CITY OF GLENWOOD SPRINGS

Financial Advisory Board Packet

July 27, 2016

CITY OF GLENWOOD SPRINGS
FINANCIAL ADVISORY BOARD
TABLE OF CONTENTS
July 27, 2016

SECTION	PAGE
Table of Contents	i
Agenda	1
Minutes – June 20, 2016 Meeting	2-3
Old Business:	
Alpine Legal Services Grant Application Presentation and Discussion	4-9
Grant Applications:	
Grants Awarded	10-11
Discretionary Grants:	
Mountain Valley Developmental Services	12-24
Other Business	
Budget Recommendations – Jim Ingraham	25-27

Financial Advisory Board
Agenda
July 27, 2016
7:30-9:30 AM
Council Chambers

A. Welcome

B. Minutes – June 20, 2016

C. Old Business

   a. Alpine Legal Services Presentation and Grant Application $5,000
   b. Financial Software RFP Process Update

D. Grant Applications:

   a. Grants Awarded

   b. Discretionary:

      1. Mountain Valley Developmental Services ($1,500)
      2. Alpine Legal Services ($5,000) (Tabled from 6/20 Meeting)

   c. Tourism

E. Other Business

   a. Budget Recommendation Memo (Jim Ingraham)

F. Adjourn

Financial Advisory Board
Meeting Minutes
June 20, 2016

The Financial Advisory Board convened at 7:40 a.m.

Board Members Present	Board Members Absent	Staff Present	Guest Present
Ted Edmonds	Karla Bagley	Charles Kelty	Altai Chuluun, GlenX
Terri Miller	Jim Ingraham		Mike Lowe, GlenX
Steve Boyd			
Kathryn Trauger			
Cindy Svatos			
Ksana Oglesby			

A. Welcome

1. Ted Edmonds, Board Chairman opened the meeting at 7:40 a.m.

B. Grant Applications

1. Altai Chuluun, Founder and President and Mike Lowe presented information on the GlenX program. The GlenX program has applied for a $10 million grant from the XQ Institute and has reached the semi-finals in the selection process. The purpose of the grant is to "…redefine High School education." Mr. Chuluun, discussed the mission and vision of the GlenX program and responded to questions from the Advisory Board members.

2. The following grants were recommended for approval:

	Discretionary Grants:	
1	Catholic Charities, Western Slope	10,000
2	Sunlight Winter Sports Club	2,000
3	GlenX	5,000
	Total	17,000

	Tourism Grants:	
1	Glenwood Springs Youth Hockey Association	8,820
2	GlenX	5,000
	Total	13,820

3. The Alpine Legal Services grant application was tabled until the next meeting. A representative from Alpine Legal will be asked to attend the next FAB meeting and provide a presentation of services and respond to questions.

C. Other Business

1. Charles Kelty provided an update on the Financial Software RFP process. Three staff traveled to Windsor, Co for a site visit for one of the vendor finalist. Windsor provided staff with a tour of the software. The site visit was productive and staff were able to meet with their counterparts and learn more about the software.

   Staff is evaluating the options of recommending a Hosted solution versus an On-premise solution. The selection committee is expecting to provide a recommendation to city Council by the end of July.

2. The Budget Recommendation Memo discussion has been tabled until the next meeting.

D. Meeting Adjourned at 9:15 a.m.

E. Next Meeting – Wednesday, July 27, 2016 from 7:30 to 9:30 a.m. in Council Chambers

City of Glenwood Springs

Discretionary Funds Application Form

Organization Details

Name of Organization: Alpine Legal Services

☒ Are you a 501 C.3 entity? Please attach a copy, if you have not provided one previously.

Date

Application Date 5/10/16

Current Year Funding Request

Amount Requested: 5,000

For Fiscal Year (mm/yyyy): January - December

Primary Contact

Contact Person: Kimberly Gent

Address: 109 8th Street Suite 304 Glenwood Springs

Email Address: kim@alpinelegalservices.org

Phone: 970-945-8858

Fax:

Previous Year Funding Request

Previous Year Requested: 5,000

City Allocation: 5,000

Other Grants / Financial Assistance

☐ Are you receiving financial assistance from any other Glenwood Springs program? Amount: N/A

What other grants are you pursuing for this purpose or project? If you need more room you can attach a document at the end of this form.

We are funded by a wide variety of groups including: Garfield and Pitkin Counties, Town of Carbondale, City of Aspen, Town of Basalt, Snowmass Village, 9th JD VALE, Aspen Community Foundation, United Way, local groups like the Aspen Thrift Shop and Rotary Clubs support our work.

4

City of Glenwood Springs

Discretionary Funds Application Form

Organization Purpose

Give a brief description of the purpose of the organization

Alpine Legal Services is the only civil legal aid agency that serves client in Glenwood Springs. Our priority clients are victims of crime, including domestic violence, at-risk youth, seniors (60 and over) and low-income. We provide free civil legal advice and representation, as well as legal education programs in Glenwood Springs.

Alpine Legal Services mission is to ensure access to justice by providing and coordinating legal services that protect and advance fundamental legal rights.

Fund Usage Description

Give a brief description of how the funds will be used. Please provide at least two quotes with this application if the primary purpose of the grant is to purchase goods or services, local vendors preferred.

Funds will be used to support our legal assistance programs in Glenwood Springs. We offer appointments three times a week in our Glenwood location in the Courthouse. We offer legal advice, consultation, documents preparation, referral, and representation to eligible clients. We also offer evening hours once a month in Glenwood Springs. Funds will support attorney time to assist clients with critical legal issues involving housing, benefits, disability, domestic violence, family issues, health, employment, consumer, and elderlaw.

Program Benefits

Describe program benefits specific to Glenwood Springs residents who live within the Glenwood Springs zip code:

Eligible residents of Glenwood Springs will be able to access an attorney for assistance with their legal problem. We assist clients with issues like illegal eviction, help obtaining a protection order because of domestic violence, helping seniors in need, consumer issues like debt collection, and other legal problems that can dramatically affect the well-being of community members. Our assistance also helps the courts work more efficiently, as self-represented litigants can dramatically slow down the court process.

Organization Profile

35 Number of years serving Glenwood Springs Residents

8 Number of paid employees

80 Number of volunteers

1800 Total clients served per year

1800 Total number of clients served each year

700 Number of Glenwood Clients per year

☐ Are fees charged to participate in program or event

If so, how much?

No

☐ Will this event or program draw visitors to Glenwood Springs?

Approx #

5

City of Glenwood Springs

Discretionary Funds Application Form

Discretionary Funds Application Financial Information

Please complete the financial information on the sheet below or provide comparable data using your own financial reports.

You may attach additional relative information with the application that would help more clearly define your grant request. (Limit 1 page)

Applicant: Alpine Legal Services

Month Fiscal Year Begins: See attached.

Sources of Funding In Kind:	Prior Year Actuals	Current Year Actuals	Requested Year Projections

Cash Revenues	Prior Year Actuals	Current Year Actuals	Requested Year Projections

Total Sources of Funding:	Prior Year Actuals	Current Year Actuals	Requested Year Projections

☒ Financial Documents have been submitted as an attachment in .pdf, .doc, .docx, .xls, or .xlsx format. Please note that attachments have a size limitation of 10 MB.

Alpine Legal Services
Balance Sheet
As of March 31, 2016 and March 31, 2015

	As of Mar.31, 2016	As of Mar.31, 2015
ASSETS		
Current Assets		
Bank Accounts		
1001 American National Bank		
1002 Checking	124,923.38	77,939.08
1003 Sliding Scale Project	0.00	274.67
1004 Savings	25,405.37	25,392.63
1007 COLTAF	1,250.26	1,250.30
1011 Translation Checking	1.59	9,222.83
Total 1001 American National Bank	$ 151,580.60	$ 114,079.51
1005 Wells Fargo - RFLS	0.00	0.00
1006 Checking	0.00	0.00
1008 Savings	0.00	0.00
Total 1005 Wells Fargo - RFLS	$ 0.00	$ 0.00
Total 1000 Bank Accounts	$ 151,580.60	$ 114,079.51
Total Bank Accounts	$ 151,580.60	$ 114,079.51
Accounts Receivable		
Accounts Receivable (A/R)	6,286.09	5,920.73
Total Accounts Receivable	$ 6,286.09	$ 5,920.73
Other current assets		
1100 Accounts Receivable	1,006.00	1,006.00
1150 Allowance for Doubtful Accts.	-6,876.94	-6,876.94
1450 Prepaid Expenses	4,666.32	4,666.32
Total Other current assets	-$ 1,204.62	-$ 1,204.62
Total Current Assets	$ 156,662.07	$ 118,795.62
Fixed Assets		
1501 Computer Equipment	13,006.94	13,006.94
1502 Office Equipment in GWS	9,739.63	8,739.63
1503 Accumulated Depreciation	-20,043.84	-20,043.84
Total Fixed Assets	$ 2,702.73	$ 1,702.73
TOTAL ASSETS	$ 159,364.80	$ 120,498.35
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2050 Unearned Revenues	1,144.02	0.00
Total Other Current Liabilities	$ 1,144.02	$ 0.00
Total Liabilities	$ 1,144.02	$ 0.00
Equity		
3001 Unrestricted	117,209.31	121,984.54
3050 Temporarily restricted net assets	0.00	9,218.00
Net Income	41,011.47	-10,704.19
Total Equity	$ 158,220.78	$ 120,498.35
TOTAL LIABILITIES AND EQUITY	$ 159,364.80	$ 120,498.35

Alpine Legal Services
Revenue and Expenses
Jan. - Mar. 2016 and Jan. - Mar. 2015

	Jan - Mar. 2016	Jan - Mar. 2015
Income		
4101 Contributions Income		
4102 Bar Associations Donations		
4103 9th Judicial Bar	5,000.00	0.00
Total 4102 Bar Associations Donations	$ 5,000.00	$ 0.00
4106 Direct mailing contributions		
4107 General public	28,830.00	5,395.00
4108 From Pitkin County Bar	3,100.00	3,325.00
Total 4106 Direct mailing contributions	$ 31,930.00	$ 8,720.00
Total 4101 Contributions Income	$ 36,930.00	$ 8,720.00
4200 Grants		
4210 Community Grant		
4212 Aspen Elks	500.00	
4213 Aspen Rotary	1,000.00	1,500.00
4217 United Way		1,125.00
4219 United Way of Eagle River Valley	1,000.00	
Total 4210 Community Grant	$ 2,500.00	$ 2,625.00
4230 Judicial Grant		
4231 Family Violence	6,972.75	5,738.05
4234 Vale 9th	2,250.00	1,250.00
4235 Victims of Crime Act	5,502.04	5,250.00
Total 4230 Judicial Grant	$ 14,724.79	$ 12,238.05
4240 Local Government Grant		
4241 Basalt	1,000.00	1,000.00
4242 Carbondale	1,420.00	1,000.00
4244 Garfield County	20,650.00	20,600.00
4248 Pitkin County	25,000.00	
4251 Snowmass Village	4,000.00	3,500.00
4252 Eagle County		2,000.00
Total 4240 Local Government Grant	$ 52,070.00	$ 28,100.00
Total 4200 Grants	$ 69,294.79	$ 42,963.05
4800 Federal/State Grants		
4801 Area Agency on Aging	9,988.77	3,459.00
4803 Senior Legal Services	5,204.85	1,484.00
4804 VAWA		-5,250.00
Total 4800 Federal/State Grants	$ 15,193.62	-$ 307.00
4900 Income from Services		
4901 Aspen / Pitkin County Housing	4,000.00	4,000.00
4902 Divorce Clinic	40.00	200.00
4903 Income from client donations	1,153.00	1,151.00
4904 Tuesday Night Bar	60.00	95.00
Total 4900 Income from Services	$ 5,253.00	$ 5,446.00
4905 Miscellaneous Income	10.62	29.97
4906 Reimbursed Expenses		30.00
4910 Event Income	1,850.00	
5000 Sliding Scale Income	547.11	
Total Income	$ 129,079.14	$ 56,882.02

Expenses		
6100 Administrative Expense		
6101 Bank Service Charges	198.67	225.05
6102 Advertising	33.00	48.00
6103 Fundraising Expense		85.50
6155 Fundraising Events	125.00	
6160 Mailings	196.00	
Total 6103 Fundraising Expense	$ 321.00	$ 85.50
6104 Computer	1,155.00	1,050.00
6105 Insurance		
6140 Workers Comp.	333.00	410.00
6190 Liability / Contents	500.00	500.00
Total 6105 Insurance	$ 833.00	$ 910.00
6230 Internet	16.50	196.48
6340 Telephone	724.70	797.60
6450 Fees / Licenses	1,280.00	975.00
6550 Office Supplies	862.21	905.56
Total 6100 Administrative Expense	$ 5,424.08	$ 5,193.19
6200 Interest Expense	0.00	
6210 Finance Charge	6.30	14.63
Total 6200 Interest Expense	$ 6.30	$ 14.63
6250 Postage and Delivery	63.93	45.00
6260 Printing and Reproduction	289.94	471.97
6296 Rent	1,507.74	1,005.16
6350 Travel & Ent		
6110 Automobile Expense	762.00	489.00
6370 Meals	269.88	166.68
Total 6350 Travel & Ent	$ 1,031.88	$ 655.68
6560 Personnel Expenses		
6561 Health Insurance	5,368.70	3,935.01
6562 Payroll Taxes	5,134.82	3,883.13
6563 Wages	67,122.02	50,761.22
Total 6560 Personnel Expenses	$ 77,625.54	$ 58,579.36
6670 Program Service Expense	754.69	157.97
6270 Professional Fees	110.00	
6280 Legal Fees		28.66
6650 Accounting	1,104.88	1,458.94
Total 6270 Professional Fees	$ 1,214.88	$ 1,487.60
6290 Education	134.50	
6291 Library	31.75	
Total 6670 Program Service Expense	$ 2,135.82	$ 1,645.57
Total Expenses	$ 88,085.23	$ 67,610.56
Net Operating Income	$ 40,993.91	-$ 10,728.54
Other Income		
7010 Interest Income	17.56	24.35
Total Other Income	$ 17.56	$ 24.35
Net Other Income	$ 17.56	$ 24.35
Net Income	$ 41,011.47	-$ 10,704.19

City of Glenwood Springs
FAB Grant Award Summary
For the Year Ending 12/31/2016

Discretionary Grants

G/L #33.620.1010

Beginning Balance on Jan 1, 2016 153,177.89

	Applicant	Requested	Awarded	FAB Recommended	Council Approval	
1	Access After School	5,000	$1,000	3/23/2016	4/7/2016	
2	Junior Achievement of the Roaring Fork Valley	3,000	3,000	3/23/2016	4/7/2016	
3	Lift-UP	7,000	7,000	3/23/2016	4/7/2016	
4	Roaring Fork Center for Community Leadership	5,000	5,000	3/23/2016	4/7/2016	
5	Roaring Fork Valley Spellbinders	1,000	1,000	3/23/2016	4/7/2016	
6	Team Sopris	15,103	7,500	3/23/2016	4/7/2016	
7	WE-cycle	10,000	10,000	3/23/2016	4/7/2016	
8	Symphony in the Valley	2,500	2,500	3/23/2016	4/7/2016	
9	Family Visitor Programs	8,259	1,500	3/23/2016	4/7/2016	
10	Ski Spree Fireworks (Transfer from Tourism)	20,000	19,800	4/27/2016	5/5/2016	
11	Glenwood Springs Summer of Music Series	15,000	15,000	4/27/2016	5/5/2016	
12	Glenwood Downtown Market	3,500	2,500	4/27/2016	5/5/2016	
13	Glenwood Springs High School After Prom	2,000	2,000	4/27/2016	5/5/2016	
14	Glenwood Springs Youth Hockey Association	7,000	7,000	4/27/2016	5/5/2016	
15	Raising A Reader Aspen to Parachute	2,000	2,000	4/27/2016	5/5/2016	
16	YouthZone	20,000	15,000	4/27/2016	5/5/2016	
17	Glenwood Springs Soccer Club	12,000	6,000	4/27/2016	5/5/2016	
18	A Way Out	5,000	2,500	4/27/2016	5/5/2016	
19	Alpine Legal Services	5,000	Tabled until 7/27/16			
20	Catholic Charities, Western Slope	15,000	10,000	6/20/2016	7/7/2016	
21	Sunlight Winter Sports Club	4,000	2,000	6/20/2016	7/7/2016	
22	GlenX	10,000	5,000	6/20/2016	7/7/2016	
	Total	$177,362	$127,300			(127,300.00)
	Balance as of July 22, 2016					25,877.89
	Note: 2016 Budget Appropriation	$152,102				

City of Glenwood Springs
FAB Grant Award Summary
For the Year Ending 12/31/2016

Tourism Grants

G/L #05.111.8400

Beginning Balance on Jan 1, 2016 50,406.14

	Applicant	Requested	Awarded	FAB Recommended	Council Approval	
1	Day Out Downtown	3,460	$3,460	3/23/2016	4/7/2016	
2	Team Sopris	2,000	2,000	3/23/2016	4/7/2016	
3	Frontier Historical Society	4,000	4,000	3/23/2016	4/7/2016	
4	Ski Spree Fireworks	20,000	19,800	N/A	1/7/2016	
5	Ski Spree Fireworks (Transfer to Discretionary)	(20,000)	(19,800)	4/27/2016	5/5/2016	
6	Glenwood Springs Summer of Music Series	5,000	5,000	4/27/2016	5/5/2016	
7	Friends of the Upper San Juan River Cruise-a-thong	1,500	1,500	4/27/2016	5/5/2016	
8	Glenwood's Downtown Market	6,000	6,000	4/27/2016	5/5/2016	
9	Glenwood Springs Youth Hockey Association	8,820	8,820	6/20/2016	7/7/2016	
10	Sunlight Winter Sports Club	4,500	0	Denied	N/A	
11	GlenX	10,000	5,000	6/20/2016	7/7/2016	
	Total	$45,280	$35,780			(35,780.00)

Balance as of July 22, 2016 14,626.14

Note: 2016 Budget Appropriation $69,955

SUMMARY FORM

APPLICANT INFORMATION

NAME: Mountain Valley Developmental Services	
MAILING ADDRESS: P.O. Box 338, Glenwood Springs, CO 81602	
APPLICANT CONTACT NAME: Dana Peterson	**TITLE:** Director of Philanthropy and HR
ARE YOU THE PRIMARY CONTACT FOR THIS GRANT: ☒ YES ☐ NO	
EMAIL: dana@mtnvalley.org	
TELEPHONE: 970-945-2306	
FEIN: 84-0687930	

GRANT REQUEST AND FINANCIAL INFORMATION

GRANT AMOUNT REQUESTED FOR 2017: $1500
TOTAL OF ALL CURRENT CASH RESERVES: N/A
TOTAL APPROVED BUDGET FOR FISCAL 2017 (CURRENT BUDGET YEAR): N/A
TOTAL ACTUAL OPERATING EXPENSES FOR FISCAL 2016 (PRIOR BUDGET YEAR): $11,367.93
TOTAL INCOME FROM ALL SOURCES FOR FISCAL 2016 (PRIOR BUDGET YEAR): $27,556.88
PERCENTAGE OF FISCAL 2016 TOTAL INCOME FROM DISCRETIONARY GRANTS FUND, IF ANY:
BRIEF PROJECT DESCRIPTION (IN A SEPARATE DOCUMENT, ANSWER THE THREE QUESTIONS BELOW IN A TOTAL WORD COUNT OF 250 WORDS (250 TOTAL, NOT 750) OR LESS: • What does your organization do? • How will grant funds be used? • How will you measure success? • **Please specify word count on project description document.**

APPLICATION CHECKLIST

SUBMIT THIS APPLICATION WITH THE FOLLOWING REQUIRED DOCUMENTS IN THE FOLLOWING ORDER:

- ☐ Summary Form (two pages)
- ☐ Use of Funds Summary (max 250 words)
- ☐ Response to Selection Criteria Questions in narrative form on your own paper, maximum three pages, 12-point font, all margins one inch (top, bottom, left, and right)
- ☐ Site or event map
- ☐ Proposed budget
- ☐ Implementation schedule

Attachments:

- ☐ Copy of IRS determination letter as to 501(c)(3) status
- ☐ Colorado Secretary of State Certificate as nonprofit corporation in good standing
- ☐ List of current board of directors and officers
- ☐ List of all major contributors ($5,000 and above) and amounts contributed, highest to lowest
- ☐ Year-end financial statements for fiscal year most recently ended
- ☐ IRS Form 990 (most current available)
- ☐ Approved budget for current fiscal year

By signing below, the applicant hereby certifies and warrants that any and all statements and representations made in this Grant Application are true and correct, and may be relied upon by the City of Glenwood Springs.

Authorized Signature: _____ *(From applicant organization)*

Date: 06/23/2016 *(mm/dd/yyyy)*

Printed Name and Title:

Dana L. Peterson, Director of Philanthropy and Human Resources

Official form of the City of Glenwood Springs Financial Advisory Board. Do not alter or change this form in any manner. Submittals not using official forms or using altered forms may be returned without notice.

City of Glenwood Springs
Tourism Grant Application
Mountain to Valley Race 2016

Use of Funds Summary

Mountain Valley Developmental Services serves children and adults with intellectual and developmental disabilities and delays throughout Eagle, Pitkin, Garfield and Lake Counties. Our services range from in-home Early Intervention services to comprehensive residential services to job coaching to recreation to resource and referral to end-of-life care. We serve approximately 550 individuals each year all of them displaying a disability and many of them without other supports or services available. Mountain Valley offers the vast majority of our programs and supports at no charge to the individuals served. Over 150 people are employed by the Agency with dozens more independent contractors. We are a 501c3 non-profit organization serving as the Community Centered Board for the counties served and have been serving in this capacity since 1975.

The Mountain to Valley Half Marathon and FAST 4-Mile Run/Walk are the only major fundraising effort conducted by our agency in any year. This year we offered our 6th annual event and attracted runners from 18 states and Canada! We had 385 registered participants and over 550 people at our post-race event. This is why we are coming to you, the Tourism Board, for support.

Grant funds will be used to offset the cost of putting on the race event so that more proceeds can be put toward the operating costs for the organization. This year we incurred additional costs with our growth (more support, more food, and a greater cost for licenses and permits among others) and your support will help offset these increases.

Responses to Selection Criteria Questions

1. Please describe your special event, or beautification or capital improvement project. Make sure to define the site, area, or location, including a map if appropriate.

The Mountain to Valley Half Marathon and FAST 4-Mile Run/Walk are the only major fundraising effort conducted by our agency in any year. This year we offered our 6th annual event and attracted runners from 18 states and Canada! We had 385 registered participants and over 550 people at our post-race event. The race is scenic and downhill, thus offering a unique visual experience and a fast racing experience for the runners.

2. Provide an implementation plan for your proposal including a budget. How specifically will grant funds be used?

Grant funds will be used to offset the cost of the event. Specifically, funds would be used to offset the cost of hiring a timing company to come time the event this year. This is an important additional feature and one we added after last year's event growth. We changed the distance of the longer race from a 10 mile course to the half marathon distance last year after some research indicating the popularity of the half marathon in distance running races. The result was a 50% increase last year in participation and then another 30% increase this year.

3. Highlight the desired goals and outcomes to be achieved with City funds. How will you define and measure your success as related to this funding request?

Our desired goal was 400 participants and to use a professional timing company. Since the event has already occurred, it should be known that we did not quite meet our goal of 400 registered participants, but were only 15 registrations short of that goal. Having the timing company was an expense that we chose to incur at the request of our volunteers who had found the timing of the event to be exceedingly stressful the year before. The retention of volunteer help this year was a direct indicator of the success of hiring a timing company to professionally administer the results and time. Further, the racers were happy with a more accurate and efficient means of receiving their times.

4. Describe your income stream(s), including fundraising efforts. If you are the local chapter of a national entity, explain how much funding it provides. Have you used City funds to receive additional funds from other sources?

Our income for this event is generated from local sponsors and registration fees. We are happy to provide a copy of the budget as well.

5. Describe your paid professional staff and your level of volunteer involvement.

We have one paid staff, Dana Peterson, who also serves as the organization's HR Director and Grant Writer thus she does the race directorship as a very part-time portion of her overall

position. All other of the almost 100 volunteers are community volunteers or unpaid staff of Mountain Valley Developmental Services.

6. Explain how your proposal supports the development or promotion of tourism within the City.

The race offers a unique running experience early in the running race season. This is a time when runners are starting to look toward their racing season and want a race to get a fast time on the books. Our event offers an opportunity for runners to achieve the goal of a fast time early in the racing season and it happens to also be at an extremely beautiful time of year in the Roaring Fork Valley. These two features of the event and the fact that it takes place after school has gotten out means that it's a great destination race for families. We advertise the race on lots of national half marathon websites and running calendars and our website demonstrates the family-friendly nature of the event.

The post-race event is very family friendly and has gained a reputation in the valley as one of the most fun post-race gatherings around. The event includes a children's fun area, silent auction, band, beer, raffle, shoe demonstration and other vendors. Participants return year after year for both the course and the post-race fun.

We are also a part of the Downhill Half Marathon race series which includes the Mountain to Valley (6/11/16), the Aspen Valley Marathon and Half Marathon (7/16/16), the Basalt Half Marathon (8/20/16) and the Literacy Outreach Canyon Shuffle (10/1/2016).

7. How will your organization measure the number of tourists and the financial impact on tourism from your proposal? Please estimate the positive financial impact on the community.

Our online registration site, Active.com, tracks the addresses of those registered. Our post-race analysis indicated that we had 128 individual runners from out of town join us for our event. Of course most runners are not traveling alone nor are they just coming for the race. They bring their families, stay in hotels, buy food, enjoy activities and generally bolster the economy.

If even a conservative 100 of the runners are coming for the entire weekend, and each spend $500 for their activities and food, that would be roughly a $5000 financial impact on tourism at a minimum.

8. Explain how your event relates to the Glenwood Springs tourism season? Will the event draw visitors or encourage longer visits? What is the total number of attendees expected? Of those, how many will be from Glenwood Springs?

Our event every year is at the start of the Glenwood Springs summer tourism season. With each passing year and with the increase to the half marathon distance, the event has grown in

depth and breadth and we anticipate continuing to do so. This year we had 385 registered runners. Next year we will shoot for 450!

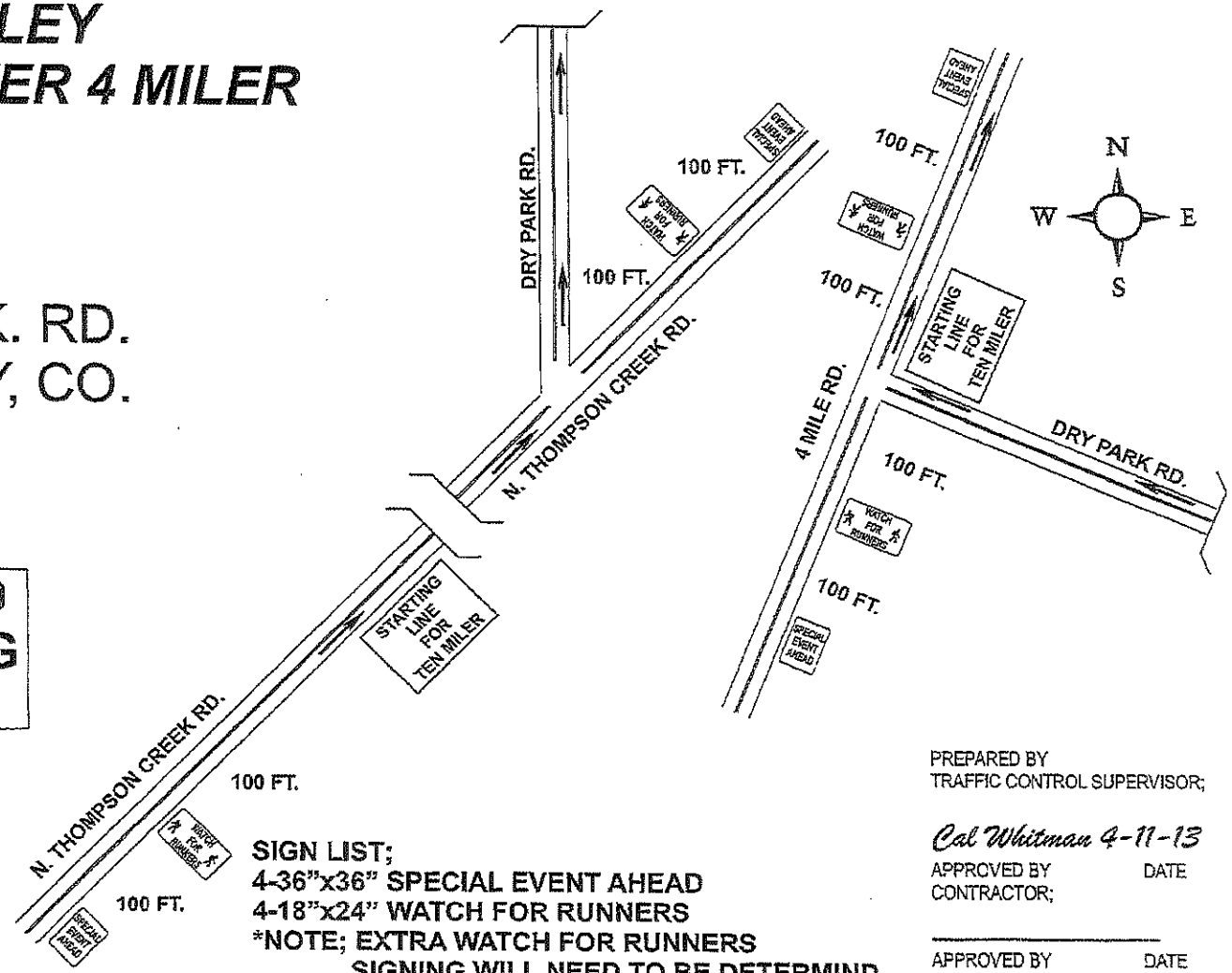
9. Does the proposal increase the aesthetic or social experience of visitors to Glenwood Springs?

Because of the expanse of our post-race event, we believe that our event offers social engagement for visitors and locals alike.

MOUNTAIN TO VALLEY
TEN MILER & FASTER 4 MILER

SPECIAL EVENT
SHEET A-1
START LINE
N. THOMPSON CRK. RD.
GARFIELD COUNTY, CO.
MUTCD TA-1
4-11-13

REVISED DRAWING 3-14-14



***NOTE;**
"WATCH FOR RUNNERS" SIGNING SHALL BE PLACED APPROX. EVERY ½ MILE TO WARNING TRAVELING PUBLIC

SIGN LIST;
4-36"x36" SPECIAL EVENT AHEAD
4-18"x24" WATCH FOR RUNNERS
***NOTE; EXTRA WATCH FOR RUNNERS SIGNING WILL NEED TO BE DETERMIND BY EVENT HOLDER**

PREPARED BY
TRAFFIC CONTROL SUPERVISOR;

Cal Whitman 4-11-13

APPROVED BY CONTRACTOR; DATE

APPROVED BY COUNTY OF; DATE

DATE

A-1 TRAFFIC CONTROL
& BARRICADE INC.
32597 HWY 6 & 24
SILT, CO 81652
(970)876-0738 office
(970)876-0307 fax
calw@a1trafficcontrol.com
We are an Equal Opportunity Employer

BBB. ACCREDITED BUSINESS

ATSSA SAFER ROADS SAVE LIVES

WESTERN COLORADO CONTRACTORS ASSOCIATION

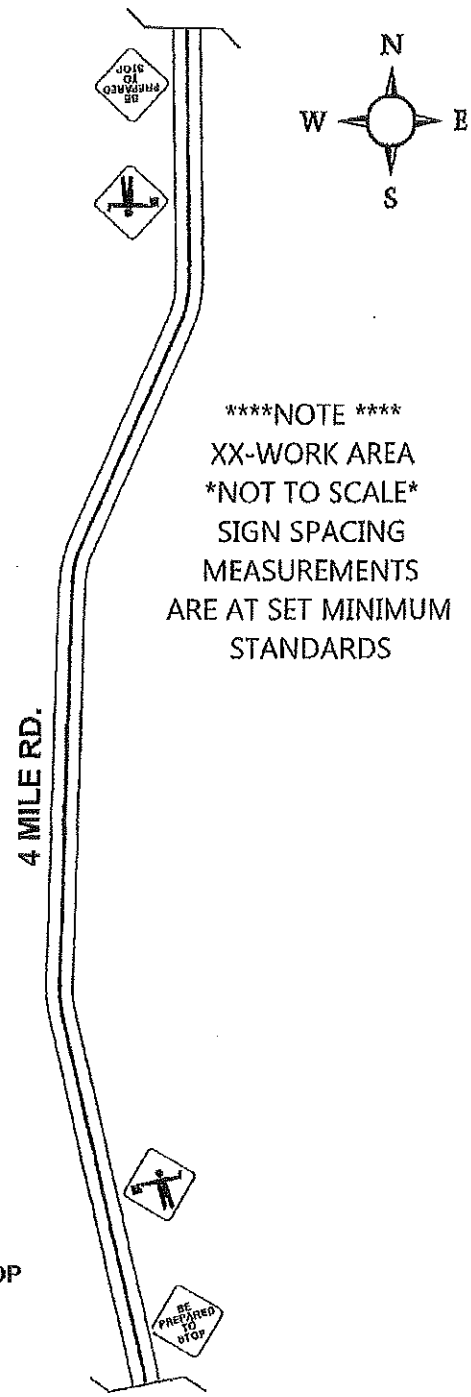
****NOTE ****
XX-WORK AREA
NOT TO SCALE
SIGN SPACING
MEASUREMENTS
ARE AT SET MINIMUM
STANDARDS

ATSSA AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION
This is to affirm that
Cal Whitman
has satisfied the requirements
to be designated as a
CERTIFIED TRAFFIC CONTROL SUPERVISOR
Cert. #: 6081
Issue Date: 02/23/2012
Expiration Date: 02/23/2016
Chairman, Certification Board

18

MOUNTAIN TO VALLEY
TEN MILER & FASTER 4 MILER

SPECIAL EVENT
SHEET A-2
4 MILE RD. (CR 117)
@ BERSHENYI RANCH
GARFIELD COUNTY, CO.
MUTCD TA-1
3-18-14



****NOTE ****
XX-WORK AREA
NOT TO SCALE
SIGN SPACING
MEASUREMENTS
ARE AT SET MINIMUM
STANDARDS

****NOTE ****
XX-WORK AREA
NOT TO SCALE
SIGN SPACING
MEASUREMENTS
ARE AT SET MINIMUM
STANDARDS

2-36" BE PRE=PARED TO STOP
2-36" FLAGGER (sym.)

PREPARED BY
TRAFFIC CONTROL SUPERVISOR;

Cal Whitman 3-18-14

APPROVED BY DATE
CONTRACTOR;

APPROVED BY DATE
COUNTY OF;

DATE

A-1 TRAFFIC CONTROL
& BARRICADE INC.
32597 HWY 6 & 24
SILT, CO 81652
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BBB. ACCREDITED BUSINESS

COLORADO CONTRACTORS WORKER CERTIFICATION ASSOCIATION

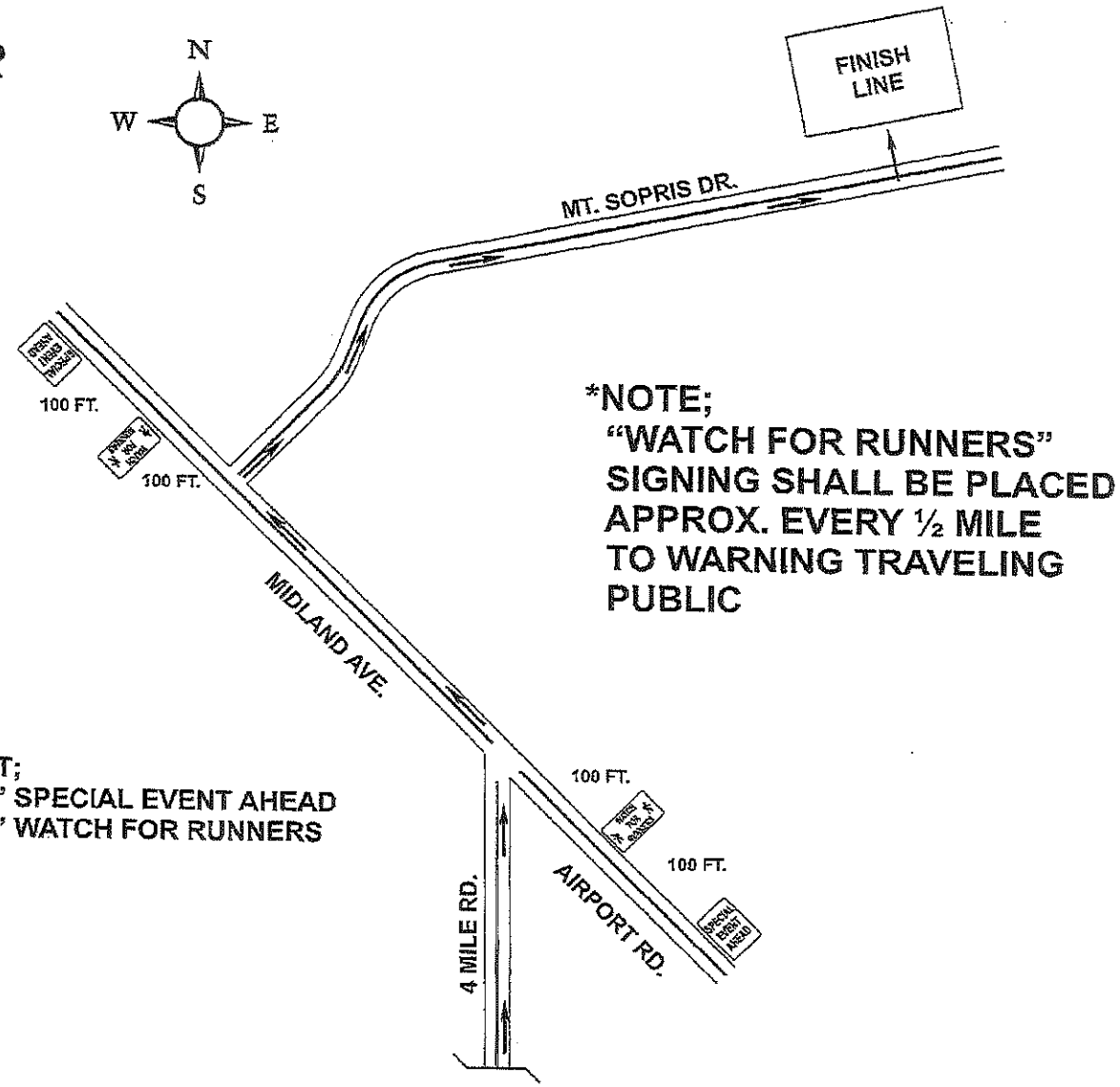
SAFER ROADS SAVE LIVES

ATSSA AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION
This is to affirm that
Cal Whitman
has satisfied the requirements
to be designated as a
CERTIFIED TRAFFIC CONTROL SUPERVISOR
Cert. #: 6981
Issue Date: 02/16/2012
Expiration Date: 02/23/2018
Certification Board

MOUNTAIN TO VALLEY
TEN MILER & FAST 4 MILER

SPECIAL EVENT
SHEET A-3
FINISH LINE
N. THOMPSON CRK. RD.
GARFIELD COUNTY, CO.
MUTCD TA-1
4-11-13

REVISED DRAWING 3-14-14



***NOTE;**
"WATCH FOR RUNNERS" SIGNING SHALL BE PLACED APPROX. EVERY ½ MILE TO WARNING TRAVELING PUBLIC

SIGN LIST;
2-36"x36" SPECIAL EVENT AHEAD
2-18"x24" WATCH FOR RUNNERS

PREPARED BY
TRAFFIC CONTROL SUPERVISOR;

Cal Whitman 4-11-13

APPROVED BY CONTRACTOR; DATE

APPROVED BY CITY/TOWN OF; DATE

DATE

20

A-1 TRAFFIC CONTROL
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SILT, CO 81652
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ATSSA SAFER ROADS SAVE LIVES

WESTERN COLORADO CONTRACTORS ASSOCIATION

****NOTE ****
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NOT TO SCALE
SIGN SPACING
MEASUREMENTS
ARE AT SET MINIMUM
STANDARDS

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CERTIFIED TRAFFIC CONTROL SUPERVISOR
Cert. #: 8081
Issue Date: 02/25/2012
Expiration Date: 02/25/2015

REVENUE AND EXPENSES

REVENUE

$27,871.88

SOURCE	AMOUNT	DATE	RECEIVED BY
Downtown Drug	$100.00	1/1/2016	Mail
Juicy Lucy's Steakhouse	$100.00	1/1/2016	Mail
The Pullman	$500.00	1/22/2016	mail
Larry and Pam Dupper	$150.00	1/1/2016	Delivered
Reese Henry & Co., Inc.	$500.00	1/1/2016	Mail
Active	$200.00	12/28/2015	
Active	$23.31	1/12/2016	
Active	$1,020.00	1/12/2016	
Active	$420.00	1/26/2016	
Nancy and Paul	$50.00		
Bishop	$250.00	2/10/2016	Mail
Active	$310.00		
Active	$4.66	2/16/2016	Mail
Bechtel Santo	$500.00	2/19/2016	
LiveWell Mini Grant	$250.00	2/19/2016	
Active	$410.00	2/23/2016	
Bighorn Toyota	$500.00	2/29/2016	
Stifel Nicolaus	$500.00	3/7/2016	
Shaun's Towing and Recovery	$250.00	3/8/2016	
Active	$450.00	3/3/2015	
Desktop Consulting	$250.00		
Murray Dental	$500.00		
active	$18.65	3/10/2016	
Active	$51.28	3/25/2016	
Active	$1,830.00	3/25/2016	
Mr. Vac	$500.00		
Flatops Electric	$250.00		
SGM	$250.00		
Renewal by Andersen	$150.00		BOOTH!
Balcomb and Green	$500.00		
R&H Mechanical	$500.00		
FirstBank	$1,250.00		
Active	$855.00		
active	$9.32		
Sandro Torres - Custom Body Fitness	$100.00		BOOTH!
Active	$1,365.00		
Pediatric Partners	$250.00	5/2/16	
Josh Hejtmanek	$55.00	5/5/16	registration
Alpine Bank Sponsorship	$250.00		
Active	$4.66		
Active	$1,165.00		
Corey I Johnson DDS	$250.00	5/17/16	
Active	$1,950.00	5/18/16	
State Farm, Carl Ciani	$50.00		
Canyon Engineering	$250.00		
Blue Tent	$250.00		
Murray Registration	$80.00		
Active	$2,160.00		
Active	$2,550.00		
Checks	$385.00		
Cash	$745.00		
credit card	$2,205.00		
Check - Stanley Registration	$40.00		
Check - donation	$50.00		
Sales from swag	$315.00		

EXPENSES

$11,367.93

SOURCE	AMOUNT	DATE	EXPENSED BY
City of Glenwood - Initial Park Reservation	$150.00	12/29/2015	Dana
USATF - sanction	$220.00	1/16/2016	Dana
Deposit - City of Glenwood Springs	$750.00	1/16/2016	Dana
Mailing	$150.00	12/15/2015	
Banner stitching	$99.00	3/7/2016	
Facebook ads	$50.68		
A-1	$135.00		
amazon - pennant flags, cones, wristbands, etc.	$80.95	3/29/2016	
amazon - safety pins	$18.36		
amazon - tent and sand bags	$214.15		
hobby lobby - ribbon for cookie medals	$20.00		
advertising	$35.00		
Hoodies	$1,604.31		
T-shirts	$4,163.00		
Bib tags from John Lonsdale RunLimited	$500.00		
Carnival Source - wristbands	$32.49		
Ecovessel	$626.40		
RunLimited	$500.00		
Independence Run and Hike	$252.00	Gus for the aid stations	
Special Event Permit - Aspen/Pitkin Co.	$162.50		
Trailrunners	$35.00		
RFSD - Bus Gas costs	$542.75		
Sims - ice and beer tubs	$28.00		
RunLimited	$975.00		
Band	$250.00		
course records	$500.00		
Ice	$23.34		
	-$750.00		

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248364828
Aug. 04, 2010 LTR 4168C E0
84-0687930 000000 00
00016259
BODC: TE

MOUNTAIN VALLEY DEVELOPMENTAL
SERVICES INC
PO BOX 338
GLENWOOD SPGS CO 81602-0338

125405

Employer Identification Number: 84-0687930
Person to Contact: Tonya Morris
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 28, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1975.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(ii).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

MOUNTAIN VALLEY DEVELOPMENTAL SERVICES, INC.

is a

Nonprofit Corporation

formed or registered on 05/22/1975 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19871287283 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 06/22/2016 that have been posted, and by documents delivered to this office electronically through 06/23/2016 @ 14:17:34 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 06/23/2016 @ 14:17:34 in accordance with applicable law. This certificate is assigned Confirmation Number 9711026 .

Secretary of State of the State of Colorado

**********End of Certificate**********

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, http://www.sos.state.co.us/biz/CertificateSearchCriteria.do entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us/ click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

MOUNTAIN VALLEY DEVELOPMENTAL SERVICES
Board of Directors

Board President
Bruce Robinson
Alpine Bank President
(Interested Citizen) Garfield County
Term Expires: October, 2016

Art Hougland, RFTA Bus Driver
(Parent) Garfield County
Term Expires: October, 2018

Bob Murray,
Retired Director, Wheeler Opera House
(Parent) Pitkin County
Term Expires: October, 2016

Kristin Norrgard Jennings
Publisher, Vail Beaver Creek Magazine
(Parent) Eagle County
Term Expires: October, 2018

Board Treasurer
Joan Gantzel, Retired Lodge Owner
(Parent) Pitkin County
Term Expires: October 2016

Board Vice-President
Chris Tolk, CPA, Reese Henry
(Interested Citizen) Pitkin County
Term Expires: October, 2017

Jim Herrera
(Person Receiving Services)
Garfield County
Term Expires: October, 2017

Steve MacDonald
Realtor
(Parent) Eagle County
Term Expires: October, 2017

Charlie Wilman
Attorney
(Interested Citizen) Garfield County
Term Expires: October 2018

Secretary
Myra Bone, Homemaker
(Parent) Garfield County
Term Expires: October, 2017

SIM INGRAHAM
DRAFT MEMO

Recommendation #1

Under the current budget process, Council essentially does a page by page review of the budgeting tool which is employed by the City's staff to develop its recommended budget. The tool is useful for the City staff in developing its proposed budget, but it does not facilitate a strategic review by by the Council. It results in a very time consuming process for the Council, and more important, it tends to bring the Council's focus down to the multitude of details as opposed to the more strategic issues.

We therefore recommend Council consider adopting a process similar to the following:

1. Prior to the City staff developing its proposed budget, Council provides the staff with its objectives and priorities for the budget.

2. After developing its proposed budget, the City staff presents Council with a thorough summary of its proposed budget. We envision a document of twenty to forty pages, including both text and charts/graphs, that summarize the budget and highlight major assumptions, estimates, decisions, and risks inherent in the proposed budget.

3. In order to allow Council adequate time to consider the proposed budget, we suggest that this document be provided to Council (and to the Financial Advisory Board) a week prior to its presentation at the Council meeting.

4. We would assume that Council would have some follow-up questions and instructions for the City staff, the resolution of which should take place prior to Council's formal adoption of the budget.

Recommendation #2

Under the current budget review process, routine recurring operations are mixed in with major nonrecurring projects. This does not allow Council to focus independently on what are really two very different things. Therefore, regardless of whether or how Council chooses to adopt with Recommendation #1, we recommend that the presentation of the budget to Council be broken down into two sections: (i) routine recurring operations, and (ii) major nonrecurring projects.

We envision the first section to be revenues and expenses from operations that are routine and recur every year, or at least for several consecutive years. This should allow Council to focus on how efficiently the routine operations of government and the provision of routine services are being run. It should also allow Council to keep a check on upward creep in routine expenses that can occur when revenues are increasing.

The second section would focus on major nonrecurring projects, and among other things would show how these projects are being financed (such as bond financings), and the repayments on financings, including interest. It should highlight where funds will be required from what would otherwise be routine operations in order to fund the major projects, along with any inter fund repayment plans.

Recommendation #3

We recommend that Council receive periodic reports from City staff throughout the year about variations from its adopted budget. Such variations could include updated forecasts of revenues in excess of those originally budgeted or less than budgeted, as well as forecasts of expenditures that either exceed or are less than budgeted.

We further recommend that City staff provide Council with recommendations for how variations from budget should be handled. For example, forecasted revenues in excess of budget could be used to fund certain project or enhance City services; or they might be added to cash reserves. Another example would be that forecasted expenses in excess of budget in one area will be financed by a reduction or postponement of expenses in another area. These are just examples.

Lastly, we recommend that after its due diligence and deliberations, that Council formally approve these changes to its original budget.

Recommendation #4

We noted that the City's employee health care costs have been increasing at a very high rate. We understand that this situation is not unique to the City of Glenwood Springs, nor is it unique to government entities. Commercial businesses as well have been struggling with managing skyrocketing health care costs.

We do not believe that there are any "easy fixes" to this problem. But we are aware of some innovative initiatives that employers are taking to try to control health costs while at the same time improving the health and health care of employees.

Given what a significant and increasing cost employee health care is for the City, we recommend that Council direct that the City staff to perform a study and benchmarking analysis in order to ascertain whether the City's practices are doing all that can be done to control costs and achieve improved health and health care for its employees.

Recommendation #5

We noted that the cost of providing emergency medical services, through the City's Fire Department, have been increasing significantly. There appear to be various factors contributing to this significant cost increase, one of which is a low and declining about of reimbursements the City receives for providing these emergency medical services.

We therefore recommend that Council direct the City staff to perform a study and benchmarking analysis to ascertain whether the City's practices, including but not limited to its cost recovery practices, are doing all that can be done to control net costs without impacting the quality or timeliness of emergency medical services.

Recommendation #6

We noted that the City expends relatively significant funds on outside consulting firms. This practice has the potential benefit of tapping into certain areas of expertise without the City having to make permanent long-term hiring decisions. It appeared to us, however, that there was some concern about the extent to which outside consultants were employed.

We therefore recommend that the use of outside consultants for any particular project require the approval of Council, and that a member or members of Council participate in the project to the extent of approving it and reviewing its results with the outside consultant and City staff.

Recommendation #7

Our final recommendation relates to the Financial Advisory Board itself, and how it might assist Council and the City staff.

The City Council has recently discussed whether it should ask the Financial Advisory Board to provide an independent perspective or otherwise assist Council in fulfilling its financial-related obligations. The Financial Advisory Board's current charter principally relates to making recommendations to Council about both the Discretionary and Tourism grant requests. Other areas that have been discussed by both Council and the Financial Advisory Board include further participation in the City's budget process, the City's audit and auditor relations, the City's debt financing, and lastly the City's investment policy.

We therefore recommend that Council consider the composition of the Board, and consider whether permanent or temporary additions to the Board would facilitate its mission. If the expectations of the Financial Advisory Board were to increase, we believe that it would be in the best interest of the Council and only fair to the Board to distribute the Board's workload appropriately.