126 | (52,126) | | - | 221,955 | (221,955) | | - |
| TOTAL EXPENDITURES | 41,670 | 83,314 | (41,644) | | 28,670 | 238,413 | (209,743) | | 24,250 |
| | | | | | | | | | |
| FUND) | 340,980 | (49,832) | | | 967,730 | (214,257) | | | - |
| | | | | | | | | | |
| TRANSFER TO/FROM OTHER FUND | | | | | | | | | |
| CHANGE IN NET ASSETS | 340,980 | (49,832) | | | 967,730 | (214,257) | | | - |
| | | | | | | | | | |
| FUND, BEGINNING BALANCE | 41,708 | 41,708 | | | (8,124) | (8,124) | | | (222,380) |
| | | | | | | | | | |
| FUND, ENDING BALANCE | 382,688 | (8,124) | | | 959,606 | (222,380) | | | (222,380) |
| | | | | | | | | | |
| | Budget | Actual | Variance | | Budget | of 9/30/16 | Variance | | 2017 Budget |
| TIF FUNDING (FUND 80) | | | | | | | | | |
| TIF TAXES | 150,000 | 157,660 | (7,660) | | - | 179,033 | (179,033) | | Will budget capital projects pending debt authorization |

^ \$105k invoiced, \$75k in process

DDA Billing through 9.30.16(2), Page 1

| | | Balance at 12/31/2014 | 2015 Activity | Balance at 12/31/2015 | 1/1/16-9/30/16 Activity | Balance at 9/30/2016 |
|------------|-------------|--------------------------|--------------------|--------------------------|----------------------------|-------------------------|
| 70-00-1001 | Pooled Cash | 8,026.12 | (55,766.67) | \$(47,740.55) | (240,778.89) | \$(288,519.44) |
| 70-00-1999 | Interfund | - | \$2,912.55 | \$2,912.55 | \$3,049.00 | \$5,961.55 |
| 80-00-1001 | Pooled Cash | - | 112,000.00 | \$112,000.00 | - | \$112,000.00 |
| 80-00-1999 | Interfund | - | (110,709.12) | \$(110,709.12) | (62,177.82) | \$(172,886.94) |
| | | <u>8,026.12</u> | <u>(51,563.24)</u> | <u>(43,537.12)</u> | <u>(299,907.71)</u> | <u>(343,444.83)</u> |

Funds owed to Town of Nederland from DDA as of 9/30/16: 343,444.83

(detail on sheet 2 for 2015 and sheet 3 for 2016 through 9/30/16)

70-00-1001 Pooled Cash**Ending Balance 12/31/14:****8,026.12**

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|----------|--------|------|----------|-------------|----------------------------------------------------------|-----------|-----------|
| 4102 | AP | CD | 01/06/15 | 30251 | Cindy Downing | 0.00 | 344.00 |
| 4103 | AP | CD | 01/06/15 | 30252 | Peak to Peak Healthy Community Project | 0.00 | 1,000.00 |
| 4233 | AP | CD | 01/21/15 | 30259 | Downtown Colorado, Inc. | 0.00 | 2,000.00 |
| 4268 | AP | CD | 01/23/15 | 30263 | Indian Peaks Ace Hardware | 0.00 | 514.59 |
| 4295 | AP | CD | 01/23/15 | 30291 | KWIK MART SINCLAIR | 0.00 | 23.62 |
| 4388 | GL | CR | 01/31/15 | | interest | 1.44 | 0.00 |
| 4536 | AP | CD | 02/17/15 | 30350 | B&F Super Foods | 0.00 | 69.00 |
| 4615 | AP | CD | 02/24/15 | | Mutual of Omaha Credit Card | 0.00 | 155.47 |
| 4672 | GL | CR | 02/27/15 | | interest | 0.51 | 0.00 |
| 4806 | AP | CD | 03/10/15 | 30394 | Cindy Downing | 0.00 | 472.00 |
| 4807 | AP | CD | 03/10/15 | | Mutual of Omaha Credit Card | 0.00 | 100.16 |
| 4812 | AP | CD | 03/10/15 | 30399 | Business Connection | 0.00 | 21.55 |
| 4935 | AP | CD | 03/30/15 | 30446 | New Moon Bakery | 0.00 | 50.58 |
| 5033 | GL | CR | 03/09/15 | | Misc Deposit - from DDA Cash 1002 | 13,000.00 | 0.00 |
| 5042 | AP | CD | 04/03/15 | 30480 | Cindy Downing | 0.00 | 320.00 |
| 5043 | AP | CD | 04/03/15 | 30481 | The Roasted Toad | 0.00 | 50.00 |
| 5045 | GL | CR | 03/31/15 | | Interest | 21.18 | 0.00 |
| 5127 | AP | CD | 04/14/15 | | Mutual of Omaha Credit Card | 0.00 | 11.50 |
| 5130 | AP | CD | 04/14/15 | 30485 | Business Connection | 0.00 | 13.69 |
| 5294 | AP | CD | 04/28/15 | 30549 | Huitt-Zollars, Inc. | 0.00 | 720.00 |
| 5333 | GL | CR | 04/30/15 | | Interest | 19.90 | 0.00 |
| 5339 | GL | CR | 04/23/15 | | Misc deposit - Regional Air Quality Grant for EV Charger | 6,260.00 | 0.00 |
| 5414 | AP | CD | 05/11/15 | | Mutual of Omaha Credit Card | 0.00 | 32.57 |
| 5429 | AP | CD | 05/11/15 | 30587 | Business Connection | 0.00 | 9.00 |
| 5439 | AP | CD | 05/11/15 | 30597 | Elizabeth Allen | 0.00 | 3,380.00 |
| 5440 | AP | CD | 05/11/15 | 30598 | Cindy Downing | 0.00 | 352.00 |
| 5544 | AP | CD | 05/21/15 | 30631 | Downtown Colorado, Inc. | 0.00 | 4,000.00 |
| 5550 | AP | CD | 05/21/15 | 30637 | Kathmandu | 0.00 | 57.75 |
| 5615 | GL | CR | 05/31/15 | | Misc - Interest | 20.46 | 0.00 |
| 5705 | AP | CD | 06/10/15 | 30658 | Business Connection | 0.00 | 12.44 |
| 5710 | AP | CD | 06/10/15 | 30663 | Downtown Colorado, Inc. | 0.00 | 3,000.00 |
| 5713 | AP | CD | 06/10/15 | 30666 | Huitt-Zollars, Inc. | 0.00 | 4,607.50 |
| 5804 | AP | CD | 06/17/15 | | Mutual of Omaha Credit Card | 0.00 | 599.08 |
| 5806 | AP | CD | 06/17/15 | 30680 | B&F Super Foods | 0.00 | 132.90 |
| 5834 | AP | CD | 06/17/15 | 30708 | Cindy Downing | 0.00 | 432.00 |
| 5835 | AP | CD | 06/17/15 | 30709 | Huitt-Zollars, Inc. | 0.00 | 720.00 |
| 5888 | AP | CD | 06/25/15 | 30722 | Elizabeth Allen | 0.00 | 620.00 |
| 5890 | AP | CD | 06/25/15 | 30724 | F&D International | 0.00 | 1,072.00 |
| 5979 | GL | CR | 06/30/15 | | Bank Interest distribution June 2015 | 16.58 | 0.00 |
| 6326 | GL | CR | 07/31/15 | | BANK INTEREST DISTRIBUTION JULY 2015 | 12.17 | 0.00 |
| 6485 | AP | CD | 08/13/15 | 30898 | Huitt-Zollars, Inc. | 0.00 | 172.50 |
| 6495 | AP | CD | 08/13/15 | 30908 | F&D International | 0.00 | 6,553.13 |
| 6648 | AP | CD | 09/02/15 | 30931 | Business Connection | 0.00 | 195.95 |
| 6650 | AP | CD | 09/02/15 | 30933 | Cindy Downing | 0.00 | 160.00 |
| 6657 | AP | CD | 09/02/15 | 30940 | Huitt-Zollars, Inc. | 0.00 | 115.00 |
| 6667 | AP | CD | 09/02/15 | 30950 | Ninyo & Moore | 0.00 | 2,200.00 |
| 6981 | AP | CD | 10/02/15 | 31054 | The Mountain Ear | 0.00 | 50.00 |
| 6984 | AP | CD | 10/02/15 | 31057 | TerraCognito GIS Services | 0.00 | 450.00 |
| 7001 | AP | CD | 10/02/15 | 31067 | F&D International | 0.00 | 18,068.33 |
| 7045 | AP | CD | 10/09/15 | 31070 | B&F Super Foods | 0.00 | 25.79 |
| 7053 | AP | CD | 10/09/15 | 31078 | Cindy Downing | 0.00 | 128.00 |
| 7181 | AP | CD | 10/27/15 | 31097 | B&F Super Foods | 0.00 | 29.53 |
| 7193 | AP | CD | 10/27/15 | 31109 | F&D International | 0.00 | 16,534.69 |
| 7210 | AP | CD | 10/27/15 | 31126 | Prairie Mountain Publishing, LLP | 0.00 | 35.20 |
| 7224 | AP | CD | 10/30/15 | 31097 | B&F Super Foods | 29.53 | 0.00 |
| 7268 | AP | CD | 11/02/15 | 31138 | B&F Super Foods | 0.00 | 29.53 |
| 7300 | AP | CD | 11/03/15 | 31151 | High Peaks Media | 0.00 | 444.00 |
| 7314 | AP | CD | 11/03/15 | 31165 | Western Ecological Resources, Inc. | 0.00 | 671.40 |
| 7315 | AP | CD | 11/03/15 | 31166 | Cindy Downing | 0.00 | 240.00 |
| 7316 | AP | CD | 11/03/15 | 31167 | Downtown Colorado, Inc. | 0.00 | 230.00 |
| 7318 | AP | CD | 11/04/15 | | Mutual of Omaha Credit Card | 0.00 | 200.00 |
| 7543 | AP | CD | 12/03/15 | 31229 | F&D International | 0.00 | 3,208.00 |
| 7604 | AP | CD | 12/04/15 | 31244 | Business Connection | 0.00 | 26.50 |
| 7869 | AP | CD | 12/31/15 | 31339 | Weekly Register-Cal | 0.00 | 300.00 |
| 7881 | AP | CD | 12/31/15 | 31351 | Cindy Downing | 0.00 | 248.00 |

Detail FY 2015

DDA Billing through 9.30.16(2), Page 2

| | | | | | | |
|------|----|----|----------|----------------------------------------|------------------|------------------|
| 8199 | GL | CR | 12/31/15 | August 2015 bank interest distribution | 12.25 | 0.00 |
| 8200 | GL | CR | 12/31/15 | Sept 2015 bank interest distribution | 11.86 | 0.00 |
| 8201 | GL | CR | 12/31/15 | oct 2015 bank interest distribution | 12.26 | 0.00 |
| 8202 | GL | CR | 12/31/15 | nov 2015 bank interest distribution | 11.87 | 0.00 |
| 8203 | GL | CR | 12/31/15 | Dec 2015 bank interest distribution | 12.27 | 0.00 |
| | | | | | <u>19,442.28</u> | <u>75,208.95</u> |

Transactions 2015:

(55,766.67)

Ending Balance 12/31/15:

\$(47,740.55)

70-00-1999 Interfund

Ending Balance 12/31/14:

-

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|----------|--------|------|----------|-------------|---------------------------------------|-----------|-----------|
| 4449 | GL | GJ | 02/04/15 | | DDA Loan Proceeds from Sewer Fund | 13,000.00 | 0.00 |
| 4682 | GL | GJ | 01/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4683 | GL | GJ | 02/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4684 | GL | GJ | 03/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4685 | GL | GJ | 04/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4686 | GL | GJ | 05/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4687 | GL | GJ | 06/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4688 | GL | GJ | 07/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4689 | GL | GJ | 08/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4690 | GL | GJ | 09/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4691 | GL | GJ | 10/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4692 | GL | GJ | 11/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4693 | GL | GJ | 12/03/15 | | Rent paid by General Fund and DDA | 0.00 | 50.00 |
| 4694 | GL | GJ | 01/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4695 | GL | GJ | 02/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4696 | GL | GJ | 03/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4697 | GL | GJ | 04/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4698 | GL | GJ | 05/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4699 | GL | GJ | 06/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4700 | GL | GJ | 07/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4701 | GL | GJ | 08/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4702 | GL | GJ | 09/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4703 | GL | GJ | 10/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4704 | GL | GJ | 11/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4705 | GL | GJ | 12/03/15 | | administrative and finance allocation | 0.00 | 583.33 |
| 4718 | GL | GJ | 02/28/15 | | Expense Reimbursements | 0.00 | 199.99 |
| 4777 | GL | GJ | 01/03/15 | | January Snow Removal | 0.00 | 528.75 |
| 4778 | GL | GJ | 02/28/15 | | February Snow Removal | 0.00 | 315.00 |
| 4882 | GL | GJ | 03/17/15 | | March Snow Removal Allocation | 0.00 | 900.00 |
| 5730 | GL | GJ | 04/30/15 | | Snow Removal for April | 0.00 | 123.75 |
| 5731 | GL | GJ | 05/31/15 | | Snow removal for the month of May | 0.00 | 420.00 |
| | | | | | | 13,000.00 | 10,087.45 |

Transactions 2015:

2,912.55

Ending Balance 12/31/15:

\$2,912.55

80-00-1001 Pooled Cash

Ending Balance 12/31/14:

-

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|----------|--------|------|----------|-------------|-----------------------------------|-------------------|-------------|
| 5033 | GL | CR | 03/09/15 | | Misc Deposit - from DDA Cash 1002 | 112,000.00 | 0.00 |
| | | | | | | <u>112,000.00</u> | <u>0.00</u> |

Transactions 2015:

112,000.00

Ending Balance 12/31/15:

\$112,000.00

80-00-1999 Interfund

Ending Balance 12/31/14:

-

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|----------|--------|------|----------|-------------|--------------------------------------------------------|----------|------------|
| 4437 | GL | GJ | 01/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4438 | GL | GJ | 02/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4450 | GL | GJ | 03/04/15 | | payment of principal and interest on water loan to DDA | 0.00 | 13,050.00 |
| 4439 | GL | GJ | 03/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4440 | GL | GJ | 04/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4441 | GL | GJ | 05/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4442 | GL | GJ | 06/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4443 | GL | GJ | 07/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4444 | GL | GJ | 08/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4445 | GL | GJ | 09/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4446 | GL | GJ | 10/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4447 | GL | GJ | 11/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 4448 | GL | GJ | 12/06/15 | | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| | | | | | | 0.00 | 110,709.12 |

Transactions 2015:

(110,709.12)

Ending Balance 12/31/15:

\$(110,709.12)

70-00-1001 Pooled Cash

Activity 1/1/16-9/30/16

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|-------------------------------------|--------|------|----------|-------------|----------------------------------------|---------------------|------------|
| 7985 | AP | CD | 01/19/16 | 31364 | Cindy Downing | 0.00 | 248.00 |
| 7991 | AP | CD | 01/19/16 | 31370 | F&D International | 0.00 | 7,000.00 |
| 8144 | AP | CD | 01/27/16 | 31423 | Business Connection | 0.00 | 135.00 |
| 8157 | AP | CD | 01/27/16 | 31436 | F&D International | 0.00 | 1,616.00 |
| 8302 | AP | CD | 02/12/16 | 31461 | F&D International | 0.00 | 2,071.25 |
| 8318 | AP | CD | 02/12/16 | 31479 | Sockwood Press | 0.00 | 250.00 |
| 8328 | AP | CD | 02/12/16 | 31489 | Peak to Peak Healthy Community Project | 0.00 | 1,000.00 |
| 8449 | AP | CD | 02/19/16 | 31503 | Downtown Colorado, Inc. | 0.00 | 3,000.00 |
| 8472 | AP | CD | 02/19/16 | 31526 | Western Ecological Resources, Inc. | 0.00 | 1,537.35 |
| 8510 | AP | CD | 02/19/16 | 31529 | Alpenet, LLC | 0.00 | 22.50 |
| 8516 | AP | CD | 02/26/16 | 32540 | University of Colorado Denver | 0.00 | 2,100.00 |
| 8526 | AP | CD | 02/26/16 | 32550 | Cindy Downing | 0.00 | 336.00 |
| 8617 | AP | CD | 03/18/16 | 32576 | Cindy Downing | 0.00 | 352.00 |
| 8622 | AP | CD | 03/18/16 | 32581 | High Peaks Media | 0.00 | 248.00 |
| 8664 | AP | CD | 03/25/16 | 32595 | Alpenet, LLC | 0.00 | 22.50 |
| 8837 | AP | CD | 04/07/16 | 32622 | 8500 Light Lab LLC | 0.00 | 240.00 |
| 8849 | AP | CD | 04/07/16 | 32634 | F&D International | 0.00 | 1,552.00 |
| 9090 | AP | CD | 04/28/16 | 32687 | Butler Snow | 0.00 | 5,000.00 |
| 9093 | AP | CD | 04/28/16 | 32690 | Cindy Downing | 0.00 | 192.00 |
| 9099 | AP | CD | 04/28/16 | 32696 | F&D International | 0.00 | 3,873.99 |
| 9106 | AP | CD | 04/28/16 | 32703 | High Peaks Art Festival | 0.00 | 225.00 |
| 9339 | AP | CD | 05/17/16 | 32757 | Cindy Downing | 0.00 | 304.00 |
| 9348 | AP | CD | 05/17/16 | 32766 | F&D International | 0.00 | 5,371.92 |
| 9457 | AP | CD | 05/27/16 | 32802 | Alpenet, LLC | 0.00 | 42.50 |
| 9585 | AP | CD | 06/08/16 | 32849 | Elizabeth Allen | 0.00 | 3,000.00 |
| 9599 | AP | CD | 06/08/16 | 32863 | Pride Enterprises LLC | 0.00 | 25.45 |
| 9714 | AP | CD | 06/20/16 | 32889 | F&D International | 0.00 | 7,779.00 |
| 9719 | AP | CD | 06/20/16 | 32894 | Katrina Harms | 0.00 | 102.99 |
| 9904 | AP | CD | 07/14/16 | 32952 | Consolidated Resource, LLC | 0.00 | 105,575.12 |
| 9983 | AP | CD | 07/19/16 | 32972 | F&D International | 0.00 | 5,287.00 |
| 10205 | AP | CD | 08/02/16 | 33036 | Consolidated Resource, LLC | 0.00 | 75,685.50 |
| 10284 | AP | CD | 08/08/16 | 33065 | F&D International | 0.00 | 4,864.60 |
| 10459 | AP | CD | 08/18/16 | 33103 | Cindy Downing | 0.00 | 312.00 |
| 10665 | AP | CD | 08/31/16 | 33125 | Downtown Colorado, Inc. | 0.00 | 375.00 |
| 10672 | AP | CD | 08/31/16 | 33132 | Katrina Harms | 0.00 | 332.22 |
| 10686 | AP | CD | 08/31/16 | 33146 | TNT Forest Products | 0.00 | 500.00 |
| 10983 | AP | CD | 09/21/16 | 33200 | Cindy Downing | 0.00 | 200.00 |
| | | | | | | 0.00 | 240,778.89 |
| Transactions 1/1/16-9/30/16: | | | | | | (240,778.89) | |

70-00-1999 Interfund

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|-------------------------------------|--------|------|----------|-----------------|-------------------------------------------|-----------------|-----------|
| 11050 | GL | GJ | 01/01/16 | Rent 1/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11051 | GL | GJ | 02/01/16 | Rent 2/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11052 | GL | GJ | 03/01/16 | Rent 3/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11053 | GL | GJ | 04/01/16 | Rent 4/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11054 | GL | GJ | 05/01/16 | Rent 5/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11055 | GL | GJ | 06/01/16 | Rent 6/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11056 | GL | GJ | 07/01/16 | Rent 7/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11057 | GL | GJ | 08/16/16 | Rent 8/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11058 | GL | GJ | 09/01/16 | Rent 9/16 | Rent paid by General Fund (BOT) and DDA | 0.00 | 50.00 |
| 11062 | GL | GJ | 01/01/16 | DDA Admin/Finan | DDA Finance/Admin Alloc Refund 7/15-12/15 | 3,499.00 | 0.00 |
| | | | | | | 3,499.00 | 450.00 |
| Transactions 1/1/16-9/30/16: | | | | | | 3,049.00 | |

80-00-1001 Pooled Cash

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|-------------------------------------|--------|------|------|-------------|----------------|----------|-----------|
| | | | | | | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 |
| Transactions 1/1/16-9/30/16: | | | | | | - | |

80-00-1999 Interfund

| TransNbr | Source | Type | Date | txtDocument | txtDescription | DebitAmt | CreditAmt |
|----------|--------|------|------|-------------|----------------|----------|-----------|
|----------|--------|------|------|-------------|----------------|----------|-----------|

DDA Billing through 9.30.16(2), Page 2

| | | | | | | |
|------|----|----|----------|--------------------------------------------------------|--------------------|------------------|
| 9750 | GL | GJ | 01/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9751 | GL | GJ | 02/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9752 | GL | GJ | 03/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9753 | GL | GJ | 04/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9754 | GL | GJ | 05/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9755 | GL | GJ | 06/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9764 | GL | GJ | 07/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 8,138.26 |
| 9765 | GL | GJ | 08/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 2,605.00 |
| 9766 | GL | GJ | 09/06/16 | payment of principal and interest on water loan to DDA | 0.00 | 2,605.00 |
| | | | | | <u>0.00</u> | <u>62,177.82</u> |
| | | | | | (62,177.82) | |

(299,907.71)

Debt Authorization Election

There are 3 options for running a DDA Debt Authorization Election and the following is a summary.

Proposal from a third-party company, Clifton Larson Allen, to manage and conduct the election.

- Estimated at \$9,000 plus expenses. IE does not include, printing and postage. Proposal attached.

Proposal from Boulder County

Thank you for providing all the requested information for the Nederland DDA. After reviewing the information, Boulder County Elections has determined the following:

- For us to conduct the election there would be extra costs associated. This is due to the DDA voter list (commercial property and business lessees) being outside of our voter registration system which is residential based. We would have to do some custom work to support the DDA voter list.

- In 2016 we are at maximum resource capacity because of the Primary, Open Presidential Election (planning for the largest turnout in Boulder County history) and we are also conducting a special district election that includes approximately 60,000 voters.

Here are some options for the Nederland DDA to consider:

- Continue your work with the Assessor's Office and establish your accurate list of eligible voters.
- Conduct an independent mail ballot election.
- For a February or May, 2017 election, contract with Boulder County Elections to run a separate DDA election. Note – since the DDA eligible voters are not part of our voter registration system, the election would be a separate election instead of a coordinated election.
- Contract with an independent firm or expert that specializes in conducting elections for special districts

Boulder County would charge the following:

- 2017 independent mail ballot election - \$10-15K (does not include legal and printing)
- 2017 November Coordinated election - \$3K (does not include legal)

Nederland DDA Run Election

We could run our own election using the costs above and we estimate it would cost

- \$1000 ballot mailing
- \$200 election judges
- \$400 room rental
- \$2500 - \$5000 legal fees
- \$450 advertising, election notices and affidavit outreach
- \$750 administrative time (not the Town Clerk)

The total estimate for a Nederland DDA run election is \$5300 - \$7800.

Summary

The least expensive and ideal way to go would be for a Nederland DDA run election to be held sometime in the next 6 – 9 months. We would be able to take advantage of the legal advice being recent and knowing the list work is fairly up-to-date.

A Boulder County run election could cost about the same when you add in legal and if we wait 18 months legal and list work will be more time consuming.

An independent election run by Boulder County or CLA would be very expensive but having someone other than our Town Clerk or the DDA is running the election may make people more comfortable.

Unfortunately, at this time I do not have enough financial information to predict how much the DDA may have available to pay for an election before the end of 2016. If we did the election in February or March of next year we would probably be able to budget at least \$5000 for a DDA run election.

Town of Nederland 2017 Budget Calendar

| <u>Date</u> | <u>Item</u> |
|-------------------|--------------------------------------------------------------------------------------------------------|
| 6/7/2016 | Board to Adopt 2016-2018 Goals |
| 7/19/2016 | Budget Kick-off w/ Schedule Presentation to Board |
| 7/20/2016 | Issue Budget templates to staff |
| 8/17/2016 | Budget Templates/Budget requests due to Administrator |
| 8/24/2016 | Budget Meeting w/Budget Committee |
| 8/31/2016 | Public Charrette (Staff, BOT/DDA on hand) 6 to 8 p.m. at Community Center |
| 9/7/2016 | Budget Meeting w/Budget Committee |
| 9/21/2016 | Meet with DDA (prior to meeting) re: Draft DDA Budget (packet deadline: 9/16/16) |
| 9/27/2016 | BOT Work Session #1: First draft of Budget All Funds (packet deadline: 9/23/16) |
| 10/7/2016 | Send Advertisement to Mountain Ear for Public Hearing on Budget |
| 10/13/2016 | Advertisement for Public Hearing appears in Mountain Ear -- #1 |
| 10/11/2016 | BOT Work Session #2: Second draft of Budget All Funds inc. CIP (packet deadline: 10/7/16) |
| 10/19/2016 | Draft Final Budget for approval by DDA (packet deadline: 10/14/2016) |
| 10/20/2016 | Advertisement for Public Hearing appears in Mountain Ear -- #2 |
| 10/21/2016 | Draft Budget posted for Public Review |
| 11/1/2016 | Budget Hearing at BOT Regular Meeting (packet deadline: 10/28/2015) |
| 11/4/2016 | Deadline for Public Comment (2 weeks) |
| 11/15/2016 | Public Comments, Draft Final 2017 Budget at BOT under "Information" (packet deadline: 11/10/16) |
| 12/6/2016 | Pass 2017 Budget for Town/DDA, Certify 2017 Mill Levy (packet deadline: 12/2/16) |
| 1/31/2017 | Send Final Budget Book to DOLA |

Budget Committee: Alisha Reis, Crystal Ye, LauraJane Baur, Paul Carrill, Chris Pelletier, Dawn Baumhover, Kathy Weiss
Outreach: Kara Kessler/LauraJane Baur

2016 Supplemental

| | |
|------------|----------------------------------------------------------------------------|
| 11/10/2016 | Send Advertisement to Mountain Ear for 2016 Budget Supplemental/amendments |
| 11/17/2016 | Give Notice of Budget hearing for 2016 Supplemental/Amendments |
| 12/6/2016 | Adopt Supplemental/Amended 2016 Budget |

March 4, 2016

Nederland Downtown Development Authority
P.O. Box 396
Nederland, CO 80466

Town of Nederland
45 W. First Street
P.O. Box 396
Nederland, CO 80466

To the DDA and Town,

Thank you for the opportunity to help Nederland look its best. Below please find the 2016 bid for flower beautification.

Thank you also for the experience of working the Town flowers for 2015. The flowers received a landslide of compliments from locals and tourists alike. A memorable moment happened when a woman approached me and brusquely said she was enduring a grievous personal time, and thanked me for the flowers which gave her hope on a daily basis. Thank you for seeing the value in civic beautification.

Estimates below are based on last year's work. Two projects have been added to the 2016 bid: the containers in front of Peak Wine & Spirits, and the bed at the NE corner of W. First Street and N. Jefferson Street.

Also new for 2016 is the inclusion of supplemental watering, which was performed by Town last year.

Every effort has been made to reflect actual cost and needs of the project.

Please let me know what questions or comments you have.

Best to you,

Elizabeth Allen
dba Coloring Colorado
P.O. Box #8
Nederland, CO 80466
lizbet.allen@yahoo.com
(303) 818-6208

Project Totals

| Description | Total | Cost Summary |
|-----------------------------------------------------|-----------------|--------------|
| Masonry Repair of First/Jefferson Street Garden Bed | \$210 | p.10 |
| Planters & Gardens Install | \$4,606 | p.3, p.10 |
| Skilled Maintenance | \$1,920 | p.17 |
| Supplemental Watering | \$4,536 | p.17-18 |
| Project Total | \$11,272 | |

I. Planters and Boxes

This section includes five round planters on 119, one small round planter on 119 near Nature's Own rock shop, one large round planter near Nature's Own Rock Shop, two round planters at the Visitors Center, ten planters on the Pedestrian Bridge, and two planters in front of Peak to Peak Spirits, totaling 21 containers.

The five window boxes at the Visitors Center are not considered in this bid. Mike Auld, Town Visitor Center employee, asked that the flower boxes be removed in favor of a bench under the west side window. I support removal of the boxes on the west and north sides, as the windows opened up directly into the flower boxes in 2015, and caused plant damage.

Planting area is measured from soil edge to soil edge.

Due to harshness of exposure it is inadvisable to specify small shrubs or perennials for the containers. Containers must be planted annually, using fresh soil each year. Soil is donated by the community.

Soil will include slow release fertilizer and moisture-retaining polymer. The Pedestrian Bridge planters are located directly over flowing water, slow release fertilizer is not recommended there due to environmental concerns. Organic fish fertilizer will be used instead. These boxes will be fertilized every 2-3 weeks during skilled maintenance.

Initial installation includes container design; ordering, procurement, and staging of plants; excavation of soil, mixing soil amendments, filling containers with new soil, planting, watering, site clean up, taking plastic pots to trash/recycling, and hauling old dirt away.

Skilled maintenance includes assessment, watering, cleaning, weeding, deadheading, pruning, fertilizing, procurement and installation of replacement plants, diagnosis and treatment of plant pests and diseases, and year-end excavation.

Photos of the containers are before and after 2015 completion.

Planters and Boxes Installation Cost Summary

Planting material includes:

2 four and a half pound bags of slow release fertilizer = \$32/11 containers = \$2.90 per container

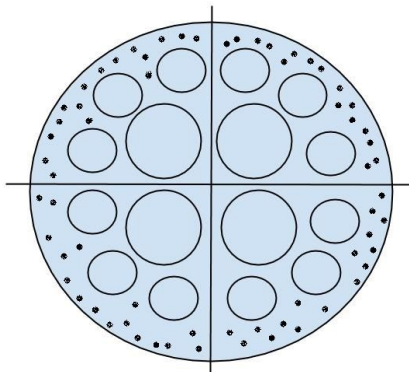
1 three pound bag of water retaining polymer = \$34/21 containers = \$1.62 per container

2 gal Alaska fish fertilizer for Pedestrian Bridge = \$31

| Description | Total Planting Material | Installation Hours | Time Cost @ \$20/hr | Total Install Cost |
|-------------------------------------------------|-------------------------|--------------------|---------------------|--------------------|
| 5 Round Planters on 119 | \$923 | 12.5 | \$250 | \$1,173 |
| 1 Small Round Planter in front of Nature's Own | \$104 | 2 | \$40 | \$144 |
| 1 Large Round Planter in front of Nature's Own | \$130 | 2.5 | \$50 | \$180 |
| 2 Low Round Planters at Visitors Center | \$316 | 4 | \$80 | \$396 |
| 10 Boxes at Pedestrian Bridge | \$1,007 | 16 | \$320 | \$1,327 |
| 2 Oval Planters in front of Peak Wine & Spirits | \$211 | 3.5 | \$70 | \$281 |
| Totals: | \$2,691 | 40.5 | \$810 | \$3,501 |



| | |
|---------------|-------------------------------------------------------------------|
| Locations | Black Forest, Train Cars, Magnuson Hotel, Ace, Centennial Bank |
| Size | 32" diameter x 21" deep |
| # of planters | 5 |
| Exposure | All full sun, except for Train Cars planter, which is part shade. |



Planting material:

Four 2.75 quart annuals @ \$15 ea = \$60

Twelve 4.5" annual pots @ \$6 ea = \$72

16 annual four packs @ \$2.99 ea = \$48

Fertilizer + polymer = \$4.52

Subtotal = \$184.52

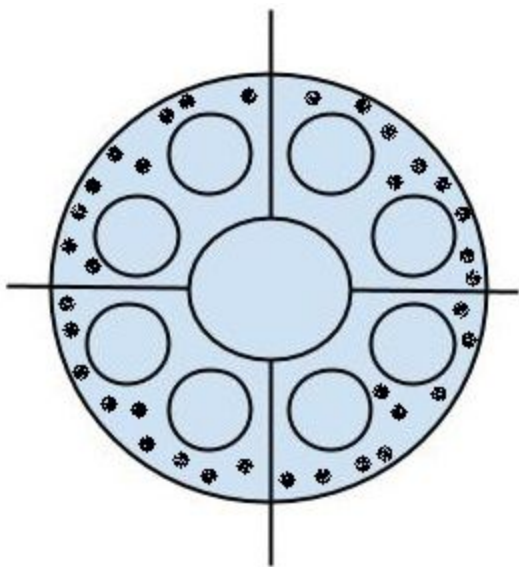
x 5 = \$923

Installation labor: 12.5 hrs @ \$20 = \$250

Total = \$1,173



| | |
|---------------|----------------------------------------|
| Location | Nature's Own Rock Shop (Small Planter) |
| Size | 26.5" diameter x 27" deep |
| # of planters | 1 |
| Exposure | Full sun |



Planting material:

1 gallon annual = \$15

Eight 4.5" annual pots @ \$6 ea = \$48

9 annual four packs @ \$3.99 ea = \$36

Fertilizer + polymer = \$4.52

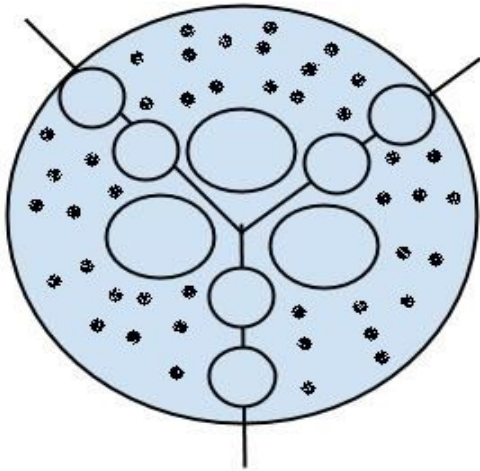
Subtotal = \$104

Installation labor: 2 hrs @ \$20 = \$40

Total = \$144



| | |
|---------------|----------------------------------------|
| Location | Nature's Own Rock Shop (Large Planter) |
| Size | 33.5" diameter x 31" deep |
| # of planters | 1 |
| Exposure | Full sun |



Planting material:

Three 1 gallon annual grasses @ \$15 ea = \$45

Six 4.5" annual pots @ \$6 ea = \$36

11 annual four packs @ \$3.99 ea = \$44

Fertilizer + polymer = \$4.52

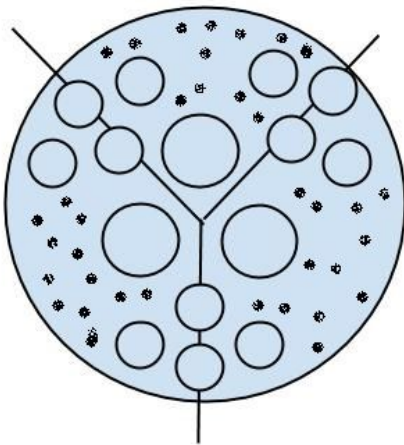
Subtotal = \$130

Installation labor: 2.5 hrs @ \$20 = \$50

Total = \$180



| | |
|---------------|-------------------------|
| Location | Visitors Center |
| Size | 38" diameter x 17" deep |
| # of planters | 2 |
| Exposure | Full sun |



Planting material:

Three 1 gallon annual grasses @ \$15 ea = \$45

Twelve 4.5" annual pots @ \$6 ea = \$72

9 annual four packs @ \$3.99 ea = \$36

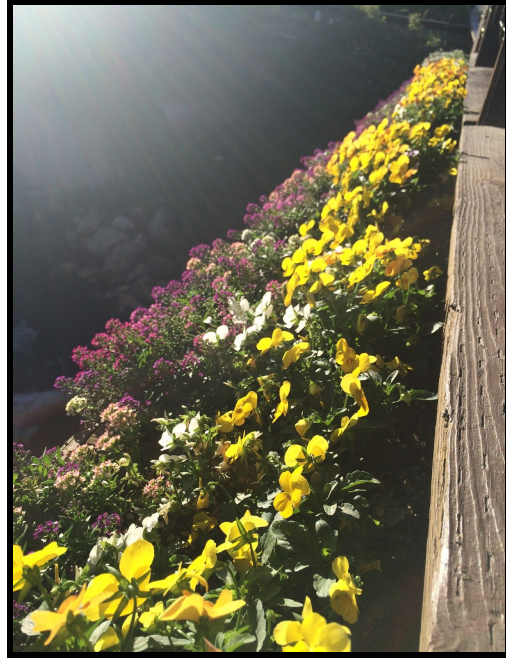
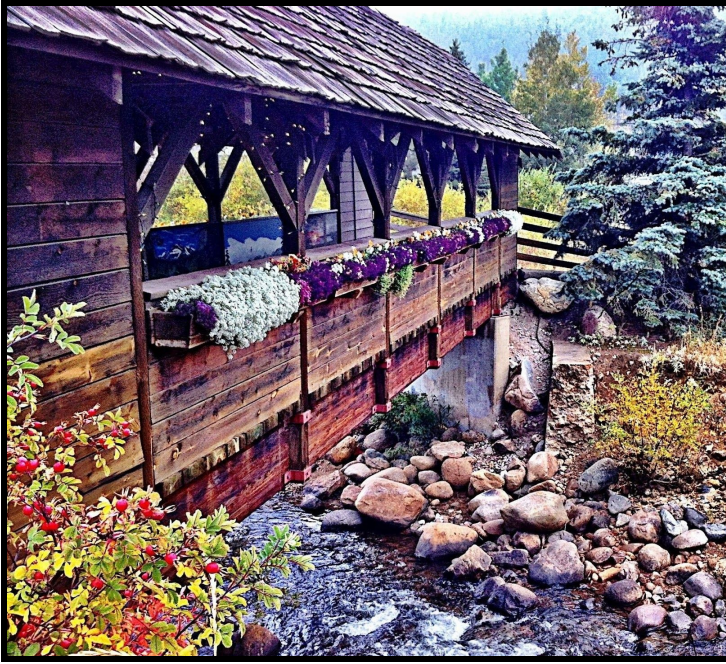
Fertilizer + polymer = \$4.52

Subtotal = \$158 per planter

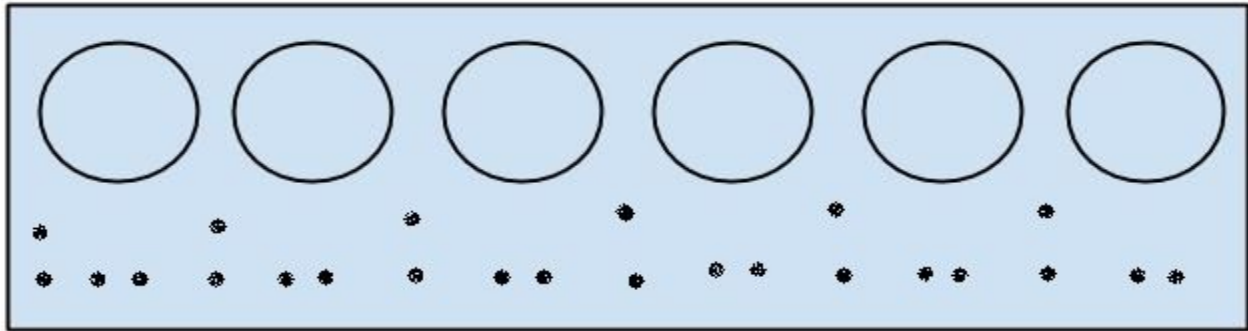
x 2 planters = \$316

Installation labor: 4 hrs @ \$20 = \$80

Total: \$396



| | |
|---------------|----------------------------------------------------------------------------------------------------------------------|
| Location | Pedestrian Bridge |
| Size | Each planter is divided into two sections of 10.5" wide x 41" long x 5.5" deep. |
| # of planters | 10 |
| Exposure | Part sun. East side receives several hours of morning sun, west side receives several hours of strong afternoon sun. |



Planting material:

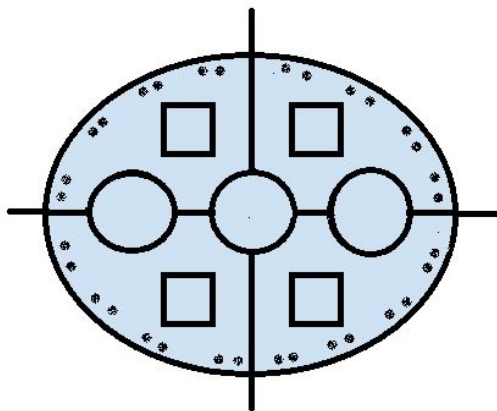
- Six 4.5" annual pots @ \$6 ea = \$36
- 4 annual six packs @ 2.99 ea = \$12
- Polymer = \$0.81
- Subtotal = \$48.81 per planter section
- x 20 planter sections = \$976.20
- + fish fertilizer @ \$31 = \$1,007

Installation labor: 16 hours @ \$20 = \$320

Total = \$1,327



| | |
|---------------|--------------------------------|
| Location | Peak Wine & Spirits |
| Size | 33" long x 26" wide x 19" deep |
| # of planters | 2 |
| Exposure | Mostly shade |



Planting material:

Three 2.75 quart annuals @ \$15 ea = \$45

Four 4" annual pots @ \$6 ea = \$24

8 annual four packs @ \$3.99 ea = \$31.92

Fertilizer + polymer = \$4.52

Subtotal = \$105.44

x 2 = \$211

Installation labor: 3.5 hrs @ \$20 = \$70

Total = \$281

II. Gardens

This section includes the 'Welcome' bed on 119, the raised bed in the Visitors Center/Town Hall parking lot, the Town Hall front beds, the Chipeta Park Entrance bed, and the Jefferson Street corner bed.

The Jefferson Street corner bed is the only one that will have a new install this year, and requires masonry repair. Per consultation with Brennan Stone Masonry of Nederland, CO: the repair will take six hours at a median price of \$35 per hour = \$210. For reference, this figure is listed separately in the project totals. Brennan Stone Masonry is not taking new clients but will refer available masons.

The remaining beds will be updated with perennials and annuals. All beds will be fertilized and mulched.

Initial install includes garden design; ordering, procurement, and staging of plants; breaking up old soil, removing weeds, cutting plants back, adding soil amendments, planting, watering, site clean up, and taking plastic pots to trash/recycling.

Skilled maintenance includes assessment, watering, cleaning, weeding, deadheading, pruning, fertilizing, procurement and installation of replacement plants, diagnosis and treatment of plant pests and diseases, and winter preparation.

Photos are of the 2015 gardens.

Garden Installation Cost Summary

Planting material includes:

2 four and a half pound bags of slow release fertilizer = \$32/5 beds = \$6.40 per bed

| Description | Total Planting Material | Installation Hours | Time Cost @ \$20/hr | Total Install Cost |
|------------------------------------------------------|-------------------------|--------------------|---------------------|--------------------|
| NE Corner of W. First Street and N. Jefferson Street | \$326 | 8 | \$160 | \$486 |
| Welcome Garden on 119 | \$286 | 4 | \$80 | \$366 |
| Raised Garden in Visitor Center Parking Lot | \$91 | 2 | \$40 | \$131 |
| Town Hall Front Beds | \$41 | 1 | \$20 | \$61 |
| Chipeta Park Entrance | \$41 | 1 | \$20 | \$61 |
| Totals | \$785 | 16 | \$320 | \$1,105 |



| | |
|------------|-----------------------------------------------------------------------------------------------------------|
| Location | NE Corner of W. First Street and N. Jefferson Street |
| Shape/Size | Irregular, fan shaped. 160" along sidewalk, 152" NE diagonal, 210" curve, 42" west side. Irregular depth. |
| Exposure | Full sun |

The eastern end of this bed (pictured above) requires masonry repair before being planted. The shrub on the north side is presumed dead and will be removed, and there are no existing perennials. Based on area estimates, including ornamental rocks in the bed, at least 20 one-gallon perennials are specified, although 25 would fill in more quickly. 16 are plotted on the layout below, four are alyssum for division.

Planting material:

20 perennials @ \$15 ea = \$300

4 bags mulch @ \$5 ea = \$20

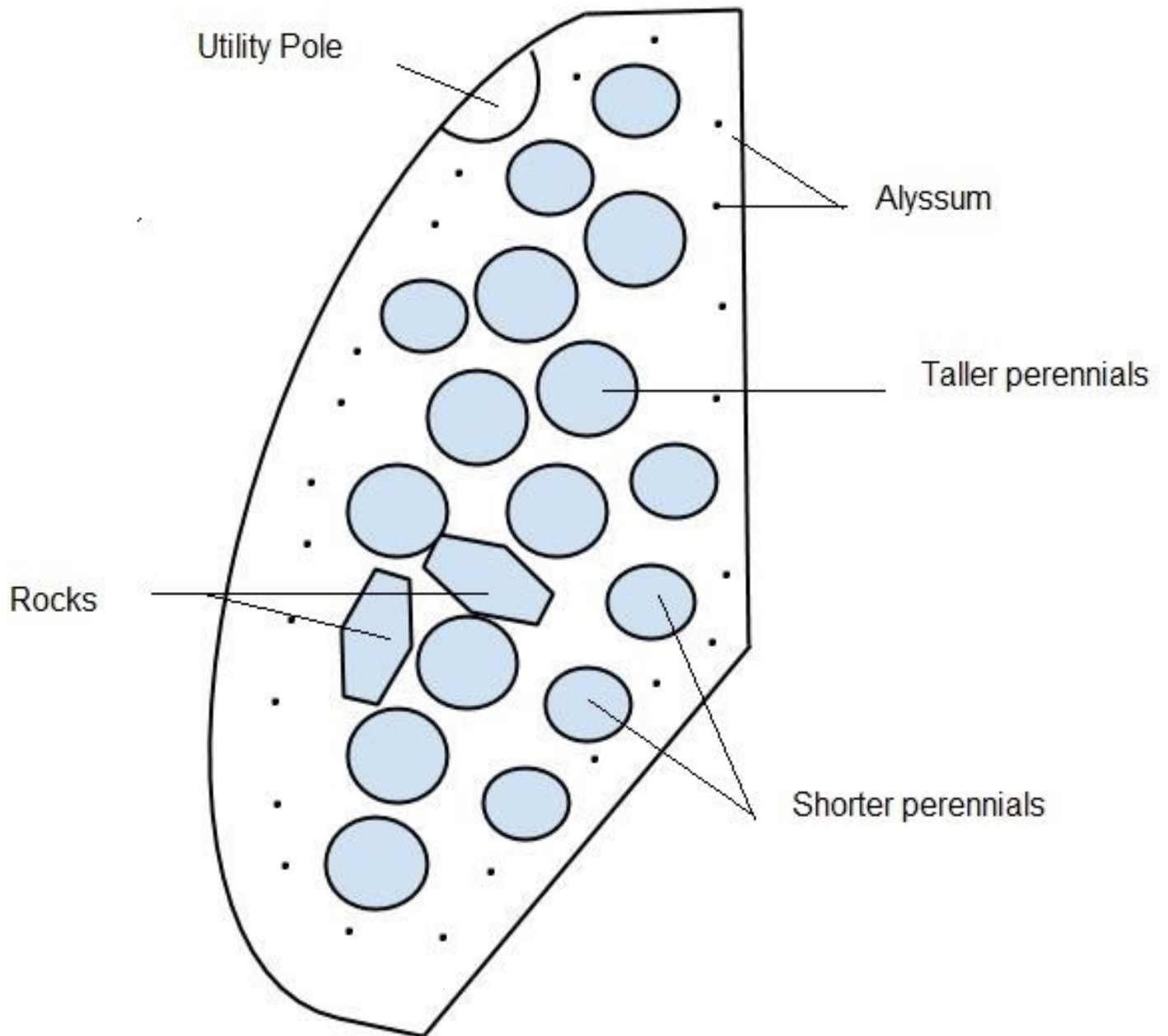
Fertilizer = \$6.40

Subtotal = \$326

Installation labor: 8 hrs @ \$20 = \$160

Total = \$486

Layout for bed at NE Corner of W. First Street and N. Jefferson Street





| | |
|------------|-------------------------------------------|
| Location | Welcome Garden on CO 119 |
| Shape/Size | Oval. 146" long x 125" wide x 15-17" deep |
| Exposure | Full sun |

40% of the garden was occupied by tansy which is a Colorado List B invasive plant. A major eradication effort was undertaken before replanting this bed in 2015. Another eradication will take place in 2016 to root out what tansy is left. Perimeter plants above are perennial and biennial, however, they will need replacement due to exposure. In addition to perimeter plants, budgeting five one-gallon perennials for attrition. Bulbs to be planted in fall.

Planting material:

5 perennials @ \$15 = \$75

10 perennials @ \$8 = \$80

2 trays biennials at @ \$30 = \$60

40 bulbs @ \$1 ea = \$40

4 bags of mulch @ \$5 ea = \$20

Fertilizer = \$6.40

Subtotal = \$286

Install labor: 4 hrs @ \$20 = \$80

Total = \$366



| | |
|------------|----------------------------------------------|
| Location | Town Hall/Visitors Center Parking Lot |
| Shape/Size | Rectangle. 67" wide x 128" long x 22" deep |
| Exposure | Full sun |

Plants at the edge of the bed may freeze and need to be replaced yearly.

Planting material:

3 perennials @ \$15 ea = \$45

1 tray annuals = \$30

2 bags of mulch @ \$5 ea = \$10

Fertilizer = \$6.40

Subtotal = \$91

Installation labor: 2 hrs @ \$20 = \$40

Total = \$131



| | |
|------------|----------------------------------------------------------------|
| Location | Town Hall |
| Shape/Size | Rectangle. West bed approx. 8' x 3', east bed approx. 10' x 3' |
| Exposure | Sun to part shade |

Planting material:

1 tray annuals for east bed = \$30
 One bag mulch for both beds = \$5
 Fertilizer for both beds = \$6.40
 Subtotal = \$41

Installation labor: 1 hour = \$20

Total = \$61



| | |
|------------|-----------------------------------------------------------|
| Location | Chipeta Park |
| Shape/Size | Irregular Circle. Approx. 60" in diameter, varying depth. |
| Exposure | Full sun |

| | |
|------------------------|-----------------------------------|
| Planting material: | Installation labor: 1 hour = \$20 |
| 1 perennial = \$15 | |
| 1 gallon annual = \$15 | Total = \$61 |
| 1 bag mulch = \$5 | |
| Fertilizer = \$6.40 | |
| Subtotal = \$41 | |

III. Planter and Garden Maintenance

Skilled Maintenance

Skilled maintenance includes assessment, watering, cleaning, weeding, deadheading, pruning, fertilizing, procurement and installation of replacement plants, diagnosis and treatment of plant pests and diseases, year-end excavation of planters, and winterizing beds.

Coloring Colorado will not perform installation without doing the skilled maintenance.

For 2015, skilled maintenance was bid at 8 hours a week, but averaged 6 hours per week.

For 2016, planting is scheduled to start on Monday, June 6, weather permitting. Skilled maintenance will begin the week of Monday, June 13, and will end Friday, September 30, a total of 16 weeks.

2016 skilled maintenance totals

16 weeks x 6 hours = 96 hours

96 hours x \$20 per hour = \$1,920

Supplemental Watering

Supplemental watering includes drawing, transport, and application of water to containers and gardens.

Occasionally, rain will be enough to water everything except the Pedestrian Bridge, which must be watered during the rain because it is covered. While it is advisable to water seven days a week, for purposes of this bid, watering will be budgeted six days per week: five days supplemental watering, and one day in which watering is included in skilled maintenance.

Supplemental watering was not included in the 2015 bid, as I was advised that Town would do it. I estimated how long it would take to water on site, and advised at the presentation meeting that drawing and transport would lengthen time. Public Works dedicated Nikki Dunn to the project, and anecdotally she watered three hours a day, five days a week for 14.5 weeks (73 days). In 2015, Ms. Dunn earned \$14.00/hr. Given the standard wage/benefit percentage of 65/35, $\$14.00 \times 1.35 = \18.90 , the total cost of Ms. Dunn's labor to the Town.

2015 supplemental watering totals

3 hours x 73 days = 219 hours

219 hours x \$18.90 = \$4,139

2015 saw an unusually wet spring which delayed planting by two weeks. For 2016, planting is scheduled to start on Monday, June 6, weather permitting. Supplemental watering will begin on Monday, June 13, and will end Friday, September 30, a total of 16 weeks. Supplemental watering will take place five days per week, three hours per day.

Supplemental Watering, continued

2016 supplemental watering totals

16 weeks x 5 days = 80 days

80 days x 3 hours = 240 hours for watering

If Ms. Dunn waters at \$18.90 per hour:

240 hours x \$18.90 = \$4,536

*This is the figure used for supplemental watering in the bid

For comparison purposes:

If Coloring Colorado waters at \$20 per hour:

240 hours x \$20 = \$4,800, a difference of \$264

Project Totals (repeated for reference)

| Description | Total | Cost Summary |
|-----------------------------------------------------|-----------------|---------------------|
| Masonry Repair of First/Jefferson Street Garden Bed | \$210 | p.10 |
| Planters & Gardens Install | \$4,606 | p.3, p.10 |
| Skilled Maintenance | \$1,920 | p.17 |
| Supplemental Watering | \$4,536 | p.17-18 |
| Project Total | \$11,272 | |

If supplemental watering is not subcontracted, then the 2016 project total to be funded will be **\$6,736**.

Terms

Same as 2015: Payment for materials two weeks before planting date, 5/23/16. Payment for installation labor due upon completion. Billing will occur for skilled maintenance at the end of each month and is due upon receipt. Any monies not spent on materials will be returned to DDA/Town by 10/15/16, unless otherwise directed.