

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
Don Rowe

City Council
Greg Mills



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

Executive Committee Meeting
September 19, 2018
4:00 PM

AGENDA

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 SEPTEMBER 19, 2018 BURA MEETING AGENDA
3. ADJOURN

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

Regular Meeting
September 19, 2018
4:30 PM

Authority Members

Chairman

Kevin Kildow

Vice-Chairman

Candace Werth

Treasurer

Janet Hepp-Struck

Past –Chair

Richard Gonzales

Commissioners

Barbara Lambert

Wayne Scott

Don Rowe

City Council

Greg Mills

A G E N D A

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **APPROVAL OF THE URA MEETING AGENDA:**
Recommended motion "...to approve the September 19, 2018 Regular Meeting Agenda."
5. **APPROVAL OF THE AUGUST 15, 2018 REGULAR MEETING MINUTES:**
Recommended motion "...to approve the August 15, 2018 Regular Meeting Minutes."
6. **COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS:**
7. **EXECUTIVE DIRECTOR REPORT:** Ryan Johnson
8. **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.*
9. **ACTION ITEMS:**
 1. Resolution No. 0919-18 recommending appointment of a new commissioner to the City Council.
 2. Proposed Amended Bylaws First Reading—recommended motion "...to bring the amended bylaws back on a second reading on October 17, 2018."
10. **ITEMS FOR DISCUSSION:**
 1. Proposed 2019 projects and budget changes.
11. **NEXT BURA MEETING:** **OCTOBER 3, 2018 BURA STUDY SESSION**
CITY HALL COUNCIL CHAMBERS AT 4:30 PM
500 SOUTH 4TH AVENUE
BRIGHTON, CO 80601
12. **ADJOURNMENT:**



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

Regular Meeting Minutes from August 15, 2018

1. CALL TO ORDER:

Chairman Kevin Kildow called the meeting to order at 4:30 p.m.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Commissioners Present: Kevin Kildow, Candace Werth, Janet Hepp-Struck, Richard Gonzales, Barbara Lambert, Wayne Scott, Dave Rose, Don Rowe, Greg Mills, and Mark Rawlings

Commissioners Absent: There were no commissioners absent

Staff Present: Ryan Johnson, Alisha Janes, Jean Starr, and Gary Montoya

Media Present: There was no media present

4. SEATING OF THE ALTERNATE:

All commissioners were present.

5. APPROVAL OF THE URA MEETING AGENDA:

Commissioner Dave Rose moved, seconded by Treasurer Janet Hepp-Struck to approve the August 15, 2018 Regular Meeting Agenda.

Vote: Approved by all

6. APPROVAL OF THE MAY 16, 2018 REGULAR MEETING MINUTES:

Treasurer Janet Hepp-Struck moved, seconded by Past-Chair Richard Gonzales to approve the May 16, 2018 Regular Meeting Minutes.

Vote: Approved by all

7. APPROVAL OF THE AUGUST 1, 2018 SPECIAL MEETING MINUTES:

Commissioner Don Rowe moved, seconded by Councilor Greg Mills to approve the August 1, 2018 Special Meeting Minutes.

Vote: Approved by all

8. COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS

Chair Kevin Kildow recognized Dave Rose for his many years of service to the Authority.

9. EXECUTIVE DIRECTOR REPORT:

Executive Director Ryan Johnson also thanked Dave Rose for his many contributions to the Authority. Executive Director Ryan Johnson reported that the City received full funding of a Department of Local Affairs grant for the restoration of the Depot property, for which the Authority provided matching funds.

10. PUBLIC COMMENT:

There was no public present.

11. EXECUTIVE SESSION:

Treasurer Janet Hepp-Struck moved, seconded by Past-Chair Rich Gonzales to enter into an executive session for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b), for which a topic cannot be disclosed without compromising the purpose of the executive session at 4:44 p.m.

Vote: Approved by all

The executive session was adjourned at 5:20 p.m.

There was no action taken in executive session.

12. ACTION ITEMS:

1. Chair Kevin Kildow postponed Resolution No. 0815-18A indefinitely.
2. Executive Director Ryan Johnson presented the Parklet Maintenance Agreement. Treasurer Janet Hepp-Struck moved to approve Resolution 0815-18B, seconded by Vice-Chair Candace Werth.

Vote: Approved by all

3. Jean Starr presented the Q2 Financial Report and a letter for the City's 2017 financial audit, which reflected that there were no audit findings for 2017, including the Authority's accounts. Commissioner Dave Rose moved to accept the Q2 Financial Report, seconded by Past-Chair Richard Gonzales.

Vote: Approved by all

13. NEXT BURA MEETING

SEPTEMBER 5, 2018 BURA STUDY SESSION
CITY HALL COUNCIL CHAMBERS AT 4:30 P.M.
500 SOUTH 4TH AVE.
BRIGHTON, CO 80601

14. ADJOURNMENT

Commissioner Dave Rose moved, seconded by Vice-Chair Candace Werth, to adjourn the meeting at 5:54 pm.

Vote: Approved by all



BRIGHTON URBAN RENEWAL AUTHORITY

500 South 4th Avenue

Brighton, CO 806601

303-655-2066

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Memo

To: Kevin Kildow, Chair and BURA
Commissioners

Prepared By: Ryan Johnson, Executive Director of Urban Renewal
Through: Marv Falconburg, Assistant City Manager

CC: Alisha Janes, Executive Assistant to the City Manager
Date: September 19, 2018

Re: Commissioner Appointment Recommendation

PURPOSE:

The purpose of this staff report is to seek approval of Resolution No. 0919-18 regarding a recommendation of appointment by the City Council to the Brighton Urban Renewal Authority (BURA).

BACKGROUND:

Pursuant to Section 2-8-25 of the Brighton Municipal Code, the City Council controls the appointment of members to the City's boards, commissions and authorities. Additionally, the City Council in the first quarter of 2018 adopted a policy delegating the interview/review process for available seats on BURA to the BURA Commissioners.

This newly modified process allows the BURA Commissioners to review and evaluate the applications from interested individuals based on the skill sets, strengths and needs of BURA. With the vacancy created by the term expiration of Commissioner Dave Rose, the City Clerk's Office published this vacancy according to adopted policy.

Three applications were received by the City that met all minimum requirements and prerequisites for consideration. At the September 5, 2018 BURA Study Session, Commissioners conducted interviews of the three interested candidates.

Before action on Resolution No. 0919-18 can occur, the Authority has the opportunity to formulate a recommendation to the City Council for their ultimate consideration. At the September 19, 2018 BURA meeting, Commissioners will be given a chance to choose their preferred candidate to recommend to the City Council.

For convenience, ballots will be provided at the September 19th BURA meeting for each Commissioner. The Authority will then vote on a resolution officially recommending a candidate for appointment to the City Council. The City Council is scheduled to take action to formally appoint and swear in the successful candidate in October 2018.

OPTIONS FOR BOARD CONSIDERATION:

- Select a preferred candidate to submit to the City Council for consideration and appointment to the Authority.
- Do not select a preferred candidate to fill this vacancy at this time. This can occur either through lack of sufficient support to recommend a preferred candidate or if the Authority decides that none of the candidates would be a proper fit to fill this vacancy. The latter option would result in the position remaining vacant allowing perhaps additional applications to be submitted for consideration. The Authority could choose to interview any of those candidates at a later date. Staff does not recommend leaving the position vacant since this leaves an even number of Commissioners on the board, increasing the risk of tie-votes.

STAFF RECOMMENDATION:

Staff recommends the Authority select a preferred candidate to fill the vacancy created by the departure of Commissioner Rose. In the absence of the Authority being able to make a recommendation, the City Council still retains the ability to appoint someone absent of the input from the BURA Commissioners.

FISCAL IMPACT:

\$0

RECOMMENDATION:

Staff recommends approval of Resolution No. 0919-18 based on the direction of the Authority and also the advice from the Authority's legal counsel.

ATTACHMENTS:

Resolution No. 0919-18

BRIGHTON URBAN RENEWAL AUTHORITY

A RESOLUTION RECOMMENDING APPOINTMENT OF A NEW COMMISSIONER TO THE CITY COUNCIL

RESOLUTION NO. 0919-18

WHEREAS, pursuant to Section 2-8-25 of the Brighton Municipal Code, the City Council controls the appointment of members to the City's boards, commissions and authorities;

WHEREAS, pursuant to Article II, Section 1, of the bylaws of the Brighton Urban Renewal Authority ("BURA"), appointment of new Commissioners shall be by resolution of the City Council;

WHEREAS, the Board of Commissioners currently has one open seat, because of the recent departure of a Commissioner;

WHEREAS, the Board of Commissioners has determined that _____ is the most qualified, based on his experience; and

WHEREAS, the Board of Commissioners wishes to recommend the City Council appoint _____ as BURA's new Commissioner.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Brighton Urban Renewal Authority as follows:

Section 1. The Board of Commissioners hereby recommends to City Council that _____ be appointed as a BURA Commissioner.

ADOPTED this 19th day of September, 2018.

BRIGHTON URBAN RENEWAL AUTHORITY

Kevin Kildow, Chair

ATTEST:

Ryan Johnson, Executive Director

BRIGHTON URBAN RENEWAL AUTHORITY BYLAWS

ARTICLE I **GENERAL**

SECTION 1. POWERS AND DUTIES. The Brighton Urban Renewal Authority (the "Authority"), acting by and through its Board of Commissioners, shall have all the powers granted by the Brighton City Council (the "City Council") and the Colorado Revised Statutes and shall perform all duties provided therein.

SECTION 2. OFFICE. The office of the Authority shall be at the Brighton City Hall.

ARTICLE II **COMMISSIONERS**

SECTION 1. APPOINTMENT AND TERMS. The appointment and the terms of office of the Commissioners of the Authority shall be as provided by resolution of the Brighton City Council.

SECTION 2. REMOVAL. Commissioners of the Authority may be removed from office by the Brighton Mayor and City Council as provided by law.

SECTION 3. CONFLICTS OF INTEREST. No Commissioner nor any immediate member of the family of any Commissioner shall acquire, nor shall any Commissioner retain any interest, direct or indirect, in any project or in any property included or planned to be included in any Authority project, nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any Authority project. If any Commissioner owns or controls an interest, direct or indirect, in any property included or planned to be included in any Authority project, he or she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Upon such disclosure, such Commissioner shall not participate in any action by the Authority affecting the carrying out of the project planning or the undertaking of the project unless the Authority determines that, in light of such personal interest, the participation of such Commissioner would not be contrary to the public interest. Acquisition or retention of any such interest without such determination by the Authority that it is not contrary to the public interest or willful failure to disclose any such interest shall constitute misconduct in office.

~~SECTION 4. ALTERNATES. By resolution, the Brighton City Council has appointed alternate Commissioners of the Authority. At each meeting of the Authority, if a regular Commissioner is not present at the time of roll call, an alternate Commissioner who is present at the time of roll call shall be seated as a Commissioner for that meeting, by motion of the Authority. Once seated, the alternate Commissioner shall have the full authority of a regular Commissioner for that meeting only, and may vote on all matters coming before the Authority at that meeting only. Alternate Commissioners may not serve as officers of the Authority.~~

ARTICLE III
OFFICERS AND PERSONNEL

SECTION 1. ELECTION. The officers of the Authority shall be a Chair, a Vice-Chair and a Treasurer, and they shall be elected annually by the Authority at the first regular meeting in January and assume their duties upon election.

SECTION 2. CHAIR. The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority. The Chair shall appoint such standing committees as authorized by a vote of the Authority.

SECTION 3. VICE-CHAIR. The Vice-Chair shall perform the duties of the Chair in the absence from the City or incapacity of the Chair; and in case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair from among its members.

SECTION 4. TREASURER. The Treasurer shall perform the duties of the Vice-Chair in the absence or incapacity of the Vice-Chair. The Treasurer may monitor the care and custody of all Authority funds and verify receipts and deposits, or may delegate these duties to the Executive Director of the Authority.

SECTION 5. EXECUTIVE DIRECTOR. The Brighton City Manager or designee shall serve as Executive Director of the Authority. The Executive Director shall have the general supervision over the administration of the affairs and business of the Authority, and shall be charged with the management of Authority projects. The Executive Director shall have the care and custody of all funds of the Authority. Except as otherwise authorized by resolution of the Authority, he or she shall co-sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. He shall keep regular books of account of the transactions and financial condition of the Authority. The Executive Director, as Secretary of the Authority, shall attend all meetings of the Authority in person. He or she shall give such bond for the faithful performance of his or her duties as the Authority may designate. The Executive Director shall designate in writing some person to perform his or her duties hereunder in his or her absence.

SECTION 6. SECRETARY. The Executive Director shall serve as the Secretary of the Authority and the Commission. The Secretary shall attest to the signature of the Chair on Authority documents, keep the records of the Authority, shall record all votes, and shall cause to be kept a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. The Secretary shall designate in writing some person to perform his or her duties hereunder in his or her absence.

SECTION 7. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority.

SECTION 8. VACANCIES. Should the office of Chair, Vice-Chair, or Treasurer become vacant, the Authority shall select a successor from its membership at the Authority's next regular meeting to serve for the unexpired term of said office.

SECTION 9. PERSONNEL. The Authority may from time to time authorize the employment of such personnel as it deems necessary to exercise its powers, duties and functions. The Executive Director shall determine the selection, qualifications, duties, and compensation of all personnel.

SECTION 10. EXECUTIVE COMMITTEE. The Executive Committee shall consist of all Officers of the Authority and the previous Chair (if still serving as a Commissioner).

ARTICLE IV **MEETINGS**

SECTION 1. REGULAR MEETINGS. A regular meeting shall be held with notice as required by Colorado law at such time and place as may be prescribed by resolution of the Authority. If additional room or facilities are needed, the Chair may change the site of the meeting to another public location within the City of Brighton that is open and accessible to the general public, provided notice of such change is made not less than 24 hours prior to the scheduled meeting time. The Authority may, by motion, cancel any regular meeting.

SECTION 2. SPECIAL MEETINGS. The Chair may, when he or she deems it expedient, or upon the written request of three Commissioners, call a special meeting of the Authority for the purpose of transacting any business designated in the notice thereof. Notice of a special meeting shall be provided by Commissioners by telephone, electronic mail or personal service at least 24 hours prior to the special meeting. The Chair may cancel any special meeting previously scheduled.

SECTION 3. QUORUM. A majority of the Commissioners shall constitute a quorum for all purposes, but a smaller number may adjourn until a quorum is obtained.

SECTION 4. VOTING. When a quorum is in attendance, action may be taken by the Authority upon an affirmative vote of the majority of the Commissioners present. The yeas and nays shall be entered upon the minutes of every meeting, except where there is a unanimous vote.

SECTION 5. ABSENCES. A Commissioner who is unable to attend a meeting shall notify the Secretary in advance of the meeting, stating the reason for his or her absence. More than four (4) absences from meetings within any calendar year may constitute the basis for a charge of neglect of duty and may serve as the basis for removal proceedings pursuant to Article II, Section 2 hereof and C.R.S. § 31-25-104(4), as amended. Participation by telephone pursuant to the Authority's current Policy on Telephonic Participation in Meetings shall not constitute an absence.

SECTION 6. RULES OF PROCEDURE. The meetings of the Authority shall be conducted according to the Authority's adopted Rules of Procedure, which may, in the future, be

revised to include procedures for allowing Commissioners to participate in meetings through telephonic or digital means.

SECTION 7. OPEN MEETINGS. The Authority shall make all policy decisions, pass resolutions, adopt rules and regulations, and take action on contracts calling for the payment of money only at meetings open to the public. Notices of meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*

SECTION 8. EXECUTIVE SESSIONS. The Authority may enter into executive sessions as permitted by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Attendance at executive sessions shall be limited to the members of the Authority and such persons that the Authority may also invite as required for advice and information.

SECTION 9. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet prior to regular or special meetings of the Authority, as necessary, to review the agenda for the upcoming Authority meeting agenda and future meeting agendas. Executive Committee meetings shall be open to the public, and notices of such meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Any Commissioner may attend any Executive Committee meeting.

ARTICLE V **MANAGEMENT**

SECTION 1. CONTRACTS. All contracts of the Authority shall be approved by resolution or as otherwise required by the Authority's adopted purchasing policy. A copy of each contract along with its appropriate approving documents shall be kept with the journal of the proceedings of the Authority.

SECTION 2. PROJECT MANAGEMENT. The Authority may undertake specific project management as requested by the City of Brighton, and approved by the Authority, which may modify the roles of the Authority and of its officers for the purpose of those projects during appropriate deliberations.

SECTION 3. AUTHORITY POLICIES. The Authority shall by resolution adopt a purchasing policy and may, as it deems appropriate, adopt other policies. All adopted policies shall be available for public inspection at the Authority's office.

SECTION 4. RELATIONSHIP WITH CITY OF BRIGHTON. The Authority, its officers, and employees shall always strive to provide regular and comprehensive communications regarding the Authority's activities with the Mayor, City Council and City Manager of the City of Brighton. Wherever possible, the Authority shall cooperate with the City of Brighton to avoid the duplication of offices, staff, and services.

SECTION 5. FUNDS. All funds of the Authority shall be deposited in the name of the Authority in such bank or banks or with the City of Brighton as the Authority may, by resolution, select.

SECTION 6. FISCAL YEAR. The fiscal year of the Authority shall commence on January 1 and end of December 31 of each year.

SECTION 7. GIFTS. The Board may accept on behalf of the Authority any contribution, grant funding, gift, bequest or devise for any of the purposes of the Authority.

ARTICLE VI **BOOKS AND RECORDS**

SECTION 1. RECORDKEEPING. The Authority shall maintain adequate and correct accounts of its funds, properties and business transactions. Accounts shall be open to inspection by the public at any reasonable time.

SECTION 2. AUDIT. The Authority shall conduct an annual audit in compliance with the Local Government Budget Law, C.R.S. § 29-1-101, *et seq.*

SECTION 3. RECORDS TO BE PUBLIC. All resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair and attested to by the Secretary. A record shall also be made of all other proceedings of the Board, with minutes of the meetings and reports entered into the record. Said records shall be public records and shall be open to inspection as required by law.

ARTICLE VII **BUDGET**

SECTION 1. PROCESS. Pursuant to the Local Government Budget Law, C.R.S. § 29-1-101, *et seq.*, each year, the Authority shall prepare a preliminary budget and submit it to the Board. An initial budget shall be prepared for review and consideration at the regular meeting in the month of September.

SECTION 2. APPROVAL. The annual budget and associated appropriations shall be finally approved no later than December 15. The budget shall be then certified to be the budget of the Authority and thereafter sent to the Colorado Department of Local Affairs.

SECTION 3. AMENDMENT. The Authority may from time to time amend its annual budget according to the procedure set forth in the Local Government Budget Law.

ARTICLE VIII **AMENDMENTS TO AND SUSPENSION OF BYLAWS**

SECTION 1. AMENDMENT. These Bylaws shall be amended only if the proposed amendment(s) have been adopted on first reading at the previous meeting.

SECTION 2. SUSPENSION. Any requirement of these Bylaws may be waived by a written consent signed by all Commissioners, except those required by law.

Adopted Jan. 18, 2017, by Res. No. 0118-17A; Revised Oct. 17, 2018, by Res. No. __-18.



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

Prepared By: Ryan Johnson, Executive Director of Urban Renewal
Through: Marv Falconburg, Assistant City Manager

CC: Alisha Janes, Executive Assistant to the City Manager
Date: September 19, 2018

Re: Proposed 2019 Projects and Budget Changes

PURPOSE:

The purpose of this staff report is to inform the Brighton Urban Renewal Authority (BURA) Commissioners of upcoming considerations and changes for the Proposed 2019 Budget. Additionally, Staff are seeking feedback on proposed projects in order to finish up the budget preparation process in October. Staff will be present at the September 19, 2018 BURA meeting to answer any questions the Authority may have.

BACKGROUND:

As Staff continues the effort of preparing the Proposed 2019 Budget, there are various items that are proposed to change during the upcoming fiscal year related to either personnel or operating expenses. Those items are listed below:

- Personnel model
- New capital outlay replacement plan for audio/visual needs at the Armory
- Rate adjustments for legal services
- Controlled maintenance of the Armory
- Maintenance for the parklet

Additionally, the Authority is invited to provide direction to staff on some proposed capital projects, in order to plan properly for the upcoming fiscal year. Among the list of proposed capital projects are a couple of projects that are proposed to continue from 2018 into 2019. Likewise, there are new proposed projects that may be considered. The list of proposed capital projects is provided below.

- **South Main Improvements – CIP 97005;** The funds from this project are restricted per the bond refinancing covenants to only be used for this project. As such, staff believes these funds will be needed to address various items related to selling the property to a developer and ensuring proper environmental remediation has been completed on the site. The remaining funds for this project are \$143,000.

- **Armory Campus Integration;** This project would be a new project and is related to the project the City is working on with the Depot. The vision for the entire campus includes integrating the Armory, library and Depot into one cohesive campus. As the City prepares to make significant improvements to the Depot, several opportunities for improvements to the Armory property exist. These projects have been folded into the larger financial pro forma and staff has been working on confirming these numbers with general contractors. BURA has an opportunity to take advantage of the various contractors that will already be at the site doing work, thereby lowering the costs for BURA. The projected cost for the Armory portion of the project is \$200,000. The improvements to the Armory property include:
 - Installing a sidewalk on the west side of the property connecting Strong Street to the Depot.
 - Relocation of the trash enclosure to create a more pedestrian friendly plaza environment.
 - Pedestrian bridge improvements for safety and security.
 - General plaza upgrades to integrate all properties into the larger campus.

- **Armory Entry Monument Sign Replacement –** This would be a new project for consideration. During 2018, staff have analyzed the existing entry monument sign at the Armory and observed that the foundation is failing. This is due to the materials used to cover the base and the wear and tear this sign receives from nearby foot traffic. The sign itself is not under any warranty. Staff has evaluated whether it is more cost effective to repair or replace the sign. After consulting with Facilities Staff and multiple sign contractors, the recommendation is to replace this sign. The estimated cost of this would be approximately \$25,000 based on the research staff has completed thus far.

- **Urban Upgrades Project – CIP 97002;** These funds were provided by the City Council to complete several smaller projects that are needed in the

downtown core of the City. The initial amount was \$125,000. \$50,000 is committed to participate in the Brighton Investment Program (BIP) with the Brighton EDC. To date, about half of the BURA dollars have been pledged and most of the EDC dollars have been pledged or spent. Separately, there are still several other ideas of how staff can program the balance (\$75,000) of those funds. As a reminder, this is the priority list provided by the Authority for consideration.

Strategies	Votes
Streetscape: Pedestrian Connectivity and Gateways	16
Housing, Housing, Housing	16
Create a Heart for Downtown	10
Downtown Organization/Partnership	7
Consolidate and Confirm the Vision	6
Tenant Recruitment	6
Engage Broader Community Ownership	5
Funding Strategy	3
Business Plan and Investment Strategy	1
Coordinate Public Events	0
Downtown Partnership Participation	0

Additionally, the Leeland Study, which served as the visioning effort for the desired improvements in the downtown indicated that the short term action items for the next five years should be focused on three core substantive areas including:

- **The Physical Realm:** Creating a great place downtown – a “heart” for the community.
- **The Residential Market:** Growing downtown’s residential base and targeting new markets.
- **Organizations and Partnerships:** Focusing on the “human infrastructure” that will ensure successful implementation over the long term.

In preparation for the 2017 Budget, staff provided a list of projects that all supported the previously stated priorities. Staff is pleased to report that all of those projects are either completed or substantially completed. The list of projects is shown below for reference:

- Install parking behind the Buddhist Church
- Bridge Street “Welcome” sign

- Downtown District Parking Analysis
- Parklet design and construction
- Small business capital grant creation and participation

Projects that are ongoing but not yet completed include:

- Downtown Plaza design and construction
- Install landscaping behind the Buddhist Church
- Historic Downtown branding and designation
- Skeel Street reconstruction near the Pavilion's

The only addition to this list for consideration would be that staff could replenish the funds already used for the BIP program back up to \$50,000 for 2019.

STAFF RECOMMENDATION:

Staff is seeking feedback on how to proceed with the proposed capital projects and also how to program the balance of the urban upgrade funds in 2019.

FISCAL IMPACT:

TBD