

**GRAND JUNCTION CITY COUNCIL
WORKSHOP AGENDA**

**MONDAY, SEPTEMBER 13, 2004, 7:00 P.M.
CITY HALL AUDITORIUM, 250 N. 5TH STREET**

MAYOR'S INTRODUCTION AND WELCOME

- 7:00 **COUNCILMEMBER REPORTS**
- 7:10 **CITY MANAGER'S REPORT** [Attach W-1](#)
- 7:20 **REVIEW FUTURE WORKSHOP AGENDAS** [Attach W-2](#)
- 7:25 **REVIEW WEDNESDAY COUNCIL AGENDA**
- 7:30 **UPCOMING APPOINTMENTS TO BOARDS & COMMISSIONS:** In anticipation of upcoming vacancies to the Planning Commission, the Forestry Board and the Housing Authority, City Council will discuss specific issues relating to these boards. [Attach W-3](#)
- 7:45 **YOUTH COUNCIL UPDATE:** The City Youth Council will be providing regular updates to the City Council. [Attach W-4](#)
- 8:00 **INCUBATOR REQUEST FOR REVOLVING LOAN FUNDS:** The Revolving Loan Fund Administrator will address City Council on the current demand for loans through the RLF and discuss their need to increase their base. [Attach W-5](#)
- 8:20 **ADJOURN**

This agenda is intended as a guideline for the City Council. Items on the agenda are subject to change as is the order of the agenda.

Attach W-1

City Manager's Report – 1601 Process

CITY OF GRAND JUNCTION

CITY COUNCIL AGENDA								
Subject	CDOT 1601 Policy - Potential Modifications							
Meeting Date	September 13, 2004							
Date Prepared	September 8, 2004				File #			
Author	Tim Moore			Public Works Manager				
Presenter Name	Kelly Arnold Tim Moore			City Manager Public Works Manager				
Report results back to Council	X	No		Yes	When			
Citizen Presentation		Yes		No	Name			
X	Workshop			Formal Agenda		Consent		Individual Consideration

Summary: Staff will present an outline of the issues the State Transportation Commission is considering for modifications to the CDOT 1601 policy for new interchanges. Staff is seeking some general feedback on what might be the City's position and some direction on who might participate in the Commission's public hearing on the issue scheduled for Monday, September 27.

Budget: N/A

Action Requested/Recommendation: Direct Staff on the City's position relative to amendments to the policy and advise who will participate at the public hearing on September 27th.

Attachments: CDOT memo dated August 11, 2004 from Jennifer Finch, CDOT Executive Management Team (EMT) member.

Background Information:

Staff is currently working with Carter-Burgess, the City's consultant to the Riverside Parkway project, to prepare a detailed set of comments to the proposed changes of the 1601 Interchange policy prior to the public hearing on September 27th. Staff would submit this information to the City Manager and propose to use as a guide for the Council presentation at the hearing, plus use as an official set of comments submitted to the State Transportation Commission.

The attached memo from Jennifer Finch with CDOT provides the details of what the Transportation Commission is currently considering. These are very significant issues from the City's perspective that are being considered and would have a considerable impact on the approval process for future interchanges the City and County are pursuing along 29 Road at both I-70B and at I-70.

The information as part of this briefing is limited simply because of the late release date of information by CDOT. Together with the aggressive public hearing schedule by the Transportation Commission makes this review and comment period challenging. However, staff with Carter-Burgess' assistance, believe we will be ready to make meaningful comments to the Commission on the 27th.

The 1601 policy describes the steps and procedures required to gain approval for new interchanges and the City is currently working through this policy as part of the Riverside Parkway. The State Transportation Commission is scheduled to attend the Grand Valley Regional Transportation Committee meeting on September 27th as part of a statewide public outreach program to solicit comments and feedback on the current 1601 process. An outline of the proposed changes include:

- The creation of flexibility in the review process for different levels of roadway systems. The current policy provides no flexibility for the steps and procedures necessary to gain Transportation Commission approval for new interchanges. This proposed change would allow the Chief Engineer discretion to potentially reduce the level of effort required to obtain approval.

*City staff supports the creation of different categories – one for interstate/freeways and another for lower order highways. However, for lower order roads that have no state or federal participation in the cost of the project, City staff believes there should be a **significant** difference in the level of effort necessary to gain approval. Additionally, the level of environmental review could potentially be reduced for the development of interchanges on lower order highways. Staff would suggest that the Federal environmental review categories outlined in NEPA may not have to be followed for this category.*

- The option for CDOT to participate in the cost of new interchanges.

This change is appropriate. The completion of the loop system in the Grand Junction area including the Riverside Parkway, 29 Road with a connection to I-70 and 24 Road will serve to reduce congestion on state highways and provide a benefit to the state system.

- The option for CDOT to own and/or maintain new interchanges.

Again if the specific project is a benefit to the state system, the opportunity for a partnership between local government and CDOT seems appropriate.

- Interchange connections must be to “regionally significant roadways”. This change will define rural or urban systems differently and also reinforces the policy of providing access to local roadway systems from the lower order roadway network.

The 29 Road corridor in its entirety is classified as a “principle arterial”. Staff would assume this meets the requirement for a future interchange at both I-70B and I-70.

- The sequence and timing of Transportation Commission approval would change to require Commission approval of the interchange prior to project inclusion in the regional transportation plan.

It is not clear how this change will affect the local regional plan which currently shows two new interchanges – I-70B & 29 Road and I-70 & 29 Road.

- A revision to the study requirements includes a number of changes to streamline the process and reduce duplication in the current process.

Again, if there is no state of federal funds committed to the project, the environmental review could be something unrelated to the NEPA categories and level of effort.

TO: Transportation Commission

FROM: Jennifer Finch

DATE: August 11, 2004

TOPIC: Proposed Revisions to 1601 Interchange Process and Policy

BACKGROUND: Over the past few months the EMT and Intermodal Committee have discussed changes to the 1601 policy and process. In response to these discussions staff has prepared a framework document guiding development of revisions to the Policy Directive 1601 Interchange Approval Process. In July and August, EMT reviewed and provided comments on the proposed framework document. The staff work group has drafted changes that reflect comments to date.

With Commission consent, staff proposes to use this framework document as the basis for gathering stakeholder comment during the late August/September time frame. Draft policy and procedural directives would be brought to you for consideration in the October/November timeframe.

These changes are intended to:

- Ensure sufficient information for the Commission to make informed decision without unnecessary expenditure of funds by applicants, -
- Coordinate project design, access code and environmental compliance to minimize regulatory and procedural duplication, and
- Provide flexibility to ensure a level of analysis appropriate to the proposed interchange or interchange modification.

Three new concepts have been incorporated into the framework, based on staff comment, since your last discussion of this issue. These new concepts are:

1. A full systems level analysis of new or modified interchange proposal is not required when the proposal is consistent with an approved corridor optimization/access management plan. This will encourage advance cooperative corridor planning between CDOT and local governments that community and business interests can rely on and reduce unnecessary analysis and regulatory duplication.
2. An access permit, reflecting the requirements in the final IGA, should be issued to non-CDOT applicants as the final step in approval process. This step would use the existing permitting process to provide a formal tracking mechanism to ensure follow up and enforcement of the requirements specified in the IGA.

Summary of Policy Direction To Date

1. Flexibility in 1601 Approval Process: New interchanges on interstate and freeways must go through the 1601 approval process. Other interchanges, interchange modifications and intersection upgrades to interchanges go through 1601 at the discretion of Chief Engineer based on adopted criteria.
2. Cost Sharing: Unless TC decides otherwise, the applicant bears all costs of design and construction of new facilities.

3. Ownership and Maintenance: Applicant owns and maintains facilities and structures unless on the state highway system. CDOT owns all structures on the state highway system. The applicant bears all cost of operating, maintaining and reconstructing nonstate highway system facilities. CDOT is responsible for costs of operating, maintaining, and reconstructing facilities on the state highway system.
4. Connection To Local Network: Interchange connections must be to "regional significant roadways", which are defined differently depending on whether they are rural or urban. In urban areas, interchange connections must be to principle arterials or higher classifications, unless otherwise indicated in approved access control plan. In rural areas, interchange connections must be to regionally significant roadways identified as such in a regional transportation plan or Commission approved corridor optimization/access control plan. Access to local land uses must be from the local road network to the extent feasible and reasonable.
5. Sequence and Timing: Commission approval of interchange access occurs prior to inclusion of new interchanges in the regional transportation plan.
6. Revisions To Analysis Requirements: The System Level Feasibility Study and NEPA/Design requirements have been revised to reflect these proposed changes.

Attached is the updated policy framework, including a draft matrix of requirements for different categories of interchange improvements.

1. FLEXIBILITY IN 1601 APPROVAL PROCESS

All new interchanges on interstate and freeways must go through the 1601 approval process.

Other interchanges, interchange modifications and intersection upgrades to interchanges go through the 1601 process at the discretion of Chief Engineer based on adopted criteria.

All applicants are subject to the defined process, however CDOT initiated 1601 proposals do not require IGA's or access permits

New Interchanges on Interstates/Freeways require full 1601 review process including

1. IGA*
2. System Level Feasibility Study & TC approval
3. Design and environmental review
4. Allows cost sharing
5. IGA*
6. Access Permit*

* NonCDOT applicants only

Interchange Modifications on all facilities and Intersection to Interchange upgrades may require 1601 review at the discretion of the Chief Engineer in consultation with the Executive Management Team. If 1601 is required, process includes the steps above at a potentially reduced level.

The decision criteria to be used in determining the significance of the proposed interchange project, and associated appropriate level of analysis include:

- Significant change in traffic flow and volume on the impacted facility and/or adjacent interchanges and supporting local transportation system
- Phasing of proposal (intersection to be upgraded to interchange at later date)
- Public interest and controversy
- Significant change in access, i.e., a new ramp, new ramp layout, new access, new development, consistency with local land use plans
- Cost-sharing by CDOT
- FHWA requirements
- Applicable access management/control plans
- Access code requirements

Full system level analyses of proposed interchanges are not required when such interchange access or modification is consistent with a corridor optimization/access control plan for the applicable facility that has been approved by Transportation Commission and other appropriate parties.

2. COST SHARING

Unless the TC decides otherwise the applicant:

1. Bears all costs of design and construction of new facilities and ancillary improvements, such as noise walls and bike paths.
2. Bears all cost of operating, maintaining and reconstructing nonstate highway system facilities and ancillary improvements.
3. CDOT is responsible for costs of operating, maintaining, and reconstructing facilities on the state highway.

There may be certain circumstances where the TC may be inclined to participate in the cost of an interchange. These circumstances may include:

- When CDOT anticipates expending CDOT funds on the interchange proposed for modification or reconstruction in the current STIP, the amount programmed for that interchange may be appropriately applied to the interchange modification.
- When the proposed interchange modification or construction results in significant benefits to the state highway system. Benefit should be measured in improved operation and/or safety of the state highway system when compared to the no-build scenario both currently and future years.
- The TPR/MPO may provide input through the regional planning process should the applicant propose STP-M or other funds allocated by the TPR/MPO be programmed for an interchange subject to the 1601 process.
- The State Infrastructure Bank may be an appropriate mechanism to assist public sector funding of interchanges being considered through the 1601 process.

3. OWNERSHIP AND MAINTENANCE

Applicant owns facilities and structures unless on the state highway system. CDOT owns all structures on the state highway system.

Facility Ownership and Maintenance:

- Applicant owns, operates and maintains structures and facilities that cross over/under the state highway system except for where the Commission determines that CDOT ownership is in the best interests of the state.
- CDOT will maintain ownership of all structures and facilities that are on the state highway system.
- In cases where CDOT becomes the owner and is responsible for operating and maintaining structures and facilities, including ancillary improvements such as noise walls and bike paths, long term funding agreements for such maintenance, operation and replacement are negotiated through the IGA.
- Costs of operation and maintenance include, but are not limited to:
 - Snow plowing
 - Sand clean up
 - Pavement repair and reconstruction
 - Structure repair and reconstruction
 - Traffic signals installed and maintained by applicant. CDOT may choose to operate signals to ensure appropriate system operations.
 - Signing and striping
 - Landscaping, noise walls, bike paths, etc
 - Drainage systems clearing and repair.
- Reconstruction of any nonCDOT owned facilities constructed as a requirement of the 1601 approval is the responsibility of the applicant. Reconstruction shall occur in coordination with CDOT.

4. CONNECTION TO LOCAL NETWORK

- **Interchange connections must be to “regional significant roadways”, which are defined differently depending on whether they are rural or urban. Access to local land uses must be from the local road network to the extent feasible and reasonable.**

- Regionally significant roadways are:
 - Defined as such on applicable regional transportation plans or Commission approved corridor optimization/access control plans, or
 - Functionally classified as principal arterials or above (in urban areas), or
 - State Highways (except frontage roads)
- Exceptions to these requirement are appropriate where a corridor optimization/access control plan, approved by the Transportation Commission and other appropriate parties, identifies new interchange access points or modifications to the state highway system.
- In all cases, 1601 proposals must be consistent with the applicable corridor vision in the Regional Transportation Plan.
- In instances in which the access code and 1601 design requirements vary in terms of appropriate roadway design, applicant may apply for waivers under the Access Code Design Waiver Procedure.
- The analyses and approvals required through the 1601 process may serve as the interchange management plan required in the access code, and subsequent access permit requirements.

5. SEQUENCE AND TIMING

Commission approval of interchange access occurs prior to inclusion of new interchanges in the regional transportation plan. The current project level analysis/approval step is combined with the NEPA/environmental analysis and approved by the Chief Engineer, and FHWA, as appropriate.

Process for 1601 approval:

1. Initial IGA includes CDOT administrative costs related to the System Level Feasibility Study, design, and environmental process. (NonCDOT only)
2. System Level Feasibility Study is approved by Transportation Commission with input from applicable TPR/MPO, provides opportunity for FHWA acceptability determination, review and comment, as appropriate, and includes applicant's preliminary financial plan. System level study requirements on the interstate system must meet prescribed federal requirements.
3. Interchange placed on applicable Regional Transportation Plan by TPR/MPO.
4. Design and NEPA environmental review includes project specific analysis (this process may begin at any time after the initial IGA is signed and occur concurrently with other steps, however it may not be completed until and unless the Commission approves the system level study and the interchange is included in the applicable Regional Transportation Plan).
5. Final IGA includes financial plan and responsibility for construction, maintenance, operational, and reconstruction costs (nonCDOT only).
6. Issue Access Permit: The access permit documents all commitments, final design, and facilitates tracking of commitments and compliance using an existing mechanism (nonCDOT only).

Public involvement occurs, at a minimum:

- a. If the potential exists for public concern and controversy, during the System Level Feasibility Study,
- b. During the TC public hearing prior to consideration of the System Level Feasibility Study,
- c. Through the TPR/MPO process for including the proposed interchange in the regional plan,
- d. And as provided in the CDOT Environmental Stewardship Guide consistent with applicable FHWA requirements.

6. REVISIONS TO STUDY REQUIREMENTS

The System Level, Project Level Feasibility Study, and NEPA requirements have been revised to 1) ensure sufficient information for the Commission to make informed decision without unnecessary expenditure of funds by applicant, 2) coordinated project design, access code and NEPA analysis to minimize regulatory and procedural duplication, and 3) provide flexibility to ensure a level of analysis appropriate to the proposed interchange or interchange modification.

Proposed Approach:

Maintain all items listed in the current Policy Directive 1601.0 Interchange Approval Process, Attachment A, General Guidelines for Interchange Approval, on page 4 and 5 for a System Level Feasibility Study (A. through L below).

- A. *Alternate routes: the number of alternate routes available, the capacity of those alternate routes, and impacts of current and projected traffic volumes on those alternate routes.*
- B. *Accident history: the current and projected accident experience on available alternate routes, and projected accident experience, if the interchange is constructed.*
- C. *Congestion: the current and projected traffic volumes on available alternate routes, projected traffic volumes if the interchange is constructed, and the current level of congestion on the existing highways. This analysis must also include an analysis of how this interchange impacts peak hour traffic.*
- D. *Effects of interchange on the existing highway system: the projected effects the interchange would have on both the state and local roadway systems, including the need for the expansion of the state highway system after construction of the interchange due to additional traffic, and the level of service which will exist after the facilities are added.*
- E. *Effects on adjacent interchanges: the current and projected effects the interchange will have on existing or other proposed interchanges.*
- F. *Effects the interchange would have on the safety of the system at the point of access and along the corridor.*
- G. *Economic development impact analysis: the costs and benefits to the State, the Department, and local government(s).*
- H. *Local commitment to improving local roadways, alternate modes or TDM strategies: the level of commitment made by local governments to increase the capacity of the local transportation system, including appropriate frontage roads and cross-street improvements prior or*

subsequent to the construction of the interchange. This will be measured by the amount of additional capacity added to the local transportation system.

- I. Environmental Overview: a broad evaluation of the potential environmental impacts that could result from the proposed interchange improvements. This overview should identify potential environmental issues (endangered species, significant wetlands, air quality conformity concerns, residential or business relocations, etc.) that could influence the ultimate location or approval decision.*
- J. Any additional study parameters which are agreed to by the applicant and the Department. These additional study parameters may vary from case to case due to the unique circumstances of the specific proposal.*
- K. All reasonable alternative design options, location alternatives, modal alternatives such as mass transit, bike etc. and transportation system management type improvements (such as ramp metering, and HOV facilities etc.).*
- L. Preliminary Financial plan that outlines estimated project costs including: the costs for all studies, environmental clearances, ROW, design, construction and maintenance as well as identification of the source of all funding for the project.*

Clarify requirement to analyze local roadway network to ensure that local roads provides access to local land uses and that the state highway facility serves regional and inter-regional travel to the degree feasible.

Once all reasonable alternatives are evaluated (as currently required in A through L above) refine the findings of the above items to a few (1-3) feasible alternatives as defined by CDOT.

1. For the restricted number of feasible alternatives:
 - a. A very close approximation of the location of the interchange should be identified,
 - b. The analysis should determine the extent of the traffic impacts to the state and local transportation systems.
 - c. The required roadway improvements to local and state systems to accommodate future traffic volumes would need to be identified to ensure the continued protection of the functional integrity of the transportation system.
 - d. Complete conceptual or schematic design and preliminary design for only those elements deemed by the Department to be critical for the determination of feasibility. These critical elements may include such items as vertical and/or horizontal alignment at key locations, structure or retaining wall location identification, conceptual access control, traffic signing or other operational plans; this will be done considering "desirable" AASHTO design standards.

2. The amount and level of design will be determined, and mutually agreed upon, by the Department and the applicant on a case by case basis, primarily based on the anticipated level of complexity of the design for the new interchange. For an interchange on a highway that is not classified as an interstate or freeway facility, the requirements may be streamlined. Also, for minor modifications to existing interchanges, much less would be necessary.
3. The system level analysis report should also include estimated initiation and completion dates for the second Intergovernmental Agreement, the necessary environmental clearances, the necessary ROW clearances, the project design, and the project construction.
4. The procedural directive should specifically address and reference March 20, 1998 "FHWA Policy Statement on Additional Interchanges to the Interstate System" and incorporate into systems level analysis guidance as appropriate.
5. The system level analysis should include opportunity for public input and comment in situations where the potential for controversy, public concern and interest may exist so that the Transportation Commission can be aware of potential public concerns prior to consideration of the proposed interchange.
6. The systems analysis may serve as the interchange management plan specified in the access code.

Consolidated NEPA /Project Level Design:

1. NEPA: Compliance with Environmental Stewardship Guide requirements
2. Precise location and extent of impacts to state and local transportation system
3. All necessary improvements to state and local system to address identified impacts
4. 20-30% design of the preferred alternative, as directed by CDOT, to ensure compliance with applicable design and operational standards

After approval of the final IGA by the Chief Engineer, an access permit documenting final design, relevant requirements and commitments will be issued by CDOT to any non-CDOT applicant.

Summary Matrix of Proposed 1601 Requirements

Interchange Modification Type	New Interchange - (All Facilities)	Significant Modifications - Interstate/Freeways Intersection Upgrades to Interchanges - NHS/Freeway	Intersection Upgrades To Interchanges - Non-NHS/Freeway Minor Interchange Modifications - All Facilities
1601 Steps/ Approval Roles			
Step 1: Initial Intergovernmental Agreement (NonCDOT applicants) <u>Information:</u> TC <u>Approval:</u> Chief Engineer	<ul style="list-style-type: none"> Addresses applicant payment of CDOT expenses for administration and review. Significance of interchange modification determined by Chief Engineer. 	<ul style="list-style-type: none"> Determination of need to follow 1601 process and level of effort if required by Chief Engineer. Addresses applicant payment of CDOT expenses for administration and review. 	
Step 2: System Level Feasibility Study <u>Approval:</u> TC	<ul style="list-style-type: none"> Full Systems Level Analysis unless identified in TC approved Corridor Optimization/Access Control Plan. FHWA requirements addressed for Interstate Facilities Systems Level Analysis must ensure that access to local land uses are provided by local system. 	<ul style="list-style-type: none"> Systems Level Analysis at discretion of Chief Engineer. No system level analysis if identified in TC approved Corridor Optimization/ Access Control Plan Must ensure that access to local land uses is provided by local system. 	
Step 3: TPR/MPO Review <u>Approval :</u> RPC/MPO	<ul style="list-style-type: none"> Interchange must be approved by TPR/MPO and included in Regional Transportation Plan prior to Chief Engineer approval of Design/Environmental Review 		<ul style="list-style-type: none"> Minor interchange modifications generally do not require TPR/MPO action.
Step 4: Design Environmental Review <u>Consent:</u> RTD <u>Approval:</u> Chief Engineer/FHWA	<ul style="list-style-type: none"> Full Coordinated Design/Environmental Review and Access Code Review 	<ul style="list-style-type: none"> Design/Environmental analysis requirements at discretion of Chief Engineer in consultation with RTD and Director of DTD consistent with Environmental Stewardship Guide and Access Code 	
Step 5: Final IGA <u>Information:</u> TC <u>Approval:</u> Chief Engineer	<ul style="list-style-type: none"> Addresses funding, construction, mitigation, maintenance, operations, and reconstruction of facilities. 		
Step 6: Issue Access Permit <u>Approval:</u> RTD	<ul style="list-style-type: none"> Access permit provides tracking and enforcement mechanism 		

Attach W-2

Future Workshop Agendas

CITY COUNCIL WORKSHOP AGENDAS

** OCTOBER 4, MONDAY 11:30 AM to 1:30 PM at Two Rivers Convention Center
11:30 REVIEW OF CITY'S CAPITAL IMPROVEMENT PROGRAM*

OCTOBER 4, MONDAY 6:30PM (City Hall then County Courthouse)

6:30 → **GRAND JUNCTION CITY HALL**: COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND REVIEW FUTURE WORKSHOP AGENDAS

6:55 CITY MANAGER'S REPORT

7:00 → **MESA COUNTY COURTHOUSE**: JOINT MEETING FOR MESA COUNTY COOPERATIVE PLANNING AGREEMENT WITH FRUITA, PALISADE AND MESA COUNTY

** OCTOBER 18, MONDAY 11:30 AM*

11:30 FIRE PREVENTION/EDUCATION WEEK at TRCC?

OCTOBER 18, MONDAY 7:00PM

7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND REVIEW FUTURE WORKSHOP AGENDAS

7:25 CITY MANAGER'S REPORT

7:30 UPCOMING APPOINTMENTS TO BOARDS & COMMISSIONS

7:35 UTILITIES IN RIGHT-OF-WAY ORDINANCE

** NOVEMBER 1, MONDAY 11:30 AM*

11:30 FACILITIES REPORT

NOVEMBER 1, MONDAY 7:00PM

7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND REVIEW FUTURE WORKSHOP AGENDAS

7:25 CITY MANAGER'S REPORT

7:30 1601 & RIVERSIDE PARKWAY PROJECT UPDATE

8:25 STRATEGIC PLAN UPDATE

** NOVEMBER 15, MONDAY 11:30 AM*

11:30 OPEN

NOVEMBER 15, MONDAY 7:00PM

7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND REVIEW FUTURE WORKSHOP AGENDAS

7:25 CITY MANAGER'S REPORT

7:30 UPCOMING APPOINTMENTS TO BOARDS & COMMISSIONS

7:40 2005 BUDGET PRESENTATION & REVIEW

*** NOVEMBER 29, MONDAY 11:30 AM (cancel for NLC Conference?)**
11:30 OPEN

NOVEMBER 29, MONDAY 7:00PM (cancel for NLC Conference?)
7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND REVIEW FUTURE WORKSHOP AGENDAS
7:25 CITY MANAGER'S REPORT
7:30 STRATEGIC PLAN UPDATE

*** DECEMBER 13, MONDAY 11:30 AM**
11:30 OPEN

DECEMBER 13, MONDAY 7:00PM
7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND REVIEW FUTURE WORKSHOP AGENDAS
7:25 CITY MANAGER'S REPORT
7:30 UPCOMING APPOINTMENTS TO BOARDS & COMMISSIONS

BIN LIST

1. Jim Lochhead: Update on water issues (Date TBA)
2. Update on City-owned Horizon and Ridges property

Department Presentations to City Council

2004

October Fire

November 2005 Budget; GIS Report

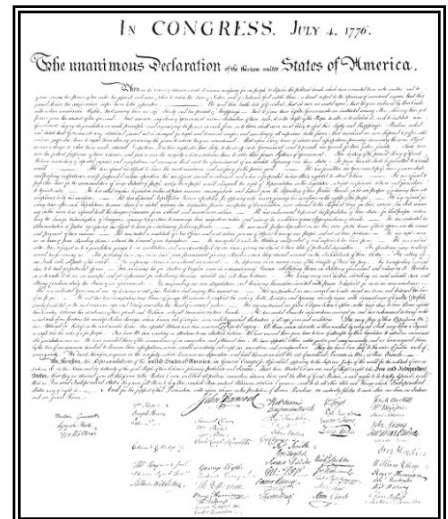
2005

January Visitor and Convention Bureau

February Code Enforcement

March Golf Course/Recreation

April Public Works Utilities - Water



**Attach W-3
Upcoming Vacancies on Volunteer Boards
CITY OF GRAND JUNCTION**

CITY COUNCIL AGENDA						
Subject		Upcoming Appointments to Boards & Commissions – Planning Commission, Forestry Board, and Housing Authority				
Meeting Date		September 15, 2004				
Date Prepared		December 16, 2011			File # NA	
Author		Stephanie Tuin		City Clerk		
Presenter Name		Stephanie Tuin		City Clerk		
Report results back to Council		X	No		Yes	When
Citizen Presentation			Yes	X	No	Name
X	Workshop		Formal Agenda			Consent
						Individual Consideration

Summary: Advertising for the Planning Commission, the Forestry Board and the Housing Authority is underway via newspapers, the web and utility bill inserts. Applications close on September 15 for the Planning Commission and the Forestry Board and October 15 for the Housing Authority. Once applications close, interviews will be scheduled.

Budget: NA

Action Requested/Recommendation: An opportunity for City Council to discuss the issues these boards are facing and/or any particular expertise needed on the board.

Attachments:

1. The current membership roster for the board being discussed
2. Ethical Standards Resolution No. 84-02, adopted on 9-4-02

Background Information:

Planning Commission

The Planning Commission is a seven member board plus two alternates that serve four-year terms. Members must be city residents.

The Planning Commission hears and decides certain planning and zoning related issues and will make recommendations to the City Council on similar matters. The Commission holds public hearings on the 2nd and 4th Tuesday of each month at 7:00 p.m. and holds luncheon workshops twice a month. Unlike other volunteer boards, members of the

Commission, including each alternate, receive \$25.00 for each meeting attended. The time commitment for the Planning Commission fluctuates but tends to be more than some of the other volunteer boards, from 15 to 25 hours per month. Meetings have lasted up to six hours (rare) or as short as 5 minutes but average three hours twice a month. There is quite a bit of preparation time needed before the meetings and the meetings are also televised.

An unusual situation has arisen with this Board and its relative board, the Board of Appeals. We had a vacancy on the Board of Appeals last January and it took three rounds of advertising and eight months to fill that board back up. The appointments took place last month. Meanwhile, we began advertising for Planning Commission knowing some terms were expiring on that board. One incumbent has asked for reappointment (Dr. Paul Dibble, the chair) and one did not, leaving at least one open position. If we take a normal course of action and move up the first alternate, who was only appointed a month ago, that will put us back in the same position as we were, with a vacancy on the Board of Appeals. We currently have no other applicants for Planning Commission. Also, Mr. Tom Lowery who was just moved up to a full member of Planning Commission filled a partial term which also expires in October. There was one applicant who was interviewed for the last round of Board of Appeals vacancies that Council may want to consider. In summary, we have four terms that are expiring on the Planning Commission and two on the Board of Appeals in October. Planning Commission's four are: one that the incumbent has reapplied (Paul Dibble), one new appointee (Tom Lowery), one newly appointed alternate (Reginal Wall), and one open seat. The expiring terms for Board of Appeals are: the chair (Dr. Dibble) and the person who serves as second alternate (Reginal Wall). I have included the Board of Appeals roster so you can review the whole situation and decide how to go forward.

Forestry Board

The Forestry Board is a five member board, with three-year terms. Terms expire in November. Three of the five members shall be selected from the following categories: a professional arborist, a nursery person, a landscape designer, a pesticide applicator and a representative of the Colorado State Forest Service, with no more than one in any one category. The other two members may be lay persons. The current opening can be an expert or a lay person, everyone currently on the board has expertise.

The Board acts as a reviewing body for the purpose of determining professional qualification and competence to engage in the business of cutting, trimming, pruning, spraying or removing trees by giving written, oral and practical license examinations. The Board also makes recommendations to the City Council for the adoption of rules and regulations pertaining to the tree service business in the City, and it may hear complaints from citizens relating to the tree service business. The board meets the 1st Friday of each month at 8:00 a.m. The time commitment for this board averages about 8 hours per month but is centered around their two main events, Arborfest and the Tree Care Workshop. Time required is at a minimum the remainder of the year.

Arborfest is held the third week in April in conjunction with Southwest Fest. The Arbor Day event has grown to 4,000 attendees, including 520 students. The Forestry Board participates and organizes this event.

The Tree Care Workshop is scheduled for December 1st and 2nd. This is a two-day workshop open both to the public and to tree care professionals. Last year's attendance was 140 and more are anticipated this year. The program is nationally sanctioned by the International Society of Arboriculture so it provides CEUs to the local tree professionals and attracts nationally known speakers as instructors. The Forestry Board assists and helps teach at this workshop.

Also the Forestry Board monitors the tree professional licensing program and is currently reviewing the City Code relative to trees. The board plans to present a proposal to the City Council for consideration of adopting pruning standards and possibly other amendments to the Code.

We have two applications and expect to receive one more before the September 15 deadline.

Housing Authority

This is a seven member board that has one position expiring. The open position is for a tenant member and one qualified application has been received. In 1998, City Council repealed the City residency requirement and in 1999 the Council expanded the board membership from five to seven members with a requirement that one member must be served by the housing assistance program to comply with federal law that the board have at least one member who is being served by the program. The incumbent in that position is no longer in assisted housing and, although he has served the Authority very well during his term, is no longer eligible to hold this particular seat.

The Housing Authority is charged with providing safe and sanitary dwelling accommodations as resources permit at rents which persons of low income can afford. The Housing Authority meets the 4th Monday of each month at 11:30 a.m. at the Housing Authority office located at 1011 N. 10th Street. The time commitment averages 7 hours per month over the course of a year, which includes the meetings and any retreats or conferences throughout the year.

The Housing Authority administers the Section 8 and HUD programs in the valley and is serving approximately 1,300 families with 1,400 families on a waiting list for housing. The Housing Authority has built 40 units in the last seven years, has acquired 12 apartments, 3 single family homes and 940 housing assistance vouchers. The Housing Authority also administers the Grand Junction Community Homeless Shelter on North Avenue, which provides shelter for 87 homeless nightly. The new affordable housing project, Linden Point, is currently under construction and the first units will be ready for occupancy on November 1, 2004. Project construction will continue through spring, 2005.

The Housing Authority participated in the City-sponsored Housing Forum and will be following up on prospects for a valley-wide effort on affordable housing (intergovernmental agreements or a multi-jurisdictional housing authority).

The Housing Authority is also working with the DDA and others to seek funding for conceptual design of a possible downtown housing development. The Authority is looking for ways to generate revenue independent of the federal government in order to cope with ongoing cuts in the Housing Voucher Program as well as continuing to seek grant funding from both public and private entities. The family Self-Sufficiency Program is proud to claim they have had roughly a dozen graduates of the program which helps a dependent family move into non-funded housing. They are in the final planning of restarting the Homebuyer Education Classes for which federal funding was discontinued last year.

As already stated, one application has been received and applications are being solicited until October 15.

PLANNING COMMISSION

Four Year Terms

Seven Member Board

John Evans does not wish to seek reappointment.

NAME	APPTED	REAPPT'D	EXP	OCCUPATION
Roland E. Cole	12-05-01		10-05	Retired
John Redifer	12-05-01		10-05	Educator Mesa State
Dr. Paul A. Dibble	12-15-99	11-01-00	10-00 10-04	Theologist/ Business Owner
Bill Pitts	04-17-02		10-05	Broker
William E. Putnam	11-01-00	12-05-01	10-05	Retired
John Evans	11-21-01		10-04	Semi-retired
Tom Lowrey	8/18/04		10-04	Attorney
Lyn Pavelka-Zarkesh (1 st Alternate)	08-18-04		10-06	Instructor
Reginald Wall (2 nd Alternate)	08-18-04		10-04	Store Manager

Seven members plus two BOA members as alternates are appointed by City Council. The chair of the Planning Commission also serves on the Board of Appeals. Members must be city residents.

Meetings: Second and Fourth Tuesday, 7:00 p.m., City Auditorium

**PLANNING COMMISSION
BOARD OF APPEALS**

Three Year Terms

Five Member Board

NAME	APPTED	REAPPT'D	EXP	OCCUPATION
Paul Dibble Chair	01-02		10-04	Theologist / Business Owner
Mark Williams	07-19-00	11-05-03	10-03 10-06	Attorney
Travis Cox	08-18-04		10-07	Realtor
Lyn Pavelka- Zarkesh (1 st Alternate)	08-18-04		10-06	Instructor
Reginald Wall (2 nd Alternate)	08-18-04		10-04	Store Manager

Five voting members are appointed by City Council. Members must be city residents and voting members must be selected from the fields of engineering, architecture, construction trades and citizens-at-large. The chair of the Planning Commission also serves on the Board of Appeals.

Meetings: Second Wednesday, noon, City Hall Auditorium

FORESTRY BOARD

Three-Year Term

Five Member Board

NAME	APPTED	REAPPTED	EXP	OCCUPATION
Mike Heinz	05-01-02	11-05-03	11-03 11-06	Owner – Trees R Us
Mitch Elliott(E)	11-18-98	05-01-02	11-01 11-04	Grounds maintenance at college
Vince Urbina (E) (Chair)	09-01-94	11-01-95 11-18-98 05-01-02	11-95 11-98 11-01 11-04	Forester for State Forest Service
Ian H. Gray (E)	02-19-03	11-05-03	11-03 11-06	Foreman at Asplundh Tree Expert Co.
H.D. "Dutch" Afman (E)	11-05-03		11-06	Consulting Arboriculturist

Term limited and not eligible for reappointment

Three of the five members shall be selected from the following categories: a professional arborist, a nursery person, a landscape designer, a pesticide applicator and a representative of the Colorado State Forest Service, with no more than one in any one category (E). The other two members may be lay persons (L).

Created: 1914 originally, membership changed in 1984

Meetings: First Friday, 8:00 a.m., at Parks Shop Facility, 1400 Gunnison Ave. (as of 10-5-94)

Contact: Mike Vendegna, City Forester

HOUSING AUTHORITY

Five-Year Terms

Seven Member Board

Corey Hunt is no longer eligible as a resident member.

NAME	APPTED	REAPPTED	EXP	OCCUPATION
Marius Gabe DeGabriele	12-16-98	12-19-01	10-06	Director, Habitat for Humanity
Kathleen Belgard	12-16-98	11-05-03	10-03 10-08	Banker
Steve Heinaman	11-01-00		10-05	Builder
Gi Moon	02-07-96	11-01-00 11-20-02	10-02 10-07	Business Banker
Erin Ginter	03-15-00		10-05	Business owner/ grant writer
Corey Hunt	11-01-00		10-04	Tenant member
Harry Butler	05-16-01	05-07-03 05-04	05-05	City Council

Five member board, city residency requirement repealed by Res. 62-98 9-16-98
Board expanded to seven members on 9-15-99 by Res. No. 109-99, one member must be served by the housing assistance program.

Created: 1974

Meetings: Fourth Monday, 11:30 a.m., at Housing Authority Office, 1011 N. 10th St.

CITY OF GRAND JUNCTION, COLORADO

RESOLUTION NO. 84-02

A RESOLUTION CLARIFYING THE ETHICAL STANDARDS FOR MEMBERS OF THE CITY'S BOARDS, COMMISSIONS AND SIMILAR GROUPS

Recitals.

- A. The various City boards, committees, commissions and other groups are similar in that: the members are typically appointed by the City Council; the mission of each is somehow supportive of the City; and from the perspective of the citizen, the actions and pronouncements of the members of such boards and commissions may be viewed as being the act or pronouncement of the City.
- B. The power and legal responsibilities of several of such City groups rise to the level that the City Council should provide additional guidance and rules, pursuant to the City charter, state and other law.
- C. Members of entities/boards who have one or more of the following powers, duties or opportunities, should be subject to higher scrutiny and care, and will be termed "Authoritative":
- spend money,
 - adopt a budget,
 - buy or sell property,
 - act for or bind the City,
 - sue and be sued,
 - hire/fire and supervise employee(s),
 - make land use decisions, including zoning and/or variances;
 - issue and regulate City licenses, including the power to suspend or revoke a right or privilege to do business with or within the City.
- D. The following are Authoritative:
- Grand Junction Downtown Development Authority
Walker Field Public Airport Authority (only for the three City appointees)
Grand Junction Housing Authority
Grand Junction Planning Commission
Grand Junction Planning Commission Board of Appeals
Building & Fire Code Board of Appeals
Contractor's Licensing Board
Parks Improvement Advisory Board (only for the City's appointee)
Public Finance Corporation
Riverview Technology Corporation
Grand Junction Forestry Board
Ridges Architectural Control Committee

- E. A member of a body with advisory powers and duties only could normally not make a decision that is an actual conflict of interest, although a question of appearance of impropriety might arise. Such groups that are normally acting through a City employee or another City group will be termed “Advisory” for this resolution. The following groups and boards are Advisory:

Commission on Arts and Culture
Parks and Recreation Advisory Board
Urban Trails Committee
Riverfront Commission
Historic Preservation Board
Growth Plan members
Study groups
Transit Committees/groups
Visitor & Convention Bureau Board of Directors
Other *Ad Hoc* Committees

- F. All members City’s boards and groups are encouraged to discuss such matters with the City Attorney or the Mayor as soon as the member determines that a situation or circumstances has arisen or is likely to.

- G. Some court cases from other jurisdictions have suggested that the ethical and conflict rules for Authoritative groups should be the same as the rules for the City Council. Based on those cases, initial drafts of these rules treated all members of Authoritative groups as being equivalent as members of the City Council.

While having one rule for the Council and all Authoritative groups has the benefit of simplicity, there are quite real and significant limitations. Namely such a rule would mean, for example, that the spouse of an appointee to a City board would be prohibited from bidding on a City job, even though the particular board has no other connection with the bid.

- H. Having considered the benefits and practical impacts of the earlier draft, the Council determines that the earlier draft rule should apply to the members of the Council. For authoritative boards, the rule should be to view each such board on its own, and not act as though totally unrelated boards and groups are the same for these purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION:

1. These rules supplement state and other applicable law, especially including §101 of the City charter.
2. The recitals are a substantive part of these rules.

3. A member of an Authoritative board is subject to the same rules as is a Council person, but only with regard to the particular board or group on which the member serves.
4. Rules for members of an Authoritative board are:
 - (a) With regard to the board or group on which the member serves, it is not allowed for the member, or immediate family or business associates of the member, to contract with or have a business relationship with such member's board or group.
 - (b) It is not allowed for a member to act or be involved in a decision or situation in which it could reasonably be perceived that the member's personal or financial interests could influence the decision-making.
 - (c) Regarding the board or group on which a member serves, such member shall not act, influence or be involved in a decision or situation in which the member's immediate family or business associate is involved.
 - (d) Regarding the board or group on which the member serves, it is not allowed for a member's immediate family or business associate to do business with the board or group.
 - (e) Each member must disclose the conflict or appearance of impropriety (including the potential of either) as soon as possible.
 - (f) If a conflict exists, the member must remove him or herself from further involvement in the decision or the process. If an appearance of impropriety exists, the member may remove him/her self or may seek the guidance of the other members of the board or group. In addition, if either a conflict or the appearance thereof reasonably exists, the member must avoid exercise of any attempt to influence any decision-maker.
5. Advisory boards and members are not subject to the rules that apply to Authoritative boards or groups, except that:
 - (a) A member of an advisory board or group must: as soon as possible disclose the conflict, appearance of impropriety, or potential thereof; and such member must absent him/herself from participation or influence regarding the matter.
6. There is no conflict, nor impropriety, for any member of any City Authoritative or Advisory board or group if the matter does not involve the board or group on which the member serves.
7. Some explanatory situations are described on the attached "Ethical Situations and Recommended Actions."

For this resolution:

- (a) "disclosure" or "disclose" means to write or email each member of the respective board or group, and to send a copy to the Mayor and to the City Attorney. The City Attorney shall deliver a copy of all such disclosures, along with any legal

opinion that is made available to the public, to the City Clerk who will keep a public record of all such disclosures;

- (b) “immediate family” means a person’s spouse/partner and the person’s children, siblings and others living together as a family unit. Cousins, aunts, uncles, and parents would not be deemed “immediate family” unless living with the person as a part of the same family unit;
- (c) “business associate(s)” means a person who is:
 - (i) an owner of ten percent (10%) or more of a firm, corporation, limited liability company, partnership or other legal entity; and/or
 - (ii) an officer or director of a corporation; a manager or general manager of a member of a limited liability company; a partner of a partnership or a similar position of authority in another entity.

PASSED and ADOPTED this 4th day of September, 2002.

/s/ Cindy Enos-Martinez
President of the Council

ATTEST:

/s/ Stephanie Tuin
City Clerk

Memo

To: City Council
From: Dan Wilson, City Attorney
CC: Law, Kelly Arnold, David Varley
Date: July, 2002
Re: Ethical Rules Scenarios

Scenario #1: An applicant for an authoritative board is the owner of a firm and routinely does business for the City, but not for the board for which he is applying. The historical sales to the City by the applicant have all been pursuant to public bid process.

Answer: The applicant would be able to do business with the City and with any board other than the authoritative board to which appointed.

Scenario #2: An applicant for an authoritative board is not the owner, but is the number three person in a ten person firm that routinely does business with the City, but not for the board for which he is applying. The sales to the City by the applicant's firm are pursuant to public bid process.

Answer: If the #3 person is not an owner of the firm nor an officer, manager or member of the firm but is in a support role to the CEO/owner, then there is no conflict of interest.

Does this second scenario involve an appearance of impropriety? Stated another way, would a member of the public view the connection of the applicant to the firm as being identical as that of the owner? If so, the #3 person should disclose his/her relationship with the firm during the application process.

Scenario #3 – If the applicant for the authoritative board was one of the primary workers for the ten person firm, but not in a management or supervisory role, would the result change?

Answer: The resolution would allow the arrangement. The person can serve because the person is not exercising decision making authority for the firm.

Scenario #4: – If an applicant for an authoritative board is the owner of a firm that provides services to another City authoritative board (rather than directly to the City), should the result change?

Answer: Because each authoritative board is viewed separately from other City authoritative boards, the applicant would be able to do business with the City and with any authoritative board except the one to which the person was appointed.

Scenario #5: If an applicant for an authoritative board is the husband of an owner of a firm that provides services to another City authoritative board, should the result change?

Answer: The owner/wife would only be barred from doing business with the particular authoritative board on which the husband served.

Scenario #6 – If an applicant for an authoritative board is the sibling of an owner of a firm that provides services to another City authoritative board, should the result change?

Answer: This depends on the relationship between the siblings. Unless the sibling was living in the same house as the owner of the firm, there is no conflict.

An individual applicant or board member might still recuse in a particular instance regarding other members of one's extended family if the relationship is such that it would be difficult to make an independent and objective decision.

Scenario #7: If an applicant's best friend does business with the City, but does not do business with the authoritative board itself, is that a problem?

Answer: No conflict exists. Nevertheless, because the public could reasonably perceive that the close personal relationship would influence decision-making, recusal is appropriate.

Scenario #8: If an applicant's ex-spouse is one of the prime contractors for the City from time to time, but not at the time that the applicant would be appointed, would the applicant's appointment bar another contract during his or her term?

Answer: No, because the "ex-spouse" does not fit within the definition of family or close business associate.

Scenario #9: May the child of a member of an advisory board bid on a City Public Works Department contract authorized by the City Council?

Answer: Because the requirement for members of advisory boards is disclosure, once that has been completed, there is no other bar to such a bid.

Scenario #10: Assume that the Arts Commission was expected to recommend to the Parks Director regarding the Director's purchase of a piece of art. If one of the members of the Commission was close friends with the creator of one of the pieces of art, the member should disclose the relationship and avoid further involvement with the process of making recommendations and acquiring the artwork.

-end-

**Attach W-4
Youth Council Update**



Memorandum

TO: CITY COUNCIL
CC: Kelly Arnold, City Manager; David Varley, Assistant City Manager;
FROM: Seth Hoffman, Management Intern *SH*
DATE: August 30, 2004
SUBJECT: Youth Council Retreat Update

At their retreat two weeks ago, the Youth Council decided that they would like to provide updates to the City Council on a more regular basis. The attached document is the first such update. Please let me know if you have any questions. Thanks!

Members of City Council:

It is my pleasure to be afforded the opportunity of communicating the operations and decisions of the City Youth Council to you this year. We have accomplished much thus far, having gone through our yearly retreat, and I foresee a great deal happening in the near future. Our retreat was beneficial in several ways.

First, we elected this year's officers and delegated several important tasks to different committees. The officers are: Drew Creasman, Chair; Ryan Biehle, Vice-Chair; Victoria Lyons, Secretary; and Brian Conklin, Treasurer. All of these officers will be collaborating to form our meeting agendas and they each have specific duties to perform based on the title of their office.

Committee work will also be important for the Youth Council. All committees and committee Chairs were approved and elected by the Youth Council members at the retreat. The committees and Chairs are: Archives, Annie Li; Organization Outreach, Kellen Grode; Public Relations, Drew Creasman; Student Survey, Victoria Lyons; Legislation, Ryan Biehle; New Years Eve, Sarah Wilson; and Resource Guide, Kellen Grode. At our next meeting, on Tuesday, September 7, 2004, the rest of the Youth Council will be choosing the committee or committees they wish to be on. Once that occurs we'll be working outside of the regularly scheduled meetings to accomplish the agendas and goals set forth by each committee.

Secondly, we made a few changes to the Bylaws of the City Youth Council. The first amendment to the bylaws is the election dates; they are now at the beginning of a new term in either August or September. A significant alteration to the position of Chair is that there is no longer a one term limit for this office. If a person is elected by the Youth Council to be Chair two years in a row, that is now permitted. The next change is to the office of Vice-Chair. Now falling under this office are the previous duties of the Parliamentarian, which has been removed from the bylaws as a position. Additionally, this officer is required to update the City Council on a monthly basis. The third modification is to the office of the Secretary. New duties include checking the Youth Council e-mail and keeping accurate records of attendance at all Youth Council meetings. The final change was to the office of Historian, which has been removed and the duties of which now fall into the hands of the Archives committee.

Finally, and I think most importantly, the Youth Council learned how to cooperate. A retreat setting, such as the one we were in, allowed us to learn the abilities of each Youth Council member so that we could use them to our advantage. There were few barriers left unbroken as we all came together under a single purpose. I expect great things from this year's Youth Council, and look forward to keeping you informed on what we are doing.

Cordially,

Ryan Biehle
Vice-Chair

Attach W-5

Revolving Loan Fund Request

CITY OF GRAND JUNCTION

CITY COUNCIL AGENDA						
Subject		Funds Request for the Revolving Loan Fund of Mesa County				
Meeting Date		September 13, 2004				
Date Prepared		September 15, 2004			File #	
Author		Dean DiDario		Loan Fund Administrator		
Presenter Name		Dean DiDario		Loan Fund Administrator		
Report results back to Council		<input checked="" type="checkbox"/>	No		Yes	When
Citizen Presentation			Yes	<input checked="" type="checkbox"/>	No	Name
<input checked="" type="checkbox"/>	Workshop			Formal Agenda		Consent
						Individual Consideration

Summary: The Revolving Loan Fund of Mesa County (RLF), a program of the Business Incubator Center, provides "gap" financing for Mesa County businesses in an effort to positively impact economic development in the area. Due to continued strong growth in demand for loans the RLF needs to increase its capital base in order to continue to fulfill its mission in the community.

Budget: see attached Powerpoint Presentation

Action Requested/Recommendation: Comments and questions on the request for funding and other ways to meet the goals of the Revolving Loan Fund

Attachments:

Copy of Power Point presentation

Letter of support from the Grand Junction Economic Partnership

Background Information:

Please see the attached information for additional detail.

The Revolving Loan Fund of Mesa County

- Formed in 1985
- A Program of the Business Incubator Center
- Mission: Filling the Financial “Gap” for Mesa County Businesses and Positively Impacting Economic Development.

Example Project

Total Project Cost	\$100,000	
Bank Financing	\$ 70,000	
Equity	<u>\$ 10,000</u>	
Financial Gap	\$ 20,000	RLF Loan

Performance History

- 204 Loans Totaling \$9.5 million
- Leveraged \$40 million in Additional Capital
- Helped Create/Retain 1,329 jobs
- 2% Loan Loss Rate since Inception

Loan History Detail

Industry – 40% Service
30% Manufacturing
19% Retail
11% Other

Phase – 56% Existing
44% Start-Up

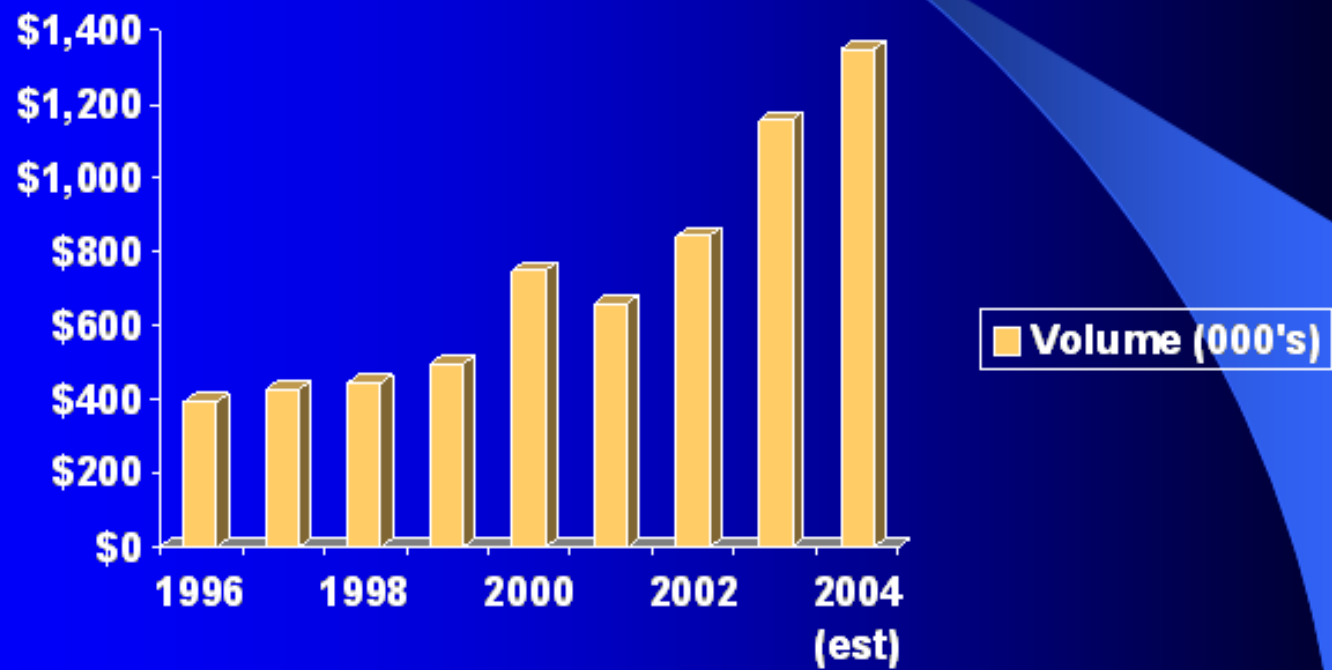
Loans by Location

- 65% City of Grand Junction
- 27% Mesa County (Outside City Limits)
- 4% Palisade
- 4% Fruita

Businesses Funded

- Banana's
- Crystal Café
- Energy Equipment & Supply
- Grand Junction Steel
- Kidzplex
- Main Street Bagels
- Mesa Lakes Resort
- Overhead Door Company of Grand Junction
- Sundance Marine
- Western Slope Industries

RLF Loan Volume



Current Situation

- Demand Exceeds Available Capital
 - Total Capital Base - \$3 million
 - Total Loans & Commitments - \$2.7 million
 - Capital to Lend - \$300,000
 - Loan Applications in Process - \$795,000
- ❖ **The RLF Needs to Increase its Capital Base to Continue to Fulfill its Mission.**

Funding Request

City of Grand Junction - \$300,000

Projected Impact

1 – 3 Years

6 Businesses Funded

42 Jobs Created/Retained

\$1, 161,000 in Additional Capital Leveraged

10 Years

\$950,000 in New Loans

20 Businesses Funded

133 Jobs Created/Retained

\$3,676,500 in Additional Capital Leveraged



Mayor Hill and Council Members
City of Grand Junction
250 North 5th Street
Grand Junction, Colorado 81501

September 7, 2004

Dear Mayor Hill and Council Members,

We understand that the Revolving Loan Fund of Mesa County, a program of the Business Incubator Center, plans to request \$300,000 from the City Council for the capitalization of its fund.

As partners in the area's economic development efforts we support this request. Over the past 18 years the RLF has shown that it is an important component of our economic development toolbox and has assisted in the creation of a number of jobs in addition to fostering the entrepreneurial spirit of our community. We believe that the request is worthy of favorable action.

Sincerely,

A handwritten signature in cursive script that reads "Ann Driggers".

Ann Driggers
President

cc. Sally Schaefer, Chair, GJEP Board of Directors