

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Small Conference Room

November 7, 2012 at 6:30 pm

Special Meeting AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. ACTION ITEMS

1. Consideration of a contract for the NedPed Sustainability Coordinator/Design Project Manager, to be forwarded to the Board of Trustees.
2. Consideration of revised NDDA draft 2013 Budget for final approval by the Board of Trustees at the December 4, 2012 meeting.

E. ADJOURNMENT

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

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

The NDDA Board of Trustees meeting packets and agendas are prepared by Friday before the Tuesday meetings and are available on the NDDA website, www.neddda.org. Copies of the agendas and meeting packet are available at no cost via email from www.info@neddda.org. 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.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
~Special~ MEETING DATE: 11.7.12
INITIATED BY: Paul Turnburke / SDC

INFORMATION: ACTION: X OR DISCUSSION: X

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AGENDA ITEM: Consideration of a contract for the NedPed Sustainability Coordinator/Design Project Manager, to be forwarded to the Board of Trustees.

SUMMARY: The Town of Nederland has received and is considering a contract in response to the RFQ for the NedPeds project to provide sustainable design assistance, design phase project management and project sustainability measurements for the Nederland Pedestrian Enhancement Design & Nederland Pedestrian Management Improvement Project (NedPeds)

The Town wishes to hire a Sustainability Coordinator / Project Manager that can perform the tasks listed under Scope: (Scope of Services will be provided at this meeting) and would be recommended by the NDDA, to be forwarded to the Nederland Board of Trustees.

RECOMMENDATIONS: To consider contract / scope of services presented this evening and provide recommendation and forward to the BOT.

FINANCIAL CONSIDERATIONS: Contract / Scope of Services will be submitted at this meeting.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
~Special~MEETING DATE: 11.07.12
INITIATED BY: Eva /SDC

INFORMATION: X ACTION: OR DISCUSSION:

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AGENDA ITEM

CONSIDERATION OF REVISED NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY DRAFT 2013 BUDGET FOR FINAL APPROVAL BY THE BOARD OF TRUSTEES AT THE DECEMBER 4, 2012 MEETING.

SUMMARY:

The DDA board met on October 17, 2012 to consider several changes to the draft 2013 budget. These changes included adding a contingency, funds for community outreach, an additional grant to support PROSAB's master plan, and funds for a snow blower attachment. At the time, the DDA board favored adding \$1,500 for contingency, \$1,000 for Community outreach, and \$2,600 for a snow blower attachment (subject to several factors).

The attached draft 2013 budget incorporates the above changes.

**TOWN OF NEDERLAND
DDA DRAFT BUDGET 2013**

	2008	2009	2010	2011	2012	2013	
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	FORECAST	BUDGET	5 Mills
BEGINNING FUND BALANCE	(3,557)	37,199	222,797	96,859	70,335	220,260	
NON TIF FUNDING							
TAXES	22,615	27,033	26,829	27,516	26,723	26,814	26,814
* INTERGOVERNMENTAL		314,800	254,528	8,000	66,667	437,400	
* LOAN PROCEEDS		300,000	19,589		234,000	320,000	
MISCELLANEOUS				2,258	500	2,567	2,567
INTEREST	583	550	1,731	714	350	300	300
TOTAL REVENUE	23,198	642,383	302,677	38,488	328,240	787,081	29,681
* PERSONNEL		2,000	14,000	19,528	22,760	14,279	14,279
LEGAL FEES	4,081		1,792	11,121	8,000	3,000	3,000
TREASURER'S FEE (TAXES)		2,907	1,387	1,981	2,000	2,000	2,000
ACCOUNTING FEE		1,775	3,750	3,178	1,750	3,000	3,000
* CAPITAL OUTLAYS		511,174	439,318	66,612	54,312	731,800	
GRANTS					1,000	1,500	1,500
** SIDEWALK MAINTENACE			3,575	5,873	4,000	6,600	2600
FLOWERS/PROJECTS			9,703	4,441	3,625	8,567	2,567
* OTHER	379	3,357	2,951	8,293	2,500	4,250	4,250
CONTINGENCY						1,500	1,500
TOTAL EXPENDITURES	4,460	521,213	476,476	121,026	99,947	776,496	34,696
<i>NET CHANGE</i>	<i>18,738</i>	<i>121,170</i>	<i>(173,799)</i>	<i>(82,538)</i>	<i>228,293</i>	<i>10,585</i>	<i>(5,015)</i>
TIF FUNDING							
TIF REVENUE	22,018	67,811	83,921	104,413	101,929	98,692	
* DEBT SERVICE		3,383	36,060	48,399	180,297	142,557	
<i>NET CHANGE</i>	<i>22,018</i>	<i>64,428</i>	<i>47,861</i>	<i>56,014</i>	<i>(78,368)</i>	<i>(43,865)</i>	
ENDING FUND BALANCE	37,199	222,797	96,859	70,335	220,260	186,979	
NON TIF FUNDS BALANCE	15,181	136,351	(37,448)	(119,986)	108,307	118,892	
RESEVERED					100,000	115,600	
UNRESERVED					8,307	3,292	
TIF FUNDS REMAINING	22,018	86,446	134,307	190,321	111,953	68,087	

* See Details below

** \$4000 annual maintenance and \$2600 for snow blower attachment contingent on :

- 1) getting a loaner first to make sure it works
- 2) not getting 2 dedicated individuals outside of current public works staff to maintain the sidewalks
- 3) exploring all other possibilities including utilizing skidsteer and outsourcing sidewalk snow removal

**TOWN OF NEDERLAND
DDA DRAFT BUDGET 2013**

	2008	2009	2010	2011	2012	2013
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	FORECAST	BUDGET
<u>Outlays</u>						
NEDPEDs					54,000	731,800
Sidewalks Phase 1					312	
Total					54,312	731,800
<u>Loan Proceeds</u>						
NEDPEDs					154,000	310,000
Sidewalks Ph 1/Sidewalk Maint/Flowers					80,000	
Flowers \$6k/Sidewalks \$4k						10,000
Total					234,000	320,000
<u>Intergovernmental</u>						
NEDPEDs						437,400
CDOT Phase 1					66,667	
Total					66,667	437,400
<u>Debt Service</u>						
Mutual of Omaha Loans					22,386	
Refinanced Loan					27,667	66,400
Tractor Payments					4,897	4,897
Sidewalk Phase 1 Old Costs					80,223	
NedPeds					45,124	61,260
Other (Sidewalk Maint/Flowers)						10,000
Total					180,297	142,557
<u>Personnel</u>						
Paul T (\$800/month)						9,600
Sue Churches (\$12/hour & 24.3 hours per month)						3,500
Total						13,100
Employer Costs						1,179
Total Personnel						14,279
<u>Other</u>						
Websiste						750
DDA membership						500
Office						500
Community Outreach						1,000
Misc						1,500
Total Other						4,250