WORK SESSION MEMORANDUM

Work Session Date:	January 4, 2017 at 6:00 p.m. City Council Chambers 448 East 1st Street, Room 190 City of Salida, Colorado
To:	Mayor and City Council
Re:	Work Session

I. Community Funding Process – Steven Rabe

II. City Administrator Hiring Process -Interview Questions – Steven Rabe

Proposed Timeline

Finalize Applicant List (1/6/17)
Announce Availability of Funds (1/16/17)
Send out packets (1/22/17)
Application Deadline (2/10/17)
Committee to Review Applications (by 2/24/17)
Committee Recommendations to City Council (3/7/17)
Send out Award letters (3/9/17)

Potential Applicants

Salida Business Alliance
New Caring and Sharing
The Chaffee Shuttle
Full Circle Restorative Justice
Stage Left Theatre Company
Salida Artwalk
Anticipate
Salida High After Prom Committee
Chaffee County Veterans Services Office
Land Trust of the Upper Arkansas
Greater Arkansas River Nature Association
Tenderfoot Transmitting dba KHEN
Colorado Fourteeners Initiative
Absolute Bikes
Greater Salida Recreation Corp., Salida Golf Course
Heart of the Rockies Regional Medical Center Foundation
SPOT
Salida Council for the Arts
Salida Circus Outreach Foundation
Salida Community Center
Salida Mountain Trails

Documents to Consider

Funding Request Letter
Community Funding Request (application)
Evaluation Guidelines
Reimbursement Request Form

January ##, 2017

RE: Community Funding Requests – Fiscal Year 2017

The City of Salida is pleased to announce that we are now accepting applications for fiscal year 2017. Attached is an application form. This form, as well as any additional information to be considered by the City, must be submitted to my office no later than 4:00 PM, Friday, February 10, 2017.

The City has renovated its requirements and expectations somewhat to assure that the programs and projects funded make an effective, measurable, and positive impact in our community. The City anticipates a budget of up to $30,000 for this year's awards, to be spread over three categories:

- Agency – 501(c)3 organizations such as associations and chambers, service clubs, museums, centers, councils, etc.
- Community Service – Groups or organizations that provide social service programs, special assistance or support, prevention programs, supplemental education, etc.
- Quality of Life – Groups or organizations that are involved in community improvement, arts & culture, etc.

A not-for-profit group or organization may apply in only one category and need not be a 501(c)3 corporation. The City will require interim reports detailing the effectiveness of the programs or projects funded and may conduct a financial and/or operational audit at its discretion.

Once the City has received the packet from your organization, you will be notified of the date and time that you will be expected to make a presentation to the Community Funding Committee. This committee will propose awards to the full Council for their approval in March. Awards will be distributed on "as requested" basis during fiscal year 2017.

If you have any questions, please contact me.

Sincerely,

Steven G. Rabe
Interim City Administrator

Community Funding Request

Updated 2017

The City supports the community by providing financial and/or staff resources to non-governmental organizations for services and special projects that supplement municipal government operations and enhance the quality of life in our community. For those organizations and/or individual projects, the City endeavors to have limited funding available to help promote the values and goals of the community.

It is usually not possible to fund all such requests with the City's current budgetary resources. Requests are evaluated by the Review Committee and prioritized. This form is available to submit requests in a format that will help the Committee to objectively assess each project and make their recommendations to City Council. Final funding decisions are made by City Council and approved in an open meeting. Requests must be received by February 10th to be considered.

Recipients of funding awards are asked to submit a Community Funding Reimbursement Request along with any required supporting documentation after project completion in order to obtain reimbursement from the City.

CONTACT INFORMATION	
Name of Organization	
Contact Name	
Address	
Email	
Phone	
Legal Status If 501(c)(3) provide a copy of IRS determination letter	
Mission Statement or Purpose of Organization	

FUNDING REQUEST	
Project Name	
Amount Requested	
Total Amount Needed	
Source of Other Funding (list partner organizations & others)	
Date(s) Commitment of Funds and Actual Funds are Needed	
Provide a summary of how this project will benefit the City? (100 words or less)	
Complete the section below or submit a separate document addressing the City's project prioritization criteria below.	

Community Funding Request

Updated 2017

1. Annual Net Operating Budget Impact – Will the project increase or decrease the City's future operating budget needs?	
2. Avoidance of Future Capital – Will future capital cost savings result?	
3. Community and Citizen/Employee Benefit (Quality of Life) – How many people benefit and is the project aligned with other City priorities?	
4. Community and Citizen/Employee Benefit (Public Safety) – How many people benefit and is the project aligned with other City priorities?	
5. Infrastructure – How are the City's existing facilities and departments affected?	
6. Feasibility & Implementation Risk – Are there significant obstacles or unknown factors that may prevent the project from being completed as proposed?	
7. Implication of Deferring the Project – What happens if the project is delayed or denied?	
Other Comments	
Submitted By	
Date	

Please list any supporting documents being submitted along with this application.	

COMMUNITY FUNDING REQUESTS EVALUATION GUIDELINES

EVALUATION CRITERIA:

1. Operating Budget Impact – Will this project cost the City anything in the future?
   - 0 pts – City funding will be required in the future to help manage or maintain what results from this project
   - 3 pts – A very small amount of City funds may be needed in the future for maintenance and/or operations
   - 5 pts – No City dollars will be needed in the future for maintenance and/or operations; financial benefits are expected to outweigh costs

2. Impact to City Staff and/or Facilities – How will the project affect City property and staffing resources during or after the project?
   - 0 pts – Project requires new infrastructure and support from the City or considerable staff time will be required now or in the future to help manage or maintain what results from this project
   - 3 pts – Very limited City staff time required to help manage or maintain what results from this project
   - 5 pts – No City staff time is needed or requested for future maintenance and/or operations; project has no negative impact on the City's current infrastructure or properties

3. Future Dependence on the City – Is this a one-time project or an on-going activity or program?
   - 0 pts – This is a program for which funds need to be raised annually
   - 3 pts – This is a new or continuing program but other sources of funding are secure and the City will not likely be asked for annual support
   - 5 pts – This is a one-time project (or event)

4. Quality of Life Benefits for the Community – How many people benefit and is the project aligned with other City priorities?
   - 0 pt – No easily identified benefit to many citizens
   - 3 pts – Project will positively impact one or two groups of citizens, including the under-served, and has broad public support
   - 5 pts – Project will positively impact a significant portion of the community, has broad support of citizens and is in alignment with the City's Comprehensive Plan, Parks Master Plan or other council approved guiding documents

5. Feasibility & Implementation Risk – Are there significant obstacles or unknown factors that may prevent the project from being completed as proposed?
   - 0 pt – Requesting entity has not completed a feasibility analysis, has budgetary constraints and/or timing issues that jeopardize the project's successful completion
   - 3 pts – Slight possibility of timing issues or other delays, but project seems reasonably well planned and feasible
   - 5 pts – Project is thoroughly vetted and is expected to be completed on time and on budget and will meet the stated need

6. Implication of Reduced or Delayed Funding for the Project – What happens if the City awards partial funding or delays the funding until the following year?
   - 0 pt – Deferring the funding will not eliminate the opportunity altogether (such as a date specific project, matching grant funds, etc.) or create a noticeable disruption of any services
   - 3 pts – Deferring the funding will result in a disruption to community services / benefits, and it will be more difficult or costly to complete the project at a later date
   - 5 pts – Deferring the funding will cause a noticeable disruption to an established program within the community and / or will terminate the opportunity to complete the proposed project

Community Funding Reimbursement Request Form 2016 Funding

Organizations that were awarded funding through the City's Community Funding program submit this form to request payment upon completion of the project for which funds were awarded. Copies of paid invoices and, if applicable, photos documenting the project completion should be submitted along with this form.

Submit this form to: City of Salida
Attention: Finance Director
448 East First Street, Suite 112
Salida, CO 81201

Or by email to: finance@cityofsalida.com

PAYMENT INFORMATION	
Name of Organization	
Contact Name	
Address	
Email	
Phone	
Amount Awarded	
Amount Requested	

PROJECT REPORT	
Project Name	
Completion Date	
Total Project Cost	
Please provide information about any changes in the project scope as compared to the request initially submitted. It is strongly recommended that any changes be pre-approved.	
Other Comments	

Please allow two weeks for payment processing after submission of all required documentation.