

# LDDA Board Communication

**Meeting Date:** Wednesday, March 22, 2017

**Current Incentive Fund Availability**

Retail Conversion: \$75,000	Signage: \$54,114	DIP: \$96,143
Alleyscape West side: \$66,575	Residential: \$61,536	TIF: \$2,175,500

**Informational Item: 519 Main St./Roger Lange (Alleyscape Grant)**

**Executive Summary:** Roger Lange is the property owner of 519 Main St. His building is located on the north side of the 500 west block breezeway and is occupied by Full Circle Yoga and Longmont Symphony Orchestra. Roger is applying for an Alleyscape grant to replace two breezeway windows which were vandalized sometime during the Alleyscape project by a pellet gun. He is also installing new doorway trim for two breezeway entrances used by Full Circle Yoga. The total project cost is \$1,586 and he is requesting 25% reimbursement for \$396.50. The LDDA staff (Kimberlee McKee and Del Rae Heiser) approved the grant given the request was under \$1,000.

**Recommended Motion:** None. Alleyscape grant was approved by LDDA staff for \$396.50.

**Agenda Item: 464 Main LLC/Ace Hardware (Façade Renovation/DIP Grant)**

**Executive Summary:** 464 Main LLC, the new owners of 464 Main St. (formerly Miller Music), are applying for a Façade Renovation Grant to update the exterior of their building facing Main St., the alley, and St. Stephen's Plaza. Work entails new paint, entry doors and railing, and masonry work. The total project cost for their entire build out (exterior and interior) is \$400,000. The façade renovation project costs total \$15,218. They are requesting 25% reimbursement for a total of \$3,804.50.

**Recommended Motion:** Approve the Façade Renovation/DIP grant for \$3,804.50.

**Agenda Item: Main St Pavement Project Costs**

**Executive Summary:** The LDDA and City are jointly funding CIP DR-28 Downtown Crosswalks. This project includes replacing the crosswalks and mid-block crossings between 3<sup>rd</sup> – 6<sup>th</sup>. The overall project includes asphalt replacement, demolition and replacement of concrete crosswalks and ADA compliance of ramps. See table of costs below. The original CIP project was projected at around \$200,000. After final bids, costs were higher than anticipated. Staff indicated that overages were due to the ramps and domes. They are asking if the LDDA would have any further funds to dedicate to this project.

<b>Bid Schedule B: Main Street 3rd Ave to Longs Peak Ave</b>					
Description	Unit	Unit Cost	Estimated Total Quantities	Total Cost	
10" Crosswalks	SY	\$ 115.00	1144	\$	131,560.00
Vertical Curb and Gutter	LF	\$ 22.00	50	\$	1,100.00
6" Hot Mix Asphalt (If necessary)	SY	\$ 100.00	50	\$	5,000.00
Handicap Ramp	SY	\$ 110.00	260.7	\$	28,677.00
Truncated Domes at Ramps	SF	\$ 24.00	1232	\$	29,568.00
24 Hour Concrete	CY	\$ 55.00	320	\$	17,600.00
Traffic Control Supervisor	DAYS	\$ 650.00	42	\$	27,300.00
Flagperson	HRS	\$ 28.00	960	\$	26,880.00
Variable Message Boards	DAYS	\$ 85.00	147	\$	12,495.00
Barricades and Traffic Control	LS	\$ 5,000.00	1	\$	5,000.00
F/A Traffic Signal Modifications	FA	\$ 7,500.00	1	\$	7,500.00
F/A Minor Contract Revisions	FA	\$ 10,000.00	1	\$	10,000.00
<b>TOTAL</b>				<b>\$</b>	<b>302,680.00</b>

**Question:** Will the DDA Board allocate any additional funds to the project?

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**Agenda Item: Downtown Master Plan of Development Update**

**Executive Summary:** The Board and Staff have been working on an update of the Master Plan of Development and much thought/review was given to the document during the February Board Retreat. Staff has been gathering comments from the public, work groups, steering committee and downtown businesses.

The most recent draft, with comments, can be found at <https://puma.civiccomment.org/> You will need to set up a log-in and password, then you can read comments, add comments, etc. I will have comments compiled for the Board to review at the meeting.

**Question:** Is there anything the Board would like to see added or deleted from the plan as we move forward?

**Recommended Motion:** Approve adoption of the Master Plan, pending small edits/revisions up until presentation at the April 11 joint City Council/DDA Board meeting.

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**Agenda Item: Board Processes**

**Executive Summary:** During the Board Retreat, we discussed making Board Meetings more efficient and streamlined. This included giving staff the ability for grant approval, establishing an Executive Committee and instituting the practice of a consent agenda.

According to DDA bylaws:

3.400 Committees. The Board may appoint and dissolve committees, as it deems necessary. These committees shall have at least one representative, unless by two-thirds vote of those members present and voting to do otherwise. The Board, at its discretion, may appoint individuals to serve on Board appointed committees.

3.410 Executive Committee. The Executive Committee will consist of the Chairperson, Vice-Chairperson, and one member at large and will be appointed at the first regularly scheduled Board meeting in July of each year.

**Questions:** Would the Board like to appoint an Executive Committee? Does the proposed structure within the Bylaws work for the Board? Who would be appointed as At Large?

Would the Board like to have a consent agenda incorporated into monthly business? If so, what type of information should be included?

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**Agenda Item: Staff Criteria for Grant Approvals**

**Executive Summary:** At the 2017 Board Retreat, the board discussed the desire to have staff approve incentive grants, giving the Board more time to focus on other issues. Staff has proposed specific criteria for approval of grants and is asking the Board to consider these. The Board should adopt a policy for staff approvals, as well as set dollar amounts under which grants can be awarded via Staff approval. Please see documents attached.

**Questions:**

1. Would the Board like to change any of the grants staff can approve?
2. Would the Board like to change any of the amount thresholds for staff approval?
3. Is the Board comfortable keeping the grants over \$1,000 on a consent agenda?
4. Would the Board like to change, add or delete anything from the checklist?
5. Would the Board like to change, add or delete anything from the policy?

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**Agenda Item: IGA for City and GID****Executive Summary: City and DDA staff reviewed and updated IGA's for 2017. Changes include:****DDA-City:**

1. Update all dates for current year and wording clarifications throughout
2. Article I. B. Update for current events. Add side street road closures for sponsored events.
3. Article I. C. Remove Holiday Tree Lighting
4. Article I. D. Add social media and print literature
5. Article I. 4. Changed wording throughout to allow for staff approvals, as directed by the LDDA Board / Board created criteria.
6. Article 1. E. 1. Added to allow DIP to be used for private lots that accommodate public parking.
7. Article I. 4 & 5 are both changed so staff can make wording changes to program documents, as necessary, without board approval.
8. Article II. I. A. Changed to allow more clarification on the role of HR
9. Article II. 1. L. was inserted:  
The City shall provide the DDA information technology services, including access to the City's network via hard-wired network connection, e-mail addresses for the staff, phone services and computer installation. When computers have reached the end of their useful life, staff from Enterprise Technology Services (ETS) will notify the DDA of the need to budget for new ones in the next year. Once the budget is approved, ETS staff will purchase, inventory and install new computers.
10. Article II. 2. Added LDDA designee

**City – GID:**

1. Update all dates for current year

For 2018, it is our intention to begin negotiating these IGAs in the budget process (this spring/summer) to be sure the commitments of each entity are defined and budgeted.

**Recommended Motion:** Approve signature of both IGAs.