

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

General Information:  
Office: 303-655-8747  
athomas@brightonco.gov

Authority Members

**Chairman**  
Kevin Kildow

**Vice-Chairman**  
Candace Werth

**Treasurer**  
Janet Hepp-Struck

**Past –Chair**  
Rich Gonzales

**Commissioners**  
Barbara Lambert  
Wayne Scott  
Dave Rose  
Don Rowe

**City Council**  
Greg Mills

**Alternates**  
Mark Rawlings



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

**Executive Committee Meeting**  
March 7, 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 MARCH 7, 2018 BURA STUDY SESSION AGENDA
3. ADJOURN

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4:30 PM  
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BRIGHTON URBAN RENEWAL AUTHORITY  
City Hall 500 South 4th Avenue Brighton, CO 80601

## Study Session Meeting

March 7, 2018

4:30 PM

### Authority Members

#### Chairman

Kevin Kildow

#### Vice-Chairman

Candace Werth

#### Treasurer

Janet Hepp-Struck

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Richard Gonzales

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1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **SEATING OF THE ALTERNATE:**
5. **APPROVAL OF THE URA MEETING AGENDA:**  
Recommended motion "...to approve the March 7, 2018 Study Session Meeting Agenda".
6. **COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS:**
7. **EXECUTIVE DIRECTOR REPORT:** Ryan Johnson
8. **ITEMS FOR DISCUSSION:**
  1. Q4 Capital Improvement Program Update—*Information Only*
9. **NEXT BURA MEETING:** MARCH 21, 2018 REGULAR MEETING  
CITY HALL CITY COUNCIL CHAMBERS AT 4:30 PM  
500 SOUTH 4TH AVENUE  
BRIGHTON, CO 80601
10. **ADJOURNMENT:**



BRIGHTON URBAN RENEWAL AUTHORITY

500 South 4<sup>th</sup> Avenue

Brighton, CO 806601

303-655-2066

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# Memo

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

Prepared By: Ryan Johnson, Executive Director of Urban Renewal

Through: Marv Falconburg, Assistant City Manager

CC: Adela Thomas, Clerical Assistant

Date: March 7, 2018

Re: Q4 2017 Capital Projects Status Update

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## **PURPOSE:**

This report is for Brighton Urban Renewal Authority (BURA) information only and requires no action by BURA. Attached is the status report for Capital Improvement Program (CIP) projects through December 31, 2017. The project name, a brief description and status update is provided for each project. If the Authority has questions about any of the projects included in this report, Staff will follow up with additional information.

## **BACKGROUND:**

Staff have compiled the attached status report on Capital Improvement Program (CIP) projects for activities through December 31, 2017.

Attachment A, "Definitions - Capital Improvement Program (CIP) Project Status Report", serves as a guide and provides general definitions for information presented within the project status reports within Attachments B. The following is a summary of key content within Attachment A:

- The "Updated" column on the far left side of the attached reports will have a "U" if the project information (such as the description, status, budget, projected completion date or percent complete) has been updated, or it will have "New" typed in to identify any new projects added to the CIP Status Report since last period, or it will have "To Be Closed" typed in to identify projects that have either been closed in the financial management system or will be closed this year. If

a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during the most recent period; it simply means that nothing substantial enough to report to BURA has occurred that warrants providing an update.

- The project name, a brief description of the project, project status, project budget, project expenditures as of December 31, 2017, the project manager(s), engineering firms/contractors, start date, projected completion date and percent complete is provided for each project.

Attachment B, "Capital Improvement Program - Major Projects", contains projects with definitive start and end dates. Approximate start and projected end dates are provided for these projects, along with an estimate of percent complete. The percent complete is specific to project activities and may not reflect the percent of budget expended, due to various factors, such as the timing associated with invoice processing.

While projects are categorized as BURA projects within Attachment B, some projects may receive funding from the General Fund or Utility Funds but are listed only once, in order to consolidate the information within the report and minimize redundancy.

Projects within this staff report support the priorities previously established by the Authority by working to create ways to activate the public realm in the downtown as well as using the gateway at South Main Street as a catalytic opportunity to facilitate a transformational redevelopment project in the city.

**ATTACHMENTS:**

**Attachment A** – Definitions – Capital Improvement Program (CIP) Project Status Report

**Attachment B** – Capital Improvement Program – Major Projects

**– DEFINITIONS –**  
**Capital Improvement Program (CIP) Project**  
**Status Report**

**Updated** – The “Updated” column is intended to simplify the review of the report by drawing attention to those projects with new updates since the last report. The column will have a “U” in it denoting that the project information has been updated, or will include “NEW” to identify any new projects that may have been added since the last report via supplemental appropriations (such as from carryover, the receipt of a grant or the subdividing of a larger project into smaller components), or will include “TO BE CLOSED” if the project will be closed before the next report. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project since the previous report; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

**Project Title/Description** – The Project Title is common name utilized by staff in identifying the project. The Project Description is a brief description of the project, specifically focusing on the scope of the project for which funds are budgeted (i.e., are the funds appropriated for the full project, from design to construction, or simply the design/engineering component of the project).

**Project Status** – A brief update as to the progress made on this project, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc. Staff will also use this section to report on construction change orders where formal BURA action is not required. Reporting this information in the CIP Status Reports presents this information in a streamlined fashion.

**Budget** – For Major Projects, this is the total amount BURA has appropriated via the current and/or prior years’ budgets. Some projects have funding from multiple sources, i.e., the General and Utility Funds; in these cases, the combined total for the project is shown in this report.

**Spent** – Actual expenditures processed to date, *excluding* encumbrances.

**Project Manager** – The staff member(s) overseeing the completion of the project. Regardless of having an external project manager, a staff member will always oversee projects.

**External Project Manager Utilized** – This column identifies if the primary project lead is a staff member or an outside contractor. If an external project manager is utilized, the name of the contractor is listed in this column.

**Engineering Firms Or Contractors** – Lists all outside firms the Authority has hired to work on this project, excluding the external project manager if applicable.

**Start Date** – Identifies the month and/or year in which the project was initiated (noted on the “Major Projects” pages only).

**Projected Completion Date** – The projected/targeted date for which the project is anticipated/scheduled to be complete (noted on the “Major Projects” pages only).

**Percent Complete** – Identifies the amount of the overall project, as funded via BURA appropriations and defined in the Project Title/Description that is complete. It is based solely on what has been funded to date and may not include actual completion/construction of the project. There will not necessarily be a one-for-one correlation between the percent complete and the amount expended. (For example, BURA may have funded the design only of a project and based on this funding level, the project may be 75% complete, which would be reflected in the Percent Complete column. Some projects may be 100% complete but may reflect some funds remaining in the project and the project remains on this report due to warranty work that is yet to be completed; once warranties expire, the project will be closed. Additionally, differences may occur due to the timing of invoice processing.)

**CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS**

UPDATED	PROJECT TITLE	Project Status (as of 12/31/2017)	BUDGET	Spent (as of 12/31/2017)	External Project Manager Utilized?	Engineering Firms or Contractors	START DATE	Project Completion Date	% COMPLETE
U	<b>Downtown Parklet (97003)</b> - This project includes the design and the construction of a parklet in the downtown. This project will be located in front of Creative U and La Estrellita and will convert two parallel parking spaces into this outdoor public space.	The design consultant has completed 100% the design and construction documents. Two separate invitations to bid on the construction were issued with no responsive proposals. Staff interviewed contractors to learn how to adjust the project scope such that we could get a successful bidder. Staff worked with procurement to re-tool the RFP to re-post in January 2018.	\$50,000 (for construction)	\$13,150 (design only)	N/A	Russell Mills Studios/Raw Creative	January 2017	Q2 2018	60%
U	<b>Downtown Parking Management Plan (97004)</b> - This project includes an analysis of the existing parking conditions throughout the entire downtown. The scope includes making short-term, mid-term and long-term recommendations in order to aid the capital planning for continued redevelopment and increased density.	Staff held the kickoff meeting in late September. Data collection and background research took place during Q4 2017. Staff is preparing to start the external public outreach in February 2018.	\$50,000	\$27,500	N/A	Walker Parking Consultants	March 2017	Q2 2018	50%
U	<b>South Main Pre-Development (97005)</b> - This project includes various activities related to site preparation for redevelopment and sale of land later in the year and into 2018. Examples of the types of activities included in this project include: demolition, environmental survey's/remediation, marketing, utility work etc.	To date, the following activities have occurred: All utilities have been cut off, trees have been removed, misc. items auctioned off, lead based paint and asbestos containing materials survey completed, Phase I ESA completed, asbestos remediation completed (825 S. Main St.), architectural massing rendering completed, public/national posting/promotion of RFP for sale of land, RFP for sale and development released, and proposals have been received for demolition. Demolition was completed in mid/late-August. An updated site location survey was completed in late 2017 in preparation for the CDOT land swap. Staff continues to negotiate the development agreement with the selected developer for the redevelopment of the site.	\$207,200	\$64,200	N/A	Smith Environmental & Engineering, A-1 Arbor Care, Farnsworth Group, Alpine Demolition	February 2017	Q4 2018	80%
To Be Closed	<b>South Main Land Acquisition (97001)</b> - This project includes removal of three underground storage tanks associated with the former U Pump It facility. This project includes all of the environmental testing and reporting as required by the Colorado Oil and Gas Commission.	This actual work for this project was completed in February. Final reporting and a request for "No Further Action" has been submitted to COGC. State has issued "No Further Action" letter to BURA.	\$40,000	\$33,228	N/A	CGRS Inc.	January 2017	Q1 2017	100%

## CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

U	<p><b>Urban Upgrades Project (97002)</b> - This project funding source is as a result of the funds received from the City Brighton to BURA. These funds have not been programmed to date.</p>	<p>Though nothing has been programmed for the use of these funds, staff proposed using \$50,000 of these funds starting in 2018 as part of a small business capital grant.</p>	\$125,000		N/A		January 2018	Q4 2018	
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