

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, 2026, replacing in its entirety the agreement between the City and the DDA dated January 1, 2025.

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 2026, (only if possible in accordance to current public health orders), with implementation assistance from the City, including ArtWalk events (one on Main St. and, if feasible, up to two additional events on 4th Avenue), Holiday Plaza Lighting, and up to five events (produced or co-sponsored) on avenues east or west of Main Street, alleys or parking lots. Additionally, the Longmont Creative District will host events, including retail-related events within the DDA boundaries.
 - C. To cosponsor or produce downtown special events in 2026, 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, Holiday Lights, and Colorado Pizza Festival.

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 2026. 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 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 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 incidental things 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 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, that are placed in the sidewalk.
 - D. The DDA will budget each year an adequate amount of money for streetscape improvements and repairs as they are needed.
 - E. The DDA will provide liability insurance coverage for streetscape improvements listed in 2.C.
 - F. The DDA will budget for emergency tree trimming services within the DDA district that impacts property owners or pedestrian safety.

- G. The DDA will designate 25% of the Tax Increment Financing (TIF) generated by City taxes to be used for replacement or improvements that significantly enhance the life of streetscape infrastructure assets within the DDA.
3. 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 digital or paper, 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, gaps 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, to the best of its ability, 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.
4. 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.
5. Maintenance. The DDA may request maintenance services, above and beyond the City's obligations outlined in Exhibit B, 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.

6. 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 following services:

Risk Management Division as a resource for advice and assistance on purchasing of insurance, claims, safety, and other risk management issues;

Purchasing and Contracts Division for assistance procuring services, supplies, construction, and equipment;

Accounting services and monthly detailed financial reports relating to the DDA's expenses, income, and budgets;

Building Inspection staff as a resource for advice and assistance on electrical and building design and compliance issues;

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 4;
 - E. Maintenance, ownership, and replacement costs 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.

- F. Safety in the DDA area: The City shall work with the DDA to collaborate solutions, staffing and best practices to keep Downtown a clean and safe environment for all.
 - G. City Parking Enforcement Officers for the purpose of enforcing DDA parking rules and limitations on DDA-owned, leased or partnership properties, including The Spoke on Coffman Garage, Roosevelt Park Apartments garage, and the Hotel Longmont garage.
 - H. 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.
 - I. 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.
 - J. 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.
- 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. Building permit fees and use taxes (2% only) for projects within the 1st and Main Urban Renewal Plan Area will not be allocated to the DIP program and instead be used to offset project costs associated with redevelopment in that area.

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 2026 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, 2026, and ending December 31, 2026, 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:

MAYOR

ATTEST:

CITY CLERK

DATE

APPROVED AS TO FORM:

ASSISTANT CITY ATTORNEY

DATE

PROOFREAD

DATE

APPROVED AS TO INSURANCE PROVISIONS:

RISK MANAGER

DATE

APPROVED AS TO FORM AND SUBSTANCE:

ORIGINATING DEPARTMENT

DATE

CA File: 26-003932

LONGMONT DOWNTOWN
DEVELOPMENT AUTHORITY

DDA, BOARD CHAIR

DATE

APPROVED AS TO CONTENT:

EXECUTIVE DIRECTOR, DDA

DATE

EXHIBIT A

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

FEES

ACCELA REPORTS FEE DESCRIPTION

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



Downtown Longmont Maintenance Manual 2026

Longmont Downtown Development Authority (LDDA)

Downtown Specialist, Del Rae Heiser

320 Main St., Longmont, CO 80501

(303) 651-8586 – direct

(303) 651-8484 - office

delrae.heiser@longmontcolorado.gov

City of Longmont

Transportation System Maintenance Manager

Daniel Gurrola

375 Airport Rd., Longmont, CO 80503

(303) 651-8767

daniel.gurrola@longmontcolorado.gov

City of Longmont

Parks Superintendent

Ben Gratton

7 S. Sunset St., Longmont, CO 80501

(303) 651-8745

ben.gratton@longmontcolorado.gov

This manual is an exhibit to the Intergovernmental Agreement between the City of Longmont and the Longmont Downtown Development Authority for support and services.

Manual to be updated annually by the LDDA.

Table of Contents

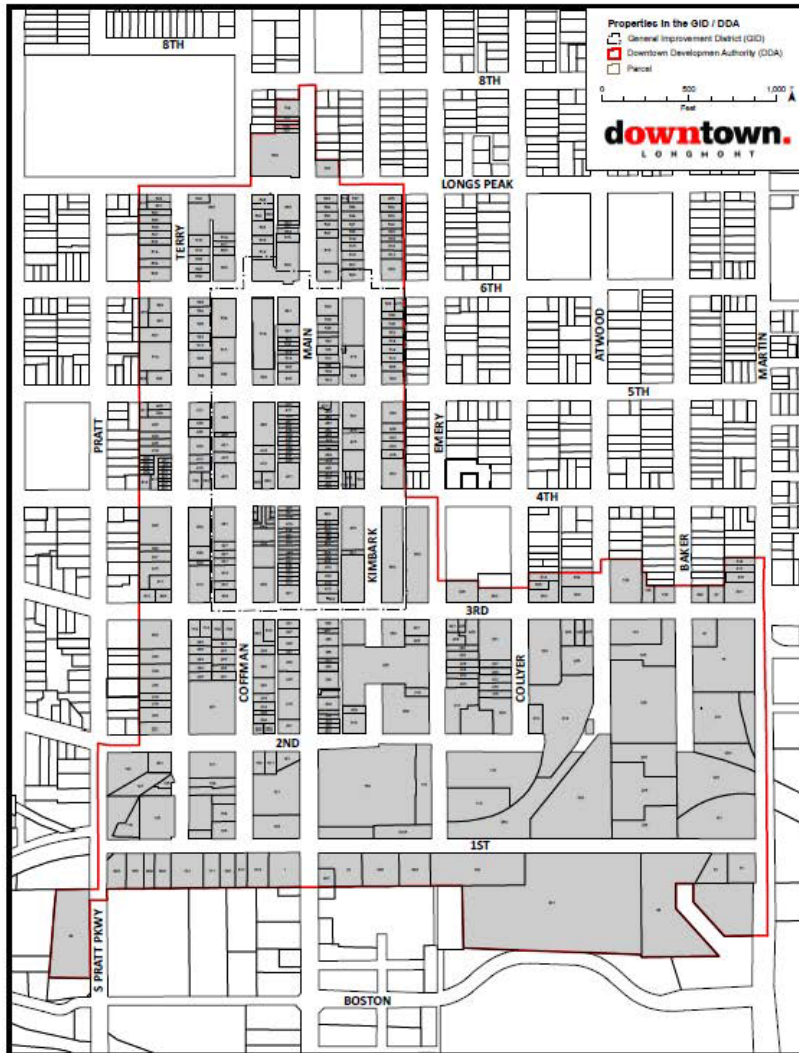
Downtown District Boundary Map	5
LIGHT POLES / LIGHTS	6
Black decorative light poles (alleys)	6
Black decorative light poles (breezeways)	6
Black decorative light poles (Main St.)	7
Black decorative mid-block crossing poles (Main St.)	8
Parking lot light poles (public lots)	8
Street light poles	9
String lights (festoon lighting)	9
STREETSCAPE STRUCTURES	10
Banners / banner arms	10
Benches	10
Artistic benches	12
Bike racks	12
Cigarette receptacles	13
Kiosks	13
Trash/recycle cans	14
Bigbelly trash/recycle cans	14
Planters, concrete	15
Planters, self-watering	15
Tree grates	16
PLAZAS	17
6 TH Avenue Plaza	17
Lo-Col Square (coming in 2026)	18
St. Stephen's Plaza	18
St. Stephen's Church	19
ALLEYS	20
Bollards (black)	20
Grates	20
Guardrail	21
Irrigation covers (alleys)	21
Permeable pavers and concrete	21
Screen walls	22
Trash enclosures	22
	2

IRRIGATION / IN GROUND LANDSCAPING	23
Backflows.....	23
In ground landscaping non turf (LDDA)	24
In ground landscaping turf (Parks)	27
Irrigation controllers/manual valves - LDDA.....	28
Irrigation valves - Parks (to come).....	28
SIDEWALKS	29
ADA ramps.....	29
Chase drains	29
Small metal storm drains	30
Crosswalks & flashing signals.....	30
Electric covers (sidewalks/alleys)	30
Electric J-boxes	31
Electric outlets	31
Flagstone addresses	32
Irrigation covers, sidewalks	32
Pedestrian crossing buttons.....	33
Sidewalk concrete, brick pavers, flagstone	33
Water manholes, vaults, etc.	34
Water vaults, meter pits, curb stop lines.....	34
Weed control in hardscape (sidewalks, breezeways, alleys).....	34
OTHER	35
Breezeways.....	35
Cameras	35
Communications equipment	36
Fire hydrants.....	36
Medians - concrete.....	37
Parking lots (public).....	38
Pedestrian counters (Main St.)	39
Pedestrian counter (St. Stephen's Plaza).....	39
Public art (Art in Public Places)	40
Public art (LDDA)	41
Public Art (Private)	42
Signs (LDDA)	43
Storm drain (street curb)	43

Streets.....	44
Traffic signal cabinets.....	44
Traffic signal poles.....	45
Trees	45
Snow Removal	46
Sidewalks / public parking lots.....	46
Streets / parking lanes	46
LDDA Maintenance Master Schedule	47

Downtown District Boundary Map

[Download PDF](#)



LIGHT POLES / LIGHTS

Black decorative light poles (alleys)

E/W alleys, 3rd to 6th Ave.

Responsible Dept: LPC

Funded by: LPC

Business hours call: 303-651-8386

After hours call: 303-776-0011

Maintained by: LPC

Maintenance:

- Quarterly inspections and repairs as needed
- Repaint every 7 years or as needed
- Contact Warehouse Manager for parts

External Vendor:

Insured by: LPC



Black decorative light poles (breezeways)

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-776-0011

Maintained by: LDDA

Maintenance:

- Monthly inspections and repairs as needed
- Repaint every 7 years or as needed
- Contact Warehouse Manager for parts

External Vendor: Broes Electric (303) 485-7681

Insured by: LDDA (replacement cost funded by LDDA)



Black decorative light poles (Main St.)

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks
Maintenance:

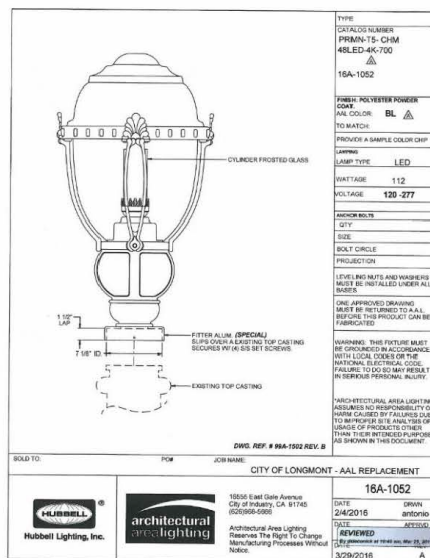
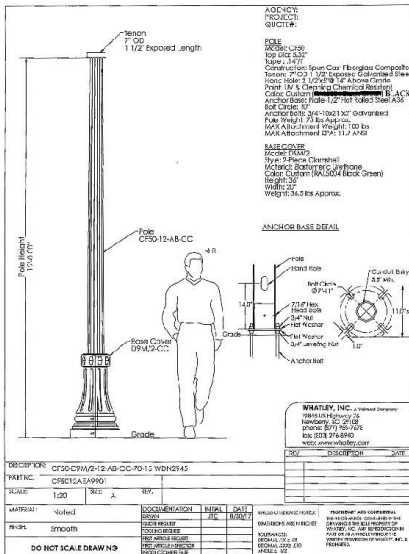
- Monthly inspections and repairs as needed
 - i.e. Lighting, broken fixture glass, missing access panels, structural integrity
- Repaint every 7 years or as needed
- Contact Warehouse Manager for parts

External Vendor: Broes Electric (303) 485-7681 (install)

Insured by: LDDA (replacement cost funded by LDDA)

[link to pole spec sheet](#)

[link to fixture spec sheet](#)



Black decorative mid-block crossing poles (Main St.)

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks

Maintenance:

- Monthly inspections and repairs as needed
 - i.e. Lighting, broken fixture glass, missing access panels, structural integrity
- Repaint every 7 years or as needed
- Contact Warehouse Manager for parts

External Vendor: Broes Electric (303) 485-7681 (install)

Insured by: LDDA (replacement cost funded by LDDA)



Parking lot light poles (public lots)

Main St., Kimbark St. and Coffman St. ([view map of lots](#))

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-776-0011 (LPC)
Maintained by: LDDA

Maintenance:

- Monthly inspections and repairs as needed
- Repaint every 7 years or as needed
- Contact Warehouse Manager for parts

External Vendor: Irby 303-242-1328 (fixtures), Broes Electric (repair/install) (303) 485-7681

Insured by: LDDA (replacement cost funded by LDDA)



Street light poles

Responsible Dept: LPC
Funded by: LPC
Business hours call: 303-651-8386
After hours call: 303-776-0011
Maintained by: LPC

Maintenance:

- Quarterly inspections and repairs as needed
- Repaint every 7 years or as needed

External Vendor:

Insured by: LPC



String lights (festoon lighting)

Main St., mid-block crossing poles, breezeways, St. Stephen's Plaza

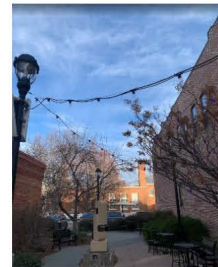
Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 / 330-418-9354
Maintained by: LDDA

Maintenance:

- Monthly inspections and repairs as needed

External Vendor: Broes Electric (303) 485-7681

Insured by: LDDA



STREETSCAPE STRUCTURES

Banners / banner arms

Main St., breezeways, alleys

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-903-0840 / 330-418-9354

Maintained by: LDDA

Maintenance:

- Inspects arms year round
- Repaint banner arms as needed
- Banners replaced/swapped out regularly by LDDA



External Vendors: Taylor Wicklund (install) (720) 684-8307, [Circle Graphics](#) (print), [Mountain View Welding](#) (banner arm manufacturer)

Benches

Main St., breezeways, alleys, St. Stephen's Plaza, 6th Ave. Plaza, Coffman St.

Black metal benches (with center arm)

Responsible Dept: Parks

Funded by: COL

Business hours call: 303-651-8416

After hours call: 720-964-3900 (Parks on call)

Maintained by: Parks

Maintenance:

- Monthly inspections and repairs as needed
- Structural integrity
- Repaint every 7 years or as needed

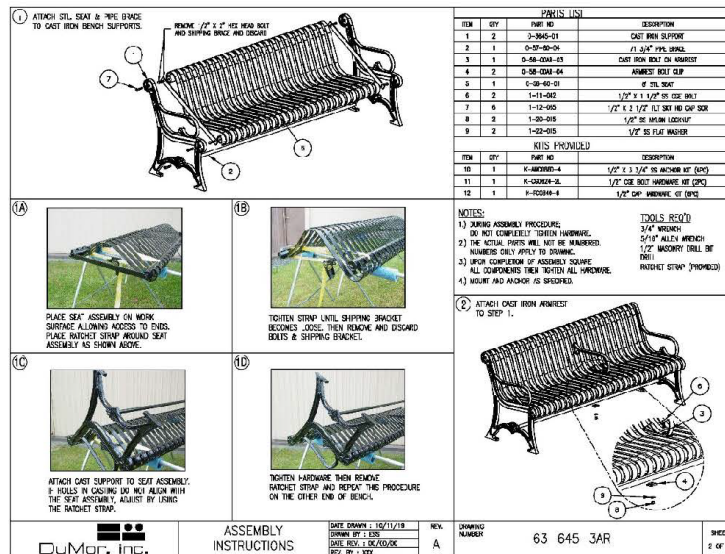
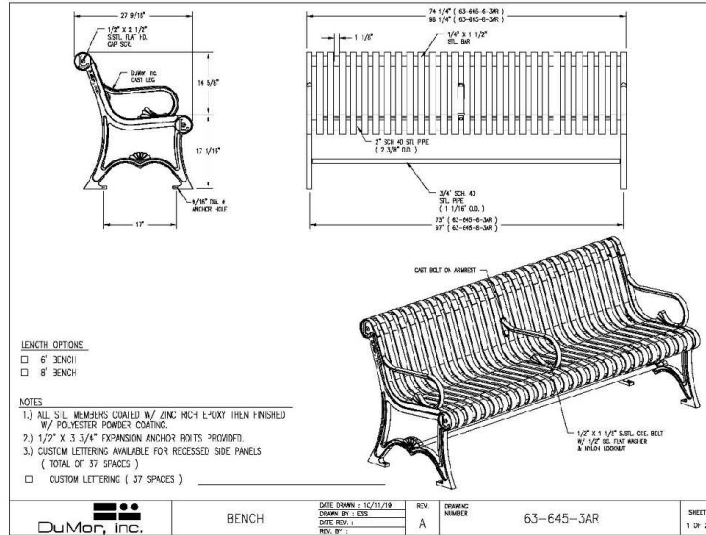


Cleaning: LDDA cleans 1 X per month

External Vendor: Black benches: Rocky Mountain Recreation, <https://www.rmrec.com/> 6' bench with custom "L" letter at top, center arm rest.

Insured by: LDDA (replacement cost funded by LDDA)

[View link to spec sheet](#)



Artistic benches

300 E breezeway, St. Stephen's Plaza, and 512 Coffman St.

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 / 330-418-9354

Maintained by: LDDA

Maintenance:

- Monthly inspections and repairs as needed
- LDDA cleans 1 X per month

External Vendors:

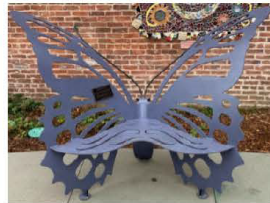
Tina Davis (2nd pic), [Anna Maria Botero](#) (3rd pic)

[Arco Concrete](#) (concrete bases)

David Mancinelli ([view agreement](#)) (butterfly-St. Stephen's Plaza)

SVVSD Career Elevation and Technology Center ([CETC](#)) (grey/red bench-512 Coffman St.)

Insured by: LDDA (replacement cost funded by LDDA)



Bike racks

Main St., Avenues, alleys

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)

Maintained by: Parks

Maintenance:

- Monthly inspections and repairs as needed
- Structural integrity
- Repaint every 7 years or as needed



External Vendor:

[Mountain View Welding](#) - Standard U shape rack with logo in center, black.
Non-branded racks (provided/installed by Transportation Planner)

Insured by: LDDA

Replacement cost of Longmont branded U racks by LDDA.

Replacement of non-branded U racks by COL (Transportation Planner).

Cigarette receptacles

E/W alleys, 3rd and 4th Ave. W of Main (S side of street)

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-903-0840 or 330-418-9354

Maintained by: LDDA

Maintenance:

- Empty and clean 1 X per month
- Repair/replace as needed
- Receptacles located in alleys. Main St. is a Smoke-Free Zone (Municipal Code 9.40).



External Vendor: [Keystone Ridge](#) (PN5) in ground, color: black. [Uline](#) side/wall mounted.

Insured by: LDDA (replacement cost funded by LDDA)

Kiosks

Main St., Library W Plaza (large/small)

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-903-0840 / 330-330-418-9354

Maintained by: LDDA

Maintenance:

- Clean 1 X per month. Repair as needed.

External Vendor: [e3 Signs](#) (970) 685-4679

Insured by: LDDA (replacement cost funded by LDDA)



Trash/recycle cans

Main St., 4th Ave., Kimbark St., alleys, breezeways, St. Stephen's Plaza

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks



Maintenance:

- Empty 3 days a week (M, W, F)
- Monthly inspections and repairs as needed
- Structural integrity/secured to concrete
- Repaint every 7 years or as needed
- LDDA cleans 1 X per month

External Vendor: [Victor Stanley](#)

36 gallon with door. Color: trash – black / recycle - blue

Insured by: LDDA (replacement cost funded by LDDA)

Bigbelly trash/recycle cans

Main St.

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks (cans are leased)

- Empty as needed
- Monthly inspections and repairs as needed
- Cleaning 1 X per year per lease. Lease ends 2028.

Cleaning: LDDA cleans exterior 1 X per month

External Vendor: [BigBelly](#)

Insured by: included in the lease



Planters, concrete

Main St., Terry St./5th Ave., 328 Coffman St.

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 / 330-418-9354 / 720 684-8307

Maintained by: LDDA

Maintenance:

- Plant annually
- Replace planters as needed
- Clean 1 X per year

External Vendor: Taylor Wicklund (contractor), (720) 684-8307

Manufacturer: [Arco Concrete](#)

Sizes: 44" DIA x 24" and 60" DIA x 18"

Color: San Diego buff

Insured by: LDDA (replacement cost funded by LDDA)



Planters, self-watering

Main St. (2nd - 3rd Ave., 6th - 8th Ave.), E/W breezeways

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 / 330-418-9354 / 720-684-8307

Maintained by: LDDA

Maintenance schedule:

- Plant annually
- Replace planters as needed
- Clean 1 X per year

External Vendor: Taylor Wicklund (contractor), (720) 684-8307

Manufacturer: [Earthplanter](#), color: sandstone (Main St.) / granite (breezeways)

Insured by: LDDA (replacement cost funded by LDDA)



Tree grates

Main St., side streets

Responsible Dept: Parks / Forestry
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks / Forestry

Maintenance:

- Clean out 1-2 X per year
- Repair/replace as needed
- INCLUDES raised concrete aprons next to tree grates

External Vendor 4' x 4': Unsure. Replace with 5' x 8' grate when need to replace

External Vendor 5' x 8': ej.company

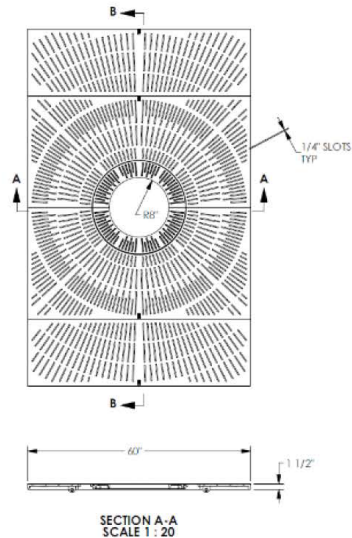
Size: 5' x 8', Sunray pattern

Insured by: LDDA (replacement cost funded by LDDA)

[View 5'x8' Sunray specs](#)



8855 8852 8955-2 SUNRAY Tree Grate Assembly



Product Number
NPR15-4835A
Design Features
Materials
Tree Grate
Gray Iron (CL35B)
Tree Grate Removable Center
Gray Iron (CL35B)
Tree Grate
Gray Iron (CL35B)
Design Load
Non-Traffic
Open Area
710 Sq. Inches
Coating
Uncoated
~√ Designates Machined Surface

Certification
ASTM A48
~
Country of Origin: USA

Major Components
00885541 (2)
00885271 (2)
NPR15-2406B (2)

Drawing Revision
12/14/2015 Designer: MAH
12/28/2015 Revised By: DJH

Disclaimer
Weights, dimensions (indicated) and drawings provided for your guidance. The purchaser will verify specifications without error.
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Contact
800 625 4853
ejco.com

PLAZAS

6TH Avenue Plaza



Structures:

- Black decorative pedestrian light poles
- Benches
- Trash cans
- Landscaping
- Irrigation
- Public Art

Responsible Dept: Parks / LHA
Funded by: COL / LHA
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks / LHA ([Maintenance Agreement](#))
Maintenance: Parks

- Trim trees and shrubs (landscaping)
- Irrigation
- Flower bed in front of brick sculpture
- Snow removal
- Black decorative light poles, benches, trash cans

- Monthly inspections and repairs as needed
 - i.e. Lighting, broken fixture glass, missing access panels, structural integrity
- Repaint every 7 years or as needed

Maintenance: LHA

- Empty trash 3 X per week
- Clear debris throughout plaza weekly, including in landscaping
- Watering planted areas as scheduled
- Repaint structures every 7 years or as needed

External Vendors: See Light Poles / Lights section above for black decorative light poles and Streetscape section for benches and trash cans.

Insured by: COL, LHA

Lo-Col Square (coming in 2026)

600 Main St.

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-903-0840 or 330-418-9354

Maintained by: LDDA

Maintenance:

- To be updated when it opens

External Vendors: various, Taylor Wicklund

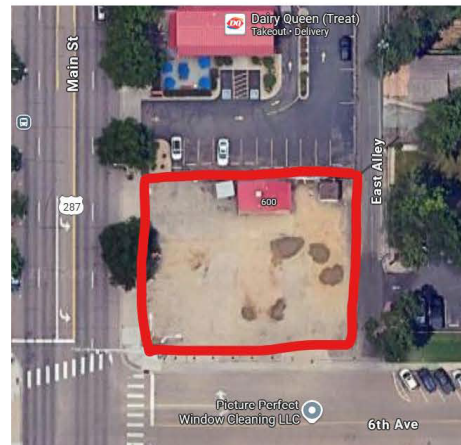
St. Stephen's Plaza

5th Ave. and Main St.

(Does NOT include St. Stephen's Church or public art)

Structures:

- Black decorative pedestrian light poles
- Benches (including butterfly bench)
- Trash cans
- Landscaping/irrigation
- String lights
- Tables/chairs
- Concrete walkway



- Electric outlets

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354
Maintained by: LDDA / Parks

Maintenance LDDA

- Monthly inspections and repairs as needed
- Repaint structures every 7 years or as needed
- Clean structures (excluding artwork) 1 X per month
- Pressure wash plaza 1 X per year, as needed

Maintenance Parks

- Empty 3 days a week (M, W, F)

External Vendors: See Light Poles / Lights section above for black decorative light poles and Streetscape section for benches and trash cans.

Insured by: LDDA (replacement cost funded by LDDA)

St. Stephen's Church

- Includes the landscaping/hardscape on north and west side of church

Responsible: St. Vrain Historical Society
Business hours call: 303-776-1870
After hours call: 303-776-1870
Maintained by: St. Vrain Historical Society
Insured by: St. Vrain Historical Society



ALLEYS

Bollards (black)

Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416

Maintained by: PW Ops
Maintenance:

- Annual inspections and repairs as needed
- Repaint every 7 years or as needed
- [See PW Downtown Alley Project OM Manual](#)

External Vendors: See OM manual link above

Insured by: COL



Grates

Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416

Maintained by: PW Ops

Maintenance:

- Clean out surface as needed
- Repair/replace as needed
- [See PW Downtown Alley Project OM Manual](#)

External Vendor: See OM manual link above

Insured by: COL



Guardrail

400 E alley

Responsible: Aspen Center for Child Development
Business hours call: 303-772-4320
Business email: elizabeth@ourcenter.org
Maintained by: Aspen Center for Child Development



Irrigation covers (alleys)

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354
Maintained by: LDDA
Maintenance:

- Annual inspections and repairs as needed

External Vendor: [Mountain View Welding](#) (manufacturer). Taylor Wicklund (install) (720) 684-8307.

Insured by: LDDA



Permeable pavers and concrete

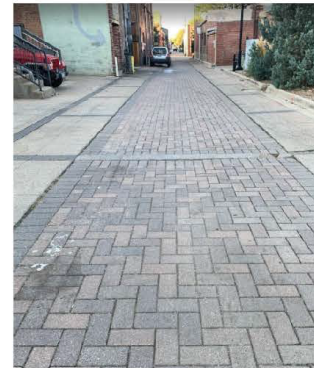
Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops

Maintenance:

- Annual inspections and repairs as needed
- [See PW Downtown Alley Project OM Manual](#)

External Vendor: See OM manual link above

Insured by: COL



Screen walls

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354
Maintained by: LDDA
Maintenance:

- Annual inspections and repairs as needed

External Vendor: [Mountain View Welding](#) or [Longmont Welding](#)



Trash enclosures

alleys

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354
Maintained by: LDDA
Maintenance:

- Quarterly pressure washing
- Annual gate maintenance (greasing)
- Annual inspections and repairs when needed

External Vendor: [Longmont Welding](#) (maintenance), general contractor for major repairs



IRRIGATION / IN GROUND LANDSCAPING

Backflows

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks

Maintenance:

- Annual inspections and repairs as needed
- Water turn on / off annually

External Vendor: varies

Insured by: COL



In ground landscaping non turf (LDDA)

Breezeways, alleys, public parking lots, medians (NO TURF)

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-903-0840 / 330-330-418-9354

Maintained by: LDDA

Maintenance:

- Seasonal maintenance and replace plants as needed

External Vendor: Taylor Wicklund (contractor), (720) 684-8307

Insured by: LDDA (replacement cost funded by LDDA)

1st - 2nd Ave.



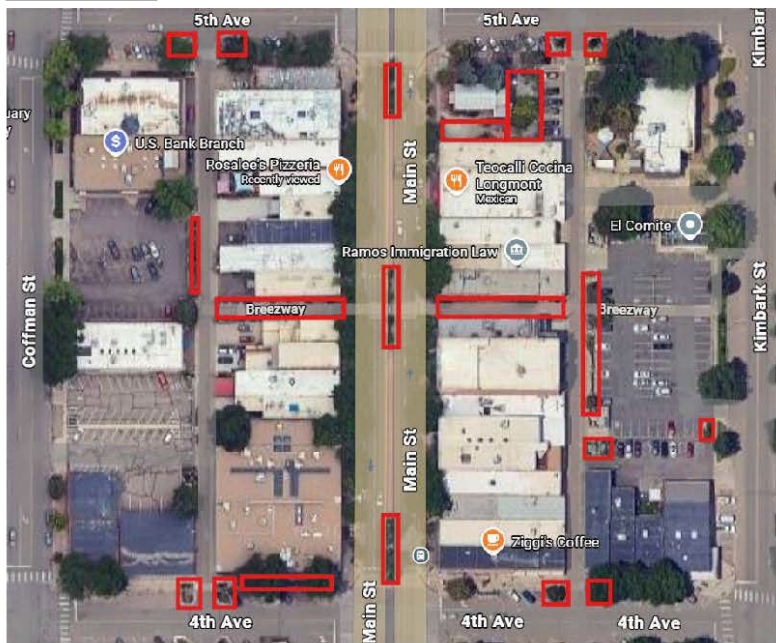
2nd - 3rd Ave.



3rd – 4th Ave.



4th – 5th Ave.



5th – 6th Ave.



In ground landscaping turf (Parks)

W side of Kimbark St., 4th – 6th Ave. (TURF AREAS)

Responsible Dept: Parks

Funded by: COL

Business hours call: 303-651-8416

After hours call: 720-964-3900 (Parks on call)

Maintained by: Parks

Maintenance:

- Mowing, weeding, irrigation throughout the season

External Vendor:

Insured by: COL

4th – 5th Ave.



5th – 6th Ave.



Irrigation controllers/manual valves - LDDA

Main St., breezeways, alleys, medians, public parking lots, St. Stephen's Plaza ([view controller location map](#))

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: Taylor Wicklund
Maintained by: LDDA

Maintenance:

- Quarterly inspections and repairs as needed
- Controllers located in W breezeways, 100 block and 200 block of Main St.

External Vendor: [CPS Distributors](#), [Toro](#)



Irrigation valves - Parks (to come)

SIDEWALKS

ADA ramps

Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops

Maintenance:

- Annual inspections and repairs as needed

External Vendor:

Insured by: COL



Chase drains

300 block of Main St. midblock, 301 Main (E / S side of building)

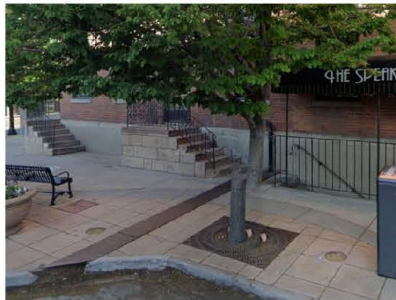
Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops

Maintenance:

- Clean out twice a year
- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Small metal storm drains

Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops

Maintenance:

- Clean out twice a year
- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Crosswalks & flashing signals

Main St. and Coffman St.

Responsible Dept: PW Ops / Traffic
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: Ops / Traffic

Maintenance:

- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Electric covers (sidewalks/alleys)

Sidewalks, alleys

Responsible Dept: LPC
Funded by: LPC
Business hours call: 303-651-8386
After hours call: 303-776-0011



30

Maintained by: LPC

Maintenance:

- Annual inspections and repairs as needed

External Vendor:

Insured by: LPC (replacement cost funded by LPC)



Electric J-boxes

4th Ave. E & W of Main St., 4th Ave. & Kimbark St., 5th Ave. W of Main St.

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-776-0011

Maintained by: LDDA

Maintenance:

- Annual inspections and repairs as needed

External Vendor: Broes Electric

Insured by: LDDA (replacement cost funded by LDDA)



Electric outlets

Main St., alleys, breezeways, St. Stephen's Plaza

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-776-0011

Maintained by: LDDA

Maintenance:

- Monthly inspections and repairs as needed

External Vendor: Broes Electric

Insured by: LDDA (replacement cost funded by LDDA)



Flagstone addresses

Main St. and 400 W breezeway dedication piece

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354
Maintained by: LDDA
Maintenance: PW Ops

- Annual inspections and repairs as needed

External Vendor: [Boulder Works](#) (new pieces). Taylor Wicklund landscaper (installer) (720) 684-8307.

Insured by: LDDA



Irrigation covers, sidewalks

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks

Maintenance:

- Monthly inspections and repair as needed

External Vendor:

Insured by: COL



Pedestrian crossing buttons

Responsible Dept: Traffic
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: Traffic

Maintenance:

- Annual inspections and repairs as needed

External Vendor:

Insured by: COL



Sidewalk concrete, brick pavers, flagstone ROW

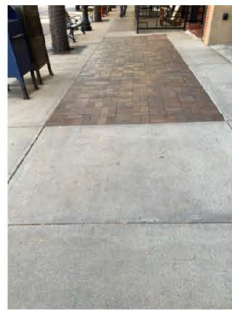
Responsible Dept: Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: Ops

Maintenance:

- Annual inspections and repairs as needed
- Colored concrete colors ([Davis spec sheet](#))
 - San Diego Buff, Green Slate, Rustic Brown
 - Corners and mid-blocks

External Vendor: various,

Insured by: COL



Water manholes, vaults, etc.

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks

Maintenance:

- Annual inspections

External Vendor:

Insured by: COL



Water vaults, meter pits, curb stop lines

Responsible: Private property owners



Weed control in hardscape (sidewalks, breezeways, alleys)

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks

Maintenance:

- Weed control 2 X per month during spring/summer/fall

External Vendor:

Insured by: COL

OTHER

Breezeways

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354

Maintained by: LDDA / Parks

Maintenance: LDDA

- Semi-annual inspections and repairs as needed
- Repaint structures every 7 years or as needed
- Pressure wash when needed
- Parks cleans up debris on hardscape



External Vendors: See alleyscape items above. Metal railings: [Longmont Welding](#) or [Mountain View Welding](#) (repair or replace)

Insured by: LDDA

Cameras

Breezeways, alleys, public parking lots

Responsible Dept: LDDA
Funded by: LDDA
Business hours call: 303-651-8484
After hours call: 303-903-0840 or 330-418-9354

Maintained by: LDDA / LPD

Maintenance: [Vall Technologies](#) (contractor)

- Monthly inspections and repairs as needed

External Vendors: [Vall Technologies](#) (866) 785-0007, [Broes Electric](#) (303) 485-7681

Insured by: LDDA



Communications equipment

NEXTLIGHT only

Responsible Dept: Nextlight
Funded by: Nextlight
Business hours call: 303-774-4494
After hours call: 303-774-4494 / 303-651-8416
Maintained by: Nextlight

Maintenance:

- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Comcast / CenturyLink Equipment

Business hours call: 303-651-8416
After hours call: 303-651-8416



Fire hydrants

Responsible Dept: PW Ops / Water
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops / Water

Maintenance:

- Monthly inspections and repairs as needed

External Vendor:

Insured by: COL



Medians - concrete

Main St., 1st Ave. to 6th Ave.

Responsible Dept: PW Ops

Funded by: COL

Business hours call: 303-651-8416

After hours call: 303-651-8416

Maintained by: PW Ops

Maintenance:

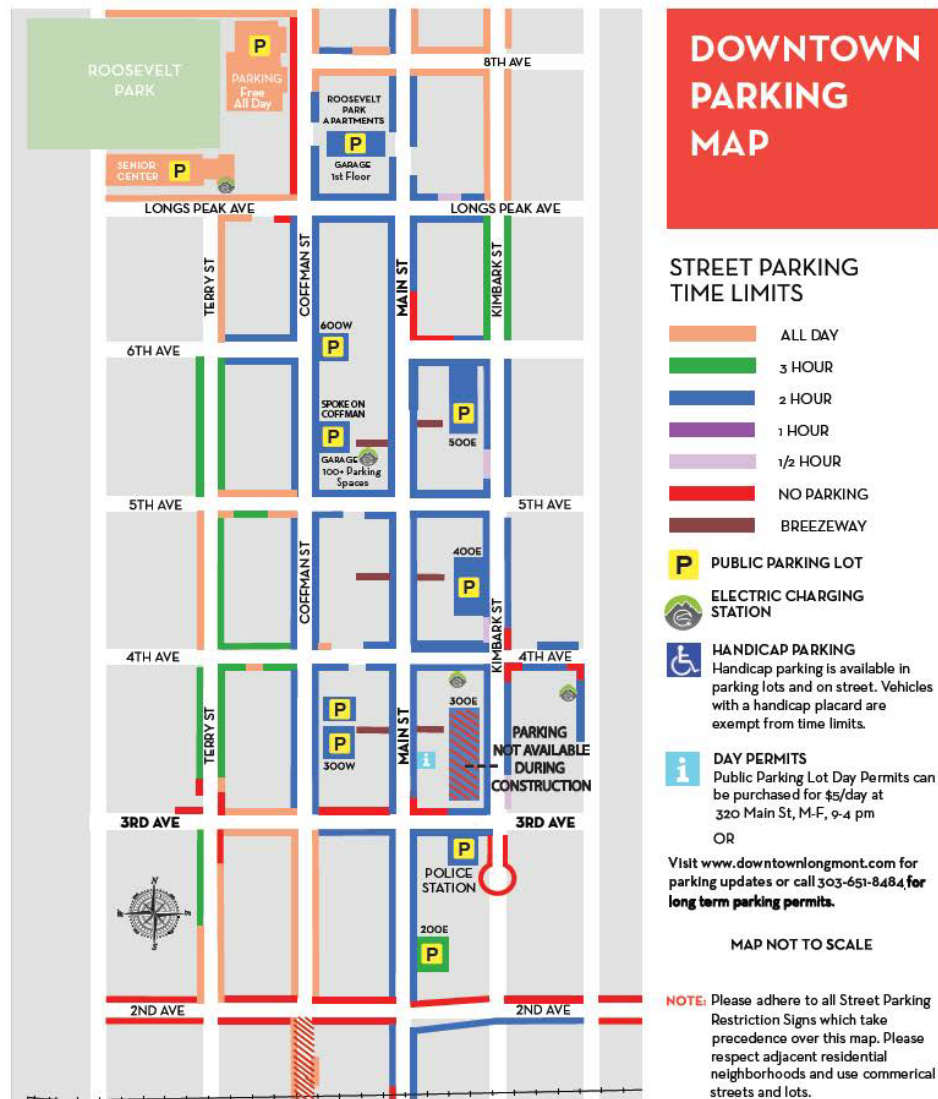
- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Parking lots (public)



Responsible Dept:

- 200 E, 400 E, 500 E, 600 W, 300 W lots - LDDA
 - Business hours call: 303-651-8484
 - After hours call: (303) 651-8416

- Hotel Longmont - 300 E (contact TBD)
- Police Station/Safety & Justice lot - Parks
 - Business hours call: 303-651-8416
 - After hours call: 303-651-8416
- Spoke on Coffman garage - BCHA
 - Riley Persing (720-576-1459)
 - Bchaworkorders@bouldercounty.gov
- Roosevelt Park garage – Roosevelt Park Apartments
 - Community Manager, (720) 802-4243

Funded by: Same as above

Maintained by: Same as above

LDDA Maintenance:

- Quarterly sweeping/cleaning
- Annual inspections and regular maintenance (crack seal, striping, asphalt, brick pedestrian pathways).

External Vendor: [Tendit](#) (repairs), Taylor Wicklund (720) 684-8307 (cleaning)

Pedestrian counters (Main St.)

200, 300 and 500 blocks

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-903-0840 or 330-418-9354

Maintained by: LDDA

Maintenance:

- Annual inspections and repairs as needed

External Vendor: [Eco Counter](#) (1-866-518-4404)



Pedestrian counter (St. Stephen's Plaza)

Responsible Dept: AIPP (Art in Public Places)

Funded by: AIPP

Business hours call: 303-651-8924

After hours call: 720-815-8037

Maintained by: AIPP

Maintenance:

- Annual inspections and repairs as needed

External Vendor: [Eco Counter](#) (1-866-518-4404)

Insured by: COL



Public art (Art in Public Places)

- | | |
|-------------------------------------|----------------------------|
| 1. E alleys (Los Arcos) | 6. Traffic signal cabinets |
| 2. 4 th Ave., W Main St. | 7. Longs Peak & Coffman |
| 3. St. Stephen's Plaza | 8. 512 Coffman/Spoke |
| 4. 6 th Ave. Plaza | garage |
| 5. Shock art transformer
boxes | 9. 300 W breezeway |

Responsible Dept: AIPP (Art in Public Places)

Funded by: AIPP

Business hours call: 303-651-8924

After hours call: 720-815-8037

Maintained by: AIPP

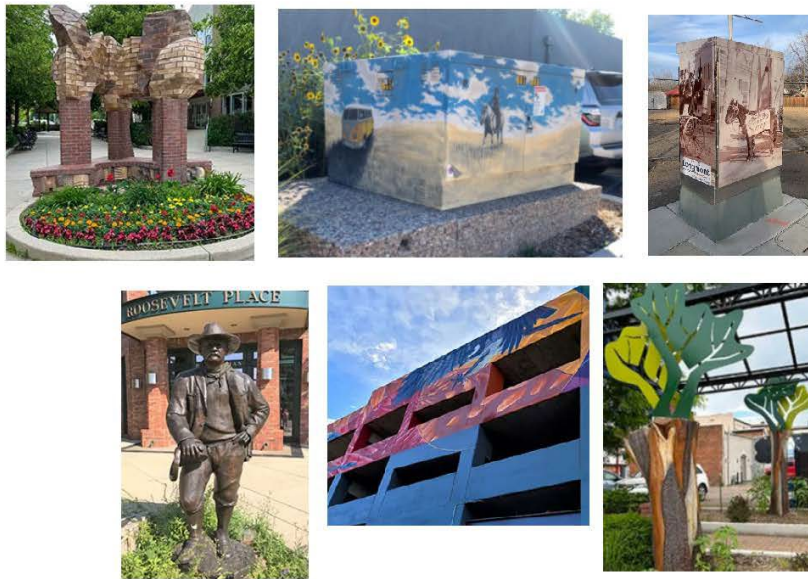
Maintenance:

- Quarterly inspections and repairs as needed
- Brick columns maintained by LDDA. Inspected annually.

External Vendor: various artists, masonry contractor for columns

Insured by: COL insures art pieces and concrete plinths. LDDA insures Los Arcos brick columns.





Public art (LDDA)

1. 300 W breezeway
2. E alley trash enclosures
3. Main St. tree well mosaic art
4. E alley brick columns (attached to Los Arcos)

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

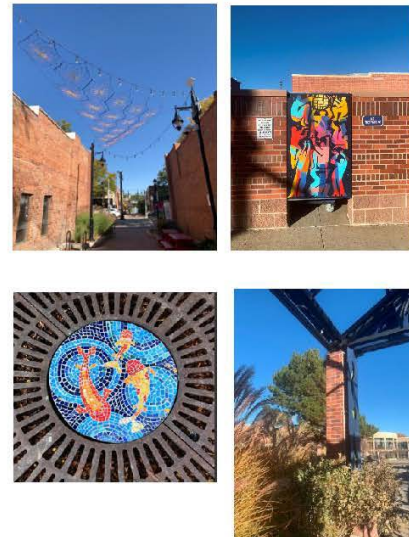
After hours call: 303-903-0840 or 330-418-9354

Maintained by: LDDA

Maintenance:

- Annual inspections and repairs as needed
- Responsible for brick columns of Los Arcos only

External Vendor: various



Public Art (Private)

400 E alley

Responsible: Aspen Center for Child Development

Business hours call: 303-772-4320

Business email: elizabeth@ourcenter.org

Maintained by: Aspen Center for Child Development



Signs (general public)

- all public signs that are included in the City Ordinance (passed by City Council)
- street name signs
- parking time limit and no parking signs (excludes Spoke on Coffman, Roosevelt Park Apts and Hotel Longmont garages)
- HC signs (excludes Spoke on Coffman, Roosevelt Park Apts and Hotel Longmont garages)
- bicycle routes
- bike dismount zone ground graphics
- alley signs
- list/pics might not be all inclusive

Responsible Dept: PW Ops

Funded by: COL

Business hours call: 303-651-8416

After hours call: 303-651-8416

Maintained by: PW Ops

Maintenance:

- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Signs (LDDA)

- \$5 day pass signs (parking lots)
- 15 MIN Parking signs (Main St. and alleys)
- Parking wayfinding
- Historic pedestals (TO COME)
- Small and large kiosks (see Streetscape section)

Responsible Dept: LDDA

Funded by: LDDA

Business hours call: 303-651-8484

After hours call: 303-651-8416

Maintained by: LDDA

Maintenance:

- Annual inspections and repairs as needed

External Vendor: [e3 Signs](#) (970) 685-4679 (wayfinding)

Insured by: LDDA



Storm drain (street curb)

Responsible Dept: PW Ops

Funded by: COL

Business hours call: 303-651-8416

After hours call: 303-651-8416

Maintained by: PW Ops

Maintenance:

- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Streets

potholes, striping, crosswalk decals, paving, concrete, curb/gutter, sweeping

Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops

Maintenance:

- Annual inspections and repairs as needed

External Vendor: various

Insured by: COL



Traffic signal cabinets

Responsible Dept: Traffic (Traffic Signal Supervisor)
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: Traffic

Maintenance:

- Monthly inspections and repairs as needed

External Vendor:

Insured by: COL



Traffic signal poles

Responsible Dept: Traffic (Traffic Signal Supervisor)

Funded by: COL

Business hours call: 303-651-8416

After hours call: 303-651-8416

Maintained by: Traffic

Maintenance:

- Monthly inspections and repairs as needed

External Vendor:

Insured by: COL



Trees

COL - Main St., side streets, medians

LDDA - Breezeways, E/W alleys, public parking lots

Responsible Dept: Parks / Forestry, LDDA

Funded by: COL / LDDA

Business hours call: 303-651-8416 / LDDA 303-651-8484

After hours call: 720-964-3900 (Parks on call)

Maintained by: Parks / LDDA



Parks Maintenance:

- Annual inspections and tree trimming every 5-7 years
- [Forestry online map - citywide](#)

LDDA Maintenance:

- Annual inspections and tree trimming every 3-5 years

External Vendor:

Insured by: COL / LDDA (LDDA funds replacement cost for ALL Downtown trees)

Snow Removal

[View City Center Snow Removal Plan \(with maps\)](#)

Sidewalks / public parking lots

Responsible Dept: Parks
Funded by: COL
Business hours call: 303-651-8416
After hours call: 720-964-3900 (Parks on call)
Maintained by: Parks

Streets / parking lanes

Responsible Dept: PW Ops
Funded by: COL
Business hours call: 303-651-8416
After hours call: 303-651-8416
Maintained by: PW Ops

LDDA Maintenance Master Schedule

LDDA MAINTENANCE MASTER SCHEDULE

2.2.26

Specified Task	PNR = Parks & Natural Resources PWE = Public Works & Engineering WWS = Water & Waste Services REC = Recreation Services LHA = Longmont Housing Auth.	
	*Extra requests funded by DDA	
	Responsible	Funded by
Cleaning		
Blowing Sidewalks (2 times per week)	1st - Longs Peak Ave.	
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
Trash Pickup - container (3 times per week and as needed)	1st - Longs Peak Ave.	
Sidewalks East Main	PNR	City
Sidewalks West Main	PNR	City
Alleys East	PNR	City
Alleys West	PNR	City
St. Stephen's Plaza	PNR	City
6th Ave. Plaza	LHA	City
Misc. Trash pick up (upon request)	PNR / WWS	City
Trash Pickup- ground (Daily)	LDDA Manage Contract	DDA
General Cleaning	1st - Longs Peak Ave.	
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
Curb Drains/Chases - (sidewalk) seasonal cleanout (2-X per year)	PWE / Ops	City
Curb/gutter cleanups - street & alley	PWE / Ops	City
Crosswalk ramp / mid block cleanups (as needed)	PNR	City
Incident/safety biohazard cleanup/transient-homeless camps	PNR	City
Landscaping and irrigation		
Pots - 182 (concrete, hanging, self-watering)	Location: Main St., 1st - Longs Peak Ave.	
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

LDDA MAINTENANCE MASTER SCHEDULE

2.2.26

Specified Task	PNR = Parks & Natural Resources PWE = Public Works & Engineering WWS = Water & Waste Services REC = Recreation Services LHA = Longmont Housing Auth.	
	*Extra requests funded by DDA	
	Responsible	Funded by
Landscaping and irrigation cont.		
Irrigation Inspection	LDDA Manage Contract	DDA
<i>In Ground Landscaping: 6 Breezeways, 6 5 Alleys, St. Stephen's Plaza, 2 Coffman/3 Kimbark/1 Main St. parking lots</i>		
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
<i>Main St.</i>		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 (turf areas)	PNR	City
<i>Irrigation Repairs</i>	LDDA Manage Contract	DDA
Tree Care		
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
Electrical		
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
<i>St Stephen's Plaza</i>		
Pedestrian and string lights	LDDA	DDA
Outlet Insp	LDDA	DDA
<i>6th Avenue Plaza</i> (pedestrian light and outlet insp)	PNR	PNR
Outlet Insp	LDDA	DDA
<i>LDDA Parking Lots</i>		
Lighting inspection	LDDA	DDA
<i>Electric Repair s (DDA managed items)</i>	LDDA/Manage Contract	DDA
Special Events (* City bills DDA for service)		
Clean and Green	LDDA	DDA
Downtown Concerts *	LDDA	DDA
ArtWalk (if needed) *	LDDA	DDA
Plaza Lighting Ceremony *	LDDA	DDA
Duties: event equipment delivery/pick up including trailer, traffic control, fencing, tables, etc. Blowing areas beforehand. As Needed.	PNR	DDA
Placemaking		
Banner hanging/cleaning	LDDA/Manage Contract	DDA
Kiosk switchouts	LDDA/Manage Contract	DDA

LDDA MAINTENANCE MASTER SCHEDULE

2.2.26

Specified Task	PNR = Parks & Natural Resources PWE = Public Works & Engineering WWS = Water & Waste Services REC = Recreation Services LHA = Longmont Housing Auth.	
	*Extra requests funded by DDA	
	Responsible	Funded by
Storage (access and organization)		
DSC basement	LDDA	
Pig farm	LDDA	
Roosevelt cage	LDDA / REC	
General Repairs		
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	PWE / Ops	City
Utility cover repairs	PNR / LPC	City
Other Contracted Services		
Holiday Light Install	LDDA/Manage Contract	DDA
Street / Parking Lot Sweeping (quarterly)	PWE	City
Streetscape Items Maintenance		
Cigarette Receptacles	LDDA	DDA
Parking lot light poles	LDDA	DDA
Black decorative breezeway/alley crossing light poles	LDDA	DDA
Street light poles	LPC	LPC
Trash enclosures	LDDA	DDA
Benches	PNR	City
Trash and recycle cans	PNR	City
Black decorative light poles (Main St.)	PNR	City
Main St. string lights	LDDA/Manage Contract	DDA
Medians 1st - 6th Ave (hardscape: concrete, curb, etc.)	PWE	City
Black decorative mid-block crossing poles (Main St.)	PNR	City
Bike racks	PNR	City
Alley pavers and concrete walkways	PWE	City
Breezeway pavers and concrete	LDDA	LDDA
Black decorative alley ped -light poles	LPC	City
Sidewalk Maintenance		
Brick Pavers	PWE	City
Concrete Repairs	PWE	City
Weed control in ROW (curbs, alleys, breezeways)	PNR	City
Weed control Medians 1st to 6th Ave. (HARDSCAPE ONLY/excludes landscaping in raised beds)	PNR	City
Flagstone Repairs (DDA would fund replacement only)	PWE	City
Snow Removal		
Sidewalks, breezeways, public parking lots	PNR	City
Streets/avenues, alleys	PWE	City