

City Hall
4:30 PM
500 South 4th Ave.
Brighton, CO 80601

General Information:
Office: 303-655-2045
ltrevizo@brightonco.gov

Authority Members

Chairman
Kevin Kildow

Vice-Chairman
Candace Werth

Treasurer
Janet Hepp-Struck

Past –Chair
Rich Gonzales

Commissioners
Barbara Lambert
Dave Rose
Don Rowe
Wayne Scott

City Council
Mark Humbert

Alternates
Mark Rawlings



BRIGHTON URBAN RENEWAL AUTHORITY
City Hall 500 South 4th Avenue Brighton, CO 80601

Executive Committee Meeting
January 3, 2018
4:00 PM

A G E N D A

Please Note: Executive Committee Meetings and Study Sessions are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for Urban Renewal Authority Commissioners to receive information, make inquiries, and provide Staff with informal feedback.

EXECUTIVE COMMITTEE

1. OPENING MEETING
2. REVIEW OF THE JANUARY 3, 2018 BURA STUDY SESSION MEETING AGENDA
3. ADJOURN

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1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **APPROVAL OF THE URA MEETING AGENDA:**
Recommended motion "...to approve the January 3, 2018 Study Session Meeting Agenda".
5. **PRESENTATIONS:**
 1. Financial Consultant Presentations (verbal)
 2. Microsoft Outlook Training (verbal)
 3. Brighton Investment Program (verbal)
6. **COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS:**
7. **EXECUTIVE DIRECTOR REPORT:** Ryan Johnson
8. **NEXT BURA MEETING:** **JANUARY 17, 2018 REGULAR MEETING
CITY HALL COUNCIL CHAMBERS AT 4:30 PM
500 SOUTH 4TH AVENUE
BRIGHTON, CO 80601**
9. **ADJOURNMENT:**



BRIGHTON URBAN RENEWAL AUTHORITY

500 South 4th Avenue

Brighton, CO 806601

303-655-2066

www.brightonura.org

Memo

To: Kevin Kildow, Chair and BURA Commissioners
Ryan Johnson, Executive Director of Urban Renewal

Prepared By: Ryan Johnson, Executive Director of Urban Renewal

Through: Marv Falconburg, Assistant City Manager

CC: Lili Trevizo, Administrative Assistant II

Date: January 3, 2018

Re: Brighton Investment Program

PURPOSE:

This report is for Brighton Urban Renewal Authority (BURA) information only and requires no action by BURA at this time. Staff will be present to discuss the Brighton Investment Program (BIP) at the January 3, 2018 BURA study session.

BACKGROUND:

For well over a year, staff have been working on creating a program that would help to stimulate small business growth in Brighton by reinvesting in either capital equipment or building improvements or through training of their employees.

To date, no such program has existed in Brighton that really is targeted towards small and medium sized businesses. While traditionally, on average, roughly 80% of businesses are technically small and medium sized businesses in Colorado and thus the majority of growth comes from existing businesses.

In 2009-2010 timeframe, BURA successfully implemented a façade improvement program in the downtown urban renewal area. This program was widely popular and even garnered recognition from Downtown Colorado Incorporated in 2009.

Some of the major goals of creating a grant program for existing businesses include:

- Create a program that can be administratively reviewed/approved by staff
- Create a program that is funded annually vs. a one-time capital infusion

- Leverage existing partnerships with the City and the Brighton Economic Development Corporation

In late December 2017, a press release was published announcing the Brighton Investment Program. The two main components of this program are the Business Reinvestment Program and the Workforce Training Assistance Program.

The Business Reinvestment Program is geared toward small and medium sized businesses by providing a dollar-for-dollar match up to \$10,000 for eligible capital expenditures. If a business is located within the downtown urban renewal area and the improvements are exterior in nature, funding will come from BURA. If a business is located within the downtown urban renewal area and the proposed improvements are interior, funding will be provided through the EDC.

If a business is located outside of the downtown urban renewal area, funding will come solely from the EDC for any proposed projects. The Brighton EDC staff will provide administrative support for the program with oversight being provided by both the EDC Director and Executive Director of Urban Renewal.

The Workforce Training Assistance Program is also targeted towards small and medium sized businesses in Brighton. This program provides a 50% reimbursement of eligible training related costs to qualifying businesses. Funding for this program comes solely from the Brighton EDC.

A program like this allows Brighton to compete with many of our counterpart communities who have similar programs in place. Creating a business climate that encourages reinvestment either in staff or in capital investment will allow Brighton businesses to continue to expand and thrive in Brighton which in turn will reduce the chances of existing businesses leaving the community in the future.

Staff will be present on January 3, 2018 to present this program and provide information to the Authority at that time.

Having business resources and programs to stimulate success and growth in the downtown as well as all of Brighton will aid in ensuring that Brighton has a strong business climate and a diverse economy. These objectives support the previously identified strategic goals that BURA adopted.

RECOMMENDATION:

No action is requested at this time. Staff will be present to answer any questions the Authority may have at that time.

SOURCE OF FUNDS:

Adequate funds have been appropriated under the Urban Upgrade Projects account in the 2017 adopted budget and will carry forward into 2018. The original amount appropriated in this account was \$125,000. \$75,000 is still available for other potential urban upgrade projects.

Urban Upgrade Projects - \$50,000 CIP No. 97002
Other funding provided by the Brighton EDC



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Prepared By: Ryan Johnson, Executive Director of Urban Renewal

Through: Marv Falconburg, Assistant City Manager

CC: Lili Trevizo, Administrative Assistant II

Date: January 3, 2018

Re: Electronic Communications and Email Usage

PURPOSE:

This report is for Brighton Urban Renewal Authority (BURA) information only and requires no action by BURA at this time. Staff will be present to discuss access to the City provided email services at the January 3, 2018 BURA study session.

BACKGROUND:

During the fourth quarter of 2016, the Authority adopted a policy regarding open records requests and email usage. Section 3(a) of that adopted policy states that an email system will be provided for official BURA business. Doing so reduces potential liability and exposure to any of the personal email accounts that members of the Authority may be subjected to following an open records request.

Staff have worked through the Information Technology Department for the City to create corporate email accounts for official BURA business. As such, Jeromy King, the Information Technology and Innovation Director will instruct the Authority on how to access their new email accounts.

After the January 3, 2018 BURA meeting, and going forward, personal email accounts will not be used by staff to send any official BURA communication and the same is respectfully requested of the BURA Commissioners as well. This includes the distribution of BURA packets prior to upcoming BURA meetings.

If a BURA Commissioner has a personal inquiry they would like to make to the City outside of that person's role as a BURA Commissioner, that person may still use their personal account to submit such inquiries to the City and a response will be provided just as it would be to any other citizen.

RECOMMENDATION:

No action is requested at this time. Staff will be present to answer any questions the Authority may have at that time.

SOURCE OF FUNDS:

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