

REGULAR MEETING

- I. CALL TO ORDER
  
- II. ROLL CALL
  
- III. REVIEW AGENDA
  
- IV. CONSENT AGENDA
  - a. Approve/Disapprove October 7, 2014 and October 21, 2014 Minutes
  - b. Review/Consent of previously paid disbursements as listed on the October 2014 Check Detail Report
  - c. Approve/Disapprove Checks to be written November 5th, 15th and/or 30th and signed [No AP at this time-RS]
  
- V. REPORTS & PRESENTATIONS
  - a. Public Works Report - Ben Davis (verbal)
  - b. LWCRCo Report - Eric Grossman (verbal)
  - c. Mayor's Report - Eric Grossman (verbal)
  - d. Written Reports (Recreation, Building Inspector) **Read ONLY**
  
- VI. OLD BUSINESS
  - a. Approve/Disapprove Creede Pond Hockey Lighting Request
  
- VII. NEW BUSINESS
  - a. Action/Direction Rural Philanthropy Days Requests [\$5k pledge, fiscal sponsorship, letter of support, meeting room space]
  - b. Action/Direction Flume Committee Recommendation
  - c. Action/Direction Colorado Mainstreet Program
  
- VIII. MANAGERS REPORT
  
- IX. ADJOURN

2015 WATER/SEWER FUND BUDGET WORK SESSION TO FOLLOW

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OPEN TO THE PUBLIC - POSTED 10/3/14



**BOARD OF TRUSTEES**  
**CITY OF CREEDE, COLORADO - A TOWN**  
**October 7, 2014**

REGULAR MEETING

The Board of Trustees of the City of Creede - a Town, County of Mineral, State of Colorado, met in regular session in the Creede Town Hall at the hour of 5:32 p.m. There being present at the call of the roll the following persons:

TRUSTEES PRESENT: Elizabeth Zurn, Catherine Kim, Eric Grossman, Teresa Wall,  
Molly McDonald [by phone], Kay Wyley, Heather DeLonga

TRUSTEES ABSENT:

Mayor Grossman, presiding, declared a quorum present:

Those members of staff also present were as follows:

Clyde Dooley, Manager  
Randi Snead, Clerk/Treasurer

REVIEW AGENDA

Trustee Zurn moved and Trustee Wall seconded to approve the agenda as presented. The vote was unanimous. Mayor Grossman declared the motion carried.

APPROVE/DISAPPROVE/DISCUSS OFFICIAL RESPONSE TO ARCHIBALD

Trustees reviewed a complaint letter received by Manager Dooley from Daniel Archibald regarding his property at 105 North Main Street as well as a response letter from Trustee Kim and a draft response from Mayor Grossman. Members of the public commented on the issue and the Board of Trustees discussed the situation at length. Trustee Wyley moved and Trustee Wall seconded to approve the response letter as amended by adding Manager Dooley's signature and attaching Trustee Kim's response. The vote was unanimous. Mayor Grossman declared the motion carried.

CONSENT AGENDA

The consent agenda contained the following items:

- a. Approve/Disapprove September 2, 2014 Minutes
- b. Review/Consent of previously paid disbursements as listed on the September 2014 Check Detail Report
- c. Approve/Disapprove Checks to be written October 8th, 15th and/or 31st and signed
- d. Approve/Disapprove Private Event Permit - Creede Pond Hockey 1/16-1/17/15
- e. Approve/Disapprove Liquor License Renewal - Creede Elks Lodge #506

A correction was made to the September 2, 2014 minutes and considered separately from the consent agenda to allow for abstentions. Trustee Zurn moved and Trustee Wall seconded to approve the September 2, 2014 minutes as amended. There were four yes votes and two abstentions [Wyley & DeLonga]. Questions were asked and answered about dump truck repair expenses. Trustee Zurn and Trustee DeLonga seconded to approve the consent agenda items b. through e. as presented. The vote was unanimous. Mayor Grossman declared the motion carried.

REPORTS AND PRESENTATIONS

PUBLIC WORKS REPORT

Public Works Director, Ben Davis reported on the following items:

- There are many water turn-offs in preparation for winter at seasonal residences.
- All of the equipment is in good shape and ready for snow removal.
- The crew is preparing to winterize park irrigation systems.

- New regulations for reporting wastewater have been put in place by the state, and Davis is learning the new reporting guidelines with help from Gwen Nelson of WCRC.
- Ben hopes to get sidewalks planned and painted in the spring.

#### LOWER WILLOW CREEK RESTORATION COMPANY REPORT

Mayor Grossman reported that LWCRCo approved a Revegetation Plan and a Request for Proposals to install willow clumps along the outer bends of the new channel on the floodplain. They will also be implementing test plots to experiment with different soil amendments and plants.

#### MAYOR GROSSMAN'S REPORT

Mayor Grossman reported on the following items:

- A Doppler radar will be installed on Wolf Creek Pass for public safety and water mapping.
- The San Luis Valley is being considered as a drone testing site.
- He requested that the board direct Attorney Heil to work with County Attorney Randy Nicholson to draft a Memorandum of Understanding on the proposed Forest Service land exchange as proposed. Trustee Wyley moved and Trustee Zurn seconded to direct Attorney Heil to work with County Attorney Randy Nicholson to draft a Memorandum of Understanding on the proposed Forest Service land exchange as proposed. The vote was unanimous. Mayor Grossman declared the motion carried.
- He requested that the board direct Attorney Heil to work with County Attorney Randy Nicholson to draft a joint City-County letter to FEMA requesting a reassessment of our flood area. Trustee Zurn moved and Trustee DeLonga seconded to direct Attorney Heil to work with County Attorney Randy Nicholson to draft a joint City-County letter to FEMA requesting a reassessment of our flood area. The vote was unanimous. Mayor Grossman declared the motion carried.
- Senator Bennet visited with several area officials at Town Hall.
- He would like to begin discussing property in blocks 7, 14 & 15 before the sale of the old school property; specifically the playground and "Wyley Park."
- State legislators are considering classifying ATVs as a motor vehicle.
- He has spoken with the Mineral County Sheriff who indicated interest in entering into a Law Enforcement Contract with the City.
- He would like to begin having monthly coffee meetings with the City Manager and the Mayor for Colorado Cities and Towns Week.

#### HOCKEY CLUB REPORT/REQUEST

The Creede Hockey Club was present to seek the Board of Trustee's approval for lighting at the Creede Hockey Pond. The group had applied for and received Virginia Christensen funding for the lighting phase of the hockey project, which includes an installation of three poles with two lights on each pole on either side of the south hockey pond. Installation costs would be covered by the grant and volunteer labor. The electric service would most likely be added to the City of Creede's electric bill and steps would be taken to allocate hockey money for the utility cost. The group is also interested in possibly officially naming the park or taking other steps to further the development of this property. Members were directed to work with Manager Dooley to get concrete numbers for a proposal for lighting to consider next month.

#### WRITTEN REPORTS

Written reports from Recreation and the Building Inspector were received and filed.

#### OLD BUSINESS

##### ACCEPT 2013 AUDIT - BLAIR & ASSOCIATES

Trustee Zurn inquired about a management letter that usually accompanies our audit. The item was tabled to the October 21, 2014 Special Meeting so staff could gather more information from Blair & Associates.

## NEW BUSINESS

### APPROVE/DISAPPROVE/DISCUSS RURAL PHILANTHROPY DAYS REQUESTS

The local RPD Steering Committee gave the Board of Trustees more information about the possibility of hosting the 2015 Rural Philanthropy Days in Creede. They also made the following requests:

- Financial Cash Match in the amount of ten thousand dollars (\$10,000.00).
- Fiscal Sponsorship
- Meeting Room Space
- Letter of Support

The group will present their bid for hosting RPD 2015 on October 23, 2014. The cash match, fiscal sponsorship, and meeting room space considerations were tabled until after the decision. Trustee Zurn moved and Trustee DeLonga seconded to approve a Letter of Support for hosting Rural Philanthropy Days in Creede in 2015. The vote was unanimous. Mayor Grossman declared the motion carried.

### APPROVE/DISAPPROVE RESOLUTION 2014-12 BOHANNAN HOUSTON ENGAGEMENT

Recommendations from the flume committee and the Planning & Zoning Commission were discussed at length. Questions were asked and answered about Bohannan Houston and the Concrete Blanket option. This item was tabled until more information could be compiled on other companies and options.

### APPROVE/DISAPPROVE RESOLUTION 2014-12\* APPROVING SOURCE WATER PROTECTION PLAN

Manager Dooley explained what would be required for implementing a source water protection plan. Funding for the plan was provided through the state by Colorado Rural Water Association, and public meetings were required to develop the plan prior to implementation. Trustee Zurn moved and Trustee Wall seconded to approve Resolution 2014-12\* Authorizing Colorado Rural Water Association to Develop a Source Water Protection Plan for the City of Creede. The vote was unanimous. Mayor Grossman declared the motion carried.

\*Resolution number changed from 2014-13 to 2014-12 with the tabling of 2013-12 Approving Bohannan Houston Engagement.

### APPROVE/DISAPPROVE 2015 PROPOSED BUDGET

Manager Dooley presented the proposed budget and a schedule for budget work sessions and final approval. Trustee Wall moved and Trustee Zurn seconded to approve the 2015 Proposed Budget. The vote was unanimous. Mayor Grossman declared the motion carried.

## MANAGER'S REPORT

**Carpet Replacement:** Manager Dooley had received a quote of \$5,358.61 for replacing carpet throughout Town Hall. Trustee Wall moved and Trustee DeLonga seconded to approve the expenditure of \$5,358.61 out of Capital Improvements to Del Mar Carpet One for carpet replacement. The vote was unanimous. Mayor Grossman declared the motion carried.

**County Road Annexation:** A proposal by Mineral County to annex roads in Creede America was discussed at length. The County had stipulated that a portion of Bee McClure Drive in Creede America be open to AT V access. The Board of Trustees discussed this at length, and came to the consensus that in light of possible state legislative changes on ATVs and the fact that no other annexed roads allowed access, that the Trustees are not currently interested in accepting the proposal as is, but that they would be open to an offer to annex the roads without stipulating ATV access. The Board of Trustees directed Manager Dooley to write a letter to that effect and submit it to the Mineral County Board of Commissioners.

**Sewer Lagoon Annexation:** Manager Dooley asked for and was given administrative direction to include the sewer lagoons in an adjacent annexation of the Mineral County Fairgrounds.

## ADJOURN

There being no further business to come before the Board of Trustees at this time, Trustee Zurn moved

and Trustee Wall seconded that the meeting be adjourned at 6:40 p.m. The vote was unanimous. Mayor Grossman declared the motion carried.

Respectfully submitted:

*/Randi Snead/*

Randi Snead, City Clerk/Treasurer

DRAFT

**BOARD OF TRUSTEES  
CITY OF CREEDE, COLORADO - A TOWN  
October 21, 2014**

SPECIAL MEETING

The Board of Trustees of the City of Creede - a Town, County of Mineral, State of Colorado, met in regular session in the Creede Town Hall at the hour of 5:33 p.m. There being present at the call of the roll the following persons:

TRUSTEES PRESENT: Elizabeth Zurn (by phone), Kay Wyley, Catherine Kim, Eric Grossman, Teresa Wall (by phone), Molly McDonald (by phone), Heather DeLonga

Mayor Grossman, presiding, declared a quorum present:  
Those members of staff also present were as follows:

Clyde Dooley, Town Manager  
Randi Snead, Clerk/Treasurer

REVIEW AGENDA

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Trustee Wyley moved and Trustee DeLonga seconded to approve the agenda as amended. The vote was unanimous. Mayor Grossman declared the motion carried.

NEW BUSINESS

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ORDINANCE 383 APPROVING AN IGA AND CONSENT TO PROVIDE SERVICE WITH DEEP CREEK WATER AND SANITATION DISTRICT

Attorney Heil reviewed several changes to both Ordinance 383 and Ordinance 384. He clarified what each ordinance approved and answered questions. Trustee DeLonga moved and Trustee Wyley seconded to approve Ordinance 383 Approving an IGA and Consent to Provide Service with Deep Creek Water & Sanitation District. There were five yes votes and one abstention (Wall). Mayor Grossman declared the motion carried.

ORDINANCE 384 APPROVING A DOMESTIC WATER SERVICE AGREEMENT - CREEDE SCHOOL DISTRICT

Trustee DeLonga moved and Trustee McDonald seconded to approve Ordinance 383 Approving a Domestic Water Service Agreement with Creede School District. There were five yes votes and one abstention (Wall). Mayor Grossman declared the motion carried.

ACCEPT 2013 AUDIT - BLAIR & ASSOCIATES

Jo Lance of Blair & Associates was available by phone to give an overview of the audit and answer questions. There were no major findings. Trustee DeLonga moved and Trustee Wyley seconded to accept the 2013 Audit by Blair & Associates. The vote was unanimous. Mayor Grossman declared the motion carried.

ADJOURN

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There being no further business to come before the Board of Trustees at this time, Trustee DeLonga moved and Trustee Wyley seconded that the meeting be adjourned at 5:46 p.m. The vote was unanimous. Mayor Grossman declared the motion carried.

Respectfully submitted:

/Randi Snead/  
Randi Snead, City Clerk/Treasurer

DRAFT

# CITY OF CREEDE; A COLORADO TOWN

## Monthly Check Detail

### October 2014

Type	Date	Num	Name	Memo	Amount
<b>Oct 14</b>					
Liability Ch...	10/02/2014	CC...	GWRS (CCOERA)	98721-01/1220	-435.84
Bill Pmt -C...	10/08/2014	8113	Blair and Associates PC	2013 Audit	-7,650.00
Bill Pmt -C...	10/08/2014	8114	Creede Repertory Theatre	Advertisement 2015 CRT Program	-517.00
Bill Pmt -C...	10/08/2014	8115	Del Mar Carpet One	Carpet Estimate#19124 50% Deposit	-2,680.00
Bill Pmt -C...	10/08/2014	8116	Kentucky Belle Market	Sept Charges/Acct. #15 & #20-Tax Exempt	-58.78
Bill Pmt -C...	10/08/2014	8117	Kimball Midwest	3804624/Various Shop Supplies	-173.20
Bill Pmt -C...	10/08/2014	8118	Merrick & Company	134947/General Monthly Services	-2,067.00
Bill Pmt -C...	10/08/2014	8119	Mineral County Miner	Annual Mineral County Miner Subscription	-34.75
Bill Pmt -C...	10/08/2014	8120	Muleys Disposal Service	September Trash Svcs/Accts 116, 1197, 1198	-316.00
Bill Pmt -C...	10/08/2014	8121	Oceans & Rivers, LLC	Sep Gas Charges	-408.74
Bill Pmt -C...	10/08/2014	8122	Rocky Mountain Home Health Sup...	721075/Restroom Supplies	-199.96
Bill Pmt -C...	10/08/2014	8123	Tomkins Hardware & Lumber	Sept Charges/Acct #580	-20.10
Liability Ch...	10/14/2014	8138	Colorado Department of Revenue	07-01555/Garnishment	-72.70
Bill Pmt -C...	10/14/2014	8139	CenturyLink	300794269/October	-243.34
Bill Pmt -C...	10/14/2014	8140	Valley Imaging Products, LLC	Monthly Service Agreement	-120.00
Paycheck	10/15/2014	8124	Benjamin J Davis		-1,111.09
Paycheck	10/15/2014	8125	Catherine Kim		-153.92
Paycheck	10/15/2014	8127	Donald L Braley		-479.19
Paycheck	10/15/2014	8128	Elizabeth R Zurn		-153.91
Paycheck	10/15/2014	8130	Eric R Grossman		-218.09
Paycheck	10/15/2014	8131	Heather DeLonga		-153.91
Paycheck	10/15/2014	8132	Mary E. McDonald		-153.92
Paycheck	10/15/2014	8133	Merolyn K Wyley		-153.91
Paycheck	10/15/2014	8135	Robert B Schlough		-1,098.45
Paycheck	10/15/2014	8136	Scott W Leggitt		-861.54
Paycheck	10/15/2014	8137	Teresa Wall		-153.91
Paycheck	10/15/2014	8126	Clyde E Dooley		-1,478.39
Paycheck	10/15/2014	8129	Eloise T Hooper		-501.58
Paycheck	10/15/2014	8134	Randi L Snead		-1,055.70
Bill Pmt -C...	10/15/2014	8141	VISA		-510.28
Liability Ch...	10/15/2014	CC...	GWRS (CCOERA)	98721-01/1220	-440.90
Check	10/16/2014	WS...	City of Creede	Xfer Cty Prop Tax Utility Payment to WS Acc...	-344.39
Bill Pmt -C...	10/21/2014	8142	Denver Custom Signs, LLC	133081/Hockey Sign	-154.32
Bill Pmt -C...	10/30/2014	8150	Century Equipment Company	Case Backhoe Parts	-60.57
Bill Pmt -C...	10/30/2014	8151	Creede Chamber of Commerce	Visitors Guide Full Page Advertisement	-658.35
Bill Pmt -C...	10/30/2014	8152	Creede Community Center	Oct Movie Night	-38.00
Bill Pmt -C...	10/30/2014	8153	Mineral County Clerk and Recorder	Recording Fee/Biernat Replat	-42.00
Bill Pmt -C...	10/30/2014	8154	Nasco Modesto	Recreation Supplies-School Arts	-129.14
Bill Pmt -C...	10/30/2014	8155	Quill Corporation	Office Supplies-Ink, labels, envelopes, etc.	-207.96
Bill Pmt -C...	10/30/2014	8156	SLVREC	Oct 15 Charges/Public Works	-1,099.00
Check	10/30/2014	8157	SLVREC	VOID: 5658:50 Reprint	0.00
Liability Ch...	10/30/2014	8158	CEBT	City of Creede, 32705SG	-3,236.80
Paycheck	10/31/2014	8143	Benjamin J Davis		-1,205.47
Paycheck	10/31/2014	8145	Donald L Braley		-542.75
Paycheck	10/31/2014	8148	Robert B Schlough		-1,154.27
Paycheck	10/31/2014	8149	Scott W Leggitt		-933.32
Paycheck	10/31/2014	8144	Clyde E Dooley		-1,478.40
Paycheck	10/31/2014	8146	Eloise T Hooper		-501.58
Paycheck	10/31/2014	8147	Randi L Snead		-1,055.70
<b>Oct 14</b>					<b>-36,518.12</b>



<b>8141</b>	<b>10/15/2014</b>	<b>VISA</b>			
	09/15/2014			School Arts Monthly Subscription	-29.99
CML Dinner	09/16/2014			District 8 Meeting Sponsorship Portion - Reimbursable SLVREC	-350.00
usps	10/02/2014			Postage-Replat Maps to Biernat	-6.15
Business Cards	10/03/2014			Business Cards/Grossman	-8.49
Rec Supply	10/05/2014			Recreation Supplies	-36.80
Recreation Supplies	10/07/2014			Recreation Supplies	-49.33
7825	10/07/2014			Recreation Supplies	-29.52
<b>TOTAL</b>					<b>-510.28</b>

# Water and Sewer Fund

## Monthly Check Detail

### October 2014

Type	Date	Num	Name	Memo	Amount
<b>Oct 14</b>					
Check	10/30/2014	DWR...	Colo. Water Resour...	Loan #D09F218/OBI#1478100	-26,554.11
Bill Pmt -Check	10/30/2014	2923	Accutest Mountain ...	Water Testing	-247.00
Bill Pmt -Check	10/30/2014	2924	City of Creede	October 2014 Salary Reimburse	-9,888.68
Bill Pmt -Check	10/30/2014	2925	Sangre De Cristo L...	Water Testing	-61.00
Bill Pmt -Check	10/30/2014	2926	SLVREC	Oct 15 Electric Charges	-2,968.00
Bill Pmt -Check	10/30/2014	2927	USA Blue Book	465534/HDPE Discharge Tubing	-88.74
Check	10/14/2014	WS1...	City of Creede	Xfer to correct Accidental Land Use Ch...	-500.00
Bill Pmt -Check	10/10/2014	2918	USA Blue Book	Pressure Regulator/Discharge Tubing	-258.86
Bill Pmt -Check	10/08/2014	2911	Accutest Mountain ...	Wastewater Testing	-1,125.00
Bill Pmt -Check	10/08/2014	2912	Dana Kepner Comp...	#1398256/Water Meter Inventory	-195.66
Bill Pmt -Check	10/08/2014	2913	Kentucky Belle Mar...	Sep Charges/#15 Tax Exempt	-68.94
Bill Pmt -Check	10/08/2014	2914	Merrick & Company	134937/Merrick Monthly Charges-Reim...	-2,274.75
Bill Pmt -Check	10/08/2014	2915	Tomkins Hardware ...	Sep Charges/Acct 580	-52.96
Bill Pmt -Check	10/08/2014	2916	UNCC	September RTL Transmissions (3) I#2...	-4.59
Bill Pmt -Check	10/08/2014	2917	USA Blue Book	VOID:	0.00
Bill Pmt -Check	10/03/2014	2919	CenturyLink	300794269/September	-108.19
Bill Pmt -Check	10/03/2014	2920	Sangre De Cristo L...	Water Testing	-75.00
<b>Oct 14</b>					<b>-44,471.48</b>

Town Board of Trustees  
November 4, 2014  
Eloise Hooper

Movie Night and Game Nights are going well. I have had 16 – 25 kids at each night. Normally at Game Night I would have 10 or less. The Baptist Church has built an outside game pit called GAGA Ball. The kids love to play It, so we have been playing it first before going inside to play games.

I was afraid that no one would show for Renaissance Kids since they scheduled a Middle School basketball game for the same time. Twelve elementary youth came to make green slime and decorate Halloween cookies.

Rec's Halloween Party will be on Halloween from 2-4 pm in the Community Center cave.

Rec has rescheduled Courtney LaZier's Music and Songwriting workshop to November 7 and 14. The summer workshop had to be postponed.

Rec's fundraising letter is ready to send out.

Creede/ Mineral Arts and Recreation  
Proposed Budget

2015

Income		total month	total to date	proposed
Earned				2015
	Ren Kids			\$ -
	School Arts			\$ -
	Theatre			\$ 360.00
	Free Summer			\$ 40.00
	Art Camp			\$ 200.00
	Creative Writing Camp			\$ 75.00
	Music & Song			\$ 275.00
	Dance Camp			\$ 120.00
	Summer Tumbling Camp			\$ 50.00
	Summer Ath, Skatepark			\$ 700.00
	Woodcarving Workshop			\$ 30.00
	Gr. Outdoors			\$ 330.00
	Heritage Wrkshp			\$ 980.00
	Summer Carnival			\$ 300.00
	4th July			\$ -
	Halloween Party			\$ 50.00
	Miscellaneous programs			\$ 475.00
	Rec Center			\$ 450.00
	Fundraisers- Vendors			\$ 3,200.00
Total Earned income		\$ -	\$ -	\$ 7,635.00
Other Income				
Donations				
	Business			\$ 1,300.00
	Individual			\$ 2,800.00
	County			\$ 500.00
	carry over from Vendors 2014			\$ 205.00
Total Other		\$ -	\$ -	\$ 4,805.00
Total Income		\$ -	\$ -	\$ 12,440.00

in-kind \$ - \$ - \$ 150.00  
volunteer hours 90

Creede/ Mineral Arts and Recreation  
Proposed Budget

2015

		total month	total to date	proposed 2015
Expenses				
	Ren Kids			\$ 220.00
	School Arts			\$ 4,000.00
	Theatre			\$ 500.00
	Free Summer			\$ 80.00
	Art Camp			\$ 430.00
	Creative Writing Camp			\$ 155.00
	Music & Song			\$ 560.00
	Dance Camp			\$ 280.00
	Summer Tumbling			\$ -
	Summer Ath., Skatepark			\$ 1,200.00
	Woodcarving			\$ 40.00
	Gr. Outdoors			\$ 725.00
	Heritage Wrkshp			\$ 570.00
	Summer Carnival			\$ 150.00
	4th July			\$ 210.00
	Halloween Party			\$ 200.00
	Miscelaneous programs			\$ 550.00
	Rec. Center			\$ 870.00
	Fundraisers- vendors			\$ 750.00
Total Prog. Exp.		\$ -	\$ -	\$ 11,490.00

	General Office			\$ 950.00
Total Other		\$ -	\$ -	\$ 950.00
Total expenses		\$ -	\$ -	\$ 12,440.00



**DOWNTOWN  
COLORADO, INC**

### Downtown Colorado Sustainability Partnership (DCSP) Program

Downtown Colorado, Inc. (DCI), a nonprofit membership organization committed to building better communities through educational and technical assistance.

Downtown Colorado, Inc. (DCI) technical assistance programs serve as a platform through which local communities are able to harness and leverage financial investment in their downtowns. Since 2004, DCI has provided low-cost technical assistance to over 60 Colorado communities; as a majority of these communities are low-income, DCI has partnered with state and federal agencies to provide funding matches.

The DCSP program provides communities services valued at over \$35,000 at an affordable price, \$15,000 or less. This cost-effective, technical assistance program features:

- Compiling and analyzing market data and local preferences, developing tools, conducting informal surveys, compiling and reviewing previous reports and recommendations, and guiding the community through the process of engaging stakeholders and business owners.
- Strategically identify team of DCI staff, consultants, and downtown professionals to address specific community and economic development skills and objectives outlined by the community.
- Facilitate a two-day community assessment, including:
  - Facilitating focus groups and presentations with Town Staff & Board, downtown businesses, residents, and other stakeholders with to understand the mission for downtown and potential partners in downtown revitalization.
  - Develop and present a review of various financing mechanisms and tools that could be used to support downtown initiatives.
  - Hold a public presentation of findings and recommendations to begin to build community consensus based on community preferences.
  - Present the community with a written report and detailed implementation plan with steps, timeframe, and stakeholders responsible for driving downtown revitalization.
- This sustainable partnership continues following the visit and includes planning for a self-driven one month follow up meeting, and two facilitated follow up visits including the facilitation of a Community Activation Meeting that helps keeps the momentum going for your community's downtown revitalization initiatives.

#### **About Downtown Colorado, Inc.**

Established in 1982 as the Colorado Community Revitalization Association, Downtown Colorado, Inc. is a 501(c)3 nonprofit membership organization that aims to build better communities by providing assistance to downtowns, commercial districts and town centers in Colorado. Organization members represent downtown organizations, local governments, development and improvement districts, consultants, individuals and others involved in downtown and community development.

#### **Contact Information**

Downtown Colorado, Inc., 303.282.0625 or [coordinator@downtowncoloradoinc.org](mailto:coordinator@downtowncoloradoinc.org)

# DCI TECHNICAL ASSISTANCE

## TECHNICAL ASSISTANCE SAMPLE TOPICS

### Management

- Getting Started: Engaging Your Community
- District Management Organizations (e.g., Business Improvement Districts, Downtown Development Authorities, etc.)
- Fundraising & Funding Mechanisms
- Board Development & Facilitation of Board Retreat
- Building Effective Public & Private Partnerships
- Main Street Program Feasibility
- Volunteer Recruitment & Management
- Work Plans, Visioning & Identity

### Marketing + Promotions

- Marketing and Branding Review
- Developing Marketing and Branding Strategies
- Review and Critique of Current Event Promotions
- Special Event Development
- Development of Appropriate Promotional Strategies
- Hospitality Training for Hotel and Restaurant Staff
- Strategic Event

### Design

- Asset Inventory & Assessment
- Encouraging Good Design (e.g., Code & Guidelines)
- Historic Preservation, Designation, & Certified Local Governments
- Streetscape Plan Review
- Parking & Traffic Management Strategies
- Façade Improvement Programs
- Merchandising & Window Displays
- Windshield Surveys & Historic Property Inventories

### Economic Development

- Market Analysis Process and Applications
- Developing a Marketing Plan for Downtown
- Business Attraction, Retention, and Development Strategies
- Creating Market Niche Strategies
- Business Mix and Clusters Analysis
- Funding Mechanisms for Downtown Revitalization
- Feasibility Studies
- Creating Economic Incentives
- Becoming a Business-Friendly City
- Activating Libraries

## DOWNTOWN COLORADO, INC.

Downtown Colorado, Inc. is a nonprofit, membership association committed to building better communities by providing assistance to Colorado downtowns, commercial districts and town centers.

DCI members represent downtown organizations, local governments, development and improvement districts, consultants, individuals and others involved in downtown and community development.

As a membership organization, our members are our strongest asset. DCI members share their expertise, and donate services and products to assist in promoting best practices, conquering challenges in redevelopment, and spurring revitalization in Colorado's town centers and commercial districts.

Downtown Colorado, Inc. provides core services to organizations and individuals engaged in downtown and commercial district development throughout the state of Colorado: technical assistance, education, advocacy, and program participation.

## LEVERAGING COMMUNITY INVESTMENTS IN DOWNTOWN

Downtown Colorado, Inc. (DCI) technical assistance programs serve as a platform through which local communities are able to harness and leverage financial investment in their downtowns. Since 2005, DCI has provided services to over 60 communities around the state. DCI worked with 11 Colorado communities in 2013; a majority of these communities were eligible to receive approximately 60 percent of technical assistance fees funded through DCI's state agency partnerships and federal grants. In 2013 DCI also assisted 13 rural community theaters with accessing more than \$400,000 in grants as well as developing crowd-funded fundraising campaigns.

Community assessments provide valuable information about the strengths and opportunities of the downtown, and create a foundation and plan of action for the community to engage its members and realize its own economic potential while utilizing the character and charm that makes it unique.



**For each \$1.00 of community investment, \$5.50 in technical services are generated.**

## ELIGIBILITY

DCI provides technical assistance for all types of communities: large and small, rural and urban, resort and farming, and rich and poor. DCI prides itself on tailoring each program to meet the unique needs of each individual community. Give DCI a call today to discuss which services might best suit your needs.

## COSTS

DCI strives to keep our services affordable for all communities. Costs of services vary and depend on requested service, length of visit, required skills, and community population and income levels. (See inside for details.) For communities who need fundraising assistance, DCI has services available to identify possible funding matches and develop fundraising campaigns.

## AGENDA

Schedules will vary in length from a half-day to three days depending upon the needs of the community. Additional time will be added for travel, preparation and report-writing. Teams will consist of one to eight people. Actual expenses will be added to the quoted cost. Most of the sample subjects listed require a minimum two-day visit. Panel discussions or trainings may require a half to full day.

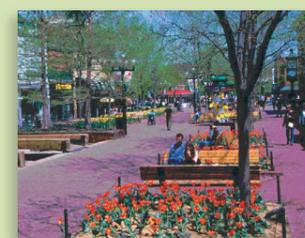
## APPLICATION PROCESS

Communities interested in applying for assistance should complete and submit the online application form available on DCI's website. Depending on the services requested, DCI can usually execute the requested services within six weeks of receipt of the application.



**DOWNTOWN  
COLORADO, INC**

1420 Ogden St. | Suite G-1 | Denver, CO 80218  
P 303.282.0625 | F 303.282.0658 | [www.downtowncoloradoinc.org](http://www.downtowncoloradoinc.org)



# DCI TECHNICAL ASSISTANCE

## COMMUNITY ASSESSMENT & DOWNTOWN SUSTAINABILITY PARTNERSHIP

DCI offers one- to three-day Community Assessments to communities seeking revitalization services. DCI utilizes the Main Street Four Point Approach® as the foundation for identifying and delivering this technical assistance.

DCI now offers a Downtown Sustainability Partnership, which builds on the Community Assessment model. The Downtown Sustainability Partnership includes:

- Initial Community Assessment: Compilation and analysis of market data and local preferences, conducting of informal surveys, compilation and review of previous reports and recommendations, development of tools, assistance in engaging community stakeholders and business owners, on-site two-day assessment, and final report and action work plan.
- 1-month follow-up meeting with DCI guidance
- Two follow-up Activation Visits
- 1 full year of DCI membership

### Logistics:

Community Assessment: 1-3 days on site; \$3,000-\$9,000 (plus team expenses, travel, lodging, and per diem)

Downtown Sustainability Partnership: 2 days on site for initial visit, two evenings on site for follow-up meetings. \$15,000 or less depending on community needs.

### Process:

For Community Assessment visits, DCI identifies a team of skilled specialists to address community needs. The team meets with all downtown stakeholders, holds a public presentation of initial recommendations, completes a narrative report of recommendations, and provides a detailed action matrix to walk the community through the implementation process.

The Downtown Sustainability Partnership builds on the foundation of the initial Community Assessment. This technical assistance service provides more resources and tools for success as the community moves into implementation of the technical assistance team's recommendations. Through the Community Assessment, the team and the community set priorities, strategies and a process for accomplishing community goals. During the nine months following this initial visit, follow-up meeting, Activation Visits, and ongoing support ensure that organizational processes to meet those goals are effectively established by the community.

### Specific Impacts:

- Increased communication among downtown groups
- Identification of areas for collaboration
- Creation of a "to-do" list for downtown action
- Identification of short- and long-term projects
- Determination of underutilized community assets
- Access to sampling consultant services for a fraction of the cost
- Feedback from consultants and DCI staff during project implementation
- Access to resources, strategies and best practices for implementation
- Institutionalization of strong organizational practices for downtown groups

## ON SITE PANEL OR FACILITATED DISCUSSIONS

Panel discussions help communities facing a new issue or question when there is a lack of information or experience to assist community members in making a decision based on facts. DCI's facilitated discussions can help nonprofit organizations or committees reduce duplication of services and create collaboration and transparent processes for the use of local resources.

### Logistics:

Half or full day on site; \$1,500-\$3,000 (plus team expenses, travel, lodging, and per diem)

### Process:

On-site Panel Discussions allow the community to listen and ask questions of a panel of community leaders, business owners, taxing district representatives, or other group from a town that has previously faced this issue. Facilitated discussions usually include a significant level of community preparation with DCI staff guiding community coordinators through the collection of information for a stakeholder list, identification of local resources, engagement of local groups and organizations, and planning for the discussion.

### Specific Impacts:

- Gathering of stakeholders into a focused and objective discussion of goals
- Community and business members learn from peers regarding a given course of action
- Allows for an inventory of resources to enhance the effectiveness of local planning.
- Identification of areas of need or gaps in services
- Allows leaders to hear concerns and solutions to current community issues and events
- Builds community awareness around an issue, concept, project, or course of action.

## TRAINING OF TRAINER (TOT) ON-SITE VISITS

Activating local resources through community engagement is the best way to demonstrate that your community is poised for sustainable economic development. TOT services assist you in positioning your community activists to take stronger leadership roles.

### Logistics:

Half or full day on site; \$1,500-\$3,000 (plus team expenses, travel, lodging, and per diem)

### Process:

Community leadership is a concept that often requires cultivation and support. Training of Trainer visits provide downtown stakeholders with talking points, tools, and an approach to developing a specific topic. Community-specific topics are welcome, but interested groups may review the Technical Assistance for sample topic ideas.

### Specific Impacts:

- Develops transferable skills in community leadership
- Creates a local structure for service provision
- Increased access for business and community members to services and skills

## ACTIVATION VISITS

For communities who have received an initial technical assistance visit, DCI is now offering a follow-up visit to communities who can demonstrate a need for continued training and implementation assistance either to implement recommendations, or to build on successes already achieved.

### Logistics:

Half or full day on site; \$1,500-\$3,000 (plus team expenses, travel, lodging, and per diem)

### Process:

Following up on the initial downtown recommendations, the second round of technical assistance and training provides opportunities for additional planning to adjust and further develop the action plan for continued downtown revitalization and/or to engage leaders with hands-on training for implementation of recommendations.

### Specific Impacts:

Each community will receive tools to guide them in the implementation process; this will be either an action matrix (updated for those communities which already received one) or a presentation with tools to assist with implementation. Additional tools may include charts, surveys, or matrices to complete with the larger community as well as referred contacts and programs that will provide targeted assistance to the community's issues.

## TRAINING FOR ENERGY EFFICIENCY TRACKING AND REDUCTION

With so many new tools and grants available for energy efficiency, it is hard to gauge what will work best for your commercial district and the public and private properties that are housed there.

### Logistics:

Communities provide a venue, a coffee break, and equipment for the half- or full-day public session. Limited number of trainings.

### Process:

DCI will coordinate a training to help you devise a plan to monitor, manage, monetize, and market your commercial district's energy efficiency initiatives. Communities interested in greening their commercial districts and reducing costs of using historic buildings may qualify for training on how to track and reduce energy usage.

### Specific Impacts:

- Property owners understand how to track energy usage
- Develops understanding of how to change behaviors to reduce energy usage
- Creates structure for sharing energy savings to promote business district as a more energy-efficient commercial district
- Places the district at an advantage for promoting itself as energy-efficient and seeking support for other energy reduction enhancements

