

## **INTERGOVERNMENTAL AGREEMENT FOR DOWNTOWN DEVELOPMENT AUTHORITY SUPPORT AND SERVICES**

THIS AGREEMENT is made and entered into by and between the City of Longmont, Colorado, a municipal corporation (“City”), and the Longmont Downtown Development Authority (“DDA”), effective the first day of January, 2025, replacing in its entirety the agreement between the City and the DDA dated January 1, 2024.

### **RECITALS**

The DDA was formed in November 1982 as a body corporate pursuant to Part 8, 31-25-801 et seq., C.R.S. The DDA was formed for the purpose of promoting the improvement and redevelopment of the downtown area of the City of Longmont. As part of that effort, the City desires to have the DDA undertake certain duties for the benefit of the City and the area within the boundaries of the DDA, which duties are described in Article I of this Agreement. As consideration for the work to be performed by the DDA, the City agrees to provide assistance and services, which are described in Article II of this Agreement.

### **ARTICLE I**

#### **DUTIES OF THE DDA**

1. DDA Services. The DDA agrees to provide the following downtown development services on behalf of the City:
  - A. To encourage and stimulate economic development in Longmont’s central business district and general downtown area by providing information and services to existing and prospective businesses and industries.
  - B. To sponsor or produce downtown special events in 2025, (only if possible in accordance to current public health orders), with implementation assistance from the City, including ArtWalk events (one on Main St. and up to four Summer on the Streets events on 4th Avenue), Holiday Plaza Lighting, and up to five events (produced or cosponsored) on avenues east or west of Main Street, alleys or parking lots. Additionally, the Longmont Creative District will host several events in conjunction with its committees, including art and music events as well as other retail-related events within the DDA boundaries.
  - C. To cosponsor or produce downtown special events in 2025, with planning and implementation assistance from the City, including Clean and Green, Halloween Parade and Trick or Treat on Main Street, the Downtown Summer Kick off Concert on 4th Avenue, and Holiday Lights.

As a part of organizing these events the DDA and the City of Longmont agree to the following planning principles, schedules and/or operating agreements:

DDA will schedule a special event planning meeting with City staff for the purpose of setting the special event calendar and collaborations for 2025. Additionally, the DDA and City Recreation Services Staff will work together to attract and facilitate outside events being hosted in the DDA.

- D. To prepare social media and print literature, brochures or other materials to assist in achieving downtown and central business district economic and redevelopment objectives. The logo of the City shall be included in all marketing efforts for events and services paid for by funds from the City.
- E. To conduct, prepare, or have prepared planning and technical surveys as may be necessary for data and informational needs.
- F. To prepare or have prepared a framework or master plan for the physical redevelopment and economic development of the downtown.
- G. As necessary, to coordinate work and consult with the City and Longmont General Improvement District No. 1 in preparation of the master plan and other physical redevelopment and economic development activities.
- H. To propose projects and prepare documents, as necessary, for City evaluation and consideration.
- I. To prepare a proposed budget and Capital Improvement Program (CIP) projects for the coming fiscal year on the same schedule as City departments and to recommend to the City Council the ad valorem mill levy necessary for the coming year to fund the approved budget. Utilities & Public Works (UPW) and DDA staff will meet before February 15 to discuss projects that should be included in the CIP.
- J. To prepare information for additional appropriations and Capital Improvement Program project amendments for the current fiscal year on the same schedule as City departments and to be available to present information during council meetings if necessary.
- K. To comply with City Personnel Rules and all applicable employee-related Administrative Regulations to ensure consistent and appropriate management of employee issues and concerns.
- L. To use the City's Purchasing Division for all procurement contracts and purchasing transactions, and to adhere to all of the City's purchasing rules and regulations. However, where it states in the purchasing rules that contracts must be approved by City Council, DDA contracts will be approved by the LDDA Board. Where purchasing rules dictate that the Purchasing Manager will sign contracts, the Executive Director will have this signing authority.
- M. To do all things necessary, proper, advisable or convenient for the accomplishment

of the above purposes and to do all other things incidental thereto or connected therewith.

- N. Be responsible for the reasonable costs related to traffic control for events that the DDA chooses to hold above and beyond the events identified in paragraphs B and C above. The DDA has the option of bidding for these services. In this situation, the DDA shall contract with a traffic control company approved by the City to provide the necessary service, and the traffic control plans shall be approved by the City.
  - O. To compose the Longmont Downtown Design Board, undertaking its duties such as to review applications for certificates of compliance with downtown sign design standards within the boundaries of the DDA consistent with the provisions of section 15.06.110 of the Longmont municipal code.
  - P. To evaluate safety issues and services within the Downtown area and work with necessary City departments to collaborate and implement solutions for staffing, enforcement and best practices to keep Downtown a clean and safe environment for all.
2. Streetscape Improvements. The DDA agrees to meet the following responsibilities concerning streetscape improvements within the boundaries of the DDA.
- A. Upon completion and acceptance of streetscape improvements, except those noted in item 2.C. below, the City will accept ownership, liability and maintenance.
  - B. The DDA will be responsible for routine maintenance and for all streetscape improvements owned or maintained by the DDA located within the DDA boundaries.
  - C. The streetscape improvements that fall under this section of Article I are inclusive of, but not limited to, planters, kiosks and string lighting, and contribute to the replacement of address blocks as needed, when placed in the sidewalk.
  - D. The DDA will periodically review the condition of streetscape improvements it owns or maintains to find any potential repairs that may be needed.
  - E. The DDA will budget each year an adequate amount of money for streetscape improvements and repairs as they are needed.
  - F. The DDA will provide liability insurance coverage for streetscape improvements within the DDA boundaries.
  - G. The DDA's maintenance responsibilities on streetscape improvements it has purchased and placed within the DDA boundaries include, but are not limited to, repair and replacement of broken, damaged, or unsightly improvements.

- H. The DDA will budget for emergency tree trimming services within the DDA district that impacts property owners or pedestrian safety.
  - I. The DDA will designate 25% of the Tax Increment Financing (TIF) generated by City taxes to be used for replacement of streetscape infrastructure assets within the DDA.
3. Alley, Breezeway, and Parking Lot Improvements. The City and the DDA jointly planned, designed and constructed the Downtown Alley Improvement Project. The DDA will own and maintain the breezeway improvements, including the light poles, alley crossing poles, pavers, banners, string lights, flower pots, and in ground landscaping. Longmont Power & Communications (LPC) will maintain only alley pedestal post top lighting; all supplemental metered energy lighting and parking lot lighting will be owned and maintained by the DDA or Longmont General Improvement District #1. The DDA also will maintain the alley adjacent in-ground landscaping, parking lot light poles, screen walls and parking lot in-ground landscaping, as well as common trash enclosures.
4. Development Incentive Program. The DDA will administer a Development Incentive Program (DIP) as detailed in this agreement and program documents to facilitate desired small to moderate scale building exterior facade improvements for eligible projects, building code, safety code, and fire code required improvements for priority projects and eligible public improvements related directly to and benefitting a private development project contemplated below and in compliance with the following procedures and funding limitations:
- A. Program requirements include the following:
    - 1. Eligibility for participation in the DIP is limited to the following: Owners of real property within the territorial limits of the DDA, their lessees with the consent of the owners, or their authorized representatives.
    - 2. Applications will be in writing upon forms provided and in a format required by the DDA and will be submitted to the DDA for review.
    - 3. Applications that satisfy all the Board criteria may be approved by DDA staff or be forwarded to the DDA Board for approval. Any approval will be subject to a development agreement, if required by the DDA Board, which will require the funding recipient to fully reimburse the DDA should the recipient fail to comply with the terms of the agreement.
    - 4. Public improvements, as identified in subsection E, below, may also be funded as part of the DIP upon a finding by the DDA Board that the public improvements will have a positive impact on and help facilitate a private development and that the appropriation of program funds would not unduly reduce the availability of funds for private improvements.

- B. Applications will include the information outlined in the DIP program documents. Applications must provide evidence that all General Improvement District, DDA, City, and other applicable taxes are paid to date for the property owner(s) and business(es) associated with the property requesting funding.
- C. Project Funding. The amount of DIP funding is at the discretion of the DDA Board or staff as directed by Board criteria and subject to available funding. DIP funding will be evaluated on a case-by-case basis and will be based on an application's compliance with the standards and criteria set forth in section D. The DDA may establish a scoring system for evaluating applications as needed. DIP funding is limited to no more than twenty-five (25) percent of the total project costs up to a maximum of \$10,000 of DDA funding, except that restaurants, entertainment or other approved uses, as well as other public improvements for significant uses or projects outlined in the Downtown Master Plan of Development, as determined by the DDA Board, may receive funding exceeding \$10,000 and twenty-five (25) percent of the total project costs.
- D. Application Standards and Criteria. Applications will be evaluated according to the following standards and criteria:
  - 1. The application is consistent with the DDA and City goals and objectives, including those goals and objectives in the DDA Downtown Master Plan for Development and other economic development plans.
  - 2. The application is eligible for funding based on availability of funds and priority of projects as determined by the DDA Board.
  - 3. The application will have a positive impact on the downtown in terms of estimated property and sales taxes, and short- and long-term employment generated by the project.
  - 4. The application will enhance the viability of the downtown by providing a desired use or mix of uses in an area where redevelopment is desired.
  - 5. The application is consistent with downtown character, including the preservation of historic landmarks; those properties, structures, or features eligible to be a historic landmark; and contributing properties, structures, or features within a local historic area or district or a National Register Historic District. Historic landmarks are subject to applicable review by the Historic Preservation Commission.
  - 6. The application mitigates physical deterioration within the downtown and will have a positive impact on the visual quality of the downtown through creative and enduring design and the use of high quality and durable building materials.

7. The application promotes sustainable development through the use of green building and energy conservation practices and will not create adverse environmental impacts.
- E. Private improvements eligible for DIP funding will be identified in the DIP program documents. Public improvements and facilities eligible for funding, subject to Art. I § 4.A.4 above, include the following:
1. Public parking facilities or private lots that accommodate public parking, compatible with DIP program documents.
  2. Infrastructure installation in the public right-of-way, including sanitary and storm sewer, water, gas, and electric utilities.
  3. Public street improvements, including curbs, gutters and sidewalks.
  4. Public alley improvements.
  5. Public breezeway improvements.
  6. Public parks and plazas.
  7. Streetscape and alleyscape improvements in the public right-of-way, including trees, grates, irrigation, benches, trash and recycling receptacles, kiosks, planters, bicycle racks, lighting fixtures and electrical outlets.
  8. Such other public improvements as the DDA finds are consistent with the goals and objectives of the DDA.
- F. Review Process. The DDA will establish and implement a review process and use the evaluation standards and criteria in section D above for considering proposals and awarding DIP funds to proposed projects.
- G. Reporting Requirements.
1. The DDA will submit periodic reports to the City showing revenues collected and actual expenditures from the DIP to date.
  2. The DDA will provide and cooperate with the production of such periodic City or outside audits of the DIP as the City may require.
5. Tax Increment Financing Policy (TIF). The DDA, with assistance from City Staff, will invest in projects using TIF, as outlined in program documents adopted by the LDDA Board of Directors. The program creates public-private partnerships for impactful redevelopment and new development projects in the downtown district, in accordance with

the Master Plan of Development.

6. **Maintenance.** The DDA may request maintenance services from the Public Works & Engineering and/or Parks & Natural Resources Departments to provide additional maintenance services within the areas for which DDA has maintenance responsibility. The DDA shall be billed at a rate or cost agreed to in advance for the requested services. The DDA shall communicate maintenance goals, service needs, and work priorities to designated Public Works & Engineering and/or Parks & Natural Resources management and supervisory personnel.
7. **Employment Benefits.** It is the intent of the DDA Board of Directors to provide its professional staff with employment benefits the same as those that the City provides its employees, including but not limited to sick and other types of leave, vacation, holidays, training, and other benefits as set forth in the City's Administrative regulations and elsewhere.

## **ARTICLE II**

### **DUTIES OF THE CITY**

1. **Support Services.** In conjunction with the services to be performed by the DDA as set forth above, the City agrees to provide the DDA with the following support services:
  - A. The City's Human Resources Division shall provide services and resources to the DDA that reflect those provided to City employees.
  - B. The City shall allow DDA employees to participate in the City's life, health and dental insurance; vision service plan; retirement health savings plan; long-term disability and pension funds; Employee Assistance Program; and survivor's income benefit insurance policies. Payment for such benefits shall be made from the appropriate DDA Fund to the appropriate City fund at the employee rate allocated to City operating budgets, based on budgeted payroll costs.
  - C. The City shall provide the DDA with copies of all applicable Personnel Rules and employee-related Administrative Regulations.
  - D. The City shall provide the DDA access to the services of its Risk Management Division as a resource for advice and assistance on purchasing of insurance, claims, safety, and other risk management issues.
  - E. The City shall provide the DDA with the resources of purchasing services, supplies, and equipment through the City's Purchasing Division.
  - F. The City shall provide to the DDA accounting services and monthly detailed financial reports relating to the DDA's expenses, income, and budgets.

- G. The City shall provide the DDA access to the services of the Building Inspection staff as a resource for advice and assistance on electrical and building design and compliance issues.
  - H. Subject to all professional and legal duties the City Attorney and staff owe to the City and its officers and employees, including loyalty, conflict of interest, and confidentiality, the City will provide the DDA access to its City Attorney's Office as an informal resource on legal issues. The City Attorney will provide this service as a matter of information only, as part of regular work for the City. This service shall not create the relation of attorney and client between the City Attorney or staff and the DDA. The DDA acknowledges that it has authority under C.R.S. 31-25-807(g), to retain and fix the compensation of legal counsel and that the City Attorney is not such legal counsel.
  - I. The City shall provide the DDA services of the Planning and Development Services Department and other City staff as needed for the administration of the Tax Increment Financing Policy as outlined in Article I, Section 5.
  - J. Maintenance in the DDA area: The City shall perform a base maintenance service in the DDA area at no additional cost to the DDA as outlined in Exhibit B, attached hereto and fully made a part hereof.
  - K. Safety in the DDA area: The City shall work with the DDA to collaborate on solutions, staffing and best practices to keep Downtown a clean and safe environment for all.
  - L. The City shall provide the DDA services of City Parking Enforcement Officers for the purpose of enforcing DDA parking rules and limitations on DDA-owned or leased properties, including The Spoke on Coffman Garage.
  - M. The City shall provide the DDA information technology services, including access to the City's network via hard-wired network connection, email addresses for the staff, phone services and computer installation. When computers have reached the end of their useful life, staff from Enterprise Technology Services (ETS) will notify the DDA of the need to budget for new ones in the next year. Once the budget is approved, ETS staff will purchase, inventory and install new computers. City shall also provide DDA a non-networked laptop to access Downtown camera footage.
  - N. The City shall provide the DDA services of the Public Works & Engineering Department; Water & Waste Services Department; and Parks & Natural Resources Department as needed to assist with maintenance issues, traffic planning items and design/construction of future improvements.
2. Request for Services. Requests for said services shall be made by the Executive Director or LDDA designee or the Chair of the DDA Board.



3. The City will be responsible for the costs for traffic control for the specific events identified in Article I, Section 1, Paragraphs B & C. Provide street sweeping during the Clean & Green event and/or by special requests deemed necessary, including sweeping public parking lots, and streets with significant buildup. These costs will be expended from the City's Streets Fund. In addition, the City will provide waste services for the special events identified and these costs will be expended from the City's Sanitation Fund. The City will also be responsible for required police staffing and these costs will be expended from the City's Public Safety budget.
4. Allocation of Development Funds. The City agrees to allocate to the Development Incentive Program (DIP) administered by the DDA those building permit fees and use taxes (2% only) collected on building permits from within the DDA area during the term of this Agreement as itemized in Exhibit A attached hereto and fully made a part hereof. In the case of development fees that are not eligible to be allocated to the DIP program, the City will work with the DDA to consider the use of such fees within the DDA area if the use is in accordance with the allowed use of those fees under the Longmont Municipal Code.
5. Holiday Lights. The City agrees to pay to the DDA up to the amount of \$11,500 over the term of this Agreement to be used for holiday lighting downtown.
6. In addition, the City has authorized \$11,500 in its 2025 budget to provide the services described in this Agreement. It is the understanding of the parties that the payments identified herein shall constitute the total compensation payable by the City for the services identified herein and provided by the DDA.

### **ARTICLE III**

#### **INSURANCE REQUIREMENTS**

1. The DDA shall procure and maintain in full force and effect such insurance that will insure its obligations and liabilities under this Agreement, including workers' compensation; property insurance necessary to protect real and physical assets owned by the DDA such as, but not limited to, real property, business equipment, streetscape improvements, automobile liability (including, as appropriate, owned, non-owned and hired autos); and general liability.
2. The DDA shall attach to this Agreement, prior to its final approval, a certificate showing it has in effect the policies required in Article III, Section 1, of this Agreement. The certificate shall name the City as additional insured and DDA shall promptly notify the City's Risk Manager if it learns of any termination, cancellation or modification of any insurance policy. Any variance proposed by the DDA to these insurance provisions must be approved in writing by the City's Risk Manager and will become incorporated as an addendum to this Agreement.

3. DDA shall not cancel, materially change, or fail to renew insurance coverages. The DDA shall notify the City of Longmont Risk Manager, Civic Center Complex, Longmont, CO 80501, of any material reduction or exhaustion of aggregate limits.

#### **ARTICLE IV**

##### **INDEMNITY**

1. To the extent permitted by law, the DDA shall fully indemnify and hold the City harmless from all claims, actions, suits, liability, loss, costs, expense or damages of any kind whatsoever which may occur to or be suffered by any persons (including, but not limited to the DDA), their agents, employees, contractors, tenants, invitees, licensees, successors or assigns, arising out of or in connection with its activities undertaken pursuant to this Intergovernmental Agreement and from those arising out of or in connection with the enactment, application, implementation, interpretation, or enforcement of Downtown Sign Design Standards or section 15.06.110 or Appendix A of the Longmont Municipal Code Chapter 15, except only for those losses resulting from the negligence of the City.
2. Upon commencement of any such suit or action against the City, the DDA, upon notice given by the City, shall defend the same at its own cost and expense, and in case judgment shall be rendered against the City in such an action or suit, shall fully satisfy the judgment within ninety (90) days after the same has been finally determined.
3. Notwithstanding anything to the contrary in this Agreement, the DDA's liability under this Article IV shall not exceed the amount paid by the DDA's insurance carrier pursuant to any insurance policy obtained pursuant to this Agreement.
4. Nothing herein shall be construed as a waiver by either party of any privilege, defense, or immunity provided by the Colorado Governmental Immunity Act, as it may be amended from time to time.

#### **ARTICLE V**

##### **TERM OF AGREEMENT**

1. Notwithstanding the date of execution, this Agreement shall be for a term beginning January 1, 2025, and ending December 31, 2025, unless extended or modified by mutual agreement between the parties. The City reserves the right to review the performance of the DDA and to renegotiate at the end of the contract period if mutually agreeable between the City and the DDA. Subject to annual appropriations by the City, this Contract shall be automatically renewable for each subsequent calendar year period. Either party may elect not to renew this Contract by giving the other party written notice of that decision at least ninety (90) days prior to the expiration of the current contract term.
2. Either party may otherwise at any time terminate this Agreement by giving the other party thirty (30) days written notice. However, the City Council of the City or Board of Directors

of the DDA shall have the authority to sooner or immediately terminate this Agreement upon a finding that the public interest requires such termination.

3. If this Agreement is terminated by either party or it expires, such termination or expiration shall not prevent implementing the terms, conditions and covenants of any agreement for assistance entered into by an applicant and the DDA prior to such termination or expiration, unless such agreement is contrary to law.

IN WITNESS WHEREOF, the City and the DDA have executed this Agreement as of the day and year written above.

CITY OF LONGMONT

LONGMONT DOWNTOWN  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_  
JOAN PECK, MAYOR

By: \_\_\_\_\_  
DDA BOARD CHAIR

APPROVED AS TO CONTENT:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

\_\_\_\_\_  
EXECUTIVE DIRECTOR, DDA

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE  
PROVISIONS:

\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

\_\_\_\_\_  
RISK MANAGER

\_\_\_\_\_  
PROOFREAD

CA File: 25-003356

State of Colorado     )  
  ) ss:  
County of Boulder     )

I attest that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_ Joan Peck \_\_\_\_\_ as the Mayor of the City of Longmont.

Witness my hand and official seal.

\_\_\_\_\_  
City Clerk, Notary Public

State of Colorado     )  
  ) ss:  
County of Boulder     )

The foregoing instrument was acknowledged before me by \_\_\_\_\_ Chris McGilvray \_\_\_\_\_, as \_\_\_\_\_ DDA Board Chair \_\_\_\_\_ of \_\_\_\_\_ Longmont Downtown Development Authority, a \_\_\_\_\_ Colorado Development Authority, on behalf of the Authority, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

**EXHIBIT A**

**LIST OF FEES COLLECTED  
BY CITY AND TRANSFERRED TO THE DDA**

<u>FEES</u>	<u>ACCELA REPORTS FEE DESCRIPTION</u>
Building Permit Fees:	Building Permit Foundation Only Permits Temporary Certificate of Occupancy Demolition Major/Minor Hot Tubs & Above ground Pools Lawn Sprinklers Siding Thermal Insulation Moving (Moved Structures) Wood Burning Stoves/Fireplaces/Inserts
Sign Permit Fees:	Building Permit (No Specific Sign Fee Schedule Item) "Electrical Permit for Signs" Fee Special Event Signs
Plumbing Permit Fees:	Water Heaters
Electrical Permit Fees:	Temporary Construction Power
Heating Permit Fees:	Rooftop Unit Furnace Replacement & Boilers Air Conditioners & Evaporative Coolers
Gas Permit Fee:	Gas Logs/Gas Inserts/Gas Fireplaces
Plan Review Fees:	Commercial Plan Review Residential Plan Review Commercial Stock Plan Review Residential Stock Plan Review Multifamily Stock Plan Review Additional plan review required by changes, additions or revisions to plans
Water Meter Pit:	Non SFR Water Pit Inspection SFR Water Pit Inspection

Warehouse Handling Charge:	Warehouse Handling
Tapping Materials Fee:	Water Tapping Material
Sewer Inspection Fee:	Sewer Inspection
Sewer Tapping Materials Fees:	Sewer Tapping Material
Sales Tax on Building Materials:	City Sales Tax (2% non-earmarked portion)

## Exhibit B

## LDDA MAINTENANCE MASTER SCHEDULE

Specified Task	PNR = Parks & Natural Resources PWE = Public Works & Engineering WWS = Water & Waste Services REC = Recreation Services SAN = Sanitation POL = Police Services	*Extra requests funded by DDA
	Responsible	Funded by
<b>Cleaning</b>		
<b>Blowing Sidewalks (2 times per week) *</b>	<b>1st - Longs Peak Ave.</b>	
Sidewalks East	PNR	City
Sidewalks West	PNR	City
Breezeways East	PNR	City
Breezeways West	PNR	City
Blow hot spots in east/west alleys 1 per week	3rd - 6th Ave. / PNR	City
<b>Trash Pickup - container (Daily)</b>	<b>1st - Longs Peak Ave.</b>	
Sidewalks East Main	WWS	City
Sidewalks West Main	WWS	City
Alleys East	WWS	City
Alleys West	WWS	City
St. Stephen's Plaza	WWS	City
6th Ave. Plaza	WWS	City
Misc. Trash pick up (upon request)	PNR / WWS	City
<b>Trash Pickup- ground (Daily)</b>	LDDA Manage Contract	DDA
<b>General Cleaning *</b>	<b>1st - Longs Peak Ave.</b>	
General Trash Pickup	LDDA Manage Contract	DDA
Trash cans	LDDA Manage Contract	DDA
St. Stephen's (tables/chairs/benches)	LDDA Manage Contract	DDA
Kiosks	LDDA Manage Contract	DDA
Benches	LDDA Manage Contract	DDA
Cigarette Receptacles	LDDA Manage Contract	DDA
Lending Libraries and magazine bins	LDDA Manage Contract	DDA
Remove flyers/stickers	LDDA Manage Contract	DDA
Pressure Washing (plus breezeways, trash enclosures, plazas)	LDDA Manage Contract	DDA
Pressure Washing (quarterly for trash trails)	PNR	City
Graffiti Removal	PNR	City
Chases - seasonal cleanout	PNR	City
Curb/gutter cleanups - road & alley	PNR	City
Crosswalk ramp / mid block cleanups (weekly)	PNR	City
Incident/safety biohazard cleanup/transient-homeless camps	PNR	City
<b>Landscaping and irrigation</b>		
<b>Pots - 182 (concrete, hanging, self-watering)</b>	<b>Location: Main St., 1st - Longs Peak Ave.</b>	
Design	LDDA Manage Contract	DDA
Soil Prep	LDDA Manage Contract	DDA
Planting	LDDA Manage Contract	DDA
Fertilization	LDDA Manage Contract	DDA
Weeding	LDDA Manage Contract	DDA
Deadheading	LDDA Manage Contract	DDA
Spring/Fall Cleanup	LDDA Manage Contract	DDA
Replacement	LDDA Manage Contract	DDA
Fill self watering pots (26 pots, 25 gallons ea.)	LDDA Manage Contract	DDA
Pot maintenance	LDDA Manage Contract	DDA
Irrigation start-up/winterization	LDDA Manage Contract	DDA

\*Extra requests  
funded by  
DDA

### LDDA MAINTENANCE MASTER SCHEDULE

Specified Task	PNR = Parks & Natural Resources PWE = Public Works & Engineering WWS = Water & Waste Services REC = Recreation Services SAN = Sanitation POL = Police Services	*Extra requests funded by DDA
	Responsible	Funded by
<b>Landscaping and irrigation cont.</b>		
Irrigation Inspection	LDDA Manage Contract	DDA
<b><i>In Ground Landscaping: 6 Breezeways, 6 Alleys, St. Stephen's Plaza, 2 Coffman/3 Kimbark/1 Main St. parking lots</i></b>		
Planting/Replacement	LDDA Manage Contract	DDA
Pruning	LDDA Manage Contract	DDA
Deadheading	LDDA Manage Contract	DDA
Mulch	LDDA Manage Contract	DDA
Fertilization	LDDA Manage Contract	DDA
Weed control	LDDA Manage Contract	DDA
Spring/Fall Cleanup	LDDA Manage Contract	DDA
Irrigation start-up/winterization	LDDA Manage Contract	DDA
Irrigation Inspection	LDDA Manage Contract	DDA
<b><i>Main St.</i></b>		DDA
Medians (landscaping areas, irrigation, weed control)	LDDA Manage Contract	DDA
Clean out tree wells - 1-2x per year	PNR	City
Public ROW perimeters adjacent to public parking lots	PNR	City
<b><i>Irrigation Repairs</i></b>	LDDA Manage Contract	DDA
<b>Tree Care</b>		
Pruning (Main St. ROW/medians/6th Ave. Plaza)	PNR/Forestry	City
Pruning (parking lots, breezeways, St. Stephen's Plaza)	LDDA Manage Contract	DDA
Tree grate maintenance	PNR	City
Tree cleaning (remove suckers, leaf clean up, etc.)	PNR	City
Tree replacement	LDDA	DDA
<b>Electrical</b>		
Outlet Insp (general/events - Main St./breezeways/alleys/plazas)	LDDA	DDA
Breezeway lighting Insp	LDDA	DDA
Pedestrian light Insp	PNR	City
Main St. string lights Insp	LDDA	DDA
<b><i>St Stephen's Plaza</i></b>		
Pedestrian and string lights	LDDA	DDA
Outlet Insp	LDDA	DDA
<b><i>6th Avenue Plaza</i></b> (pedestrian light insp)	PNR	PNR
Outlet Insp	LDDA	DDA
<b><i>LDDA Parking Lots</i></b>		
Lighting inspection	LDDA	DDA
<b><i>Electric Repairs (DDA managed items)</i></b>	LDDA/Manage Contract	DDA
<b>Special Events</b>		
Clean and Green	LDDA	DDA
Downtown Concerts *	LDDA	City
ArtWalk *	LDDA	City
Plaza Lighting Ceremony *	LDDA	City
Duties include: event equipment delivery/pick up including trailer, traffic control, fencing, tables, etc., blowing areas beforehand, waste services, police staffing	PNR/PWE/SAN/POL	City
*If any overtime staffing is needed, it will be funded by the LDDA.		
<b>Placemaking</b>		
Banner hanging/cleaning	LDDA/Manage Contract	DDA
Kiosk switchouts	LDDA/Manage Contract	DDA



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<b>Storage (access and organization)</b>		
DSC basement	LDDA	
Pig farm	LDDA	
Roosevelt sheep cage	LDDA / REC	
<b>General Repairs</b>		
Banner arms/bands	LDDA/Manage Contract	DDA
Lending Libraries	LDDA/Manage Contract	DDA
Kiosks	LDDA/Manage Contract	DDA
Cigarette receptacles	LDDA/Manage Contract	DDA
Trash enclosures	LDDA/Manage Contract	DDA
Screen walls	LDDA/Manage Contract	DDA
Los Arcos columns	LDDA/Manage Contract	DDA
East alley in ground irrigation covers (City bills DDA)	LDDA / PNR	DDA
Metal Chase Drains	PNR	City
Utility cover repairs	PNR	City
<b>Other Contracted Services</b>		
Holiday Light Install	LDDA/Manage Contract	DDA
Street / Parking Lot Sweeping (quarterly)	PWE	City
<b>Streetscape Items Maintenance</b>		
Cigarette Receptacles	LDDA	DDA
Parking lot light poles (except 600 W - LPC)	LDDA	DDA
Breezeway/Banner crossing ped light poles	LDDA	DDA
Trash enclosures	LDDA	DDA
Benches	PNR	City
Trash and recycle cans	PNR	City
Main St. ped light poles	PNR	City
Main St. string lights	LDDA	DDA
Medians 1st - 6th Ave (hardscape: concrete, curb, etc.)	PWE	City
Mid-block crossing poles	PNR	City
Bike racks	PNR	City
Alley pavers and concrete walkways	PNR	City
Alley ped light poles	LPC	City
<b>Sidewalk Maintenance</b>		
Brick Pavers	PWE	City
Concrete Repairs	PWE	City
Weed control in ROW (curbs, alleys, breezeways)	PNR	City
Weed control Medians 1st to 6th Ave.	PNR	City
(HARDSCAPE ONLY/excludes landscaping in raised beds)		
Flagstone Repairs (DDA would fund replacement only)	PWE	City
<b>Snow Removal</b>		
Sidewalks, breezeways, public parking lots	PNR	City
Streets/avenues, alleys	PWE	City