City of Woodland Park
City Council Agenda
August 6, 2020
7:00 PM

The Woodland Park City Council is pleased to have residents of the community take time to attend City Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will generally be limited to five (5) minutes in order to allow everyone the opportunity to be heard. **PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE.** Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research.

PLEASE SIGN IN TO SPEAK ON A PARTICULAR AGENDA ITEM

Written comments are welcome and should be given to the City Clerk prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time.

Due to COVID -19 practices the City will be practicing social distancing and limiting the public to the first 17 people in attendance to include staff and Council in the City Council Chambers. We will have an over-flow room set-up in the Parks and Recreation Classroom where the Council Meeting will be broadcasted and another 17 individuals may attend, also practicing social distancing. Please wear a face covering. Thank you. For those who would like to view the meeting at home CLICK HERE

1. **CALL TO ORDER AND ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
   A. Appointment to the Board of Adjustment Committee. ***(A)***
   Presenter: City Clerk, Suzanne Leclercq

4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**

5. **CONSENT CALENDAR**
   All matters listed under Consent Calendar are considered routine business by the Council and will be enacted with a single motion and a single vote by roll call. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Calendar and considered separately.

   A. Approve Minutes from the July 16 Regular Council meeting. ***(A)***
   Presenter: Suzanne Leclercq, Assistant City Manager/City Clerk

6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

7. **UNFINISHED BUSINESS**
   A. Discussion of vendor fee and analysis.
   Presenter: City Attorney, Jason Meyers and City Manager, Darrin Tangeman
   B. Discussion of initial tiered Business Licenses
   Presenter: Mayor Val Carr, City Attorney Jason Meyers and City Manager Darrin Tangeman
   C. Discussion of variance for Shining Mountain Golf Course to allow overnight parking.
   Presenter: Councilmembers Jim Pfaff and Robert Zuluaga
   D. CVRF – alternate distribution ideas.
   Presenter: Mayor Val Carr and Councilmember Jim Pfaff
   E. Review of CVRF application
   Presenter: Mayor Val Carr

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

A. Consider first reading of Ordinance 1382, 2020, a request by Woodland Park Storage LLC (Eric Smith, property owner) to vacate the 5 foot wide public utility easement along both sides of the common lot line between Lot 3, The Village (127 Village Terrace) and Lot 4, The Village (137 Village Terrace) in the Neighborhood Commercial (NC) zone district, and schedule the public hearing for August 20, 2020. ***(L)***

Presenter: Planning Director, Sally Riley

9. PUBLIC HEARINGS

(Public comment may be heard)

A. Approve Ordinance No. 1381 adjusting expenditure appropriations to the general fund, in the amount of $674,515.14 for the administration of the Coronavirus Relief Fund, for the City of Woodland Park, Colorado for the 2020 Budget Year and amending Ordinance No. 1360, Series 2019***. (A)***

Presenter: Finance Director, Emily Katsimpalis

10. NEW BUSINESS

(Public comment may be heard)

A. Approve Resolution No. 865, Series 2020 opposition to National Popular Vote Compact, which will appear on the 2020 General Election Ballot. ***(A)***

Presenter: Mayor Val Carr

B. Remote work implementation items, software licensing for certain staff with budget support CVRF.

Presenter: City Manager Darrin Tangeman

11. REPORTS

(Public comment not necessary)

- **A.** Mayor's Report
- **B.** Council Reports
- **C.** City Attorney's Report
- **D.** City Manager's Report
  1. Update on Shining Mountain interaction with code enforcement – Sally Riley

12. **EXECUTIVE SESSION- None**

ADJOURNMENT

**Per Ordinance No. 1363, Series 2020 posted on the City Website 07/29/2020

City of Woodland Park
Staff Report for City Council

Meeting Date: August 6, 2020

Agenda Item	Department	Presenter
3A	City Clerk's Office	Suzanne Leclercq City Clerk

ITEM:

Appointment to the Board of Adjustment

BACKGROUND:

There is currently three positions open for the Board of Adjustment. There is one regular position open and two alternate positions open. Pursuant to Council's policy, notice of this open position was published on the City's website and Facebook page.

The City Clerk's Office has received two applications. One application from Dean Nelson and one application from Christina Chapman. The City Clerk has reviewed the applications and both meet the residency requirements as per the BOA's by-laws.

Both applications are attached for your review and both applicants will be appearing in person at the Auigust6, 2020 City Council Meeting.

STAFF RECOMMENDATION:

To appoint applicants to the Board of Adjustment.

Woodland Park City Council
Council Chambers – City Hall
July 16, 2020 Council Meeting Minutes
7:00 PM

If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video.

1. ROLL CALL

The following members of Council present were: Mayor Val Carr, Mayor Pro-Tem Hilary LaBarre, Councilmembers Kellie Case, Hilary LaBarre, Rusty Neal, Jim Pfaff and Robert Zuluaga.

The following Staff Members were also in attendance for this meeting were:

City Manager Darrin Tangeman (via zoom)
City Attorney Jason Meyers (via zoom)
Assistant City Manager/City Clerk Suzanne Leclercq
Management Analyst Rob Felts
Finance Director Emily Katsimpalis
Planning Director Sally Riley
Community Engagement Manager Karen Casey

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Celebration of Police Officer Glen Jardon's retirement and 29 years of service to the City of Woodland Park.
Mayor Carr, Chief of Police DeYoung and City Clerk Leclercq all spoke regarding Offier Jardon's retirement. Mayor Carr presented Jardon with a recognition coin for his years of service to the City. Officer Jardon shared some sentiments with the Council regarding his experiences over the past 29 years.

B. Thank you to Councilmember Paul Saunier for his years of service to the City of Woodland Park.
Mayor Carr thanked Paul Saunier for his service to the City of Woodland Park and presented him with a council gift. Saunier thanked everyone for the opportunity to serve.

C. Graduation of the 2020 Citizen's Academy class.
Community Engagement Manager Karen Casey with the assistance of Mayor Carr and Mayor Pro-tem LaBarre handed out the graduation certificates to the participants of this year's Citizen Academy.

D. First Quarter 2020 Financial Report and May 2020 Sales Tax Report.
Finance Director Katsimpalis presented the First Quarter 2020 Financial Report and the May 2020 Sales Tax Report. Mayor Carr requested from Katsimpalis that her next report contain a year to year comparison regarding the 2nd quarter 2020 Financial Report.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA: None

5. CONSENT CALENDAR:

A. Approve Minutes from the July 2, 2020 Regular Council Meeting.

City Clerk Leclercq presented the Consent Calendar.

MOTION: To approve Consent Calendar as presented with correction to the minutes: Case/Neal. Motion carried 6-0.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

April Babin, Manager of Shining Mountain Golf Course addressed the Council asking for special consideration (variance) to allow RV parking and camping in the parking lot of the golf course. Planning Director Riley reminded the Council that there was a specific process that Ms. Babin could go through if interested in this. Riley stated that it has been done for other events like the Rock and Gem Show and the POW–Wow. Riley reviewed that the process is already in place and spelt out in the code. Riley shared that it would take at least 30 days to process. Mayor Carr shared that the Council would take her request into consideration.

Barbara Roy shared complaints she had with the City's Code Enforcement Officer at Shining Mountain Golf Club where she maintains a business. Roy stated that she felt the Golf Course was being targeted and had received excessive warnings and visits from Code Enforcement. Planning Director Riley shared that she felt these complaints are misrepresented. Councilmember Zuluaga asked Riley to issue a rebuttal to these complaints. Councilmember Pfaff stated that this is a serious issue of targeting and that he would like to know any other businesses in town that have received warnings, and this kind of same involvement. Councilmember Case stated that she looked forward to hearing from Riley at the next Council Meeting.

7. UNFINISHED BUSINESS:

A. Discussion on allocation of Coronavirus Relief Funds (CVRF).

Mayor Carr led this discussion and stated as a starting point he was throwing out the possibility of a $30,000 limit to small businesses, a $10,000 limit to non-profits and a $10,000 limit to residents. Mayor Carr shared that he has been working on the application. Councilmember Zuluaga stated that he was impressed that the City had already received 49 returned surveys and was looking forward to receiving more input from the Community. City Manager Tangeman shared an overview of how the Town of Monument is using their funds. Tangeman shared that their Board of Trustees is not including home based business. Monument is using the Small Business Administration's (SBA) definition of small businesses which requires recipients to have business licenses and they have limited the maximum award to $10,000. Tangeman also added that they have defined that the business must be physically located within the town boundaries.

At this time Kathryn Perry from Park State Bank who manages PPP loans and grants shared her experiences in distributing the $5,000,000 they were allocated. Perry also shared that construction has not slowed down compared to restaurants and theaters so all businesses are not equally affected. Perry shared that businesses seeking help should be required to present financial documents and that the Council should consider the impact to the city when they are making these decisions.

Shannon Anderson from Vectra Bank who manages PPP loans and grants shared her experiences as well. Anderson stated that the PPP was designed to protect payroll. PPP was meant to cover two and a half months and it's now five and half months and businesses are still closed or not fully opened. Anderson noted that these businesses are still struggling and could have other losses as well. Anderson also advised Council not to discount home-based businesses.

Council thanked Perry and Anderson for all of their input and suggested that Council use them as advisors for some of the decisions they will be making.

Scott Davis shared that he was very grateful for the PPP loan he received and that it kept him in the black during this difficult time.

Carl Anderson shared that he believes that this is the tip of the iceberg and there will be many long-term effects of the virus that will las well into the future. Anderson advised Council that rushing into a decision could be a mistake.

The time being 8:53PM Mayor Carr called for a brief recess.

At 9:04PM Mayor Carr resumed the Council Meeting.

B. To approve the Logan Simpson professional services contract to complete the 2020 Comprehensive Plan update and land use code review.

Prior to this agenda item Mayor Carr proposed to Council that Resolution No. 339 be suspended in the event of a tie vote.

MOTION: To suspend Resolution No. 339 for this agenda item - Logan Simpson professional services contract. Carr/Pfaff. Motion carried 6-0.

Planning Director Riley led this discussion stating that as a result of COVID maybe we need to pause and wait to the Community and Region heals before voting on this. Riley suggested it be moved to the 11/19/2020 Council Meeting or the 12/3/2020 Council Meeting. Riley suggested that the Council keep the funding alive, commit to fund the project and implement it in 2021 as a way to motive the Community. Mayor Pro-tem LaBarre shared that she liked that idea. Councilmember Neal shared that he was uncomfortable with the contract and would like to offer his expertise to work with individuals on the contract language. Councilmember Zuluaga stated that he doesn't support the contract or the comprehensive plan and will not support it in another three months. Zuluaga stated that he felt that comprehensive plans are anti property rights and should be unconstitutional, Zuluaga suggested that the City use the $50,000 to pay down the City's debt, and plan for a by-pass solutions. He felt it was a waste of time to re-write the paperwork and a waste of $100,000. Councilmember Pfaff shared that the document had no direct input from Council and that this document is not the authority of Council and it is run by staff. Pfaff shared that he felt that Council should put the power in the citizens' hands and that as written the comp plan does not get there. Pfaff shared that Council should let the people run and build the engine. Councilmember Case shared her experience of the comp plan 10 years ago when she was a staff member. Case expressed that she felt there was a lot of community engagement and engagement with the Council.

Council continued to discuss the comp plan regarding the cost and Council not being more involved. At this time Councilmember Case made the following motion:

MOTION: To delay the approval of the Logan Simpson professional contract to complete the 2020 Comp Plan until the December 3, 2020 Council Meeting and to have Councilmember Neal work on the contract language. Case/LaBarre. 6-0. Motion carried.

6. ORDINANCES ON INITIAL POSTING:

A. Consider Ordinance No. 1381 adjusting expenditure appropriations to the general fund, in the amount of $674,515.14 for the administration of the Coronavirus Relief Fund, for the City of Woodland Park, Colorado for the 2020 Budget Year and amending Ordinance No. 1360, Series 2019 on initial posting and set the Public Hearing for August 6, 2020. Finance Director Katsimpalis introduced this ordinance on initial posting.

There being no public comment or council discussion the following motion was made:

MOTION: Consider Ordinance No. 1381 adjusting expenditure appropriations to the general fund, in the amount of $674,515.14 for the administration of the Coronavirus Relief Fund, for the City of Woodland Park, Colorado for the 2020 Budget Year and amending Ordinance No. 1360, Series 2019 on initial posting and set the Public Hearing for August 6, 2020. Carr/Case. 5-1 vote. Motion carried. Councilmember Pfaff voted no.

7. PUBLIC HEARINGS:

A. Approve Ordinance No. 1380 amending the Woodland Park Municipal Code by adding Section 1.05.030 appearance of names on the ballot.

City Attorney Meyers reviewed this ordinance with the City Council. Mayor Carr asked City Clerk Leclercq if she was comfortable with this ordinance and did it give her the assistance for the election she needed. Leclercq stated it did.

There being no Council discussion Mayor Carr opened the Public Comment. There was no Public Comment.

MOTION: Approve Ordinance No. 1380 amending the Woodland Park Municipal Code by adding Section 1.05.030 .

8. NEW BUSINESS:

A. None

9. REPORTS:

A. Mayor's Report: Mayor Carr reviewed the events coming up in the next two weeks.

Mayor Pro-tem LaBarre stated that she did not appreciate the blatant lie in the editorial published by Bob Carlsen in the Courier this week.

Councilmember Case shared that PRAB will be taking a tour of all the parks with the Board. Case also mentioned that she attended the first Leading Edge Series class and that it was very worthwhile. Case also noted that there were still scholarships available.

Councilmember Neal thanked Sarah Horwood for the directory she put together on behalf of KWPB regarding recycling.

Councilmember Pfaff shared his sentiments on the zoning laws and that we should just eliminate them. Pfaff also shared that they had a great event at the golf course on the 4th of July. Pfaff reiterated that he wanted to find out more information on the golf course and code enforcement interaction.

Councilmember Zuluaga reported that the DDA is moving forward with negotiations with a developer. Zuluaga did not have a report for Main Street. Zuluaga shared that he like what April Babin proposed regarding camping at Shining Mountain. Zuluaga suggested that perhaps we could propose a temporary ordinance to allow businesses to utilize their own property and that we could speed up the process for utilizing the park.

B. City Attorney Reports: None

C. City Managers Reports: None

10. EXECUTIVE SESSION: None

11. COMMENTS ON WRITTEN CORRESPONDENCE: None

12. ADJOURNMENT: 10:23 PM.

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Suzanne Leclercq MMC, City Clerk

APPROVED THIS _____ DAY OF ___________________, 2020

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Val Carr, Mayor

BUSINESS LICENSING POLICY FACTSHEET - 7/28/2020

Background: Historically, business licensing fees are collected to off-set the administrative costs of compliance and enforcement throughout the City while providing a service to our residents or other business for verification purposes. The City often gets calls for compliance checks from other business or residents on business suspected of operating outside of compliance of our municipal code. Our municipal code Chapter 5.04 requires a general business license to operate in our city. The license provides a tax registration certificate that gives businesses legal approval to begin conducting business in the area when they conduct business transactions three times or more a year within the City.

A review of Colorado Department of Revenues Colorado Sales and Use Tax information sheet (DR1002 - 12/30/2019), demonstrates the average standard business licensing fee using a flat fee system versus a graduated or tiered fee system for home rule municipalities averages $35.36 per annual business license. The range for flat fee licensing ranges between $10 to $100 per year statewide.

The City of Woodland Park has charged a $50 flat fee per year for business licensing since 1993 without a rate increase and is considered a medium size city for the State of Colorado. Other cities like Aspen charge a tiered business licensing fee by the number of employees their business employs for the year. This type of fee structure places the burden on larger employers and provides greater relief to smaller business. Other cities like Englewood charge a business licensing fee based on the type of industry a business is engaged in. Business with larger compliance or liability issues like pawnbrokers, adult industry or tattoo parlors often require higher fees to off-set the cost of increased compliance for municipalities.

Recommendation and implications: If the City of Woodland Park were to lower its business licensing fee below the State average for home rule municipalities to $35.00, the City would lose approximately ($31,980) of $106,600 budgeted in revenues a year that it currently collects to pay for administrative and compliance costs associated with business licensing. If necessary, recommend reducing business licensing fee by $7.50 per year for two years (2021 and 2022) to $35.00 in 2022 to reduce the impact to funding compliance and administrative costs.

VENDOR FEE POLICY FACTSHEET - 7/28/2020

Introduction: The purpose of this factsheet is to provide information related to the national, state, and local history related to the Vendor Fee and provide relevant and objective information to make an informed policy decision on this issue in the future.

Background: The Vendor Fee is a percentage of total sales tax collected given to vendors to cover the cost of processing sales taxes and transferring them to state and local governments when sales taxes are remitted on time. The vendor fee was adopted in Colorado in 1935 at 5 percent when stores tracked all items and sales by hand. It remained at 5% for 30 years and has varied from 3.33%, 1.35%, and dropped to 0% during the Great Recession in 2009. As you can see from the fee history, the State's changing vendor fee over the years has not been directly tied to changes in compliance cost, but rather has been tied to different lobbying efforts from a range of different stakeholders impacted by this issue. Due to COVID-19 impacts, the State of Colorado contemplated again eliminating the vendor fee this year to manage the State's budget shortfall, but recognized its current structure continues to allow the State to fund its affordable housing initiatives.

The characterization of the Vendor Fee is misnamed and is technically not a fee. The Vendor Fee is actually a credit given to vendors that is subtracted from the overall sales taxes to be remitted to the City. **Example:** If a 1% Vendor Fee were assessed on one dollar of sales tax due to be remitted, the business would remit 0.99 cents to the City and keep the remaining 0.01 cent as a vendor fee tax credit. It is important to reiterate that a vendor fee is not assessed on top of the sales tax due. As the Vendor Fee is tied to sales tax, it will not affect businesses that do not collect sales tax such as service businesses.

Colorado Sales and Use Tax remittance is currently experiencing major changes due to the SCOTUS South Dakota vs Wayfair decision. The establishment of the Colorado Sales & Use Tax Software (SUTS) System portal could significantly simplify and consolidate the sales tax remittance process making it easier for local businesses to remit their sales taxes. It is believed the new SUTS system could increase or maintain compliance, simplify business remittance of sales tax, permit the City to maintain local control over sales tax policies, allow for timely collection of revenues, and be negligible in cost. The City is strongly considering moving to the SUTS system rather than continue complete self-collection. The expected timeline for implementation is September 2020. **Note:** changing to a new portal and modifying the Vendor Fee in the same year would cause multiple disruptive changes in a short period of time. Get more information on SUTS here: https://www.colorado.gov/pacific/tax/sales-tax-GIS

Key Information:

- Analysis conducted by the Bell Policy Institute in 2016 for the Colorado Legislature on the Vendor Fee that referenced a 2006 Price Waterhouse Coopers study demonstrated the gross compliance cost associated with processing sales taxes and transferring to state and local governments averaged 0.19 percent of taxable sales: 0.82 percent for small retailers ($150,000 - $1,000,000 annual sales), 0.32 per cent for medium retailers ($1,000,000 - $10,000,000 annual sales), and 0.13 percent for large retailers (over $10,000,000 annual sales).
- Using gross retail sales tax compliance costs as a percentage of taxable sales is a more accurate percentage to establish an accurate vendor fee because it directly equates to the scope and process from which sales tax is remitted (i.e. applied directly to taxable sales).

Table E.1. -- Gross Retail Sales Tax Compliance Costs, 2003

Compliance costs as a percentage of:	Annual Retail Sales Size Class			
	$150,000 - $1,000,000	$1,000,000 - $10,000,000	Over $10,000,000	Weighted Average
Sales tax collected	13.47%	5.20%	2.17%	3.09%
Taxable sales	0.82%	0.32%	0.13%	0.19%

Note: All results are statistically significant at the 5% level.

- Ord. 605-1994 § 1 (part), 1994) effectively changed the City's Vendor Fee tax credit in 1994 from 3.3% to 1% in 1995, and in 1996 the Vendor Fee tax credit was eliminated.
- 34 of 73 (47%) of all Colorado home-rule municipalities who self-collect sales and use tax **do not** have a vendor fee (tax credit). The average vendor fee for all Colorado home-rule self-collecting municipalities is 1.496 percent. This data is taken was from the Colorado Department of Revenue: https://www.colorado.gov/pacific/sites/default/files/DR1002_01-2020.pdf
- When reviewing the City's budget, you will see several Vendor Fee line items. This is not actually a line item for a collected fee but an earmarked line item stipulated by Section 3.08.370 of our municipal code and separated from the overall sales tax revenues remitted. The ordinance directs the earmarked revenues be used for projects throughout the downtown area. The City currently earmarks $148,795 per year in the 2% General Fund sales tax line item and $74,400 in the 1% Streets Capital Fund (410) sales tax line item based on projected revenues.
- No earmark is currently reserved for the School District's 1.09% sales tax, because the earmark Ord. 605-1994 § 1 (part), 1994) was created before the 1.09% Sales Tax was passed by voters. If the Vendor Fee were reinstituted by a new ordinance at 1% it could equate to $24,328.11, and if it were reinstituted at 3.3%, it could equate to $80,282.76 in lost revenue to the School District based on current revenue projections for 2020.
- It is important to note that a Vendor Fee tax credit is traditionally only given to vendors if sales taxes are paid on time. This provides an incentive for timely remittance.

Recommendations:

- The City only has a $154,000 debt service coverage ratio and any reduction in this ratio could impact our municipal bond rating and ability to service our general fund debt long-term.
- Strongly consider and balance the current COVID-19 economic conditions, losses in State revenues, and the ability for the City to continue to provide essential services, law enforcement, and public safety to our community.
- Strongly consider other more targeted policy options that actually help small businesses since more than 60% of the benefit of the reintroduction of the vendor fee would likely go to our largest corporate entities and will largely not be reinvested within our Community or to the same degree.
- Policy consideration: Reducing revenues will require directly reducing services paid for with the general fund. Since the current vendor fee earmark goes to downtown projects, what downtown services would be reduced to off-set these revenue losses?
- Delay changes to the Vendor Fee tax credit until after implementation of the Sales & Use Tax Software (SUTS) System portal in September 2020 to reduce disruption and align a reinstituted vendor fee tax credit with the next fiscal year.
- If a reinstatement of the Vendor Fee is approved, maintaining the tax credit of between 0.82% to 1% is an accurate percentage based on the Price Waterhouse Coopers study that demonstrated the maximum gross compliance cost incurred was 0.82%. Consider a cap on the monthly tax credit that is given to vendors similar to the state.
- If reinstituted by ordinance, recommend implementing the tax credit percentage increase over a period of two years to reduce the negative impact to City's lost revenues.
- If the City were to reinstitute a 1% Vendor Fee tax credit allowance it would have the following impact on projected General Fund and 410 Fund Revenues for 2020:

410-000-3135 (1% Vendor Fee Projection) (-) Streets Capital Fund Revenue	100-000-3135 (1% Vendor Fee Projection) (-) General Fund Revenue
($21,404)	($42,808.25)

- If the City were to reinstitute a 3.3% Vendor Fee tax credit allowance it would have the following impact on projected General Fund and 410 Fund Revenues for 2020:

410-000-3135 (3.3% Vendor Fee Projection) (-) Streets Capital Fund Revenue	100-000-3135 (3.3% Vendor Fee Projection) (-) General Fund Revenue
($74,400)	($148,795)

VENDOR FEES: WHAT ARE THEY?

What Are Vendor Fees?

Vendors and/or retailers are sometimes entitled a percentage of sales tax they collect — vendor fees — to cover the cost of processing sales taxes and transferring them to state and local governments. Vendor fees were originally put into place when stores tracked all items and sales by hand, but now most of the tracking, especially for large and national retailers, is done via computer. **In a 2006 study, Price Waterhouse Coopers found the average cost of compliance for all retailers nationwide was 0.19 percent. For small retailers, it was higher at 0.82 percent, but it was only 0.13 for large retailers.** Nevertheless, some states, including Colorado, still allow vendors to keep significantly more than it actually costs to process and transfer the sales tax.

Colorado's Situation

Colorado currently allows all businesses that collect sales taxes to keep 3.3 percent of those taxes. While many states cap the amount of money businesses can keep per year via vendor fees, Colorado hasn't imposed a cap, so businesses are free to keep as much as the percentage yields them. While Colorado's sales tax is the lowest in the nation — not counting the four states with zero sales tax — which would mean net vendor fees are lower than another state with the same setup. However, due to the high percentage and no cap, businesses in Colorado keep more money from vendor fees than all but a handful of other states.

This results in a lost opportunity for the state to capture tens of millions of dollars in revenue that could be put to important uses, like education, health care, or housing. Colorado spending on important public services as a percentage of our economy is near a 40-year low. The need for more state money to fund important programs is critical.

The possible revenue could make a major difference for our state. Consider the following:

- $31.5 million would ensure all eligible 3- and 4-year-olds could enroll in the Colorado Preschool Program
- $50 million per year to provide adequate funding for Colorado's housing trust fund
- When adjusted for inflation, Colorado's funding for postsecondary education has been cut in half over the last 15 years, which has resulted in families' tuition payments doubling in that time

Suspension of Vendor Fees

During the Great Recession, many states were desperate to make up for revenue lost due to the economic downturn. Colorado chose to suspend the vendor fee in order to recoup some money for the state budget, as it was deemed a good place to find money to fund necessary programs. However, as the state's economy recovered, the fee was gradually put back into place. It went back to its 3.3 percent in July 2014.

National Situation

Twenty-eight states, including Colorado, have some kind of vendor fee as of January 1, 2018. Of those 28, 16 have placed a cap on how much a business can keep, either monthly or annually. The caps ensure a business gets reimbursed for its collection costs, but doesn't abuse the system to pad their profit margins with money that should rightfully go back to state and local governments. As of 2008, a study showed the public sector was losing more than $1 billion in revenue due to vendor fees across the country. Furthermore, it was determined large retailers, like Wal-Mart, were the main beneficiaries. In fact, that same study determined Wal-Mart collected about $60 million per year in vendor fees, and in Colorado alone they collected $9 million.

Since that 2008 study, states have acted to rein in the amount of money businesses, especially larger national retailers, can collect through a vendor fee. For example, in 2016 as part of a large budget deal, Pennsylvania capped the amount of money a business could claim to $300 per year. It was estimated the change would return $56 million annually to the state.

VENDOR FEES: WHAT ARE THEY?

Can Colorado Change Its Vendor Fee?

Colorado could definitely act to reduce the amount of money retailers collect from the state's sales tax. There are a number of ways Colorado could move forward that would minimize lost revenue, as well as the gains many businesses get from the state budget.

Options to Change Vendor Fees in Colorado

1. Eliminate all vendor fees, and by fiscal year 2020, the state sees more than $110 million in its coffers
2. Keep the vendor fee on small vendors that are more likely to actually need help collecting and remitting sales taxes, but eliminate it for large retailers, recouping more than $83 million for the state
3. Cap the amount of money businesses collect, similar to Pennsylvania's approach, and get upward of $50 million to use for important public services[1]
4. A combination of the above, or change percentages to reflect the actual amount needed for businesses to collect sales taxes, still receiving some tens of millions for the state

At this point, the question clearly isn't *should* we change the idea of a vendor fee, but *what* change should be made in order to ensure a fair return of sales taxes to the state without dooming businesses. It clearly can be done, as other states have shown, and doing so helps fund important state programs that level the playing field for all Coloradans.

HISTORY OF THE COLORADO STATE VENDOR ALLOWANCE RATE	
DATES	VENDOR ALLOWANCE RATE
March 1, 1935, to June 30, 1965	5%
July 1, 1965, to June 30, 2003	3.33%[1]
July 1, 2003, to June 30, 2005	2.33%
July 1, 2005, to February 28, 2009	3.33%
March 1, 2009, to June 30, 2009	1.35%
July 1, 2009, to June 30, 2011	0%
July 1, 2011, to June 30, 2014	2.22%
July 1, 2014, to December 31, 2019	3.33%
January 1, 2020 and ongoing	4%, capped at $1,000 per month

SOURCE: Office of the State Auditor analysis of legislative history of the Vendor Allowance.
[1] The decrease in the Vendor Allowance rate from 5 percent to 3.33 percent in 1965 corresponded with an increase in the state sales tax rate from 2 percent to 3 percent.

[1] Data from projected sales taxes is taken from the Colorado Legislative Council staff's September 2016 Economic and Revenue Forecast

CITY OF WOODLAND PARK
ORDINANCE NO. 1382, SERIES 2020

AN ORDINANCE VACATING PUBLIC UTILITY EASEMENTS BETWEEN LOT 3 AND LOT 4, THE VILLAGE

WHEREAS, Woodland Park Storage, LLC (Eric Smith) owns Lot 3 and Lot 4, The Village (127 and 137 Village Terrace); and

WHEREAS, the Property Owner is requesting vacation of the 10-foot wide platted public utility easement (5 feet on each side of the common lot line between Lot 3 and Lot 4; and

WHEREAS, the City has notified interested service and utility providers and has not received any objection to vacating this public utility easement.

NOW, THEREFORE THE CITY OF WOODLAND PARK, COLORADO, ORDAINS as follows:

Section 1. City Council of the City of Woodland Park hereby vacates the public utility easement shown in Exhibit A, attached hereto.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING PUBLIC HEARING, THIS ____________ DAY OF __________________________, 2020.

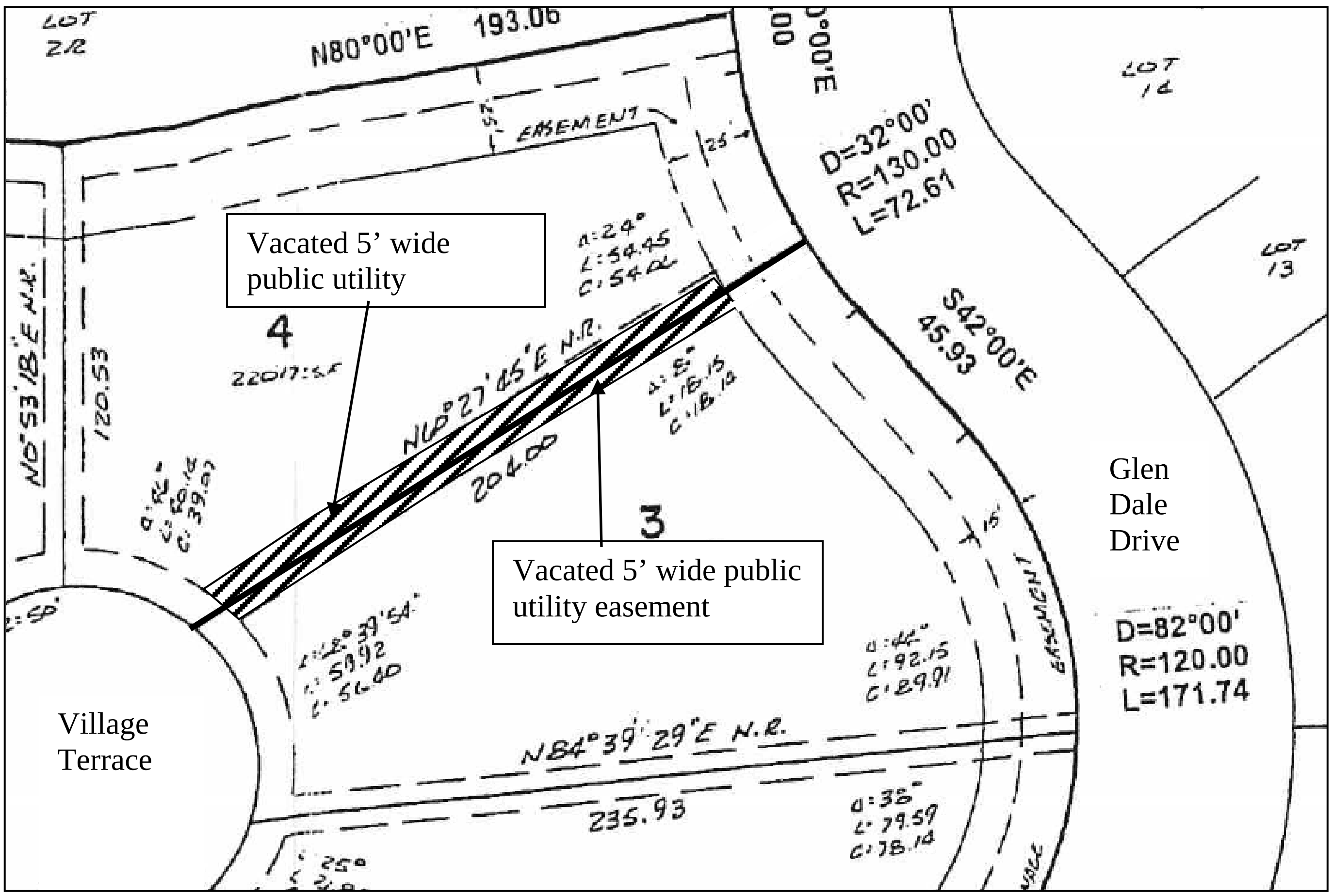
____
Mayor Val Carr

ATTEST by: _________________________
City Clerk Suzanne Leclercq

APPROVED AS TO FORM by: ______________________________
City Attorney Jason Meyers

EXHIBIT A

(TO CITY OF WOODLAND PARK ORDINANCE NO. 1382, SERIES 2020)



CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1381, SERIES 2020

AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE GENERAL FUND, IN THE AMOUNT OF $674,515.14 FOR THE ADMINISTRATION OF THE CORONAVIRUS RELIEF FUND, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2020 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1360, SERIES 2019.

WHEREAS, the Home Rule Charter of the City of Woodland Park specifies that City Council may, by ordinance, make supplemental appropriations when there are anticipated expenses in excess of those estimated in the budget; and,

WHEREAS, the City of Woodland Park, State of Colorado, and the United States have experienced impacts resulting from the COVID-19 pandemic that has required the expenditure of funds and resources to respond to the emergency; and,

WHEREAS, the City of Woodland Park has applied to participate; in conjunction with Teller County, the City of Cripple Creek, and the City of Victor; in the Coronavirus Relief Fund (CVRF) program administered by the Colorado Department of Local Affairs (DOLA) which will provide reimbursement for eligible COVID-19 related expenditures; and,

WHEREAS, the City of Woodland Park desires to seek reimbursement through the CVRF program for actual expenses related to COVID-19 in addition to seeking reimbursement for providing COVID-19 assistance grants to qualifying entities and/or persons affected by the COVID-19 pandemic within the City of Woodland Park; and,

WHEREAS, the CVRF funding from DOLA requires the expenditure of City funds before reimbursement can be sought through the CVRF program therefore requiring the expenditure of reserve funds; and,

WHEREAS, pursuant to the City of Woodland Park Charter and applicable Colorado Revised Statutes, additional monies must be appropriated for the anticipated expenditure of these funds, even though the expenses are intended to be reimbursed through the CVRF program.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS

That an Ordinance entitled "AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE GENERAL FUND, IN THE AMOUNT OF $674,515.14 FOR THE ADMINISTRATION OF THE CORONAVIRUS RELIEF FUND, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2020 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1360, SERIES 2019," be and the same is hereby adopted as follows:

Section 1. The 2020 Amended Budget for the City of Woodland Park, Colorado, is hereby adjusted to reflect the following changes:

Fund	2020 Budget Amount	Adjusted Budget Amount
General Fund	$11,806,653.00	$12,481,168.14

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required by law.

Section 3. The funding required to administer the expenses related to the CVRF program are authorized to be expended from the unrestricted fund balance reserve.

INTRODUCED, PASSED, APPROVED AND ADOPTED this ____ day of ______ 2020, the vote upon roll call being as follows:

Ayes:
Nays:
Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS ______ DAY OF ________________, 2020.

Ayes:
Nays:
Absent /Abstain:

____
The Honorable Val Carr, Mayor

Attest:

____
Suzanne Leclercq, City Clerk

Approved as to form:

____
City Attorney

CITY OF WOODLAND PARK, COLORADO
RESOLUTION NO. 865, SERIES 2020

A RESOLUTION IN OPPOSITION TO NATIONAL POPULAR VOTE COMPACT, WHICH WILL APPEAR ON THE 2020 GENERAL ELECTION BALLOT

WHEREAS, America's Founding Fathers created a system of checks and balances to ensure that each state would have a unique voice in the election of a President; and that no city, state, or region would consolidate too much political power; and

WHEREAS, adoption of the National Popular Vote compact concentrates political power in a few large cities located in the most populous states; and

WHEREAS, Colorado's 9 Electoral Votes are highly coveted and pursued by presidential candidates, ensuring candidates listen to Colorado's unique interests on issues such as water, infrastructure, and taxes; and

WHEREAS, National Popular Vote compact requires Colorado's Presidential Electors to cast their votes for the candidate for President who received the most votes nationally, even if that candidate did not receive the most votes in Colorado; and

WHEREAS, requiring Colorado's Presidential Electors to cast their votes this way would give away Colorado's votes for President to more populated areas like Chicago, Los Angeles, New York and Washington, D.C., relegating Colorado's electorate to a mere bit play in Presidential elections; and

WHEREAS, National Popular Vote compact contains no majority requirement and would allow a candidate with a plurality, however small, to become President;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK AS FOLLOWS:

Section 1. The City of Woodland Park, Colorado officially declares its opposition to National Popular Vote compact for the purpose of ensuring proper checks and balances against accumulation of political power and to protect Colorado's unique political voice in presidential politics.

PASSED BY CITY COUNCIL ON THIS______ DAY OF ____________, 2020

____

The Honorable Mayor Carr, Mayor

City of Woodland Park Business Relief Fund

Program Information: The City of Woodland Park Business Relief Fund (WPBRF hereafter) will aid businesses and non-profits located in the City with any of the following types of assistance incurred during the specified COVID-19 pandemic time period: rent or mortgage assistance, utility payments, employee payroll, accounts payable and other bills, payment of fixed debts, and adapt and/or repurpose their business to serve the community. Upon application review and approval, businesses and non-profits may receive up to $5,000 in grant funds.

Commented [jvc1]: Council determined based on demand?

How Does an Impacted Small Business Apply: Applications for WPBRF grant assistance program will be released August 6, 2020 and can be found online at: http://city-woodlandpark.org/TBD????????????. Applicant businesses will complete an application as a form fillable document and submit the application and required financial documents to the City of Woodland Park for further review and consideration.

Commented [jvc2]: TBD – after Council approval

Commented [jvc3]: City staff will edit proper hyperlink once it is placed on the City web site.

Objectives and Eligibility:

The program will initially allocate up to $300,000 from the current CARES Act-CVRF funds for small businesses and $100,000 for non-profits provided to the City by DOLA. (Another program for resident-individuals totaling $100,000 may also be set aside under a different application.) This program does not guarantee the City's financial assistance.

The objectives of the WPBRF:

- Encourage and support diverse and high-quality retail and service establishments, with an emphasis on local businesses that contribute to Woodland Park's sales and property tax base.

- Retain and support city businesses that have been negatively affected by the disruption of services during the COVID-19 crises, to include:
    - Assist businesses in maintaining or increasing their current workforce.
    - Assist in reopening businesses.
    - Prevention of additional business closures.
    - Reduction of unemployment claims in Teller County.
    - Funding necessary to make reasonable and temporary accommodations to comply with a Public Health Order.
    - Provide assistance for scheduled essential (necessary to keep the business open) building modifications that became impossible to pay for due to the revenue loss because of COVID-19

Businesses in the City may continue to experience a decline in business activity and revenue, and access to financial resources may help many locally owned businesses keep their doors open. Local retail, service based, restaurants, and tourism-related businesses have been significantly impacted by COVID-19 and may be a focus area of this fund. By supporting local businesses and non-profits, we can maintain a vibrant, healthy local economy and community now and in the future. This pandemic reinforces our need for a long-term economic development strategy that can weather events outside of our control.

The WPBRF will provide grant assistance to these adversely affected businesses. The timeframe for expenses and economic impact under the grant is March 1, 2020 to December 30, 2020.

This program is for small businesses and non-profits located in the City of Woodland Park.

Eligible Businesses:
Pursuant to the document entitled "Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments", one of the eligible uses for CARES Act funds are as follows:

> *Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:*

- *Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.*

The Program is open to small businesses and non-profits within the City's boundaries, including locally-owned franchises, that can document negative financial impacts resulting from COVID-19 such as increased costs, reduced revenues, reduced operating hours, employee layoffs/furloughs/pay cuts, etc. To be eligible for the Program, the business must have had less than 21 employees on March 10, 2020 (the date of the Governor's disaster declaration). Grants are available, based on available funds.

Commented [jvc4]: Council TBD

Priority funding will be applied to businesses who have been required to close due to Health orders or who can demonstrate a significant reduction in business volume due to COVID-19. Businesses that can or do function remotely will be considered as last priority. Non-franchise businesses have priority over franchise businesses. Businesses must be in good financial standing with the City and Colorado Secretary of State, including being up to date on business license fees, applicable sales tax remittances, and utility payments (paid through February 2020 with no previous outstanding balance).

Eligible small businesses and non-profits located in the City of Woodland Park may be awarded a grant up to a maximum of $5,000.00. They must meet all the following criteria:

Commented [jvc5]: Council TBD

Commented [jvc6]: Council TBD

- Small business, as defined by the Small Business Administration with less than 21 employees, physically located and operating within the City of Woodland Park Boundaries and have a current City of Woodland Park Business License prior to March 10, 2020.
- Non-profit organizations that provide services to City of Woodland Park residents or businesses
- Have experienced a decline in revenue this year as a result of the COVID-19 pandemic compared to an equal timeframe in the previous year
- Be registered with the Colorado Secretary of State's Office prior to March 10, 2020.
- Be engaged in activities that are legal under Colorado and federal law
- Meet program technical requirements, including ability to provide financial records
- Be in good standing with local, state, and federal taxing and licensing authorities

Grant funding will be prioritized and apportioned relative to the total demand by the CVRF Manager currently employed by the City Finance Department. Any applications received that the CVRF Manager cannot qualify or disqualify will be arbitrated by a second review by the City Manager and the Mayor. If that second review is inconclusive, the application will be reviewed by City Council as a whole for final determination of CVRF qualification.

Program Priorities: The City of Woodland Park business relief program will prioritize applications based on considerations of the following factors:

- Woodland Park Business Industry Priorities: Retail industry, Restaurant/food industry, Tourism industry
- Percentage of revenue decline
- Number of employees
- Proposed use of financial assistance. Preference may be given if assistance will be used to purchase supplies or services from other Woodland Park businesses.
- Efforts to remain open, retain employees on payroll, return to normal function, revenue, and profitability
- Businesses who are seeking to adapt and/or repurpose their business to serve the community during this period

Eligible Uses for the Grant: Grants offered under the program may be used for the following:

- Payroll to remain open and retain paid staff that PPP program did not cover.
- Pre-existing fixed costs (rent, mortgage, insurance, loan interest)
- COVID-19 caused operating costs - increased utilities.
- COVIC-19 related costs to adapt and/or repurpose business to serve the community

Given the daily changes in how the virus is impacting communities, the WPBRF's response and eligibility criteria may evolve accordingly.

Ineligible Uses for the Grant: Grants offered under the program may not be used for the following:

- Preplanned (discretionary) facility improvements or previously budgeted expenses
- Payment of debts other than those associated with the fixed costs
- Payment for any item, service, or cost for which the business has received any other type of grant or public assistance.
- Payment of property tax, sales tax, other tax obligations, and permits

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Reporting: A detailed line item budget of requested grant expenses and required financial reports must be submitted by the business applicant and approved by the City prior to release grant funds. Grant recipients must fully expend grant funds by December 30, 2020.

If a grant is provided the receiving business will be required to sign an agreement that the funds will be spent in accordance with the grant requirements. Receipts will be required to provide verification of how the grant funds were expended to match the previously approved budget.

To Apply for WPBRF:

CVRF Management
Phone: 719-???-???? | Email: business@city-woodlandpark.org
Website: http://city-woodlandpark.org/??????

Commented [jvc9]: City staff will edit after details are firmed up.

City of Woodland Park Business Relief Fund (WPBRF) Application

To be eligible for grant assistance, COVID-19 affected small business applicants must demonstrate a need for assistance. Qualifying applicants must provide documentation regarding the following components:

Business Information

Is your small business or organization located within the City of Woodland Park? ______________

Business License Number (existing prior to March 10, 2020): _______________________________

Business Address: ____

Street Address: ____

City ___________________________________ State _______ Zip ______________________

Business Legal Name: ____

Business Trade Name: ____

Business EIN: ____

Year Business Opened: ____

Number of employees: Full Time ________________________ Part Time_________________

NAICS (https://www.naics.com/search/): ____

Business Industry Type https://www.naics.com/search/: _____________________________________

Business Structure:

- ☐ Sole Proprietor ☐ Partnership ☐ C-Corporation ☐ S-Corporation
- ☐ Limited Liability ☐ Independent contractor
- ☐ 501 (c) (3) nonprofit ☐ 501 (c)(19) veterans org.
- ☐ Tribal business (sec. 31(b)(2)(C) of Small Business Act)
- ☐ Other: ____

Business Owner Information

First Name: _____________________________ Last Name: ____________________________

Owner's **Residence** Street Address: ____

City ___________________________________ State _______ Zip ______________________

Business Phone: ____

Business Email: ____

Economic Impacts of COVID-19

What impacts has COVID-19 had on your business? (Check all that apply)

- ☐ Business Closure
- ☐ Reduced operations
- ☐ Inability to Serve Customers
- ☐ Increased operations cost
- ☐ Employee Layoffs
- ☐ Customer decline
- ☐ Revenue Decline
- ☐ Other

Please provide a brief explanation of the adverse economic impacts COVID-19 has had on your business. Please note ways you have demonstrated adaptability by reconfiguring your business model during the COVID-19 economic disruption. Please attach additional pages if necessary.

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Grant Assistance Request

Eligible small businesses may receive up to $5,000 in grant assistance. How much grant assistance are you requesting? ________________. **If your needed assistance exceeds this application maximum, please submit supplemental application(s) which may be considered subsequent to a preceding round of distributions.**

Commented [jvc10]: Council TBD

(Eligible grant expenses may cover fixed debts, payroll, accounts payable and other business-related expenses. Grant funds are not intended to replace lost sales or profits, or for new expansion. Grant funds cannot be used to pay down long-term debt.) Please tell us about your business (and what it does) and telling us what you would use your funding for and how that would help you, your business, and the community. Please attach additional pages if necessary. Please provide documentation showing the amounts of the items you are requesting.

____

____

Line Item Budget Request	**Amount**
Fixed Debts (rent, mortgage, insurance):	Click here to enter text.
Payroll:	Click here to enter text.
Accounts Payable:	Click here to enter text.
Business Modifications or Safety Measures:	Click here to enter text.
Other (please specify):	Click here to enter text.
Total Grant Assistance Request (Total cannot exceed $5,000) :	Click here to enter text.

Commented [jvc11]: Council TBD

What type(s) of additional business support needs do you have?

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Please list any local or federal additional COVID-19 business relief resources that you have applied for or received and how the funding was used. Additional pages may be attached if necessary.

Funding source:	**Status: (Applied for, Denied, Received, or n/a)**	**Amount: What expenses did the funds cover?**
Paycheck Protection Program?		
Economic Injury Disaster Loan?		
SBA Express Bridge Loans?		
SBA Debt Relief?		
Non-profit organization's assistance		
https://energizecolorado.com/gap-fund/		
Total local or federal funding resources:		

Were you a designated as an "Critical (Essential) business" on March 26, 2020? ☐ YES or ☐ NO
Refer to: https://drive.google.com/file/d/1GjiohfHn3BP10UxifTQLfgfdw0Twrut_/view to answer.

Application Certification

I hereby certify by reading and initial each statement listed below that:	**Please Initial**
Applicant's business activities are legal under Colorado and federal law.	
Applicant will provide documented receipts and other supporting documentation reflecting expenditure of grant funds prior to receipt of grant funds.	
Application submission will not be considered until a complete application, and requested attachments, have been submitted.	
Business and business owner do not have any outstanding judgments, tax liens, or pending lawsuits against them.	
FYE 2019 Balance Sheet provided:	
YTD 2020 Balance Sheet provided:	
FY 2019 P/L for April-June 2019 provided:	
FY 2020 P/L for April-June 2020 provided:	
Colorado Secretary of State Certificate of Good Standing prior to March 10, 2020 provided:	

By signing this application, I certify that all information in this application, and submitted with the application, is true and correct to the best of my knowledge, and that I will submit truthful information in the future.

Applicant's Name: ____

Title: ____

Business Name: ____

Signature: ____

Date: ____

Submit applications via email to:
City of Woodland Park
CVRF Management
?????????????@city-woodlandpark.org

Commented [jvc12]: City staff contact TBD

City of Woodland Park Resident Relief Fund

Program Information: The City of Woodland Park Resident Relief Fund (WPRRF hereafter) will aid residents located in the City with any of the following types of COVID-19 affected assistance: rent or mortgage assistance, utility payments, healthcare impacts, and other related bills. Upon application review and approval, residents may receive up to $500 in grant funds.

Commented [jvc1]: Council needs to decide this amount to balance demand.

How Does an Impacted Resident Apply: Applications for City of WPRRF grant assistance program will be released August 6, 2020 and can be found online at: http://city-woodlandpark.org/TBD????????????. Applicants will complete an application as a form fillable document and submit the application and any required financial documents to the City of Woodland Park for further review and consideration.

Commented [jvc2]: This hyperlink will be finalized once the City staff has it placed on the web site

Objectives:

The program will initially allocate up to $100,000 from the current CARES Act - CVRF funds for Woodland Park residents/citizens/individuals. This program does not guarantee the City's financial assistance.

The objectives of WPRRF:

- Provide assistance for COVID-19 related expenditure impacts, for critical resources including food, shelter, rental assistance, childcare, and more.

Individual households may have been adversely affected by COVID-19 impacts, for which this grant funding is intended to address. This pandemic reinforces our need for a long-term economic development strategy that can weather events outside of our control.

The WPRRF will provide grant assistance to these adversely affected households. The timeframe for expenses and economic impact under the grant is March 10, 2020 to December 30, 2020.

This program is for residents located in the City of Woodland Park.

Eligible Residents:

Woodland Park resident households impacted by COVID-19 expenditures may apply.

The Program is open to residents within the City's boundaries, that can document negative financial impacts resulting from COVID-19. Grants are available, based on available funds.

Eligible residents located in the City of Woodland Park may be awarded a grant up to a maximum of $500.00. They must meet all the following criteria:

Commented [jvc3]: Council TBD

- Applicants must be a resident of a street address in the City of Woodland Park.
- Be in good standing with local, state, and federal taxing authorities as of February 2020.

Program Priorities: The WPRRF grant program will prioritize applications based on need and considerations of the following factors:

- Demonstrated COVID-19 caused costs and impacts outside of remedies made by the CARE Act, unemployment and general payments made already by Federal and State Government, and those assistance programs available at https://stayathomeco.colorado.gov/get-help-now.

Eligible Uses for the Grant: Grants offered under the program may be generally used for health and welfare purpose beyond those available at https://stayathomeco.colorado.gov/get-help-now including the following:

- Critical resources including food, shelter, rental assistance, childcare.

- COVID-19 health care impacts, including uninsured costs, PPE, disinfectants, thermometers and other medical monitoring devices purchased because of COVID-19.
- Fixed costs (rent, mortgage, insurance)
- Variable costs (utilities)

Given the daily changes in how the virus is impacting communities, the City of Woodland Park Resident Relief Fund's response and eligibility criteria may evolve accordingly.

Ineligible Uses for the Grant: Grants offered under the program may not be used for the following:

- Preplanned facility improvements or previously budgeted expenses
- Payment of debts other than those associated with the fixed costs
- Payment for any item, service, or cost for which you have received any other type of grant or public assistance.
- Payment of property tax, sales tax, other tax obligations, and permits

Reporting: A detailed line item budget of requested grant expenses and required financial reports must be submitted by the applicant and approved by the City prior to release grant funds. Grant recipients must fully expend grant funds by December 30, 2020.

If a grant is provided, the receiving resident will be required to sign an agreement that the funds will be spent in accordance with the grant requirements. The State of Colorado requires that receipts will be required to provide verification of how the grant funds were expended to match the previously approved budget.

To Apply for WPRRF:

CVRF Management
Phone: 719-???-???? | Email: business@city-woodlandpark.org
Website: http://city-woodlandpark.org/??????

Commented [jvc4]: City staff will finalize these once it is online and contact details are known.

City of Woodland Park Resident Relief Fund (WPRRF) Application

Qualifying applicants must provide documentation regarding the following components:

Applicant Information

Are you located within the City of Woodland Park? _______________

Applicant Name: ____

Street Address: ____

City ____________________________________ State _______ Zip ______________________

Phone: ____

Email: ____

How long have you lived in Woodland Park?:___________________

Number of residents at this location?: ________________________

Household (cumulative) 2019 Adjusted gross income (AGI is on Line 8b on Form 1040 (or 1040-SR)):

$ Enter AGI. (Submit 2019 1040 or 1040-SR with application.)

Economic Impacts of COVID-19

What impacts has COVID-19 had on you? (Check all that apply)

- ☐ Increased food costs
- ☐ Rent, mortgage, shelter insurance unpaid
- ☐ Increased utilities cost
- ☐ PPE, disinfectants, COVID related medical devices
- ☐ Increased childcare costs
- ☐

Please provide a brief explanation of the adverse economic impacts COVID-19 has had on you. Please attach additional pages if necessary.

____

____

____

Grant Assistance Request

Eligible residents may receive up to $500 in grant assistance. How much grant assistance are you requesting? ____

(Eligible grant expenses may cover COVID-19 related impacts. Grant funds cannot be used to pay down long-term debt.) Please tell us what you would use your funding for and how that would help you. Please attach additional pages if necessary. Please provide documentation showing the amounts of the items you are requesting.

____

____

What type(s) of additional support needs do you have?

____

____

Please list any local or federal additional COVID-19 relief resources that you have applied for or received and how the funding was used. Additional pages may be attached if necessary.

Funding source:	**Status: (Applied for, Declined, Received, or n/a)**	**Amount: What expenses did the funds cover?**
Paycheck Protection Program?		
Economic Injury Disaster Loan?		
SBA Express Bridge Loans?		
SBA Debt Relief?		
Programs at https://stayathomeco.colorado.gov/get-help-now		
Non-profit organization's assistance		
Total local or federal funding resources:		

Application Certification

I hereby certify by reading and initial each statement listed below that:	**Please Initial**
Applicant has been a resident of Woodland Park for more than a year as of March 10, 2020.	
Applicant will be required to provide documented receipts and other supporting documentation reflecting expenditure of grant funds before receipt of grant funds.	
Application submission will not be considered until a complete application, and requested attachments, have been submitted.	
Applicant does not have any outstanding judgments, tax liens, or pending lawsuits against them.	

By signing this application, I certify that all information in this application, and submitted with the application, is true and correct to the best of my knowledge, and that I will submit truthful information in the future.

Applicant's Name: ____

Signature: ____

Date: ____

Submit applications via email to:
City of Woodland Park
CVRF Management
?????????????@city-woodlandpark.org

Commented [jvc5]: City staff TBD

Internal Fund Manager use only:

Resident Relief Fund Application Review

Resident Name: Click here to enter text.

Documentation of expenses for requested funding?: Yes or No.

Expenses related to COVID-19 impacts for requested funding?: Yes or No.

Resident lives in Woodland Park City limits? (Yes or No): Yes or No.

Assistance already covered by other government relief or donations? (Yes or No): Yes or No.

Grant amount requested ($): Enter #.

Relative need scale: 1=low (AGI>$80,000), 5=high (AGI<$30,000): Enter 1-5.

☐ Approve Grant

Grant amount approved ($): Enter #.

☐ Deny Grant

Comments:Click here to enter text.

Business Relief Fund Application Review

Business Name: Click here to enter text.

Business License & Expiration Date: Click here to enter text.

Sales Tax Non-delinquency Verification: Click here to enter text.

Business is in City Limits Location?: Yes or No.

Business Industry: Click here to enter text.

Number of FT Employees: Enter #. **Number of PT Employees:** Enter #.

Demonstration of decline in revenue?: Yes or No.

Documentation of expenses for requested funding?: Yes or No.

Financials submitted for requested funding? (Yes or No): Yes or No.

Good Standing with Secretary of State? (Yes or No): Yes or No.

Owner resides in Woodland Park City limits? (Yes or No): Yes or No.

Assistance already covered by other government relief or donations? (Yes or No): Yes or No.

Grant amount requested ($): Enter #.

Program Priorities:

Please rate on a scale of 1-5 (5= priority met, 1= priority not met) the applicant's demonstration of meeting the program priorities.

1-5	1) Locally Owned Industry Priorities: Retail industry, Restaurant/food industry, Tourism industry
1-5	2) Percentage of revenue decline (Compare P/L 2019 vs 2020)
1-5	3) "Need" (compare Net worth to grant impact)
1-5	4) Number of employees
1-5	5) Proposed use of financial assistance. Preference may be given if assistance will be used to purchase supplies or services from other Woodland Park businesses.
1-5	6) Efforts to remain open, retain employees on payroll, return to normal function, revenue, and profitability
1-5	7) Businesses who are seeking to adapt and/or repurpose their business to serve the community during this period
1-5	8) Business owner resides in Woodland Park City limits

☐ Approve Grant

Grant amount approved ($): Enter #.

☐ Deny Grant

Comments:Click here to enter text.

Score Tally – WP internal use

Priority								Priority Average
1								
2								
3								
4								
5								
6								
7								
8								
Total								
Average								