

ALAMOSA CITY COUNCIL

Regular Meeting Agenda

Council Chambers
300 Hunt Avenue, Alamosa, CO
November 4, 2015

As a full service municipal government, our mission is to enhance the quality of life for our residents, visitors, and businesses. We strive to provide balanced business, employment, recreational, and residential opportunities.

Any person needing reasonable accommodation to attend or participate in a public meeting, please contact the Alamosa City Clerk's office by telephone (719) 589-2593, by email cityclerk@ci.alamosa.co.us, in person at 300 Hunt Avenue, or by mail at POB 419, Alamosa, CO 81101.

7:00 PM - Regular Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. AGENDA APPROVAL

IV. CITIZEN COMMENT

Alamosa City Council welcomes your comments. Citizens wishing to speak may obtain and complete a speaker card through the City Clerk at the start of the meeting.

A. Audience Comments

B. Follow-Up

V. CEREMONIAL ITEMS

A. Introduction of Officer Jason Russell and Community Service Officer Steve Earls

B. Introduction of new employee Kristen VanGieson, Finance Analyst

VI. CONSENT CALENDAR A

The Consent Calendar allows multiple actions with one motion. Consent Calendar A contains routine items which have been recommended for action by staff or advisory boards. Council may remove a consent calendar item for separate consideration.

C.7.a. Approve Minutes of Meeting October 21, 2015

VII. REGULAR BUSINESS

C. Business Brought Forward by City Staff

1. Public Works

- a. First Reading, Ordinance No. 21-2015, An Ordinance Amending Chapter 10, Article VIII of the Code of Ordinances of the City of Alamosa, Colorado to Add Section 10-221 to Modify Existing Regulations and Establish new Regulations for Mobile Food Vendors

2. City Manager/Legal

- a. Authorize the City Manager to award the contract to RPI Consulting for the update to the comprehensive plan, downtown assessment, and land development code assessment and correction
- b. Resolution 15-2015 to act as fiscal agent for the grant application for the San Luis Valley Inspire Initiative grant from the State Board of the Great Outdoors Colorado Trust Fund

D. Committee Reports

E. Staff Announcements

COUNCIL COMMENT

EXECUTIVE SESSIONS

1. Pursuant to CRS 24-6-402 (4)(f) for Personnel Matters – Evaluation of City Manager

ADJOURNMENT

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Approve Minutes of Meeting October 21, 2015

ATTACHMENTS:

Description	Type
☐ Minutes of Meeting October 21, 2015	Cover Memo

ALAMOSA CITY COUNCIL

Regular Meeting Minutes

Council Chambers
300 Hunt Avenue, Alamosa, CO
October 21, 2015

As a full service municipal government, our mission is to enhance the quality of life for our residents, visitors, and businesses. We strive to provide balanced business, employment, recreational, and residential opportunities.

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7:00 PM - Regular Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Regular Meeting of the Alamosa City Council was called to order on the above date by Mayor Josef Lucero at 7:00 p.m. The Pledge of Allegiance was recited.

II. ROLL CALL

Present at roll call: Mayor Josef Lucero, Councilors Charlie Griego, Michael Stefano, Ty Coleman, and Jan Vigil. Councilor Gillaspie previously requested to be excused. Also present: City Manager Heather Brooks, City Attorney Erich Schwiesow, and City Clerk Holly Martinez.

III. AGENDA APPROVAL

Council Griego moved, second by Council Vigil to approve the agenda as presented and excuse Councilor Gillaspie. The motion carried unanimously.

IV. CITIZEN COMMENT

Alamosa City Council welcomes your comments. Citizens wishing to speak may obtain and complete a speaker card through the City Clerk at the start of the meeting.

A. Audience Comments

Eric Burt spoke in regards to the plastic bag fee program and stated he will address his concerns at the time it is set on the agenda if Council allowed it.

David Mize also spoke in opposition of the plastic bag fee program that is being discussed.

B. Follow-Up

None.

V. CEREMONIAL ITEMS

VI. CONSENT CALENDAR A

The Consent Calendar allows multiple actions with one motion. Consent Calendar A contains routine items which have been recommended for action by staff or advisory boards. Council may remove a consent calendar item for separate consideration.

It was moved by Councilor Vigil and seconded by Councilor Stefano to approve Consent Calendar A as presented. The motion carried unanimously.

C.7.a. Approve Minutes of Meeting October 7, 2015

C.7.b. Approve Minutes of Special Meeting October 8, 2015

C.8.a. Receive September 2015 Monthly Reports

C.2.a. Receive September 2015 Expenditure Report

VII. REGULAR BUSINESS

A. Business Brought Forward by City Staff

1. Public Works

- a. Resolution 13-2015, Finding of Substantial Compliance, Regina Kazeck Annexation

Pat Steenburg presented information to Council. This property is an enclave located between West Tenth and West Eleventh Streets, west of Highway 285 at the southern terminus of Monroe Avenue extended. The subject property is currently served by city water and sewer and is accessed by a paved street on the north, the property is not accessible from the south. The action Council is being asked to take on this tonight is the finding of substantial compliance and acceptance of the petition.

Councilor Griego moved, seconded by Councilor Coleman to approve Resolution No. 13-2015. The motion carried unanimously.

- b. Resolution 14-2015, a Resolution providing for the addition of Richardson Hall to the City of Alamosa Registry of Historic Places.

Mr. Steenburg presented information to Council. Throughout its history, Richardson Hall has maintained its historical integrity and continues to exhibit the majority of its original architectural features and remains one

of the most, if not the most, recognized and iconic structures in the city. Its addition to the registry will help to protect, enhance, and perpetuate the property which is obviously reminiscent of past eras, events, and person important in local history and will facilitate and enhance the availability of incentives for the property owner to maintain its historical nature and appearance.

Councilor Stefano moved, seconded by Council Coleman to approve Resolution No. 14-2015. The motion carried unanimously.

Council and members of the Historic Preservation Committee presented a plaque to Tawney Becker, representative of Adams State University.

2. Parks and Recreation

- a. Adopt Resolution No. 12-2015 Supporting GOCO Grant Submission for the Alamosa City Ice Rink and Multi-use Facility

Heinz Bergann presented information to Council. This resolution supports the grant application for a local parks and outdoor recreation grant from the state board of the Great Outdoors Colorado Trust Fund and the completion of the Alamosa City Ice Rink and Multi-Use Facility. The amount that is being applied for is \$350,000.

Council thanked Heinz and staff for all their hard work on this.

Councilor Vigil moved, seconded by Councilor Coleman to adopt Resolution No. 12-2015. The motion carried unanimously.

3. City Manager/Legal

- a. Discussion and Direction on Plastic Bag Program

Heather Brooks presented information to Council. During the 2014 Winter Retreat, Council expressed interest in receiving public input on a potential plastic bag fee program. Information related to wanting public input on this topic was distributed and feedback was received.

On July 1, 2015 Council again discussed the concept of a plastic bag program and gave general direction that staff should develop a plan that included education and outreach with the end result of having a program in place. There was confusion on if that was the end result but discussion was held if that needed to change, Council could change it.

Staff went back and thought about this issue and the recommendation that is being made today is that Council get the discussion going but that a possible education program gets created and they obtain a

certain amount of support for the program. The staff involvement with this would be that they would just check in with this group of people and City resources would be available to them, while still fitting into the policies set forth. The work and research would fall on this passionate group of volunteers for this program.

Mayor Lucero and Council invited public input on this discussion.

Eric Burt spoke in regards to this program sharing the business perspective of other towns that have this program implemented by doing his own research on this program.

Dan McCann spoke in favor of recycling but not implementing a fee for bags.

David Mize spoke also gave his opinion on this and is in favor of recycling.

Council further discussed this issue and agreed that this is not the time for this type of program and there should be a lot more education done on this but they would be willing to discuss it again in the future.

- b. Public Hearing, Ordinance No. 15-2015, An ordinance approving the whole cost of the improvements made within special improvement district no. 14-2 together with incidental costs; approving and confirming the apportionment of such costs to each lot or tract of land in said district; assessing a share of such costs against each lot or tract of land in said district; and prescribing the manner for the collection and payment of said assessments.

Erich Schwiesow presented information to Council. This ordinance was first presented on first reading at the Regular Council meeting on September 16, 2015. This ordinance approves the whole cost of the improvements made within special improvement district No. 14-2 together with incidental costs; approves and confirms the apportionment of such costs to each lot or tract of land in said district; assesses a share of such costs against each lot or tract of land in said district; and prescribes the manner for the collection and payment of said assessments.

Mayor Lucero opened the public hearing at 7:51 p.m. and asked for those wishing to speak on this matter.

Donald Kanen thanked staff for the communication and spoke in favor of the Ordinance.

Tim Gallegos mentioned his concerns regarding his property.

There being no one else wishing to speak, the hearing closed at 7:54

p.m.

Council further discussed this ordinance.

Councilor Griego moved, seconded by Council Stefano to finally adopt Ordinance No. 15-2015. The motion carried unanimously.

- c. Public Hearing on Ordinance 20-2015 an Ordinance establishing the employee pay plan for fiscal year 2016

Heather Brooks presented information to Council. This was discussed on first reading at the October 7, 2015 meeting. This past year staff completed a salary market survey bringing in line the City positions within market compensation. This pay plan follows the implementation of that survey and will continue to be analyzed annually.

Mayor Lucero opened the public hearing at 7:58 p.m. and asked for those wishing to speak on this matter.

Dan McCann spoke in favor of this ordinance.

There being no one else wishing to speak, the hearing closed at 7:59 p.m.

Councilor Griego thanked Heather Brooks for all the work that she did to get this established.

Councilor Stefano moved, seconded by Councilor Coleman, to finally adopt Ordinance No. 20-2015. The motion carried unanimously.

- d. Public Hearing, Ordinance 19-2015 an Ordinance making the Annual Appropriations for Fiscal Year 2016

Heather Brooks presented information to Council. This was also discussed on first reading at the October 7, 2015 meeting. This is what the City uses to guide its actions for the upcoming year. She explained the process of how the budget gets established. Following Council's direction, the budget for the upcoming year reflects the projects and prioritization of those. She reviewed the list of the year's prioritization.

Mayor Lucero opened the public hearing at 8:07 p.m. and asked for those wishing to speak on the matter.

There being no one wishing to speak, the hearing closed at 8:07 p.m.

Councilor Stefano moved, seconded by Councilor Vigil to finally adopt Ordinance No. 19-2015. The motion carried unanimously.

B. Committee Reports

None.

C. Staff Announcements

Heather Brooks informed Council of the following:

- The Public Health Emergency Operation Drill that she participated in. She stated that if there is an incident, we are in good hands with their knowledge.
- Water Smarts meeting on Friday, October 23, 2015
- The Valley wide manager/administrator meeting she attended last Friday.
- Concerns of Bob Carlucci
- Also made Council aware that the wheels are still turning for the unmanned aircraft coming to the Valley.

Councilor Coleman thanked Heather for helping work out the issue with the concern of the business owner regarding shopping locally and also thanked her for the proactive e-mail sent back to Francis at the airport regarding the City's support.

COUNCIL COMMENT

Council Vigil gave kudos to the Public Works staff for all their hard work and effort on the roundabout by the high school.

Councilor Stefano thanked Holly Martinez for the board dinner that was held on Monday for the City boards.

Councilor Coleman thanked Pat for giving him a tour of the City's facilities and also for the roundabout. He also mentioned that the San Luis Valley Theater will be putting on a dinner play at the Grille at Cattails on October 30th and 31st.

Councilor Griego thanked everyone for the comments on the work session this evening.

Mayor Lucero also thanked everyone for the work session and the comments.

ADJOURNMENT

The meeting adjourned at 8:21 p.m.

Holly Martinez, City Clerk

Josef P. Lucero, Mayor

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

First Reading, Ordinance No. 21-2015, An Ordinance Amending Chapter 10, Article VIII of the Code of Ordinances of the City of Alamosa, Colorado to Add Section 10-221 to Modify Existing Regulations and Establish new Regulations for Mobile Food Vendors

Recommended Action:

That Council approve on first reading Ordinance No. 21-2015 amending Chapter 10, Article VIII of the Code of Ordinances of the City of Alamosa and set the matter for public hearing on Wednesday, November 18, 2015.

Background:

Ordinance 10-2010 of the City of Alamosa Code of Ordinances included provisions that limit the annual period of operations for mobile food vendors to 180 days in any calendar year. In the spring of this year, Randy Wright, Executive Director of the Alamosa County Economic Development Corporation and Director of the Alamosa Chamber of Commerce communicated to staff that he was fielding questions from potential vendors who were trying to decide if they should make a sizable investment in equipment and capital when this 180-day limit would severely impact their operations. At that point staff committed to researching the issue.

What we uncovered is that across the nation, communities are reevaluating their stance on mobile food vending. The mobile vending market has made significant strides in quality, appearance, safety, public acceptance, and even has television shows dedicated to showcasing the best of the best. These industry developments have demanded much larger investments and personal commitments than previously required. Although typically smaller because of the limited size of the mobile food vending units, the investments made in many of the kitchens associated with these operations could easily compete with those of commercial kitchens found in the more traditional brick and mortar businesses. Additionally, it is becoming apparent that these types of mobile businesses are creating a higher level of vitality and pedestrian activity in their communities and have allowed entrepreneurs to enter the restaurant industry with a higher success rate.

However, the concerns about how this market would compete with brick and mortar businesses that have higher overhead costs remained a concern. In an effort to help cities identify these issues and develop ordinances and practices that protect the investments made in the community by traditional brick and mortar restaurants while at the same time recognizing that mobile food vendors are an emerging national trend and provide the useful service of fast, convenient, and varied dining options and can further a City's desire to encourage and provide the opportunities necessary to create and maintain a vibrant and economically sustainable community, the National League of Cities conducted a national study on the issue and produced best practices in relation to regulating mobile food vending. Staff reviewed and compiled several of these best practices and created a bullet list of potential considerations.

The ordinance presented tonight is what staff feels is a compromise after consideration of the concerns and suggestions made by the stakeholders involved in its creation. The original list of best practices

was presented and discussed with the Planning and Zoning Commission who provided their concerns and input. These were incorporated into the list which was then presented to a group of local brick and mortar restaurant owners. Their comments and concerns were then used to create a draft ordinance that was presented to Council during a work session on October 14 of this year. Council's comments from the work session were then compiled and incorporated into the ordinance you see tonight. Since the work session the changes made have included:

- Wordsmithing changes and section additions were made by the City Attorney in an effort to make this new ordinance incorporate more seamlessly into our existing licensing scheme;
- We have included the provision of the requirement for a Mobile Vending Permit for each mobile food vehicle operated within the City, including multiple vehicles owned by the same owner;
- We have changed the signage clause to reference our existing sign ordinance to allow temporary signage so long as it fully complies with Chapter 21, Article X of our existing code;
- We have allowed the use of hoses, electric cords, gas lines, or other apparatus so long as it does not present an unsafe condition to pedestrians or the motoring public;
- And we have adjusted the hours of operation as per council's wishes.

Issue Before the Council:

Does council wish to approve Ordinance 21-2015 as presented and set it for public hearing on November 18th?

Alternatives:

Council may approve the ordinance as presented; Council may approve the ordinance with conditions; or Council may choose to deny the ordinance with or without providing staff further direction.

Fiscal Impact:

The provision of year round operations for mobile food vendors has the potential to increase tax revenue to the City.

Legal Opinion:

The City Attorney will be present for comment.

Conclusion:

This type of use can be beneficial for our commercial business areas by adding life and vitality to our downtown, but can also be detrimental if misused. After researching the mobile vending issue and discussing potential regulations with the Planning and Zoning Commission and local restaurant owners, staff feels that a year-long license with certain regulations would more appropriately encourage mobile vending while protecting the interests of brick and mortar businesses.

ATTACHMENTS:

Description

Type

ORDINANCE NO. 21-2015

AN ORDINANCE AMENDING CHAPTER 10, ARTICLE VIII OF THE CODE OF ORDINANCES OF THE CITY OF ALAMOSA, COLORADO TO ADD SECTION 10-221 TO MODIFY EXISTING REGULATIONS AND ESTABLISH NEW REGULATIONS FOR MOBILE FOOD VENDORS

WHEREAS, mobile food vendors are an emerging national trend and provide the useful service of fast, convenient, and varied dining options in business areas and areas that have historically lacked the demand for traditional brick and mortar dining establishments; and

WHEREAS, the City of Alamosa recognizes the need to protect the investments made in the community by traditional brick and mortar restaurants; and

WHEREAS, City Council desires to encourage the business and retail opportunities necessary to create and maintain a vibrant and economically sustainable community; and

WHEREAS, City Council has determined it to be in the best interest of the public health, safety, and welfare of the citizens of the City of Alamosa to establish a more inclusive and robust body of regulations specific to the operation of mobile food vendors within the City.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the council of the City of Alamosa, Colorado:

Section 1. Amendment of Section 10-211 of the Code of Ordinances of the City of Alamosa. Section 10-211 is hereby amended in its entirety to read as follows:

(a) Rules of Construction. The words and terms used, defined, interpreted, or further described in this chapter shall be construed as follows:

- (1) The particular controls the general;
- (2) The word “shall” is always mandatory and not directory. The word “may” is permissive;
- (3) Words used in the present tense include the future unless the context clearly indicates the contrary;
- (4) Words used in the singular include the plural, and words used in the plural include the singular, unless the context clearly indicates the contrary.

(b) Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means any person or business that applies for a license or permit or renews a license or permit under the provisions of this Article.

Central Business District means that area defined as the downtown core of the City of Alamosa, being more particularly described as that area bounded on the north by Fourth Street, on the south by Sixth Street, on the west by Bell Avenue, and on the east by Denver Avenue.

Food Zone means an area approved by the Alamosa City Council for the specific operation of mobile food vendors within public rights of way or other publicly held property.

Hours of Operation, when used with respect to mobile food vendors, shall be the designated time frame mobile food vendors are authorized to operate within the City, regardless of whether operation is in a designated Food Zone or on private property within the city limits.

Mobile Food Vehicle means a licensed and insured unit mounted on or pulled by a self-propelled vehicle where food including prepackaged foods for individual portion service is prepared or dispensed; is self-contained with its own drinking water and waste water tanks; is designed to be readily movable; and is fully permitted and in full compliance with any applicable State of Colorado, Alamosa County, and City of Alamosa regulations, including but not limited to Section 10-215 herein. Operation of a mobile food vehicle shall require a mobile vending permit rather than a transient dealer's license.

Mobile Food Vendor Park means a parcel of property established pursuant to the provisions of this Section for purposes of providing more than two mobile food vehicles access to a single parcel of privately owned property.

Mobile Vending Permit means a written authorization to operate a mobile food vehicle within the city limits of the City of Alamosa. This requirement shall apply to each mobile food vehicle operated within the city limits of the City of Alamosa, i.e., an individual owner owning more than one mobile food vehicle shall be required to obtain a Mobile Vending Permit for each mobile food vehicle operated.

Operator means the entity that is legally responsible for the operation of the mobile food vehicle such as the permittee, the permittee's agent, or other person and processes a valid permit to for the operation of each and every -operate a- Mobile Food Vehicle within the City Limits of the City of Alamosa.

Peddler means any person who travels from place to place by any type of conveyance, carrying his wares with him, offering and exposing the wares for sale or making sales and delivering articles to purchasers, or any person who, without traveling from place to place, sells or offers the same for sale from any type of vehicle or conveyance. A peddler generally offers for sale, consummates the sale and delivers the goods at one and the same time to the ultimate consumer. Any person who solicits orders and, as a separate transaction, makes deliveries to purchasers as part of a scheme or design to evade the provisions of this definition shall be deemed peddling and shall be subject to the provisions of this article.

Permittee means a person that has been granted a permit by the City of Alamosa to operate one or more Mobile Food Vehicles within the City.

Restaurant means a brick and mortar establishment where meals are generally served and eaten on premises in exchange for money.

Solicitor means any person who travels from place to place by any type of conveyance taking or attempting to take orders for the sale at retail of goods, wares and merchandise or personal property of any nature whatsoever for future delivery, whether or not such person has, carries or exposes for sale a sample of the subject of such sale, or whether or not he is collecting advance payments on such sales.

Transient seller means any person, either as principal or agent, who engages in a temporary business of selling and delivering goods, wares and merchandise from a fixed location within the city and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, room, apartment, lot, parking lot, street or other place, whether public or private, within the city, for the exhibition and sale of such goods, wares and merchandise, either privately or at an auction. Any person who engages in transient selling shall not be relieved from complying with the provisions of this article by reason of associating himself with any established local dealer, trader, merchant or auctioneer, or by conducting transient selling in connection with, as part of or in the name of any established local dealer, trader, merchant or auctioneer. If the conduct of any person falls within the definitions of both peddler and transient selling as contained in this section, he shall be deemed to be transient selling for the purposes of this article.

Vending means the business of selling or causing to be sold any of the following items:

- food products
- produce
- prepared foods and beverages
- pre-packaged foods
- non-alcoholic beverages

Section 2. Amendment of Section 10-215 of the Code of Ordinances of the City of Alamosa. Section 10-215 is hereby amended in its entirety to read as follows: It is unlawful for any person over sixteen (16) years of age to peddle, solicit or engage in transient selling within the corporate limits of the city without first obtaining a transient dealer's license as provided in this article. It shall be unlawful for any person to engage in the business of mobile food vending or the operation of a mobile food vehicle as defined herein unless he/she has obtained a mobile vending permit from the City of Alamosa Finance Department, except as exempted herein.

Section 3. Amendment of first sentence of Section 10-216 of the Code of Ordinances of the City of Alamosa. The first sentence of Section 10-216 is hereby amended in its entirety to read as follows: Every person transacting any business or other activity requiring a transient dealer's license under this article shall first procure from the city clerk a license permitting him to engage in any of such selling or soliciting activities.

Section 4. Amendment of Section 10-217(a) of the Code of Ordinances of the City of Alamosa. Section 10-217(a) is hereby amended in its entirety to read as follows: (a) Upon receipt of the application for a transient dealer's license under this article, the city manager, or his designee, shall conduct an investigation of applicant's history of compliance, or lack thereof, with state and local laws and regulations.

Section 5. New Section 10-221 of the Code of Ordinances of the City of Alamosa.
Insert new Section 10-221, to read as follows:

10-221. Mobile Food Vending

A. Intent and Purpose

The general purpose of this ordinance is to promote the health, safety, comfort, convenience, prosperity, and general welfare of the citizens of Alamosa and to provide balanced business, employment, and recreational opportunities by establishing reasonable guidelines and regulations for the operation of mobile food vehicles within the City of Alamosa. The regulations contained herein are not intended to prohibit or hamper economic activity, but merely to regulate specific activities that are commercial in nature. It is the intent of these regulations to:

1. Establish regulations in accordance with the vision statement for the purpose of promoting the health, safety, and general welfare of the citizens of Alamosa; and
2. Establishing a uniform set of fair and equitable rules and regulations to be applied consistently to mobile food vendors; and
3. Provide economic development opportunities to smaller entrepreneurs; and
4. Attempt to mitigate the potential negative impact to established brick and mortar dining establishments by mobile food vendors.

B. Applicability

It shall be unlawful for any person to engage in the business of mobile food vending or the operation of a mobile food vehicle as defined above unless such person has obtained a mobile vending permit from the City of Alamosa Finance Department, except as exempted herein.

C. Application Procedure

Applicants may request a mobile vending permit for mobile food vending from the office of the Director of Finance of the City of Alamosa. The application shall contain all information relevant and necessary to determine whether a particular permit may be issued, including, but not necessarily limited to:

1. The applicant's full name, current address, telephone number, mailing address and proof of identity. The application shall also include a color photograph of the mobile food vehicle to which the permit will apply.
2. A brief description of the nature, character, and quality of foods to be offered for sale.
3. Site plan showing proposed location and distances in compliance with the location requirements outlined in subsection F(3) herein, including manufacturers specifications for decibel range of the generator used to provide power to the vehicle, if any.
4. Written express consent of the property owner to operate a mobile food vending business on the property.
5. A copy of a current State of Colorado Health Department Inspection Certificate for the subject vehicle.
6. If the applicant is employed by another, the name and address of the person, firm, association, organization, company or corporation of employment.
7. Make, year, model, color, and license number of the mobile food vehicle to which the permit shall apply.
8. Written approval from the City of Alamosa Zoning Administrator or Public Works Director.
9. A signed statement that the applicant shall hold harmless the City and its officers and employees, and shall indemnify the City, its officers, and employees for any claims of property damage or injury to persons which may be occasioned by any activity carried out under the terms of the permit.
10. If the applicant will be operating on City property or rights of way in a designated Food Zone, the applicant shall also furnish and maintain such public liability, food products liability, and property damage insurance as will protect vendor, property owners, and the City from all claims for damage to property or bodily injury, including death, which may arise from the operations under the permit or in connection therewith. Such insurance shall provide coverage of not less than One Hundred Thousand Dollars (\$100,000) per person and Three Hundred Thousand Dollars (\$300,000) per accident or occurrence. The policy shall further provide that it shall not be cancelled except upon thirty (30) days written notice served upon the City of Alamosa, Office of the Director of Finance, 300 Hunt Avenue, Alamosa, Colorado 81101. A permit issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the Director of Finance. Proof of insurance must be shown for each mobile food vehicle in operation.
11. Applicant shall pay that fee as adopted from time to time by the City Council at the time of application, application fees are non-refundable.
12. The applicant shall be notified in writing by the Finance Director or his/her designee of the City's decision to issue or deny the mobile vending permit not later

than ten (10) business days after the applicant has filed a completed application with the Finance Department.

13. Each permit shall show the name and address of the mobile vendor, the type of permit issued, the nature of the food to be sold, the cost of the permit, the date of issuance, the date of expiration, and a brief description of the mobile food vehicle.
14. Any permit issued by the Director of Finance or his/her designee shall be carried with the vendor whenever they are engaged in activities regulated under this permit and conspicuously displayed on the mobile food vehicle adjacent to the current State Health Inspection Certificate.

D. Expiration and Renewal

1. All mobile food vending permits expire annually at midnight on December 31st. A permit may be renewed, provided an application for renewal and permit fees are received by the City no later than the expiration date of the current permit. Any application received after that date shall be processed as a new application. The Finance Director or his/her designee shall review each application for renewal, and upon determining that the applicant is in full compliance with the provision of these regulations, shall issue a new permit.

E. Exemptions

1. **Exempt Activities.** The provisions of this ordinance do not apply to:
 - a) Temporary sales to benefit non-profit organizations, schools, youth or youth groups and conducted on private property provided such sales last no longer than 2 consecutive days.
 - b) Ice Cream Trucks. All ice cream trucks are required to obtain a business license. An ice cream truck shall not be required to apply for a mobile food vending permit unless and except it wishes to operate in a designated food zone or mobile food vendor park^[LLI]. Except as herein provided, it shall be unlawful for any ice cream truck, while engaged in the business of selling, to stop or stand or permit or suffer any vehicle to do so upon any street of the city except during the actual sale of its ice cream product. In no event shall an ice cream truck be or remain upon any street or sidewalk longer than is reasonable to conduct a sale; such time not to exceed 5 minutes.
2. **Claims of Exemption.** Any person claiming to be legally exempt from the regulations set forth herein, or from the payment of a permit fee, shall cite to the Finance Director or his/her designee, the statute or other legal authority under which exemption is claimed and shall present proof of qualification of such exemption.

F. General Rules and Regulations

1. Mobile food vendors shall be permitted on all developed private property with a primary use (parking, retail, office, etc.) in areas of the city with underlying commercial and industrial zonings with written owner permission and all areas within the Downtown Design Overlay [District as depicted on the official zoning map of the City](#). Mobile food vendors shall not be permitted in any residential zoning unless the requested site has been designated a food zone by the City of Alamosa.
2. Mobile food vending shall not be permitted on undeveloped property lacking a primary use in any zoning district.
3. No mobile food vendor shall be permitted to operate in the following areas:
 - a) Within any residential zoning unless the proposed location has been designated a food zone by the City of Alamosa.
 - b) Outside of the required building setbacks as defined in Article V of the City of Alamosa Code of Ordinances.
 - c) Within 30 feet of any stop sign, street intersection, pedestrian crosswalk, driveway, or loading zone.
 - d) Within 50 feet of any primary building entrance or within 20 feet of an emergency or secondary entrance that is defined as a point of ingress or egress that is normally locked during business hours.
 - e) Within 15 feet of any fire hydrant
 - f) Within 15 feet of any parking space or access ramp designated for persons with physical disabilities.
 - g) Within any publicly owned parking lot unless that area has been specifically designated a food zone by the City of Alamosa.
 - h) Within 200 feet of a public entrance to a brick and mortar dining establishment not owned by the mobile food vendor unless permission in writing is obtained from the owner of record of the property and the operator of the establishment if other than the owner. Said 200 feet shall be measured in a straight line from the location of the mobile food vehicle to the nearest existing public entrance of the established restaurant.
 - i) Within any area that obstructs pedestrian traffic.
 - j) On any vacant or undeveloped property.
 - k) Within 200 feet of any primary or secondary school. 200 feet shall be measured to the nearest point on the lot line of the school property.
4. A developed property proposed for the siting of a mobile food vendor shall have 50 feet of minimum frontage adjacent to a dedicated public street, developed ingress and egress, and hard surface paving to a point that will contain the mobile

food vehicle behind the building setback line required by the underlying zoning and allow patrons to exit the property without backing into the public street.

5. Mobile Food Vending on private property shall in no way alleviate the compliance requirement for property owners to meet off street parking and loading requirements for the primary use of the property as provided for in Section 21-171 of the Code of Ordinances of the City of Alamosa.
6. Mobile Food Vendors shall provide for adequate solid waste receptacles and shall be responsible for the cleanliness and neat appearance of the sidewalks, roadways, and other spaces adjacent to their vending sites by keeping them clean and free of paper, peelings, and refuse of any kind generated from the operation of their business. The use of public trash receptacles shall be prohibited.
7. No person or entity authorized to engage in the business of mobile food vending under these regulations shall be permitted to do any of the following under any circumstances:
 - a) Unduly obstruct pedestrian or motor vehicle traffic
 - b) Obstruct traffic signals or signs
 - c) Stop, stand, or park any mobile food vehicle upon any street or public way for the purpose of selling unless that area has been designated a food zone by the City of Alamosa.
 - d) Operate any mobile food vehicle that when fully loaded and operating cannot be easily moved and maintained under control by the permittee, his employee or an attendant.
 - e) Sound any device that produces a loud and raucous noise or operate any loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention.
 - f) Conduct his/her business in any way that would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay on any public street or travelled way, constitute a hazard to traffic, life or property, or obstruct adequate access to emergency and sanitation vehicles.
 - g) Install or erect any free-standing signage ~~not in full compliance with Chapter 21, Article X of the City of Alamosa Code of Ordinances.~~
 - h) Run hoses, electric cords, gas lines, or other apparatus to the mobile food vehicle ~~in any manner that presents an unsafe condition to pedestrians or the motoring public.~~ Any power required for the operation of the mobile food vehicle shall be generated on site shall be produced ~~self-contained with a~~ with a generation sound level not to exceed 80 decibels at the source.

8. Hours of operation shall be limited to the hours between 6:00 AM and 2:30 AM. When ~~unless~~ operating within 300 feet of an occupied residence, ~~then~~ hours will be limited to between 8 AM and 9 PM unless that residence is located in the Downtown Design Overlay in which case hours of operation will continue to be allowed between the hours of 6:00 AM 2:30 AM. Vendors shall be allotted 30 minutes set-up and 30 minutes breakdown before and after allowed hours of operation.
9. All locations are subject to the regulations and other requirements established by the Health Department.
10. Mobile food vending within a public street shall occur ONLY from the side of a vehicle that is parked abutting and parallel to the curb or edge of travelled way.
11. No mobile food vehicle shall have a drive through service.
12. Any mobile food vendor operating at any location not permitted by these regulations or outside of the allowable hours of operation shall be deemed to be operating without a permit in violation of this code and may be subject to enforcement.
13. Any new business that opens or moves near an existing mobile food vendor park, ~~or~~ established food zone, or historically occupied private property shall be deemed to have accepted the proximity of the existing use.

G. Temporary Food Zone Designation

1. A temporary food zone permit allows mobile food vendors the opportunity to serve specific events for the duration of the event so long as mobile food vending is not associated with said event. These permits are allowed only when the timing and place of said activity does not conflict with the City's desire to protect the safe and convenient use of public rights-of-way. It is the City's intent to control pedestrian and street congestion as it relates to the operation of mobile food businesses and the proximity to established brick and mortar businesses. This permit is primarily used to grant permission to operate in locations within public rights-of-way that have not been designated as food zones by the City of Alamosa.
2. Application Procedure:
 - a) The applicant must make application a minimum of thirty days in advance of the event for which the temporary food zone designation will apply.
 - b) Applicant must first possess a current mobile food vendor permit.
 - c) The temporary food zone permit shall only be issued for an event abutting a curb space in the right of way, it shall not apply to operation on private property.
 - d) The temporary food zone permit shall be subject to the same rules and regulations governing the primary permit.

- e) The permit application shall be reviewed by the Alamosa Police Department, the Department of Public Works, and the Department of Parks and Recreation.
- f) The following items will be considered prior to the issuance of the temporary food zone permit:
 - Public safety concerns
 - Access to entrances and exits to City parks and publicly owned facilities
 - Conflicts with existing businesses and concessionaires, permitted events, or other special activities occurring in the area
- g) Upon approval, the City shall provide the permittee evidence of its authorization for a temporary food zone. It shall be the responsibility of the permittee to secure any temporary zone that has been authorized by the permit. The City shall not be held liable for the failure of the permittee to secure the temporary zone once approval is provided.

H. Mobile Food Vendor Park Designation

Any property owner that wishes to make a single parcel available to more than two mobile food vendors simultaneously shall apply to the Department of Public Works for a mobile food vendor park designation. This is considered a Permitted Use by Special Review in all zoning districts and shall be obtained by the process outlined in Chapter 21, Article VI of the City of Alamosa code of Ordinances.

I. Suspension and Revocation of Permit

1. **Conditions for Suspension / Revocation of Permit.** Any permit issued under these regulations may be suspended or revoked for any of the following reasons:
 - a) Fraud, misrepresentation or knowingly providing a false statement in the application for the permit.
 - b) Fraud, misrepresentation or knowingly providing a false statement in the course of performing the activities regulated by this permit.
 - c) Conducting the operations regulated by this permit in any manner contrary to the conditions of the permit.
 - d) Conducting the business of vending in such a manner as to create a public nuisance, cause a breach of the peace, constitute a danger to the public health, safety, welfare, or morals, or interfere with the rights of abutting property owners; or
 - e) Cancellation of health department authorization for a food or beverage vending unit due to uncorrected health or sanitation violations.

- f) The permittee or any of its principals has been convicted of any crime that involves any local, state, or federal law or regulation arising out of the operation of a similar business.
 - g) The permittee or any of its agents is in default on any payments owed to the City.
 - h) The permittee or any of its agents or employees interfere with an inspection of the mobile food vehicle by a health department inspector.
- 2. **Notification of Suspension or Revocation.** The City Finance Director or his/her designee shall provide written notice of the proposed suspension or revocation in a brief statement setting forth the complaint and the grounds for suspension or revocation. Such notice shall be mailed to the address shown on the permit holder's application by certified mail, return receipt requested.
- 3. **Fine in Lieu of Suspension or Revocation.** The City may choose, at its sole discretion, to offer the permittee the opportunity to pay a fine in lieu of permit suspension or revocation. In that event, the mobile food vendor shall be subject to a fine of up to five hundred (\$500) dollars per violation. Each violation shall constitute a separate and distinct offense. Each day shall be considered a separate offense.
- 3. **Forfeiture of Fee.** If the City revokes a vending permit, the fee already paid for the permit shall be forfeited. A person whose permit has been revoked under this section may not apply for a new permit for a period of one (1) year from the date that the revocation took effect.

Section 6. General Repealer

All acts, orders, ordinances, resolutions, or portions thereof in conflict herewith, are hereby repealed to the extent of such conflict.

Section 7. Recording and Authentication

This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the City Book of Ordinances kept for that purposes, and published according to law.

Section 8. Publication and Effective Date

This ordinance shall take effect ten (10) days after publication following final passage. Publication both before and after final passage shall be by the title of this ordinance, which Council determines constitutes a sufficient summary of the ordinance, together with the statement that the full text of the ordinance is available for public inspection and acquisition on the City's website and in the office of the City Clerk.

Section 9. Declaration of Public Interest

This ordinance is necessary to preserve the peace, health, safety, welfare, and to serve the best interest of the citizens of the City of Alamosa, Colorado.

INTRODUCED, READ AND ORDERED published the ____ day of _____, 2015 and a public hearing hereon fixed for the ____ day of _____ 2015, at 7:00 p.m., or as soon thereafter as the matter may be heard.

APPROVED, AND ADOPTED after public hearing the _____ day of _____, 2015.

CITY OF ALAMOSA

By _____
Josef Lucero, Mayor

Attest: _____
Holly Martinez, City Clerk

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

First Reading, Ordinance No. 21-2015, An Ordinance Amending Chapter 10, Article VIII of the Code of Ordinances of the City of Alamosa, Colorado to Add Section 10-221 to Modify Existing Regulations and Establish new Regulations for Mobile Food Vendors

Recommended Action:

That Council approve on first reading Ordinance No. 21-2015 amending Chapter 10, Article VIII of the Code of Ordinances of the City of Alamosa and set the matter for public hearing on Wednesday, November 18, 2015.

Background:

Ordinance 10-2010 of the City of Alamosa Code of Ordinances included provisions that limit the annual period of operations for mobile food vendors to 180 days in any calendar year. In the spring of this year, Randy Wright, Executive Director of the Alamosa County Economic Development Corporation and Director of the Alamosa Chamber of Commerce communicated to staff that he was fielding questions from potential vendors who were trying to decide if they should make a sizable investment in equipment and capital when this 180-day limit would severely impact their operations. At that point staff committed to researching the issue.

What we uncovered is that across the nation, communities are reevaluating their stance on mobile food vending. The mobile vending market has made significant strides in quality, appearance, safety, public acceptance, and even has television shows dedicated to showcasing the best of the best. These industry developments have demanded much larger investments and personal commitments than previously required. Although typically smaller because of the limited size of the mobile food vending units, the investments made in many of the kitchens associated with these operations could easily compete with those of commercial kitchens found in the more traditional brick and mortar businesses. Additionally, it is becoming apparent that these types of mobile businesses are creating a higher level of vitality and pedestrian activity in their communities and have allowed entrepreneurs to enter the restaurant industry with a higher success rate.

However, the concerns about how this market would compete with brick and mortar businesses that have higher overhead costs remained a concern. In an effort to help cities identify these issues and develop ordinances and practices that protect the investments made in the community by traditional brick and mortar restaurants while at the same time recognizing that mobile food vendors are an emerging national trend and provide the useful service of fast, convenient, and varied dining options and can further a City's desire to encourage and provide the opportunities necessary to create and maintain a vibrant and economically sustainable community, the National League of Cities conducted a national study on the issue and produced best practices in relation to regulating mobile food vending. Staff reviewed and compiled several of these best practices and created a bullet list of potential considerations.

The ordinance presented tonight is what staff feels is a compromise after consideration of the concerns and suggestions made by the stakeholders involved in its creation. The original list of best practices

was presented and discussed with the Planning and Zoning Commission who provided their concerns and input. These were incorporated into the list which was then presented to a group of local brick and mortar restaurant owners. Their comments and concerns were then used to create a draft ordinance that was presented to Council during a work session on October 14 of this year. Council's comments from the work session were then compiled and incorporated into the ordinance you see tonight. Since the work session the changes made have included:

- Wordsmithing changes and section additions were made by the City Attorney in an effort to make this new ordinance incorporate more seamlessly into our existing licensing scheme;
- We have included the provision of the requirement for a Mobile Vending Permit for each mobile food vehicle operated within the City, including multiple vehicles owned by the same owner;
- We have changed the signage clause to reference our existing sign ordinance to allow temporary signage so long as it fully complies with Chapter 21, Article X of our existing code;
- We have allowed the use of hoses, electric cords, gas lines, or other apparatus so long as it does not present an unsafe condition to pedestrians or the motoring public;
- And we have adjusted the hours of operation as per council's wishes.

Issue Before the Council:

Does council wish to approve Ordinance 21-2015 as presented and set it for public hearing on November 18th?

Alternatives:

Council may approve the ordinance as presented; Council may approve the ordinance with conditions; or Council may choose to deny the ordinance with or without providing staff further direction.

Fiscal Impact:

The provision of year round operations for mobile food vendors has the potential to increase tax revenue to the City.

Legal Opinion:

The City Attorney will be present for comment.

Conclusion:

This type of use can be beneficial for our commercial business areas by adding life and vitality to our downtown, but can also be detrimental if misused. After researching the mobile vending issue and discussing potential regulations with the Planning and Zoning Commission and local restaurant owners, staff feels that a year-long license with certain regulations would more appropriately encourage mobile vending while protecting the interests of brick and mortar businesses.

ATTACHMENTS:

Description

Type

ORDINANCE NO. 21-2015

AN ORDINANCE AMENDING CHAPTER 10, ARTICLE VIII OF THE CODE OF ORDINANCES OF THE CITY OF ALAMOSA, COLORADO TO ADD SECTION 10-221 TO MODIFY EXISTING REGULATIONS AND ESTABLISH NEW REGULATIONS FOR MOBILE FOOD VENDORS

WHEREAS, mobile food vendors are an emerging national trend and provide the useful service of fast, convenient, and varied dining options in business areas and areas that have historically lacked the demand for traditional brick and mortar dining establishments; and

WHEREAS, the City of Alamosa recognizes the need to protect the investments made in the community by traditional brick and mortar restaurants; and

WHEREAS, City Council desires to encourage the business and retail opportunities necessary to create and maintain a vibrant and economically sustainable community; and

WHEREAS, City Council has determined it to be in the best interest of the public health, safety, and welfare of the citizens of the City of Alamosa to establish a more inclusive and robust body of regulations specific to the operation of mobile food vendors within the City.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the council of the City of Alamosa, Colorado:

Section 1. Amendment of Section 10-211 of the Code of Ordinances of the City of Alamosa. Section 10-211 is hereby amended in its entirety to read as follows:

(a) Rules of Construction. The words and terms used, defined, interpreted, or further described in this chapter shall be construed as follows:

- (1) The particular controls the general;
- (2) The word “shall” is always mandatory and not directory. The word “may” is permissive;
- (3) Words used in the present tense include the future unless the context clearly indicates the contrary;
- (4) Words used in the singular include the plural, and words used in the plural include the singular, unless the context clearly indicates the contrary.

(b) Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means any person or business that applies for a license or permit or renews a license or permit under the provisions of this Article.

Central Business District means that area defined as the downtown core of the City of Alamosa, being more particularly described as that area bounded on the north by Fourth Street, on the south by Sixth Street, on the west by Bell Avenue, and on the east by Denver Avenue.

Food Zone means an area approved by the Alamosa City Council for the specific operation of mobile food vendors within public rights of way or other publicly held property.

Hours of Operation, when used with respect to mobile food vendors, shall be the designated time frame mobile food vendors are authorized to operate within the City, regardless of whether operation is in a designated Food Zone or on private property within the city limits.

Mobile Food Vehicle means a licensed and insured unit mounted on or pulled by a self-propelled vehicle where food including prepackaged foods for individual portion service is prepared or dispensed; is self-contained with its own drinking water and waste water tanks; is designed to be readily movable; and is fully permitted and in full compliance with any applicable State of Colorado, Alamosa County, and City of Alamosa regulations, including but not limited to Section 10-215 herein. Operation of a mobile food vehicle shall require a mobile vending permit rather than a transient dealer's license.

Mobile Food Vendor Park means a parcel of property established pursuant to the provisions of this Section for purposes of providing more than two mobile food vehicles access to a single parcel of privately owned property.

Mobile Vending Permit means a written authorization to operate a mobile food vehicle within the city limits of the City of Alamosa. This requirement shall apply to each mobile food vehicle operated within the city limits of the City of Alamosa, i.e., an individual owner owning more than one mobile food vehicle shall be required to obtain a Mobile Vending Permit for each mobile food vehicle operated.

Operator means the entity that is legally responsible for the operation of the mobile food vehicle such as the permittee, the permittee's agent, or other person and processes a valid permit to for the operation of each and every ~~operate a~~ Mobile Food Vehicle within the City Limits of the City of Alamosa.

Peddler means any person who travels from place to place by any type of conveyance, carrying his wares with him, offering and exposing the wares for sale or making sales and delivering articles to purchasers, or any person who, without traveling from place to place, sells or offers the same for sale from any type of vehicle or conveyance. A peddler generally offers for sale, consummates the sale and delivers the goods at one and the same time to the ultimate consumer. Any person who solicits orders and, as a separate transaction, makes deliveries to purchasers as part of a scheme or design to evade the provisions of this definition shall be deemed peddling and shall be subject to the provisions of this article.

Permittee means a person that has been granted a permit by the City of Alamosa to operate one or more Mobile Food Vehicles within the City.

Restaurant means a brick and mortar establishment where meals are generally served and eaten on premises in exchange for money.

Solicitor means any person who travels from place to place by any type of conveyance taking or attempting to take orders for the sale at retail of goods, wares and merchandise or personal property of any nature whatsoever for future delivery, whether or not such person has, carries or exposes for sale a sample of the subject of such sale, or whether or not he is collecting advance payments on such sales.

Transient seller means any person, either as principal or agent, who engages in a temporary business of selling and delivering goods, wares and merchandise from a fixed location within the city and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, room, apartment, lot, parking lot, street or other place, whether public or private, within the city, for the exhibition and sale of such goods, wares and merchandise, either privately or at an auction. Any person who engages in transient selling shall not be relieved from complying with the provisions of this article by reason of associating himself with any established local dealer, trader, merchant or auctioneer, or by conducting transient selling in connection with, as part of or in the name of any established local dealer, trader, merchant or auctioneer. If the conduct of any person falls within the definitions of both peddler and transient selling as contained in this section, he shall be deemed to be transient selling for the purposes of this article.

Vending means the business of selling or causing to be sold any of the following items:

- food products
- produce
- prepared foods and beverages
- pre-packaged foods
- non-alcoholic beverages

Section 2. Amendment of Section 10-215 of the Code of Ordinances of the City of Alamosa. Section 10-215 is hereby amended in its entirety to read as follows: It is unlawful for any person over sixteen (16) years of age to peddle, solicit or engage in transient selling within the corporate limits of the city without first obtaining a transient dealer's license as provided in this article. It shall be unlawful for any person to engage in the business of mobile food vending or the operation of a mobile food vehicle as defined herein unless he/she has obtained a mobile vending permit from the City of Alamosa Finance Department, except as exempted herein.

Section 3. Amendment of first sentence of Section 10-216 of the Code of Ordinances of the City of Alamosa. The first sentence of Section 10-216 is hereby amended in its entirety to read as follows: Every person transacting any business or other activity requiring a transient dealer's license under this article shall first procure from the city clerk a license permitting him to engage in any of such selling or soliciting activities.

Section 4. Amendment of Section 10-217(a) of the Code of Ordinances of the City of Alamosa. Section 10-217(a) is hereby amended in its entirety to read as follows: (a) Upon receipt of the application for a transient dealer's license under this article, the city manager, or his designee, shall conduct an investigation of applicant's history of compliance, or lack thereof, with state and local laws and regulations.

Section 5. New Section 10-221 of the Code of Ordinances of the City of Alamosa.
Insert new Section 10-221, to read as follows:

10-221. Mobile Food Vending

A. Intent and Purpose

The general purpose of this ordinance is to promote the health, safety, comfort, convenience, prosperity, and general welfare of the citizens of Alamosa and to provide balanced business, employment, and recreational opportunities by establishing reasonable guidelines and regulations for the operation of mobile food vehicles within the City of Alamosa. The regulations contained herein are not intended to prohibit or hamper economic activity, but merely to regulate specific activities that are commercial in nature. It is the intent of these regulations to:

1. Establish regulations in accordance with the vision statement for the purpose of promoting the health, safety, and general welfare of the citizens of Alamosa; and
2. Establishing a uniform set of fair and equitable rules and regulations to be applied consistently to mobile food vendors; and
3. Provide economic development opportunities to smaller entrepreneurs; and
4. Attempt to mitigate the potential negative impact to established brick and mortar dining establishments by mobile food vendors.

B. Applicability

It shall be unlawful for any person to engage in the business of mobile food vending or the operation of a mobile food vehicle as defined above unless such person has obtained a mobile vending permit from the City of Alamosa Finance Department, except as exempted herein.

C. Application Procedure

Applicants may request a mobile vending permit for mobile food vending from the office of the Director of Finance of the City of Alamosa. The application shall contain all information relevant and necessary to determine whether a particular permit may be issued, including, but not necessarily limited to:

1. The applicant's full name, current address, telephone number, mailing address and proof of identity. The application shall also include a color photograph of the mobile food vehicle to which the permit will apply.
2. A brief description of the nature, character, and quality of foods to be offered for sale.
3. Site plan showing proposed location and distances in compliance with the location requirements outlined in subsection F(3) herein, including manufacturers specifications for decibel range of the generator used to provide power to the vehicle, if any.
4. Written express consent of the property owner to operate a mobile food vending business on the property.
5. A copy of a current State of Colorado Health Department Inspection Certificate for the subject vehicle.
6. If the applicant is employed by another, the name and address of the person, firm, association, organization, company or corporation of employment.
7. Make, year, model, color, and license number of the mobile food vehicle to which the permit shall apply.
8. Written approval from the City of Alamosa Zoning Administrator or Public Works Director.
9. A signed statement that the applicant shall hold harmless the City and its officers and employees, and shall indemnify the City, its officers, and employees for any claims of property damage or injury to persons which may be occasioned by any activity carried out under the terms of the permit.
10. If the applicant will be operating on City property or rights of way in a designated Food Zone, the applicant shall also furnish and maintain such public liability, food products liability, and property damage insurance as will protect vendor, property owners, and the City from all claims for damage to property or bodily injury, including death, which may arise from the operations under the permit or in connection therewith. Such insurance shall provide coverage of not less than One Hundred Thousand Dollars (\$100,000) per person and Three Hundred Thousand Dollars (\$300,000) per accident or occurrence. The policy shall further provide that it shall not be cancelled except upon thirty (30) days written notice served upon the City of Alamosa, Office of the Director of Finance, 300 Hunt Avenue, Alamosa, Colorado 81101. A permit issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the Director of Finance. Proof of insurance must be shown for each mobile food vehicle in operation.
11. Applicant shall pay that fee as adopted from time to time by the City Council at the time of application, application fees are non-refundable.
12. The applicant shall be notified in writing by the Finance Director or his/her designee of the City's decision to issue or deny the mobile vending permit not later

than ten (10) business days after the applicant has filed a completed application with the Finance Department.

13. Each permit shall show the name and address of the mobile vendor, the type of permit issued, the nature of the food to be sold, the cost of the permit, the date of issuance, the date of expiration, and a brief description of the mobile food vehicle.
14. Any permit issued by the Director of Finance or his/her designee shall be carried with the vendor whenever they are engaged in activities regulated under this permit and conspicuously displayed on the mobile food vehicle adjacent to the current State Health Inspection Certificate.

D. Expiration and Renewal

1. All mobile food vending permits expire annually at midnight on December 31st. A permit may be renewed, provided an application for renewal and permit fees are received by the City no later than the expiration date of the current permit. Any application received after that date shall be processed as a new application. The Finance Director or his/her designee shall review each application for renewal, and upon determining that the applicant is in full compliance with the provision of these regulations, shall issue a new permit.

E. Exemptions

1. **Exempt Activities.** The provisions of this ordinance do not apply to:
 - a) Temporary sales to benefit non-profit organizations, schools, youth or youth groups and conducted on private property provided such sales last no longer than 2 consecutive days.
 - b) Ice Cream Trucks. All ice cream trucks are required to obtain a business license. An ice cream truck shall not be required to apply for a mobile food vending permit unless and except it wishes to operate in a designated food zone or mobile food vendor park^[LL1]. Except as herein provided, it shall be unlawful for any ice cream truck, while engaged in the business of selling, to stop or stand or permit or suffer any vehicle to do so upon any street of the city except during the actual sale of its ice cream product. In no event shall an ice cream truck be or remain upon any street or sidewalk longer than is reasonable to conduct a sale; such time not to exceed 5 minutes.
2. **Claims of Exemption.** Any person claiming to be legally exempt from the regulations set forth herein, or from the payment of a permit fee, shall cite to the Finance Director or his/her designee, the statute or other legal authority under which exemption is claimed and shall present proof of qualification of such exemption.

F. General Rules and Regulations

1. Mobile food vendors shall be permitted on all developed private property with a primary use (parking, retail, office, etc.) in areas of the city with underlying commercial and industrial zonings with written owner permission and all areas within the Downtown Design Overlay District as depicted on the official zoning map of the City. Mobile food vendors shall not be permitted in any residential zoning unless the requested site has been designated a food zone by the City of Alamosa.
2. Mobile food vending shall not be permitted on undeveloped property lacking a primary use in any zoning district.
3. No mobile food vendor shall be permitted to operate in the following areas:
 - a) Within any residential zoning unless the proposed location has been designated a food zone by the City of Alamosa.
 - b) Outside of the required building setbacks as defined in Article V of the City of Alamosa Code of Ordinances.
 - c) Within 30 feet of any stop sign, street intersection, pedestrian crosswalk, driveway, or loading zone.
 - d) Within 50 feet of any primary building entrance or within 20 feet of an emergency or secondary entrance that is defined as a point of ingress or egress that is normally locked during business hours.
 - e) Within 15 feet of any fire hydrant
 - f) Within 15 feet of any parking space or access ramp designated for persons with physical disabilities.
 - g) Within any publicly owned parking lot unless that area has been specifically designated a food zone by the City of Alamosa.
 - h) Within 200 feet of a public entrance to a brick and mortar dining establishment not owned by the mobile food vendor unless permission in writing is obtained from the owner of record of the property and the operator of the establishment if other than the owner. Said 200 feet shall be measured in a straight line from the location of the mobile food vehicle to the nearest existing public entrance of the established restaurant.
 - i) Within any area that obstructs pedestrian traffic.
 - j) On any vacant or undeveloped property.
 - k) Within 200 feet of any primary or secondary school. 200 feet shall be measured to the nearest point on the lot line of the school property.
4. A developed property proposed for the siting of a mobile food vendor shall have 50 feet of minimum frontage adjacent to a dedicated public street, developed ingress and egress, and hard surface paving to a point that will contain the mobile

food vehicle behind the building setback line required by the underlying zoning and allow patrons to exit the property without backing into the public street.

5. Mobile Food Vending on private property shall in no way alleviate the compliance requirement for property owners to meet off street parking and loading requirements for the primary use of the property as provided for in Section 21-171 of the Code of Ordinances of the City of Alamosa.
6. Mobile Food Vendors shall provide for adequate solid waste receptacles and shall be responsible for the cleanliness and neat appearance of the sidewalks, roadways, and other spaces adjacent to their vending sites by keeping them clean and free of paper, peelings, and refuse of any kind generated from the operation of their business. The use of public trash receptacles shall be prohibited.
7. No person or entity authorized to engage in the business of mobile food vending under these regulations shall be permitted to do any of the following under any circumstances:
 - a) Unduly obstruct pedestrian or motor vehicle traffic
 - b) Obstruct traffic signals or signs
 - c) Stop, stand, or park any mobile food vehicle upon any street or public way for the purpose of selling unless that area has been designated a food zone by the City of Alamosa.
 - d) Operate any mobile food vehicle that when fully loaded and operating cannot be easily moved and maintained under control by the permittee, his employee or an attendant.
 - e) Sound any device that produces a loud and raucous noise or operate any loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention.
 - f) Conduct his/her business in any way that would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay on any public street or travelled way, constitute a hazard to traffic, life or property, or obstruct adequate access to emergency and sanitation vehicles.
 - g) Install or erect any free-standing signage ~~not in full compliance with Chapter 21, Article X of the City of Alamosa Code of Ordinances.~~
 - h) Run hoses, electric cords, gas lines, or other apparatus to the mobile food vehicle ~~in any manner that presents an unsafe condition to pedestrians or the motoring public.~~ Any power required for the operation of the mobile food vehicle shall be generated on site shall be produced ~~self-contained with a~~ with a generation sound level not to exceed 80 decibels at the source.

8. Hours of operation shall be limited to the hours between 6:00 AM and 2:30 AM. When ~~unless~~ operating within 300 feet of an occupied residence, ~~then~~ hours will be limited to between 8 AM and 9 PM unless that residence is located in the Downtown Design Overlay in which case hours of operation will continue to be allowed between the hours of 6:00 AM 2:30 AM. Vendors shall be allotted 30 minutes set-up and 30 minutes breakdown before and after allowed hours of operation.
9. All locations are subject to the regulations and other requirements established by the Health Department.
10. Mobile food vending within a public street shall occur ONLY from the side of a vehicle that is parked abutting and parallel to the curb or edge of travelled way.
11. No mobile food vehicle shall have a drive through service.
12. Any mobile food vendor operating at any location not permitted by these regulations or outside of the allowable hours of operation shall be deemed to be operating without a permit in violation of this code and may be subject to enforcement.
13. Any new business that opens or moves near an existing mobile food vendor park, ~~or~~ established food zone, or historically occupied private property shall be deemed to have accepted the proximity of the existing use.

G. Temporary Food Zone Designation

1. A temporary food zone permit allows mobile food vendors the opportunity to serve specific events for the duration of the event so long as mobile food vending is not associated with said event. These permits are allowed only when the timing and place of said activity does not conflict with the City's desire to protect the safe and convenient use of public rights-of-way. It is the City's intent to control pedestrian and street congestion as it relates to the operation of mobile food businesses and the proximity to established brick and mortar businesses. This permit is primarily used to grant permission to operate in locations within public rights-of-way that have not been designated as food zones by the City of Alamosa.
2. Application Procedure:
 - a) The applicant must make application a minimum of thirty days in advance of the event for which the temporary food zone designation will apply.
 - b) Applicant must first possess a current mobile food vendor permit.
 - c) The temporary food zone permit shall only be issued for an event abutting a curb space in the right of way, it shall not apply to operation on private property.
 - d) The temporary food zone permit shall be subject to the same rules and regulations governing the primary permit.

- e) The permit application shall be reviewed by the Alamosa Police Department, the Department of Public Works, and the Department of Parks and Recreation.
- f) The following items will be considered prior to the issuance of the temporary food zone permit:
 - Public safety concerns
 - Access to entrances and exits to City parks and publicly owned facilities
 - Conflicts with existing businesses and concessionaires, permitted events, or other special activities occurring in the area
- g) Upon approval, the City shall provide the permittee evidence of its authorization for a temporary food zone. It shall be the responsibility of the permittee to secure any temporary zone that has been authorized by the permit. The City shall not be held liable for the failure of the permittee to secure the temporary zone once approval is provided.

H. Mobile Food Vendor Park Designation

Any property owner that wishes to make a single parcel available to more than two mobile food vendors simultaneously shall apply to the Department of Public Works for a mobile food vendor park designation. This is considered a Permitted Use by Special Review in all zoning districts and shall be obtained by the process outlined in Chapter 21, Article VI of the City of Alamosa code of Ordinances.

I. Suspension and Revocation of Permit

1. **Conditions for Suspension / Revocation of Permit.** Any permit issued under these regulations may be suspended or revoked for any of the following reasons:
 - a) Fraud, misrepresentation or knowingly providing a false statement in the application for the permit.
 - b) Fraud, misrepresentation or knowingly providing a false statement in the course of performing the activities regulated by this permit.
 - c) Conducting the operations regulated by this permit in any manner contrary to the conditions of the permit.
 - d) Conducting the business of vending in such a manner as to create a public nuisance, cause a breach of the peace, constitute a danger to the public health, safety, welfare, or morals, or interfere with the rights of abutting property owners; or
 - e) Cancellation of health department authorization for a food or beverage vending unit due to uncorrected health or sanitation violations.

- f) The permittee or any of its principals has been convicted of any crime that involves any local, state, or federal law or regulation arising out of the operation of a similar business.
 - g) The permittee or any of its agents is in default on any payments owed to the City.
 - h) The permittee or any of its agents or employees interfere with an inspection of the mobile food vehicle by a health department inspector.
- 2. **Notification of Suspension or Revocation.** The City Finance Director or his/her designee shall provide written notice of the proposed suspension or revocation in a brief statement setting forth the complaint and the grounds for suspension or revocation. Such notice shall be mailed to the address shown on the permit holder's application by certified mail, return receipt requested.
- 3. **Fine in Lieu of Suspension or Revocation.** The City may choose, at its sole discretion, to offer the permittee the opportunity to pay a fine in lieu of permit suspension or revocation. In that event, the mobile food vendor shall be subject to a fine of up to five hundred (\$500) dollars per violation. Each violation shall constitute a separate and distinct offense. Each day shall be considered a separate offense.
- 3. **Forfeiture of Fee.** If the City revokes a vending permit, the fee already paid for the permit shall be forfeited. A person whose permit has been revoked under this section may not apply for a new permit for a period of one (1) year from the date that the revocation took effect.

Section 6. General Repealer

All acts, orders, ordinances, resolutions, or portions thereof in conflict herewith, are hereby repealed to the extent of such conflict.

Section 7. Recording and Authentication

This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the City Book of Ordinances kept for that purposes, and published according to law.

Section 8. Publication and Effective Date

This ordinance shall take effect ten (10) days after publication following final passage. Publication both before and after final passage shall be by the title of this ordinance, which Council determines constitutes a sufficient summary of the ordinance, together with the statement that the full text of the ordinance is available for public inspection and acquisition on the City's website and in the office of the City Clerk.

Section 9. Declaration of Public Interest

This ordinance is necessary to preserve the peace, health, safety, welfare, and to serve the best interest of the citizens of the City of Alamosa, Colorado.

INTRODUCED, READ AND ORDERED published the ____ day of _____, 2015 and a public hearing hereon fixed for the ____ day of _____ 2015, at 7:00 p.m., or as soon thereafter as the matter may be heard.

APPROVED, AND ADOPTED after public hearing the _____ day of _____, 2015.

CITY OF ALAMOSA

By _____
Josef Lucero, Mayor

Attest: _____
Holly Martinez, City Clerk

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

Authorize the City Manager to award the contract to RPI Consulting for the update to the comprehensive plan, downtown assessment, and land development code assessment and correction

Recommended Action:

Staff recommends that Council authorize the City Manager to award the contract with RPI Consulting for the update to the comprehensive plan, downtown assessment, and land development code assessment and correction in the amount not to exceed \$248,300.

Background:

The City of Alamosa's last update to its Comprehensive Plan was June 6, 1997. Clearly much has changed in Alamosa in the last 18 years. The goal of the project is to have a thorough review of existing conditions and identification of what is needed for the future. A significant portion of the process is dedicated to public outreach including stakeholder meetings, focus group meetings, and non-scientific surveys.

The City's first step in this process was to budget \$150,000 in the CIP. The second step was to create a Comprehensive Plan Update Committee which met on April 2nd to help determine the scope of work to bid out. This group comprised of staff, 2 Council Members, 2 Planning and Zoning Members, and partner representatives reviewed the proposals, conducted interviews, and made a recommendation for the preferred consultant for the project.

Specifically, here are the items that the scope of work included:

- Identification of Existing Conditions – investigate documents, policies, and present plans in reviewing the existing land use issues facing the city.
- Full Review of the Zoning Code – the consultant will review the existing zoning code and make needed changes. This is an item that is not always included in a comprehensive plan, but the City's codes are severely outdated and this would be the most appropriate time and process to provide this review to coincide with the other planning aspects.
- Analysis, Inventory and Evaluation of Physical Conditions – this includes existing land use, zoning & building permit data, demographic and census data, economic development factors, existing transportation factors, utility systems, limiting physical and cultural features, and parks and recreation. Additionally, the consultant will obtain applicable plans from Alamosa County and other partners to ensure a comprehensive and holistic review.
- Identification of Hazards – the consultant will evaluate the potential hazards for the community in compliance with DOLA best practices. This is a requirement for the grant.
- Downtown & Commercial District Needs Assessment – the goal of this task is to have extra attention placed on the downtown location and commercial district in regards to infrastructure needs, wayfinding signage, parking needs, and other factors that encourage or discourage redevelopment and vacancies. This is not intended to be a full-blown "Main Street" study, but

rather to carve out time, technical expertise, and public input on the needs for these key areas.

- Public Participation – we will hold key stakeholder interviews (County, CDOT, major employers, educational institutions, economic development agencies, utility providers, etc.), a non-scientific citizen survey, and focus group meetings on topic-specific items. An overall summary of the public engagement activities will be compiled to identify critical issues and provide direction in the development of the goals and objectives for the community. While having a focus on public participation is very positive and critical, it does increase the cost of the project since it will require the consultant to be in Alamosa more often and have more information to compile.
- Goals, Objectives & Policies – this deliverable will combine the information collected through the processes above to identify the priorities and policies for coordinated development/redevelopment and land use recommendations.
- Future Land Use Plan and Planning District Map – strategies will be developed identifying the most effective use of existing land, undeveloped land, and surrounding land outside the current city limits. The review will include housing, commercial, and industrial uses.
- Implementation – consultant will review the use of traditional and non-traditional tools and approaches for guiding community development.
- Formulation of the Plan – the consultant will provide a workable, sound document, fine tuned to the desired future of the City.
- Public Hearing – the consultant will conduct a public hearing leading to the adoption of the Comprehensive Plan.
- Formulation of the Comprehensive Plan – the final document will be presented in a format and language that is user friendly and easily understood and accessible to the general public. The plan will be provided in an electronic and reproducible hard copy format. A PDF format will also be provided to enable use on the City's website.

The City received seven proposals for the project. See the attached *Proposal Summary* that identifies the firms and a breakdown of proposed costs. It is important to note that all of the proposals did not fully meet the scope of work and whichever firm was selected, a revision of the scope would be needed. Understanding this is important because the attached spreadsheet provides the initial budget for RPI along with the revised budget after final discussions on the scope of work.

Based on the experience and scope of work provided by each consultant, the Committee selected four firms for interviews. The interviews were very helpful to better understand the strengths of each firm and the approach that would be taken for each part of the project. The Committee recommended RPI as the preferred firm. Staff then began the reference/prior experience check and further refined the scope of work to meet the needs of the City.

Also attached for reference is the proposal submitted by RPI, the final scope of work, and contract.

Issue Before the Council:

Does Council wish to award the contract to RPI Consulting in the amount of \$248,300 for the update to the comprehensive plan, downtown assessment, and land development code assessment and correction?

Alternatives:

While Council is free to select or develop any number of alternatives, those listed below are examples.

- Authorize the City Manager to award the contract and scope of work as presented.
- Amend the contract and/or scope of work.
- Decline the contract and provide further direction to staff.

Fiscal Impact:

The CIP included a total of \$150,000 for the update to the comprehensive plan (\$100,000 for 2015 and \$50,000 for 2016). The City was successful in receiving a \$100,000 Mineral Impact Grant from DOLA. The grant brings the total available funds for the project to \$250,000.

Legal Opinion:

The City Attorney will be present for questions.

Conclusion:

It has been 18 years since the comprehensive plan has been updated. Since that time, the Alamosa community has grown, regulations and best practices have changed, and the community's identity has evolved. It has also been 18 years since a thorough evaluation of the existing infrastructure has been conducted to compare to the potential growth needs of the community. In order to have a realistic and relevant Capital Improvement Plan and Operating Budget, the City needs to evaluate its existing situation and its potential future needs. The community is also in need of an organized method to collect opinions and desires to help guide the direction of the city. The City does not have a Future Land Use Plan, which makes providing the proper infrastructure for development challenging, conversations with the County project specific rather than big picture, and guiding the community's future impossible. Additionally, the City's zoning codes are sometimes vague, contradictory, or simply absent in some areas. In order to provide the residents with the most professional and efficient services, this update is needed.

ATTACHMENTS:

Description	Type
▣ Summary of Proposals	Backup Material
▣ RPI Proposal Document	Backup Material
▣ Scope of Work	Backup Material
▣ RPI Contract	Backup Material

Requests for Proposals Comprehensive Planning Process					
Consultant Company	Location	Comprehensive Plan Update	Zoning Code Analysis	Downtown/Commercial Core Assessment	Total Project
Rock Creek Studio*	Fort Collins, Colorado	\$163,695	\$15,890	\$22,160	\$201,745
Bohannon Huston	Albuquerque, New Mexico	\$98,194	\$4,500	\$14,670	\$117,364
Revolution Advisors*	Westminister, Colorado	\$180,038	\$10,200	\$25,000	\$215,238
Peter J. Smith & Company, Inc.	Buffalo, New York	\$172,800	\$10,440	\$10,680	\$193,920
czb	Alexandria, Virginia	\$156,378	\$17,012	\$20,724	\$194,114
RPI Consulting LLC - Orig.*	Durango, Colorado	\$82,400	\$9,720	\$4,800	\$96,920
RPI Consulting LLC - Revised		\$123,320	\$45,160	\$79,820	\$248,300
Orion Planning Group*	Boulder, Colorado	\$166,870	\$9,520	\$22,960	\$199,350

*Selected for on-site interview

CITY OF ALAMOSA, CO
COMPREHENSIVE PLAN AND PUBLIC INVOLVEMENT PROCESS
PROPOSAL
(BINDING FOR 90 DAYS)

RPI Consulting LLC

Durango, Colorado





To: Ms. Heather Brooks
City of Alamosa
300 Hunt Avenue
Alamosa, CO 81101

From Gabe Preston, RPI Consulting, Company Owner
1911 Main Avenue Suite 224
Durango, CO 81301
gabe@rpiconsulting.org
970 382 9886

Date: 08/12/2015

Subject: **Proposal for City of Alamosa Comprehensive Plan**

With offices in Durango just 3 hours away, RPI Consulting is ideally positioned geographically for this plan update and the onsite work it will require. Originally known as the Rural Planning Institute, we have a 15 year track record working for small towns, rural counties, special districts, school districts and other organizations that make life possible in the rural west. RPI has successfully completed over 250 community planning projects in twelve states and we have completed comprehensive plans or master plans for twenty-five jurisdictions.

A comprehensive plan update is an opportunity to expand our thinking beyond day to day issues and demands and think about the future and strategies to expand livelihoods in Alamosa over the long term. RPI applies an additional level of rigor to the comprehensive planning process because we have 15 years of experience with economic development planning, forging fiscal/budgetary solutions and conducting customized economic/market analysis. Our experience with county and municipal comprehensive planning and downtown master planning is complemented by our ability to find economic solutions and build partnerships at the county and regional scales. We integrate economic and budgetary strategies with land use and infrastructure planning to create a customized comprehensive plan that can be implemented.

With our in-house team, we can create a successful and actionable plan that the city will be proud of and that provides a clear path for implementation. We hope to have the opportunity to discuss this in more detail to refine it to fit your community's needs and expectations. Please contact me anytime.

Sincerely,



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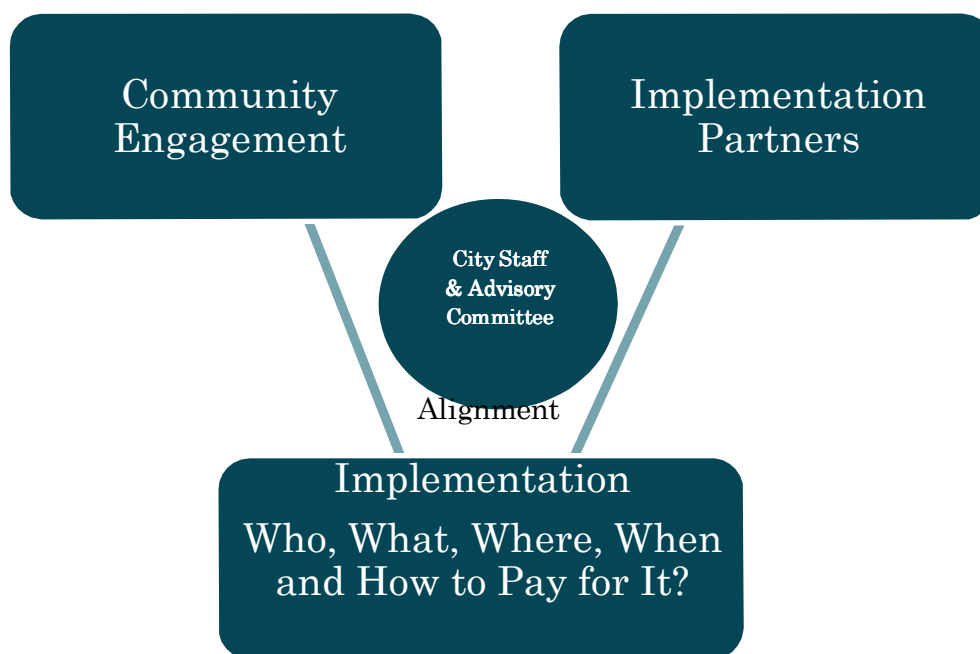
***This is RPI's original proposal. The scope of work was modified to better meet project needs.
See Attachment A – Scope of Work and Budget for more detailed and appropriate scope of work.***

SCOPE OF WORK

COMMUNITY ENGAGEMENT STRATEGY

The community's concerns and aspirations for the future are the raw materials we will use to create the comprehensive plan. A 'one-size-fits-all' community involvement strategy will not work for Alamosa. This section outlines RPI's community involvement strategy in detail, it is also integrated and synchronized with the development of the Scope of Work in a more shorthand format. We initiate our community involvement with informal communications. There is simply no good replacement for well-placed calls and face to face meetings at the outset of the planning process. Once we are thoroughly oriented, the planning team will be prepared to orchestrate organized and well-advertised events, surveys and focus groups.

When you hire RPI, you are hiring a team that knows how to start conversations, listen, and create a well-supported plan that can be implemented. With a solid basis of understanding from the interviews, the consulting team will be prepared to lead productive formal events with background materials, agenda and crucial meeting outcomes.



COMMUNITY ENGAGEMENT

Citizen Interviews - We begin the process by talking to community and business leaders, infrastructure and core services providers, and informed citizens to get a solid read on the community. Interviews are labor intensive, but well worth it, they provide insight that can be gathered no other way. With the city staff's help we will identify 15 informed citizens and communicate with them directly (Spanish speaker on staff at RPI).

Community Meeting Series - We plan a series of three community meetings with two locations and times for each series. At these well-advertised events the community participates in creating the plan through a variety of interactive activities such as key pad polling, map exercises, and breakout group vision exercises.

Meeting Series # 1 - Values, Goals, Vision for the Future

Meeting Series #2 - Public Realm Improvements and Future Land Use Alternatives

Meeting Series # 3 - Open House and Presentation of the Draft Plan

Project Website, Commenting Tools, Online Questionnaire - As part of the public engagement process, RPI Consulting will create and maintain a project website that announces events, provides updates on the progress, and hosts documents and meeting results throughout the planning process. The project website will include a comment tool for open ended comments and an online questionnaire.

Advisory Committee – The advisory committee membership is specified in the request for proposals and this group will serve as a committed start-to-finish body to provide input throughout the planning process and will review products. The advisory committee will meet six times at key points throughout the process.

Media Relations – The consulting team will establish communications with the local newspapers and web media companies to gain interest and encourage coverage. The ideal situation is to establish a relationship with one reporter or editor and keep them informed and interested.

Spanish Interviews - If there are Spanish-only speaking residents that we should talk to, we have a staff member who never rejects an opportunity to utilize her Spanish.

Formal Review, Public Hearings and Adoption - The RPI team is in this to get a well-supported plan adopted. Public support leads the way to plan adoption and we pride ourselves in our 15-year track record of successful implementation of our plans.

Youth and Elders - A meeting with a few middle school classes and lunch at the senior center will yield additional insights that cannot be skipped in a comprehensive plan. Youth

and elders keep us grounded and it will be well worth the effort to customize meetings that accommodate their regular schedule.

IMPLEMENTATION PARTNERS ENGAGEMENT

This comprehensive plan provides a great opportunity to organize community organizations, regional organizations and the local government to develop grounded and well supported strategies that are articulated and legitimized in the comprehensive plan. Engaging these organizations early in the process will pay dividends when it comes to implementing the comprehensive plan.

Initial List of Implementation Partners - Other implementation partners will emerge as we proceed through the planning process, but at the outset partners would include: Alamosa County, Adams State University, Trinidad State Junior College, Alamosa School District, Chamber of Commerce, Alamosa Economic Development Corporation, Alamosa Convention and Visitors Bureau, San Luis Valley Development Resources Group, business leaders, major employers, housing non-profits/organizations, healthcare and wellness organizations and others.

Pre-Focus Group Interviews of Implementation Partners - These phone meetings will help the planning team gain a full understanding of the organizations and businesses before getting the groups together at an implementation partners summit. In the interviews we will focus on three basic questions:

WHO do we serve?

WHAT activities do we engage in and provide to the community?

WHY do we do it (i.e., what's our mission and motivation)?

Implementation Partners Workshop #1 - The suggested focus groups would align with the plan elements: economic development, infrastructure and core services, land use, and downtown enhancement/place making.

What is our vision for Alamosa's future? What is strong about our community?

How do implementation partners help build and implement this vision?

How can we better support the vision and sustain ourselves? ("mini-SWOT")

Implementation Partners Workshop #2 - The follow-up workshop would include additional pre-meeting networking with the implementation partners and will focus on placing the contributions of the partners into the comprehensive plan goals and strategies

and into the implementation matrix that clarifies roles/responsibilities, timelines and funding sources for implementing the comprehensive plan.

Core Infrastructure and Services Technical Working Group - This group would consist of city management and public works, county management and public works, fire and ems staff/leadership, school district, university facilities managers, broadband advocates/providers, and gas and electrical utility managers. With careful preparation and an efficient meeting, this group may need to meet only once, but will most likely require 2 meetings.

SCOPE OF WORK

PHASE 1 - PROJECT KICKOFF

1.A Meet with city departments and leadership and city tour - Communication is paramount at the beginning of a comprehensive plan planning process as the consulting team makes contacts, gathers information and gets a reliable read on community sentiment regarding central issues. This will include meetings and a city tour with City Staff for a thorough transfer of knowledge and data and to finalize the scope of work and process. This also includes a meeting with the City Council and Planning Commission to begin the conversation early with city leadership

1.B Synthesize the long range planning documents and efforts in the past - Alamosa and the other communities in the region have long shown resilience and a willingness to drive the miles and put in long days to work together. RPI will undertake a detailed review of all relevant plans, reports and write-ups that have been completed or updated in the past decade, including the land use regulations, economic development plans and studies, tourism marketing plans, capital improvement plans, annexations, strategic plans, CDOT plans and all such documents.

SCHEDULE MEETINGS AND EVENTS

During the initial phase of the planning process, the consulting team will work closely with staff and implementation partners to schedule the meetings and events through the end of 2015.

We propose three updates to city council and the planning commission (ideally in joint work sessions). We can schedule those as appropriate; at the proposal phase we did not want to phase these updates into the process without a discussion with staff about the best timing:

1. C Two city council and planning commission update meetings at key points in the process.

ESTABLISH A CONCISE ECONOMIC, DEMOGRAPHIC AND GEOGRAPHIC INFORMATION BASE

RPI has 15 years of experience with compiling and presenting a concise and reliable information base that informs the issues and opportunities throughout the comprehensive plan process. The background report will include economic, demographic and fiscal/budgetary information compiled into a succinct document that will directly inform important plan topics such as economic development, housing, age structure, and school enrollment trends. The team will also make full use of the information that the city and its partners already have on hand and will compile city, county, state and federal mapping data into an informative base map of the planning area.

DELIVERABLES

1.D Economics, Demographics, Trends and Benchmarks - This early summary will contain demographic trends such as age structure, income, jobs, and economic structure. Work done by regional economic development organizations such as the San Luis Valley Development Group will help accelerate this important background report.

1.E Retail Market Study - RPI will conduct a retail market study outlining the retail market opportunities in Alamosa and leakage to other communities. A special effort will be made to identify retail and entertainment opportunities that could locate downtown.

1.F Housing Supply and Demand - Housing supply and demand is an important part of the economic and community planning picture. Using public domain information and data from local housing non-profits, RPI can provide a general basis for evaluating housing supply and demand. This information will inform several elements of the plan because housing is a critical component of strategic planning

1.G Base Maps - Base maps will include existing land uses, hazard areas and floodplain, zoning, jurisdictions, water service area, sewer service area, transportation infrastructure, as well as parcel lines.

1.H Schedule of Events and Meetings - This will go through the end of 2015 and be updated before the holidays to extend into spring of 2015.

PHASE 2 - STRATEGIC PLAN ELEMENTS

2.1 ECONOMIC DEVELOPMENT

A comprehensive plan is an opportunity to integrate economic development with other fundamentals such as, land use, core infrastructure and services. The economy is the engine that pays the bills and that inspires people to take risks and call Alamosa home. Tourists are starved for vibrant small towns with recreation options. This plan focuses on expanding livelihoods and outlining the hard work it will take to achieve economic goals. This requires a community effort to identify feasible opportunities, engage partners and target funding partners so that priority projects can be implemented in Alamosa.

The strategic economic development plan component will identify goals and strategies to coordinate the economic development entities of all scales: local, regional, state and federal. The business community needs to be engaged start to finish. Clarifying city roles in facilitating economic development will be an important focus of the economic development element. The San Luis Development Resources Group conducted the 2008 Targeted Industry Study that emphasizes the importance of working at both the local, regional, state and federal scales in achieving economic growth. The RPI Team agrees with this approach and hope to position Alamosa for place-based economic development, we intend to engage regional, state and national partners to help make it happen.

PUBLIC ENGAGEMENT

2. A Community meeting series #1

2. B Community interviews

2. C Web survey (see details above in Public Involvement Strategy).

2. D Implementation partners interviews

2. E Implementation partners economic development focus group (economic development professionals, educators and workforce trainers, business leaders, tourism and marketing, funding partners).

DELIVERABLE

2. F Interim Draft Economic Development Plan Element - This interim draft pulls together all of the

2.2 PUBLIC ASSETS, INFRASTRUCTURE AND CORE SERVICES

Deliberate investments in assets, infrastructure and core services are the most direct and feasible way for local governments and other service providers to support economic growth. Basic infrastructure components such as roads, water, sanitation, trails, sidewalks, law enforcement, fire protection, ambulance services, parks, open space and recreational amenities are fundamental components of day-to-day health and quality of life for residents and for attracting and serving visitors.

The City of Alamosa manages and/or own many of the assets that make day-to-day life, business, recreation and tourism possible. Public services and infrastructure partners and public-lands agencies all contribute to the public assets and services that support the community. The Comprehensive Plan integrates strategies for improving and expanding assets and core infrastructure.

Some types of critical infrastructure will require regional public/private partnerships such as improving internet speed and connectivity and expanding and updated cellular phone infrastructure. Commercially sized natural gas and electrical lines are another necessary condition for food processing and manufacturing that may entail public-private partnerships and/or public support.

PUBLIC ENGAGEMENT

(Public Engagement Strategy explained in detail section x above):

2.G Interviews and informal communications with Infrastructure and Core Services Focus Group members.

2.H Implementation Partners Infrastructure and Core Services Focus Group - Input from the infrastructure and core services providers will be central to this plan element.

2. I Advisory committee meeting #3

DELIVERABLES

2.J Inventory and assessment of core infrastructure and assets - This inventory will include: parks, trails open space, streets, sidewalks, highway crossings, indoor recreation, river access and recreation, water, sewer, storm sewer, internet speeds and connectivity, cellular phone coverage, and other core infrastructure as needed.

2.K Bike and pedestrian mobility plan - This plan will include strategies and summary maps showing existing pedestrian and bike facilities, identifying gaps and needed connections, sidewalk completions/rehabilitation, safe bike/pedestrian crossings, safe routes to school, signage, wayfinding. The idea is to identify improvements that will make getting there on a bike or on foot an enjoyable and safe part of the experience.

2.L Streets and highways assessment - People will be driving cars for generations to come, it will be critical to balance convenient auto access and business visibility with walkable, downtown areas.

2.M Priority parks, recreation, open space improvements - This component would utilize the core infrastructure and assets inventory to mark some key parks, recreation, and open space and mark the top priority improvements on a list and a map. This component will be closely tied to the bike and pedestrian mobility plan to integrate bike and pedestrian travel into the recreation experience.

2.N Water/sewer and other utilities - Water, sewer, storm drainage, streets, and energy utilities are part of the basic ingredients of a sustainable community.

2.O Internet and cell phone infrastructure - Fast internet and ready cell phone coverage is an increasingly necessary condition for economic growth and require partnerships with private companies and non-profits.

2.3 LAND USE

The future land use plan is a map of the entire city that represents future opportunities. An early step in developing the city future land use plan is to define existing neighborhoods and their character and to identify the areas that have opportunities and could change, and the areas unlikely to change in the foreseeable future. Infrastructure capacity, neighborhood character, parking availability, the amount of vacant or underdeveloped land, and economic realities will all be considered concurrently. This will be a neighborhood-by-neighborhood planning effort to articulate the desired



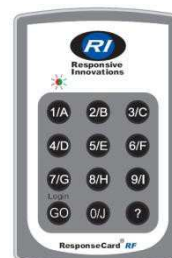
future for downtown, residential areas, highway commercial areas, gateways, historic areas, civic centers and the other areas in town. This effort will be supplemented by the Downtown Needs Assessment that focuses on specific strategies and design elements to make downtown more vibrant.

This element will also include a city periphery and three mile plan that identifies future city growth areas and potential annexations and outlines areas that will require careful coordination between the city and the county. This will include a preliminary draft intergovernmental agreement outlining the areas and elements of coordination that are needed in the city periphery and three mile area.

PUBLIC ENGAGEMENT

2.P Advisory Committee Meeting #4 - Help the consultant team refine the future land use alternatives.

2.Q Community Meeting Series #2 – Future Land Use Alternatives- These events, with two locations and times, will utilize interactive activities including key pad polling and map exercises to get interactive community input on future land use alternatives based on the vision, goals and policies expressed in the previous meeting. Key pad polling is a particularly powerful tool for getting input on future land use planning because the responses can be tied to visual preferences, mapping alternatives and other ways to represent choices visually on the screen.



2.R Meeting with City and County Staff and Leadership Regarding Intergovernmental Cooperation on the lands around the City of Alamosa.

DELIVERABLES

2.S Future Land Use Map and Plan - This includes a map showing desired future conditions via mapped 'designations' that outline the function and form of each neighborhood and highlights opportunities for development. The future land use map will be tied closely to available infrastructure and feasible future expansion of infrastructure.

2.T City Periphery and Three Mile Plan - This plan and map will be an extension of future land use planning beyond the city limits to identify city growth areas and identify areas that will require close coordination between the city and county.

2.U Draft Inter Governmental Agreement - This draft will serve as a starting point for initiating the IGA process with the County.

2.V Hazards Map and Narrative - This will identify and discuss hazards such as subsidence, floodplains, toxins and other known hazards.

PHASE 3 IMPLEMENTATION - SETTING-UP FOR FISCALLY REALISTIC IMPLEMENTATION

All too often planning efforts get carried away with the possibilities of the future without grounding policies in the realities of infrastructure, service needs, staff workloads, and the available mechanisms for paying costs of plan implementation. RPI specializes in considering plan goals and policies in the light of available resources and identifying funding strategies that leverage local funds with state/federal grant and loan programs. These considerations help keep plan objectives within the bounds of real world implementation while also assisting in the prioritization of goals. We will provide implementation programs that include funding strategies, staff needs, time frames, and prioritization as part of the final planning documents.

COMMUNITY ENGAGEMENT

3.A Implementation Partners Focus Groups Series #2 - At this phase the discussion will turn towards assigning responsibilities, developing timelines, and establishing funding strategies to implement the plan.

DELIVERABLE

3.B City Comprehensive Plan Implementation Guide - This will answer the question of what needs to be done in what order, who is responsible, when will it happen, and how to pay for it.

PHASE 4 - COMPREHENSIVE PLAN REVIEW AND ADOPTION PROCESS

4.A Public Review Draft Comprehensive Land Use Plan - This will be a fully formatted complete draft reviewed and accepted by staff and the advisory committee. The project website will host the plan digitally and distributed to email lists. The project website will include a commenting tool.

4.B Community Meeting Series # 3 - Open House and Presentation of the Draft Plan -

These open houses will include poster stations, a slideshow presentation and various options for commenting on the draft plan.

4.C Advisory Committee Meeting #5 - Review and refine the draft plan based on final public input.

4.D Penultimate Draft Comprehensive Land Use Plan -Based on input from the open house events and the advisory committee, a revised draft will be delivered to the County Planning Commission

4.E Hearing # 1 City Planning Commission

4.F Final Comprehensive Land Use Plan

4.G Hearing #2 City Council

Final Deliverables - This comprehensive plan will be a product that the community can be proud of and will provide big picture guidance and project specific implementation guidance for many years. The plan will be user-friendly, with a concise summary up front giving the highlights of the plan and describing the organization and content. To save words and more effectively communicate policy direction, the plan will contain visuals and maps throughout. High quality .pdfs, digital files, mapping files and other background research will be organized into a tidy database for future reference and plan amendments, and allow simple posting on the county's website.

SEPARATE COST ITEM # 1 - DOWNTOWN AND COMMERCIAL DISTRICT NEEDS ASSESSMENT

A comprehensive plan rewrite is an ideal opportunity to take a close look at downtown and the commercial district. We will be getting input from the community and implementation partners throughout the comprehensive process and will be able to feed these insights and suggestions into the assessment. Similarly, the economic, demographic and land use database will be built at the outset of the Comprehensive Plan, allowing efficient use of this data for customized analysis of downtown and the commercial district.

The Downtown and Commercial District Assessment will provide customized data analysis and community outreach and will result in clear recommendations and a detailed roadmap for implementation. The methodology and planning process incorporates the Main Street program framework.

DT 1.1 PHYSICAL ASSESSMENT AND RECOMMENDATIONS

To evaluate the physical and built environment, we will create a schematic map of Downtown and the Commercial District that identifies the study area, areas of stability (preservation/character assets) and areas of potential change (infill and redevelopment opportunities). This will include a building and land inventory, and an assessment of streetscape elements, parking, pedestrian and bicycle mobility and safety, utilities, civic uses, commercial anchors, wayfinding/signage, public art and other important physical components.

DT 1.2 REGULATORY ASSESSMENT AND RECOMMENDATIONS

The city land use regulations and processes will be evaluated specifically for Downtown and the Commercial District. The planning team will make recommendations for changes that are needed to implement the community vision and goals.

DT 1.3 MARKET ASSESSMENT AND RECOMMENDATIONS

This component shows what function Downtown plays in the local economy compared to other commercial/employment areas. It will highlight the role and economic potential of downtown and the commercial district in the regional economy. This will include the identification of feasible economic opportunities for Downtown and the Commercial District. Data sources include sales tax data, Chamber of Commerce reports, ESRI Business Online Market Assessment Software, and other readily available information.

DT 1.4 ORGANIZATIONAL CAPACITY ASSESSMENT

While the city can take the lead on streetscape and public realm improvements, the business community and its customers are the impetus for real economic change. The capacity of community organizations such as the Chamber of Commerce, historic preservation groups and business coalitions is a critical component of the Downtown and Commercial District Assessment and of the successful implementation of the recommendations.

DT 1.5 FUNDING MECHANISMS

Without funding, the city will not be able to install public realm improvements and property owners and businesses may need financial assistance. This component of the

assessment will list the fiscal resources and grant opportunities that can help make it happen.

DT 1.6 IMPLEMENTATION MATRIX

This concise plan summary will include details about how to implement the recommendations. It answers: What do we want to do? Who is responsible? How do we pay for it? When does the project occur?

COMMUNITY INVOLVEMENT

The Downtown and Commercial District Assessment will draw from the community involvement strategy for the entire Comprehensive Plan, but will provide a much more targeted outreach process focused on commercial landowners, tourism advocates, historic preservation advocates, businesses and City Department Heads.

DT.A Summary of Community Input and Implementation Partners Input

DT.B Business Community Interviews

DT.C Business Community Survey

DT.D Business Community Forums - One lunch event and one evening event with open discussion and key pad polling.

DT.E Attend Meetings - A Chamber of Commerce meeting and other regular meetings of any other downtown advocacy groups.

DT.F Walking Tour with Business and Community Leaders

DELIVERABLE

DT.G Downtown and Commercial District Assessment Report - This report will include vision, goals, strategies, and a clear implementation matrix. The background information will be integrated into the planning topics and community input will be concisely summarized. The plan will be illustrated with plan view diagrams summarizing development opportunities and planned improvements in the public realm. Schematic renderings and other images will help visualize catalytic projects.

SEPARATE COST ITEM # 2 - SETTING UP FOR LAND USE CODE AMENDMENTS

At this stage the consulting team can make recommendations for changes to the existing development code. Municipal land use codes should possess several core attributes in order to appropriately regulate the development of land:

- Consistency with the Comprehensive Plan and other relevant policy documents
- Written and organized for user friendliness
- Clear application processes, application contents requirements and review criteria
- Clear distinctions between development standards and the application/review processes
- Predictability for application submittal requirements, review and final decision timelines,
- Construction-related procedures and ongoing enforcement.

This is also an opportunity to recommend changes to the development regulations that are needed to implement the comprehensive plan including a thorough evaluation of the dimensional standards, parking requirements, and allowed uses.

STAFF INVOLVEMENT:

CODE.A **Meet with staff to identify known issues** with the land use code.

CODE.B **Meet with staff to review and refine the code assessment and recommendations.**

DELIVERABLE

CODE.C **Code Assessment and Recommendations** - This report will include a review of all components of the development regulations and will summarize recommendations to improve the overall user-friendliness of the regulations and recommendations for revisions needed to implement the comprehensive plan and downtown element.

QUALIFICATIONS

WHY THIS TEAM?

RPI Consulting is a strategic planning firm with a 15 year track record of providing small towns, cities, and rural counties in the Western U.S. with the information and planning tools needed to implement their goals. Since we started the business in 2001, economic principles have been at the core of our planning practice. Our approach is to integrate actionable economic development strategies and local government budgetary/fiscal analysis into all phases of the comprehensive planning process to ensure that implementation steps reflect economic realities and feasible opportunities for growth.

RPI has had the privilege of preparing comprehensive plans in widely diverse rural and small town environments, ranging from amenity-driven mountain communities like Carbondale, Buena Vista, Silverton and San Juan County, to plains economies such as Limon, Colorado; Douglas, Wyoming; and Casper, Wyoming. In each of these locales we brought a customized approach, solid technical skills, and a determination to understand and resolve the issues at hand.

We have worked extensively at both municipal and county levels and are very experienced coordinating between these levels of government. We have just finished the Lake County and City of Leadville Coordinated Comprehensive Plans earlier this winter, and in 2011 we completed the San Juan County and Silverton Joint Master Plan, so we have recent experience working jointly between counties and municipalities to produce coordinated comprehensive plans.



RPI CONSULTING TEAM

With five highly qualified people on staff (all official RPI employees), we have the capacity we need to make the City of Alamosa Comprehensive Plan a great success. We have a solid record and great momentum as a company.



Gabe Preston, Company Owner & Project Manager: With 16 years' experience as a community planner and economic analyst, Gabe has achieved a balance between the information/technical elements of planning and the community outreach side of the job. As the lead consultant or team member on over a dozen comprehensive/master plans, Gabe is an accomplished long-range planner with an inclusive facilitation style that encourages authentic public involvement and builds support for each plan. His ability to build community support is complemented by his technical knowledge. Gabe has been project lead for more than a hundred technical planning projects including economic analysis, housing needs assessments, market studies, fiscal analysis/impact fees, economic development, infill planning, transportation/connectivity planning, and GIS mapping. Mr. Preston's educational background is in Mathematics (BA, St. John's College) and Geography (MS, University of Colorado).

Steven B. Mullen, Community Planner/GIS Specialist, Rural and Small Town Planner:

Steve is an expert community planner, using an innovative process and methodology for public decision-making and impact analysis. His participatory planning process effectively engages citizens and facilitates a common vision while garnering high levels of consensus around the final solution. Steve also specializes in small town design, CommunityViz applications, key-pad polling, training and consulting with 21 years of professional practice.

His approach to community planning is a complete public-engagement process that has been refined and tested through many years of public-sector consulting. The integration of good process with tools such as key-pad polling, Growth Challenge Game and CommunityViz impact analysis software dramatically improves a planner's ability to demonstrate to participants that they are directly influencing the planning outcomes. His unique method for public involvement has meeting attendees fully engaged from meeting number one in shaping community opportunities and constraints, goals and objectives, alternative futures, and the preferred plan. The ability to use these tools effectively to engage a community, realize a common vision and create ownership in the final product results in a comprehensive plan with a high degree of community support and a proven likelihood it will be adopted and implemented. Steve has been a speaker at many national conferences and is a published author of numerous papers and articles. He serves as an active member of the Land Trust Alliance, American Planning Association, Congress for New Urbanism and American Society of Landscape Architects.

Ian Barrowclough, Economic Planner: During his 10 years with RPI Consulting, Ian has worked on a variety of economic development and planning projects throughout the West as well as technical studies such as market studies and financing analysis for municipal and county governments. Mr. Barrowclough has analyzed both specific and general development scenarios, has managed and worked on multi- and cross-jurisdictional projects, as well as generating complex feasibility studies, build-out forecasts, and capital facilities planning for a variety of public sector services. Finally he acts as the firm's community indicators specialist with his special talent for finding the information we need to inform the planning process and presenting it in a way anyone can understand. Mr. Barrowclough graduated Cum Laude from Fort Lewis College with degrees in Economics and Political Science.

Craig Dossey, Land Use Code, Local Government Law, Intergovernmental Cooperation:

With nine years of experience as a county and municipal planner, land development code specialist, and large scale development and utilities project manager, Craig has developed the ability to analytically assess, draft, and implement local government regulations. Craig has been project lead for a number of county and total-



development code rewrites and authoring code amendments needed to address topical issues, such as oil and gas development and the wind and solar energy generation industry. Craig has also provided expert technical assistance on multiple other regulatory amendments, including the development of county guidelines and regulations pursuant to Colorado Revised Statutes Title 24, Article 65.1, for Areas and Activities of State Interest. As a planner, Craig worked with property owners and developers to evaluate and permit a variety of developments ranging from small-scale residential subdivisions to large-scale commercial and industrial developments. As a senior project manager and senior planner, Craig has effectively utilized both existing and recently adopted local government regulations to evaluate large-scale developments, specifically with regard to multi-jurisdictional utility projects, energy production, and the creation of Colorado Revised Statutes Title 32 Special Districts. Mr. Dossey's diverse educational background in law and technical writing (Juris Doctorate, University of Denver and Bachelor of Arts in General English, Fort Lewis College) and in urban and regional planning (Masters, University of Colorado at Denver) combine to offer a unique set of analytical, creative, and legal abilities.

Iris Nott, Support Staff - Iris is our newest staff member. She joined RPI after finishing two years in the U.S. Peace Corps where she served in Guyana, South America. During her time in the Peace Corps Iris was an elementary school teacher and the lead project manager for a new community library. Iris is a Colorado native who grew up in the Roaring Fork Valley and now lives in Durango. Ms. Nott speaks Spanish and graduated from Fort Lewis College with a degree in Political Science.

RPI Consulting is proud to offer our small and accountable team to assist Alamosa City with this important project.

RECENT PROJECT EXAMPLES AND REFERENCES

RPI has completed over 20 Comprehensive Plans since we started in 2001. Following are several project profiles and references for recent county and municipal plans completed by RPI Consulting. The more detailed recent project profiles are followed by a longer lists of many other relevant projects we have completed recently and over the past 10 or so years.



Lake County and City of Leadville, CO, Coordinated Comprehensive Plans Rewrite (2015) – This coordinated update provided both Leadville and Lake County with new customized comprehensive plans and land use code assessments that detail the steps to implement the comprehensive plan. These plans contain an “Economic Growth” element that provides strategies for growing the economy, and build from the Community Assessment by the Colorado Main Street Program and the Lake County

Economic Development Corporation. Both plans also contain a bike and pedestrian mobility element that list maps and provide conceptual design strategies for making it safer and more attractive to get around without driving a car. Each plan includes a future land use plan that outlined zoning changes needed to implement the plan.

Contacts: Lake County Planning, Paul Clarkson, pclarkson@co.lake.co.us 719-486-7468
City of Leadville, Sarah Dallas, adminservices@leadvill-co.gov 719-486-1040

Grand County, UT, General Plan Update (2013) - This re-write of the 2004 Grand County General Plan began by articulating the community vision, which continued to guide the plan at each stage with several community events, meetings and web surveys. The goal of the update was to establish a ‘one-stop’ county-wide general plan with a complete future land use map uniting the diverse communities across the County, from the economic engine of Moab, to rural centers like Cisco and Crescent Junction to rural and remote lands in southeast Utah. The update evaluated and modified previous plan policies and established new ones to reflect evolving opinions about transportation, self-sufficiency, US 191 cleanup, fiscal cost-benefits of various development patterns, and other topics. It also evaluated public support for 2008 Land Use Code rewrite, identified needed code changes. Planning was integrated with economic analysis to ensure implementation and it identified the strategic partnerships needed to make the plan a success. The Plan was approved unanimously by the planning commission and adopted by the County Council in 2012.

Contact: Krissie Braun, Planning Director, 435-259-1371

City of McCall Idaho, Downtown Master Plan, 2014, Idaho APA Outstanding Plan Award - RPI Consulting was the

economic development specialist on this master plan that won both the Idaho Chapter APA Outstanding Plan Award and also Best Plan by Idaho Smart Growth. The focus was on building volume downtown, better connecting downtown to nearby neighborhoods and commercial corridors, improving pedestrian safety along the busy highway through downtown and more effectively embracing the lake front and connecting it to downtown. The City has already taken several actions and are busy implementing the plan.



Contact: Michelle Groenevelt, Community Development Director, mgroenevelt@mccall.id.us (208) 634-5229

Town of Carbondale, CO Comprehensive Plan Re-Write and Land Use Code Assessment (2013)

RPI Consulting recently completed an update of Carbondale's comprehensive plan and land use code assessment. The plan provides a framework for achieving a sustainable future at the local level with strategies that aim to align community, environment, and economy and provides a detailed guide for updating the land use code (now complete). It provides general guidance on growth and land use as well as the community's expectations on development and evaluated the fiscal / budgetary implications of various growth scenarios. It includes a pedestrian / bike mobility plan that provides a framework for attaining a continuous, well-connected system of streets, sidewalks, and pathways so that getting around Carbondale without an automobile is a safe, viable and attractive option. The plan covers the town and the three-mile area in order to integrate with the county to guide the long-range future of Carbondale. Development and implementation has required extensive public process to ensure civic consensus. The comprehensive plan and land use code assessment were unanimously approved by the Planning Commission and was approved and adopted unanimously by the Town Board of Trustees in January 2013.

Contact: Janet Buck, Senior Planner, jbuck@carbondaleco.net 970-510-1208



City of Douglas, Wyoming, Downtown Master Plan (2015) - This plan covered 15 blocks, including the historic district and dozens of historic buildings. The plan focused on public realm improvements such as widened sidewalks, irrigated planting, street furniture, and signage. In order to build support for implementing the plans, RPI Consulting worked closely with the downtown business community and coordinated with the Main Street Douglas group to establish strategies for building volume in the customer base and ways to entice motorists to get out of their cars and walk around downtown. This included recommended changes to the zoning code that would allow for ‘soft densification’ around downtown and allowing second floor residential units downtown. We also looked beyond downtown at how to better connect the adjacent neighborhoods, abandoned rail yard lands, and commercial corridors to Downtown. As a community on the edge of oil and gas development, the future is uncertain. Douglas downtown was viewed as an opportunity in the context of the entire regional economy and the entire city itself with a thorough market and opportunities analysis.

Contact: Clara Chaffin, Community Development Director, City of Douglas,
cchaffin@cityofdouglas.org 307-358-2132

OTHER RELEVANT PROJECTS

COMPREHENSIVE PLANS

RPI Consulting has been lead consultant or sub-contractor on 25 comprehensive plans, master plans, and general plans for rural communities, small towns, resort jurisdictions and rural counties throughout Colorado and the western U.S. We typically complete, on average, two plans each year. Listed below are additional RPI comprehensive plans.

- **Town of Silverton & San Juan County, CO, 2010** - Joint Comprehensive Plan
- **Town of Blue River, CO, 2014** Comprehensive Plan
- **Town of Buena Vista, CO -2006** Comprehensive Plan
- **Town of Bayfield, CO - 2004** Comprehensive Plan
- **Gunnison County, CO** - Comprehensive Plan
- **City of Monte Vista, CO** - Economic Analysis for Comprehensive Plan
- **Montrose County, CO** - Economic Development Element for Comprehensive Plan
- **Town of Meeker, CO** - Comprehensive plan



ECONOMIC AND BUDGETARY PLANNING

RPI Consulting incorporates fiscal and economic planning strategies into the comprehensive master planning process. We integrate strategic, budgetary planning into the physical land use and infrastructure assessment to create a customized comprehensive master plan designed to ensure successful implementation. Listed below are some recently completed economic planning projects that demonstrate RPI's expertise in economic planning.

- **Grand County, CO 2015** – Economic and Market Profile “Grand Profile”
- **Lake City, CO 2014** - Capital Improvements Plan
- **Nucla & Naturita, CO 2014**- Economic Development Plan and Budgetary Strategies
- **Teton County, WY 2013** - Economic Development Plan
- **Glenwood Springs, CO 2010** - Economic and Fiscal/Budgetary Policy Guide
- **City of Durango, CO 2010** - Retail Market Opportunity Assessment
- **La Plata County, CO 2008**- Economic Vitality Plan and Fiscal/Budgetary Analysis
- **Monte Vista, CO 2005**- Economic Base Analysis & Strategic Action Plan
- **Durango BID, CO 2005**- Recreation Market Opportunity Analysis

CURRENT PROJECTS

With five people on staff (all on payroll, insured, etc.). We have the staff capacity we need to make the Alamosa City Comprehensive Plan Update a great success. We have a solid record and great momentum as a company.

- **Town of Limon, CO, Current Project** - Comprehensive Plan
- **Park County, CO, Current Project** - Countywide Master Plan Update
- **Town of Mead, CO, Current Project** - Wastewater Rates and Tap Fees Study
- **City of Gallup, NM, Current Project** - Downtown Master Plan Market Study and Development Strategies
- **City of Victor, CO, Current Project** - Historic Buildings Renovations and Occupancy Strategy

CONSOLIDATED REFERENCES

Project: Lake County and City of Leadville, CO, Coordinated Comprehensive Plans Rewrite and Land Use Code Assessments(2015)

Contacts: Lake County Planning, Paul Clarkson, pclarkson@co.lake.co.us 719-486-7468
City of Leadville, Sarah Dallas, adminservices@leadvill-co.gov 719-486-1040



Project: Grand County, UT, General Plan Update (2013)

Contact: Krissie Braun, Planning Director, 435-259-1371

Project: City of McCall Idaho, Downtown Master Plan, Idaho APA Outstanding Plan Award (2014)

Contact: Michelle Groenevelt, Community Development Director,
City of McCall mgroenevelt@mccall.id.us (208) 634-5229

Project: Town of Carbondale, CO Comprehensive Plan Re-Write and Land Use Code Assessment (2013)

Contact: Janet Buck, Senior Planner, jbuck@carbondaleco.net 970-510-1208

Project: City of Douglas, Wyoming, Downtown Master Plan (2015)

Contact: Clara Chaffin, Community Development Director, City of Douglas,
cchaffin@cityofdouglas.org 307-358-2132

TIMELINE

This is a revised schedule for the RPI Consulting proposal for the Comprehensive Plan re-write based on the updated timeline for the project provided by county staff. With 6 people on staff and ready to get started on this important project anytime and anticipate completion within 12 months of project initiation.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Phase 1 - Kickoff												
Phase 2 - Plan Elements												
Economic Development												
Infrastructure and Core Services												
Land Use												
Phase 3 - Setting Up For Implementation												
Phase 4 - Plan Review and Adoption												
Downtown/Commercial Needs Assessment												
Land Development Code Assessment												

Attachment A - Scope of Work and Budget

		Principal Hours	Associate Hours	Admin Hours	Labor Costs
	Hourly Rate	\$120	\$90	\$40	
Phase 1 - Kickoff					
1.A	Meet with city departments and leadership and city tour	16	16	4	\$3,520
1.B	Synthesize the long range planning documents and efforts in the past	2	8	8	\$1,280
1. C	Two city council and planning commission update meetings at key points in the process.	16	8		\$2,640
1.D	Economics, Demographics, and Trends and Benchmarks	2	12	4	\$1,480
1.E	Retail Market Study	2	12	4	\$1,480
1.F	Housing Supply and Demand	2	8	6	\$1,200
1.G	Base Maps	4	24		\$2,640
1.H	Schedule of Events and Meetings	4			\$480
Phase 2 - Plan Elements					
Economic Development					
2. A	Community meeting series #1	24	16		\$4,320
2. B	Community interviews	4	16	8	\$2,240
2. C	Web survey	8	24		\$3,120
2. D	Implementation partners interviews	12	12	12	\$3,000
2. E	Implementation partners economic development focus group	16	16	8	\$3,680
2. F	Interim Draft Economic Development Plan Element	12	24	8	\$3,920
Infrastructure and Core Services					
2.G	Interviews and informal communications with Infrastructure and Core Services Focus Group members	16	16		\$3,360
2.H	Implementation Partners Infrastructure and Core Services Focus Group	24	24	16	\$5,680
2. I	Advisory committee meeting #3	16	4		\$2,280
2.J	Inventory and assessment of core infrastructure and assets	4	16	4	\$2,080
2.K	Bike and pedestrian mobility plan	16	32		\$4,800
2.L	Streets and highways assessment	8	16		\$2,400
2.M	Priority parks, recreation, open space improvements	12	16	4	\$3,040
2.N	Water/sewer and other utilities	8	16		\$2,400
2.O	Internet and cell phone infrastructure	16	24	8	\$4,400
Land Use					
2.P	Advisory Committee Meeting #4	12	12	12	\$3,000
2.Q	Community Meeting Series #2	16	40	12	\$6,000
2.R	Meeting with City and County Staff and Leadership	12	16	12	\$3,360
2.S	Future Land Use Map and Plan	8	24		\$3,120
2.T	City Periphery and Three Mile Plan	8	24	4	\$3,280
2.U	Draft Inter Governmental Agreement	8	24		\$3,120
2.V	Hazards Map and Narrative	2	12		\$1,320
Phase 3 - Setting Up For Implementation					
3.A	Implementation Partners Focus Groups Series #2	16	16	4	\$3,520
3.B	City Comprehensive Plan Implementation Guide	16	16	8	\$3,680

Phase 4 - Plan Review and Adoption					
4.A	Public Review Draft Comprehensive Land Use Plan	24	32	16	\$6,400
4.B	Community Meeting Series # 3 - Open House and Presentation of the Draft Plan	16	16	16	\$4,000
4.C	Advisory Committee Meeting #5	12		12	\$1,920
4.D	Penultimate Draft Comprehensive Land Use Plan - Based on input from the	16	8	8	\$2,960
4.E	Hearing # 1 City Planning Commission	12		4	\$1,600
4.F	Final Comprehensive Land Use Plan	8	8	8	\$2,000
4.G	Hearing #2 City Council	12		4	\$1,600
	Travel and Expenses Budget				\$7,000
	SUB TOTAL				\$123,320
Separate Cost Item 1 - Downtown Assessment, Concept Plan and Implementation Program					
DT.A	Summary of Community Input from Comprehensive Plan Process	2	8	8	\$1,280
DT.B	Business Community Interviews	8	8	8	\$2,000
DT.C	Business Community Survey	8	16	8	\$2,720
DT.D	Business Community Forums	16	16		\$3,360
DT.E	Attend Meetings	8		8	\$1,280
DT.F	Walking Tour with Business and Community Leaders	4			\$480
DT.H	Parking Concepts and Alternative Solutions	32	48		\$8,160
DT. I	Concept Drawing for Three Catalytic Downtown Sites	24	48		\$7,200
DT.G	Wayfinding Concepts and Placement	24	32		\$5,760
DT.G	Downtown Pedestrian and Bicycle Improvement Concepts	8	16	4	\$2,560
DT.G	Downtown and Commercial District Assessment and Recommendations Report	32	32	16	\$7,360
	Travel and Meeting Expenses				\$3,000
	SUB TOTAL				\$45,160
Separate Cost Item 2 - Land Development Code Assessment and Correction					
CODE.A	Form a Code Committee	2	2	0	\$420
CODE.B	Code Update Roadmap	12	32	4	\$4,480
CODE.C	Code Re-Organization	16	160	40	\$17,920
CODE.D	Revisions to Existing (Reorganized) Content	16	160	40	\$17,920
CODE.E	Filling in the Gaps and Code Illustrations	16	200	40	\$21,520
CODE.F	Eight Code Committee Meetings		72	16	\$7,120
CODE.G	Planning Commision Draft Code Review		32	8	\$3,200
CODE.H	City Council Hearings and Ordinance Readings		32	8	\$3,200
	Travel and Meeting Expenses				\$2,000
	SUB TOTAL				\$79,820
	GRAND TOTAL				\$248,300

Agreement for Services

City of Alamosa

**Comprehensive Plan, Downtown Needs
Assessment and Code Assessment and Correction**

November 2015

AGREEMENT FOR SERVICES

This Agreement for Services (“Agreement”) is entered into by and between City of Alamosa (“City”) and RPI Consulting LLC, 1911 Main Avenue Suite 224, Durango, CO 81301 (“RPI”).

RECITALS

1. **WHEREAS**, RPI specializes in comprehensive planning, downtown planning, and land use code re-writes; and
2. **WHEREAS**, the City has obtained a grant from the State of Colorado Department of Local Affairs to help fund a revision to the City’s Comprehensive Plan; and
3. **WHEREAS**, the City desires to contract with RPI for completing the City of Alamosa Comprehensive Plan and for additional related services including a revision of its land use ordinances;

THEREFORE, the parties agree to enter into this Agreement for Services with the following terms and conditions.

1. **SCOPE OF SERVICES.** RPI agrees to perform the services and provide the products as listed in **Attachment A – Scope of Services and Budget**
2. **COMPENSATION.** The City agrees to compensate RPI in the not-to-exceed amount of: \$248,300 (Two Hundred Forty Eight Thousand Three Hundred) for services provided by RPI as listed in **Attachment A – Scope of Services and Budget.**
3. **SCHEDULE.** The comprehensive plan will be completed over the course of one year and the schedule will be finalized with the City within two weeks of the execution of this contract. In no event may the work to be completed pursuant to this Agreement be completed after June 1, 2017.
4. **PROVISION OF PUBLIC INFORMATION.** The City agrees to provide all available requested public information that is available to them to RPI, including land use codes, other regulations and ordinances, community surveys, annual budgets, GIS/CAD data, assessor data and other information as identified and requested. The City agrees to accept any billing or payments required by public agencies holding the requested information, which billings and payments shall first be authorized by the City. The City acknowledge that this project will require assistance from the City from time to time to answer questions, gather background information, and provide input to RPI when such input is requested.

5. CONTACT PERSONS. The primary contact person(s) for The City and RPI Consulting LLC are:

The City:	RPI Consulting LLC:
Heather Brooks, City Manager, City of Alamosa	Gabe Preston, Company Owner
300 Hunt Ave	1911 Main Avenue Suite 224
Alamosa, CO 81101	Durango, CO 81301
(719) 587-2509	(970) 382-9886
hbrooks@ci.alamosa.co.us	gabe@rpiconsulting.org

All notices, requests, demands and other communications hereunder shall be deemed given only if in writing signed by an authorized representative of the sender (may be other than the representatives referred to above) and delivered by email, with a hard copy mailed first class, postage prepaid; or when sent by a courier or an express service guaranteeing overnight delivery to the receiving party, addressed to the respective parties through their primary contact persons as set forth above. Either party may change its address or contact person for the purposes of this paragraph by giving written notice of such change to the other party in the manner provided in this Section.

6. INDEPENDENT CONTRACTOR AND CONFLICTS OF INTEREST. RPI shall, during the entire term of this Agreement, be construed to be an independent contractor and nothing in this Agreement is intended, nor shall it be construed, to create an employer/employee relationship, association, joint venture relationship, trust or partnership or to allow City to exercise discretion or control over the professional manner in which RPI performs under this Agreement; provided, however, that the services to be provided by RPI shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of City is to insure that services are rendered and performed in a competent, efficient and satisfactory manner. RPI shall be fully responsible for payment of all taxes due to state and federal governments which would be withheld from compensation if RPI were a City employee. City shall not be liable for deductions for any amount for any purpose relating to RPI's compensation. RPI shall not be eligible for coverage under City's workers' compensation insurance plan, benefits under the Public Employee Retirement System or be eligible for any other City benefit. No party shall be the agent of, or have a right or power to bind, the other Party without its express written consent. RPI customarily is engaged in the independent trade, occupation, profession, or business related to the duties to be performed by RPI under this Agreement. It is understood that RPI is free to contract for similar services to be performed for others while under contract with the City so long as RPI is able to fully satisfy RPI's obligations under this Agreement. RPI shall pay when due all required employment taxes and income tax withholding with respect to its employees and agents, including all federal and state income

tax on any monies paid pursuant to this Agreement. RPI acknowledges that RPI is obligated to pay federal and state income tax on any monies earned pursuant to the contract relationship, if any be due. RPI acknowledges that this Agreement does not give rise to any duty of City to incur unemployment insurance obligations, or coverage under the applicable workers' compensation laws. **RPI AND ITS EMPLOYEES ARE NOT ENTITLED TO WORKER'S COMPENSATION BENEFITS OR UNEMPLOYMENT INSURANCE BENEFITS UNLESS RPI OR A THIRD PARTY PROVIDES SUCH COVERAGE, AND RPI ACKNOWLEDGES THAT CITY DOES NOT PAY FOR OR OTHERWISE PROVIDE SUCH COVERAGE.** RPI shall have no authorization, express or implied to bind the City to any agreement, liability, or understanding except as expressly set forth herein. RPI shall provide and keep in force, and shall provide proof upon request, workers compensation and unemployment compensation insurance on its employees and agents in the amounts required by law. RPI shall be solely responsible for its acts and those of its employees, agents, and servants. RPI, including its employees, agents, and subconsultants, shall not maintain or acquire any direct or indirect interest that conflicts with the performance of this Agreement. RPI represents and warrants to City that it has and shall maintain all licenses, permits, qualifications and approvals of any nature whatsoever that are legally required for RPI to practice its profession. RPI represents and warrants to City that RPI shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals that are legally required for RPI to practice its profession.

7. **BILLING.** RPI shall submit invoices based on completion of phases as priced in **Attachment A – Scope of Services and Budget** or on the percentage of completion of these phases. Upon request, the City shall have access to backup payroll documentation identifying individual employee, date, and hours worked to verify the charges. The City shall pay the invoice within forty-five (45) days of receipt unless the work or the documentation thereof is unsatisfactory. These records shall be made available for audit purposes to state and federal authorities, or any authorized representative of City. RPI shall retain such records for FIVE YEARS after the expiration of this Agreement, unless prior permission to destroy them is granted by City. Subject to CRS §24-30-202.4 (3.5), the State Controller may withhold payment under the State's vendor offset intercept system for debts owed to State agencies for: (a) unpaid child support debts or child support arrearages; (b) unpaid balances of tax, accrued interest, or other charges specified in CRS §39-21-101, et seq.; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) amounts required to be paid to the Unemployment Compensation Fund; and (e) other unpaid debts owing to the State as a result of final agency determination or judicial action. If such withholding is made, the City will withhold such payment from RPI.
8. **CONFIDENTIAL INFORMATION.** Confidential information of any nature that either party acquires regarding any aspect of the other party's business shall be treated in strict confidence, subject to the requirements of the Open Records Act. Information so obtained shall not be divulged, furnished or made accessible to third parties without the written

permission of the other party to this Agreement. Both parties retain the right to do business with third parties in matters that may be competitive with the interests of the other party to this Agreement. However, the confidentiality constraints above shall be binding and have precedence over these business matters. RPI and any subcontractors who may come into contact with State of Colorado records and confidential information are subject to the confidentiality requirements set forth in the Grant Agreement between the City and the state of Colorado, Department of Local Affairs, and shall obtain a written explanation of such requirements before they are permitted to access such records and information. RPI may retain and use all data furnished to it, except such data which may be marked "confidential" and required to be returned, and may use all plans, designs, specifications and other work product created by RPI in providing services hereunder. Any use of such work product that includes proprietary information shall not identify City; nor shall the manner of such use have the effect of identifying City.

9. INDEMNIFICATION AND INSURANCE. RPI shall defend, indemnify and hold harmless City, its elected officials, officers, employees, agents and volunteers, and each and every one of them, from and against all actions, damages, costs, liability, claims, losses, penalties and expenses (including, but not limited to, reasonable attorney's fees of the City Attorney or legal counsel retained by City, expert fees, litigation costs, and investigation costs) of every type and description to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, the negligent performance of this Agreement by RPI, whether or not caused in part by passive negligence of the Party indemnified hereunder. RPI will conduct all defense at its sole cost and expense and City shall have the right to approve or disapprove the legal counsel retained solely to represent City's interest. City shall be reimbursed for all costs and attorney's fees incurred by City in enforcing this obligation. RPI agrees to procure and maintain, at its own cost, a policy or policies of insurance as called for in this agreement. Insurance shall be procured and maintained with forms and insurers acceptable to the City. The City and the State of Colorado shall be named as additional insureds on the Commercial General Liability and Automobile Liability Insurance policies. All insurance as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against the City or the State of Colorado, its agencies, institutions, organizations, officers, agents, employees, and volunteers. All coverages shall be continuously maintained during the term of this agreement. The insurance policies shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the City. Each shall be primary insurance and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by RPI. The policy limits of RPI's insurance policies do not act as a limitation upon the amount of indemnification to be provided by RPI. RPI shall provide the City with certificates of insurance, or other acceptable evidence, showing the required coverages. The City reserves the right to request and receive a certified copy of any policy.

- a. RPI shall procure and maintain the minimum insurance coverages listed below.
 - i. Workers' compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee of RPI engaged in the performance of work under this agreement.
 - ii. Professional liability errors and omissions coverage with One Million Dollars (\$1,000,000.00) per occurrence.
 - iii. Commercial General liability coverage of Two Million Dollars (\$2,000,000) per occurrence.
 - iv. Auto liability coverage of One Million Dollars (\$1,000,000) per accident.
- b. RPI shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, duration, or types.
- c. Failure on the part of RPI to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this contract, or at its discretion the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by RPI upon demand, or the City may offset the cost of the premiums against any monies due to RPI.
- d. RPI shall be responsible for any deductible under any policy required above.

10. CONTRACT TERMINATION. This Agreement may be terminated by the City of Alamosa for cause in the event of unacceptable or insufficient performance by the RPI and failure to remedy such deficient performance within fifteen (15) days of written notice specifying such deficiency. City may terminate this Agreement immediately upon written notice to RPI if funding ceases or is materially decreased during the term of this Agreement. In the event that City gives notice of termination, RPI shall promptly provide to City any and all finished and unfinished reports, data, studies, photographs, charts or other work product prepared by RPI pursuant to this Agreement. City shall have full ownership, including, but not limited to, intellectual property rights, and control of all such finished and unfinished reports, data, studies, photographs, charts or other work product. In the event that City terminates the Agreement, City shall pay RPI the reasonable value of services rendered by RPI pursuant to this Agreement; provided, however, that City shall not in any manner be liable for lost profits which might have been made by RPI had RPI completed the services required by this Agreement. RPI shall, not later than ten (10) calendar days after termination of this Agreement by City, furnish to City such financial information as in the judgment of the City's representative is necessary to determine the

reasonable value of the services rendered by RPI. In no event shall the termination of this Agreement be construed as a waiver of any right to seek remedies in law, equity or otherwise for a Party's failure to perform each obligation required by this Agreement.

11. IMMIGRATION COMPLIANCE CERTIFICATION. Pursuant to COLO. REV. STAT. § 8-17.5-101, et seq, RPI certifies the following:

- a. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract.
- b. Contractor shall not enter into a contract with a subcontractor that fails to certify to RPI that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract.
- c. RPI has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Contract through participation in either (a) the E-Verify Program, (the electronic employment verification program jointly administered by the U.S. Department of Homeland Security and the Social Security Administration, or its successor program) or (b) the Department Program (the employment verification program established pursuant to C.R.S. § 8-17.5-102(5)(c).
- d. If RPI obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, RPI shall be required to: (a) notify the Subcontractor and the City within three (3) days that RPI has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and (b) terminate the subcontract with the subcontractor, if within three (3) days of receiving the notice, the subcontractor does not stop employing or contracting with the illegal alien; except that RPI shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- e. RPI shall comply with any reasonable request by the Department of Labor and Employment in the course of an investigation that the Department undertakes pursuant to C.R.S. § 8-17.5-102(5).
- f. If RPI violates these illegal alien provisions, the City may terminate this Contract for a breach of contract. If this Contract is so terminated, RPI shall be liable for actual and consequential damages to the City.
- g. RPI shall notify the City of participation in the Department Program and shall, within twenty (20) days after hiring an employee who is newly hired for employment to

perform work under this Contract, affirm that RPI has examined the legal work status of such employee, retained file copies of the documents required by 8 USC § 1324a, and not altered or falsified the identification documents for such employee. Contractor shall provide a written, notarized copy of the affirmation to the City.

12. COUNTERPARTS: FACSIMILE TRANSMISSION. This Agreement may be executed by facsimile and/or in any number of counterparts, any or all of which may contain the signatures of less than all the parties, and all of which shall be construed together as but a single instrument and shall be binding on the parties as though originally executed on one originally executed document. All facsimile counterparts shall be promptly followed with delivery of original executed counterparts.

13. PAYMENTS BY THE CITY. Any and all payments of money by the City pursuant to this Agreement shall be subject to the annual appropriations of money.

14. GOVERNMENTAL IMMUNITY. RPI understands and acknowledges that the City relies on and does not waive or intend to waive by any portion of this Agreement any provision of the Colorado Governmental Immunity Act, COLO. REV. STAT. § 24-10-101, *et seq.*

15. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Colorado, both as to interpretation and performance. The courts of the State of Colorado shall have exclusive jurisdiction to resolve any disputes arising out of this Agreement and venue shall be in Alamosa County, Colorado.

16. SEVERABILITY. If any part, term, or provision of this Agreement is held by the courts to be unenforceable or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

17. WAIVER. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided therein or by law.

18. ASSIGNMENT. RPI shall neither assign any responsibilities nor delegate any duties arising under this Agreement without the prior written consent of the City. RPI may use the services of independent contractors and subcontractors to perform a portion of its obligations under this Agreement with the prior written approval of City. Independent contractors and subcontractors shall be provided with a copy of this Agreement and RPI shall have an affirmative duty to assure that said independent contractors and subcontractors comply with the same and agree to be bound by its terms. RPI shall be the responsible party with respect to all actions of its independent contractors and subcontractors, and shall obtain such insurance

and indemnity provisions from its contractors and subcontractors as the City shall determine to be necessary.

19. ENTIRE AGREEMENT. This Agreement (including the exhibits, schedules and other documents referred therein) constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any and all prior agreements, oral or written, between the parties with respect to the subject matter hereof.

20. NO THIRD PARTIES. No provision of this Agreement is intended to, or shall be for the benefit of, or construed to create rights in, or grant remedies to, any person or entity not a party hereto.

21. OWNERSHIP OF DELIVERABLES. All completed reports and other data or documents, or computer media including diskettes, and other materials provided or prepared by RPI in accordance with this Agreement are the property of City, and may be used by City. City shall have all intellectual property rights including, but not limited to, copyright and patent rights, in said documents, computer media, and other materials provided by RPI. City shall release, defend, indemnify and hold harmless RPI from all claims, costs, expenses, damage or liability arising out of or resulting from the use or modification of any reports, data, documents, drawings, specifications or other work product prepared by RPI, except use by City on those portions of the project for which such items were prepared.

22. COMPLIANCE WITH LAWS – NONDISCRIMINATION. RPI shall comply with all applicable laws, ordinances and codes of federal, state and local governments. In the performance of this Agreement, RPI shall not discriminate against any employee or applicant for employment because of race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or non-membership in any organization. RPI shall take affirmative action to ensure applicants are employed and that employees are treated during their employment without regard to their race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or non-membership in any organization. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

Agreement read, understood and accepted:

THE CITY:

City of Alamosa, Colorado

By:

Heather Brooks

City Manager, City of Alamosa

Signature _____

Date _____

RPI CONSULTING, LLC:

By:

Gabe Preston

Company Owner, RPI Consulting LLC

Signature _____

Date _____

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

Resolution 15-2015 to act as fiscal agent for the grant application for the San Luis Valley Inspire Initiative grant from the State Board of the Great Outdoors Colorado Trust Fund

Recommended Action:

Staff recommends that Council adopt Resolution 15-2015 to act as fiscal agent for the grant application for the San Luis Valley Inspire Initiative grant from the State Board of the Great Outdoors Colorado Trust Fund.

Background:

Staff received a phone call from the community partners working on an application for a \$83,890 grant through the GOCO Inspire Initiative. Initially the group anticipated using Adams State University as the fiscal agent. After their submission they were notified that ASU could not serve as fiscal agent and they needed to bring in either a city, county, or special district as the fiscal agent. As you can see from the list of partners in the grant, City staff was somewhat involved in the application and project definition and therefore, our involvement as fiscal agent would be logical.

Staff has received confirmation from GOCO that the City can still apply for other GOCO grants since we are preparing the application for the ice rink/multi-purpose facility. The Inspire Initiative is considered a separate program.

The project is focused on conducting community outreach in the valley to determine what needs exist to help connect youth with the outdoors. The attached grant application provides much more detailed information.

Issue Before the Council:

Does Council wish to adopt Resolution 15-2015?

Alternatives:

While Council is free to select or develop any number of alternatives, those listed below are examples.

- Adopt the resolution as presented, allowing the City to serve as fiscal agent for the grant.
- Amend the resolution and provide further direction to staff.
- Decline to adopt the resolution in any form and give staff further direction.

Fiscal Impact:

Staff does not anticipate a financial impact from serving as the fiscal agent. Staff from the Parks and Recreation Department have already been involved and would continue to be involved regardless if the City serves as the fiscal agent.

Legal Opinion:

The City Attorney will be present for questions.

Conclusion:

A group of valley partners have prepared an application for a \$83,890 grant through the COCO Inspire Initiative. They have asked the City to serve as the fiscal agent.

ATTACHMENTS:

Description	Type
▣ Resolution 15-2015	Backup Material
▣ Grant Application	Backup Material
▣ Map	Backup Material
▣ Photos	Backup Material
▣ Youth Assignment #1	Backup Material
▣ Youth Assignment #2	Backup Material

Resolution No. 15-2015

**A RESOLUTION TO ACT AS FISCAL AGENT FOR THE
GRANT APPLICATION FOR THE SAN LUIS VALLEY
INSPIRE INITIATIVE GRANT FROM THE STATE BOARD
OF THE GREAT OUTDOORS COLORADO TRUST FUND**

WHEREAS, the City of Alamosa supports the Southwest Conservation Corps and Conservation Legacy's Great Outdoors Colorado grant application for the San Luis Valley Inspire Initiative; and

WHEREAS if the grant is awarded, the City of Alamosa supports the completion of the project;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Alamosa, Colorado that:

Section 1: The City Council of the City of Alamosa strongly supports the application.

Section 2: If the grant is awarded, the City Council of the City of Alamosa strongly supports the completion of the project.

Section 3: The City Council of the City of Alamosa authorizes the City of Alamosa to serve as the fiscal agent for the grant if the grant is awarded.

Section 4: This resolution to be in full force and effect from and after its passage and approval.

APPROVED AND ADOPTED, this 4th day of November, 2015.

CITY OF ALAMOSA, COLORADO

By: _____
Josef P. Lucero, Mayor

ATTEST:

Holly Martinez, City Clerk



Project Summary Form,

PRIMARY ORGANIZATION / CONTACT

Organization Name: Conservation Legacy	
Contact Name: Jody Karr-Silaski	Title: Regional Director, Southwest Conservation Corps
Mailing Address: 701 E. HWY 50, Salida, CO 81201	
Telephone: 719-539-2438	Email: jody@conservationlegacy.org

COALITION MEMBERS TO DATE

Organization 1. Adams State University
Organization 2. Alpine Achievers Initiative
Organization 3. Boys & Girls Club of Alamosa
Organization 4. City of Alamosa Parks and Recreation Department
Organization 5. Conejos County Clean Water, Inc.
Organization 6. Crestone Creative District
Organization 7. Rio Grande Headwaters Land Trust
Organization 8. San Luis Valley Local Foods Coalition
Organization 9. Southwest Conservation Corps (Conservation Legacy)
Organization 10. Town of Del Norte

ABOUT THE PROJECT

Project Title: San Luis Valley Inspire Initiative	
Planning Grant Request (not to exceed \$100,000): \$83,890	
Total Planning Project Cost: \$ 129,040	
Indicate if you are applying for a Level 1 or Level 2 Planning Grant: Level 1	
Percent of overall match (% of total project cost): 37	Percent of cash match (% of total project cost): 36
County of Service: Saguache, Alamosa, Rio Grande, Conejos	City: Saguache, Crestone, Alamosa, Del Norte, Antonito
Provide a 500 word project description on a separate sheet of paper	



Project Summary Form,

APPLICATION CHECKLIST

Verify that this application contains all of the following required documents and the application is in this order:

- ☒ 500 word Project Description
- ☒ Response to Selection Criteria Narrative Questions
- ☒ Attachments to Selection Criteria Narrative:
 - ☒ Map(s) identifying the community
 - ☒ Photos, if applicable
 - ☒ Youth assignment
- ☒ Budget and Preliminary Timeline Form

I confirm that I have contacted GOCO staff prior to submitting this application and that all of the information presented on this summary form and throughout the application is true and accurate.

Primary Contact Signature:

Jody Karr-Silaski

Date:

8/28/15

Printed Name and Title:

Jody Karr-Silaski
Regional Director, SCC - Los Valles

Project Description (500 words):

The release of GOCO's Inspire Initiative RFP lit a fire among youth and family-serving stakeholders—community members, schools, non-profit organizations, municipalities, state and federal agencies, and small businesses—in the San Luis Valley (SLV). GOCO's focus on developing a community-driven process to address barriers for youth and families that are underserved in outdoor spaces and outdoor experiences spoke directly to the region's needs and interests.

The Valley is ideal for selection as an Inspire Initiative pilot community for a number of important reasons:

- ***The need is great.*** The Valley persistently ranks as the State's lowest in income; poverty rates are close to double Colorado's average of 12.2%.
- ***The region is diverse.*** The Valley's 47% Hispanic/Latino population represents the highest percentage of any region in the State.
- ***A wealth of assets.*** The Valley has an abundance of outdoor education and recreation possibilities accessible to all its communities, as well as many innovative, impactful outdoor programs.
- ***A record of collaborative successes.*** The Valley has demonstrated that its communities have the vision, desire, and capability to collaborate powerfully and productively.

Through inclusive dialogue, a strategy emerged to select five regional community hubs well-positioned to serve as mobilizing points for a Valley-wide initiative that would address *Places, Programs, and Pathways*. Saguache, Crestone, Del Norte, Alamosa, and Antonito were identified as initial communities that would host facilitated youth and family engagement activities during the planning period to identify appropriate ways **to enhance in-town critical recreation infrastructure.**

An important insight emerged from SLV Inspire Coalition stakeholder meetings: the Valley has a wealth of innovative, impactful outdoor programming for youth, but impoverished communities and the dispersed geographic nature of the Valley are significant barriers to sharing resources and best practices. The Coalition will team with a *Youth Initiatives Coordinator* to identify and enhance existing outdoor programming for youth and families throughout the Valley **and facilitate the sharing of program infrastructure, resources, and expertise to increase capacity.**

Coalition dialogues have already identified a number of organizations providing stewardship opportunities and career pathways for youth in the Valley. During the planning period, stewardship-focused organizations will work together to identify ways to adapt and customize existing programming **to effectively engage more elementary, middle, and high school youth in stewardship opportunities and paid outdoor service learning.**

Valley-wide there is tremendous excitement and momentum currently energizing a wide variety of efforts to decrease barriers in backyard and wilderness experiences for families and youth, which demonstrate an alignment with Inspire Initiative goals. The SLV Inspire Coalition is a diverse group ready to meet community members *at their tables* to assess how, together, we can create transformational opportunities for kids to appreciate, enjoy, and take care of our great outdoors.

"The ability of our Valley to create this proposal in such a short time, so ably, and so collaboratively is, I think, worth mentioning in some way. I believe it has been an extraordinary rendering of unity and capability." -*SLV Inspire Coalition Member*

1. People, communities and landscape in the San Luis Valley

Where Wilderness and Community Meet

The San Luis Valley (SLV) in south-central Colorado is the largest alpine valley in North America, comprised of the six rural counties of Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache, each maintaining a separate identity but economically interdependent. Larger than the state of Massachusetts, the Valley shows a 2010 population of 46,027, roughly 5.6 persons per square mile.

Within its borders, the Valley harbors great diversity of natural and cultural settings. The Valley's 47% Hispanic/Latino population represents the highest percentage of any region in the state. Home to third and fourth generation Spanish settlement families, significant Hispanic Heritage sites, as well as one of the largest land-owning Hispanic communities in Colorado, the history, culture, and traditions of Spanish settlement remain intact in many communities.

Although the SLV contains over 2,000,000 acres of land, it is only supported by one urgent care center, one Wal-Mart and two major grocery stores. Otherwise, communities have only small, more expensive healthcare and shopping options.

The Rio Grande is the lifeblood of the Valley's community and agricultural economy. Canals and ditches from the Rio Grande and the Conejos River, its largest tributary, supply one of the State's most productive farming areas, growing potatoes, beer barley, alfalfa, and other crops. The SLV is also known for its many unique geological features such as the Great Sand Dunes and recreational opportunities such as mountain biking, climbing, and hiking, as well as deep-rooted Hispanic culture, historic mines, and vast wetlands that sustain over 200 species of migratory birds, including the entire Rocky Mountain flock of the Great Sandhill Crane.

Barriers Faced by Youth

The geographically isolated rural communities and high rates of poverty in the SLV contribute to the major barriers preventing youth from getting outdoors: (1) A lack of affordable and reliable transportation means limited access to wilderness settings and open spaces, which are often far from town centers. There are no public transportation services in the SLV, and entities like the Boys and Girls Club simply cannot afford to take their buses to remote locations. (2) Despite abundant opportunities to enjoy the outdoors, parents/guardians often lack the resources, skills, and confidence needed to initiate many types of outdoor experiences. Along the same lines, youth-serving programs often lack qualified or trained adult leadership for many outdoor activities and are stretched beyond their capacity. Youth do not have adults who can initiate an outdoor moment, meaning children lose out on time gardening, camping, hiking, foraging, hunting, and more. (3) The region persistently ranks as the State's lowest in income. SLV data reported in the 2010 Census shows 24.1% of households under \$15,000 as compared with only 11.1% statewide. Valley poverty rates are close to double Colorado's average of 12.2%. (4) In the SLV, the symptoms of poverty display themselves as food insecurity, obesity, malnutrition, health disparities, and insufficient health education. According to the Kids Count Data, all of the six counties have seen a 3% increase in obesity rates to 29% of 5-18 years olds considered obese from 2010-2012. The number of K-12 students on free and reduced-cost lunches has also been increasing. All of the six counties have over 60% of the students qualifying with Saguache and Costilla counties at over 85% of the students qualifying for free and reduced-cost lunches.

According to *Breaking Barriers*, a National Park Service Collaborative working to connect youth and families with the outdoors, "failure to address generational poverty, fears and misperceptions about the outdoors, and lack of experience in wild places may reinforce alienation and disengagement."

Existing Local Efforts that Complement Inspire Initiative Goals

The SLV is frequently characterized as a unique place with a rich abundance of outdoor recreation possibilities accessible to both novice explorers and more experienced outdoor enthusiasts. A lesser known, but equally impressive quality, shared by Valley communities is a demonstrated ability to collaborate powerfully and productively.

In a 2015 Listening Tour organized by the San Luis Valley Rural Philanthropy Days, which engaged all six SLV counties in discussions about the region's character, existing needs, and efforts underway to address those needs, the region was described as "collaborative and community-driven." The Listening Tour report further states that, "while the communities of the San Luis Valley are small and often isolated, the residents are highly engaged in community projects that stretch beyond county lines. The opportunity and need for collaboration has grown immensely in recent years and cross-sector collaboration has made a significant impact. Non-profits, government agencies, and private businesses have come together to assess how they can make a difference in the community through communication, resource sharing, and supporting each other's successes. Diverse groups have partnered to address challenging issues, allowing the community to move forward in a more strategic and sustainable direction."

A perfect example of the collaborative successes in the SLV is the completion of the San Luis Valley Trails and Recreation Master Plan. In 2013-14, the San Luis Valley Great Outdoors (SLV GO) Coalition worked with the Valley's communities, organizations, and residents to create the Master Plan. SLV GO is a diverse group of stakeholders (towns, cities, multiple counties, state and federal agencies, as well as educational and non-profit organizations) collaborating to create and assist in the implementation of a long-term plan to increase physical activity, as well as access to trails and other recreational infrastructure and activities in the SLV.

To engage Valley communities in dialogue about these topics, the SLV GO Coalition hosted open house events in Alamosa, Del Norte, Creede, Saguache, and Crestone. They also used a digital survey to collect additional input: 425 respondents participated in the survey.

The SLV GO Master Plan process compiled the information gained from the extensive and inclusive public engagement and incorporated existing plans such as the Del Norte Trails Master Plan, Costilla County's Trails, Recreation, and Open Space Master Plan, the BLM Travel Management Plan, and the South Fork Parks and Recreation Master Plan, as well as input from tourism, conservation, and recreation organizations. SLV GO offers the Master Plan as a guide and tool for the future enhancement and expansion of outdoor recreation across the SLV's six counties.

Valley-wide there is tremendous excitement and momentum currently energizing a wide variety of efforts to decrease barriers in backyard and wilderness experiences for families and youth, which demonstrates an alignment with Inspire Initiative goals. Alamosa, Del Norte, Saguache, Antonito, and Crestone all have community garden programs at multiple stages of development, with the idea in mind to provide empowering educational spaces that promote healthy living practices through a focus on local agriculture, conservation, and sustainability. All counties have access within two hours of wildlife refuges and the Great Sand Dunes National Park and Preserve, and agency partners are collaborating to provide presentations to the community and schools in order to introduce and encourage local residents to utilize these areas. Several teachers in the Valley have worked together in order to create an engaging place-based curriculum: Teaching Environmental Science Naturally. This curriculum is available to all teachers in the six counties and highlights the Valley's natural outdoor features. The Rio Grande Watershed Conservation and Education Initiative (RGWCEI) reaches 11,000 students across the Valley with water, natural resource, and agricultural education,

as well as offering classroom visits, field tours, and excursions on both private and public lands. This 29-year-old program works with all 14 Valley school districts.

SLV Inspire Coalition: Poised to Make a Difference

SLV Inspire Coalition members represent a wide variety of youth and family-serving organizations and programs including schools, municipalities, the non-profit sector, public land management agencies, prevention coalitions, and Adams State University (ASU). The Coalition began an exploration of stakeholder interests by hosting community meetings to learn about the barriers for youth to experience the outdoors, as well as identifying existing youth and family-serving programs and other community assets. At the first meeting, participants identified over 30 existing initiatives working to increase youth involvement in the outdoors.

Further dialogue with family and youth-serving organizations yielded the insight that, due to the dispersed rural nature of the Valley, programs oftentimes feel as though they are working in isolation rather than strategically combining efforts to provide more comprehensive and effective programming. With additional resources brought to bear through the Great Outdoors Colorado Inspire Initiative, SLV communities would be able to build connections between youth-serving programs so they are supporting one another and sharing resources and best practices.

Each county in the SLV is represented by at least one SLV Inspire Coalition member. This coalition is uniquely poised to turn the Inspire vision into reality. Each member is coming to the table with resources to share and a readiness to work to engage underserved youth in utilizing the Valley's wealth of outdoor places, existing and emergent programs, and career pathways.

Five Vibrant Community Hubs

For this initial proposal, five community hubs were selected throughout the Valley in the communities of Saguache and Crestone in Saguache County, Alamosa in Alamosa County, Del Norte in Rio Grande County, and Antonito in Conejos County. These focus areas were selected based upon: (1) readiness for immediate engagement in the planning process for the Inspire Initiative, (2) demonstrated focus on youth-serving programs and activities, and (3) significant assets in regard to connecting youth with the outdoors such as natural resources, physical or programmatic infrastructure.

≡ Saguache Community Hub (Saguache County):

Saguache is the community hub for northern Saguache County. The community is made up of a diverse population. The historically rural farming community consists of many families that lack financial support due to the decrease in job opportunities and fewer family farms. Many local farms have been purchased by large corporations and do not hire within the community. Saguache County is the largest employer next to the public school and the U.S. Forest Service. Youth-serving programmatic centers include:

- Mountain Valley School students, parents, and families are provided with mentoring and parent engagement activities/events throughout the school year. This is provided in the form of screened adult mentors who can meet with the students and/or families once a week for at least one hour. Parent educational events are offered once a month in the form of small group activities/workshops and parenting education, as well as monthly community dinners;

- Alpine Achievers Initiative (AAI) has a compelling position as it has brought a successful adventure program to northern Saguache County Schools and utilizes outdoor activities to increase health and nutrition among youth. AAI is also currently developing environmentally focused curriculum for K-12 students that could be replicated valley-wide. AAI has also secured twelve AmeriCorps positions to be utilized in Crestone, Moffat, and Saguache schools.

Crestone Community Hub (Saguache County):

Crestone Creative District (CCD) is the hub for Crestone and the northeastern SLV. CCD has organized community-wide interest groups to energize and unify the Greater Crestone Area, as well as to understand the community's character and strengths. One dominant theme to emerge from these sessions is the integral role of *nature* as the engine for arts and creativity. CCD has relationships in place with local schools, area youth programs, and creatives who have highly developed sensitivities to the power of nature. CCD, a known and trusted organizer of beneficial programs in our community, serves as a vehicle to connect existing programs in new partnerships and synergized efforts:

- Crestone Charter School (CCS) has received national recognition as a model in rural education. Its 92 K-12 students enjoy experiential education, a strong arts program, wilderness trips, international travel, and Friday ski/snowboarding trips to Monarch, plus working on community gardening, water-quality testing, native species inventory, hiking, and climbing;
- Earth Knack, a workshop forum founded by Robin Blankenship, a CCS teacher, offers Primitive Skills & Wilderness Survival; Robin helped Richard Louv write *Last Child in the Woods*;
- Peter May offers his ElementsCamp ("Awakening the Natural Genius") for beginning and advanced levels.

Alamosa Community Hub (Alamosa County):

Alamosa is in the central part of the San Luis Valley and home to both ASU and Trinidad State Junior College-Alamosa Campus. Alamosa serves as the economic hub for the SLV, with businesses that depend on the whole Valley for commerce. Despite this, it has been hard for the community to retain businesses, and over 80% of the youth that attend school here receive free and reduced lunches. The City of Alamosa's Parks and Recreation Department has invested in its parks and paths including walking/running trails, a golf course, and a Frisbee course. Additionally, the City owns the 1,200-acre Alamosa Ranch, which originally provided the soil needed by the Army Corps of Engineers to develop a levee system along the Rio Grande to protect against flooding. Trails along the river provide residents with access to the ranch, which encompasses wetlands that support extensive wildlife habitat. The full plan for the Alamosa Ranch (which strategically abuts the Rio Grande Healthy Living Park) has not been confirmed by the City, and it is sometimes eyed by developers as an asset to be developed vs. kept as open space. Programmatic centers for youth in Alamosa include:

- The Rio Grande Healthy Living Park: A park funded by GOCO will be a place for environmental learning and recreation that is on the Alamosa walking trails and links to other open space assets in Alamosa;
- Boys & Girls Clubs of the San Luis Valley: Serving youth from age 6-18 and hosting a summer program to get kids outside;
- ASU's Outdoor Program: Serving students and providing mentors to youth programs throughout the Valley;
- Positive Activity Leads to Success (PALS), a program of La Puente Home: Serves youth age 6-12 with high needs;
- Valley Educational Gardens Initiative (VEGI), a program of La Puente Home: VEGI provides garden-based environmental science and nutrition education to youth through summer and school-based programming.
- Rio Grande Watershed Conservation and Education Initiative: Serves youth from age 4-18.

Del Norte Community Hub (Rio Grande County):

Historically founded as a service center for gold and silver mining activities in the San Juan Mountains, Del Norte became the supply base and financial center at the west end of the SLV. Because of its location close to the San Juan and La Garita Mountains, Del Norte offers a wide variety of outdoor recreation opportunities close to town. The trails and riding opportunities around Del Norte and in the SLV as a whole are being intentionally developed with mountain bike tourism in mind.

The communities that make up the Del Norte Region (South Fork, Del Norte, and Monte Vista) have innovatively built tourism infrastructure that appeals to travelers and residents alike, with a wide variety of interests: recreational, cultural, and agricultural. The Rio Grande flows west to east through the communities of Del Norte and South Fork and just to the north of Monte Vista, creating additional opportunity to engage youth and families in fishing, floating, and boating activities. Three Colorado Parks and Wildlife State Wildlife Areas lie along the river, on the east side of Monte Vista. Youth-serving programmatic centers include:

- High Valley Community Center (HVCC) in Del Norte, serving K-12. HVCC offers after-school activities, Friday enrichment that includes a Forest Service Day Camp, and a community garden program;
- Kid's Connection in Monte Vista, serving K-12. Rio Grande County families whose children receive free or reduced lunch can participate in programs at no charge;
- Beaver Creek Youth Camp in South Fork, serving K-12. Beaver Creek operates Christian camps and now welcomes guests for workshops, reunions, weddings, retreats, etc. The campus has an intriguing blend of primitive, rustic, and luxurious modern facilities.

Antonito Community Hub (Conejos County):

Antonito and neighboring communities represent most of Colorado's oldest settlements and celebrate its founding traditions, culture, and rural lifestyles. As of 2015, 30% of children in Conejos County are living in poverty. Additionally, Conejos County has been ranked 57 of 60 Colorado counties for overall health. These are some of the barriers that children and their families face each and every day.

Currently, there are no existing trails in Antonito or its surrounding villages, and access to safe parks is very limited. However, the recreationally underutilized Rio Grande del Norte area is just east of Antonito and comprises 82,000 acres of Bureau of Land Management (BLM) land. Goals in this area are to increase awareness on the concepts of preservation, stewardship, and conservation, while promoting increased recreational activities on this parcel of land to include: hiking, mountain biking, and rafting. Less than 20 miles from the Conejos County seat, Conejos Canyon lures travelers from around the world for fishing in the pristine water of the Conejos River to its equestrian and restored mining communities, Platoro, Jasper, Fox Creek and Horca. Programmatic centers include:

- Conejos County Clean Water, Inc. (CCCW) is actively engaging youth in the outdoors by coordinating with BLM to take youth on educational tours of this land;
- Valleybound, the Antonito School and Community Garden, is an empowering educational space that promotes healthy living through local agriculture. This summer an average of 20 community members (children, at-risk youth, grandparents, and adults) participated in weekly gardening sessions.

The unique partnership between South Conejos Schools and CCCW, through Valleybound, is ideally suited to serve as a hub for the southern SLV, opening up educational and recreational opportunities for the predominantly Hispanic and low-income families.

Creating Communities Where Youth Thrive

The San Luis Valley Rural Philanthropy Days Listening Tour Report describes that, “Every community in the San Luis Valley voiced a desire to better engage parents and families in youth development efforts. Leaders wish to create a community where youth thrive. Unfortunately, gaps exist in providing a venue for this to happen. These gaps include the need to strengthen local educational opportunities, foster family support systems, provide opportunities for community engagement and recreation, and create job opportunities for the growing generation.”

A broad spectrum of outdoor opportunities that welcome, motivate, involve, and educate youth are needed to increase community engagement and recreation, and to have transformational impact on youth: a backyard to backcountry approach. While the SLV shares many commonalities among its communities, it is also extremely diverse with a wide range of cultures, religions, beliefs, and challenges. In an effort to identify valley-wide place-based needs and interests, the SLV Inspire Coalition has tapped into existing community assessments such as the SLV Master Plan, and has gathered insight utilizing a questionnaire based on the Inspire Selection Criteria. Emerging themes include:

- **Municipal Parks and Experiential Learning Centers** are often one of the first outdoor places families and youth enjoy together and are critical in opening the door to families having fun outside together. Common barriers for park use include: a need for easy and safe access on foot or wheels, lack of infrastructure to encourage family events and celebrations, and need for clean-up and maintenance. The SLV Master Plan reported that designing and building more in-town recreation infrastructure is one of the three top priorities for funding among Valley communities.
- **Trails/walkways:** Many Valley communities lack appropriate trails and walkways that could provide convenient opportunities for exercise, as well as easy and safe access to schools and parks for pedestrians and bicyclists. Improving community wellness through enhanced in-town recreation infrastructure was one of the six priority initiatives identified by the SLV Master Plan.
- **Community and/or school gardens** are successfully engaging youth and families in many Valley communities by providing ways to reconnect with nature and cultural roots, as well as exploring healthy lifestyles. Gardens are often in town centers or at places that children already frequent, such as schools, and therefore feel like clear entry points on the backyard to backcountry continuum.
- **Signage and informational kiosks** could make a huge impact on increasing awareness about existing opportunities for outdoor recreation and exploration. According to the SLV Master Plan, there is a lack of awareness among Valley residents about what recreation opportunities are available. Over half of the survey respondents indicated that they do not use or infrequently use parks, public lands, trails, etc., in the Valley because they either “don’t know what’s available” (34%) or they “don’t know where they are” (32%).
- **Rivers** are underutilized recreationally and often in need of restoration. Communities that have river access recognize the importance of creating a user-friendly water habitat and features that would encourage family engagement. Expanding water-based recreation was another priority initiative identified by the SLV Master Plan.
- **Summer camps** in the Valley are important resources, but are often under-utilized by local communities due to the high cost of camp programs.
- **Wilderness:** A wealth of opportunities to experience wilderness abound through avenues of recreation, hunting, fishing, restoration, and education. Connecting, expanding, and enhancing trail systems was another SLV Master Plan priority initiative.

Initial Vision: Through community engagement utilizing a youth/family driven process, San Luis Valley community hubs will identify strategies to enhance in-town critical recreation infrastructure. The SLV Master Plan identified priority initiatives in response to the un-met recreation needs and residents' desires to improve recreation experiences and opportunities throughout the SLV. The next step is to tap into the wisdom of youth and families to tell us *how to act* on those priority initiatives.

5. Programs, connecting youth with the outdoors

Challenges: Poverty, Geographic Isolation, Transportation

An important insight emerged from SLV Inspire Coalition stakeholder meetings: the Valley has a wealth of innovative, impactful outdoor programming for youth, but impoverished communities and the dispersed geographic nature of the Valley are significant barriers to sharing resources and best practices.

Identifying strategic ways to connect existing programs throughout the Valley would enable communities to build greater capacity to serve youth, while simultaneously increasing the number of kids being engaged and inspired. There are many of these types of programs ready to share wisdom and resources, and many more that remain to be identified. Here are some highlights:

- Alpine Achievers Initiative (AAI) in Saguache has created a successful adventure program for northern Saguache County Schools and utilizes outdoor activities to increase health and nutrition among youth. AAI is also currently developing environmentally focused curriculum for K-12 students that could be replicated valley-wide. AAI has also secured twelve AmeriCorps positions to be utilized in Crestone, Moffat, and Saguache schools. AAI has indicated that its AmeriCorps participants could potentially be utilized to implement age specific, place based curriculum for schools through the Valley. This curriculum would be tied to outdoor spaces and provide youth with an opportunity to learn more about the SLV through intentional backyard to backcountry curriculum.

- Teaching Environmental Science Naturally (TENS) curriculum: This curriculum is available to all teachers in the six counties and highlights the Valley's natural outdoor features. The Rio Grande Watershed Conservation and Education Initiative (RGWCEI) reaches 11,000 students across the Valley with water, natural resource, and agricultural education, as well as offering classroom visits, field tours, and excursions on both private and public lands, a water festival, poster and essay contests, high school *Envirothon* program, field project learning program, summer camp, and teacher training each summer where teachers learn background knowledge and outdoor teaching techniques that build instructional confidence. This 29-year-old program works with all 14 Valley school districts.

- Crestone programs have specialized in the areas of leadership and nature. Skills and strategies developed in programs – like John Milton's Way of Nature (inspiring youth and families to awareness training, wilderness experience, eco-social consciousness, and meditation retreats in nature since 1979), or like Peter May's ElementsCamp ("Awakening the Natural Genius") to get youth to experience stability and balance with each of the elements, plus his Wild-Inspired Music Camp, or like Robin Blankenship's Earth Knack workshops to teach primitive skills and wilderness training, or like Crestone Charter School's Friday ski/snowboarding trips to Monarch, wilderness trips, community gardening, water-quality testing, native species inventory, hiking, and climbing – could all have broad applicability in communities throughout the Valley.

- CCCW, in Antonito, is collaborating with BLM, Family Foundations, and Conservation Lands Foundation to take groups of youth and at-risk youth, ranging in age from 13-17, on

educational tours of BLM land east of Antonito. Two archeologists, along with other experts, educated these groups on the history of the BLM, flint knapping, existing petroglyphs, El Conejos Land Grant, historical and prehistoric tenants of the SLV, and the possibility of hiking and rafting utilization of this land. CCCW's success in collaborating with local federal partners and foundations could serve as a model for similar efforts in other Valley communities.

- Adams State University in Alamosa offers a variety of adventure programs and has well-developed infrastructure and training expertise. ASU is currently working in partnership with AAI to get Saguache County students involved in outdoor adventure recreation and providing opportunities for families and youth by working with the Rio Grande Healthy Living Park to provide paddle boarding and recreational experiences on the Rio Grande. Additionally, athletic program students from ASU provide mentoring to Boys & Girls Club youth in Alamosa on a regular basis.

The Rural Philanthropy Days Listening Tour Report describes how many Valley communities have difficulty attracting qualified staff and leadership to provide safe and impactful programming. Connecting existing program infrastructure, resources, and expertise among Valley communities is one way to address this barrier.

Building capacity for community-based programs to effectively engage local youth is one critical element of the challenge and opportunity at hand. The second powerful element is the chance to connect youth with transformational outdoor experiences in parts of the SLV *outside of their home communities*. The SLV has an unparalleled opportunity to expose youth to a plethora of age-appropriate wilderness experiences. Finding innovative ways to address the barrier of transportation would enable us to share the mystery and wonder of the SLV landscape through adventure and exploration, foster cross-cultural experiences that nurture regional pride, and continue to build appreciation of regional natural resources.

Initial Vision: The SLV Inspire Coalition will identify and enhance existing outdoor programming for youth and families throughout the Valley and facilitate the sharing of program infrastructure, resources, and expertise; the Coalition will work with partners, such as the Sangre de Cristo National Heritage Area, who have expressed an interest in creating stewardship and preservation leadership opportunities for SLV youth, as well as finding creative solutions to address the barrier of transportation, enabling communities to get kids to more remote outdoor destinations in the SLV.

Pathways, in service learning & stewardship

In 2011, The Nature Conservancy commissioned a nationwide poll of American children to better understand children's connection with nature. The poll revealed that children with personal, positive experiences with nature were twice as likely to view themselves as strong environmentalists and were significantly more likely to express concern about water issues, air pollution, climate change, and the overall condition of the environment.

The SLV Master Plan wisely observes "reconnecting youth with the outdoors has gained national attention as a movement that is critical to the health of future generations and the health of our national landscapes. In the San Luis Valley and across the country, children are desperate for the physical, mental, and social benefits of a healthy outdoor lifestyle, and our natural landscapes need the support and protection of individuals with a strong connection with the outdoors."

Current opportunities in the SLV for youth to participate in outdoor service learning projects include: Volunteers for Outdoor Colorado (VOC), Southwest Conservation Corps (a program of Conservation Legacy), the Move Mountains Project, Conejos County Clean Water, and the Rio Grande Watershed Conservation and Education Initiative.

VOC is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Since 1984, VOC has engaged more than 100,000 people of all ages across the state to get involved in and become inspired to care for Colorado. VOC's Stewardship with a Team (SWAT) program provides customized youth events that engage local schools or other youth groups in interesting, meaningful volunteer projects in the outdoors.

Southwest Conservation Corps (SCC) provides paid community and conservation service opportunities for high school students and young adults that help develop leadership and foundational professional skills. SCC has broad program offerings including crew based conservation service programs for youth (ages 16-18), young adults (16-25) and post 9-11 era Veterans, as well as individual intern placements in natural resource positions with state and federal agency partners.

The Move Mountains Project, based in Costilla County, was founded in 2014 as a method to engage youth in civic engagement as well as provide a safe location for youth development and recreation in the community.

CCCW works diligently to provide regular outdoor activities for local youth with the ultimate goal of providing them with exciting new ways to confront their physical world and engage in its beauty and preservation. These efforts have included field trips to BLM lands, cleanup of illegal dumpsites and regular gardening sessions at Valleybound.

RGWCEI provides natural resource education and stewardship experiences for students in the SLV, as well as community members and agricultural producers.

New Stewardship & Employment Opportunities

With support from the Inspire Initiative, VOC's digital badge program (#YourCO) could be easily integrated into stewardship programs Valley-wide. Promoting this easy-to-use badge program through the Inspire Initiative or developing a customized badge to meet the needs of the target communities in the SLV may be an effective initial strategy for a diverse, geographically dispersed population that may not be inclined or able to participate in a VOC volunteer project. As a partner in this Inspire proposal, VOC could play an important role by adapting and customizing its existing programming as described to effectively engage elementary, middle, and high school youth in the Valley.

SCC could sponsor high school crews based in Conejos, Rio Grande, and Alamosa Counties, more than doubling the number of youth currently being employed by SCC in the Valley. Crew members could expand their community impact, not only completing local conservation service work on county trails, parks and facilities, but also addressing needed project work in the community gardens – and providing mentoring for middle school youth participating in garden programs.

RGWCEI's project learning program could provide more high school students with the necessary skills to begin serving as interns with both state and federal agencies located in the SLV.

Planning

A Solid Foundation of Assessments

The SLV Inspire Coalition has drawn on a strong foundation of existing community plans, assessments, and analyses to provide insight into the regional challenges and opportunities in connecting youth and families with the outdoors. Resources include:

- The San Luis Valley Trails and Recreation Master Plan which lays a foundation for improving the SLV's outdoor recreation opportunities over the next 10 years.

- The Trust for Public Land's planning process for Alamosa's Rio Grande Healthy Living Park. The draft master plan will be presented to the community in September of 2015, including a special session dedicated to youth to solicit feedback for the final plan.
- San Luis Valley Youth Coalition meets throughout the year to discuss and implement activities to benefit youth.
- The Healthy Kids Colorado Survey is implemented in all of the six counties in order to provide data concerning the health of middle and high school students.
- RGWCEI has developed evaluation process that recognizes pre and post participation skills that then are aligned to Colorado Content Standards and student skill sets.

A Community-Driven Process

Due to the Valley's dispersed communities and multiple initiatives already in action, a coordinator position is essential for effectively facilitating the Inspire Initiative as a community-driven process. The *Youth Initiatives Coordinator* will perform the following duties:

- Work with community hub representatives and Trust for Public Lands (TPL), to define site-specific, participatory activities and processes that will engage community members in identifying infrastructure improvement goals for community hub outdoor places, trails or walkways;
- Support the implementation of TPL facilitated events;
- Create a structure for more formalized dialogue with youth and family-serving organizations and outdoor programs to identify strategies for sharing program infrastructure, resources, and expertise.

The coordinator position would be supported by two half-time AAI AmeriCorps members who could facilitate community events and assist with data collection and analysis.

Deliverables include:

- Creating a half-time coordinator position to provide leadership for the SLV Inspire Coalition's planning process;
- Hosting six community engagement events;
- Creating a plan that summarizes: 1) infrastructure improvement goals generated by hub communities for outdoor places/trail or walkways; 2) strategies for sharing youth-serving programmatic infrastructure, resources (including curriculum), and expertise among Valley communities; 3) strategies for addressing the barrier of transportation.
- Completing the planning process, already underway, for the Rio Grande Healthy Living Park to inform the planning process for the San Luis Valley Inspire Initiative.

Fiscal Agents

Three possible fiscal agents are ASU, Conservation Legacy and the Society for Wilderness Stewardship. ASU has offered to serve as the fiscal agent. The President of the University has embraced the Inspire Initiative goals and is the first choice of the Coalition.

Youth Assignment

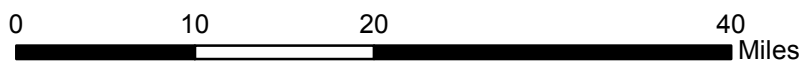
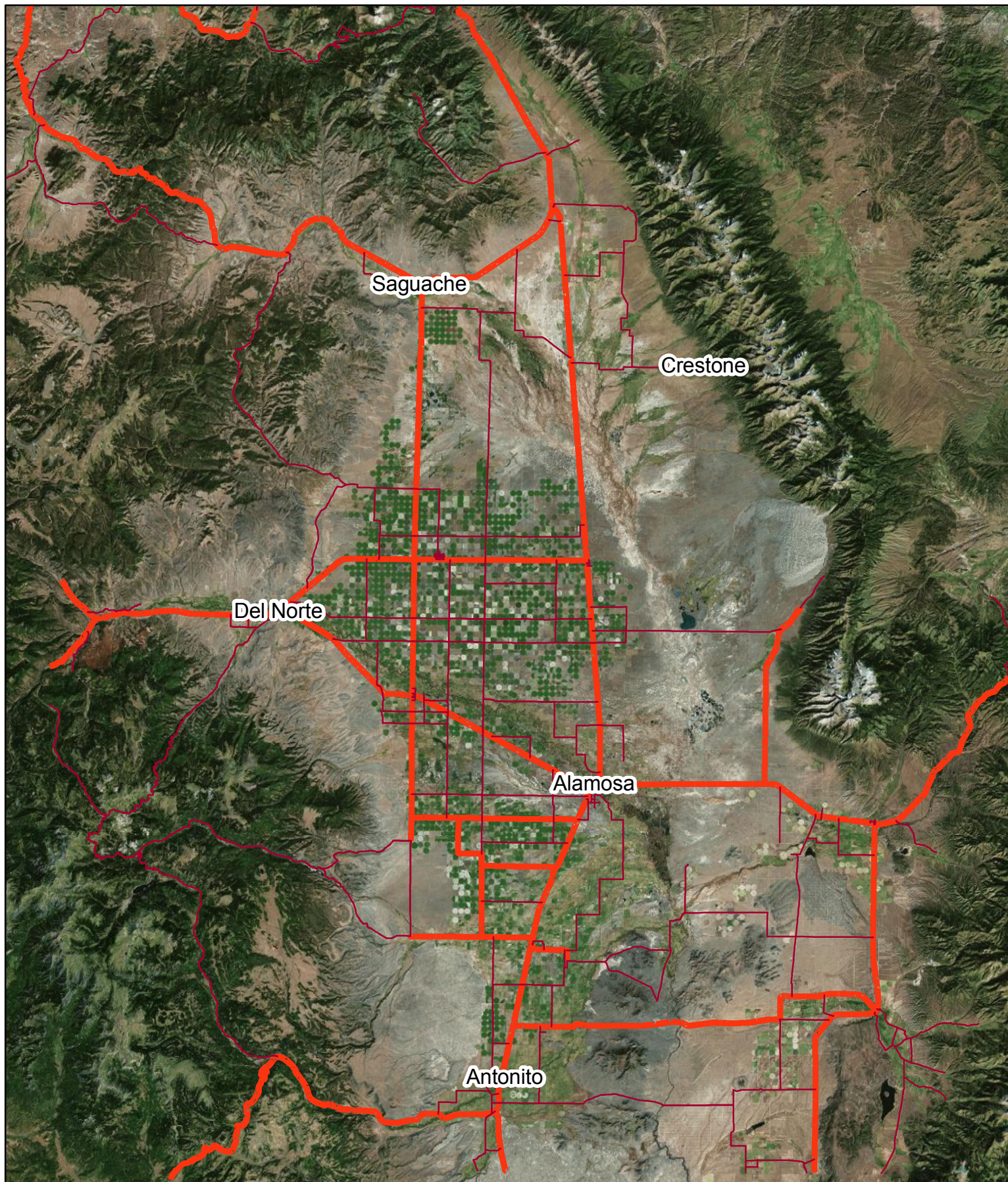
Youth from Saguache, Crestone, Alamosa, and Antonito enthusiastically responded to the youth assignment question in narrative and video formats, attached as addenda.

Project Budget & Timeline

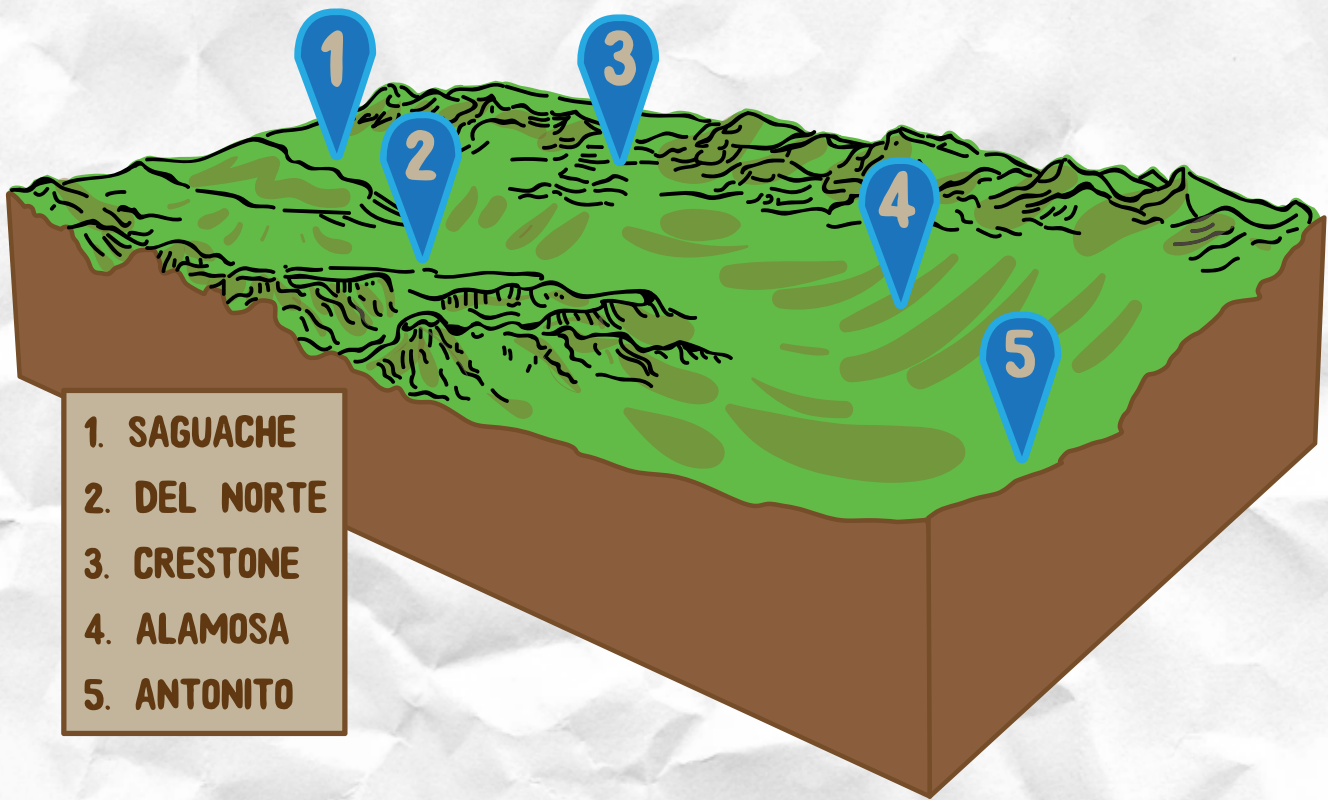
	Source of Funds	Date Secured	GOCO Grant Request	Coalition Match (\$)
CASH				
	Great Outdoors Colorado	Oct-15	\$83,890.00	
	Southwest Conservation Corps	Jan-16		\$21,420.00
	Alpine Achievers Initiative	Jan-16		\$12,530.00
	Rio Grande Healthy Living Park	Aug-15		\$10,000.00
	[List Contributor]			
IN-KIND				
	Community Hubs	Aug-16		\$1,200.00
	[List Contributor]			
	[List Contributor]			
TOTAL SOURCE OF FUNDS			\$83,890.00	\$45,150.00

	Use of Funds	Estimated Task Completion Date	GOCO Funds	Coalition Match (\$)
CASH				
DELIVERABLE 1				
<i>SCC: Half-time Coordinator</i>	Provide coordinator for SLV Inspire outreach	Nov-15	\$21,420.00	\$21,420.00
	Support logistics for 6 community events	Aug-16	\$3,000.00	
	Task			
DELIVERABLE 2				
<i>AAI: 2 half-time Americorps Members</i>	Support outreach events & data collection/analysis; assess & develop needed curriculum	Aug-16	\$12,530.00	\$12,530.00
	Task			
	Task			
DELIVERABLE 3				
<i>TPL</i>	Design/implement community engagement event facilitation strategies; create report	Aug-16	\$46,940.00	
	Task			
	Task			
DELIVERABLE 4				
<i>Rio Grande Healthy Living</i>	Complete planning process already underway	Nov-15		\$10,000.00
	Task			
	Task			
DELIVERABLE 5				
<i>Responsible entity</i>	Task			
	Task			
	Task			
USE OF FUNDS - CASH SUBTOTAL			\$83,890.00	\$43,950.00

IN-KIND	Use of Funds	GOCO Funds	Applicant Funds
Community Hubs	Will provide rental facilities for events at no charge (6 x \$200)		\$1,200.00
Contributor 2			



SAN LUIS VALLEY COMMUNITY HUBS:



SAN LUIS VALLEY COMMUNITY HUB PHOTOS



DEL NORTE



DEL NORTE



DEL NORTE

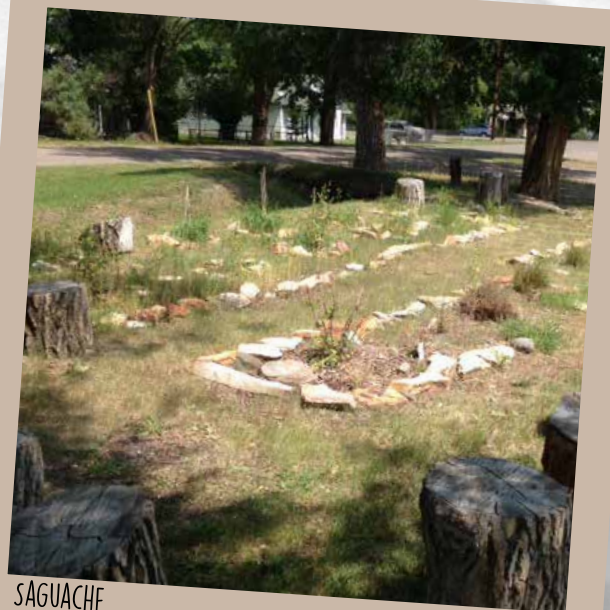
SAN LUIS VALLEY COMMUNITY HUB PHOTOS



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SAN LUIS VALLEY COMMUNITY HUB PHOTOS



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ANTONITO

SAN LUIS VALLEY COMMUNITY HUB PHOTOS



ANTONITO



ALAMOSA



ALAMOSA

SAN LUIS VALLEY COMMUNITY HUB PHOTOS



ANTONITO



ALAMOSA



DEL NORTE

SAN LUIS VALLEY COMMUNITY HUB PHOTOS



CRESTONE



CRESTONE



CRESTONE

August 18, 2015

If I had a magic wand and I could make my back yard an outdoor adventure , I would have a mile long skate park with a long river going through the middle. The river would have a vast amount of trout, pike, bass, and crappie living in the cool water. The skate park would have half pipes, bowls, little ramps for doing tricks and medium sized ramps to catch some air. So, let me tell you about the long river and big ramps in my skate park.

Ok, here we go, I reach for my fast skateboard or my BMX bike along with my sleek fly fishing pole and head out for the day. Once I make it to the skate park, I hop onto my skateboard and hit the little ramps to warm up my wheels. After that, I roll up to the ten foot half pipe and zoom back and forth for awhile. Finally, I hit the massive twenty foot deep bowl where I ride up and down the walls until I am completely exhausted from riding my skateboard. After skateboarding for a few hours, I head to the middle of the skate park with my sleek fly fishing pole to go fishing in the wide river.

Meanwhile, down at the wide river I am catch and release fishing, where the temperature is a warm sixty degrees with calm winds. Quickly, I pick which fly I need and tie it on my line because the fish are jumping like crazy. Oh, I spot a huge four foot pike that is nibbling on my line. Unwillingly, I set the hook, I let him run until he's tired, and that's when I reel that pike in on this historic day in time. After getting my prize picture, I let the monster loose. His tail waves goodbye, until next time.

When I get home from my outdoor adventure, I break down my fly pole and put it in its secret place. My skateboard gets hung up where nobody can reach it but me. Once my head hits the pillow I fall asleep dreaming of my adventures in the great outdoors.

Salvador Cruz Vigil, 7th Grade

San Luis Valley Inspire Initiative Planning Grant Application
Youth Assignment: Crestone, Alamosa, Antonito

Crestone Youth Assignment video: https://youtu.be/O_bQy7Ra52o

Alamosa Youth Assignment video: <https://www.youtube.com/watch?v=ofDqJzKftrI>

Antonito Youth Assignment video: <https://youtu.be/ZOxNiURI0sA>