

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

General Information:
Office: 303-655-8747
ajanes@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
August 1, 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 AUGUST 1, 2018 BURA SPECIAL MEETING AGENDA
3. ADJOURN

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Special Meeting

August 1, 2018

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A G E N D A

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **SEATING OF THE ALTERNATE:**
5. **APPROVAL OF THE URA SPECIAL MEETING AGENDA:**
Recommended motion "...to approve the August 1, 2018 Special Meeting Agenda."
6. **EXECUTIVE SESSION:** *For a conference with the Authority's Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b).*
7. **COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS:**
8. **EXECUTIVE DIRECTOR REPORT:** Ryan Johnson
9. **PUBLIC COMMENT:** *Public Comment is reserved for comments on any issues or items pertaining to BURA business except those for which a formal public hearing is scheduled.*
10. **INFORMATION ITEMS:**
 - A. Q2 Capital Projects Update - Ryan Johnson
 - B. New BURA Website Status Update - Ryan Johnson
11. **NEXT BURA MEETING:** **AUGUST 15, 2018 BURA REGULAR MEETING
CITY HALL COUNCIL CHAMBERS AT 4:30PM
500 SOUTH 4TH AVENUE
BRIGHTON, CO 80601**
12. **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: Alisha Janes, Special Assistant to the City Manager

Date: August 1, 2018

Re: Q2 2018 Capital Projects Status Update

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 June 30, 2018. 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 June 30, 2018.

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 June 30, 2018, 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

Attachment C – Brighton Business Investment Program Status Report



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Ryan Johnson, Executive Director of Urban Renewal

Prepared By: Ryan Johnson, Executive Director of Urban Renewal

Through: Marv Falconburg, Assistant City Manager

CC: Alisha Janes, Special Assistant to the City Manager

Date: August 1, 2018

Re: BURA New Website Status Update

PURPOSE:

This report is for Brighton Urban Renewal Authority (BURA) information only and requires no action by BURA. Staff will be present on August 1, 2018 to provide additional information and solicit feedback from the Authority on the proposed graphics for the new BURA website.

BACKGROUND:

For over the last year, BURA Commissioners as well as Staff have identified a need to update the existing BURA website. The existing BURA website, although it has been redesigned recently, contains numerous qualities that render the site difficult to use and also difficult to modify.

Consequently, the Authority allocated funds in 2018 to undertake a complete website redesign. Multiple quotes were provided early in 2018 and the selected vendor was CivicPlus. This is the same vendor that is used for the City of Brighton website, which also underwent a significant redesign that launched in early 2018.

By aligning the website platforms, several benefits will be realized. In addition, there are various other benefits that are anticipated. Those benefits are listed below.

- Increased “brand” alignment between BURA and the City recognizing that BURA really is a “sub-brand” of the overarching City organization.
- Increased ability to add, edit, delete web pages

- Increased ADA compliance
- Increased efficiencies for updating the back-end of the website since there is only one platform for Staff to learn
- Increased transparency for the public
- Increased user functionality
- Far superior graphic design

Staff will be present on August 1, 2018 to show the static graphic mock-ups of the website that is under construction. The Authority is encouraged to provide feedback at this time as this will be used to give to the consultant for consideration.

The anticipated launch date for the website will be just after the New Year for the hard-launch. The soft-launch is anticipated around November for Staff to start using the website, updating content and getting ready for the hard-launch in 2019.

– 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 6/30/2018)	BUDGET	Spent (as of 6/30/2018)	External Project Manager Utilized?	Engineering Firms or Contractors	START DATE	Project Completion Date	% COMPLETE
U	Downtown Parklet (97003) - 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.	This project is under construction. The parklet is being fabricated offsite. Final installation was originally set for late June but pushed to early July due to coordination of schedules, holidays, and availability of specific materials to arrive by end of June.	\$50,000 (for construction)	\$19,036 for construction; Design was paid for in 2017 and was \$13,050	N/A	Russell Mills Studios/Raw Creative	January 2017	Q3 2018	90%
U	Downtown Parking Management Plan (97004) - 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.	The draft final report is completed and has been delivered to staff. Staff are currently vetting that out and are looking for appropriate time to present in Study Session to City Council.	\$50,000 from COB and \$50,000 from BURA (Contract amount is for \$77,450)	BURA xfer'd \$27,450 in Dec. 2017 to COB	N/A	Walker Parking Consultants	March 2017	Q2 2018	85%
U	South Main Pre-Development (97005) - 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. BURA authorized entering into a disposition and development agreement in March of 2018. Staff will complete a groundwater soil study in Q3 2018 as part of our requirements for environmental analysis.	\$207,200	\$64,144	N/A		February 2017	Q4 2018	80%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

U	Urban Upgrades Project (97002) - 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.	\$50,000 of this original amount has been pledged to the Brighton Investment Program (BIP) for use in the downtown area. Though most of this has been applied for by businesses, none of the businesses have received their award as their projects are still under way. At least two businesses have completed their projects and will be receiving payment soon. No payments (reimbursements) have been made by BURA to date.	\$125,000	\$0	N/A	N/A	January 2018	Q4 2018	0%
N	Pedestrian Improvements RR Crossing & Bridge (97006) - This project is in cooperation with the Streets and Fleet Dept. to redesign the pedestrian crossing for the railroad crossing at Bridge St. east of Cabbage.	The Streets and Fleet Dept. is currently vetting proposals from engineering firms to work on retainer for a number of projects, including this one. Work is anticipated to begin in Q2-Q3 2018.	\$25,000	\$0	N/A	TBD		Q4 2018	0%
N	New Website (97007) - This project includes the design of a new website that aligns more closely with the City of Brighton website from a user interface and maintenance perspective. This project also includes initial training and year one website hosting.	This project kicked off in late March. Design discovery has been completed. Wireframe is completed and approved. Mockups were delivered early July for review.	\$10,000	\$4,950	N/A	CivicPlus	March 2018	Q4 2018	0%
N	Parking Management Plan Implementation (97009) - This project includes being able to start initial implementation of the first set of action items from the adopted Parking Management Plan that is anticipated to be adopted late Q2 2018. The specific items this includes are yet to be determined.	This project has not started as it is dependent on the final recommendations included in the Parking Management Plan.	\$25,000	\$0	N/A	TBD	TBD	Q4 2018	0%
N	4th Ave & Bridge Intersection Improvements (97011) - This project is in cooperation with the Streets and Fleet Department for the reconfiguration of the signalized intersection at 4th Ave. and Bridge St. Improvements may include updating of signal equipment as well as beautification elements encouraging pedestrians to cross at appropriate and safe spots.	The Streets and Fleet Dept. is currently vetting proposals from engineering firms to work on retainer for a number of projects, including this one. Work is anticipated to begin in Q2-Q3 2018.	\$50,000	\$0	N/A	TBD	TBD	Q4 2018	0%

