



October 10, 2017

A G E N D A

**6:00 PM LAFAYETTE URBAN RENEWAL MEETING
802 S. Public Rd.**

**6:30 PM OR AFTER LAFAYETTE URBAN RENEWAL MEETING
City Council Chambers, 1290 S. Public Road**

- I. 6:00 PM - TOUR OF 802 S. PUBLIC RD.**
- II. 6:30 PM OR AFTER - OPENING OF REGULARLY SCHEDULED MEETING**
Roll Call
- III. PUBLIC INPUT**
Items from the Public
- IV. MINUTES**
 - A. Minutes from the September 12, 2017 Meeting
- V. STAFF REPORTS/PRESENTATIONS**
 - B. Update on EDA and Progress – 802 S Public Rd
 - C. 2017 Amended Budget
 - D. 2018 Proposed Budget
 - E. Small Business Saturday
 - F. Promotional Activities for LURA Business
 - G. East Simpson Street Blades
 - H. 2018 Governor’s Award
- VI. NEW BUSINESS/COMMISSIONER REPORTS**
- VII. EXECUTIVE SESSION**
 - I. According to C.R.S. 24-6-402(4)(e), for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pertaining to property on N. Public Road.

RECORD OF PROCEEDINGS

CITY OF LAFAYETTE LAFAYETTE URBAN RENEWAL AUTHORITY MEETING

September 12, 2017

Call to Order

Chair Muller opened the September 12, 2017 meeting of the Lafayette Urban Renewal Authority (LURA) at 6:33 p.m. in the City Council Chambers at 1290 South Public Road, Lafayette, Colorado. Those present were Muller, Vice Chair Cutler, Commissioners Gross, Harkins, and Ramos

Absent: Commissioners Pomeroy and Williams

Also present was Executive Director Roger Caruso

Public Input

JD Mangat, 1698 Parkside Circle, introduced himself to the Commission. Mangat stated that he is running for Council and is excited to see what LURA does. He also stated he would attend the Baseline Road walking tour later in the evening.

Seth White, 311 E. Chester St., mentioned the City Council denied the third-party landmark nomination on the Circle Motel. White mentioned that Historic Preservation made motions and found that the motel was historically significant. He wished that LURA would work, if the property is redeveloped, to save all or a portion of the buildings.

Minutes – August 8, 2017

Gross moved to approve the August 8, 2017 meeting minutes, seconded by Ramos. All voted in favor of the motion.

Staff Reports/Presentations

Activate Lafayette Mobile App

Debbie Wilmot, Public Information, discussed the roll-out of the Activate Lafayette Mobile App. The app was through a grant from the Colorado Health Foundation. An app was created to activate the things that are already existing in the City: public parking lots, parks and trails, public art, historic landmarked sites. Wilmot mentioned that additional layers could be added if LURA wanted such as: restaurants and breweries, or retail options.

Small Business Saturday

Wilmot mentioned that November 25 is Shop Small Saturday. Shop Small Saturday celebrates small businesses and let them know that their tax dollars support police, fire, streets, and other City services. She mentioned that businesses can sign up at www.cityoflafayette.com/shopsmall. Last year there were 45 participants with 17 in Old Town. Wilmot asks the businesses to feature a special product in-store, a discount, or an item free to draw buzz. This year the Recreation Center will host 'Shop and Drop'. Parents can drop their children off at the Recreation Center for 3-4 hours for \$4. This is intended to get parents to drop their kids off for events while they shop local.

Promotional Activities for LURA Businesses

Wilmot mentioned that the City has taken a number of steps to promote businesses both in and outside LURA. Wilmot has used press releases and Facebook to advertise information on businesses, such as Tangerine locating in LURA, and has also paid for advertising. Recent advertising included Home Décor Galore and Breakfast Abounds. She mentioned additional advertising could be done for LURA if funds were available.

Muller and Wilmot discussed the successfulness of the app. Ramos brought up other ideas for the app. Harkins asked about continual funding for the app.

Caruso mentioned that the advertising has been successful and staff will put together a proposal to LURA before the next meeting.

Parking Agreement – 811 S. Public Rd.

Caruso first mentioned that LURA will meet at Affinity to start the Baseline Rd. tour. He mentioned that the tour is not site specific, and no discussions about specific properties will occur. Gross, as bank manager of Great Western Bank, located at 811 S. Public Rd., recused himself from the discussion and vote. Caruso introduced the parking agreement for 811 S. Public Rd. Caruso mentioned that the agreement is for 50 spaces, with 15 reserved for the bank during banking hours. Caruso mentioned that cost is snow removal, striping, and signage. The City and Great Western Bank agreed to have one snow removal contractor remove snow for the parking lot and sidewalks. The City will pay for 50% of the snow removal cost as LURA does not remove snow from sidewalks adjacent to parking lots. *Commissioner Cutler moved to approve a parking lot lease at 811 S. Public Rd. Seconded by Ramos. All voted in favor of the motion.*

East Simpson Street Blades

Caruso introduced the proposed East Simpson street blades. All current street blades form a 't' above a stop sign. The proposed street blades are designed to 'hang' or attach from the sides. Caruso mentioned they should be designed to form a 't' above a stop sign. The authority was okay with the signs forming a 't' but wanted to carry the decorative filigree out. Harkins mentioned the street blade could be centered above the stop sign and a filigree on both signs. Commissioners all wanted 'Old Town' to be placed on the signs. These signs would be placed on Simpson Street at Michigan, Iowa, Gough, and Harrison. Caruso mentioned.

2018 Governor's Award

Muller introduced the call for nominations for the 2018 Governor's Award. The submittal deadline is February 1 and Cutler wanted to nominate the Sportsman's building. Gross asked if other buildings could be recommended. Ramos mentioned 201 N. Public, the Coke mural, etc. Caruso mentioned the Community as well. Caruso mentioned that Williams was looking to do something for the authority so this may be a perfect fit. LURA directed Caruso to start working on a submission for the award. Caruso mentioned he will bring Williams into the mix and report back.

New Business/Commissioner Reports

Ramos discussed that the Streetscape Committee would be having a kick-off for the streetscape project Thursday. Ramos mentioned the tactical urbanism outreach at the front porch.

Adjourn to Baseline Walking Tour and Executive Session

Cutler discussed to switch the Baseline Walking Tour and Executive Session on the agenda. *Cutler moved to adjourn to the Baseline Walking Tour and Executive Session, according to C.R.S. 24-6-402(4)(e), for determining positions relative to matters that may be subject to negotiations developing strategy for negotiations and instructing negotiators pertaining to property on N. Public Rd. Harkins seconded the motion. The motion passed unanimously.*

Baseline Walking Tour

The Commission met at Affinity on Baseline Road. The Commission walked Baseline Road to Public Rd. Brief conversations were had regarding landscaping, needed sidewalk improvements, and future development. Two members of the public joined in the walk.

LAFAYETTE URBAN RENEWAL AUTHORITY, COLORADO

ATTEST:

Kevin Muller, Chair

Roger Caruso, Executive Director

The minutes herein are a summary of the business conducted at this meeting, not a verbatim transcription. Only the actions taken and text appearing within quotation marks are verbatim.



Lafayette Urban Renewal Authority • 1290 S. Public Road • Lafayette, Colorado 80026

STAFF REPORT

To: LURA
From: Roger Caruso, LURA Executive Director
Date: October 4, 2017
RE: LURA 2017 Budget Amendment

Staff is proposing amendments to the 2017 adopted budget. The adopted budget itself does not grant staff or LURA the ability to spend funds. Funds are only spent throughout the year by staff (following the City's purchasing policies) or through LURA motions. After a budget is adopted, it is not uncommon for LURA to expend funds beyond the budgeted amount. As such, an amended budget is customarily brought to LURA in October or November, to increase the budgeted amounts, so money is not spent beyond the budget.

For example, the 2017 proposed budget allowed administrative fees (the 10% of revenues remitted to the City for administration) of \$76,410 on anticipated revenues of \$764,075. Since LURA revenues have been much higher than anticipated (now anticipated to be \$967,511), the administrative fee must be amended upwards. Staff gives enough room in the proposed budget to allow flexibility until the end of the fiscal year.

Amendment to Expenses:

- **Downtown Development.** The proposed amendment would increase the Downtown Development budget by \$150,000 for an EDA with the property owner at 802 S. Public Rd., smaller grants given throughout the year, and for the purchase of a public art piece.
- **Public Road Streetscape.** The proposed amendment would increase the Streetscape budget by \$150,000. This accounts for the contract with Munding Design for the Front Porch, as well as any construction costs incurred for the Front Porch in 2017.
- **Administrative Fee.** LURA pays 10% of the gross revenues of the Authority to the City of Lafayette as compensation for the General Administrative Support provided by the City to the Authority on an annual basis. Due to increasing revenues (property and sales tax collections), the proposed amendment increases the administrative fee from \$76,410 to \$125,000.

Fiscal Impact: The remaining projected fund balance after the budget adjustment is \$2,048,196. Any unspent budgeted amounts will actually increase the projected fund balance. The actual ending fund balance will be known in February, 2018.

Attachments: 2017 LURA Budget Amendment Worksheet

Exhibit A

Lafayette Urban Renewal Authority 2017 Amended Budget

<u>Description</u>	2017			
	<u>Approved</u>			<u>Year End</u>
	<u>Budget</u>	<u>Actual*</u>		<u>Projection</u>
Revenues -				
Property Taxes	448,370	640,979		640,979
Sales Tax	314,912	0		325,132
Misc Revenues	0	0		0
Interest Income	793	935		1,400
	764,075	0	641,914	0
			967,511	
Expenditures -				
Books & Periodicals	0	880		1,000
Operating Supplies	87	0		100
Maintenance (Festival Plaza, Starkey Building, Parking Lots)	40,000	9,255		40,000
Legal Fees	0	0		0
County Treasurer's Fees	15,635	9,615		15,635
Professional Services	5,837	85		5,837
Utilities Expense	3,498	2,031		3,498
Administrative Fee	76,410	63,498		125,000
Printing & Publishing	1,631	120		1,631
Memberships & Meetings	4,943	2,516		4,943
Misc Services	316	2,435		4,000
Downtown Development	100,000	163,484		250,000
Public Road Streetscapes	100,000	66,877		250,000
Art Night Out	11,000	5,500		11,000
	359,357	326,294		712,644
Excess Revenues/(Expenditures)	404,718	315,619		254,867
Beginning Fund Balance	1,793,329	1,793,329		1,793,329
Projected Ending Fund Balance	2,198,047	2,108,948		2,048,196

* Actual year-to-date through 08/31/2017
 YEP property tax 2017 is based off 2017 YTD
 YEP sales tax 2017 is based off 2016 actual w/ a 1% climber
 2017 final sales tax actual is not booked until after Jan 1, 2017



Lafayette Urban Renewal Authority • 1290 S. Public Road • Lafayette, Colorado 80026

STAFF REPORT

To: LURA
From: Roger Caruso, LURA Executive Director
Date: October 4, 2017
RE: LURA 2018 Budget

Attached, please find staff's proposed LURA 2018 budget. The budget itself does not grant staff or LURA the ability to spend funds. Funds are spent throughout the year by staff (following the City's purchasing policies) or through LURA motions. The proposed budget line items do not guarantee LURA will spend the amounts shown. For example, the \$1,000,000 in downtown development does not mean LURA will be entertaining or incentivizing such a project. However, if the amount is set at \$0, and LURA wishes to incentivize a project, on top of the normal economic development agreement procedure (drafting of an EDA and LURA approval), LURA would also be required to have a public hearing on amending the budget from \$0 upwards. The budgeted amounts are set high enough so amendments to the budget are not necessary.

For example, the 2018 proposed budget lists anticipated revenues of \$983,582. This is based off 2017 proposed property and sales tax collections with a small climber. The administrative fee (the 10% of revenues remitted to the City for administration) would then be \$98,358. However, since 2018 will see full year operation of businesses that came in during the middle of 2017, and since 2018 should see two new sales tax generating businesses (12 Point Distillery and Tangerine), we can anticipate the revenues will be higher and therefore the administrative expense should be higher. Keeping revenues low and expenses high is better than revenues high and expenses low.

Revenues:

- The projected revenues include an estimated \$653,799 in property tax and \$328,383 in sales tax. For information, per the Urban Renewal Plan, prior to the undertaking of any urban renewal project in which the cost is reasonably anticipated to exceed 40 percent of the budgeted amount of LURA's tax increment revenue, LURA shall present such proposed project to Council and obtain consent to proceed with the project. LURA's 2018 budgeted tax increment revenue is \$983,582 (which includes interest on investments), and 40 percent of that revenue is \$393,432.80.

Expenses:

- Maintenance. The proposed \$40,000 includes monies to off set the cost of maintaining Festival Plaza; monies to offset expenses of maintaining new landscaping on Public Road; and snow removal for public parking lots on Public Road and Simpson Street.

- Downtown Development. The proposed \$1,000,000 is a placeholder for downtown development projects that could arise in 2018, as well as new public/private parking lot lease expenses
- Public Road Streetscapes. The proposed \$600,000 includes \$100,000 for miscellaneous streetscape improvements (street-tree replacement, and landscaping and streetscape furniture improvements) and \$500,000 for the Front Porch (streetscape project on Public Road between E. Geneseo St. and E. Cleveland St).
- Printing and Publishing, Operating Supplies, and Memberships and Meetings. All show increases for 2018 vs. 2017.
- Administrative Fee. Due to increases in revenues from proposed 2018 to 2017 budgeted (\$983,582 vs. \$764,075) the administrative fee would be \$98,358. However, in anticipation of new sales tax generating users, staff recommends it be set at \$150,000.

Fiscal Impact: The 2018 LURA estimated revenues are \$983,582 and the estimated expenses are \$1,960,000. The projected 2018 beginning fund balance is \$2,048,196 and the projected year end fund balance is \$1,086,778.

Attachments: 2018 Proposed LURA Budget Worksheet

Exhibit A

Lafayette Urban Renewal Authority
2018 Budget Worksheet

Description	Account Number	2016	2017		2018	
		Actual	Approved Budget	Actual*	Year End Projection	Budget
Revenues -						
Property Taxes		\$436,917	\$448,370	640,979	640,979	653,799
Sales Tax		321,913	314,912	0	325,132	328,383
Misc Revenues		0	0	0	0	0
Interest Income		799	793	935	1,400	1,400
		<u>759,629</u>	<u>- 764,075</u>	<u>- 641,914</u>	<u>- 967,511</u>	<u>- 983,582</u>
Expenditures -						
Books & Periodicals	13-103-7050	0	0	880	1,000	1,000
Operating Supplies	13-103-7180	63	87	0	100	1,000
Maintenance (Festival Plaza, Starkey Building, Parking Lots)	13-103-7550	15,963	40,000	9,255	40,000	40,000
Legal Fees	13-103-8090	0	0	0	0	5,000
County Treasurer's Fees	13-103-8140	6,554	15,635	9,615	15,635	25,000
Professional Services	13-103-8150	9,368	5,837	85	5,837	25,000
Utilities Expense	13-103-8210	3,823	3,498	2,031	3,498	5,000
Administrative Fee	13-103-8240	75,963	76,410	63,498	125,000	150,000
Printing & Publishing	13-103-8520	1,188	1,631	120	1,631	2,000
Memberships & Meetings	13-103-8540	999	4,943	2,516	4,943	5,000
Misc Services	13-103-8890	1,418	316	2,435	4,000	15,000
Downtown Development	13-103-8940	283,139	100,000	163,484	250,000	1,000,000
Additional Public/Private Parking Lots	13-103-8940					50,000
Public Road Streetscapes	13-103-8945	407,418	100,000	66,877	250,000	100,000
Front Porch Design and Improvements	13-103-8945					500,000
Public Art Purchase	13-103-8945					25,000
Art Night Out	13-103-8945	11,000	11,000	5,500	11,000	11,000
		<u>816,896</u>	<u>359,357</u>	<u>326,294</u>	<u>- 712,644</u>	<u>- 1,960,000</u>
Excess Revenues/(Expenditures)		(57,267)	404,718	\$ 315,619	254,867	-976,418
Beginning Fund Balance		1,850,596	1,793,329	1,793,329	1,793,329	2,048,196
Projected Ending Fund Balance		\$1,793,329	\$2,198,047	2,108,948	2,048,196	1,071,778

* Actual year-to-date through 08/31/2017

Property Tax 2018 is based off 2017 projected w/ a 2% climber

Sales Tax 2018 is based off 2017 actual w/ a 1% climber

Sales Tax 2017 actual is not booked until after Jan 1, 2017

Sales Tax 2017 YEP is based off 2016 YRD collections