

GUNNISON CITY COUNCIL AGENDA

THE MEETING WILL BE HELD IN THE CITY COUNCIL CHAMBERS OF CITY HALL
201 W. VIRGINIA AVENUE IN GUNNISON

TUESDAY,

APRIL 5, 2016

WORK SESSION

7:00 P.M.

- 7:00 – 7:30 P.M. A. Discussion on City Granting Criteria for Contracts for Service, Challenge Grants, Continuing Challenge Grants, and Youth Challenge Grants, – Finance Director Ben Cowan and City Planner Andie Ruggera
- 7:30 – 8:00 P.M. B. Discussion on Marijuana Sales Tax Use for Programming, Education, etc. – Council & City Staff: Rob whiting, Dan Vollendorf, Ben Cowan, Keith Robinson
- 8:00 – 8:30 P.M. C. Discussion on Downtown Sidewalk Café Seating – CD Director Steve Westbay
- 8:30 – 8:45 P.M. D. Non-Scheduled Citizens: *At this agenda time, non-scheduled citizens may present issues of City concern to Council. Per Colorado Open Meetings Laws, NO action or Council discussion will be take place until a later date, unless an emergency situation is deemed to exist by the City Attorney. Speaker has a time limit of 3 mins.*
- 8:45 – 9:00 P.M. E. City Council Meeting Reports, Discussion, Items for Future Work Sessions
F. Meeting Adjournment

This agenda is subject to change, including the addition or deletion of items at any time. **Times are approximate** and the agenda may proceed faster or slower than listed. The City Manager and City Attorney reports may include administrative items not listed. Regular Meetings and Special Meetings are recorded and action can be taken. Minutes are posted at City Hall and on the City website www.cityofgunnison-co.gov No formal action can be taken at a Work Session. For further information, contact the City Clerk's office at 641-8140.

TO COMPLY WITH ADA REGULATIONS, PEOPLE WITH SPECIAL NEEDS ARE ASKED TO CONTACT THE CITY CLERK AT 641-8140 AT LEAST 24 HRS. BEFORE THE MEETING.

**Three or More City Councilors May Be Attending the One Valley Prosperity
Project/Community Builders Task Force Meeting
on Wednesday, April 6, 2016, 1:30-3:30 P.M.
At the Gunnison County Blackstock Government Center
In the 2nd floor Planning Dept. Conference Room
221 N. Wisconsin Street in Gunnison**



Memorandum

To: City Council
From: Ben Cowan
Date: 3/31/2016
Re: Grant Programs

Please find attached the proposed guidelines and associated applications for the following grant programs:

- Contracts for Service
- Youth Challenge Grants
- Challenge Grants
- Continuing Challenge Grants

Please provide us with any feedback or changes that you would like to see for upcoming grant cycles.

The following is a quick comparison of the various grant programs and the excerpted page from the 2016 budget is also included.

	Contracts for Service	Youth Challenge Grants	Challenge Grants	Continuing Challenge Grants
2016 Budget	\$138,168	\$1,000	\$3,000	\$13,250
Purpose	To support organizations delivering services to the community that the City might otherwise provide	To promote positive youth activities, educational programs, or leadership opportunities for Gunnison youth	To funding new and creative efforts in Gunnison to increase sales tax revenue.	To support major, continuing events to foster positive community development, celebrate heritage, arts and culture, and enrich quality of life for residents.
Application Deadline	October 31	20 days prior to planned activity	Any time	October 31
Eligible Applicants	Non-profit organizations as well as local, state, and federal agencies	Gunnison Valley Youth under the age of 18 with a sponsor -OR- Youth focused organizations	Non-profit organizations as well as local, state, and federal agencies	Non-profit organizations as well as local, state, and federal agencies
Review Committee	City Council	Police Chief Finance Director City Clerk Community Resource Officer Recreation Supervisor Youth City Council Representative	City Council, with recommendation from 4 person committee: Citizen (usually Chamber Director) Citizen (at large) Community Development Dept. Finance Department	City Council
Reporting Due	October 31	Within 30 days of the event or project	Within 45 days of the event or project	Within 45 days of the event or project
Reporting Requirement	Financial City Credit Written Report	Brief Written Report	Financial City Credit Written Report	Financial City Credit Written Report
Presentations Required	Only if requested	City Council	Only if requested	Only if requested

**CITY OF GUNNISON
GENERAL FUND
EXPENDITURES**

01-4090 GRANTS & CONTRACTS FOR SERVICE

2014 Actual Expenditures vs. 2015 Estimated Expenditures	-28.3%
2015 Expenditures Under (Over) Budget	13,941
2015 Budgeted Expenditures vs. 2016 Budget Request	29.7%

Account	Description	2013 Actual	2014 Actual	Original Budget	2015 Revised Budget	Projected Year-end	2016 Budget
Sub-Total: Personnel		0	0	0	0	0	0
<u>New Grants</u>							
8101	Challenge Grants	0	0	3,000	3,000	3,000	3,000
8102	Youth Grants	1,000	628	1,000	1,000	1,000	1,000
		<u>1,000</u>	<u>628</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<u>Continuing Grants</u>							
8201	Chamber Holidays	2,000	2,000	2,000	2,000	2,000	2,000
8202	Cattlemen's Days	7,500	7,500	7,500	7,500	7,500	7,500
8205	Car Show	500	500	500	500	500	1,000
8207	Rotary (Kiwanis) Fishing Trnmnt	750	750	750	750	750	750
8208	Rotary Fireworks	6,500	7,300	0	0	0	0
8210	Gunnison River Festival	0	0	2,000	2,000	2,000	2,000
		<u>17,250</u>	<u>18,050</u>	<u>12,750</u>	<u>12,750</u>	<u>12,750</u>	<u>13,250</u>
					0		
<u>Contracts for Service</u>							
8301	Additional Contracts	7,850	0	1,810	1,810	1,810	2,000
8302	Safe Ride of Gunnison	4,176	4,000	4,000	4,000	4,000	4,000
8303	Gunnison Council for the Arts	15,000	16,500	19,100	19,100	19,100	25,000
8304	GV Animal Welfare League	1,000	1,000	1,000	1,000	1,000	1,000
8305	Adult & Family Educ Program	750	500	1,000	1,000	1,000	1,500
8306	GC Pioneer & Historical Soc	2,500	2,500	3,600	3,600	3,600	5,000
8307	Colorado Water Workshop	500	500	740	740	740	1,000
8308	Project Hope of Gunnison Valley	1,000	1,000	1,000	1,000	1,000	1,500
8309	Six Points Evaluation & Trng	2,500	2,800	3,400	3,400	3,400	2,500
8311	Gunnison Country Food Pantry	0	0	4,800	4,800	4,800	5,000
8312	Gunnison Nordic Club	750	750	1,000	1,000	1,000	1,000
8401	Visitor Center	13,500	13,500	13,500	13,500	13,500	56,000
8405	Public Farm Plan	5,355	2,861	0	0	0	0
8406	Art Innovation of the Rockies	0	0	1,800	1,800	0	0
8407	Community Builders Task Force	0	0	6,500	6,500	6,500	0
8408	GVH-Foundation	0	0	0	0	0	1,800
		<u>54,881</u>	<u>45,911</u>	<u>63,250</u>	<u>63,250</u>	<u>61,450</u>	<u>107,300</u>
					0		
<u>Other Grants</u>							
8800	Teen Programming	0	0	0	0	0	11,000
8801	Economic Development	11,867	2,000	20,000	20,000	7,859	20,000
8802	Gunn Housing Authority (IGA)	30,000	30,000	30,000	30,000	30,000	36,000
8803	Marijuana Education	0	0	0	0	0	11,000
		<u>41,867</u>	<u>32,000</u>	<u>50,000</u>	<u>50,000</u>	<u>37,859</u>	<u>78,000</u>
<u>Other Contracts for Service</u>							
8805	Gunnison Valley Animal Welfare Lea	0	125,000	0	0	0	0
8806	Rural Transportation Authority	7,804	0	0	0	0	0
8807	WSCU Marketing	0	10,000	10,000	10,000	10,000	10,000
8808	Senior Transportation	0	0	25,000	25,000	25,000	0
8809	Gunnison County-Whitewater Park I	0	0	15,000	15,000	15,000	0
9201	Gunnison County-Mosquito Control	0	0	0	0	0	20,868
		<u>7,804</u>	<u>135,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>30,868</u>
Sub-Total: Operations		122,802	231,589	180,000	180,000	166,059	233,418
Sub-Total: Capital Outlay		0	0	0	0	0	0
TOTALS		122,802	231,589	180,000	180,000	166,059	233,418

Comments:

This cost center is budgeted for use of 5% of Sales Tax receipts available to the General Fund.



CONTRACTS FOR SERVICE GUIDELINES

PURPOSE OF THE PROGRAM

The City of Gunnison’s Contracts for Service Program is designed to support programs or services which meet the needs and desires of the residents and businesses within the City limits. The general intent of this program is to fund programs and services, not offered through the auspices of current City operations or activities.

SUBMISSION OF APPLICATION

When completing the application, be certain to provide answers with the review criteria in mind.

The Completed Application should be submitted to:

Electronic Submittal:
Adobe PDF Format ben@cityofgunnison-co.gov
Mailed Submittal:
City of Gunnison Finance Department PO Box 239 201 W. Virginia Ave. Gunnison, CO 81230

Applications must be received by October 31 to receive funding consideration for the following budget year.

AWARDING FUNDS

If the program or service meets the program criteria and funding is available, the Finance Department will forward the application to the City Council for funding consideration. A total expenditure limit for

the Contracts for Service category will be established annually during the City’s budget process. A short presentation to the City Council may be required, during which the applicant must demonstrate how the proposed service meets the required criteria. If approved by the City Council, a contract between the City and the applicant is prepared. The City will issue payment within thirty days of receiving a fully executed agreement.

ELIGIBLE APPLICANTS

Non-profit organizations as well as local, state, and federal agencies may apply for funding. Private businesses may apply through a local non-profit or governmental agency which will serve as the sponsor and administrative unit for managing the contract with the City.

Eligible applicants are listed below:

- Business/Tourism Support Organizations
- Cultural/Historical Organizations
- Health/Human Service Organizations
- Social/Fraternal Clubs and Organizations
- Educational Agencies and Organizations

CONTRACT PROVISIONS & ACCOUNTABILITY

All applicants must agree to execute a contract with the City for the grant funds. **There are very few requirements in the contract, but they must be met or the applicant may be required to return the grant money. Failure to meet the contract also may jeopardize an applicant's ability to secure grants in future years.** All reports are due by October 31

following receipt of funds in accordance with the provisions of the contract. Those reporting requirements include, but are not limited to:

- A. A detailed financial report of revenues and expenditures;
- B. Evidence of any required advertising and publication of the City's byline and/or logo;
- C. A written report demonstrating the service or program's accomplishments.

PROGRAM OR SERVICE REVIEW CRITERIA

All programs or services are reviewed against the following criteria by the City Council.

- A. The program must support current City of Gunnison long range plan documents, which need to be specifically cited in the application.
- B. Applications that qualify for the Challenge Grant, Youth Grant, or City Scape Grant programs are ineligible.
- C. Programs or services must include coordination and cooperation with other community organizations.
- D. Programs or services must demonstrate a high degree of commitment, through cash or in-kind contributions, by the applicant and those partners identified above.
- E. Applications must clearly define the lines of responsibility for, and oversight of, the program or service.
- F. **Applications must be accompanied with the most recent year's actual income and expenses, as well as a projected budget for the upcoming year.**

For More Information

Contact the Finance Department of the City of Gunnison, Colorado. Our telephone number is (970) 641-8070. Our fax number is (970) 641-8051. Contact us by e-mail at:

ben@cityofgunnison-co.gov



CONTRACT FOR SERVICE APPLICATION

APPLICANT INFORMATION

Organization Name:					
Address 1:					
Address 2:					
City:		State:		Zip Code:	
Telephone Number:		Fax Number:			
Email Address:					
Contact Person(s):					
New Application:	<input type="checkbox"/>	Renewal Application:	<input type="checkbox"/>	Amount Requested:	

PROPOSAL INFORMATION

1. Program or Service:	
2. Number of years funded by the City:	
3. Provide a brief description of the program or service:	

4. Why do you think the program or service should be funded by the taxpayers of the City of Gunnison?

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5. Objectives for the Coming Year (an objective is a specified measurable outcome, not an activity):

Objective 1:	
Objective 2:	
Objective 3:	

6. Please complete the matrix below (renewal applications only).

Year	Funding received from the City	# of participants from the City and County	# of participants from outside the County	Total # of participants
2015				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2014				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2013				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated

7. Please indicate your assessment of the previous year's objectives (renewal applications only).

Objective 1:						
Fully Met:	<input type="checkbox"/>	Partly Met:	<input type="checkbox"/>	Not Met:	<input type="checkbox"/>	
Comments:						

Objective 2:						
Fully Met:	<input type="checkbox"/>	Partly Met:	<input type="checkbox"/>	Not Met:	<input type="checkbox"/>	
Comments:						

Objective 3:						
Fully Met:	<input type="checkbox"/>	Partly Met:	<input type="checkbox"/>	Not Met:	<input type="checkbox"/>	
Comments:						

CERTIFICATION

I hereby attest that the information provided in this application is accurate as of the date of submission.

Signature

Date

SAMPLE BUDGET

Revenue:		Expenses:	
Charges for Services:		Staffing:	
Registration Fees	\$2,000.00	Director	\$10,000.00
Total	\$2,000.00	Total	\$10,000.00
In-Kind Services: Donated		Goods & Materials:	
Paper products	\$100.00	Paper Products	\$100.00
Poster Design & Printing	<u>\$300.00</u>	Total	\$100.00
Total	\$400.00		
In-Kind Services: City		Advertising/Publicity:	
Trash Removal	\$50.00	Posters	\$300.00
Total	\$50.00	Total	\$300.00
Grants/Cash Donations:		Services:	
City of Gunnison Contract for Service	\$5,000.00	Annual Membership Fee	\$100.00
Gunnison County Grant	<u>\$5,000.00</u>	Insurance	<u>\$500.00</u>
Total	\$10,000.00	Total	\$600.00
Total Revenue:	\$12,450.00	In-Kind Services: Donated	
Includes Charges for Services, In-Kind, and Grants/Cash		Total	\$0.00
		In-Kind Services: City	
		Trash Removal	\$50.00
		Total	\$50.00
		Total Expenses:	\$11,050.00
		Revenue over/under expenses:	\$1,400.00



YOUTH CHALLENGE GRANT PROGRAM

I. BACKGROUND

The *Youth Challenge Grant Program* is an innovative way for the City of Gunnison to fund new and creative endeavors for our younger citizens in Gunnison. The Program is intended to promote positive youth activities, educational programs, or leadership opportunities for Gunnison youth. **All funded proposals are required to be tobacco, alcohol, and drug free.**

II. ELIGIBLE APPLICANTS

- Gunnison Valley Youth under the age of 18 with a sponsor
- Youth focused organizations

III. APPLICATION PROCESS

Applications may be obtained from and returned to:

- Gunnison Finance Department
201 W. Virginia Ave.
- Gunnison Police Department
910 W. Bidwell Avenue
- Gunnison Park & Recreation
200 E. Spencer Avenue

Applicants must have adult sponsorship involved with the proposal to receive funding. Fully completed applications are required for consideration.

A proposed budget must be provided with the application. (Please see sample provided) Applications **MUST** be received at least twenty (20) days prior to the planned activity.

IV. AWARD CRITERIA

- Provide a reasonable expectation that the applicant is able to complete the planned event and fulfill the requirements of the grantee responsibilities.
- Creativity of the proposal is important. Is this a new and innovative program or event that will be an attraction to the young citizens of Gunnison?
- Participant's quality of life will be enhanced by attending the event, program, or activity provided. Does this promote healthy fun or educational benefit?
- The inclusive nature of the proposal will be evaluated. Is this proposal targeting a limited group or will it be open to many levels of our youth?
- NO paid personnel costs are eligible for grant fund utilization.
- Events that have received funding for three consecutive years may be deferred to provide funding for new activities.

V. GRANT PROCEDURES

- Applications will be reviewed by a committee as they are received. Committee members include:
 - Police Chief
 - Finance Director
 - City Clerk
 - Community Resource Police Officer
 - Recreation Supervisor
 - Youth City Council Representative
- Awards will be provided on a first come, first served basis.
- No more than 50% of available program dollars will be awarded to an event.
- Determinations of award will be provided on the Grant Award Form.
- If funding is awarded it will be available ten (10) days prior to the planned activity.

VI. GRANTEE RESPONSIBILITIES

- The City of Gunnison will be recognized as a funder for any financially supported program, event or activity.
- A complete accounting of the use of funds shall be provided to the City within thirty days after the event is held.
- The written report must include income and expenses and identify how City funds were used.
- A presentation by the grantee will be made to City Council within one calendar month from the time the activity is held or completed.

**** This program is intended to provide a real world experience to young citizens in working to create and support valuable community activities. The emphasis in the grant process and follow-up requirements is the involvement of our community's youth.***



YOUTH CHALLENGE GRANT APPLICATION

APPLICANT INFORMATION

Youth Applicant Name:					
Adult Sponsor Name:					
Adult Sponsor Address 1:					
Adult Sponsor Address 2:					
Adult Sponsor City:		State:		Zip Code:	
Adult Sponsor Phone:					
Youth Applicant Phone:					
Email Address:					
Organization:					

PROJECT INFORMATION

1. Provide a brief description of the project/program:

--

2. Which project/program best describes your activity.	
<input type="checkbox"/> Cultural <input type="checkbox"/> Recreation <input type="checkbox"/> Sports <input type="checkbox"/> Education <input type="checkbox"/> Other	
3. When will the event take place:	
4. Where will the event take place:	
<input type="checkbox"/> Within City Limits <input type="checkbox"/> Outside City Limits	
5. Age(s)/Grade(s) your project/program will target.	
Age(s):	Grade(s):
6. How many participants do you expect:	
7. Other groups involved with project/program:	

PROJECT FUNDING – PLEASE INCLUDE BUDGET

Grant Request:		* Source of Matching Funds:		
Matching Funds *:				
TOTAL:				
Check Made Payable To:				
Address 1:				
Address 2:				
City:		State:		Zip Code:

CERTIFICATION

I hereby attest that the information provided in this application is accurate as of the date of submission.

Youth Applicant's Signature: _____

Date: _____

Adult Sponsor's Signature: _____

Date: _____

GRANT AWARD FORM

IF THE GRANT IS AWARDED, THE APPLICANT MUST AGREE TO THE FOLLOWING:

I agree that this event will be alcohol, drug, and tobacco free. Failure to comply with this requirement will result in The City of Gunnison requiring all funds that have been awarded to be returned.

I agree that a post event presentation will be conducted in front of City Council or Youth City Council within 30 days after the event. This presentation shall include a written report detailing what the awarded funds were used for, number of persons affected, and any changes that would be implemented were the event to be held again.

I agree that a complete accounting of awarded funds will accompany the final presentation. In addition, any remaining funds shall be returned to the Youth Challenge Grant Committee.

Applicant's Signature: _____

Date: _____

Adult Sponsor's Signature: _____

Date: _____

OFFICE USE ONLY

AWARD AMOUNT \$ _____

Chief of Police: _____

Approve

Disapprove

Community Resource Police Officer: _____

Approve

Disapprove

Recreation Supervisor: _____

Approve

Disapprove

City Clerk: _____

Approve

Disapprove

Finance Director: _____

Approve

Disapprove

Youth City Council Representative: _____

Approve

Disapprove



CHALLENGE GRANT PROGRAM

PURPOSE OF THE PROGRAM

The City of Gunnison Challenge Grant program is an innovative approach to funding new and creative efforts in Gunnison to increase sales tax revenue. The Challenge Grant program was created in 1992. It supports non-profit organizations and local, state and federal agencies in special events and other promotions which will attract visitors to the area and encourage them to stay and spend. Bringing new dollars into Gunnison supports the livelihood of our business community and enhances our quality of life.

This program functions as an important tool for economic and tourism development.

SUBMISSION OF APPLICATION

Grant forms are available from the City of Gunnison Community Development Department at any time. When completing the application, be certain to provide answers with the review criteria in mind. A budget breakdown is required.

The Completed Application should be submitted to:

Electronic Submittal:
Adobe PDF Format mspan@cityofgunnison-co.gov or andie@cityofgunnison-co.gov
Mailed Submittal:
City of Gunnison Community Development PO Box 239 201 W. Virginia Ave. Gunnison, CO 81230

STAFF AND COMMITTEE REVIEW

The Community Development Department reviews the application for completeness and schedules a Challenge Grant Committee Review Session. The applicant may be required to discuss the request with the committee members.

AWARDING FUNDS

If the project meets the program criteria and funding is available, the Challenge Grant Committee will make a recommendation to the City Council to award funding. If approved by the City Council, a contract between the City and the applicant is prepared. The funds will be issued once the applicant submits invoices for advertising, posters, or other items that were approved for funding. The City will reimburse the applicant for those expenses up to the awarded amount.

ELIGIBLE APPLICANTS

Non-profit organizations as well as local, state, and federal agencies may apply for funding. Private businesses may apply through a local non-profit or governmental agency which will serve as the sponsor and administrative unit for managing the contract with the City.

Eligible applicants are listed below:

- Business/Tourism Support Organizations
- Cultural/Historical Organizations
- Health/Human Service Organizations
- Social/Fraternal Clubs and Organizations
- Educational Agencies and Organizations

CONTRACT PROVISIONS & ACCOUNTABILITY

All applicants must agree to execute a contract with the City for the grant funds. **There are very few requirements in the contract, but they must be met or the applicant may be required to return the grant money. Failure to meet the contract also may jeopardize an applicant's ability to secure grants in future years. All final reports are due within 45 days of the event or project in accordance with the provisions of the contract.** Those contract requirements include, but are not limited to:

- A. A detailed financial report of revenues and expenditures, showing demographics of ticket sales;
- B. Evidence of any required advertising and publication of the City's byline and/or logo.

COMMITTEE INFORMATION

The Challenge Grant Committee is appointed by the City Council. The membership is comprised of four citizens representing a cross-section of the community, the Director of Community Development and a representative from the City Finance Department.

PROJECT REVIEW CRITERIA

All projects are reviewed against the following criteria by the Committee.

- A. Project goals must include an expectation to increase the City's sales tax base.
- B. The Project must have the ability to be self-sustaining in the future. Declining financial support from the City should be anticipated. Maximum funding is three years.
- C. The project application must demonstrate that Challenge Grant funds are necessary in order to successfully execute the event.

- D. Budgets for Challenge Grant applications must identify profit from events as a reinvestment for the event the following year. Funds shall not be used for wages, salaries, or administrative costs.
- E. Projects must include coordination and cooperation with other community organizations.
- F. Projects must demonstrate a high degree of commitment, through cash or in-kind contributions, by the applicant and those partners identified above.
- G. Applications must clearly define the lines of responsibility for, and oversight of, the project.

For More Information

Contact the Community Development Department of the City of Gunnison, Colorado. Our telephone number is (970) 641-8090. Our fax number is (970) 641-8051. Contact us by e-mail at:

mspan@cityofgunnison-co.gov or

andie@cityofgunnison-co.gov



CHALLENGE GRANT APPLICATION

APPLICANT INFORMATION

Organization Name:					
Address 1:					
Address 2:					
City:		State:		Zip Code:	
Telephone Number:		Fax Number:			
Email Address:					
Contact Person(s):					
New Application:	<input type="checkbox"/>	Renewal Application:	<input type="checkbox"/>	Amount Requested:	

PROPOSAL INFORMATION

1. Event or Service:					
2. Date of Event:		3. Number of years funded by the City:			
4. Provide a brief description of the event or service:					

5. Who is the targeted audience? If the project is an event, estimate the number of participants it will attract.

6. How will the event or service produce increased sales tax revenues for the City and its residents?

7. Describe the cooperation between the applicant and other organizations within the community such as Western State Colorado University, service clubs, community groups, etc.

8. Explain how the project will be funded in the future, if it is an annual event.

9. List other sources of funding which have been approached. Describe the status of those requests (decision pending, grant awarded).

10. Describe how the City funds will be used. Funds shall not be used for wages, salaries, or administrative costs.

11. Describe the plan for advertising and promotion of the project, if it is an event. Include a description of any technical assistance that has been solicited to ensure that the marketing of the proposed event will be as successful as possible. Attach any promotional materials that have already been prepared.

12. Has the Gunnison Country Chamber of Commerce been notified about this event? Will it be included on the Chamber's calendar? Are there any other events planned for the same date that you are aware of?

Year	Funding received from the City	# of participants from the City and County	# of participants from outside the County	Total # of participants
2015				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2014				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated

CERTIFICATION

I hereby attest that the information provided in this application is accurate as of the date of submission.

Signature

Date

SAMPLE BUDGET

Revenue:		Expenses:	
Entry Fees:		Staffing:	
Covercharge @ Party	\$350.00	Director	\$700.00
10 Kayak Rodeo (Individuals) @ \$25.00	\$250.00		
10 Kayak Rodeo (Individuals w/o T-Shirts) @ \$15.	\$150.00	Total	\$700.00
12 Rafts @ \$100.00	<u>\$1,200.00</u>	Goods and Materials:	
Total	\$1,950.00	Prizes and Awards	\$1,500.00
In-Kind Services: Donated		T-Shirts for Volunteers (40)	\$250.00
Port-O-Johns	\$400.00	Food & Beverage Supplies (plates, silverware)	<u>\$100.00</u>
Raft Gear Rental (Whitewater Rafting)	\$2,475.00	Total	\$1,850.00
First Aid and Hydration Station	\$100.00	Advertising/Publicity:	
Celebration Dinner	\$150.00	Crested Butte News (2 Ads)	\$90.00
Sound System (JR's Rental)	\$200.00	Montrose Daily Press (2 Ads)	\$256.00
Multi-Purpose Building Rental (County)	\$50.00	Buena Vista/Salida Mountain Mail (2 Ads)	\$270.00
Entertainment (Local Bands for 4 hours)	\$400.00	Pueblo View (2 Ads)	<u>\$208.00</u>
Safe Ride	\$1,000.00	Total	\$824.00
Posters	\$1,100.00	Services:	
Generator Rental (JR's Rental)	<u>\$150.00</u>	Liquor License (\$25 to City, \$25 to CO DOR)	\$50.00
Total	\$6,025.00	Headliner Band	\$1,000.00
In-Kind Services: City		American Canoe Assoc (Insurance)	\$45.00
Barriers, trash bags, gloves, etc. (City of Gunniso)	<u>\$200.00</u>	Insurance per contestant	<u>\$350.00</u>
Total	\$200.00	Total	\$1,445.00
Grants/Cash Donations:		In-Kind Services: Donated	
City Market (Gift Card)	\$50.00	Port-O-Johns	\$400.00
City of Gunnison (Grant)	\$1,500.00	Raft Gear Rental	\$2,475.00
Gunnison County (Grant)	<u>\$1,500.00</u>	First Aid and Hydration Station	\$100.00
Total	\$3,050.00	Celebration Dinner	\$150.00
		Sound System	\$200.00
		Multi-Purpose Building Rental	\$50.00
		Entertainment (Local Bands)	\$400.00
Total Revenue:	\$11,225.00	Safe Ride	\$1,000.00
Includes Entry Fees, In-Kind, and Grants/Cash		Posters	\$1,100.00
		Generator Rental	<u>\$150.00</u>
		Total	\$6,025.00
		In-Kind Services: City	
		Green Team Materials (trash bags, gloves, etc)	<u>\$200.00</u>
		Total	\$200.00
		Total Expenses:	\$11,044.00
		Revenue over/under expenses:	\$181.00



CONTINUING CHALLENGE GRANT PROGRAM

PURPOSE OF THE PROGRAM

The City of Gunnison Continuing Challenge Grant program allows grant recipients in the Challenge Grant Program to apply for continued funding beyond the three-year maximum. The Challenge Grant program was created in 1992. It supports non-profit organizations and local, state and federal agencies in special events and other promotions which will attract visitors to the area and encourage them to stay and spend.

The City of Gunnison recognizes that supporting certain major, continuing events are critical to fostering positive community development, celebrating heritage, arts and culture, and enriching quality of life for residents.

This program functions as an important tool for economic and tourism development.

SUBMISSION OF APPLICATION

When completing the application, be certain to provide answers with the review criteria in mind.

The Completed Application should be submitted to:

Electronic Submittal:
Adobe PDF Format mspan@cityofgunnison-co.gov or andie@cityofgunnison-co.gov
Mailed Submittal:
City of Gunnison Community Development PO Box 239 201 W. Virginia Ave. Gunnison, CO 81230

In contrast with the regular Challenge Grant Program, applications for the Continuing Challenge Grant Program are only accepted once per year to ensure applications appropriately prioritized for funding and to align with the budget process.

Applications must be received by October 31 to receive funding consideration for the following budget year.

AWARDING FUNDS

If the project meets the program criteria and funding is available, the Community Development Department will forward the application to the City Council for funding consideration. A short presentation to the City Council will be required, during which the applicant must demonstrate how the proposed event or service will increase tourism and the attendant sales tax revenue to the City of Gunnison. If approved by the City Council, a contract between the City and the applicant is prepared. The City will issue payment within thirty days of receiving a fully executed agreement.

ELIGIBLE APPLICANTS

Non-profit organizations as well as local, state, and federal agencies may apply for funding. Private businesses may apply through a local non-profit or governmental agency which will serve as the sponsor and administrative unit for managing the contract with the City.

Applicants must have managed the event or service for three years prior to becoming eligible for the Continuing Challenge Grant Program.

Eligible applicants are listed below:

- Business/Tourism Support Organizations
- Cultural/Historical Organizations
- Health/Human Service Organizations
- Social/Fraternal Clubs and Organizations
- Educational Agencies and Organizations

CONTRACT PROVISIONS & ACCOUNTABILITY

All applicants must agree to execute a contract with the City for the grant funds. **There are very few requirements in the contract, but they must be met or the applicant may be required to return the grant money. Failure to meet the contract also may jeopardize an applicant's ability to secure grants in future years.** All final reports are due within 45 days of the event or project in accordance with the provisions of the contract. Those contract requirements include, but are not limited to:

- A. A detailed financial report of revenues and expenditures, showing demographics of ticket sales;
- B. Evidence of any required advertising and publication of the City's byline and/or logo.

PROJECT REVIEW CRITERIA

All projects are reviewed against the following criteria by the City Council.

- Project goals must include an expectation to increase the City's sales tax base.
- The project application must demonstrate that Continuing Challenge Grant funds are necessary in order to successfully execute the event.

C. Budgets for Continuing Challenge Grant applications must identify profit from events as a reinvestment for the event the following year. Funds shall not be used for wages, salaries, or administrative costs.

D. Projects must include coordination and cooperation with other community organizations.

E. Projects must demonstrate a high degree of commitment, through cash or in-kind contributions, by the applicant and those partners identified above.

F. Applications must clearly define the lines of responsibility for, and oversight of, the project.

For More Information

Contact the Community Development Department of the City of Gunnison, Colorado. Our telephone number is (970) 641-8090. Our fax number is (970) 641-8051. Contact us by e-mail at:

mSpain@cityofgunnison-co.gov or

andie@cityofgunnison-co.gov



CONTINUING CHALLENGE GRANT APPLICATION

APPLICANT INFORMATION

Organization Name:					
Address 1:					
Address 2:					
City:		State:		Zip Code:	
Telephone Number:		Fax Number:			
Email Address:					
Contact Person(s):					
New Application:	<input type="checkbox"/>	Renewal Application:	<input type="checkbox"/>	Amount Requested:	

PROPOSAL INFORMATION

1. Event or Service:					
2. Date of Event:		3. Number of years funded by the City:			
4. Provide a brief description of the event or service:					

5. Who is the targeted audience? If the project is an event, estimate the number of participants it will attract.

6. How will the event or service produce increased sales tax revenues for the City and its residents?

7. Describe the cooperation between the applicant and other organizations within the community such as Western State Colorado University, service clubs, community groups, etc.

8. Explain how the project will be funded in the future, if it is an annual event.

9. List other sources of funding which have been approached. Describe the status of those requests (decision pending, grant awarded).

10. Describe how the City funds will be used. Funds shall not be used for wages, salaries, or administrative costs.

11. Describe the plan for advertising and promotion of the project, if it is an event. Include a description of any technical assistance that has been solicited to ensure that the marketing of the proposed event will be as successful as possible. Attach any promotional materials that have already been prepared.

12. Has the Gunnison Country Chamber of Commerce been notified about this event? Will it be included on the Chamber's calendar? Are there any other events planned for the same date that you are aware of?

Year	Funding received from the City	# of participants from the City and County	# of participants from outside the County	Total # of participants
2015				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2014				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2013				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated

CERTIFICATION

I hereby attest that the information provided in this application is accurate as of the date of submission.

Signature

Date

SAMPLE BUDGET

Revenue:		Expenses:	
Entry Fees:		Staffing:	
Covercharge @ Party	\$350.00	Director	\$700.00
10 Kayak Rodeo (Individuals) @ \$25.00	\$250.00		
10 Kayak Rodeo (Individuals w/o T-Shirts) @ \$15.	\$150.00	Total	\$700.00
12 Rafts @ \$100.00	<u>\$1,200.00</u>	Goods and Materials:	
Total	\$1,950.00	Prizes and Awards	\$1,500.00
In-Kind Services: Donated		T-Shirts for Volunteers (40)	\$250.00
Port-O-Johns	\$400.00	Food & Beverage Supplies (plates, silverware)	<u>\$100.00</u>
Raft Gear Rental (Whitewater Rafting)	\$2,475.00	Total	\$1,850.00
First Aid and Hydration Station	\$100.00	Advertising/Publicity:	
Celebration Dinner	\$150.00	Crested Butte News (2 Ads)	\$90.00
Sound System (JR's Rental)	\$200.00	Montrose Daily Press (2 Ads)	\$256.00
Multi-Purpose Building Rental (County)	\$50.00	Buena Vista/Salida Mountain Mail (2 Ads)	\$270.00
Entertainment (Local Bands for 4 hours)	\$400.00	Pueblo View (2 Ads)	<u>\$208.00</u>
Safe Ride	\$1,000.00	Total	\$824.00
Posters	\$1,100.00	Services:	
Generator Rental (JR's Rental)	<u>\$150.00</u>	Liquor License (\$25 to City, \$25 to CO DOR)	\$50.00
Total	\$6,025.00	Headliner Band	\$1,000.00
In-Kind Services: City		American Canoe Assoc (Insurance)	\$45.00
Barriers, trash bags, gloves, etc. (City of Gunniso)	<u>\$200.00</u>	Insurance per contestant	<u>\$350.00</u>
Total	\$200.00	Total	\$1,445.00
Grants/Cash Donations:		In-Kind Services: Donated	
City Market (Gift Card)	\$50.00	Port-O-Johns	\$400.00
City of Gunnison (Grant)	\$1,500.00	Raft Gear Rental	\$2,475.00
Gunnison County (Grant)	<u>\$1,500.00</u>	First Aid and Hydration Station	\$100.00
Total	\$3,050.00	Celebration Dinner	\$150.00
Total Revenue:	\$11,225.00	Sound System	\$200.00
Includes Entry Fees, In-Kind, and Grants/Cash		Multi-Purpose Building Rental	\$50.00
		Entertainment (Local Bands)	\$400.00
		Safe Ride	\$1,000.00
		Posters	\$1,100.00
		Generator Rental	<u>\$150.00</u>
		Total	\$6,025.00
		In-Kind Services: City	
		Green Team Materials (trash bags, gloves, etc)	<u>\$200.00</u>
		Total	\$200.00
		Total Expenses:	\$11,044.00
		Revenue over/under expenses:	\$181.00



Memorandum

To: City Council
From: Ben Cowan
Date: 3/31/2016
Re: Marijuana Use Prevention Education/Teen Programming

During the 2016 budget process, the City Council allocated \$11,000 for marijuana use prevention education and \$11,000 for teen programming. There have been some preliminary discussions regarding the use of these funds and we would like to get the Council's direction as City Staff works to develop programming.

The City has recognized that, while marijuana use has been legalized for adults, its use is not appropriate for youth for a number of reasons. According to the Colorado Department of Public Health and Environment, brain development is not complete until age 25 and marijuana has a damaging effect on memory, mental resiliency, etc. For the best chance to reach their full potential, youth should not use marijuana. Youth who use marijuana regularly are more likely to have a hard time learning, problems remembering and lower math and reading scores. Marijuana is addictive. It is harder to stop using marijuana if started at a young age. Youth who use marijuana – even occasionally – may be more likely to do risky things later in life.

The best practices for effective reductions of marijuana use include implementation of programs that are based on research to effectively restrict access and prevent use by youth. To this end, Community Resource Officer Rob Whiting has partnered with the Gunnison County Substance Abuse Prevention Program (GCSAPP) to attend an upcoming class in mid-April for substance abuse prevention education. The Parks and Recreation Department (Dan Ampietro and Dan Vollendorf) has also engaged RE1J officials and Kari Commerford with GCSAPP to come up with some potential options.

The goal of the work session is begin developing a strategy to implement or enhance effective programs resulting in reduced youth marijuana use, starting with looking at risk and protective factors specific to our community.

MEMORANDUM

TO: City Council
FROM: Steve Westbay
DATE: April 5, 2016
RE: Sidewalk Cafe Standards

Introduction

Recently, the Council directed staff to plan a strategy to implement a program for managing the public streetscape for the downtown corridor. Initial work on this task has included the inventory and mapping exercise to define existing street features. On March 14th, staff members, Leia Morrison and Matt Schwartz met to review the mapped information and discuss the project needs. Some of the more salient ideas discussed at the meeting included developing a survey to gain information and feedback from business owners, how the use and placement of existing street features may be reorganized to accommodate a more functional and appealing sidewalk configuration, what standards may be used to manage the private use of the public sidewalk system, and how to address the potential for sidewalk cafe seating.

In an attempt to provide more order and meaning to the effort, it is recommended that the process be segmented into more specific tasks which include the following program elements:

1. Review and address sidewalk cafe seating standards and procedures so related changes may commence during this upcoming summer season;
2. Define changes to public street furniture, trash receptacles, bike racks, and planter arrangements that can be accomplished in the near future; and
3. Work with business owners to implement the rearrangement task of public features and manage the use of public spaces for merchant display.

The critical path for implementing changes this summer requires that cafe seating be placed as the first part of the programming. This first step will also help to guide other actions and programs because it requires that certain parameters be established for ensuring effective and efficient public sidewalk functions. This memorandum provides a summary of existing *Municipal Code* provisions that direct the use of public sidewalks, it describes standards used by other jurisdictions to manage sidewalk cafe seating and concludes with a framework to move forward with actions that implement the Council's directive.

Existing Municipal Code Standards

The *City of Gunnison Municipal Code* presently regulates the use of public rights-of-way (ROWs) under the Business Regulations (Title 8) and Public ways and Properties (Title 9). Section 8.20 (Sidewalk Vending) of the Municipal Code sets forth a series of standards for public vending. While these standards are somewhat antiquated, they serve as a basis for regulating the display of merchandise within ROWs servicing the Commercial and Central Business Districts. The existing standards require liability insurance be established that includes the City as an additional insured on the policy of any vendor. Standards also include dimensional measures regulating the placement and size of vending stands. Vendors are not allowed to display merchandise on sidewalks less than 10' wide; the stand must be placed against the adjacent building front and cannot exceed 4' width, 6' length and 7' height; and displays cannot create dangerous conditions or impede emergency ingress/egress into any building.

Section 9.40.030 (Structures, signs and retail display) of the Municipal Code prohibits the placement of structures, signs or retail displays without written permission of the City and terms and conditions are fully executed by a City License Agreement. Standards established under this code section are similar to the business regulations defined in Section 8.20, with the exception that it assigns a minimum 4' clear tread width or comply with ADA requirements, whichever is more restrictive.

In summary, existing Municipal Code provisions, while somewhat antiquated, provide direction for managing use of public spaces. Some of the initial issues identified within the existing code are as follows:

- The codes do not assign the administrative responsibility to a specific department. Management is under the general responsibility of public works, community development and neighborhood services, so the oversight responsibility is confusing.
- Applying code provisions in two different sections of the municipal code is confusing and ineffective. From a procedural and interpretation standpoint the standards should be contained in only one section of the *Municipal Code*.
- The standards are somewhat antiquated and do not provide uniform direction that establishes a balance between the need to ensure public use and circulation is properly addressed and desire by merchants to derive a potential benefit for using these public spaces. Finding a balance that creates safe and vibrant spaces in the city's commercial corridors is critical for the success of the contemplated changes.
- The Municipal Code only addresses the use of ROWs in the Commercial District and the Central Business Districts. The 2014 Land Development Code update included an amendment to permit restaurants to operate in the B-1 District which encompasses real property on Highway 135 between Ohio Avenue and Denver Avenue. The developed properties in the B-1 District may be ideal for boutique dining establishments that could benefit from outdoor seating that may be configured within the highway ROW.

Criteria Used by Other Jurisdictions

In preparation for this discussion a review of several other municipal codes was completed to assess a menu of standards presently used to address sidewalk cafe seating. Some general provisions seem to be reoccurring within the municipal standards reviewed. For example every municipality treats public sidewalk uses as a revocable contact and all jurisdictions either charge for the use or have permit fee provisions – several require the requisition of fees for attorney services associated with the application. The majority of the other codes reviewed require liability indemnification for the use in the public space. Most of the jurisdictions establish a minimum clear tread width distance, usually between 5' and 7' that must be maintained for safe and efficient pedestrian movement; many codes define clear widths at the curb edge. The majority of codes address accessibility provisions for emergency ingress/egress needs. Several apply design standards for barrier fences. Several codes address design standards for tables, seating and umbrella furnishings. Other factors that are addressed include conditions related to audio systems, hours of operation, and lighting and glare issues. Maintenance and cleaning is also a common factor addressed in other codes. It is appropriate for the Council to consider what standards may be most appropriate to apply and provide staff with direction that best fit the needs of Gunnison.

Conclusion

It is proposed that the current emphasis be directed towards addressing sidewalk cafe provisions so business owners may have the opportunity to use the sidewalk system this coming summer. The existing configuration of public street features and the potential to rearrange furnishing will be a work in progress. The rearrangement tasks are proposed to be dealt with on a staff level initially and with coordination of business owners. It is also suggested that outreach be conducted to inform business owners of the existing City standards addressing vending display and signage.