

GRAND JUNCTION DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD MINUTES  
OCTOBER 22, 2020  
750 MAIN CONFERENCE ROOM  
7:30 AM

**PRESENT:** Doug Simons Jr. (Chair), Josh Niernberg (Vice-Chair), Cole Hanson, Dan Meyer (via Zoom), Libby Olson, Maria Rainsdon (via Zoom), Anna Stout, Vance Wagner

**ABSENT:** Duncan Rowley

**DDA/BID STAFF:** Brandon Stam, Dave Goe, Vonda Bauer, Rykel Menor, Sarah Dishong

**CITY STAFF:** John Shaver (City Attorney), Greg Caton (City Manager-via Zoom), Jodi Romero (Finance Director-via Zoom), Trent Prall (Public Works Director)

**CALL TO ORDER:** Doug called the meeting to order at 7:35 a.m.

**CONSENT AGENDA**

**APPROVAL OF MINUTES:**

Meeting of October 8, 2020

***Anna made a motion to approve the minutes of the October 8<sup>th</sup> Downtown Development Authority meeting. Libby seconded the motion. The motion was approved.***

**REGULAR AGENDA**

**TWO WAY CONVERSION STUDY FOR 4<sup>TH</sup> & 5<sup>TH</sup> STREET**

Brandon stated that the Downtown Development Authority (DDA) identified the conversion of 4<sup>th</sup> & 5<sup>th</sup> Street from one-way to two-way as a goal in the 1981 Plan of Development. Due to safety concerns regarding the increased traffic, pedestrian activity, bicyclists, parking, etc. it was determined that a Two-Way Conversion Study for 4<sup>th</sup> & 5<sup>th</sup> Streets be performed. A Request for Proposal was issued, and seven companies submitted proposals. After review of the proposals, staff recommended a Consultant Contract with Bohannon Huston Inc, of Englewood Colorado, for a Feasibility Study in the amount not to exceed \$148,559.50. The study is anticipated to be complete in 6 to 8 months.

***Vance made a motion to authorize the City Purchasing Division to execute a Consulting Engineering Contract with Bohannon Huston of Englewood Colorado for the One-Way to Two-Way Conversion of 4<sup>th</sup> and 5<sup>th</sup> Streets Feasibility Study in the amount not to exceed \$148,559.50. Josh seconded the motion. The motion was approved unanimously.***

**DDA BUDGET PRESENTATION AND DISCUSSION**

Brandon presented the 2021 proposed DDA budget and recapped the 2020 activities. Brandon explained that the DDA's purpose is to revitalize and redevelop the Downtown district through remediation of slum and blight. The DDA was formed in the 1980's and consists of three districts, which include the Central Business District, Rail District, and the River District. In addition, the DDA operates three separate funds consisting of Fund 103 (operating), Fund 203 (capital), and Fund 611 (Tax Increment Fund).

## **2020 Projects**

- Outdoor Dining Expansion
- Downtown gift card promotion to support Downtown shopping
- Added additional Downtown security
- Incorporated two new properties into the DDA
- Incorporated art into the district – the collaborative mural by Mesa Jewelers
- Artist micro grant opportunity
- Five façade grants were awarded
- Launched the Ambassador Program

Sarah Dishong, Ambassador Coordinator, gave a brief overview of the Ambassador Program. Due to the pandemic, the program began on July 1<sup>st</sup> instead of in May. There were five part-time Ambassadors, although next year the goal is to have 10 to 15 Ambassadors. The Ambassadors welcomed tourists, engaged with Downtown businesses as well as maintained the kiosks. In the past Ambassadors were volunteers, however, this year the Ambassadors received an hourly wage. Staff received positive feedback regarding the program.

## **2020 Amended DDA Fund 103 & Fund 203**

The 2020 amended revenues for Fund 103 were \$1,338,767, which includes the property tax assessment, specific ownership tax, the annual contribution from the City for debt issuance, interest, and lease revenue from the R-5 building tenants. Expenses are \$1,103,415, which includes labor and benefits, operating costs, interfund charges, special projects, and contingency dollars.

Fund 203 serves solely as a project fund for the bond issuance of Two Rivers Convention Center and Las Colonias Business Park, as well as other capital projects as needed.

Brandon explained that the \$250k contingency budgeted for 2020 had not been expended this year. The dollars will move to the fund balance if they are not used this year. Those dollars would be available for funding additional projects. Expenses disbursed from the special projects fund included façade grants, the Dash contribution, Creative District, the mural project, as well as other small projects. The Plan of Development expenses were disbursed from contract services. The Citadel security and Outdoor Dining Parklet expansion have been identified as COVID related expenses, therefore, they were not included in the spreadsheet. The 2020 actual final revenues and expenses will be provided to the Board at the beginning of 2021.

## **2021 Proposed DDA Operating Fund 103**

The 2021 proposed revenues for Fund 103 were \$1,344,645, which includes the property tax assessment, specific ownership tax, the annual contribution from the City for debt issuance, interest, and lease revenue from the R-5 building tenants. Expenses were \$846,821, which includes labor and benefits, operating costs, interfund charges, special projects, and contingency dollars.

Personnel costs increased due to the Ambassador program. Currently the DDA contributes \$27,500 to the BID for payment in lieu of taxes. However, as the BID becomes sustainable, the DDA's contribution could be utilized to support the Creative District and other programs.

## **2020 Amended DDA Fund 611 Revenues & Expenses**

The 2020 amended revenues for Fund 611 were \$1,918,422, which includes property and sales tax TIF, specific ownership TIF, and interest income. The amended expenses were \$1,653,500 for debt service.

**2021 Proposed DDA Fund 611 Revenues & Expenses**

The 2021 proposed revenues for Fund 611 were \$1,975,846, which includes property and sales tax TIF, specific ownership TIF, and interest income. The proposed expenses were \$1,651,465 for debt service. There was Board discussion regarding the impacts of the budget for future projects and the expiration of the TIF in the year 2032.

Brandon will create a financial forecast with different project scenarios in order to see how they would impact the budget.

**DDA Fund Balance Summary of Fund 103**

2018 actual	\$1,399,580
2019 actual	\$1,307,708
2020 projected	\$1,717,958
2021 projected	\$2,215,782

**DDA Fund Balance Summary of all Funds (103, 203, 611)**

2018 actual	\$14,211,247
2019 actual	\$ 4,681,171
2020 projected	\$ 4,060,035
2021 projected	\$ 4,453,935

**2021 DDA Goals**

- Development of Plaza space – phased project
- Enhancement of alleyways and breezeways
- 2<sup>nd</sup> Street Promenade
- 7<sup>th</sup> Street activation
- Continued placemaking improvements
- Development of Wayfinding Plan
- Reconfiguration of 4<sup>th</sup> and 5<sup>th</sup> Streets along with pedestrian improvements
- Identify infill development projects that fit the needs identified in the Plan of Development (housing, job growth, tourism)

***Libby made a motion to approve the 2021 proposed DDA budget as presented. Vance seconded the motion. The motion was approved unanimously.***

**UPDATES**

**Outdoor Parklets**

Six Downtown restaurants submitted applications for an opportunity to extend their outdoor dining spaces. Materials for twelve modular outdoor parklets have been ordered from Colorado Parklets. The parklets would allow restaurants to utilize sidewalk and parking spaces to expand their outdoor dining area. If the parklets do not qualify for reimbursement through the Department of Local Affairs (DOLA) CARES Act, funding could be disbursed from the DDA’s Special Projects Account.

**Downtown Plaza Update**

The preliminary concept design and cost estimates for the Downtown Plaza project will be presented to City Council on November 2, 2020. The Downtown Development Authority would need approval from City Council for a Use Agreement to utilize the plaza space.

**OTHER BUSINESS**

**White Hall** - The DDA will move forward with negotiating an agreement with the applicant.

**Las Colonias Development Corporation (LCDC)** – The Board discussed their concerns regarding the structure, purpose, and vision of the LCDC. In addition, there was discussion regarding the potential that the Las Colonias Business Park project would be a private development versus a public/private partnership. After discussion, the recommendation was to have a joint meeting with the LCDC Board.

**PUBLIC COMMENTS**

None

**ADJOURN**

*There being no further business; Anna made a motion to adjourn. Josh seconded the motion. The meeting adjourned at 9:16 a.m.*